



EUROPEAN TECHNOLOGY & INNOVATION  
PLATFORM ON WIND ENERGY

# Terms of reference

WindEurope

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# ETIPWIND TERMS OF REFERENCE

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## 1 Background

With the publication of the new Integrated Roadmap of the Strategic Energy Technology Plan (SET Plan),<sup>1</sup> 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 Research & Innovation (R&I) 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.

These ETPs have since been replaced by the European Technology and Innovation Platforms (ETIPs). ETIPs are industry-led stakeholder fora that should strive to include all relevant stakeholders involved in the former ETP, EERA, Member State level and European institutions.

## 2 ETIPWind Platform

The European Technology and Innovation Platform on Wind Energy (ETIPWind) was launched in January 2016 and builds on the work of the European Technology Platform for Wind.<sup>23</sup> It is a body recognised by the European Commission that brings together the stakeholders of the wind power community in order to deliver clear and coordinated messages on the R&I needs of the sector as Europe moves towards a more electrified energy system.

The ETIPWind interacts with the European Commission, Member State groups (e.g. the SET Plan Steering Group) and other technology platforms to ensure a coherent advisory framework.

The ETIPWind aims at identifying answers to longer-term needs, e.g. through the development of Strategic Research and Innovation Agendas and technology roadmaps, but also provides shorter-term advice to the SET Plan by:

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<sup>1</sup> Towards an Integrated Strategic Energy Technology (SET) Plan: Accelerating the European Energy System Transformation

<sup>2</sup> After the European Technology Platform for Wind (TP Wind) stopped its activities in April 2014.

<sup>3</sup> <https://etipwind.eu/>

- the shaping, analysing and monitoring of R&I projects, in particular from the European Framework Programmes for Research and Technological Development;
- position papers on emerging policy issues; and
- Innovative, technology-driven visions of the European energy system.

## 2.1 Mission statement

The European Technology and Innovation Platforms (ETIPs) were created to support the implementation of the SET-Plan across Member States, industry and researchers in key sectors. They promote the market uptake of key energy technologies by pooling funding, skills, and research facilities. In particular, ETIPs will support the SET-Plan Research & Innovation implementation plans, which lay down the priorities for the different technologies.

The ETIPWind platform informs R&I policy at European and national level to deliver on the EU's Climate and Energy objectives and maintain Europe's competitive edge in wind energy. The cost of wind energy has continued to fall in recent years but European leadership is increasingly challenged by growing global competition, especially from Asia.

ETIPWind interacts with the European Commission and European Parliament, the SET-Plan Steering Group, other ETIPs and Member States to ensure a coherent advisory framework. It provides advice at international level via ad-hoc contributions in relevant discussion fora such as the International Energy Agency.

The ETIPWind platform will continue to support the Integrated SET-Plan by bringing together the relevant stakeholders of the wind energy sector and engaging with policymakers contributing to the transition towards a decarbonised energy system.

## 3 ETIPWind project

The ETIPWind project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 826042.

For more info see: <https://cordis.europa.eu/project/rcn/219830/en>

### 3.1 Scope

The scope of ETIPWind is to create a virtual and physical platform through which the wind energy community can coordinate and communicate its work and activities related to research, innovation and technology.

The ambition is to define and agree on concrete R&I priorities and communicate these to the European institutions and other decision-making bodies in order to support policies needed to reach Europe's renewable energy targets for 2020 and 2030. ETIPWind actively promotes going towards a 100% renewables based energy system by 2050.

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.

### 3.2 Objectives

The ETIPWind platform will contribute to positioning wind energy as a strategic industrial sector for Europe by:

- Informing the direction and priorities of EU Research & Innovation policy to continue driving down the Levelised Cost of Electricity (LCoE) and sustain the European wind energy industry's technological leadership;
- Promoting an ambitious visionary strategy placing wind energy at the centre of European technology and innovation policy to 2020 and beyond;
- Responding to political consultations and developing reports that communicate the sector's strategic focus on Research & Innovation;
- Coordinating the alignment of priorities at EU and national levels, building on the SRIA, the integrated SET-Plan objectives and the related Implementation Plan for offshore wind energy;
- Organising workshops and networking events in order to bring together key policymakers and representatives of the industry and the academic community.

