

D MINUTES OF THE 81ST EXECUTIVE COMMITTEE MEETING

Date: Thursday, March 25, 2021 (07:00 – 09.00 CET)
Venue: Online (zooms-Teams)

Contacts: Kari Aamodt Espegren (Kari.Espegren@ife.no) Brian Ó Gallachóir (b.ogallachoir@ucc.ie)

TABLE 1: PARTICIPANTS

| N. | Country | Participant | Delegate | Attended | Stand-ins |
|----|-------------|----------------------|---------------------------------------|----------|--------------------------------|
| 1 | Australia | CSIRO | Mr. Luke REEDMAN | Yes | |
| 2 | Belgium | VITO/SPW/Brussels | Mr. Frank Meinke-Hubeny | Yes | |
| 3 | Denmark | ENS | Mr. Kristoffer Steen Andersen | Yes | |
| 4 | Finland | VTT/Business Finland | Aila Maijanen | Yes | Ms. Tiina Koljonen, Vice Chair |
| 5 | France | ADEME/EDMP/DGEMPEDAD | Mr. Emmanuel Combet Ms Nadia Maisi | Yes | Ms Nadia Maisi |
| 6 | Germany | IER | Mr. Markus BLESL, Vice chair | Yes | |
| 7 | Greece | CRES | Mr. Philip Siakkis | No | |
| 8 | Italy | ENEA | Ms. Maria Gaeta | Yes | |
| 9 | Ireland | SEAI | Mr. Brian Ó GALLACHÓIR, Chair | Yes | |
| 10 | Japan | IEEJ | Mr. Yuhji MATSUO | No | |
| 11 | Kazakhstan | NURIS | | No | |
| 12 | Korea | KEA | Ms. HoChul Shin | No | |
| 13 | Netherlands | TNO | Mr. Bob van der ZWAAN | Yes | Mr. Francesco Dalla Longa |
| 14 | New Zealand | EECA | Ms. Kate Kolich | Yes | Mr. Anand Krishnan |
| 15 | Norway | IFE | Ms. Kari Aamodt ESPEGREN | Yes | |
| 16 | Russia | | | No | |
| 17 | Spain | CIEMAT | Ms. Yolanda Lechón | Yes | |
| 18 | Sweden | STEM | Ms. Josefin THORESSON | Yes | Ms. Anna Krook-Riekkula |
| 19 | Switzerland | PSI | Ms. Anne-Kathrin FAUST | Yes | Mr. Tom Kober |
| 20 | UK | BEIS | Mr. Alec WATERHOUSE | No | |
| 21 | US | DOE | Ms Angelina LaRose | No | |
| 22 | Sponsor | ENEL Foundation | Mr. Carlo PAPA | Yes | Mr. Claudio Pregagnoli |

OFFICERS AND GUESTS

| | | | |
|------------------------|--------------------|----------------------|--------------|
| Mr Uwe Remme | IEA Secretariat | Mr James Glynn | UCC, Ireland |
| Mr. George Giannakidis | ETSAP Project Head | Mr. Paul Dodds | UCL, UK |
| Mr. Amit Kanudia | KANORS, India | Mr. Kenneth Karlsson | EML, Denmark |
| | | Ms. Pernille Seljom | IFE, Norway |

