

**Technology Collaboration Programme on Demand Side Management (DSM TCP)**  
**53<sup>rd</sup> Executive Committee (ExCo) Meeting,**  
**Bern, Switzerland, 4<sup>th</sup>-5<sup>th</sup> April 2019**

**Attendance**

<b>CONTRACTING PARTY</b>	<b>NAME</b>		<b>AFFILIATION</b>
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	Francois	Brasseur	SPF Economie
BELGIUM	Geert	Deconinck	KU Leuven
IRELAND	Josephine	Maguire	Sustainable Energy Authority Ireland
ITALY	Simone	Maggiore	Ricerca sul Sistema Energetico
KOREA	Yoo	Jin-Ho	Korea Energy Agency
KOREA	Park	Choung-Myun	Korea Energy Agency
NETHERLANDS	Gerdien	De Weger	Netherlands Enterprise Agency
NORWAY	Even	Bjørnstad	Enova SF
SWEDEN	Mehmet	Bulut	Swedish Energy Agency
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM	Peter	Warren	Department of Business, Energy & Industrial Strategy
UNITED KINGDOM	David	Shipworth	UCL Energy Institute
UNITED STATES	Monica	Neukomm	Department of Energy
RAP	Jan	Rosenow	Regulatory Assistance Project
<b>IEA</b>			
Desk Officer (Day 1 only)	Jeremy	Sung	International Energy Agency
Legal Office (video link for Item 4f)	KC	Michaels	International Energy Agency
<b>ExCo SECRETARIAT</b>			
Secretary	Anne	Bengtson	Leading Technologies AB
Operating Agent	Samuel	Thomas	Samuel Thomas Consulting
<b>OBSERVERS</b>			
AUSTRALIA	Sophie	Adams	University of New South Wales
AUSTRALIA	Declan	Kuch	University of New South Wales
AUSTRALIA	Scott	Ferraro	Monash University
NETHERLANDS (video link for Item 2h)	Ruth	Mourik	Duneworks
NEW ZEALAND	Sea	Rotmann	Sustainable Energy Advice
UNITED KINGDOM	Alexandra	Schneiders	UCL Energy Institute
UNITED KINGDOM (video link for Item 2h)	Tracey	Crosbie	Teesside University

## Minutes

### 1. GENERAL BUSINESS / WELCOME

#### 1a. – 1e. Welcome and administrative matters

1. David Shipworth (Chair) welcomed delegates to the Executive Committee meeting, including new ExCo members from Belgium, Korea and the United States and observers from Australia, New Zealand and the United Kingdom.
2. ***The ExCo approved the agenda*** including the addition of a new item to approve a change to the Contracting Party representing New Zealand.
3. ***The ExCo approved the Energy Efficiency and Conservation Authority (EECA) of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand.*** The comments and voting instructions provided by the new New Zealand ExCo Delegate (Jenny Lackey, Group Manager Strategy and Performance, EECA) were fed into the meeting at the appropriate points and are included as Attachment D to the minutes.
4. ***The ExCo approved the minutes of the 52<sup>nd</sup> ExCo meeting and the teleconferences on 12<sup>th</sup> December 2018 and 22<sup>nd</sup> February 2019.***
5. ***The ExCo approved the proposed format of the minutes outlined in the pre-meeting document.*** The minutes should be as short as possible to ease ExCo delegates' reviews, while capturing all decisions, actions and important discussion points. The Operating Agent (OA) will be available to discuss the meeting with any delegates unable to attend the meetings in person.
6. ***The ExCo agreed that the two countries that have not paid into the Common Fund since 2014 should no longer be considered Contracting Parties to the DSM TCP unless they recommit to the TCP.***
7. ***Action: Chair*** to write to India and Spain ***in April***, notifying them that they must pay into the common fund in 2019 to avoid being struck off the list of Contracting Parties from 2020, subject to agreement with IEA Legal that this is the correct procedure.

#### 1f. Status of the DSM TCP

1. The Chair fed back from the IEA's Building Coordination Group (BCG) and End-use Working Party (EUWP) meetings. BCG delegates suggested that the TCP's name should reflect its new orientation, that the TCP should set out what success will look like in five years and that the TCP should identify its stakeholders and how to engage with them.
2. ***Action: Operating Agent*** to design a stakeholder mapping exercise for the ***54<sup>th</sup> ExCo meeting.***
3. EUWP delegates indicated that the TCP would need to show significant new activity and test the new orientation with other end-use TCPs. Amongst delegates, Portugal's delegate was the most enthusiastic about the DSM TCP's new orientation and should be followed up for possible future membership. Germany's delegate was the least enthusiastic, given their

focus on pure technology research, suggesting that other routes to Germany's membership should be sought, for example through their living labs work.

