

Draft minutes of the 24th Solar Keymark Network meeting

Meeting time:

Tuesday, March 6th, 2017, 13:00 - 19:00

Wednesday, March 7th, 2017, 09:00 - 13:00

Meeting location:

AENOR

Calle de Génova, 6, 28004 Madrid, Spain



Opening of the meeting / AB

1. Welcome everybody to the 24th SKN Meeting.
2. First SKN meeting with Andreas Bohren as a Chairman.
3. Thanks to AENOR for hosting and preparing the meeting. Thank you Maria del Val Varas Garcia for your support in everything!
4. Thanks to Jan Erik Nielsen for professional preparation of the meeting.
5. Short welcome note from AENOR
6. Information about Dinner from AENOR
7. Explanation of the role of the SKN: The main task of the SKN is to agree on uniform procedures between the different actors (accredited solar thermal test labs, certifiers, inspectors and manufacturers) working according to the Solar Keymark scheme rules as well as the further development of Solar Keymark certification in particular and certification of solar thermal products in general.
- 1 8. Working rules for the Solar Keymark Network 06 April 2017 (Document SKN_N0102.R13)
9. Reminder: **Resolution and Decision**
 - **Resolutions** are decisions to be implemented in the Solar Keymark specific scheme rules (document SKN_N0106) and the SKN Internal Regulations (document SKN_N0102).
 - Modified Scheme Rules must be approved by the Keymark Management Organisation KMO (DINCERTCO). This may take 2-3 weeks.
 - Modifications on the Internal Regulations need no external approval and enter into force upon approval of the resolution by the SKN.
 - **Decisions** concern any other decisions of the SKN (e.g. Formation of a WG, financial issues, elections, etc.). Decisions are included in the latest version of the Solar Keymark decision list (document SKN_N0100) and enter into force upon approval of the decision by the SKN.
10. Reminder: The SKN decided to hold a physical meeting in Spring and a web meeting in Autumn
11. Reminder: The SKN decided to have all voting using a web based tool.
12. First invitation for the meeting was sent out 31/1 2018. Final agenda was sent out 20/2, which is more than the required 2 weeks before the meeting starts.
13. The agenda for today is the document [SKN_N0378R3_Agenda24-Madrid](#)

INTRODUCTION OF PARTICIPANTS

1. The participants introduce themselves very shortly, including organization and peer group.
Every member is member of a peer group:
 - Certification bodies
 - Testing laboratories and inspection bodies
- 2 - Industrial representatives.
2. The attendance list will be attached to the minutes.
3. Web attendees are asked to send an email with name / organization / peer group to JEN.

The participants list including the web attendees is attached to the minutes

Document: [SKN_N0396R0_AttendanceList](#)

PRECONDITIONS FOR VOTING

1. First requirement for valid voting is that 50% of obligatory members are present.

- We count 25 listed Test Laboratories. Present are 17

- We count 12 Certification Bodies. Present are 8

- Chairman / Manager and Secretary are present but are not voting in their role

-> This requirement is fulfilled

2. Second requirement for valid voting is at least 3 industry members present.

We count 9 persons representing industry and national associations.

-> This is fulfilled

-> The voting preconditions are fulfilled and the SKN is declared being capable of taking decisions and resolutions.

VOTING RULES

1. Additional requirement for DECISIONS: 50% of Majority and Majority of peer groups

2. Additional requirement for Changing the Internal Regulations RESOLUTION: 2/3 majority and unanimous decision of peer groups

3. Additional requirement for Changing the "Solar Keymark Scheme Rules" (RESOLUTION): 2/3 majority.

4. 2/3 of the industrial representatives can postpone a decision to the next meeting

5. 2/3 majorities within a peer group can veto any decision.

Abstentions are not counted as vote to define the 2/3 majority (calculation is based on yes and no votes only).

Approval of the agenda / Test of voting tool

-> The agenda was approved with a minor change in timing.

-> The approval of the agenda was used as test run for the voting tool. Pedro Dias explained the registration and the voting procedure and opened a first vote for the approval of the agenda and as training session for the voters not counted as decision.

Voting result: 31 (100 %) positive votes, 0 (0 %) negative votes, 0 (0 %) abstentions of total 31 votes

(Voting received from 17 Test labs, 7 Certification bodies and 7 representatives of industry)

Final approval of the minutes of the 23rd SKN meeting

No comments/objections were received within 30 days after the distribution of the minutes of the 23rd SKNM (Cyprus), meaning that they are considered as approved unanimously.

They are published as final minutes

Document: [SKN_N0358R1_FinalMinutesM23.pdf](#)

Review of Decision list

Report from JEN: No open items were identified where action is required.

Document: [NO100R21_DecisionList.pdf](#)

Dates and places of next meeting(s)

- 25th meeting: 2018 - October 23rd, 09:00 - 12:00 hrs and October 24th, 09:00 - 12:00 hrs. Web meeting.
- 26th meeting: 2019 - March 5th 13:00 to March 6th 14:00 – at RISE, Gothenburg Stockholm, Sweden. **Please note that the meeting location has been changed to Stockholm**
- 27th meeting: 2019 - October 22nd, 09:00 - 12:00 and October 23rd, 09:00 - 12:00. Web Meeting
- 28th meeting: 2020 - March 10th 13:00 to March 11th 14:00, Athens, Greece (to be confirmed)

8 Please make a reservation in your calendars!

Proposal for an “eternal” calendar, meaning that for the next years, the dates for the meetings are fixed according to the following general rule:

- Week 11 Tuesday 1300-1800 and Wednesday 0900-1300 Physical
- Week 43 Tuesday 0900-1200 and Wednesday 0900-1200 Web

Please think about this rule which will be brought to the SKN for a decision on the next Meeting.

