



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

TASK 24 SOLAR PROCUREMENT

EXPERTS MEETING

**Utrecht, The Netherlands
26 – 28 September 2001**

MINUTES OF MEETING

**Hans Westling
Promandat AB
Operating Agent**

International Energy Agency
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TASK 24 SOLAR PROCUREMENT

Minutes of Experts Meeting 26 – 28 September 2001, Utrecht, The Netherlands

CONTENTS

1. INTRODUCTION AND PRESENTATION OF PERSONS PRESENT
2. APPROVAL OF AGENDA
3. MINUTES OF EXPERTS MEETING IN SUNNE, SWEDEN, 21-23 MARCH 2001
4. PARTICIPATION PLANS
5. EFFORTS FOR RAISING INTEREST IN PARTICIPATION IN TASK 24
6. CONTACTS AND DIALOGUES WITH SUPPLIERS
7. SUBTASK A "PROCUREMENT AND MARKETING"
 - 7.1 The Netherlands
 - 7.2 Sweden
 - 7.3 Switzerland
 - 7.4 Belgium
 - 7.5 Canada
 - 7.6 Denmark
8. WORKSHOP WITH MANUFACTURERS ON POSSIBILITIES OF INTERNATIONAL TENDERING
9. CLARIFICATION OF THE WORK PLAN FOR FUTURE WORK INCLUDING THE SECOND ROUND
 - 9.1 Revised Work Plan, Second Round
 - 9.2 Standard Midterm Evaluation
 - 9.3 Trademarks and labels
10. SUMMARY OF ACTIONS FOR A NEW WORK PLAN
11. SUBTASK B "CREATION OF TOOLS"
12. GENERAL INFORMATION ACTIVITIES FOR TASK 24
13. "IEA SHC AWARD OF EXCELLENCE"
14. CHECKLIST OF ACTIONS
15. FOLLOW-UP OF TIME-SCHEDULE AND MILESTONES
16. MATTERS FOR EXECUTIVE COMMITTEE CONSIDERATION
17. SCHEDULE OF FUTURE TASK 24 EXPERTS MEETINGS
18. CONCLUSIONS AND THANKS

APPENDICES

DISTRIBUTION

Hans Westling
15 October 2001

**MINUTES OF TASK 24 "SOLAR PROCUREMENT" EXPERTS MEETING,
26 - 28 SEPTEMBER 2001, UTRECHT, THE NETHERLANDS.**

Participants:

Belgium	Luc De Gheselle, 3E nv
Denmark	Klaus Ellehauge, Danish Technological Institute, Solar Energy Center (late arrival 26 th Sept.) Lotte Gramkow, Esbensen Consultants A/S (late arrival 26 th Sept.)
Netherlands	Peter Out, Ecofys Research and Consultancy Frank Zegers, Ecofys Research and Consultancy Lex Bosselaar, Novem b.v. (present part of 27 th Sept.) Menno Visser, Novem b.v. (present part of 27 th Sept.)
Switzerland	Markus Portmann, BMP Sanitär und Energie Christian Völlmin, SSES, Swiss Solar Energy Society
Sweden	Matti Nordenström, MAV Michael Rantil (present on 26 th and part of 27 th Sept.)
Operating Agent	Hans Westling, Promandat AB

1. INTRODUCTION AND PRESENTATION OF PERSONS PRESENT

Hans Westling welcomed all the participants to the Experts Meeting in Utrecht.

Mr. Luc De Gheselle was especially welcomed to this Meeting as an Observer from Belgium. He is working for the 3E Engineering a Sustainable Energy Future in Brussels.

Frank Zegers, Ecofys, presented his background and was welcomed as a new Expert for the Netherlands.

Excuses had been received from Canada for not being able to participate at this Meeting since it took place at the same time as Canada's annual solar energy conference. However, Canada intends to attend the next Meeting and has also indicated preliminary the name of the person who will participate. (See further below.)

For further address details see the Task 24 Address List, which was circulated for updating during the Meeting, Appendix 1.

2. APPROVAL OF AGENDA

A draft Preliminary Agenda had been sent out on some occasions before the Meeting. A new updated Agenda, dated 25th September, 2001, Appendix 2, was sent out just before the Meeting and was also distributed at the Meeting. Upon request, the Agenda had been amen-

ded so that the study tour was to take place on Friday 28 September. An e-mail had also been distributed just before the Meeting informing about the different venues in Utrecht: on 26th September at Oudaen, Oudegracht 99, and on 27th at Ecofys, Kanaalweg 16G.

In view of the delayed flight from Denmark, some changes were made in the Agenda regarding Subtask B. As to the other issues, it was decided to approve the Preliminary Agenda.

It was pointed out to be of special importance to have sufficient time on Thursday 27 September to discuss the continuation of the Task in a Second Round, to plan a formal Midterm Evaluation and to discuss how to treat new countries – all this in accordance with special wishes expressed at the latest Executive Committee Meeting.

