MORE LIFE TO LEVEL(S)

LIFE-2022-PLP

D2.4 Case studies kick-off matrix

Author(s): Katrin Löchner (DGNB), Dr. Anna Braune (DGNB)

Deliverable Information

Grant agreement	101104441
Project title	Learning from the experience of bringing Level(s) to real Life
Project acronym	LIFE22-PLP-ES-More LIFE to LEVELs
Project coordinator	Alfons Ventura (alfons.ventura@gbce.es) - GBCe Guillermo Fernández (guillermo.fernandez@gbce.es) - GBCe
Project duration	15 May 2023 - 14 May 2027 (48 months)
Related work package	WP 2 – Preparatory activities………………………….
Related task(s)	Task 2.4 – Cas studies' kick-off matrix
Lead organisation	DK-GBC
Contributing partner (s)	GBCe, DK-GBC, ÖGNI GmbH, DGNB
Due date	Month 6
Submission date	14.11.2023
Dissemination level	PU- Public

Co-funded by the European Union

D2.4

Table of content

D2.4

List of acronyms

Acronym	Meaning
Q	Quarter of a year (3 month)
D	Delivery - A query of a data packet
M	Milestone
DGNB	Deutsche Gesellschaft für Nachhaltiges Bauen – DGNB e. V.
ÖGNI	ÖGNI GmbH
DK-GBC	Green Building Council Denmark
GBCe	Green Building Council España

Co-funded by the European Union

D2.4

1 Introduction

1.1 Background

For the 10 building projects, a process plan will be developed that defines the specific timeframes for the data and information input for each building project.

Therefore, the different timelines and milestones of the building projects are defined and negotiated in the light of the project to facilitate common dates and checkpoints.

1.2 Objective

To structure the data and information collection of the building project, a case study kick-off matrix will be created that should provide an overview of required content, results, and deadlines.

A basic structure will be developed, which will be adapted to the individual project groups and in a further step to the individual projects.

This means that an individual case studies kick-off matrix is created for each project.

1.3 Relation to other activities in the project

Once the individual case studies kick-off matrix has been created, they will also be translated into the respective languages by the project partners. The partners then organize the first meeting between the project teams and introduce the project and hand over the case studies kick-off matrix. That will be the start for our building project partners. A timeframe should be agreed for the meetings, which is important to meet the milestones.

D2.4

2 Case studies kick-off matrix

The "case studies kick-off matrix" is developed jointly for all projects, then the matrix is adapted to the different project groups and, in a further step, tailored to the respective project and translated into the respective national language.

The case study kick-off matrix is divided in the following four different sections.

2.1 Section 1: Project

An introduction and presentation of the project More Live to Level(s) as part of the European funding programme LIFE22, which is a part of the subprogram "Circular Economy and Quality of Life" (LIFE22 PLP/PT/More LIFE to Levels/101104441).

It is described in LIFE22 Welcome Meeting, Circular Economy and Quality of Life, PROJECT HANDOUTS [2] as follows:

"Learning from the experience of bringing Level(s) to real Life. The team behind this project aims to understand the application of the Level(s) Framework for sustainable buildings in Europe. They research Level(s) application, unify processes, reduce environmental impacts, and accelerate sustainability transition. They collaborate with four Green Building Councils, using different sustainability certifications, to cover diverse regional and sustainable building approaches. Their overall aim is to showcase Level(s) as beneficial and ready-for-adoption."

2.2 Section 2: Goal

The main aim of the project is to increase the use of Level(s) Framework. This should be achieved with the case studies. The individual application examples are intended to show the advantages of the applications. For this purpose, various questions must be answered, and experiences must be described. The questions generally refer to the different levels (Level 1, Level 2, and Level 3) as well as to the macro-objectives broken down to the indicators.

