TECHNOLOGY COLLABORATION PROGRAMME ON USER-CENTRED ENERGY SYSTEMS (USERS TCP)

1st Users TCP Executive Committee Meeting

VIA VIDEOCONFERENCE AND WRITTEN BALLOT, 2nd/3rd April 2020

CONTRACTING PARTY	NAME		AFFILIATION
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne
AUSTRALIA (Items 1-4)	Iain	MacGill	University of New South Wales
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	François	Brasseur	SPF Economie
CANADA	Kiran	Alwani	Natural Resources Canada
IRELAND	Josephine	Maguire	Sustainable Energy Authority of Ireland
ITALY (Items 1-4)	Simone	Maggiore	Ricerca sui Sistema Energetico
KOREA	Kevin	Kim	Korea Energy Agency
NETHERLANDS	Gerdien	De Weger	Netherlands Energy Agency
NORWAY (Vice-Chair)	Even	Bjørnstad	Enova SF
SWEDEN	Mehmet	Bulut	Swedish Energy Agency
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM (Chair)	David	Shipworth	University College London Energy Institute
UNITED KINGDOM	Ben	Walker	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM	Peter	Warren	Department of Business, Energy and Industrial Strategy
UNITED STATES	Monica	Neukomm	Department of Energy
IEA			
Desk Officer	Jeremy	Sung	International Energy Agency
IEA	Elisabetta	Cornago	International Energy Agency
ExCo SECRETARIAT			
Operating Agent	Samuel	Thomas	Samuel Thomas Consulting
Secretary	Vikki	Searancke	
OBSERVERS AND EXTERNAL SPEAKERS			
AUSTRALIA (Items 1-4)	Sophie	Adams	University of New South Wales
AUSTRALIA (Item 5)	Steve	Beletich	4E TCP
AUSTRALIA (Items 1-4)	Declan	Kuch	University of New South Wales
NEW ZEALAND (Items 1-4)	Sea	Rotmann	Sustainable Energy Advice
SWEDEN (Item 3)	Anna	Åberg	Chalmers University
SWEDEN (Item 3)	Martin	Hultman	Chalmers University
SWEDEN (Item 3)	Helene	Ahlborg	Chalmers University
UNITED KINGDOM (Items 1-4)	Alexandra	Schneiders	University College London Energy Institute

Minutes

Introduction

The first User-Centred Energy Systems Technology Collaboration Programme (Users TCP) Executive Committee (ExCo) meeting was scheduled to take place in Vienna, Austria. The spread of COVID-19 led to the cancellation of the face-to-face elements of the meeting. The agenda items originally scheduled for the Vienna meeting were covered through a combination of written ballot, videoconference and postponement to the 2nd Users TCP ExCo meeting in Canada in October. These minutes present the discussion, decisions and actions made across the written procedure and videoconferences. Decisions are summarised in Annex 1 and actions are summarised in Annex 2.

0-1   Standing Items

0.1   The draft agenda of the 1st UsersTCP ExCo meeting was approved.

1.1   The ExCo approved the minutes from the 54th ExCo meeting of the DSM TCP.

1.2   The ExCo approved the process to resolve outstanding actions from previous meetings.

2   Status of the TCP

2.1   1. David Shipworth thanked delegates for completing the written procedure and welcomed delegates and observers to the videoconference, including Kiran Alwani, who was representing Canada as proxy for Abla Hanna (primary delegate) at their first ExCo meeting. David reflected upon the last six months, paying special tribute to Anne Bengtson, who suddenly and very sadly passed away in February 2020. He set out the new ExCo Secretariat arrangements, highlighted progress on outreach to potential new members and explained that the Executive Steering Committee (ESC) will be working with the IEA Legal team over the coming months to draft a new Implementing Agreement for the UsersTCP. Finally, David set out some initial thoughts on the impact of COVID-19 on the TCP's activities (discussed in more detail in Section 5), drawing upon the discussion at the previous day's Operating Agents (OAs) meeting (see Annex 3 for OAs meeting notes).

2. The ExCo approved the ESC Report.

2.2   The ExCo approved the Operating Agent Report.

3   Annex Proposals

3.1   1. Anna Åberg presented a proposal for a new annex: "Empowering all: Gender in policy and implementation for achieving transitions to sustainable energy", which will formulate country-specific briefs for clean, effective and inclusive energy policy, implementation and technological interventions. The proposal featured participation from the Netherlands,

Sweden and the United States, as well as noting ongoing discussions with researchers in Australia, Canada, India, Ireland, Norway and the United Kingdom.

