



***IEA Implementing Agreement***  
Demand-Side Management  
Technologies and Programmes

**FORTIETH  
EXECUTIVE COMMITTEE  
MEETING**

**MINUTES**

*15 - 16 November 2012  
Espoo, Finland*

## FORTIETH EXECUTIVE COMMITTEE MEETING MINUTES

15 - 16 November, 2012, Espoo, Finland

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**MINUTES FROM THE FORTIETH EXECUTIVE COMMITTEE MEETING OF THE  
IEA DEMAND-SIDE MANAGEMENT PROGRAMME**

*15 - 16 November 2012, Espoo, Finland*

- **GENERAL BUSINESS**

**Welcome**

The meeting was opened by Pekka Koponen, who welcomed the participants to Espoo, Finland, on behalf of VTT Technical Research Centre of Finland, Finland, the host for the meeting. Rob Kool, Executive Committee Chairman welcomed Ms. Napaporn Phumaraphand and Ms. Pornuma Harabuta, Electricity Generating Authority of Thailand, and Mr. Hans De Keulenaer, European Copper Institute, who attended as observers. France, Spain, the UK and USA participated via e-mail with votes and comments to all the agenda items. The participants are listed in Attachment (A).

**Pre-Meeting Information**

Anne Bengtson, the Executive Secretary, provided via e-mail a document containing material associated with the Executive Committee meeting. This document will be referred to throughout these Minutes as the Pre-Meeting Document (PMD).

**Adoption of the Agenda**

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

**Approval of the Minutes from the Thirty Ninth Executive Committee Meeting**

The Minutes from the Thirty Ninth Executive Committee Meeting were approved without changes.

**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 Implementing Agreements, organisations and working groups. See Attachment C.

**Status of the Agreement**

Rob Kool informed the Executive Committee members that France has announced that they will leave the DSM Implementing Agreement at the end of its present five-year term. In the Netherlands there is a similar debate, which at present seems to support staying in the Implementing Agreement. Rob Kool will contact France after the meeting and try to convince them to contribute to the next five-year term or at least work closely together with the DSM IA.

In the past six months contacts have taken place with Saudi Arabia, Kuwait, Thailand and the European Copper Institute. Meetings have been held by the Buildings Coordination Group (BCG) and in the Electricity Coordination Group (ECG), however, no one from the DSM IA has been able to attend the meetings. The Executive Committee Secretary will try to get the dates of future meetings, so that the DSM IA can plan ahead of time to be present. The paperwork for New Zealand to re-join the Agreement will be finalised by the end of November.

Talks with ISGAN have taken place and Advisor Hans Nilsson attended one of their workshops. See the workshop report in the Pre-Meeting Document Part 2 Attachment D. ISGAN is the result of a merger between two IA's, the original ISGAN IA that mainly works on policy, and the ENARD IA, that is looking at the hardware of smart grids. There seem to be opportunities to collaborate, however ISGAN are so busy with their work at present, no joint projects are not foreseen in the near future. ISGAN's main interest is in Task 17 of the DSM IA.

Talks have also taken place with Amit Bando, IPEEC, who is willing to look at ways to collaborate with the DSM IA in the future. RAP has connections with IPEEC and has offered to help.

Markus Bareit, Swiss Federal Office of Energy, has been appointed as the new Executive Committee member representing Switzerland and replaces Matthias Gysler. Klaus Riva, Swiss Federal Office of Energy has been appointed as the alternate member representing Switzerland.

The DSM IA has been invited to join BuildUp, the European web portal for energy efficiency in buildings, as an additional way to distribute our results (mainly Task 16). The Executive Committee members accepted their invitation.

The European Council for an Energy Efficient Economy (eceee) has also been helpful in distributing our material and announcing our reports during the past six months.

Contacts with India have been cumbersome and complicated, as all former contacts have changed positions.

Rob Kool stated that the IEA requires that all countries invited to participate in the DSM Implementing Agreement 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 participate as Contracting Parties:

**IEA Member countries that are not yet participating in the DSM Implementing Agreement:**

The Czech Republic, Germany, Hungary, Ireland, Poland, Slovakia and Turkey.

**Non-member countries that participate in other Implementing Agreements:**

Russia, South Africa, Mexico, Venezuela, Algeria, Brazil, Peoples Republic of China, Croatia, Egypt, Israel, Lithuania and Ukraine.

**APEC countries:**

Chile, Hong Kong, China, Singapore, Kuwait and Thailand

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 Agreement.

**IEA Secretariat News**

Steve Heinen, IEA Secretariat, Paris, and Desk Officer for the DSM Implementing Agreement, was unable to attend the meeting. Steve attended the last Executive Committee meeting in Norway, April 2012 and has promised to attend the Forty First meeting in Utrecht in April 2013. The Executive Committee members were pleased to note that the Desk Officer has plans to attend the meetings at least once a year. An IEA Secretariat overview report of current and future energy efficiency projects was provided for the meeting and was included in the Pre-Meeting Document.

A new reporting system has been introduced by the EUWP, which will be completed and submitted after each Executive Committee meeting by the Chairman and the Executive Secretary. The reports will be available on the DSM website.

**Contacts with possible Sponsors**

Rob Kool informed the Executive Committee members that contacts with Eurelectric, Electrolux, and Edison Electric Institute, USA, have not occurred during the past six months. The position of Schneider Electric becoming a sponsor is still unclear, but most likely they will not join the DSM IA as Sponsors. Rob Kool will follow up in the next six months to try and get a final decision. During the past six months contacts have been made with the King Abdul-Aziz University and Kuwait Institute for Scientific Research. Contacts have also been made with the Electricity Generating Authority of Thailand (EGAT), and the European Copper Institute (ECI), who both attended the Executive Committee meeting as observers.

Mr. Hans De Keulenaer, Director of the European Copper Institute (ECI), informed the Executive Committee members that the European Copper Institute has decided to join the DSM IA as a Sponsor and will finalise the process as soon as possible. The Executive Committee members **unanimously** approved the European Copper Institute (ECI) as a Sponsor in the DSM IA on the 16 of November 2012. A letter of invitation will be sent to ECI as soon as possible and an application will be submitted to the CERT in time for their February 2013 meeting.

The Executive Committee members decided to **renew** their **approval** of the resolution, with the addition of the European Copper Institute and the Electricity Generating Authority of Thailand: (see also **unanimous** approvals in Minutes from Delhi, Vienna, Chester, Rueil-Malmaison, Stockholm, Washington, Jeju-Island, and Trondheim) for them to become Sponsors.

The Executive Committee **unanimously**:

- (1) RESOLVED that the European Copper Institute, Electricity Generating Authority of Thailand, Schneider Electric, Edison Electric Institute, Eurelectric, Electrolux, the King Abdul-Aziz University and the Kuwait Institute for Scientific Research (hereafter ‘The Potential Sponsors’) be invited to join the Implementing Agreement 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 DSM Implementing Agreement, 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 8,000 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 Implementing Agreement for Co-operation on Technologies and Programmes for Demand-Side Management;
  - e) have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the Implementing Agreement for Co-operation on Technologies and Programmes for Demand-Side Management 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 Programme (see above list of countries)
- **unanimously** approved the European Copper Institute as a Sponsor in the DSM IA
- **renewed** Executive Committee **approval** of the resolution to invite Sponsors

#### **ACTION:**

- maintain contacts with Thailand, South Africa, Brazil and Russia
- maintain contacts with the Electricity Generating Authority of Thailand, Eurelectric, Electrolux, Edison Electric Institute, the National Resource Defense Council (NRDC), USA, the Research Group on Energy and Communications Technologies (EnCT), Germany, the National Development and Reform Commission (NRDC), China, the King Abdul-Aziz University and Kuwait Institute for Scientific Research
- contact Schneider Electric and confirm their intent to become Sponsors
- send written invitation to the European Copper Institute
- apply to CERT to approve the European Copper Institute as a Sponsor in the DSM IA

#### **Project Preparatory Committee Report**

The Chairman reminded the Executive Committee of their decision in Chester to set up a Project Preparatory Committee (PPC) consisting of the Chairman and Vice-Chairs. The Advisor and the Executive Secretary also participated in the conference calls. A wrong version of the PPC report was included in the Pre-Meeting Document. The correct version is included in these Minutes. See Attachment D.

In the past six months the PPC has had two conference calls to primarily discuss: (1) IEA issues; (2) Visibility/Solstice proposal; (3) on-going work; (4) new work; (5) new members; (6) finances; and (7) next work plan.

### **OPERATING AGENTS MEETING**

The Operating Agents meeting was held on 15 November 2012. The Chairman, one Vice Chairman, the Advisor, the Executive Committee Secretary and all of the Operating Agents were present, except for the Operating Agents of Task 16 and 20.

During discussions, the Operating Agents stressed the need for Executive Committee members to keep close contact with their Task experts between meetings and encourage them to deliver promised material in time. This also applies to payments which are unduly delayed and for which particular paperwork has been imposed and is confusing.

The Operating Agents generally agreed that there is a serious need to make the work of the DSM Programme better known and discussed the possibility to disseminate through publications, and report on Task milestones in articles while work is still ongoing.

