

European Wind Energy Technology Platform (TPWind)



Terms of Reference

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1. Background

Europe is the current global technological leader in wind energy. This will continue to be the case only with strong, sustained political and financial support from EU Institutions and Member States.

Achieving this objective will be essential for fighting climate change, decarbonizing the economy, meeting the EU's 2020 targets, ensuring security of energy supply, defending the European competitiveness and creating new jobs.

The European Wind Energy Technology Platform (TPWind), being a permanent EU wind energy R&D forum and a wind energy advisor for EU and national authorities, greatly contributes to meeting these goals.

This is in line with the EU 2020 Strategy, the European Commission's SET-Plan, the new EU RES Directive and the Stockholm declaration.

The EU 2020 Strategy

The EU 2020 Strategy originates from the Lisbon Strategy for Growth and Jobs, which originally aimed at making Europe *"the most dynamic and competitive knowledge-based economy in the world capable of sustainable economic growth with more and better jobs and greater social cohesion, and respect for the environment by 2010"*.

This action plan, launched by the Lisbon European Council in March 2000, was reviewed in 2004 and a proposal for refocusing it was published by the European Commission in February 2005. The relevant EC Communication stated that *"making growth and jobs the immediate target goes hand in hand with promoting social or environmental objectives"* (COM(2005) 24).

Climate change was therefore identified as one of the major EU structural challenges, together with globalization and ageing population. The financial and economic crisis that began in 2008 made addressing these issues a more urgent need.

TPWind therefore plays a key role also in the framework of the renewed Lisbon strategy, which focuses, among other issues, on climate change and the development of renewables.

European Technology Platforms are indeed instruments developed in the framework of the Lisbon Strategy and are essential components of its political and operational process.

The Set-Plan and the Wind Energy Roadmap

TPWind also plays a key role in the framework of the European Wind Initiative (EWI), which is rooted in the EU Strategic Energy Technology Plan (SET-Plan).

The SET-Plan, published by the European Commission in November 2007, was a policy document aiming at increasing, coordinating and focusing EU support to strategic low-carbon energy sectors, including wind power.

In order to achieve this objective, it called for the development of several Industrial Initiatives, i.e. long-term, large-scale R&D Programmes for financing the growth of

selected low-carbon technologies. TPWind therefore developed the EWI in cooperation with the European Commission and Member States.

The Commission published the EWI in 2009, in its Communication on “Investing in the Development of Low-Carbon Technologies” - COM(2009) 519, and launched it in June 2010 in cooperation with the Spanish Presidency of the EU.

The EWI, which has a total budget of € 6 bn (public and private resources) and identifies the actions to be implemented in the 2010 - 2020 period in order to accelerate the growth of wind power in Europe, will play a key role in the decarbonization of the European economy and in the achievement of the 2020 targets set by the new RES Directive.

“One of the EU's key ambitions must be to develop a low-carbon economy”, is written in the Communication on “Investing in the Development of Low-Carbon Technologies”. The proper implementation of the EWI will therefore be essential for the future of Europe.

On top of that, the proper implementation of the European Electricity Grid Initiative (EEGI), one of the SET-Plan Industrial Initiatives, will be of great importance for the ultimate success of the EWI, since it will create the conditions for a proper development of renewables. TPWind will therefore monitor the EEGI and will pay attention to it also in its dialogue with EU Institutions.

TPWind, being an access point to the EU wind energy industry and R&D community, provides the European Commission and Member States with the technical inputs they need to identify, in details, the actions to be launched in the framework of the EWI. Further to that, the Platform will present its findings to relevant stakeholders in order to help institutional players to build consensus around the EWI.

For these reasons, TPWind is a key player in the implementation of the SET-Plan.

The new RES Directive

As already mentioned, a new EU RES Directive (i.e. “Directive 2009/28/EC on the promotion of the use of energy from renewable sources”), amending and subsequently repealing the previous ones dating back to 2001 and 2003 (i.e. Directives 2001/77/EC and 2003/30/EC), came into force in 2009.

The new RES Directive sets a 20% binding target in terms of penetration of renewables in the EU energy mix by 2020.

TPWind is therefore highly relevant also to the new RES Directive, since it will ensure the proper implementation of the EWI, which will be essential to reach the EU 20% renewable energy consumption goal.

The Stockholm Declaration

The importance of TPWind was also confirmed by several policy makers, European Commission officials and industry and R&D community representatives from thirteen countries (i.e. twelve Member states and Norway).

