**Letter of Invitation – Contracting Party, Sponsor or Limited Sponsor**

Executive Committee Decision

Prior to sending an invitation to a prospective Contracting Party, Sponsor or Limited Sponsor, the Executive Committee of the TCP should take a formal vote whether to invite that government and/or entity. The Committee should also consider whether to place additional terms and conditions on the prospective member beyond those found in the Implementing Agreement. For example, this include a requirement to participate in particular annexes/tasks or details of required financial contributions. Any additional terms and conditions should be included in the ExCo decision resolving to invite the prospective member to join.

Letter of Invitation

**Three versions** of the Letter of Invitation are provided below, **one for Contracting Parties**, **one for Sponsors** and **one for Limited Sponsors**. The Letter can be signed by the Chair of the Executive Committee, the Operating Agent, or the TCP Secretary, depending on the wishes of the Committee. Please send a copy of this final letter along with the appropriate Template Letter of Acceptance to the prospective member. Please also send an ***electronic copy*** to [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org) along with a copy of the Executive Committee Decision approving the invitation.

**[\*Invitation to join as a Contracting Party\*]**

**[LETTERHEAD]**

[Prospective Contracting Party Contact]

[name]

[title]

[address]

[Country]

**[Date]**

**Subject: Invitation to Join the [Name of TCP] (the “XX TCP”).**

Dear [\_\_\_],

I have the pleasure to inform you that the Executive Committee of the XX TCP, at its meeting on [date] in [place], unanimously resolved to invite the Government of YY, or any entity it may designate, to join the XX TCP as a Contracting Party. In order to formally join the TCP, the Government of YY will need to accept the terms and conditions of the Implementing Agreement under which the XX TCP is organized. [and the following additional terms and conditions.]

**[Additional terms and conditions.]**

[1. *…*]

[2. *…*]

Please see the attached Template Letter of Acceptance for instructions on how to accept this invitation. If you have any questions about the process for joining the TCP, please contact the IEA Legal Office at [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Name of Chair/Operating Agent]**

**[Title]**

**[Full contact details]**

cc: Legal Office

International Energy Agency

**[\*Invitation to join as a Sponsor\*]**

**[LETTERHEAD]**

[Prospective Sponsor Contact]

[name]

[title]

[address]

[country]

**[Date]**

**Subject: Invitation to Join the [Name of TCP] (the “XX TCP”).**

Dear [\_\_\_],

I have the pleasure to inform you that the Executive Committee of the XX TCP, at its meeting on [date] in [place], unanimously resolved to invite [Sponsor Name] to join the XX TCP as a Sponsor. In order to formally join the TCP, [Sponsor Name] will need to accept the terms and conditions of the Implementing Agreement under which the XX TCP is organized. [and the following additional terms and conditions.]

**[Additional terms and conditions.]**

[1. *…*]

[2. *…*]

Please see the attached Template Letter of Acceptance for instructions on how to accept this invitation. If you have any questions about the process for joining the TCP, please contact the IEA Legal Office at [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Name of Chair/Operating Agent]**

**[Title]**

**[Full contact details]**

cc: Legal Office

International Energy Agency

**[\*Invitation to join as a Limited Sponsor\*]**

**[LETTERHEAD]**

[Prospective Limited Sponsor Contact]

[name]

[title]

[address]

[country]

**[Date]**

**Subject: Invitation to Join the [Name of TCP] (the “XX TCP”) as a Limited Sponsor.**

Dear [\_\_\_],

I have the pleasure to inform you that the Executive Committee of the XX TCP, at its meeting on [date] in [place], unanimously resolved to invite [Limited Sponsor Name], based in country YY, to join the XX TCP as a Limited Sponsor to participate in Task ZZ [Name of Task/Sub-task/Workstream]. In order to formally join the TCP, [Limited Sponsor Name] will need to accept the terms and conditions of the Implementing Agreement under which the XX TCP is organized, and the terms of Annex ZZ, under which the specific Task is organised. [and the following additional terms and conditions.]

**[Additional terms and conditions.]**

[1. *…*]

[2. *…*]

The term of Sponsorship is from [start date] to [end date].

Please note that under the TCP’s Implementing Agreement, Limited Sponsors are not entitled to appoint a representative to the Executive Committee of the TCP, may only participate in one Task or Sub-task, and may not participate for a period longer than three years.

Please see the attached Template Letter of Acceptance for instructions on how to accept this invitation. If you have any questions about the process for joining the TCP, please contact the IEA Legal Office at [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Name of Chair/Operating Agent]**

**[Title]**

**[Full contact details]**

cc: Legal Office

International Energy Agency