

ETSAP - ENERGY TECHNOLOGY SYSTEMS ANALYSIS PROGRAMME

Implementing Agreement of the INTERNATIONAL ENERGY AGENCY – IEA/AIE

*DRAFT MINUTES OF THE 59th EXECUTIVE COMMITTEE MEETING
on Saturday, July 9 (15.30 – 17.00), 2011, at the
Stanford University, Palo Alto, California, US*

Table 1: Participants

N.	Country	Contracting Party	Delegate	Attended	Stand-ins
1	Belgium	FPP Science Policy	Mrs. Anne FIERENS, Vice-chair	Yes	Ms. D. Van Regemorter
2	Canada	NRCan	Mr. Hertsel LABIB, Chair	Yes	
3	Denmark	DEA	Mr. Aksel Laurids BECK	Yes	Mr. Kenneth Karlsson
4	EC	JRC Petten	Mr. Arnaud MERCIER	Yes	Mr. Joris Morbee
5	Finland	VTT/TEKES	Mrs. Pia SALOKOSKI	Yes	Ms. Grete Coldevin
6	France	<u>ADEME/EDMP/</u> <u>DGEMPEDAD</u>	Mr. Jean Marie BOUCHEREAU	Yes	Mr. Laurent Meunier
7	Germany	IER	Mr. Alfred VOSS, Vice-chair	Yes	
8	Greece	CRES	Mr. George GIANNAKIDIS	Yes	
9	Italy	CNR/IMAA <u>ENEA</u>	Mr. Vincenzo LAPENNA Mr. Umberto CIORBA	Yes	Mr. George Giannakidis
10	Ireland	SEI	Mr. Brian Ó GALLACHÓIR	Yes	
11	Japan	Government		No	
12	Korea	KEMCO	Mr. Won-Goo LEE	Yes	
13	Netherlands	ECN	Mr. Marc LONDO	No	
14	Norway	IFE	Ms. Grete COLDEVIN	Yes	
15	Russian Fed.	ERI-RAS	Mr Sergey FILIPPOV	No	
16	Spain	CIEMAT	Ms. Helena CABAL	Yes	Mr. George Giannakidis
17	Sweden	STEM	Mr. Klaus HAMMES	Yes	Ms. Grete Coldevin
18	Switzerland	PSI	Mr. Hal TURTON	Yes	Mr. K. Ramachandran
19	UK	DECC	Mrs. Stephanie OCKENDEN	Yes	Mr. Adam Hawkes
20	US	DOE	Mr. Carmine DI FIGLIO	Yes	Ms. Audrey Lee

Officers:

Mr Uwe Remme	IEA, Desk Officer	
Mr GianCarlo Tosato,	ETSAP, Operating Agent and Project Head, ASATREM srl, Italy	
Mr Amit Kanudia	ETSAP, VEDA and TIAM Developer, KanORS, India	
Mr Ken Noble	ETSAP, ANSWER Developer, Noble-Soft System, Australia	
Mr Gary Goldstein	ETSAP, Liaison Officer, GAMS, MARKAL, DWI, US	
Ms Maryse Labriet	ETSAP, TIAM user's support, ENERIS, Spain	
Mr Maurizio Gargiulo	ETSAP, TIMES training, E4SMA, Italy	
Ms Kathleen Vaillancourt	ETSAP, Support, GERAD, Canada	

Guests:

Mr. Gabriel Anandarajah	UCL, London	Ms Nadia Maïzi	EDMP, Sophia Antipolis
Mr. Niklas Forsell	EDMP, Sophia Antipolis	Mr. Wouter Nijs	VITO, Mol
Ms. Birgit Götz	IER, Stuttgart	Ms. Pernille Seljom	IFE, Oslo
Mr Sang-Kyung LEE	KEMCO, Yongin	Mr. Jean-Philippe Wauub	JERAD, Montreal

