



**FORTY THIRD
EXECUTIVE COMMITTEE
MEETING MINUTES**

*17 – 19 March, 2014
Wellington, New Zealand*

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1. GENERAL BUSINESS

Welcome

The meeting was opened by Paul Atkins, and welcomed the participants to Wellington, New Zealand on behalf of the National Energy Research Institute NERI, the host for the meeting. Rob Kool, Executive Committee Chairman welcomed Yongbin Huang, National Development and Reform Commission (NDRC), China, Barry Bredekamp, South African National Energy Development Institute (SANEDI), South Africa and Mathilda du Preez, South African National Energy Development Institute (SANEDI), who attended as Observers.

Belgium, India, Korea, Spain, the UK and the Regulatory Assistance Project (RAP) were unable to attend the meeting. Italy, Switzerland 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 42nd Executive Committee Meeting

The Minutes from the 42nd Executive Committee Meeting were distributed earlier and were approved at the meeting 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 informed the Executive Committee members that a Notification of Extension of the DSM Implementing Agreement was received from the IEA Committee on Energy Research and Technology (CERT) on 12 December 2013. The letter stated that: the CERT reviewed the supporting documents, (the CERT criteria for the DSM IA request for an extension, the end of term report and the strategic plan), and considered the recommendation of the Working Party on Energy End-Use Technologies (EUWP). Based on these elements, at its meeting on 4-5 December, the CERT approved the extension of the Implementing Agreement on Technologies and Programmes for Demand Side Management from 1 March 2014 to 28 February 2016. In addition, the CERT recommended that, should new information be made available that addresses the concerns expressed by the EUWP before 28 February 2016, that the EUWP consider an additional extension from 1 March 2016 to 28 February 2019 and make a recommendation to the CERT.

The Executive Committee intends to submit an updated Strategy Work Plan on 4th June, to be dealt with in September by the EUWP and a final decision to be taken by the CERT in December 2014.

IEA Secretariat News

Rob Kool informed the Executive Committee members that a new IEA Deputy Executive Director, Kenneth J. Fairfax has been appointed in October 2013, Alicia Mignone has been appointed Chair of the CERT, replacing Peter Cunz and Desk Officer Steve Heinen has left the IEA. Diana Louis will be the intermediary Desk Officer for the DSM IA. An IEA Secretariat overview report of current and future energy efficiency projects was provided by Diana for the Executive Committee meeting and was included in the Pre-Meeting Document. See Attachment A, Part2 of the PMD.

Rob Kool reminded the Executive Committee 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 DSM 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 the King Abdul-Aziz University, Saudi Arabia, the Kuwait Institute for Scientific Research, the Electricity Generating Authority Thailand (EGAT), Thailand, and SANEDI, South Africa have been maintained. During the past six months the Operating Agent of Task 24 has also been in contact with Australia and the United Arab Emirates.

Barry Bredenkamp, South Africa confirmed to 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.

The position of Schneider Electric has been clarified and they will not join as Sponsors, but are interested in collaborating on specific topics with the DSM IA.

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.

The Executive Committee unanimously:

RESOLVED that the King Abdul-Aziz University, Saudi Arabia, SANEDI, South Africa, ECAT Thailand and the Kuwait Institute for Scientific Research (KISR):

- (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** Executive Committee **approval** of the resolution to invite Sponsors

ACTION:

- maintain contacts with China (NDRC), Saudi Arabia, South Africa, Kuwait, Thailand and the UAE

IA relations, BCG and ECG

The Buildings Coordination group (BCG) held a very good workshop in January 2014 where they showed an excellent spreadsheet that linked different topics to different IAs. The spreadsheet should be sent around and discussed at the next Executive Committee meeting as it can help with gap analysis on topics that the DSM IA can build Tasks on and help put the DSM IA strategy in to actual action.

The Electricity Coordination group (ECG) headed by Michael Moser, is having difficulties in getting people together for meetings and will try teleconferences instead. Rob Kool will attend.

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) extension of the Implementing Agreement; (2) new work; (3) the Information Exchange Forum proposal; (4) the DSM University; (5) communication; (6) members involvement; and (7) possible new members. See pages 18-20 of the PMD for details.

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

DECISION:

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

Report from the workshop

A workshop titled: Telling the DSM story – How does New Zealand compare to the rest of the world? took place on 17 March and was well attended.

Operating Agents meeting

The Operating Agents meeting was held on 17 March, prior to the Executive Committee meeting. The Chairman, the Vice Chairman, the Visibility Committee Chairman, the Advisor, the Executive Committee Secretary, and three Operating Agents were present except for the Operating Agents of Task 17, 20 and 23.

The meeting was held as a preparation of the Executive Committee meeting in order not to duplicate reporting and in order to solve some common problems that Tasks might have.

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.

There was a discussion about the length of Task proposals suggesting that they be developed in sequence:

- Idea (2 pages): Short description of the idea, and how it fits in the research area of the DSM IA.
- Proposal (5 pages). This proposal should contain the following topics:
 - ❖ Title/Research Area
 - ❖ In brief: research question, methodology of work and necessary experts (not names but area of expertise), both to perform the Task itself and the additional national experts.
 - ❖ Deliverables (incl. dissemination)
 - ❖ Timeframe
 - ❖ Budget indication
- Work plan can be added after decision

An Executive Committee member will be chosen to coach the preparation of a proposal. Operating Agents will formally be appointed only after the proposal has been decided upon and approved.

Further, Rob reminded the Executive Committee members that they are the owners of the Tasks and it is their responsibility to suggest and prepare new Tasks.

2. THE WAY FORWARD

Strategy Work Plan

A draft Strategy Work Plan 2014 – 2019 was provided in Attachment B – Part 2 of the Pre-Meeting Document and was presented by Rob Kool, Chairman and Hans Nilsson, Advisor to the DSM Programme.

In December 2013, the CERT decided to approve a 2-year extension from 1 March 2014 to 28 February 2016. In addition, the CERT recommended that, should new information be made available that addresses the concerns expressed by the EUWP before 28 February 2016, that the EUWP consider an additional extension from 1 March 2016 to 28 February 2019 and make a recommendation to the CERT.

In February 2014 Rob Kool and Hans Nilsson met with Michael Moser, EUWP, to discuss the vision of the EUWP for the DSM IA. During the meeting it was concluded that updates on the following are needed:

- Get Vice Chairmen (Andrea K. Enge is now on board, and Sea Rotmann as Visibility Committee Chairman)
- Decide on a communications plan (Sea Rotmann is currently developing such a plan)
- Update and finalise the Strategy Work Plan (to be finalised after Executive Committee members input)
- Make the document simple, colourful, and complete

The Executive Committee members were divided into two groups to deal with the following items, and the outcome will be incorporated into the Final Strategy Work Plan. The items are:

1. Collaboration
2. Contribution to Technology Evolution/Progress
3. Contribution to Technology Deployment/Market facilitation
4. Contribution to organisation and behaviour change
5. Policy relevance

The Draft Strategy Work Plan will be sent around to Executive Committee members for a final review before being sent to the IEA Secretariat on 4 June 2014 for preparation for the EUWP. A recommendation to the CERT by the EUWP is expected in September 2014. A decision by the CERT will be taken in December 2014.