4. **Action: Chair** to write to chairs of relevant end-use TCPs **before the submission of the DSM TCP's request for extension** to ensure that the DSM TCP's new strategic plan is complementary and does not conflict with or duplicate their work. The request for extension must be submitted by August 15<sup>th</sup> 2019, with a draft submitted to the IEA by June 1<sup>st</sup> 2019.
5. The ExCo OA set out the status of engagement with other prospective new members (Canada, Denmark and Japan). Potential new members are emerging from both the bottom up (through Tasks) and the top down (e.g. through IEA committees). The OA will liaise with those developing Tasks and ExCo members to ensure that efforts are carried out at both Task and TCP level to attract new members.
6. **Action: DSM TCP Secretariat** to produce a short flyer to succinctly communicate the benefits of joining the TCP; **timing to align with the communication of any new name for the TCP.**
7. The possibility that non-members could be allowed to join one Task with a pathway to membership of the TCP was discussed, as was the possibility of charging reduced rates for countries satisfying socio-economic criteria. No decisions were reached on these topics.

#### 1g. International Energy Agency secretariat news

1. Jeremy Sung presented the latest news from the IEA, focussing on the recent Global Emissions and CO<sub>2</sub> Status Report, which shows the impact of economic growth on both energy consumption and emissions growth during 2018.
2. **Action: ExCo members** to let Jeremy know **as soon as possible** if they wish to be invited to the IEA's 2019 Global Energy Efficiency Conference in Dublin, Ireland on June 24<sup>th</sup> and 25<sup>th</sup>.
3. Jeremy explained that the IEA Secretariat updating the legal framework to make it easier for TCPs to be more flexible, Tasks to develop more quickly and enable the IEA Secretariat to take a more central role in TCP Tasks, e.g. by taking a coordination role akin to that of a Task OA. These issues will be discussed at the Universal TCP meeting on June 18<sup>th</sup>-19<sup>th</sup> in Paris.
4. **Action: DSM TCP Secretariat** to complete the pre-Universal TCP meeting questionnaire for sign-off by the Executive Steering Committee (ESC) by **April 30<sup>th</sup>**.
5. **Action: ESC** to decide **in April** who should attend the Universal TCP meeting on June 18<sup>th</sup>-19<sup>th</sup>.

#### 2. TASKS

1. The Chair (David Shipworth) explained that the majority of ExCo members present or voting by proxy need to approve new Tasks. The role of the ExCo is to ensure that Tasks:
  - a. have well-defined objectives with realistic deliverables best met through international collaboration;
  - b. are aligned with the Strategic Plan and have a pathway to impact;
  - c. do not duplicate work undertaken within the TCP or elsewhere; and
  - d. have enough commitment from the lead country / countries and other participants.

2. David also explained that the start date of an ExCo-approved Task is determined by the Task participants, a sufficient number of whom need to submit National Participation Plans.
3. ***The ExCo approved the principle that Tasks should be referred to by their names and not by a number that will mean very little to external stakeholders. However, each Task would still be allocated a number for internal record keeping.***
4. ExCo delegates discussed the potential for changes to the TCP membership rules and fee structure. Non-TCP members are interested in joining individual Tasks. Currently, membership of the entire TCP is required to participate in Tasks. There may be ways to enable non-members to join Tasks with a clear pathway to full membership (or withdrawal from Task participation). There may also be ways to structure TCP fees to enable countries with fewer resources and sponsors with varying ability to pay to join the TCP.
5. ***Action: ESC to prepare a paper on membership rule, fee structure and terms of participation for consideration by the ExCo before the next ExCo meeting.***

## **2a. Energy services supporting business models and systems (Task 25 Phase 2) – Task Status Report**

1. ***The ExCo approved the Task 25 Phase 2: Status Report.***
2. Participating countries noted the importance of making significant progress before the next ExCo meeting, given the delayed start to the Task. One specific issue to make progress on quickly is a consistent format for country interviews. No new countries expressed an interest in participating.

## **2b. Task Operating Agents Meeting Feedback**

1. Even Bjørnstad (Vice-chair Finance) presented feedback from the Task OAs meeting, which was attended by prospective future OAs and ExCo members leading Tasks in development. Views in writing from the OA not present were fed into the conversation.
2. It was requested that the organisers of ExCo meetings and DSM Days also facilitate Task expert meetings in the margins of these events. The position of the ExCo is that the organizer of the ExCo meeting should not be responsible for organizing and covering expenses for Task meetings; however, they should communicate with Task OAs and facilitate the search for suitable venues. Task OAs should communicate their desire to hold a Task meeting in the margins of the ExCo meeting / DSM Day as early as possible.
3. The DSM ExCo emphasizes the importance of people engaged in DSM TCP Tasks or other DSM TCP functions to be careful to present and communicate their roles in the correct way, consistent with their involvement in the work. People engaged in DSM TCP work should also be careful not to refer to themselves or their work as being part of the IEA. The TCP's work is carried out under the auspices of the IEA but cannot be attributed to the IEA itself.

## **2c. Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading: Task Proposal**

1. Even Bjørnstad (Vice-chair Finance) chaired item 2c to ensure no real or perceived conflict of interest affected the decision related to the approval of the Task.

