

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS

DRAFT MINUTES OF THE 96TH EXECUTIVE COMMITTEE MEETING

Date: Friday, October 25, 2024 (8:00-12:00 CET)
 Venue: Conference Room, A*STAR Office, 1 Fusionopolis way, Connexis North Tower, level 16, Singapore 138632
 Online: TEAMS link included in the calendar invitation
 Contacts: Kathleen Vaillancourt, (kathleen@esmia.ca), Brian Ó Gallachóir (b.ogallachoir@ucc.ie), George Giannakidis (ggiannakidis.gg@gmail.com)

AGENDA

<u>No.</u>	<u>ITEM</u>	<u>DOCS</u>
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2.	ADOPTION OF THE AGENDA	
3.	MINUTES OF THE 95th EXECUTIVE COMMITTEE	
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	6.4 ETSAP Participation and Outreach activities	
7.	OTHER BUSINESS	
	7.1 Next ExCo: 97 th ETSAP ExCo meeting (online): March 20, 2025?	
	7.2 Other meetings:	
	- ETSAP Summer Workshop 2025 (Nara, Japan): June 9-10, 2025 (IEW June 11-13, 2025)	
	- ETSAP 98 ExCo meeting (Nara, Japan): June 10?	
	- ETSAP Winter Workshop 2024: Volunteers to host?	
	7.3 Discussion for ExCo delegates only	

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Attachments

- D1 Minutes and Action list from the 95 ExCo meeting
- D2 Short status report from Operating Agent
- D3 Budget and Economy 2024
- D4 Project proposals
- D5 Memo on Basic TIMES Trainings
- D6 Memo on Advanced TIMES Trainings
- D7 Communication from the Secretariat
- D8 Request for Extension Documents
- D9 Communication from Sweden and Norway

Additional note

A special session was organized as part of the regular winter workshop to discuss the topics below. It was agreed that key outcomes would be raised during the ExCo meeting agenda if there is a need for formal approvals.

- How can we have better impacts for policy making?
- How can we better support capacity building (including how to improve engagement in VEDA and TIMES forums)?

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1. QUORUM COUNT

Representatives from 14 Contracting Parties (CP) participated in the meeting (as outlined in Annex 1), ensuring a quorum enabling the ExCo meeting to proceed formally. The ExCo meeting was chaired by Brian Ó Gallachóir. The Chair thanked Singapore for hosting a successful ETSAP Workshop and this 96th ExCo meeting.

2. ADOPTION OF THE AGENDA

The chair introduced the agenda comprising 7 main sections. The ExCo discussed and adopted the agenda without additional topics, but one change in the sequence: the “Advanced TIMES trainings” was move from section 5 (Tool development & capacity building) to section 4 (Annex XVI 2023-2025).

3. MINUTES OF THE 95^E EXECUTIVE COMMITTEE MEETING

➤ 3.1 Minutes of the 95^e Executive Committee

No substantial issues were raised and the ExCo adopted the minutes of the 95th ExCo Meeting.

➤ 3.2 Matters arising

The following matters arising were addressed at this point in the meeting. Actions arising from the 95th ExCo not listed here are covered elsewhere in the agenda:

- **Working group for engagement in ETSAP forums:** While initial discussions took place on a proposed approach, there has not been enough time since the last meeting to organize further. The Chair requested that Contracting Parties actively engage in forum discussions in order to spread the workload.
- **Intellectual property (IP) rights in contracts:** No new updates since the last meeting given the short timeline and exploring further opportunities to engage with the legal affairs team at VTT. The goal is to complete this task by the end of the year.
- **KAPSARC joining ETSAP:** Attempts to gather additional details on their decision not to join ETSAP have been delayed due to limited time since the last meeting.
- **Revisit workshop format:** This activity has started. The Singapore workshop included a productive open discussion focusing on bridging analysis and policy as well as on capacity building.
- **Online system to collect presentations:** For the recent Winter 2024 workshop, presentations have been collected by the host which was greatly appreciated. A formal online system for collecting presentations has not been established yet.
- **Engagement with the IEW 2025 hosts in Japan:** Early discussions with the IEW hosts in Japan have been positive, while no formal commitment has been made yet.
- **Visibility of TIMES:** The policy engagement discussion at the Singapore workshop provided valuable insights relevant to TIMES visibility. A project was also proposed to rebuild the ETSAP website.