They all gathered in Stockholm on September 15th, 2009, for the fourth “European Policy Workshop on Offshore Wind Power”. This workshop was a follow-up to previous

meetings held in Egmond (2004), Copenhagen (2005 – TPWind was firstly established in the same period) and Berlin (2007).

One of the conclusions of the workshop was that all stakeholders “*highly appreciate European efforts made since the Copenhagen Strategy and Berlin Declaration with instruments as TPWind (...), SET-Plan and European Wind Initiative*”. Participants to the workshop therefore called the European Commission to “*ensure financial support within FP7, the SET-Plan and other supporting Programmes and plans*” to these initiatives.

For all these reasons, TPWind appears to be highly relevant to the entire EU renewable energy policy framework and to its objectives in the field of renewables in general and wind energy in particular.

Finally, thanks to its focus on wind energy R&D, TPWind reinforces the impact that wind power had and will continue to have on the European economy.

As a matter of fact, the wind energy industry has depended to a large extent on technology transferred from other industry sectors, including aeronautics, shipping, steel and composites. Wind energy has, therefore, provided new markets for existing industries. Wind is placing ever greater demands on existing technologies, not only in manufacturing, but also in installation, operation and control. In other words, wind energy has become a driver for development and generation of new knowledge in other industries, hence being beneficial to an increasing amount of EU businesses.

2. Objectives

The objective of TPWind is to identify areas for increased innovation, new and existing research and development tasks. These will then be prioritized on the basis of “*must haves*” versus “*nice to haves*,” the primary objective being overall (social, environmental and technological) cost reductions. This will help to achieve EU objectives in terms of renewable electricity production. The Platform will develop coherent recommendations, detailing specific tasks, approaches, participants and the necessary infrastructure, in the context of private R&D, as well as EU and Member State Programmes, such as FP7. TPWind will also assess the overall funding available to carry out this work, from public and private sources.

In greater details, the objectives of TPWind are the following:

- A voice for the EU wind energy industry & R&D community (external representation): TPWind represents the wind energy industry and R&D community efficiently and effectively, communicates its findings properly and reaches out to all relevant stakeholders at both EU and national level (including financial institutions).
- A permanent networking and R&D forum (internal communication): TPWind represents a permanent wind energy networking and R&D forum, which

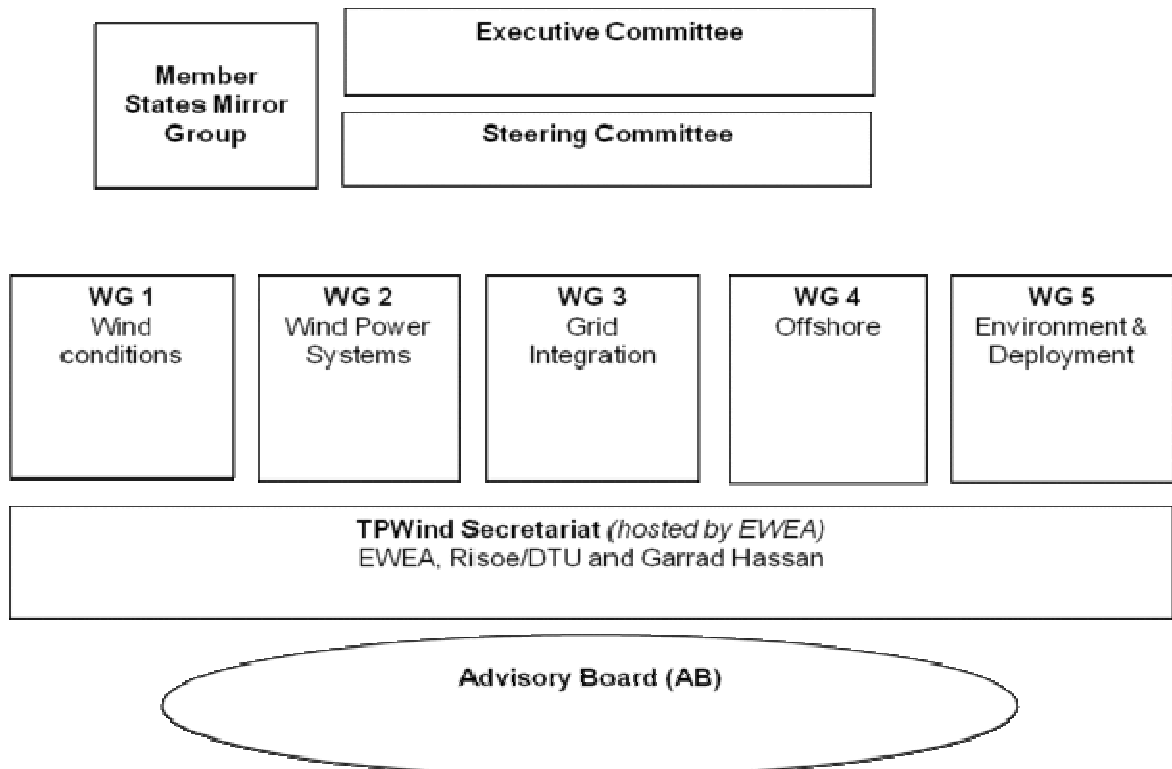
streamlines the communication between relevant players and facilitates the development of cooperation activities.

