

TECHNOLOGY COLLABORATION PROGRAMME ON USER-CENTRED ENERGY SYSTEMS (USERS TCP)

3rd UsersTCP Executive Committee Meeting
VIA VIDEOCONFERENCE AND WRITTEN BALLOT, 26th – 29th April 2021

ATTENDEES

CONTRACTING PARTIES		NAME		AFFILIATION	
AUSTRALIA (Vice-Chair)	Tony	Fullelove		Monash University, Melbourne	
AUSTRALIA	Iain	Macgill		University New South Wales	
AUSTRIA	Peter	Illich		Austrian Research Promotion Agency	
BELGIUM	François	Brasseur		SPF Economie	
CANADA	Abla	Hanna		Natural Resources Canada	
CANADA	Victoria	Charmet		Natural Resources Canada	
IRELAND	Josephine	Maguire		Strategic Energy Authority of Ireland	
ITALY	Simone	Maggiore		Ricerca sui Sistema Energetico	
KOREA	Kevin	Kim		Korea Energy Agency	
NETHERLANDS (Vice-Chair)	Gerdien	de Weger		Netherlands Energy Agency	
NORWAY	Even	Bjørnstad		Enova SF	
SWITZERLAND	Markus	Bareit		Swiss Federal Office of Energy	
UNITED KINGDOM	Ben	Walker		Department of Business, Energy and Industrial Strategy	
UNITED KINGDOM (Chair)	David	Shipworth		University College London Energy Institute	
UNITED STATES	Monica	Neukomm		Department of Energy	
IEA					
Desk Officer	Jeremy	Sung		IEA Energy Efficiency Division	
IEA	Emi	Bertoli		IEA Energy Efficiency Division	
ExCo SECRETARIAT					
Head of Secretariat	Samuel	Thomas		Samuel Thomas Consulting	
Secretariat Support	Vikki	Searancke			
OBSERVERS AND EXTERNAL SPEAKERS					
AUSTRALIA	Declan	Kuch		University of New South Wales	
AUSTRALIA	Sophie	Adams		University of New South Wales	
AUSTRALIA	Scott	Ferraro		Monash University, Australia	
DENMARK	Niels	Malskær		Danish Energy Agency	
IRELAND	Karl	Purcell		Strategic Energy Authority of Ireland	
JAPAN	Naoko	Doi		Institute of Energy Economics Japan	
JAPAN	Toshiya	Okamura		Institute of Energy Economics Japan	
NETHERLANDS	Ruth	Mourik		DuneWorks B.V.	
NEW ZEALAND	Sea	Rotmann		Sustainable Energy Advice	
SWEDEN	Anna	Åberg		Chalmers University	
SWEDEN	Helene	Ahlborg		Chalmers University	
UNITED KINGDOM	Isabella	Sewell		Department of Business, Energy and Industrial Strategy	
UNITED KINGDOM	Orson	Stanford-Durkin		Department of Business, Energy and Industrial Strategy	
UNITED KINGDOM	Alexandra	Schneiders		University College London Energy Institute	
UNITED KINGDOM	Jesper	Akesson		The Behaviouralist	
UNITED KINGDOM	Ondrej	Kacha		The Behaviouralist	
APOLOGIES					
NEW ZEALAND	Nina	Campbell		EECA	
SWEDEN	Carolina	Ahlqvist		Swedish Energy Agency	

Minutes

The third User-Centred Energy Systems Technology Collaboration Programme (UsersTCP) Executive Committee (ExCo) meeting took place via another videoconference. The agenda items were covered through a combination of written ballot and videoconference. These minutes present the discussion, decisions and actions made across the written procedure and videoconferences. Decisions are summarised in Annex 1 and actions are summarised in Annex 2. Meeting papers and presentations are available in the ExCo channel of our MS Teams platform and also in the ExCo portal on the UsersTCP website <https://userstcp.org/account>

0-1 Draft agenda and minutes of the last meeting

1. The draft agenda of the 3rd UsersTCP ExCo meeting was approved through the written procedure.
2. The ExCo approved the [minutes](#) from the previous meeting and the process to resolve [outstanding actions](#) from previous meetings through the written procedure.

2 ExCo Business

2.1 Status of the TCP

1. The UsersTCP Chair, David Shipworth, welcomed delegates and observers to the videoconference and thanked delegates for completing the written procedure.
2. David welcomed two new delegates to the TCP – Peter Illich, who replaces Maria Buergermeistermaehr as Austria’s primary delegate and Victoria Charmet, who replaces Kiran Alwani in assisting Abla Hanna, Canada’s primary delegate. David recorded the ExCo’s thanks to Mehmet Bulut, Sweden’s outgoing alternate delegate, for his work on the ExCo, including his efforts in initiating the Gender and Energy Task. Sweden are actively looking at options for a new alternate delegate to the Users TCP.
3. David also welcomed two observers from the Institute of Energy Economics Japan – Dr. Naoko Doi and Toshiya Okamura – who will report back to Japan’s Ministry of Energy Technology and Industry (METI) on the possibility of Japan joining the TCP.
4. Emi Bertoli from the IEA was welcomed as the new IEA desk officer for the TCP, replacing Jeremy Sung. David thanked Jeremy for all his support and hard work for the TCP during his time as the desk officer, and wished him well for the future.
5. David [presented](#) the key developments of the TCP since October 2020, as set out in the Executive Steering Committee Report (ESC).
6. The ExCo approved the [ESC Report](#) through the written procedure.

2.2 TCP Strategy: Membership Paper on Limited Sponsorship (David Shipworth)

1. Following agreement at the last ExCo meeting David [presented](#) the [proposals](#) for limited sponsorship of TCP Tasks (organisations taking up limited sponsorship are referred to hereafter as “Task Sponsors”).
2. David highlighted the different costs and benefits to four different types of collaborations with the Users TCP - TCP Membership, TCP Sponsorship, Task Sponsorship and unaffiliated stakeholders.
3. Task Sponsors would pay less into the TCP Common Fund (1 000 Euros) in return for the ability to participate in one task for a maximum of three years. The 1 000 Euros joining fee would be refundable if the organisation became a full sponsor or its host country became a TCP Member.
4. An exception to the payment criterion would be given to Task Sponsors that are higher degree research students willing to contribute a minimum of 100 hours of in-kind support.
5. Organisations from Member Countries contributing to Tasks in which their country is not officially participating would also qualify as Limited Sponsors without having to pay the 1 000 joining fee.
6. The ExCo would need to approve all Task Sponsors, applying the reputational risk test and the TCP integrity test. Sam would check with the relevant IEA country desk officers to check whether there would be any concerns known to them.

7. The ExCo approved the proposals which set out the terms under which Task Sponsors can participate in the activities of the UsersTCP.
8. David noted that the ExCo may be asked to approve the first Task Sponsor relatively quickly if Colombia cannot be persuaded to join the TCP. EIA University (Medllin) is interested in becoming a Task Sponsor if this is the case.

2.3 Strategic Framework: Draft Paper (David Shipworth)

1. David introduced the Strategy session with the breakout groups looking at the Task template. The updated draft [Strategic Framework](#) paper was [presented](#) for comment by delegates. Delegates then divided into groups to discuss the submitted Task ideas using the supplied template to test the draft strategic framework and help identify possible future Tasks.
2. The updated strategy paper was appreciated by ExCo delegates as containing the right level of detail, with the Kaya Identity a useful tool when explained simply and supplemented with other analysis. The IEA said that they would share more widely in the IEA Secretariat, including with the modelling team. ExCo delegates suggested that the Strategic Objectives in the Strategic Plan could be more clearly defined.
3. The [Task Idea Template](#) was useful as a tool to generate discussion but the material in them was not sufficiently detailed to make judgements around alignment with the Strategic Plan. The United States commented that the broad scope of the TCP's potential work meant that it was difficult to identify the highest impact work. Italy commented that a cross-cutting Task or ExCo project might be necessary to identify those areas where sociotechnical research would be more impactful.
4. The [Task Ideas](#) put forward by member countries could form the basis of future Tasks. The seven submitted ideas were:

Task Idea	Country
Applying Behavioural Science to Encourage Modal Shift – field experiments showing what works	Ireland
International Smart Metering Research Forum	United Kingdom
Low Complexity Innovation in the Energy System – “Frugal Innovation Systems and Processes”	Austria
Structural Volume Barriers to the Energy Transition	Norway
The Role of Industry 4.0 to Achieve Decarbonisation Targets	Italy
User Research District Heating Networks	Netherlands
Moving from Energy Efficiency to Energy Sufficiency	Ireland

2.4 Plug and Play Project Update (Sam Thomas)

1. Sam [presented](#) an [update](#) on progress with the joint Plug and Play project with the 4E TCP, and the date of the first workshop on 27 May 2021 was noted, to which all ExCo members are invited and encouraged to attend.

2.5 OECD Household Survey Update (Sam Thomas/Helene Ahlborg)

1. Sam and Helene [presented](#) an [update](#) on progress with the survey. Sam gave an overview of the previous ExCo decision to be involved with this [OECD survey](#) and Helene provided more detail on what input they have provided to date and what the expected next steps will be.
2. Helene explained that we are currently working with OECD on redrafts to the survey. We have rewritten the section on energy and commented in detail on the introductory sections dealing with sociodemographic and attitudinal characteristics. This has led to the removal of biases and implicit assumptions around societal contexts. In the energy section, we have sought to include questions on a broader range of fuels (not just electricity) and to bring in questions that no longer assume users are only passive recipients of utility services. The section now has a much better logic that should lead to more reliable results for policy makers. We can now learn how big is the share of the population that could *in principle* make changes, what the sub-groups are and what capabilities, motivations and attitudes they have. We can also learn about public support for

specific policy instruments that distribute costs and benefits and understand who they perceive has the *responsibility* to take the lead.

3. Helene noted that Chalmers University has advertised a post doctorate position that will have the capacity to work on the survey later this year. The OECD has offered to provide office space in Paris with the survey team. This highlights the good working relationship that we have struck with OECD on this project.
4. In response to a question from Australia, Sam explained that France, the Netherlands, Sweden, Switzerland and Israel had signed up for the survey to take place in their countries, with the United Kingdom also committed. The OECD is in discussion with a number of other countries.
5. The Chair noted that Helene has taken on this role in addition to her work with the Gender & Energy Task and thanked her very much for this extra work from her.

2.6 New joint project proposal

1. The ExCo approved, through the written procedure, 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.

2.7 Removal of non-paying Members

1. The ExCo approved, through the written procedure, to start the process to remove the [non-paying Contracting Parties](#) from India and Spain as members.

2.8 TCP Finances

1. The ExCo approved the [2020 end of year financial statement](#) through the written procedure.
2. The ExCo approved the [2021 budget](#) following written responses to questions of clarification from Belgium, reproduced in Annex 4.
3. Sam confirmed that the TCP Bank Account would hold funds on behalf of new cost shared annexes, beginning with the new phase of the Behavioural Insights Platform. The Task Leaders would invoice the TCP and funds would be released once approved by the person nominated by the countries participating in the Task.
4. Sam and Vikki [presented](#) the [new financial entity](#). In response to a query from Ireland, Vikki confirmed that there would be an annual audit (the costs presented excluded this).
5. The ExCo approved the setting up of a new financial entity and bank account, based in New Zealand, to facilitate the management of the TCP's finances.

