

---

**Fourth session of the Preparatory Commission**

24-25 October 2010

Abu Dhabi, United Arab Emirates

PC.4/SR.6

**REPORT OF THE FOURTH SESSION OF THE PREPARATORY COMMISSION FOR  
THE INTERNATIONAL RENEWABLE ENERGY AGENCY****Agenda item 1: Opening of the session**

1. The fourth session of the Preparatory Commission for the International Renewable Energy Agency (Commission) was held at the Abu Dhabi National Exhibition Centre, Abu Dhabi, United Arab Emirates, on 24 and 25 October 2010. It was attended by some 300 representatives from 105 countries and the European Union.<sup>1</sup> The Chair, Mr Rafael Conde de Saro, opened the session at 10 a.m. He thanked the United Arab Emirates for their warm hospitality and strong commitment to the Commission.
2. He called for one minute's silence in memory of Dr Hermann Scheer, a founding father of IRENA and a pioneer of renewable energy, who had died unexpectedly.

**The Commission observed a minute's silence in tribute to Dr Hermann Scheer.**

3. Ms H el ene Pelosse, Interim Director-General of the Interim Secretariat, made a statement paying tribute to Dr Scheer, whose work and vision would remain an inspiration.

**Agenda item 2: Organizational matters**

4. The Chair invited the Commission to consider the provisional agenda contained in document PC.4/CRP.1/rev.1.<sup>2</sup>

**The agenda was adopted.**

5. The Commission elected the representatives of Australia, Poland, Republic of Korea and Sierra Leone to serve as its Vice-Chairs and the representative of Nigeria to serve as Rapporteur.

---

<sup>1</sup> The full list of participants is attached as Annex 1.

<sup>2</sup> See Annex 2.

6. In accordance with Rule 10 of the Rules of Procedure, a Credentials Committee was formed, composed of the same five Members that had sat on the Committee at the second and third sessions of the Commission, namely Argentina, Norway, Philippines, Samoa and United Arab Emirates.
7. One Member asked for more time to consider the list of observers, and another requested the inclusion of a nongovernmental organization. In the absence of any further comments, the Chair took it that the Commission wished to adopt the list of observers contained in document PC.4/CRP.2/rev.1.<sup>3</sup>

**The Commission adopted the list of observers as set out in document PC.4/CRP.2/rev.1.**

### **Agenda item 3: High-level segment**

8. The heads of delegation of the following 30 countries addressed the Commission: Bangladesh, Belarus, Egypt, Fiji, France, Gambia, Germany, Guatemala, Iran (Islamic Republic of), Israel, Italy, Japan, Jordan, Kenya, Kuwait, Maldives, Mexico, Montenegro, Poland, Republic of Korea, Samoa, Seychelles, Somalia, South Africa, Spain, Tonga, Turkey, United Arab Emirates, United States of America, and Zimbabwe.
9. Several common themes emerged from the interventions.<sup>4</sup> All the speakers thanked the United Arab Emirates for its warm hospitality and generosity as well as its support for IRENA and commitment to promoting renewable energy throughout the world. They emphasized the importance their own countries attached to renewable energy and to meeting the challenge of climate change so as to be able to hand over a world worth living in to future generations. Most speakers outlined the policies and objectives their governments had established to reduce the proportion of energy from non-renewable sources used in their countries, while acknowledging that much more needed to be done.
10. Several speakers referred to the legal, economic and technological obstacles to the development and promotion of renewable energy, as well as the lack of coordination of the disparate parties at the global level. All expressed their belief that IRENA had a pivotal role to play in surmounting those obstacles by becoming an international centre of excellence for the promotion of renewable energy and a platform for the exchange and development of renewable energy knowledge and technologies, thereby coordinating actions at the global level and facilitating widespread and sustainable use of renewable energy sources throughout the world.
11. Many speakers regretted that implementation of the 2010 Work Programme had been hampered by budgetary constraints. IRENA needed an adequate budget to be able to take on the responsibilities Signatories wished to confer upon it. Unfortunately, its appearance on the world stage had coincided with an unprecedented global financial crisis.

---

<sup>3</sup> See Annex 3.

<sup>4</sup> The full texts of the interventions submitted to the Interim Secretariat are available on the IRENA website: <http://www.irena.org>.

12. The representatives of the Republic of Korea and Spain announced that their countries were making voluntary contributions in 2010 in order to help IRENA to become a leading global organization in the energy sector; to assist it in its work to demonstrate its capacity; and to maintain the powerful momentum generated thus far.
13. Several speakers referred to the particular vulnerabilities of Small Island States, least developed countries and countries lacking local energy resources. The representative of one small island developing State said that her country was extremely vulnerable to the impacts of climate change, including rising sea levels, in spite of having contributed very little to the causes. The representatives of several developing countries stressed the importance of affordable technologies to enable them to harness renewable energies. Many developing island States had an abundance of sunshine and wind, but available solar, wind or wave power technologies were either unsuitable or far too expensive. Similar points were made by other developing countries with potential to capitalize on solar energy, biomass energy and small hydropower from sources such as forests and crop residues, which were barely exploited owing to financial and technological obstacles. A number of speakers, including representatives of advanced countries, stressed the role IRENA could and should play in promoting renewable energy throughout the world.
14. One speaker reported on the first regional workshop held in his country in 2010, while several others announced that they would be staging seminars and workshops in 2011 and invited Members to attend.
15. Another speaker noted that only three regions – sub-Saharan Africa, the Middle East and North Africa, and Asia/Oceania – were mentioned in the 2011 Work Programme, and expressed the hope that other regions would be added shortly.
16. Several Members stressed the need for IRENA's work to continue smoothly, despite the impending change of Interim Director-General.
17. One Member recalled that it had not endorsed the current single-language system at IRENA, stressing that other languages should be given greater prominence in order to facilitate mutual understanding.

#### **Agenda item 4: Report of the Depositary**

18. The representative of the Depositary Government, Germany, informed the Commission that 17 States and one regional economic integration organization had ratified the Statute of IRENA since the fifth meeting of the Administrative Committee in June 2010, namely Albania, Antigua and Barbuda, Bangladesh, Dominican Republic, Eritrea, European Union, Japan, Lesotho, Luxembourg, Mali, Nauru, Nicaragua, Nigeria, Oman, Romania, Samoa, and Senegal. That brought the total number of ratifications to 41 States and one regional economic integration organization: the European Union. Another four States had signed the Statute: Colombia, Marshall Islands (Republic of), Mexico and Qatar, bringing the total number of Signatories to 148 States and the European Union.

19. The revised Arabic-language version of the Statute distributed on 21 October 2010 would, in the absence of any further objections, become the official text in three months' time.

**Agenda item 5: Report of the Chair of the Administrative Committee** (document PC.4/SR.1, Annex 4)

20. Mr Karsten Sach, Chair of the Administrative Committee, presented his report as contained in document PC.4/SR.1.<sup>5</sup> At its meeting the previous day, the Committee had reviewed the work of the three Working Groups established by the Commission at its third session: on legal issues, on governance and on implementation of the 2010 Work Programme. Two of the three groups had reported on their work in separate documents. It was considered that implementation of the recommendations of the Financial and Organizational Review Team (FROT) would lay a solid foundation for IRENA's future.
21. The representative of France urged that all official language versions of the Statute be aligned, as all must be considered equally valid. The Chair of the Commission said that that comment should be included in the report, and commended the work of the Administrative Committee.

**Agenda item 6: Report on the establishment of the Secretariat**

22. Ms H  l  ne Pelosse, Interim Director-General, gave an illustrated presentation of her report on progress since the third session of the Commission. In addition to the entry into force of the Statute in July, milestones had included the completion of the selection process for new directors, the conclusion of the work of the Financial and Organizational Review Team (FROT), whose recommendations were guiding the establishment of the Interim Secretariat and the Commission's Work Programme.
23. Human resources processes represented an especially important area of work. Four directors had recently been recruited, in spite of the questionable overall performance of the recruitment consultancy. Vacancy notices had been published for the IRENA Innovation and Technology Centre (IITC) in Bonn and job descriptions were being finalized for the IRENA Liaison Office in Vienna (ILOV); contracts would be aligned with the applicable provisions of the Staff Regulations, Staff Rules and generally accepted international standards; and draft host country agreements were being prepared for both those two bodies. The secondment of staff was being phased out as new staff members were recruited. For future offers of secondment, the skills profiles of the persons concerned should match the Interim Secretariat's needs. A legal basis for the housing agreement remained to be established.
24. In view of the funding shortfall earlier in the year, however, and in the event of there being no further contributions from Members, it might be necessary to tap into the Operating Reserve. Although the 2009 budget had ended in surplus, a waiver was needed before those funds could be used, and only three countries had granted

---

<sup>5</sup> See Annex 4.

such permission to date. Unless others did likewise, the remaining US\$ 2.5 million of the surplus would be returned to Members.

25. The newly created Office of Legal Affairs was doing a large amount of work on institutional legal issues, such as host country agreements, staff and financial regulations, a draft convention on privileges and immunities and an internal justice system; on financial issues, administrative directives and advice on the legal regimes for the IRENA Innovation and Technology Centre in Bonn and the IRENA Liaison Office in Vienna; and on personnel policies and procedures.
26. Under the support service agreement concluded with the United Nations Office for Project Services, the first priority had been to conduct a comprehensive information security assessment. Furthermore, an external auditor had conducted an audit of the ICT infrastructure in the move to the current Interim Secretariat Offices. Areas covered had included integration between headquarters and the IITC in Bonn, upgrading the e-mail system, and reviewing software applications such as an Intranet. A first step for enterprise resource planning would be the documentation and design of internal business processes. The web site had already been migrated.
27. Cooperation with the host country had continued with regular meetings, discussion of the headquarters agreement, and implementation of the bid. The next steps would be to put into practice the FROT recommendation on written procedures for optimum use of available funding.
28. Working Groups had been established and were being coordinated by focal points in the Interim Secretariat. The Interim Secretariat which was also liaising with embassies and permanent missions in the host country.
29. One Member, supported by the Chair, commended the Interim Director-General for successfully implementing an active policy to promote gender equality, and expressed the hope that the new leadership would continue that policy. The Interim Director-General regretted the failure of the policy in the recruitment of the IRENA executive management team.
30. The Chair said that some of the matters raised would be considered later.

**The Commission noted the report.**

**Agenda item 7: Resignation of the Interim Director-General** (document PC.4/DC.2, Annex 5)

31. The Chair drew attention to the draft decision contained in document PC.4/DC.2,<sup>6</sup> which fully reflected the process that had been followed and its conclusion.
32. Ms H el ene Pelosse, Interim Director-General, referred to her comment during the previous meeting of the Administrative Committee on the host country's request to her Government that it ask her to resign, which she had done.

---

<sup>6</sup> See Annex 5.

**The Committee adopted the decision on the resignation of the Interim Director-General.**

33. The Chair thanked Ms Pelosse for all her efforts, time and commitment to IRENA.

### **Agenda item 8: Succession of the Interim Director-General**

34. The Chair reported that the Chair of the Administrative Committee and Members with whom it had consulted had agreed that the process should be based on three premises: it would not be an election; the incumbent would be a caretaker until the first session of the Assembly was held; and the solution to be proposed by the Chair of the Commission should be accepted by consensus.

35. He thanked France for having presented a strong candidate for the caretaker post and, in a manner coincident with its commitment to IRENA, for having recognized and accepted the ensuing consensus.

36. The representative of France welcomed the opportunity to explain the reason for his country's proposal and its subsequent withdrawal. The establishment of IRENA, in uncertain financial times, had not been easy, without the support of any existing authority. It had succeeded thanks to the generous financial support provided by the host country and the voluntary contributions of some Members. The resignation of the Interim Director-General had come at a critical time. Her Government had assumed its responsibilities and proposed a replacement. Meanwhile, an Interim Deputy Director-General from Kenya had been recruited and certain Members had suggested that he assume the role of Acting Interim Director-General, especially as an African at the head of the Interim Secretariat might help to focus attention on Africa. As the French Government shared that view, and as there seemed to be a consensus, it had decided to withdraw its original proposal.

37. The Chair, noting the favourable reception to that gesture, proposed that Mr Adnan Amin, who would take up his duties as Interim Deputy Director-General on 1 November 2010 should assume the role of Acting Interim Director-General until the first session of the Assembly, should he accept the invitation. For the period between the departure of Ms Pelosse and the arrival of Mr Amin, the most senior ranking officer of IRENA should temporarily take charge of the Interim Secretariat.

**The proposal was adopted by acclamation.**

38. Mr Amin, Interim Deputy Director-General designate, expressed the honour and privilege of not only being appointed as Interim Deputy Director-General but also being asked to act ad interim as the head of the Interim Secretariat. He recognized the deep commitment of Members to IRENA and their optimism about the future, and pledged to earn their confidence through running an efficient Interim Secretariat, demonstrating effective management, and helping develop a strategic approach to renewable energy.

### **Agenda item 9: Report of the Chair of the Management Board of the Staff Provident Fund** (document PC.4/MB/SR.5, Annex 6)

39. Mr Yann Paul, Chair of the Management Board of the Staff Provident Fund, said that the Board had been established pursuant to the decision of the Commission at its third session. The Board had then drafted and adopted two documents: one containing the Charter of the Fund and the other its Administrative Rules, which were herewith reported to the Commission. After consultation with other international organizations, the Board had decided not to include compensation for death and disability in the concept of the Fund, and had suggested an alternative approach to the mechanism for the settlement of disputes, as outlined in the annexed proposal (Annex 6) for amendments to the Principles.
40. During meetings with the Management Board, the Interim Secretariat's Office of Legal Affairs had highlighted the serious deficiencies existing in the contracts issued to staff members in 2009 and in the first half of 2010. Those contracts were not only inconsistent with Staff Regulations and Staff Rules but also excluded holders from participating in the Staff Provident Fund. A new type of contract had been introduced for staff members appointed from 1 August 2010, and the two types of contracts would co-exist while steps were taken to harmonize them during the transitional period.
41. Steps would be taken to identify and select the service provider through a tendering process based on criteria such as location, financial stability and possible representation in Abu Dhabi, Bonn and Vienna. Two new representatives of the IRENA executive management team would have to be selected to sit on the Board, together with a new Chairman to replace him when he left the Organization at the end of the year.
42. The Chair of the Working Group on Legal Issues, acknowledging the host country's support and reiterating his own Government's commitment to IRENA, said that most of the proposed amendments had been minor. One substantive change concerned the principles of jurisdiction, which would need further consideration.

