

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

TASK 24 SOLAR PROCUREMENT

EXPERTS MEETING

**Ottawa, Canada
28-29 February and 1 March 2000**

MINUTES OF MEETING

**Hans Westling
Promandat AB
Operating Agent**

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TASK 24 SOLAR PROCUREMENT

Minutes of Experts Meeting 28-29 February and 1 March 2000, Ottawa, Canada

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Hans Westling
12 April 2000

MINUTES OF TASK 24 "SOLAR PROCUREMENT" EXPERTS MEETING IN OTTAWA, CANADA, FEBRUARY 28-29 AND MARCH 1, 2000

(February 29 was used for a Workshop at which the Task 24 Experts informed about the activities in their respective countries, and presentations were given about concrete and planned activities in Canada.)

1 INTRODUCTION AND PRESENTATION OF PERSONS PRESENT

1.1 Introduction

The Operating Agent Hans Westling opened the Task 24 Experts Meeting. Gerald Van Decker welcomed all the participants to Canada and Ottawa, and hoped that there would be good conditions for a fruitful meeting.

1.2 Presentation of persons present

A short presentation of the persons present followed. The two new participants, Reidar Kinderås and Björn Johansson, both from Sweden, were especially welcomed. The participants are listed below. For further details and addresses see the Task 24 Address list, which was circulated for updating during the meeting, Appendix 1.

Klaus Ellehauge, Danish Technological Institute, Denmark
Lotte Gramkow, Esbensen Consultants A/S, Denmark
Hans Isaksson, K-Konsult Stockholm, Sweden
Björn Johansson, AB Enköpings Värmeverk, Sweden
Reidar Kinderås, consultant for the Stockholm LIP, Sweden
Matti Nordenström, MAV, Sweden
Peter Out, Ecofys, The Netherlands
Iben Østergaard, Danish Technological Institute, Denmark
Markus Portmann, BMP Sanitär und Energie, Switzerland
Adrie van de Water, Novem, The Netherlands
Gerald Van Decker, CANMET/National Resources Canada, Canada
Christian Völlmin, SSES, Swiss Solar Energy Society, Switzerland
Alan Young, CANMET/National Resources Canada, Canada
Hans Westling, Operating Agent, Promandat AB, Sweden

2 APPROVAL OF AGENDA

The Preliminary Agenda, dated February 14, 2000, Appendix 2, had been distributed by e-mail before the meeting and had also been included in the documentation for the meeting. Peter Out suggested, if possible, to use part of the time for subgroup concrete discussions about the different Subtasks, and also to use some time for “brainstorming” for future activities. Most of the Experts thought that, in principle, this interest would be a good idea for upcoming meetings, if there are activities that only interest some of the Experts and if practical facilities could be arranged for such an activity. It was decided to approve the Preliminary Agenda.

3 MINUTES OF EXPERTS MEETING IN VEJLE, DENMARK , SEPTEMBER 30 - OCTOBER 1, 1999

The Minutes were approved by the participating Experts.

4 PARTICIPATION PLANS

Apart from the notification of all the temporary and permanent representatives, for instance the Chairmen of the Buyer Groups in Sweden, there were no changes in the Participation Plans.

Regarding funding for the work, most of the countries emphasised that the normal procedure is that the funding is allocated in yearly budgets, which have to go through the normal process in the different countries, until it can be ascertained that the resources actually are available for the year in question.

5 EFFORTS FOR RAISING INTEREST IN PARTICIPATING IN TASK 24

With reference to the Minutes from the last Experts Meeting, it was noted that one additional mechanism for raising interest could be through *OPET*. It had been suggested by Anders Berglind within the Swedish OPET organisation, earlier with the City of Västerås, that OPET could also initiate contacts for raising interest e.g. in Germany. It would be essential if the countries already participating in Task 24 also could show an active participation in the OPET work and through this inspire Germany and Austria to join Task 24. OPET is an EU organisation which makes it difficult for Switzerland to join.

It was noted that it would be important to send further information and updates to *Germany*, *Belgium* and *France*. Peter Out will further develop existing contacts in *Belgium* and *France*. It was then asked for a short formulation (just a few lines) of how OPET concretely could facilitate this. Information activities, education and training, and the initiation of a dialogue were items specifically pointed out.

