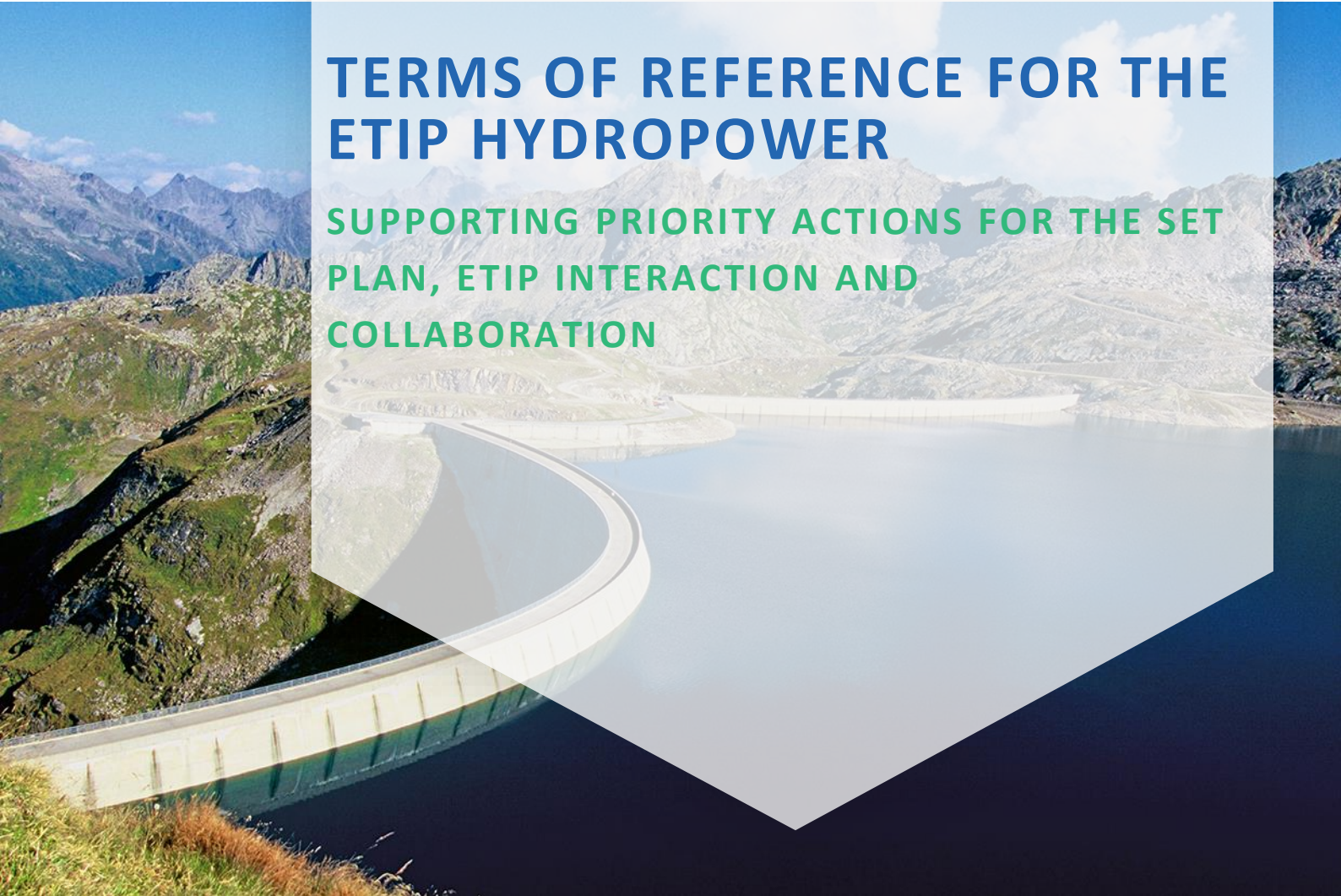




# TERMS OF REFERENCE FOR THE ETIP HYDROPOWER

SUPPORTING PRIORITY ACTIONS FOR THE SET  
PLAN, ETIP INTERACTION AND  
COLLABORATION



## Document Information

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## Disclaimer

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## Summary

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The Terms of Reference for ETIP HYDROPOWER was created under Work Package 2: Supporting Priority Actions for the SET Plan, ETIP Interaction and Collaboration,

This report comprises the Terms of Reference (ToR) for the ETIP HYDROPOWER, establishing its organisational structure and defining the rules of governance for support to the SET Plan.

The purpose of the ToR is to explain the roles and functioning of the General Assembly, Governing Board, Scientific Advisory Board, Working Groups and the Secretariat, as well as the relationships between these bodies.

# 1 Introduction and Background

---

## 1.1 Mission

The ETIP HYDROPOWER aims to:

- represent a consolidated and strong network of representatives from industry, academia, research centres, civil society and sectorial associations of the hydropower sector,
- enhance and disseminate the [Research and Innovation Agenda](#) (RIA) and the [Strategic Industry Roadmap](#) (SIR) taking into consideration the future needs of the sector and the Research and Innovation (R&I) targets and the emerging policy priorities,
- align and coordinate the industry RIA and SIR strategies to provide consensus-based strategic advice to the European Commission and the SET Plan covering analysis of market opportunities and research and development funding needs,
- deepen the understanding of innovation barriers and the exploitation of research results in line with the European Green Deal, REPowerEU, Circularity and the latest EU climate and energy related policies.

The ETIP HYDROPOWER aims to be a recognised interlocutor for the European Commission, Member States and Associated Countries about the hydropower sector specific R&I needs.

ETIP HYDROPOWER foresees working relationships with the relevant national/regional/EU-level platforms to ensure synergies between EU, national and regional activities.

## 1.2 Purpose

**European Technology and Innovation Platforms (ETIPs)** are recognised as key researcher-led communities whose primary purpose is to define R&I priorities for their sector such that the sector as a whole, efficiently and cooperatively gains new technological insight, invents new and improved products and services, and commercialises them. Beyond R&I agendas, their work covers technical and non-technological aspects (e.g. industrial strategy, market opportunities, exploitation of research results, innovation barriers, need for specific research activities, strategy for international cooperation, education, environmental and social impacts). They look to work on topics of mutual interest with ETIPs concerning other technologies, e.g. on system integration. The different ETIPs are working closely together on interdisciplinary and overlapping issues to ensure R&I processes with a high level of expertise and a continual transfer of knowledge.

### 1.2.1 Composition

To capture a breadth of experience, ETIPs are made up of researchers from academia and industry. They are set up to be representative of the research and innovation interests in a sector.

ETIP HYDROPOWER members will share the ETIP HYDROPOWER vision as defined in these Terms of Reference and possess a skill or experience that enables ETIP HYDROPOWER to pursue its mission,

also as defined herein. To be a member of ETIP HYDROPOWER means to be a member of the General Assembly. The member should share the ETIP HYDROPOWER vision and mission and bring a positive contribution to the ETIP.

Neither membership in the Governing Bodies (e.g. General Assembly) or Working Groups are subject to remuneration of time or travel expenses.

### 1.2.2 Link to the SET Plan

**An ETIPs' work feeds into the SET Plan.** An ETIP supports the SET Plan Steering Group in the development and monitoring mechanisms of the SET Plan R&I priorities and has typically been directly involved in the 2016 target setting process.<sup>1</sup>

## 1.3 Vision – Hydropower as a catalyst for the energy transition in Europe

### 1.3.1 Deploying our vision

Hydropower, as a vital source of renewable energy, has a crucial role to play in the transition towards a climate-neutral energy system in Europe. The key strategic pathways envisaged for the development of hydropower are outlined in the following points:

1. **Increasing hydropower production** through the implementation of new sustainable, multipurpose hydropower schemes and by using the hidden hydropower potential within existing infrastructure.
2. **Increasing the flexibility** of generation from existing hydropower plants by the adaptation and optimisation of infrastructure and equipment combined with innovative solutions for the mitigation of environmental impacts.
3. **Increasing storage** through the heightening of existing dams and construction of new reservoirs, which must ensure not only flexible energy supply, but which also support food and water supply and thus contributes to the Water-Energy-Food NEXUS and achievement of the Sustainable Development Goals of the United Nations.
4. **Strengthening the contribution of flexibility from pumped-storage power plants**, by developing and building innovative arrangements in particular in combination with existing water infrastructure.

Hydropower is considered as one of the most sustainable renewable energy sources and can also provide additional services and benefits for civil society (e.g. water supply for drinking and irrigation, flood protection, drought prevention, sustainable transport, tourism, recreation, sport, fisheries and floating solar PV). The current energy crisis reveals the important and vital role of hydropower

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<sup>1</sup> Strategy for European Technology Platforms (SWD(2013)272 final) (accessed 29/11/2022): [https://www.etp-logistics.eu/wp-content/uploads/2021/03/Logistic-TP-recognition-SWD\\_2013\\_272\\_F1\\_STAFF\\_WORKING\\_PAPER\\_EN\\_V2\\_P1\\_735480.pdf](https://www.etp-logistics.eu/wp-content/uploads/2021/03/Logistic-TP-recognition-SWD_2013_272_F1_STAFF_WORKING_PAPER_EN_V2_P1_735480.pdf)



to ensure a safe supply of electricity during the winter in Europe. Storage and pumped-storage hydropower will be the most vital to avoid blackouts in Europe during this and the following winters. The above vision can strengthen the crucial role of hydropower as an enabler in the energy mix with other renewables.

### 1.3.2 Uniting and raising visibility of the hydropower sector

Hydropower, like all technologies reshaping the EU's energy supply system, is under constant pressure to meet environmental, societal, technological, and commercial challenges. This demands the collective approach that an ETIP can bring, as a body advancing research and innovation as well as promoting strategic action to overcome barriers in the field of hydropower, and through its complementary tasks, raising public awareness of hydropower's benefits.

## 1.4 Supported by a Secretariat

The ETIP HYDROPOWER (hereinafter also referred to as “Secretariat”) is a project, funded under Horizon Europe call HORIZON-CL5-2021-D3-02-15: Support to the activities of the ETIPs and technology areas of the SET Plan, which aims to provide support to the soon-established ETIP HYDROPOWER, thus enhance the cooperation among diverse stakeholders from industry, academia, civil society or associations in the field of **hydropower**, and provide advice for adequately addressing the development needs and alignment with the climate and energy policies of the EU. The Secretariat manages all processes to achieve the project goals of ETIP HYDROPOWER and the eventual transition to a sustainable, self-funded organization.



## 2 The Organisational Structure and Governance of ETIP HYDROPOWER

The ETIP HYDROPOWER project builds on the specific needs and emerging policy priorities identified by HYDROPOWER EUROPE<sup>2</sup> and noted in the [Research and Innovation Agenda](#) and the [Strategic Industry Roadmap](#) documents.

The proposed ETIP HYDROPOWER structure is designed to support the establishment and processes of the newly established ETIP, as well as facilitate implementation of those previously identified priorities.

In order to encourage the engagement of stakeholders from industry, academia, civil society or associations across the hydropower sector and to achieve diverse representation, the Management and Organisation structure of ETIP HYDROPOWER has been established.

The ETIP structure and its management are designed to accommodate both support for the SET plan and support for the ETIP HYDROPOWER members.

