

INTERNATIONAL ENERGY AGENCY  
ENERGY TECHNOLOGY SYSTEMS ANALYSIS PROGRAMME

Petten, 12 May 1997

FINAL MINUTES OF THE EXECUTIVE COMMITTEE MEETING, MAY 10, 1996

**Location:** Faculty Club, Leuven, Belgium

**Country representatives:**

Mr. John Hollins (chairman)	Canada
Mr. Hideroshi Kohashi (for Mr. Yoshiaki Ando)	Japan
Mr. Gil Lissens (for Mrs. Vanderstraeten)	Belgium
Mr. Tom Kram	Netherlands
Mr. Fridtjof Unander	Norway
Mr. Heesung Shin	South Korea
Mr. Tomas Larsson (for Mr. Staffan Håkansson)	Sweden
Mr. Soocrates Kypreos	Switzerland
Mr. Tanay Sidki Uyar	Turkey

**Guests:**

Mr. Barry Naughten, ABARE, Australia  
 Mr. Peter Schaumann, IER, Germany  
 Mr. Toshiro Yamada, STA, Japan  
 Mr. Osamu Sato, JAERI, Japan  
 Mr. Douglas Hill, USA  
 Mr. Gary Goldstein, DecisionWare Inc., USA  
 Mr. Takashi Okano, IEA Secretariat

## Opening

The Chair welcomed members, in particular Mr. Hidetoshi Kohashi, Japan and Mr. Barry Naughten, Australia, attending their first ETSAP meeting.

The Chair invited members to join in celebrating two events: the pending signature of the ETSAP Implementing Agreement by Dr. Heesung Shin on behalf of South Korea, in Paris on May 16; the birth of a son, Felix, to Ans and Tom Kram on April 1.

## 1. Agenda

The agenda was adopted as presented, with one item of other business added: guidelines for bidding on contracts.

1. Adoption of the Agenda
2. Adoption of the Minutes of the Meeting of 20 Oct. 1995
  - Business Arising
3. Annex V
  - Financial Report
  - Progress Report
  - Report on 1st Workshop
  - Contributions to other Projects
  - Final Report of Annex V
4. Annex VI
  - Proposal for Annex VI
  - Participation in Annex VI
  - Programme of Work for Annex VI
5. Election of Chairman and Vice-Chairmen
6. Other Business
  - Guidelines for bidding on contracts
  - Next meeting

## 2. Minutes

The Minutes of the meeting of 19 October 1995 were adopted as presented, except for the following amendment requested by the legal office of the IEA:

*"The Executive Committee unanimously invited the Government of the Czech Republic or any entity designated by it to participate in the Agreement"*

## 3. Annex V

### *Financial Report*

The Project Head presented an interim financial report for the three years of Annex V (attached). He anticipated that the work required to complete Annex V would leave a small surplus when the books are closed later in the year. He noted that the Operating Agent had sustained a financial loss during Annex IV of Dfl 29,175, as a result of failure of two Participants to pay their contributions for that Annex. The meeting agreed that there was no point pursuing these payments further.

It was moved by Canada, seconded by Switzerland, that the financial surplus from Annex V be used first to pay off the deficit incurred by the Operating Agent in Annex IV, and that the balance be applied to Annex VI; the motion was adopted unanimously.

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#### *Progress Report*

The meeting accepted the Progress Report, dated 2 May, 1996, presented by the Operating Agent (this report had been discussed in detail during the preceding ETSAP Workshop). The principal conclusion was that ETSAP has made many small steps in the direction laid out in its strategic plan, but that there is still a long way to go. It confirmed the ongoing validity of the strategic plan and agreed that it would be used as needed in presenting ETSAP to various audiences.

#### *First Workshop*

The meeting thanked its Belgian hosts for organizing a very interesting seminar with the IEA Expert Group, offering a good opportunity to unite two sides relating to one issue, and for the excellent arrangements throughout the week.

#### *Contributions to other IEA projects*

The Project Head reported on his contribution to the IEA/OECD project to assist Annex I countries with methodologies for common actions; this study draws on ETSAP work. The meeting shared the pride of the Swiss delegate in the invitation extended to the ETSAP Project Head to participate in the pending IEA Seminar on "Economic and Energy Market Impacts of Implementing Various Quantified Emission Limitation and Reduction Objectives under the FCCC" (Paris, May 30-31). The meeting noted with satisfaction the contribution that four ETSAP partners and Estonia are making to the CHALLENGE project.