It was noted that there is an interest among some suppliers in the *United States*, as they had taken part in one of the Canadian procurements. This could be a way of raising interest from the United States. Hans Westling also reported that, at the last Executive Committee Meeting, he had approached Earle Perera from the *United Kingdom* and the *German* representative, Volkmar Lottner. Some mechanism has to be found, for instance through an energy information agency or utility. The transformation and deregulation of the market in Germany raises however problems right now. One way could also be to invite specific utilities to join the work. Hans Westling informed also that he had been invited to give a presentation at the upcoming Solar Symposium in *Austria*, which will take place in Gleisdorf 6-9 September 2000, see Appendix 3.

6 SUBTASK A “PROCUREMENT AND MARKETING”

6.1 Presentation of the work

The Subtask A Leader, Peter Out, gave a general presentation of how the activities are proceeding, see Appendix 4. There will be further updates during the meeting by the national representatives and these updates will later be summarised.

Peter Out also informed that the ALTENER application had been sent in for funding part of the campaigns in The Netherlands, Denmark and Sweden. He especially stressed that the most important activities are to identify areas where there could be a synergy of the national work, and also of the initiating and follow-up of the tendering. In the planning for the years to come, it could be of interest to have an exchange of experiences, either during a separate Subtask A meeting or telephone conferences. Internet contacts between the National Co-ordinators would also be essential. He also pointed out that the midterm evaluation is coming up and, according to the Task 24 time schedule, it should be delivered during the first quarter of next year. It was noted already here that a plan for such an evaluation would be presented by Subtask B in good time before the next Experts Meeting.

The presentation then continued with updates from the different countries.

6.2 The Netherlands

Peter Out informed about the work in The Netherlands, see Appendix 5, including domestic systems for existing buildings with solar water heating campaigns using buyer groups such as SOL*id, the ASN Bank and the World Wildlife Fund. He also pointed out the possibilities, which could also be of interest for others, of using the NGOs more, and also the website possibilities for e-commerce. The ASN Bank campaign started with an announcement in their magazine in December 1999. About 1,000 reactions had been received up to the end of February. This campaign also included different financing possibilities either through banks or through renting of the water heaters and parts of the solar systems. The WWF campaign starts in March 2000.

Peter Out also informed about the collaboration on the level of housing associations. Together with the Dutch umbrella organisation of all housing associations named ‘Aedes’ and its European counterpart ‘Cecodhas’, a European survey named ‘Solhas’ has started with the

goal to develop a market strategy for solar water heaters for the market sector of housing associations. Starting from an investigation of the housing corporation sector in 10 different European countries, our goal is obtain a clear image of the possibilities and bottlenecks for further introduction of solar water heaters. The survey will form the basis of the demands of a European scale buyer group of housing associations to be established at the end of 2000, beginning of 2001. This buyer group will tender during the second, more international part of IEA task 24. During the survey in 2000 national projects, especially in The Netherlands, will take place in co-operation with 'Aedes'. In the supply area of the utility EDON, these national projects will run in close co-operation with EDON. For new housing development, work has been carried out together with the EDON utility for some regions.

There has also been work for medium-size systems through the "Space for Solar" initiative. This is a buyer group of 59 participating organisations most housing associations and rest homes. To give this buyer group a legal basis a foundation in which all participants are represented has been created. The initiative has a portfolio of more than 100 projects, with a total of approx. 20,000 m² which are to be realised the coming years. The foundation has an open character, new parties are invited to join the "Space for Solar" initiative. Since medium size systems are more tailor made, various solar services will be offered, including buying and leasing.

Another way of creating buyer commitment and giving it a legal basis is to create a special company. An example of this is the SOL*id company. This solar company is owned by 40 installers. The company also has an open character, so other installers can join, however they have to prove that they can offer a certain quality level. SOL*id is the only Dutch installation company that offers solar sales and installation services on a national scale. A national call centre has been established for facilitating customer contacts. This approach offers an opportunity for customers to have only one contact to take the whole responsibility, transferring matters of warranty etc. to the installers and the manufacturers. This makes it easier with central marketing and publicity, stressing the importance of the system buyer and central logistics. They are now working on feature packages, also offering some more features, such as standard black collector edges - and not those with a metallic look, which people do not prefer. There are also solar viewers – instruments installed which provides the tenants with the possibility of seeing that the system is actually working.

