



# Update report for IEA Vice-President Secretary General

## Presentation at Beijing meetings – October, 2025

Prepared by Nancy Black, IEA Vice-President Secretary General (2024-2027)

Provides day-to-day administration of the IEA, including communication and documentation responsibilities; May assist in other tasks as a Vice President at the discretion of the President; and has final responsibility for IEA website.

- Works closely with (supervises) Administrator, Aleksandra Gamper ([office@iea.cc](mailto:office@iea.cc))

Summary plan for 2024-2027 term:

<b>Project / initiative</b>	<b>How does this create value-added?</b>	<b>How does this align with IEA strategies policies?</b>	<b>What needs will be met?</b>	<b>Goals to be reached</b>	<b>Milestones</b>	<b>Current status</b>
1. Improve IEA internal stakeholder communications	Involvement – Perceived value	1. Engage Stakeholders	<ul style="list-style-type: none"> <li>• Networking</li> <li>• Information sharing</li> </ul>	<i>Foster collaborative culture (Council, EC, TCs, <u>Sustaining Members...</u>)</i>	<ul style="list-style-type: none"> <li>• Virtual gatherings;</li> <li>• Surveys</li> <li>• Calendar</li> </ul>	Continuing
2. Improve process efficiency	Limited secretariat and volunteer hours	6. Reinforce the infrastructure of the Association 7. Maintain future focus	Timely, transparent, value-added supports	A) Automated certificates B) Operating Procedures C) Ambassador reports	Discuss Draft Publish Use	<ul style="list-style-type: none"> <li>• Certificate production (prototype)</li> <li>• Policy for presentations for IEA</li> </ul>
3. Review, enhance Operating Procedures	Facilitate value-added elements	1, 6, 7	succession; use resources responsibly	Responsive EC	Propose; Review; Vote	

## 1. Improve IEA internal stakeholder communications

### 1) List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

Stakeholder Group	Role within the Project	Role category
IEA Council	• Participants in gatherings, idea generation, sharing	System actor
Officers	Creation of supports; facilitators	Decision Maker
EC members	Note takers, supporters	System actor / Influencer
Sustaining Members	Resources; information exchange (add value for membership)	System actor / Influencer

### 2) List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

Stakeholder	Person's role within the Project	Role type
President	Chair of meetings (council gathering)	Expert - influencer
VPSG	Convenor; suggestor	Influencer
Administrator	Communicator	System actor

### 3) Map of relations between stakeholders

To \ From	Officers	EC	Council members	Sustaining members	Wider community
Officers	Discuss opportunities	Test-population	Request communications	Suggest opportunities	Illustrate needs, practices
EC	Present proposals; request support	Discuss needs (semi-annual)	Feedback - suggestions	*	TC input
Council members	Propose opportunities	Support	Discuss needs (networks)	Suggest - vested interest	Needs from IEA
Sustaining members	Invite participation	Listen, learn	Network		Historical, business interests
Wider community	NewsBriefs summary	Communicate	Communicate		Platforms used

4) Benefits to stakeholders

[List – if beyond those listed in Summary plan on page 1]

5) Activities and resources required [only include this section in report document, not in presentation]

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
IEA virtual Council Gatherings (2025) - 20 February - 23 June	All invited + individual sustaining members EC members as note-takers, facilitators (5)	2 h preparation; 90 minutes participation (2 times) x (2 dates)	Zoom meeting account

6) Outcomes to date

Very well received. Ideas for next workshops at Council meetings

Set up *Forum* for continued discussions (*no uptake yet*)

Events calendar incorporated into IEA.cc website (*Idea from CPE; implementation by ICT*)

7) Future Activities

a) *Two equally spaced* between Council meetings

b) *Structuring (organizing)* official files in IEA.CC and other locations (including Dropbox, Slack, +).

## 2. Improve process efficiency

### 1) List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

Stakeholder Group	Role within the Project	Role category
Officers	Discuss, suggest, create; facilitate	Decision Maker
EC members	Suggestions	System actor / Influencer
Other (external) groups		

### 2) List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

Stakeholder	Person's role within the Project	Role type
Administrator	Implementation; quality control (eliminate what takes most time & is not fun)	Expert - influencer
VPSG	Suggestions; personnel support	System actor
President & Treasurer	Acceptance / rejection (ideas)	Decision maker

### 3) Map of relations between stakeholders

From \ To	VPSG	Admin.	Officers	Executive Committee	Other (external) groups
VPSG	Reflect	Suggest	Suggest	Suggest	Suggest
Admin	Consult	Reflect	Suggest	Suggest	Suggest
Officers	Suggest	Discuss	Discuss	Suggest	Discuss
Executive Committee	Discuss	Inform	Discuss	Reflect	Discuss
Other (external) groups	Discuss	Discuss	Discuss	Discuss	Share best practices

#### 4) Benefits to stakeholders

Sharing financial support. Value-added to outreach

#### 5) Activities and resources required [only include this section in report document, not in presentation]

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Ambassador report</i>	-	2+	<i>Takashi / ICT</i>
<i>Revised Certificate production</i>	<i>Office administrator, VPSG, research professional (programmer)</i>	15+	<i>Nancy's Research Professional</i>

#### 6) Outcomes to date

Certificate production: 4 meetings Administrator, VPSG, Research Professional (programmer)

- Defined needs
- Presented prototype; (multiple iterations)
- Tested (multiple iterations); not yet fully functional

#### 7) Future Activities

- Other streamlined communications platforms
- Improved information exchange (*Members Forum unused*)

### 3. Review, enhance Operating Procedures

#### 1. List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

Stakeholder Group	Role within the Project	Role category
Officers	Preliminary review	Influencer
EC members	Preliminary approval	Influencer
Council	Final debate, approval	Decision Maker

#### 2. List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

Stakeholder	Person's role within the Project	Role type
VPSG	Proposal	System actor/Expert
Administrator	Organization - distribution - filing	System actor
President & Treasurer	Acceptance / rejection (ideas)	Decision maker

#### 3. Map of relations between stakeholders (to come)

To \ From	VPSG	Administrator	Officers	EC	Council
VPSG		Advise of challenges	Advise of needs	Advise of needs	Advise of needs
Adm	For distribution				Request location
Officers	For input				
EC	For input				Advise of needs
Council	For vote		Present proposals	Request input	Discuss needs

#### 4. Benefits to stakeholders

Understanding, involvement including Member Society members



5. Activities and resources required [only include this section in report document, not in presentation]

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
OP Proposals – financial support (Ambassador)	Officer time + EC discussion (March)	3	Time

6. Outcomes to date

OP 21 - created for **Financial support for presenting on behalf of IEA (non-officers)** for review at March 2025 EC meeting

7. Future Activities

- Other OP review