

NON-PAPER ON ACTIVITIES AND OPERATIONS OF THE IPHE COMMITTEES

Overview

It is anticipated that those invited to send a delegation to the Ministerial Meeting for the International Partnership for the Hydrogen Economy (IPHE) will sign the Terms of Reference, thereby committing to cooperation on research, development, demonstration and commercial adoption of hydrogen technologies. The Terms of Reference is a non-binding agreement among governments and regional economic integration organizations to advance the availability and commercialization of technologies enabling the widespread use of hydrogen as an energy carrier.

Under the proposed Terms of Reference, three committees are established—a Planning Committee, an Implementation Committee and a Liaison Committee. In addition a Secretariat will be formed to function as the coordinator and monitor of the IPHE's activities and communications, including meetings of the IPHE and its committees. The U.S. Department of Energy has offered to serve as the Secretariat for the IPHE, although this responsibility may be shifted to another Partner upon a consensus decision of the Partners. The Secretariat may rotate among Partners.

Each Partner listed in Appendix A of the IPHE Terms of Reference may appoint one or two representatives to each of the three committees. Although each Partner may have up to two representatives on a committee, it will have a single vote. At the first meeting of the committees on Friday, November 21, 2003 each Partner will designate its representative(s) to the committees. Each committee will decide, through consensus, on its organizational structure and then elect its officers by voice nomination and vote.

After election of officers, each committee will establish an agenda for the day. The committee's primary initial tasks will include determining subject areas to be addressed and proposing a preliminary schedule of activities. Each committee will be expected to identify priority topics or issues that will be the focus of its work during the first year. Before adjournment, the time and venue of the next committee meeting will be established.

Each IPHE Partner will individually determine the nature of its participation in IPHE activities. Participation in activities is not obligatory; however, it is anticipated that Partners will actively participate in collaborative efforts.

Planning Committee

Goal:

Provide policy direction, governance and management for the IPHE.

Responsibilities

- Develop appropriate multinational policies, strategies, plans, and initiatives to advance the hydrogen economy (e.g., research and development, infrastructure, legislation, codes and standards, public outreach, and finance)
- Provide guidance and direction to the Implementation Committee on priorities for collaborative research, development and demonstration planning.
- Receive, review, and respond to regular reports produced by the Implementation Committee and the Liaison Committee.
- Assure coordination with entities such as the International Energy Agency and other multilateral bodies.
- Decide, by consensus, on inviting new partners to join the IPHE.
- Approve work plans of the Implementation and Liaison Committees.
- Assure that focus of all committees is on a few priority areas.

Representation and Terms

- Composed of up to two senior-level government representatives appointed by each IPHE Partner listed in Appendix A of the IPHE Terms of Reference, with the International Energy Agency as an observer. Each such Partner is represented by a single vote.
- Members of Planning Committee will be at the level of Deputy Ministers, Director Generals, Assistant Secretaries or equivalent.
- Led by Co-Chairs selected from within its membership to serve a two-year term. Rotation of the Co-Chairs is at the discretion of the Planning Committee. The term of the Co-Chairs runs from the beginning of one calendar year to the end of the next calendar year. The transition of the Co-Chairs will occur between the last Planning Committee meeting of the calendar year and the beginning of the next calendar year.

Operations

- Assisted and supported by the IPHE Secretariat.
- The expense of hosting Planning Committee meetings will be the responsibility of the Partner that hosts the meeting.
- Will work by consensus.
- Will release a report on IPHE activities and accomplishments at least every two years.
- Meetings will take place among committee members and invited observers, except as otherwise decided by the committee.

Initial Tasks:

1. Elect chairpersons and officers, and adopt IPHE Committee rules and procedures.
2. Formulate IPHE goals and objectives.
3. Develop milestones.
4. Develop timelines.
5. Set date and location for next committee meeting.

Implementation Committee

Goal:

Improve international collaboration on research, development and demonstration of selected hydrogen technologies.

Responsibilities

- Make recommendations to the Planning Committee on, and report the results of, international collaboration for research and development activities.
- Identify promising directions for collaborative research, pointing out desired government actions and issues of concern to the Planning Committee.
- Review the progress of collaborative projects and activities.
- Focus committee attention on no more than three priority topics that could particularly benefit from the international collaboration resulting from IPHE (e.g., hydrogen production; hydrogen storage; fuel cells; safety codes and standards; and technology demonstration and evaluation.)

