



MINUTES

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Halifax, Nova Scotia

46th Executive Committee Meeting

IEA Demand Side Management Energy Technology Initiative

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1. GENERAL BUSINESS

Welcome

The meeting was opened by Sarah Mitchell who welcomed the participants to Halifax, Nova Scotia on behalf of EfficiencyOne, the host for the meeting. Rob Kool, Executive Committee Chairman welcomed Jin Soo Kim, Korea Energy Agency, the newly appointed Executive Committee member from Korea.

Belgium, India, Italy, Spain, Switzerland, UK, the Regulatory Assistance project (RAP) and the European Copper Institute (ECI) were unable to attend the meeting. The UK and Switzerland sent their views and votes by e-mail prior to the meeting. See Attachment (E).

The participants are listed in Attachment (A).

Pre-Meeting Information

Anne Bengtson, the Executive Secretary, provided via e-mail to all members, a Pre-Meeting Document (PMD) containing material associated with the Executive Committee meeting.

Adoption of the Agenda

The Agenda was reviewed and approved as shown in Attachment (B).

Approval of the Minutes from the 45th Executive Committee Meeting

The Minutes from the 45th Executive Committee Meeting were distributed earlier and were approved at the meeting.

Addition of a glossary to the Minutes

The Executive Committee members decided to add a glossary to all future Minutes, to explain the numerous abbreviations of the Implementing Agreement, other IAs, organisations and working groups. See Attachment (C).

Status of the Agreement

- EfficiencyOne has completed the paper work to join the DSM IA and is waiting for CERT approval on 4 November.
- The Korean Contracting Party has changed from Korea Energy Management Corporation (KEMCO) to Korea Energy Agency (KEA). The IEA Secretariat has been informed.
- The Executive Committee member from India, Ajay Mathur, will join TERI as its Director General later this year. No information on his successor has been received.
- Barry Bredenkamp, South Africa, informed the Chairman that due to severe budget cuts South Africa has decided to put joining the DSM IA on hold. South Africa acknowledges the value and benefits of the DSM IA, will continue to search for funding and asks the DSM IA to keep them informed.
- Italy has appointed a new Executive Committee member, Marco Borgarello, who will replace Antonio Capozza, who has retired. The appointment came too late for Marco to attend the Executive Committee meeting in Halifax.

IEA Secretariat News

An IEA Secretariat overview report of current and future energy efficiency projects was provided by the IEA Secretariat for the Executive Committee meeting and was included in the Pre-Meeting Document. See pages 14- 20 in the Pre-Meeting Document (PMD). Tyler briefly went through some of the projects from the overview.

Tyler informed the Executive Committee members that on 21 September 2015, IEA Executive Director (ED) Fatih Birol held his first all-staff meeting to discuss his vision for the IEA. Mr. Fatih Birol is interested in bringing the Implementing Agreements (IAs) closer to the IEA as well as bringing non-member countries closer to the IEA.

On 18 September the IEA hosted a meeting for all the Implementing Agreements (IAs). The IEA Executive Directors interest in IAs is two-fold:

- a) IAs offer a huge resource of expertise to the IEA and can contribute to the vision for the IEA to modernise into the global centre of expertise for clean energy and sustainability, and
- b) IAs offer access to non-member governments consistent with the goal of developing stronger bridges between the IEA and all of the world's major energy players.

The meeting, "Preparing the next 40 years of multilateral energy technology collaboration" looked at ways to better promote the programme worldwide, particularly outside the IEA member countries. Tyler will pass around the minutes from the meeting. The IEA DSM Chairman was unable to attend the meeting.

Tyler also stated that in the overview report of current and future IEA energy efficiency projects, several **coordination opportunities** between the IEA Secretariat and the DSM IA were pointed out:

1. Energy Efficiency in Emerging Economies (E4) Programme
Coordination opportunity: The EEU has begun to organise the 2016 training week for the first two weeks of June 2016. This is an opportunity for IEA DSM members to assist with training opportunities. See page 16 – 17 in the pre Meeting Document.
2. 2015 Energy Efficiency Market Report (EEMR)
Coordination opportunity: The IEA is interested in cross-promotion opportunities of the EEMR and because it is free for IEA DSM members, to distribute the report launch widely in their networks. They are also interested in promoting the report; if the DSM IA can host or know of any other launch events please extend an invite. The EEMR can be found here: http://www.ieadsm.org/wp/files/2015_Energy_Efficiency_Market_Report.pdf
Coordination opportunity: 2016 Energy Efficiency Market Report is in early planning stages. IEA is interested in possible research, themes, and analysis to include in the next report along with cross-linkages to IEA-DSM work.
3. Evaluating Multiple Benefits of Energy Efficiency Improvements (MB)
Coordination opportunity: IEA Secretariat is interested in discussing with the IEA Demand Side Management IA on possible areas of interest. Brian Dean, IEA, is keen to work with the IEA DSM IA on Task 26 Multiple Benefits of Energy Efficiency.
4. Behaviour and Energy Efficiency
Coordination opportunity: Seek participation from Operating Agents of Tasks 24 and 25 in the November workshop.
5. Industrial Energy Efficiency
Coordination opportunity: Support in disseminating the SME policy pathway report expected to be available end of November.

The Secretariat is interested in suggestions and any ideas for future possible collaboration/joint work in the area of business or industrial energy efficiency.

Further, Tyler informed the Executive Committee members that the IEA Ministerial will take place on 17-18 November and the theme for the Ministerial is: Innovation for a Clean Secure Energy Future. Over 60 Ministers are expected to attend.

The IEA is heavily involved in the process leading up to COP21. Some of the activities being organised which are related to IEA DSM areas of interest are:

December 2nd – Energy Efficiency in Emerging Economies

December 3rd – IEA DAY at COP21

December 7th – IEA support the Lima-Paris Action Agenda energy efficiency event

December 10 – A high-level energy event featuring speakers discussing challenging issues in decarbonisation

At present the above events are pending approval from the IEA and COP21 organisers.

Tyler pointed out that the IEAs involvement in COP21 could see various new streams of follow-up work which may call on IEA DSM research and broaden opportunities for engagement between the Secretariat and the IEA DSM IA.

Tyler also mentioned that 2015 marks the 40th Anniversary of the mechanism underlying the IEA Energy Technology Initiatives (formally organised through an Implementing Agreement). A number of activities are planned during the year to celebrate this milestone, and will culminate in discussions at the IEA Ministerial (a new initiative, presentation of a video and the publication Energy Technology Initiatives) and COP21.

Further, China has declared interest in 6 Implementing Agreements, however the IEA DSM Implementing Agreement is not one of them.

The new interactive Forum for IA participants – the Forum – is available for use. Key features include the DSM IA news items (e.g webinars), best practice and an interface discussion forum. While originally designed for IAs, CERT and WP delegates, members also have access to the Forum: <http://www.iea.org/techinitiatives/forum/>

Username: Forum (case sensitive)

Password: network (case sensitive)

Rob informed the Executive Committee members at the 45th Executive Committee meeting that the IEA Secretariat is developing a new format for the ETIs Annual Reports in the form of a two pager/Executive Summary of results during the year. Executive Committee members were concerned over the possible reduction of outreach. It was **decided** that the PPC will prepare a proposal on future needs of an extended Annual Report for the DSM IA, including the purpose, target and cost of the report and present the proposal at the next Executive Committee meeting. This has been postponed and will be discussed at the next PPC meeting.

DECISION:

- IEA proposed 2 pager to replace Annual Report: PPC will prepare a proposal on future needs of an extended Annual Report for the DSM IA, including the purpose, target and cost of the report and present the proposal at the next PPC meeting.

ACTION:

- PPC prepare a proposal on future needs of an extended Annual Report for the DSM IA, including the purpose, target and cost of the report and discuss the proposal at the next PPC meeting.
- Tyler to pass around minutes from the IEA hosted IAs meeting on 18 September.

Special session: IEA – IEA DSM integration

Rob and Tyler held a session focusing on better coordinating IEA DSM Tasks internally and coordinating IEA DSM work with IEA work streams. The session focused on explaining the Energy Efficiency Unit (EEU) and IEA energy efficiency outputs over the next year and allowing IEA DSM members to outline areas that they could contribute to or where more coordination would help.

Some key recommendations and commitments were made:

- Task 17 and Task 25 offer content that could be used in future Market Reports.
- Task 24 is interested in assisting with ETP 2016 and in contributing to an IEA behavioural report.
- Task 16 represents an opportunity to share methods and findings with the IEA's buildings work including any potential work on deep retrofits.
- Task 26 is interested in coordinating findings and access to research for greater communications support from the IEA for project outputs.