It was also decided that no work was to take place in subgroups at this Meeting.

3. MINUTES OF EXPERTS MEETING IN SUNNE, SWEDEN, 21-23 MARCH 2001

The Minutes had been distributed after the Meeting. The Minutes included some additional updates after the Meeting, among other things a letter from one of the supplier organisations, ASTIG. The Minutes were approved by the participating Experts.

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The Operating Agent had recently received the Minutes from the Executive Committee Meeting, which took place 14-15 June 2001 in Bordeaux, France, and informed about the decisions taken at the meeting. Extracts from the Minutes about Task 24 and the Final Action List are included here as Appendix 3.

4. PARTICIPATION PLANS

The countries being represented at the Meeting informed about some changes taking place regarding Subtask Leaders, National Co-ordinators, and Experts.

In *the Netherlands*, Frank Zegers will partly take over as National Expert during the period of time that Peter Out will be working more and more with a number of other international activities.

As mentioned before, *Canada* was not able to participate at this Meeting, but intends to participate at the next one. The person who will probably participate from Canada will be Mr. Dennis Zborowski from CANMET – Natural Resources Canada (e-mail address: dzborows@nrcan.gc.ca).

Most of the countries formally get their *budgets* allocated year by year. *Denmark* received the funding very late for this year. An evaluation of the Danish Solar projects has been carried out, which is not so positive. It should be mentioned that there is some concern regarding the budgets for the coming years from Denmark. This is also the case for *Sweden* to some extent. Since one of the two organisations in Sweden previously supporting Task 24 has informally

stated that they probably cannot take part in the financing, the new organisation Formas - which is a follow-up of the Swedish Council for Building Research and some other Swedish organisations - will have the full responsibility, and this may limit the financial possibilities in the future. Michael Rantil stressed that it is important that all countries have clear plans and stick to the international agreements for nominating actively participating Experts from every country, and also that the countries allocate sufficient funding for these Experts.

5. EFFORTS FOR RAISING INTEREST IN PARTICIPATING IN TASK 24

Belgium was formally welcomed to Task 24 as an Observer. Formal letters about the Belgian intent to participate in Task 24 has been sent from Mr. F. Sonck, the Director General of the Ministry of Economic Affairs, Energy Administration, to the Executive Committee and to the Operating Agent, [Appendix 4:1](#). An answer has been sent from the SHC Executive Committee Chairman welcoming Belgium to become a member, [Appendix 4:2](#). Now a formal letter is expected to be sent to the Director of the IEA in Paris.

A follow-up with *France* will also be made by Peter Out, Ecofys. An invitation letter was sent to the French Executive Committee Member, Mr. Yves Boileau, to take part as an Observer at this Meeting.

It would have been of interest if *Germany* and *Austria* could have participated in Task 24, but there seems to be little success in obtaining this at this stage. It had also been of interest to inform *more countries in Southern Europe* and *countries in transition from earlier Eastern Europe* about Task 24.

No final decision about participation has been received from *Finland*.

6. CONTACTS AND DIALOGUES WITH SUPPLIERS

Information about contacts with the supplier organisations was included in the Minutes from the Experts Meeting in Sunne. A follow-up e-mail was sent in April to ASTIG, Teun Bokhoven, to ASTIG's new correct e-mail address, and an answer had also been received (both these documents were included in the Sunne Minutes). From ESIF no answer had been received. This was followed up by a formal contact, who informed that Task 24 should not expect any answer from ESIF. ASTIG is working with European-based quality systems and quality certification for installers. New rules for membership are being prepared for the European organisations, which will make collaboration between these two organisations easier.

7. SUBTASK A "PROCUREMENT AND MARKETING"

The Subtask A Leader, Peter Out, made an introduction about what had been going on in the different countries in Round One. Now there will be a follow-up to what degree the countries are prepared for a full Round Two, or, if they want to - with the experience from other countries in Round One – go on further with some of the Round One activities. Canada will be asked for an up-date about this.

Then followed presentations from the different countries. These will be briefly commented on below. The Overview of National Projects had been distributed to the Experts for updating and some of the countries had sent in their updates already before this Meeting. The latest update is attached in the Task Status Report, October 2001 (see [Appendix 23](#)).

7.1 The Netherlands

Peter Out presented the ongoing activities in the Netherlands, see [Appendix 5](#). He informed about the “*Soltherm Europe Initiative*” a very promising project with some 35 housing companies from eleven countries preliminary. This could be a very good background for international buyer-group activities. Also some German groups are included. An application for funding of the “*Soltherm Europe Initiative*” through the SAVE/ALTENER Programme has been accepted.

There has been a successful outcome of the application for ALTENER support to the “*Solhas*” survey project with housing associations. Peter Out also mentioned the possibility of a Solar house project through the *World Wildlife Foundation (WWF)*.

