

Steering Committee Meeting n° 11

European Wind Energy Association, 80 Rue d'Arlon - 1040 Brussels.
2 March 2011

Minutes

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April 2011

1. Participants list

Steering Committee

Name	First Name	Company/Institute	Alternate
Beurskens	Jos	ECN	
Borri	Claudio	CRIACIV at Università di Firenze	
Buddenbger	Joerg	EWEA AG	
Chaviaropoulos	Takis	CRES	
Donoso	José	Gamesa	Jose Malumbres
Gasco	Carlos	IEA	
Hessel	Christoph	GE Wind	Jaco Nies
Holttinen	Hannele	VTT Technical Research Centre of Finland	
Kariniotakis	George	Ecole des Mines de Paris	
Kruse	Henning	Siemens	
MacAskill	Allan	Seaenergy Renewables	
Nath	Christian	Germanischer Lloyd	
Petersen	Erik Lundtang	Risoe National Laboratory	
Prats	Josep	Ecotecnia	
Quarton	David	Garrad Hassan	Ben Hendriks
Stroem Madsen	Finn	Vestas	Lise Backer
Tande	John Olav	SINTEF	
Taylor	Allan	Office for Renewable Energy Deployment	Richard Hall
Thor	Sven-Erik	Vattenfall	

Steering Committee - not represented

Name	First Name	Company/Institute
Gertmar	Lars	ABB (retired)
Flamang	Peter	Hansen Transmissions International
Hohmeyer	Olav	Flensburg University
O'Kane	Paddy	SSE Renewables
Nielsen	Frank	LM
Santamaria	Angeles	Iberdrola
Skarzynski	Grzegorz	Polish Wind Energy Association
Zervós	Arthouros	NTUA

Secretariat

Name	First Name	Company/Institute
Gagliardi	Filippo	EWEA
Radvilaite	Vilma	EWEA
Conconi	Manuela	EWEA
Jensen	Peter Hjuler	Risoe/DTU

2. Agenda

<p style="text-align: center;">Steering Committee Meeting n°11 <i>European Wind Energy Association, Brussels</i> <i>March 2nd, 2011 – 3:00 to 6:00 PM</i></p>

Time	Wednesday March 2 nd , 2011
15:00	Introduction and welcome of participants (<i>Henning Kruse, TPWind Chairperson</i>)
15:15	The new TPWind ToR (<i>Filippo Gagliardi, TPWind Secretariat</i>)
15:45	The renewal of the TPWind SC: managing the call for expression of interest (<i>Filippo Gagliardi, TPWind Secretariat</i>) A discussion on how to renew the SC will follow the presentation
16:30	Coffee break
16:45	The implementation of the EWI: achievements and next steps (<i>Filippo Gagliardi, TPWind Secretariat</i>)
17:15	The TPWind 7 th GA: agenda and goals (<i>Filippo Gagliardi, TPWind Secretariat</i>)
17:45	Conclusions and next steps
18:00	End of meeting

3. Main decisions

3.1 Introduction

Mr. Henning Kruse, TPWind Chairperson, opened the meeting by welcoming participants and presenting the agenda. He also informed participants that the main goals of the meeting were to discuss the new Platform's Terms of Reference and the renewal of the Steering Committee.

TPWind is now funded through the new FP7 TOP Wind project, which started on 1 February 2011 and will last until 31 January 2014. TOP Wind replaces the FP6 Windsec project, which provided EU funding to TPWind over the 2007 – 2010 period.

The role of the Platform became much more prominent over the past two years. TPWind, which was created as a permanent network of wind energy R&D experts, is now a key player of the EU energy policy framework, especially because of its role in the development and implementation of the European Wind Initiative (EWI).

For this reason, and because of the launch of the TOP Wind project, TPWind began a renewal process in 2010, which led to the selection of new Working Group members and to the enlargement of its membership base. The renewal of the Steering Committee in 2011 will complete this process.

Mr. Filippo Gagliardi, TPWind Secretary General, confirmed that the TOP Wind project will be circulated within the Steering Committee.

3.2 The new Terms of Reference

Mr. Gagliardi presented the new Platform's Terms of Reference (ToR), including the objectives of the Platform and the rules governing the different bodies.

