



Executive Summary of Minutes

22nd Solar Keymark Network Meeting – 2017-03-07&08 Freiburg

Starting in 2018, there will only be only one physical meeting a year, accompanied with one or two web meeting(s) in the second half of year. The next Solar Keymark Network (SKN) meeting will take place in October in Garnaca, Cyprus, and it will be a physical meeting that will serve as a practical and final trial for web meetings. There was a Resolution in the SKN Internal Rules to include liaison officers as Observers and Guests. A Participation Rules Work Group (WG) was created to elaborate a Resolution in order to adapt to the new structure of SKN Web meetings and to modify the voting preconditions.

The Steering Group (SG) of the Solar Certification Fund (SCF) presented the recommendations for funding of Projects and these were approved by the SKN. Many of this year's projects are dedicated exclusively to the improvement of many aspects of the Solar Keymark: Promotion, Strategy, Adding value to the certificates and database, controlling the changes on the database, improving the 10%Rule for retests, studying new scopes for certification and developing a Scheme for absorber coatings. Other projects included the usual help to liaison officers in many TCs that affect the solar thermal industry. There is also a project for a new tool for Dynamic System Testing according to ISO 9459-5. With this new call, the SCF will surpass the threshold of 100 projects supported in its 8 calls so far, while the total funding allocated is now close to 1.2 million Euros.

A Resolution was approved concerning a new version of the SCF working rules, providing more clarity and fair play to the process, namely in what regards the impartiality of the SCF Steering Group members. It also included a provision allowing for volunteer evaluators to take part in the evaluation process.

The PVT¹ WG presented a Decision to use a new Declaration document and it was approved. Resolutions were approved regarding two new Annexes to the Scheme Rules for exchanging Insulation Materials and for families of coloured glass collectors

Resolutions were taken (Annex G and H of Scheme Rules) to improve the harmonization on OEM&OBL Certificates. An explanatory document will be published in the Keymark Website regarding performance parameters according to EN 12975-2 and EN ISO 9806 with the aim to avoid confusion in tenders and subsidy schemes.

Proposals for Decisions and Resolutions were presented by the German Speaking Laboratories Experience Circle and approved by SKN. These refer to comments on the collector data sheets and completion of data sheets of systems by adding model parameters for thermal performance prediction. A WG was set up to elaborate a new version of data sheets.

A Decision was taken for a short procedure to prepare Resolutions by SP² on the data sheet for collectors.

A Complaint Committee is set up according to the Scheme Rules after complainant has raised complaint to Head of CB. Information on the outcome will be presented at next SKN meeting. The 10% Rule WG will continue its work on section 6.1 of Scheme Rules.

¹ PVT : Photo Voltaic – Thermal

² SP: SP Technical Research Institute of Sweden



Many updates were given about ongoing Projects and by liaison officers. The most relevant to the Solar Keymark is a new revision of EN ISO 9806 expected in 2017.

Minutes

22 Solar Keymark Network Meeting

2017-03-07+08 Freiburg

Item 1: Opening of the meeting

Jaime Fernández, Chairman of the Solar Keymark Network (SKN), opened the meeting and welcomed the members, observers and guests. He thanked Jan Erik Nielsen, Manager of SKN for the excellent preparation of the meeting. He also thanked Korbinian Kramer of the Fraunhofer ISE for the hosting of the meeting, who gave a warm welcome and informed of some practical information. Later on in the meeting, one of the Directors of the Institute, Prof. Dr. Hans-Martin Henning personally welcomed the SKN.

Some practical information regarding the decision-making process and output of the agreements (Decisions and Resolutions) at SKN meetings was given to the participants.

All decisions and resolutions are written at the meeting and voted by the members with voting rights. In order to facilitate the process, the negatives votes and abstentions are asked for first. In the minutes that follow, in all cases in which there are 0 negative votes and 0 abstentions, the wording 'Unanimous decision' has been used as information on the voting.

Item 2: Introduction of participants

All of the participants presented themselves, indicating their names, company, country of origin and member status. A careful count of members took place in order to check if the voting preconditions were met. Taking into account the members that were joining via web, 4 Industry representatives (>3) and 21 Obligatory Members(>19) were counted. Therefore the requirements defined in section 4.2 of N102R9 Solar Keymark Network Internal Regulations were met and the meeting could continue under normal circumstances.

