

## Paper 2.9

### ExCo Secretariat report

#### Matters for the ExCo

1. Are there any aspects of the Secretariat report that you would like to see escalated to the video conference, to agree on a process for resolution?

#### Background

2. This paper sets out the way in which the Secretariat has spent their contracted time since the last report. The time is split between the Head of Secretariat and Secretariat Support.
3. The Secretariat Support role was put to tender in November 2020 with Vikki being the successful applicant. Her new role commenced in January 2021 until 30 June 2023, with an option to extend to 28 February 2025.
4. An analysis of the first quarter 2021 is presented, as this is the first period with the new Secretariat arrangements in place. This shows that less was spent on Secretariat time than predicted (75% of expected spend). This is in part owing to the later scheduling of the April ExCo meeting in 2021 compared to previous years and in part owing to efficiency gains in the Secretariat. More of the administrative tasks are now undertaken by the Secretariat Support role, freeing up the Head of Secretariat to support the new calls on the Secretariat's time, in particular the management of the TCP's interests in the collaborative ExCo-initiated projects.

#### Head of Secretariat

5. In the last quarter of 2020 (October to December), the Head of Secretariat (HoS) billed 150.5 hours, making the total for the financial year 2020 (January to December) 699 hours. This was an unusual pattern due to the issues that arose in 2020, which resulted in the HoS spending more time covering some of the Administrative tasks. The impact on Secretariat expenditure was offset however by a reduction in the total Support hours in 2020. (see Finance paper for 2020 financial year time and expenditure detail).

Figure 1 shows the full year 2020 time distribution for the Head of Secretariat

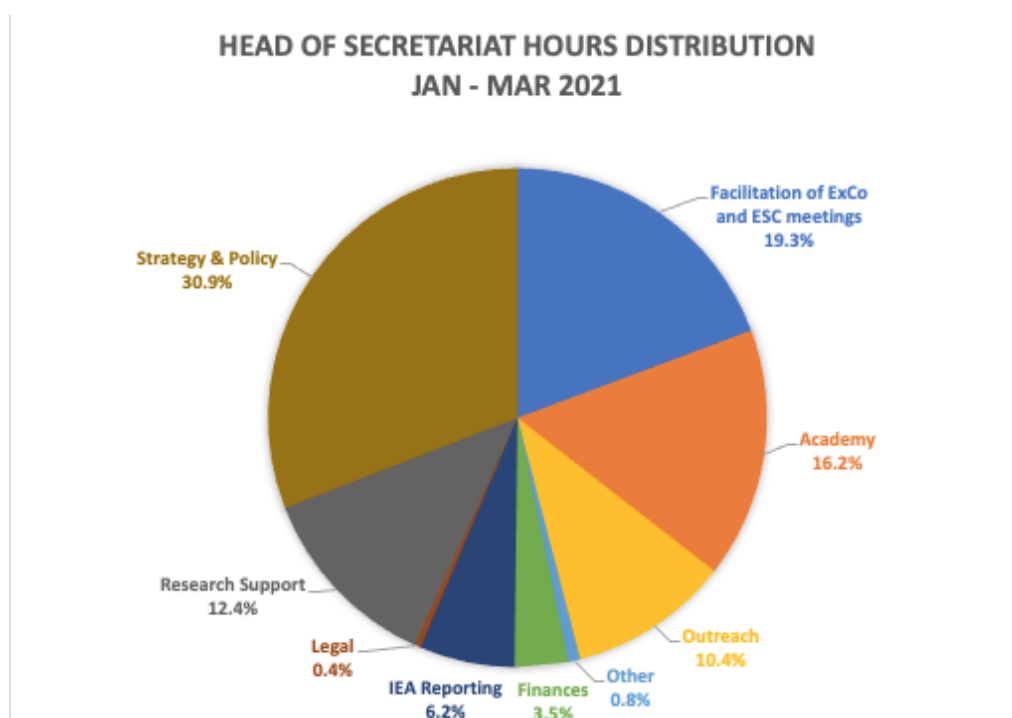
Figure 1:



6. For the first quarter of 2021 (January to March) 129.5 hours have been billed, this equates to 22% of the total allocated for the year. The forecast for Q1 was 170 hours (see Table 1).

Figure 2 shows the time distribution for January to March 2021 for the Head of Secretariat.

