78th EXECUTIVE COMMITTEE MEETING  
OF THE  
IEA SOLAR HEATING AND COOLING PROGRAMME  
November 30 – December 1, 2015  
Istanbul, Turkey  

Hotel Armada  
Old City Istanbul  

SCHEDULE  

Sunday, November 29  

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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>19.00 – 21.00</td>
<td>OA Meeting</td>
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<td>Hotel Armada</td>
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<td><em>For all OAs and those proposing new work</em></td>
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Monday, November 30  

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<th>Time</th>
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<tr>
<td>8.30 – 17.00</td>
<td>ExCo Meeting</td>
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<td>Hotel Armada</td>
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<tr>
<td>19.00</td>
<td>ExCo Dinner</td>
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Tuesday, December 1  

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<th>Time</th>
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<tr>
<td>9.00 – 17.00</td>
<td>ExCo Meeting</td>
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A bus will leave the Hotel Armada to transport everyone to the SHC 2015 conference and WoW Istanbul hotel following the meeting.  

Wednesday, December 2 – Friday, December 4  

SHC 2015  
WoW Conference Center  

All are encouraged to attend **our** SHC 2015 conference.  
ExCo members and OAs should register under the *Committee ticket*, € 670.  
The SHC 2015 Solar Award will be presented at the conference dinner, € 65.
## MONDAY, November 30th

### 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. FINANCIAL REPORT (9.00 – 9.45)

2.1* 2015 Budget Report – Chairman

2.2* 2016 Proposed Budget – Chairman

2.3 SHC Account – Chairman

### 3. ADMINISTRATIVE REPORTS (9.45 – 11.30)

3.1* Chairman’s Report – Chairman (5 minutes)

3.2* Implementing Agreement Report – Chairman (5 minutes)

3.3* Executive Secretary Report – Pam Murphy (5 minutes)

3.4* IEA Secretariat Report – Yasuhiro Sakuma/Yasmina Abdelilah (10 minutes)

3.5* IEA and SHC Collaboration (15 minutes)

- IEA workshop Preparing the next 40 years of multilateral energy technology collaboration – Lex Bosselaar (5 minutes)
- ETP 2016 – Ricardo Enriquez (Working Group: Enriquez (chair), Bosselaar, de Boer, Herkel, Nielsen, Wall) (5 minutes)
- Industry Coordination Group – Werner Weiss (5 minutes)

### COFFEE BREAK (10.30 – 10.45)

3.6 Operating Agents Meeting Report – Sebastian Herkel (10 minutes)

3.7* SHC Information Centre – Chairman (15 minutes)

- New SHC “brand”
- Steering Committee: Guthrie (Chairman), He Tao, Bosselaar, Edwards, Heinze, Mugnier, Martin, Murphy
3.8* SHC 2015 update – Beatrix Feuerbach (10 minutes)

4. STRATEGIC PLANNING (11.30 – 13.00)

4.1* Future SHC Conferences – Chairman (25 minutes)
   Committee: Lex Bosselaar, Ken Guthrie, Daniel Mugnier, Pam Murphy

4.2* Solar Academy Proposal – Werner Weiss (20 minutes)

4.3 Solar Heat Worldwide 2016 (Costs & Jobs) – Werner Weiss (10 minutes)

4.4* Collaboration with solarthermalworld.org – Bärbel Epp (10 minutes)

4.5* Key Performance Indicators (KPI) – Daniel Mugnier/Christoph Brunner (10 minutes)

4.6* Improving Programme Efficiency – Ken Guthrie (15 minutes)

LUNCH (13.00 – 14.00)

5. PROPOSED WORK (14.00 – 15.30)
   (10 minutes plus 15 minutes discussion)

5.1* Building Integrated Solar Envelope Systems for HVAC and Lighting (Task Definition Phase) – Roberto Fedrizzi
   ▪ ExCo vote to approve Annex, Work Plan, Information Plan

5.2* Large Scale Solar District Heating and Cooling Systems (Task Definition Phase) – Sabine Putz
   ▪ ExCo vote to approve Annex, Work Plan, Information Plan

5.3* International Standards & Global Certification (Task Definition Phase) – Jan Erik Nielsen
   ▪ ExCo vote to approve Annex, Work Plan, Information Plan

5.4* Deep Renovation of Historic and Listed Buildings Towards Lowest Possible Energy Demand and CO2 Emission (Concept Phase) – André De Herde (5 minutes)

COFFEE BREAK (15.30 – 15.45)

6. NEXT MEETINGS (15.30 – 16.00)

6.1 2016 Meetings
   ▪ 79th meeting: June 2-3, Spain
   ▪ 80th meeting: November, Doha, Qatar

