



Submitting a Proposal to Form an IBPSA Affiliate

The IBPSA board is seeking to establish new affiliate organizations throughout the world with broad diversity of organizations and individuals (current IBPSA affiliates: www.ibpsa.org/m_affiliates.asp). A proposed IBPSA affiliate should have officers and board members from a number of different organizations, not just one or two. IBPSA affiliates have taken different approaches to how formally they establish a legal entity (such as a non-profit organization) and the IBPSA board leaves that decision to the regional affiliate. If you would like to see an example proposal for a new IBPSA Affiliate, request a recent successful affiliate proposal from the Regional Affiliate Liaison.

Briefly, the proposal for a new IBPSA affiliate should include:

1. Name of Affiliate: IBPSA-<region>.
2. Geographic territory covered (country or countries, etc).
3. Organizational structure.
4. Officers of the board.
5. Affiliate goals and objectives.
6. Minutes of the first organizational meeting.
7. List of initial members and their affiliations.
8. Proposed activities of the affiliate.
9. Proposed amount of annual membership dues (if any).
10. Breakdown of costs associated with set-up of the Affiliate organization.
11. Source and amount of startup funds obtained from outside companies and organizations.
12. Initial representative to the IBPSA board of directors.

Additional background information and details are provided on the following pages. Submit the requested information to the IBPSA Regional Affiliate Liaison (Dru Crawley, Dru.Crawley@bentley.com).

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IBPSA Mission

The International Building Performance Simulation Association (IBPSA) is a non-profit organization incorporated in January 1987. IBPSA promotes the science and application of building performance simulation in order to improve the design, construction, operation, and maintenance of new and existing buildings worldwide.

IBPSA Vision

Take the leading role in the promotion and development of building simulation technology, IBPSA aims to provide a forum for researchers, developers and practitioners to review building model developments, facilitate evaluation, encourage the use of software programs, address standardization, accelerate integration and technology transfer. So that:

- members all over the Globe find membership in IBPSA worthwhile and profitable in their area of interest;
- governments, industry, utilities and academic institutions look to IBPSA for guidance in determining policies, areas of research, and application development in building simulation;
- local chapters around the Globe benefit from the body of knowledge and experience available through IBPSA;
- IBPSA acts as clearinghouse for software products and services in building simulation;
- members network with other members and societies through electronic means;
- IBPSA provides a framework for strategic alliances for information and cooperation in R&D and Technology Transfer.

IBPSA Goals

The following goals were identified at the inception of IBPSA:

- Identify problems within the built environment that may be solved by improved simulation tools and techniques;
- Identify the performance characteristics of buildings on which simulation should be focused;
- Identify building performance simulation research and development needs and transfer new developments to the user;

- Promote standardization of the building simulation industry; and
- Inform and educate its members and the public regarding the value and the state-of-the-art of building performance simulation.

IBPSA Functions

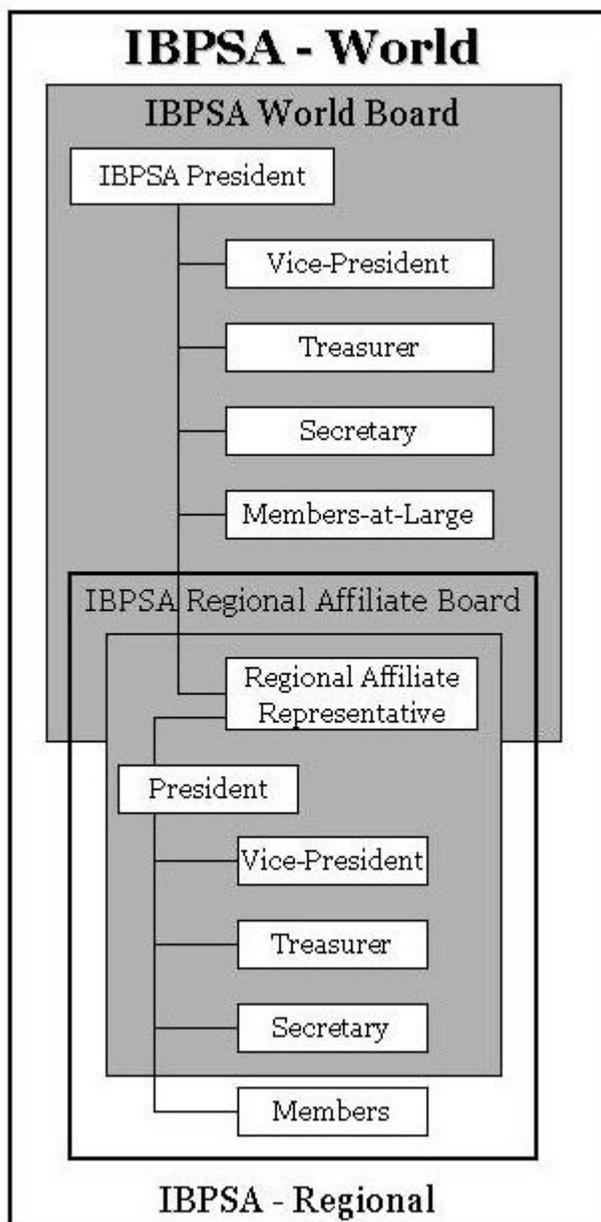
The key functions of IBPSA are to:

- Seek advice of building designers, owners, operators, and developers, regarding the proper role of building performance simulation;
- Promote simulation through education programs, advertising, and other means for the good of the building simulation industry;
- Building a scientific base upon which all interested in building simulation may draw;
- Develop software framework from which improved building performance computer programs may be developed;
- Enhance the proper application of simulation tools;
- Help achieve an integration of computer aided drafting (cad) with engineering and performance software by identifying standard methodologies and data files;
- Prepare and/or sanction training courses, technical forums, journals, newsletters and other material to educate its members and the public regarding building performance simulation;
- Sponsor/co-sponsor research and development projects to improve simulation tools and practices;
- Survey available simulation codes and publish descriptions of the characteristics of the codes;
- Serve as a clearing house for public domain computer code in building performance simulation;
- Assist private and public sector computer program developers to learn and use public sector codes thereby stimulating the development of new tools and methods;
- Organize building elements terminology and other definitions to achieve the necessary standardization that will serve the industry;
- Assist codifying organizations to understand and interpret standards of practice prepared by the IBPSA;
- Support various communication media including an active electronic network to keep its membership informed; and
- Promote the exchange of information on building performance simulation internationally and with other disciplines.

IBPSA Organization

IBPSA is an international organization with regional affiliate organizations around the world. Since the regional affiliate organizations often have names like “IBPSA-USA” and “IBPSA-France”, the parent organization is sometimes referred to as “IBPSA-World” to clearly distinguish it from the regional affiliates.

This chart shows how IBPSA is organized -- governed by a board of directors elected by the membership of all the regional affiliates. In addition to the president, vice-president, secretary, and treasurer, the board is made up of members-at-large and representatives sent by the regional affiliates. Each regional affiliate has their own governing board.



Regional Affiliates

A list of current and proposed IBPSA affiliates may be found on the Regional Affiliates page. We invite interested persons in other regions to consider forming a regional affiliate organization. Details may be found in our regionalization guidelines.

Structure and Operation

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 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 Board comprised of executive officers and regionally selected officers.

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

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". Once the regional affiliate is approved by the IBPSA board, the regional affiliate may use the IBPSA logo (electronic versions of the IBPSA logo can be obtained from the Regional Affiliate Liaison or the Secretary). The Regional Affiliate must report significant use of the logo such as for web sites, conferences and publications. The Regional Affiliate may also provide the logo to chapters or regional groups for their use in Regional Affiliate-related activities.
3. Regional affiliates are financially independent from IBPSA. This means that affiliates retain all member dues or other funds raised by their activities.
4. Regional affiliates provide membership data to IBPSA for use in mailing IBPSA materials on an annual basis. This includes: member name, organization, city, state, and email address. Regional affiliates are provided with a spreadsheet to submit this information.
5. Regional affiliate members are full members of IBPSA.

6. IBPSA makes newsletters and other IBPSA materials available to all members of the regional affiliates in downloadable electronic format from the IBPSA web page. Other services may be provided by IBPSA to the regional affiliates for a fee.

Start-up Proposal Guidelines

The proposal for a new IBPSA Affiliate should be submitted to the IBPSA board through the Regional Affiliate Liaison and contain the following elements:

1. Name of Affiliate: IBPSA-<region>.
2. Geographic territory covered (country or countries, etc).
3. Organizational structure – the IBPSA Charter is founded on a set of board- and member-approved by-laws (see IBPSA web site: www.ibpsa.org). Each Affiliate’s organizational structure should adhere to the same or similar principles of operation as appropriate.
4. Officers --specify the officers that constitute the board (President, Vice President, Secretary, Treasurer, members-at-large, etc.).
5. Affiliate goals and objectives – should be consistent with the mission statement and objectives of IBPSA (see above).
6. Minutes of the first organizational meeting, indicating organizational business transacted.
7. List of initial members and their organizational affiliations (can be those attending the first meeting).
8. Proposed activities of the affiliate.
9. Proposed amount of annual membership dues, if any.
10. Breakdown of costs associated with set-up of the Affiliate organization.
11. Source and amount of startup funds obtained from outside companies and organizations.
12. Initial representative to the IBPSA board of directors.

If you have any questions about setting up a new affiliate, please contact the IBPSA Regional Affiliate Liaison. Submit the requested proposal for a new IBPSA Affiliate to the IBPSA Regional Affiliate Liaison (Dru Crawley, Dru.Crawley@bentley.com).