

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

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Held in Beijing (Science Hall, Friendship Hotel) on October 23, 2003 (9:00 – 12:30)
Completed by means of a written procedure (March 15, 2004)

Preface

Soon after the Executive Committee meeting, the IEA secretariat communicated that the ETSAP Implementing Agreement would expire at the end of June 2004. According to art. 11 “Final Provision” of the ETSAP Implementing Agreement, “this Agreement [...] may be extended for additional periods not greater than five years as may be determined by the Executive Committee, acting by unanimity and subject to the approval of the Committee for Energy Research and Technology (CERT) of the Agency”. The request for extension has to be endorsed by the End Use Working Party, which will meet on March 29-30, 2004. Two weeks before that date, the Members of the EUWP have to receive the End of Term report that justifies the request for extension.

Therefore the Executive Committee is urgently requested to take decisions, which will be recorded by the Written Procedure. According to the IEA rules, these decisions can be retroactively validated and have to be included in the Minutes. Point 4.1.2, in italics underlined, refers to the decisions taken by the Written Procedure. The Contracting Parties that answered to the written procedure are underlined.

Country representatives

<u>Mr. Ken Noble</u>	<u>Australia</u>
<u>Ms. Anne Fierens</u>	<u>Belgium</u>
<u>Mr. GianCarlo Tosato</u>	<u>Italy</u>
<u>Mr. Heesung Shin</u>	<u>Korea</u>
<u>Mr. Socrates Kypreos</u>	<u>Switzerland</u>
<u>Mr. Tanay Sidki Uyar</u>	<u>Turkey</u>
<u>Mr. Peter Taylor (Deputy Chair)</u>	<u>United Kingdom</u>

“Stand-ins”

<u>Mr. GianCarlo Tosato, for Hertsel Labib</u>	<u>Canada</u>
<u>Mr. Evasio Lavagno, for Mr. Domenico Rossetti di Valdalbero</u>	<u>European Commission</u>
<u>Mr. Uwe Remme, for Alfred Voss</u>	<u>Germany</u>
<u>Mr. Evasio Lavagno, for Mr. George Giannakidis</u>	<u>Greece</u>
<u>Mr. Osamu Sato, for Mr. Mutsuo Nishioka</u>	<u>Japan</u>
<u>Mr. Peter Taylor, for Koen Smekens</u>	<u>The Netherlands</u>
<u>Mr. Erik Ahlgren, for Johanna Andréasson</u>	<u>Sweden</u>
<u>Mr. GianCarlo Tosato, for Mr. Phillip Tseng</u>	<u>United States</u>

Guests

Mr. Yufeng Yang, ERI	China
Mr. Jong-Whan NOH, KEMCO	Korea
Mr. Peter Read, Massey University	New Zealand
Mr. Fridtjof Unander	IEA Secretariat
Mr. Sam Morris	ETSAP News, Editor
Mr. Gary Goldstein	ETSAP, Primary System Coordinator
Mr. Amit Kanudia	Canada / India

Opening

The Deputy Chair of ETSAP, Peter Taylor, opened the meeting at 9.00.

He welcomed Mr. Jong-Whan NOH (Center for Climate Change Mitigation Projects, The Korea Energy Management Corporation, KEMCO), who will replace Mr. Heesung Shin as delegate of Korea.

He welcomed Mr. John Read, modelling expert from New Zealand, and Mr. Yufeng Yang, Energy Research Institute, National Development and Reform Commission of P.R. China. Both countries have expressed interest in joining ETSAP.

1. Quorum Count

A check of countries present with respect to ensuring a proper quorum was taken. This included “stand-ins” nominated by missing representatives whose names were provided to the Project Head prior to the start of the Executive Committee. The Chair declared that a Quorum was present.

2. Agenda

The Agenda was adopted with amendments, as follows:

1. **Quorum Count**
2. **Adoption of the agenda**
3. **Adoption of the minutes of the ExCo held in Vienna on June 26, 2003**
4. **IEA/ETSAP Implementing Agreement:**
 - 4.1 - Communication from the Secretariat
 - .1 - Update text of the Implemented Agreement
 - .2 - Five years extension
 - .3 - Participation
 - 4.2 - Report of the Workshop
5. **Annex VIII (Exploring Energy Technologies Perspectives):**
 - 5.1 - Annual Report 2002
 - 5.2 - Budget 2002
 - 5.3 - Program of work for 2003-4
 - 5.4 - Budget for 2003-4
6. **Annex IX (Energy Models Users' Group)**
7. **Other business:**
 - 7.1 - Distribution of ETSAP tools
 - 7.2 - Next Workshops

Attachments:

- F1: Draft Minutes of the previous Executive Committee (Vienna, June 2003)
F2: Draft Annual Report 2002
F3: Draft 2002 and 2003 Budgets

3. Adoption of the Minutes of the Executive Committee held in Laxenburg, Austria (June 26, 2003)

Given the correction of a few typographical errors, the minutes of the Executive Committee of June 26, 2003 were adopted (see attachment F1 final).

4. IEA/ETSAP Implementing Agreement

4.1 Communication from the Secretariat

.1 - Update text of the Implemented Agreement

The legal office of IEA requested to update the text of our implementing agreement, in order to reflect the document “*IEA Framework for International Energy Technology Co-operation*”, approved in 2003. The Executive Committee approved the amended text proposed by the Office of the Legal Counsel of the Agency. The new text is attached; it highlights the amendments made to the previous text (see document F4).

.2 - Five years extension

The chair presented the End of Term report, drafted by the project head in cooperation with the chair and deputy chairs. The Executive Committee approved the report (see appendix II).

