

## MINUTES OF THE 94<sup>th</sup> EXECUTIVE COMMITTEE MEETING

Date: Tuesday, June 25, 2024 (14:00-17:00 CET)  
 Venue: IRENA Innovation and Technology Centre (IITC) located at: Thomas-Dehler-Haus, Willy-Brandt-Allee 20, Bonn / Phone contact: +49 228 391 79085. Room: Ground Floor Conference room  
 Online: Teams link is included in the calendar invitation  
 Contacts: Kathleen Vaillancourt, ([kathleen@esmia.ca](mailto:kathleen@esmia.ca)), Brian Ó Gallachóir ([b.ogallachoir@ucc.ie](mailto:b.ogallachoir@ucc.ie)), George Giannakidis ([ggiannakidis.gg@gmail.com](mailto:ggiannakidis.gg@gmail.com))

### AGENDA

<b><u>No.</u></b>	<b><u>ITEM</u></b>	<b><u>DOCS</u></b>
<b>1.</b>	<b>QUORUM COUNT</b>	
<b>2.</b>	<b>ADOPTION OF THE AGENDA</b>	
<b>3.</b>	<b>MINUTES OF THE 93<sup>rd</sup> EXECUTIVE COMMITTEE</b>	
	3.1 Minutes of the 93 <sup>rd</sup> Executive Committee	<b>B1</b>
	3.2 Matters arising	
	a) Advanced VEDA licensing for reporting (new)	
<b>4.</b>	<b>IEA-ETSAP IMPLEMENTING AGREEMENT</b>	
	4.1 Communication from the Secretariat	<b>B2</b>
	a) Request for Extension, inc. vote	<b>B3</b>
	4.2 Relation with IEA and other TCPs	
	a) TCP coordination groups	
	b) Collaboration with other TCPs	
	4.3 ETSAP Participation and Outreach activities	
<b>5.</b>	<b>ANNEX XVI (2023-2025): ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS</b>	
	5.1 Short status report from Operating Agent	<b>B4</b>
	5.2 Budget and Economy 2024	<b>B4</b>
	5.3 Status for the 2023 Annual Report	
	5.4 Project updates	<b>B5</b>
<b>6.</b>	<b>TOOL DEVELOPMENT &amp; CAPACITY BUILDING</b>	
	6.1 Regular and advanced TIMES training offers	<b>B6</b>
	6.2 Special project: GAMS to Julia	<b>B7</b>
	6.3 Excel to TIMES reader	<b>B8</b>
	6.4 Future of TIMES and ETSAP TIAM	
	6.5 TIMES Visibility	
	6.6 Participation to ETSAP & VEDA forums	
<b>7.</b>	<b>OTHER BUSINESS</b>	
	7.1 Vote for chair and vice-chair	
	7.2 ETSAP 95 ExCo meeting (online): September?	

**ANNEX XVI (2023-2025):**

**ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS**

7.3 Other meetings:

- ETSAP 96<sup>th</sup> ExCo meeting (in-person)
- ETSAP Winter Workshop 2024 (in-person)
- ETSAP 97 ExCo meeting (online)

7.4 Any other business (new)

**Attachments**

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B1 Minutes and Action list from the 93<sup>rd</sup> ExCo meeting

B2 Communication from the Secretariat

B3 Request for Extension Documents

B4 Short status report from Operating Agent

B4 Budget and Economy 2024

B5 Project updates

B6 Memo on ETSAP Training offers

B7 Special project: GAMS to Julia

B8 X12times-maintainer proposal

## ANNEX XVI (2023-2025):

## ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



## 1. QUORUM COUNT

As indicated in Annex 1, there were representatives from 16 Contracting Parties, ensuring a quorum for the ExCo meeting to proceed formally. The ExCo meeting was chaired by Brian Ó Gallachóir.

## 2. ADOPTION OF THE AGENDA

The chair introduced the agenda comprising 7 main items. The ExCo discussed and adopted the agenda with two additional items:

- Advanced VEDA licensing for reporting, under “Matters arising”, proposed by Amit Kanudia
- Other matters, under “Any other business”, proposed by Kari Espegren

## 3. MINUTES OF THE 93<sup>e</sup> EXECUTIVE COMMITTEE MEETING

### ➤ 3.1 Minutes of the 93<sup>e</sup> Executive Committee

No suggested changes (other than minor edits) were raised and the ExCo adopted the minutes of the 93<sup>rd</sup> ExCo Meeting.

