

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

**4<sup>th</sup> UsersTCP Executive Committee Meeting  
VIA VIDEOCONFERENCE AND WRITTEN BALLOT, 11<sup>th</sup> – 14<sup>th</sup> October 2021**

CONTRACTING PARTIES	ATTENDEES		AFFILIATION
AUSTRALIA (Vice-Chair)	Tony	Fullelove	Monash University, Melbourne
AUSTRALIA	Iain	Macgill	University of NSW, Sydney
AUSTRIA	Peter	Illich	Austrian Research Promotion Agency
BELGIUM	François	Brasseur	SPF Economie
CANADA	Victoria	Charmet	Natural Resources Canada
CANADA	Sarina	Cotroneo	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 (Vice-Chair)	Gerdien	de Weger	Netherlands Energy Agency
NEW ZEALAND	Nina	Campbell	Energy Efficiency and Conservation Authority
NORWAY	Even	Bjørnstad	Enova SF
NORWAY	Tor	Brekke	Enova SF
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM	Emma	Claydon	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM (Chair)	David	Shipworth	University College London Energy Institute
UNITED STATES	Monica	Neukomm	US Department of Energy
<b>IEA</b>			
Desk Officer	Emi	Bertoli	IEA Energy Efficiency Division
IEA	Vida	Rozite	IEA Energy Efficiency Division
IEA	Pauline	Henriot	IEA Energy Efficiency Division
IEA	K.C.	Michaels	IEA Legal
<b>ExCo SECRETARIAT</b>			
Head of Secretariat	Samuel	Thomas	Samuel Thomas Consulting
Secretariat Support	Vikki	Searancke	
<b>OBSERVERS AND EXTERNAL SPEAKERS</b>			
AUSTRALIA	Sophie	Adams	University of New South Wales
AUSTRALIA	Declan	Kuch	University of New South Wales
AUSTRIA	Lisa	Diamond	Austrian Institute of Technology
AUSTRIA	Regina	Hemm	Austrian Institute of Technology
AUSTRIA	Tara	Esterl	Austrian Institute of Technology
NETHERLANDS	Rishabh	Ghotge	Delft University of Technology
NEW ZEALAND	Sea	Rotmann	Sustainable Energy Advice
NORWAY	Marianne	Ryghaug	Norwegian University of Science and Technology
SWEDEN	Anna	Åberg	Chalmers University
SWEDEN	Helene	Ahlborg	Chalmers University
SWEDEN	Cecilia	Katzeff	KTH Royal Institute of Technology
SWEDEN	Sofie	Nyström	KTH Royal Institute of Technology
SWITZERLAND	Selin	Yilmaz	University of Geneva
UNITED KINGDOM	Orson	Stanford-Durkin	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM	Anne-Marie	Benoy	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM	Alexandra	Schneiders	University College London Energy Institute
UNITED KINGDOM	Jesper	Akesson	The Behaviouralist
UNITED KINGDOM	Ondrej	Kacha	The Behaviouralist

## Minutes

The fourth User-Centred Energy Systems Technology Collaboration Programme (UsersTCP) Executive Committee (ExCo) meeting took place via another videoconference. 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 Draft agenda and minutes of the last meeting**

1. The draft agenda of the 4th UsersTCP ExCo meeting was approved through the written procedure.
2. 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 procedure.
2. David welcomed Emma Claydon, the new alternate delegate for the UK. Apologies for the first day were received from Canada, Sweden, New Zealand and Finland.
3. David [presented](#) the key developments of the TCP since April 2021, as set out in the Executive Steering Committee Report (ESC), starting with a recap of the TCP's mission statement and vision. He highlighted the need for the TCP to collaborate with those that can help to effect change. Recent changes support the direction we have taken in our TCP. COP26 is bringing additional climate commitments from major emitters. Weather anomalies have brought the impacts of climate change into the present. The World Energy Council's primary focus is now on "[humanising energy](#)". The [IEA Net Zero report](#) states that 66% of all emissions reductions require behavioural change and is looking to TCPs to collaborate to help deliver on the challenge ahead. With the argument largely won about the need to take action on climate and energy efficiency, decision makers now want to know what to do. This should put pressure on the TCP to set out concrete achievable recommendations for those that can act. At the same time, our current raft of Tasks are maturing and coming to their conclusions. The TCP now needs to bring forward new Tasks to help deliver on the accelerating energy transition.
4. David confirmed that India and Spain are no longer TCP members following the end of the 60-day period they had to reply to our notices to fulfil their contractual obligations.
5. The ExCo approved the ESC Report through the written procedure.