3. EXTENSION OF WORK AND NEW WORK

DSM University

The further developed proposal for a DSM University was provided on pages 21-33 in the Pre-Meeting Document and was presented by Hans Nilsson, Advisor to the DSM Programme.

Hans Nilsson started his presentation by saying that it was decided in Rigi-Kaltbad, Switzerland to reiterate the Utrecht-decision and move forward as proposed with pilot-cases in collaboration with Operating Agents and return in March with: (1) a more detailed plan (including financing); (2) consider future development with more formal training, summer studies etc.; and (3) continue discussions with possible partners that have similar interests.

The DSM University was launched, thanks to Leonardo Energy, on 4th February with a webinar on: “ESCo market development: A role for facilitators to play”, presented by Jan W. Bleyl, Operating Agent Task 16. The webinar attracted 85 participants.

A second webinar was held on 6th March featuring ISGAN “Spotlight on Demand Management” which attracted 70 participants.

Planned webinars are:

- April 9th – Best practices in designing and implementing energy efficiency obligation schemes – David Crossley will present Task 22 work
- May 7th – Using demand-side management to support electricity grids – David Crossley will present Task 15 results
- A webinar presenting Task 17 is being prepared – date to be determined

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

The European Copper Institute has also developed a web-platform that will allow the DSM University to manage material in a structured way and provide more formal training material as it develops. The web-platform is based on Moodle and allows for a wide variety of interactive services that could be further explored in the future. For access see: www.dsmu.org.

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

It was **decided** to move forward as proposed with additional pilot-cases in collaboration with Operating Agents and:

- a) Consider future development with more formal training, summer-studies etc.
- b) 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: Step Change for energy markets? Demand Side Management (DSM) combined with distributed renewable energy generation?

A concept paper for a new Task was provided on pages 34 – 35 in the Pre-Meeting Document, and was submitted by Gabriele Sartori, Australia.

The Task would investigate how Demand-Side Management combined with distributed renewable energy generation (DG) can play an important role in reducing residential and industrial power consumption, deferring or avoiding capital expenditure, and therewith improving the use of network assets.

The Task will:

1. Perform a comprehensive analysis of various economic incentives and fiscal measures, including pricing systems, tariffs and levies that stimulate/influence DSM.
2. Develop new tools for international comparison of the impact of different tariff systems on energy consumption.
3. Investigate drivers and impact of DSM and DREG across the industrial and residential sectors and jurisdictions
4. Investigate the impact of reduced peak energy demand on network operators across jurisdictions

Deliverables

1. Reports
2. Workshops with stakeholder groups
 - a. Industry participants/associations
 - b. Residential/community
 - c. Government
 - d. Universities
 - e. Utilities
3. Conferences – Seminars
4. Social media presence

The Executive Committee members **decided** that this concept should be discussed further with Task 17. Boris Papousek will coach the process.

DECISION:

- The Executive Committee members **decided** that this concept should be discussed further with Task 17. Boris will coach the process.

ACTION:

- Gabrielle Sartori should contact Task 17
- Boris Papousek should coach the process

Concept paper: Impact Assessment of behavioural base energy efficiency programmes

A concept paper for a new Task was provided on pages 36 - 38 and was presented by Harry Vreuls, Netherlands Enterprise Agency, the Netherlands.

Harry started his presentation by stating that as more and more of the potential of energy savings from behavioral change is utilized, there is an urgency to ensure that evaluation of such programmes are done in a rigorous manner. For this a new tool or tools should be developed to be used to improve consistency of evaluation of behavior base energy programmes. Such tools for the energy savings should be a comparable one with those developed in psychology/education (e.g. IQ tests, Rohrschach test for diagnosis for psychiatric treatment) and visualize the link between an intervention and the change in energy use.

To compete with technology driven energy savings programmes, the energy savings from behavioral based programmes should last longer. The introduction of smart meters provides new opportunities to continue stimuli for behavioral changes. Communication on energy use and savings should become a market. App developers should provide the consumers with tools that provide continue personalized feedback using the households information and aggregate data for larger scale impacts to ease impact evaluation.

These two needs should be seen in combination: develop the tool for more consistent data collection and evaluation and ensure that this is used in new apps (e.g. Opower ‘energy in your pocket’) and visa versa.

Topics/ Potential subtasks***Subtask 1: Assessment of Current Practice: current studies, current apps***

- Assessment of current (best) practices
- Assessment of current evaluation methods and measurements
- Assessment of relevant research in energy world
- Collection of idiosyncracies in relevant scientific fields

- Assessment of energy communication apps and their cultural/society links

Subtask 2: Assessment of Potentials

- Existing behavioral standard
- Existing software standards for apps
- Identification of key gaps
- Identification of needs and potentials for tools

Subtask 3: Design of instrument(s): tools and metrics for evaluating behavioral based energy saving programmes

- Development of a maximum of 3 tools
- Test the most promising tool in (at least) two countries
- Discuss the use of tools in developing and conducting evaluation
- Potential of the tool for international standardization work

Subtask 4: The use of data/information from apps in evaluation

- Discussion with app developers
- Discussion with relevant stakeholders
- Privacy regulation for data use
- Apps ranking

Subtask 5: Test of instruments in combination with apps

To be decided depending on the outcome of previous subtasks.

Subtask 6: Communication

The Executive Committee members **decided** that the concept was worth developing further (to a 5-pager). Boris Papousek and Maria Alm were elected as coaches for the Task development.

DECISION:

- Executive Committee members decided that Harry should develop the concept further

ACTION:

- Harry develop the concept further and present at the next Executive Committee meeting

Proposal for an Information Exchange Forum

A concept paper for a new Task on an Information Exchange Forum was provided on pages 40 – 77 and was presented by Paul Blackmore, EA Technology, New Zealand.

At the Executive Committee meeting in Rigi Switzerland, Linda Hull, EA Technology, United Kingdom, was asked to develop the concept paper on the Information Exchange Forum into a proposal.

The proposal was received with great sympathy because of the ambitions, but rejected in its present format since there were diverging opinions about how (and what) information should be gathered, structured and used.

The resemblance with the DSM-U Product “Community of practice” that is anticipated to be developed at a later stage, was noted.

Executive Committee members **decided** to reject the proposal.

DECISION:

- Executive Committee members **decided** to reject the proposal.

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 in Attachment C – Part 2 in the Pre-Meeting Document and was presented by Dr Sea Rotmann, New Zealand.

Dr 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 – Who are the behaviour Changers?

Subtask 7 – What do behaviour Changers most need to change?

Subtask 8 – What tool/s do Behaviour Changers need to affect change?

Subtask 9 – How to help change the Behaviour Changers?

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, Executive Committee member feedback and reporting.

The deliverables include:

- *Subtask 5 – (continued)* Social media expert platform and meeting place for DSM and behaviour change experts and implementers
- *Subtask 6* – National DSM experts and stakeholder analysis – networking, workshops, empirical analysis
- *Subtask 7* – Top DSM issues per participating country – workshops, empirical analysis
- *Subtask 8* – Decision-making tool for behaviour changers – algorithm, software or online application
- *Subtask 9* – Training sessions for behaviour changers in participating countries – training, support
- *Subtask 10* – (voluntary) – Implementation, evaluation, iteration of pilots, programmes or policies designed in Subtask 8 – support, empirical analysis

An expert time of approximately 1.2 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 interesting and provided a lot of in-depth feedback for a final iteration of the extension proposal. The Netherlands have already signed their contract to participate in the extension. Austria, New Zealand, Norway, Sweden and South Africa indicated their interest in potentially joining the extension.

