

ANNEX XVI (2023-2025):

ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS



MINUTES OF THE 99TH EXECUTIVE COMMITTEE MEETING

Date: Thursday, September 18, 2025 (12:30-13:00 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

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8.1 Next ExCo: ETSAP 100 ExCo meeting (Helsinki, Finland): November 25, 2025	
8.2 Other meetings:	
- ETSAP Winter Workshop 2025 (Helsinki, Finland): November 24-26, 2025	
- ETSAP 101 ExCo meeting (online): March 19, 2026?	
- ETSAP Summer Workshop 2026 (Cape Town, South Africa): June 25-26, 2026?	
8.3 Any other businesses	

Attachments

- G1 Minutes and Action list from the 98 ExCo meeting
- G2 Short status report from Operating Agent
- G3 Budget and Economy 2025
- G4 Revised draft for ETSAP TCP Annex (Work Programme) XVII
- G5 Basic training proposals and evaluations
- G6 Communication from the Secretariat

0. EXCO DISCUSSION WITH CONTRACTING PARTIES ONLY

A 30-minute private session for Contracting Parties was held immediately prior to the formal meeting.

The Chair emphasized the following points:

- **Annual Progress Report 2025.** ExCo members are asked to submit material to Kathleen (PhD thesis, model developments, communications, policy impact).
- **Annex XVII Work Programme.** Input to Project Head (George) is required to refine the draft. A final decision on the new Annex is required at the next ExCo meeting in Helsinki to meet the legal timelines. The Annex title is still to be decided.
- **ETSAP 50th Anniversary (2026).** ExCo members are invited to suggest additional ideas on how to mark this milestone. One suggestion was to request the IEA to host the Winter Workshop in Paris.
- **Basic Training.** Three tenders for the preparation of training material have been received and evaluated by a three-person committee. Scores have been provided, and a decision will be needed by the ExCo. ETSAP must also then agree on the process for delivering basic trainings under the next work programme. E4SMA is confirmed for Helsinki in 2025, but no process is yet defined beyond that.

Other discussion points:

- **ETSAP Workshops in Helsinki – Finland (Tiina)** raised practical concerns given the proposed number of parallel sessions that need to be confirmed urgently for logistics reasons. Anna suggested Task 44 contributions be integrated into one biomass-related session in the regular workshop rather than a separate workshop.
- **Advanced training.** Norway (Kari) reported that it remains challenging to secure advanced modellers for Helsinki, but some trainers have confirmed contributions. Antti may also contribute a presentation.
- **Recognition of Antti's contribution.** The Chair proposed acknowledging Antti's retirement at the Helsinki ExCo meeting, for example a wooden trophy .
- **Website.** Kathleen reminded ExCo members to provide high-level comments on the new ETSAP website design and structure while changes are still possible.

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 eight main sections. The ExCo adopted the agenda as presented.

3. MINUTES OF THE 98^E EXECUTIVE COMMITTEE MEETING

3.1 Minutes of the 98^e Executive Committee

No substantial issues were raised regarding the draft minutes and the ExCo adopted the minutes of the 98th ExCo Meeting with minor agreed adjustments, namely

- The Agreed actions section now excludes items from previous meetings that are closed.
- Officers/guests listed will include only those actually in attendance.

3.2 Matters arising

The following matters arising from previous ExCo meetings were addressed here (other actions arising are already covered elsewhere in the agenda):

- **TCP Hydrogen:** Initial interest in joint activities (Tasks 50 & 52) has slowed; Project Head (George) will follow up with Finland (Tiina) to explore the possibility of a presentation at the Helsinki workshop.
- **TCP coordination groups:** ETSAP participation in the Flexibility Coordination Group is confirmed (thanks to Belgium - Peter and Switzerland - Evangelos), but additional (including new) TCP Coordination groups may require engagement.
- **Annual Progress Report:** A new section on PhD thesis will be added, and Contracting Parties were asked to provide input.
- **Indonesia membership:** Contact with representatives has been initiated, but no progress has been made since summer.
- **Workshop presentations:** Upload system will be integrated into the new ETSAP website.
- **Post-processing tool session:** To be organized in a future workshop as a dedicated slot with short presentations and discussion.
- **USA membership:** Despite outreach to universities (including John Weyant at Stanford University), no new contracting parties were identified. Angelina and James will coordinate further efforts but there is little hope on the short term.