Jaime Fernández expressed the sorrow for the loss of Alfred Brunger of Exova, and the SKN would like thank his contribution to the SKN.

The participants are listed in [Annex A](#).

Item 3: Approval of the agenda

There was a small change in the Agenda. Pedro Dias asked to give an important and recent update on the Package Label, and it was added as Item 32a. Soeren Scholz asked to treat Item 29 at the end of the first day because he could not attend the meeting on the second day. (This was done but the original numbers are kept on the numbers to facilitate traceability with the Agenda to readers)



Item 4: Comments to the minutes of the SKN meeting 21 and 21Aweb

The minutes of the last meetings (physical and web) were prepared by Jaime Fernández who received help with proof reading from Jan Erik Nielsen. Comments were sent by Andreas Bohren and Jean-Marc Suter and these were taken into account in a new revision. Since there were no more comments, the minutes were approved and the word 'Final' was added to the documents SKN_N0312R1SKN-21.MeetingMinutes_Final.pdf and SKN_N0315R1_Minutes21A_SKNWebmeeting_Final.

Item 5: Result of voting by correspondence on issues from meeting 21A (web)

Since the voting preconditions were not reached at the last SKN 21A web meeting held on the 2016-12-20, Jan Erik Nielsen, manager of SKN prepared the voting that was done on line. The result of the voting, which took place between the 5th and 20th of January, 2017 is presented below:

ISSUE	YES	NO	ABSTAIN
Proposal for Resolution M21A.R1: Withdraw Annex J	6	18	9
Proposal for Decision M21A.D1: Reactivate WG for PVT to improve Annex J	31	0	2
Proposal for Resolution M21A.R2: To add a new paragraph in Section 13.7 of specific scheme rules to deal with discontinuous performance curve behaviour within ScenoCalc	27	3	3
Proposal for Decision M21A.D2 : Use of new version 3.0 for calculation for data sheets for air collectors.	25	0	8

Therefore, the text of the Decisions and Resolutions are the following :

Decision M21A.D1: Reactivate WG for PVT to improve Annex J

Reactivate PVT WG and propose a resolution with changes in Annex J of Solar Keymark Scheme Rules for the next SN meeting in March

Information on Vote: 31 positive votes, 0 negative votes, 2 abstentions,

Resolution M21A.R2: To add a new paragraph in Section 13.7 of specific scheme rules to deal with discontinuous performance curve behaviour within ScenoCalc:

Section 13.7 Calculation of "Collector Annual Output" (CAO)" of the Solar Keymark Scheme Rules will be complemented by the following text:

"For solar thermal collectors operating not continuously differentiable performance curve with an efficiency depending on the absolute temperature (e.g. integrated high temperature cut off), ScenoCalc may be calculated with two split curves. A clear switching point between the different curves shall be given in the test report and on the data sheet. The parameters describing the thermal performance below the switching point are η_0 , a_1 , a_2 , as usual, the parameters describing the thermal performance above the switching point shall be named with different letters, for example above s_0 , s_1 , s_2 (or η_0^* , a_1^* , a_2^*). The mathematical model for the description of the thermal performance shall be given in the test reports



and in the remarks field of the data sheet. It has to be taken into account that the switching point is usually depending on the absolute temperature and not on the relative temperature difference”

Information on Vote: 27 positive votes, 3 negative votes, 3 abstentions

Decision M21A.D2 : Use of new version 3.0 for calculation for data sheets for air collectors.

From January 2017 only the new version Air Cow program 3.0 shall be used to feed Solar Keymark data sheets.

Information on Vote: 25 positive votes, 0 negative votes, 8 abstentions

Item 6: Review of Decision list and follow up of action list

Jan Erik Nielsen and Jaime Fernández presented the documents SKN_N0100R19_DdecisionList and SKN_N0286.R7_ActionListFor22SKNmeeting. Revising the documents it was concluded that all of the working groups had been active and the updates of their work would be revised during this meeting.