Executive Committee members **decided** that there was sufficient support for the proposal to move forward. Maria Alm and Andreas K. Enge will coach the process.

DECISION:

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

4. FINAL MANAGEMENT REPORTS

Task 21 – Standardisation of Energy Efficiency Calculations – Final Management Report

An Executive Summary of the Task 21 Final Management report was provided on pages 78 – 81 in the Pre-Meeting Document, and was presented by Harry Vreuls, Netherlands Enterprise Agency, the Netherlands.

Harry pointed out that the international cooperative project on harmonisation of energy savings calculations was initiated in April 2009 and was completed in April 2014. Seven countries, France Republic of Korea, The Netherlands, Norway, Spain, Switzerland and the USA participated in the Task.

Three primary objectives for the Task were to:

- Summarize and compare the current methods and standards used for determining energy use, energy demand and energy and emissions savings from energy efficiency actions and policies;
- Identify the organizations that are and could be responsible for use and maintenance of such methods and standards; and
- Recommendations how existing methods, standards and resources can be expanded and/or used for comparing different countries and international efficiency policies and actions.

Based on experts meetings, testing, a workshop and discussions with experts during the project, **a template was generated to document energy savings calculations and related GHG emission reduction**, as well as the relation with demand response impact. This template was used to collect information in six countries for six technologies.

The following reports were delivered:

- **“Harmonised Energy Savings Calculations for selected end-use technologies, key elements and practical formulas”** summarises the experiences we have gained with using the template during the project for the selected technologies.
- **“Guidelines for Harmonised Energy Savings Calculations”** holds the information on approaches for the six key elements in use by the participating countries and in general. In almost all sources several to all of the key elements are included in ESC and it is concluded that the key terms holds common understanding and are use in practice.
- **“Roadmaps for improved Harmonised Energy Savings Calculations”** contains an overview on the developments in recent years related to harmonisation of energy savings calculations in Europe, the USA and worldwide.

Task 21 produced several case applications for a number of countries and a template to document information on six key elements. The key elements for energy savings calculation are a practical stepwise approach. This stepwise approach in energy savings calculation makes more comparable reports on evaluation of energy savings. Through discussions between experts it was possible to develop better guidance on using what type of base line and to when and how to update base line estimates.

In general the Task on harmonisation of energy savings calculation was well in time and could provide important input into the development of international standards, generate global agreement and understanding between experts on the key elements of energy savings and provided unique comparable information on energy savings calculations for a number of technologies in countries all over the world.

The Executive Committee members **approved** the final management report, and commented that it shows that the work done contains a lot of very interesting observations on how data reported for planning is often “misleading”. This merits a wider interest from both practitioners and researchers.

DECISION:

- The Executive Committee members **approved** the Task 21 Final Management report.

5. CURRENT TASKS – LOAD SHAPE CLUSTER

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

A Task Status report for the extension of Task 17 - Integration of Demand Side Management, Distributed Generation and Renewable Energy Sources and Energy Storages – Phase 3, was provided as Attachment D – Part 2 in the Pre-Meeting Document and was presented by Matthias Stifter, AIT/Austria and René Kamphuis, TNO/the Netherlands via Skype.

Matthias Stifter stated that the objectives of the Task extension Phase 3 are about analysing:

- Existing implementations, prototypes, pilot projects
- Gap between theory and practice
- Applicability to different countries, regions and regulatory frameworks

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. Role and potentials of flexible prosumers (households, SMEs, buildings)
- Subtask 11. Changes and impact on stakeholders operations
- Subtask 12: Sharing experiences and finding best/worst practices
- Subtask 13: Conclusions and recommendations

A minimum of 5 countries is required for Task 17 Phase 3 to start. The participating countries to date are: Austria, the European Copper Alliance, Netherlands and Switzerland. India, Sweden and the USA are still considering joining. Some liaison with Australia will be explored. (see page???? in these Minutes) and Finland is interested but has not found any funding yet.

Start-up is planned for 19-20 May with a kick-off for the Task and a joint workshop with EcoGrid EU at “The Smart Grid Week” in Graz, Austria.

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

DECISION:

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

ACTION:

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

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 83 – 93 in the Pre-Meeting Document and was presented by Paul Blackmore, EA Technology, New Zealand at the meeting itself with Linda Hull, EA Technology, United Kingdom connecting via a bad Skype connection.

Paul started the presentation by reminding the Executive Committee members that Task 23 is exploring the potential risks and rewards associated with Smart grids from the perspective of consumers. The project aims to draw together international experiences and the examples of best practices in order to provide guidance to Smart Grid implementers on how to ensure the demand side contributes to the delivery of effective Smart Grids.

Subtask 1, 2 and 3 have been concluded and Subtask 4 and Subtask 5 will be completed in April/May with the Task being completed at the end of May in line with the Executive Committee’s decision for a no-cost extension.

Work in the next six months will include: (1) finalising Subtask 4 & 5 reports; and (2) getting participating Executive Committee member approval for the reports. A Final Management Report will be presented at the next Executive Committee meeting in Graz, Austria.

The Executive Committee **approved** the Task Status report.

DECISION:

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

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 Graz, Austria.

Task 23 – Mid Term Evaluation

The Task 23 Mid-Term Evaluation was provided on pages 94 - 106 in the Pre-Meeting Document. The Evaluation was performed by Executive Secretary, Anne Bengtson, with the support of Tom Bastin, UK Executive Committee member.

In summary, participants have somewhat divergent views on their expectations of the Task, the anticipated results, progress to date and the anticipated value of participation, which perhaps suggests a lack of a shared understanding of the Task objectives. In particular, there seems to be a disconnect on the part of some respondents between what they see as the theoretical/abstract nature of work to date and an expectation that the Task would generate practical guidelines, recognizing that the two are not mutually exclusive and the one can inform the other. A significant minority of respondents (30%) felt that the Task Objectives would not be realised. A first step to addressing this would be to ensure that there is a clear understanding amongst all participants of what the objectives and desired outputs are and the milestones to delivery.

Overall, the collective expertise of the experts engaged in the Task was judged to be adequate but there were concerns that input from some experts had tailed off during the course of the Task.

The view was also expressed that better use might have been made of national experts and that the balance between input from experts and that of the Operating Agent was not always optimal though it was recognized that this would have required greater commitment on the part of national experts. It was also suggested that the Task would have benefited from input from experts in the social sciences/behaviour change. There have also been positive steps to engage end-users but more might be done.

On the positive side, the management by the Operating and the level of effort that the OA was putting into the Task was welcomed and it was recognized that pulling together a multi-disciplinary team was a challenge.

In terms of the impact of the outcomes of the Task to date, participants judged that it was too early judge impacts ahead of dissemination of the results of the Subtasks' work.

Recommendations for improvements are:

1. It is suggested that the Task should take the opportunity to revisit its objectives and milestones in order to ensure that there is a shared understanding and agreement of the future direction of work and the anticipated outputs.
2. The Task should consider how best to ensure that the expertise of the national experts is effectively tapped during the analytical stages of the Task's work, recognising the constraints on the time and resources that the national experts are able to commit to the Task.
3. The Task should consider whether there is a need to identify and bring into the project additional expertise on behaviour change, potentially by drawing on the synergies with Task 24, and also explore how best to engage with end-users.
4. The Task should start to plan how it can most effectively disseminate its findings as they emerge and judge its impact.