Information was also given about the medium-sized systems initiative “*Space for Solar*”. The first stage has been very successful. It has included *turnkey tenders*, which now include a combination of systems and installations at a specified price through a framework contract and subject to specific conditions all over the Netherlands. Frank Zegers stressed the possibility of a market boost, which is needed here. To sum up: In the “*Space for Solar*” initiative, 59 housing associations on 132 locations and 20,000 m² are within reach. Copies of material presented by Frank Zegers at the Meeting are attached as [Appendix 6](#).

Another group is the “*E-Concept Consortium*”. A 6-year guarantee of performance is included, which, combined with a maintenance agreement, could be extended to 15 years. *Payment is made in relation to the actual measured energy delivery*. Now the first stage is 10,000 m². It would be very interesting to submit a description in English of this process.

Of interest is also eight *EC Renewable Energy Partnerships* and the *Climate Alliance* campaign in 800 cities, which also are examples of alternative projects. The problem is that the installers are generally too small. Ecofys sees a potential of 25,000 full-time jobs and an infrastructure of qualified installers as an interesting result. They aim at internationalisation, which can also mean the start of export from these successful companies.

7.2 Sweden

Matti Nordenström informed about the outcome of the small systems project in Sweden. He informed about the winning system “*Uposun HW 300*” from the Swedish company Uponor. The project has been somewhat delayed and there is now intensive testing. Problems emerged on the plastic material in some of the five test installations as a result of the very hot summer season in Sweden. This means that, before starting the series production, the prototype has to be upgraded with improved material, which is now being tested in Australia. The tests are expected to be completed in March 2002 at the latest, and deliveries are planned to take place throughout 2002.

Copies of the overhead material presented at the Meeting by Matti Nordenström are enclosed as [Appendix 7](#).

Matti Nordenström also handed out an information sheet in English “IEA T 24 Technology procurement competition for solar heating of tap water in detached houses within Sweden”, which is attached here as [Appendix 8](#) (and also attached separately).

As regards the Swedish procurement of larger systems, the jury report has now been published, see [Appendix 9](#) (in Swedish). A short summary in English is given below.

The jury has found that several offers, with existing solutions, fulfil the specifications for two mounting alternatives. No new-developed cost-efficient solutions for the required three mounting alternatives have been submitted. Available multiple mounting alternatives and estimation of contractors cost are crucial to the final result. Selection of type of collector for a specific project should therefore be based on the specific local mounting conditions.

The aim of the procurement was to accumulate orders of altogether 10,000 m² collector area (minimum 4,000 m²). This target could not be reached. The required conditions to finalise the procurement were therefore not available.

Therefore, there was no reason to select a winner or winners. The jury has however decided to describe five of the offers that have been judged to meet the specification in the best way.

(Please contact Hans Isaksson if you need a translation of the whole report).

7.3 Switzerland

Information about the Swiss activities was given by Markus Portmann. He mentioned that the work has been very much influenced by the referendum last year, which was not in favour of the Solar project follow-up. Now they have been working with virtual buyer-groups and also with a manual, which will be of interest. It was decided, if possible, to give the other countries the possibility to look into this material. It could be done by means of a secure web site, which is the easiest way to do it. And then the Swiss solution could be adapted to the situation of different national organisations.

Copies of overhead material presented at the Meeting are included as [Appendices 10 and 11](#).

Urs Wolfer, the Executive Committee Member from Switzerland, sent a letter in August with a “summer present”, a CD-Rom containing software examples and reports of important experience made in Switzerland. Information about the CD is attached as [Appendix 12](#).

7.4 Belgium

Mr. Luc De Gheselle informed about the very positive decisions taken in the Walloon Region, where the goal is 50,000 solar hot-water systems until the year 2010. This also includes procurement in certain housing sectors. Eight systems have already been simulated and a subsidy with reference to quality will be introduced. For the moment, there are only two Belgian manufacturers. Discussions are also going on about the equation of guarantees.

7.5 Canada

Hans Westling received an e-mail from Doug McClenahan, the Executive Committee Member of Canada, on 20 September, in which he informed that regretfully Canada could not be able to attend the Meeting. Mr. McClenahan also gave some information about the Canadian activities, which are focussed now on projects with utility partners in Ontario (Toronto Hydro, Guelph Hydro and Kingston Hearthmakers). The plan is to install approximately 10,000 systems in the next three years. A meeting is planned on 3 October with Enerworks to review their plans. Their system has been tested at the Canadian national testing laboratory. The first two systems have been installed, and 100 systems are planned to be installed by 31 March 2002, (which means that they will have to move quickly). During the next year they plan to ramp up to 1,000 systems.

7.6 Denmark

The participants from Denmark arrived late to the Meeting due to a late incoming flight. Lotte Gramkow gave a presentation about the ongoing activities in Denmark. The most important initiative at present is the “*SolTilbud*”, the Danish Internet buyer group, which will be further described by Klaus Ellehauge. The address of the homepage is: www.soltilbud.dk. They have come up with a price-list including fixed prices for installation and *possibilities to reduce the total price by 20%*. This is valid for different types of buildings, different sizes and also for all parts of Denmark.

