

DRAFT MINUTES OF THE 91ST EXECUTIVE COMMITTEE MEETING

Date: Monday, September 18, 2023 (10:00 - 12.00 CEST)
 Venue: Online via zoom
 Contacts: Kari Espegren, (kari.esepgren@ife.no), Brian Ó Gallachóir (b.ogallachoir@ucc.ie),
 George Giannakidis (gggiannakidis.gg@gmail.com)

Table 1: Participants

N.	Country	Participant	Delegate	Attended	Stand-ins
1	Australia	CSIRO	Mr. Luke REEDMAN	No	
2	Belgium	VITO/SPW/Brussels	Mr. Frank Meinke-Hubeny	Yes	Pieter Lodewijks (from 11.10)
3	Denmark	ENS	Mr. Kristoffer Steen Andersen	Yes	
4	Finland	VTT/Business Finland	Jussi Mäkelä	Yes	Tiina Koljonen, Vice Chair
5	France	ADEME/EDMP/ DGEMPEDAD	Mr. Emmanuel Combet Ms Nadia Maïzi	No	
6	Germany	IER	Mr. Markus BLESL, Vice chair	Yes	
7	Greece	CRES	Mr. Philip Siakkis	No	
8	Italy	ENEA	Ms. Maria Gaeta	No	
9	Ireland	SEAI	Mr. Brian Ó GALLACHÓIR, Chair	Yes	
10	Japan	IEEJ	Mr. Yuhji MATSUO	No	
11	Kazakhstan	NURIS		No	
12	Korea	KEA	Mr. Chang Seung-chan	Yes	Jumi Park
13	Netherlands	TNO	Mr. Bob van der ZWAAN	No	
14	New Zealand	EECA	Mr. Vincent Smart	Yes	
15	Norway	IFE	Ms. Kari Aamodt ESPEGREN	Yes	
16	Russia			-	
17	Spain	CIEMAT	Ms. Yolanda Lechón	Yes	
18	Singapore	SIMTECH	Mr Jonathan (Sze Choong) Low	Yes	
19	Sweden	STEM	Ms. Josefin THORESSON	Yes	Erik Sandberg
20	Switzerland	PSI	Ms. Anne-Kathrin FAUST	Yes	Tom Kober
21	UK	BEIS	Barry-Jon De Souza	No	
22	US	DOE	Sauleh Siddiqui	No	
23	Sponsor	ENEL Foundation	Mr. Carlo PAPA	No	

OFFICERS and Guests

Antti Lehtila	VTT, Finland	Amit Kanudia	Kanors
Pernille Seljom	IFE, Norway	George Giannakidis	ETSAP Project Head
Anna Krook-Riekola	LTU, Sweden	Olivier Durand-Lasserve	Kapsarc, Saudi-Arabia
Uwe Remme	IEA	Muhamad Azfar Ramli	A*STAR, Singapore
Maryse Labriet	Enerisconsultants, Spain	Aloisius Rabata	Simtech, A*STAR, Singapore
Kathleen Vaillancourt	ESMIA, Canada		

91ST EXECUTIVE COMMITTEE MEETING

AGENDA

No. ITEM

DOCS

1	QUORUM COUNT	
2	ADOPTION OF THE AGENDA	
3	MINUTES OF THE 90TH EXECUTIVE COMMITTEE	Y1
	3.1 Final Minutes of the 90 th Executive Committee	
	3.2 Matters arising	
	3.2.1 Standard acknowledgement to ETSAP/KANORS/GAMS	Y2
	3.2.2 Selection criteria ETSAP research projects	Y3
	3.2.3 Raising the visibility of TIMES	Y4
	3.2.4 Simplified contracts for ETSAP funded Projects	Y5
	3.2.5 Instructions for next steps in ETSAP book chapters	Y6
	3.2.6 Update the TIMES-Starter Guidelines	Y7
4	IEA-ETSAP IMPLEMENTING AGREEMENT	
	4.1 Communication from the Secretariat	Y8
	4.2 ETSAP Participation and Outreach activities	
5	ANNEX XVI (2023-2025): ALIGNING ENERGY SECURITY WITH ZERO EMISSIONS ENERGY SYSTEMS	
	5.1 Short status report from Operating Agent	Y9
	5.2 Budget and Economy 2023	Y10
	5.3 Need for new ETSAP Operating agent from 2024	
	5.4 Working group on possibilities to migrate TIMES to another platform	Y11
7	OTHER BUSINESS	
	7.1 ETSAP winter WS and 92 nd ExCo meeting: Turin, Italy 16-17 November 2023	
	7.2 Other meetings:	
	93 rd ExCo meeting (online): date to be decided by ExCo (spring 2024).	
	ETSAP summer WS and 94 th ExCo: 24-25 June 2024, back-to-back with IEW (26-28 June 2024)	
	7.3 AOB	