### **The Commission took note of the report**

### **Agenda item 10: Report of the Management Selection Committee**

43. Mr Alfredo Morelli, Chair of the Management Selection Committee, said that, after a long process that had included input from the Interim Director-General and a recruitment agency, he was confident that the best candidates had been selected. Accordingly, he announced the following recommendations: Mr Adnan Amin as Interim Deputy Director-General; Mr Hugo Lucas as Interim Director of Programmes and Capacity Building and Outreach; Ms Gauri Singh as Interim Director, Knowledge Management, Innovation and Technology; and Mr Dolf Gielen as Interim Director of the IRENA Innovation and Technology Centre in Bonn.
44. The Chair asked the three selected officers present to introduce themselves to the Commission and briefly outlined the background of Ms Singh, who had been unable to attend.

**Mr Gielen, Mr Lucas and Mr Amin introduced themselves, setting out their vision and stating their commitment to the goals of the Agency.**

**Agenda item 11: Consideration and adoption of the 2011 Work Programme and Budget** (documents PC.4/DC.6, Annex 7; PC/WG.PRO/WP.23, Annex 8; PC.4/SR.4, Annex 13; and PC.4/SR.4/Corr.1, Annex 14)

45. Ms Rita Mishaan Rossell, Co-Chair of the Working Group on Implementation of the 2010 Work Programme presented a report of the Group's joint meeting with the IRENA executive management team and the Subcommittee on Budget and Transition, which had been held on 22 October 2010 to discuss and finalize the Commission's draft provisional work programme and budget for 2011. While members had unanimously agreed that the 2010 Work Programme should be maintained until the first session of the Assembly, diverse opinions had been expressed regarding the budget for 2011. As neither the Working Group nor the Administrative Committee had achieved a consensus as to which of the two options to put forward for that budget, an ad hoc meeting had been convened after the close of the Administrative Committee meeting, attended by the representatives of Australia, France, Guatemala, Germany, Italy, Iran (Islamic Republic of), Japan, Kuwait, Sweden, Togo, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, and the United States of America.<sup>7</sup> Agreement had been reached to submit to the Commission a provisional 2011 budget for IRENA that will be presumed to be: A core budget for IRENA of USD 13.26 million which is to cover for the core activities and administrative costs and an operating reserve through to December 2011; Additional voluntary contributions resulting from the UAE bid implementation agreement of up to 2.9 million USD for operations, up to 2.9 million USD for research and 1.6 million USD for workshops and conferences; Additional voluntary contributions for the operation of the IRENA Innovation and Technology Centre in Bonn granted by Germany of up to 3.1 million USD; and additional voluntary contributions for the operation of the IRENA Liaison Office in Vienna granted by Austria. The increase in the core budget to US\$ 13.3 million, from the original US\$ 7.8 million proposed by the Interim Secretariat in previous draft versions of the 2011 work programme and budget, had been achieved by shifting certain items, tentatively characterized as United Arab Emirates bid funding, to the core budget, and by adding a number of new posts in the Interim Secretariat plus a further US\$ 40 000 to cover the services of the Office of the Liquidator.
46. It was commented that there was a need to focus on the particular problems facing small-island States, of which there were 19 in IRENA. Steps taken to address those concerns should be reported to the Assembly at its first session.
47. The Co-Chair invited the Commission to consider adopting the draft decision contained in document PC.4/DC.6,<sup>8</sup> which, among other things, set the core budget at US\$ 13.26 million and tasked the Interim Secretariat to prepare a more strategic and results-oriented work programme and budget for 2011 for submission to the first session of the Assembly.

---

<sup>7</sup> See document PC/WG.PRO/WP.23 in Annex 8.

<sup>8</sup> See Annex 7



### **The Commission adopted the Provisional Work Programme and Budget of the Commission for 2011.**

#### **Agenda item 12: Report of the Financial and Organizational Review Team (FROT) and comments of the Secretariat**

48. Mr Guy Lentz, speaking in his capacity as Chair of the FROT, introduced the FROT report<sup>9</sup> and the document drafted by the Subcommittee on Budget and Transition.<sup>10</sup> Recalling the recent financial difficulties facing the Commission, he drew attention to the main recommendations of the FROT on budget planning, management controls and human resources management. He noted with appreciation that the Interim Secretariat had immediately begun to implement the recommendations. Much remained to be done and he assured the Commission of the continued support of the Subcommittee on Budget and Transition throughout the implementation phase.

#### **The Commission took note of the report.**

#### **Agenda item 13: Consideration and adoption of recommendation on the draft Rules of Procedure of the Assembly<sup>11</sup>**

49. At the invitation of the Chair, Mr Guy Lentz, speaking in his capacity as Chair of the Working Group on Governance, introduced the draft decision on the draft Rules of Procedure of the Assembly. Both the Group and the Administrative Committee at its sixth meeting had endorsed them, with one exception concerning draft rules 73 and 74 on language at the Assembly sessions and in documents, respectively.
50. In response to the request from the Chair of the Preparatory Commission for advice from the Legal Adviser, the representative of France expressed surprise. No decision had yet been taken and many other delegations shared her view that the draft Rules of Procedure of both the Assembly and the Council were not ready for adoption. Final consideration of the texts should be left to the Commission at its fifth session.
51. In the ensuing discussion, Members stressed the absolute need to have the Rules of Procedure adopted in time for the first session of the Assembly, and the risk that the one-day fifth and final session of the Commission, provisionally scheduled to take place the day before the first session of the Assembly, might not suffice to resolve the issue. One solution, were it agreed to postpone the discussion, would be to hold a face-to-face meeting in February 2011 in order to settle the matter before the fifth session of the Commission.

---

<sup>9</sup> The full report and the Secretariat's response are available for Members of the Commission on [www.irena.org](http://www.irena.org)

<sup>10</sup> "FROT report recommendations and Secretariat Action Plan – the way forward" is available for Members of the Commission on [www.irena.org](http://www.irena.org)

<sup>11</sup> The latest version of the draft Rules of Procedure of the Assembly is available for Members of the Commission on [www.irena.org](http://www.irena.org)

52. A question was asked about the financial implications of any changes to draft rules 73 and 74. Such information would be crucial to the proposed budget, as the changes were likely to be significant.
53. The representatives of 11 Members intervened to support the proposal to defer further consideration of the matter to the Commission at its fifth session, together with the idea of holding informal consultations before it met. If IRENA were to become a body that served all its Members, the means had to be provided for their full participation.
54. In the light of the opinions expressed, it was agreed that the matter should be referred to the Chair of the Administrative Committee so that further consultations could be arranged in order to reach a consensus before the fifth session of the Commission.
55. The Chair of the Working Group on Governance asked the Chair of the Administrative Committee to inform the Group of the outcome of the consultations so that the relevant documents could be updated.

### **Agenda item 14: Consideration and adoption of recommendation on the draft Rules of Procedure of the Council<sup>12</sup>**

56. The Commission considered the draft Rules of Procedure of the Council. The Chair of the Working Group on Governance noted that the basic issue remaining to be resolved was, as in the case of the draft Rules of Procedure of the Assembly, the language issue.
57. In the light of observations made on the previous agenda item, the Chair recommended that the matter be referred to the Chair of the Administrative Committee for further consultation and agreement before the fifth session of the Commission.

#### **It was so agreed.**

58. The Administrative Committee would communicate any decisions reached to the Working Group on Governance for inclusion in the revised draft Rules of Procedure to be presented to the Commission at its next session.
59. The Chair of the Preparatory Commission urged the interested parties to prioritize the finalization of the texts given the proximity of the fifth session of the Commission and the first session of the Assembly.

---

<sup>12</sup> The latest version of the draft Rules of Procedure of the Council is available for Members of the Commission on [www.irena.org](http://www.irena.org)

**Agenda item 15: Consideration and adoption of recommendation on the selection procedures for projects applying for funding from the Abu Dhabi Fund for Development** (document PC.4/DC.4, Annex 9)

60. The Chair invited the Commission to consider the draft decision on the selection procedures for projects applying for funding from the Abu Dhabi Fund for Development.

**The decision was adopted.**

61. The representative of the United Arab Emirates informed the Commission that although the document had been finalized at the last meeting of the Administrative Committee, his Government had considered it important to make some subsequent revisions in order to expedite the initiation of the Fund while ensuring the efficiency of the process. The United Arab Emirates invited applications to the Fund through which its Government had committed 183 million dirhams annually to IRENA-endorsed renewable energy projects in developing countries.

**Agenda item 16: Issues relating to the appointment of the Director-General of IRENA at the first session of the Assembly** (document PC.4/DC.5, Annex 10)

62. Mr Guy Lentz, Chair of the Working Group on Governance, introduced the discussion on the draft decision on the procedure to identify candidates for the position of Director-General. The procedure, which had been designed in such a way as to open the candidacy to as wide a range of candidates as possible, would begin with the placement of vacancy notices in leading newspapers world-wide. The Commission would appoint a selection committee composed of 10 members and five alternates, which would be responsible for the initial screening of candidates and for conducting interviews in order to decide on a shortlist of up to four to be presented to the Commission at its fifth session.

63. After informal consultations, the Chair of the Preparatory Commission announced that the selection committee would be composed of Argentina, Denmark, France, Japan, Iran (Islamic Republic of), Mali, Nigeria, Samoa, Spain and the United States of America; that the United Arab Emirates should be included as host country, ex officio, with the right to vote; and that the list of alternates should be extended to up to 10 members, five of whom must have ratified the Statute. The list of alternates currently comprised Australia, Democratic Republic of the Congo, Egypt, Italy, Lesotho, Mexico, Morocco, Republic of Korea and Serbia.

64. Speaking at the invitation of the Chair, in response to a query from the floor, the Chair of the Working Group on Governance confirmed that the only reason a member might need to withdraw from the selection committee was in the event of a possible conflict of interests if a candidate for Director-General came from the same country as that member.

65. The Chair of the Administrative Committee, responding to another query on the choice of alternates, said that the emphasis must be on maintaining both the geographical balance of the selection committee, with the replacement having to come from the same region as the departing member, and the minimum number of ratified countries.

66. With reference to the qualifications of the candidates, the representative of France proposed a revised amendment of the language criterion in the guidelines for the proposed selection procedures, which would read: "Excellent command of written and spoken English, as well as of at least one *other* official language of the United Nations; knowledge of additional languages would be an asset." Although other members of the Working Group had not supported the proposal, she explained that France had decided to present the matter to the Commission for consideration by the full complement of delegations. In the absence of a consensus on the proposal, the original wording should be deleted from the guidelines.
67. In the ensuing discussion, Members expressed both support for and opposition to the initial proposal by France to require knowledge of another official United Nations language. Many opposed the proposal in the interest of minimizing the limitations imposed on potential candidates, especially those whose mother tongues did not figure among the official United Nations languages.
68. The Chair of the Working Group on Governance reiterated the urgency of the matter, as the entire process was expected to take at least three months and should begin as soon as possible.
69. After further informal consultations, the Commission agreed to the second proposal by France, namely that the words "Excellent command of written and spoken English; fluency in additional languages would be an asset" should be deleted from the list of required qualifications.

**The Commission adopted the decision on the procedure to identify candidates for the position of Director-General, as amended.**

**Agenda item 17: Consideration of the report of the Working Group on Legal Issues and appropriate action thereon** (document PC/WG/LEG/SR.7, Annex 11; PC.4/DC.8, Annex 16 and PC.4/DC.9, Annex 17)

70. The Commission considered the summary report presented by Mr Doug Cook, Co-Chair of the Working Group on Legal Issues. The amendments to the Principles for the Staff Provident Fund, as attached to the report, only differed from the proposal made by the Management Board with regard to the issue of jurisdiction.
71. Considerable attention had been given to the resignation of the Interim Director-General. The two options for the succession of the Interim Director-General had already been discussed under agenda item 8.
72. The legal elements of the draft transfer protocol had been clarified and the document had been passed to the Subcommittee on Budget and Transition for further discussion of the non-legal transition issues.
73. With regard to the draft financial regulations and staff regulations, the Working Group had been unable to reach agreement and would continue to consider the unresolved issues in the months before the first session of the Assembly.
74. The members of Working Group had agreed on the urgency of conducting an external audit, especially in light of the FROT findings, but they had not been able to agree on the interpretation of the applicable financial regulations. There had

been strong differences of opinion, particularly as to whether a public or private sector external audit should be carried out. After discussions with the Subcommittee on Budget and Transition, the Group had recommended an initial audit based on a bid for tender organized by the Interim Secretariat in line with the FROT findings. It had furthermore recommended that the Commission accept the offer from Norway that the subsequent audit for the 2010 financial year be conducted free of charge by the Office of the Auditor General of Norway.

