

**ETSAP - ENERGY TECHNOLOGY SYSTEMS ANALYSIS PROGRAMME**  
*Implementing Agreement of the INTERNATIONAL ENERGY AGENCY – IEA/AIE*

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

*Held at the IEA Headquarters, Paris, Rue de la Fédération 9, on October 10, 2001  
 Completed by means of 2 written procedures (December 2001, February 2002)*

**Preface**

At the meeting, Mrs. Lynette.ROGERS-GODERUM, from the IEA Office of the Legal Counsel, noted that the necessary quorum to hold an Executive Committee meeting (which should be half of the contracting parties to the Implementing Agreement plus one, 11 out of 20) was not met. The Executive Committee meeting discussed items and put forward proposals, but no valid decisions could be taken on the issues discussed.

The Executive Committee has taken decisions and recorded them by the Written Procedure (see annexes 1-4). According to the IEA rules, these decisions can be retroactively validated and have to be included in the Minutes. *Text in italics refers to the decisions taken by written procedure.*

**Country representatives:**

Mr. Ken Noble	Australia
Mr. Richard Loulou (for Mr. Labib)	Canada
Mr. Uwe Remme (for Mr. Voss)	Germany
Mr. GianCarlo Tosato	Italy
Mr. Osamu Sato (for Mr. Yano)	Japan
<i>Mr. Heesung Shin</i>	<i>Korea</i>
Mr. Koen Smekens	Netherlands
<i>Mr. Leif Kristian Alm</i>	<i>Norway</i>
<i>Mrs. Ulla Wallin</i>	<i>Sweden</i>
<i>Mr. Socrates Kypreos</i>	<i>Switzerland</i>
Mr. Tanay Sidki Uyar	Turkey
<i>Mr. Peter Taylor</i>	<i>United Kingdom</i>
Mr. Phillip Tseng (chairman)	USA

**Guests:**

Mr. Amit Kanudia, McGill Un., Canada  
 Mr. Gary Goldstein, DWI, USA  
 Mr. Douglas Hill, USA  
 Ms. Anjana Das, IER, Germany  
 Mr. Erik Ahlgren, Entek, Sweden  
 Mr. Antti Lehtilä, VTT, Finland  
 Ms. Lynette Rogers-Goderum, IEA Legal Office  
 Mr. Fridtjof Unander, IEA Secretariat  
 Mr. Tom Kram, RIVM, The Netherlands

## Opening

The Chair, Phillip Tseng, opens the meeting at 15h30 and thanks the hosts, IEA for the organisation and venue. He recognised the progress made in the joint and important IEA-ETSAP Energy Technology Perspectives (ETP) undertaking.

## 1. Agenda

The agenda was amended as follows (amendments in italics):

1. Approval of the Agenda
2. *Adoption of the Minutes of the Meeting of May 17 2001*
  - *Amendment of Art. 3(e)(3) of the text of the Implementing Agreement*
  - *Contracting Parties*
  - Business Arising
3. Report of the workshop
4. Co-ordination of International Projects
  - Energy Technology Perspective / IEA
  - SAGE / USEIA
  - Other
5. Status of ongoing Annex VII
  - Appointment of the new Project Head (a letter from ECN will be distributed)
  - Participation
  - Financial Arrangements
  - Completion of Programme of Work
  - *Extension of current Annex VII*
  - Contribution to other projects
  - Publication Plan
6. *Annex VIII "Exploring Energy Technologies Perspectives" (Cost Sharing)*
  - *Adoption of the text*
  - *Indication of interest to participate*
7. Annex IX "MARKAL TIMES User's club" (Task Sharing)
  - Amendments to the draft
  - Intention to participate
  - Selection of Operating Agent
8. Other business
  - *Announcement and procedure for Next Meeting(s)*

The amended agenda was approved.

**2. Adoption of the Minutes of the Meeting of May 17, 2001**

*The minutes of the spring 2001 meeting were accepted for adoption with a minor amendment on the name list of country representatives.*

Amendment of Art. 3(e)(3) of the text of the Implementing Agreement

*In order to simplify the decision making process through the Written Procedure, the ExCo unanimously agreed to amend Art. 3(e)(3) of the text of the Implementing Agreement to read as follows: "The decisions and recommendations referred to in sub-paragraphs (1) and (2) above may, with the agreement of each member or alternate member entitled to act thereon, be made by mail, telefax, telex, cable or other means of electronic transmission without the need for calling a meeting.*

Contracting Parties

*The ExCo unanimously agreed to a change in the Italian Contracting Party from Ente Nazionale Idrocarburi to Ente per la Nuove Tecnologie l'Energia e l'Ambiente, ENEA. The Australian Contracting Party has changed from the Department of National Development and Energy to the Australian Bureau of Agriculture and Resource Economics, ABARE. This change was also agreed by the ExCo. The ExCo unanimously invites the governments of China, Estonia, Mexico and South Africa, or any entities designated by them to become Contracting Parties to the ETSAP Implementing Agreement*

Business Arising

The issue of timely announcement and changing dates of meetings was discussed here. To avoid confusion and conflicting engagements, it was agreed to agree and settle as soon as possible the date for the next meeting(s), but not taking them up in the minutes in view of the outcome of the practical arrangements with the hosting organisation which may change shortly after the initial outline. Every effort should be made to settle well in advance meeting dates and avoid changes.

**3. Report of the workshop**

It was noted that this workshop lacked a varied content and too little input from the participating countries and institutions. To improve workshop quality it was proposed to make an effort to invite guest speakers and to introduce a "round of the table" where each participant will be invited to present on ongoing work and elaborate on the meaning and interaction of ETSAP for that participant' s work.

**4. Co-ordination of International Projects**

The programme of this workshop focussed principally on the status and progress made for the ETP project of the IEA. This involved the IEA Secretariat and several ETSAP partners in detail. The SAGE/USEIA undertaking is momentarily on hold, in so far it concerned ETSAP's and ETSAP partner's contribution. This means that also for ETP a modified programme of work and division of tasks had to be made, because it was depending on the outcome of contributions made for the SAGE/USEIA undertaking.

## 5. Status of ongoing Annex VII

### Appointment of the new project head

ECN as acting Operating Agent presented a proposal for a change in staff, namely the project head for ETSAP, for the remaining time of Annex VII. This proposal came as a consequence of the leaving of Tom Kram and proposed Koen Smekens as replacement.

The IEA legal office noted that a change in staff can not alter the status of an Operating Agent which is a legal entity, not a person. Therefore it was proposed that the Executive Committee would note the change of staff at ECN acting as Operating Agent for the remaining time of Annex VII.

### Participation

At the meeting the legal office put forward that they had only received two letters of participation in the current Annex. This is the legal and absolute minimum to have an Implementing Agreement. Seen the very large consequences of not complying to these administrative requirements, it was once more stressed to streamline and improve communication in this matter between the original contracting parties, national representatives, institutes acting on their behalf, the IEA legal office and secretariat and the Operating Agent.

