

**Action Items Arisen from the 46th PVPS ExCo Meeting,
Daegu, Korea**

| Nr. | Action Item: | By whom: | Ready by: |
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| 1. | Send the amended, adopted minutes of the 45 th PVPS ExCo meeting to the IEA Secretariat. | Secretary | A.s.a.p. |
| 2. | Inform the ExCo concerning participation interest from Chile, ECREEE, EPRI, Eurelectric, India, IPVEA, Morocco, New Zealand, Singapore and South Africa. | Chairman and PVPS Management Board | A.s.a.p. |
| 3. | Provide IEA template for ExCo changes to all ExCo members. New ExCos are requested to inform the IEA by letter. | Secretary, ExCo Members | A.s.a.p. |
| 4. | Develop contacts and hold discussions with potential new PVPS members. Formal steps on PVPS membership to be provided to interested parties. | ExCo Members, Operating Agents, Secretary | Ongoing |
| 5. | Provide updated ExCo member and Operating Agent List to all ExCo members. | Secretary | A.s.a.p. |
| 6. | Maintain Joint Management Board /OA Meetings. | PVPS Management Board and Operating Agents | Ongoing |
| 7. | Volunteer, participate, contribute and make proposals to the Strategy Group, "Future of IEA PVPS." More participants are welcome. | ExCo Australia, ExCo Austria, ExCo China, ExCo Germany, ExCo Japan, ExCo Netherlands, ExCo Spain, ExCo Sweden, ExCo USA, Task 1 OA, Chairman | Ongoing |
| 8. | Co-chair the Strategy Group, "Future of IEA PVPS." | ExCo Austria, Task 1 OA | Ongoing |
| 9. | Disseminate the "Future of IEA PVPS" questionnaire to experts, key stakeholders and all target groups in home countries. Collect responses and submit to the Strategy Group. | Strategy Group, ExCo Members | NLT end March 2016 |
| 10. | Share PVPS ExCo feedback with the IEA Secretariat on IEA's PV assumptions, as well as differentiating between uses of "forecast" and "scenario." | Chairman | A.s.a.p. |
| 11. | List PVPS's network of IEA Collaboration; i.e., other IAs, within the IEA, etc. | Chairman, ExCo Austria, Operating Agents, ExCo Secretary | A.s.a.p. |
| 12. | Note and use IEA CERT's new term designation of "Technology Collaboration Programme," which replaces the term, "Implementing Agreement." | ExCo Members | A.s.a.p. |
| 13. | Use the PVPS Powerpoint Template for Task presentations; to be furnished to the Operating Agents by Secretary. | ExCo Secretary, Operating Agents | Ongoing |
| 14. | Provide the PVPS slide pack to ExCo. | Chairman, ExCo Secretary | A.s.a.p. |

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| 15. | Prepare future management board composition and procedure in coordination with PVPS Strategy Group. | PVPS Management Board, PVPS Strategy Group, ExCo Members | 15 March 2016 |
| 16. | Fulfil IEA requests, according to needs. | Chairman, PVPS Management Board, all Tasks, Secretary | A.s.a.p. |
| 17. | Provide industry/company names to ExCo Secretary for participation on the IEA's Renewable Energy Industry Advisory Board (RIAB). | ExCo Members, Chairman, ExCo Secretary | Ongoing |
| 18. | Prepare and submit draft Budget 2017 to the ExCo members. | PVPS Management Board | 47 th IEA PVPS ExCo Meeting |
| 19. | Provide Tasks meeting dates and agendas to the ExCo Secretary. | Task Operating Agents | Ongoing |
| 20. | Maintain individual Tasks' Experts lists on PVPS website. | Task Operating Agents | Ongoing |
| 21. | Inform individual ExCo members on their Task Experts status. | Task Operating Agents | Ongoing |
| 22. | Task OAs shall include a Task Events Calendar, listing Task activities at events and partner(s), within every Status Report. | Task Operating Agents | Ongoing |
| 23. | Operating Agents are required to be present at PVPS ExCo Meetings. | Task Operating Agents | Ongoing |
| 24. | Provide OAs with templates for Task Reports. | ExCo Secretary | A.s.a.p. |
| 25. | Draft a letter of support to Task 13 on confidentiality in data collection. Task 13 OA provides text to the Chair. | Task 13 OAs, Chairman | A.s.a.p. |
| 26. | Complete "Soft Costs" report with support from former author through ExCo USA intervention. | Task 1 OA, Task 1 Experts, ExCo USA Alternate | A.s.a.p. |
| 27. | Organize and hold the 2 nd PV & Utilities meeting at the IEA, Paris. | ExCo Austria, Task 1 OA, Chairman, Yasuhiro Sakuma, IEA RE Desk Officer | 22 January 2016 |
| 28. | Share PVPS website statistics with ExCo. | Task 1 OA | A.s.a.p. |
| 29. | Publish PVPS newsletter. | Task 1 OA, Task 1 Experts | A.s.a.p. |
| 30. | Continue revision of PVPS website. | Task 1 OA, Task 1 Experts | A.s.a.p. |
| 31. | Elaborate and finalize a detailed draft Task 9 Workplan. | Task 9 OAs | 47 th IEA PVPS ExCo Meeting |
| 32. | Identify new Task 9 members and submit NoPs, NPPs. | ExCo Members | 47 th IEA PVPS ExCo Meeting |
| 33. | Explore the different possibilities of hosting the Task 12 Web-service which produces photovoltaics environmental performance maps for current and prospective (2050) situations. Task 12 presents the "pros" and "cons" of the different options. | Task 12 OAs | 47 th IEA PVPS ExCo Meeting |
| 34. | Develop and implement proposed new Task 12 activity 1.3 Trends in PV Module Recycling Technologies. | Task 12 OAs, Task 12 Experts | A.s.a.p. |