75. The representative of Egypt drew attention to the requirement under generally accepted accounting and auditing rules that an audit be independent both in fact and in appearance, and he queried whether an audit resulting from acceptance of Norway's offer would fit those criteria. Noting that it was usual practice to engage an independent external auditor within international organizations, he requested further clarification on the matter.
76. The Chair of Working Group stated that the Financial Rules and Financial Regulations of the Commission allowed for some interpretation. In the interest of compromise, and to ensure that an audit was carried out immediately in keeping with the FROT recommendations, which would allow the new directors and management team to ascertain the financial position of the Organization, the Group had taken a decision.
77. The representative of Norway explained that the Office of the Auditor General of Norway was an institution independent of the Norwegian Government. Although appointed by Parliament, it was an independent public auditor. The offer was being made on behalf of the Office, not the Norwegian Government.
78. In spite of those assurances, the representative of Egypt considered that acceptance of Norway's offer would constitute a violation of international auditing and accounting standards.
79. In the interest of expediency, the Chair of the Preparatory Commission recommended that the concerns raised by Egypt be placed on the official record of the session and that the issues be discussed further at the first Assembly in order to clear the way for the Commission to accept and approve both of the proposals presented by the Working Group regarding the audit. The representative of Egypt accepted the suggestion.

**The Commission approved the proposals concerning amendments to the Principles for the Staff Provident Fund and arrangements for the audit for the 2010 financial year.**

80. The Group would continue to work on all the outstanding issues within its mandate with a view to facilitating a smooth transition to the first session of the Assembly.
81. The representative of the United Kingdom of Great Britain and Northern Ireland announced that his country was relinquishing its chairmanship of the Working Group.

### **Agenda item 18: Opening of the second day of the session**

82. The Chair declared the second day of the session open.

### **Agenda item 19: Report on the Implementation of the 2010 Work Programme and Budget** (documents IST.10/PRC.1, Annex 12; PC.4/SR.4, Annex 13 and PC.4/SR.4/Corr.1, Annex 14)

83. The Interim Secretariat reported on implementation of the 2010 Work Programme and Budget, outlining the next steps for each task, in addition to what had been achieved to date.

84. Mr Michio Hashimoto, Interim Director of Knowledge Management and Innovation and Technology, said that the Interim Secretariat had begun drafting a knowledge management strategy and planned to submit a final version to the first session of the Assembly with a view to its implementation in 2011.

85. The 2010 Work Programme included several types of stocktaking work. In order to coordinate the work and reduce duplication of data, a cross-sectional team had been formed and would be sending questionnaires to Members in the first quarter of 2011 in order to supplement existing data. Regional activities, including stocktaking of stakeholders and networking, had been carried out in relation to the Middle East and North Africa, sub-Saharan Africa and Asia/Oceania regions.

86. Work was continuing in order to identify key research and development stakeholders and/or innovation centres, including the main global renewable energy technology players. The information collected covered organizational aspects, goals and objectives, and the main activities related to renewable energy.

87. With regard to renewable energy potentials, a preliminary desktop research had been carried out to develop a geo-referenced database, while major existing renewable energy scenarios had been studied in order to understand the various types of models, parameters and assumptions used. A proposal had been made to develop a multi-year plan, including the establishment of international teams of technical experts to provide technical advisory services to the Interim Secretariat.

88. Mr Hugo Lucas, Interim Director of Programmes, Capacity Building and Outreach, reported on the work of his Directorate, which had included an assessment of current options for the off-grid renewable energy-based power supply on the outer islands of Tonga, as reflected in the Tonga Energy Road Map; a policy workshop organized in Abu Dhabi on 23 June 2010, focusing on the long-term energy outlook in the Asia-Pacific region and various support policies implemented by IRENA Members; and the Asia-Pacific Policy Workshop held in Seoul, Republic of Korea, on 14 and 15 October 2010, which dealt with the current status of renewable energy in that region, while identifying barriers, appropriate policy advice and opportunities for regional cooperation for the deployment of renewable energy technologies.

89. A cooperation network was being set up with relevant international finance institutions, and a research paper is currently drafted on financial mechanisms for renewable energy technologies.

90. With regard to climate change policy, in-depth analysis had been conducted of the Technology Action Plans of the Major Economies Forum on Energy and Climate (MEF) on bioenergy, solar, wind and marine energy and smart grids, to identify potential synergies in the field of stocktaking and capacity building. The Interim Secretariat would monitor the capacity-building activities of the multilateral working group on implementation of the MEF Technology Action Plans on Wind and Solar, and would be attending its workshop in November 2010 in Madrid, Spain. A review of the capacity-building work of other organizations and existing databases on renewable energy educational activities was under way, and a concept was being developed for an IRENA renewable energy learning platform. Meanwhile, the Interim Secretariat, having already acquired observer status with the Intergovernmental Panel on Climate Change, had applied for such status with the United Nations Framework Convention on Climate Change.
91. Taking into consideration the experiences gathered at the first round of applications for the IRENA-Masdar Institute of Science and Technology scholarship programme (MIST) in June 2010, preparations were under way for the second round in 2011.
92. With regard to the flagship publication, among others, the idea of producing a magazine had failed to garner support. A review of the existing flagship publications of other organizations was under way, and enquiries were being made into the possibility of IRENA contributing to them. Emphasis had been placed on identifying gaps that IRENA would be in a position to fill, and a cross-cutting team had been set up within the Interim Secretariat to develop ideas as to how to present IRENA's activities and experience in the future.
93. The Interim Director of Programmes, Capacity Building and Outreach ended with an overview of IRENA's forthcoming participation at the International Renewable Energy Conference in New Delhi, India.
94. Ms Rita Mishaan Rossell, speaking in her capacity as Co-Chair of the Working Group on the Implementation of the 2010 Work Programme, said that the report reflected the hard work of the Interim Secretariat that year, as well as the follow up of the Working Group. At its meeting on 22 October, members of the Group had agreed that it had fulfilled its mandate and had accordingly decided that it be dissolved. Comments from the floor suggested that the Group could still be used for consultations and feedback on the preparation of the draft work programme and budget for 2011 to be adopted at the first Assembly.
95. The representative of Sweden announced that his Government had decided to waive the surplus on its 2009 voluntary contributions, which amounted to some US\$ 200 000.
96. The Chair of the Preparatory Commission welcomed the announcement by Sweden.

**Agenda item 20: Signing of the Headquarters Agreement** (document PC.4/DC.8, Annex 16)

97. Mr Thani Al Zayoudi, Chair of the Working Group on the Headquarters Agreement, reported on the Group's work. It had met on 23 October 2010 to consider both the host country agreement with United Arab Emirates and the two agreements relating

to the IRENA Innovation and Technology Centre in Bonn and the IRENA Liaison Office in Vienna. The proposed process for final versions of all three documents to be concluded with the Agency at the first session of the Assembly would be the following: once a draft agreement had been received, the Interim Secretariat would post the texts on a password-protected web site for a period of three weeks, comments would be reviewed and the texts modified accordingly. Revised drafts would be submitted for comment through the same process and would then produce a final text for submission to the first session of the Assembly of IRENA for consideration.

98. Congratulating the Group on the fruitful outcome of the previous year's work, the Chair of the Commission invited representatives of the parties to sign the Headquarters Agreement between the Government of the United Arab Emirates and the Preparatory Commission.
99. His Excellency Dr Abdul Rahim Al Awadhi, Assistant Minister for Legal Affairs of the United Arab Emirates, delivered a short statement underlining the importance of the agreement, which would lay the foundations upon which to build IRENA and provide it with a legal framework for its activities in the United Arab Emirates. In signing the Agreement, he said that he looked forward to working with IRENA's Members to ensure that the Agency was a success. He expressed appreciation of the work involved in preparing the text, and reiterated his Government's support to IRENA at all levels.

**The Headquarters Agreement was signed on behalf of the Government of the United Arab Emirates by the Assistant Minister for Legal Affairs, and on behalf of the Interim Secretariat by the Chair of the Commission.**

### **Agenda item 21: Presentation of a best practice example**

100. Mr Peter Heller, Director of the Canopus Foundation, gave a presentation on the work of the "Solar For All" contest for innovative low-cost photovoltaic systems and customer financing schemes.<sup>13</sup>

### **Agenda item 22: Work of the Commission beyond its fourth session and the Administrative Committee beyond its sixth session**

#### ***Organization of the work of the Commission after its fourth session and the Administrative Committee after its sixth session***

101. The Chair proposed that the Working Group on Governance and the Working Group on Legal Issues remain in existence, and that the Working Group on the Implementation of the 2010 Work Programme be dissolved. Other working groups would be convened as and when considered necessary by the Interim Secretariat.

---

<sup>13</sup> The full presentation can be viewed online at [www.irena.org](http://www.irena.org).



102. In view of the dissolution of the Working Group on the Implementation of the 2010 Work Programme, one Member proposed that the Working Group remain in existence for the period up to the next session of the Commission and the first session of the Assembly to assist the Interim Secretariat with the development of the draft 2011 work programme and budget.
103. Since the United Kingdom of Great Britain and Northern Ireland had indicated that it was relinquishing the chairmanship of the Working Group on Legal Issues, Tonga volunteered to take over that role with effect from 26 October 2010.

**The Commission approved the proposals as presented and agreed on the continuation of the Working Group on the Implementation of the 2010 Work Programme until the first session of the Assembly for the aforementioned reasons.**

***Date and place of the fifth session of the Commission and the first session of the Assembly***

104. The Chair proposed the following dates for the next sessions and meetings: the seventh meeting of the Administrative Committee would take place on 2 April, the fifth session of the Preparatory Commission on 3 April, and the first session of the Assembly on 4 and 5 April 2011. The representative of the United Arab Emirates confirmed the proposed dates.
105. One Member expressed a preference for dates in March because of the end of the fiscal year in that country. The Chair said that if the meetings were held in March, that Member could make its mandatory contribution for 2010 immediately. Otherwise the payment could not be made until three to four months after the first session of the Assembly. He furthermore stated that the dates had been proposed by the host country and were non-negotiable.
106. In response to a request that the Commission consider the level of the first session of the Assembly of IRENA in view of the fact that many countries wished to participate at the highest level, the Chair noted that that session would, subject to confirmation by the Interim Secretariat and the host country, most likely be at the ministerial level. He furthermore noted the consequent need to consider the allocation of time for speeches. The Chair also drew attention to the fact that a clear distinction would be made at the first session of the Assembly between Members that had ratified and Signatories that had yet not ratified the Statute. The latter would be classified as observers. Such matters would be resolved by the incoming Chair, the Interim Secretariat and the host country.
107. The Chair proposed that meetings of the working groups should be held on 1 April 2011. The Interim Secretariat would discuss and confirm with the groups the preferred dates for their meetings. One Member requested that more than a single day be dedicated to those meetings in order to facilitate participation by Members involved in more than one group.
108. The Chair informed the Commission that the working groups on governance, legal issues and implementation of the 2010 Work Programme were open to all Members of the Commission, and that countries wishing to participate should contact the Interim Secretariat.

**The dates proposed for the seventh meeting of the Administrative Committee, the fifth session of the Preparatory Commission and the first session of the Assembly of IRENA were approved.**

### ***Election of the Chair and Vice-Chairs for the fifth session of the Commission***

109. The Chair proposed the following Members to hold office as Chair and Vice-Chairs for the fifth session of the Commission: Sierra Leone as Chair, and Guatemala, Norway, Pakistan and Tonga as Vice-Chairs.

**The appointments were approved by acclamation.**

### **Agenda item 23: Any other business**

110. The Chair drew attention to a draft resolution to honour the late Dr Hermann Scheer and his legacy by recognizing him as a founding father of the International Renewable Energy Agency (IRENA).<sup>14</sup>

**The resolution was adopted by acclamation.**

### **Agenda item 24: Closing of the session**

111. Mr Alfredo Morelli, speaking at the invitation of the Chair on behalf of the Credentials Committee, presented the report contained in document PC.4/CRC/SR.3.<sup>15</sup>

112. Professor Abubakar Sani Sambo, Rapporteur, speaking at the invitation of the Chair, read out his report of the proceedings of the fourth session of the Commission.<sup>16</sup>

113. The Chair summed up the significant achievements of the current session, including the signing of the Headquarters Agreement; the decision to conduct an audit of the Commission's accounts for 2010; the decision of a provisional work programme and budget for 2011; the establishment of a mechanism to address outstanding issues in the draft Rules of Procedure of the Assembly and Council; and the institution of a procedure for the selection of the Director-General. He would be stepping down from his position in order to take up a diplomatic post abroad on behalf of his country.

114. After the customary exchange of courtesies, he declared the fourth session of the Commission closed.

**The meeting rose at 1.25 p.m.**

---

<sup>14</sup> Document PC.4/DC.7 (see Annex 15)

<sup>15</sup> See Annex 18.

<sup>16</sup> Document PC.4/SR.2 (see Annex 19).

