

## *Request for Detailed Proposals to hold a regional conference on Sustainable Built Environment in 2021 or 2022*

### **Purpose**

This request for proposal is intended to provide guidance in preparing a submission for a regional conference in 2021-22, for those respondents whose Expressions of Interest have been accepted by the four international co-promoters, CIB, iiSBE, FIDIC and UN Environment.

### **1. Background**

- 1.1 See Appendix 1 for an outline of the history of the SBE conference series.
- 1.2 The series of conferences was launched in 2000 and is now held on a three-year cycle. The SBE conference series is now recognized as the pre-eminent English-language international conference series on sustainable building and construction. These events feature a core emphasis on peer-reviewed papers, presentations of regional policy papers and displays of assessed projects. The series also provides fast-track inclusion of the best technical papers from regional conferences into the World event, as well as registration policies designed to encourage the attendance of students and delegates from developing countries. In recent SBE conferences, the presentation of neighbourhood assessment projects, operated by iiSBE and known as the *SBE Urban Challenge*, focuses on the use of key performance indicators (KPI) to measure performance levels in neighbourhoods.
- 1.3 The most recent conference cycle has included 15 regional events in 2018-19 and a World event, the World SB2020 Conference, will take place in Gothenburg in June 2020.
- 1.4 The increasingly high reputation of the series has resulted in other organizations holding events concurrently with SB conferences thereby maximizing the benefit for delegates. In short, the SBE-series of conferences provides delegates with an unparalleled view into regional and international sustainable building issues every three years, while providing host organizations with increased visibility and effectiveness in their own regions.

### **2. Relationship of the Global SBE 2023 Conference with Regional SBE conferences to be held in 2021-22**

- 2.1 The SBE conference series unfolds over a series of three-year cycles. Planning and organization takes place in Year 1, regional events are held during year 1 and 2, and a Global SBE conference is held during Year 3. We are now (2020) in year 3 of the current cycle and the World SBE Conference will take place in June 2020. For the next cycle, 2021 will be year 1, 2022 year 2 and 2023 year 3.
- 2.2 The next cycle of regional SBE conferences will take place during 2021-22, and an Expression of Interest document will soon be released, subsequent to the release of the EOI request for the World SBE23 event. Ideally, the WSBE 2023 organizers will develop an overall strategy for joint actions of the World and Regional conference teams.



### 3. Information required for Regional SBE 2021-22 Conference proposals

3.1 Detailed electronic proposals for Regional SBE 2021-22 conferences should contain the following information:

- a. A file title and cover that clearly indicates that the submission is for a Regional Sustainable Built Environment Conference during the period April 2021 to the end of 2022;
- b. Contact person and name of organization(s) proposing to hold the event, plus contact coordinates, and information on the relevant capability and experience of the sponsoring organization(s), CVs, roles and estimated time involvement of key people, including the Scientific Chair;
- c. Proposed roles for the members of the conference organization, including the Scientific Chair, Secretariat, Organizing and Advisory committees, the lead research-based organization, as well as other key participating organizations;
- d. A preliminary concept outline of the structure, organization and themes of the conference, bearing in mind the pre-requisite of having scientific, technical and policy papers and displays, and the requirements outlined in Appendix 3, (8), (9) and (10).
- e. Identification of any national, regional or international events organized on sustainable building and construction organized previously by the proposing organization;
- f. Approximate date proposed for the event during 2021 or 2022, and a rationale for this date;
- g. A statement on how the proponents propose to link the event with the World SBE conference to be organized for 2023, including initiatives for general coordination, and measures to select peer-reviewed "best papers" for insertion into a fast track review by the World SBE23 organizers;
- h. A statement on how the regional SBE21 or SBE22 event might support future initiatives related to sustainable building and construction in the region;
- i. A description of the location and distances to nearest railway or airport facilities; an estimate of the potential size of market and the total environmental impacts that might be incurred by delegates traveling to and from the event;
- j. A *brief* description of the facility, including meeting spaces and exhibit facilities, where the event is intended to be held and a brief description of the number and locations of available accommodation within various price classes;
- k. A statement on how the organizers of the regional SBE event intend to minimize the on-site environmental impact of the Conference itself;
- l. A description of measures that will be taken to reduce the cost of attendance for delegates who are students, early researchers or (if applicable) from developing countries;
- m. A statement that a CIB, iiSBE, FIDIC member organization, or members of UNEP's building programmes in the host country is involved in or has been given an opportunity to be involved the conference;
- n. A statement on the proposed support to be provided to the international co-promoters, as outlined in section 5;
- o. In cases where the organizing group includes more than one country, please provide information on the involved organizations, and main contacts in each organization) in the other countries. From past SBE Regional Conferences we know that having a co-organizing organization in each country has many advantages.
- p. A preliminary concept of how workshops, special events or themed sessions may be proposed by others, evaluated by the conference organisers and integrated into the conference structure.