**Review of the action list** (actions not listed here are covered in other sections of the agenda, including in Section 3.2 - Matters arising):

- Extend suspension of Russian Federation from participating in ETSAP TCP: This is maintained.
- If there is a delay in the meeting documents, the ExCo will be informed by e-mail: This is maintained.
- Support existing ExCo members and engage with interested parties seeking to become Contracting Parties: This is maintained.
- Follow up the process of KAPSARC joining ETSAP: This is ongoing and KAPSARC is currently considering the invitation.
- Seek to coordinate with IEA on joint training workshops for IEA Association Countries: The discussion focused mainly on Vietnam, where there is a long tradition of MARKAL/TIMES activities.
- Engage with interested parties to join ETSAP in Vietnam: Brian highlighted that as part of ETSAP's outreach, Vietnam was identified as a country interested in further engaging with ETSAP. Maurizio has connected with a university team in Hanoi interested in a TIMES training. The discussion centred on whether ETSAP should cover what costs. The ExCo arrived at a consensus: ETSAP will cover the training and travel expenses in economy class, while the host would be responsible for additional expenses (venue, catering, etc.). The ExCo further agreed to revisit incorporating future such initiatives into the budget as a regular line item to support the proactive approach ETSAP takes in fostering TIMES model use globally.
- New ETSAP book: The book has been released and the launch is scheduled for June 27 at IEW. The open-source version will be available only in 2-3 weeks due to a problem at Springer, who have made the book available to buy.
- Continue with ETSAP webinar series: A webinar on VEDA 2.0 was held recently, and the goal is to continue with specific case studies to share practical applications and outcomes.

### ➤ 3.2 Matters arising

Amit made an offer to Contracting Parties which is to upgrade their VEDA license to the ADVANCED version, which includes advanced reporting features. The incremental upfront cost of an ADVANCED license (small group outreach) is normally \$6k, and the incremental maintenance cost is \$1.2k.

KanORS offer to ETSAP is to enhance Contracting Parties existing license (currently costing €2k per year) by adding an extra €750 fee per contracting party per year for the ADVANCED version. That is a 50% discount from a typical advanced license cost. This offer also includes dedicated webinars to help users getting started with reports, including Sankey diagrams.

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There were some clarifying questions and discussions about the advantages of adopting the ADVANCED licensing version, which would include the regular upgrades, as well as the advanced reporting features (excluded from the existing license).

Given the mixed level of knowledge regarding what is included in the ADVANCED license version and given the fact that the overall cost to ETSAP would exceed the maximum threshold of €10k, a decision could not be made immediately. KanORS offered to make this upgrade available to CPs on a trial basis until the next ExCo meeting, allowing CPs to familiarize themselves with the new features before ETSAP makes a financial commitment. This approach was suggested to ensure that all parties are comfortable with the benefits relative to the costs before fully integrating the ADVANCED version into the standard ETSAP licensing offer. The ExCo agreed and thanked KanORS. The decision for the next meeting is whether the ExCo agrees that ETSAP pays the additional fee for all Contracting Parties.

#### 4. IEA-ETSAP IMPLEMENTING AGREEMENT

##### ➤ 4.1 Communication from the Secretariat

We discussed recent and upcoming activities from the International Energy Agency (IEA), focusing on several key updates:

- **Publications:** He highlighted recent publications, including a report on global CO<sub>2</sub> emissions, studies on battery technologies, critical minerals, clean energy manufacturing, and the forthcoming Energy Technology Perspectives report focusing on supply chains for clean technologies and key materials.
- **TCP Coordination Groups:** He discussed the revitalization of TCP Coordination Groups aimed at enhancing collaboration across various technology areas such as heat networks, hydrogen, and system flexibility.
- **CERT reviews and recommendations:** He detailed the recent CERT review aimed at enhancing the efficiency and alignment of TCP activities with current energy and technology policy needs. He mentioned efforts to improve national-level communication among TCPs by proposing the appointment of national TCP coordinators and the organization of national TCP days to foster better collaboration.
- **Request for Extension (RfE):** He explained the changes underway in the process for TCPs to request an extension every five years, noting ongoing efforts to streamline this process for greater efficiency. These changes will not apply to the current round of RfEs, including the one for ETSAP.
- **Technological Innovation Advisory Board:** He introduced the newly formed advisory board aimed at integrating broader stakeholder engagement from industry, academia, and government in discussions on technology innovation.

