Energy Training for Construction Workers for Low Energy Buildings

BUILD Up Skills QualiBuild

Report Title: Meeting Minutes

Report No: Deliverable 1.1
Report Published Date: September 2016
Prepared By: Lis O’Brien
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<th>V</th>
<th>Date</th>
<th>Organisation</th>
<th>Author</th>
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<td>22/09/14</td>
<td>LIT</td>
<td>Seamus Hoyne</td>
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1 Introduction

This report includes information on the project partners meetings and the steering committee meetings during the lifetime of the QualiBuild project as required in BUSI Annex 1.

The project involved five partners each with their own specialist expertise.

Limerick Institute of Technology (LIT) were the Coordinators of BUSI Irish Roadmap and QualiBuild projects. LIT are a Third Level Education Institute with 5 campuses in Limerick, Clare and Tipperary specialising in Lifelong learning training programmes, energy efficient buildings, renewable technologies, enterprise, research, community and social projects.

Institute of Technology Blanchardstown (ITB) are a Third Level Education Institute in Dublin specialising in training and lifelong learning programmes. ITB are involved in delivery of craft apprenticeships with emphasis on sustainability and energy efficiency.

Dublin Institute of Technology (DIT) have 6 campuses based in Dublin City Centre focussing on research, innovation and a wide range of technological, economic, social and cultural aspects.

The Irish Green Building Council (IGBC) launched in 2011 include organisations and businesses from the entire value chain of the built environment with a common goal to accelerate the rate of change in Ireland to a sustainable built environment.

The Construction Industry Federation (CIF) is the Irish construction industry’s representative body. CIF supports the construction sector directly with information and expert advice on a range of construction specific issues through regional offices throughout Ireland.

There were 14 active organisations on the steering committee representing all the relevant key actors.
1.1 Partners meetings

The project partners’ consortium operated effectively and held six formal project partners meetings and a final conference since the project start date of the 1st of November 2013.

- Meeting 1 (7th November 2013) focused on providing an overview of each WP and agreeing a work plan for implementation.
- Meeting 2 (17th June 2014) focused on progress reporting and addressing key issues related to project implementation.
- Meeting 3 (15th October 2014) focussed on the content and delivery of the training programmes and the registration workshops.
- Meeting 4 (13th February 2015) focussed on the development of the registration system and the final content for the FES courses.
- Meeting 5 (08th September 2015) focussed on the way forward of the registration system and the piloting of the 2nd phase of Train the Trainer of the FES courses.
- Meeting 6 (25th February 2016) focussed on the piloting of the register and the final delivery for the FES courses.
- Final Conference (21st June 2016) Closed the project with presentations to stakeholders.

The minutes of meetings are provided in Section 2 of this document.

1.2 Steering Committee meetings

A Project Steering Committee was also established which represents major stakeholders in the construction sector. Four official meetings were held

- Meeting 1 (22nd January 2014) focused on providing an overview of each WP and agreeing a work plan for implementation.
- Meeting 2 (10th September 2014) focused on progress reporting and addressing key issues related to project implementation.
- Meeting 3 (8th September 2015) focussed on the content and delivery of the training programmes and the registration workshops.
- Meeting 4 (25th February 2016) focussed on the development of the registration system and the final content for the FES courses.
- Additional attendance and discussions with the steering committee included the Better than Best Conference and the Final National Roll Out conference.

Minutes and presentations of these meetings are provided in Section 3 of this document. Additional meetings and discussions were held with policy makers and stakeholders with regards to the course content, piloting of the courses, review of the CWSR and the way forward with the national roll out of the courses and the CWSR. Extensive discussions were especially held with relevant stakeholders such as Department of Environment, Community & Local Government, SOLAS, ETBI and CIRI. Many of the key Actors and Stakeholders were involved with BUSI BUILD UP Skills Irish Roadmap and were also instrumental in ensuring that the QualiBuild project was a success.
2 Partners Meetings

2.1 Kick Off Meeting – November 2013

2.1.1 Meeting Agenda

**BUILD UP Skills QualiBuild**

**Kick Off Meeting**

Date: 7th November 2013

Venue: LIT Tipperary, Thurles Campus

Time: 9.30am to 5.00pm

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<thead>
<tr>
<th>Time</th>
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<tr>
<td>9.30am</td>
<td>Welcome from LIT Tipperary</td>
<td>Ciaran Lynch (LIT; Development Manager)</td>
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<td>9.45am</td>
<td>WP1: Project Management</td>
<td>Seamus Hoyne (LIT), Project Coordinator</td>
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<td>QualiBuild project overview</td>
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<td>• Steering Committee</td>
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<td>10.15am</td>
<td>Overview of work plan</td>
<td>Seamus Hoyne, LIT</td>
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<td>Risks &amp; Challenges</td>
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<td>Work Plan Next 6 Months &amp; Action List</td>
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<td>12.30pm</td>
<td>Workpackage 3: Train the Trainer Programme and Piloting</td>
<td>Mark Keyes, ITB</td>
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<td>Devyn Olson</td>
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<td>Risks &amp; Challenges</td>
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<td>3.15pm</td>
<td>Workpackage 4: Quality Building Training Registration System</td>
<td>Tim O’Leary, DIT</td>
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**Meeting Results**

The partners were welcomed by Seamus Hoyne, Project Coordinator (LIT).

**WP 1 Project Management (LIT)**

- **Resource Demands**

Seamus Hoyne will take on the role of strategic overseer with a Project Manager to be appointed. The project management committee will consist of one person from each contractor/partner. That person will be authorised to take a vote on behalf of its organisation if necessary.

Agreed action / deadline:

- The project management committee was agreed as being: Pat Barry (IGBC); Tim O’Leary (DIT); Seamus Hoyne (LIT); Mark Keyes (ITB); Robert Butler (CIF)
**Steering Committee**

It was agreed that the role of the Steering Committee would be to give strategic direction to the project and to bounce ideas. Those organisations who have given letters of support to the project would be invited to join the steering committee, and more suggestions were added see Appendix I:

Agreed action / deadline

- To call a meeting of the Steering Committee for early January 2014. It was agreed to invite:
  - National Consumer Association
  - Construction Safety Partnership
  - Irish Timber Frame Association
  - RIAI & Engineers Ireland
  - Department of Education & Skills
  - NAMA
- It was agreed to keep other organisations for Dissemination meeting to be scheduled at a later date.
- Seamus Hoyne to contact Fergus Whelan to suggest any other associations which should be included
- It was agreed that Seamus Hoyne would write to the organisations that provided letters of support informing that the Project Kick off Meeting has taken place.

**WP 1 Action List**

Seamus Hoyne explained that the EU Commission have requested that partners choose key deliverables and these are highlighted in bold in the Deliverable list.

Performance Indicator Report will be measured throughout the project. If targets are under or over exceeded an explanation will be sought.

A financial report at the end of the project will be required for all costs. Partners should retain timesheets and pay slips etc for auditing purposes. If sub-contracting is to take place partners should apply the normal procurement rules of their own organisations. All partners should try to update cost statements every 6 months. LIT will provide partners with cashflow statements, and John Kennedy will assist any partner with hourly rates. It is important to have the correct system in place at the outset of the project.

**WP 2 Foundation Energy Skills Programme Development (LIT)**

- **Overview of Work Plan**
  
  LIT presented the aims and objectives of the work package. The programme will be developed by the Built Environment department within LIT.

- **Risks and Challenges**
  
  Seamus Hoyne would like to present a discussion document to the Steering Committee in January 2014. A discussion took place around the rationale for choosing FETAC over HETAC level course, and whether to pitch the programme at Level 5 or 6.

Agreed action / deadline

- A decision must be made re the level to place the programme (Jan / Feb 2014)
- Decision on programme resources (end Feb 2014)
• Decision on programme delivery (end Feb 2014)
• Input from all stakeholders on these actions is required

- Work Plan Next 6 Months & Action List
The target group for Foundation Energy Skills Programme is operative and craft level personnel.

A brainstorm session took place to find out ‘what content should be included in the programme’ see Appendix II & Appendix III.

WP 3: Train the Trainer Programme and Piloting (ITB)

- Overview of Work Plan
Mark Keyes (ITB) presented an overview of the work package and an Action list for the next 6 months. A discussion took place around the mechanism to achieve the target of 100 Train the Trainer people completed. It will be achieved by contact direct through Fás and Institutes of Technologies. It was suggested to also use private training providers.

- Work Plan Next 6 Months and Action List
Agreed action / deadline

- Investigate the feasibility and costs of using computer tablets preloaded with course manual for training. SH & MK will discuss with the Registrars of their respective Institutes.
- Confirm with EACI that it is possible to introduce a fee for the tablet while the training remains free.
  o This was agreed when Nathalie Cliquot joined the meeting after lunch.
  o Project Officer, EACI (via Video Conference)

Nathalie Cliquot, Project Officer, Executive Agency for Competitiveness and Innovation (EACI) joined the meeting via video conference in the afternoon. Nathalie explained to the partners that this project is to build in the momentum which was already started with Pillar 1. If it is successful it can have a significant impact on the sector/market.

QualiBuild is one of 10 projects selected. There will be more projects announced as the call is open until 28 November 2013. There are plans to have an exchange of activities among the projects across the EU with a meeting planned on 26/27 November to discuss.

The Project Officer advised the partners that her role is to share the results of the project and how they can be utilised in the larger European plan.

Seamus Hoyne said that he will be representing the QualiBuild Project at the EU Exchange meetings at the end of November. It will be useful to get a perspective of the other projects and their implementation phase.

WP5 Quality Building Communication Campaign (IGBC)

- Overview of Work Plan
Devyn Olson-Sayer presented an overview of the work package and action list for the next 6 months.

A discussion took place about branding and a logo. Seamus Hoyne has a specification document that would be suitable to use when tendering for a designer. Nathalie confirmed that a logo can be
designed and there is no requirement to include the EU Flag image or the IIE logo. She commented that some projects prefer to use the BUSI logo as it is now a recognised image.

- **Work Plan next 6 months and Action List**
  Devyn expects the Communications Consultancy to incorporate the possibility of using focus groups in their proposals. Pat Barry (IGBC) said that in relation to Better Energy Financing the Government have plans to put a mechanism in place to roll out a national energy fit plan. Seamus Hoyne made a submission to this Board on behalf of this QualiBuild project and a follow up is now required.

Agreed action / deadline

- Seamus Hoyne to follow up on submission to Better Energy Finance Project Overview Board

**WP7 Communication (LIT)**

- **Overview of Work Plan**
  Seamus Hoyne presented an overview of the work plan and action list for the next 6 months.

A brainstorm session took place to identify key organisations that should be involved in the communications strategy, see Appendix IV.

Other issues and general discussion

- Return to organisations targeted at consultation phase that are now on Steering Committee list
- A style guide will be an important document to have when logo is designed
- When designing the Portal look at incorporating ‘clickable choices’ to ultimately get a customised content relevant to that persons request
- Consider a mobile version of the portal. All agreed this is important and should be taken into account at beginning of design stage of main site.

A discussion took place about what physical content should be on the Portal:

- Piece about the Project – but not at the forefront of the site
- Sample course content
- Registration & booking mechanism
- Train the Trainers section
- Training database
- Rolling front page that constantly updates
- Focus on ‘new’ rather than ‘news’
- User guide
- Easy functionality
- Document management system (do this in Moodle)
- Useful links
- Blog
- Good support package – catered for by procuring in stages
- One click mechanism from other websites to QualiBuild

Other items to consider:

- Require early Web presence – not all content required at this stage
• Social Media to be launched in conjunction with Portal
• Guidance on most appropriate social media for various campaigns within the project
• Important to keep social media relevant and live all the time
• Consider scale of content and whether it is viewable or downloadable. Look at Googledocs type of platform for collaborative working/editing of documents

Agreed action / deadline

• Finalise tender document (30 November)
• Award tender (20 December)
• Web Portal live (31 March 2014)

WP 4: Quality Building Training Registration System (DIT)

• Overview of Work Plan

Tim O’Leary presented an overview of the work plan and action list for next 6 months.

Seamus Hoyne informed the partners that the Construction Register is in progress. Robert Butler said that the project is near rollout for end of November to begin taking applications, with a go live date of end March. He will speak to relevant people in CIF to bring parties together. TOL from DIT to attend for project.

A discussion about the Register identified the following items to consider:

• An opportunity for the system to grow beyond this project
• A single ID Card that displays qualifications & other training
• Possible to link to a person’s PPS Number
• EU Recognition wold be a benefit
• There should be motivation to get on the Register
• It is not just about Compliance

Agreed actions / deadline:

• Connect with CIF (TO’L, RB)
• Contact Department of Comm, Energy & Natural Resources about their register (SH)
• Look at timeline for the register and ensure registers and campaigns are inline (TOL)
• Ensure clear message that all organisations are together in the promotion (ALL Partners)
• Bring back to EU Exchange ideas about Single Register (SH)

WP6: Roadmap for Implementation and National Roll Out (DIT)

• Overview of Work Plan

Tim O’Leary presented an overview of the work plan and action list.

General discussion points:

• Put a Business Plan in place for Implementation phase
• Concern that training and piloting of 200 people without resources to back up – need to have this in place first
• Look at charging nominal admin fee to cover training costs
• Debates about ESF are immediate to ensure potential funding mechanisms are not shut off
Agreed actions / deadline:

- Make connection with Departments of Finance & Education re ESF funding (SH)
- WP 8: EU Exchange Activities and Monitoring (LIT)

  - Overview of Work Plan
  
  Seamus Hoyne gave an update on this work plan and activities for the next 6 months.

General discussion points:

- SH will attend next EU Exchange meeting 26/27 November in Brussels. He will look at the other projects who are planning to run campaigns and circulate the presentations and contact details of the other partners’ projects to this consortium
- SH will discuss at Nov meeting if any other partners wish to engage on particular similar areas e.g. registration
- Labour Market Intelligence Tools – Nathalie Cliquot said if there is interest in these types of calls there may be potential to team up with other EU partners. SH said it is of interest however, resources are limited but could inform other agencies outside of this consortium. He will also raise the idea in Brussels to see if there is any interest in a partnership
- SH summarise the actions for next 12 months and highlighted that WP2, 5 & 7 have key action points for next 2 months

Any Other Business

- Next Meeting Dates

  Steering Committee Meeting

  A date of Wednesday 22nd January 2014 from 11.00 – 13.00 in a venue TBC in Dublin has been agreed.