The ETIPWind platform will address longer-term needs such as the development of Research & Innovation roadmaps, but also provide shorter-term advice to the Integrated SET-Plan by:

- Informing the upcoming Framework Programme 9 work programmes;
- Developing the new SRIA and more targeted thematic fact sheets (shaped on the example of the When Wind Goes Digital brochure) on Research & Innovation priorities for the sector; and
- Supporting the implementation of the Research & Innovation implementation plans of the SET-Plan.



Reduce costs



Facilitate system integration



Reinforce European technological leadership



Ensure first-class human resources

Figure 1 ETIPWind objectives as formulated in the 216 Strategic Research & Innovation Agenda

ETIPWind will direct its contributions to the following policy dossiers:

- Energy Union's 5<sup>th</sup> pillar focusing on Research & Innovation;
- The SET Plan Integrated Roadmap:<sup>4</sup> actions 1 and 2;

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

- The SET Plan Implementation Plan for Offshore Wind<sup>5</sup>;
- Horizon 2020 (the 8<sup>th</sup> Framework Programme for Research and Technological Development);
- Horizon Europe (the 9<sup>th</sup> Framework Programme for Research and Technological Development);
- EU Emissions Trading System (with a particular focus on the ETS Innovation Fund and the ETS Modernisation Fund);
- The Programme for the Environment and Climate Action (LIFE and LIFE+); and
- The Connecting Europe Facility (with a particular focus on the CEF Energy programme).

### 3.3 Structure

ETIPWind is an open platform with the ambition to connect the entire European wind energy research community. To facilitate the work of the ETIPWind and ensure a smooth decision making process, ETIPWind will be governed by two representative bodies. These are the Executive Committee and the Advisory Group.

The entire platform and the representative bodies in particular will also be supported by a dedicated secretariat.

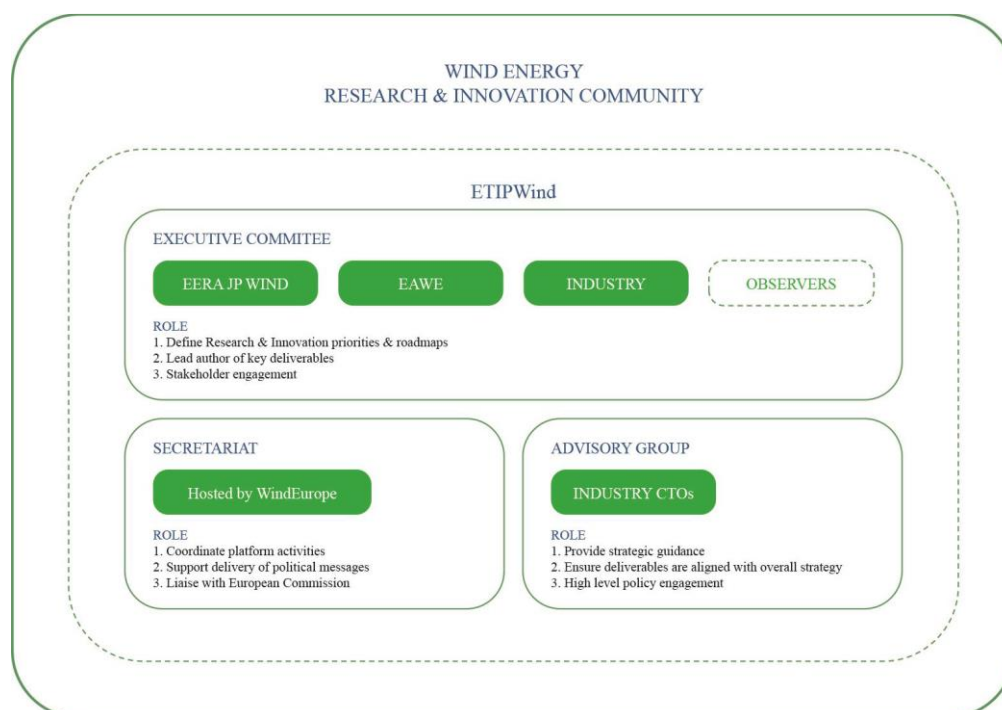


Figure 2 Structure of the ETIPWind platform

<sup>5</sup> [https://setis.ec.europa.eu/system/files/setplan\\_wind\\_implementationplan\\_0.pdf](https://setis.ec.europa.eu/system/files/setplan_wind_implementationplan_0.pdf)

## 4 Executive Committee

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

The aim for the EXCO is to offer key stakeholders of the wind energy research community a forum to continually exchange on R&I priorities for wind energy.

