

6th IEA 4E Executive Committee meeting & Annex meetings

2-5 November 2010, Ottawa, Canada



Location: Novotel, Ottawa

	Tuesday 2-November 2010	Wednesday 3-November 2010	Thursday 4-November 2010	Friday 5-November 2010
Morning 09.00- 12.30	Potential for informal meetings *	4E Mapping & Benchmarking Annex	4E ExCo Meeting	Solid State Lighting performance levels – Review by ExCo Members
Lunch 12.30- 13.30				
Afternoon 13.30- 17.00	4E Mapping & Benchmarking Annex	4E ExCo Review and Strategic Planning Workshop	4E ExCo Meeting	Potential for informal meetings *
Evening		ExCo Dinner	Tour to the Museum of Civilisation	

* Please contact the OA should you wish to use this opportunity

Wednesday 3rd November 2010

4E Strategic Planning Workshop

This workshop will focus on analysing Ex-Co members' views on the Implementing Agreement and in particular identifying possible projects (including Annexes) of priority interest to the membership.

Following the Planning workshop, Ex-Co members will be asked to determine if workshops debating policy issues should precede every Ex-Co meeting or be held every second meeting. For example, the next policy workshop could look at the twin goals of how 4E can better deliver improvements for member state national programmes and how 4E can influence the global equipment efficiency agenda by working more effectively with other players. This could occur at the next meeting in Switzerland or in late 2011. This represents a regular investment of half a day on issues outside the administrative duties required at the formal Ex-co meeting.

13.00 – 13.10 **1. Workshop goals & arrangements**

Introduction by Hans-Paul Siderius:

- *Review of work to date.*
- *Review of Ex-Co questionnaire for project ideas.*
- *Agreement to priority areas for future projects.*
- *Agreement to procedures for developing projects.*

13.10 – 13.30 **2. Questionnaire Review - Past achievements and activities**

Mark Ellis to present an analysis of Ex-Co member responses:

- *What we've done that we consider important.*
- *What we think we are good at doing.*
- *What we think we could be better at doing.*
- *What value are we adding for participants?*

13.30 – 14.10 **3. What can we learn about 4E from the past 2 years?**

Discussion led by Davide Minotti

- *Outcome - to learn from what we have done well and maybe not-so-well.*

14.10 - 14.30 **4. Questionnaire Review - Key priorities for the future**

Mark Ellis to present an analysis of Ex-Co member responses:

- *What should be our future focus areas?*

- 14.30 - 15.00 Coffee Break
- 15.00 - 16.00 **5. Possible Project Ideas – presentations of up to 6 ideas**
- 10 mins each presenter:**
- *Equipment policies to reduce energy consumption (not just efficiency): Davide Minotti.*
 - *How low can we go? Setting energy performance pathways for electrical equipment based on considering the least energy input required to deliver energy services: John Cockburn.*
 - *Four ideas from the questionnaire responses: proponents of each project to make brief presentation.*
- 16.00 – 16.30 **6. Capturing member support for Annexes and other projects**
- Mark Ellis to present a proposed methodology, for discussion.*
- 16.30 – 17.15 **7. Outcomes of this workshop**
- Lead by Hans-Paul Siderius*
- Outcome - agreement to the future Annexes and/or projects to be developed in 2011, and a review of the other workshop goals.*

Thursday 4th November 2010

6th Executive Committee Meeting

Agenda

- 9.00 **1. ExCo Agenda**
- 1.1 Introduction to the agenda
 - 1.2 Adoption of the agenda
- 9.10 **2. Follow up to 4th ExCo meeting**
- 2.1 Summary and approval of previous minutes
- 9.15 **3. Operational Issues**
- 3.1 Vote for 4E Chair and Vice Chair (*)
 - 3.2 Record of ballot for extension of 4E Implementing Agreement
 - 3.3 ExCo Membership issues – treatment of Observers
 - 3.4 Financial statement; 2011 Budget
 - 3.5 Outreach: 4E web site/newsletter
 - 3.6 Timetable of future meetings
- 10.00 *Coffee break*
- 10.30 **4. Mapping & Benchmarking Annex: progress report**
(Davide Minotti, UK)
- 11.15 **5. Motor Systems Annex: progress report**
(Roland Brüniger, Switzerland)
- 12.00 **6. Standby Power Annex: progress report**
(Shane Holt, Australia)
- 12.45 *Lunch*
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**Solid State Lighting Annex – report and ExCo discussion on Friday
9.30-12.00**

13.45 7. **Report on MV & E Conference**

14.15 8. **Communication Strategy**

14.45 9. **Super Efficient Equipment & Appliance Deployment initiative - update**

15.30 *Coffee break*

15.45 10. **Record of Strategic Planning Workshop**

16.00 11. **IEA Secretariat Report**

16.15 12. **Policy highlights**

Roundtable: delegates to highlight new national policy approaches (max 10 mins each country/region)

- Australia
- Canada
- Europe (+CH)
- Korea
- South-Africa
- USA

17.15 12. **Chair's Summary**

17.30 *Close*

() Note: The 4E legal text states: "The Executive Committee shall elect a Chair and one or more Vice-Chairs for a period of two years. Only representatives of Contracting Parties shall be eligible to hold the position of Chair or Vice-Chair of the Executive Committee. No representative of a Sponsor will be eligible to be Chair or Vice-Chair of the Executive Committee."*

Since Hans-Paul Siderius (NL) and Shane Holt (AUS) were unanimously elected as chair and vice-chair respectively of the 4E ExCo in October 2008, an election of office holders will be held at this meeting.

Both Hans-Paul Siderius and Shane Holt intend to seek re-election. Other ExCo delegates are invited to nominate themselves for these positions by notifying Mark Ellis by the 4th October 2010. It should be noted that 4E can create more than one Vice-Chair.

Friday 5th November 2010

6th Executive Committee Meeting

Solid State Lighting Annex – update and review by ExCo Members

09.30 – 12.00 **A detailed Agenda will be produced after the SSL Annex meeting in Shanghai**

Please note that Meeting Papers will be posted on the 4E website restricted area:

<https://login.iea-4e.org/login>

Delegates will be advised by email when all papers are available for download.

In the interest of the environment, additional copies will not be made available at the ExCo.