

CALL FOR APPLICATIONS Secretary: IEA Bioenergy

The Executive Committee of the IEA Bioenergy Technology Collaboration Programme (IEA Bioenergy TCP) invites applications for the position of Secretary to the IEA Bioenergy TCP.

The current Secretary¹ has served since 1 January 2013 and will retire on 31 December 2021 but will finish work carried over from 2021 by 31 March 2022. Therefore IEA Bioenergy needs to contract a new Secretary. The new Secretary will commence duties on 1 January 2022. This will give a three month overlap.

The Executive Committee (ExCo) expects to select the new Secretary at its upcoming Virtual ExCo87 meeting on 18 May 2021. This will facilitate a smooth transition, and provide the new Secretary with lead time to prepare for the role.

The IEA Bioenergy Technology Collaboration Programme

The IEA Bioenergy TCP is one of currently over 38 collaborative multilateral technology collaboration programmes of the International Energy Agency (IEA). It was originally signed in 1978 as IEA Forestry Energy. In 1986 it broadened its scope to become IEA Bioenergy and to include non-forestry bioenergy in the scope of the work. The number of participating countries has increased as a result of the steadily increasing interest in bioenergy worldwide. In 2021, 26 parties participate in IEA Bioenergy: Australia, Austria, Belgium, Brazil, Canada, China, Croatia, Denmark, Estonia, Finland, France, Germany, India, Ireland, Italy, Japan, the Republic of Korea, the Netherlands, New Zealand, Norway, South Africa, Sweden, Switzerland, the United Kingdom, the USA, and the European Commission. IEA Bioenergy is now 43 years old and is a well-established collaborative agreement. All OECD countries with significant national bioenergy programmes are now participating in IEA Bioenergy, with very few exceptions. Five non-OECD countries currently participate – Brazil, China, Croatia, India and South Africa. IEA Bioenergy is very active and is one of the largest TCPs. It originally focussed on RD&D but is now increasingly emphasising deployment on a large scale and worldwide. For more information please visit www.ieabioenergy.com and the Strategic Plan 2020-2025 is attached as Appendix 4.

Secretary Position Description

The Secretary has a key role in running the Technology Collaboration Programme. He/she provides core support to the Chair², the Executive Committee³, and the Technical Coordinator (TC)⁴. The services provided include: fund administration and a variety of other items including support for the Chair in running two Executive Committee meetings per year, production of the Annual Report, managing the website, producing two newsletters and two news bulletins per year, publishing ExCo workshop proceedings and strategic papers, and undertaking miscellaneous duties as agreed by the Executive Committee. See Appendix 1 for more detail.

The Secretary must ensure that the Executive Committee follows the Implementing Agreement text⁵ (as amended with effect from 13 October 2005) including the IEA Framework for International Energy Cooperation (Exhibit A of the Implementing Agreement text).

The Secretary will assist the ExCo to liaise between the TCP and the IEA Secretariat (IEA Headquarters based in Paris) (including with the Desk Officer, Legal Counsel, REWP⁶, CERT⁷ and others); and also

¹ Mr Pearse Buckley, ODBT, Ireland – pbuckley@odbtbioenergy.com

² Dr Paul Bennett, SCION, New Zealand

³ See Appendix 3

⁴ Mr Luc Pelkmans, CAPREA Sustainable Solutions, Belgium

⁵ Implementing Agreement text is available from the current Secretary on request

between the ExCo and individual Member Countries, Operating Agents, and Task Leaders. A key role is to guide the Task Leaders and Operating Agents in financial and administrative issues. Another role is to assist the Chair in profiling the Technology Collaboration Programme and inducting new Members.

The Secretary shall carry out his/her functions under the supervision of the Executive Committee and especially the Chair. The Secretary is a member of the Executive Committee in an advisory capacity with no voting rights. He/she must provide a timely and dedicated service to IEA Bioenergy during the term of the appointment. Flexibility in hours and schedule is a requirement. **Although the position of Secretary is a part-time one, it should take precedent over any other work commitments the applicant may have.**

Extent of work and time period

The expected yearly amount of work is approximately 1,000 hours. The applicant is expected to state an hourly rate for the work. The contract period for the service is three years, with a possibility of extension – any decision to extend the contract rests solely with IEA Bioenergy. The contract letter for the new Secretary will include a clause that the appointment is subject to satisfactory performance. From time-to-time the Secretary will be expected to discuss progress and effectiveness of the role with the Chair and to make any changes required.

The contract will begin on 1 January 2022. This will allow for a three month overlap during which time the existing Secretary would finish work carried over from 2021, viz. ExCo88 meeting minutes, Annual Report, December Newsletter, and the Audit of the ExCo Secretariat Fund for 2021.