The EXCO aims to communicate, coordinate and collaborate on R&I, thereby presenting harmonised policy advice to national and European policy-makers.

The EXCO shall represent the entire wind energy research community<sup>6</sup> and include:

- Wind farm owners, developers and operators;
- Wind turbine manufacturers;
- Services providers;
- Research institutes and universities; and
- Other industry players including sub-suppliers and specialised consultancies.

The EXCO directs all activities of the platform and is responsible 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; and
- Final assessment of key deliverables with support from the Secretariat.

### 4.1 Membership

The EXCO shall be limited to 27 seats in order to secure a lean decision-making body. The division of seats shall be as follows:

- 2/3 (or 18 seats) reserved to representatives of industry; and
- 1/3 (or 9 seats) reserved to representatives of academia.

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<sup>6</sup> The ETIPWind is a forum for the different parties in the wind industry to agree on research and innovation priorities. In this forum EAWP and EERA represent academia and the research institutions respectively. The industry membership with its three-part structure of customers, sub-suppliers and manufacturers represent the industry from three different perspectives. The goal of the forum is to reach a continual consensus *among all members* on what priorities should be supported within R&I at European level in order to achieve the goals as set out in the mission statement.

EXCO members are appointed for an 18-month term and can be reappointed, with no limit to the number of terms they can serve.

#### 4.1.1 Nomination of industry representatives

For the remaining 18 seats the ETIPWind secretariat will publish an expression of interest for organisations wishing to apply for an EXCO seat. Such candidate organisations shall complete an application form (cf. annex) within 30 days of the publication of the call for expression of interest and submit it to the ETIPWind Secretariat.

Each organisation from industry can be allocated a maximum of one seat in the EXCO.

If the secretariat received 18 valid applications from industry organisations, the applicants will be automatically accepted.

- If the secretariat received less than 18 valid applications from industry organisations, all valid applicants will be automatically accepted and a second expression of interest will be published to fill the remaining seats.
- If the secretariat received more than 18 valid applications from industry organisations, the secretariat will present the candidates to the AG one month prior to the final nomination.
- The AG will select the final candidates by secret ballot. The secretariat will provide recommendations to the AG and ensure the selected EXCO will have a balanced representation of interests.

The merits of a candidacy shall be decided on the basis of balanced representation of interests, relevance of the organisation, and position of the candidate representative within the candidate organisation.

#### 4.1.2 Nomination of academic representatives

To strengthen the coordination with existing platforms in wind energy science and research, the 9 seats reserved to academia will be filled in by the President of the European Academy of Wind Energy (EAWE) and the management board of the EERA Joint Programme on Wind Energy (EERA JP Wind).

The EERA JP Wind secretariat will ensure that there are no more than maximum two representatives from any given organisation in their delegation.

The secretariats of the EERA JP Wind and EAWE will notify the ETIPWind secretariat of any changes in management and/or governance that will affect their participation in the EXCO.

#### 4.1.3 Filling vacant Executive Committee seats

If an EXCO seat becomes vacant the secretariat will publish an ad hoc expression of interest for the vacant seat.

Candidate organisations shall complete an application form (cf. annex) within 30 days of the publication of the call for expression of interest and submit it to the ETIPWind Secretariat.

Applications will be shared with the EXCO members one month prior to their first subsequent meeting. In that meeting the EXCO will approve or reject the candidates by secret ballot.

The merits of a candidacy shall be decided on the basis of balanced representation of interests, relevance of the organisation, and position of the candidate representative within the candidate organisation.

## **4.2 Remuneration**

All ETIPWind activities are free of charge.



Participation to EXCO activities is not subject to remuneration. Travel expenses will not be reimbursed by ETIPWind.

EU funds are used to run and manage ETIPWind activities. The details of which are spelled out in the Horizon 2020 Grant Agreement 826042, signed with the European Commission and based on the project developed under the supervision of the EXCO.

### **4.3 Meetings**

The EXCO intends to meet four times a year, ideally once every three months. Meetings can be physically or virtual.<sup>7</sup> All meetings will include a discussion forum. There will be no legal difference between physical and virtual meetings.

### **4.4 Responsibilities**

EXCO members are expected to attend all EXCO meetings.

