



IEA Implementing Agreement
Demand-Side Management
Technologies and Programmes

**FORTY SECOND
EXECUTIVE COMMITTEE
MEETING**

MINUTES

*16 – 18 October 2013
Rigi-Kaltbad, Switzerland*

FORTY SECOND EXECUTIVE COMMITTEE MEETING MINUTES

16 – 18 October, 2013, Rigi-Kaltbad, Switzerland

Index	Page
1. GENERAL BUSINESS	
Welcome	4
Pre-meeting Information	4
Adoption of the Agenda	4
Approval of Minutes from the Forty Second Executive Committee meeting	4
Status of the Agreement	4-5
IEA Secretariat News	6
Contacts with possible Sponsors	6-7
Project Preparatory Committee Report	7
2. OPERATING AGENTS MEETING	7
Workshop, Luzern, Switzerland – Current Issues in DSM	7-8
3. EXTENSION OF WORK AND NEW WORK	
Task 17 – Phase 3: Integration of Demand Side Management, Distributed Generation, Renewable Energy Sources, and Energy Storage	8
Task 23 – Extension: The Role of the Demand Side in Delivering Effective Smart Grids	9
Task 24 – Closing the Loop: Behaviour Change in DSM: From Theory to Practice	9-10
DSM University	11
Concept paper on an Information Exchange Forum	11-12
Concept paper on Business Models for Energy Services	12-13
4. CURRENT TASKS – LOAD SHAPE CLUSTER	
Task 23 – Task Status Report: The Role of Demand Side in Delivering Effective Smart Grids	13-14
Task 24 – Task Status Report: Closing the Loop – Behaviour Change in DSM: From theory to policies and practice	14-15
5. CURRENT TASKS – LOAD LEVEL CLUSTER	
Task 16 – Task Status Report: Competitive Energy Services -Energy Efficiency and Demand Response	15-16
Task 20 - Branding of Energy Efficiency	16
Task 21 – Task Status Report: Standardisation of Energy Savings Calculations	16-17
6. PROGRAMME VISIBILITY	
Programme Visibility Report	17
Annual Report	17
Spotlight	17-18
Programme Brochure	18
Task Flyers	18
Key publications	18
Website	18
Communications Plan and Dissemination Strategies	18-19
7. FUTURE OF THE DSM PROGRAMME – SPECIAL SESSION	
Break-out session – Strategy Group	19-20
Break-out session – Load Level Group	20-21
Break-out session – Load Shape Group	21
Break-out session – Outreach Group	21-22
Special session – participating countries	22
8. ADMINISTRATIVE MATTERS	
Election of Chairman and Vice Chairman	23

	2013 Financial Report and Budget 2014	23
	Common Fund Payments	23
	Plans for the Forty Third Executive Committee meeting	23
	Plans for the Forty Fourth Executive Committee meeting	23
9.	OTHER MATTERS	23
	ACTION ITEM LIST	24-25
	Appendix 1 Country participation in Tasks	26

ATTACHMENTS

Attachment A	Executive Committee members and Operating Agents list
Attachment B	Agenda
Attachment C	Glossary
Attachment D	Note from Secretariat
Attachment E	Letter to the Chairman of the CERT
Attachment F	DSM University status report (distributed after production of PMD)
Attachment G	Summary of responses to questionnaire on The Way Forward

**MINUTES FROM THE FORTY SECOND EXECUTIVE COMMITTEE MEETING OF THE
IEA DEMAND-SIDE MANAGEMENT PROGRAMME**
16 – 18 October 2013, Rigi-Kaltbad, Switzerland

GENERAL BUSINESS

Welcome

The meeting was opened by Markus Bareit, who welcomed the participants to Rigi-Kaltbad, Switzerland, on behalf of the host for the meeting, the Swiss Federal Office of Energy. Rob Kool, Executive Committee Chairman welcomed Executive Committee members Mr. Alok from the Bureau of Energy Efficiency, India, Jin-Ho Kim, Korea Energy Management Corporation (Kemco) and Philip Zhang, Copper Alliance Asia. Peter Cunz, Swiss Federal Office of Energy and Chairman of the CERT and Pitarn Chaichinda, Electricity Generating Authority Thailand (EGAT), Thailand, attended as observers.

Belgium, Norway, Spain, Sweden, the UK and the US were unable to attend the meeting. Sweden and the US sent their views and votes by e-mail prior to the meeting.

The participants are listed in Attachment (A).

Pre-Meeting Information

Anne Bengtson, the Executive Secretary, provided via e-mail, a document containing material associated with the Executive Committee meeting. This document will be referred to throughout these Minutes as the Pre-Meeting Document (PMD).

Adoption of the Agenda

The Agenda was reviewed and approved as shown in Attachment (B).

Approval of the Minutes from the Forty First Executive Committee Meeting

The Minutes from the Forty First Executive Committee Meeting were approved without changes.

Addition of a glossary to the Minutes

The Executive Committee members decided to add a glossary to all future Minutes, to explain the numerous abbreviations of Implementing Agreements, organisations and working groups. See Attachment C.

Status of the Agreement

Rob Kool distributed a note (See Attachment D) from the IEA Secretariat that summarised the End-Use Working Party's (EUWP) evaluation and recommendations of the DSM Programme's request for an extension that was debated at the EUWP meeting in Paris on 18th September 2013. The note was provided two days prior to the Executive Committee meeting (15 October). In the note EUWP delegates unanimously recommended that the CERT approve the request for an extension of the Implementing Agreement on Demand-Side Management Technologies and Programmes for 2 years from 1 March 2014 to 29 February 2016.

The Minutes of the EUWP were not received until the day before the Executive Committee meeting and it was unfortunate that their late arrival meant that they could not be used constructively during the Executive Committee meeting discussion. The Executive Committee members decided not to agree with a short extension but to ask the CERT for a full term of five years. The Executive Committee members **agreed** to send a letter to the Chairman of the CERT (See Attachment E) to try and overrule the EUWP decision and the Chairman also encouraged the Executive Committee members to contact their OECD representatives back home.

Further, the Chairman said that it doesn't make sense to debate the past and that the Executive Committee meeting should focus on the future in a constructive way. See section: Future of the DSM Programme.

Rob reminded the Executive Committee members that France has announced that they will leave the DSM IA at the end of the present five-year term (28 February 2014). Rob has been in contact with ADEME/France and has

been informed that they have had to weigh participation in several IA's due to policy changes and budget cuts.

New Executive Committee members

The Korean Executive Committee member Hyeong-Jung Kim, Korea Energy Management Corporation (Kemco) has been replaced by Jin-Ho Kim, Korea Energy Management Corporation (Kemco).

Philip Zhang, Copper Association, Asia, has been appointed as the Alternate Executive Committee member under the European Copper Institute Sponsor participation in the DSM IA.

Mr. Alok, Bureau of Energy Efficiency (BEE), India, has replaced Ms. Abha Shukla, Bureau of Energy Efficiency (BEE).

Contacts

In the past six months contacts have been maintained with Australia (through Operating Agent Task 24), Kuwait, Saudi Arabia, South Africa, Thailand and the United Arab Emirates (through Operating Agent Task 24). Rob Kool visited the Vice-Chair of ISGAN, Russ Conklin, and agreed that it would be a good idea if ISGAN and the DSM Programme made presentations at each other's Executive Committee meetings. Therefore, Rob Kool made a presentation at ISGAN's Executive Committee meeting in Stavanger, Norway on 9-11 October 2013, where he highlighted possible links and possibilities for collaboration with ISGAN. At this stage it was agreed that it would not be wise to start joint projects, but linking the Operating Agents of the DSM Programme to the Operating Agents in ISGAN would be a good start so that on-going work can be compared.

DSM Task 24 and ISGAN Task 2 are already in contact, and Rob Kool stated that the DSM University and the ISGAN Academy should collaborate even though the DSM University is much more developed.

Rob Kool informed the Executive Committee members that the new Chairman of the Electricity Coordination Group (ECG) is Michael Moser, Switzerland and the Buildings Coordination Group (BCG) has elected Ezilda Constanzo, Italy as Chairman. Further, EBC (formally known as the ECBCS Implementing Agreement) are interested in Task 16 and Task 24. Rob Kool looks forward to attend both meetings in the future.

During October Rob Kool distributed a draft report from the Future Buildings Forum. They are mainly interested in Task 16 of the DSM IA.

Barry Bredenkamp, South Africa has informed the Chairman that South Africa is still fully committed to join the DSM IA. Due to bureaucracy, their joining will probably not be formalised until the end of the first quarter of 2014. South Africa would like to participate in Task 24 to begin with.

Rob Kool stated that the IEA requires that all countries invited to participate in the DSM Implementing Agreement 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 participate as Contracting Parties:

IEA Member countries that are not yet participating in the DSM Implementing Agreement:

Australia, The Czech Republic, Germany, Hungary, Ireland, Poland, Slovakia, and Turkey.

Non-member countries that participate in other Implementing Agreements:

Russia, South Africa, Mexico, 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

Saudi Arabia

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 Implementing Agreement.

IEA Secretariat News

Steve Heinen, IEA Secretariat, Paris, and Desk Officer for the DSM Implementing Agreement, was unable to attend the meeting. The ExCo members expressed their disappointment at the deteriorating relations with the IEA Secretariat and pointed out how important close contact is. An IEA Secretariat overview report of current and future energy efficiency projects was provided by Steve for the meeting and was included in the Pre-Meeting Document.

Rob Kool informed the ExCo members that a new rule has been implemented at the IEA which means Desk Officers will no longer attend Executive Committee meetings once per year unless the IA at that time is working on a topic that has value for input to a chapter in either the IEA ETP or WEO or other publication that the IEA is currently working on.

Contacts with possible Sponsors

Rob Kool informed the Executive Committee members that contacts with Eurelectric, Electrolux, and Edison Electric Institute, USA, have not taken place in the past six months. Contacts with the King Abdul-Aziz University, Saudi Arabia, the Kuwait Institute for Scientific Research, the Electricity Generating Authority Thailand (EGAT), Thailand, and Sanedi, South Africa (through Barry Bredenkamp) have been maintained. During the past six months the Operating Agent of Task 24 has been in contact with the United Arab Emirates.

The position of Schneider Electric becoming a sponsor is still unclear, but most likely they will not join as Sponsors. Rob Kool will follow up in the next six months to try and get a firm decision. The Executive Committee members decided to **renew** their **approval** of the resolution, (see also unanimous approval in Minutes from Delhi, Vienna, Chester, Rueil-Malmaison, Stockholm, Washington, Trondheim, Espoo, Utrecht) for them to become Sponsors.

The Executive Committee unanimously:

RESOLVED that Schneider Electric, Edison Electric Institute, Eurelectric, Electrolux, the King Abdul-Aziz University, Saudi Arabia, and Kuwait Institute for Scientific Research:

- (1) (hereafter 'The Potential Sponsors') be invited to join the Implementing Agreement for Co-operation on Technologies and Programmes for Demand-Side Management on the terms as set out below:

If one or more of the Potential Sponsors join the DSM Implementing Agreement, 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 IA, 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 8,000 to the Common Fund
 - c) be recognized as a Sponsor from the date they sign the IA;
 - d) be entitled to send a representative and an alternate representative to the twice-yearly Executive Committee meetings of the Implementing Agreement for Co-operation on Technologies and Programmes for Demand-Side Management;
 - e) have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the Implementing Agreement for Co-operation on Technologies and Programmes for Demand-Side Management 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 Rob Kool, 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 Programme (see above list of countries)
- **renewed ExCo approval** of the resolution to invite Sponsors

ACTION:

- maintain contacts with Saudi Arabia, South Africa, Kuwait, Thailand and UAE
- maintain contacts with Eureka, Electrolux, Edison Electric Institute, the King Abdul-Aziz University, Saudi Arabia and Kuwait Institute for Scientific Research
- contact Schneider Electric and confirm their intent to become Sponsors or not.

Project Preparatory Committee Report

The Chairman reminded the Executive Committee of their decision in Chester to set up a Project Preparatory Committee (PPC) consisting of the Chairman, the Vice-Chairs and the Advisor. The aim of the meeting was to prepare work prior to the Executive Committee meeting and avoid duplicate reporting and solve common problems that Tasks may have.

In the past six months the PPC has had one conference call to primarily discuss: (1) the next term; (2) new work; (3) the next Executive Committee meeting; (4) communication; and (5) new members. See pages 14-15 of the PMD for details.

The Executive Committee members **approved** the PPC Report.

Decision:

- The Executive Committee members **approved** the PPC Report.

OPERATING AGENTS MEETING

The Operating Agents meeting was held on 16 October, prior to the ExCo meeting. The Chairman, the Visibility Committee Chairman, the Advisor, the Executive Committee Secretary, and all of the Operating Agents were present except for the Operating Agent of Task 20.

During discussions, the Operating Agents stressed the need for Executive Committee members to keep close contact with their Task experts between meetings and encourage them to deliver promised material in time. This also applies to payments which are unduly delayed and for which particular paperwork has been imposed and is confusing, as well as exchange rate losses that are incurred due to late payments which are being borne by some of the Operating Agents.

The Operating Agents generally agreed that there is a serious need to make the work of the DSM Programme better known and discussed the possibility to disseminate through publications, and report on Task milestones in articles while work is still on-going.

The Operating Agents reported on an increasing exchange of information between Tasks, and suggested to invite other Tasks experts to their experts meetings. The Executive Committee meeting in New Zealand was pointed out as an excellent time to have back-to-back expert meetings with other Task experts.

Workshop, Luzern, Switzerland – Highlights in the Implementing Agreement - “Current issues in DM”

A workshop titled “Current issues in DSM” was held at the iHomeLab – Hochschule Luzern, Technik & Architektur in Horw on 16 October 2013, and was attended by approximately 40 participants.

Presentations at the workshop were made by Swiss stakeholders as well as the Chairman, the Advisor and Operating Agents’ from the DSM Programme. See the [presentations on the DSM website](#).

The Executive Committee members were given a presentation as well as a guided tour of the iHomeLab. The iHomeLab:

- Conducts application-oriented research in the areas of Energy Efficiency, Ambient Assisted Living, and the Internet of Things with its team of 18 researchers.

- Is the Swiss research laboratory for building intelligence and a lively networking space hosting over 200 events and around 2,500 visitors per year. The iHomeLab's events, workshops, publications and media raise awareness about building efficiency among experts and the general public.
- Assists undergraduate and graduate students in information technology and electrical engineering who are working on exciting projects, thesis, and practical modules.
- Offers over 160 partners an attractive environment to showcase new products and findings from joint-venture research projects while providing a solid foundation for interdisciplinary networks.

3. EXTENSION OF WORK AND NEW WORK

Task 17 - Integration of Demand Side Management, Distributed Generation and Renewable Energy Sources and Energy Storages – Phase 3

A proposal for the extension of Task 17 - Integration of Demand Side Management, Distributed Generation and Renewable Energy Sources and Energy Storages – Phase 3, was provided on pages 18 – 27 in the Pre-Meeting Document and was presented by Matthias Stifter, AIT/Austria and René Kamphuis, TNO/the Netherlands.

A Task Definition meeting was held in Delft, the Netherlands on 12-13 September 2013. The Task Definition meeting was attended by Austria, Finland, the European Copper Institute, the Netherlands and Switzerland.