Revision of Solar Keymark Network Internal Regulations (Related with M22.R1 & M22.D2)

A revised version of the SKN Internal regulations was presented to the SKN, including the new structure of meetings and voting procedures. Furthermore the document was revised with respect to the following points (amongst others): Description of the duties of the Manager, Chairman and Secretary / Voting rights / Obligation to attend the SKN Meeting / Voting procedures / Decisions by circular / Financing of WG Leaders, and more.

A discussion took place about the obligation to physically attend the meetings and about the proposed absence fee. For small TL/CB the financial load can be high compared to the income generated by being member of the SKN. A compromise was found by introducing one “Joker” absence in 10 years which is possible without any further consequences and justifications.

The following resolution was taken

9 **Resolution M24.R1:** *The revised Solar Keymark Internal regulations SKN_N0102R16 are adopted by the SKN.*

Voting result: 20 positive votes, 4 negative votes, 7 abstentions of total 31 votes. Not counting abstentions results in a 83% to 17% acceptance of the resolution.

After the voting it was found that the Veto regulations are not clear enough. An additional discussions took place and the following resolution was taken

Resolution M24.R2: *The sentence in the draft SKN_N0102R16 “A 2/3 majority of any of the peer groups can veto a decision.” is replaced by “A 2/3 majority of the votes of a peer group can veto a decision. Abstentions are not counted”*

Voting result: 20 positive votes, 4 negative votes, 7 abstentions of total 31 votes.

Document: (draft originally submitted to the SKN): [SKN_N0102R15_IntRegulationDraft](#)

Document: (approved document): [SKN_N0102R17_InternalRegulations](#) (new)

Hydraulic Designation Code (Related with M19.D1 and Item 33 of 23rd meeting)

Discussion: Andreas Bohren prepared and presented shortly the document “SKN_N0380R0_FlowSchemeReport” and the following resolution was taken:

10 **Resolution M24.R3:** *The Hydraulic Designation Code as defined in the document “Definition and Guideline for a Hydraulic Designation Code HDC: {F}-{O}-{CL}-{A:Ø,L}-{C:Ø,L}-{D} for Solar Thermal Collectors” dated 31.12.2017 is included in the Solar Keymark Datasheets for collectors as a mandatory supplementary information, starting from the next revision of the data sheet. The above mentioned document will be listed as Annex to the SK scheme rules.*

Voting result: 22 positive votes, 0 negative votes, 8 abstentions of total 30 votes. Not counting abstentions results in a 100% to 0% acceptance of the resolution.

Follow up action required: Add Annex M to the SK Scheme Rules

Document: (approved document): [SKN_N0380R0_FlowSchemeReport](#)

11	<p>Proposal for decision: Funding of Chair of System data sheet WG Maria Carvalho Joao with 500 € (Related with M22.D10)</p> <p>Discussion: According to the internal regulations, chairing a WG can be awarded with 500€ when the work is done. Approval by SKN required.</p> <p>Decision M24.D1: <i>Maria Joao Carvalho is awarded with 500€ for chairing the WG preparing the Resolution M22.R7 .</i></p> <p>Voting result: 25 positive votes, 1 negative votes, 3 abstentions of total 29 votes. Not counting abstentions results in a 96% to 4% acceptance of the decision.</p>
12	<p>Proposal for decision: SCF steering group for SCF project applications (9th call) (Related with M23.D10)</p> <p><i>Funding of proposals from the 9th SCF call. The proposals recommend by the Solar Certification Fund Steering Group for funding as described in document SKN_N0381R1 are accepted and the corresponding activities will be funded.</i></p> <p>Discussion: Harald Drück presented the results of the discussions in the SCF Steering committee on the submitted project proposals of the 9th SCF call (SKN_N0381R1). There were no further discussion and the following decision is taken:</p> <p>Decision M24.D2: <i>Funding of proposals from the 9th SCF call: The proposals recommend by the Solar Certification Fund Steering Group for funding as described in document SKN_N0381R1 are accepted and the corresponding activities will be funded.</i></p> <p>Voting result: 24 positive votes, 0 negative votes, 5 abstentions of total 29 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision.</p> <p>Document: SKN_N0381R1-SCF9-Recommendations.docx</p>
13	<p>Proposal for decision concerning the SKN Manager activities from 2019</p> <p>The SKN Chairman proposes and recommends Dr. V. Drosou to be elected as next Solar Keymark Manager (CV was submitted, see documents). Dr Drosou introduces herself shortly and the following decision was taken.</p> <p>Note for clarification: Vassiliki Drosou is applying as private person and not as a member of an organisation.</p> <p>Decision M24.D3: <i>The SKN elects Dr. Vassiliki Drosou as next Solar Keymark Network Manager.</i></p> <p>Voting result: 32 positive votes, 0 negative votes, 2 abstentions of total 34 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision. Congratulation!</p> <p>Documents: SKN_N0386R0_DrosouCV</p>
14	<p>Proposal for the Revision of the Solar Keymark Scheme Rules (SKN-SR)</p> <p>The “Experience Exchange Circle of the German speaking Test Laboratories for Solar Thermal Systems and Components” (EK-TSuB – Prüflaboratorien) has submitted the Proposal for a decision related to a revision of the CEN KEYMARK Scheme Rules for Solar Thermal Products: The German Experience exchange circle sees the need for a revision of the CEN KEYMARK Scheme Rules for Solar Thermal Products especially with respect to the new revision of EN ISO 9806:2017. The SKN-secretary and the SK-manager should lead this work.</p> <p>Discussion: Stephan Mehnert presented some points indicating that the SKN-SR urgently need a revision. No objections on this from the SKN. Instead of taking a decision or resolution, the Chairman Andreas Bohren offered to revise the SKN-SR together with the new SKN Manager Vassiliki Drosou to present for approval by resolution on the next SKNM.</p>