- A docking station: TPWind collects all relevant information on the developments of wind energy research and disseminate them.
- Improved cooperation between wind, ocean, oil & gas, grid and other relevant operators: TPWind ensures the development of tighter links between the wind, ocean, oil & gas, grids, shipping and other relevant operators.
- European Wind Initiative implementation and monitoring: TPWind contributes to the effective implementation and monitoring of the EWI, by ensuring that inputs of the EU wind energy industry and R&D community will be taken into consideration by the EU and national funding authorities.
- Effective strategic action plans: TPWind develops new pathways for the development of wind power in Europe and its effective and efficient integration in the electricity systems.

3. Organisation and operation

3.1. Structure

TPWind is composed of an Executive Committee (ExCo), a Steering Committee (SC), a Member States Mirror Group (MSMG), five Working Groups (WG), an Advisory Board (AB) and a Secretariat. The structure is outlined in the diagram below:



3.2. Steering Committee (SC)

3.2.1. Description

The SC is the TPWind decision-making body. It directs all activities and is accountable for:

- Defining roles and responsibilities within the Platform and outlining operations;
- Complying with the Platform mission and related activities;
- Approving and launching activities, including objectives, timing and scope;
- Following-up on activities, approving deliverables and, if necessary, adapting the TPWind structure to the needs of the sector;
- Assessing key deliverables with support from the Secretariat based on Working Groups' reports.

When it comes to the review and approval of yearly European Wind Initiative Work Programmes, Working Group Co-Chairs should be involved together with SC members, in order to make sure that these key documents reflect the views of the entire Platform.

3.2.2. Composition

The Steering Committee was established for the first time in 2006 in cooperation with the European Commission.

It is composed of 24 members, plus the Chair of the Member States Mirror Group (25 in total).

SC members can be, but do not necessarily need to be, members of TPWind Working Groups. A SC member that does not belong to any WG can follow any of them as an observer.

3.2.3. General Rules

Members of the SC are appointed for a 3-years term and can be reappointed. There is no limit to the number of terms that Steering Committee members can serve. SC members serve in a personal capacity. The appointment of alternates therefore needs to be properly justified, but it is possible on a case by case basis.

SC members are expected to bring their individual expertise to the Platform and to represent the collective view of their stakeholder group, not (only) that of their own company or institute.

The position of SC member is not subject to remuneration or to the reimbursement of travel expenses (with the exception of Executive Committee members and Working Groups Chairs).

The Steering Committee is renewed every 3 years through an ad-hoc call for expression of interest launched by the Secretariat.

The text of the call, which has to be approved by the SC before being published, details the rules and methodology for renewing the SC and selecting new members. In any case, the text of the call has to be in line with the following overall approach:

- Candidates should submit their CV and application form through a dedicated online submission system hosted on the TPWind website
- ExCo members and WG Chairs are automatically reappointed, because they receive a specific mandate to serve in these positions and their terms do not necessarily overlap with that of other SC members
- The MSMG Chair is also automatically reappointed, as indicated in the MSMG Terms of Reference

The selection process is based on the following guidelines:

- Candidates are evaluated by an ad-hoc selection committee composed of ExCo members, WG Chairs and Secretariat's representatives (1 per project partner i.e. EWEA, GL Garrad Hassan and Risoe/DTU for the 2011 - 2014 period)
- At the end of the evaluation, before the announcement of new SC members, the European Commission (DG ENER and DG RTD) is invited to submit non-binding inputs on selected candidates to improve the transparency and effectiveness of the procedure

The basic criteria for selecting SC members are:

- Candidates experience (preferably 15 years in the wind energy sector)
- Candidates' experience at international level (preferably 10 years)
- Scientific background
- Candidates' specific areas of technology interest
- Candidates' motivation
- Candidate's view of the role and development of wind power in Europe
- Candidate's and his / her organisation's role in the wind energy sector (candidates need to demonstrate that they and their organisations can play a leading role in and for TPWind, also in terms of influencing Platform's relevant stakeholders)

The composition of the new Steering Committee should be finalized by taking into consideration the following elements:

- Balance of private and public organizations
- Balance of countries

- Gender of applicants
- Balance of established players and new, innovative organisations

3.2.4. Executive Committee (ExCo)

A Chairperson, a maximum of two Vice-Chairpersons and two Alternates (three Alternates for the November 2010 – May 2012 period only) are elected by, and within, the SC to form the ExCo. All ExCo members therefore need to be SC members. ExCo members decide who should serve as Chair, Vice-Chair and Alternate autonomously, without involving other TPWind bodies.

The Chair however needs to come from the industry and be validated by the Steering Committee.

ExCo members are elected on the basis of their individual expertise and ability to ensure a sound stakeholder representation.

The ExCo is the primary link between the SC and the Secretariat. It therefore guides the Secretariat in the overall planning, coordination and management of Platform's activities.

The ExCo can also take ad-hoc decisions concerning the daily management of the Platform, but cannot modify the structure of TPWind or approve any of its major deliverables (these are prerogatives of the SC).

ExCo officers serve for an 18-months period and may be reappointed, but can only serve up to two terms in a row. After that, they have to be replaced by other SC members.

In order to ensure continuity in the management of the Platform, two ExCo members, to be identified by and within the ExCo, are automatically reappointed at each election. Preference should, but doesn't have to, be given to ExCo members who served only one term instead of two.

The position of ExCo member is not subject to remuneration. However, ExCo members can have their travel expenses reimbursed by TPWind when they travel for Platform's meetings.

3.2.5. Observers

Additional stakeholders may be invited to attend SC meetings as observers, if properly justified.

Observers are approved and invited by the ExCo. Observers may intervene during meetings at the Chairperson's request.

3.2.6. Voting

SC decisions are taken by consensus whenever possible. Should that be unfeasible, each SC member (or its alternate) has the right to cast one vote.

Voting rules are under supervision of the ExCo, and depends on the type of decision to be taken:

- For decisions concerning the structure of the Platform or the approval of key deliverables (e.g. appointment or removal of WG Chairpersons, approval of European Wind Initiative documents), a two-third majority is needed,
- For decisions concerning day-to-day activities of the Platform, a simple majority is needed (e.g. identification of date and venue of meetings).

Voting with two-third majority is confidential; voting with simple majority is open.

On ExCo decision, and for matters of urgency, written voting is accepted, including electronic format. Voting is under the supervision of the Secretariat. The Secretariat must be able to produce voting evidences on demand of the Steering Committee.

Majority is based on the number of attendants to meetings, or number of electronic responses (not on the total number of SC members).

3.2.7. Meetings, outcomes, dissemination

SC meetings are held periodically, at least twice a year. Meetings are organised by the ExCo with support of the Secretariat. The Secretariat must provide the minutes of each meeting, in electronic format. This is a key step in the efficient communication of information between the Platform, its members and external stakeholders.

Meeting minutes are published on the website of the Platform.

3.3. *Member States Mirror Group (MSMG)*

The Member States Mirror Group, representing the link between TPWind and Member States, is governed by its own Terms of Reference, produced by the TPWind Secretariat in October 2008 and subsequently approved by the MSMG. The MSMG meets at least once a year.

The MSMG ToR is available on the TPWind website.

3.4. TPWind Working Groups (WGs)

3.4.1. Description

The primary role of TPWind is to develop research pathways towards cost reductions, also through the proper implementation of the European Wind Initiative (EWI) and the constant review of the Strategic Research Agenda / Market Deployment Strategy (SRA/MDS). WGs are established to handle specific R&D issues.

3.4.2. Working Groups: definition

WG numbers and themes are proposed by the Secretariat, in cooperation and with the approval of the Steering Committee.

TPWind is currently composed of 5 Working Groups:

- Wind conditions;
- Wind power systems;
- Grid Integration;
- Offshore;
- Environment & Deployment.

Each Working Group focuses on the R&D issues identified by its members, under the supervision of the Secretariat and Steering Committee.

3.4.3. Composition

WG members are selected through a call of expression of interest launched by the Secretariat under the supervision of the Steering Committee. Selection is based on objective criteria and validated by SC members following a proposal from WG Chairs. The list of selected Working Group members is published on the TPWind website.