Linda Hull sent in a response to the evaluation, see Attachment 15. The Executive Committee members approved the Mid-Term Evaluation and Linda should share the evaluation outcome and recommendations and her response with the Task Experts.

DECISION:

- Executive Committee members approved the Task 23 Mid-Term Evaluation

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

The Task 24 Status Report on Closing the Loop - Behaviour Change in DSM: From Theory to Practice was provided on pages 121-131 in the Pre-Meeting Document and was presented by Dr Sea Rotmann, New Zealand.

Dr 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 an 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 project coordination and design.

Progress against objectives during the past six months include:

Subtask 1 – (1) finished the collection of templates of models and case studies; (2) finished the analysis and interactive report-back; (3) the development of a Wiki which has been integrated into the Expert Platform; (4) analyse the films and interviews of 30 energy professional personal energy stories; and (5) collection of country energy stories and Pecha Kuchas (only Austria and Italy are missing and will be done later in the year).

Subtask 2 – collection of best practice case studies and interviews has taken place in the Netherlands, Switzerland, Sweden, Austria, New Zealand with the Netherlands analysis almost being completed. South Africa, Italy and Belgium case studies will need to be chosen and collected.

Subtask 3 – analysis of the Karlin and Ford 'Beyond kWh' paper as a possible template, and Task 24 case studies have been added to a Mendeley literature group which will be analysed by UCI students working on the 'Beyond kWh' paper. Evaluation metrics 'Beyond Energy' are already included in each of the 4 domains in the 'Monster' report (Subtask 1).

Subtask 4 – information for the Subtask is continually being collected at each of the country workshops and will be summarised at the end of the Task.

Subtask 5 – the Experts Platform continues to grow and currently contains biographies and details for 204 experts from 7 sectors from 21 countries.

Further, (1) content has been created for the website and the DSM University; (2) the Task Flyer has been updated; (3) two Spotlight Newsletter articles have been provided; and (4) Task information has been disseminated 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 results. The Task is also widely disseminated and publicised online, via social media and social networks. 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.

Work planned for the next six months will include: (1) Subtask 1 – a Wiki of 'Monster' report and continuation of collection of cases from countries that joined the Task late (Austria, Belgium, Italy, South Africa); (2) Subtask 2 – collection and analysis of case studies and best practice in four overarching themes; (3) Subtask

3 – develop template to enable better evaluation of successful behaviour change outcomes depending on stakeholder point of view; (4) webinar for DSM University; (5) provide Spotlight Newsletter articles on various aspects of Task 24; (6) papers for BEHAVE and IEPPEC conferences; and (7) update Task website when new website is finalised.

South Africa repeated their wish 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, or after elections.

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

DECISION:

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

Task 24 – Mid Term Evaluation

The Task 24 Mid-Term Evaluation was provided on pages 121 – 131 in the Pre-Meeting Document. The Evaluation was performed by Executive Secretary, Anne Bengtson, with the support of Tom Bastin, UK Executive Committee member.

Conclusions from the evaluation

In summary, the Task is performing well and has already made significant progress with value being obtained from the work to date and positive feedback from participants. There is a clear vision of what the task is trying to achieve (recognising that the task is very wide in its scope) and the objectives are considered to be deliverable with appropriate milestones established for the work.

The collective expertise of the Task participants and the Operating Agents, drawn from a variety of fields, has proved appropriate to the objective of the Task with largely effective engagement with end users. Management of the Task by the Operating Agent has also been effective and appreciated by participants.

It is probably too early to draw conclusions on the use being made of the Task report and the impact it is having, but it is encouraging that a number of participants already feel it is having significant impacts. Effective dissemination of the results will be important in ensuring the work has the widest impact. Going forward there are only minor recommendations for consideration by the Task group.

Recommendations:

The report has only recently been published and it will be important to continue to look for appropriate opportunities to disseminate the findings and to keep under review the use that is being made of the report by policymakers and others.

The Executive Committee members approved the Mid-Term Evaluation

DECISION:

- Executive Committee members approved the task 24 Mid-Term Evaluation

6. 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 F – Part 2 in the Pre-Meeting Document and was presented by Jan W. Bleyl-Androschin, EnergeticSolutions, Austria

Jan W. Bleyl started his presentation by stating that the Task 16 Work Plan will continue to work with its well-established structure and add demand response as an additional Subtask. Six countries participate in Phase 3, Austria, Belgium, Korea, the Netherlands, Sweden and Switzerland.

Some of the accomplishments during the past six months include: (1) holding the 15th Experts meeting in Graz, Austria, on 23-25 October, 2013; (2) preparation of the 16th Experts meeting to be held in Belgium 7 – 9 May 2014; (3) holding the 15th Task 16 stakeholder workshop in Graz, Austria, the topic of the workshop was

“SmartEPC – and Energy- Comfort- + Maintenance Performance Contract”; (4) finalise preparation of the 16th stakeholder workshops to be held in Antwerpen, Belgium 7 May, 2014; (5) publishing of a discussion paper jointly prepared paper by Experts titled “ESCo project and market development: A Role for ‘Facilitators’ to play”; (6) Initiation on “Simplified measurement & verification of a joint Task 16 and Task 24 paper on “Practical guidance for Change Management for comprehensive energy service projects, to be published as a DSM IA discussion paper (7) first draft for peer review for a paper on “Simplified measurement & verification + quality assurance instruments for energy, water and CO2 savings. Methodologies and examples” accepted for publication at the eceee Industrial Summer Study 2014; (8) resources and experts identified to implement Subtask 15 on Demand Response Services business models; coaching of individual national implementation activities were 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 16th experts meeting and stakeholder workshop in Belgium, on 7-9 May. Main agenda items are discussions of national implementation activities and discussions on current Think Tank topics and dissemination activities; (2) preparation of the 17th experts meeting and stakeholder workshop in Seoul, Korea; (3) finalising the paper on “Simplified measurement & verification + quality assurance instruments for energy, water and CO2 savings. Methodologies and examples; (4) publication of “ESCo project and market development: A role for ‘Facilitators’ to play, including national perspectives of Task 16 experts, as a discussion paper; (5) finalise a joint Task 16 and Task 24 discussion paper and (6) continue work on business models for comprehensive building refurbishment (‘deep retrofit’) in cooperation with IEA ECB Annex 61.

In February, Jan helped launch the DSM University by presenting the first webinar titled: ESCo market development: A role for facilitators to play.

Before ending the presentation Jan requested that Executive Committee consider whether they would like to continue Task 16 after June 2015, and if interested should engage in early budget planning already now. The members encouraged Jan to prepare an extension.

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

DECISION:

The Executive Committee:

- **approved** the Task Status Report.
- encouraged Jan Bleyl to prepare an extension of Task 16 after June 2015.

Task 16 – Mid Term Evaluation

The Task 16 Mid-Term Evaluation was provided on pages 134 – 142 in the Pre-Meeting Document. The Evaluation was performed by Executive Secretary, Anne Bengtson, with the support of Tom Bastin, UK Executive Committee member.