##### *a) Request for Extension (RfE)*

Brian recalled the RfE process, due every five years, that requires to reflect on the past five years and to outline proposals for the next five years. This involves producing three key documents by November 1, 2024: 1) an End-of-Term Report, 2) a RfE questionnaire, and 3) a Strategic Work Plan for the next five years. Brian outlined that the next ExCo meeting, scheduled before the deadline, would focus on discussing and approving these documents.

In addition, Brian is required to present the 'Strategic Communication 2026-2030' at a CERT meeting on October 22-23, 2024. He shared a draft of this presentation, specifically seeking feedback on the content of the second slide, which succinctly outlines ETSAP's strategic objectives and future focus areas:

1. **Collaborative Analysis Informing Policy:** Historically, ETSAP engaged bilaterally with other TCPs like GHG, hydrogen, solar, biomass, and industry. However, a new opportunity for collaboration through TCP coordinating groups has emerged, focusing on topics relevant to ETSAP's current work program such as critical minerals, hydrogen, energy system flexibility, thermal networks, carbon management, and heat pumps. Questions were raised: Should ETSAP maintain a broad engagement across all these topics or focus selectively on certain areas for the next five years? Should ETSAP continue ongoing partnerships with major entities like the IEA, IRENA, the Clean Energy Ministerial, and the World Bank, through 2026 to 2030?

2. **Collaborative Research and Innovation:** Discussing the evolution of modelling tools and addressing topics like infrastructure, investment, critical minerals, and low energy demand—themes that surfaced in the last ExCo meeting. It retains elements from previous strategic communications about the interactions between energy systems and social systems, structural changes, the circular economy, and Sustainable Development Goals (SDGs).
3. **Capacity Building and Engagement:** Emphasizing the need to enhance transparency, documentation, and educational materials. Key words have been added such as “openness” and “accessibility”.

The ExCo agreed that the strategic communication to the CERT should not exclude potential areas of focus over the next five years, such as collaboration with other TCPs (bioenergy, industry and storage). The ExCo also discussed suggestions to improve the draft slides, ensuring they reflect ongoing and potential collaborations, key research themes like climate impacts, and emphasizing openness and accessibility in ETSAP activities/tools.

Brian expressed his comfort with presenting this content as it provides a comprehensive yet high-level view of ETSAP’s ongoing and potential activities, without committing to specific details that are typically outlined in the work program annexes.

The meeting concluded with a unanimous vote in favour of submitting the RfE, affirming ETSAP’s continued relevance and strategic importance within the IEA framework.

#### ➤ 4.2 Relation with IEA and other TCPs

##### a) TCP coordination groups

Brian encouraged CPs to share experiences or express interest in connecting with the TCP Co-ordination groups, highlighting the importance of engaging early in the process to influence the development of these groups and ensure ETSAP’s representation. Kari shared her interaction with the hydrogen group.

Concerns were raised about potential missed opportunities due to bandwidth issues and unfamiliarity with accessing these groups. It was clarified that all CPs could join these groups. There was a call for volunteers to step forward, particularly for TCP Co-ordination Group on Critical Minerals (James and Tiina volunteered) and the TCP Eco-ordination Group on Energy System Flexibility (Anna) groups. It was suggested that anyone in the ETSAP community could engage with these groups, not just contracting parties, to foster broader involvement. The discussion concluded with a consensus on encouraging involvement and keeping track of engagements by copying George and Kathleen in e-mails.

##### b) Collaboration with other TCPs (IETS, etc.)

**ETSAP engagement with IETS TCP:** The ExCo heard of discussions progressing to organise a joint workshop on industry decarbonization in the Fall 2024 to foster increased collaboration between the ETSAP TCP and the IETS TCP.

- Kathleen discussed with Canmet (Canada CP) the idea of organising a joint webinar with the IETS TCP, focusing on the optimization of industrial systems and integrating broader energy perspectives.
- Discussion will continue with Anna, Kathleen and Etienne, leading the organisation of an online format to simplify initial interactions.