Position Specification

English is the working language of the IEA Bioenergy TCP. The appointee should have excellent English oral and writing skills. A strong technical background in the bioenergy sector and proven skills and experience in coordination and leadership are essential. Experience with science editing and publication would be a major advantage. A good understanding of the Executive Committee and Task Leaders role within IEA Bioenergy would be desirable, along with the ability to work with all components of IEA Bioenergy. The appointee must also be available to undertake work at short notice and have the ability to produce quality outputs under pressure to meet deadlines.

Qualifications

The Secretary must have specific skills and experience to perform the role. Each application will be evaluated against the following criteria:

- Financial and administrative management skills. Financial and administrative management are the key roles of the secretary, so experience in these fields is highly important
- Coordination skills and experienced in working at international level. The candidate should have excellent coordination skills, and a good sense of diplomacy in dealing with representatives from many nations; he/she should have clear leadership and networking skills, and demonstrated initiative ('self-starter')
- Excellent command of the English language is required – spoken skills and writing/editorial skills.
- Familiarity with the workings of IEA Bioenergy and technical understanding of the area; a good working knowledge of the IEA organisation (<https://www.iea.org/>)
- Familiarity with communication tools (website hosting, social media, newsletters)
- Hourly rate

It is expected that the Secretary will provide all equipment necessary to carry out the work and to have his/her own office and storage capacity for archive material and publications. He/she must also be able to be

⁶ REWP – Renewable Energy Working Party

⁷ CERT – Committee on Energy Research and Technology

a party to a contract on behalf of the IEA Bioenergy TCP through their company or organisation. The application must come from a Member Country of IEA Bioenergy and be known to the relevant ExCo Member (see Appendix 3). If the Applicant is already involved with the IEA Bioenergy TCP there must be no potential for conflict of interest – this should be stated in the application.

Application Process

Applicants should submit the following to the Secretary (pbuckley@odbtbioenergy.com), by **Tuesday 30 March 2021**:

- a Curriculum Vitae (Resume)
- a letter explaining why they believe they are suitable for appointment as well as any other information they consider of importance for the selection. The letter should state a tendered hourly rate in US dollars (which includes all overheads and taxes such as VAT, GST etc.) and which will be the basis of payment for the successful applicant.
- An indicative ‘Secretariat’ budget in US\$ according to Appendix 2
- the names and contacts of up to three references

Appointment Process

Evaluation of the applications will be made by an Executive Committee subcommittee. By 20 April a short list (three candidates) will be selected and invited by the Chair to attend the ExCo87 Virtual meeting on 18 May, to make a presentation to the Executive Committee. After the presentations by the short-listed candidates, the Members will vote (majority decision) for the new Secretary. The selected candidate will then finalise contractual details with the Chair, following which the current Secretary will draft a contract letter to be signed by the appointee and the Chair of IEA Bioenergy.

Secretary Job Description

Fund Administration

The currency for the whole of IEA Bioenergy is US dollars. The new Secretary will need to open a US currency bank account to be active from 1 January 2022. This account should be interest bearing. The current Secretary operates a 'double signature' system so that transactions, especially withdrawals and transfers, are transparent and checked by a party independent of the Secretary's office. KPMG is retained as an independent auditor for the ExCo Secretariat Fund until 31 December 2021 and will undertake the 2021 audit during February 2022. The Tasks also produce audited accounts. These are prepared according to guidelines specified by the ExCo and managed by the Secretary. Key duties include:

- In January prepare invoices for the Member Countries (approximately 45). Some countries require a significant number of forms to be completed, e.g. USDA in the USA. Some ask for a quotation first, e.g. European Commission. Manage the invoicing and payment process – chase up slow payers.
- Distribution of Task funds received to the Task Leaders, with Strategic Funds deducted.
- Manage the Strategic Fund – organise payments as they are due. Monitor and report the uncommitted balance to the ExCo.
- Enter into contracts with third parties on behalf of the IEA Bioenergy TCP (typically 1-2 per year) and manage these contracts
- Record and pay the Technical Coordinator's invoices.
- Reimburse travel expenses of the Chair and others, and also ExCo workshop speakers.
- Organise miscellaneous payments according to ExCo decisions.
- Annual Secretariat Fund Audit: Prepare confirmation letters for the Tasks. Prepare draft cash statement. Finalise the audit statement with the auditor and prepare agenda paper for ExCo approval.

It is envisaged that in February 2022 the existing Secretary will finalise the audit to 31 December 2021 and transfer the audited balance to the new US\$ bank account nominated by the new Secretary. Since the new Secretary will be responsible for all receipts and payments made from the Secretariat Fund from the 1st January 2022, the existing Secretary will make an interim transfer of funds to the new Secretary at the beginning of January 2022. The new Secretary is responsible for compliance with national tax requirements.