If an EXCO member misses half or more of the quarterly meetings in a 12-month period, he/she shall receive a warning. If he/she misses the subsequent meeting he/she will be considered inactive and will be asked to step down. He/she should then be replaced by another representative of the same stakeholder organisation. If this is not possible, then the seat shall be considered vacant.

EXCO members are expected to bring their unbiased expertise to the ETIPWind and to promote the collective benefits of the sector, not that of their own company.

EXCO members are expected to be significantly involved in the ETIPWind related activities. They should also have access to authoritative experts of international standing that could be 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 EXCO work. They should also be in a position to influence stakeholders planning research programmes.

EXCO members agree that their name and affiliation is made publicly available on the ETIPWind website.

EXCO members must commit to full and fair competition. All EXCO members are expected adhere to the WindEurope competition compliance policy.

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<sup>7</sup> 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 European Commission.

## 4.5 Chairperson of the Executive Committee

### 4.5.1 Nomination

The position of chairperson of the EXCO is reserved for an industry representative.

Candidate(s) for the chairperson (Chair) position must be nominated by members of either the AG or the EXCO.

In terms of EXCO membership, the Chairperson counts as a regular industry representative.

In addition to the regular requirements to join the EXCO, candidates for the Chairperson must demonstrate significant experience in shaping research policy. Prior experience in ETIPWind is desirable.

The Chair will be elected by the EXCO for an 18-month period. The chairmanship can be extended for maximum one successive term.

The application forms will be shared to the EXCO one month prior to the final nomination.

The EXCO will accept or reject applicants by consensus or secret ballot. In the case of the latter, if after two voting rounds no 2/3 majority for a candidate is found, a chairperson will be selected by the European Commission.

### 4.5.2 Responsibilities

The Chairperson will be responsible for keeping ETIPWind work within the guidelines approved and adjusted by the Secretariat, including managing coordination with the AG and Task Forces (if any), and requesting timely updates and documentation on their working areas for submission to the EXCO meetings on a regular basis.

The Chairperson must be available for frequent travels to Brussels, Strasbourg and other places in Europe to actively promote the interests of ETIPWind.

The Chairperson is to report at EXCO meetings on relevant meetings attended in his/her capacity as ETIPWind Chair, and to recommend relevant decisions that need to be taken in this conjunction.

The Chairperson must be available for regular communication with the secretariat.

### 4.5.3 Remuneration

The chairperson's related expenses and working hours are to be covered by his/her employer.

## 4.6 Task Forces

### 4.6.1 Establishing Task Forces

The EXCO can establish ad hoc topical Task Forces (TFs) to receive specific technical input or to deliver highly technical reports to the European Commission.

The scope, objectives and terms of references are proposed to and approved by the entire EXCO.

TFs will focus on R&I issues identified by the EXCO and will work under the supervision of at least two EXCO members (one from industry and one from academia), called TF leaders and the EXCO Chair.

### 4.6.2 Composition

A TF is composed of a limited number of high-level experts willing to voluntarily participate to the work of the ETIPWind.

The secretariat will launch a call of interest for experts. Experts will be able to apply for membership of a TF by through an online application form.

The TF leaders and the EXCO chair will accept or reject the received applications.

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

If a TF member decides to leave the TF, the TF leaders and EXCO Chair have the right to invite a replacement.

#### **4.7 Alternates**

Once assigned, EXCO members of industry can assign 1 alternate. EXCO members will inform the secretariat whenever the alternate will replace the EXCO member.

#### **4.8 Observers**

The secretariat reserves the right to invite additional stakeholders to EXCO meetings as observers. Observers can be invited for their specific technical expertise, to ensure coordination with other platforms and bodies or whenever properly justified.

The secretariat will notify the EXCO in advance on the presence of observers.

Observers may intervene during meetings at the Chairperson's request. Should there be a vote on the agenda, they have no voting rights.

#### **4.9 Voting procedures**

EXCO decisions shall be taken by consensus whenever possible.

If no consensus can be reached, each EXCO member representative (or assigned alternate) present has the right to cast one vote.

For major decisions a 2/3 majority is needed and at least 50% of the industry representatives need to be present (including the chair). If the quorum is not met, the secretariat will organise an online vote. A simple majority will suffice for the online vote.

The secretariat will inform EXCO members in advance of any upcoming major decision points. These will relate mostly to key deliverables of the ETIPWind (reports, workshops and fact-sheets).

