



MINUTES
1 - 3 October
London, United Kingdom

52nd Executive Committee Meeting
IEA Demand Side Management Technology Collaboration
Programme

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During a recent visit to India the IEA Executive Director signed a Memorandum of Understanding with the Ministry of Science and Technology of India to deepen co-operation in the areas of energy research, development and innovation for the energy transitions. Specifically, the MoU will seek to foster exchanges of experiences and best practices in mapping, tracking and/or estimating R&D funding as well as encouraging and facilitating further participation of Indian entities in TCPs and other multi-lateral efforts on clean energy innovation.	52
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As previously reported, in the last quarter 2018 the Secretariat plans to launch a new TCP-wide survey intended to gauge TCPs' emerging priorities and challenges across a number of different areas such	

as TCP activities and communications. The survey will also aim to gather views on TCP procedures and the upcoming revamping of the IEA website section dedicated to TCPs. Finally, the survey will seek TCP inputs in preparation for the 3rd TCP Universal Meeting in 2019.....57

TCP-related material appearing on the IEA website57

- Commentary: Progress with solar heat in India57
- A reminder that TCP activities, publications and events are regularly reported on the IEA website at www.iea.org/openbulletin. For information and suggestions please contact diana.louis@iea.org. ...57

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1. GENERAL BUSINESS

1a. Welcome

The meeting was opened by Peter Warren, UK Executive Committee member, who welcomed the participants to London on behalf of the UK Department for Business, Energy and Industrial Strategy (BEIS), the host for the meeting.

David Shipworth (Vice-Chair, Strategy) welcomed new Executive Committee members Maria Bürgermeister-Mähr (Austria), Kajsa-Stina Benulic (Sweden) and Jan Rosenow (Regulatory Assistance Project, Brussels). Michael Li (United States) replaced executive Committee member Larry Mansueti, and Hye-Bin Jung and Kwon-Hee Cho (Korea) replaced Sung-Moon Jung and Su-Hyeon Jung at the meeting. Ian McGill (University of New South Wales, Australia) attended as an observer.

In the past six months Maria Bürgermeister-Mähr (FFG Austrian Research Promotion Agency, Austria) has been appointed Executive Committee member for Austria and Jan Rosenow (European Director of The Regulatory Assistance Project) has been appointed Executive Committee member, replacing Richard Cowart. The formal letters for their appointment are on their way to the IEA Legal Office.

The meeting was attended by 15 out of 19 countries/sponsors. India, Spain and the European Copper Institute were unable to attend the meeting. New Zealand, sent recommendations and comments on matters for the Executive Committee by e-mail. The ESC will respond to the comments after the meeting with a copy to Executive Committee members. See Attachment E.

The participants are listed in Attachment A.

1a. Pre-Meeting Information

Anne Bengtson, the Executive Secretary, provided via e-mail to all members and Operating Agents, a Pre-Meeting Document (PMD) in three parts, containing material associated with the Executive Committee meeting.

1b. Adoption of the Agenda

The agenda was reviewed and additions were approved at the meeting as shown in Attachment (B).

1c. Approval of the Minutes from the 51st Executive Committee Meeting

The Minutes from the 51st Executive Committee Meeting were distributed earlier and were approved at the 52nd meeting with agreement that the comments received by e-mail from New Zealand would be addressed in writing by the ESC with a copy to the Executive Committee after the meeting.

1d. Status of the Implementing Agreement

- Australia formally joined the DSM TCP
- David Shipworth and Sam Thomas attended the G20 in Paris
- David Shipworth presented the application for a one-year extension of the DSM TCP to the EUWP
- EUWP recommended the CERT to approve a one-year extension
- Austria appointed a new Executive Committee member
- The Regulatory Assistance Project appointed a new Executive Committee member
- Interest shown in the DSM TCP in the past six months from Canada, Germany, Japan, Denmark, Argentina and Saudi Arabia

Several countries are not participating in any Tasks at the moment and were reminded that all participating countries and sponsors need to participate in at least one Task.

1e. Status of the Implementing Agreement – feedback from the EUWP meeting in request for a one-year extension

Michele de Nigris, EUWP Vice-Chair Electricity, attended the meeting and presented the EUWP recommendation to the CERT to approve a one-year extension (from 1 March 2019 – 28 Feb 2020) for the TCP provided that the TCP:

- Better explain the scope, mission and vision of the TCP
- Align Executive Committee expertise with the Strategy
- Re-evaluate budget and funding
- Describe instruments of collaboration with other TCPs, and
- Guarantee that the DSMU will not be negatively impacted

Michele said that the documentation was deemed to be good and insightful; and he expects the CERT to approve the one-year extension. David thanked the EUWP and Michele specifically for his help in navigating through the approval process.

2.TCP LEADERSHIP/MANAGEMENT

2a. Nomination for Chair and decision to contract for an Operating Agent

David Shipworth was elected as Chair of the DSM TCP for a two-year term.

Sam Thomas is to be engaged as interim Operating Agent (OA) to the DSM TCP Executive Committee for one year, conditional on:

- presentation of a detailed work plan including a binding (maximum) budget;
- the subsequent approval by the Executive Committee of the work plan.

A sub-committee of the Executive Committee shall be set up to work with the Chair with the purpose of recommending to the Executive Committee the interim OA's work plan, specifying the work plan for a permanent OA role within the TCP and managing the subsequent contracting process. Commencement of the contracting process is conditional on approval of a new five-year term of the DSM TCP. Executive Committee delegates of Australia, Ireland, the Netherlands and Sweden stepped up as participants in this sub-committee, which will also consider the use of the common fund to purchase other services, for example from the Advisor and the Spotlight Newsletter Editor

Prior to the decisions related to the Chair and interim Operating Agent, Mark Ellis (4E TCP Operating Agent), set out his duties and the selection procedure, which is an open tender process. He spends approximately 1/3 of his time as OA for 4E TCP. In addition, he employs an administrative assistant, who takes care of financial reporting and the more administrative aspects of ExCo meeting preparation. Mark also manages the TCP's contracts for services such as website management and graphic design.

No Executive Committee members volunteered to sit on the ESC.

DECISION:

- David Shipworth was voted in as Chair until 2020
- Sam Thomas is to be engaged as interim Operating Agent (OA) to the IEA DSM Executive Committee for one year, conditional on:
 - presentation of a detailed work plan including a binding (maximum) budget;
 - the subsequent approval by the Executive Committee of the work plan.

ACTION:

- Sam to prepare a costed work plan within two weeks of the Executive Committee meeting.
- The sub-committee to form quickly to review Sam's work plan.

3d. Operating Agents Meeting

An Operating Agents meeting was held prior to the Executive Committee meeting. Ruth Mourik (Task 25) and Anna Kosek (Task 17) attended as well as the Chair, Vice Chair, Josephine Maguire and Sam Thomas.

Even and David fed back from the OA meeting as well as from written feedback from the Operating Agent of Task 24.

The key points

The uncertainty over Task initiation processes should be cleared up, particularly with respect to the Empowering Automation Task and its link to the possible continuation of Task 17.

At the OA meeting, ESC members clarified the situation, explaining that the Empowering Automation Task would be a new Task, and not another phase of Task 17.

Participating countries should decide on how to accommodate new countries in Tasks; the OA should not be expected to undertake unpaid work to accommodate new countries contributing in-kind.

ACTION: Sam to include the issue of countries joining Tasks after they have begun in updated draft Task guidance.

The Twitter account should be managed centrally to ensure equitable treatment of Tasks.

ACTION: Sam to include management of the Twitter account as an option in the interim OA duties proposal.

Some (but not all) OAs found it difficult to upload documents to the website.

ACTION: Log as issue to be addressed once strategy has been agreed.

National experts do not always fulfil their task-sharing obligations.

ACTION: Sam to include text on task-sharing responsibilities in updated draft Task guidance.

Some countries have not paid all their cost-sharing dues.

ACTION: Sam to include text on procedures in the case of non-payment in updated draft Task guidance.

A formal complaints procedure is needed.

ACTION: Sam to include complaints procedures in updated draft Task guidance.

Independent review of Tasks would be supported.

ACTION: Sam to prepare options for Task review to discuss at next ExCo meeting.

Operating Agents also expressed concern over the relative infrequency of decision-making meetings and the difficulties in progressing decisions on Task's status between Executive Committee meetings.

A decision that Task 17 will not continue with Phase 4 was taken.

3. CURRENT TASKS

3a. Task 24 – Behaviour Change in DSM – Helping the Behaviour Changers – Final Management Report

The Task 24 Final Management Report on Behaviour Change in DSM – Helping the Behaviour Changers was provided on pages 18 - 31 in the Pre-Meeting Document and was presented by Sea Rotmann, New Zealand, via video link.

Sea Rotmann started her presentation by explaining that Phase II of Task 24 takes theory into practice, building on the solid theoretical foundations of Phase I. Phase II looked at the: Subtasks 4 and 6) **What? - The Issues**; Subtasks 5 and 7) **Who? - The People**; Subtasks 4 and 8) **How? - The Tools**; and Subtasks 3 and 9) **The Measures**; and Subtask 10 **So What? – ‘The Story’**.

Progress towards objectives during the past six months can be found on pages 19 – 22 in the Pre-Meeting Document.

Work planned for the final three months includes:

Subtask 5: (1) present Irish home energy saving kits at BECC conference; and (2) hold a special session on Task 24/CEE participation.

Subtask 6: finalise and publish all country reports.

Subtask 7: hold workshop in the US in October 2018.

Subtask 8: publish toolkit.

Subtask 9: (1) publish Irish evaluation report; and (2) hold presentations at the BECC and BEHAVE conferences.

Subtask 10: Finalise final report with all policy briefs by end 2018.

DECISION:

- Executive Committee members **approved** the Task 24 Final Management report, subject to the inclusion of the New Zealand and US reports by the end of 2018.

3b. Task 16 – Competitive/Innovative Energy Services - Final Management Report

The Task 16, Final Management Report was presented by Jan W. Bleyl, Energetic Solutions, Austria.

A Final Management Report was not included the Pre-Meeting Document. The Operating Agent presentation of the Task 16 Final Management Report, focussing on each of the main areas of research undertaken over the course of the Task, can be found on the IEA DSM website in the Executive Committee secure library.

DECISION:

- The Executive Committee members **approved** the Final Task Management Report.

ACTION:

- Sam Thomas will investigate the appetite amongst Executive Committee members and potential new members for new work on ESCOs.

3c. Task 25 – Business models for a More Effective Market Uptake of DSM Energy Services for SMEs and Communities – Phase 2 – Task Status Report

The proposal on Task 25 Business models for a more effective market uptake of DSM Energy Services – Phase 2 was provided in the Pre-Meeting Document on pages 32 - 39 by Ruth Mourik, DuneWorks, the Netherlands.

Ruth Mourik started her presentation by stating that work in Task 25 Phase II has only just started with the first Experts meeting being held just before the Executive Committee meeting in London. Ruth therefore asked the Executive Committee members to approve a later end-date for Phase 2 – October 2020 instead of April 2020, considering the delays in contract finalisation with interested participating countries.

Work to be carried out during the next six months

Subtask 1: Task Management overall project coordination and management and contact relationship management.

Subtask 2a: Increasing comparison (1) develop an overview (case analysis, literature review and interviewing) of existing energy service business models in participating countries; (2) comparative analysis of business models in different countries; and (3) organising one country workshop with business representatives and relevant stakeholders to discuss the cases.

Subtask 3a: Deepening understanding of the inertia of energy service uptake (1) investigating different kinds of policy support; (2) organising a dialogue on national scale on system innovation failure and role of different stakeholders setting up a more conducive context for service models; and (3) develop sector and business model type sensitive recommendations for policy makers and other relevant institutional stakeholders.