There has only been limited publicity in Denmark about the campaigns, no real follow-up. Perhaps there should be two steps: the first one being signing in for an interest and asking for further information.

The campaign with the electric utility company, *Thy & Mors Energy*, is going on and has until now sold 30 systems: 10 larger 12 m² systems, 16 systems of 8 m² and 4 systems of 6 m². Many customers have shown interest in the campaign. The *KFS-Houses* project is expected to continue at the beginning of November. Contacts are ongoing with *Dansk VVS – Association of Plumbers*, which has 35 installers and 6 suppliers involved. A financing package is currently being discussed. The goal is to install 30-40 DHW systems per year per installer. It is expected that good potential contacts can be taken at a later stage with *WWF, Danish Nature Conservation Foundation and Greenpeace Denmark*.

Copies of the material presented at the Meeting by Lotte Gramkow are included in Appendix 13.

8. WORKSHOP WITH MANUFACTURERS ON POSSIBILITIES OF INTERNATIONAL TENDERING

In addition to the Task 24 Experts, the following persons attended the Workshop:
 G. Brouwer, Brouwer Energie Consult b.v.
 M.E. Kops, Econcept
 Johan Wentink, Van der Beyl B.V.

The above manufacture representatives were welcomed to the workshop, which was held on 26 September. A short introduction was made by Peter Out, who summed up by raising a couple of questions, which we would like to have their comments on. Frank Zegers made a presentation and copies of the material presented are attached as [Appendix 14](#). The presentation included a comparison between the Solar Thermal market and the PV Solar market.

Mr. Wentink stated that an international tender would be possible. It must however be attractive to the manufacturers and they must see real benefits, such as, of course, guaranteed orders. This has to be made somewhat clearer. (Compare the virtual buyer group project in Denmark, which does not mention any guarantee. They have anyhow received interesting offers from suppliers combined with installation.) On the other hand, in the Netherlands there have been no guaranteed orders in several areas, but very good follow-up. According to the manufacturers this is more difficult.

One of the manufacturers stated that they do not want to invest in the distribution chains unless there are very good advantages for doing so. They are now looking more at the possibilities with an international market, which means a larger production. They have also looked into how the infrastructure should be. There could also be turnkey projects, but they require more efforts from the suppliers. Sales of components do not need so much of new infrastructure.

The opinion is that the Task 24 activities could - if they are orchestrated in a good way - speed up internationalisation, certainly for larger, new projects in new markets. One of the manufacturers stated that this would require *turnkey* engagements. They are more complex, but it is much easier *when you control the whole chain to guarantee good results*, which is very important in the introductory phase. Another opinion was that work starting with households may be easier to carry out. But on the other hand, it is known that there are less differences and more similarities in international collaboration for medium-sized solutions, which could make it easier. One of the participating manufacturers has a company in the United Kingdom, where they also produce components. Conditions are different in different countries. It is important in what way "Solar" should be introduced to the future buyers. Training of installers is very important.

The cost for transportation of collectors was being discussed. There are various opinions about this. Some stated that this is not an essential issue because there is in the solar field already transportation going back and forth between Europe and Canada and also between Europe and Australia.

For components which are fairly easy to put together, a good solution could be to have field factories in the different markets since transportation costs are relatively high compared to the value of the collector. A volume of 5,000 m² as a combination of the international activities would be a good order. Perhaps an assembly line could be set up in a country, if such an order was to be received.

It should also be clear that there are lots of rules varying between the countries, especially concerning *building regulations*. There are different thresholds. *Here Task 24 could really help to lower these thresholds* and facilitate the work. Definitely we should not create more barriers.

The manufacturers were positive to a harmonisation of specifications and also welcomed all initiatives that would facilitate and remove barriers, for instance concerning building regulations.

Mr. Kops stated about components and turnkey installations that this may be different for different manufacturers. For some it may be better to carry out turnkey projects first and to make sure that you are properly introduced on the new market, and then train actors on the new market. Here the importance of *training* was also stressed. If the market asks for turnkey, we will then try to search for a good installer.

Christian Völlmin stressed that we have to remember that there are many details that are different in the individual countries. Consumers in the different countries may react in different ways, for instance concerning different components, like screws and collars, limits for the system in relation to the roof, etc.

Michael Rantil raised the question if it would be possible to go together and purchase components, such as pumps or other components, which would be very efficient for this market. One manufacturer is not enough as buyer of these components in order to influence the future development. The answer was that it might be a possibility to consider to include in the future Work Plan.