Matthias Stifter stated that the objectives of the Task extension Phase III is to study how to optimally integrate flexible demand with Distributed Generation, Energy Storages and Smart Grids, thereby increasing the value of Demand Response and Distributed Generation and decreasing the problems caused by intermittent distributed generation and reduction of the emissions of the system. The Task will look at integration issues from the system point of view on the grid, market, customer and communities.

Phase 3 of Task 17 will address the current role and potential of flexible buildings (residential and commercial) equipped with Distributed Energy Resources (DER) – (electric vehicles, photovoltaics, electricity and heat storage, and heat pumps) and their impacts on the grid and market. The scalability and applicability of already completed and on-going projects will be explored, especially in the context with specific regional differences and requirements.

The following Subtasks will structure the activities in Phase 3:

- Subtask 10. Potentials of Flexible Prosumers
- Subtask 11. Impact on stakeholder
- Subtask 12: Sharing experiences
- Subtask 13: Conclusions and recommendations

Boris Papousek, Austria, commented that Task 17 is very much in the centre of the work of the DSM Programme and that it is an important Task.

A minimum of 5 countries is required for Task 17 Phase 3 to start. Austria, the European Copper Institute and Switzerland have so far committed to join the Task. Finland and the Netherlands have shown strong interest. The Operating Agents are encouraged to follow up the strong interest and start Phase 3 as soon as possible.

The Executive Committee **decided** to initiate Phase 3, and work is expected to start in January 2014. Formal co-operation with ISGAN is expected. Task 17 Phase 3 presented at the ISGAN workshop and ISGAN ExCo meeting on 7-11 October.

DECISION:

The Executive Committee:

- **decided** to initiate Phase 3

ACTION:

- René Kamphuis and Matthias Stifter should follow up countries which have shown strong interest

Task 23 – Extension: The Role of the Demand Side in Delivering Effective Smart Grids

A proposal for a New Subtask (6): Survey of Consumer Attitudes in Task 23 - the Role of the Demand Side in Delivering Effective Smart Grids was provided on pages 28 – 46 and was presented by Linda Hull, EA Technology, United Kingdom.

Linda started her presentation by stating that in order to understand the interaction of customers and Smart Grid Technologies (and other initiatives such as tariffs or the provision of information) Task 23 has reviewed a wide range of existing case studies and consumer surveys under Subtask 2.

The aim of a new Subtask 6: Survey of Consumer Attitudes would be to design, carry out and analyse a consistent survey across all participating countries. The survey would provide information on a number of areas, including:

- Household demographics;
- Current energy consumption behaviours and knowledge of the industry;
- Attitudes to energy efficiency, motivations and any activities already undertaken;
- Reactions to the concept of Demand Side Response (DSR);
- Reactions to the specific changes in behaviour (e.g. control of appliances); and
- Incentives and rewards required

The structure above was developed by the UK team in order to meet both the objectives of Task 23 and their interests. The new Subtask would allow for some alterations to the survey in each country, whilst still maintaining a core of standard questions to allow different countries to be compared.

The results from each country would then be compared in order to determine differing attitudes to energy efficiency, Smart Grids and DSM. Specific objectives of the new Subtask therefore are to:

- Produce a tailored questionnaire for each country participating in the Subtask
- Carry out an online questionnaire in each country, obtaining circa 1000 responses in each
- Analyse the results, compare attitudes between countries and use this information to create guidance for policy-makers and those considering running DSM schemes, in either a trial or business-as-usual environment.

The Executive Committee did **not approve** the proposal for an extension -Subtask 6. Norway and Sweden have earlier expressed interest and Linda will put them in contact with the Research Company, DH Research Ltd.

The Executive Committee **approved** an extension till end of May 2014, and asked Linda to finalise the Task thereafter and present the Final Management Report at the Executive Committee in October 2014.

DECISION:

- The Executive Committee **decided not** to initiate Subtask 6.

ACTION:

- Linda should liaise directly with any participants interested in pursuing the proposal further, but outside of the DSM IA.

Task 24 – Extension – Closing the Loop: Behaviour Change in DSM: From Theory to Practice

The proposal for an extension on Task 24 – Behaviour Change in DSM was provided on pages 47 – 63 in the Pre-Meeting Document and was presented by Sea Rotmann, New Zealand and Ruth Mourik, the Netherlands.

Sea Rotmann started her presentation by stating that she has been told again and again that Task 24 is very timely and important and asks the right questions from the right audience. From feedback collected during Task 24 workshops and from experts it is evident that Task 24 is successful when it comes to: (1) translating relevant knowledge from research to policymaking and practitioners; (2) bringing together a vast range of highly engaged

experts from every sector involved in changing energy-using behaviours ('the behaviour changers'); (3) breaking down silos between the different behaviour changers; (4) 'matchmaking' behaviour changers from different sectors; (5) publicising Task 24 and the IEA DSM IA; (6) developing creative ways of disseminating Task 24 work; (7) engaging the Task 24 expert network to support Task 24 work in the various Subtasks; and (8) having a very wide scope, befitting the complexity of the topic.

Despite these successes, there still remains a lot of work to be done, and so far the Task has only begun to scratch the surface of this most complex of problems. Task 24 is aware of all the questions but so far only has a few concrete answers.

Proposed new work

The following Subtasks are proposed:

Subtask 5 – Continued Expert Platform

Subtask 6 – National DSM Experts and Stakeholder Analysis

Subtask 7 – Top DSM issues per participating country

Subtask 8 – Decision making tool for Behaviour Changers

Subtask 9 – Training sessions for Behaviour Changers in participating Countries

Subtask 10 – (voluntary) Implementation, evaluation, iteration of pilots, programmes or policies designed in Subtask 8

Throughout the extension Subtask 0 will be used for project coordination, ExCo feedback and reporting.

The deliverables include:

- *Subtask 5* – social platform and meeting place for DSM and behaviour change experts and implementers
- *Subtask 6* – expert network listing all national experts and their details, and a repository of all relevant DSM/behaviour work per country ('Who are the Behaviour Changers?')
- *Subtask 7* - list of top 3 DSM issues per country, including analysis of case studies elsewhere, and list of 20 efficiency and conservation behaviours and approximate contribution to a country's load management ('What do the Behaviour Changers most need to change?')
- *Subtask 8* – Decision-making software/app ('How can Behaviour Changers best affect change?')
- *Subtask 9* – training module for country stakeholders (('How to change the Behaviour Changers?')
- *Subtask 10* – support on design, implementation, evaluation and iteration if national policies, programmes or pilots (voluntary module).

An expert time of approximately 1,5 person-months a year is estimated. The Operating Agents hope to attract at least 8 countries (and/or sponsors) as Task 24 benefits from the maximum number of Behaviour Changers (in addition to the national experts) to draw on their knowledge and learnings.

The Executive Committee members found the further developed proposal with a newly structured budget interesting. At the meeting there were positive comments expressed by Austria, Korea, New Zealand, Sweden and Switzerland. The Netherlands were the first country to join the extension of Task 24. The Operating Agents indicated that they need 3 other countries to join the extension by March 2014 Executive Committee meeting in order to know that they definitely could continue this work.

Executive Committee members **decided** that the proposal for the extension of Task 24 should move forward.

DECISION:

- Executive Committee members **decided** that the proposal for the extension of Task 24 should move forward.

ACTION:

- Continue the development of the extension of Task 24

DSM University

The further developed proposal for a DSM University was distributed separately (see Attachment F) and was presented by Hans Nilsson, Advisor to the DSM Programme.

Hans Nilsson started his presentation by saying that the DSM University is built layer-by-layer, starting with Level 1, which is based on material from individual Tasks. Individual articles will be published on the DSM website as stand-alone blogs, thereby producing a stream of articles which will promote the DSM IAs legacy content. An overview page of the DSM University will be developed on Leonardo Energy's e-learning portal, listing summaries, reports, and other assets in a coherent structure. This page will contain a registration mechanism for the DSM University, allowing users to express interest. It can also contain advanced interactive facilities to discuss DSM and organise learning trajectories. Key messages are ideal to be posted on social media sites and offer an opportunity to highlight blog articles and reports. The first layer is built primarily on existing results/publications and the concerned Operating Agent will be asked to produce material for interactive use e.g. webinars.

Level 1 of the DSM University is currently under preparation and some Operating Agents (Tasks 1, 15, 16, 17 and 22) have started to prepare presentations for the pilot-cases. Derivatives for Task 1:9 are available and an introductory column is posted on the website. See column here.

Further, Hans stated that the preparations for the pilot of Level 1 so far involve an introductory article on the DSM University and the Task 1:9 Evaluation Guidebook and during the next six months upcoming preparations will involve Task 15, 16, 17, 22, 23 and 24.

The European Copper Institute will make resources available to produce one entry per month and will host the material on their web with links from the DSM website.

The next layers will involve:

- **Level 2 – Training programs:** Material will be organised from several Tasks into training trajectories, by adding additional materials for context. E-learning will be pursued as the primary delivery route, though classroom-based training and blended approaches are envisaged as well, provided resource availability.
- **Level 3 – Beyond the web:** When the DSM University has been further developed, presentations of the concept can be made at conferences and workshops (ecee, ACEEE,...). In the long run a DSM Conference could be considered.

The Executive Committee members **approved** the report.

It was **decided** to reiterate the Utrecht-decision and move forward as proposed with pilot-cases in collaboration with Operating Agents and:

- a) Return in March 2014 with a more detailed plan (including financing)
- b) Consider future development with more formal training, summer-studies etc.
- c) Continue discussions with possible partners that have similar interests.

DECISION:

The Executive Committee:

- **approved** the report
- **decided** to move forward as proposed above

ACTION:

- Hans de Keulenaer and Hans Nilsson should move forward with the DSM University as proposed

Concept paper on an Information Exchange Forum

The concept paper on an Information Exchange Forum was provided on pages 64-67 in the Pre-Meeting Document and was presented by Linda Hull, EA Technology, United Kingdom.

Linda stated that the objectives of the Information Exchange Forum are to:

- Facilitate the gathering, collation and exchange of information between participating countries on topics of common interest
- Suggested themes:
 - Approach to regulation and how this impacts on the opportunities for DSM;
 - Stimuli for the development of DSM technologies and business models;
 - Expected new loads (e.g. electric vehicles, heat pumps) and their impact on the energy system.
 - Operating Agent(s) can be allocated on an initial fixed term (for example a year) to allow for a variety of areas of interest to be covered

Output from the Information Exchange Forum could include:

- An annual report comparing and contrasting the experiences of the participating countries within the selected these.
 - key synergies/differences will be identified
- Workshop to present findings
 - networking/outreach
- Over a period of time a library of information covering various themes will be accumulated
 - could be part of the DSM University
- The Information Exchange Forum would act as a springboard to identify new areas for collaborative research

The Executive Committee members were generally interested and asked Linda to come back with a further developed proposal for consideration at the Executive Committee meeting in Wellington in March.

Linda informed the Executive Committee members that EA Technology would welcome the opportunity to act as Operating Agent for the first year of the Task and asked Executive Committee members to come up with more themes of interest, to help her develop the proposal further.

DECISION:

- Executive Committee members decided that Linda should develop the concept into a proposal and present at the Executive Committee meeting in Wellington in March 2014.

ACTION:

- Linda, to develop the concept paper on the Information Exchange Forum into a proposal and present in Wellington in March 2014.

Concept paper on Business models for energy services

The concept paper on Business models for energy services was not provided in the Pre-Meeting Document and was presented by Ruth Mourik, DuneWorks, the Netherlands.

Ruth Mourik stated that the proposal is tailored to country-specific needs and demands in terms of business models and energy services to be analysed and will therefore focus on a selection of:

- SMEs, industries and households (including communities)
- Load reduction + load shifting + (micro) generation
- Stakeholders:
 1. Energy service delivering companies (energy companies, DSOs, intermediaries, ESCOs),
 2. Policy makers, governmental authorities,
 3. End users of these services: businesses, home owners.
- The proposal focuses on all aspects influencing the impact and societal embedding of business models, e.g. the ecosystem surrounding a business model, including different value-flows.

The objectives/Subtasks will be to:

- (1) Identify proven and potential business models for energy services in different countries, with special focus on (how to create conducive) market dynamics and policies in different countries
- (2) Analyse acceptance and effectiveness of these energy services and their business models in creating lasting load reduction, shifting or generation and other non-energy benefits and in creating a market
- (3) Research success and failure factors in 9 building blocks of business models + market dynamics and policies
- (4) Develop a canvas for energy service business models able to mainstream and upscale and disseminating it through national workshops
- (5) Creating roadmaps with necessary policies and strategies of different stakeholders to encourage market creation and mainstreaming of business models in different countries
- (6) Creating and maintaining a digital platform for shared learning, best practices and know-how with national sub departments focused on bringing knowledge to the national market, including banks and other funders!
- (7) Develop a database including useful contractual formats, business plans etc.

Austria, Belgium, Finland, Netherlands, Sweden and Switzerland showed interest in the proposal.

The Executive Committee members **decided** that this work is very much needed and should enter the Task Definition Phase, under Task number 25 with Ruth Mourik leading the work.

The proposal will be further developed by Ruth Mourik during 2014 in close cooperation with the interested countries and will be presented to the Executive Committee at their meeting in Mid March 2014. The Task is expected to start during 2014.

DECISION:

The Executive Committee members **decided**:

- The proposal should enter in to the Task Definition Phase (TDP) and was given Task number 25
- Ruth Mourik will develop the proposal further and present at the Executive Committee meeting in Mid March

ACTION:

- Ruth Mourik: prepare the Task Definition Phase together with interested countries and present to Executive Committee members in Mid March

4. CURRENT TASKS – LOAD SHAPE CLUSTER

Task 23 – The Role of the Demand Side in Delivering Effective Smart Grids

The Task Status Report on The Role of the Demand Side in Delivering Effective Smart Grids was provided on pages 68 – 79 in the Pre-Meeting Document and was presented by Linda Hull, EA Technology, United Kingdom.

Linda started her presentation by reminding the Executive Committee members that the aim of Task 23 is to identify and where possible quantify the risks and rewards associated with Smart Meters and Smart Grids from the perspective of the consumer, both now and in the future. By identifying the potential risks and rewards the Task seeks to develop best practice guidelines in order to ensure the demand side contributes to the delivery of effective Smart Grids.

Progress against objectives in the past six months include: (1) complete Subtask 2 – interaction of consumers with technology, where the scope was widened to include Smart Grid initiatives; (2) complete Subtask 3 – risks and rewards from perspective of consumers; (3) commence Subtask 4 which involves designing offers, and quantifying risks and rewards of Smart Grids from the perspective of consumers; (4) Subtask 5 – draw together the findings of Subtask 1 and 4 to produce a final report, highlighting the key results and key recommendations for policy makers and key industry stakeholders; and (5) a supporting Power Point presentation will also be produced for use by the National Experts when disseminating the results of the Task within their own country.

Work in the next six months will include: getting participating Executive Committee members approval for reports.

The third Experts meeting took place on 4-5 July in Steinkjer, Norway. The meeting focussed on reviewing the Case Studies identified by Task Experts, reviewing the preliminary findings for Subtask 3 and agreeing the way forward for Subtask 4 and 5. The final Experts meeting took place in Seoul, South Korea on 9 – 10 October 2013.

