



**19th IPHE Steering Committee Meeting (SC)
May 23 - 24, 2013
London, United Kingdom**



Thursday, May 23rd, 2013



1. SC Welcome

1.1 Welcome by the chair and hand over of chairmanship

- Welcome by Nilguen Parker, Federal Ministry of Transport, Building and Urban Development

1.2 Welcome by the new chair and host (U.K.)

- Welcome by Michio Hashimoto, Director General New Technology Division, NEDO
- Welcome by UK officials



2. SC Introductions and Meeting Outlook

2.1 SC Introductions

2.1.1 Roundtable Introductions

2.1.2 New Delegates and Observers

2.2 Outline of meeting topics and objectives

- Usual IPHE business as Working Group and country updates
- Preparation of IPHE's 2nd phase – permanent secretariat and future activities
- Dedicated UK presentations
- Austria's application for IPHE membership
- Next SC Meetings



2. SC Introductions and Meeting Outlook

2.3 Adoption of the Meeting Agenda



2.4 Adoption of the Minutes from the 18th SC, November 2012, Seville, Spain

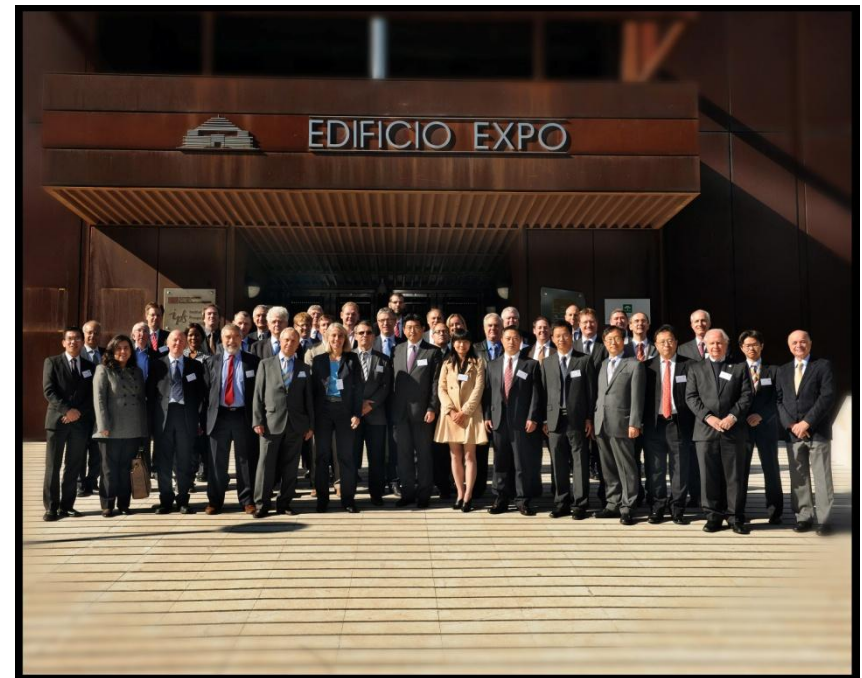




3. SC Business Overview and Update

3.1 Overview from the 18th IPHE SC Meeting in Seville, including Action Items and Decisions

- Agreement on the next steps towards IPHE 2
- Approval of a generic work plan
- Workshop on H2 Storage
- Approval of Japanese chair





3. SC Business Overview and Update

SC Decisions (Seville)

1. A Stakeholder Roundtable Meeting will be organized in conjunction with the SC meeting at the end of 2013 to discuss how to accelerate the market introduction of HFC.
2. The SC will install and maintain an international database on HFC.
3. The SC endorses the proposal of the Regulation Codes and Standards Working Group to initiate work on fuel and air quality for stacks.
4. Japan has been unanimously elected as the new Chair for the SC. The official transition will occur at the beginning of the next SC meeting (May 2013). Germany and U.S. have accepted to serve as vice-chairs in 2013.
5. The 19th SC Meeting will be hosted by the UK in May 2013.



2. SC Business Overview and Update

SC Action Items (Seville)

1. China, Canada, NZ, Brazil, Russia, South Africa, India, Iceland, UK and Italy are asked to provide data and complete their input to task 30.1

Status

- Ongoing
2. The outline of the IPHE work plan for the Future was approved. SC delegates are asked to further contribute to the work plan for the second term of IPHE (Roundtable Meetings, Workshops, IPHE Article in policy journal...). The U.S. will propose a format for a detailed work plan, including suggestions for specific actions to be included, for consideration by the SC at the next meeting.

Status

- Completed; will be presented under item 5.3



2. SC Business Overview and Update

SC Action Items (Seville)

3. The SC agrees on the next steps described in the proposal for the support structure of IPHE in Phase 2 - 2013-2022 (SC-C-028-12). The SC agrees that a permanent secretariat would enable IPHE to better fulfill its role, ensure continuity and enhance results, communication and outreach. Germany, U.S., France and Japan agreed to participate in a Task Force on establishing a permanent secretariat. This task includes the following items:
 - To identify IPHE members willingness to make multi-annual commitments to provide resources (direct funding and/or in-kind contributions) to support an IPHE Secretariat Office.
 - To define control mechanisms on the activities of the permanent IPHE Secretariat (hiring staff, annual budget allocation etc.) by the IPHE SC.
 - To identify a third party organization willing to host the IPHE Secretariat in accordance with the IPE SC requirements.