2.9 Secretariat Report

1. The ExCo approved the [Secretariat Report](#) through the written procedure.

2.10 IEA Secretariat Update (Jeremy Sung, IEA Desk Officer)

1. Jeremy presented his report on the recent activities of the IEA and future programs including the [Digital Demand-Driven Electricity Networks](#) (3DEN) and the [Our Inclusive Energy Future](#) commission on people-centred clean energy transitions. David, as Users TCP Chair, sits on the advisory boards of both initiatives. The 3DEN project is focused on providing actionable tools to accelerate progress on power system modernisation and effective utilisation of demand side resources. There is an emerging country focus to the dissemination of 3DEN outputs, which will draw lessons from IEA member countries and other parts of the world. The TCP Secretariat and Task Leaders from the Social License and GO-P2P Tasks have met with the IEA Secretariat to discuss the potential for collaboration. Areas of mutual interest include quantifying the benefits of energy users' participation in smart grids; aligning energy communities' aims with grid needs; and best practices around data privacy and rights. Discussions have also been held with the IEA's Electricity Market Report team about the potential for input from the TCP in their December 2021 report.

2. The Our Inclusive Energy Future commission will meet again in June and October to finalise recommendations ahead of COP26. It is unclear whether the commission will continue beyond the end of 2021.
3. Jeremy highlighted the forthcoming [Net Zero Special Report](#), to be published on 18 May 2021, which includes timelines and milestones for technology rollouts as well as some behaviour modelling. He also mentioned the IEA's Today in the Lab – Tomorrow in Energy initiative, which provides TCPs with the opportunity to highlight their pre-commercial work – the Users TCP has submitted the GO-P2P Task to the IEA, which will select a subset of proposals for wider dissemination using the IEA network.

3 Annex Status Reports

3.1 Energy Sector Behavioural Insights Platform Status Report (Jeremy Sung/Jesper Akesson)

1. Jeremy [presented](#) the status of the work of Phase 1 and the financial position of the Task to date. He then explained to delegates about the [competition to identify the new Task Leaders](#) who will be undertaking Phase 2, before introducing the new Task Leaders Jesper Akesson and Ondrej Kacha from The Behaviouralist.
2. Jesper introduced his team and gave an overview of the work planned for Phase 2 and the projected budget.
3. The ExCo accepted the Behavioural Insights Platform [status report](#) and thanked the IEA for their work on Phase 1 and in managing the transition to Phase 2.
4. Phase 2 will begin with 20 000 Euros in the Task's Common Fund, because of the underspend of 10 000 Euros in Phase 1 (owing to the reduction in travel expenses) and the contribution from Ireland (10 000 Euros). The other member countries who participated in Phase 1 (Australia, Canada, the Netherlands, Switzerland and the United Kingdom) indicated their interest in contributing financially to Phase 2 (New Zealand absent). The new Task Leaders will be in touch directly with these countries and others who may be interested in joining the Task. Korea and the United States suggested follow up discussions. Belgium, Italy and Norway said that their organisations would not be able to participate, but other organisations in their countries might be interested. The observers from Japan are interested in the Task but did not have the authority to make any commitment.
5. ***ACTION: The TCP Secretariat to work with the new Task Leaders to reach out to potential Phase 2 participants in the Behavioural Insight Platform.***

3.2 Energy Services Supporting Business Models and Systems Task Status Report (Ruth Mourik)

1. Ruth presented the final status update report, ending seven years of work with the TCP. All outreach will now be on the [Fit to Serve](#) platform.
2. The ExCo accepted the Business Models Task status report.
3. The Chair thanked Ruth for her presentation and the work of her team over the time of the Task. Ireland noted that there had been great feedback from the businesses involved in the Task.
4. Norway asked about regulatory or policy changes to help entrepreneurs. Ruth explained that in the final report they have extensive tables setting out what kind of policy support could be made available. The recommendations revolve around the valuing performance as opposed to the subsidisation of products.
5. ***ACTION: The TCP Secretariat to explore with Ruth the production of a Policy Brief around the recommendations identified in the Business Models final report.***

3.3 Social License to Automate Task Report (Sophie Adams/Declan Kuch)

1. Sophie [presented](#) an overview of the work and activities undertaken over the last 6 months, and the objectives of the Task for the next 6 months until it concludes in October 2021 with the Final Report. She noted that the United States National Expert had been inactive, meaning that there were unlikely to be US case studies in the final report.
2. ExCo delegates welcomed the emerging findings that:
 - People who might appear to be most open to providing demand flexibility through automation technologies cannot assumed to be -- but others who may appear closed to providing demand flexibility may be engaged where it aligns with their values and objectives.

