

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



MINUTES OF THE 97TH EXECUTIVE COMMITTEE MEETING

Date: Thursday, March 20, 2025 (12:45-13:00 CP only; 13:00-15:00 CET for all)
 Venue: Online participation only
 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

Item	Doc
0. EXCO DISCUSSION WITH CONTRACTING PARTIES ONLY	
1. QUORUM COUNT	
2. ADOPTION OF THE AGENDA	
3. MINUTES OF THE 96^e EXECUTIVE COMMITTEE	E1
3.1 Minutes of the 96 ^e Executive Committee	
3.2 Matters arising	
4. ANNEX XVI (2023-2025): ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS	
4.1 Short status report from Operating Agent	E2
4.2 Budget and Economy 2025	E3
4.3 Status for the 2023 & 2024 Annual Reports	E4
4.4 Voting process for project proposals	
5. TOOL DEVELOPMENT & CAPACITY BUILDING	
5.1 ETSAP basic TIMES trainings	E5
5.2 Intermediate TIMES trainings	E6
5.3 Advanced TIMES trainings	
5.4 Advanced version of VEDA licenses	
5.5 Free VO access to academics	E7
5.6 TIMES to Python (GAMSPy)	
6. IEA-ETSAP IMPLEMENTING AGREEMENT	
6.1 Communication from the Secretariat	E8
a) Request for Extension: Status	
6.2 Relation with IEA and other TCPs: updates	
6.3 ETSAP Participation and Outreach activities	
7. OTHER BUSINESS	
7.1 Next ExCo: ETSAP 98 ExCo meeting (Nara, Japan): June 10	
7.2 Other meetings:	
- ETSAP Summer Workshop 2025 (Nara, Japan): June 9-10, 2025	
- ETSAP 99 ExCo meeting (online): September 18?	
- ETSAP Winter Workshop 2025: volunteer? Finland?	
7.3 Any other businesses	

Attachments

- E1 Minutes and Action list from the 96 ExCo meeting
- E2 Short status report from Operating Agent
- E3 Budget and Economy 2025
- E4 Annual Reports for 2023 & 2024
- E5 ETSAP basic TIMES trainings (feedback, survey on offerings and needs)
- E6 Intermediate TIMES trainings (pool of trainers)
- E7 Free VO access to academics
- E8 Communication from the Secretariat

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS

0. EXCO DISCUSSION WITH CONTRACTING PARTIES ONLY

A 15-minute private session for Contracting Parties was held immediately prior to the formal meeting, as an experiment to create space for informal discussion among ExCo delegates without observers or members of the technical support team present. The session was attended by 14 delegates and positively received.

Several delegates felt that 15-minute was too short and suggested a 30-minute session for future meetings. Holding the session *before* the main meeting was also preferred over *after*, since late-running meetings can result in delegates dropping off before the session can take place.

Action: The group agreed that it should be maintained for future meetings, with the next session planned for 30 minutes before the June 2025 meeting in Japan. A Teams option will be considered for those unable to attend in person. The session will remain informal, with no formal decisions taken.

1. QUORUM COUNT

Representatives from 16 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.

2. ADOPTION OF THE AGENDA

The Chair introduced the agenda, comprising seven main sections. The ExCo adopted the agenda without additional items. However, two suggestions were made regarding discussions:

- Angelina LaRose (United States) raised the need to discuss U.S. participation in ETSAP activities for 2025. The Chair proposed that this be taken up under Item 6.3 (ETSAP Participation and Outreach Activities).
- Marcus Blesl (Germany) raised the topic of the next ETSAP Annex (2026–2028). The Chair confirmed this would be brought up under Item 6.1 (Communication from the Secretariat).

3. MINUTES OF THE 96^E EXECUTIVE COMMITTEE MEETING

3.1 Minutes of the 96^e Executive Committee

No substantial issues were raised and the ExCo adopted the minutes of the 96th ExCo Meeting.

