

PROCEDURE FOR JOINING IEA WIND

1 The first step for joining the IEA Wind agreement is for a representative from your country to attend an Executive Committee (ExCo) meeting and present an overview of wind energy research, development, and deployment activities in your country. This gives your organization first-hand information about the information sharing and cooperative research opportunities offered by joining IEA Wind.

2 In the next step, the IEA Wind ExCo votes to invite your country to participate. This vote can take place at the meeting or be conducted by email ballot between meetings.

3 Once the ExCo has officially invited your country to join, the Government needs to send a letter to the Executive Director of the IEA indicating that it accepts the invitation to join the IEA Implementing Agreement for Cooperation in the Research, Development, and Deployment of Wind Energy Systems. A form letter for this correspondence is provided. This letter also designates an organization to be the contracting party to the agreement. The contracting party can be the government or an organization designated to represent the country as outlined below.

There are 2 options here:

Option A. If the Government decides to participate as a Contracting Party in its own name and on its own behalf, or through one of its bodies, then the Government's letter to the Executive Director of the IEA should stipulate:

- 1) That the Government wishes to join the Implementing Agreement and accepts all terms and conditions of its participation as a Contracting Party, (attend meetings, participate in at least one annex, and pay fees to the Common Fund.)
- 2) The Research Tasks in which it will participate,
- 3) The person who will sign the Implementing Agreement (with full contact details),
- 4) Who will be the ExCo Member and the ExCo Alternate Member (with full contact details).

We have a model letter from IEA for this purpose.

Option B. If the Government wishes to designate another entity to participate in the Agreement as a Contracting Party, and such entity is not a government body but for example a company, a university, or private research institute, then the Government will need to send a letter to the Executive Director of the IEA informing him that it has designated such entity as a Contracting Party for and on behalf of the Government.

We also have a model letter for this situation.

The designated entity will in addition need to send an official letter to the Executive Director of the IEA indicating:

- 1) That it was designated by the Government to join the Agreement,
- 2) The Research Tasks in which it will participate,
- 3) The person who will sign the IA (with full contact details),
- 4) The ExCo Member and the ExCo Alternate Member (with full contact details).

Once the letter(s) are received by the IEA, they will arrange for signature of the Agreement by sending a "signature page" together with a copy of the latest version of the Implementing Agreement text to the official indicated as the signatory authority, who will be requested to sign it and return it to the IEA.

Throughout this process, the IEA Wind Secretary and the legal staff at IEA will work to make this process as smooth and speedy as possible.