2. Australia expressed their interest in the proposal, noting that they will support participation by a researcher with an excellent fit on a task-share basis, i.e. without funding. Austria expressed some interest, noting that this will need to be put into their open call for tenders in May, with results known in September. Canada noted that they are interested in the issues and chair the Clean Energy, Education and Empowerment (C3E) TCP. Ireland said that there was interest in Irish universities in the Annex and that this would be pursued over the summer. The Netherlands said that they were very happy to be involved as a sub-task leader. Sweden are the lead country and are funding the Operating Agent function. Switzerland are waiting for feedback from the team that deals with issues related to the proposal. The United Kingdom said that they would liaise within the Department before the next ExCo meeting to provide a proper response. The United States said that they support US involvement on an important topic but could neither formally participate as a branch of government nor provide funds.

3. The ExCo approved the Annex proposal "Empowering all: Gender in policy and implementation for achieving transitions to sustainable energy".

4. **ACTION**: Gender and Energy Annex Operating Agent to follow up with interested countries to secure maximum participation in the Annex before the 2ⁿᵈ UsersTCP ExCo meeting.

5. **ACTION**: Gender and Energy Annex Operating Agent to work with National Experts to finalise National Participation Plans before the 2ⁿᵈ UsersTCP ExCo meeting.

4   Annex Status Reports

4.1   Energy Services Supporting Business Models and Systems Annex

1. The ExCo accepted the Business Models Annex status report.

2. No objections from participating countries were received to the Annex not performing the MOOC and instead focusing on other forms of dissemination. One non-participating country preferred the option of a MOOC but did not escalate the issue further.

4.2   Global Observatory on Peer-to-Peer, Community Self-Consumption and Transactive Energy Models (GO P2P) Annex Report

The ExCo accepted the GO P2P Annex status report.

4.3   Hard-to-Reach Energy Users Annex (HTR) Report

1. The ExCo accepted the HTR Annex status report

2. Italy, Sweden, the United Kingdom and the United States indicated that they might have an interest in an HTR Annex extension focusing on small businesses.

3. Amongst the eleven categories of hard-to-reach audiences used in the Annex, the "fuel poor (residential)" category was of the greatest interest to most countries whose delegates responded to the ranking question in the written procedure. The "building operators / facility managers in commercial businesses" category was of greatest interest to two countries and "low income (residential)", "tenants suffering from split incentives (residential and/or commercial)" and "medium businesses (commercial)" were each specified as being of greatest interest to one country. A full set of results from the survey have been provided to the Annex Operating Agent and participating countries.

4. Delegates provided feedback on the working definition being used in the HTR Annex. Ireland suggested that it was too wide ranging and needs more focus. The Netherlands suggested that the Annex remained too broad, focusing on too many target groups. Norway asked whether the definition is too wide to be operational, adding that one could argue that almost all energy users (except innovators/early adopters) are hard to reach, which is why public energy behavioural change programmes are needed in the first place. Norway asked whether the target audience for HTR should be those that it is hardest to reach through energy programmes but are not in the target group for social programmes. Sweden agreed with the definition. The United Kingdom identified the risk that the definition might be too broad, leading to a lack of concrete policy or industry focused outcomes for any one sector. The United States said that it seems very broad, which is understandable give the international perspective, but that it would seem that, at a certain point, a narrower focus will be needed. The Operating Agent emphasised the point that the definition was deliberately broad to ensure to capture all possible HTR target audiences in order to define and characterise them in more detail, and help participants narrow down how to prioritise the ones to focus on.

4.4   Social License to Automate Annex Report

1. The ExCo accepted the SLA Annex status report.

2. In response to the survey of countries' interest in particular research questions, four countries ranked "What forms of automated DSM are energy users most receptive to and why?" as most valuable and three countries ranked "How do national and regional electricity sector policy and regulations affect the forms of automated DSM programs currently being trialled or rolled out in the participating countries, and where is there potential to design policy to better facilitate these programs?" top. Two countries ranked "How do the various actors involved in automated DSM – TSOs, DSOs, electricity retailers, etc – perceive their interests differently and how could alignment or tensions between these interests shape the potential for automated DSM?" as most valuable and one country ranked "How does the framing of the rationale for automated DSM shape public receptiveness to it, and how can the rationale be best communicated?" as the most important research question. Full survey results have been passed to the Annex Operating Agents and participating countries.

4.5   Energy Sector Behavioural Insights Platform Annex Report

1. The ExCo accepted the Annex status report.

2. The ExCo escalated the process for determining the scope and Operating Agent arrangements for Phase II of the Platform to the videoconference. Phase I ends at the end of 2020 and the next ExCo meeting will be the last chance for the ExCo to agree to proposals for the continuation of the Platform into 2021.

