

**Technology Collaboration Programme on Demand Side Management (DSM TCP)
54th Executive Committee (ExCo) Meeting,
Melbourne, Australia, 21-22 October 2019**

Attendance

CONTRACTING PARTY		NAME		AFFILIATION	
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne		
AUSTRALIA	Ian	MacGill	University of New South Wales		
AUSTRIA (video link for Items 2i & 3a)	Maria	Bürgermeister -Mähr	Austrian Research Promotion Agency		
KOREA	Yoo	Jin-Ho	Korea Energy Agency		
NETHERLANDS	Gerdien	de Weger	Netherlands Enterprise Agency		
NEW ZEALAND	Murray	Bell	Energy Efficiency and Conservation Authority		
NORWAY	Even	Bjørnstad	Enova SF		
SWEDEN	Mehmet	Bulut	Swedish Energy Agency		
UNITED KINGDOM	David	Shipworth	UCL Energy Institute		
UNITED STATES	Monica	Neukomm	Department of Energy		
IEA					
Desk Officer (video link for Items 2h & 3j)	Jeremy	Sung	International Energy Agency		
ExCo SECRETARIAT					
Secretary	Anne	Bengtson	Leading Technologies AB		
Operating Agent	Samuel	Thomas	Samuel Thomas Consulting		
OBSERVERS (for items 3c-3j and 4 unless specified)					
AUSTRALIA	Sophie	Adams	University of New South Wales		
AUSTRALIA	Declan	Kuch	University of New South Wales		
AUSTRIA (video link for Item 3a)	Christof	Amann	e-sieben		
NETHERLANDS (video link for Item 3i)	Ruth	Mourik	DuneWorks B.V.		
NEW ZEALAND	Sea	Rotmann	Sustainable Energy Advice		
SWEDEN (video link for Item 3b)	Anna	Åberg	Chalmers University		
SWEDEN (video link for Item 3b)	Martin	Hultman	Chalmers University		
SWEDEN (video link for Item 3b)	Felicia	Söderqvist	Chalmers University		
UNITED KINGDOM	Alexandra	Schneiders	UCL Energy Institute		
CONTRACTORS (for item 2d)					
LVDI	Angela	Maher	LVDI		
LVDI	Lachlan	Sinclair	LVDI		
LVDI	Benjamin	Wright	LVDI		

Minutes

1. GENERAL BUSINESS / WELCOME

1a. – 1b. Welcome and administrative matters

1. David Shipworth (Chair) welcomed delegates to the Executive Committee meeting, including Murray Bell from New Zealand, attending his first meeting. David explained that Ireland had given proxy voting power to the ExCo Secretary and had provided instructions on how to vote on the matters arising for the ExCo. This made the meeting quorate.
2. ***The ExCo approved the agenda.***
3. ***The ExCo approved the minutes of the 53rd ExCo meeting and the teleconference on 25th July 2019.***

1c. Open actions from previous meetings

1. ***The ExCo agreed to continue to actively encourage India and Spain to recommit to the TCP. Subject to developments at the IEA in terms of how “inactive members” can be dealt with in voting procedures, India and Spain should be encouraged to commit or withdraw from the TCP. This closes action 201904-1.***
2. ***The ExCo agreed to complete actions 201904-2, 8, 23 on stakeholder mapping, membership fee structure and updating the Implementing Agreement (IA) at the next meeting, given that the IEA will be able to work with TCPs on new IAs in winter/spring 2020.***
3. Ireland recently issued a call for interest in joining new approved Annexes (Social Licence to Automate and the Global Observatory).

1d. Status of the DSM TCP

1. David presented feedback from the IEA’s End-Use Working Party (EUWP). The EUWP have recommended to the Committee on Energy Research and Technology (CERT) that we be granted a five year extension to our mandate from 1 March 2020 to 28 February 2025 as the User-Centred Energy Systems TCP.
2. The EUWP gave the TCP feedback in seven areas:
 - i. *The EUWP expressed support for the approach taken.*
 - ii. *They agreed with our mission, vision and approach.*
 - iii. *They actively supported our aim to extend our membership, including to emerging/developing countries saying it should enable the TCP to successfully collaborate with the entire IEA community marrying technical with socioeconomic expertise on joint projects.*
 - iv. *They congratulated us on the work we had carried out this year saying it had set the base for a potentially impactful and successful TCP.*
 - v. *However, they said the TCP should consider expanding its scope of work from a fresh perspective without limiting the scope based on the current group of participants.*
 - vi. *They reinforced that Tasks/Annexes should be designed with policy impact in mind.*

vii. *They emphasised the desirability of collaboration with other TCPs.*

In summary, the feedback from the EUWP was extremely positive with lots of goodwill and support for the TCP's new direction. The one key take-away from the EUWP meeting was that we should not feel constrained in terms of ambition, whether on scope or membership.