Rob Kool presented the NL Road Show both at the OA meeting and to the Executive Committee members (also see Spotlight Issue 46), The Road Show is arranged by NL Agency, on a national level, and tours universities and industry to tell them about a number of IEA IAs that the Netherlands participates in and their results. The feedback has been really good, and has shown to be an excellent way to spread the word in a country. If you would like to arrange a Road Show in your own country, and need some suggestions, contact Rebecca van Leeuwen-Jones [rebecca.vanleeuwen@agentschapnl.nl](mailto:rebecca.vanleeuwen@agentschapnl.nl) who can advise you on how to arrange a Road Show.

### **Presentation by Ms. Napaporn Phumaraphand, Electricity Generating Authority of Thailand (EGAT)**

Ms. Napaporn Phumaraphand, Director, Demand Side Management and Planning Division, Electricity Generating Authority of Thailand gave a very interesting presentation on Demand Side Management in Thailand: EGAT's DSM Policy and Implementation. It was met with strong enthusiasm, particularly the unique approaches teaching school kids about DSM using Government-funded school 'energy labs'. Her presentation can be found on the DSM website Executive Committee secure section, along with other presentations made at the meeting.

### **Presentation by Mr. Hans De Keulenaer, European Copper Institute (ECI), Belgium**

Mr. Hans De Keulenaer, Director, Energy & Electricity, at the European Copper Institute made an interesting presentation on ISO 50001 Communication through Training. His presentation can be found on the DSM website Executive Committee secure section, along with other presentations made at the meeting.

## **EXTENSION OF WORK AND NEW WORK**

### **The DSM University – DSM Programme Dissemination**

A concept paper on the "Development of a DSM University" was presented by Hans Nilsson, Advisor, FourFact, Sweden. The concept paper was provided on pages 18 – 22 in the Pre-Meeting Document.

Hans Nilsson started his presentation by reminding the Executive Committee members that the DSM University is primarily about dissemination of results from the DSM Programme and the utilisation of material that, even if old, is still useful. Hans Nilsson has distributed an assessment of published results to the Executive Committee members in early 2012.

Hans Nilsson stated that the results from the DSM Programme have both theoretical, experimental and "best practice" backgrounds for different applications of DSM, depending on circumstances in different environments. However, these experiences are not sufficiently disseminated. Once projects have been finalised and delivered to the stakeholders the material usually goes on to the shelf. Given the urgent need to improve energy efficiency globally the low level of dissemination is unsatisfactory.

Hans Nilsson pointed out that one way to do better is to communicate less in terms of “Task name and number” and be more “topical” and use synthesis to compile material. A standalone report is not sufficient as a result, but it is imperative to also “sell”, and disseminate the Task outcomes. We also have to be more innovative in defining target audience groups and be able to identify the appropriate channels to reach those target audiences.

Hans Nilsson further pointed out that we need to produce some overarching material that describes cost-benefit in relation to how DSM-measures impact the load and provide some brief examples that shows the basic elements in a DSM strategy for a company/country. Such a description should be: (a) updated and reflect on today’s policy issues (climate, reliability, energy security); (b) relate to present discussion items (smart meters/grids, renewables, integration of resources, etc.); (c) relate to our Tasks and indicate what they have to provide; (d) relate to technology IAs within the IEA; and (e) possibly name secondary stakeholders when relevant. In particular there is a need to describe different business models that can be used either by utilities or by companies that provide energy efficiency services.

The DSM University should address different journals (international and national) with articles including outcomes from the Tasks, on going and past. The journals may be of both scientific and more popular nature. Discussions with the journal “Energy Policy” have taken place and will eventually result in a special issue on DSM. Ideas and contributions will be required from all Operating Agents and Executive Committee members.

An article titled: DSM paves the way for the smarter energy system, written by Hans Nilsson, (pages 43-44) will be published in the Winter 2012 edition of the European Energy Innovation magazine:

<http://www.europeanenergyinnovation.eu/> click on:



Hans Nilsson reminded the Executive Committee members that the objective of the Virtual Centre of Excellence is to leverage the past and future work of the DSM Tasks to further educate and stimulate action to implement new programmes and improvements related to demand side management. The proposed Centre will feature the following services and products: (1) instructor-led courses; (2) self-paced online training; (3) online library; (4) actionable toolkits; (5) IEA-sponsored certifications; (6) continuing education credits; (7) monitoring and evaluation services; (8) knowledge management services; and (9) public relations and communications services.

The Centre is being created in three phases: (1) development of a scoping study with interested Executive Committee members, Operating Agents, IEA staff and experts on existing or past projects serving in a stakeholder group to guide and validate appropriate objectives and scope; (2) development of a business plan for the creation and operation of the Centre; and (3) implementation of the business plan including the assembly of products, organising and packaging of intellectual property, course development, creation of certification programs, deployment of an online portal for delivery of content and collaboration and initial launch of the Centre.

It was pointed out that creation of such an “institution” should also take into account, material from other closely related IA’s and that the use of material must be adapted to the specific context of the audience. Several of the Operating Agents are already involved in capacity building in other countries.

Other suggestions for dissemination are: (1) actively present papers at the ACEEE and eceee Summer Studies; (2) arrange conferences/seminars together with others; (3) co-ordinate with seminars/conferences in the planning stages; and (4) arrange a DSM Conference every second year.

During the past six months contacts have been made with: Energy Policy, Life Academy, IRENA, European Energy Innovation, SIDA South Africa, GIZ Mongolia, and the University of Porto.

Hans Nilsson also pointed out that the World Energy Outlook this year has a specific chapter on energy efficiency, Chapter 10, which roughly says that one can save as much energy as is portrayed in their toughest scenario just by making the profitable investments in energy efficiency. The WEO mention's six steps: (1) make energy efficiency visible; (2) make energy efficiency a priority; (3) make energy efficiency affordable; (4) make energy efficiency normal; (5) make energy efficiency real; and (6) make energy efficiency realisable. DSM is also mentioned in Chapter 10, but has not been mentioned very highly on the agenda by the IEA so it was therefore decided that the DSM Programme should produce a press release to be distributed to participants at the eceee Policy Seminar – The WEO challenge, on 21 November 2012. The press release will also be distributed to the DSM database (5400 people) and will be disseminated by Executive Committee members to their contact lists.

Hans Nilsson stated that in order to develop the study it is necessary that all those who are interested need to provide experts to correspond with, in search of stakeholders and in stating specific concerns among participating countries and partners. Austria, Finland, Korea, Netherlands, Norway, Sweden and RAP have earlier shown interest in the DSM University and the UK has expressed interest via e-mail. ECI expressed their interest during the meeting.

It was agreed that in the next six months, it is necessary to:

- produce an activity plan – matrix “to do list”
- discuss CEM (Clean Energy Ministerial) with Larry Mansueti, US, RAP volunteered to discuss with Larry
- Rob Kool to tap into ACEEE (US), eceee (EU) and CCEEE (China)
- approach organisers of the Renewables Conference, for an opportunity to present the DSM programme
- approach other relevant conferences in the planning stages
- proceed with a plan on how the DSM Visibility Committee and the DSM University can collaborate
- look into arranging a DSM conference every two years

Hans Nilsson volunteered to develop the proposal further and create a structure to disseminate material from the DSM work as suggested.

The Executive Committee members approved the DSM University report and agreed that the proposal should be further developed along the lines discussed at the meeting. Task 17 should be a pilot case when trying to find out what should be communicated and to whom. The Executive Committee also approved the suggestion of a press release.

#### **DECISION:**

- **Approved** to produce a press release and distribute at the eceee Policy Seminar – The WEO Challenge
- **Approved** the DSM University report

#### **ACTION:**

- Distribute press release at the eceee Policy Seminar – The WEO challenge, 21 November 2012.
- Produce an activity plan - matrix “to do list”
- Discuss CEM (Clean Energy Ministerial) with Larry Mansueti, US – RAP to discuss with Larry
- Rob Kool contact ACEEE, eceee and CCEEE
- Approach organisers of Renewable Conference and other relevant conferences in the planning stages
- Develop a plan on how the DSM Visibility Committee and the DSM University can collaborate
- Look into arranging a DSM conference every two years
- Develop the proposal further and present at the next Executive Committee meeting

#### **Work related to Transmission Company issues**

Even Bjørnstad presented a concept paper related to Transmission Company Issues. The presentation and the concept paper is not available on the DSM website.

Even Bjørnstad stated in his presentation that the EU's primary focus is to implement a European energy market and facilitate cross border trading. There is a lack of common vision from the TSOs and any political acceptance including sufficiency, energy pricing and carbon objectives needs to be considered as a whole.



The objectives of a new Task will be to compare alternative scenarios for maintaining system security through alternative balancing regimes/solutions post 2020. Such new regimes will take into account flexibility in electricity load by exploiting DSM technologies as well as dispersed generation.

It was proposed that the Task would consist of seven Subtasks. The implementation of intelligence and advanced functions (DSM; Demand Response) is expected to lead to benefits such as a lower environmental impact, better integration of the renewable energies, improved transmission capacities, and optimal use of existing assets.

During discussions Rob Kool stated that the concept paper raises a global issue, not just EU-related and it should find a place within the DSM IA. Richard Cowart, said that RAP would like to help in scoping the Task further, and stated that central issues to be included would be: (1) which renewables to balance?; (2) which technologies are involved?; (3) what are the institutional (political) implications?; and (4) market rules, and how to treat different capacities. Seppo Kärkkäinen agreed with Richard and stated that Task 17 has partially investigated several of these issues and that this is a good area to look into more closely. Hans De Keulenaer added that flexibility and integration of renewables is a concept of interest to ECI.