A list of the contracting parties, known at this moment at IEA, was distributed, together with a letter of Notice of Participation in an Annex. More information on the requirements of participating in an Implementing Agreement can be found on the internet at [www.iea.org/impag](http://www.iea.org/impag) with user login name IMPAG and password BRANDY.

To avoid that "dormant" members remain contracting parties - with all rights included – a procedure to remove non interested ones from the list was considered. A letter inviting them to participate in the next Annex will be sent out, reminding them of their obligations as Contracting Parties; if no reply is received within sixty days, the Executive Committee, acting by unanimity of the other Contracting Parties, will deem them to have withdrawn from the Agreement. However it was noticed that some countries who have been less active for a number of years show renewed interest in joining ETSAP's running Annex(es). The ExCo welcomed this and expressed its hope to have them joining soon.

### Financial Arrangements

The OA presented the final financial balance for 2000 and the status until August 31, 2001. Given the funds required to complete software development timely for the ETP and the global modelling undertaking, the remaining budget including contributions into the R&D Fund appears about sufficient.

### Programme of Work

The programme of work as outlined and agreed seems well on track and will be finished as foreseen so no further discussion is envisaged.

### Extension of current Annex

*The Executive Committee unanimously agreed to extend the working period of the current Annex VII to the end of June 2002*

Contribution to other projects

The discussion focussed on contributions to the IEA ETP (Energy Technology Perspectives) study, see also above. During the Workshop the options and objectives were discussed at considerable length, and the widespread commitment is illustrated by many offers for in-kind contributions. Together with allocation of ETSAP budget to support software development as needed for ETP and commitments for funding from IEA the plans can be pursued.

Publication plan

The lead author, Douglas Hill, presented a first draft of the final report for Annex VII. It contains contributions from all ETSAP partners on work performed under this Annex. Reviewers are requested to send in their comments and corrections by October 29. The finalisation and distribution of the report is planned to take place by the end of this year. A number of 25 copies per member is set as default, ETSAP participants requiring more may send in their estimate to the OA following an email send out for this purpose. The report will also be made available as downloadable document on the ETSAP website for wider distribution.

**6. Annex VIII “Exploring Energy Technology Perspectives” (cost sharing)**

Adoption of the text

*The third paragraph of para. 7(a) Project Staff of the draft text of Annex VIII has been amended to read "The person who will act as Project Head, and the members of the Project Staff, will be appointed by the Operating Agent, acting upon the unanimous approval of the Executive Committee."*

*The text, marked up with the IEA Legal Office's suggested modifications, was submitted to the Chairman of ETSAP ExCo at the 10 October ExCo meeting. The Final Version, clearly marked, is formally adopted, as amended, and will be attached to the Minutes, incorporating, in particular, the following elements:*

- (i) List of Participants to be added to paragraph 13*
- (ii) Modification of paragraph 7, Specific Obligations and Responsibilities of the Operating Agent, (a) Project Staff (see point 1 above).*

Concerning the outreach possibilities for ETSAP towards new member countries, as soon as countries have become officially contracting parties to the Implementing Agreement, the Executive Committee can autonomously decide on membership fees, eventually depending on country specific indicators.

Indication of interest to participate

A quick round-the-table indicates that among the present representatives of Contracting Parties, without firm commitments, there is sufficient interest to enable and participate in an Annex VIII on a cost-sharing basis similar to Annex VII.

*The Contracting Parties from the following countries have indicated interest to participate: Australia, European Commission, Finland, Germany, Japan, Korea, Sweden, Switzerland, United Kingdom, United States*

Once more the IEA legal office re-iterated the importance of compliance with the requirements of a contracting party to an Implementing Agreement. The OA will, in co-ordination with the IEA, pursue stricter follow-up of the legal matters and once more invite the existing member countries to designate the suitable and rightful contracting parties or their representatives.

**7. Proposal for Annex IX (task sharing)**

This item was not discussed and is transferred to a later stage, when the outcome of participation in Annex VIII has become clear.

**8. Other business**

Following the initial discussion on the kind proposal of Australia to host a next meeting in the spring of 2002 (April), further exploration to organise this next meeting will be undertaken by the chair in collaboration with ABARE. The possibility to hold this meeting with an Australian organisation was also considered but needs further exploring.

For the fall 2002 meeting, a renewed attempt will be made to have a meeting in China, preparations for this meeting will start as soon as possible with interaction with ERI in Beijing China. Turkey also kindly offered to host a next meeting and keeps this offer open for consideration by the ExCo.

Seen the timing of the important ETP undertaking, a spring workshop in April and a fall workshop in September 2002 seems practical and achievable.

**Attachments:**

- 1. *Addressees of the Written Procedures*
- 2. *Questionnaire of the first Written Procedure and accompanying letter*
- 3. *Results of the first Written Procedure*
- 4. *Questionnaire of the second written procedure and accompanying letter*
- 5. *Text of Annex VIII approved by the written procedure*
- 6. Minutes, May 2001
- 7. Financial Report until August 31, 2001

## Annex 1

### ***Addressees of the written procedures***

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## Annex 2

ETSAP Executive Committee Member (*Delegation to OECD/IEA for dormant participants*)

Washington, November 26, 2001

Subject: International Energy Agency, Energy Technology Systems Analysis Programme

Dear Sir,

A quorum was not obtained at the last ETSAP Executive Committee meeting and thus no valid decisions could be taken on the issues discussed. However some urgent decisions on agreed upon matters are necessary in order to continue the agreement and finalise the next Annex VIII. Under that Annex a detailed, technical-economic partial equilibrium multi-regional global model will become available to analysts and policy makers that intend to analyse domestic energy-environment policies and measures in the frame of global scenarios.

Contracting Parties are therefore asked to complete the attached questionnaire (Appendix I) and return it within three weeks to ETSAP, as specified in the footnote, so that the decisions taken at the Executive Committee can be retroactively validated, recorded by the Written Procedure, and included in the Minutes of the meeting. Those Contracting Parties which do not reply will be considered as having abstained, but shall not block an otherwise unanimous decision.

You are also requested to send urgently your Notice of Participation in Annex VII to the IEA Executive Director, as required according to the terms of the Implementing Agreement (with a copy to Mrs. L. Rogers-Goderum at the IEA Legal Office; following the format of Appendix II). (*not included for Japan and Korea*)

*(for Austria, Denmark, Ireland, Spain, Turkey the previous sentence was substituted by the following one: Since you have not participated to recent Annexes, before answering to the Questionnaire, you are now requested to express your interest to participate to some cost sharing or task sharing activities of the ETSAP Implementing Agreement because, according to the Failure to Fulfil Contractual Obligations paragraph of the Implementing Agreement,*

*"Any Contracting Party which fails to fulfil its obligations under this Agreement, within sixty days after its receipt of notice specifying the nature of such failure and invoking this paragraph, may be deemed by the Executive Committee, acting by unanimity, to have withdrawn from this Agreement." )*

Looking forward to get your strongest support on next Annex VIII, to be submitted in due time for your approval,

I remain

Phillip Tseng  
ETSAP ExCo Chairman

## Appendix I

## QUESTIONNAIRE (first written procedure)

From: : "Phillip Tseng" [Phillip.Tseng@ee.doe.gov](mailto:Phillip.Tseng@ee.doe.gov) (\*)  
(Name and e-mail address of IEA ETSAP Executive Committee Chairman)

To: IEA ETSAP Executive Committee member for ....  
(see list of Contracting Parties in the text of Annex VIII)

Due to the inability to obtain a quorum at the meeting of the ETSAP Executive Committee (ExCo) held at IEA Headquarters in Paris on 10 October, 2001, it was not possible for the ExCo to take valid decisions on a number of issues.

