



IEA IMPLEMENTING AGREEMENT ON DISTRICT HEATING AND COOLING, INCLUDING THE INTEGRATION OF CHP ANNEX IX

Contractor Procedures for Experts Group

BACKGROUND

Since its inception in 1983 the IEA Implementing Agreement on DHC/CHP has co-ordinated some 45 or so research projects. Full international co-operation in each of these projects has been greatly strengthened by the formation, for each project, of an Experts Group with members drawn from each of the participant countries. The Expert Groups for each approved project is a key aspect of the quality control of the Implementing Agreement.

1. Who is an Expert?

An expert, in the IEA R&D project, is an individual who has a particular knowledge, experience or interest in the subject of a research project and who is normally appointed by the Executive Committee member for that country.

2. What is a Research Project?

A Research Project is a proposal advanced by a country or group of countries that has been accepted for funding by the Executive Committee operating under the current Annex of the IEA District Heating and Cooling Agreement.

3. Who is a Contractor?

A Contractor is the lead individual, research organisation or company that has entered into a legal agreement with the Operating Agent to carry out a Research Project.

4. Who is an Executive Committee member?

Executive Committee members are appointed by each country to represent its interests under the current annex of the Agreement.

In accordance with the IEA principles regarding learning from each other, cooperating with each other and sharing knowledge and experience, every participating country is allowed to have an observer participate in a project in cases where the country has no suitable expert.

WHAT IS AN EXPERTS GROUP?

A separate Experts Group is formed for each project. Each Experts Group is a number of people each of whom is chosen by their country's Executive Committee member. They may meet about three times during a project's duration, which is normally three years.

THE ROLE OF THE EXPERTS GROUP

The Experts Group does **not** have any management function. Each Expert is expected to contribute his or her knowledge to the progress of the project. Tasks that an Expert is expected to carry out include:

- § Reading briefing material
- § Attending approximately three one-day meetings over three years.
- § Providing comments on the draft of the final report.

It is the Contractor's responsibility to call the Experts Group together at suitable points in the project development. It is the Contractor's responsibility to take direction from the Experts Group. Experts

having concern about the direction or lack of progress of a project should contact his/her Executive Committee Member.

SUGGESTED PROCEDURES

1. Selection of Expert

The contractor will contact the Executive Committee Members of the participating countries, who will then nominate an Expert for a particular project and inform the contractor of this.

Contractors are requested to inform the Operating Agent of those Experts who fail to perform their task. The Operating Agent shall forward this information promptly to the Members of the Executive Committee of both the Contractor and the Expert for follow up. Contractors are required to report the attendance of Experts at review meetings in their reports to the Operating Agent. Executive Committee Members should ensure that Experts agree to accept the task and understand their obligations.

2. Expenses of Attending an Experts Group Meeting

Normally these expenses are absorbed by the company or organisation to which the expert belongs. Sometimes the country will reimburse the Expert's travelling and living expenses.

3. Location of Experts Group Meeting

It is the direction of the Executive Committee that meeting location be determined by the site which travelling costs are kept to a minimum. Meetings have been also held to coincide with conferences and other meetings. In order to increase participation and to reduce costs it is proposed that after an initial face to face meetings follow up meetings may be held by teleconference.

4. Agenda: Minutes and Arrangements

The Contractor normally will issue the agenda and make meeting room arrangements. Meeting minutes should be made and a copy sent to the Operating Agent. It is up to the Contractor and the Experts Group to decide who should make the minutes but it is the Contractor's responsibility to ensure that they are made. Normally these are not sent to the Executive Committee members.

QUALITY CONTROL

For quality control of the contents of the reports it is the Contractor's responsibility to supply the Experts Group with a complete first draft report. At the latest this will be well before the last Experts Group meeting. The final report shall also be presented to both the Experts Group and the ExCo. This will be at the latest 5 weeks before the printing of the report.

CHRONOLOGY OF A TYPICAL PROJECT

Expert's meetings should be planned well ahead, preferably 6 to 8 weeks ahead, in order to enable experts to make the necessary (travel) arrangements.

1. 1st Meeting

The scope of the project, its budget and the implementing schedule is fully discussed. A good discipline is to fully scope out the final index of the report. This is the meeting where the contractor has some flexibility to include concepts advanced by the experts, but at the Contractor's discretion. On the other hand, the Experts must ensure that the Contractor will deliver the project that was described to the Executive Committee. It is the Operating Agent's responsibility to provide the Contractor with the latest version of these Guidelines. It is the Contractor's responsibility to supply the Experts Group with the project description and the Guidelines for Expert Group



2. 2nd Meeting

Progress to date is described by the Contractor. Normally sections of the report are available at this meeting or if it is an experimental project, first results are reported. The Experts may assist the Contractor in amending or adjusting the work scope. Note that it is likely to be required that a change of scope requested by the Contractor to the Operating Agent be supported by a minute from the Experts Group. The Experts Group **does not** have the authority to modify the scope of work of the Contractor but has the obligation to recommend this if necessary.

3. 3rd Meeting

Before the meeting the Contractor shall send to the Experts Group a complete first draft of the report. The Experts Group will therefore have the possibility to influence the format and content of the final report. Experts must be sensitive to the budget constraints on the Contractor. The Contractor must be responsive to guidance received from the Experts Group.

Sittard,
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