### **2.2 IEA Secretariat Update (Emi Bertoli, IEA Desk Officer)**

1. Emi [presented](#) her first report as the IEA Desk Officer for the TCP on the recent activities of the IEA. Three activities were covered in detail, a full list can be found in the presentation.
2. The [Net Zero 2050 roadmap](#) highlights the strong role for energy efficiency, electrification and behaviour change, including reducing space heating and hot water temperatures and increasing space cooling temperatures, as well as the need for batteries and demand response to step up to become the primary source of hour-to-hour flexibility.
3. Energy Efficiency 2021 will highlight the continuing low level of energy intensity improvements since 2016, an uptick in efficiency investment in 2021 and the scope for better energy efficiency policy with digital tools.
4. The [3DEN](#) initiative has supported the G20 with work on Empowering Cities for a Net Zero Future, as well as working with the Users TCP on P2P trading and with UNEP, who have an open call for proposals to support their Digitalisation for Flexible and Resilient Energy Systems project.
5. Emi also mentioned that the forthcoming [TCP Universal meeting](#) takes place in the week beginning 25 October 2021 and all ExCo delegates are welcome to attend.

### 2.3 Potential for joint TCP work on Net Zero and digitalisation

1. At the last ExCo meeting it was agreed that Sam would use some of his time to work with 4E, IEA and others on joint TCP collaborations from which emerged a focus on Net Zero and digitalisation in the building sector.
2. Sam [presented](#) an update on progress. The initial idea was to discuss with EBC and then other TCP's, but in the interim the BCG ([Building Coordination Group](#)) has come forward with an idea for a report much earlier than originally planned and asked for input from Users TCP. The BCG report would provide room for the TCPs to highlight their work in the context of meeting the 11 milestones by 2030, set out in the IEA's Net Zero Report.
3. Two questions were therefore posed:
  - a) What are delegates views on focusing TCP efforts on unpacking aspects of the IEA's net zero report?
  - b) How do we interact with the BCG idea?
4. Josephine (Ireland) noted that we need to ensure we add to the knowledge (and not the noise around buildings decarbonisation), i.e. by not adding to the questions. Vida (IEA) agreed, pointing out the high-level nature of the net zero report and the chance to unpack details on how to meet the milestones, including policy recommendations. She highlighted the behavioural milestone (related to space and water temperatures) and the behavioural aspects related to all the milestones that require purchasing decisions (e.g. for heat pumps).
5. David pointed to the Cool Biz and Warm Biz policies in Japan as examples that could be highlighted amongst the policies that have helped to change behaviours with respect to internal temperatures. He also mentioned Annex 69 of the Energy in Buildings and Communities (EBC) TCP as a good example of research on this issue and the possibility of algorithmically finding your thermally neutral band, through technologies such as Nest.
6. David felt that the TCPs, including the Users TCP, should contribute to the BCG report because it will make us feel uncomfortable. It would force us to be more implementation focused. This leaves the TCP with a question around what can be achieved within the existing budgets of Sam and Task Leaders. A BCG meeting will be held in the week of the Universal TCP meeting (October 25) at which potential resource requirements will become clearer.

**ACTION:** Sam to continue to work on the BCG net zero report idea and outreach with 4E and EBC, and to return to the ExCo if it looks like it may require some extra budget.

### 2.4 Joint 4E Plug & Play project

1. Our consultants, the Energy Systems Catapult, delivered their [report](#) in October 2021 and presented the findings during ExCo week at the [Users TCP Academy webinar](#) on 13 October 2021. The findings may be fed into the BCG reported on Net Zero and buildings (see item 2.3 above).
2. The project came in 17% under budget. A transfer will be made to our partners, the 4E TCP, who will pay the consultants on behalf of both our TCPs.

### 2.5 OECD Household Survey Update (Sam Thomas/Helene Ahlborg)

1. Sam and Helene [presented](#) an update on progress with the survey, and timing for the next phases. The survey has now been largely drafted, in an iterative process between the OECD and partners. We have been able to make significant improvements to the overall design of the survey and the energy module in particular. During Q4 2021-Q1 2022 the tender for survey providers will be issued, the questionnaire will be finalised, ethics approval will be sought and data management protocols issued. The survey itself will be tested and launched in Q1-Q2 2022.
2. Agreement on the programme of analysis will begin in Q2 2022 and data analysis and report writing will begin in Q4 2022-Q1 2023 once the data have been declassified by the OECD's Environmental Policy Committee.
3. Participating countries are France, Israel, the Netherlands, Sweden, Switzerland, the UK and the US. New countries can still participate up until the end of 2021. Nina (New Zealand) asked what the costs and sample sizes were per country. The OECD is asking for a 30 000 EUR contribution from each participating country. The sample size is expected to be around 1 000 respondents per country.

