

The new TPWind ToR

Introduction

- ❑ Following the renewal of TPWind, which began last year and will be completed in 2011, a new Terms of Reference should be developed to reflect the changes introduced to the structure of our Platform
- ❑ A proposal for a new Terms of Reference was therefore developed by the Secretariat and submitted to the SC as part of the delegates' package for this meeting
- ❑ The new ToR also includes a slight revision of TPWind rules following the inputs provided by the SC at the last meeting (November 2010)
- ❑ Also, the new ToR, being based on the new TPWind structure, does not include reference to former policy Working Groups or to the Finance Working Group

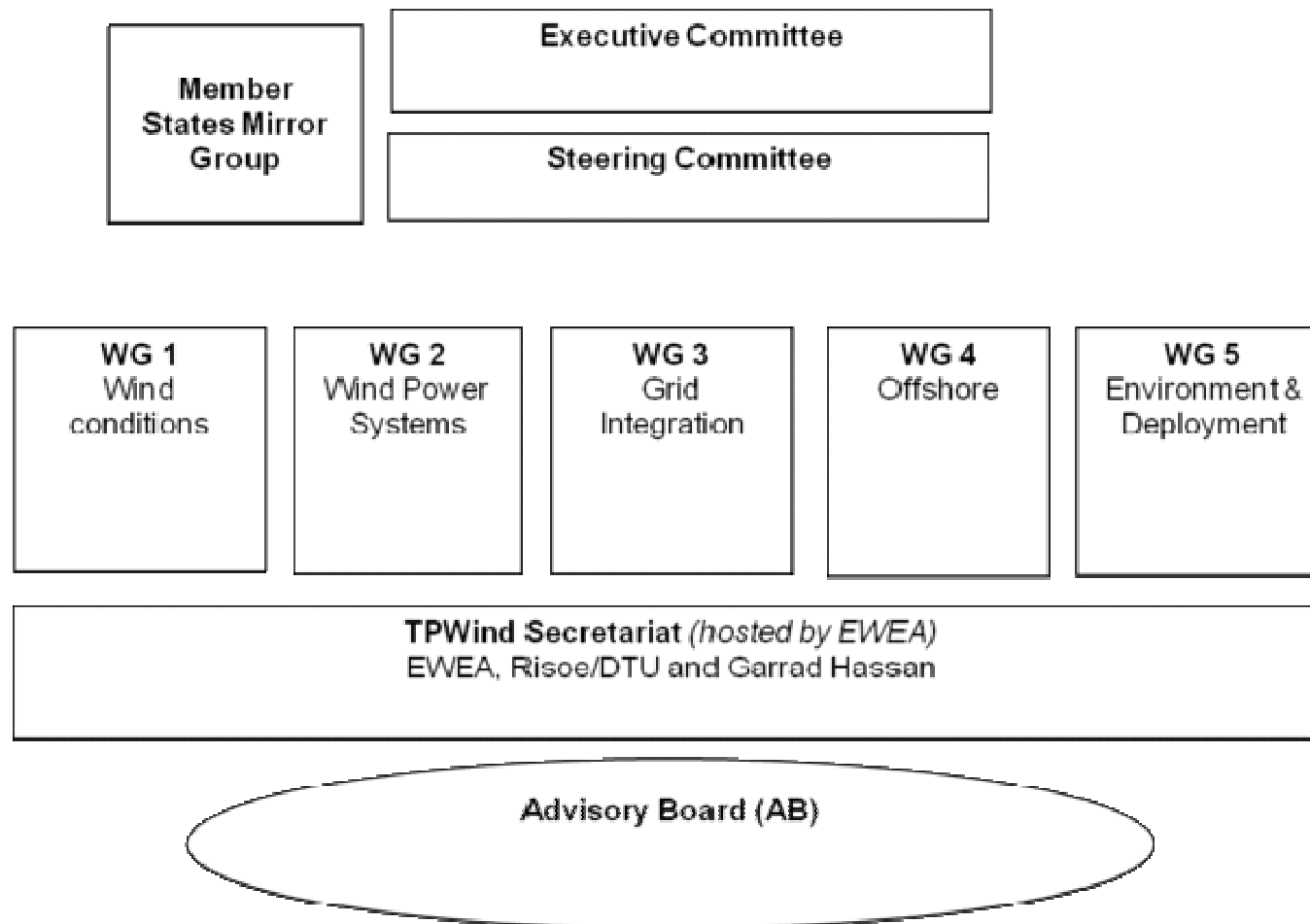
TPWind objectives (I)

- ❑ 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 to disseminates them.

TPWind objectives (II)

- ❑ Improved cooperation between wind, ocean, oil & gas, grid and other relevant operators: TPCWind ensures the development of tighter links between the wind, ocean, oil & gas, grids, shipping and other relevant operators.
- ❑ European Wind Initiative implementation and monitoring: TPCWind 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: TPCWind develops new pathways for the development of wind power in Europe and its effective and efficient integration in the electricity systems.

New TPWind structure



SC rules (I)

- ❑ The SC remains the TPWind decision-making body
- ❑ As from its renewal (in 2011) it will be composed of 25 members (including the Chair of the MSMG)
- ❑ SC members can be, but do not necessarily need to be, members of TPWind Working Groups. A SC member not belonging to any WG can follow any of them as an observer
- ❑ Members of the SC are appointed for a 3-years term and can be reappointed. There is no limit to the number of mandates 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.
- ❑ 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 explains the rules and modalities for renewing the SC and selecting new members.