The Chairman summed up the next steps:

- Form a small group to discuss further development of the concept paper. Group should include RAP and the new Task 17 Operating Agent (Matthias Stifter?). (Perhaps also include the European Copper Institute).
- Check the Task idea with other IEA Implementing Agreements for possible overlaps. Primarily ISGAN (International Smart Grid Action Network) and ENARD (Electricity Networks Analysis, Research and Development).
- Appoint a potential Operating Agent to lead the Task development process
- Present Task proposal at next Executive Committee meeting (April 2013, in Utrecht, the Netherlands)
- If a meeting is needed before the next Executive Committee meeting, contact Rob Kool to aid in organising this.

#### **DECISION:**

- Develop the concept paper further

#### **ACTION:**

- Form a small group including RAP, potential new OA Task 17 and ECI, to discuss the further development of the concept paper and present it at the next Executive Committee meeting
- Check the proposal with other IAs for possible overlaps
- Suggest a potential Operating Agent

### **Proposal for an Extension of Task 17 – Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages**

The proposal for an extension of Task 17 Phase III - Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages was provided on pages 31 - 36 in the Pre-Meeting Document and was presented by Seppo Kärkkäinen, Elektraflex Oy, Finland. The proposal was written by Matthias Stifter, Austrian Institute of Technology – Expert in Task 17 and possible Operating Agent for Phase III.

Seppo started his presentation by stating that the total scope of Task 17 is dealing with the smart customer side and how it is integrated with the market and grid operations. The proposed Phase III of Task 17 will still concentrate on these issues and the basic idea for the extension is to focus on how to integrate building energy management systems in to the market and grid operations.

Seppo further said that Matthias has defined four different Subtasks as a continuation from previous Task 17 work, the Subtasks are:

**Subtask 10** – Role and potentials of flexible consumer segments (households and commercial buildings)

**Subtask 11** - Changes and impacts on the grid and market operation

**Subtask 12** – Sharing experiences and finding best practices

**Subtask 13** – Conclusions and Recommendations

The objectives of each Subtask are:

**Subtask 10** - Assessing the concepts and implementations of customer energy management systems (CEMS) in different (participating) countries by: (1) comparing specific requirements in households vs. functional (office) buildings; (2) energy balancing possibilities and potentials; and (3) role of smart meters (SM) and (CEMS), in the terms of technical concepts.

**Subtask 11** – Quantification of impact on grid and market operation based on technology penetration scenarios developed in Subtask 5 by: (1) improvement on grid operation; (2) customer benefits; (3) optimisation potentials; and (4) methodology to estimate potential and to cost effective activation.

**Subtask 12** – Based on the collected pilots and case studies from the previous Subtasks the results and findings of the finished projects in terms of successful implementations, barriers and effectiveness will be analysed through: (1) lessons learned from existing pilots: Workshops (E-Energy, EcoGridEU...); (2) comparisons and analysis of country specific differences in the implementation; (3) assessment and development of a methodology to apply different DSM mechanisms to individual countries; and (4) extrapolation of the results from previous collected projects on applicability.

**Subtask 13** – Recommendations will be based on the Experts’ opinion and will at least provide priorities based on impacts, costs and likely future penetration of the technologies.

The Task 17 Phase III deliverables will consist of Subtask reports and a Final Report, as well as workshop proceedings. The Operating Agents costs will be cost-shared. The estimated resources needed for the input from country Experts is estimated to between 1 and 2 person months. No financial plan was attached to the proposal.

Boris Papousek stated that Austria does not yet have a budget for this proposed extension. The Austrian Ministry has integrated the proposal into next years budget as a so-called “call for proposals”, however this doesn’t guarantee that the Task will be approved and financed. Also, the Ministry needs for the Task to be properly set up before they can formally include it in a proposal for next years budget. Matthias Stifter, who is willing to do the work, and take on the position as Operating Agent is trying to get funding from other sources in the meantime. Rob Kool stated that Réne Kamphuis, the Netherlands is also willing to participate in defining the work, and is possibly interested in becoming the Operating Agent if it doesn’t work out for Austria.

The Executive Committee agreed on continuing Task 17 Phase III. Seppo Kärkkäinen agreed to help define the next Phase of the Task together with Matthias Stifter and Réne Kamphuis and the Executive Committee members requested a further developed and final work plan including a financial paragraph so that Executive Committee members can look for Experts and funds between now and the next Executive Committee meeting. A Task Definition meeting should be held to define the work.

#### **DECISION:**

- Executive Committee members **agreed** to continue the development of Task 17 Phase III

#### **ACTION:**

- Develop a final Work Plan with a financial paragraph
- Hold a Task definition meeting
- Executive Committee members to seek Experts to participate in defining the Task extension
- Executive Committee members to seek funding to participate in the Task extension

### **3. CURRENT TASKS – LOAD SHAPE CLUSTER**

#### **Task 17 - Integration of Demand Side Management, Distributed Generation and Renewable Energy Sources and Energy Storages – Phase II.**

The Task Status Report for Task 17 - Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources and Energy Storages was provided on pages 24 - 30 in the Pre-Meeting Document and was presented by Seppo Kärkkäinen, Elektraflex Oy, Finland.

Seppo Kärkkäinen started his presentation by stating that the first phase of Task 17 was completed in November 2008. Participants in Phase I were: Austria, Finland, Italy, Korea, the Netherlands, Spain and the US.

The main deliverables from Phase I: (1) a state-of-the-art report on integration with conclusions and a first set of best practices; (2) workshop proceedings, and (3) a detailed plan for further work.

Results from the scoping study were assembled into two reports: (1) Final Synthesis Report vol.1, which includes the main Task report and (2) Final Synthesis Report vol.2, which is the Annex report with country descriptions, analysis tools etc.

The Task secure website includes the answers to questionnaires by Experts and descriptions of about 50 case studies. Seppo Kärkkäinen stated that the Task has had a broad and growing spectrum of co-ordination with other Implementing Agreements. This has continued in Phase II of Task 17, which started in March 2010 and was finalised on 31 August 2012.

The main topics of the Task extension have been to assess the effects of penetration of emerging DER technologies to different stakeholders and to the whole electricity system. The emerging DER technologies to be discussed include: (1) plug-in electric and hybrid vehicles (PEV/PHEV); (2) different types of heat pumps for heating and cooling; (3) photovoltaics at customer premises; (4) micro-CHP at customer premises; (5) energy storages (thermal/electricity) in connection with previous technologies and (6) other technologies including smart metering and emerging ICT seen feasible in a 10-20 year period, maybe by 2020.

The main Subtasks of Phase II were (in addition to Subtasks 1- 4 of Phase I):

**Subtask 5:** Assessment of technologies and their penetration in participating countries

**Subtask 6:** Pilots and case studies

**Subtask 7:** Stakeholders involved in the penetration and effects on the stakeholders

**Subtask 8:** Assessment of the quantitative effects on the power systems and stakeholders

**Subtask 9:** Conclusions and recommendations

Five countries have participated in the extension of Task 17: Austria, Finland, France, the Netherlands and Spain.

In the past six months the Operating Agent has produced eight reports, the deliverables of Phase II, namely: (1) Full electric and plug-in hybrid electric vehicles from the power system perspective, Subtask 5, Report no.1; (2) Micro-CHP technologies for distributed generation, Subtask 5, Report no. 2; (3) Heat pumps for cooling and heating, Subtask 5, Report no. 3; (4) Photovoltaic at customer premises, Subtask 5, Report no.4; (5) Smart metering, Subtask 5, Report no.5; (6) Stakeholders involved in the deployment of micro generation and new end-use technologies, Subtask 7, Report; (7) Assessment of the quantitative effects on the power systems and stakeholders. Case studies from Austria and Finland, Subtask 8, Report; and (8) Summary and conclusions, Subtask 9, Report.

Further, in Subtask 6, data collection from existing pilots continued and 12 new cases were included in the database. The continuation of Task 17 was discussed between experts and Executive Committee members and Matthias Stifter from Austria prepared a proposal for the next Phase. The proposal for Phase III can be found under Extension of Work and New Work in these Minutes, (pages 10-11).

In the past six months the Operating Agent has participated as the representative of the DSM IA in the IEA Head Office action:

- GIVAR 3 (Grid Integration of Variable Renewables Phase 3: The Economies of Flexibility), first meeting in Paris, December 2011, and the second meeting in April 2012. The GIVAR 3 is still in progress but the Operating Agent of Task 17 has not been an active member since June 2012.
- An article “Emerging DER technologies” was published in the October 2012 Spotlight newsletter.

Task 17 Phase II extension has come to an end in August 2012 and no further official actions are planned. However, the Operating Agent will produce two additional articles for the DSM Spotlight Newsletter highlighting the results of Task 17. The Operating Agent also agreed to write a column for the DSM website.

The Executive Committee members approved the Task Status Report and thanked the Operating Agent Seppo Kärkkäinen for his excellent work.

