# 22nd Solar Keymark Network meeting

# Revised final draft agenda (R4)

*2017-03-03, JEN/JF*

Meeting time:

**Tuesday, March 7th, 2017, 14:00 - 19:00**

**Wednesday, March 8th, 2017, 09:00 - 14:00**

Meeting location:

**Fraunhofer-Institut für Solare Energiesysteme ISE**

**Building T, room T601 5th floor**

**79110 Freiburg, Germany**

Phone:            +49 (0) 7 61/ 45 88-51 39

*Web conference login - see below agenda*

**Related meetings same place:**

* **IEA SHC Task 57 “Solar Standards and Certification”**
* **Global Solar certification Network, GSCN**

**see overview/time schedule of meetings below agenda**

**Link to:** [**On-line registration**](https://goo.gl/forms/o4vDvCNFllnQHpvP2)

**Registration deadline 17th February**

*Note: If the above on-line registration form does not work for you,*

*please e-mail Jan Erik Nielsen at jen@solarkey.dk.*

**Recommended hotels – see last pages**

**Tuesday, March 7th, 14:00**

| Item | Decision/-resolutionrequested | Related to decisionof last meeting | Time (min) | Topic/content/responsible | Related documents /comments/details |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | 5 | **Opening of the meeting /JF**Short welcome and some practical informationCheck preconditions for voting:* At least 3 industrial representatives ?
* >50 % obligatory members (so 19 out of 36) ?

*Note: Participants from the test labs shall stay after the first day’s meeting to appoint their representative and substitute for the new complaint committee.* |  |
| 2 |  |  | 10 | **Introduction of participants /All**Excuses from:* …

Attending via web:* Stamatios Babalis, Demokritos
* Vasilikki Drosou, TC312/Cres
* George Roditis, AEL
* Rosa M. Rengels, INTA
* Henry Rosik, ITCZLIN
* Paolo Ricci, Giordano
 |  |
| 3 | x |  | 5 | **Approval of the agenda /All** |  |
| 4 | x |  | 5 | **Comments to the minutes of the SKN meeting 21A (web) /JF, All**- | [SKN\_N0315R0\_Minutes21A\_SKNWebmeeting\_Draft.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0315R0_Minutes21A_SKNWebmeeting_Draft.pdf)   |
| 5 |  |  | 5 | **Result of voting by correspondence on issues from meeting 21A (web) / JEN****Include overview table with votes****VOTING STATUS 20/1 16:00**

|  |  |  |  |
| --- | --- | --- | --- |
| *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*Note: This has been included in a draft R30 version of the scheme rules. This version has not yet been presented to / approved by KMO. An updated R30 will be made including also resolutions taken at this 22nd SKN meeting – to be presented to / approved by KMO just after this meeting.* | 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 |

 | [N0319R0\_21A-voting.xlsx](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0319R0_21A-voting.xlsx)  |
| 6 | (x) |  | 10 | **Review of Decision list and follow up of action list /JF/JEN**Follow-up / check table:

|  |  |  |
| --- | --- | --- |
| **M21** | **Implemented** | **Not implemented** |
|  |  |  |
|  |  |  |

Action list 🡪 | [N0100R19\_DecisionList](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0100R19_DecisionList.pdf) pdf[N0286.R7\_ActionListFor22SKNmeeting](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0286.R7_ActionListFor22SKNmeeting.xlsx)  |
| 7 | X |  | 30 | **Structure/organisation of SKN meetings / JF**Corrective actions related to unfinished 21 SKN meeting … 🡪Proposal for to aim at only one physical SKN meeting per year – supplemented by several shorter more specific web meetings e.g.:* *WG meetings*
* *Meetings on specific urgent topics where a quick decision is needed.*

