Demand-Side Management Technology Collaboration Programme

Fifty-Fourth Executive Committee Meeting
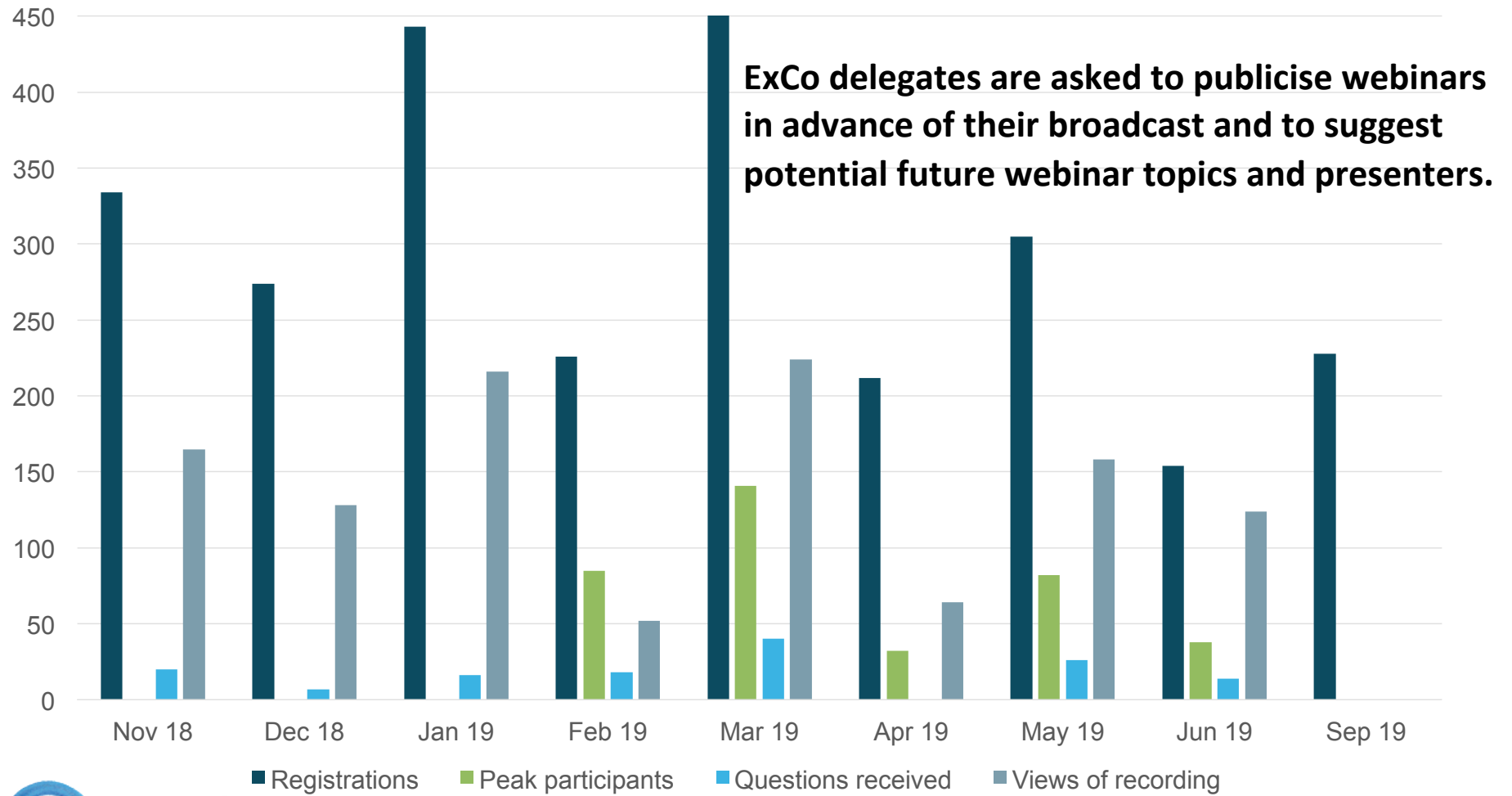
Melbourne, Australia, 21 October 2019

Item 2c
Communications Report

Samuel Thomas, ExCo Operating Agent

Melbourne, Australia, 21 October 2019

DSM University Statistics

ExCo delegates are asked to publicise webinars in advance of their broadcast and to suggest potential future webinar topics and presenters.

