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| 28th Solar Keymark Network meetingDraft agenda (R0)\_2020-01-14 Mailing date\_ VD/AB**Meeting time:****Tuesday, March 10th, 2020, 13:30 - 18:00****Wednesday, March 11th, 2020, 09:00 - 13:00****Meeting location:****Hotel Laico Spa & Conference Center Tunis**Avenue Mohamed V, Place Des Droits de l’Homme Tunis **Tunisia** website: laicotunis.com-tunisia.com/en/Contact person for the supporting programme: Ms Verena Stauber, verena.stauber@ptb.de **Deadline for proposals** for decisions and resolutions or any item to be added in the agenda: **February 18th, 2020****Web conference login**: to come |  |
| **Related meetings at same place** (see supplementary document *“****2020-01-14\_SKN et al 2020\_programme draft.pdf”****)** Day for the Tunisian Industry and laboratories
* Joint technical meeting of CENT/TC 312/WG 1 & ISO/TC 180/WG 4
* Exchange meeting: experiences with Solar Keymark video inspections
* Plenary meeting of CEN/TC 312
* Meeting of GSCN
* Joint meeting of GSCN & SHAMCI
* Meetign of SHAMCI

**On-line registration -** [**here**](https://docs.google.com/forms/d/e/1FAIpQLSd2nMfB2ulzaAK7tGFofR-CL4dX9B1-zCExqK5uFgBNbFu4hw/viewform) **- Registration deadline:** February 18th, 2020 *Note: If the above on-line registration form does not work for you, please e-mail to Vassiliki Drosou at* ***drosou@cres.gr******To simplify the organisation and to guarantee a smooth meeting please be kindly reminded that according to SKN­\_N0102R19:**** *Proposals for resolutions shall include a proposal on how to include / implement the resolution in the related document. Proposals for resolutions shall be sent to the SKN Manager at least 3 weeks before the meeting.*
* *All input to the draft agenda (proposals for decisions and resolutions or any item to be added) should be sent to SKN Manager at least 3 weeks before the meeting by email. The SKN Manager shall circulate the final draft agenda 2 weeks before the meeting.*
* *"Resolutions" are decisions about changes in the SKN Internal Regulations or in the SK Scheme Rules and its Annexes*
* *All other decision are called decisions*
* *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.*
* *For the following entities the participation in the SKN Meetings is mandatory. ─ Solar KEYMARK empowered certification bodies (organization) ─ Solar KEYMARK recognized testing laboratories and inspection bodies (organization) ─ SKN Chairman ─ SKN Manager ─ SCF Chairman (in case SCF topics are on the agenda) ─ Representative from SKN secretariat Solar KEYMARK Network*
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**Tuesday, March 10th, 13:00**

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| Item | Topic/content/responsible |
|  | **Opening Ceremony** |
| 1 | **Opening of the meeting /AB**Short welcome and practical information |
| 2 | **Introduction of participants /All**Excuses from: Attending via web:  |
| 3 | **Competition Law / PD** |
| 4 | **Approval of the agenda /All****Test of SKN Voting Tool** *(In case that there is a problem with the voting tool/Internet, voting cards are prepared by the SKN management)* *Voting only needed if requested by at least one participant with voting rights.* |
| 5 | **Comments to the minutes of the 27th SKN meeting /VD** |
| 6 | **Review of Decision list and votes by correspondence / VD** |
| 7 | **Review on SKN WGs status /VD** |
| 8 | **Absences from 27th meeting/VD** |
| 9 | **Dates and places of next meeting(s) /AB/VD*** 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 26th, 09:00 - 12:00 and October 27th , 09:00 - 12:00 Web Meeting
* 32nd meeting: 2022 – March 15th, 13:00-18:00 and March 16th, 09:00 - 13:00 –