Attachments

Y1	Minutes and Action list from the 90 th ExCo meeting, June 15, 2023
Y2	Standard acknowledgement to ETSAP/KANORS/GAMS
Y3	Selection criteria ETSAP research projects
Y4	Raising the visibility of TIMES
Y5	Simplified contracts for ETSAP funded Projects
Y6	Instructions for next steps in ETSAP book chapters
Y7	TIMES-Starter documentation funding
Y8	Communication from the Secretariat
Y9	Short status report from Operating Agent
Y10	Budget and Economy 2023
Y11	Short status report on possibilities to migrate TIMES to another platform.

Tiina Koljonen (Vice-Chair) opened the ExCo-meeting, as the chair had technical problems joining the meeting, and he joined the meeting from 11.20. From then he chaired the meeting.

1. QUORUM COUNT

Quorum was 12. There are 11 participants present, from the start of the meeting. From 11.10 there are 12 participants, so then it was a quorum. No decisions were made until the quorum was reached.

2. ADOPTION OF AGENDA

The following topic was added in the 4.2 (Participation and Outreach) of the agenda:

- KAPSARC have expressed interest in joining ETSAP. They will briefly present their modelling activities and interest in ETSAP, and the ExCo will then decide whether to issue an invitation for KASARC to join ETSAP.

With this addition the ExCo adopted the agenda.

3. MINUTES OF THE 90TH EXECUTIVE COMMITTEE

3.1 Minutes of the 90th Executive Committee - (Attachment Y1)

The ExCo approved the minutes of the 90th Executive Committee meeting.

3.2 Matters arising

3.2.1 Standard acknowledgement to ETSAP/KANORS/GAMS (Attachment Y2)

The ExCo agreed to the standard acknowledgement with a few minor changes, which will be updated in the attachment.

3.2.2 Selection criteria ETSAP research projects (Attachment Y3)

The ExCo approved the description of the selection criteria and agreed they will be included in the next call for proposals.

3.2.3 Raising the visibility of TIMES (Attachment Y4)

George presented ideas emerging from discussions with CPs on how to increase the visibility of ETSAP, and the TIMES modelling community more broadly. The attached presentation Y4 includes these points. Kathleen proposes that we actively inform her about relevant activity so that she can publish them on LinkedIn and X. We can also perhaps engage with the IEA network more, e.g. announcing ETSAP Workshops. Brian: Short videos and infographics can be useful. Maryse: it is an option to link the visibility with the new book. George: Further discussion will continue between the CPs.

3.2.4 Simplified contracts for ETSAP funded Projects (Attachment Y5)

The Operating agent is coordinating this task. Kari has drafted a new simplified contract and discussed it with Tiina (VTT) and James (CU). It is more simplified in general, and hopefully a contract that can be used by a new operating agent. Once approved it can apply to all funded projects. Kari suggests that all read through and send comments. Tom asked about the elements are changed. It is more simplified in general, and hopefully a contract that can be used by a new operating agent.

3.2.5 Instructions for next steps in ETSAP book chapters (Attachment Y6)

Maryse, editor of the ETSAP book, gave an update on the timeline for the book. All chapters must be submitted to the co-editors before 15th November. The plan is that book be launched during IEW2024.

3.2.6 Update the TIMES-Starter Guidelines (Attachment 7)

Gary Goldstein has proposed to update the TIMES starter guidelines and requested 10.000 € for the work. Brian gave a brief introduction to this. The ExCo considered that proposal and agreed to fund this update of the TIMES starter guidelines to include VEDA2.0.

The ExCo also discussed progress on the action list agreed at the 90th ExCo as summarized in the following table.

