

International Engagement Program Program Guidelines

Contents

Executive Summary	P.g. 2
Part 1 - Overview	P.g. 3 - 4
Part 2 - Eligibility Criteria	P.g. 5 - 6
Part 3 - Merit Criteria	P.g. 7 - 9
Part 4 - Application and Assessment Process	P.g. 10
Part 5 - Funding Arrangements	P.g. 11
Part 6 - Further Program Information	P.g. 12
Glossary	P.g. 13 - 14
Appendix A - Eligible Expenditure Guidelines	P.g. 15
Appendix B - Eligible IEA TCPs and MI Challenges Contacts	P.g. 16
Contacts	P.g. 17

Executive Summary

1. The International Engagement Program (the Program) is delivered by the Australian Renewable Energy Agency (ARENA).
2. Financial assistance provided under the Program will support the sharing of information and knowledge about renewable energy technologies consistent with ARENA's statutory objectives and its knowledge-sharing function. Funded activities will be focused on creating, collecting, analysing and storing knowledge and information, as well as building networks that strengthen industry capacity, collaborations and partnerships.
3. A call for applications under Round 1 of the Program will be made in 2017 for Australian participation in eligible International Energy Agency (IEA) Technology Collaboration Programs (TCP); and Mission Innovation (MI) Challenges.
4. The IEA has long been recognised as a source of high-value information for the Australian renewable energy sector and is an important platform for the establishment and maintenance of strategic, cooperative relationships between Australia and other relevant countries.
5. MI has more recently established itself as a significant global rallying point for advancing clean energy research and innovation. MI Challenges have been set up to focus international research collaboration on solutions to mitigate climate change. Six of the seven MI Challenges focus on accelerating renewable energy development.
6. Enhancing Australia's participation in both of these international platforms will increase researcher and industry access to world-leading information to improve Australian research outcomes and commercialisation prospects for Australian technologies. Enhanced participation also provides increased opportunity to shape international activities and programs to deliver outcomes for the Australian renewable energy sector and to improve Australia's international standing in the renewable energy sector.
7. The total funding allocated for the Program AUD \$5 million (GST exclusive). This amount may be reduced or increased at ARENA's discretion.
8. The application and assessment process for this Program consists of a single-stage application involving an assessment against all Eligibility and Merit Criteria.
9. Applications will be assessed competitively within each eligible IEA TCP and MI Challenge. Current participants of eligible IEA TCPs are invited to apply for funding to support enhanced, continued representation.
10. All applications must meet the Eligibility Criteria (see Part 2), and only those applications that do so will be further assessed. Eligible applications will be assessed against the Merit Criteria (see Part 3).
11. The Program Guidelines (the Guidelines) describe the process by which ARENA determines which applications will receive funding. Potential Applicants should review the procedures and requirements in the Guidelines prior to submitting an application.
12. All applications must be completed online using ARENA's Grants Management System, ARENANet, which is accessible from the Program webpage [here](#) .

Part 1 - Overview

Purpose

- 1.1 ARENA was established by the Australian Government on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (ARENA Act) with a remit to improve the competitiveness of renewable energy and increase the supply of renewable energy in Australia.
- 1.2 The purpose of the Guidelines is to provide a framework for the operation of the Program.
- 1.3 The Guidelines contain important information for Applicants on the application and assessment process under the Program.

Objective and Outcomes of the Program

- 1.4 The Objective of the Program is to support international engagement to achieve the following Outcomes:
 - increased access to knowledge held internationally regarding renewable energy research, innovations, markets and/or policies by Australian entities/individuals; enhanced dissemination of this knowledge to the broader, relevant Australian sector(s); and the application of this knowledge to new activities (e.g. new R&D projects, demonstrations, deployments, international standards/guidelines etc);
 - establish and/or strengthen international relationships and research collaborations that increase Australia's capacity to innovate in the renewable energy space and lead to the growth or enhancement of the Australian renewable energy sector (e.g. access to equipment, databases, knowledge sharing platforms, case studies, etc.);
 - promotion of Australian products and/or expertise in Renewable Energy Technology research and development and integration that leads to access to new international markets or business opportunities; and
 - shape international activities and programs to deliver outcomes for the Australian renewable energy sector (e.g. development of international standards/guidelines, research pathways, etc.).
- 1.5 Under Round 1 of the Program, ARENA is seeking applications to support the following:
 - Australian representation on (eligible) IEA TCPs as the contracting party, including coordination of task participation under the TCP (as appropriate) and dissemination of relevant knowledge to the broader sector; and/or
 - engagement in (eligible) MI Challenges by research experts from Australian Entities and dissemination of relevant knowledge.

Commencement and authority for the Guidelines

- 1.6 The Guidelines may be revoked or varied from time to time, in accordance with section 24(1)(b) of the ARENA Act.
- 1.7 The ARENA Board is responsible for approving financial assistance under the Program, including ARENA's entry into contracts.
- 1.8 The ARENA Board may delegate responsibility for the Program in accordance with the ARENA Act.

Program funding

- 1.10 The total funding allocated by ARENA to the Program is AUD \$5 million (GST exclusive).
- 1.11 Funding for the Program will be drawn from these funds until the funds are exhausted or the Program is closed.
- 1.12 Funding provided through the Program will be in the form of Grants, in accordance with the definition of financial assistance in Part 1, Section 4 of the ARENA Act.
- 1.13 The Grants awarded to Activities under the Program are expected to be between \$5,000 and \$500,000.
- 1.14 Eligible Expenditure is detailed in Appendix A.

Part 2 - Eligibility Criteria

2.1 The Applicant must meet all of the Eligibility Criteria in this Part to be eligible to submit an application.

Eligibility Criterion A - Eligible Applicant

2.2 To be eligible, the Applicant must:

- a. hold a currently registered Australian Business Number (ABN), and
- b. be either:
 - i. a Sole Trader; or
 - ii. one of the following eligible Australian research institutions:
 - an Australian university (University);
 - the Australian Nuclear Science and Technology Organisation (ANSTO);
 - the Commonwealth Scientific and Industrial Research Organisation (CSIRO) including Data 61;
 - the Australian Institute of Marine Science (AIMS);
 - the Defence Science and Technology Organisation (DSTO);
 - Cooperative Research Centres (CRCs);
 - the National Measurement Institute (NMI); or
 - Australian Research Council (ARC) Centres of Excellence; or
 - iii. an Australian entity incorporated under the Corporations Act 2001 (Cth) (or warrant that it will be at the time of entering into a funding agreement); or
 - iv. a Commonwealth entity prescribed as a government business enterprise by Rule 5(1) of the Public Governance, Performance and Accountability Rule 2014; or
 - v. be an Australian State or Territory owned corporation or a subsidiary of an Australian State or Territory owned corporation.

Eligibility Criterion B - Eligible Activity

2.3 The Applicant must be able to demonstrate to the satisfaction of ARENA (in its absolute discretion) that the Activity described in its application:

- a. is for participation in an eligible IEA TCP or MI Challenge (see Appendix B for eligible IEA TCPs and MI Challenges);
- b. does not extend beyond 6 months from the final activity under the relevant IEA TCP or MI Challenge work programme; and
- c. in relation to IEA TCPs, does not involve a change of the current Australian representative to an IEA TCP (unless by agreement with the current representative).

Eligibility Criterion C - Comply with other requirements

- 2.4 The Applicant must disclose any legal proceedings or investigation including litigation, arbitration, mediation or conciliation that, to the best of its knowledge after having made proper inquiry, are taking place, pending or threatened against the Applicant or a related body corporate as defined in the Corporations Act 2001 (Cth).
- 2.5 The Applicant must disclose any event of insolvency, liquidation, receivership, appointment of external controller, or bankruptcy that has occurred with respect to the Applicant or its Activity Partners.
- 2.6 The Applicant must not be named as an organisation that has not complied with the Workplace Gender Equality Act 2012 (Cth).
- 2.7 The Applicant must not be named as an organisation on the list of persons and entities designated as terrorists by the Australian government. The list and more information on the anti-terrorism requirements are available [here](#) .

