

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

2nd UsersTCP Executive Committee Meeting

VIA VIDEOCONFERENCE AND WRITTEN BALLOT, 26th – 29th October 2020

ATTENDEES

CONTRACTING PARTY	NAME		AFFILIATION
AUSTRALIA	Tony	Fullelove	Monash University, Melbourne
AUSTRALIA	Iain	Macgill	University New South Wales
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	François	Brasseur	SPF Economie
CANADA	Abla	Hanna	Natural Resources Canada
CANADA	Kiran	Alwani	Natural Resources Canada
CANADA	Victoria	Charmet	Natural Resources Canada
IRELAND	Josephine	Maguire	Strategic Energy Authority of Ireland
ITALY	Simone	Maggiore	Ricerca sui Sistema Energetico
KOREA	Kevin	Kim	Korea Energy Agency
NETHERLANDS	Gerdien	de Weger	Netherlands Energy Agency
NEW ZEALAND	Nina	Campbell	Energy Efficiency and Conservation Authority
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 STATES	Monica	Neukomm	Department of Energy
IEA			
Desk Officer	Jeremy	Sung	IEA Energy Efficiency Division
IEA	Elisabetta	Cornago	IEA Energy Efficiency Division
IEA	Emi	Bertoli (Day 1 & 3)	IEA Energy Efficiency Division
IEA	Pauline	Henriot (Day 1)	IEA Energy Efficiency Division
IEA	Nick	Johnstone (Day 2)	IEA Chief Statistician
IEA	Roberta	Quadrelli (Day 2)	IEA Statistics
IEA	K.C.	Michaels (Day 3)	IEA Legal
IEA	Sakeena	Moeen (Day 3)	IEA Legal
ExCo SECRETARIAT			
Head of Secretariat	Samuel	Thomas	Samuel Thomas Consulting
Secretariat Support	Vikki	Searancke	
OBSERVERS AND EXTERNAL SPEAKERS			
AUSTRALIA	Declan	Kuch	University of New South Wales
AUSTRALIA	Sophie	Adams	University of New South Wales
AUSTRALIA	Steve	Beletich	4E TCP EDNA
NETHERLANDS	Ruth	Mourik	DuneWorks B.V.
NEW ZEALAND	Sea	Rotmann	Sustainable Energy Advice
OECD	Walid	Oueslati (Day 2)	OECD/ENV
OECD	Katherine	Farrow (Day 2)	OECD/ENV

SWEDEN	Anna	Åberg	Chalmers University
UNITED KINGDOM	Alexandra	Schneiders	University College London Energy Institute
UNITED KINGDOM	Isabella	Sewell (Day 3)	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM	Christina	Demski (Day 3)	Department of Business, Energy and Industrial Strategy
APOLOGIES			
BELGIUM	Geert	Deconinck	KU Leuven
NORWAY	Tor	Brekke	Enova SF
SPONSOR	Hans	De Keulenaer	Copper Alliance EU
SPONSOR	Philip	Zhang	Copper Alliance Asia
SPONSOR	Jan	Rosenow	RAP

Minutes

The second User-Centred Energy Systems Technology Collaboration Programme (UsersTCP) Executive Committee (ExCo) meeting was proposed to take place in Canada if travel restrictions related to COVID-19 allowed, however ongoing restrictions meant another videoconference was scheduled. The agenda items were covered through a combination of written ballot and videoconference. 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. Meeting papers and presentations are available in the ExCo channel of our MS Teams platform and also in the ExCo portal on the UsersTCP website <https://userstcp.org/account>

0-1 Standing Items

0.1 The draft agenda of the 2nd UsersTCP ExCo meeting was approved through the written procedure.

1.1 The ExCo approved the minutes from the previous meeting and the process to resolve outstanding actions from previous meetings through the written procedure.

2 ExCo Business

2.1 Status of the TCP

1. The UsersTCP Chair, David Shipworth, welcomed delegates and observers to the videoconference and thanked delegates for completing the written procedures. David presented the key developments of the TCP since April 2020.
2. The ExCo approved the Executive Steering Committee (ESC) Report through the written procedure.

