



IPHE Project Recognition Guidelines

Established in 2003, the International Partnership for the Hydrogen Economy (IPHE) provides a mechanism for partners to organize, coordinate and implement effective, efficient, and focused international research, development, demonstration and commercial utilization activities related to hydrogen and fuel cell technologies. It also provides a forum for advancing policies, and common codes and standards that can accelerate the cost-effective transition to a global hydrogen economy to enhance energy security and environmental protection. Members include Australia, Brazil, Canada, China, European Commission, France, Germany, Iceland, India, Italy, Japan, New Zealand, Norway, Republic of Korea, Russian Federation, United Kingdom, and the United States.

The IPHE seeks to recognize leading and innovative international hydrogen and fuel cell projects that can accelerate the cost-effective transition to a global hydrogen economy to enhance energy security and environmental protection. Private, government and NGO sponsors of international hydrogen and fuel cell projects are invited to apply for official recognition by the IPHE.

A total of thirty projects were formally recognized by the IPHE in 2005, 2006 and 2007. Overviews of these projects can be found on www.iphe.net.

IPHE recognition of international collaborative research projects is designed to:

- Encourage the leveraging of financial resources;
- Reduce duplication of research activities;
- Enhance the international visibility of proposed projects through a respected peer reviewed process of project selection;
- Signify that the proposed projects comply with appropriate health, safety and environmental regulations, norms and standards in the countries from which they are proposed; and
- Promote greater information sharing among the hydrogen and fuel cells world leaders.

Benefits of Recognition

Recognition of international collaborative projects by the IPHE will confer the following benefits to project sponsors:

- Placement of project profiles on the IPHE website, official project recognition brochure and IPHE displays at international meetings and conferences;
- Invitations for project sponsors to highlight their projects and the project solicitation process at IPHE-organized committee meetings and events;
- Assistance in placing project sponsors on IPHE-endorsed and co-labeled industry event and conference agendas;
- Project updates in the semi-annual IPHE newsletter.

Project Submission Process:

Individuals or organizations from government, the private sector or non-government organization from IPHE member countries may apply for IPHE recognition of their hydrogen and fuel cell projects by submitting proposals through their member's representatives on the IPHE Implementation-Liaison Committee. (ILC). Contact information for each ILC member representative can be found on the IPHE website at www.iphe.net/ilcmembers.htm

Projects may be submitted at any time during the year. Project proposals seeking recognition in 2008 must be received by the ILC **by Friday, April 18, 2008**. Proposals received after this date will be considered for recognition in 2009. Projects selected by the ILC will receive final endorsement by the Steering Committee at its November 2008 meeting.

Project Proposal Template

Applicants may submit proposals using the template provided in **Appendix A** of this document. Proposals should be concise, emphasizing the IPHE dimension and opportunities and mechanisms for collaboration and knowledge/information sharing. Proposals should also include a figure or diagram to explain the overall project. Where necessary, additional diagrams showing the overall planning, project structure, partnership and management structure may be appended, but should be limited.

Evaluation Criteria and Scores

Proposals will be evaluated based upon the following "Evaluation Criteria":

(Category 1) IPHE Dimension (1 page)

- ✓ where applicable, has at least two (and normally more) IPHE members, with the potential for multiple IPHE partners; the potential for additional partners should be stated
- ✓ has sufficient critical mass to have impact at global scale
- ✓ brings together partnerships with necessary skills and competencies
- ✓ reduces research, development and/or commercialization costs
- ✓ explicitly identifies the value-added of the project in light of similar projects; should not duplicate ongoing or planned work established under other international frameworks (for example under IEA), though such work may form the basis for an IPHE proposal for expanded collaboration
- ✓ demonstrates results that can only be achieved, or are substantially enhanced, by international collaboration
- ✓ addresses one or more IPHE priorities:
 1. Accelerating the market penetration and early adoption of hydrogen and fuel cell technologies and its supporting infrastructure
 2. Policy and regulatory actions to support widespread deployment
 3. Raising profile with policy-makers and public - Continuing Education (ILC) and Outreach (SC) Efforts
 4. Monitor Hydrogen, Fuel Cell and Complementary Technology Developments

For demonstration and deployment projects, the following additional criteria will be used

- ✓ *serves the purpose of advancing commercialization*
- ✓ *involves several communities in education activities about the demonstration project*

(Category 2) Scientific Program (2 pages)

