

**“Task ZERO” - to fulfil the mission
of the DSM-Programme**

Common Fund and common Tasks

- Secretary and advisor
- Informational tools
- Our networks and in particular the local ones run by ExCo-participants
- Dissemination and the extension with the “DSM-University”

Mandatory and builds on both cost-sharing and task-sharing.

The Mission of the DSM Programme is to:

- *Deliver to its stakeholders, **materials that are readily applicable** for them in crafting and implementing policies and measures.*
- *The Programme should also deliver **knowledge and information** about technology, behavioural issues and applications that either **facilitate operations** of energy systems or facilitate necessary **market transformations**.*

Administration

Executive Secretary:	Cost-shared	Task-shared
➤ Make and distribute agendas, minutes and other documents of Executive Committee meetings	X	
➤ Prepare decisions and recommendations	X	
➤ Assist the Executive Committee and its Chairmen in carrying out their responsibilities including the running of the Project Preparatory Committee (PPC)	X	
Output and visibility (technical facilities and content)		
➤ Website,	X	(x)
➤ Spotlight newsletter,	X	X
➤ Social media,	X	X
➤ Flyers	X	

Dissemination

	Cost-shared	Task-shared
Improved dissemination by development and running of the DSM University	X	X
Local dissemination and “anchoring” within the areas of the participants and to support them in recruiting the expertise necessary for tasks in which they have decided to participate, but also to gather material of interest for other tasks who need local points of contact for their work (Task-sharing)		X

Stringent work

- The task is lead by the Chair who may delegate responsibilities in particular to the secretary and the vice-chairs and who has the Project Preparatory Committee, PPC, as “steering committee”.
- To ensure that different activities are coherent the Programme secretary is the coordinator for task ZERO. The co-ordinator gathers the necessary information from those concerned in order to produce a work-plan and a budget for the ExCo to decide upon annually.

Explanatory note 1

- The yearly common fund payments shall be used for general operational work running the IA
- (and not for funding technical work besides the decision making processes of the countries).
- The seed funding is seen positive because in this case the common fund acts like a revolving fund to initiate work and money usually comes back.

Explanatory Note 2

- A project management approach is applied to all the activities like in other tasks: defining activities and a work plan with a budget break down, deliverables, milestones, responsibilities, information plan etc. i.e. a detailed "task work plan" is required.
- Which is provided in the financial report and the budget but could be more elaborated and "vocal"

To consider!

- A yearly thematic focus area in DSM -> to collect relevant knowledge, make it available through maybe a workshop and/or a scoping paper.