**DECISION:**

The Executive Committee members:

- **approved** the Task Status Report

- **approved** that Task 17 reports will go public immediately

**ACTION:**

- Operating Agent to write two articles for the Spotlight Newsletter, highlighting the results of Task 17
- Operating Agent will write a column for the DSM website
- Anne Bengtson to upload the eight reports from Task 17 to the DSM website - Key Publications

**Task 23 - The Role of the Demand Side in Delivering Effective Smart Grids -**

A Task Status Report on the Role of the Demand Side in Delivering Effective Smart Grids was provided on pages 37 - 46 and was presented by Operating Agent Linda Hull, EA Technology, United Kingdom.

Linda Hull started the presentation by stating that the overall aim of the new Task is to identify and where possible quantify the risks and rewards associated with smart meters and smart grids from the perspective of the consumer, both now and in the future. The scope of the project is limited to customers with Smart Meters and thus, likely to be expected to play an important part in the future Smart Grids as they become deployed. This includes: (1) residential customers; and (2) small commercial businesses; and (3) local authority customers.

Objectives of the Task are to: (1) understand the impact of energy markets on the interactions of consumers with Smart Grids; (2) explore the impact of technologies on the ability of customers to be able and willing to contribute to the successful implementation of Smart grids; (3) identify risks and rewards associated with Smart Grids from the perspective of customers; (4) understand the opportunity for stakeholders to influence these risks and rewards; (5) identify tools to minimise the risks and maximise the rewards; (6) understand customers reactions and preferences; and (7) understand regulatory options, practices and consequences.

The benefits of participation are: (1) understand the factors that influence customer attitudes and reactions to Smart Grids; (2) identify the value propositions for customers and Smart Grid operators; (3) gain an independent view of the risks and rewards of Smart Grids from the perspective of customers; (4) understand how to develop offers and programmes that lead to effective technology-customer interfaces; (5) develop risk-reward heuristic to help minimise resistance to Smart Grid and Smart Meter Deployments; (6) understand the importance of the demand side in ensuring effective delivery of Smart Grids; and (7) quantify the contribution of 'engaged\* customers.

The outputs of the Task will be of benefit to all organisations that have an interest in understanding the factors that influence the way that customers may interact with Smart Grids both now and in the future, including: (1) regulators; (2) policy makers/governments; (3) customers/small business organisations; (4) equipment developers/suppliers; (5) additional service providers; (6) energy companies; and (7) consumer advocates.

The Task consists of 5 Subtasks:

Subtask 1: Impact of energy markets on the role of customers

Subtask 2: Interaction between technology and customers

Subtask 3: Identification of risks and rewards associated with Smart Grids

Subtask 4: Defining offers and programmes (tools) to help ensure Smart Grids meet needs of customers

Subtask 5: Helping customers to actively engage with Smart Grids – synthesis and dissemination of findings

During the past six months: (1) the Operating Agent has followed up on the positive responses within the Executive Committee; (2) in June 2012 the Task had gathered the minimum number of countries required for the Task to commence; (3) the Task held a kick-off meeting on 25 – 26 June 2012 in Chester; (4) a second Experts meeting was held on 11 October, 2012 in Oxford. The Experts meeting was purposely scheduled to coincide with the Task 24 workshop as an opportunity to explore areas of complementarity between Task 23 and Task 24; and (5) a draft Legal Annex text has been circulated among participating Executive Committee members.

There is still very strong interest from UK energy suppliers and network companies and the funding for a UK national team is in the process of being secured. Linda Hull will therefore seek the signature of the UK Executive Committee member to formalise UK participation in the Task.

The Task was scheduled to start in January 2012, however, as not enough countries had joined by that time, work started in June 2012 and will be completed in November 2013.

Linda informed the Executive Committee members that Italy has stated their interest in joining Task 23 on a Task share basis. They have no funding to support the cost-shared element of the work programme but are willing to share the results of their experiences with smart metering and time of use tariffs in Italy. Linda Hull explained that Italy would attend all Experts meetings as an invited guest to share their experiences at these meetings, but will not be listed as a participant in the Task and will have no vote on the final results and no access to Task 23 outputs while they remain confidential to Task 23 participants. The Chairman stated that such a decision is at the discretion of the Operating Agent, and does not require a decision by the Executive Committee members.

Work for the next six months includes: (1) completion of the Subtask 1 report; (2) completion of Subtask 2; and (3) commence Subtasks 3 and 4.

The Executive Committee members decided to **approve** the Task Status Report, if the e-mail from John Baker is removed from the end of the report.

**DECISION:**

- **Approved** the Task Status report, if the e-mail from John Baker is removed from the report.
- **Approved** the revised timetable

**ACTION:**

- Linda Hull will seek the signature of the UK Executive Committee member, to formalise UK participation in the Task
- Invite Italy to participate as a guest/observer in the Task Expert meetings to share their experiences

**Task 24 – Closing the loop: Behaviour change in DSM – from theory to policies and practice**

The Task Status Report on Closing the loop: Behaviour Change in DSM – from theory to policies and practice was provided on pages 47 - 66 in the Pre-Meeting Document and was presented by Dr. Sea Rotmann, New Zealand.

Sea Rotmann started her presentation by stating that the main aims and objectives of this Task is to create a global expert network and design a framework to allow policymakers, funders of DSM programmes, researchers and DSM implementers to:

- create and enable an *international expert network* interacting with countries expert networks;
- provide a *helicopter overview* of behaviour change models, frameworks, disciplines, and contexts;
- provide *detailed assessments* of successful applications focussing on participating/sponsoring countries needs (smart meters, SMEs, transport, building retrofits);
- create an internationally validated *monitoring* and *evaluation* template; and
- break down silos and *enable mutual learning* on how to turn good theory into best practice

Sea Rotmann further stated that benefits for the participating counties and the DSM Agreement will encompass:

- participation in the DSM Behaviour Change Expert Platform and knowledge exchange with a large variety of international and national stakeholders;
- a database of global knowledge and examples of behaviour change programmes. Models and outcomes;
- mutual feedback, coaching and experience exchange for country- and context-specific issues;
- reducing the silos in research disciplines and fostering inter- and intra-disciplinary sharing and research
- end user involvement;
- better ability to get funding and collaborations involving behaviour change programmes and interventions;
- ability to monitor, evaluate and prove on-going success of behaviour change outcomes leading to energy and CO2 savings, health and social benefits, financial savings and community benefits; and
- contribute to a DSM competence center

The Task consists of 5 Subtasks:

**Subtask 1** – Helicopter overview of models, frameworks, contexts, case studies and evaluation metrics

**Subtask 2** – In-depth analysis in areas of greatest need

**Subtask 3** – Evaluation tool for stakeholders

**Subtask 4** – Country-specific recommendations

**Subtask 5** – Expert platform

An advisory Board will be appointed as part of administration (Subtask 0).

Sea Rotmann continued her presentation by pointing out that over 150 stakeholders are now committed to the Task in one way or another. Participating countries are: Belgium, Netherlands, New Zealand, Norway, Sweden and Switzerland. Austria and Italy showed a strong interest to join the Task during the meeting.

In the past six months Task 24 has produced a number of publications and given presentations at various conferences and workshops to promote the Task and disseminate and discuss the Task methodology and results. The Task is also widely disseminated and publicised online, via social media and social networks. Furthermore, stakeholder workshops (in Belgium and the United Kingdom) and webinars were organised to discuss Subtasks 1 and 2, and to learn about specific energy ‘stories’ of the host countries and their Experts.

Work during the next six months includes: (1) holding face-to-face meetings/workshops as well as online meetings with Experts and stakeholders; (2) holding Expert workshops in New Zealand, Norway and Switzerland; (3) attendance at the NERI workshop arranged by the New Zealand Executive Committee member and his organisation; (4) presentation of a paper on Task 24 at the eceee Summer Study 2013; (5) presentation of a paper on Task 24 at the BECC conference; (6) contribute to the special issue of an academic paper on Sustainable Knowledge Society and Role of Social Media; (7) provide several articles to the DSM Spotlight Newsletter on various aspects of the Task and on New Zealand participation in the Task; and (8) widespread publicising of the task via professional energy blogs.

Reports planned in the next six months include:

- Subtask 1 - Helicopter Overview Database of models, contexts and evaluation metrics and interactive report-back
- Subtask 2 - Analysis of case studies and best practice in four overarching themes
- Subtask 3 - Template to enable better evaluation of successful behaviour change outcomes depending on the stakeholder point of view
- Subtask 4 – Country-specific recommendations, to-do’s and plans going forward
- Subtask 5 – Social Media paper to be presented via Social Media at the eceee Summer Study 2013

The Executive Committee members **approved** the Task Status Report. As the Task work programme was not officially signed off until July 2012, the Operating Agent asked for a changed timeline for the task, starting in July 2012 and ending in June 2014. The Executive Committee members **approved** the changed timeline.

#### **DECISION:**

- Executive Committee members **approved** the Task Status Report
- Executive Committee members **approved** the changed timeline

#### **Task 24 – Closing the loop – Behaviour Change in DSM from theory to policies and practice - Extension 2014 – 2016**

An “early warning” proposal for an extension 2014 – 2016 to Task 24 was provided on pages 67 – 71 in the Pre-Meeting Document and was presented by Dr. Sea Rotmann.