- ✓ has highly developed objectives, strategic plans and annual work programs
- ✓ sound scientific or technical or demonstration or socio-economic program
- ✓ includes timelines and IPHE-specific deliverables
- ✓ has potential for long-term collaboration

For demonstration and deployment projects, the following additional criteria will be used

- ✓ *involves a strong education or outreach component*
- ✓ *includes a “lessons learned” component to be used for future demonstration projects*

(Category 3) Project Management (1 page)

- ✓ has a sound project management structure
- ✓ includes a proposal for managing IPHE collaboration (e.g., fully integrated task-shared RTD; information exchange by means of reports, exchange of researchers, workshops)
- ✓ identifies project deliverables
- ✓ clearly identifies that expected non-proprietary results will be disseminated to the IPHE countries
- ✓ includes a proposal for managing Intellectual Property issues (if applicable)

(Category 4) Financing and Contractual (1 page)

- ✓ has clearly specified financial requirements that have been funded from secure sources
- ✓ has contractual and management arrangements in place to ensure completion
- ✓ provides a detailed summary of total project costs and commitments by individual partners
- ✓ provides information on human resource requirements for completion of project (i.e., the number of person-months needed to complete the project)

Project Recognition Agreement

Sponsors of projects selected for IPHE Recognition will be required to sign a “Project Recognition Agreement” (PRA) which is provided in **Attachment B** of this document. The PRA requires project sponsors to permit site visits by IPHE members; share non-proprietary project information with IPHE members; and make project summaries available for the IPHE website. These terms are subject to operational, intellectual property and other considerations, and prior approval of the project site coordinator.

Project Monitoring

The Evaluation Team's Terms of Reference (ILC-050-05), states that "one of the main instruments to help the IPHE achieve its goals will be through the identification, recognition and monitoring of IPHE projects." The IPHE will monitor recognized projects on an annual basis according to the two categories of monitoring

1. **Monitoring of Project Compliance With the Project Recognition Agreement** – This dimension of monitoring would involve communicating with project coordinators in order to maintain a current list of all project partners; receive project descriptions and materials intended for publication in the project brochure and on the IPHE website; facilitate site visits; and perform other routine tasks
2. **Monitoring of Output** – The main responsibility to provide information on their projects' output still lies with the project coordinators. The project coordinators will be annually requested to provide up-to-date information on their project to the IPHE Secretariat using the monitoring template (*see Appendix C*). The reports on the website will be open to the public without financial information.



IPHE Secretariat
International Partnership for the Hydrogen Economy
c/o Natural Resources Canada
580 Booth Street, 14th Floor
Ottawa, Ontario K1A 0E4
CANADA

secretariat@iphe.net

APPENDIX A: IPHE COLLABORATIVE PROJECT PROPOSAL TEMPLATE

Proposals should be structured according to the four main sections set out below under “Proposal Content”. The bullet points listed in each section identify the criteria that will be applied by the Evaluation Team when considering proposals for IPHE recognition, although for some projects not all these criteria will necessarily apply. It is not appropriate for a proposer to submit a detailed “Description of Work” for an ongoing project.

The Evaluation Team requests that proposers strictly respect the page limit for each section - as set out below. Proposals should be brief, to the point, emphasizing the IPHE dimension and opportunities and mechanisms for collaboration and knowledge/information sharing. Proposals should normally include a figure or diagram to explain the overall project. Where necessary, additional diagrams showing the overall (not detail) planning, project structure, partnership and management structure may be appended, but must be strictly limited.

Proposal Structure

Title Page (One Page)

- **Project Title:**
- **Project’s IPHE Priority Addressed:**
 1. Accelerating the market penetration and early adoption of hydrogen and fuel cell technologies and its supporting infrastructure
 2. Policy and regulatory actions to support widespread deployment
 3. Raising profile with policy-makers and public - Continuing education (ILC) and outreach (SC) efforts
 4. Monitor hydrogen, fuel cell and complementary technology developments
- **IPHE Contact Person : (Name of Steering Committee or Implementation-Liaison Committee delegate who submits the proposal and contact details)**
- **Summary of Project Goal:** (One Paragraph)
- **Project coordinator and contact details:**
- **Signature of coordinator:**

Proposal Content (5 Pages)

The proposal should be structured in the following main sections. The “Evaluation Criteria” to be used in considering a project for IPHE Recognition are set out in the bullet points for each section and will be applied as appropriate to the project.



