

Version 15 September 2022

Hydrogen Europe Research



Internal Rules

**Adopted by the Board
on 15 09 2022**

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This document provides a regulatory framework for operation of the Hydrogen Europe Research (further referred to as Association). The first phase of the FCH JU was launched under the Seventh Framework Programme in 2008-2013 and the second phase of the Joint Undertaking in the field of Fuel Cells and Hydrogen (FCH JU) for the years 2014-2020. The current regulation of Association builds on the experience and achievements of the phases of the FCH JU and the FCH 2 JU and the rules of Horizon Europe.

As stated in the Article 44 of the Statutes of the Association, this document serves as a supplement¹ to the Statutes and defines Internal Rules (IRs) for day-to day management, tasks and duties of the Association with the aim to clarify the implementation provisions of the Statutes.

In case of conflict between the Statutes and the IRs, the provisions of the Statutes take precedence.

The present IRs have been adopted by the Board on 15 09 2022 after presenting the scope of the changes foreseen and asking for a non-binding advise to the Members of the Association during the 31st General Assembly of the Association that took place on the 25 May 2022, in accordance with Article 44 of the Statutes

Article 5 – Objective and scope of activities

One of the core objectives of the Association is to facilitate the interaction and cooperation of the Fuel Cells and Hydrogen (FCH) research community by promoting existing research competences, facilities and expertise and maintaining a respective knowledge base for its Members and third parties. In this context, it is in the responsibility of Members to provide information on FCH-related activities for dissemination within the Association as well as towards other FCH stakeholders. Members are expected to fill out and update a standardised “Activities” Form proposed by the Executive Board and sent annually by the Secretariat.

In pursuing the activities of the Association, Members shall not seek to obtain direct financial advantage for themselves, nor shall it be the objective of the Association to procure direct financial advantage for the Members.

Articles 6-7-8 – Membership

Full Members of the Association will benefit in particular from:

- Fulfilment of the eligibility criteria of Membership in the Clean Hydrogen Joint Undertaking Calls for proposals in Horizon Europe;

¹ The structure of this document is fully aligned with the Statutes of Hydrogen Europe Research adopted on 6 April 2022. The name and number of articles of two documents correspond accordingly; for the most complete picture, internal rules should be treated as a more detailed explanation to the articles of the main document – Hydrogen Europe Research Statutes and used along with it.

- Participation in the Clean Hydrogen Joint Undertaking Technical Committees, e.g. on drafting the Strategic Research and Innovation Agenda 2021-2027 (hereinafter SRIA), Annual Working Programmes (hereinafter AWP);
- Early (to the extent possible) access to information about the planning of priorities of the Clean Hydrogen Joint Undertaking, including more specific annual call topics details;
- Organisational and coordination support for joint events, workshops and conferences in the FCH sector;
- Participation in the Roadmap Groups / Working Groups of the Association;
- Use of Association's information channels, especially Website and mailing lists for information dissemination in accordance with GDPR rules;
- Use of information services provided by the Secretariat;
- Platform for networking with other research organisations as well as industrial partners with priority access to European PPP on FCH events or those sponsored by it;
- Federation, umbrella organisation or similar organisation have a limitation of maximum two contacts in participation in Technical Committees and Roadmap Groups.

Associate Members of the Association will benefit in particular from:

- Participation in the meetings of scientific, technical and outreach activities such as Technical Committees / Roadmap Groups / Working Groups at the discretion of the corresponding group leader after validation of the Executive Board.

Article 16 – Organs and structure

The organs and structure of the Association are illustrated in the Annex 1 of this document and are the following:

- The General Assembly (*Please refer to Title VI. Of the Statutes for more information*)
- The Executive Board
- The Coordination Group
- The Technical Committees
- The Roadmap groups
- The Working Groups
- The Secretariat and supporting team.

Article 26 – The Executive Board

The composition, the powers and the functioning of the Executive Board are detailed in the Title VII of the Statutes. The internal rules specify the positions of Technical Committee leaders. The Technical Committee leaders are also Board members. Representatives from full member organisations may run for these positions, as described in Article 26 of the Statutes.

