

Minutes

These minutes capture the main actions and decisions from the second Task 23 meeting held on 11th October, Oxford.

1	Outputs of Task 24 Workshop	Background	<p>The Task 24 Workshop “Closing the Loop” was extremely interesting, and posed a number of interesting questions for Task 23.</p> <p>A range of different behavioural models were presented. None represented an ideal way of considering consumer behaviour – they all had their strengths and weaknesses. This posed the question “if different models are used to evaluate consumer behaviour, can it lead to different policy decisions?”</p> <p>The draft Subtask 1 report was written around a very simple behavioural model (Awareness, motivation, ability). This is useful in as much that it provides a simple framework for evaluation and comparison but is probably too simplistic and too linear – it does not always explain consumer behaviour.</p>
		Decision	Consider an alternative framework/model – such as ‘Who, Why, What, Where, When’, or the 4E’s model.
		Action	<p>LH to review ST 1 report and workshop findings to explore if an alternative framework model might be more appropriate.</p> <p>ED/LH to write summary of workshop findings.</p>
2	Task 23 & Task 24 complementarities	Background	There is a lot of potential for collaboration between Task 23 and Task 24. In particular, information on case studies and customer experiences and outcomes.
		Decision	Ruth Mourik offered to share information on some case studies already identified for Task 23.
		Action(s)	RM to forward list of case studies to LH and/or YB
3	ST1 report	Background	Draft sub-task 1 report circulated to National Experts for comment and review.
		Decision	<p>Experts required to review the report and send any comments to LH. Please could you send comments back by Monday 29th October 2012 at the latest? If no comments received by this date, it will be assumed that the National Expert is happy with the contents. If you need extra time – please let me know!</p> <p>Suggested timescale for completion of Subtask 1 as follows:</p> <ul style="list-style-type: none"> • National Experts: Comments on sub-task 1 report by Monday 29th October. • LH: To revise / up-date report and as necessary and circulate report for ExCo approval by 12th November.
		Action	As above.

4	ST2 approach	Background	This task will use a literature search of previous/on-going pilots and trials to explore the way customers interact with technology. This will include trials in countries not participating and/or trials where customers did not already have smart meters – but where the pilot or trial is directly applicable to Smart Grids – for example a trial of an IHD may not necessarily be linked to a Smart Meter, but learning from the trial may be useful for a Smart Meter/Smart Grid implementation.
		Decision	A customer / technology matrix will be used to identify case-studies, and identify gaps in knowledge. A suggested outline was developed during the workshop.
		Action	LH to complete customer/technology matrix. Also, update case study template to ensure information required from each case study is captured in a consistent way. National Experts to write up case studies from their own countries or where they have awareness / knowledge of work on-going elsewhere.
5	ST 2 timescale	Background	n/a
		Decision	Timescale for delivering of Subtask 2 as follows: <ul style="list-style-type: none"> LH: Refine case study matrix and circulate to National Experts. National Representatives: Identify case studies that ‘fit’ into the matrix – using the case study template to collate the necessary information. Please provide case studies by 23rd November. LH to collate case studies into a ‘reference’ source to be used to evaluate risks and rewards of smart grids for a selected number of examples. Target completion 30th November – if case studies can be provided by National Experts in time.
		Action	As above
6	Dates / Location of next meetings	Background	It is important to agree the dates / locations of the next meetings as early as possible to ensure a meeting date that is suitable for all participants can be selected.
		Decision	Suggestions for third / fourth meetings as follows: Third meeting: Norway – April / May 2013 Fourth meeting: South Korea – November 2013
		Action	LH/EB to suggest dates/locations for third meeting and circulate.

7	Communications	Background	Effective communication between formal Task meetings is important to ensure decisions can be made quickly between meetings.
		Decision	EA Technology is in process of setting up a sharepoint facility to enable effective information/document sharing. Issues regarding enabling access to non EA Technology employees are still being addressed. In the interim, documents will be loaded on the Experts area of the IEA DSM Task 23 site. Also, it would be useful to organise interim web meetings to ensure effective dialogue in between Task Meetings
		Action	LH to investigate options for holding web meetings, and suggest dates for next meeting.