3.2 Matters arising

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

- **KAPSARC participation in ETSAP:** The Chair followed up with KAPSARC to request further clarification on their decision not to join ETSAP. While the KAPSARC modelling team expressed enthusiasm for ETSAP's tools and engagement, the decision not to participate was taken at a senior management level due to concerns about the formal nature of the commitment. Informal collaboration will continue.
- **System for collecting workshop presentations:** No progress on this item.
- **Engagement with the IEW hosts in Japan:** Planning for logistics and IEW sponsorship is underway with the local team in Japan.

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



- **Private session for ExCo delegates only:** A 15-minute private session was held prior to this meeting for the first time. Attendance was good, and feedback was positive. The group agreed to continue this practice and reserve a 30-minute private session at the beginning of future meetings.
- **Demonstration of advanced VEDA features:** Nobody could provide an update on this action item.
- **Workshop session on post-processing tool development:** A dedicated session on this topic is to be considered for the 2025 Summer Workshop in Nara, pending the outcome of the call for abstracts.
- **Reporting mechanism for trainings:** The Operating Agent noted that feedback from ETSAP trainings, including participant lists and income, had now been shared with Contracting Parties and will be updated going forward. Evangelos Panos (Switzerland) welcomed this improvement and noted that his students had expressed interest in submitting feedback. The Project Head will follow with details on the reporting mechanisms.
- **Joint training with IEA for Association countries:** Coordination efforts are ongoing, with no specific update at this time.
- **ETSAP webinar series:** No webinars have taken place since the last ExCo. Paul Dodds (UK) remains willing to host future webinars, particularly if structured as a thematic series. Pernille Seljom (Norway) suggested presenting completed ETSAP projects in webinars.
- **Structured mechanism for forum engagement:** No concrete progress has been made beyond some initial email exchanges.
- **Intellectual property rights (IPR) clauses in contracts:** A new template for multi-party contracts has been drafted. VTT's legal team is reviewing the IP clauses. While the current version was signed based on existing trust, VTT has indicated they would prefer to revise the IP provisions for future contracts.
- **Workshop format refinement:** This remains an ongoing task. The recent Singapore workshop included a successful experiment with a broader policy-oriented discussion on how models inform decision-making.
- **Engagement with TCP Coordinating Groups:** Some efforts have been made (TCP Flexibility and TCP Hydrogen), but there are no substantial developments to report at this stage.

4. ANNEX XVI (2023-2025): ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS

4.1 Short status report from Operating Agent

The Operating Agent provided a brief status update since the 96th ExCo meeting:

- **Meetings with IEA:** The Operating Agent attended several recent IEA webinars on: i) mechanisms to support improved engagement across TCP coordination groups, and ii) ideas to strengthen TCP communication strategies such as a section on the IEA website highlighting successful TCP case studies.
- **Meetings with ETSAP CPs or other TCPs:** The joint workshop with TCP-IETS has been organized and finalized. Preparations are also underway for the upcoming ETSAP Summer Workshop, the 98th ExCo meeting and a special session for the ETSAP community at the IEW 2025 in Japan.
- **Meetings with other groups:** Engagement has continued with the Climate Compatible Growth (CCG) initiative; their training programs — including a three-week intensive format — are being considered as inspiration for ETSAP's capacity-building efforts. Discussions have also progressed with the Open Transition initiative, where a benchmarking exercise involving TIMES and other models is underway. A call for participation has been circulated, and interested participants are invited to reach out directly.

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS

- **Outreach activities:** Discussions have taken place with potential new Contracting Parties. Interest has been expressed by Pakistan and by Turkey, which is currently expanding its use of TIMES modeling and wishes to explore collaboration with ETSAP.
- **Contracts:** All consulting contracts have now been issued and signed. All research contracts have also been issued, with one still pending final signature.
- **Other activities:** A three-page summary document has been finalized, outlining how ETSAP operates, and the steps required for new Contracting Parties to join.