2.2 The ExCo approved the Secretariat Report through the written procedure.

2.2a Secretariat support invitation to tender

1. The ExCo approved the draft invitation to tender (ITT) for the Secretariat Support position through the written procedure.

ACTION: Following feedback from the ExCo, the **ExCo Operating Agent** to add the need for strong IT skills, a probation period, a broad sense of workload and an emphasis on cost in the evaluation of bids to the ITT by **6 November 2020**.

2.3 TCP Strategy: Membership Proposals

1. As part of the ongoing development of the overall TCP Strategy, both short-term and long-term, David presented a Membership Paper: TCP Strategy – focus on increasing participation, designed to determine decisions on UsersTCP membership rules. Four specific membership proposals were submitted for consideration along with a fifth proposal to set up a working group to examine options for increasing participation amongst non-member countries on a pathway to full membership.
2. **Proposal 1 - the varying of Contracting Party fees according to Member country national income per capita.** Delegates discussed whether the size of the membership fee is indeed a barrier; whether GDP per capita is the right metric to use; how countries should be ranked and categorised; and whether voting rights would vary with fees. The Chair said that voting rights should not be affected by the membership fee paid. One delegate pointed out the need to ensure that the right contracting parties were found for the TCP. With no consensus reached, the ExCo proposed a working subgroup to take forward a paper for a meeting in December with other options/mechanisms for increasing membership.
3. **Proposal 2 - the varying of Sponsor fees according to organisation type.** While there were no major issues with this proposal, it was agreed to review this proposal along with proposal 1 in the working group. One delegate thought that it was unlikely that non-governmental organisations would pay into the Common Fund.

4. **Proposal 3 – Limited Sponsorship of Annexes.** The ExCo agreed to allow Tasks/Annexes to propose limited sponsors for approval by the ExCo on a case-by-case basis. The ExCo will review proposals using the reputational risk and TCP integrity tests set out in Paper 2.3. This decision is subject to the updated Implementing Agreement being approved (see 2.4 below).
5. **Proposal 4 – Allow research students in emerging economies to participate in Annexes.** It was agreed to add this proposal to those to be reviewed by the working group, review to include the definition of countries that might fall into the scope of the proposal.

ACTION: ExCo delegates to form a working group to report back by December 2020 on proposals presented in Paper 2.3 and any new proposals for increasing participation in the TCP and its Tasks/Annexes, using the strategic priorities set out in Paper 2.5 as a guiding framework.

2.4 Updated Implementing Agreement (K.C. Michaels, IEA Legal)

1. KC Michaels (IEA Legal) presented the updated draft Implementing Agreement, highlighting the main areas of change, which either brought the legal text into line with current UsersTCP practice or aligned it with the new Framework for TCPs agreed by the IEA's Governing Board.
2. The IEA is moving towards a consistent approach to the description of TCP Annexes as Tasks, with the term Annex used only in legal documents, i.e. as an Annex to the Implementing Agreement. This means that we will need to revert to the use of the term Task on the TCP website. More generally, in our communications outside of the TCP universe, we will continue to refer to our Tasks/Annexes by titles that are more meaningful to stakeholders, e.g. the Behavioural Insights Platform, Social License to Automate etc. and reserve the numbering of Tasks/Annexes for legal purposes and reporting to the IEA.
3. Contracting Parties have until 28 November 2020 to raise any objections to the adoption of the proposed changes to the Implementing Agreement. If no objections are received by 28 November 2020, the amendments will be deemed to be adopted by unanimous approval. Following approval, the ExCo Operating Agent will communicate the result to all ExCo representatives, and the IEA Legal Office will circulate an updated, final electronic version of the amended Implementing Agreement. The ExCo thanked KC for all his work over many months on this important update of the TCP.

ACTION: ExCo delegates to raise any objections to the draft updated Implementing Agreement by emailing Sam by 28 November 2020.