Table 2: Agenda

No.	ITEM	DOCS
1	Quorum Count	
2	Adoption of the agenda	
3	Adoption of the Minutes of the 58th Executive Committee.....	U1a
4	IEA-ETSAP Implementing Agreement	
4.1	<i>Communication from the Secretariat.....</i>	<i>U8, U9</i>
4.2	<i>Participation</i>	
4.3	<i>Intellectual Property Rights, duties and rights.....</i>	<i>U2</i>
5	Annex XI (2008-2010): Joint studies for new and mitigated energy systems	
5.1	<i>Draft Final Report</i>	
5.2	<i>Draft Final Budget.....</i>	<i>U3</i>
6	Annex XII (2011-2013): Policy Analysis Tools for Global Sustainability (PAT-SUS)	
6.1	<i>Proposal for a gradual change of responsibility: discussion and adoption.....</i>	<i>U4a</i>
6.2	<i>2011 Program of Work: discussion and adoption.....</i>	<i>U5up</i>
6.3	<i>2011 budget: discussion and adoption.....</i>	<i>U6</i>
6.4	<i>Communication strategy: discussion.....</i>	<i>U7up</i>
7	Other business	
7.1	<i>Election of the chairperson</i>	
7.2	<i>Report of the workshop</i>	
7.3	<i>Next workshop and ExCo meeting: Athens (Greece, November 7-9, 2011)</i>	
7.4	<i>IEW2012</i>	
7.5	<i>Others</i>	

Annexes (amended or new, as circulated with these minutes)

- U1a Final Minutes of the 58th ExCo meeting, held in Cork, Tuesday, Nov 16, 2010, as amended*
- U2a Intellectual Property Rights issues (typos corrected)*
- U3 Draft final Budget of Annex XI (2008-10)*
- U4a Amended text of Annex XII, as approved*
- U5a 2011 Program of work: proposals (version distributed at the meeting)*
- U6a 2011 Budget: as approved*
- U7 Towards an ETSAP Communication Strategy*
- U8 Report from the IEA Secretariat*
- U9 Energy Technology Network News*

Opening

The Chair, Mr. Hertsel Labib, opened the meeting at 15:30, thanking the University of Stanford for hosting the meeting and welcoming Ms Grete Coldevin as the new alternate delegate for Norway and Mr. Laurent Meunier representing the European Commission and Mr. Joris Morbee representing France.

1. Quorum Count

ETSAP has 20 contracting parties (CP), the quorum is 11. 6 delegates attended in person and 11 CP through their stand-ins (see above, Table 1). A quorum was present.

2. Adoption of the agenda

The agenda was adopted without changes (see above, Table 2).

3. Adoption of the Minutes of the 55th Executive Committee (Attachment R1a amended)

One participant questioned the phrasing on point 6.3 in the minutes of the Cork meeting: *“In the management part it was proposed to allocate €10k for secretarial assistance and to start the transition phase to a new OA”*. The Operating Agent read the text of the contract underlying the above allocation; it specifies: *“For supplying the operating agent of ETSAP with secretarial support, including support to prepare the budget of Annex XII and manage it in 2011”*. Mr Tosato acknowledged that the words *“and to start the transition phase to a new OA”* were not pronounced at the meeting. He explained that already in Cork he was planning to step down from the position in favour of CRES. The minutes were adopted by the Executive Committee with the modification of deleting the sentence that was referring to *“transition to a new operating agent”* in point 6.3 of the minutes.

4. IEA-ETSAP Implementing Agreement

4.1 Communication from the Secretariat (Attachments U8, U9)

Mr Remme, the Desk Officer for ETSAP mentioned a number of points included in the report he sent by email to the Executive Committee members. In terms of personnel there is a new Executive Director of the IEA, since the beginning of October, Ms Maria van der Hoeven former Minister of Economic Affairs and Minister of Education, Culture and Science of the Netherlands. Mr Peter Taylor will leave the IEA for the University of Leeds. A new Project manager for the ETP project is appointed, Mr. Markus Wråke from Sweden who will coordinate the ETP publication. The ETP 2012 is under preparation with the major change the transition from the MARKAL modelling framework to TIMES. A report on the *“Integration of renewables”* in the power system was published by the IEA and a training week was held in the IEA using MARKAL and TIMES, which was successful. Finally a new Implementing Agreement focussing on smart grids has started and the WEO 2011 will be released in November 2011.

4.2 Participation

Since the last Executive Committee meeting there was no official application for new members, therefore ETSAP continues to have twenty contracting parties. The Nazarbayev University (Astana) has expressed interest in becoming Contracting Party for Kazakhstan.

4.3 Intellectual Property Rights (Attachment U2)

Mr Tosato illustrated the document on the ETSAP Intellectual Property, prepared on requested of the previous ExCo meeting. Answering to a question of the Operating Agent, the IEA office of the legal counsel explained that the ExCo with majority vote can assign its IPR to an organisation other than the Operating Agent. Mr.

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Tosato proposed to add the points (k), (l) and (m) to the previous text of Annex XII Art.10. The ExCo endorsed the document and adopted the new amended text of Annex XII (as reported in Attachment U4a).