Subtask 4a: Training, engaging, disseminating (1) set up training road show/ one training event per participating country, enabling them to continue training of others themselves; and (2) traditional dissemination to external stakeholders and academia.

Participating countries at present are: Australia, Italy (under special conditions), Netherlands and Sweden. The Task is open for more participants.

DECISION:

- The Executive Committee approved the Task Status Report
- The Executive Committee approved a six month no-cost extension from April 2020 to October 2020

ACTION:

- Sam to propose updated guidance for the signing off of published reports by the TCP.

4. APPROACH TO NEW DSM TCP TASKS

Mark Ellis presented the approach to cost-shared Tasks/Annexes in the 4E TCP and Paul Ruyssevelt (Vice-Chair, EBC TCP) presented the approach to Task-shared Tasks in the EBC TCP.

Discussions took place on the approach to new Task structures in the DSM TCP (see pages 40-41 in the Pre-Meeting document). 4E TCP have only cost-shared annexes, whereas EBC TCP employ the task-shared approach. EBC TCP collaborate with SHC TCP on some Tasks; one of the collaborating TCPs is nominated as lead-TCP to avoid the need for excessive reporting requirements.

The ExCo did not object to different Task models being used in different Tasks in future.

ACTION:

- Sam to draft updated guidance for new Task initiation, including key tests / questions for concept notes and proposals to address.
- Sam to draft updated guidance for the sign off of published reports by the TCP.

5. NEW TASKS

5a. Concept paper on: Empowering Automation

A concept paper for a Task on Empowering Automation was provided on pages 42-43 in the Pre-Meeting Document (PMD) and was presented by Tony Fullelove, Monash University, Australia.

This concept proposes to collate global best practice and identify key emerging research in social sciences, technology and policy to empower consumers and deliver network benefits. As automated DSR increases, governments and industry participants will need to ensure wider network, environment and social benefits are met with appropriate safety nets.

Aims and objectives

- Create country profiles
- Profiling of the current state of the sector and identify required changes
- Map major trials in each country (e.g. detailed case studies exploring the internal dynamics of how new practices are being supported, maintained and replicated)
- Investigating the extent of energy literacy amongst different stakeholders in different markets
- Mapping the customer needs for automation algorithms; comparing existing tools to customer needs; and understanding how technology can enable the Social Licence to Operate
- Share the similarities and differences between countries regarding the influences on above (e.g. opportunity for learning from others based on different local, regional contexts etc.)

Expected outputs

- Reports that capture the above
- Recommendations and International insights to help guide policy, regulation and social innovation to enable automation of DSM services

DECISION:

The Executive Committee:

- **Approved** the Empowering Automation Task concept to proceed to full proposal and present at the next Executive Committee meeting

ACTION:

- Australia (lead country) to organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting.
- Supporting countries (Ireland, Netherlands, Sweden, United Kingdom, United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise.
- Interested parties unable to provide support at present (Austria, Belgium, Finland, Italy, Norway, Nova Scotia (through wider attempt to bring in Canada), Switzerland) to investigate options for support to this Task's development.

5b. Concept paper: Peer-to-peer Community Self-Consumption Observatory

The concept paper on Peer-to-Peer and Community Self-Consumption Observatory was provided on pages 44 - 51 in the Pre-Meeting Document and was presented by David Shipworth, UCL Energy Institute.

Since the meeting in Bergen the DSM TCP has taken a major review of its work plan and strategic direction. The proposed Task remains within the remit of the emerging Vision and Mission and statements of the TCP and has a strong focus on socio-technical aspects of the energy transition.

This proposed Task would operate on a task-shared basis, requiring in-kind contributions from National Experts in participating countries. To fund the co-ordinating role of the Operating Agent on the Task, a grant application has been submitted to UKR&I (A UK funding body) to support the work of the Operating Agent. National UK team members would then fund their own participation in the Task through existing grants.

Aim and objectives

The aims and objectives of the proposed Task are: (1) lead global knowledge sharing through establishment of the preeminent policy and regulation focused global research network on community self-consumption and peer-to-peer energy trading; (2) create a global framework for working collaboratively with government, regulators, industry and consumers to help establish the policy and regulatory environments needed to deliver economic and market reform supporting new local energy business models; (3) to elicit policy makers' evidence needs for regulatory change in support of wider deployment of community self-consumption and peer-to-peer energy trading in different regulatory regimes; (4) to conduct a systematic, OECD wide, study of the relationship between the design of community self-consumption energy retail market structures and energy policy outcomes; (5) to identify the factors leading to successful uptake of community self-consumption and peer-to-peer models in different contexts, and embody these in a globally recognized 'readiness Index' feeding into the IEA and the Clean Energy Ministerial; (6) to develop a global community of researchers and practitioners working on peer-to-peer within a pre-competitive environment to share best practices and inform the development of policy and regulation; (7) to bring new countries and companies into the DSM TCP ; and (8) produce policy relevant outputs for the IEA Global Exchange Platform.

The work will consist of: (1) a systematic review of existing literature on peer-to-peer energy trading; (2) a set of global case studies of peer-to-peer energy trading and (3) a synthesis of findings from these case studies.

Expected outcomes

- A systematic review of the factors governing successful implementation of peer-to-peer energy trading in participating member countries.
- A suite of case studies of pilot or commercial peer-to-peer energy trading trials across the major world markets where they are being deployed. These will be written up in a standard format developed in conjunction with the IEA's Global Exchange Platform to ensure consistency of data gathered across cases, as well as the policy, regulatory and commercial relevance of the outputs.
- An International Qualitative Comparative Analysis of case studies across all participating countries to identify common success factors for deployment of peer-to-peer.
- Development of quantitative graphical statistical models of the comparative influence and interaction between factors governing uptake of peer-to-peer.
- Establishment of an international community of researchers willing to share learnings on peer-to-peer energy trading in a pre-competitive collaborative environment.
- Development of global metrics for tracking the uptake of peer-to-peer energy trading.
- Introduction of new countries and companies into the IEA DSM family

DECISION:

- The Executive Committee **Approved** the Peer-to-peer and Community Self-Consumption Observatory Task concept to proceed to full proposal and present at the next Executive Committee meeting

ACTION:

- United Kingdom (lead country) to organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting, clarifying issues with respect to intellectual property and the relationship between the DSM TCP Chair and the Task Operating Agent.
- Supporting countries (Australia, Netherlands, Switzerland, United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise.
- Full proposal to include a draft Intellectual Property agreement between parties.
- Full proposal to identify, and include a governance structure that mitigates potential conflicts of interest between the Executive Committee proposer (UK) and the Task Operating Agent.
- Interested parties unable to provide support at present (Belgium, Ireland, Italy, Norway) to investigate options for support to this Task's development.

5c. Concept paper: Low Carbon Cooling

The concept paper on Low Carbon Cooling was provided in the Pre-Meeting Document (PMD) on pages 52-69 and was presented by Toby Peters, Birmingham Energy Institute.

The Executive Committee member Peter Warren put forth a concept paper on Low Carbon Cooling. The presentation of the paper was made by Toby Peters from the Birmingham Energy Institute who was proposed to be the Operating Agent should the concept paper develop into a Task.

The proposing country (United Kingdom) was encouraged by Executive Committee members to consider specifying the project in a way more closely aligned with the TCP's new strategic direction. Alternatively, other options for international collaboration through cross-TCP mechanisms could be explored. The DSM ESC is willing to help explore such mechanisms if requested by the United Kingdom.

DECISION:

- The Low Carbon Cooling concept paper was not approved to proceed to full proposal.

ACTION:

- No further action is required by Executive Committee members.

5d. Concept paper: Behavioural Insights

A concept paper on Energy-Sector Behavioural Insights Platform was submitted by Sam Thomas on behalf of Karl Purcell (SEAI) and was sent out prior to the ExCo meeting but not included in the Pre-Meeting Document (See Attachment C).

The motivation for a Task on Behavioural insights comes from two directions. Firstly, the clear need for more policy action to meet governments' energy policy objectives, particularly in the realms of energy efficiency; and secondly, the benefits that could be gained from sharing experiences in the application of behavioural insights in the energy sector.

Aims and Objectives

The primary aim of the Task would be to enable participating countries to improve policy outcomes by applying lessons learned from collaboration with other countries. The objectives could contain the

following elements, all of which were raised at the joint workshop:

- **Share experiences and expertise**
The Platform would provide Government officials and associated research institutes with a dedicated space to learn from each other's programmes and research.
- **Develop guidance**
Based upon the learning from each other's programmes and research, develop guidance for the application of behavioural insights in the energy sector, how to run trials and how best to monitor and evaluate outcomes.
- **Original collaborative research**
Develop an international energy behaviours survey, designed to better understand similarities and differences across national boundaries on issues related to energy literacy, for example.
- **Capacity building and dissemination**
Work with the IEA Secretariat to help build capacity in key emerging economies through the Energy Efficiency in Emerging Economies (E4) programme.

Expectations / Results

Depending on the nature of the collaborative research, the following results could be possible:

- Better policy making as a result of learning from other countries' experiences and the input of a wide range of expertise
- A report detailing case studies from participating countries
- Guidance on how to apply behavioural insights in the energy sector, how to run trials and how to monitor and evaluate interventions
- Survey results that enable a better understanding of the contextual factors affecting the application of behavioural insights in different countries
- More capacity to apply behavioural insights to policy making in key emerging economies and the G20 through collaboration with the Energy Efficiency Leading Programme and the IEA's E4 programme.
- High quality and accessible dissemination of messages from the research through social media, linking with the IEA's communications team if possible.

The Task would bring together behavioural insights teams and associated research teams in participating countries and would run for an initial period of three years. The Task has the potential to be a longer-running Task/Annex, a kind of mini-TCP.

Expressions of interest to collaborate in developing a full proposal

The proposal was initially raised at the recent joint IEA/IPEEC/G20 workshop on behavior change for energy efficiency, at which Ireland (SEAI) and the US (NREL) presented on behavioural insights. UK behavioural insights capacity (through Ofgem) were also present. Both countries are interested. Non-DSM TCP members also showed interest (Japan, Canada, Saudi Arabia and Argentina in particular, in that order) as well as the IEA and OECD Secretariat.

DECISION:

- The Executive Committee **Approved** the Task concept to proceed to full proposal and be presented at the next Executive Committee meeting.

ACTION:

- Ireland (lead proposing country) to help organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting.
- Supporting countries (Australia, Netherlands) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise.
- Interested parties unable to provide support at present (Austria, Italy, Norway, Nova Scotia (through wider attempt to bring in Canada), Switzerland, United Kingdom, United States) to investigate options for support to this Task's development.

5e. Concept paper: Hard-to-Reach Energy Users

A concept paper on Hard-to-Reach (HtR) Energy Users was submitted by New Zealand via Task 24 Operating Agent Sea Rotmann and was sent out to Executive Committee members prior to the second day of the ExCo meeting. The concept paper was not included in the Pre-Meeting Document (See Attachment D). Sea Rotmann presented the concept paper via video link.

Motivation

The motivation for this Task comes from two directions: 1) not losing the strong expertise and expert platform that Task 24 has created in the behaviour change area, for the DSM TCP – particularly seeing that this Task most closely resembles our strategic focus going forward; 2) the fact that every country and energy sector has different definitions of what constitutes a “Hard-to-Reach” (and thus motivate and engage) energy user or customer. There is clearly a wealth of research to be undertaken in this area, which will be of global interest.