**ETSAP engagement with bioenergy and storage TCPs.** Tina mentioned lively discussions with the TCP Bioenergy and the possibility of a follow-up workshop. Evangelos updated on his engagement with the storage TCP (it was on a special annex that is finished) and noted PSI’s potential involvement with the TCP on wind if it continues beyond its current term.

#### ➤ 4.3 ETSAP Participation and Outreach activities

The discussion on outreach focused on potential and ongoing engagements with specific countries:

- **Ukraine:** The discussion highlighted ongoing energy modelling efforts and workshops with the Ministry of Energy, despite challenging circumstances.
- **Indonesia:** Previous development of a small energy model through academic collaborations was noted, with renewed interest potentially on the horizon. The ExCo agreed that planning a training session at a local university could further this engagement.
- **Mexico:** Recent political changes in Mexico and ongoing TIMES-related projects with local governmental agencies could facilitate increased collaboration. The new president, familiar with the IPCC community, might foster openness to such international collaborations.

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### ➤ 5.1 Short status report from Operating Agent

**Administration.** Kathleen presented her status report, highlighting the partial transfer of funds from IFE, ongoing administrative tasks, and contractual obligations. The new Operating Agent organization, GEMA, is fully set-up apart from insurance, which is ongoing. She noted slow fee payments from CPs in general given that each CP need to set up GEMA as a supplier in their system.

**Contracts.** All consultancy and research project contracts for 2024 have been signed, except one (TIMES maintenance by VTT, Finland). A contract template has been prepared for research projects when multiple partners are involved. Kathleen emphasized the need for clear project proposals in the future, specifying tasks and budgets for each partner to facilitate contract management. Challenges with international legal standards and intellectual property rights (IPR) were raised by Tiina, particularly the applicability of Canadian law. However, the participants agreed that the contract should be based on the law of the country where the Operating Agent (who drafts the contract) is based.

**Visibility.** Kathleen also reported briefly on meetings with IEA on communication strategies which sound promising to help with improving the ETSAP's visibility.

### ➤ 5.2 Budget and Economy 2024

Kathleen covered the economic aspects, focusing on the status of payments from contracting parties. Most CPs are in good standing with their dues, but there are some concerns with a few countries:

- Invoicing procedure is under way with Australia and Singapore; payment should come shortly.
- There are some delays with payments of Japan and Korea, but good open communications.
- Greece had previously expressed interest in paying for multiple years but has since not responded to follow-up communications.
- Public Service of Wallonia has not responded to communications. Pieter confirmed that they remain CP of ETSAP and should pay their fees.
- France has not paid their fees for 2023 yet.
- The Netherlands explicitly stating a lack of budget to contribute this year.

Kathleen is in contact with most CPs to resolve payment issues. Discussing penalties or incentives at the next executive committee meeting to encourage timely payments was raised. In addition, the need for clear communication from all CPs, even if just to acknowledge the receipt of reminders, was emphasized to maintain good administrative relations.

### ➤ 5.3 Status for the 2023 Annual Report

Kathleen recalled that almost no material has been received for the Annual Report 2023 and indicated that a reminder will be circulated to all CP and experts.

#### ➤ 5.4 Project updates

A summary document including all ongoing research projects was presented, highlighting those that have not provided an update:

- Anna Krook-Riekkola (Excel technology database for energy system models integrated with a TIMES & Utilisation of the online platform of KAPSARC as a repository of the SubRES data): There was a project shift where traditional data gathering transitioned to utilizing online databases, thereby modifying the project scope but not its core objective. This shift aimed at completion by the end of the year 2024.
- Markus Blesl (Model of industry sector and material efficiency): There are delays in this project due to late contract signing, setting the start for early 2024. They resolved contract issues by simplifying the process, allowing for a kickoff meeting alongside a physical workshop at the next ExCo in person. Additional workshops are planned through mid-next year. The revised end date is for next summer 2025.
- Nadia Maizi (Second Autumn School): Kari confirmed this project has been terminated and paid for.
- Maryse Labriet (ETSAP Book 2024): The book is expected to be available in open access soon. It will be launched at IEW, promising wide dissemination and significant impact.

