# 24th Solar Keymark Network meeting

# Final draft agenda (R3)

*2018-02-28, JEN/AB*

Meeting time:

**Tuesday, March 6th, 2017, 13:00 - 19:00**

**Wednesday, March 7th, 2017, 09:00 - 13:00**

Meeting location:

**AENOR**

**Calle de Génova, 6, 28004 Madrid, Spain**

Meeting room: 1.1+1.2

Phone: +34 915 294 900

**Registration deadline 20th February**

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

*please fill in the last page in this document and send to jen@solarkey.dk*

**Link to:** [**On-line registration**](https://goo.gl/forms/O77eQ0Q5z581aSSG3)**\***

**Web & e-voting login - see below agenda NB. Everybody has to login**

**Recommended hotels – see below agenda**

**Related meetings same place:**

* **CEN TC 312 WG 1 “Solar collectors”**
* **IEA SHC Task 57 “Solar Standards and Certification”**
* **Global Solar Certification Network, GSCN**

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

*\*) Registrations for meetings in Solar Keymark Network, GSCN and IEA SHC Task 57 can be done here. Registration for the CEN TC312 WG1 meeting is done with CEN TC 312 secretariat. If this Google link does not work in your country please give fill in registration template on last page*

**Tuesday, March 7th, 13:00**

| Item | Decision/-resolutionrequested | Related to decision | Time (min) | Topic/content/responsible | Related documents /comments/details |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | 10 | **Opening of the meeting /AB**  Short welcome and some practical information  Check preconditions for voting:   * At least 3 industrial representatives ? * >50 % obligatory members (so 19 out of 36) ? |  |
| 2 |  |  | 5 | **Introduction of participants /All**  Excuses from:   * …   Attending via web: |  |
| 3 | x |  | 10 | **Approval of the agenda /All** |  |
| 4 | x |  | 5 | **Comments to the minutes of the 23rd SKN meeting /AB** | [SKN\_N0358R1\_FinalMinutesM23.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0358R1_FinalMinutesM23.pdf) |
| 5 | (x) |  | 10 | **Review of Decision list /JEN** | [N0100R21\_DecisionList](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0100R21_DecisionList.pdf) pdf |
| 6 | x |  | 10 | **Proposals for dates and places of next meeting(s) /AB/JEN**   * 25th meeting: **2018 - October 23rd, 09:00 - 12:00 hrs and October 24th, 09:00 - 12:00 hrs.** Web meeting. * 26th meeting: **2019 - March 5th 13:00 to March 6th 14:00 –** RISE, Gothenburg, Sweden. * 27th meeting: October 2019. Web meeting – decide on dates   *Note: The item “Next meeting” is put first in the agenda, as it is a decision topic.* |  |
| 7 | x | M22.R1  M22.D2 | 20 | **Proposal for resolution: Revised version of Solar Keymark Network Internal Regulations /K. Vehring**  Revised version to be presented by WG: Katharina Vehring (Chair), Andreas Bohren, Pedro Dias, Harald Poscharnig, Harald Drück  NB. Input from Participation Rules WG with regard to new structure of meetings and voting procedures to be included. This WG has the same members | [SKN\_N0102R15\_IntRegulationDraft](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0102R15_IntRegulationDraft.docx) |
| 8 | x | M19.D1 | 10 | **Proposal for Resolution conc. Use of a Hydraulic Designation Code / AB**  *The Hydraulic Designation Code as defined in the document “Definition and Guideline for a Hydraulic Designation Code HDC: {F}-{O}-{CL}-{A:Ø,L}-{C:Ø,L}-{D} for Solar Thermal Collectors” dated 31.12.2017 is included in the Solar Keymark Datasheets for collectors as a mandatory supplementary information, starting from the next revision of the data sheet. The above mentioned document will be listed as Annex to the SK scheme rules.* | [SKN\_N0380R0\_FlowSchemeReport](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0380R0_FlowSchemeReport.docx) |
| 9 | x | M22.D10 | 5 | **Proposal for decision: Funding of Chair of System data sheet WG Maria Carvalho Joao with 500 € / JEN**  *Decision M22.D10: 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. Work done* |  |
