



**International Energy Agency
Solar Heating & Cooling Programme**

TASK 24 SOLAR PROCUREMENT

EXPERTS MEETING

**Namur, Belgium
15 – 16 October 2002**

MINUTES OF MEETING

**Hans Westling
Promandat AB
Operating Agent**

International Energy Agency
Solar Heating & Cooling Programme

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Hans Westling
30 October 2002

**MINUTES OF TASK 24 "SOLAR PROCUREMENT" EXPERTS MEETING,
15 – 16 OCTOBER 2002, IN NAMUR, BELGIUM**

Participants:

Belgium	Luc de Gheselle, 3E n.v. Oona Negro, Walloon Regional Government, part of the meeting
Canada	Michael Noble, EnerWorks
Denmark	Klaus Ellehauge, Ellehauge Consulting Firm Lotte Gramkow, Esbensen Consultants A/S
The Netherlands	Peter Out, Ecofys Research and Consultancy
Switzerland	Marcus Portmann, BMP Sanitär und Energie Christian Völlmin, SSES, Swiss Solar Energy Society
Sweden	Hans Isaksson, K-Konsult Stockholm
Operating Agent	Hans Westling, Promandat AB

1. INTRODUCTION AND PRESENTATION OF PERSONS PRESENT

Hans Westling opened the meeting and welcomed all the participants to the Experts Meeting for Task 24 "Solar Procurement", which was held at "Les Tanneur de Namur".

Luc De Gheselle welcomed all the Experts to Belgium and to Namur in the Walloon Region. All the Experts introduced themselves and their respective backgrounds, as did the representative for the Walloon Regional Government, Ms Oona Negro.

2. APPROVAL OF AGENDA

A preliminary Agenda was sent out at the end of August, and a later updated version distributed on 13 September 2002, Appendix 1. Luc De Gheselle informed about the interest in the different alternatives for visits and study tours. Most of the Experts wanted to visit the absorber and collector manufacturer European Solar Engineering SA, where information will also be given about a project with residential houses in which they are actually involved, the Rochefort Utility Solar Lease. With this clarification the preliminary Agenda was approved.

3. INTRODUCTION OF THE SOLTHERM WALLONIA PROGRAMME

Ms. Oona Negro, responsible within the Ministry of Energy and Transport of the Walloon Government presented their *Soltherm Programme*. Copies of the presentation are enclosed in Appendix 2:1. The programme is mainly for households and also, to some extent, tertiary buildings such as hospitals, hotels and sports centres. In the programme is also included an ambitious programme for education of installers. The goal is to increase the demand for solar hot water systems for households. The programme is planned as a ten-year-effort and involves

some subsidies on the regional level but also from the provinces within the region, communities, and from some utilities. It includes a number of activities, demonstration of the projects, etc. to raise the public awareness. A quality agreement is also included in order to reinforce the consumers' confidence and to facilitate collaboration between suppliers and installers. Furthermore, some work has been done to reduce the barriers. Building permits for example are no longer required for collectors less than 10 m² and with a thickness of maximum of 0.3 m, included in the roof and with a rectangular shape. As a result of the campaign about 2,400 m² of collector area has been reached so far.

In the future, different promotion actions and communication tools will be used, such as logo, website, information material, local exhibitions, etc. and a "héliomobile" unit for easy moving of a mini exhibition to different places. To facilitate the tender work proposed standardized forms has been drawn up in co-operation with suppliers. Fourteen suppliers have already signed quality agreements.

Some material was handed out at the meeting. Copies of the brochure "Le Plan Wallon pour maîtriser l'énergie" are attached as [Appendix 2:2](#) and extracts from the book Project "Plan pour la maîtrise durable de l'énergie" as [Appendix 2:3](#).

4. PARTICIPATION PLANS

4.1 Denmark

As was informed at the SHC Executive Committee Meeting in June, and as a result of the special letter written by the Chairman of the Executive Committee and Hans Westling, Denmark has decided to stick to the original agreement, and has also allocated sufficient financial support.

Klaus Ellehauge informed that he can carry on work in Task 24 until the middle of 2003 through his own firm, and Esbensen Consultants can also participate.

4.2 Sweden

Hans Westling informed that he has sent in an application to the Swedish Formas Research Council for funding of the obligations as Operating Agent until the end of the originally planned Task, including a follow-up with a Final Management Report within three to six months after the official end of Task 24. In the application, Hans Westling has also included a follow-up of six extra months. No answer has yet been received from Formas. However, it is expected to come by the end of this year. It is also expected that Sweden can participate with an Expert at the planned Experts Meeting in March 2003.