The Executive Committee **approved** a no-cost extension till the end of May 2014, taking the holiday season into consideration and asked Linda to finalise the Task thereafter and present the Final Management Report at the Executive Committee in October 2014.

DECISION:

- Approved a no-cost extension until the end of May 2014.

ACTION:

- Linda should finalise Task 23 after May 2014 and present the Final Task 23 Management Report at the Executive Committee meeting in October 2014 in Austria.

Task 24 – Closing the Loop - Behaviour Change in DSM: From theory to policies and practice

The Task 24 Status Report on Behaviour Change in DSM: From theory to policies and practice was provided on pages 80 – 93 in the Pre-Meeting Document and was presented by Sea Rotmann, New Zealand and Ruth Mourik, the Netherlands.

Sea Rotmann stated that the main aim and objective of this Task is to create a global expert network and design a framework to allow policymakers, funders of DSM programmes, researchers and DSM implementers to: (1) create and enable and international expert network interacting with countries' expert networks; (2) provide a helicopter overview of behaviour change models, frameworks, disciplines, contexts, monitoring and evaluation metrics; (3) provide detailed assessments of successful applications focussing on participating/sponsoring countries' needs (smart meters, SMEs, transport, building retrofits); (4) create an internationally validated monitoring and evaluation template; and (5) break down silos and enable mutual learning on how to turn good theory into best practice.

The Task consists of 5 Subtasks:

Subtask 1 – Helicopter overview of models, frameworks, contexts, case studies and evaluation metrics

Subtask 2 – In-depth analysis in areas of greatest need

Subtask 3 – Evaluation tool for stakeholders

Subtask 4 – Country specific project ideas, action plans and pilot projects

Subtask 5 – Expert platform

Throughout the whole Task the expert platform will be used for expert coordination and design. Subtask 0 will be used for project coordination, ExCo feedback and reporting.

Progress against objectives during the past six months include: (1) Subtask 1 – finished the collection of templates from the four domains, a) transport, b) SMEs, c) building retrofits, and d) smart metering; (2) finished the analysis and synthesis of all current case studies, and summarised them into a 160 page report ('the Monster'); (3) Wiki was developed and will provide an interactive platform for the 'Monster' case study analysis; (4) analysed interviews of energy experts' own stories and filmed 30 energy efficiency professionals personal energy stories; (5) collected the energy story from each participating country in Task 24, during each national workshop; (6) three more workshops were held on the aspects of Subtask 1 in Norway, Sweden and Switzerland; (7) Subtask 2 – collected best practice case studies and filmed/recorded interviews with Experts in Austria and Norway; (8) Subtask 3 – Evaluation: the Karlin and Ford 'Beyond kWh' paper has been analysed as a possible template with experts in Norway and at the 2013 eceee Summer Study in an informal session, and all evaluation metrics used in case studies in Subtask 1 have been collected; (9) Subtask 4 – collected information for the Subtask at country workshops: and (10) undertaken stakeholder surveys in the Netherlands and New Zealand.

Further, (1) the Expert Platform has continued to grow and includes an incredible wealth of information. The Expert Platform currently contains biographies and details from over 200 experts from 7 sectors from 20

countries; (2) updated the Task flyer; (3) provided an article for the 51 and 53 Issue of the Spotlight Newsletter; and (4) disseminated Task information through online-sharing and social media.

Task 24 has produced a number of publications and given presentations at various conferences and workshops during the past six months, to disseminate and discuss the Task and its results. Furthermore, stakeholder workshops and webinars were organised in conjunction with each project meeting to discuss behaviour change topics relevant to the host country of the meeting. Task 24 has also done a cross-over workshop together with Jan Bleyl, Operating Agent Task 16 at the 2013 eceee Summer Study.

Task 24 has been asked to become part of the Technical Steering Committee for the BEHAVE conference in the UK next year and to chair the consumer behaviour panel at the IEEE's International Smart grid conference in Copenhagen. They have also asked to be a keynote speaker at the Expert Roundtable on Energy Efficiency & Behaviour in Developing Countries in Bonn on 12 December 2013. In addition they presented Task 24 at the largest behaviour change conference in the world – BECC in Sacramento, where they were also invited to be panel speakers on a special transport behaviour change panel organised by the Australian Task 24 expert.

Work planned for the next six months will include: (1) Subtask I – a helicopter overview Wiki of the Monster report; (2) collection of case studies and best practice in four overarching themes; (3) develop a template to enable better evaluation of successful behaviour change outcomes depending on the stakeholder point of view; (4) present IEPPEC and BEHAVE conference papers on Task 24; (5) provide Spotlight Newsletter articles on various aspects of Task 24; (6) update Task flyer to include Subtask 1 analysis; and (7) face-to-face and online meetings are planned for the coming 6 months.

South Africa would like to join Task 24 when they join the DSM IA, which is expected to take place at the end of the first quarter of 2014.

In the past six months Italy has formalised its participation in Task 24.

The Executive Committee members **approved** the Task Status Report.

DECISION:

- Executive Committee members **approved** the Task Status Report

3. CURRENT TASKS – LOAD LEVEL CLUSTER

Task 16 – Competitive Energy Services – Energy Efficiency and Demand Response Services

The Task 16 Status Report on Competitive Energy Services Phase 3 –was provided in attachment C in the Pre-Meeting Document and was presented by Jan W. Bleyl-Androschin, EnergeticSolutions, Austria

Jan Bleyl started his presentation by stating that in order to contribute to the development and implementation of innovative and competitive energy efficiency and demand response services the objectives of Task 16 – Phase III are a continuation of the general Task objectives. The underlying goal is to increase the understanding of Energy-Contracting as a tool to implement energy efficiency projects: pros and cons, potential, limits and added values of ESCo products in comparison to in-house implementation. Five countries participate in Phase 3, Belgium, Korea, the Netherlands, Sweden and Switzerland.

Some of the accomplishments during the past six months include: (1) holding the 14th Experts meeting in Toulon, France, back to back with the 2013 eceee Summer Study; (2) holding the 14th Task 16 stakeholder workshop in Toulon, France, the topic of the workshop was “The Role of Facilitators for ESCo market development; (3) Task 16 findings were presented at the eceee 2013 Summer Study; (4) a jointly prepared paper by Experts titled “ESCo Market Development: A Role for Facilitators to play” was published and at the eceee 2013 Summer Study; (5) preparation of a publication titled “Simplified Measurement & Verification in Combination with Quality Assurance Instruments for Energy Savings in ESCo Projects. Approaches and Examples” in cooperation with dena, the German Energy Agency; (6) comprehensive building refurbishment (‘deep retrofit’) cooperation started with IEA ECBCS in their new Annex 61 in September 2013; (7) the implementation of individual national activity plans to develop energy service markets was followed up; and (8) publications were disseminated and presentations were held at various national and international conferences.

Work planned for the next six months includes: (1) holding the 15th experts meeting and stakeholder workshop in Graz, Austria, on 24th October. The topic will be: “SmartEPC’- and Energy-, Comfort- + Maintenance Performance Contract”; (2) preparation of the 16th experts meeting and stakeholder workshop in Antwerp, Belgium on May 7th in cooperation with the EESI 2020 project on project and market facilitation topics; (3) adding short national perspectives on the Role of facilitators the paper “ESCo Market development: A role for Facilitators to play” and publish as an IEA DSM discussion paper; (4) finalising and publishing a paper titled “Simplified Measurement & Verification in Combination with Quality Assurance Instruments for Energy Savings in ESCo Projects. Approaches and Examples; (5) starting work on business models for comprehensive building refurbishment (‘deep retrofit’) in cooperation with IEA ECBCS Annex 61; and (6) implementation of the individual national activity plans for develop energy service markets will be followed up.

During the next six months the following preparation of planned publications and presentations will take place: (1) publication of a task 16 paper on ‘Simplified measurement and Verification approaches and examples’; (2) presentation of an ‘ESCo University’ as a pre-conference workshop to the ESCo Europe conference 2014 in Madrid, January 2014; (3) 2nd Energy manager training for State Grid China on behalf of GIZ, Germany: Investment grade calculation of energy service projects including provision of a detailed Excel tool, November 2013; (4) application for publication of the Integrated Energy Contracting Model in a peer reviewed journal (e.g. Energy Efficiency or Energy Policy); (5) continuation of know-how transfer and supervision for a start-up ESCo in Croatia; (6) continue cooperation with other on-going energy service projects (IEA ECBCS, EESI 2020) to share information and join forces.

The participating Executive Committee members **approved** the Task Status Report.

DECISION:

The Executive Committee:

- **approved** the Task Status Report

Task 20 – Branding of Energy Efficiency

The Task Status Report for Task 20 – Branding of Energy Efficiency was not submitted and the Operating Agent did not attend the meeting.

Task 21 – Standardisation of Energy Saving Calculations

The Status Report on Standardisation of Energy Saving Calculations was provided on pages 94 - 96 in the Pre-meeting Document and was presented by Harry Vreuls, NL Agency, the Netherlands.

Harry Vreuls stated that the main results of Task 21 work were presented at the Executive Committee meeting in April 2013, in Espoo, Finland. These main results included: (1) experiences in countries with energy savings calculations for selected technologies and the usefulness of the template for documenting energy savings calculations; (2) summaries of findings for the selected technologies; (3) harmonisation for energy savings calculations and key elements; (4) guidelines for energy savings calculations; and (5) future development/improvements for harmonisation of energy savings calculations. Shortly after the Executive Committee meeting in Espoo, Finland the country reports as well as summaries for the case applications were published on the DSM web site.

At the Espoo Executive Committee meeting, additional work within Task 21 was proposed, however at that time discussions with Experts revealed that this is not the correct time to start a new Subtask. Harry presented several new ideas for potential Subtasks in Rigi, Switzerland, with a view to decide to prepare the selected Subtask(s) or close down the Task.

The suggested potential Subtasks were:

- **Subtask A:** A tiered approach, concentrating on methods (simple and general; country specific data; country specific detailed calculations and data);
- **Subtask B:** Savings data for use: deemed, defaults, technical savings data;
- **Subtask C:** Case applications for technologies
- **Subtask D:** Research for harmonisation P&M packages
- **Subtask bis:** Communication/outreach

The **Subtask** on Communication/outreach would involve:

- Presentations at selected conferences
- Webinars – (1) to collect information; (2) to distribute information: and (3) to increase market involvement
- Country workshops
- Task flyer
- Task reports
- Database

Work planned for the next six months includes:

- Continue to provide information to relevant stakeholder and update the information on the IEA DSM website and contribute to the Annual Report and to the Spotlight Newsletters
- Prepare the Final Management Report for Task 21.

The Executive Committee members **approved** the Task Status Report and **decided** to finalise Task 21.

Further, the Executive Committee members requested that Harry prepare the Final Management Report for Task 21 and present the report at the next Executive Committee meeting in Wellington in Mid March.

The Operating Agent further informed the Executive Committee members that the Task will be finalised within the budget and a part of the budget has been set aside for communications actions after the finalisation of the Task.

DECISION:

The Executive Committee members:

- **approved** the Task Status Report
- **decided** to finalise Task 21

ACTION:

- Harry should prepare the Final Management Report for Task 21 and present at the next Executive Committee meeting in Wellington in Mid March.

6. PROGRAMME VISIBILITY

Programme Visibility Report

The Programme Visibility Report was provided on pages 97 – 100 in the Pre-Meeting Document and was presented by Sea Rotmann, Visibility Committee Chairman.

Sea Rotmann reminded the Executive Committee members that the members of the Visibility Committee are the Chairman, Rob Kool; Chairman of the Visibility Committee Sea Rotmann; the Executive Committee representative Harry Vreuls, the Webmaster, Matt Alexander; the Spotlight Newsletter Editor; Pam Murphy, the Executive Secretary, Anne Bengtson and the Operating Agent representative Harry Vreuls. The Visibility Committee members met briefly in Luzern, prior to the Executive Committee meeting.

Annual Report

The 2012 Annual Report including a Theme Chapter on “Smartness Requires DSM” was made available electronically to Executive Committee members, the EUWP and EEWP on 31 January 2013 and uploaded to the DSM web site. Hard copies (250) were sent out in March 2013. Executive Committee member should ensure that copies are widely distributed to all interested parties.

Spotlight

Two issues of the Spotlight Newsletter have been published and posted in the past six months on the IEA DSM website and distributed electronically. Executive Committee members were reminded that the Spotlight Newsletter is designed to be printed off the website and distributed widely.

The next issue of the Spotlight Newsletter will be distributed in April 2014. Sea pointed out that four issues of the Spotlight are scheduled throughout 2014. However, this is only possible if everybody contributes in a timely manner. The programme has tremendous news to share so please continue to think about, suggest and submit future articles to the Spotlight Editor Pam Murphy pmurphy@kmgrp.net

The next dates for submission to the Spotlight Newsletter issues are:

Issue 52/April 2014 – articles due 10 February 2014

Issue 53/June 2014 – articles due 10 May 2014

Issue 53/September 2014 – articles due 10 August 2014

Issue 54/December 2014– articles due 10 November 2014

Programme Brochure

The DSM Brochure is the DSM Programme's main PR document and is designed to last 3-5 years. The brochure has been available for about 5 years. The brochure is now being used in various forums, with great success. The brochure is designed as a folder so that Executive Committee members and Operating Agents can add inserts as appropriate. Sea Rotmann pointed out that the flyers are continuously updated and that it is important to visit the web site flyer section to make sure that the latest version of the flyers are inserted into the brochure pocket at the time of dissemination at a conference or seminar. The main inserts and Task flyers were last updated in September 2013.

During 2013 brochures have been distributed at the workshop in Utrecht and Luzern.

The Executive Committee members said that they found the brochure helpful. More brochure covers can be ordered from Anne Bengtson anne.bengtson@telia.com

Task flyers

Task flyers need to be updated for Task 17 Phase 3 and the completion of Task 22.

Key Publications

During the past six months no key publications have been added to the website. Executive Committee members and Operating Agents were reminded that it is up to them to nominate publications to become "key", to the Visibility Committee Chairman Sea Rotmann.

Web site

At the Executive Committee meeting in April 2013 the Executive Committee members **decided** that the present website is not working for the DSM Programme. The Visibility Committee is at present drafting a web site definition for a tender bid where as a minimum the following will be looked at:

- serve as a library with easy-to-find functions
- information on Implementing Agreement and IEA
- work in on-going Tasks
- share information (Spotlight, Annual Report, Task Flyers)
- basic communication with professional users (to be determined by the different Tasks)
- outreach (DSM University)

The website also needs a more detailed analysis using Google Analytics that can track and identify traffic and 'hot spots'.

Communications Plan and Dissemination Strategies

The Visibility Committee is currently working on a draft communications plan for the Implementing Agreement. The communications history of the Programme will be analysed in detail, what works and what doesn't, who our audience is and how well we service them and how we can improve our plan going forward. Ultimately the communications plan will include individual Task Dissemination Strategies to ensure that the website, Spotlight Newsletter and Social Media channels are utilised well by all Tasks to report their findings and other relevant events.

DECISION:

The Executive Committee:

- **decided** that the Visibility Committee should draft a web site definition, during a limited definition phase and develop a tender to be bid on. Present the definition and tender at the next Executive Committee meeting in Wellington in Mid March.

