



MEETING AGENDA

20th IPHE Steering Committee (SC) Meeting

DRAFT

**November 20 – 21, 2013
City of Fukuoka, Japan**

Address:

Hilton Fukuoka Sea Hawk Hotel
2-2-3 Jigyohama, Chuo-ku, Fukuoka-shi, 810-8650, Japan

Meeting Room:

NAVIS room C
First Floor

Wednesday, November 20, 2013

Registration		
08.30	Registration	
<ul style="list-style-type: none"> ➤ <i>All IPHE delegates are invited to register/take their name badge before the beginning of the meeting. IPHE representatives are invited to attend <u>all</u> sessions of the 20th IPHE SC meeting. Observers can attend all open sessions. Closed sessions are indicated below.</i> 		
1. Welcome and introductions		
09.00	1.1 Welcome by the host and chair 1.2 SC Introductions 1.3 Remembrance and recognition of Stanislav Malyshenko	
<ul style="list-style-type: none"> ➤ <i>Welcome by the host and chair – Japan</i> ➤ <i>Roundtable Introductions</i> ➤ <i>New Delegates and Observers</i> ➤ <i>Remembrance for Dr. Malyshenko</i> 		
2. SC Meeting outlook, adoption of meeting agenda and minutes 19th SC		
09.20	2.1 Outline of meeting topics and objectives 2.2 Adoption of the Meeting Agenda 2.3 Adoption of the Minutes from the 19th SC Meeting	
<ul style="list-style-type: none"> ➤ <i>Adoption of the meeting agenda and minutes from the 19th SC</i> ➤ <i><u>Objectives</u>: To set the frame for the meeting and outlining the meeting items.</i> 		
3. SC Business overview and update		
09.30	3.1 Overview from the 19 th IPHE SC Meeting in London, United Kingdom including Action Items and Decisions	<i>Minutes 19th IPHE SC Meeting (SC-C-032-13)</i>
<ul style="list-style-type: none"> ➤ <i>The status of Action Items and Decisions will be reviewed.</i> ➤ <i><u>Objectives</u>: To examine the current status of IPHE activities.</i> 		

4. Country updates		
09:45	4.1. Country Updates	<i>Country presentations</i>
<ul style="list-style-type: none"> ➤ Members are invited to present a sufficient update (10min) on significant H2FC related developments in their country. All country information will be posted to the IPHE website after the meeting. 		
	<ul style="list-style-type: none"> 4.1.1 Austria 4.1.2 Brazil 4.1.3 Canada 4.1.4 China 	
10:30-10:45	Coffee and tea break	
	<ul style="list-style-type: none"> 4.1.5 European Commission 4.1.6 France 4.1.7 Germany 4.1.8 Iceland 4.1.9 Italy 4.1.10 Japan 4.1.11 Korea 	
12:30-13:30	Lunch	
	<ul style="list-style-type: none"> 4.1.12 Norway 4.1.13 Russia 4.1.14 South Africa (incl. information on the availability of Platinum in the context of large scale HFCV developments) 4.1.15 United Kingdom 4.1.16 United States 	
5. Working group updates		
14:30	<ul style="list-style-type: none"> 5.1 Regulation Codes and Standards WG 5.2 Education WG 	
<ul style="list-style-type: none"> ➤ Update on the activities of the Regulation, Codes and Standards WG ➤ Short report on the educational event in Japan incl. outlook on the Educational Encounter planned for next SC meeting. 		
6. Terms of Reference for IPHE's 2nd phase		Session is closed to the Public
15:00	6.1 Draft of Terms of Reference	<i>Draft ToR</i>
<ul style="list-style-type: none"> ➤ Comments to draft Terms of Reference ➤ Approval and adoption of Terms of Reference for IPHE's 2nd phase as circulated prior the meeting 		

7. Permanent Secretariats Office		<i>Session is closed to the Public</i>
15:15	7.1 Establishment of a Permanent Secretariat Office to be operational by 2014	<i>Status Paper from Task Force according to Action Item (AI) 1 from the Draft Minutes</i>
➤ <i>Update and discussion on the status of the formation of an IPHE PSO</i>		
15:45	<i>Coffee and tea break</i>	
16:00	7.2 Second half of PSO discussion	
8. Joint workshops on H2 infrastructure and transportation		
17:00	8.1 Report on the joint workshop on H2 infrastructure and transportation, June 2013 8.2 Short Report on the HRS workshop in Japan	
➤ <i>Germany will report and present results of the workshop.</i> ➤ <i>Japan will give short report results of the workshop in Nov 19th</i>		
17:30	End of meeting day	
18:45 – 21:00	Joint Dinner/Reception/Group Photo	<i>Banquet Room, Tower Penthouse (34F)</i>

Thursday, November 21, 2013

09:00	Welcome to the 2 nd meeting day	
9. Local Host Presentation		
9:00 - 9:30	9.1 Hydrogen related activities in Fukuoka	
➤ <i>Fukuoka Prefectural Government, the local host, will offer an overview presentation.</i>		
10. IPHE Work Plan Items		
9:30	10.1 Phase 2 Workplan Update and Overview	<i>Proposed Workplan presented at 19th SC Meeting</i>
➤ <i>Presentation from Michael Mills, U.S.</i>		
09:40	10.2 Concept of a Knowledge Centre with particular focus on information exchange - UK	<i>Presentation and Preparation Paper; Refers to AI 3</i>
➤ <i>Presentation and discussion on possible implementation</i>		
10:00	10.3 Abstract on an IPHE peer reviewed article - U.S.	<i>Presentation; Refers to AI 7</i>
➤ <i>Presentation of an outline of an abstract on an IPHE peer reviewed article</i>		
10:15	10.4 IPHE Workshops and Roundtables	<i>Presentation; Refers to AI 8</i>
➤ <i>Group discussion on potential IPHE workshop topics in 2014 and possible Stakeholder Roundtable meetings</i>		
10:30	Coffee and tea break	
11:00	10.5 IPHE webinars	<i>Presentation; Refers to AI 5 and 9</i>
➤ <i>Presentation of potential webinar topics</i>		
11:10	10.6 IPHE website statistics	<i>Presentation</i>
➤ <i>Short report on website traffic by the U.S.</i>		

11:20	10.7 IPHE Incident Database proposal	
➤ <i>Short report about the Incident Database proposal by Japan and US.</i>		
11. IEA Update		
11:30	11.1 Update on the IEA H2 Roadmap Initiative – Germany/France	<i>Presentation and Preparation Paper, refers to AI 6</i>
➤ <i>Presentation on structure and outcome of the IEA H2 Roadmap study</i> ➤ <i>Coordinating with IEA on the HFC Incentives study (proposed at the 19th SC meeting)</i>		
12. IPHE Publications		
12:00	12.1 Update on the 2013 IPHE Policy Update	<i>Draft 2013 Policy Update</i>
➤ <i>Presentation on status and next steps</i>		
13. SC meetings 2014		
12:15	SC meetings 2014	
➤ <i>Discussing locations and narrow down dates for upcoming SC meetings in 2014</i>		
12:30	<i>Lunch break</i>	
14. Wrap up		
13:30	Wrap up of action items and decisions	
14:00 – 15:00	Any other business (if more time is needed)	
15:00	Adjourn Meeting	
<i>Additional time to cover items will be available – the meeting room is reserved for the full day.</i>		

* Please note that some of the sessions are closed to the public since they are dealing with sensitive internal IPHE business. Only official IPHE delegates may attend.