SC rules (II)

- ❑ SC decisions are taken by consensus whenever possible. Each SC member (or its alternate) has one vote and a decision is taken on the basis of a vote, should consensus not be achieved.
- ❑ Voting rules are under supervision of the ExCo, and depends on the type of decision to be taken:
 - For decisions concerning members of the platform (e.g. appointment or removal of WG Chairpersons), a two-third majority is needed,
 - For decisions concerning day-to-day activities of the Platform, a simple majority is needed.
- ❑ 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 the evidences related to the voting on demand of the Steering Committee.
- ❑ Majority is based on the number of attendants to meetings, or number of electronic responses. Voting with two-third majority is confidential; voting with simple majority is open.

SC rules (III)

- ❑ 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.
- ❑ Additional stakeholders may be invited to attend SC meetings as observers, although this needs to be properly justified.
- ❑ Observer nominations are approved by the ExCo. They may intervene during these meetings at Chairperson's request.

ExCo rules

- ❑ A Chairperson, a maximum of two Vice-Chairpersons and two Alternates (three Alternates for the November 2010 – May 2012 period only) are elected by the SC to form the ExCo.
- ❑ All ExCo members have to be SC members.
- ❑ 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 that concern the daily management of the Platform, but not its structure and deliverables
- ❑ ExCo officers serve for an 18-months period and may be reappointed.
- ❑ As from November 2010, ExCo members can serve only up to two mandates in a row. After that, they have to be replaced by other SC members.
- ❑ ExCo members should be replaced in turns (e.g. first 2 of them, then the other 3) in order to ensure continuity (this rule too still needs to be added to the new ToR)

MSMG rules

- ❑ The MSMG represents the link between TPWind and EU Member States
- ❑ Since 2010, the MSMG meets once a year, in combination with TPWind's General Assemblies
- ❑ The MSMG, being composed of national experts appointed by relevant authorities and not selected by TPWind, is governed by its own Terms of Reference, which was approved in October 2008
- ❑ The MSMG ToR is available on the TPWind website

WGs rules (I)

- ❑ The primary role of TPWind is to develop research pathways towards cost reductions, also through the proper implementation of the EWI and the constant review of SRA/MDS
- ❑ 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, assistants, colleagues or observers are therefore not allowed, under any circumstance, to take part in WG meetings
- ❑ 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

WGs rules (II)

- ❑ 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
- ❑ WGs meetings take place at least twice a year.
- ❑ WG documents are uploaded on the TPWind website (members' lounge) by the Secretariat
- ❑ Changes in WGs' composition can be requested only by WGs members and have to be approved by both the ExCo and the relevant WG Chair in order to be authorized (this rule, which should clarify the procedure for modifying WGs' composition, still needs to be added to the new ToR)
- ❑ Observers can be invited to WG meetings if requested by the WG Chair and pending the approval of the ExCo. The only exception is that of AB members representing national associations / technology platform (this rule too still needs to be added to the new ToR)

WGs roles (I)

- ❑ Chairs and Secretaries are been appointed by the TPWind Steering Committee and Secretariat
- ❑ They can be removed by the Steering Committee should the WG fail to deliver
- ❑ Chairs are appointed for a period of 18 months and since November 2010 they can serve only up to two mandates in a row. After that, they have to be replaced by other SC members
- ❑ Secretaries on the other hand are appointed for a 3 years period
- ❑ Their tasks are the following:
 - ❑ **Chairs**
 - 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.

WGs roles (II)

❑ **Secretaries** (*WGs main driving force*)

- 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;
- Be the main driving force of the WG.

WGs roles (III)

☐ Co-Chair

- ☐ Every WG must have a Co-Chair, who must come from the industry and not from the R&D community. Should Chairs change in the future and be replaced by industry representatives, Co-Chairs will be changed too to always ensure a industry/R&D community balance
- ☐ Co-Chairs serve a 3 years mandate and might be removed by the Steering Committee should the WG fail to deliver
- ☐ Co-Chair tasks:
 - 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;
 - 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).

WGs roles (IV)

☐ Vice-Chairs

- ☐ One or two Vice-Chairs may be elected within every WG, if requested by the majority of members
- ☐ Vice-Chairs can come from either the industry or the R&D community. Their mandate lasts 3 years and they can be removed by the Steering Committee should their WG fail to deliver
- ☐ Vice-Chair tasks:
 - 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).

Secretariat rules

- ❑ The Secretariat of the European Wind Energy Technology Platform optimises the activities of the Platform.
- ❑ The Secretariat maintains a strictly neutral position as regards policy recommendations and orientations of the Platform.
- ❑ The Secretariat comprises EWEA, Garrad Hassan and Risoe/DTU. The Secretariat, hosted by EWEA, is established for periods 36 months (the last one starting in February 2011).
- ❑ The Secretariat assists to every TPWind Working Group and reports to the Steering Committee and the European Commission (which covers its costs).
- ❑ 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.

AB rules (I)

- ❑ 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 composition of the AB is determined by the Steering Committee, which invites relevant candidates to join the AB.
- ❑ 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 (or as long as they don't resign)
- ❑ 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 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.

AB rules (II)

- ☐ The TPWind Chair is also the AB Chair.
- ☐ The appointment of alternates is possible in the AB.
- ☐ 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.
- ☐ AB meetings take place at least once a year.
- ☐ AB documents are uploaded on the TPWind website by the Secretariat.
- ☐ 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 under the supervision of the Secretariat (this rule still needs to be included in the new ToR)

Conclusions and next steps

- ☐ The SC should now discuss the contents of the new Terms of Reference
- ☐ On the basis of its inputs, the Secretariat will develop a new version that will be circulated for a final review and approval in the coming weeks
- ☐ Following this step, the new Terms of Reference will be sent to all TPWind members and uploaded on the Platform's website

Thank you for your attention!



<http://www.windplatform.eu/>