3. **ACTION**: Behavioural Insights Platform Annex Operating Agent to prepare a paper for the October 2020 ExCo meeting setting out proposals for Phase II of the Platform.

5   Concept Papers

5.1   Plug and Play Devices

1. A concept paper for potential joint work with the Energy Efficient End-Use Equipment (4E) TCP on the topic of the usability of smart connected devices was presented by Steve Beletich, OA, Electronic Devices and Networks Annex, 4E TCP (Webinar 1) and Sam Thomas, ExCo OA, Users TCP (Webinar 2). Delegates discussed both the subject matter and the potential collaboration methods.

2. Australia suggested that a six-month sprint on the topic might be the best option and that it would be a backward step to turn down the collaboration opportunity. Australia also highlighted the links to the Social License Annex. Ireland clarified that this would most likely be a 6-12 month desk-based piece of research by an external consultant. Ireland also mentioned that their interest would be in equipment beyond merely appliances, e.g. intelligent space and water heating controls, where the energy benefits would likely to be much greater. Norway reiterated this point, highlighting potential issues with heat pump controls and the need to ensure that the research could have significant benefits. The United Kingdom asked that the project target focus on a real gap in the knowledge base and suggested that the relevant devices should include those with manual controls as well as artificial intelligence. The United States wanted to understand more about how information on usability could be obtained. The IEA expressed an interest in any quantitative data on the energy consumption implications of plug and play devices.

3. The ExCo approved the use of ExCo Operating Agent time, within existing budgets, to develop a collaborative proposal with the 4E TCP on Plug and Play Devices, including governance arrangements and potential research topics by October 2020.

4. Australia, Ireland, the Netherlands, Norway, the United Kingdom and the United States agreed to form a working group to oversee the development of the proposal. Canada may join the group too, contingent upon discussions within NRCan.

6   Chair & Vice-chair Elections

1. The ExCo approved the updating of the Chair and Vice-chair Elections Guidance.

2. **ACTION**: ExCo Operating Agent to circulate revised guidance by end April 2020.

3. No definitive views were expressed on the structure of the ESC. One possible structure would see the Vice-chair Finance position add Procurement to the brief (given that the

Secretariat will take on financial reporting in future) and the other Vice-chair could take on Quality Control of Annx outputs (which will become more important as Annexes start to produce their key outputs). The current ESC were clear that they would like to see the vacant Vice-chair position filled.

4. David (United Kingdom) explained that, independent of the results of a future election, his ability to Chair the TCP is contingent upon him continuing to be contracted by the UK government to be the UK's alternative delegate. David's contract with the UK government runs until end March 2021. Even (Norway) explained that he would need to step back from the Vice-chair Finance role and would aim to do so at a time that caused least disruption to TCP business. Josephine (Ireland) explained that she would continue to participate in the ESC but could not take on the Chair or Vice-chair role.

5. Tony (Australia) said that he would be happy to nominate himself for a Vice-chair role. Gerdien (Netherlands) said that she would have discussions about possibly joining the ESC in a Vice-chair role. Markus (Switzerland) would not put himself forward for an ESC position but could possibly join a working group. Monica (United States) said that she may nominate herself for a Vice-chair role.

7   Timetable of future meetings

1. Canada has kindly offered to host the next ExCo meeting of the UsersTCP. Kiran Alwani, NRCan (Webinar 2) and Sam Thomas, ExCo Operating Agent (Webinar 1) presented some preliminary options: mid-October alongside the Bright Business Conference in Halifax, Nova Scotia; and early November alongside the Big Difference BC conference on behavioural insights in Victoria, British Colombia. The event in BC has yet to be scheduled. However, all future events are tentative, given the current restrictions on movement and public events.

2. Canada is leaning towards hosting the event in Halifax, however they are open to suggestions from ExCo members. Ireland prefers the Halifax option as it is earlier (avoiding clashes with other deliverables towards the end of the year) and the BC conference is not specifically focused on energy issues. Sweden thought that the BC conference sounded more interesting from the perspective of a side event. The United Kingdom said that a later date would make it more likely that restrictions will have been lifted in time to meet. The IEA likes the BC option as the Big Difference BC conference focuses on behavioural insights.

8   Other Business

8.1   Financial Report

1. The ExCo approved the 2019 financial report.

2. The ExCo approved the 2020 budget.

3. The ExCo discussed the process for setting up a new legal entity to house the Common Fund and enter into contracts on the TCP's behalf. This would involve exploring options used in other TCPs as well as taking advice from those qualified to provide an opinion on

issues relating to international taxation law and not-for-profit organisations. An important point raised during the discussion was the need to future-proof any new arrangements, so that changes in personnel or organisations involved in the legal entity could be catered for with minimal disruption.

4. **ACTION**: The ExCo Operating Agent to draft a paper, liaising with the ESC, for the October 2020 ExCo meeting setting out options for a new legal entity to house the Common Fund and enter into contracts on the TCP's behalf.

8.2   Proposal for contracting secretary services

1. The ExCo approved the process for securing secretary services beyond April 2020.

8.3   Draft updated guidance on Annex initiation and management

1. The ExCo approved the adoption of the updated guidance on Annex initiation and management, subject to written comments being taken on board and a final draft agreed by written ballot. These comments included some suggestions to simplify the guidance as well as an increase in the minimum number of country participants in an Annex to ensure more value from international collaboration.

2. **ACTION**: ExCo Operating Agent to circulate updated Annex initiation and management guidance for written ballot by end April 2020, highlighting the changes to the draft guidance circulated as part of the April 2020 ExCo meeting papers.

3. Australia would like to see guidance developed on how to deal with the expansion of TCP to new countries and consensus on if and how non-participating countries, experts or case studies should be best incorporated into Annexes. This will be the subject of a discussion paper for the next ExCo meeting. Norway would like to see finance guidance developed before or in parallel with the transfer of the finance function to the ExCo Secretariat.

4. **ACTION**: ExCo Operating Agent to develop draft finance guidance before the setting up of a new legal identity is set up, or alongside the setting up of other new arrangements for the TCP's finances.

8.4   User-centred Energy Systems Academy Strategy for 2020

1. The ExCo approved the User-centred Energy Systems Academy Strategy for 2020.

Annex 1: Summary of Decisions from 1st UsersTCP ExCo Meeting, 2-3 April 2020

Decision 1.1	The ExCo approved the draft agenda.
Decision 1.2	The ExCo approved the minutes of the previous meeting.
Decision 1.3	The ExCo approved the proposal to postpone resolving outstanding actions from the previous meeting to the next face-to-face meeting.
Decision 1.4	The ESC report was accepted.
Decision 1.5	The Operating Agent report was accepted.
Decision 1.6	The ExCo approved the proposed Gender and Energy Annex.
Decision 1.7	The ExCo approved the Annex proposal "Empowering all: Gender in policy and implementation for achieving transitions to sustainable energy".
Decision 1.8	The ExCo accepted the GO P2P Annex status report.
Decision 1.9	The ExCo accepted the HTR Annex status report.
Decision 1.10	The ExCo accepted the Social License Annex status report.
Decision 1.11	The ExCo accepted the Behavioural Insights Platform Annex status report.
Decision 1.12	The ExCo approved the use of ExCo Operating Agent time, within existing budgets, to develop a collaborative proposal with the 4E TCP on Plug and Play Devices, including governance arrangements and potential research topics by October 2020.
Decision 1.13	The ExCo approved the updating of the Chair and Vice-chair Elections Guidance.
Decision 1.14	The ExCo approved the 2019 financial report.
Decision 1.15	The ExCo approved the 2020 budget.
Decision 1.16	The ExCo approved the process for securing secretary services beyond April 2020.
Decision 1.17	The ExCo approved the adoption of the updated guidance on Annex initiation and management, subject to written comments being taken on board and a final draft agreed by written ballot.
Decision 1.18	The ExCo approved the User-centred Energy Systems Academy Strategy for 2020.

Annex 2: Summary of Actions from 1st UsersTCP ExCo Meeting, 2-3 April 2020

Action 1.1	Gender and Energy Annex Operating Agent to follow up with interested countries to secure maximum participation in the Annex before the 2nd UsersTCP ExCo meeting.
Action 1.2	Gender and Energy Annex Operating Agent to work with National Experts to finalise National Participation Plans before the 2nd UsersTCP ExCo meeting.
Action 1.3	Behavioural Insights Platform Annex Operating Agent to prepare a paper for the October 2020 ExCo meeting setting out proposals for Phase II of the Platform.
Action 1.4	ExCo Operating Agent to circulate revised guidance by end April 2020.
Action 1.5	The ExCo Operating Agent to draft a paper, liaising with the ESC, for the October 2020 ExCo meeting setting out options for a new legal entity to house the Common Fund and enter into contracts on the TCP's behalf.
Action 1.6	ExCo Operating Agent to circulate updated Annex initiation and management guidance for written ballot by end April 2020, highlighting the changes to the draft guidance circulated as part of the April 2020 ExCo meeting papers.
Action 1.7	ExCo Operating Agent to develop draft finance guidance before the setting up of a new legal identity, or alongside the setting up of other new arrangements for the TCP's finances.