Presentation reflection the discussion … 🡪**Proposal for discussion/decision:***Try out different web meeting tools to find a good (the best) one suited for our purpose.* *At the next physical meeting in Cyprus, try out an online tool for voting during the meeting.**Make final decision on future meeting structure/organisation at the next meeting in Cyprus (see topic below)* | [N0323R1\_NonConformityChair](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0323R1_NonConformityChair.docx) /JF[N0324R0\_SKN\_meeting\_structure\_proposals](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0324R0_SKN_meeting_structure_proposals.pptx) /JF |
| 8 | X |  | 10 | **Proposls for dates and places of next meeting(s) /JF/JEN*** 23rd meeting: **October 17th, 13:00 hrs to October 18th, 14:00 hrs, 2017, Cyprus**, Host / Specific location
* 24nd meeting: **March 6th 13:00 to March 7th 14:00, 2018 -** Madrid, AENOR, date and place to be confirmed
* 25th meeting: October 2018. Web meeting?

*Note: The item “Next meeting” is put first in the agenda, as it is a decision topic.* |  |
| 9 | X |  | 10 | **Proposal for resolution: Include Liaison officers in list in 2.2 of SKN internal rules, see below /JF***2.2 Observers and guests**Observers: Representatives from the following groups are allowed to participate as observers**– certification bodies in the process of empowerment**– testing laboratories in the process of accreditation**– inspection bodies in the process of accreditation**– one official representative of CCB**– the chairman of TC 312**– the chairman of ISO 180**– one official representative of consumers**– one representative of any pan-European solar thermal trade associations**– liaison officers to CEN and ISO TC’s* |  |
| 10 | x |  | 20 | **Resolution regarding voting rules and web meetings of internal working rules/JF**The WG could not find consensus on a proposal for Resolution on section 4.2 Voting Preconditions of Internal Regulations. There is information on some interesting ideas presented by the WG in attached document. The logical step seems to be to further elaborate a proposal, taking into account also the decisions regarding web meetings at this SKN meeting and to prepare a Resolution for next SKN meeting. | [N0322R0\_WG\_Voting\_Preconditions](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0322R0_WG_Voting_Preconditions.docx) |
| 11 | x |  | 10 | **Proposal for elaborating lists of resolutions / JEN**There is a wish from several network members that it shall be more clear what have changed when new revised scheme rules are issued. **Proposal for decision: The SKN manager updates after every SKN meeting the following lists:*** *List of decisions*
* *List of Resolutions concerning specific scheme rules*
* *List of Resolutions concerning SKN working rules*
* *List of Resolutions concerning SCF working rules*

*From these lists it will always be possible see which changes was done when. The lists will be available from SKN web.***Proposal for resolutions***Include reference and link to the above lists of resolutions in the respective related rules documents* |  |
| 12 | x | D15 | 30 | **Proposal for decision / SCF steering group for SCF project applications (8th call) /HD**Funding of proposals from the 8th SCF callThe proposals recommend by the Solar Certification Fund Steering Group for funding as described in document SKN\_N02xxR0 are accepted and the corresponding activities will be funded.**With respect to 7.3-SCF8-Promotion-SHAMCI, the following** **decision is proposed**:The Solar Keymark Network highly appreciates the activities performed be 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 favour 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. 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. | [N0317R1-SCF8-Recommendations](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0317R1-SCF8-Recommendations.pdf) |
| 13 | x | D16 | 20 | **Report from WG to improve the SCF Working Rules and appointment of new SCF steering group member**The WG should deal with the following issues:* *Create a short procedure to allow the possibility to present allegations in case a Project is not approved and the presenter is not satisfied with the reason*
* *Increase flexibility of approval of Projects under special circumstances*
* *Reduce bureaucracy and speed up the process*
* *Increase control of overdue Projects*
* *Improve procedure where there maybe conflict of interests during evaluation process*
* *Clarify election process of SCF members and Chair’*