The board members shall seek for a high level of sector representativeness in terms of organisations' size, geography, areas of expertise and gender.

The Association is administered by the Executive Board composed of 10 to twelve members as mentioned in the Article 26.1 of the Statutes.

The members of the Executive Board shall be duly authorised executives of their respective research organisations, and committed persons prepared to dedicate appropriate amount of effort, time and presence to the activities of Association.

The different positions in the Executive Board Members are described below:

- President (Please refer to Title VIII of the Statutes for more information)
- Vice-President and Treasurer (Please refer to Title VIII of the Statutes for more information)
- Hydrogen production Technical Committee Leader
- Hydrogen distribution Technical Committee Leader
- Transport Technical Committee Leader
- Heat and Power and Industry Technical Committee Leader
- Cross-Cutting Technical Committee Leader
- Hydrogen Valleys Cross-Technical Committee Leader
- Supply Chains Cross-Technical Committee Leader
- External Affairs Leader

The list of Technical Committees may evolve with the activities undertaken in the Clean Hydrogen Partnership.

The *Technical Committee leaders* are key experts in their respective research areas and provide coordination, reporting and representation of Members' joint position within the European PPP on FCH. They shall be the main contact points for Members according to their expertise within the Association.

The *External Affairs leader* will be in charge of links with other parts of Horizon Europe, including long-term research, relevant platforms and communities, stakeholders, international cooperation. In the course of Membership / European PPP on FCH commitment, he/she will be in charge of the efficient organisation, management, compliance and progress review of European PPP on FCH activities and requirements.

The responsibilities of Executive Board are defined in Article 27 of the Statutes. The provisions defined in Article 34 for the President and the Vice-President/Treasurer are applicable to the Technical Committee Leaders and the External Affairs Leader.

All the Executive Board Members will have the following responsibilities:

- Work jointly with Association Members and Technical Committees Deputies in Technical Committees or Working Groups on developing a common stand and united strategy in their area of expertise;
- Ensure regular cooperation with European PPP on FCH partners, namely Hydrogen Europe Industry and Programme Office

- Participate in Board meetings on the regular basis, support the President in decision-making process and conduct the best course of action for the Association.

Article 35 – Powers of the President and Vice-President/Treasurer

The President is the main representative of the Association; he/she is in charge of the Executive Board and the Secretariat and staff. He/she has the authority to call Board meetings and General Assemblies as necessary.

The Vice-President, also fulfilling the function of Treasurer, carries out the President's duties in his absence, with acknowledgement of the Executive Board as being capable and suitable to do so. His main function as Vice-President is to provide support and assistance to the President in carrying out his responsibilities.

As Treasurer, he/she acts as information and reference point for financial issues towards the Board and Association Members. His/her main duty is to safeguard the organisation's finances by fulfilling the following tasks:

- Oversee the development and observation of Association's financial trends, be knowledgeable about organisation's funds, any outstanding bills or debts owed and other financial implications
- Develop the annual budget and compare actual revenues and expenses incurred against the budget, including financial forecasts for the year to come and report them to the General Assembly.
- Prepare accounts for approval by the General Assembly, audit and for liaising with the auditor if required
- Maintain Association's bank accounts
- Keep the Board regularly informed on key financial events and concerns, outline the current financial status when needed and retrieve relevant foreseen and present budgets, accounts and financial statements documentation, in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Board

Even if the Treasurer carries out much of the financial work, his full responsibility rests with financial transactions only. The financial decisions of the Association will be discussed and approved by the Executive Board and the responsibility for such will rest with the Executive Board as a whole.

Article 36 – The Coordination Group

The Coordination Group is composed of the different Technical Committees Leaders (also Executive Board members) and their Deputies.

Technical Committees Deputies shall be appointed among the different Roadmap leaders in their respective Technical Committee by a selection from the Technical Committee members. The Board Member and his/her deputy shall cooperate in close coordination, define and delegate tasks and responsibilities between themselves in the frame of the role according to the Statutes. The mandate of Technical Committees Deputies will last two years with the unlimited right to be selected for the next term. In case of the resignation of a Technical Committee deputy, a new selection shall be organised by the Technical Committee leader in a delay of three months. The respective Technical Committees Leader and his/her selected Deputy cannot be members of the same organisation.

