**Short report of GSCN Plenary meeting, version of 5th April 2018**

Meeting time:

**Wednesday, March 7th, 2018, 14:00 - 18:00**

Meeting location:

**AENOR**

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

Meeting room: 1.1+1.2

Phone: +34 915 294 900

**Web conference login - see below agenda**

**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**

**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)**\***

*\*) 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 fill in registration template on last page*

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| --- | --- | --- | --- |
| Global Solar Certification Network, March 7th, 14:00 – 18:00 | | | |
| Item | Decision/-resolution requested | Topic/content/responsible | Related documents / comments / details |
| 1 |  | Short welcome and roll call of participants / HD  Approval of agenda  *Agenda approved* |  |
| 2 |  | Minutes of last meeting / JE  Minutes of last board meeting  *No comments* | [N0061.R0--meeting report](http://www.solarkey.dk/gsc/documents/GSC_N0061.R0-meeting%20report.docx)  [N0066.R0-Report from Board meeting](http://www.solarkey.dk/gsc/documents/GSC_N0066.R0-Report%20from%20Board%20meeting.docx) |
| 3 |  | Status on members of GSCN  List of observers / informal members  Formal members  Voting/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)   *Agreed* | <http://gscn.solar/members/list%20of%20members.html> |
| 4 | x | Election of board members.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Continent | Africa & MENA region | Asia | Europe | North America | Oceania | South America | | Manufacturer |  | **Xiaowen Zhou** | **Harald Poscharnig** |  | Jeremy Osborne |  | |  | Qingtai Jiao ? |  |  |  |  | | Certification body |  | **Xiaochao Tong?** | Sören Scholz ? | **Les Nelson** |  |  | |  | **Lin Jiali ?** |  | **Shawn Martin** |  |  | | Test lab |  | **He Tao** | **Harald Drück** |  |  |  | |  | James Huang | **Korbinian Kramer** |  |  |  |   *Persons in bold are re-elected check with the person with ? Sören Scholz have indicated that DIN CERTCO will apply for GSCN membership*  *Chair:* ***Harald Drück – re-elected*** |  |
| 5 | x | Election of QAC members. Existing QAC memberss:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Continent | Africa & MENA | Asia | Europe | North America | Oceania | South America | | Certification body |  |  |  | **Shawn Martin** |  |  | |  |  | Sören Scholz ? |  |  |  | | Test lab |  | **Zheng Ruicheng** | **Carsten Lampe** |  |  |  | |  | He Zinian ? | **Stephan Fischer** |  |  |  | |  |  | **Stefan Mehnert** |  |  |  |   *Persons in bold are re-elected - check with the person with ?: Sören Scholz have indicated that DIN CERTCO will apply for GSCN membership*  *Chair:* ***Shawn Martin re-elected*** |  |
| 6 | x | Appointing/electing new manager from 2019  Process for appointing/electing new manager to be agreed..  Candidates :  *Shawn Martin ? – answer by the end of the month*  *Vassiliki Drosou ? – to be asked*  *Response from Shawn Martin after the meeting: Yes, he is willing to take over task as GSCN Manager from next year. If Shawn is appointed as new manager, a new QAC chair has to be elected*  *Response from Vassiliki Drosou after the meeting: No, she is not a candidate for GSCN Manager from next year* |  |
| 7 | x | GSCN Working Rules (main part)  Proposals for revisions / Proposals for resolutions:   * Delete requirement for test lab to have recognition from two CBs   *Agreed to delete this requirement for test labs in the main part of the working rules …🡪 new version with tracked changes* | [N0001.R27](http://www.solarkey.dk/gsc/documents/GSC_N0001.R27-tc.docx) |
| 8 | x | GSCN Working Rules Annexes A: Requirements for certification bodies, inspection bodies / inspectors and test labs/ JEN  Proposals for revisions / Proposals for resolutions:   * Delete requirement for test lab to have recognition from two CBs   *Agreed to delete this requirement for test labs in Annex A of working rules ……🡪 new version with tracked changes* | [N0001A.R](http://www.solarkey.dk/gsc/documents/GSC_N0001A.R8-tc.docx)8 |
| 9 | x | GSCN Working Rules Annex B1: Collector data sheet template / JE  Proposals for revisions / Proposals for resolutions?  *No proposals* | [N0001B1.R7](http://www.solarkey.dk/gsc/documents/GSC_N0001B1.R7.xlsx) |
| 10 | x | GSCN Working Rules Annex B2: Inspection report template / J. Fernandez / S. Fischer  Proposals for revisions / Proposals for resolutions?  *No proposals* | [N0001B2.R5](http://www.solarkey.dk/gsc/documents/GSC_N0001B2.R5.docx) |