A WG is composed of a small number of high-level experts willing to participate to the work of the Technology Platform.

Working Groups are renewed every 3 years: their composition, number of participant and general R&D focus are determined by the Steering Committee.

WG members serve in their personal capacity and are selected because of their expertise and the added value they can bring to TPWind. Alternates are therefore allowed only if approved by both the Chair and Co-Chair of the relevant WG, but their participation is discouraged.

Assistants or colleagues (i.e. non-TPWind members who were not explicitly appointed as alternates), on the other hand, are not allowed under any circumstances.

In case a WG member decides to leave the Platform, the reserve list (i.e. the list of applicants who were not selected for any TPWind WG) should be used to replace him/her. If, however, additional candidates are identified, the ExCo and relevant WG Chair have the possibility of selecting someone not included in the reserve list.

Similarly, changes in the composition of Working Groups (e.g. replacement of a member with a colleague, switch of a member from a WG to another) can be requested by WGs members only and have to be approved by both the ExCo and relevant WG Chairs in order to be authorized and implemented by the Secretariat.

The position of WG member is not subject to remuneration.

3.4.4. General Rules

Working Groups are managed by a Chair, a Secretary, a Co-Chair and one or two (optional) Vice-Chairs.

3.4.4.1. Chair, Secretary, Co-Chair and Vice-Chairs

- Chair

Every WG has a Chair.

The Chair needs to be a member of the TPWind Steering Committee, to establish a link between Working Groups and the management of the Platform.

He/she is appointed by SC members for a period of 18 months and might be removed by the SC should his/her Working Group fail to deliver.

There is no limit to the number of terms that Chairs can serve and they can have their travel expenses reimbursed by TPWind when they travel for Platform's meetings.

His/her main tasks are the following:

- Represent the Working Group and speak on its behalf at events and meetings;
- Act as the link between the WG and the TPWind Steering Committee, which is the Platform's main decision-making body;
- Organize and chair Working Group meetings;
- Supervise the work of WG members;
- Ensure that his/her WG delivers as planned.

- Secretary

Every WG has a Secretary.

The Secretary is appointed by the Secretariat for a period of 3 years and can be reappointed with no limits.

He/she has a fundamental role in the management of the Working Group, which he/she needs to perform under the supervision of the Chair. The Secretary might be removed by the Steering Committee should his/her Working Group fail to deliver.

His/her main tasks are the following:

- Organize Working Group meetings together with the Chair;
- Facilitate and manage Working Group meetings proactively and with the required level of energy, in order to maximize their effectiveness;
- Develop WG meeting's minutes;
- Develop yearly WG Work Plans and ensure their implementation under the supervision of the Chair;
- Keep momentum in the Working Group by driving its members towards the achievement of their objectives and implement all required activities (as stated in the yearly WG Work Plan – e.g. organization of extra meetings, development of documents, provision of inputs and so on);
- Act as the first contact point for Working Group members.

The Secretary is therefore the main driving force of every Working Group.

- Co-Chair

Every WG has a Co-Chair.

The Co-Chair is elected within the Working Group. If WG Chairs come from the R&D community, Co-Chairs have to come from the industry and vice-versa.

The Chair can suggest and present suitable candidates for the position of Co-Chair, in order to facilitate his/her election within the WG. Co-Chairs are elected with a simple majority by WG members.

The term of Co-Chairs lasts 3 years and can be renewed with no limits. Co-Chairs might be removed by the Steering Committee should their Working Groups fail to deliver.

His/her main tasks are the following:

- Provide active support to the Chair in the execution of all his/her tasks (including co-chairing of meetings);
- Replace the Chair whenever needed as the leading figure, representative and speaker of the WG, including at Steering Committee meetings that the Chair is unable to join;

- Support the Secretary in the implementation of specific tasks whenever deemed appropriate and agreed within the WG (the Secretary should in any case remain the main driving force of every Working Group).
- Vice-Chair(s)

One or two Vice-Chairs may be elected within every Working Group, if requested by the majority of WG members.

Vice-Chairs can come from both the industry and the R&D community. Their term lasts 3 years, they can be reappointed with no limits and they are elected with a simple majority.

Vice-Chairs might be removed by the Steering Committee should their Working Groups fail to deliver.