## 6. TOOL DEVELOPMENT & CAPACITY BUILDING

### ➤ 6.1 Regular and advanced TIMES training offers

The ExCo discussed and agreed the following points regarding the official ETSAP basic training courses for 2024,:

- Six 'official' basic training sessions are already planned for 2024, with differentiated fees for various attendee categories. An adjustment in fees for online sessions was suggested and agreed to be a third of in-person fees, acknowledging the distinct experiences and costs compared to in-person sessions.
- A minimum of 5 reserved seats for all CP at each training and a maximum of 3 seats for each CP at each training. These numbers will be reviewed after a year to see if it is working well.
- A cancellation policy was agreed that includes non-refundable fees (non-CPs) and institutional accountability such as a ban on attendance at subsequent trainings (CPs) for no-shows.

Further discussions were suggested to refine the approach to special trainings, including setting up a working group led by George to explore offering more training opportunities and to engage all interested participants.

### ➤ 6.2 Special project: GAMS to Julia

The project was designed to update a previous feasibility study that explored open-source alternatives capable of delivering the same functionalities as GAMS. The ExCo previously reserved a special project budget of \$50,000 but the initial proposal submitted requested a much higher budget \$150,000. The ExCo decided to cap the funding at the reserved \$50,000 and issue a call for proposals within this budget constraint. Participants were encouraged to recommend potential consultants or organizations.

Gary also acknowledged ongoing efforts to engage with solver providers like IBM for alternatives to Cplex, highlighting the frustrations and complexities of these negotiations. The consensus was to start fresh on the proposal, moving away from solely transitioning from GAMS to Julia, to also include addressing the solver challenges.

### ➤ 6.3 Excel to TIMES reader

The Excel to Times Reader, initially funded and completed, now requires updates and maintenance. An annual budget of approximately \$10,000 is requested by Olex (not present in the meeting) for these updates. It was not clear who would do the work, Olex or somebody else.

The participants debated whether to commit to funding the maintenance of this tool immediately or to defer the decision. The tool, previously tested with the Ireland model, reportedly achieves over 90% accuracy, suggesting

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that it is robust but might benefit from further refinement to reach full accuracy. The potential for the tool to enhance automation processes and facilitate the evolution toward open source tools (Python) was highlighted.

The ExCo decided to approve funding for one year as a trial, allowing them to evaluate the tool's performance and utility before committing to longer-term funding.

#### ➤ 6.4 Future of TIMES and ETSAP TIAM

Marcus mentioned the efforts and feedback received for enhancing the ETSAP-TIAM documentation. Key contributors from institutions like UCL, Ecole des Mines, and individual experts like Oleg and Antti have provided valuable input that has been integrated into the GitHub enhancements.

The main barrier to making the ETSAP-TIAM model open source, is the copyright constraints related to the IEA energy balances. Marcus proposed removing the specific data sheets that could create legal issues to make the rest of the ETSAP-TIAM model open source. He suggested preparing a version of the model that would be legally compliant and free of copyright conflicts for further discussion at the next physical ETSAP meeting. The ExCo maintained its previous consensus view that was positive towards making the model open, provided that it adhered to all legal requirements. It was agreed that Uwe is kept in the loop to validate conformity.

#### ➤ 6.5 TIMES Visibility

No time to cover.

#### ➤ 6.6 Participation to ETSAP & VEDA forums

No time to cover.

## 7. OTHER BUSINESS

#### ➤ 7.1 Vote for chair and vice-chair

Brian Ó Gallachóir has been re-elected as chair.

Markus Blesl and Tiina Koljonen have been re-elected as vice-chair.

#### ➤ 7.2 ETSAP 95 ExCo meeting (online): To Be Confirmed

#### ➤ 7.3 Other meetings:

- ETSAP 96 ExCo meeting (in-person)
- Volunteers to host the ETSAP 96ExCo meeting and the ETSAP Winter Workshop 2024 were initially Norway & Finland. Norway withdraws and Singapore made an offer. A decision was made to host in Singapore. Date to be confirmed with hosts.
- ETSAP Winter Workshop 2024 (in-person), Singapore
- ETSAP 97 ExCo meeting (online): March ?
- ETSAP Summer Workshop 2025 (in-person):
- IEW2025 was confirmed for Nara (Japan).