2.5 Strategy Discussion: From Strategic Plan to Annex Initiation (David Shipworth, TCP Chair)

1. David presented an in-depth Strategy Paper designed to expand on the TCP's Strategic Plan 2020-2025. He highlighted three Strategic Priorities – maximise value, quality and impact - and asked for input from delegates on the preferred choice of approach to frame the scope of our work programme.
2. Delegates broadly supported the direction presented, including the three Strategic Priorities, which were proposed for use as a guiding framework for the review of membership proposals (see 2.3). The strategic priorities should also be reflected in an update to the TCPs objectives, to be discussed at the next ExCo meeting.
3. David presented a set of slides that approached the strategic framing of our work programme from different perspectives. Delegates discussed the use of the Kaya Identity – which splits energy consumption into different factors – as the most promising framing device. Our existing Tasks/Annexes could be mapped against the various factors used in the Kaya Identity while potential future project or Task/Annex ideas could be generated from a gap analysis across the factors. Similarly, future Task/Annex proposals could use the framework to identify potential focuses for sub-tasks.
4. ExCo delegates discussed the need for a “plain English” narrative in order to explain the use of the Kaya Identity to a wider audience. The forthcoming UsersTCP Academy session on strategy would be a useful platform through which to refine the approach.

ACTION: ExCo Secretariat to schedule a strategy session at the April 2021 ExCo meeting to continue to address the scope of the work programme and review the TCP's objectives.

2.6 Finance Report

1. The ExCo approved the accounting report, including the adjustment to the 2020 budget through the written procedure.
2. The ExCo agreed to approve the 2021 budget at a teleconference in December 2020 through the written procedure.
3. The ExCo approved the taking of further legal advice ahead of the presentation of a proposed new financial model at a later date through the written procedure.

2.7 Chair and Vice-Chair Elections

1. The ExCo approved the nominees for Chair and Vice-Chair through the written procedure.

ACTION: ESC to confirm roles of the two new vice-chairs at the first ESC meeting in November 2020.

2.8 IEA Secretariat Update (Jeremy Sung, IEA Desk Officer)

1. Jeremy presented on 2020 IEA publications, focusing on the forthcoming Energy Efficiency 2020 report. The report presents an analysis of factors that have influenced energy consumption during 2020, including observed changes in behaviour across the transport, household and industry sectors. The forthcoming World Energy Outlook 2020 will also look at behaviour change, including the impact of home working, slower driving and other changes on carbon emissions. Delegates discussed the potential for future cross-TCP work with the ETSAP TCP on modelling behavioural change alongside technology change when generating emissions scenarios.
2. Amongst the regular reports produced by the IEA, the Electricity Market Report might be a potential avenue to showcase the TCP's analysis, particularly from the GO-P2P and Social License Tasks/Annexes

ACTION: IEA Secretariat to investigate the possibilities for UsersTCP input to the Electricity Market Report.

2.9 Change of Contracting Party in Austria

1. No objections were raised through the written procedure for the change of Contracting Party in Austria from Grazer Energieagentur GesmbH to the Austrian Federal Ministry of Climate Action, Environment, Energy, Mobility, Innovation and Technology.

ACTION: IEA Legal to send the Implementing Agreement (Legal Text) to the new Austrian Contracting Party to sign.

3 Annex Status Reports

3.1 Energy Services Supporting Business Models and Systems Annex Status Report (Ruth Mourik)

1. Ruth presented progress on the Annex as it approaches its final stages, including four forthcoming webinars and the final report. The ExCo were interested in the insights coming out of the Annex, particularly around institutional entrepreneurship, which centres around the ability of some businesses to influence institutional change. Ruth said that the policy recommendations were being developed and would be shared sufficiently far ahead of publication for comments to be acted upon.
2. The ExCo accepted the Business Models Annex status report, including changes to the work plan.
3. The ExCo approved the extension of the Annex until April 2021.
4. The Chair thanked Ruth for her presentation and the work of her team.

ACTION: Sam and Ruth to share the policy recommendations from the Annex with delegates for comment.

