Minutes of CIE Division 3 Meeting
Ottawa, October 4, 2002

1. Opening of the Meeting
The Division Director (DD) opened the meeting with a vote of thanks to Guy Newsham and his staff from the NRC Canada, for the organization of the events this week, including the meeting of today.

2. Approval of Agenda
The DD presented the agenda for the meeting and it was approved.

3. Attendance
The Division Secretary (DS) issued attendance sheets for all those present to sign:

Marc Fontoynont Division Director.
Dominique Dumortier Associate Director (Natural Lighting) (ADNL).
Geoffrey Cook Division Secretary (DS).

Michael Donn Centre for Building Performance Research, Victoria University, Wellington, New Zealand.
Dilek Enarun ITU Elektrik, Turkey, Division Representative.
Toshie Iwata Dept. of Architecture, Tokai University, Japan.
Yasuko Koga Faculty of Human Environment Studies, Kyushu University, Japan.
Hans Allan Löfberg President of CIE (PCIE), acting representative for Sweden.
James Love Faculty of Environmental Design, Calgary, Canada.
Nicolas Morel Solar Energy & Building Physics Lab (LESO-PB), EPFL, Switzerland.
Werner Osterhaus School of Architecture, University of Wellington, NZ.
Ivaldo Pasini Public Works Government Services Canada, Division representative.
Anna Pellegrino Dipartimento di Energetics, Torono, Italy.
Alexander Rosemann Technical University Berlin.
Nancy Ruck University of Sydney, Australia, Division representative.
Stephen Selkowitz Lawrence Berkeley National Laboratory, Berkeley, USA.
Valentina Serra Dipartimento di Energetics, Torino, Italy.
Rados Topalova Ergolux, New York.
Jennifer Veitch NRCC/IRC, Ottawa, Canada.

4. Apologies for Absence
Apologies for absence were received from:

Kit Cuttle Representative for New Zealand.
5. Approval of Reykjavik Meeting Minutes

The minutes of the previous meeting of the Division in Reykjavik, in 2001, were approved.

6. Division Membership changes

It was confirmed that Yasuko Koga is the Japanese representative not Yoshiaki Uetani who is Chairman of TC3-15 and TC3-37.

The DD reported that the Associate Director for Electric Lighting (ADEL) Sueko Kanaya has resigned due to increased workload at her University. It was proposed that Professor Yoshiki Nakamura, from the Tokyo Institute of Technology, who is active in CIE activities, be ADEL. After some discussion it was agreed that the DD write to Prof. Nakamura to establish if he is prepared to serve, and if so, then the DS will forward details of the approved nomination to CIE HQ.

Action: DD, DS

The PCIE brought to the attention of the meeting the need for the DD to be considered by the division before the Quadrennial Session in San Diego in 2003. It was agreed that the DS would bring this to the attention of members of the division and ask for nominations. It was confirmed that Marc Fontoynont is willing to be DD for an additional term. If other nominations are received then the DS will arrange a ballot of members. The DS should inform division members of the final nomination no less than 2 months before the Quadrennial meeting.

Action: DS

7. Divisional Director & Associate Directors Report

The DD Report

The DD presented a verbal report of the work of the division. This focused on the work of the TCs within the Division, and placed an emphasis on the work of TC3-34, TC3-33, TC3-38 that were working according to schedule. The Quadrennial meeting was seen as an opportunity to show the extensive work of the Division. DD outlined a range of new topics for future activities. Details are shown in the item 12 of the minutes.
The ADEL Report
No report was received from the ADEL.

The ADNL Report
The ADNL gave a verbal report that reviewed the work of the TC 3-25, 3-36 and 3-37. The ADNL confirmed that the work of TC3-15 had been completed and that this TC will be closed. This was accepted by the division. The ADNL reminded the division that balloting on the adoption of the standard produced by this TC was currently taking place and that if adopted would replace the existing CIE Standard Overcast Sky and Clear Sky.

Additional Contributions from PCIE
The PCIE reported that at the recent CIE Board meeting in Vienna the structure of the San Diego session had been reviewed. It was also reported that due to careful management the subvention will remain the same for the coming year and that CIE will be halving the price of their publications when sold to National Committees. It was also reported that this price fall may/may not be passed on by National Committees. Records of sales are to be monitored to gauge the success of this venture. Purchase of publications by the internet is to be tried. The proceedings of the Quadrennial meeting will be printed as normal, although full manuscripts will be made available on a CD ROM.

The DD reminded the meeting that a Divisional Editor is required.

8. TC Chairmen reports

TC3-01, Glare from small and large sources - Chairman H. Einhorn
Following further communications, it has been confirmed that the content of the report from TC3-01 addresses glare from large and small artificial sources. In addition it was confirmed from CIE HQ that this report is now in the main collection as 147/2002. This TC is closed.

