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

5th UsersTCP Executive Committee Meeting
Vienna, Austria, 7th – 8th April 2022

CONTRACTING PARTIES	ATTENDEES		AFFILIATION
AUSTRALIA	Iain	Macgill #	University of NSW, Sydney
AUSTRIA	Peter	Illich	Austrian Research Promotion Agency
AUSTRIA	Maria	Bürgermeister-Mähr	Austrian Research Promotion Agency
BELGIUM	François	Brasseur #	SPF Economie
CANADA	Sarina	Cotroneo #	Natural Resources Canada
CANADA	Zaiba	Ali #	Natural Resources Canada
IRELAND	Josephine	Maguire #	Strategic Energy Authority of Ireland
IRELAND	Daire	McCoy #	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 Enterprise Agency
NETHERLANDS	Nicole	Kerkhof #	Netherlands Enterprise Agency
NEW ZEALAND	Nina	Campbell #	Energy Efficiency and Conservation Authority
NORWAY	Even	Bjørnstad #	Enova SF
SWEDEN	Carolina	Ahlqvist #	Swedish Energy Agency
SWEDEN	Helena	Karresand #	Swedish Energy Agency
SWEDEN	Emina	Pasic #	Swedish Energy Agency
SWEDEN	Frida	Villemoes #	Swedish Energy Agency
SWITZERLAND	Markus	Bareit	Swiss Federal Office of Energy
UNITED KINGDOM	Emma	Claydon	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM	Orson	Stanford-Durkin #	Department of Business, Energy and Industrial Strategy
UNITED KINGDOM (Chair)	David	Shipworth	University College London Energy Institute
IEA			
Desk Officer	Emi	Bertoli	IEA Energy Efficiency Division
	Ghislaine	Kieffer #	IEA Energy Efficiency Division
	Fabian	Voswinkel #	IEA Energy Efficiency Division
ExCo SECRETARIAT			
Head of Secretariat	Samuel	Thomas #	Samuel Thomas Consulting
Secretariat Support	Vikki	Searancke #	
TASK LEADERS AND EXTERNAL SPEAKERS			
AUSTRALIA	Declan	Kuch #	University of NSW, Sydney
AUSTRIA	Lisa	Diamond	Austrian Institute of Technology
AUSTRIA	Helmut	Strasser	Salzburg Institute for Regional Planning and Housing
AUSTRIA	Andrea	Werner	University of Applied Sciences Technikum Vienna
NETHERLANDS	Floor	Alkamade #	Technical University of Eindhoven
NEW ZEALAND	Sea	Rotmann #	Sustainable Energy Advice
SWEDEN	Anna	Åberg	Chalmers University
UNITED KINGDOM	Alexandra	Schneiders	University College London Energy Institute
UNITED KINGDOM	Jesper	Åkesson	The Behaviouralist
UNITED KINGDOM	Ondrej	Kacha #	The Behaviouralist

# Denotes online attendance

Draft Minutes (chronological)

The fifth User-Centred Energy Systems Technology Collaboration Programme (UsersTCP) Executive Committee (ExCo) meeting took place in hybrid form with some delegates meeting in Vienna in person with others joining in online. These minutes present the discussion, decisions and actions made at the meeting. 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

Thursday 09h00

0-1   Draft agenda and minutes of the last meeting

1. The UsersTCP Chair, David Shipworth, welcomed delegates and observers to the meeting.

2. David welcomed new alternate delegates Nicole Kerkhof (Netherlands), Helen Karresand (Sweden) and Daire McCoy (Ireland), who all introduced themselves before the item on the Behavioural Insights Platform (3.3).

3. Apologies were received from Finland, USA and Carolina Ahlqvist, Sweden (Thursday only)

4. The minutes from the previous meeting were previously approved and were provided for information.

5. **Decision: The draft agenda of the 5th UsersTCP ExCo meeting was approved.**

Thursday 09h20

2.1   Status of the TCP

1. David presented the key developments of the TCP since the last meeting, as set out in the Executive Steering Committee Report (ESC). He emphasised the good progress made on our Tasks and the survey (with OECD) and stressed the importance of replenishing our roster of Tasks.

2. David then focused on the broader geopolitical context, presenting the potential impacts of the war in Ukraine on efforts to reduce gas consumption, economic conditions and food production. He set out potential worst case scenarios involving the cut-off of gas supplies (by either side, or through war), the recommissioning of nuclear and coal plants, drilling, mining and fracking. The consequences could involve phased shut-downs of heavy industry, energy rationing in Europe, recession, high energy prices and reinvestments in hydrocarbons. Beyond 2022-23, the "reasonable worst-case scenario" for the period to 2025 might also mean continued supply chain constraints (including neon – which is a key component in energy transition technologies).