4.3 The Netherlands

Peter Out mentioned that they have full work for this year. However, it is unclear whether it will be possible for them to take part in an extension of the Task, if any. However, they have already ongoing projects, which can fully represent the task-sharing efforts for The Netherlands, also for an extension. This does however not include participation in additional Experts Meetings after the originally planned end of the Task, 31 March 2003.

4.4 Participation in a possible extension of the Task by six months

In connection with the SHC Executive Committee Meeting in Lisbon in June, it was indicated that *Belgium* (having recently joined the Task), *Canada* and *Switzerland* would be in favour of an extension. It would then depend on the Swedish decision about the funding of the Operating Agent.

No further information has been received from *France*, and now, when the Task is ending, no efforts will be made to include more countries. However, France participates together with other European countries in the Soltherm European Initiative, where the results from Task 24 will be of value.

Addition: At the *Executive Committee Meeting in Brussels 18-20 November*, Sweden informed that Sweden would fund the Operating Agent work if other countries decided to continue, but that Sweden would not initiate any own new work with procurement. The *Executive Committee decided not to prolong the Task with six months* as proposed since The Netherlands has no funding for the work as Subtask Leader for Subtask A, since Denmark cannot continue after 1 July 2003 and since Switzerland is involved only in Subtask B in reality.

5. GENERAL INFORMATION ACTIVITIES FOR TASK 24

Hans Westling invited everybody to submit abstracts for papers to the *ISES Conference in Gothenburg, 14-20 June 2003*. Jan-Erik Dahlenbäck has sent invitations for abstracts, and it would be a good thing to submit abstracts informing about the findings from Task 24. All the Task 24 Experts would have the possibility of holding presentations of papers on the activities in their countries.

Hans Westling plans to send in an abstract, which could be based on a future Final Management Report of the project.

6. MINUTES OF THE EXPERTS MEETING, 21-22 MARCH 2002, IN COPENHAGEN, DENMARK

6.1 Clarification

The Minutes had been distributed to all Experts after the meeting. Peter Out wanted a clarification regarding part 7.3 about The Netherlands (page 7) and Soltherm Europe. It should be pointed out that the goal mentioned here of 100 million m² by the year 2010 is for the whole European Union, and the correct number here should be 15 million m² by the year 2005 for the Soltherm Europe Initiative.

With this clarification the Minutes of the Meeting were approved.

7. EXCO MEETING IN LISBON, PORTUGAL, JUNE 2002

7.1 Minutes of the ExCo Meeting

Extracts about Task 24 from the Minutes of the ExCo Meeting had been enclosed in the Documentation for this Task 24 Experts meeting, and the Minutes had been distributed shortly before this meeting. It should be understood that the prolongation of Task 24 with six months was approved on condition that Sweden obtains the funding for the Operating Agent for this full period.

7.2 Extra figures for the number of systems installed and development of cost and price

Preliminary figures indicate that Task 24 has created a direct impact of between 13,000 and 18,000 systems, which should be compared with the goal for Task 24 of about 10,000 (see the tables and copies of the slide presentation, i.e. document No. 6 in the Documentation for the meeting).

The price of the installation is expected to be about 1,800 – 2,500 € in the estimation for three EU countries, which should be compared with earlier investments ranging from 3,500 to 7,000 € in total. A careful estimation by the Experts indicates a total price-reduction of between 20 – 50 per cent. There are, however, different details, which are of large interest for these comparisons, such as different collector areas, tank volume, and performance etc. Further analysis would be very important.

7.3 Supplier contacts

Peter Out had earlier been officially nominated as contact person vis-à-vis *ASTIG*, and he has had follow-up contacts. Still, he had the impression that the *ASTIG* members do not like Task 24 in detail, but they like very much what is happening on the solar market, for example the increase in demand and also the raised awareness of quality systems.

It is expected to be more of integration between the organisations *ASTIG* and *ESIF* by the end of this year when they merge in December into the *European Solar Thermal Industry Federation*.

A contact with the Supplier Organisation in *Denmark* is planned. Information was given that there had been a number of presentations for their organisation.

In *Switzerland*, there are two manufacturer organisations, one for German-speaking Cantons and another for French-speaking.