Increasing the visibility of Users TCP

ExCo delegates are asked to consider additional ways to increase visibility of the Users TCP launch in advance of the ExCo meeting.

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Item 2e. Status of the Users TCP 2024
including feedback from the Smart Energy Systems Working Party Meeting

Hui Yin Xiang, Chair

Beijing, China, 21 October 2024

Vision, mission and objectives for 2020-2025

- **Users TCP's Vision**
  - To be the world-leading international collaboration platform for policy-relevant socio-technical research on user-centred energy systems

- **Users TCP's Mission**
  - To provide evidence from socio-technical research on energy use and production, to inform policy making for clean, efficient and secure energy transitions

- **Objectives for 2020-2025**
  - Provide impartial, reliable and authoritative research, guidelines and recommended practices to policy/decision makers and implementers based on international evidence
  - Establish at least four international networks of expertise on sociotechnical aspects of energy use
  - Work with other TCPs to provide multi-disciplinary research on key energy transition topics

Users TCP's Objectives

Objective 1: To provide impartial, reliable and authoritative research, guidelines and recommended practices to policy/decision makers and implementers based on international evidence.

OA/ExCo roles related to delivering this could include:

- Lead authoring headline User TCP publications (as opposed to Annex publications)
- Coordinating and editing User TCP publications (as opposed to Annex publications)
- Peer reviewing Annex publications not otherwise subject to peer review
- Establishing and managing ExCo member peer-review processes for User TCP outputs.
- Commissioning and managing ExCo-requested cost shared 6-month Annex pilot studies in key policy relevant areas.
- Undertaking or procuring User TCP surveys of policy makers' evidence needs for user-centred energy systems.

Users TCP's Objectives

Objective 2: To establish at least four international networks of expertise on socio-technical aspects of energy use.

OA/ExCo roles related to delivering this could include:

- Taking an active role in the initiation of new Annexes.
- Taking an active role in identifying National Experts from existing ExCo countries to participate in Annexes
- Taking leading role in inducting new Member countries into the Users TCP.
- Proactively engaging in communications activities in support of Annexes.
- Establishing new interaction and collaboration platforms for international networks of expertise.

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Users TCP's Objectives

Objective 3: To work with other TCPs to provide multi-disciplinary research on key energy transition topics.

OA/ExCo roles related to delivering this could include:

- Mapping potential collaborative partners across the TCP community
- Drafting and helping execute MoU between TCPs and their Annexes
- Operationalising proposed methods of collaboration between TCPs and their Annexes and ensuring that such modes of working are acceptable to all parties
- Establishing links with other multilateral bodies such as CEM and MI and identifying practical methods of working across such bodies.

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The EUWP challenge

Challenge 1: To expand our scope of work in line with our ambitious new mission and vision.

Additional OA roles related to delivering this could include:

- Focusing on expanding membership.
- Focusing on building the impact value proposition for globally leading organisations to participate by strengthening our relationships with the IEA secretariat, CEM and MI.
- Creating a social-enterprise business model for the User-Centred Energy Systems Academy that allows it to generate revenue to reinvest in a growing range of educational services.
- Seeking Continuing Professional Development (CPD) accreditation with relevant professional bodies for provision of learning modules on key User TCP areas.

The EUWP challenge

Challenge 2: To not to be limited by our existing expertise or membership.

Additional OA roles related to delivering this could include:

- Facilitating Member countries providing both a Delegate, and an Alternate Delegate to all ExCo meetings.
- Identifying senior policy makers and experts to become new Member country delegates on joining

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Status of the Users TCP in 2024

What new forms of activity should we instigate?

