*Final draft agenda for the Global Solar Certification Network meeting*

Meeting time:

**Monday, March 6th, 2017, 16:00 - 18:00**

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

Meeting location:

**Fraunhofer-Institut für Solare Energiesysteme ISE**

**Heidenhofstrasse 2, 79110 Freiburg, Germany**

**Room A 108, Main Entrance**

Phone +49 (0) 7 61/ 45 88-51 39

*Web participation login - see just after agenda below*

**Directions to the Fraunhofer ISE**

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

**Related meetings same place:**

* **IEA SHC Task 57 ”Solar Standards and Certification”**
* **Solar Keymark Network meeting**

**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 the last pages**

*Web conference login - to come*

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| --- |
| Global Solar Certification Network, March 6th, 16:00 – 18:00 + March 7th , 09:00 – 13:00 |
| Item  | Decision/-resolution requested | Topic/content/responsible | Related documents / comments / details |
| 1 |  | March 6th, 16:00 - 18:00Session common with IEA SHC Task 57 subtask A… See agenda for IEA SHC Task 57 subtask A | See [Task 57 Agenda](http://www.gsc-nw.org/documents/T57Agenda-2017-03-Freiburg-03.docx) |
| 2 |  | March 7th 09:00 – 13:00Short welcome and roll call of participants / HD Approval of agenda |  |
| 3 |  | Minutes of last meeting / JE  | [N0051.R2](http://www.gsc-nw.org/documents/GSC_N0051.R2.docx) |
| 4 |  | Status on members of GSCNList of observers / informal membersFormal membersVoting/election rights as proposed by the board:* To vote – you shall have applied for membership (at latest at the meeting)
* To candidate for a board position – you shall have applied for membership (before the meeting)
 | <http://gscn.solar/members/list%20of%20members.html>  |
| 5 | x | GSCN Working Rules / LNPresentation of main part of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0001.R24](http://www.solarkey.dk/gsc/documents/GSC_N0001.R24.docx) |
| 7 | x | GSCN Working Rules Annex A: Requirements for certification bodies, inspection bodies / inspectors and test labs/ JENPresentation of Annex A of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0001A.R6](http://www.solarkey.dk/gsc/documents/GSC_N0001A.R6.docx)  |
| 8 | x | GSCN Working Rules Annex B1: Collector data sheet template / JEPresentation of Annex B1 of working ruleProposals for resolutions? | [N0001B1.R6](http://www.solarkey.dk/gsc/documents/GSC_N0001B1.R6.xlsx) |
| 9 | x | GSCN Working Rules Annex B2: Inspection report template / J. Fernandez / S. FischerPresentation of Annex B2 of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0001B2.R5](http://www.solarkey.dk/gsc/documents/GSC_N0001B2.R5.docx) |
| 10 | x | GSCN Working Rules Annex C1: Requirements for factory production control / J. Fernandez / S. FischerPresentation of Annex C1 of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0001C1.R5](http://www.solarkey.dk/gsc/documents/GSC_N0001C1.R5.docx) |
| 11 | x | GSCN EconomyPresentation of draft budget proposal – discussion – revision - approvalProposal for decision: The agreed budget for 2017 is approvedGSCN Working Rules Annex D: Fees/ JENPresentation of Annex D of working rulesDiscussion of ideas for improvementsProposals for resolutions?GSCN Working Rules Annex F: GSCN Finance PolicyPresentation of Annex F of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0057.R2](http://www.solarkey.dk/gsc/documents/GSC_N0057.R2.xlsx)[N0001D.R0](http://www.solarkey.dk/gsc/documents/GSC_N0001D.R0.docx)[N0001F.R0](http://www.solarkey.dk/gsc/documents/GSC_N0001F.R0.docx) |
| 12 | x | GSCN Working Rules Annex E: Template for signing up for the Global Solar Certification Network / JENPresentation of Annex E of working rulesDiscussion of ideas for improvementsProposals for resolutions? | [N0001E.R1](http://www.solarkey.dk/gsc/documents/GSC_N0001E.R1.docx) |
| 13 |  | Presentation of web site / JE | <http://www.gscn.solar> |
| 14 | x | Confirmation of existing board members and election of board members for vacant seats:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Continent | Africa | Asia | Europe | North America | Oceania | South America |
| Manufacturer |   | Xiaowen Zhou  | Harald Poscharnig  |   | Jeremy Osborne  |   |
|   | Qingtai Jiao |   |   |   |   |
| Certification body | Hagos Tesfay? | Xiaochao Tong  | Sören Scholz  | Les Nelson  |   |   |
|   | Lin Jiali  | Jaime Fernandez  | Eileen Prado  |   |   |
| Test lab |   | He Tao  | **Harald Drück**  |  |   |   |
|   | James Huang  | Korbinian Kramer  |   |  |  |

Candidates are:… |  |
| 15 | x | Establish formally the Global Solar Certification Network as a non-profit international association based on the working rules described in the document GSC\_N0001.R25 dated 07/03/2017 and the annexes A - F.Discussion / decision ? |  |
| 16 |  | Tasks for the GSCN Quality Assurance Committee (QAC) / JH/EP/SF | Presentation |
| 17 | x | Confirmation of existing QAC members and election of QAC members for vacant seats:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Continent | Africa | Asia | Europe | North America | Oceania | South America |
| Certification body |   |   | Jaime Fernandez | Shawn Martin |   |   |
|   |   | Sören Scholz |   |   |   |
| Test lab |   | Zheng Ruicheng | Carsten Lampe |   |   |   |
|   | He Zinian | Stephan Fischer |   |   |   |
|   |   | Stefan Mehnert |   |   |   |

Chair: Shawn Martin |  |
| 18 |  | Promotion of GSCN / HD* …
 | Presentation/documents to come |
| 19 |  | Meeting calendar update* Task 57 Expert meetings:
	+ 6th March 2017, Freiburg
	+ 27,28,29 October or 3,4,5 November Abu Dhabi
* 30 Oct – 2 Dec: ISES / SHC conference, Abu Dhabi
* 17 - 18 Oct: SKN, Cyprus
* 29 Nov - 1 Dec.: IEA SHC ExCo, Melbourne
* 4 – 6 Dec: Asian Pacific Solar Conf., Melbourne
* 7 – 8 Dec: ISO TC 180, Melbourne

**Next GSCN / Task 57 meeting in Abu Dhabi or Melbourne ?** |  |
| 20 |  | Misc. |  |
| 21 |  | 13:00 End of meeting |  |

**Login info for web attendees:**

GSCN meeting

Tue, Mar 7, 2017 9:00 AM - 1:00 PM CET

<https://global.gotowebinar.com/join/1349804835786846211/622297005>

Webinar ID: 915-264-291

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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 |   |   |   |   | 25 |  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* |

**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.‑