| 10 | x | M23.D10 | 15 | **Proposal for decision / SCF steering group for SCF project applications (9th call) / H. Drück**  *Funding of proposals from the 9th SCF call. The proposals recommend by the Solar Certification Fund Steering Group for funding as described in document SKN\_N0381R1 are accepted and the corresponding activities will be funded*. | [SKN\_N0381R1-SCF9-Recommendations.docx](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0381R1-SCF9-Recommendations.docx)  [SKN\_N0387R0\_applications for 9th call.zip](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0387R0_applications%20for%209th%20call.zip) |
| 11 | x |  | 15 | **Proposal for decision conc. the SKN Manager activities from 2019 / AB**  *The SKN elects Dr. Vassiliki Drosou as next Solar Keymark Network Manager.  Recommendation of the SKN Chairman: After many considerations and discussions with persons involved in the Solar Keymark Network I propose Dr. V. Drosou as next Solar Keymark Network Manager. She is*   * *Expert in solar thermal technologies (see CV).* * *Independent (not involved with any company, test lab, certification body)* * *Experienced CEN/TC 312 Secretary* * *Representing the south of Europe*   *CV is attached. I would very much appreciate an early decision to manage efficiently a smooth transition, i.e. to have sufficient time to hand over the work and duties to the new SKN Manager.* | [SKN\_N0386R0\_DrosouCV](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0386R0_DrosouCV.pdf) |
| 12 | x | M21.D12 | 20 | **Proposals for decisions and resolutions from “EK-TSuB – Prüflaboratorien” / H. Drück**  The “Experience Exchange Circle of the German speaking Test Laboratories for Solar Thermal Systems and Components” (EK-TSuB – Prüflaboratorien) have the pleasure to submit you the following proposals for decisions and resolutions as the next Solar Keymark Network meeting.  **Proposal for a decision at the next SKN meeting related to a revision of the CEN KEYMARK Scheme Rules for Solar Thermal Products.**  *The German Experience exchange circle sees the need for a revision of the CEN KEYMARK Scheme Rules for Solar Thermal Products especially with respect to the new revision of EN ISO 9806:2017. The SKN-secretary and the SK-manager should lead this work.*  *Contact Person: Stefan Mehnert and Andreas Bohren*  **Proposal for resolution at the next SKN meeting related to Remote Factory Inspection.**  *Remote factory inspection is one possible method to perform the obligations according to SKN-Scheme Rules. The first choice is always the physically presence of the inspector. Two remote inspections in a row are not allowed. The past inspection has to be performed without major non-conformities. The final applicability of the remote method is under responsibility of the certification body and shall be confirmed. The initial inspection is excluded from the remote inspection method.*  *Contact Person: Ulrich Fritzsche* |  |
| 13 | x |  | 10 | **Proposal for resolution conc.** “**Interpretation and correction file for ISO 9806” / AB**  *When testing solar thermal collectors for Solar Keymark the* ***Interpretation and correction file for ISO 9806:2017*** *managed by the CEN/TC 312/WG1 Convenor shall be considered. The document is available from the SKN webpage\* and* [*https://drive.switch.ch/index.php/s/5lKUIxuhWg4NC9n*](https://drive.switch.ch/index.php/s/5lKUIxuhWg4NC9n)*.*  Background: After the publication of the ISO 9806 some errors or clauses requiring clarification were identified.  Note: The items listed in the document will be included in the next revision of the standard.  \*) Location on SK website to be decided; JEN proposal: <http://www.estif.org/solarkeymarknew/test-labs/european-standards-for-st> | [SKN\_N0383R0\_Interpretation ISO9806](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0383R0_Interpretation%20ISO9806.docx) |
| 14 | (x) |  | 10 | **New Equivalent absorber coatings?**  Report from voting /JEN: The coating voted about was accepted (N0382) and included in the list of coatings N0137). | [SKN\_N0137R13\_EqAbs](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0137R13_EqAbs.pdf)  [SKN\_N0382R0\_D1\_CorrespNewEquivalentCoatingTiNOXrobustAL.msg](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0382R0_D1_CorrespNewEquivalentCoatingTiNOXrobustAL.msg) |
| 15 | (x) |  | 5 | **New Equivalent glazing?** |  |