#### **4. Selection criteria for regional SBE 2021-2022 conference proposals**

The proposals for 2021-23 Regional SBE conferences will be subject to a non-competitive evaluation process. See Appendix 3 for criteria and scoring.

#### **5. The selected organizer(s) will provide to the SBE series partners**

- a. An amount of 2,000 Euro payable upon acceptance of the Memorandum of Understanding (50% of this amount for developing countries). These contributions are required to help finance the core operations of the not-for-profit and non-salaried SBE partnership;
- b. Free registration for the SBE Series Coordinator plus possibly one other representative of the SBE Partners (two persons total), and an allowance of up to 2,000 Euro for travel expenses, payable upon presentation of applicable receipts;
- c. A registration discount to apply to members of the SBE Partner organizations;
- d. A discount on an exhibit booth for the SBE Partners, if an exhibition is planned;
- e. Agreement that the SBE21-22 organizer will attend the World SBE20 conference in Gothenburg in June 2020 and the subsequent World SBE23 conference;
- f. Agreement that a representative of the conference organizers will participate (in person or by web conference) in a planning meeting for SBE 21-22 regional conferences, to be held in Paris in the Fall of 2020 and organized by the Series Coordinator in consultation with the World SBE20 and World SBE23 organizers;
- g. Agreement that all publicity material, whether on websites or in hard copy, should display logos and links to the websites of the four international partners and the international sponsor;
- h. Agreement that a representative of the SBE partners will be invited to join the Organizing or Advisory committees, and that SBE may nominate some of the keynote speakers for the event, but with selection remaining in the hands of the organizers;
- i. Agreement that all papers submitted for presentation will be evaluated through a double-blind peer-review process and that accepted papers will be indexed;
- j. Agreement that the conference proceedings will be published through IOP -see 6 (l);
- k. Agreement that, commencing no later than six months after the conference, the four international SBE Partners will have non-exclusive rights to use the conference papers for non-commercial distribution, unless authors specifically assign exclusive rights to others;
- l. Agreement that the conference organizer will respond to a post-conference survey that will cover issues related to the content of papers, delegate profiles, reaction of local or regional key groups, etc.
- m. Agreement that the conference organizer will prepare a detailed post-conference report providing analysis, reflection, key lessons and de-briefing for future SBE organisers.

#### **6.0 Support to be provided by the SBE series partners to the selected World SBE 21-23 Conference organizers will include:**

- a. Permitting the use of the name and logo of the SBE conference series.
- b. Facilitating communications with the international co-promoters by appointing a Series Coordinator to represent the four international co-sponsors.
- c. Ensuring that the Series Coordinator and the organizer of WSBE20 are available to give advice on organization and detailed program content, on a cost-recovery basis;
- d. Providing lists of potential volunteers for scientific committees or on-site support,
- e. Assisting with links to possible sponsors,
- f. Providing access to mailing lists, where permitted by laws and list owners,
- g. Providing publicity through their own channels;