The following generic observations were made on Task collaboration during the session:

- Peer review of papers and Task (extensions)
- Training sessions
- Back-to-back experts meetings
- Summary (5-10 pagers) exchange between Tasks
- Delegation of experts for exchange of reviews
- Exchange of stakeholder analysis and positioning
- Mind mapping to explore connections and relations (topics, unresolved issues, expertise needed)
- Display of such a mind map on the web and to use for thematic document for the Executive Committee members (and interested parties)

Observations on relations with the IEA Secretariat:

- Cross-support – promotion
- Detecting useful issues from tasks that fit into the overall IEA communication
- Mutual take on Multiple Benefits (how to organise?)
- Energy efficiency markets (Task 16 and 25)
- Behavioural issues (no defined product yet)
- Policy pathways (need to define)
- Training (the DSM University)
- Joint workshops

Some reasons why collaboration is difficult and currently not happening between Tasks is the inherent competition for very scarce resources so the Tasks are pitted against each other; conflicts of interests e.g. when there is the same Operating Agent for more than one Task; issues around payment if one Task offers expertise to another (a solution that was offered was to have a one-off extra payment by each Executive Committee country of e.g. €2000 into a common fund that OA's can bid into for specific Task to Task collaborations); and issues around content conflicts and overlaps between Tasks.

EfficiencyOne joins as a Sponsor

EfficiencyOne have during the past six months completed all the necessary paper work to join the DSM IA. It is expected that the CERT will approve EfficiencyOne as a Sponsor in the IEA DSM IA at their meeting on 4 November 2015.

Contacts with interested countries

Contacts with the National Development and Reform Commission (NDRC) China (through Philip Zhang), the Electricity Generating Authority Thailand (EGAT), SANEDI, and South Africa have continued. During the past six months contacts have also been established with (IBM) Germany, Australia, Ireland and Portugal.

Ruth Mourik informed the Executive Committee members that the European Commission has a Cooperation Scheme for projects linked to the IEA:

Contribution to Implementing Agreements (IA) of the International Energy Agency (IEA)

The Commission represents the European Union in the Implementing Agreements concluded under the framework of the International Energy Agency where it participates in activities in certain areas of energy research. The annual financial contributions will be paid to the entities responsible for managing the following agreements: etc. etc. (source Horizon2020 2015 version).

Type of action: Coordination and Support Action – Subscription

Indicative budget:

- EUR 0.4 million from the 2016 budget
- EUR 0.4 million from the 2017 budget

Ruth will contact the European Commission to find out more.

ACTION:

- Ruth contact European Commission and find out more about their co-operation scheme.

Contacts with possible Sponsors

During the past six months contacts have been established with IBM (research) Germany, Australia, Ireland and Portugal.

Rob Kool stated that the IEA requires that all countries invited to participate in the DSM IA 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 IEA DSM IA either as Contracting Parties or Sponsors:

IEA Member countries that are not yet participating in the DSM Energy Technology

Initiative:

Australia, Canada, the Czech Republic, Germany, Hungary, Ireland, Poland, Slovakia, Portugal and Turkey.

Non-member countries that participate in other Energy Technology Initiatives:

Russia, South Africa, Mexico, 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:

Saudi Arabia
Serbia

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 ETI.

The Executive Committee unanimously:

RESOLVED that the King Abdul-Aziz University, the Kuwait Institute for Scientific Research (KISR), and IBM (research), Germany:

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

If one or more of the Potential Sponsors join the IEA DSM IA, 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 IA, 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 USD 11,000 to the Common Fund
 - c) Be recognized as a Sponsor from the date they sign the IA;
 - d) Be entitled to send a representative and an alternate representative to the twice-yearly Executive Committee meetings of the IEA DSM IA;
 - e) Have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the IEA DSM IA 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 Rob Kool, 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 IA (see above list of countries)
- renewed Executive Committee approval of the resolution to invite Sponsors

ACTION:

- maintain contacts with China (NDRC), Saudi Arabia, South Africa (SANEDI), Kuwait (KISR), Thailand (EGAT), IBM Germany, Australia, Ireland and Portugal.

ETI relations, BCG and ECG

Rob Kool, Chairman, did not attend the Buildings Co-ordination Group (BCG) meeting. The Electricity Coordination Group (ECG), arranged a telephone conference, however there were not many participants, so another meeting has been scheduled.

The DSM IA Task 26 is currently trying to set up a joint Task together with the Industrial Energy-Related Technologies and Systems (IETS) IA. The Chairman and the Advisor have actively been participating in those meetings.

The Chairman attended an EGRD meeting in Tokyo on 5-6 October 2015. The topic of the meeting was: Island Energy - Status and Perspectives.

Project Preparatory Committee (PPC) report

The Chairman reminded the Executive Committee of their decision to set up a Project Preparatory Committee (PPC) consisting of the Chairman, the Vice-Chairs, the Advisor and the Visibility Chair. The aim of the group is to prepare work prior to Executive Committee meetings to avoid duplicate reporting and solve common problems that Tasks may have.

In the past six months the PPC has had two conference calls to primarily discuss: (1) direction of the IEA DSM IA; (2) the new DSM website; (3) communications; (4) (new) work; and (4) contacts with countries. See page 21-22 in the PMD for details.

The Executive Committee members **approved** the PPC Report.

DECISION:

- The Executive Committee members **approved** the PPC Report.

Bright Business Conference, Halifax, Nova Scotia

The Bright Business conference titled Energy Efficiency: Leading by example, was hosted by EfficiencyOne and took place on 20 October 2015 and was attended by 250 people including Executive Committee members and Operating Agents who made presentations at the conference. See presentations:

<http://www.ieadsm.org/workshop/halifax-bright-business-conference-energy-efficiency-leading-by-example/>

International DSM Day, Halifax, Nova Scotia

The International DSM Day was hosted by EfficiencyOne on 21 October and was well attended by staff from EfficiencyOne and DSM IA Executive Committee members and Operating Agents. See presentations:

<http://www.ieadsm.org/workshop/international-dsm-day-halifax-nova-scotia-21-october-2015/>

2. OPERATING AGENTS MEETING

The Operating Agents meeting was briefly held on 21 October, prior to the Executive Committee meeting. The Chairman, one Vice Chairman, the Advisor, and three Operating Agents were present. The Visibility Committee Chair flew in too late that evening and could not report on issues related to Task 24 and the Executive Secretary was ill.

There were no issues to be discussed or to be reported back.

Further, the Executive Committee members were reminded during the Executive Committee meeting that they are the owners of the Tasks and it is their responsibility to suggest and prepare new Tasks.

3. EXTENSION OF WORK AND NEW WORK

Task 26: Multiple Benefits of Energy Efficiency

A proposed work plan & dissemination plan for Task 26: Multiple Benefits of Energy Efficiency was provided on pages 23 - 38 in the Pre-Meeting Document and was presented by Operating Agent Catherine Cooremans, Switzerland.

Catherine started her presentation by stating that the easiest, quickest and cheapest way to reduce energy consumption and to decrease greenhouse gas emissions is to improve energy efficiency.

The objectives of the proposed “Joint Annex” are the following:

- **Analytical toolbox.** The first main objective is to provide businesses’ internal staff (energy managers, facility managers) as well as the external consultants advising them and public programmers, with an analytical tool to be used upstream to better identifying and assessing the MBs.
- **Database.** The second main joint Task objective is to provide practitioners and policy-makers with a data base, which will contain data collected worldwide (at least in all IEA member countries).
- **Marketing & Communication tool.** The third main joint Task objective is to provide businesses’ internal staff, consultants advising them and public programmers with a communication tool, to be used to present MBs in a common and convincing way to decision-makers.
- **Dissemination.** The fourth main objective is to actively disseminate information to policy-makers on MBs and on their contribution to activate the untapped potential of energy efficiency.

The DSM IA is well situated to take on the supervisory Task “Multiple Benefits in Action” and to do so in co-operation with other relevant IEA Energy IAs.

The overall work should cover all aspects of MBs as laid down in the IEA report “Capturing the Multiple Benefits of Energy Efficiency”:

- **Macroeconomic.** (Economic development, employment, energy price changes, trade balance are mentioned. For DSM energy price-changes are of importance for the planning/regulation/market design and employment is for advocating programmes)
- **Public budget** (Several of the issues are complicated and not crucial for DSM planning but since some programmes have an impact on, or are dependent on, tax structures and tax spending there is a need to cover some aspects)
- **Health and Well-being** (In particular indoor climate is an important factor where collaboration can be sought also from other IAs. A particular problem here is the “split incentive” since investors seldom reap the benefits)
- **Industrial sector** (In the same way as above collaboration should be sought with other IAs. Here the incentive cases are simpler)
- **Energy delivery** (The IEA DSM IA has already covered Energy Efficiency Obligations (EEOs) in Task 22. There are however some aspects that need further investigation e.g. energy security and the possible monetisation thereof).

However, two important aspects must be pointed out:

1) purely macro benefits (such as macroeconomics impacts and public budget impacts at national level) have to be assessed at a global level, which seems to be out of the scope for DSM. In addition, energy delivery is firstly a supply and not a demand-side issue.

2) IEA Secretariat and IETS focus on the secondary sector and, within this sector, on energy-intensive industries (i.e. "process industry", including refineries, bulk chemicals, iron & steel, pulp & paper, cement, food & beverage).

Therefore Task 26 will focus on three main Multiple Benefit (MB) categories:

- MB for municipalities
- MB for the business sector
- Health & well-being benefits for organisations

It is proposed that the Task be conducted over a period of 36 months, from February 1st 2016 to January 31, 2019.