| 16 | (x) | M21.D1 | 15 | **Update on 10 % Rules WG/ H. Drück & S. Fischer**  *Report from WG that was established to revise the 10% Rule of section 6.3. A SCF project on the subject is on-going.*  *WG members are: Jan Erik Nielsen, Harald Drueck(Chair), Katharina Vehring, Stephan Fischer, Harald Poscharnig, Christian Stadler, Sophie Bocquillon, Pedro Dias, technical expert from ESTIF and Korbinian Kramer.* | Document to come? |
| 17 | (x) |  | 15 | **Revision of data sheets when test lab (or CB) is not active with SK any more? / CB-WG, S. Scholz**  *In fact, it may happen that laboratories that carried out the initial tests a few years ago are now no longer active in the Solar Keymark and/or in solar thermal in general. It may also happen that following formal changes to the certificate that do not require new tests, such as change of company name, modification of the product code, commercial extension (new OBL / OEM), it is necessary to issue a new revision of the datasheet, but it is no longer possible have on it the signature of the laboratory that had carried out the initial tests. In cases like this, the testing laboratory will proceed by inserting its signature on the datasheet also inserting an explanatory note that the "xxxx" laboratory is no longer available. The CB is responsible for the certification and needs finally to approve the new data sheet. The new testing laboratory needs to have the set of technical documents for changing the data sheet.* |  |
| 18 | x |  | 15 | **Proposal for decision: Those test labs marked with “DELETE” in the column “24 Madrid” in document<SKN\_N0379R0\_AttendanceOverview> will be deleted from all our lists. If there are certificates, the manufacturers are informed accordingly. The CBs having these TL under contract shall take action. / AB**  *There are several inactive members (Testlabs and CBs), who are not attending the meetings as required. Attached a list based on the participation list of the last meetings. With a remark on what is required for the Madrid meeting.*  *--*  **Enclosed, please find the recommendation from SKN CB Group concerning this item / CB-WG, S. Scholz**  *Compromise from CB: Perhaps one participant via web and the other one physically is possible. No fee for first absence (only warning e-mail) but form the second one. How can we take into account the real activity at SKN of small obligatory members who are not able to attend the meeting for financial reasons (e.g. being chair of working groups or take over some workload)?* | [SKN\_N0379R0\_AttendanceOverview](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0379R0_AttendanceOverview.docx) |
| 19 | (x) |  | 30 | Report from “Thermodynamic WG” / S. Scholz Background: J R Hernández from AENOR reported (at our last meeting) about the topic of the so-called thermodynamic solar collectors by means of document SKN\_N0351R0. The topic was discussed and Harald Drück proposed to make a resolution clarifying that so-called “thermodynamic collectors” are considered as solar collectors within the scope of EN 12975 and ISO 9806. As there were substantial objections especially from the industry member representatives a decision on this topic was postponed.  Note: 5 out of in total 6 industry member representatives supported the postponement.  It was agreed to establish a working group to clarify the aspect of the so-called “thermodynamic collector” and to present a proposal for a decision at the next SKN meeting.  The “Thermodynamic WG” is consisting of the following persons:  Sören Scholz (Chair), Stephan Fischer, Harald Poscharnig, Pedro Dias, Sophie Bocquillon, Maria del Val Varas Garcia, Harald Drück  The “Thermodynamic WG” elaborated the enclosed “**Recommendation of Working Group “Thermodynamic” Collectors**”.   * *Presentation of the outcome of the WG by the WG leader.* * *Decision to continue (and probably replenish with more people) the WG with the clear mandate to:*  1. *Define “Thermodynamic” systems and collectors* 2. *Make a proposal for a resolution to amend the SK Scheme Rules on how to deal with (or exclude) these “Thermodynamic” systems and collectors as defined in 1.).* | [SKN\_N0393R0\_RecFromWG-Thermodynamic](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0393R0_RecFromWG-Thermodynamic.docx) |