### Annexes

- Annex 1: List of participants (document PC.4/CRP.3)
- Annex 2: Agenda of the fourth session of the Preparatory Commission for IRENA (document PC.4/CRP.1/rev.1)
- Annex 3: List of observers (document PC.4/CRP.2/rev.1)
- Annex 4: Report of the Chair of the Administrative Committee (document PC.4/SR.1)
- Annex 5: Decision on the resignation of the Interim Director-General (document PC.4/DC.2)
- Annex 6: Summary Report by the Chair of the Staff Provident Fund Management Board (document PC.4/MB/SR.5)
- Annex 7: Decision regarding the Provisional 2011 Work Programme and Budget of the Preparatory Commission for 2011 (document PC.4/DC.6)
- Annex 8: Report of the ad-hoc meeting of the Working Group on the 2010 Work Programme Implementation (document PC/WG.PRO/WP.23)
- Annex 9: Decision on the Selection Procedures for Projects applying for Funding from the Abu Dhabi Fund for Development (document PC.4/DC.4)
- Annex 10: Decision on the procedure to identify candidates for the position of Director-General (document PC.4/DC.5)
- Annex 11: Summary Report by the Chair of the Working Group on Legal Issues (document PC.4/WG.LEG/SR.7)
- Annex 12: Report on the Implementation of the 2010 Work Programme (document IST.10/PRC.1)
- Annex 13: Summary Report by the Co-Chairs of the 2010 Work Programme Implementation Working Group (document PC.4/SR.4)
- Annex 14: Summary Report by the Co-Chairs of the 2010 Work Programme Implementation Working Group - Corrigendum (document PC.4/SR.4/Corr.1)
- Annex 15: Resolution to honour Dr Hermann Scheer and his legacy by recognizing him as a founding father of IRENA (document PC.4/DC.7)
- Annex 16: Report of the Chair of the Headquarters Agreement Working Group and decision on the Interim Headquarters Agreement (document PC.4/DC.8)

## REPORT

---

Annex 17: Decision on the Commission of an Exceptional External Audit and Acceptance of the Audit Offer by Norway (document PC.4/DC.9)

Annex 18: Report of the Credentials Committee (document PC.4/CRC/SR.3)

Annex 19: Report of the Rapporteur on the fourth session of the Preparatory Commission for IRENA (document PC.4/SR.2)

**List of participants at the fourth session of the Preparatory Commission for IRENA on 24 – 25 October 2010 in Abu Dhabi**

| No | Country/<br>Organization | First Name      | Last Name  | Department/Organization                               | Position/Title                            | Function           |
|----|--------------------------|-----------------|------------|---|---|--------------------|
| 1. | Afghanistan              | Azizullah       | Omar       | Ministry of Foreign Affairs                           | Director                                  | Head of Delegation |
|    |                          | Mohammad Jalil  | Shams      | DABS  | CEO                                       | Delegate           |
|    |                          | Sayed Noorullah | Raghi      | Ministry of Foreign Affairs                           | Adviser                                   | Delegate           |
| 2. | Albania                  | Behar           | Bejko      | Embassy of Albania                                    | Ambassador                                | Head of Delegation |
| 3. | Algeria                  | Benzaid         | Fawsi      | Ministry of Energy and Mining                         | Head of Office                            | Head of Delegation |
|    |                          | Telli Bouzid    | Chahrazed  | Ministry of Energy and Mining                         | Head of Department                        | Delegate           |
|    |                          | Mostefa         | Zeghlache  | Ministry of Energy and Mining                         | Adviser                                   | Delegate           |
|    |                          | Hichem          | Farsi      | New Energy Algeria                                    | Manager                                   | Delegate           |
| 4. | Angola                   | Rui             | Mangueira  | Embassy of Angola                                     | Ambassador                                | Head of Delegation |
|    |                          | Suzana          | Belrhalia  | Embassy of Angola                                     | Assistant Analyst                         | Delegate           |
|    |                          | Manuel          | Caterca    | Embassy of Angola                                     | Adviser                                   | Delegate           |
| 5. | Argentina                | Alfredo         | Morelli    | Ministry of Foreign Affairs                           | Ambassador                                | Head of Delegation |
| 6. | Armenia                  | Daniel          | Stepanyan  | Ministry of Energy and Natural Resources              | Head of Department                        | Head of Delegation |
| 7. | Australia                | Douglas         | Trappett   | Australian Embassy                                    | Ambassador                                | Head of Delegation |
|    |                          | Richard         | Belt       | Department of Resources Energy and Tourism            | General Manager, Environment Branch       | Delegate           |
|    |                          | Veronica        | Westacott  | Department of Resources Energy and Tourism            | Assistant Manager Renewable Energy Policy | Delegate           |
| 8. | Austria                  | Werner          | Druml      | Federal Ministry for European & International Affairs | Ambassador                                | Head of Delegation |
|    |                          | Julius          | Lauritsch  | Austrian Embassy                                      | Ambassador                                | Delegate           |
| 9. | Azerbaijan               | Elkhan          | Gahramanov | Embassy of Azerbaijan                                 | Ambassador                                | Head of Delegation |
|    |                          | Etibar          | Abdullayev | Embassy of Azerbaijan                                 | Second Secretary                          | Delegate           |

|     |                        |                 |             |  |   |                    |
|-----|------------------------|-----------------|-------------|--|---|--------------------|
|     |                        | Rashad          | Novruzov    | Ministry of Foreign Affairs                    | Secretary of Energy Affairs             | Delegate           |
| 10. | Bahrain                | Naser           | Alrowaili   | Ministry of Electricity and Water Authority    | Chemical Engineer                       | Head of Delegation |
|     |                        | Mohamed         | Shaheen     | Ministry of Electricity and Water Authority    | Office Manager                          | Delegate           |
|     |                        | Abdulmajeed     | Alawadhi    | Ministry of Electricity and Water Authority    | Chief Executive                         | Delegate           |
|     |                        | Yasser          | Shaheen     | Legal Directorate, Ministry of Foreign Affairs | Counselor                               | Delegate           |
| 11. | Bangladesh             | Muhammad Enamul | Huq         | Ministry of Power, Energy & Mineral Resources  | Minister                                | Head of Delegation |
|     |                        | Naimul          | Hossain     | Power Development Board                        | Superintending Engineer                 | Delegate           |
|     |                        | Mazmul          | Quaunine    | Embassy of Bangladesh                          | Ambassador                              | Delegate           |
|     |                        | Mofazzel        | Hossain     | Ministry of Power, Energy & Mineral Resources  | Joint Secretary                         | Delegate           |
| 12. | Belarus                | Aleksander      | Semeshko    | Belarussian Embassy                            | Ambassador                              | Head of Delegation |
|     |                        | Elena           | Polyakova   | Ministry of Foreign Affairs                    | Counselor                               | Delegate           |
|     |                        | Igor            | Bondarev    | Embassy of Belarus                             | Adviser                                 | Delegate           |
| 13. | Benin                  | Adamou          | Aba Bagnan  | Embassy of Benin                               | First Secretary                         | Head of Delegation |
|     |                        | Adoukonou       | Evelyne     | Direction of International Organizations       | Chief of Operational Activities Service | Delegate           |
| 14. | Bosnia and Herzegovina | Radomir         | Kosic       | Embassy of Bosnia and Herzegovina              | Ambassador                              | Head of Delegation |
| 15. | Brunei-Darussalam      | Noraini         | Karim       | Embassy of Brunei Darussalam                   | First Secretary                         | Head of Delegation |
| 16. | Chad                   | Youbossoum      | Nodjitaloum | Ministry of Petrol and Energy                  | Secretary General                       | Head of Delegation |
|     |                        | Oumar Noury     | Abdelkerim  | Ministry of External Relations                 | Director                                | Delegate           |

|     |                                  |             |                   |  |                              |                    |
|-----|----------------------------------|-------------|-------------------|--|------------------------------|--------------------|
|     |                                  | Abdelkerim  | Dangaye Ouedemi   | Ministry of Petrol and Energy                          | Focal Point IRENA            | Delegate           |
| 17. | Chile                            | Jean Paul   | Tarud Kuborn      | Embassy of the Republic of Chile                       | Ambassador                   | Head of Delegation |
| 18. | Cyprus                           | George      | Partasides        | Ministry of Commerce Industry and Tourism              | Industrial Extension Officer | Head of Delegation |
|     |                                  | Costas      | Papademas         | Embassy of the Republic of Cyprus                      | Ambassador                   | Delegate           |
| 19. | Czech Republic                   | Jaroslav    | Ludva             | Embassy of Czech Republic                              | Ambassador                   | Head of Delegation |
|     |                                  | Olga        | Svitakova         | Ministry of Industry and Trade                         | Head of Department           | Delegate           |
|     |                                  | Jiri        | Rak               | Embassy of Czech Republic                              | Counselor                    | Delegate           |
| 20. | Democratic Republic of the Congo | Etienne     | Nyembo Kitungwa   | Ministry of Energy                                     | Director                     | Head of Delegation |
|     |                                  | Venan       | Mabiala Ma Mabila | Ministry of Environment, Nature Conservation & Tourism | Adviser                      | Delegate           |
|     |                                  | Nsiala Tosi | Mpanu Mpanu       | Ministry Environment, Nature Conservation and Tourism  | Director                     | Delegate           |
| 21. | Denmark                          | Hans Jorgen | Koch              | Ministry of Climate & Energy, Danish Energy Agency     | Director                     | Head of Delegation |
|     |                                  | Steffen     | Nielsen           | Ministry of Climate & Energy, Danish Energy Agency     | Adviser                      | Delegate           |
| 22. | Djibouti                         | Abdillahi   | Aouled            | Ministry of Energy                                     | Ministry                     | Head of Delegation |
| 23. | Dominican Republic               | Clara       | Martinez Thedy    | Dominican Republic Embassy                             | Ambassador                   | Head of Delegation |
|     |                                  | Eduardo     | Cintron           | Dominican Republic Embassy                             | Counselor                    | Delegate           |
|     |                                  | Ignacio     | Gonzalez          | Dominican Republic Embassy                             | Minister Counselor           | Delegate           |
| 24. | Ecuador                          | Peter       | Obrist            | Consulate of Ecuador                                   | Consul                       | Head of Delegation |
| 25. | Egypt                            | Laila       | Youssef           | New & Renewable authority                              | Head of Department           | Head of Delegation |
|     |                                  | Rasha       | Hassan            | New & Renewable authority                              | Specialist                   | Delegate           |
|     |                                  | A.M.        | Youssef           | Embassy of Egypt                                       | Official                     | Delegate           |
|     |                                  | Tamer       | Mansour           | Embassy of Egypt                                       | Official                     | Delegate           |

|     |         |               |                |   |                     |                    |
|-----|---------|---------------|----------------|---|---------------------|--------------------|
| 26. | Eritrea | Alamin        | Nafe           | Ministry of Energy and Mines                              | Ambassador          | Head of Delegation |
|     |         | Ahmed         | Haj Ali        | Ministry of Energy and Mines                              | Minister            | Delegate           |
|     |         | Tesfay        | Zecarias       | Ministry of Energy and Mines                              | Adviser             | Delegate           |
| 27. | Fiji    | Malakai       | Tadulala       | Ministry of Transport and Energy                          | Deputy Secretary    | Head of Delegation |
|     |         | Peceli        | Nakavulevu     | Energy Department   | Director            | Delegate           |
| 28. | Finland | Anne          | Vattainen      | Ministry of Employment and the Economy                    | Chief Counselor     | Head of Delegation |
| 29. | France  | Alain         | Azouaou        | Embassy of France   | Ambassador          | Head of Delegation |
|     |         | Vincent       | Floreani       | Embassy of France   | Adviser             | Delegate           |
|     |         | Gauer         | Denys          | Ministry of Foreign and European Affairs                  | Ambassador          | Delegate           |
|     |         | Martine       | Kubler Mamlouk | Embassy of France   | Counselor           | Delegate           |
|     |         | Christina     | Vasak          | Ministry of Foreign and European Affairs                  | Adviser             | Delegate           |
|     |         | Frederique    | Dubois         | Ministry of Foreign and European Affairs                  | Head of Energy Team | Delegate           |
|     |         | Elise         | Calibre        | MEEDDM  | Energy Advisor      | Delegate           |
|     |         | Morellato     | Gilles         | Ministry of Foreign and European Affairs                  | Official            | Delegate           |
|     |         | Raymond       | Cointe         | Ministry of Ecology and Energy                            | Director            | Delegate           |
| 30. | Gambia  | Mambury       | Njie           | Ministry of Energy  | Minister            | Head of Delegation |
|     |         | Kemo Kending  | Ceesay         | Ministry of Energy  | Director            | Delegate           |
|     |         | Momodou Omar  | Njie           | Ministry of Energy  | Deputy Secretary    | Delegate           |
| 31. | Germany | Ernst Juergen | Becker         | Federal Ministry for Environment                          | Secretary of State  | Head of Delegation |
|     |         | Philippe      | Lempp          | Federal Ministry for Economic Cooperation and Development | Adviser             | Delegate           |
|     |         | Karsten       | Sach           | Federal Ministry for Environment                          | Head of Department  | Delegate           |
|     |         | Martin        | Schoppe        | Federal Ministry  | Head of Department  | Delegate           |
|     |         | Katharina     | Suntrup        | Federal Ministry for Environment                          | Adviser             | Delegate           |



|     |                            |                      |                 |   |                        |                    |
|-----|----------------------------|----------------------|-----------------|---|------------------------|--------------------|
|     |                            | Franz-Birger         | Marre           | Federal Ministry for Economic Cooperation and Development | Head of Department     | Delegate           |
|     |                            | Sonja                | Niehoff         | Federal Ministry for Environment                          | Adviser                | Delegate           |
|     |                            | Robert               | Lorentz         | Federal Ministry for Environment                          | Adviser                | Delegate           |
|     |                            | Mirko                | Abresch         | Federal Ministry for Environment                          | Adviser                | Delegate           |
|     |                            | Racha                | Haidar-Matic    | Embassy of the Federal Republic of Germany                | Assistant              | Delegate           |
|     |                            | Matthias             | von Polenz      | Embassy of the Federal Republic of Germany                | Counselor              | Delegate           |
|     |                            | Monika               | Frieling        | Federal Ministry for Environment                          | Desk Officer           | Delegate           |
|     |                            | Joscha               | Rosenbusch      | German Federal Ministry for the Environment               | Consultant             | Delegate           |
| 32. | Ghana                      | Michael              | Opam            | Ministry of Energy  | Minister               | Head of Delegation |
|     |                            | Alfred Kwabena Ofori | Ahenkorah       | Energy Commission   | Executive Secretary    | Delegate           |
|     |                            | Okyere-Darko         | Ababio          | Ministry of Energy  | Chief Director         | Delegate           |
| 33. | Greece                     | Dimitrios            | Papastefanakis  | Center for Renewable Energy Sources and Saving            | Director               | Delegate           |
|     |                            | Charalampos          | Pippos          | Ministry for Environment Energy and Climate Change        | Director               | Head of Delegation |
| 34. | Guatemala                  | Rita                 | Mishaan         | Ministry of Foreign Affairs                               | Head of Department     | Head of Delegation |
| 35. | Guinea-Bissau              | Mario Adao Carlos    | Almeida         | Ministry of Energy  | Adviser                | Head of Delegation |
|     |                            | Julio Antonio        | Raul            | Department of Energy                                      | Focal point            | Delegate           |
| 36. | Iceland                    | Benedikt             | Hoskuldsson     | Ministry for Foreign Affairs                              | Head of Department     | Head of Delegation |
| 37. | India                      | Satender             | Yadav           | Ministry for Foreign Affairs                              | Director of Department | Head of Delegation |
| 38. | Iran (Islamic Republic of) | Abdolhamid           | Farzam Behboudi | Ministry of Energy  | Adviser                | Head of Delegation |
|     |                            | Hossein              | Gharibi         | Renewable Energy Organization (SUNA)                      | Adviser                | Delegate           |