The Executive Committee members **approved** the proposed work plan & dissemination plan for Task 26 as presented in the Pre-Meeting Document. However, the financial structure should be adjusted and distributed to Executive Committee members after consultation with IETS IA, for countries to decide upon. The IETS IA Executive Committee members will meet on 17-18 November 2015, where the further developed proposal for Task 26 will be presented.

Countries in favour of the proposal so far are: Austria, Finland, the Netherlands, New Zealand, Nova Scotia, Norway and Sweden and should start seeking for the necessary means to participate in the Task.

DECISION:

- Executive Committee members **approved** the proposed work plan & dissemination plan as documented in the Pre-Meeting Document
- The financial structure should be adjusted and distributed to Executive Committee members after consultation with the IETS IA.

ACTION:

- Operating Agent should adjust financial structure and distribute to Executive Committee members after consultation with the IETS IA.

DSM University

The Status Update Report for the DSM University was provided on pages 39-54 in the Pre-Meeting Document and was presented by Hans Nilsson, Advisor to the DSM IA.

Hans Nilsson started his presentation by saying that the DSM University is developing at a steady pace and largely according to plan, making it possible to deliver in a way that creates confidence in users and interested parties, thanks to the Leonardo Energy's webinar platform provided by the European Copper Institute.

The webinars are considered to be the "heartbeat" of the DSM University and have so far attracted close to 2000 active participants. The webinars can also be reached through www.dsmu.org and www.dsmuniversity.org

The webinars are divided into 6 themes:

- Theme 1: The logic of DSM
- Theme 2: Governance (Energy Management)
- Theme 3: Energy Efficiency (load level)
- Theme 4: Flexibility (load shape)
- Theme 5: Integration
- Theme 6: Business models

The first 15 webinars have been broadcast and two more are planned during 2015. Six more webinars are already in preparation for 2016 and will be announced in a rolling 6 months plan in the future. Webinars typically take place during the first week of every month. Guest opportunities will be provided.

Executive Committee members raised suggestions for developing the webinars further by adding more contextual material for the audiences to be more in tune for the webinar message and to develop 'pre-recorded' material on specific issues e.g. business model cases.

Task 26 suggested the development of 'MOOC' as part of their Task and in collaboration with the DSM University.

The Executive Committee members **approved** the Status Report.

DECISION:

The Executive Committee:

- **approved** the Status Report

ACTION:

- Hans De Keulenaer and Hans Nilsson should move forward as planned with the DSM University

Big Data and Energy Efficiency – a research area for the DSM IA

The concept paper for Big Data and Energy Efficiency was provided on pages 55– 59 in the Pre-Meeting Document and Harry Vreuls and Matthias Stifter presented an approach to 'scout' the opportunities of Big Data for DSM purposes.

The discussion which took place, mentioned the need to recognise relevant stakeholders and also to provide a result that could show how big data could be useful e.g. by case studies. The issue is not only how direct energy data can be used, but more about how it can be combined with other data and create new aspects.

The Executive Committee members **decided** that the Big Data concept should be further developed by Harry, Matthias and Svetlana Gross and present the developed concept at the next Executive Committee meeting in Stockholm.

DECISION:

- The Executive Committee members decided that Harry Vreuls, Matthias Stifter and Svetlana Gross should work together to further develop the concept paper on Big Data and present at the next Executive Committee meeting in Stockholm.

ACTION:

- Harry, Matthias and Svetlana should work together to further develop the concept paper on Big Data and present at the next Executive Committee meeting in Stockholm.

4. CURRENT TASKS – LOAD SHAPE CLUSTER

Task 17 – Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages – Phase 3 – Task Status Report.

The Task Status Report for Task 17 – Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages was provided on pages 60 – 64 in the Pre-Meeting Document and was presented by Matthias Stifter, AIT, Austria.

Matthias started his presentation by reminding the Executive Committee members that Phase 3 of the DSM IA Task 17 will address the current role and potential of flexibility in electricity demand and supply of systems of energy consuming/producing processes in buildings (residential, commercial and industrial) equipped with DER (Electric Vehicles, PV, storage, heat pumps, ...) and their impacts on the grid and markets. The interdependence between the physical infrastructure of the grid and the market side will also be looked at. The scalability and applicability of conducted and on-going projects with respect to specific regional differences and requirements will be explored (see <http://www.ieadsm.org/task/task-17-integration-of-demand-side-management/>)

Progress towards objectives during the past six months include:

- **Subtask 10 – Role and potentials of flexible consumers:**
Progress towards the Subtask objectives include: (1) a delivery document structure and content has been discussed and commented by the experts. A second draft has been started and will be shared for comments and inputs in mid October.
- **Subtask 11 – Changes and Impacts on grid and market operation:**
Progress towards the Subtask objectives include: (1) the Subtask started and input from the Experts, studies and workshop participants have been received by the Operating Agent. First draft will be prepared for mid October.
- **Subtask 12 – Sharing experiences and finding best practices:**
Progress towards the Subtask objectives include: (1) important and representative projects have been collected from Experts presentations and input; and (2) interviews of specific projects have been carried out and results have been analysed (as part of a Masters thesis); (3) the selected pilot projects have been taken for the analysis part of the deliverable from Subtask10; and (4) additional input from international workshops have been gathered and compiled for the document.

In the past six months the Task has participated in two workshops, several webinars, an experts meeting and a lecture.

The Task has produced a short summary of a public workshop on DR – Dream or Reality (IEEE PowerTech).

Objectives for the next six months include:

Subtask 10 – Role and potentials of flexible consumers: (1) the final discussion and finalising of the Subtask 10 report on the “Current Role and Potentials of Flexible Consumers and Producers in Commercial Segments, Households, Communities and Buildings” will take place at the next experts meeting end of 2015.

Subtask 11 – Changes and Impacts on grid and market operation: (1) prepare and discuss the deliverable “Financial and maturity assessment of technologies for aggregating DG-RES; DR and electricity storage systems.

Subtask 12 – Sharing experiences and finding best practices: (1) update and analyse projects.

The fourth Experts meeting will be held in November 2015.

The participating Executive Committee members **approved** the Task Status Report.

DECISION:

- The Executive Committee members **approved** the Task Status Report

Potential Follow-Up Activities in Task 17

The proposal for potential follow-up activities in Task 17 – Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages was provided on pages 65 – 66 in the Pre-Meeting Document and was presented by Matthias Stifter, AIT, Austria.

Several activities were proposed:

- Evaluation Measurement and Verification of DR
- Forecast and Reliability (of power systems)
- Cost Benefit Analysis for DR

The discussion revealed interest in how a methodology could be developed that goes beyond aggregation and reflect upon applications at a ‘lower’ level. Another angle would be how DR could be handled in a ‘market design’ perspective and what business models could emerge.

Yet another issue could be if there is any impact on load level or if it is only load shape?

Matthias will continue to develop the proposal in the next six months and present at the next Executive Committee meeting.

ACTION:

- Matthias to continue to develop the proposal and present at the next Executive Committee meeting.

Task 24 – Behaviour Change in DSM – Helping the Behaviour Changers

The Task 24 Phase II Status Report on Behaviour Change in DSM – Helping the Behaviour Changers was provided on pages 67 – 73 in the Pre-Meeting Document and was presented by Sea Rotmann, New Zealand.

Sea Rotmann started her presentation by saying that there is no behaviour change ‘silver bullet’, like there is no technological silver bullet that will ensure energy efficient practices. Designing the right programmes and policies that can be measured and evaluated to have achieved lasting behavioural and social norm change is difficult. This Task, and its extension, has helped address

these difficulties and has come up with guidelines, recommendations and examples of best (and good) practice and learnings from various cultures and contexts.

Phase I of the Task is now finalised and Phase II, Behaviour Change in DSM – Helping the Behaviour Changers has commenced 15 April 2015.

Phase II of Task 24 takes the theory into practice, building on the solid theoretical foundations of Phase I. Phase II will look at: a) what; b) who; 3) how; 4) why; and 5) so what.

Progress towards objectives during the past six months include:

Subtask 5 – (1) Expert platform continually growing (>235 experts) and getting used (2) new content including 145 presentations and videos as well as reports have been uploaded (3) all final reports from Phase I are on the website; and (4) Phase I and Phase II have been updated on the website.

Subtask 6 – (1) kick-off with workshops in Toronto, Stockholm and New Zealand; (2) collection of lists of DSM interventions and energy efficiency and behaviour priorities in each of the participating countries; (3) top three issues in each country have been discussed; (4) work has started in the Netherlands and will be focussed on SMEs.

Subtask 7 – (1) Behaviour Changers have been identified for the top issues decided on in Subtask 6 for Canada, Sweden and New Zealand. Their sector stories have been told during workshops and deep discussions have been initiated around relationships, mandates, stakeholders, restrictions and value propositions for each of the Behaviour Changers using the 'Behaviour Changer Framework'.