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

1. Alexandra presented progress on the Annex including reporting back on the well-intended online stakeholder event in September. Alexandra set out the key issues identified through the research so far, highlighting where potential conflicts arise, for example between automation and prosumer choice. Delegates suggested that an early-stage policy brief drawing out these issues would be valuable. The IEA Secretariat suggested a separate conversation in the margins of the ExCo meeting, related to the potential for input to the Energy Efficiency Division's digitalisation project.
2. The ExCo accepted the GO P2P Annex status report, and thanked GO-P2P for their work.
3. Alexandra asked if delegates have preferred ways of being kept updated on GO-P2P and whether delegates were able to help find policy makers from their countries to help advise GO-P2P's work.

ACTION: Alexandra to create an early-stage Policy Brief setting out the issues for circulation.

ACTION: Alexandra and Emi Bertoli (IEA) to set up a call to discuss the potential for the work to feed into IEA Secretariat digitalisation work.

3.3 Energy Sector Behavioural Insights Platform Annex Status Report (Elisabetta Cornago)

1. Elisabetta presented progress on the Annex including reporting on the conclusions from the Phase I research, which highlighted the need to scale-up successful programmes and shift from pilots to full-scale policy interventions. The Phase I final report is due to be published in November 2020.
2. The ExCo accepted the Annex status report and thanked the team for their work as Phase I comes to an end.
3. Four proposals were tabled as options for Phase II. Elisabetta advised that the current Expert Group, in order of preference, have expressed interest in option 1 – Deep-dives into the “grey spots” of BI applications, followed by options 2 (from field trials to actual policy) and 3 (governance models), with not so much interest in option 4 (how to conduct field trials).
4. The structure of the Annex for a Phase II will be developed by the current participants and it is expected any proposal will be presented via the ESC at a later date.

3.4 Gender and Energy Annex Status Report (Anna Aberg)

1. The ExCo accepted the Gender and Energy Annex status report and noted that there will not be any changes to the work plan at this time, while Sweden explores options for funding the Swedish elements of the research. Delegates discussed the scope for the Annex to collaborate with other UsersTCP projects. For example, it might be possible to use data from the OECD survey as part of the Annex. This would depend on both the questions asked in the survey and the ability of the Annex to align funding and expertise with potential analytical tasks. The Annex could also feed into the Plug and Play Project with 4E (see 4.1 below), providing useful input to help segment the analysis. Again, the scope for input would depend upon the resources required.
2. Anna advised there would be an online assessment framework workshop on December 15, focusing on the Rwandan approach to integrating gender into energy policy design. Attendance at the workshop is by invitation only. More information will follow.

ACTION: Sam to investigate the potential for the Gender & Energy Annex to feed into the Plug & Play project, depending on input required, time and costs.

3.5 Hard-to-Reach Energy Users Annex (HTR) Report (Sea Rotmann)

1. The ExCo accepted the HTR Annex status report, noting that it was slightly behind schedule but expected to catch up. Sea was thanked for her work on the Annex.

2. Delegates were asked to contact Sea directly about opportunities for participation as noted in the presentation regarding proposals for Phase II of the platform and participation in the Year 2 Case Study Analysis.
3. Discussion on a potential HTR Annex extension focusing on micro businesses was held over until Day 4. It was agreed that this issue needs more clarity from Sea on what she is actually looking for, and she should consult with existing participants and experts first before making any requests of the ExCo.

ACTION: Sam and/or David will advise Sea of the outcome of the discussion and suggest what steps needs to be taken.

3.6 Social License to Automate Annex Report (Sophie Adams)

1. The ExCo accepted the SLA Annex status report, and thanked Sophie and Declan for their work.

4 Potential New Work

4.1 Plug and Play Devices Draft Invitation to Tender (Steve Beletich, 4E EDNA)

1. The ExCo approved the allocation of 20,000 EUR from the Common Fund to co-fund this joint project.
2. The ExCo approved the circulation of the invitation to tender to prospective contractors.
3. Noted that Monica (USA) has a commercial study she can share.