You are therefore requested to reply to the following questions by the Written Procedure and return this form to the IEA ETSAP Desk Officer by December 18, 2001 (21 days from the date of the letter). The decisions will then be considered as being valid, retroactive to 10 October, 2001 and will be included in the Minutes of the ExCo meeting:

Do you agree to the following ExCo decisions being approved by the Written Procedure and to Email votes being valid?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please vote on the following decisions:

1. **Extension of the current Annex VII**

Include in the Minutes: "The ExCo unanimously agreed to extend the working period of the current Annex VII to the end of June 2002"

Yes \_\_\_\_\_ No \_\_\_\_\_

2. **Adoption of the Minutes of the Meeting of May 17, 2001** (Appendix IV)

Include in the Minutes: "The ExCo Unanimously adopted the Minutes, after correcting the omission of the first name of the Japanese representative".

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Include in the Minutes: "The ExCo unanimously agreed to a **change in the Italian Contracting Party** from ENI to ENEA"

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Include in the Minutes: "The **Australian Contracting Party** has changed from the Department of National Development and Energy to the Australian Bureau of Agriculture and Resource Economics (ABARE)

Yes \_\_\_\_\_ No \_\_\_\_\_

5. **Invitation to NMC to become Contracting Parties to the IA:**

Include in the Minutes: "The ExCo unanimously invites the governments of China, Estonia, Mexico and South Africa, or any entities designated by them to become Contracting Parties to the ETSAP Implementing Agreement"

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Include in the Minutes: "The ExCo unanimously agreed to amend Art. 3(e)(3) of the Implementing Agreement to read as follows: "The decisions and recommendations referred to in sub-paragraphs (1) and (2) above may, with the agreement of each member or alternate member entitled to act thereon, be made by mail, telefax, telex, cable or **other means of electronic transmission** without the need for calling a meeting.".

Yes \_\_\_\_\_ No \_\_\_\_\_

(\*) Please, return it

or by e-mail to: [Phillip.Tseng@ee.doe.gov](mailto:Phillip.Tseng@ee.doe.gov) (cc to: [Fridtjof.UNANDER@iea.org](mailto:Fridtjof.UNANDER@iea.org), [sato@ruby.tokai.jaeri.go.jp](mailto:sato@ruby.tokai.jaeri.go.jp), [getosato@tiscalinet.it](mailto:getosato@tiscalinet.it))

or by fax to: Phillip Tseng +1.202.586.5391 (USA) and to GianCarlo Tosato +49.89.3299.4165 (Germany)  
or by regular mail to: GianCarlo Tosato, ETSAP Deputy Chairman, EFDA-CSU, Max-Planck-Institute fuer Plasmaphysik, Boltzmannstrasse 2, D-85748 GARCHING (Germany)

### Annex 3

Subject: **ETSAP ExCo, Paris, 10 October 2001, results of the written procedure**

To: [Lynette.ROGERS-GODERUM@iea.org](mailto:Lynette.ROGERS-GODERUM@iea.org) (cc: [fridtjof.unander@iea.org](mailto:fridtjof.unander@iea.org),  
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From: Phillip.Tseng@EE.DOE.GOV

Date: Tue, 18 Dec 2001 17:39:41 -0500

Dear Ms. Goderum,

On November 27, 2001, I asked the ExCo representatives to make decisions by means of a written procedure. On behalf of the Contracting Parties, the ETSAP ExCo representatives of the following countries have sent back the questionnaire with positive answers: Australia (29.11.01), Canada (28.11.01), Germany (06.12.01), Japan<sup>^</sup>, Norway<sup>^</sup>, Korea (04.12.01), Sweden<sup>^</sup>, Switzerland (30.11.01), The Netherlands (06.12.01), United Kingdom (08.12.01), USA (18.12.01).

Therefore the minutes of last ETSAP ExCo will include the following decisions:

1. "The ExCo unanimously agreed to extend the working period of the current Annex VII to the end of June 2002"
2. "The ExCo Unanimously adopted the Minutes of the meeting of May 17, 2001, after correcting the omission of the first name of the Japanese representative".
3. "The ExCo unanimously agreed to a change in the Italian Contracting Party from ENI to ENEA".
4. "The Australian Contracting Party has changed from the Department of National Development and Energy to the Australian Bureau of Agriculture and Resource Economics (ABARE).
5. "The ExCo unanimously invites the governments of China, Estonia, Mexico and South Africa, or any entities designated by them to become Contracting Contracting Parties to the ETSAP Implementing Agreement"
6. "The ExCo unanimously agreed to amend Art. 3(e)(3) of the Implementing Agreement to read as follows: "The decisions and recommendations referred to in sub-paragraphs (1) and (2) above may, with the agreement of each member or alternate member entitled to act thereon, be made by mail, telefax, telex, cable or other means of electronic transmission without the need for calling a meeting."

Furthermore the text of Art. 3(e)(3) of the Implementing Agreement is amended to read as follows: "The decisions and recommendations referred to in sub-paragraphs (1) and (2) above may, with the agreement of each member or alternate member entitled to act thereon, be made by mail, telefax, telex, cable or other means of electronic transmission without the need for calling a meeting."

Please provide legal guidance if required.

Best regards  
Phillip Tseng

Footnote <sup>^</sup>: the positive answers from Japan, Norway and Sweden do not appear in the original e-mail, because they arrived after the deadline, although written before.

## Annex 4

Subject: second e-mail written procedure to approve Annex VIII

To: [reinhard.knorreck@bka.gv.at](mailto:reinhard.knorreck@bka.gv.at), [knoble@abare.gov.au](mailto:knoble@abare.gov.au), [fier@belspo.be](mailto:fier@belspo.be),  
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[peter.g.taylor@aeat.co.uk](mailto:peter.g.taylor@aeat.co.uk), [Phillip.Tseng@EE.DOE.GOV](mailto:Phillip.Tseng@EE.DOE.GOV) (Ireland excluded because  
asked to withdraw from ETSAP)

cc: [sato@ruby.tokai.jaeri.go.jp](mailto:sato@ruby.tokai.jaeri.go.jp), [tosato@casaccia.enea.it](mailto:tosato@casaccia.enea.it), [fridtjof.unander@iea.org](mailto:fridtjof.unander@iea.org),  
[Lynette.ROGERS-GODERUM@iea.org](mailto:Lynette.ROGERS-GODERUM@iea.org), [lame@polito.it](mailto:lame@polito.it)

From: [Phillip.Tseng@EE.DOE.GOV](mailto:Phillip.Tseng@EE.DOE.GOV)  
Date: Mon, 11 Feb 2002 11:24:14 -0500

Executive Committee Members  
ETSAP Contracting Parties

Washington, February 11, 2002

Subject: International Energy Agency, Energy Technology Systems Analysis Programme

Dear Sir, Madam,

I am pleased to inform you that the Annex VIII of ETSAP has identified a Project Head and an Operating Agent. Mr. GianCarlo Tosato has agreed to serve as the Project Head and the Politecnico di Torino (Italy) has agreed to be the Operating Agent. This offer follows the lines discussed at our last Executive Committee meeting. Attached are three documents: the text of Annex VIII, a voting procedure questionnaire, and a sample letter of Notification of Participation.