2. TCP MANAGEMENT

2a. ESC report

1. ***The ExCo approved the ESC Report.***

2b. Finance report

1. Even presented the financial status of the TCP and its likely development for the rest of 2019, based on all available information. Taking into account additional Secretariat expenses associated with managing the new visual identity, website and launch, and lower than expected contractor costs for the visual identity and website, the financial health of the Users TCP remains strong as we approach the end of the transition process. The expected balance of the Common Fund is expected to exceed €150 000 at year end.
2. Even explained that uncertainties over the scope of services required in 2020 meant that the approval of the 2020 budget would need to be postponed until later in 2019.
3. The UK will still pay membership in USD (not Euros) as per their participation in all IEA TCPs.
4. ***The ExCo approved the financial report for 1 January to 23 September and the financial outlook for the rest of 2019.***
5. ***The ExCo approved the extension of the contract for Sam Thomas as Operating Agent between 12 November 2019 and 29 February 2020, which implies:***
 - ***181 hours of work to be performed in 2019***
 - ***9 082 EUR in cost addition to the 2019 budget.***
6. ***The ExCo approved that the presentation of the 2020 budget be postponed to a telephone meeting in December 2019.***
7. ***Action: ExCo Secretary to set up teleconference in December 2019.***

2c. Communications report

1. Sam presented the communications report, setting out the launch strategy and sharing the latest DSM University statistics. Delegates asked that, as the work of the TCP's Annexes develops, more of the webinars should feature TCP material and topics related to the new strategy and that the TCP should be introduced at the start of each webinar. The first webinar in the User-Centred Energy Systems Academy series will indeed feature slides on the new TCP and this will continue in future. Delegates asked that, at the next meeting, a strategy for the continued success of the webinar series be presented, covering content, geographical scope and key performance indicators on reach.

2. Broader communications issues around the new TCP were discussed in item 2d with the TCP's visual identity and website developers.
3. ***The ExCo approved the communications Report.***
4. ***Action: ExCo Operating Agent to produce a draft Academy strategy paper for discussion at the next ExCo meeting.***
5. ***Action: ExCo delegates to suggest speakers and topics for webinars on User-Centred themes in 2020 by end December.***

2d. Users TCP visual identity and website

1. LVDI, the contractor who won the competition to develop the TCP's new visual identity and website, presented their work on the Users TCP brand and fielded questions around the launch. LVDI encouraged ExCo members to use their personal social media accounts to promote the TCP in their own words. One delegate suggested that it would be helpful to have a slide on the TCP that each delegate could use in their own slide decks.
2. ***Action: ExCo delegates to use social media to promote the TCP on an ongoing basis.***
3. ***Action: ExCo Operating Agent to produce a slide advertising the TCP by November 2019.***

2e. Status of the Users TCP 2024

1. David led this item focused on where we wish the TCP to be in five years' time. Using the Strategic Plan and the feedback from the EUWP (see 1d above) as a starting point, David laid out two key challenges:
 - (i) To expand our scope of work in line with our ambitious new mission and vision; and
 - (ii) To not be limited by our existing expertise or membership.

David then set out some potential stretch outcomes the TCP could be aiming for in 2024, including expanded membership, significantly more annexes, broader expertise on the ExCo through Alternate Delegates, the evolution of the Academy into an open-access on-line training facility, greater cross-TCP working and reach to Ministerial level within Member Countries.

2. The discussion focused more on the short-term issues that needed to be resolved in order to allow the TCP to expand its scope. Delegates discussed the need to make the strategy more concrete in terms of the scope of work entailed and how it could be categorised. This would make it clearer, both to ExCo delegates and stakeholders, where new work could be developed. Delegates also noted that the success of annexes should be measured, in part, on the direct impacts they are having on individual country policy and programmes (this is something that should be tracked). There was some discussion around looking beyond current policy paradigms and considering more innovative policy responses to the urgent need for action on climate change. This led to a broader discussion on the option of undertaking shorter ExCo-led projects of common interest, either to produce a TCP flagship product or to scope out possible new annexes.

