



# Feedback from EUWP

*Item 1d*





## *Recommendation to CERT to approve one-year extension*

- Better explain the scope, mission and vision of the TCP
- Align the ExCo expertise with the Strategy
- Re-evaluate budget and funding.
- Describe instruments of collaboration with other TCPs.
- Guarantee that the DSMU will not be negatively impacted.



*Any Questions?*



# Contracting for an Operating Agent

*PMD Part 1 - Document B*





# Overview

## Purpose

- Discussion and agreement on whether to contract for an ExCo Operating Agent (OA) to support the Chair and the ESC and, if so, how to specify and contract for the role.
- Enlistment of volunteers to form a sub-committee to produce the OA specification and run the selection process, if decision is positive towards recruiting an ExCo OA.
- Discussion and agreement on whether to extend Sam Thomas' contract as interim Operating Agent until either the next ExCo meeting **or** appointment of an ExCo OA. If so, then on what terms.



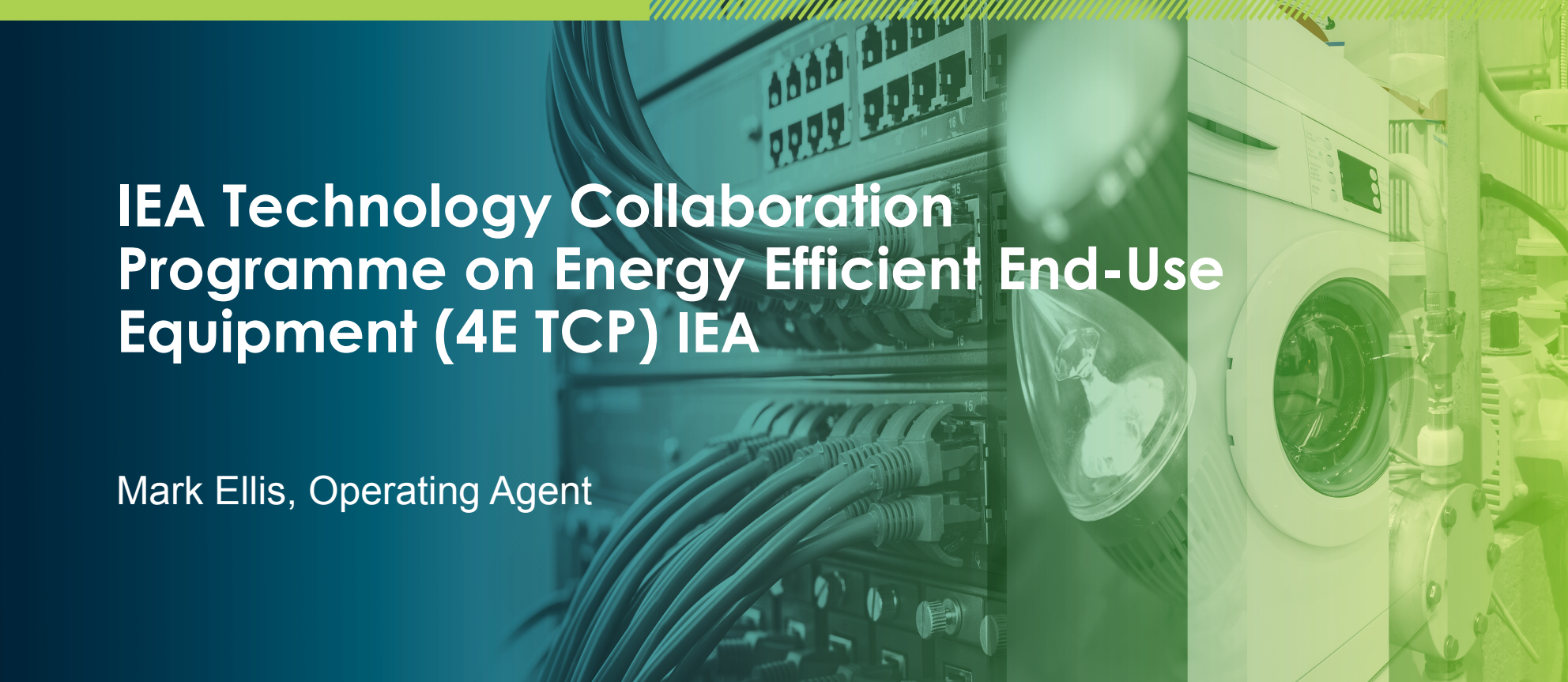


*Placeholder*

Delete and replace with Mark's slides,  
which will be moved on by Sam  
while Mark speaks over the phone