In *Belgium*, there will be a merger of the organisations for manufacturers and the one for importers.

Some of the “losers” in the *Swedish* small solar systems competition have made some efforts to give a bad impression about solar in a few local newspapers.

8. SOLTHERM MARKET ANALYSIS

Frank Zegers made a presentation in Lisbon in September. Peter Out and Luc De Gheselle gave a brief summary of the Soltherm Europe Market Analysis Round, see [Appendix 3](#).

A spreadsheet with an overview of two pages has been developed and will be distributed. Contacts with housing organisations will be initiated.

9. SUBTASK A “PROCUREMENT AND MARKETING” – SECOND ROUND WORKPLAN AND NATIONAL ACTIVITIES

9.1 Workplan for the Second Round of Task 24

Peter Out made a short summary presentation of the ongoing work in the Task 24 Second Round, which included tools developed, procurements and integration of new countries, see [Appendix 4](#). After that followed presentations of the national activities.

9.2 Switzerland

Supported by Markus Portmann, Christian Völlmin made a presentation about the different ongoing projects in Switzerland, see [Appendix 5](#).

Information was given about the ongoing *Solar Roof activity in Lucerne* and the recently started project in Baselland, “*Solares Duschen*” (Solar Showers), see [Appendix 6](#). It started in Basel in August and will end in October 2002. It is an information project from the Basel District Government with free consultancy for 200 participants. Interested solar buyers will get a voucher for a consultation with one of the trained installers with special knowledge. Installers have been informed and instructed to become executive partners as “*Solar Profis*”, see [Appendix 7](#). It has been a remarkable success with installers as partners and consultants. More than 60 professionals have received information and training.

In the “*Solar Roofs for Zürich*” project with Swissolar and the Canton authorities as partners very long discussions have been going on since April 2002. The intention is to have a fuel switch combined with solar (gas utilities). A presentation will be made at the end of November with information about tools, manuals etc.

The *Solar Manual*, which has already been tested, was distributed in October. There have been difficulties in establishing buyer groups but the quality mark will be of help. Another important thing is also the 2-page information leaflet “*Solar – ja klar!*”, [Appendix 8](#), about how fast you can make an installation. It describes with pictures how a solar system can be installed in just one day – beginning at 7 a.m. and ending at 6.30 p.m.

There is also a discussion with the SPF about quality and an Info-CD for 2002 with a complete collector catalogue and collector tests has been produced, see [Appendix 9](#).

9.3 Sweden

Hans Isaksson gave a report about the Swedish projects.

The procurement for *solar collectors for use in large systems* could not be fulfilled since sufficient volumes for signing contracts with successful suppliers were not achieved. Originally, there was an interest of 8,000 m², which was then lowered to 2,400 m², but this was too little to continue the project. Favourable lower costs had been guaranteed only on condition that there would be a specified amount of guaranteed deliveries. However, good tenders were received, also from international suppliers.

In the competition for *small systems*, 14 entries were received (3 international ones). Uponor AB, a Swedish company within the Finnish industry group Uponor, was selected winner. The introduction of the small systems was somewhat delayed due to material problems in the first 5 test installations. After further development of the equipment material, retesting was made, including field-testing in Australia and laboratory testing in Sweden of components and systems. The testing was finalised with good results, and at the beginning of April this year decisions were taken by the jury to approve the system for start of deliveries. During the period May – September 2002, 150 systems have now been delivered. The remaining 850 systems will be delivered up to April 2003. No complaints have been heard after field-testing during the extreme hot Scandinavian summer this year. There have only been positive comments about easy mounting of the system and the good instruction manual.

A *final report about Swedish projects* has been drafted in Swedish. It will be completed in the months to come and then be translated into English and made available to all Task 24 participants.

Important “lessons learned” from the projects include the importance of international announcement of a project, easy availability of specifications and competition documents (drawn up in an international language) such as on the Internet, etc.

9.4 Denmark

Lotte Gramkow gave a presentation about the Danish activities, see [Appendix 10](#). We all know what happened after the new Government came into office in the autumn of 2001 and the new situation with the reduction of many of the national renewable energy activities, including solar. A very promising competition had resulted in the *web-based procurement buyer group project*, www.soltilbud.dk, with an offer for three systems with fixed installation prices for the whole of Denmark. The project could not continue as all subsidies and other information support were removed.