3. The prospect of using the Common Fund for TCP-wide projects led to a further discussion around expanding membership. More members would mean a larger Common Fund and opportunities to expand the TCP's work. Sam explained that he was in advanced discussions with Canada and Germany on the possibility of joining the TCP. Expanding the use of the Common Fund to projects (as well as administration and the Academy) would have potential implications for the requirements to be set out in the Terms of Reference for the ExCo Operating Agent.
4. **Action:** *ESC to lead the production by the **ExCo Operating Agent** of an expansion of the Strategic Plan to clearly categorise the various elements of the TCP's scope and set out how these fit together for discussion at the next meeting.*
5. **Action:** *ExCo Operating Agent to build the tracking of impact into guidance documentation for discussion at the next meeting.*

2f. ExCo Operating Agent report

1. Sam presented the ExCo Operating Agent (OA) report, setting out his views on main achievements over the last six months – helping to secure the five-year mandate; managing the tender process and contract for the new visual identity and website; and designing an interesting webinar curriculum) – and areas for improvement, including more interaction with existing annexes and securing new members.
2. Sam set out three priorities for the immediate future (to the end of February) – building on the momentum of the new TCP and Annexes to expand membership; working with the IEA on a new Implementing Agreement and accompanying guidance; and developing further the TCP's strategy for Annexes and the Academy.
3. Sam left the room for the discussion of Sam's performance. DS reported on the 360° feedback received regarding Samuel Thomas' performance as Operating Agent in the first year. The feedback can be divided into two broad categories - that relating to existing work and that relating to areas identified in which more work was seen as desirable.
4. The feedback regarding existing work was overwhelmingly positive from ExCo members and generally positive from Annex Operating Agents. ExCo members were strongly supportive of the work Sam had done in putting in place processes for the better management of the TCP. They felt Sam was very responsive and clear in correspondence and that his contacts in the IEA were very valuable to us. Much of the feedback from ExCo members focused on areas where additional TCP OA resources could be focused. This is covered in more detail for both ExCo members and Annex OAs below.
5. Annex Operating Agents acknowledged the good work Sam was doing for the TCP as a whole, and found Sam friendly, approachable and responsive. There was a general expressed preference for the TCP OA to be more engaged in the work of the Annexes, particularly in helping recruit existing member countries to join Annexes - and to work on getting new countries to join the TCP. There was a general sense that the Annex Operating Agents would like more feedback and interaction with the ExCo in order to better understand ExCo thinking and reporting requirements.

6. The Annex Operating Agents felt that they would like the TCP OA to be more accessible, visible and proactively involved in Annexes. This ranged from helping recruit existing TCP member countries into individual Annexes, through to helping keeping things moving in Annexes between ExCo Meetings. There was a general sense that the Annex OAs would like the TCP OA to act as a champion of the Annexes to the ExCo.
7. The feedback regarding future areas of focus for the role of the TCP Operating Agent were discussed. The views of the ExCo members were as follows:

Involvement in the work of existing Annexes:

- The following were considered part of the TCP OA role:
- Proactively manage of the content of proposed new Annexes in relation to existing Annexes.

The following were considered partially covered by the TCP OA Role

- Acting as a mentor for the Annexes and their OAs. There was support for this during the process of establishing Annexes, and in conveying the requirements of the ExCo to the Annex OAs.
- The following were not considered part of the TCP OA role:
- Attending Annex meetings.
- Helping keep things moving between ExCo meetings.
- Acting as an advocate for the Annexes and their OAs.

Initiation of new Annexes:

- The following were considered part of the TCP OA role:
- Explore models for Annex financing that allow for smaller research tasks to be carried out easily.
- The following were considered partially covered by the TCP OA Role
- Spend more time in assisting the ESC/ExCo to initiate new Annexes. Primarily limited to providing guidance on process and assisting ExCo members bringing forward new ideas.
- Be proactive in shaping the content of proposed new Annexes. Only in so far as determining alignment with TCP Strategy.
- The following were not considered part of the TCP OA role:
- Provide more encouragement of existing ExCo members to participate in new Annexes.

Policy and procedures: All aspects of this were considered part of TCP OA Role

- Continue improving transparency of internal governance processes
- Update the TCP IA, Annex guidance and TCP communications documents.
- Revise Annex evaluation processes and procedures to make them more appropriate for different Annex operating models.
- Recruitment of new TCP Members: All aspects of this were considered part of TCP OA Role
- Increase the efforts on recruitment of new members.
- More following-up with new countries/stakeholders from non-member countries who want to join the TCP.
- Invest more time in outreach to potential new members and existing members.
- Focus on recruiting new countries to join.
- Focus on getting a few countries into the TCP including Germany, India and Spain.

Communications and content management: All aspects of this were considered part of TCP OA Role

- Assist in structuring an interesting website content.