No additional matters have been raised.

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➤ 4.1 Short status report from Operating Agent

The Operating Agent provided a brief status update since the 95th ExCo meeting one month ago:

- **Meetings with IEA:** The Operating Agent is attending some IEA meetings organized for TCP chairs and other representatives; there was an interesting one on energy efficiency. Although there’s no specific update, these meetings have presented opportunities to explore potential synergies. Observing the involvement of countries not yet part of ETSAP offers insights for potential future outreach.
- **Joint workshop with the industry TCP:** The organization of a joint workshop between ETSAP and IETS, led by Etienne, Kathleen, and Anna, is ongoing. A formal call for abstracts will be launched soon.
- **Logistics for the Singapore training, workshop and ExCo:** The organization of the events with the local team in Singapore was effective.

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- **Coordinating training registrations:** The upcoming November ETSAP Basic training has received significant interest, with nearly all spots filled already. The Tosato Grant has been requested and approved for three trainees.

➤ 4.2 Budget and Economy 2024

The Operating Agent provided a brief status on the 2024 budget:

- **Membership fees for 2024:** A map indicating the status of membership payments for 2024 was presented. Most countries have paid their dues. The Netherlands had previously announced their non-payment, while Greece is still awaiting internal approval. France recently completed their 2023 payment, so invoicing for 2024 is forthcoming. Belgium’s public service requested an invoice, but payment is pending.
- **Balance for 2024:** The budget appears solid with income from CPs (€420K), training fees (€14k), and a transfer from IFE (also included as an expense). This budget represents the broader ETSAP view combining both previous and current ETSAP Operating Agents’ figures. The balance (€371.6K) is slightly lower than in 2023 given that more budget has been allocated to research projects in 2024. No payments have been made for those projects given that they are not completed yet.

The previous Operating Agent (IFE - Kari) provided a brief status on the 2023 budget and transfer for 2024:

- **Membership fees and expenses for 2023:** There were some membership fees totaling €47k received late in 2024. There are also expenses for research projects and basic activities paid in 2024.
- **Balance and transfer:** A balance of €367k is available, with €176k allocated to three ongoing contracts that will be transferred to the existing operating agent (Kathleen). This leaves an uncommitted amount of around €190k available for the 2025 budget. The €367k balance completes the €400k transferred to ESMIA - Kathleen previously.
- **Summary:** IFE - Kari proposed creating a password-protected version of the Excel sheet, capturing all budget movements and activities during IFE’s tenure as ETSAP Operating Agent.

Following these presentations, the ExCo formally approved the 2024 budget.

➤ 4.3 Approval of budget for 2025

The ExCo approved the 2025 budget included in the table below.

Budget item	Responsible	2025 Budget
Workshops		€ 50 000
Sponsoring IEW		€ 6 000
Bank expenses		€ 600
Other, contingency		€ 1 000
Auditing		€ 5 000
Other - Tosato Grant		€ 10 000
Project Head	George Giannakidis	€ 13 000
VEDA licenses to the CP	Amit Kanudia	€ 36 000
TIMES maintenance	Tiina Koljonen	€ 20 000
Liaison Officer	Gary Goldstein	€ 13 000
Website maintenance and development	Amit Kanudia	€ 10 000
Basic ETSAP trainings	Maurizio Gargiulo	€ 40 000
Annual report and ETSAP News in social media	Kathleen Vaillancourt	€ 12 000
Operating Agent	Kathleen Vaillancourt	€ 27 000
Total		€ 243 600

Key notes from the initial discussion are below.

Sponsoring IEW. The ExCo discussed continuing the sponsorship of IEW for the year 2025, recognizing the many benefits such as increased ETSAP visibility, increased participation at workshops, alignment with policy-focused

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attendees, and reduced travel costs for participants. However, several CP suggested seeking additional benefits from the sponsorship, such as greater visibility on IEW's agenda and website.

The ExCo agreed to propose a lunchtime session during IEW 2025 to showcase i) the TIMES's unique features (contributing to the rebranding of TIMES), ii) the global user network and/or iii) and the policy relevance. The format and specific focus could be finalized closer to the event (open discussion, visuals, professional demo, etc.). For this to be successful requires IEW 2025 approval and securing sufficient ExCo member engagement as all this requires preparation. The ExCo agreed to continue IEW sponsorship for 2025 at the same rate (€6k) as previously, with requests for increased visibility and plans for a focused lunchtime event as part of the formal IEW 2025 agenda.

Advanced VEDA licenses to the CP. KanORS proposed making advanced VEDA licenses available to Contracting Parties (providing enhanced reporting features) for an additional fee of €750 per CP (max €15k total). CPs shared their experiences with these features:

- Some found the enhanced reporting tools useful for internal analysis and troubleshooting, although additional tools and skills are required for public facing reporting (Australia) and the learning curve is significant (Switzerland).
- Some mentioned they did not see a value added since they had developed their own reporting system (UK).
- Others noted that the enhanced features could be more useful to new users than for established modellers with their own routines already in place. For new users, ETSAP should promote TIMES with user-friendly tools that enhance the user experience (Switzerland). The main barrier for adoption is that people have to pay (Germany).
- However, most CP had not tested the advanced features due to lack of time and/or understanding of the features (Norway, Sweden and others). A question arose whether the ExCo should have a minimum number of CP that have tried it before deciding.

Given limited uptake and mixed familiarity with the advanced features, some CPs suggested a better demonstration of the advanced features by Amit to help CP understand their benefits and assess its value: this could be a webinar, hands-on sessions or demonstrations at upcoming meetings. Experienced TIMES modellers could also demonstrate their approaches to post-processing at the next ETSAP workshop.

The chair proposed deferring a final decision on the increased fee for advanced VEDA access until the summer meeting. The ExCo agreed to maintain the budget until then at its current level for 2025 (36k), with no immediate increase.

Trainings. Switzerland asked why the fees for training had doubled between 2022 and 2024 (from €20k to €40k). The management team explained that this had been agreed at the ExCo meetings deciding on the 2023 and 2024 budgets. The main reasons for the agreed increase was due to the increase in the number of ETSAP training sessions each year (to 6 per year) as well as the agreed increase in the fees charged for these training sessions and the agreed increase in trainer fees. The proposal for 2025 is to keep it at 2024 level (€40k), as an upper limit. The expenditure to ETSAP for training is partly compensated for by the revenues associated with income from fees charged to trainees (€18k in 2023 and €14k in 2024 so far). The ExCo discussed additional points also:

- **Feedback.** Some CPs shared mixed feedback on the current basic training program, with some expressing concerns from student regarding how much they can absorb from the trainings, especially when online. Some questioned whether additional training sessions are successfully attracting new users or if they mostly serve existing CP participants (Switzerland). The ETSAP Project Head reminded the ExCo that feedback is sought and received from trainees and is generally very positive (feedback, available [here](#) was made available during the meeting). The ExCo suggested more transparent communication and reporting mechanism from the Operating Agent (feedback received, training schedules, list of participants, incomes, etc.) and suggested to discuss the feedback it at the next ExCo (Germany, Sweden, UK).
- **Certification.** The ExCo discussed also whether ETSAP should create a structured approach to training, possibly including accreditation or certification. The presentation from Climate Compatible Growth at the Winter Workshop (available [here](#)) was referenced in this regard. This relates not only to the ETSAP Basic Training but also possible intermediate training as well.
- **Additional material.** Several CPs proposed additional options and online learning materials (webinars, video introductions, self paced & scalable trainings and peer-led tutorials) to complement the basic trainings, for users unable to attend in person, for more advanced users, and for those who cannot pay

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the registration fees. This would help those posting questions on forums and pointed to the documentation that does not deal with specific cases. This would require an additional budget.

Other Budget Topics. There is no need to approve a budget for the xl2times development and maintenance since the project as just started and will continue for most of the year 2025 (the ExCo deferred the decision to 2026). The Website maintenance and development is still required and will continue as usual. The budget for workshops is still enough but might have to increase in the future as the costs of catering is expensive.

➤ **4.4 Advanced TIMES trainings**

Key topics had been identified and discussed at the last ExCo meeting after which CP were encouraged to submit proposals. A proposal has been received and will be discussed at section 4.5 on project proposals.

General discussion about capacity building (offerings and needs):

- The ExCo recognised a gap and need for intermediate trainings (such as those currently occurring informally through universities or consultants) to bridge the gap between basic and advanced levels.
- The Chair proposed a survey to i) map current training efforts across CP, ii) gather input on additional capacity-building needs and iii) gather suggestions on training resources, such as video tutorials. This information could be used to plan a structured capacity-building strategy covering distinct levels for the next three-year work program (2026-2028).
- The ExCo agreed to move ahead with the survey. A working group led by George will lead this effort, with James, Marcus, Will, and Paul as members.

The ExCo also discussed additional thoughts on what advanced trainings should include:

- UK suggested expanding advanced training to include strategies for building more efficient models and integrating TIMES with other types of models, in addition to focusing on advanced TIMES features.
- Many (UK, Norway) agreed that advanced training should go beyond introducing equations or theory and focus on practical applications (hands-on sessions).
- Advanced topics may require specialized trainers, so it was agreed to create a pool of potential trainers across a range of advanced topics (community members can identify themselves).

➤ **4.5 Project proposals and vote**

The ExCo reviewed six proposals: one response to an ETSAP call for tenders for a feasibility study on migrating TIMES to the JuMP/Julia platform with a pre-approved budget of up to €50,000 (pass/fail scoring system), and five others responding to the regular ETSAP Call for research project call (ranking-based scoring system).

a) Response to ETSAP Call for Tender: Migration from GAMS to JuMP/Julia

A proposal has been presented by James Glynn and Norway inquired about the ETSAP community engagement plan. James explained that while the project team would focus on coding and benchmarking, there would be targeted outreach to gather input on community acceptance and integration. With a score of 78.7, the project met the threshold and the ExCo formally approved the funding.

b) ETSAP Call for Research Projects 2025

The chair proposed an upper limit of €230,000 for 2025 research projects and the ExCo approved this budget. Project proposals were presented followed by questions:

- **No 1. Open source automated TIMES reporting tool (Christofer, Energy Modelling Lab).** The Chair requested clarification on cost distribution among partners and in-kind contributions. A broader discussion followed on the strategic direction of ETSAP's tool development. Switzerland expressed concerns about parallel development of multiple post-processing tools (inc. VEDA) given the limited resources. Australia supported exploring various tools through small projects that offer valuable

comparative insights. UK highlighted the need for a strategic decision on a more sophisticated tool (using SQL databases and HTML outputs) for the whole community. James mentioned that the advanced reporting features of VEDA already allow to integrate with visualization platforms. UK responded that it may exclude a large portion of the community, such as universities on academic licenses. Independently from the outcome for this proposal, the ExCo agreed that a dedicated session will be planned at a future ETSAP workshop on tool development to better define community needs and resource allocation.

