

# TCP Universal Meeting 2023

## Agenda

**Fifth biannual meeting of the Technology  
Collaboration Programme**

**25 - 26 October 2023**

IEA Headquarters, 9 rue de la Fédération, 75015 Paris

International  
Energy Agency

**iea**

# TCP Universal Meeting 2023

## Agenda

Wednesday 25 October 2023		
09:00	<i>Welcome coffee and Registration</i>	
09:30	<b>Opening of the TCP Universal Meeting 2023</b>	<a href="#">Livestream link</a>
09:45	<p><b>Session 1: Looking ahead – the Technology Collaboration Programme in a new energy landscape</b></p> <p><i>Plenary</i></p> <p>CERT delegates and TCP representatives will be invited to reflect together on the long-term vision of the TCP network and its contribution to governments' ambitions to attain net zero greenhouse gas emissions in the energy sector by mid-century while ensuring energy security.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> <li>- What are your government’s current key priorities in energy technology related policy and research?</li> <li>- What would TCPs wish to see from CERT and its WPs in terms of strategic guidance and/or improvements in the TCP network’s operation?</li> </ul>	
11:00	<i>Coffee break</i>	
11:30	<p><b>Session 2: IEA’s 2024 Ministerial meeting: 50 years of IEA technology collaboration</b></p> <p><i>Plenary</i></p> <p>During this session, participants will be informed about the plans for the IEA 2024 Ministerial meeting and be invited to provide input to preparations of the energy technology-related activities. The IEA 2024 Ministerial meeting and the IEA 50<sup>th</sup> Anniversary celebrations will be held on 13-14 February 2024.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> <li>- What kind of strategic guidance on energy technology RD&amp;D would you like to see from the Ministerial meeting?</li> <li>- What stories or messages would you like to share for IEA’s energy technology narrative at the IEA Ministerial meeting?</li> </ul>	

12:30	<b>Family photo</b>
12:45	<i>Lunch break</i>
14:00	<p><b>Session 3: Strengthened impact of the TCPs and improved communication within the TCP network</b></p> <p><i>Plenary and breakouts</i></p> <p>The purpose of this session is to further develop the CERT Review’s proposals on how involved government officials, TCPs representatives and the IEA Secretariat may prioritise activities over the next years that may help improve communicating the TCPs’ work.</p> <p><u><i>Pre-read material</i></u></p> <p><a href="#">Attachment 1: Guiding principles for strengthening internal and external communication</a></p> <p><u><i>Questions:</i></u></p> <ul style="list-style-type: none"> <li>- What is your view on the proposals? Is anything essential missing? What should be priority actions for governments, TCPs and IEA Secretariat?</li> <li>- Where do governments (CERT, WP delegates) see most value in reports on TCP activities (i.e. annual briefings)? What is useful information and what is not?</li> <li>- How can governments and the IEA Secretariat further support TCPs in promoting their work?</li> </ul>
15:30	<i>Coffee break</i>
16:00	<p><b>Session 4: Best practices for external communication</b></p> <p><i>Plenary and breakouts</i></p> <p>The purpose of this session is to discuss – and be inspired from – best practices on how TCPs can communicate their work in an engaging way and with added impact. It will look at practical tips and tools to better understand and extend target audiences, optimise websites and publications, evaluate performance with the view of leveraging outcomes, and increasing impact and dissemination to stakeholders.</p> <p><u><i>Pre-read material</i></u></p> <p><a href="#">Report: How to improve communication performance of the TCPs</a></p> <p><u><i>Questions:</i></u></p> <ul style="list-style-type: none"> <li>- What are your views on the report recommendations? Which ones should be of priority?</li> <li>- What challenges do you see with their implementation? Which ones do you view as easier or faster to implement?</li> </ul>
17:15	<b>Wrap-up of Day 1</b>
17:30	<b>Reception</b>

Thursday 26 October 2023	
09:00	<i>Welcome coffee</i>
09:30	<p><b>Session 5: Promoting collaborative efforts across the TCP network: a renewed TCP Coordination Group function</b></p> <p><i>Plenary</i></p> <p>During this session, TCP representatives and IEA TCP Desk Officers will have an opportunity to discuss the renewed TCP Coordination Groups mechanism. This new collaborative platform will further enable TCPs, CERT and its Working Parties and the IEA Secretariat to work together around cross-cutting topics, through time-limited activities and raised awareness of CERT delegates. During the first part of this session, IEA Secretariat and TCP colleagues will present initial concepts for Coordination Groups, where potential outputs and resources have already been identified and secured.</p> <p><u><i>Pre-read material</i></u></p> <p><a href="#">Attachment 2: Guiding principles for TCP Coordination Groups</a></p> <p><u><i>Questions:</i></u></p> <p>- What cross-cutting topics may TCP Coordination Groups potentially be established on? (Session 5: Continuation)</p>
10:30	<i>Coffee break</i>
11:00	<b>Special remarks by Dr Fatih Birol, IEA Executive Director</b>
11:30	<p><b>Session 5: Continuation</b></p> <p><i>Breakouts</i></p> <p>The opening presentation will be followed by an interactive session in which TCPs and IEA Secretariat staff can brainstorm together about possible joint activities and areas of collaboration linked to governments' current policy challenges, such as power system resilience, carbon management, decarbonisation of transport and industry, scale-up of low-emission hydrogen demand, critical minerals, or promoting net-zero emission buildings.</p>
12:30	<i>Lunch break</i>
14:00	<p><b>Session 6: Review of the TCP Request for Extension mechanism</b></p> <p><i>Plenary</i></p> <p>The purpose of this session is to invite TCPs to provide their detailed input for how the Request for Extension mechanism can be improved (in accordance with the CERT Review's proposal) to be as useful as possible for the TCPs themselves as well as the governance of the TCPs.</p>

	<p><i>Pre-read material</i></p> <p><a href="#">Attachment 3: Guiding principles for revision of the Request for Extension mechanism</a></p> <p><i>Questions:</i></p> <ul style="list-style-type: none"> <li>- What is your view on the proposals?</li> <li>- Where do you see most value in the RfE process? What is useful and what is not? Is there anything essential missing?</li> <li>- How could it be improved to bring more value to both TCPs and governments (CERT, WP delegates)?</li> </ul>
<p><b>15:25</b></p>	<p><b>Closing remarks</b></p>
<p><b>15:30</b></p>	<p><b>End of TCP Universal Meeting 2023</b></p>

## Attachment 1 - Guiding principles for strengthening internal and external communication

1. The CERT Review has shown that there is potential to improve both internal communication within the TCP network and the communication of the individual TCPs' outputs and activities.
2. To further improve this area of work, the CERT Task Force will, with the support of the Secretariat and in consultation with the CERT, Working Parties, the EGRD and TCPs, propose revisions to the existing Communication Framework [\[IEA/CERT\(2016\)7/REV1\]](#) taking into account other joint efforts by the CERT, its Working Parties, TCPs and the IEA Secretariat to improve communication, with the view to seek a decision at the CERT's first meeting in 2024, using the following guidance from the CERT Review process:
  - a. CERT and Working Party delegates are expected to:
    - ii. Identify a national TCP network co-ordinator that can work as a focal point for any TCP-related matters.
    - iii. Organise TCP national days, bringing together all national TCP representatives.
    - iv. Regularly assess their participation in the TCPs and how it aligns with national priorities.
    - v. Be ready to share information about how they administer their TCP participation to help the Secretariat put together guidance on best practices.
    - vi. When relevant, facilitate communication between national representatives of various existing international platforms working on clean energy, including the TCPs, Mission Innovation and Clean Energy Ministerial.
  - a. The TCPs are expected to:
    - i. Each provide an annual written briefing to the Secretariat by 31 January, in line with the template and guidance on appropriate length, provided by the IEA Secretariat. The Annual briefings will be made available by the Secretariat on the Delegates' Hub.
    - ii. Provide status updates, on the request of the CERT or a Working Party; inputs to the IEA Secretariat's activities (under point 6c); and other requirements as included in the TCP Framework (article 8).
    - iii. Be open to invite and involve CERT and Working Party delegates as well as IEA TCP desk officers in their Executive Committee meetings.
    - iv. Establish communication channels with relevant initiatives under other existing international platforms, such as the Clean Energy Ministerial and Mission Innovation.
  - b. The IEA Secretariat is expected to:
    - i. Coordinate CERT and Working Parties' meeting dates to inform IEA member countries as well as the TCPs for the planning of their Executive Committee meetings.
    - ii. Update the Delegates Hub regularly with information relevant for CERT, Working Party, EGRD and TCP delegates.
    - iii. Prepare briefing material about TCP network, including the role of CERT, its Working Parties and the TCPs;
    - iv. Review and seek to improve the visibility of the TCPs on the IEA website.