Sea started her presentation by saying that the intention of the early warning of an extension to Task 24 is to hear Executive Committee members’ thoughts on potential suitable themes or activities in their respective countries, and to get a decision which would enable her and Ruth Mourik to continue work on a detailed and country tailored proposal to be voted on at the 41<sup>st</sup> Executive Committee meeting.

Sea continued her presentation by saying that the proposal of an extension encompasses several recommendations for extensions, and although she did not propose to do them all, she wanted to demonstrate the wide set of potential extension themes and subjects and explicitly ask the Executive Committee members to reflect on what they would find to be interesting extensions for their own countries. Sea stated that an extension can be tailor-made to perform different activities in the different participating countries, although a standardised intervention would allow for very interesting country/cultural comparisons. The proposal has four discrete areas where an extension could focus on:

- In-depth research on a national level;
- The roll-out of demonstration projects on the national level to validate the recommendations from the first two years of the Task;
- The creation of a national/domestic platform of Experts, even up to the more regional level that regularly meet to discuss issues pertinent to that country; and
- Policy recommendations on the national level on how to provide suitable support for different types of DSM activities.

As part of the Subtask 2 and 4 of the current Task 24, many DSM issues will be identified that lack in-depth understanding and are in need of further research, particularly on the national level, to account for the context specificities. A list of issues that have been raised several times already at different workshops that Task 24 has undertaken so far, include:

- How to address end-user acceptance issues
- Segmentation of households and SMEs and mobility/transport segments
- Specific technology and behaviour issues

See further described what a pilot and demonstration related extension, a policy-related extension and an Expert platform-related extension would include.

The Executive Committee members generally liked the proposal and asked the Operating Agent to develop a more detailed proposal and present it at the next Executive Committee meeting.

**ACTION:**

- Operating Agent to develop a more detailed proposal of a Task 24 extension 2014 – 2016 and present at the next Executive Committee meeting
- Operating Agent to organise a webinar with interested Executive Committee members to inform more on detailed proposal

**4. CURRENT TASKS – LOAD LEVEL CLUSTER**

**Task 16 – Competitive Energy Services Phase III – Energy Efficiency and Demand Response Services**

The Task 16 Status Report on Competitive Energy Services Phase III – Energy Efficiency and Demand Response Services was provided on pages 72 - 84 in the Pre-Meeting Document. The Operating Agent Jan W. Bleyl-Androschin, Energetic Solutions, Austria, was unable to attend the meeting due to illness.

The Executive Committee members encouraged the work on the extension of Task 16 and postponed all decisions until the next Executive Committee meeting.

**DECISION:**

The Executive Committee:

- Postponed decisions until the next Executive Committee meeting

**Task 20 – Branding of Energy Efficiency**

A Task Status Report and new Work Plan for Task 20 – Branding of Energy Efficiency was provided for the meeting, and can be found on pages 90 – 95 in the Pre-Meeting Document. The Operating Agent Balawant Joshi was unable to attend the meeting.

Task 20 has been kept on hold due to financial issues and the fact that necessary support was not available to the Operating Agent for several reasons described earlier. The Operating Agent has proposed that Task 20 should be restructured and reduced to Subtask 5, meaning that the only deliverable from Task 20 will be a report on “Best Practices in Branding of Energy Efficiency”. Spain, France and the US have already confirmed their acceptance to the proposal, and India has not replied to the request yet.

The objective of Subtask 5 is to identify case studies and develop best practices in branding energy efficiency and to identify the roles of institutional structures and government support in the development of successful branding strategies.

In the next six months research will be carried out in Subtask 5 and a final report will be produced. Work will start on 1 December 2012 and will be finalised 30 April 2013.

Balawant Joshi requested that the Executive Committee members approve to restart the work and approve the new Work Plan, with no further cost to participating countries.

The Executive Committee members approved the restart of the work and approved the new Work Plan

**DECISION:**

The Executive Committee members:

- **approved** the new work plan and to restart the work

**ACTION:**

- Restart the work
- Produce final report “Best Practices in Branding Energy Efficiency”

### **Task 21 – Standardisation of Energy Saving Calculations**

The Status Report on Standardisation of Energy Saving Calculations was provided on pages 85–89 in the Pre-meeting Document and was presented by Harry Vreuls, NL Agency, the Netherlands.

Harry Vreuls started his presentation by stating that no additional meetings have been held in the past six months, and that Phase I of Task 21 will be completed by the end of 2012. See section on proposal for Task 21 extension.

During the past six months: (1) the Operating Agent has analysed and updated all country reports, taking into account a harmonisation on the notation in formulas; (2) a country report for Korea was prepared; (3) where applicable demand response case applications were added to the country reports; (4) the section on standards related to energy savings calculations was, where needed, updated and improved, especially for the international activities; (5) all Experts approved the draft and Norway and Korea provided additional, updated and improved information; (6) the final country reports were sent to Executive Committee members for approval; (7) approvals were received from France, Korea, Netherlands, Norway and USA; (8) summaries on calculations for each technology case application were produced and the drafts were approved by the Experts, and all participating Executive Committee members; (9) the Operating Agent updated and improved the information on the case applications of DR programmes and DR programmes that were partly relevant from Task 15 case studies and the Task 18 data base were used and included in the references; (10) a report on energy savings calculations was produced; and (11) a report on guidelines for harmonised savings calculations was produced.

Work planned for the next six months includes: (1) work on layout and editing of the reports; (2) leaflets will be updated; (3) the Operating Agent will continue to provide information to relevant stakeholders; (4) prepare a paper on the results for an international conference; and (5) continue to co-operate with the ISO work group “Definition of a methodological framework applicable to calculation and reporting on energy savings”.

Communication activities performed by the Operating Agent during the past six months were: (1) presentation of a paper at the IEPEC conference in June 2012; (2) co-operation with the Convener of the ISO working group dealing with the “Definition of a methodological framework applicable to calculation and reporting on energy savings; (3) on-going contacts have continued with CEN on standard for energy savings calculations; (4) preparations for an article in the Spotlight Newsletter; and (5) providing further information to e-mail requests.

Communication activities planned for the next six months: (1) contribution to the DSM Spotlight Newsletter; (2) contribution to the DSM Annual Report; (3) update of the DSM website; (4) prepare new flyers; (5) distribute reports; (6) continue to co-operate with ISO; and (7) search for support for the potential new Task 21, Subtask 5. The Executive Committee members **approved** the Task Status Report.



All reports will be published on the public section of the DSM website after the Executive Committee meeting.

Even Bjørnstad thanked Harry Vreuls for his presentation and stated that he liked the way that Harry went into the highlights of Task 21. Even stated that it would be of utmost interest if every Operating Agent could in the future add 1-2 slides to their presentations, highlighting the main findings to date in their respective Task(s), especially once a Subtask has been finished, because most often presentations just become a report on the progress, whereas, small technical details and what has ultimately been achieved, is not conveyed to Executive Committee members.

Rob Kool added that it would also be very helpful for the Visibility Committee to have highlights of each Subtask/Task that can be published in different fora/forums.

The Executive Committee members agreed with the suggestions from Even Bjørnstad and Rob Kool.

**DECISION:**

The Executive Committee members:

- **approved** the Task Status Report
- **agreed** to suggestion that each Operating Agent include 1-2 slides to their presentations, highlighting the main findings to date in their in their respective Task(s)

**ACTION:**

- Operating Agents to add 1-2 slides to their presentations at each Executive Committee meeting, highlighting the main findings to date in their respective Task(s)

**Task 21 – Standardisation of Energy Savings Calculations – Extension - Subtask 5**

Harry Vreuls started his presentation by saying that Task 21 Subtask 1–3 will be finalised at the end of 2012. Subtask 4, communication, will continue during 2013 to provide information on request and to distribute Task products/deliverables.

Harry stated that potential topics for Subtask 5 are to: (1) develop case applications for selected additional technologies as input for the follow-up of the EU/ISO standardisation work, the EU programmes and/or the US uniform methods projects; (2) develop case applications and evaluations for packages of Policies & Measures; (3) develop guidance for energy savings impacts in packages of Policy & Measures; (4) develop default values and/or a range of values including guidance on how to develop and update such values for energy savings calculations; (5) develop a toolbox with a computer program that conducts several comparable energy savings and harmonised calculations.

Preferred topics for Subtask 5 are: (1) collect existing and develop default values and/or a range of values; (2) provide guidance on how to develop and update default values for energy savings calculations; (3) provide the data in a data base for public use; (4) develop a toolbox with a computer program that conducts several comparable energy savings and harmonised calculations; and (5) calculate annual and cumulative (life-time) savings.

The Executive Committee members **approved** further development of the proposal for a potential new Task 21 extension - Subtask 5, and asked Harry to present the developments at the next Executive Committee meeting.

**DECISION:**

- The Executive Committee members **approved** further development of the proposal for a potential new Task 21 extension – Subtask 5

**ACTION:**

- Harry Vreuls – further develop the proposal for a potential new Task 21 extension – Subtask 5, and present at the next Executive Committee meeting
- Contact Executive Committee members and follow-up interest for the extension.

## 6. PROGRAMME VISIBILITY

### Programme Visibility Report

The Programme Visibility Report was presented by Rob Kool and was provided on pages 104 - 107 in the Pre-Meeting Document.