AGENDA

| | | |
|----------|---|-----------|
| 1 | QUORUM COUNT | |
| 2 | ADOPTION OF THE AGENDA | |
| 3 | MINUTES OF THE 80TH EXECUTIVE COMMITTEE | 01 |
| 3.1 | <i>For adoption: Minutes of the 80th Executive Committee</i> | |
| 3.2 | <i>Matters arising</i> | |
| 4 | IEA-ETSAP IMPLEMENTING AGREEMENT | |
| 4.1 | <i>Communication from the Secretariat</i> | |
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| 4.3 | <i>ETSAP Participation and Outreach activities</i> | |
| 5 | ANNEX XIV (2017-2019): UNDERSTANDING AND FACILITATING THE ENERGY TRANSITION TO ACHIEVE THE 'WELL BELOW 20C' GOAL | |
| 5.1 | <i>Draft Final report of Annex XIV</i> | 05 |
| 6 | ANNEX XV (2020-2022): ENERGY SYSTEMS AND SUSTAINABLE DEVELOPMENT GOALS | |
| 6.1 | <i>Status report from Operating Agent</i> | |
| 6.2 | <i>Economy and budget</i> | 06 |
| 6.3 | <i>Research projects - status</i> | 07 |
| 7 | OTHER BUSINESS | |
| 7.1 | <i>Next workshop and meeting: online meeting 17-18 June (Back-to-back with IEW 2021, 14-16 June)</i> | |
| 7.2 | <i>Others: fall meeting: online, winter meeting: online and physical meeting (?)</i> | |

Attachments

| | |
|----|--|
| 01 | Minutes and Action list from of the 80th ExCo meeting, Online, December 16, 2020 |
| 02 | Today in the Lab 2021 a) Guidelines, b) Template |
| 03 | List of ExCo representatives |
| 04 | New draft ETSAP Implementing Agreement |
| 05 | Draft Final report of Annex XIV |
| 06 | Economy and budget |
| 07 | Research projects - status |

1. QUORUM COUNT

Quorum is 12. A quorum was present as 15 delegates were present.

2. ADOPTION OF AGENDA

The ExCo adopted the agenda.

3. MINUTES OF THE 80TH EXECUTIVE COMMITTEE (ATTACHMENT 01)

3.1 For adoption: Minutes of the 80th Executive Committee meeting

The ExCo adopted the minutes of the 80th Executive Committee meeting.

3.2 Matters arising

Update on Action list from 80th ExCo Meeting

| Action List from 80 th ExCo Meeting | Owner |
|---|---|
| If there is a delay in the meeting documents, the ExCo will be informed by e-mail. | Brian (ongoing) |
| <p>Explore opportunities for developing joint annexes or tasks. ETSAP management engage with other TCPs to explore possible collaboration opportunities.</p> <ul style="list-style-type: none"> - TCP combustion – Tom Kober has invited ETSAP teams to propose possible topics of joint interests. - Brian represented ETSAP at the IEA EUWP Meeting on Over-capacity, diversification or storage, March 11 2021, presenting on flexibility in energy systems. - Tiina: Bioenergy TCP are interested in collaboration with ETSAP, for example through a joint WS. - George, Kari and Brian had a meeting with the industrial TCP. We are discussion to arrange a common WS. - End-use TCPs is another topic of interesting collaboration. | <p>George / Brian/ Kari Ongoing activity</p> <p>The TCP Combustion: An excel file (provided by Tom Kober) on possible topics of interests is uploaded on Teams. Other ETSAP teams are invited to include topics in the excel sheet to have something prepared before the ExCo meeting in TCP Combustion.</p> <p>ETSAP will reach out to the TCPs on end-use. ETSAP suggests arranging common WSs with Bioenergy and with IETS (industry).</p> |
| <p>Seek to coordinate with IEA on joint training workshops for IEA Association Countries</p> <p>No particular actions since last meeting. This is an ongoing activity.</p> | <p>George / Uwe (ongoing).</p> <p>The contact with AUDC (African Union Development Council) and EU-TAF (EU funded Technical Assistance Facility) on building modelling capacity for African countries will be explored further</p> |
| Prepare Annex XIV Final Report as agreed. | <p>This is an agenda item in the ExCo-meeting</p> <p>Kathleen has prepare the draft report.</p> |
| Allocate funding for top ranked research project, and additional projects by rank order as additional fees are received. Finalize the contracts | <p>Kari.</p> <p>Three research contracts are signed (2020 budget). Additional contract will be prepared.</p> |
| Continue the process for revising the ETSAP Implementing Agreement, incorporating the new Framework for the IEA Technology Collaboration Programme | <p>Brian/George/Kari</p> <p>Revised text of the IA: prepared as an agenda item in the 81st ExCo-meeting</p> |

ANNEX XV (2020-2022):
ENERGY SYSTEMS AND SUSTAINABLE DEVELOPMENT GOALS

4 IEA-ETSAP IMPLEMENTING AGREEMENT

4.1 *Communication from the Secretariat*

Uwe Remme gave a brief overview on recent activity in the IEA.

