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energy efficiency

Demand Side Management Technology
Collaboration Programme (DSM TCP)

Fifty Fourth Executive Committee Meeting
Pre-Meeting Document (PMD) – Part 1

21 – 25 October 2019
Melbourne/Sydney, Australia

Technology Collaboration Programme
by iea

Contents

MATTERS FOR THE EXECUTIVE COMMITTEE

Matters for the ExCo (Pages 4 – 5)

Document A Part 1 (Pages 6 - 18)
Agenda and Minutes of the 53rd ExCo meeting and July 2019 teleconference

- ➢ **Approve** Agenda
- ➢ **Approve** Minutes from the 53rd ExCo meeting
- ➢ **Approve** Actions from the July 2019 ExCo teleconference

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Document D Part 3
Finance Report

- ➢ **Approve** Finance Report and proposed budget for 2020

Document E Part 1 (Pages 22 - 24)
Communications Report

- ➢ ExCo delegates are asked to publicise User-Centred Energy Systems Academy webinars in advance of their broadcast and to suggest potential future webinar topics and presenters.

- ➢ ExCo delegates are asked to consider additional ways to increase visibility of the Users TCP launch in advance of the ExCo meeting.

- ➢ **Approve** Communications Report

Document F Part 1 (Pages 25 – 26)
Status of the User TCP 2024 including feedback from the Smart Energy Systems Working Party (SESWP)– Strategy session

- ➢ Ahead of the ExCo meeting, delegates are asked to consider what the TCP should look like and should have achieved by 2024.

Document G Part 1 (Pages 27 - 28)
ExCo Operating Agent Report

- ➢ **Approve** Report

Document H Part 3
Contracting for an Operating Agent

- ➢ **Approve** Report

55th ExCo meeting in Austria

- ➢ Agree on date for the meeting in Austria

Document J Part 1 (Pages 39 - 41) and Part 2 (Pages 10 -12)
(Concept paper) Socio technical Gender, Energy and the Framing of new Energy Pathways

- ➢ **Approve** concept paper and move to the proposal stage

Document K Part 1 (Pages 42 – 45) and Part 2 (Pages 13 - 16)
(Concept paper) New Demand Response (DR) Services and Products for Flexibility Markets

> ➤ **Approve** concept paper and move to the proposal stage

Document L Part 2 (Pages 17 - 35)
Energy Service Supporting Business Models and Systems (Task 25 – Phase 2)

> ➤ **Approve** Task Status Report

Document M Part 2 (Pages 36 - 43
Global Observatory on Peer-to-Peer Energy Trading and Community Self Consumption

> ➤ **Approve** Task Status Report

Document N Part 2 (Pages 44 – 50)
Social Licence to Automate

> ➤ **Approve** Task Status Report

Document O Part 2 (Pages 51 – 60)
Hard to Reach Energy Users

> ➤ **Approve** Task Status Report

Document P Part 2 (Pages 61 – 72)
Proposal: Energy Sector Behavioural Insights Platform

> ➤ **Approve** proposal to become an Annex

DOCUMENT Q Part 2 (Pages 73 – 76)
Best Practices in designing and Implementing Energy Efficiency Obligations and Auction

> ➤ **Approve** proposal to become an Annex

AGENDA

Demand-Side Management Technology Collaboration Programme (DSM TCP)
Fifty-Fourth Executive Committee Meeting and associated events
21 - 25 October 2019; Melbourne and Sydney, Australia

Monday 21 October 2019   ExCo meeting (ExCo delegates only) (Operating Agents meeting in evening), Monash Conference Centre, Melbourne

09:00   REGISTRATION

09:15   **1. GENERAL BUSINESS**

1a. Welcome – *David Shipworth, Chair, University College London, United Kingdom*

1b. ExCo approval of the agenda and the minutes (see end of PMD) **of the 53rd ExCo meeting minutes** – *Samuel Thomas, ExCo Operating Agent*	DOC **A** Part1
1c. Actions from the 53rd ExCo meeting and July 2019 ExCo Teleconference – *Samuel Thomas*	DOC **B** Part1

1e. Status of the DSM TCP including feedback from the IEA End-use Working Party Meeting **-** *David Shipworth*

10:15   **2. TCP MANAGEMENT**

2a. ESC report – *to note in pre-meeting document*	DOC **C** Part 1
2b. Finance report – *Even Bjørnstad, Vice-Chair Finance, Enova SF, Norway*	DOC **D** Part 3
2c. Communications report – *Samuel Thomas*	DOC **E** Part 1

10:45   **Coffee**

11:15   **2d. Users TCP visual identity and website** – *Angela Mahers, LVDI*

12:15   **Lunch**

13:15	**2e. Status of the Users TCP 2024** including feedback from the Smart Energy Systems Working Party Meeting – *Hui Yin Xiang*	DOC **F** Part 1

14:45   **Coffee**

15:00	**2f. ExCo Operating Agent report** – *Samuel Thomas, followed by performance discussion, led by David Shipworth (Sam leaves the room)*	DOC **G** Part 1

| 15:30 | **2g. Contracting for an Operating Agent** – *David Shipworth and Contractor sub-committee (Sam to leave the room if required)* | DOC **H** Part 3 |

| 16:00 | **2h. IEA Secretariat news** – *Jeremy Sung* | DOC **I** Part 1 |

| 16:30 | **2i. Plans for forthcoming ExCo meetings** (April 2020 and October 2020) – *Maria Bürgermeister-Mähr, FFG and tbc* | |

| 16:45 | **Coffee** | |

| 17:00 | **Socio Technical - Gender, Energy and the Framing of new Energy Pathways** – Annex Concept Note, *Mehmet Bulut, Swedish Energy Agency and Anna Åberg, Chalmers University* | DOC **J** Part 1 |

| 17:45 | **New Demand Response (DR) Services and Products for Flexibility Markets** Annex Concept Note,   , *Maria Bürgermeister-Mähr Austrian Research Promotion Agency (FFG) and Christof Amman, e-sieben* | DOC **K** Part 1 |

The proposed New Tasks discussion will aim at one of the following decisions:
1. Decide to **initiate the new Task** based on work done to date.
2. Decide to initiate the **Task Definition** for a new Task. Interested countries must be prepared to assign the appropriate expert(s) to participate in that process.
3. Decide that additional work is needed on the **concept paper**. Interested countries must be prepared themselves, or to assign the appropriate Experts to help further develop the concept.
4. Decide to pursue the subject in co-operation with other parties within the IEA or elsewhere
5. Rejection (or moth-balling)

| 18:30 | **Day 1 of meeting ends** |

| Evening | **Operating Agents Meeting,** venue to be confirmed |

| ***Tuesday 22 October 2019*** | *ExCo meeting (including Operating Agents and observers), Monash Conference Centre, Melbourne* |

| 09:00 | **3. TASKS / ANNEXES (continued)** |

The items on each of the TCP's current four annexes will feature two sub-items (i) a Task Status Report; and (ii) concrete policy actions that may arise from their findings.

| 09:00 | **3c. Setting the scene for the User-Centred Energy   work Systems TCP programme** – *David Shipworth* | |

| 09:30 | **3d. Energy Service Supporting Business Models and Systems (Task 25 – Phase2)** – *Ruth Mourik, DuneWorks, Netherlands* | DOC **L** Part 2 |

| 09:30 | (i) Task Status Report | |

| 10:00 | (ii) Policy Discussion | |

10:30	**Coffee**	
11:00	**3e. Global Observatory on Peer-to-Peer Energy Trading and Community Self Consumption** - *Alexandra Schneiders, University College London, United Kingdom*	DOC **M** Part 2
11:00	(i) Task Status Report	
11:30	(ii) Policy Discussion	
12:00	**3f. Operating Agents meeting report** — *Even Bjørnstad*	
12:30	**Lunch**	
13:30	**3g. Social Licence to Automate** — *Declan Kuch, University of New South Wales, Australia*	DOC **N** Part 2
13:30	(i) Task Status Report	
14:00	(ii) Policy Discussion	
14:30	**3h. Hard to Reach Energy Users** - *Sea Rotmann, Sustainable Energy Advice, New Zealand*	DOC **O** Part 2
14:30	(i) Task Status Report	
15:00	(ii) Policy Discussion	
15:30	**Coffee**	
16:00	**3f. Energy Sector Behavioural Insights Platform** — Annex Proposal, *Jeremy Sung, International Energy Agency*	DOC **P** Part 2
16:45	**3g. Best Practices in Designing and Implementing Energy Efficiency Obligations and Auction** — Annex Proposal, *Sam Thomas, Regulatory Assistance Project*	DOC **Q** Part 2
17:30	**4. OTHER BUSINESS**	
18:00	**Meeting ends**	
Evening	**Bilateral Meetings with interested parties,** venue to be confirmed	

Wednesday 23 October 2019   *TCP day at All-Energy Australia Conference, Melbourne Conference Centre*

11:20	Session 1: **Identifying and accessing users**
	Lunch
13:40	Session 2: **Energy services and transactive markets**
	Coffee
15:30	Session 3: **Automating demand side response**
Evening	**TCP gala dinner,** venue to be confirmed

Thursday 24 October 2019   *All-Energy Australia Conference, Melbourne Conference Centre*

Transfer to Sydney

Friday 25 October 2019   *TCP Conference and Task launch, University of New South Wales, Kensington Campus, Sydney*

10:00	**Social Licence to Automate** Task Launch
	Lunch
14:00	Conference: **User-Centred Energy Systems: Promises and Possibilities**
17:00	Conference ends
Evening	Sunset social drinks overlooking Bondi Beach

APPENDIX TO THE AGENDA "Issues for the decisions and the process to reach decisions"

The delegates are URGED to prepare their responses to presentations carefully and primarily by contacting possible stakeholders before the meeting. The format for these proposed New Tasks will be a brief presentation that focuses on the:

• **Motivation** for the proposed work (what issues does it tackle?) what is it trying to achieve? Who is the target audience?;
• **Objectives;**
• **Approach** to accomplishing the proposed work;
• **Expectations/Results and Deliverables**
• **Dissemination plan** – what will need to be done to get the results adopted? Who will do it?
• **Required resources**

Concept and Task Definition Papers (Process and phases)
Before a new Task is starting the concept has to be defined and presented in order to attain the interest of possible participants.

PHASE 1: IDENTIFY NEW ACTIVITIES
Resulting in a CONCEPT PAPER (2-5 pages) containing
- Motivation
- Objectives
- Approach
- Expectations/Results

PHASE 2: DEFINE NEW ACTIVITIES
Requiring an EXPERTS MEETING to propose
Table 1.   Task Work Plan Resource needs: Task or cost sharing
Table 2.   Dissemination, Task Information Plan

CONTENTS OF PROPOSALS FOR NEW WORK
The document that will propose the new work to the Executive Committee could be organized and have the
Following contents:
1. Background and motivation
2. Objectives
3. Issues for the new work (scope)
4. Structure (sub-tasks)
5. Management (responsibilities of the Operating Agent, Subtask leaders and Experts)
6. Deliverables (for whom, target groups)
7. Time Schedule and milestones
8. Funding and Commitments (Resources needed)
9. Meetings plan
10. Information activities
11. Co-operation with other IA's, the Secretariat and other interested parties
12. Country contributions to funding and Tasks
Annexes: Detailed description of Subtask

ACTIONS FROM THE 53rd EXCO MEETING

Action 201904-1	**Chair** to write to India and Spain **in April,** notifying them that they must pay into the common fund in 2019 to avoid being struck off the list of Contracting Parties from 2020, subject to agreement with IEA Legal that this is the correct procedure.	**Incomplete.** The ESC decided to not write officially to Spain while discussions are ongoing over potential involvement at Annex level. The IEA Secretariat asked that the letter to India be not sent while discussions over broader Indian engagement with IEA activities continued. The IEA Secretariat are helping the TCP to make new connections at the Indian Bureau of Energy Efficiency.
Action 201904-2	**Operating Agent** to design a stakeholder mapping exercise for the **54th ExCo meeting.**	**Complete.**
Action 201904-3	**Chair** to write to chairs of relevant end-use TCPs **before the submission of the DSM TCP's request for extension** to ensure that the DSM TCP's new strategic plan is complementary and does not conflict with or duplicate their work. The request for extension must be submitted by August 15th 2019, with a draft submitted to the IEA by June 1st 2019.	**Complete.**
Action 201904-4	**DSM TCP Secretariat** to produce a short flyer to succinctly communicate the benefits of joining the TCP; **timing to align with the communication of any new name for the TCP**.	**Complete.** (Ongoing at time of writing, but being prepared with LVDI, the company that won the competition to redesign the TCP's visual identity and logo, ahead of the launch of the Users TCP).
Action 201904-5	**ExCo members** to let Jeremy know **as soon as possible** if they wish to be invited to the IEA's 2019 Global Energy Efficiency Conference in Dublin, Ireland on June 24th and 25th.	**Complete.**
Action 201904-6	**DSM TCP Secretariat** to complete the pre-Universal TCP meeting questionnaire for sign-off by the Executive Steering Committee (ESC) by **April 30th.**	**Complete.**
Action 201904-7	**ESC** to decide **in April** who should attend the Universal TCP meeting on June 18th-19th.	**Complete.**
Action 201904-8	**ESC** to prepare a paper on membership rule, fee structure and terms of	**Delayed** to coincide with discussions over updated

		participation for consideration by the ExCo **before the next ExCo meeting.**	Implementing Agreement.
Action 201904-9		**Ireland, Norway** and **Sweden** to investigate the possibility of participation in the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task **as soon as possible.**	**Complete**. Completion of actions 201904-9, 10, 13 and 17 is difficult to assess.
Action 201904-10		**Austria, Ireland, Norway,** the **United Kingdom** and the **United States** to investigate the possibility of participation in the Social Licence to Automate Demand Side Management Task **as soon as possible.**	**Complete.** Completion of actions 201904-9, 10, 13 and 17 is difficult to assess.
Action 201904-11		Lead countries of the Energy-sector Behavioural Insigh(ts Platform Task **Ireland** and the **United Kingdom**) to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting.**	**Complete.**
Action 201904-12		Supporting countries of the Energy-sector Behavioural Insights Platform Task (**Australia,** and the **Netherlands**) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) **as soon as possible.**	**Complete.**
Action 201904-13		Interested parties in the Energy-sector Behavioural Insights Platform Task unable to provide support at present (**Italy, Sweden** and the **United States**) to investigate options for support to this Task's development **as soon as possible.**	**Complete.** Completion of actions 201904-9, 10, 13 and 17 is difficult to assess.
Action 201904-14		The **IEA** to investigate ways in which the Secretariat could co-brand the Energy-sector Behavioural Insights Platform Task and take a role in its development **as soon as possible.**	**Complete.**
Action 201904-15		**RAP** to help organise an international meeting of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting.**	**Complete.**
Action 201904-16		Supporting countries of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task (**Australia, Ireland, Italy** and the **United Kingdom**) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) **before the next meeting.**	**Complete.**