#### *Final Report of Annex V*

The meeting accepted an outline for the final report presented by the Project Head. A draft report will be prepared based on the outline. It will be circulated in sufficient time for the incorporation of comments and then adoption at the next meeting. It will be edited by Tom Kram and Douglas Hill; there will be explicit mention of the contributors.

## **4. Annex VI**

### *Participation*

Three countries have already sent formal letters to the IEA announcing their participation in Annex VI. The Italian authorities are invited to confirm the participation of ENEA. Two participants in Annex V (ETSU, UK and KFA, Germany) have indicated that they will not be able to participate in Annex VI. The Executive Committee unanimously agreed to the change in the German Contracting Party from Forschungszentrum Jülich (KFA) to the Institute of Energy Economics and Rational Use of Energy (IER) of the University of Stuttgart. Korea will be an Associate Participant. Australia also hopes to participate, subject to financial constraints. It is anticipated that there will be between 12 and 14 participants in Annex VI.

### *Text*

The meeting took note of editorial suggestions on Annex VI provided this morning by the IEA Legal Office. The meeting decided that, although the suggestions are helpful, it would not be timely to make further changes to the text that had been adopted at the previous meeting and agreed with national authorities by December 15, 1995. The meeting agreed to correct an error in the text distributed in January and asked the Operating Agent to issue a revised version.

### *Director's letter*

The meeting took note of a letter from Mr. H.J. Koch, in which he proposed to invite Contracting Parties that have not been active to reconsider their membership. The meeting welcomed the opportunity for the Director to remind national authorities. It nevertheless asked the Chair to let Mr.

Koch know that timing and tone could be important in two cases where colleagues wish to participate in Annex VI. The Chair will also invite Mr. Koch to attach to his letter the ETSAP Prospectus and the ETSAP paper published recently in Energy Policy. He will suggest that the Director invite countries to participate, and wait a year before suggesting that they withdraw from the Implementing Agreement.

#### *Programme of Work*

The meeting adopted the programme of work developed during the ETSAP Workshop. It decided that its top priorities are:

Technical data services  
Assessment of Common Actions (with the collaboration of PSI);  
Advancement of Tools (with the collaboration of DWI and IER);  
Marketing mechanisms

ETSAP plans to make strong contributions to other IEA studies, in particular on fuel cells and on advanced local energy planning.

#### **5. Election**

It was moved by Norway, seconded by Belgium, that John Hollins, Canada be elected Chair and Yoshiaki Ando, Japan and Giancarlo Tosato, Italy be elected Vice-Chairs; the motion was adopted unanimously.

#### **6. Other business**

##### *Guidelines*

The meeting considered a case earlier in the year in which both the Operating Agent and another ETSAP participant were parties to competing proposals for a contract that required knowledge of MARKAL-MACRO. It agreed in principle to the following guidelines to promote the use of ETSAP tools and to establish a level playing field for all Participants:

- a list of existing engagements and investments by ETSAP Participants to foster the use of ETSAP tools in other countries will be drawn up; this list will be put on the ETSAP Home Page when it is opened;
  - if an ETSAP participant sees opportunities to start collaborating with a country on the above list, with possible interference with the prior engagements featuring on the list, it will contact and consult the ETSAP participant(s) concerned with the aim to arrive at a mutually agreeable working arrangement;
  - the Operating Agent will not promote its role as Operating Agent in any proposals to which it is party in which ETSAP tools are a particular requirement and other ETSAP participants are making competing proposals;
  - the Operating Agent will distribute in a timely manner to all ETSAP Participants any Requests for Proposals which it receives as the primary contact for ETSAP;
- These guidelines will be reviewed and confirmed at the next meeting.

##### *Next meeting*

The meeting agreed that the Operating Agent pursue the possibility of holding the next workshop and executive committee meeting at IIASA in the 2nd, 3rd, or 4th week of October, avoiding, if possible, the dates of the IEA Expert Group, Oct 22-24.