Subtask 8 – (1) work on continued development of the evaluation tools from Subtask 3 have taken place; (2) storytelling in Task 24 has been published and presented at the eceee Summer Study; (3) work on a Special Edition Issue on Storytelling for the Journal of Energy and Social Science Research is currently taking place; and (4) Task 24 monitoring and evaluation work was presented at the eceee Summer Study.

Subtask 9 – (1) Karlin et al have published a paper at the IEPPEC conference that outlines the basics of the beyond kWh toolkit which is being developed for Subtask 9. The toolkit will be tested and validated in Task 24 countries during 2017.

Further, during the past six months: (1) two Spotlight Newsletter articles have been provided; (2) an article on the Task 24 ESCo report was featured in the EEIP magazine (3) two webinars for the DSM University were prepared and presented; (4) two papers have been presented at the eceee 2015 Summer Study in June; (5) four experts meetings and five stakeholder meetings have been held; (6) four conferences/seminars and one lecture have been attended to present Task 24; (7) one Subtask 2 report for Austria, and two Subtask 4 reports for Italy and Austria have been finalised; and (8) an Energy Efficiency IEPPEC paper has been published.

Work planned for the next six months include:

Subtask 5: (1) continue attracting experts to the experts platform; (2) update visual branding to new IEA DSM brand; (3) update Wiki with latest case studies and rebrand; (3) use TEAMWORK project managements tool to project manage national experts; and (4) work on special edition on storytelling and start organising international Task 24 conference (maybe in line with next BEHAVE conference).

Subtask 6: (1) continue with issues definition including countries we haven't started in yet (Austria/Netherlands); and (2) start writing issues reports and collate DSM lists in New Zealand, Sweden, Netherlands, Austria and Canada.

Subtask 7: (1) hold another 4 workshops, and pulling together most relevant Behaviour Changers in each participating country; (2) write up workshop notes; (3) finalise workshop protocols; and (4) animate all Behaviour Changer Frameworks (BCFs) in presentations.

Subtask 8: (1) continue working on storytelling and evaluation guidelines; and (2) start work on decision-making tree for Subtask 1 and 2 case studies and models of understanding behaviour.

Subtask 9: (1) continue working on the 'Beyond kWh' toolkit.

The Executive Committee members officially finalised Task 24 Phase I and **approved** the Phase II Task Status Report.

DECISION:

- Executive Committee members officially finalised Task 24 Phase I and **approved** the Phase II Task Status Report

5. CURRENT TASKS – LOAD LEVEL CLUSTER

Task 16 – Competitive Energy Services (Innovative Energy Services)

The Task 16 Status Report on Competitive Energy Services: Innovative Energy Services, Phase 3 – was provided on pages 57 - 63 in the Pre-Meeting Document and was presented by Jan W. Bleyl, Energetic Solutions, Austria via Skype.

Jan W. Bleyl started his presentation by stating that in Task 16 “Innovative Energy Services”, energy service experts and partners from countries around the world have joined forces to advance know-how, experiences and market development of performance-based energy services. Six countries participated in Phase 3: Austria, Belgium, Korea, the Netherlands, Sweden and Switzerland. Phase 3 started in July 2012 and has been finalised in June 2015.

Accomplishments during the past six months include:

Subtask 13: (1) the 18th experts meeting and stakeholder workshop was held in Hyères, France, in June, 2015. Main agenda items were presentations and discussions of national implementation activities, current Think Tank topics and dissemination activities and plans for Task 16 Phase 4; (2) the 19th experts meeting to be held in the Spring 2016 (exact date and location tbd) is being prepared.

Subtask 13 + 17: (1) a national stakeholder workshop “ESCo Themenwerkstatt” in the framework of the GIZ MATA was held in Bad Lauterberg, Germany, July 2015; (2) a national stakeholder workshop “Bankable Calculation & Financing of Energy Efficiency projects” was held during the GIZ Renewable Energy Week in Berlin, Germany, October 2015; (3) a national stakeholder workshop “Einsparcontracting in öffentlichen Gebäuden” has been prepared and will take place in Ittingen, Switzerland in November.

Subtask 14: (1) publication of a Task 16 discussion paper on *“Simplified measurement & verification + quality assurance instruments for energy, water and CO₂ savings. Methodologies and examples*; (2) continued work on business models for comprehensive building refurbishment ('deep retrofit'); (3) further development of an *economic feasibility evaluation tool including sensitivity analyses* for deep retrofit application; (4) drafting a *Taxonomy paper on Energy Services* to be published in a peer-reviewed journal; and (5) work kicked off on *Crowd-Financing for Energy Efficiency and Renewable Investments*.

Subtask 15: (1) the Task 16 discussion paper *Demand Response Services: Economic Pre-Feasibility Model and Case Studies* for Austria was published in September 2015.

Subtask 16: (1) implementation of the individual NIA plans to develop know how and energy service markets have been followed up.

Subtask 17: (1) publications and presentations have been given at numerous national and international conferences and seminars.

Reports produced in the past six months include:

(1) Task 16 discussion paper *Demand Response Services: Economic Pre-Feasibility Model and Case Studies* for Austria; (2) report: *Simplified measurement & verification + quality assurance instruments for energy, water and CO₂ savings. Methodologies and examples* (including examples and national perspectives from Task 16 experts).

Reports planned for the next six months:

(1) 3rd edition of the Task 16 discussion paper: *Simplified measurement & verification + quality assurance instruments for energy, water and CO₂ savings. Methodologies and examples* (including examples and national perspectives of Task 16 experts); (2) first draft for a *Taxonomy paper on Energy Services*; and (3) contributions to the DSM Spotlight Newsletter and other shorter formats.

The participating Executive Committee members **approved** the Task Status Report.

DECISION:

The Executive Committee:

- **approved** the Task Status Report.

Task 16 - Competitive Energy Services - Extension proposal - Phase 4

The Task 16 Extension, Phase 4 was presented via Skype by Jan W. Bleyl, Energetic Solutions, Austria.

Jan started his presentation by stating that the extension will continue with the well-established structure already available in earlier phases of Task 16. The Task has been initiated in July 2015.

An extension focussing on Life-Cycle Cost Appraisals; 'Deep Retrofit'; Simplified M&V; (Crowd)-Financing & Taxonomy of Energy Services and dissemination via the DSM University was decided. Budget will be 15k€/year and continue over a 3-year period starting in July 2015.

Three countries have committed so far (GIZ until 16 April 2016, Netherlands and Switzerland). Norway informed the Operating Agent during the meeting that they will join Task 16 Phase 4. At least one/two more countries are expected to join and talks are currently underway with Austria, Belgium, Canada (Nova Scotia) and the UK.

Subtask 18: (1) preparation of Task 16 Phase 4. Three countries have committed so far (GIZ until 16 April 2016, the Netherlands and Switzerland). Norway informed the Operating Agent during the meeting that they will join Task 16 Phase 4. At least one more country is expected and talks are currently underway with Austria, Belgium, Canada (Nova Scotia) and the UK).

Work planned for the next six months includes:

(1) **Subtask 19:** (1) preparation of the 19th experts meeting and stakeholder workshop to be held in 2016; (2) hold expert platform teleconferences to integrate new Task 15 participation.

Subtask 19 + 23: (1) hold a national stakeholder workshop in Berlin, Germany in October; (2) hold national stakeholder workshop in Switzerland in November 2015; and (3) prepare the 19th stakeholder workshop to be held in the Spring of 2016 (preliminarily in the Netherlands).

Subtask 20: (1) further additions from new Task 16 participants will be incorporated in to the report on "*Simplified measurement & verification + quality assurance instruments for energy, water and CO₂ savings. Methodologies and examples*"; (2) continue work on business models for comprehensive building refurbishment ('deep retrofit'); (3) finalise draft of *Taxonomy paper on*

Energy Services (to be published in peer-reviewed journal); and (4) continue work on *Crowd-Financing for Energy Efficiency and Renewable Investments*.

Subtask 21: (1) continue implementation of individual NIA plans to develop know how and energy service markets; and (2) follow-up where experts will give detailed presentations and exchange experiences and good practices.

The Executive Committee members **approved** the Task Status Report.

DECISION:

- The Executive Committee members **approved** the Task Status Update.

ACTION:

- Operating Agent should continue current talks with interested countries

Task 25 – Business models for a more effective market uptake of DSM Energy Services

The Task 25 Work Plan and Task Status Report on Business models for a more effective market uptake of DSM Energy Services was provided in the Pre-Meeting Document on pages 82 -87 and was presented by Ruth Mourik, DuneWorks, the Netherlands.

The Task focuses on identifying existing business models and customer approaches providing EE and DSM services to SMEs and residential communities, analysing promising effective business models and services, identifying and supporting the creation of national energy ecosystems in which these business models can succeed, provide guidelines to remove barriers and solve problems, and finally working together closely with both national suppliers and clients of business models. The longer-term aim of the Task is to contribute to the growth of the supply and demand market for energy efficiency and DSM amongst SMEs and communities in participating countries.

Accomplishments in the last six months include:

Subtask 01: (1) Completed work plan in close cooperation with team (DuneWorks, Ideate, TU/e) and interested countries.

