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| 27th Solar Keymark Network meetingDraft agenda (R0)\_2019-07-30\_Mailing date\_ VD/AB **Meeting time:**  **Tuesday, October 22nd, 2019, 9:00 - 12:00**  **Wednesday, October 23rd, 09:00 - 12:00**  **Meeting location:**  **Web meeting**, hosted by Solar Heat Europe  **Web conference login**:  [SKN\_N0355R1](http://solarheateurope.eu/wp-content/uploads/2019/07/SKN_N0355R1-How-to-join-27th-SKN-online-meeting-and-use-the-voting-tool.docx)-How to join 27th SKN online meeting and use the voting tool  **On-line registration –** [**here**](https://forms.gle/xFJRmZwJHyr73XKj7) **- Registration deadline:** September 30th**,** 2019  *If you encounter problems with the on-line registration, please e-mail to SKN Manager at:* [***drosou@cres.gr***](mailto:drosou@cres.gr) |  |
| **Good to know:** *Best practices for online participants*   * *Minimize distractions. Close your office door, close all other web browsers and e-mail applications, and turn off your mobile phone.* * *Mute yourself when you are only listening. Unmute yourself when speaking.* * *Store away wireless data devices, such as a Blackberry or an iPhone, because they can interfere with the conference line.* * *Avoid speaker mode. This can cause echoing, which diminishes the sound quality for all participants.* * *Do not use the hold button of your telephone. Some systems automatically start playing music for all participants, when you press the hold button.* * *First join the web conference, than the telephone conference.* * *Do not forget to enter the audio PIN code, when dialling in via (mobile) phone. This is important to be identified by the system.* * *If you find you are having a sound quality issue, hang up and dial back in.* * *Avoid using cellular and cordless phones because of static and use the phone handset or a headset instead of speakerphones because of background noise, tunnel effect and sentence clipping.* | |