Acting by unanimity, the Executive Committee requested the Committee for Energy Research and Technology (CERT) of the Agency of a five years extension.

.3 - Participation

The Executive Committee took note that there is a new framework on implementing agreements. It is no longer necessary for new contracting parties from members as well as non-members countries to go through the Governing Board to join the agreement. The Executive Committee invited again the hosting country and other users of ETSAP tools to join this agreement.

4.2 Report of the Workshop

The project head briefly reported on the IEA – ERI joint seminar on Energy Modelling and Statistics and the ETSAP specific sessions of the meeting. More than twenty presentations were given, each one translated from Chinese to English or vice-versa. About eighty researchers attended the meeting. Presentations and discussions illustrated the advancement of China related energy models and statistics. The advantage of a stronger cooperation between the IEA and researchers in China on both field has been stressed.

ETSAP specific session were devoted to experiment updated version of TIMES and VEDA front-end, to discuss possible links of ETSAP tools to international energy technology database, to brief participants on recent country activities in modelling and analyses, to outline a possible joint ETSAP – ERI project on a multi-province China energy model.

All the delegates expressed appreciation to the organizers of the workshop, and to Dr. Dadi ZHOU, director of Energy Research Institute of National Development and Reform Commission of China, for his strong support. Special thanks were expressed to Dr. Yufeng YANG for his great commitment that ensured the full success of the meeting.

5. Annex VIII: Exploring Energy Technologies Perspectives

14 countries participate to Annex VIII: ABARE (Australia), FPP Science Policy (Be), NRCan (Canada), DGRTD (EC), TEKES (Finland), IER (Germany), CRES (Greece), JAERI (Japan), KIER (Korea), ECN (Netherlands), STEM (Sweden), PSI (Switzerland), DTI (UK), DOE (US). Groups and researchers in Austria, Denmark, Ireland, Italy, Spain, Turkey expressed the interest to join. China, New Zealand, South Africa have been invited to join. Some changes in the contracting parties in some countries are coming: KIER will be replaced by KEMCO in Korea. Sweden also has a problem with changing the organization representing the country. Organizations not designated by their government can join as sponsors.

5.1 Annual Report 2002

The project head presented the annual report 2002.

The Executive Committee approved it (see Attachment F2final, paragraphs 1 – 4)

5.2 Budget 2002

The project head presented the final 2002 budget. The transition to the new operating agent caused delays in the payment of the dues. Only about 40% of the incomes could be spent. The ExCo approved the 2002 budget (see Attachment F3, page 3 labelled 2002budg).

5.3 Program of work for 2003-4

The project head illustrated the program of work for the ongoing year 2003 and some proposals for 2004. (see Attachment F2, paragraph 5 and transparencies 6-8 of attachment F5).

Core activities include:

- maintenance and ongoing use of ETSAP networks for analytical support,
- demonstration and deployment of new methods, with increased flexibility to depict complex energy systems,
- establishment of linkages with economic and environmental models and approaches that complement the work of ETSAP.

Support activities will be devoted to:

- larger and better use of ETSAP tools, methodologies, data services and knowledge by the governments of the ETSAP Contracting partners,
- the IEA Energy Technology Perspectives Project, and
- promotion of 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.

The diffusion of the methodology will be enhanced through

- improvement of the ESTAP Newsletter,
- preparation of ETSAP papers for WEC2004 and other relevant conferences,
- support to the EC supported NEEDS research project,
- joint activities with IIASA and IEW, and
- organization of common activities / specialised meetings with modelling groups in key countries (e.g. China).

After discussion the ExCo approved by unanimity.

5.4 Budget for 2003-4

The project head illustrated the budget for 2003, breaking out by category the expenses for each task, with the detail requested at the previous meeting (see Attachments F2, paragraph 6, and F3, page 2 labelled 2003budg). The recent payment of the dues by most participants secured the 2003 budget.

Delegates discussed the proposal. Some delegates stressed the need to share with the users the software cost of outreach projects, in order to create a greater commitment on their part. Guidelines should be developed.

The ExCo approved the proposed 2003 budget by unanimity and confirmed the 2002 participation fee of 24000€ per participant per year for 2003.

The project head outlined the 2004 budget proposal. Some delegates suggested that more resources should be devoted to the development of ETSAP tools. The operating agent is requested to present a new version of the 2004 budget, breaking out the expenses for each task by category at the next ExCo.

The ExCo approved the amended version of the outline 2004 budget (see table in attachment F2final). The ExCo confirmed the 2002 participation fee of 24000€ per participant per year for 2004.

6. Annex IX: Energy Models Users' Group

CRES (Greece) and PSI (Switzerland) notified to the IEA secretariat their intention to participate to Annex IX. Therefore the task-sharing annex "Energy Models Users' Group" has entered into force. Other contracting parties have expressed their interest to participate: FPP Science Policy (Be), TEKES (Finland) and Turkey.

After the late approval of the "IEA Framework for International Energy Technology Co-operation", which introduces a greater flexibility for participation, some delegates suggested that the need for two separate annexes should be reconsidered. A draft set of guidelines will be developed for the next meeting.

7. Other business

7.1 - Distribution of ETSAP tools

Taking into account the discussions that took place during the regular ETSAP meeting and the great enhancement of ETSAP tools, the primary system coordinator is requested to update the guidelines for the distribution of ETSAP tools, in cooperation with third party software providers and the project head.

7.2 - Next Workshops

Next workshop tentatively will be in Paris, on the third week of June, jointly with the IEW annual conference. Italy, South Africa and Turkey offered to host the autumn 2004 workshop. Delegates were informed of the offer to hold a users' conference in April of 2004 (or 2005) in Taipei.

The Executive Committee Meeting ended at 12:30.