



**The Solar Keymark**  
CEN Keymark Scheme

THE Quality Label for Solar Thermal Products in Europe



# Solar Certification Fund

## *Project management procedures*

### INTRODUCTION

This document is intended to give an overview of the requirements to be met under the terms of SCF projects. It covers:

1. Agreement
2. Project summary
3. Payment method
4. Payment request and invoice
5. Reporting
6. End of the project
7. Discussion Board

### 1. Agreement

- Contractors are requested to complete the template SCF agreement: [SCF-N0006](#)
- After confirmation that this has been correctly completed and agreed by both parties, contractors are requested to sign two originals and return both to ESTIF.

Notes:

- a) *The agreement should refer to and accept the SKN's decision, including comments made about the specific project (if any).*
- b) *The agreement is made between ESTIF and the project coordinator. The project coordinator is responsible for dealing with the other project partners.*

### 2. Project Summary

- Contractors are requested to complete the template summarising the information contained in the original proposal, including contacts, main objectives, deliverables and project timeline. This shall be done using template [SCF-N0010](#).

- This document will be made available to SKN members, to give a brief overview of the project. Hence, this should be kept to one page (as the template) but could run over two if necessary.

### 3. Payment method:

#### Advance of 30% of the total amount: - Payment request:

- To be requested at the beginning of the project, after signature of the agreement.
- It represents an advance on the work to be carried out; therefore, a "Payment Request" should be submitted (NOT an invoice).
- Payment will be made within two weeks from receipt of payment request.

#### Balance payment (up to 70% of the total amount) - Invoice:

- Will be made within two weeks from receipt of invoice
- The invoice will only be issued after the approval of the report and deliverables by the SCF Steering Group.
- Invoice must cover the total amount agreed for the project

### 4. Payment request and invoice:

With regard to the Advance, a **payment request** must be sent to ESTIF. This payment request will represent 30% of the total agreed amount.

The **invoice** (to be sent at the end of the project) must include all the appropriate legal data in accordance with EU VAT regulations.

The approved amount for the project does not include VAT. If VAT is claimed (for instance, if the contractor is based in Belgium), then it must be calculated on the total amount agreed for the project.

Payment request and final invoice must include the following information:

- Contractor data:
  - Legal information (legal name, legal address, VAT number)
  - Contact person (phone, e-mail)
- Project data:
  - Project reference (acronym);
  - Project code (comprising SCF call and project internal SCF number)
  - Total amount agreed for the project
- Contractor's account data:
  - Account Number
  - IBAN code
  - SWIFT code
  - Name and address of account holder (if different from partner)
  - Bank details, such as name and branch address (street and No)

## 5. Reporting:

Contractors are requested to report at least **before** each SKN meeting (biannual) and at the end of the project. If necessary, other quarterly reports may be requested.

Reporting should be done by using the template for “SCF Reporting”: [SCF-N0008](#).

With each report, the contractors should also submit the finalized deliverables. These should be uploaded on the “Project Forum” corresponding to the project.

*Notes:*

- *The report should be saved using the following name structure (replace underlined items):*
- *SCF-[acronym](#)-status-[year](#)-[month](#)*
- *Reports and deliverables will be available (for download) to the SKN members.*
- *Presentations at SKN meetings (twice a year) may be requested.*

## 6. End of the project:

When the project is concluded, the contractors must submit to the SCF Secretariat the final report, using the template “SCF reporting” ([SCF-N0008](#)), together with the deliverables and any other relevant document. The SCF Secretariat will then circulate to the SCF Steering Group for comments and approval.

After approval, ESTIF will inform the contractor accordingly. If there are requests for clarification, contractors must answer/comment before a final approval can be given. After final approval, ESTIF will request the final invoice from the contractor.

## 7. Discussion Board

This document and the templates referred to are available to download from the SCF restricted area ([QAIST Discussion Board](#)> [Solar Certification Fund](#)> [SCF Projects - Procedures](#)) of the SKN website. All contractors will have access to this restricted area.

Each project will have its own section (“project forum”) under the area dedicated to each SCF call ([QAIST Discussion Board](#)> [Solar Certification Fund](#)> [SCF Projects - Reporting](#)). The “project forum” will be accessible to the members of the SKN and other contractors. With the access provided, each contractor will be able to upload the documents relating to the project (reports, deliverables or other) on the relevant forum.