Secretariat Services

The role of the Secretary involved delivery of the following services.

IEA Bioenergy TCP: have an in-depth knowledge of the TCP's Implementing Agreement and respond to clarification queries on all formal procedures. Issue written approval requests for items requiring ExCo approval between ExCo meetings.

ExCo meetings: plan with the host Member Country, issue meeting announcements and facilitate registration process, design meeting agenda, call for agenda papers, produce and distribute agenda papers, organise pre-meetings, assist Chair to run meeting including study tour, produce and distribute draft and final minutes, follow up action items.

Other meetings: organise and participate in Core Group meetings (typically 8 per year), Communications Team meetings (typically 8 per year) and other working group meetings as required.

Newsletter (8 pages) – A newsletter is produced after each ExCo meeting and includes highlights from the meeting, an editorial by the meeting host, an article from one of the Tasks and updates on outputs from the TCP. The Secretary prepares and issues this at the end of June and end of December. Roles include: prompt Task Leaders for contributions (Task Focus and Noticeboard), update events, publications, and contacts

Appendix 1

pages, solicit editorial from host Member Country, prepare ‘From the Secretariat’ pages, source images, edit text, work with designer and publisher, organise electronic and hard copy distribution.

News Bulletin – A news bulletin is produced twice per year to summarise the results of ongoing Tasks’ work. The Secretary prepares and issues this at the end of March and end of September. Roles include: prompt Task Leaders for contributions, develop content and arrange design and website publication with designer

Annual Report (120-140 pages): prompt Task Leaders for Task contributions (Progress in the Tasks and Appendices), solicit ‘special feature’ article from the Tasks, prepare progress report from the Executive committee, source images, edit text, work with designer and publisher, organise electronic and hard copy distribution.

Work closely with the Technical Coordinator (TC): help the TC organise ExCo workshops, receive draft workshop proceedings from the TC, organise editorial review, design and publication, implement distribution of hard copies by courier. Assist the TC in his/her other roles as required. The TCs role is to provide technical support to the Chair to service external requests and to assist the Chair and Operating Agents in coordinating any work related to the Tasks that falls outside the day-to-day management and functioning of the Tasks. In particular to provide a coordinating mechanism between the Tasks and the ExCo and also a link between Tasks for projects where more than one Task is contributing.

Website: arrange hosting and webmaster services, maintain Members Area (web users, contact details, meeting documents, etc.), add events, update Task information, and add publications. Reply to questions from the ‘contact us’ feature on the website and seek input from the Task Leaders where appropriate.

IEA Headquarters: prepare new Annex documents at the start of each Triennium, prepare a Status Report for REWP after each ExCo meeting; and prepare an End of Term report at the end of each triennium. Prepare annual briefings for the 1st quarter meetings of REWP (with input from the Task Leaders) and EUWP⁸ (with input from the Core Group⁹) and forward to IEA Headquarters. Respond to miscellaneous requests from IEA and other international organisations, in coordination with the Core Group as necessary.

Strategic publications (20-24 pages): receive drafts from the authors, organise editorial review, design and publication. Organise electronic and hard copy distribution.

Tasks’ publications: On request from Task Leaders, provide ISBN numbers for Tasks’ publications and maintain a record of all IEA Bioenergy publications with ISBN numbers.

Biomass and Bioenergy Updates: prepare these for publication and send to Elsevier.

Correspondence: respond to emails directed to the Secretary (on average around 15-20 per day). Provide information / documents as requested.

New members: Answer membership queries from around the world from those who seek to join or interface with IEA Bioenergy. Prepare information material / invitation letters for potential new members. Support new members through the joining process.

⁸ EUWP – End Use Working Party

⁹ Core Group is composed of the Chair, Vice-chairs, past Chair, Head of Communications Team, Technical Coordinator and Secretary

Indicative Secretariat Budget for 2022 (US\$)

Item	Indicative Secretariat Budget US\$	Average Budget 2018-2020 ¹⁰ US\$
Fund Administration:		
- Secretary (95 hours x hourly rate)		11,900
- Audit		9,000
- Other costs, e.g. online banking		400
Secretarial Service:		
- Secretary (840 hours x hourly rate)		105,800
- Support staff		12,000
- Postage/Copying etc.		6,000
- Rent for office storage		1,000
Website:		
- Webmaster		200
- Hosting of website		800
- Maintenance/Development of website		8,000
Travel:		
- Secretary travel, ExCo meetings		7,000
Annual Report (1 per annum):		
- Editing/design/printing/distribution		12,000
Workshop proceedings (2 per annum):		
- Preparation/editing/design/printing/distribution		10,000
- External editorial support		0
Newsletters (2 per annum):		
- Preparation/design/printing		9,000
News Bulletin (2 per annum)		
- Preparation / upload		500
Reports for IEAHQ:		
- Status Reports (two per year), End of Term report, etc.		1,000
Biomass & Bioenergy Updates		
- Update Report (two per year)		1,500
Total		196,100

Fund Administration: Multiply the expected hours by the tendered hourly rate. See job description.