Action 201904-17	Interested parties in the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task unable to provide support at present (**Belgium,** the **Netherlands, Sweden** and the **United States**) to investigate options for support to this Task's development **before the next meeting.**	**Complete.** Completion of actions 201904-9, 10, 13 and 17 is difficult to assess.
Action 201904-18	The **IEA** to investigate ways in which the Secretariat could co-brand the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task and take a role in its development **before the next meeting.**	**Complete.**
Action 201904-19	**ESC** to develop a diagram to represent the Strategic Plan **before the submission of the DSM TCP's request for extension.**	**Complete.**
Action 201904-20	**Chair** to contact Finland and New Zealand **as soon as possible** to ensure that they do not object to the change of name.	**Complete.**
Action 201904-21	**ESC** to propose a process for the adoption of the new name **before the submission of the Request for Extension.**	**Complete.**
Action 201904-22	**ExCo members** to provide suggestions for future DSM University webinars to the Operating Agent **before the next ExCo meeting.**	**Ongoing.** Only one suggestion received so far.
Action 201904-23	**ESC** to work with **IEA Legal** to produce a draft update of the Implementing Agreement **before the next meeting.**	**Ongoing.** IEA Legal asked that this be put back to the April 2020 meeting.
Action 201904-24	**ExCo Secretary** to liaise with **Australia** and send out a doodle poll to ExCo delegates to determine the best dates for the 54th ExCo meeting **in April.**	**Complete.**
Action 201904-25	**Australia** to confirm the dates for the 54th ExCo meeting **by end of May.**	**Complete.**
Action 201904-26	**ExCo Secretary** to work with **Australia** and the **Chair** to produce an invitation letter to help ExCo delegates to get permissions to travel to the 54th ExCo meeting **by end of May.**	**Complete.**
Action 201904-27	**ESC** and **Contractor Sub-Committee** to clarify the process for tendering for an ExCo Operating Agent and develop an invitation to tender **before the next ExCo meeting or earlier if necessary.**	**Superseded by Action 20190725 – 8.**
Action 20190725 - 1	**ExCo delegates** to make any final comments on the draft Strategic Plan to Sam by **July 29th.**	**Complete.**
Action 20190725 - 2	**Tony** to circulate the agenda for the All-Energy Conference **as soon as it becomes available.**	**Complete.**

Action 20190725 - 3	**Sam** to circulate a draft ExCo agenda by **August 6th**.	**Complete.**
Action 20190725 - 4	**ExCo delegates** to contact Tony with any requests that would enable them to make it to the ExCo meeting **as soon as possible**.	**Complete.**
Action 20190725 - 5	**Anne** to purchase IP addresses needed to secure new website and generic TCP email addresses **by August 1st**.	**Complete.**
Action 20190725 - 6	**Sam** to liaise with ESC, contractor sub-committee and a member of the finance sub-committee to develop an invitation to tender and accompanying process for the rebranding and website development **by August 6th**.	**Complete.**
Action 20190725 - 7	**ExCo members** to send Sam any suggestions for organisations to invite to tender for the rebranding and website development **by August 6th**	**Complete.**
Action 20190725 - 8	**David** to lead a process with the Contractor sub-committee and a member of the Finance sub-committee to ensure Operating Agent cover beyond November 11th 2019 is secured **by the next ExCo meeting**.	**Complete.**

JULY 2019 EXO TELECONFERENCE

IEA Technology Collaboration Programme on Demand Side Management (DSM TCP)
Executive Committee (ExCo) Teleconference
25th July 2019

Attendance

CONTRACTING PARTY	AFFILIATION		
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	Francois	Brasseur	SPF Economie
ITALY	Simone	Maggiore	Ricerca sul Sistema Energetico
KOREA	Yoo	Jin Ho	Korea Energy Agency
NETHERLANDS	Gerdien	De Weger	Netherlands Enterprise Agency
NORWAY	Even	Bjørnstad	ENOVA SF
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM	David	Shipworth	UCL Energy Institute
SECRETARIAT			
Secretary	Anne	Bengtson	Leading Technologies AB
Operating Agent	Sam	Thomas	Samuel Thomas Consulting

Minutes

David Shipworth (Chair) welcomed delegates to the Teleconference.

Chair's update on recent IEA events

1. David fed back on his participation at the Universal TCP meeting in Paris, France and the IEA's Global Energy Efficiency Conference in Dublin, Ireland, both held in June this year. At the Universal TCP meeting, the IEA Secretariat explained more about the implementation of the Action Plan for TCP Enhancement, including new branding and a collaborative process with TCPs to enable closer working between TCPs, between TCPs and the IEA Secretariat and to update the standard Implementing Agreements adopted by individual TCPs. DSM TCP have been asked to be a participant in this process, beginning with a series of six webinars over the coming two months.

2. At the Global Energy Efficiency Conference, the IEA launched the Global Commission for Urgent Action on Energy Efficiency with the Irish Prime Minister as its Chair. It will be interesting to learn more about the work to be undertaken by the Commission and whether there are any opportunities to collaborate.

Progress on the Request for Extension

1. Comments have been received from the IEA Secretariat on the draft Strategic Plan and accompanying letter. Overall comments are very supportive. Suggested drafting changes are mostly minor. Suggestions around the vision and mission of the TCP were discussed; these related to the extent to which the production of energy should be explicitly referenced. In the mission statement, this was resolved by an agreement amongst ExCo members to refer to user-centred energy systems, as opposed to both use and production. A revised draft of the Strategic Plan is circulated with the minutes to the meeting for any final comments.

2. The Request for Extension is due to be submitted to the End-Use Working Party of the IEA by August 15th. However, owing to other commitments, the TCP will submit the request on August 1st.

3. *Action*: *ExCo delegates* *to make any final comments on the draft Strategic Plan to Sam by* **July 29th**.

Plans for the 54th ExCo meeting in Melbourne, Australia

1. Tony set out the high-profile nature of the week of events in October in Australia. The All-Australia Energy conference is the biggest annual energy event in Australasia and the TCP will have a speaking slot during the opening plenary, which includes a speech by the State Prime Minister. The TCP also has its own stream during the conference, consisting of three separate sessions. The conference is held on the Wednesday and Thursday of the week beginning October 21st, with the ExCo meeting itself happening on the Monday and Tuesday, and a further event in Sydney to be held on October 25th.

2. *Action: Tony to circulate the agenda for the All-Energy Conference* **as soon as it becomes available**.

3. *Action: Sam to circulate a draft ExCo agenda by* **August 6th**.

4. *Action*: *ExCo delegates to contact Tony with any requests that would enable them to make it to the ExCo meeting* **as soon as possible**.

Transition Planning

1. Sam presented the proposals set out in the Draft Transition Plan that would enable the transition to the User-Centred Energy Systems TCP. There was agreement that the TCP should use the abbreviation "Users TCP" and that branding should be developed with this shortening alongside the TCP's full name. Agreement was also reached to launch at the All-Energy Australia conference and to release funds to enable the development of branding materials and a new website to be operational by the time of the launch. Agreement to work on the new website would be contingent upon a positive outcome at the End-Use Working Party Meeting on September 17th.

2. *Action: Anne to purchase IP addresses needed to secure new website and generic TCP email addresses* **by August 1st**.

3. *Action: Sam to liaise with ESC, contractor sub-committee and a member of the finance sub-committee to develop an invitation to tender and accompanying process for the rebranding and website development* **by August 6th**.

4. *Action: **ExCo members** to send Sam any suggestions for organisations to invite to tender for the rebranding and website development **by August 6th***.

Operating Agent cover

1. ExCo member discussed the need for Operating Agent cover after the end of Sam's agreement on November 11th 2019. ExCo members agreed that the Chair should work with the contractor sub-committee and a member of the finance sub-committee to ensure that Operating Agent cover is in place following the expiration of the agreement with Sam. This could be achieved either by completing a competitive process before then, or by extending the agreement with Sam and running a competition to be concluded in time for a new Operating Agent agreement to run from the beginning of the next mandate period on March 1st 2020.

2. *Action: David to lead a process with the Contractor sub-committee and a member of the Finance sub-committee to ensure Operating Agent cover beyond November 11th 2019 is secured **by the next ExCo meeting***.

The Chair thanked participants for their contributions to the teleconference.

Attachment A: Summary of Decisions from 25th July 2019 ExCo Teleconference

Decision 20190725 - 1	The ExCo agreed to use the abbreviation "Users TCP" in the development of branding materials and a new website.
Decision 20190725 - 2	The ExCo agreed to the purchase of domain names for the new website and email addresses for the Chair, Secretary and Operating Agent
Decision 20190725 - 3	The ExCo agreed to officially launch the User-Centred Energy Systems TCP at the All Energy Australia conference on 23rd October.
Decision 20190725 - 4	The ExCo agreed to release funds for the design of a logo, document templates and website to be ready in time for the launch. This is subject to the solicitation of at least three bids, the oversight of the contractor sub-committee and a representative of the finance sub-committee, and the work on the website beginning only after the recommendation of the EUWP on the Request for Extension is known.
Decision 20190725 - 5	The ExCo agreed that the Chair, contractor sub-committee and a member of the finance sub-committee will design and execute a plan to ensure continuous ExCo Operating Agent cover to the end of the current mandate period.

Attachment B: Summary of Actions from 25th July 2019 ExCo Teleconference

Action 20190725 - 1	**ExCo delegates** to make any final comments on the draft Strategic Plan to Sam by **July 29th**.
Action 20190725 - 2	**Tony** to circulate the agenda for the All-Energy Conference **as soon as it becomes available**.
Action 20190725 - 3	**Sam** to circulate a draft ExCo agenda by **August 6th**.
Action 20190725 - 4	**ExCo delegates** to contact Tony with any requests that would enable them to make it to the ExCo meeting **as soon as possible**.
Action 20190725 - 5	**Anne** to purchase IP addresses needed to secure new website and generic TCP email addresses **by August 1st**.
Action 20190725 - 6	**Sam** to liaise with ESC, contractor sub-committee and a member of the finance sub-committee to develop an invitation to tender and accompanying process

	for the rebranding and website development **by August 6th.**
Action 20190725 - 7	**ExCo members** to send Sam any suggestions for organisations to invite to tender for the rebranding and website development **by August 6th**
Action 20190725 - 8	**David** to lead a process with the Contractor sub-committee and a member of the Finance sub-committee to ensure Operating Agent cover beyond November 11th 2019 is secured **by the next ExCo meeting**.

Attachment C: Agenda, DSM TCP ExCo Teleconference, 12th December 2018

1. Introductions and apologies   12h00 CEST

2. Chair's update on recent IEA events – David Shipworth (Chair)   12h10

3. Progress on the Request for Extension – Sam Thomas (Operating Agent)   12h20

4. Plans for the 54th ExCo Meeting in Australia – Tony Fullelove (Australia)   12h30

5. Transition planning – Sam Thomas (Operating Agent)   12h40

6. Any other business   13h20

Document C

DSM TCP EXCO STEERING COMMITTEE REPORT

During the past six months numerous conference calls have been held (every fortnight excluding holidays and ExCo Telephone conference weeks).

Discussion topics and actions have been:

Universal TCP meeting
- Feedback from Chair and TCP OA re: Universal TCP meeting at the IEA

ExCo teleconference
- Planning and agenda for ExCo teleconference w/c July 22
- Minutes from the meeting

DSM TCP flyer
- Production of a DSM TCP flyer together with the IEA

Request for extension
- Updating the Strategic plan for 2020-2025 for submission to the EUWP
- Discussion on comments from the IEA on the Request for Extensions papers
- Request for extension of the TCP's mandate until February 2025 accompanied by the Strategic Plan for the User-Centred Energy Systems TCP, sent to Per Anders Widell, IEA on 1st August 2019.

Preparations for EUWP meeting 18 September
- Developing slide deck for the Chairs presentation to the EUWP

Rebranding
- Setting out a route map for the transition from DSM TCP to User-centred Energy Systems TCP.
- Preparation of tender
- Invitation to tender for brand and website development sent to 5 companies
- Selection of winner of tender (Contractor sub-committee plus one member from the Finance sub-committee)
- Following progress on visual identity and website development

Procurement of OA cover
- Procurement of OA cover from 11 November 2019 to 28 February 2020. Discussions between the Chair, Contractor sub-committee and one member of the Finance committee.

DSM University
- Designing a programme of webinars for the Autumn 2019

Outreach
- Good contacts made with NRCan (Canadian Energy Ministry), BMWi (German Energy Ministry), Forschungszentrum Jülich (German Research Organisation), KIT and EMST (research institutes) and many other research institutes, including in non-IEA countries, most notably, Colombia.

Governance
- Discussions with IEA Legal around updating Implementing Agreement and other legal issues

Next ExCo
- Planning and agreeing agenda for Melbourne
- Discussions with Austria regarding the 55th ExCo meeting

Document D

FINANCE REPORT 2019 AND BUDGET 2020

See Part 3

COMMUNICATIONS REPORT

Purpose of agenda item

To inform the ExCo on progress delivering the communication decisions and actions agreed at the 53rd ExCo meeting and the July 2019 ExCo teleconference.

Background

At the 53rd ExCo meeting in Bern, delegates agreed that the DSM University (DSM U) should continue to offer webinars as a means of disseminating the TCP's outputs and related material related to the TCP's strategy; this was in line with the recommendations from the IEA's End-Use Working Party that the DSM U should continue to operate under any new future strategic plan designed by the TCP.

At the 53rd ExCo meeting in Bern, delegates discussed the various elements of the communications strategy, concluding that the relaunched TCP would need a new visual identity that would work alongside the new IEA branding (a "known unknown" at the time of the discussion) and a new website with improved functionality for both TCP members and the public. At the July ExCo teleconference, the ExCo decided to expedite the development the User-Centred Energy Systems TCP visual identity and website, so that it would be ready for the TCP's launch on October 23rd at the All-Energy Australia conference.

DSM University / User-Centred Energy Systems Academy

Four DSM University webinars have been broadcast since the last ExCo meeting (in April, May, June and September). At the time of writing, registration data are provisional for the September webinar, which was held on September 30th. The rebranded User-Centred Energy Systems Academy will broadcast its first webinar on October 24th (the day after the TCP launch), with further webinars already scheduled for November and December.

DSM University webinars

- Apr 2019 Creating the marketplace for sustainable energy assets, Caroline Milne, Joule Assets Europe
- May 2019 The global ESCO market, Jesse Glicker, IEA
- Jun 2019 Regulatory Sandboxes in the Energy Sector, Alexandra Schneiders, University College London
- Sep 2019 **Lessons from energy efficiency policy evaluation,** Jean-Sébastien Broc, IEECP and Gregor Thenius, Austrian Energy Agency

User-Centred Energy Systems Academy webinars

- Oct 2019 **Putting users at the centre of EV grid integration,** Julia Hildermeier and Christos Kolokathis, Regulatory Assistance Project
- Nov 2019 **Peer-to-Peer energy trading and community self-consumption in St Gallen,** Verena Tiefenbeck, ETH Zurich
- Dec 2019 **User-centred energy service business models,** Ruth Mourik, DuneWorks

Registrations have varied between 154 and 305 participants over the course of the last four webinars, similar to previous webinars but not as high as our two most successful webinars of the last year (in January and March 2019), which attracted around 450 registrations and focussed on pay-for-performance energy efficiency programmes in California and the IEA's Efficient World Scenario, respectively.