- h. Providing links to conference websites;
- i. Placing documents from previous conferences on the CIB database and on the SBE website (sbe-series.org);
- j. Leadership in the development of a long-term marketing strategy for the series;
- k. The SBE Series partners are prepared to provide advice on the structure and format for the conference, based on previous experience, and may in some cases be able to provide introductions to potential conference sponsors;
- l. The series partners have established an arrangement with IOP, a scientific publisher, to index of all refereed papers in the forthcoming 2021-22 series and the WSBE23 event. Each conference organizer will be responsible for the costs of indexation of the papers in their own event. The estimated cost for publication of each paper is 25 Euro plus VAT.

Each set of editors will be responsible for the peer review of the content and for submitting the work to IOP according to their guidelines. Further information about the peer review can be found here:

[https://conferenceseries.iop.org/content/quick\\_links/Peer%20Review%20Policy](https://conferenceseries.iop.org/content/quick_links/Peer%20Review%20Policy)

Extensive information for organisers, including guidelines, can be found here: <https://conferenceseries.iop.org/content/organizers>

Templates can be downloaded here: <https://conferenceseries.iop.org/content/authors>

## 7. Process for evaluation of proposals

- 7.1 The SBE series partners invite organizations whose Expressions of Interest have been accepted to submit a **full proposal in electronic format of about 6-10 pages, plus any necessary appendices** (but, please, we do not need detailed descriptions of tourism potential in the host city...);
- 7.2 A decision to select your SBE 21-22 conference proposal will be made within two weeks of your submission, by a Committee consisting of representatives of the four SBE series partners, the Series Coordinator, and at least two external advisors.
- 7.3 If your proposal is accepted, you will be informed within 3 weeks of your submission.

## 8. Submission of proposals

We look forward to receiving your detailed proposal, in electronic format to the coordinator of the Regional SBE conference process Dr. Wim Bakens at <wbakens@outlook.com>, with a copy to Mr. Nils Larsson, at <larsson@iisbe.org>

### Additional information available:

Information on CIB can be found at [www.cibworld.nl](http://www.cibworld.nl)

Information on iiSBE can be found at [www.iisbe.org](http://www.iisbe.org)

Information on UNE Environment can be found at [www.unenvironment.org](http://www.unenvironment.org)

Information about FIDIC can be found at [www.fidic.org](http://www.fidic.org)

Information about previous SBE events can be found at <www.sbe-series.org>

Information about WSBE17 Hong Kong can be found at <http://wsbe17hongkong.hk/index>

Information about World SBE20 Gothenburg can be found at <http://www.beyond2020.se>



## Appendix 1:

### Introduction to the International SBE Conference series

The Sustainable Built Environment (SBE) series of conferences began in 2000, operates on a three-year cycle and now includes four international organizations as co-owner partners:

- *International Council for Research and Innovation in Building and Construction* (CIB, [www.cibworld.nl](http://www.cibworld.nl))
- *International Initiative for a Sustainable Built Environment* (iiSBE, [www.iisbe.org](http://www.iisbe.org))
- *United Nations Environment Programme*, [www.unenvironment.org](http://www.unenvironment.org)
- *International Federation of Consulting Engineers*, [www.fidic.org](http://www.fidic.org)

The SBE series is held on a three-year cycle with planning and preparation in year 1, national/regional conferences held in year 2 and a single global event held in year 3.

The series places a core emphasis on peer-reviewed papers, presentations of regional policy papers, displays of pre-evaluated projects and a small number of high-quality commercial exhibits. These events also provide fast-track inclusion of the best technical papers from national/regional conferences into the global event, as well as registration policies designed to encourage the attendance of students and delegates from developing countries.

Twenty national/regional conferences took place in 2016 and a World SBE17 conference took place in Hong Kong during 5-7 June 2017. The most recent conference cycle has included 15 regional events in 2018-19 and a World event, the World SB2020 Conference, will take place in Gothenburg in June 2020.