Current TPWind goals, which open the ToR together with a description of the Platform's EU policy background, are the following:

- Improve the internal communication and the external representation of the wind energy sector
- Disseminate information on wind power R&D
- Draft strategic plans for the development of wind energy in Europe (e.g. EWI documents and new SRA/MDS)
- Contribute to the development and implementation of relevant EU energy policies (e.g. EWI)
- Provide members with a permanent forum focused on wind energy research

The different bodies of the Platform are the following:

- The Secretariat
- The Executive committee
- The Advisory Board
- The Member States Mirror Group
- The Steering Committee
- The Working Groups

The rules governing these bodies are outlined below:

3.2.1 Secretariat

- It is composed by EWEA, Risoe and Garrad Hassan
- EWEA, being the leader of the TOP Wind project, hosts the TPWind Secretariat
- It is the Platform's operational arm: it takes care of its logistics and ensures its external representation
- It is neutral towards the conclusions of TPWind but can provide support and inputs to Working Groups if needed
- It reports to the Steering Committee and the European Commission
- It manages TOP Wind project

3.2.2 The Executive Committee (ExCo)

- It currently has 6 members, but this is an exception applicable to the present term only (which will end in May 2012): the rule is to have up to 5 Executive Committee Members (one Chair plus two Vice-Chairs and two Alternates)
- ExCo members decide autonomously who shall act as Chair, Vice-Chair or Alternate
- The ExCo acts as a link between the Secretariat and the Steering Committee (which is the Platform's main decision making body) and therefore takes care of the day-to-day management of the Platform. However it cannot make decision concerning the structure or deliverables of the Platform, which need to be discussed at Steering Committee level
- ExCo members are elected only within the Steering Committee (ExCo members therefore need to be Steering Committee members)
- ExCo serves on a personal capacity and their position is not subject to remuneration
- ExCo are elected for a term of 18 months. The last elections took place in November 2010
- ExCo members can serve up to two terms in a row

At the last election (in November 2010), previous ExCo members were re-appointed together with Mr. MacAskill, who joined the ExCo for the first time. For this reason, only Mr. MacAskill could be reappointed for a new term at the next election (which will take place after May 2012).

However, in order to ensure continuity in the management of the Platform and avoid a situation where the entire ExCo is composed of new members, it was decided that at least 2

ExCo members should be automatically reappointed at every election. This means that at least one exception to the two-terms rule will be applied at the next ExCo election, since all its members already served more than two terms with the only exception of Mr. MacAskill.

ExCo members will decide autonomously who should be automatically reappointed at the next election.

3.2.3 The Advisory Board (AB)

- The Advisory Board is not a decision body but has a consultative role only
- It meets once a year and will be responsible for helping with the organization of TPWind energy R&D events and with the update of the Strategic Research Agenda
- AB members are selected by the Steering Committee (invitations sent to IRENA and NRL are still pending).

Mr. Gagliardi underlined the fact that even if NRL could be perceived as competitor (because based outside the EU), it should be acknowledged that the AB will not be involved in the implementation of the EWI and will therefore play no direct role in the development and reinforcement of the EU wind energy sector

- AB members are selected by the Steering Committee and their position is not subject to remuneration
- AB members are selected for the stakeholders they represent: should they change job they will lose their position in the AB and will be replaced
- The TPWind Chair is also the AB Chair
- AB members can appoint alternates, although this practice is discouraged
- AB members representing national associations / technology platforms have a special status: each of them automatically receives the status of observer in a TPWind WG of his/her choice under the supervision of the Secretariat

3.2.4 The Member States Mirror Group (MSMG)

This body, which represents the link between EU Member States and the Platform, has its own Terms of Reference, defining its rules and objectives (it is available here: http://www.windplatform.eu/fileadmin/ewetp_docs/Internal_Website/MSMG/MSMG_ToR_-_new.pdf).

The TPWind ToR will therefore not focus on the MSMG.

3.2.5 The Steering Committee (SC)

- The SC is the Platform's main decision-making body
- It should be composed by maximum 25 people (27 now). Following its renewal in 2011, its number will be reduced back to 25
- The SC meets at least twice a year

- Members of the Steering Committee don't necessarily have to be Working Groups' members. SC members not belonging to any TPWind WG can follow any WG as observers
- SC members are appointed for 3 years and can be re-appointed without limits
- SC members serve in their personal capacity and their position is not subject to remuneration
- SC members can appoint alternates, although this practice is discouraged
- The SC is renewed every 3 years through an ad hoc call for expression of interest
- The SC decide by consensus whenever possible
- Voting rules are under supervision of the ExCo, and depends on the type of decision to be taken:
 - For decisions concerning members of the platform (e.g. appointment or removal of WG Chairpersons), a two-third majority is needed
 - For decisions concerning day-to-day activities of the Platform, a simple majority is needed
- On ExCo decision, and for matters of urgency, written voting is accepted, including electronic format. Voting is under the supervision of the Secretariat. The Secretariat must be able to produce the evidences related to the voting on demand of the Steering Committee
- Majority is based on the number of attendants to meetings, or number of electronic responses. Voting with two-third majority is confidential; voting with simple majority is open

The Secretariat will develop the text of the call for expression of interest required to select new SC members. However, the Steering Committee will be in charge of reviewing it and approving it before its publication.

