

International Building Performance Simulation Association

The regionalization of IBPSA

To whom it may concern

Dear Colleague:

You may be aware of the International Building Performance Simulation Association (IBPSA) which has existed since the late 80s to represent and promote the application of computer-based design and management techniques in the construction industry worldwide.

To further the goals of the organization, we have embarked on a regional development program by which we plan to stimulate the establishment of regionally based, autonomous organizations who are affiliated to IBPSA. In this way we hope to achieve the correct balance between the servicing of practitioner needs at the local level and the provision of information flow at the international level.

I am writing to you to ask whether you might be interested in exploring further the possibility of establishing an IBPSA affiliated organization in your part of the world. To help you reach a decision, there follows details on the regionalization proposal. A copy of IBPSA's Strategy Plan, IBPSA's By-Laws and more general information about IBPSA's activities, biannual Building Simulation conferences, etc. is available from its web site at: <http://www.ibpsa.org/>

IBPSA very much hopes that you will see merit in this idea and is looking forward to receiving your reply in the near future.

Yours sincerely

The IBPSA President

IBPSA Regionalization Guidelines

IBPSA's Mission

The International Building Performance Simulation Association (IBPSA) is a non-profit making organization that was first incorporated in January 1987. The Association's principal mission is to promote and advance the practice of building performance simulation in order to improve the energy and environmental performance of new and existing buildings worldwide.

IBPSA seeks to achieve its goals through the establishment of a range of products and services aimed at informing and equipping those who are involved in the construction industry and who seek to utilize computer-based tools to good effect. To this end, the **IBPSA Strategic Plan** identifies nine specific areas that encompass the organization's activities. These are:

1. **Strategic Alliances** with professional organization such as the engineering and architectural societies. The intention is to engender a better understanding of the profession's requirements and the technology's potential.
2. **International Conference Series** to periodically collate and preserve those developments that comprise the current state-of-the-art.
3. **Technical Development Program** aimed at influencing the direction the technology of building simulation might take at any given point in time.
4. **Educational Initiatives** concerned with the teaching of building simulation in the higher education institutions and in the context of continuing professional development.
5. **Harmonization Activities** in an attempt to regularize the application of the different modeling systems through the definition of standard methods for performance assessment and the provision of standard support data.
6. **Member Recruitment** aimed at extending the IBPSA products and services to those practitioners who can most benefit from the new technology.
7. **Products and Services** devised in response to the profession's evolving needs.
8. **Technology Transfer** concerned with the delivery of training in all aspects of computer-based performance assessment at all stages of the building life cycle.
9. **Regional Development** to subject the foregoing activities to appropriate regional influences and enable their effective delivery.

This document addresses the last area concerned with regional development in order to more effectively address local needs and create a mechanism for an international exchange of know-how and best practice.

Rationale

IBPSA has achieved significant success at the international level - largely through its biannual conference program (Vancouver '89, Nice '91, Adelaide '93, Wisconsin '95 and Prague '97) and worldwide electronic mailing facility. IBPSA has also recognized the difficulties surrounding the development of products and services that are appropriate to the day-to-day needs of its members.

The underlying causes of these difficulties are twofold. Firstly, the geographical spread of IBPSA members is wide and gives rise to a requirement to cover disparate work practices, technologies and professional needs. Secondly, IBPSA's organizational structure is such that the coordination of activities at the local (regional) level is problematic. At the same time like-minded, but regional, organizations are making significant progress at the local level through their seminar, workshop, publications, training and software development activities.

If the construction industry were to be well supported in its attempts to harness effectively the emerging IT and simulation technologies then the establishment of regionally based support organizations was essential. Equally essential was the creation of a structure by which these organizations could affiliate in order to disseminate their know-how and promote their local best practice. Only in this way could the benefits of the new technology be understood and future standardization enabled. It was with the view of a network of autonomous regional organizations that IBPSA has turned to regionalization and is encouraging existing or newly formed groups to become IBPSA affiliates.