Members of WG: Harald Drück(chair), Jan Erik Nielsen, Jaime Fernández, Pedro Dias. **Proposal for resolution:** *Approval of modified SCF Working Rules …………………………………………………..……………………………………………………….*🡪**Elect new SCF member (industry representative)**Candidates:…?**Proposal for resolution:** Approve enclosed revised SCF working rules SCF\_N0001Rxx including final list of SFC SG members (when new member has been elected). | [SCF\_N0001R14\_WorkingRules](http://www.estif.org/solarkeymark/scfdocs/SCF_N0001R14_WorkingRules.pdf) |
| 14 | x |  | 10 | **Appoint supplementary SCF evaluators**Candidates:…? |  |
| 15 | (x) | D1 | 10 | **“Update on 10 % Rules WG/ HD ”**A WG was established to revise the 10% Rule of section 6.3 and propose a resolution for the next SKN Meeting and find a financial solution for dealing with complaints. *Update from WG: Up to now the core activity performed with regard to the “10 % WG” was the preparation of an application for the 8th SCF Call related to the priority issue “Improve acceptance criteria of special test”. Depending on the decision of the SKN at this meeting concerning the approval and funding of this proposal the corresponding next steps will be launched in the near future.*WG members are: Jan Erik Nielsen, Harald Drueck(Chair), Katharina Meyer, Jaime Fernández, Stephan Fischer, Harald Poscharnig, Christian Stadler, Sophie Bocquillon, Pedro Dias, technical expert from ESTIF and Korbinian Kramer. |  |
| 16 | x | D5 | 5 | **Report and Decision/Resolution proposals from Air Collectors WG / K. Kramer** | Document to come / K. Kramer? |
| 17 | x | D1(21A) | 20 | **Report and Decision/Resolution proposals from PVT WG / U. Fritzsche**As I didn’t receive any negative reply until now and the deadline is near, I want to hand over the outcome of the SKN WG-PVT. Beside the resolution text (elaborated by Jaime and based on our last web meeting), there’s a new manufacturers declaration form. **Decision M22.DX- 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 Requrirements 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.*Note: For sure, there will be some editorial changes (locking the text in the word file or converting into an pdf-form?) afterwards to allow a proper use of the form, but the content is fixed for now. | [N0325R0\_PVT\_Declaration.docx](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0325R0_PVT_Declaration.docx) / U. Fritzsche  |
| 18 | x | D10 | 15 | **Exchange of insulation material in collectors “Equivalent insulation” / A.Bohren**The document SKN\_ 288r0 insulationExchange has be studied by members of the SKN. Comments were sent to Andreas Bohren. Short presentation of final document.**Proposal for resolution:***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.The document “N0320R1\_Insulation exchange” is adopted as Annex K of the SK Scheme Rules.*  | [N0320R0\_Insulation exchange - Rev\_changes](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0320R0_Insulation%20exchange%20-%20Rev_changes.pdf)/ A. Bohren[N0320R1\_Insulation exchange - Rev - Final](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0320R1_Insulation%20exchange%20-%20Rev%20-%20Final.pdf)/ A. Bohren |
| 19 | x |  | 15 | **Report and Decision/Resolution proposal for coloured glass families on glass WG/A.Bohren****Proposal for resolution:***Same type of glass in different colours can under certain conditions be treated as a “Coloured Glass Family”. The document “N03210R0\_* *Coloured\_Glass\_Families” Rules - which gives the conditions and procedures for” Coloured Glass Family” - is adopted as Annex L of the SK Scheme Rules.*  | [N0321R0\_Coloured\_Glass\_Families](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0321R0_Coloured_Glass_Families.docx)/ A. Bohren |