DSM University Statistics
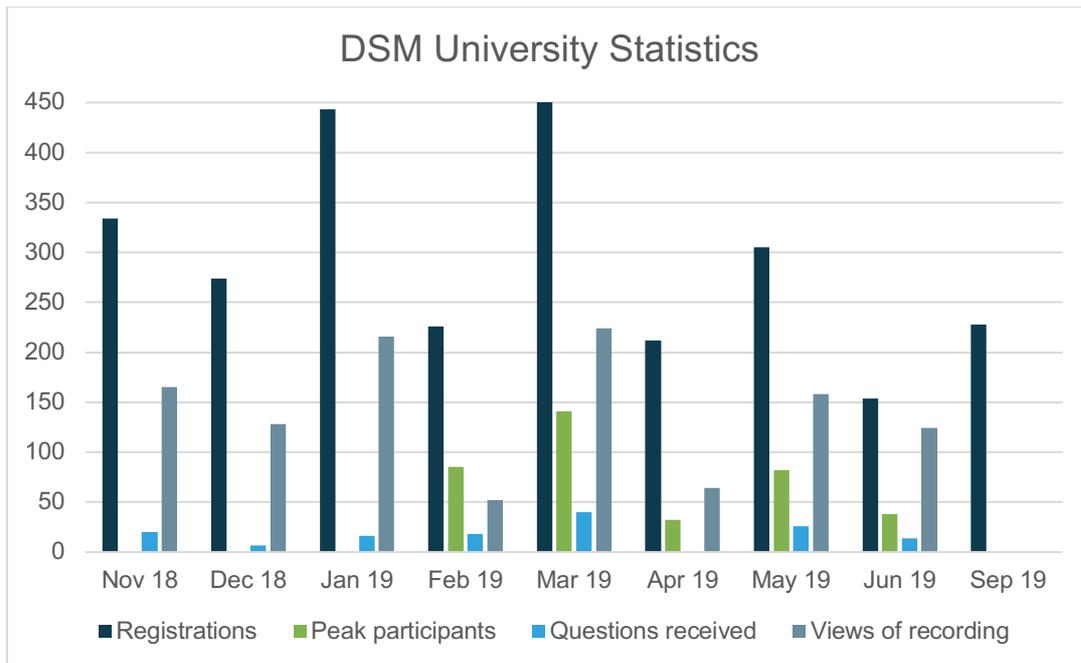
Peak participation data have only been available for webinars from February 2019 onwards. These data tell us the maximum number of participants at any one point during the webinar and vary between around 20 and 30% of the number of registrations.

The number of questions received is an indicator of engagement by the participants, although over the course of the recent series of webinars (April-June) they have varied in proportion to the number of participants.

The recording views series is less relevant when reviewing the performance of the most recent webinars, as they build up over time after the original broadcast. However, it is interesting to note that the June webinar, no regulatory sandboxes, has received a relatively large number of views, in relation to webinar participants.

The User-Centred Energy Systems Academy launches with the October 2019 webinar. It will be interesting to see whether the publicity around the launch of the TCP will increase registration figures.

ExCo delegates are asked to publicise webinars in advance of their broadcast and to suggest potential future webinar topics and presenters.

Users TCP visual identity and website

At the July ExCo teleconference, the ExCo agreed that the ExCo Operating Agent would run a competition to find a developer to produce a visual identity and website for the Users TCP by the time of the TCP launch in October 2019, overseen by the Contractor Sub-committee and a member of the finance sub-committee.
In August 2019, eight organisations, suggested by members of the ExCo, were invited to tender for the work. At the beginning of September 2019, five organisations made bids. The contractor sub-committee narrowed down the five bids to a short-list of two bidders, who were asked to provide more information before a decision was made by the contractor sub-committee on 12th September 2019 to employ LVDI, an Australian design agency.
LVDI began work on 13th September 2019, liaising closely with the ExCo Operating Agent and Secretary. At the time of writing, LVDI were about to submit their proposed visual identity scheme to the TCP for input from the ExCo Contractor Sub-Committee.
At the ExCo meeting, LVDI will explain the various elements of the visual identity and the structure of the new website.

Users TCP Launch

The TCP will launch physically with the Chair's speech at the Opening Plenary of the All-Energy Australia conference on October 23rd. This is a great opportunity to gain publicity in Australasia, given the media interest in this large conference.

The first webinar of the User-Centred Energy Systems Academy on October 24th will provide another opportunity to disseminate the news of the TCP's launch.

The Social Licence to Automate Annex will launch on October 25th, providing a further chance to drive home the launch.

We are hoping to publish a commentary on the IEA website around the time of the launch, co-authored by the Chair and a member of the IEA Secretariat.

We have lined up a guest blog on the ECEEE website for the Chair.

The new USERSTCP Twitter account will take over from the DSMTCP account and will increase activity related to the TCP's Annexes.

ExCo delegates are asked to consider additional ways to increase visibility of the Users TCP launch in advance of the ExCo meeting.

STATUS OF THE USERS TCP 2024 INCLUDING FEEDBACK FROM THE SMART ENERGY SYSTEMS WORKING PARTY (SESWP)

Meeting – *Hui Yin Xiang*

Purpose of the agenda item

This item is a back-casting exercise deliberately intended to provoke discussion on the future direction of the TCP. It imagines a discussion towards the end of our new five year mandate period, with the ExCo reviewing positive feedback from the relevant IEA Committee.

Background

The SESWP has granted the Users TCP another five year extension to 31 March 2030. It was recognised that the Users TCP has successfully repositioned itself to be the leader in the provision of policy evidence on energy technologies and systems the performance of which is heavily depending on the actions people in the energy system. In doing so particular attention was paid to the work of the Users TCP in three key areas.

- The development of an entirely new form of TCP activity – that of cross-SES TCP 'networks of expertise', embedding or supporting experts in Tasks and Annexes in throughout the Smart Energy Systems Working Group TCP family to apply best practice socio-technical and socio-economic theory and methods has been particularly valuable. Providing a home and forum through which such embedded experts can meet under the auspices of the Users TCP and integrate lessons from a diversity of cross-TCP technology use-cases, while building their own community of applied energy-relevant socio-technical expertise, has benefited all parties. This, in conjunction with the 12 topic-specific Annexes, was seen as representing a very significant body of work developed since 2020

- The work of the Users TCP in broadening participation was likewise appreciated. China is delighted to have joined in 2021 and to now hold the rotating 2-year fixed-term Chair. The addition of key New Silk Road countries including Turkey, Saudi Arabia and Egypt has significantly diversified the work of the TCP. The addition of more countries in the Americas (Canada, Mexico, Colombia) has now made the Users TCP one of the most diverse in the TCP community. This addition of new members, along with the addition of Alternate Delegates by each country, has significantly enhanced the ExCo technical, as well as policy and regulatory expertise. The successful introduction of a two-hour host country 'Ministerial briefing' to the start of each Users TCP ExCo meeting attests to the expertise of, and regard in which, the ExCo members are held.

- The third point highlighted by the SESWP was the evolution of the User-Centred Energy Systems Academy. The development of this into a substantial open-access on-line database of training resources themed by TCP Annex areas has made this an important resource for professional development in many countries. The partnerships with the IEA in leveraging the Annex experts, and members of the cross-cutting 'networks of expertise', in the provision of intensive short course provision to public sector bodies has both created a powerful pathway to impact for the TCP's very policy focused work, as well as supported the secretariat goals in promulgating best-practice in policy and regulation throughout the world.

Relevant excerpts from our Strategic Plan for 2020-2025

Users TCP's Vision 2020-2025
To be the world-leading international collaboration platform for policy-relevant socio-technical research on user-centred energy systems.

Users TCP's Mission 2020-2025
To provide evidence from socio-technical research on energy use and production, to inform policy making for clean, efficient and secure energy transitions.

Key action points from the EUWP meeting 2019
The EUWP has charged us with three actions for the next five years:
- The TCP should consider expanding its scope of work in line with its new vision and mission and should expand its membership and expertise where necessary to achieve this.
- Annexes should be designed with policy impact in mind.
- Collaboration with other TCPs should be pursued.

Ahead of the ExCo meeting, delegates are asked to consider what the TCP should look like and should have achieved by 2024.

Document G

EXCO OPERATING AGENT REPORT

Purpose
To update the ExCo on the activities of the ExCo Operating Agent over the six months since the last report (March 2019-August 2019).

Main Tasks
The main Tasks over the period have been to:
- Assist the ESC in preparing the request for extension of the TCP's remit to the IEA's End-Use Working Party and developing the Chair's presentation
- Curate, prepare papers for, attend and minute the Bern ExCo meeting
- Prepare meeting papers for, attend and minute an ExCo telephone conference
- Prepare meeting papers for, attend and minute fortnightly ESC telephone conferences (except during holidays and ExCo telco weeks)
- Prepare for, attend and note fortnightly catch ups with Chair
- Reach out to potential new members, existing members and IEA
- Assist in the development of new Tasks
- Organise and run the tender process for the visual identity and website for the Users TCP
- Initial preparation for the Melbourne ExCo meeting and Users TCP launch

Assessment of time allocation
For the six months from March to September, Sam used up 49% of the annual OA budget. This seemingly neat allocation of half the available time in half of the year is not representative of the year as a whole. A number of factors mean that more OA resources will be expended in the remainder of the year including: the timings of the two ExCo meetings (early April and late October) and the implications for the timing of preparation; the holding of one ExCo teleconference (as opposed to two in the winter); and the bringing forward of the launch of the Users TCP from spring 2020 to October 2019.

The activities carried out over the six month period are broken down as follows:

Activity	Account Code	Days	Indicative annual allocation	Notes
Preparing Meetings	6012	4.81	**20 (9 days to attend two ExCo meetings; 4 days for ESC; 2 days for Chair meetings; 5 days for prep and follow up)**	**Meeting preparation and follow up could potentially be broken down into separate categories, as most of the papers that represent the preparation time are on particular topics (save for agendas, minutes and actions) and similarly, most of the follow up is on items requested by the ExCo, ESC or Chair.**
Participating in meetings	6022	5.88		
Meeting follow-up	6023	3.06		
Annual report	6112	0	**11**	**Almost entirely the request for extension.**
Other IEA reporting	6122	3.56		

Outreach, network	6312	1.56	**2**	**IEA and ExCo members (Spain in particular). A fair amount of meetings with the IEA, including a number of IEA legal webinars and attendance at one IEA event**
Outreach, new members	6322	2.06	**3**	**Germany and Canada in the main**
Task Initiation	6412	2.19	**8**	**Reduced effort into trying to move forward with the Behavioural Insights Platform (coordinator role taken on by IEA during the period)**
Task guidance	6422	0	**1**	
DSM University Content development	6512	0.44	**11 in total for external communications: dissemination of information and key messages**	**Minimal social media activity. Most effort put into curating and securing speakers for the DSMU / User-Centred Energy Systems Academy curriculum.**
DSM University Webinar host follow-up	6522	0.13		
DSM University Webinar promotion	6523	0.38		
Web content development	6622	0		
Twitter content	6632	0.06		
Other support functions	6812	7.19	**8 (including updating guidance and organising one-off meetings)**	**Includes all items that do not fit into the above categories, including designing a flyer for the All-TCP event; producing a strategy for the TCP relaunch; designing the invitation to tender, running the competition, interviewing bidders etc for the visual identity and website redesign; and sundry other smaller tasks requested by the ESC.**
Total		**31.31**	**64**	

If desired, the time could be broken down into more categories and invoiced as such, i.e. with new cost centre codes created.

CONTRACTING FOR AN OPERATING AGENT

See part 3

REPORT FROM THE IEA SECRETARIAT H2 2019

The IEA Secretariat report provides an overview of recent developments within the network and the IEA Secretariat that are of interest to all Technology Collaboration Programmes (TCPs). This report is designed to complement the information provided by your Desk Officer related to IEA analysis and projects (current and planned) of relevance to individual TCPs. If you have comments or questions, please forward to TCP@iea.org.

IEA SECRETARIAT

Collaborating on energy technology innovation
The recently published paper on Energy Technology Innovation Partnerships provides an overview of the global landscape of multilateral efforts relevant to energy technology innovation. The report examines four collaborative partnerships including the IEA Technology Collaboration Programmes.

Three reasons why the IEA report on hydrogen is a game-changer
In this IEA commentary, former IEA Governing Board Chair and Hydrogen Envoy at the Ministry of Economic Affairs & Climate Policy of the Netherlands, Mr. Noé van Hulst explains why the IEA's recent report The Future of Hydrogen is a game-changer.

Nuclear power in a clean energy system
With its mission to cover all fuels and technologies, the IEA's first report addressing nuclear power in nearly two decades, Nuclear Power in a Clean Energy System, brings this important topic back into the global energy debate.

IEA unveils global high-level commission for urgent action on energy efficiency
The IEA has established an independent global commission to examine how progress on energy efficiency can be accelerated through new and stronger policy action. The focus of the new panel will be on key policy actions and will produce a concise list of clear, actionable recommendations next year.

Tracking methane emissions
The IEA has launched a new "methane tracker", offering the most comprehensive global picture of methane emissions, covering eight

industry areas across more than seventy countries. This new and unique tool provides up-to-date estimates of current oil and gas methane emissions drawing on the best available data.

Energy efficiency indicators database
The recently released 2019 edition of the IEA energy efficiency indicators database, features detailed energy end use and activity data from 2018 for the residential, services, industry and transport sectors.

Recent IEA commentaries

- Three priorities for energy technology innovation partnerships
- Helping a warming world to keep cool
- Global patent applications for climate change mitigation technology – a key measure of innovation – are trending down
- The who and how of power system flexibility
- Carbon market negotiations under the Paris Agreement
- Bitcoin energy use –mined the gap
- Addressing the diversity challenge in energy sector recruitment
- Fossil fuel consumption subsidies bounced back strongly in 2018
- District heating needs flexibility to navigate the energy transition
- Frontier electric technologies in industry
- Can CO_2-EOR really provide carbon-negative oil?
- Shared, automated… and electric?

IEA PUBLICATIONS

The Future of Hydrogen: seizing today's opportunities*. This free report finds that clean hydrogen is currently enjoying unprecedented political and business momentum, with the number of policies and projects around the world expanding rapidly. It concludes that now is the time to scale up technologies and bring down costs to allow hydrogen to become widely used. The pragmatic and actionable recommendations to governments and industry that are provided will make it possible to take full advantage of this increasing momentum.