Item 7: Structure/organisation of SKN meetings

The last physical SKN meeting (21) was not finished in time and had needed an extraordinary web meeting that took place in December (21A). Managing the meetings is responsibility of the Chair. Although personal apologies had been sent to the members whose Items need the extra meeting, Jaime Fernández presented the document SKN_N0323R1_NonConformityChair. This was a way of treating this incident like an internal non conformity, analyzing the cause of the problem and searching for corrective actions.

After the last Web meeting, Jan Erik Nielsen, Pedro Dias and Jaime Fernández had analyzed if it had been successful. Although there were no major problems, it seemed for the moment difficult to have long Web meetings and the voting process needs to be improved. Jaime Fernández presented 3 different possibilities for organizing web meetings together with physical meetings (SKN_N0324R0_SKN_meeting_structure_proposals).

After some discussion and since there was not an urgency to choose one, the following Decision was taken:

Decision M22.D1- Change of structure for SKN Meetings

Starting in 2018, the structure of SKN meetings changes into one physical meeting to be held in spring time and one WEB meeting to be held in autumn. There will be a proposal for the structure of the meetings to be presented in the autumn meeting of 2017. During the physical meeting to be held in autumn 2017, a web tool for online meetings (and voting) will be used as a final practice.

Information on Vote: Unanimous decision

Item 8: Date and place of next meeting(s)

The following schedule for meetings was then confirmed and agreed upon:



- 23rd SKN meeting: October 17th, 13:00 hrs to October 18th, 14:00 hrs, 2017, Larnaca, TUV Cyprus
- 24nd SKN meeting: March 6th 13:00 to March 7th 14:00, 2018 - Madrid, AENOR,
- 25th SKN meeting: October 2018. Web meeting

Item 9: Proposal for resolution: Include Liaison officers in list in 2.2 of SKN internal rules,

Jan Erik presented a proposal in order to facilitate the attendance of Liaison officers that continuously need and invitation as a guest to the SKN meetings. The following Resolution was taken:

Resolution M22.R1 - Include Liaison officers in list in clause 2.2 of SKN internal rules

To modify SKN_N0102R12 Internal regulations by adding the following phase in section 2.2 Observers and guests: "Liaison officers to CEN and ISO TC's"

Information on Vote: Unanimous decision

Item 10: Resolution regarding voting rules and web meetings of internal working rules

After the last Web meeting that had not complied with the voting preconditions, Jaime Fernández started a quick working group to improve the procedure. The results are presented in the document N0322R0_Voting_Preconditions which was commented during the meeting. The WG came up with many new ideas but did not find a consensus for a quick solution to be presented at this meeting. Therefore, the following Decision was taken:

Decision M22.D2 – To create a Participation Rules WG to elaborate a Resolution in order to adapt to the new structure of SKN Web meetings and to modify the voting preconditions

This WG is created to propose a Resolution to amend SKN_N0102R12 Internal regulations in order to adapt the document to the new structure of SKN meetings (see M22.D1) and to take into consideration the ideas presented for voting preconditions (see Item 10 of 22nd SKN meeting). Members of the WG are: Andreas Bohren, Pedro Dias, Harald Porcsharnig, Katharina Meyer(Chair) , Harald Drucek.

Information on Vote: Unanimous decision

Item 11: Proposal for elaborating lists of resolutions

Jan Erik presented a proposal in base of the request of some SKN members to improve the information related to Resolutions. After some debate regarding the best way to address the issue, the following Decision was taken:

Decision M22.D3- New Sections with lists of Resolutions and procedure for updates by SKN Manager

Each new revision of a document will have a new section showing the Resolutions taken from the last version. This will affect the following documents:



- Specific scheme rules
- SKN working rules
- SCF working rules

Once any Document is officially changed into a new version and updated at the SKN website, the SKN Manager will communicate this to the SKN.

Information on Vote: Unanimous decision

Item 12: Proposal for decision / SCF steering group for SCF project applications (8th call)

Harald Drucek, Chairman of the Solar Certification Fund Steering Group presented the document N0317R1-SCF8-Recommendations and made a quick summary of the Projects presented and the corresponding proposals. The following Decision was taken:

Decision M22.D4- Funding of proposals from the 8th SCF call

The proposals recommend by the Solar Certification Fund Steering Group for funding as described in document SKN_N0317R1-SCF8-Recommendations are accepted and the corresponding activities will be funded.