Aims and Objectives

The primary aim of the Task would be to enable participating countries to improve policy, industry, research and community outcomes by applying lessons learned from collaboration with other countries. The objectives could contain the following elements:

- **Share experiences and expertise**
Experts from the government, industry, research and third sectors would come together to identify HtR energy user definitions and how they have been addressed and engaged in their countries and sectors in the past.
- **Develop guidance**
Based upon the learning from each other’s programmes and research, develop guidance for the application of how to reach the hard-to-reach in the energy sector, how to run engagement trials and how best to monitor and evaluate outcomes.
- **Original collaborative research**
Develop an international survey on HtR energy users, designed to better understand similarities and differences across national boundaries on issues related to energy literacy, for example.
- **Capacity building and dissemination**
Work with the IEA Secretariat to help build capacity in key emerging economies through the Energy Efficiency in Emerging Economies (E4) programme.

Expectations / Results

Depending on the nature of the collaborative research, the following results are envisaged:

- Greater insights into the “Hard-to-Reach” energy user group as a result of learning from other countries’ experiences and the input of a wide range of expertise and case studies
- A report detailing different HtR definitions and relevant case studies from (hopefully), the entire DSM TCP
- Guidance on how to do behaviour change in the energy sector, how to align different Behaviour Changers, design and run field trials and monitor and evaluate interventions to prove real, long-term change on this difficult end user group has occurred
- Survey results of end users that enable a better understanding of the contextual factors affecting HtR energy users in different countries
- More capacity to apply behaviour change insights to policy making and real life in key emerging economies and the G20 through collaboration with the Energy Efficiency Leading Programme and work on multiple benefits.
- High quality and accessible dissemination of messages from the research through the tried and tested networks of Task 24, DSM country participants, and the IEA Secretariat.

DECISION:

- The Hard-to-Reach Energy Users Task was approved to proceed to full proposal and be presented at the next Executive Committee meeting, subject to the assurance from New Zealand that the person performing the Task Operating Agent role will not be an Executive Committee member.

ACTION:

- New Zealand (lead country) to organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting.
- Supporting countries (Sweden (subject to finding relevant expert), United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase).
- Interested parties unable to provide support at present (Austria, Italy, Nova Scotia (through wider attempt to bring in Canada)) to investigate options for support to this Task's development.
- IEA Legal to write to New Zealand to clarify the situation regarding their continued membership of the TCP and the contracting party for 2019.

6. STRATEGY

6a. Strategy to 2025

The Strategy text was edited at the meeting and agreed subject to further iterations between now and the next Executive Committee meeting, at which the final text should be agreed.

ACTION:

- Sam to draft up new version of the Strategic Plan based on the decisions made at the Executive Committee meeting and circulate to the members.
- ESC to bring a paper to the next Executive Committee meeting on options for a potential change of name.
- Anne to set up an Executive Committee teleconference to discuss the new draft (and other issues) in early December (a second teleconference may follow in February).
- Executive Committee members to communicate future strategic direction to networks for experts and potential collaborators.

7. TCP MANAGEMENT/GENERAL BUSINESS

7a. Learning from other TCPs

Robin Wiltshire (Chair of the District Heating & Cooling TCP) presented on the way in which his TCP is run. DHC TCP has a very different approach, in that they commission collaborative research through just one annex on a three-yearly basis. A number of ways of working are of potential interest to DSM TCP. DHC TCP ExCo members attend other TCPs' ExCo meetings on a regular basis. In order to join up with other TCPs, they held a joint workshop with the most relevant four TCPs to their work programme. They employ two external reviewers for each Annex. All outputs are available to the general public (they find the added value of being a member is in the collaboration itself). The Chair and OA hold a weekly meeting to discuss progress. Each ExCo delegate holds consultations with their networks ahead of the agreement of the projects that will constitute each Annex.

7b. Member country delegates and engagement

Peter Warren (United Kingdom) set out the UK approach to TCP engagement. One person coordinates across government for nine TCPs, including DSM TCP. Each TCP has an alternate delegate from outside government, enabling a different network to be reached. The alternate delegates lead national teams that meet before the Executive Committee meeting.

A brief round table discussion revealed that although many of the Executive Committee members' organisations belong to several TCPs, in general there is very little internal communication regarding

the different TCP's within the member organisations. The Chair encouraged all countries to establish ways of accessing wider networks as this would most likely enable more Task participation.

7c. Executive Steering Committee (ESC) report

David Shipworth, Chairman informed that the Executive Steering Committee (ESC) consists of the Chairman, the Vice-Chair(s) and Josephine Maguire, supported by the independent review, Sam Thomas and the Executive Committee Secretary, Anne Bengtson. The aim of the group is to keep contact with Executive Committee members in between meetings, prepare work prior to Executive Committee meetings to avoid duplicate reporting and to solve common problems that Tasks may have.

The report was submitted and included in the pre-Meeting document on page 80 and was presented by David Shipworth. The ESC has held bi-weekly conference calls in the past six months and exchanged numerous e-mails primarily to discuss: (1) search for new Chairman; (2) extension for new 1-year term; (3) review of Strategy and Management; (4) strengthen TCP and TCP portfolio; (5) new membership; (6) new Tasks; (6) next meeting in London; (7) finances; and (8) collaboration with other TCPs.

DECISION:

- Executive Committee members **approved** the ESC report

7d. Finance update

The financial report was included in Part 2 of the Pre-Meeting Document and was presented by the Chair of finances, Even Bjørnstad.

Belgium and Australia are late in paying into the Common Fund, but are in the process of paying.

India and Spain have not paid and have not interacted with the TCP for several years. It was suggested that these two countries could be given inactive status.

The new DSM TCP account, held in Norway by Enova SF on behalf of DSM TCP, has been set up. An accounting firm is providing services at a cost of around €2000-3000 per year. The new account is denominated in Euros. After a brief discussion, it was decided to keep the fees denominated in US Dollars for the time being; a proposal would be tabled at or before the next ExCo meeting in 2019.

Delegates asked for the budget for 2020 to be prepared for approval by the ExCo at the October 2019 ExCo meeting.

Delegates discussed the potential benefits of more detail and consistency between the invoicing of contractors in the finance report, for example linking the number of hours spent on each Task with the costs.

It was noted that in ISGAN, a finance sub-committee, independent of the ESC, reviews the finance report. This was something that members of the ExCo might consider joining.

DECISION:

- The Executive Committee approved the financial report, subject to clarification on the work invoiced for by the TCP's advisor.

ACTION:

- Even to clarify the work invoiced for by the TCP's advisor.
- Sam to draft updated guidance around finance, including for invoicing by contractors.
- Even to produce future years' budgets in advance of October Executive Committee meeting.
- Even to produce a proposal for the next Executive Committee meeting (or an earlier teleconference) on the possible transition from US Dollar to Euro as the currency of the TCP, including for payments to the common fund.

- Sam to explore with Executive Committee members the setting up of a finance sub-committee to consider financial procedures for managing common funds held at either the Executive Committee member or Task level.
- Sam to clarify with IEA Legal the process for defining member countries as having inactive status and report back to the ESC.

7e. 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 IEA 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 IEA 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 USD 11,000 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 IEA DSM TCP;
 - e) Have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the IEA 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.

7f. IEA relations – Secretariat News

Jeremy Sung provided the Secretariat News Quarter 2 in the Pre-Meeting Document on pages 81-87. A new version will be available later in October and will be sent around to Executive Committee members and included as an attachment to the Minutes. See Attachment F.

Jeremy mentioned that there may be a couple of slots left at the IEA's Global Energy Efficiency Conference (October 25/26 in Paris) if Executive Committee members would like to attend.

ACTION:

- Executive Committee members to contact Jeremy (jeremy.sung@iea.org) if interested in the IEA conference.

7g. Updating the DSM TCP Implementing Agreement

The Executive Committee members accepted IEA Legal Office's offer to work with the TCP to update its Legal Text (Implementing Agreement). The updated draft text will cover the issue of contracting for an ExCo Operating Agent as well as other issues that arise during the transition process.

ACTION:

- ESC to work with IEA Legal between now and the next Executive Committee meeting to draft an update to the Implementing Agreement.
- Executive Committee members to determine who in their country has signing authority for alterations to the TCP Implementing Agreement.

8. COMMUNICATION

8a. IEA communications strategy and implications for the DSM TCP

Jeremy Sung explained that all communications are being digitised at the IEA; they are moving away from printed publications. The Global Exchange Platform for Energy Efficiency is going to be integrated

within the IEA website and there will be a new topic page for efficiency by the end of the month. The new website will have an innovation section where TCP content will be available.

8b. DSM TCP Annual Report

The Executive Committee members agreed to produce a shorter annual report this year, without country briefings. The report will meet the formal legal requirements set out in the IEA Framework (Article 6.1.3) and include the following information:

- (a) the names and contact details of all current Contracting Parties and Sponsors;
- (b) the names and contact details of all Contracting Parties and Sponsors who may have withdrawn from the Implementing Agreement or any Annex in the year covered by the Annual Report;
- (c) the names and contact details of all new Contracting Parties and Sponsors who may have joined the Implementing Agreement or any Annex in the year covered by the Annual Report;
- (d) any changes in the names or status of any Contracting Parties or Sponsors;
- (e) the names and contact details of the Executive Committee representatives and the entity responsible for the operational management of the programme or project; and
- (f) any amendments to the text of an Implementing Agreement and any Annex thereto.

In addition, as suggested in the CERT's Communications Framework (2016), the report will contain an Annex providing an update on the progress of the programmes and projects of the TCP and its Annexes (Tasks).

8c. Programme Visibility Report

The Programme Visibility Report was provided on pages 88-92 in the Pre-Meeting Document and was briefly presented by Josephine Maguire. The Visibility Committee will be re-organised as soon as a third Vice Chairman is selected and elected.

DECISION:

- The Visibility Report was approved. Executive Committee members agreed to not undertake any website redevelopment until decisions around the strategy had been taken.

9. NEXT STEPS IN THE TRANSITION PROCESS

9a. Plans for the Fifty-Third Executive Committee meeting

The 53rd Executive Committee meeting will be held in Berne, Switzerland on 3-5 April 2019, subject to confirmation from Markus Bareit.

ACTION:

- Markus to confirm the date and location of the next Executive Committee meeting.

9b. Plans for the Fifty-Fourth Executive Committee meeting

The location of the October 2019 Executive Committee meeting was not agreed. Australia need to host a meeting in either late 2019 or early 2020 in order to meet the terms of the contracting party's arrangement with the Australian government. Nova Scotia offered to investigate hosting the late 2019 meeting.

ACTION:

- ESC to work with Australia and Nova Scotia between now and the next meeting to ensure that a decision can be made in Switzerland on the venue for the October 2019 meeting.

- Executive Committee members to check if they would be granted permission to travel to Australia for an Executive Committee meeting in late September or early October 2019.

9c. Actions for the remainder of the review

The item was not discussed owing to time constraints at the meeting. Over the course of the remainder of his review, Sam will undertake the actions falling to him during the meeting, including the redrafting of the Strategic Plan for 2020-2025 and the drafting of updated TCP guidance.

9d. Actions over the next six months

This item was not discussed owing to time constraints at the meeting. The last slide of the Strategy Session slide deck sets out a timeline for the transition period to 2020, including for the next six months.

10. OTHER MATTERS

The Executive Committee members thanked Peter Warren, David Shipworth and Rebecca Wells for the excellent meeting arrangements and adjourned the meeting.

