

**ENERGY CHARTER  
SECRETARIAT**

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Brussels, 6 December 2013

Related documents: RD 4 (ECC of 5-6 12 2013)
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**DECISION OF THE ENERGY CHARTER CONFERENCE**

**Subject: Energy Charter Forums Terms of Reference (ToR)**

The Energy Charter Conference at its 24<sup>th</sup> Meeting held on 5<sup>th</sup>/6<sup>th</sup> December 2013 **took note** of the Terms of Reference for the Energy Charter Forums as contained in Room Document 4 (hereto attached).

Keywords: ToR, Terms of Reference, Energy Charter Forum

## **Terms of Reference for Energy Charter Forums**

From 2014, a network of flagship Energy Charter Forums will replace the annual Energy Charter Policy Conference format. This change is designed to ease the organisational burden on the Energy Charter Secretariat, increase the visibility of the organisation within the Energy Charter constituency, allow the Secretariat to benefit from external expertise and raise member and observer governments' awareness and involvement in the Energy Charter Process. Ultimately, the goal is to reinforce the substance of the Energy Charter Process.

The approximate direct costs for the Energy Charter Secretariat for each Energy Charter Forum will be 5000-15000 Euros. A more exact figure will be agreed on a case-by-case basis.

### **1. General Format**

- 1.1. Energy Charter Forums will be organised jointly by the Energy Charter Secretariat (ECS) and external organising partners as a series of events following a set format. The title of each event will contain the phrase "Energy Charter Forum". The responsibilities and obligations of the ECS and organising partners will be clearly defined and split in accordance with the present Terms of Reference. Each event will focus on a specific topic of particular interest to the audience in the country or region, where the event will take place. Each event will be by invitation or registration. Participation will be free of charge.
- 1.2. The target will be to hold two-five Energy Charter Forums every year. Organisers may choose to hold individual Energy Charter Forums under Chatham House rules. Each Forum will be designed as a one-day event, with a target audience of thirty-hundred people. Such a number will result in a more targeted level of expertise of participants and allow for active interaction during the event. It will also ensure an optimal level of organisational and logistical effort for the ECS and the organising partner. Each session will consist of three-four presentations of ten-fifteen minutes maximum, followed by Q&A and discussion actively led and moderated by the session chairman.

### **2. Organising Partners**

- 2.1. Organising partners for Energy Charter Forums will be selected by ECS management. Management will either consider received requests from institutions interested in such cooperation or select potential partners to be contacted. The decision on organising partners will be made based on the priorities of the Secretariat's programme of work, the area of expertise of the potential organising partners, and the locations and topics of previous Energy Charter Forums. Priority will be given to government structures, think tanks, media, and academia. Private sector entities, such as energy companies, can also

be considered as organising partners. Professional conference organising companies will not be involved in Energy Charter Forums as organising partners.

- 2.2. For each Energy Charter Forum the ECS will have one principal organising partner. Should the principal organising partner wish to involve a third organising partner, such a choice would be subject to agreement by the ECS and will remain the responsibility of the principal organising partner.
- 2.3. Organising partners should come from the broader Energy Charter constituency. Energy Charter Forums will be held only in countries of the broader Energy Charter constituency. Participation and speaking opportunities will be open to nationals of any country.

### 3. **Organisation Aspects**

- 3.1. For each event, the ECS and the organising partner will appoint one person as a principal coordinator and contact point.
- 3.2. For each Energy Charter Forum the organising partner will have the choice of topic, subject to agreement by the ECS. The topics of the Energy Charter Forum shall include the core business of the Energy Charter Treaty: investment, trade, transit, energy efficiency and dispute settlement mechanisms. Other topics may include general issues which are relevant to the Energy Charter such as the rule of law in the energy sector, the industrial restructuring of energy markets, global energy governance and the role of international organisations dealing with the energy sector. Development of the programme for each event will be the joint responsibility of the ECS and the organising partner.
- 3.3. The ECS and the organising partner will both provide lists of proposed invitees with detailed contact information. The final list will be agreed by both sides and will include representatives of government structures, international organisations, think tanks, academia, energy companies and other relevant entities. Requests to participate from persons not included in the initial list of invitees will be subject to approval of the ECS and the organising partner. Invitation and registration of participants will be done by the organising partner.
- 3.4. The ECS and the organising partner will publicise the forthcoming Energy Charter Forum and the subsequent event materials and follow-up reports on their respective websites and in other appropriate media. The ECS and the organising partner will both have the right to publish Energy Charter Forum materials (subject to speakers' permission in the case of speakers' materials, such as slides).
- 3.5. Minimum obligations of the ECS:

- One high-level keynote speaker (level of Energy Charter Conference Chairman, Vice-Chairpersons, ECS Secretary General, Deputy Secretary General or Director)
- Providing speakers and covering their costs minimum for one session dedicated to main areas of work of the Energy Charter
- Meal/refreshments costs (morning coffee, lunch, coffee breaks)
- Costs of simultaneous interpretation where necessary
- Preparation of the event report
- Printing costs for the event report
- Visa support for Forum speakers and participants if the event is held in Belgium

3.6. Minimum obligations of the organising partner:

- Providing a venue for the Energy Charter Forum
- One high-level speaker (ideally, at ministerial level)
- Providing speakers and covering their costs minimum for one session dedicated to main areas of work of the organising partner
- Most logistics (to be defined on a case-by-case basis)
- Providing equipment for simultaneous interpretation where necessary
- In exceptional cases, providing consecutive interpretation for individuals
- Costs of a professional photographer for the main parts of the Forum
- Press conference arrangements (if any)
- Visa support for Forum speakers and participants if the event is held outside Belgium

3.7. The organising partner will provide a list of recommended hotels close to the Forum venue. As a rule, speakers will make their own travel and accommodation arrangements and the ECS and the organising partner will cover their travel and accommodation costs, based on the recommended hotels' rates. The ECS and the organising partners will cover the travel and accommodation costs of their respective staff involved in the Forum from their respective budgets. Forum participants will be responsible for their own travel and accommodation arrangements and costs.

4. **Exceptions to the present Terms of Reference**

In special circumstances, exceptions can be made to the present Terms of Reference by the ECS and the organising partner by joint agreement at a stage no later than agreement of the Energy Charter Forum programme.