2. ***The ExCo approved the Task conditional on: a) receipt of required National Participation Plans from at least two DSM participating countries; and b) identification of leads for the seven sub-tasks.***
3. ***The ExCo approved University College London (United Kingdom) as the Operating Agent, with Alexandra Schneiders leading the Task.***
4. The Task was allocated the reference Task 27, subject to future decisions on renumbering with the relaunch of the TCP.
5. Discussion centred around the ability of some countries to provide six months of people time to participate in the Task. The ExCo recommended that flexibility be applied with respect to the duration of time commitments of countries' participation in the Task.
6. Australia, Belgium, Italy, the Netherlands, Switzerland, the United Kingdom and the United States will participate in the Task. Ireland, Norway and Sweden are investigating the possibility of participation. Denmark is a keen non-member country participant. There is also the possibility of involving participants in Colombia, France, Germany and Israel. World Economic Forum, the Energy Web Foundation and the World Energy Council have expressed interest in engaging with the Task.
7. ***Action: Ireland, Norway and Sweden to investigate the possibility of participation in the Task as soon as possible.***

## **2d. Social Licence to Automate Demand Side Management: Task Proposal**

1. ***The ExCo approved the Task conditional on: a) the provision of more details on the roles and responsibilities of the Operating Agent and the National Experts; b) receipt of required National Participation Plans from at least two DSM participating countries; and c) identification of leads for the four sub-tasks.***
2. ***The ExCo approved Monash University Melbourne and the University of New South Wales (Australia) as the Operating Agents, with Sophie Adams (University of New South Wales) leading the Task.***
3. The Task was allocated the reference Task 28, subject to future decisions on renumbering with the relaunch of the TCP.
4. The Netherlands, Sweden and Switzerland will participate in the Task. Austria, Ireland, Norway, the United Kingdom and the United States are investigating the possibility of participation.
5. ***Action: Austria, Ireland, Norway, the United Kingdom and the United States to investigate the possibility of participation in the Task as soon as possible.***

## **2e. Hard To Reach Energy Users: Task Proposal**

1. ***The ExCo approved the Task conditional on receipt of required National Participation Plans from at least two DSM participating countries.***

2. ***The ExCo approved Sustainable Energy Advice as the Operating Agent, with Sea Rotmann leading the Task.***
3. New Zealand, Sweden, the United Kingdom (in kind) and the United States will participate in the Task. RAP would be able to make links between the Task and the Social Watt Horizon 2020 project.
4. There was some debate over whether the Task should be given a new reference number or be considered as a third phase of the earlier Task 24. As a result, the Task was allocated neither the reference Task 24 Phase III nor Task 29, with a decision on this Task's reference number subject to future decisions on renumbering with the relaunch of the TCP.

## **2f. Energy-sector Behavioural Insights Platform: Revised Task Concept Note**

1. ***The ExCo approved the Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.***
2. Discussion focussed on the need to develop the proposal over the summer and make some progress with the Task by the end of the year. The United Kingdom confirmed that they had secured funding (in principle) for an initial development phase of the Task. Ireland confirmed that they had made a similar request. An initial development phase could produce outputs of use to the IEA Secretariat as well as useful guidance on how to proceed with future phases of the Task.
3. ***The ExCo agreed that the ExCo Operating Agent should limit his support to administrative assistance and leave the conceptual development of the Task to the National Experts of the participating countries.***
4. ***Action: Lead countries (Ireland and the United Kingdom) to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal before the next meeting.***
5. ***Action: Supporting countries (Australia, and the Netherlands) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) as soon as possible.***
6. ***Action: Interested parties unable to provide support at present (Italy, Sweden and the United States) to investigate options for support to this Task's development as soon as possible.***
7. ***Action: The IEA to investigate ways in which the Secretariat could co-brand the Task and take a role in its development as soon as possible.***

## **2g. Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0: Task Concept Note**

1. ***The ExCo approved the Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.***
2. Discussion focussed on the fit with the new Strategic Direction of the TCP. The Task will cover both the use of behavioural measures to meet obligations and the implications of

digitalisation on obligation design as well as measurement and verification. Nevertheless, the Task would perhaps make more sense as a project undertaken with the IEA Secretariat, given its wider focus on policy design and implementation. These issues would be further discussed between RAP, the IEA and the ESC before the submission of the Task proposal.

3. **Action:** **RAP** to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal **before the next meeting**.
4. **Action:** Supporting countries (**Australia, Ireland, Italy** and the **United Kingdom**) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) **before the next meeting**.
5. **Action:** Interested parties unable to provide support at present (**Belgium, the Netherlands, Sweden** and the **United States**) to investigate options for support to this Task's development **before the next meeting**.
6. **Action:** The **IEA** to investigate ways in which the Secretariat could co-brand the Task and take a role in its development **before the next meeting**.

## **2h. What's in an algorithm? Towards inclusive and user-centred development for energy optimisation: Task Concept Note**

1. **The ExCo did not approve the Task concept to proceed to full proposal.**
2. The Chair explained to the prospective Operating Agent presenting the Task that, before bringing the concept note back to the ExCo, they should ensure that they have at least one lead country sponsoring it and that the relationship with the Social Licence to Automate Task be made clearer.