TC3-11, Daylight calculation methods - Chairman M. Navaab
A report had been received from the TC Chairman, this stated that a paper had been accepted for the Quadrennial meeting on the work of this committee. Following discussion concerning the longevity and apparent lack of progress of this TC, it was agreed that the DS to request:
(1) from the TC chairman: a copy of the final report.
(2) from TC members: a confirmation that the TC final report was the work of the whole committee and a completed voting form showing acceptance of the report.

These issues are to be completed before the Quadrennial meeting.

Action: DS
TC3-15, Sky Luminance models - Chairman Y. Uetani - FINISHED

The Standard, which is the output of this TC, is available as a Draft Standard at the moment. Final voting by CIE National Committees should be completed by January 28, 2003. The TC will remain in place until the Standard is approved.

TC3-19, Scale Model Photometry for Interior Lighting - Chairman M. Navaab

A report had been received from the TC Chairman, this stated that a paper had been accepted for the Quadrennial meeting on the work of this committee. Following discussion concerning the longevity and apparent lack of progress of the TC, it was agreed that the DS to request:
(1) from the TC chairman: a copy of the final report.
(2) from TC members: a confirmation that the TC final report was the work of the whole committee and a completed voting form showing acceptance of the report.

These issues are to be completed before the Quadrennial meeting.

Action: DS

TC3-20, Lighting and Architecture - Chairman H. Kramer

No report had been received. The DD reminded the meeting that the output of this TC was very different from the one of other TCs, since it looked at issues other than the science of lighting. The TC output of a fully colour illustrated book is expensive to produce although a CD-ROM may be an alternative format. There was some uncertainty concerning the current progress of the book. The DS to contact the TC chairman and VP Publications to establish the current position. PCIE reminded the meeting that any publication should have the approval of the division.

Action: DS

TC3-21, CIE/ISO Interior Lighting Standards - Chairman L. Bedocs

This committee is now closed. ISO Balloting is complete and the output of this TC is now an ISO Standard.

TC3-22, Museum Lighting and Protection against Radiation Damage - Chairman E. Ne'eman

No report has been tabled. There was some anecdotal evidence that there was disagreement within the TC members when it met in January 2002. After discussion, it was agreed that the DS to request a copy of the final report from the TC Chair. There should be evidence of the contribution and agreement of TC members concerning the content of the report. If no report including the evidence of TC member contribution is received, then the future of this TC will be reviewed at the Quadrennial meeting.

Action: DS
TC3-25, Co-ordination Development of the IDMP and its data - Chairman D. Dumortier
The Chairman gave a report of the work of this TC. The potential for additional work was explained, including the updating of the web server, production of a CD ROM containing data and the validation of this data. The progress of this TC will be reported at the Quadrennial meeting.

TC3-30, Hollow Light Guides - Chairman L. Whitehead
The DD reported on the work of this committee. Voting on the final report of this TC produced no clear majority. Following the good offices of the DD it has been agreed that an insert by the DD will be included in the final report. This has the agreement of all TC members and will permit a Division vote on the content. A session at the Quadrennial meeting will be concerned with the work of this TC.

Action: DD

TC3-31, Lighting for Real Spaces - Chairman D. Carter
A report had been received by the TC Chairman. Following the final version of the Technical Report being voted on by TC members last year, the DD is acting as Divisional Editor. It is anticipated that this report will be forwarded to HQ in the very near future.

Action: DD

TC3-32, Validation of Algorithms for Daylight Outdoors - Chairman M. Navaab
A report had been received from the TC Chairman, this stated that a paper had been accepted for the Quadrennial meeting on the work of this committee. Following discussion concerning the longevity and apparent lack of progress of this TC, it was agreed that the DS to request:
(1) from the TC chairman: a copy of the final report.
(2) from TC members: a confirmation that the TC final report was the work of the whole committee and a completed voting form showing acceptance of the report.

These issues are to be completed before the Quadrennial meeting.

Action: DS

TC3-33 Test Cases for the Assessment of Accuracy of Lighting Computer Programs - Chairman F. Maamari
The TC Chairman gave a verbal report on the work of this TC. The possibility of the terms of reference of the TC being changed was discussed. The TC Chairman was reminded that any changes must be noted by the DD, CIE HQ informed and the Division 3 web server contents modified. The TC met in
TC3-34, Protocols for describing lighting - Chairman J. Veitch
The TC Chairman gave a verbal report on the good progress in the work of this committee, and the TC meeting of yesterday. It is anticipated that an interim report will be available at the Quadrennial meeting.