International Partnership
for the Hydrogen Economy

(Category 1) IPHE Dimension (1 page)

- ✓ where applicable, has at least two (and normally more) IPHE members, with the potential for multiple IPHE partners; the potential for additional partners should be stated
- ✓ has sufficient critical mass to have impact at global scale
- ✓ brings together partnerships with necessary skills and competencies
- ✓ reduces research, development and/or commercialization costs
- ✓ explicitly identifies the value-added of the project in light of similar projects; should not duplicate ongoing or planned work established under other international frameworks (for example under IEA), though such work may form the basis for an IPHE proposal for expanded collaboration
- ✓ demonstrates results that can only be achieved, or are substantially enhanced, by international collaboration
- ✓ addresses one or more IPHE priorities:
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For demonstration and deployment projects, the following additional criteria will be used

- ✓ *serves the purpose of advancing commercialization*
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(Category 2) Scientific Program (2 pages)

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For demonstration and deployment projects, the following additional criteria will be used

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(Category 3) Project Management (1 page)

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- ✓ identifies project deliverables
- ✓ clearly identifies that expected non-proprietary results will be disseminated to the IPHE countries
- ✓ includes a proposal for managing Intellectual Property issues (if applicable)

(Category 4) Financing and Contractual (1 page)

- ✓ has clearly specified financial requirements that have been funded from secure sources
- ✓ has contractual and management arrangements in place to ensure completion
- ✓ provides a detailed summary of total project costs and commitments by individual partners



provides information on human resource requirements for completion of project (i.e., the number of person-months needed to complete the project)

APPENDIX B: IPHE PROJECT RECOGNITION AGREEMENT

IPHE PROJECT RECOGNITION AGREEMENT

The International Partnership for the Hydrogen Economy hereby endorses the INSERT NAME OF PROJECT as an international cooperative effort that is in accord with the objectives of the IPHE.

The INSERT NAME OF PROJECT is located in INSERT LOCATION OF PROJECT and will INSERT OBJECTIVE OF PROJECT.

In compliance with the working principles for an IPHE Project, INSERT NAME OF LEAD PROJECT PARTNER AND OTHER PROJECT PARTNERS are the IPHE nominators and agree, subject to operational considerations on behalf of project coordinator, to permit site visits by IPHE members, share non-proprietary project information with IPHE members, and make project summaries available for the IPHE website.

The International Partnership for the Hydrogen Economy serves as a mechanism to organize and implement effective, efficient, and focused international research, development, demonstration and commercial utilization activities related to hydrogen and fuel cell technologies. It also provides a forum for advancing policies, and common codes and standards that can accelerate the cost-effective transition to a global hydrogen economy to enhance energy security and environmental protection.



SIGNATURE PAGE

IPHE PROJECT RECOGNITION AGREEMENT

INSERT NAME OF PROJECT

Printed Name

Affiliation

Signature

Date

Printed Name

Affiliation

Signature

Date

Printed Name

Affiliation

Signature

Date



APPENDIX C: IPHE Project Monitoring Template

IPHE Project Monitoring Report

Section 1 NOTE: This section will be completed by the Secretariat

| | |
|---|------------------|
| Project Name: | |
| Lead Organization Name: Lead Contact Name: | Phone: Email: |
| All Participant Organizations: | |
| Collaborative Project Start Date: | Current Phase: |
| Project Summary and Goals: | |

Section 2:

For the period beginning November 2008 and ending October 2009, please provide text in response to the following questions/statements:

| |
|---|
| <p>1. Scientific Program (2 pages):</p> <ul style="list-style-type: none">a. Discuss the specific deliverables/milestones completed during this reporting period.b. Provide a summary of specific deliverables/milestones completed for the overall project (if the project has existed for longer than one year).c. Note any changes to the project scope of work and reasons for the changes.d. List any project reports, papers, or presentations that have been created in the last year and are relevant to the IPHE |
| <p>2. Project Management (1 Page):</p> <ul style="list-style-type: none">a. Describe collaboration between partners. Please list any new partners since the previous report. |
| <p>3. Project Budget Status (1 Page):</p> <ul style="list-style-type: none">a. Has the project continued to receive financial support by all partners?b. Provide the funding status of each project partnerc. What is the anticipated schedule for project funding? |
| <p>4. Lessons Learned and Best Practices (1/2 Page)</p> <ul style="list-style-type: none">a. Provide lessons learned from this project and share the best practices that can be followed by other projects |
| <p>5. Challenges and Other Issues (1/2 Page)</p> <ul style="list-style-type: none">a. Describe the challenges ahead and next steps for the project. |