

IPHE Evaluation Team Terms of Reference

1. Background

One of the main instruments to help the IPHE achieve its goals will be through the identification, recognition and monitoring of IPHE projects.

By responding to the priorities identified in the IPHE Scoping Papers, the IPHE projects will be a key element in generating and exploiting the knowledge that will lead to improved hydrogen and fuel cell technologies needed to move toward a global hydrogen economy.

It is therefore of major importance to have appropriate mechanisms within the IPHE to identify, recognize, review progress and fully exploit projects and their results for the benefit of the IPHE and its Members.

The “Working Principles for Collaborative Projects and Events Under the IPHE”, (ILC-025-04) serve as the basis for these terms of reference for the “IPHE Evaluation Team” (ET).

2. Function of the IPHE Evaluation Team

The ET established under the supervision of the IPHE ILC, will perform the following functions:

Criteria Identification:

- The ILC defines and updates criteria against which potential IPHE projects will be assessed (a draft set of criteria considerations is given below)
- The ET uses these criteria and may recommend possible updates to the ILC

Proposal Assessment:

- Assess and identify (as appropriate) ‘pre-proposals’ for international collaborative projects which are candidates for IPHE recognition.
- Direct the Secretariat to request proposals from IPHE members for specific pre-proposals identified.
- Assess proposals, transmitted by the Secretariat, according to the guidelines established by the ET.

IPHE Project Portfolio Review:

- Review the IPHE project portfolio and identify synergies, complementarities and gaps.
- Establish and implement a process for periodically reporting to the ILC on the progress of IPHE projects and on necessary actions to ensure an effective and comprehensive IPHE project portfolio.

- Review progress reports (2-pages) produced by each IPHE project to assess the overall status and advancement of the IPHE project portfolio.
- Propose potential follow up actions and opportunities for joining complementary projects.
- If necessary, organize, with the support of the Secretariat, “project reviews” to facilitate the fulfillment of the above functions and to provide an opportunity for stakeholders to exchange experience and views on issues of common interest. This information will then be compiled into a set of suggestions on best practices for IPHE project development and implementation.

Expansion of International Collaboration:

- Foster enhanced international collaboration for IPHE projects, both within individual projects (e.g. expanding collaboration to include organizations from other IPHE members) and between different projects addressing similar issues.

3. Organization of the IPHE Evaluation Team

Members:

- The Team will consist of IPHE members of the ILC or their selected representatives
 - IPHE Secretariat will provide support to the ET as needed.

Structure:

- The ET members will be nominated by ILC members and confirmed by the ILC. The ET will be headed by a Chair, to be identified by the ILC Co-Chairs and confirmed by the ILC.
- The ET may form Work Groups as needed to review proposals.

4. Operation of the IPHE Evaluation Team (ET)

General Guidelines:

The ET will:

- establish as appropriate operational procedures to be endorsed by the ILC;
- coordinate with the ILC and the Secretariat on the agenda and timing of meetings;
- Meet periodically possibly before ILC meetings;
- Periodically report out to the ILC;
- Make recommendations by consensus of its members; and
- Periodically organize, as appropriate, broader IPHE project review workshops with the support of the Secretariat.

PROJECT RECOGNITION CRITERIA CONSIDERATIONS

- Are two or more IPHE members collaborating?
- Is it relevant for the IPHE?
- Does the *project* have sufficient critical mass to have impact at global scale?
- Is there duplication of work underway elsewhere (for example under IEA or other international collaboration frameworks)?
- Are objectives, strategic plan and annual work programs in place?
- Are the project resources clearly identified and financial sources granted?
- Do contractual and management arrangements exist to carry out the project?
- Have non-proprietary results of the *project* been clearly identified and will they be disseminated to all IPHE countries?

What is the expected value-added as an IPHE activity in terms of:

- reduced or avoided research costs?
- return on investments and improved competitive position?
- contribution of R&D results to technology cost reduction?
- results that could only be achieved through the international collaboration *project*?
- results that strengthen the IPHE?