- Some users may be more responsive to the grid stability argument than the environment / climate change argument for automated DSM. This is likely due to the fact that the grid stability issue is perceived as more immediate (in space and time), tangible, tractable (i.e. can be addressed through practical action).
 - The concept of 'grid sensitivity' can help us to understand how some users come to be more engaged in automated DSM solutions to grid challenges.
3. The United States noted the equity issues related to the topic and asked about the role of incentives in motivating participation in automated programmes. The Task Leaders responded that incentives may play an important but not decisive role, as the research is showing that people participate in automated DSM programs for a range of reasons (including that they can support grid stability for everyone's benefit) and incentives alone may not be enough to motivate participation. Norway asked about how large a proportion of the flexibility market the residential side could be, wondering whether early adopters or enthusiasts would be sufficient, or whether we would need to go a long way down the diffusion curve. The Task Leaders said that the evidence is not really available to answer this question, but that an understanding of grid constraints among broader publics (i.e. not just early adopters) may help to support wider participation.
 4. As the Task reaches its conclusion later in 2021, the Task Leaders would like to find settings in participating countries in which they and/or the relevant National Exports could share findings, for example BFE helped support a workshop in Switzerland last year and a similar 1 or 1.5 hour knowledge sharing seminar/webinar in each of the countries around September would be great if possible. The Task Leaders are also looking for non-TCP members to collaborate with on a special journal issue on social license to automate related issues. ExCo delegates are asked to send any suggestions on either to these issues to [Sophie](#) or [Declan](#).
 5. Australia said that there were no plans for a second phase to the Task, but that they were considering options for funding a Task Leader for a new Task.
 6. The ExCo accepted the Task [status report](#), and thanked Sophie and Declan for their work.
 7. **ACTION: ExCo delegates from participating countries to send suggestions for potential settings in September to disseminate the Social License to Automate findings to [Sophie](#) or [Declan](#).**

3.4 Global Observatory on Peer-to-Peer, Community Self-Consumption and Transactive Energy Models (GO P2P) Status Report (Alexandra Schneiders)

1. Alexandra [presented](#) progress on the Task, Emerging Findings and Next Steps. The partnership with the International Association for Trusted Blockchain Applications (INATBA) is progressing well and aims to study pilots using distributed ledger technologies and contribute to standardisation efforts. Pilots under consideration are in Ireland, Italy, the Netherlands, Switzerland, the UK and the US, as well as one pan-European initiative. During 2021, the literature reviews from each subtask will be published, followed by a policy brief bringing together the key policy findings.
2. The United States asked if P2P networks are developed at the community level, does that diminish the social license to operate barrier? Australia suggested that those interested in P2P are unlikely to want to hand over control so that they can be treated as a virtual version of a conventional power plant and get dispatched by the system operator. Alexandra also discussed the possibility of countries enabling multiple supplier models in their regulatory frameworks.
3. Alexandra noted the potential for the Observatory to continue beyond 2023, given the continuing evolution of, and innovation in, transactive energy models. There is potential for an open-ended programme of observation and policy learning, subject to periodic requests for extension.
4. The ExCo accepted the GO-P2P Annex [status report](#), and thanked Alexandra and the GO-P2P sub-task leaders for their work.

3.5 Hard-to-Reach Energy Users Task (HTR) Report (Sea Rotmann)

1. The ExCo accepted the HTR Annex [status report](#), noting that it was still slightly behind schedule from last year. Sea asked ExCo delegates to think about future HTR research, particularly around micro-businesses and essential workers). Sea was thanked for her work on the Annex.

