**IEA Technology Collaboration Program (TCP) on High Temperature Superconductivity**

***Note: IEA changed “Implementing Agreement” to “Technology Collaborative Program”***

***Draft* Minutes from the**

**Executive Committee Meeting held on 21 April 2016**

Hosted via Web/phone

**ExCo Participants:**

Canada: Julian Cave

Germany: Tabea Arndt

Italy: Luciano Martini

Giuliano Angeli

Japan: Susumu Kinoshita

Hiroyuki Ohsaki

Yutaka Yamada (Operating Agent)

Switzerland: Bertrand Dutoit

United States: Brian Marchionini (Operating Agent)

**Financial report**

* Luciano gave a brief updates on the payment status of the members.
* A revised financial report will be given at the ExCo meeting in Munich.

**Roadmap Status**

* Country representatives can send out the full version of the document to experts that contributed in their region. OAs will compile list of names/emails and provide to country representatives. If country representatives prefer to have OAs send out, please reach out to them.
* OAs will send executive summary link to Luis Munuera to post on IEA website.

**Brief Update on EUWP Meeting in March**

* IEA would like technical reports and materials from the TCPs, but also information on which projects should be funded in the future. They can help to advocate for certain types of projects that help to fulfill their mission. We should discuss this opportunity at the meeting in Munich.

**Draft Agenda for Meeting in Munich**

* Need to confirm with Tabea the amount of “closed session” time needed for the meeting.
* Opening remarks (*by German Host – Tabea Arndt*)
  + Short report from the EUWP Meeting in Munich
* Welcome, apologies for absence and Agenda approval (*Luciano Martini*)
* Approval of the minutes of the last ExCo meeting
* Summary of Operating Agent (OA) contribution to TCP HTS activities (*Brian Marchionini and Yutaka Yamada)*
* Approval of FY15 Annual Report and approval/signature of ExCo contract to OAs (*ExCo members*)
* OAs main activities for FY2016: ongoing and proposed work, OAs responsibilities sharing, etc (*ExCo members inputs*)
* ExCo members’ discussion on TCP HTS strategy, main priorities, approach and duties, interactions with IEA headquarter and other TCPs, engagement of new members
* Update from ExCo members about HTS projects in their own countries
  + Ex: German National Conference
* World Scientific Series on Applications of Superconductivity update (*Guy Deutscher*)
* Financial report: Account status and collected fees (*Luciano Martini*)
* AOB (e.g., agreed Actions List, next steps, …)
* Date and place of next ExCo meeting(s)
* Technical visit to the Augsburg FCL *(Tabea Arndt*)
* End of ExCo Meeting

**Proposed OA Tasks for 2016-2017**

* Examples of OA tasks for the next two years are listed below. These items will be discussed further at the meeting in Munich.
* 1-2 page policy document for IEA
* “Rebranding/Marketing” for higher visibility and impact
  + Website update. OAs are developing new website material; it will be hosted on a new site and presented in draft at the ExCo meeting in Munich. If you are interested in helping to review the materials for the new site then please let Brian know.
* Survey on advancement of HTS wire
* HTS News 2016
  + 4x/year
  + Posted on website

**ASC Special Session Update**

* If possible, we should try to extend the time from 120 minutes to 130 or 135 minutes to allow for more roundtable discussion with the panelists.
* Discussion points were made regarding having the wire vs applications session first. Additional comments welcome.
* We should also try to have a short wrap up discussion at the end of the session to summarize 4 key messages

**2015 Annual Report**

* OAs will revise the Annual report to include more information about previous ExCo meetings and add some details to show what the TCP does. The amount of detail/length should be in alignment with other TCPs of similar scope/size (1-2 Annexes).

**Action Items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Agreed Decision or Action** | **Responsible Party** | **Due date** | **Status** | **Notes** |
| 1 | Revise the Annual report to include more information about previous ExCo meetings and add some details to show what the TCP does. | OAs | 6 May |  |  |
| 2 | Confirm with Tabea about the amount of closed session time needed | OAs/Luciano | 25 April |  |  |
| **3** | ExCo payments | Those that are not current on payments, please contact Luciano/Mario | 29 April |  |  |
| 4 | ASC Special Session Planning—see if there is a way to extend the time | Brian | 29 April |  |  |
| **5** | Send executive summary of Roadmap to Luis Munera to post on IEA site | Brian | 29 April |  |  |

Draft minutes prepared by Brian Marchionini

21 April 2016