

**74th EXECUTIVE COMMITTEE MEETING
OF THE
IEA SOLAR HEATING AND COOLING PROGRAMME**
October 30 – November 1, 2013 Singapore, Singapore

Copthorne King's Hotel Singapore
403 Havelock Road

SCHEDULE

Tuesday, October 29

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| 17.00 – 19.00 | Information Center Committee Meeting
<i>Copthorne King's Hotel</i>
Werner Weiss, He Tao, Ken Guthrie, Lex Bosselaar,
Michael Koehl, Uwe Trenkner, Pam Murphy |
| 19.00 – 21.00 | OA Meeting
<i>Copthorne King's Hotel, King's Room</i>
For all OAs and those proposing new work |

Wednesday, October 30

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| 8.30 – 18.00 | ExCo Meeting
<i>Copthorne King's Hotel, Marquis Room</i> |
| 19.00 | ExCo Dinner |

Thursday, October 31

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| 9.00 – 15.00 | ExCo Meeting
<i>Copthorne King's Hotel, Marquis Room</i> |
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Friday, November 1

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| 8.45 – 13.00 | Technical Tour – Site Visit to UWCSEA
Meet in hotel lobby |
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SHC EXECUTIVE COMMITTEE 74th MEETING AGENDA

WEDNESDAY, October 30

1. **GENERAL BUSINESS** (8.30 - 9.00)
 - 1.1 Welcome – *Chairman*
 - 1.2 Apologies and Introductions – *Chairman*
 - 1.3 Agenda Confirmation – *Chairman*
 - 1.4 Approval of Minutes of the Previous Meeting – *Chairman*
 - 1.5 Review of Action Items and Outstanding Reports – *Chairman*
 2. **OBSERVER PRESENTATION** (9.00 – 9.15)
 - 2.1 RCREEE – Ashraf Kraidy
 3. **ADMINISTRATIVE REPORTS** (9.15 – 10.30)
 - 3.1 Chairman's Report – *Chairman*
 - 3.2 Implementing Agreement Report – *Chairman*
 - 3.3* Executive Secretary Report – *Pam Murphy*
 - 3.4* IEA Secretariat Report – *Chairman*
 - 3.5 Operating Agents Meeting Report – *Michael Köhl*
 - 3.6* SHC Information Centre – *Uwe Trenkner*
 - Steering Committee members: Weiss, Mendes, Bosselaar, Köhl, Martin, Murphy
- COFFEE BREAK (10.30 – 10.45)**
4. **PROPOSED WORK** (10.45 – 11.15)
 - 4.1* New Generation Solar Cooling and Heating Systems (Task Definition Phase) – *Daniel Mugnier & Jean-Christophe Hadorn*
 - **ExCo vote** on start of Task

5. TASK STATUS REPORTS (11.15 – 16.30)

(Please allot a minimum of 5 minutes for discussion)

- 5.1* Task 39: Polymeric Materials for Solar Thermal Applications – *Michael Köhl (20 minutes plus 10 minutes for technical update)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Donat (chair), Weiss, **need 1 more**
- 5.2* Task 40: Towards Net Zero Energy Solar Buildings – *Josef Ayoub (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: McClenahan (chair), Donat Mendes, Enriquez
- 5.3* Task 42: Compact Thermal Energy Storage – *Wim van Helden (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Bosselaar (chair), Donat, McClenahan

LUNCH (12.30 – 14.00)

- 5.4* Task 43: Rating & Certification Procedures – *Jan Erik Nielsen (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Windeleff (chair), Guthrie, **need 1 more**
- 5.5* Task 44: Solar and Heat Pump Systems– *Jean-Christophe Hadorn (20 minutes plus 10 minutes for technical update)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Eckmanns (chair), Guthrie, Zinzi
- 5.6* Task 45: Large Solar Heating/Cooling Systems, Seasonal Storages, Heat Pumps – *Jan Erik Nielsen (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Windeleff (chair), Weiss, Enriquez
- 5.7* Task 46: Solar Resource Assessment and Forecasting – *Wilfred Walsh (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Habibzadeh (chair), Donat, Eckmanns

COFFEE BREAK (15.45 – 16.00)

6. STRATEGIC PLANNING 2014 - 2018 (16.30 – 18.00)

Topics to be discussed:

- SHC R&D activities in the member countries and market development worldwide.

- What are the consequences for our IA resulting from the new Strategic Plan?
- How can we react on the requirements of the member countries and sponsors that recently joint?
- Strategic approach concerning new member countries (R&D activities in the new member countries, expectations...)
- Which Bottom Up and Top Down activities are necessary for initiating new Tasks?