Part 3 - Merit Criteria

- 3.1 Once an application has been assessed to have satisfied the Eligibility Criteria, it will be assessed for overall value for money against the Merit Criteria. All of the Merit Criteria are equally weighted.
- 3.2 This Part provides non-exhaustive guidance on how the Applicant can demonstrate merit against each Merit Criterion.

Merit Criterion A - contributes to the Program Outcomes and Objectives

- 3.3 This criterion assesses how well the Activity contributes to the Program Outcomes and Objectives, taking into account the investment priorities in ARENA's Investment Plan and any relevant Funding Announcement.
- 3.4 The Applicant can demonstrate merit by:
 - a. describing how participation in the IEA TCP or MI Challenge specified in the Activity contributes to the Program Outcomes and Objectives (see 1.4 of these Guidelines);
 - b. describing how the Activity will assist in delivering ARENA's mandate to reduce the cost of renewable energy and increase the supply of renewable energy in Australia and (if relevant) how it address one of ARENA's investment priorities listed in its Investment Plan; and/or
 - c. providing evidence of impact as a consequence of prior involvement in the IEA TCP or MI Challenge (if relevant).

Merit Criterion B - Applicant capability and capacity

- 3.5 This criterion assesses the capability and capacity of the Applicant, key personnel and Activity Partners to deliver the Activity.
- 3.6 The Applicant can demonstrate merit by:
 - a. describing the capability of the Applicant, key personnel and Activity Partners as it is relevant to the Activity, including:
 - i. professional excellence and experience demonstrating its World Class Position in the relevant field(s);
 - ii. track record in delivering outcomes for similar activities on time and on budget; and
 - iii. capability to effectively disseminate knowledge gained, in terms of its established network and capability to facilitate events; and
 - b. describing the capacity of the Applicant, key personnel and Activity Partners as it is relevant to the Activity, including:
 - personnel, physical resources and facilities that it will use to deliver the Activity including confirmation of availability at the times necessary during the Activity to successfully achieve the proposed outcomes; and
 - the nature and status of any agreements between Activity Partners, and how they will support the outcomes of the Activity.

Merit Criterion C - Activity design, methodology, risk and compliance

3.7 This criterion assesses:

- a. the proposed plan for undertaking the Activity, including proposed travel, meeting attendance, plans for engagement between formal meetings, and (if relevant) method for delivering technical/analytical outcomes;
- b. activity risk in terms of the likely success of the Activity; and
- c. compliance with any other requirements outlined in Part 5.

3.8 The Applicant can demonstrate merit by describing:

- a. the plan for participation that will be employed to achieve the Activity outcomes (include specific tasks under the relevant IEA TCP, where relevant);
- b. the timeline for participation, including frequency of meetings, dependencies and proposed deliverables associated with the Activity; and
- c. the main risks to achieving the outcomes of the Activity and how these risks will be mitigated. Types of risk could include, but are not limited to: technological, activity planning, personnel and WHS risks. Note: Applicants will be required to hold appropriate insurance.

Merit Criterion D - financial viability and co-funding commitment

3.9 This criterion assesses the Applicant's financial capacity to deliver the Activity and whether the amount of the Grant sought and the total cost of the Activity is appropriate. In doing so it considers:

- b. whether the Applicant and any Activity Partners have the financial capacity and appropriate levels of co-funding commitment to deliver the Activity successfully; and
- c. the extent to which the Applicant or other Activity Partners are providing funding or in-kind support for the Activity.

3.10 Applications that seek lower proportions of Grant funding compared to the total Activity cost, will be considered higher merit under this criterion.

3.11 The Applicant can demonstrate merit by explaining why the amount of Grant funding requested is appropriate, including:

- a. a proposed budget for the Activity that shows (taking into account the Eligible Expenditure guidelines in Appendix A):
 - i. a breakdown of the expected expenses for the Activity;
 - ii. the total cost of the Activity;
 - iii. the funding sought from ARENA; and
 - iv. details and amounts of any cash and In-Kind Contributions from the Applicant and all other sources;
- b. evidence of support from the Applicant and any Activity Partners, including commitment to provide the specified cash and In-Kind Contributions;
- c. details of participation in similar international knowledge-sharing forums for which the Applicant or the key personnel have received funding in the past five years, or are currently receiving, from the Australian Government (including ARENA), state government and local government sources.

