SHAMCI Network

Internal Regulations

Based on the Solar Keymark Network Internal Rules

Prepared By:

Eng. Ashraf Kraidy

Eng. Imad Landoulsi

Eng. Nader Hajj Shehadeh

Eng. Reda Abdulazzim

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1. Introduction

During its ninth meeting held in the League of Arab States premises, Cairo, 22 December, 2011, The Arab Ministerial Council of Electricity (AMCE), in its decision No. 152, sent a request to the Regional Centre for Renewable Energy and Energy efficiency (RCREEE) and the Arab Industrial Development and Mining Organization (AIDMO) to coordinate with the council secretariat to work on a standardization and certification program for SWHs aiming to achieve a quality certificate for the Arab region.

Meeting the request of AMEC, RCREEE established a SWHs Certification Program in order to develop a certification system and quality label for SWHs in collaboration with the University of Stuttgart in Germany.

To achieve this purpose, a network under the name of (SHAMCI) founded in the kick-off meeting of the project held in Stuttgart University, Stuttgart, Germany 4 June, 2012 to oversee the adoption of the program and to serve the needs of Arab countries. Network members will be mandated to work on the application of the program at the national level to disseminate the use of solar water heaters in the Arab world.

2. Mission

The mission of the SHAMCI Network is to support solar energy markets by establishing and maintaining a certification programme that ensures a specific quality for solar thermal products and services in the Arab region.

3. Role and functions

The SHAMCI Network coordinates all SHAMCI testing, inspection, and conformity assessment activities on the basis of SHAMCI certification scheme.

Activities of the SHAMCI Network are:

➢ Definition of working rules for the SHAMCI Network

➢ Organise regular meetings of the SHAMCI Network

➢ Organise any extraordinary meetings of the SHAMCI Network

➢ Exchange of experience and harmonisation of procedures

➢ Definition of guidelines how to proceed in cases where the available standards and scheme rules are unclear, outdated, limited in scope, inappropriate or not detailed enough

➢ Improve and further develop the SHAMCI scheme rules

➢ Act as a clearing body in case of complaints, disputes and appeals, related to the certification activities

➢ Organise peer assessment activities

➢ Organise round robin testing to assure quality of test results from all testing laboratories

➢ Approve the balance and to plan the budget for the SHAMCI Network fees

4. Shamci Secretariat

Secretariat is considered the main driver of SHAMCI network and hosted by the Regional Centre for Renewable Energy & Energy Efficiency which gives turn such a legal status in terms of financial and legal reference, the Secretariat in coordination with the chairman of the network is representing the network & signs agreements on the Arab and international level, and to manage budget of the network in terms of revenues and expenses whether it was intended by itself or from any other external parties, as well as preparation of the financial and technical reports to be presented to the network in the periodic meetings.

Secretariat is entrusted by follow up the implementation of all the decisions, plans, and recommendations, issued by SHAMCI network. Secretariat team includes experts for technical, administrative, financial, and regulatory tasks that are nominated by the Regional Centre in coordination with the chairman of the network, and secretariat responsible for:

First: Technical Aspects:

➢ Preparing the annual budget, and search for sources of funding.

➢ Elaborating Arab Program plans of certificates of solar thermal systems (SHAMCI) to be presented to SHAMCI network.

➢ Implementation of the plans and decisions issued by the SHAMCI network meetings.

➢ Network representation at the regional and international level.

➢ Proposing SHAMCI rules updates in harmonizing with the requirements of the Arab countries and presenting to the network members for study and approval.

➢ Communicate with certification bodies in the member States and enable them to grant SHAMCI mark by providing the required technical assistance.

➢ Following-up and monitoring of the commitment of the relevant bodies (Certification Bodies, inspection Bodies, test labs) by the conditions mentioned in the SHAMCI rules.

➢ Communicate with the Arab stakeholders in the solar thermal energy market (manufacturers, suppliers, and distributers ... etc) and works on:

   a. Sharing them in the meetings of the network to play the required role of them in transfer the point of view of local, regional markets, and according to conditions and mechanisms provided by SHAMCI rules.

   b. Continuous exchange of information about the effects of SHAMCI mark in the markets, analysing and proposing development or solutions.

Second: Administrative Aspects:

➢ Preparations for the network meetings and invite them in coordination with the chairman of the network, and in accordance with the rules of network.

➢ Preparing minutes of the meetings including the decisions, recommendations and document them for rising to the EE and RE experts, committee belongs to the Arab Ministerial Council for electricity.

➢ Provide all the facilities to achieve communication between the secretariat, the network members, and the relevant authorities.

➢ Documentation of all records and documents related to SHAMCI network members and all the parties need to participate in SHAMCI membership.

➢ Preparation of the required media publications for meetings and related events.