Audit: The expected cost of a professional audit of the Secretariat Fund at year end. This includes Secretary and support staff time cost in addition to the audit cost. The current Secretary uses KPMG.

Secretariat Services: Multiply the expected hours by the tendered hourly rate. See job description.

Rent for office storage – Allow for renting storage space, suitable for approx. 1.5m wide by 1.5m high standard bookcase, for IEA Bioenergy archive material and publications.

Website: Allow for the cost of a webmaster, website hosting, and any envisaged development of the website.

Travel: The Secretary will attend two ExCo meetings per year. This is the budget for these trips.

Annual Report (120-140 pp) – There is a standard template. The cost of preparing the text is covered within Secretariat Services (see above). This budget item is for the subsequent costs. The ExCo has agreed that the Task which prepares the feature article should be paid US\$2,000 – allow for this in the budget. The print run is 400

¹⁰ Based on current Secretary's requested budgets submitted to the 4th quarter Executive Committee meetings.

Appendix 2

copies. (<https://www.ieabioenergy.com/wp-content/uploads/2020/05/IEA-Bioenergy-Annual-Report-2019-Rev-26-May-2020.pdf>)

Workshop proceedings (20-24 pp) – There is a standard template. The TC prepares a draft text. The Secretary then takes over and produces the publication. This budget item includes Secretary and support staff time cost and is charged to the Strategic Fund. There are normally two proceedings per year. The print run is around 300 copies. (<https://www.ieabioenergy.com/wp-content/uploads/2021/01/IEA-Bioenergy-ExCo86-eWorkshop-Final-1.pdf>)

Newsletters (8 pp) – A newsletter is produced after each ExCo meeting. There is a standard template. The Secretary gathers the material with input from the Tasks and then produces the text for the designer. Distribution is mainly electronic with just 100 printed hardcopies. (<https://www.ieabioenergy.com/wp-content/uploads/2021/01/IEA-Bioenergy-News-Volume-322-%E2%80%93-December-2020-1.pdf>). This budget item includes Secretary and support staff time cost.

News Bulletin – a news bulletin is produced at the end of March and September. The Secretary gathers the material with input from the Tasks and then produces the text for the designer. Distribution is only electronic. This budget item includes Secretary and support staff time cost. (<https://www.ieabioenergy.com/blog/publications/iea-bioenergy-news-bulletin-september-2020/>)

Reports to IEAHQ – a Status Report to the REWP / EUWP is produced after each ExCo meeting and an End of Term Report at the end of each triennium. (samples are available on request to the Secretary). This budget item includes Secretary and support staff time cost.

Biomass & Bioenergy Updates – an Update is prepared after each ExCo meeting in the Biomass & Bioenergy format and emailed to Biomass & Bioenergy (a sample is available on request to the Secretary). This budget item includes Secretary and support staff time cost and formatting for Biomass & Bioenergy publication.

ExCo Members Contacts List

AUSTRALIA

Professor Mark Brown

Director of the Forest Industries Research Group
Forest Industries Research Group (ML16)
Locked Bag 4
University of the Sunshine Coast
MAROOCHYDORE DC, QLD 4558
Phone: +61 (0) 488 123 155
Fax: +61 7 5456 5544
Email: mbrown2@usc.edu.au

Mrs Shahana McKenzie

Chief Executive Officer
Bioenergy Australia
P.O. Box 127
Civic Square
ACT 2608
Phone: +61 0 439 555 764
Email: shahana@bioenergyaustralia.org.au

AUSTRIA

Mr Ing. René Albert

Ministry for Climate Action, Environment,
Energy, Mobility, Innovation and Technology
Radetzkystrasse 2
1030 WIEN
Phone: +43 1 711 62 652921
Email: Rene.Albert@bmk.gv.at

Mrs Dipl.-Ing Dina Bacovsky

BEST – Bioenergy and Sustainable
Technologies GmbH
Inffeldgasse 21b
8010 GRAZ
Phone: +43 7416 52238 35
Email: dina.bacovsky@best-research.eu

BELGIUM

Dr Thibaut Masy

Centre wallon de Recherches agronomiques
Bâtiment Francini
Chaussée de Namur 146
5030 Gembloux
Phone: +32 81 87 53 24
Email: t.masy@cra.wallonie.be

