**Template Letter of Participation**

Date:

To: (TCP Operating Agent/Chair/Secretary Name and Address)

Participation Commitment Letter

For

Task [Enter TCP Task #]: [Enter Task Title]

Task Start Date: Task Completion Date:

This letter confirms and acknowledges the commitment of the undersigned entity in the abovementioned Task, to:

1. Participate in the following ways:
   1. Attend any workshops or meetings;
   2. Provide input to XXXX;
   3. [Etc.]
2. To abide by the Annex and Task Research Work Plan that has been approved by the Executive Committee of the XX TCP and agreed among the Task Participants; and
3. To ensure that their representatives are funded to attend all Task meeting.

Nominated expert(s) for this Task are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address/ Area of Expertise** | **Level of Effort:**  **x person month per**  **year** | **Funding Source** *(contingent on funding from the specified source)* | **Dates Funding**  **is Guaranteed** |
|  |  |  |  |  |

Further, this letter confirms that we agree that our participation in this Task is will be carried out consistent with the XX TCP Implementing Agreement and any relevant decisions of the Executive Committee of the XX TCP.

Signature: Date: