



Description of procedure for joining a Project

This description describes the steps a member country should follow in the process of joining a Project. The procedure was approved at the ExCo meeting in Tokyo in May 2006, and is shown in a flow chart in Figure 1.

1. The process begins when a country shows interest in a Project that is either ongoing or in preparation. The research group(s) that show interest in the Project contact the ExCo delegate in the member country and asks for permission to participate in the Project. Participation is open for the number of months stated in the Project Annex (former legal text).
2. When the ExCo delegate has given permission to participate in the Project, the ExCo delegate writes a formal letter of participation (A model letter for this is available in the password protected HPT TCP document library). This letter is signed and sent by e-mail to the IEA with cc to HPC, HPT Chair and the Project Manager according to the instructions in the model letter. The main contact person including contact details for the Project Participant for the respective country is appointed in the model letter.
3. When the letter arrives at HPC, HPC checks if it has been sent to IEA, to the HPT Chair and to the Project Manager. If not HPC makes sure the letter is sent accordingly. HPC uploads copies at the following document libraries:
 - of the Project in the HPC library
 - of the Project in the common Teams folder for HPT TCP
4. The Project Participant informs the Project Manager about their participation in the Project, and pays the participation fee to the Project Manager in accordance with the Project Annex (former legal text).

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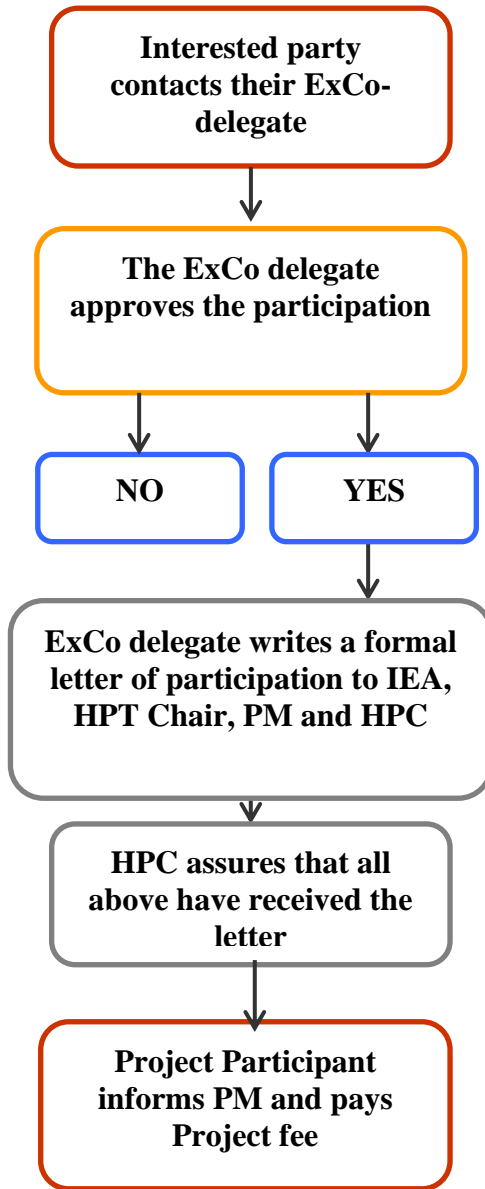


Figure 1. Process flow chart - joining a Project