ACTION: Steve and Sam will put expected dates into the RfP and circulate back to the ExCo along with the bullet point description to help ExCo members search out potential contractors.

4.2 OECD Household Attitudes Survey – joint OECD/IEA project (Nick Johnstone, Chief Statistician, IEA)

1. The project was introduced to delegates by Nick Johnstone, and presented by Katherine Farrow and Walid Oueslati from the OECD.
2. Walid expanded on questions regarding costs:
 - Approximately 600,000 Euro over 2 years, dependent on the number of countries.
 - Will confirm countries by 30 November 2020.
 - Costs relate to preparatory work, implementation of survey (by service providers), data analysis reports.
 - Expect first draft of budget to be December 2020
 - Early 2021 for final budget (and how many countries)
 - Phase 1 will commence after this.
 - Definite participants – Germany, Switzerland & Italy
 - Tentative participants – France & Sweden (Sam will find out who the contact person is for Sweden and advise Mehmet).
 - Possible participants – Israel, Japan, Korea, NZ
3. The ExCo approved the allocation of 35,000 EUR from the Common Fund to co-fund the third round of the OECD Household Survey in return for influence over the questionnaire, access to the data and exposure for the TCP.

ACTION: Sam will move forward with next steps with Nick and Kate.

4.3 New Annex Concept Discussion: Public Engagement, Communication and Participation (Ben Walker and Isabella Sewell, BEIS)

1. Ben Walker and Isabella Sewell from BEIS presented a proposal for a new TCP Annex led by the UK focusing on public engagement, communication and participation. There was good engagement with delegates. It was

agreed that work needs to be done on the boundaries of the Annex concept, and whether it is a “fit” for the UsersTCP.

2. A show of hands (8 hands up) agreed that a public engagement and participation annex would be worth proceeding to concept note stage for presentation by March 2021, subject to definition of scope.
3. Countries that expressed interest included Australia, Canada, USA, Netherlands, UK, Ireland, Norway and Switzerland, and will be contacted directly by Ben and Isabella.

ACTION: Ben to send an email to delegates with a request for information on public engagement/participation in your country (completed 30/10/20)

5 Other Business

5.1 Meeting Feedback

it was agreed to deal with this offline, and a survey will be distributed with the meeting minutes.

5.2 New Vice-chair roles

1. Even, current VC of Finance, is stepping down and the day-to-day finance function has been moved to the Secretariat. However there is still a need for an oversight role, and hopefully one of the new Vice-chairs (Tony or Gerdien) will step into this role.
2. David and the ExCo members thanked Even for his time in this role during what has been a period of big changes in the finance structure of the TCP in which he has played an integral role.

5.3 Date for 3rd UsersTCP ExCo meetings

The week of 26 April 2021 is proposed for the next meeting. This will be included in the post meeting feedback for comment by delegates.

5.4 Meeting close

David closed the meetings of the 2nd UsersTCP ExCo, thanked all delegates for the excellent participation levels, and thanked the Secretariat for organising the meetings.

Annex 1: Summary of Decisions from 2nd UsersTCP ExCo Meeting**26-29 October 2020**