ACTION ITEMS RESULTING FROM THE FIFTY SECOND EXECUTIVE COMMITTEE MEETING

2-3 October, 2018, London, United Kingdom

WHO	ACTION	WHEN
India, Spain	Pay Common Fund invoice for 2015, 2016, 2017	ASAP
Australia, Belgium, India, Spain	Pay Common Fund invoice for 2018	ASAP
Sam Thomas ExCo Sub-committee	<p>2a. Nomination for Chair, contract for an OA</p> <ul style="list-style-type: none"> ➤ Sam to prepare costed work plan within two weeks of the Executive Committee meeting ➤ The sub-committee to form quickly to review Sam's work plan 	<p>17 October 2018</p> <p>ASAP</p>
Sam Thomas	<p>3b. Task 16 Competitive/Innovative Energy Services</p> <ul style="list-style-type: none"> ➤ Investigate the appetite amongst Executive Committee members and potential new members for new work on ESCOs 	Before next ExCo meeting
Sam Thomas	<p>3c. Task 25 Business Models for a more Effective Market Uptake of DSM Energy Services</p> <ul style="list-style-type: none"> ➤ Propose updated guidance for the signing off of published reports by the TCP. 	Before next ExCo meeting
Sam Thomas	<p>3d. Operating Agents meeting</p> <ul style="list-style-type: none"> ➤ Include the issue of countries joining Tasks after they have begun, in updated draft Task guidance ➤ Include management of the Twitter account as an option in the interim OA duties ➤ Difficulty to upload documents to the DSM TCP website: Log as issue to be addressed once strategy has been agreed ➤ Include text on task-sharing responsibilities in updated draft Task guidance ➤ Include text on procedures in the case of non-payment in updated draft Task guidance ➤ Include complaints procedures in updated draft Task guidance ➤ Prepare options for Task review to discuss at next Executive Committee meeting 	<p>Before next ExCo meeting</p> <p>17 October 2018</p> <p>On-going</p> <p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p>
Sam Thomas	<p>4. Approach to new DSM TCP Tasks</p> <ul style="list-style-type: none"> ➤ Draft updated guidance for new Task initiation, including key tests/questions for concept notes and proposals to address ➤ Draft updated guidance for the sign off of published reports by the TCP 	Before next ExCo meeting
Australia Ireland Netherlands Sweden	<p>5a. Concept paper on: Empowering automation</p> <ul style="list-style-type: none"> ➤ Australia (lead country) to organise an international meeting with Experts from the 	Before next ExCo meeting

United Kingdom United States Austria Belgium Finland Italy Norway Nova Scotia Switzerland RAP	interested countries and submit the proposal before the next meeting. ➤ Supporting countries (Ireland, Netherlands, Sweden, United Kingdom, United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise. ➤ Interested parties unable to provide support at present (Austria, Belgium, Finland, Italy, Norway, Nova Scotia (through wider attempt to bring in Canada), Switzerland) to investigate options for support to this Task's development.	
United Kingdom Australia Netherlands Switzerland United States Belgium Ireland Italy Norway RAP	5b. Concept paper: Peer-to-peer Community Self-Consumption Observatory ➤ United Kingdom (lead country) to organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting, clarifying issues with respect to intellectual property and the relationship between the DSM TCP Chair and the Task Operating Agent. ➤ Supporting countries (Australia, Netherlands, Switzerland, United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise. ➤ Interested parties unable to provide support at present (Belgium, Ireland, Italy, Norway) to investigate options for support to this Task's development. ➤ Full proposal to include a draft Intellectual Property agreement between parties. ➤ Full proposal to identify, and include a governance structure that mitigates potential conflicts of interest between the Executive Committee proposer (UK) and the Task Operating Agent.	Before next ExCo meeting
Ireland Australia Netherlands Austria Italy Norway Nova Scotia Switzerland United Kingdom United States	5d. Concept paper: Behavioural Insights ➤ Ireland (lead proposing country) to help organise an international meeting with Experts from the interested countries and submit the proposal before the next meeting. ➤ Supporting countries (Australia, Netherlands) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). RAP to feed in expertise.	Before next ExCo meeting

RAP	<ul style="list-style-type: none"> ➤ Interested parties unable to provide support at present (Austria, Italy, Norway, Nova Scotia (through wider attempt to bring in Canada), Switzerland, United Kingdom, United States) to investigate options for support to this Task's development. 	
New Zealand Sweden United States Austria Italy Nova Scotia IEA Legal	<p>5e. Concept paper: Hard-to-reach Energy Users</p> <ul style="list-style-type: none"> ➤ New Zealand (lead country) to organise an international meeting (Task Definition Phase) with Experts from the interested countries and submit the proposal before the next meeting. ➤ Supporting countries (Sweden (subject to finding relevant expert), United States) to ensure participation in the Task proposal development, including an international meeting (Task Definition Phase). ➤ Interested parties unable to provide support at present (Austria, Italy, Nova Scotia (through wider attempt to bring in Canada)) to investigate options for support to this Task's development. ➤ IEA Legal to write to New Zealand to clarify the situation regarding their continued membership of the TCP and the contracting party for 2019. 	<p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p> <p>ASAP</p>
Sam Thomas ESC Anne ExCo members	<p>6. Strategy to 2025</p> <ul style="list-style-type: none"> ➤ Sam to draft up new version of the Strategic Plan based on the decisions made at the Executive Committee meeting and circulate to the members. ➤ ESC to bring a paper to the next Executive Committee meeting on options for a potential change of name. ➤ Anne to set up an Executive Committee teleconference to discuss the new draft (and other issues) in early December (a second teleconference may follow in February). ➤ Executive Committee members to communicate future strategic direction to networks for experts and potential collaborators. 	<p>Before next ExCo teleconference</p> <p>Before next ExCo meeting</p> <p>Early November 2018</p> <p>On-going</p>
Even Bjørnstad Sam Thomas	<p>7d. Finance update</p> <ul style="list-style-type: none"> ➤ Even to clarify the work invoiced for by the TCP's advisor. ➤ Sam to draft updated guidance around finance, including for invoicing by contractors. ➤ Even to produce future years' budgets in advance of October Executive Committee meeting. ➤ Even to produce a proposal for the next Executive Committee meeting (or an earlier teleconference) on the possible transition from US Dollar to Euro as the currency of the TCP, including for payments to the common fund. 	<p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p> <p>Before 54th ExCo meeting</p> <p>Before next ExCo meeting</p>

	<ul style="list-style-type: none"> ➤ Sam to explore with Executive Committee members the setting up of a finance sub-committee to consider financial procedures for managing common funds held at either the Executive Committee member or Task level. ➤ Sam to clarify with IEA Legal the process for defining member countries as having inactive status and report back to the ESC. 	<p>Before next ExCo meeting</p> <p>Before next ExCo meeting</p>
ESC ExCo members	<p>7g. Updating the DSM TCP Implementing Agreement</p> <ul style="list-style-type: none"> ➤ ESC to work with IEA Legal between now and the next Executive Committee meeting to draft an update to the Implementing Agreement. ➤ Executive Committee members to determine whom in their country has signing authority for alterations to the TCP Implementing Agreement. 	Before next ExCo meeting
Task 16 Task 24 Task 25	<p>8.b DSM TCP Annual Report</p> <ul style="list-style-type: none"> ➤ Provide input to the 2018 Annual Report (a shorter version) 	16 November 2018
Markus Bareit	<p>9a. Plans for the Fifty-Third Executive Committee meeting</p> <ul style="list-style-type: none"> ➤ Markus to confirm the date and location of the next Executive Committee meeting 	ASAP
ESC ExCo members	<p>9b. Plans for the Fifty-Fourth Executive Committee meeting</p> <ul style="list-style-type: none"> ➤ ESC to work with Australia and Nova Scotia between now and the next meeting to ensure that a decision can be made in Switzerland on the venue for the October 2019 meeting. ➤ Executive Committee members to check if they would be granted permission to travel to Australia for an Executive Committee meeting in late September or early October 2019. 	Before next meeting
Task 24 Task 25 Australia United Kingdom Ireland New Zealand Sam Thomas Even Bjørnstad	<p>Input to Pre-Meeting Document for 53- Executive Committee meeting</p> <ul style="list-style-type: none"> ➤ Prepare documents and send to Sam Thomas and Anne Bengtson for inclusion in the Pre-Meeting Document. 	1 March 2019
Sam Thomas Anne Bengtson	Send out Pre-Meeting Document	8 March 2019

ATTACHMENT A

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Executive Committee Members DSM Technology Collaboration Programme

*Participants at the Executive Committee meeting 2-3 October 2018, London, United Kingdom

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DSM Implementing Agreement on Demand Side Management Technologies and Programmes – Operating Agents

* Participated at the Executive Committee meeting 2-3 October, 2018, London, United Kingdom

Task 16 – Energy Performance Contracting - Competitive Energy Services - Operating Agent

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Task 24 – Closing the loop: Behaviour change in DSM – from theory to policies and practice, Phase 2 - Operating Agent

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Task 25 – Business models for a More Effective Uptake of DSM Energy Services Operating Agent

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

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, University of Birmingham* DOC H

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

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**

Concept and Task Definition Papers (Process and phases)

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

ATTACHMENT C

Concept paper: Behavioural Insights

Energy-sector Behavioural Insights Platform

An IEA Demand Side Management TCP Task Zero Draft Concept Note

Matters for the ExCo

- **Consideration** of the rationale, aims and objectives of this research concept note.
- **Expressions of interest** to collaborate in developing a full proposal for agreement at the next ExCo meeting. The proposal was initially raised at the recent joint IEA/IPEEC/G20 workshop on behaviour change for energy efficiency, at which Ireland (SEAI) and the US (NREL) presented on behavioural insights. UK behavioural insights capacity (through Ofgem) were also present. Both countries are interested. Non-DSM TCP members also showed interest (Japan, Canada, Saudi Arabia and Argentina in particular, and in that order) as well as the IEA and OECD Secretariats.
- **Approval** to progress this project to full proposal at the next ExCo meeting.

Background

This note is a zero draft concept note, prepared following the joint IEA/IPEEC/G20 workshop on behaviour change for energy efficiency on 12th September 2018. Participants at the workshop expressed interest in taking forward work on behavioural insights through the IEA Demand Side Management Technology Collaboration Programme (DSM TCP). A lead country or group of leading countries would need to take forward the concept note and develop it into a Task Proposal at the next ExCo meeting.

Motivation

The motivation for this Task comes from two directions: firstly, the clear need for more policy action to meet governments' energy policy objectives, particularly in the realms of energy efficiency; and secondly, the benefits that could be gained from sharing experiences in the application of behavioural insights in the energy sector.

IEA analysis¹ has consistently shown the value of action on energy efficiency to the cost-effective achievement of policy objectives, whether they be related to economic development, energy security, climate change, fuel poverty or local air pollution. However, much of the cost-effective potential remains untapped. Insights into the behaviour of people when they interact with the energy sector can help to improve policies aimed at increasing the take-up of energy efficient technologies; changing the way in which people use energy-consuming technologies; and influencing lifestyle choices that have implications for energy use. Beyond energy efficiency, behavioural insights can help in the design and implementation of policies and regulatory frameworks aimed at improving the take-up of incentives among fuel-poor households, encouraging consumers to provide flexibility services to electricity grids and encouraging consumers to switch energy suppliers.

Over the last decade, a number of countries have set up Behavioural Insights teams to work on the application of the lessons from behavioural economics and psychology to the development and implementation of government policies. These teams have been drawing upon empirically verified research into phenomena such as loss aversion, bounded rationality, optimism bias, social norming, habitual behaviour and hyperbolic discounting. International fora to share information on Behavioural Insights exist through the BX conference series and the OECD's work in this area, however there is no international forum specifically devoted to energy-related issues in the area of energy-related behavioural insights, with BECC and BEHAVE, covering a broader field of behavioural interventions. All of these fora would be useful organisations to develop links with for the dissemination of results and potentially to use as bases for Task meetings.