ACTION:

- Visibility Committee to draft website definition, and develop tender
- Operating Agents to update a more clear definition in Legal Annex text of their Task

7. FUTURE OF THE DSM PROGRAMME

The session on the Future of the DSM Programme was conducted by the Chairman, Rob Kool and Advisor Hans Nilsson.

Rob Kool started his presentation by informing the Executive Committee members of the EUWP's recommendation to the CERT for a 2-year extension of the IEA DSM IA. Rob stressed the importance of looking ahead and not dwelling on the past.

Hans Nilsson presented a summary of Executive Committee member responses to the questionnaire on "The Way Forward". (See Attachment G).

The session was broken down into four break-out groups:

- Strategy
- Load level
- Load shape
- Outreach

Each group then reported back to the Executive Committee with the group conclusions.

The conclusions from the **Strategy Group** was led and presented by Paul Atkins and are summarised below: The following key questions were considered:

- What is our purpose?
- What do we want to achieve?
- How will we achieve it?
- Over what timeframe?

In answering these questions the following cascade of statements were drafted:

Our purpose is to foster and facilitate an integrated approach to DSM, that is, a whole system approach to the management of demand through technology deployment and its integration into human behaviour and daily life.

Our goal is to improve the efficiency and balance of the whole energy system.

We will do this through:

- DSM University
- Research
- Cooperation
- Tools
- Products
- Tasks
- Processes
- Approach to integration

Over the next 5 years we will achieve:

- An evolution of the DSM IA Programme towards integrated DSM
- A movement in load shape/load shift
- A toolbox for actions
- Energy services

The conclusions from the **Load Level Group** was led and presented by Hans Nilsson and are summarised below:

Objectives:

1. Minimize
 - a. Costs and
 - b. Emissions (in particular GHG)
2. Empower customers/users and facilitate their choice of sustainable solutions
3. Maintain or maximize
 - a. Reliability (of services)
 - b. Security
 - c. User/stakeholder values (of services)

This requires a system with “High-value Distributed Energy Resources (DER)”¹ or “IDSMS – Integrated Demand Side Management”².

Research areas

Application of the above motivates focus on the following areas for research and development.

A. Distributed Energy Resources in (smart) cities

With a higher degree of decentralisation more of the crucial developments in building of systems will require and take place in municipalities, cities, regions. This would also be a logic follow-up of the IEA DSM Task 9.

B. Market Design to enable DER-systems

Institutional settings are important to improve and make use of the flexibility of systems and integration of resources depends on how responsibilities and incentives and needs to be designed.

C. Market design to incentivise industry compliance

Both utility and industrial customers will have to be more active in the dissemination of DER systems. This deals with both business models and rules for trading of obligations.³

D. Utilities best practices to develop DER business

Utilities develop new business activities that may be very different and would be worth to analyse and compare

Background material

It may be of use to combine perspective by showing in a matrix how they relate to each other. The simple matrix may be extended with columns for e.g. delivery mechanisms and policy

	Potential (Planning)	Acceptance (Business Models, Behaviour)	Delivery Mechanisms	Policy
Load Level				
Load Shape				
Distributed Generation (RES)				

¹ Resources are both physical (fuel and technology) and human. The user is one of the resources.

² Integration of Load Management (DR), Load Level (EE), Distributed Generation (DG), Storage and Renewable Energy (RES)

³ CF the Indian PAT-system (Perform, Achieve and Trade). This Task may comprise also the Agricultural sector.

The conclusions from the **Load Shape Group** was led and presented by Richard Cowart and are summarised below:

The concept of IDSM is an option we can use, it is the combination of already in use Load Level and – Shape clusters and distributed generation on top of it. For the near future we have to fill the table to strive to a full portfolio.

Areas we have to investigate to start or increase research are:

- Municipalities, and more specific the development of smart cities. This is both linked to Task 17 and work done in other Implementing Agreements, but only marginal on the whole system level as far as DSM is concerned.
- Monitoring an evaluation of the large-scale systems as mentioned in the previous point are not available, thereby sharing experiences can only be done on an exemplary basis. New protocols could be developed.
- The agricultural industry can be very energy intensive, especially greenhouses, yet there is no DSM research in this area. Performance and trade might be included.
- The energy companies are at the core of our research, at the moment there is no Task running on comparing best practices and sharing information on DSM projects, this might be a systematic follow-up of the ISGAN-DSM example book.

The conclusions from the **Outreach Group** was led and presented by Sea Rotmann and are summarised below:

Strategy

- **What is Integrated DSM?:** It is a whole system approach to the management of demand through technology deployment and its integration into human behaviour and daily life
- **What we do:** Improve efficiency and balance of the whole energy system towards transitioning to a low carbon system
- **How do we do this?** We perform collaborative research that focuses on end user and supply system needs and how to match the two in the most relevant and efficient way for policymakers, the market and the end user.
- **Glossary of terms**
- **In 5 years time we will:**
 - Have the right tools to allow decision makers, industry and end users to take action on how to deploy energy technology in the most efficient and acceptable way
 - We will have found out who our target audience is, what they need from us and how we can provide it to them

In 5 years we will provide:

- Evaluation of the Programme
- Identify the target audience and their needs? Decision makers, end users and suppliers
- Toolbox for: different interventions/actions
- Different toolboxes for different sectors and audiences
- Toolbox for Programme/policy design and evaluation
- Toolbox for knowledge: DSM University
- Compare these outputs with what our current and future Tasks are/will deliver(ing)

Load level & Load shift

- What is “good” / what are we doing right
- What research is missing
 - That can be found elsewhere (where)
 - That needs a new task/collaboration
 - Max. 3 new initiatives
 - Assign team
 - Proposal
 - Sponsors
 - Countries

Outreach

To the IEA: (1) Ensure mailing lists to IEA Desk Officer and EUWP and CERT are used; (2) Need summaries and policy briefs; (3) Need to get them onto Task expert platforms; (4) Executive Committee members need to

know their CERT member; (5) Send every year a short list with links to all recent publications of Tasks; and (6) develop Events Calendar and who goes there.

To the participating countries: (1) Operating Agent’s need to feedback their Tasks to their sponsors and Executive Committee members in their countries 1-2 times per year; (2) Executive Committee members need to have \$ to come to meeting’s; (3) Executive Committee members need to have meetings/workshops with stakeholders and sponsors in their country, including other IEA IA Tasks; (4) Too much emphasis on Operating Agents finding the sponsors, need more help from Executive Committee members; (5) National experts need to be linked to Executive Committee members and sponsors not just each other in individual Tasks; (6) Operating Agents should feed back at Executive Committee meetings on expert meetings just before; and (7) Tasks should have a country coordinator, for example Task 24 extension Subtask 6.

How to attract members/sponsors: (1) Advertise them on our website; (2) Write a ‘what’s in it for sponsors of IEA DSM’ pamphlet e.g. relationship maps for countries/internationally; and (3) Link to regional cooperation associations such as APEC also ISO 50001

Type	Improve	Build
Annual report	Y	
Social media	Y	
Website		Y
Spotlight	Y– highlight links, disseminate	
Extension of Term	Y	
Strategic Plan	Y	
Task Flyers	Y – update every ExCo member	
Task Reports	Y – too big	
Papers published		Y
Workshop minutes	Y – 1 page summary	
Presentations		Y
Articles/Blogs		Y
Policy Briefs		Y
Expert platforms	Y – link to website	
Event Calendar		Y
Sponsor pamphlet		Y
Operating Agent ‘to do’ list for LA		Y
Country wish list		Y
Evaluation guidelines		Y

The Executive Committee members **decided** that the Chairman, with assistance from the four group leaders, should return with a draft report on the issues and conclusions presented at the Executive Committee session on the future of the agreement. This draft report should form the base for a renewed discussion on the strategy and work-plan at the next Executive Committee meeting in Wellington in Mid-March.

DECISION:

- The Chairman and the four group leaders should produce a draft report on the issues and conclusions presented at the session on the future of the DSM Programme.

ACTION:

- Chairman and Advisor should continue work on the End of Term report

SPECIAL SESSION – DSM Developments and Priorities in participating countries

During the special session presentations were made on DSM developments and priorities in each participating country that attended the meeting. The Theme Chapter of the Annual Report 2013 titled DSM Developments and Priorities in participating countries features all 17 participating countries and sponsors in the DSM IA except France.

8. ADMINISTRATIVE MATTERS

Election of Chairman and Vice Chairman

According to the procedure for elections, elections shall be held every two years, during the second Executive Committee meeting of the year.

Rob Kool, the Netherlands was re-elected as Chairman and Andreas K. Enge, Norway, was elected as Vice-Chairman.

2013 Financial Report and Budget for 2014

Hyeong-Jung Kim, prepared the financial report together with Anne Bengtson, for the calendar year 2013, though he no longer is an Executive Committee member. The Executive Committee is very thankful for his help during the time it is taking to find a new Vice Chairman to take care of the finances. The Financial report was provided in Part III of the Pre-Meeting Document.

The Executive Committee members approved the financial report 2013 and budget for 2014.

Common Fund Payments

Several countries have not paid their 2013 invoices but no problems are foreseen in receiving these funds.

The Executive Secretary will continue to send out reminders to those failing to pay, until payments are received.

DECISION:

- The Executive Committee members **approved** the Financial Report 2013 and Budget 2014.

ACTION:

- Executive Committee secretary should keep reminding those who have outstanding payments

Plans for the Forty-Third Executive Committee meeting

Paul Atkins, offered to arrange the Forty-Third Executive Committee meeting in Wellington, New Zealand, between 17 – 21 March. A workshop will be held on 17 March and the Executive Committee meeting will be held on 18 – 19 March 2014. NERI's annual conference: The Energy Conference 2014, will be held on 20 – 21 March 2014.

Plans for the Forty-Fourth Executive Committee meeting

Boris Papousek offered to arrange the Forty-Fourth Executive Committee meeting in Austria, in October 2014.

9. OTHER MATTERS

None

The Executive Committee members thanked Markus Bareit, for the excellent meeting arrangements and the Chairman adjourned the meeting.

**ACTION ITEMS RESULTING FROM THE FORTY SECOND EXECUTIVE COMMITTEE
MEETING OF THE DSM PROGRAMME**
16 – 18 October, 2013 – Rigi-Kaltbad, Switzerland

<i>WHO</i>	<i>ACTION</i>	<i>WHEN</i>
Outstanding countries	Pay Common Fund invoice for 2013	ASAP
Participating countries	Pay Common Fund invoice for 2014	On-going
Rob Kool	Maintain contacts with Saudi Arabia, South Africa, Kuwait, Thailand, UAE, Eurelectric, Edison Electric Institute.	ASAP
Rob Kool	Contact Schneider Electric and confirm their intent to become Sponsors	ASAP
Hans Nilsson Hans de Keulenaer	Move forward with the DSM University as proposed	ASAP
Matthias Stifter René Kamphuis	Follow-up countries that have expressed interest	ASAP
Linda Hull	Finalise Task 23 (May 2014) and present Final management report at ExCo meeting in October 2014.	October 2014
Sea Rotmann Ruth Mourik	Develop the Task 24 extension proposal further	ASAP
Linda Hull	Develop the concept paper on the Information Exchange Forum further and present in March 2014	March 2014
Hans Nilsson Rob Kool	Continue work on items lacking in the End of Term Report	ASAP
Rob Kool	Contact ACEEE and eceee and CCEEE about joint conferences. Also contact organisers of Renewable Conference and other relevant conferences in the planning stages. Look into arranging a DSM conference every second year	ASAP
Ruth Mourik	Prepare the Task Definition Phase for Task 25 and present to ExCo in March 2014	March 2014
Visibility Committee	Draft a web site definition and develop tender	ASAP
Operating Agent	Update a more clear definition in legal Annex text of their Task	ASAP
Solstice	Provide web statistics every six months	ASAP
Harry Vreuls	Prepare the Final Management Report for Task 21 and present at ExCo in March 2014	March 2014
Anne Bengtson	Keep reminding those who have outstanding payments to the Common Fund	On-going
Balawant Joshi	Produce final report by next ExCo and present in March 2014	ASAP
Operating Agents	Include 1-2 slides in their presentation, highlighting the main findings to date in their respective Task(s).	Present at next ExCo meeting
Sea Rotmann	Develop a communications strategy for the DSM programme. Support development of individual communications and dissemination plans for all Tasks	Present at next ExCo meeting
ExCo members	Review website regularly and suggest further developments	On-going

Cont. Action Items

ExCo members	Suggest topics for the Spotlight Newsletter and provide input for those articles	ASAP
Pam Murphy	Distribute issues of the DSM Spotlight Newsletter	March 2014 June 2014
Anne Bengtson Paul Atkins Sea Rotmann	Prepare administrative details for the Forty Second Executive Committee Meeting in Wellington, New Zealand	ASAP
Hans Nilsson Hans de Keulenaer	Prepare status report on the development of the DSM University and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Matthias Stifter René Kamphuis	Prepare Task Status report on Task 17 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Jan Bleyl- Androschin	Prepare a Task Status Report for Task 16 Phase III and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Rob Kool	Prepare PPC progress report and send to Anne Bengtson for inclusion in the Pre-meeting Document (PMD)	Friday 14 February 2014
Harry Vreuls	Prepare a Task Status Report and Final Management report on Task 21 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Balawant Joshi	Prepare a Final Task Report on Task 20 “Branding of Energy Efficiency” and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Linda Hull	Prepare Task Status Report Task 23 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Sea Rotmann Ruth Mourik	Prepare Task Status Report Task 24 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 14 February 2014
Hyeong-Jung Kim Anne Bengtson	Prepare Financial report and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 14 February 2014
Anne Bengtson Sea Rotmann	Prepare Visibility Committee Report for inclusion in the Pre-Meeting Document	Friday 14 February 2014
Operating Agents	Prepare Task Information Plans and include in each Task Status Report.	On-going
Solstice	Provide statistics for every Task every six months, send to Anne Bengtson for inclusion in the Pre Meeting Document	Friday 14 February 2014
Ruth Mourik	Prepare the Task Definition Phase for Task 25 and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 14 February 2014
Linda Hull	Prepare the concept paper on the Information Exchange Forum and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 14 February 2014
Anne Bengtson	E-mail pdf file of Pre-meeting Document for the Forty Second ExCo meeting to the Executive Committee members and Operating Agents.	Sunday 20 September 2013

APPENDIX 1

Participant	TASKS ⁴								
	In force								
	16 ext.	17 ext.	20	21	23	24	Under preparation	25	Under preparation
	Competitive Energy Services Phase III – Energy Efficiency and Demand Response Services	Integration of DSM, Distributed generation,	Branding of Energy Efficiency	Energy Standards	DSM in delivering smart grids	Closing the Loop: DSM From Theory to practice	DSM University	Business models for energy services	Information exchange Forum
Australia									
Austria		X				X	◆	◆	
Belgium	X					X		◆	
Finland		◆					◆	◆	
France			X	X					
Greece									
India			X						
Italy						X			
Korea	X			X	X		◆		
Netherlands	X	◆		X	X	X	◆	◆	
New Zealand						X			
Norway				X	X	X	◆		
<i>Saudi Arabia</i>							◆		
<i>South Africa</i>						◆			
<i>Thailand</i>									
Spain			X	X					
Sweden	X				X	X	◆	◆	
Switzerland	X	X		X		X	◆	◆	
United Kingdom,					X	◆	◆		
United States			X	X					
RAP *						◆	◆		
European Copper Institute*		X					◆		
UAE						◆			
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Participates = X