Mr. Ruben Guisson

Project manager biobased economy
VITO NV
Boeretang 200
MOL, BE-2400
Phone: +32 14 33 58 49
Fax: +32 14 32 11 85
Email: ruben.guison@vito.be

BRAZIL

Dr Pietro Adamo Sampaio Mendes

Director of Biofuels
Ministry of Mines and Energy
Esplanada dos Ministérios, Bloco U, room 930
Brasília – DF
Phone: +55 61 2032 5029
Email: pietro.mendes@mme.gov.br

Mr Renato Domith Godinho

Head, Division for New and Renewable
Energy Resources – DRN
Ministry of Foreign Affairs
Esplanada dos Ministérios, Bloco H, 7º Andar
70190-900 – BRASILIA – DF
Phone: +55 61 2030 8613
Email: drn@itamaraty.gov.br

CANADA

Mr Oshada Mendis

Science & Technology Adviser
Office of Energy Research & Development
Natural Resources Canada
580 Booth Street, 14th Floor
OTTAWA, Ontario K1A 0E4
Phone: +1 613 324 9777
Fax: +1 613 995 6146
Email: oshada.mendis@canada.ca

Mr Jeff Karau

Project Officer
Forest Science Division
Natural Resources Canada
580 Booth Street,
OTTAWA, Ontario K1A 0E4
Phone: +1 613 947 8997
Fax: +1 613 947 9035
Email: jkarau@rncan.gc.ca

	Member	Alternate Member
CHINA	<p>Dr Dongming Ren Director of the Center for Renewable Energy Development (CRED) of ERI B1418, Guohong Mansion, Jia No. 11 Muxidi Beili Xicheng District, Beijing 100038 Phone: + TBA Email: rendm@eri.org.cn</p>	<p>Dr Kejun Dou Senior Bioenergy Advisor, China National Renewable Energy Centre B2206, Guohong Mansion, Jia No. 11 Muxidi Beili Xicheng District, Beijing 100038 Phone: +86 10 63908296 126 Email: doukejun@cnrec.org.cn</p>
CROATIA	<p>Mr Andro Bacan Head of Dept. for Ren. Energy Sources Climate and Environmental Protection Energy Institute Hrvoje Pozar Savska cesta 163 10000 Zagreb Phone: +385 1 6040 588 Email: abacan@eihp.hr</p>	<p>Mr. Tugomir Majdak State Secretary Ministry of Agriculture Ulica grada Vukovara 78 10000 Zagreb Phone: +385 1 6106 111 Fax: +385 1 6109 200 Email: tugomir.majdak@mps.hr</p>
DENMARK	<p>Ms Laerke Skov Hansen Advisor Danish Energy Agency – Centre for Energy Administration Niels Bohrs Vej 8D 6700 Esbjerg Phone: + 45 3392 6875 Email: lksh@ens.dk</p>	<p>Mr Jan Bünger Special Advisor Danish Energy Agency – Centre for Energy Administration Carsten Nieburs Gade 43 1577 København Phone: + 45 3392 7919 Email: jbu@ens.dk</p>
ESTONIA	<p>Ms Liisa Mällo Ministry of Economic Affairs and Communications Energy Department Harju Street 11 15072 Tallinn Phone: +372 625 6321 Email: liisa.mallo@mkm.ee</p>	<p>Mr Joel Peetersoo Ministry of Economic Affairs and Communications Economic Development Department Harju Street 11 15072 Tallinn Phone: +372 639 7609 Email: Joel.Peetersoo@mkm.ee</p>
FINLAND	<p>Ms Aila Maijanen Senior Advisor Business Finland P.O. Box 69 00101 HELSINKI Phone: +358 50 557 7882 Email: aila.maijanen@businessfinland.fi</p>	<p>Dr. Antti Arasto VTT TECHNICAL RESEARCH CENTRE OF FINLAND Biologinkuja 5, Espoo P.O. Box 1000 FI-02044 VTT Phone: +358 20 722 4016 Email: antti.arasto@vtt.fi</p>
FRANCE	<p>Mde Emilie Machefaux Cheffe de service adjointe Service Forêt, Alimentation et Bioéconomie 20 avenue du Grésillé - BP 90406 F - 49004 ANGERS Cedex 01 Phone: +33 2 41 20 43 27 Fax: +33 2 41 20 43 02 Email: emilie.machefaux@ademe.fr</p>	<p>Mde Miriam Buitrago Engineer Service Forêt, Alimentation et Bioéconomie ADEME 20 avenue du Grésillé - BP 90406 F - 49004 ANGERS Cedex 01 Phone: +33 2 41 20 74 18 Email: miriam.buitrago@ademe.fr</p>

