



PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2026/07/ECS-ENC: ON COOPERATION IN EXTERNALLY ORGANISED EVENTS AND INITIATIVES

The Energy Community Secretariat,

Having regard to the Energy Community Treaty and the Secretariat's mandate in supporting its implementation,

Recognising the need to ensure that engagement in externally organised events and initiatives is consistent, transparent, and aligned with the Secretariat's strategic objectives,

Recognising the importance of safeguarding institutional credibility, visibility, and the efficient use of resources,

Determined to establish clear criteria and conditions governing institutional participation in externally organised events and initiatives,

Based on the Energy Community Secretariat's internal rules and organisational mandate,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Purpose and Scope

Article 1

- 01.** This Procedural Act establishes the framework governing the Energy Community Secretariat's engagement with external events and initiatives organised by third parties.
- 02.** It applies to institutional participation, visibility, and cooperation in externally organised events or initiatives, including conferences, forums, and similar activities.
- 03.** It does not apply to other forms of cooperation, including contractual, project-based, or donor-funded activities, which are governed by separate arrangements

Objective



Article 2

The objectives of this Procedural Act are to:

- 01.** Safeguard the institutional credibility and reputation of the Energy Community Secretariat;
- 02.** Ensure the efficient and proportionate use of staff time and resources;
- 03.** Align external engagement with the Secretariat's strategic priorities;
- 04.** Maintain consistency in institutional positioning, branding, and messaging.

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Eligibility Criteria

Article 3

External events or initiatives may be considered for Secretariat engagement where they meet the following minimum criteria:

1. Institutional Maturity

The event or initiative shall demonstrate:

- 01.** Continuity and operational stability, including organisation over at least three consecutive years, or
- 02.** An established track record of the organising institution in the relevant policy area;
- 03.** Adequate preparation and thematic coherence, including the event structure (agenda, speakers, partners)
- 04.** Evidence of policy relevance and stakeholder participation in previous editions.

2. Reputation & Credibility

The event shall:

- 01.** Have an established and recognised reputation within energy, climate, or regional policy;
- 02.** Be organised in accordance with professional standards of governance and implementation;
- 03.** Maintain a neutral and policy-oriented character (i.e. not party-political or commercially promotional in nature);
- 04.** Reflect balanced and credible stakeholder representation of Participating institutions and speakers
- 05.** Not present reputational risks associated with the organiser or co-sponsors that could adversely affect the Energy Community's institutional standing.



3. Strategic Alignment

The event or initiative shall align with the strategic priorities of the Energy Community, including:

01. Implementation of the Energy Community acquis
02. Electricity and Gas Market Integration
03. Energy Transition & Decarbonisation
04. Security of Supply
05. Other relevant strategic developments

Engagement should be clearly justifiable in terms of advancing institutional objectives – not solely reputational presence.

Minimum Conditions for Engagement

Article 4

Where participation is deemed justified, the following minimum conditions should be agreed in advance with the organizer.

1. Policy Visibility

01. Inclusion of a dedicated panel, keynote intervention, or substantive speaking slot highlighting the role and mandate of the Energy Community;
02. Opportunity to present flagship initiatives (e.g. the Fund, implementation instruments, technical assistance programmes, or other emerging priority initiatives).

2. Institutional Positioning

01. Clear reference to the Energy Community in the event concept note and programme;
02. Appropriate logo placement in line with branding guidelines;
03. Institutional visibility in communication materials (website, agenda, invitations, backdrop, press releases where relevant).

3. Substantive Value

01. Participation should contribute to policy advancement, stakeholder coordination, or implementation dialogue – not solely ceremonial representation.



4. Partner Participation

- 01.** The organiser should allocate a reasonable number of complimentary passes (5-10) to be used by the Secretariat to invite institutional partners, Contracting Parties, donors, or other relevant stakeholders;
- 02.** The number of passes should be agreed in advance, considering the scale and format of the event.

Levels of Engagement

Article 5

To ensure proportionality, engagement may take different forms:

- 01.** High-Level Participation (Director / Deputy Director / Ministerial level)
- 02.** Technical Representation (Unit Heads / Experts);
- 03.** Written contribution or recorded intervention;
- 04.** Institutional Endorsement.

The level of representation should reflect the strategic importance of the event.

Financial Aspects

Article 6

- 01.** Participation in externally organised events and initiatives shall, as a rule, not entail any financial contribution from the Energy Community Secretariat.
- 02.** Any exception to this rule shall require prior approval by the Director and shall be subject to a clear justification, compliance with applicable internal rules, and availability of budget.
- 03.** Financial support, where exceptionally granted, shall be proportionate, transparent, and aligned with the objectives of this Procedural Act.

Internal Review Process



Article 7

Requests for cooperation should:

01. Be reviewed by the Communications Team;
02. Be assessed against the above criteria;
03. Be approved by the Director;
04. Include confirmation of agreed visibility conditions in writing.

Entry into force

This Procedural Act enters into force on the day of its adoption.

For Energy Community Secretariat

A handwritten signature in black ink that reads "Artur Lorkowski".

Artur Lorkowski
Director

Done in Vienna, on 30 March 2026