Interested = ◆

Sponsor = *

⁴ All entries on interest and participation for initiated and proposed Tasks are interpretations of the more elaborated responses given by countries and recorded with their details in the final minutes

ATTACHMENT A

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ATTACHMENT B
IEA Demand-Side Management Programme Forty Second Executive Committee Meeting
16 – 18 October 2013, Lucerne/Rigi, Switzerland

DOCUMENT A
AGENDA

Wednesday 16 October, 2013

WORKSHOP: Current issues in DSM – at iHomeLab – Hochschule Luzern, Technik & Architektur (Horw) – 08:45 – 17:30

18:30 – 19:30 **Operating Agents Meeting (on the train to Rigi)**
(OA's to report issues to Chairman before the meeting)

Thursday 17 October, 2013

09:00 – 10:00

1. GENERAL BUSINESS/WELCOME

1a. Welcome – *Rob Kool*

1b. **ExCo approval** of the Agenda

DOC A
Distributed
earlier

1c. **ExCo approval** of the Forty First ExCo
meeting Minutes

1d. Status of the Implementing Agreement

1e. IEA Relations

- Secretariat news

ATT A

- Contacts with possible sponsors/ new participants

Rob Kool

- IA relations, BCG and ECG, *Rob Kool*

- Report from the Project Preparatory Committee (PPC)

DOC B

- *Rob Kool, Hans Nilsson*

- Report from the workshop – *Markus Bareit*

- Operating Agents meeting report – *Rob Kool*

10:00 – 13:00

(incl. coffee break)

3 hours

2. THE WAY FORWARD

The way forward of the DSM IA – Breakout Session, *Rob Kool*

13.00 – 14:00

lunch

1 hour

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)

14:00 – 14:45

Report from Break out Session

15 mins

5a. Task 16 – Phase 3 – Energy Efficiency and Demand Response Services –
Jan W. Bleyl, EnergeticSolutions, Austria

(Jan has to leave in the afternoon)

	3. NEW WORK	
15:00 - 15:15	3a. Development of a DSM University - <i>Hans Nilsson</i>	DOC D
15:15 – 15:30	Coffee break	
15:30 – 16:00	3b. Extension Task 17 – Integration of DSM with other Distributed Energy Resources – Phase 3 <i>Matthias Stifter & Réne Kamphuis</i>	DOC E
16:00 – 16:30	3c. Extension Task 24 <i>Sea Rotmann & Ruth Mourik</i>	DOC F
16:30 – 17:00	3d. Extension Task 23 – Role of the Demand Side in Delivering Effective Smart Grids – <i>Linda Hull</i>	DOC G
17:00– 17:30	3d. New Task: Concept Paper on Information Exchange Forum – <i>Linda Hull, EA Technology</i>	DOC H
17:30 – 18.30	4. CURRENT TASKS – LOAD SHAPE CLUSTER	
15 mins	4a. Task 23 - Role of the Demand Side in Delivering Effective Smart Grids – Task Status Report <i>Linda Hull, EA Technology, United Kingdom</i>	DOC I
15 mins	4b. Task 24 Closing the loop – Behavior change in DSM: From theory to policies and practice <i>Sea Rotmann, EECA, New Zealand</i> <i>Ruth Mourik, DuneWorks, The Netherlands</i>	DOC J
	5. CURRENT TASKS – LOAD LEVEL CLUSTER	
15 mins	5a. Task 21 – Standardisation of Energy Efficiency Calculations -Task Status Report – <i>Harry Vreuls, NL Agency, Netherlands</i>	DOC K
18:15 – 18:30	Election of Chairman and Vice Chairmen	
Adjourn	Hosted dinner 19:00	
Friday 18 October, 2013		
8:30 – 13:00 (incl. coffee break)	6. FUTURE OF THE DSM PROGRAMME – Special Session	
	6a. Presentations by ExCo members regarding DSM priorities in their country – (part of Annual Report Theme)	DOC L
	6b. The way forward - Conclusions	DOC M
13:00 – 14:00	Lunch	
14:00 – 16:00	7. PROGRAMME VISIBILITY	
	7a. Programme Visibility Report, <i>Sea Rotmann</i> Website statistics Communications Plan	DOC N ATT B
	8. ADMINISTRATIVE MATTERS	
	8a. Financial Report 2013, Accountax Status Report	DOC O ATT C
	8b. Status of Common Fund payments	DOC P
	8c. ExCo approval of Forty Third ExCo meeting in	

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 ExCo 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, Sub-task 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 sub-task

ATTACHMENT C

Glossary

Abbreviation	Explanation
APEC	Asia-Pacific Economic Cooperation
BCG	Buildings Co-ordination Group (consists of 7 Implementing Agreements)
CERT	Committee on Energy Research and Technology in the IEA
CIGRE	International Council on Large Electric Systems
CTI	Implementing Agreement on Climate Technology Initiative
DHC	Implementing Agreement on District Heating and Cooling
DSM	Implementing Agreement on Demand-Side Management
EC	European Commission
ECEEE	European Council for an Energy Efficient Economy
ECES	Implementing Agreement on Energy Storage
ECI	European Copper Institute
EEWP	Energy Efficiency Working Party in the IEA
ENARD	Electricity Networks Analysis, Research & Development
EOT	End of Term
ESD	Energy Services Directive in the European Commission
ETE	Energy Technology Essentials (3-4 page briefs)
ETSO	European Transmission System Operators
EU	European Union
EUWP	End-Use Working Party in the IEA
FBF	Implementing Agreement on Future Buildings Forum
GHG	Green House Gas
HPC	Implementing Agreement on Heat Pump Centre
ICLEI	International Council for Local Environmental Initiatives
IEA	International Energy Agency
IPCC	Intergovernmental Panel on Climate Change
ISGAN	International Smart Grid Action Network (ISGAN)

JFS	Japan Facility Solutions (Japanese Sponsors participating in Task XVI)
KIER	Korea Institute of Energy Research
NEET	New and Emerging Environmental Technologies (IEA networking project - Gleneagles G8)
NRDC	National Development and Reform Commission, China
PMD	Pre-Meeting Document
PVPS	Implementing Agreement on Photovoltaic Power Systems
REEEP	Renewable Energy and Energy Efficiency Partnership
SANERI	South African National Energy Research Institute
SHC	Implementing Agreement on Solar Heating and Cooling
TSO	Transmission System Operators

IEA secretariat note for Demand Side Management (DSM) ExCo meeting

This note summarises the end-use working party's (EUWP) evaluation and recommendations of DSM's request for extension that was debated at the EUWP meeting in Paris on 18th October 2013. This note is provided by the IEA secretariat to the DSM ExCo to provide timely feedback for the ExCo meeting in Rigi Switzerland, 17-18 October 2013. This note is not an official EUWP document.

DRAFT EUWP EVALUATION AND RECOMMENDATION of DSM

Background & general discussion

1. The IEA Demand-Side Management (DSM) Programme is responsive to the energy policies, programs and market needs of the participating countries, and as they continue to change, the programme must change accordingly. Since the DSM Programme began in 1992, the energy sector has changed dramatically in many participating countries, but the vast potential for improvement on the demand side remains largely untapped. The cluster perspective (load-shape and load-level) have been very useful and in particular when energy business was monopolized. The perspective is still relevant, with three to five on-going tasks are planned to be continued to the next term, however the EUWP are concerned about a sole focus on load levelling in the strategy document provided by the DSM. This cluster perspective needs to be complemented with the new perspective on Potential (planning) and Acceptance (business-models and behaviour).
2. The initial versions of the Supporting Documents were commented towards the DSM Chair by the EUWP's Chair, Vice-chair and Secretary. In particular, neither the End-of-Term Report nor the Strategy Plan followed the CERT guidelines for supporting documents for implementing agreement request for extension (IEA/CERT(2010)3/REV1). The content of the End-of-Term Report (past) and the Strategy Plan (future) were confusingly mixed. The final versions were submitted after the June 20th 2013 deadline and they still do not follow the CERT guidelines at all, making it impossible to evaluate DSM against the CERT criteria. Only very few EUWP comments were considered.
3. Even if the Supporting Documents do not allow to evaluate DSM against the CERT criteria, the delegates still recognize the potential of this implementing agreement. The delegates take into account that the member countries have a continuing interest in participating in DSM, and that the personnel and financial resources of the DSM management were substantially limited in the past. However, since several questions with respect to the further work and its impact are remaining, the EUWP delegates anonymously agreed to recommend an extension for two years, rather than for five years. A shorter term will reduce the risks for the implementing agreement and the participating countries, and does allow the ExCo to re-establish a powerful structure and to address the open questions in the future Supporting Documents that follow the CERT guidelines.

Evaluation against CERT criteria

4. Even if the Supporting Documents do not allow to evaluate DSM against the CERT criteria directly, specific comments and recommendations by EUWP Delegates and IEA secretariat Officers present at the 18th September meeting, on each of the CERT criteria are listed below:

a) Strategic direction and b) Scope

There is the general feeling in EUWP that the strategy presented is very generic and that it reads more like a handbook for DSM. Since creation of DSM, Energy Efficiency has risen on agenda of IEA countries and DSM has been an important advocate in the IEA Tech Network. Now that Energy Efficiency is widely discussed in many other IAs, there seems to be a need for DSM to either focus its scope on specific areas or be more implementation focused. The work programme did not change except for the shift of the focus to ensure that results/products will become more relevant to planning processes and methods, and to business environments. However, the Strategy should show how the future work will be related to the fulfilled (back to the beginning) and on-going tasks, where the R&D gaps exactly are and how they could be treated concretely on the task level. Even if it presents a remarkable list of ideas of topics to be investigated in future, it does not provide any prioritization and does not elaborate on specific actions. The Strategy Plan shows the relations to other implementing agreements. Since DSM does not concentrate on technology itself but on its proper dissemination and usage as well as the general behaviour of customers/end-users there is a substantial potential for complementarity rather than an overlap. The strategy should pronounce this fact, list the specific topics at the interfaces to the other implementing agreements (as, e.g., standardization, monitoring, smart metering), and show how the complementarity could be achieved.

c) Contractual and management requirements

The Chair stated that both Vice-chairs stepped down during the past 18 months and that he is solely responsible for the management. Furthermore, France recently left the implementing agreement. The EUWP is missing a strategy how this lack of personal and financial resources can be overcome. Therefore, the strategy should also include thoughts and possibilities for DSM's future management and organizational structure.

d) Contribution to technology evolution/progress

Results of DSM have been provided to ETP2012 and several articles were prepared for ECEEE. Other implementing agreements like EGRD, ISGAN or EBC are also using DSM results. Unfortunately, the End-of-Term Report does not pronounce the real 'highlights' and its values.

e) Contribution to technology deployment/market facilitation

The cluster perspective (load-shape and load-level) have been very useful so far and served the purpose perfectly when energy business was monopolized. Load leveling and load shaping do not become redundant in unbundled systems, but need to be complemented with a new perspective on potential (planning) and acceptance (business-models and behaviour).

f) Policy relevance

There is a potential danger for the implementing agreement and its tasks to lose momentum. The EUWP reminds the delegates, several of them being DSM ExCo members, to express their national interests to the ExCo. Otherwise, the topics might be driven by independent consultants rather than be the specific needs of the involved countries.

g) Contribution to environmental protection

No comment was provided on this criterion.

h) Contribution to information, dissemination

A major outcome of the self-assessment is a substantial lack of visibility of the implementing agreement as well as of the specific results. DSM proposes the creation of the so-called DSM-University to promote and spread the results, back to the beginning of the IA, and to enhance their expert platforms. Since additional details are not provided by the Supporting Documents it is open if this action is sufficient. Since dissemination is crucial for the success of an IA the EUWP recommends to investigate and elaborate on further possibilities. This might also include a reflection on the further use of the current name "DSM", understood differently in different societies and that people might associate with an 'outdated' topic.

i) Outreach to IEA non-Member Countries

No comment was provided on this criterion.

j) Added value

Several delegates confirmed the added value of DSM and in particular for their countries even if it is not clearly visible from the Supporting Documents. It was recognized that DSM has to operate in a complex environment of utilities, industries, and consumers, making it difficult to quantify. See also f).

Recommendation

5. In conclusion, at the EUWP meeting on 18 - 20 September 2013, «EUWP» delegates unanimously recommended that the CERT approve the request for extension of the «Implementing Agreement on Demand-side Management Technologies and Programmes» **from** «1st March 2014 to 29th February 2016».



Utrecht, 4 November 2013

Mr. Peter Cunz
Chair of the CERT
International Energy Agency
9, rue de la Fédération
75739 Paris Cedex
France

Dear Mr. Cunz,

The EUWP proposes, after its evaluation of the material submitted to them asking for an extension for the DSM Programme, a two year extension of our DSM Implementing Agreement instead of the five years that were requested.

This proposal of the EUWP was discussed at our ExCo meeting on 17 and 18 October 2013. The meeting decided not to agree with a short extension, but to ask the CERT for a full term of five years.

At the ExCo meeting we had not yet received the minutes and recommendations from the EUWP and relied upon feedback from the Chair of the IA, written feedback from a member of both the EUWP and our ExCo and on the written draft remarks from the Desk-Officer, which were received on 15 October 2013.

The minutes of the EUWP were received on October 21st, and it was unfortunate that their late arrival meant we could not use them constructively during our ExCo discussion.

Now that we have received the official version we agree that there are many important issues raised by the EUWP that can help us improve our work. We are very grateful for these observations. Most importantly, we understand that the communication of DSM, being a very different subject from many other "hardware-oriented" IA-work, is very difficult. We have obviously failed to convince in that aspect and will do our utmost to improve.

However, we do not see that the remarks provided justify a shorter than requested extension. Particularly since the recommendation from EUWP is given to "*...reduce the risks for the Implementing Agreement and the participating countries,...*". A shorter extension rather augments the risk quite considerably! The shorter period is further said to "*...provide an opportunity for the ExCo to re-establish a powerful structure and to address the open questions...*". A task that the ExCo will gladly undertake but thinks does not benefit from a time-limit as the one suggested.

We understand that part of the criticism that the EUWP rightly has, is based upon formalities where we have failed, and apologize for not meeting the criteria. Such as:

1. Application for an extension was sent too late.

This is a fact for which we apologize. Considering a "six weeks" term to send documents before a meeting, we anticipated that end of July would be the right moment for the September 18th meeting. It turned out to be June 24th. Although much preparation had been done, it was not possible to deliver at the right moment and in the right format.

International Energy Agency
Demand-Side Management Programme
'Promoting Energy Efficiency and Demand-Side Management for global sustainable development and for business opportunities'
<http://dsm.iea.org>

Chairman DSM IA
Mr. Rob Kool
NL Agency, The Netherlands
Telephone: +31 886 022 258
Email: rob.kool@agentschapnl.nl

2. Documents didn't follow the official CERT criteria

As a result of the previous point, the document was weak in following the exact structure, but in our opinion everything that was necessary was in the documents and was presented in a structured way. Additionally, we presented a list before the meeting, answering the remarks in this respect. There is also criticism on elements that need to be worked on, but are in (good) progress:

3. Vision and mission

Vision and mission is regarded too general and weak. On one hand this is rather strange, as the message didn't change since the request for an extension five years ago. But we welcome this comment, as we feel the necessity to evolve our strategy in the near future. We've been working on this, as planned, during our last ExCo meeting, as part of the debate on the work plan for the next five years.