- v. Find a sustainable way to communicate the success stories and results of the TCPs, drawing on past experience, such as one-pagers, newsletters and the Today in the Lab/Tomorrow in Energy series.
- vi. Organise webinars relevant to such as the management of the TCPs, in order to learn from each other.
- vii. Organise the TCP Universal meeting every two years (at a minimum)
- viii. Share information with the TCPs, when relevant, about ongoing activities, such as the Breakthrough Agenda and activities under the Clean Energy Ministerial and Mission Innovation.

## Attachment 2 - Guiding principles for TCP Coordination Groups

1. A thematic **TCP Coordination Group** may be established under the CERT, with the purpose to:
  - a. Facilitate joint projects between TCPs.
  - b. Facilitate joint projects between the IEA and TCPs.
  - c. Inform CERT or Working Party delegates in a co-ordinated way about ongoing work within the TCPs on a specific area of particular interest.
2. The CERT may approve the establishment of a informal TCP Coordination Group, either on its own initiative or following a proposal from a Working Party, a minimum of three TCPs, or the IEA Secretariat.
3. A proposal to establish a new TCP Coordination Group should be accompanied by a short project plan with clear output(s), in accordance with a template provided by the IEA Secretariat.
4. A TCP Coordination Group should have a time-limited mandate tied to the suggested output(s), preferably to be no longer than 2 years.
5. For the CERT to approve the establishment of a new TCP Coordination Group, a prerequisite is that sufficient resources are secured in advance for delivering the desired output.
6. TCPs, or other initiators of TCP Coordination Groups, are encouraged, when appropriate, to involve other international platforms, such as relevant initiatives under the Clean Energy Ministerial and Mission Innovation, in the Projects.
7. Individual projects or activities under a TCP Coordination Group may be carried out with contributions from multiple TCPs or groups of TCPs through joint Tasks/Annexes or other collaborative mechanisms. The TCP Coordination Groups are not intended to replace these complementary mechanisms.
8. The CERT-established TCP Coordination Group mechanism replaces the existing Coordination Groups established under EUWP.