|     |         |               |                   |   |                                    |                    |
|-----|---------|---------------|-------------------|---|------------------------------------|--------------------|
|     |         | Shahriar      | Jalae             | Renewable Energy Organization (SUNA)            | Deputy of Planning and Development | Delegate           |
|     |         | Mojtaba       | Ramezaniahadabadi | Ministry of Foreign Affairs                     | Adviser                            | Delegate           |
| 39. | Iraq    | Samir         | Raouf             | Ministry of Science and Technology              | Deputy Minister                    | Head of Delegation |
| 40. | Ireland | Ciarain       | Madden            | Embassy of Ireland                              | Ambassador                         | Head of Delegation |
|     |         | Robert        | O Driscoll        | Embassy of Ireland                              | Deputy Head of Mission             | Delegate           |
| 41. | Israel  | Gil           | Haskel            | Ministry of Foreign Affairs                     | Director                           | Head of Delegation |
|     |         | Sagi          | Karni             | Ministry of national Infrastructures            | Director                           | Delegate           |
|     |         | Zev           | Gross             | Ministry of national Infrastructures            | Head of Department                 | Delegate           |
|     |         | Amit          | Heumann           | Ministry of Foreign Affairs                     | Adviser                            | Delegate           |
| 42. | Italy   | Pierbenedetto | Francese          | Ministry of Foreign Affairs                     | Ambassador                         | Head of Delegation |
|     |         | Massimiliano  | Calamea           | Ministry of Foreign Affairs                     | Adviser                            | Delegate           |
|     |         | Jan Okko      | Ziegler           | Ministry of Foreign Affairs                     | Adviser                            | Delegate           |
|     |         | Antonio       | Verde             | Italian Ministry of Foreign Affairs             | Director                           | Delegate           |
| 43. | Japan   | Tatsuo        | Watanebe          | Embassy of Japan                                | Ambassador                         | Head of Delegation |
|     |         | Osamu         | Onodera           | NEDO  | Director                           | Delegate           |
|     |         | Masahiko      | Saito             | Ministry of Foreign Affairs                     | Deputy Director-General            | Delegate           |
|     |         | Ryoko         | Kawai             | Agriculture, Forestry and Fisheries             | Deputy Director                    | Delegate           |
|     |         | Tomoyoshi     | Hisamori          | Embassy of Japan                                | Head of Department                 | Delegate           |
|     |         | Yukihiro      | Umeshita          | Ministry of Agriculture, Forestry and Fisheries | Deputy Director                    | Delegate           |
|     |         | Daigo         | Takeishi          | Ministry of Foreign Affairs                     | Researcher                         | Delegate           |

|     |            |                 |                 |  |                              |                    |
|-----|------------|-----------------|-----------------|--|------------------------------|--------------------|
| 44. | Jordan     | Khaled Anis     | Irani           | Ministry of Energy and Mineral Resources         | Minister                     | Head of Delegation |
|     |            | Abu Ayyash      | Rayd            | Ministry of Energy and Mineral Resources         | Adviser                      | Delegate           |
|     |            | Saqer Matrouk   | Abu Shattal     | Ministry of Energy and Mineral Resources         | Adviser                      | Delegate           |
|     |            | Ziad Jebril     | Sabra           | Ministry of Energy and Mineral Resources         | Director                     | Delegate           |
| 45. | Kenya      | Mohamed Maalim  | Mahamud         | Ministry of Energy                               | Assistant Minister           | Head of Delegation |
|     |            | Mohammed        | Gello           | Embassy of Kenya                                 | Ambassador                   | Delegate           |
|     |            | John            | Wambua          | Embassy of Kenya                                 | First Secretary              | Delegate           |
|     |            | Perpetual       | Mwangi          | Ministry of Energy                               | Public Communication Officer | Delegate           |
|     |            | Isaac Nzue      | Kiva            | Ministry of Energy                               | Senior Engineer              | Delegate           |
| 46. | Kuwait     | Naji            | Al-Mutairi      | Kuwait Institute for Scientific Research         | Director General             | Head of Delegation |
|     |            | Salem           | Alhajraf        | Kuwait Institute for Scientific Research         | Specialist                   | Delegate           |
| 47. | Lesotho    | Thabo           | Khasipe         | Lesotho Embassy in Kuwait                        | Ambassador                   | Head of Delegation |
|     |            | Lebohang        | Moghali         | Lesotho Embassy in Kuwait                        | Head of Department           | Delegate           |
| 48. | Lithuania  | Vaidotas        | Karvelis        | Ministry of foreign Affairs                      | Head of Department           | Head of Delegation |
| 49. | Luxembourg | Guy             | Lentz           | Permanent Representation of Luxembourg to the EU | Attaché                      | Head of Delegation |
| 50. | Madagascar | Raberanohatra   | Joseph Emmanuel | Ministry of Energy                               | Director                     | Head of Delegation |
| 51. | Malaysia   | Abdullah Maamor | Ibrahim         | Embassy of Malaysia                              | First Secretary              | Head of Delegation |
| 52. | Maldives   | Mohamed         | Aslam           | Ministry of Housing and Environment              | Minister                     | Head of Delegation |

|     |             |                |               |   |                     |                    |
|-----|-------------|----------------|---------------|---|---------------------|--------------------|
|     |             | Ali            | Shareef       | Ministry of Housing and Environment       | Assistant Director  | Delegate           |
|     |             | Ahmed          | Saleem        | Ministry of Housing and Environment       | Permanent Secretary | Delegate           |
|     |             | Ahmed          | Ali           | Ministry of Housing and Environment       | Assistant Director  | Delegate           |
| 53. | Mali        | Diawara        | Sinalou       | Ministry of Energy and Water              | Director            | Head of Delegation |
|     |             | Traore         | Saokou Oumar  | Ministry of Energy and Water              | Director            | Delegate           |
|     |             | Hamata         | Ag Hantafaye  | ANADEB                                    | Director            | Delegate           |
| 54. | Mauritania  | Mamadou Amadou | Kane          | Ministry of Energy and Petroleum          | Director            | Head of Delegation |
|     |             | Mahmoud        | Abdel Ghader  | National Agency of Renewable Development  | Director            | Delegate           |
|     |             | Hemid Ould     | Ahmed         | Ministry of Energy and Petroleum          | Adviser             | Delegate           |
|     |             | Mohamed        | El Moustapha  | Ministry of Energy and Petroleum          | Adviser             | Delegate           |
| 55. | Mexico      | Gonzalo        | Abad Frias    | Ministry of Energy                        | Director            | Head of Delegation |
|     |             | Francisco      | Alonso        | Ministry of Foreign Affairs               | General Consul      | Delegate           |
| 56. | Monaco      | Chhayavuth     | Kheng         | Department of Environment                 | Head of Section     | Head of Delegation |
| 57. | Mongolia    | Bayanjargal    | Byambasaikhan | Newcom Group                              | Managing Director   | Head of Delegation |
|     |             | Demchigjav     | Chimeddorj    | Energy Authority of Mongolia              | Engineer            | Delegate           |
| 58. | Montenegro  | Aleksandar     | Erakovic      | Montenegro Embassy                        | Ambassador          | Head of Delegation |
| 59. | Nepal       | Bharat Raj     | Poudel        | Ministry of Environment                   | Engineer            | Head of Delegation |
| 60. | Netherlands | Huib           | De Bliet      | Embassy of the Kingdom of the Netherlands | Ambassador          | Head of Delegation |
| 61. | Niger       | Maidagi        | Issa          | Ministry of Mines and Energy              | Director            | Head of Delegation |
|     |             | Abdoussalam    | Ba a          | CNES                                      | Director            | Delegate           |
| 62. | Nigeria     | Abubakar Sani  | Sambo         | Energy Commission of Nigeria              | Head of Department  | Head of Delegation |
|     |             | Mohamed Ahmed  | Musawa        | Ministry of Foreign Affairs               | Director            | Delegate           |
|     |             | Abubakar Malah | Umar          | Energy Commission of Nigeria              | Adviser             | Delegate           |

|     |             |                 |             |   |                                    |                    |
|-----|-------------|-----------------|-------------|---|------------------------------------|--------------------|
| 63. | Norway      | Eva             | Paaske      | Royal Ministry of Petroleum and Energy          | Head of Department                 | Head of Delegation |
|     |             | Aase E          | Bjerke      | Royal Norwegian Embassy                         | Ambassador                         | Delegate           |
|     |             | Even            | Stormoen    | Ministry of Foreign Affairs                     | Adviser                            | Delegate           |
|     |             | Eric C          | Furu        | Royal Norwegian Embassy                         | Deputy Head of Mission             | Delegate           |
|     |             | Oivind          | Johansen    | Ministry of Petroleum and Energy                | Assistant Director General         | Delegate           |
| 64. | Oman        | Sulaiman        | Al-Harrasi  | Public Authority for Electricity & Water        | Director                           | Head of Delegation |
|     |             | Christiane      | Tyrer       | Consulting office                               | Head of Department                 | Delegate           |
|     |             | Ali             | Al Ghafri   | Public Authority for Electricity and Water      | Chairman Assistant                 | Delegate           |
|     |             | Ahmed           | Masan       | Rural Areas Electricity Company                 | Adviser                            | Delegate           |
| 65. | Pakistan    | Farhat          | Ayesha      | Embassy of Islamic Republic of Pakistan         | Second Secretary                   | Delegate           |
| 66. | Palau       | Gregorio        | Decherong   | Palau Energy Office                             | Director                           | Head of Delegation |
|     |             | Jeffrey         | Antol       | Ministry of State                               | Director                           | Delegate           |
| 67. | Philippines | Adelio Angelito | Cruz        | Embassy of Philippines                          | First Secretary and Consul General | Head of Delegation |
|     |             | Carlito         | Dizon       | Embassy of Philippines                          | Attaché                            | Delegate           |
|     |             | Jose Ma         | Dinsay      | Embassy of Philippines                          | Attaché                            | Delegate           |
|     |             | Merwin          | Valeza      | Embassy of Philippines                          | Attaché                            | Delegate           |
| 68. | Poland      | Janusz          | Bylinski    | Embassy of Poland                               | Ambassador                         | Head of Delegation |
|     |             | Lukasz          | Tomaszewski | Ministry of Economy                             | Adviser                            | Delegate           |
| 69. | Portugal    | Joao            | Bernardo    | Ministry of Economy, Innovation and Development | Head of Department                 | Head of Delegation |
|     |             | Isabel          | Cabrita     | Ministry of Economy and Innovation              | Adviser                            | Delegate           |
| 70. | Qatar       | Mona            | Al-Maadeed  | Ministry of Energy and Industry                 | Head of Department                 | Head of Delegation |

|     |                       |                     |                     |   |                                  |                    |
|-----|-----------------------|---------------------|---------------------|---|----------------------------------|--------------------|
|     |                       | Osama               | Al-Momani           | Ministry of Energy and Industry                     | Senior Business Planer           | Delegate           |
| 71. | Republic of Korea     | Kim                 | Eun Seok            | Ministry of Foreign Affairs and Trade               | Ambassador                       | Head of Delegation |
|     |                       | Jun-Oh              | Kim                 | Korea Energy Management Corporation                 | Project Manager                  | Delegate           |
|     |                       | Kyu Nam             | Chae                | Korean Embassy                                      | Commercial Attaché               | Delegate           |
|     |                       | Hoon                | Shin                | Prime Minister's Office                             | Deputy Director                  | Delegate           |
|     |                       | Sangkook            | Han                 | Ministry of Foreign Affairs and Trade               | First Secretary                  | Delegate           |
|     |                       | Ji Hye              | Suh                 | Ministry of Foreign Affairs and Trade               | Third Secretary                  | Delegate           |
| 72. | Romania               | Claudiu Constantin  | Stafie              | Ministry of Economy, Trade and Business Environment | Head of Department               | Head of Delegation |
|     |                       | George Catalin      | Guran               | Ministry of Economy Trade and Business Environment  | Chief of Service                 | Delegate           |
|     |                       | Iuliana             | Boghez              | Embassy of Romania                                  | Second Secretary                 | Delegate           |
| 73. | Samoa                 | Faalavaau Perina    | Sila                | Ministry of Foreign Affairs and Trade               | Deputy Chief Executive Officer   | Head of Delegation |
|     |                       | Faale               | Tumaalii            | CEO   | Scientific Research Organization | Delegate           |
| 74. | Sao Tome and Principe | Tome                | Soares da Vera Cruz | Ministry  | Adviser                          | Head of Delegation |
|     |                       | Esterline Goncalves | Genero              | Ministry  | Adviser                          | Delegate           |
| 75. | Senegal               | Louis               | Seck                | Ministry of Energy                                  | Minister                         | Head of Delegation |
|     |                       | Abddourahmane       | DIOP                | Senegal Embassy                                     | Ambassador                       | Delegate           |
|     |                       | Hane                | Ibrahima Abdoulaye  | Organization  | President                        | Delegate           |
|     |                       | Alassane            | Niane               | Ministry of Energy                                  | Adviser                          | Delegate           |