| 20 | x |  | 15 | **Proposal for a resolution with regards to “Handling of complaints” (2.2 in SKN\_N0106R30-SKNSchemeRules). S. Scholz, AB**  Include text below in *italics* in section 2.2.2, STEP 1  **2.2.2 General procedure**  …  **Step 1: Appeal to the Head of CB WG**  If the complainant is not satisfied with the answer of the party in question it may send an appeal to the Head of CB WG. There must be a copy of this appeal sent to the CB that issued the certificate related to the complaint, the Chairman and the Manager of SKN.  *By applying for the license to use the Solar KEYMARK, the applicant agrees to the following regulation: In case of a complaint against a certified product, the responsible certificate holder, testing laboratory, and certification body agree to provide on request all necessary information that is available (e.g. measured data, drawings, photographs, specifications files) to a Complaint Committee (CC) to resolve the complaint. The CC is established by SKN, and its members are obliged to keep the provided information confidential (to be ensured by a Non Disclosure Agreement (NDA) signed by all involved parties).*  The following steps shall take place:  …  **Remark**: The CBs recommend to have a general procedure for complaints in the Internal Regulations Part 3 “Certification” including the nomination of complaint committee members etc. (e.g. by a specific Annex). |  |
| 21 | x |  | 15 | **SKM-Certification on the basis of in-situ measurement data - Next steps and timeline / S. Mehnert**  Proposal for a decision:  *A WG (“In-Situ WG”) is established to prepare procedures and documents required for in-situ Solar*  *KEYMARK testing.*  *The WG is chaired by Stefan Mehnert.*  *Members of the WG are: xxx*  *Tasks of WG:*   * *Define additional rules for „testing at the manufacturers premises“ such as:*   + *Additional Remote Sampling requirements*   + *Capability of TestLabs and accreditation issues*   + *Recognition of TestLabs by CB‘s*   + *Data acquisation and integrity*   + *Application of adopted measurement procedures* * *Presentation of results at the SKN-Meeting, autumn 2018* * *incorporation into the existing rules until SKN-Meeting, spring 2019* * *Vote on up-dated rules* | [SKN\_N0388R0\_InSituCertification.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0388R0_InSituCertification.pdf) |
| 22 | x |  | 5 | **Proposal for decision: Assessment of taxation requirements related to SKN /PD**  Presentation of report on the legal status of SKN Activities in Belgium, in relation to taxation matters.  *Decision M22.Dxx: A small task-force (TF) will be created in order to further assess the legal requirements in Belgium with regard to the SKN activities. The TF shall request legal advice to discuss options and propose options at the next SKN meeting. The TF members are: Pedro Dias (Chair), Andreas Bohren (AB); Harald Drück (HD). For the purpose of this work, the TF is allowed to use up to EUR 10k of SKN reserves. Solar Heat Europe/ESTIF will be allowed to use EUR 3k from SKN funds to cover the costs of the performed study.* |  |
| 23 |  |  | 10 | **Presentation of new online SOLCAL tool /PD/GvA**  An online application using the SOLCAL tool has been developed in the framework of the Labelpack A+ project. |  |
| 24 | x | M21A.D1 | 15 | **ScenoCalc maintenance / P. Ollas**  Attached is a project proposal from RISE to update the current version of ScenoCalc 🡪  *Note: The SKN put aside a reserve of 5.000 € in every annual budget for updating of ScenoCalc (M22.D8)* | [SKN\_N0389R0\_ScenoCalcUpdate2018.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0389R0_ScenoCalcUpdate2018.pdf) |
| 25 |  |  | 10 | **Database and IT infrastructure / G.v.Amerongen**  Create database / IT infrastructure WG |  |
| 26 |  | M21.D5 | 10 | **Report from Air Collectors WG /K. Kramer/ S. Mehnert**  The objective is to share working methods and experience and analyse the need for improvements.  Members: Korbinian (Chair), Andreas Bohren?, Patrick Ollas, Katharina Vehring |  |
| 27 |  |  | 10 | **Report from PVT WG / U. Fritsche**  Members: Uli (chair), … |  |
| 28 |  | M20.D14 | 10 | Relaunch of  **''Inter-Laboratory Comparison on Data Analysis'' /AB**  Report from WG |  |
