

# AGENDA

## IEA Demand-Side Management Energy Technology Initiative Fifty First Executive Committee Meeting 16 – 18 April, 2018 Bergen, Norway

### *Monday 16 April*

- 09:00 – 15:30 DSM Day Workshop  
Clarion Hotel Admiral, C. Sundts gate 9, Bergen
- 16:00 – 17:00 Operating Agents Meeting  
Visibility Committee Meeting

### *Tuesday 17 April*

- 09:00 – 10:30
- 1. GENERAL BUSINESS/WELCOME**
- 1a. Welcome – *Even Bjørnstad, David Shipworth*
- 1b. **ExCo approval** of the Agenda
- 1c. **ExCo approval** of the Fiftieth ExCo meeting Minutes – The Hague, Netherlands
- 1d. Status of the Implementing Agreement
- Vote for 1-year extension
- 1e. IEA Relations
- Secretariat news
  - Contacts with possible sponsors/new participants – *Even Bjørnstad*
  - IA relations, BCG and ECG, – *Even Bjørnstad*
  - Report from the ExCo Steering Committee – *David Shipworth*
  - Operating Agents meeting report – *Even Bjørnstad*
- 10:30 – 11:00 **Coffee break**
- 11:00 – 12:30
- 2. NEW WORK**
- 2a. Task 17 Phase 4 – Responsive prosumer networks  
Task Status Report and updated Work Plan  
- *René Kamphuis, TNO, the Netherlands*
- 2b. Update: How to ‘do’ behaviour change in DSM – The A to Z model of behaviour change – *Sea Rotmann, New Zealand*

**The proposed New Tasks discussion will aim at one of the following decisions:**

1. Decide to **initiate the new Task** based on work done to date.
2. Decide to initiate the **Task Definition** for a new Task. Interested countries must be prepared to assign the appropriate expert(s) to participate in that process.
3. Decide that additional work is needed on the **concept paper**. Interested countries must be prepared themselves, or to assign the appropriate Experts to help further develop the concept.
4. Decide to pursue the subject in co-operation with other parties within the IEA or elsewhere
5. Rejection (or moth-balling)

- 12:30 – 13:30 **Lunch**

**3. CURRENT TASKS – LOAD LEVEL CLUSTER**

- 13:30 – 14:00 3a. Task 16 – Phase 4 – Competitive Energy Services

– Task Status Report – *Jan W. Bleyl, EnergeticSolutions, Austria*

- 14:00 – 14:30 3b. Task 25 Business models for a more effective market uptake of DSM energy services. Task Status Report – Task Status Report and Phase 2 Work Plan – *Ruth Mourik, DuneWorks, the Netherlands*
- 14:30 – 15:00 **Coffee break**
- 4. CURRENT TASKS – LOAD SHAPE CLUSTER**
- 15:00 – 15:30 4b. Task 24 Closing the Loop – Behaviour Change in DSM: Helping the Behaviour Changers – Phase II. Task Status Report – *Sea Rotmann, SEA - Sustainable Energy Advice, New Zealand*
- 15:30 – 17:00 **Future of the DSM TCP – afternoon discussion**
- a. new topics
  - b. Concept paper: Global peer-to-peer observatory  
*David Shipworth*
- 19:00 Hosted dinner

***Wednesday 18 April***

- 09:00 – 9:30 **5. PROGRAMME VISIBILITY**
- 5a. Programme Visibility Report  
– *Josephine Maguire*
- 5b. Development of the DSM University  
– *Hans Nilsson*
- 6. ADMINISTRATIVE MATTERS**
- 6a. Task Zero, status report
- 6b. Financial Report 2017 – *Even Bjørnstad*  
Accountax Status Report  
Status of Common Fund payments
- 6c. Plans for the Fifty Second ExCo meeting October 2018  
*(tentative offer from UK)*
- 6d. Plans for the Fifty Third ExCo meeting (April 2019)
- 10:00 – 10:30 **Coffee break**
- 10.30 – 12:30 **7. End of Term 2014-2019 and application for a new Term**
- 7a. Strategic Communication  
7b. Strategy Work Plan  
7c. Discussion
- 8. Other matters**
- 12:30 – 13:30 **Lunch**

## 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