Subtask 02: A quick scan of country-specifics (relevant policy and regulation, research, business models, energy targets etc.) has been completed and integrated in the work plan.

Subtask 03: (1) attendance at Executive Committee meetings in 2014.

Subtask 1: (1) Overall project coordination and management, including contact relationship management is on-going; (2) attendance at Executive Committee meetings, conferences and reporting to the IEA DSM Executive Committee is on-going; (3) Setting up a Task Advisory Board (AB) of stakeholders (Executive Committee members, IEA, intermediaries from research, industry, government, community sectors) is on-going.

Subtask 2: (1) identifying country specific suppliers, clients and their stakeholder networks and establishing national advisory expert networks to continue working with throughout the Task has been completed; (2) narrowing down the focus of both services, target groups and typology of business models in close cooperation with national experts and other relevant stakeholders has been completed; (3) clarifying how the different parameters of success of business models and services relate to each other in the analysis (discussed during workshop and through a conducted literature review) has been completed; (4) development of Task specific typology or categorisation of business models and services for EE has been completed; (5) development of an overview of existing energy service business models in the participating countries is completed except for Norway who joined later; (6) shortlist overview of services has been completed for all countries except for Norway; and (7) review of global existing business models and their frameworks / ecosystems with a clear view on quantifying and qualifying effectiveness (e.g. amount of customers reached, market share, savings aimed for, other outcomes, ROI) has been completed.

In the past six months many teleconference and Skype meetings have been held with individual experts.

Reports produced in the past six months include: (1) literature review on user centric design in business models; (2) first Task 25 newsletter has been produced; and (3) a global analysis of business models, both long-list and short-list have been produced and distributed among participants only.

Objectives for the next six months include:

Subtask 1 Task Management: (1) overall project coordination and management, including contact relationship management; (2) attendance at Executive Committee meetings, conference and reporting to the Executive Committee members; and (3) Set-up Task Advisory Board (AB) of stakeholders (Executive Committee members, IEA, intermediaries from research, industry, government, community sectors).

Subtask 2: (1) start in-depth comparative analysis of around 4 similar business models in different countries and around 12 per country, to determine patterns, drivers and pitfalls; (2) continue identifying key factors that make services (and their vendors) succeed in the participating through an in-depth analysis of country-specific markets and policies for energy services and their influences on business models; (3) organising first country workshops with service providers and clients in Switzerland (Nov), Austria (Nov) and Sweden (Dec); and (4) create a draft report with all the national examples, the best practices and the analysis including useful tips and tricks etc.

Subtask 4: (1) continue to link to existing DSM IA expert platforms and experts and maintain a section for Task 25.

Reports in the next six months include: (1) a draft review report for Subtask 2; (2) a spotlight newsletter articles on the results of the analysis; and (3) national publications in sectoral journals.

Dissemination: The Task 25 newsletter will be disseminated every month or two to a group of several hundred stakeholders internationally and together with Leonardo Energy Task 25 will create a series of web presentations for the different business models investigated in Task 25. A webinar titled: *What job is Energy Efficiency hired to do? A look at the propositions and business models selling value instead of energy or efficiency*, will be broadcast.

Ideas for new work: A new Horizon 2020 call will be opening in the beginning of 2016 and close in the fall where Task 25 would fit and could expand to other countries with good financing from the EC. Executive Committee members were in favour of exploring the possibility. Ruth also mentioned that Task 25 would like to add two more Subtasks to Task 25 in the future dealing with: (1)

Subtask 5: focus explicitly on how to address issues of multiple benefits in business modelling and service design for energy efficiency; and (2) **Subtask 6:** a follow-up to Subtask 2 and 3 work, to focus on performing an in-depth imperial end-user analysis for the 5 types of propositions focused on by Task 25.

Norway has joined the Task and 5 countries are now participating. The Executive Committee members **approved** a one-year extension of the Task to catch up with countries entering the Task at a later stage and for dissemination of results.

The Executive Committee members **approved** the Task Status Report.

DECISION:

- The Executive Committee members **approved** a one year extension
- The Executive Committee members **approved** the Task Status Report

6. PROGRAMME VISIBILITY

Programme Visibility Report

The Programme Visibility Report was provided on pages 88 - 91 in the Pre-Meeting Document.

Sea Rotmann reminded the Executive Committee members that the members of the Visibility Committee are the Chairman, Rob Kool, the Vice-Chairs, Paul Atkins and Andreas Krüger-Enge, Chair of the Visibility Committee Sea Rotmann, the Executive Committee representative Harry Vreuls, the Spotlight Newsletter Editor, Pam Murphy, the Executive Secretary, Anne Bengtson, the webmaster Karl Weber and the Operating Agent representative Harry Vreuls. The Visibility Committee did not meet prior to the Executive Committee meeting.

The Visibility Committee has during the past six months done a lot of work on the new website.

Annual Report

A theme chapter for the 2015 Annual Report was not decided at the meeting. Switzerland suggested "A DSM story from each country".

Spotlight Newsletter

In the past six months two issues of the Spotlight Newsletter (Issues 57 and 58) have been published and posted on the IEA DSM website and distributed electronically. Executive Committee members were reminded that the Spotlight Newsletter should be distributed widely, especially in electronic form.

Topics in Issue 57:

- Task 15 – Network Driven DSM: Impacts of Demand-Side Resources on Electric Transmission Network Planning
- Note from the Chairman: We don't Google
- Task 17: Demand Flexibility – Dream or Reality
- Task 16: A Role for Facilitators to Play – National Perspectives (first article in a series)

Topics in issue 58:

- Task 24 – Helping the Behaviour Changers
- Note from the Chairman – Is DSM getting old?
- Task 26 – Multiple Benefits of Energy Efficiency
- Task 16 – New partners welcome in next phase of EE work
- Task 16 – Facilitators – A role for facilitators to play – national perspectives (second article in a series)

The next issue of the Spotlight Newsletter will be distributed in December 2015. Four issues of the Spotlight Newsletter are scheduled for 2016. However, this is only possible if everybody contributes. The IEA DSM Energy Technology Initiative (ETI) has tremendous news to share so please continue to think about, suggest and submit future articles to the Spotlight Editor Pam Murphy pmurphy@kmgrp.net

The next dates for submission to the Spotlight Newsletter issues are:

Issue 59/December 2015 – articles due 10 November 2015

Issue 60/March 2016 – articles due 15 Jan

Issue 61/June 2016 – articles due 15 May

Issue 62/Sept 2016 – articles due 15 August

Issue 62/Dec 2016 – articles due 15 Nov

The Spotlight has a new look and Pam is looking for articles on DSM work in different countries and other work Operating Agents and Executive Committee members are involved in.

Programme Brochure

The DSM Brochure is the DSM Programme's main PR document and is designed to last 3-5 years. The brochure has been re-designed with the new logo and branding and 3000 copies have been printed. The brochure should be used in various forums, and is designed as a folder so that Executive Committee members and Operating Agents can add inserts, especially updated Task Flyers, as appropriate.

Sea pointed out that the flyers are continuously updated and that it is important to visit the website flyer section to make sure that the latest version of the flyers are inserted into the brochure pocket at the time of dissemination at a conference or seminar. The main inserts and Task flyers were last updated in September 2015.

Key Publications

During the past six months key publications that have been added to the website are:
See latest publications: <http://www.ieadsm.org/publications/key-publications/>

[Task 24 – Subtask 3: Deliverable 3A Evaluation Positioning Paper](#)

[Task 24 – Subtask 3: Deliverable 3 Methodology Review](#)

[Task 24 – Subtask 3: Deliverable 3B Factsheets](#)

[Task 24: eceee summer study 2015 storytelling paper](#)

[Task 24 – Subtask 9: IEPEC Beyond kWh Scoping Paper](#)

[Task 24: Subtask 2 – Austria's Energy Hunt & €CO2 Management](#)

Executive Committee members and Operating Agents are reminded that it is up to them to nominate publications to become "key" to the Visibility Committee Chair, Sea Rotmann.

Website – new website

The new website went live on 1 July 2015. A website manual will be sent around to all Executive Committee members and Operating Agents after the Executive Committee meeting.

Social Media

The IEA DSM Energy Technology Initiative is getting more traction on social media. We now have a presence on:

- **Facebook** (IEA DSM Group) with 162 members and growing. Even though most posts are by Anne Bengtson, Rob Kool and Hans Nilsson, there are regularly posts and questions by other participants;
- **LinkedIn** (IEA DSM Group) with 37 members and it stopped growing. Most posts are by Anne Bengtson and Sea Rotmann. We would need to actively invite people into this group in order to achieve the professional reach that LinkedIn could afford.
- **Twitter** (@IEADSM) with 305 followers and 1001 tweets. This is the fastest growing social media platform and has fostered some good engagement, re-tweets and mentions. Sea Rotmann is posting for this group.
- **IEA DSM YouTube Channel** - needs to be populated with some relevant videos. Sea Rotmann has added some of the 60+ Task 24 videos on this channel and there are the DSM University webinars. If we start filming some Executive Committee workshops, this

would be a great channel to distribute visual information fast.