Merit Criterion E – knowledge sharing

3.12 This merit criterion assesses the proposal by the Applicant to disseminate knowledge obtained through the Activity to the wider Australian sector. In doing so it considers:

- a. the value of the knowledge generated by the Activity, that is how it will enable participants in the energy sector (including those beyond the applicant) to take action that will decrease the cost of renewable energy and increase the supply of renewable energy in Australia;
- b. how the Applicant will capture, store and disseminate relevant data, information and lessons learned from the Activity;
- c. how knowledge sharing will be targeted to a broader, relevant audience who will be interested in applying that knowledge to address knowledge gaps or pursue opportunities to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia; and

- d. how the sharing of knowledge will enhance the impact of participation in the activity or challenge.
- 3.13 The Applicant can demonstrate merit by describing how information and knowledge obtained through the Activity will be shared with the wider Australian sector. The Applicant's proposal could include:
- a. information and knowledge sharing events e.g. workshops, webinars, conference sessions;
 - b. a communications strategy e.g. newsletters and websites;
 - c. a strategy to target different stakeholders such as government, industry and research and development;
 - d. proposed approach to measuring impact in the relevant sector(s); and
 - e. how the development of international relationships might be leveraged

Part 4 - Application and Assessment Process

- 4.1 This Part outlines the high-level application and assessment process.
- 4.2 The process for funding under the Program typically involves a one-stage application.
- 4.3 Applications will be assessed against all Eligibility and Merit Criteria.

Applications

- 4.4 The Applicant may submit an application only in response to a call for applications by ARENA. Calls will typically be published on ARENA's website, however a direct approach may be adopted for some rounds.
- 4.5 Applications must include specified information unless one or more requirements have been waived by ARENA. If the Applicant does not provide the specified information in the format set out in ARENA's Grants Management System ARENANet or on the Program's webpage on ARENA's website arena.gov.au, ARENA may seek supplementary information or clarification from the Applicant or decline to assess the application.

How do I submit an application?

- 4.6 The Applicant may complete its application online using ARENA's Grants Management System, ARENANet, which is accessible from the Program webpage on ARENA's website: arena.gov.au/funding.
- 4.7 Be brief, concise and provide relevant information.
- 4.8 Templates for required attachments are available on the Program's [webpage](#).

How will my application be assessed?

- 4.9 ARENA may engage consultants, advisors, contractors or APS staff to help assess an application against the Eligibility or Merit Criteria.
- 4.10 Eligible applications will be assessed and ranked against the Program's Merit Criteria set out in Part 3 of the Guidelines. ARENA may seek advice on the merit of an application from the ARENA Advisory Panel. Information on the members of the ARENA Advisory Panel is available from the ARENA website.
- 4.11 ARENA may seek further information from the Applicant in relation to any matter arising from the assessment of an application.
- 4.12 The decision on whether funding will be offered to the Applicant will be made by ARENA and this decision will be final.
- 4.13 ARENA will advise the Applicant in writing of the outcome of the assessment of its application, including the amount and nature of any funding support to be offered by ARENA and any conditions attached to the funding offer. A funding offer under the Program may be for less or more than the amount of funding requested by the Applicant. A funding offer may exclude parts of an Activity or include additional parts as requested by ARENA.

Due diligence

- 4.14 At any time during the assessment process ARENA may undertake due diligence activities considering the value, size and complexity of the application. Due diligence activities may include, but are not limited to contacting any relevant Commonwealth, state, territory and international government agencies, Activity Partners or other relevant parties about an application.
- 4.15 Under Round 1 of the Program ARENA will be contacting the Department of the Environment and Energy (DoEE) as part of its due diligence activities as the DoEE has whole-of-government responsibility for Australia's engagement with the IEA and MI.

Portfolio approach

- 4.16 ARENA takes a portfolio approach to selecting Activities for funding, giving consideration as to how an Activity builds on previously funded activities or contributes to the Program Outcomes either uniquely or as part of a suite of complementary ARENA Activities.
- 4.17 ARENA may elect not to fund an otherwise meritorious Activity if the aims or outcomes of that Activity are the same as, or similar to, the aims and outcomes of an Activity that has previously been funded or that ARENA is intending to fund.