9. CLARIFICATION OF THE WORK PLAN FOR FUTURE WORK INCLUDING THE SECOND ROUND (from the session 27 September before lunch)

Lex Bosselaar, Novem, and Executive Committee Member for the Netherlands as well as Chairman of the SHC Executive Committee, and Menno Visser, Novem, were welcomed to this part of the Task 24 Experts Meeting, in which also Michael Rantil, Executive Committee Member for Sweden, took part.

9.1 Revised Work Plan, Second Round

A discussion had already started about the Second Round. The discussion was about:

- What will be possible to achieve?
- What degree of international activities to work with?
- Try to have international tenders or national projects?
- To have international collaboration about buyer-groups and criteria?
- In what case can you aim at, not only the components and systems, but also the installations?

This will be discussed with the manufacturers.

When the revised Work Plan has been finalised and approved, additional illustrations will be prepared for future Experts Meetings:

- 1) One illustration showing the additional volumes (like pillars) of Solar Systems / Collector areas inspired by the Task 24 activities.
- 2) Another illustration showing the process from a pre-study, or feasibility study or an invitation request for proposals and then to the production and installation in different

combinations. A certain degree of internationalisation, quality systems, guarantee and enforcement could also be added.

- 3) A table of how far a price-reduction could be reached in the countries
 - The virtual buyer-group in Denmark with 20%.
 - The competition in Sweden with 30%.
 - But on the other hand, there has not been much sales for the virtual group, so we can only learn from each other.
 - Combination of components/systems and installation in turnkey offers in the Netherlands with a certain percentage to be clarified later.

9.2 Standard Midterm Evaluation

Lex Bosselaar started by stressing that it was a very good and interesting Special Evaluation Report that Task 24 presented at last Executive Committee Meeting. However, the Executive Committee has asked Task 24 also to submit a Formal Standard Midterm Evaluation, based on the SHC Questionnaire for this purpose. The Formal Standard Midterm Evaluation is not at all so specific as the one presented by Task 24. It contains some more general questions. The Questionnaire was distributed to the Experts. It was decided that the Experts were to fill in the Questionnaire and send it to Hans Westling by 10 October at the very latest in order to give Hans Westling enough time to summarise the findings and include them in the October Task Status Report. *Addition:* The Questionnaire was sent to all Task 24 Experts by e-mail on 2 October.

Mr. Bosselaar stated that we are all aware that some countries joined the Task recently, and that other countries have worked intensively with different steps and may be ready for a more international approach in procurements. Other countries may want to take further steps in the introductory part, relying on valuable experiences from other Task 24 countries and then join a larger international procurement later.

The aim of this part of the Meeting was to form a background for a formulation of these future steps - perhaps a clarification in the existing Task 24 Work Plan - for the upcoming Executive Committee in November. It is also of special interest to know how the new countries can be properly put into the Task 24 work.

Peter Out, Leader for Subtask A, "Procurement and Marketing", gave an introduction of what has been found so far among the countries.

He informed about the projects initiated in *the Netherlands and the projects with a European perspective*: "Solhas", the "Space for Solar" initiative and the "Soltherm Europe Initiative" (with possibilities for some EU contribution).

The "Space for Solar" initiative could influence further turnkey work in other countries, like Sweden, but it can also be on some different levels.

In *Belgium* there are first two regional initiatives for market development. One initiative has already been decided for the Walloon Region, where a number of small demonstration projects have started. Preparation are going on for a group of buyers in the year 2002. This is a first round, but Belgium can very much rely on the findings from the other countries and include some international aspects. Reference was also made to the decision that 3,000 solar

water heaters were to be installed in 2002 and 50,000 by the year 2010 in the Walloon Region and parts of Brussels. Hopefully, there will be a follow-up in all Brussels and also in the Flemish Region, but no decisions have been taken yet.

For *Switzerland* reference was made to the Basel and Zug initiatives and to the current virtual buyer groups. A manual had also been drawn up, which could be of interest. Switzerland now wants to follow the international activities. Switzerland stressed that it is important to give the producers the feeling of how their situation could benefit from these activities. We have a situation where the producers are against the Task 24. We see that there are some producers that are too small to see international markets. They are working on a sort of "niche market", and we want to open up for more international marketing and a free trade.

It was also stressed by Switzerland that we are looking for something that is better than the standard. So it can be discussed to have labels for different components, but not yet labels for whole systems. We are not ready for that yet.

In *Sweden*, there are 2,000 registered and interested buyers for the small systems in detached houses. After some problems had been found in some of the test installations last summer, the prototype is now being further developed, which has caused some delay of the project. The series production is expected to start in March 2002 at the latest. Sweden is looking forward to a Second Round, which can include both small and medium-sized systems. For the large systems, 2 – 4,000 m² had been collected, which was however not sufficient to continue the procurement part and therefore the project was closed for the time being.

