**[TCP LETTER HEAD]**

**[Address]**

**[Insert date]**

**Subject: Invitation to join the [Insert full name of TCP] as a Contracting Party.**

Dear **[Insert name]**,

I have the pleasure to inform you that the Executive Committee of **[Name of Technology Collaboration Programme,]** **[at its meeting or by written procedure],** unanimously resolved to invite **[Insert name of Chinese entity]**, to join the **[Name of Technology Collaboration Programme,] [(Insert acronym TCP)]** as a Contracting Party.

In order for **[Insert name of Chinese entity]** to become a Contracting Party to the **[TCP acronym]**, we ask you to complete the attached letter of acceptance (Attachment A). The letter nominates the person who will sign the **[TCP acronym]** legal text signature page and the delegate and alternate delegate to the Executive Committee as well as Annex or Annexes in which **[Insert name of Chinese entity]** intends to participate. If you have any questions about completing the acceptance letter, please contact Claire Hilton at the IEA: [claire.hilton@iea.org](mailto:claire.hilton@iea.org).

As you may already be aware, for a Chinese entity to participate in a TCP, it must apply to the Government of the People’s Republic of China through the Ministry for Science and Technology (MOST) for approval. When you apply to MOST, you must provide this letter of invitation and your signed letter of acceptance.

For questions regarding the MOST approval process, please contact both:

* Mr You Jiayu, Programme Officer in the Department of International Cooperation, MOST at [youjy@most.cn](mailto:youjy@most.cn), and
* Mrs Wanglin Director of MOST and IEA Liaison Office at [Bricc@163.com](mailto:Bricc@163.com).

When the IEA Secretariat receives the letter of designation signed from MOST, the IEA Legal Office will send a signature page to the named signatory for **[Insert name of Chinese entity]**. Participation by **[Insert name of Chinese entity]** in the **[TCP acronym]** will be effective as of the date of signature. Please note that in order for **[Insert name of Chinese entity]** to participate in the **[TCP acronym]**, it must first be designated by MOST.

Sincerely,

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

TCP Chair

**[Full contact details]**

cc: Legal Office

International Energy Agency