- [IEA DSM SlideShare](#) has 142 slides and almost 10,000 views in the past few months.
- **IEA DSM Task 24 Expert Platform** - 235+ members, invite-only (www.ieadsmtask24.ning.com). Successful multi-media platform to distribute findings from Task 24 could be used for other Tasks, but only if they follow a similar, open dissemination strategy.
- **Templates** – Templates have been developed for reports and power points, please use them and make sure to use the ones with correct fonts (NOT HelveticaNeuSt).

Communications Plan and Dissemination Strategies

The Visibility Committee has finalised the Draft Communications Plan. It contains an analysis in detail of the communications history of the DSM IA, what works and what doesn't, who the audience is and how well the DSM IA website services them and how to improve the plan going forward. The Communications Plan also includes Task Dissemination Strategies to ensure that the website, Spotlight Newsletter and social media channels are utilised well by all Tasks to report their findings and other relevant events. All Tasks need to start adopting the Communications Plan as soon as possible and create one-page Task dissemination plans including time lines.

Any comments related to the visibility of the IEA DSM IA should be sent to the Visibility Chair Sea Rotmann drsea@orcon.net.nz.

The Executive Committee members **approved** the Visibility Committee Report and the Communications Plan.

DECISION:

- The Executive Committee **approved** the Visibility Committee Report

7. ADMINISTRATIVE MATTERS

Task Zero – Running the DSM IA

The Task Zero Update was provided on pages 91 - 93 in the Pre-Meeting Document and was presented by Hans Nilsson, Advisor.

Hans Nilsson started his presentation by stating that Task Zero is an effort to in a formal way create a comprehensive and coherent overview of the IEADSM Energy Technology Initiative's material and to ensure that resources are used in the most efficient manner.

The mission of the IEA DSM Energy Technology Initiative (ETI) is to deliver to its stakeholders, materials that are readily applicable for them in crafting and implementing policies and measures. In order to do so we have several outreach tools that we need to maintain but also develop to ensure that results are disseminated in ways that are useful for people in everyday practice, for example:

- Administration (Secretary and Advisor)
- Informational tools
- Our networks and in particular the local ones run by Executive Committee participants
- Dissemination and the extension of the DSM University

To ensure that different activities are coherent all these actions will be gathered into a Task called Task ZERO. This Task is mandatory for participants and builds on both cost- and task-sharing.

The purpose of “Task ZERO” is to create a platform for dissemination of results from the IEA DSM Energy Technology Initiative in accordance with its mission.

1. Aims are to provide insights and transparency of the work. The main products for this are:
 - a) The Website
 - b) The Annual Report
 - c) The Spotlight Newsletter
 - d) Flyers about the Programme and the Tasks
2. Local networks to enable dissemination of results within the areas of the participants and to support them in recruiting the expertise necessary for Tasks in which they have decided to participate, but also to gather material of interest for other Tasks who need local points of contact for their work
3. The “DSM-University” as a way to communicate DSM material that is tailored to the circumstances of the receiver. The main thrust to reach a global audience are the webinars that are primarily designed for output, but may also be used for input in a way that audiences can communicate back responses, needs and wishes. The DSM University should gradually build facilities for formal training and courses.

Responsibilities: The Programme Secretary is the co-ordinator for Task ZERO. The co-ordinator together with the “Visibility Committee”, gathers the necessary information from those concerned with Subtasks described above in order to produce a work plan and a budget for the Executive Committee members to decide upon annually.

The proposal to raise the contribution to 11000 USD/year will come into effect January 2016.

Boris Papousek, Austria stated that he had still not received an approval from the Austrian government concerning the raise. (approval received in the meantime). An issue of importance for them is:

- Task Zero shall imply more than only a raise of the Common Fund and a project management approach should be applied to all the activities like in other Tasks: defining activities and a work plan with a budget break down, deliverables, milestones, responsibilities, information plan etc. So a more detailed "Task work plan" is required. The approval and receipt of such a yearly work plan (like in other Tasks) shall be the prerequisite for paying the Common Fund.

Boris also said (based on a proposal from Linda Hull Task 23 at the ExCo meeting in Graz 2014) that he still found it interesting and valuable if the DSM IA could have a yearly thematic focus area, where relevant knowledge is collected and made available through a workshop or scoping paper. 10-20K USD of the new budget could be made available to contract experts on a yearly basis for such work, as part of Task Zero.

The Executive Committee members **approved** the Task Zero Status Update and **decided** that a more formal detailed Work Plan, including defining activities, deliverables, milestones, responsibilities, information plan and a budget breakdown should be provided at the next Executive Committee member meeting.

DECISION:

- Executive Committee members decided that a more formal detailed Work Plan, including defining activities, deliverables, milestones, responsibilities, information plan and a budget breakdown should be provided and presented at the next Executive Committee member meeting.
- Executive Committee members approved the Task Zero Update

ACTION:

- Provide a more formal detailed Work Plan, including defining activities, deliverables, milestones, responsibilities, information plan and a budget breakdown should be provided and presented at the next Executive Committee member meeting.

2015 Financial Report and Budget for 2016

Paul Atkins, Vice-Chairman, New Zealand, with support from Anne Bengtson, Executive Secretary prepared the financial report for the period 1 January through 2 September 2015. The Financial report was provided in part 2 of the Pre-Meeting Document.

It was pointed out that the timing of country payments into the Common Fund, and the difficulty in identifying which payments relate to what member countries is creating complications for budgeting and potentially masking the rate of depletion of the reserves.

In order to overcome the difficulty in identifying receipts from member countries as raised above, the Executive Committee members were asked to follow the below instructions:

When a country has paid their invoice, Executive Committee members are requested to send a copy of their invoice along with other payment proof to Joe Miller joe@accountaxenterprises.com with copies to anne.bengtson@telia.com.

Invoices will be sent out at the beginning of January 2016 (instead of November the year before) to help overcome the problem of seeing which year a payment should be allocated to. It is requested that all member countries make payment of these subscriptions promptly upon invoice.

Beginning in January 2016, the subscription of \$11,000/per country/year will be invoiced in accordance with the decision to raise the Common Fund as agreed at the 45th Executive Committee meeting.

The Executive Committee members **approved** the financial report 2015 and the budget for 2016.

DECISION:

Executive Committee members **approved** the financial report 2015 and the budget for 2016.

ACTION:

- Executive Committee members should let Joe Miller, Boris Papousek and Anne Bengtson know as soon as an invoice has been paid

Common Fund Payments

A few countries have not paid their 2015 invoices but no problems are foreseen in receiving these funds. The Executive Secretary will continue to send out reminders to those failing to pay, until payments are received.

ACTION:

- Executive Committee secretary should keep reminding those who have outstanding payments



Plans for the Forty-Seventh, Forty-Eighth and Forty Ninth Executive Committee meetings

The 47th Executive Committee meeting will be held in Stockholm, Sweden on 17 – 18 March 2015. On the 16 of March a seminar is planned.

Belgium and Italy will be approached and asked to host the 48th Executive Committee meeting in October 2016.

The Netherlands, tentatively offered to hold the 49th Executive Committee meeting in April 2017. Exact dates and location are still to be determined.

Election of Chairman and Vice Chairs

According to the procedure for elections, elections shall be held every two years during the second Executive Committee meeting of the year.

Rob Kool, the Netherlands was unanimously re-elected as Chairman and Andreas K. Enge, Norway, and Boris Papousek, Austria were elected as Vice- Chairmen. Rob announced that this will be his last term.

8. OTHER MATTERS

The Executive Committee members thanked Sarah Mitchell and Chuck Faulkner for the excellent meeting arrangements and the Chairman adjourned the meeting.

9. ACTION ITEMS RESULTING FROM THE FORTY FIFTH EXECUTIVE COMMITTEE MEETING

22-23 October 2015 – Halifax, Nova Scotia

WHO	ACTION	WHEN
India Korea New Zealand Spain	Pay Common Fund invoice for 2015	ASAP
Anne Bengtson	Keep reminding those who have outstanding payments to the Common Fund	On-going
ExCo members	Let Anne, Boris and Joe Miller know when an invoice is paid	On-going
Rob Kool	Maintain contacts with China (NDRC), Saudi Arabia, South Africa, Kuwait, Thailand, IBM (Germany), Australia, Ireland, Portugal	ON-GOING
Hans Nilsson Hans de Keulenaer	Move forward with the DSM University according to plan – as well as continue to plan/hold webinars the first weeks of every month	ON-GOING
Rob Kool	Contact ACEEE and eceee and CCEEE about joint conferences. Also contact organisers of Renewable Conference and other relevant conferences in the planning stages.	ASAP
Operating Agents	Update a more clear definition in Legal Annex text of their Task	ASAP
Anne Bengtson Maria Alm Svetlana Gross	Prepare administrative details for the Forty Seventh Executive Committee Meeting in Stockholm, Sweden	ASAP
Seppo Kärkkäinen	Write two articles for the Spotlight Newsletter highlighting the results of Task 17 Phase 2, and write a column for the DSM website	On-going
ExCo members	Review website regularly and suggest further developments	On-going
ExCo members	Suggest topics for the Spotlight Newsletter and provide input for those articles	On-going
All	Follow Visibility Committee Chair recommendations to update the website	On-going
Catherine Cooremans	Adjust financial structure and distribute to Executive Committee members after consultation with IETS IA	On-going
Operating Agents	Prepare Task Information Plans and include in each Task Status Report.	On-going
Pam Murphy	Distribute issues of the DSM Spotlight Newsletter	December 2015 March 2016
Operating Agents	Include 1-2 slides in their presentation, highlighting the main findings to date in their respective Task(s).	Present at next ExCo meeting
Tyler Bryant	Send around minutes from the IEA hosted IAs meeting 18 September	ASAP
Ruth Mourik	Contact European Commission and find out more about their co-operation scheme.	ASAP
Harry Vreuls Matthias Stifter Svetlana Gross	Further develop paper on Big Data	Present at next ExCo meeting
Matthias Stifter René Kamphuis	Continue development of proposal for potential follow-up activities in Task 17	Present at next ExCo meeting
Jan W. Bleyl	Task 16 Phase IV: Continue Talks with interested countries	On-going