➢ Supervision and updating SHAMCI Website, uploading a technical articles and a program of feasibility study of solar thermal systems and interaction with visitors and inclusion:

   - Contracted Certification bodies with SHAMCI network on SHAMCI Website.

   - Test Labs recognized by the contracted certification bodies.

   - Products of SWH, which got SHAMCI mark.

➢ Collecting the fees from certification bodies for each product got SHAMCI mark, and this collected fees and the allocated grants for SHAMCI secretariat's are deposited in account at the Regional Center for Renewable Energy and Energy Efficiency.

➢ Studying all the requests from the certification bodies of the Member States and non-member countries that need to get the right of granting SHAMCI mark and presenting them to the network for approval.

5. Participation in the SHAMCI Network

In principle, the SHAMCI Network is open to all interested parties, interested in improving and further developing the SHAMCI Scheme Rules.

An updated list of all members and permanent observers shall be kept by the SHAMCI Network secretariat and official website.

5.1. Members

Members of the SHAMCI network are in principle representatives from energy authorities, industries, certification bodies, test laboratories, inspection bodies, consumer NGOs and other concerned stakeholders.

Representatives from the following groups shall participate as a member in the SHAMCI Network:

➢ Energy authorities (governmental institutions in charge of solar thermal energy)
➢ LAS representative
➢ AIDMO representative
➢ RCREEE representative
➢ SHAMCI Certification bodies
➢ SHAMCI Testing laboratories and inspection bodies
➢ SHAMCI Network chairperson
➢ SHAMCI Network secretariat
➢ Industry federations and chambers
➢ Consumer protection representatives
➢ local industrial and suppliers representatives
➢ One official representative of consumers
➢ Others.

The number of participants from the above mentioned institutions attending the SHAMCI Network meetings should not exceed two representatives per individual institution.

Accreditation certificates for certification bodies and test labs shall be published at the SHAMCI website.

Alternatively, a link to a website on that the accreditation certificate is directly available can be used. Note In this context "directly" means by "one click" and e.g. not via a search engine.

Optional members

In any case the nomination has to be approved by the SHAMCI Network.

Names and contact details of nominated delegates shall be submitted with the application form to the SHAMCI Network secretary at least two months before the meeting.

Nominations shall specify if the delegates can participate in the coming SHAMCI Network meeting only, or in all SHAMCI Network meetings within a specified period.

5.2. Observers and guests

Observers:

Representatives from the following groups are allowed to participate as observers:

➢ Certification bodies in the process of empowerment

➢ Testing laboratories in the process of accreditation

➢ Inspection bodies in the process of accreditation

➢ NGOs representatives

➢ Consultancy firms representatives

➢ Projects and supportive initiatives

Guests:

The SHAMCI Network Chairperson may invite experts from industries or institutions to give relevant input on issues on the meeting agenda. The secretariat shall be kept informed.

Any member can propose to the SHAMCI Network Chairperson, to invite experts for specific items of the agenda of the meetings.

5.3. Chairperson of SHAMCI Network

The chairperson of SHAMCI Network may be proposed by any member.

The chairperson of SHAMCI Network shall be a representative of one SHAMCI Network member and be elected as an individual.

The chairperson will be appointed for a period of 3 years and may be re-elected for one further term.

In the absence of the chairperson, a deputy can be appointed by the SHAMCI Network for the duration of a meeting.

6. Meetings

6.1. Preparation of meetings

SHAMCI Network meetings are convened by the SHAMCI Network secretariat on behalf of the SHAMCI Network chairperson, and should take place at least twice a year (One as formal meeting and another one by skype).

Meeting documents should preferably be sent out by electronic means.

Deadlines for circulation of the main documents (invitation to the meeting and the first draft agenda) for SHAMCI Network meetings shall be made available 1.5 months before the meeting by SHAMCI Network secretariat.

Input to the draft agenda (proposals for resolutions or any item to be added) should be sent to SHAMCI Network secretariat at least 3 weeks before the meeting. Final draft agenda shall be circulated at least 2 weeks before the meeting by SHAMCI Network secretariat.

6.2. Resolutions

Decisions concerning changes in the following are named resolutions:

➢ SHAMCI Network Internal Regulations

➢ SHAMCI Network Draft Specific Scheme Rules

➢ SHAMCI Network Specific Scheme Rules Annexes

All proposals for resolutions shall be attached a proposal for how to include / implement the resolution in the related document, i.e. a revised document showing tracked changes. Proposals for resolutions can be made simply giving a reference to the revised document with the changes implemented.

All proposals for resolutions shall be sent to SHAMCI Network secretariat at least 3 weeks before the meeting.