|     |              |                |               |   |                     |                    |
|-----|--------------|----------------|---------------|---|---------------------|--------------------|
|     |              | Ismaila        | Llo           | Ministry of Renewable Energy                        | Director            | Delegate           |
| 76. | Serbia       | Dejan          | Stojadinovic  | Ministry of Mining and Energy                       | Head of Department  | Head of Delegation |
|     |              | Slobodan       | Cvetkovic     | Ministry of Environment and Spatial Planning        | Adviser             | Delegate           |
| 77. | Seychelles   | Rolph          | Payet         | University of Seychelles                            | Special Adviser     | Head of Delegation |
|     |              | Didier         | Dogley        | Ministry of Home Affairs, Environment and Transport | Principal Secretary | Delegate           |
|     |              | Philippe       | Morin         | Energy Commission                                   | CEO                 | Delegate           |
| 78. | Sierra Leone | Umaru          | Wurie         | Ministry of Finance and Economic Development        | Ambassador          | Head of Delegation |
|     |              | Bahige         | Annan         | Ministry of Finance and Economic Development        | Trade Commissioner  | Delegate           |
|     |              | Siray          | Timbo         | Ministry of Energy and Water Resources              | Adviser             | Delegate           |
| 79. | Slovenia     | Matej          | Andolsek      | Ministry of Foreign Affairs of Slovenia             | Adviser             | Head of Delegation |
| 80. | Somalia      | Hassan         | Abokar        | Ministry of Petroleum and Energy                    | Director            | Head of Delegation |
|     |              | Abdirahman     | Ahmed         | Ministry of Petroleum and Energy                    | Director            | Delegate           |
|     |              | Ahmed Mohamed  | Egal          | Embassy of Somalia                                  | Ambassador          | Delegate           |
| 81. | South Africa | Ycoob Abba     | Omar          | South African Embassy                               | Ambassador          | Head of Delegation |
|     |              | Nomawethu      | Qase          | Department of Energy                                | Senior Manager      | Delegate           |
|     |              | Mmutlane       | Makena        | South African Embassy                               | Counselor           | Delegate           |
| 82. | Spain        | Rafael         | Conde de Saro | Ministry of Foreign Affairs                         | Ambassador          | Head of Delegation |
|     |              | Pablo          | Ruiz          | Ministry of Environment and Rural and Marine        | Adviser             | Delegate           |
|     |              | Jaume          | MARGARIT      | IDEA  | Director            | Delegate           |
|     |              | Carlos Alberto | Fernandez     | IDEA  | Head of Department  | Delegate           |
|     |              | Sofia          | Martinez      | IDEA  | Project Officer     | Delegate           |

|     |             |                  |                  |   |                        |                    |
|-----|-------------|------------------|------------------|---|------------------------|--------------------|
|     |             | Marisa           | Olano            | IDEA  | Head of Department     | Delegate           |
|     |             | Enrique          | Viguera Rubio    | Ministry of Foreign Affairs                       | Ambassador             | Delegate           |
| 83. | Sri Lanka   | Upali            | Daranagama       | Ministry of Power and Energy                      | Additional Secretary   | Head of Delegation |
|     |             | Chandrasekara    | Wijeratne        | Ministry of External Affairs                      | Director General       | Delegate           |
| 84. | Sudan       | Igbal            | Mohamed Ahmed    | Ministry of Petroleum                             | Director               | Head of Delegation |
|     |             | Chok             | Ayat             | Ministry of Petroleum                             | Adviser                | Delegate           |
|     |             | Kawther          | Saeed            | Technical and Vocational training Organization    | Manager                | Delegate           |
|     |             | Souad Siddig     | Ahmed            | Ministry of Petroleum                             | Head of Section        | Delegate           |
| 85. | Swaziland   | Swazi Patrick    | Dlamini          | Embassy of the Kingdom of Swaziland               | Counselor              | Delegate           |
| 86. | Sweden      | Magnus           | Schaldtz         | Embassy of Sweden                                 | Ambassador             | Head of Delegation |
|     |             | Lisa             | Lundmark         | Swedish Energy Agency                             | Executive officer      | Delegate           |
|     |             | Erik             | Thornstrom       | Ministry of Enterprise, Energy and Communications | Adviser                | Delegate           |
| 87. | Switzerland | Jean-Christophe  | Fueeg            | Swiss Federal Office of Energy                    | Head of Department     | Head of Delegation |
|     |             | Sofia            | Iberg            | Swiss Federal Office of Energy                    | Adviser                | Delegate           |
|     |             | Wolfgang Amadeus | Brulhart         | Swiss Federal Office of Energy                    | Adviser                | Delegate           |
| 88. | Togo        | Kuami            | Wowogno          | Agency  | Director               | Head of Delegation |
|     |             | Kossi            | Kaleti           | Ministry of Mines and Energy                      | Adviser                | Delegate           |
| 89. | Tonga       | Lano             | Fonua            | Prime Minister's Office                           | Adviser                | Head of Delegation |
| 90. | Tunisia     | Faten            | Skhiri Ep Bchini | National Agency of Energy Conservation            | Deputy Director        | Head of Delegation |
| 91. | Turkey      | Nilgun Saziye    | Acikalin         | Ministry of Energy And Natural Resources          | Deputy General Manager | Head of Delegation |
|     |             | Vural            | Altay            | Ministry of Energy and Natural Resources          | Adviser                | Delegate           |
| 92. | Uganda      | Simon            | Dujanga          | Ministry of Energy                                | Minister               | Head of Delegation |



|     |                      |                 |                |  |   |                    |
|-----|----------------------|-----------------|----------------|--|---|--------------------|
|     |                      | Norbert         | Semitala       | Ministry of Energy                         | Director                                    | Delegate           |
|     |                      | George Fredrick | Tushabe        | Ministry of Energy                         | Adviser                                     | Delegate           |
|     |                      | Godfrey         | Ndawula        | Ministry of Energy and Mineral Development | Assistant Commissioner                      | Delegate           |
| 93. | United Arab Emirates | Dr. Sultan      | Ahmed Al Jaber | Ministry of Foreign Affairs                | Special Envoy for Energy and Climate Change | Head of Delegation |
|     |                      | Abdulla         | Bushahab       | EIAST                                      | Engineer                                    | Delegate           |
|     |                      | Rashed          | Al Shamsi      | EIAST                                      | Assistant Researcher                        | Delegate           |
|     |                      | Abdulla         | Al Shamsi      | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Salem           | Al Marri       | EIAST                                      | Director                                    | Delegate           |
|     |                      | Jaber           | Al Jaberi      | Environment Agency                         | Executive Director                          | Delegate           |
|     |                      | Buthaina        | Zaal Al Marri  | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Alyazi          | Al Muhairi     | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Abdulrahim      | Al Awadi       | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Thamer Mubarak  | Abdullah       | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Rashed Matar    | Al Siri        | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Mohamed         | Abushahab      | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Ibrahim         | Al Qasimi      | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Omar            | Shehadeh       | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Sultan          | Taryam         | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Otaiba Saeed    | Ahmed          | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Georgette       | Miller         | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Fahad           | Al Ajmi        | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Elizabeth       | Press          | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Cindy           | Fareed         | Ministry of Foreign Affairs                | Adviser                                     | Delegate           |
|     |                      | Rawdha          | Al Otaiba      | Ministry of Foreign Affairs                | Diplomat                                    | Delegate           |
|     |                      | Amna            | Mzoughi        | Ministry of Foreign Affairs                | Administration Staff                        | Delegate           |

|     |  |                |             |   |  |                    |
|-----|--|----------------|-------------|---|--|--------------------|
|     |  | Robert         | Bradley     | Energy and Climate Change Department    | Adviser                                  | Delegate           |
|     |  | Eisa           | Alhammadi   | Ministry of Foreign Affairs             | Diplomatic attaché                       | Delegate           |
|     |  | Sameer         | Assaf       | Ministry of Foreign Affairs             | Analyst                                  | Delegate           |
|     |  | Shahad         | Al Hammadi  | Ministry of Environment & Water         | International cooperation coordinator    | Delegate           |
|     |  | Ahmed          | Aal Rabeea  | Ministry of Foreign Affairs             | Office Manager of the Assistant Minister | Delegate           |
|     |  | Dane           | McQueen     | Ministry of Foreign Affairs             | DECC                                     | Delegate           |
|     |  | Mariam         | Al Mazrouie | ADFEC                                   | Head of Department                       | Delegate           |
|     |  | Aimee          | Barnes      | Ministry of Foreign Affairs             | Analyst                                  | Delegate           |
|     |  | Abdalla Hamdan | Alnaqbi     | Ministry of Foreign Affairs             | Director                                 | Delegate           |
|     |  | Serene         | Serhan      | Ministry of Foreign Affairs             | Other                                    | Delegate           |
|     |  | Thani          | Al Zeyoudi  | Ministry of Foreign Affairs             | Head of Department                       | Delegate           |
| 94. | United Kingdom of Great Britain and Northern Ireland | St.John        | Hoskyns     | Department of Energy and Climate Change | Adviser                                  | Head of Delegation |
|     |  | Doug           | Cook        | Department of Energy and Climate Change | Adviser                                  | Delegate           |
|     |  | Ian            | Wood        | British Embassy                         | Deputy Head of Mission                   | Delegate           |
| 95. | United Republic of Tanzania                          | Bashir Juma    | Mrindoko    | Ministry of Energy and Minerals         | Head of Department                       | Head of Delegation |
|     |  | Paul Morris    | Kiwele      | Ministry of Energy and Minerals         | Adviser                                  | Delegate           |
| 96. | United States of America                             | Kerri-Ann      | Jones       | U.S. Department of State                | Assistant Secretary                      | Head of Delegation |
|     |  | Rami           | Turayhi     | U.S. Department of State                | Adviser                                  | Delegate           |
|     |  | Adam           | Michelow    | Embassy of the United States of America | Diplomat                                 | Delegate           |
|     |  | David          | Sullivan    | US Department of State                  | Adviser                                  | Delegate           |
|     |  | Rebecca        | Webber      | U.S. Department of State                | Foreign Affairs Officer                  | Delegate           |

|      |                |                      |             |  |                               |                    |
|------|----------------|----------------------|-------------|--|-------------------------------|--------------------|
|      |                | Griffin              | Thompson    | U.S. Department of State                                 | Adviser                       | Delegate           |
| 97.  | Uruguay        | Wilson               | Sierra      | Ministry of Industry, Energy and Mining                  | Head of Department            | Head of Delegation |
| 98.  | Vanuatu        | Johnson              | Naviti      | Prime Minister's Office                                  | Head of Aid Coordination Unit | Head of Delegation |
|      |                | Sylvain              | Kalsakau    | Department of Foreign Affairs                            | Adviser                       | Delegate           |
| 99.  | Yemen          | Mohammed Hamid Saeed | Alshaabi    | Ministry of Electricity & Energy                         | Director                      | Head of Delegation |
|      |                | Sabine               | Schwarz     | Ministry of Electricity & Energy                         | Adviser                       | Delegate           |
|      |                | Alladeen             | Al-Sharjabi | General Directorate of Forests, Ranges & Desert. Control | Head of Department            | Delegate           |
|      |                | Mohammed             | Ghaleb      | Ministry of Water and Environment                        | Director                      | Delegate           |
|      |                | Abdulwahab           | Wahshan     | Ministry of Agriculture and Irrigation                   | Head of Section               | Delegate           |
| 100. | Zimbabwe       | Getrude              | Marabada    | Ministry of Energy and Power Development                 | Official                      | Head of Delegation |
|      |                | Synox                | Sibiya      | Ministry of Energy and Power Development                 | Personal Assistance           | Delegate           |
|      |                | Mangoma Elton        | Steers      | Ministry of Energy and Power Development                 | Adviser                       | Delegate           |
|      |                | Voice                | Chivhiya    | Ministry of Energy and Power Development                 | Legal Officer                 | Delegate           |
| 101. | European Union | Hans Jorgen          | Van Steen   | European Union   | Head of Unit DG Energy        | Head of Delegation |

**4<sup>th</sup> Session of the Preparatory Commission**

24 – 25 October 2010

Abu Dhabi National Exhibition Center (ADNEC)