3. The impacts on our work of these factors could mean a switch of focus towards consumer protection and a down-grading of meeting carbon targets in the hierarchy of objectives in the energy transition trilemma. Energy independence at all levels (from nation states to individual consumers) is likely to increase in importance; this may also have some impact on people's willingness to participate in flexibility markets. He pointed out the need to engage with the public to obtain and maintain a broad consensus on taking action on climate change. At the same time, he posited that, as climate risks become more immediate and local, people will prioritise their own safety. He also highlighted the recent conclusions from the IPCC's sixth annual report, which highlighted the need to increasingly grasp high-cost / high-risk / high-reward policy ideas to reduce emissions, such as carbon sequestration, geoengineering and space-based solar that may appeal to the public, as it takes away responsibility, but also risks taking focus away from more mundane mitigation technologies. There is likely to be a greater focus on system and cyber security as we rely more on flexibility and electrification is sped up (in order to remove reliance on hydrocarbons). There is also likely to be more focus on regulatory options, with implications for how our work can feed into regulatory design and supporting measures.

Thursday 09h55

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

1. Emi presented her report as the IEA Desk Officer for the TCP on the recent activities of the IEA. She fed back the outcomes from the recent TCP Universal Meeting, including two new handbooks for TCPs on expanding the global reach of TCPs and on enhancing multilateral collaboration and new guidance for TCPs on developing collaborative projects. At the IEA, the recent Ministerial involved Ukraine as a guest. Lithuania is joining as a

member in 2022 and Chile, Colombia and Israel seeking accession. Egypt is also looking to move towards closer ties with the IEA.

2. The IEA recently published a [10-Point Plan](#) to reduce the EU's reliance on Russian natural gas, which included short-term measures to shelter vulnerable consumers from high prices, speeding up heat pump rollouts, accelerating fabric improvements in buildings, encouraging thermostat adjustment and the diversification and decarbonisation of power system flexibility resources. There is ongoing additional work to expand on the energy efficiency-related elements. The thermostat levels are key in terms of immediate impact, so they are interested in case studies of where technology and behaviour change interventions have had impacts. Emi explained their recent work on digital business models, focusing on regulatory frameworks, standardisation and interoperability, social acceptance and cybersecurity, and capacity buildings. Emi also highlighted a related project – the [Digital Demand-Driven Electricity Networks Initiative](#) (3DEN), which the TCP has engaged with through the Chair and the GO-P2P.

3. Belgium asked about the IEA's work on critical materials procurement, which are needed for many energy transition technologies. Emi said that the IEA has produced an [initial report on the topic](#) and they are working in analysis on clean energy technology value chains, analysing possible bottlenecks, mitigation strategies and opportunities along the different steps of value chains across regions to realise the transformation to net zero.

Thursday 11h00

3.3 Energy Sector Behavioural Insights Platform Status Report (Jesper Akesson/Ondrej Kacha)

1. Jesper Åkesson [presented](#) the status of the work of Phase 2. He focussed on the development of the toolkit. Key feedback on the beta version includes a reduction in text, simplification of language, more visuals, adding citations, as well as numerous small tweaks to improve its functionality. Next steps will be to organise many dissemination events. They presented the beta version at the Users TCP Academy in February. It is also being submitted to lots of conferences, including in Manchester in June.

2. Next steps are to use the Toolkit as a reference to develop a Massive Open Online Course (MOOC). This would include modules on applying behavioural insights, research methods and a how-to guide to the toolkit. These features will appear on the same website as the Toolkit.

3. The final segment of the BI Platform's current phase will focus on programme and community development. This includes how to engage with other professional groups and where to go with the next phase. So far, they have made close contact with the Behaviour change working group of the European Energy Network (EnR). Ideas for a Phase 3 will be presented at the next ExCo meeting.

4. Participating countries: the Netherlands, Ireland, Switzerland and the United Kingdom expressed their satisfaction with the work done so far. Discussion revolved around potential workshops to explain the Toolkit at national level. Participating countries would be prioritized. Switzerland mentioned that they would be interested in this. New Zealand, a non-participating country, would be interested too. There is still a small shortfall in budget which, if uncovered, will result in less dissemination work. One option might be for workshops provided in non-participating countries being offered on a user-pays system to make up the budget shortfall. Emi said that it might be possible to advertise the work of the Platform through IEA channels.

