

## Procedure – from project idea to on-going Annex

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

### Idea

- A person/researcher or a group of researchers identifies an area of interest for a future international collaboration project within IEA HPT.
- The project idea is briefly described in a document of 1 - 2 pages which is based on the template for Annex Ideas.
- Relations shall be established with other interested parties in other IEA HPT countries. At least two member countries need to be participating in order to start an Annex. 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 Annex idea with established relations with interested parties, their national ExCo delegate and possible national funders vouches for a shorter time between idea and ongoing Annex. 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 Annex 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 Annex Idea (majority).
  - If approved, the Annex Idea is denoted “*Proposal*” and the author is commissioned by ExCo to write a “*Legal Text*” for the Annex. Until the legal text is approved by ExCo it will be called “*Draft Legal Text*”.
  - The idea can also be approved on condition it is revised. In such case it is still an “*Annex Idea*”.
  - If disapproved, no further actions are taken.
  - ExCo can also decide to park the Annex Idea. In such case no further actions are taken until the Annex Idea is opened again.

### Heat Pump Centre

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## Proposal

- The author writes a short summary of maximum 100 words to be published on the public HPC website on the page for Annex Proposals together with contact information to the author(s).
- The Draft Legal Text for the Annex is written together with other interested parties. A legal text template, containing the required headings and items of the budget etc, shall be used. This template is available on the website. In the Draft Legal Text an “*Operating Agent*” for the Annex shall be designated. The Operating Agent is entitled to co-ordinate the work within the Annex and is also responsible for reporting on the progress of the Annex to the ExCo meetings, to the Newsletter/Magazine, to the Annual report, on the Annex website and for compilation of final report(s) from the Annex. This work is 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 Legal Text. 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 countries.

Please note! It is recommended that a working meeting is held to prepare the Legal Text together with the consortium. This is to make sure that the Draft Legal Text 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 Annex can start sooner.

- When the Legal Text is completed, and at least three IEA HPT countries have announced that they are interested in participating in the Annex to the OA, the Draft Legal Text is sent to HPC. The HPC checks that the Legal Text is according to the template and if not this is communicated to the OA. Thereafter, the Draft Legal Text 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 OA and after improvement, the Draft Legal text is sent back to HPC. The ExCo approves, disapproves or commissions the author/authors to revise the Draft Legal Text 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 Annex either at an ExCo meeting or at electronic approval of the Draft Legal Text. Thereafter, the Annex Proposal is denoted “*On-going Annex*” and is designated an “*Annex Number*”.
- The final version of the Legal Text shall be sent to the HPC who sends the requested copies to the Executive Director at the International Energy Agency and the HPT Chairman.
- A formal letter about participation in an Annex shall be sent by each participating country’s delegate to the IEA via HPC. HPC sends the letter to the Executive Director at the International Energy Agency and copies to the HPT Chairman and the Operating Agent. A template of formal letter is available on the website. Participation is open for the number of months stated in the legal text.