Exploring Clean Energy Pathways: the role of CO_2 storage
This report analyses the implications for the global energy system of CO_2 storage facilities not being developed at the scale and pace needed to follow the optimised pathway of the IEA Clean Technology Scenario (CTS).

Clean Energy Investment Trends 2019: evolving risk perceptions for India's grid-connected renewable power projects. This report maps out the evolution in the renewable power industry and investment landscape through tracking the risk perceptions of debt financiers towards solar photovoltaic and wind projects over the period from 2014-2018 and recent developments impacting the pace of capacity addition.

Global EV Outlook 2019: scaling up the transition to electric mobility. This year's edition of this annual publication features a specific analysis of the performance of electric cars and competing powertrain options in terms of greenhouse gas emissions over their life cycle. It includes policy recommendations that incorporate learning from frontrunner markets to inform policy makers and stakeholders that consider policy frameworks and market systems for electric vehicle adoption.

Nuclear Power in a Clean Energy System. This report focuses on the role of nuclear power in advanced economies and the factors that put nuclear power at risk of future decline. It is shown that without action, nuclear power in advanced economies could fall by two-thirds by 2040. The implications of such a "Nuclear Fade Case" for costs, emissions and electricity security using two WEO scenarios are examined.

Other recent publications
- The Future of Cooling in China
- Technology Innovation to Accelerate Energy Transitions
- LNG Market Trends and Their Implications
- Securing Investments in Low-Carbon Power Generation Sources
- Perspectives for the Clean Energy Transition
- Transforming Industry through CCUS
- Tracking SDG7: the Energy Progress Report
- Status of Power System Transformation 2019: power system flexibility

COMMITTEE ON ENERGY RESEARCH AND TECHNOLOGY (CERT)

CERT Chair

The second and final term of the CERT Chair, Alicia Mignone, will draw to a close after the next CERT meeting in November. Part of the CERT landscape for more than twenty years, Ms. Mignone first served as Italian delegate from 1997-2002, as Vice-Chair from 2002-2013 and as Chair from 2014-2019. At the CERT June 2019 meeting delegates approved the nomination of Amanda Wilson of Canada as her successor.

<u>Update on CERT Task Forces</u>

Task Force #1 on Partnerships, created to consider the landscape of multilateral technology initiatives has completed the first phase of a comparative analysis of four collaborative energy technology mechanisms: Technology Collaboration Programmes, Mission Innovation, the Clean Energy Ministerial, and European Technology and Innovation Platforms.
https://www.iea.org/publications/reports/EnergyTechnologyInnovationPartnerships/

Future efforts could seek to further support policy makers in identifying strategic synergies between existing multilateral initiatives, and effective co-ordination processes to initiate or strengthen the interactions between ongoing activities. As a starting point, the Secretariat may conduct further research on a select number of technology areas followed by interviews with relevant actors, including TCPs. Please direct any questions or suggestions on the next phases of this work to TCP@iea.org.

Task Force #2 on CERT operations, created to reflect on ways to make CERT meetings more dynamic in terms of processes and operations has completed its activities.

Task Force #3 on TCP Enhancement, created to oversee implementation of the Action Plan for TCP Enhancement will continue its work for the time being. In addition to working with the Secretariat on the implementation of the Action Plan, Task Force 3 will be working with the IEA Legal Office on the proposed modernisation of the legal mechanisms (see below) and on exploring improvements to TCP communications.

<u>Today in the Lab – Tomorrow in Energy?</u>
This new *ETP 2020* initiative aims to highlight to decision makers and the broader public the importance of RD&D for the global energy future and, specifically, the ground-breaking research being carried out by the wider TCP network.

TCPs are invited to submit before 7 October, information on current research projects via a simple template. With input from CERT delegates a number of these projects will be showcased by the IEA through social media. TCPs are invited to take part in a conference call at 14h30 (Paris time) on 19 September for further information. In the meantime any questions may be sent to etp@iea.org.

<u>Next meeting</u>
The next meeting of the CERT will take place at the IEA in Paris on 19 and 20 November 2019. Items on the agenda will include thematic discussions on hydrogen and **ETP 2020.**

WORKING PARTIES AND EXPERTS' GROUPS

<u>Working Party on Energy End-Use Technologies (EUWP)</u>

The **76th meeting of the EUWP** will take place at the IEA on 16-18 September 2019. It will include a discussion with the EEWP on the role of technology and policy in promoting innovation in the building sector. The aim of this joint discussion is to promote increased collaboration and knowledge sharing between the two working parties. Three TCPs will present their request for extension at the EUWP meeting: Advanced Motor Fuels (AMF TCP); Demand-Side Management (DSM TCP) and Hybrid and Electric Vehicles (HEV TCP).

<u>Fusion Power Co-ordinating Committee (FPCC)</u>

The **48th meeting of the FPCC** took place in Paris on 14-15 February 2019. It was preceded by a strategic session on Developments in Materials Research for Fusion which provided an opportunity to

review the strategies, recent developments and remaining challenges of research on fusion materials among key research programmes worldwide. The next meeting of the FPCC will take place on 12-13 February 2020.

Working Party on Renewable Energy Technologies (REWP)

The **76th meeting of the REWP** will take place in Helsinki, Finland on 10-11 September 2019, and will include a strategic discussion on sustainable bioenergy.

Working Party on Fossil Fuels (WPFF)

The **76th meeting of the WPFF** was hosted by the Chinese Ministry of Science and Technology (MOST) in Beijing, China on 26-27 June 2019. The meeting provided an opportunity for detailed presentations and discussions on the role of fossil energy in China, including advances in highly efficient coal-fired power generation. A dedicated session on carbon capture, utilisation and storage (CCUS) highlighted the significant progress and activity underway in China on this key technology, including the publication of a new CCUS technology roadmap in May 2019. The meeting also discussed the new WPFF mandate and strategy (for 2020-2023) and recommended a further 5-year extension for the Fluidised Bed Conversion TCP. While in Beijing, the WPFF delegates visited the Guohau Beijing gas-fired cogeneration plant, a highly efficient facility that can operate with fewer than 30 employees due to significant digitalisation. The next meeting of the WPFF will be in Paris on 10-11 December 2019.

Experts' Group on R&D Priority-Setting and Evaluation (EGRD)

The EGRD held a workshop on system resiliency and flexibility, hosted by the Austrian Ministry for Transport, Innovation and Technology in Vienna on 13-14 May. Presentations are available on the workshop page. The next EGRD workshop, on the topic of alternative fuels, will take place at the IEA on 21-22 October 2019. The EGRD is currently also preparing its request for extension for the CERT November meeting.

TECHNOLOGY COLLABORATION PROGRAMME (TCP)

3rd TCP Universal Meeting

Leading energy experts from the public and private sector gathered in Paris on 18 and 19 June 2019 for the third TCP Universal Meeting. "2019 is a key year for innovation at the IEA," said Dr Fatih Birol, the IEA's Executive Director. "A more integrated and holistic approach to energy technology innovation is required to reach a sustainable energy future, which means even more partnerships among those in this room."

The first day of this event was jointly hosted by the CERT and the IEA Standing Group on Long-Term Co-operation (SLT). It brought together policy and decision makers to share experiences on disruptive innovation, technology trends, and partnerships between governments, the private sector and other energy stakeholders. The meeting provided an opportunity for innovators and strategic thinkers to discuss key trends, which will help to inform future IEA activities related to energy technology, research and innovation. That includes the preparations for the 2019 IEA Ministerial and the 2020 edition of Energy Technology Perspectives, one of the IEA's major publications.

At the meeting, the IEA unveiled a new TCP logo as well as new tools and online resources available under its energy innovation web portal, including a study mapping international partnerships relevant to energy technology innovation in order to identify synergies and foster strategic engagement across initiatives. The IEA Secretariat also outlined plans for a major effort to modernise the TCP legal mechanism, further explore how the IEA can make better use of TCP work and improve communication across the TCP network.

Speaker presentations, a summary of break-out group discussions, and the new TCP video are available for download from the IEA event website.

New TCP logo and webpage

Following the unveiling of the new IEA brand and logo, the Agency released a new Technology Collaboration Programme (TCP) logo at the Universal Meeting in June 2019. TCPs are one of IEA's longest-standing programmes, and their new logo seeks to clarify the relation between the agency and TCPs, and provide a link with our new digital identity.

The logo comes in two formats. One is for use by TCPs themselves, and comes as a banner to be applied on their public content.

i. Example slide presentation template using TCP Banner

The second is a badge which the IEA will use when communicating about TCPs, as used in the header to this document. Note that the TCP Badge is intended for the use of the IEA Secretariat only.

The new TCP logos are expected to be rolled out over the next six months. A new online guide will be made available in mid-September to advise on how TCPs should use this banner in a variety of formats including publications, power point presentations. Templates for common TCP documents will also be available on this webpage. An IEA webinar on communication matters relating to the TCP logo and online resources is scheduled for 13 September at 16h00 CET.

In line with the IEA digital strategy, the IEA TCP webpage has also been updated and a new webpage created for each individual TCP. The 2-page TCP brochures are also available for download on the individual TCP pages. Please contact the IEA Secretariat at TCP@iea.org if you have any feedback regarding the brochure or individual webpage for your TCP.

TCP Survey

34 out of 38 TCPs responded to the IEA Secretariat's April 2019 TCP Survey. A summary presentation of the results is available on the Forum (https://www.iea.org/tcp/forum/ login: forum password: network).

Modernisation of the TCP legal mechanisms

The Legal Office is currently working with delegates to propose an update to the TCP legal framework. **As discussed at the TCP Universal Meeting, these updates will focus on the following overarching priorities,** identified with input from TCP representatives, CERT and WP delegates, and other stakeholders.

- Increase **collaboration** with external partners
- Deepen **integration** of TCP inputs into **IEA** work
- Stronger engagement with **emerging economies**
- **Streamline** administrative processes and procedures

Over the past several months, the Legal Office has held a number of discussions with TCP representatives to gather input on specific proposals that will be included as part of the modernisation proposal. We will host a webinar for all TCPs at 16h00 on October 16 to present the proposal and what it means for TCPs. Please contact K.C. Michaels if you would like additional information.

Recent new TCP participations

Contracting Parties

The **Netherlands Enterprise Agency (RVO)** joined the GHG TCP as a Contracting Party on 29 August 2019.

The **Swiss Federal Office of Energy (SFOE)** joined the Hydropower TCP as a Contacting Party on 26 August 2019.

ENEA of Italy joined the **IETS TCP** as a Contracting Party on 11 July 2019.

The **European Commission** joined the **4E TCP** as a Contracting Party on 26 June 2019 and the C3E TCP on 4 July 2019.

The **China Academy of Building Research (CABR)** joined the **HPT TCP** as a Contracting Party on 10 May 2019.

The **Energy Efficiency and Conservation Authority (EECA)** of New Zealand joined the 4E TCP as a Contracting Party on 10 April 2019.

Sponsors

- The **Institute Teknologi Bandung (Indonesia)** joined the **GHG TCP** as a Sponsor on 30 July 2019.
- **Sotacarbo (Italy)** joined the **GHG TCP** as a Sponsor on 3 July 2019.

<u>IEA Secretariat – points of contact</u>

Technology Collaboration Programme		
Uwe Remme	ETSAP TCP	Cross-cutting
Per-Anders Widell	C3E TCP	Cross-cutting
Chiara Delmastro	DHC TCP	End-use:
Thibaut Abergel	ECES TCP, HPT TCP	End-use:
Luis Munuera	HTS TCP, ISGAN TCP	End-use:
Kevin Lane	4E TCP	End-use:
Jeremy Sung	DSM TCP	End-use:
Peter Levi	IETS TCP	End-use: Industry
Marine Gorner	HEV TCP	End-use:
Jacopo Tattini	AMF TCP, Combustion TCP	End-use:
Jacob Teter	AFC TCP	End-use:
Till Bunsen	AMT TCP	End-use:
Raimund Malischek	CCC TCP, EOR TCP, FBC TCP, GOTCP	Fossil fuels
Samantha McCulloch	GHG TCP	Fossil fuels
Diana Louis	CTP TCP, ESEFP TCP, FM TCP, NTFR TCP, PWI TCP, RFP TCP, ST TCP, SH TCP	Fusion power
Hideki Kamitatara	Bioenergy TCP, Geothermal TCP, Hydrogen TCP, Hydropower TCP, Ocean TCP, PVPS TCP, SHC TCP, SolarPACES TCP, Wind TCP	Renewables & hydrogen
CERT, Working Parties, Experts' Groups, legal advice		
Timur Gül Per-Anders Widell Diana Louis	Committee on Energy Research and Technology	CERT
Per-Anders Widell	Working Party on Energy End-Use Technologies	EUWP
Diana Louis	Fusion Power Co-ordinating Committee	FPCC
Paolo Frankl	Working Party on Renewable Energy Technologies	REWP
Samantha McCulloch	Working Party on Fossil Fuels	WPFF
Per-Anders Widell	Experts' Group on R&D Priority Setting and Evaluation	EGRD
Simone Landolina Claire Hilton	Cross-agency efforts on energy innovation, including TCPs and other partnerships	TCPs
Diana Louis	Co-ordinating information on TCPs	TCPs
KC Michaels Claire Hilton	Legal advice (incl. modernisation of the TCPs' legal mechanisms)	TCPs

Document J

SOCIO-TECHNICAL GENDER, ENERGY AND THE FRAMING OF NEW ENERGY PATHWAYS

Martin Hultman, Anna Åberg & Felicia Söderqvist

Premise: Two major issues in tackling problems such as climate change is that the gap in energy access remains vast across the globe, and the inertia of our large socio-technical energy systems. The lack of access to modern energy systems results in that people and countries with relatively less development and economical means will have to choose between human wellbeing and development. This restricts the forms of energy systems that can be adopted (Banuri & Hällström 2012). Among the most affected are socially marginalised groups where women, due to patriarchal societal structures affecting socioeconomic disposition, can be especially vulnerable (Ahlborg 2009; Kim & Standal 2019). And yet, studies have shown a tendency that women practice energy saving and long-term thinking to a greater extent than men, (Räty & Carlsson-Kanyama 2010; Kall & Hultman 2018). Where women have been empowered to contribute there are examples of debate and knowledge shifts towards more sustainability and energy saving considerations (Kall & Hultman 2018; Permana, Aziz & Siong 2015; Gray et al. 2019). This raises the question not only of the empowering of women, but also of identifying and exploring alternative energy pathways and how gender structures and identities frame policies and energy systems both in use and under consideration.

Energy and gender dynamics

Energy transition is one of society's main issues ahead, and this challenge has been acknowledged at least since the late 1970's. Despite this acknowledgement, inertia in several energy sectors make these transitions difficult. In order to come to terms with this inertia we need to unpack social factors that contribute to making the energy sector resistant to change. One such factor is the gender imbalance in the sector. Historically, energy has up until this day been a very unequal sector dominated by men as showed not least by state agencies such as the Swedish Energy Board and public-private analysis of late (Energimyndigheten 2015; Tam 2017; C3E 2017; Barnholt 2017). Looking more closely into this domination, it is historically a certain form of masculinity, called industrial/breadwinner, which has dominated the socio-technology of energy during modern times (Hultman & Pulé 2018). In particularly this can be seen in extractive industries such as coal, gas and oil, hydropower developments as well as in the nuclear industry (Filteau 2014; 2015; Anshelm 2000; Öhman 2007). These are all areas of concern for sustainability and energy access in policy making.

