

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CONGRESS HOST ENTITY**  
**AND**  
**THE HOST GOVERNMENT**  
**TO SUPPORT THE ORGANISATION OF THE WORLD ENERGY CONGRESS**

DATE:

PARTIES:

**HOST ENTITY**, the World Energy Council Member Committee or city hosting the Congress and Executive Assembly [NAME OF ENTITY, ADDRESS]

and

**HOST GOVERNMENT**, the government from the country hosting the 27<sup>th</sup> edition of the World Energy Council on [date]

Securing the highest-level of governmental support at the national and city level is vital to the visibility and success of the World Energy Congress. Full support of the host country's Head of State (President or Prime Minister) and its Ministry of Energy is required to ensure impactful delivery of the World Energy Congress.

The purpose of this document is to outline expected government involvement in the organisation of the 27<sup>th</sup> World Energy Congress to be held on [date] in [city, country].

The required level of support includes:

1. Host government support

- 1.1 Participation of the Head of State and / or Minister of Energy at the Congress, including at the Opening and Closing Ceremonies, Ministerial roundtable, and key speaking roles within the main programme;
- 1.2 Ensure the appropriate high-level government official, e.g., prime minister, president, head of state, signs or co-signs letters of invitation to a mutually agreed list including energy or other relevant ministers, high-level government officials and industry leaders from around the world;
- 1.3 Confirm in writing no later than nine months before the first day of Congress if the prime minister, president or head of state or government wishes to host a Heads of state/ Heads of Government summit during the Congress;

2. Ministerial and Other Government Officials

- 2.1 Provide dedicated Ministry resources to visibly support the promotional campaign in the two-year lead-up to the Congress and provide official logo and quotes for marketing and invitation purposes;
- 2.2 The Council shall work with the Host Government to develop the procedure for managing heads of state, ministers and other high-level government officials who may attend the Congress, with the procedure being finalised at least 9 months before the scheduled first day of the Congress. Such procedure must include, at a minimum, the following points:
  - i. Target number of ministers and heads of state to attend the Congress;
  - ii. Role of local embassy for the relevant country;
  - iii. Speaking roles and participation in the ministerial roundtable;
  - iv. Protocol arrangements.
- 2.3 Appoint a head of protocol to manage ministerial protocol and local support for ministers consistent with ministerial protocol, such as visas and entry permits, airport greeting and transfers, VIP entry into the country, and other items necessary to support ministers and heads of state attending the Congress in-country no later than seven months prior to the Congress.
- 2.4 Support the Host Entity to assist all Delegates, regardless of nationality, to obtain visas or other necessary documentation to enter the country without undue hardship;

Signed by:

[Country] Host Government representative

Host Entity representative