  Partners Progress Meeting

  22nd January 2014 14.00 – 16.00 same location as Steering Committee meeting has been agreed

  Next Partners Meeting

  8th April 2104, at CIF offices from 10.00 – 17.00 has been agreed.

  Other Meetings

  WP 2 & WP3 to organise a separate meeting (SH & MK)

  WP S to organise separate meeting with project coordinator (DO-S & SH)

Nathalie Cliquot, Project Officer, EACI thanked all for the meeting and offered her best wishes to everyone with the project. She also requested that she be kept informed of future meetings so that she may be able to schedule a visit.
BUILD UP Skills QualiBuild

Partners Meeting

IEE/12/BWI/339/SI2.659728

Date: 13th February 2015
Venue: CIF, Canal Street, Dublin,
Time: 10.00pm to 3.00pm

**Agenda**

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<tr>
<td>10.00pm</td>
<td>Work Package 1: Project Management</td>
<td>Seamus Hoyne (LIT), Project Coordinator</td>
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<td>QualiBuild project overview</td>
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<td>Workpackage 4: Training Registration System</td>
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<td>Workpackage 5: Communication Campaign</td>
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<td>Lunch</td>
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<td>1.30pm</td>
<td>Workpackage 6: Roadmap Implementation and National Roll</td>
<td>Tim O’Leary, DIT</td>
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## Partners Meeting 3 - Minutes

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<td><strong>Workpackage 8: EU Exchange Activities and Monitoring</strong></td>
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<td>Review of Action Lists for next 6 Months</td>
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<td>Next Meeting Dates</td>
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<td>Meeting Close</td>
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1) WP1

1.1 Co-ordination is up-to-date Management is on track
Need to agree on the action plan for next 6 months

1.2 Timelines – require submission of Interim Report in May, M18.

1.3 Budget
Discussion on re-allocation of budget if necessary in WP4 and WP5
Full financial report will be due on M18 where more detailed information on budgets will be required. EU commission permit <20% amendments, however it is likely that >20% will be required to be moved.

2) WP5

€21,425 budget allocation to CIF for WP5. CIF do not have resource capacity in place to carry out the majority of their tasks under WP5 and they are also not in a position to recruit additional staff to cover this.
Robert Butler will remain involved (despite his recent role change within CIF). CIF has only one Communications staff member (Jimmy Healy) and he is currently under resourced.

In addition there are new policies in relation to communications which hinder CIF communicating the project effectively.

It is likely that it will be necessary to re-assign tasks and budget assigned to CIF in WP5 to other partners. This may involve moving the entire CIF (WP5) budget across all partners, which would amount to a contract amendment.
A meeting was held in January between IGBC and CIF to discuss and plan the promotion of QB.
IGBC noted that there were a number of key items that CIF were expected to engage with as part of WP5:
Partners Meeting 3 - Minutes

- 10 Coffee meets around Ireland with approximately 20 people (BCW etc) at each.
- Case studies from builders perspective on Quality build
- Videos- where QB can piggyback on
- More events – QB to be promoted at CIF events
- QB be promoted and combined at CIF breakfast meets?
- Newsletters from QB to go through the CIF comms, magazine, website etc

SH noted that CIF will have to clearly demonstrate the lack of resources and policy changes which have prevented them from implementing their work. To address the issue SH asked what work do CIF envisage they can achieve in WP5.

**Task** CIF to provide confirmation of the following by 20th February 2015.

- Need a set of tasks
- What can be achieved
- Document of policy and procedures of what can be implemented

SH needs to receive this information to assess if allocation of time and budgets need to be implemented and if so decide how.

3) WP4

CIF Budget €22,950
DIT have already implemented 6 registration workshops around Ireland and disappointed that CIF has only just raised issues at this stage.

- Robert stated CIF had no issues with the QB registration proposal but CIRI have only brought their issues and concerns forward now.
- It was stated that when CIF joined up to QB then CIRI was not in place.
- There was a communication gap between CIRI and CIF as CIRI was still in the development phase.
- As CIRI is now moving into full implementation phase and key decisions have been made, issues have emerged which could cause conflict between WP4 and CIRI.
- CIRI has a board of 14 people across the sector, including the Department of Environment.

On November 14th 2014, CIRI decided on a National register which is focused on construction companies but will require CPD for all employees (Managers, Directors, Construction workers and General operatives).
CIF and CIRI (Hubert Fitzpatrick) met with Tim O’Leary from DIT/QualiBuild in January to look at the issues. CIRI raised concerns regarding the QB proposal. A discussion was held regarding the CIRI register and QB proposed structure.
Points raised included:
- Can partnership be formed? Or merged? As having 2 registers would not be sensible
Partners Meeting 3 - Minutes

- Can this be overlapped or blended? No sense in continuing with the development of QB registration as the EU will not favour 2 registrations. Need to find solution within QB approach and budgets to provide a National Registration for all BCWs.
- QB registration works bottom up (workers) yet CIRI works top down (company). QB represents the contractors, companies and the individual BCW. The QB registration is based on training skills and CPD for all BCW individuals.
- CIRI have commitment to carry out CPD now, training from June 2016 onwards (cycle from now to June 2016).
- It was noted that a number of individuals are not affiliated with a CIRI company fit registration. CIRI are aware of this cohort and want them in CIRI as it is all inclusive.
- Price to join the CIRI Register could be an issue and could alienate people from joining especially individuals. Fee structure is €600 + vat. Probably will be €400 +vat when established.

Decision to be made as to whether both registers can work together as one.
It seems that both registers are heading in the same direction but from different starting points

Fundamental issues:
- QB is individual based whilst CIRI is company based
- QB register has quality, qualification and training onus whilst CIRI have control, CPD and management emphasis.
- Both parties agree that Quality assurance and CPD are important. Register needs to be independent and transparent
- Register needs to show the skills of the BCWs and consider the employability of all BCWs (individuals)
- Acceptable fee to register for all BCWs
- QB is to allow access to the register on completion of the FES course to establish a minimum requirement of knowledge.

If they are to join together then need to decide how we can mesh these together.

Need to decide how to design and develop the registration.
TOL – provided a presentation with a SWOT analysis on 3 models (attached with these minutes).

Summary: looked at pros and cons, strengths and weaknesses for
- individual registers,
- joined registers and
- running alongside each other.

**Task**
TOL to put this analysis presentation into the dropbox

SH – A joint venture is probably the best approach as long as it fits the QB strategy
QB would like to work with CIRI to get the best for QB and the BCW as a whole.
Need cooperation with CIRI and need an agreement with a clear structure from CIRI and QB.
Partners Meeting 3 - Minutes

Can this be moved forward quickly?

Task
TOL and RB to engage and provide a 1 page document for a joined register ready for 27th February 2015.

The heads of CIRI need to be informed and made aware of this QB and CIRI proposal.

Task
Robert is to organise a special meeting with CIRI and put into the agenda by mid March.

The proposal will be taken to the next CIRI board meeting for Hubert to look at.

CIRI will probably set up a sub-committee for this.

A presentation by QB would be beneficial

Involvement of unions?

Union reps (plasterers, RECI etc) were present at QB meetings and registration workshops and were very favourable to the QB registration:

Unions see the QB FES course as being an essential requirement for BCWs.

4) WP2

- **LIT Introduced** new recruit Fintan O’Hora

  **Progress to date:**
  WP2 timeframes for next 6 months attached to end of document

  **Trainers:**
  Staff from ITB to be employed and LIT to recruit Part time staff
  May need to shift budget.
  Need to determine number of staff and hours for LIT

  **Task**
  SH – to check and clarify on LIT staffing

  **Task**
  SH – to send validation documents to MK

  **Phase 1:**
  Proposed 2 EoI from ITB staff and 1 EoI from CIT staff
  CIT and MK to meet at Ballyfermot to assess training facilities and CIT to build new training unit.
  **Phase 2:**
  to be determined

  **Venues:**
  **Phase 1:**
  Classroom will include Dublin (ITB) and Cork (CIT)
  Demonstration sites at Ballyfermot and CIT

  **Task**
  MK to contact CIT – Michael Hourihan to assess if can carry out training at the end of April

  **Phase 2:**
  ITB to look at Galway as a venue. Saint Gobain also show interest at training site in Cavan.
  Try Pro air in Galway or GMIT
**Partners Meeting 3 - Minutes**

<table>
<thead>
<tr>
<th><strong>Dates:</strong></th>
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<tbody>
<tr>
<td><strong>Phase 1:</strong></td>
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<tr>
<td>2 days and 2 evening sessions</td>
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<td>Days fortnightly on Monday with demo day on Monday.</td>
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<td>Evening sessions on Thursdays with demo day on Saturday</td>
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</table>

**Task** MK to issue out dates and venues after meeting.

Proposed to use Google on-line registration rather than Moodle, simpler for BCW Insurance who is responsible

**Comms**

**Task** EOB – to provide Summary of FES to be given to IGBC for website

**Task** MK to collect data from FES materials – graphic and written

**Task** IGBC - Set up application form and entry requirements

---

### 5) WP3

Outlined Train the Trainers programme

TtT phase 2:

Need up to 50 people.

Only 11 are eligible so far from EoI.

Course to start in September and finish in March 2016.

Pat O’Mahoney to encourage ETB trainers

**Comms**

Promote everything on TtT phase 1 materials content etc needed

**Task** MK to pass info to DOS

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### 6) Any Other Business

**ALL** Interim report due in May M18 and submit by Seamus Hoyne LIT

Needs to go sooner.

**Task** JK - to issue a cost statement to each partner for the interim report

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### 7) Date of Next Meeting

TBA
**BUILD UP Skills QualiBuild**

**Partners Meeting**

IEE/12/BWI/339/SI2.659728

Date: 17th June 2014  
Venue: DIT Dublin,  
Time: 10.00am to 4.00pm

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**Draft Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
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<tbody>
<tr>
<td>10.00am</td>
<td><strong>Summary of previous meeting</strong></td>
<td>Seamus Hoyne (LIT; Project Coordinator)</td>
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<tr>
<td>10.15am</td>
<td><strong>Work Package 1: Project Management</strong></td>
<td>塞amus Hoyne (LIT), Project Coordinator</td>
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<td>10.45am</td>
<td><strong>Workpackage 2: Foundation Energy Skills Programme Development</strong></td>
<td>Seamus Hoyne, LIT</td>
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<tr>
<td>11.15am</td>
<td>WPs Discuss together due to overlaps and connections. Tea/Coffee will be made available</td>
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<td>11.30am</td>
<td><strong>Workpackage 3: Train the Trainer Programme and Piloting</strong></td>
<td>Mark Keyes, ITB</td>
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<td>12.00pm</td>
<td><strong>Workpackage 4: Update of work plan</strong></td>
<td>Tim O’Leary, DIT</td>
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<td>Time</td>
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<td>Quality Building Training Registration System</td>
<td>Work Plan Next 6 Months</td>
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<td>12.30pm</td>
<td>Lunch</td>
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<td>1.30pm</td>
<td>Workpackage 5: Quality Building Communication Campaign</td>
<td>Update of work plan</td>
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<td>Work Plan Next 6 Months</td>
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<td>Workpackage 6: Roadmap Implementation and National Roll Out</td>
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<td>Near zero energy buildings</td>
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<td>Conference in October</td>
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<td>Work Plan Next 6 Months</td>
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<td>WPs Discuss together due to overlaps and connections.</td>
<td>Tea/Coffee</td>
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<td>Workpackage 7: Communication</td>
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<td>Work Plan Next 6 Months</td>
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<td>Workpackage 8: EU Exchange Activities and Monitoring</td>
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<td>Work Plan Next 6 Months</td>
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<td>3.45pm</td>
<td>Review of Action Lists for next 6 Months</td>
<td>Seamus Hoyne (LIT)</td>
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<td>4.00pm</td>
<td>AOB</td>
<td>Meeting Close</td>
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Partners Meeting 2 - Minutes

Date: Tuesday 17th June 2014
Location: DIT Bolton Street, Dublin
Time: 10.00am to 4.00pm

Attendance:

- Seamus Hoyne (LIT) SH
- Elisabeth O’Brien (LIT) EOB
- John Kennedy (LIT) JK
- Tim O’Leary (DIT) TOL
- Robert Butler (CIF) RB
- Devyn Olson Sawyer (IGBC) DOS
- Christine Walsh (IGBC) CW
- Mark Keyes (ITB) MK

Apologies: none
Circulation: ALL

1) Introduction
Round-table introduction from everyone present.
All presentations will be accessible in Dropbox; management; meeting; PM170614.

SH Overview of the Agenda
Will look at Budget changes and work actions at each WP.

2) WP1
SH Management is on track
2 Deliverables: D1.1 Minutes
D1.2 Risk Management Plan for all work packages

1.1 Co-ordination is up-to-date
All members signed up except SOLAS. Need to agree on the action plan
It is understood that Brian Fields cannot sit on the committee for SOLAS due to time restrictions.

MK Direction should come from above and chase CAO.

RB Construction is off the agenda for SOLAS.

TOL May require a letter to be sent to CAO to point out that they would be a key player in QualiBuild, especially registration.

SH 1.2 Schedule - Set date of next partners/steering committee meeting for 10th September 2014 at 11am at CIF.

SH 1.3 Monitoring report for month 6 will be discussed in WP8.

SH 1.4 Reporting process is explained
Month 10 – Progress report (Sept14) will require all changes to be presented form all WPs.
Month 19 – Interim report (June15) will include technical and financial reports
Month 33 – Final report

SH 1.5 Draft Budget Plan (Annex II)
JK Draft cost statement to be submitted at Month 12.
Budget shifts and amendments need to be included at this stage.

SH 20% of each individual budget can be moved
20% of overall budget can be moved.
Above these thresholds then the legal process becomes time consuming.
Please keep shifts within these limits.

