



Procedure – from project idea to on-going Project

This document describes the recommended routine for how to go from a project idea to an on-going Project. Please note! Only HPT member countries can start or participate in an HPT Project.

Idea

- A person/researcher or a group of researchers identifies an area of interest for a future international collaboration project within HPT TCP by IEA.
- The project idea is briefly described in a document of 1 - 2 pages which is based on the template for Project Ideas.
- Relations shall be established with other interested parties in other IEA HPT TCP countries. At least two member countries need to be participating in order to start an Project. At this stage collaboration with other IEA TCPs shall also be investigated.
- The author and other interested parties should contact their national ExCo delegate prior to the ExCo meeting. In that way, the possibilities for funding of the project can be investigated already at this stage.

Please note! It is important that the steps above are well elaborated. A well prepared Project idea with established relations with interested parties, their national ExCo delegate and possible national funders vouches for a shorter time between idea and ongoing Project. HPC is available for support in preparing the Idea.

- The author informs HPC about the project idea by sending the documentation to HPC. An accompanying presentation may be submitted, but the template document is compulsory. The Project Idea is presented at the ExCo meeting either by the author(s), by their national ExCo delegate or by HPC, as agreed on in advance. If the project idea is to be treated at an ExCo meeting, HPC must be informed about it four weeks prior to the meeting as a minimum.
- ExCo either approves or disapproves the Project Idea (majority).
 - If approved, the Project Idea is denoted “*Proposal*” and the author is commissioned by ExCo to write an “*Annex*” (*legal text*) for the Project. Until the *Annex* is approved by ExCo it will be called “*Draft Annex*”.
 - The idea can also be approved on condition it is revised. In such case it is still an “*Project Idea*”.
 - If disapproved, no further actions are taken.
 - ExCo can also decide to park the Project Idea. In such case no further actions are taken until the Project Idea is opened again.

Technology Collaboration Programme on Heat Pumping Technologies Heat Pump Centre c/o RISE Research Institutes of Sweden

Postal address
RISE Research Institutes of Sweden
Box 857
SE-501 15 BORÅS
SWEDEN

Office location
Industrigatan 4
Borås

Telephone / Telefax
+46 10-516 50 00
+46 33-13 19 79

E-mail / Internet
hpc@heatpumpcentre.org
www.heatpumpcentre.org

Bank account
6662-275 695 611
Svenska
Handelsbanken

VAT No
SE556464687401



Proposal

- The author writes a short summary of maximum 100 words to be published on the public HPC website on the page for Project Proposals together with contact information to the author(s).
- The Draft Annex (legal text) for the Project is written together with other interested parties. An Annex template, containing the required headings and items of the budget etc, shall be used. This template is available on the HPT TCP Teams. In the Draft Annex a “*Project Manager*” for the Project shall be designated. The Project Manager is entitled to co-ordinate the work within the Project and is also be responsible for reporting on the progress of the Project to the ExCo meetings, to the HPT Newsletter/Magazine, to the HPT Annual report, on the HPT and Project website and for compilation of final report(s) from the Project. This work is normally funded by the other participating countries by a fee.
- During the process of writing, HPC can support the author(s) by giving feedback on the content of the Draft Annex. The technical/scientific content is left to ExCo to judge, but HPC is willing to give feedback when it comes to assessing that correct and enough information can be found under each heading. The reason for this is to ensure that the proposal is as complete as possible when dealt with by the ExCo meeting, which will in turn shorten the time from Annex Idea to on-going Annex. HPC can also provide the author(s) with contact information to other possible interested parties in the IEA HPT TCP countries.

Please note! It is recommended that a working meeting is held to prepare the Project Annex together with the consortium. This is to make sure that the Draft Annex is in its final state and agreed by all participating parties when presented to the ExCo. This will make the decision-making process more efficient and the Project can start sooner.

- When the Draft Project Annex is completed, and at least three HPT TCP countries have announced that they are interested in participating in the Project to the PM, the Draft Project Annex is sent to HPC. The HPC checks that the Annex is according to the template and if not this is communicated to the PM. Thereafter, the Draft Project Annex is sent out to the ExCo delegates and IEA (desk officer) for comments. The comments are sent to HPC who sends them further to the PM and after improvement, the Draft Project Annex is sent back to HPC. The ExCo approves, disapproves or commissions the author/authors to revise the Draft Project Annex at an ExCo meeting or by Electronic Approval (majority).
 - If disapproved, the proposal is considered as parked and no further actions are taken until the proposal is opened again.
 - If approved, the next step in the process is that at least two countries announce officially that they will participate in the Project either at an ExCo meeting or at electronic approval of the Draft Project Annex. Thereafter, the Project Proposal is denoted “*On-going Project*” and is designated a “*Project Number*”.
- The final version of the Project Annex shall be sent to the HPC who sends a copies (by e-mail) to, the Office of Legal Counsel at the International Energy Agency and the HPT Chairman.
- A formal letter about participation in a Project shall be sent by each participating country’s delegate to the IEA with cc to HPC, to the HPT Chairman and to the Project Manager. A template of formal letter is available on the IEA TCP website and on the HPT TCP Teams folders. Participation is open for the number of months stated in the Project Annex.