Proposals for resolution: Remote Factory inspection (Related with M21.D12)

The “Experience Exchange Circle of the German speaking Test Laboratories for Solar Thermal Systems and Components” (EK-TSuB – Prüflaboratorien) submitted the following proposal for a resolution:

Proposal for resolution at the next SKN meeting related to Remote Factory Inspection.

Remote factory inspection is one possible method to perform the obligations according to SKN-Scheme Rules. The first choice is always the physical presence of the inspector. Two remote inspections in a row are not allowed. The past inspection has to be performed without major non-conformities. The final applicability of the remote method is under responsibility of the certification body and shall be confirmed. The initial inspection is excluded from the remote inspection method.

Contact Person: Ulrich Fritzsche

Discussion:

15 -> As decided (M21.D12) Uli Fritzsche made two Remote Factory inspections (RFIs) since the last SKNM. The Videos can't be shown for confidentiality reasons. Uli Fritzsche reported that according to his experience such RFI can be done without losing quality and seriousness of the inspection. It is however important to setup clear guidelines as proposed in the submitted proposal for resolution.

-> Henry Rosik expressed his concerns about such RFIs as inspection is not limited to simple visual impressions that can be transported by video.

After intense and open discussions the resolution was approved by the SKN

Voting result: 16 positive votes, 5 negative votes, 8 abstentions of total 29 votes. Not counting abstentions results in a 76% to 24% acceptance of the decision.

After consultation of the voting results it was found that the regulation on “Veto a decision” was not sufficiently clear. Depending on the interpretation of the sentence “A 2/3 majority of any of the peer groups can veto a decision.” the CB Peer group would probably veto this decision. After clarification and updating of the internal regulation the CB Peer group was asked again to vote on the RFI. The other peer groups did not vote.

Voting result / Decision: The CB Peer group decided with 5 “No” / 2 “Yes” / 1 “Abstain” to veto the resolution. It is therefore decided:

Decision M24.D4 *The proposed resolution concerning Remote Factory Inspections was rejected by the SKN following a veto of the CB Peer group.*

After this decision a short discussion was launched about how to deal with Vetoes: It was agreed that the peer group who vetoed a decision should present their reasons so that there is a chance to improve vetoed proposals so that they can be submitted to the SKN again - if deemed reasonable.

16	<p>Proposal for resolution: “Interpretation and correction file for ISO 9806” (Submitted by Andreas Bohren) <i>When testing solar thermal collectors for Solar Keymark the Interpretation and correction file for ISO 9806:2017 managed by the CEN/TC 312/WG1 Convenor shall be considered. The document is available from the SKN webpage* and https://drive.switch.ch/index.php/s/5IKUlxuhWq4NC9n.</i></p> <p>After the publication of the ISO 9806 some errors or clauses requiring clarification were identified. It was therefore proposed to introduce a public “interpretation and correction file for ISO 9806” that shall be considered for the Solar Keymark until the next revision of the ISO 9806 is initiated.</p> <p>Discussion: -> The same problem was already identified EN 12976 (other standards may follow) -> There are concerns about having a CEN/TC WG convenor who can “modify” the way standards have to be applied without further control. -> It was mentioned that it would also be a possibility to amend/correct published standards according to CEN/ISO procedures. As I can be assumed that we will find other errors, it is considered to be too early to initiate this step. -> It was clear that all such errors must be considered in the next revision of the standards. The proposal for resolution was modified accordingly and the following Resolution was taken: Resolution M24.R4: <i>When testing solar thermal products for Solar Keymark the Interpretation and correction files published on the SKN webpage managed by the CEN/TC 312/WG Convenors shall be considered. The correction files are included as annexes to the SKN scheme rules. The version of the correction file shall be mentioned in the test reports.</i> (Chairman Remark: Modification of the correction files require approval by the SKN as they are Annexes to the SK-SR) Voting result: 25 positive votes, 0 negative votes, 4 abstentions of total 29 votes. Not counting abstentions results in a 100% to 0% acceptance of the resolution. Follow up action required: -> CEN TC/312/WG Convenors to submit correction files to the SK Manager for voting asap -> Add Annex N1 (Collectors, EN12975 and ISO9806), Annex N2 (Factory made systems, EN 12976), Annex N3 (Custom Built systems (EN 12977) Documents: SKN_N0383R0_Interpretation_ISO9806 and SKN_N0106_AnnexC_R0_AnnexN1_CollectorsCorrectionFile.doc</p>
17	<p>New Equivalent absorber coatings Since the last SKN one coating was submitted for registration. The coating was accepted (N0382) and included in the list of coatings N0137. Documents: SKN_N0137R13_EqAbs, SKN_N0382R0_D1_CorrespNewEquivalentCoatingTiNOXrobustAL.msg</p>
18	<p>New Equivalent glazing? Discussion: No proposals for new equivalent glazing were received</p>

Report on Update on 10 % Rules WG, H. Drück & S. Fischer (Related with M21.D1)

Report from WG that was established to revise the 10% Rule of section 6.3. A SCF project on the subject is on-going.