In all of these events, one or more local research-based organizations have taken financial and organizational responsibility while the international series owners, iiSBE, CIB, UN Environment and FIDIC, have given organizational advice and have used their networks to help ensure a large multi-disciplinary audience for the events.

The increasingly high reputation of the series has resulted in other research groups and organizations holding events concurrently with SBE conferences thereby maximizing the benefit for delegates. In short, the SBE-series of conferences provides delegates with an unparalleled view into national, regional and international sustainable building issues every three years, while providing host organizations with increased visibility and effectiveness in their own regions.

The series continues to evolve. Up to and including 2013, the series was titled the “SB” or *Sustainable Building* conference series, but the series partners changed the series name to “SBE”, standing for *Sustainable Built Environment* series, to more clearly indicate the inclusion of issues related to local urban areas and supporting infrastructure. There is also an increasing emphasis on continuity, reflected by frequent consultations with conference organizers going back to 2000, and more emphasis on involving the World SBE conference organizers in the preceding national/regional SBE events.

Fifteen organizations have proposed to hold regional conferences during 2018 and 2019, and events have already taken place in Taipei, Eindhoven and Brussels. A global event is planned for Gothenburg in June 2020.

For further information see the website at <[www.sbe-series.org](http://www.sbe-series.org)> or contact Nils Larsson ([larsson@iisbe.org](mailto:larsson@iisbe.org))



## Appendix 2: Suggested range of themes

The following list intended to help organizers to select suitable themes but is not intended to be limiting.

1. Policies, programs regulations and standards that are relevant to sustainability and climate change issues for buildings and neighbourhoods;
2. Cost, financing and taxation approaches for high performance;
3. Adapting design, construction and operation of buildings and infrastructure to regional and local climate change impacts;
4. Approaches to preserve and enhance local ecological systems;
5. Urban morphologies and densification;
6. Measures to reduce use of private vehicles in neighbourhoods;
7. Urban microclimates: outdoor air quality and green infrastructure to maximize carbon capture and enhance outdoor thermal comfort and amenity;
8. Economic and social issues related to buildings and neighbourhoods;
9. Human Development Index and small urban areas;
10. Design, construction and operating solutions related to climate change resilience;
11. Zero and nearly-zero operating and lifecycle GHG emission performance;
12. Integration of renewable energy at building and small urban area scales;
13. Inter-building performance synergies of thermal energy, power, and grey water systems;
14. Carbon metrics and budgets for neighbourhoods and buildings.
15. Embodied energy and carbon in buildings and infrastructure;
16. Increasing adoption of LCC and LCA methods;
17. Design support methods, tools and certification;
18. Performance assessment systems for buildings and neighbourhoods;
19. Innovation in materials, products and systems;
20. Life-cycle resource efficiency at the building and small urban scales;
21. Energy and environmentally efficient materials and products, and sustainable use of materials;
22. Renovation and performance upgrading of buildings and infrastructure;
23. Retrofitting of existing buildings and building stocks;
24. Minimizing demolition and maximizing disassembly, re-use and recycling;
25. Training and education to promote adoption of sustainable approaches.



### Appendix 3: Evaluation criteria and scoring

Proposals for Regional SBE conferences will be subject to a non-competitive evaluation process. Factors considered will include the following, with points awarded up to the number shown, and with a minimum requirement of 32.