Decision 2.1	The ExCo approved the draft agenda.
Decision 2.2	The ExCo approved the minutes of the previous meeting and the process to resolve outstanding actions from previous meetings
Decision 2.3	The Executive Steering Committee (ESC) report was accepted.
Decision 2.4	The Secretariat report was accepted.
Decision 2.5	The ExCo approved the draft invitation to tender (ITT) for the Secretariat Support position
Decision 2.6	The ExCo agreed to allow Tasks/Annexes to propose limited sponsors for approval by the ExCo on a case-by-case basis. The ExCo will review proposals using the reputational risk and TCP integrity tests. This decision is subject to the updated Implementing Agreement being approved (see Decision 2.7).
Decision 2.7	Contracting parties have until November 28 to raise any objections to the adoption of the proposed changes to the Implementing Agreement. If no objections are received by November 28 2020, the amendments will be deemed to be adopted by unanimous approval.
Decision 2.8	The ExCo approved the accounting report, including the adjustment to the 2020 budget
Decision 2.9	The ExCo agreed to approve the 2021 budget at a teleconference in December 2020
Decision 2.10	The ExCo approved the taking of further legal advice ahead of the presentation of a proposed new financial model at a later date
Decision 2.11	The ExCo approved the nominees for Chair and Vice-Chair.
Decision 2.12	The ExCo accepted the Business Models Annex status report, including changes to the work plan
Decision 2.13	The ExCo approved the Business Models Annex extension until April 2021
Decision 2.14	The ExCo accepted the GO-P2P Annex status report
Decision 2.15	The ExCo accepted the Behavioural Insights Annex status report
Decision 2.16	The ExCo accepted the Gender and Energy Annex status report
Decision 2.17	The ExCo accepted the HTR Annex status report
Decision 2.18	The ExCo accepted the Social License to Automate Annex status report
Decision 2.19	The ExCo approved the allocation of 20,000 EUR from the Common Fund to co-fund the joint Plug and Play Devices project with the 4E TCP EDN Annex.
Decision 2.20	The ExCo approved the circulation of the invitation to tender for the joint Plug and Play project to prospective contractors

Decision 2.21	The ExCo approved the allocation of 35,000 EUR from the Common Fund to co-fund the third round of the OECD Household Survey in return for influence over the questionnaire, access to the data and exposure for the TCP
Decision 2.22	The ExCo agreed that the proposal for a new Public Engagement, Communication and Participation Annex had enough member support to proceed to the concept note stage for presentation to delegates by March 2021, subject to definition of scope.

**Annex 2: Summary of Actions from 2nd UsersTCP ExCo Meeting,
26-29 October 2020**

Action 2.1	The ExCo Operating Agent to add the need for strong IT skills, a probation period, a broad sense of workload and an emphasis on cost in the evaluation of bids to the Secretariat Support ITT by 6 November 2020
Action 2.2	ExCo delegates to form a working group to report back by December 2020 on proposals presented in Paper 2.3 and any new proposals for increasing participation in the TCP and its Tasks/Annexes, using the strategic priorities set out in Paper 2.5 as a guiding framework.
Action 2.3	ExCo delegates to raise any objections to the draft updated Implementing Agreement by emailing the ExCo Operating Agent by 28 November 2020 .
Action 2.4	ExCo Secretariat to schedule a strategy session at the April 2021 ExCo meeting to continue to address the scope of the TCP work programme and review the TCP's objectives.
Action 2.5	ESC to confirm roles of the two new vice-chairs at the first ESC meeting in November 2020 .
Action 2.6	IEA Secretariat to investigate the possibilities for UsersTCP input to the Electricity Market Report.
Action 2.7	IEA Legal to send the Implementing Agreement (Legal Text) to the new Austrian Contracting Party to sign.
Action 2.8	The ExCo and Business Models Operating Agents will share the policy recommendations from the Business Models Annex with delegates for comment.
Action 2.9	The GO-P2P Task Leader to create an early-stage Policy Brief setting out the current issues facing the Annex for circulation.
Action 2.10	The GO-P2P Task Leader and Emi Bertoli (IEA) to set-up a call to discuss the potential for the work to feed into IEA Secretariat digitisation work.
Action 2.11	The ExCo Operating Agent to investigate the potential for the Gender & Energy Annex to feed into the Plug & Play (joint 4E) project, depending on input required, time and costs.
Action 2.12	The ExCo Operating Agent and/or TCP Chair will advise HTR Annex Operating Agent of the outcome of the discussion regarding the potential Annex extension on micro businesses, and suggest what step need to be taken.
Action 2.13	The ExCo Operating Agent and Steve Beletich (4E EDNA OA) will put expected dates into the RfP for the joint Plug & Play project, and circulate back to ExCo members along with a bullet point description to help ExCo members search out potential contractors.
Action 2.14	The ExCo Operating Agent will move forward with next steps on the OECD/IEA Household Attitudes Survey with the IEA staff involved.
Action 2.15	Ben Walker (UK) to send an email to delegates with a request for information on public engagement/participation in your country. COMPLETED 30/10/20