- Identifying topics and speakers for the Users Academy.
- Encourage ExCo and others to submit articles to the Users TCP Newsletter.
- Proof-read submitted content to the newsletter.
- Focus on relaunch of TCP, new branding, website, etc

2g. Contracting for an Operating Agent

1. The Chair discussed the PMD Part 3 paper 'Contracting for an Operating Agent' – with a focus on the scope of work of the TPC OA for the next operating period of 2020 to 2025. This was informed by the ExCo's feedback on future work priorities from the review of the TCP OA role for 2019/19.
2. ***The ExCo agreed that the Chair, Procurement sub-committee, and a member of the finance subcommittee will design and run a selective competitive tending process for procurement of ExCo Operating Agent services from 01 March 2020 to 28 February 2023, with an option to extend to 28 February 2025.***
3. ***Action: Chair, Procurement sub-committee, and a member of the finance subcommittee to design a selective competitive tending process for discussion at the December 2019 ExCo TelCo.***
4. ***The ExCo agreed that the Chair, procurement sub-committee, and finance sub-committee will produce a budget for Operating Agent expenses based on a lower bound estimate fixed sum with the capacity to revise to an upper bound at the ESC and finance sub-committee's discretion with further variations subject to ExCo approval. The Lower and Upper bounds will be proposed to the ExCo Telco in December 2019 or before along-side the 2019 Budget.***
5. ***Action: Chair, Procurement sub-committee, and a member of the finance subcommittee to produce a budget for Operating Agent expenses for discussion at the December 2019 ExCo Teleconference.***
6. ***The ExCo agreed that the Chair, procurement sub-committee, and a member of the finance subcommittee will produce a draft invitation to tender including a job specification defining the scope of work for submission to an ExCo Telco in December 2019 or before.***
7. ***Action: Chair, Procurement sub-committee, and a member of the finance subcommittee to produce a draft invitation to tender for discussion at the December 2019 ExCo Teleconference.***

2h. IEA Secretariat news

1. Jeremy presented key messages from the recent Renewables 2019 report, which highlights the strong expected growth in distributed PV over the next five years following a tripling in capacity over the last five years – and the forthcoming Energy Efficiency 2019 report, which analyses the recent slowdown in efficiency gains and the opportunities and threats presented by digitalisation.

2. Jeremy also highlighted the opportunity for TCPs to work with the IEA Secretariat in the first half of 2020 to update their Implementing Agreements. The User-Centred Energy Systems TCP will be looking to get near the front of the queue to work with the Secretariat on this issue and present results at the April 2020 meeting.

2i. Plans for forthcoming ExCo meetings

1. Maria set out the plan for the next meeting in Vienna. The first meeting of the User-Centred Energy Systems TCP will be held in Vienna on April 1-3.
2. The October 2020 meeting has not yet been scheduled. Sam explained that he was hoping to secure Canada's membership and their agreement to hold the meeting there.

3. TASKS/ANNEXES

3a. New Innovative Business Models for an Increased Flexibility in the Electricity Market (with a focus on small- and medium sized loads) – Concept Note

1. Christof presented this task-shared concept note from Austria. Discussion at the meeting focused on the broad nature of the concept note and the need the prospective Operating Agent to identify a specific problem to address. A revised concept note would need to be based on a literature review and an understanding of the existing work in this space, both within the TCP and more broadly. The concept would also need to be more socio-technical in nature, drawing on expertise beyond the fields of engineering and economics. A refined concept note in April 2020 and a full proposal in October 2020 would potentially fit well with the conclusion of the existing Energy Service Supporting Business Models and Systems Annex.
2. ***The ExCo approved the Annex concept to be resubmitted and presented at the next Executive Committee.***

3b. Gender, Energy and the Framing of new Energy Pathways – Concept Note

1. Anna, Martin and Felicia presented task-shared concept note from Sweden. Discussion revealed broad support for the concept (and no objections) and confidence in the potential Operating Agent team. However, there was agreement on the need for a clearer pathway to impact in the policy space. Delegates from a number of countries agreed to work with Sweden and the Chalmers team to refine the concept ahead of a submission of a full proposal at the next ExCo meeting.
2. ***The ExCo approved the Annex concept to proceed to full proposal and be presented at the next Executive Committee meeting subject to the concept being developed with a stronger focus on policy impact.***
3. ***Action: ExCo secretariat to organise a meeting between ExCo delegates from Australia, Netherlands, Sweden, United Kingdom, United States, other interested countries and the prospective Annex Operating Agent to refine the scope of the concept note.***
4. ***Action: Sweden to organise an international meeting (Task Definition Phase) with National Experts from the interested countries prior to submission of the full proposal and oversee the submission of the proposal by late February 2020 (exact date to be confirmed).***

5. **Action: All ExCo delegates** to investigate options for participation in this Annex's development ***before the next meeting.***

3c. Setting the scene for the User-Centred Energy Systems TCP work programme

1. David set out the feedback from the EUWP (1d) and the key points from the strategy session the previous day (2e) for the benefit of the observers attending on the second day of the meeting.

3d. Global Observatory on Peer-to-Peer Energy Trading and Community Self Consumption

1. ***The ExCo approved the Annex Status Report.***
2. Alexandra presented three provocative policy conclusions that might possibly emerge from the Annex. These related to the strong role that social media companies might play in running peer-to-peer energy trading platforms; the status of prosumers as microbusinesses, as opposed to merely consumers; and a potential call for the setting up of international regulatory sandboxes. Discussion focussed on the second of these issues, with delegates discussing the relative merits of per kilowatt hour charging and fixed charges for the maintenance of the grid.

