

**Paper 0.1**  
**Matters for the ExCo, draft agenda and meeting instructions**

**Meeting Instructions**

1. Please complete the [written procedure](#) by Tuesday 20 April 2021. This will enable the draft agenda to be finalized.
2. Please complete at least one new Task idea template and return to Sam Thomas ([s.thomas@userstcp.org](mailto:s.thomas@userstcp.org)) by Tuesday 20 April 2021. This will enable the strategy session breakout groups to be shaped.
3. Please note the matters for the ExCo below and the draft agenda at the end of this paper.

**Matters for the ExCo**

<b>Paper</b>	<b>Matter</b>	<b>Written Procedure / At Meeting</b>
0.1 Draft agenda	Adopt the draft agenda	Written procedure
1.2 Actions from the last meeting	Escalate any actions you would like to discuss at the ExCo meeting.	Written procedure
2.1 Status of the TCP (ESC report)	Escalate any aspects of the ESC report you would like to discuss at the ExCo meeting.	Written procedure
2.2 Membership paper on Limited Sponsorship	Approve the proposals for limited sponsorship to increase participation in Tasks without risking TCP integrity.	At meeting
2.3. Strategic Framework	Provide comments and suggested changes to the draft strategic framework paper.	At meeting / written procedure - make changes directly to paper on Team
2.3a New Task template	Complete at least one new Task template. Completing the Task template implies no commitment by member countries. The main purpose is to test the draft strategic framework at the meeting using the completed templates. Identifying future Tasks would be a major bonus.	Written procedure - submit template by 20 April 2021 via email to <a href="mailto:s.thomas@userstcp.org">s.thomas@userstcp.org</a>
2.4 Plug and Play project update	Note progress and the date of the first UsersTCP/4E workshop on 27 May 2021.	At meeting
2.5 Household survey	Note progress with the survey.	At meeting
2.6 Digitalisation project proposal	Approve the use of Secretariat time from within existing budgets to explore collaborative opportunities with the IEA and other TCPs, initially through a joint .workshop in September/October 2021	At meeting

2.7 Removal of non-paying Members	Approve the start of the process to remove the Bureau of Energy Efficiency (BEE) in India and Red Electrica in Spain as Contracting Parties of the UsersTCP.	Written procedure
2.8 Finance report	Approve the 2020 Financial Statement.	Written procedure
2.8 Finance report	Approve the final 2021 Budget.	Written procedure
2.8 Finance report and 2.8a New entity	Approve the setting up of a new financial entity and bank account, based in New Zealand, to facilitate the management of the TCP's finances.	Written procedure
2.9 Secretariat report	Escalate any aspects of the Secretariat report you would like to discuss at the ExCo meeting.	Written procedure
3.1 BI Platform status report	Approve the Behavioural Insights Platform status report.	At meeting
3.1 BI Platform status report	Indicate capacity to contribute financial resources to fund Phase 2 of the BI Platform.	At meeting
3.1a BI Platform new Task Leader	Approve the BI Platform hiring committee's decision to select The Behaviouralist as the new Task Leader.	Written procedure
3.2 Business models status report	Approve the Business Models Task status report and final outputs.	At meeting
3.3 GO P2P status report	Approve the GO P2P status report.	At meeting
3.4 Social License status report	Approve the Social License status report.	At meeting
3.4 Social License status report	Advise the Task on the format of country-specific final reports.	At meeting
3.5 Hard-to-Reach status report	Approve the Hard-to-Reach status report.	At meeting
3.5 Hard-to-Reach status report	Indicate whether you would like to participate in Year 2 Case Study Analysis through in-kind or financial contributions.	At meeting
3.6 Gender and Energy status report	Approve the Gender and Energy status report.	At meeting
4.1 Public Engagement concept	Approve the International Energy and Climate Public Engagement Task concept to move to full proposal phase.	At meeting
4.1 Public Engagement concept	Provide comments and suggestions to improve the value of the Task concept and indicate their likelihood of participating in the Task.	Written procedure – email Ben Walker <a href="mailto:ben.walker@beis.gov.uk">ben.walker@beis.gov.uk</a> directly / At meeting

## Draft Agenda (all times CEST)

### Monday 26 April 2021

12h00	Introduction/welcome by Chair <i>David Shipworth (Chair, UK)</i>	
12h10	Status of the TCP <i>David Shipworth (UK); Sam Thomas (Head of Secretariat)</i>	Paper 2.1
12h30	IEA Secretariat Update <i>Jeremy Sung (IEA)</i>	Paper 2.10
13h00	Behavioural Insights Platform Task Status Report <i>Jeremy Sung; The Behaviouralist (subject to written procedure)</i>	Paper 3.1
13h40	Break	
13h50	Energy Service Supporting Business Models Task Status Report <i>Ruth Mourik (Task Leader, Netherlands)</i>	Paper 3.2
14h30	Close	

### Tuesday 27 April 2021

12h00	Social License to Automate Task Status Report <i>Sophie Adams, Declan Kuch (Task Leaders, Australia)</i>	Paper 3.3
12h40	Plug and Play Project Update <i>Sam Thomas</i>	Paper 2.4
12h55	GO-P2P Task Status Report <i>Alexandra Schneiders (UK)</i>	Paper 3.4
13h35	Break	
13h45	Membership discussion – limited sponsorship <i>David Shipworth</i>	Paper 2.2
14h30	Close	

### Wednesday 27 April 2021

10h00	Task Leader Meeting	
11h00	Close	

12h00	Strategy session with breakout groups <i>All</i>	Paper 2.3
13h40	Break	
13h50	Public Engagement Concept Note <i>Ben Walker (UK)</i>	Paper 4.1
14h30	Close	

### Thursday 28 April 2021

12h00	Hard-to-Reach Task Status Report <i>Sea Rotmann (Task Leader, New Zealand)</i>	Paper 3.5
12h40	Gender and Energy Task Status Report	Paper 3.6

	<i>Anna Åberg (Task Leader, Sweden)</i>	
13h20	Household Attitudes Survey <i>Helene Ahlborg (Sweden); Sam Thomas</i>	Paper 2.5
13h40	Break	
13h50	Matters escalated from the written procedure	
14h20	Arrangements for the next meeting	
14h30	Close	