



Hydrogen TCP

**Procedures Manual
Hydrogen TCP**

Technical Secretariat

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Outline



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1. Hydrogen TCP, an overview

1.1. What is it?

- International Energy Agency's (IEA) Technology Collaboration Programme (TCP) on hydrogen
- Established in 1977
- Pursues collaborative hydrogen research and development and information exchange among its members
- Collaboration takes the shape of different **Tasks**
- 23 member countries + European Commission + UNIDO + 6 sponsors



1. Hydrogen TCP, an overview

1.2. What is a Task?

- Collaborative projects among parties related to hydrogen
- Each Task covers a different scope and has a specific framework
- When approved by the Executive Committee, the Task is assigned the next consecutive number and becomes part of the Hydrogen Implementing Agreement (HIA)
- There might be Subtasks within each Task
- **Annex:** each Task is outlined in an Annex to the HIA. The Annex describes the scope of work and briefly outlines the joint activities to be carried out within the framework of a particular IEA Task. Participation in an Annex is indicated by submittal of a Notice of Participation to IEA Headquarters.



1. Hydrogen TCP, an overview

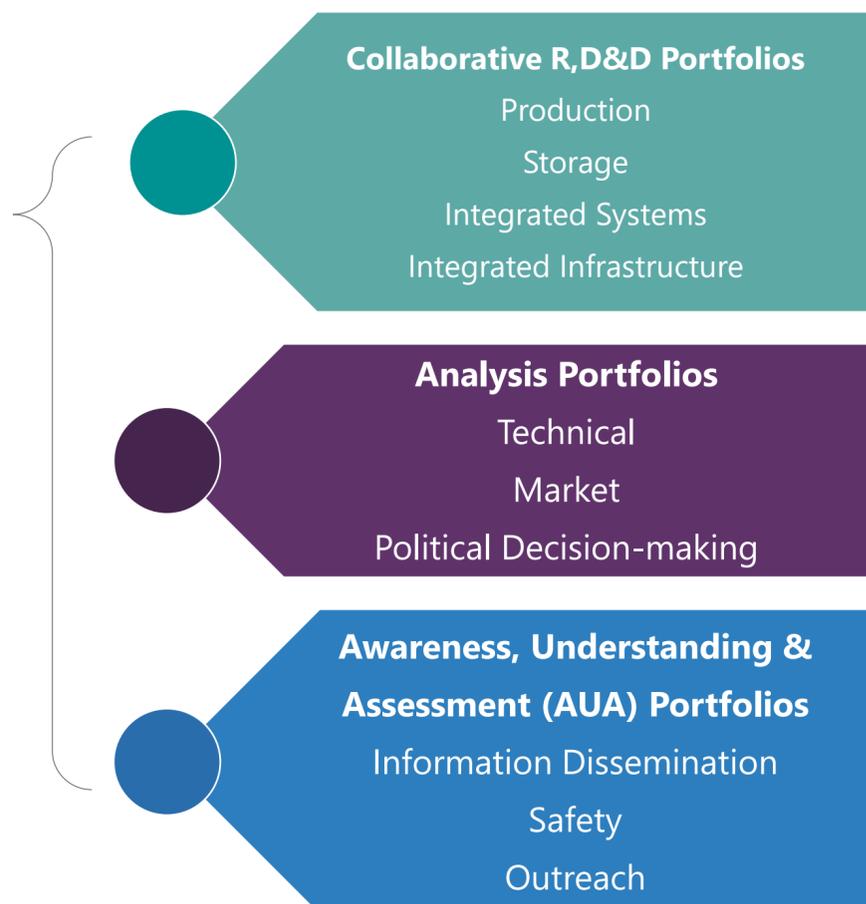
1.2.1. Ongoing Tasks



1.2.2. Perspectives

→ **Strategic Plan 2020-2025** should serve as a framework for future tasks addressing 3 main areas

→ Potential Tasks: Renewable Hydrogen Production, Underground Hydrogen Storage, Hydrogen in the Mining, Mineral Processing, and Resources Sector, Hydrogen Export Value Chains, Hydrogen from Nuclear Energy...