The key responsibilities of Technical Committee Deputies will include assistance to the Technical Committee Leaders to:

- Coordinate members' input in European PPP on FCH;
- Advocate the interests of Association at all levels in related activities;
- Coordinate definition and amendments of the Strategic Research and Innovation Agenda (SRIA) and Annual Working Plans (AWPs);
- Support the respective Technical Committees Leaders in any other external tasks, such as links with other relevant platforms and technologies;
- Report regularly to the Executive Board on the progress of work.

The Technical Committee Leaders and the Deputies shall meet in person with possible use of electronic communications at least two times each year.

Article 37 – Technical Committees

Technical Committees will have a consultative, supporting and contributing role towards the Executive Board. They represent and gather Members' feedback and opinion concerning the content of the European PPP on FCH programme. The Executive Board shall take into account *Technical Committees'* views and proposals when developing its decisions. The Technical Committee groups will be chaired by the Coordination Group.

The following permanent *Technical Committees* shall be established:

- Technical Committee on Hydrogen production
- Technical Committee on Hydrogen distribution
- Technical Committee on Transport
- Technical Committee on Heat & Power and Industry
- Technical Committee on Cross-Cutting Technical Committee on Hydrogen Valleys
- Technical Committee on Supply Chains

The role of Technical Committees shall be to:

- Provide a structured regular exchange between members;
- Submit views and proposals to the Executive Board;
- Prepare statements/documents for specific FCH relevant tasks;
- Develop and submit on an annual basis input for FCH roadmaps, the European PPP on FCH AWP and SRIA documents.

Members may have several representatives per technical committees. One person may be a representative of his/her organisation in more than one technical committee.

Federation, umbrella organisation or similar organisation (as described in article 7.1.d.iv) have a limitation of maximum two representatives participating in the different Technical Committees.

Although a Technical Committee may not take strategic decisions on its own, it can report to the Executive Board on the results and interests in respective fields and make recommendations. The action points to be proposed by the Technical Committee should be internally agreed, preferably as a matter of consensus.

The permanent Technical Committees dealing with innovation pillars and crosscutting research activities according to the European PPP on FCH structure will be responsible for drafting and updating programme documents such as SRIA, AWPs and Roadmaps which establish the targets to be accomplished across the projects. The structure of the Technical Committees shall take into consideration the structure of the SRIA, once being adopted by the European PPP on FCH Governing Board.

The Technical Committees will be supported by Active members, Roadmap leaders and Bridging members.

Active members are members of Technical Committees volunteering to be part of a core group of individuals with an expertise and time available in producing documents such as roadmaps and active in annual and multi-annual processes.

Passive members are members of Technical Committees not involved in any core group. A Passive member can upon request become an Active member and *vice-versa*.

A *Bridging member* is an Active member who helps understanding actions being done in other European partnerships (and *vice-versa*) in order to ensure the most efficient synergies and avoid duplication/gaps of funding.

Upon the request of Technical Committees Leaders and Deputies or Roadmap leaders, the Secretariat and staff may provide administrative assistance in organisation of Technical Committees Group meetings and activities.

Article 38 – Roadmap groups

Roadmap groups (permanent or temporary) may be established along with arising tasks e.g. focussing on special technical topics in order to modify the Statutes of the organisation and define legal or any other requirements.