4. A post-doctoral student will join Helene's team in October 2021 to work on the survey amongst other things. The TCP thanked Helene and the Chalmers team for their ongoing work on the survey which has been a huge commitment.

**ACTION:** Sam to reach out to the CEM Secretariat to share details of the work with the OECD and our work programme more generally, exploring areas of potential collaboration.

**ACTION:** Sam to set out the process for OECD survey data analysis and report writing in a paper for the next ExCo meeting.

## 2.6 New TCP financial entity

1. Sam [presented](#) an update on the work that has continued with a new financial entity, being the creation of a draft constitution for a New Zealand incorporated society.
2. The next step is to gain an indication of which delegates and/or contracting parties will become members of this society. Most advised that they would have to gain confirmation from their internal legal departments as to the legal liability. The Netherlands, Ireland, Austria, Canada and the United States were particularly cautious, in their responses at the meeting, on the likelihood of being able to become members owing to the risk-averse nature of their organisations. Ireland suggested that, if a significant number of countries signed up, this might shift the perception of risk in such organisations. Belgium, New Zealand and the UK were more optimistic, but would need their organisations' legal departments to check. Switzerland suggested that we would need an advisory note that clearly sets out the liabilities of membership.
3. Sam also presented the alternative finance models available to TCPs, in case the TCP needs to explore other options:
  - Contracting Party holds the funds (the most popular model amongst TCPs and our current interim situation with Enova SF (Norway) housing the TCP's bank account)
  - Operating Agent holds the funds (4E/Bioenergy TCP model, also popular amongst TCPs, although has tax implications)
  - 3<sup>rd</sup> party (Account Manager) holds the funds (the old IEADSM model – this could potentially be another TCP,

**ACTION:** Secretariat to ask the NZ lawyer to provide a 'cover note' to the draft constitution stating what the risk factors/legal liability is for any individual or corporate entity who becomes a member of the society (and refer to the relevant clauses in the constitution) and circulate to members.

**ACTION:** Secretariat to continue to explore other alternatives as outlined in the presentation including any other contracting party that would be able to hold and manage the TCP's funds.

## 2.7 TCP Finance Report

1. The ExCo approved the 2021 year to date financial statement through the written procedure.
2. The ExCo approved the 2022 budget through the written procedure.

## 2.8 Secretariat Report

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

## 3 Task Status Reports

### 3.1 Energy Sector Behavioural Insights (BI) Platform Status Report (Jesper Akesson/Ondrej Kacha)

1. Jesper and Ondrej [presented](#) the status of the work of Phase 2 including the prototype of the online toolkit, which would eventually contain a policy makers' database and videos. Jesper explained that they are collaborating with the EnR (European Energy Network). Emi (IEA) said that there could be an opportunity to feed into the IEA's Energy Efficiency in Emerging Economies training sessions.

2. Even (Norway) asked how they are dealing with the different theoretical considerations underpinning understanding of behaviour. Jesper explained that they draw on behavioural economics, social psychology and other disciplines as well as empirical work. They are focused on identifying interventions that are effective, while also explaining the assumptions and theories that underpin the interventions.
3. New member countries are welcome to join this cost-shared task, funding requirement is 10,000 EUR per participant.
4. Current members are very happy with the progress of the Task. Gerdien (Netherlands) said that the Task had been positively received at a cross-TCP event in the Netherlands. Josephine (Ireland) said that Karl Purcell (national expert) is leaving SEAI. Karl leads the national expert committee that signs off the Task Leaders' invoices. Hannah Julienne will replace Karl as national expert. The committee will need to nominate a new lead to sign off invoices.
5. David raised the prospect of this Task becoming a multi-phased Task, given its overarching nature and the many topics that could be focused on through the lens of behavioural insights.
6. The ExCo accepted the Behavioural Insights Platform status report and thanked the Operating Agents for their work on Phase 2 to date.