New initiative developed by Amit

Amit presented a new initiative to automatically generate open-access national power sector models using public datasets. The models are fully functional TIMES-based electricity system models, provided on GitHub with comprehensive documentation, and directly usable via VEDA Online.

Models are designed to serve as ready-to-use “starter models” for training, exploration, and policy testing, while also being extendable by advanced users. The initiative aims to decouple model building from model use, lowering the barrier for new users.

Discussion points:

- Potential synergies with ETSAP basic training, as models could serve as a dynamic starting point for country-specific exercises (Gary).
- Importance of comparing with other initiatives (e.g., OSeMOSYS starter kits, IRENA tools, African power pool tools), noting Amit’s initiative is fully open and more detailed (Belgium - Pieter).

The Executive Committee welcomed the development and the Chair encouraged further feedback.

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4.1 Short status report from Operating Agent

The Operating Agent (Kathleen) provided a brief status update since the 98th ExCo meeting:

- **Meetings with IEA:** The Operating Agent continued to attend IEA webinars for TCPs. There is ongoing engagement with the IEA, including discussions on a potential Critical Minerals TCP with

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Canadian representatives (still at coordination/early development stage). Kathleen will also represent ETSAP at the IEA Energy Innovation Forum in Toronto (Oct 2025).

- **Workshops:** Preparation of the Regular ETSAP Winter Workshop is progressing for the week of November 24-28, 2025, and includes a packed agenda with the regular 2-days workshop followed by an extra day for an ETSAP Special Workshop, as well as two ETSAP training sessions: one basic and one advanced.
- **Contracts:** All research and consultancy contracts have finally been signed.
- **Other activities:** ETSAP's LinkedIn followers continue to grow steadily, and more posts are expected using the updated content from the new ETSAP website.

Discussion points:

- Norway (Kari) mentioned that the training and workshop sections of the website need to be updated.
- Chair (Brian) asked if there were more information about the next (6th) TCP Universal Meeting, due to take place in Spring 2026, but there were none yet, as indicated by the Operating Agent (Uwe).
- ExCo members expressed appreciation for the reporting style used for the status reports.

4.2 Budget and Economy 2025

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

- Membership fees for 2024-2025: The income situation is healthy. All 2024 membership fees have been received, except for France; no update since the last meeting. Most 2025 membership fees have been received, except from Belgium (other than VITO contribution), France, Greece, Korea, Norway, but communication channels are now open and responsive. Without a new ExCo Contracting Party, USA will not pay.
- The chair (Brian) noted positively that countries continue to pay fees, confirming ongoing visible value associated with active ETSAP participation.
- Balance for 2025: The budget remains solid with total income to date of €336.6k for 2025. The balance stands at €372.1k. No payments have yet been made for the 2024 and 2025 research projects leading to a high cash balance.

Note: A detailed budget breakdown is available in the accompanying Excel file (Attachment G2) was circulated prior to the meeting.

5. ANNEX XVII (2026-2028)**5.1 Revised draft text of the Annex XVII**

A draft version of the Annex was prepared by the Project Head (George) and circulated in advance of the meeting (Attachment G4). The Chair (Brian) opened the discussion by noting few outstanding issues:

- No title has yet been agreed. Members were invited to submit suggestions.
- Members have not yet have fully engaged with the draft text, which defines the research priorities for the next work programme and guides the evaluation of project proposals.