WG members: Jan Erik Nielsen, Harald Drück (Chair), Katharina Vehring, Stephan Fischer, Harald Poscharnig, Christian Stadler, Sophie Bocquillon, Pedro Dias, Korbinian Kramer.

Stephan Fischer presented a draft procedure consisting of several escalating steps of assessments, measures and measurements in case where measured values of collector tests are in doubt.

Discussion:

- 19 -> The presentation held by Stephahn Fischer is not yet distributed to the SKN.
 -> To illustrate the procedure a modified version of this presentation incl. graphics will be prepared (expected end of April 2018)
 -> This presentation will be distributed to the whole SKN with a request for inputs within one months after receipt. (Expected end of May 2018)
 -> Stephan Fischer will then prepare a proposal for resolution for the next SKN Meeting (October 2018).

 -> Concerns were expresses related with the uncertainty induced by the measurements of the incidence angle modifier by different laboratories.
 -> These concerns should be taken into account for the elaboration of the new rules and should be formulated again to be submitted to Stephan after having received the revised presentation.

Document: Will be distributed end of April

Presentation given at the meeting: [SKN_N0406R0_SF_Special_Test_report.ppt](#)

Proposal for decision concerning Revision of data sheets when test lab (or CB) is not active with SK anymore / CB-WG, S. Scholz

What happens if a test lab is not activ anymore but modifications of the datasheet, factory insptions, OEM/OBLs, etc. are required?

Discussion: Sören Scholz presented the results of the discussions in the CB-WG. After a short discussion the following decision was taken:

- 20 **Decision M24.D5:** *In fact, it may happen that laboratories that carried out the initial tests a few years ago are now no longer active in the Solar Keymark and/or in solar thermal in general. It may also happen that following formal changes to the certificate that do not require new tests, such as change of company name, modification of the product code, commercial extension (new OBL / OEM), it is necessary to issue a new revision of the datasheet, but it is no longer possible have on it the signature of the laboratory that had carried out the initial tests. In cases like this, the testing laboratory will proceed by inserting its signature on the datasheet also inserting an explanatory note that the "xxxx" laboratory is no longer available. The CB is responsible for the certification and needs finally to approve the new data sheet. The new testing laboratory needs to have the set of technical documents for changing the data sheet.*

Voting result: 23 positive votes, 1 negative votes, 4 abstentions of total 28 votes. Not counting abstentions results in a 96% to 4% acceptance of the decision.

Proposal for decision: Those test labs marked with “DELETE” in the column “24 Madrid” in document <SKN_N0379R0_AttendanceOverview> will be deleted from all our lists. If there are certificates, the manufacturers are informed accordingly. The CBs having these TL under contract shall take action.

There are several inactive members (Testlabs and CBs), who are not attending the meetings as required. Attached a list based on the participation list of the last meetings. With a remark on what is required for the Madrid meeting.

Sören Scholz submitted the following recommendations on behalf of the CB-WG

- Perhaps one participant via web and the other one physically is possible.
- No fee for first absence (only warning e-mail) but from the second one.
- How can we take into account the real activity at SKN of small obligatory members who are not able to attend the meeting for financial reasons (e.g. being chair of working groups or take over some workload)?

Discussion:

21 After a short discussion the following decision was taken

Decision M24.D6: *The following test laboratories are deleted from the SKN lists (i.e. webpage, mailing list, etc.) as they are not active in the SKN.*

-> Eurofins - Modulo Uno S.p.A.

-> Exova Mississauga – Products

-> SDQI (CN)

-> ANTL (AU)

Voting result: 30 positive votes, 0 negative votes, 0 abstentions of total 30 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision.

Follow up action required: The CBs are asked to take appropriate action in case there is a valid contract (or valid certificates) with one of these test labs. SKN manager will give notice to the Network when the above test labs are deleted from web page.

There were some errors in the attendance overview [SKN_N0379R0_AttendanceOverview](#) which was distributed in advance of the meeting (Stamatis Babalis from Demokritos attended the 23rd meeting in Cyprus). The list has been updated and corrected after the meeting and is available as R1 version:

Documents: [SKN_N0379R1_AttendanceOverview](#)

Report from “Thermodynamic WG” / S. Scholz

Background: J R Hernández from AENOR reported some time ago about the topic of the so-called thermodynamic solar collectors by means of document SKN_N0351R0. The topic was discussed and Harald Drück proposed to make a resolution clarifying that so-called “thermodynamic collectors” are considered as solar collectors within the scope of EN 12975 and ISO 9806. As there were substantial objections especially from the industry member representatives a decision on this topic was postponed by applying the following rule of chapter 4.3 (rules for final decisions) of the SKN internal regulations (document SKN_N0102):

It was agreed to establish a working group to clarify the aspect of the so-called “thermodynamic collector” and to present a proposal for a decision at the next SKN meeting

The “Thermodynamic WG” is consisting of the following persons:

Sören Scholz (Chair), Stephan Fischer, Harald Poscharnig, Pedro Dias, Sophie Bocquillon, Maria del Val Varas Garcia, Harald Drück

Discussion:

-> Several members expressed their concern concerning the SK certification of so-called thermodynamic collectors. This does not basically concerning the technology itself, but the use of the Solar Keymark in advertising and getting subsidies.

-> Several members consider the use of the Solar Keymark for such systems as a misuse of the mark that should be prosecuted by the CBs.