It is detailed described in D5.1. Dissemination Plan[3], and illustrated in the following Figure:
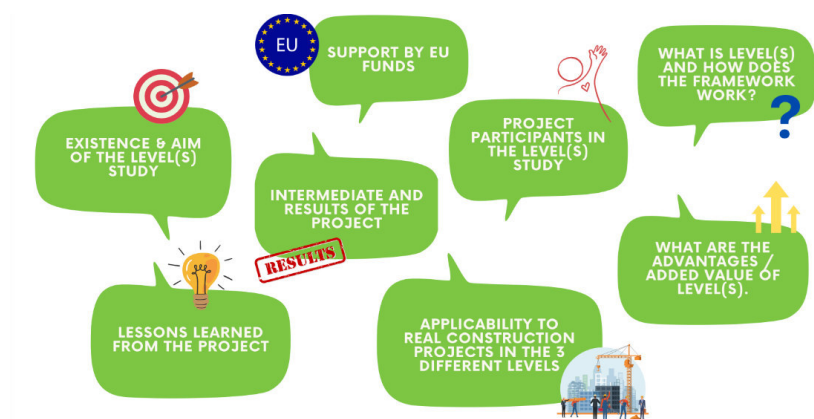

Figure 1: Aims of the project

2.3 Section 3: Implementation

To cope with the difficulties to keep track over the project duration of more than one year, a clear planning is necessary. Therefore, milestones have been developed to provide an overview of required contents, deliverables, and deadlines. The Milestones are detailed described in D2.2. Timeline of building projects[4]. Following Milestones were specified:

- *Milestone 1 (M1) - Knowledge of Level(s) Framework*

- *Milestone 2 (M2) - Information about project team, their projects, and the project plan*

- *Milestone 3 (M3, M3.1, M3.2, M3.3) - Levels reporting*

- *Milestone 4 (M4) - New understanding and further use.*

For the milestones to be reached, data must be submitted by the building project partners. Each milestone is preceded by a data supply – "Delivery" D1 to D4. This means that milestone M1 requires delivery D1, etc.

2.4 Section 4: Timetable

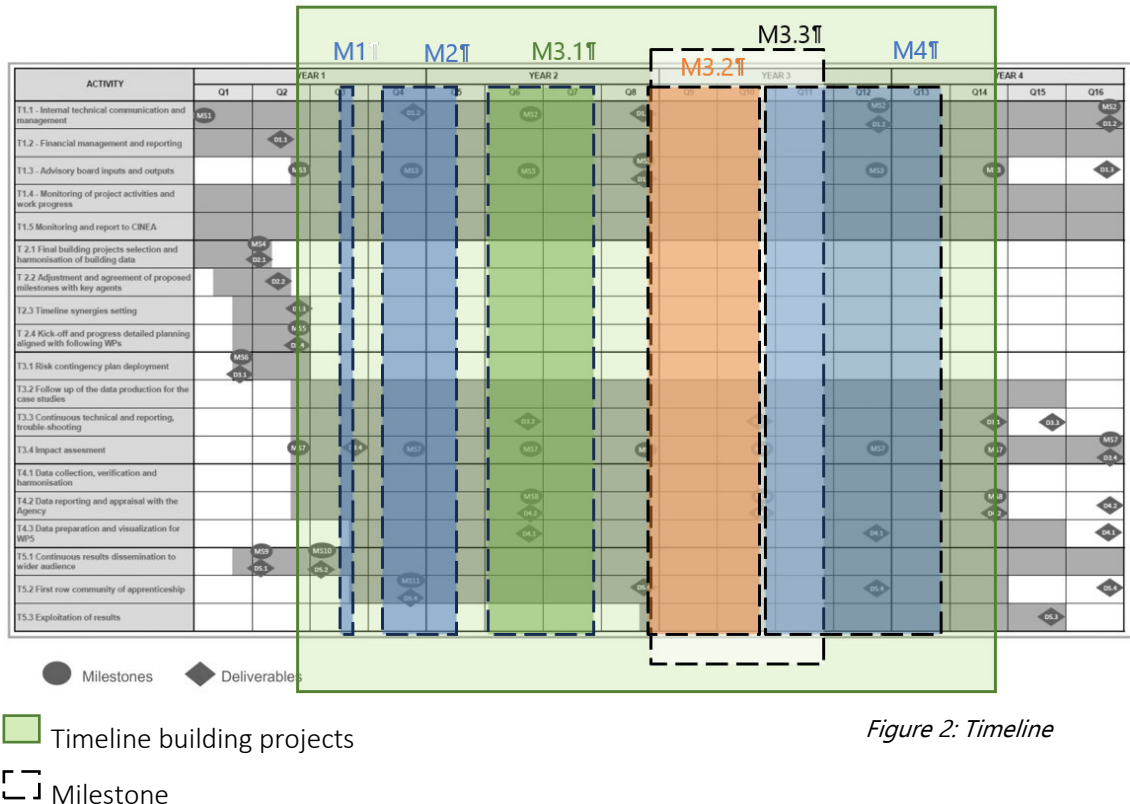For the temporal integration of the Deliveries D1 to D4 , the timeline from D2.2[4] was used.