5. Looking forwards to a potential Phase 3, Jesper talked about the potential for expanding and improving the scope of the toolkit. The work on the toolkit has also highlighted primary research gaps. Anna noted that such research could include understanding gender as a mediator in behavioural insights studies. The task of publicizing it is also an ongoing issue. Finally providing a community for BI practitioners in government could be a valuable feature, for example through the hosting of semi-regular events and an online forum. Norway asked whether the insights in the toolkit are robust to changing energy and geopolitical contexts. Jesper said that he felt that a lot of the assumptions still hold, for example around biases and beliefs. In terms of the precise impacts, the evidence is not very robust in any case. Interventions are being tested for the first time in trials in many cases. However, there is a growing evidence base that social norms-based interventions do work. One suggestion was that the BI Platform could be extended to interventions needed in the new contexts described above. A general issue regards frameworks for understanding the transferability of case-based learning between different contexts. This applies to empirical work done in many of the UsersTCP Tasks, as well as more broadly by the IEA. Jesper noted that we lack a formal framework on how to transfer learnings between cases and how these generalise more broadly.

6. **Decision**: **The ExCo accepted the Behavioural Insights Platform status report and thanked the Operating Agents for their work.**

Thursday 11h45

3.1   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. She highlighted engagement from member countries and non-members, particularly Germany. Task Force with INATBA showed that blockchain technology is mainly used for record-keeping and that there are lots of different standards being developed. There have been 43 joint publications so far, or which 22 are in peer-reviewed journals. The findings from the Academy webinar were interesting – it had an interactive design. Tariff structures are key, to ensure that the value of peer-to-peer can be monetised. There is tension between social benefits and desire for autarky, and between current network operators and peer-to-peer networks, where the desire to balance locally may clash with the benefits to the system as a whole. Other tensions relate to the legal status of prosumers and the obligations that come with being an energy supplier, the balance between the need for interoperability and innovation in standard setting and the extent of smart meter rollouts.

2. Next steps are to build on the literature reviews and produce a National Readiness Index for participating countries. The next event in Ireland in June will be to discuss case study analysis in this context. Also, the Task Leaders will be putting together a full proposal for the continuation of the Task to at least February 2025.

3. Participating country, Ireland, asked about whether individual member country analysis was going to happen to identify whether there is potential for regulatory change. Sub-task 5 on regulation will be looking at this issue. Sam said that it would be important to distinguish between the bespoke benefits to contributing countries and the benefits to non-participating countries (and in particular, non-member countries, such as Germany). The Netherlands said that, with respect to standardisation, if you are too late it can cost a lot to subsequently change products, therefore interoperability must be factored into the early-stage development. Austria said that they could be interested in joining a new phase of GO-P2P. Declan asked what "high readiness" looked like. Alexandra said that it was too early to say, but that the Readiness term might need to be changed if the technology and context is evolving so rapidly.

4. **Decision: The ExCo accepted the GO-P2P Annex status report, and thanked Alexandra and the GO-P2P sub-task leaders for their work.**

Thursday 13h30

3.2   Gender and Energy Task Status Report (Anna Aberg)

1. Anna presented the status report for the Gender and Energy Task. Anna explained that the four European countries involved (Austria, Ireland, the Netherlands and Sweden) tendered for their Task participation, while Australian and United States involvement is not through dedicated funding. The United Kingdom has left the Task owing to the withdrawal of funding for the Task participant with some minor adjustments in terms of scope. The Task will be represented at two sessions at the ERSS conference in Manchester (at which the BI Platform will also be represented). They will also be looking to do another Academy webinar later in the year (featuring Dutch participants, Duneworks) as well as a webinar with the C3E TCP

2. Some interesting developments include a game developed around their Gender Just Energy Policy Framework Criteria that can be used with policy makers and other stakeholders, the idea to have a follow-up survey to the OECD-led EPIC survey focused on particular end-users with decision-making capabilities, such as homeowners, and research in a "living lab" around centring home energy management interfaces in the home and making them both accessible to the whole family and aesthetically pleasing. The aim is to reduce energy use while centring decision making on activities instead of metrics.

3. Ireland noted that their participation had become definite (not possible, as stated in the Status Report.

4. **Decision: The ExCo accepted the Gender and Energy Annex status report and thanked Anna and her team for their work.**

Thursday 14h15

4.1   Social License to Automate 2.0 Task Concept note

(Peter Illich, Austria; Andrea Werner, University of Applied Sciences Technikum Vienna; Lisa Diamond, Austrian Institute of Technology)

1. Peter Illich (Austria), Andrea Werner and Lisa Diamond presented the Concept note on this potential new Task-shared Task.