The Management and Organisation structure for ETIP HYDROPOWER is shown in Figure 1 below:

- General Assembly (GA)
- Governing Board (GB)
- Scientific Advisory Board (SAB)
- Working Groups (WGs)
- EC and Member States Liaison Group
- The Secretariat

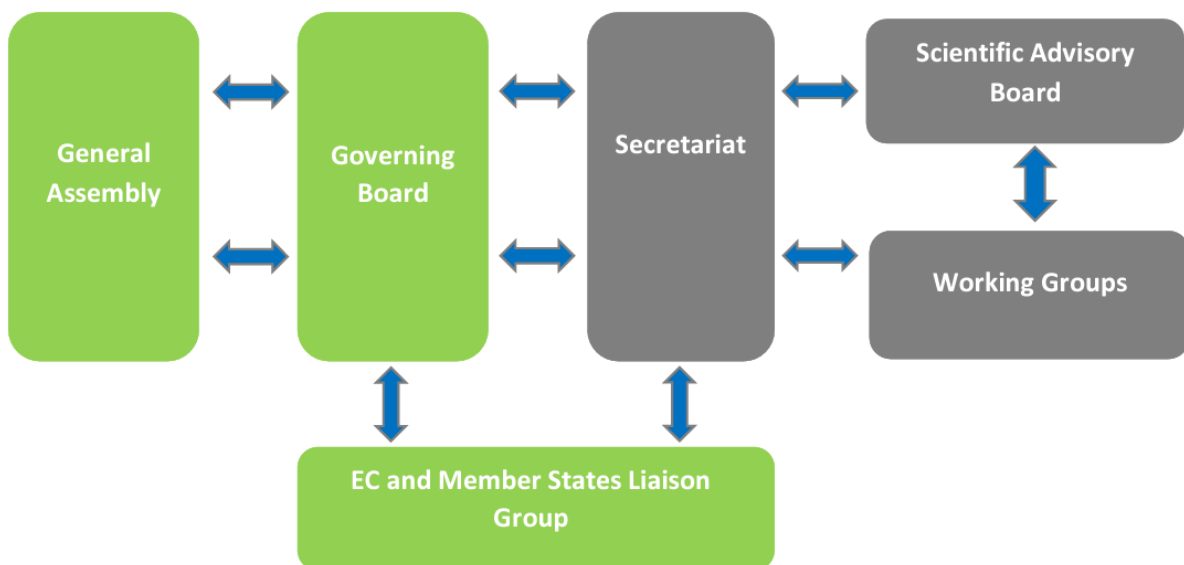


Figure 1 Management and Organisation Structure of ETIP HYDROPOWER

<sup>2</sup> The HYDROPOWER EUROPE Forum was supported by a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 826010

Neither chairmanship nor membership of the Governing Bodies and Working Groups are subject to remuneration or reimbursement of travel expenses.

## 3 General Assembly

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### 3.1 Description and duties

The General Assembly gathers all ETIP HYDROPOWER members at least once every year. It consists of member organisations and entities as well as individual members that are willing to contribute to the mission of ETIP HYDROPOWER and participate actively at least through one thematic work stream.

The number of members in the General Assembly can be subject to change as a result of growing membership in ETIP HYDROPOWER.

An electoral register is to be established for each General Assembly. The General Assembly is chaired by the Governing Board Chair unless decided otherwise in a meeting of the Governing Board. The General Assembly is in charge of the following tasks:

- It steers and gives general directions to the ETIP HYDROPOWER,
- It endorses all key documents and acts as the final decision body,
- It elects and approves candidates for the Governing Board.

### 3.2 Structure

The General Assembly is open to all stakeholders from industry, academia, civil society or associations across the hydropower sector, and the whole renewable energy sector, covering the whole value chain. An open call will be launched to officially inform the above-mentioned stakeholders about the creation of ETIP HYDROPOWER and to invite them to become a member of the ETIP HYDROPOWER General Assembly.