SH Each partner can propose changes to hourly rates of employees, but justify lower rates with longer hours to carry out work (expertise levels).
SH The commission check, effort, costs, time with standards and PIs
SH Tablets? Depreciation comes into play. Need to check the financial implications.
TOL How many are required? Can leasing be considered?
SH 200 participants on the FES course but tablets are classed as equipment unless we could redefine as consumables. (student training material)
SH The final decision will be with the finance officer
MK An introduction day may be required for the 100 trainers. A minimum of ½ a day for DEAP practical assignment. Concerned that the start date is fast approaching, October 2014.
TOL This introduction day will also need to be regional.
SH Will further discuss in WP3 as costs in ITB budget will need to be adjusted to account for this.
SH VLE – Train the Trainers at ITB (moodle)
SH VLE – FES programme possible use ITB (moodle)
SH Need to consider how to employ at national level as it needs to be housed somewhere.
TOL DIT Budget on target as all people are in place
DOS IGBC Budget changed and delayed due to staff changes. Need to cost changes within the parameters previously discussed. Agreed with SEAI that don’t need to use external communication consultant as we have one on site (Christine). Sub-contracting budget needs to be adjusted.

SH **1.6 Risk Management Plan**
To be discussed at each WP.

**Actions**

**LIT**
- to chase CAO at SOLAS
- to circulate steering/partners meeting for all members at CIF, on 10-6-14 at 11am.
- will issue Budget plan template to each partner.
- **ALL** to provide the following on the templates: No of hours, Change of hours, Delayed tasks to be recorded and justify.
- to set timetable for review
- to contact the commission (finance officer) to confirm if the budget allocated for printing can be used for purchase of tablets and whether tablets should be considered as equipment and therefore depreciated.
- to amend RMP and issue out after the meeting

3) **WP2**

EOB Outlined Foundation Energy Skills Programme.

2 Deliverables:  
- **D2.1** General Principles document  
- **D2.2** Outline document

On target as all the written content is drafted.

RB CIF have indicated that they could provide access to sites if needed

EOB Partners have agreed that practical aspect is vital for successful programme. This is to be achieved through

- Inclusion of a site visit/demonstration on Day 2 of the training programme
- Use of samples and demo equipment during the class room sessions
- Use of materials in electronic format – potentially using tablets
EOB  Listed potential sites already identified are
- St Gobain, ETB Finglas, PHA
Other venues to consider for regional availability are:
- Metac, Laois, CIT, Sligo IT

DOS  Suggested NCE Cork (Devyn to supply contacts)
EOB  Visits are required to assess the suitability of potential building centres to maintain continuity of standards.
EOB  Have prepared a list of required photographs, graphics and visuals required for the FES programme

**Actions**
- LIT/ITB to agree a specification for requirements for the site visits for the Train the Trainer and FES programmes (20th June) and list potential venues. √
- IGBC to provide details of contacts for NCE. √
- LIT/ITB share out visits to potential venues to confirm their suitability (27th June) √
- LIT to commission specific content development as required for FES √
- LIT to confirm to ITB the delivery mode for FES by 27th of June (subject to answer being received from Commission in relation to use of tablets). √
- LIT to progress validation of FES programme via LIT, FETAC delegated authority
- LIT to readjust their Budget Plan

---

4) **WP3**

MK  Outlined Train the Trainers programme

4 Deliverables:  
D3.1  Learning Outcomes - complete  
D3.2  Exchange of Best Practice - complete  
D3.3  Module Definitions and Development – in progress  
D3.4  Validation of Train the trainer Programme - complete

3.2 **Best practice** – practical mode of delivery is a must.

Summarised visit to France. Provided a practical demonstration/workshop on modes of delivery suited for construction workers, aimed at air-tightness methods. Hands on delivery, videos and photos.

3.3 **Definitions**

Looked at modes of delivery rather than content of the 4 modules.
Module 1 draft complete  
Module 2 70% complete  
Module 3 40% complete  
Module 4 descriptor only.
Modules 1 and 2 will be ready in October, Module 3 ready during October and Module 4 late October. Looking at getting extra staff over summer.

MK  Need to define modes of delivery from the FES course.

3.4 **Validation** completed in 9-5-14 by LIT

CPD process is developing with DIT.

RB  Cormac has already mentioned QualiBuild CPD at the table and is in the process.

3.5 **Implementation** of TtT

MK  Emailed to all IoTs and ETBs. 20 have shown an interest.
No response from LIT and CIT

DOS  Have private providers been contacted? St Gobain are interested.
Consider which companies suited for training in the private sector. Entry level qualification is left open with wording "or equivalent". There will be no exemptions.

MK

All modules to be completed but can change venues is required.

MK

Participants will be classed as students for insurance issues and visit site by mini bus. Reviewed RMP

TOL

Flagged need for photo/visual content (copyright issues) Permission is already granted from SEAI and NSAI.

EOB

Extra photos could be obtained from the building centres ie St Gobain as they carry out demonstrations. A required list is already compiled in FES draft content and can be issued out.

**Actions**

**ITB** to circulate output of video diary in August

**ITB** to provide description of “or equivalent” √

**LIT** to issue out list of photos, visuals and graphics required for FES programme. √

**LIT** to circulate list of graphical content to IGBC √

**LIT** to develop a request for graphic materials (competition) which would be sent to IGBC members. √

**IGBC** to distribute list of required content to members (27th June). This would be an open call for materials (Photo, video, graphics) which would be provided to the project free of copyright. √

**LIT** to readjust Budget Plan. LIT would use a portion of its budget for content development for this call to award prizes for best materials. (27th June)

**ITB** to readjust their Budget Plan

---

**5) WP4**

Outlined Registration Process

3 Deliverables:

- **D4.1** Review of Existing Registration Systems - almost complete,
- **D4.2** Registration System Development – underway on target for Aug 2014
- **D4.3** Registration System Consultation – to start in August

**4.1**

Presented document – addressing key questions - why register, advantages, costs, role of employers, timeframes and entry requirements.

**4.2**

Compared the registration process for sub groups in Ireland, UK and Europe.

Set up dates, number of members, legislation, process of registration, costs, ethics, protection.

**DOS**

Is there a suitable existing system that can be used in Ireland?

**TOL**

There are a number of organisations in Ireland but vary in membership and entry requirements.

Other groups are specific in trade. Expect 30,000 possible members. Need to keep registration simple and cost effective.

CPD is essential and could be included in the registration fee. Fees can vary for each level of entry and capability to pay. ie free for apprenticeship levels. Registration can be carried out once they have completed the QB course.

**DOS**

Could include a volunteer contribution instead of payment.
Partners Meeting 2 - Minutes

MK
Be aware of hidden costs – needs to be transparent and not a money racket.
Payment at registration should represent perhaps 1 day pay.

DOS
“1 day pay” could be used in the marketing tools.

RB
Will require a code of conduct with a complaints system in place. There is already a complaints system on CIF website. Vetting is essential and needs to be audited with a good percentage being audited. Need assurances.

TOL
Provided with indent card – similar to safe pass. Showing qualification and level of knowledge. Qualified and not Qualified/ General operatives and Crafts

TOL
Discussed time frame and validity of identity card. Annual membership seems the most appropriate choice. Outlined pros and cons for a number of years.

4.3 Managing the Registration System
IOTs - have registration process in place – expertise, links to progression routes.
SOLAS - are a recognised body, experience, well resourced, distributed around the country but slow to adapt to change.
Others, Private - little experience in registration process, in particular nationally. Expertise available.

RB
General Public needs confirmation that this is not a scam - transparency and appropriate costing are to be confirmed. Needs to remain neutral.
If registration system is a stand-alone system as a not for profit independent organisation, then monies could go back into costs to run CPDs.

EOB
Need to assess if 10 hours of CPD is to be structured or/and unstructured. This can be carried out with help/advice from website. (refer to RIAI CPD provision where lists of information papers are available, list of course, reading material, links to specific sites).

SH
Be aware that the registration doesn’t overlay or interfere too much with other organisations ie RECI.

4.4 SWOT analysis
TOL
Emphasis on “value” for money.
Need to get 200 people for pilot scheme.
Need to attend workshops/demo.

TOL
Commenced work on D4.2 - Registration System Development

Actions
DIT and IGBC to meet and discuss workshops and collate data.
DIT to assess appropriate body for the registration system
DIT to determine appropriate costs for each level of entry.

6) WP5
DOS
Overview of communication strategy
3 Deliverables:  D5.1 Define target groups - complete
               D5.2 Define Communication Message and Methods -complete
               D5.3 Implementation of Communications Campaign - started

DOS
Staff changes. Christine is now in place.
Posts will be issued on air-tightness, thermal bridging etc.
Post key events
Discuss and provide data for communication purposes in the campaign and website.

SH
Conference in Dublin for NZEB (Sustainco and QB) and Behave conference in London in September may be included in blogs and publicity campaign.
Partners Meeting 2 - Minutes

**Actions**
- IGBC to liaise with all partners to collate data and information for continual streaming.
- IGBC to maintain a continual blog with news articles, source similar projects around Europe.
- IGBC to stream any conferences with emphasis on upskilling not technical.
- IGBC to readjust their budget Plan.

**WP6 is skipped**

7) **WP7**
General communication of the project
2 deliverables:  
- D7.1 Communication Strategy - complete
- D7.2 Website and Portal - underway

SH  
Logo is designed and is issued on dropbox for all to use as directed in branding guidelines.
Logo – co funded. Please note to use the correct logo also in dropbox.
Discussed approved website
All partners can access website now and it will be live at the end of June.

**Actions**
- ALL information to be submitted to Mark O’Leary to start the website off. V
- ALL articles and links to be submitted to Mark O’Leary V
- LIT to prepare 3 month report

8) **WP8**
General communication of the project
1 deliverable:  
- D8.2 Monitoring and Evaluation

SH  
Need to prepare and submit a monitoring and evaluation assessment. Contacted groups to obtain a standard template format but none available.

**Actions**
- LIT To provide a monitoring and evaluation Plan.

9) **Any Other Business**
MK  
Christine from ADEME in France may be interested in attending the delivery of the Train the Trainer course.
ALL  
Complete Budget forms and submit to Seamus Hoyne

**10) Date of Next Meeting**

10th September 2014 at 11am at
CONSTRUCTION INDUSTRY FEDERATION, CIF,
Construction House, Canal Road, Dublin 6
All Partners and Steering Committee members to attend.
# BUILD UP Skills QualiBuild

## Partners Meeting

**IEE/12/BWI/339/SI2.659728**

**Date:** 15th October 2014  
**Venue:** Wood Quay, Dublin,  
**Time:** 12.00pm to 1.00pm and 3.00pm to 4.00pm

### Draft Agenda

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<td>QualiBuild project overview</td>
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<td>• Key deliverables</td>
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<td><strong>Workpackage 4: Quality Building Training Registration System</strong></td>
<td>Tim O’Leary, DIT</td>
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<td><strong>Workpackage 5: Quality Building Communication Campaign</strong></td>
<td>Devyn Olson-Sawyer, IGBC</td>
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<td>Seamus Hoyne, LIT</td>
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<td><strong>Workpackage 8: EU Exchange Activities and Monitoring</strong></td>
<td>Seamus Hoyne (LIT)</td>
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<td><strong>Review of Action Lists for next 6 Months</strong></td>
<td>Seamus Hoyne (LIT)</td>
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<td>Next Meeting Dates</td>
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Partners Meeting 3 - Minutes

Date: Wednesday 15th October 2014
Location: Dublin City Council, Dublin 8
Time: 12.00am to 1.00pm and 3.00pm to 4.00pm
Attendance: Seamus Hoyne (LIT) SH
Elisabeth O’Brien (LIT) EOB
Ciaran Lynch (LIT) CL
Tim O’Leary (DIT) TOL
Robert Butler (CIF) RB
Devyn Olson Sawyer (IGBC) DOS
Pat Barry (IGBC) PB
Mark Keyes (ITB) MK
Apologies: none
Circulation: ALL

1) WP1
SH Management is on track

1.1 Co-ordination is up-to-date
All members signed up including SOLAS. Namely Derek Walsh and Declan O’Donoghue. Need to agree on the action plan

SH 1.2 Timelines – require submission of progress report M10
The progress report is 1 month behind time. The draft is available but require input from partners for each section.

SH Progress report will require all changes to be presented from all WPs.
To include:
- Budget changes (LIT to send out budget sheets on 16th October)
- Progress to date
- Projected progress for next 6 months

DOS IGBC hours are added, but spent more time than anticipated on certain aspects. Need to adjust rates and hours.

MK ITB progress is ready but need to put in the hours.

TOL DITs progress is to be developed. Hope to track hours by the end of the week.

RB CIFS progress and hours to be completed by this Friday.

SH Progress report will be provided for review by partners on 24th October.
The progress report will be sent to EU on 27th October 2014.

SH SH to provide cover letter with submission to explain budget hours and changes to staffing rates of pay.
Full financial report will be due on M18 where more detailed information on budgets will be required.
Partners Meeting 3 - Minutes

2) WP2
EOB Outlined progress of Foundation Energy Skills Programme.

Progress to date

2.3 Content
EOB On target as all the written content is drafted.
- Agreed content for all units
- Video: storyboard agreed, budget to be agreed
- Animated characters are to be approved in principal for FES (2 figures shown)
- Theme building and details: needs to be progressed including budget.
- Samples of materials and demo equipment: completed list.
- Specification of air tightness training centre agreed with ITB.
EOB Have prepared a list of required photographs, graphics and visuals required for the FES programme. Photo competition to be finalised and agree 5 winners. IGBC and LIT input required.
EOB Agreed Learning outcomes

EOB Training manual in progress.
RB CIF Arrangement of breakfast meets for November 28th (provisional)
- Flyers to be organised and promotion on websites.
EOB A list of contractors will be required
SH Expressions of interest are available on the website. Need to link with the CIF/CIRI website

2.4 Validation
LIT to organise validation before January 2015.

EOB Listed time frames for each task.
EOB These are shown in the WP2 presentation attached

3) WP3
MK Outlined Train the Trainers programme

Progress to date

3.3 Content
MK Looked at modes of delivery rather than content of the 4 modules.
Module 1 complete
Module 2 100% complete in final draft
- Review from partners 16th October until 24th October
- Printed on 27th October
Module 3 70% complete
Module 4 descriptor only.
MK Need to work with LIT to define modes of delivery from the FES course.
EOB Managed to obtain new member to work on module 4.
EOB Need to work with LIT to define modes of delivery from the FES course.