Recent IEA publications:

- *Global Energy Review: CO₂ Emissions in 2020* (www.iea.org/articles/global-energy-review-co2-emissions-in-2020)
- *India Energy Outlook 2021* (www.iea.org/reports/india-energy-outlook-2021)

Upcoming IEA publications and events:

- *Net Zero in 2050: A roadmap for the global energy sector* to be launched on May 18
- New report on the role of critical materials in clean energy transitions in April
- New edition of *World Energy Investment* report in Q2
- New report series *Global Hydrogen Review* in preparation (launch in September)
- IEA-COP26 Net Zero Summit on March 31

4.1.a *Today in the Lab - Tomorrow in Energy (attachment O2)*

IEA initiative for two years ago. Initially it was technology oriented, but now it is made broader to cover the work of the TCPs. Aim: to make the work of the TCPs more visible for the outside world.

One project with deadline the 16th of April. If ETSAP teams are interested, send a suggestion to George by the end of next week. The selection will be made by the management teams, including the vice chair representatives.

Question about what could be a particular good project? Brian suggested an activity or project that has demonstrated an impact.

4.1.b *ETSAP ExCo representatives (attachment O3)*

Changes to country representation on ETSAP ExCo need to be formally communicated to ETSAP OA and to IEA. This has not always been the case and there is a need to align the list of ExCo-members between ETSAP and the IEA.

The Operating Agent will contact the teams where there is a mismatch between contact persons reported to ETSAP and to IEA. OA will send the template for a letter that contracting parties can send to IEA with updated information on delegates.

There is also a mismatch on the IEA-ETSAP website, e.g., New Zealand is not yet included as a contracting party. The web page will be updated.

4.2 *Framework for the Technology Collaboration Programmes (attachment O4)*

The revised Implementing Agreement incorporates the new IEA Framework for the Technology Collaboration Programme. As agreed at the 80th ExCo, a revised IA draft was presented to the ExCo, with a view to making a final decision.

The ExCo agreed with the changes made and provided approval in principle subject to two issues

- 1) that the IEA Legal Office review our revised draft to ensure we have finalised the document correctly and not missed any important issue.
- 2) clarification regarding the possible need for Contracting Parties to sign the finalised Implementing Agreement.

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The ExCo agreed that the ETSAP project head should contact IEA Legal Office on these matters (K.C. Michaels) and indicated that a final version can be approved at the 82nd ExCo meeting.

4.2 ETSAP Participation and Outreach activities

The ETSAP management team has focussed outreach efforts with existing ETSAP teams on countries that have recently joined or reengaged with ETSAP. The purpose is to explore how ETSAP can best support members in their modelling activities.

- USA: the management team had a constructive meeting with EIA (Angelina) in early March
- New Zealand: ETSAP is supporting New Zealand in launching their new TIMES model and will plan to have a meeting in May

The ETSAP management team also plan to reach out to Japan and Korea to see how we can usefully support the modelling teams there.

The ETSAP management team has also focussed outreach efforts with possible new ETSAP new partners/countries as follows:

- Israel: ETSAP organised a meeting and a TIMES energy systems modelling workshop on March 18th that went very well and was well received. Israel will also be invited to participate in training, and as guests to the ExCo.
- Austria: We do not yet have a formal response to our invitation to Austria to join ETSAP. The Ministry did have some discussions in March. The ETSAP Management team will follow up.

The ExCo discussed possible invitations to potential new member countries. Invitations to new contracting parties need to be accepted unanimously by ExCo. Suggested countries that ETSAP could reach out to are Brazil, Kazakhstan, Azerbaijan, Baltic countries, African countries, and Saudi Arabia.