5. Annex XI (2008-2010): Joint studies for new and mitigated energy systems

5.1 Draft Final Report

According to Mr Tosato, there are some delays in the preparation of the final report. A draft is available but more work has to be done. Mrs Vaillancourt has put together a summary of more than 250 papers and presentations in the report, following the format adopted in the previous Executive Committee meeting. A final draft will be available for comments before the next Executive Committee meeting. Regarding the printing of the report, no suggestions were received by the Operating Agent as was requested in the previous Executive Committee meeting. Mr Tosato suggested printing a number of copies of the report, which will be distributed to the Contracting Parties and the remaining will be distributed to workshops. Based on cost considerations about 300 copies is considered a reasonable number.

5.2 Draft Final Budget (Attachment U3)

Mr. Tosato illustrated the main points of the detailed budget reported in Attachment U3. In the 2010 budget, the cost of printing of the final report of the order of €12k and around €1k for shipping has to be added to point 3.6. Mr Tosato explained that there is a surplus in the budget since some fees arrived late in the year and there was a cancelation of some contracts in the middle of the year. However all the money is transferred to the ongoing Annex XI and it will be available for 2011. A delegate requested for an audit to be presented in the next Executive Committee meeting as required by the Implementing Agreement Article 6, point (f)(4). Mr Tosato will check the audit procedures and will report to the Executive Committee about its cost. The same procedure as with the other IA of the IEA will be followed. Another delegate noticed that the budget is based on the contracting parties contribution being 15 ½. Mr Tosato explained that one Contracting Party could pay only part of the 2010 full, and hoped to complete the payment soon. Russia and Spain joined at the end of the year so they were not expected to pay their contribution in 2010, and Greece had some problems which should be overcome soon.

6. Annex XII (2011-2013): Policy Analysis Tools for Global Sustainability (PAT-SUS)

6.1 Proposal for a gradual change of responsibility: discussion and adoption (Attachment U4a)

Prior to circulating the agenda (just one delegate could be contacted only after circulating the agenda), Mr. Tosato contacted personally each ExCo delegate and illustrated the rationale of his proposal to appoint the Centre for Renewable energy Sources and Saving (CRESS, Greece) as new Operating Agent at the beginning of 2012. After ten years it seemed time to change, but with a gradual transition. After contacting several potential candidates, Mr. Tosato explained that he used his judgment in contacting CRESS as a group that in his opinion would be good in continuing his work. Mr Giannakidis presented the suggested path of a gradual transition during 2011 of the Operating Agent from ASATREM srl to CRESS. CRESS agreed to take over the task in 2012, and maintain Mr. Tosato as project head for the transition period until the end of Annex XII.

The delegates of Norway, Finland, Sweden, Canada, Belgium, Ireland, and USA, along with Greece, Italy and Spain, expressed their support to Mr. Tosato's proposal. After a long discussion the delegates rephrased the sentence and adopted unanimously the following text of Annex XII Article 7: "*The private consulting company ASATREM s.r.l. (Italy), under the leadership of Mr. GianCarlo Tosato, is designated as Operating Agent. Beginning January 2012 CRESS (Greece) is designated ETSAP Operating Agent, under the leadership of Mr. GianCarlo Tosato continuing as Project Head. CRESS will be represented by George Giannakidis.*"

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6.2 2011 Program of Work: discussion and adoption (Attachment U5a)

The Mr Labib pointed out that the programme of work has already been partly discussed – TIMES GIS and ETSAP-TIAM – and asked for further issues. Ms Van Regemorter suggested that a review and improvement of the Energy Technology Data Source (E-TechDS) is necessary. She also pointed out that it should be placed in a format that can be directly implemented in the models and a regular update should be scheduled. An official call could be placed among the contracting parties in order to contribute available data. Mr Tosato reminded the difficulties to continue, improve and review the E-TechDS: to engage experts to compile the technology characterisation sheets, to make the E-TechDS known, and to find sponsors for completing the effort. To the extent possible an event will be organised to overcome these difficulties.

The Executive Committee decided to put on hold, until the next meeting, all proposals for projects not discussed and not explicitly approved. Following the suggestions of the delegates, a longer session for the discussion of project proposals will be set in the future meetings. Furthermore it was suggested putting up the project proposals on a part of the ETSAP website, which will be considered in a proposal.

6.3 2011 budget: discussion and adoption (Attachment U6a)

Mr. Tosato illustrated the budget proposal. The first part “Base activities, improvements and training / diffusion” can be compared with the version approved in Cork; the second part “Coordinated project and studies” was not discussed in Cork and is new.