4.2 Budget and Economy 2024-2025

The Operating Agent provided a brief status on the 2024-2025 budget:

- **Membership fees for 2024-2025:** Emails have been sent out to all Contracting Parties to initiate the invoicing process for 2025, except for France and Greece who have not yet paid for 2024. Several invoices have already been issued, and dialogue with other members is ongoing. The Netherlands has confirmed they will not contribute again this year but have expressed interest in rejoining in the future. A table indicating the status of membership payments for 2023–2025 was presented.
- **Balance for 2024–2025:** The budget appears solid with total income of €434k for 2024 (€420k from membership fees and €14k from trainings), and €13k projected for 2025 (€7k from membership fees and €6k from trainings). The balance stands at €368.6k. The majority of 2024 contributions have been received, and no payments have yet been made for the 2024 and 2025 research projects.

4.3 Status for the 2023 & 2024 Annual Reports

A more efficient approach has been proposed to complete Annual Reports more promptly (within Q1 of the following year). Annual reports will adopt a common structure and design across the three years of the same Annex. A preliminary version will be circulated with pre-filled sections, eliminating the need for long questionnaires. Minimal inputs from Contracting Parties will still be needed for key sections. Updates are:

- The 2023 report has been completed; minor edits will be accepted until March 27, 2025.
- The 2024 report has been drafted, and further contributions are encouraged by April 3, 2025.
- The social media strategy continues on a modest scale due to the small budget but has shown good results with the number of followers growing from 200 to over 1700.

James Glynn proposed marking ETSAP's 50th anniversary with a synthesis of annual reports to highlight its long-standing contributions to energy systems modeling potentially amounting to hundreds of person-years of effort. The Chair supported the idea and suggested also exploring other creative formats to showcase ETSAP's legacy.

Decision:

- The ExCo agreed with the new approach proposed to prepare Annual Reports.
- The ExCo agreed to return to the ETSAP's 50th anniversary topic at the next ExCo meeting in Japan, with members encouraged to bring ideas on how to prepare for celebrating ETSAP's 50th anniversary in 2026.

4.4 Voting process for project proposals

During the previous ExCo meeting, Kari Espegren (Norway) raised a concern about privacy in the current voting system. The Chair proposed trying a two-step voting process for the next decision round

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



at the Winter 2025 ExCo meeting: i) each Contracting Party would vote independently without visibility of other scores (e.g., by disabling Excel synchronization or working offline), and ii) the individual results would be collated and shared openly, once all votes are submitted.

Decision: The ExCo agreed to proceed with this revised voting process for the Winter 2025 meeting. The process will be revisited in 2026 to assess whether further adjustments are necessary.

5. TOOL DEVELOPMENT & CAPACITY BUILDING

5.1 ETSAP Basic TIMES trainings

A review was undertaken on current TIMES training offers and formats. While the ExCo previously agreed that E4SMA would remain the sole provider for 2025, there is growing interests in expanding or diversifying future training offers.

Five organisations have expressed interest in providing training (details in the attachment), and several proposals were made to improve outreach and accessibility, including short video tutorials, publicly available materials, additional introductory content on platforms such as YouTube, and drawing inspiration from initiatives such as the Climate Compatible Growth programme (e.g., 3-week programs).

The issue of training material ownership was also raised. James Glynn emphasised that ETSAP training materials should remain open, standardised, and treated as ETSAP intellectual property. He suggested that the development of ETSAP-standard content should be supported through ETSAP project funding.

Decision: The ExCo agreed to revisit this topic at the next ExCo meeting and Contracting Parties were invited to continue submitting ideas in the interim.

5.2 Intermediate TIMES trainings

The Chair recalled that ETSAP does not offer any formal intermediate-level training currently. However, a range of context-specific training activities delivered through universities, institutions and consultants, has been compiled and shared (attachment). It includes a variety of approach and format (written documentation, recorded presentations, example exercises, open-source or pre-calibrated demonstration models).

A key question raised was whether ETSAP should play a more active role in providing or coordinating intermediate training, or whether the current decentralized and informal approach remains sufficient. While it was recognized that standardisation may be more limited than for basic trainings, several Contracting Parties expressed support for developing topic-specific modules (e.g., by technology or sector), video content, hands-on format, post-training exercises, or materials that can support self-learning.

The Operating Agent noted that ETSAP continues to receive requests for intermediate and advanced training. In the absence of a formal offering, interested parties are currently referred to a non-exhaustive list of external consultants, not formally endorsed by ETSAP.

Decision: The ExCo agreed that intermediate training remains a priority, and that the development of training materials could be considered in upcoming calls for proposals, with the understanding that any materials developed using ETSAP funding should remain open and ETSAP-owned. The list of external consultants collected so far will be used to follow-up on such intermediate training requests.

5.3 Advanced TIMES trainings

A research project is currently underway; no updates were presented at this meeting.

5.4 Advanced version of VEDA licenses

This item could not be discussed due to time constraints.

5.5 Free VO access to academics

Contracting Parties noted that since its introduction, uptake has increased modestly but remains concentrated in a small number of institutions (including one that benefits from direct support by Amit). Gary Goldstein raised concerns that the initiative was intended to broaden outreach to many universities rather than supporting ongoing modelling work in a few institutions. He proposed revamping the VEDA registration page to highlight the free academic offer more clearly.

The Operating Agent noted strong interest in accessible tools such as TIMES-Starter, suggesting that demand exists. It was acknowledged that dissemination efforts had been limited beyond the initial announcements on the ETSAP website and social media.

Decision: No decision was taken regarding the renewal of the free VEDA Online access for academics. The Project Head and the Operating Agent will coordinate on this effort, with an update to be provided at the next ExCo meeting.

5.6 TIMES to Python (GAMSPy)

Evangelos Panos (Switzerland) briefly introduced the proposal to migrate the TIMES model generator to Python using the GAMSPy API. Evangelos explained that the project had been submitted in the previous call but was narrowly rejected, in part because the potential benefits were not fully understood by many Contracting Parties at the time. He clarified that the proposal would deliver a fully functional implementation — not just a feasibility study — and would offer users a Python-based platform while maintaining backward compatibility with existing models.

Gary Goldstein cautioned against pursuing multiple technology migrations in parallel. Olex Balyk responded that the GAMSPy approach complements rather than competes with the Julia effort and offers a near-term solution at low cost that may enable a smoother migration to Julia. James Glynn expressed support for maintaining multiple pathways.

Decision: The ExCo agreed to discuss this topic more thoroughly at the next ExCo meeting in Japan and to allow the proposal to be resubmitted in the next call (Winter 2025).

6. IEA-ETSAP IMPLEMENTING AGREEMENT

6.1 Communication from the Secretariat

a) Request for Extension: status

The Chair reported that the ETSAP Request for Extension was successfully submitted to the IEA Secretariat following the last ExCo meeting. In February 2025, the Chair presented the extension request to IEA's Committee on Energy Research and Technology (CERT) and received very positive feedback. As a result, ETSAP's mandate has been successfully extended for another five years. With the extension confirmed, ETSAP will now proceed with preparations for a new Annex (2026–2028).

Decision: The ExCo agreed to discuss the new Annex (2026–2028) topic at the next ExCo meeting in Japan.

b) Update from the IEA Secretariat

Uwe Remme (IEA Secretariat) confirmed the positive reception of the ETSAP Request for Extension at CERT and thanked ETSAP on behalf of the IEA. Due to time constraints, slides were not presented, but Uwe highlighted several developments:

- In late 2024, the IEA published a new edition of *Energy Technology Perspectives* on modelling manufacturing and trade of clean energy technologies. Although TIMES was considered, the work used a Python-based platform (Pulp) and open-source solver due to data integration needs and the flexibility of ad hoc equation modifications. Nonetheless, TIMES remains suitable for similar studies.
- The IEA's Regional Cooperation Centre in Singapore has now launched, employing five staff members to strengthen engagement in Southeast Asia.
- Upcoming reports include the *World Energy Outlook 2025* and a new *State of Energy Innovation* report, which will highlight technology progress and TCP contributions.

