Matters for the ExCo, draft agenda and meeting instructions,
Halifax Hampton Inn Conference Room, 1960 Brunswick Street, Halifax, Nova Scotia, Canada, B3J 2G7

Meeting Instructions

1. Please complete the written procedure by **Tuesday 16th May**. This will enable the draft agenda to be finalized.

2. Please note the matters for the ExCo below and the draft agenda at the end of this paper.

Matters for the ExCo

Paper	Matter	Written Procedure / At Meeting
0.1 Draft agenda	Adopt the draft agenda, allowing for the potential addition of items arising from the written procedure	Written procedure
1.1 Minutes from the last meeting	Note the final version of the minutes from the last meeting	No action required
2.1 Status of the TCP (ESC report)	Escalate any aspects of the ESC report you would like to discuss at the ExCo meeting	Written procedure
2.1 Status of the TCP (ESC report)	Consider whether there are ExCo projects that you would like to propose	At meeting
2.1 Status of the TCP (ESC report)	Decide on whether to hold the next ExCo meeting in the Netherlands	At meeting
2.1 Status of the TCP (ESC report)	Suggest potential venues for future in-person meetings	At meeting
2.1 Status of the TCP (ESC report)	Agree to the continuation of the Users TCP Academy webinar series without our partners, the Copper Alliance	Written procedure
2.2 Secretariat report	Escalate any aspects of the Secretariat report you would like to discuss at the ExCo meeting	Written procedure
2.3 Finance report + 2.3a Attachment with annual comparisons	Note the 2022/23 full year Financial Statement	No action required
2.3 Finance report + 2.3a Attachment with annual comparisons	Approve the final budget for 2023/24	Written procedure
2.4 Users TCP Strategy paper	Review your government's energy transition strategies and identify three main challenge areas identified for the medium term (2025-2030). These can be high level such as 'electrification of building heating' or 'increasing active travel in cities'. They should be challenges that involve large numbers of people (i.e. not 'deploy small modular reactors')	At meeting

2.4 Users TCP Strategy paper	Identify three main approaches your government uses to develop policy or regulation. For example 'cost-benefit analysis' or 'social impact assessment'. They should be approaches that involve impacts on people (i.e. not 'environmental impact assessment')	At meeting
2.4 Users TCP Strategy paper	Identify three main forms of evidence commonly used to support policy decision making in your country. For example 'field trial data' or 'social survey experiments'. They should be forms of evidence about people (i.e. not 'supply chain dynamics')	At meeting
3.1 GO P2P status report	Approve the GO P2P status report	Written procedure
3.2 Hard-to-Reach status report	Approve the Hard-to-Reach status report	Written procedure
3.3 Gender and Energy status report	Approve the Gender and Energy status report	At meeting
3.3 Gender and Energy status report	Approve the extension of the Gender Energy Task until February 2025	At meeting
3.4 Social License to Automate 2.0	Approve the Social License to Automate 2.0 status report	Written procedure
3.5 Public Engagement status report	Approve the Public Engagement status report (inception report)	Written procedure
3.5 Public Engagement status report	Consider potential case studies of public participation for infrastructure that could be useful for the Task	At meeting
3.6 BI Platform status report	Approve the Behavioural Insights Platform status report	At meeting
3.6 BI Platform status report	Consider potential participation in the Task, including potential utilities that might be willing to engage in trials	At meeting
4.1 CampaignXchange Proposal	Approve the CampaignXchange proposal	At meeting
4.2 Hard-to-Reach Phase 2 Proposal	Approve the Hard-to-Reach Phase 2 proposal	At meeting
4.3 Consumer Energy Resource Deployment Concept Note	Approve the Consumer Energy Resource Deployment Concept Note	At meeting
4.4 BI Toolkit Dissemination Concept Note	Approve the BI Toolkit Dissemination Concept Note	At meeting

Draft Agenda (all times CEST)

Wednesday 24 May 2023 (TCP Knowledge Sharing Day – Theme: Decarbonisation of Heat)

09h00	**Welcome** *Ben Copp, Senior Director, Office of Energy Efficiency, Natural Resources Canada*
09h05	**Introduction** *David Shipworth, Chair, Users TCP*

09h15	**Session 1: Getting off oil / electrification**
	Clean heat market mechanism (UK)
	  Orson Stanford-Durkin, Department of Energy Security and Net Zero, United Kingdom
	Clean heat standards (US)
	  Richard Cowart, Regulatory Assistance Project, United States
	Nova Scotian perspectives, title tbc (Canada)
	  Doug Rafuse, Project Manager, Off-Oil, EfficiencyOne, Canada
	Federal strategies to decarbonize heat (Canada)
	  Ben Copp, Natural Resource Canada