- *"…Establishment of cross-TCP 'networks of expertise', embedding or supporting experts in Annexes in throughout the TCP family to apply best practice socio-technical and socio-economic theory and methods…"*

- *"…two-hour host country 'Ministerial briefing' to the start of each Users TCP ExCo meeting…"*

- *"…the evolution of the User-Centred Energy Systems Academy into a substantial open-access on-line database of training resources themed by TCP Annex*

- *"…partnerships with the IEA in the provision of intensive short courses to public sector bodies…"*

Status of the Users TCP in 2024

- **How many Countries should be participating in 2024?**
  - *"…China joined in 2021 along with Turkey, Saudi Arabia, Egypt, Canada, Mexico and Colombia…"*

- **How do we want to be governed?**
  - *"…rotating 2-year fixed-term Chair…"*
  - *"…the addition of Alternate Delegates by each country, has significantly enhanced the ExCo technical, as well as policy and regulatory expertise…"*

- **How many Annexes should we have in 2024?**
  - *"…12 topic-specific Annexes developed since 2020…"*

Status of the Users TCP in 2024

- **What financial resources would we like to have access to?**
  - An annual Operating surplus of €100,000; €250,000; €500,000?

- **What should be the role of the ExCo in Annex affairs?**
  - Screening of policy briefs for TCP strategic fit and reputational risk?
  - Participating ExCo members attend all Annex Meetings?
  - Have a formal process of peer review of all outputs?

- **How do we start to 'make our own weather'?**
  - How do we catalyse additional resources for work in our field?
  - Should there be a Mission Innovation activity in the Users TCP area?

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Item 2f
Operating Agent Report

Samuel Thomas, ExCo Operating Agent

Melbourne, Australia, 21 October 2019

Item 2f
Operating Agent Report

David Shipworth, Chair

Melbourne, Australia, 21 October 2019

Operating Agent Report

- Main achievements since April
  - Supported Chair to secure five-year mandate extension
  - Managed tender process to bring new visual identity and website to fruition
  - Interesting DSM University / User-Centred Energy Systems Academy curriculum

- Room for improvement
  - Interaction with annex Operating Agents ahead of ExCo meetings (agreement on what is wanted and papers produced earlier to avoid nugatory effort)
  - Bringing in new members (Germany, Canada are close but have not yet joined)

- Thoughts for the immediate future (to end February)
  - Build on momentum of new TCP and Annexes to help expand membership
  - Work with IEA on new Implementing Agreement and accompanying guidance
  - Develop strategy for Academy

- Thoughts for next mandate period
  - OA could manage the delivery of ExCo projects (not just Academy)
  - Keep plugged in to the IEA and take advantage of opportunities

Item 2f
Operating Agent Report – ExCo OA Performance Review

David Shipworth, Chair

Melbourne, Australia, 21 October 2019

Tone of feedback from ExCo in 360˚ Review

This was universally positive.

- *"Sam is a very friendly and approachable."*
- *"Sam is very responsive and clear in correspondence."*
- *"He is organized and gets things done promptly including meeting agendas, chairing of meetings, formulating decisions and follow up on meetings"*
- *"His contacts with the IEA are very valuable to us."*
- *"Goes out of his way to help and provide useful information when asked questions."*
- *"Available (e.g. for phone calls) at short notice and flexible"*
- *"Very satisfied with all actions undertake by the TCP OA - no areas of improvement."*
- *"It is clear Sam's work is having a real impact at a crucial moment for the TCP."*
- *"The internal processes of the TCP have been strengthened as a result of Sam's work."*

Tone of feedback from Annex OAs in 360° Review

This was still generally positive but included some areas for improvement.

- *"Having an OA for the TCP has not changed the Annex OA experience much."*

- *"TCP OA is relatively invisible to Annex OAs"*

- *"Provide more lead-time and specification on Annex OA requests."*

- *"Provide more content and context rich feedback on meetings (ESC, ExCo, EUWP) affecting Annex OAs"*

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TCP 360° Feedback on OA priority areas

Involvement in the work of existing Annexes:

- Attending Annex meetings.

- Acting as a mentor/advocate for the Annexes and their OAs.

