



EUROPEAN TECHNOLOGY & INNOVATION
PLATFORM ON WIND ENERGY

Terms of Reference and rules of procedure

ETIPWind secretariat

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Background



With the publication of the new Integrated Roadmap of the Strategic Energy Technology Plan¹ (SET Plan), a new governance framework to monitor and foster its implementation has been set.

In the first implementation of the SET-Plan, initiated in 2007, six European Industrial Initiatives (EIIs,) were established, which brought together the industry, the research community, Member States and the European Commission. These aimed at the rapid development of key energy technologies at European level, for which the barriers, scale of investment and risk can best be tackled collectively.

In parallel, the European Energy Research Alliance (EERA) has been working since 2008 to align the R&D activities of individual research organisation with SET-Plan priorities and to determine a joint programming framework at EU level.

Implementation of the SET-Plan was also supported by a series of industry-led European Technology Platforms (ETPs). These help define research and technological development objectives and lay down concrete goals for achieving them.

Today, the European Commission is calling for the creation of European Technology and Innovation Platforms (ETIPs). ETIPs are industry lead stakeholder fora that should strive to include all relevant stakeholders involved in the former ETP, EERA, Member State level and European Institutions.

ETIPWind

This new advisory environment is now gathered under the “European Technology and Innovation Platform on Wind Energy” (ETIPWind²) launched in January 2016. It connects the relevant stakeholders of the wind power community with those of other networks in the energy system as well as the European Institutions- progressing towards clear and coordinated communication on R&I needs of the sector towards a electrificated power system.

The ETIPWind aims at answering *longer-term* needs such as the development of Research and Innovation roadmaps but also provides *shorter-term* advice to the SET Plan;

- by shaping, analyzing and monitoring R&I projects, in particular from the European Research Programme H2020,
- Position papers on emerging policy issues and innovative and futuristic visions of the energy system etc.

The ETIPWind is open to new stakeholders and its structure will deliver answers to emerging issues with key experts / working group.

The ETIPWind is a European Commission recognised body, that insure advice on research, innovation, policy and regulatory topics needed at European and national level in order to reach the 2020 targets of 20% RES in the energy mix. ETIPWind interacts with the European Commission, Member States administration including the SET Plan Steering Group and with other ETIPs to ensure a coherent advisory framework. It provides advices at international level complementing them by ad-hoc contributions in relevant discussion forums.

¹ [Towards an Integrated Strategic Energy Technology \(SET\) Plan: Accelerating the European Energy System Transformation](#)

² <https://etipwind.eu/>

ETIPWind Mission statement

The European Technology and Innovation Platform on Wind Energy³ (ETIPWind) connects Europe's wind energy community. Key stakeholders in the platform involve the wind energy industry, political stakeholders and research institutions.

The scope of ETIPWind is to create a virtual and physical platform via which the wind energy community can communicate, coordinate and collaborate its work and activities related to research, innovation and technology. The ambition is to define and agree on concrete research and innovation (R&I) priorities and communicate these to the European institutions and other decision-making bodies in order to support the ambition of reaching the RES targets for 2020.

The purpose of the activities carried out is to enable ETIPWind to perform its advisory activities to policy makers in a systematic and coordinated way, which facilitates collaboration transparency and share information with all stakeholders of the wind energy community and policy makers.

ETIPWind will execute on the objectives to:



Reduce costs



Facilitate system integration



Reinforce European technological leadership



Ensure first-class human resources

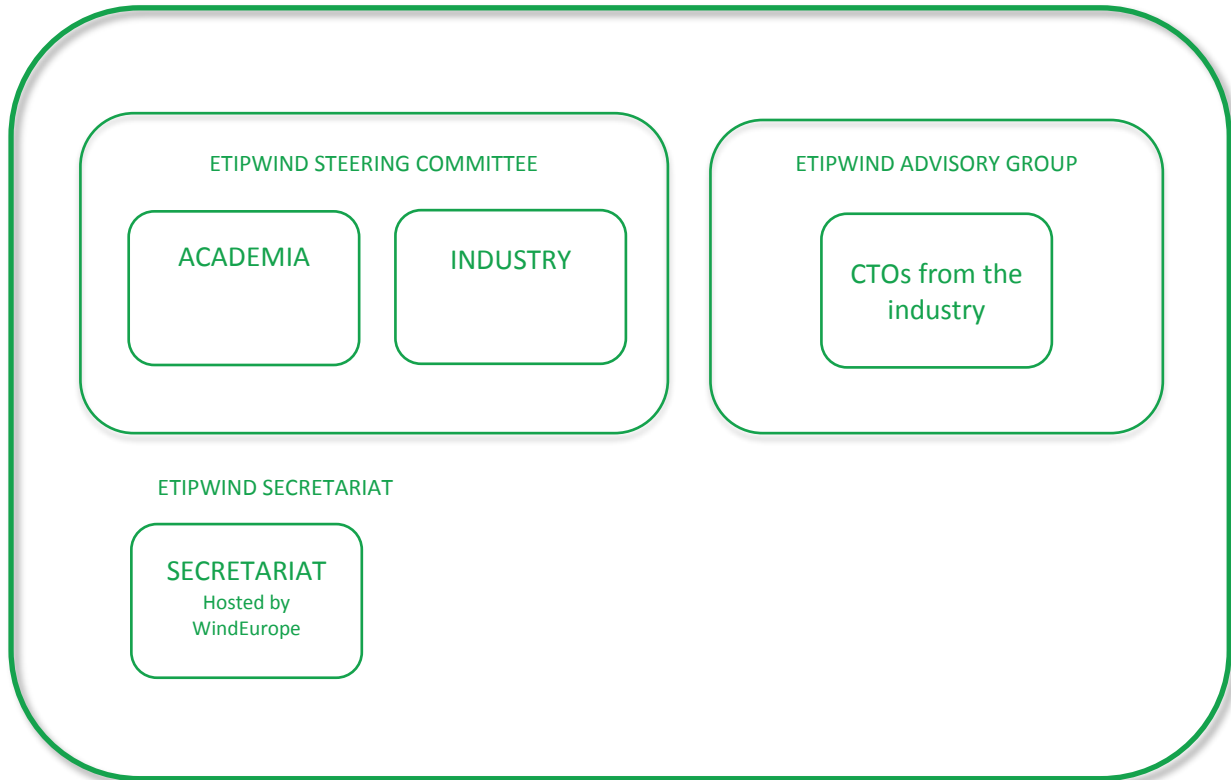
ETIPWind will focus on the following policy dossiers:

- Energy Union's 5th pillar focusing on Research & Innovation;
- SET-Plan Integrated Roadmap⁴: actions 1 and 2.

³ After [European Technology Platform for Wind](#) (ETP Wind) stopped its activities in April 2014.

⁴ Towards an Integrated Strategic Energy Technology (SET) Plan: Accelerating the European Energy System Transformation C(2015) 6317 final

ETIPWind Structure



Advisory Group

The ETIPWind Advisory Group (AG) meet twice a year in a discussion forum. The intent is to dialogue with high-level policymakers from the European Commission on current and future wind energy research and innovation priorities. The AG provides strategical guidance to the Steering Committee.

The Advisory Group members are:

- CTO's (or equivalent) from the leading wind energy industry.

The AG have a limitation of 30 seats in order to secure a lean advisory body.

Steering Committee

The ETIPWind Steering Committee (SC) meet every 3 month in a discussion forum⁵. The intent is to continually discuss and dialogue on R&I priorities for wind energy between its key stakeholders. SC aim to communicate, coordinate and collaborate on R&I, hence sending a united policy advice to national and European policy makers.

The SC include:

- Wind System owners, developers and operators

⁵ Or when it is considered necessary physically or via audio-conferences to review the strategy, control its execution and reply in an agile way to the various consultations of the EC.

- Research Institutes and Academia
- Services providers
- Industry players including sub suppliers and specialized consultancies

The SC have a limitation of 27 seats in order to secure a lean decision making body. The division of seats is as follows:

- 1/3 reserved to academia, research institutions and consultancies.
- 2/3 reserved to representatives of industry (manufactures, developers, utilities). Steering Committee members that represent the industry are of an appropriate position in R&I from within WindEurope Market Leaders, Leading Member and C1 categories⁶.

A SC representative is nominated by his/her position in the company/organisation he/she is working for and not by personnel expertise.

The ETIPWind Steering Committee is the decision-making body and executive arm of the European Technology and Innovation Platform on Wind Energy.

It directs all activities and is accountable for:

- Defining roles and responsibilities within the platform;
- Outlining operations compliance with the Platform mission and related activities;
- Approval and launch of activities, including objectives, timing and scope;
- Follow-up activities and approval of deliverables;
- Final assessment of key deliverables with support from the Secretariat.

Secretariat

The secretariat is hosted by WindEurope® who acts as facilitator to drive the processes, and the decisions taken by the SC and AG...

