



Seville, 31st July 2018

Level(s) test phase helpdesk

Mini-report on the introductory webinar, held 10th July 2018, 16:00 – 17:00 CET

Agenda

1. The helpdesk and the types of queries that you may have,
2. The Level(s) documentation and how it can be used,
3. The common reporting format and how it works,
4. The survey and what format it will take,
5. The discussion platform and how you will be able to take part.

The webinar was presented by Nicholas Dodd and Mauro Cordella from the Joint Research Centre, who are providing the Level(s) helpdesk. DG Environment was represented by Josefina Lindblom, who is the overall co-ordinator of the test phase.

The JRC explained that **webinars** will be organised to cover topics that generate a lot of queries via the Helpdesk. The first technical webinar, due in early autumn, will look at the use of indicator 1.2 Life cycle Global Warming Potential (GWP).

All those who are involved with a building project that is testing Level(s) will be able to use the **Helpdesk** to solve any technical queries. These could include help with interpreting the guidance, where to find tools and data, or which reference technical standards to use. JRC asked that testers try and group together their queries as much as possible before emailing them.

The JRC then provided a short introduction to the **Level(s) documentation**. **Part 1** provides a general introduction to Level(s), whilst Parts 2 and 3 are likely to be the most useful to testers.

Part 2 provides a first introduction to each of the indicators and life cycle tools, including short descriptions of what they measure; why, how and when they can be used on a building project; the unit of measurement; boundary and scope; calculation method; and reference technical standards. *Table ii on page 25* provides an overview of Level(s) and allows the reader to navigate via hyperlinks to the relevant indicators of tools.

Part 3 provides detailed guidance on how to use each indicator and life cycle tool. The introduction to the document provides an overview of how to use the guidance, including a navigation *table iii on page 8* which allows the reader to navigate via hyperlinks to the relevant part of the document.

For each indicator and life cycle tool the Part 3 guidance is structured according to the three 'Levels' together with the additional '*property valuation influence and reliability rating*'.

- **Level 1** should be read by all testers as it forms the basis for all assessments. Guidance can be found here on the calculation methodology and data requirements.
- **Level 2** is for those who want to ensure a high level of comparability between several building projects. Guidance is provided on the parameters and input data that shall be fixed in order to do this.
- **Level 3** is for those who want to optimise the performance of their building as far as possible at the design stage. Guidance is provided on the technical aspects that should be addressed in order to do this.

For each level a suggested reporting format is provided. This format should be used by testers as far as possible, but if difficulties are encountered please note them when you submit your results, together with any amendments you may have made to the format.

The JRC explained that the **Level(s) documentation** will not be updated during the test phase. Instead, if technical corrections or supporting information are required, these will be published in a separate Technical Note and testers will be notified.

The **common reporting format** was introduced via Webex. The format is based on the reporting formats provided in the Part 3 document. It basically provides a means of submitting the same data in an excel format. Testers must, as far as possible, use this excel format to submit their results to the JRC. The excel consists of:

- an introductory tab,
- a checklist tab to help you in preparing your test results,
- a description tab to describe the test building,
- an input tab that works as a dashboard where you need to select which indicators and life cycle tools you are testing, for which project stage and at which level,
- reporting sheets which are generated from the selection on the input tab.

For all indicators and life cycle tools the '*property valuation influence and reliability rating*' is also included at the bottom of the worksheet. Upon filling this out the scores are automatically transferred to the indicator 6.2 worksheet.

If necessary test results may be submitted in a different format, for example if you encounter difficulties entering your data in the excel. In this case the results should be submitted using the reporting format provided in the Part 3 document. If you need to make any amendments to this format, then you are welcome to do this, but please make a note of them so that the JRC is aware.

Testers will need to complete a **survey** once they have made their performance assessments using Level(s) and submitted their results. This survey will be made available via the EU Survey platform. Testers are encouraged to involve all of their project team in gathering the responses needed to complete the survey. The structure of the survey and some example questions were presented.

Questions and answers

- **How is indicator 1.1 normalised?**
Helpdesk response: It is normalised to square metres of useful internal floor area.
- **How can all results for an occupied building be reported for indicator 1.1?**
The reporting format doesn't give the option to report on other electricity use related to, for example, occupiers.

Helpdesk response: The reporting format doesn't currently allow for this. However, we have identified this as a problem and we are currently updating the excel to allow for it. Once the update is ready we will publish it and notify all testers.

- [Is it possible to report on performance for an occupied building?](#)

Helpdesk response: Yes, you may report on performance for a number of project stages – design, construction, completion, occupation – in fact the Commission encourages the comparison of design and actual performance.

- [How will the verification work and will it involve all projects?](#)

Helpdesk response: From June 2019 the JRC will select a sample of the test projects to verify. Verification will be made of how the performance assessment was made and the extent to which the Level(s) guidance was followed. This will involve test projects sharing project information with the JRC so they can check how the reported results were obtained.

- [How many test projects are currently registered?](#)

DG Environment response: As of the 10th July there are 25 registrations.