3e. Social Licence to Automate

1. ***The ExCo approved the Annex Status Report subject to the provision of more information on the role of National Experts in the Annex.***
2. The ExCo discussed the need to ensure that Annexes were defined with more specificity before being approved in future. The circumstances surrounding the launch of the new TCP had made the commencement of new Annexes a priority over the summer. However, in future, Annexes should only be approved for commencement when they have a viable workplan. The guidance to be developed for the next ExCo meeting should make this clear.
3. ***Action: Annex operating agent*** to work with National Experts and ExCo members to populate National Participation Plans to the required level of detail by ***November 2019.***
4. ***The ExCo approved the Annex to extend two years from October 2019.***

3f. Operating Agents meeting report

1. Even provided feedback from the previous evening's Operating Agents' meeting. Three themes emerged. The first concerned the relaunch of the TCP: it was confirmed that Annex websites will be integrated within the Users TCP website and that new document and graphics templates will be adopted. The challenge with the new website will be to ensure the continued functionality of documents transferred from the previous website.
2. Annex management was another key theme of discussion. Operating Agents (OAs) raised the following questions:
 - how do we ensure timely payments to Annex OAs from member countries?
 - how do we recruit National Experts (NEs) with the right competence?

- how to ensure the right quality of NEs' products/deliveries? (based on explicit descriptions of expectations to NEs)
- can we activate a wider range of alternative funding sources?
- how do we coordinate Annex level outreach to new members with top-down ExCo outreach at Ministry/Agency level?

The answers to these questions lie in a combination of actions across Operating Agents, ExCo delegates and the TCP Secretariat. It was agreed that more frequent and structured contact between OAs across Annexes is desirable.

3. TCP governance was the third area of discussion. Guidance documentation would be welcomed covering the following issues:
 - conflict resolution;
 - role of ExCo OA in relation to annexes management;
 - restrictions on annex participation of non-ExCo members;
 - guidelines for entry of new countries to Annexes;
 - handling of non-active non-paying member countries; and
 - clarifying expectations to NEs in task shared and cost shared Annexes.
4. **Action: ExCo Operating Agent** to organise biannual teleconferences for Annex Operating Agents in between ExCo meetings with the first meeting in **January 2020**.
5. **Action: ExCo Operating Agent** to consult Annex Operating Agents on updated guidance **during the drafting process**.

3g. Hard to Reach Energy Users

1. ***The ExCo approved the Annex Status Report.***
2. The ExCo discussed the fact that countries that had not paid into the Annex's Common Fund had been engaging with the Annex and that Canada was engaging in a trial through the Ontario system operator (IESO) despite not being a member of the TCP. Sea explained that Canada was inputting to the Annex but not benefiting from the work. Sam said that he hoped that Canada would soon join the TCP, meaning that Canada would be free to play a full role in the annex. The UK is participating through Sheffield Hallam University, who are providing the "Chief Scientific Adviser" role to the Annex as well as two research students. The ExCo debated whether this would constitute sufficient payment in kind compared to the cash plus payment in kind provided by other participating countries. Ultimately, this is a decision for participating countries in the Annex, however ExCo members felt that it would be useful for new guidance to cover the issues raised in the discussion.
3. **Action: ExCo Operating Agent** to develop updated draft guidance on annex management for discussion **at the next meeting**.
4. Sea presented a discussion paper on the definition of hard-to-reach consumers. Discussion focused on the different contexts in different countries, with some countries interested in how to reach energy poor households and other more interested in small commercial businesses. In the UK, utility obligation policies are very much focused on reaching the energy poor with much work put into working with intermediaries in the community to improve targeting. In the US, low income weatherisation programmes tend to be government led, with utilities focused more on achieving energy consumption reductions, which may be more difficult to achieve in households that are under-heating.

3h. Best Practices in Designing and Implementing Energy Efficiency Obligations

1. Sam presented the proposal on behalf of the Regulatory Assistance Project (RAP), explaining that RAP's role as the operating agent for the annex would be in lieu of annual payments into the Common Fund. The main output of the annex would be an updating of previous guidance produced by the TCP, which RAP also led.
2. ExCo delegates thought that the work was valuable but questioned whether it was a good fit with the new Strategic Plan, given that the focus was on good energy efficiency policy design and implementation and not socio-technical research. Sam explained that RAP would most likely not remain a sponsor of the TCP if the direction of the work programme did not encompass pure policy research of this nature.
3. ***The ExCo decided to postpone a decision on whether to approve this proposal to move to full Annex status until a teleconference at which more ExCo members were present.***

3i. Energy Service Supporting Business Models and Systems

1. ***The ExCo approved the Annex Status Report.***
2. Ruth presented potential policy conclusions from the annex. Discussion focused on the newly defined concept of the "institutional entrepreneur" and the role they could play in shaping the policy and regulatory environment. The ExCo suggested that companies such as Tempus and Passiv Systems might be examples of this type of entrepreneurship.