As agreed by the SC, the procedures for renewing the Steering Committee should be described in details in the TPWind Terms of Reference too (not only in the call).

The European Commission will also be involved in the selection process of new SC members but only with a consultative role.

One of the main tasks of the SC is to review and approve the documents ensuring the implementation of the EWI, i.e. the 3-year Implementation Plans (to be developed by TPWind Working Groups) and the annual Work Programmes (to be developed by the Secretariat). For the sake of efficiency, it is indeed not possible for TPWind WGs to work also on yearly EWI Work Programmes, which are therefore produced by the Secretariat.

However, from now on their review and approval process shall include also Working Groups Co-Chairs and not only SC members, in order to establish a better link between the Platform as a whole and its key deliverables.

To conclude, Mr. Gagliardi specified that, as from 2011, TPWind will organize an energy R&D event every autumn, during which the second round of Working Groups' meetings will take place (the first one being in combination with the annual TPWind General Assembly, to be organized in spring). The AB will support the Platform in the organization of this event.

3.2.6 The Working Groups (WG)

- The primary role of TPWind WGs is to develop research pathways towards cost reductions, also through the proper implementation of the EWI and the constant review and update of the SRA/MDS
- WG members are renewed every three years (current members were officially appointed in December 2010)
- WGs meet at least twice a year
- WG members serve in their personal capacity and their position in TPWind is not subject to any remuneration
- WG decisions are taken by consensus whenever possible. Each member has one vote and a decision is taken on the basis of a simple majority vote should consensus not be achieved. Votes are implemented under the supervision of the Chair, Co-Chair and Secretary
- Upon request of the Chair, and for matters of urgency, written voting is accepted, including electronic format. In this case, the Secretariat must be able to produce the evidences related to the voting, on demand of the WG or of the SC

The appointment of alternates in WGs should be discouraged as much as possible, because of logistical reasons and to preserve the value of the selection process of WGs' members. However, alternates will be allowed if approved by both the Chair and Co-Chair of the relevant Working Group.

As far as observers are concerned, they can be invited if duly justified and if required by the Chair.

In case a Working Group member decides to leave the Platform, the existing reserve list should be used to replace him/her.

If, however, additional candidates will be identified, the ExCo, together with the WG Chair, will have the possibility to select someone who is not in the reserve list.

Also, changes in WGs' composition can be requested by WGs members only and have to be approved by both the ExCo and the relevant WG Chair(s) in order to be authorized (e.g. change of Working Group, replacement with a colleague and so on).

Concerning WG meetings, it was pointed out that meeting twice a year, especially in the start-up period, might be insufficient. It was therefore decided that:

- Chair, Co-Chair and Secretary shall keep each other constantly updated
- WGs shall meet quarterly, at least through a conference call

The Working Groups structure includes the following roles:

- Chairs
- Co- Chairs
- Secretaries
- Vice-chairs

Chairs

Chairs are appointed by the Steering Committee for a period of 18 months and there is no limit to the number of terms they can serve (since it is essential for the SC to appoint very well prepared and knowledgeable Chairs to ensure a proper management of WGs).

Chairs need to be SC members in order to establish a link between the Platform and its decision-making body.

Chairs are WGs' spoke-persons, should supervise their work and make sure that they will stay aligned with their objectives.

Chairs can be removed by the SC should their WGs fail to deliver.

Co-Chairs

Co-Chairs are elected within WGs for a period of 3 years (to make sure that WGs will stay focused on technical issues rather than administrative ones).

If a WG Chair comes from the R&D community, the Co-Chair needs to be a representative of the industry and vice-versa, in order to ensure a balanced management of Working Groups.

Co-Chairs' tasks are the following:

- Provide active support to the Chair in the execution of all his/her tasks (including co-chairing meetings);
- Replace the Chair whenever needed as the leading figure, representative and speaker of the WG;
- Support the WG's Secretary in the implementation of specific tasks whenever deemed appropriate and agreed within the WG (the Secretary should in any case remain the main driving force of every Working Group);
- Replace the Chair in SC meetings whenever he/she is not in the position to join them.

Co-Chairs can be removed by the SC should their WGs fail to deliver.

Secretaries

Secretaries represent the main driving force of WGs.

They are appointed by the Secretariat for a period of 3 years.