The following permanent Roadmap Groups shall be established

- Roadmap 01: Electrolysis
- Roadmap 02: Other modes of hydrogen production
- Roadmap 03: Role of electrolysis in the energy system
- Roadmap 04: Large scale hydrogen storage
- Roadmap 05: Hydrogen in the gas grid
- Roadmap 06: Hydrogen carriers
- Roadmap 07: Developing existing hydrogen transport means
- Roadmap 08: Key technologies for hydrogen distribution
- Roadmap 09: Hydrogen refuelling stations
- Roadmap 10: Fuel Cell Electric Vehicles technology building blocks
- Roadmap 11: Road Heavy-Duty Vehicles
- Roadmap 12: Maritime
- Roadmap 13: Aviation
- Roadmap 14: Rail
- Roadmap 15: Stationary fuel cells
- Roadmap 16: Hydrogen turbines and burners
- Roadmap 17: Industrial applications
- Roadmap 18.1: Sustainability, LCSA, recycling and eco-design
- Roadmap 18.2: Education & Public awareness
- Roadmap 18.3: Safety, Pre-Normative Research (PNR & Regulation Codes Standards (RCS)
- Roadmap 18.4: Modelling and simulation
- Roadmap 19: Supply chain & industrialisation
- Roadmap 20: Hydrogen Valleys
- STRATEGIC RESEARCH CHALLENGES

Members may have several representatives per roadmap groups. One person may be a representative of his/her organisation in more than one roadmap group but not more than three as active member and not more than two as roadmap leader.

Federation, umbrella organisation or similar organisation have a limitation of maximum two representatives participating in the different Roadmap groups.

Role of the Roadmap leader

As part of the activities undertaken within the Clean Hydrogen Joint Undertaking (JU), the Roadmap leader will steer the activities of the Roadmap in collaboration with their alter ego(s) from Hydrogen Europe as well as the respective Technical Committee leaders.

The Roadmap leader (with support from its respective Roadmap members) will be responsible for monitoring the progress and breakthroughs in research and innovation activities relevant to the field of their Roadmap in view of potential updates, and convey this to the relevant Technical Committee leaders. As such, the Roadmap leader should at all times be familiar with results from past and ongoing projects of FCH I & II JU and the Clean Hydrogen JU, as well as relevant activities in other EU programmes.

Based on this state of the art overview, the Roadmap leader's duty will be to identify annual and multi-annual priorities for their Roadmap, in close dialogue and discussion with the Roadmap members. A Roadmap leader shall also supervise the drafting of topics and can moreover participate to them, either as a lead author or as a reviewer.

The Roadmap leader will be requested to convey the bottom-up priorities and supporting arguments on behalf of the Roadmap group to relevant Technical Committee leaders, so that these may be aligned with strategic priorities from the Board of Directors, thereby contributing to fulfilling the overall objectives of the Clean Hydrogen JU.

The Roadmap leader may also be tasked with the identification and elaboration of Key Performance Indicators during the update of the Strategic Research and Innovation Agenda of the Clean Hydrogen JU, in collaboration with Hydrogen Europe, the Programme Office and the Joint Research Centre of the European Commission.

For the roadmaps dealing with a wide range of technologies, therefore demanding multiple areas of expertise, the Roadmap leader may be supported by sub-Roadmap leaders. The sub-Roadmap leaders shall share their knowledge with the Roadmap leader, helping them in the elaboration of the aforementioned deliverables required.

The Roadmap leader will be the main contact point between Roadmap members and Technical Committee Leaders, and will represent the Roadmap in official internal and external meetings. If the Roadmap leader cannot attend a meeting due to conflicting commitments, one of the sub-Roadmap leaders shall attend on their behalf.

Prerequisites

Candidate Roadmap leaders should justify significant and relevant expertise and experience within the field relevant to their roadmap. In addition, the activities undertaken in their organisation should be related to the Roadmap.

Candidate Roadmap leaders should be able to allocate enough of their work time to the Roadmap leader role. The minimum estimated amount of time required for meetings is of 10 hours spread out along the year. Preparations for and follow-up of meetings will require additional time in the same range. The total time may, furthermore, increase depending on the involvement in the drafting process (lead author, reviewer...).

A good knowledge of the functioning of European Partnerships and European Institutions as well as the internal processes in place between Hydrogen Europe Research and Hydrogen Europe is a plus.

Nomination process

Following notification to the active members of the Roadmap group that a Roadmap leader position is available, each Roadmap member will have the opportunity to put themselves forward. A period of two weeks will be given to candidates to express their interest and provide sufficient rationale on why they would be a good Roadmap leader, as well as their CV if they wish to.