Let me submit to your approval the text of Annex VIII, amended along the lines requested by the legal office of the IEA (Attachment A, changes over the draft presented at last ExCo are marked in grey). Please complete the attached questionnaire (Appendix B) and return it within three weeks to ETSAP, as specified in the footnote, so that the decisions taken at the Executive Committee can be retroactively validated, recorded by the Written Procedure, and included in the Minutes of the meeting. Those Contracting Parties which do not reply will be considered as having abstained, but shall not block an otherwise unanimous decision.

Please send your Notice of Participation in Annex VIII to the IEA Executive Director, as required according to the terms of the Implementing Agreement (with a copy to Mrs. L. Rogers-Goderum at the IEA Legal Office; following the format of Appendix C).

I remain

Phillip Tseng  
ETSAP ExCo Chairman

Attachments: ETSAPwrproc2-AttA-ANX8.doc; ETSAPwrproc2-AttB-quest.doc; ETSAPwrproc2-AttC-letter.doc

Attachment BQUESTIONNAIRE (second written procedure) §

From: : "Phillip Tseng" [Phillip.Tseng@ee.doe.gov](mailto:Phillip.Tseng@ee.doe.gov) (\*)  
(Name and e-mail address of IEA ETSAP Executive Committee Chairman)

To: IEA ETSAP Executive Committee Members  
(see e-mail message list)

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Due to the inability to obtain a quorum at the meeting of the ETSAP Executive Committee (ExCo) held at IEA Headquarters in Paris on 10 October, 2001, it was not possible for the ExCo to take valid decisions on a number of issues.

*You are therefore requested to reply to the following questions by the Written Procedure and return this form to ETSAP by March 1, 2002 (21 days from the date of the letter). The decisions will then be considered as being valid, retroactive to 10 October, 2001 and will be included in the Minutes of the ExCo meeting.*

Do you agree to the following ExCo decisions being approved by the Written Procedure?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please vote on the following decisions:

1. **Annex VIII Operating Agent:**

Amend third paragraph of para. 7(a) Project Staff of the draft text of Annex VIII to read:

*"The person who will act as Project Head, and the members of the Project Staff, will be appointed by the Operating Agent, acting upon the unanimous approval of the Executive Committee."*

Yes \_\_\_\_\_ No \_\_\_\_\_

2. **Adoption of Annex VIII text:**

The text, marked up with the IEA Legal Office's suggested modifications, was submitted to the Chairman of ETSAP ExCo at the 10 October ExCo meeting.

The Final Version, clearly marked, is formally adopted, as amended, and will be attached to the Minutes, incorporating, in particular, the following elements:

- (iii) List of Participants to be added to paragraph 13
- (iv) Modification of paragraph 7, *Specific Obligations and Responsibilities of the Operating Agent*, (a) Project Staff (see point 1 above).

Yes \_\_\_\_\_ No \_\_\_\_\_

(\*) Please, return it

or by e-mail to: [Phillip.Tseng@ee.doe.gov](mailto:Phillip.Tseng@ee.doe.gov) (cc to: [Fridtjof.UNANDER@iea.org](mailto:Fridtjof.UNANDER@iea.org), [sato@ruby.tokai.jaeri.go.jp](mailto:sato@ruby.tokai.jaeri.go.jp), [gctosato@tiscalinet.it](mailto:gctosato@tiscalinet.it))

or by fax to: Phillip Tseng +1.202.586.2176 (USA) and to GianCarlo Tosato +49.89.3299.4197 (D)

or by regular mail to: GianCarlo Tosato, ETSAP Deputy Chairman, EFDA-CSU, Max-Planck-Institute fuer Plasmaphysik, Boltzmannstrasse 2, D-85748 GARCHING (Germany)

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§: Positive answers have been received from: Australia, European Commission, Finland, Germany, Japan, Korea, Sweden, Switzerland, United Kingdom, United States

*Implementing Agreement  
for a Programme of  
Energy Technology Systems Analysis*

## **ANNEX VIII**

### **Exploring Energy Technology Perspectives**

**Learning Strategies for Technological Development toward Sustainable Futures**

## 1. Aims

Building on the results of Annex VII, comprising a new generation of assessment tools and first generation global energy technology models, Annex VIII will make a substantial contribution to the work conducted by the International Energy Agency, national governments, the IPCC and other international organizations on global strategies for sustainable development. Guided by on longer term ambitions, specific attention will be for shorter term initiatives and actions, e.g. of Parties to the Kyoto Protocol seeking to meet the commitments made in December 1997 and plan the next stages of their work in climate change and other sustainability concerns. This will include:

- (a) the widespread and successful use of ETSAP tools, methodologies, data services and knowledge by the governments of the ETSAP Contracting Parties;
- (b) the use of ETSAP tools, data services and analytical capacity to perform scenario analysis for the IEA Energy Technology Perspectives Project [IEA/CERT(2001)25];
- (c) the constructive use of ETSAP tools by other countries - OECD Member and non-Member countries - as well as international organizations, in multi-lateral collaboration, discussions, and negotiations;
- (d) the establishment of linkages with economic and environmental models and approaches that complement the work of ETSAP;
- (e) the maintenance and ongoing use of ETSAP networks for analytical support;
- (f) the demonstration and deployment of new methods, with increased flexibility to depict complex energy systems:
  - (1) to evaluate common or joint actions implemented by groups of countries, including emission trading in the Kyoto Protocol or trade in energy commodities;
  - (2) to treat evolution in the costs of new technologies endogenously, including spill-over effects of international collaboration; and
  - (3) to explicitly deal with strategic planning under uncertainty.

The overall goal of this Annex is thus to serve national governments, the IEA and other international fora like the IPCC, the Kyoto Protocol, and the Subsidiary Bodies of the FCCC, by fostering and supporting the assessment of constructive policy options for the development and deployment of energy technologies that are compatible with long-term sustainable development goals.

## 2. Background

There is widespread recognition that the global challenges of climate change and other sustainable development issues call for concerted and coordinated response strategies. At the same time the notion that technological change is a key factor in shaping future economic, energy and emission trajectories has become common wisdom. For example, the most recent Third Assessment Report of the IPCC indicates that costs to meet greenhouse gas stabilization targets can probably be lower than previously estimated as a result of targeted and effective technological development pathways. What pathways to pursue and how to initiate and foster promising technological development processes is however due to significant uncertainties. Short term policy interventions in the fields of R,D&D (“technology supply push”) and market stimulation (“technology demand pull”) will be required to enhance the prospects for longer term solutions to reduce emissions while meeting economic and social aspirations, an important contribution to the practical realization of sustainable development. For example, the United Nations Framework Convention on Climate Change (FCCC) acknowledges that the global nature of climate change calls for the widest possible co-operation by all countries and their participation in effective and appropriate international response. The Kyoto Protocol reflects this approach by adopting flexible policy instruments aiming at worldwide participation to meet binding targets to reduce the emission of six greenhouse gases. During Annex VII the first steps were made to explore the mutually linked issues of international policy measures (Kyoto Mechanisms) and spill-over of technological improvements.