5. ANNEX XIV (2017-2019): UNDERSTANDING AND FACILITATING THE ENERGY TRANSITION TO ACHIEVE THE 'WELL BELOW 2°C' GOAL

5.1 Final report of Annex XIV (Attachment O5)

Kathleen has provided a draft final report of Annex XIV. There is still some missing information (marked in yellow), for some contracting parties. All parties are requested to please review. Deadline for feedback on 16th of April to George and Kathleen.

Writing the final report of an annex is time consuming, and it was suggested to start the writing process one year before the ongoing annex ends. The ExCo agreed that this was a sensible approach.

6. ANNEX XV (2020-2022): ENERGY SYSTEMS AND SUSTAINABLE DEVELOPMENT GOALS

6.1 Status report from Operating Agent (Attachment N4)

The ETSAP OA summarised the status report that was distributed to ExCo members and was commended for the work done by the ExCo.

All relevant documents (ExCo-meeting documents, economy overview, presentations, contracts) are uploaded at the ETSAP MS Teams Folder. If any ETSAP member have problem with access, or want to include others from their organisation, please contact the Operating Agent (kari.espegren@ife.no or linda.oro@ife.no).

6.2 Income, expenditure and budget (Attachment O6)

The ETSAP OA informed the ExCo that an audit of the ETSAP accounts has been performed and summarised the income, expenditure and budget report that was distributed to the ExCo. Regarding the audit,

1. On a discretionary basis, the audit selected a sample of recorded revenue transactions in the project accounts and tested whether they relate to the project, whether they are documented in accordance with current regulations and whether the revenue is in accordance with the list of the project’s contracting parties.
2. On a discretionary basis, we have selected a sample of cost transaction from the project accounts and verified whether the costs can be traced back to a contract partner or a research project.

With respect to item 1, the audit found the tested revenue transactions to be related to the project, documented in accordance with current regulations and in accordance with the list of the project’s contracting parties. With respect to item 2 they have found the tested cost transactions to be traced back to a contract partner or a research project.

The OA also informed the meeting that

- 1) invoices for 2021 membership fees are currently being issued – some have been issued and some will be issued shortly.
- 2) Consultancy contracts for 2021 and research contracts (2020-budget) have been made. All signed contracts are available in the Teams folder: Contracts.

The Operating Agent presented an overview of the budget and expenditure for 2020 and 2021. The ExCo discussed whether the updates balance for 2020 of €19.464 should be transferred to the 2021 budget or should be used for an additional research project (which then will need additional funding from the 2021-budget). The ExCo decided to transfer the amount to the 2021 budget.

The economy for 2020 and budget 2021 in summary (numbers in €):

| Balance | 2020 | | 2021 | |
|---|--------------|----------------|--------------|----------------|
| Income | Actual | 1 154 319 | Budget | 440 000 |
| Base activities - Budget (info only) | Revised Bud. | -494 200 | Revised Bud. | -238 700 |
| Base activities - Actual | | -245 260 | | -28 220 |
| Base activities - Actual Invoiced following year | | -228 200 | | 0 |
| Base activities - Invoice not received | | -20 740 | | 0 |
| Coordinated Projects - Commitments from previous year | | -311 555 | | -445 155 |
| Coordinated Projects - Applications/Approved Applications | Approved | -159 100 | Applications | 0 |
| Coordinated Projects - Actual | | 0 | | 0 |
| Balance | | 189 464 | | -33 375 |
| Income transferd to next year | | -170 000 | | 0 |
| Income transferd from previous year | Show | 0 | Show | 170 000 |
| Commitments transferd to next year | Hide | 0 | Hide | 0 |
| New Balance | | 19 464 | | 136 625 |

6.3 Research projects – status (attachment O7)

ETSAP OA has received short progress reports of ongoing research projects. A general challenge is that the projects are not completed during the timeframe written in the proposals. The ExCo agreed to discuss during the 82nd ExCo meeting on how project proposals can meet the proposed deadline.