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Discussion points:

- The draft is repetitive, and sometimes incoherent between sections (Sweden - Anna). A cleaner structure is needed, with distinction between external collaboration and internal research priorities.
- A one-page executive summary could improve readability (Chair - Brian).
- Alignment with the ETSAP Strategic Plan to 2030 must be maintained, while allowing some additional specificity (Germany - Markus).
- Concerns raised that Annex priorities are not always visible in practice; presentations and project proposals should more explicitly align with the Annex topics (Operating Agent - Kathleen, Sweden - Anna, James).
- Suggestion to remind members of current work plan priorities at each workshop to reinforce alignment (Chair - Brian).

Decisions:

- All CPs to submit comments and proposed edits (by track changes) before the next ExCo.
- All CPs to submit title suggestions for Annex XVII before the next ExCo.

6. TOOL DEVELOPMENT & CAPACITY BUILDING**6.1 ETSAP basic TIMES trainings and materials***Training material*

The Project Head (George) reported on the outcome of the tender process for developing ETSAP-owned basic TIMES training materials. Three proposals were received (E4SMA, ESMIA, ESMA+UCL) and evaluated by a panel of ExCo members (Belgium - Peter, Norway - Pernille, Switzerland - Evangelos) against the agreed criteria (80% technical, 20% financial). The consolidated ranking identified ESMIA as the highest-scoring bid, and the ExCo approved awarding the contract accordingly.

Members confirmed that only the final consolidated results will be shared, not individual scores or full proposals, in line with common practice.

Training delivery

As the new materials will not be completed before mid-2026, a gap in training delivery for the first half of 2026 was identified. The ExCo agreed to approach E4SMA and request that they continue providing ETSAP Basic TIMES training sessions during this interim period.

Looking ahead, a process will be required to appoint ETSAP Basic TIMES trainers for the 2026–2028 work programme, with a tender process suggested as the preferred option.

Gary volunteered to support the development phase by reviewing and providing feedback on the materials, an offer that will be integrated into the review process.

Decisions:

- Award the contract basic training material contract to ESMIA.
- Share only the final consolidated results, not individual scores or full proposals.
- Approach E4SMA to continue providing ETSAP Basic TIMES trainings until a tender identifies the official trainer (or group of trainers).

- Decide at the next ExCo on the process for ETSAP Basic TIMES trainer selection during 2026–2028 and the training budget.

6.2 TIMES code maintenance & documentation

TIMES code maintenance

Project Head (George) updated ExCo members on discussions with Antti, who confirmed he is willing to continue supporting TIMES code maintenance as a consultant after his retirement. This provides continuity while allowing time to plan for broader involvement of the community in maintaining the TIMES code.

Members further agreed that a brainstorming session at the Helsinki Workshop would be a useful forum to discuss future arrangements for maintenance and documentation. Gary also expressed interest in contributing, given his legacy role in developing the original code.

TIMES documentation

The current draft work programme foresees continuous updates online via *Read the Docs*. Members indicated that online documentation is sufficient.

Antti noted that updating the system requires technical familiarity, and that producing a PDF is easier. The ExCo agreed that Operating Agent (Kathleen) and Antti will coordinate on a practical workflow, with Belgium (Pieter) offering to share experience from using tools that can automatically generate PDFs from online documentation. James suggested combining a presentation on documentation practices with the planned advanced TIMES training in Helsinki.

Decisions:

- ExCo members to hold a brainstorming session in Helsinki on long-term arrangements for TIMES code maintenance.
- Operating Agent (Kathleen), Antti, and Belgium (Pieter) to coordinate on options for maintaining and updating documentation (online and/or PDF).

7. IEA-ETSAP IMPLEMENTING AGREEMENT

7.1 Communication from the Secretariat

IEA Secretariat (Uwe) reported on recent and upcoming IEA publications, including the World Energy Outlook (Nov 2025) and Energy Technology Perspectives (Dec 2025/Jan 2026). He outlined changes in IEA governance: Working Parties have been restructured, with a new Buildings & Transport group and the former Fossil Energy group expanded to include Carbon Management.

Uwe also reviewed the current set of TCP Coordination Groups, now expanded to eight. Members were invited to review the full list (available on the IEA website) and volunteer for participation.

