

## How To Join The SHC Technology Collaboration Programme (SHC TCP)

### Can my organization participate?

#### Join as a Contracting Party

Contracting Party (CP) members are:

- Governments.
- The European Union.
- Inter-governmental organizations.

This includes any national agency, public organization, private corporation, or other entity designated by the government of the country wishing to become a CP.

#### Join as a Sponsor

Sponsor members are:

- International industry associations and international non-profit organizations.
- Non-government organizations, if their government or government-appointed entity is not a CP.

### How do I begin the membership process?

#### Contact the SHC Secretariat

[secretariat@iea-shc.org](mailto:secretariat@iea-shc.org)

1. My organization contacts the SHC Secretariat to discuss benefits of working together.
2. If there is mutual interest and your organization understands the membership requirements (annual membership fee, attend the 2 Executive Committee (ExCo) meetings per year, national experts participate in at least 1 SHC project (Task).

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#### SHC TCP Votes and Sends a Letter of Invitation

1. The SHC ExCo votes unanimously to invite your organization to join as a CP, including any specific terms and conditions.
2. The SHC Secretariat sends a formal letter of invitation to your organization, specifying the terms and conditions of participation, including a template for your Letter of Acceptance to complete and return to the IEA.

1. The SHC ExCo votes unanimously to invite your organization to join as a Sponsor, including any specific terms and conditions.
2. The SHC Secretariat sends a formal letter of invitation to your organization, specifying the terms and conditions of participation, including a template for your Letter of Acceptance to complete and return to the IEA.

#### Your Government/Organization Sends a Letter of Acceptance

1. If your government entity is to be the CP then your Letter of Acceptance will name the individual(s) who will sign the Agreement on its behalf, who will serve as the ExCo member(s), and which Task(s) your country will join.
2. If your government entity will designate a non-government entity to participate on its behalf, then you will receive two letter templates – 1 for your organization to sign and 1 for the designated entity to sign.

1. You will return the Letter of Acceptance naming the individual(s) who will sign the Agreement on its behalf, who will serve as the ExCo member(s), and which Task(s) your country will join.

The SHC Secretariat will work closely with you on this process.

**The IEA Committee on Energy Research and Technology (CERT) Approves the Membership**

Your organization’s participation must be approved by the IEA CERT unless it is already a Sponsor member in another IEA TCP.

**When does my organization become an official member?**

Membership is official when the signature page is signed, dated, and returned to the IEA Secretariat in Paris.

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**Please Note:**

During this process, you or another representative are welcome to attend our Executive Committee Meetings as an observer for 2 meetings and Task Meetings, once approved by the Task Manager, as an observer for 2 meetings.