Conclusions from the evaluation:

In summary, the Task is proceeding well with members gaining significant value from their participation and the Task outputs. The objectives of the task were clear and members considered there was a high likelihood that these objectives would be realized with clear and achievable milestones established.

Overall, the expertise of participants and the operating agent is considered to be appropriate in respect of the Task’s objectives and end-users have been effectively engaged through stakeholder meetings, though it was suggested that additional expertise might be required in Demand Response Services.

Participants were appreciative of the management of the Task by the Operating Agent, which was rated excellent by 90% of respondents. It also encouraging that participants felt that the Task’s outputs were being effectively disseminated and were already having a significant impact, though there was still room to improve dissemination at the national level.

Going forward there are only minor recommendations for consideration by the Task Group

Recommendations for improvements are:

1. The Task should consider whether it has sufficient expertise available to it on Demand Response Services to fulfil its remit, and if necessary consider where it could source such expertise
2. The Task should continue to consider opportunities for further dissemination of Task Outputs, particularly at the national level

The Executive Committee members **approved** the Mid-Term Evaluation.

DECISION:

- Executive Committee members **approved** the Task 16 Mid-Term Evaluation

Task 20 – Branding of Energy Efficiency

The Task Status Report for Task 20 – Branding of Energy Efficiency was provided on pages 143 – 147 in the Pre-Meeting Document. The Operating Agent did not attend the meeting.

Status of the Task:

The Operating Agent has developed 7 case studies on the best practices in branding of energy efficiency. The Operating Agent is in the process of developing a couple of more case studies on best practices adopted by participating countries, such as Spain. These case studies will be used to identify the best practices in branding of energy efficiency and will be part of the proposed report on Best Practices in Branding of EE (Subtask 5). As proposed the report on Subtask 5 will be ready by end of June 2014 and presented at the Executive Committee meeting in October 2014 in Graz, Austria.

Issues to be considered by the Executive Committee

The Executive Committee is requested to approve the request of the Operating Agent to grant an extension for the submission of the report on Subtask 5 (Identification of Best Practices in Branding of EE) before the next Executive Committee meeting. Further, the OA will not raise any invoices on any country due to the delay in the completion of the Task.

No decision was taken by the Executive Committee members as the Operating Agent did not show up at the meeting.

DECISION:

The Executive Committee members:

- Did not **approve** the Task Status Report

Task 25 – Business models for a more effective market uptake of DSM energy services

The Task 25 Draft Work Plan and Task Status Report on Business models for a more effective market uptake of DSM energy services was provided in the Pre-Meeting Document in Attachment E – Part 2 and was presented by Ruth Mourik and Renske Bouwknecht, Ideate, the Netherlands, via Skype.

Ruth Mourik stated that the Task focuses on identifying and creating effective business models providing viable DSM value propositions that lead to the growth of the demand market for energy efficiency. In addition, this Task will focus on identifying and supporting the creation of energy ecosystems in which these business models can succeed.

The Task is tailored to country-specific needs and demands in terms of business models and energy services and the ecosystems to be analysed but will explicitly collect, compare and share the learning's and provide a best practice list. The following segments or key target groups will be focused on:

1. Companies (also SMEs);
2. Communities/cities trying to set up (decentralised) energy smart districts;
3. Households experiencing the principal-agent (owner-tenant) problem;
4. House-owners

The main objectives are:

1. What works, how does it work and what kind of framework conditions do we need? Identify proven and potential business models for energy services on (first phase) issues of common interest in different countries, with special focus on how to create conducive different market dynamics and policies in different countries;
2. Analyse acceptance and effectiveness of these business models in creating lasting load reduction, or generation and other non-energy benefits and in creating a market;
3. Research success and failure factors by means analysing business models in the their socio-technical or ecosystem context;
4. Develop canvas for energy service businesses to be able to more effectively develop business models and value networks able to mainstream and upscale on a national level and disseminating it through national workshops;
5. Creating a set of guidelines, and advice supporting the creation of policies 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 (as far as possible) including (national context sensitive) useful contractual formats, business plans etc.

Expected Outcomes

The benefits for the participating countries and for the DSM agreement will encompass:

- Support of a market for business models for energy services that effectively achieve energy conservation, generation or load shifting of households and SMEs, by accessing the “test-bed” of full-scale examples in other countries;
- Providing eye-to eye contact and exchange of experiences between business developers, service providers and their results, successes as well as failures;
- Contributing to formulation and thereby achieving energy reduction or generation targets on national and international level;
- Analysis and comparison in a common business model format that enables distinguishing of development issues;
- A list of best practices on business models and the exchange of valuable knowledge and learning’s;
- Participation in the IEA DSM task 25 Expert Platform and communication with a large variety of international and national stakeholders including contacts with e.g. smart grid developers
- Maintaining an on-going platform of shared learning, best practice examples and know-how in DSM energy services and business models.
- A database of global knowledge and examples of successfully up scaled energy service projects and business cases.

Subtask 1: Task Management

Subtask 2: Identify proven and potential business models for energy services

Subtask 3: developing business model canvas and country specific policy guidelines for up-scaling and mainstreaming business models in participating countries

Subtask 4: Expert platform

There was broad interest expressed among Executive Committee members, However, it was also pointed out that many of the countries need to enter lengthy processes to be able to release funding for the Task.

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

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

The Task is expected to start during 2014.

DECISION:

The Executive Committee members:

- **Approved** the Task Status Report

7. PROGRAMME VISIBILITY

Programme Visibility Report

The Programme Visibility Report was provided on pages 148 – 152 in the Pre-Meeting Document and was presented by Dr Sea Rotmann, Visibility Committee Chairwoman.

Dr Rotmann reminded the Executive Committee members that the members of the Visibility Committee are the Chairman, Rob Kool; Chairwoman 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 did not have time to meet prior to the Executive Committee meeting.

Annual Report

The 2013 Annual Report including a Theme Chapter on “DSM priorities in participating countries” was made available electronically to Executive Committee members, Operating Agents, the EUWP and EEWP on 31 January 2014 and uploaded to the DSM web site. Hard copies (280) were sent out in March 2014. Executive Committee member should ensure that copies are widely distributed to all interested parties.

Spotlight

In 2013 four issues of the Spotlight Newsletter have been published and posted 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. 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 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 March 2014.

During 2014 brochures have been distributed at the workshop in Wellington, New Zealand.

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 21 and 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 Chairwoman Dr Sea Rotmann.

Web site – new website

Solstice has not proposed any further developments but the Visibility Committee is working on tendering for an updated website, new logo and more Web 2.0 functionality. This issue needs urgent attention and input from the Executive Committee members.

The Executive Committee members would like a chance to see the tender for a new website before it goes out to the tenderers.

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

Communications Plan and Dissemination Strategies

The Visibility Committee is currently working on a draft communications plan for the Implementing Agreement. In it they will analyse in detail the communications history of the DSM IA, what works and what doesn't, who the audience is and how well the DSM IA website services them and how to improve the plan going forward. Ultimately, the Communications Plan will include 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.

The Executive Committee members **approved** the Visibility Committee Report and urged the Committee to send out the tender for a new website as soon as possible and to finalise the communications plan.

DECISION:

The Executive Committee:

- **approved** the Visibility Committee Report and urged the Committee to send out the tender for a new website as soon as possible and to finalise the communications plan.