Anyhow, the first steps for a new project have recently been taken. The project involves *joint purchasing of solar collectors for district heating plants*. A first meeting was held at the beginning of October with other consultants in order to formalise the project. A report and invitation letter has been sent out to 28 district heating plants to investigate the interest potential. The objective of the project is to co-ordinate the effort to install more solar heating to the local district heating plants. The idea is that the team of consultants will carry out some actions for the plants, including investigation, preparation of detailed project and tender material, tendering, evaluation and assisting in installation, supervision and delivery.

Concentration is made at first on smaller plants, since the larger ones can manage the actions by themselves.

The “*Sunshine over Thy and Morsø*” project, started in 1999 with two electric utility companies in Northwest Jutland will probably continue. A fusion between the utilities is coming up soon, and they will probably continue to offer solar heating systems to their 45,000 customers. No direct mail campaign is planned, but there will be advertisements on their homepage.

9.5 Canada

Michael Noble informed about the ongoing activities in Canada. Work on the *Peterborough Green-Up and EnerACT* project is proceeding according to plan. 43 systems have been installed so far and 3 more have been purchased. The projects have not been a total success and the installation schedules have not been met. Deregulation may have prevented utility participation in the marketing. Systems retailing for almost \$5,000 sold well with subsidies approaching 50% (Phase I) proved difficult to sell with subsidy of approx. 25% (Phase II). The utility partners have now changed their operations to reduce service focus and more focus on “marketing”. Independent inspection and monitoring with integrating heat meters has begun on 20 of the systems. Detailed monitoring of beta systems will be implemented by January 2003.

A business plan has been developed for the project “*TEAM Advanced Low Flow Solar Water Heater*” with Toronto Hydro and Kingston Hearthmakers as buyer groups, and Enerworks managing contract manufacturers. The plan is to install 10,000 systems in 3 years. Initial testing has been completed at the National Test Facility. 16 Beta test units have been installed to date and 40 systems have been contracted for installation by April 2003. Commercial production is planned, including a manufacturing tender by August 2003.

The focus is on reliability and training, and six separate distribution channels will be used as Canada goes through the year 2000 builders, and also some installations in the United States. Tenders for 1,000 systems are planned for the year 2004. Very important channels on the US market have now been identified. Efforts are made to work through “green” communities and with industries like agriculture, dairy or poultry farms.

The *study on the solar water heating market* has been concluded and has now been printed. One copy of the book has been given to Peter Out and copies will be distributed to the other participants later. Michael Noble will also publish an electronic version of the study.

Addition: The market study “*Survey to Gauge Awareness, Knowledge and Interest Levels of Canadians Toward Solar Domestic Hot Water Systems*” was distributed by Klaus Ellehauge by e-mail on 28 October since it could not be put on the web yet. Extracts are included here, [Appendix 11](#).

A number of important issues have been identified in order to raise the interest on the market in solar systems. One important issue is raising the awareness and removing uncertainties among households.

The overview of the Canadian national projects for the Task Status Report will be updated and sent out later.

Addition: The overview was received after the meeting and included in the Task Status Report, October 2002.

9.6 Belgium

Luc De Gheselle gave a presentation of the activities in the Walloon region, see [Appendix 12](#). Lots of activities have been ongoing. Tendering for the “*Brussels Solar Water Heater Promotion Campaign*” - grouped for 2 medium size installations (100 m² each) – started in May and was closed in September. Tenders submitted are now being evaluated and supplier selection is ongoing.

The “*Soltherm Wallonie*” 10-year-programme, started in 2001, is made up of different sub-programmes, both for residential customers and for tertiary sector subgroups (hospitals, hotels, sports centres, etc). The sub-programmes include quality of supplier services, products and installation, professional training for installers and architects, general information and promotion. In the “*Soltherm – Belsolar Quality System*” project, 192 voluntary contracts for installation service quality were signed in 2001 and 12 suppliers have participated in 2001-2002. 8 solar audits have been realised and 12 are well on their way. In the summer of 2002, there was an integration of the initiatives into 1 unified system for the Belgian market, the “*Belsolar Quality System*”. Buyer groups are being prepared and the call for tender is planned for 2003. Much work is spent on having, among other things, a *Quality Charter*, collaboration with installers and technical criteria according to EN-Standards. Further information is available at www.soltherm.be.

Preparations are ongoing for another project, “*VLAZON*”, with the Belgian Solar Industry Association and the Flemish Regional Government. A strategic plan for market development for the Flemish region will be drawn up and the position of buyer groups will be defined. Buyer groups will only be part of the implementation phase after finalisation of the strategic plan. A list of suppliers is available at Belsolar@3E.be.