¹ For example, Energy Efficiency 2017, <https://webstore.iea.org/market-report-series-energy-efficiency-2017-pdf>

Collaborative behavioural research at the international level in the energy field is currently being undertaken through the DSM TCP (Task 24), which takes a behavioural social ecology approach to influencing behaviour changers. Given the wide range of potential approaches to behaviour change, there is room for a number of Tasks in the area of behaviour to be undertaken through the DSM TCP. This proposed Task, would focus on the application of behavioural economics and psychology (in the main), with an emphasis on empirical research to identify what is working and why.

Aims and Objectives

The primary aim of the Task would be to enable participating countries to improve policy outcomes by applying lessons learned from collaboration with other countries. The objectives could contain the following elements, all of which were raised at the joint workshop:

- **Share experiences and expertise**

The Platform would provide Government officials and associated research institutes with a dedicated space to learn from each other's programmes and research.

- **Develop guidance**

Based upon the learning from each other's programmes and research, develop guidance for the application of behavioural insights in the energy sector, how to run trials and how best to monitor and evaluate outcomes.

- **Original collaborative research**

Develop an international energy behaviours survey, designed to better understand similarities and differences across national boundaries on issues related to energy literacy, for example.

- **Capacity building and dissemination**

Work with the IEA Secretariat to help build capacity in key emerging economies through the Energy Efficiency in Emerging Economies (E4) programme.

Approach

This Task would bring together behavioural insights teams and associated research teams. Participating experts would need to devote time to attend meetings, contribute to the production of outputs and manage the Task.

It is unlikely, although not impossible, that one country could provide the time of an expert in the field to perform the role of Task Operating Agent, organising meetings and workshops, and leading on the production of outputs and reporting. Therefore, the most likely model for this Task would be to pool funds to pay for an Operating Agent and other inputs, as required.

The Task would run for an initial period of [three] years and has the potential to be a longer-running Annex, a kind of mini-TCP in its own right. Its longevity would depend upon the motivation of Task participants, the quality of the collaboration and the need for further international collaborative research in this area.

Meetings of the Task's participants could be arranged alongside other international events, such as the BX Conference and OECD workshops, which cover behavioural insights across the policy agenda, and conferences such as BECC and BEHAVE, which look at energy issues from a wide range of behavioural angles.

An initial workshop, co-hosted with the IEA could be held in early 2018 with the aim of bringing the development of the full proposal to fruition by the time of the next DSM TCP ExCo meeting.

Expectations / Results

Depending on the nature of the collaborative research, the following results could be possible:

- Better policy making as a result of learning from other countries' experiences and the input of a wide range of expertise
- A report detailing case studies from participating countries
- Guidance on how to apply behavioural insights in the energy sector, how to run trials and how to monitor and evaluate interventions
- Survey results that enable a better understanding of the contextual factors affecting the application of behavioural insights in different countries

- More capacity to apply behavioural insights to policy making in key emerging economies and the G20 through collaboration with the Energy Efficiency Leading Programme and the IEA's E4 programme.
- High quality and accessible dissemination of messages from the research through social media, linking with the IEA's communications team if possible.

ATTACHMENT D

Hard-to-Reach Energy Users

An IEA Demand Side Management TCP Task 24 Draft Concept Note

Matters for the ExCo

- Consideration of the rationale, aims and objectives of this research concept note.
- Expressions of interest to collaborate in developing a full proposal for agreement at the next ExCo meeting. The proposal was initiated very recently, after discussions among several ExCo countries (US, Sweden, Belgium, Italy and New Zealand) on how to continue the Task 24 work and approach to behaviour change, which was clearly highly successful, and valued. The topic of **Hard-to-Reach (HtR) customers** is one of the topics chosen by the *Consortium for Energy Efficiency* (CEE), as part of US participation in Task 24, Phase II, Year 3. It is also one of keen interest to the New Zealand government, as part of its work programme on energy hardship and fuel poverty.
- Approval to progress this project to full proposal at the next ExCo meeting.

Background

This note is another draft concept note for an extension of Task 24, which has been signed off in concept at 3 prior ExCo meetings (the last one was only partially signed off by 8 countries in the Hague). The reason this concept note was not provided sooner is that, by all indication of the ExCo leadership, Task 24 was not to be continued as part of the future DSM work programme (although all other current Tasks – 16, 17 and 25, are supported to be continued). However, several countries have contacted the NZ Task 24 OA and asked what it would take to keep NZ, and this research collaboration which boasts a strong expert platform and is regarded as the first, and main global research collaboration on behaviour change in DSM, in the DSM TCP. New Zealand, under the leadership of the Task 24 OA Dr Sea Rotmann, is willing to take forward the concept note and develop it into a Task Proposal at the next ExCo meeting.

Motivation

The motivation for this Task comes from two directions: 1) not losing the strong expertise and expert platform that Task 24 has created in the behaviour change area, for the DSM TCP – particularly seeing that this Task most closely resembles our strategic focus going forward; 2) the fact that every country and energy sector has different definitions of what constitutes a “Hard-to-Reach” (and thus motivate and engage) energy user or customer. There is clearly a wealth of research to be undertaken in this area, which will be of global interest (especially seeing there isn’t a single country on this planet that doesn’t have HtR energy users, see below).

Task 24 work with CEE sponsors for the US on this topic has shown just how divergent the definitions of HtR customers can be (and this is just in one sector – utilities – and one geographic region – North America). US and Canadian utilities interviewed during the last year of Task 24 defined “hard-to-reach” customers as:

- Low income or from lower socio-economic groups
- In energy hardship or fuel poverty
- Rural, isolated or physically hard to reach communities
- Hard to motivate or engage (several utility managers said “if we can send them a utility bill, we can reach them, but that doesn’t mean we can *reach* them to become more energy efficient.”
- Tenants in multi-family apartment buildings (where the landlord paid the utility bills)
- Not internet or smart phone users
- Disadvantaged communities, e.g. indigenous or immigrant communities where language and cultural barriers are key
- Small to medium businesses etc.

Aims and Objectives

The primary aim of the Task would be to enable participating countries to improve policy, industry, research and community outcomes by applying lessons learned from collaboration with other countries.

The objectives could contain the following elements:

- *Share experiences and expertise*

Experts from the government, industry, research and third sectors would come together to identify HtR energy user definitions and how they have been addressed and engaged in their countries and sectors in the past.

- *Develop guidance*

Based upon the learning from each other's programmes and research, develop guidance for the application of how to reach the hard-to-reach in the energy sector, how to run engagement trials and how best to monitor and evaluate outcomes.

- *Original collaborative research*

Develop an international survey on HtR energy users, designed to better understand similarities and differences across national boundaries on issues related to energy literacy, for example.

- *Capacity building and dissemination*

Work with the IEA Secretariat to help build capacity in key emerging economies through the Energy Efficiency in Emerging Economies (E4) programme.

Approach

Subtask 0 - Administration: New Zealand's Task 24 Operating Agent would function as expert in the field, organising meetings and workshops, and leading on the production of outputs and reporting. *Her time could be paid out of several countries supporting a more in-depth look beyond the first phase (below), which would be around €12,500 per country per year. The Task would run for an initial period of [two] years and has the potential to be a longer-running Task, depending on the interest in taking an internationally-validated, standardised way of engaging the HtR going forward (ST 2) and testing it with field research (ST 3).*

Subtask 1 – Definitions and case studies: This Task would bring together experts from (hopefully) all DSM ExCo countries and many different sectors (similar to the Task 24 work using the **Behaviour Changer Framework** to identify top issues and top relevant Behaviour Changers to help research these issues). Participating experts and ExCo would need to contribute to the production of outputs. *A small contribution from either each DSM country (~€3,000 per country) or, if the whole TCP decides to partake in Phase 1, the common fund (~€50,000) would be sufficient to undertake the first phase of defining HtR energy users, and main case studies or programmes currently underway to engage them (preferably, for each TCP member).*

Subtask 2 – Development of standardised process: Task 24 Phase II has developed a **Toolbox for Behaviour Changers** (Subtask 8), which provides many insights into tools, research and evaluation methodologies on how to “do” behaviour change from A to Z. The Task 24 project partners, the *Californian See Change Institute* (SCI), are currently developing and testing the “SCI process” with utility partners. The Task 24 and SCI tools and processes can be combined to develop and validate, a standardised way of how to engage HtR energy users in the field (Subtask 3). *Many individual elements of this process were already developed in Phases I & II of Task 24, and by the SCI. To support the Task 24 OA and SCI Project Partner to administer and report on international validation of the process, would cost around ~€7,500 per participating country.*

Subtask 3 – Field testing: The standardised process developed and validated in Subtask 2 would be tested in field research trials on the chosen priority areas of each participating country or co-sponsor. Field trials are expected to take around 18 months each and can be co-sponsored by industry (e.g. utilities), government (e.g. ministries of social development, energy or health), research organisations (e.g. Sheffield Hallam University's work on “the hardest to reach”), or the third sector (e.g. social organisations focusing on refugee integration or fuel poverty). The all-important Middle Actors who will help administer field research trials, will be identified for each country / sector. *Co-sponsorship can take several forms, from direct funding, to in-kind or task sharing support, to access to end users and / or data etc. It is envisaged to be flexible enough to be developed in collaboration with each country / partner, and not every participating country has to engage in Subtask 3.*

Expectations / Results

Depending on the nature of the collaborative research, the following results are envisaged:

- Greater insights into the “Hard-to-Reach” energy user group as a result of learning from other countries’ experiences and the input of a wide range of expertise and case studies
- A report detailing different HtR definitions and relevant case studies from (hopefully), the entire DSM TCP
- Guidance on how to do behaviour change in the energy sector, how to align different Behaviour Changers, design and run field trials and monitor and evaluate interventions to prove real, long-term change on this difficult end user group has occurred
- Survey results of end users that enable a better understanding of the contextual factors affecting HtR energy users in different countries
- More capacity to apply behaviour change insights to policy making and real life in key emerging economies and the G20 through collaboration with the Energy Efficiency Leading Programme and work on multiple benefits.
- High quality and accessible dissemination of messages from the research through the tried and tested networks of Task 24, DSM country participants, and the IEA Secretariat.

Note: Seeing this concept proposal was written rather hastily, and under urgency, it is open to changes and input from the ExCo, including around length, funding and if it should be a Task 24 extension or new Task. We hope to be able to discuss this during the ExCo meeting tomorrow and ask for sign-off in concept to be developed further, only.

ATTACHMENT E

Feedback NZ ExCo:

Approval of the 51st meeting minutes: Some questions arise – e.g. on p.6 “the IEA legal office representative explained that only a government representative can hold the position of Chair or Vice Chair”. **NZ agreement for nomination of Chair will be dependent on clarifying that non-government representatives (such as academics) can hold this position.**

Response: IEA Legal confirm that representatives nominated by governments (such as academics) can hold the position of Chair.

>

Task 24's issues to be addressed at the Operating Agent's meeting do not seem to have been included in both the meeting and the minutes? No informal feedback was provided to the OA either. The written complaint raised by Task 24 OA following NL's refusal to accept the status report in Bergen, is also not mentioned in the minutes.

Response: Include the following in the addendum to the minutes:

The Task 24 Operating Agent submitted a written complaint regarding the refusal to accept the extension of the Task at the meeting.

>

Change to Task 24 minutes: Subtask 5 – (3) “The OA co-edited the ERSS Special Issue on [...] and published 2 peer-reviewed papers in this Special Issue.