The wide-open call will cover the following stakeholder groups:

- Public sector stakeholders

*National:*

- Ministries or agencies responsible for energy and climate change issues;
- Ministries responsible for research and innovation policies;
- Public (or semi-governmental) organisations

*Regional:*

- Municipalities / cities / provinces / water and energy agencies;

*EU-level: the following institutions can be invited to participate in the GA*

- Relevant EC DG (Research and Innovation, Energy, Agriculture, Environment, etc.);
- Parliament energy and environment attachés;
- Labelling / standards organisations (as low emission etc.).

*International:*

- Organisations relevant to hydropower, renewable energy, climate change mitigation and sustainable development;

- Private sector stakeholders

- Manufacturers and suppliers;
- Construction companies;
- Engineering design - large consulting companies / consultants;
- Owners / operators;
- Industry associations and trade organisations;
- Financial institutes / investors;
- Consumer groups;
- Others;
- Research organisations
  - Research centres;
  - Universities;
- Civil society
  - Citizen organizations (hydrogen valley, local energy consumers, etc.);
  - NGOs focusing on environmental and climate change issues.

### 3.3 Working procedures

In order to ensure an effective, efficient and smooth coordination of the activities of the ETIP HYDROPOWER General Assembly (GA), an annual online GA meeting will be organised. An extraordinary GA meeting may be organized for certain urgent issues if required.

The Governing Board supported by the Secretariat sets the agenda of the General Assembly.

The Secretariat supports the Governing Board in the preparation and logistics management of the General Assembly.

An agenda for General Assembly meetings shall be circulated by the Secretariat to participants no later than two weeks before the meeting. The agenda will be defined and approved by the Governing Board. Notice of the General Assembly meeting (date, time) should be conveyed at least forty-five days in advanced of the meeting (fifteen calendar days in case of an extraordinary meeting).

After each operative meeting, minutes should be prepared by the Secretariat and circulated between participants for approval. This shall be done not later than fifteen working days after the General Assembly meeting, if no requests for correction are made after ten working days from sending the minutes, the minutes will be considered approved.

### 3.4 Decision-making

The General Assembly will take decisions by majority vote. Elections between several candidates for the GB will be decided upon the number of votes per candidate.

## 4 Governing Board

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### 4.1 Description and duties

The Governing Board (GB) is the strategic decision body of ETIP HYDROPOWER in charge of vision, mission, and strategic planning goals. It reviews and approves all documents including R&I Roadmaps prepared by the working groups.

The Governing Board is in charge of the following tasks:

- Regularly assessing the progress made by the WGs on key tasks;
- Keeping relevant EC stakeholders on hydropower informed on the progress made in the ETIP;
- Expressing recommendations (R&I orientations, funding, industrial maturity of projects, events, regulatory matters etc.) to these EC stakeholders;
- Confirming the WG Chairs and Co-Chairs. In the case that a WG Chair or Co Chair position becomes vacant, the GB will issue a new open call for potential candidates.

### 4.2 Structure and elections

The Governing Board is composed of 20-25 seats, comprising elected representatives of the General Assembly, one representative per Working Group, the Chair and two Co-Chairs of the Governing Board.

Members of the Governing Board are elected by elections from candidates found with an open call through the General Assembly. Elections between several candidates for the Governing Board will be decided upon by the number of votes per candidate.

The Governing Board representatives will be elected for a 3-year term and will involve representatives from a wide range of stakeholder groups (see Section 3.2). The main hydropower regions comprising Northern Europe and Scandinavia, the Alpine Region, Eastern Europe and the Mediterranean Region should be also represented by owners / operators. Furthermore, gender balance will be taken into consideration.

### 4.3 Working procedures

Governing Board Plenary sessions will be organised at least twice a year in person or via web or hybrid conference to ensure effective, efficient and smooth coordination of the activities.