1. Hydrogen TCP, an overview

1.3. Members



Sponsors

Contracting Parties



Members' Responsibilities

- The incorporation must appear in the record (either in the ExCo Minutes or by email)
- New members, must **join** at least **one Task**, and actively participate in ExCo meetings and planning sessions
- For each Task they join, members must commit to follow its scope of work and to ensure appropriate expert **participation** (as well as expert funding) detailed in the Workplan
- All members make a **11.350 € contribution** to the IEA Hydrogen TCP Common Fund on an annual basis

*Generally, only one Contracting Party is designated per country although it is legal for more than one to be designated (with responsibility for different tasks). However, in the case of multiple Contracting Parties, **each country has only one vote.**



1. Hydrogen TCP, an overview

1.3.1. Collaboration within IEA





1. Hydrogen TCP, an overview

1.3.2. External Collaborations





1. Hydrogen TCP, an overview

1.4. Why should you join?

- Get to **collaborate** with other Contracting Parties and Sponsors on cutting-edge hydrogen research and development
- Have access to an **archive** of over 30 years of research
- Invest now: hydrogen will have a place in the future energy market, so investing now in research will allow your country or organization to **influence** the advancement of hydrogen as a fuel
- **Connect** with leaders, scientists, and nation representatives who are all committed to the goal of reliable, sustainable and clean energy

2. Structure



IEA

Governing Board

Main decision-making body composed of energy ministers or senior representatives from each Member country
President: **Fatih Birol**

Committees & Standing Groups

Committee on Budget and Expenditure (CBE)

Committee on Energy Research and Technology (CERT)

SG on Long-Term Co-operation (SLT)

SG on the Oil Market (SOM)

SG on Global Energy Dialogue (SGD)

SG on Emergency Questions (SEQ)

Expert Groups

Fusion Power Coordinating Committee

Working Party on Energy End-Use Technologies

Working Party on Fossil Energy

Working Party on Renewable Energy Technologies

Desk Officer: **Kazuhiro Kurumi**



Hydrogen TCP

Chair: **Paul Lucchese**
Vice Chairs: **Marcel Weeda & Ohira Eji**



3. Terminology

- **Executive Committee (ExCo):** control of the Hydrogen TCP is vested in an Executive Committee that consists of one Representative and Alternate from each member. The Executive Committee is headed by the Leadership Team: a Chair and two Vice Chairs, each elected to serve a three-year term.
- **Implementing Agreement:** in the IEA context, an Implementing Agreement is a legal document that outlines the terms of a collaborative research and development program and the rights and responsibilities of the parties to the agreement. Hydrogen Implementing Agreement (**HIA**).
- **Cost Sharing:** a program of work in which participants contribute to a common fund for activities such as conducting an experiment or equipment purchase, operation of a single facility, or for information exchange. It is the case for the Hydrogen TCP.



3. Terminology

- **Contracting Parties (CP):** countries (governments) or their designated entities (state agency, industry member, association, etc.) that have signed the Hydrogen Implementing Agreement. There can be more than one Contracting Parties from a country, but each country only nominates one member to the Executive Committee.
- **Sponsors:** entities from OECD member countries that are not designated by their governments as CP and international entities that are not intergovernmental bodies (such as companies) may have the status of Sponsors. They have the same rights and responsibilities as the CP except that they cannot be elected as Chairs or Vice-Chairs.
- **Desk Officer (DO):** an officer of the IEA Secretariat who monitors a particular Implementing Agreement. Desk Officers assist Agreements with administrative and other matters where possible and provide a link to other IEA bodies. Currently *Kazuhiro Kurumi*.
- **Operating Agent (OA):** each Task is headed by an Operating Agent who has the responsibility for implementing and managing the collaborative project, and for reporting to the Executive Committee on the progress of the work.



4. How to become a member

Executive Committee

- The ExCo is formed by a **Representative** and an **Alternate** of each Contracting Party and Sponsor
- There are no specific requirements to be an ExCo Representative
- Members can select any individual they choose to be its Representative. Although recommended, there is no requirement that a Contracting Party's representatives be nationals of or located within the Contracting Party's country
- The Representative is the **key contact** person for a Participant in the ExCo
- The Alternate ExCo Representative is the secondary contact person who supports the primary ExCo Representative, and acts as the key contact person if they are unavailable.
- Together, the Representative and Alternate representatives exercise a **single vote**. If there is a disagreement between the two representatives with respect to a vote, it is the primary Representative who has the authority to vote



