**Letter of Acceptance – Designated Entity**

Under the IEA Framework, there are two ways that an entity that is not a government ministry can participate in a TCP. First, a government ministry can designate an entity to participate on its behalf. Second, some TCPs allow direct participation by non-government entities as “Sponsors.”

Use this letter *if and only if* a government ministry has agreed to designate your entity to represent the government in the TCP as a **Contracting Party**. Before you submit this document, the Government must submit a letter to the IEA accepting the terms of the TCP **and designating your entity by name**.

A representative of your entity 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.

**[\*Letter of Acceptance from an entity designated by a Government\*]**

*[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 [entity name] as a Contracting Party in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

I refer to the designation by the Government of YY of [entity name] to be the Contracting party in the XX TCP, for and on behalf of the Government of YY. [Entity name] 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.]

[Entity name] 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. Government representative]