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**COMPETITIVE PROCESS FOR GRANTING THE TEMPORARY OCCUPANCY PERMIT
OVER MARITIME AREAS, FOR THE DEVELOPMENT OF OFFSHORE
WIND ENERGY GENERATION PROJECTS IN COLOMBIA**

FORM No. 7.5

**Submission Letter of the Technical Skills Transfer Program
Offered Area _____**

(City), (month) 20 (year)

To:

National Hydrocarbons Agency, ANH
Vice Presidency for Promotion and Area Allocation
Avenida Calle 26 No. 59 – 65, Piso 2
Bogotá, Colombia
Tel: (57601)5931717
Fax: (57601)5931718

Reference: SUBMISSION LETTER OF THE TECHNICAL SKILLS TRANSFER PROGRAM

Proposer: _____

I, the undersigned, _____ (full first and last name), holding identification number _____ (citizenship card, foreigner ID, or passport, whichever applies) No. _____ issued in _____ (city), serving as the Legal Representative [Authorized/Proxy] of _____ (Business Name of the Proposer, Legal Entity, consistent with the existence and legal representation certificate or equivalent document according to applicable legislation), with primary residence at _____, (city) holder of Tax Identification Number No. _____ (if applicable), hereby declare to be duly authorized as evidenced by _____ (document proving the representational authority of the signatory), for the purpose of realizing the Technical Skill Transfer

Program, commits to perform the following activities for the duration of the Temporary Occupancy Permit:

- 1.** Delineate the Area of Influence of the Technical Skill Transfer Program, based on any of the following criteria:
 - a.** Installation and/or erection zones for sites, camps, easements (e.g., electrical), tertiary roads for permanent use due to operational demands, as well as auxiliary, supply, and other facility areas where the Holder operates under the Temporary Occupancy Permit.
 - b.** Districts or Municipalities in the Caribbean Region within the departments of Magdalena, Atlántico, Bolívar, and/or Sucre, rated in the fifth or sixth category in the year the Technical Skill Transfer Program is devised, or areas of marginality in Districts and Municipalities ranked in other categories.
- 2.** Maintain updated knowledge of the social, economic, cultural and environmental dynamics of the communities in the Area of Interference of the Technical Capacity Transfer Program.
- 3.** Conduct a diagnostic assessment that may cover the following themes:
 - a.** Population within the Area of Influence of the respective Technical Skill Transfer Program;
 - b.** Partnerships with local companies to solidify the supply chain and opportunities for local workforce training.
 - c.** Existing labor force within the country and national infrastructure that may address the following areas:
 - i.** Vessels for installation, reconnaissance, and other activities linked to the development of Offshore Wind Energy Projects.
 - ii.** Access routes to port facilities.
 - iii.** Port infrastructure associated with the manufacturing of components for Offshore Wind Projects with either fixed or floating foundations and turbine assembly.
 - iv.** Enhancements to the electrical grid.
 - v.** Research and development pertaining to the Offshore Wind Industry.
 - vi.** Organization of the supply chain including the construction and assembly of ships, port warehouses, and storage zones.
 - vii.** Cranes designed to install foundations, towers, and turbines.
 - viii.** Dry docks and navigable channels.
 - ix.** Berthing and refueling stations onshore and offshore for manned or autonomous vessels.
- 4.** Upon completion of the diagnostic analysis, the Technical Skill Transfer Program for the Concession will be organized, which must outline the actions, timelines, and potential

stakeholders involved. The activities related to the Program should adhere to at least the following detailed categories:

- a. **Training and Education:** Forge partnerships or agreements with educational institutions, training or research centers at the national, regional, or local level to offer technical training and education to operators, technicians, professionals, and teams, aimed at enhancing their abilities in specific offshore wind energy project domains. Under this category, the Holder commits to funding and delivering technical training and education programs to its operators, technicians, professionals, and teams, aiming to elevate their expertise in particular areas linked to offshore wind energy projects. This pledge evidences a robust backing for the professional development and growth of its staff, as well as a tactical investment in the mastery and efficacy of offshore wind energy operations.
 - b. **Technical Assistance and/or Services:** The Holder commits to establishing agreements or pacts with national, regional, or local companies, which boast extensive technical experience in consultancy, construction, or advisory services, as well as firms providing logistical solutions, including transportation, accommodation, catering, equipment leasing, or other related services that may offer direct support to the Operator or Holder.
 - c. **Technology Transfer:** Pledge to share technologies, patents, or techniques or finance the development of new technologies, patents, or methods with another entity at the national, regional, or local level within the research, innovation, science, and technology sphere, thereby hastening their adoption and deployment. This promise signifies a dedication to fostering the development, utilization, adaptation, and dissemination of novel technologies and innovations, guaranteeing that technology transfer remains a core aspect of its commitment to collaboration and advancement across various sectors of Offshore Wind Energy.
 - d. **Strategic Partnerships:** Forge strategic partnerships through accords with firms or entities within the business, academic, or scientific sectors on a national or international scale, aimed at exchanging and sharing technical expertise. These partnerships could encompass activities like internships for students in business settings, strengthening of Small and Medium-sized Enterprises (SMEs), and personnel mobility for the transference of technical skills within the Offshore Wind Energy Industry.
5. Develop a fitting system for complaints and grievances, comprising:
- a. A facility for receiving grievances, inclusive of provisions for open and readily accessible areas to the public.
 - b. A transparent and observable procedure for all parties concerned with the handling of complaints and grievances.
 - c. Traceability mechanisms.
6. Endeavor to cooperate and convene regularly in designated spaces with pertinent local and

national producers to enhance the value chain.

7. Publicize opportunities for suppliers to ensure they are taken into account for executing tasks associated with the project's development.
8. Perform activities to sensitize the employees of the Holder company and its contractors to the principal attributes of the local populace.
9. Institute a Code of Conduct for project staff, setting forth norms for respectful interaction with communities.
10. [Incorporate any other activity or activities that are intended to be pledged through the Technical Skill Transfer Program].

Item	Activity
1	
2	
3	
4	
5	
Number	

(Signature)

Full name

ID Document

Legal Representative (Authorized or Proxy)