Figure 2: Timeline

Timeline building projects

Milestone

D2.4

In order to achieve the individual milestones, various data are required. This data request must be queried and evaluated in a timely manner in order to reach the milestones. For each milestone, a data packet D (for Delivery) is requested. This data packet is numbered according to the milestones to ensure a better overview and easier assignment.

Delivery D1: Knowledge of Level(s) Framework

As Delivery D1, unlike in the other deliveries, no data transfer is expected. Here, a period is determined for questions. To be sure whether the project partners have informed themselves and received further training, only the type of training and short personal feedback regarding the scope and quality are requested.

Delivery D2: Information about project team, their projects, and the project plan

The data retrieval - delivery D2, is expected to take place within two quarters. The status of the projects varies greatly, which means that the data query cannot be bundled. The requested data are information about the project partners, their team, and capacities as well as their project. Data such as the relevant indicators, workflows and responsibilities are requested.

The following data packets are required:

- *Levels Survey Template: Preliminary - Q1: Preliminary info*
- *Levels Survey Template: Level(s) plan - Q1: Project plan*

Delivery D3: Level(s) reporting

In addition to the data for the Level(s) report itself, initial information on the experiences and benefits of using the individual indicators will be collected. For reporting Level(s), the building projects are divided into different groups. Thise is necessary due of the different relevant levels. Projects with existing buildings report only Level 3 and the other projects report Level 1, Level 2, and Level 3. D3.1 - Level 1 reporting, D3.2 - Level 2 reporting and D3.3 - Level 3 reporting.

The following data packets are required:

D3.1 Level 1 - reporting

- *Levels Survey Template: Level 1 - Q2: Design stage*

D3.2 Level 2 - reporting

- *Levels Survey Template: Levels 2 - Q2: Detailed design and construction*

D3.3 Level 3 - reporting

- *Levels Survey Template: levels 3 – Q2: As-build and In-Use*

Delivery D4: New understanding and further use.

The milestone is reached when the partners have answered the questions about the new understanding of sustainability, the further handling, and how they will use this knowledge.

The following data packets are required:

- *Levels Survey Template:* Final survey - Q3: Added value of Level(s) Framework

The data query must be carried out at an early stage so that the data is received in time and that delays can be reacted to. Sufficient time must also be planned to correct and follow up on possible ambiguities. As a result, the data query usually takes place 2 weeks earlier. Except for Delivery D3. Due to the amount of data and the scope of the data collection, a longer period of time must be planned here. For D3.2 Level 2 – reporting and D3.3 Level 3 – reporting four weeks are estimated.

The template for all case-studies project matrixes is attached to this report in Appendix A.

2.5 Section 5: Support

The Level(s) framework, which is intended to create a uniform basis for the assessment of sustainability qualities of buildings and a "common language" for sustainability aspects throughout the EU, is a voluntarily applicable reporting instrument, i.e., it is intended to allow uniform reporting. Level(s) is a standardized metrics for recording and measuring building qualities and performance indicators along their life cycle, as well as ensuring the comparability of collected data. The metrics were formulated for six sustainability macro-objectives on which the building sector has a significant impact. The framework formulates sustainability indicators for office and residential buildings (for schools not yet) in order to improve the quality of buildings in line with the EU's sustainability objectives. The Level(s) indicators focus on guidelines and tools for internal and external reporting, applicable to new buildings and renovation projects and building in use.

The Level(s) framework has been integrated into the certification schemes DGNB and VERDE. This means that the data required for Level(s) reporting has already been collected by providing the data for certification according to DGNB and VERDE. Not all indicators need to be processed for certification. We therefore recommend, to check in advance whether the editing might be necessary for Level(s).

2.5.1 Support

The support of the building project teams will take place via the partners. This means that the building projects from Spain and Italy will contact GBCe. The building projects from Denmark, the Danish GBC (Rådet for Bæredygtigt Byggeri), the Austrian building project, will contact ÖGNI, and the projects in Germany and Hungary will contact the DGNB.