3j. Behavioural Insights Platform

1. ***The ExCo approved the proposal to proceed to full Annex status.***

4. OTHER BUSINESS

1. ***The ExCo unanimously renewed its approval to invite non-participating countries and sponsors to participate in the TCP.***
2. Attachment D contains the list of countries invited to participate in the TCP and details of the resolution that was renewed.

Attachment A: Summary of Decisions

Decision 201910-01	The ExCo approved the agenda.
Decision 201910-02	The ExCo approved the minutes of the 53 nd ExCo meeting and the teleconference on 25 th July 2019.
Decision 201910-03	The ExCo agreed to continue to actively encourage India and Spain to recommit to the TCP. Subject to developments at the IEA in terms of how "inactive members" can be dealt with in voting procedures, India and Spain should be encouraged to commit or withdraw from the TCP. This closes action 201904-1.
Decision 201910-04	The ExCo agreed to complete actions 201904-2, 8, 23 on stakeholder mapping, membership fee structure and updating the Implementing Agreement (IA) at the next meeting, given that the IEA will be able to work with TCPs on new IAs in winter/spring 2020.

Decision 201910-05	The ExCo approved the ESC Report.
Decision 201910-06	The ExCo approved the financial report for 1 January to 23 September and the financial outlook for the rest of 2019.
Decision 201910-07	The ExCo approved the extension of the contract for Sam Thomas as Operating Agent between 12 November 2019 and 29 February 2020, which implies: - 181 hours of work to be performed in 2019 - 9 082 EUR in cost addition to the 2019 budget.
Decision 201910-08	The ExCo approved that the presentation of the 2020 budget be postponed to a telephone meeting in December 2019.
Decision 201910-09	The ExCo approved the communications Report.
Decision 201910-10	The ExCo agreed that the Chair, Procurement sub-committee, and a member of the finance subcommittee will design and run a selective competitive tendering process for procurement of ExCo Operating Agent services from 01 March 2020 to 28 February 2023, with an option to extend to 28 February 2025.
Decision 201910-11	The ExCo agreed that the Chair, procurement sub-committee, and finance sub-committee will produce a budget for Operating Agent expenses based on a lower bound estimate fixed sum with the capacity to revise to an upper bound at the ESC and finance sub-committee's discretion with further variations subject to ExCo approval. The Lower and Upper bounds will be proposed to the ExCo Telco in December 2019 or before along-side the 2019 Budget.
Decision 201910-12	The ExCo agreed that the Chair, procurement sub-committee, and a member of the finance subcommittee will produce a draft invitation to tender including a job specification defining the scope of work for submission to an ExCo Telco in December 2019 or before.
Decision 201910-13	The ExCo approved the New Innovative Business Models for an Increased Flexibility in the Electricity Market (with a focus on small- and medium sized loads) Annex concept to be resubmitted and presented at the next Executive Committee.
Decision 201910-14	The ExCo approved the Gender, Energy and the Framing of new Energy Pathways Annex concept to proceed to full proposal and be presented at the next Executive Committee meeting subject to the concept being developed with a stronger focus on policy impact. The ExCo approved the Global Observatory on Peer-to-Peer Energy Trading and Community Self Consumption Annex Status Report.
Decision 201910-15	The ExCo approved the Social Licence to Automate Annex Status Report subject to the provision of more information on the role of National Experts in the Annex.
Decision 201910-11	The ExCo approved the Social Licence to Automate Annex to extend two years from October 2019.
Decision 201910-16	The ExCo approved the Hard to Reach Energy Users Annex Status Report.
Decision 201910-17	The ExCo decided to postpone a decision on whether to approve the Best Practices in Designing and Implementing Energy Efficiency Obligations proposal to move to full Annex status until a teleconference at which more ExCo members were present.
Decision 201910-18	The ExCo approved the Energy Service Supporting Business Models and

	Systems Annex Status Report.
Decision 201910-19	The ExCo approved the Behavioural Insights Platform proposal to proceed to full Annex status.
Decision 201910-20	The ExCo resolved to invite non-participating countries and sponsors to participate in the TCP

Attachment B: Summary of Actions (including open actions from previous meetings)