Following this step, the Roadmap group members will have one week to vote via an online form for one of the candidates. One vote per member organisation will be allowed – multiple active members from a same organisation will therefore have to coordinate themselves and only one vote will be counted.

The candidate Roadmap leader with the highest number of votes, and with a share of votes received over 50%, shall be nominated as the Roadmap leader.

In the case where no candidate receives over 50% of the votes, a second round of voting will be organised. The top two candidate Roadmap leaders will go through to the second round and Roadmap group members will have an additional week to vote via a new online form. The candidate with the highest number of votes and with a share of votes received over 50% will be nominated as the Roadmap leader.

The nomination of sub-Roadmap leaders will be done on a voluntary basis and upon agreement with the Roadmap leader. The amount of sub-Roadmap leaders should be limited to the needs of the Roadmap. As for the Roadmap leader, sub-Roadmap leaders should justify significant and relevant experience within their area of expertise.

Duration and end of the Roadmap leader role

For the sound operation of the Partnership and to provide the opportunity for the alternation of the Roadmap leader position, the mandate of the Roadmap leader will last for a duration of two years.

A Roadmap leader can step down at any time, upon written notice of four weeks to allow for reasonable time for a replacement. In this case, a new nomination process will be organised.

Although a Roadmap group may not take strategic decisions on its own, it can report to the Executive Board on the results and interests in respective fields and make recommendations. The action points to be proposed by the Roadmap group should be internally agreed, preferably as a matter of consensus.

Article 39 – Working groups

Working groups (permanent or temporary) may be established along with arising tasks e.g. focussing on special technical topics in order to modify the Statutes of the organisation and define legal or any other requirements.

The following permanent Working Group shall be established

- Working Group on Policy
- Working Group on Skills

Members may have several representatives per working groups.

The role of Working Groups shall be to:

- Provide a structured regular exchange between members;
- Submit views and proposals to the Executive Board;
- Prepare statements/documents for specific FCH relevant tasks
- Consider and address issues which span the scope and operation of several or all of the Working Groups.

Although a Working Group may not take strategic decisions on its own, it can report to the Board on the results and interests in respective fields and make recommendations. The action points to be proposed by the Working Group should be internally agreed, preferably as a matter of consensus.

Upon the request, the Secretariat and staff may provide administrative assistance in organisation of Working Group meetings and activities.

Working group on policy

Purpose and function

The Policy Working Group (PWG) of Hydrogen Europe Research has been established to make the association active on the European policy stage. The PWG aims at:

- Defining the association's position on targeted topics by finding a consensus between members.
- Influencing EU policies in shaping the future of research and hydrogen.

Principal responsibilities

The principal responsibilities of the PWG will be to:

- discuss European political developments of interest for HER's community
- identify potential issues stemming from existing or upcoming European policies
- voice the opinion of members by drafting position papers and/or organising events or meetings with political stakeholders

Composition and Membership

All full members of Hydrogen Europe Research are welcome to participate in the PWG. There is no restriction on the number of participants per organisation. This can be reviewed in case an unbalance situation occurs and to ensure that a fair representation of the institutions is given. Members joining the PWG are expected to have time to dedicate to the activities organised in this framework.

If their participation is consensually accepted by the members of the Working Group, associate members can be associated to specific work of the PWG.

Working group processes and modalities

Structure and meetings

All members of the policy working group meets once a month between September and July, to discuss ongoing and foreseen activities. Meetings are held online. Invitations are sent by the Secretariat.

Subgroups can be created on demand to fulfil a specific mission or task assigned by the PWG. The goal is to have a subgroup working on one activity that is better manageable with less participants (e.g. drafting a position paper).

Within these subgroups, there cannot be several participants from the same organisation.

The work undertaken in these subgroups is then presented and discussed in the general PWG with all members.

Link with the Executive Board

The work of the PWG must be in line with the strategies defined by the Executive Board. The secretariat is responsible for keeping the Board informed of the PWG's activities and ensuring it approves these activities.