TC3-35, General evaluation of discomfort glare - Chairman K. Sorensen
The DD confirmed the Division interest in overhead glare and glare from windows. Werner Osterhaus, a TC member from New Zealand, indicated at the last meeting, a willingness to act as a focus for overhead glare although progress had been affected by his other University activities. Following some discussion, it was agreed that a new TC would be formed to examine glare from windows. See Item 12.2. It was also agreed that TC3-35 is now closed.

TC3-36, Use of satellite images to derive daylight data - Chairman: D. Dumortier
The TC Chairman gave a verbal report on the work of this TC. The use of new technology for the evaluation of daylight was explained. The possibility of a CIE Standard for the collection and treatment of data was also discussed. The TC Chairman is aware of the need for TC3-33 and TC3-37 to work closely together.

TC3-37, Guide for the application of the CIE General Sky - Chairman: Y. Uetani
The work of this committee was reported by Yasuko Koga. The TC Chairman has been involved in other matters recently but will be returning to this work in the near future. A report will be produced for the Quadrennial meeting.

TC3-38, Tubular Daylight Guidance Systems - Chairman D. Carter
A report had been received from the TC Chairman which comments on the good progress of this work. The DD wishes Prof. Aizenberg to be a member of this TC. It was agreed that the DS to contact the TC Chairman.

Action: DS
9. Division Reporters Reports

R3-02, Stage and studio lighting – K.R. Ackerman
The DS gave a verbal report on the work of this reportership which is involved in SHOWLIGHT. The next SHOWLIGHT event will be held in Munich in 2005. Following some discussion it was agreed for this reportership to become a liaison with SHOWLIGHT.

R3-10, Maintenance of indoor lighting - L. Bedocs
The Reporter gave a verbal report of the work to date. This reportership was established to monitor the feedback of comments concerning CIE Document 97. To date no major comments have been received.

R3-13, Lighting vocabulary
The Reporter was also the Division Editor and this post is still unfilled. Yasuko Koga indicated a willingness to act in this role and this was approved. It was confirmed that Divisions 1, 2 and 8 are working on the vocabulary and have made suggestions. It was agreed that the DS would ask all TC Chairmen for their comments concerning the new vocabulary and pass these to Yasuko Koga. The Chairman of TC3-34 (J. Veitch) also indicated a willingness to assist in the work of the vocabulary. Following this compilation of the new vocabulary, it will be made available to Division members for comment before forwarding to CIE HQ.

Action: DS

R3-15, Lighting standards – S. Simos
No report was received. The DS should contact him to summarize the work of the reportership and produce a final report for approval.

Action: DS

R3-16, Lighting in developing countries – R. Henderson
No report was received. Following some discussion, it was agreed that this reportership would close.

R3-17, Calculation of utilization factors – R. Topalova
It was agreed that the Reporter produce a report for circulation and comment by the Division. It was agreed by the Reporter that this would be available before the Quadrennial meeting.

Action: R. Topalova
R3-18, Thermal Environment, outdoor climate and visual preferences - C. Laurentin
The draft report had been re-circulated by the DS. Comments from the Division were favorable. It was agreed that the DS would formally thank the author and send the report to CIE HQ for inclusion in the CIE collections.

Action: DS

R3-19, Glare from windows - M. Velds
The draft report had been re-circulated by the DS. Comments from the Division were favorable. It was agreed that the DS would formally thank the author and send the report to CIE HQ for inclusion in the CIE collections.

Action: DS

R3 20, The use of satellite images - Y. Koga
The draft report had been re-circulated by the DS. Comments from the Division were favorable. It was agreed that the DS would formally thank the author and send the report to CIE HQ for inclusion in the CIE collections.

Action: DS

10. Liaison Officers Reports

CEC JOULE Projects: Liaison Officer – M. Fontoynont
The Liaison Officer gave a verbal report which confirmed that EU programmes had identified lighting as a priority. The EU is due to announce new areas of activity soon.

CEN/TC169 Light and Lighting: Liaison Officer – A. Slater
No report was received. The DS gave a summary of some activities relating to this liaison. It was agreed that the DS contact the liaison officer to obtain more information.

Action: DS

International Association of Lighting Designers: Liaison Officer - H. Kramer
No report was tabled. DS is to request a report from the Liaison officer.

Action: DS

International Energy Agency
DD gave a summary report on the proceedings of the meetings in Ottawa before this CIE meeting.
No report. It was agreed that this liaison be closed and CIE HQ informed so that ISO CIE links are maintained.

Action: DS

ISO/TC159/SC4/WG3: Ergonomics of Human System Interaction - Control, Workplace and Environmental requirements. Liaison Officer - L. Bedocs
No report.

No report.

The liaison officer had nothing to report. It was agreed that this liaison be closed and CIE HQ informed so that ISO CIE links are maintained.