#### ➤ 7.4 Any other businesses

Kari raised some topics to prompt check in and possible re-assessment of long-standing practices of the ETSAP community:

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- **Stagnation in methods:** There's a concern that the same methodologies have been used for over 20 years, suggesting a need for innovation and new approaches.
- **Dependency on a single person:** The organization heavily relies on one person for the TIMES code, indicating a vulnerability and a need to diversify sources or develop internal expertise.
- **Collaborative processes:** It's suggested that the way the organization collaborates and operates should be reevaluated, especially how trainings and workshops are conducted to ensure they are still effective.
- **Cost increases and budget management:** Significant increases in licensing fees (from \$1,000 to \$2,750 for CPs) point to a need for better budget management and perhaps seeking more interface alternatives and options.

A lot to discuss in future meetings.

## 7. AGREED ACTIONS

### ➤ To do

Action list from this ExCo meeting	Owner
Coordinate a working group to discuss the creation of a structured mechanism for engagement in forums	George
Issue a call for proposals for a feasibility study to replace GAMS/Cplex with a max budget of \$50,000	George
Try the ADVANCED version of the VEDA license and get familiar with the reporting features before making a long-term financial commitment.	All Contracting Parties
Review intellectual property rights (IPR) clauses in contracts	Kathleen/Tiina
Send reminder to submit highlights for the Annual Report 2023	Kathleen
Reach out to Olex for the Excel to Times Reader, for the initial annual budget of \$10,000.	Kathleen

### ➤ Ongoing

Action list from previous ExCo meetings	Owner
Prepare and present the 'Strategic Communication 2026-2030' at a CERT meeting on October 22-23, 2024	Brian
Prepare three documents for RfE: 1) Strategic Communication 2) an End-of-Term Report, 3) a RfE questionnaire, and 4) a Strategic Work Plan for the next five years.	Brian/George/Kathleen
Coordinate a working group to set-up advanced trainings	George
Annual report 2023 – submit highlights from 2023 to Kathleen	All Contracting Parties
Extend suspension of Russian Federation from participating in ETSAP TCP activities until there is a change in the circumstances that resulted in the suspension	ExCo
If there is a delay in the meeting documents, the ExCo will be informed by e-mail.	Brian
Support existing ExCo members and engage with interested parties seeking to become Contracting Parties	George/Brian/Kathleen
Follow up the process of KAPSARC joining ETSAP since the invitation letters have been sent.	Brian/George
Seek to coordinate with IEA on joint training workshops for IEA Association Countries	George / Uwe
Rising the visibility of TIMES and organize a marketing strategy	CPs to propose projects for funding related to the increase of visibility of TIMES.

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Engage with interested parties to join ETSAP in Vietnam	George/Maurizio
ETSAP members working on industry decarbonization to increase the engagement with IETS TCP. Plan for the common workshops that were proposed in 2024.	Anna/Kathleen/Étienne/ExCo Members
Finalize the process of transferring the O.A. from IFE to ESMIA (a portion of the budget remain to be transferred after all 2023 contracts are closed)	Brian/Kari/Kathleen/George
Follow up on the pending invoices for the fees of 2023	Kari/Linda
Continue with ETSAP webinar series – ExCo members to encourage participation and to propose webinar topics to George.	George / Paul / ETSAP CP

➤ Done

Action list from previous ExCo meetings	Owner
New ETSAP book	Maryse – plan for launch at IEW 2024
Continue discussions on refining the contract process for sub-contractors	Kathleen/Kari/Tiina/James
Gather ideas for the RfE Strategic Work Plan	Kathleen
Engage with the Julia proposal team to discuss budget concerns and request a revised proposal for €50,000 max.	Brian/George/Kathleen
Present a review of payment history	Kathleen/Kari
Improved format and process for contracts will be updated by the new O.A. who will issue the contracts in 2024	Kathleen
Share the link for the ETSAP-TIAM documentation with all CPs for comments and inputs.	Markus
Follow up the process of Canada joining ETSAP since the invitation letters have been sent.	Brian/George
Submit a detailed proposal for study on migrating TIMES from GAMS to VEDA.	Gary and other CPs interested to participate in the process
Reserve €50k for a study on migrating TIMES from GAMS to Julia to be decided at the next 93 <sup>rd</sup> ExCo subject to approval of a detailed proposal.	Kathleen / ExCo
Annual report 2023: Send template for seeking contributions from each CP	Kathleen
Plan for a training in Vietnam	George/Maurizio