For minor decisions a simple majority is needed and at least 10 EXCO members need to be present.

During the voting procedures the Chairperson acts as an honest broker. Like all EXCO members the Chairperson can cast 1 vote.

### **5 Advisory Group**

The ETIPWind Advisory Group is the advisory body of the platform and provides the Secretariat and Executive Committee with strategic guidance on R&I objectives and key challenges for the sector while providing topics for annual workshops and factsheets.

The role of the Advisory Group (AG) is to:

- Advise on the industry's strategic R&I challenges and objectives;
- Engage with high-level policymakers from the European Commission and other relevant organisations, including the International Energy Agency, on current and future wind energy R&I priorities on behalf of the wind energy sector;
- Provide strategic guidance to the Executive Committee by setting the overarching framework and structure for the research agendas and technology roadmaps; and
- Define the themes for the annual workshops and targeted factsheets.

## 5.1 Membership

This group will consist of the Chief Technology Officers (or equivalent) of leading companies in the wind energy industry. Membership will only include industry representatives, to maximise the alignment of industry R&I activities with available public R&I funding in support of delivering the SET-Plan and the EU's climate and energy targets.

The secretariat will invite companies to assign an AG member and one designated alternate of suitable stature. The secretariat reserves the right to approve or reject the proposed representatives.

The selection of members of the AG will be restricted. AG members will approve or reject the secretariat invitees by consensus or, in case no consensus can be reached, by secret ballot.

The group will have a capacity limit of maximum 25 seats to ensure a lean operation body. These experts will represent the wind energy value chain and will come from manufacturers, developers and utilities.

As long as the seat limit is not reached, the secretariat reserves the right to suggest new members to the AG.

The EXCO Chairperson is invited to attend all AG meetings as an observer.

## 5.2 Chairperson

To facilitate the work process, the secretariat and AG will appoint a chairperson for subsequent meetings. The AG will elect the chair from their peers.

The chair will work closely with the secretariat to coordinate the group's activities and streamlining the process of governance.

## 5.3 Meetings

The AG will meet at least two times a year.

## 5.4 Responsibilities

AG members are expected to bring their unbiased expertise to the ETIPWind and to promote the collective benefits of the sector, not that of their own company.

AG members should be able to make active contribution, demonstrate a high degree of commitment, and be able to devote sufficient time to the AG work.

AG should be in a position to align industry R&I efforts in line with the platform's recommendations.

AG members must agree that their name and affiliation is made publicly available on the ETIPWind website.

AG members must commit to full and fair competition. All AG members are expected adhere to the WindEurope competition compliance policy.

## 5.5 Remuneration

Participation to AG activities is not subject to remuneration. Travel expenses will not be reimbursed by ETIPWind.

## 6 Secretariat

WindEurope® will host the secretariat, which facilitates discussions and coordinates the execution of decisions taken by the EXCO and AG.

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

The Secretariat is specifically responsible for:

- Organising and following up on the meetings of the Advisory Group and the Executive Committee;
- Organising the platform's annual workshops;
- Supporting the delivery of the wind sector's message on Research & Innovation policies;
- Engaging external stakeholders, in particular policymakers and the wider energy community; and
- Drafting annual factsheets to provide a clear and in-depth overview of specific Research & Innovation priorities.

Implementing and executing the wider information and communication strategy, which includes facilitating in-person engagements with policymakers, organising dissemination events, drafting communication material and maintaining the ETIPWind website.

### Privacy

The secretariat will ensure full compliance with the General Data Protection Regulation (GDPR). For all activities hosted by WindEurope the WindEurope privacy policy ([link](#)) will apply. In addition, detailed data management plans have been submitted to the European Commission as part of the project expectations.

### Competition compliance

The secretariat is committed to promote full and fair competition. All participants of ETIPWind activities (meetings, workshops or webinars) will be asked to adhere to the WindEurope competition compliance policy ([link](#)). Failure to comply with this policy will lead to expulsion of the platform.

There will be no difference between participants joining activities physically or virtually.

**ANNEX – draft Executive Committee membership application form**

Name of representative:	
Employing organisation:	
Description of the organisation:	
Role of the applicant in his/her organisation:	
Expertise in wind energy technology:	
Experience with Research & Innovation Policy and/or ETIPWind:	
Motivation:	