Rob Kool reminded the Executive Committee members that the members of the Visibility Committee are the Chairman, Rob Kool; the Vice Chair (position vacant); the Executive Committee representative Harry Vreuls, the Webmaster, Matt Alexander; the Spotlight Newsletter Editor; Pam Murphy, the Executive Secretary, Anne Bengtson and the Operating Agent representative Sea Rotmann. The Visibility Committee members did not meet in Espoo, prior to the Executive Committee meeting.

The position of Chair of the Visibility Committee has been vacant for almost a year now, and the Executive Committee members therefore nominated and approved Sea Rotmann as the new Chairman of the Visibility Committee.

### Annual Report

The 2011 Annual Report, including a Theme Chapter on DSM – Trends, Needs and Opportunities was made available electronically to Executive Committee members, the EUWP and EEWP, and uploaded to the DSM website on 31 January 2012. Hard copies were sent out in March.

The Executive Committee members decided that Hans Nilsson would write the Theme Chapter for the Annual Report 2012. The deadline for input was set to 30 November.

### Spotlight

Two further issues of the Spotlight Newsletter have been published in the past six months. They have both been posted on the DSM website and distributed electronically. Executive Committee members were reminded that the Spotlight Newsletter is designed to be printed off the website and distributed widely.

Article topics in the Spotlight Issue 45 – June 2012 were:

- Note from the Chairman: DSM is a prerequisite for SMART
- Task 24 – Social Media & Behaviour Change
- Task 15 – Network Driven DSM: Case Study – Olympia Peninsula Non-Wires Solutions Project – USA
- Finland – Nordic Power System and the Electricity Market
- Task 22 – Best Practices for Energy Efficiency Obligations

Article topics in the Spotlight Issue 46 – October 2012 were:

- Note from the Chairman: DSM – It's Coming
- DSM IA in the spotlight at the IEA Netherlands Road Show
- Task 16 – ESCo Market Development: Lessons Learned
- Task 15 – Network Driven DSM: Case Study – Winter Peak Demand Reduction Scheme, Ireland
- Task 17 – Emerging DER technologies

The next issue of the Spotlight Newsletter will be distributed in December 2012. Rob pointed out that four issues of the Spotlight are scheduled for 2013. However, this is only possible if everybody contributes. The programme 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](mailto:pmurphy@kmgrp.net)

The next dates for submission to the Spotlight Newsletter issues during 2013 are:

Issue 48/March- articles due 1 February 2013

Issue 49/June– articles due 1 May 2013

Issue 50/September – articles due 1 August 2013

Issue 51/December – articles due 1 November 2013

The Spotlight Newsletter has now got a prominent place on the homepage instead of in a submenu under publications. Discussions whether to use articles from the Spotlight Newsletter and add them to the articles section on the website took place. Special country articles are excellent examples as well as case studies from DSM Tasks. Hans De Keulenaer pointed out that sharing articles with other websites is counter-productive and can also result in Google penalisation, whereas displaying the same article in different places on the same website can enhance the chance of the public actually finding and reading them.

The Executive Committee members decided that articles should be added to the website a few weeks after they have appeared in the Spotlight Newsletter.

### **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 available for about 5 years. The brochure is now being used in various forums, with great success. The brochure is designed as a folder so that Executive Committee members and Operating Agents can add inserts as appropriate. Rob 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 in to the brochure pocket at the time of dissemination at a conference or seminar. The main inserts were last updated in October 2012.

During 2012 brochures have been distributed at the workshop on "Current Issues in Demand Side Management" held in Trondheim on 18 April, 2012, at the workshop on "Current Issues in Demand Side Management" in Espoo, Finland on 16 November 2012, and at the Netherlands Road Show 22 November 2012.

The Executive Committee members said that they found the brochure helpful. More brochure covers can be ordered from Anne Bengtson [anne.bengtson@telia.com](mailto:anne.bengtson@telia.com)

### **Key Publications**

During the past six months no key publications have been added to the website. Executive Committee members and Operating Agents were reminded that it is up to them to nominate publications to become "key".

### **Website**

At the 39<sup>th</sup> Executive Committee meeting in Trondheim, Norway, the Executive Committee members agreed on a proposal from Solstice, the website developer, to update the website and add new features. These features are:

- Addition of a new columns section to allow approved articles by members and third parties that are of interest or relevance to the IA to appear on the website
- Addition of a calendar of events to the public-facing website
- General maintenance including drop-downs on the main menu, displaying sub-pages within each section
- Better use of news by providing a means of adding news items in a similar ways as in columns
- Adding a press release section to the website
- Adding a newsletter section to the website

The workshop section has also been improved. Rod Janssen, an Independent Consultant, provided a column titled "Dealing with change" and Rob Kool, DSM Programme Chairman, provided a column titled "A new global energy landscape is emerging".

All Executive Committee members are encouraged to review the whole website on a regular basis, particularly areas that are relevant to their activities, as it is very easy for information to become out-dated.

Operating Agents have considerable freedom to update their own websites, and can to a certain extent ask Anne Bengtson for help.

Solstice has proposed further developments. See Attachment C in Part 2 of the PMD. The proposal says that the DSM programme has identified a need to send regular e-mail newsletters and other correspondence to members of the public that have registered their interest via the website. Currently, this relies on a lot of manual effort in extracting a list of recipients to an Excel sheet and then e-mailing using a standard e-mail client in small batches to the 5400 names at present in the data base. This is both time consuming and impractical and so Solstice

suggested that the secure Administration area of the DSM website is further developed to allow for bulk e-mail distribution as and when required.

The Executive Committee members did not vote for the proposal, but decided to raise the issue again at the next Executive Committee meeting, when Solstice will be present at the meeting.

Solstice, the DSM website developer, provided statistics for the website. See Attachment B in Part 2 of the PMD. Analysis of visits to the website are impressive and show a worldwide readership.

### **Social Media on the DSM website**

Sea Rotmann presented the future needs for social media in the DSM Programme. The presentation can be downloaded from the Executive Committee secure library.

The DSM Programme introduced social media to their website in 2010 and further improvements and developments have been made during 2011 and 2012. The number of members on the IEA LinkedIn and facebook groups and the twitter account, is increasing on a daily basis. Strong relationships with other social media energy efficiency mavens have been built in 2012, including twitter's #1 energy efficiency account, EEIP (energy efficiency in industrial processes), the blog Energy in Demand and the main German energy efficiency blog Energynet.de. Sea Rotmann pointed out that social media will continue to be a strong feature of the Programme in 2013.

Sea Rotmann, Operating Agent of Task 24 and the New Zealand alternate Executive Committee member, was unanimously elected as Chairman of the Visibility Committee by Executive Committee members. Sea plans on developing a communications strategy for the DSM Programme (together with the Chair/s, Secretary, Editor and Programme Advisor), and individual communications and dissemination plans for all current Tasks (together with the Task Operating Agents). The Visibility Committee will also closely support the work of Hans Nilsson and the DSM University, so no duplication of efforts occurs.

The Visibility Committee is particularly interested in knowing how useful the social network links are, and also welcome feedback on the latest developments of the DSM website. Executive Committee members should review the website regularly and suggest further developments.

### **DECISION:**

- The Executive Committee members **elected** Sea Rotmann as the Chairman of the Visibility Committee
- The Executive Committee members **decided** that it was a good idea to re-use Spotlight Newsletter articles in the articles section of the website.

### **ACTION:**

- Sea Rotmann to develop a communications strategy for the DSM Programme
- Sea Rotmann to support development of individual communications and dissemination plans for all current Tasks
- Executive Committee member should review the website regularly and suggest further developments

## **7. FUTURE OF THE DSM PROGRAMME**

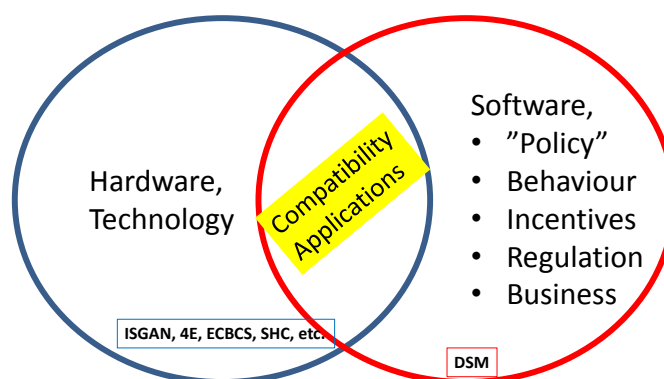
The special session on the Future of the DSM Programme was conducted by the Chairman, Rob Kool and the Advisor Hans Nilsson.

Hans Nilsson started the presentation by stating that a questionnaire was circulated among Executive Committee members during the past six months, and the analysis and summary of the evaluation of the questionnaire can be found on pages 96 - 103 in the Pre-Meeting Document. The meeting used this analysis as background-material for a brainstorming session in which the relation to other IAs was discussed and the specifics of the DSM IA work was highlighted.

The questions asked in the questionnaire were:

- How do you value the output of IA-DSM?
- Is the work used in national policy? How and which parts?
- Is the work used by industry? How and which parts?
- Is the work used by end users? How and which parts?

