



BAMB STAKEHOLDER NETWORK TERMS OF REFERENCE AND PROCEDURES FOR THE PROTECTION OF PERSONAL DATA

Introduction

The purpose of the Buildings As Material Banks project is to make a systemic change: To reduce waste and the use of virgin materials in the building industry and, in the long term, make the building industry circular. The EU funded BAMB project brings 16 parties throughout Europe together for one mission - enabling a systemic shift in the building sector by creating circular solutions.

Today, building materials end up as waste when no longer needed. To avoid destroying ecosystems, increasing environmental costs and creating risks of resource scarcity, the building industry needs to move towards a circular economy - and BAMB will provide the tools.

Usually, worthless materials become waste, while valuable materials are reused. BAMB is creating ways to increase the values of building materials. Dynamically and flexibly designed buildings can be incorporated into a circular economy - where materials in buildings sustain their value. Instead of being to-be waste, buildings function as banks of valuable materials - slowing down the usage of resources to a rate that meets the capacity of the planet.

Stakeholder Network Purpose

Through the BAMB Stakeholder Network, the BAMB Consortium aims to involve relevant stakeholders in the implementation and the results of the project.

The Stakeholder Network will be used to:

- Broadly disseminate information on the project and its progress to the wider community operating in the building industry in the EU, including materials producers and suppliers, architects and building developers, end users, academics, public authorities, and other interested third parties.
- Enhance awareness and visibility of the matters connected to the EU's Action Plan on the Circular Economy related to the built environment.
- Enable coordination and collaborative work by allowing actors in the building industry value chain, academia and public authorities to work together within the framework of the BAMB project on 6 thematic areas: Materials Passports, Reversible Building Design, Data Management (including BIM), Circular Building Business Models, Policies and Standards, Case Studies and Pilots.

- Ensure the pertinence of the BAMB tools and products produced by providing actors within the building industry with an opportunity to directly provide feedback and influence the development of BAMB products, and an opportunity to indirectly provide feedback on the EU's Action Plan on the Circular Economy.
- Support the identification of further research opportunities.

The communication objectives for the Stakeholder Network are to:

- Ensure that stakeholders are aware of the project, understand its aims and objectives and the results it will deliver.
- Ensure that the project takes into account stakeholders' realities through the sharing of their field experience.
- Raise general awareness of project activities.
- Develop a desire amongst the stakeholders to take up project findings and tools developed and increase the impact of the project.
- Compile a set of recommendations defining what policies and standards are needed to enable the shift to a circular building industry.
- Support the discussions and exchanges on the development and achievement of BAMB products on 6 thematic areas: Materials Passports, Reversible Building Design, Data Management (including BIM), Circular Building Business Models, Policies and Standards, Case Studies and Pilots.
- Support the identification and recruitment of stakeholders and experts that would benefit from and contribute to the project's activities.
- Promote and diffuse the deliverables developed by the project during the whole period of the project (more intensively in the later years).

Two levels of participation

Different stakeholders are interested, willing or able to participate with varying levels of commitment and active participation. Therefore, the BAMB Stakeholder network is organised according to 2 levels of membership:

1. General Membership
2. Special Interest Groups Membership

General Membership

The first level - General Membership - allows stakeholders to maintain being informed and provides them with the opportunity to give feedback through an Annual Stakeholder Network Meeting.

All members will:

- Provide feedback to the project;

- Be invited to the Annual Stakeholder Meeting;
- Receive project updates and newsletters;
- Have access to public results and findings as they arise;
- Be invited to BAMB events and have the opportunity to meet and exchange with leading experts and professionals in the field of circular building;

Special Interest Groups Membership

Members of the Stakeholder Network who are highly interested in BAMB, and committed to taking a more active part in the project, are invited to go one step further by subscribing to a second level of membership - Special Interest Groups. 6 Special Interest Groups allow participants to have a more active role in the work being done in 6 thematic areas:

1. Materials Passports
2. Reversible Building Design
3. Data Management (including BIM)
4. Circular Building Business Models
5. Policies and Standards
6. Case Studies and Pilots

Participation in one or more Special Interest Groups will allow the BAMB Consortium work package leaders to interact directly with smaller groups of stakeholders throughout the project, calling on them for direct feedback and exchange as well as the possibility of holding workshops. In addition to communication and dissemination with all Stakeholder Network Members, members of the Special Interest Groups are likely to:

- Be consulted on end user requirements.
- Be invited to participate in workshops on specific subjects within the thematic areas mentioned above.
- Have a pre-validation role for a selection of deliverables. In particular, this role relates to certain industry-aimed deliverables that have had a user requirements assessment in the course of development and which require additional feedback before completion.
- Form a policy platform and be involved in the development of recommendations on policies and standards to facilitate a shift towards a circular building industry.

