**IEA Implementing Agreement on High Temperature Superconductivity**

**(IEA IA-HTS)**

***Draft* Minutes from the**

**Executive Committee Meeting held on 16 February, 2016**

**Hosted via Web/phone**

**ExCo Participants:**

Germany: Tabea Arndt

Italy: Luciano Martini

Giuliano Angeli

Mario Fanelli

Japan: Susumu Kinoshita

Hiroyuki Ohsaki

Tsutomu Watanabe (Operating Agent)

Yutaka Yamada (Operating Agent)

Switzerland: Bertrand Dutoit

United States: Brian Marchionini (Operating Agent)

* Welcome and approval of agenda and December meeting minutes
  + Meeting agenda was approved.
  + Meeting minutes from December were approved.
* Financial report
  + Mario Fanelli gave an update of the financial situation (see power point slide for more detail).
* OA Support
  + Luciano gave an update of ISTEC and described proposal for Yutaka Yamada to serve as OA.
  + There was support from those on the phone to have Yutaka Yamada and Brian Marchionini share operating agent duties in 2016-2018.
  + There was a proposal to revise the OA contracts and have Luciano sign them for the 2016-2018 timeframe. In addition, Energetics and Yamada-san are requesting a downpayment of $10k for travel and $10k for labor to start the new term.
* Roadmap status
  + Luis Munuera, our new desk officer, is reviewing and should provide comments this week.
  + Once comments are received, the operating agents will provide a final version of the document.
* OA work plan
  + We did not have a chance to discuss this in any detail, but the draft list of tasks is listed in the power point and here for your convenience:
    - Roadmap update and revising
    - World Projects at a Glance update and revising
    - HTS News/quarterly achievements of projects and demonstrations
    - Technical report for new advancement advanced wire (Scribed REBCO, Roebel, Corc, MgB2…) or others (need discussion)
    - HTS-IA activity dissemination
    - Educational program (for Young Generation) IEA-ISS Joint session
    - IA activity dissemination: ASC 2016, EUCA, ISS…
    - Collecting information and opinions (Japanese domestic HTS meeting with NEDO) before each ExCo
    - Rebranding/Marketing
    - Website, new members
* EUWP Meeting in Munich
  + It’s possible that Tabea will be able to attend of get a German contingency to do so. Brian will send her the appropriate info out to the ExCo about the meeting background.
  + Luciano is going to represent the HTS IA during the Coordination Workshop hosted in Paris at the IEA HQ on March 1st.
* ASC 2016 Planning
  + The abstract we submitted on the HTS roadmap was accepted as an invited talk.
  + We also have the opportunity for a special session.
  + ASC will provide meeting space, A/V, refreshments, etc. Our responsibility would be to line up presenters and discussion points. We need to decide if we are going to take the lead organizing this in approximately 1 month.
  + some guidance on the special session from Michael Parizh, one of the conference organizers:
    - The Special session is two hours or longer. We recommend more than two Speakers. Possible formats:
      * Several presentation (up to 8) followed by extended Q&A session
      * One hour of presentations followed by Panel discussion format
      * Other formats are welcome
  + There was general consensus of those on the phone that we could support this, but need input from others on the ExCo. We should come up with an interesting title/topic or theme for the session.
* Updates on May ExCo meeting in Germany
  + Tabea needs RSVPs for this meeting. If you haven’t done so, please complete the spreadsheet she sent.
* Other agenda items
  + The annual report will be drafted by March 10 and circulated to Luciano and Ohsaki-san, then sent out to ExCo for review at the May ExCo meeting.
  + Bertrand is organizing a summer school on superconductivity modeling 20-24 June in Lusanne Switzerland. More information: <http://appliedsc.epfl.ch/school/>
  + 19-28 April, regular web meeting with ExCo (will be proposed by Doodle)
  + 15 March telecon with OAs and chair/vice chair
  + We need to complete a “2-pager” for Michael Moser highlighting our achievements in 2015, by 19 February

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|  | **Agreed Decision or Action** | **Responsible Party** | **Due date** | **Status** | **Notes** |
| **1** | Decide to support ASC “special session” | All | **19 February** |  |  |
| **2** | 2 pager for EUWP | OAs | 22 February |  |  |
| **3** | Provide RSVP to Tabea | All | 26 February |  |  |
| **4** | Approve Yamada and Marchionini as OAs; provide downpayments to Energetics | ExCo | 29 February |  |  |
| **5** | Incorporate Luis’ comments on the Roadmap | OAs | 4 March |  |  |
| **6** | Draft Annual Report | OAs | 10 March |  |  |
| **7** | Review world projects at a glance\* (not discussed on latest call, but carried over from last call. Brian will send latest version by 22 February) |  | 15 March |  |  |
| **7a** | EU | Luciano/Tabea/ Mathias |  |  |  |
| **7b** | US | Debbie/Brian |  |  |  |
| **7c** | Japan | Watanabe/Yamada |  |  |  |
| **7d** | Korea | Sidole |  |  |  |
| **7e** | China | All |  |  |  |
| **7f** | Russia | All |  |  |  |
| **8** | Decide on attending EUWP meeting in Munich early March | Tabea |  |  |  |
| **9** | Develop 1 pager or white paper tutorial on HTS motors. Can be shared with other IA (including 4E) that are not aware of the technology | Tabea | By May ExCo |  |  |