4. How to become a member

4.1. Contracting Party

For countries or government designated entities

1- Agreement

The ExCo unanimously votes to invite a Government/entity to join the TCP as a Contracting Party

3- Acceptance

The Government/entity sends a letter to the IEA and Hydrogen TCP accepting the invitation

2

2- Invitation

The TCP Chair sends a letter to the Government/entity formally inviting it to join the TCP as a Contracting Party

3

4

4- Signature Page

On receipt of the acceptance letter, the IEA Legal Office sends a TCP Signature Page to be signed and dated. Participation in the Hydrogen TCP becomes effective from the date of signature of the Signature Page



4. How to become a member

4.2. How to become a CP if you are not part of the OECD

Participation to the Agreements is possible on an equitable basis in relation to the sharing of obligations, contributions, rights and benefits of OECD Members for:

- countries that are non-Members of the OECD
- international organizations in which countries that are not Members of the OECD participate
 - If they have not been previously approved by the ExCo, a request must be reviewed by the CERT, which will later report its views to the ExCo for decision
 - The Secretariat shall inform the Committee on non-Member Countries of all such requests.
 - Unless the ExCo decides otherwise in a specific case,
 - non-member Participants shall not serve as ExCo Chair
 - in a case where a decision be taken by unanimity, non-member Participants may not block an otherwise unanimous decision by the OECD Member country



4. How to become a member

4.3. Sponsor

For companies and other organizations

1- Agreement

The ExCo unanimously votes to invite a company/entity to join the TCP as a Sponsor

3- Acceptance

The company/entity sends a letter to the IEA and Hydrogen TCP accepting the invitation

5- Signature Letter

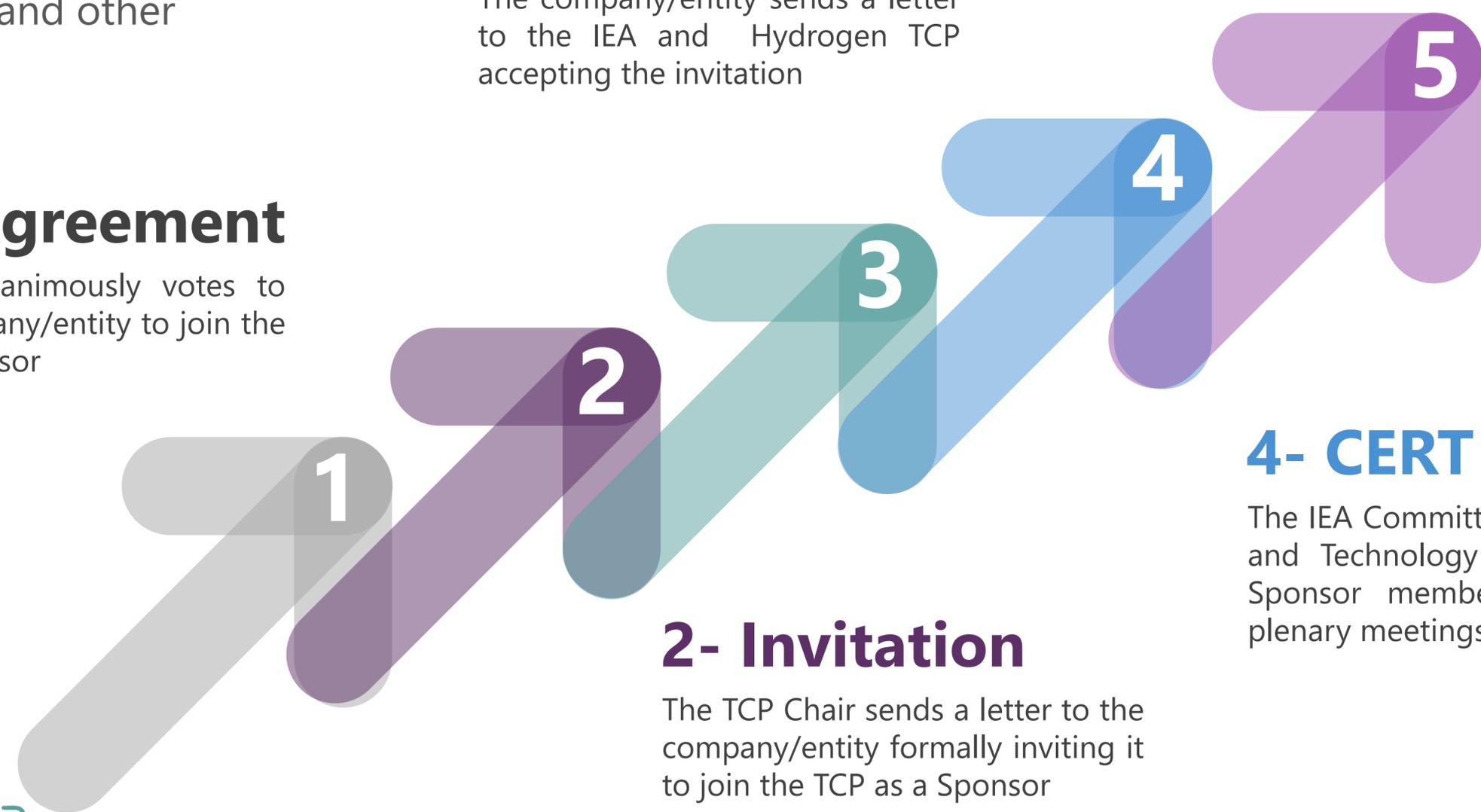
The IEA Legal Office sends a TCP Signature Page to be signed and dated. Participation in the TCP becomes effective from the date of signature of the Signature Page