4. Outreach

Our very honest way of evaluating our work and pinpointing weak spots seems to backfire a little on our Implementing Agreement. We have reported on work that is finalized and reported according to the CERT demand, but we have also noted that some of it does not get disseminated in the way it deserves. We think that the results are bigger than just reports which are put on a shelf, even though they constitute the agreed outcomes. Our website also needs to be improved, but is by far not the worst that can be found in the IA family. We realise we have to "walk an extra mile" but feel that this insight has been held against us.

The two years extension were "given" to get a number of things in order. Two major points on outreach:

- We indicated that we aren't satisfied with our website and will replace it. Now concluding that this part of our work is not in order is not very helpful. We were one of the first IAs to have a website, we have over a million hits a year and the downloads are significant. We are striving for improvement, but in our opinion within the parameters of good management
- Outreach courses: with the planning and progress of our DSM University we are among the frontrunners within the Technology Network and in touch with other initiatives and IAs in order to support each other and foster shared learning and collaboration.

5. Work plan

The work plan is not part of the evaluation, at this point EUWP takes its task too broadly. However, in answer to questions we did add the research areas to the document. We planned to work on this in a structured way after the extension. We started this work at the last ExCo meeting, both exploring new options and extending present work (Tasks 17, 23, 24 and 25).

6. Organisation

The organisation had vacancies, but the ExCo re-elected the Chair, and appointed a Vice-Chair and a Chair of the Visibility Committee. Yes, we are looking for another VC, but with an



experienced Advisor and Executive Secretary the Implementing Agreement is sufficiently organised.

Now all things mentioned so far are concerning the evaluation. There are some more fundamental issues. It is stated that there is much appreciation for our work. That is very heartening, but in these economic hard times getting new members and budgets is not easy. The notion that an Implementing Agreement doesn't have a five year trust is complicating these issues immensely and unnecessarily.

No one wants to think about the consequences of not getting an extension after 2 years, but some of our Operating Agents are rightfully worried that this could be the case. In our opinion this should be considered before taking a decision. Tasks will continue after January 2016. What legal framework will look after these contracts if there is no extension? This should be answered before taking a decision. This answer should be documented and legally correct.

We do not challenge the task of the EUWP to evaluate Implementing Agreements and advice CERT on this topic. But advice should be functional, constructive and supportive.

In our case a midterm evaluation (or an even shorter period) of the development of strategy and work, combined with an evaluation of collaboration with other parts of the IEA would be warmly welcomed. We ask you to forward this letter to the CERT members and put this item on the agenda asking for a five year extension.

Kind Regards,

A handwritten signature in blue ink that reads 'Anne Bengtson'.

Anne Bengtson, Executive Secretary for Rob Kool, Chair, DSM IA

Operating the DSM University

Update: October 16, 2013

The DSM University (DSMU) derives materials and messages from IEADSM tasks for broader communication to various target groups.

Operating DSMU

The DSMU team will consist of:

- Hans Nilsson - tasks: development of the concept, reporting, substance acquisition (e.g. from liaison with OA's), outreach to other organisations
- Bruno De Wachter - tasks: information architecture, copywriting
- Anne Bengtson – tasks: DSM website
- Hans De Keulenaer - tasks: coordination for web material and structuring of communication (see step 1 below) , developing media structure for DSM-U to use IEADSM and Leonardo sites in a functional way, e-learning support

Once set-up, this group will meet by teleconference once per quarter.

DSMU will process one report per month (~10 reports per year) using following sequence:

- Step 1: develop
 - a summary,
 - tags,
 - key messages
 - list of usable derivative assets
- Step 2: set-up a teleconference with the operating agent
- Step 3: develop blog articles (Bruno) and other derivative assets (OA, others, ...)

So far, following reports have been processed, though not fully following this sequence:

- Completed
 - Introductory article on DSMU
 - Task 1:9 - evaluation guidebook
- Upcoming
 - Task 17 - Integration (in process)
 - Task 15
 - Task 16 - The Role of Facilitators for ESCo market development
 - Task 22- Energy Efficiency Obligations
 - Behavioural issues (task 23 and 24)

Publishing/communicating the results

Level 1 – Materials from individual tasks

Individual articles will be published on the IEADSM website as a blog. This produces a stream of articles promoting IEADSM's legacy content.

An overview page of the DSMU will be developed on Leonardo ENERGY's e-learning portal listing summaries, reports, other assets in a coherent structure. This page will contain a registration mechanism for DSMU, allowing users to express interest. It can contain advanced interactive facilities to discuss DSM and organise learning trajectories.

Key messages are ideal to be posted on social media sites such as LinkedIn, Twitter and Facebook, offering another opportunity to highlight blog articles & reports.

Level 2 – Training programs

Organise materials from several tasks into training trajectories, adding additional materials for context. E-learning will be pursued as the primary delivery route, though classroom-based training and blended approaches can be envisaged as well, provided resource availability.

Level 3 - Beyond the web

When DSMU has been further developed, presentations of the concept can be made at conferences and workshops (ECEEE, ACEEE, ...).

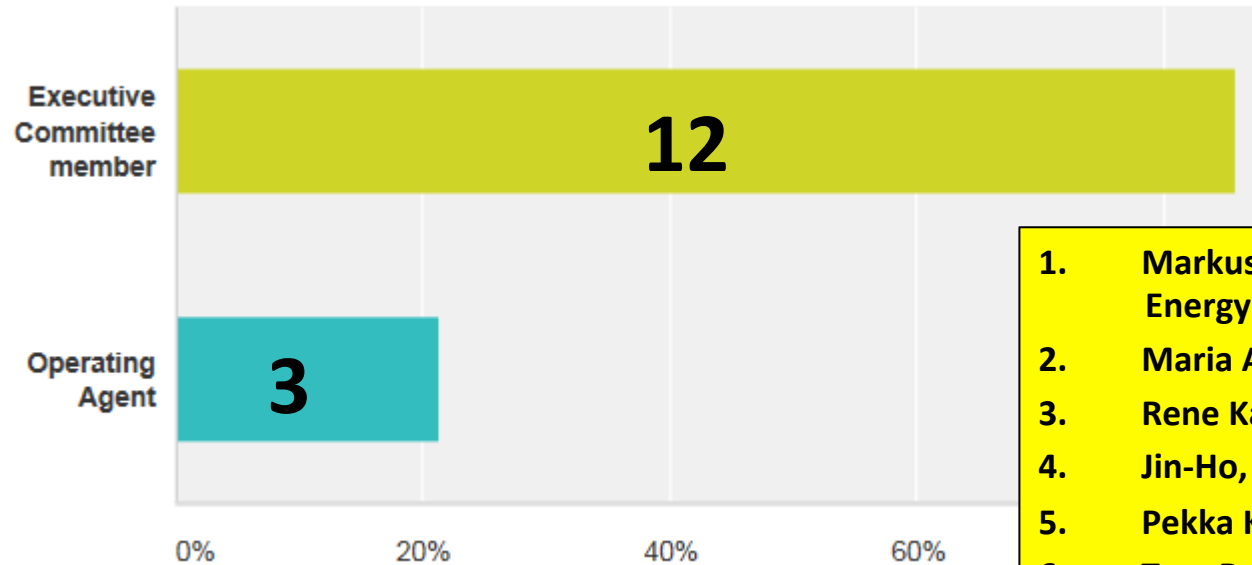
In the long run, a DSM Conference could be considered.

There appears to be strong interest in the concept from other IA's. The concept could be transferred to them at a later stage.

The way forward

Compilation of the answers to the
questionnaire

Who are you ?

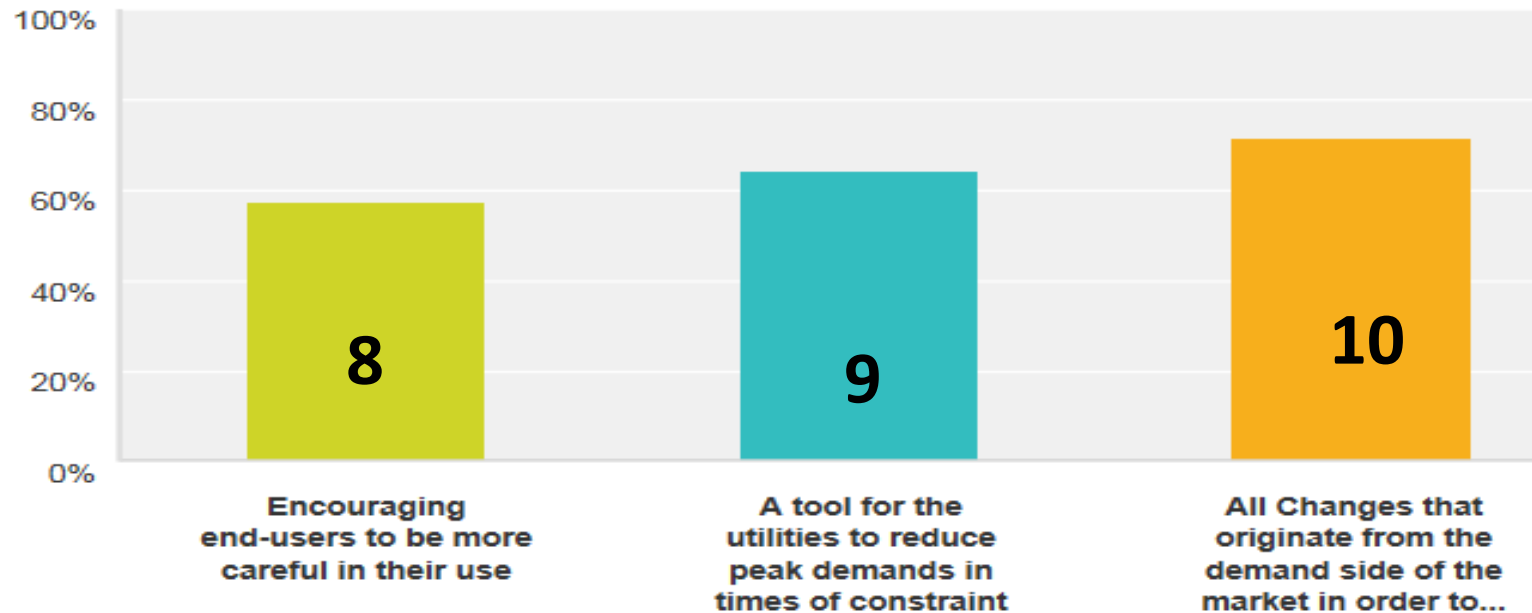


1. Markus Bareit, Switzerland Federal Office of Energy
2. Maria Alm, Sweden, Swedish Energy Agency
3. Rene Kamphuis, NL, TNO
4. Jin-Ho, KIM, South Korea and KEMCO
5. Pekka Koponen, VTT, Finland
6. Tom Bastin, DECC, UK
7. Antonio Capozza, ITALY, RSE
8. Hans De Keulenaer Copper Alliance
9. Paul Atkins NERI New Zealand
10. Dr Sea Rotmann SEA - Sustainable Energy Advice NZ
11. Jan W. Bleyl, Austria and Germany, Energetic Solutions
12. Larry Mansueti, USA, US Department of Energy
13. François Brasseur Belgium Federal Public Service (Ministry) of Economy
14. Andreas Krüger Enge, Enova, Norway

1: The concept and relevance of DSM

What do you understand by DSM in your country/organisation?

Svarade: 14 Hoppade över: 0



Issues related to both load level as well as energy efficiency.
(I would like to use the formulation energy efficient use rather than "to be more careful in their use").

All the given alternatives are somewhat stupid, but the template does not allow answering without choosing one of them. Active participation of demand side to the energy markets thus **reducing costs**, consumption of fossil energy sources and **environmental impact** and improving the **security of energy supply**.

Facilitating the **integration of renewables**

What is the objective/reason for engaging in DSM for your organisation/country?

Energy Efficiency		35,71%	5
Grid	Tecnological object	35,71%	5
Energy Security	Purpose	21,43%	3
Legal	Driver	21,43%	3
CO2 Emissions		14,29%	2
Service Providers	Operator	14,29%	2
Business		14,29%	2
Level		14,29%	2
Mandate		14,29%	2
Ministry		14,29%	2
Power		14,29%	2

What is the objective/reason for engaging in DSM for your organisation/country? -2

Energy efficiency and CO2 emissions target by law. Energy security (phase out of nuclear power)

DSM related research issues are one of many ways of contributing to the **transformation to a sustainable** energy system.We also welcome **interdisciplinary** research groups. In R&D on smart grids, smart cities, the consumer perspective and the benefit to consumers is of importance alongside more technical system issues.

Add negative power to the market. **Flexibilize/modernize grid** operations.

....we are interested in introducing and/or exchanging Information and the methodologies related to **deployment of Energy Efficiency technologies** and appliances. In Korea, DSM is formalized and implemented to increase Energy Efficiency, to decrease Supply demand and to reduce Green House Gases the designated Energy Suppliers must set up an investment plan to DSM and implement it annually.

DSM is used to **create benefits to the consumers** (improves operation of energy markets and the grid, reduces costs and environmental impact, saves resources.), and to reduce the costs of grids and of energy purchase for several other actors in the energy supply chain. The electricity system operator, the electricity retail suppliers, consumers, balance management service providers etc. use DR. For EE there is legislation and requirements.

A **formal request** from the Italian Ministry of Economic Development

What is the objective/reason for engaging in DSM for your organisation/country? -3

DSM, is one of the most cost-effective means of reducing or managing energy demand to **reduce emissions, lower fuel bills for consumersimproved business competitiveness**, and increased **energy security** through reduced demand

DSM requires building, home, grid and industrial automation systems, which are **drivers for copper use**.

Particular interest in **behaviour change** for greater efficient use of electricity. No legal requirements but government's Energy Efficiency and Conservation Authority active in this area.

Largely hydro and intermittent renewables mean dry years and need for **quick DSM** Also issues with peak demand in summer due to cooling (A/C) loads from heatpumps. There is a NZ Energy Efficiency and Conservation Strategy but it doesn't really regulate much anymore. A legal bill created the Energy Efficiency and Conservation Authority of NZ in 2001.