9.7 The Netherlands

Peter Out gave a presentation of the status of the activities in The Netherlands, see [Appendix 13](#).

The “*Space for Solar*” project for medium size systems with housing associations is a framework turnkey delivery contract. Scans have been conducted for 3,400 m². Conversion to individual contracts is ongoing, but it is a laborious process. Currently 9 systems with a total area of 614 m² have been realised.

In the “*Solar Energy in the Essent Supply Region*” project for domestic systems for new houses, 3 suppliers have been selected. They are companies that also sell heating equipment. 33 new housing projects with a total of 2,223 dwellings were registered. In 1,240 of them solar systems will be installed. 710 systems have been installed so far and 530 systems are planned to be realised 2003-2004.

The planned Altener proposal for international tender in the Second Round of Task 24 for the “Solhas” survey project for domestic systems for existing dwellings was not submitted. A follow-up is planned in the “Soltherm” project instead. The “Soltherm Europe Initiative” is a Europe-wide initiative with 11 countries involved. The supplier organisations ASTIG and DFS are partners in the project. The performance specifications are based on EC quality standards. An EU Altener contract was signed in January 2002. National implementation planning is currently ongoing. The goal is to have 100 million m² installed by 2010. Further information is available at www.soltherm.org.

In the “Call the Sun” project with the ASN Bank, WWF and SOL*id, the systems are mainly sold through 2 campaigns (“Beldezon”): In 2001, 200 SWHs and 2,150 panels were installed and so far this year 5 municipality campaigns have been finished with 450 SWHs and 100 PVs. Campaigns are ongoing in several Dutch regions and cities, including Rotterdam, Amsterdam and The Hague.

The “WWF Solar Dwellings” project is a market introduction project. The buyer group consists of 19 property developers. Up to October 2002, 600 houses have been contracted. The feasibility study was based on the WWF solar dwelling quality certificate requirements. Performance specifications were set up for solar thermal, PV and heat pumps, and the call for tender was launched in March 2002. The tenders submitted were evaluated in May-June 2002. A second negotiation round is starting in October and products are planned to be on the market in November 2002.

9.8 Summary of the Subtask A national activities

After the presentations of the national activities a summary was given by Peter Out, see [Appendix 14](#).

10. STUDY TOUR

A study tour was conducted to the absorber and collector manufacturer European Solar Engineering SA in Rochefort.

Very interesting examples were shown during the study tour. The delivery of energy by solar for hot water during a couple of months accounted for more than 90% in one house. This could really influence the other neighbours to start buying solar systems. However, it is mostly when you need to change your boiler that you will consider changing to a solar hot water system.

During the study tour, some projects were also shown, in which a solar system can be included in an existing boiler in a house, which is totally electrically heated. This solution could be of interest to France and Sweden.

Copies of information brochure on some of the systems are attached, [Appendix 15:1-2](#).

11. SUMMARY AND SOME LESSONS LEARNED (To later be included in the Final Management Report)

A general discussion was initiated by Ms. Negro about lessons learned from Task 24. She stated that, in theory, it is evident to use buyer groups and procurements, but there may be a number of different obstacles here, legal issues for example. *Is a municipality allowed to organise buying power in this way for example?* It is also important to stress the *quality aspects* with these actions, including how to *test the installations*. Another important issue is also to increase the awareness. In her opinion, an *Award* would be an important part and a new mechanism. There is a need to include “*change agents*” like the examples we saw during the study tour.

Hans Westling made a presentation by means of Power Point illustrations about Task 24 and made comparison with other innovation projects. This presentation, which was also made at the Special IEA SHC Workshop at INETI (Commercial Institute of Engineering and Industrial Technology) in Lisbon in June, has been uploaded at the secure section of the Task 24 website.

Regarding costs we see the *total costs* distributed by approximately one third for marketing and distribution, one-third for equipment and one-third for installation.

Lotte Gramkow mentioned that *top-level support* is important when work is carried out with a private company. Although *Internet* can be a good support mechanism it cannot be the only way, it is only a means of assistance.

To summarise some findings, it can be said that it is difficult to complete full international projects, which need long-standing support. There have been changes in the Governments, as in Denmark for example. A new Government has also come into office in The Netherlands, which may have a different impact on this market. In Sweden, there has been an organisational change from the Swedish Council for Building Research to Formas.

