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18<sup>th</sup> November 2020

## Active Building Toolkit

Joanna Clarke is conducting research to develop and validate an Active Building Toolkit, as part of a Professional Doctorate in Sustainable Built Environment at Cardiff Metropolitan University. The aim of the project is to test the design guidance as it is being developed, gaining feedback that can be used to refine the document, using an iterative process. Feedback is sought on the technical content, level of detail, document layout, graphical design, use of case studies, proportion of text and graphic content, and any other factors of significance. The document will be tested with the SPECIFIC technical and project teams, trialing the whole or part of the guide during development work for Active Building demonstrator projects; with architects and other designers in practice, both through workshops and while working on Active Building projects; and with other stakeholders involved in Active Building projects.

The aim of the project is to enable the roll out of the Active Buildings concept on building projects throughout the UK. The project will consider how the Active Building approach can help address the challenges facing the construction industry in meeting both Welsh and UK Government targets for reducing carbon emissions and energy use of buildings, as well as global targets for dealing with climate change. In developing a set of guidance documents to enable the design of Active Buildings, Joanna would like to obtain your views on the documents, whether they would help the design of Active Buildings, and suggestions for improvements to the document.

In order to do this, she would like to use information gathered from workshop sessions or feedback from use of the document on specific projects. If you agree to take part in this, your responses will be used to help validate the Active Building concept in practice, which in turn could be used to develop further guidance and possibly Active Building standards, and influence policy makers, project designers, contractors and building operators on the design, delivery and operation of Active Buildings.

Your participation is entirely voluntary. If you do choose to take part, the information which you provide will be invaluable to, and most gratefully received by, the researcher.

### Anonymity

We will take all reasonable steps to preserve your anonymity and we will respect your privacy at all times. When producing project reports and other publications based on the research, the data that we collect from you will be presented in an anonymous form. This means that we will not provide any information that would identify you or any member of your organisation.

We are bound by the terms of the data protection act and, unless you give your permission, we will not disclose any information we hold about you to anyone outside the project research team. Your data will be held securely at Cardiff Metropolitan University and will be destroyed after 10 years.



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When we have finished the study and analysed the information, the consent form and all the forms we use to gather data will be kept for three years.

### **Withdrawal**

We fully understand that you may change your mind about being involved in the project and would reassure you that you are free to withdraw from the process at any time. If you feel it necessary to withdraw, all personal information will be deleted and if requested all research data relating to you will be deleted also.

### **Further Information**

If you have any queries about the project, or would like further information before making up your mind, please do not hesitate to contact Joanna Clarke at SPECIFIC, Swansea University; or Dr John Littlewood or Professor George Karani at Cardiff Metropolitan University.

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