- **No 2. Advanced TIMES Veda training and knowledge-sharing (IFE).** The Chair requested clarification on co-funding and logistical costs and suggested these be included in future proposals. Concerns were raised about unbudgeted hosting costs: they could be covered by the host organization. Canada inquired about the long-term plan, as the requested budget covers only a small part of the community's needs: this as an initial effort and the costs should be kept low in the future.
- **No 3. Rebuild the ETSAP website by ESMIA Consultants (Kathleen, ESMIA).** Canada inquired about the plan for maintenance: ESMIA responded that the updates would be manageable with a similar budget, since ESMIA already collecting content for the Annual Reports. Regarding the transition plan from the current website: the access will be needed, but the new site would largely be built from scratch and ideally hosted in Canada. Content not retained would be archived, and a survey of stakeholders would guide decisions on what to keep. UK (Paul) suggested including a "Legacy Tools" section for information on past tools like Markal, as well as transitioning the technology briefs to a community-edited database.
- **No 4. TIMES climate module update (Paul, UCL, UK).** The Chair requested clarification on cost breakdown and Paul specified the allocations were €14,000 for VTT and €21,000 for UCL. The project team clarified that this will be designed for global models, focusing on global emissions and temperature rise, and less for national models.
- **No 5. GAMPy Port of the TIMES Model Generator (Michael, GAMS).** UK inquired about the future availability of GAMS-Py for academic users and how its speed compares to standard GAMS and Julia: GAMS-Py is intended to remain free for academic users and maintains almost the same speed all heavy computations are still performed in GAMS itself.

During the voting process, Norway raised a concern about transparency and privacy in the voting system, where all CP are allowed to view individual votes, potentially affecting perceptions. The Chair acknowledged that a discussion on whether future voting should be blind was valuable and should be discussed at the next ExCo meeting.

The results of the vote were that the top 3 of the 5 research project proposals met the approval threshold for and remained within the approved €230,000 budget threshold (approximate budget for the three projects was €119,000). The Operating Agent will draft contracts for:

- No 2. Advanced TIMES Veda training and knowledge-sharing (IFE) = 39 900 Euros
- No 3. Rebuild the ETSAP website by ESMIA Consultants (Kathleen, ESMIA) = 43 900 Euros
- No 4. TIMES climate module update (Paul, UCL, UK) = 35 000 Euros

➤ 4.6 Status for the 2023 Annual Report

The poor response from CPs means that little progress has been made on the 2023 Annual Report. Other contributing factors were the lack of contributions from countries other than CPs, and the need to search independently for the information to complete the report.

Norway suggested i) the idea of a simplified online form as a possible improvement to streamline submissions (this takes time) and ii) improving transparency in the process by circulating a status list identifying countries that have not submitted their inputs.

5. TOOL DEVELOPMENT & CAPACITY BUILDING

➤ 5.1 Basic TIMES trainings

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The Chair recalled that a call will be issued to gather training offerings and needs to plan for the next three-year ETSAP Work Programme after 2025. Given that the budget is already approved for 2025, the Chair proposed postponing further discussion until the next meeting and the ExCo agreed with this approach.

➤ **5.2 Advanced version of VEDA licenses**

The discussion and decision is covered under section 4.3 (Approval of budget for 2025).

6. IEA-ETSAP IMPLEMENTING AGREEMENT

➤ **6.1 Communication from the Secretariat**

The Chair presented an update on behalf of Uwe Remme from the IEA Secretariat, who had sent apologies because he was unable to attend the meeting. It highlighted recent IEA publications relevant to ETSAP, including the latest World Energy Outlook (WEO) and the Energy Technology Perspectives (ETP) on clean energy technology manufacturing and material production. There was also news of the opening of the IEA Regional Cooperation Centre in Singapore, the first IEA office outside of Paris.

a) Request for Extension: review of documents

The Chair reported on a very positive meeting with CERT on October 22, where he presented the ETSAP Strategic Communication 2025-2030 (available [here](#)). This was a key part of the Request for Extension Process.

The next stage is submitting to IEA by November 1, 2024 the draft versions of the 1) 2-pages strategic work plan, along with the 2) End-Of-Term (EoT) report and 3) the completed Request for Extension (RfE) questionnaire. IEA will then provide feedback by December 1, 2024 and the final versions of these documents are due to be submitted to IEA by January 1, 2025. These will be considered at the CERT meeting on February 25/26 for final decision.