6.2 Relation with IEA and other TCPs: updates

This item could not be discussed due to time constraints.

6.3 ETSAP Participation and Outreach activities

The Chair invited Angelina LaRose (EIA, USA) to speak about U.S. participation in ETSAP and she explained that EIA plans to withdraw as Contracting Party, due to resource limitations and reduced use of TIMES. While EIA recognizes the value of ETSAP and the TIMES community, internal constraints have made continued participation unsustainable. In line with the 12-month notice period, she is prepared to continue participating in the interim to facilitate a smooth transition.

She requested suggestions for other U.S. institutions that might take over the Contracting Party role and offered to support a knowledge transfer process. Gary and Kathleen proposed two U.S. government entities and offered to facilitate contact: EPA's Office of Research and Development (ORD), though its future is uncertain, and the National Energy Technology Laboratory (NETL), a longstanding TIMES user led by Chris Nichols. James noted that Princeton University might be a candidate, as well as the Argonne Lab, although it is unclear due to USAID funding.

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



Decision: The Chair confirmed a follow-up discussion will be held with Angelina. ExCo members were invited to suggest additional U.S. institutions as potential Contracting Parties.

The Operating Agent noted a recent expression of interest from Austria in joining ETSAP, and will follow up accordingly.

7. OTHER BUSINESS

7.1 Next ETSAP 98 ExCo meeting

The Chair recalled that the 98th ExCo meeting will take place in Nara, Japan, on June 10 (pm), 2025. Calendar invitations have already been circulated.

7.2 Other meetings

2025 Summer Workshop. The 2025 Summer Workshop in Nara (Japan) is scheduled for June 9-10, 2025, back-to-back with the International Energy Workshop (IEW) on June 11-13, 2025. Ongoing discussions with the IEW organisers are ongoing to plan a parallel ETSAP session to increase visibility within the broader modelling community, since a lunch event was not possible. Several ExCo participants expressed interest in supporting this session.

ETSAP 99 ExCo meeting. The 99th ExCo meeting was confirmed for September 18, 2025.

2025 Winter Workshop. Tiina Koljonen (Finland) confirmed that their earlier offer still stands and the ExCo accepted the offer.

Marcus Blesl (Germany) added that a separate one-day workshop on material efficiency and circular economy in industry (funded under a different project) is planned to take place either before or after the ETSAP Winter Workshop in Finland. Details will be finalised and confirmed at the next ExCo.

7.3 Any other businesses:

The Chair confirmed that the topic of the next Annex (2026-2028) will be discussed in more detail at the June 2025 ExCo meeting in Japan. A brainstorming session will be held during the June workshop to allow the broader ETSAP community to contribute ideas. The goal is to finalise the content of the new Annex at the September 2025 ExCo, in order to begin implementation on January 1, 2026.

8. AGREED ACTIONS

To do

Action list from this ExCo meeting	Owner
Discuss the topic of the next Annex (2026-2028) at the June 2025 ExCo meeting in Japan. Organise a brainstorming session at the June workshop to allow the broader ETSAP community to contribute ideas.	Brian/George/Kathleen
Submit ideas on how to celebrate the ETSAP's 50th anniversary in 2026 and discuss them at the next ExCo meeting in Japan.	All CPs
Coordinate on the renewal of the free VEDA Online access for academics to provide an update at next ExCo meeting in Japan.	George/Kathleen
Follow-up discussion with Angelina Larose (USA).	Brian/George/Kathleen
Suggest additional U.S. institutions as potential Contracting Parties for USA.	All CPs
Look for an online upload system to collect workshop presentations (not this year).	Kathleen
Coordinate with Amit for a demonstration of the advanced VEDA features at upcoming meetings.	George
Organise a dedicated session at a future workshop on post-processing tool development with experienced TIMES modelers.	George/Kathleen
Revisit the basic training topic at the next ExCo meeting and continue submitting ideas in the interim for both basic and intermediate trainings.	Brian/Kathleen/ George
Consolidate the list of external consultants collected so far to follow-up on such intermediate training requests.	Brian/Kathleen/ George
Get access to the current ETSAP website.	George
Build a survey to guide decisions on what to keep for the Website.	Kathleen
Preliminary engagement with the IEW hosts in Finland. Start planning the Winter ETSAP Workshop & ExCo.	Brian/George/Kathleen