- Is there overlap with other IEA work, how could this be avoided?
- Does the DSM IA compliment other IEA work? How can that be improved?
- What is missing in the present DSM portfolio? What should have the highest priority?
- How do you value the way IA DSM operates? Do you have suggestions for improvements?
- What do you think of the way DSM communicates? Do you have suggestions for improvement?
- Did you consult others while finalising this questionnaire? Which organisations?



Some remarks made during the brainstorming:

- Internal work might be improved with inspiration from other IAs
- We need a strategic communication plan (also for dissemination)
- Joint workshops with other IAs and organisations
- Gaps? (Smart Cities, Business models)
- On Value: DSM is essential to future power systems
- Cross-fertilisation is the basis for the work (Countries etc.)
- Industry needs to be addressed (as users and providers)
- Benefits for different stakeholders should be spelled out better

The current schedule for the end-of-term report:

Timeframe	Topic	Responsible	Decision	Status
April–September 2012	Evaluation of Work Plan 2009 – 2014	➤ Exco members ➤ IA's ➤ EUWP	ExCo	Done
November-2012	Draft Work Plan 2014-2019	➤ PPC	ExCo	On-going
December-2012 January 2013	Writing Final Concept Work Plan 2014-2019	➤ PPC	PPC	On-going
February–March 2013	Input on Final Concept Work Plan 2014-2019	➤ ExCo Members	PPC	-
May-2013	Finalizing Work Plan 2014-2019	➤ PPC	ExCo	-
May–September 2013	Request Extension IA-DSM Work Plan 2014-2019	➤ Chair DSM/Desk Officer	EUWP	-
November-2013	Request Extension IA-DSM Work Plan 2014-2019	➤ EUWP/Desk Officer	CERT	-

The outcome of the brainstorming will be summarised by the end of January and distributed to the Executive Committee members. During the period February - March the Executive Committee members will be requested for their final input to the draft Work Plan. A revised draft Work Plan will be presented at the 41<sup>st</sup> Executive Committee meeting.

The Executive Committee members approved the summary of the evaluation questions form – new Work Plan for the DSM IA, next five years.

**DECISION:**

- Approved the summary of the evaluation questions

**ACTION:**

- PPC to write final Draft Work Plan in the beginning of 2013
- Executive Committee members send in their final input to the draft Work Plan February – April 2013

**8. ADMINISTRATIVE MATTERS**

**2012 Financial Report and proposed 2013 Budget**

Hyeong-Jung Kim, Chairman of Finances presented the financial report 2012 and the proposed budget for 2013. The report was provided in Part 3 of the Pre-Meeting Document. Hyeong-Jung has gone through the finances for the past 5 years and not found any discrepancies. The finances will be presented by calendar year in the future.

**Common Fund Payments**

Hyeong-Jung Kim made a presentation on the Financial Status of the Common Fund. Several countries have not paid their 2012 invoices but no problems are foreseen in receiving these funds.

The Executive Secretary will continue to send out monthly reminders to those failing to pay, until payments are received.

**DECISION:**

- The Executive Committee members **approved** the Financial Report 2012 and the proposed Budget for 2013.

**ACTION:**

- Keep reminding those who have outstanding payments

**Plans for the 41<sup>st</sup> Executive Committee meeting**

Rob Kool, offered to arrange the 41<sup>st</sup> Executive Committee meeting in Utrecht, the Netherlands. The agreed dates are 25 - 26 April. A workshop will be held on 24 April, and the Executive Committee meeting will be held on 25-26 April.

**Plans for the 42<sup>nd</sup> Executive Committee meeting**

Markus Bareit offered to arrange the 42<sup>nd</sup> Executive Committee meeting in Switzerland in October 2013.

**Plans for the 43<sup>rd</sup> Executive Committee meeting**

Boris Papousek offered to arrange the 43<sup>rd</sup> Executive Committee meeting in Austria in April 2014.

**9. OTHER MATTERS**

None

The Executive Committee members thanked Pekka Koponen for the excellent meeting arrangements and the Chairman adjourned the meeting.

**ACTION ITEMS RESULTING FROM THE FORTIETH EXECUTIVE COMMITTEE MEETING OF  
THE DSM PROGRAMME**

*15 – 16 November 2012, Espoo, Finland*

<i>WHO</i>	<b>ACTION</b>	<i>WHEN</i>
Finland India Korea USA	Pay Common Fund invoice for 2012	ASAP
Rob Kool	Maintain contacts with Thailand, South Africa, Brazil, Russia, Saudi Arabia, Kuwait, NRDC (USA), NRDC (China), Electrolux, Eurelectric, Edison Electric Institute, EnCT (Germany).	ASAP
Rob Kool	Contact Schneider Electric and confirm their intent to become Sponsors	ASAP
Anne Bengtson	Send written invitation to European Copper Institute to become Sponsors	ASAP
Anne Bengtson	Prepare Annual report and send to the IEA	DONE
Anne Bengtson	Apply to CERT to approve the European Copper Institute as a Sponsor in the DSM IA	DONE
Hans Nilsson DSM University	Distribute press release at the eceee Policy Seminar – The WEO Challenge – 21 November 2012	DONE
Hans Nilsson	Produce an activity plan – matrix “to do list”	ASAP
Richard Cowart	Discuss CEM with Larry Mansueti	ASAP
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. Look into arranging a DSM conference every second year	ASAP
Hans Nilsson Sea Rotmann	Develop a plan on how the DSM Visibility Committee and the DSM University can collaborate	ASAP
Even Bjørnstad Jan Ove Gjerde Virginia Hyde Richard Cowart Hans De Keulenaer	Develop the concept paper on work related to Transmission Company issues. Form a small group including RAP, Task 17 OA and ECI to discuss the further development of the concept paper. Check the proposal with other IAs for possible overlap, suggest a potential Operating Agent.	ASAP
Anne Bengtson	Send questions to Linda from the ExCo meeting Task XXIII presentation	ASAP
Seppo Kärkkäinen Matthias Stifter Rene Kamphuis	Develop a final Work Plan with a financial paragraph – hold a Task Definition meeting.	ASAP
ExCo members	Seek funding for the Task 17 extension	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
Anne Bengtson	Upload 8 finalised reports to the DSM website	DONE
Linda Hull	Seek signature from UK ExCo member to formalise UK participation in Task 23.	DONE
Linda Hull	Invite Italy to participate as a guest/observer in Task 23 to share their experience	DONE

Cont. Action Items

Sea Rotmann Ruth Mourik	Develop a more detailed proposal of a Task 24 Extension 2014-2016	Present at next ExCo meeting
Sea Rotmann Ruth Mourik	Arrange a webinar with interested Executive Committee members to inform more on the detailed proposal of Task 24 extension	ASAP
Balawant Joshi	Restart the work in Task 20 and produce final report by next Executive Committee meeting	ASAP
Operating Agents	Include 1-2 slides in the presentation, highlighting the main findings to date in their respective Task(s).	Present at next ExCo meeting
Harry Vreuls	Further develop the proposal for a potential new Task 21 extension – Subtask 5. Follow up interest for the extension.	Present at next ExCo meeting
Sea Rotmann	Develop a communications strategy for the DSM programme. Support development of individual communications and dissemination plans for all Tasks	Present at next ExCo meeting
ExCo members	Review website regularly and suggest further developments	On-going
PPC	Write final Draft Work Plan in the beginning of 2013	On-going
ExCo members	Send their final input to the Draft Work Plan February – April 2013	
Anne Bengtson	Keep reminding those who have outstanding payments to the Common Fund	
ExCo members	Suggest topics for the Spotlight Newsletter and provide input for those articles	ASAP
Pam Murphy	Distribute issues of the DSM Spotlight Newsletter	March 2013
Rob Kool Anne Bengtson	Prepare administrative details for the Forty First Executive Committee Meeting in Utrecht, Nederland	ASAP
Jan Bleyl-Androschin	Prepare a Task Status Report for Task 16 Phase III and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Seppo Kärkkäinen, Matthias Stifter	Prepare a Task Status report for Task 17 Phase 3 and send to Anne Bengtson for inclusion in the Pre-Meeting Doc	Friday 22 March 2013
Rob, Hans HJ Kim	Prepare PPC progress report and send to Anne Bengtson for inclusion in the Pre-meeting Document	Friday 22 March 2013
Harry Vreuls	Prepare a Task Status Report on Task 21 and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Balawant Joshi	Prepare a Task Status Report on Task 20 “Branding of Energy Efficiency” and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Linda Hull	Prepare Task Status Report Task 23 and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Sea Rotmann Ruth Mourik	Prepare Task Status Report Task 24 and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Even Bjørnstad Jan Ove Gjerde Virginia Hyde	Send developed concept paper to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Hans Nilsson	Further develop the proposal on a DSM University and present at the next ExCo meeting – send to Anne Bengtson for inclusion in the pre-Meeting Document	Friday 22 March 2013
Hyeong-Jung Kim	Prepare Financial report for 2013 and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013



Sea Rotmann	Prepare Visibility Committee Report and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 22 March 2013
Operating Agents	Prepare Task Information Plans and include in each Task Status Report.	On-going
Solstice	Provide statistics for every Task every six months, send to Anne Bengtson for inclusion in the Pre Meeting Document	Friday 22 March 2013
Anne Bengtson	E-mail pdf file of Pre-meeting Document for the Thirty Eighth Executive Committee meeting to the Executive Committee members and Operating Agents.	Sunday 31 March 2013

