

**TERMS OF REFERENCE FOR THE INTERNATIONAL PARTNERSHIP  
FOR ENERGY EFFICIENCY COOPERATION**

The undersigned national governmental entities (collectively the “Members”) set forth the following terms of reference of the International Partnership for Energy Efficiency Cooperation (IPEEC), a framework for international cooperation in energy efficiency to support agile, productive international cooperation in promoting energy efficiency and energy savings.

The IPEEC will exchange views and seek collaboration with other international organizations and bodies, to achieve synergies and avoid duplication of efforts.

## **1. Purpose of the IPEEC**

The purpose of the IPEEC is to facilitate those actions that yield high energy efficiency gains. Members may choose to take such action on a voluntary basis where they see an added value for themselves taking into consideration their economic, technological and other circumstances.

The IPEEC promotes energy efficiency worldwide by providing a high-level forum for discussion, consultation and exchange of information. It does not develop or adopt standards or efficiency goals for its Members.

## **2. Cooperative Activities of the IPEEC**

2.1 The IPEEC may conduct cooperative activities among the Members in the following areas:

- 2.1.1 supporting the on-going work of the Members to promote energy efficiency, including development of nationally-determined energy efficiency indicators, compiling best practices, and strengthening national efforts to collect data;
- 2.1.2 exchanging information about measures that could significantly improve energy efficiency on sectoral and cross-sectoral bases such as, but not limited to:
  - standards/codes/norms and labels for buildings, energy-using products and services with a view to accelerating the market penetration of best practices taking into account the circumstances of individual Members;
  - methodologies for energy measurement, auditing and verification procedures, certification protocols and other tools to achieve optimal energy efficiency

- performance over the lifetime of buildings, industrial processes, relevant products, appliances and equipment;
  - enabling environment and tools for the financing of energy efficiency measures, and establishing principles for encouraging investments in energy efficiency;
  - public procurement policies for encouraging uptake of energy efficient products, services and technologies;
  - programs that help public institutions to become more efficient in building, vehicle, product and service purchasing and operations;
  - activities to increase the awareness of consumers and stakeholders through dissemination of clear, credible and accessible information on energy efficiency with a view to enabling well-informed decisions;
  - best practice guidelines for evaluating the effectiveness of energy efficiency policies and measures;
  - public-private cooperation to advance energy efficient technology research development, commercialization and deployment to accelerate deployment, diffusion and transfer of such technologies; and
  - actions to accelerate dissemination and transfer of best practices and efficient technologies and capacity building in developing countries;
- 2.1.3 developing public-private partnerships for improving energy efficiency in and across key energy consuming sectors, building on relevant initiatives;
- 2.1.4 enabling joint research and development into key energy efficient technologies, especially for application by the Members;
- 2.1.5 facilitating the dissemination of energy-related products and services that contribute to improving energy efficiency; and
- 2.1.6 other activities which advance achievement of the IPEEC's purpose as mutually determined by the Members.

### **3. Organization of the IPEEC**

- 3.1 The Members hereby establish a Policy Committee, composed of a high-level representative of each Member, and an Executive Committee, composed of a mid-level representative of each Member.
- 3.2 The Policy Committee is to govern the overall framework and policies of the IPEEC including financial arrangements, review the progress of the Task Groups as well as the work of the Executive Committee and the Secretariat, and provide direction to the Executive Committee. The Policy Committee should meet at least once a year, at times and places to be determined by its Members.
- 3.3 The Executive Committee is to oversee the organization of the annual meetings of the Policy Committee, examine and adopt the programme of work and the budget for each year, examine the membership requests, provide guidance to and oversee the work of the Secretariat, and develop proposals for and review the work of the Task Groups. The Executive Committee should meet at least twice a year, at times and places to be determined by the Executive Committee.
- 3.4 The Policy Committee and the Executive Committee should make decisions on the basis of consensus, except as otherwise provided.
- 3.5 The Executive Committee may approve the creation of Task Groups, composed of representatives of some or all Members, to work on individual projects, as needed.
- 3.6 A representative from each Task Group, as selected by the group, should report, in writing or in person, on the progress of the project to the Executive Committee upon request. The Task Groups should meet as often as necessary to review the progress of their respective activities, identify promising directions for their future work, and make recommendations to the Executive Committee and Policy Committee on needed actions.

