**Template TCP Joint Annex**

**[Name]**

**[A Joint Task of TCP A and TCP B]**

1. **Background:**

[Enter paragraph explaining the TCPs participating in this Joint Task and short history of why].

1. **Objective:**

[Enter paragraph on background of Workstream].

International collaboration and consensus on developing and managing [focus of collaboration] will expedite [overarching aim of project].

1. **Goals:**

[Enter main goal of Joint Task].

To reach this main goal the Task has the following objectives:

* [Provide list of more specific aims of the joint Task and its Workstreams]

1. **Approach/Means:**

[Enter the general approach/methodologies to be employed in this joint Task by each TCP].

1. **Sub-Tasks and Deliverables:**

[Enter scope of work in Joint Task and the topics and themes that will be the core focus in the TCPs].

* List of sub-tasks and their scope and deliverables.

The compulsory deliverables of the Joint Task are:

* [Provide list of compulsory deliverables of each Task/sub-Task]

Further deliverables of the Joint Task are:

* [Provide list of further deliverables, if any].

1. **Target Audience and Benefits:**

This Annex proposes to help develop the knowledge base on these topics and initiate, support and evaluate […details of joint-Task].

The target audience for this joint Task consists of […provide snapshot of target audience].

The ambition level of this Annex will strongly depend on participation and funding of research and industry partners. In setting up the final scope, close collaboration between participating countries will be needed to ensure enough industry participation.

1. **Task Manager(s):**

[Enter name, title and contact of the designated Task Manager(s) representing each TCP].

1. **Responsibilities of Task Manager(s):**

The Task Manager shall be responsible for co-ordination of this Joint Task.

The Task Manager shall:

1. Develop, in co-operation with the Participants, a detailed work programme, a framework for the Final Country Report and a timetable for all the activities carried out under this Joint Annex, including methodology;

[If only one Task Manager:]

1. Provide periodic reports to both Executive Committees describing the progress of the work being accomplished under this joint Annex, once per year orally for each ExCo (focusing on results, achievements and/or successes), twice a year a written management report and once a year a contribution to the annual report. For the avoidance of doubt, the Task Manager can provide the same reports to each Executive Committee and is not required to separately report to each.

[If two Task Managers:]

1. Each Task Manager will be expected to meet the reporting requirements normally applicable to Tasks in its respective TCP. This includes periodic reports to the Executive Committee describing the progress of work being accomplished under this joint Annex, once per year orally for each ExCo (focusing on results, achievements and/or successes), twice a year a written management report and once a year a contribution to the annual report. To avoid duplication of efforts, the Task Managers shall endeavour to develop joint reports that satisfy both reporting requirements as much as possible.
2. Manage delivering the results as described in Deliverables;
3. Provide to the Executive Committee, within six months after completion of all work under the Joint Task, a Final Report for approval;
4. In co-ordination with the Participants, use its best efforts to avoid duplication with activities of other related programs and projects implemented by or under the auspices of the IEA or by other competent bodies;
5. Provide the Participants with necessary guidelines for the work they carry out, assuring minimum duplication of effort;
6. Co-ordinate the efforts of Participants and ensure the flow of information within the Joint Task;
7. Co-ordinate the work to ensure the compulsory deliverables to the respective participating TCPs’ Newsletters/Magazines and to their websites;
8. Provide general administration; and
9. Carry out any and all responsibilities as an Task Manager, as required by the TCP Implementing Agreements of the respective TCP.
10. **Funding:**

[Provide details of funding structures].

1. **Time Schedule:**

This Joint Task shall remain in force for a period of 3 years, from [start date] till [end date]. It may be extended by agreement of two or more Participants, acting in the Executive Committee of each participating TCP, and shall thereafter apply only to those Participants.

1. **Participants:**

The TCP Participants, including Contracting Parties, Sponsors and Limited Sponsors, which have indicated that they intend to participate in this Joint Task, from each TCP are the following:

|  |  |  |
| --- | --- | --- |
| **Name of Participant** | **Name of TCP** | **Name of ExCo Participant Entity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Each Task Participant shall submit a letter of nomination confirming its intention to join this Task and specifying its representative for the purposes of the Task.

If any TCP Participants wish to join this Task after it has been created, they may follow the normal procedure for joining a Task of *either TCP*.

1. **Specific obligations and responsibilities of the Participants:**
2. Each Participant shall nominate a representative to participate in the work under this Joint Task.
3. Each Participant shall carry out the equivalent of at least a total of x persons/year of task-sharing work during the programme period unless otherwise agreed by the Participants.
4. Each Participant shall contribute to the working meetings and to a workshop on the results achieved through the activities conducted under this Annex, including the identification of speakers and participants.
5. All participating countries are required to contribute to Sub-Task […].