6.2 2017 Meetings
   ▪ 81st meeting: May/June: Proposed joint meeting with IEA EBC
   ▪ 82nd meeting: November

Countries in queue to host: Portugal, Australia, Sweden, Austria, Switzerland, Norway, France
7. TURKEY PRESENTATION (16.00 – 16.30)

8. WRAP UP OF THE DAY (16.30 – 16.45)

TUESDAY, December 1st

9. PROPOSED WORK (cont.’d) (9.00 – 9.30)
   (10 minutes plus 15 minutes discussion)
   9.1* Thermal Energy Storage (Concept Phase) – Wim van Helden
       ▪ ExCo vote to approve Concept Paper and start of Task Definition Phase

10. FINAL MANAGEMENT REPORTS (9.30 – 10.30)
    (Please allot a minimum of 5 minutes for discussion)
    10.1* Task 42: Compact Thermal Energy Storage – Matthias Rommel
        (30 minutes)
        ▪ ExCo vote on Final Management Report and Task Evaluation
        ▪ Publication Review Committee: Bosselaar (chair), Donat, McClenahan
    10.2* Task 43: Rating & Certification Procedures – Jan Erik Nielsen (30 minutes)
        ▪ ExCo vote on Final Management Report and Task Evaluation
        ▪ Publication Review Committee: Windeleff (chair), Guthrie, McClenahan

COFFEE BREAK (10.30 – 10.45)

11. TASK STATUS REPORTS (10.45 – 15.30)
    (Please allot a minimum of 5 minutes for discussion)
    11.1* Task 46: Solar Resource Assessment and Forecasting – Dave Renné (20 minutes + 10 minutes technical highlights)
        ▪ Participating ExCo vote on Task Status Report
        ▪ Task Publication Review Committee: Bosselaar, Donat, Eckmanns
    11.2* Task 49: Solar Heat Integration in Industrial Processes – Christoph Brunner
        (20 minutes + 10 minutes technical highlights)
        ▪ Participating ExCo vote on Task Status Report
        ▪ Publication Review Committee: Weiss (chair), Mendes, Enríquez
    11.3* Task 50: Advanced Lighting Solutions for Retrofitting Buildings – Jan de Boer
        (20 minutes + 10 minutes for Lighting Retrofit Advisor demo)
        ▪ Participating ExCo vote on Task Status Report
        ▪ Task Publication Review Committee: Heineze (chair), Puglisi, Weiss

LUNCH (12.30 – 13.30)

11.4* Task 51: Solar Energy and Urban Planning – Maria Wall (20 minutes + 10 minutes technical highlights)
    ▪ Participating ExCo vote on Task Status Report
    ▪ Task Publication Review Committee: Sjödin (chair), Heineze, Puglisi
11.5* Task 52: Solar Heat & Energy Economics – Sebastian Herkel (20 minutes + 10 minutes technical highlights)
   - Participating ExCo vote on Task Status Report and Mid-term Evaluation
   - Task Publication Review Committee: Donat (chair), Weiss, Windeleff

11.6* Task 53: New Generation Solar Cooling and Heating Systems – Daniel Mugnier (20 minutes + 10 minutes technical highlights)
   - Participating ExCo vote on Task Status Report
   - Task Publication Review Committee: Kaaijk (chair), Puglisi, Weiss

**COFFEE BREAK (14.45 – 15.00)**

11.7* Task 54: Price Reduction of Solar Thermal Systems – Michael Köhl (20 minutes)
   - Participating ExCo vote on Task Status Report
   - Task Publication Review Committee: TBD

12. PROGRAMME ACTIVITIES (15.30 – 15.45)
   (5 minutes unless noted differently below)

12.1 2015 Solar Award – Doug McClenahan (5 minutes)
   - Committee: McClenahan (chair), Guthrie, Mugnier, He Tao, Weiss

12.2 Trade Association Meeting – Lex Bosselaar (5 minutes)
   - Committee: Bosselaar (chair), Donat, McClenahan, Guthrie, Weiss, Mugnier, Nielsen, Bayraktar

12.3 ISES Collaboration – Dave Renné (5 minutes)
   - Committee: Renné, Guthrie, Mugnier, Murphy, Jenny McIntosh (ISES)

13. CHAIR ELECTION (15.45 – 15.50)

13.1 June 2016 election

14. 2016 BUDGET REVISITED (15.50 – 16.00)

14.1 Final 2016 Budget – Chairman or Secretariat
   Update on item 2.2 to include any changes from subsequent decisions.

15. CLOSING (16.00)

15.1 Meeting Questionnaire
   - What went well? What could be improved? Your highlight of the meeting?