Other updates included:

- IEA Membership discussions are progressing with India and Brazil.
- The 6th TCP Universal Meeting has been scheduled to spring 2026.
- Canada, Australia, and the US are leading the creation of an IEA TCP on Critical Minerals.

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7.2 ETSAP's 50th anniversary

Members discussed initial ideas for marking ETSAP's 50th anniversary in 2026. One suggestion was to explore whether the IEA could host the Winter Workshop 2026 in Paris, highlighting the long-standing collaboration between ETSAP and the IEA Secretariat. This will be followed up at the next ExCo once clarity on hosting is available.

Gary proposed compiling a list of past contributors to recognise their role in sustaining ETSAP over the decades. He offered to coordinate the collection of names, with members invited to share suggestions. Kathleen suggested considering a small travel budget to invite senior government officials who have made use of TIMES results, to showcase ETSAP's policy impact at high level.

Decisions:

- IEA Secretariat (Uwe) to reflect on the proposal for the IEA to host the Winter Workshop 2026 and revert at the next ExCo.
- Keep the 50th anniversary planning as a standing item for the next ExCo.

7.3 ETSAP Relations with IEA and other TCPs: updates

It was noted that ETSAP should remain engaged with IEA TCP Coordination Groups, in particular Energy System Flexibility, Hydrogen, and Critical Minerals. Broader engagement will depend on members willing to represent ETSAP and provide feedback.

7.4 ETSAP Participation and Outreach activities

No additional points were raised under this item.

8. OTHER BUSINESS

8.1 Next ETSAP ExCo meeting

The 100th ExCo meeting will take place online on November 25, 2025 in Helsinki (and online). The invitation had already been sent out to participants.

8.2 Other meetings

The ETSAP Winter Workshop 2025 will be held in person in Helsinki (Finland) hosted by VTT, on November 24–25, 2025. An additional special workshop will follow on November 26. Members are encouraged to liaise promptly with Tiina (host) regarding additional sessions.

The 101st ExCo Meeting will be held online: the date of March 19, 2026 was proposed.

The ETSAP Summer Workshop 2026 could be held in person in Cape Town (South Africa) on June 25-26, 2026, in alignment with the International Energy Workshop (IEW) hosted that week by the University of Cape Town. Decision on alignment and co-sponsorship (up to €6,000, as in past years) will be taken at the next ExCo.

8.3 Any other businesses

It was noted that Maurizio had received an invitation to deliver an ETSAP Basic TIMES training in Vietnam (10–14 November 2025). This would replace the previously cancelled training session, resulting in three in-person and three virtual trainings in 2025 (instead of the original four online/two in-person split).

The ExCo agreed to this adjustment, given Vietnam’s strong policy interest in energy system modelling and the outreach value of the engagement. Members also encouraged to consider adding a policy-focused workshop element alongside the training, similar to past practice in São Paulo.

Decisions:

- The ExCo approved replacing the cancelled regular ETSAP Basic TIMES training with the requested ETSAP Basic TIMES training in Vietnam.

9. AGREED ACTIONS

To do

Action list from this ExCo meeting	Owner	Agenda item
Reflect on the proposal for the IEA to host the Winter Workshop 2026 at IEA and revert at the next ExCo.	Uwe/Kathleen/George	
Hold a brainstorming session in Helsinki on long-term arrangements for TIMES code maintenance.	Kathleen/George/Brian	
Coordinate on options for maintaining and updating documentation (online and/or PDF).	Kathleen/Antti/Pieter	
Prepare the contract with ESMIA for the basic training material.	Kathleen/George	
Approach E4SMA to continue providing trainings for the first half of 2026	Kathleen/George/Brian	
Decide on the process for trainer selection during 2026–2028 and the training budget	All CPs	
Organise the Vietnam training.	Kathleen/George/Maurizio	
Propose a title and submit comments/edits on the text of the next Annex (2026-2028) before the next ExCo.	All CPs	
Update the training and workshop sections of the website.	George	
Coordinate engagement with Hydrogen TCP (Tasks 50 and 52) by proposing a presentation at the Helsinki Workshop.	George	
Add a section in future Annual Reports to highlight completed PhD thesis related to TIMES and CPs to provide the material.	Kathleen/All CPs	
Initiate contact with relevant Indonesian representatives to explore membership interest.	James	
Look for an online upload system to collect workshop presentations (not this year). With the new website.	Kathleen	