Further, research into patterns of energy use has shown that the actions of men in general are one significant cause of the low pace in energy transitions. Especially the fact that affluent men travel more, eat more meat and engage in energy intensive activities such as driving large cars has brought male action patterns to attention. Men also have a tendency towards being both the leaders of and workers in extractive industries and large scale energy systems (Hultman 2017; Connell 2017). This statistical difference between the behaviour of men and women is connected to economic structures and cultural norms, dictating the frames of possible actions by different genders. For example, in the west, the narratives of what it means to be a man have focused on being strong, the rejection of emotions and taking charge. Feminine narratives by comparison have instead incorporated emotions and care towards others, contrasting masculine doctrines. As an example of how this has affected policy directly, in Swedish politics, the potential negative and destructive effects of nuclear power were not brought to attention until emergent female actors introduced it and transformed it into a political policy concern in the 1970s. Due to this debate, nuclear power did not acquire a solid foothold in Sweden (Kall & Hultman 2018). One should thus consider the potential of alternative gender pathways and constructions, such as 'ecological masculinities', incorporating sustainable caring aspects (Hultman & Pulé 2018).

The basic summary of research in this field is that any successful transition needs to take gender inequality into account. Thus, by analysing gendered patterns both on an individual level and in the industry, such as but not limited to masculinities and femininities of energy use, this task will result in the development of new (or the re-imagining of old) practices and technologies leading to energy saving and a more equal energy

system. In parallel, the task would assess how gendered patterns of policy making decisions support or hinder the development of a more efficient and equal socio-technical energy system. By intertwining gender, energy practices and policy making, we can find implementation pathways on a national and international level, comparing countries, regions and forms of organisations. This would include a focus on how and what is distributed in terms of policies by policy making agencies and corporations, and also the effects thereof. Considering the differences both in energy use and gendered norms in different countries, a comparative stance is vital for this task, and such comparison must include both emerging and developed economies.

Pathways to impact

One of the main issues facing policy actors working with transition processes is the existing socio-technical systems that have created path dependencies, hindering the implementations of new technologies as well as new economic and consumption patterns. These path-dependencies include inertia within organisations as well as among the actors and networks that surround a system, where alternative technologies and behaviours may exist but are not chosen for cultural and organisational reasons. Today, as shown above, there are clear gendered patterns to this inertia. However, these patterns (especially the masculinities described above) are often not made explicit in energy and environmental policy. Instead gendered issues are often only made visible in policies explicitly regarding equality and social issues. There is thus a gap in policy between the so called "hard" policy decisions regarding energy use- and production, and the "soft" policy decisions regarding gendered inequality. If we are to come to terms with the inertia of the current energy system, this gap needs to be bridged. The research proposed in this task will specifically contribute to policy action in two important ways.

1: By gathering empiric, international cases of gendered-base patterns of energy use- and production from different national contexts, the task will provide policy makers with evidence-based knowledge on how energy policy has and has had gendered implications, and which ones they have been. This includes knowledge regarding how certain policies may be resisted or not enacted due to such patterns which have not been taken into account specifically in energy policy. In particular, some energy policies may have very different effects in different national contexts specifically due to its gendered implications. This knowledge can then be used to assess past and future energy policies.

2: In addition, we will use this knowledge to suggest new policies going forward which bridge the gap between energy policy making and equality policy making. As noted above, a higher equality and representation of different gender patterns in decision-making have historically led to new and more sustainable energy policies. The knowledge gathered during this task, will similarly lead to new policy suggestions, which will further include special consideration for different national contexts.

Further, in terms of technical development, the study will contribute to assessing gendered use of energy technology, as well as how gendered patterns influence the technological and behavioural choices made not only by individuals, but also by companies and large institutions. This will open up for a broader base of assessment for new energy technology and its implementation.

Knowledge and research networks

This proposal is in line with calls for cross-disciplinary studies that integrate social and behavioral sciences in energy research (Ellsworth-Krebs, Reid & Hunter 2015; Sovacool et al., 2015) as well as calls for gender studies of energy (Sovacool 2014). The applicants have engaged in such research during their whole scholarly life first as part of a Phd program under the Swedish energy Agency, and later in the research projects Gender & History, Scrutinizing Climate Change Denial, Ecological Masculinities (Hultman) and Petrocultures (Åberg) funded by the Swedish Energy Agency with specific aims to add to the energy-SSH and gender contributions to the energy transition in Sweden. Felicia Söderqvist has studied how energy, transport and the environment have been covered by the IEA in the World Energy Outlook publications historically. The applicants are based at the STS-division at Chalmers University of Technology in Sweden, were researchers have long experience in working with policy makers within their respective fields of expertise, including the fields of Energy technology, Gender Studies, History of Technology, Environmental Humanities, Science and Technology Studies, Policy Studies, Industrial Dynamics and Ethics.

The applicants are also part of an international network of scholars engaging in these issues, and our aim is to enroll this network for task-sharing in this task. Examples of researchers we are interested in engaging with are:

- Dr Sherilyn MacGregor; Sustainable Consumption Institute (Core)Sustainable Consumption Institute School of Social Sciences, Manchester University, UK
- Dr. Cara Daggett, Energy Humanities, Virginia Tech, US
- Elizabeth Cecelski, ENERGIA.
- Prof. Joy Clancy, Institute of Development Studies, Twente, Neatherlands
- Prof. Greta Gaard, University of Wisconsin River Falls, US
- Katarina Barnholt Klepper, Nordic Energy Research
- Dr. Margaret Skutsch, Twente, Netherlands
- Prof. Benjamin Sovacool, University of Sussex, UK
- Dr. Jamie Woodworth, University of Colorado, US.
- Associate Professor Janet Stephenson, Centre for Sustainability, Otago University, New Zealand
- Prof. Håvard Haarstad, Centre for Climate and Energy Transformation, University of Bergen, Norway

This Task is also committed to communicating its results to the civil society as well as state agencies; a commitment the applicant Martin Hultman has pursued as part of his scholarship for a long time and in different ways. In addition to usual communication channels (mass media, public lectures, popular science) he is currently working in partnership with GeMiNi, Women in Nordic energy sector and Women in Clean Energy. GeMiNi is a co-creation platform which since 2016 brings together Swedish government agencies such as SIDA and the Nature Protection Agency, with civil society actors such as for example, Greenpeace and Woman to Woman. Women in Nordic energy sector is a newly launched collaborative platform making women visible in the Nordic energy sector in which and Women in Clean Energy is a global initiative promoting women in the sector; both of which Hultman contribute to as energy gender expert. Åberg has recently contributed to the collected volume "Advancing Energy Policy: Lessons on the integration of Social Sciences and Humanities". The volume was a part of the H2020 project SHAPE Energy, which had as its mission to create a platform for advancing Energy-SSH in energy policy research and practice.

Adopting a gender perspective on policy in this manner could thus reveal more sustainable policy pathways that would otherwise be left in the periphery, while it at the same time provides a better understanding of how policy and policy implementation affect and are affected by gender structures in various contexts. The applicants possess both expertise and experience in dealing with research related to these questions and are part of a considerable research network that can be approached for Task-sharing.

DOCUMENT K

NEW DEMAND RESPONSE (DR) SERVICES AND PRODUCTS FOR FLEXIBILITY MARKETS

DI Christof Amann, e7 energy innovation & engineering, Walcherstraße 11, A1020 Vienna

Introduction

The Paris Agreement on Climate Protection aims at limiting global warming to well below 2°C and pursuing efforts to limit it to 1.5°C. **Decarbonisation** of the global economy and society is one of the major challenges of mankind in the coming decades. For the electricity system the use of renewable resources will have to increase significantly. Wind power and photovoltaics will contribute to this change of the energy system but due to their **volatility** operation of the electricity system will **increasingly need flexible production units or demand response (DR)** activities to be traded on (different) flexibility markets.

Furthermore, with the **decline of fossil fuel power plants** (e.g. phasing out of coal power stations, but also CHPs), relevance of flexibility on the demand side will grow dramatically in the coming years. **Technical potential for the participation of consumers (prosumers) is large,** but market development is still weak facing **barriers in the field of regulation, technology but also energy market structure.** This is particularly true for flexibility of small and medium loads (incl. distributed production and storage).

Beside Energy Efficiency (EE) the development of Demand Response (DR) products and services that offer flexibility to the (future) energy system can be considered a high priority challenge. So far, DR activities focused on industry, now it is time to **use the most innovative technologies in order to raise the huge existing potential and to integrate energy consumers** and prosumers with small and medium loads into the energy transition.

Aim and Objectives

The aim of this Task is to **integrate energy consumers with small and medium loads** (including distributed energy production and storage) by developing **innovative demand response services and products** that can be traded on flexibility markets. This is done by assessing existing **innovative and future technology developments** that allow to reduce cost by a high level of automatisation on the consumer's side and by proposing **regulatory framework conditions** helping to **reduce major entrance barriers** for interested consumers (e.g. upfront costs, contractual structure, M&V, data management).

Even though this Task will be **built upon existing experiences for DR** in several countries in the world (e.g. US, France, Ireland, United Kingdom), **future DR products and services for consumers** will only be available with the **application of new innovative technologies** (e.g. BEMS, smart meters, blockchain, smart appliances, IoT) and with **adapted regulatory framework conditions** (e.g. electricity market, privacy) which clearly go beyond requirements for energy efficiency.

Approach

The following Subtasks are proposed in order to achieve the objectives of this Task:
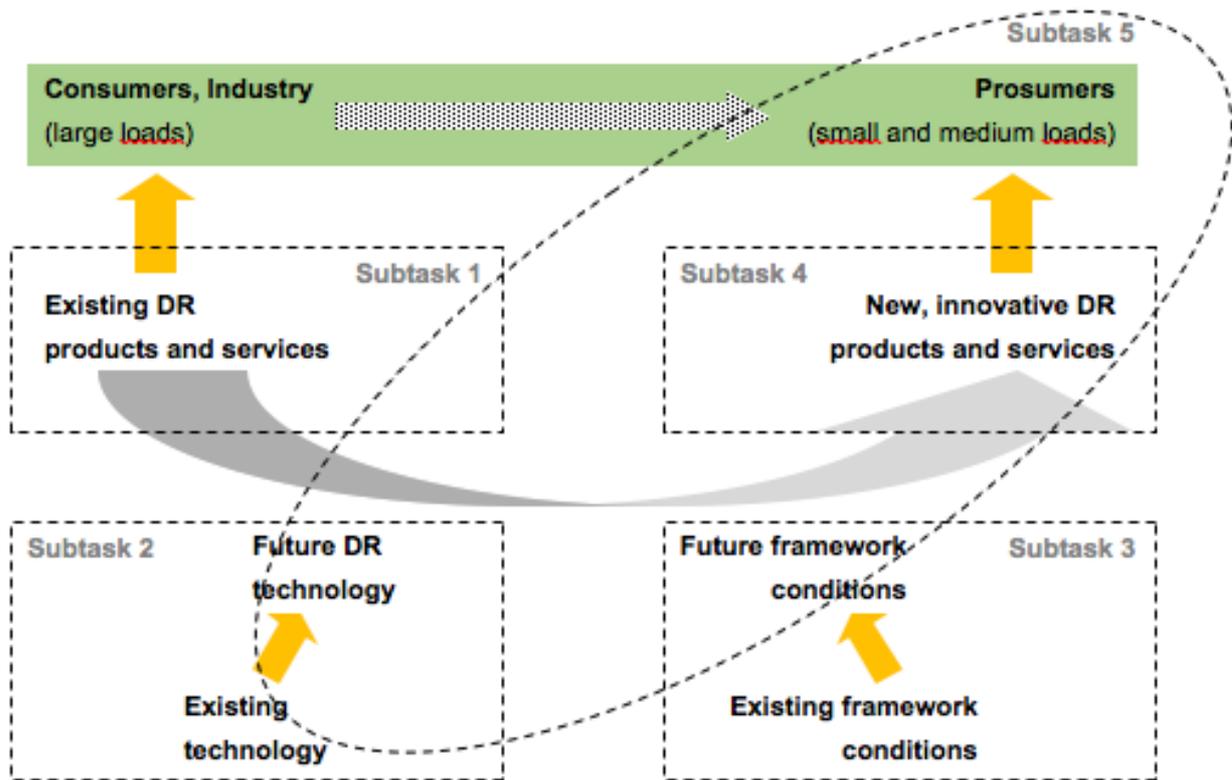
Project Structure

Subtask 0: Task management and task definition

In this Subtask a detailed workplan will be defined by Task partners. This Subtask deals with project co-ordination and management, including exchange with the ExCos and reporting.

Subtask 1: Market analysis

This subtask gives an overview on **existing DR products, offers and services** all around the world and documents best practice examples with the clear potential to transfer existing experiences into new and futureproof DR services and products. The focus of the work will be on the **integration of small and medium loads,** where only a few relevant examples exist (in comparison to industry applications).

Subtask 2: Technology assessment

Demand Response for small and medium loads rely on the **availability of innovative technologies, e.g.** smart appliances that can easily be integrated into the system without large costs. The market analysis also analyses the expected further **development of technologies** with high relevance for demand response, like blockchain, smart meters, and smart appliances (BEMS, white goods, smart plugs, ...).

Subtask 3: Regulatory Framework

This subtask is strongly related to the market analysis and the technology assessment. Regulatory framework conditions vary to a large extent internationally but have to be considered one major barrier - or enabler - for further market development. Obviously, **further development of regulatory framework conditions** (like in the European Union) may lead to a major step towards gaining the existing potential on Demand Response. Special focus will be on success factors in countries with a more **developed market for demand response** in their energy market (e.g. US, certain EU countries like FR, UK, IE).

Subtask 4: New business models for flexibility

It can be expected that with the changes in the framework conditions (e.g. recast of the EC Directive on Electricity Markets), **new products (services or products)** will emerge on the energy market. Built on existing **examples in various countries** new business cases will be designed in order to enhance the market for flexibility.

The development of DR business models will have to take into account the very specific **market requirements of the different flexibility markets** (control energy, congestion management, wholesale market, balancing market etc.). It further requires a high level of **participation of consumers and stakeholders.**
One critical issue is to develop **methodologies for measurement and verification (M&V)** that are in line with needs of consumers, with regulation requirements and with privacy issues.