2- Invitation

The TCP Chair sends a letter to the company/entity formally inviting it to join the TCP as a Sponsor

4- CERT Approval

The IEA Committee on Energy Research and Technology (CERT) approves the Sponsor membership in one of its plenary meetings





4. How to become a member

Sponsors

- Sponsors will not sign the HIA, but the terms and conditions of participation and financial contributions will be the subject of a **contractual arrangement**.
- Situations where Sponsorship could be envisaged include:
 - Participation by entities from industry, professional bodies, or user associations from OECD countries where the member government is not currently participating in the Hydrogen TCP.
 - Participation by such entities where their involvement in the Hydrogen TCP is in addition to that of any entities formally designated by their governments to become CP.
 - Participation by international organizations, which are not intergovernmental bodies, and in which one or more entities from OECD countries are members.

*Same formal procedure as for Contracting Parties. [See previous slides.](#)



4. How to become a member

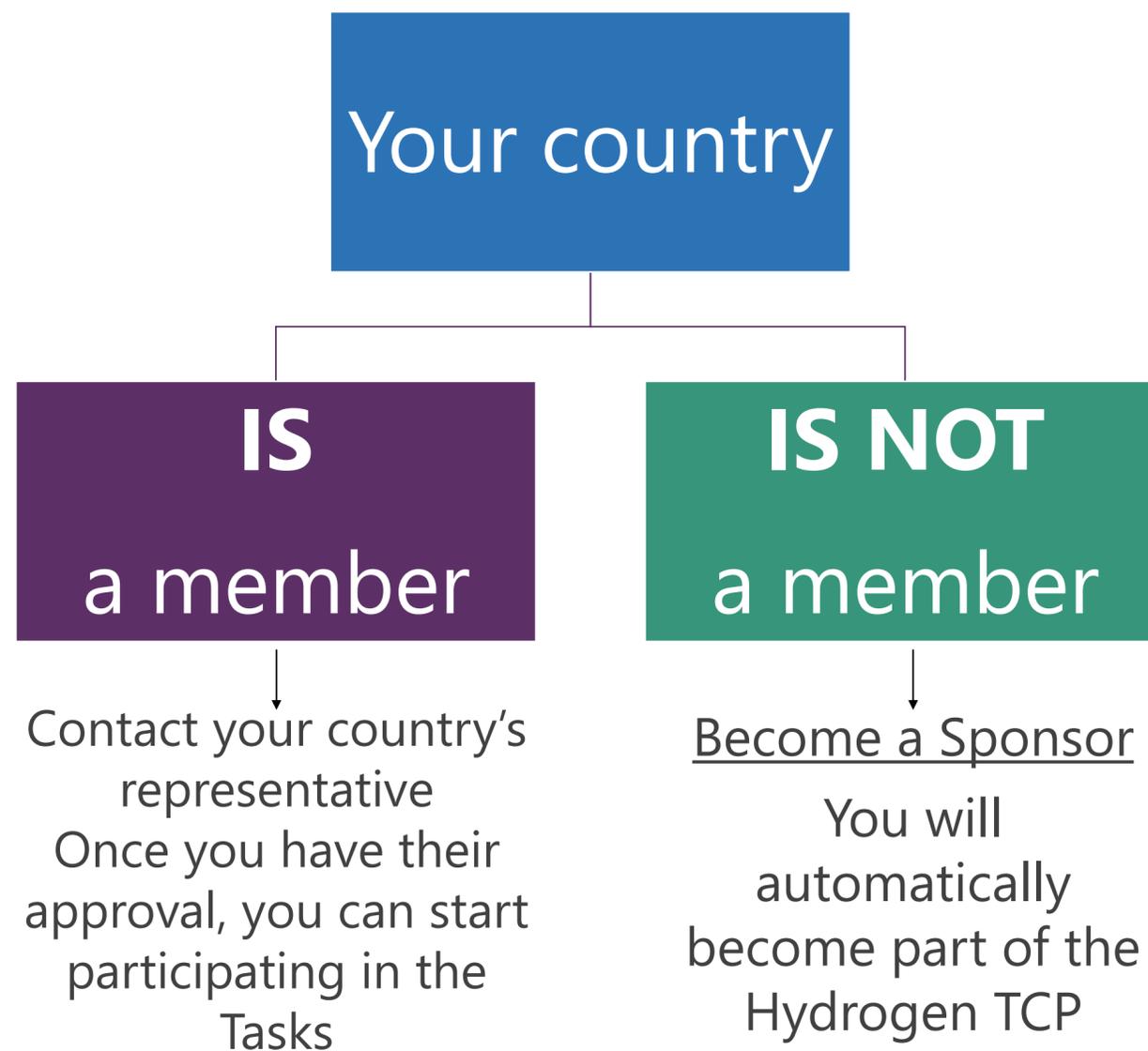
Distinction between Contracting Parties and Sponsors

