

# CA16232 European Energy Poverty: Agenda Co- Creation and Knowledge Innovation COST Action

Minutes of the 1<sup>st</sup> Management Committee Meeting

COST Association, 149 avenue Louise, Brussels, 7th November 2017

## I) WELCOME TO PARTICIPANTS

The participants were welcomed by the hosting team Mickael Pero (Science Officer assigned for this Action) ([mickael.pero@cost.eu](mailto:mickael.pero@cost.eu)), and Carmencita Malimban, Administrative Officer assigned to this Action ([carmencita.malimban@cost.eu](mailto:carmencita.malimban@cost.eu)) and Mafalda Quintas, Science Officer.

General information on the Action status was provided:

- Action parties: 30 COST countries [http://www.cost.eu/COST\\_Actions/ca/CA16232?parties](http://www.cost.eu/COST_Actions/ca/CA16232?parties)
- Participants to the meeting are found in Annex 2. Additional information on nominated members can be found on [http://www.cost.eu/COST\\_Actions/ca/CA16232?management](http://www.cost.eu/COST_Actions/ca/CA16232?management)
- CSO approval: 23/06/2017
- Start of Action: 07/11/2017
- End of Action: 06/11/2021
- Duration: 4 years
- Parties: Currently 29
- First Grant Period: 1 December 2017 – 30 April 2018
- Budget: 85 000 EUR

The meeting was organised following a participatory methodology. The agenda is in Annex 1.

## II) PRESENTATION OF THE COST ACTION

The hosting team gave presentations throughout the day on COST and the management of COST Actions (Annex 3):

- Mickael Pero as Science officer on the scientific / management aspects of the COST Action (related to the Work and Budget Plan)
- Carmencita Malimban as Administrative Officer on the COST grant system and the eligibility aspects of the networking tools

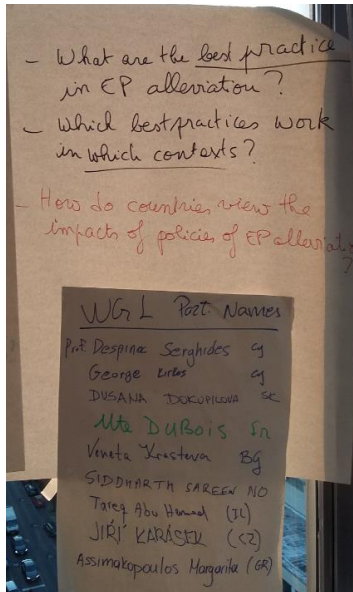
Silvia Alex (Communications Officer) and Mafalda Quintas (Science Officer – on Stakeholder Engagement) supported the hosting team. The presentations are in Annex 3. Moreover, the MC was informed that all relevant information are found on the COST website at <http://www.cost.eu/participate>.

## III) WORKING GROUP MEETINGS

After an introduction by the Main Proposer (see Annex 3), the MC divided in Working Groups for discussing the tasks and deliverables. The results were as follows:

**WG1: Integration – Transforming the state of the art (reporting by discussion group coordinator Ute Dubois)**

MC members preliminarily listed as members of WG1



### Summary of discussions

The objective of the first working group on “integration” is to “develop a common analytical framework for understanding the driving forces of the EP, while integrating and surpassing the state of the art in EP scholarship.”

In many countries, the awareness on EP is very low. Only a few countries have formal definitions of EP. However, EP exists and most countries already have policies addressing parts of the problem.

A first objective of WG1 could be to look at the combination of EP factors (low incomes, energy efficiency and energy prices) in the different countries and also at other possible “entry points” in the topic of EP, for example health considerations or environmental issues. At a country level, these issues are often addressed by some mechanisms, even when countries have no formal EP policy.

Data on incomes, energy efficiency and on energy prices show that there can be huge differences between European countries on certain aspects. But another element should be considered: the fact that politically, the various issues related to EP are not addressed in the same way (even when the “objective” EP factors are similar).