**Tuesday, October 22nd, 09:00-12:00**

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| Item | Decision/-resolutionrequested | Time | Topic/content/responsible | Related documents /comments/details |
| 0 |  |  | ***Testing meeting connection etc.:***   * *On 21st October 14:00-15:00 we will make a TRY & CHECK meeting so that people can check their equipment.* * *Dial-In and final sound test 22nd October 08:00-09:00. If possible we would like to open the meeting room at 08:00 so that people can get ready and make sure that their computer and headsets are working properly to avoid annoying all others later.*   *Please name yourself “Name Surname Organisation Category” when you enter the meeting. Categories are:*  *A. Industry*  *B. CB*  *C. Test Lab*  *D. Inspector*  *E. Observer / Other* |  |
| 1 |  |  | **MEETING STARTS 9:00 - Opening of the meeting /AB**  Short welcome and practical information  Check preconditions for voting:  According to SKN­\_N0102R19 §8.3:  *“For any decision, a simple majority of all the voters plus a simple majority of the peer groups (50 % majority within peer group) is required.*  *Changing the SK Internal Regulations requires a positive vote of a 2/3 majority of all the voters and in all peer groups a positive vote of a 2/3 majority of the peer groups.*  *Proposals for changing the SK Scheme Rules require a 2/3 majority of all voters.*  *In all other issues of the agenda, a simple majority of the votes is necessary to make a decision.*  *A 2/3 majority of any peer group can claim to postpone a decision to the next SN meeting.*  *A 2/3 majority of the votes of a peer group can veto a decision. Abstentions are not counted.”* | [SKN\_N0426R0\_NonCompetition.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0426R0_NonCompetition.pdf) |
| 2 |  |  | **Introduction of participants /All**  List of registered participants is shown in separate document  Excuses from: |  |
| 3 |  |  | **Competition Law / PD** |  |
| 4 |  |  | **Approval of the agenda /All**  **Test of SKN Voting Tool**  *Voting only needed if requested by at least one participant with voting rights.* |  |
| 5 |  |  | **Comments to the minutes of the 26th SKN meeting /AB** | [SKN\_N0449R0\_26th Meeting DraftMinutes\_Stockholm](http://solarheateurope.eu/wp-content/uploads/2019/04/SKN_N0449R0_26th-Meeting-Draft-Minutes_Stockholm.pdf) |
| 6 |  |  | **Review of Decision list / VD** | [SKN N0100R25\_DecisionList](http://solarheateurope.eu/wp-content/uploads/2019/07/SKN_N0100R25_DecisionList.docx) |
| 7 |  |  | **Absences from 26th meeting**  Demokritos /GR, ENEA/IT, INTA/ES, TSU Piestany/SK, CERTIF/PT, MIRTEC /GR |  |
| 8 |  |  | **Dates and places of next meeting(s) /AB/VD**   * 28th meeting: 2020 - March 10th, 13:00-18:00 and March 11th 09:00-13:00, Tunis, Tunisia (hosted by CTMCCV) * 29th meeting: 2020 - October 20th, 09:00 - 12:00 and October 21st , 09:00 - 12:00 *Web Meeting* * 30th meeting: 2021 - March 9th, 13:00-18:00 and March 10th, 09:00 - 13:00 – Athens, Greece (hosted by EBHE) * 31st meeting:2021 - October 19th, 09:00 - 12:00 and October 20th , 09:00 - 12:00 *Web Meeting* |  |
| 9 |  |  | **Priorities for the 11th SCF call/ H. Drück** |  |
| 10 |  |  | **Update on SK Scheme Rules /A. Bohren** |  |
| 11 |  |  | **SKN fees and budget for 2019 / 2020** and other financial issues |  |
| 12 |  |  | **Annex E Revision / A. Bohren** |  |
| 14 |  |  | **Update on SKN task Force on taxation matters (M22.D10) / PD** |  |
| 15 |  |  | **Data Sheet, SAHC / K. Kramer** |  |
| 16 |  |  | **Report from SK Database WG on Database and IT infrastructure / G.v. Amerongen, PD** |  |
| 17 |  |  | **ScenoCalc update / P. Ollas** |  |
| 18 |  |  | **Proposal on refining definition of 10 years validity** (to come from KMO, EkTSUB) |  |
| 19 |  |  | **Proposal concerning how to handle standards transitions (ISO 9806:2017, EN 12976-1:2017 & EN 12976-2:2017) TÜV Nord Cyprus** (to come from George Nikolaides) |  |
| 20 |  |  | **Certification issues related to exports (tbc A.** **Kraidy, P.D)** |  |
| 21 |  |  | **Proposal for Resolution concerning "Diffuse Angle modifier Kd"** (to come from Maria Joao Carvalho) |  |
| 22 |  |  | **Update on new/deleted labs/CBs (INTA, ECC/AFNOR)** |  |
| 23 |  |  | **Status of the PVT Working Group / U. Fritzsche** |  |
| 24 |  |  | **Thermodynamic collectors / Follow up on Decision M24.D8 /S. Scholz** |  |
| 25 |  |  | **ValiCol (SCF) project / S. Abrecht** |  |
| 26 |  |  | **Report on Update on 10 % Rules WG /S. Fischer** | [SKN\_N0471R0\_Sonderpruefungen\_leaflet\_en](http://solarheateurope.eu/wp-content/uploads/2019/07/SKN_N0471R0_Sonderpruefungen_leaflet_englisch.pdf) |
| 27 |  |  | **New Equivalent absorber coatings** |  |
| 28 |  |  | **New Equivalent glazing** |  |
| 29 |  |  | **New Equivalent insulation** |  |
| 30 |  |  | **Report/update on “Inter-laboratory Comparison - ILC on Data Analysis”, SCF7 Project / AB** |  |
| 31 |  |  | **Update on energy labelling topics / PD** |  |
| 32 |  |  | **Report Air Collectors WG / K. Kramer** |  |
| 33 |  |  | **Information from CEN Keymark Management Organization / K. Vehring** |  |
| 34 |  |  | **Update on complaints and Reports on misuse of Solar Keymark / S. Scholz** |  |
| 35 |  |  | **Report from CB Working group / S. Scholz** |  |
| 36 |  |  | **Update on Action Plan working groups:**   * AP1 Strategy WG (?) * AP2 Marketing and Communication /(L.Mico) * AP3 Installers WG (K. Vehring) – on hold * AP6 Legal Requirements (G. v Amerongen) |  |
| 37 |  |  | **Solar Certification Fund Projects – General Status Reports / L.Mico** |  |
| 38 |  |  | **Update on Global Solar Certification Network** |  |
| 39 |  |  | **Update on standardisation (if necessary)**   * CEN TC 312 / ISO TC 180 (VD) * CEN/TC 312/WG1 and ISO/TC 180/WG4 (AB) * Updates from Liaison officers:   + S.Fischer (IEC/TC117)   + K.Kramer(IEC/TC82)   + J-M. Suter (TC164)   + G.v.Amerongen (TC 228 and TC371)   - Status for accreditation certificates on web |  |
| 40 |  |  | **Update on solar heating and cooling market /(L.Mico)** |  |
| 41 |  |  | **Any other business** |  |
| 42 |  |  | **End of meeting / AB** |  |

Meeting duration

1st day: 09:00 – 12:00 = 3 hours; one break of 15min 🡪 effective meeting time 2,5 hours

2nd day: 09:00 – 12:00 = 3 hours; one break of 15min 🡪 effective meeting time 2,5 hours

2,5 + 2,5 hours = 5 hours = 300 minutes effective meeting time

AB: Andreas Bohren, SPF, Chairman Solar Keymark Network, [Andreas.Bohren@spf.ch](mailto:Andreas.Bohren@spf.ch)

VD: Vassiliki Drosou, CRES, Manager of Solar Keymark Network, [drosou@cres.gr](mailto:drosou@cres.gr)

PD: Pedro Dias, ESTIF Secretary General, Administrative Secretary of Solar Keymark Network, [pedro.dias@estif.org](mailto:pedro.dias@estif.org)