ACTION:

- Visibility Committee to draft website definition and develop tender

8. ADMINISTRATIVE MATTERS

Seed funding

The decision on seed-funding opportunities for new Tasks was provided on pages 153 – 155 in the Pre-Meeting Document and was presented by Hans Nilsson, Advisor.

The decision on seed-funding opportunities made at the 35th Executive Committee meeting were reiterated and confirmed.

In this context the Executive Committee members were reminded that it has also been decided to create and maintain a catalogue for project (Task) development for planning purposes that could be useful.

DECISION:

- The decision on seed-funding opportunities made at the 35th Executive Committee meeting were reiterated and confirmed.

Task Zero

The proposal for a Task Zero was provided on pages 156 - 158 in the Pre-Meeting Document and was presented by Hans Nilsson, Advisor.

Hans Nilsson started his presentation by stating that the mission of the DSM IA is to deliver to its stakeholders, materials that are readily applicable for them in crafting and implementing policies and measures. In order to do so we have several outreach tools that we need to maintain but also develop to ensure that results are disseminated in ways that are useful for people in everyday practice, for example:

- Informational tools
- Our networks and in particular the local ones run by Executive Committee participants
- Dissemination and the extension with the DSM University

The purpose of such a common “Task ZERO” is to create a platform for dissemination of results from the IEA DSM-Programme in accordance with this mission.

- All participants to the IEA DSM-Programme have an obligation to work for the dissemination of knowledge about the work and these common activities are covered through the common fund. Supplementary activities within the participants own jurisdiction are necessary but covered outside the common budget
- Present dissemination activities have been established during the work over several years and it would be practical to define the scope and ambition in the format of a task in order to enable overview and links.
- By platform is meant that several activities to disseminate results and to create interest for results should be aligned in such a way that we achieve the best possible impact. The platform should therefore comprise:

1. Output from the IEA DSM-Programme operations that aims at providing insights and transparency to the work. The main products for this are:
 - a) The Website
 - b) The annual report
 - c) The newsletter Spotlight
 - d) Flyers about the Programme and the tasks
2. Local networks to enable dissemination of results within the areas of the participants and to support them in recruiting the expertise necessary for tasks in which they have decided to participate, but also to gather material of interest for other tasks who need local points of contact for their work
3. The “DSM-University” as a way to communicate DSM-material that is tailored to the circumstances of the receiver. The main thrust to reach a global audience are the webinars that are primarily designed for output, but may also be used for input in a way that audiences can communicate back responses, needs and wishes. The DSM-University should gradually build facilities for formal training and courses.

Responsibilities: The Programme Secretary is the co-ordinator for Task ZERO. The co-ordinator gathers together with the “visibility committee” the necessary information from those concerned with subtasks described above in order to produce a work-plan and a budget for the Executive Committee members to decide upon annually.

The first estimate is that we should calculate the budget share based on a number of participants to 20. The total common budget for the duties specified above can of course be a matter of considerations since it is already in part burden-sharing. We assume that the yearly contribution should be the size of 230 000 USD to be cost-shared.

The idea to gather the duties and services for running the Implementing Agreement and add the services for the DSM University in a more formal “Task Zero” was discussed and the Executive Committee members **decided**

that the proposal should be further developed (also consider e.g. the management of the IA (PPC, strategy, coaching etc.) and be presented at the next Executive Committee meeting in October in Graz, Austria.

DECISION:

- Executive Committee members decided that Hans Nilsson should develop the proposal further and present at the next Executive Committee meeting in October in Graz, Austria.

2013 Financial Report

Hyeong-Jung Kim, former Executive Committee member from Korea, prepared the financial report together with Anne Bengtson, for the calendar year 2013. 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 3 of the Pre-Meeting Document. Rob Kool will take over the responsibility of Financial Chair during the next six months.

The Executive Committee members **approved** the financial report 2013.

DECISION:

Executive Committee members approved the financial report 2013.

Common Fund Payments

A few 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.

ACTION:

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

Plans for the Forty-Fourth Executive Committee meeting

Boris Papousek offered to arrange the Forty-Fourth Executive Committee meeting in Graz, Austria, 15 - 17 October 2014.

Plans for the Forty- Fifth and Forty-Sixth Executive Committee meetings

Barry Bredenkamp offered to host the Forty-Fifth Executive Committee meeting in Cape Town, South Africa in April 2015, irrespective of whether they have been able to join the DSM IA by then or not.

Maria Alm tentatively offered to host the Forty-Sixth Executive Committee meeting in Sweden in October 2015. To be confirmed.

9. OTHER MATTERS

None

The Executive Committee members thanked Paul Atkins and Sea Rotmann for the excellent meeting arrangements and the Chairman adjourned the meeting.

10. ACTION ITEMS RESULTING FROM THE FORTY THIRD EXCO MEETING

17 – 19 March, 2014 – Wellington, New Zealand

WHO	ACTION	WHEN
Belgium Norway	Pay Common Fund invoice for 2013	ASAP
See countries to the right	Pay Common Fund invoice for 2014 Belgium, Finland, India, Korea, Netherlands, New Zealand Norway, Switzerland, UK and USA, RAP	ASAP
Rob Kool	Maintain contacts with China (NDRC), Saudi Arabia, South Africa, Kuwait, Thailand, UAE	ASAP
Hans Nilsson Hans de Keulenaer	Move forward with the DSM University as proposed	ASAP
Matthias Stifter René Kamphuis	Kick-Off meeting for Task 17 – follow up countries which have shown strong interest	ASAP
Gabriele Sartori	Contact Task 17 – Matthias Stifter and René Kamphuis	ASAP
Harry Vreuls	Develop the concept on Impact Assessment of Behavioural Base Energy Efficiency Programmes and present at next ExCo meeting	ASAP
Linda Hull	Finalise Task 23 and present a Task Status Report and Final Management Report at next ExCo meeting	May 2014
Rob Kool	Contact ACEEE and ecee and CEEEE 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
Rob Kool Hans Nilsson	Continue work on the End of Term report and Strategy	ASAP
Hans Nilsson Sea Rotmann	Develop a plan on how the DSM Visibility Committee and the DSM University can collaborate	ASAP
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
Jan W. Bleyl	Prepare extension of Task 16 (after June 2015)	On-going
Seppo Kärkkäinen	Write two articles for the Spotlight Newsletter highlighting the results of Task 17 Phase 2, and write a column for the DSM website	On-going
Anne Bengtson	Keep reminding those who have outstanding payments to the Common Fund	On-going
Balawant Joshi	Produce Final report by next Executive Committee meeting	ASAP
Operating Agents	Include 1-2 slides in the presentation, highlighting the main findings to date in their respective Task(s).	Present at next ExCo meeting
Hans Nilsson	Further develop Task ZERO and present at next ExCo meeting	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	September 2014 December 2014
Anne Bengtson Boris Papousek	Prepare administrative details for the Forty Fourth Executive Committee Meeting in Graz, Austria	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 12 September 2014
Matthias Stifter René Kamphuis	Prepare Task Status report on Task Definition Phase 3 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 12 September 2014
Jan Bleyl- Androschin	Prepare a Task Status Report for Task 16 Phase 3 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 12 September 2014
Rob Kool	Prepare PPC progress report and send to Anne Bengtson for inclusion in the Pre-meeting Document (PMD)	Friday 12 September 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 12 September 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 12 September 2014
Sea Rotmann Ruth Mourik	Prepare Task Status Report for Task 24 extension and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 12 September 2014
Ruth Mourik	Prepare Task Status Report for Task 25 and send to Anne Bengtson for inclusion in the Pre-Meeting Document (PMD)	Friday 12 September 2014
Rob Kool Anne Bengtson	Prepare Financial report and send to Anne Bengtson for inclusion in the Pre-Meeting Document	Friday 12 September 2014
Sea Rotmann Anne Bengtson	Prepare Visibility Committee Report for inclusion in the Pre-Meeting Document	Friday 12 September 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 12 September 2014
Anne Bengtson	E-mail pdf file of Pre-meeting Document for the Forty Fourth ExCo meeting to the Executive Committee members and Operating Agents.	Monday 22 September 2014

