AGENDA

IEA Demand-Side Management Technology Collaboration Programme (DSM TCP)
Fifty-second Executive Committee Meeting
1 – 3 October, 2018
Department of Business, Energy and Industrial Strategy (BEIS),
1 Victoria Street, London, SW1H 0ET, United Kingdom

Monday 1 October

08:30 – 17:00	**DSM Day Workshop** (Department of Business, Energy and Industrial Strategy (BEIS),1 Victoria Street, London
17.30 – 18:30	**Operating Agents Meeting**
18.30 –	**Bilateral Meetings** with interested parties

Tuesday 2 October

09:00 – 10:30 **1. GENERAL BUSINESS/WELCOME (ExCo only)**

1a. Welcome – *David Shipworth, Even Bjørnstad,*

1b. ExCo approval of the Agenda   DOC A (4-6)

1c. ExCo approval of the Fifty-first ExCo meeting Minutes,   Distributed
Bergen, Norway   earlier

1d. Status of the Implementing Agreement - Feedback from
EUWP meeting on request for one-year extension
– *David Shipworth, Michele de Nigris (Vice Chairman EUWP)*

2. TCP LEADERSHIP/MANAGEMENT

2a. Nomination(s) for Chair – *David Shipworth, other nominees*

2b. Decision on whether to contract for an ExCo Operating   DOC B
Agent – *Executive Steering Committee (ESC) + guest speaker
Mark Ellis, ExCo Operating Agent, Energy Efficient End-use
Equipment (4E) TCP*

2c. Vote for Chair

2d. Opportunity to volunteer to join the ESC

10:30 – 11:00 **Coffee break**

11:00 – 12:30 **3. CURRENT TASKS (ExCo and Operating Agents)**

3a. **Task 24** – Phase 2 - Closing the Loop – Behaviour Change   DOC C
in DSM: Helping the Behaviour Changers – Final Management
Report – *Sea Rotmann, SEA - Sustainable Energy Advice,
New Zealand*

3b. **Task 16** – Phase 4 – Competitive Energy Services
Final Management Report – *Jan W. Bleyl, EnergeticSolutions, Austria*

3c. **Task 25** – Phase 2 - Business models for a more effective   DOC D
market uptake of DSM energy services – Task Status Report
– *Ruth Mourik, DuneWorks, the Netherlands*

3d. Operating Agents meeting report – *Even Bjørnstad*

12:30 – 13:30	**Lunch**
13:30 – 15:00	**4. APPROACH TO NEW DSM TCP TASKS (ExCo and Operating Agents)**

4a. The approach to cost-shared Tasks in 4E TCP –
guest speaker Mark Ellis, ExCo Operating Agent, 4E TCP

4b. The approach to Task-shared Tasks in EBC TCP – *guest speaker
Paul Ruyssevelt (Vice-chair, Energy in Buildings & Communities TCP*

4c. Discussion on approach to new Task structures in DSM TCP   DOC E

15:00-15:30	Coffee break
15:30 – 17:00	**5. NEW TASKS (ExCo and Operating Agents)**

5a. Empowering automation – *Tony Fullelove, Monash University*   DOC F

5b. Peer-to-peer observatory – *David Shipworth, UCL, UK*   DOC G

5c. Low Carbon Cooling – *Professor Toby Peters,*   DOC H
University of Birmingham

5d. Behavioural Insights Platform – *Samuel Thomas*

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

Rejection (or moth-balling)

19:00	Hosted dinner

Wednesday 3 October   *(ExCo only)*

09:00 – 10:30	**6. STRATEGY**

6a. Strategy to 2025 – *David Shipworth, Vice Chairman*   DOC I

Review of the IEA collaboration on DSM

| 10:30 – 11:00 | **Coffee break** |

| 10:30 – 11:00 | **Coffee break** | |

11:00 – 12:30   **7. TCP MANAGEMENT / GENERAL BUSINESS**

7a. Learning from other TCPs – *guest speaker Robin Wiltshire (Chair District Heating & Cooling TCP)*

7b. Member country delegates and engagement: approach to strategic engagement and choosing alternate delegates – *Peter Warren, BEIS, UK*

7c. Report from the ESC – *David Shipworth, Vice Chairman*   DOC J

7d. Finance update – *Even Bjørnstad, Vice Chairman*   Part 2

7e. Contacts with possible new participants – *Samuel Thomas*

12:30 – 13:30   **Lunch**

13:30 – 15:00   7f. IEA Relations - Secretariat news – *Jeremy Sung, IEA DSM TCP Desk Officer*   DOC K

7g. Updating the DSM TCP Implementing Agreement – *K.C. Michaels, IEA Legal Office*

8. COMMUNICATIONS

8a. IEA communications strategy and implications for

the DSM TCP – *Jeremy Sung, IEA DSM TCP Desk Officer*

8b. DSM TCP Annual Report – input from member countries

8c. Programme Visibility Report – Josephine Maguire   DOC L

15:00 – 15:30   **Coffee**

15:30-16:30   **9. NEXT STEPS IN THE TRANSITION PROCESS**

9a. Plans for the Fifty-Third ExCo meeting (April 2019) – *Markus Bareit (Switzerland)*

9b. Plans for the Fifty-Fourth ExCo meeting (October 2019) – *Tony Fullelove (Australia)*

9c. Actions for the remainder of the Review (next month) – *Samuel Thomas*

9d. Actions over the next six months – *David Shipworth, – Vice Chairman*

10. OTHER MATTERS

APPENDIX TO THE AGENDA "Issues for the decisions and the process to reach decisions"

> **The delegates are URGED to prepare their responses to presentations carefully and primarily by contacting possible stakeholders before the meeting. The format for these proposed New Tasks will be a brief presentation that focuses on the:**
>
> • **Motivation** for the proposed work (what issues does it tackle?) what is it trying to achieve? Who is the target audience?;
> • **Objectives;**
> • **Approach** to accomplishing the proposed work;
> • **Expectations/Results and Deliverables**
> • **Dissemination plan** – what will need to be done to get the results adopted? Who will do it?
> • **Required resources**

Before a new Task is starting the concept has to be defined and presented in order to attain the interest of possible participants.

PHASE 1: IDENTIFY NEW ACTIVITIES
Resulting in a CONCEPT PAPER (2-5 pages) containing
- Motivation
- Objectives
- Approach
- Expectations/Results

PHASE 2: DEFINE NEW ACTIVITIES
Requiring an EXPERTS MEETING to propose
Table 1.   Task Work Plan Resource needs: Task or cost sharing
Table 2.   Dissemination, Task Information Plan

> **CONTENTS OF PROPOSALS FOR NEW WORK**
> The document that will propose the new work to the Executive Committee could be organized and have the
> Following contents:
> 1. Background and motivation
> 2. Objectives
> 3. Issues for the new work (scope)
> 4. Structure (sub-tasks)
> 5. Management (responsibilities of the Operating Agent, Subtask leaders and Experts)
> 6. Deliverables (for whom, target groups)
> 7. Time Schedule and milestones
> 8. Funding and Commitments (Resources needed)
> 9. Meetings plan
> 10. Information activities
> 11. Co-operation with other IA's, the Secretariat and other interested parties
> 12. Country contributions to funding and Tasks
> Annexes: Detailed description of Subtask