

**68<sup>th</sup> EXECUTIVE COMMITTEE MEETING  
OF THE  
IEA SOLAR HEATING AND COOLING PROGRAMME  
November 15-18 Cape Town, South Africa**

**SCHEDULE**

**Monday, November 15<sup>th</sup>**

**8.30 – 17.15**                      **SHC South Africa Workshop**  
*Cape Town Hotel School*

**18.00 – 20.00**                      **OA Meeting**

**Tuesday, November 16<sup>th</sup>**

**8.30 – 17.00**                      **SHC Executive Committee meeting**  
*Cape Town Hotel School*

**18.00**                                      **Official ExCo Dinner**  
*The bus will depart from the Cape Town Hotel School*

**Wednesday, November 17<sup>th</sup>**

**8.30 – 17.00**                      **SHC Executive Committee meeting**  
*Cape Town Hotel School*

**Thursday, Technical 18<sup>th</sup>**

**9.00 – 17.00**                      **Technical Tour**  
*The bus will depart from the Cape Town Hotel School*

If departing on Thursday, the bus will stop at the CT International Airport at 16.00

## SHC EXECUTIVE COMMITTEE 68<sup>th</sup> MEETING AGENDA

Tuesday, November 16<sup>th</sup>

1. **GENERAL BUSINESS** (8.30 – 9.00)
  - 1.1 Welcome – *Chairman and Host*
  - 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. **ADMINISTRATIVE REPORTS** (9.00 – 9.45)
  - 2.1 Chairman's Report – *Chairman*
  - 2.2 Implementing Agreement Report – *Chairman*
  - 2.3\* Executive Secretary Report – *Pam Murphy*
  - 2.4\* IEA Secretariat Report – *Chairman*
  - 2.5 Operating Agents Meeting Report – *Michael Köhl*
  
3. **TASK STATUS REPORTS - 1** (9.45 – 12.30)  
(Please allot a minimum of 5 minutes for discussion)
  - 3.1\* Task 36: Solar Resource Knowledge Management Based on Satellite Data – *Dave Renné*  
(20 minutes)
    - **Participating ExCo vote** on Task Status Report
    - Task/Publication Review Committee: Hassett (chair), Kratz, Eckmanns
  
  - 3.2\* Task 38: Solar Air Conditioning and Refrigeration – *Hans-Martin Henning*  
(20 minutes)
    - **Participating ExCo vote** on Task Status Report
    - Task/Publication Review Committee: Kratz (chair), McClenahan, Mendes

- 3.3\* Task 39: Polymeric Materials for Solar Thermal Applications – *Michael Köhl (20 minutes)*
- **Participating ExCo vote** on Task Status Report and revised Work Plan
  - Task/Publication Review Committee: Kratz (chair), Lien, Weiss
- 3.4\* 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), Kratz, Mendes
- 3.5\* Task 41: Solar Energy and Architecture – *Maria Wall (20 minute plus 10 for Mid-term Evaluation)*
- **Participating ExCo vote** on Task Status Report and Mid-term Evaluation
  - Task/Publication Review Committee: Lien (chair), Windeleff, Törnell

**Lunch Break (12.30 – 14.00)**

**TASK STATUS REPORTS – 2 (14.00 – 15.40)**

- 3.6\* Task 42: Compact Thermal Energy Storage – *Wim van Helden (20 minutes plus 10 for Mid-term Evaluation)*
- **Participating ExCo vote** on Task Status Report and Mid-term Evaluation
  - Task/Publication Review Committee: Bosselaar (chair), Kratz, Törnell
- 3.7\* Task 43: Rating & Certification Procedures – *Les Nelson (20 minutes plus 10 for Mid-term Evaluation)*
- **Participating ExCo vote** on Task Status Report and Mid-term Evaluation
  - Task/Publication Review Committee: Hassett (chair), Guthrie, Kratz, Windeleff
- 3.8\* Task 44: Solar and Heat Pump Systems – *Jean-Christophe Hadorn (20 minutes)*
- **ExCo vote** on Task Status Report
  - Task/Publication Review Committee: Eckmanns (chair), Guthrie, De Herde, Kratz

**Coffee Break (15.40 – 16.00)**

**4. PROPOSED WORK - 1 (16.00 – 17.00)**  
*(20 minutes each)*

- 4.1\* Large Solar Heating & Cooling Systems in combination with Heat Pumps and Seasonal Storages and other RE-Technologies (Task Definition Pahse) – *Jan Erik Nielsen*
- **ExCo vote** to start Task - Annex, OA, Work Plan, Task number

- 4.2\* Solar Resource Assessment and Forecasting  
(Task Definition Phase) – *Dave Renné*
  - **ExCo vote** to start Task – Annex, OA, Work Plan, Task number
- 4.3\* Advanced Renovation in Non-Residential Buildings  
(Task Definition Phase) – *Fritjof Salvesen*
  - **ExCo vote** to start Task – Annex, OA, Work Plan, Task number
  - Propose structure for policy position paper that includes economics; propose how to expand the Task 37 internet

### Wednesday, November 17<sup>th</sup>

#### 4. PROPOSED WORK - 2 (8.30 – 10.00) (20 minutes each)

- 4.4\* Renewable Energy Services for Developing Countries  
(Concept Paper) – *Bernard McNellis*
  - **ExCo vote** to start Task Definition Phase
- 4.5\* Solar Heat Integration in Industrial Processes  
(Concept Paper) – *Christoph Brunner*
  - **ExCo vote** to start Task Definition Phase
- 4.6\* Solar Cooling – Quality Assurance  
(Concept Paper) – *Hans-Martin Henning*
  - **ExCo vote** to start Task Definition Phase

#### Coffee Break (10.00 – 10.30)

#### 5. PROGRAMME WORKING GROUPS & WEB SITE (10.30 – 12:30)

- 5.1\* Policy Information Working Group – *Ivo Blezer*
  - **ExCo vote** on proposed SHC Information Centre
  - Committee members: Blezer, Lien, Rojas, Murphy
- 5.2\* SHC Web Site – *Bob Hassett*
  - **ExCo vote** on Status Report and proposed work for 2011.

#### 6. PROGRAMME ACTIVITIES - 1 (15 minutes unless noted differently below)

- 6.1\* EuroSun 2010 & Beyond (40 minutes)
  - *Summary EuroSun 2010* – *Werner Weiss*
  - *Future co-operation with ISES* – *Dave Renné*
  - *IEA SHC conference in cooperation with trade associations* – *H.M. Henning*
    - **ExCo vote** on proposals for future conferences
    - Committee members: Weiss (chair), Henning, Kratz, Renné

#### Lunch Break (12.30 – 14.00)

**6. PROGRAMME ACTIVITIES - 2 (14.00 – 14.30)**

- 6.2 SHC Solar Award – *Bob Hassett*
  - Committee: Hassett (chair), McClenahan, Mendes, Weiss, Köhl
- 6.3 Solar Heat Worldwide – *Werner Weiss*
- 6.4 Trade Association Meeting – *Werner Weiss*
  - Proposal for 2011 meeting
  - Committee: Weiss (Chair), Hassett, Bosselaar, Guthrie, Kratz

**7. PROGRAMME MANAGEMENT (14.30 – 15.30)**

- 7.1\* Strategic Plan: 2011 Action Plan – *Chairman*
  - **ExCo vote** on proposed 2011 Action
- 7.2 Election of Vice-Chairs

**8. FINANCIAL MATTERS**

- 8.1\* 2010 Financial Report – *Chairman*
- 8.2\* 2011 Proposed Common Fund Budget – *Chairman*
  - **ExCo vote** on proposed budget

**Coffee Break (15.30 – 16.00)**

**9. LIAISON WITH OTHER IMPLEMENTING AGREEMENTS AND ORGANIZATIONS (16.00 – 17.00)**

- 9.1 IEA ECES Programme – *Markus Kratz*
  - Proposed 2011 joint meeting

**10. NEXT MEETINGS**

- 10.1 2011 Meetings
  - 69<sup>th</sup> Meeting: June 6-8, Denmark.
  - 70<sup>th</sup> Meeting: 9-11 November in Munich, Germany. Joint meeting with ECES Programme.
- 10.2 2012 Meetings
  - Australia, Belgium, Mexico, Canada, Italy are in the queue to host a meeting

***Task Status Reports and discussion papers for all agenda items noted with a (\*) are to be circulated two weeks in advance, by Monday, November 1<sup>st</sup>. Other papers also may be circulated, if the responsible person wishes to do so.***

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## **OUTSTANDING PUBLICATIONS AS OF OCTOBER 3, 2010**

### Task 29: Final Report

- *To be sent for ExCo review*

### Task 35: Final Reports

- *To be sent for ExCo review*

### Task 37:

- From Demonstration Projects to Volume Market
- Advances in Housing renovation – processes, concepts and technologies
- Housing Renovation in Cold Climates - Whole building concepts
- simple internet tool