Action 201904-02	<u>Operating Agent</u> to design a stakeholder mapping exercise for the next ExCo meeting .
Action 201904-08	ESC to prepare a paper on membership rule, fee structure and terms of participation for consideration by the ExCo before the next ExCo meeting .
Action 201904-23	ESC to work with IEA Legal to produce a draft update of the Implementing Agreement before the next meeting .
Action 201910-01	ExCo Secretary to set up teleconference in December 2019 .
Action 201910-02	ExCo Operating Agent to produce a draft Academy strategy paper for discussion at the next ExCo meeting .
Action 201910-03	ExCo delegates to suggest speakers and topics for webinars on User-Centred themes in 2020 by end December .
Action 201910-04	ESC to lead the production by the ExCo Operating Agent of an expansion of the Strategic Plan to clearly categorise the various elements of the TCP's scope and set out how these fit together for discussion at the next meeting .
Action 201910-05	ExCo Operating Agent to build the tracking of impact into guidance documentation for discussion at the next meeting .
Action 201910-06	Chair, Procurement sub-committee, and a member of the finance subcommittee to design a selective competitive tending process for discussion at the December 2019 ExCo TelCo .
Action 201910-07	Chair, Procurement sub-committee, and a member of the finance subcommittee to produce a budget for Operating Agent expenses for discussion at the December 2019 ExCo Teleconference .
Action 201910-08	Chair, Procurement sub-committee, and a member of the finance subcommittee to produce a draft invitation to tender for discussion at the December 2019 ExCo Teleconference .
Action 201910-09	ExCo secretariat to organise a meeting between ExCo delegates from Australia, Netherlands, Sweden, United Kingdom, United States , other interested countries and the prospective Gender, Energy and the Framing of new Energy Pathways Annex Operating Agent to refine the scope of the concept note.
Action 201910-10	Sweden to organise an international meeting (Task Definition Phase) with National Experts from the interested countries prior to submission of the full proposal and oversee the submission of the Gender, Energy and the Framing of new Energy Pathways proposal by late February 2020 (exact date to be

	<i>confirmed).</i>
Action 201910-11	All ExCo delegates to investigate options for participation in the Gender, Energy and the Framing of new Energy Pathways Annex's development before the next meeting.
Action 201910-12	Social Licence to Automate <i>Annex operating agent</i> to work with National Experts and ExCo members to populate National Participation Plans to the required level of detail by November 2019.
Action 201910-13	ExCo Operating Agent to organise biannual teleconferences for Annex Operating Agents in between ExCo meetings with the first meeting in January 2020.
Action 201910-14	ExCo Operating Agent to consult Annex Operating Agents on updated guidance during the drafting process.
Action 201910-15	ExCo Operating Agent to develop updated draft guidance on annex management for discussion at the next meeting.

Attachment C: Agenda

09:15 (00:15)

1. GENERAL BUSINESS

1a. **Welcome** – *David Shipworth, Chair, University College London, United Kingdom*

1b. **ExCo approval of the agenda and the minutes of the 53rd ExCo meeting minutes**– *Samuel Thomas, ExCo Operating Agent*

1c. **Actions from the 53rd ExCo meeting and July 2019 ExCo Teleconference** – *Samuel Thomas*

1d. **Status of the DSM TCP** including feedback from the IEA End-use Working Party Meeting - *David Shipworth*

10:15 (01:15)

2. TCP MANAGEMENT

2a. **ESC report** – *to note in pre-meeting document*

2b. **Finance report** – *Even Bjørnstad, Vice-Chair Finance, Enova SF, Norway*

2c. **Communications report** – *Samuel Thomas*

10:45 (01:45)

Coffee

11:15 (02:15)

2d. **Users TCP visual identity and website** – *Angela Mahers, LVDI*

12:15 (03:15)

Lunch

- 13:15 (04:15)** 2e. **Status of the Users TCP 2024** including feedback from the Smart Energy Systems Working Party Meeting – *Yang Li Xiang*
- 14:45 (05:45)** **Coffee**
- 15:00 (06:00)** 2f. **ExCo Operating Agent** report – *Samuel Thomas, followed by performance discussion, led by David Shipworth (Sam leaves the room)*
- 15:30 (06:30)** 2g. **Contracting for an Operating Agent** – *David Shipworth and Contractor sub-committee (Sam leaves the room)*
- 16:00 (07:00)** 2h. **IEA Secretariat news** – *Jeremy Sung (videoconference)*
- 16:30 (07:30)** **Coffee**
- 16:45 (07:45)** 2i. **Plans for forthcoming ExCo meetings** (April 2020 and October 2020) – *Maria Buergermeister-Maehr, FFG and tbc (videoconference)*
- 17:00 (08:00)** **3. TASKS/ANNEXES**
- 17:00 (08:00)** 3a. **New Innovative Business Models for an Increased Flexibility in the Electricity Market (with a focus on small- and medium sized loads)** – Annex Concept Note, *Maria Buergermeister-Maehr, Austrian Research Promotion Agency (FFG) and Christof Amman, e-sieben (videoconference)*
- 17:45 (08:45)** 3b. **Gender, Energy and the Framing of new Energy Pathways** – Annex Concept Note, *Mehmet Bulut, Swedish Energy Agency and Anna Åberg, Chalmers University (videoconference)*
- 18:30 (09:30)** **Day 1 of meeting ends**