Elements of comparison of the EP approaches in different countries could include: awareness of policy makers on EP, existence of a formal definition of EP, or existence of implicit EP concepts; predominant approach of the problem (top-down or bottom-up); main approach regarding issues related to EP (social / income support, housing, energy prices, consumer protection, health...); economic capacity of countries to address the problem; inhibiting factors.

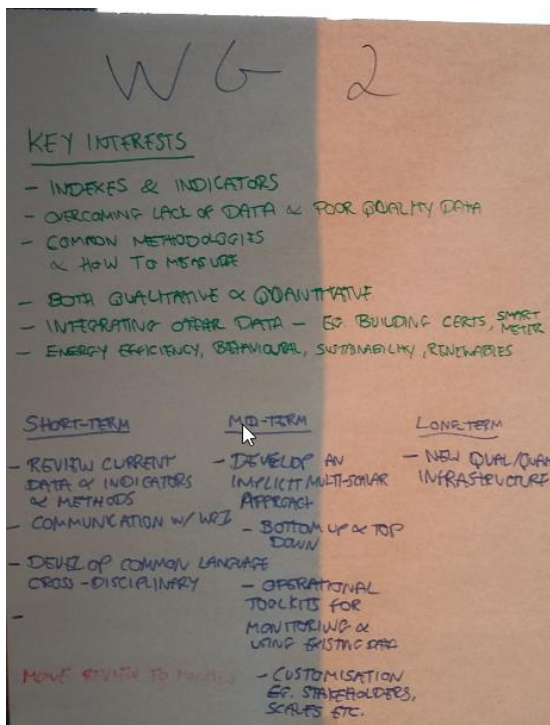
A second objective of WG1 could be to identify the countries’ practices in addressing EP. One outcome of this work could be a characterisation of good practices in EP alleviation in different countries. If a set of good practices can be identified, another question is whether / to what extent they are context-dependent, i.e. which good practices work best in which contexts? One complementary topic is how the countries themselves view the impacts of their policies in the EP field.

**WG2: Implementation – Developing an operational European EP framework (reporting by discussion group coordinator Harriet Thomson)**

MC members preliminarily listed as members of WG2



Summary missing



**WG3: Dialogues – Co-producing emancipatory research and practice (reporting by discussion group coordinator Sergio Tirado Herrero)**

MC members preliminarily listed as members of WG3: Daniela Velte, Slavica Robic, Sonja Risteska, Natasa Kovacevic, Rachel Meyet, Nevena Smilevska, Rosita Norvaisiene, Sergio Tirado Herrero

Summary of WG3 discussion:

- MC members preliminarily listed for WG3 have significant experience on the science-policy interface as have worked as technical advisors, activists, lobbyists, etc. on energy poverty and related issues having to do with the social and environmental aspects of energy supply.

- The discussion revolves around two main questions: With whom to engage for the purposes of the WG3 dialogues? How to bring them together applying innovative participatory and engagement methods?
- WG3 aims to gather stakeholders with conflicting interests and visions on the same table in order to create the conditions where productive tensions result in new approaches to engage with specific energy poverty-related challenges. Most actors initially considered for the WG3 dialogues are non-academic: energy providers, NGOs, representatives of (vulnerable) households, decision makers at all scales of governance, educational institutions, retrofit companies, research, media, etc.
- Based on the previous experience of MC members, strategies to reach out difficult-to-engage stakeholders are: finding shared targets/concerns, organising bilateral meetings, provide in-kind technical support, involving them in activities relevant, problem-oriented and well-targeted events.
- The emphasis of WG3 activities needs to be in the process of moving for academic/scientific knowledge creation to practical implementation with real impact on vulnerable households. One of the expected outputs of the WG is a set of guidelines or toolkit with lessons learned and recommendations for effective, participatory multi-stakeholder engagement around energy poverty issues.

