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| 27th Solar Keymark Network meetingfinal Draft agenda (R1)\_2019-10-08\_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 (min) | Topic/content/responsible | Related documents /comments/details |
| 0 |  | - | ***Testing meeting connection etc.:***   * *On 21st October 16:30-17:30 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 |  | 10 | **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 |  | 5 | **Introduction of participants /All**  List of registered participants is shown in separate document  Excuses from: |  |
| 3 |  | 5 | **Competition Law / PD** |  |
| 4 | X | 10 | **Approval of the agenda /All**  **Test of SKN Voting Tool**  *Voting only needed if requested by at least one participant with voting rights.* |  |
| 5 |  | 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 |  | 5 | **Review of Decision list / VD** | [SKN N0100R25\_DecisionList](http://solarheateurope.eu/wp-content/uploads/2019/07/SKN_N0100R25_DecisionList.docx) |
| 7 | X | 10 | **Absences from 26th meeting**  **Demokritos /GR :** Feedback received as given in SKN N0472R0  **ENEA/IT**; feedback received by Vincenzo Sabatelli: absence due to health problems of Dr. V.K. Sharma.  **INTA/ES**: Feedback received by Rosa Mª Rengel Gálvez: suspension of INTA organization from the SKN.  **TSU Piestany/SK**, Feedback received by Ján Barančík; "Joker absence" option  **CERTIF/PT**: Feedback received by João Santos : Absence due to a health problem that culminated in an abdominal surgery and to a medical leave of absence from office for nearly two months.  **MIRTEC /GR**: Feedback received by Nikos Kanatsoulis: no valid Solar Keymark certificates and therefore no ability to afford to make travel expenses for a zero income activity | [SKN N0472R0\_NCRS Demokritos absense from 26th meeting1](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0472R0_NCRS-Demokritos-absense-from-26th-meeting1.docx) |
| 8 |  | 10 | **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 | X | 10 | **Priorities for the 11th SCF call/ H. Drück** | [SKN N0476R1\_Priorities for 11th SKF.docx](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0476R1_Priorities-for-11th-SKF-new-draft.docx) |
| 10 |  | 5 | **Update on SK Scheme Rules /AB** |  |
| 11 |  | 10 | **SKN fees and budget for 2019 / 2020** and other financial issues **/ PD** | [SKN N479R0\_budget-2020](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N479R0_budget-2020.pdf) |
| 12 |  | 5 | **Annex E Revision / AB** |  |
| 14 |  | 5 | **Update on SKN task Force on taxation matters (M22.D10) / PD** |  |
| 15 |  | 5 | **Data Sheet, SAHC / K. Kramer** |  |
| 16 |  | 15 | **Report from SK Database WG on Database and IT infrastructure / G.v. Amerongen, PD**  Proposal for decision:  Access to the data is granted only to specific organisations. Decisions on granting access or withdrawing access to the data are made by a representation of the SKN, consisting of the Solar Keymark chairperson, the Solar Keymark manager, the Solar Keymark secretariat and the KEYMARK Management Organization (=KMO).  This group reports in each SKN meeting on the accesses granted or withdrawn, the motivation for the requests and the arguments for granting the access.  Requests for granting access can be done by any organization and are submitted to the Solar Keymark secretariat”  For the protocol if resolution approved: The Database manager will draft a document with a technical description of the available data-exchange methods. | [SKN N0477R0\_Draft proposal data access DBF.docx](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0477R0_Draft-proposal-data-access-DBF.docx) |
| 17 |  | 5 | **DST-SolTherm (SCF 9C03\_1) project / G.v. Amerongen** |  |
| 18 |  | 5 | **DST-Extension-Qnonsol (SCF 10C10 DST) project / G.v. Amerongen** |  |
| 19 |  | 5 | **SK-Scope-vAc (SCF 9C02.1) project / G.v. Amerongen** |  |
| 20 |  | 10 | **ScenoCalc update / P. Ollas** | [SKN N0473R0\_ScenoCalc\_v6.1 - 27th Meeting.pptx](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0473R0_ScenoCalc_v6.1-27th-Meeting.pptx) |
| 21 |  | 10 | **Proposal on refining definition of 10 years validity** (to come from KMO, EkTSUB) |  |
| 22 |  | 5 | **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) |  |
| 23 |  | 5 | **Certification issues related to exports / A. Kraidy, PD** |  |
| 24 |  | 5 | **How to deal with “a5” parameter in the new standard / AB** |  |
| 25 |  | 10 | **Translation of thermal performance parameter's from ISO 9806:2013 to the new 2017 version / AB** | [SKN N0474R0\_Thermal performance parameter conversion to the ISO9806-2017.pdf](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0474R0_Thermal-performance-parameter-conversion-to-the-ISO9806-2017.pdf) |
| 26 | X | 15 | **Remote factory inspection / U.Fritzsche** | [SKN N0475R0\_Proposal remote inspection method final.pdf](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0475R0_Proposal-remote-inspection-method-final.pdf) |
| 27 | X | 10 | **Proposal for Resolution concerning "Diffuse Angle modifier Kd" / M.J. Carvalho** | [SKN N478R0\_Proposal Kd.pdf](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N478R0_Proposal-Kd.pdf)  [SKN N0444\_Annex P5.6 Calculation Kd ISO 9806 Annex B\_R0](http://solarheateurope.eu/wp-content/uploads/2019/10/SKN-N0444_Annex-P5.6-Calculation-Kd-ISO-9806-Annex-B_R0.xlsx) |
| 28 |  | 5 | **Update on new/deleted labs/CBs (INTA, ECC/AFNOR) / VD** |  |
| 29 | X | 15 | **Status of the PVT Working Group / U. Fritzsche** | [SKN\_N0444\_Annex P5.1 PVT\_R1](http://www.estif.org/solarkeymarknew/images/Files/190408/part2/SKN_N0444_Annex%20P5.1%20PVT_R1.pdf) |
| 30 |  | 10 | **Thermodynamic collectors / Follow up on Decision M24.D8 /S. Scholz** |  |
| 31 |  | 10 | **ValiCol (SCF) project / S. Abrecht** |  |
| 32 |  | 5 | **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) |
| 33 |  | 2 | **New Equivalent absorber coatings** |  |
| 34 |  | 2 | **New Equivalent glazing** |  |
| 35 |  | 2 | **New Equivalent insulation** |  |
| 36 |  | 10 | **Report/update on “Inter-laboratory Comparison - ILC on Data Analysis”, SCF7 Project / AB** |  |
| 37 |  | 10 | **Update on energy labelling topics / PD** |  |
| 38 |  | 5 | **Report Air Collectors WG / K. Kramer** |  |
| 39 |  | 5 | **Information from CEN Keymark Management Organization / K. Vehring** |  |
| 40 |  | 5 | **Update on complaints and Reports on misuse of Solar Keymark / S. Scholz** |  |
| 41 |  | 5 | **Report from CB Working group / S. Scholz** |  |
| 42 |  | 5 | **Solar Certification Fund Projects – General Status Reports / L.Mico** |  |
| 43 |  | 5 | **Update on Global Solar Certification Network** |  |
| 44 |  | 10 | **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 |  |
| 45 |  | 5 | **Update on solar heating and cooling market / PD** |  |
| 46 |  | 5 | **Any other business** |  |
| 47 |  | 5 | **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

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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)