| 29 |  | M23.D5 | 10 | **Report on transition process for new (2017) version of EN 12976-1 and -2 / U. Fritzsche**  *Decision M23.D5. All factory made thermal solar heating systems according EN 12976-1:2017 shall be tested according to the new EN 12976-2:2017 from 1st of May 2018 onwards. After 1st of November 2018 all SK certificates for factory made thermal solar heating systems (according EN 12976-1) shall be issued according to the new standard EN 12976-1:2017. Existing SK certificates based on previous version of EN 12976-1 and -2 shall remain valid. Specific errata for the ERP-tests shall be elaborated and followed. For the elaboration of the errata until the end of 2017 a working group of the following persons will be established: Ulrich Fritzsche (chair), Gerard van Amerongen, Vinod Sharma* |  |
| 30 |  | M23.D9 | 10 | **Use of SolTherm software for EN 12977-2 system simulations / AB**  Is there an appropriate Validation of the SolTherm available? If yes how to make it available on the SKN page?  *Decision M23.D9: The Solar Keymark Network accepts SolTherm as a preliminary and alternative method for energy yield prediction for the EN 12977 Solar Keymark data sheet, if an appropriate validation of SolTherm for the used system design is available. …* |  |
| 31 | (x) |  | 10 | **METHOD FOR DETERMINATION OF DEGRADATION FOR COLLECTORS WITH A RISK ON DEGRADATION / U. Fritzche**  There is a need for a discussion, how to deal with this proposal and the differing requirements within EN ISO 9806:2017. There might be the need for a working group and we need the commends by the KPM, what amendments are possible under the frame of EN ISO 9806. | [SKN\_N0394R0\_DegradationCollectors\_v10](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0394R0_DegradationCollectors_v10.docx) |
| 32 | (x) |  | 10 | **Information from CEN Keymark Management Organisation/ K. Vehring**   * Any new Keymark products underway ? * Plans for general promotion of Keymark ? |  |
| 33 |  |  | 10 | **Report from CB Working group / S. Scholz**  **…** |  |
| 34 |  |  | 5 | **Update on complaint(s)/AB, K. Vehring**  Any complaints ? |  |
| 35 |  | M21.D13 | 20 | **Update on Action Plan working groups: Strategy WG (AB), AP2 Marketing and Communication WG (PD), AP3 Installers WG (K. Vehring), AP4 New products WG (K. Vehring); AP 6 Legal Requirements (G.v.Amerongen)**  **Report from WG strategy WG /AB**  *Decision M21.D13 – Establishment of a WG to develop the strategy of SK*  *WG to develop the strategy of the Solar Keymark will be established. In order to support the work of the WG an SCF call will be developed with the input of the WG. Members are Andreas Bohren?(chair), Harald Drueck, Gerard Van Amerongen, Jan Erik Nielsen, Ullrich Fritzsche, Katharina Vehring, Pedro Dias, Christian Stadler, Korbinian Kramer and Henry Rosik.*  **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, Andreas Bohren?, Jan Erik Nielsen, Henry Rosik  **Report from WG for Action Plan AP3: Analyze the development of a certification scheme for installers and installations / Katharina Vehring (Chair), o**ther WG members: Gerard Van Amerongen, Peter Kovacs, Jan Erik Nielsen, Andreas Bohren?, 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 Vehring (Chair)**  Other WG members: Andreas Bohren?, 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, Andreas Bohren?, Oscar Mogro, Christian Stadler, and Korbinian Kramer | Documents/presentations from:   * AB? * PD * K. Vehring * K. Vehring? * G. v. Amerongen |
| 36 |  |  | 15 | **Solar Certification Fund Projects – General Status Reports / PD**   * a. … * b. … | * PD? |
| 37 |  |  | 5 | **Update on package label / PD** |  |
| 38 |  |  | 5 | **Update on Global Solar Certification Network / JEN (related to SCF6-9)** |  |
| 39 |  |  | 30 | **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) * V. Drosou (TC 312) * Reports on misuse of Solar Keymark * Status for accreditation certificates on web | [SKN\_N0390R0\_LIAISON164InputEN806fromMJC-SKN).docx](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0390R0_LIAISON164InputEN806fromMJC-SKN).docx)  [SKN\_N0391R0\_LIAISON164ExtractBS5918forCEN312.docx](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0391R0_LIAISON164ExtractBS5918forCEN312.docx)  [SKN\_N0392R0\_LIAISON164AtoQ-SKNandTC312.pdf](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0392R0_LIAISON164AtoQ-SKNandTC312.pdf) |
| 40 |  |  | 10 | **Any other business**  … |  |
| 41 |  |  | 5 | **End of meeting /AB** |  |
| **Meeting ends Wednesday, March 8th, 13:00** | | | | | |