### 3.2 Social License to Automate Task Report (Sophie Adams/Declan Kuch)

1. The ExCo accepted the Task status report through the written procedure.
2. The Task findings were [presented](#) by Sophie Adams and Declan Kuch, with details on sub-task findings presented by the National Experts involved: Lisa Diamond, Marianne Ryghaug and Selin Yilmaz.
3. In the panel discussion the issue of how to stack value for participants without making the proposition too complex to explain was raised. Of the cases studied, only the Warm Up project in Switzerland had tried to stack values, and this was in large part owing to the fact that the unbundled companies involved were in the same group. In general, there is a lack of integration between the grid and energy suppliers, with very little data shared between elements of the energy system. Diversity across users was limited with respect to their core concerns: costs, environment and comfort. However, contextual considerations are still important. Fire safety issues shape the debate in Norway. In west central Europe, communities of buildings are the object of interest for stakeholders, whereas in Australia it is individual buildings.
4. Three breakout groups formed to discuss policy implications and remaining evidence gaps, summarised below:
  - Group 1**
    - need to push for transparency for consumers on costs for public EV charging
    - wider public education and awareness needed, as issues around flexibility are poorly understood
  - Group 2**
    - at what level are these findings implemented? Who is the relevant actor? And how to engage them?
    - construct a set of principles to be applied
  - Group 3**
    - bit too early for policy recommendations
    - need more understanding of the situation better, and technology is not ready yet
    - require more and larger pilots
5. The plenary discussion around next steps pointed to a number of potential follow up activities:
  - a. Iain (Australia) stressed the need to distil insights as there is so much in the research. Sophie advised that they will be expanding the Executive Summary, producing a Policy Brief and will look at further webinars to disseminate the outputs.
  - b. Lisa (AIT) emphasised the need to scale up pilots.
  - c. Alexandra (UCL) suggested that principles could be successful if they were drafted in conjunction with industry, community actors and other interests.
6. Austria indicated that there could be possible follow-up work developed by their national experts (AIT). A concept note may be presented at the next ExCo.
7. David thanked Sophie, Declan and the whole team for their outstanding work on the Task and final reports.

### 3.3 Hard-to-Reach Energy Users Task (HTR) Report (Sea Rotmann)

1. Sea [presented](#) the HTR Task status report which is now in Q1 of Year 3.
2. The timetable is still running slightly behind owing to the impact of Covid-19, however they are also adding those impacts into the research.
3. Sea advised that if the 3 funding countries agreed then they would propose to extend the task by 1 year in order to incorporate all possible field pilots to their conclusion. A proposal would be submitted at the next ExCo meeting.
4. Monica (United States) said that they might have some case studies that could be used for pilots.
5. The ExCo accepted the status report and thanked Sea for her work.

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

1. Alexandra [presented](#) progress on the Task which is currently wrapping up the literature review phase of the Task (there has been some delay due to Covid-19).
2. Alexandra is presenting the November Academy webinar and producing policy recommendations for inclusion in a Policy Brief.
3. The literature review and summary will be sent to delegates from participating countries shortly.
4. Emi (IEA) wants to stay close to the Task as it moves towards policy recommendations. Josephine (Ireland) made the point that it would be difficult to keep lessons from pilots anonymous because there are so few of them, especially in Ireland. With respect to the method of engaging with stakeholder, Alexandra said that the passive approach is working well, with the Observatory acting as the “go-to” organisation that people are becoming increasingly aware of.
5. It was agreed that it could be beneficial to extend the Task to Feb 2025 in line with the end of the TCP’s mandate. A proposal on this could be presented at the next ExCo meeting. This might also be a Task that could have future phases beyond the end of the TCP’s current mandate.
6. The ExCo accepted the GO-P2P Annex status report, and thanked Alexandra and the GO-P2P sub-task leaders for their work.

### 3.5 Gender and Energy Task Status Report (Anna Aberg)

1. Anna [presented](#) the status report for the Gender and Energy Task.
2. The recent Task meeting in Gothenburg was a good example of an online/in-person hybrid event, but took very careful planning. A literature review by the UK national experts will be published later in October on the gov.uk website. The Task will look to continue to work with the C3E TCP on the data collection work; C3E helped to launch the Gender and Energy Task, along with the IEA’s People Centred Commission. A literature review by the UK national experts will be published in October 2021 on the gov.uk website.
3. David asked Anna about the Task’s work with the Institute of Electrical and Electronics Engineers (IEEE)’s Standards Association (SA). The Task is working with IEEE-SA programme on Dignity, Digital Inclusion, Identity, Trust and Agency (DIITA).
4. The ExCo accepted the Gender and Energy Annex status report and thanked Anna and her team for their work.