# 4E

IEA Technology Collaboration Programme  
on Energy Efficient End-Use Equipment



IEA Technology Collaboration  
Programme on Energy Efficient End-Use  
Equipment (4E TCP) IEA

Mark Ellis, Operating Agent

[iea-4e.org](http://iea-4e.org)

## The 4E TCP has:

- One overall Operating Agent (ExCO)
- Plus individual Operating Agents for each Annex

## All 4E Operating Agents:

- Selected by competitive tender
- All Members are able to suggest potential candidates
- Recommendations for appointment made by group of volunteer Members, incl. the respective Chair
- All OAs have performance reviews (annually)
- Some Annexes split the tasks between 2 people:
  - Administrative functions
  - Technical support



## Main Tasks

- Liaison with IEA & reporting
- Secretariat services to the ExCo, Management Committee & Chair
- Project Management
- Editorial, report writing
- Support to Annexes
- Communications
- Liaison with existing and prospective new Members



## *Possible Operating Agent functions*

- ExCo Meeting Support
  - Communications & Co-ordination
  - Information Dissemination
  - Initiation of Tasks and projects
  - Support to Tasks (when established)
  - Finances
  - Other Tasks as required
- 
- Time commitment of between 1/3-1/2 of a full-time equivalent.



## *Selection Process*

- Selective tender process could involve:
  - all ExCo members having the opportunity to put forward candidates
  - a sub-committee of ExCo members creating a short-list of candidates to invite to tender
  - the sub-committee choosing a preferred candidate based on a review process, potentially including interviews
  - the ExCo approving the appointment.

# Financial Implications

	BASELINE			MODEL 1		MODEL 2		MODEL 3	
	Average annual exp.	Hourly rate	Work hours	OA hours	Added exp.	OA hours	Added exp.	OA hours	Added exp.
<b>ExCo support</b>									
- Secretary	41 010	55	746	0	0	186	8 388	746	33 554
<b>Advisor</b>									
- FourFact	25 367	100	254	0	0	63	-	254	-
<b>Communications</b>									
- Misc. expenses	435	100	4	0	0	1	-	4	-
<b>Annual report</b>									
- Secretary/external DP	5 049	55	92	0	0	23	1 033	92	4 131
- KMGroup (postage)	2 160			0	0				
<b>Spotlight newsletter</b>									
- KMGroup	15 082	72	209	0	0	52	1 466	209	5 865
<b>Brochure/flyer</b>									
- Secretary	877	55	16	0	0	4	179	16	717
- KMGroup	450	72	6	0	0	2	44	6	175
- Misc. expenses	1 298								
<b>Website</b>									
- Karl Weber	13 053	100	131	0	0	33	-	131	-
- Secretary	7 909	55	144	0	0	36	1 618	144	6 471
<b>Financial expenses</b>									
- Misc.	3 537								
<b>Chairman time (50 days)</b>	-	0	400	360	36 000	360	36 000	360	36 000
<b>Chairman expenses</b>	-				10 000		10 000		10 000
<b>Sum</b>	<b>116 225</b>		<b>2 001</b>	<b>360</b>	<b>46 000</b>	<b>760</b>	<b>58 728</b>	<b>1961</b>	<b>96 913</b>



## Questions for ExCo

1. Selection - Is this an open process or a restricted process – for example is it an open tender through EU?
2. Do members have someone who they would like to propose as an OA for consideration in applications?
3. What tasks do members think are key for the OA role?
4. In models 2 and 3 there are existing tasks/roles currently carried out by others that are affected by this proposal - what are members' views on this? There is an additional cost in some cases, but is there a benefit in terms of economies of scale, efficiencies, changes in process and output?
5. What are members' views on the cost models for this proposed structure?

*Any Questions?*