Regarding the ETSAP-TIAM project, there are open questions regarding i) possible use of the IEA energy balances and ii) whether the ETSAP-TIAM model should be made open or not. There is an option to buy a license for using energy balances from IEA, however there may be a conflict with the license requirements if TIAM is open source.

The ExCo agreed that the ETSAP management team should engage with IEA regarding use of the IEA energy balances and that there will be a discussion at the next ExCo meeting on whether the ETSAP-TIAM model should be made open or not.

The ExCo was also informed that the workshop series on NDCs has been delayed due to COVID-19 pandemic. It is likely that at least two of the workshops will be digital.

7. OTHER BUSINESS

7.1 Next workshop and ExCo meeting:

The ExCo agreed that

- 1) the 82nd ExCo meeting will take place on 17 June, at 12 noon CET (online).
- 2) The ETSAP WS will take place on 17-18 June (online), after the IEW 2021 that will be arranged online on 14-16 June.

7.2 Successive meetings

The ExCo agreed that the 83rd ExCo meeting will be online and will take place at 19.00 CET (date to be determined) to facilitate the geographic spread of ETSAP ExCo members. The ExCo also decided that the winter workshop and ExCo-meeting will be decided in the summer meeting.

7.3. Any Other Business

In response to a query on the use of the ETSAP logo by ETSAP members, the ETSAP management team clarified that the ExCo has not established rules or guidelines for use of the logo. The ExCo agreed that this will be discussed in the next ExCo meeting.

An additional query was raised regarding the possibility to provide a training diploma associated with TIMES training. The ETSAP Project Head indicated that trainees are provided with certificates for attendance the training given by ETSAP. The ExCo agreed that this can be further discussed in the next ExCo-meeting depending on the level interest.

8. AGREED ACTIONS

| Action List from 81 st ExCo Meeting | Owner |
|---|---|
| If there is a delay in the meeting documents, the ExCo will be informed by e-mail. | Brian (ongoing) |
| Align ETSAP and IEA ExCo details and update IEA and ETSAP websites accordingly | George/Kari to engage with Contracting Parties where there is misalignment. |
| Engage with IEA Legal Office and finalise revised ETSAP Implementing Agreement text for approval at 82 nd ExCo | Brian/George/Kari |
| Support existing ExCo members (Korea, Japan and Kazakhstan), follow up with Israel and Austria on invitations and reach out to new potential contracting parties (Brazil, Azerbaijan, Baltic countries, African countries, and Saudi Arabia) to ETSAP | George/Brian/Kari |
| Invite other TCPs to our next workshops to have joint sessions and explore options for collaboration. | George / Kari |
| ETSAP teams are invited to include topics for collaboration with the TCP Combustion | All |
| Reach out to the TCP USERS on energy end-use. | George/Brian/Kari |
| Suggest joint workshop with the Bioenergy TCP and Industry TCP. | George/Brian/Kari |
| Seek to coordinate with IEA on joint training workshops for IEA Association Countries | George / Uwe (ongoing). |
| Engage with IEA regarding use of the IEA energy balances | George/Brian/Kari |
| Decide whether ETSAP-TIAM model should be made open or not at the 82 nd ExCo meeting. | All |
| All ETSAP teams requested to read and send missing information in Annex XIV Final Report to Kathleen and George before 16. April 2021 | All |
| Issues invoices for 2021 membership fees | Kari |
| Allocate funding and finalize approved research contracts | Kari |
| Transfer updated 2020 balance of €19.464 to the 2021 budget | Kari |
| Continue with ETSAP webinar series – encourage ExCo members to participate | George/Paul |
| Arrange 82nd ExCo meeting to take place on 17 June, at 12 noon CET (online) | George/Brian/Kari |
| Arrange for Summer ETSAP WS to take place on 17-18 June (online), after the IEW 2021 (14-16 June) | George/Brian/Kari |
| Make decision on timing of Winter ExCo and Workshop at the 82 nd ExCo meeting. | All |
| Discuss and agree the use of the ETSAP logo | George/Brian/Kari and All |