In *Denmark*, there is a real success with the "SolTilbud" web-site-based buyer groups, but no sales yet. The site has only been open about a month, but it has lowered the price by about 20% including the installation. Funding is given year by year to the Danish Energy Agency and it is not yet clear how the funding can be organised for the following years. It has been suggested to start a certain study about the actual barriers. A World Wildlife Foundation campaign will have similarities with the activities in the Netherlands. Tools have been developed and we also have the "umbrella" web site.

Peter Out summarised that there is a lot of interest in the ongoing activities and that we will see exactly what degree of international collaboration we can have. There is a number of different platforms or "umbrellas" that can be used for the joint activities. The European Commission is also a possibility for funding. He also stressed that no other action that he knows of has come as far as the Task 24 activities. We are really in the forefront of what is possible to do. It is essential that we can show some good examples.

Lex Bosselaar summarised that it seems to be a good opportunity for some kind of international tendering. There are tools for the creation of buyer groups and organisation of tendering that seem to be very promising.

A lot of tools have been created in the First Round, and the exchange of ideas and experiences is certainly a good value. During a Second Round, there will be possibilities to further analyse the experience of these tools and to improve them. And perhaps also use some new tools in this Second and last Round. We can also see that the Task 24 activities will be a good contribution to a continuous quality improvement of the process, the systems and the way of distributing these systems. So, there are lots of possibilities to improve international tendering.

It could also be included as a possibility in the new Work Plan to have a procurement of pumps and other components - perhaps via the manufacturers in order to avoid for them to have mixed roles – as a separate Subtask.

In the Second Round, we could benefit from the experience from the First Round. There could be more international tendering contents in national tenders, but also the start of some joint international activities, or there could be similarities in the introduction and formulation of goals and requirements during this period of 1½ year. It is most probable that more international collaboration could in medium-sized systems.

The follow-up of Task 24 activities after the originally planned closing of the Task – 31 March 2003 – could be through a Task 24 special Working Group, or as a prolongation of Task 24.

Decisions

The representatives present agreed as follows:

- Frank Zegers and Peter Out were to make a proposal to be commented on by the Task 24 Experts and the Executive Committee Members of the Task 24 participating countries, including Belgium.
- There should later be a discussion with key people of Task 28.
- It has been clearly established here that there is sufficient consensus to continue the Task 24 activities on a more international level.
- The goal would be a quality improvement of the tendering process with more international content.

9.3 Trademarks and labels

The way of collaborating with “outside” organisations to give a sort of trademark or label, like the World Wildlife Foundation, should perhaps be informed about and discussed at the Executive Committee Meeting. The IEA is the trademark that gives the quality of the product.

There was also a discussion about “keymark”, which is thought to be a sort of trademark.

10. SUMMARY OF ACTIONS FOR A NEW WORK PLAN

A draft for a revised Work Plan with a Second Round of procurements will be drawn up by Peter Out and Frank Zegers and communicated by 11th October at the latest to Hans Westling giving the Experts four days for comments until Tuesday 16 October in order for Hans Westling to finalise the Task Status Report in time for the Executive Committee Meeting.

The Experts agreed to stress in the revised Work Plan the existing experiences, the ideas for the future, a high degree of international work with individual and national tenders, and also a

higher degree of collaboration about the tenders in different organisational forms and at different levels, including all joint work, from components to systems and turnkey.

The Experts decided to further consider the possibility to use an illustration as a “thermometer” in order to show the number of square meters of different projects that have been created.

11. SUBTASK B "CREATION OF TOOLS"

The Subtask B Leader, Klaus Ellehauge, gave an update of what has taken place lately. Copies of Klaus Ellehauge’s presentation are attached as Appendix 15.

Klaus Ellehauge informed further about the details in the "*SolTilbud*" project, which is an extremely interesting project. It started with four competitions in four Danish regions and included three different categories. Twelve groups of manufacturers and installers had submitted tenders by the deadline 6 July 2001. The best in the three categories were pronounced winners by the judging committee. A 20% price reduction was achieved. The supplier Batec formed a consortium of installers all over Denmark, who accepted to deliver the systems to fixed installation prices. The consortium lowered their prices further and was pronounced winner of the competition in all regions. The winning systems are described and marketed on the web-site, which was opened in August.

The *Task 24 Newsletter* had been updated by Iben Østergaard in June 2001, see Appendix 16.

Regarding the *Task 24 web-site*, additional funding had recently been supplied from Canada for the Canadian consultant, Margarethe Vanderpas, who is in charge of the updating of the web-site. The domain re-registration for www.ieatask24.org has also been completed, see Appendix 17.

The *Special Midterm Evaluation Report* had been included on the web-site.

Klaus Ellehauge asked to receive as soon as possible suggestions for *further links* to different international and national activities that could be included on the web-site. He also welcomed national contributions that the Experts wanted to add, as well as new names and addresses to include or to be updated. A *list of web addresses* will be drawn up. It will include different parts of special interest to Task 24 in the different countries and *important links*.