3.4 Validation
EOB Training manual being developed. First draft ready at the end of October.
Partners Meeting 3 - Minutes

Action list next 6 months

3.5 Implementation of TtT

MK 2 courses to be changed to sites at ITB (not DIT)
   Need to go back to the signed up groups to confirm the change is acceptable.
   49 participants over three groups: 17/18 in each group.
   Other course is held in Sligo

MK Suggest keeping the expressions of interest open until end of October.

MK ITB requires assistance in organising guest speakers.
   - Require industry speaker or building control officer
   - Require speakers for BER and also a venue to carry out the examination

RB Perhaps building control officer from Fingal – will follow up

DOS To assess list of suitable BER candidates and contact them on behalf of QB.

4) WP4

TOL Outlined Registration Process – in progress

4.1 Consultation process

To appeal to a maximum people and to be nationwide

TOL What access is available – database
   Identify cohorts and small companies (90% SMES)
   - ITAC aimed at apprenticeships, Cork IT will be chair.
   - Aimed at information and awareness
   - CCMA, Councils to be added also.

DOS A database for Private trainers need to be collated. Aim at larger groups and then smaller bodies. Break out Saturday morning meets can be organised

TOL Suggest Dundalk, Sligo, Dublin, Limerick, Waterford, Cork.
   Start a pilot at DIT and Dundalk first. Possibly in November.

DOS A questionnaire can be issued if the contractor cannot attend a workshop.

Action list next 6 months

No dates set for workshops as yet

Information and workshop invitation to be completed by email before November

Stage 2 establish dates, numbers of attendees and locations

DOS and EOB To organise a register for attendees on the QB website during November.

5) WP5

DOS Overview of communication strategy

DOS Staff changes. Alice Ryan and Emma are now recruited on a part time basis
   Meets are to be developed
   Need more information for the QB campaign and website, especially possible events
### Partners Meeting 3 - Minutes

<table>
<thead>
<tr>
<th><strong>DOS</strong></th>
<th><strong>Summary of communication to be organised for each week and to be issued to the consortium.</strong> Strategy Plan to be prepared to engage all partners</th>
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<tbody>
<tr>
<td></td>
<td>- include Joseph Little, Tomas O’Leary, St Gobain. Ecological Centre and other steering members</td>
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<td>- Train the trainers to obtain “quotes” from lecturers and guest speakers</td>
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<td>- Look at training attitudes reflective learning</td>
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<td>- Aim for “hired someone because they completed this course”</td>
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<td>- Organise a quick questionnaire aimed at building construction workers. Start and finish change of opinions</td>
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<td>- FES - promote to the general public and develop awareness</td>
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<td>- Case studies from Tomas O’Leary. TEA, Jo Little etc</td>
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<td>- What the client should know! Start this theme during the springtime.</td>
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<th><strong>6) Any Other Business</strong></th>
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<td>Remember Complete Budget forms and submit to Seamus Hoyne LIT</td>
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<th><strong>7) Date of Next Meeting</strong></th>
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## Attendees on 15th October

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<tr>
<td>LIT</td>
<td>Seamus Hoyne (SH)</td>
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<td>Alice Ryan (AR)</td>
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## Agenda

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<th>Time</th>
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<tr>
<td>10.00pm</td>
<td><strong>Work Package 1: Project Management</strong></td>
<td>QualiBuild project overview</td>
<td>Seamus Hoyne (LIT), Project Coordinator</td>
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<td>• Interim Report</td>
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<td><strong>Workpackage 4: Training Registration System</strong></td>
<td>Update of work plan</td>
<td>Tim O’Leary, DIT</td>
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<td>11.30pm</td>
<td><strong>Workpackage 5: Communication Campaign</strong></td>
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<td>Devyn Olson-Sawyer, IGBC</td>
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<td><strong>Workpackage 6: Roadmap Implementation and National Roll Out</strong></td>
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<td><strong>Workpackage 2: Foundation Energy Skills</strong></td>
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<td><strong>Programme Development</strong></td>
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<td><strong>Workpackage 3: Train the Trainer Programme and Piloting</strong></td>
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Partners Meeting 3 - Minutes

Date: Friday 13th February 2015
Location: CIF, Construction House, Dublin
Time: 10.00am to 3.00pm
Attendance: Seamus Hoyne (LIT) SH
Elisabeth O’Brien (LIT) EOB
Ciaran Lynch (LIT) CL
Fintan O’Hora FOH
Mark Keyes (ITB) MK
Tim O’Leary (DIT) TOL
Robert Butler (CIF) RB
Devyn Olson Sawyer (IGBC) DOS
Pat Barry (IGBC) PB
Apologises: none
Circulation: ALL

1) WP1

1.1 Co-ordination is up-to-date Management is on track
Need to agree on the action plan for next 6 months

1.2 Timelines – require submission of Interim Report in May, M18.

1.3 Budget
Discussion on re-allocation of budget if necessary in WP4 and WP5
Full financial report will be due on M18 where more detailed information on budgets will be required. EU commission permit <20% amendments, however it is likely that >20% will be required to be moved.

2) WP5

€21,425 budget allocation to CIF for WP5. CIF do not have resource capacity in place to carry out the majority of their tasks under WP5 and they are also not in a position to recruit additional staff to cover this.
Robert Butler will remain involved (despite his recent role change within CIF). CIF has only one Communications staff member (Jimmy Healy) and he is currently under resourced.

In addition there are new policies in relation to communications which hinder CIF communicating the project effectively.

It is likely that it will be necessary to re-assign tasks and budget assigned to CIF in WP5 to other partners. This may involve moving the entire CIF (WP5) budget across all partners, which would amount to a contract amendment.
A meeting was held in January between IGBC and CIF to discuss and plan the promotion of QB.
IGBC noted that there were a number of key items that CIF were expected to engage with as part of WP5:
Partners Meeting 3 - Minutes

- 10 Coffee meets around Ireland with approximately 20 people (BCW etc) at each.
- Case studies from builders perspective on Quality build
- Videos- where QB can piggyback on
- More events – QB to be promoted at CIF events
- QB be promoted and combined at CIF breakfast meets?
- Newsletters from QB to go through the CIF comms, magazine, website etc

SH noted that CIF will have to clearly demonstrate the lack of resources and policy changes which have prevented them from implementing their work. To address the issue SH asked what work do CIF envisage they can achieve in WP5.

Task CIF to provide confirmation of the following by 20th February 2015.
- Need a set of tasks
- What can be achieved
- Document of policy and procedures of what can be implemented

SH needs to receive this information to assess if allocation of time and budgets need to be implemented and if so decide how.

3) WP4

CIF Budget €22,950
DIT have already implemented 6 registration workshops around Ireland and disappointed that CIF has only just raised issues at this stage.

- Robert stated CIF had no issues with the QB registration proposal but CIRI have only brought their issues and concerns forward now.
- It was stated that when CIF joined up to QB then CIRI was not in place.
- There was a communication gap between CIRI and CIF as CIRI was still in the development phase.
- As CIRI is now moving into full implementation phase and key decisions have been made, issues have emerged which could cause conflict between WP4 and CIRI.
- CIRI has a board of 14 people across the sector, including the Department of Environment.

On November 14th 2014, CIRI decided on a National register which is focused on construction companies but will require CPD for all employees (Managers, Directors, Construction workers and General operatives).
CIF and CIRI (Hubert Fitzpatrick) met with Tim O’Leary from DIT/QualiBuild in January to look at the issues. CIRI raised concerns regarding the QB proposal.
A discussion was held regarding the CIRI register and QB proposed structure.
Points raised included:
- Can partnership be formed? Or merged? As having 2 registers would not be sensible
Partners Meeting 3 - Minutes

- Can this be overlapped or blended? No sense in continuing with the development of QB registration as the EU will not favour 2 registrations. Need to find solution within QB approach and budgets to provide a National Registration for all BCWs.
- QB registration works bottom up (workers) yet CIRI works top down (company). QB represents the contractors, companies and the individual BCW. The QB registration is based on training skills and CPD for all BCW individuals.
- CIRI have commitment to carry out CPD now, training from June 2016 onwards (cycle from now to June 2016).
- It was noted that a number of individuals are not affiliated with a CIRI company fit registration. CIRI are aware of this cohort and want them in CIRI as it is all inclusive.
- Price to join the CIRI Register could be an issue and could alienate people from joining especially individuals. Fee structure is €600 +vat. Probably will be €400 +vat when established.

Decision to be made as to whether both registers can work together as one.
It seems that both registers are heading in the same direction but from different starting points

Fundamental issues:
- QB is individual based whilst CIRI is company based
- QB register has quality, qualification and training onus whilst CIRI have control, CPD and management emphasis.
- Both parties agree that Quality assurance and CPD are important. Register needs to be independent and transparent
- Register needs to show the skills of the BCWs and consider the employability of all BCWs (individuals)
- Acceptable fee to register for all BCWs
- QB is to allow access to the register on completion of the FES course to establish a minimum requirement of knowledge.

If they are to join together then need to decide how we can mesh these together.

Need to decide how to design and develop the registration.
TOL – provided a presentation with a SWOT analysis on 3 models (attached with these minutes).

Summary: looked at pros and cons, strengths and weaknesses for
- individual registers,
- joined registers and
- running alongside each other.

Task TOL to put this analysis presentation into the dropbox

SH – A joint venture is probably the best approach as long as it fits the QB strategy
QB would like to work with CIRI to get the best for QB and the BCW as a whole.
Need cooperation with CIRI and need an agreement with a clear structure from CIRI and QB.
Partners Meeting 3 - Minutes

Can this be moved forward quickly?

**Task**
TOL and RB to engage and provide a 1 page document for a joined register ready for 27th February 2015.

The heads of CIRI need to be informed and made aware of this QB and CIRI proposal.

**Task**
Robert is to organise a special meeting with CIRI and put into the agenda by mid March. The proposal will be taken to the next CIRI board meeting for Hubert to look at. CIRI will probably set up a sub-committee for this. A presentation by QB would be beneficial

Involvement of unions?
Union reps (plasterers, RECI etc) were present at QB meetings and registration workshops and were very favourable to the QB registration: Unions see the QB FES course as being an essential requirement for BCWs.

4) WP2

**LIT Introduced** new recruit Fintan O’Hora

**Progress to date:**
WP2 timeframes for next 6 months attached to end of document

**Trainers:**
Staff from ITB to be employed and LIT to recruit Part time staff
May need to shift budget.
Need to determine number of staff and hours for LIT

**Task**
SH – to check and clarify on LIT staffing

**Task**
SH – to send validation documents to MK

Phase 1:
Proposed 2 EoI from ITB staff and 1 EoI from CIT staff
CIT and MK to meet at Ballyfermot to assess training facilities and CIT to build new training unit.

Phase 2:
to be determined

**Venues:**

Phase 1:
Classroom will include Dublin (ITB) and Cork (CIT)
Demonstration sites at Ballyfermot and CIT

**Task**
MK to contact CIT – Michael Hourihan to assess if can carry out training at the end of April

Phase 2:
ITB to look at Galway as a venue. Saint Gobain also show interest at training site in Cavan.
Try Pro air in Galway or GMIT
Partners Meeting 3 - Minutes

Dates:
Phase 1:
2 days and 2 evening sessions
Days fortnightly on Monday with demo day on Monday.
Evening sessions on Thursdays with demo day on Saturday

Task MK to issue out dates and venues after meeting.

Proposed to use Google on-line registration rather than Moodle, simpler for BCW Insurance who is responsible

Comms

Task EOB – to provide Summary of FES to be given to IGBC for website

Task MK to collect data from FES materials – graphic and written

Task IGBC - Set up application form and entry requirements

5) WP3

Outlined Train the Trainers programme
TtT phase 2:
Need up to 50 people.
Only 11 are eligible so far from EoI.
Course to start in September and finish in March 2016.
Pat O’Mahoney to encourage ETB trainers

Comms
Promote everything on TtT phase 1 materials content etc needed

Task MK to pass info to DOS

6) Any Other Business
ALL Interim report due in May M18 and submit by Seamus Hoyne LIT
Needs to go sooner.

Task JK - to issue a cost statement to each partner for the interim report

7) Date of Next Meeting

TBA
## BUILD UP Skills QualiBuild

### Partners Meeting

IEE/12/BWI/339/SI2.659728

**Date:** 08th September 2015  
**Venue:** CIF, Construction House, Canal Road, Dublin 6  
**Time:** 10.00pm to 1.00pm

### Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Summary of previous meeting</td>
<td>Ciaran Lynch (LIT)</td>
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<tr>
<td>10.10am</td>
<td><strong>Work Package 1: Project Management</strong></td>
<td>Ciaran Lynch (LIT), Project Coordinator</td>
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<td>QualiBuild project overview</td>
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<td>• Interim Report</td>
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<td>10.25am</td>
<td><strong>Workpackage 2: Foundation Energy Skills Programme Development</strong></td>
<td>Lis O’Brien, LIT</td>
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<td>Update of work plan validation process</td>
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<td>• Work Plan for Next 6 Months</td>
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<td>10.40am</td>
<td><strong>Workpackage 3: Train the Trainer Programme and Piloting</strong></td>
<td>Mark Keyes, ITB</td>
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<td>Update of work plan validation process</td>
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<td>10.55am</td>
<td><strong>Workpackage 4: Quality Building Training Registration System</strong></td>
<td>Tim O’Leary, DIT</td>
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<td>11.10am</td>
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<tr>
<td>11.30am</td>
<td>Workpackage 5: Quality Building Communication Campaign</td>
<td>Update of work plan Action List -</td>
<td>Devyn Olson-Sawyer, IGBC</td>
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<td>Review of Action Lists for next 6 Months</td>
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<td>Budget and Staffing amendments</td>
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<td>Preparation for Steering Committee meeting</td>
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<td>Next Meeting Dates</td>
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<td>1.00pm</td>
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<td>AOB</td>
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Steering Committee meeting arranged for 2pm.
Partners Meeting - Minutes

Date: Tuesday 8th September 2015
Location: CIF, Canal Street, Dublin 6
Time: 10.00am to 1.00pm
Attendance: 
- Elisabeth O’Brien (LIT) EOB
- Tim O’Leary (DIT) TOL
- Robert Butler (CIF) RB
- Devyn Olson Sawyer (IGBC) DOS
- Mark Keyes (ITB) MK
- Fintan O’Hora (LIT) FOH
- Pat Barry (IGBC) PB
Apologies: Ciaran Lynch
Circulation: ALL

1) Introduction
LOB Opens meeting and review of minutes/actions from last meeting
Overview of the Agenda
Will look at Budget changes and work actions at each WP.