Part 5 - Funding Arrangements

Funding offers

- 5.1 All offers of funding and any payment of funds by ARENA under the Program are conditional upon the execution of a Funding Agreement with ARENA in a form agreed by ARENA.
- 5.2 The standard terms and conditions of the Funding Agreement are not negotiable and no amendments will be made to these terms.
- 5.3 The Applicant must keep funding offers confidential until the execution of the funding agreement by the Applicant and ARENA. Any public communication by the Applicant regarding the Activity between the time of application lodgement and execution of the Funding Agreement by ARENA requires prior written consent from ARENAnet.
- 5.4 ARENA may withdraw its offer to fund the Activity if the Applicant does not comply with this clause 5.

Funding Agreement

- 5.5 The Funding Agreement contains the obligations of each party and terms with respect to the Activity and payment.
- 5.6 The process for management and variation of the Funding Agreement is set out in the Funding Agreement.
- 5.7 Funding Agreements entered into under this Program will include but are not limited to:
 - a. an obligation to provide input to ARENA's evaluation of IEA TCP/MI Challenge participation; and
 - b. a financial acquittal report to be provided at the end of the Activity.

What can I use Grant funding for?

- 5.8 Program funding must be used only for approved Eligible Expenditure on the Activity as set out in the Funding Agreement.
- 5.9 Information on Eligible Expenditure is contained in the Eligible Expenditure Guidelines at Appendix A.

Work Health and Safety

- 5.10 All organisations have obligations under relevant Work Health and Safety (WHS) Law (as persons conducting a business or undertaking) to ensure the health and safety of workers so far as is reasonably practicable and that the health and safety of other persons is not put at risk from their undertakings. This obligation includes the Applicant ensuring that safe systems of work are in place for each of its Activities. ARENA expects Applicants to be committed to health and safety management in the proposed Activity and to comply with all applicable WHS laws.
- 5.11 For information on our WHS requirements, refer to the Funding Agreement template and WHS Management Plan guidance document available on the Program webpage at arena.gov.au.

Other applicable requirements

- 5.12 A range of Commonwealth policy and legislative requirements may also govern the conduct of Activities funded through the Program. It is the Applicant's responsibility to inform itself of any additional requirements and to ensure that they are complied with.
- 5.13 ARENA will not enter into a Funding Agreement with:
 - a. an organisation on the list of persons and entities designated as terrorists. The list and more information on the anti-terrorism requirements are available on the Department of Foreign Affairs and Trade website [here](#) , or
 - b. an organisation that does not comply with its obligations under the Workplace Gender Equality Act 2012 (Cth).

Part 6 - Further Program Information

Confidentiality and disclosure of information

- 6.1 Subject to this clause, information of a confidential nature provided by the Applicant as part of, or in connection with, any application or negotiation process (if any) will be treated as commercial-in-confidence information by ARENA, including any information provided for the purpose of considering whether or not to submit an application. ARENA may disclose commercial-in-confidence information provided by the Applicant to the following parties:
- a. the Minister and the Minister's office;
 - b. the Parliament of the Commonwealth of Australia in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
 - c. the Auditor General, Ombudsman, Information Commissioner or Privacy Commissioner;
 - d. ARENA staff, Consultants and advisers;
 - e. any Commonwealth agency or body, or any other organisation or individual considered by ARENA to have a need or an entitlement to know that information (including any state or territory agency or body), where that need or entitlement arises out of or in connection with ARENA's assessment, verification or due diligence of any aspect of an application; and
 - f. where authorised or required by law to be disclosed, to those parties.
- 6.2 ARENA will otherwise only disclose commercial-in-confidence information provided by the Applicant with its consent.

Review of decisions and complaints

- 6.3 Complaints concerning assessments or processes will, in the first instance, be reviewed by ARENA. If ARENA cannot resolve the complaint within 30 business days of receiving the Applicant's complaint, ARENA must provide the Applicant with the details of a nominated complaints and review officer and of the next steps. If the Applicant is not satisfied with the complaint resolution procedure, it can approach the Commonwealth Ombudsman for external review of the administrative actions of ARENA.