Subtask 5: Integration of Consumers, Stakeholder Involvement and Recommendations

Successful definition of business cases and the formulation of recommendations and implementation for **future framework conditions** in favour of **new DR business cases** are highly depending on **consumer and stakeholder involvement.** Hence, consumers (incl. their associations), policy makers, regulatory bodies, grid operators, energy providers, aggregators and other market participants will be brought together within this task, preferably on the **level of national states,** where product development and regulation are implemented. However, exchange between these stakeholders on an **international level** will help to integrate best practices.

Expected Results

- Analysis of success factors for market development (energy market, regulation, ...) for DR products and services

- Assessment of existing DR technologies and definition of future requirements

- Definition of new DR business models for the integration of small and medium loads (and distributed energy production, storage) for different flexibility markets

- Integration of consumers and stakeholders

- Recommendations for adapted framework conditions

- ...

Matters for the ExCo

Suggested project financing model: **Task Shared model**

Overlaps towards Task 25 (Task duration from May 18 to October 2020): This new proposed Task directly builds on the work done in Task 25. Especially the structural proposals for the development of new products and services can directly be integrated in the work. However, even though there are some overlaps, the focus of this new Task is on the flexibility markets rather than energy efficiency markets (e.g.

EPC) and therefore has to deal with a completely different stakeholder group and much more complex regulatory framework conditions. Energy efficiency and flexibility are two main challenges of the energy transition but - in some cases - they are not partners always but deal with different problems and have contradictory effects (on the consumer's side, not on the system's side).

Task xy on "Social Licence to Automate" tackles an important question of DR products and services development with growing relevance. The results of this Task will be directly integrated in the work of the proposed Task. Close co-operation right from the beginning will help to define synergies.

Possible Partners

Potentially, e7 is involved in several European projects with a long list of highly qualified partners that potentially could participate in the proposed task. However, this will be verified in the coming weeks.

- CERTH, Greece (Technology development, research; information technology)
- HYPERTECH Energy Labs, Greece (Technology development)
- Checkwatt AB, Sweden (Smart solutions for consumers)
- IERC, Ireland (University)
- JRC, Italy/Belgium (EC Research Institute)
- University of Cyprus
- ...

Countries that could be interested (based on information from the operation agent), tbd.:
- Australia
- United States
- Canada
- Japan

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Executive Committee meetings of the DSM TCP initiative

Meeting #	Date	Country	Participants	Countries on ExCo
interim	1 –2 April, 1993	Stockholm, Sweden	14	14
1	28 – 29 October, 1993	Kerkrade, Netherlands	13	14
2	24 – 25 March, 1994	Madrid, Spain	12	14
3	13 – 14 October, 1994	Washington D.C., USA	14	15
4	23 – 24 March, 1995	Schaffhausen, Switzerland	15	15
5	19 – 20 October, 1995	Fukuoka, Japan	14	15
6	21 – 22 March, 1996	Paris, France	14	15
7	31 Oct – 1 Nov, 1996	Sydney, Australia	12	15
8	10 – 11 April, 1997	Helsinki, Finland	14	15
9	10 – 13 September, 1997	Oslo, Norway	9	15
10	25 – 27 March, 1998	Seoul, Korea	10	15
11	7 – 9 October, 1998	Chester, United Kingdom	12	15
12	14 – 16 April, 1999	Copenhagen, Denmark	12	17
13	28 – 29 October, 1999	Amsterdam, Netherlands	14	17
15	3 – 6 April, 2000	Ankara, Turkey	12	17
16	12 – 13 October, 2000	Athens, Greece	13	17
17	3 – 4 May, 2001	Eskilstuna, Sweden	12	17
18	3 – 5 October, 2001	Barcelona, Spain	13	17
19	18 – 19 April, 2002	Milan, Italy	15	17
20	3 – 4 October, 2002	Graz, Austria	15	17
21	8 – 10 April, 2003	Canberra, Australia	9	17
22	14 – 15 October, 2003	Paris, France	15	17
23	15-16 April 2004	Trondheim, Norway	16	17
24	13-15 October 2004	Atlanta, United States	13	17
25	20-21 April 2005	Saariselkä, Finland	15	17
26	October 2005	Madrid Spain	14	17
27	April 2006	Copenhagen Denmark	14	17
28	October 2006	Maastricht Netherlands	9	17
29	April 2007	Seoul Korea	10	18
30	11-12 October2007	Brugge Belgium	15	18
31	2-4 April 2008	New Delhi, India	11	19
32	October 2008	Milan Italy	13	19
33	April 2009	Vienna, Austria	11	20
34	September 2009	Chester, UK	11	20
35	April 2010	Paris, France	11	19
36	October 2010	Stockholm, Sweden	9	19
37	April 2011	Washington, USA	8	18
38	2 – 4 November 2011	Jeju Island, Korea	14	18
39	18 - 20 April, 2012	Trondheim-Tromsø, Norway	10	15
40	September 14-16 2012	Espoo, Finland	10	16
41	24 - 26 April, 2013	Utrecht, The Netherlands	11	17
42	16 – 18 October 2013	Lucerne- Rigi, Switzerland	11	17
43	17 – 21 March 2014	Wellington, New Zealand	9	16
44	15-17 October 2014	Graz, Austria	9	16
45	25 – 27 March 2015	Cape Town, South Africa	9	16
46	22 – 23 October, 2015	Halifax, Nova Scotia	9	17
47	17 – 18 March, 2016	Stockholm, Sweden	11	18
48	11 – 12 October, 2016	Brussels, Belgium	11	18
49	11 – 12 May 2017	Dublin, Ireland	13	18
50	5-6 October 2017	The Hague, Netherlands	8	18
51	17-18 April 2018	Bergen, Norway	13	18
52	1-3 October 2018	London, United Kingdom	14	19
53	3-5 April 2019	Bern, Switzerland	15	19

No's of Executive Committee meetings held in each country

Netherlands	5	Australia	2	Japan	1
Sweden	4	Denmark	2	Turkey	1
Norway	4	Italy	2	South Africa	1
France	3	Switzerland	3	Nova Scotia	1
Finland	3	UK	2	Ireland	1
Korea	3	Belgium	2		
Austria	3	Greece	1		
Spain	3	India	1		
USA	3	New Zealand	1		

Minutes from 53RD ExCo Meeting

Technology Collaboration Programme on Demand Side Management (DSM TCP)
53rd Executive Committee (ExCo) Meeting,
Bern, Switzerland, 4th-5th April 2019

Attendance

CONTRACTING PARTY	NAME		AFFILIATION
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	Francois	Brasseur	SPF Economie
BELGIUM	Geert	Deconinck	KU Leuven
IRELAND	Josephine	Maguire	Sustainable Energy Authority Ireland
ITALY	Simone	Maggiore	Ricerca sul Sistema Energetico
KOREA	Yoo	Jin-Ho	Korea Energy Agency
KOREA	Park	Choung-Myun	Korea Energy Agency
NETHERLANDS	Gerdien	De Weger	Netherlands Enterprise Agency
NORWAY	Even	Bjørnstad	Enova SF
SWEDEN	Mehmet	Bulut	Swedish Energy Agency
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM	Peter	Warren	Department of Business, Energy & Industrial Strategy
UNITED KINGDOM	David	Shipworth	UCL Energy Institute
UNITED STATES	Monica	Neukomm	Department of Energy
RAP	Jan	Rosenow	Regulatory Assistance Project
IEA			
Desk Officer (Day 1 only)	Jeremy	Sung	International Energy Agency
Legal Office (video link for Item 4f)	KC	Michaels	International Energy Agency
ExCo SECRETARIAT			
Secretary	Anne	Bengtson	Leading Technologies AB
Operating Agent	Samuel	Thomas	Samuel Thomas Consulting
OBSERVERS			
AUSTRALIA	Sophie	Adams	University of New South Wales
AUSTRALIA	Declan	Kuch	University of New South Wales
AUSTRALIA	Scott	Ferraro	Monash University
NETHERLANDS	Ruth	Mourik	Duneworks

(video link for Item 2h)			
NEW ZEALAND	Sea	Rotmann	Sustainable Energy Advice
UNITED KINGDOM	Alexandra	Schneiders	UCL Energy Institute
UNITED KINGDOM (video link for Item 2h)	Tracey	Crosbie	Teesside University

Minutes

1. **GENERAL BUSINESS / WELCOME**

1a. – 1e. Welcome and administrative matters

1. David Shipworth (Chair) welcomed delegates to the Executive Committee meeting, including new ExCo members from Belgium, Korea and the United States and observers from Australia, New Zealand and the United Kingdom.

2. ***The ExCo approved the agenda*** including the addition of a new item to approve a change to the Contracting Party representing New Zealand.

3. ***The ExCo approved the Energy Efficiency and Conservation Authority (EECA) of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand.*** The comments and voting instructions provided by the new New Zealand ExCo Delegate (Jenny Lackey, Group Manager Strategy and Performance, EECA) were fed into the meeting at the appropriate points and are included as Attachment D to the minutes.

4. ***The ExCo approved the minutes of the 52nd ExCo meeting and the teleconferences on 12th December 2018 and 22nd February 2019.***

5. ***The ExCo approved the proposed format of the minutes outlined in the pre-meeting document.*** The minutes should be as short as possible to ease ExCo delegates' reviews, while capturing all decisions, actions and important discussion points. The Operating Agent (OA) will be available to discuss the meeting with any delegates unable to attend the meetings in person.

6. ***The ExCo agreed that the two countries that have not paid into the Common Fund since 2014 should no longer be considered Contracting Parties to the DSM TCP unless they recommit to the TCP.***

7. ***Action: Chair*** to write to India and Spain ***in April,*** notifying them that they must pay into the common fund in 2019 to avoid being struck off the list of Contracting Parties from 2020, subject to agreement with IEA Legal that this is the correct procedure.

1f. Status of the DSM TCP

1. The Chair fed back from the IEA's Building Coordination Group (BCG) and End-use Working Party (EUWP) meetings. BCG delegates suggested that the TCP's name should reflect its new orientation, that the TCP should set out what success will look like in five years and that the TCP should identify its stakeholders and how to engage with them.

2. ***Action: Operating Agent*** *to design a stakeholder mapping exercise for the* ***54th ExCo meeting.***

3. EUWP delegates indicated that the TCP would need to show significant new activity and test the new orientation with other end-use TCPs. Amongst delegates, Portugal's delegate was the most enthusiastic about the DSM TCP's new orientation and should be followed up for possible future membership. Germany's delegate was the least enthusiastic, given their focus on pure technology research, suggesting that other routes to Germany's membership should be sought, for example through their living labs work.

4. ***Action: Chair*** *to write to chairs of relevant end-use TCPs* ***before the submission of the DSM TCP's request for extension*** *to ensure that the DSM TCP's new strategic plan is complementary and does not conflict with or duplicate their work. The request for extension must be submitted by August 15th 2019, with a draft submitted to the IEA by June 1st 2019.*

5. *The ExCo OA set out the status of engagement with other prospective new members (Canada, Denmark and Japan). Potential new members are emerging from both the bottom up (through Tasks)*

and the top down (e.g. through IEA committees). The OA will liaise with those developing Tasks and ExCo members to ensure that efforts are carried out at both Task and TCP level to attract new members.

6. **Action: _DSM TCP Secretariat_** *to produce a short flyer to succinctly communicate the benefits of joining the TCP;* **_timing to align with the communication of any new name for the TCP_**.

7. *The possibility that non-members could be allowed to join one Task with a pathway to membership of the TCP was discussed, as was the possibility of charging reduced rates for countries satisfying socio-economic criteria. No decisions were reached on these topics.*

1g. International Energy Agency secretariat news

1. Jeremy Sung presented the latest news from the IEA, focussing on the recent Global Emissions and CO_2 Status Report, which shows the impact of economic growth on both energy consumption and emissions growth during 2018.

2. **Action: _ExCo members_** *to let Jeremy know* **_as soon as possible_** *if they wish to be invited to the IEA's 2019 Global Energy Efficiency Conference in Dublin, Ireland on June 24th and 25th.*

3. Jeremy explained that the IEA Secretariat updating the legal framework to make it easier for TCPs to be more flexible, Tasks to develop more quickly and enable the IEA Secretariat to take a more central role in TCP Tasks, e.g. by taking a coordination role akin to that of a Task OA. These issues will be discussed at the Universal TCP meeting on June 18th-19th in Paris.

4. **Action: _DSM TCP Secretariat_** *to complete the pre-Universal TCP meeting questionnaire for sign-off by the Executive Steering Committee (ESC) by* **_April 30th_**.

5. **Action: _ESC_** *to decide* **_in April_** *who should attend the Universal TCP meeting on June 18th-19th.*

2. TASKS

1. The Chair (David Shipworth) explained that the majority of ExCo members present or voting by proxy need to approve new Tasks. The role of the ExCo is to ensure that Tasks:
   a. have well-defined objectives with realistic deliverables best met through international collaboration;
   b. are aligned with the Strategic Plan and have a pathway to impact;
   c. do not duplicate work undertaken within the TCP or elsewhere; and
   d. have enough commitment from the lead country / countries and other participants.

2. David also explained that the start date of an ExCo-approved Task is determined by the Task participants, a sufficient number of whom need to submit National Participation Plans.

3. ***The ExCo approved the principle that Tasks should be referred to by their names and not by a number that will mean very little to external stakeholders. However, each Task would still be allocated a number for internal record keeping.***

4. ExCo delegates discussed the potential for changes to the TCP membership rules and fee structure. Non-TCP members are interested in joining individual Tasks. Currently, membership of the entire TCP is required to participate in Tasks. There may be ways to enable non-members to join Tasks with a clear pathway to full membership (or withdrawal from Task participation). There may also be ways to structure TCP fees to enable countries with fewer resources and sponsors with varying ability to pay to join the TCP.

5. **Action: _ESC_** *to prepare a paper on membership rule, fee structure and terms of participation for consideration by the ExCo* **_before the next ExCo meeting_**.

2a. Energy services supporting business models and systems (Task 25 Phase 2) – Task Status Report

3. ***The ExCo approved the Task 25 Phase 2: Status Report.***

4. Participating countries noted the importance of making significant progress before the next ExCo meeting, given the delayed start to the Task. One specific issue to make progress on quickly is a consistent format for country interviews. No new countries expressed an interest in participating.

2b. Task Operating Agents Meeting Feedback

1. Even Bjørnstad (Vice-chair Finance) presented feedback from the Task OAs meeting, which was attended by prospective future OAs and ExCo members leading Tasks in development. Views in writing from the OA not present were fed into the conversation.

2. It was requested that the organisers of ExCo meetings and DSM Days also facilitate Task expert meetings in the margins of these events. The position of the ExCo is that the organizer of the ExCo meeting should not be responsible for organizing and covering expenses for Task meetings; however, they should communicate with Task OAs and facilitate the search for suitable venues. Task OAs should communicate their desire to hold a Task meeting in the margins of the ExCo meeting / DSM Day as early as possible.

3. The DSM ExCo emphasizes the importance of people engaged in DSM TCP Tasks or other DSM TCP functions to be careful to present and communicate their roles in the correct way, consistent with their involvement in the work. People engaged in DSM TCP work should also be careful not to refer to themselves or their work as being part of the IEA. The TCP's work is carried out under the auspices of the IEA but cannot be attributed to the IEA itself.