	Member		Alternate Member
GERMANY	<p>Mr Birger Kerckow Fachagentur Nachwachsende Rohstoffe e.V. (FNR) Hofplatz 1 GÜLZOW-PRÜZEN, 18276 Phone: +49 3843 693 0125 Fax: +49 3843 693 0102 Email: B.Kerckow@fnr.de</p>		<p>Dr Volker Niendieker Federal Ministry of Food and Agriculture (BMEL) Wilhelmstraße 54 10117 Berlin Phone: +49 30 18 529-3140 Fax: +49 30 18 529 55-3140 Email: volker.niendieker@bmel.bund.de</p>
INDIA	<p>Shri Sunil Kumar Joint Secretary (Refinery) Ministry of Petroleum & Nat. Gas Shastri Bhawan New Delhi – 110001 Phone: +91 11 2338 6935 Email: jsr.png@nic.in</p>		<p>Shri Sushil T. Williams Deputy Secretary Ministry of Petroleum & Nat. Gas Shastri Bhawan New Delhi – 110001 Phone: Email: sushilt.williams@gov.in</p>
IRELAND	<p>Mr Matthew Clancy Programme Manager Bioenergy & CHP Sustainable Energy Authority of Ireland Wilton Park House Wilton Place DUBLIN 2 Phone: +353 1 808 2152 Fax: +353 1 808 2002 Email: matthew.clancy@seai.ie</p>		To be announced
ITALY	<p>Mr Luca Benedetti Gestore dei Servizi Energetici – GSE S.p.A. Viale Maresciallo Pilsudski, 92 00197 ROME Phone: +39 06 8011 4572 Fax: +39 06 8011 2040 Email: luca.benedetti@gse.it</p>		<p>Mr Vito Pignatelli ENEA Research Centre of Casaccia Via Anguillarese, 301 – 00123 – S.M. di Galeria, ROME Phone: +39 06 3048 4506 Fax: +39 06 3048 6514 Email: vito.pignatelli@enea.it</p>
JAPAN	<p>Mr Shinji Furukawa Director Biomass Group NEDO Muza Kawasaki Central Tower 18F 1310 Ohmiyacho, Saiwai-ku, Kawasaki, KANAGAWA 212-8554 Phone: +81 44 520 5271 Fax: +81 44 520 5275 Email: furukawasnj@nedo.go.jp</p>		To be announced
KOREA	<p>Dr In-Gu Lee Principal Researcher Biomass and Wastes to Energy Laboratory Korea Institute of Energy Research (KIER) 152, Gajeong-ro, Yuseong-gu Daejeon, 34129 Phone: +82 42-860-3559 Email: samwe04@kier.re.kr</p>		<p>Mr Hyun Taek Cho Program Manager New & Renewable Energy Industry Division Korea Energy Agency (KEA) 323 Jongga-ro, Jung-gu Ulsan 44538 Phone: +82-52-920-0733 Email: taaek@energy.or.kr</p>

	Member	Alternate Member
NETHERLANDS	<p>Ir Kees Kwant Senior Expert Bioenergy and Biobased Economy Netherlands Enterprise Agency Ministry of Economic Affairs PO Box 8242, UTRECHT, 3503 RE Phone: +31 88 602 2458 Email: kees.kwant@rvo.nl</p>	<p>Mr Dinand Drankier Ministry of Economic Affairs and Climate Policy Directorate-general for Climate and Energy Directorate Sustainable Heating and Subsurface Policy PO Box 20401 Den Haag, 2500 EK Phone: + 31 6 15597316 Email: D.Drankier@minezkn.nl</p>
NEW ZEALAND	<p>Dr Paul Bennett SCION Private Bag 3020 ROTORUA Phone: +64 7 343 5601 Fax: +64 7 348 0952 Email: paul.bennett@scionresearch.com</p>	To be announced
NORWAY	<p>Mr Per Arne Karlsen The Research Council of Norway Department of Energy Research Postboks 564 1327 Lysaker Phone: +47 22 03 75 80 Email: pak@rcn.no</p>	<p>Mr Trond Bratsberg ENOVA P.O. Box 5700 Torgarden 7437 TRONDHEIM Phone: +4745664720 Email: Trond.Bratsberg@enova.no</p>
SOUTH AFRICA	<p>Mr David Mahuma SANEDI (South African National Development Institute) Block C, Upper Grayston Office Park 152 Ann Crescent, Strathavon SANDTON, 2146 Phone: +27 11 038 4307 Email: davidm@sanedi.org.za</p>	To be announced
SWEDEN	<p>Mr Jonas Lindmark Swedish Energy Agency Dept. for Research & Innovation P.O. Box 310 Eskilstuna, SE-631 04 Phone: +46 16 544 2294 Fax: + 46 16 544 2261 Email: Jonas.Lindmark@energimyndigheten.se</p>	<p>Dr Göran Berndes Professor - Biomass and Land Use Division of Physical Resource Theory Department of Space, Earth and Environment Chalmers University of Technology SE-41296 Gothenburg Phone: +46 31 772 3148 Fax: +46 31 772 3150 Email: goran.berndes@chalmers.se</p>
SWITZERLAND	<p>Dr Sandra Hermle Energy Research Specialist, Bioenergy Federal Department of the Environment Transport, Energy and Communications Swiss Federal Office of Energy SFOE Mühlestrasse 4, 3063 Ittigen, postal address: 3003 Bern Tel. +41 58 465 89 22 Fax +41 58 463 25 00 Email: sandra.hermle@bfe.admin.ch</p>	<p>Dr Matthieu Buchs Renewable energy specialist, Biomass Federal Department of the Environment Transport, Energy and Communications Swiss Federal Office of Energy SFOE Mühlestrasse 4, 3063 Ittigen, postal address: 3003 Bern Tel. +41 58 462 56 40 Fax +41 58 462 25 00 Email: matthieu.buchs@bfe.admin.ch</p>