Figure 2:



### Main tasks during the first quarter of 2021

#### ***Facilitation of ExCo and ESC meetings***

7. 19% of time (25 hours) was spent in the preparation of, participation in and following up actions from meetings, including preparing the agenda for the April ExCo meeting. Less time was spent on this budget line than in previous years, in part because of the later scheduling of the April ExCo meeting, and in part because of efficiency gains in the carrying out and distribution of tasks between the members of the Secretariat. This has allowed the Head of Secretariat to spend more time on higher value added activities.

#### ***Academy***

8. 16% of time (21 hours) was spent on the management and promotion of the Academy webinars including curating the Academy programme, liaising with speakers, following up on participants' questions, promotion on LinkedIn and co-hosting the events with the Copper Alliance. More time was spent on this activity during the first quarter of 2021 than in previous years owing to the more complex nature of the February 2021 webinar, which featured three guest speakers (the TCP Chair, the EU Commission and a Dutch academic), a panel session and follow up with participants.

#### ***Strategy and policy***

9. 31% of time (40 hours) was spent on the TCP strategy, positioning and ExCo-initiated research. This includes helping the ESC prepare the strategy papers for the ExCo meeting liaising with the IEA over potential collaboration and dissemination opportunities and managing the research projects with 4E and the OECD. The ExCo-initiated research projects took up the

majority of the time spent on this category, as the tender for the Plug and Play project required considerable resources to manage interactions with potential bidders. Liaison with the OECD, IEA and Chalmers University over the household survey also took some time. The management of the TCP's interests in the survey will continue to require Head of Secretariat resources over the coming year.

#### **Research support**

10. 12% (16 hours) was spent on annex initiation and guidance. In this period the vast majority was on annex guidance, including meetings with Task leaders, support in the preparation of status reports, advice on Task management and editing the first UsersTCP policy brief.

#### **Outreach**

11. 10% (13.5 hours) was spent on outreach to potential new members and the existing UsersTCP network. This includes updates to the ExCo on latest developments and meetings with France and Denmark over potentially joining the TCP.

#### **IEA Reporting**

12. 6% (8 hours) was spent on IEA reporting through the writing and editing of the Annual Report and preparation of the TCP's report to the IEA's End-use Working Party.

#### **Finances**

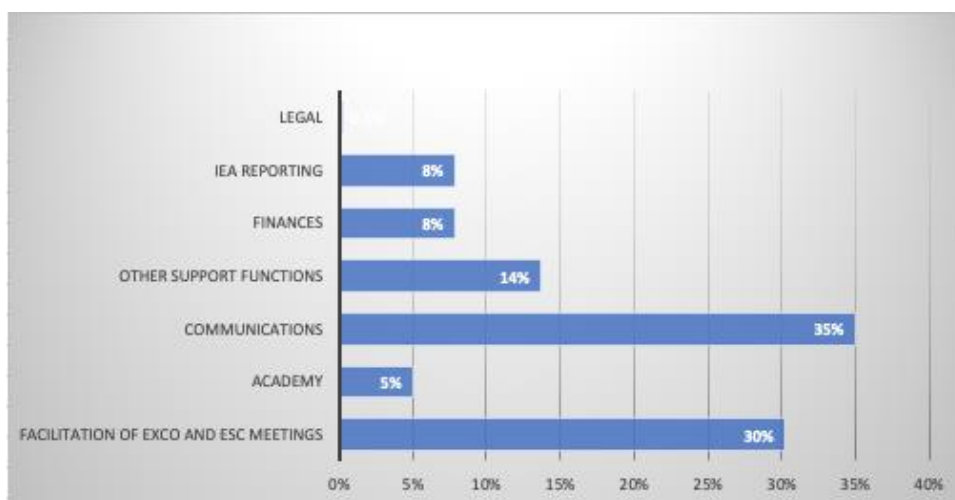
13. 3% (4.5 hours) was spent on finalizing the 2021 budget and analyzing the options for the new TCP financial entity. Other items made up less than 1% of the Head of Secretariat's time.

#### **Secretariat support**

13. For the 2020 financial year, the hours for the Secretariat Support role were 64% of the budget, this offset the overspend of the HoS hours as previously mentioned. (see Finance paper for 2020 financial year time and expenditure detail).