2. Delegates were asked to contact Sea directly about opportunities for participation as noted in the [presentation](#) regarding proposals for Phase II of the platform and participation in the Year 2 Case Study Analysis.

3.6 Gender and Energy Task Status Report (Anna Aberg)

1. Anna [presented](#) the first full status report now that the research phase is underway with the various tenders having been completed. Sweden also confirmed funding for the research there to be carried out by Anna's team. The impact of COVID has been to postpone fieldwork until 2022. It has also meant that less collaborative work will be done in person and new empirics will be needed to take the pandemic into account when analysing data.
2. The ExCo accepted the Gender and Energy Annex [status report](#) and thanked Anna for her efforts in getting work underway.
3. The launch event and workshop with the Clean Energy Education and Empowerment (C3E) TCP is scheduled for May 25th.

4 Potential New Work

4.1 New Task Concept Note: Public Engagement, Communication and Participation

(Ben Walker & Isabella Sewell, Department of Business, Energy and Industrial Strategy (BEIS), United Kingdom)

1. The Chair introduced Niels Malskær (Danish Energy Agency) as an observer for this item. Denmark is interested in the Task and the TCP as a whole.
2. Ben Walker and Isabella Sewell from BEIS [presented](#) the [concept note](#) for a new TCP Task led by the UK focusing on public engagement, communication and participation.
3. The IEA suggested that the Task could potentially form a sub-task of the Behavioural Insights Platform, which looks beyond "nudges" to the application of insights from the behavioural sciences. Ben clarified that the Task would not just consider behaviour changes, but also about engagement with energy infrastructure. In a response to a question from the United States, Ben confirmed that fuel switching heating equipment was considered as behaviour change, however the scope was broader than this. The Netherlands highlighted the importance of looking at community engagement. The United States wondered if there was the potential to accelerate the delivery of early results through the Task.
4. The ExCo approved the International Energy and Climate Public Engagement Task concept move to full proposal phase.
5. Member countries who indicated their interest in joining the Task were the Netherlands, Canada and the United States. Ireland is potentially interested and will return to the idea once the scope has been further clarified, perhaps with a focus around best practice.

5 Other Business

5.1 Forthcoming UsersTCP ExCo meetings

1. The week beginning 11 October, 2021 was noted as the dates for the next meeting (the 4th), most likely to be online.
2. Dates for 5th meeting in 2022 proposed for the week of April 4th. Canada indicated they are still interested in hosting the next in-person meeting.
3. Delegates discussed moving to a system in which the ExCo meets in person once per year in future, to reduce the transport emissions associated with the TCP.

5.2 Meeting feedback

1. Sam asked delegates for any initial feedback on the meeting. There was support for more interactive sessions like the strategy session, potentially with more National Experts in the room. There was also support for a

theme to run through the next meeting, perhaps focused around “social license” given that that Task will be ending around the time of the next ExCo meeting.

2. Sam will circulate a feedback form for delegates to complete covering both the written procedure and online meeting along with the draft minutes.

5.3 Meeting close

1. David closed the meetings of the 3rd UsersTCP ExCo, thanked all delegates for the excellent interaction, and thanked the Secretariat for organising the meetings.