Proposed revisions of SHAMCI Network Specific Scheme Rules should be finally approved by SHAMCI Network

6.3. Meeting reporting

The minutes shall be a proper record of all resolutions of the meeting.

All resolutions are reported in the SHAMCI Network meeting minutes and shall be marked:

"Resolution Rx.My –Title", with x = number of resolution, y = number of meeting, Title = the title of the resolution.

The related document shall be revised according to agreed proposal and should be published within two weeks.

The draft minutes of the meeting shall be circulated not later than 2 weeks afterwards.

The minutes will be considered as approved if there are no significant comments sent to the SHAMCI Network chairperson or secretariat within 2 weeks after having been sent out. Final approval of the minutes will be done formally within 2 weeks after receiving the participant's comments.

A list of all principle decisions of the SHAMCI Network- which are not resolutions according to 5.2 - will be made available via the SHAMCI Network Decision list in the public assessable area of www.SHAMCI.org.

The approved minutes of the meetings will be made available in the restricted area of www.SHAMCI.org

7. Voting and voting rights

7.1. General

In all cases where a decision is required, every effort shall be made to reach consensus.

When necessary, a resolution may be reached by voting: either by a show of hands during the meeting or by correspondence (within specified time) after the meeting.

7.2. Voting preconditions

Voting at meetings is only possible

> ➢ at ordinary meetings if more than 50 % of the attending members (see clause 4.1.1) and minimum of 3 industrial representatives are present

> ➢ related to items (together with supporting documentation) mentioned on the final draft agenda

When a decision is taken by vote, only SHAMCI Network members may vote. Observers and invited guests have no voting rights.

If personally present at the meeting, each member of SHAMCI Network has got one vote.

In case of a formal voting all votes (positive, negative and abstentions) shall be counted.

Abstentions shall not be counted as a vote for the determination of the majority.

Every participant is considered as member of one (1) of the following "peer groups".

Nobody is allowed to be member of more than one peer group.

A. Certifiers (empowered certification)

B. Testing laboratories (the obligated testing laboratories and inspection bodies)

C. Industrial representatives

D. Standards

7.3.   Rules for final decisions

For any decision, a simple majority of all the voters plus a simple majority of the peer groups (50 % majority within peer group) is required.

Changing the SHAMCI Internal Regulations requires a 2/3 majority of all the voters and unanimous decision of the peer groups.

Changing the SHAMCI Scheme Rules for approval by SHAMCI Network requires a 2/3 majority of all voters. In all other issues of the agenda a simple majority of the votes will be necessary to make a decision.

If a minimum of three national industry member representatives (see clause 4.1.2) are present at the meeting, a 2/3 majority within this group can claim a final decision to be postponed until the next meeting (not to be held, at least, in the following 4 months) or a voting based on correspondence can be performed.

2/3 majority of one of the peer groups can veto a decision taken at the meeting.

7.4. Postal votes

In between the meetings decisions may be taken by postal vote. However, no Postal Vote Procedure may be initiated if the closing date of the vote may fall within less than one month before a scheduled SHAMCI Network meeting.

Postal votes, initiated by the SHAMCI Network Chairperson will be conducted and managed by the SHAMCI Network secretariat.

8.   How to ensure consistency in certification decisions and procedures?

According to an international recognized standard such as (EN 45011) the certification bodies shall not delegate authority for granting, maintaining, extending, suspending or withdrawing certification to an outside person or body.

Whenever different interpretations of the reference standards can result in different certification decisions empowered certification bodies, shall find out and agree on a

common understanding so as to avoid any discrepancy. This common understanding has further to be followed by all empowered certification bodies.

Decisions made by the certification bodies shall be included in the SHAMCI Network decision list.

9. Confidentiality

All parties involved in the SHAMCI Network shall maintain confidentiality of the information obtained in the course of conformity assessment procedures unless written consent is given by the manufacturer and by the empowered certification bodies involved.

10. Financing of SHAMCI Network

Empowered SHAMCI certification bodies shall collect a fee for each license issued. This fee shall cover the activities of the SHAMCI Network and the SHAMCI Network secretariat.

The payments are to be transferred "based on invoices" to the SHAMCI Network secretariat. By the end of March, each year the fees has to be paid for certificates valid as per January 1st same year.

As a basis for the invoices to be send out by the network. The certification bodies shall report "before end of January" to the SHAMCI Network secretariat the number of valid licences at January 1st.

Each year - before the end of October - the amount of the annual fee per licence for the following year will be determined by the SHAMCI Network. The annual fee shall be based on the updated budget of the actual year and the expected income and expenses of the following year. In cases no decision is made, the fee remains the same.

The fees will be announced at the SHAMCI website www.SHAMCI.org before the end of November. The SHAMCI Network secretariat shall be paid from the fees before end of May.

www.shamci.net
info@shamci.net