	Member	Alternate Member
UNITED KINGDOM	Mr Peter Coleman Head of Bioenergy & Land Use Science Department for Business, Energy & Industrial Strategy Science & Innovation for Energy & Climate Directorate 1 Victoria Street LONDON, SW1H 0ET Phone: +44 (0)300 068 8270 Email: peter.coleman@beis.gov.uk	To be announced
USA	Mr Jim Spaeth Bioenergy Technologies Office System Development & Integration, Program Manager Energy Efficiency and Renewable Energy U.S. Department of Energy 15013 Denver West Parkway Golden, CO 80401 Phone: +1 720 356 1784 Email: jim.spaeth@ee.doe.gov	Mrs Corinne Drennan Pacific Northwest National Lab 902 Battelle Blvd P.O. Box 999, MSIN: P8-60 Richland, WA 99352 Phone: +1 509 372 6330 Email: corinne.drennan@pnnl.gov
EUROPEAN COMMISSION	Mr Eric Fee Policy Officer European Commission Directorate General for Energy Unit New Energy technologies, innovation and clean coal Rue Demot 24, 1040 BRUSSELS, DM-24 03/92 BELGIUM Phone: +32 2 295 9537 Email: Eric.Fee@ec.europa.eu	Mr Nicolae Scarlat Scientific Support Officer European Commission-Joint Research Centre Unit Energy Efficiency and Renewables Via E. Fermi, 2749 I-21027 Ispra (VA) ITALY Phone: + 39 0332 786551 Email: Nicolae.Scarlat@ec.europa.eu
TECHNICAL COORDINATOR	Mr Luc Pelkmans CAPREA Sustainable Solutions Tortelstraat 50 MOL, BE-2400 Phone: +32 492 97 79 30 Email: luc.pelkmans@caprea.be	



IEA BIOENERGY TECHNOLOGY COLLABORATION PROGRAMME (IEA BIOENERGY TCP)

STRATEGIC PLAN 2020-2025

Introduction: The IEA Bioenergy TCP was originally established in and has been operating since 1978. This sixth Strategic Plan covers the period from 1 March 2020 to 28 February 2025 and is an element in the Request for Extension process for a new five-year term beginning on the 1 March 2020.

Mission of IEA Bioenergy: The mission of the IEA Bioenergy TCP is to increase knowledge and understanding of bioenergy systems in order to facilitate the commercialisation and market deployment of environmentally sound, socially acceptable, and cost-competitive, low-carbon bioenergy systems and technologies, and to advise policy and industrial decision makers accordingly. The IEA Bioenergy TCP realises the mission by providing platforms for international collaboration and information exchange in bioenergy research, technology development, demonstration, and policy analysis—including through network development, information dissemination, and the provision of science-based analysis and advice.

Context for Strategic Plan: Bioenergy is the main source of renewable energy today, contributing to energy used in power generation, heat for industry and buildings, and fuel for transport. Context for the development of the Strategic Plan includes the Paris climate accord within the United Nations (UN) Framework Convention on Climate Change (UNFCCC), the UN Sustainable Development Goals, the continuing importance of security of energy supply, the IEA *Technology Roadmap: Delivering Sustainable Bioenergy* (2017), and the deployment of modern renewable energy in emerging and developing economies. In this context, there are significant opportunities for the IEA Bioenergy TCP to seize, but also challenges to address.