Proposal for decision: *"The 32nd meeting: 2022 - March 15th, 13:00-18:00 and March 16th, 09:00 - 13:00, will be held in ….* |
| 10 | **Funding of proposals from the 11th SCF call/ SCF steering group for SCF project applications (11th call) / H. Drück**Proposal for decision**:***"The SCF applications recommend by the Solar Certification Fund Steering Group for funding as described in document "SKN\_XXX",* *are accepted and the corresponding activities will be funded."* |
| 11 | **Update on SK Scheme Rules**  |
| 12 | **Update on SKN task Force on taxation matters (M22.D10) / P. Dias** |
| 13 | **Report from SK Database WG on Database and IT infrastructure / G.v. Amerongen, P. Dias** |
| 14 | **Annex E revision / A. Bohren** |
| 15 | **Update on energy labelling topics / P. Dias** |
| 16 | **Experiences with Solar Keymark remote factory inspections inspections / U. Fritzsche** |
| 17 | **ScenoCalc update / P. Ollas**  |
| 18 | **Report on Update on 10 % Rules WG /S. Fischer** |
| 19 | **DST-SolTherm (SCF 0c03\_1) project /G.v.Amerongen** |
| 20 | **DST-Extension-Qnonsol (SCF 10C10 DST) project / G.v. Amerongen** |
| 21 | **SK-Scope-vAc (SCF 9C02.1) project / G.v. Amerongen** |
| 22 | **Proposal on refining definition of 10 years validity** / **KMO, EkTSUB** |
| 23 | **ValiCol (SCF) project / S. Abrecht**  |
| 24 |  **Certification issues related to exports / A. Kraidy, PD**  |
| 25 | **Proposal concerning how to handle standards transitions (ISO 9806:2017, EN 12976-1:2017 & EN 12976-2:2017) TÜV Nord Cyprus / G.Nikolaides** |
| 26 | **WG on Elaboration of a procedure for issuing collector test reports based on transferring of data from existing test reports / S. Scholz** |
| 27 | **Update on new/deleted labs/CBs**  |
| 28 | **Status of the PVT Working Group / U. Fritzsche** |
| 29 | **Thermodynamic collectors / Follow up /S. Scholz** |
| 30 | **ValiCol (SCF) project / S. Abrecht** |
| 31 | **New Equivalent absorber coatings** |
| 32 | **New Equivalent glazing** |
| 33 | **New Equivalent insulation** |
| 34 | **Report/update on “Inter-laboratory Comparison - ILC on Data Analysis”, SCF7 Project / AB**  |
| 35 | **Report on SHAMCI update / K. Salmi** |
| 36 | **Update on energy labelling topics / PD** |
| 37 | **Information from CEN Keymark Management Organization / K. Vehring** |
| 38 | **Report from CB Working group / S. Scholz** |
| 39 | **Update on complaints and Reports on misuse of Solar Keymark / S. Scholz** |
| 40 | **Solar Certification Fund Projects – General Status Reports / L.Mico** |
| 41 | **Update on Action Plan working groups:** * AP1 Strategy WG (?)
* AP2 Marketing and Communication /Pedro Dias
* AP3 Installers WG (K. Vehring) – on hold

AP6 Legal Requirements (G. v Amerongen) |
| 42 | **Update on Global Solar Certification Network / H. Drück** |
| 43 | **Update on standardisations issues****CEN TC 312 / ISO TC 180 WG1 (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) |
| 44 | **Update on solar heating and cooling market / PD** |
| 45 | **Any other business**  |
| 46 | **End of meeting / AB** |

Meeting duration

1st day: 13:00 – 18:00 = 5 hours; one coffee break of 30min 🡪 effective meeting time 4,5 hours

2nd day: 09:00 – 13:00 = 4 hours; one coffee break of 30min 🡪 effective meeting time 3,5 hours

4,5 + 3,5 hours = 8 hours = 480 minutes effective meeting time

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

VD: Vassiliki Drosou, CRES, Manager of Solar Keymark Network, drosou@cres.gr

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