

Terms of Reference Member States Mirror Group

This Document complements the Terms of Reference document of the platform. It focuses on the Member States Mirror Group activities.

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1. Member States Mirror Group (MSMG)

1.1. Description

The Member States Mirror Group (MSMG) will comprise the relevant ministries or Member State energy agencies that wish to participate. The MSMG is expected to carry out work in two areas. It will provide an opportunity to synchronise national R&D activities and EU R&D activities in order to develop synergies and reinforce basic research. It is also an opportunity for Member States to collaborate in pushing forward some of the short-term operational issues facing wind energy, such as those described in the Berlin, Copenhagen and Egmond Declarations. Main objectives are to:

- ensure an appropriate interface for coordination and the representation (or inclusion) of relevant national, regional or local initiatives and activities under the Wind Energy Technology Platform,
- provide a platform for communication with the European Commission, the Steering Committee and Working Groups,
- advance the European Research Area by initiating activities for closer coordination and co-operation between national and regional R&D programs, the European Commission and the Wind Energy Technology Platform.

1.2. Role and Tasks

The Member States Mirror Group, acting in co-operation with the European Commission, the Steering Committee of the Wind Technology Platform and its Secretariat, has a crucial role to play in goal and target setting, proposing actions and providing opinion and feedback on strategies, activities and results generated through the platform operations. It will address the following activities:

Channelling communication: provide a platform for communication, opinion and advice between representatives from national and regional research and development programs, TPWind Steering Committee and representatives from relevant Directorate-Generals of the European Commission; reflect with the Steering Committee on recommendations of Platform Working Groups, the deliverables of the Technology Platform and assist in the dissemination of results of the Working Groups.

Structuring and strategy development: Contribute to build a coherent EU strategy on research and deployment in order to help realisation of the operational objective of 20% renewable energy sources in the year 2020 and explore possibilities for achieving greater integration, inter alia between Member States which already have developed wind energy generating capacities and Member States which have not yet entered such stage of development.

Scoping activities and target setting: communicate with the Steering Committee on national concerns and joint activities with the Steering Committee to address these and to set goals and targets; provide reflection on overall European goal and target setting, in the light of national aspirations and circumstances, including those relating to economics, physical planning, technology development, grid integration and environmental implications.

Exchange of information: exchange information on a periodic basis between Steering Committee, European Commission and Member States, including interested Associated States and Candidate countries, on policies, programs, participation in IEA and other international projects and best practices, that are relevant for realising of the operational goals under the 20% Renewable Energy Sources (2020) objective;

Enhancing co-ordination and co-operation among Member States and European activities: explore development of (a) transparency and mechanisms for information exchange on fundamental R&D programs, deployment related research projects and relevant incidental policy related research projects, (b) co-ordination in programme development through the establishment of knowledge gaps in order to define future fundamental and applied research, demonstration and development requirements, and of (c) reinforced co-operation under national initiatives, programmes and/or projects.

Closing the loop between technology development and policy-making: Identify mechanisms and develop suitable links with policies (economics, energy, transport, and environment). The aim is to promote understanding and awareness on technology developments.

Attention will be paid to specific issues raised by the Mirror Group.

1.3. Composition

Members of the MSMG are invited by the European Commission. The MSMG is composed of Member States representatives (including Candidates and Associates) at Senior and Director level, nominated by the appropriate body responsible for energy, industry, research and/or environment and open to participation by non-EU Member States (European countries). Non-EU Member States can become full members of the MSMG but not have the positions of Chairpersons.

Membership is subject to acknowledgement by the Steering Committee, and approval of the European Commission.

The appointment of substitutes is not desirable. Each stakeholder may, however, nominate one single back-up to attend meetings on their behalf if they are unable to attend for justified reasons.

It is crucial that Member State delegates are empowered to devote time and effort to participate to meetings and to develop Member State position papers responding to recommended actions and reports from the Steering Committee and Working Groups of TPWind.

The European Commission (DG RES, DG TREN, DG ENV) will be invited to take an active part in the work of the Mirror Group.

1.4. General Rules

A Chairperson and a maximum of three Vice-chairpersons will be elected by the MSMG members. These representatives are elected from exiting Members and are selected on the basis of their individual abilities and to reflect a sound stakeholder representation. These officers shall serve for an 18-months period and may be reappointed. The first officers will be elected during the first MSMG meeting. The MSMG membership and the positions of Chairperson and Vice-chairpersons are voluntary and are not subject to remuneration.

MSMG decisions will be taken by consensus whenever possible. Each MSMG member has one vote and a decision will be taken on the basis of a majority vote, should consensus not be achieved. Voting rules are under supervision of the Chairperson and Vice-chairpersons, and depends on the type of decision to be taken:

- For decisions concerning the members of the Group (proposition of Chairperson and Vice-Chairperson of the MSMG), a two-third majority is needed,
- For decisions concerning the day-to-day activities of the MSMG, a simple majority is needed.

The Chairperson is a member of the Steering Committee of TPWind. The Chairperson is responsible for organising MSMG meetings, with the support of the Secretariat. Such meetings will take place at least once a year.

The Chairperson and Vice-chairpersons must provide Output Minutes of each meeting, in electronic format, prepared to the highest standard by the Secretariat. This is a key step in the efficient communication of information between the Platform and its Secretariat.

Documents will be made available on the internal website of the platform. It will also be made available to other bodies upon request. After validation by the Chairperson and Vice-Chairpersons of the MSMG these documents will normally be disseminated to the community and to the general public through the Technology Platform website: <http://www.windplatform.eu/>

2. Secretariat of the TPWind

2.1. Description

The Secretariat of the Wind Energy Technology Platform optimises the activities of the Platform. It manages the calls for selecting the members of the high-level Member States Mirror Group, Working Groups and Financing Group. It also provides logistical, functional and organisational support to the Technology Platform groups, and, where appropriate, will provide intellectual input to their discussions, particularly with regard to the fine-tuning of its Action Plans: the Market Development Strategy and the Strategic Research Agenda.

2.2. General Rules

The Secretariat assists to Steering Committee, Member States Mirror Group, Working Groups and Financing Group meetings. It reports to the SC and the European Commission. It is responsible to provide the Commission a set of deliverables. These deliverables take inputs from the TPWind activities.

2.3. Costs covered by the Secretariat

- Organisation of the Biannual Sessions (*see Terms of Reference of the Platform*)
- Rental of meeting rooms and related logistical costs
- Dedicated Website design, development and management
- Hiring Group Secretaries for the Steering Committee and Working Groups. Secretaries will be hired by the Secretariat on an *ad hoc* basis on provision of sufficient evidence of expertise
- Travel & Subsistence costs for two representatives of each partner of the Secretariat as well as the Chairpersons and Secretaries of the groups to attend all meetings
- Hire of external consultants for the provision of expertise on an *ad hoc* basis to the Steering Committee or the various Working Groups. These consultants, to be hired for a maximum of two days, could be hired also for the delivery of training courses
- Daily MSCs activities within the Secretariat are to be performed with no additional personnel costs. More substantial inputs and expertise provided through national ministries / energy authorities and Transmission System Operators (TSO) could however entail higher personnel costs, which could be covered through the sub-contracting budget.