

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

**Meeting Instructions**

1. Please complete the written procedure by **Monday 3<sup>rd</sup> October**. This will enable the draft agenda to be finalized.
2. Please note the matters for the ExCo below and the draft agenda at the end of this paper.

**Matters for the ExCo**

Paper	Matter	Written Procedure / At Meeting
0.1 Draft agenda	Adopt the draft agenda, allowing for the potential addition of items arising from the written procedure	Written procedure
1.1 Minutes from the last meeting	Note the final version of the minutes from the last meeting	No action required
1.2 Actions from the last meeting	Escalate any open actions you would like to discuss at the ExCo meeting.	Written procedure
2.1 Chair Election	Approve the reelection of David Shipworth as Chair	Written procedure
2.2 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 Status of the TCP (ESC report)	Suggest potential venues for future in-person meetings	At meeting
2.3 Discussion on potential work in 2023 - 2024	Bring ideas to the meeting for immediate work that the TCP should do to help policy makers respond to the current energy crisis over the next 18 months	At meeting
2.3 Strategic Plan 2025-2030	Bring ideas to the meeting on what the TCP should focus on in the period 2025-2030.	At meeting
2.3 Strategic Plan 2025-2030	Consider joining a sub-group to work with the Chair on developing the next Strategic Plan	At meeting
2.4 Communication Strategy	Provide feedback on, and suggestions for the Communications Strategy	At meeting
2.5 TCP Guidance Update	Provide feedback on, and suggestions for the updated guidance	At meeting
2.6 Secretariat report	Escalate any aspects of the Secretariat report you would like to discuss at the ExCo meeting	Written procedure
2.7 Finance report	Approve finance statement for first 6 months of 2022-23 financial year	Written procedure
2.7 Finance report	Approve draft budget for 2023-24	Written procedure / at meeting

2.8 Gender and Energy Policy Brief	Provide feedback on a draft of the policy brief, to be circulated closer to the meeting.	At meeting
3.1 GO P2P status report	Approve the GO P2P status report	Written procedure
3.2 Hard-to-Reach status report	Approve the Hard-to-Reach status report	Written procedure
3.3 BI Platform status report	Approve the Behavioural Insights Platform status report	Written procedure
3.4 Gender and Energy status report	Approve the Gender and Energy status report	Written procedure
3.5 Public Engagement status report	Approve the Public Engagement status report	Written procedure (short update at meeting)
4.1 Behavioural Insights Platform Proposal for Extension (Phase 3)	Approve the BI Platform proposal for extension	At meeting
4.2 GO P2P Proposal for Extension	Approve the GO P2P proposal for extension	At meeting
4.3 Hard-to-Reach Proposal for Extension	Approve the Hard-to-Reach proposal for extension	At meeting
4.4 Social License to Automate 2.0 Proposal	Approve the Social License to Automate 2.0 proposal	At meeting

## Agenda (all times CEST)

### Monday 10 October 2022

12h00	Introduction/welcome by Chair/roundtable <i>David Shipworth (Chair)</i>	
12h15	Status of the TCP <i>David Shipworth; Sam Thomas (Head of Secretariat)</i>	Paper 2.2
12h30	IEA Secretariat Update <i>Emi Bertoli (IEA)</i>	Paper 2.3
13h00	Discussion: implications of energy crisis for the TCP's current work programme (until end of TCP mandate in February 2025) <i>All</i>	Paper 2.4
13h55	Break	
14h05	Budget 2023-24 – allocating reserves to ExCo projects <i>Escalated from written procedure by François Brasseur (Finance Sub-Committee, Belgium)</i> <i>“Considering the financial reserve to date, we could afford to spend some budget on this, eg. to help kicking off a project that would be deemed as promising by the ESC.”</i>	Paper 2.7, Paper 2.7a
14h30	Close	

### Tuesday 11 October 2022

10h00	Task Leader Meeting (Task Leaders, Secretariat and ESC only)	
11h00	Close	
12h00	Feedback from Task Leaders Meeting <i>Executive Steering Committee</i>	
12h10	Hard-to-Reach Energy Users Proposal for Extension <i>Sea Rotmann (Sustainable Energy Advice (New Zealand))</i>	Paper 4.1

12h35	GO P2P Proposal for Extension <i>Alexandra Schneiders (UCL, UK)</i>	Paper 4.2
13h00	Behavioural Insights Platform Proposal for Extension (Phase 3) <i>Jesper Akesson/Ondrej Kacha (The Behaviouralist, UK)</i>	Paper 4.3
13h25	Break	
13h35	Kicking off the development of the Strategic Plan for 2025-2030 <i>David Shipworth (Chair)</i>	Paper 2.3
13h45	Breakout Discussions <i>All</i>	
14h20	Feedback in plenary and next steps <i>All</i>	
14h30	Close	

### Wednesday 12 October 2022

15h00	Users TCP Academy Session <i>David Shipworth; Hans de Keulenaar (Copper Alliance, Sponsor); Samuel Thomas</i>	
16h30	Close	

### Thursday 13 October 2022

12h00	Social License to Automate 2.0 Proposal <i>Lisa Diamond (Austrian Institute of Technology (AIT), Austria); Andrea Werner (University of Applied Sciences Technikum Vienna, Austria); Peter Fröhlich (AIT)</i>	Paper 4.4
12h45	Public Engagement Task Status Report verbal update <i>Orson Stanford-Durkin (BEIS, UK)</i>	Paper 3.5
12h55	Communications Strategy <i>Vikki Searancke (Secretariat Support); Samuel Thomas</i>	Paper 2.5
13h20	Break	
13h30	Arrangements for future meetings / knowledge sharing <i>Escalated from written procedure by Emma Claydon (UK)</i> <i>"I think it would be good to revisit the topic of in-person vs. virtual vs. hybrid meetings, and establish a pattern for going forward. Also keen to talk more about how we can all further benefit from the network created by the TCP - e.g. knowledge sharing between participating countries etc."</i>	
13h55	Task initiation and management guidance <i>Sam Thomas; Vikki Searancke</i>	Paper 2.6
14h20	Any other business	
14h30	Close	

### Friday 14 October 2022

12h00	Free	
14h30	Close	