Action List from 90 th ExCo Meeting	Owner
If there is a delay in the meeting documents, the ExCo will be informed by e-mail.	Ongoing - Brian
Support existing ExCo members and engage with interested parties seeking to become Contracting Parties	Ongoing - George/Brian/Kari
Seek to coordinate with IEA on joint training workshops for IEA Association Countries	Ongoing - George / Uwe
Extend suspension of Russian Federation from participating in ETSAP TCP activities until there is a change in the circumstances that resulted in the suspension	No change in circumstances - ongoing – ExCo
Explore the option of Canada and Turkey engaging in ETSAP and investigate whether Taiwan can participate	Brian has sent an exploratory e-mail to NRCan inquiring about Canada’s interest in joining ETSAP and will follow up. No contact persons in Turkey identified yet. It is not possible for Taiwan to participate according to IEA rules.
Develop a standard acknowledgement to ETSAP / KANORS / GAMS to be used by the students using the service	George – draft presented to ExCo
Check the possible future availability of IEA statistics as open source data	No updates since last exco meeting, but IEA is working on this.
Include clear definitions of the selection criteria should be incorporated into the project selection score sheet	Done
ETSAP members working on industry decarbonization to contact with a view to increasing the engagement with IETS TCP	LTU and George have started the dialogue and IETS are positive to collaborate with ETSAP.
Coordinate a mechanism for more formal collaboration with IETS TCP	George, Anna, Kathleen, Pieter, Markus will follow up with IETS and will formulate a proposal for the November meeting.
Organise with Biomass TCP the option to have a back-to-back meeting during the ETSAP winter workshop	Tiina and ETSAP management team. Will be ½ day, on 17th November if TCP Bio agrees. There is a special focus on flexibility. CPs to contact Tiina if interested in giving a presentation.
Discuss raising the visibility of TIMES and organize a marketing strategy, bringing proposals in the next ExCo	It is recommended that the CPs propose projects for funding related to the increase of visibility, online TIMES documentation etc to the next WS.

Discuss improved format and process for contracts and bring proposals to next ExCo	Kari drafted a new simplified draft contract. All CPs are asked to read it and send comments to Kari.
Decide via written procedure on an additional budget to update the Guidelines for ETSAP Starter Model	Was discussed and approved for funding at the 91 st ExCo
Reserve €30k for the project that the ExCo voted on in 90 th ExCo	Kari - done
Issue contract the ETSAP webpage maintenance and development	Kari – contract sent to Kanors
Allocate ~€13k to enable Springer to make ETSAP book Energy Systems Models and Sustainable Development Goals open access	Kari - done
Organise ETSAP Autumn School to take place from 6 th to 10 th of November	Sandrine - ongoing
Complete ETSAP-TIAM documentation	Markus – ongoing/not yet finalized
Issue instructions for next steps in ETSAP book chapters once Springer confirms	Maryse - done
Send and follow up on the invoices for the fees of 2023	Ongoing - Kari/Linda
Organise 91 st ExCo meeting on September 18	Kari / Brian / George - done
Follow up with Italy on plans for 92 nd ExCo and Winter workshop	George/Kari - ongoing
Revisit converting TIMES from GAMS to another modelling language	ExCo members - ongoing
Continue with ETSAP webinar series – ExCo members to encourage participation and to propose webinar topics to George.	Ongoing – George / Paul / ETSAP CP

4 IEA-ETSAP IMPLEMENTING AGREEMENT

4.2 Communication from the Secretariat (Attachment X2)

Uwe Remme informed about upcoming activities and report releases. He highlighted the upcoming release of the “Net Zero Roadmap: A Global Pathway to Keep the 1.5 °C Goal in Reach - 2023 Update”. The 5th TCP Universal Meeting will take in Paris on 25-26 October. Brian confirmed that he will attend the meeting on behalf of ETSAP.

4.2 ETSAP Participation and Outreach activities

ETSAP Management Team had a meeting with KAPSARC to discuss the possibility of being a sponsor.

KAPSARC presented briefly their status and activities. KAPSARC is a not for profit organisation undertaking research and the role of an advisory think tank. KAPSARC is based in Riyadh and is a non-governmental organization. KAPSARC is working on a global energy system model using TIMES, with help from Amit Kanuda. They are developing a global model, where Saudi Arabia is a separate model.

The ExCo decided unanimously to invite KAPSARC to become a sponsor to TCP ETSAP.

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

5.1 Status report from Operating Agent (Attachment Y9)

The short status report includes activities and task performed so far in 2023.

5.2 Budget 2023 (Attachment Y10)

Eight of the Contracting Parties have not yet paid the membership invoice for 2023. The OA is following up on this regularly.

A summary of agreed expenditure to date for 2023 is shown in the table below.