Addition: An e-mail was sent by Iben Østergaard on 5 October requesting all Task 24 Experts to “take a look at www.ieatask24.org” and deliver relevant information, either to her or to Margarethe Vanderpas. The e-mail is attached as Appendix 18.

Reference was also made to the *tender documents*. An answer has come from ASTIG, which Klaus Ellehauge will study. No further updating of the tender documents is however planned right now.

If supplied with the material, Klaus Ellehauge also offered to put the *Swiss tools* on the web-site.

Hans Westling suggested that a *special seminar* be held about the findings and experiences from the planning of Internet buyer-groups, if funding could be found. It could be held at the next-coming Experts Meeting, at the latest, or perhaps be specially organised between some of the interested organisations in Denmark, Sweden, Switzerland, and the Netherlands.

There is also an illustration of different steps in the process. Some countries have concentrated more on the early part, like Switzerland and Denmark, and other countries have been involved in all the steps.

Denmark has had a *limited part of publicity*, but there should in the future be some regional campaigns, which could give better publicity. Possibilities should be developed so that potential customers could indicate an early interest in solar solutions and be given further information, and not immediately sign a binding order.

Matti Nordenström mentioned that the Värmland County Council activity has received lots of “hits” (short visits on the Internet web-site). The “sessions” on the web-site, which are somewhat longer, a couple of minutes, are of special interest.

The solar web-site addresses should be found in different brochures and advertising material, but also through links from home-pages of many organisations, like municipalities etc.

The Experts expressed a wish to have the *Task 24 web-site updated* to the 1st of November 2001.

12. GENERAL INFORMATION ACTIVITIES FOR TASK 24

Information was given that the next closing date for ALTENER and SAVE applications is January 2002.

For the 5th Framework Programme the closing date is 31 December this year. However, it does not fit Task 24 activities very much. It is more for complete ecological houses. Perhaps demonstration projects of some kind could be included here. But the goal is 30% less energy use compared to the standard, and 30% of the energy used should come from renewable energy.

The Task 24 *web-site* had already been discussed.

The *calendar* for different solar buyer group events included a *meeting on 31st October 2001 in Denmark* with Energistyrelsen, where solar procurement will be discussed.

The *Task 24 Newsletter* will be updated twice a year and be included on the web-site.

There will be an international *Solar conference in Adelaide* in November 2001. Frank Zegers had sent in an abstract, which hopefully will be accepted. We also hope that he will find funding to participate and inform about Task 24, either in the paper being presented or in a poster.

The next *EuroSun* conference will be in Italy in June next year. The First Call for Abstract has not been received yet. An abstract for Task 24 should be submitted, which will be the responsibility of the Operating Agent. Maybe we could also have a poster for different areas.

Hans Westling will contact Iben Østergaard regarding the collaboration with *OPET*.

Hans Westling had contributed with an article on Task 24 “*1st Round of Solar Procurements Completed*” in the “Solar Update”, No. 36, June 2001. The article is attached here as Appendix 19 and the complete June edition of the “Solar Update” is attached separately.

13. “IEA SHC AWARD OF EXCELLENCE”

The decision from last Executive Committee Meeting regarding a possible “IEA SHC Award of Excellence” was communicated by Hans Westling, see Appendix 20. The Executive Committee has not allocated sufficient resources to get the best result from such an activity.

Information about two other awards, “Energy Globe 2002” and “Water Globe 2002”, is attached as Appendices 21 and 22.

14. CHECKLIST OF ACTIONS

- A revised Work Plan will be ready by 11th October.
Addition: The draft was distributed 15 October.
- The Midterm Evaluation Questionnaire is to be sent in by all Experts to Hans Westling by week 40.
Addition: Completed Questionnaires were sent in by almost all countries.
- The Task Status Report will be sent in week 40 by Hans Westling to the Executive Committee Members.
Addition: The Task Status Report, which included the revised Work Plan and the Standard Midterm Evaluation, was sent to the Executive Committee Members on 25 October and is attached here as Appendix 23.
- The Swiss Manual on preparation of Solar Projects will be sent to Klaus Ellehauge.
- The web-tools are to be updated by 1st November 2001 at the latest.
- Belgium is to send in a complete Participation Letter to the IEA in Paris.
- Peter Out will contact France about possible participation in Task 24.
- ASTIG is also to be contacted about the planning of international procurements.
- All overhead presentations from this Meeting are to sent by e-mail to Hans Westling for the preparation of the Minutes.
Addition: All presentations have been included in these Minutes.

15. FOLLOW-UP OF TIME SCHEDULE AND MILESTONES

The Task 24 time schedule was discussed. It could be seen that we had not fulfilled the start of the Second Round of procurements. We will refer to the decisions taken at the Executive Committee Meeting in June to postpone the start until the Executive Committee Meeting in November. The delay also offers more opportunities for later-joining countries to participate in the procurements.