- As Contracting Parties represent governments of countries and the EU, the constituents of these entities are eligible to participate in all Hydrogen TCP Tasks. In contrast, a Sponsor Member **represents itself**, so the Sponsor Member may participate in Tasks on its own behalf.
- Unlike Contracting Parties, Sponsor Members are **unable to serve as Chair or Vice-Chair**. Sponsor Members are also unable to veto an otherwise unanimous ExCo vote that requires unanimity.



4. How to become a member

4.4. How to become a member for non-Ministerial entities

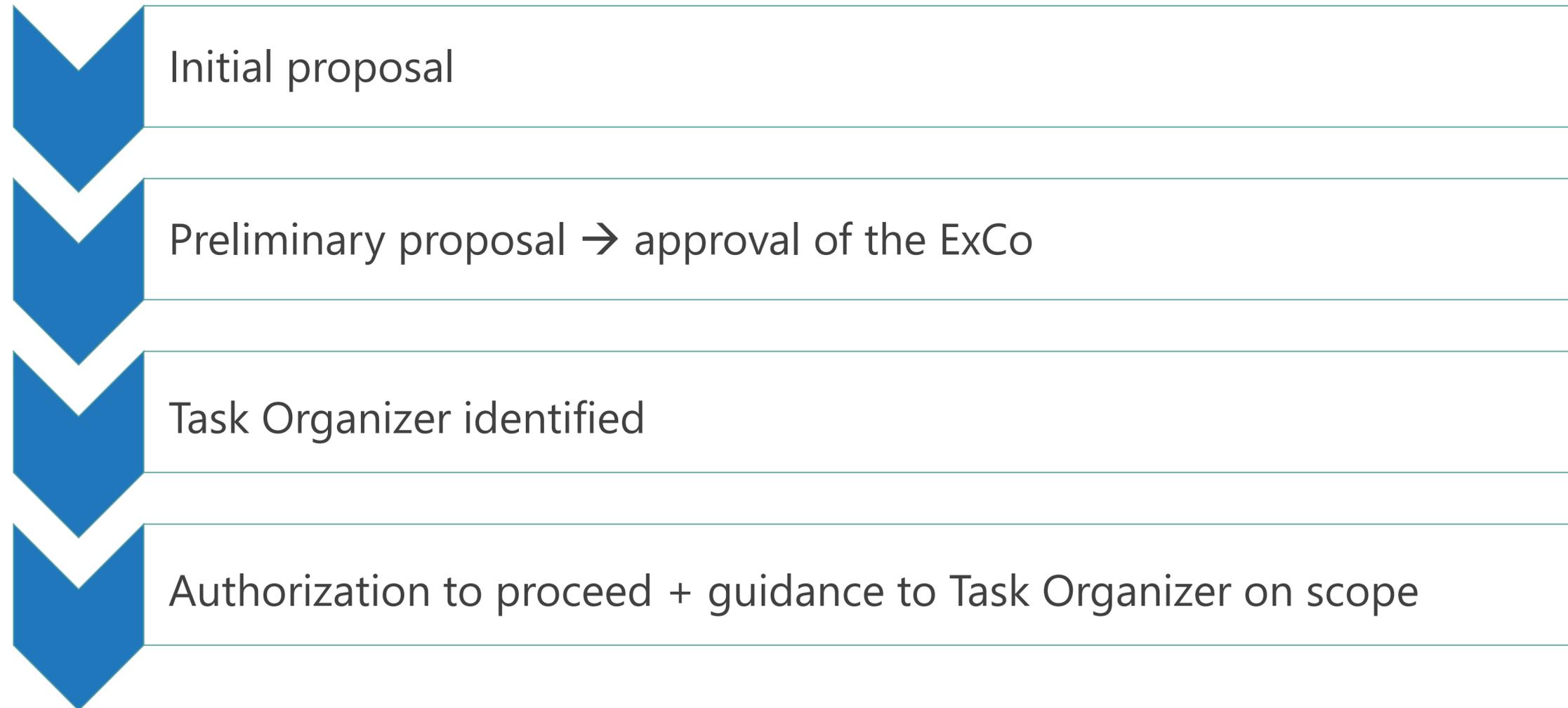


→ *If you want your country to be a member, you can contact the Technical Secretariat and together look for ways to include it