The ETSAP tools are available not only in most OECD countries, but in many other countries in Eastern Europe and the developing world. Alternative proposals for differentiated national targets have already been evaluated with respect to cost-effectiveness and equity indicators. ETSAP has the capability to estimate the cost savings of common actions implemented by wider groups of nations - within the industrialized world or developing

countries, or between them as provided for by the Clean Development Mechanism in the Kyoto Protocol. It is also able to address an important emerging issue, namely, dealing with uncertainties in many factors that bear on the international economic activities, including emission trading in the Kyoto Protocol or trade in energy commodities.

ETSAP provides powerful support to the users of its methodologies and tools. It has established, and continues to nurture, a network of nations and expert analysts who co-operate in developing sound, technologically-informed options and in calculating the cost of restricting emissions of greenhouse gases and other pollutants. The family of ETSAP models use consistent formulations and data on technologies that consume, transform, or produce energy commodities. The ability to calculate the marginal costs of increasingly stringent reductions in emissions makes it possible to propose distributions of agreed levels of emissions among the countries that minimize the total costs, including optional mechanisms to partially meet national emission reduction commitments by exchanges with other countries.

The evolution of the research conducted during Annex VII by the ETSAP research partnership includes the development of hard-linked multi-country models to assess joint actions including issues of international emissions trading in the Kyoto Protocol or trade in energy commodities, and stochastic formulations to take uncertainties into full account. Simultaneously the endogenous treatment of technological progress ("learning") was consolidated as an operational feature in the ETSAP tools.

During Annex VII, ETSAP developed the next generation of its main tools, inter alia, to enhance adoption of further methodological developments and linkages in many different areas in the next decade. Within Annex VIII these instruments are to be developed further into products for operational and widespread use. The core tool is the TIMES model (The Integrated MARKAL-EFOM System).

### 3. Services and Objectives

(a) The principal services that ETSAP provides to its Participants are:

- (1) an analytical facility for constructively studying:
  - (i) energy technology strategy
  - (ii) greenhouse gas abatement policy;
- (2) a worldwide network of systems analysts and users that fully supports the use of the methodologies employed by ETSAP and related tools, resulting in the establishment of national technology and energy demand databases that can be used to promote the understanding of technologies in climate change analysis.

(b) The specific objectives of this Annex are:

- (1) Analysis of regionalized global energy systems:
  - To maintain consistent databases and to develop methodologies for combined optimization of regional models, together providing global coverage, in order to analyze the role of energy demand, conversion and supply technologies, and trade in balancing national or multi-national energy budgets while collectively meeting broad economic and environmental requirements;
- (2) Analysis of national energy systems:
  - To develop and control the quality of data needed by ETSAP tools used in support of decision-making; to make these data available for use in other applications as may serve the goal of this Annex; and to improve linkages between technological and non-technological factors in ETSAP tools;
- (3) Expansion:
  - To expand the availability and application of ETSAP methodologies in countries that are party to the FCCC or the Kyoto Protocol, or other countries that are considering becoming a party to either instrument;
- (4) Establish operational links with other complementary approaches:
  - To ensure a mutually beneficial exchange with economic and environmental models, such as general equilibrium and integrated assessment models, and other approaches with different scope and resolution;
- (5) Develop advanced tools:

To continue to foster the advancement of tools to enable local, regional, national and international authorities to better address the complex questions associated with energy and environmental issues. This includes both extension of the framework within which complex energy systems are represented, as well as the means for managing and fostering the effective use of such tools.

## 4. Means

The objectives shall be achieved by:

(a) Regionalized, Global Technology Models:

Further development and application of internally consistent global technology models, consisting of interlinked regional datasets to cover co-operative policies and measures toward sustainable development and appropriate technological development strategies;

(b) Links with Other Approaches:

Establishing links with other approaches, in particular, integrated assessment models to ensure a consistent background for ETSAP analyses and to provide results back to such models; support combined applications with other models at local and regional level;

(c) Technology Dynamics:

Introduction of technological change in ETSAP analyses as a function of policy and market developments or plans;

(d) Data Sets:

Discussing and jointly validating data developed by the ETSAP Contracting Parties, by making non-proprietary data available to others, and by developing default data sets to facilitate initial application of ETSAP methods in new countries;

(e) Internal Peer Review:

Doing internal peer review of each other's model formulations and data bases to ensure that combined results are consistent among countries;

(f) External Review:

Inviting outside experts, including policy analysts and those who use other methods, to discuss methodologies and to review results before the Annex is completed;

(g) Reference Groups:

Using national and multi-national reference groups for the development and analysis of the models and linkage to users;

(h) Workshops:

Organizing workshops and seminars to exchange information and experience in the areas of work covered by this Task, participating in joint meetings with related international projects, making a concerted effort to communicate with the wider professional community, and by otherwise involving decision-makers;

(i) Twinning:

Twinning established ETSAP Contracting Parties with new countries; providing materials to guide new and recent users of ETSAP methodologies;

(j) Other Activities:

Carrying out such other activities as may be agreed in the Annual Programme of Work.

## 5. Programs

There will be four principal programs in this Annex:

### 5.1 National Programs

National programs of work, appropriate to and funded by the individual Participants, aimed at supporting the objectives of Annex VIII, with guidance from national reference groups;

### 5.2 Common Program

A common program of work, funded by the core ETSAP budget and any other financial support from IEA Member Countries, directly or through the IEA Secretariat, in which the international and global analyses will be integrated to draw conclusions regarding co-operation in technological development strategies toward sustainable development;

### 5.3 Ongoing Research and Development Program

A program, funded by the core ETSAP budget, to complete the development of the new generation of ETSAP tools to fully tested and operational versions for general use. These tools include Windows-based analyst's Shells and the new core energy model TIMES designed to facilitate wider ranges of application areas, provide a platform for ongoing research and evolution and improve integration with other approaches such as Integrated Assessment Models and Geographical Information Systems.

## 6. Operating Agent

The Operating Agent is the Politecnico di Torino (Italy), acting through the Dipartimento di Energetica.

## 7. Specific Obligations and Responsibilities of the Operating Agent

In addition to the obligations and responsibilities enumerated in Article 4 of the Implementing Agreement the Operating Agent shall establish:

### (a) Project Staff

For the purpose of carrying out the above objectives the Operating Agent shall establish, within sixty days after the Annex has entered into force, a Project Staff composed of a Project Head and such additional assistance as may be required, including external staff, to fulfill the Task.