Information on Vote, Unanimous decision

Following the presentation, Ashraf Kraidy of the Regional Center for Renewable Energy and Energy Efficiency of Egypt (RCREEE) gave a quick update of the SHAMCI Project. A project presented by RCREEE under the category of Promotion had not received the SCF Fund. However, the following Decision was presented and taken:

Decision M22.D5- SHAMCI-SKN WG to study possibilities of priority issue for 9th SCF call

The Solar Keymark Network highly appreciates the activities performed by SHAMCI in order to strengthen the quality and reliability of solar thermal products in the Arab region. Furthermore the Solar Keymark Network would be in favor of a harmonization of the testing, inspection and certification procedures of SHAMCI and Solar Keymark under the umbrella provided by the Global Solar Certification Network (GSCN). A working group composed of members of SHAMCI and SKN will study the impact of a collaboration between both parties and present its conclusions in the SKN meeting of October 2017. If these conclusions are positive, it may be possible to enter a project related to the elaboration of the co-operation between SKN and SCHAMCI as a priority issue in the 9th SCF call, as well as it will be eligible for similar projects to submit future proposals according to specific criteria proposed by the SCF Steering Group and the SKN.

Information on Vote: Unanimous decision

Once the will for cooperation was clear, and applying a more practical approach, the following Decision was taken:

Decision M22-D6- Creation of a SHAMCI WG



A WG is created to study the collaboration of SKN with SHAMCI. The conclusions of the WG will be presented at the SKN Meeting in autumn 2017. The members are: Ashraf Kraidy (chair), Harald DruECK, Korbinian Kramer, Katharina Meyer, Pedro Dias, Jean Batiste, Emmanuelle Legers, Jan Erik Nielsen, Jaime Fernandez.

Information on Vote: Unanimous decision

Item 13: Report and Decision/Resolutions proposals by SCF Rules WG to improve the SCF Working rules

Harald DruECK, Chair of the WG for improving the SCF Working Rules, (see M21.D16) presented the document SCF_N0001R14_WorkingRules. After a presentation of many changes in the document that showed an overall improvement in the transparency and fairness of the entire process, the following Resolution was taken:

Resolution M22.R2- New revision of SCF_N0001R15_WorkingRules

A new version of the SCF WorkingRules as the document SCF_N0001R15_WorkingRules is approved.

Once the new Industry member is appointed and added, the document will be published as SCF_N0001R16_WorkingRules.

Information on Vote: Unanimous decision

Note from Chair: After the meeting, Pedro Dias confirmed that the new Industry member would be Costas Trivasaros

Item 14: Appoint supplementary SCF evaluators

Jan Erik Nielsen informed that some supplementary SCF evaluators would be most welcome. Gerard van Amerongen volunteered. Since more volunteers would be needed, this Item will appear in the next meeting also.

Item 15: Report and Decision/Resolution from new 10% Rule WG to revise the 10% Rule of section 6.3 of Solar Keymark Scheme Rules and to study financial possibilities for dealing with complaints

Harald DruECK, chair of the 10% WG, informed that the work done so far was the presentation of a project proposal for the 8th SCF call. Since the project had now been approved, the WG could start its work in compliance with M21.D1 (which has as a main purpose the revision of section 6.3 of the Solar Keymark Scheme Rules)

Item 16: Report and Decision/Resolution proposals from Air Collectors WG

Korbinian Kramer, Chair of the Air collectors WG informed that work based on M21.D5 was ongoing but did not have any conclusions to present.



Item 17: Report and Decision/Resolution proposals from PVT WG

Ullrich Fritzsche, chair of the PVT WG, informed of the work done after the online voting took place in January and M21A.D1 was taken for reactivation of this WG. Two web meetings had taken place, one of them had the purpose of pinpointing practical problems that had been encountered, and the second meeting tried to find solutions to these problems. It was also agreed that work would continue in the following months and that some practical cases would be described as show cases. The document SKN_N0325R0_PVT_Declaration was presented as a first step to improve the process. The following Decision was taken:

Decision M22.D7- Voluntary use of new Manufacturers Declaration form for PVT Collectors and in substitution of points a) and b) of section 6.1 of Annex J of Solar Keymark Scheme Rules