After intense discussions the following two decision were taken:

22

Decision M24.D7 *So-called “thermodynamic solar collectors” in the context of this decision are solar absorbers used in combination with solar thermal systems where the solar collector loop is operated as part of a heat pump loop. This kind of product is in the scope of EN 12975-1 and EN ISO 9806. Hence it can be tested and Solar Keymark certified as a solar thermal collector.*

Voting result: 12 positive votes, 10 negative votes, 13 abstentions of total 35 votes. Not counting abstentions results in a 55% to 45% acceptance of the decision.

and

Decision M24.D8 *A WG on so-called ‘thermodynamic’ collectors and systems is established with the clear mandate:*

A.) Define so-called “Thermodynamic” systems and collectors.

B.) Make a proposal for a resolution to amend the SK Scheme Rules on how to deal with these so-called “Thermodynamic” systems and collectors as defined in 1.)

C.) How to do technical testing / inspection / performance rating. Recommendation for subsidisers.

Participants: Sören Scholz (chair), Harald Drück, Harald P, Guillaume Clec’h, Stephan Fischer, Stefan Mehnert, Oscar Mogro, Maria Del Varas, Pedro, Kostas Travasaros.

Voting result: For technical reasons the voting tool did not work but the agreement of the SKN was obvious and therefore M24.D9 is considered as approved unanimously.

Documents: [SKN_N0393R0_RecFromWG-Thermodynamic](#)

Proposal for a resolution with regards to “Handling of complaints” (2.2 in SKN_N0106R30-SKNSchemeRules). S.Scholz, A.Bohren

When handling the last complaint against a Solar Keymark Certificate, it became evident that in some cases it is not possible to handle/resolve complaints by the complaint committee if technical information related with the product and with the testing are not available to the Complaint committee due to confidentiality reasons.

After a short presentation and discussion the following resolution was taken:

Resolution M24.R5 *By applying for the license to use the Solar KEYMARK, the applicant agrees to the following regulation: In case of a complaint against a certified product, the responsible certificate holder, testing laboratory, and certification body agree to provide on request all necessary information that is available (e.g. measured data, drawings, photographs, specifications files) to a Complaint Committee (CC) to resolve the complaint. The CC is established by SKN, and its members are obliged to keep the provided information confidential (to be ensured by a Non-Disclosure Agreement (NDA) signed by all involved parties).*

23 **Voting result:** 29 positive votes, 0 negative votes, 1 abstentions of total 30 votes. Not counting abstentions results in a 100% to 0% acceptance of the resolution.

This text piece shall be included in section 2.2.2, STEP 1 of the SK-SR

2.2.2 General procedure

Step 1: Appeal to the Head of CB WG

<INCLUDE HERE Text of M24.R5>. If the complainant is not satisfied with the answer of the party in question it may send an appeal to the Head of CB WG. There must be a copy of this appeal sent to the CB that issued the certificate related to the complaint, the Chairman and the Manager of SKN.

Remark / follow-up action: The CBs recommend to have a general procedure for complaints in the Internal Regulations Part 3 “Certification” including the nomination of complaint committee members etc. (e.g. by a specific Annex). This action will be followed up by the CBs.

24	<p>Proposal for decision: SK-Certification on the basis of in-situ measurement data - Next steps and timeline / S. Mehnert</p> <p>In some cases it may not be possible to test collectors in the test laboratory for technical reasons and in some cases it may be interesting to test and certify one-off made already installed collectors. Stefan Mehnert presented some of the expected challenges related with in-situ testing and certification.</p> <p>After a short discussion the following decision was taken:</p> <p>Decision M24.D9: A WG (“In-Situ WG”) is established to prepare procedures and documents required for in-situ Solar KEYMARK testing.</p> <p>Members of the WG are: Stefan Mehnert (chair), Uli Fritzsche, Stephan Fischer, Maria João Carvalho, Christian Stadler, Katharina Vehring, Carsten Lampe</p> <p>Tasks of WG:</p> <ul style="list-style-type: none"> • Define additional rules for „testing at the manufacturers premises“ such as: <ul style="list-style-type: none"> ○ Additional Remote Sampling requirements ○ Capability of TestLabs and accreditation issues ○ Recognition of TestLabs by CB’s ○ Data acquisition and integrity ○ Application of adopted measurement procedures • Presentation of results at the SKN-Meeting, autumn 2018 • incorporation into the existing rules until SKN-Meeting, spring 2019 • Vote on up-dated rules <p>Voting result: 30 positive votes, 0 negative votes, 2 abstentions of total 32 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision.</p> <p>Documents: SKN_N0388R0_InSituCertification.pdf</p>
25	<p>Proposal for decision: Assessment of taxation requirements related to SKN / Pedro Dias</p> <p>Presentation of report on the legal status of SKN Activities in Belgium, in relation to taxation matters.</p> <p>Pedro Dias presented a report about a legal/tax issues that could lead to taxation of SKN activities inducing a financial risk for the SKN. SHE/ESTIF was already in contact tax experts for a first assessment (results presented today, expertise cost was about 3 k€), but a deeper analysis is needed to understand how such taxation can be avoided or at least be reduced to an acceptable minimum. For this investigation a maximum cost of 10 k€ is expected (expert fees). A SKN task force shall be established to accompany this process.</p> <p>After some clarification concerning the total amount (13k€, cap) and the use of the money (for external experts only) the following decision was taken:</p> <p>Decision M24.D10: A small task-force (TF) will be created in order to further assess the legal requirements in Belgium with regard to the SKN activities. The TF shall request legal advice to discuss options and propose options at the next SKN meeting. The TF members are: Pedro Dias (Chair), Andreas Bohren (AB); Harald Drück (HD). For the purpose of this work, the TF is allowed to use up to EUR 10k of SKN reserves. Solar Heat Europe/ESTIF will be allowed to use EUR 3k from SKN funds to cover the costs of the performed study.</p> <p>Voting result: 24 positive votes, 0 negative votes, 9 abstentions of total 33 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision.</p> <p>Documents: SKN_N0397R0_PD_SHE-legal</p>
26	<p>Presentation of new online SOLCAL tool /PD/GvA</p> <p>An online application using the SOLCAL tool has been developed in the framework of the Labelpack A+ project.</p> <p>GvA presented the new online SOLCAL Tool. Presentation is attached</p> <p>Document: SKN_N0398R0_GvA_LabelPack-SolCal.pptx</p>