Annex 3: Note of Operating Agents Meeting, 1 April 2020

Participants:
Sea Rotmann – Operating Agent, Hard-to-Reach Energy Users
Ruth Mourik – Operating Agent, Business Models and Systems
Sophie Adams – Operating Agent, Social License to Automate
Declan Kuch – Operating Agent, Social License to Automate
Alexandra Schneiders – Operating Agent, Global Observatory on Peer-to-Peer Energy Trading
Jeremy Sung – IEA Annex Coordinator, Energy Sector Behavioural Insights Platform
Elisabetta Cornago – IEA Secretariat expert – Energy Sector Behavioural Insights Platform
Vikki Searancke – TCP Secretary
David Shipworth – TCP Chair
Sam Thomas – ExCo Operating Agent
Even Bjørnstad – TCP Vice-Chair

Sam Thomas arranged the technical side of the web meeting which was chaired by the TCP VC.

The open-ended meeting evolved around two main agenda items. One is a discussion of general issues, partly as follow-up from the Melbourne meeting, and the second is to discuss the effects of the Covid-19 pandemic. Main points are the following:

General issues
- TCP guidelines to clarify and resolve several issues aired in the Melbourne meeting, are in development and in part presented to the ExCo meeting. Sam explained that these are guidelines, not a legal text, and that inputs for further development and clarifications are welcome.
- Dedicated OA meetings are now organized by the ExCo OA between ExCo meetings to address possible OA/Annex issues.
- Can OAs edit/update Annex parts of the Users website? Vikki is taking over the website management and will see to that OAs get the necessary admin rights and practical guidance to perform such updates.
- It was commented from one of the OAs that external stakeholders like our new website(!)
- OAs pointed at the relatively low TCP Social Media activity related to Annex events. Sam explained that there have been some practical problems of access to accounts after Anne, but these are solved. The TCP SoMe activity is therefore picking up, and OAs are encouraged to "warn" Sam of relevant events, to aid in spreading messages via TCP channels. This is also highly relevant for e-Events, especially in this period of "ban" on face-to-face events.
- ExCo members too are encouraged to spread relevant messages on their personal accounts on Twitter, LinkedIn or other platforms, since experience indicates that messages in personal networks are effective.
- Can OAs use the TCP's (subscription based) on-line resources for digital activities, such as surveys (SurveyMonkey), web meetings (GoToMeeting), etc.? The signal from Chair and ExCo OA is that the TCP secretariat should facilitate sharing of such resources with Annexes as far as it is practically possible.

Effects of Covid-19
Annex OAs had provided the TCP Secretariat with their risk assessment analyses regarding the Covid-19 situation. The discussion in the meeting can be summarised in the following points:
- Many task-share activities are put on hold, since many national experts need to focus on core work

- Innovative plan-B models are explored: redesigning cancelled face-to-face Annex events for a web context, adapting the Annex outputs to more suitable formats, etc.
- These experiments with adjustments in Annex activities seem to make it possible to keep the Annexes running over the short to medium term, but reduced research activities among Annex participants and cancellation of other planned activities will have a negative effect on the Annex in the longer run.
- OAs experience that the administrative burden (including for NEs) has increased in dealing with this situation. This problem should be addressed among the participants of the Annex – and the solutions would depend on, among other things, the financial structures of the Annex.
- It follows that it is important that the national ExCo delegates and their relevant funding bodies are aware of this situation for the Annexes and show necessary flexibility in supporting their Annex National Experts (and OAs) if problems arise.
- One OA raised additional opportunities for field research pilots could arise but asked for more flexibility around how they can be co-funded (e.g. by non-TCP participants or non-state actors)
- Another OA emphasised its impact on direct engagement with stakeholders such as case studies/pilots (which are central to GO-P2P's work) and policymakers. Contact with these people is likely to be delayed due to the outbreak.

Conclusions:
1) There are no reports of critical problems related to our TCP's general framework for the management of our Annexes.
2) The Covid-19 pandemic poses a challenge. Beyond the short-term Annex adjustments, and dependent on how the pandemic evolves, the ExCo members should engage with the Annexes, their OAs and National Experts to find the best possible solutions to navigate the Annex toward their goals.
3) This extraordinary situation also represents an opportunity to gather knowledge relevant for our TCP. We should keep our eyes open for research themes that could be relevant within our Annexes, or for new TCP research, when things come back to normal again.