It is decided to approve document SKN_N0325_PVT_Declaration as a declaration signed by the manufacturer of PVT collectors. The use of this document is voluntary for the time being. It is possible for Certification Bodies to accept this document, properly filled out, in substitution of applying points a) and b) of section 6.1 General Requirements of Annex J of the Solar Keymark Scheme Rules (SKN_N0106AnnexJ_R2). In practice, this condition implies withdrawing the requirement of ISO 5 System Certification on PVT collectors or PV modules but leaving the requirement for complete testing on the PVT collector (which may be achieved also by complete testing on PV module + partial testing on PVT collector) according to IEC standards by accredited laboratories. The PVT WG will continue its work to improve Annex J and present a Resolution for the next SKN meeting of October 2017.

Information on Vote: 2 negative votes, 2 abstentions. (The CB representative Soeren Scholz asked to apply section 4.3 of internal rules. CBS then voted with 4 positive votes and 2 negative votes, therefore the voting was positive)

Item 18: Report and Decision/Resolution proposal for exchange of insulation material in collectors “Equivalent insulation”

Andreas Bohren made a presentation (See Annex B) regarding the result of the work done together with Maria Joao Carvalho on the exchange of insulation in solar thermal collectors (SCF Project 7C08). According to M21.D10 comments would be sent in between meetings. Jaime Fernández had sent some comments and these were considered in the final document that was proposed for Resolution. After a short debate, the following Resolution was taken:

Resolution M22.R3 – Approval of new Annex K of Solar Keymark Scheme Rules for exchange of insulation materials in certified collectors

The text of the document SKN_N0320R1_Insulation exchange - Rev - Final is adopted as Annex K of the SK Scheme Rules. Insulation materials in certified solar thermal collectors can be exchanged without retesting under the conditions defined in clause 9 of Annex K. A database (.xls sheet) of insulation materials is established as described in Clause 10 of Annex K.

Information on Vote: 1 Abstention, 0 negative votes

Item 19: Report and Decision/Resolution proposal for coloured glass families on Glass WG



Andreas Bohren presented the work done for creating families of collectors with different colored glass (see presentation in [Annex C](#)). After a short discussion, the following Resolution was taken:

Resolution M22.R4 – Approval of new Annex L of Solar Keymark Scheme Rules for families of coloured glass

The text of the document SKN_N0321R0_Coloured_Glass_Families - which gives the conditions and procedures for “Coloured Glass Family” - is adopted as Annex L of the SK Scheme Rules. The same type of glass in different colours can under certain conditions be treated as a “Coloured Glass Family”.

Information on Vote: Unanimous decision

Item 20: Report and Resolution on data sheets

Jaime Fernández explained that this Item was related to Item 12 (proposal for SCF applications), and in particular to the Project 10-1-SCF8-Other-Scenocalc. This project was not proposed for funding, but instead of this there was a proposal “to put aside a reserve of 5.000 € for updating of ScenoCalc. Funding from this reserve is then to be released on request by SKN to be spent on specific well defined activities”. At the last SKN 21A web meeting there had also been a proposal to create an area for discussion in the web site for sharing needs for updates of Scenocalc.

After a long debate, the best way to proceed was agreed upon through the following Decision:

Decision M22.D8 – Procedure for funding changes in ScenoCalc

The SKN will put aside a reserve of 5.000 € in every annual budget for updating of ScenoCalc.

Funding from this reserve is then to be released on request by SKN to be spent on specific well defined activities related to Scenocalc. There will be a specific discussion area at the SKN Website where any SKN members may propose changes or improvements related to Scenocalc.

SP will take these recommendations for the preparation of a proposal for a Resolution related to changes made in Scenocalc together with a proposal for a decision related to the required budget.

SP will send the proposals to the SKN as basis for a resolution and a decision to start the work.

Information on Vote: Unanimous decision

Item 21: New Equivalent absorber coatings?

There were no new equivalent absorber coatings to report on.

Item 22: New Equivalent glazing?

There were no new equivalent absorber coatings to report on.

Item 23: Report by CB WG on Proposal from AB to do every second inspection visit via web.



Katharina Meyer and Jaime Fernández reported on the discussion held within the CB WG referring to the proposal of Andreas Bohren to do every second inspection visit via web. (see M21.D12). None of the CBs have any experience with doing inspection visits via web in Product Certification and it is not in the scope of any accreditation according to EN ISO 17065.