Peter Out stressed that to create a sustainable market development for solar water heaters, efficiency and development in the whole distribution chain should be aimed at, since only about one third of the cost, or the price, is for the components, the rest refers to marketing and installation. Some research has also been going on regarding the arguments for solar. A very important thing in this is to change and educate the whole installation sector, the example of the establishment of SOL*id is an example how this can be done.

6.3 Sweden

Hans Isaksson informed about the ongoing activities in Sweden with the small and the large systems. There were also contributions from Matti Nordenström and Björn Johansson.

A buyer group for the *small SWH systems* had been established with Matti Nordenström, County of Värmland, as Chairman. Information regarding the competition - not a procurement - had been sent out. Competition entries can be submitted up to 31 March. The project

includes solar panels of the size of 4-5 m². There is also a possibility open for submitting entries for components only. Information should be given about the work needed for installation. A formula is also shown for the evaluation. The project is also connected with regional campaigns, where OPET will play an important role. Apart from the County of Värmland, other regions too have expressed an interest. A summary in English by Matti Nordenström about the small systems is attached as Appendix 6.

For the *larger systems* - the average is about 300 m² – there are now possibilities in the magnitude of 8,000 m². An invitation letter for a more definite commitment had now been sent out to interested buyers, and an invitation to tender is planned for March/April. Björn Johansson, AB Enköpings Värmeverk (energy utility), is Chairman of the group for larger SWH systems.

Addition: The invitation documents for the larger systems were sent out 5 April 2000. An English translation is included as Appendix 7 and the fax to the “Official Journal of the European Communities” with the advertisement to be published is included as Appendix 8.

The Stockholm LIP (Local Investment Program) is involved in the Swedish projects and was represented at the meeting by Reidar Kinderås. They have a number of large existing housing areas but also new projects.

Hans Isaksson stressed that team-building is very important in order to create good buyer groups.

A discussion about the procedure for advertising had taken place. Further information will be given by Hans Westling later. The advertising documents for the small SWH systems sent in to the Supplement of the “Official Journal of the European Communities” were originally in Swedish, not in English. The project was also advertised in one-line translations into English and other languages which were made by the office of the Official Journal. These translations were however not correct. It is of course very difficult to attract interest if the advertisement is in Swedish and the very limited one-line translations into other languages are not correct. A new attempt was made and the whole document was sent in from Sweden using the English form and with all the text in English. The document includes also a short one-page summary of the project. Hopefully this version will be published in the Supplement too.

Addition: The English advertisement for small systems was published on 3 March 2000, see Appendix 9.

6.4 Denmark

Lotte Gramkow gave a presentation of the Danish activities, see Appendix 10. She informed that originally the Danish plan was a very broad approach, and the lesson learned was that we have to target more specific. The efforts have now been concentrated to an electric utility company, the *Thy Højspændningsverk*, a private company, *Rockwool International*, a housing developer, *KFS-Houses*, and a co-operative society, the *FDB supermarkets*. A project will be included in the Thy Energy activities. They have an image task to fulfil and want to have a positive profile. The focus is especially on electrically heated houses. The campaign start has been delayed due to a fusion between Thy and another utility, the Morsø utility. The Morsø utility has now agreed also to start a solar campaign in February. As to Rockwool Interna-

tional, it turned out that it was not a good backup by the management and that they will not go ahead with the project. The housing developer, KFS-Houses, contacted The Danish Organisation for Renewable Energy, and the Federation of Energy- & Environmental Offices. KFS is building approx. 500 houses in North Jutland. They will adopt solar heating systems to their building description. The FDB supermarkets chain is still in the initial phase of the project.

There is now need to substitute Rockwool International with a private company. Contacts will be taken up with Bang & Olufsen, Grundfos, Velux and Danfoss, and some of the “Green Municipalities” will also be targeted.

The status in Denmark for Subtask A is as follows:

- The Thy Højspænningsverk and Morsø campaign can start with some delay.
- When KFS-Houses has adopted solar energy, a procurement project will start.
- The lesson learned from Rockwool is that it is important with management commitment from the very beginning.
- For the FDB supermarkets the intention is to follow the project from the very beginning till the end.