## **3 STRATEGY**

### **3a. Strategic Plan 2020-2025**

1. The Chair asked for any comments on the draft Strategic Plan, which will be submitted in draft to the IEA by June 1<sup>st</sup> 2019. The ExCo agreed to some drafting changes, including references to policy implementation, distributional implications and the addition of a small section in the work plan covering policy and regulatory approaches.
2. Discussion centred on the need to provide a "golden thread" that ties together the work of the TCP under the vision of being the world-leading international collaboration platform for policy-relevant socio-technical research on energy use. A diagram that was able to link together the work programme with the vision and mission could also identify the areas where new Tasks could be developed. One idea discussed was a Task focussed on gender and energy use.
3. **Action:** **ESC** to develop a diagram to represent the Strategic Plan **before the submission of the DSM TCP's request for extension**.

### **3b. A new name for the TCP?**

1. This item was facilitated by Malcolm Stewart (representing Tayburn, who won the competition for the role) over the course of two sessions: the first with observers in the room and the second, on the next day with just the ExCo and Secretariat present, at which decisions were made. The process involved the progressive narrowing down, through voting, of a list of names, supplied by ExCo delegates and Tayburn, to a short list of groups of similar names. On the second day, ExCo delegates further narrowed down the short list and removed names which could have been difficult for their funding bodies; this effectively removed names containing the words “people”, “human” and “society”. Following this process, “User-Centred Energy Systems” emerged as the name which all delegates present would be happy with (the name could also potentially be shortened to “Users”, “UsersTCP” or the acronym “UCES”). The majority of delegates present also preferred to move from the current name to the new proposal. Finally, the Chair asked delegates whether there was consensus, i.e. no objections, to the adoption of the new name. There were no objections.
2. ***The ExCo agreed that the TCP will change its name to User-Centred Energy Systems subject to there being no objections from absent paying members, Finland and New Zealand.***
3. ***Action: Chair to contact Finland and New Zealand as soon as possible to ensure that they do not object to the change of name.***
4. ***Action: ESC to propose a process for the adoption of the new name before the submission of the Request for Extension.***

#### **4 TCP MANAGEMENT**

##### **4a. – 4b. ESC and Operating Agent reports**

1. ***The ExCo approved the ESC report.***
2. The Operating Agent (Samuel Thomas) explained that a teleconference had been held with IDAE about becoming the Contracting Party for Spain, but that they had turned down the opportunity to take up the position when pressed in the context of participating in the Hard To Reach Energy Users Task; a Spanish PhD student is prepared to provide time input to the Task. The Spanish PhD student is trying to find another possible Spanish Contracting Party, a search made more pressing by the decision to remove Spain as a member of the TCP from 2020 if they do not commit to pay into the Common Fund in 2019.
3. ***The ExCo approved the Operating Agent report.***

##### **4c. Draft Communications Strategy**

1. The new visual identity for the TCP will be developed after the IEA has produced its new TCP logo. Crowd sourcing a new design through a competition online or using a university design department were both discussed as options.
2. Upgrading the website will require more investment and attention on content. Sweden (Mehmet Bulut) and the Secretary (Anne Bengtson) both offered to join a small group to oversee the process. The 4E and ISGAN TCPs’ websites were both raised as potential models for further investigation.



3. ***The ExCo agreed that the Newsletter should be distributed via Mailchimp and contain news about DSM Tasks and events.***
4. ***The ExCo agreed that all Tasks should produce concise policy briefs (or briefs for target stakeholder groups).***
5. The ExCo discussed the potential requirement that all key Task outputs (e.g. policy briefs, final reports), to be identified by the Task Operating Agent, should be reviewed by the ExCo before publication with one participant and one non-participant acting as lead reviewers. No decision was reached, however.
6. ***Action: ExCo members to provide suggestions for future DSM University webinars to the Operating Agent before the next ExCo meeting.***
7. ***The ExCo agreed that the Twitter account should be managed by the Secretariat (Anne Bengtson and Samuel Thomas) with Operating Agents suggesting retweets and producing draft tweets on Task issues.***

#### **4d. – 4e. Finance report and Finance Sub-Committee Report**

1. The Finance Sub-Committee (FSC), represented by the Even Bjørnstad (Vice-Chair Finance) and François Brasseur, set out the principles of a new invoice approval routine, which includes a one week window for the FSC and the Chair to raise any issues.
2. They also set out the relationship between the FSC and the Contractor Sub-Committee that formed to oversee the hiring of the Operating Agent and proceeded to review the bids for the facilitator of the naming session. A member of the FSC shall be invited as an observer in all contracting processes. The maximum size of contract should be communicated in tender requests and the total cost is given enough weight to make it an appropriate factor in the judgement of tenderers.
3. ***The ExCo approved the Terms of Reference of the FSC.***
4. ***The ExCo agreed that, effective from 2020 (2019 for new members), the annual payment to the common fund shall be in Euros. The payment for an ordinary country member shall be €10 000. The one sponsor currently in agreement of a reduced membership fee shall pay €5 500.***
5. ***The ExCo agreed that, if payment in Euros is impossible, payment in other currencies shall be accepted, in which case a current and official exchange rate shall be used and quoted in the payment documentation.***
6. Discussion focussed on the question of seed funding, with a number of ExCo members voicing their opposition to the concept of loaning funds to prospective OAs. However, the ExCo did see that there could be cases where small stand-alone projects could be funded using the Common Fund. These projects could potentially be used to test the viability of future Tasks. However, if a Task were to follow on from such a project, there should be no expectation that the consultant leading the project would be the Task Operating Agent.
7. ***The ExCo did not approve the use of the Common Fund for the seed funding of Tasks.***