## 4 Potential New Work

### 4.1 Public Engagement, Communication and Participation Task proposal

(Emma Claydon, Orson Stanford-Durkin and Anne-Marie Benoy, Department of Business, Energy and Industrial Strategy (BEIS), UK)

1. Emma, Orson and Anne-Marie [presented](#) their proposal for a Public Engagement Task. The UK are asking for contributions of 20 000 GBP (around 22 000 EUR) per country to fund the Task. The UK are flexible around the details of the proposal, for example around the cost and role of the coordinator and the exact content of the research.
2. Monica (US) suggested that the work should explore the segmentation of audiences and draw lessons from the recent experience with COVID messaging. Nina (New Zealand) supported this point, citing COVID as an example of public engagement working at pace. Victoria (Canada) and Josephine (Ireland) thought that the Task was a little too broad as presented and could benefit from a tighter focus. Monica suggested that a public participation expert rather than an academic might be an option for the coordinator role.
3. The US, the Netherlands, Ireland, Canada, Switzerland and New Zealand expressed interest in the proposal, however there was general agreement that further work between interested parties would need to take place before the Task proposal could be agreed.

**ACTION:** The Secretariat will help the UK facilitate the forming of a pre-Task group of interested parties to finalise a proposal that meets the needs of all interested countries, before submitting to the ExCo for written approval.

## 5 Other Business

### 5.1 Forthcoming Users TCP ExCo meetings

1. The next meeting will be a face-to-face meeting in Vienna, Austria in the week beginning 4 April 2022.
2. A decision on the October 2022 meeting will be made at the April 2022 meeting. Canada has offered to host the next face-to-face meeting. The question will be whether 2022 is the right time to move to one face-to-face meeting a year and one online.

### 5.2 Pipeline of future Tasks

1. David reminded everyone of the importance of having a pipeline of Task ideas and proposals, especially as we move toward the mid-term review of the TCP.
2. Delegates were asked to think about ideas and bring them forward as concept notes at future meetings. David suggested that it would be good to look at best practice from countries who do this well, for example Sweden, who come forward with proposals for Tasks already with researchers and structures in place.

**ACTION:** Secretariat to reach out to member countries and other TCPS to collate inputs for a paper on how different countries initiate Tasks.

### 5.2 Meeting feedback

1. Sam circulated a [feedback form](#) at the meeting close and asked if everyone could complete it while their memories of the meeting are fresh.

### 5.3 Meeting close

1. On behalf of the TCP, David thanked Tony Fullelove for all his work during his time as the Australian delegate. Tony was instrumental in bringing Australia into the TCP as a member and in initiating the Social License to Automate Task.
2. With Tony leaving, there is a vacancy for a Vice-chair on the ESC. If anyone is interested in the role, please contact Sam or David.

**ACTION:** Delegates to notify Sam or David of their interest in joining the ESC by end February 2022.

3. David closed the meetings of the 4th UsersTCP ExCo, thanked all delegates for the excellent interaction, and thanked the Secretariat for organising the meetings.

**Annex 1: Summary of Decisions from 4th UsersTCP ExCo Meeting****11 – 14 October 2021**

Decision 4.1	The ExCo approved the draft agenda.
Decision 4.2	The ExCo approved the minutes of the previous meeting and the process to resolve outstanding actions from previous meetings
Decision 4.3	The Executive Steering Committee (ESC) report was accepted.
Decision 4.4	The ExCo approved the 2021 year to date financial statement.
Decision 4.5	The ExCo approved the 2022 budget.
Decision 4.6	The Secretariat report was accepted.
Decision 4.7	The ExCo accepted the Behavioural Insights Platform status report.
Decision 4.8	The ExCo accepted the Social License to Automate Task status report.
Decision 4.9	The ExCo accepted the Hard-to-Reach Task status report
Decision 4.10	The ExCo accepted the GO-P2P Task status report
Decision 4.11	The ExCo approved in principle the extension of the GO-P2P Task until February 2025, subject to approval of the proposal at the April 2022 ExCo meeting.
Decision 4.12	The ExCo accepted the Gender and Energy Task status report