Ongoing

Action list from previous ExCo meetings	Owner
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
Revisit the voting process for project proposals at the next ExCo meeting to consider privacy and transparency issues.	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
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
Preliminary engagement with the IEW hosts in Japan. Start planning the Summer ETSAP Workshop & ExCo	Brian/George/Kathleen
Seek to coordinate with IEA on joint training workshops for IEA Association Countries	George / Uwe

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
Revisit rules & ideas to refine the workshop format further.	Kathleen & All CPs
Coordinate a working group to set-up advanced trainings. Collect suggestions for a pilot advanced training session.	George / All CPs
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
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
Reserved a 30 min private section in the agenda for the next ExCo meeting to discuss training formats and delegates' engagement.	Brian/Kathleen/ George
Send invite for the next ExCo and workshop in Nara (Japan) on June 9-10, 2025.	Kathleen
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
Create a reporting mechanism for trainings (feedback received, training schedules, list of participants, incomes, etc.)	Kathleen
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
Request from KAPSARC more details regarding their decision not to join ETSAP	Brian

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 call for abstract.	Anna/Kathleen/Étienne
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
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
Annual Reports, Social medias, Marketing activities	
Finalise Annual Report 2023.	Kathleen
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
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 VEDA.	Gary and other CPs interested to participate in the process
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
Prepare contracts for 2025 research projects and basic activities	Kathleen

ANNEX XVI (2023-2025):
ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



ANNEX 1: ETSAP 97TH EXCO MEETING - CONTRACTING PARTIES REPRESENTATIVES

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 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	√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 Ms. Alma Monserand	√o	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	
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	√o		
21	Switzerland	PSI	Ms. Anne-Kathrin Faust		Mr. Evangelos Panos	√o	Mr. Kannan Ramachandran	
22	UK	BEIS	Mr. Todd Davidson	√o	Mr. Paul Dodds Mr. Steve Pye			
23	US	DOE	Mr. Sauleh Siddiqui		Ms. Angelina LaRose	√o	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	√o
3	Antti Lehtila	VTT, Finland	TIMES Maintenance	√o
4	George Giannakidis	Freelance	ETSAP Project Head	
5	Kathleen Vaillancourt	ESMIA	ETSAP Operating Agent Alternate delegate for Canada	√o
6	Amit Kanudia	Kanors	VEDA Licenses	√o
7	Maurizio Gargiulo	E4SMA	VEDA-TIMES basic trainings	
8	Gary Goldstein	DecisionWare	Liaison Officer	√o
9	James Glynn	ESMIA	Expert	√o
10	Olex Balyk	Facilitate Energy	Expert	√o
11	Pernille Seljom	IFE	Expert	√o
12	Kenneth Karlsson	Energy Modelling Lab	Expert	√o
13	Kristoffer Steen Anderson	Energy Modelling Lab	Expert	
14	Maryse Labriet	ENERIS	Expert	
15	Wolter Nijs	VITO	Expert	
16	Christoph Jessen	IER	Alternate delegate for Germany	
17	Ho Hiang Kwee	National University of Singapore	Guest from Singapore	
18	Xiong Jie	National University of Singapore	Guest from Singapore	
19	Wu Kunna	A*Star	Expert	
20	Aloisius Rabata Purnama	A*Star	Expert	
21	Fred Fiand	GAMS	GAMS Licenses	
22	Micheal Bussieck	GAMS	GAMS Licenses	
23	Kannan Ramanchandran	PSI	Expert	
24	Paul Doods	UK	Alternate delegate for UK	√o
25	Lou Stuhrenberg	France	Guest from France	√o
26	Roman Podolet	INAS, Ukraine	Expert	√o
27	Jonas Forsberg	Luleå University of Technology	Guest from Sweden	√o