5. How to start a Task

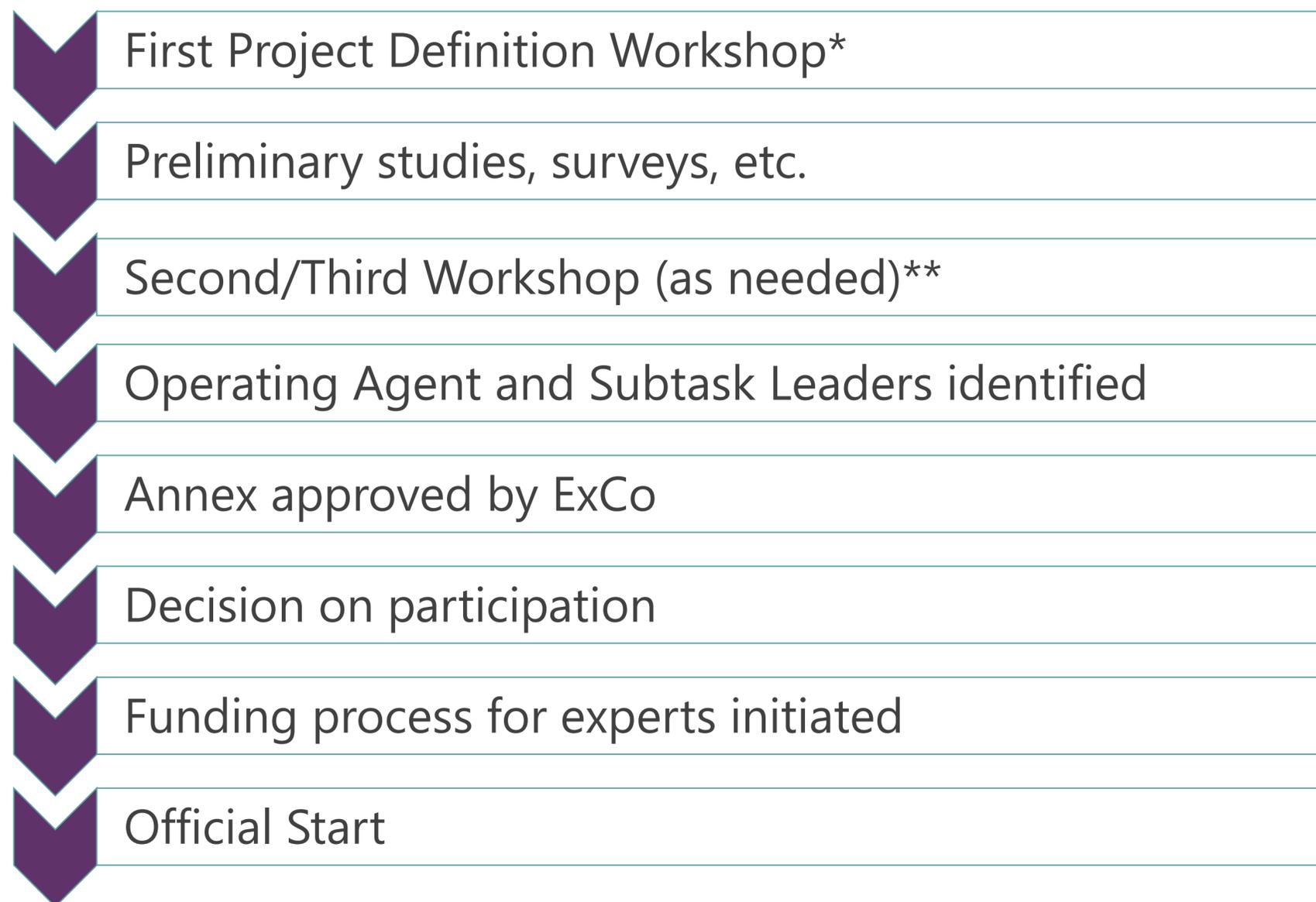
5.1. Preliminary Proposal





5. How to start a Task

5.2. Project Definition Phase (PDP) 9-12 months



First Project Definition Workshop*

- State-of-the-Art Review
- Technology priorities identified
- Discussion on scope and possible specific Task activities
- Potential national contributions discussed
- Task description drafted
- Estimation of resource requirements