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| 35. | Explore supporting Task 12's work on the current status of PV recycling; eventually leading to expert participation. | ExCo Germany | A.s.a.p. |
| 36. | Explore possibility of providing the lead expert for Task 13's Subtask 3.2. | ExCo Switzerland | A.s.a.p. |
| 37. | Support Task 13 experts in funding their Task 13 participation and in preparing NPPs. | Task 13 ExCo Members | Ongoing |
| 38. | Decide on Task 13 expert participation and inform the Task 13 OAs. Prepare and submit NoPs. | ExCo Belgium (for Laborelec), ExCo Japan (for AIST), ExCo Thailand (for CSSC), ExCo Turkey | A.s.a.p. |
| 39. | Enable Task Experts and named participants to actively contribute to the planned activities, to lead and coordinate the Task 14 activities and ensure funding. | Task 14 ExCo Members, Task 14 OAs | A.s.a.p. |
| 40. | Explore securing funding for the lead on Task 14 activities. | ExCo USA Alternate, Task 14 Expert USA | A.s.a.p. |
| 41. | Support Task 14 dissemination activities on both national levels and the PVPS level. | ExCo Members | Ongoing |
| 42. | Encourage Task 14 expert participation and inform the Task 14 OAs. | ExCo Turkey | A.s.a.p. |
| 43. | Provide contact information on national green building associations to Task 15 OA. | ExCo Members | A.s.a.p. |
| 44. | Explore link, possible joint task work and agreement between Task 12 and Task 15, concerning inter-Task experts, as well as inter-Task work in relation to comparing BIPV components to regular components. | Task 12 OAs, Task 15 OA, Task 12 & Task 15 Experts, ExCo Switzerland | A.s.a.p. |
| 45. | Support Task 15 expert participation and Sub-Task leaders. | Task 15 ExCo Members | Ongoing |
| 46. | Support Task 15 experts in finalizing and submitting NPPs. | Task 15 ExCo Members | A.s.a.p. |
| 47. | Propose expert for the lead on Task 15's Sub-Task D Environmental Assessment Issues. | ExCo Members | A.s.a.p. |
| 48. | Take up the "PV and Energy Integration" topic within the Future IEA PVPS Strategy. | Strategy Group, "Future of IEA PVPS." | Ongoing |
| 49. | Clarify the prospects of continuing SHC Task 46 as new PVPS Task 16; for countries already active in SHC Task 46, establish link to ongoing contribution in this task (experts, funding). | ExCo Members SHC Task 46 members: ExCo Australia, ExCo Austria, ExCo Canada, ExCo Denmark, ExCo France, ExCo Germany, ExCo Netherlands, ExCo Spain, ExCo Switzerland, ExCo USA (Chile & Singapore) | 47 th IEA PVPS ExCo Meeting |
| 50. | Develop Workplan for new PVPS Task 16 for presentation to the PVPS ExCo. | David Renné, SHC Task 46 OA | 47 th IEA PVPS ExCo Meeting |
| 51. | Continue minimum collaboration between IEA/SHC Task 46 and PVPS Task 14. | Task 14 OAs and | Ongoing |

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| | | Task 14 Expert Switzerland, Mr. Jan Remund (who is also SHCP Task 46 Expert Switzerland) | |
| 52. | Maintain communication, expert exchange and collaborative work on joint topics between SHC and PVPS. Send periodic updates to ExCo Members. | PVPS Task 13 OA, PVPS Task 14 OAs, PVPS Task 14 Expert Switzerland Jan Remund (who is also SHC Task 46 Expert Switzerland), PVPS Task 1 OA, SHC Task 53 OA, SHCP and PVPS Chairs & Secretariats. | Ongoing |
| 53. | Maintain information exchange between ECES and PVPS. Review structure of ECES activities and look to potential interaction. | ExCo Secretary, ECES ExCo Chair, Task 14 OAs | Ongoing |
| 54. | Liaise between ISGAN IA and PVPS. Establish and have minimum collaboration between PVPS Task 14 and the ISGAN IA. | ExCo Sweden, Task 14 OAs, Task 14 Experts USA and Korea, ISGAN ExCo Deputy Chairman (R. Conklin) | Ongoing |
| 55. | Explore possible dissemination of PVPS results (reports, etc.) through ISES Webinars. | All Task Operating Agents, David Renné, ISES President, ISES & PVPS Secretariats | A.s.a.p. |
| 56. | Provide PVPS Powerpoint slide deck to ExCo Members. | Chairman | A.s.a.p. |
| 57. | Organise the next ExCo Meeting and communicate details to the ExCo. | ExCo Copper Alliance, ExCo Secretary | December 2015 to April 2016 |
| 58. | Send out invitations to ExCo for contributions to the PVPS Annual Report 2015. | ExCo Secretary | 30 November 2015 |
| 59. | Send out invitations to the next ExCo meeting. | ExCo Secretary | End-January 2016 |