- 3.7 The Policy Committee and the Executive Committee should each elect among the Members a Chair and one or more Vice Chairs for a period of two years.
- 3.8 The IPEEC may hold Ministerial meetings when required. Ministerial meetings will review the progress of IPEEC collaboration and provide overall direction on priorities for future work.
- 3.9 The principal coordinator of the IPEEC's communications and activities is the IPEEC Secretariat. The functions of the Secretariat are: (1) organize the meetings of the Policy Committee and the Executive Committee; (2) arrange special activities such as teleconferences and workshops; (3) receive and forward new membership requests to the Executive Committee; (4) coordinate communications with regard to IPEEC activities and their status, including the establishment and maintenance of an IPEEC website; (5) act as a clearinghouse of information for the IPEEC; (6) maintain archival records for the Policy Committee and the Executive Committee; (7) prepare an annual report with oversight from the Executive Committee; and (8) perform such other tasks as the Executive Committee directs.  
The functions of the Secretariat are administrative.
- 3.10 In order to ensure the sustainability and consistency of the IPEEC activities, a dedicated secretariat will be established. The IPEEC Secretariat will be hosted at the International Energy Agency (IEA), so that the IPEEC can make full use of the knowledge, experiences and capacity of the IEA. The Secretariat will be open for participation to all the Members of the IPEEC. It will report to, and receive its guidance from, the Executive Committee. The Secretariat will be supported by the voluntary contributions (financial or in-kind) of all Members.
- 3.11 Additional to staff employed by the Secretariat, the Secretariat may, as decided by the Executive Committee, use the services of personnel employed by the Members and made available by them to the Secretariat. Such personnel are to be remunerated by their respective employers and remain subject to their employers' conditions of employment.

3.12 Each Member should individually determine the nature of its participation in the IPEEC activities.

#### **4. Membership**

4.1 These Terms of Reference, which are administrative in nature, do not create any legally binding obligations between or among its Members. Each Member should conduct the activities contemplated by these Terms of Reference in accordance with the laws and regulations to which it is subject and international agreements to which it or its government is a party, and within the respective budgetary appropriations.

4.2 The IPEEC is open to other national governmental entities and intergovernmental organizations. Their membership will be determined by the Policy Committee acting by consensus. Membership in the IPEEC is contingent upon the signature of the IPEEC Terms of Reference. Countries of the Members are listed in Appendix A. Appendix A may be modified by consensus of the Policy Committee.

4.3 At the invitation of the Executive Committee, technical and other experts from within and outside of Members may participate in Task Groups.

#### **5. Funding**

5.1 Subject to 3.11, each Member may contribute funds and other resources to the IPEEC subject to the laws, regulations and policies applicable to the Member. Each Task Group is funded by the Members participating in that Task Group in accordance with the laws, regulations and policies applicable to each Member thereof.

5.2 Each Member is to bear the following expenses incurred in connection with the meetings of the Policy Committee, the Executive Committee and its Task Groups:

- Travelling and living expenses of the Members representatives;
- Accommodation expenses of the Members representatives; and
- Other related expenses.

- 5.3 Prior to adoption of the programme of work and the budget for each year, each Member is encouraged to indicate its contribution to the IPEEC.
- 5.4 These Terms of Reference do not create any right or benefit, substantive or procedural, enforceable by law or equity against the Members, their officers or employees, or any other person. No Member should submit a claim for compensation to another Member for activities it carries out under these Terms of Reference. These Terms of Reference do not direct or apply to any person outside of the Members.

## **6. Open Research and Intellectual Property**

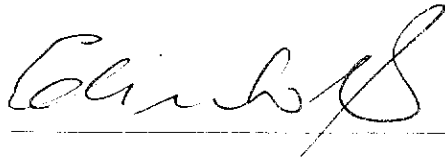
- 6.1 The intellectual property created by the IPEEC, other than by the Task Groups, should be open and non-proprietary unless the Executive Committee determines otherwise.
- 6.2 Intellectual property created or furnished in the course of implementing projects under the Task Groups should receive adequate and effective protection. The allocation of rights to such intellectual property and the treatment of proprietary information should be defined by specific implementing arrangements between or among the Members concerned.

## **7. Commencement, Extension, Modification, Withdrawal, and Discontinuation**

- 7.1 These Terms of Reference will commence on 24 May 2009 and will continue for 10 years unless extended or discontinued by the Members.
- 7.2 These Terms of Reference may be modified in writing at any time by consensus of the Members.
- 7.3 A Member may withdraw from the IPEEC. A Member should endeavor to give written notice to the other Members no less than 90 days prior to its anticipated withdrawal.