2. Andrea pointed to research gaps, particularly around the diversity of user groups, their flexibility profiles and the potential for tailored interventions; the role of middle actors; and energy communities in demand-side management. These gaps inform the shape of the proposed subtasks, on

    a. the role of gender and diversity factors in flexibility

    b. the contribution potential of energy communities

    c. flexibility profiles and data quality

    d. synthesis, adaptation of the social license concept and stakeholder recommendations.

3. She highlighted the novel aspects of the research around flexibility potential, informed by other Users TCP Tasks, as well as interest already from Norway, Switzerland, Netherlands and Australia.

4. Lisa noted that the war in Ukraine has affected the context for the Task and this will be reflected in the final Proposal.

5. The Chair highlighted the importance of the identification of flexibility markets as a novel aspect of the research and asked Task Leaders for their views on potential synergies and overlaps. Anna said that it would be important to keep in touch so that they do not duplicate work in literature reviews and foresees the potential for some collaboration. Alexandra noted the communities aspects and said that it would be good to stay in touch on this subtask to ensure non-duplication, particularly around case studies. The Chair noted some potential synergies with Hard-to-Reach as well.

6. The ExCo agreed that the concept aligned well with the Strategic Plan and that it was sufficiently novel, while also enabling synergies with other Tasks and indeed ISGAN, EBC and Cities TCP. With respect to international collaboration, the research would look beyond Europe, where a lot of the research takes place. On pathways to impact, the recommendations would be formed in the last part of the research. The Chair suggested engaging with IEEE, RESCoop and others to work out which organisations could be good conduits for making an impact with the research findings.

7. Australia cannot make a decision on participation until their Contracting Party discussions have been resolved for 2022. Ireland and the Netherlands are interested in participating, as is Sweden, assuming that budget can be explored. Norway has some issues (similar to Australia) that need to be sorted out before they make a decision, but in principle are interested. Italy found the topic interesting but have a problem with lack of resources to commit. Belgium, Canada, Finland and Korea will not be participating. Switzerland have the University of Geneva interested in participating. The United Kingdom have yet to find a natural home for it in BEIS and will report back on this. The United States have not yet expressed an opinion.

8. **Decision: The ExCo approved the Concept Note to move to full proposal taking account of feedback at the meeting and further discussions with stakeholders, reflected in the Full Proposal at the next meeting.**

Thursday 15h30

4.2   Public Engagement, Communication and Participation Task proposal (Emma Claydon & Orson Stanford-Durkin, Department of Business, Energy and Industrial Strategy (BEIS), UK; Gerdien de Weger, Netherlands Enterprise Agency (RVO) and Floor Alkemade (TU Eindhoven))

1. After presentation of the concept note at the last ExCo, UK and the Netherlands have developed the Task Definition Phase and member countries are asked for commitments to funding the Task at 20,000 EUR per country, with a minimum of 4 countries participating and funding.

2. Orson explained that the scope of the Task has been refined in discussion with other countries and that Switzerland and the Netherlands were on board, with the Netherlands as co-author. New Zealand, Sweden and the United States have previously expressed interest. He highlighted the paradox between support for the energy transition and its key technologies, and resistance to specific infrastructure developments. Floor explained that psychological, social, economic, institutional and technological factors influence energy citizenship and outcomes. This analysis has led to three Task objectives:

    a. To identify common challenges and how to resolve them

    b. To collect evidence from case studies

    c. To develop best practice guidance for public engagement around energy infrastructure.

3. Emma highlighted the value of the Task in developing an effective, cohesive and consistent narrative in garnering public support, drawing on international experience, particularly in the current changing context. The main activities would be in an initial sub-task, which would include a comprehensive review of current and previous strategies and programmes to public engagement around energy infrastructure, alongside best practice guidance. Further sub-tasks could be considered in future iterations if successful.

4. Ireland asked whether there would be research questions around different types of large infrastructure projects. Orson agreed that this was a good idea. Ireland also asked about economic incentives as part of the topic. Orson said that, yes, community engagement and compensation would also be part of the research. The Chair noted the broad nature of the research questions, along the lines of the Ireland question. He suggested that breaking down discussions by different segmenting factors would be needed. Orson said that, yes, there would be another step in further defining them.

5. Austria, Italy and Belgium are interested but do not have the resources to participate. Belgium is investigating potential partners but without success. Australia, Canada, Finland, Korea and Norway are not able to commit. The United States have yet to express an opinion. Ireland finds it an interesting topic and they are looking to industry to find out whether there is an interested party that would be prepared to commit the funding and can revert with a decision within a month. Sweden is interested but it depends on an ongoing budget review. They hope to know by end April but would then need to go through a tendering process for a national expert.