Criteria	Score
1. The lack of overlap with other Regional 2021-22 SBE events already submitted, with respect to range of topics and/or geographic proximity;	5
2. The apparent appropriateness and quality of the conference organization team, including candidates for the Scientific Chair, Secretariat, Organizing and Advisory committees, and other key participating organizations;	5
3. Participation in a leading role of one or more well-established local, regional or international research-based organization(s) with recognized expertise in built environment policy and/or technical research;	4
4. Preliminary plans to involve local and/or national governments, universities, NGOs and the private sector; and strategies to maximize the global positive impacts of the event;	3
5. Measures to ensure geographic and gender diversity among speakers and participants;	1
6. Plans to record and/or stream plenary events for wider distribution;	1
7. Plans proposed for the double-blind peer review of papers, use of the CIB Quality Control Protocol (see Appendix 4), and indexing of papers - see 6 (I);	3
8. Experience of the proponent team in organizing national, regional or international events on sustainable building and construction;	4
9. Consideration by proponents of some of the broad themes listed in Appendix 2 and of the UN Sustainable Development Goals (SDGs) in organizing their specific agendas, especially the SDGs that have been identified by SBE partners as being directly relevant to sustainable built environment issues. These include primarily SDG 11, and also SDGs 6, 7, 9, 12, 13 and 15, and also the UN Habitat III agenda as specified in the <i>New Urban Agenda</i> ;	4
10. Inclusion of one or more SBE Roundtable sessions that provide a forum for the presentation and discussion of the iiSBE Plan B document (available on the SBE website), including a focus on context conditions, policies and relevant programs in the region;	3
11. Invitation for one representative of the SBE partnership to participate in the conference Organizing Committee or Advisory Committee;	1
12. A specific proposed location for the conference that is within easy reach of an international or regional airport will also be a consideration;	1
13. A proposed venue to accommodate approximately the expected number of delegates with some rooms for individual smaller sessions;	1
14. Measures taken to limit the level of expense likely to be faced by delegates (including students) and the level of financial support that will be available to selected delegates from developing countries, and how these delegates may be selected.	1
15. The SBE Partnership shares the concern of the research community with the need to drastically reduce carbon footprints of the built environment, and this extends to conferences on the subject. We will therefore give preference to proposals to hold SBE events that: <ul style="list-style-type: none"> <li>a. ...include conference sessions on topics related to reducing carbon footprints;</li> <li>b... suggest methods to reduce the travel carbon footprints of speakers and delegates;</li> <li>c....propose methods for delegates to participate in the conference remotely or virtually, thereby reducing travel emissions;</li> <li>d ...propose methods to reduce the carbon footprint of the event facility and services.</li> </ul>	1

TOTAL AVAILABLE POINTS 38



# CIB Publications

## Quality Control Protocol

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### 1 Introduction

Publication is a vital component of building an academic career. However, due to a variety of unethical practices and the growing phenomenon of predatory publication, most national academic accreditation bodies have established criteria for what would constitute an accredited academic publication. At the very least evidence of impartial peer review is required. Indexing in Web of Science or Scopus databases, evidence of an international scientific board for conference proceedings, journals and edited books, publication by accepted academic publishers and clear statements regarding audience and scholarly contribution may be further requirements. The CIB provides an ideal platform for creating publication platforms for built environment researchers that would meet these requirements. To ensure that CIB supported publications and proceedings will achieve the required academic accreditation it is necessary to establish quality control protocols that will satisfy the requirements of most national academic accreditation bodies.

### 2 Conference proceedings

Because of the commercial nature of conferences and the need to recover costs, the scientific merit of conference proceedings is increasingly being questioned, to the point where many academic employers no longer recognise conference papers as significant publication outputs, or place very onerous and detailed requirements on the content of the proceedings document and the acceptance process. The guidelines below are meant to address these requirements and for a conference to be sponsored by the CIB, the guidelines prescribed in this section need to be followed exactly.

#### 2.1 Constitution of Scientific Committee

The main purpose of the Scientific Committee is to review the papers, ensuring the quality of the proceedings. The Scientific Committee should therefore consist of individuals who are acknowledged experts in each of the thematic areas proposed for the conference, or at least with published domain knowledge relevant to the papers being reviewed; and they should be drawn from a wide range of countries and institutions. The membership of the Scientific Committee is seen as an indicator of the status of the conference.