Response: Okay. Can be included in the addendum to the minutes.

>

p25 – Inclusion of a stage gate for ExCo committee approval – am not aware that this was implemented regarding Sam's review work (including sign-off of the total cost of €77,000)? **NZ said on the July ExCo phone call that it would not approve an extra €50,000 without proper job description and more information (including if it would need to be tendered). This seems to have been ignored (see p6 in PMD Part 2).**

Response: A work plan and Gantt Chart were circulated to ExCo members by the vice-chair Strategy on 9th August (see appendix).

Simon Arnold needs to be removed from participants list as he was not ExCo member at time of this meeting anymore

Response: Okay.

>

Appendix, p44 onwards: none of the questions the NZ (and other countries?) ExCo has asked in writing were answered by the ESC following the meeting.

Response: Noted. Actioned for the future.

London PMD Part 1:

Approval of minutes to follow the comments above to be addressed (can be done in writing after ExCo meeting). There are still transparency and process issues related to governing the TCP, with different rules seemingly being used for different members (particularly, different rules being applied by the TCP leadership, which gives the continued appearance of a possible conflict of interest and uneven decision-making power of all ExCo countries). What shows up in the minutes (or gets deleted or is not shown), is one of these governance issues that has been raised by NZ repeatedly in the past. ExCo Chairs / ESC should have particular stringency applied to them not being seen to “censor” OA or ExCo comments, unless clearly and mutually-agreed on. One way to deal with this issue, potentially, is to agree on the wording of minuted actions or ExCo decisions (especially potentially controversial ones or ones with financial impact on the common fund), during the ExCo meeting or shortly thereafter in writing.

Response: Draft quick minutes (Decisions and Actions) to be circulated shortly after meeting for comment and agreement; Full minutes to be circulated later, also for comment (and agreement at next meeting).

>

Comment on improving the website interface (raised by Task 25): should be part of wider discussion round website updates and refresher, as proposed by WeberWeb. Task 24 has no problems uploading documents or updating its website. There are how-to guidelines that can be followed to make it easy (easiest way is to log in, add new publication, upload a pdf, edit the publications section on the relevant Task website, and hyperlink the newly added publication to the title of the document – takes less than 2 minutes per report).

Response: Updating the website was not discussed at the London ExCo meeting.

>

Decide on Theme for Annual Report – fine with NZ.

Website update/refresher: Note that current issues with the website are due to the ExCo leadership having stopped all proposals for updates / refreshers since early 2016. **NZ supports the proposal by WeberWeb to update and refresh the website (Phase 1).**

Response: Updating the website was not discussed at the London ExCo meeting.

>

Spotlight newsletter is much too expensive seeing people are writing their own articles and it just needs someone with InDesign capability to do the layout (template was already developed during the re-branding in 2015). Newsletters are in single-digits in terms of downloads from the website, though may be read more via email. It thus would be prudent, potentially, to collect stats from mail-out e.g. how many people opened the email or followed the link to the website. On the other hand, a 3-monthly email update of current work, published reports and topics of interest (like an e-newsletter) would potentially be more useful.

Response: The Spotlight newsletter was not discussed at the London ExCo meeting. However, a sub-committee of ExCo members will review the items funded out of the Common Fund.

>

Visibility Committee Report approved following the comments, above.

New Zealand supports the future meeting locations, if it decides to stay in the DSM Programme (TBD).

Contracting for an ExCo OA: There are potential savings to be made e.g. by combining / removing the Advisor, Secretary, DSMU coordinator and Spotlight Editor roles and we welcome the clearer roles and

responsibility descriptions provided here, as well as the outline of the 3 models. There are some discrepancies, however, in the current table:

- The DSMU coordination is not highlighted in the table, and it is unclear how much it, and the Advisor position overlap, and how much (and where) this role is specific to Hans Nilssen
- It seems to suggest that the Chair will now be paid at €46,000 p.a. (including travel) which goes against everything that was stated in the past re Chair roles being voluntary and unfunded (and maybe why only governments should stand a Chair and Vice Chair?) If this is meant to be OA support for the Chair, it seems too extensive, depending on the in-kind time made available by the Chair's institution (around 1 day per week?).
- The website average hours are highly artificial, as they include the major website overhaul in 2015. Neither Karl Weber nor Anne have anywhere near these annual hours/costs for the website now. This needs to be changed to reflect the actual annual website hours, under BAU circumstances.
- It would be good to get a more detailed breakdown of the expenses and how they relate to current roles and responsibilities and highlight where greater efficiencies can be found by discontinuing certain roles or adding their responsibilities to the ExCo OA's. For example, it makes absolutely no sense to pay an expert OA €100 p.h. for taking minutes when Anne is more time- and cost-efficient at doing so.
- It is unclear if the current stand-in ExCo OA Sam Thomas has been formally contracted by the ExCo (as would be expected, for this cost). If so, the contract and outlines of roles and KPIs should be included in this ExCo feedback and used to develop the tender document for a future role.
- Who will be on the tendering committee, including who will write the tender document, in order to avoid perceived conflicts of interest?

NZ would support a model for greater efficiency and reduced paid roles, but would insist on a tendered process and refuse to pay for a Chair on top of an ExCo OA. Preference would be to keep the Secretary and Web team (unless the ExCo OA role will include specialised front- and back-end web capability?) but move all other currently paid roles to the OA, reducing inefficient or outdated use of time, where possible. We suggest a subcommittee (different to the ESC) of ExCo members to be in charge of a review of current roles and responsibilities, including actual annual hours (not averaged) and costs, and also, the tendering process.

1. Selection - Is this an open process or a restricted process – for example is it an open tender through EU? **Why only through the EU? Should be open tender to reflect the global ExCo constituents**
2. Do members have someone who they would like to propose as an OA for consideration in applications? **ExCo-nominated candidates should maybe get a preferred weighting? Important who will develop the weightings and tender description to avoid possible conflicts (see above).**
3. What tasks do members think are key for the OA role? **Support for Chair, outreach to other TCPs/IEA Secretariat, dissemination activities, support for current and new OAs, potentially lead on DSMU, potentially day-to-day admin and running (though keeping our Secretary would be cheaper and she has the greatest corporate knowledge)**
4. In models 2 and 3 there are existing tasks/roles currently carried out by others that are affected by this proposal - what are members' views on this? There is an additional cost in some cases, but is there a benefit in terms of economies of scale, efficiencies, changes in process and output? **See comments above. Would prefer keeping the Secretary and maybe specialised web support (which could be combined with InDesign work currently undertaken by the Editor) but stop paying Advisor and Editor, and not pay the Chair or Vice Chairs.**
5. What are members' views on the cost models for this proposed structure? **Needs to be more clarified, see points made above. Increase in annual fees would be a NO for New Zealand.**

Response: A sub-committee of ExCo members will develop the tender document, taking into account the views of all ExCo members and these comments.

>

Task 24 status update: NZ accepts the final status update and congratulates our OA for the extensive and valuable piece of work.

Options for structuring future Tasks: thank you for preparing this useful comparison of different TCP funding models. What strikes us as a potential issue is that these other forms of financing are either heavily-weighted towards academia, or towards policymakers. Neither supports the importance of implementers and real-life pilots and field research, which would require industry co-funding as it is quite expensive (see our **proposed Task concept on Hard-to-Reach energy users** for one possible Task structuring model). This fourth funding model could combine all ExCo (and thus, **policymaker**) input and relevance by paying a small amount for each country (either out of the common fund or by increasing the annual fee, by around €3,000), plus **academic** input and validity by task sharing with country experts (who'd be funded by their own institutions), plus **implementer / industry** co-funding to develop field research trials. Especially on the very complex topic of "behavioural aspects of the technology/people nexus", this is the only way to do actual research that shows how to apply good social science and design thinking in real-life (technological and / or social) applications.

Empowering Automation: This is a very interesting and pertinent topic, although there is not enough detail provided here to make an informed decision. Particularly around the importance and approaches to understand user behaviour, including barriers to opt-in for automating certain technologies and pain points that can be created (there is vast anecdotal evidence for these from various smart grid pilots for example), more detailed information including who would be able to lead such work (seeing the proposed OA is not a social scientist), needs to be provided. **In the current state, this proposal is a NO from NZ.**

P2P observatory: Again, a very interesting and pertinent topic, although the role of Prof Shipworth in this observatory needs to be more clearly specified (to avoid any perception of conflicts of interest between ExCo/Chair and OA/NE). It also needs to be specified if there are any IP issues (normally, the DSM will hold the IP but how does this work if the OA is UK-funded?) or if parts of this work will not fall under the DSM TCP. It is also unclear how this work will "feed into, and draw on" the expertise of other DSM Tasks and how this will be funded or managed (seeing most of these Tasks will have been completed). The task-sharing model and proposed research sounds good and **NZ would approve moving into the task definition phase, once the above questions are addressed. As mentioned in the proposal, there are several NZ P2P trials and there may be value for relevant NZ programme managers to join this global effort.**

Low Carbon cooling: Seeing this is proposed by an Operating Agent, does this not create the same issue highlighted in Sam's review that the ExCo should guide new strategic topics to be chosen, instead of OAs? Again, it is important to not seem to use different rules for different people. That said, it is a good proposal on an important topic and we applaud the strong focus on behavioural aspects and barriers. However, what is less clear from this proposal is how the supremely technology-competent OA can and will answer these difficult social science questions, and who will lead that important aspect of this work. It also is not clear how this highly technology-focused research fits into the DSM TCP and not, for example, 4E. **NZ would need to have behavioural aspects more clearly defined and clarity as to how this topic was chosen and why it would be most pertinent for the DSM Programme. Currently, it is a NO.**

New concept on behavioural economics:

Generally, NZ has no problem with developing an international behavioural economics (BE) platform and the DSM Programme may be a good place for it. However, it is not clear that this will not duplicate current efforts and relationships between behavioural insight units, such as the *Green Growth Knowledge Platform*, *Behavioural Economics Networks*, *the BE Hub*, *OECD Behavioural Insights* work etc. (granted, they would focus solely on energy, here, but it is presumed that energy is also being discussed in other, currently existing international BE fora?). There is another potential issue with replacing the holistic focus and socio-ecosystem approach of Task 24 with the very narrow focus of BE (which seems to be the case, seeing Task 24 is the only current Task missing in the future work plan):

- Individualistic disciplines (behavioural economics & psychology) are useful, particularly to "simplify" behavioural models for e.g. policymakers, but they are very far from complete solutions to thinking about the people side of the equation. Given the prominence they have had in energy

efficiency interventions, and how little measurable impact they generally have (Opower's Home Energy Reports, the largest and most successful BE application in the market achieve between 1-3% energy savings, which sits within potential *Hawthorne Effect* territory – see Tiefenbeck, 2016), it is clear that over-emphasising and -valuing this individualistic approach over more holistic ones will not help us achieve our climate targets.

- It is imperative to include the 'social' disciplines (e.g. sociology, social studies of technology (which isn't really a discipline), social ecology etc.) that help us understand how an individual's action is framed, shaped and somewhat directed. This cannot be an "either / or" approach to behaviour (see the [recent review](#) of the top behavioural typologies and theories for socio-technical change, which doesn't even mention BE).

So, to counter the policymaker tendency to focus on what is countable and not what counts, there are three arguments:

1. Sustainable development goals are policy objectives that are difficult to measure but widely accepted as being important.
2. "Behaviour" is more than just the use of widgets and devices, it also incorporates design and adoption, and it is more than just the behaviour of end users (see Task' 24's successful approach on focusing on the Behaviour Changers as well as the end user contexts and needs).
3. Efficiency needs to be about 50% of the climate change solution, and "nudging" alone will not get us there, not by a long shot and not fast enough to avoid ecosystem collapse. It can be a part of the solution, but obviously not the whole thing. Particularly given (1) and (2).