In the past, there have been solar campaigns with the National Gas Company and with Sun & Wood (an association of private house owners). There have also been Sun & Biomass campaigns and solar domestic hot water systems have been marketed and sold by ENCON, a local electricity company. Furthermore there have been campaigns from the Danish Branch of Plumbers, and campaigns from the Danish Solar Manufacturing companies.

The intention is also to attract further interest in connection with the EuroSun 2000 Conference in Copenhagen in June. Denmark will also contact some more housing companies and try to establish more contacts with its end-buyers.

There could be an interest to see if there can be some inspiration to create couples of similar companies in two countries, who could then exchange ideas and experiences.

Discussions are going on in Denmark to introduce a law, which in the future will make it compulsory to install solar systems when building new houses outside a district heating area.

According to experiences, marketing and selling of solar water heaters on the pay back times argument is not easy, an exchange of all sales arguments between the participating countries is proposed.

6.5 Canada

Gerald Van Decker gave a presentation of the Canadian activities. The “Zero Round” has been carried out with 9 systems in Peterborough with two Canadian suppliers. The installation begins later in March and in Toronto through EnerACT.

It is essential with a vision for the future activities. This should be a part of a market transformation activity. Included in the Canadian activities are:

- A market survey.
- A detailed market study.

- A government incentive programme is now planned - 25 Canadian cents per kWh as a maximum.
- To have collaboration with NGOs such as Greenpeace and also to nominate some consultants to help the interested buyers.

There is also a business plan which includes:

- An internal rate of return calculation of pay-back.
- Procurement experience standard or concrete procurements.
- End-customer relationship analysis.
- Discussions about conditions for different leasing arrangements.
- Installer training beyond April 2001.
- Product certification.
- Larger tenders later - 100 units per year.
- Transfer from NGOs to utilities and energy companies.
- Planning of a meeting with suppliers before launching of procurements. It is pointed out by some of the Experts that utilities may be very unsure partners because of the deregulation.
- Home builders as a rather good channel.

6.6 Switzerland

Christian Völlmin gave a presentation of the Swiss activities with input from Markus Portmann, see Appendix 11. The “Energy 2000” programme has now come to an end, which makes it problematic until a new programme is decided by the government. There are now some initiatives to introduce energy taxes on non-renewable sources, to have subsidies for others and a direct solar initiative. These initiatives will be subject to a referendum in Switzerland and there will be four different proposals. It is now important to convince people to vote in favour of these initiatives. Otherwise there will be problems to work with Task 24. If people vote in favour of the initiatives, there will be a much better situation. With the Swiss democracy it is anyhow difficult with the 26 different districts. The work is somewhat paralysed because of this situation.

Christian Völlmin referred to the plans with the City of Zug. He stressed that it is a very small project. He also referred to the overhead presentation that was included in the documentation to this meeting. The project for the City of Zug is in collaboration with the Water Utilities of Zug. This project concerns the hot water only. There are different target groups for domestic hot water of single-family houses and for multifamily houses with less than 10 apartments. For multifamily houses of larger sizes it is then the preheating of hot water. The intention is to have turnkey installations at a fixed price, to have a professional project management, including all officials and also the local professionals, and to use only certified components.

Christian Völlmin also informed about the “Passive Houses” in Senti Kriens, which are solar installations to reach the special requirements for Passive Energy Houses. These houses are very well insulated and should have a maximum of 50 kWh per square metre for heating and hot water, and a high comfort. This is a project, where construction starts in the summer of 2000 with 18 double family houses. There are also compact ventilation systems with heat recovery and heat pumps, a combined store for heating and hot water, and a solar installation with a collector area of about 4 square metres.

Christian Völlmin informed furthermore that the projects are normally very small in Switzerland.

6.7 Summary of Subtask A

Peter Out summarised the Subtask A activities.

There are projects in every country and many campaigns. There are challenges everywhere. To work more efficient and to create more synergy between the various projects, more information on these challenges is needed.