2) WP1
LOB Interim Report was submitted in May with minor amendments and additions requested by EU Commission. These have been answered and approved. The evaluation report has been sent by email to all partners already.
Discuss budget transfers in AOB.
Timeline delays and deliverables need to be addressed in each WP.
Can everyone please clear excess information in the Dropbox and leave important documents only

Actions none

3) WP2
EOB PowerPoint presentation
EOBOutlined Foundation Energy Skills Programme.
Completed tasks:
- D2.1 General Principle’s document issued
- D2.2 Outline document issued
- D2.3 Learning Objects and Content
  Learner’s Handbook content and learning outcomes completed
  Draft Training Manual content ready by 11th September
- D2.4 Compilation and Validation
  Draft 1 – reviewed by WP team
  Final draft – reviewed by Qualibuild Partners
To be Completed:
D2.4 Production draft – reviewed by Qualibuild partners
D2.5 Revise and Update following piloting – March 2016
Final content – available for handover via portal

EOB
Actions and Tasks for next 6 months
Finalise training manual content to be completed 11th September.
Finalise training materials for trainers and students.

EOB
Requested input from partners to promote and disseminate courses especially for the FES course

Actions
Check that Learners Handbook (sent to print) will arrive at ITB on 9th September
Finalise and send Training Manual to Mark Keyes (ITB) including all resources by email.

4) WP3 – Train the Trainer and Foundation Energy Skills (FES) Pilot

MK
PowerPoint Presentation

Outlined Train the Trainers and FES programme

Deliverables:
D3.1 Learning Outcomes - complete
D3.2 Exchange of Best Practice - complete
D3.3 Module Definitions and Development – All 4 Modules complete
D3.4 Validation of Train the trainer Programme – complete
D3.5 Train the Trainer Implementation – 2 induction days Monday and Thursday this week.

28 passed first phase out of 44. Main reason for not passing is non-completion of exercises. Looking at ways to accommodate people who fail.

D3.6 Piloting of FES programme – first course daytime delivery starting Wednesday (9th September). 320 expression of interests (EOIs), 127 applicants for 140 places on phase 1.

MK
Need to turn EOIs into applications!

RB
Question regarding how applicants are being targeted?

MK
Targeted the Apprenticeship database that ITB have and Edel O Grady (LIT) has mailed CESBEM/Heatplus participants and unemployment offices in Cork, Waterford and Limerick.

RB
CIRI register is available with about 1000 members – can send out message from CIRI

DOS
IGBC is to talk to RB on disseminating using this database, need other outlets.

MK
Found texts to be more effective than direct contacts as this requires 2-3 phone calls and is time consuming.

Had to develop relationships with externals:
   CIT – plastering facility
   Galway – Partel are involved in some training but have limited models
   Cavan – Saint Gobain are committed and have air-tightness testing equipment

Couse validated as HETAC – should be FETAC level course, which has been very challenging
The Dublin and Cork trainers have been sent the TM and LH and have provided some input already - positive reviews

TOL
Will you achieve 200 participants?

MK
Not sure if this is possible with only 10 deliveries as this would require full capacity on each course and Cork numbers are low.
## Partners Meeting - Minutes

| LOB | Suggested could move some of the LIT applicants to Cork |
| MK | 7 deliveries phase 1 pre-Christmas |
| MK | 3 post-Christmas |
| RB | Good interest in Galway |
| RB | Should encourage CIT to use their own databases and Mark will contact CIT direct. |
| MK | Robert commented on the construction activity in Cork – New Director of CIF for Cork region, the feedback is, that there is a lot of construction activity impacting on training and numbers for training are down. Construction workers are on-site and builders are stretched. |
| MK | Targeting 100 trainers but with due to many trainers retiring etc. QB may not meet the target. Looked at including PLC trainers and agreed to include adult training centres. |
| MK | Question about considering secondary school teachers in construction studies? |
| MK | Need to have a conversation with LIT. Anxious to fill places but wary of audit procedure |
| LOB | Need to stick to the criteria set down in the road map and training needs to be directed to adults and those already in the construction area. |
| MK | Discussion about demonstration days and Trainer Packs – a lot of physical materials and need a lot of time to breakout packs especially when running 2 programs in parallel. But this is achievable. |

### Actions

**ITB** Train the Trainer implementation:
- Phase 2 September 2015 to March 2016 – 2 groups, one in Dublin (ITB) and one in Cork (CIT)

**FES implementation:**
- Phase 1 September to December 2015 (7 deliveries)
- Phase 2 January to March 2016 (3 deliveries)

**Task 3.7:** Train the Trainer CPD system – draft started, delayed due to focus on FES piloting

### 5)

| TOL | WP4 – Registration & WP6 – National Rollout & Funding |
| TOL | PowerPoint presentation |
| Deliverables: | D4.1 Review of Existing Registration Systems - Completed, |
| | D4.2 Registration System Development – Model development for piloting |
| | D4.3 Registration System Consultation – Developing questionnaire, Developing poster Developing database of contacts in Industry |

| TOL | Highlighted the impact of the BC(A)R amendment for one off housing, SI 365 – 2015 |
| RB | CIF have held discussions about Minister Alan Kelly and relationship with construction industry in general. |
| LOB | QualiBuild held a meeting with Bairbre Nic Aongusa, Assistant Secretary DECLG and LIT and DIT explained the QB register and how it will fit within the construction sector. Combining or running in parallel with CIRI was also suggested. Discussion was held about what the Department’s thinking was on 2 registers and CIRI register. CIRI taking the top-down approach and QualiBuild taking the bottom-up approach. How is CIRI run? |
| RB | In CIRI the CPD and development process is for the employee. Talk to staff twice a year to develop progression route and CPD process to go with that. Now tracking everything an |
employee is doing from GO to director. CIRI is at testing stage with a rollout due next year (June).

**TOL**
Commented that CIRI is a top-down approach. QualiBuild is looking at industry in its totality including all construction workers from crafts to general operatives.

**RB**
States that there will be legislation next year and construction companies will need to be on the register and should capture small companies. Should be able to transfer points form SEAI, EI etc. if already accredited.

CIF vet certain training providers and they will not approved trainers if they do not fit a strict criteria. There are 4 pillars of CIRI:

- Quality Building & Building Control Regulations
- Health and Safety
- CIT
- Business & Management

CIF is to provide a guide as to where to access information.

**TOL**
What are the proposed costs for registering with CIRI?

**RB**
Approx. €600 + vat any size company, voluntary fee. Government will set statutory fee – on a sliding scale depending on size of company. Cost analysis done with Grant Thornton for the Minister. Minister will have to come-up with solution and the criteria for auditing is still up in the air.

**LOB**
Who owns and controls the CPD?

**RB**
CPD records should be released by the company if not CIRI will release CPD record. Company will have platform for the register but due to data protection this will not allow homeowners to see CPD or training completed.

**LOB**
One of the main differences between the QB register and the CIRI register is that everyone can see what each BCW is qualified to do –it is important that the register is transparent and updated regularly to enable building owners to make decision about who they employ. This provides a sense of security for the homeowner/building owner. This can also be used by construction companies to allow them to hire certain trades etc. Completing the FES course will be one of the criteria required to be listed on the register as well as a safe pass.

**TOL**
There are concerns about people falling out of the net if everyone is not included on the register.

**LOB**
The register will encourage BCWs to upskill and also give them an opportunity to upskill

**RB**
Is the QualiBuild register, a register of skills for workers and what is the long term window? a 2 year window was mentioned? What happens at the end of 2 years?

**LOB**
The voluntary register ends in 2 years and hopefully goes to a national register. The register is aimed at providing upskilling and training for all construction workers CPD (allowing them to be responsible for their own destiny), a platform for BCWs to show their skills and qualifications relating to construction, an accessible platform for building owners and construction companies to choose the most appropriate BCW for the job and a register which is transparent, constantly updated and audited by a competent source (s). Training may come from an alternative source (but reviewed as with the CIRI setup) but it is envisaged that all BCWs will carry a registration card (photo) showing skills, training and safe pass and will become the norm.

**Actions**
Continued consultation with CIRI and CIF
Continued development of the register whether it is combined or run alongside another Piloting of the register after the completion of the FES courses
6) WP5

Communication strategy

3 Deliverables:
- D5.1 Define target groups - complete
- D5.2 Define Communication Message and Methods - complete
- D5.3 Implementation of Communications Campaign – on going

DOS Stated that the website is being updated along with specific pages within the website. Move the ‘Free FES course’ page. Intending to have a ‘Consumer’ page.

3 up-coming face-to-face (coffee talks):
- Partel - Galway
- Saint Gobain – Dublin & Cavan
- Cork??

- Intending to have a presence in consumer facing shows such as the Ideal Homes Exhibition in April.
- Launching an e-book, about 14 pages in length – send out through e-mail so can be measured.
- Has contacted the Ministers diary secretary for photo of Minister (Alan Kelly) holding QB cover page.
- For the autumn intend to work on content for website along with filming at training days etc. for video.
- Stated that content is smaller than hoped and that IGBC intend to discuss with external consultant to improve.

PB Commented that he has started an article on ‘Apprenticeships’ and had MK anything to add

MK Stated that he hasn’t had the time to do anything on the article and really couldn’t add much.
Suggested Derek Walsh (Solas) as the person to contact. Stated problem is that no one knows what is happening with apprenticeships.

RB Stated they have Tommy Moloney on the apprenticeship board. Said there is a big push to reduce time in apprenticeship – allows more time on-site with more online access for classroom activity.

MK Starting to trial phase 4 and 6 in ETBs. Comment regarding increased building and that it result in falling back to system already there.

RB Are there resources left in the ETBs such as trainers? Makes reference to Mount Lucas – Co. Offaly being used to a very low level. It has every item of plant to cater for all skills training

DOS Outlined that quantity of material sent to main stream media such as radio station interviews is working well. New additional communication support for registration and national rollout. Requested information from other contributions to other articles.

FOH Outlined attendance at Qualicheck conference in Brussels

DOS Qualicheck was mentioned on the website however the attendance of LIT at Qualicheck needs to be included. FOH will send on information

EOB Outlined that space is needed on the website for FES and TtT resources. EOB will complete this task

MK Doesn’t think much space required for TtT

EOB IGBC need to look at case studies on the website and populate this area

DOS Outlined space was made for quality building and that there is a need to talk to Mark O Leary.
Partners Meeting - Minutes

Actions

IGBC to talk to EOB about the website and then possibly Mark O’Leary about space
Populate the news section which is low in information. Items on LIT at QualiCheck and other relevant items to be added. Photos and videos to be added also.

WP6 presented as part of WP4

7) WP7 – any items discussed in WP5

8) WP8

General communication of the project
1 deliverable: D8.2 Monitoring and Evaluation

LOB
Ciaran Lynch had meeting with Philippe Moseley in June 2015 and explained possible budget transfer, time allocation and delays in deliverables.
Interim report was submitted with positive feedback.

Actions
none

9) Any Other Business

LOB
Discussed about budget shift – budget sheet handed out, which outlines shift transfers to each partner from the CIF budget. The budget transfer is under 20% and will not require a contractual change. CIF have been allocated 200 hours in WP4 and 40 hours in WP5.

RB
Agree in principal but will require finalised sheet to get signoff as quick as possible.

DOS/PB
Query next payment and would prefer before March 2016

MK
Flagged extra travel and subsistence costs for trainers and MK travelling to Cork and Galway etc.

LOB
Asked MK to forward additional costs to LOB and John Kennedy (JK) and LIT will look at reorganising the budget shift to provide extra budget for ITB. This will require shifts from IGBC and DIT but in principal both parties are happy to transfer some of the additional allocated budget.

Actions
Lis O’Brien will discuss these changes with John Kennedy LIT.
The allocation of transfer is to be amended to provide extra resources to ITB and this will be transferred from IGBCs, WP4 allocation and DITs WP5 allocation.
Copy of amended budget to be sent out to Partners for final approval.

10) Date of Next Meeting

TBD.
Partners Meeting - Minutes

Attachments:

- PowerPoint presentations from the day
- Copies of sign-in sheets with contact details
- Copy of summary of budget shift
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BUILD UP Skills QualiBuild

Partners Meeting

IEE/12/BWI/339/SI2.659728

Date: 25th February 2016
Venue: Lincs, Institute of Blanchardstown, Dublin
Time: 9.45am to 1.00pm

Agenda

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<td>• Evaluation Process</td>
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<td>10.55am</td>
<td>Workpackage 4:</td>
<td>Update Action List –</td>
<td>Andy Maguire, DIT</td>
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<td>Quality Building</td>
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<td>11.10am</td>
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<td>Tea Break</td>
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<td>11.30am</td>
<td>Workpackage 5: Quality Building</td>
<td>Update Action List -</td>
<td>Devyn Olson-Sawyer, IGBC</td>
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<td>Work Plan for final 6 Months</td>
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<td>11.45am</td>
<td>Workpackage 6: Roadmap Implementation</td>
<td>Update Action List –</td>
<td>Lis O’Brien, LIT</td>
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<td>and National Roll Out</td>
<td>• Sustainable funding</td>
<td>Ciaran Lynch, LIT</td>
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<td>• Implementing Roll out</td>
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<td>Work Plan Next 6 Months</td>
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<td>12.00am</td>
<td>Workpackage 7: Communication</td>
<td>Update of work plan Action List –</td>
<td>Lis O’Brien (LIT)</td>
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<td>• Website and videos</td>
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<td>12.10am</td>
<td>Workpackage 8: EU Exchange Activities</td>
<td>Update of work plan Action List –</td>
<td>Ciaran Lynch (LIT)</td>
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<td>and Monitoring</td>
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<td>Work Plan Next 6 Months</td>
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<td>Review and Discussions</td>
<td>Review of Action Lists for final 6 Months</td>
<td>Ciaran Lynch (LIT)</td>
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<td>Budget and Staffing amendments</td>
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<td>Preparation for Steering Committee meeting</td>
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<td>Final Meeting in June 2016</td>
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Steering Committee meeting arranged for 2pm.
Partners Meeting - Minutes

Date: Thursday 25th February 2016
Location: Lincs, Institute of Blanchardstown, Dublin
Time: 10.00am to 1.00pm

Attendance:
- Elisabeth O’Brien (LIT) EOB
- Devyn Olson Sawyer (IGBC) DOS
- Mark Keyes (ITB) MK
- Padraic Cullen (LIT) PC
- Derek Blackweir (LIT) DB
- Joseph Little (DIT) JL

Apologies:
- Ciaran Lynch (LIT), Robert Butler (CIF), Andy, Maguire (DIT), Pat Barry (IGBC), Orna Hanly (DIT)

Circulation: ALL

1) Introduction
EOB
Opens meeting and review of minutes/actions from last meeting
Overview of the Agenda

2) WP1
EOB
Project is running smoothly as the work packages for WP4 and WP6 have been resolved.
Discussions were held on the proposed transfer of budgets from CIF and DIT.
Final financial transfer from CIF to other Partners.
Transfer from DIT for WP6 to LIT, IGBC and ITB.
Transfers are to be agreed by partners in writing.
An amendment of budget transfer is not required. The EU Commission will be informed of changes once written confirmation has been received.
EOB/MK
Some of the items listed in subcontracting can be transferred to other direct costs.