Andreas Bohren and Ulrich Fritzsche informed that they had recently received confirmation from Din Certco to start a pilot project. Therefore it may be possible to share some conclusions of their work at the next October SKN meeting.

Item 24: Transition from EN 12975 to EN ISO 9806 in cases of OBL/OEM Certificates when subsidy grants or tenders make reference to EN 12975 or aperture area

Jaime Fernández reported on the difficulty that is sometimes being encountered due to subsidy schemes and tenders making references to EN 12975 instead of EN ISO 9806. Other members commented on the continuous need to explain the differences between the information on the certificates of collectors based on these two standards to their different stakeholders. Both Stephan Fischer and Jaime Fernández agreed to send examples of letters that had been prepared for customers to Jan Erik Nielsen, with the idea of preparing an explanatory document that could be posted on the Solar Keymark Web page.

Jaime Fernández also informed of the need to harmonize the rules and way of working in the use of the data sheets in case of OEM and OBL Certificates. The CB WG had discussed in its meeting the difficulty that arises when an OBL Keymark Certificate is granted and it is linked to OEM Keymark Certificate that is based on testing according to EN 12975-2. Even though for some time there may be some OBL and OEM Keymark Certificates that may not be using the same version of data sheets, it is preferred by the CBs to always use the new data base in any emission of Keymark Certificates (whether being renewed, modified or being granted for first time).

There was a conflict between Decision M20.D2 (use of new data sheet in any emission of Keymark Certificates) and section 3 of Annex H and section 3.1 of Annex G of the Solar Keymark Scheme Rules since the latter allowed the use of 'old' data sheets in new emissions of Keymark Certificates.

After a debate on the best way to proceed, it was agreed that M20.D2 should always be in force, and therefore the following 2 Resolutions were taken:

Resolution M22.R5 – Modification of Annex H of SK Scheme Rules to comply with M20.D2 for all new certificates to have latest version of data sheets as annex

Section 3 document SKN_N0106_AnnexH_R3 is modified in such a way that all new certificates granted (whether a renewal or an OBL Certificate) always use the latest version of the data sheet, in compliance with M20.D2. The changes are presented below:



3. OEM/OBL certificates

What about customers who apply for an OBL certificate based on a valid OEM certificate tested according to EN 12975-2?

The OBL certificate may be issued based on the testing done according to EN 12975-2 at any time if its OEM certificate is also according to EN 12975-2, but the data sheet shall be based on the latest version of ScenoCalc. ~~at any time if its OEM Certificate is also according to EN 12975-2.~~ All certificates based on EN ~~ISO~~ 12975 will be withdrawn on 2025-12-31 at the latest.

What about the renewal of an OBL certificate which is based on EN 12975-2?

If the OEM certificate is still based on EN 12975-2, then the OBL certificate will be renewed according to EN 12975-2, but the data sheet shall be based on the latest version of ScenoCalc.

Information on Vote: Unanimous decision

Resolution M22.R6 – Modification of Annex G of SK Scheme Rules to comply with M20.D2 for all new certificates to have latest version of data sheets as annex

Section 3.1 of document SKN_N0106_AnnexG_R1 is modified in such a way that all new certificates granted (whether a renewal or an OBL Certificate) always use the latest version of the data sheet, in compliance with M20.D2. The changes are presented below:

- ~~It is recommended that also~~ The data sheet of the respective OEM certificate is shall be based on the latest version of ScenoCalc. ~~updated to the new Excel format if necessary.~~

Information on Vote: Unanimous decision

Item 25: Proposal for decisions from the Experience Circle of the German speaking Test Laboratories for Solar Thermal Systems and Components” (EK-TSuB – Prüflaboratorien)

Harald Drucek, chair of the Experience Circle of the German speaking Test Laboratories for Solar Thermal Systems and Components, presented three proposals.