The Secretariat supports the Governing Board in the preparation and logistics management of the meetings. An agenda for Governing Board Meetings shall be prepared by the Secretariat in close collaboration and with input from the GB Chair, Co-chairs and Members. The agenda shall be circulated not later than ten days before the meeting. Notice of the Governing Board meeting (date, time and venue) should be conveyed at least 45 days in advance of the meeting.

## 4.4 Decision-making

The Governing Board will take decisions by majority vote.

## 5 Scientific Advisory Board

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### 5.1 Description and duties

The Scientific Advisory Board (SAB), upon consultation by the Governing Board, provides a mechanism to draw on further expertise in the hydropower sector and to help ensure that the ETIP complements and builds from existing knowledge and services within the sector. The Advisory Board will help ensure integration of ETIP HYDROPOWER with wider European research priorities and practice. The Scientific Advisory Board partners will act as scientific advisors for R&I documents as well as serve in the working groups upon request.

### 5.2 Structure and elections

The Scientific Advisory Board is composed of high-level expert profiles from the Hydropower Sector which are selected by the ETIP HYDROPOWER Secretariat to advise in the decisional process, vision and strategy of the platform considering their expertise and leading role in Hydropower Research and Industry.

Advisory Board will be created by identifying members from EERA JP Hydropower, the International Energy Agency (IEA), EURELECTRIC, DG Joint Research Centre and the former HYDROPOWER EUROPE CEP, amongst others.

The EERA Joint Programme Hydropower aims to facilitate a new role for hydropower as an enabler for the renewable energy system by aligning and targeting research efforts in Europe. EERA JP Hydropower represent a wide European scientific network of research organisations, institutes and universities.

The International Energy Agency (IEA), through its Technology Cooperation Programme on Hydropower will be participating to the Scientific Advisory Board.

The Consultation Expert Panel (CEP) was established within the HYDROPOWER EUROPE project comprising representatives from the whole hydropower sector from industry to civil society. Some interested members of the former CEP will serve in the Advisory Board bringing scientific expertise as well as professional and practical application input.

The Scientific Advisory Board will be composed by 9 to 11 experts out of which one will be appointed from Governing Board and or ETIP HYDROPOWER Secretariat.

### 5.3 Working procedures

The Scientific Advisory Board has a seat on the Governing Board or the Secretariat and is expected to meet upon request, but at least every 6 months by telco/video (exceptional meetings can be held when required). Face-to face (F2F) meetings should be preferably held back-to-back with other networking events. The ETIP HYDROPOWER Secretariat produces the minutes of the meetings.



## 5.4 Decision-making

The Scientific Advisory Board will work by consensus in the case that a decision is required upon request of the Secretariat.

## 6 Working Groups

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### 6.1 Description and duties

The achievement of the overall missions and goals of ETIP HYDROPOWER will be supported by a set of Working Groups (WGs), in which experts from different hydropower sectors and stakeholder groups will be represented. The working groups will focus on R&I priorities and strategic actions identified in the RIA and SIR, as well as addressing upcoming topics and issues for the hydropower sector including challenges of public awareness and communication, and where appropriate the SET Plan.

Any General Assembly member can suggest the creation of a new working group with drafted terms of reference on any particular topic to the Governing Board. The decision to establish a working group will be made by the General Assembly upon the proposition of the Governing Board. Members of the General Assembly will be invited to join a WG when such a group is created. Working Groups are open to all interested stakeholders. Based on a permanent open call the Governing Board proposes the topics of the Working Groups, the terms of reference<sup>3</sup> and the corresponding chair and co-chair to be confirmed by the General Assembly.

The creation of industry driven working groups will help ensure that recommended solutions arise from experts within the industry, which address specific working issues.

The topics of the working groups will be defined closely in consultation with experts and stakeholders from the hydropower sector in order to address relevant challenges for further hydropower development. The outcomes of the working groups serve directly as an input to ongoing hydropower development as well to help increase public awareness and thus should motivate experts to participate in the working groups.