6. **Decision: The ExCo gave approval for the Public Engagement Task to proceed and recommended that the Task participants wait for clarification on Ireland and Sweden's participation. Special dispensation to proceed with only 3 participants was granted on the basis that the Task is a 1-year pilot cost-shared Task.**

7. **Action: Ireland to revert with a decision on participation in the Public Engagement Task by 7 May 2022.**

8. **Action: Sweden to revert with outcome from budget review on participation in the Public Engagement Task by end April 2022.**

Thursday 16h15

2.3   Task Initiation and Participation Report

1. Sam presented the results of the Task initiation and participation survey as well as some thoughts from his discussions with other TCPs. He asked for thoughts from delegates on the potential ideas to overcome barriers to Task initiation as well as any other ideas not included in the analysis.

2. Ireland highlighted the need to focus on how to come up with initial ideas for Tasks in member countries. Sweden agreed that country identification is needed, ideally amongst the ExCo, asking whether it would be an idea to collect common ideas in a list or survey. The Netherlands highlighted the importance of getting Task concept notes and proposals as early as possible before ExCo meetings to ensure the greatest likelihood of participation. Anna suggested that it would be good to schedule a discussion at each ExCo meeting around a potential research idea or two. Andrea liked the idea of a concept note template.

3. **Action: ESC to discuss further the options to take forward regarding Task initiation and participation and propose changes to processes.**

CLOSE DAY 1

Friday 09h00

3.4   Hard-to-Reach Energy Users Task (HTR) Report (Sea Rotmann, Sustainable Energy Advice)

1. Sea presented the HTR Task status report and presented a proposal for a one-year extension to the HTR Task. She highlighted the importance of the network of participants and subtask partners in delivering the Task. The work has evolved over the course of the Task along with the changing contexts within which end-users are living (COVID, fuel price inflation). Some of the work of previous Users TCP Tasks (Task 24 of the IEA DSM) has been further developed, for example the HEAT kit intervention, which has been trialled in New Zealand with gamification aspects.

2. The additional deliverables for Year 4, if the extension is granted, would include

   a.   articles in Nature Energy (a connection made through the Academy),

   b.   programme assessment of strategies used to combat energy hardship,

   c.   field pilots in New Zealand (HEAT kits) and Canada (empathy training for low-income auditors),

   d.   an in-person workshop in New Zealand (if COVID allows), and

   e.   participating country reports with more input from additional work.

3. The Chair asked Sea to clarify which countries are funding the Task, given the potential for confusion, given that some countries appear to be participating jointly. Sea explained that the US participants, the Consortium for Energy Efficiency (CEE), also has members in Canada, as they are an organisation representing utilities in both countries. She explained that cost-shared component provided by the CEE should be considered to be from the US, with additional work undertaken in Canadian provinces being co-funded by utilities in those locations.

4. Ireland asked about the energy coaches and how they are trained and deployed, given that they are often provided to vulnerable households. Sea explained that there is a big focus on connecting them with other community workers, particularly financial mentors and budget advisors, so that they are able to take a holistic approach to advice and helping them to improve various aspects of their situations, including their health.

5. New Zealand are happy to see the Task extended and said that the field research in New Zealand and the case study analysis in other countries was proving very useful in designing policies for low-income groups, and also thinking about new approaches to the small business sector. Sweden is very happy with the work so far but are only able to come back on financing the extension to the Task by the end of April. The funder in the United States (CEE) has already signed off the extension

6. The Chair asked whether there are any obligations on service provision to hard-to-reach audiences in countries. He wondered whether "hard-to-reachness" i.e. inaccessibility of these groups, would lead to new policy; how could it be operationalised. Sea explained in the US that different states have different rules, but at the federal level there is no definition of energy poverty. Nina said that, in New Zealand there is no obligation on utilities to deliver energy efficiency, although there is some thinking around how to develop new policy around energy hardship groups (mostly low income). Sam highlighted the White Certificate system in France, whereby utilities are mandated to deliver a ringfenced amount of energy efficiency improvements in very low-income households. They can do this by buying White Certificates from energy efficiency providers that have made energy efficiency improvements. Supporting organisations are issued White Certificates (which have a market value) for actions that help identify those most in need. Anna suggested that the Hard-to-Reach Task might be interested in the potential follow-up survey to the OECD survey, particularly in deciding which groups should be focused on. Anna mentioned that Chalmers University had also been contacted by Nature Energy.