Action: DS

Toshie Iwata had been approached to be convener of this work group. She was unable to take up this offer. It was agreed that the DS to contact the CIE Secretary to confirm the links between ISO and CIE.

Action: DS

WMO - Liaison Officer P. Valko
No report was received. The DS had attempted to contact him. The assumption is that he has retired. John Page to be asked by ADNL to clarify this liaison position. DS to also contact Richard Kittler for this information.

Action: ADNL, DS

The DD reminded the meeting that there are extensive liaisons through the work of the TCs.

11. Review of Division 3 Publications

It was noted that the Division Editor (DE) had resigned. There is an urgent need to appoint a new DE and members of the Division were asked to consider a suitable candidate. Following some discussion, it was agreed that the DS would contact all TC Chairmen requesting that they review the CIE publications currently in the collection. This review will be summarized at the Quadrennial meeting.

Action: DS
12. Future work

12.1 Priority areas

A wide ranging discussion of the division committee agreed that the following areas should be given priority in CIE Division 3:

**Overhead glare.**
A report produced by the IESNA, contained information on overhead glare. It was reported that this may become an ASHRAE standard. It was agreed that a liaison with the IESNA be established and Ivan Pasini was confirmed in this post.

**Window glare.** See new TC in Item 12.2.

**Lighting for the elderly and sensory impaired.**
It was agreed that a liaison with the Society of Light and Lighting (SLL) would be established with the DS as liaison officer. The DS to report on progress with the SLL task group at the Quadrennial meeting.

**Comprehensive lighting design.**
It was agreed that a watching brief with the activities of Division 6 and other divisions be maintained. This would ensure that there is co-ordination of the overall work of the CIE. The DD should communicate with other DDs.

**Computation of daylight coefficients.**
This carries forward work in the TCs of the division and the ADNL to examine this area and communicate with other specialists.

**Research funding and the role of the CIE.**
It is important to make those who fund research aware of the work of CIE. The PCIE reminded the meeting that some publicity material was available from CIE HQ and/or national committees. In addition, given sufficient time, the CIE will provide letters of support for research activity.
It was agreed that the DD would produce a communication document aimed at encouraging research funding of natural lighting project. The PCIE confirmed that CIE would meet the printing costs.

**Action: DD**

12.2 New Technical Committees

The DD confirmed that TC3-38 had been convened after the last meeting of the division in Reykjavik. Progress was reported earlier. A new TC was proposed and agreed. This to be:
TC3-39 Discomfort glare from daylight in buildings.

Terms of reference:
- Review existing discomfort & glare assessment methods with respect to their suitability to daylight glare.
- Identify strengths/weaknesses and threats/opportunities in these existing methods.
- Identify additional parameters that might influence the perception and assessment of discomfort and glare from daylight.
- Develop proposals for possible research directions and projects suitable to advance the understanding of these parameters (deliverable).
- If funding available, conduct feasible research projects to advance the understanding of these parameters.
- Propose guidance document directed towards the building industry (architects, lighting design, etc) and property owners/users on how to avoid discomfort glare from daylight (deliverable).
- Depending on funding, propose potential alternative assessment methods for discomfort glare from daylight (possible deliverable).

Proposed Members: Koga, Iwata, Hasimatta, Velds, Eries, Muller, Smits, Topalova and Kosicis.

12.3 Proposals for new reporterships

There were none.

13. Other Business

The DS informed the meeting of the research workshop that is part of the Quadrennial session and encouraged all division members to participate.

The DD explained that there were several papers from the work of the division in the Quadrennial session. This is indicative of the considerable activity of the division.

Alexander Rosemann issued details of the LuxEuropa Conference on 19th to 21st September 2005 in Berlin, and extended an invitation to the division to hold its meeting during the period of this conference. The final details of a venue for the 2005 Division 3 meeting will be discussed at the Quadrennial meeting.

The ADNL gave a review of additional features available on or shortly to be made available on the Division web server. He explained the funding problems associated with the web server. Both the ADNL and the DS called for the funding of some of this work by CIE. The PCIE was aware of the problem, although it was complex since even the PCIE received no funding directly from CIE. The PCIE agreed to raise this issue at the next CIE Board meeting.
14. **Date of Next Meeting**

It was proposed that the Division meet at the Quadrennial meeting in San Diego. The session dates are: 26, 27 and 28th June, 30th June, 1st and 2nd July. The DD to determine the date for the division meeting, it was thought that this was Tuesday 1st July. It was anticipated that TC3-25, 33, 34, 36, 38, and 39 would meet. The DS to contact all TC chairmen to establish if they intend meeting during the Quadrennial session.

*Action: DD, DS*