Working Groups will be able to provide detailed topic specific recommendations and priorities for action, as well as policy guidance (where appropriate).

Tasks of the thematic working groups comprise among others:

- To identify, prioritise and draft the key Hydropower R&I topics / messages based on the Research and Innovation Agenda (RIA) to achieve the Energy Transition and the REPowerEU targets;
- To draft White papers to increase public awareness of hydropower based on the Strategic Industry Roadmap;
- To propose urgent R&I topics to the European Commission to help achieve the European Green Deal;
- To draft technical statement reports;
- To update existing R&I documents including the RIA;
- To facilitate strategic actions from the Strategic Industry Roadmap.

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<sup>3</sup> Terms of reference specify the objectives, methodology and outputs of the WGs.

## 6.2 Structure and elections

The composition of each Working Group should reflect the main stakeholders and comprise renowned experts with regards to the topic of the Working Group.

*Working Group Chairs:* The work of each WG will be driven forward and coordinated by one Chair and two supporting Co-chairs, ideally with representatives coming from both industry and research. The position of the Chair or Co-Chair is not financially supported. The working group chairs can actively search for adequate members and suggest them to the Governing Board for approval.

*Working group members:* The number of participants in the thematic working group is not limited but stakeholders should indicate that they are willing to commit time and effort for their active participation on a voluntary basis. The working group members are approved the Governing Board.

## 6.3 Working procedures

Working Groups are expected to meet regularly online or with face to face meetings (that preferably are being held back-to-back with other networking events).

Each participant to a meeting should contribute to the meeting preparation by providing:

- Working documents: normally the main subjects discussed during a meeting will be documented by discussion papers. These papers should be distributed at least 5 working days in advance to allow proper time to the participants for preparing the meeting;
- Contributions to the agenda;
- Timely registration;
- Preparation of presentations.

Each ETIP Hydropower Working Group will be supported by an appointed Assistant Manager from the Secretariat, who will perform the following tasks, respecting the guidelines received by and agreed with the Working Group Chair and Co-chairs:

- Organisation of all logistic aspects of the Working Group meetings.
- Supporting the Chair and Co-Chairs to prepare the meeting content upon agreement with them.
- Taking minutes and publishing them, together with the supporting documents, on the ETIP HYDROPOWER website member area.
- Following up on action points.
- Managing the membership of each ETIP HYDROPOWER Working Group.
- Keeping track of the expression of interests received for the Working Groups.
- Updating the working group distribution lists.

Members involved in a Working Group not showing activity for more than one year may be removed if no response is given after direct contact by the chair.

## 6.4 Decision-making

The Working Groups will work by consensus.

In the case of a critical matter, the Working Group Core Team will call on the Governing Board to receive guidance on the way forward.

The Working Groups will submit their draft outputs to the Governing Board for approval. Then the Governing Board will submit the draft outputs to all members of the General Assembly for comments. Based on that feedback the output will be finalized by the Secretariat and then disseminated.

## 7 The EC and Member States Liaison Group

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### 7.1 Description and duties

Member States are represented in the ETIP HYDROPOWER's governance structure through the “EC and Member States Liaison Group” (LG). The role of the LG will be to give advice and feedback to the activities of the ETIP HYDROPOWER.

### 7.2 Structure and elections

The LG consists of the government representatives or technical experts appointed by Member States as identified in the SET Plan priorities (one per Member State) and interested European Commission Officials from DG RTD and other Directorate Generals. All SET Plan countries will be invited to join the LG (i.e. EU Member States, as well as Iceland, Norway, Switzerland, and Turkey) by proposing a government representative.

### 7.3 Working procedures

The LG will meet at least once a year in an extended meeting together with the ETIP HYDROPOWER General Assembly. Additional meetings will be convened whenever necessary on decision of the Governing Board or the LG itself. The Policy officer from DG RTD is the chair of the LG.