8. ***The ExCo approved the use of the Common Fund for cross-ExCo projects to be agreed by the ExCo on a case-by-case basis. Such projects would be expected to be consistent with the Strategic Plan, have clear deliverables and be financially sustainable.***

#### **4f. – 4G. Updating the TCP’s Implement Agreement and guidance**

1. KC Michaels (IEA Legal) explained that a new template Implementing Agreement (IA) was being developed by the IEA and the DSM TCP could helpfully liaise with the IEA Secretariat in its development, acting as a guinea pig for the new legal text. An updated IA should explain the TCP’s mission statement, make provisions for the Operating Agent role and the account manager (if this is separate from the Operating Agent), clarify the distinction between the legal entity and the lead person involved in the role of Task Operating Agent, and contain sufficient flexibility for different models of Task structure. Changes to the IA and to the TCP’s name would not require the IA to be re-signed by Contracting Parties.
2. Several points in the draft guidance document were discussed. The following points were made in the context of the redrafting of the IA and accompanying guidance.
  - a. There was agreement that Operating Agents receiving funds from the Common Fund should not be ExCo members. Operating Agents of task-shared Tasks would not be subject to the same conflict of interest, however in the case where the Chair is a representative of the Task Operating Agent, relevant items should be chaired by a Vice-Chair.
  - b. There was agreement that, for a concept to move to the Task proposal phase and for a Task proposal to be approved, a minimum of three participating countries should be willing to participate.
  - c. The potential move to unanimous approval for Task proposals was discussed without conclusion. It was agreed that, in such circumstances, in order to oppose approval, an ExCo delegate would need to appeal to the criteria for Task approval (see 2.7 in PMD Document Q). However, an arbitrator might be needed to judge whether the criteria for Task approval had indeed not been met. The Chair could potentially carry out this role.
  - d. There was agreement that National Experts should be appointed or approved by the relevant country’s ExCo delegate.
  - e. It was suggested that, if there was a complaint made against the Chair, a Vice-Chair could step in and manage the dispute process.
3. ***Action: ESC to work with IEA Legal to produce a draft update of the Implementing Agreement before the next meeting.***

#### **5 NEXT STEPS IN THE TRANSITION PROCESS**

1. The ExCo decided that the next (54<sup>th</sup>) ExCo meeting would take place in Melbourne, Australia. Dates from October 21<sup>st</sup> and 22<sup>nd</sup> immediately before the All-Energy Australia Conference through to mid- November were discussed. The ExCo also agree that the 55<sup>th</sup> meeting would take place in Austria. The ExCo noted the offer of Nova Scotia to host an ExCo meeting and would investigate whether the 56<sup>th</sup> meeting could be suitable in this respect.
2. ***Action: ExCo Secretary to liaise with Australia and send out a doodle poll to ExCo delegates to determine the best dates for the 54<sup>th</sup> ExCo meeting in April.***

3. **Action: Australia** to confirm the dates for the 54<sup>th</sup> ExCo meeting **by end of May**.
4. **Action: ExCo Secretary** to work with **Australia** and the **Chair** to produce an invitation letter to help ExCo delegates to get permissions to travel to the 54<sup>th</sup> ExCo meeting **by end of May**.
5. **Action: Austria** to propose dates for the 55<sup>th</sup> ExCo meeting liaising with the **ESC before the next ExCo meeting**.
6. ExCo delegates discussed the need to organise an invitation to tender for the ExCo Operating Agent (OA) and clarify the point in time at which an ExCo OA, appointed after a competition, would be expected to take up the role, given the timings of decisions on the TCP's Request for Extension. The current interim Operating Agent took on the role for one-year from 12<sup>th</sup> November 2018 to 11<sup>th</sup> November 2019; an extension to the interim OA's appointment would need to be negotiated prior to the next ExCo meeting.
7. **Action: ESC and Contractor Sub-Committee** to clarify the process for tendering for an ExCo Operating Agent and develop an invitation to tender **before the next ExCo meeting or earlier if necessary**.

## ANNEX 1

### **Contacts with interested countries and sponsors**

Interest in the DSM TCP in the past six months has been shown by Canada, Germany, Japan, Denmark, Argentina and Saudi Arabia. Sam Thomas will continue to pursue new members, using the revised agreed strategic direction.

David Shipworth pointed out that it is crucial that we work closely with countries beyond our current membership.