Annex 1: Summary of Decisions from 3rd UsersTCP ExCo Meeting

26-29 April 2021

Decision 3.1	The ExCo approved the draft agenda.
Decision 3.2	The ExCo approved the minutes of the previous meeting and the process to resolve outstanding actions from previous meetings
Decision 3.3	The Executive Steering Committee (ESC) report was accepted.
Decision 3.4	The ExCo approved the proposals which set out the terms under which Limited Sponsors can participate in the activities of the UsersTCP.
Decision 3.5	The ExCo approved the use of Secretariat time from within existing budgets to explore collaborative opportunities with the IEA and other TCP's.
Decision 3.6	The ExCo approved the start of the process to remove BEE (India) and Red Electrica (Spain) as Contracting Parties of the TCP.
Decision 3.7	The ExCo approved the 2020 financial statement.
Decision 3.8	The ExCo approved the 2021 budget.
Decision 3.9	The ExCo approved the setting up of a new financial entity and a bank account based in New Zealand.
Decision 3.10	The Secretariat report was accepted.
Decision 3.11	The ExCo accepted the Behavioural Insights Annex status report.
Decision 3.12	The ExCo approved the BI Platform hitting committee's decision to select The Behaviouralist as the new Task Leader.
Decision 3.13	The ExCo accepted the Business Models and Systems Task final status report.
Decision 3.14	The ExCo accepted the GO-P2P Annex status report
Decision 3.15	The ExCo accepted the Social License to Automate Annex status report
Decision 3.16	The ExCo accepted the HTR Annex status report
Decision 3.17	The ExCo accepted the Gender and Energy Annex status report

Decision 3.18	The ExCo approved the International Energy and Climate Public Engagement Task concept move to full proposal phase.
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Annex 2: Summary of Actions from 3rd UsersTCP ExCo Meeting, 26-29 April 2021

Action 3.1	The TCP Secretariat to work with the new Task Leaders to reach out to potential Phase 2 participants in the Behavioural Insight Platform.
Action 3.2	The TCP Secretariat to explore with Ruth the production of a Policy Brief around the recommendations identified in the Business Models final report.
Action 3.3	ExCo delegates from participating countries to send suggestions for potential settings in September to disseminate the Social License to Automate findings to Sophie or Declan.

Annex 3: Notes of Task Leaders Meeting, 28th April 2021

Present: Sam Thomas (Head of Secretariat), Vikki Searancke (Secretariat Support), David Shipworth (TCP Chair), Declan Kuch, Anna Aberg, Sea Rotmann, Alexandra Schneiders, Sophie Adams, Jesper Akesson, Ondrej Kacha

The meeting commenced at 10am CEST. Sam introduced Jesper Akesson and Ondrej Kacha, the new Task Leaders for Phase 2 of the Behavioural Insights Platform.

The agenda was open, with the Task Leaders raising the following items for discussion.

Agenda Items raised

1. Future of cost-share tasks (Sea)
2. Definition and requirements of NPP (Notice of Participating Parties) and Participation Plans for Tasks (Anna)
3. Reporting issues regarding non-member case studies used in research (Sophie)
4. Move from the term Annex back to Tasks (Sam)
5. Using DOI's and social media (Sam)

1. Explanation of terms in the new IEA Legal Framework

- Sam gave an overview of the legal framework of TCP's and what the terms mean (Annex, Tasks, Operating Agent, etc) per the IEA, and explained why the TCP was moving back to using the term Tasks (instead of Annexes) and Task Leaders.
- The website is in the process of being updated to reflect this.

2. Future of Cost-share Tasks in the TCP

- Sea had some questions around the use/structure of cost-share tasks moving forward given the increasing difficulty of getting countries to pay financial contributions.
- Sam advised that there was no change from the TCP's point-of-view. Tasks can be cost-share or task-share or a mix of both.
- The question is how to engage member countries to participate in these Tasks and allocate funds from their budgets. Definitely a difficult part of the role.
- Suggested that Task Leaders need to reach out and network to find additional collaborators, also supported by Sam in his HoS role.

3. NPP's v Participation Plans

- NPP's (Notice of Participating Party) is a legal document that advises the IEA that a contracting party is participating in a certain Task, and nominates who their representative is.
- There is a template for NPP's (in General files in Teams) that the Secretariat can send on behalf of the Task for completion.
- Participation Plans are the responsibility of the Tasks to produce and maintain. It is an internal document for the Task.

ACTION: Anna to send Vikki a contact list of the contracting parties and experts in order to send NPP templates to.

ACTION: Vikki will produce a SOP for completing NPP's for future reference.