Status

- Completed; will be presented under item 5.1



2. SC Business Overview and Update

SC Action Items (Seville)

4. All member countries are requested to participate in the WG meetings and in the Round Robin activities as appropriate. A section for RCS will be created on the IPHE website by the Secretariat with support from the RCS WG.

Status

- Ongoing

5. IPHE representatives are encouraged to attend the planned educational meetings with national students in conjunction with the next IPHE meeting.

Status

- Completed; will be presented under item 8.2



2. SC Business Overview and Update

SC Action Items (Seville)

6. Delegates are invited to make suggestions and comments on the draft report of the Storage Workshop.

Status

- Completed

7. Member Countries are asked to provide input to the 2012 HFC Commercialization Update.

Status

- Completed



2. SC Business Overview and Update

SC Action Items (Seville)

8. The Secretariat will send out invitations to attend the H2 conference organized by Austria in Vienna at the end of 2012.

Status

- Completed



2. SC Business Overview and Update

SC Action Items (Seville)

General Requirements

- Countries are asked to update their roster and clarify the status of their representatives.
- ½ Day will be allocated to allow sufficient time for country updates at the next IPHE meeting 2013. Interesting aspects as infrastructure build up and overall energy situation should be mentioned.
- The RCSWG re-iterates its recommendation to the SC to secure the political and/or financial support in the member countries to ensure success of this IPHE sanctioned working group.



4. Country Updates

4.1 Country Updates

(coffee and lunch break in between – 10h30-10h50/12h15-13h15)

- 15 minutes each
- presentations will be posted to the IPHE website

4.1.1 *Brazil (no update)*

4.1.2 *Canada*

4.1.3 *China (no update)*

4.1.4 *European Commission*

4.1.5 *France (oral contribution)*

4.1.6 *Germany*

4.1.7 *Iceland*

4.1.8 *India*

4.1.9 *Italy (no update)*

4.1.10 *Japan*

4.1.11 *Korea*

4.1.12 *Norway (oral contribution)*

4.1.13 *South Africa*

4.1.14 *United Kingdom*

4.1.15 *United States*



Coffee & Tea





5. IPHE – Preparation towards 2nd Phase

5.1 Implementation of a permanent secretariat

Status

- The SC decided to continue IPHE for another term of 10 years at the 17th SC Meeting (May 2012).
- A proposal for a permanent IPHE Secretariat based on voluntary contributions from its members was presented by a Task Force at the 18th SC Meeting (November 2012). The SC felt that the establishment of such a support structure would be beneficial to enhance IPHE's work and impact in its next phase (2013-2022).
- The Task Force was asked to continue and further clarify details regarding the management of members contribution (cash or in-kind) and financing IPHE's activities as workshops and meetings. The Task Force distributed a document that defines the details for setting up and operating an IPHE-Secretariat Office, targeted to begin operations in January 2014.



5. IPHE – Preparation towards 2nd Phase

5.1 Implementation of a permanent secretariat

- Task Force report on preparation process and presentation of discussion results
- Discussion on proposed options
- Members reflection and statements regarding their national cash/in-kind contribution
- Next steps



5. IPHE – Preparation towards 2nd Phase

5.1 Implementation of a permanent secretariat

- The SC acknowledges the document as presented and agrees on the following items as proposed:
 - IPHE structure/roles and responsibilities (p. 5)
 - Description of tasks (p. 6)
 - Definition of position, job duties and profile of Executive Director (p. 7-10)
 - Concept of financing and resources (p. 11)
 - Definition of host organization and contracting scheme (p. 12)
 - Proposal of process of the review period (p. 13)
 - Time line and next steps (p. 14)



5. IPHE – Preparation towards 2nd Phase

5.1 Implementation of a permanent secretariat

- The Task Force (Germany, France, U.S., Japan) for establishing a secretariat will continue and further clarify the following items:
 - Defining a detailed contracting scheme and template
 - Modify the TOR according to the details as agreed at this meeting
 - Investigate the concrete details and frame work for appointing a ED/host organization
- The results will be circulated prior the next meeting. The final decision on the concrete conditions of the Secretariat has to be taken via written consent in lieu of the fall meeting.



5. IPHE – Preparation towards 2nd Phase

5.2 Terms of Reference (May 15th 2010)

7. Commencement, Extension, Modification, Withdrawal, and Termination

7.1 Commencement, Modification and Termination

7.1.1 These Terms of Reference will commence on November 20, 2003 and will continue for 10 years unless extended or terminated by the Steering Committee.

7.1.2 These Terms of Reference may be modified or terminated in writing at any time by consensus of the Steering Committee.

7.2 Extension and Withdrawal

7.2.1 By written arrangement, the Steering Committee may extend these Terms of Reference for additional periods.

- **Extension of IPHE → Modification of TOR needed!**
- **Approval by consensus on the modified TOR at the 20th SC Meeting**



5. IPHE – Preparation towards 2nd Phase

5.3 IPHE's near future activities

- U.S. work plan proposal
- Workshops 2013 / 2014
- Other Input



6. Follow up on H2 storage workshop, Seville

6.1 Follow up and proceedings of the H2 storage workshop

- *Short review presentation from the EC*
- *Comments to the workshop report*
- *Outreach*



Joint Dinner

Restaurant “Queen Anne’s Gate

One Queen Anne's Gate
London SW1H 9BT

19h00