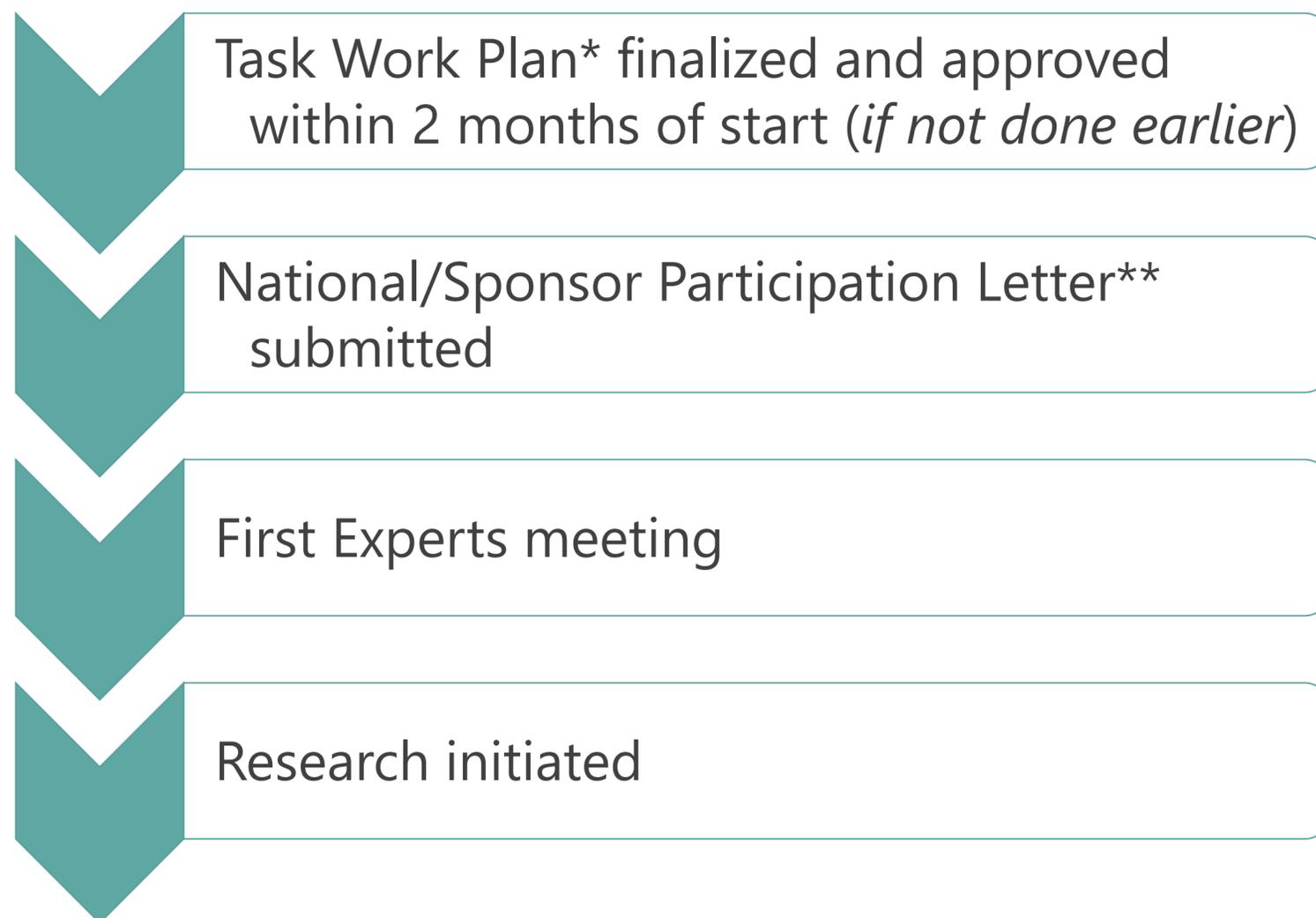
Second/Third Workshop (as needed)**

- Consensus on objectives, scope, activities...
- Draft, refine annex
- Finalize resource requirements
- Task work plan and information plan drafted
- National contributions discussed



5. How to start a Task

5.3. Task Implementation



Task Workplan*

Live document, revised and updated on a regular basis

- Objectives, activities and results
- Who is responsible for what
- Required resources for each activity: experts, time, funds, facilities → when are they required
- Milestones
- Task schedule and major outcomes

- Information plan → for each major info product:
 - Title (preliminary or final)
 - Subtask connection
 - Report Number (if known)
 - Category: To be published or internal working document
 - Purpose of report (or other product)
 - Outline of contents
 - Intended audience
 - Production Schedule (4 important dates: expected date of review and approval from Task Experts / ExCo)
 - Names and countries of those responsible for writing, editing, production, printing & distribution
 - How production and dissemination costs will be shared
 - Dissemination & publicity plans
 - Plan to assess impact of products



5. How to start a Task

5.3. Task Implementation

National/Sponsor Participation Letter**

- Must be submitted to the OA within 3 months from the official start of the Task (or if substantial new work is added)
- It is signed by the ExCo member
- Its goals are to:
 - Provide OA with written commitment from each country
 - Allow OA to determine whether they have all the necessary resources to carry out the Task
 - Document each country's involvement in terms of participation and funding
- It includes:
 - Minimum participation requirements
 - Reference to the Task Work Plan and the requirement to abide by that document