27	<p>Proposal for Decision related with ScenoCalc maintenance / P. Ollas (Related with M21A.D1) On behalf of Patrick Ollas Andreas Bohren presented a project proposal from RISE to update the current version of ScenoCalc. Note: The SKN put aside a reserve of 5.000 € in every annual budget for updating of ScenoCalc (M22.D8) if necessary and upon decision of the SKN After the presentation and a short discussion the following decision was taken:</p> <p>Decision M24.D11: <i>The project proposal from RISE to update the current version of ScenoCalc with a maximum Budget of 5000 EUR is approved. In this decision it is included that members of the SKN can send in further comments / items to be included within 1 week to the SKN Manager. He will then forward to Patrick Ollas for inclusion in the revised ScenoCalc version.</i></p> <p>Voting result: The voting tool did not work, but there was a clear consensus to establish such a WG. The decision is therefore considered as accepted with a clear majority.</p> <p>Document: SKN_N0389R0_ScenoCalcUpdate2018.pdf</p>
28	<p>Report on Database and IT infrastructure / GvA Gerard van Amerongen presented his project on updating the Solar Keymark Database binding together previous SCF projects related with digitalizing the SKN Database including a new SCF9 Database follow up project. The target of this project is to elaborate a new Solar Keymark database that can be used for several purposes such as automatically generate Package labels. A new DB structure is also helpful to make data available or to sell data to other entities such as Software companies, subsidy authorities etc. There will be a considerable work load to integrate/transfer existing data into the new database. Furthermore the CBs expressed their concern on additional work load when they have to insert data for new certificates and/or modifications of certificates.</p> <p>One of the conditions for approving the SCF9 follow up project was the establishment of an accompanying WG. After some discussions the following decision was taken:</p> <p>Decision M24.D12. <i>A SK Database WG is establishes that accompanies the SCF9 Follow up project for implementation of the new Solar Keymark database</i> <i>Members: Gerard van Amerongen (chair), Andreas Bohren, Jan Erik Nielsen, Sören Scholz, RISE (person to be determined), Harald Poscharnig, Pedro Dias</i></p> <p>Voting result: 30 positive votes, 0 negative votes, 3 abstentions of total 33 votes. Not counting abstentions results in a 100% to 0% acceptance of the decision.</p> <p>Document: SKN_N0399R0_GvA_Database-infra.pptx</p>
29	<p>Report from Air Collectors WG (Related with M21.D5) The objective of the WG is to share working methods and experience and analyse the need for improvements. Members: Korbinian Kramer (Chair), Andreas Bohren, Patrick Ollas, Katharina Vehring Stefan Mehnert reported (on behalf of the WG Chair) that there are no news to report from the WG.</p>
30	<p>Report from PVT WG / U. Fritzsche Uli Fritzsche reported that the work on the revision of the Annex J will be continued in the frame of the approved SCF9 project. It is expected to have a proposal for a resolution on a revised Annex J for the SKN spring meeting 2019.</p>
31	<p>Report on Relaunch of "Inter-Laboratory Comparison on Data Analysis" (Related with M20.D14) Andreas Bohren reported that the project is on hold for several reasons, but also that it would be a good time to take up the project again as we have now the first testing season under the new ISO 9806. The participants will be contacted in the next few weeks with a proposal on how to continue.</p>

