**This Letter is intended for ExCo-level Secretary or Operating Agent**

**[Please submit an electronic copy of this document to** [**TCP.legal@iea.org**](mailto:TCP.legal@iea.org)**.]  
[Please do not send the paper copy.]**

**[LETTERHEAD]**

[Organization or Individual]

[Address]

[date]

**Subject: Appointment as [Secretary / Operating Agent] for the Technology Collaboration Programme on [TCP name] (the “ABCD TCP”)**

Dear [name]**,**

On behalf of the Contracting Parties of the ABCD TCP, I am pleased to inform you that the Executive Committee wishes to appoint [Full name of organization or individual] as [Secretary / Operating Agent] for the ABCD TCP.

[If desired, include description of the selection process (if any); i.e. whether there was call for tender or request for proposals, whether there was a selection committee, what was the outcome, etc.]

A detailed explanation of the functions and responsibilities of the [Secretary / Operating Agent] is attached to this letter. By accepting this appointment, you agree to exercise these functions and responsibilities in accordance with the terms of the Implementing Agreement for [full name of IA]. In addition to the terms of the Implementing Agreement, you agree to the following additional terms established by the Executive Committee:

[The ExCo may agree to include additional terms and conditions for the Secretary / Operating Agent so long as they are consistent with the legal text. For example, the ExCo could include a length of term; reimbursement rates (i.e. hourly rate, maximum reimbursement, or other); additional details regarding insurance requirements; invoicing & auditing procedures (in particular if Secretary/OA will hold common fund).]

1. …
2. …
3. …

To accept this appointment, please complete and send the attached Notice of Acceptance to the IEA Legal Office.

Sincerely,

[TCP Chair]

[Title]

[Contact details]

cc. Office of the Legal Counsel

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

[TCP.Legal@iea.org](mailto:TCP.Legal@iea.org)

ATTACHMENT 1

**[This document lists the activities expected of the Secretary/OA. The text below is a sample. You should edit to match the specific expectations of your TCP]**

**Functions and responsibilities of the [Secretary / Operating Agent]**

**Executive Committee Meeting Support:**

* Assist host country and the ExCo Chair with arrangements and communications
* Disseminate meeting documents to participants
* Assist Chair and take minutes during meeting
* Prepare minutes to be distributed to all ExCo representatives and to the IEA Secretariat, prepare key decisions/actions list and follow up actions

**Communications & Coordination:**

* Between ExCo and IEA Secretariat, e.g. preparation of Annual Report, IEA documents, Request for Extension
* Disseminate information between ExCo Chair and ExCo representatives, e.g. questionnaires, written procedures, etc.
* Between the TCP and other partners, including TCPs, multilateral initiatives, etc
* Respond to inquiries from third parties, e.g. from potential TCP members

**Initiation of New Annexes:**

* Interface with IEA Office of the Legal Counsel
* Facilitate communications among participants
* Provide administrative support and contribute to experts' meetings & workshops
* Promote Annex participation

**Support in relation to Existing Annexes:**

* Ongoing promotion of Annex participation & awareness
* Advice OA on IEA/TCP procedures (e.g. Progress, Annual and Final Reports)

**Information Dissemination:**

* Prepare, update and disseminate promotional material
* Prepare and disseminate Annex brochures synthesis and summary reports
* Maintain TCP website and social media presence

**Financial Matters:**

* Manage common funds on behalf of all ExCo Members [if not separately managed]
* Maintain complete and detailed financial records
* Draft annual budget proposal to submit to ExCo

ATTACHMENT 2

**[Please submit an electronic copy of this document to** [**TCP.legal@iea.org**](mailto:TCP.legal@iea.org)**.]  
[Please do not send the paper copy.]**

**[LETTERHEAD]**

Dr. Fatih Birol

Executive Director

International Energy Agency

9, rue de la Fédération

75739 Paris Cedex 15

France

[date]

**Subject: Notice of Acceptance of Appointment as [Secretary / Operating Agent]**

Dear Dr. Birol,

I, [Full name of organization or individual], hereby accept the appointment as [Secretary / Operating Agent] of the Technology Collaboration Programme on [XXXX] (the “ABCD TCP”) and agree to carry out the obligations and functions of the [Secretary / Operating Agent] set out in the text of the Implementing Agreement for [full name of IA].

As agreed by the Executive Committee, the appointment will be subject to the terms and conditions contained in the attached letter from [XXXX], Chair of the Executive Committee, dated [date], including any attachments.

**Sincerely,**

**[Name]**

**[Title]**

**[Full contact details]**

**cc. [ExCo Chair and Vice Chairs]**