The first one was related to the information that should go on the comments of the data sheets that are incomplete when the test was done according to EN 12975-2. After some debate and comments of improvement by some members, the following Decision was taken:

Decision M22.D9 – Comments on data sheets when original test is not performed by ISO 9806

Proposal for a decision related to the use of the solar collector data sheet Version 5.01

According to SKN Resolution M20R1 only the collector data sheet version 5.01 of date 2016-03-01 are allowed to be used. In case not all information required to fill out the data sheet completely is available, the following remark shall be added in the comment field:

“This data sheet is not complete as the testing of the collector was performed according to EN 12975-2:2006 (which is replaced by EN ISO 9806:2013)”



Information on Vote: Unanimous decision

The second proposal is related to the improvement of the data sheets for systems by incorporating information of the performance model parameters. Stephan Fischer made a short presentation which may be found in **Annex D** The following Resolution was taken:

Resolution M22.R7 - Completion of the SK data sheets for system tests according to EN 12976 by adding the model parameters required for the thermal performance prediction

The data sheets for systems tested according to EN 12976 shall be completed by adding the system performance model parameters determined according to ISO 9459-2 and ISO 9459-5 used for the system performance prediction.

Information on Vote: Unanimous decision

This Resolution on the data sheet was accompanied by the proposal to modify also the Scheme Rules, and the following Resolution was taken:

Resolution M22.R8 - Extension of clause 4.3.1 (System families (EN 12976 - Factory made systems) of the Solar Keymark Scheme Rules

Clause 4.3.1 of SKN_N0106R29-SKNSchemeRules is extended by the following sentence:

“The model parameters determined for systems not physically performance tested according to ISO 9459-2 and ISO 9459-5 have to be stated in the test report and the Solar Keymark data sheet together with the results of the Long Term Performance Prediction (LTP) resulting from the use of these model parameters for the specific system(s).”

Information on Vote: Unanimous decision

In practice, M22.R7 could be considered a Decision instead of a Resolution, since it did not actually propose a change in any documents. Therefore it was necessary to actually implement the changes in the data sheet. So in order to do this, the following Decision was taken:

Decision M22.D10- System data sheet WG to prepare the work related to Resolution M22.R7

A WG is created to develop the work for the Resolution M22.R7 . WG members are: Maria Carvalho (Chair), Jan Erik Nielsen, Stephan Fischer, Ulrich Fritzsche and Patrik Ollas. The final work for a proposal for Resolution will presented at the next SKN meeting of autumn 2017.

Information on vote: Unanimous decision

Item 26: Report from WG for revising/merging annex A1 and A1b taking into account related GSCN documents and comments from the GSCN WG

Jaime Fernández informed about the situation of the inspection report used in the GSCN and how this could affect some CBs and IBs. There are two inspection reports that are slightly different and that may be used



by Solar Keymark CBs and IBs, (SKN_N0106_AnnexA1_R0 and SKN_N0106_AnnexA1b_R3). The inspection report that is used in the GSCN is based on the latter. Jaime Fernández and Stephan Fischer had addressed this issue and came to the conclusion that is not an issue of major importance at the moment and it did not need a merging of the inspection reports. Since there weren't any opinions demanding a change in the documents and there is always a possibility of merging the inspection reports in the future with any changes that may come with the new revision of EN 12975 within the next years, no other actions were taken.

Item 27: Information from CEN Keymark Management and update of work done related to D3_[jen1] and work with KMO to improve promotion with other Keymark Stakeholders

Katharina Meyer gave an overview on the work of the Keymark Management Organisation (KMO) in 2016 and Q1 of 2017 and the planned activities for 2017. All participants were invited to give input into the marketing presentation sent to them by Jan Erik Nielsen and forward the filled out presentation to keymark@dincertco.de.

Item 28: Harmonization and Quality of Solar Keymark

Jaime Fernández asked the SKN about the level of satisfaction in case it was necessary to start a WG to analyze and improve the degree of harmonization and quality of the Solar Keymark Certification System, and no actions seemed necessary.

Item 29: Update on Complaints

Jaime Fernández informed about two new SKN documents, SKN_N0327R0-Complaint process 1 and SKN_N0328R0-Complaint process 2. These documents maintain confidentiality but inform about the steps taken in both complaint processes that took place in 2016

Soeren Scholz, in his role of Chair of CB WG, informed that one of the complaint processes was ongoing because one of the complainants had raised his complaint to the head of CB. Therefore, and in application of the Solar Keymark Scheme Rules, a Complaint Committee is being created for the first time. The process would now continue its course; the SKN will be informed at the next meeting and the corresponding SKN document would be updated with the course of action.