| 20 | x |  | 15 | **Report and Resolution on data sheets/P. Ollas**Related to decision in Item 12 regarding decisions on SCF funding and proposal to set apart a quantity of money for updates on data sheets. A decision is needed on a clear procedure for continuous updates. There was also discussion at last SKN 21A Web meeting regarding the creation of discussion in private area of SKN Web site for sharing needs for updates of Scenocalc. *Note from Patrik Ollas: …I don’t think it would be necessary for any formal presentation from my side. Instead I see it as a general discussion on how to handle any updates of Scenocalc in regards to funding (related to item 12), reporting of suggestions, validation and voting on implemented changes.*  |  |
| 21 | (x) |  | 5/10 | **New Equivalent absorber coatings?** No |  |
| 22 | (x) |  | 5/10 | **New Equivalent glazing?** No |  |
| 23 | x | D12 | 10 | **Report from CB WG on Proposal to do every second inspection visit via web.** This analysis will include also working with inspection bodies based in other locations in order to reduce travelling costs and CO2 emissions. The inspection bodies interested in preparing a pilot project may contact their corresponding CB in order to prepare the work and present conclusions at the next SKN meeting. |  |
| 24 | x |  | 20 | **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 / JF**There is a difficulty in which subsidy grants or tenders make reference to EN 12975 instead of EN ISO 9806 and refer to aperture area instead of total area. Some license holders have asked for letters explaining the situation.There is also a conflict in our rules in the specific case for granting OBL Certificates based on OEM Certificates that were granted according to EN 12975:**Decision M20.D2- Use of new data sheets for all new Certificates, even when the****original products have been tested and certified according to EN 12975**All new certificates shall be issued using the actual version of the data sheet. This refers to all types of certificates, including OBL and renewals. Even if the originals are related to EN 12975. All calculations shall be done according to gross area and EN ISO 9806 parameters. Is in conflict with this text of section 3 of Annex H of Solar Keymark Scheme Rules:Possibilities that may resolve the conflict, for discussion: a) Make a public explanation in website about the relationship between aperture area and total area b) Modify Decision M20.D2 to allow granting of Certificates with aperture area in cases of Section 3 of Annex H or take a Resolution to change section 3 of Annex H to adapt it to Decision M20.D2c) Modify all of the Keymark Certificates to total area and new data sheet in a period of one yeard) Case by case, contact pubic authorities or tenders that still refer to aperture area |  |
| 25 | x |  | 20 | **Proposals for desicisions and resolutions from “EK-TSuB – Prüflaboratorien” HD et al****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 not performed according to ISO 9806:2013”*Contact Person: Korbinian Kramer and Stefan Mehnert **Proposal for resolution related to the 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* Contact Person: Stephan Fischer**Proposal for resolution „ Extension of clause 4.3.1 (System families (EN 12976 - Factory made systems) of the Solar Keymark Network internal regulations ”***In the latest version of the “Solar Keymark Network internal regulations” (Document SKN\_N102R28) clause 4.3.1 has to be 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).”*Contact Person: Stephan Fischer |  |
| 26 | (x) |  | 15 | **Report from WG for revising/merging annex A1 and A1b taking into account related GSCN documents and comments from the GSCN WG / S. Fisher / JF**Some CBs and laboratories could be in a difficult situation to enter GSCN. The reason is that it makes reference only to the alternative inspection report. Since there is no apparent need to fuse the SKN inspection reports into one, the proposal is to propose GSCN to be flexible accepting both inspection reports and keeping the main requirement of Annex E. | [Annex B2 - Factory inspection report GSC\_N0001B2.R5](http://gscn.solar/onewebmedia/GSC_N0001B2.R5.pdf)[Annex C1 - Requirements for Factory Production Control GSC\_N0001C1.R5](http://gscn.solar/onewebmedia/GSC_N0001C1.R5.pdf) |
