

## Investor Confidence Project (ICP) Technical Forum

### Terms of Reference

May 15, 2015

#### **Purpose:**

The purpose of the Investor Confidence Project (ICP) Technical Forum (Forum) is to advise and assist ICP Europe technical staff on the development and deployment of the ICP Europe products and tools into the European financial, real estate, efficiency, government, commercial and industrial sectors. The objective of the ICP Europe is to increase the flow of investment into energy efficiency by developing and deploying standardized protocols for developing and documenting energy efficiency projects, thus reducing transaction costs and enabling project aggregation. ICP Europe will work to build capacity to invest in or lend to energy efficiency projects within the European financial sector.

The Forum will ensure that ICP Europe staff is producing relevant and needed products and services for the European renovation markets. The Forum shall do this through:

1. Providing insight and feedback on draft products in webinar based Forum meetings and informally;
2. Providing local, national and European knowledge on relevant standards, best practices and initiatives that may be relevant to, or interact with, ICP Europe products and tools and
3. Identifying projects and programmes for piloting of ICP Europe products and services.

#### **Membership:**

The membership of the Forum is open to all interested parties that currently work in energy efficiency and shall consist of experienced individuals who work within organizations that are leaders themselves in the various constituency groups that make up the European energy efficiency marketplace – namely investors, building and asset owners, energy efficiency project developers, vendors of energy efficiency equipment and services, NGOs and government agencies.

#### **Chair:**

The moderator of the Forum will be ICP Europe's Technical Director Luis Castanheira.



**Accountability:**

The Forum is a volunteer advisory body with no fiduciary or managerial authority or responsibilities. The Forum members are accountable to their organizations and to their respective industries. The Forum is not responsible for any action, materials or programme of ICP Europe.

**Working methods, meetings and ways of working:**

The Forum shall provide its strategic and industry advice via webinar meetings and informally to ICP Europe staff. All meeting materials and draft products and tools for review will be sent out before all meetings to allow for evaluation before the webinars. After meetings all handouts, notes and a recording of the meeting will be posted on the Forum Website after the meeting.

**Meetings:**

The agenda for the meetings shall be sent out no less than five days before the meeting date by the ICP Europe Technical Director. The meetings shall be moderated by the ICP Europe Technical Director.

**Sub-groups:**

If considered necessary by the Technical Director sub-groups concerned with specific issues may be convened.

**Remuneration:**

Membership of the Forum is not remunerated.

**Sharing of information and resources:**

All Steering Group conversations and distributed materials shall be considered public and open source and can be shared outside of the Forum.



**Schedule for 2015:**

**June:** First meeting of Forum and release of [draft Tertiary Protocols](#)

**July:** Second meeting of Forum and review of [draft Tertiary Protocols](#)

**August:** Third meeting of Forum and review of [draft Tertiary Protocols](#)

**September:** Fourth meeting of Forum and finalisation and launch of the Tertiary Protocols

**October:** Fifth meeting of Forum and release of [draft Apartment Block Protocols](#)

**November:** Sixth meeting of Forum and review of [draft Apartment Block Protocols](#)

**December:** Seventh meeting of Forum and finalisation and launch of draft Apartment Block Protocols