- Helping keep things moving between ExCo meetings.

- Proactively manage of the content of proposed new Annexes in relation to existing Annexes.

TCP 360° Feedback on OA priority areas

Policy and procedures:

- Continue improving transparency of internal governance processes.

- Update the TCP IA, Annex guidance and TCP communications documents.

- Revise Annex evaluation processes and procedures to make them more appropriate for different Annex operating models.

TCP 360˚ Feedback on OA priority areas

Initiation of new Annexes:

- Explore models for Annex financing that allow for smaller research tasks to be carried out easily.

- Be proactive in shaping the content of proposed new Annexes.

- Provide more encouragement of existing ExCo members to participate in new Annexes.

- Spend more time in assisting the ESC/ExCo to initiate new Annexes.

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TCP 360° Feedback on OA priority areas

Recruitment of new TCP Members

- Increase the efforts on recruitment of new members.

- More following-up with new countries/stakeholders from non-member countries who want to join the TCP.

- Invest more time in outreach to potential new members and existing members.

- Focus on recruiting new countries to join.

- Focus on getting a few countries into the TCP including Germany, India and Spain.

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TCP 360˚ Feedback on OA priority areas

Communications and content management:

- Assist in structuring an interesting website content.

- Identifying topics and speakers for the Users Academy.

- Encourage ExCo and others to submit articles to the UsersTCP Newsletter.

- Proof-read submitted content to the newsletter.

- Focus on relaunch of TCP, new branding, website, etc

Item 2g
Contracting for an Operating Agent

David Shipworth and Contractor sub-committee

Melbourne, Australia, 21 October 2019

Purpose of agenda item

To seek the ExCo's views on the following issues regarding procurement of Operating Agent services for the new mandate period post 1st March 2020:

- The duration of contract

- The scope of work

- The basis for budgeting for the work

- The method of contracting

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Key Questions for the ExCo

Q1: What should the duration of the contract for the Operating Agent be?

- The new mandate period runs from 1st March 2020 to 28th February 2025.

Q2: What should be the basis on which the Operating Agent budget is calculated?

- Option 1: A lower bound estimate fixed sum with the capacity to revise subject to ExCo approval?
- Option 2: A lower bound estimate fixed sum with the capacity to revise to an upper bound at the ESC and finance sub-committee's discretion - with further variations subject to ExCo approval?
- Option 3: A fixed cost component + a variable costs component as a function of the number of Member countries?

Key Questions for the ExCo

Q3: What should be the scope of work of the Operating Agent?

- This is addressed in further detail below.

Q4: What should the selection process be?

- The ExCo is committed to competitively tendering for an Operating Agent for the new mandate period. This process could be open or restricted.

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OA Scope of work

The current headline areas of activity of the interim Operating Agent are as follows:

- ExCo, ESC and Chair meeting support
- Communications: reporting, outreach, dissemination, updating IA and guidance
- Annex initiation
- Ongoing Annex support

Additional areas of support typically found in other TCPs include:

- Account management functions (under the oversight of the Vice-Chair Finance and the Finance subcommittee)
- Providing quality assurance of TCP publications

Proposed Motion 1

"The ExCo agrees that the Chair, Procurement sub-committee, and a member of the finance subcommittee will design and run a selective competitive tending process for procurement of ExCo Operating Agent services from 01 March 2020 to 28 February 2023, with an option to extend to 28 February 2025."

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Proposed Motion 2

"The ExCo agrees that the Chair, procurement sub-committee, and finance sub-committee will produce a budget for Operating Agent expenses based on a lower bound estimate fixed sum with the capacity to revise to an upper bound at the ESC and finance sub-committee's discretion with further variations subject to ExCo approval. The Lower and Upper bounds will be proposed to the ExCo Telco in December 2019 or before along-side the 2019 Budget."

Proposed Motion 3

"The ExCo agrees that the Chair, procurement sub-committee, and a member of the finance subcommittee will produce a draft invitation to tender including a job specification defining the scope of work for submission to an ExCo Telco in December 2019 or before."

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