| 27 | (x) |  | 20 | **Information from CEN Keymark Management Organisation/ K. Meyer*** Any new Keymark products underway ?
* Plans for general promotion of Keymark ?
* Status of proposal for new logo. Latest logo proposal - do we like it? 🡪
 | [N0318R0-logoproposal](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0318R0-logoproposal.pdf) pdf |
| 28 | x |  | 10 | **Harmonization and Quality of Solar Keymark/JF*** Are we satisfied with the level of harmonization and quality of our certification system?
* Could any areas of our work be improved? Do we need a Quality Assurance Committee or a Board of the Wise to review and control most relevant aspects like the data base, difficult decisions or interpretation of rules?
* Proposal for WG: two separate one-hour sessions. First hour to pinpoint areas that need improvement. Second hour to determine actions.
 |  |
| 29 |  |  | 15 | **Update on Complaint(s)/JF, K. Meyer** | [N0327R0-Complaint process 1](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0327R0-Complaint%20process%201.docx) / JF[N0327R0-Complaint process 2](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0327R0-Complaint%20process%202.docx) / JF |
| 30 |  |  | 15 | **Update on Action Plan working groups: Strategy WG (JF), AP2 Marketing and Communication WG (PD), AP3 Installers WG (K. Meyer), AP4 New products WG (K. Meyer); AP 6 Legal Requirements (G.v.Amerongen)****Report from WG strategy WG /JF**Other WG members:**Report from WG for Action Plan AP2: Improve Marketing and Communication activities / PD (Chair) and update on Solar Keymark Brochure /PD**Other WG members Oscar Mogro, Christian Stadler, Jaime Fernandez, Jan Erik Nielsen, Henry Rosik**Report from WG for Action Plan AP3: Analyze the development of a certification scheme for installers and installations / Katharina Meyer (Chair), o**ther WG members: Gerard Van Amerongen, Peter Kovacs, Jan Erik Nielsen, Jaime Fernandez, Vinod Sharma, Malte Kottwitz, Luis González, Alberto Garcia, Pedro Dias, Oscar Mogro and Henry Rosik**Report from WG for Action Plan AP4: Effort to boost the Certification of new Products in Scheme Rules. Members Gerard Van Amerongen, Katharina Meyer (Chair)**Other WG members: Jaime Fernandez, Ulrich Fritzsche, Stephan Fischer, Korbinian Kramer**Report and proposals for decisions from WG for Action Plan AP6: Prepare a thorough plan for all the new Legal Requirements and future changes in the Market. / Gerard Van Amerongen (Chair)**Other WG members: Ulrich Fritzsche, Pedro Dias, Jaime Fernandez, Oscar Mogro, Christian Stadler, and Korbinian Kramer | Documents/presentations from:* JF?
* PD?
* K. Meyer?
* K. Meyer?
* G. v. Amerongen?
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| 31 |  |  | 15 | **Report or Update on “Inter-laboratory Comparison - ILC on Data Analysis”, SCF7 Project / A. Bohren**  | Dokument/presentation? / A. Bohren |
| 32 |  |  | 15 | **Solar Certification Fund Projects – General Status Reports / PD*** a. …
* b. …
 | * PD?
 |
| 33 |  |  | 15 | **Update on Global Solar Certification Network / JEN (related to SCF6-9)** |  |
| 34 |  |  | 20 | **Update on other important information:*** Update on CE marking of collectors / A. Bohren
* Updates from Liaison officers:
	+ S.Fischer (IEC/TC117)
	+ K.Kramer(IEC/TC128)
	+ J-M. Suter (TC164)
	+ G.v.Amerongen(TC 228 and TC371)
* Standing WG (CB S.Scholz and IB J. Fernandez)
* V. Drosou (TC 312) – excuses from V. Drosou
* Reports on misuse of Solar Keymark
 | [N0326R0-TC164-WG2-Suter](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0326R0-TC164-WG2-Suter.pptx) |
| 35 |  |  | 10 | **Any other business** |  |
| 36 |  |  | 5 | **End of meeting /JF** |  |
|  |  | **Meeting ends Wednesday, March 8th, 14:00** |