We recommend the following procedure.

Almost all of the data required for the Level(s) report should already be available through the documents for certification (DGNB or VERDE). And can usually be taken directly from these schemes. In case of uncertainty regarding the data collection for Level(s), the certification documents DGNB or VERDE can be used, possibly the data collection is described here in more detail or in a different way.

In case there are still uncertainties, the respective project partner (either GBCe, Danish GBC (Rådet for Bæredygtigt Byggeri), ÖGNI or DGNB) should be contacted.

If no solutions could be found with their help, DGNB can be contacted in your task as a trouble-shooter[1].

2.6 Section 6: Information Tools und Sources

Level(s) common framework - Documents and Tools:

Figure 3: Level(s) common framework - Documents
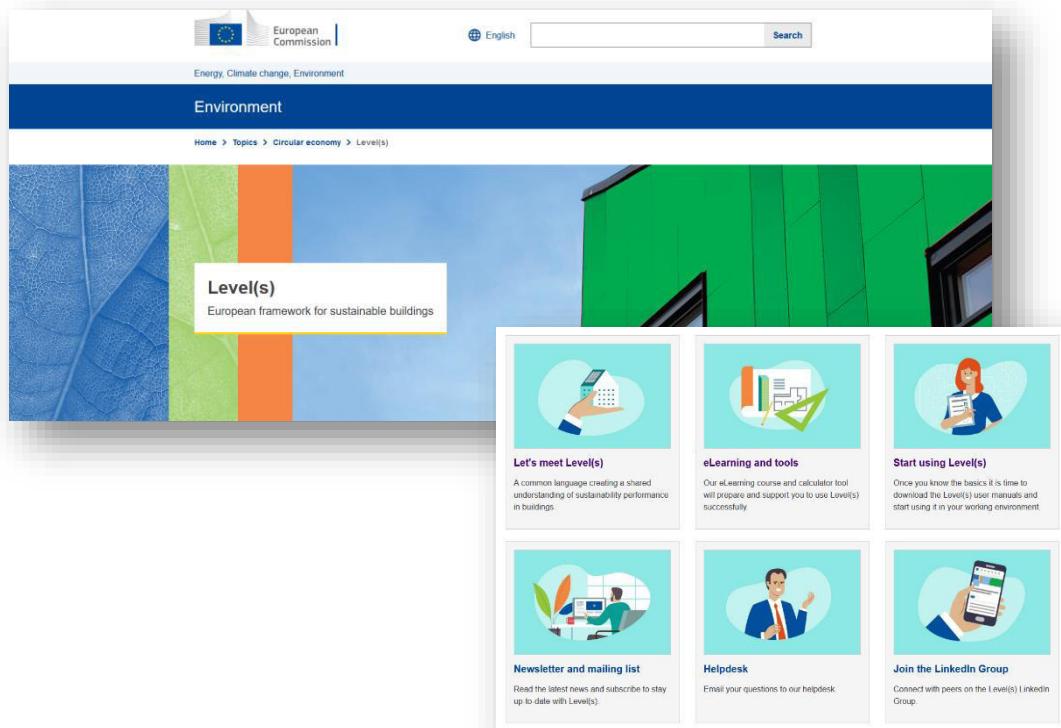
D2.4

Homepage of Level(s):

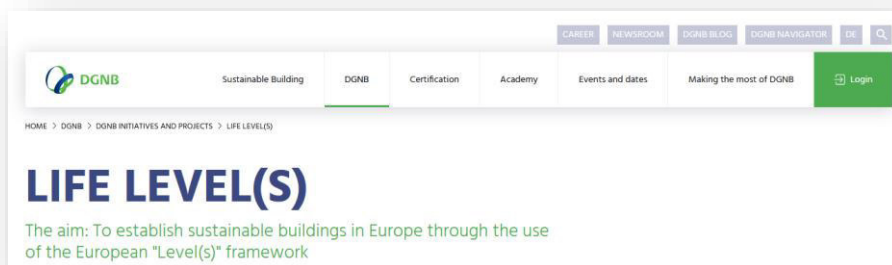Figure 4: Homepage - Level(s)

DGNB Homepage

Figure 5: DGNB – Information to Level(s)