**Agenda**

| <b>24 October 2010</b> |  |
|------------------------|--|
| 09.00 – 09.15          | <b>1. Opening of the session</b>   |
| 09.15 – 09.45          | <b>2. Organisational matters</b>   |
|                        | a. Adoption of the agenda  |
|                        | b. Election of Vice-Chairs and a Rapporteur  |
|                        | c. Appointment of a Credentials Committee  |
|                        | d. Participation of observers at the fourth session  |
| 09.45 – 10.45          | <b>3. High Level Segment</b>   |
| 10.45 – 11.00          | <b>4. Report of the Depositary</b>   |
| 11.00 – 11.30          | COFFEE BREAK   |
| 11.30 – 11.45          | <b>5. Report of the Chair of the Administrative Committee</b><br><i>Input: Chair of AdminCom</i>   |
| 11.45 – 12.00          | <b>6. Report on the Establishment of the Secretariat</b><br><i>Input: IDG</i>  |
| 12.00 – 12.15          | <b>7. Resignation of the Interim Director-General</b>  |
| 12.15 – 12.30          | <b>8. Succession of the Interim Director-General</b>   |
| 12.30 – 12.45          | <b>9. Report of the Chair of the Management Board of the Staff Provident Fund</b><br><i>Input: Chair of the Management Board of the Staff Provident Fund</i> |
| 12.45 – 13.00          | <b>10. Report of the Management Selection Committee (MSC)</b><br><i>Input: Chair of the MSC</i>  |
| 13.00 – 14.30          | LUNCH  |
| 14.30 – 15.00          | <b>11. Consideration and Adoption of the 2011 Work Programme</b>   |

|               |  |
|---------------|--|
|               | <p><b>and Budget</b></p> <p><i>Input: Chairs of the Working Group on 2010 Work Programme Implementation and the Secretariat</i></p>  |
| 15.00 – 15.30 | <p><b>12. Report of the Financial and Organizational Review Team (FROT) and Comments of the Secretariat</b></p> <p><i>Input: Chair of the FROT and Secretariat</i></p>   |
| 15.30 – 15.45 | <p><b>13. Consideration and Adoption of Recommendation on the Draft Rules of Procedure of the Assembly</b></p> <p><i>Input: Chair of Working Group on Governance</i></p>   |
| 15.45 – 16.00 | <p><b>14. Consideration and Adoption of Recommendation on the Draft Rules of Procedure of the Council</b></p> <p><i>Input: Chair of Working Group on Governance</i></p>  |
| 16.00 – 16.15 | <p><b>15. Consideration and Adoption of Recommendation on the selection procedures for projects applying for funding from the Abu Dhabi Fund for Development</b></p> <p><i>Input: Chair of Working Group on Governance</i></p>   |
| 16.15 – 16.45 | COFFEE BREAK   |
| 16.45 – 17.15 | <p><b>16. Issues relating to the appointment of the Director-General of IRENA at the first Assembly</b></p> <p><i>Input: Chair of Working Group on Governance</i></p> <p>Consideration and adoption of a procedure to identify candidates for the position of the Director-General</p> |
| 17.15 – 17.45 | <p><b>17. Consideration of the Report of the Working Group on Legal Issues and appropriate Action thereon</b></p> <p><i>Input: Chair of Legal Working Group</i></p>  |
| 17.45 – 18.00 | <b>Closing remarks</b>   |
| 19.30         | <b>Dinner reception</b>  |

| <b>25 October 2010</b> |  |
|------------------------|--|
| 09.00 – 09.15          | <b>18. Opening of the second day of the session</b>  |
| 09.15 – 09.45          | <b>19. Report on the Implementation of the 2010 Work Programme and Budget</b><br><i>Input: Chairs of the Working Group on 2010 Work Programme Implementation and the Secretariat</i>   |
| 09.45 – 10.00          | <b>20. Signing of the Headquarters Agreement</b><br><i>Input: Chair of the Working Group on the Headquarters Agreement</i>   |
| 10.00 – 10.30          | <b>21. Presentation of a best practice example</b>   |
| 10.30 – 11.00          | COFFEE BREAK   |
| 11.00 – 11.30          | <b>22. Work of the Preparatory Commission beyond its fourth session and of the Administrative Committee beyond its sixth session</b><br>a. Organisation of the work of the Preparatory Commission after its fourth session and of the Administrative Committee after its sixth session<br>b. Date and place of the 5 <sup>th</sup> session of the Preparatory Commission and of the first Assembly<br>c. Election of the Chair and Vice-Chairs for the 5 <sup>th</sup> session of the Preparatory Commission |
| 11.30 – 12.00          | <b>23. Any Other Business</b>  |
| 12.00 – 12.30          | <b>24. Closing of the Session</b><br>a. Credentials Committee Report<br>b. Report of the fourth session of the Preparatory Commission<br>c. Closing remarks  |
| 13.00 – 14.00          | <b>LUNCH</b>   |
| 13.00                  | PRESS CONFERENCE   |

Fourth session

PC.4/CRP.2/rev.1

24 - 25 October 2010

Abu Dhabi National Exhibition Centers (ADNEC)

**List of observers for the fourth session of the Preparatory Commission for IRENA,  
24-25 October 2010, Abu Dhabi, UAE**

| No.  | Organisation/State   |
|--|--|
| <b>List of applicants for observer status sent to Members on 23 September 2010</b>           |  |
| 1.   | Agriconsulting Europe (Belgium)  |
| 2.   | Al Manhal Green Energy (United Arab Emirates)  |
| 3.   | Association Jeunesse 2000 in Senegal   |
| 4.   | AVERDA (ITALY)   |
| 5.   | Clean Power Capital (United Kingdom)   |
| 6.   | Electricity Regulatory Authority (Uganda)  |
| 7.   | GIC-DAT (Cameroon)   |
| 8.   | Iran Renewable Energy Association (Iran)   |
| 9.   | LAE International GmbH (Germany)   |
| 10.  | League of Arab States (Egypt)  |
| 11.  | Norwegian Institute for Air Research- NILU (Norway)  |
| 12.  | Palestinian Energy & Environment Research Center (Palestine)                                   |
| 13.  | Power4africa e.V. (Germany)  |
| 14.  | Renewable Energy Society (Palestine)   |
| 15.  | Chinese Taipei   |
| 16.  | The Redemption Health Foundation for Sustainable Rural Development and Conservation (Cameroon) |
| 17.  | The Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (Pakistan)                 |
| 18.  | World Wind Energy Association WWEA (Germany)   |
| <b>Additional list of applicants received by Interim Secretariat after 23 September 2010</b> |  |

|     |   |
|-----|---|
| 19. | Abu Dhabi Systems Integration (United Arab Emirates)                                |
| 20. | Al Mashriq International Engineering Consultancy (Oman)                             |
| 21. | American Council On Renewable Energy (USA)  |
| 22. | Belgium   |
| 23. | Belgium (Environment, Nature and Energy Department of the Flemish Government)       |
| 24. | Belgium (Ministry of Energy Affairs of Wallonia Region)                             |
| 25. | Brazil  |
| 26. | China   |
| 27. | Citizen Action Association (Senegal)  |
| 28. | Cuba  |
| 29. | Diplomatic Society (USA)  |
| 30. | Energy Research Institute of the National Development and Reform Commission (China) |
| 31. | European Renewable Energies Federation (Belgium)                                    |
| 32. | European Renewable Energy Council (Belgium)   |
| 33. | International Renewable Energy Alliance (Australia)                                 |
| 34. | Lister Petter Hybrid Power (United Kingdom)   |
| 35. | National Institute of Applied Sciences (France)                                     |
| 36. | Nigeria (Lagelu Local Government)   |
| 37. | Scientific Research Organization of Samoa (Samoa)                                   |
| 38. | Singapore   |
| 39. | Thailand  |
| 40. | The Emirates Institute for Advanced Science and Technology (UAE)                    |
| 41. | Ukraine   |
| 42. | University of Waterloo – Faculty of Environment (Canada)                            |



**4<sup>th</sup> Session of the Preparatory Commission**

24-25 October 2010

Abu Dhabi National Exhibition Center (ADNEC)

**Report of the Chair of the Administrative Committee**

Will be annexed shortly.

---

**Resignation of the Interim Director-General**

---

Fourth session

PC.4/DC.2

24th and 25th October, 2010

Agenda item 7

Abu Dhabi, UAE

**Decision on the  
Resignation of the Interim Director-General**

The Preparatory Commission for the International Renewable Energy Agency (hereinafter referred to as the “Commission”), at its fourth session:

*Having considered* the question of the resignation submitted by the Interim Director-General;

*Notes* that Ms Hélène Pelosse was offered the opportunity to sign the agreement attached to this resolution and did not accept that offer;

I. *Accepts* the resignation of Ms Hélène Pelosse as Interim Director-General of the Interim Secretariat, effective on 26 October 2010;

II. *Authorizes* the Chairperson of the Fourth Session of the Commission to conclude the arrangement for Ms Hélène Pelosse’s separation from service as Interim Director-General of the Interim Secretariat in accordance with these terms set out in the attached agreement and its Annexes;

Expresses its gratitude to Ms Hélène Pelosse for her services rendered to the Commission.

### Draft Agreement

Between the Preparatory Commission for the International Renewable Energy Agency (hereinafter referred to as the "Commission) represented by Mr. Rafael Conde de Saro in his capacity as Chairperson of the Fourth Session of the Commission being duly authorized to act as such by decision adopted by the Commission on 24 October 2010, and Ms H  l  ne Pelosse, Interim Director-General of the Interim Secretariat of the Commission.

The Commission and Ms H  l  ne Pelosse are referred to herein collectively as the "Parties";

*Noting* that the Commission, through decision IRENA/PC.2/dc.2 established the position of Interim Director-General at the level of Assistant Secretary-General;

*Noting* further that the Commission, through decision IRENA/PC.2/SR appointed Ms H  l  ne Pelosse as Interim Director-General of the Interim Secretariat on 29th June 2009;

*Noting* that through letter dated 10 October 2010 Ms H  l  ne Pelosse expressed her intention to step down from her position as Interim Director-General with a legal end-date to be determined;

Noting further that the Commission has accepted the resignation of Ms H  l  ne Pelosse effective on 26 October 2010;

Considering also that in the above-mentioned letter Ms H  l  ne Pelosse indicated that her successor should be ready to take on the task as soon as possible after the Fourth Session of the Commission;

Now therefore, both Parties have agreed as follows:

1. The Parties acknowledge the resignation of Ms H  l  ne Pelosse, effective on 26 October 2010.
2. All separation payments which may be due to the Interim Director-General, as contained in Annex I attached hereto shall be calculated and paid in accordance with the Staff Regulations, Staff Rules and all applicable provisions of the Commission<sup>17,18</sup>.
3. The Interim Director-General acknowledges that she has received to her entire satisfaction the contributions to the Staff Provident Fund due under the applicable provisions of the Commission, including both her share and the Commission's share of the contributions up to the month of September 2010.

The Interim Director-General also agrees that Commission's share of the contribution to the Staff Provident Fund corresponding to the month of October 2010 shall be calculated on the basis of the applicable rates of contribution and the scale of Pensionable Remuneration for the Professional and Higher categories as established by the ICSC<sup>19</sup> and prorated to the date of separation from service.

4. Ms H  l  ne Pelosse and the Commission agree that this agreement contains a full settlement of disputes and issues arising from the terms of the employment relationship between Ms H  l  ne Pelosse and the Commission up to and including the date of this agreement. It is also understood and agreed that this Agreement is a full and final settlement applying to all damages or losses to Ms

<sup>17</sup> Salary Scale for the Professional and higher categories (effective 1 January 2010) is found in Annex II. Source: United Nations Common System of Salaries, Allowances and Benefits, International Civil Service Commission, August, 2010.

<sup>18</sup> Consolidated Post Adjustment Circular International Civil Service Commission, ICSC/CIRC/PAC/430 (Effective 01 October 2010) is found in Annex III

<sup>19</sup> Annex IV. Source: International Civil Service Commission. Retrieved on 21 October 2010 from <http://icsc.un.org/sal.prs.asp>

Hélène Pelosse which may result from or in any way related to her employment with the Commission up to and including the date of this Agreement.

5. The Parties agree that neither will engage in any conduct or communication designed to disparage the other.
6. Ms Hélène Pelosse agrees to exercise the utmost discretion with regard to matters of official business of the Commission known to her by reason of her official position and not to communicate information that she knows or ought to have known has not been made public, except as duly authorized in writing by the Secretariat.
7. Nothing in this Agreement shall be construed as a waiver of any immunity that may apply to the Commission.
8. This Agreement constitutes the entire agreement among the parties, and there are no other understandings or agreements, written or oral, among them on the subject. The Parties agree that this Agreement may not be modified, altered, amended, or otherwise changed except upon written consent by each of the Parties hereto.

SIGNED this ..... day of ..... 2010 at Abu Dhabi, United Arab Emirates.

(.....)

Mr Rafael Conde de Saro  
Chairperson of the Fourth Session of the  
Preparatory Commission  
acting on behalf of the Commission

(.....)

Ms Hélène Pelosse  
Interim Director-General

## Annex I

## Separation Payments

I. Legal Framework1. Salary for the month of October

Pursuant to the provisions of Staff Rule 104.8 (a) (ii) staff members who are not in pay status for a full calendar month are paid on a daily basis.

Consistent with the same provision, a day's pay is calculated by taking the sum of 1/360 of the annual base salary and 1/360 of the allowances and adjustments expressed on an annual basis.

2. Repatriation Grant

Consistent with the provisions of Staff Rule 110.1 and 104.8(b) and according to Annex IV of the Staff Regulations of the United Nations, which defines the scales of amounts of the repatriation grant for staff members as follows: (as applicable)

| <i>Years of continuous service away from home country</i>             | <i>Staff member with a spouse or dependent child at time of separation</i> | <i>Staff member with neither a spouse nor dependent child at time of separation</i> |                                 |
|---|--|---|---------------------------------|
|   |  | <i>Professional and higher categories</i>   | <i>General Service category</i> |
| <b>Weeks of gross salary, less staff assessment, where applicable</b> |  |   |                                 |
| 1 .....   | 4  | 3   | 2                               |
| 2 .....   | 8  | 5   | 4                               |

The Repatriation Grant shall be equivalent to the length of the service with the Commission expressed in weeks of gross salary less staff assessment.

Consistent with Staff Rule 104.8 (iii) "each week of salary" means 1/52 of the annual terminal remuneration, which is defined in Staff Rule 101.2 (d) as net base salary for the professional and higher category.

3. Travel Expenses

Shall be calculated in harmony with Staff Rule 108.17 (a) (i) and (ii) as applicable and in the context of Staff Rule 108.15 (c) (ii)

4. Commutation of Accrued Annual Leave

Pursuant to the provisions of Staff Rule 104.8 (c) payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual base salary and post adjustment applicable to the IRENA office at the time of separation for professional and higher graded staff.