 - Info from national experts that will participate: name, address, level of effort, other resources/contribution, when funding will be available etc.
 - Any other information required by the OA



6. How to join a Task

- Any member may join a Task at the time of the approval of the Annex by indicating its intention to participate.
- The name of the original Contracting Parties and Sponsors should be listed in the Annex at the time of its approval.
- At a later date, any other member may, with the unanimous agreement of the existing Task Participants, become a Participant in a Task.

However, after work has been ongoing in a Task for some time, the experts may choose to establish some restrictions regarding admission of new Participants, for example:

- Setting the date after which no additional Participants will be admitted to the Task.
- Establishing requirements for joining a Task after substantial work has been completed (i.e., the work or input which may be required of latecomers to be accepted into the Task).



7. How to change the country's representation

To change an ExCo Representative/Alternate:

- send a signed electronic copy of the template letter '**Change of ExCo Representation**' to the TCP Chair and Technical Secretariat (marina.holgado@ieahydrogen.org) with TCP.legal@iea.org on copy
- Please do not mail the original signed letter

7.1. Current Representation

You can find the list with all Representatives and Alternates on the [About Us](#) section of the [Hydrogen TCP's website](#)



Contact

If you have any doubt or comment, or you would like more information about a specific procedure, please contact the Technical Secretariat, Marina Holgado(ARIEMA):
technicalsecretariat@ieahydrogen.org /
marina.holgado@ieahydrogen.org