Activities requiring common work may include quality assurance review, development of the procedure for comparing and integrating the national models, preparing the final conclusions and report of the Task, and other activities that may be decided upon by the Operating Agent or the Executive Committee. The common work may be performed by the Project Head, by other Operating Agent staff, or by organizations or professionals from the participating countries following the plans determined from time to time by the Executive Committee.

The person who will act as Project Head, and the members of the Project Staff, will be appointed by the Operating Agent, acting upon the unanimous approval of the Executive Committee.

### (b) Executive Responsibilities

The Operating Agent shall be responsible for overall co-ordination of the Task. The main responsibilities will be:

- (1) To manage the common program;
- (2) To assure appropriate communication among the Participants;
- (3) With the approval of the Executive Committee, to represent ETSAP in various international conferences, bodies, and groups, and
- (4) To prepare and distribute material on the work of ETSAP for distribution through a newsletter or the World Wide Web.

### (c) Workshops and seminars

At the request of the Executive Committee, the Operating Agent shall organize workshops and seminars.

(d) Validation

At the request of the Executive Committee, the Operating Agent shall co-ordinate the work of a small group of experts charged with reviewing the consistency and accuracy of input data, national models, and the main findings.

(e) Preparation of Draft Programme of Work and Reports

The Operating Agent shall prepare and submit to the Executive Committee, prior to its first meeting, a draft Programme of Work for the three-year period of the Task. The Operating Agent shall report to the Executive Committee at least once a year on the progress of the activities under this Task. Upon termination of this Annex, the Operating Agent shall prepare and submit to the Executive Committee for approval, a draft final report on the activities carried out during the period of this Annex. Following approval, the Operating Agent shall transmit the report to the Agency and to the members of the IEA Committee on Energy Research and Technology. The Committee on Energy Research and Technology may, during this Task, propose additions to the Programme of Work. The Executive Committee shall decide whether these proposals will be added to the Programme of Work, provided such additional work can be carried out within the resource levels set out in paragraph 9 below.

(f) Secretarial and Administrative Support to Task Sharing Activities

Following guidance and instructions from the Executive Committee, the Operating Agent shall give secretarial and administrative support to establishing activities of Contracting Parties on a task-sharing basis, subject to specific budgets made available for those purposes by the Executive Committee.

## 8. Specific Obligations, Responsibilities and Rights of the Participants

Participants shall carry out, to the extent possible, the following activities and communicate the results to the Operating Agent:

- (a) Collection of national data on emission release and emissions control technologies;
- (b) Collection of information on energy system structure and related data;
- (c) Establishment and validation of data on technology characterizations and related data;
- (d) Performance of national and co-operative, multi-national scenario analyses using energy systems models;
- (e) Establishment of national and multi-national reference groups to discuss and advise on data bases, assumptions, methodology, model results and their application to the development of policy, especially under the auspices of the FCCC;
- (f) Contribute to the development of ETSAP models and tools, including testing of newly developed versions of software.

Participants have special rights to the results of the joint work, not available to non-participants, as may be decided by the Executive Committee from time to time, subject only to the limitations laid out in paragraph 11 below. This includes privileged access to the support systems and related services contracted on behalf of ETSAP or made available to Participants by the Operating Agent acting on decisions made by the Executive Committee

## 9. Funding

(a) Common Financial Obligations

The Common Program will be funded through the Operating Agent. The actual costs of the Operating Agent's activities during this Annex will be divided equally among all Participants. If the number of Participants changes, the Executive Committee will decide whether or not to adjust the budget and fees. New Participants will pay a full share of the costs beginning in the Task year in which they become Participants.

The 2002 budget of the Operating Agent will be EURO 312,000; based on 13 Participants at EURO 24,000 each. The Executive Committee will decide the annual budget for subsequent years based on this amount, and taking into account the actual number of Participants, inflation and any agreed changes in the work of the Operating Agent.

(b) Individual Financial Obligations

In addition to the contributions set out in subparagraph (a) above, each Participant shall bear all costs it incurs in carrying out this Task, including the costs of its National Program and participation in workshops and seminars.

## 10. Time Schedule

This Annex will enter into force on the 1<sup>st</sup> of January, 2002 and will remain in force for a period of three years. It may be extended by agreement of two or more Participants acting in the Executive Committee and taking into account any recommendation of the Agency's Committee on Energy Research and Technology concerning the term of this Annex which shall thereafter apply only to those Participants.

## 11. Information and Intellectual Property

In addition to the provisions of Article 7 of the Implementing Agreement:

### (a) Executive Committee Powers

The publication, distribution, handling, protection and ownership of information and intellectual property arising from this Annex shall be determined by the Executive Committee acting by unanimity in conformity with this Agreement, and the laws of the countries of the Participants and of the Operating Agent.

### (b) Right to Publish

Subject only to copyright restrictions, the Participants shall have the right to publish all information provided to or arising from this Annex except proprietary information, but they shall not publish it with a view to profit, except as agreed by the Executive Committee, acting by unanimity.

### (c) Proprietary Information

The Operating Agent and the Participants shall take all necessary measures in accordance with this Annex, the laws of their respective countries, and international law to protect proprietary information. For the purposes of this Annex proprietary information shall mean information of a confidential nature such as trade secrets and know-how (for example, computer programmes, design procedures and techniques, chemical composition of materials, or manufacturing methods, processes, or treatments) that is appropriately marked, provided such information:

- (1) Is not generally known or publicly available from other sources;
- (2) Has not previously been made available by the owners to others without obligation concerning its confidentiality; and
- (3) Is not already in the possession of the recipient Participant without obligation concerning its confidentiality.

It shall be the responsibility of each Participant supplying proprietary information to identify the information as such and to ensure that it is appropriately marked.

### (d) Production of Relevant Information by Governments

The Operating Agent should encourage the governments of all Agency Participating Countries to make available or to identify to the Operating Agent all published or otherwise freely available information known to them that is relevant to the Task. The Participants should notify the Operating Agent of all pre-existing information, and information developed independently of the Task known to them which is relevant to the Task and which can be made available to the Task without contractual or legal limitations.

### (e) Production of Available Information by Participants

Each Participant agrees to provide to the Operating Agent all previously existing information and information developed independently of the Annex which is needed by the Operating Agent to carry out its function in this Task and which is freely at the disposal of the Participant and the transmission of which is not subject to any contractual and/or legal limitations:

- (1) If no substantial cost is incurred by the Participant in making such information available, at no charge to the Task;
- (2) If substantial costs must be incurred by the Participant to make such information available, at such charge to the Task as shall be agreed between the Operating Agent and the Participant with the approval of the Executive Committee.

(f) Use of Proprietary Information

If a Participant has access to proprietary information which would be useful to the Operating Agent in conducting studies, assessments, analyses, or evaluations, such information may be communicated to the Operating Agent in accordance with an agreement between the Operating Agent and the specific Participant setting forth the terms and conditions for such acceptance, but the proprietary information shall not become part of reports, handbooks, or other documentation, nor be communicated to the other Participants except as may be agreed in writing between the Operating Agent and the Participant which supplied such information.