3) WP2
EOB
PowerPoint Presentation.
T2.1, T2.2, T2.3 and T2.4 completed.
T2.5 – Further to partners and steering committee review, the FES manual has been revised and updated.
Hard copies will be provided and used for the final phases of the pilot.
Discussion on issues around accreditation/citation of images provided by construction industry suppliers. These were raised by Sean Armstrong during the review process.
4) WP3 – Train the Trainer and Foundation Energy Skills (FES) Pilot

PowerPoint Presentation.

T3.1, T3.2, T3.3, and T3.4 are completed.

T3.5 – Finalised, 87 train-the-trainer participants across the 2 Phases, but only 75 completed the programme for a variety of reasons.

T3.6 - FES Pilot – Phase 1 included 7 groups, with 88 participants.

Relatively low levels of participation especially in the first 4 pilots – need for lots of follow-up, emails and phone calls, requiring 40 applications to convert into 20 participants.

Started FES Pilot 2 with 3 groups with 58 participants another 2 pilots will run after Easter in Waterford and Dublin bringing the anticipated total to 186.

On request additional FES pilots for Better Build Communities in Belmullet and Irish Prison Service in Portlaoise will be carried out to increase the total to over the 200 target

The additional 4 pilots are still within budget.

T3.7 - Report on Train the Trainer ‘CPD System’ is 80% complete.

CPD needs to address both pedagogical delivery and technical content of the programme.

Train-the-trainer is a Hetac level 7 therefore cannot be run at an ETB.

5) WP4 – Registration & WP6 – National Rollout & Funding

PowerPoint presentation

T4.1 is complete

T4.2 – Initial research is complete. LIT assisted DIT by preparing and tendering a ‘Request for Proposal’ for the design and development of a register to be attached to the current QualiBuild website. All partners approved the nominated company - IrishwebHQ.

The tender will be awarded on Monday 29th February by LIT and all further works in WP4 handed over to DIT.

T4.3 – Registration consultation is complete

T4.4 - The pilot of the register will include those who completed and passed the train-the-trainer and FES programmes.

T4.5 – To be finalised reviewing voluntary and mandatory requirements.

6) WP5 - Communications

T5.1 and T5.2 are complete.

T5.3 is ongoing and is essentially 80%-90% complete

Final outreach for FES pilot courses.

On target - completing radio interviews, videos, press releases and articles to promote FES and E-book for homeowners.
Partners Meeting - Minutes

Successful professional worker briefings held nationally. Qualibuild is to be included at the Futureshape conference in May 2016. Discussion will be held with LIT on the final conference aimed at National roll out of the courses and register.

7) WP6 – Roadmap implementation and National Rollout
It was agreed with DIT at the end of January 2015 that LIT would take over WP6
PC
Powerpoint presentation
T6.1 - delayed and due for completion in March. To be based around the BUSI Roadmap and collate data on potential funding and how costs can be apportioned.
T6.2 - awaiting update from SOLAS on apprenticeship criteria – MK will also provide relevant information and work with LIT on this. Meetings with SOLAS to be arranged by LIT. Assess other specific training programmes compatible with FES.
T6.3 - assess supporting measures/funding mechanisms in Industry training, CIRI register, Building Control,
DOS will assist with good construction practice for the communication/awareness campaign and professional/construction collaboration.

ALL
T6.4 – Report on Handover/National Roll Out Plan (M30) to be delayed until M32. All partners to be involved leading to a final conference to be agreed at a later date.

8) Any Other Business

none

9) Date of Next Meeting

TBD. (June/July)

Attachments:

- PowerPoint presentations from the day
- Copies of sign-in sheets with contact details
- Copy of summary of budget shift
### Partners Meeting Sign-In Sheet

**Date:** 25th February 2016  
**Location:** The LINC, Institute of Technology Blanchardstown, Dublin  
**Time:** 9.45am - 1.00pm

<table>
<thead>
<tr>
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<th>Signature</th>
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<tbody>
<tr>
<td>Clarn Lynch</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:elizabeth.annweiler@itb.ie">elizabeth.annweiler@itb.ie</a></td>
<td>0874177974</td>
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<tr>
<td>Lis O'Brien</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:Pedro.c.otten@itb.ie">Pedro.c.otten@itb.ie</a></td>
<td></td>
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<tr>
<td>Padraic Cullen</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:Derek.blackweir@itb.ie">Derek.blackweir@itb.ie</a></td>
<td>080423827</td>
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<tr>
<td>Derek Blackweir</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:Mark.Keyes@itb.ie">Mark.Keyes@itb.ie</a></td>
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<td>Mark Keyes</td>
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<td><a href="mailto:mark.keyes@itb.ie">mark.keyes@itb.ie</a></td>
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<tr>
<td>Robert Butler</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:Devyn.Olson-Sawyer@gbce.ie">Devyn.Olson-Sawyer@gbce.ie</a></td>
<td></td>
</tr>
<tr>
<td>Devyn Olson-Sawyer</td>
<td></td>
<td>GBCE</td>
<td><a href="mailto:Devyn@gbce.ie">Devyn@gbce.ie</a></td>
<td>0804539302</td>
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<tr>
<td>Pat Barry</td>
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<td>Orna Hanly</td>
<td></td>
<td>LIT</td>
<td><a href="mailto:Joseph.Little@itb.ie">Joseph.Little@itb.ie</a></td>
<td>01-4023692</td>
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## BUILD UP Skills QualiBuild

### Steering Committee Meeting

**IEE/12/BWI/339/SI2.659728**

**Date:** 22\(^{nd}\) January 2014

**Venue:** Bedford Suite, Dublin Castle


**Time:** 2.00pm to 4.00pm

### Draft Agenda

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>2.00pm</td>
<td>Welcome from LIT Tipperary</td>
<td>Ciaran Lynch (LIT; Development Manager)</td>
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<tr>
<td>2.10am</td>
<td>Introduction</td>
<td>SC Members</td>
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<td>2.15m</td>
<td><strong>Build Up Skills Europe</strong></td>
<td>Seamus Hoyne, LIT</td>
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<td>2.30pm</td>
<td><strong>QualiBuild</strong></td>
<td>Seamus Hoyne, LIT</td>
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<td>2.30pm</td>
<td><strong>Immediate Priorities</strong></td>
<td>Seamus Hoyne, LIT</td>
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<td>Foundation Energy Skills Training</td>
<td>Mark Keyes, ITB</td>
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<td>Train the Trainer</td>
<td>Devyn Olson-Sawyer</td>
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<td>Communications Campaign</td>
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<td>3.15pm</td>
<td><strong>Steering Committee Operations</strong></td>
<td>Group Discussion</td>
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<td>Key Roles</td>
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<td>Future Meetings</td>
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<td>Additional Membership/Input</td>
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<td>4.00pm</td>
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Steering Committee Meeting - Minutes

Date: Wednesday 22nd January 2014  
Location: Dublin Castle, Bedford Suite  
Time: 2.00pm to 4.00pm  
Attendance: See attached Sign-in Sheet  
Apologises: Tim O’Leary (DIT), Ciaran Lynch (LIT), Robert Butler (CIF)  
Circulation: Attendees, Tim O’Leary, Ciaran Lynch, Robert Butler, Paul Martin (SEAI), St John O’Connor (DCENR), Enda Gallagher (DCENR), Bryan Fields (SOLAS), Martin Lynch (SOLAS)

1) Introduction  
Round-table introduction from everyone present.

2) Build Up Skills Ireland  
Seamus Hoyne gave the background to QualiBuild

- Pillar 1: Build Up Skills Ireland (BUSI)  
  - Produced the Status Quo Report  
    - Have an immediate issue with skills available to meet 20/20 targets  
    - Knowledge gap with trainers – so they have difficulty upskilling apprentices  
    - Programmes are dated  
    - This lead to a ‘Roadmap Strategy’  
      - Knowledge  
      - Finance  
      - Partnership  
      - Systems thinking  

- Target market  
  - Operative  
  - Crafts person  
  - Supervisor – they will be increasingly important for retro-fit projects

- 6 key training actions  
- 6 key supporting actions

BUSI Roadmap was submitted to EU in April 2013
3) **QualiBuild**
   - Will take actions out of the Roadmap and implement
     - Foundation Skills Programme
     - Train the Trainer
     - Develop a ‘Register for Building Workers’
     - Develop a promotional campaign

**Key Objectives of QualiBuild**
- Training
  - Must have academic relevance and certification
  - Train 100 trainers in 4 groups of 25
  - Train 200 workers in 10 groups of 20
- Communication
  - Develop an innovative promotional campaign
- Quality system
  - Develop a register of trained builders
- Finance
  - Develop a pipeline to fund full programme and other objectives of BUSI Roadmap
- Obtain endorsement & support
  - From main industry actors and Government

**Conclusion**
- Craft workers have been a neglected group
- It’s a knowledge issue NOT skills
- The process to date has developed partnerships between relevant organisation
- QualiBuild is aiming to develop tools and systems which will ultimately be rolled out Nationally, and may require legislative or other action
- QualiBuild presents an opportunity to influence Government policy

**Purpose of the Steering Committee**
- To act as a sounding board
- There is no obligation to input
- Will be kept informed
- Welcome critical and constructive criticism

4) **Immediate Priorities**
   a) **Seamus Hoyne - Foundation Energy Skills (FES) Training**
   - Aim – to develop and deliver a FES programme
     - No decision yet made on level – FETAC 5/6 or HETAC 6
       - Leaning towards FETAC 5/6, but will depend on content
       - Need to speak to QQI
       - Possibility to be ‘transportable’ within the EU
Steering Committee Meeting - Minutes

- Programme will be approx. 3-days duration
  - delivery mechanism not yet agreed
  - pilot will use various pedagogy styles
- Outcomes
  - Key drivers – why things have to be done
- Lots of visual content rather than slides of text

Joe Little/Devyn Olsen-Sawyer/SH: Element of pre-course and post-course learning.

Fergus Whelan: A decade ago, ICTU borrowed a Canadian system based on videos, delivered via PC, where participants had to pass incremental levels to reach the next stage.

SH: Ultimate plan is for the FES to be taken by all construction workers to form a benchmark/baseline.

JL: Will ‘culture’ be addressed?
Lots of Irish tradesmen believe they are doing a good job and working to best practice.
Irish workers need to see what is EU good practice.

SH: Agree.
The ‘cultural aspect’ will be stitched into the FES programme.

Conor Taaffe: What is the definition of ‘operative’?
Carpenters don’t put in insulation, so who is the FES programme aimed at?

Mark Keyes: The FES programme is aimed at all on-site workers.
The FES programme may be FETAC 5 for operatives, who are defined as ‘anyone outside the formal apprenticeship training process eg: glaziers, concrete workers, roofers etc ...
Those who’ve completed a formal apprenticeship will most probably do FES FETAC 6 eg carpenters, bricklayers, plumbers etc ...
Will utilise visual media to demonstrate what they’re currently doing now and what they should be doing.

Finton Smythe: The FES programme needs to be mindful of the current flexible nature of people at the moment in the context of the current lean market.

Liam O’Gorman: Would like everyone who installs insulation to have training.
White-van-man has a bad reputation for poor workmanship, operating for cash and putting legitimate companies out of business.

SH: The Builders Register will address this.

A general debate followed on what work a general-operative (GO) does and what training they would require. Reference was made to the Safe Pass training and how everyone on site has to be aware of the safety of themselves and others – this principle could apply to FES training.

SH/FW: At the moment the challenge will be to get people to attend training, as it is not mandatory. There needs to be a change of culture within the construction industry to accommodate FES training.
The development of the training programmes for the trainer and the student is scheduled for completion by this June/July.

b) Mark Keyes - Train-the-Trainer (T³)

- Lots of overlap between Work Package (WP) 2 and WP3
- Develop and deliver a T³ programme to 100 trainers
- Evaluate a pilot and review as necessary
  - See MK slides for dates
- 4-module special purpose award or supplemental award
  - 1 - Towards zero carbon building (context and why)
  - 2 - Building fabric
  - 3 - Building services and ventilation
  - 4 - Pedagogical approaches
    - Need to innovative, flexible approaches to train 70,000 workers
- Blended learning programme
  - Largely distance learning
  - 1-day regional workshops
  - 1-day site visits
  - Learner manual
  - Online activities for each module
  - 100% continuous assessment (CA)
- To date:
  - Preliminary work on T³ modules 1/2/3
  - Agreement on common branding and format of course

We know from the BUSI feedback, there would be a real benefit in ‘cross-trade’ training.

Joe arranges toolbox talks about energy efficiency at the beginning of every project, with everyone present, even those who will only come on site at a late point in the project.

Who will be the trainers?
Modules should be based on a ‘learn by doing’ principle.