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- 09:00 (00:00)** **3. TASKS / ANNEXES (continued)**
- The items on each of the TCP's current four annexes will feature two sub-items (i) a Task Status Report; and (ii) concrete policy actions that may arise from their findings.
- 09:00 (00:00)** 3c. **Setting the scene for the User-Centred Energy Systems TCP work programme** – *David Shipworth*
- 09:30 (00:30)** 3d. **Global Observatory on Peer-to-Peer Energy Trading and Community Self Consumption** - *Alexandra Schneiders, University College London, United Kingdom*
- 09:30 (00:30)** (i) Task Status Report

10:00 (01:00)	(ii) Policy Discussion
10:30 (01:30)	Coffee
11:00 (02:00)	3e. Social Licence to Automate – Declan Kuch, University of New South Wales, Australia
11:00 (02:00)	(i) Task Status Report
11:30 (02:30)	(ii) Policy Discussion
12:00 (03:00)	3f. Operating Agents meeting report – Even Bjørnstad
12:30 (03:30)	Lunch
13:30 (04:30)	3g. Hard to Reach Energy Users - Sea Rotmann, Sustainable Energy Advice, New Zealand
13:30 (04:30)	(i) Task Status Report
14:00 (05:00)	(ii) Policy Discussion
14:30 (05:30)	3h. Best Practices in Designing and Implementing Energy Efficiency Obligations – Annex Proposal, Sam Thomas, Regulatory Assistance Project
15:15 (06:15)	Coffee
15:45 (06:45)	3i. Energy Service Supporting Business Models and Systems (Task 25 – Phase2) – Ruth Mourik, DuneWorks, Netherlands (videoconference)
15:45 (06:45)	(i) Task Status Report
16:15 (07:15)	(ii) Policy Discussion
16:45 (07:45)	3j. Behavioural Insights Platform – Annex Proposal, Jeremy Sung, International Energy Agency (videoconference)
17:30 (08:30)	4. OTHER BUSINESS (videoconference)
18:00 (09:00)	Meeting ends

Attachment D: Contacts with interested countries and sponsors

Interest in the DSM TCP in the past six months has been shown by Canada, Germany, Japan, Denmark, Argentina and Saudi Arabia. Sam Thomas will continue to pursue new members, using the new Strategic Plan.

David Shipworth pointed out that it is crucial that we work closely with countries beyond our current membership.

David Shipworth stated that the IEA requires that all countries invited to participate in the DSM TCP be formally invited and recorded in the Minutes on a regular basis. Therefore, the Executive Committee decided to again formally invite the following countries to join the DSM TCP either as a Contracting Party or Sponsor:

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

Canada, the Czech Republic, Denmark, Germany, Greece, Hungary, Japan, Mexico, Poland, Slovakia, Portugal and Turkey, as well as the European Commission, which also participates in the work of the IEA.

Non-member countries that participate in other TCPs:

Russia, South Africa, Venezuela, Algeria, Brazil, Peoples Republic of China, Croatia, Egypt, Israel, Lithuania, Ukraine and the United Arab Emirates (UAE).

APEC countries:

Chile, Estonia, Hong Kong, China, Singapore, Kuwait and Thailand

Non-OECD countries:

Argentina
Saudi Arabia
Serbia
Cyprus

The Executive Committee members renewed their invitation to the above-mentioned countries and/or any entity they may designate, to become Contracting Party to the DSM TCP.

The Executive Committee unanimously:

RESOLVED that:

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

If the Potential Sponsor joins the DSM TCP, they will:

- a) Have no greater rights or benefits than Contracting Parties from OECD member countries. No representative of any Sponsor may be designated as Chair or Vice Chair of the TCP, nor vote on the accession of new Sponsors or Contracting Parties or on the election of existing Sponsors or Contracting Parties;
- b) Pay an annual fee of Euros 10,000 to the Common Fund
- c) Be recognized as a Sponsor from the date they sign the TCP;
- d) Be entitled to send a representative and an alternate representative to the twice-yearly Executive Committee meetings of the DSM TCP;
- e) Have a full single vote in the Executive Committee, equal to that of a Contracting Party on matters pertaining to the DSM TCP Programme of Work. This will enable Sponsors to make

proposals for the work Programme, participate in the voting on all topics and all other matters excepting those items defined in item a) above; and

- (2) RESOLVED that David Shipworth, Chairman of the DSM Executive Committee, will expedite and finalise the formal procedures of membership on behalf of the Executive Committee.