

## Description of procedure for joining an Annex

This description describes the steps a member country should follow in the process of joining an Annex. 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 an Annex that is either ongoing or in preparation. The research group(s) that show interest in the Annex contact the ExCo delegate in the member country and asks for permission to participate in the Annex. Participation is open for the number of months stated in the legal text.
2. When the ExCo have given permission to participate in the Annex, the ExCo delegate writes a formal letter of participation (A model letter for this is available in the password protected part of the HPC website). This letter is signed and sent to the IEA via HPC.
3. When the letter arrives at HPC, copies are taken and sent to:
  - The operating agent of the Annex
  - The HPT chair
  - One copy is kept at the HPC

The original letter is sent by HPC to the managing director of IEA.

4. The member country informs the Operating agent of its participation in the Annex, and pays the participation fee to the Operating agent in accordance with the legal text for the Annex.

### Heat Pump Centre

c/o SP Swedish National Testing and Research Institute

<i>Postal address</i>	<i>Office location</i>	<i>Telephone / Telefax</i>	<i>E-mail / Internet</i>	<i>Bank account</i>	<i>Postal giro account</i>	<i>VAT No</i>
SP Box 857 SE-501 15 BORÅS SWEDEN	Västeråsen Industrigatan 4 Borås	+46 10-516 50 00 +46 33-13 19 79	<a href="mailto:hpc@heatpumpcentre.org">hpc@heatpumpcentre.org</a> <a href="http://www.heatpumpcentre.org">www.heatpumpcentre.org</a>	6668-275 695 611 Svenska Handelsbanken	10 55-3	SE556464687401

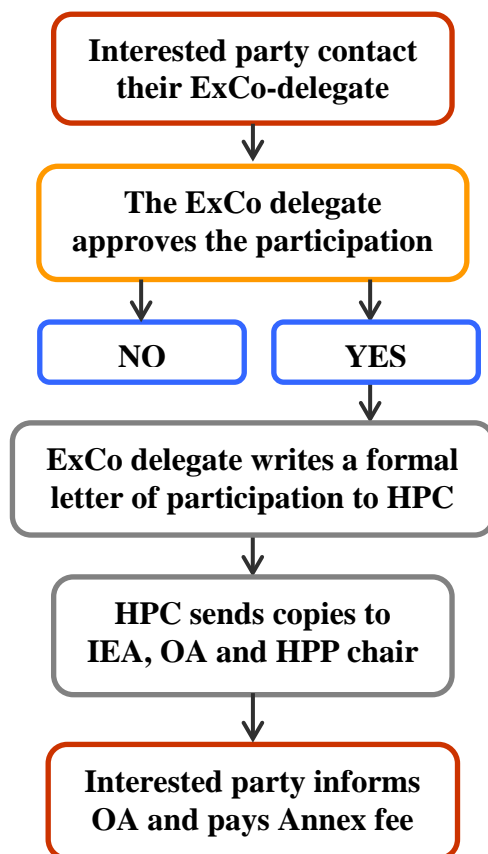


Figure 1. Process flow chart - joining an Annex