Their main tasks are the following:

- Represent WG members, their interests, needs and expectations vis-à-vis the WG Chair, Co-Chair and Secretary;
- Contribute to the development of a positive working environment by making sure that WG members are engaged and committed;
- Replace the WG Chair and Co-Chair as leading figures, representatives and speakers whenever both of them won't be available (ideally, this should never happen);
- Support the Chair, Co-Chair and Secretary in the implementation of specific tasks whenever deemed appropriate and agreed within the WG ((the Secretary should in any case remain the main driving force of every Working Group).

3.4.5. Observers

Observers can be invited to WG meetings if justified and if requested by the WG Chair.

The only exception is represented by AB members coming from national associations / technology platform, who have a special status (see section 3.6.3 of this document).

WG observers cannot vote and can deliver presentations only pending the approval of the relevant Chair: their main role is to follow the meeting.

3.4.6. Voting

WG decisions are taken by consensus whenever possible. Each member has one vote and a decision is taken on the basis of a simple majority vote should consensus

not be achieved. Votes are implemented under the supervision of the Chair, Co-Chair and Secretary.

Upon request of the Chair, and for matters of urgency, written voting is accepted, including electronic format. In this case, the Secretariat must be able to produce the evidences related to the voting, on demand of the WG or of the SC.

3.4.7. Meetings, outcomes, dissemination

WGs meetings take place at least twice a year, but additional virtual meetings or conference calls should take place on a quarterly basis.

Further to this, Chairs, Secretaries, Co-Chairs and Vice-Chairs should stay in touch and keep each other constantly updated in order to ensure a proper management of their Working Groups.

WG documents are uploaded on the TPWind website (members' lounge) by the Secretariat.

3.5. Secretariat

3.5.1. Description

The Secretariat of the European Wind Energy Technology Platform optimises the activities of the Platform.

The Secretariat provides logistical and organizational support to the Technology Platform and its WGs, and, where appropriate, provides intellectual input to their discussions. The Secretariat also represents the Platform vis-à-vis relevant stakeholders (e.g. the European Commission).

The Secretariat ensures the good functioning of the Platform and contributes, under the supervision of the SC, to the achievement of its goals.

The Secretariat maintains a strictly neutral position as regards to policy recommendations and orientations of the Platform.

3.5.2. Composition

The Secretariat comprises EWEA, GL Garrad Hassan and Risoe/DTU. The Secretariat, hosted by EWEA, is established for periods 36 months (the last one starting in February 2011).

3.5.3. General Rules

The Secretariat assists every TPWind Working Group and reports to the Executive Committee, the Steering Committee and the European Commission (which covers its costs through relevant EU projects).

It is also responsible for the proper management of the EU project from which it receives funding.

EU funds are used to run and manage the Platform accordingly to the contents of the Grant Agreement signed with the European Commission and based on the project developed under the supervision of the Steering Committee.

3.6. Advisory Board (AB)

3.6.1. Description

The Advisory Board is composed of external stakeholders (i.e. non-Platform members) helping TPWind to enhance its network and effectiveness by providing advice and contacts.

The AB represents an essential link between the Platform and other relevant sectors and stakeholders. It also acts as a quick access point to the expertise and know-how developed by other sectors, which is essential to reduce fragmentation of R&D activities.

3.6.2. Composition

The composition of the AB is determined by the Steering Committee, which invites relevant candidates to join it.

Current members were selected by the Steering Committee and invited in December 2010: they will remain members of the AB as long as considered appropriate by the SC.

AB members are selected because of the stakeholder they represent, not because of their individual expertise. For this reason, AB members who move to different organizations have to be replaced by the SC.

The position of AB member is not subject to remuneration or to the reimbursement of travel expenses.

3.6.3. General Rules

The Advisory Board is not a decision-making body of the Platform, but has a consultative role.

It is managed by the Secretariat under the supervision of the Steering Committee. The TPWind Chair is also the AB Chair.

The appointment of alternates is possible in the AB, if justified.

AB members representing national associations / technology platforms have a special status: each of them receives automatically the status of observer in a TPWind WG of his/her choice (up to one national observer per WG).

3.6.4. Voting

AB decisions are taken by consensus whenever possible. Each member has one vote and a decision is taken on the basis of a simple majority vote should consensus not be achieved. Votes are implemented under the supervision of the Chair and Secretariat.

Upon request of the Chair, and for matters of urgency, written voting is accepted, including electronic format. In this case, the Secretariat must be able to produce the evidences related to the voting, on demand of the AB or of the SC.

3.6.5. Meetings, outcomes, dissemination

AB meetings take place at least once a year.

AB documents are uploaded on the TPWind website by the Secretariat.