#### 2.2 Peer review process

The preferred peer review process is double blind review, where neither the author nor the reviewer is aware of the identity of the other parties. Each paper should be reviewed by at least two reviewers, and where there is a considerable conflict in their reviews, the opinion of a third reviewer can be solicited. Ideally, the editor of the proceedings should not be a reviewer. Records of the entire peer review process needs to be kept for three years

#### 2.3 Conference Proceedings Guidelines

As most conference proceedings are electronic these days, some of these requirements (5.1, 5.2, and 5.3) could be placed in the printed Book of Abstracts, from 5.4 onwards, these requirements should be available as **separate** PDF files in the electronic folder representing the Conference Proceedings.

Proceedings must be structured and formatted in such a way that individual papers can be found and identified using search engines and authors can easily extract the following information for submission to their institutions for accreditation:

### 2.3.1 *Cover page*

Apart from the conference theme, this should clearly state the name, date and locale of the conference, as well as the main organisers/hosts (not sponsors) for example:

SBE'18 Regional Conference, Porto Alegre, Brazil, 28-30 July 2018. Organised by the University of Rio Grande do Sul and the Green Building Council of Brazil, hosted by CIB, UNEP, iisBE, FIDIC, etc. (logos can be used)

### 2.3.2 *The title page*

The title page of the proceedings should clearly show the following:

- Name of publication (Proceedings as on cover page),
- date of publication;
- name of publisher,
- name of editor/s (usually Conference Chair or Chair of the Scientific Committee), and
- ISBN and e-ISBN/ISSN

### 2.3.3 *Foreword/preface*

The foreword/preface should clearly state the peer review process and the percentage of abstracts and papers rejected. It should also state the average number of papers per peer reviewer, as well as the highest and lowest numbers, e.g. *highest number of papers reviewed by individual reviewer: 12; lowest number of papers reviewed by individual reviewer: 1*. Records should be kept of the peer review process for three years after the conference.

### 2.3.4 *Editorial panel*

This section should provide the names, titles and affiliations of all members of the editorial panel

### 2.3.5 *Review panel/ Scientific Committee*

This section should provide the names, titles and affiliations of all members of the Scientific Committee as well as the review panel if this is different from the Scientific Committee.

### 2.3.6 *Table of contents*

The table of contents should provide the titles of all papers, the names of all authors and the page numbers of each paper. Should there not be running page numbers, this can be replaced by the filename for the specific paper.

### 2.3.7 *The papers*

The papers should be downloadable as individual papers or in small, clearly marked batches so that it is easy to print out each individual paper. Papers should include the names and affiliations of all the authors, as well as page numbers or a footer/header with the code linking back to the Table of Contents. The layout should include on the first page of each paper, a header or footer with the details of the conference for citation purposes.



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### *2.3.8 Table of Authors*

The Table of Authors should list alphabetically all authors and provide the link to each paper of each author, for electronic versions of the Proceedings. In the printed version of the Proceedings the Table of Authors should be placed at end of the book and should provide the page number of each paper of each author.

## **2.4 Application for indexing/accreditation**

As a major concern with conference papers is the wider availability of these research outputs (and therefore citations), conference organisers are required to ensure that conference proceedings are available on a credible open access platform. The CIB provides two preferred options:

- a) An open access publication agreement with the CIB preferred publication and indexing partner which provides indexing in Scopus (there are costs associated with this);
- b) Uploading the individual conference papers, abstracts and keywords on the CIB Library which is maintained and indexed by the Fraunhofer ICONDA Biographical International Construction Database. This is a cost-free option, but requires the organisers to take responsibility for uploading of the database.

Further information regarding the indexing partners and procedures, as well as formatting requirements is available in a separate policy document.

Conference organisers are required to provide proof of a publication agreement (for option a) or proof that proceedings have been uploaded in the CIB Library (for option b) to the CIB office.

## **2.5 Failure to meet above obligations**

Failure to meet the above requirements by conferences granted CIB sponsorship or branding, or emanating from CIB Commissions, may result in sanctions against the members of the organising committee of the Conference, such as a time-bound suspension of CIB membership privileges, e.g. reduced conference fees for other CIB conferences.