**Annex 2: Summary of Actions from 4th UsersTCP ExCo Meeting,  
11 – 14 October 2021**

Action 4.1	Head of Secretariat to continue to work on the BCG net zero report idea and outreach with 4E and EBC, and to return to the ExCo if it looks like it may require some extra budget.
Action 4.2	Head of Secretariat to reach out to the CEM Secretariat to share details of the work with the OECD and our work programme more generally, exploring areas of potential collaboration.
Action 4.3	Head of Secretariat to set out the process for OECD survey data analysis and report writing in a paper for the next ExCo meeting.
Action 4.4	Secretariat to ask the NZ lawyer to provide a 'cover note' to the draft constitution stating what the risk factors/legal liability is for any individual or corporate entity who becomes a member of the society (and refer to the relevant clauses in the constitution) and circulate to members.
Action 4.5	Secretariat/ESC will continue to explore other options for holding and managing TCP funds.
Action 4.6	The Secretariat will help the UK facilitate the forming of a pre-Task group of interested parties to finalise a proposal that meets the needs of all interested countries, before submitting to the ExCo for written approval.
Action 4.7	Secretariat to reach out to member countries and other TCPS to collate inputs for a paper on how different countries initiate Tasks.
Action 4.8	Delegates to notify Sam or David of their interest in joining the ESC by end February 2022.

### Annex 3: Notes of Task Leaders Meeting, 11<sup>th</sup> October 2021

**Present:** Sam Thomas (Head of Secretariat), Vikki Searancke (Secretariat Support), David Shipworth (TCP Chair) Sea Rotmann, Alexandra Schneiders, Sophie Adams, Jesper Akesson, Ondrej Kacha, Anna Aberg, Declan Kuch

#### 1. ExCo Agenda – possible switch

- Unable to find an alternative slot for Sea to move her Status report at this time.

#### 2. Policy Briefs

- When preparing a policy brief there are a number of things to consider. Who are the audience? Policy makers, key decision makers? Policy is a catch all term - who has the power to act in this particular area? Recommendations should be as SMART as possible.
- Presentation is also important – needs to be concise and attention grabbing, include graphics and key TCP branding. We have a graphic designer who will assist in the production of policy briefs so they are consistently presented (review the [BI Platform Phase 1 Policy Brief](#) released earlier this year – on website).

#### 3. Task Sponsorship

- David advised that the ExCo had agreed to the Task Sponsorship proposal at the last meeting, and clarified how parties can participate in Tasks, particularly if they are not a member of a TCP contracting party (given that India and Spain are no longer TCP members).
- Anna has had contact with India and Denmark with regard to participation in her Task. Anna was asked to keep Sam and David in the loop in these talks as it feeds into other areas of interest to these countries that could encourage them to become full members (also Germany has shown interest in the Gender & Energy Task).
- Sea mentioned Portugal, who are providing case study work for the HtR Task. This is fine, as they are only inputting information.
- Ondrej raised the question of Australia's involvement in the BIP2 task. This is a slightly different issue where the TCP is trying to work with Australia on a new Contracting Party. Sam will revert to him on the status of Australian membership once he has more information.

**ACTION:** Sam will circulate the finalised note on Task Sponsorship.

#### 4. Face to face meetings

- The possibility of face-to-face meetings in 2022 was raised for comment.
- GO-P2P have had success with larger online meetings and achieving further reach than they would with a large number of countries trying to meet face-to-face.
- Gender & Energy had a very successful hybrid meeting which took a lot of planning and co-ordination but with very positive outcomes. They are considering having one big in person meeting per year – next one in Manchester, UK June 20-23, 2022 at the [International Conference on Energy & Social Science](#)
- Possible that a combination of hybrid and 1 x face-to-face meeting a year is an option for the TCP and Tasks. The next ExCo meeting will be in Austria in the week beginning 4 April 2022.
- Sea proposed side events at meetings like eceee (June 2022 in France).

#### 5. Net Zero as an organising theme

- Sam explained the current proposal of using concepts or milestones from the IEA Net Zero 2050 report to focus cross-TCP collaboration, and that the BCG (Building Coordination Group) has proposed a collaboration very quickly in the next few months.
- Do the Tasks have any work that could input into a report on the topic of getting the building sector ready for Net Zero including recommendations, references, case studies?

**ACTION:** If agreed to at the ExCo Sam will reach out to all Tasks for input.

**6. Newsletter items**

- Plan to produce a newsletter at the end of November.

**ACTION:** input from all Tasks to Sam by Friday November) with a paragraph and a link.

**7. Academy slots**

- Sea volunteered to have an HTR topic in the coming months.
- Sam will follow-up for 2022 dates.

Meeting ended 11.00am CEST

**NEXT MEETING: TBA (in January 2022)**