There is more uncertainty among customers regarding the solar heating systems, compared to other innovation projects such as energy-efficient refrigerator/freezers for example. Earlier there was also an impression that solar systems were only for *enthusiasts*. Here was also shown the development when you go from buyers being companies to buyers being households or individuals, and from components over small systems to larger systems.

The situation for the *installers* is very essential. We should more concentrate on the *enthusiastic installers*, and use them. According to experience in Switzerland, it is important to get the *installers to have a positive attitude* to solar.

However, after a competition it was possible in Denmark to come up with *one total price*, which included system and installation. Then with the new Government there was a sudden change.

What a solar thermal solution gives in kilowatt-hours and in costs should also be more demonstrated in order to raise the interest among potential buyers.

12. SUBTASK B – CREATION OF TOOLS

Klaus Ellehauge made a presentation of the situation and how to update the website. The actions agreed upon are attached in [Appendix 16](#).

Peter Out mentioned that it is important to update the activities section of the website, also as a way of giving a better impression vis-à-vis the suppliers. Ecofys has made a text proposal for changes to be made on the website, see [Appendix 17](#).

Of value is the offer made earlier from Canada to take on some work on the website. Hans Westling will contact the Canadian ExCo member about the financing of the website hosting.

Addition: Canada has now decided to finance the website and has renewed the contract with the Canadian web consultant. Attached are copies of the correspondence with Doug McClenahan and Margarethe Vanderpas, [Appendix 18:1-2](#).

One important thing is the Keymark product database. Peter Out will prepare a memo to inform all about this Soltherm/Keymark database, for European Solar heating components. The participants will comment and discuss this with the national industries.

Addition: Klaus Ellehauge has distributed an e-mail on 22 October 2002 regarding the Soltherm Tools Database. The e-mail (without appendices) is attached here, [Appendix 19](#).

Addition: A presentation by Frank Zegers, “*Estif/Soltherm European product quality database*” is attached in [Appendix 20](#).

It was decided that the participants should submit national tender documents before 1 November 2002.

It was furthermore decided that the Canadian market study be put on the web before 1 November.

Addition: As informed above (item 9.5), the market study has been distributed by e-mail to the Task participants and will be uploaded at the website later. (Extracts are included here in [Appendix 11](#).)

A list of *Do's and Don'ts* have also been elaborated by Klaus Ellehauge, and we hope to have comments on this before 11 November, so that the list could be put on the web before the ExCo meeting 18 November. The list (dated 8 November) is attached in [Appendix 21](#).

Cases from the participating countries will be uploaded at the website before 1st January 2003. *Addition:* Peter Out has sent four cases by e-mail 22 October, see [Appendix 22:1-4](#).

Existing campaign guidelines and spreadsheet tools will also be uploaded before 1 November.

Hans Westling will make a proposal for a newsletter by 10 November.

The news table on the website will be removed.

When the Task is completely finished, the Task 24 material will be transferred to the server in New Zealand hosting the website of the Solar Heating and Cooling Agreement. All the participants are also welcome to upload material in their original language, like Dutch, Flemish, German, French, Danish or Swedish etc.

A list of all web addresses of interest will be included in the next Task Status Report. On the first page, the Task 24 homepage address is to be mentioned.

Addition: After the meeting, Klaus Ellehauge has sent out a reminder by e-mail 11 November about the Subtask B actions, see [Appendix 23](#). Some countries have submitted their material.

13. AWARD

The Task 24 has earlier proposed an “*IEA SHC Award of Excellence*”. It would be a prestigious recognition for good performance in competitions and procurements and could be used for the Second Round of Procurements, as well as for other projects within the Solar Heating & Cooling Agreement. An Award Committee has been formed with some Executive Committee representatives as members. It is now beginning its process of selecting an artist to design the SHC Award.

Addition: It was informed at the ExCo Meeting in Brussels in November that an artist has now been selected.

14. ISSUES FOR THE EXCO COMMITTEE - POSSIBLE EXTENSION OR NEW SUBTASK

A possible new Subtask was discussed. The impression is that most of the ongoing work within the SHC Agreement is within the research and technical areas. There is a large need for more marketing activities. So far, Task 24 has been the only activity concentrating on marketing. Perhaps a new Task on marketing would be of interest.

Michael Noble volunteered to draw up a Concept Paper. Hans Westling would send him a format for Concept Paper and other Task legal documents, such as Annex, Work Plan and Information Plan.