A “challenge list” should be sent in to Peter Out before the end of March, to structure the challenges a little the following categories are proposed:

- Deregulation and subsidy arrangements.
- Formalisation of buyer groups.
- Tendering.
- Publicity.
- Logistics.
- Business goals for a sustainable market.
- Interest in solutions.

The Experts agreed that it would be essential to have some concrete data in a table with important key data about the actual procurements: finalised in the preparatory stage, launching of tender, etc. The format in draft would be sent out by Hans Westling to the Experts for their comments. This is definitely needed for the Task Status Report and the contacts with the Executive Committee later this year.

Addition: A draft project follow-up form was distributed by e-mail 3 April to the Experts for their comments, see Appendix 12.

If new buyer groups are being discussed it is important that this shall not delay the work with the already identified buyers. It is more important to show concrete results with a few buyers than to further spread a more general interest in the activities.

7 SUBTASK B “CREATION OF TOOLS”

7.1 General work

The Subtask B Leader, Klaus Ellehaug, presented an overview of the work up to now. He pointed out the following:

- A website as an electronic “Book of Tools” has been established. Updating will be made by Iben Østergaard before the ballot will be further discussed.
- A newsletter has also been compiled and distributed.

- A first tendering package, a sort of “Brutto-Text” has been worked out. It will be of help for different project teams preparing tendering to choose parts of the text according to their actual needs.

The *first edition of the website* is nearly completed. The question is whether to include a prototype process - as we have in the time schedule – since there have not been any prototypes in the First Round. There is a notion that it is important to show exactly what has happened, who won the tenders in the different countries, which tenders have been launched, who is planning to launch tenders, etc.

Iben Østergaard gave a presentation about the different parts, see [Appendix 13](#). In the overview she had indicated with a symbol where corrections and changes have been made; with another symbol why a part has not been changed or corrected; with an “m” when something is still missing; and with an “R” where we should read and consider. It is in general the parts about Buyer Groups (point 4), and the Tools (point 5 - 5.1 until 5.4) which need consideration. As regards the Prototype Process (point 5.5) it should be considered whether it is needed to include it as it is now missing. All the Experts were urged to read and consider and to give their reactions within two weeks.

The Experts also discussed for *which group the "Book of Tools" is intended*. It was agreed that the *target group is the buyers*, people who want to initiate and carry out projects.

Gerald Van Decker informed that he is planning to use a *professional editor*, when the content is ready from Denmark. Then the whole Task 24 homepage should be updated and these parts included. This will be done before the Executive Committee ballot takes place.

The Experts decided as follows:

- To give information on actual prices.
- To show the conditions and those who actually procured.
- To prepare a format and how to fill it in for different projects.
- To do further work also on the frequently asked questions.
- To start with ten questions: How much do you include in the tender about the scope, time, cost/price etc? So please advice about the two most frequent questions that you will have to Subtask B.
- To also suggest valuable links, and where to place them. Best is of course to have them on the introductory pages instead of in a special paragraph later down in the text as is the case now.
- To have the content ready around the 27th March.
- To send the Subtask B documents to Gerald Van Decker.
- To have the intended refinement made by a professional editor by the 28th of April.
- To start the formal ballot at the beginning of May.
- To perhaps include some documents as “pdf”-files.

The Experts will further consider whether we should change the name of the “Book of Tools” to something else, like “Webtools”, “Toolbox”, “Solar Tools”, “Solar Tender Tools”, etc.

7.2 "Brutto-Text"

The "Brutto-Text" was presented by Klaus Ellehauge. It was generally agreed that this text is of value and should be worked further on. The Experts were invited to send in their comments to these actions within two weeks. The text is based on the Canadian current work, the European procurement activities and the material suggested by Heimo Zinko. The actual launching of the procurement from Sweden will also be included now. Perhaps one short example would be of value anyhow and how it would look when you have a very short request for proposal.

Another example of a tendering package is the tender for design and turnkey projects through a price per square metres as has been done now in The Netherlands. In this package, everything was as standardised as possible. This package was demonstrated in The Netherlands where 300 US\$ per square metre was the goal. The price was higher, but much lower than the average and much lower than in Germany with 600 US\$ per square metre. As mentioned before we must cut the costs for selling, engineering, and the overheads, but keep the quality control. Turnkey tendering is one of the ways to achieve this.