Meeting duration

1st day: 14:00 – 19:00 = 5:00; two coffee break 0:30 🡪 effective meeting time 4:00 hours; 2nd day: 09:00 – 14:00 = 5:00; two coffee breaks á 0:30 🡪 effective meeting time 4:00 hours

4:00 + 4:00 hours = 8:00 hours = 480 minutes

JF: Jaime Fernandez, AENOR, Chairman Solar Keymark Network, JAFERNANDEZ@aenor.es

JEN: Jan Erik Nielsen, Solarkey Int., ESTIF Technical Consultant, Manager of Solar Keymark Network, jen@solarkey.dk

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

Potential subjects for next meeting:

|  |  |  |  |
| --- | --- | --- | --- |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting plan | Freiburg | March | 2017 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| MEETING | Monday 6th March | Tuesday 7th March | Wednesday 8th March | Estimated no. people | Meeting room |
|   | 9 - 12 | Lunch | 13 - 16 | 16 - 18 | 9 - 13 | Lunch | 14 - 19 | 9 - 14 | Afternoon |
| IEA SHC Task 57 | Subtask B |   | Subtask C | Subtask A |   |   |   |   |   | 20 |  A108 |
| GSCN |   |   |   | Plenary | Plenary |   |   |   |   | 30 |  A108 |
| Solar Keymark Network |   |   |   |   |   |   | SKN | SKN |   | 40 |  T601 |
|   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *IEA SHC Task 57 Subtask A and first part of GSCN plenary meeting is done together late Monday afternoon - open for all interested parties* |

**WEB meeting login (separate login for each meeting day)**

**TUESDAY:**

**SKN meeting 22 - remote access (day 1)**Tue, Mar 7, 2017 1:00 PM - 8:00 PM CET

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/252161981>

**WEDNESDAY:**

**SKN meeting 22 - remote access (day 2)**Wed, Mar 8, 2017 7:00 AM - 2:00 PM CET

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/629076885>

**Hotels with Fraunhofer ISE Special Conditions**

*[Concerning the room reservation please inform the hotel, that you are a „****guest of the Fraunhofer ISE****“. Please notice that you should always ask for the actual »normal room rates« to be sure using the best price of the hotel!]*

*Near the institute, approx. 100 m to the Fraunhofer ISE:*

* Hotel Stadt Freiburg ([www.hotel-stadt-freiburg.de](http://www.hotel-stadt-freiburg.de))

Breisacherstrasse 84, 79110 Freiburg, Phone: +49-(0)761-8968-0, Fax: +49-(0)761-8095030

Single room € 88.- double room € 118.-, including breakfast buffet

*Freiburg main station/city centre, approx.2,5 –3 km (e.g. by tram) to the Fraunhofer ISE:*

* Best Western Premier Hotel Victoria ([www.victoria.bestwestern.de](http://www.victoria.bestwestern.de))

--- First emission-free hotel in Germany --‑

Eisenbahnstrasse 54, 79098 Freiburg, Phone: +49-(0)761-20734-0, Fax: +49-(0)761-20734-444

Single room € 104.- double room € 125.-, including breakfast buffet & local trains/busses

* Hotel Barbara Garni ([www.hotel-barbara.de](http://www.hotel-barbara.de))

Poststrasse 4, 79098 Freiburg, Phone: +49-(0)761-296250, Fax: +49-(0)761-26688

Single room € 80.-/86.-, double room € 110.- including breakfast buffet

* Hotel Colombi ([www.colombi.de](http://www.colombi.de))

Am Colombipark, 79098 Freiburg, Phone: +49-(0)761-2106-0, Fax: +49-(0)761-31410

Single room € 159.-/179.-/197.-, double room € 206.- - 264.- plus € 22.- for breakfast buffet p. p.

* Inter City Hotel Freiburg ([www.intercityhotel.de](http://www.intercityhotel.de))

Bismarckallee 3, 79089 Freiburg, Phone: +49-(0)761-3800-888, Fax: +49-(0)761-3800-999 single room € 81.-, double room € 105.-, including breakfast buffet & local trains/busses (booking-ID: NBUNV)

* Hotel Markgräfler Hof ([www.markgraeflerhof.de](http://www.markgraeflerhof.de))

Gerberau 22, 79098 Freiburg, Phone: +49-(0)761-32540, Fax: +49-(0)761-2964949

Single room € 89.- (1-2 nights), € 84.- (3 nights and more),

Double room € 148.- including breakfast buffet

* Mercure Hotel am Münster ([www.mercure.com](http://www.mercure.com))

Auf der Zinnen 1, 79098 Freiburg, Phone: +49-(0)761-3851-0, Fax: +49-(0)761-3851-666

Single room € 99.-, double room € 131.- including breakfast buffet

[for online reservations with our special conditions please use the homepage

[http://businesstravel.accorhotels.com/de/home/index.shtml,](http://businesstravel.accorhotels.com/de/home/index.shtml%2C)

customer ID: SC332619717, contract number: 26331]