The Chair indicated there may be a need for an extraordinary ExCo meeting if the feedback is significant, but felt this was unlikely based on the feedback at the CERT meeting.

The ExCo approved the approach and approved the draft versions of the three documents for submission to IEA.

➤ **6.2 Communication from Sweden and Norway**

a) The €10k rule

The ExCo revisited a previous agreed decision allowing the ExCo to allocate up to €10k during meetings for issues and funding requests that arise unexpectedly. Sweden and Norway raised concerns about funding requests that have been submitted during meetings under this rule even when they could have been done in advance. This takes up valuable meeting time and limits decision-making capacity for delegates who may not be present. The ExCo agreed on the following revised language from the 75th ExCo meeting (Paris):

- ETSAP will strive to have all financial decisions for meetings included in the agenda issued at latest one month before each ExCo.
- Items that could have been submitted in advance of the meeting should be deferred to the next ExCo meeting.
- If an unforeseen and unplanned issue arise during the ExCo discussions requiring a financial decision that was not in the agenda, the ExCo can allocate up to a maximum of €10k during the meeting for which an immediate budget allocation is appropriate. If the decision involves a financial allocation of greater than €10k, this will be decided at the next ExCo or by the email voting procedure after the meeting.

b) ExCo CP only meetings

Sweden and Norway suggested it would be useful for ExCo CPs to have some space to discuss some ETSAP topics without the presence of consultants or service providers. The ExCo agreed to allocate half an hour at the start of the next ExCo meeting for the CPs to meet alone.

➤ **6.3 Relation with IEA and other TCPs: updates**

The Chair noted the recent IEA Southeast Asia Energy Outlook 2024 discussions during the Winter workshop and the positive preliminary engagement with the TCP Coordinating Group on Energy System Flexibility.

➤ **6.4 ETSAP Participation and Outreach activities**

The Chair proposed carrying the topic of engagement over to the first half-hour private discussion at the next meeting.

7. OTHER BUSINESS

➤ **7.1 Next ETSAP 97 ExCo meeting**

The ExCo agreed to have the 97th ExCo meeting online on March 20.

➤ **7.2 Other meetings**

The ExCo agreed to organise the 2025 Summer Workshop in Nara (Japan) on June 9-10, 2025, back-to-back with the IEW (June 11-13, 2025) and to have the 98th ExCo meeting in Nara (Japan) on June 10, 2025.

Regarding the Winter Workshop 2025, the ExCo received a tentative (but still uncertain) proposal from Finland to host, with a second proposal from Norway if it does not work.

➤ **7.3 Any other businesses:**

This section of the agenda will now be reserved for discussions with CP delegates (main and alternate) and the management team only. There was no time to cover this time.

8. AGREED ACTIONS

➤ **To do**

Action list from this ExCo meeting	Owner
Request from KAPSARC more details regarding their decision not to join ETSAP	Brian
Look for an online upload system to collect workshop presentations.	Kathleen
Preliminary engagement with the IEW hosts in Japan. Start planning the Summer ETSAP Workshop & ExCo	Brian/George/Kathleen
Reserved a 30 min private section in the agenda for the next ExCo meeting to discuss training formats and delegates' engagement.	Brian/Kathleen/ George
Seek more visibility for ETSAP from IEW 2025 sponsorship and plan for a focused lunchtime as part of the formal IEW agenda.	Brian/Kathleen/ George
Coordinate with Amit for a demonstration of the advanced VEDA features at upcoming meetings.	George