There is also time now to get reactions from the manufacturers about this. Therefore, Hans Westling will now invite the European organisations, and Canada is asked to take similar contacts with the Canadian organisations. Links can then be established, for instance through the Swedish documents. It is also discussed whether the German example of tender text could be used here, and Peter Out was asked to send examples to Klaus Ellehauge and Christian Völlmin.

8 MIDTERM EVALUATION OF TASK 24

It was agreed that Subtask B will deliver a draft document and plan for this evaluation to the next Experts Meeting. Hopefully the draft document can be sent a couple of weeks before the meeting.

9 CONTACTS AND DIALOGUES WITH SUPPLIERS

9.1 International contacts

Hans Westling informed that he had sent fax letters to the two European organisations ASTIG and ESIF, inviting them to contacts about the principles for coming international activities, see Appendix 14:1-2. It was agreed that the contacts with these organisations would be pursued, perhaps together with the Swiss representatives, and that follow-up contacts would be taken, first by phone by Hans Westling, and then further follow-up by Peter Out. A good time for these contacts would be after 1st April when the "Brutto-Text" is planned to be updated and is ready. There will be further follow-ups in connection with the solar conference in Austria in September, where both the chairmen of the European Supplier Organisations will be present.

9.2 National contacts with suppliers

In *Sweden*, regular contacts are taken at the SEAS meetings. The next meeting will take place within a month. The first information was given already two years ago.

In *Switzerland*, Markus Portman is vice president of SOFAS, a non-profit organisation whose members include installers, manufacturers, consultants and all solar professionals. There is also a lot of information in magazines to inspire installers. A video will be produced which shows an installation within only 24 hours. Information with illustrations from different stages is already available. The goal is “happy clients” and “happy installers”.

Denmark will invite to a meeting with installers in the near future. *Canada* will invite to a dialogue with installers. *The Netherlands* will also follow up the contacts that have already taken place.

It is important to gradually produce more and more tender documents and other information in other languages than the own national language(s) – preferably in English. First a more general, one-page information sheet would be produced to give inspiration to suppliers.

Media, like the “Official Journal of the European Communities” and a similar medium in Canada should also be used for presentation of planned and launched tenders in parallel with ordinary distribution by mail and electronically. Gerald Van Decker will communicate which is the equivalent official channel in Canada. To use the website for distribution will easily give more information to all suppliers. Hans Isaksson was asked to send the documents for the RFP (Request For Proposals) for the large systems and the advertisement published in the “Official Journal of the European Communities” to Gerald Van Decker for publication in Canada, if possible.

10 GENERAL INFORMATION ACTIVITIES FOR TASK 24

It was pointed out that general information is not the most important item at this moment. The most important issue is now to identify additional interested buyers and to run the concrete projects.

10.1 ALTENER application

An application had been sent in. Peter Out will find out if the summary can be included in the Minutes. According to information received there will be no decisions until May.

10.2 Other sources of funding information activities

It is still important to find other sources of funding. Information was given that the Stockholm LIP is partly financing some of the Swedish brochures and the updating of links for the website.

10.3 Website

The website had already been discussed. Further links will be established, and a time schedule has been agreed for the updating of the Task 24 website.

10.4 Calendar for different Solar and Buyer Group events

The Experts were asked to communicate information about solar and buyer group events to Iben Østergaard. There is no need for a new complete list of all events, but it would be of value to include the Executive Committee Meetings in the Task 24 calendar.

10.5 Task 24 Newsletter

The National Co-ordinators are asked to send in current material for inclusion in the newsletter. Iben Østergaard will then prepare an update of the “News from the IEA Task 24” newsletter before the end of March.

10.6 Information Plan

Hans Westling will update the Information Plan according to what has come forward at the meeting.

10.7 The Task 24 brochure

It was decided not to make a new print of the brochure. The Experts were asked that if they had spare brochures please send them to Hans Westling, since there is a need for brochures. They can then be updated with the actual names and addresses. If there are no brochures available, we will refer to downloading of the brochure from the website.

Addition: Hans Westling has approached CADDET to inquire whether they still had brochures in stock. CADDET has sent some hundred brochures to Hans Westling.