David Shipworth stated that the IEA requires that all countries invited to participate in the DSM TCP 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 join the DSM TCP either as a Contracting Party or Sponsor:

#### **IEA Member countries that are not yet participating in the DSM TCP are:**

Australia, Canada, the Czech Republic, Denmark, Germany, Greece, Hungary, Japan, Mexico, Poland, Slovakia, Portugal and Turkey, as well as the European Commission, which also participates in the work of the IEA.

#### **Non-member countries that participate in other TCPs:**

Russia, South Africa, Venezuela, Algeria, Brazil, Peoples Republic of China, Croatia, Egypt, Israel, Lithuania, Ukraine and the United Arab Emirates (UAE).

#### **APEC countries:**

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

#### **Non-OECD countries:**

Argentina  
Saudi Arabia  
Serbia  
Cyprus

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 TCP.

The Executive Committee unanimously:

RESOLVED that:

- (1) (hereafter 'The Potential Sponsor') be invited to join the DSM TCP for Co-operation on Technologies and Programmes for Demand-Side Management on the terms as set out below:

If the Potential Sponsor joins the DSM TCP, 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 TCP, 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 Euros 10,000 to the Common Fund
  - c) Be recognized as a Sponsor from the date they sign the TCP;
  - d) Be entitled to send a representative and an alternate representative to the twice-yearly Executive Committee meetings of the DSM TCP;
  - e) Have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the DSM TCP 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 David Shipworth, 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 TCP (see above list of countries)
- renewed Executive Committee approval of the resolution to invite Sponsors

**ACTION:**

- Maintain contacts with interested countries.

### Attachment A: Summary of Decisions

Decision 201904-1	The ExCo approved the 53 <sup>rd</sup> ExCo meeting agenda including the addition of a new item to approve a change to the Contracting Party representing New Zealand.
Decision 201904-2	The ExCo approved the Energy Efficiency and Conservation Authority (EECA) of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand.
Decision 201904-3	The ExCo approved the minutes of the 52 <sup>nd</sup> ExCo meeting and the teleconferences on 12 <sup>th</sup> December 2018 and 22 <sup>nd</sup> February 2019.
Decision 201904-4	The ExCo approved the proposed format of the minutes outlined in the pre-meeting document.
Decision 201904-5	The ExCo agreed that the two countries that have not paid into the Common Fund since 2014 should no longer be considered Contracting Parties to the DSM TCP unless they recommit to the TCP.
Decision 201904-6	The ExCo approved the principle that Tasks should be referred to by their names and not by a number that will mean very little to external stakeholders. However, each Task would still be allocated a number for internal record keeping.
Decision 201904-7	The ExCo approved the Task 25 Phase 2: Status Report.
Decision 201904-8	The ExCo approved the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task conditional on: a) receipt of required National Participation Plans from at least two DSM participating countries; and b) identification of leads for the seven sub-tasks.
Decision 201904-9	The ExCo approved University College London (United Kingdom) as the Operating Agent, with Alexandra Schneiders leading the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task.
Decision 201904-10	The ExCo approved the Social Licence to Automate Demand Side Management Task conditional on: a) the provision of more details on the roles and responsibilities of the Operating Agent and the National Experts; b) receipt of required National Participation Plans from at least two DSM participating countries; and c) identification of leads for the four sub-tasks.
Decision 201904-11	The ExCo approved Monash University Melbourne and the University of New South Wales (Australia) as the Operating Agents, with Sophie Adams (University of New South Wales) leading the Social Licence to Automate Demand Side Management Task.
Decision 201904-12	The ExCo approved the Hard To Reach Energy Users Task conditional on receipt of required National Participation Plans from at least two DSM participating countries.
Decision 201904-13	The ExCo approved Sustainable Energy Advice as the Operating Agent, with Sea Rotmann leading the Hard To Reach Energy Users Task.
Decision 201904-14	The ExCo approved the Energy-sector Behavioural Insights Platform Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.
Decision 201904-15	The ExCo agreed that the ExCo Operating Agent should limit his support to administrative assistance and leave the conceptual development of Tasks to the National Experts of the participating countries.

Decision 201904-16	The ExCo approved the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.
Decision 201904-17	The ExCo did not approve the What's in an algorithm? Towards inclusive and user-centred development for energy optimisation Task concept to proceed to full proposal.
Decision 201904-18	The ExCo agreed that the TCP will change its name to <u>User-Centred Energy Systems</u> subject to there being no objections from absent paying members, Finland and New Zealand.
Decision 201904-19	The ExCo approved the ESC report.
Decision 201904-20	The ExCo approved the Operating Agent report.
Decision 201904-21	The ExCo agreed that the Newsletter should be distributed via Mailchimp and contain news about DSM Tasks and events.
Decision 201904-22	The ExCo agreed that all Tasks should produce concise policy briefs (or briefs for target stakeholder groups).
Decision 201904-23	The ExCo agreed that the Twitter account should be managed by the Secretariat (Anne Bengtson and Samuel Thomas) with Operating Agents suggesting retweets and producing draft tweets on Task issues.
Decision 201904-24	The ExCo approved the Terms of Reference of the Financial Sub-Committee.
Decision 201904-25	The ExCo agreed that, effective from 2020 (2019 for new members), the annual payment to the common fund shall be in Euros. The payment for an ordinary country member shall be €10 000. The one sponsor currently in agreement of a reduced membership fee shall pay €5 500.
Decision 201904-26	The ExCo agreed that, if payment in Euros is impossible, payment in other currencies shall be accepted, in which case a current and official exchange rate shall be used and quoted in the payment documentation.
Decision 201904-27	The ExCo did not approve the use of the Common Fund for the seed funding of Tasks.
Decision 201904-28	The ExCo approved the use of the Common Fund for cross-ExCo projects to be agreed by the ExCo on a case-by-case basis. Such projects would be expected to be consistent with the Strategic Plan, have clear deliverables and be financially sustainable.