Structure and Operation

Under the existing structure, IBPSA affiliates are financially and administratively independent. In practice, this means that they raise and deploy their funds as long as these funds are under the control of elected officers and are used in pursuit of aims and objectives that are consistent with those of IBPSA. IBPSA-Central concentrates its resources on issues such as inter-region communication, international conferences and product standardization. In this way IBPSA complements and empowers the regional affiliates in their attempts to inform and support their members in the context of local design issues and concerns. The entire IBPSA network is represented by a 15-member Board comprised of an executive and regionally elected officers.

The following guidelines have been devised to assist with the establishment and operation of an IBPSA regional affiliate.

1. Organizers of a new regional affiliate should prepare a brief proposal for the IBPSA Board of Directors. This should outline the proposed name, geographic territory, organizational structure and goals and objectives (if different from those included in the IBPSA charter statement). Affiliation depends only on the organization having a purpose and mission consistent with those of IBPSA. The Affiliate and IBPSA then enters into a specific agreement by defining their working relationship based on regional considerations prevalent at the time.
2. Regional affiliates may be named "**IBPSA <region>**" or they may use any other appropriate name. Their letterhead and other publicity material should indicate that they are "an affiliate of IBPSA".
3. For regions with limited financial resources, IBPSA can provide a limited amount of **matching start-up funds** (see below) to aid the initial set-up of the affiliated organization. A case for support should be submitted to the IBPSA Secretary for consideration by the Board. (See attached proposal guidelines.)
4. The financial structure of a regional affiliate is independent from IBPSA. This means that affiliates will retain all member dues or other funds raised by their activities.
5. IBPSA will provide affiliates with a list of operational guidelines (see attached by-laws), contact information for persons available to assist the local organizer and electronic images of the IBPSA logo.
6. The regional affiliate will provide membership data to IBPSA for use in mailing IBPSA materials.

7. Members of the regional affiliates will automatically be full members of IBPSA. Any given individual or organization will pay dues directly to IBPSA only if there is no regional affiliate operating in their area.
8. IBPSA will make newsletters and other IBPSA materials available to all members of the regional affiliates either in printed form or in downloadable electronic format from the IBPSA web page. This will be at no cost or at a nominal cost depending on the circumstances. Other services may be provided by IBPSA to the regional affiliates for a fee.

Start-up Proposal Guidelines:

It has been the IBPSA Board's policy to grant start-up funds to regions that are in need of matching funds to get the organization officially registered and/or to purchase initial office support equipment. The proposal should be submitted to the IBPSA board and should contain the following elements:

1. Name of Affiliate: i.e., **IBPSA-<region>**.
2. Geographic territory covered.
3. Organizational structure – The IBPSA Charter is founded on a set of board- and member-approved by-laws (see attached). Each Affiliate's organizational structure is therefore expected to adhere to the same or similar principles of operation.
4. Officers -- i.e., Specify the officers that will be constitute the board (e.g., Chairperson, secretary, treasurer, etc. – see IBPSA by-laws)
5. List of goals and objectives – Must be consistent with the mission statement and objectives of the IBPSA Charter.
6. Minutes of the first organizational meeting, indicating organizational business transacted.
7. List of initial members and their affiliations (can be those attending the first meeting).
8. Proposed activities of the affiliate.
9. Proposed amount of annual membership dues.
10. Breakdown of costs associated with set-up of the Affiliate organization.
11. Amount of matching funds provided by the Affiliate.
12. Amount of the requested support from IBPSA. *

* Please note that IBPSA's policy is to provide start-up funds with the expectation that the Affiliate will return the granted amount once the region reaches financial stability. The Affiliate is therefore asked to return the funds on a voluntary basis, so other regions can be assisted in the same fashion.

Becoming an IBPSA Affiliated Organization

If you would like to become an affiliated organization then please write to the IBPSA Secretary at the address given at <http://www.ibpsa.org> . Alternatively, you may wish to discuss the matter further with one of the IBPSA office bearers or a representative of one of the existing affiliates whose addresses can also be found at <http://www.ibpsa.org>.