DSM is topic of consultancy. It is applied by clients, who want to implement DSM projects as well as **energy service providers**

A majority of US states have **laws that mandate a** certain level of ratepayer-funded energy efficiency. US electric utilities increasingly use DSM for a number of **business reasons**, outside of any legal or policy reason to do so

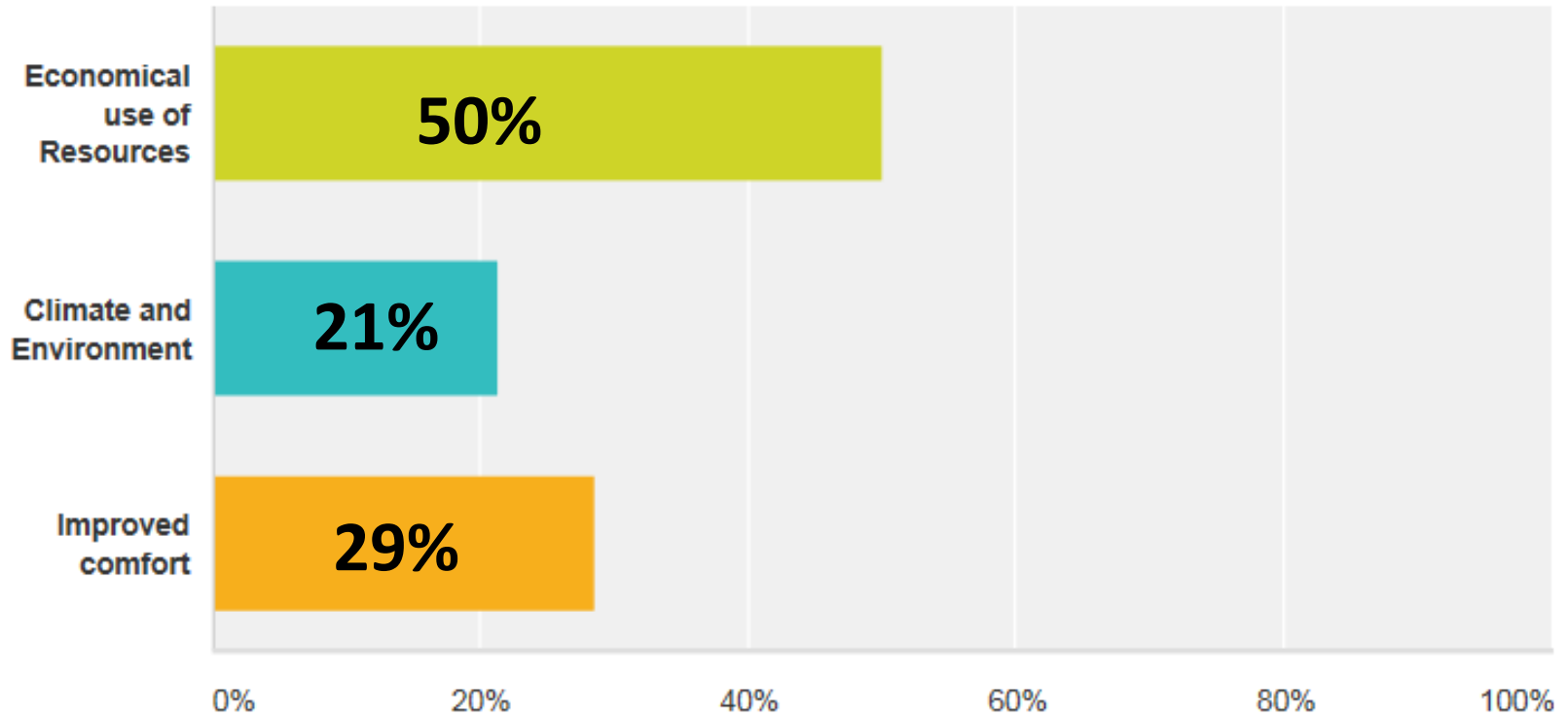
What is the objective/reason for engaging in DSM for your organisation/country? -4

With a mandate to, among other, contribute to **increased security of supply**. DSM is an important aspect of both reducing energy and load demand

- allow more **flexibility and facilitate the management of the grid**, and so avoid the need for costly investments in the grid - allow best practices regarding EE policies and energy services to be promoted in the country - find and promote efficient ways to involve consumers in EE - reduce energy cost and CO2 emissions

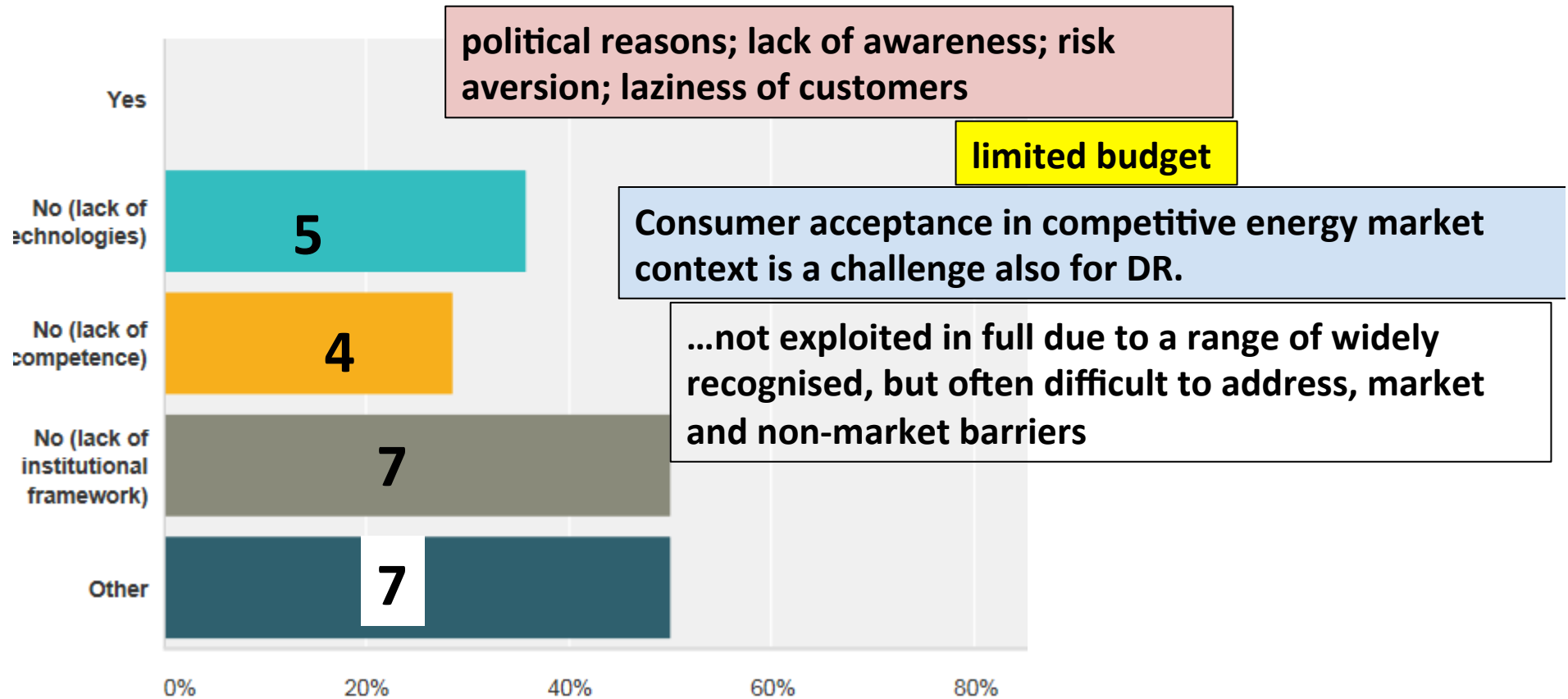
What is the most important motive for energy efficiency (and DSM)?

Svarade: 14 Hoppade över: 0



Are the DSM opportunities (in your country) used in full and if not why?

Svarade: 14 Hoppade över: 0



political reasons; lack of awareness; risk aversion; laziness of customers

limited budget

Consumer acceptance in competitive energy market context is a challenge also for DR.

...not exploited in full due to a range of widely recognised, but often difficult to address, market and non-market barriers

Lack of integration of the markets for electricity and heat limits flexibility options in the electricity system, and hence the potential for DSM

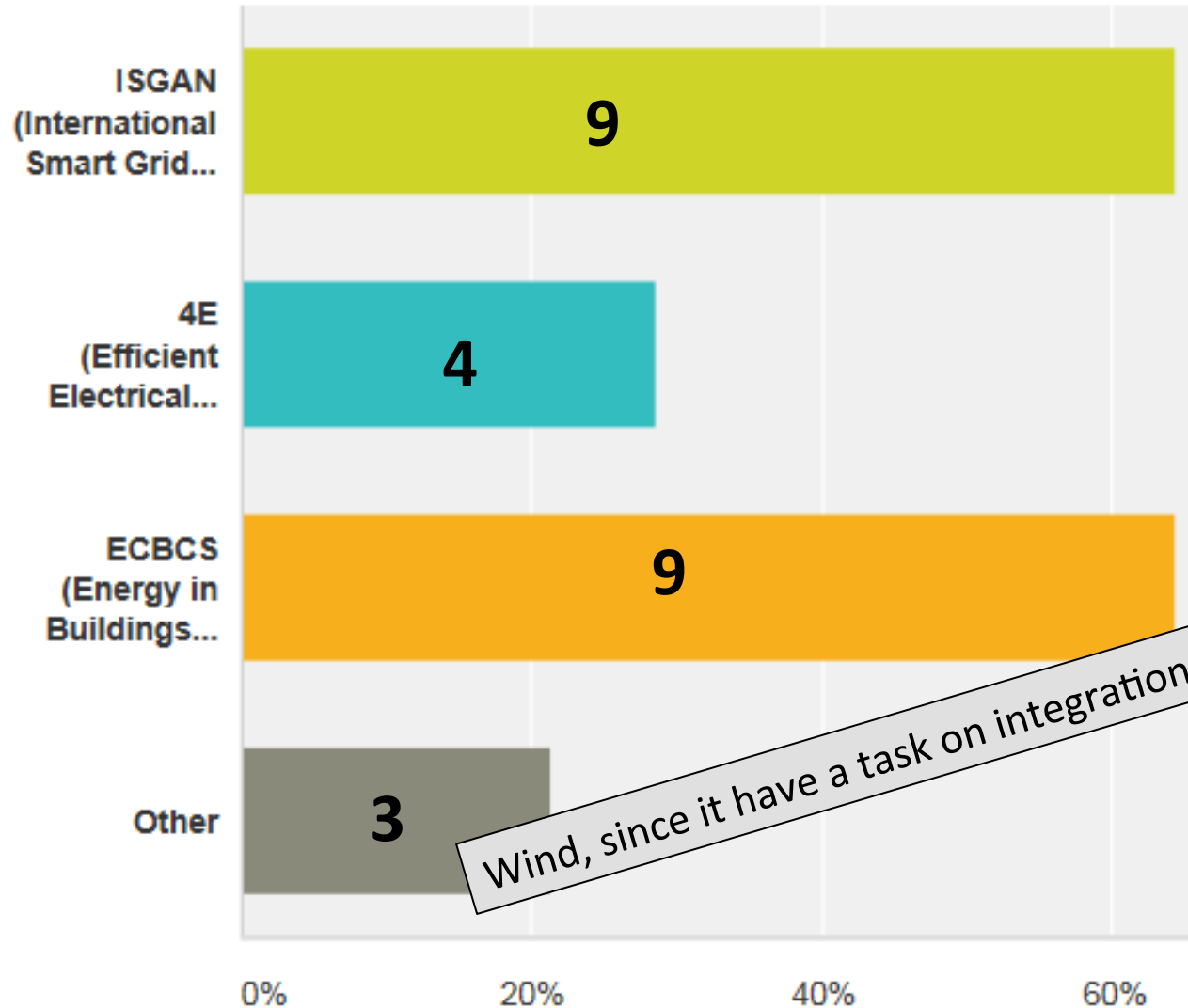
...issues with competence (especially among tradespeople) and serious issues with bad social norms such as very cold, draughty, uninsulated housing

HOW CAN WORK IN THE DSM Programme improve the use of DSM for you?

1. **Networking**; exchange of experiences in specific tasks
2. ... a **system perspective** in issues related to consumers and other end users. (Both social science as well as technology).
3. Collect information to increase **synergies** between stakeholders.
4. by Increasing **applicability** of Task in DSM Programme.
5. ...Exchanging information and **learning** what works and what causes failures, and what are the similarities and differences between countries are useful.
6. A focus on exploring the **barriers** to effective DSM
7. **Comparison** with other successful experiences in other countries
8. DSM should provide a clear overview of the required flexibility options in the energy system for various levels of sustainability and describe the energy services (electricity, transport, heat) that can supply this **flexibility**.
9., particular interest in **behaviour** change
10. contribute to better **business models**, publications, know how transfer behaviour change ...
11. if there are methods or insight **transferable** to my country
12. Increased knowledge of the **drivers** for end-use behaviour and how the possibilities of i.e. Smart Meters could be realised.
13. Through defining a clear and thorough strategy and communication., and by clearly stating the **concrete advantages** of managing the demand side with appropriate and efficient tools, that can understood easily, also by using success stories for illustration

2: Collaboration (with whom, on what level)

Collaboration with other implementing agreements



How can we make better use of ECG/ BCG?

- country delegates of the different programmes should **exchange more and work closer** together.
- ...we need to work on actual activities (such as **common tasks**) in order to get a vivid collaboration. Only information seldom works alone. I have limited time for such activities but if it is performed through tasks then operating agents could manage such collaboration.
- I have no idea so far.
- The CG's represent opportunities to **explore synergies between the different IAs**, potential for joint work and also to avoid duplication.
- We should have a **more focused scope** (and maybe more concentrated in specific fields)
- I think the model of the **Sector Forum for Energy Management** could work well here. Dedicated individuals participate to liaison bodies and report each meeting on what happened at the last meeting.
- These are a good idea but there are a number of practical challenges in engaging from NZ. However, we do engage as much as possible, especially through our operating agent .
- possibly
- theoretically yes. but practically am time limited on what I can do outside of US

Do you have any experience from e.g. IRENA and REEEP?