D2.4

Figure 6: DGNB - Level(s) on YouTube
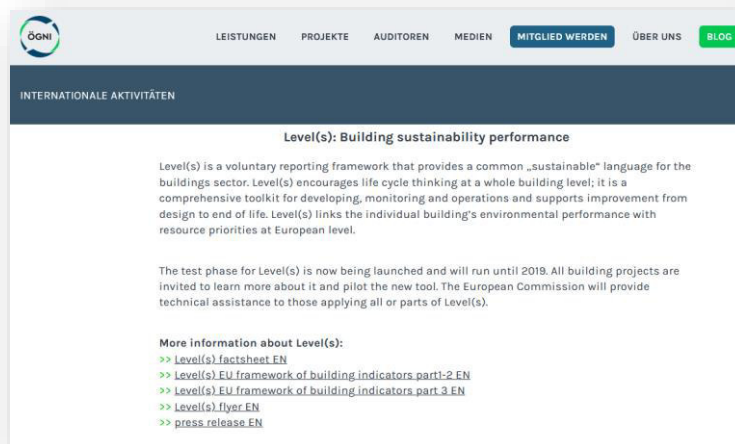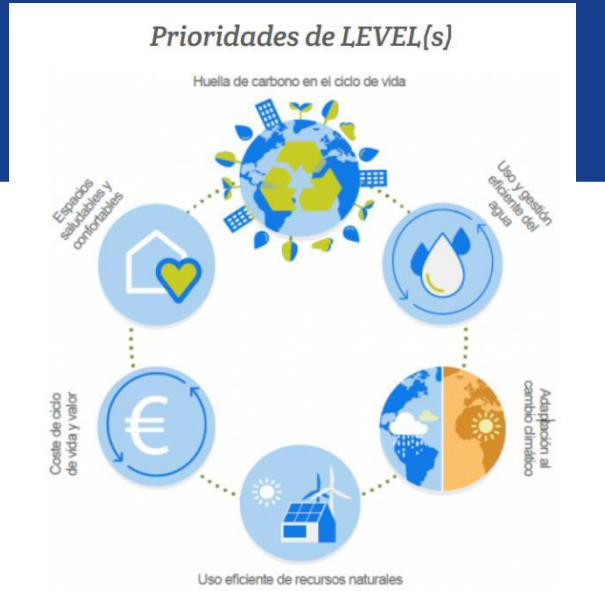
[ÖGNI-Homepage](#)

Figure 7: ÖGNI - Level(s)

D2.4

Figure 8: Homepage-GBCe

D2.4

3 Conclusions

With the "Case studies kick-off matrix", it should be easy for building project partners to keep track of the project, to provides an overview of content, support, and deadlines.

The next step is the kick-off meeting. The project partners will hold a kick-off meeting with their construction project partners. The first meeting between all building project partners is going to take place in mid-December 2024.

Here, the building project partners should be introduced to "More Life to Level(s)", the building project partners will be familiarized with their tasks. This report can be used as a basis and the individual case studies matrixes are handed over to the building project partners in the respective national language. The following points should be addressed during the meeting:

- Project presentation - More LIFE to LEVEL(s)
- Level(s) – Framework
- Partners' roles, templates, survey
- Building Projects

4   References

[1] GRANT AGREEMENT, Project 101104441 - LIFE22-PLP-ES-More LIFE to LEVELs

[2] LIFE22 Welcome Meeting, Circular Economy and Quality of Life, PROJECT HANDOUTS, Thematic Session: 11 October 2023

[3] Dissemination Plan (D5.1)

[4] Timeline of building projects (2.2)

[4] Risk Contingency Plan (D3.1)

[5] The Template of harmonised building data (D2.1)

Links:

https://susproc.jrc.ec.europa.eu/product-bureau/product-groups/412/documents

https://environment.ec.europa.eu/topics/circular-economy/levels_en

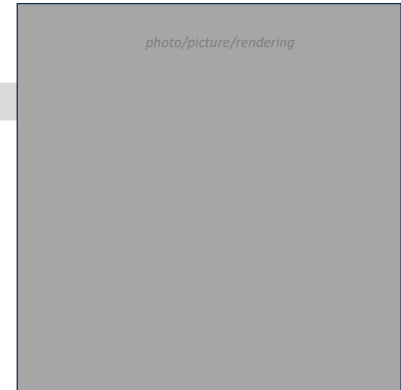https://www.dgnb.de/de/dgnb/initiativen-und-projekte/life-levels