New Zealand is not opposed to this proposal but would not rank it over the proposed Task 24 extension, if only one were to be funded. We have behavioural insights teams in the country that have solid international networks already.

Task 24 concept on Hard-to-Use Energy Users: NZ supports this concept proposal to go forward to Task definition and will re-assess its DSM membership in that context.

Strategic Plan for the next 5-year period: Some feedback is given below taking into account that NZ is currently reviewing its DSM membership:

Element 1: sounds good

Element 2: agree, it needs to highlight need for inter- (trans?) disciplinary research though engineers are missing (and they are imperative to include). Have no problem with scope being broad seeing it highlights the value-add of this TCP over others.

Element 3: I would say there are areas of purely social science research that are excluded by the focus on socio-technology. Personally, would prefer to include some reference to socio-ecological whole system views (seeing this was Task 24's main approach and it has been the most prolific DSM Task to-date) and the broader typologies highlighted in the recent review (reference provided above).

Element 4: Again, issue with calling it socio-technical experts (seems to indicate STS experts mainly). Also – is it really only about policy relevance? What about proving that system change can work in the real world, via field research and pilots and trials? Policy makers are often hamstrung by the mandates of their political leaders and often seen as rather removed from "the real world" (same as academics). Excluding **industry and third sector / implementer** input and involvement in taking this work into the real world, means we'll continue to watch temperatures rise until ecosystems collapse. This is a massive oversight, generally, in this strategy.

Element 5: Here, implementers are mentioned for the first time. They need to be included above.

Element 6: What I feel is missing under "behaviour / behaviour and systems change" is how to actually achieve that in real life. That would include development of internationally-validated processes and standards of how to actually do it and prove that it works (and if not, why not). See the Task 24 concept note on hard-to-reach energy users.

Right now, there is an incongruence between our strategy and our proposed work programme going forward. The former still includes the strong emphasis on the end user and other Behaviour Changers in the energy system, that has been proposed under leadership of the Swedish ExCo in Stockholm in early 2016. The latter gives a much-appreciated nod to the importance of behaviours and end users but the proposed Tasks are highly technological, with no clearly-identified social science capability, or approach how to actually undertake this complex work. It almost seems that the strategy is rather “feminine” in focus (especially seeing that the majority of social scientists and implementers working on behaviour are female), yet the work programme continues to be decidedly “masculine” (mostly engineering, economics and policy focused, thus more business-as-usual). The DSM Programme will need to find a way to balance both, if it wants to be successful in attracting more funding and countries, and the 5-year extension by proving its relevance in a highly technocratic field.

Response: New Zealand’s views on the Task proposals will be reflected in the full minutes.

>

London PMD Part 2:

See comment above that NZ (and several other countries from memory) did not explicitly sign off on the €78,200 (at least not the additional €50,000 raised during a phone call) for ExCo review. Sign-off was pending on certain caveats to be fulfilled, not all of which were, satisfactorily (NZ ExCo has raised this independently with the Vice Chair and / or reviewer). This highlights the continued complaint around not following (and establishing!) proper processes where full ExCo sign-off or inclusion is fulfilled (not in all circumstances of course, but where it relates to the common fund, it should be). That is not, however, to say that Sam’s work wasn’t very much appreciated or worth it, but that following due process is imperative for the healthy functioning of such an international research collaboration.

Why are there two different payments approved for Sam’s travel to Bergen?

Response: One was for airport transfers and the other for the flight.

Appendix: Papers circulated August 9th to ExCo (Word document and Excel spreadsheet (screenshot attached))

Sam Thomas Deliverables: August-October 2018²

1. Assisting the ExCo in making decisions on its future strategy and management at London ExCo meeting
 - Annotated agenda for August Telco disseminated to ExCo August 8th
 - Outline of sessions presented at ExCo Telco August 10th
 - Supporting papers for London ExCo meeting prepared for circulation on September 10th
 - Detail of sessions presented at pre-London ExCo Telco September 17th
 - Supporting Chair at London ExCo in helping ExCo reach decisions by leading sessions and any other appropriate tasks as decided by the ExCo at the London ExCo October 2nd-3rd
2. Drafting new guidance and other supporting documents as required by decisions made at London ExCo meeting by November 8th
3. Supporting Request for Extension
 - Drafting letter to EUWP (first draft by August 17th, final version by August 29th)
 - Drafting End of Term report (first draft by August 17th, final version by August 29th)
 - Drafting presentation for EUWP meeting September 7th
 - Supporting ESC representative at EUWP meeting September 13th
4. Supporting the ESC by preparing the agenda and supporting materials for fortnightly phone meetings
5. Managing interest from new parties by drafting responses to unsolicited interest and reaching out to potential new contracting parties as directed and in a timely manner
6. Supporting Task Development over the period to November 8th by reviewing proposals from ExCo delegates, arranging phone conferences to discuss new work and proactively reaching out to potential new task participants
 - Assisting development of successor to Task 17 Phase 3 (potentially Empowering Automation) to enable Task to be brought for approval at London ExCo
 - Assisting development of peer-to-peer observatory to enable Task to be brought for approval at London ExCo
 - Reaching out to country delegates to form coalitions of interest in new tasks, e.g. on ESCOs, behaviour and economics.
7. Other items as appropriate and directed by the ESC.
8. Weekly catch up meetings with vice-chair strategy to check-in on progress and monitor performance.

² August 2nd - November 8th with five days in November substituting for week commencing October 22 when Sam is working on another project.

ATTACHMENT F

Report from the IEA Secretariat (October 2018)

Report from the IEA Secretariat 3rd Quarter 2018

The IEA Secretariat report provides an overview of recent developments within the Energy Technology Network (ETN) and the IEA Secretariat that are of interest to all Technology Collaboration Programmes (TCPs). This report is designed to complement the information provided by your Desk Officer related to IEA analysis and projects (current and planned) of relevance to individual TCPs. If you have comments or questions, please forward to TCP@iea.org.

IEA Secretariat



IEA Executive Director signs Memorandum of Understanding with India to enhance co-operation on energy innovation

During a recent visit to India the IEA Executive Director signed a Memorandum of Understanding with the Ministry of Science and Technology of India to deepen co-operation in the areas of energy research, development and innovation for the energy transitions.

Specifically, the MoU will seek to foster exchanges of experiences and best practices in mapping, tracking and/or estimating R&D funding as well as encouraging and facilitating further participation of Indian entities in TCPs and other multi-lateral efforts on clean energy innovation.

<https://www.iea.org/newsroom/news/2018/august/iea-executive-director-makes-official-visit-to-india.html>

Senior appointments in the IEA Secretariat

Ms. Mechthild Wörsdörfer has been appointed Director of Sustainability, Technology and Outlooks taking up her duties on 1 October 2018. As Director of STO, Ms Wörsdörfer will be planning and co-ordinating IEA work on energy sustainability, encompassing energy technology policy and energy-related climate change policy, including carbon capture, utilisation and storage. She will oversee several major analytical reports including long-term scenarios and Technology Roadmaps, in close collaboration with Mr Timur Guel who has been selected to lead the IEA Energy Technology Policy Division. Mr. Dave Turk has been appointed as Head of the new Strategic Initiatives Office (SIO) – a team that aims to foster cross-Agency working approaches, and will provide strategic leadership and coordination of IEA's efforts under key programmes and partnerships such as TCPs, the Clean Energy Transitions Programme and cooperation with Mission Innovation.

Newly updated statistics data services and overviews

The IEA has released its newly updated [online data service](#) for all fuels and energy balances, supported by a series of free overviews. These publications and datasets present comprehensive global data and statistics for 2016, plus provisional data for 2017 from OECD countries where available.

<http://www.iea.org/newsroom/news/2018/july/iea-releases-updated-statistics-overviews.html>

Women in the clean energy sector

On 25 October 2018, the Ministry of Energy of Chile, the IEA and the Technology Collaboration Programme on Clean Energy Education and Empowerment (C3E TCP) will host a workshop to raise awareness among public and private decision-makers about the

need to promote women's leadership and participation in the energy sector. International experts will share experiences on programmes and policies for the promotion of women's in the clean energy sector. The event will take place in Santiago, Chile.

<https://www.iea.org/workshops/conference-on-the-promotion-of-women-in-the-clean-energy-sector.html>

IEA Global Conference on Energy Efficiency

The IEA's third annual Global Conference on Energy Efficiency, 25 and 26 October 2018, will convene dignitaries and leaders from across the globe to share insights and experiences on how to increase action and maintain momentum on energy efficiency in the context of a slow-down in global energy intensity improvements and resurgent CO₂ emissions.

A global conference to progress CCUS

A CCUS summit, co-hosted by the UK government and the IEA, will take place in Edinburgh on 28 November bringing together world energy leaders including Ministers and CEOs representing major energy and industrial interests and the financial community to focus on actions that could be taken to accelerate global CCUS progress.

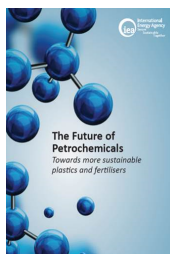
IEA Publications



World Energy Investment 2018 (free download)

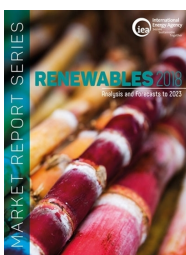
On 17 July 2018 the IEA released its latest analysis of global investments on energy supply and energy demand, trends in energy financing, and investments in research, development and new technologies. The report shows electricity sector attracted the largest share of energy investments in 2017, sustained by robust spending on grids, exceeding the oil and gas industry for the second year in row, as the energy sector moves toward greater electrification. The report also finds that after several years of growth, combined global investment in renewables and energy efficiency declined by 3% in 2017 and there is a risk that it will slow further this year.

<https://www.iea.org/wei2018/>



The Future of Petrochemicals (free download)

Given the strong link between chemicals and fossil fuels and the potential for sustainable alternatives, what does the future hold for chemicals? Which technologies, strategies and policies could enable the sector to develop sustainably? What will be the consequent impacts on energy demand? The future of the chemical sector – as for the energy system as a whole – is uncertain. At the same time, a future without chemical products seems unlikely.



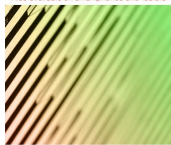
Renewables 2018 (for sale)

The IEA Renewables 2018 is the IEA market analysis and forecast from 2018 to 2023 on renewable energy and technologies. It provides global trends and developments for renewable energy in the electricity, heat and transport sectors. The analysis this year contains an in-depth look at bioenergy, the world's largest source of renewable energy, highlighting the untapped potential of modern bioenergy and other renewable sources for greening the industry and transport sectors. Under an accelerated case, the report also highlights policy and market improvements that can unlock further growth of renewable energy in electricity and transport biofuels.

<https://www.iea.org/renewables2018/>

Key world energy statistics

Also available on smartphones and tablets



2018

Key World Energy Statistics 2018 (free download)

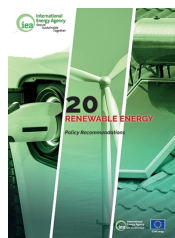
2018 marks the 21st edition of the Key World Energy Statistics (KWES), the annual booklet of the IEA's most used statistics. KWES contains timely, clearly presented data on the supply, transformation and consumption of all major energy sources for the main regions of the world, in addition to energy indicators, energy balances, prices, RDD and CO₂ emissions as well as energy forecasts. It is also available as an app for all major mobile devices. Visit [the KWES web platform](https://webstore.iea.org/key-world-energy-statistics-2018), or download the free PDF.