Addition: Hans Westling has sent these documents to Michael Noble in November.

In the Task Status Report October 2002 earlier distributed to the Experts and also uploaded at the website, the issue regarding a possible extension of Task 24 was included.

Addition: As stated above in item 4.4, page 3, the Executive Committee decided at the Meeting in November not to prolong Task 24.

15. SCHEDULE FOR FUTURE MEETINGS

Two alternative weeks in March have been suggested for the next Task 24 Experts meeting. These alternatives were discussed at the meeting. It was preliminary agreed to have the meeting in *Canada on 20 - 21 March 2003*.

16. END OF MEETING

Hans Westling thanked all the participants for their contributions during the meeting, and expressed thanks to the hosting organisation in the Walloon Region of Belgium, and especially Luc De Gheselle, for the excellent preparation of the facilities and conditions for the meeting. The meeting was then adjourned.

APPENDICES

1. Preliminary Agenda of the Experts Meeting in Namur, Belgium 15-16 October 2002, updated 13 September.
2.
 1. *'The Soltherm Programme'*, copies of presentation by Oona Negro, Wallon Regional Government.
 2. *'Le Plan Wallon pour maîtriser l'énergie'*, copies of brochure.
 3. *'Project "Plan pour la maîtrise durable de l'énergie", A l'horizon 2010 en Wallonie'*, extracts from the report.
3. *'Soltherm Market Analysis'*, copies of presentation by Peter Out.
4. *'Workplan 2nd Round'*, summary presented at the meeting by Peter Out.
5. *'Activities in Switzerland'*, copies of presentation by Christian Völlmin.
6. *'Solares Duschen'*, copies of Swiss folder.
7. *'Die Solar Profis'*, copies of folder.
8. *'Solar – ja klar! Der Ablauf einer Installation einer Solaranlage'*, copies of information leaflet.
9. *'SPF Info-CD 2002 – Thermal Solar Energy'*, copies of folder of the CD.
10. *'Presentation of the Danish Initiatives – Spring 2002 – Autumn 2002'*, presentation by Lotte Gramkow.
11. *'Survey to Gauge Awareness, Knowledge and Interest Levels of Canadians Toward Solar Domestic Hot Water Systems'*, Final Report, September 2002, prepared for Natural Resources Canada by Ipsos-Reid.
12. *'IEA Task 24 Soltherm Wallonie'*, copies of presentation by Luc De Gheselle.
13. *'IEA 24 Status The Netherlands'*, copies of presentation by Peter Out.
14. *'Summary of Subtask A activities'*, copies of presentation by Peter Out.
15.
 1. *'Le solaire thermique'*, copies of folder from ESE sa, Rochefort-Belgique.
 2. *'ACSOL, Solar data acquisition system'*, copies of information sheets.

16. 'IEA Task 24 – Subtask B - Actions agreed in Namur 15-15 October 2002', summary by Klaus Ellehauge, 17 October 2002.
17. Ecofys, Frank Zegers – 'Text proposal for changes on the Task 24 website'.
18.
 1. E-mail 21 October 2002 from Hans Westling to Doug McClenahan about Task 24 website.
 2. E-mail 14 November 2002 from Margarethe Vanderpas to Hans Westling about Task 24 website.
19. E-mail from Klaus Ellehauge 22 October 2002 about the Tools database.
20. "Estif/Soltherm European product quality database", presentation by Frank Zegers, Ecofys.
21. 'DO's and DONT's', list compiled by Klaus Ellehauge, 8 November 2002, for comments in the IEA Task 24 group.
22. Cases from The Netherlands, Peter Out:
 1. NL - WWF Market Introduction Solar Dwellings
 2. NL – Essent Solar Water Heater New Housing Project
 3. NL – Essent Solar Water Heater New Housing Project
 4. NL – Call the Sun Campaigns for Existing Dwellings
23. E-mail reminder from Klaus Ellehauge 11 November about Subtask B actions
24. IEA SHC Task 24 Solar Procurement Distribution List, updated October 2002.
25. Attached separately:
Solar Update, the Newsletter of the International Energy Agency Solar Heating and Cooling Programme, No. 38, July 2002.
Note especially the article on the activities in Belgium!

DISTRIBUTION

These Minutes are distributed to the Task 24 Experts and Executive Committee Members in accordance with the Task 24 Distribution List, Appendix 24.