**Letter of Acceptance - Government**

Under the IEA Framework, there are two options for a government to participate in a TCP. **Option 1:** A government may participate in a TCP directly, in its own name and on its own behalf, usually through a government ministry or a government department. **Option 2:** A government may designate a different entity to participate on its behalf, which may be governmental/government owned (e.g. a municipal or other subnational government, a public research laboratory, or a state-owned enterprise) or non-governmental (e.g. a private company or university). Both options require a representative of the Government to sign a Letter of Acceptance, but the instructions differ slightly.

Option 1, Letter of Acceptance by a government on its own behalf

If this option is selected, a representative of the Government must sign **both** the Letter of Acceptance and the Signature Page of the Legal Text. The person who signs should have authority to bind your entity. It may be the same person that signs both the Letter of Acceptance and the Signature Page.

The Signature Page is not included in this template. 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. The Signature Page must be submitted in hard copy.

Option 2, Letter of Acceptance by a government and designation of entity

If this option is selected, a representative of the Government must sign the Letter of Acceptance and Designation. Please submit this form in ***electronic copy only*** to [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org), and send a copy to the Designated Entity. **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.

**[\*Option 1: Government participating in its own name and on its own behalf\*]**

*[Please contact the IEA Legal Office for the Legal Text Signature Page]*

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Participation of the Government of YY in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

The Government of YY hereby confirms that it has accepted the invitation to join 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]*.

*[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. [ExCo Chair]

**[\*Option 2: Government designating entity to participate on Government’s behalf\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Participation of the Government of YY in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

The Government of YY hereby announces that it has accepted the invitation to join the XX TCP. The Government of YY hereby designates [Entity name] to be the Contracting Party in the XX TCP, for and on behalf of the Government of YY.

[Entity name] 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).

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. Designated Entity representative]