



Services to be provided by Solar Heat Europe/ESTIF to the Solar Keymark Network in 2018

Proposal from September 2017

A. ADMINISTRATION AND DOMICILIATION

- Providing “legal” framework for “de facto” association and hosting the SKN (domiciliation)
- Taking up legal commitments (contracts, etc.- including SCF)
- Provide web-meeting facility
- Administration of SKN funds (bank accounts, invoicing, payments)
- Bookkeeping of SKN operations (mainly SCF)
- Providing administrative support for the SKN

B. REGULATORY ISSUES AND HELP DESK

- Providing general information and advice to industry, costumers, national authorities or others concerning the acquisition, use and acceptance of the Solar Keymark
- Monitoring and effectively reacting to new situations involving the (non-) acceptance of the Solar Keymark:
 - Assessing the situation in European countries
 - Establishing contacts with market players and coordinating efforts
 - Updating industry or partners on these situations
- Provide regulatory and policy support:
 - Handling requests concerning issues of acceptance and recognition
 - Proactive promotion of SK with regard relevant legislation and policies and European and National level

C. COMMUNICATION

- Manage SKN internet facilities (including SCF)
- Content & publications:
 - Promote relevant SK related publications
 - Prepare content related to SKN work

D. SCF ADMINISTRATION

- Administration on SFC including managing calls
- Organise SCF steering group meetings
- Draft/edit call text and maintain working rules for the SCF
- Co-organising call and evaluation of applications
- Prepare and formalise contracts for each project
- Monitor deliverance of project reports and deliverables
- Organise final evaluation of projects
- Reporting to Solar Keymark Network & Solar Heat Europe/ESTIF members



Overview

Activity	Budget 2018	
SK ADMINISTRATIVE SECRETARIAT		
RECURRENT TASKS	€ 11 290	
Administrative tasks	56	€ 4 480
Bookkeeping & Finances	32	€ 2 560
Bookkeeper	-	€ 2 500
Bank Charges	-	€ 100
Other costs	-	€ 150
SKN Meetings	-	€ 1 500
REGULATORY ISSUES AND HELP DESK	€ 5 120	
Help Desk	32	€ 2 560
Monitoring	32	€ 2 560
COMMUNICATION	€ 8 880	
SKN internet facilities (int'l work-hours)	56	€ 4 480
SKN internet facilities (other costs)		€ 1 200
Content & Publications (int'l work-hours)	40	€ 3 200
SCF ADMINISTRATION	€ 11 740	
Solar Heat Europe/ESTIF Staff	138	€ 11 040
Solar Heat Europe/ESTIF Software	-	€ 250
Solar Heat Europe/ESTIF other	-	€ 150
Meetings	-	€ 300
TOTAL	386	€ 37 030

Note: working hours are rated at €80. This amount includes hourly rate and overheads.