**MEMORANDUM OF UNDERSTANDING**

**between**

**[Enter name of TCP]**

**and**

**[Enter name of other organisation]**

The [name of your TCP] Technology Collaboration Programme (XXX TCP), a multilateral mechanism established under the auspices of the International Energy Agency (IEA), and [organisation name] (*each, a Party, collectively, the Parties*),

Wishing to encourage greater collaboration between the XX TCP and the [organisation],

Recognising that the XX TCP and the [organisation] … [have closely aligned goals and overlapping membership, etc…],

Desiring to avoid, where possible, duplication of effort and expenditure of resources,

Taking into consideration that there is considerable potential for collaboration to be mutually beneficial to both Parties,

Have agreed as follows:

**Article 1. Scope of Cooperation**

The Parties recognise the following as categories of potential collaboration between the two entities:

1. Existing TCP Tasks and Tasks in definition;
2. Joint reports, workshops, or events;
3. Attend TCP Executive Committee meetings as an observer; and
4. Other similar activities.

**Article** **2. Points of Contact**

The Parties will each appoint points of contact responsible for the coordination of activities under this MoU. All correspondence related to this MoU will be through the designated points of contact. Any change to the points of contact will be notified in writing to the other Party in a timely manner.

**Article 3. Independence of the Parties**

Nothing in this MoU shall be considered to interfere in any way with the independent decision-making autonomy of the Parties with regard to their own respective affairs and operations. Each Party is recognised to be separate and independent from each other and neither Party has the authority to act on behalf of the other, unless specifically agreed in writing.

The Parties acknowledge that the XX TCP is established under the auspices of the IEA but is functionally and legally autonomous from the IEA and that the views, findings and publications of the XX TCP do not necessarily represent the views or policies of the IEA Secretariat or its individual member countries.

**Article 4. Use of Names and Logos**

Each Party may use the name and/or logo of the other Party only when referring to the existence of a collaborative relationship between both Parties, channelled through this MoU. Any final product created through the joint activities of the XX TCP and the [organisation] should include the logos of the [organisation], the XX TCP and the IEA Technology Collaboration Programme.

The Parties acknowledge that apart from the IEA Technology Collaboration Programme logo, the name, acronym and logo of the IEA may not be used without the IEA’s written approval.

**Article 5. Dissemination of Information**

Where appropriate, the Parties will support the widest possible dissemination of unclassified information provided or exchanged under this MoU, as well as potential open events and workshops, engaging their networks. The Parties will ensure the confidentiality of any unpublished material of the other Party as well as any information classified by the other Party as restricted or confidential.

**Article 6. Intellectual Property**

Each Party shall retain ownership of the intellectual property rights in all of its existing materials which are shared with the other Party in connection with activities under this MoU. The Parties will consult each other, as appropriate and if circumstances so require, on issues relating to intellectual property and rights thereto including the necessity of separate agreements. Any such negotiations or agreements will take into account the Parties’ policies on intellectual property.

**Article 7. Legal status of this MoU**

For the avoidance of doubt, this MoU is not legally binding.

**Article 8. Settlement of Disputes**

Any disputes arising out of relating to the interpretation or implementation of this MoU will be amicably settled between the Parties.

**Article 9. Amendments to this MoU**

This Memorandum may be amended by mutual agreement of the XX TCP and [organisation] by a separate written Protocol.

**Article 10. Duration, extension and termination**

This Memorandum will come into effect upon the later signature by either the XX TCP or the [organisation] and will remain in force for a period of [three] [five] years. This Memorandum may be extended for additional periods of [three] [five] years by mutual agreement.

Notwithstanding the foregoing, either Party may terminate this Memorandum at any time upon 30 days prior written notice such notice to be provided, in the case of the XX TCP, by the TCP Chair to the [organisation] and, in the case of the [organisation], to the XX TCP Chair.

In [City]

Date:

On behalf of the Executive Committee of the XX Technology Collaboration Programme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of signatory]

[official title in home institution]

In [City]

Date:

On behalf of the [organisation]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of signatory]

[official title in home institution]