**WG4: Innovation – Introducing path-breaking perspectives to the understanding of EP (discussion group coordinator Katrin GROSSMANN and Eleonora GAYDAROVA)**

MC members preliminarily listed as members of WG4: Nikolas Katsoulakos, Rachel Guyet, Ana Horta, Gregoire Wallenborn, Iwona Sagan, Richard Filcak, Lidija Zivcic, Branco Ancic, Maya Negev, Naama Teschner, Milan Lipovac, Daniela Velte, Eleonora Gaydarova, Katrin Großmann

Summary / Key points of WG4 discussion:

All participants agreed on the content, milestones and major deliverables of WG4 described in the MoU of COST Action 1232. They emphasized on the need to further develop the multidimensional aspects of EP and the cross-sectorial approach to EP within the framework of the COST Action 1232 based on their diverse research and practical professional experiences. They agreed that bridging socially unaware environmental and technological development on the one hand with social policies which are less aware of environmental and technological concerns on the other hand, are crucial for the success of the Working Group.

In a first tour de table, the WG4 participants emphasized on their professional expertise and experiences to contribute to the activities of WG4 in the following research fields:

*EP as an issue of social justice in low carbon transitions*

- Innovate policies beyond the often used schemes of energy saving assistance for the poor
- EP in the context of the environmental policies, the impacts on the social situations while working on the technological solutions, EP particularly in more vulnerable regions;
- EP in its technological dimension in view of the energy efficiency measures;
- (unawareness of) EP in green economy or de-growth strategies, EP from social perspectives and in the context of the sustainable development and the social justice in low carbon economy;

*EP as a socio-technological issue*

- EP from technical and technological perspectives with strong emphasis on crosscutting interdisciplinary approaches;
- EP from sociological point of view with focus on daily life, social practices and smart technologies implementation in different social environments;
- EP from a perspective in which the focus might be on looking for solutions and being SMART not only from technological but also from social point of view.

*EP as a political/ policy issue*

- EP from networking point of view with emphasis on the bridges to be established between different stakeholders concerned;
- EP in the context of the complex notion of energy security at national and international level;
- EP in political science in view of the current national public policies and the cross cutting issues such as behavior of people, social landlords and tenants, social innovation from public policy point of view;
- EP from sociological point of view in light of the people's wellbeing and public health as well as national environmental policies;

*EP as an issues of social inequalities in cities and thus housing policy*

- EP from the perspective of the urban geography and more specifically the inequality in cities as health, education and awareness;
- EP in the context of the sustainable urban development and planning, the sustainable indoor living environment and the energy efficiency of the housing management, maintenance and renovation;

#### IV) DISCUSSION TOPICS

After an introduction by the COST Staff (see Annex 3), the MC divided in Discussion Groups for discussing key cross cutting tasks of the MC. The results were as follows

A set of introductory presentation were provided by COST Staff on several key cross cutting topics of the Action. This was followed by discussion groups. Summary and relevant material below.

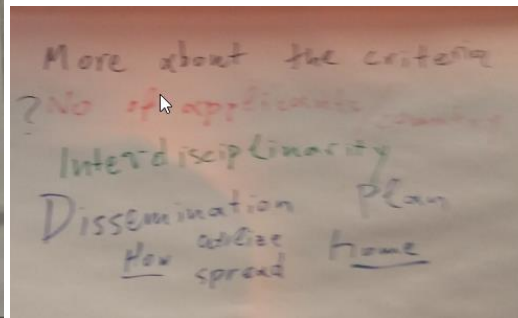
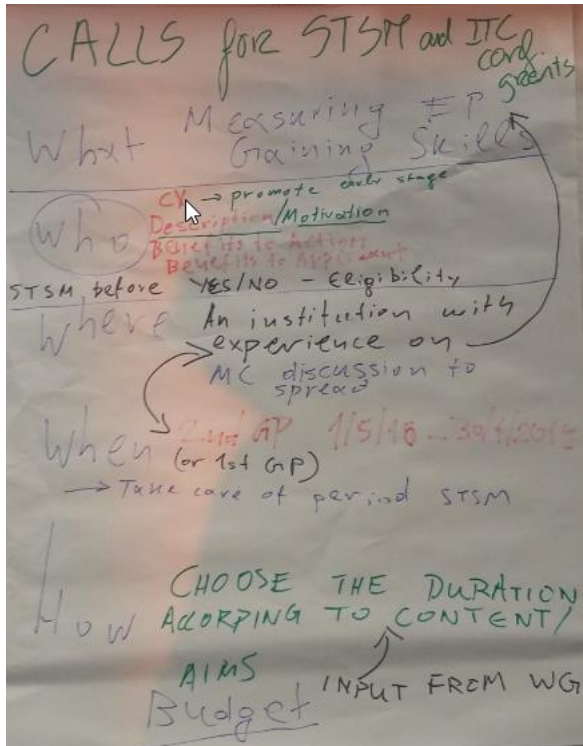
#### **Action Long Term Plan Budget for GP1 and GP2 (reporting by Discussion Coordinator Stefan Bouzarovski)**