2c. Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading: Task Proposal

1. Even Bjørnstad (Vice-chair Finance) chaired item 2c to ensure no real or perceived conflict of interest affected the decision related to the approval of the Task.

2. ***The ExCo approved the Task conditional on: a) receipt of required National Participation Plans from at least two DSM participating countries; and b) identification of leads for the seven sub-tasks.***

3. ***The ExCo approved University College London (United Kingdom) as the Operating Agent, with Alexandra Schneiders leading the Task.***

4. The Task was allocated the reference Task 27, subject to future decisions on renumbering with the relaunch of the TCP.

5. Discussion centred around the ability of some countries to provide six months of people time to participate in the Task. The ExCo recommended that flexibility be applied with respect to the duration of time commitments of countries' participation in the Task.

6. Australia, Belgium, Italy, the Netherlands, Switzerland, the United Kingdom and the United States will participate in the Task. Ireland, Norway and Sweden are investigating the possibility of participation. Denmark is a keen non-member country participant. There is also the possibility of involving participants in Colombia, France, Germany and Israel. World Economic Forum, the Energy Web Foundation and the World Energy Council have expressed interest in engaging with the Task.

7. ***Action****: **Ireland**, **Norway** and **Sweden** to investigate the possibility of participation in the Task **as soon as possible**.*

2d. Social Licence to Automate Demand Side Management: Task Proposal

1. *The ExCo approved the Task conditional on: a) the provision of more details on the roles and responsibilities of the Operating Agent and the National Experts; b) receipt of required National Participation Plans from at least two DSM participating countries; and c) identification of leads for the four sub-tasks.*

2. *The ExCo approved Monash University Melbourne and the University of New South Wales (Australia) as the Operating Agents, with Sophie Adams (University of New South Wales) leading the Task.*

3. The Task was allocated the reference Task 28, subject to future decisions on renumbering with the relaunch of the TCP.

4. The Netherlands, Sweden and Switzerland will participate in the Task. Austria, Ireland, Norway, the United Kingdom and the United States are investigating the possibility of participation.

5. *Action: Austria, Ireland, Norway, the United Kingdom and the United States to investigate the possibility of participation in the Task as soon as possible.*

2e. Hard To Reach Energy Users: Task Proposal

1. *The ExCo approved the Task conditional on receipt of required National Participation Plans from at least two DSM participating countries.*

2. *The ExCo approved Sustainable Energy Advice as the Operating Agent, with Sea Rotmann leading the Task.*

3. New Zealand, Sweden, the United Kingdom (in kind) and the United States will participate in the Task. RAP would be able to make links between the Task and the Social Watt Horizon 2020 project.

4. There was some debate over whether the Task should be given a new reference number or be considered as a third phase of the earlier Task 24. As a result, the Task was allocated neither the reference Task 24 Phase III nor Task 29, with a decision on this Task's reference number subject to future decisions on renumbering with the relaunch of the TCP.

2f. Energy-sector Behavioural Insights Platform: Revised Task Concept Note

1. **The ExCo approved the Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.**

2. Discussion focussed on the need to develop the proposal over the summer and make some progress with the Task by the end of the year. The United Kingdom confirmed that they had secured funding (in principle) for an initial development phase of the Task. Ireland confirmed that they had made a similar request. An initial development phase could produce outputs of use to the IEA Secretariat as well as useful guidance on how to proceed with future phases of the Task.

3. **The ExCo agreed that the ExCo Operating Agent should limit his support to administrative assistance and leave the conceptual development of the Task to the National Experts of the participating countries.**

4. *Action: Lead countries (Ireland and the United Kingdom) to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal before the next meeting.*

5. *Action: Supporting countries (Australia, and the Netherlands) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) as soon as possible.*

6. *Action: Interested parties unable to provide support at present (Italy, Sweden and the United States) to investigate options for support to this Task's development as soon as possible.*

7. **Action:** *The **IEA** to investigate ways in which the Secretariat could co-brand the Task and take a role in its development **as soon as possible***.

2g. Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0: Task Concept Note

1. ***The ExCo approved the Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.***

2. Discussion focussed on the fit with the new Strategic Direction of the TCP. The Task will cover both the use of behavioural measures to meet obligations and the implications of digitalisation on obligation design as well as measurement and verification. Nevertheless, the Task would perhaps make more sense as a project undertaken with the IEA Secretariat, given its wider focus on policy design and implementation. These issues would be further discussed between RAP, the IEA and the ESC before the submission of the Task proposal.

3. ***Action: **RAP** to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting**.***

4. ***Action:** Supporting countries (**Australia, Ireland, Italy** and the **United Kingdom**) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) **before the next meeting**.*

5. ***Action**: Interested parties unable to provide support at present (**Belgium,** the **Netherlands**, **Sweden** and the **United States**) to investigate options for support to this Task's development **before the next meeting**.*

6. ***Action**: The **IEA** to investigate ways in which the Secretariat could co-brand the Task and take a role in its development **before the next meeting**.*

2h. What's in an algorithm? Towards inclusive and user-centred development for energy optimisation: Task Concept Note

1. ***The ExCo did not approve the Task concept to proceed to full proposal.***

2. The Chair explained to the prospective Operating Agent presenting the Task that, before bringing the concept note back to the ExCo, they should ensure that they have at least one lead country sponsoring it and that the relationship with the Social Licence to Automate Task be made clearer.

3 STRATEGY

3a. Strategic Plan 2020-2025

4. The Chair asked for any comments on the draft Strategic Plan, which will be submitted in draft to the IEA by June 1st 2019. The ExCo agreed to some drafting changes, including references to policy implementation, distributional implications and the addition of a small section in the work plan covering policy and regulatory approaches.

5. Discussion centred on the need to provide a "golden thread" that ties together the work of the TCP under the vision of being the world-leading international collaboration platform for policy-relevant socio-technical research on energy use. A diagram that was able to link together the work programme with the vision and mission could also identify the areas where new Tasks could be developed. One idea discussed was a Task focussed on gender and energy use.

6. *Action*: *ESC* *to develop a diagram to represent the Strategic Plan* **before the submission of the DSM TCP's request for extension.**

3b. A new name for the TCP?

5. This item was facilitated by Malcolm Stewart (representing Tayburn, who won the competition for the role) over the course of two sessions: the first with observers in the room and the second, on the next day with just the ExCo and Secretariat present, at which decisions were made. The process involved the progressive narrowing down, through voting, of a list of names, supplied by ExCo delegates and Tayburn, to a short list of groups of similar names. On the second day, ExCo delegates further narrowed down the short list and removed names which could have been difficult for their funding bodies; this effectively removed names containing the words "people", "human" and "society". Following this process, "User-Centred Energy Systems" emerged as the name which all delegates present would be happy with (the name could also potentially be shortened to "Users", "UsersTCP" or the acronym "UCES"). The majority of delegates present also preferred to move from the current name to the new proposal. Finally, the Chair asked delegates whether there was consensus, i.e. no objections, to the adoption of the new name. There were no objections.

6. *The ExCo agreed that the TCP will change its name to* <u>*User-Centred Energy Systems*</u> *subject to there being no objections from absent paying members, Finland and New Zealand*.

7. *Action*: *Chair* *to contact Finland and New Zealand* **as soon as possible** *to ensure that they do not object to the change of name.*

8. *Action*: *ESC* *to propose a process for the adoption of the new name* **before the submission of the Request for Extension.**

4 TCP MANAGEMENT

4a. – 4b. ESC and Operating Agent reports

1. *The ExCo approved the ESC report*.

2. The Operating Agent (Samuel Thomas) explained that a teleconference had been held with IDAE about becoming the Contracting Party for Spain, but that they had turned down the opportunity to take up the position when pressed in the context of participating in the Hard To Reach Energy Users Task; a Spanish PhD student is prepared to provide time input to the Task. The Spanish PhD student is trying to find another possible Spanish Contracting Party, a search made more pressing by the decision to remove Spain as a member of the TCP from 2020 if they do not commit to pay into the Common Fund in 2019.

3. *The ExCo approved the Operating Agent report*.

4c. Draft Communications Strategy

1. The new visual identity for the TCP will be developed after the IEA has produced its new TCP logo. Crowd sourcing a new design through a competition online or using a university design department were both discussed as options.

2. Upgrading the website will require more investment and attention on content. Sweden (Mehmet Bulut) and the Secretary (Anne Bengtson) both offered to join a small group to oversee the process. The 4E and ISGAN TCPs' websites were both raised as potential models for further investigation.

3. *The ExCo agreed that the Newsletter should be distributed via Mailchimp and contain news about DSM Tasks and events*.

4. *The ExCo agreed that all Tasks should produce concise policy briefs (or briefs for target stakeholder groups).*

5. The ExCo discussed the potential requirement that all key Task outputs (e.g. policy briefs, final reports), to be identified by the Task Operating Agent, should be reviewed by the ExCo before publication with one participant and one non-participant acting as lead reviewers. No decision was reached, however.

6. *Action: ExCo members* to provide suggestions for future DSM University webinars to the Operating Agent *before the next ExCo meeting.*

7. *The ExCo agreed that the Twitter account should be managed by the Secretariat (Anne Bengtson and Samuel Thomas) with Operating Agents suggesting retweets and producing draft tweets on Task issues.*

4d. – 4e. Finance report and Finance Sub-Committee Report

1. The Finance Sub-Committee (FSC), represented by the Even Bjørnstad (Vice-Chair Finance) and François Brasseur, set out the principles of a new invoice approval routine, which includes a one week window for the FSC and the Chair to raise any issues.

2. They also set out the relationship between the FSC and the Contractor Sub-Committee that formed to oversee the hiring of the Operating Agent and proceeded to review the bids for the facilitator of the naming session. A member of the FSC shall be invited as an observer in all contracting processes. The maximum size of contract should be communicated in tender requests and the total cost is given enough weight to make it an appropriate factor in the judgement of tenderers.

3. *The ExCo approved the Terms of Reference of the FSC.*

4. *The ExCo agreed that, effective from 2020 (2019 for new members), the annual payment to the common fund shall be in Euros. The payment for an ordinary country member shall be €10 000. The one sponsor currently in agreement of a reduced membership fee shall pay €5 500.*

5. *The ExCo agreed that, if payment in Euros is impossible, payment in other currencies shall be accepted, in which case a current and official exchange rate shall be used and quoted in the payment documentation.*

6. Discussion focussed on the question of seed funding, with a number of ExCo members voicing their opposition to the concept of loaning funds to prospective OAs. However, the ExCo did see that there could be cases where small stand-along projects could be funded using the Common Fund. These projects could potentially be used to test the viability of future Tasks. However, if a Task were to follow on from such a project, there should be no expectation that the consultant leading the project would be the Task Operating Agent.

7. *The ExCo did not approve the use of the Common Fund for the seed funding of Tasks.*

8. *The ExCo approved the use of the Common Fund for cross-ExCo projects to be agreed by the ExCo on a case-by-case basis. Such projects would be expected to be consistent with the Strategic Plan, have clear deliverables and be financially sustainable.*

4f. – 4G. Updating the TCP's Implement Agreement and guidance

1. KC Michaels (IEA Legal) explained that a new template Implementing Agreement (IA) was being developed by the IEA and the DSM TCP could helpfully liaise with the IEA Secretariat in its development, acting as a guinea pig for the new legal text. An updated IA should explain the TCP's mission statement, make provisions for the Operating Agent role and the account manager (if this is separate from the Operating Agent), clarify the distinction between the legal entity and the lead person involved in the role of Task Operating Agent, and contain sufficient flexibility for different models of Task structure. Changes to the IA and to the TCP's name would not require the IA to be re-signed by Contracting Parties.

2. Several points in the draft guidance document were discussed. The following points were made in the context of the redrafting of the IA and accompanying guidance.

   a. There was agreement that Operating Agents receiving funds from the Common Fund should not be ExCo members. Operating Agents of task-shared Tasks would not be subject to the same conflict of interest, however in the case where the Chair is a representative of the Task Operating Agent, relevant items should be chaired by a Vice-Chair.
   b. There was agreement that, for a concept to move to the Task proposal phase and for a Task proposal to be approved, a minimum of three participating countries should be willing to participate.
   c. The potential move to unanimous approval for Task proposals was discussed without conclusion. It was agreed that, in such circumstances, in order to oppose approval, an ExCo delegate would need to appeal to the criteria for Task approval (see 2.7 in PMD Document Q). However, an arbitrator might be needed to judge whether the criteria for Task approval had indeed not been met. The Chair could potentially carry out this role.
   d. There was agreement that National Experts should be appointed or approved by the relevant country's ExCo delegate.
   e. It was suggested that, if there was a complaint made against the Chair, a Vice-Chair could step in and manage the dispute process.

3. _**Action**_: _**ESC**_ _to work with_ _**IEA Legal**_ _to produce a draft update of the Implementing Agreement_ _**before the next meeting**_.

5 NEXT STEPS IN THE TRANSITION PROCESS

1. The ExCo decided that the next (54th) ExCo meeting would take place in Melbourne, Australia. Dates from October 21st and 22nd immediately before the All-Energy Australia Conference through to mid-November were discussed. The ExCo also agree that the 55th meeting would take place in Austria. The ExCo noted the offer of Nova Scotia to host an ExCo meeting and would investigate whether the 56th meeting could be suitable in this respect.

2. _**Action**_: _**ExCo Secretary**_ _to liaise with_ _**Australia**_ _and send out a doodle poll to ExCo delegates to determine the best dates for the 54th ExCo meeting_ _**in April**_.

3. _**Action**_: _**Australia**_ _to confirm the dates for the 54th ExCo meeting_ _**by end of May**_.

4. _**Action**_: _**ExCo Secreatary**_ _to work with_ _**Australia**_ _and the_ _**Chair**_ _to produce an invitation letter to help ExCo delegates to get permissions to travel to the 54th ExCo meeting_ _**by end of May**_.

5. _**Action**_: _**Austria**_ _to propose dates for the 55th ExCo meeting liaising with the_ _**ESC**_ _**before the next ExCo meeting**_.

6. ExCo delegates discussed the need to organise an invitation to tender for the ExCo Operating Agent (OA) and clarify the point in time at which an ExCo OA, appointed after a competition, would be expected to take up the role, given the timings of decisions on the TCP's Request for Extension. The current interim Operating Agent took on the role for one-year from 12th November 2018 to 11th November 2019; an extension to the interim OA's appointment would need to be negotiated prior to the next ExCo meeting.

7. _**Action**_: _**ESC**_ _and_ _**Contractor Sub-Committee**_ _to clarify the process for tendering for an ExCo Operating Agent and develop an invitation to tender_ _**before the next ExCo meeting or earlier if necessary**_.

ANNEX 1

Contacts with interested countries and sponsors

Interest in the DSM TCP in the past six months has been shown by Canada, Germany, Japan, Denmark , Argentina and Saudi Arabia. Sam Thomas will continue to pursue new members, using the revised agreed strategic direction.