Case studies matrix

More Live to Level(s) as part of the European funding programme LIFE22
(LIFE22 PLP/PT/More LIFE to Levels/101104441)

building/project	*Project name*
Country	*Denmark, Germany, Spain, Austria, Italy or Hungary*
Type	*new building, renovation or existing building*

photo/picture/rendering

Deliveries

Delivery 1 — Knowledge of Level(s) Framework

Folgende Fragen können beantwortet werden:
1. "How you have trained yourself" (with the Kick-Off Matrix, we provide more information about Tools, Sources, and Information materials)
2. "How many hours it has taken you to do so."
3. "Did you already have previous knowledge - barely, little, basic or well knowledge."

Delivery 2 — Preliminary Questions - Information about project team, their projects, and the project plan

Levels Survey Template: Preliminary - Q1: Preliminary info
Levels Survey Template: Level(s) plan - Q1: Project plan
Survey I: https://ec.europa.eu/eusurvey/runner/SurveyI (previous experience and motivation)

Delivery 3 — Level(s) reporting

· *D3.1 Level 1 - reporting*

Levels Survey Template: Level 1 - Q2: Design stage
Survey II: https://ec.europa.eu/eusurvey/runner/SurveyII_L1 (Level1 experience)

· *D3.2 Level 2 - reporting*

Levels Survey Template: Levels 2 - Q2: Detailed design and construction
LINK

· *D3.3 Level 3 - reporting*

Levels Survey Template: levels 3 – Q2: As-build and In-Use
LINK

Delivery 4 — Final Framework - New understanding and further use.

Levels Survey Template: Final survey - Q3: Added value of Level(s) Framework
LINK

Timetable

Timeline

M	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Q	3			4			5			6			7			8			9			10		
name	Nov 23	Dez 23	Jan 24	Feb 24	Mrz 24	Apr 24	Mai 24	Jun 24	Jul 24	Aug 24	Sep 24	Okt 24	Nov 24	Dez 24	Jan 25	Feb 25	Mrz 25	Apr 25	Mai 25	Jun 25	Jul 25	Aug 25	Sep 25	Okt 25

Name of the project — D1, D2, D3.3, D4

Additional information

Project goal

The goal of the project is to increase the use of Level(s) Framework. This should be achieved with the case studies. The individual application examples are intended to show the advantages of the applications. For this purpose, various questions must be answered, and experiences must be described. The questions generally refer to the different levels (Level 1, Level 2, and Level 3) as well as to the macro-objectives broken down to the indicators.

Support

Name	*name*
E-mail	*e-mail*
Phon number	*phon number*
	Partner form Spain and Italy will contact GBCe.
	Partner form Denmark will contact Rådet for Bæredygtigt Byggeri
	Partner form Austrian will contact ÖGNI
	Partner form Germany will contact DGNB

Almost all of the data required for the Level(s) report should already be available through the documents for certification (DGNB or VERDE). The data can usually be taken directly from these schemes.

In case of uncertainty regarding the data collection for Level(s), the certification documents DGNB or VERDE can be used, possibly the data collection is described here in more detail or in a different way.

In case there are still uncertainties, the respective project partner (either GBCe, Danish GBC (Rådet for Bæredygtigt Byggeri), ÖGNI or DGNB) should be contacted.

If no solutions could be found with their help, please contact DGNB in your task as a trouble-shoote[1].

Tools und Sources

Level(s) common framework - Documents (Essential background reading and Macro-objective 1 to 6)
https://susproc.jrc.ec.europa.eu/product-bureau/product-groups/412/documents

Tools, Sources

Level(s) European framework for sustainable buildings (Hompage, eLearning and tolls)
https://environment.ec.europa.eu/topics/circular-economy/levels_en

Tools, Sources

DGNB - LIFE LEVEL(S) - Project
https://www.dgnb.de/de/dgnb/initiativen-und-projekte/life-levels

Sources

ÖGNI - Internationale Aktivitäten
https://www.ogni.at/internationale-aktivitaeten/

Sources

GBCe - LEVELS
https://gbce.es/blog/proyecto/levels/

Sources