

Agenda for the 31st 4E ExCo in Toulouse, France

Venue: Hotel Novotel Toulouse Centre Wilson,
15 Place Wilson, 31000, Toulouse, France
Tel: +33 5 61 10 70 70

Day 1: Wednesday, 17 May 2023					
09.00		Welcome	H-P. Siderius		
09.10	1.	Approval of previous meeting minutes, adoption of agenda and matters arising from previous meeting	H-P. Siderius	Decision	A.1
09.15	2.	Operating Issues, including future meeting plans	M. Ellis	Note	A.2
09.45	3.	EMSA progress report	R. Bruniger	Note/Decision	A.3
10.15	4.	EDNA progress report	B. Fitzgerald	Note/Decision	A.4
10.45		<i>Coffee break</i>			
11.00	5.	SSL Annex progress report	G. Zizzis	Note/Decision	A.5
11.30	6.	PECTA progress report	R. Bruniger	Note/Decision	A.6
12.00		<i>Lunch</i>	<i>B. Fitzgerald to Chair afternoon session</i>		
13.30	7.	Appointment of 4E Chair and Co-chairs	H-P. Siderius	Note/Discussion	A.7
13.45	8.	Product Energy Efficiency Trends (PEET): progress report	H-P. Siderius	Discuss	A.8
14.15	9.	Air conditioner project: progress report	A. Armstrong	Discuss	A.9
14.45	10.	Regulating Energy-using Systems: progress report	H-P. Siderius	Note	A.10
15.00	11.	EES&L Evaluation Guide: progress report	P. Bennich	Discuss	A.11
15.15		<i>Coffee break</i>			
15.30	12.	IEA Report, EE Hub, SEAD	K. Lane	Discuss	A.12
16.00	13.	Country Updates (approx. 10mins each)	B. Fitzgerald	Note	
17.45		<i>Close</i>			
19.00		ExCo Dinner			

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This day is formally considered part of the ExCo, so that decisions can be made and recorded (even if it may feel more like a workshop).

The aims of this day include:

- The identify and agree the key Annexes and Tasks that Members will support in the fourth term
- To agree on how best to structure Tasks within Annexes and under the ExCo
- To agree any changes required to the 4E Legal Text and IEA supporting documents

Day 2: Thursday, 18 May 2023		
Timing	Topic	Discussion Details
Moderator: Mark Ellis		
09.00	Introduction	Understanding the aims of this workshop
09.15	The extension process	Explaining the key elements and timeline of the IEA extension process
09.30	Outcome of previous workshop	Presentation of 4E MC Issues Paper Dec 2022 as reminder for members
10.00	<i>Coffee Break</i>	
10.15	High level proposals from Platforms	To include Platform strategic aims and major Tasks to achieve these aims (max 5 slides each Annex)
11.30	Major ExCo Task proposals	Proposals for major ExCo Tasks and their strategic aims
12.00	<i>Lunch</i>	
13.30	Discussion of Tasks and configuration options	Look at how 4E could structure the Platforms and Tasks, eg the options presented in the discussion document
14.30	Members selection of options (game)	Aim to get feedback from each of Members on which Platforms and Tasks they will support and how they wish to see things configured
15.30	<i>Coffee Break</i>	
16.30	Conclusions	Make decisions on the structure including main elements of the fourth term
17.30	Summary of decisions from Day 1 and Day 2	.
19.00	ExCo Strategic Planning Dinner (self-funded)	