David Shipworth pointed out that it is crucial that we work closely with countries beyond our current membership.

David Shipworth stated that the IEA requires that all countries invited to participate in the DSM TCP be formally invited and recorded in the Minutes on a regular basis. Therefore, the Executive Committee decided to again formally invite the following countries to join the DSM TCP either as a Contracting Party or Sponsor:

IEA Member countries that are not yet participating in the DSM TCP are:
Australia, Canada, the Czech Republic, Denmark, Germany, Greece, Hungary, Japan, Mexico, Poland, Slovakia, Portugal and Turkey, as well as the European Commission, which also participates in the work of the IEA.

Non-member countries that participate in other TCPs:
Russia, South Africa, Venezuela, Algeria, Brazil, Peoples Republic of China, Croatia, Egypt, Israel, Lithuania, Ukraine and the United Arab Emirates (UAE).

APEC countries:
Chile, Estonia, Hong Kong, China, Singapore, Kuwait and Thailand

Non-OECD countries:
Argentina
Saudi Arabia
Serbia
Cyprus

The Executive Committee members renewed their invitation to the above-mentioned countries and/or any entity they may designate, to become Contracting Party to the DSM TCP.

The Executive Committee unanimously:

RESOLVED that*:*

(1) (hereafter 'The Potential Sponsor') be invited to join the DSM TCP for Co-operation on Technologies and Programmes for Demand-Side Management on the terms as set out below:

If the Potential Sponsor joins the DSM TCP, they will:

a) Have no greater rights or benefits than Contracting Parties from OECD member countries. No representative of any Sponsor may be designated as Chair or Vice Chair of the TCP, nor vote on the accession of new Sponsors or Contracting Parties or on the election of existing Sponsors or Contracting Parties;

b) Pay an annual fee of Euros 10,000 to the Common Fund

c) Be recognized as a Sponsor from the date they sign the TCP;

d) Be entitled to send a representative and an alternate representative to the twice-yearly Executive Committee meetings of the DSM TCP;

e) Have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the DSM TCP Programme of Work. This will enable Sponsors to make proposals for the work Programme, participate in the voting on all topics and all other matters excepting those items defined in item a) above; and

(2) RESOLVED that David Shipworth, Chairman of the DSM Executive Committee, will expedite and finalise the formal procedures of membership on behalf of the Executive Committee.

DECISION:
➢ unanimously resolved to invite non-participating countries and sponsors to participate in the DSM TCP (see above list of countries)
➢ renewed Executive Committee approval of the resolution to invite Sponsors

ACTION:
• Maintain contacts with interested countries.

Attachment A: Summary of Decisions

Decision 201904-1	The ExCo approved the 53rd ExCo meeting agenda including the addition of a new item to approve a change to the Contracting Party representing New Zealand.
Decision 201904-2	The ExCo approved the Energy Efficiency and Conservation Authority (EECA) of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand.
Decision 201904-3	The ExCo approved the minutes of the 52nd ExCo meeting and the teleconferences on 12th December 2018 and 22nd February 2019.
Decision 201904-4	The ExCo approved the proposed format of the minutes outlined in the pre-meeting document.
Decision 201904-5	The ExCo agreed that the two countries that have not paid into the Common Fund since 2014 should no longer be considered Contracting Parties to the DSM TCP unless they recommit to the TCP.
Decision 201904-6	The ExCo approved the principle that Tasks should be referred to by their names and not by a number that will mean very little to external stakeholders. However, each Task would still be allocated a number for internal record keeping.
Decision 201904-7	The ExCo approved the Task 25 Phase 2: Status Report.
Decision 201904-8	The ExCo approved the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task conditional on: a) receipt of required National Participation Plans from at least two DSM participating countries; and b) identification of leads for the seven sub-tasks.
Decision 201904-9	The ExCo approved University College London (United Kingdom) as the Operating Agent, with Alexandra Schneiders leading the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task.
Decision 201904-10	The ExCo approved the Social Licence to Automate Demand Side Management Task conditional on: a) the provision of more details on the roles and responsibilities of the Operating Agent and the National Experts; b) receipt of required National Participation Plans from at least two DSM participating countries; and c) identification of leads for the four sub-tasks.
Decision 201904-11	The ExCo approved Monash University Melbourne and the University of New South Wales (Australia) as the Operating Agents, with Sophie Adams (University of New South Wales) leading the Social Licence to Automate Demand Side Management Task.
Decision 201904-12	The ExCo approved the Hard To Reach Energy Users Task conditional on receipt of required National Participation Plans from at least two DSM participating countries.
Decision 201904-13	The ExCo approved Sustainable Energy Advice as the Operating Agent, with Sea Rotmann leading the Hard To Reach Energy Users Task.
Decision 201904-14	The ExCo approved the Energy-sector Behavioural Insights Platform Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.

Decision 201904-15	The ExCo agreed that the ExCo Operating Agent should limit his support to administrative assistance and leave the conceptual development of Tasks to the National Experts of the participating countries.
Decision 201904-16	The ExCo approved the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.
Decision 201904-17	The ExCo did not approve the What's in an algorithm? Towards inclusive and user-centred development for energy optimisation Task concept to proceed to full proposal.
Decision 201904-18	The ExCo agreed that the TCP will change its name to **User-Centred Energy Systems** subject to there being no objections from absent paying members, Finland and New Zealand.
Decision 201904-19	The ExCo approved the ESC report.
Decision 201904-20	The ExCo approved the Operating Agent report.
Decision 201904-21	The ExCo agreed that the Newsletter should be distributed via Mailchimp and contain news about DSM Tasks and events.
Decision 201904-22	The ExCo agreed that all Tasks should produce concise policy briefs (or briefs for target stakeholder groups).
Decision 201904-23	The ExCo agreed that the Twitter account should be managed by the Secretariat (Anne Bengtson and Samuel Thomas) with Operating Agents suggesting retweets and producing draft tweets on Task issues.
Decision 201904-24	The ExCo approved the Terms of Reference of the Financial Sub-Committee.
Decision 201904-25	The ExCo agreed that, effective from 2020 (2019 for new members), the annual payment to the common fund shall be in Euros. The payment for an ordinary country member shall be €10 000. The one sponsor currently in agreement of a reduced membership fee shall pay €5 500.
Decision 201904-26	The ExCo agreed that, if payment in Euros is impossible, payment in other currencies shall be accepted, in which case a current and official exchange rate shall be used and quoted in the payment documentation.
Decision 201904-27	The ExCo did not approve the use of the Common Fund for the seed funding of Tasks.
Decision 201904-28	The ExCo approved the use of the Common Fund for cross-ExCo projects to be agreed by the ExCo on a case-by-case basis. Such projects would be expected to be consistent with the Strategic Plan, have clear deliverables and be financially sustainable.

Attachment B: Summary of Actions

Action 201904-1	**Chair** to write to India and Spain **in April**, notifying them that they must pay into the common fund in 2019 to avoid being struck off the list of Contracting Parties from 2020, subject to agreement with IEA Legal that this is the correct procedure.
Action 201904-2	**Operating Agent** to design a stakeholder mapping exercise for the **54th ExCo meeting.**

Action 201904-3	**Chair** to write to chairs of relevant end-use TCPs **before the submission of the DSM TCP's request for extension** to ensure that the DSM TCP's new strategic plan is complementary and does not conflict with or duplicate their work. The request for extension must be submitted by August 15th 2019, with a draft submitted to the IEA by June 1st 2019.
Action 201904-4	**DSM TCP Secretariat** to produce a short flyer to succinctly communicate the benefits of joining the TCP; **timing to align with the communication of any new name for the TCP**.
Action 201904-5	**ExCo members** to let Jeremy know **as soon as possible** if they wish to be invited to the IEA's 2019 Global Energy Efficiency Conference in Dublin, Ireland on June 24th and 25th.
Action 201904-6	**DSM TCP Secretariat** to complete the pre-Universal TCP meeting questionnaire for sign-off by the Executive Steering Committee (ESC) by **April 30th.**
Action 201904-7	**ESC** to decide **in April** who should attend the Universal TCP meeting on June 18th-19th.
Action 201904-8	**ESC** to prepare a paper on membership rule, fee structure and terms of participation for consideration by the ExCo **before the next ExCo meeting**.
Action 201904-9	**Ireland, Norway** and **Sweden** to investigate the possibility of participation in the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task **as soon as possible**.
Action 201904-10	**Austria**, **Ireland, Norway**, the **United Kingdom** and the **United States** to investigate the possibility of participation in the Social Licence to Automate Demand Side Management Task **as soon as possible**.
Action 201904-11	Lead countries of the Energy-sector Behavioural Insights Platform Task (**Ireland** and the **United Kingdom**) to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting.**
Action 201904-12	Supporting countries of the Energy-sector Behavioural Insights Platform Task (**Australia,** and the **Netherlands**) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) **as soon as possible.**
Action 201904-13	Interested parties in the Energy-sector Behavioural Insights Platform Task unable to provide support at present (**Italy, Sweden** and the **United States**) to investigate options for support to this Task's development **as soon as possible.**
Action 201904-14	The **IEA** to investigate ways in which the Secretariat could co-brand the Energy-sector Behavioural Insights Platform Task and take a role in its development **as soon as possible.**
Action 201904-15	**RAP** to help organise an international meeting of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting.**
Action 201904-16	Supporting countries of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task (**Australia, Ireland, Italy** and the **United Kingdom**) to ensure participation in the

	Task proposal development, including an international meeting (Task Definition Phase) **before the next meeting.**
Action 201904-17	Interested parties in the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task unable to provide support at present (**Belgium, the Netherlands, Sweden** and the **United States**) to investigate options for support to this Task's development **before the next meeting.**
Action 201904-18	The **IEA** to investigate ways in which the Secretariat could co-brand the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task and take a role in its development **before the next meeting.**
Action 201904-19	**ESC** to develop a diagram to represent the Strategic Plan **before the submission of the DSM TCP's request for extension.**
Action 201904-20	**Chair** to contact Finland and New Zealand **as soon as possible** to ensure that they do not object to the change of name.
Action 201904-21	**ESC** to propose a process for the adoption of the new name **before the submission of the Request for Extension.**
Action 201904-22	**ExCo members** to provide suggestions for future DSM University webinars to the Operating Agent **before the next ExCo meeting**.
Action 201904-23	**ESC** to work with **IEA Legal** to produce a draft update of the Implementing Agreement **before the next meeting**.
Action 201904-24	**ExCo Secretary** to liaise with **Australia** and send out a doodle poll to ExCo delegates to determine the best dates for the 54th ExCo meeting **in April**.
Action 201904-25	**Australia** to confirm the dates for the 54th ExCo meeting **by end of May**.
Action 201904-26	**ExCo Secretary** to work with **Australia** and the **Chair** to produce an invitation letter to help ExCo delegates to get permissions to travel to the 54th ExCo meeting **by end of May**.
Action 201904-27	**ESC** and **Contractor Sub-Committee** to clarify the process for tendering for an ExCo Operating Agent and develop an invitation to tender **before the next ExCo meeting or earlier if necessary**.

Attachment C: Agenda

Thursday 4 April

09:00   **1. GENERAL BUSINESS/WELCOME**

        1a. Welcome – *David Shipworth*

        1b. ExCo approval of the agenda – *David Shipworth*   DOC A

        1c. Approve the Energy Efficiency and Conservation Authority of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand – *Samuel Thomas*

        1d. Actions from the 52nd ExCo meeting and December 2018 and   DOC B

February 2019 ExCo Teleconferences – *Samuel Thomas*

1e. Proposal for format of ExCo meeting Minutes – *Samuel Thomas*
DOC C

1f. Status of the DSM TCP - *David Shipworth*

1g. International Energy Agency Secretariat news – *Jeremy Sung*   DOC D

Coffee break

10:45   **2. TASKS**

2a. Energy services supporting business models and systems   DOC E
(Task 25 – Phase2) - Task Status Report– *Ruth Mourik,*
DuneWorks, Netherlands

2b. Operating Agents meeting report – *Even Bjørnstad*

2c. Global Observatory on Community Self-Consumption and   DOC F
Peer-to-Peer Energy Trading – Task Proposal –
David Shipworth, United Kingdom

2d. Social Licence to Automate DSM – Task Proposal,   DOC G
Tony Fullelove, Australia

Lunch

13:30   **2. TASKS (continued)**

2e. Hard to Reach Energy Users – Task Proposal,   DOC H
Sea Rotmann, New Zealand

2f. Behavioural Insights Platform – Revised Concept Note,   DOC I
Sam Thomas, ExCo Operating Agent

2g. Best Practices in Designing & Implementing Energy Efficiency
DOC J
Obligations 2.0 – Concept note, *Jan Rosenow, Regulatory Assistance Project*

2h. What's in an algorithm? Towards inclusive and user-centered   DOC K
development for energy optimization – Concept note, *Ruth Mourik,*
DuneWorks, Netherlands

The proposed New Tasks discussion will aim at one of the following decisions:
1. Decide to initiate the new Task based on work done to date.
2. Decide to initiate the Task Definition for a new Task. Interested countries must be prepared to assign the appropriate expert(s) to participate in that process.
3. Decide that additional work is needed on the concept paper. Interested countries must be prepared themselves, or to assign the appropriate Experts to help further develop the concept.
4. Decide to pursue the subject in co-operation with other parties within the IEA or elsewhere

> 5. Rejection (or moth-balling)

Coffee break

15:30 – 17:00 **3. STRATEGY**

3a. Strategic Plan 2020-2025 – David Shipworth   DOC L

3b. New name for the TCP? – Facilitated discussion   DOC M

Friday 5 April   (ExCo only)

09:00   **3. STRATEGY (continued)**

3c. New name for the TCP? – Conclusion of facilitated discussion   DOC M

Coffee break

11:00   **4. TCP MANAGEMENT**

4a. ESC report – David Shipworth   DOC N

4b. Operating Agent report – Sam Thomas   DOC O

4c. Draft communications strategy - Josephine Maguire   DOC P

4d. Finance report – Even Bjørnstad   PMD Part 2

4e. Finance sub-committee report – *Even Bjørnstad, François Brasseur,*   PMD Part 2
Maria Buergermeister-Maehr, Simone Maggiore.

4f. Updating the TCP's Implementing Agreement - *KC Michaels*

4g. Updated guidance – *Sam Thomas*   DOC Q

Lunch

13:30   **5. NEXT STEPS IN THE TRANSITION PROCESS**

5a. Actions over the next 6-12 months – *David Shipworth*

5b. Plans for the 54th and 55th ExCo meeting (October 2019 and
April 2020) – *Tony Fullelove (Australia), tbc*

5c. Plans for ExCo teleconferences - *Sam Thomas*

5d. Contracting for an Operating Agent for 2020 to 2025
– *Contractor sub-committee oral update*

6. OTHER MATTERS

15:30   Meeting ends