The key challenge is that there is an urgent need to accelerate the contribution of bioenergy across all sectors—most notably in the transport sector where consumption must triple by 2030.¹ The opportunities for bioenergy include its important role in:

- Reducing greenhouse gas emissions and improving the global carbon balance
- Limiting global temperature rise (as agreed to in the Paris accord)
- Transitioning to a low-carbon, energy-secure economy with an increased focus on the circular economy, cascading use of renewable materials, and the biobased economy
- Integrating growing shares of variable renewable energy into energy systems.

Interaction and collaboration with other new and existing international organisations to promote and accelerate bioenergy is also critically important. The evolving global energy landscape offers an opportunity and an obligation from the IEA Bioenergy TCP to develop and introduce bioenergy as low-carbon and clean energy, within an increasingly renewable energy system, while doing so sustainably.

Objectives of the Plan: The objectives of the plan are to enable bioenergy to substantially contribute to future global energy demand within a growing global bioeconomy; provide significant greenhouse gas savings across all energy sectors; and contribute to the Sustainable Development Goals. Bioenergy can and must deliver increasing results in decarbonising transport, heat, power and electricity, including through its capacity to deliver negative emissions by, among many pathways, bioenergy with carbon capture and storage/utilisation (BECC/BECCUS).

In the Strategic Plan, the IEA Bioenergy TCP will focus on the following:

- Development of the global opportunities for increased sustainable biomass production in agricultural and forestry systems, as well as sustainable landscape management
- Establishment of sustainable and efficient biomass supply chains based on transparent, science-based criteria
- Decarbonisation potential for bioenergy for its capacity to deliver negative emissions.
- Development and application of innovative technologies, partnered with existing ones, designed to meet the commercial needs of the evolving global market in the heating, electricity, and transportation sectors.

The IEA Bioenergy TCP will engage all relevant stakeholders in a dialogue to help shape the actions of the TCP; expand outreach to emerging and developing countries; and enhance and optimise communication channels to disseminate outputs to policy makers, decision makers, and the wider stakeholder community.

¹ IEA *Technology Roadmap: Delivering Sustainable Bioenergy* (2017)

Actions: Key actions to achieve the objectives of the Strategic Plan are presented in four areas.

1. **A sustainable system for bioenergy and biomass materials supply**

Demonstrating the key role of bioenergy in a decarbonising world:

- Develop and explore the complementary roles of bioenergy and other renewable energy supply, the potential of bioenergy carbon capture and storage or utilisation, and the pricing of these specific functions

Embedding bioenergy into the broader bio-economy:

- Enable the transition to a low-carbon, energy-secure economy and broaden recognition that bioenergy systems are common components in value chains or production processes that also produce food and other biobased products (e.g., at biorefineries)

Incorporating the security, flexibility, and stability provided by bioenergy in the fuels, electricity, gas and heating systems:

- Enable baseload and just-in-time production of bioenergy for different energy grids and renewable energy systems
- Gradually enable the greening of the natural gas grid

2. **Innovative Technologies**

Enabling the development and application of innovative technologies:

- Ensure that Task networks serve as the basis for enabling collaboration and information exchange to catalyse commercialisation with industry
- Showcase best practices to enable deployment

Developing Advanced Biofuels for Mobility

- Stimulate the development of biofuels from lignocellulosic biomass and wastes and consider the role of biofuels in sectors that require high energy-density fuels (e.g., aviation, marine, and long-distance transport)

3. **Sustainable Supply Chains**

Developing sustainable biomass supply chains:

- Incorporate effects of land use (change) and landscape management in the analysis of supply chains
- Facilitate the reclamation and reuse of abandoned agricultural land and the use of fallow land
- Enable increased production of biomass in a sustainable way in agriculture and forestry, while maintaining or improving carbon storage and sequestration
- Stimulate the development of logistics to harvest under-used residues
- Support certification to prove sustainability of supply chains
- Promote the market deployment of viable and efficient biobased value chains

4. **Operational Optimisation**

Engaging all relevant stakeholders in a dialogue:

- Collaborate closely with other international agencies, IEA TCPs, and/or actions in this area
- Organise workshops with international institutes, governments, NGOs, and industry
- Proactively provide timely science-based analyses to inform political/public debates

Expanding the outreach to emerging and developing countries:

- Realise increased membership to support outreach
- Work closely with other international organisations to enhance outreach

Ensuring the optimal use of communication channels:

- Continue with a well-functioning website as the central channel, and improve the TCP's outreach through social media

Outcome of Strategic Plan: Fulfilling the objectives of the Strategic Plan will result in bioenergy producing a critical and ever-increasing contribution to the future global energy paradigm, in harmony with the broader biobased economy, while delivering greenhouse gas savings across all energy sectors.