The trainers will be the existing craft trainers from FAS/SOLAS and the various IoT’s. The delivery mechanism will be similar to that used by NUI Galway in their BA Training and Education.

Ecological and Saint Gobain already have practical training facilities which can be used for the T³ programme.

Had a discussion on the various training tools that should be used. There is a difference about what can be provided for 200 people in a pilot programme and 70,000 people in a nationwide roll-out.
Steering Committee Meeting - Minutes

FS: There is a need to have a multi-channel approach to practical training.

JL: Craft workers require a physical hands on approach.

LOG: How will the trainers be selected?

MK: Through the existing channels FAS/SOLAS and IoT’s on a 1st come 1st serve basis.

LOG: This might be an opportunity for suppliers to provide essential skills and knowledge at this point.

MK: Agree, and that’s why this Steering Committee is so important. Perhaps material suppliers can contribute to the programme by giving a short presentation at the regional workshops for the T³ programme?

SH: There will be CPD elements to the T³ programme because regular product development will require constant updating by the trainers.

Ivan McCarthy: Who will sign off on the CPD?

MK: There is currently no CPD structure for craft trainers or a regulating body.

SH: We’re trying to ‘invent’ that body as part of the quality check.

FS: There will be a CoP on Retrofitting coming out shortly. There is a separate skill set required for those supervising the work, from those who plan the work, especially deep retro-fit.

c) Devyn Olson Sawyer – Communications Campaign

- Aims & Objectives
  - Overcome the poor public image associated with the construction sector in Ireland
  - Create opportunities to focus on new quality construction
  - Focus on quality, efficiency and retro-fitting
  - Target groups
    - Construction industry
    - Building owners – domestic and non-domestic
    - The general public

- Tools
  - Website
  - Articles in the media – both construction and main stream
  - Social media
  - Interviews
  - In person – at trade shows, conferences etc ...

SH: We want to embed the QualiBuild campaign within existing campaigns by other construction industry actors.
**DOS:** Quality building should be a relatively easy concept to co-brand.

**James O’Leary:** Would be keen to cooperate and co-brand with the QualiBuild campaign.

**SH:** We’re going to try and bring forward the Builders Register as work is progressing a-pace on the Contractors Register.

**FW:** CIF are putting together a Register of Contractors, but no one is putting together a register of workers.

**SH/SA:** At the end of the QualiBuild project, we want a Builders Register that can be handed over for further development.

**FW:** Suggest you speak with CIF.

**SH:** Tim O’Leary from DIT (QualiBuild partner) has already spoken with CIF about this proposal. CIF are also partners on the QualiBuild project.

**FS:** Better Energy Financing recognised the issues and challenges that retro-fitting presents around certifying work.

**SA:** Is a construction worker register, an outcome of this project?

**SH:** The project partners felt a register of builders/construction workers was a very desirable outcome of this project.

**DOS:** Part of the communication campaign is to raise consumer awareness around the issues associated with ‘quality’.

**SH:** A Builders Register would give visibility on a workers training and experience. By raising the issue of a Builders Register now, it gives scope for the discussion, rather than raising the issue later in the project, when there mightn’t be time to analyse the issue. The answer might, be that such a register is not possible.

**FS:** Would it be possible to take individual registration numbers from the Safe Pass system and make it into a ‘construction PPS’ number that could be used as a basis to develop such a register?

**JOL:** Managing a register is difficult, complex ongoing process.

**MK:** What should attract people to undertake the training and sign up to the register is the actual value of the training and its transparency for the consumer.

**FS:** At what stage will it become palatable to exclude people from doing work?
5) **Steering Committee Operations**

*SH:* The partners invited you all here because you have status within the construction sector and it was felt you could contribute to the project. The Steering Committee will only meet when required. The partners will keep you informed of progress. Feel free to talk to any of the partners about the project. We’ll engage with various people to check pieces of work produced, for comment and feedback.

6) **Any Other Business**

*JL:* How do you ensure you don’t get lots of early adopters onto the program, that provides you with a false-positive?

*SH:* I don’t know. We need to develop the programme so it can be reviewed and adapted.

7) **Date of Next Meeting**

TBA

**Attachments**

- Power point presentations from the day
- Copies of sign-in sheets with contact details
# Steering Committee Meeting Sign-in Sheet

**Date:** Wednesday 22nd January 2014  
**Location:** Dublin Castle, Bedford Suite  
**Time:** 2.00pm to 4.00pm

<table>
<thead>
<tr>
<th>Name (PRINT)</th>
<th>Organisation</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Keyes</td>
<td>LIT</td>
<td><a href="mailto:mark.keyes@litb.ie">mark.keyes@litb.ie</a></td>
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</tr>
<tr>
<td>Philip Owende</td>
<td>IT Blanchardstown</td>
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<td>8851128</td>
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<tr>
<td>Ivan McCarthy</td>
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</tr>
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<td>Paul Warraqon</td>
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<td>Tony Wijen</td>
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<td>087 2443578</td>
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<tr>
<td>Michael Sheehan</td>
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<td>2776900</td>
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<tr>
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Steering Committee Meeting - Minutes

Date: Wednesday 10th September 14
Location: CIF, Canal Road, Dublin
Time: 11.00am to 1.00pm
Attendance: See attached Sign-in Sheet

Apologies: St John O’Connor (DCENR), Paul Waldron (RECI/RGII), Yvonne Wylde (NSAI)

Circulation: Attendees: Robert Butler, Tim O’Leary, Mark Keyes, Seamus Hoyne, Elisabeth O’Brien, Devyn Olson Sawyer, Pat Barry, Alice Ryan, Paul Martin (SEAI), Kenneth Cleary (DCENR), Dr Derek Walsh (SOLAS), Damian Walsh (Homebond), James O’Leary (SEAI), Fintan Smyth (St Gobain), Jason Horrex (St Gobain), Sean Armstrong (DECLG), Joe Devoy (CIPHE), Joseph Little (Architects).

1) Introduction

Round-table introduction from everyone present.

2) Build Up Skills Ireland

Seamus Hoyne gave the background to QualiBuild

- Pillar 1: Build Up Skills Ireland (BUSI)

Key Objectives of QualiBuild

- Training
  - Must have academic relevance and certification
  - Train 100 trainers in 4 groups of 25
  - Train 200 workers in 10 groups of 20
- Communication
  - Develop an innovative promotional campaign
- Quality system
  - Develop a register of trained builders
- Finance
  - Develop a pipeline to fund full programme and other objectives of BUSI Roadmap
- Obtain endorsement & support
  - From main industry actors and Government
3) **QualiBuild**

- Will take actions out of the Roadmap and implement
  - **Foundation Skills Programme**  
    - Develop and pilot

  *Seamus Hoyne - Foundation Energy Skills (FES) Training*

- Aim – to develop and deliver a FES programme
  - No decision yet made on level – FETAC 5/6 or HETAC 6
    - Leaning towards FETAC 5/6, but will depend on content
    - Need to speak to QQI
    - Possibility to be ‘transportable’ within the EU
  - Programme will be approx. 3-days duration
    - delivery mechanism not yet agreed
    - pilot will use various pedagogy styles
  - Outcomes
    - Key drivers – why things have to be done
  - Lots of visual content rather than slides of text

4) **Train the Trainer**

  *Mark Keyes - Train-the-Trainer (T³)*

- Lots of overlap between Work Package (WP) 2 and WP3
- Develop and deliver a T³ programme to 100 trainers
- Evaluate a pilot and review as necessary
  - See MK slides for dates

- 4-module special purpose award or supplemental award
  - 1 - Towards zero carbon building (context and why)
  - 2 - Building fabric
  - 3 - Building services and ventilation
  - 4 - Pedagogical approaches
    - Need to innovative, flexible approaches to train 70,000 workers

- Blended learning programme
  - Largely distance learning
  - 1-day regional workshops
  - 1-day site visits
  - Learner manual
  - Online activities for each module
  - 100% continuous assessment (CA)

- To date:
  - Preliminary work on T³ modules 1/2/3
  - Agreement on common branding and format of course

5) **Develop a ‘Register for Building Workers’**
6) Develop a promotional campaign

Devyn Olson Sawyer – Communications Campaign

- Aims & Objectives
  - Overcome the poor public image associated with the construction sector in Ireland
  - Create opportunities to focus on new quality construction
  - Focus on quality, efficiency and retro-fitting
  - Target groups
    - Construction industry
    - Building owners – domestic and non-domestic
    - The general public

- Tools
  - Website
  - Articles in the media – both construction and main stream
  - Social media
  - Interviews
  - In person – at trade shows, conferences etc ...

Purpose of the Steering Committee

- To act as a sounding board
- There is no obligation to input
- Will be kept informed
- Welcome critical and constructive criticism
7) **Steering Committee Operations**

*SH:* The partners invited you all here because you have status within the construction sector and it was felt you could contribute to the project. The Steering Committee will only meet when required. The partners will keep you informed of progress. Feel free to talk to any of the partners about the project. We’ll engage with various people to check pieces of work produced, for comment and feedback.

8) **Any Other Business**

9) **Date of Next Meeting**

   TBA

**Attachments**

- Power point presentations from the day
- Copies of sign-in sheets with contact details
# Steering Committee Sign-In Sheet

**Date:** 10th September 2014  
**Location:** CIF, Construction House, Canal Road, Dublin  
**Time:** 11.00am - 13.00pm

<table>
<thead>
<tr>
<th>Name (PRINT)</th>
<th>Signature</th>
<th>Organisation</th>
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<tbody>
<tr>
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Steering Committee Sign-In Sheet

Date: 10th September 2014
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<td>Robert</td>
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BUILD UP Skills QualiBuild

Steering Committee Meeting

IEE/12/BWI/339/SI2.659728

Date: Tuesday 08th September 2015

Venue: CIF, Construction House, Canal Road, Dublin 6

Time: 2.00pm to 4.00pm

Tea and coffee will be provided from 1.45 onwards.

**Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
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<tbody>
<tr>
<td>2.00pm</td>
<td><strong>Introductions</strong></td>
<td>Welcome from LIT</td>
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<td>Ciaran Lynch (LIT; Project Co-ordinator)</td>
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<td>Round Table Introductions</td>
<td>SC Members</td>
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<td>2.10pm</td>
<td><strong>Build Up Skills Europe</strong></td>
<td>Context of the QualiBuild Project</td>
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<td>Ciaran Lynch (LIT)</td>
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<td></td>
<td><strong>QualiBuild Review</strong></td>
<td>Key Aims and Objectives Project Update</td>
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<td>Lis O’Brien (LIT)</td>
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<td>2.20pm</td>
<td><strong>Foundation Energy Skills Training</strong></td>
<td>FES Course Content FES delivery</td>
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<td>Lis O’Brien (LIT)</td>
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<td>Mark Keyes (ITB)</td>
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<td>2.40pm</td>
<td><strong>Train the Trainer</strong></td>
<td>Training Course Content Trainers delivery</td>
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<td>Mark Keyes (ITB)</td>
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<td>3.00pm</td>
<td><strong>Registration System</strong></td>
<td>Register for BCWs Implementation and CPD</td>
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<td>Tim O’Leary (DIT)</td>
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<td>3.20pm</td>
<td><strong>National Roll Out and Funding</strong></td>
<td>Implementation and industry/governmental support</td>
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<td>Ciaran Lynch (LIT)</td>
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<td>Tim O’Leary (LIT)</td>
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<td>3.40pm</td>
<td><strong>Steering Committee discussions</strong></td>
<td>Roles of the construction industry Additional Membership/Input Future Meetings</td>
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<td>Group Discussion</td>
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<td>AOB</td>
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<td>4.00pm</td>
<td><strong>Meeting Close</strong></td>
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Date: Tuesday 8th February 2015
Location: CIF, Construction House, Canal Street, Dublin 6
Time: 2.00pm to 4.00pm

Attendees:
- Elisabeth O’Brien – LIT, (EOB)
- Tim O’Leary – DIT, (TOL)
- Robert Butler – CIRI, (RB)
- Fintan O’Hora – LIT, (FOH)
- Mark Keyes – ITB, (MK),
- Devyn Olson-Sawyer – IGBC, (DOS)
- Pat Barry – IGBC, (PB),
- James O Leary - SEAI, (JOL)
- Derek Walsh - SOLAS, (DW)
- Sean Armstrong - DECLG, (SA)
- Fintan Smyth - Saint Gobain, (FS)
- Liam O’Gorman - NIAI, (LOG)
- Damien Kenny – Homebond, (DK)

Apologies: Ciaran Lynch (LIT)

1) Introduction
EOB Introduction and welcome.

2) WP1 – Project Management
EOB Slide presentation overview of the project
- Outlines that there were delays with the project but back on target
- Train the Trainer (TTT) phase 1 delivered
- Foundation Energy Skills course – starting shortly in September
- Priority will be given to discussions on the registration and national rollout strategy with the Steering committee
- Outlines that the risk management plan is updated every 3 months
- Outlines EU exchanges are on going
- States there is 1 remaining steering committee meeting
- Outlines that the Interim Report was submitted in May 2015 and evaluation form the EU is positive. A final report will be due in June 2016 at the end of the project

3) WP2 – Foundation Energy Skills
EOB Slide presentation
- Work package consists of 5 tasks 2.1 – 2.5
- Tasks 2.1-2.3 is completed with FES learners manual presently at print for the FES
Steering Committee Meeting - Minutes

- 2.4 The courses are validated through ITB and LIT
- 2.5 requires review and comeback on the draft FES learners handbook and Trainers Manual from the Steering Committee. Copies will be issued for review.

EOB Overview of deliverable D2.2
- Outlines course overview and course content – shows graphic of layout of 6 Units and 10 topics
- This course is aimed at quality and energy efficiency and will not investigate heating systems in detail
- The course also puts importance on ‘System Thinking’ with the concept of working together and good communication
- The programme highlights the Action Keywords such as Energy Efficiency, Quality Building, Best practice, System Thinking and good communication.