##### Summary of discussions

- We discussed the need to develop an ambitious and clear work programme for the action during the first 5 months
- We reviewed the objectives and deliverables over the next 6 months and 1 year
- It was decided that WG consolidation is key, and a meeting to do this plus a workshop was suggested for WG 1 and WG 2
- The WG 1 meeting/workshop can potentially be combined with an MC meeting
- Another key instrument to be established as early as possible is the website as well as the setting up of communication lists

#### **STSM and ITC Conference grants (reporting by Discussion Coordinator Nikolas Katsoulakos)**

##### Summary of discussions



**Dissemination and Communication Plan (reporting by Discussion Coordinator Siddharth Sareen)**

Summary of discussions

Objectives: shape the scientific and political agenda and raise engagement on Energy Poverty (EP). Undertake targeted policy interventions at the national level.

Messaging: EP is real, specific and multi-dimensional, it requires an inter-sectoral approach and its multi-scalar nature must be addressed. Come up with a localised visual for a short definition, as well as a more in-depth longer version.

Target audience (+ strategies w.r.t. media coverage): leverage networks to extend our reach; customised but broad messaging, differentiated language to target:

- (i) industry -> business relevant pitch that bridges technologies -> pay heed to critical role of forum shopping
- (ii) citizens -> mainstream and social media -> build up online communities using website as cornerstone and dedicated social media website profiles
- (iii) policy- and decision-makers -> pick specific issues within public debate, generate traction for EP -> policy briefs, inputs to white papers, build engagement via website
- (iv) EU researchers -> interdisciplinary language, specialised debates, internal dissemination within CA and to our networks

Brief timeline for the first year:

Q1: formalise a communication plan: website with dedicated sections customised for researchers (conference calls, funding windows, collaboration opportunities including with other CAs), media (downloadable package with compilation of existing key data plus some live links), public etc. (compile, target, differentiate); press release using multiple soft launch events in sync with ongoing projects (e.g. Shape Energy, EnAct), ongoing in-house compilation of 'how to go viral' strategies, development of an infographic on 'what works' (e.g. leverage wildfire media coverage as opportunity for EP to gain widespread exposure)

Q2: build up social media - direct popular messaging, expert interviews and podcasts (use resources within CA), curate various citizen audiences. Use invited talk opportunities, target thematic conference sessions that bridge specialised domains and combine existing work under the CA umbrella

Q3-4: use a short popular format to generate human interest and wide circulation (e.g. online comic book on EP, collection of 500-word engaging EP narratives). Build process-oriented internal knowledge databases (e.g. national networks for communication including contact details as repository for use during CA and beyond its lifetime), institute procedure to ensure translation into min. 3 languages for most events to get word out across countries in time to enable broad participation. Involve NGOs, use living lab formats, find ways to strengthen policy inputs through such external networks including city associations, leverage the buzz around 'smartness' (also problematise and nuance).

Document what works where why, act on it.