| 11 | x | GSCN Working Rules Annex C1: Requirements for factory production control / J. Fernandez / S. Fischer  Proposals for revisions / Proposals for resolutions? | [N0001C1.R5](http://www.solarkey.dk/gsc/documents/GSC_N0001C1.R5.docx) |
| 12 | x | GSCN Economy  Presentation of economy status - approval  Proposal for decision: The agreed economy status for 2017 is approved  *Approved*  Presentation of draft budget proposal – discussion – revision - approval  Proposal for decision: The agreed budget for 2018 is approved  *Approved – but new proposal to be presented for board – call for board meeting*  GSCN Working Rules Annex D: Fees/ JEN  Presentation of Annex D of working rules  Proposals for resolutions?  *No proposals, approved as it is*  GSCN Working Rules Annex F: GSCN Finance Policy  Presentation of Annex F of working rules  Proposals for resolutions?  *No proposals, approved as it is* | [GSC\_N0065.R1\_EconomyStatus-18-03-01.xlsx](http://www.solarkey.dk/gsc/documents/GSC_N0065.R1_EconomyStatus-18-03-01.xlsx)  [GSC\_N0057.R5\_budget\_proposal\_2018.xlsx](http://www.solarkey.dk/gsc/documents/GSC_N0057.R5_budget_proposal_2018.xlsx)  [N0001D.R1](http://www.solarkey.dk/gsc/documents/GSC_N0001D.R1.docx)  [GSC\_N0001F.R3-FinancePolicy.docx](http://www.solarkey.dk/gsc/documents/GSC_N0001F.R3-FinancePolicy.docx) |
| 13 | x | GSCN Working Rules Annex E: Template for signing up for the Global Solar Certification Network / JEN  Presentation of Annex E of working rules  Discussion of ideas for improvements  Proposals for resolutions?  *Agreed to change “passive member” to “supporting member”* | [N0001E.R2](http://www.solarkey.dk/gsc/documents/GSC_N0001E.R2.docx) |
| 14 | x | New annex: Confirmation of Membership  *Approved* | [GSC\_N0064.R2\_MemberConfirmation.docx](http://www.solarkey.dk/gsc/documents/GSC_N0064.R2_MemberConfirmation.docx) |
| 15 |  | Status of web site / JE | <http://www.gscn.solar> |
| 16 | x | Proposal. 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 ?  *Agreed not to do – for the time being.* |  |
| 17 |  | Tasks for the GSCN Quality Assurance Committee (QAC) / SM  *Short report from Shawn – the QAC is working quite well* |  |
| 18 |  | **Promotion of GSCN / HD**  Co-operation with Bärbel Epp  The Bärbel Epp proposal for “GSCN promotion” is given here:  *The promotion activities I suggested in Abu Dhabi are listed in the following:*   * *Solrico drafts an introduction letter for collector manufacturers based on the attached news, but more personal (the text will be approved by both of you).* * *Solrico sends the letter out to the around 550 collector manufacturers of the solrico database (built up from the world map of collector manufacturers over the years)* * *Solrico gathers the answers from this mailing (will be probably only a few direct answers)* * *Solrico selects the 30 largest and/or globally active collector manufacturer (list will be approved by both of you) and contact them by phone to follow up after the mailing and to find out about their interest in becoming GSCN member (carried out by solrico).* * *Solrico delivers a table with a summary of the calls and the contact information for all interested companies* * *Interested companies will then be contacted by one of you.*   *The scope covers two working days à 850 EUR equalling to 1,700 EUR.*  To be financed 50 % from GSCN account (50 % co-financing offered by Harald Drück)  *Approved – to be initiated by HD* |  |
| 19 |  | **Solergy Label / JEN**   * Presentation * Discussion – could be connected to GSCN?   *Conclusions from discussion: It is Interesting for the GSCN – could be included as informative annex (maybe in a modified way) – check with restrictions/rights (DIN CERTCO)*  *Specific proposal to made for next meeting / Stefan Abrecht & New Manager* | [GSC\_N0067.R0-SOLERGY-presentation](http://www.solarkey.dk/gsc/documents/GSC_N0067.R0-SOLERGY-presentation.pdf) |
| 20 |  | Meetings 2018 - 19/JEN   * GSCN meeting: March  7th 14:00 – 18:00 (now) * IEA SHC Task 57: March  8th  9:00  – 18:00 * ExCo meeting: June  19th – June 21st / Gothenburg, Sweden * IEA SHC Task 57: Monday 10th September, Switzerland (SPF) * [Eurosun Conference](http://www.eurosun2018.org/home.html): 11-12th September, Switzerland (SPF) * ISO TC 180: 12-13th September, Switzerland (SPF) * ExCo meeting: 13th – 15th November / Portugal * **Next GSCN meeting: Wednesday 6th March 14 – 19, 2019, Stockholm, Sweden (after SKN meeting) – confirmed with Swedish host RISE** |  |
| 21 |  | Misc.  *No issues* |  |
|  |  | 18:00 End of meeting |  |
|  |  | Optional common dinner |  |