<https://webstore.iea.org/key-world-energy-statistics-2018>

Two reports on energy transitions in G20 countries (free download)



In collaboration with Argentina's Ministry of Energy the IEA recently released two reports - [Energy Transitions in G20 Countries: Energy transitions towards cleaner, more flexible and transparent systems](#) and [Energy Transitions in G20 countries: Energy data transparency and market digitalization](#) - that shed light on the progress and challenges of the energy transitions.



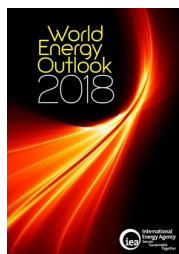
20 Renewable Energy Policy Recommendations (free download)

The 20 recommendations in this brochure provide guiding principles for policy-making based on best practice observed across IEA member states and partner countries. They can be adapted to suit specific national and local circumstances.

<https://webstore.iea.org/20-renewable-energy-policy-recommendations>

Energy Efficiency 2018 (available online 19 October)

The IEA's Energy Efficiency series is the global tracker examining trends, indicators, impacts and drivers of energy efficiency progress.



World Energy Outlook 2018 (for sale on 13 November 2018)

The 2018 edition of the WEO will provide updated analysis to show what the latest data, technology trends and policy announcements might mean for the energy sector to 2040. It also outlines an integrated way to meet multiple sustainable development goals: limiting the global temperature rise in line with the Paris Agreement, addressing air pollution, and ensuring universal access to energy.

Copies can be pre-ordered here <https://webstore.iea.org/world-energy-outlook>

Committee on Energy Research and Technology (CERT)

The next CERT meeting, which will take place in Paris on 30-31 October, will include a strategic session on innovation that will touch upon IEA work on R&D data, innovation policies and technology analysis, as well as innovation partnerships, notably TCPs and Mission Innovation.

CERT Task Forces and CERT Survey

At its meeting in February 2018, the CERT decided to create three Task Forces to help implement its strategic priorities in 2018 and beyond. Co-led by CERT delegates, and assisted by the IEA Secretariat, the three focus areas are:

Task Force #1 on PARTNERSHIPS: examining linkages and synergies with other initiatives and partnerships, including the Clean Energy Ministerial and Mission Innovation;

Task Force #2 on OPERATIONS: advising on priority topics for CERT meetings, and considering ways to make CERT processes and operations more dynamic; and

Task Force #3 on TCPs' ENHANCEMENT: overseeing the implementation of the Action Plan for TCPs' Enhancement.

Discussion among the participants of TF#1, TF#2 and the CERT itself at its June meeting led to the development and circulation of a survey for all CERT delegates. The survey was open from 29 June until end of August and aimed to seek delegates' views on further enhancing the strategic value of the group, on ways to make CERT operations more dynamic, and to maximise benefits from attending CERT meetings. The survey also included a section focussing on CERT strategic value and partnerships, providing the opportunity for delegates to offer directions on future CERT work and on partnerships of high national interest.

Of particular interest to TCPs is a question which asked CERT delegates to indicate, out of a list of sixteen initiatives, the partnerships and/or multilateral initiatives of highest relevance to energy innovation in the respondent's country. Highest ranking in that list was TCPs with 87% of respondents indicating it as one of their top five choices. The full results of the survey will be discussed at the next CERT meeting on 30-31 October.

Working Parties and Experts' Groups

Working Party on Energy End-Use Technologies (EUWP)

On 10-14 September 2018 the IEA hosted a series of Working Party meetings and associated events on energy efficiency policies and technologies. On 10 September, the IEA and the European Commission organised a comprehensive workshop on electrofuels with participation of the Bioenergy TCP, Hydrogen TCP, TCP on Clean and Efficient Combustion, TCP on Advanced Fuel Cells, and TCP on Advanced Motor Fuels as well as the Alt Fuels Forum.

The Transport Co-ordination Group (11 September) was well attended by TCPs covering transport-related issues from both the EUWP and the Working Party on Renewable Energy Technologies (REWP). Going forward, regular invitations will be extended to all Working Parties relevant to Coordination Group meetings (transport, buildings, electricity and industry).

On 12 September 2018 the Argentinian Ministry of Energy (MEN) in collaboration with the IEA and the International Partnership for Energy Cooperation (IPEEC) hosted a workshop on "Behaviour Change for Energy Efficiency: Opportunities for International Cooperation in the G20 and beyond". The event brought together more than 100 participants from the public and private sectors, including Delegates of the Working Party on Energy Efficiency (EEWP) and the Working Party on Energy End-Use Technologies (EUWP).

Highlights from the formal EUWP meeting (12-14 September) included the request for extension of the mandate of the EUWP 2019-2021, review and recommendations concerning request for extension of five TCPs, and election of a new Vice-Chair for Industry (Mr Paulo Partidário, Portugal). On the margins of these events the Chairs and Vice-chairs of the EEWP and EUWP met to discuss opportunities to enhance co-operation.

Following on positive feedback on the pilot edition of the new EUWP Newsletter, a new issue of the newsletter is under preparation and will be distributed soon to all delegates.

Working Party on Renewable Energy Technologies (REWP)

The 74th meeting of the REWP will take place in Rome, Italy on 25-26 October 2018, back to back with Renewable Industry Advisory Board (RIAB) Special Session on Africa's renewable energy transition on 24 October.

Working Party on Fossil Fuels (WPFF)

The 75th meeting of the WPFF will take place in Paris on 19-20 December 2018. The presentations from the June meeting in Banff, Canada have been made available online for delegates at <http://www.iea.org/workshop/WPFFBanff/> (access details available by contacting the secretariat).

Experts' Group on R&D Priority-Setting and Evaluation (EGRD)

The next EGRD workshop will focus on Future Energy Market Designs: Research and Innovation Needs (Berlin, 22-23 October). The topic has attracted a lot of interest worldwide, including delegates from Costa Rica, India and Saudi Arabia.

<https://www.iea.org/workshops/future-energy-market-designs-research-and-innovation-needs.html>

Technology Collaboration Programmes (TCPs)

Czech Republic hosts its first-ever TCP National Coordination Day

On 2 October, the Ministry of Industry and Trade of the Czech Republic, in collaboration with the IEA Secretariat, hosted a national TCP co-ordination meeting in Prague to discuss the Czech Republic's current and potential future participation in TCPs. National TCP co-ordination days provide stakeholders with an opportunity to strengthen representation of national interest and strategies in TCP activities, to exchange information on TCP outputs, identify topics and projects of national interest and enhance communication among research and innovation actors. The IEA Secretariat supports, and when possible, participates in these TCP coordination days. The Czech Republic currently participates in three TCPs (EBC, FBC and C3E) and the event provided a fruitful opportunity to explore possible participation in the Bioenergy TCP, the DHC TCP, the HPT TCP, and the SHC TCP, the DSM TCP and the ISGAN TCP.

Webinar series on TCP legal topics

The IEA Legal Office intends to host three webinars in the 4th quarter of 2018 focusing on questions commonly asked by TCP representatives. Prior to each webinar, the Legal Office will distribute written guidance covering key questions in the selected topical area. The webinars will be posted on the Forum for those who are unable to attend. The dates and topics of the first three webinars are as follows:

Webinar #1:	October 18	TCP Executive Committee Procedures Quorum, written procedure, minutes, voting, etc.
Webinar #2:	November 15	TCP Legal Structures Operating Agents, Secretaries, contracting, etc.
Webinar #3:	December 17	Communication Guidelines TCP branding, use of IEA name & logo

All webinars will be hosted twice on the scheduled day—once at 9h30 and again at 17h30 (Paris time).

TCP Survey

As previously reported, in the last quarter 2018 the Secretariat plans to launch a new TCP-wide survey intended to gauge TCPs' emerging priorities and challenges across a number of different areas such as TCP activities and communications. The survey will also aim to gather views on TCP procedures and the upcoming revamping of the IEA website section dedicated to TCPs. Finally, the survey will seek TCP inputs in preparation for the 3rd TCP Universal Meeting in 2019.

TCP-related material appearing on the IEA website

- [Commentary: Progress with solar heat in India](#)
- [A reminder that TCP activities, publications and events are regularly reported on the IEA website at \[www.iea.org/openbulletin\]\(http://www.iea.org/openbulletin\). For information and suggestions please contact \[diana.louis@iea.org\]\(mailto:diana.louis@iea.org\).](#)

Recent new participations in TCPs

- C3E TCP: **Austrian** Ministry for Transport, Innovation and Technology (Contracting Party)
- C3E TCP: VŠB - Technical University of Ostrava of the **Czech Republic** (Contracting Party)
- CTP TCP: **Australian** Nuclear Science and Technology Organisation (ANSTO) (Contracting Party)
- DSM TCP: Monash University of **Australia** (Contracting Party)
- OES TCP: **Australian** Commonwealth Scientific and Industrial Research Organisation (CSIRO) (Contracting Party)

New or revamped TCP websites (since 1 July 2018): DHC TCP (<http://www.iea-dhc.org/>)

IEA Secretariat – points of contact for the Energy Technology Network

Technology Collaboration Programmes		
Uwe Remme	ETSAP TCP	Cross-cutting
Cecilia Tam	C3E TCP	Cross-cutting
John Dulac	DHC TCP, ECES TCP, HPT TCP	End-use: Buildings
Brian Dean	EBC TCP	End-use: Buildings
Luis Munuera	HTS TCP, ISGAN TCP	End-use: Electricity
Kevin Lane	4E TCP	End-use: Electricity
Jeremy Sung	DSM TCP	End-use: Electricity
Araceli Fernandez Pales	IETS TCP	End-use: Industry
Pierpaolo Cazzola	Combustion TCP, HEV TCP	End-use: Transport
Marine Gorner	AMF TCP	End-use: Transport
Jacob Teter	AFC TCP, AMT TCP	End-use: Transport
Raimund Malischek	CCC TCP, EOR TCP, FBC TCP, GOTCP	Fossil fuels
Samantha McCulloch	GHG TCP	Fossil fuels
Carrie Pottinger	CTP TCP, ESEFP TCP, FM TCP, NTFR TCP, PWI TCP, RFP TCP, ST TCP, SH TCP	Fusion power
Hideki Kamitataru	Bioenergy TCP, Geothermal TCP, Hydrogen TCP, Hydropower TCP, Ocean TCP, PVPS TCP, SHC TCP, SolarPACES TCP, Wind TCP	Renewables & hydrogen
CERT, Working Parties, Experts' Groups, and further advice for the ETN		
Simone Landolina Timur Guel	Committee on Energy Research and Technology	CERT
Carrie Pottinger	Working Party on Energy End-Use Technologies	EUWP
Carrie Pottinger	Fusion Power Co-ordinating Committee	FPCC
Paolo Frankl	Working Party on Renewable Energy Technologies	REWP
Samantha McCulloch	Working Party on Fossil Fuels	WPF
Carrie Pottinger	Experts' Group on R&D Priority Setting and Evaluation	EGRD
Diana Louis	Information co-ordination on TCPs	
Claire Hilton	Legal advice (TCP procedural and governance matters, including membership, requests for extension, reporting requirements and other documentation)	
KC Michaels	Legal advice (modernisation of the TCPs' legal mechanisms; legal matters involving collaboration)	

New IEA Legal Office Email Address

In line with the rebranding of Implementing Agreements as TCPs, we are updating the IEA Legal Office email address for TCP and Implementing Agreement matters. From now on, please direct all legal queries to TCP.Legal@iea.org. The prior email address, IMPAG.legal@iea.org, will continue to receive emails for the time being, but please update your address books!