* Hotel Minerva Freiburg ([www.minerva-freiburg.de](http://www.minerva-freiburg.de))

Poststrasse 8, 79098 Freiburg, Phone: +49-(0)761-38649-0, Fax: +49-(0)761-38649-44

Single room € 79.-/90.- double room € 115.- to € 125.- , incl. breakfast buffet & local trains/busses

* Novotel Freiburg am Konzerthaus ([www.novotel.com](http://www.novotel.com))

Konrad-Adenauer-Platz 2, 79098 Freiburg, Phone: +49-(0)761-38890, Fax: +49-(0)761-3889-100

Single room € 125.-, double room € 151.- incl. breakfast buffet

[for online reservations with our special conditions please use the homepage

[http://businesstravel.accorhotels.com/de/home/index.shtml,](http://businesstravel.accorhotels.com/de/home/index.shtml%2C)

customer ID: SC332619717, contract number: 26331]

* Park Hotel Post ([www.park-hotel-post.de](http://www.park-hotel-post.de))

Eisenbahnstrasse 35-37, 79098 Freiburg, Phone: +49-(0)761-38548-0, Fax: +49-(0)761-31680

Single room € 99.-, double room € 139.-, including breakfast buffet

[for online reservations with our special conditions please use

the homepage [www.freiburg-hotels.de](http://www.freiburg-hotels.de), booking-ID: »fra199«] or directly via the hotel

* Hotel Rheingold ([www.rheingold-freiburg.de](http://www.rheingold-freiburg.de))

Eisenbahnstrasse 47, 79098 Freiburg, Phone: +49-(0)761-282110, Fax: +49(0)761-2821111

Single room € 99.-, double room € 139.- including breakfast buffet

[for online reservations with our special conditions please use

the homepage [www.rheingold-freiburg.de](http://www.rheingold-freiburg.de), booking-ID: »fra199«] or directly via the hotel

**Pensions and Hotels without Fraunhofer ISE Special Conditions:**

*Near the institute, approx. 800 m to the Fraunhofer ISE:*

* Apart Hotel Freiburg ([www.aparthotel-freiburg.de](http://www.aparthotel-freiburg.de))

Mathildenstrasse 14, 79106 Freiburg, Phone: +49-(0)761-385570, Fax: +49-(0)761-275135

single room € 72.-, double room € 99.-, including breakfast buffet

* Pension Paradies Freiburg ([www.paradies-freiburg.de](http://www.paradies-freiburg.de))

Mathildenstrasse 28, 79106 Freiburg, Phone: +49-(0)761-273700, Fax: +49-(0)761-275038

single room from € 59.-, double room € 80.- for two, breakfast from € 3.‑

*Directly in the city centre/ pedestrian area, approx. 4,5 km to the Fraunhofer ISE:*

* Hotel Pension Kreuzblume ([www.hotel-kreuzblume.de](http://www.hotel-kreuzblume.de))

Konviktstrasse 31, 79098 Freiburg, Phone: +49-(0)761-31194, Fax: +49-(0)761-71209

single room € 85.-, double room € 145.-, including breakfast

* Hotel Schwarzwälder Hof ([www.shof.de](http://www.shof.de))

Herrenstrasse 43, 79098 Freiburg, Phone: +49-(0)761-38030, Fax: +49-(0)761-3803135 Single room € 75.-/85.-, double room € 110.- incl. breakfast and & local trains/busses *Freiburg main station/city centre, approx. 2 km to the Fraunhofer ISE:*

* Stadthotel Kolping ([www.stadthotel-kolping.de](http://www.stadthotel-kolping.de))

Karlstrasse 7, 79104 Freiburg, Phone: +49-(0)761-3193-0, Fax: +49-(0)761-3193-202

single room € 94.-, double room from € 111.‑

**Directions to the Fraunhofer ISE**

[www.ise.fraunhofer.de/en/about-us/directions](http://www.ise.fraunhofer.de/en/about-us/directions)