**Letter from Government Changing Contracting Party**

Under the IEA Framework, a government may participate in a TCP directly, in its own name and on its own behalf, or by designating an entity to participate on its behalf. A participating government is free to change the way it participates in a TCP at any time. Depending on the type of change, the process differs as described below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Contracting Party** |  | **New Contracting Party** | **Letter Version** |
| Government | 🡪 | Designated Entity | Version 1 |
| Designated Entity | 🡪 | Different Designated Entity | Version 2 |
| Designated Entity | 🡪 | Government | Version 3 |

Version 1 and 2, Designating a New Entity

A representative of the Government must sign the Letter Replacing a Contracting Party. Please submit this form in ***electronic copy only*** to [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org). **You do not need to send a hard copy.** Once received, the IEA Legal Office will contact the Designated Entity, which must submit a separate Letter of Acceptance and Signature Page.

Version 3, Replacing Designated Entity with Government

A representative of the Government must sign **both** the Letter Replacing a Contracting Party and the Signature Page of the Legal Text. **The Signature Page must be submitted in hard copy**.

To obtain the Signature Page for the legal text, **you must contact the IEA Legal Office at** [**TCP.Legal@iea.org**](mailto:TCP.Legal@iea.org) and provide the name of the person who will sign and that person’s title and contact details.

**[\*Version 1: Government to Designated Entity\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Change of Contracting Party in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

The Government of YY is currently the Contracting Party in the XX TCP. The Government of YY hereby designates [New Entity] to replace the Government as the Contracting Party in the XX TCP.

[New Entity] will sign the Implementing Agreement under which the XX TCP is organized and will inform the IEA Secretariat of the Annexes in which it intends to participate and the name, title, and contact details of its designated Executive Committee representative and alternative(s).

As of the date that [New Entity] signs the Implementing Agreement, [New Entity] will be the Contracting Party, for and on behalf of the Government of YY.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. New Entity representative]

**[\*Version 2: Designated Entity to Different Designated Entity\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[\*\*\* Click to Select Date \*\*\*]**

**Subject: Change of Contracting Party in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

[Current Entity] is currently the Contracting Party in the XX TCP for and on behalf of the Government of YY. The Government of YY hereby designates [New Entity] to replace [Current Entity] as the Contracting Party in the XX TCP, for and on behalf of the Government of YY.

[New Entity] will sign the Implementing Agreement under which the XX TCP is organized and will inform the IEA Secretariat of the Annexes in which it intends to participate and the name, title, and contact details of its designated Executive Committee representative and alternative(s).

As of the date that [New Entity] signs the Implementing Agreement, [Current Entity] will no longer represent the Government of YY in the XX TCP.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. New Entity representative]

[3. Current Entity representative]

**[\*Version 3: Designated Entity to Government\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[\*\*\* Click to Select Date \*\*\*]**

**Subject: Change of Contracting Party in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

[Current Entity] is currently the Contracting Party in the XX TCP for and on behalf of the Government of YY. The Government of YY intends to take the place of [Current Entity] as the Contracting Party. As of the date on the attached Signature Page to the Implementing Agreement, [Current Entity] will no longer represent the Government of YY in the XX TCP.

The Government of YY accepts the terms and conditions in the Implementing Agreement under which the XX TCP is organized. [and the additional terms and conditions detailed in the attached letter of invitation.]

The Government of YY intends to participate in the following Annex(es):

*[number], [title];*

*[number], [title]*.

*[etc.]*

The Executive Committee representative and alternate representative will be, respectively:

[Name]

[Title]

[Full contact details, including e mail]

and

[Name]

[Title]

[Full contact details, including e mail]

The fully executed Signature Page for the Implementing Agreement is attached to this letter. We look forward to working with the other Participants in the XX TCP.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. Current Entity]