7. **Decision: The ExCo accepted the Hard-to-Reach status report and thanked Sea for her work.**

8. **Decision: The ExCo approved the extension of the Hard-to-Reach Task, with or without Sweden's approval.**

Friday 09h45

2.4   Finance Report (Gerdien de Weger, Vice-chair Finance, Samuel Thomas and Vikki Searancke, Secretariat)

1. Gerdien introduced the finance report for 2021/22 explaining that there was an underspend against budget, owing to lack of travel expenses and relatively little spending needed on contingency. The only exception was additional spending on the finance budget line, owing to the setting up of the new entity and bank account to house the TCP's funds. Simone and François (Finance Sub-Committee) explained that they had reviewed the report in advance and were happy to approve it. François liked the inclusion of the year-on-year comparison

in the finance report, even though in this case the 2020 vs 2021/22 was more difficult to interpret than in past or future years, owing to the change in financial year.

2. **Decision: The ExCo approved the 2021/22 full year (14 months) Financial Statement.**

3. Sam explained the proposal to hold the Common Funds for all Cost-shared Tasks in the TCP bank account. This would be a formalization of current practice with the Behavioural Insights Platform and the future Public Engagement Task. The proposal in the Finance Report was amended to exclude extensions to existing Cost-shared Tasks, owing to complications associated with New Zealand's contributions to the Hard-to-Reach Task extension (international funding for the Task had been exhausted, but another domestic budget line could be used instead). Ireland said that they think it is a great idea and will provide clarity and transparency to all countries for their funds contributed. Sweden asked about what happens if there is an underspend. Sam explained that any underspending could either be returned to participating countries, or retained by the TCP in lieu of other contributions, either to other Tasks or to the TCP Common Fund; the decision would be made by the country. Canada approved the proposal but thought that decisions on individual Tasks should be reviewed case by case going forward as a matter of prudent financial diligence.

4. **Decision: The ExCo agreed that effective from 1 March 2022 all financial contributions made by participants of new cost-share Tasks, will be held by the TCP in its Common Fund bank account, and payments will be made on behalf of the Task after approval from the Task management committee (or similar representation of participants) that agreed milestones and budget requirements have been met.**

5. Sam and Vikki provided a brief update on progress with setting up their new company in New Zealand to hold the TCP's bank account. Currently, anti-money laundering checks are being carried out, after which a draft constitution for the company will be prepared. Once the company has been set up, the bank account can be opened.

Friday 11h00

Policy Update Presentations

(i) One Stop Shops for residential building decarbonization (Josephine Maguire, Strategic Energy Authority of Ireland)

1. Josephine presented the One Stop Shops initiative. She explained that Ireland has 1.8-1.9m homes and some challenging targets to reach by 2030. 80% of household energy is used for heating (space and water). Ireland takes a fabric first approach. So far most of the policy interventions have led to the installation of relatively easy and cheap insulation, but more expensive insulation and heat decarbonization will be needed to meet targets. They have developed a framework for consumer decision making based on socio-technical evidence, which shows that subsidies are really important, but in order to make these more attractive there are many other aspects related to trust, hassle and other barriers that need to be overcome. They know from their research that, even if they get as far as deciding that they need to start investing in deeper retrofit, the hassle is really off-putting. Research shows that roughly a third of people have not even thought about any energy efficiency on their homes; a third have thought about it but not acted yet; and a third have done some but need to do more. Focus groups show that homeowners now agree that they have some responsibility for tackling climate action but feel government must support them to take action. So there is interest, but also a lack of urgency (life gets in the way). Upfront cost is a main barrier, and a 50% grant is a trigger point. Low-cost finance is of interest ("return on investment" was a hot topic). Heat pumps only came up with end-users as viable with a big grant.

2. This is where the one-stop shops come in, which aim to provide households with a single point of contact to reduce hassle and connect them with a grant scheme, designed to raise buildings to the "B2" energy performance standard and save at least 100 kWh per m2. The target group is individual homes, either home-owned or landlord-owned (the can-pay sector). Organisations that will do the work need to satisfy a set of criteria before being able to participate. On the financial side, Ireland realised that the stop-start nature of funding can be problematic with yearly budgets. Therefore they have taken a leap of faith and allowed contractors to have multi-annual funding, which means that they are allowed to work across financial years. Grants are now fixed per measure to provide transparency for all involved. Certain sets of actions are given additional incentives – for example insulation plus heat pumps. Grants are included in the fees paid to installers (installers then wait for grant, making it important that they have cashflow to cover these periods). One Stop Shops deal with everything from the household's perspective. Households will also have access to low-cost finance for their remaining investment costs. The rationale to build the supply chain and generate

demand amongst homeowners. Training for heat pump installers is also a priority. Individual upgrade grants are still available but not as generous as the One Stop Shop. Insulation rates are up to 80% for ceiling and cavity wall insulation measures (as part of the response to the current high energy prices).