## ANNEX 1: PARTICIPANTS

N.	Country	Contracting Party	Delegate	Yes	Alternate	Yes	Nominate	Yes
1	Australia	CSIRO	Mr. Luke Reedman	√o	Mr. Thomas Brinsmead		Mr. James Foster Mr. Stephen Craig	
2	Belgium	VITO/SPW/Brussels	Mr. Frank Meinke-Hubeny Ms. Martha Cadena Barros Ms. Camille Romain		Mr. Pieter Lodewijks Ms. Nathalie Arnould	√p		
3	Canada	CanmetENERGY	Mr. Jocelyn Millette		Ms. Kathleen Vaillancourt		Mr. Etienne Bernier	√p
4	Denmark	ENS	Mr. Steffen Dockweiler	√o	Mr. Lars B. Termansen			
5	Finland	VTT/Business Finland	Mr. Jussi Mäkelä		Ms. Tiina Koljonen, Vice Chair	√o		
6	France	ADEME/EDMP/ DGEMPEDAD	Mr. Jean-Louis Bergey		Mr. Richard Lavergne		Ms Nadia Maïzi Ms. Sandrine Selosse	
7	Germany	IER	Mr. Markus Blesl, Vice chair	√p	Mr. Christoph Jessen			
8	Greece	CRES	Mr. Philip Siakkis		Mr. George Giannakidis			
9	Ireland	SEAI	Mr. Brian Ó Gallachoir, Chair	√p	Padraig Daly			
10	Italy	ENEA	Ms. Maria Gaeta		Mr. Fabio Lanati	√o		
11	Japan	IEEJ	Mr. Yuhji MATSUO		Mr. Seiya Endo			
12	Kazakhstan	NURIS						
13	Korea	KEA	Mr. Kang Hoon Lee		Hye Bin Jan			
14	Netherlands	TNO	Mr. Bob van der Zwaan					
15	New Zealand	EECA	Mr. Vincent Smart				Dr Will Catton	√o
16	Norway	IFE	Ms. Kari Aamodt Espegren	√p				
17	Russia							
18	Singapore	A*STAR	Mr Jonathan (Sze Choong) Low		Mr. Tang WeyLin		Mr. Aloisius Rabata Purnama Mr. Aniq Ahsan Dr Wu Kunna	√o
19	Spain	CIEMAT	Ms. Yolanda Lechón	√o				
20	Sweden	STEM	Mr. Erik Sandberg		Mr. Erik Ahlgren Ms. Anna Krook-Riekkola	√p		
21	Switzerland	PSI	Ms. Anne-Kathrin Faust		Mr. Evangelos Panos	√o	Mr. Kannan Ramachandran	
22	UK	BEIS	Mr. Barry-Jon De Souza	√o	Mr. Paul Dodds Mr. Steve Pye			
23	US	DOE	Mr. Sauleh Siddiqui		Ms. Angelina LaRose		Ms. Anna D. Cororaton	√p

### Quorum count

√o = online

√p = in-person

√l = came late

## ANNEX 2: OFFICERS AND GUESTS

N.	Name	Organisation	Role	Yes
1	GianCarlo Tosato	Asatrem	Previous ETSAP Project Head	
2	Uwe Remme	IEA	IEA representative	√
3	Antti Lehtila	VTT, Finland	TIMES Maintenance	√
4	George Giannakidis	Freelance	ETSAP Project Head	√
5	Kathleen Vaillancourt	ESMIA	ETSAP Operating Agent	√
6	Amit Kanudia	Kanors	VEDA License	√
7	Maurizio Gargiulo	E4SMA	VEDA-TIMES basic trainings	√
8	Gary Goldstein	DecisionWare	Liaison Officer	√
9	James Glynn	CGEP – Columbia University	Expert	√
10	Olex Balyk	CGEP – Columbia University	Expert	
11	Pernille Seljom	IFE	Expert	
12	Kenneth Karlsson	Energy Modelling Lab	Expert	√
13	Maryse Labriet	ENERIS	Expert	√
14	Ho Hiang Kwee	NUS	Guest from CP Singapore	√
15	Xiong Jie	NUS	Guest from CP Singapore	√
16	Wolter Nijs	VITO	Expert	√
17	Mr. Christoph Jessen	IER	Expert	√
18	Wu Kunna	??		√