Appendix A: Federative Republic of Brazil, Canada, People's Republic of China, France, Germany, Italy, Japan, Republic of Korea, Mexico, Russian Federation, United Kingdom, United States of America

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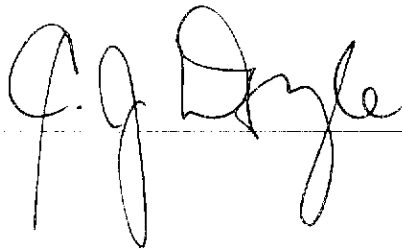
Edison LOBAO

Minister of Mines and Energy of the Federative Republic of Brazil

Date: May 24, 2009



TERMS OF REFERENCE FOR THE  
**INTERNATIONAL PARTNERSHIP FOR ENERGY EFFICIENCY COOPERATION**

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Cassie DOYLE

Deputy Minister of Natural Resources Canada

Date: May 24, 2009

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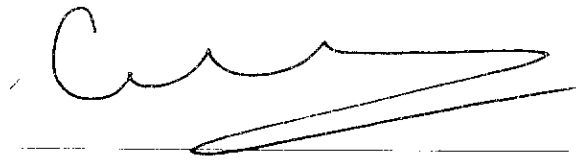
谢 毅

XIE Ji

Representative for the National Development and Reform Commission of the People's Republic of China

Date: May 24, 2009

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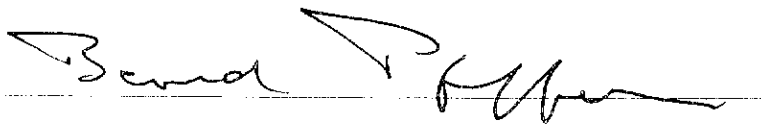
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Jean-Louis BORLOO

Minister of State, Minister of Ecology, Energy, Sustainable Development and Town and Country Planning of  
France

Date: May 24, 2009

TERMS OF REFERENCE FOR THE  
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A handwritten signature in black ink, appearing to read 'Bernd Pfaffenbach', written over a horizontal line.

Bernd PFAFFENBACH

State Secretary of Federal Minister of Economics and Technology of Germany

Date: May 24, 2009

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Claudio SCAJOLA

Minister of Economic Development of Italy

Date: May 24, 2009

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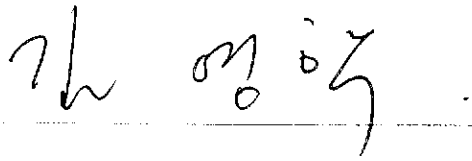
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Toshihiro NIKAI

Minister of Economy, Trade and Industry of Japan

Date: May 24, 2009

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Young Hak KIM

Representative for the Ministry of Knowledge Economy of Korea

Date: May 24, 2009

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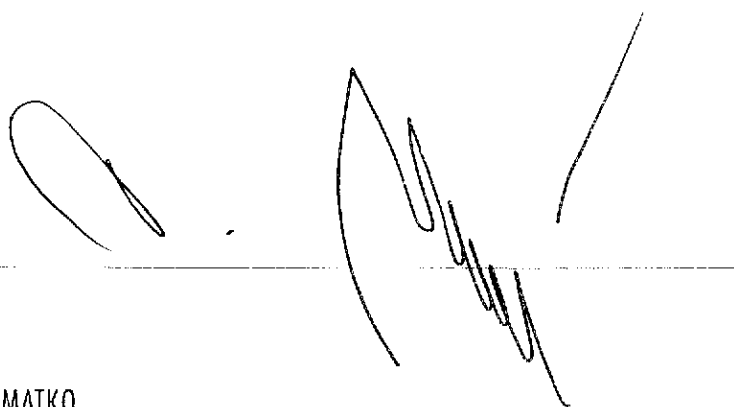
Georgina KESSEL MARTINEZ

Secretary of Energy of Mexico

Date: May 24, 2009



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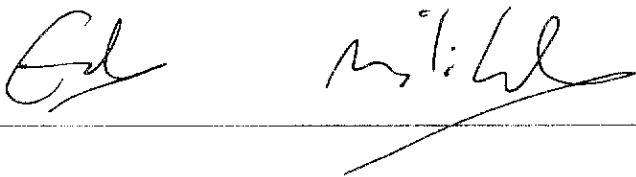
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Sergey SHMATKO

Minister of Energy of the Russian Federation

Date: May 24, 2009

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Ed MILIBAND

Secretary of State for Energy and Climate Change of the United Kingdom of Great Britain and Northern Ireland

Date: May 24, 2009

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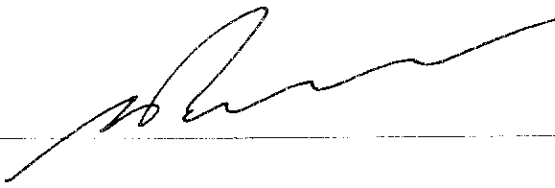
Steven CHU

Secretary of Energy of the United States of America

Date: May 24, 2009

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**INTERNATIONAL PARTNERSHIP FOR ENERGY EFFICIENCY COOPERATION**

[Observer]



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Andris PIEBALGS

Commissioner for Energy of European Commission

Date: May 24, 2009