Cont. Action Items

Hans Nilsson	Task Zero: Provide and more formal detailed Work Plan including defining activities, deliverables, milestones, responsibilities, information plan and budget breakdown.	Present at the next ExCo meeting
Harry Vreuls Matthias Stifter Svetlana Gross	Work together and develop the concept paper further on Big Data.	Present at next ExCo meeting
PPC	IEA proposed 2-pager to replace Annual Report: PPC to prepare proposal on future needs of an extended Annual Report for the DSM IA, incl. purpose, target, cost of the report.	To be presented at next ExCo
Hans Nilsson Hans de Keulenaer	Prepare Status Report on the development of the DSM University and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Jan Bleyl-Androschin	Prepare a Task Status Report for Task 16 Phase 4 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Matthias Stifter René Kamphuis	Prepare Task Status Report for Task 17 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Rob Kool	Prepare PPC progress report and send to Anne Bengtson for inclusion in the Pre-meeting Document (PMD).	Friday 12 February 2016
Matthias Stifter René Kamphuis	Prepare further developed proposal on further activities in task 17 and send to Anne Bengtson for inclusion in the PMD.	Friday 12 February 2016
Sea Rotmann Ruth Mourik	Prepare Task Status Report Task 24 Phase II and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Ruth Mourik	Prepare Task Status Report for Task 25 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Catherine Cooremans	Prepare Task Status Report for Task 26 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD).	Friday 12 February 2016
Boris Papousek Anne Bengtson	Prepare Financial Report and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 12 February 2016
Sea Rotmann	Prepare Visibility Committee Report for inclusion in the Pre-Meeting Document.	Friday 12 February 2016
Weber Web	Provide statistics for every Task every six months, send to Anne Bengtson for inclusion in the Pre Meeting Document.	Friday 12 February 2016
Harry Vreuls Matthias Stifter Svetlana Gross	Prepare further development of Big data and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 12 February 2016
Anne Bengtson	E-mail pdf file of Pre-meeting Document for the Forty Sixth ExCo meeting to the Executive Committee members and Operating Agents.	Monday 22 February 2016

10. ATTACHMENT A

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Executive Committee Members DSM Technologies and Programmes

*Participants at the Executive Committee meeting 22 – 23 October, 2015, Halifax, Nova Scotia

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11. ATTACHMENT B

Agenda

IEA Demand-Side Management Energy Technology Initiative Forty Sixth Executive Committee Meeting

21 – 23 October, 2015, Halifax, Nova Scotia. Canada

TUESDAY 20 October 2015

07:30 – 17:00 2015 Bright Business Conference – Energy Efficiency: Leading by Example,
Cunard Centre, Halifax

WEDNESDAY 21 October 2015

09:00 – 17:00 DSM Day – Venue: EfficiencyOne office: 230 Brownlow Avenue in Dartmouth,
Nova Scotia

18:00 – 20:00 Operating Agents Meeting – Westin Hotel
Visibility Committee Meeting – Westin Hotel

THURSDAY 22 October 2015

Venue: EfficiencyOne office: 230 Brownlow Avenue in Dartmouth, Nova Scotia

09:00 – 10:00	1. GENERAL BUSINESS/WELCOME	
	1a. Welcome – Rob Kool	
	1b. ExCo approval of the Agenda	DOC A
	1c. ExCo approval of the Forty Fifth ExCo meeting Minutes – Cape Town, South Africa (Distributed earlier)	
	1d. Status of the Implementing Agreement	
	1e. IEA Relations	
	– Secretariat news	DOC B
	– Contacts with possible sponsors/new participants	
	– Rob Kool	
	– IA relations, BCG and ECG, – Rob Kool	
	1f. Report from the Project Preparatory Committee (PPC)	DOC C
	– Rob Kool	
	1g. Operating Agents meeting report – Rob Kool	
10:00 – 10:30	Coffee break	
	2. NEW WORK	
10:30 – 11:00	2a. Task 26 on Multiple Benefits for Energy Efficiency – Catherine Cooremans, Université de Genève, Switzerland	DOC D
11:00 – 11:30	2b. Concept paper on Big Data – Harry Vreuls, RVO, Netherlands	DOC F
11:30 – 12:00	2c. Development of the DSM University – Hans Nilsson	DOC E
12:00 – 12:30	2d. Competitive Energy Services – Phase IV – Jan W, Bleyl, EnergeticSolutions, Austria	DOC J
12:30 – 13:30	Lunch	

3. CURRENT TASKS – LOAD SHAPE CLUSTER

13:30 – 14:00	3a. Task 17 – Integration of DSM with other Distributed Energy Resources – Phase 3 – Matthias Stifter, AIT, Austria	DOC G
14:00 – 14:30	Potential Follow-Up Activities on Task 17 – Matthias Stifter, AIT, Austria	DOC H

The proposed New Tasks discussion will aim at one of the following decisions:

- Decide to initiate the new Task based on work done to date.
- 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.
- 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.
- Decide to pursue the subject in co-operation with other parties within the IEA or elsewhere
- Rejection (or moth-balling)

14:00 – 14:30	3b. Task 24 Closing the Loop – Behaviour Change in DSM: Helping the Behaviour Changers – Phase II. Task Status Report – Sea Rotmann, SEA - Sustainable Energy Advice, New Zealand – Ruth Mourik, DuneWorks, The Netherlands	DOC I
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4. CURRENT TASKS – LOAD LEVEL CLUSTER

14:30 – 15:00	4a. Task 16 – Phase 3 – Energy Efficiency and Demand Response Services – Task Status Report – Jan W. Bleyl, EnergeticSolutions, Austria	DOC J
15:00 – 15:30	Coffee break	
15:30 – 16:00	4b. Task 25 Business models for a more effective market uptake of EE energy services. Task Status Report – – Ruth Mourik, DuneWorks, the Netherlands	DOC K
16:00	Adjourn	
19:00	Hosted Dinner	

FRIDAY 23 October 2015

09:00 – 12:00

5. SPECIAL SESSION – NEW DEVELOPMENTS AT THE IEA

5a. Briefing on IEA work

5b. Discussion of collaboration on Secretariat work

6. PROGRAMME VISIBILITY

6a. Programme Visibility Report Sea Rotmann
– Sea Rotmann

DOC L

6b. New website
– Sea Rotmann

DOC

10:30 – 11:00

Coffee break

11:00 – 12:00

7. ADMINISTRATIVE MATTERS

M

7a. Task Zero

DOC

7b. Financial Report 2015 – Paul Atkins
– Accountax Status Report
– Status of Common Fund payments

PMD Part2
PMD Part2
PMD Part2

7c. Election of Chairman and Vice Chairs

DOC N

7d. ExCo approval of Forty Seventh ExCo meeting in
Stockholm, Sweden April 2015

7e. Decision on plans for the Forty Eighth ExCo meeting
October 2016

7f. Plans for the Forty Ninth ExCo meeting April 2017

12:00 – 13:30

Lunch

13:30 – 15:00

8. OTHER ISSUES

Adjourn

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

12. ATTACHMENT C

Glossary

Abbreviation	Explanation
APEC	Asia-Pacific Economic Cooperation
BCG	Buildings Co-ordination Group (consists of 7 Implementing Agreements)
CERT	Committee on Energy Research and Technology in the IEA
CIGRE	International Council on Large Electric Systems
CTI	Implementing Agreement on Climate Technology Initiative
DHC	Implementing Agreement on District Heating and Cooling
DSM	Implementing Agreement on Demand-Side Management
EC	European Commission
ECEEE	European Council for an Energy Efficient Economy
ECES	Implementing Agreement on Energy Storage
ECI	European Copper Institute
EEWP	Energy Efficiency Working Party in the IEA
ENARD	Electricity Networks Analysis, Research & Development
EOT	End of Term
ESD	Energy Services Directive in the European Commission
ETE	Energy Technology Essentials (3-4 page briefs)
ETSO	European Transmission System Operators
EU	European Union
EUWP	End-Use Working Party in the IEA
FBF	Implementing Agreement on Future Buildings Forum
GHG	Green House Gas
HPC	Implementing Agreement on Heat Pump Centre
ICLEI	International Council for Local Environmental Initiatives
IEA	International Energy Agency

