

Viet Nam Energy Partnership Group

TERMS OF REFERENCE FOR TECHNICAL WORKING GROUPS

1. Objectives of Technical Working Groups

Technical Working Groups (TWGs) will contribute to the overall and specific objectives of the Viet Nam Energy Partnership Group (VEPG): prepare inputs into High Level Meetings (HLMs) which will focus on policy dialogue. TWGs will address specific topics within the VEPG thematic areas and must complement dialogues on related matters in other partnerships or TWGs under the VEPG. TWGs study and discuss specific issues to deepen the policy and technical discourse.

2. Thematic Areas

Thematic focus areas of the VEPG include, but are not limited to the following:

- 1) Renewable energy;
- 2) Energy efficiency;
- 3) Structural energy sector development and reform, including power market reform;
- 4) Access to energy;
- 5) Energy data & statistics.

The actual initiation of each TWG will be flexible, with some TWGs set up and functioning earlier than the others, depending on availability of chairs and co-chairs and (immediate) interest of VEPG participants.

As the VEPG is operating, the thematic focus of TWGs may be updated and revised in accordance with the needs and developments in the energy sector as assessed jointly by the Ministry of Industry and Trade and Development Partners (DPs).

3. Structure, Leadership and Membership

TWGs will be chaired by senior representatives from the Ministry of Industry and Trade (MOIT) who are managers at the department level or equivalent.

Each TWG is co-chaired by a senior manager of one of the DPs. The co-chair will be rotated based on agreement between participating DPs, with the rotation coinciding with a plenary HLM of the VEPG.

The TWG chairs and co-chairs' responsibilities include: (i) agreeing on the TWG's annual workplan, subgroups, modes of operation and membership of the TWG; (ii) agreeing the agenda of (e.g. 6-monthly) TWG meetings; (iii) monitoring implementation of TWG workplans; (iv) providing inputs into the overall VEPG annual workplan.

TWG chairs and co-chairs will be assisted by the VEPG Secretariat.

TWGs consist of core members from government agencies and DPs as well as non-core members from businesses, research organisations and NGOs. All members must have adequate technical and/or policy expertise to contribute to discussions and activities.

4. TWG Operations

TWGs will function over a set period with possibility of extension, and will be ended as their missions will be accomplished.

TWG initiation

TWGs will be initiated based on the Terms of Reference, draft inventory of thematic projects, draft gap analysis of issues in the thematic area, draft annual workplan, and a membership proposal, for discussion and approval at its first meeting that will be organised in December or January 2017.

TWG annual workplans

TWGs will design annual workplans that will indicate focal topics, concrete results and timing of activities in the year ahead. Activities could include thematic studies, research, technical / policy reviews and information exchanges, informal working sessions, and electronic exchanges.

The activities could be initiated by the VEPG secretariat, the Chair and Co-Chair or active members and their operational projects.

TWGs will organise subgroups working on specific issues and results, initiate technical reviews, etc., as appropriate.

The annual workplan preparation and coordination of implementation is supported by the VEPG secretariat with inputs provided by the Chair, Co-Chair and any other members.

The annual workplans will consider the outcomes and recommendations of the HLMS, and any request by the TWG members.

The annual workplans will be agreed by a plenary meeting of a TWG, the Chair and Co-Chair, and be made available to all group members.

TWG resources

The VEPG secretariat will assist TWGs with formulation of annual workplans; organisation of meetings including finalising the agenda for approval by the Chair and Co-Chair and sharing of materials with members; membership registration and communication; making logistical arrangements for meetings; disseminating results of the TWG activities; assisting in the development of Terms of Reference for expert inputs into TWG activities; monitoring and reporting of progress with TWG activities.

DPs are expected to provide financial or in-kind support to specific activities agreed by TWGs, such as reviews, research and sharing of findings in policy and technical dialogues of TWGs

and the HLMs. The Ministry of Industry and Trade (MOIT) and possibly other ministries will provide in-kind contributions such as venues for technical meetings, technical expertise and human resources for VEPG activities on an ad-hoc basis.

TWG meetings and coordination

TWGs will limit the number of (coordination) meetings to two or maximum three per year. Some TWG meetings will be held before a VEPG plenary HLM so the outcome of TWG activities could feed into VEPG policy dialogues.

Working sessions in small (sub)groups could be organised to address any special request or proposal made by members.

TWG meetings will focus on specific topics and draft meeting agendas will be circulated in advance with assistance from the VEPG Secretariat. The focal topics will match the annual workplan or ad hoc emerging issues as suggested by group members.

The VEPG Secretariat assists in sharing input materials / findings & recommendations to be presented and discussed at meetings.

TWG meetings will be attended by the VEPG Secretariat staff. The VEPG Secretariat may support a TWG member prior to a meeting where they would give a presentation.

Outcomes and reporting

TWGs will occasionally report summaries of policy and technical recommendations to the Steering Committee, with assistance from the VEPG Secretariat and approved by the Chair and Co-Chair.

TWGs will prepare annual reports, with assistance from the VEPG Secretariat and approved by the TWG Chair and Co-Chair. The reports will summarise:

- The TWG's activities undertaken over the year;
- Achievements, outcomes of TWG activities;
- Inputs and recommendations (to be) made to the VEPG plenary HLM;
- A tentative workplan for the following year.