APPENDIX 1

Participant	TASKS <sup>1</sup>								Proposed Task
	In force						Under preparation		
	16 ext.	17	20	21	23	24	New Task	17 ext.	
	Competitive Energy Services Phase III – Energy Efficiency and Demand Response Services	Integration of DSM, Distributed generation,	Branding of Energy Efficiency	Energy Standards	DSM in delivering smart grids	Closing the Loop: DSM From Theory to practice	Transmission Companies (TSO's)	Integration of DSM, Distributed Generation	
Australia									
Austria	X	X				◆			◆
Belgium	X					X			
Finland		X				◆			◆
France		X	X	X					
Greece									
India	X		X						
Italy									
Korea	X			X	X	◆			◆
Netherlands	X	X		X	X	X			◆
New Zealand						X			
Norway	◆			X	X	X			◆
<i>Saudi Arabia</i>						◆			◆
<i>South Africa</i>				◆					
<i>European Copper Institute</i>		◆							◆
Spain	X	X	X	X					
Sweden	X				X	X			◆
Switzerland	X			X		X			
United Kingdom,					X	◆			◆
United States			X	X					
RAP *						◆			◆
<b>OPERATING AGENT (OA)</b>	<b>Jan W. Bleyl-Androschin</b>	<b>Seppo Kärkkäinen</b>	<b>Balawant Joshi</b>	<b>Harry Vreuls</b>	<b>Linda Hull</b>	<b>Sea Rotmann – Ruth Mourik</b>	<b>Jan Ove Gjerde</b>	<b>Matthias Stifter</b>	<b>Hans Nilsson</b>

Participates = X  
 Interested = ◆  
 Sponsor = \*

<sup>1</sup> All entries on interest and participation for initiated and proposed Tasks are interpretations of the more elaborated responses given by countries and recorded with their details in the final minutes

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## **DSM Implementing Agreement on Demand Side Management Technologies and Programmes – Operating Agents**

\* Participated at the Executive Committee meeting in Espoo, Finland, 16-17 November 2012

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## DOCUMENT B

# AGENDA

*Wednesday 14 November, 2012*

09:30 – 16:30 **WORKSHOP:** "Current issues in Demand Side Management"  
17:00 – 18.00 **Visibility Committee meeting**  
18:00 – 20:00 **Operating Agents Meeting**

*Thursday 15 November, 2012*

09:00 – 10:30

### 1. GENERAL BUSINESS/WELCOME

1a. Welcome – *Rob Kool*

1b. **ExCo approval** of the Agenda

DOC A  
Distributed  
earlier

1c. **ExCo approval** of the Thirty Ninth ExCo  
meeting Minutes

1d. Status of the Implementing Agreement

1e. IEA Relations

- Secretariat news

ATT A

- Contacts with country representatives

- Contacts with possible sponsors/ new participants

*Rob Kool, Steve Heinen, Desk Officer*

- IA relations, BCG and ECG, *Rob Kool*

### 2. OPERATING AGENTS MEETING

2a. Operating Agents meeting report – *Rob Kool*

10:30 – 11:00

### Coffee Break

11:00 – 12:30

Report from the Project Preparatory Committee (PPC)  
*Rob Kool, Hyeoung-Jung Kim, Hans Nilsson*

DOC B

### 3. NEW WORK

3a. Development of a DSM University - *Hans Nilsson*

DOC C

3b. Work related to Transmission Company issues  
*Jan Ove Grande, Statnett, Norway* (to be confirmed)

DOC D

12:30 – 13:30

### lunch

#### 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)

13:30 – 14:00

Presentation European Copper Institute (ECI) –  
*Hans de Keulenaer*

Presentation Electricity Generating Authority, Thailand  
*Napaporn Phumaraphand*

14:00 – 16.00  
(Incl. coffee break)

#### 4. CURRENT TASKS – LOAD SHAPE CLUSTER

4a. Task 17 – Integration of DSM with other  
Distributed Energy Resources – Phase 2  
*Seppo Kärkkäinen, Elektraflex, Finland* DOC E

Extension of Task 17 – *Matthias Stifter* DOC F

4b. Task 23 - Role of the Demand Side in Delivering Effective  
Smart Grids – Task Status Report, *Linda Hull, EA*  
*Technology, United Kingdom* DOC G

4c. Task 24 Closing the loop – Behavior change in DSM:  
From theory to policies and practice  
*Sea Rotmann, EECA, New Zealand* DOC H

Extension Task 24 – *Sea Rotmann* DOC I

16:30 – 18:30

#### 5. CURRENT TASKS – LOAD LEVEL CLUSTER

5a. Task 16 – Competitive Energy Services-  
Task Status Report Phase II  
*Jan W. Bleyl; Graz Energy Agency, Austria* DOC J

5b. Task 16 – Phase III Demand Response  
(for Smart Grids): Business Cases and Energy Services,  
and ESCo's as potential allies for the system's operation  
(DR mechanisms) - *Jan Bleyl* DOC K

5c. Task XXI – Standardisation of Energy Efficiency  
Calculations -Task Status Report  
– *Harry Vreuls, NL Agency, Netherlands* DOC L

5d. Task XX – Branding of Energy Efficiency Services,  
Task Status Report, *Balawant Joshi, ABPSInfra, India* DOC M

**Adjourn**

Hosted dinner 19:30

*Friday 16 November, 2012*

**8:30 – 12:30**  
(incl. coffee break)

**6. FUTURE OF THE DSM PROGRAMME –**

6a. Report from the workshop

6b. Summary of the evaluation questions form - new work plan for the DSM IA, next five years  
*Rob Kool and Hans Nilsson* DOC N

6c. Discussions regarding the application for another 5 year term

**12:30 – 13:30**

**lunch**

**13:30 – 14:30**

**7. PROGRAMME VISIBILITY**

7a. Programme Visibility Report, *Rob Kool* DOC O  
Website statistics ATT B

**8. ADMINISTRATIVE MATTERS**

8a. Financial Report 2013, *Hyeong-Jung Kim* DOC P  
Accountax Status Report ATT C  
5 year summary of account status ATT D

8b. Status of Common Fund payments – *Hyeong-Jung Kim* DOC Q

8c. **ExCo approval** of Forty First ExCo meeting in NL

## ATTACHMENT C

# Glossary

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

<b>IEA</b>	International Energy Agency
<b>IPCC</b>	Intergovernmental Panel on Climate Change
<b>IPEEC</b>	International Partnership for Energy Efficiency Cooperation
<b>ISGAN</b>	International Smart Grid Action Network (ISGAN)
<b>JFS</b>	Japan Facility Solutions (Japanese Sponsors participating in Task XVI)
<b>KIER</b>	Korea Institute of Energy Research
<b>NEET</b>	New and Emerging Environmental Technologies (IEA networking project - Gleneagles G8)
<b>NRDC</b>	National Development and Reform Commission, China
<b>PMD</b>	Pre-Meeting Document
<b>PPC</b>	Project Preparatory Committee
<b>PVPS</b>	Implementing Agreement on Photovoltaic Power Systems
<b>REEEP</b>	Renewable Energy and Energy Efficiency Partnership
<b>SANERI</b>	South African National Energy Research Institute
<b>SHC</b>	Implementing Agreement on Solar Heating and Cooling
<b>TSO</b>	Transmission System Operators
<b>VTT</b>	Technical Research Centre of Finland





Report

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PPC report.

The PPC had two telecons between the last meeting and the moment this report was written.

Major topics discussed were:

1. Vice chair: no new VC was found so far.
2. IEA:
  - a. Rob will succeed Renée Bruel as Dutch delegate of EUWP
  - b. In our last telecom we noticed IEA material/website problems are caused by transfer to new website.
  - c. Seppo and Hans attended meetings of other IA's
3. Visibility / Proposal Solstice
  - a. Anne has send out a press release. On the report of task XXII
  - b. Anne to ask Matt when the agreed upon new developments on the DSM website will take place
4. Ongoing work:
  - a. **T**ask XVI: Jan Bleyl will have a first meeting on the extension of his **T**ask in September. We'll try to push him to come with a scoping paper before November.
  - b. Task XVII: Austria and the Netherlands have indicated they want to take over the O.A. We'll talk with Seppo and ask him to coach them.
  - c. Task XX: Balawant will finalise the report based on the available material
  - d. Task XXIII: Linda has started the **T**ask
  - e. Task XXIV: Also up and running, we'll have discussed the preparation of the extension. Norway was the last country that signed up.
5. New work:
  - a. DSM university: University of Porto, Portugal has shown interest.
  - b. TSO's is a topic mentioned after the workshop in Trondheim. Norway is working on defining a new **T**ask.

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6. (New) Members:

- a. Several contacts have been made/maintained, so far without success.
- b. New Zealand formally rejoined.
- c. the European Copper Institute (Hans de Keulenaar) has shown interest to join as a sponsor.

7. Finances

- a. HJ send a 5 year analyses that can be used for presenting the finances. We'll use this in the next PMD.

8. Next work plan.

- a. Anne will write the data.
- b. Rob will write the "future" part.
- c. Anne will ask Steve how the timing is (EUWP & CERT)

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**Datum**

24 september 2012

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