Organise a dedicated session at a future workshop on post-processing tool development with experienced TIMES modelers.	George/Kathleen	
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Ongoing

Action list from previous ExCo meetings	Owner	Agenda item
Prepare a concept for a TIMES code maintenance training course.	George, Marcus and Evangelos, Antti, Kathleen	6.2
Prepare a draft proposal consolidating 50 anniversary ideas and estimated costs, to be presented at the next ExCo.	Brian/George/Kathleen /James	7.2
Suggest additional U.S. institutions as potential Contracting Parties for USA.	James/Angelina All CPs	
Revisit the voting process for project proposals at the next ExCo meeting to consider privacy and transparency issues.	Brian/Kathleen/ George	
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	
Review intellectual property rights (IPR) clauses in contracts.	Kathleen/Tiina	
Revisit rules & ideas to refine the workshop format further to include more interactive formats.	Kathleen & All CPs	
Engage with TCP Coordinating Groups to ensure inclusion in future activities	All CPs	7.3

Completed

Action list from previous ExCo meetings	Owner
ExCo budget & rules	
Workshops and trainings	
Preliminary engagement with the local hosts in Finland. Start planning the Winter ETSAP Workshop & ExCo.	Brian/George/Kathleen
Issue a call for ETSAP-owned basic training materials. Done post-meeting.	George + review committee
Coordinate with Amit for a demonstration of the advanced VEDA features at upcoming meetings. Not needed.	George
Coordinate engagement with Hydrogen TCP (Tasks 50 and 52) by connecting interested ExCo members and proposing a presentation at the Winter Workshop.	George
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

Action list from previous ExCo meetings	Owner
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
Tool and capacity building	
Outreach and collaboration with other TCPs	
Respond to the Flexibility Coordination Group, cc'ing relevant members to initiate discussions. Done post-meeting.	Kathleen
Annual Reports, Social medias, Marketing activities	
Research projects	

ANNEX 1: ETSAP 98TH EXCO MEETING - CONTRACTING PARTIES REPRESENTATIVES

N.	Country	Contracting Party	Delegate	Yes	Alternate	Yes	Nominate	Yes
1	Australia	CSIRO	Mr. Luke Reedman		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		Mr. Lars B. Termansen	√o		
5	Finland	VTT/Business Finland	Mr. Jussi Mäkelä		Ms. Tiina Koljonen, Vice chair	√o		
6	France	ADEME	Ms. Alma Monserand		Ms Nadia Maïzi		Ms. Sandrine Selosse	√o
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				Steven Salim	
15	New Zealand	EECA	Mr. Vincent Smart		Garett Gretton	√o	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		Mr. Paul Dodds Mr. Steve Pye	√o		
23	US	DOE	Mr. Sauleh Siddiqui		Ms. Angelina LaRose	√o	Ms. Anna D. Cororaton	

Quorum count
 √o = online
 √p = in-person
 √l = came late

ANNEX 2: OFFICERS AND GUESTS

N.	Name	Organisation	Role	Yes
1	Uwe Remme	IEA	IEA representative	√o
2	Antti Lehtila	VTT, Finland	TIMES Maintenance	√o
3	George Giannakidis	Freelance	ETSAP Project Head	√o
4	Kathleen Vaillancourt	ESMIA	ETSAP Operating Agent Alternate delegate for Canada	√o
5	Amit Kanudia	Kanors	VEDA Licenses	√o
6	Gary Goldstein	DecisionWare	Liaison Officer	√o
7	James Glynn	ESMA	Expert	√o