Management	103,600
Project Head	13,000
Secretariat (Operating Agent)	27,000
Workshops	50,000
Sponsoring IEW	6,000
Bank expenses	600
Other, contingency	2,000
Auditing	5,000
Licenses, Tools Maintenance and improvements	69,000
VEDA licenses to the CP	36,000
TIMES	20,000
PSC / LO (combined with 2.1) New name: Liaison officer	13,000
Diffusion, capacity building	82,000
ETSAP News in social media	2,000
Website Maintenance and development	10,000
Training courses	30,000
Training Material	10,000
TIMES Starter documentation	10,000
Other - Tosato Grant	10,000
Annual Report	10,000
Research and Development	292,700
Model of industry sector and material efficiency	46,000
Open Source TIMES Excel Reader	50,000
Review of the TIMES code in GAMS to identify areas for performance improvements	48,500
Third ETSAP book: Energy System Models and Suitable Development Goal (incl. the fee (13.000€) to Springer for open access)	25,200
Times extension for electricity, gas, hydrogen and CO2 transport infrastructures	48,000
Setting up ETSAP-TIAM on Git-Hub and making it available for the ExCo members	5,000
ETSAP TIAM Documentation and Validation	40,000
Free online Veda-TIMES platform for students/academic use	30,000

5.3 Need for new Operating Agent from 2024

As was announced in the 90th ExCo meeting in Colorado, IFE will not be able to continue as the OA in the next year. A new OA will have to be selected in the 92nd ExCo meeting. The Chair asked for other participants to express their interest in becoming the next Operating Agent.

It was agreed that the Management Team (Kari) will in make a short description of the tasks and responsibilities the Operating Agent should fulfil. Bilateral calls with the CPs will take place in the coming period before the November meeting.

The ExCo will have to agree on the details of the nomination process, as we are going to vote at the next ExCo meeting. Brian will send information on voting procedures and what process to follow in the case of a tie (split vote).

7. OTHER BUSINESS

7.1 ETSAP winter WS and 92nd ExCo

ETSAP winter WS and 92nd ExCo meeting will be in Turin, Italy. The ExCo will be on 16th November, and the WS will be held in the afternoon on the 16th and on 17th of November. Parts of 17th November we will organize a joint workshop with TCP Bio.

7.2 Other meetings

93rd ExCo: the meeting will be online in the spring 2024.

ETSAP summer WS and 94th ExCo: 24-25 June 2024, back-to-back with IEW (26-28 June 2024)

7.3 AOB

8. AGREED ACTIONS

Action List from 90 th ExCo Meeting	Owner
If there is a delay in the meeting documents, the ExCo will be informed by e-mail.	Ongoing - Brian
Support existing ExCo members and engage with interested parties seeking to become Contracting Parties	Ongoing - George/Brian/Kari
Seek to coordinate with IEA on joint training workshops for IEA Association Countries	Ongoing - George / Uwe
Extend suspension of Russian Federation from participating in ETSAP TCP activities until there is a change in the circumstances that resulted in the suspension	Ongoing – ExCo
Finalise standard acknowledgement to ETSAP / KANORS / GAMS to be used by the students using the service	George to update draft and reissue as attachment to minutes
Incorporate agreed definitions of the selection criteria into project proposals call and project selection score sheet	Done
Rising the visibility of TIMES and organize a marketing strategy	CPs to propose projects for funding related to the increase of visibility, online TIMES documentation etc to the next WS.
Improved format and process for contracts	All CPs to read it and send comments to Kari.
New ETSAP book	Maryse – plan for launch at IEW 2024

Follow up with Canada regarding query on possible re-engagement in ETSAP	Brian
Find contact persons in Turkey to discuss possible engagement in ETSAP	ETSAP Management team
TIMES Starter Model Documentation Project	Kari – issue contract for approved project
Check the possible future availability of IEA statistics as open source data	Uwe
ETSAP members working on industry decarbonization to increase the engagement with IETS TCP, through a common project proposal.	ExCo members, Anna
Organise with Biomass TCP the option to have a back-to-back meeting during the ETSAP winter workshop	Tiina and ETSAP Management Team
Complete ETSAP-TIAM documentation	Markus
Send and follow up on the invoices for the fees of 2023	Ongoing - Kari/Linda
IEA 5 th TCP Universal Gathering October 25-26 2023	Brian to participate on behalf of ETSAP
Identify and agree new Operating Agent	ETSAP Management Team – Engage bilaterally with CPs, Provide short description of roles, Invite expressions of interest
Follow up with Italy on plans for 92 nd ExCo and Winter workshop	George/Kari
Revisit converting TIMES from GAMS to another modelling language	ExCo members
Continue with ETSAP webinar series – ExCo members to encourage participation and to propose webinar topics to George.	Ongoing – George / Paul / ETSAP CP