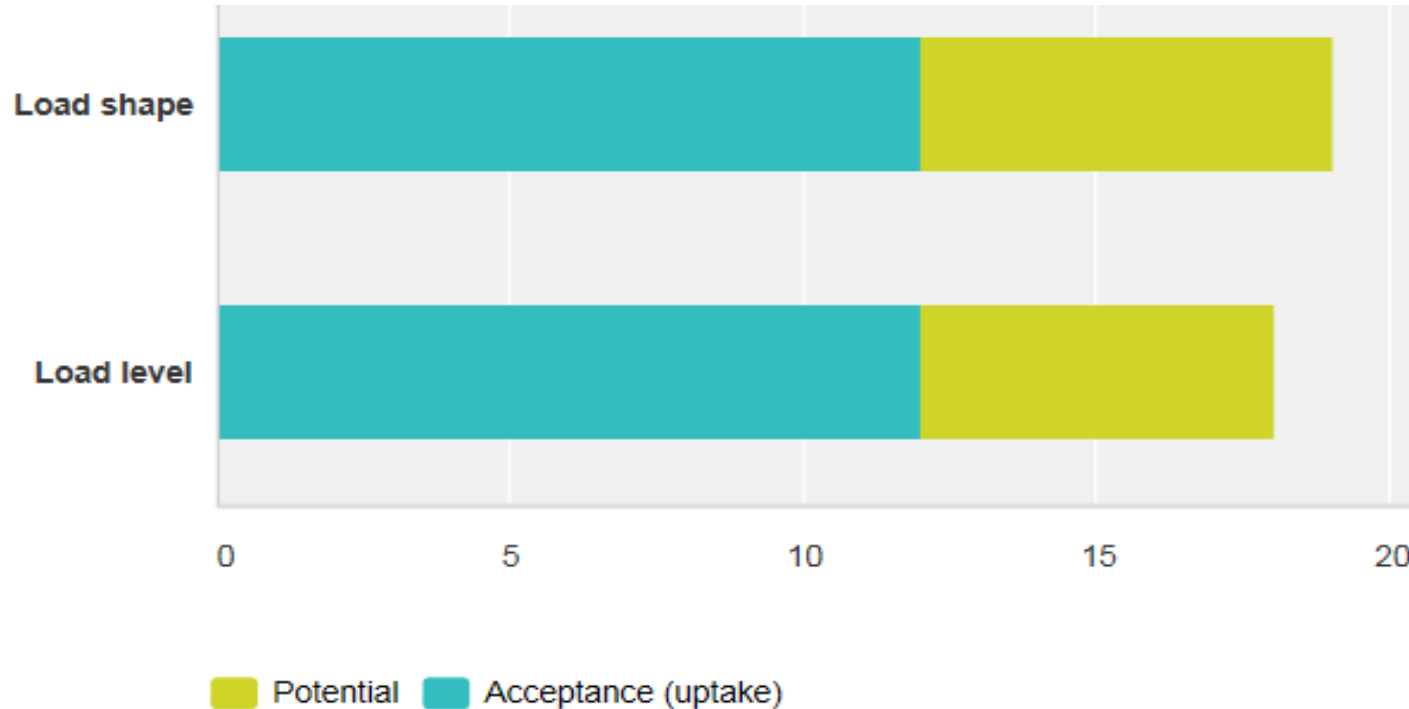
- The IEA Secretariat (Energy Efficiency Unit) conduct lots of work on energy efficiency policy analysis that is of direct relevance to the work of the DSM IA, and the work of the IA could similarly be a useful input to the EEU. I think both would benefit from closer links – this could be helped by **more formal links into the policy-side of the IEA (Energy Efficiency Unit)** instead of/in addition to those we currently have into the technology side of the house. As a policy-based IA such links are important
- Yes. Some of these organisations (such as Irena) are more formal in their partnership programs than others. **REEEP appears to be very approachable.**
- NZ has only just joined IRENA and has not been much involved in IPEEC and REEEP as far as I am aware. NZ does not engage as much in international collaboration as other countries which is largely due to the costs involved in traveling
- There are discussions and joint sessions between EUWP and IPEEC. Several common topics have been put forward for possible collaboration (but transport will come first).

EEWP and EUWP

- the 2 working parties should **delegate someone who is responsible for DSM** and somebody of DSM (chair?) should report to him periodically
- I think that **EEWP is important to involve** when we are involving issues related to policy and energy efficiency. Maybe they could be involved in reference-groups in future work?
- As Chair of the EEWP, I have asked the Secretariat to consider how we can make best use of the policy work currently being done under the auspices of the EUWP and IAs. **Joint workshops around the policy/technology** nexus have been helpful, but I also think there is a good case for regular presentations (perhaps once per year) of recent findings from relevant IAs focussed on policy (DSM, 4Es etc) at the EEWP.
- EUWP: the VC Electricity should attend most of our meetings. **Reporting to EUWP and asking for feedback**, as well as asking how our work can fit into the IEA work in general (ETP, workshops, etc.)
- EEWP does not have responsibility for any of the IA, which means that EEWP does not get regular updates on the work within IA - this is a problem. Especially the work of the **DSM should be reported on regularly to the EEWP**. The agenda of the EEWP meeting are generally packed - but it could be an idea to have an annual DSM - EEWP (and EUWP) workshop.

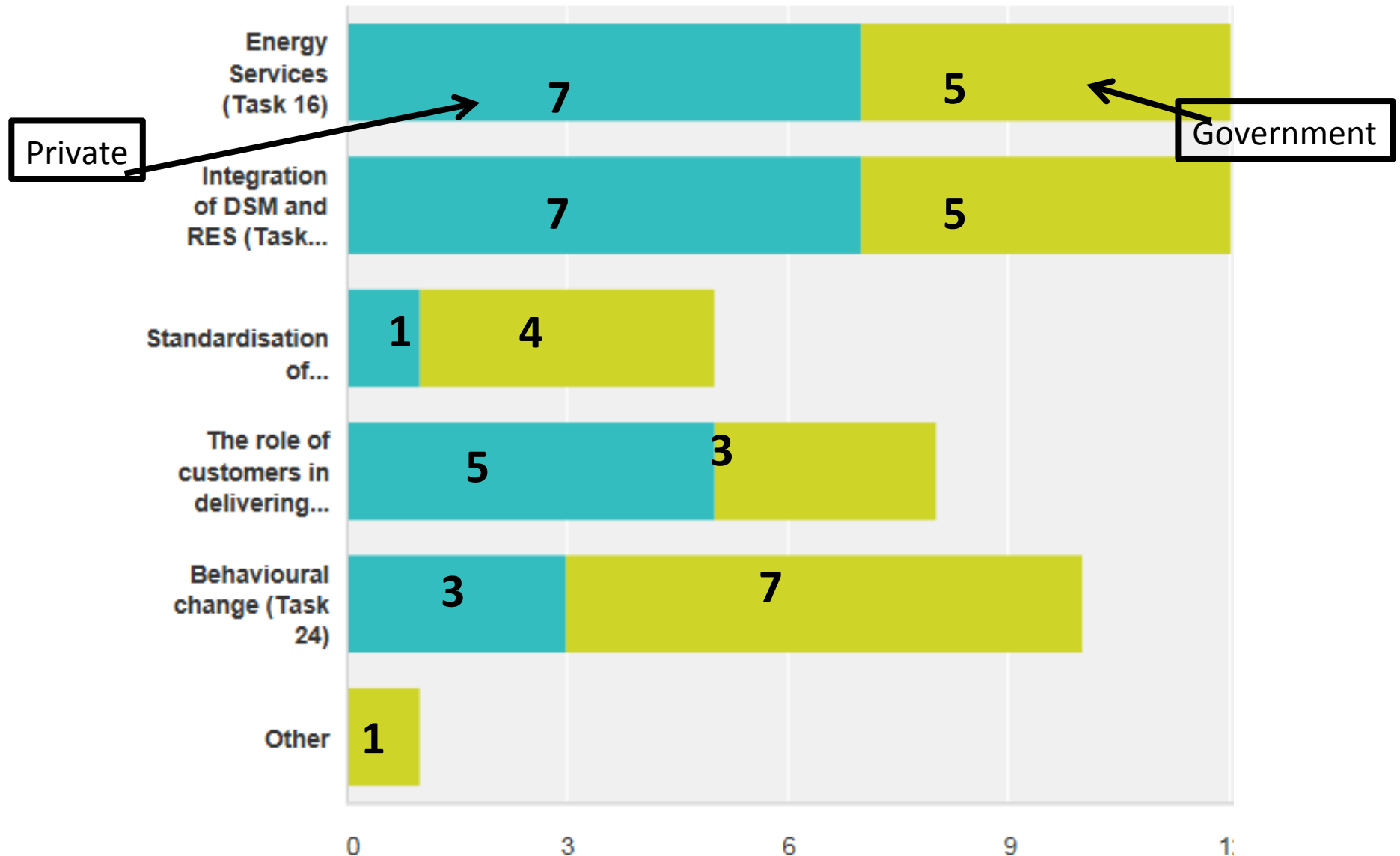
3: Tasks for DSM

Which of the combined aspects are the most important?



	Potential	Acceptance (uptake)
Load shape	53,85% 7	92,31% 12
Load level	50% 6	100% 12

Which Task could be supported by your government and/or the private sector?



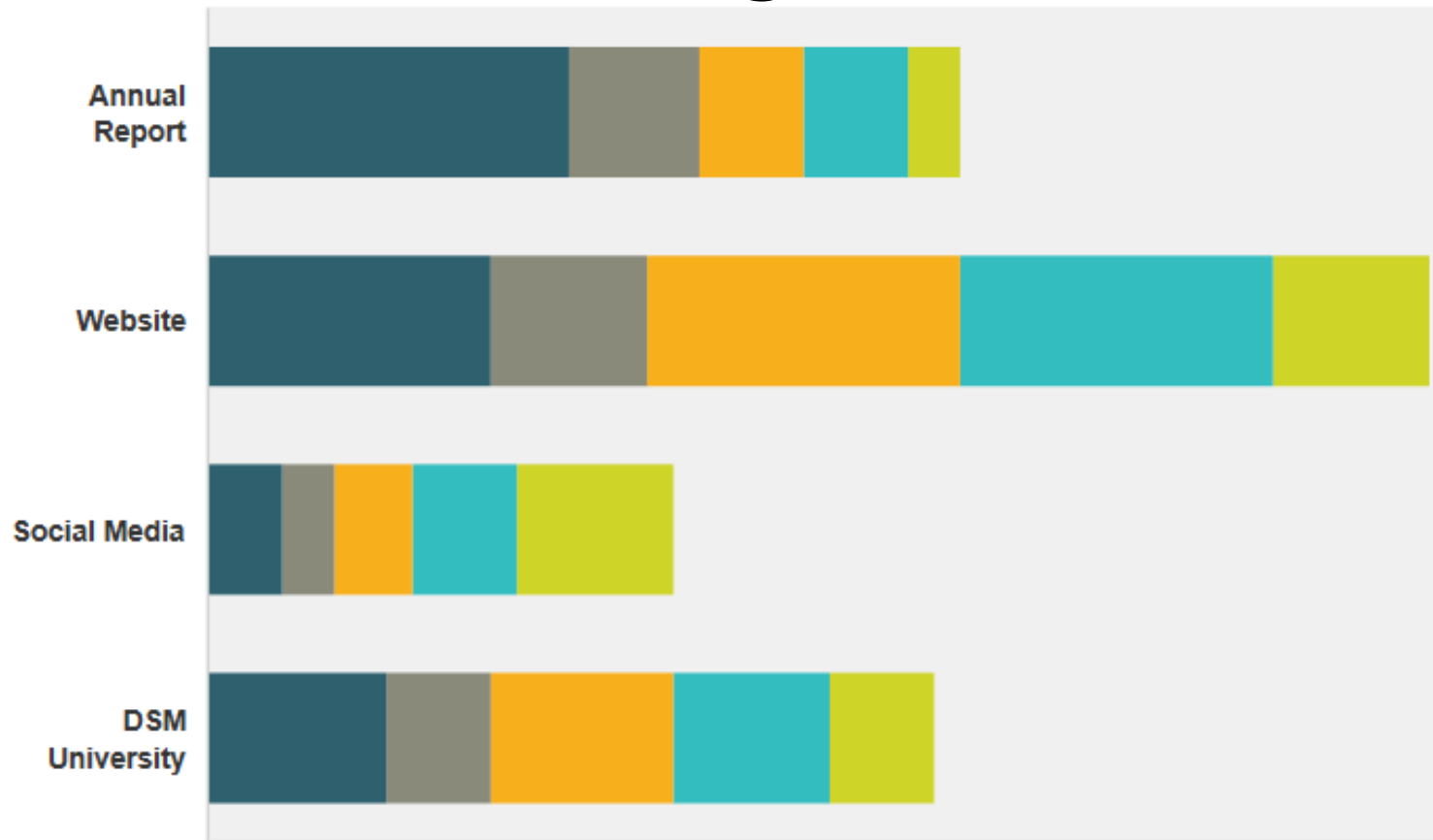
Comments

- **next to government and private sector also research** could play a role
- It is quite **hard to find private funding** for some of the work within DSM. So here private sector should be viewed as could (but that is probably hard).
- The possibilities to get funding are slim, because connection to a bigger project is required in order to get funding from the government. The DR community is somewhat interested on ways to improve demand side flexibility. Tasks 21, 23 and 24 ignore DR and flexibility. Also in the EOT and DSM university are not convincing for those who seek to **improve demand side flexibility in the competitive energy markets**.
- I am taking the question mean whether the relevant sector has skills/interest in the area not whether we (or the private sector) are interested in participating in the specific task

Which new Tasks are important for your government and/or private sector

- ?
- Smart grids and related issues, consumer perspectives and end users practices as well as market services (innovation).
- Task 17
- To introduce Energy Efficiency Resource Standards(set the energy saving target to the energy suppliers, give a tradable certificate in the market)
- Integration of DR and Energy Services to the energy markets (including competitive electricity market) Integration of DSM and RES to the competitive electricity market. Experiences on customer acceptance of automated DR and related field tests. DR for smart grids and energy markets. My answers are more or less biased to DR, because the local EE experts have been passive to the direction of IEA DSM via me.
- At present we have no priorities for new tasks
- Task 24 on behavioural change
- Task 17 Task 21 DSM University
- None at this stage
- Task 24 extension
- energy services, behaviour change
- cant think of one at the moment
- Dsm in passivehouses and NZEB in combination with increased electrification (including transportation)

Outreach and dissemination. Which of the following are relevant?



0

End-users (consumers) Industry for equipment, installations etc. for energy efficiency
Utilities Local government (municipalities) National Government (administration)

How do you value and prioritise the combinations in the above?

- I suggest to **include research**. I get several inquiries from researchers about DSM. It is difficult to get the awareness of the end-user and probably we should weight this more.
- **Why is not researchers on this list?** I lack the R&D perspective.
- **DSM University should look in the future** and not in the past. Then it would be relevant for dissemination and getting industrial partners.
- The **website is the most important and is a useful hub** of information, and the annual report a useful summary of progress and communication tool within the Department. Not particularly convinced that social media has any real impact and the DSM university is still at a formative stage so hard to judge.
- The **Annual Report has the highest priority**
- Mainly **website and DSM University**. Limited role for social media.
- The **website needs updating and be easier to navigate**. Social media is good for people who use it but needs time and effort that has to be put in from the IA. Not sure how many people actually read the annual report but it is still an important document. The DSM University has great potential but needs money and people who will be paid to build it up and contribute to it.
- **Sensibilising the end-users and the local government** (and national government as second) would really help promoting the crucial importance of DSM

Overall comments

- I did not understand question 10 but had to mark something.
- ...on the strategy paper that was presented at the EUWPdid not really manage to underline R&D and it did not present which areas of interest we should focus on in the future in a clear way.I am not so sure that potential and acceptance are the most relevant ways to analyse these areas of interest from.... I also believe that it is important that DSM have a balanced and well-functioning dialogue with the IEA secretariat and other IAs (and related organisations). I would like to repeat the **Swedish suggestion on an evaluation of DSM** and how it is organised/performed in order to learn and improve, a strategic communication plan as well as looking into and learning from other IAs on policies for different processes and routines.
- I am not sure yet
- In our future energy system it is the **flexibility** or response of the demand side that saves energy, environment and costs. Load level and load shape are mostly secondary issues when the generation varies depending on the wind, sunshine and demand of heat.
- **I struggle with the terms load shape, load level, acceptance and uptake. If we want to communicate more broadly to end-users, we need to phrase DSM in terms relevant for them.**
- **The DSM IA is not moribund by a long way, but it does suffer a little bit from a somewhat 'oldschool' look and feel.** The new Tasks 23 and 24 which focus on the end user and human behaviour are very important to show our unique placement among IAs in that we look beyond just technology or policy but at application in the 'real world'. We need to build on this skill and present it better to the EUWP and the outside world. No one else on an international level is doing this work.
- Thank you!