(g) Acquisition of Information for the Task

Each Participant shall inform the Operating Agent of the existence of information known to the Participant that can be of value to the Task, but which is not freely available, and the Participant shall endeavor to make the information available to the Task under reasonable conditions, in which event the Executive Committee may, acting unanimously, decide to acquire such information.

(h) Reports on Work Performed under the Task

The Operating Agent shall provide reports on all work performed under the Task and the results thereof, including studies, assessments, analyses, evaluations and other documentation, but excluding proprietary information, to the Participants.

(i) Copyright

The Operating Agent may take appropriate measures necessary to protect copyrightable material generated under this Task. Copyrights obtained shall be the property of the Operating Agent in trust for and for the benefit of the Participants, provided, however, that Participants may reproduce and distribute such material, but shall not publish it with a view to profit, except as otherwise directed by the Executive Committee.

(j) Authors

Each Participant shall, without prejudice to any rights of authors under its national laws, take necessary steps to provide the co-operation with its authors required to carry out the provisions of this paragraph. Each Participant will assume the responsibility to pay awards or compensation required to be paid to its employees according to the laws of its country.

## 12. Products

The products of this Task shall be:

- Maintenance and improvement of an international capability for the analysis of energy technologies and their future prospects and extension of such a capability within the context of energy and the environment, and in particular climatic change post Kyoto;
- Periodic reports on workshops or seminars and on analytical studies undertaken in connection with the Task; and
- A final report on the activities carried out under this Annex.

## 13. PARTICIPANTS

The Contracting Parties that are Participants in the Task are the following:

*(list of parties to be added following their notification to the Executive Director of the IEA and to be selected from the following list)*

<u>Contracting Parties</u>	<u>Date of Signature</u>
Energieverwertungsagentur (Austria)	19.12.80.
The Department of National Development and Energy (Australia) succeeded by the Australian Bureau of Agriculture and Resource Economics (ABARE)	13.11.80.
The Government of Belgium	08.09.81.
The Department of Energy, Mines and Resources (Canada) succeeded by the Department of Natural Resources	07.07.82.
The Ministry of Energy (Denmark), replaced by the Ministry of Environment and	04.12.80.

Energy, Danish Energy Agency	
The Commission of the European Communities	11.01.82.
The Government of Finland	09.01.2002
Kernforschungsanlage Jülich GmbH (Germany)	13.11.80.
name changed to Forschungszentrum Jülich GmbH	
replaced by the Institute for Energy Economics and Rational	
Use of Energy (IER) of the University of Stuttgart	12.05.97.
The Scientific Research and Technology Service of	
the Ministry of Coordination (Greece)	01.12.80.
The National Board for Science and Technology (Ireland)	17.07.81.
The Ente Nazionale Idrocarburi (Italy)	13.11.80.
replaced by the National Agency for New Technologies	
Energy and Environment (ENEA)	
The Korea Institute of Energy Research (KIER)*	15.05.96.
The Stichting Energieonderzoek Centrum	
Nederland (ECN) (Netherlands)	02.04.82.
The Royal Ministry of Petroleum and Energy (Norway)	13.11.80.
(name changed to the Royal Norwegian Ministry	
of Industry and Energy)	
The Centro de Estudios de la Energia (Spain)	13.11.80.
The Energy Research and Development Commission (Sweden)	18.11.80.
(subsequently succeeded by the Energy Research Commission	
and later by the Swedish National Board for	
Industrial and Technical Development (NUTEK))	
The Office Fédéral de l'Energie (Switzerland)	1. 4.81.
(replaced by the Paul Scherrer Institute)	19.12.91.
The Kocaeli University (Turkey)	22. 3.96.
The Secretary of State for Energy (United Kingdom)	9. 6.81.
(succeeded by the Secretary of State for	
Trade and Industry)	
The United States Department of Energy	13.11.80.
(replaced by The Government of the United States of America;	
then again by the United States Department of Energy)	
<u>Accession:</u>	
The Government of Japan	8. 9.81.

**Annex 6**

INTERNATIONAL ENERGY AGENCY  
ENERGY TECHNOLOGY SYSTEMS ANALYSIS PROGRAMME

Petten, 30 August, 2001

MINUTES OF THE EXECUTIVE COMMITTEE MEETING, 17 May 2001

**Location:** Unindustria Venezia  
Cà Mocenigo Gambarà  
Accademia, Venezia, Italy

**Country representatives:**

Mr. Ken Noble	Australia
Mr. Hertsel Labib	Canada
Mr. Pekka Piriälä	Finland
Mr. Christoph Schlenzig (for Mr. Voss)	Germany
Mr. GianCarlo Tosato	Italy
Mr. Ishigami	Japan
Mr. Heeshung Shin	Korea
Mr. Koen Smekens	Netherlands
Ms. Anna Krook, (for Mr. Ekvall)	Sweden
Mr. Socrates Kypreos	Switzerland
Mr. Phillip Tseng (chairman)	USA

**Guests:**

Mr. Amit Kanudia, McGill Un., Canada  
Mr. Buddy Garland, US-DoE, USA  
Mr. Gary Goldstein, DWI, USA  
Mr. Douglas Hill, USA  
Mr. Osamu Sato, JAERI, Japan  
Mr. Carmen deFiglio, IEA Secretariat  
Mr. Fridtjof Unander, IEA Secretariat  
Mr. Tom Kram, Project Head, Operating Agent

**Opening**

The Chair, Phillip Tseng, opens the meeting at and thanks the hosts, ENEA and Unindustria Venezia for the excellent organisation and venue. He also noted the interesting times for ETSAP, reflected also by the very full agenda. On behalf of the hosts Giancarlo Tosato noted he was very glad to have all attendees gathering in Venice and their co-operation for a smooth operation of the event. The joint session with Unindustria Venezia and the Kyoto Club has received ample attention from local papers, TV and radio.

**1. Agenda**

The agenda was adopted as presented:

1. Adoption of the Agenda
2. Adoption of the Minutes of the Meeting of October 18, 2000
  - Business Arising
3. Election of Officers
4. Discussion of Revised Guidelines for End-of-Term Report
5. Annex VII
  - Participation
  - Report on 5<sup>th</sup> Workshop
  - Financial Arrangements
  - Programme of Work
  - Contributions to other projects
6. Proposal Annex VIII (Cost Sharing)
  - Discussion of draft proposal and procedure
  - Indication of interest to participate
7. Proposal Annex IX (Task Sharing)
  - Discussion of draft proposal and procedure
  - Indication of interest to participate
8. Other business
  - Next Meeting(s)

## **2. Adoption of the Minutes of the Meeting of October 18, 2000**

There were several small typing errors in the minutes, noted by Ken Noble. The corrected version of the minutes is enclosed as attachment.

### *Business Arising*

The Legal Counsel of the IEA secretariat advises that the language used in earlier minutes to confirm the participation of Finland is not entirely correct. It is decided to include the proper wording under item 5 - *Participation* to redress the error and subsequently initiate the signing procedure.

## **3. Election of Officers**

Belgium submits a motion to invite the chairman (Phil Tseng, US) and vice chairmen (Giancarlo Tosato, Italy, and Mr. Ishigami, Japan) to extend their function up to and including the Spring 2002 Executive Committee meeting. This motion, seconded by Sweden and not challenged by any member, is adopted unanimously and the officers accept.