Point 1.0 “Management” remained as adopted in Cork at the 58th ExCo meeting: €22k for the Operating Agent (OA) and Project Head (PH), €10k for CRES, the rest for workshops and contingency. Some delegates asked to clarify the €10k contract assigned to CRES. Mr. Tosato reminded that in previous years a €5k contract for secretarial support were assigned to other persons. As approved in Cork, this year that contract was substitute by a €10k contract to CRES for “*secretarial support and preparation of the budget for Annex XII*”. Having already in mind to propose CRES as new OA, this contract was intended also to start the cooperation and CRES could start assuming certain tasks on the behalf of the OA. One delegate asked if the transition will have any effect on the costs. As pointed out by some participant, the additional cost of €5k this year and next year ensures a smooth transition. The proposed budget for 2012 is €12k for the PH and €20k for the OA, so next year there is no cost increase associated with the transition of the operating agent. CRES is offering not to increase the budget requirements for the OA over the next two years.

With reference to the budget approved in Cork, a few changes are proposed in section 2.0 “Licenses, Tools Maintenance and improvements”. The allocation of €10k to ANSWER improvements is reduced to zero and the activity postponed after the completion of pending commitments. The allocation to the Liaison Officer is reduced from €9.5k to 7.5k because Mr. Gary Goldstein could not attend the Cork meetings. In addition to what approved in Cork, Mr. Tosato proposed to grant a new €15k contract to VTT for the preparation of the multi-regional multi-sectoral TIMES General Equilibrium variant and to allocate €16k to KanORS for VEDA improvements, as explained in Attachment U5. Since there was no time to discuss these two additional contracts, the allocation was not approved and will be discussed again at next ExCo meeting.

With reference to the budget approved in Cork, the budget allocated to section 3.0 “Diffusion and capacity building” remained almost unchanged. It was proposed to reallocate €10k for “User’s guide, Tutorials” to Website, Online support and Training courses in order to keep into account increasing requests in these sectors.

Mr. Tosato illustrated the proposals on the second part of the budget “Coordinated project and studies”. It was agreed from the previous discussion that ETSAP-TIAM (budget item 4.1) is an important task, which should be continued. The ExCo mandated Mr Tosato to prepare a framework proposal with the plan to use €30k for this activity, split between 2011 and 2012. The activities and contracts related to the preparation of

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an Energy Technology Data Source (budget item 5.0) were approved as proposed. The ExCo approved the allocation of €5-7k to the project of preparing a feasibility study for a TIMES-GIS variant, as discussed and approved in the preliminary meeting. The project proposals on “Portal for participant’s models”, “Multi-sector multi-region General Equilibrium” and “Best practise” could not be discussed; possible budget allocations will be discussed at next ExCo meeting.

The delegates adopted the budget as discussed, with the exception of the lines 2.5 VEDA improvements, 4.2 Portal for Participants models, 2.6 and 6.1 Multi-sector multi-region General Equilibrium, and 6.3 Best practise. A budget proposal will be formulated by Mr Tosato and circulated to the delegates by email well ahead of the next Executive Committee meeting.

6.4 *Communication strategy: discussion*

Mr. Goldstein will add to the minutes a presentation about website improvement and the newsletter as well as other ideas in terms of communicating the work of ETSAP. This is distributed as Attachment U7.

7. **Other business**

7.1 *Election of the chairperson*

Mr Labib stated that it was his last contribution to the Executive Committee, and thanked all the delegates and Mr Tosato for all his help. Prof. Voss thanked Mr Labib for his support in ETSAP and his guidance in the ExCo meetings over the past six years. Mr Remme thanked Mr Labib on behalf of the IEA. Mr Tosato assumed the chair and asked for proposals for a new chairperson. Mr. Ó Gallachóir was proposed by Ms. Van Regemorter. Some delegates seconded the proposal and none objected, so Mr. Ó Gallachóir was appointed as a chair for next year. Prof Voss and Ms Fierens were confirmed as co-chairpersons. Mr. Ó Gallachóir assumed the chair

7.2 *Report of the workshop*

IEW 2011 was a successful workshop with plenty of interesting presentations.

7.3 *Next workshop and ExCo meeting: Athens (Greece, November 2-4, 2011)*

The next workshop was rearranged for the week 7-11 November in Athens Greece. The executive committee meeting was planned for the 8th November 2011.

7.4 *IEW2012*

IEW2012 will be held in Cape Town near the end of June 2012 and Mr. Tosato proposed to have the next ETSAP meeting back to back with this workshop.

7.5 *Others*

Mr. Ó Gallachóir put forward two points for the next Executive Meeting: how to proceed with OSeMOSIS and strategic thinking about the future of tools and the focus of this activity.

The Chair closed the meeting at 17.15.