Procedure to draft and adopt a position paper

The procedure to draft and adopt a position paper is streamlined as follow:

- 1) The Executive Board and the PWG agree to launch a task/activity on a specific topic.
- 2) A subgroup within the WG is created to draft the paper.
- 3) A first draft of a position paper is submitted by a subgroup to the PWG.
- 4) The draft is discussed and open for comments to all PWG members.
- 5) The final draft is approved by the PWG.
- 6) The final draft is shared with the Board for approval. The Board has a right to ask the PWG to amend the position paper if some positions are not consensual.
- 7) The position paper is issued.

Working group on Skills

Purpose and function of the Working Group

The objective of the Skills Working Group is to gather members from Hydrogen Europe (corporates, regions, national associations) and Hydrogen Europe Research to reflect on the topic of skills, trainings, and education in the field of hydrogen and fuel cells, concretising on the efforts to make them enablers for the whole value chain. Considering the fast-paced deployment of the hydrogen ecosystem, a trained workforce will be needed to deliver on the European hydrogen strategy objectives, and the strategies of member states and regions.

The main topics to be dealt with as a starting point will be (non-exhaustive list):

- Understanding the trends and needs for hydrogen skills
- Presentation of projects and best practices on skills, trainings and education
- Identification of relevant funding opportunities
- Matchmaking to build consortia / find new contributors for projects
- Monitoring and feeding in employment and skills policies in relation with hydrogen and green skills at European level
- Identifying and supporting initiatives at EU and national levels that support skills, education and trainings across the hydrogen value chain

Composition and governance

The composition of the Skills Working Group is open to all members from Hydrogen Europe and Hydrogen Europe Research.

The Skills Working Group will be facilitated under the Chairmanship of the Working Group and supported by the Secretariats of Hydrogen Europe and Hydrogen Europe Research. The Chairmanship will be shared between two co-chairs: one representative from Hydrogen Europe Research full members, and one representative from Hydrogen Europe corporate full members. The co-chairs must act in the best interest of the associations and the Working Group, and in accordance with the mission and vision of Hydrogen Europe and Hydrogen Europe Research.

Whenever relevant, the co-chairs will seek the advice from European Regions represented in the regional pillar of Hydrogen Europe and National Associations represented under Hydrogen Europe's membership. The European Regions contact point will be Hydrogen Europe's Board members representing this specific category unless a different representative is nominated. The national associations contact point will be one of the Hydrogen Europe's Board members representing this specific category unless a different representative is nominated.

The role of the co-chairs shall be to steer the discussions on the annual priorities and the work programme.

A call for applications will be opened by the Secretariats to members of the Working Group and a vote will be organised digitally for each category. Hydrogen Europe Research co-chair will be elected by Hydrogen Europe Research registered members, Hydrogen Europe corporate co-chair elected by all Hydrogen Europe corporate registered members.

The mandate of the co-chairs shall be of a duration of 2 years. One vote per member organisation is allowed. Candidates will be asked to provide information on their motivation to be co-chair, on their experience in the field of skills and on their availability to commit to this Working Group.

The Secretariats of Hydrogen Europe and Hydrogen Europe Research will organise the meetings and ensure the coordination of the Working Group. Under the lead of the (co)Chair(s), the Secretariats will be in charge to propose an agenda for each meeting and ensure follow up to the members.

Registered members to the Working Group accept to share their contact details with both associations ensuring the Secretariats, in respect with GDPR rules.

Procedures and decision making

- The Skills Working Group will convene at least once per semester upon the invitation of the secretariats and in agreement with the co-chairs, via conference call;
- In agreement with the co-chairs, the secretariats will be responsible for preparing the agenda and the minutes of the meetings;
- Ad-hoc meetings or conference calls will be possible, e.g. if there is need for coordination on a specific issue;
- The Secretariats will monitor the publication of relevant funding opportunities and share the information with the Working Group. At each meeting there will be an opportunity for members to take the floor and share interest on specific calls and scoop for partners;
- The Secretariats will monitor possible advocacy activities and develop draft position papers when deemed relevant;
- Interactions with pertinent Skills initiatives (Pact for Skills, Sectoral Skills Alliances, etc.) will be undertaken by the Secretariats;
- The Skills Working Group members will be asked to comment/approve and will be invited to get directly involved in activities. The general rule for decision making will be consensus;
- Publication will have to be endorsed by the Board of Hydrogen Europe and Hydrogen Europe Research before being released.

