

HOW TO PARTICIPATE IN AN IEA IMPLEMENTING AGREEMENT ¹

	Interested Party (IP)	Implementing Agreement (IA)
Let's Talk	The IP expresses interest in the work of an IA by contacting the IA Chair, Operating Agent or Executive Secretary.	The IA provides information on activities, the link to the IEA and any other information necessary.
Let's Meet	The IP Party attends an IA meeting as an interim Observer.	The IA invites the IP country to attend an Executive Committee meeting.
Let's Agree	The IP expresses interest in becoming a signatory to the IA. The IP agrees to the terms and conditions.	The IA members vote to invite the IP. The IA members and the IP discuss the terms and conditions of participation.
Let's Formalise	The IP replies with a letter of acceptance to the IEA Executive Director specifying: Who will sign the IA on behalf of the Government or Company ² The name and contact details of the new IA member The Task (s) in which the IP will participate	The IA sends a formal letter of invitation outlining the agreed terms and conditions of participation. Upon receipt of the letter, the IEA legal office will send a signature page.
Let's Begin		Participation in the IA will begin on the date the signature page is signed. ³

1. The information provided above is an extract of the IEA Framework for International Energy Technology Collaboration, the minimum rights and obligations of IA participants. Therefore it does not fully outline all the rights and obligations of IA participants. In addition, each IA may have more restrictive clauses.

2. There are two types of participants in IAs, Contracting Parties (entities designated by the government or international organisations) and Sponsors (entities not designated by governments or non-governmental international organisations).

3. If the IP is a government of a country that is not already participating in IAs, then an additional step is required before signature which is approval by the IEA Committee on Energy Research and Technology.