3. David asked whether metered savings will be used to estimate impacts. Josephine said that they will use deemed savings, adapted for comfort taking, based on evaluation evidence. Payments to contractors will be based on meeting building performance ratings, but the focus on particular measures is aimed at reducing the risk of gaming by contractors aiming to meet the ratings at least cost. Emina asked whether the One Stop Shops are contracted through a tender. Josephine explained that there is no one-off tender – registration is open continuously. Helmut asked whether the supply chain is ready to ramp up. Josephine said that they were working with industry sector associations to ensure that they are ready. Ireland has two heat pump manufacturers in Ireland, but they have less control over windows and other components in the supply chain, where they have a watching brief.

(ii) City Climate Contracts (Emina Pasic and Frida Villemoes, Swedish Energy Agency)

1. Emina first presented the Viable Cities programme as one of 17 strategic innovation programmes co-funded by the Swedish Energy Agency (SEA). It has a budget of 1bn Swedish Krona of which half is funded by SEA with a mission for cities to be climate neutral by 2030 with a good life within the planet's limits, so it is both environmental and socio-economic in its goals. The programme has 62 ongoing projects with 200 partners and is organized as a member organisation with 116 members. Emina explained that, over time, it has changed from being a fragmented collection of projects to an ecosystem of interventions that are all pulling in the same direction. Under the programme, the Climate Neutral Cities 2030 initiative has been developed, growing from 9 to 23 cities all over Sweden, representing 40% of the Swedish population. Through the initiative a Climate City Contract 2030 is signed by mayors, government agencies and the Viable Cities programme (which acts as a coordinator). Government agencies commit to put in place relevant policies and finding funding for sustainable urban development. The contract is signed by all 3. They are updated annually. Last year 9 cities signed the new contract, and 14 cities signed a letter of intent to do so by end 2022.

2. Frida explained that Viable Cities has led developments around digitalisation, citizen engagement, climate investment, cities comparison tools and demonstrator projects. Sweden is the first in Europe to have a Climate City Contract, followed recently by Spain. They have looked into the concept of cascading contracts, so that everything fits together. First four-yearly evaluation has taken place with good results. A second evaluation is already underway in order to input to the next policy decisions.

(iii) Cities TCP (Helmut Strasser, Salzburg Institute for Regional Planning and Housing, Austria)

1. Helmut explained that the Cities TCP is a new initiative aimed at the decarbonisation of cities and communities (see presentation). The IEA estimates that around 2/3 of decarbonization needs to happen in urban settings. Common strategies are needed to coordinate action and reduce the costs of decarbonization. However, as experiences show there are many challenges at the city scale – decarbonization is not necessarily a top priority; it is often unclear how to approach it given its complexity and the need for strong support from national governments to local policy makers.

2. The Energy in Buildings and Communities (EBC) TCP had a working group on cities and communities that ended-up providing a strategic plan for a new TCP, with the support of the IEA. It got approval from the IEA Committee on Energy Research and Technology (CERT) and the Governing Board in 2021. The Implementing Agreement formally entered into force on 24 January 2022, making the TCP on Decarbonization of Cities and Communities officially the 39th TCP within the network. A first ExCo meeting is planned for late spring 2022. The TCP will aim to support urban decarbonization efforts through the provision of evidence-based information, tools and recommendations and an international forum and provide a communication channel for research on relevant topics and exchange between TCPs and practitioners. Helmut explained that data gathering would be a key element of the work, as well as the non-technological aspects of city decarbonization, as there are already TCPs focusing on the individual technologies.

3. Ireland asked who is involved in the TCP so far and how will they reach out to promote it to new cities? Helmut said that the TCP is at the national level (Austria, Netherlands and Norway so far, other countries are welcome

to join). Ireland was involved in the EBC working group and it would be the Ministry or Agency that would be involved. The annual fee has not yet been decided by the ExCo. The proposal is that it would be around 30 000 Euros per year. Cities do not pay additional fees. There will be a mixture of Task-shared and Cost-shared Tasks going forward. Emina is discussing the potential for Sweden to join.