32	<p>Report on transition process for new (2017) version of EN 12976-1 and -2 / (Related with M23.D5) Background: Decision M23.D5. All factory made thermal solar heating systems according EN 12976-1:2017 shall be tested according to the new EN 12976-2:2017 from 1st of May 2018 onwards. After 1st of November 2018 all SK certificates for factory made thermal solar heating systems (according EN 12976-1) shall be issued according to the new standard EN 12976-1:2017. Existing SK certificates based on previous version of EN 12976-1 and -2 shall remain valid. Specific errata for the ERP-tests shall be elaborated and followed. For the elaboration of the errata until the end of 2017 a working group of the following persons will be established: Ulrich Fritzsche (chair), Gerard van Amerongen, Vinod Sharma</p> <p>Uli Fritzsche suggested to use the same procedure as for collectors on how to handle such errata files. His suggestions were discussed and are included in the M24.R3 (see above)</p>
33	<p>Use of SolTherm software for EN 12977-2 system simulations / AB (Related with M23.D19) Gerard van Amerongen reported that the validation of the SolTherm software is available. As decided in M23.D9, the Solar Keymark Network continues accepting SolTherm as a preliminary and alternative method for energy yield prediction for the EN 12977 Solar Keymark data sheet. A proposal for a resolution on how to include the SolTherm method in the SK-SR – meaning to adopt the SolTherm as valid (not preliminary) option – will be prepared by Gerard van Amerongen for the next SKN Meeting</p> <p>Document: SKN_N0400R0_GvA_Other model.pptx</p>
34	<p>Proposal for decision related with METHOD FOR DETERMINATION OF DEGRADATION FOR COLLECTORS WITH A RISK ON DEGRADATION / U. Fritzsche Uli Fritzsche presented a case of testing a larger ETC heat pipe collector, where the requirement of making the exposure test in advance of the performance tests (ISO 9806:2017 Table 1, index h) led to a considerable delay of the whole test procedure. This is considered as unfair “discrimination” of the technology. It is therefore proposed to establish a WG on how to deal with this proposal and the differing requirements within EN ISO 9806:2017.</p> <p>Sören Scholz (KMO) confirmed that it is basically not possible to override the requirements of the standard (unless obviously erroneous). The proposals of a WG will therefore probably only be used as input for the next revision of the ISO 9806. After some discussion the following decision was taken: Decision M24.D13 A WG on how to deal with expected degradation in the testing of collectors is established. <i>Members: Uli Fritzsche (chair), Stephan Fischer, Harald Poscharnig, Maria João Carvalho, Stefan Mehnert, Carsten Lampe</i> Voting result: The voting tool did not work, but there was a clear consensus to establish such a WG. The decision is therefore considered as accepted with a clear majority. Document: SKN_N0394R0_DegradationCollectors_v10</p>
35	<p>Report from CEN Keymark Management Organisation (KMO) Sören Scholz reported in his role as KMO that there are currently no projects for the implementation of new Keymark Products. With respect to general promotional activities of the KMO, Sören Scholz reported on two ongoing projects related with</p> <ul style="list-style-type: none"> - Implementing a new general Keymark website - Implementing a new Keymark database <p>Both projects have been initiated independently of similar Solar Keymark projects, i.e.</p> <ul style="list-style-type: none"> - AP2 Marketing and Communication WG (PD) of the Action Plan working groups (Related with M21.D13), where different promotional activities are planned - SCF9 Database follow-up project of Gerard van Amerongen to setup a new database for the Solar Keymark products. <p>To avoid unwanted interferences and to optimise the use of resources when designing the new databases, Sören Scholz was asked to convene as soon as possible a (web)meeting between the DINCERTCO project team, Gerard van Amerongen and the accompanying group of the SCF9 FU project.</p> <p>Documents: SKN_N0401R0_SS_KEYMARK-Website-Database.pdf</p>

36	<p>Report from CB Working group / S. Scholz</p> <p>Sören Scholz reported that the CB-WG held two Web meetings since the last SKN. The discussions were included as input to the current SKN. It was also mentioned that it is difficult to motivate all the CB to participate in such CB-WG meetings.</p>
37	<p>Report update on complaint(s) / A. Bohren, K. Vehring</p> <p>The SK Management and the KMO did not receive new complaints since the last SKN and there are no open complaint cases.</p>
38	<p>Report on the Action Plan working groups (Related with M21.D13): Strategy WG (AB), AP2 Marketing and Communication WG (PD), AP3 Installers WG (K. Vehring), AP4 New products WG (K. Vehring); AP 6 Legal Requirements (G.v. Amerongen).</p> <p>The establishing project for the Action Plan Working Groups was managed by the former chairman Jaime Fernandez Gonzales. Some WG continued and some WGs are on stand-by. For the time being the role of Jaime in these projects was taken over by the new chairman Andrea Bohren</p> <p>Report from strategy WG (Andreas Bohren) WG Members: Andreas Bohren (chair), Harald Drück, Gerard Van Amerongen, Jan Erik Nielsen, Ullrich Fritzsche, Katharina Vehring, Pedro Dias, Christian Stadler, Korbinian Kramer and Henry Rosik. -> Three out of five Webmeetings took place according to the project plan. Andrea Bohren did not yet have the time to take up the project again. He will be trying to understand the situation and to initiate appropriate measures to bring the project to an end.</p> <p>Report from WG for Action Plan AP2: Improve Marketing and Communication activities / update on Solar Keymark Brochure WG members: Geoffroy Cazenave (SHE, chair), Oscar Mogro, Christian Stadler, Andreas Bohren, Jan Erik Nielsen, Henry Rosik -> Geoffroy Cazenave who took over the WG chair from Pedro presented the activities related with this AP in good detail. Presentation: SKN_N0402R0_PD_Comms_WG_Update.pdf</p> <p>Report from WG for Action Plan AP3: Analyse the development of a certification scheme for installers and installations WG Members: Katharina Vehring (Chair), other WG members: Gerard Van Amerongen, Peter Kovacs, Jan Erik Nielsen, Andreas Bohren?, Vinod Sharma, Malte Kottwitz, Luis González, Alberto Garcia, Pedro Dias, Oscar Mogro and Henry Rosik -> No presentation available. The WG is on Standby.</p> <p>Report from WG for Action Plan AP4: Effort to boost the Certification of new Products in Scheme Rules. WG Members: Katharina Vehring (Chair), Gerard Van Amerongen, Andreas Bohren, Ulrich Fritzsche, Stephan Fischer, Korbinian Kramer -> No presentation available. The WG is on Standby.</p> <p>Report and proposals for decisions from WG for Action Plan AP6: Prepare a thorough plan for all the new Legal Requirements and future changes in the Market. WG Members: Gerard Van Amerongen (Chair), Ulrich Fritzsche, Pedro Dias, Andreas Bohren, Oscar Mogro, Christian Stadler, Korbinian Kramer -> The reports of this WG have been presented in et last meeting, No news since then.</p>