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Organise a dedicated session at a future workshop on post-processing tool development with experienced TIMES modelers.	George/Kathleen
Create a reporting mechanism for trainings (feedback received, training schedules, list of participants, incomes, etc.)	Kathleen
Discuss the feedback received on trainings at the next ExCo.	Brian/Kathleen/ George
Propose additional options and online learning materials (webinars, video introductions, self paced & scalable trainings and peer-led tutorials) to complement the basic trainings.	All CPs
Build a survey to i) map current training efforts across CP, ii) gather input on additional capacity-building needs and iii) gather suggestions on training resources, such as video tutorials. Create a pool of potential trainers across a range of advanced topics.	George, James, Marcus, Will, and Paul
Prepare contracts for 2025 research projects and basic activities	Kathleen
Get access to the current ETSAP website.	George
Build a survey to guide decisions on what to keep for the Website.	Kathleen
Revisit the voting process for project proposals at the next ExCo meeting to consider privacy and transparency issues.	Brian/Kathleen/ George
Make a simplified online form to collect information for the Annual Reports (not for this year).	Kathleen
Circulate a status list for CP contributions to the Annual Reports.	Kathleen
Submit the draft version of the RfE documentation by November 1, 2024.	Brian
Submit the final version of the RfE documentation by January 1, 2025. Call an extraordinary meeting if necessary.	Brian
Send invite for the next ExCo and workshop in Nara (Japan) on June 9-10, 2025.	Kathleen

➤ Ongoing

Action list from previous ExCo meetings	Owner
Seek to coordinate with IEA on joint training workshops for IEA Association Countries	George / Uwe
ETSAP members working on industry decarbonization to increase the engagement with IETS TCP. Plan for the common workshops that were proposed in 2024. Decide a date and issue a formal calls for abstract.	Anna/Kathleen/Étienne
Finalize the process of transferring the O.A. from IFE to ESMIA: a balance of €367k & the final version of the Excel sheet.	Brian/Kari/Kathleen/George
Continue with ETSAP webinar series – ExCo members to encourage participation and to propose webinar topics to George.	George / Paul / All CPs
Coordinate a working group to discuss the creation of a structured mechanism for engagement in forums	George
Try the ADVANCED version of the VEDA license and get familiar with the reporting features before making a long-term financial commitment.	All CPs
Review intellectual property rights (IPR) clauses in contracts	Kathleen/Tiina
Finalise Annual Report 2023.	Kathleen
Revisit rules & ideas to refine the workshop format further.	Kathleen & All CPs
Coordinate a working group to set-up advanced trainings.	George / All CPs

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Collect suggestions for a pilot advanced training session.	
Engage with TCP Coordinating Groups to ensure inclusion in future activities	All CPs

➤ **Completed**

Action list from previous ExCo meetings	Owner
ExCo budget & rules	
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
Present a review of payment history	Kathleen/Kari
Follow up on the pending invoices for the fees of 2023	Kari/Linda
Revisit the \$10,000 rule for budgetary decisions that can be approved during meetings.	All CPs Kari/Kathleen for review of minutes
Workshops and trainings	
Plan for a training in Vietnam	George/Maurizio
Submit formal proposals for advanced training sessions.	All CPs
Consider whether ETSAP should continue to align summer workshop with IEW	All CPs
Outreach and collaboration with other TCPS	
Follow up the process of Canada joining ETSAP since the invitation letters have been sent.	Brian/George
Follow up the process of KAPSARC joining ETSAP since the invitation letters have been sent.	Brian/George
Engage with interested parties to join ETSAP in Vietnam	George/Maurizio
Support existing ExCo members and engage with interested parties seeking to become CP	George/Brian/Kathleen
RfE process	
Gather ideas for the RfE Strategic Work Plan	Kathleen
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
Review three documents for ETSAP Request for Extension	All CPs
Prepare and present the 'Strategic Communication 2026-2030' at a CERT meeting on October 22-23, 2024	Brian
Research projects	
New ETSAP book	Maryse – plan for launch at IEW 2024
Share the link for the ETSAP-TIAM documentation with all CPs for comments and inputs.	Markus
Annual report 2023: Send template for seeking contributions from each CP	Kathleen
Annual report 2023 – submit highlights from 2023 to Kathleen	All CPs
Continue discussions on refining the contract process for sub-contractors	Kathleen/Kari/Tiina/James
Improved format and process for contracts will be updated by the new O.A. who will issue the contracts in 2024	Kathleen
Reserve €50k for a study on migrating TIMES from GAMS to Julia to be decided at the next 93 rd ExCo subject to approval of a detailed proposal.	Kathleen / ExCo
Engage with the Julia proposal team to discuss budget concerns and request a revised proposal for €50,000 max.	Brian/George/Kathleen
Submit a detailed proposal for study on migrating TIMES from GAMS to Julia.	Gary and other CPs interested to participate in the process