Conflicts of Interest

- 6.4 ARENA has in place a Conflict of Interest Policy applicable to Board members, the Chief Executive Officer of ARENA, the Chief Financial Officer of ARENA and other ARENA personnel, including consultants. .
- 6.5 All personnel (including consultants and advisers) engaged by ARENA to assist:
- a. in the assessment of an application; or
 - b. in the preparation of new or variations to funding agreements;
- are required to disclose any Conflicts of Interest they may have in relation to Applicants and are required to comply with any direction from ARENA (if any) as to the management of any such conflicts.

No contract or liability

- 6.6 Despite anything in the Guidelines or in any application submission, or any other documentation that forms part of this process (in part or together), by submitting an application the Applicant:
- a. acknowledges that neither it nor ARENA intend to create a legally binding contract and that neither the Guidelines nor any submission will create any legal or other obligation upon ARENA to conduct the process in any manner or at all. ; and
 - b. release ARENA from any claim it might otherwise have been able to make or bring against ARENA, arising out of or in connection with ARENA's conduct of, or failure to conduct, the process set out in these Guidelines.

Glossary

Activity – participation in IEA TCPs and corresponding tasks; or participation in MI Challenges and associated knowledge sharing exercises that meets ARENA’s mandate.

Activity Partner – an entity with whom the Applicant has an agreement with to provide cash or In-Kind Contribution to the deliver part of the Activity.

Applicant – an eligible organisation as defined in Part 2 of these Guidelines that has submitted an application under the Program.

Commercial Readiness – the level of introduction into the market of a new Renewable Energy Technology being investigated by an Activity (refer to [ARENA website](#) for details).

Conflict of Interest – a situation where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.

Consultant – a Consultant engaged by ARENA pursuant to section 63 of the ARENA Act to provide services to assist ARENA in the performance of its functions.

Corresponding WHS Law – as defined in the Work Health and Safety Act 2011 (Cth), means each of the following:

- the Work Health and Safety Act 2011 of New South Wales
- the Occupational Health and Safety Act 2004 of Victoria
- the Work Health and Safety Act 2011 of Queensland
- the Occupational Safety and Health Act 1984 of Western Australia
- the Work Health and Safety Act 2012 of South Australia
- the Work Health and Safety Act 2012 of Tasmania
- the Work Health and Safety Act 2011 of the Australian Capital Territory
- the Work Health and Safety (National Uniform Legislation) Act 2011 of the Northern Territory
- any other law of a State or Territory prescribed by the regulations, as amended from time to time.

Eligibility Criteria – the Eligibility Criteria for Activities listed Part 2 of these Guidelines.

Eligible Expenditure – expenditure of the kind set out in Appendix A of these Guidelines.

Funding Agreement – the agreement between a Recipient and ARENA for funding of the Activity under the Program.

Grant – an amount awarded for a particular Activity in return for the completion of specified milestones. A Grant is not to be confused with a gift or a loan. In the case of the Program, the Grant is the amount identified in the Funding Agreement. Grants are subject to normal taxation treatment as income and no special taxation agreements will apply to Grants under the Program.

Guidelines – the International Engagement Program Guidelines.

Income Foregone – refers to income lost as a result of taking leave without pay from a salaried position, or income lost as a result of being unable to undertake other paid work if self-employed.

In-Kind Contribution – non-monetary resources used on the Activity where no cash has been transferred to the Recipient’s account(s) for the Activity.

Investment Plan – the ARENA Investment Plan, a document that ARENA releases annually, outlining ARENA’s investment Programs and initiatives.

Merit Criteria – the Merit Criteria listed in Part 3 of these Guidelines.

Opportunity Cost – any benefits or production lost due to the allocation of resources to the Activity ahead of any other possible activities by the Recipient.

Program – the International Engagement Program.

Renewable Energy Technology – includes: (a) hybrid technologies; and (b) technologies (including enabling technologies) that are related to Renewable Energy Technologies.