11. ATTACHMENT A

Participants

Executive Committee Members DSM Technologies and Programmes

*Participants at the Executive Committee meeting 17-19 March, 2014, Wellington, New Zealand

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

* Participated at the Executive Committee meeting 17-19 March, 2014, in Wellington, New Zealand.

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12. ATTACHMENT B

Agenda

IEA Demand-Side Management Programme Forty Third Executive Committee Meeting 17 – 21 March 2014, Wellington, New Zealand

DOCUMENT A AGENDA

Monday 17 March 2014

09:00 – 17:15

WORKSHOP: Telling the DSM story - How does New Zealand compare to the rest of the world?

Venue: The Ballroom, Foxglove Bar and Restaurant, 57 Customhouse Quay, Wellington.

17:15 -

Drinks and informal networking after workshop

18:30 – 19:30 **Operating Agents Meeting**

Tuesday 18 March 2014

Venue: Boardroom of the **Meridian Energy** headquarters (see map you have received for directions from the hotel)

09:00 – 10:00

1. GENERAL BUSINESS/WELCOME

1a. Welcome – *Rob Kool*

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

DOC A

1c. **ExCo approval** of the Forty Second ExCo meeting Minutes – Rigi, Switzerland

Distributed earlier

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 – *Paul Atkins*

- Operating Agents meeting report – *Rob Kool*

10:00 – 12:30

(incl. coffee break)

2. THE WAY FORWARD

Strategy Plan – and the way forward – *Rob Kool, Hans Nilsson* DOC C

12.30 – 13:30

Lunch

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)

	3. NEW WORK	
13:30 – 14:00	3a. Development of the DSM University - <i>Hans Nilsson</i>	DOC D
14:00 – 14:30	3b. Concept Paper: Step change for energy markets? Demand Side Management (DSM) combined with distributed renewable energy generation? – <i>Gabrielle Sartori (Australia)</i>	DOC E
14:30 – 15:00	3c. New Task: Concept paper on the impact assessment of behavioural base energy efficiency programmes – <i>Harry Vreuls, Netherlands Enterprise Agency</i>	DOC F
15:00 – 15:30	3d. Extension Task 24: Closing the Loop – Behaviour change in DSM: From theory to policies and practice. <i>Sea Rotmann, EECA, New Zealand</i> <i>Ruth Mourik, DuneWorks, The Netherlands</i>	ATT B
To be presented on Wednesday	3e. New Task: Concept Paper on Information Exchange Forum – <i>Paul Blackmore, New Zealand</i>	DOC G

15:30 – 16:00

Coffee break

4. FINAL MANAGEMENT REPORTS

16:00 – 17:00	4a. Task 21 – Standardisation of Energy Efficiency Calculations – Final Management Report and Executive Summary – <i>Harry Vreuls, NL Agency, Netherlands</i>	DOC H
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Adjourn

Hosted dinner 19:30

Wednesday 19 March 2014

09:00 – 10:30

5. CURRENT TASKS – LOAD SHAPE CLUSTER

Task 17 will be presented via SKYPE starting at 10.00 sharp due to time difference between Europe and New Zealand

5a. Task 17 – Integration of DSM with other Distributed Energy Resources – Phase 3 (via Skype) <i>Matthias Stifter & Réne Kamphuis</i>	ATT C
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5b. Task 23 - Role of the Demand Side in Delivering Effective Smart Grids – Task Status Report, <i>Paul Blackmore, New Zealand</i>	DOC I
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Task 23 – Mid Term Evaluation	DOC J
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5c. Task 24 Closing the loop – Behaviour Change in DSM: From theory to policies and practice. Task Status Report <i>Dr. Sea Rotmann, EECA, New Zealand</i> <i>Dr. Ruth Mourik, DuneWorks, The Netherlands</i>	DOC K
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Mid Term Evaluation	DOC L
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10:30 - 12.30
(incl coffee break)

6. CURRENT TASKS – LOAD LEVEL CLUSTER

Task 25 will be presented via SKYPE starting at 09.00 sharp due to time difference between Europe and New Zealand

6a. Task 25 Business models for a more effective market uptake of DSM energy services – <i>Ruth Mourik, DuneWorks, the Netherlands</i>	ATT E
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	6b. Task 16 – Phase 3 – Energy Efficiency and Demand Response Services – Task Status Report, <i>Jan W. Bleyl, EnergeticSolutions, Austria</i>	ATT F
	Mid Term Evaluation	DOC M
	6c. Task 20 – Branding of Energy Efficiency, Task Status Report, <i>Balawant Joshi, Idam Infrastructure Advisory Pvt Ltd</i>	DOC N
12:30 – 13:30	Lunch	
13:30 – 16:00	7. PROGRAMME VISIBILITY	
	7a. Programme Visibility Report, <i>Sea Rotmann</i>	DOC O
	7b. New website, <i>Sea Rotmann</i> Website statistics	
	7c. Communications Plan, <i>Sea Rotmann</i>	Distributed separately
	8. ADMINISTRATIVE MATTERS	
	8a. Seed Funding	DOC P
	8b. Task Zero	DOC Q
	8c. Financial Report 2013 Accountax Status Report Status of Common Fund payments	DOC R ATT G DOC R
	8d. ExCo approval of Forty Fourth ExCo meeting in Austria 15 - 17 October 2014.	
	8e. Decision on plans for Forty Fifth and Forty Sixth Executive Committee meeting	
	10. Other issues	
	Adjourn	
Thursday 20 – Friday 21	The Energy Conference 2014. NERI's annual conference to be held at Rydges Hotel , Wellington.	