10.8 Presentations at international conferences

All Experts may feel free to take initiatives if they want to submit abstracts and papers and do presentations, orally or by posters. This is anyhow no main activity and should not interfere with the work with the concrete buyers and the projects. If papers are produced, please send copies to Hans Westling.

Two papers have been sent in for presentation at the “EuroSun 2000 Conference” by Peter Out and Klaus Ellehauge. Please send copies to Hans Westling (if possible by e-mail).

OPET can also be used as an important channel for information. It will also be of interest to organise, together with OPET, a sort of "ad hoc" afternoon meeting of a more informal character for those interested. Iben Østergaard will assume responsibility for this meeting, and will see to it that a good meeting-room will be reserved and she will also send out invitations. This will be a follow-up of the Task 24 Experts Meeting in Canada.

Some coming conferences in 2000 are:

- The "Otti Conference" in Germany in May
- The "EuroSun 2000 Conference" in Copenhagen, Denmark, 19-22 June 2000
- The "12. Internationales Sonnenforum 2000", 6-7 July 2000, in Freiburg (?)
- The "5. Internationales Symposium für thermische und photovoltaische Sonnenenergienutzung" in Gleisdorf, Austria, 6-9 September 2000 (see Appendix 3).
- The "Millennium Solar Forum 2000", Mexico City, Mexico, 17-22 September 2000, see Appendix 15.
- The "Changing roofs of Europe"

For the year 2001:

- "North Sun Conference" in The Netherlands. The date is still to be decided
- The "Solar World Conference" in Australia.

Information was also given about "Canada's Clean Development Mechanism, CDM, & Joint Implementation, JI, Office, see Appendix 16.

11 FOLLOW-UP OF TIME SCHEDULE AND MILESTONES

The Experts discussed the Time Schedule and the Milestones, see Appendix 17.

Milestone A2 - Distribution of invitation for tenders: This has actually started for the First Round, but is fully valid for Sweden and The Netherlands. For Denmark it will start about the 1st May with the Thy project. In Switzerland it is somewhat uncertain because of the upcoming referendum. The Zug project will start and will then hopefully include the OPET Solar parts. In Canada, the First Round already started in November last year, and it will be followed up, hopefully in June, by the next one.

Milestone B2 – Book of Tools, 1st edition: This has been delayed but is now coming on in a more efficient way through the website, and hopefully it will be sent out for ballot by 1st May and can be reported. Suggestions of new names for the "Book of Tools" are expected until the end of March.

12 PREPARATIONS FOR THE "IEA SH&C AWARD OF EXCELLENCE"

There were discussions about such an Award and the countries were asked to submit examples. One has already been received about the "Solar Cities" in Denmark, see Appendix 18. There are similar activities in Switzerland and The Netherlands information about this will be sent to Hans Westling. Information will also be sent about the "European Solar Prize", and the "Swiss Solar Prize". There are also awards to buyers, but the principle for giving awards

is: "for outstanding initiatives and achievements, primarily to suppliers, but with a buyer focus."

The criteria could be: performance, price, reliability and outstanding way of marketing or organising the process.

In principle, the Experts agree that there is still an interest to try the possibility of having an award, primarily for the international projects, but also to point at the possibility for the national teams of establishing awards, which should be given "in collaboration with the Task 24".

Hans Westling was asked to put forward a concrete proposal based on the discussion at the meeting and also on the input received in further examples.

13 MATTERS FOR EXECUTIVE COMMITTEE CONSIDERATION

No other issues than that regarding an "IEA SH&C Award of Excellence" were taken up at the meeting.

14 IEA TASK 24 ACTIVE SOLAR PROCUREMENT WORKSHOP

A workshop was held on February 29. Invitations had been sent out to several Canadian organisations and the Workshop was attended by experts from Canada. The Task 24 Experts informed about activities in their respective countries, and presentations were given about concrete and planned activities in Canada. The draft Agenda for the Workshop is attached as Appendix 19.

Gerald Van Decker will consider distributing some Minutes from the Workshop.

15 OTHER INFORMATION

Attached to these Minutes are copies of the following material:

Extracts about Task 24 from the IEA SH&C 1999 Annual Report, Appendix 20, information brochure about SH&C Task 23 "Solar Energy Use in Large Buildings", Appendix 21, and information brochure about SH&C Task 25 "Using the sun to create comfortable indoor conditions", Appendix 22. The SH&C newsletter "Solar Update", No. 34, February 2000, is attached separately.