Article 41 – Powers of the Person Entrusted with the Daily Management

Following Article 41.1 g), the Person Entrusted with the Daily Management shall have the powers of delegation of tasks to the Secretariat of the Association.

The *Secretariat* is established to support and facilitate the activities of the Association and Executive Board. The Secretariat reports to the General Assembly and Executive Board of the Association.

The responsibilities of Secretariat shall include:

- Facilitate practical day-to-day administrative work, networking, coordination and development aiming to achieve the overall objectives regarding knowledge transfer and information exchange between Members;

- Regular coordination with other European PPP on FCH partners, including the Industry Grouping (Hydrogen Europe Industry), and the European PPP on FCH Programme Office;
- Plan and implement internal and external communication strategy of the Association, particularly maintain the Association web representation;
- Organise General Assembly, Executive Board and other meetings relevant to the aims of the Association, including official invitations to the meetings, contact with speakers, preparation of agendas, registration forms, background documents, minutes and press releases of the meetings;
- Together with the President, oversee the proper recording of the proceedings of meetings and ensuring that decisions taken are implemented by the Executive Board, the Members and the President;
- Ensure that accurate membership records are maintained;
- Establish an open dialogue with the EU and other stakeholders;
- Support and facilitate recruitment of new members;
- Monitor and prepare budget account statements and manage the process of membership fees payments;
- If required, observe and assist to the Executive Board at all relevant meetings of the Association on behalf of the Executive Board, including the European PPP on FCH Governing Board;
- Coordinate the association involvement in European projects and tenders.

In order to manage the growing volume of work and ensure efficient operation of the Association, the Secretariat is empowered for a broad range of representation and information activities. In particular, it has an internal and external communication mandate which includes the possibility to attend various meetings, including the European PPP on FCH Governing Board as observer, and report on them to the Executive Board. It is also entitled to accompany the Board Members and Technical Committee deputies in all the activities and events if deemed necessary and provide the required support.

Article 46 – Activity Plan

The Activity Plan shall contain outline of the general policy of the Association and any other activities carried out by the Association to pursue its objectives.

Article 48 – European PPP on FCH

Referring to European Parliament and Council Regulation (EU) No 2021/695 establishing Horizon Europe (“the Horizon Europe Regulation”),

Referring to Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and in particular the Clean Hydrogen Joint Undertaking (“the Single Basic Act”);

Referring in particular for founding members to article 6(3) of the Single Basic Act, which determines that a letter of commitment shall be signed by founding members

and shall detail the scope of the membership as well as the founding members' contributions to the joint undertaking and Article 75(c) that sets out that the letter of commitment shall not contain conditions regarding the accession of Hydrogen Europe Research AISBL other than those set out in the Single Basic Act

Hydrogen Europe Research and Hydrogen Europe, the Members other than the Union, have committed to the following:

1. Accession to Clean Hydrogen Joint Undertaking

The Member accedes to the Clean Hydrogen Joint Undertaking and endorses the provisions of Part I, Title III of Part II and Part III of the Single Basic Act.

2. Contribution of the Member

As stipulated in Article 77 of the Single Basic Act, the Member shall jointly with all Members other than the Union of Clean Hydrogen Joint Undertaking make or arrange for its constituent or affiliated entities to make a total contribution of at least EUR 1 000 000 000, including up to EUR 30 193 000 for administrative costs. These amounts may be amended in application of Article 10(2) of the Single Basic Act.

The Member other than the Union shall agree with on how to share their collective contribution among them in accordance with the financial rules of the joint undertaking.

The Association and Hydrogen Europe AISBL shall collect the financial contributions from their respective members in the form of a "project contribution" corresponding to a pre-defined percentage of each grant awarded by the European PPP on FCH, as specified in the Article 48 of the Statutes.

This percentage has been fixed at 3.5% by the Executive Boards to achieve the amount due to the European PPP on FCH.

Annex 1: Organisation Structure