The agenda for the LG meetings shall be prepared and circulated by the coordinator (or the Secretariat coordinator) one week before the meeting.

### 7.4 Decision-making

The EC and Member States Liaison Group has an informative character and aims to provide advice and feedback to the activities of the ETIP HYDROPOWER. The LG will work by consensus in the case that a decision is required.

## 8 The Secretariat

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### 8.1 Description and duties

The ETIP HYDROPOWER Secretariat consists of representatives of each beneficiary of the ETIP HYDROPOWER project and provides organisational support to day-to-day activities of the ETIP.

### 8.2 Structure

The ETIP HYDROPOWER Secretariat consists of the Project Management Team representing all partners as defined in the Grant Agreement of the ETIP HYDROPOWER project.

### 8.3 Working procedures

The ETIP HYDROPOWER Secretariat team meets on a regular basis according to the needs of the ETIP HYDROPOWER. The meetings of the Secretariat are open to all partners of the Consortium. The ETIP HYDROPOWER Project Coordinator is chair of the Secretariat meetings.

The agenda for Secretariat meetings shall be prepared and circulated by the Coordinator one week before the meeting. Considering the frequency of the meetings, date, time and venue of next meeting should be included in the agenda and agreed at the end of the meeting.

The ETIP HYDROPOWER Project Coordinator (or all consortium partners) can represent the consortium to the EC. Before meeting the EC, the Secretariat is required to have an internal meeting to discuss and approve the common message and position to be then delivered to the EC. The messages discussed and approved in the internal meetings will be delivered to the EC by the Coordinator (or all consortium members).

The Secretariat members participate in the meetings of the GA, GB and the WGs without voting rights.

### 8.4 Decision-making

The ETIP HYDROPOWER Secretariat shall not deliberate and decide validly in meetings unless 5/8 of its Members are present or represented (quorum). Each Member present or represented in the meeting shall have one vote.

## 9 Revision of Terms of Reference

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A minimum of two out of the Chairperson and the two Co-Chairpersons of the Governing Board, or a minimum of 25% of the members of the General Assembly may open the Terms of Reference for amendment. This may happen at any time.

Any amendment will be discussed with the Governing Board and a new version reflecting those discussions will be put to the General Assembly for vote.



## 10 Conclusion

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With the goal of enhancing cooperation amongst diverse stakeholders from industry, academia, civil society or associations across the hydropower sector, to provide sound advice on development needs and alignment with the climate and energy policies of the European Union, the ETIP HYDROPOWER will build upon the work done and progress achieved from November 2018 to February 2022 through the HYDROPOWER EUROPE Project.

Over the duration of three years, ETIP HYDROPOWER aims to integrate the number of strategic actions and research topics established during the HYDROPOWER EUROPE Project into the SET Plan roadmap and to consolidate the network of +650 representatives into a sustainable association, interweaved with other renewable energy sector initiatives, with the common objective of supporting the European energy transition.

The established organisational and management structure will bring a strong, agile and efficient process for decision-making, facilitating the achievement of the targeted goals. Additionally, the working procedures outlined here will provide the guidelines necessary to ensure the consistent management of ETIP HYDROPOWER and its different bodies.

## ANNEX 1 – ETIP HYDROPOWER Chairpersons (as of month, year)

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### Chairperson of the ETIP HYDROPOWER:

- **Name**, company, country

### Co-Chairpersons of the ETIP HYDROPOWER:

- **Name**, company, country
- **Name**, company, country

## ANNEX 2 – Working groups of the ETIP HYDROPOWER (as of month, year)

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### **Working Group 1: TBD**

Working Group Leader: **name**, company, country

### **Working Group 2: TBD**

Working Group Leader, **name**, company, country

### **Working Group 3: TBD**

Working Group Leader: **name**, company, country

### **Working Group 4: TBD**

Working Group Leader: **name**, company, country

### **Working Group 5: TBD**

Working Group Leader: **name**, company, country