THURSDAY, October 31

7. TASK STATUS REPORTS - continued (9.00 – 11.30) (Please allot a minimum of 5 minutes for discussion)

- 7.1* Task 47: Advanced Renovation in Non-Residential Buildings – *Fritjof Salvesen (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Norway (chair), De Herde, Guthrie
- 7.2* Task 48: Quality Assurance and Support Measures for Solar Cooling – *Daniel Mugnier (20 minutes plus 10 minutes for Mid-term evaluation)*
- **Participating ExCo vote** on Task Status Report and Mid-term Evaluation
 - Task/Publication Review Committee: Coulaud (chair), Zinzi, Guthrie
- 7.3* Task 49: Solar Heat Integration in Industrial Processes – *Christoph Brunner (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Weiss (chair), Mendes, Enríquez
- 7.4* Task 50: Advanced Lighting Solutions for Retrofitting Buildings – *Jan de Boer (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Heinze (chair), Zinzi, Weiss

COFFEE BREAK (10.30 – 10.45)

- 7.5* Task 51: Solar Energy and Urban Planning – *Maria Wall (20 minutes)*
- **Participating ExCo vote** on Task Status Report
 - Task/Publication Review Committee: Sjödin (chair), Heinze, **need 1 more person**
- 7.6* Task 52: Solar Heat & Energy Economics – *Sebastian Herkel (20 minutes)*
- **Participating ExCo vote** on Task Status Report, Annex and Work Plan
 - Task/Publication Review Committee: TBD

8. PROGRAMME ACTIVITIES (11.30 – 13.00)

(15 minutes unless noted differently below)

- 8.1 SHC Conference – *Werner Weiss (40 minutes)*
 - Committee members: Bosselaar, Donat, Guthrie, He Tao, Köhl, McClenahan, Murphy, Nelson, Weiss
- 8.2 Trade Association Meeting – *Lex Bosselaar*
 - Committee: Bosselaar (chair), Donat, McClenahan, Guthrie, Weiss, Mugnier
- 8.3 SHC 2013 & 2014 Solar Award – *Doug McClenahan*
 - Committee: McClenahan (chair), He Tao, Guthrie, Weiss, Köhl
- 8.4 ISES Collaboration – *Chairman*
- 8.5 Eurostat – *Lex Bosselaar*
 - **ExCo approve** calculation method report
 - Working Group: Bosselaar, Nielsen, Weiss

LUNCH (13.00 – 14.00)

9. FINANCIAL MATTERS (14.00 – 14.30)

- 9.1* 2013 Financial Report – *Chairman*
- 9.2* 2014 Proposed Common Fund Budget – *Chairman*
 - **ExCo vote** on budget

10. NEXT MEETINGS (14.30 – 15.00)

- 10.1 2014 Meetings
 - 75th meeting: May 16-18 in Calgary, Canada
 - 76th meeting: October in China in conjunction with SHC 2014 on October 27-29 (set date as of now)
- 10.2 2015 Meetings
 - Spain and Turkey would like to host a meeting in conjunction with SHC 2015.

Other countries in the queue to host a meeting: Mexico, Finland and Portugal

COFFEE BREAK (15.00)

Task Status Reports and discussion papers noted with a (*) are to be circulated at least 2 weeks in advance – no later than **Monday, October 14.**

OUTSTANDING PUBLICATIONS AS OF SEPTEMBER 2013

Task 36

1. Handbook – *To be published June 2013*

Task 41

1. T.41.A.3/1: Designing solar thermal systems for architectural integration: Criteria and guidelines for product and system developers – *Will send to ExCo Publication Review Committee for approval in October/November 2013*
2. T.41.A.3/2: Designing photovoltaic systems for architectural integration: Criteria and guidelines for product and system developers – *Sent in September 2013 to ExCo Publication Review Committee for approval*
3. Web-site: Collection of Case Studies of architecturally attractive solar buildings – *Plan to have online by end of 2013*

Task 42

1. A2.1: Development of a Test-Standard for PCM and TCM Characterization - Part 1: Characterization of Phase Change Materials
2. A3.2: Collection of experimental data on the behavior of TCM/PCM-materials to bench-mark numerical codes
3. B3.2: State of the art on numerical modeling of high temperature Thermal Energy Storage applications – Data base on materials engineering and processing
4. B3.3: Laboratory scale application of process heat at 200 °C
5. B3.5: Life Cycle Analysis for Concentrated Solar Power storage
6. B3.6: Final Report WG B3 on High Temperature Applications

Task 44

1. Subtask C: Models of Sub-Components and Validation