### Attachment 3 - Guiding principles for revision of the Request for Extension mechanism

- As shown by the interviews carried out for the CERT Review, TCPs regard the Request for Extension (RfE) mechanism as an important self-assessment. However, some TCPs noted that the process of preparing the documentation represents a significant administrative burden. Others argued that the documentation needed is justified and should not be reduced. Some TCPs also noted that the strategic feedback given by senior government officials through either the CERT or Working Parties was sometimes rather limited, and that their feedback often arrived too late in the RfE process.
- Revision of the existing Guidelines for the Request for Extension (RfE) process concerning IEA Technology Collaboration Programmes [[IEA/CERT\(2016\)6](#)] has the potential to clarify the involvement and role of the CERT and Working Parties in relation to the TCPs' development and extension process. It would also provide an opportunity to find ways to simplify the administrative process for the benefit of both the TCPs and the Working Party responsible for their oversight.
- To this end, the CERT Task Force is asked to develop a proposal, with the support of the Secretariat and in close consultation with the Working Party cabinets and TCPs, for the CERT's consideration at its first meeting in 2024. The aim of the proposal will be to revise the TCP network's RfE process in accordance with the following principles:
  - a. To provide clearer guidance to TCPs, the revised RfE document should specify the criteria that the CERT and Working Parties will use in evaluating whether TCPs should be granted an extension. These criteria should be seen as guiding considerations, leaving sufficient flexibility to consider exceptional circumstances. These criteria may include:
    - ix. Alignment with IEA Ministerial mandates, in particular showing how the TCPs will help contribute to supporting countries in the global effort to attain net zero GHG emissions in the energy sector by mid-century while ensuring global energy security.
    - x. An expectation that TCPs have sufficiently broad participation from governments around the world, ideally including contracting parties from at least five countries.
    - xi. A sustainable funding model for the TCP's operation and planned activities that is managed efficiently and transparently.
    - xii. A communication plan and a regularly updated website with information about the TCP's activities or potential interests.
    - xiii. A proven record of co-ordination with other TCPs and other multilateral initiatives, to ensure complementarity, including systematically informing other relevant TCPs when initiating new tasks.
    - xiv. Proper and correct use of the Technology Collaboration Programme branding in external communication, in a manner that clearly communicates the distinction between the IEA Secretariat and the TCP.
  - b. To simplify the process for both the TCP and the reviewers, the CERT Task Force is invited to suggest improvements to the supporting documentation used for the RfE

process, e.g. the End-of-term report, the Strategic work plan and the Questionnaire. Working Party cabinets should be consulted on the need for revisions to the Working Party feedback form.

- c. All Working Parties may initiate a mid-term report for each TCP (if not already in place) to ensure an opportunity for the Working Parties to provide strategic feedback earlier in the process.

To ensure better and more timely input to the TCP's RfE process, an informal "peer review group" could be set up after the mid-term report to support the TCP in preparation of the next RfE. The CERT Task Force is invited to further develop details about the proposed "peer review groups", in close collaboration with relevant representatives from the TCP network, including on size, composition, how they are selected and how they will operate.

## Personal Data Protection Notice for the “TCP Universal Meeting 2023”

Please refer to the [Data Protection Notice regarding Visitors to the IEA and IEA Event Participants](#) available on the IEA’s website for further information regarding the IEA’s processing of your personal data for the “TCP Universal Meeting 2023” taking place on 25-26 October 2023 (the “**event**”) and your rights in relation to your data.

If you have further queries or complaints related to the processing of your personal data, please contact the Organisation for Economic Cooperation and Development (OECD) [Data Protection Officer](#). If you need further assistance in resolving claims related to personal data protection you can contact the OECD [Data Protection Commissioner](#).

The IEA also wishes to inform you that:

- The event will be recorded and partially webcast live at <https://iea.li/TCPmeeting>. Additionally, the recording will be posted after the event on the IEA’s website. This in order to expand access to a wider audience, including people who weren’t able to attend the event. Photographs may also be taken to facilitate communications and publicity. The recordings and photographs may be disseminated on social media channels and potentially re-used for informational purposes for up to 5 years. Additionally, the livestream recording will be available for public review for up to 10 years. All such material will then be archived at the IEA for an indefinite period of time. Only limited IEA staff have access to such archived recordings and photographs. The IEA is unable to edit the recording during the live webcast or after the event in order to obscure any participant’s image.

As mentioned in the notice, we may also contact you about future events that might be of interest. If you do not wish to be contacted about future events, please send an email to [tcp@iea.org](mailto:tcp@iea.org)