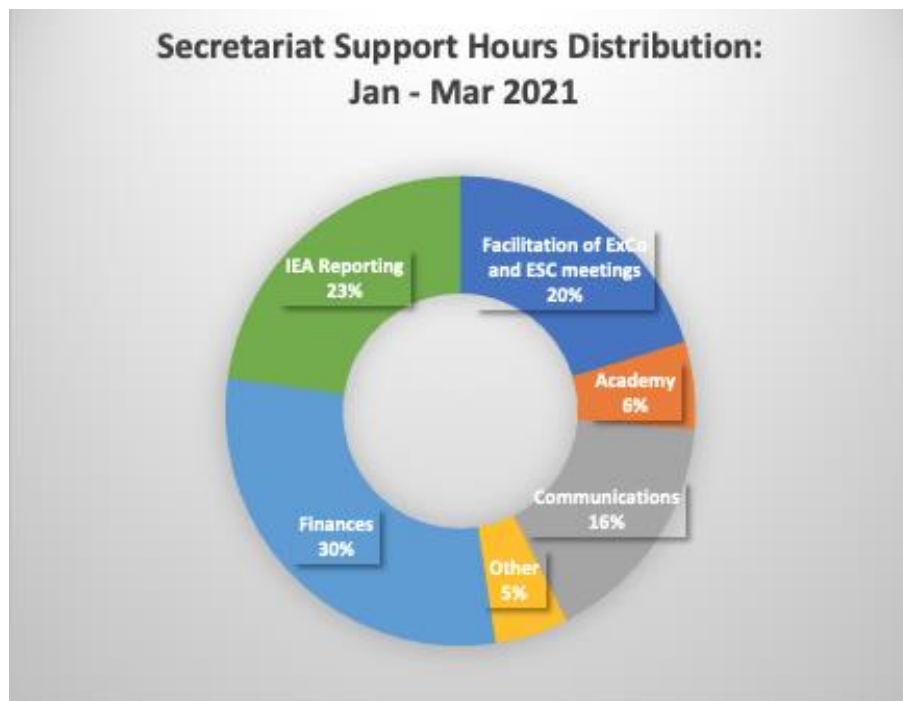
Figure 3 shows the full year 2020 time distribution for the Secretariat Support

Figure 3:



14. For the first quarter of 2021 (January to March) 108.75 hours have been billed, this equates to 21% of the total allocated for the year. The forecast for Q1 was 145 hours (see Table 1). Figure 4 shows the time distribution for January to March 2021 for Secretariat Support

Figure 4:



### **Main tasks during the first quarter of 2021**

#### ***Facilitation of ExCo and ESC meetings***

14. 20% of time (22 hours) has been spent in the preparation of and participation in meetings, and maintaining the meetings record in the MS Teams files, including preparing reports for the next ExCo meetings.

#### ***Academy***

15. 6% of time (6.5 hours) has been spent on the promotion of the Academy webinars including maintaining the Academy website page and promoting the webinars on Twitter, LinkedIn and via Mailchimp emails.

#### ***Communications***

16. 16% of time (17.75 hours) was spent on the TCP's Communication Strategy. This includes website maintenance, social media, newsletters and other strategy areas. This included producing Newsletter #4 in March and working with the graphic designer on producing the first Policy Brief from the Behavioural Insights Platform. There has also been liaison with the new website support company concerning improving website optimisation.

#### ***Other Support Functions***

17. 5% (5.5 hours) has been spent on 'house-keeping' functions including general administration and correspondence.

#### ***Financial Management***

18. Ongoing work in the identification of the new TCP entity arrangements, finalising the 2021 budget and preparing financial tracking information has accounted for the area where most time has been spent in Q1 – 30% (32.25 hours).

#### ***IEA Reporting***

19. 23% of time (24.75 hours) was spent on collating the Annual Report and working with the graphic designer to produce it. This spend was on budget (budgeted hours were 25).

**Table 1: Secretariat Budget Hours – January to March 2021**

UsersTCP Budget Hours- 2021 Cumulative						
	2021					
	Jan		Feb		March	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Head of Secretariat	50	50	50	100	70	170
Secretariat Support	55	55	45	100	45	145
<b>Total Income</b>	<b>105</b>	<b>105</b>	<b>95</b>	<b>200</b>	<b>115</b>	<b>315</b>