4. Case-study reporting

- Sophie had a query regarding how to report on analysis from member and non-member countries to get all the relevant research, but balance it with the benefits due to member countries who have paid to belong to the TCP.
- This feeds directly into the Membership paper presented to the ExCo on limited sponsors and the Form of Participation table was shared and explained.

ACTION: Share the Membership paper with the Task Leaders

5. Other Business

- Task Leaders were reminded that they need to submit DOI numbers for any TCP branded outputs and put these on the report as well as the website.
- Declan advised that DOI's should also be put on social media communications when promoting this material also.

ACTION: Vikki will review DOI guidance from Crossref and advise.

- Sam reminded Task Leaders to make the most out of using social media more regularly, advise the Secretariat of upcoming events so we can also share, re-tweet etc. Link to UsersTCP Twitter and LinkedIn accounts.
- For bigger event eg. launch of Gender & Energy Annex we can do an email blast using our Mailchimp database for example.

Meeting ended 11am CEST

NEXT MEETING: TBA

Annex 4: Responses to finance questions raised through the written procedure

o Head of secretariat fees : annual contract value = 65.000 EUR. Where does the 60.000 EUR budget come from ? (Note : real costs in 2020 were up to 70.000 EUR)

1. The Head of Secretariat (HoS) budget is 60 000 EUR per year (Mar to Feb – the contract year).
2. As approved by the ExCo at the Oct 2020 meeting, the 2020 HoS fees were increased to 65,000 EUR for 2020 only, as a result of unexpected events, notably Anne's passing.
3. Even, the Vice-Chair Finance at the time, explained the extra expenditure for 2020 in his Oct 2020 report to the ExCo (see [item 2.6](#), page 2 of that report). In that report he explains that the one-off additional HoS expenses were offset by lower Secretariat Support expenses, during the time that we had no support and Vikki was onboarded, and lower travel expenses. Overall, Secretariat costs were 6 000 EUR under budget.

o OECD survey contribution : 35.000 or 55.000 EUR ? To be formally approved by the ExCo ? What are the exact trade-offs for this contribution ?

1. OECD Survey is 35,000 EUR and the Plug & Play project is 20,000 EUR (total of 55,000 EUR), both approved by the ExCo at the Oct 2020 meeting
2. The costs and benefits of participating in these collaborations were discussed at the October 2020 ExCo meeting, prior to the approval of the expenditure.

o Where does the 2021 net loss of 20.890 EUR come from ?

1. The net loss occurs because both the OECD Survey and the Plug and Play project with 4E TCP are expected to be paid in this financial year. Without expenditure on ExCo projects (55 000 EUR on the survey and the collaboration with 4E), the TCP had excess revenues. The decision to spend some of the accumulated Common Fund on these projects took account of the TCP's healthy net bank balance.

o Has the budget for the set-up of the new financial structure been accounted for ? (approx. Max. 5.000 EUR based on doc 2.8a)

o Isn't the annual fee for this new financial structure also expected to be lower (about 1.500 EUR instead of a budgeted 4.000 EUR) (according to doc. 2.8a) ?

1. The budget for the set-up costs of the new entity is included under Item 8 Financial Expenses – 4 000 EUR. Costs of 1 200 EUR have already been incurred up to 31/3/21 as noted.
2. Annual costs for the Accountant and accounting software is included under Item 691 – 2 600 EUR (there will be some costs to pay to the Norwegian accountant who has a fixed fee contract with Enova for the start of 2021 as this change over has gone on longer than anticipated hence the extra 1 000 EUR approx.).

General comment (about the presentation): it would be nice and interesting to also have the figures from the previous year, both for the Financial statement as for the budget, in the same table as for the current year (as a way of comparison).

1. See attached. The two spreadsheets added to the meeting papers on Teams provide more detail on the [budget breakdown](#) (paper 2.8b) and the [year on year comparison](#) of budget vs expenditure (paper 2.8c).