4) WP3 – Train the Trainer

MK PowerPoint presentation
- Outlines the required aims and tasks

SA Question concerning the validation of the course
Mk Explains that it was envisaged as a level 5/6 FETAC but due to restructuring had to go with HETAC which requires greater number of contact hours and content. Course objective is to raise awareness

SA/MK Brief discussion about FETAC and HETAC and the fact that course is now a HETAC level 6 single subject award.
- In National Rollout it is to be recommended that the course should be a FETAC course
- HETAC requires 100 hours contact and individual learning beyond the scope of many BCWs
- Level 6 is consistent with craft workers and Level 5 is consistent with general operatives (GO)

DW Commented that if it stayed as a HETAC 6 that it would confine delivery
EOB Under the HETAC programme, a 2 module program has been developed. The FES course is the 1st module of the HETAC course and many BCWs will only carry out this module. However an option to continue with the programme and obtain a HETAC level 6 award is possible through LIT.

SA Question regarding feedback from course content?
MK 4 stage feedback
- Survey form
- Assessments
- Post evaluation 6 months later
- Company survey

FS Query regarding pan-European projects? Have other projects been investigated?
MK/EOB Made reference to French project ADEME and other projects with similar objectives.
SA/MK A discussion around the Building Regulations and the need to include them in the course. Due to the workload of the course it is intended to provide an introduction to the Building Regulations and that emphasis is on achieving compliance. The course also outlines the impact of the EU directives on Irish B. Regs.

FS/MK Discussion about practicalities of new build versus existing build – 300 page guidance document available.
LOG/MK Discussion about number of trainers by end of 2016 and age profile? – won’t achieve the
Steering Committee Meeting - Minutes

target 100 trainers but expect by end of phase II there will be 76 trainers trained. There is no information on the age profile of trainers.

FS/MK : Short discussion about prior learning in order to increase the numbers for phase II – considered that there will be issues with coordinating the course and validation issues. All content will be freely available online once it is finalised.

SA : Would be interested in seeing content of courses

MK/EOB : Will arrange for delivery of the Training Manual and Learner’s Handbook by email to all steering committee members as we require review of the documents.

5) WP4 – Registration system

TOL : PowerPoint presentation (full PPT to be forwarded by TOL to LIT)

EOB : Outlines that there was a meeting held with the Department of Environment in June to explain the reasons behind the QB register and Training. This was a very positive meeting and QualiBuild is now ‘part of the mix’. Efforts will be made to keep this line of contact open.

EOB/FS : Brief discussion about the CIRI register and how the QB register to work along side the CIRI register. FS suggested that QualiBuild could be used as a brand name and should fit within the CIRI system. FS makes comparison with a construction pass (ID type card) system.

FS : Sees the need to get schemes such as SEAI and other partners to promote the QB brand.

RB : Outlines CIRI tiered approach and that Robert is the office dealing with CPD. It has been suggested in the previous Partners meeting that CIRI and QB can discuss commonalities with 2 systems

FS/RB/LOG/JOL : Discussion about level of knowledge in the industry and the black market.

TOL : QB using bottom up approach where each individual has to be responsible for his own training, whereas in CIRI the main contractor has to organise everything without great responsibility from the individual worker.

DW : Query as to whether other skills can be listed on the individual registration cards

TOL : Should list carpentry, HSA, etc.

EOB : Outlines the benefit of ID card to homeowners linked with a transparent register where all building owners (and contractors) can view the skillnet of the BCW and gain a sense of security.

JOL : query as to how work is going to be monitored and whether it is compliant or not?

TOL : There is a need for it to be built into the scheme and that the register will not be legally liable. A comprehensive auditing system needs to be put into place.

EOB : There is a need to monitor the trainers and ensure they are at a certain standard.

MK : Suggest there should be an amnesty where people can prove their competencies before starting into another (building?) cycle

RB/FS : brief discussion about understanding why people should use a registered contractor and the black economy.

JOL/TOL : states there is a need to convince homeowners to use the register and eliminate the black economy.

6) WP6 – Funding

TOL : PowerPoint presentation

SA/FS/TOL : Lack of uptake on Springboard programs and large number of people leaving the area as it hasn’t been developed or supported. How can this be financed?

EOB : For the register- it is intended that payment of a fee €100 for the first 2 years with a further €50/€100 depending on requirements and with 60,000 workers present in labour market the scheme should be self-financing
Steering Committee Meeting - Minutes

DW Query as to how courses are going to be funded?
TOL states that it can be built into training apprenticeship program and that maybe 1st and 2nd year apprentices could be free to get used to being on a register, with a small fee for 3rd years
MK makes a point about gas installers incorporating qualifications into their courses
EOB Queries as to how courses are going to be funded?
TOL suggests that ETBs best placed as they have offices around the country
DW States that ETBs/Solas are still evolving and that FAS centres role is being diminished due to many trainers retiring etc. Trying to promote QB and FES course as this is an area that ETBs can get involved in. Stated that they have submitted a report to the Department and waiting response. DW and EOB can discuss this approach further.
TOL suggests introducing it into apprenticeship schemes
MK comment about identifying common module/ green skills
TOL/FS brief discussion about quality and that energy efficiency follows quality

7) Tasks to be carried out
EOB Outlines that the Interim Report was submitted and that the EU Commission are very happy with same and that there is an EU meeting in November
SA Query when next meeting will be?
EOB Suggests after initial phase of FES – early February with another to follow in July.
Undertakes to forward course documents for review
SA Suggests that the context for the register needs most action and a need for voluntary/mandatory approach – need to find commonality between CIRI and QB. Sees that there is a space for a voluntary certification to Qualibuild supported by financial mechanisms for retrofit. Likes the idea of brand building and needs to be developed making reference to ‘Green Deal’ (UK) supply chain certification.
FS/PB comments about holistic approach and Tipperary Energy Agency’s ‘Superhomes’ retrofit scheme and need to build confidence.

EOB AOB

8) Any Other Business
   No further discussion
   Meeting closed

9) Date of Next Meeting
   Early February 2016

Attachments

- Power point presentations from the day
- Copies of sign-in sheets with contact details
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<td>DIT</td>
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BUILD UP Skills QualiBuild

Steering Committee Meeting

IEE/12/BWI/339/SI2.659728

Date: Thursday 25th February 2016
Venue: The LINC Centre, Institute of Technology Blanchardstown, Dublin
Time: 2.00pm to 4.30pm

Tea and coffee will be provided from 1.45 onwards.

Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
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<tbody>
<tr>
<td>2.00pm</td>
<td>Introductions</td>
<td>Welcome from LIT</td>
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<td></td>
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<td>Ciaran Lynch (LIT; Project Co-ordinator)</td>
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<td></td>
<td>Round Table Introductions</td>
<td>SC Members</td>
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<tr>
<td>2.10pm</td>
<td>QualiBuild Review</td>
<td>Context of the QualiBuild Project and Update</td>
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<td>Lis O’Brien (LIT)</td>
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<tr>
<td>2.20pm</td>
<td>Foundation Energy Skills Training Course</td>
<td>FES Course Content and Delivery</td>
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<td>Lis O’Brien (LIT)</td>
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<td>Mark Keyes (ITB)</td>
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<tr>
<td>2.40pm</td>
<td>Train the Trainer</td>
<td>Training Course Content and Delivery</td>
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<td>Mark Keyes (ITB)</td>
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<td>3.00pm</td>
<td>CPD</td>
<td>CPD implementation</td>
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<td>Mark Keyes (ITB)</td>
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<tr>
<td>3.20pm</td>
<td>Registration System</td>
<td>State of play of Register for BCWs Implementation and CPD</td>
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<td>Andy Maguire (DIT)</td>
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<td>Lis O’Brien (LIT)</td>
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<td>3.40pm</td>
<td>Sustainable Funding and National Roll Out</td>
<td>Training Courses</td>
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<td>BCW Register</td>
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<td>Implementation and industry/governmental support</td>
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<td>Ciaran Lynch (LIT)</td>
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<td>Lis O’Brien (LIT)</td>
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<td>4.00pm</td>
<td>Steering Committee discussions</td>
<td>Roles of the construction industry</td>
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<td>SOLAS, ETBs, SEAI assistance</td>
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<td>Future Meetings</td>
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<td>Group Discussion</td>
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<td>4.30pm</td>
<td>AOB</td>
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<tr>
<td>4.30pm</td>
<td>Meeting Close</td>
<td>Next Final QB Meeting in June 2016</td>
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Steering Committee Meeting - Minutes

Date: Thursday 25th February 2015
Location: IT Blanchardstown, LINC
Time: 2.00pm to 4.00pm

Attendees: Elisabeth O’Bien – LIT, (EOB)
Mark Keyes – ITB, (MK),
Padraic Cullen – LIT, (PC)
Derek Blackweir – LIT, (DB)
Devyn Olson-Sawyer – IGBC, (DOS)
Alice Ryan – IGBC, (AR)
Sean Armstrong - DECLG, (SA)
Paul Malone – SOLAS, (PM)
Kevin Sheridan – IBCI, (KS)
Joseph Little – DIT, (JL)
Colm McKernan – HomeBond, (CMK)
Gary O’Sullivan – NSAI, (GOS)

Apologies: Ciaran Lynch (LIT), Orna Hanly (DIT), Ivan McCarthy (SISK & CIOB), Mary Lyons (SOLAS), James O’Leary (SEAI), Fintan Smyth (St Gobain), James Horrex (St Gobain), Pat O’Mahoney (ETBI).

1) Introduction

EOB Introduction and welcome.

2) WP1 – Project Management

EOB Slide presentation overview of the project
Project generally running on target and within budget.
Discussed QualiBuild at the recent EU Exchange meeting in Brussels, they are happy with the progress of the Train-the-Trainer and FES programmes and progress of the project.

3) WP2 – Foundation Energy Skills (FES)

EOB PowerPoint presentation
FES programme development is completed.
Review process is complete and the final Learner Handbooks (V2) will be available for the last 2 deliveries of the pilots and for National Roll Out.
Copies of Train-the-Trainer manuals and FES Learner Handbook (V1) are distributed to SC attendees.
For national roll out, looking at FETAC 5/6 for the FES course, rather than HETAC 6 (imposed due to restrictions at the time), this will allow the ETB’s to run the programme. Also exploring the possibility of City & Guilds accreditation as this is a quicker process.
4) WP3 – Train the Trainer (TtT)

MK PowerPoint presentation
TtT Programme was developed from existing modules designed and delivered by NUI at request of FAS. 5 TtT courses completed successfully training 75 construction trainers.
CPD framework for trainers is to be developed. ITB are aware that SOLAS and ETB’s have plans for a CPD framework, and will hold discussions to clarify the scope and scale.
Successful FES pilots held nationally at 10 locations. Final 2 pilot held at Waterford and Dublin in April/May. Programme evaluation will then be finalised.
Two extra courses were requested with Better Energy Communities in Belmullet and Irish Prison services at Portlaoise and will be carried out in April. Target to train 200 construction workers will be exceeded.

General discussion
May be an issue with ability to self-finance CPD as there are so few trainers trained.
Need to explore potential for one or more of the professional construction representative bodies to help with CPD. Can trades/craft workers be allowed to join CIOB at entry level of membership, to facilitate CPD training and recording? To be discussed further with CIOB.
SOLAS have responsibility for CPD for FETAC trainers, but not as detailed as currently being required by Qualibuild. The format is to be developed further, but is progressing towards a more formal approach.

5) WP4 – Registration system

JL PowerPoint presentation (full PPT to be forwarded by JL to LIT).
LIT have held a number of meetings with CIRI/CIF and Dept of Environment and to link the QB register with the CIRI register. This is as yet undecided until CIRI is fully established.
For the duration of the project and for 2 years afterwards, the register can reside on the Qualibuild website. The register will be independent to allow for easy transfer to another site in the future.
Register tender process – Sent out to 4 companies with 1 returned quotation. Partners approved nomination and LIT will notify the successful appointment on Monday 29th February.
Consultation process is complete and the Register is to be up and running by 10th May 2016.

DOS What do people get for their registration fee? Is it possible to include CPD events?

EOB To register the construction workers need to complete the FES course, have a current safe pass and tax clearance. It is intended to include details of their training. During the consultation process it was suggested fees of €50 - €100 depending on earnings or qualification would be preferred.
It is intended to include CPD and this can be updated on a regular basis.

CMK JL will liaise with CMK of Homebond/Insurers to discuss how they have implemented the register for Insurers. A merit system could be put in place to encourage construction companies to ensure their workforce complete FES and register on the Qualibuild register (linked to CIRI).

General discussion
Will people registered with more than one construction body have to pay dual fees? It is intended that this register will link with the other registers such as SEAI, NSAI, SOLAS and CIRI registers.
Issue on fees needs to be discussed further.
The register should be open to accept ‘equivalent’ programmes/qualification/RPL.
Steering Committee Meeting - Minutes

How does the qualibuild register fit within the context of other existing craft persons registration schemes eg OFTEC, ETCI.
SEAI and CIRI will be referencing contractors, so important that QualiBuild register is robust and can link into those and other registers.
RPL can only be recognised and accredited by SOLAS – that’s not part of the QualiBuild remit.
The register should develop a positive reputation eg undertakes quality control of its contents by removing defaulting people. A stringent auditing system needs to be implemented.
FES is ‘open-source’ and can be run by any IoT as it is, the accreditation of FES needs to be looked at as previously mentioned in WP3.

6) WP6 – Funding

PC  PowerPoint presentation
LIT are reviewing funding mechanisms and
Costs for the QualiBuild training programmes will be investigated with assistance from ETBI/ETBs
LIT and ITB will carry out future meetings with SOLAS to discuss the training actions for specific training, apprenticeships and the CPD process.
The national roll out plan for the training and register will be looked at in more detail with the assistance of SOLAS and other steering committee members.

7) WP5 - Communications

DOS  Provided an overview of progress made by IBGC regarding communications with industry and consumers regarding quality building. On target in all areas.

8) Any Other Business
No further discussions
Meeting closed at 4.35pm

9) Date of Next Meeting
TBA (June/July)

Attachments
- Agenda
- Power point presentations from the day
- Copies of sign-in sheets with contact details
# Steering Committee Sign-In Sheet

**Date:** 25th February 2016  
**Location:** LINC, Institute of Blanchardstown, Dublin  
**Time:** 2.00pm - 4.00pm

<table>
<thead>
<tr>
<th>Name (PRINT)</th>
<th>Signature</th>
<th>Organisation</th>
<th>Email</th>
<th>Telephone</th>
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