Representation and Terms

- Composed of up to two senior-level government representatives from each IPHE Partner. Each Partner is represented by a single vote.
- The members of the Implementation Committee will be at the level of Office Directors or other senior government leaders.
- Led by Co-Chairs selected from within its membership to serve a two-year term. The rotation of the Co-Chairs is at the discretion of the Implementation Committee.
- The Co-Chairs will serve a term concurrent with that of the Co-Chairs of the Planning Committee.
- Additional Partners that join the IPHE after invitation from the Planning Committee may join the Implementation Committee.

Operations

- Assisted and supported by the IPHE Secretariat.
- The expense of hosting Implementation Committee meetings will be the responsibility of the Partner hosting the meeting.
- Will work by consensus. All reports and recommendations will be available to the public.
- Meetings will normally be open to observers.

Initial Tasks:

1. Elect chairpersons and officers.
2. Develop a committee work plan and timeline for collaborative activities on priority topics.
3. Set date and location for next committee meeting.

Liaison Committee

Goal:

Engage relevant non-Partners so as to ensure that Committees make informed decisions and that all interested parties are well informed regarding IPHE.

Responsibilities

- Provide a robust mechanism for receiving and evaluating recommendations and other communications from organizations other than federal governments (e.g., areas of focus could include: stakeholder comments on Partners' research, development, and demonstration technical targets; efficient communication mechanisms; and identification of organizations representing multiple stakeholders.)
- Serve as the primary channel for communication of IPHE activities and results to organizations other than IPHE Partners.
- Provide a forum for all non-Partner stakeholders to identify opportunities for Partners to mitigate business risks, and to accelerate research and development on critical path technologies.
- Report to the Planning Committee on activities and recommendations.

Representation and Terms

- Composed of up to two senior-level government representatives from each IPHE Partner. Non-government officials may participate in Liaison Committee meetings at the invitation of a sponsoring committee member. Each Partner is represented by a single vote.
- The members of the Liaison Committee will be at the level of Office Directors or other senior government leaders.
- Led by Co-Chairs selected from within its membership to serve a two-year term. The rotation of the Co-Chairs is at the discretion of the Liaison Committee.
- The Chair of the Liaison Committee will serve a term concurrent with that of the Chair of the Planning Committee.
- Additional Partners that join the IPHE after invitation from the Planning Committee may join the Liaison Committee.

Operations

- Assisted and supported by the IPHE Secretariat.
- The expense of hosting meetings of the Liaison Committee will be the responsibility of the Partner hosting the meeting.
- Will work by consensus. All deliberations will be public, except where proprietary matters are involved. All reports and recommendations will be available to the public.

Initial Tasks:

1. Elect chairpersons and officers.
2. Establish committee goals and objectives.
3. Establish committee work plan and timeline.
4. Identify dates and locations for next committee meeting.

Secretariat

Role

Assist and support the activities of the Planning Committee, Implementation Committee, and the Liaison Committee, and such other IPHE entities as may be directed by the Planning Committee.

Responsibilities

- The Secretariat will be the principal coordinator of the IPHE's communications and activities.
 - For example, the Secretariat will: (1) organize the meetings of the IPHE, its committees and their various sub-committees; (2) arrange special activities such as teleconferences and workshops; (3) receive and forward new membership requests to the Planning Committee; (4) coordinate communications on IPHE activities and their status; (5) act as a clearing house for information on IPHE; (6) maintain status for key functions and actions that are approved by the Planning Committee; and (7) perform such other tasks as the Planning Committee directs. The focus of the Secretariat will be administrative. The Secretariat will not act on matters of substance except as specifically instructed by the Planning Committee.

Operations

- The IPHE Secretariat will be established by the Planning Committee.
- The IPHE Secretariat reports to the Chair of the IPHE Planning Committee.
- The IPHE Secretariat is staffed by the IPHE Partner hosting the Secretariat.
 - The Secretariat may, as required, use the services of personnel employed by the Partners and made available to the Secretariat. Unless otherwise agreed, such personnel will be remunerated by their respective employers and will be subject to their employers' conditions of employment.
- The IPHE Secretariat's location will initially be at the Department of Energy offices in Washington, DC. If this responsibility shifts to another Partner upon a consensus decision of the Planning Committee, the location of the Secretariat would likewise change to a location designated by the new host.