Annex 3: Notes of Operating Agents Meeting, 26th October 2020

Present: Sam Thomas (Head of Secretariat), Vikki Searancke (Secretariat Support), David Shipworth (TCP Chair), Gardien de Weger (ESC), Declan Kuch, Anna Aberg, Ruth Mourik, Sea Rotmann, Alexandra Schneiders, Sophie Adams, Jeremy Sung

The meeting commenced at 9am CET. The agenda was open, with Operating Agents free to raise agenda items for discussion.

Possible agenda items mentioned (Sam)

1. Report production using the Templates available in Teams files and following the TCP branding guidelines (also located in Teams files).
2. Registering DOI's for Annex outputs – instructions and Master List located in Teams General file
3. Newsletter content
4. Attendance at ExCo meetings
5. Overview of Membership paper to be presented at the ExCo

1. Producing reports using TCP branding/Communicating TCP & Annex work

- Sam reminded all OAs that there are templates available with TCP branding for the production of Annex reports along with a PPT presentation about the TCP, all available for download from the Files tab in the General channel of MS Teams.
- Sea asked if the title page could be provided in other formats (currently Word) e.g. Pages and Google Docs. The original brief was only for Word documents and graphic designer does not work with either.

ACTION: ESC will consider options around title pages in non-Word report applications.

- Sea also asked how the TCP could help with publicising and disseminating Annex work to a wider audience. Jeremy offered his assistance as IEA Desk Officer to liaise with the IEA Comms team on the process required to utilise IEA channels.

ACTION: Sea will communicate directly with Jeremy on her current publications.

- Alexandra raised the use of LinkedIn and if it was feasible for the UsersTCP to have its own LinkedIn profile to link to, with links to the website etc. Generally agreed that LinkedIn is becoming a very popular social media platform for business, but who would set-up and maintain this? Costs? Who can add posts? Jeremy offered to forward some info he had received on using LinkedIn effectively.

ACTION: Sam/Vikki to investigate feasibility of the TCP having its own LinkedIn page/profile.

ACTION: Jeremy to share information on using LinkedIn effectively.

- Sam raised the other options available for communicating the TCP's work including the Annexes, for example via the Annual Report, Newsletters, cross-cutting.

2. Registering DOI's for published work

- Sam advised that the TCP is now a member of Crossref for the purpose of registering DOI's for published content. A spreadsheet with instructions and the DOI generator is located in the General channel. Note: there is an Instructions tab AND the Master list tab to generate a DOI. Please read the instructions carefully. If in doubt don't hesitate to ask for help.
- Sea advised that she had registered some content but had a problem with the DOI generator. (NOTE: have reviewed and corrected generator. Lodged enquiry with Crossref as the submission for the DOIs in question failed, awaiting reply 27/10/20).

3. Newsletter content

- Sam reminded everyone that content is required for the upcoming newsletter asap. This newsletter will have an article from each Annex and the Academy.

4. ExCo meeting attendance & status reports

- Sam confirmed that all Annex OA's were welcome to attend the meetings this week.
- David suggested that part of the Annex presentations to the ExCo could include information around emerging findings for brief discussion.

5. Review of Membership paper to be presented

- David gave an overview of the range of changes in membership structure that was being presented in this paper before the ExCo.

6. Other Business

- Sam commented that, while reviewing the TCP Legal Framework for the updated IA, it became clear that the only "true" Annex Operating Agents are Ruth and Sea, as they are managing financial resources and holding intellectual property on behalf of the TCP. In future, the term 'Annex Leader' or 'Task Leader', rather than OA, might be used in all cases as, not only was it more accurate in most cases, it would also make more sense for those outside the TCP environment. The term OA would then be limited to legal documents where appropriate.

Meeting ended 10am CET

NEXT MEETING: TBA for January 2021