Recipient – An entity that has entered into a Funding Agreement with ARENA for funding of an Activity.

WHS Law or WHS Legislation – the Work Health and Safety Act 2011 (Cth) or Corresponding WHS Law, including any regulations established under the relevant Acts.

World Class Position – ability to influence the global competitiveness and/or supply of the Renewable Energy Technology.

Appendix A - Eligible Expenditure Guidelines

Eligible Expenditure includes:

1. Fees payable for participation in IEA TCPs/MI Challenges for the duration of the proposed Activity.
2. Income Foregone as it relates to participation in IEA TCP/IEA Task/MI Challenge meetings, where the applicant would otherwise be deterred from participating due to financial loss. This does not include Opportunity Costs.
3. Costs associated with travel to attend IEA TCP/IEA Task/MI Challenge meetings, for up to AUD \$7,000 per meeting, comprising of;
4. international return economy airfares from Australia (up to AUD \$3,500)
 - a. accommodation, other travel costs and incidentals (a maximum of AUD \$500 per day up to AUD \$2,500).

Note: The Applicant must act reasonably in determining its costs and ARENA will apply a reasonableness test, based on location and duration, when considering approval of funding for travel.

5. Costs associated with the development of knowledge sharing products and the dissemination of knowledge relevant to the Activity, including, but not limited to:
 - a. travel and registration for international and domestic conferences at which the key personnel will be presenting,
 - b. organisation and delivery of conferences, workshops, seminars or other events,
 - c. generation and dissemination of knowledge sharing material, excluding salary costs.

Ineligible expenditure includes, but is not limited to:

1. General running costs of the Applicant business or institution (e.g. overheads)
2. Travel costs for anyone other than the key personnel, including dependents
3. Travel insurance costs
4. Participation fees incurred prior to the execution of a Funding Agreement

Appendix B - Eligible IEA TCPs and MI Challenges

Cross-Cutting Activities

- Technology Systems Analysis (ETSAP) www.iea-etsap.org

Energy End-Use Technologies

Buildings

- Buildings and Communities (EBC) www.iea-ebc.org
- District Heating and Cooling (DHC) www.iea-dhc.org
- Energy Efficient End-use Equipment (4E) www.iea-4e.org
- Energy Storage (ECES) www.energy-storage.org
- Heat Pumping Technologies (HPT)
www.heatpumpcentre.org

Electricity

- Demand-Side Management (DSM) www.ieadsm.org
- Smart Grids (ISGAN) <http://www.iea-isgan.org/>

Industry

- Industrial Technologies and Systems (IETS) www.iea-industry.org

Transport

- Advanced Fuel Cells (AFC) www.ieafuelcell.com
- Hybrid and Electric Vehicles (HEV)
www.ieahev.org

Renewable Energy Technologies

- Bioenergy (Bioenergy) www.ieabioenergy.com
- Geothermal (Geothermal) www.iea-gia.org
- Hydrogen (Hydrogen) www.ieahia.org
- Hydropower (Hydropower) www.ieahydro.org
- Ocean Energy Systems (OES) www.ocean-energy-systems.org
- Photovoltaic Power Systems (PVPS) www.iea-pvps.org
- SolarPACES (SolarPACES) www.solarpaces.org
- Solar Heating and Cooling (SHC) www.iea-shc.org
- Wind (Wind) www.ieawind.org

Mission Innovation Challenges

- [Smart Grids Innovation Challenge](#)
- [Off-Grid Access to Electricity Innovation Challenge](#)
- [Sustainable Biofuels Innovation Challenge](#)
- [Converting Sunlight Innovation Challenge](#)
- [Clean Energy Materials Innovation Challenge](#)
- [Affordable Heating and Cooling of Buildings Innovation Challenge](#)

NB. Potential applicants are responsible for contacting the relevant IEA TCP or MI Challenge to determine if participation is possible and if they meet any relevant prerequisites for participation.

Contacts

Further information is available at arena.gov.au

Email: [http://iep@arena.gov.au](mailto:iep@arena.gov.au)

Phone: 1800 804 847

Postal Address GPO Box 643 Canberra ACT 2601

Location 2 Phillip Law Street New Acton ACT 2601