They are responsible for organizing, managing and following-up on WGs meetings together with Chairs. They should facilitate the discussion, develop minutes and produce all WG's documents on the basis of the inputs received from members.

The Secretary is also the first contact point for WGs members and should keep momentum by driving WGs toward the achievement of their objectives.

Secretaries can be removed by the SC should their WGs fail to deliver.

Vice-Chairs

Each Working Group has the possibility of appointing up to 2 Vice-Chairs for a period of 3 years.

Vice-Chairs can come from either the industry or the R&D community.

Vice-Chairs' tasks are the following:

- Represent WG members, their interests, needs and expectations vis-à-vis the WG Chair, Co-Chair and Secretary;
- Contribute to the development of a positive working environment by making sure that WG members are engaged and committed;
- Replace the WG Chair and Co-Chair as leading figures, representatives and speakers whenever both of them won't be available (ideally, this should never happen);
- Support the Chair, Co-Chair and Secretary in the implementation of specific tasks whenever deemed appropriate and agreed within the WG (the Secretary should in any case remain the main driving force of every Working Group).

Vice-Chairs can be removed by the SC should their WGs fail to deliver.

3.3 Renewal of the Steering Committee

The Secretariat stressed the fact that the SC needs to be renewed before the end of 2011. The Secretariat suggested applying the same procedure used to renew TPWind Working Groups, i.e. through an ad-hoc call for expression of interest (to be launched in the summer).

The procedure will therefore be the following:

- Candidates should submit a CV and an online application through a dedicated system hosted on the TPWind website
- New members will be announced by the end of 2011
- The next renewal will take place in 2015
- The Secretariat suggested the automatic reappointment of ExCo members and WG Chairs, in order to ensure continuity in the management of the Platform
- The MSMG Chair will also be automatically reappointed, as indicated in the MSMG ToR
- The new Steering Committee shall have maximum 25 members
- Detailed call's guidelines will be published together with the application form

The selection process will be based on the following guidelines:

- Candidates will be evaluated by ExCo members, WG Chairs and TOP Wind partners' representatives (1 per partner). The selection committee will therefore be composed of 14 people
- At the end of the procedure, before the announcement of new SC members, the EC (DG ENER and DG RTD) will be invited to submit non-binding inputs on selected candidates to improve the transparency and effectiveness of the selection procedure

The criteria for selecting new SC members will be similar to those applied to WG members:

- Candidates experience (minimum 15 years in the wind energy sector)
- Candidates' experience at international level (minimum 10 years)
- Scientific background
- Candidates' specific areas of technology interest
- Candidates' motivation
- Role in the wind energy sector (candidates will have to demonstrate that they are playing a leading role)

The composition of the new Steering Committee should be finalized by taking into consideration the following elements:

- Balance of private and public organizations
- Balance of countries
- Gender balance

The Secretariat will develop all the documents of the call and will circulate them within the SC for review and approval.

3.4 7th General Assembly: agenda and goals

The Secretariat presented the agenda and goals of the TPWind 7th General Assembly, entitled "Renovating the Platform".

WGs goals were to:

- Elect their Co-Chairs and, if necessary, Vice-Chairs
- Agree on the content of their annual Work Plan
- Develop their section of the new EWI 2013 – 2015 Implementation Plan

Working Group 3 had an extra task, i.e. rewriting the Grid Integration strand of the EWI, in order to avoid overlaps with the European Electricity Grid Initiative (EEGI), as decided at a EWI – EEGI meeting held in Berlin in November 2010.

The new EWI Grid Integration strand and the list of grids R&D tasks to be moved to the EEGI will have to be approved by both the TPWind SC and the EEGI before being published by the European Commission (most likely as annexes of the EWI and EEGI).

3.5 The implementation of the EWI

This item of the agenda was not discussed due to lack of time.

The relevant presentation was however circulated within the SC to keep its members updated on the developments.

4. Meeting documents

The main documents of this SC meeting are available online at the following address:
<http://www.windplatform.eu/9.0.html>.

On demand, the Secretariat can provide PowerPoint presentations.

5. Next meetings

The next Steering Committee will take place in October 2011, in combination with the first TPWind energy R&D event (which will also feature a second round of Working Group meetings).

The 8th General Assembly will take place in March/April 2012

Annex: List of abbreviations

AB = Advisory Board

EC = European Commission

EEGI = European Electricity Grid Initiative

EWI = European Wind Initiative

ExCo = Executive Committee

FP6 = 6th Framework Programme for Research and Development

FP7 = 7th Framework Programme for Research and Development

GA = General Assembly

MS = Member State

MSMG = Member States Mirror Group

NER = New Entrants Reserve

SC = Steering Committee

WG = Working Group