Challenges/opportunities:

- advertise network nationally as open, accessible - not so much as funding availability but as a relevant forum to engage with; organise national events as CA activities
- make relevance clear to different entities
- keep key messaging consistent: how to feed journalises strategic info, how to avoid reductionism, how to gain traction and to synchronise agendas
- identify key forums to channel inputs to specialised interest groups (e.g. energy efficiency / built environment professionals)

### **Stakeholder scouting (Discussion Coordinator Nevena)**

During the discussion, MC members already listed a number of stakeholders to be engaged in various manners during the course of the action. In the stakeholder scouting workgroup discussion, it was agreed that a Stakeholder Engagement Plan would be very useful to further map which stakeholders would be targeted and how, to reach out to them through communication and dissemination channels and to involve them in events and activities foreseen under the CA.

The Stakeholder Engagement Plan would list the stakeholders in countries where the CA is implemented along with a classification and analysis. The document would be used for identifying participants in events, for dissemination activities as well as for planning.

The classification would be along the following criteria:

- Areas of Interest (Main interest and in particular interest in relation to EP);
- Level of interest in EP (High/Medium/Low);
- Influence (High/Medium/Low);
- Relationship to EP;
- How stakeholder could contribute/block our work;
- Type or Level of engagement - how stakeholder should be engaged by us (monitored, informed, consulted, involved or collaborated with/empowered);
- Contact person for stakeholder;
- Contact person best suited to approach them on behalf of CA;
- Type of stakeholder (decision-maker, academia, business, etc.)

The task of drafting the Stakeholder Engagement Plan will be done via a document sharing platform, such as Google docs or other and will fall under the tasks of WGs 3 and 4 and the Science Communication Officer (SCO)

Each MC member would fill in the stakeholders in their respective countries once the template is prepared and sent out to the MC list.

### **Action membership (reporting by Discussion Coordinator Daniela Velte)**



The group discussed and proposed rules for WG membership and ad-hoc participation following the questions posed by COST and focussing on the following aspects:

*How to collect membership requests and who approves them:*

Parting from the presently established WG core group, with a WG leader and co-coordinator, we propose an admission process, which is transparent and traceable. Once the project website is working, new participants should be able to apply for WG membership through an application, which is then processed by the WG leader or the co-coordinator, in consultation with the respective country representative.

Objective limiting factors for the admission of new members are the need to have a working group of manageable size and budget restrictions. Further factors to be considered in the admission or rejection of an application are the project's objective in terms of gender composition and (geographical) diversity, as well as background and commitment of new members. New members should be approved approx. 3 months before the next WG meeting and a trial process for admission could run during the first year to clarify the criteria further at the end of the trial period.

*Ad-hoc participation:*

We discussed ad-hoc participation for three different contexts:

- WG-internal events
- Conferences
- Training Schools

We suggest that the rules for ad-hoc participation are adapted to the particular needs, objectives and available of each type of event, but that, especially in the case of larger conferences, the local host elaborates a first proposal, which is then approved by the WG leader and the MC. The idea behind this is to make the optimum use of local resources (financial, expertise and otherwise) and to aim at a high impact on local scale through inclusion of relevant stakeholders (citizens, association, administration, companies). It was also proposed that we should elaborate a database for expert consultation and invitations to events. We were unsure how to handle the organisation of Training Schools, since these will have to take place in those environments that are able to attract teachers under the financial conditions offered by COST.

#### V) AGREEMENT ON THE INTERNAL RULES OF PROCEDURE FOR THE MANAGEMENT COMMITTEE OF THIS COST ACTION

The participants acknowledged and agreed to comply with the Rules of Procedure for the Management Committee were presented and read by the meeting participants from Annex I *COST Action Management, Monitoring and Final Assessment (COST 134/14)*:  
[http://www.cost.eu/download/COST\\_Action\\_Management\\_Monitoring\\_and\\_Final\\_Assessment](http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment)).