Members of Special Interest Groups are likely to represent less than one-third of the overall membership of the Stakeholder Network. Individual agreements concerning data and information sharing may need to be put in place for many of these members.

Who can become a member?

Participation in the BAMB Stakeholder Network is open to all stakeholders in the building and construction industry who are interested in exchanging ideas and knowledge and discussing the information and data needs necessary to enhance the European knowledge base.

Individuals and organisations from target groups are being invited to join the Stakeholder Network and include:

- producers / suppliers of building materials and installations
- construction and installation firms
- developers / property owners / facility managers / real estate consultants
- architects / engineers / advisers
- logistics managers
- recycling and deconstruction companies
- policy makers
- researchers

Membership and the participation in Stakeholder Network events is free (travel & accommodation costs are to be covered by members).

Interested actors are requested to register for the Stakeholder Network and Special Interest Groups directly via the BAMB website (www.bamb2020.eu).

Procedures for the protection of personal data

The BAMB Consortium takes its responsibility to protect all collected personal data seriously. The Consortium has therefore developed a procedure to address ethics and security issues regarding the protection of personal data of BAMB Stakeholder Network members that has been collected through the registration process.

An open-call for registration has been published on the BAMB website, where all interested actors are requested to directly register online for the Stakeholder Network and Special Interest Groups (<http://www.bamb2020.eu/get-involved/stakeholder-network/join/>). All actors that register via the website are added to the master list of Stakeholder Network members, as well as to the mailing lists for General Members and to the mailing lists for Special Interest Groups to which they have subscribed. These lists are then used by the various BAMB Consortium work package leaders to interact with all stakeholders subscribed, giving each member a fair chance to participate.

With these considerations in mind, the online registration form collects the following general personal data:

- Name
- Email
- Phone Number
- Profession
- Organization/company

It should be noted that in addition to registration via the website being completely voluntary, participants are not obligated to share phone numbers, professions, or organizations. These items may be left blank should they not consent to share this information with the BAMB Consortium upon registration.

By ticking the relevant boxes, participants also must indicate if they wish to be a General Member, and possibly a member of one or more Special Interest Groups.

In addition, participants are asked to indicate their privacy preferences by checking the boxes next to the items below when they agree to:

- Share contact information within the Stakeholder Network
- Share contact information with Associated Project Consortia

All of the above information is encoded in the master list of Stakeholder Network members as mentioned above. Emails from the master list are then added to the mailing lists for General Members and the mailing lists for Special Interest Groups based on the members' choices upon registration. All mailing lists are generated using MailChimp. Brussels Environment, as Project Coordinator of the BAMB project, manages the master list and the updating of the Stakeholder Network mailing lists via MailChimp. The BAMB Stakeholder Network MailChimp account is held by Ronneby Municipality, the leader of communications within the BAMB project. The University of Minho also contributes to communications within the BAMB project and is responsible for updating mailing lists used to distribute the BAMB Newsletter. The master list of Stakeholder Network members is made available to all BAMB Consortium partners via a closed group on the communication platform WHTSON, as well as via the regularly updated MailChimp mailing lists. While the latter is used to communicate with members of the Stakeholder Network, the master list ensures that all partners have access to participants' updated privacy preferences.

Stakeholder Network members' contact information is to remain confidential and only accessible to members of the BAMB Consortium unless participants have given their consent to share their contact information more broadly. Participants' contact information is only to be shared with other Stakeholder Network members if they have consented to share information within the Stakeholder Network. Likewise, their contact information is only to be shared with projects associated with BAMB if they have consented to share information with Associated Project Consortia. No other sharing of personal information is to take place without the prior consent of participants.

Participants may exercise their rights related to their personal data (access, rectification, erasure) by contacting BAMB at stakeholdernetwork@bamb2020.eu.

Elimination of the storage of personal data after the course of the project

Personal data of Stakeholder Network members is to be saved under a suitable format not exceeding the duration necessary for the purpose for which it was collected. The purpose of the data collected upon participants' registration to the BAMB Stakeholder Network is to fulfill the role of the BAMB Stakeholder Network during the course of the project. For this reason, all personal data saved as part of the master list of Stakeholder Network members, or MailChimp mailing lists, is to be erased no later than 1 year from the end of the project, unless the participants should give their consent for the continued storage of this information.