39	<p>Solar Certification Fund Projects – General Status Reports</p> <p>Pedro Dias gave a short report on the status (open, closed, cancelled, etc.) of the SCF projects and on the financial situation of the fund.</p> <p>Presentation: SKN_N0403R0_PD_SCF_Status_projects.pdf</p>
40	<p>Update on package label</p> <p>Pedro Dias gave an extensive report on the work was done in the LabelPack A+ project</p> <p>Presentation: SKN_N0404R0_PD_LPAplus-Energy_labelling.pdf</p>
41	<p>Report and Update on Global Solar Certification Network / JEN (related to SCF6-9)</p> <p>Presentation: SKN_N0405R0_JE_GSCN-Update.pptx</p>
42	<p>Update on CE marking of collectors: A. Bohren (Convenor CEN/TC 312/WG1)</p> <p>-> On 06. March a CEN/TC 312/WG1 meeting took place at AENOR and the WG1 resolved all the open questions of the EN 12975. -> The draft will be finalised within about 2 weeks by the convenor and will then be submitted formally to CEN for enquiry. -> Depending on the outcome of the enquiry phase an adoption as harmonised standard can be expected within about one year.</p> <p>Update from Liaison officer: S. Fischer (IEC/TC 117)</p> <p>Stephan Fischer reported on the last developments and on the current status of the standards in the IEC/TC 117</p> <p>Presentation: SKN_N0409R0_SF_LiasTC117.ppt</p> <p>Updates from Liaison officers: K. Kramer (IEC/TC 128)</p> <p>-> Stefan Mehnert on behalf of the Liaison officer reported that there are no news to report.</p> <p>Updates from Liaison officers: J-M. Suter (CEN/TC 164)</p> <p>-> Jean-Marc Suter gave a very precise and clear report on the currently ongoing work in TC 164, especially with respect to the Legionella problem that should be better considered in the solar thermal technologies. -> It is not very clear who is the best addressee for this item and therefore it was difficult to find participants of the SKN who are willing to work on this topic together with the Liaison officer or a working group. It was therefore decided to setup a very short motivation letter to participate in such a WG. This invitation shall be distributed by the SKN to the national associations, by ESTIF/SHE and through TC 312 to find experts willing to work on this subject.</p> <p>Documents:</p> <p>SKN_N0390R0_LIAISON164InputEN806fromMJC-SKN).docx SKN_N0391R0_LIAISON164ExtractBS5918forCEN312.docx SKN_N0392R0_LIAISON164AtoQ-SKNandTC312.pdf</p> <p>Updates from Liaison officers: G.v.Amerongen (CEN/TC 228 and CEN/TC 371)</p> <p>-> Gerard van Amerongen reported that there are no new developments since the last SKN in TC 228 and TC 371. Presentation (given last meeting): SKN_N0407R0_GvA_Liaison228-371.pptx</p>

Updates from TC 312 V. Drosou (TC 312)

-> Vassiliki Drosou reported on the latest developments in the TC 312:

-> EN 12975 will go into enquiry

-> EN 12977 standards will be published these days

-> There will be a Workshop in Brussels to animate industry for more participation in standardisation. This workshop will take place on June 7 (invitation will be sent out soon).

-> On June 08 (day after the workshop) the annual TC 312 meeting will be held in Brussels as well.

Reports on misuse of Solar Keymark

-> No misuses were reported from KMO and the SK Management

Status for accreditation certificates on web:

-> Some accreditation certificates on the SKN page are not valid anymore. TLs and CBs are asked to check the validity of their accreditation certificates on the SKN Webpage and to update their accreditation document - if necessary - by sending a current version to Jan Erik Nielsen asap.

Any other business.

-> Jan Erik Nielsen made a presentation about the history of the Solar Keymark reminding obstacles, successes and happy moments he encountered during the long time from the beginning in the last millennium until today.

43 **Presentation:** [SKN_N0408R0_JE_Farewell.pptx](#)

-> We are all very grateful for the huge work that Jan Erik has done and we will miss you, not only because of the work done, but much more because a good friend is leaving the Network. You are always welcome to join SKN meetings anytime and anywhere, accepting however, that riding a bike is probably more fun: For these country drives we wish you lots of sunshine!

-> The SKN decided unanimously to appoint Jan Erik Nielsen as **Honorary Solar Keymark Manager**.

44 **The meeting was closed on Wednesday, March 8th, 13:00. Thank you all for being here and for supporting solar thermal technologies.**

AB: Andreas Bohren, SPF, Chairman Solar Keymark Network, Andreas.Bohren@spf.ch

JEN: Jan Erik Nielsen, Solarkey Int., Manager of Solar Keymark Network, jen@solarkey.dk

PD: Pedro Dias, ESTIF Secretary General, Administrative Secretary of Solar Keymark Network, pedro.dias@estif.org

After meeting remarks (Chairman):

-> There is room for improvement what concerns technical problems in Physical/Webmeetings.

-> There were some technical problems with the voting tool. For the three votings there was no doubt about the result and therefore they are considered as approved.

If deemed necessary, anybody of the SKN can of course ask for re-voting within the next 30 days (automatic approval of the minutes).

-> Thank you Pedro Dias and Geoffroy Cazenave who are working hard to make the meeting go round and to take care about the online attendees and the voting tool.