#### Attachment B: Summary of Actions

Action 201904-1	<b>Chair</b> to write to India and Spain <b>in April</b> , notifying them that they must pay into the common fund in 2019 to avoid being struck off the list of Contracting Parties from 2020, subject to agreement with IEA Legal that this is the correct procedure.
Action 201904-2	<b>Operating Agent</b> to design a stakeholder mapping exercise for the <b>54<sup>th</sup> ExCo meeting</b> .
Action 201904-3	<b>Chair</b> to write to chairs of relevant end-use TCPs <b>before the submission of the DSM TCP's request for extension</b> to ensure that the DSM TCP's new strategic plan is complementary and does not conflict with or duplicate their work. The request for extension must be submitted by August 15 <sup>th</sup> 2019, with a draft submitted to the IEA by June 1 <sup>st</sup> 2019.
Action 201904-4	<b>DSM TCP Secretariat</b> to produce a short flyer to succinctly communicate the benefits of joining the TCP; <b>timing to align with the communication of any new name for the TCP</b> .
Action 201904-5	<b>ExCo members</b> to let Jeremy know <b>as soon as possible</b> if they wish to be invited to the IEA's 2019 Global Energy Efficiency Conference in Dublin,

	Ireland on June 24 <sup>th</sup> and 25 <sup>th</sup> .
Action 201904-6	<b>DSM TCP Secretariat</b> to complete the pre-Universal TCP meeting questionnaire for sign-off by the Executive Steering Committee (ESC) by <b>April 30<sup>th</sup></b> .
Action 201904-7	<b>ESC</b> to decide <b>in April</b> who should attend the Universal TCP meeting on June 18 <sup>th</sup> -19 <sup>th</sup> .
Action 201904-8	<b>ESC</b> to prepare a paper on membership rule, fee structure and terms of participation for consideration by the ExCo <b>before the next ExCo meeting</b> .
Action 201904-9	<b>Ireland, Norway</b> and <b>Sweden</b> to investigate the possibility of participation in the Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading Task <b>as soon as possible</b> .
Action 201904-10	<b>Austria, Ireland, Norway, the United Kingdom</b> and the <b>United States</b> to investigate the possibility of participation in the Social Licence to Automate Demand Side Management Task <b>as soon as possible</b> .
Action 201904-11	Lead countries of the Energy-sector Behavioural Insights Platform Task ( <b>Ireland</b> and the <b>United Kingdom</b> ) to help organise an international meeting (Task Definition Phase) with National Experts from the interested countries and submit the proposal <b>before the next meeting</b> .
Action 201904-12	Supporting countries of the Energy-sector Behavioural Insights Platform Task ( <b>Australia</b> , and the <b>Netherlands</b> ) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) <b>as soon as possible</b> .
Action 201904-13	Interested parties in the Energy-sector Behavioural Insights Platform Task unable to provide support at present ( <b>Italy, Sweden</b> and the <b>United States</b> ) to investigate options for support to this Task's development <b>as soon as possible</b> .
Action 201904-14	The <b>IEA</b> to investigate ways in which the Secretariat could co-brand the Energy-sector Behavioural Insights Platform Task and take a role in its development <b>as soon as possible</b> .
Action 201904-15	<b>RAP</b> to help organise an international meeting of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task (Task Definition Phase) with National Experts from the interested countries and submit the proposal <b>before the next meeting</b> .
Action 201904-16	Supporting countries of the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task ( <b>Australia, Ireland, Italy</b> and the <b>United Kingdom</b> ) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase) <b>before the next meeting</b> .
Action 201904-17	Interested parties in the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task unable to provide support at present ( <b>Belgium, the Netherlands, Sweden</b> and the <b>United States</b> ) to investigate options for support to this Task's development <b>before the next meeting</b> .
Action 201904-18	The <b>IEA</b> to investigate ways in which the Secretariat could co-brand the Best Practices in Designing and Implementing Energy Efficiency Obligations 2.0 Task and take a role in its development <b>before the next meeting</b> .
Action 201904-19	<b>ESC</b> to develop a diagram to represent the Strategic Plan <b>before the submission of the DSM TCP's request for extension</b> .
Action 201904-20	<b>Chair</b> to contact Finland and New Zealand <b>as soon as possible</b> to ensure that they do not object to the change of name.
Action 201904-21	<b>ESC</b> to propose a process for the adoption of the new name <b>before the submission of the Request for Extension</b> .
Action 201904-22	<b>ExCo members</b> to provide suggestions for future DSM University webinars to