#### VI) VERIFICATION OF THE PRESENCE OF TWO-THIRDS OF THE PARTICIPATING COST COUNTRIES (QUORUM)

With the minimum of 2/3 of the parties present, the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 9 of the Rules of Procedure for the Management Committee (see [http://www.cost.eu/download/COST\\_Action\\_Management\\_Monitoring\\_and\\_Final\\_Assessment](http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment)).

#### VII) ELECTION OF THE CHAIR AND VICE-CHAIR, SELECTION OF THE GRANT HOLDER INSTITUTION (SCIENTIFIC REPRESENTATIVE)

**Decision 1:** Stefan BOUZAROVSKI (UK) was elected Chair

**Decision 2:** Slavica ROBIC (HR) was elected vice Chair

**Decision 3:** The MC selected the University of Manchester as Grant Holder Institution, represented at the MC by the elected Chair. Upon request of the elected Chair, the MC agreed to award the maximum FSAC rate of 15% of the total Scientific Expenditure.

#### VIII) ESTABLISHMENT OF ACTION MANAGEMENT STRUCTURE

**Decision 4:** the following positions were voted by the MC

Position	Name	Country
WG 1 leader	Ute Dubois	FR
WG 1 vice-leader	Niki Assimakopoulos	EL
WG 2 leader	Harriet Thomson	UK
WG 2 vice-leader	Siddharth Sareen	NO
WG 3 leader	Sergio Herrero	ES
WG 3 vice-leader	Nevena Smilevska	MK
WG 4 leader	Katrin Grossman	DE
WG 4 vice leader	Eleonora gaydarova	BG
STSM manager	Nikolas Katsoulakos	EL
Science Communication Manager	Richard Filcak	SK

Key leadership positions above will constitute the core group. At this stage, the MC did not give mandate for decision to the core group or Grant Holder

#### IX) WORK AND BUDGET PLAN FOR THE NEXT GRANT PERIOD

**The following activities for the upcoming WBP were discussed (but not formally approved):**

- All WG to meet in the upcoming months
- WG1 and 2 to organise regional workshops
- STSM (4)
- Action Website

Based on the result of the discussions earlier in the day, the elected Chair will submit the detailed Work and Budget plan on eCOST. After COST Association approval, the MC approval will be sought by means of electronic vote.

**Next MC location and date were discussed (but not formally approved)**

- Proposals from Sarajevo, Athens, Montenegro for March 2018

#### X) CLOSING

The MC Chair thanked the participation of all the MC members and closed the meeting at 16:30. The hosting team gave some final words about the COST Action, thanked the participants and closed with the checkout question: *What will I start tomorrow to contribute to the success of this Network?*

Minutes prepared by:

- *COST Association: Mickael Pero*
- *Action Chair: Stefan Bouzarovski*

List of Annexes

- Annex 1- Agenda
- Annex 2- List of participants (attached)
- Annex 3- Presentation from COST Association and Main Proposer (attached)

## ANNEX 1 AGENDA

Welcome by the hosting team

COST Excellence and Inclusiveness Policy

Tour de table: What am I looking for in this COST Action?

Presentation of the COST Action by the Main Proposer: Challenge and MoU Objectives, Deliverables, General Action Structure (WGs, Horizontal Tasks, management...), SC recommendations

Discussion on the MoU (Open Space): Working Groups tasks and deliverables

Presentation on How COST Actions Work

Reimbursement Game

Planning for the COST Action (Open Space): Discussion topics on Action Long Term Plan Budget for GP1 and GP2; STSM and ITC Conference grants; COST Policy and SC recommendation; Dissemination and Communication Plan; Stakeholder scouting, Action membership.

Acceptance by the MC of Rules of Procedures for MC of COST Actions

Election of Chair and Vice Chair; Selection of Grant Holder

Action Structure and organises the election for the WG and task leaders

Proposal for WBP for the next Period and Next meeting: date and place

Final Messages from COST and checkout: What will you start tomorrow to contribute to the success of this Network?