16 CHECKLIST OF ACTIONS

A checklist of actions to be taken was drawn up at the meeting and is included here as Appendix 23.

17 SCHEDULE FOR FUTURE TASK 24 EXPERTS MEETINGS

The Experts decided

- to have the next *Experts Meeting 2-4 October 2000 in Luzern, Switzerland*, and
- to have the possibility open for a *Workshop* during that time. Invitations would be sent out, mainly to Swiss persons and organisations interested in Solar activities.
- that first meeting in 2001 will take place preliminary in *Sweden* some time between *12-23 March 2001*. The arrangements are to be made by the Swedish National Co-ordinator, Hans Isaksson, and the place of meeting will perhaps be in the County of Värmland.

18 CONCLUSIONS AND THANKS

Hans Westling thanked Canada, CANMET Natural Resources Canada and especially Gerald Van Decker and Alan Young for the excellent preparations and arrangements for the Experts Meeting. The Experts Meeting was then adjourned.

APPENDICES

1. Task 24 “Solar Procurement” Address List, updated 12 April 2000.
2. Preliminary Agenda for the Task 24 Experts Meeting in Ottawa, Canada, February 28-29 and March 1, 2000 (dated 14 February 2000).
3. “5. Internationales Symposium für thermische und photovoltaische Sonnenenergienutzung”, Gleisdorf, Austria, 6-9 September 2000, brochure in German.
4. “Task 24 Solar Procurement: Subtask A: Work until now and National activities”, copies of presentation material by Peter Out, The Netherlands.
5. “National activities: Status The Netherlands”, copies of presentation material by Peter Out, The Netherlands.
6. “IEA T 24 Technology procurement competition for solar heating of detached houses in, among others, the county of Värmland, Sweden”, summary by Matti Nordenström, Sweden, 2000-02-25.
7. “Invitation to take part in a Technology procurement competition: Solar collectors for use in larger solar heating systems. A Swedish technology procurement competition forming part of IEA Task 24, Solar Procurement”, English translation, 2000-04-05.
8. Announcement form for the Swedish competition for larger systems sent in for publication to the “Official Journal of the European Communities” 5 April 2000.

9. Copy of the advertisement for the Swedish small systems published in the Supplement to the “Official Journal of the European Communities” 3 March 2000.
10. “Solar Procurement and Marketing: Presentation of the Danish initiatives”, Lotte Gramkow, Denmark.
11. “Swiss presentations: 222 Solar roofs for Basel; Passive Houses in Senti Kriens; Solar roofs for the city of Zug”, presentation by Christian Völlmin, Switzerland.
12. “Task 24 – Project Follow up: Project tender status format / checklist”, draft by Hans Westling, Sweden, distributed to 3 April 2000 to the Task 24 participants for their comments.
13. Presentation material about the Tools Website, Iben Østergaard, Denmark.
14. 1-2: Fax letters to the supplier organisations ASTIG and ESIF, Hans Westling, Sweden, 29 February 2000.
15. “Millennium Solar Forum 2000”, Second Call for Paper for the conference in Mexico City, Mexico, 17-22 September 2000.
16. “Canada’s Clean Development Mechanism, CDM, & Joint Implementation, JI, Office”, information brochure.
17. Task 24 Milestones Table 1 (from Task Status Report, October 1999).
18. “Kolding – Årets Solby 1999”, extracts in Danish about “Kolding – The Sun City of 1999”.
19. Draft Agenda for the “IEA Task 24 Active Solar Procurement Workshop” February 29, 2000.
20. Extracts about Task 24 from the “IEA Solar Heating & Cooling Programme 1999 Annual report”.
21. ”Solar Energy Use in Large Buildings”, information brochure about SH& C Task 23.
22. ”Using the sun to create comfortable indoor conditions”, information brochure about SH&C Task 25.
23. “Task 24 – List of Actions” decided at the Experts Meeting in Ottawa, Canada, February 28-29 and March 1, 2000.

Attached separately: The SH&C Newsletter “Solar Update”, No. 34, February 2000.

DISTRIBUTION

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