A debate followed on this subject. Some members expressed the importance of this process and the need for the SKN members involved to be aware and to take the corresponding responsibility in their work. There were also expressions of concern on the fact that the process had been treated too slowly and also that the complainants should always receive a clear information as to what actions were being taken.

Item 30: Update on Action Plan working groups: Strategy WG (JF), AP2 Marketing and Communication WG (PD), AP3 Installers WG (KM), AP 6 Legal Requirements (GVA)

In the SKN meeting of Berlin in March 2016 Jaime Fernández presented the proposal to start working on a strategy for the Solar Keymark. Some action plans were approved in order to start working in some specific fields. With respect to the elaboration of the Strategy itself, an SCF Project had been approved for funding



and work would start right away. A final formulation of the Strategy would be presented in the March 2018 SKN meeting.

Pedro Dias, Chair of WG for Marketing and Communication (AP2), made a presentation which may be seen in [Annex F- Marketing and Communication](#). The WG had made a survey within the SKN members and the results were shown. A Project had received funding from the SCF 8th call and work will start right away. Actions would be taken throughout the year to:

- prepare a marketing plan
- improve the web site
- start a Newsletter
- cooperate with KMO
- prepare a ready to use package for license holders and manufacturers
- prepare a short video
- develop a map of support schemes relevant to solar thermal in Europe.

Katharina Meyer, Chair of WGs for Installers (AP3) and for New Products (AP4) informed that the work on the certification of installers was ongoing and that regarding to the new products, the WGs for air collectors and PVT collectors were active.

Gerard Van Amerongen, Chair of WG for new legal requirements and future changes (AP6) presented his update which can be seen in [Annex G- legal requirements and changes](#). Three SCF Projects were presented: Scope of products, Added value to Keymark Certificates and Quality and Durability. The first two were recommended for funding and work will be developed throughout the year.

Item 31: Report or Update on “Inter-laboratory Comparison - ILC on Data Analysis”, SCF7 Project

Andreas Bohren informed that work was not completed yet and that a presentation would be made at the next SKN meeting.

Item 32: Solar Certification Fund Projects – General Status Reports / PD

Pedro Dias presented the status of SCF Projects which can be read in [Annex H](#).

Item 32a : Update on Package Label

Pedro Dias presented an updated with the latest developments with respect to the Package Label, [see Annex I](#).

Item 33: Update on Global Solar Certification Network

Jan Erik made a short update on the GSCN (related to SCF6-9). The Network was now officially running and the first members were already joining. Members are listed at:

<http://gscn.solar/members/list%20of%20members.html>.

A GSCN meeting had been held the day before in the same premises.



Item 34: Update on other important information:

The liaison officers made their updates and these can be read in the following:

- **Annex J – Liaison Officer Report TC312 WG1** – Andreas Bohren
- **Annex K – Liaison Officer Report TC 312** – Andreas Bohren in the name of Vassiliki Drossou
- **Annex L – Liaison Officer Report TC 228 and TC 371** – Gerard van Amerongen
- **Annex M – Liaison Officer Report TC 128** – Korbinian Kramer
- **Annex N – Liaison Officer Report TC 164** – Jean-Marc Suter

An update was also given by Stephan Fischer as Liaison Officer of TC 117. There had also been a CB WG meeting in preparation for this meeting and its conclusions had been shared in different items throughout this meeting. The IB³ WG had not met. There were no reports of misuse of the Solar Keymark.

Item 35: Any other business

Stephan Fischer made a short presentation see **Annex O Family building ICS systems**. This was a proposal for a Project to determine how to create families for ICS systems that would require some funding.

Andreas Bohren made a short presentation on the recently funded SCF Project to for the development of a tool to scan the Solar Keymark Data base and give information on updates, modifications and any mistakes. (See **Annex P Argus**)

Item 36: End of meeting

Jaime Fernández thanked all of the participants, especially Korbian Kramer and Jan Erik Nielsen for the excellent hosting, preparation and management of the meeting.

The next meeting will be held at Larnaca, Cyprus, 17-18th October, and information would be sent out shortly.

The minutes were prepared by Jaime Fernández with assistance of Jan Erik Nielsen.

³ IB: Inspection Bodies