	the Operating Agent <b>before the next ExCo meeting.</b>
Action 201904-23	<b>ESC</b> to work with <b>IEA Legal</b> to produce a draft update of the Implementing Agreement <b>before the next meeting.</b>
Action 201904-24	<b>ExCo Secretary</b> to liaise with <b>Australia</b> and send out a doodle poll to ExCo delegates to determine the best dates for the 54 <sup>th</sup> ExCo meeting <b>in April.</b>
Action 201904-25	<b>Australia</b> to confirm the dates for the 54 <sup>th</sup> ExCo meeting <b>by end of May.</b>
Action 201904-26	<b>ExCo Secretary</b> to work with <b>Australia</b> and the <b>Chair</b> to produce an invitation letter to help ExCo delegates to get permissions to travel to the 54 <sup>th</sup> ExCo meeting <b>by end of May.</b>
Action 201904-27	<b>ESC</b> and <b>Contractor Sub-Committee</b> to clarify the process for tendering for an ExCo Operating Agent and develop an invitation to tender <b>before the next ExCo meeting or earlier if necessary.</b>

### Attachment C: Agenda

#### Thursday 4 April

09:00

#### 1. GENERAL BUSINESS/WELCOME

1a. Welcome – *David Shipworth*

1b. ExCo approval of the agenda – *David Shipworth*

DOC A

1c. **Approve** the Energy Efficiency and Conservation Authority of New Zealand as the Contracting Party in the DSM TCP, for and on behalf of the Government of New Zealand – *Samuel Thomas*

1d. Actions from the 52<sup>nd</sup> ExCo meeting and December 2018 and February 2019 ExCo Teleconferences – *Samuel Thomas*

DOC B

1e. Proposal for format of ExCo meeting Minutes – *Samuel Thomas*

DOC C

1f. Status of the DSM TCP - *David Shipworth*

1g. International Energy Agency Secretariat news – *Jeremy Sung*

DOC D

**Coffee break**

10:45

#### 2. TASKS

2a. Energy services supporting business models and systems (Task 25 – Phase2) - Task Status Report– *Ruth Mourik, DuneWorks, Netherlands*

DOC E

2b. Operating Agents meeting report – *Even Bjørnstad*

2c. Global Observatory on Community Self-Consumption and Peer-to-Peer Energy Trading – Task Proposal – *David Shipworth, United Kingdom*

DOC F

**2d.** Social Licence to Automate DSM – Task Proposal, DOC G  
*Tony Fullelove, Australia*

**Lunch**

13:30 **2. TASKS (continued)**

**2e.** Hard to Reach Energy Users – Task Proposal, DOC H  
*Sea Rotmann, New Zealand*

**2f.** Behavioural Insights Platform – Revised Concept Note, DOC I  
*Sam Thomas, ExCo Operating Agent*

**2g.** Best Practices in Designing & Implementing Energy Efficiency Obligations 2.0 – Concept note, *Jan Rosenow, Regulatory Assistance Project* DOC J

**2h.** What’s in an algorithm? Towards inclusive and user-centered development for energy optimization – Concept note, *Ruth Mourik, DuneWorks, Netherlands* DOC K

**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)

**Coffee break**

15:30 – 17:00 **3. STRATEGY**

3a. Strategic Plan 2020-2025 – David Shipworth DOC L

3b. New name for the TCP? – Facilitated discussion  
DOC M

*Friday 5 April* (ExCo only)

09:00 **3. STRATEGY (continued)**

3c. New name for the TCP? – Conclusion of facilitated discussion DOC M

**Coffee break**

11:00 **4. TCP MANAGEMENT**

- 4a. ESC report – David Shipworth DOC N
- 4b. Operating Agent report – Sam Thomas DOC O
- 4c. Draft communications strategy - Josephine Maguire DOC P
- 4d. Finance report – Even Bjørnstad PMD Part 2
- 4e. Finance sub-committee report – *Even Bjørnstad, François Brasseur, Maria Buergermeister-Maehr, Simone Maggiore.* PMD Part 2
- 4f. Updating the TCP’s Implementing Agreement - *KC Michaels*
- 4g. Updated guidance – *Sam Thomas* DOC Q

Lunch

13:30

**5. NEXT STEPS IN THE TRANSITION PROCESS**

- 5a. Actions over the next 6-12 months – *David Shipworth*
- 5b. Plans for the 54<sup>th</sup> and 55<sup>th</sup> ExCo meeting (October 2019 and April 2020)  
– *Tony Fullelove (Australia), tbc*
- 5c. Plans for ExCo teleconferences - *Sam Thomas*
- 5d. Contracting for an Operating Agent for 2020 to 2025 – *Contractor sub-committee oral update*

**6. OTHER MATTERS**

15:30

Meeting ends