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

The delegates are **URGED** to prepare their responses to presentations carefully and primarily by contacting possible stakeholders before the meeting. The format for these proposed New Tasks will be a brief presentation that focuses on the:

- **Motivation** for the proposed work (what issues does it tackle?) what is it trying to achieve? Who is the target audience?;
- **Objectives**;
- **Approach** to accomplishing the proposed work;
- **Expectations/Results and Deliverables**
- **Dissemination plan** – what will need to be done to get the results adopted? Who will do it?
- **Required resources**

Concept and Task Definition Papers (Process and phases)

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

PHASE 1: IDENTIFY NEW ACTIVITIES

Resulting in a **CONCEPT PAPER (2-5 pages)** containing

- Motivation
- Objectives
- Approach
- Expectations/Results

PHASE 2: DEFINE NEW ACTIVITIES

Requiring an **EXPERTS MEETING** to propose

Table 1. Task Work Plan Resource needs: Task or cost sharing

Table 2. Dissemination, Task Information Plan

CONTENTS OF PROPOSALS FOR NEW WORK

The document that will propose the new work to the Executive Committee could be organized and have the following contents:

1. Background and motivation
 2. Objectives
 3. Issues for the new work (scope)
 4. Structure (sub-tasks)
 5. Management (responsibilities of the Operating Agent, Subtask leaders and Experts)
 6. Deliverables (for whom, target groups)
 7. Time Schedule and milestones
 8. Funding and Commitments (Resources needed)
 9. Meetings plan
 10. Information activities
 11. Co-operation with other IA's, the Secretariat and other interested parties
 12. Country contributions to funding and Tasks
- Annexes: Detailed description of Subtask

13. 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

14. Attachment D

Participation Table

Participant	In force						Proposed Task	25
	16 ext.	17	20	21	23	24		
	Competitive Energy Services Phase III – Energy Efficiency and Demand Response Services	Integration of DSM, Distributed generation, Phase 3	Branding of Energy Efficiency	Energy Standards	DSM in delivering smart grids	Closing the Loop: DSM From Theory to practice	DSM University	
Australia						◆		
Austria	X	X				X	◆	
Belgium	X					X	◆	
Finland						◆	◆	
India		X	X					
Italy						X		
Korea	X			X	X		◆	
Netherlands	X	X		X	X	X	◆	
New Zealand						X		
Norway				X	X	X	◆	
Saudi Arabia						◆	◆	
South Africa						X		
Thailand								
Spain			X	X				
Sweden	X	X			X	X	◆	
Switzerland	X	X		X		X	◆	
United Kingdom,					X	◆	◆	
United States		X	X	X				
RAP *						◆	◆	
European Copper Institute*		◆					◆	
OPERATING AGENT (OA)	Jan W. Bleyl-Androschin	Matthias Stifter & René Kamphuis	Balawant Joshi	Harry Vreuls	Linda Hull	Sea Rotmann – Ruth Mourik	Hans Nilsson Hans de Keulenaer	Ruth Mourik

X = participant

◆ = interested

15. LINDA HULL RESPONSE TO TASK 23 MID-TERM EVALUATION

Rob, Anne and Tom

Many thanks for compiling the results of the mid-term evaluation. This is an important aspect of ensuring everyone get maximum value from any project.

The Task is coming to a conclusion. The final report for Subtask 4 (the main project deliverable) is nearing completion. The initial feedback from the Task Experts on the subtask 4 report is very positive. The Experts indicated that the project outputs all focuss on Smart Grids from the perspective of consumers – the main objective of the project. Therefore, I am confident that many of the issues raised have already been, or will be, successfully addressed by the end of the project.

I am pleased to see that the majority of the feedback from the mid-term evaluation is positive, although a number of specific issues have been identified resulting in four recommendations. My responses to these recommendations are noted below.

1. It is suggested that the Task should take the opportunity to revisit its objectives and milestones in order to ensure that there is a shared understanding and agreement of the future direction of work and the anticipated outputs.

One respondent (possibly the same respondent in each instant) considered that the project objectives and milestones were not clearly stated, and that the milestones were not appropriate. It is worth noting that the project objectives and milestones were discussed and reviewed at the beginning of each of the four Experts meetings. One of the Task Experts was not able to attend the last two of the Task meetings. It is possible, that this is the same respondent who noted the lack of clarity of objectives and milestones. Therefore, could I suggest that it may also be useful to include an additional recommendation for the Experts to ensure they remain engaged with the project throughout its duration?

2. The Task should consider how best to ensure that the expertise of the national experts is effectively tapped during the analytical stages of the Task's, recognising the constraints on the time and resources that the national experts are able to commit to the Task

I welcome the second recommendation, and very much agree that the Experts have a significant amount of experience and expertise between them.

At the outset, the project was structured with analysis activities being undertaken by the Operating Agent, rather than the Experts. The Experts were provided every opportunity to comment on and review the proposed approach for each element of the work programme, the results and the outputs.

The main input from the Task Experts was during ST1, ST2 and ST3, during which they were expected to provide country specific experiences and perspectives. This included a requirement to provide detailed case study information on consumer interaction with various interventions.

Only limited case study information was provided by the Experts. This was mainly due to lack of projects and lack of access to data, i.e. there was simply not enough country specific information available. It could also have been due to significant time constraints which made it difficult for the Experts to meet their obligations to the project (without any additional analysis requirements being placed on them). Their work commitments changed over the course of the project, and in some cases the Experts took on new job roles and new responsibilities. I think this is, in part, reflected in the feedback relating to the level of input provided by the Experts, where 2 respondents noted that it was inadequate.

The shortfall of input from the Experts was filled by the Operating Agent. A significant effort was made to extend the case study review to include consumer surveys. The UK team also funded a specific consumer focussed survey, and the results were shared freely with all the Task 23 participants.

Going forwards, it is recognised that there is a need to clearly define the scope of work to be provided by the Task Experts at the outset. However, I would like to assure the ExCo that every effort has been made (and will continue to be made) to maximise the level of input from the Experts at all stages of the project.

3. The Task should consider whether there is a need to identify and bring into the project additional expertise on behaviour change, potentially by drawing on the synergies with Task 24, and also explore how best to engage with end-users.

It is important to make a clear distinction between the work of Task 23 and Task 24. Task 24 is specifically focused on energy behaviour change. Task 23 looks specifically at Smart Grids and consumer engagement. There are synergies between the two; Task 23 is a ‘practitioner’ of the output of Task 24 – i.e. Task 23 would put into practice some of the ideas from Task 24. This has already proved successful in terms of the use of an energy behaviour model to provide guidance to Task 23. However, not all the results from Task 24 are yet available for use by Task 23.

A possible opportunity for using the skills of Task 24 Operating Agents was explored for one of the sub-tasks (sub-task 3). An outline set of requirements set out the scope of work to be undertaken. However, the proposal did not meet these requirements, and a decision was made not to pursue this further. The feedback in the mid-term evaluation indicates that the collective expertise of the Experts is adequate or very adequate. It also indicates that the technical and professional quality of the Task products is either average or excellent. No respondents indicated that the expertise was inadequate or the reports were poor. Therefore, I am a little surprised to see the recommendation to consider additional expertise on behaviour change, particularly at such a late stage in the project.

In a recent discussion with the Task Experts, the general feedback was that the project contained the right balance between ‘technical’ and ‘social’ perspectives, and the project achieved the intended objective of focussing on Smart Grids from the perspective of the consumers rather than the technical/industry perspectives.

4. The Task should start to plan how it can most effectively disseminate its findings as they emerge and judge its impact.

Dissemination is the last activity for Task 23. The dissemination materials will be provided by the OA, the dissemination will be undertaken by the Experts. The Experts will have the opportunity to provide input into the dissemination process in terms of what is required. This is an opportunity for

It is important to stress that the project is nearing completion. Therefore, I wonder if it could be possible to ensure that future ‘mid-term’ evaluations take place early enough to ensure that actions can be taken.

I would be more than happy to discuss any of these points in more detail – I will be available via Skype during the ExCo meeting – if you require any further clarification.

Once again, many thanks for the feedback, and I look forward to hearing about the outcomes from the ExCo meeting in New Zealand.

Best wishes
Linda