

Draft Agenda

Solar Heat Europe/ESTIF

Energy Labelling: Consultation on inputs to the review of Lot I (Space & Combi Heaters)

17 February 2021, 15:30 - 17:00

Webmeeting: [MS Teams meeting](#)

Time	#	Point
15:30	1	Introduction and agenda of the meeting
15:35	2	Update on the review of Lot1 & Lot2
15:50	3	The Simplified Method for Solar Thermal
		· Presentation of the revised proposal for tank factor
		· Discussion
17:00	4	Review: inputs to WGs 1, 2 & 3
		· Overview of SHE's comments/positions
		· Discussion on proposed inputs to WG123
17:20	5	Any Other Business
17:00		End of meeting

Housekeeping Rules

Participants in this webmeeting are requested to:

- Keep their mics muted during the meeting;
- Make a balanced use of video:
 - using the camera is optional (mainly to avoid issues with the quality of the connection) but it is advisable when the participant is speaking (or about to speak);
 - Sharing screen should only be done if agreed with moderator;
- Raise their hand when asking to intervene;
- Use the chat to raise questions or provide comments (when an oral intervention is not required).

Competition Law Rules:

As the members of Solar Heat Europe/ESTIF (Solar Heat Europe/European Solar Thermal Industry Federation) participating in meetings such as the General Assembly, Working Groups, etc., include companies with competing, and sometimes opposing economic interests, meetings are subject to close competition law (anti-trust) scrutiny.

The following guidelines apply:

- Each meeting is always preceded by notice of the date and time of the meeting, along with the agenda.
- Minutes are prepared and distributed for every meeting. Minutes must be clear, complete, and accurate with regard to the discussions that occurred, the actions taken, and the basis for the action.
- One Solar Heat Europe/ESTIF staff will attend every meeting and act as executive assistant.
- "Off the record" conversations are strictly prohibited.
- Discussions of items not included on the agenda will be exceptional and avoided as much as possible.

Generally, all communications or discussions which could directly influence decisions by an individual company regarding production levels, product pricing, marketing strategies, or selection of customers or suppliers must be avoided. The following areas will not be discussed during meetings:

- Price or any elements of price or pricing policies, including costs, discounts, rebates, profit margins, etc.
- Terms or conditions of sale, including warranties, credit, and shipping arrangements.
- Specific competitors, suppliers, or customers.
- Sales or production quotas or limits, allocation of customers or sales territories or refusal to sell to certain customers or to buy from certain suppliers.
- The market share or sales territory of any specific competitor.
- The operating statistics, inventories, sales, marketing methods, or strategies of any specific competitor.
- Controlling competition or excluding any competitor from any market

By implementing these measures, Solar Heat Europe/ESTIF remains in line with legal requirements.