The Secretariat ensures the good operational functioning of the ETIPWind and contributes, under the supervision of the SC and the AG to the achievement of its goals. It maintains a strictly neutral position as regards to policy recommendations and orientations of the ETIPWind.

The secretariat is responsible for the organisation of meetings, the execution of the Steering Committees calendar, and the preparation of minutes of the meetings, the publication of annual reports and publications, the implementation of an information and communication strategy, including the maintenance of an internet site.

Nomination

The methodology to set-up the Steering Committee and selecting new members is the following:

Formation of the Steering Committee:

- The 1/3 of the SC representatives coming from academia and research institutions will be selected by EERA governing board.

⁶ <https://windeurope.org/membership/categories/>

- The 2/3 of the SC representatives coming from industry will be selected by the AG. If more than 17 - 18 individuals are nominated a voting process will be initiated.
- The ETIPWind secretariat asks ETIPWind Advisory Group and the EERA wind programme coordinator to nominate their representative between its R&I related employees and up to one alternate per representative.

Renewal of seats:

If a SC member misses half or more of the quarterly meetings in a 12-month period, he will be considered inactive and will be asked to step down. He should be replaced by another member of the stakeholder organization. If this is not successful then by another stakeholder organization.

Observers

Additional stakeholders may be invited to attend Steering Committee meetings as observers, when properly justified. Observers are to be approved by the ETIPWind secretariat.

Observers may intervene during meetings at the Chairperson's request. They have no right to vote.

Voting

Steering Committee decisions is taken by consensus whenever possible. If not possible, each Steering Committee member (or its alternate) present has the right to cast one vote.

Chairperson

The chairperson of the ETIPWind is reserved for an industry representative and will be elected on an 18-month period.

Candidate(s) for chair position must be nominated by members of the ETIPWind Advisory Group or by ETIPWind Steering Committee.

Each position is voted separately by secret ballot. In case of not successful voting in two voting sessions, the European Commission takes the decision.

The Chair is responsible for keeping the ETIPWind work within the guidelines approved and adjusted by the ETIPWind secretariat including coordination with the ETIPWind AG, and Task forces and requesting timely updates and documentation on their working areas and requesting that these are submitted to the Steering Committee meetings on a regular basis.

The Chair is to report at Steering Committee meetings on relevant meetings attended representing ETIPWind and relevant decisions that need to be taken in this conjunction.

It is expected that the ETIPWind chair is available for weekly communication with the ETIPWind secretariat. Additional, flights to Bruxelles and other regions of Europe is expected.

Chairperson related expenses and working hours are covered by the company proposing/forwarding the chair-nomination.

Working Groups and temporary Task Forces

Working Groups focus on R&I issues identified by its members, under the supervision of the Steering Committee and its Chairman. Working Groups (WG) names, themes and terms of references are proposed to and approved by the Steering Committee. Ad-hoc task forces can be set on request of the Steering Committee or the EC.

Composition

A WG is composed of a limited number of high-level experts willing to voluntarily participate to the work of the ETIPWind. Experts can apply to membership of a WG submitting their application after calls are launched and on a regular basis through online application form.

WG members serve in their capacity of representing the company/organisation where they have their working contact at the time they enter into the WG. Should a member of a WG stop his/her activities in the company they represent their membership will be re- evaluated by the Steering Committee.

In case a WG member decides to leave the group, a reserve should be used to replace him/her. If, however, additional candidates are identified, the Steering Committee and relevant WG Chair have the possibility of selecting someone not included in the reserve list.

General Rules

Members of the Steering Committee are appointed by their representative organisations for 3-years term and can be reappointed, with no limit to the number of terms they can serve. The members of the Steering Committee are expected to bring their unbiased expertise to the ETIPWind and to represent the collective view of their stakeholder organisation, not that of their own company.

Members are expected to be significantly involved in the ETIPWind related activities. They should also have access to authoritative experts of international standing involved in a wide range of activities relevant to the ETIPWind.

Members should be able to make active contribution, demonstrate a high degree of commitment, and be able to devote sufficient time to the Steering Committee work. They should also be in a position to influence stakeholders planning research programmes.

Steering Committee membership is not subject to remuneration or reimbursement of travel expenses.

EU funds are used for running and managing the ETIPWind according to the contents of the Grant Agreement (EC contract 2015/RTD/OP-03041-2014) signed with the European Commission and based on the project developed under the supervision of the Steering Committee.