16. MATTERS FOR EXECUTIVE COMMITTEE CONSIDERATION

Matters to be considered by the Executive Committee include:

- A revised, more detailed Work Plan.
- A Standard Midterm Evaluation.
- To stress the importance of Task countries actively participating through suitable Experts and that these Experts are sufficiently funded throughout the whole duration of the Task.

17. SCHEDULE OF FUTURE TASK 24 EXPERTS MEETINGS

Next Experts Meeting will take place on *20 -22 March 2002, in Belgium as first alternative*. The meeting will be in the Walloon Region, but it is up to the host to decide the location. We expect to hear from Belgium if possible before the Executive Committee Meeting whether it will be possible to have the meeting in Belgium. The following Experts Meeting will be on *16-18 September 2002 in Copenhagen, Denmark*.

Addition – Please observe:

After consultations with responsible persons at the Belgium Ministries, Luc De Gheselle has informed Hans Westling that it would be too soon for Belgium to organise the meeting in March, but that Belgium will be pleased to host the meeting in September if Denmark agrees to switch places. Denmark has agreed to this and therefore ***the Experts Meetings in 2002 will be as follows:***

- ***20-22 March 2002*** at the Teknologisk Institute *in Taastrup (near Copenhagen), Denmark*.
- ***16-18 September 2002 in Belgium*** (location to be decided later).

18. CONCLUSIONS AND THANKS

Hans Westling thanked the Netherlands, Ecofys and especially Peter Out and Frank Zegers for the excellent preparations and arrangements for the Experts Meeting. The Experts Meeting was then adjourned.

APPENDICES

1. Address List IEA SHC Task 24, updated 15 October 2001.
2. Preliminary Agenda, Task 24 Experts Meeting, Utrecht 26-28 September 2001 (updated 25 September 2001).

3. Extract from the Minutes of the 49th IEA SHC Executive Committee Meeting, June 2001, Bordeaux, France (about Task 24 and Action Item List).
4. Letters concerning Belgian participation:
 1. From Mr. F Sonck, Director General of the Ministry of Economic Affairs, to Hans Westling and Task 24 participants, dated 21-06-2001.
 2. From Lex Bosselaar, SHC Executive Committee Chair, to Mr. Sonck, dated 5 July 2001.
5. *Sub task A: Work until now – national activities*, Peter Out, 25/09/01. Presentation at the Meeting.
6. *Space for Solar: Bringing ‘Bonn’ into practice*, Bart van der Ree, Space for Solar, Bonn, 23 July 2001. Presented by Frank Zegers at the Meeting.
7. *IEA:s Active Solar Procurement, T24, 1998-2002: Tap Water Systems in Sweden*. Idea: Michael Rantil, Formas. MiljöAktion Värmland. Presented by Matti Nordenström at the Meeting.
8. *IEA T 24 Technology procurement competition for solar heating of tap water in detached houses within Sweden*. Information sheet, dated Karlstad 2001-09-24. Matti Nordenström, MiljöAktion Värmland (also attached separately).
9. *Teknikupphandling av solfångare för större solvärmesystem inom ramen för IEA SHC Task 24*, jury report (in Swedish) on the procurement of larger systems in Sweden.
10. *Aktivitäten in der Schweiz*, presentation by Markus Portmann at the Meeting.
11. *Manual für Buyer-Groups. Präsentation am Meeting in Utrecht von Markus Portmann*.
12. Letter from Urs Wolfer, Switzerland, 8 August 2001, and information about the CD “*SPF Info-CD 2001 – Thermal Solar Energy*” (with facts about solar collectors tested in Switzerland).
13. *Solar Procurement and Marketing – subtask A. Presentation of the Danish Initiatives*, Sep. 2001, presentation at the Meeting by Lotte Gramkow.
14. *International procurement manufacturers workshop – IEA SHC Task 24*, September 26, 2001, Utrecht, presentation at the Meeting by Frank Zegers.
15. *Activities Subtask B*, presentation at the Meeting by Klaus Ellehauge.
16. *News/status from IEA Task 24*, Task 24 newsletter, June 2001, Iben Østergaard.
17. E-mail from Margarethe Vanderpas, Canada, 21 September 2001, informing of the re-registration of the Task 24 web-site.
18. E-mail from Iben Østergaard, 5 October 2001, requesting all Task 24 Experts to “take a look at www.ieatask24.org”.

19. *1st Round of Solar Procurements Completed*, article by Hans Westling in the “Solar Update” newsletter, No. 36 June 2001. (Complete newsletter attached separately).
20. Extracts from the Minutes of the 49th IEA SHC Executive Committee Meeting, June 2001, Bordeaux, France (about “SHC Award).
21. Information about the *Energy Globe 2002*.
22. Information about the *Water Globe 2002*.
23. *Task 24 Status Report October 2001* (incl. Midterm Evaluation and Work Plan Second Round), Hans Westling, October 2001.

DISTRIBUTION

These Minutes are distributed to the Experts on the Task 24 Address List, Appendix 1.