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



Issue a call for proposals for a feasibility study to replace GAMS/Cplex with a max budget of \$50,000	George
Rising the visibility of TIMES and organize a marketing strategy	CPs to propose projects for funding related to the increase of visibility of TIMES.
Look at documents from the IEA's last universal meeting on website organization.	Kathleen
Issue 2024 call for proposals for collaborative ETSAP projects	Brian
Reach out to Olex for the Excel to Times Reader, for the initial annual budget of \$10,000.	Kathleen

ANNEX 1: ETSAP 96TH EXCO MEETING - CONTRACTING PARTIES REPRESENTATIVES

N.	Country	Contracting Party	Delegate	Yes	Alternate	Yes	Nominate	Yes
1	Australia	CSIRO	Mr. Luke Reedman		Mr. Thomas Brinsmead	√o	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 Mr. Wouter Nijs Ms. Nathalie Arnould	√o		
3	Canada	CanmetENERGY	Mr. Jocelyn Millette		Ms. Kathleen Vaillancourt		Mr. Etienne Bernier	√o
4	Denmark	ENS	Mr. Steffen Dockweiler		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	√o	Mr. Christoph Jessen			
8	Greece	CRES	Mr. Philip Siakkis					
9	Ireland	SEAI	Mr. Brian Ó Gallachoir, Chair	√o	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	√o				
17	Russia							
18	Singapore	A*STAR	Mr Jonathan (Sze Choong) Low		Mr. Tang WeyLin		Mr. Aloisius Rabata Purnama Mr. Aniq Ahsan Dr Wu Kunna Mr. Muhamad Azfar Ramli	√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		Mr. Paul Dodds Mr. Steve Pye	√o		
23	US	DOE	Mr. Sauleh Siddiqui		Ms. Angelina LaRose		Ms. Anna D. Cororaton	



Quorum count

\sqrt{o} = online

\sqrt{p} = in-person

\sqrt{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	√p
5	Kathleen Vaillancourt	ESMIA	ETSAP Operating Agent Alternate delegate for Canada	√p
6	Amit Kanudia	Kanors	VEDA Licenses	
7	Maurizio Gargiulo	E4SMA	VEDA-TIMES basic trainings	
8	Gary Goldstein	DecisionWare	Liaison Officer	
9	James Glynn	ESMIA	Expert	√o
10	Olex Balyk	Facilitate Energy	Expert	
11	Pernille Seljom	IFE	Expert	√o
12	Kenneth Karlsson	Energy Modelling Lab	Expert	
13	Kristoffer Steen Anderson	Energy Modelling Lab	Expert	√o
14	Maryse Labriet	ENERIS	Expert	
15	Wolter Nijs	VITO	Expert	
16	Christoph Jessen	IER	Alternate delegate for Germany	√o
17	Ho Hiang Kwee	National University of Singapore	Guest from CP Singapore	
18	Xiong Jie	National University of Singapore	Guest from CP Singapore	√p
19	Wu Kunna	A*Star	Expert	√p
20	Aloisius Rabata Purnama	A*Star	Expert	√p
21	Fred Fiand	GAMS	GAMS Licenses	√o
22	Micheal Bussieck	GAMS	GAMS Licenses	√o
23	Kannan Ramanchandran	PSI	Expert	√o