Meeting duration: 1st day: 13:00 – 19:00 = 6:00; two coffee break 0:30 🡪 effective meeting time 5:00 hours; 2nd day: 09:00 – 13:00 = 4:00; two coffee breaks á 0:30 🡪 effective meeting time 3:00 hours. 5:00 + 3:00 hours = 8:00 hours = 480 minutes (sum so far is 480 minutes)

AB: Andreas Bohren, SPF, Chairman Solar Keymark Network, [Andreas.Bohren@spf.ch](mailto:Andreas.Bohren@spf.ch)

JEN: Jan Erik Nielsen, Solarkey Int., Manager of Solar Keymark Network, [jen@solarkey.dk](mailto:jen@solarkey.dk)

PD: Pedro Dias, ESTIF Secretary General, Administrative Secretary of Solar Keymark Network, [pedro.dias@estif.org](mailto:pedro.dias@estif.org)

Potential subjects for next meeting:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting plan | Madrid, March 2018 | | |
| MEETING | Tuesday 6th March | | | Wednesday 7th March | | | Thursday 8th March | Estimated no. people | Meeting room |
|  | 9 - 12 | 12 - 13 | 13 - 19 | 9 - 13 | 13 - 14 | 14 - 18 | 9 – 17 lunch (13-14) |  |  |
| CEN 312 WG1 | WG1 meeting |  |  |  |  |  |  |  |  |
| Solar Keymark Network |  | Lunch | SKN | SKN |  |  |  | 40 | 1.1 + 1.2 |
| GSCN |  |  |  |  | Lunch | GSCN Plenary |  | 30 | 1.1 + 1.2 |
| IEA SHC Task 57 |  |  |  |  |  |  | Task 57 Expert meeting  Subtask A, B, C | 20 | 1.1 |

**Login for VOTING and WEB meeting**

Registering to the online event is necessary by clicking on the following link:

<https://attendee.gotowebinar.com/register/8300209268754407682>

**Please use this link to access guide and registration for voting tool:** [**SKN\_N0384R0\_How to join SKN online meeting and use the voting tool**](http://www.estif.org/solarkeymark/Links/Internal_links/network/sknwebdoclist/SKN_N0384R0_How%20to%20join%20SKN%20online%20meeting%20and%20use%20the%20voting%20tool.pdf)

**Recommended Hotels**

**A) Hotel Relais Châteaux Orfila** \*\*\*\*\*, ***www.hotelorfila.com***

Calle de Orfila, 6, 28010 Madrid - 917 027 770

**B) Hotel Gran Versalles** \*\*\*\*, ***www.hotelgranversalles.es***

Calle de Covarrubias, 4, 28010 Madrid - 914 475 700

**C) Petit Palace Santa Barbara** \*\*\*\*, ***www.petitpalacesantabarbara.com***

Plaza de Sta. Barbara, 10, 28004 Madrid

**D) Hotel NH MADRID ALONSO MARTÍNEZ** \*\*\*\*, ***www. nh-hoteles.es***

Calle de Sta Engracia, 5, 28010 Madrid - 915 94 02 13

**E) Hotel INNSIDE MADRID \*\*\*\*, *www. melia.com***

Plaza Alonso Martínez, 3, 28004 Madrid - 912 76 47 47

Registration for:

Solar Meetings, March 2018, AENOR, Madrid, Spain

Online registration for one or more of the solar meetings at AENOR, March 6 - March 8

- Solar Keymark Network meeting

- Global Solar Certification Network meeting

- IEA SHC Task 57 expert meeting

\*Obligatory

\*1. First name:

\*2. Last Name:

\*3. Company/organization:

\*4. Type of organization:

*Check only one of the following (put X in front):*

Industry/manufacturer

Certification body

Test lab

Inspector / Inspection body

Guest/observer

Other

5. Name of nominating organization:

*Only relevant for industry representatives participating in the Solar Keymark Network meeting. Participants from industry shall have nomination from a national industry association in order to atend in the Solar Keymark Network meeting.*

\*6. Country:

\*7. e-mail:

8. Mobile number:

9. Name of hotel:

\*10. I will attend

*The CEN TC312 WG1 meeting is open for members of CEN TC312 WG1. The Solar Keymark Network meeting is open for network members and invited observers. Please e-mail Chairman Andreas Bohren (Andreas.Bohren@spf.ch) to apply for such invitation. Global Solar Certification Network (GSCN) plenary meeting is open for members and observers. IEA SHC Task 57 meeting is open for task participants and observers.*

*Check all the activities you want to participate in (put X in front):*

Lunch before Solar Keymark Network meeting, Tuesday March 6th, 12:00 - 13:00

Solar Keymark Network meeting, Tuesday March 6th, 13:00 - 19:00

Optional common dinner (self paid), Tuesday March 6th, 20:00

Solar Keymark Network meeting, Wednesday, March 7th, 09:00 - 13:00

Lunch before GSCN plenary meeting (self paid), Wednesday March 7th, 13:00 -14:00

GSCN Plenary meeting Wednesday, March 7th, 14:00 - 18:00

Optional common dinner (self paid), Wednesday March 7th, 20:00

IEA SHC Task 57 meeting, Thursday March 8th, 09:00 - 17:00

Lunch at IEA SHC Task 57 meeting (self paid), Thursday March 8th, 13:00 -14:00

Optional common dinner (self paid), Thursday March 8th, 19:00