Friday 13h30

ExCo projects

1. Sam presented the paper (2.6) updating progress on the OECD survey, explaining that it was now in the process of translation into the languages of the 9 countries hosting the survey. Testing would begin shortly with the survey itself carried out in May. Data should be available by end July and an initial publication from OECD, setting out basic summary statistics and high-level policy implications, would be drafted by November. The process for determining which pieces of analysis would be undertaken by whom, leading to reports in 2023, has not yet begun. This means that the action from the previous ExCo meeting on this topic remains open and will be taken forward as a priority over the coming months in collaboration with the OECD.
2. **Action: Sam to set out the process for OECD survey data analysis and report writing in a paper before the next ExCo meeting, in collaboration with Chalmers University and other interested parties.**

Annual report

1. Sam presented the draft Annual Report, which highlights our Tasks with double-page spreads, the Academy, our ExCo projects and provides details of the 2021/22 period. It is designed as an advert for the TCP as much as a record of our recent achievements. Belgium suggested that the cover image would be better if it featured users. Sam explained the rationale for the cover image (a view from above of the sun reflecting off rooftop solar in a residential district) - a metaphor for shining a light on user-centred energy related issues - and the reservations with the many images of energy users that had been discarded (often too aspirational, trendy or privileged, i.e. with an eye on product advertisement). Sam said that the Secretariat would look again at potential images for the front cover.

2. **Action: Secretariat to investigate alternative cover images and agree final version with the Executive Steering Committee in the week following the ExCo meeting.**

Users TCP Academy

1. Sam presented the latest data on Users TCP Academy registrations and participation, highlighting the recent run of excellent webinars at which the TCP's Tasks and National Experts had been represented. With the Tasks now reaching maturity, the Academy is performing its primary function in providing a platform for the dissemination of our research. All of the Tasks had been represented on the Academy, along with the IEA Secretariat, who presented Energy Efficiency 2021. The remaining webinars until the northern hemisphere summer break would focus on the work of affiliates to the Users TCP, before a return to Task-based webinars in September.

Executive Steering Committee elections

1. Chair elections will be held at the next ExCo meeting. The Chair encouraged all ExCo members to consider nominating themselves for the role, explaining that his university is currently funding his role as Chair, independently from the funding he receives from the UK Contracting Party to act as alternate delegate. A second Vice-chair position (in addition to the Finance Vice-chair) is also open to any candidates that would wish to nominate themselves.

2. **Action: Secretariat to circulate guidance for Chair and Vice-chair elections in the week following the ExCo meeting.**

Secretariat contracts

1. Sam's contract has a break in February 2023 with an option to extend until February 2025 (the end of the TCP's current mandate). The Chair suggested that he organize a 360-degree feedback exercise ahead of a discussion at the next ExCo meeting.

2. **Action: Chair to organize 360-degree feedback on Sam's performance ahead of a discussion on whether to extend Sam's contract until February 2025 at the next ExCo meeting.**

Next Meetings

1. **Canada is expected to be the host country for the next meeting** in October 2022, COVID issues notwithstanding. The IEA Future Buildings Forum (FBF) is taking place in Ottawa, Canada, 19-21 October, providing a potential event with which to organize our ExCo meeting back-to-back, i.e. 17-18 October with some sessions at the FBF related to user-centred issues. The FBF is organized by EBC TCP once every five years.

2. The ExCo discussed how future meetings should be formatted and scheduled. The Netherlands and Sweden both thought that in–person meetings should be limited to once per year, alternating between Europe and the Rest of the World. The Chair noted how much useful and free-flowing conversation occurs outside of the main body of the meeting, e.g. over dinner and in breaks. Therefore, it would be important for as many ExCo delegates as possible to be present when the ExCo does meet (if this is less frequently). Alex noted that the hybrid system had worked well at this meeting. Vikki noted the time zone issue, pointing out the lack of non-European delegates online during much of the meeting. Anna pointed out that there was no need to travel to listen to presentations that could be consumed at home. To warrant travel, the agenda needs to be interesting, focused on doing things that are better done in-person, such as solving collective problems. The Chair agreed with this point, suggesting that this might point to the organisation of in-person events at a higher level than the TCP, e.g. at the Coordination Group level (we are involved in two such groups, focused on Buildings and on Electricity Systems).

3. In conclusion, **the Chair's preference would be for annual in-person meetings, beginning with another hybrid meeting in Canada in October 2022** with as many participants in person as possible. He would likely be there in any case for the FBF, and this timing would enable us to hold meetings with other TCPs and could be a useful draw. Emi said that it could be difficult to get permission to travel from the IEA unless there was a very good case. There was general agreement amongst European delegates that it would be difficult to get permission to travel. Jesper said that he would most likely be able to travel.

4. **Action: Following the next Executive Steering Committee (end April), Secretariat to circulate survey to ExCo delegates and Task Leaders on format of the next and future meeting(s) and the likelihood that they would be able to travel to Canada in October.**