10h30	Break

11h00	**Session 2: Effectiveness of campaigns**
	Reduce Your Use Campaign (Ireland)
	  Josephine Maguire / Hannah Julienne, Sustainable Energy Authority of Ireland
	Nova Scotian prespectives, title tbc (Canada)
	  Shaundra Boyd, Marketing Lead, EfficiencyOne
	Outreach to non-mainstream audiences
	  Sea Rotmann, Task Leader, Hard-to-Reach Energy Users Task, Users TCP
	#OurHuman Energy
	  Natalie Irwin, Senior Policy Analyst, Natural Resources Canada

12h00	Lunch

13h00	**Session 3: Behavioural Insights and shifting peak demand**
	User Acceptance of Flexible Heat Pump Operation
	  Tara Esterl, Austrian Institute of Technology
	Shifting Peak Demand – examples from Nova Scotia, , title tbc
	  Ryan Kelly, Manager R&D Engineering, EfficiencyOne

13h30	**Effective targeting - policy experience and discussion** *Valerie Bennett, Manager, Natural Resources Canada*
15h00	Break
15h30	Walk [to Halifax Central Library](#) (meet in lobby)
16h00	**Halifax Central Library Private Tour** *Tom Watson, VP, Building Services, CBCL*
18h00	Close

18h30	Dinner (reservations made at the [Press Gang](#) oyster bar and restaurant)

Thursday 25 May 2023 (ExCo mtg Day 1)

07h30	**Task Leaders Meeting** *Task Leaders and Executive Steering Committee only*
08h30	End of Task Leaders Meeting

09h00	**Welcome, introductions and adoption of the agenda** *David Shipworth, Chair, UK*
09h20	**Users TCP introduction and highights**

	Overview, recent achievements, forward look *David Shipworth*
09h50	**ExCo Project: OECD household behaviour survey; energy sector report** *Hélène Ahlborg, Chalmers University, Sweden* *Kate Hassett, OECD Secretariat*
10h30	Break
11h00	**IEA Secretariat Update** *Emi Bertoli, IEA Desk Officer*
11h30	**Task Proposal: Effective Campaigns** *Emi Bertoli, Kristina Klimovich, Kevin Lane, Emma Mooney, IEA, Task Coordinators*
12h15	**Feedback from the Task Leaders meeting** *Member of Executive Steering Committee*
12h30	Lunch
13h30	**Behavioural Insights Platform: Phase 3 Status Report and Toolkit Dissemination Concept Note** *Jesper Åkesson, The Behaviouralist, United Kingdom, Task Leader*
14h15	**New Task Leaders Check-In: Public Engagement for Energy Infrastructure** *Diana Süsser, IEECP, Netherlands, Task Leader, Public Engagement for Energy Infrastructure* *Andrzej Ceglarz, Renewables Grid Initiative, co-Task Leader, Public Engagement for Energy Infrastructure* *Anna Gorbatcheva, University College London, UK, Task Leader, GO-P2P*
14h30	**Effective targeting - policy experience and discussion** *Presentation(s) on policy experience from Efficiency Nova Scotia*
15h15	Break
15h45	**Task Proposal: Hard-to-Reach Energy Users Phase 2** *Sea Rotmann, Strategic Energy Advice, New Zealand, Task Leader*
16h30	**Users TCP 101: How the TCP works** *Samuel Thomas, Head of Secretariat, Users TCP*
17h00	Close Day 1

18h30	Dinner (reservations made at the EDNA restaurant)

Friday 26 May 2023 (ExCo mtg Day 2)

09h00	**Concept Note: Consumer Energy Resource Deployment** *Declan Kuch, Western Sydney University, Australia*
09h45	**Task Extension Request: Gender and Energy** *Anna Åberg, Chalmers University, Sweden, Task Leader*
10h30	Break
11h00	**Next ExCo Meeting: Maastricht, Netherlands, alongside BEHAVE conference** *Gerdien de Weger, Netherlands Enterprise Agency, Netherlands*
11h20	**TCP collaboration: Energy in Buildings and Communities (EBC) TCP** *Representative(s) from EBC TCP*
12h00	**Strategic Planning – moving towards a plan for 2025-2030** Interactive session led by Strategy Working Group *David Shipworth (UK), Ben Copp (Canada), Tara Esterl (Austria)*
12h30	Lunch
13h30	**Strategic Planning – moving towards a plan for 2025-2030 continued**
14h30	**Any other business**
15h00	Close ExCo meeting