

Commercial Retrofit - Phase 2

Call for Applications: Task Group Members

This briefing outlines the objectives and proposed methodology for the Commercial Retrofit - Phase 2 and summarises how UKGBC member organisations can apply to be part of the project Task Group. This opportunity is ideal for organisations that own, or invest in, retrofitting commercial assets, or advise clients on retrofitting strategies.

Project overview

This project will build on UKGBC's guidance on [Delivering Net Zero: Key Considerations for Commercial Retrofits](#).

Aim

To deepen awareness and understanding amongst investors, owners, managers, designers, and consultants of the carbon and cost effectiveness of different retrofit measures to inform planned upgrades to existing commercial assets, and how to overcome common challenges to maximise compliance with future MEES regulations and to meet the likely ambition behind emerging net zero carbon performance targets.

Scope

The initial phase of work will be focused on office buildings, and the intention is for future phases to focus on other types of commercial assets such as retail, industrial etc. The emerging project scope covers the following areas:

- Develop a suite of evidence that explores and provides the **cost, operational and embodied carbon efficiency potential, and any co-benefits** associated with common retrofit measures for different types of office properties, to offer a 'glidepath' of sequential design, operational and management solutions to set buildings on a path to close the gap with net zero carbon.
- Focus on circa **four distinct office types**, based on age, specification standard, HVAC system, and lease type, etc. so as to explore the variety of different challenges faced by stakeholders looking to decarbonise their/their clients' assets.
- Collate **real-world examples of deep retrofit measures**, to illustrate and compare different retrofit solutions that facilitate the transition towards net zero, showcasing effective outcomes alongside lessons learnt.

We anticipate the project outcomes will help **strengthen and consolidate the business case** for commercial retrofit, leverage key market trends, and focus pressure on government through defining **key policy asks** that could further accelerate commercial retrofit strategies.

However, it is important to note that the project scope is still evolving and will be refined to effectively respond to stakeholders' experiences of commercial retrofit in line with the existing guidance.

The project will:

- Expand on the existing guidance, clarifying key elements and providing more detail where needed;
- Explore common retrofit measures, that could offer a 'glidepath' for different types of office properties to close the gap with net zero carbon
- Collate real world examples of solutions that showcasing effective outcomes alongside lessons learnt.

The project won't:

- Supersede the existing guidance;
- Define what net zero means for retrofitted offices, or how to carry out deep retrofits to achieve 'net zero'.
- Provide retrofit solutions that in any way replace the need for understanding and assessing each individual building, and developing tailored retrofit strategies accordingly.

Task Group

As is typical with UKGBC projects, and as per the model for phase 1 of the commercial retrofit report, this project will be supported and delivered by a specialist Task Group.

The Task Group will be responsible for fine tuning the final scope, attending the series of focussed workshops outlined in the previous section, and researching, drafting, and reviewing material in support of the final output.

The Task Group will work towards the following key objectives:

- Reflect on your organisation's experiences (or those of your clients) of undertaking light and deep retrofit projects, across a range of commercial office types (age, size, lease type, etc.) and provide insight into key challenges and solutions.
- Review and analyse common retrofit measures appropriate to the office types as defined, to determine typical costs, operational and embodied carbon efficiency potential, and any co-benefits
- Support the project outcomes through providing real-world examples of light and deep retrofit measures, with associated cost, carbon and co-benefit data
- Explore solutions that could support the glidepath to close the gap with net zero carbon
- Summarise emerging trends which may impact incentives for light or deep retrofit in the future.

Project programme

Table 1: Proposed project programme.

Task Group applications open	Tuesday 15 th November - Monday 5 th December	-
Workshop 1: Kick-off (in person, central London)	Wednesday 25 th January 2023, pm	13:00 - 15:30
Workshop 2 (online)	Wednesday 22 nd February, 2023, pm	13:30 - 15:30
Workshop 3 (online)	Wednesday 15 th March, 2023, pm	13:30 - 15:30
Workshop 4 (online)	Wednesday 29 th March, 2023, pm	13:30 - 15:30
Workshop 5 (in person, central London)	Wednesday 26 th April, 2023, pm	13:30 - 15:30
Output development	May 2023 - June 2023	-
Launch event	June - July 2023	-

Please note that all workshop dates are provisional may be subject to change in discussion. Should this be the case, the Project Partners and Task Group members will be informed as soon as possible.

Programme Partners

The [Advancing Net Zero](#) (ANZ) programme is made possible due to the generous support of our [Programme Partners](#), shown below.



Applications

Requirements of Task Group members

We are specifically looking for individuals and organisations with experience and understanding of retrofitting commercial buildings. Ideally, this will include representation from:

- Landlords / Owners
- Developers
- Advisors (Architects, Building services Engineers, Environmental Engineers, etc.)
- Energy modelling consultants
- Cost consultants
- Property and facilities managers
- Contractors
- Any other stakeholders involved in the commercial retrofit process.

Selection will be based on the suitability of both the individual applicants and the organisation they are representing. The individuals representing the partnering organisation should have a minimum 5 years of relevant experience or specific knowledge around retrofitting for commercial assets.

To ensure the output best responds to the needs of the industry, we would like the Project Partners to be involved in the development of the output. Expected responsibilities and commitments include:

- Contribute a minimum of **8 hours per month** between January and June, inclusive of workshop times (see project programme above for proposed dates).
- Depending on the final agreed project scope, to support the development of the output throughout its development including attending project meetings and allowing time to feedback in-between.
- Provide specialist knowledge and expertise as needed to support development of the output.
- Support dissemination of the output through participation in or presentation at awareness-raising and engagement events.

The partnering organisation and individual are expected to help promote the launch of the summary report, including engaging their communications (or other internal) teams where relevant.

How to apply

Task Group applications will remain open until **Monday 5th December**. To apply using the template below, discuss this opportunity, join the mailing list, or for general enquiries, please email ANZ@ukgbc.org.

Table 2: Application template

Organisation name	
Full name, job title and department of proposed representative	
Relevant knowledge, experience, and skills for this project (max 200 words)	
Are you able to provide specific expertise that could support in analysing common retrofit measures, i.e. energy and carbon modelling, cost consultancy, etc. Please describe expertise and any constraints.	
Are you able to provide specific real-world examples (of retrofit measures, and/or projects) that could be used in the development of project outcomes. Please describe types of examples, and any constraints.	
Are there currently any workshop dates that you are unable to attend? (Refer to Table 1, page 3)	
Please confirm that you have put in a calendar placeholder for the kick-off workshop in London, Wednesday January 23rd 1:00-3:30pm	
Is there anything else you would like to add, for us to consider as part of the application?	

Applicants will be chosen based on their experience, whilst ensuring a diversity of individuals within the partner group. UKGBC is committed to actively targeting a diverse representation in the composition of all project groups. We want to be inclusive to everyone regardless of ethnicity, religious beliefs, gender, marital status, age, disability, sexual orientation, or political beliefs.