## **4. Discussion of Revised Guidelines for End-of-Term Report**

Committee members are advised to take note of the revised guidelines and to give comments until the beginning of June 2001 to the Operating Agent and the Chairman. Collated comments will then be forwarded to the IEA secretariat. It was noted that the End-of-Term for ETSAP is not until two years, but that timely action to prepare an EoT Report is needed in the course of a next 3-year Annex. Preparations should be synchronized with the meeting schedule of the End-Use Working Party.

**5. Annex VII**

*Participation*

The Executive Committee unanimously invited the Government of Finland, or any entity designated by it, to become a Contracting Party to the ETSAP Implementing Agreement. The Committee was advised that, due to budget problems, Norway sees no way to continue participation in Annex VII. A renewed active participation in future activities, organised strictly on task-sharing basis, is considered seriously if and when such tasks are initiated. Committee members were advised to consult the IEA website for Implementing Agreements where a lot of useful information on formal issues can be found, including brochures and formal requirements of active participants. The address of the protected site is: [www.iea.org/impag](http://www.iea.org/impag) with user login: impag and password: brandy. There exists another site on CERT activities, for details on access conditions please contact the IEA secretariat. Regarding the issue of dormant members no immediate action is required, but a model letter on the procedure for withdrawal is prepared and developments should be followed closely.

*Report on 5th Workshop*

The chair referred to his opening remarks and thanks once more the hosts for providing a magnificent meeting place. GianCarlo Tosato advised that Proceedings be put on the ETSAP website, with links to the relevant local hosts. Phillip Tseng supports this suggestion and adds that the presentations on China were specifically interesting and insightful and noted the very good progress on TIMES reported, and the promising SAGE developments at the US Energy Information Administration.

*Financial Arrangements*

The OA presented the final balance for 2000 and the status until March 30, 2001 together with the resulting budget overview for the remainder of Annex VII. As announced, from this time forward all information is given in euro. Given the discussions on contributions to the ETP study of the IEA and funds required to complete software development timely, the remaining budget including contributions into the R&D Fund appears just about sufficient.

*Programme of Work*

Software developments: the original ambition of Annex VII was to have the TIMES model ready for operation under an Expert Shell, not fit for widespread distribution. In the meantime prospects for a next step, that is a User's Shell, indicate this may even be achievable within the time and budget constraints. While substantial progress is reported on the German MESAP-TIMES system, for ETSAP the highest priority is given to focus support on the VEDA interface. With this in mind, future TIMES users may have a choice. Further validation of TIMES is still needed, and a reduction algorithm seems indispensable for large-scale applications. With these caveats, the Committee decides to give a mandate to the Operating Agent and Chairman to develop a plan and allocate the means necessary to complete the TIMES model and shell to secure it's availability for use in the IEA ETP study.

*Contribution to other projects*

The discussion focussed on contributions to the IEA ETP (Energy Technology Perspectives) study, see also above. During the Workshop the options and implications were discussed at considerable length, and the widespread commitment is illustrated by many offers for in-kind contributions. Together with allocation of ETSAP budget to support software development as needed for ETP, and prospects for funding from IEA the plans can be pursued. The Operating Agent will work with several participants closely involved, the IEA secretariat and the Chairman to develop concrete plans.

## 6. Proposal for Annex VIII (cost sharing)

### *Discussion of draft proposal and procedure*

In line with discussions at the previous meeting, and taking note of the favourable prospects for synergy between the main goal of Annex VIII (to develop the capability to perform a Global Technology Overview (GTO)) and the requirements of the IEA ETP study, the main focus of Annex VIII remains unchanged. Comments received will be incorporated in a revised version, to be presented before the next meeting.

### *Indication of interest to participate*

A quick round-the-table indicates considerable interest among most Contracting Parties, without firm commitments, to participate in an Annex VIII on a cost-sharing basis similar to Annex VII.

## 7. Proposal for Annex IX (task sharing)

### *Discussion of draft proposal and procedure*

During the preceding Workshop, ample time was spent on discussing the merits and drawbacks of considering a second Annex, operating exclusively on a task-sharing basis with just minimal administrative and secretarial support from the Operating Agent as necessary to secure communication and initial development in parallel with Annex VIII. The basic idea was welcomed, but many questions and issues remain unanswered. To clarify the options further, and to minimize risks, the Committee decided to postpone a decision on Annex IX until a sufficiently sound Annex VIII is established with sufficient core budget to allow for conducting an adequate Common Programme of Work to secure the future of ETSAP. Many suggestions for possible topics were made, but further preparations are deferred in light of the above consideration.

### *Indication of interest to participate*

A quick round-the-table indicates considerable interest in the various topics suggested for an Annex IX on a task-sharing basis.

## 8. Other business

### *Next meeting(s)*

Following up on the earlier initiatives it is decided to accept an invitation from the Chinese Energy Research Institute (ERI) to meet in Beijing in October 2001. This to enhance cooperation with the various ongoing projects in China. An ETSAP delegation attending a modelling workshop in Beijing in May will discuss these plans further. Fridtjof Unander noted the possibility to organise the meeting back-to-back to, or jointly with, a planned IEA seminar in the context of their Non-Member Countries programme.

### *Final report on Annex VII*

A plan for production of a final report on Annex VII in a similar format as the one made for Annex VI, and ready by the end of 2001, was adopted as presented. A draft version will be made available by the fall meeting.

### Attachments:

- Minutes, October 2000
- Financial Report until March 30, 2001

**Annex 7**

**Financial Report of the Operating Agent for IEA-ETSAP/Annex VII  
(as of 31-03-2001)**

<b>EURO</b>	1999	2000	2001	Total
	EURO	EURO	EURO	EURO
01.01 Operating Agent Staff (incl. all overhead; excl. travel)	66.731	99.423	11.388	177.542
02.01 Travel Cost Operating Agent (workshop; conferences and meetings; training courses)	5.042	11.387	1.854	18.284
03.01 Subcontract for Software Development (incl. Documentation)	125.834	171.083	115.240	412.158
04.01 ETSAP Newsletter (fees + expenses editor; printing; mailing)	11.565	11.552	14.815	37.932
05.01 Workshop and Meetings (meeting rooms; local transport; meals + refreshments; invited guests)	10.653	11.014	1.165	22.831
06.01 Report and Brochures (fee co-writer; printing; mailing)	1.789	460		2.249
07.01 Miscellaneous Expenses	3.804	2.697	207	6.708
09.01 Technical working group expenses	5.031	1.314	1.646	7.991
Scherrer contract	22.689	22.689	22.689	68.067
1. Total Expenditures	253.138	331.619	169.005	753.762
2. Contributions Received	272.268	317.646	45.378	635.292
2a. R&D Fund	7.442	49.082	1.613	58.137
3. Interim Balance (=2+2a-1)	26.572	35.109	122.014	60.332
4. Delayed Contribution		22.689	272.268	294.957
5. Total Balance (3+4)	26.572	57.798	150.254	234.625