IPCC	Intergovernmental Panel on Climate Change
ISGAN	International Smart Grid Action Network (ISGAN)
JFS	Japan Facility Solutions (Japanese Sponsors participating in Task XVI)
KEA	Korea Energy Agency
KIER	Korea Institute of Energy Research
NEET	New and Emerging Environmental Technologies (IEA networking project - Gleneagles G8)
NDRC	National Development and Reform Commission, China
PMD	Pre-Meeting Document
PVPS	Implementing Agreement on Photovoltaic Power Systems
REEEP	Renewable Energy and Energy Efficiency Partnership
SANEDI	South African National Energy Development Institute
SANERI	South African National Energy Research Institute
SHC	Implementing Agreement on Solar Heating and Cooling
TSO	Transmission System Operators

13. ATTACHMENT D

Participation Table

Participant	In force						Proposed Tasks/ extensions
	17 Phase 3	24 Phase 2	25	26		16 Ext. Phase 4	
	Integration of DSM, Distributed generation, Phase 3	Behaviour Change in DSM – Helping the Behaviour Changers	Business models and the effective market update of DSM Energy Services	Multiple Benefits of Energy Efficiency	DSM University	Competitive Energy Services Phase 3 – Energy Efficiency and Demand Response Services	
Australia					☺		
Austria	X	X	X	☺		☺	
Belgium			☺		☺	☺	
Finland			☺				
India	X						
Italy					☺		
Korea			☺	☺	☺	☺	
Netherlands	X	X	X	☺		X	
New Zealand		X		☺	☺		
Norway		☺	☺	☺	☺	X	
Saudi Arabia							
South Africa		☺					
Thailand							
Spain					☺		
Sweden	X	X	☺	☺			
Switzerland	X		X	☺	☺	X	
United Kingdom		☺	☺	☺			
United States	X	u			☺		
RAP *					☺		
European Copper Institute*	◀		◀	☺			
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X = participant

☺ = interested

* = Sponsors

◀ = in-kind

14. ATTACHMENT E

Matters for the Executive Committee

Responses from absent countries

Document B – Secretariat Report

UK: As mentioned in the Secretariat Report, at the last Energy Efficiency Working Party meeting (which I Chair), the Desk Officer for DSM, Tyler Bryant, gave members an update on the current work of the DSM IA.

This was welcomed by members and we hope that it will now become a regular agenda item alongside updates from other more policy focussed IAs. It may be worth the Chair touching base with Tyler before the next meeting (March) to discuss the messages it would be helpful for him to get across to delegates.

Document C – Project Preparatory Committee

- Approve the Report

Switzerland: Switzerland approves the report.

UK: The UK approves the Report.

Document D – Multiple Benefits

- Approve the Work Plan and budget and subscribe to the Task as a participant (appoint Expert).

Switzerland: Switzerland approves the work plan. Comments:

- The Task is very interesting and important. It covers many aspects of non- energy benefits – probably too many aspects. It might be considered to concentrate on a few topics only and discuss others in a second phase.
- Cooperation should not only be between DSM and IETS but also within DSM. There are many overlaps with other Tasks (e.g. Task 25 and Task16).

Decision:

- As mentioned in our email on June 17 2015, Switzerland will not be able to join the Task because of budget restrictions. I will try my best to provide some in-kind contribution if desired.

UK: The UK has funded and supported the IEA's recent work on multiple benefits leading to the publication of their recent well-received publication on the issue. We agree that there is more work to be done in this area to develop understanding in this field and we are pleased that the proposal looks to build upon rather than duplicate the initial work by the IEA and that the IEA Secretariat have been closely engaged in framing the work. We believe the focus of the work on benefits to municipalities, business and health is sensible and the budget realistic and as such we approve the work plan. Unfortunately, ahead of the UK spending review we cannot subscribe to the Task though may revisit this once the budgetary situation becomes clearer.

Document E – DSM University

➤ Approve the Task Status Update Report

Switzerland: Switzerland approves the report. Comment:

➤ The Webinars are a very good vehicle to disseminate the DSM work. In addition, we should try to publish our work in different journals. So that it gets cited and disseminated (even) more.

UK: UK approves Task Status Update Report and welcomes the steady progress being made, the increased outreach and participation and interesting forward programme.

Document F – Big Data

- Discuss whether the objective is interesting
- Discuss how open/closed the information would be during the Task:
- Restricted to participants
- Non-participating countries: EXCO will pay if people in their country use products
- Free access for developing countries on request
- Clear indication of interest in participation
- Decide on a start now or decide at the next EXCO

Switzerland:

Comments:

- I did not have time to read the document in detail
- Switzerland will not be able to participate in the Task.

UK:

Concept paper: Big Data and Energy Efficiency, a research area for the IEA DSM Agreement? This is an interesting topic as reflected in the arguments set out in the paper. However, it is also a very broad issue (the issue of data privacy alone is a vast topic area) and we wonder how easy the collection of information will be and whether the limited numbers of expert meetings and webinars will do much more than scratch the surface of these issues but this may become clearer as the work plan is developed. The UK is unlikely to participate and, as such, is happy to leave it to participants to determine the cost and information-sharing regime that they are most comfortable with.

Document G – Task 17: Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages

➤ Approve the Task Status Report

Switzerland: Switzerland approves the report. Comments:

➤ The bilateral exchange within the task is good and very fruitful.
➤ The report states that most of the work in the Subtasks has only been discussed so far. The structure and content of the Subtasks is still not entirely clear to us and we do not know what the goal of the final outcome is. We fear that time is running short. The current phase of the Task ends in Summer 2016 and we would like to suggest to structure the Task more efficient in order to reach all the goals in time and premium-quality.

UK: UK approves the Task Status Update Report.

Document H – Task 17: Potential Follow-Up Activities on Task 17

➤ Express interest in the concept

Switzerland:

Comment:

The topics of the follow-up are interesting. However, we do not know if we will have the resources to join the Task.

Decision:

- Tentative interest or in DSM language: weak maybe.

Document I – Task 24 Phase II – Helping the Behaviour Changers

- Finalise Task 24 Phase I officially
- Approve Task Status Update Phase II

Switzerland:

Comments:

- Switzerland is not participating in Phase II.
- The Task is interesting and needs to be carried forward.
- Unfortunately, we do not have the financial and human resources to participate in this Phase.

UK: UK approves the Phase II Task Status Update Report and is happy to consider Phase I as finalised.

Document J – Task 16: Innovative Energy Services: Phase III Energy Efficiency and Demand (end) Phase IV Life-Cycle Cost; 'Deep retrofit'; Simplified M&V; (Crowd) – Financing & ES Taxonomy (start)

- Approve Task Status Report

Switzerland: Switzerland approves the report. Comment:

- Switzerland continues participating in Phase IV and is looking forward to the workshop in November 2015.

UK: UK approves the Task Status Update Report

Document K – Task 25 Business Models for a more effective market uptake of DSM energy services

- Approval of Task Status Update Report.
- Approval of the start of a H2020 proposal.
- Decide upon extension of the Task with 1 year with the joining of Norway and possibly the Netherlands. We would like to still do most of the work next year, but would require some time to arrange for a good catch-up of Norway and Netherlands, and would use the final months of the extension to work on dissemination, outreach, and starting up of additional subtasks.
- Approval of definition of new Subtasks.

Switzerland: Switzerland approves the report. Comments:

- The Swiss workshop is postponed to January 2016
- The “Ideas for new work” are completely new to us. We need more information about the precise content and the resources that are needed before we can make a decision.

- o Subtask 5 should be done in collaboration with Task 26.
- o Subtask 6 is not clear to us. It needs to be explained better.

➤ Will the information on the end-users be sufficient to do such analysis?

UK: UK approves the Task Status Update Report and is happy to approve a 1 year extension. The proposal to seek Horizon 2020 funding is an interesting one and I think worth pursuing (if IA rules allow it and if H2020 oversight is consistent with what we would require) as test case to see if this can work or could be replicated for other tasks.

Document L – Programme Visibility

➤ Approve the Status Report

Switzerland: Switzerland approves the report. Comments:

- Congratulations to the new website.
- Unfortunately, I didn't find the time to check it carefully and to upload Swiss reports/articles
- Possible topic for the annual report: One DSM story of each country.

UK: UK approves the Status Update Report

Document M – Task Zero

➤ Initiate Task ZERO and start invoicing USD 1,000/country as of 1 Jan 2016

Switzerland: Switzerland agrees to initiate Task Zero.

UK: UK approves the initiation of Task ZERO

PMD Part 2 – Financial Report

➤ Approve the Financial report 2015 and the proposed budget 2016

Switzerland:

➤ I did not check the report in detail but I trust the work of Paul.

UK: UK approves the financial report for 2015 and forward Budget 2016.

Document N – Election of Chair and Vice Chairs

Switzerland:

➤ The current chair and vice chairs do a good job and Switzerland would like to re- elect them