5. Contributions to the Staff Provident Fund

The Interim Director-General acknowledges that she has received to her entire satisfaction the contributions due under the applicable provisions to the Staff Provident Fund, including her share and the Organisation's share of the contributions up to the month of September 2010.

The Organisation's share of the contribution to the Staff Provident Fund corresponding to the month of October 2010 shall be calculated on the basis of the applicable rates of contribution and the scale of Pensionable Remuneration for the Professional and Higher categories as established by the ICSC and prorated to the date of separation from service.

6. Non-removal allowance in proportion to the total length of service<sup>20</sup>

Consistent with Staff Rule 108.7 (c) the non-removal allowance is payable in proportion to the total length of service with the Organisation.

At present the rate of non-removal allowance established by the ICSC for Group 3 (D-1 and above) at dependency status is USD 3,150 per annum.

7. Dependency Allowance<sup>21</sup>

Consistent with Staff Rule 104.3 (a) staff members appointed to the professional and higher categories are entitled to a dependant's allowance for each dependant as defined in Staff Rule 101.2 (e)

The current rate of children's allowance established by the ICSC is USD \$2,686 per annum. This entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, under public law, by reason of such child.

**II. Calculation**

|                                  |                 |
|----------------------------------|-----------------|
| Date of entry on duty:           | 29 June 2009    |
| Date of Separation from Service: | 26 October 2010 |
| 1 year 3 months and 28 days      |                 |

1. Salary for the month of October

|   |       |
|---|-------|
| Annual net Salary (dependency rate) Assistant Secretary-General | USD\$ |
| 131,964   |       |
| Post Adjustment Index:  | 68.1% |

<sup>20</sup> As established by the ICSC, Annex V. Source: United Nations Common System of Salaries, Allowances and Benefits, International Civil Service Commission, August, 2010.

<sup>21</sup> As established by the ICSC, Annex VI. Source: United Nations Common System of Salaries, Allowances and Benefits, International Civil Service Commission, August, 2010.

|   |     |       |
|---|-----|-------|
| Salary 1-26 October:  | USD |       |
| \$16,021.16   |     |       |
| 2. <u>Repatriation Grant</u>  |     |       |
| Years of continuous service away from home country: 1 year 3 months and 28 days                                   |     |       |
| Weeks of net base salary:   |     | 5.333 |
| Amount of the Repatriation grant:   |     |       |
| \$13,534.77   | USD |       |
| 3. <u>Relocation Grant</u>  |     |       |
| \$10,000.00   | USD |       |
| 4. <u>Accrued Annual Leave</u>  |     |       |
| Accrued unused annual leave:  |     | 15    |
| days  |     |       |
| Commutation of accrued annual leave:  |     |       |
| \$12,979.97   | USD |       |
| 5. <u>Organisation's share of contribution to the Provident Fund</u><br>(Pro-rata basis for the month of October) |     |       |
| \$3,036.37  | USD |       |
| 6. <u>Non-removal allowance</u> (29 June 2009-26 October 2010)  |     |       |
| \$4,200.00  | USD |       |
| 7. <u>Dependency Allowance</u> (2 eligible children)<br>(From 29 June 2009 to 26 October 2010)                    |     |       |
| \$7,162.00  | USD |       |

Salary scale for the Professional and higher categories:  
Annual gross salaries and net equivalents after application of staff assessment  
(United States dollars)  
(In US dollars - effective 1 January 2010)

| Level | S T E P S |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|-------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       | 1         | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
| USG   | Gross     | 201,351 |         |         |         |         |         |         |         |         |         |         |         |         |         |
|       | Net D     | 143,878 |         |         |         |         |         |         |         |         |         |         |         |         |         |
|       | Net S     | 129,483 |         |         |         |         |         |         |         |         |         |         |         |         |         |
| ASG   | Gross     | 183,022 |         |         |         |         |         |         |         |         |         |         |         |         |         |
|       | Net D     | 131,964 |         |         |         |         |         |         |         |         |         |         |         |         |         |
|       | Net S     | 119,499 |         |         |         |         |         |         |         |         |         |         |         |         |         |
| D-2   | Gross     | 149,903 | 153,214 | 159,846 | 163,160 | 166,475 |         |         |         |         |         |         |         |         |         |
|       | Net D     | 110,434 | 112,599 | 114,744 | 116,900 | 119,054 | 121,209 |         |         |         |         |         |         |         |         |
|       | Net S     | 101,454 | 103,273 | 105,085 | 106,891 | 108,693 | 110,485 |         |         |         |         |         |         |         |         |
| D-1   | Gross     | 137,021 | 139,804 | 142,581 | 145,365 | 148,149 | 150,972 | 153,885 | 156,794 | 159,703 |         |         |         |         |         |
|       | Net D     | 101,674 | 103,567 | 105,455 | 107,348 | 109,241 | 111,132 | 113,025 | 114,916 | 116,807 |         |         |         |         |         |
|       | Net S     | 93,979  | 95,623  | 97,264  | 98,900  | 100,534 | 102,164 | 103,787 | 105,410 | 107,028 |         |         |         |         |         |
| P-5   | Gross     | 113,404 | 115,771 | 118,140 | 120,504 | 122,874 | 125,238 | 127,607 | 129,974 | 132,341 | 134,707 |         |         |         |         |
|       | Net D     | 85,815  | 87,224  | 88,635  | 90,043  | 92,054  | 93,662  | 95,273  | 96,882  | 98,492  | 100,101 | 101,711 | 103,320 | 104,931 | 106,541 |
|       | Net S     | 79,537  | 80,967  | 82,395  | 83,818  | 85,241  | 86,659  | 88,077  | 89,491  | 90,904  | 92,314  | 93,721  | 95,124  | 96,528  | 97,931  |
| P-4   | Gross     | 92,907  | 95,064  | 97,221  | 99,378  | 101,626 | 103,909 | 106,196 | 108,478 | 110,763 | 113,044 | 115,331 | 117,612 | 119,897 | 122,182 |
|       | Net D     | 71,393  | 72,946  | 74,499  | 76,052  | 77,606  | 79,158  | 80,713  | 82,265  | 83,819  | 85,370  | 86,925  | 88,476  | 90,030  | 91,584  |
|       | Net S     | 66,482  | 67,897  | 69,311  | 70,720  | 72,130  | 73,539  | 74,946  | 76,351  | 77,754  | 79,157  | 80,558  | 81,958  | 83,357  | 84,755  |
| P-3   | Gross     | 75,972  | 77,968  | 79,967  | 81,961  | 83,960  | 85,956  | 87,951  | 89,951  | 91,947  | 93,943  | 95,943  | 97,936  | 99,936  | 101,936 |
|       | Net D     | 59,200  | 60,637  | 62,076  | 63,512  | 64,951  | 66,388  | 67,825  | 69,265  | 70,702  | 72,139  | 73,579  | 75,014  | 76,454  | 77,890  |
|       | Net S     | 55,259  | 56,581  | 57,906  | 59,227  | 60,551  | 61,871  | 63,192  | 64,517  | 65,837  | 67,159  | 68,477  | 69,796  | 71,112  | 72,431  |
| P-2   | Gross     | 61,919  | 63,707  | 65,492  | 67,279  | 69,065  | 70,850  | 72,638  | 74,419  | 76,208  | 77,996  | 79,779  | 81,566  |         |         |
|       | Net D     | 49,082  | 50,369  | 51,654  | 52,941  | 54,227  | 55,512  | 56,799  | 58,082  | 59,370  | 60,657  | 61,941  | 63,229  |         |         |
|       | Net S     | 45,037  | 47,205  | 48,368  | 49,534  | 50,698  | 51,864  | 53,049  | 54,230  | 55,417  | 56,600  | 57,781  | 58,967  |         |         |
| P-1   | Gross     | 47,968  | 49,496  | 51,146  | 52,887  | 54,579  | 56,296  | 58,014  | 59,732  | 61,444  | 63,161  |         |         |         |         |
|       | Net D     | 38,854  | 40,092  | 41,325  | 42,564  | 43,797  | 45,033  | 46,270  | 47,507  | 48,740  | 49,976  |         |         |         |         |
|       | Net S     | 36,651  | 37,790  | 38,930  | 40,068  | 41,207  | 42,344  | 43,484  | 44,609  | 45,728  | 46,848  |         |         |         |         |

D = Rate applicable to staff members with a dependent spouse or child  
S = Rate applicable to staff members with no dependent spouse or child

\* / Staff assessment to be used in conjunction with gross base salaries

- A. Staff assessment rates for those with dependants
  - Assessable income (United States dollars)
  - Assessment rate (percentage)
  - First 50,000 19
  - Next 50,000 28
  - Remaining assessable amount 32
  - Remaining assessable amount for those without dependants 35

B. Staff assessment rates for those without dependants

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the difference between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.



## VII. CONSOLIDATED POST ADJUSTMENT CIRCULAR

Effective 1 October 2010

| Country or area           | Exchange rate | Post Adjustment (New York, November 1995 = 100) |            |        |                |                   | Thresholds |       |        |                |
|---------------------------|---------------|---|------------|--------|----------------|-------------------|------------|-------|--------|----------------|
|                           |               | Index   | Multiplier | Change | Effective date | Reason for change | Rate       |       | Change | Effective date |
|                           |               |   |            |        |                |                   | Dep.       | Sing. |        |                |
| Somalia                   | 31900.00      | 108.1   | 11.5       |        | Nov-08         |                   | 15         | 17    |        | Sep-99         |
| South Africa /W40         | 6.970         | 136.3   | 32.7       |        | Jul-10         |                   | 15         | 17    |        | Apr-04         |
| Spain                     | 0.735         | 151.1   | 54.2       | Y      | Oct-10         | ER                | 19         | 21    |        | Nov-08         |
| Sri Lanka /W40            | 111.76        | 128.3   | 33.9       |        | Jul-10         |                   | 17         | 19    |        | Nov-09         |
| Sudan /W40                | 2.5000        | 146.1   | 50.2       |        | Jul-10         |                   | 21         | 23    |        | Feb-04         |
| Suriname                  | 2.75          | 127.2   | 30.4       |        | Mar-10         |                   | 17         | 19    |        | Feb-09         |
| Swaziland /W40            | 6.97          | 138.1   | 38.1       | Y      | Oct-10         | H                 | 11         | 12    |        | Sep-03         |
| Sweden                    | 6.74          | 154.2   | 62.0       | Y      | Oct-10         | ER                | 22         | 24    |        | Nov-06         |
| Switzerland               | 0.976         | 189.6   | 93.7       | Y      | Oct-10         | ER                | 21         | 23    |        | Apr-06         |
| Syrian Arab Republic /W40 | 46.30         | 139.0   | 39.2       |        | Jul-10         |                   | 23         | 26    |        | Jun-10         |
| Tajikistan /W40           | 4.43          | 137.2   | 40.6       |        | Jul-10         |                   | 13         | 14    |        | Aug-10         |
| Tanzania, U. Republic     | 1517.00       | 136.2   | 39.5       |        | Jul-10         |                   | 25         | 28    |        | Dec-09         |
| Thailand /W40             | 30.600        | 142.7   | 41.2       |        | Jul-10         |                   | 19         | 21    |        | Sep-06         |
| Timor-Leste /W40          | 1.00          | 142.4   | 47.5       |        | Nov-08         |                   | 12         | 13    |        | Nov-05         |
| Togo /W40                 | 482.128       | 143.7   | 56.7       |        | Mar-10         |                   | 14         | 16    |        | Jul-10         |
| Tonga                     | 1.79          | 138.2   | 44.5       |        | Jul-10         |                   | 9          | 10    |        | Jan-09         |
| Trinidad/Tobago           | 6.20          | 151.0   | 50.2       |        | Jul-10         |                   | 26         | 29    |        | Oct-08         |
| Tunisia                   | 1.420         | 121.4   | 24.3       |        | Jul-10         |                   | 18         | 20    |        | Oct-04         |
| Turkey                    | 1.480         | 143.3   | 47.0       |        | Jul-10         |                   | 19         | 21    |        | Jul-08         |
| Turkmenistan /W40         | 2.85          | 146.9   | 48.7       |        | Mar-10         |                   | 10         | 11    |        | Nov-04         |
| Uganda                    | 2247.00       | 123.9   | 30.3       |        | Jul-10         |                   | 23         | 26    |        | Mar-07         |
| Ukraine                   | 7.91          | 141.9   | 49.8       |        | Jul-10         |                   | 24         | 27    |        | Jan-09         |
| United Arab Emirates      | 3.670         | 168.1   | 68.1       | Y      | Oct-10         | PP                | 31         | 34    |        | Nov-09         |
| United Kingdom            | 0.633         | 161.1   | 61.1       | Y      | Oct-10         | ER                | 27         | 30    |        | Apr-06         |
| U.S.A., El Paso 6/        | 1.00          | 116.3   | 16.9       |        | Apr-10         |                   |            |       |        |                |
| U.S.A., Miami 7/          | 1.00          | 141.9   | 42.6       |        | Apr-10         |                   |            |       |        |                |
| U.S.A., New York          | 1.00          | 162.4   | 63.5       |        | Aug-08         |                   | 29         | 32    |        | Aug-08         |
| U.S.A., San Francisco 8/  | 1.00          | 154.1   | 55.2       |        | Aug-08         |                   |            |       |        |                |
| U.S.A., Washington D.C.   | 1.00          | 141.9   | 42.6       |        | Apr-10         |                   | 25         | 28    |        | Apr-06         |
| Uruguay                   | 20.12         | 141.7   | 42.3       |        | Jul-10         |                   | 19         | 21    |        | Jan-09         |
| Uzbekistan                | 1620.00       | 129.6   | 32.4       |        | Jul-10         |                   | 19         | 21    |        | Oct-08         |
| Vanuatu                   | 91.78         | 175.3   | 75.3       | Y      | Oct-10         | PP                | 15         | 17    | Y      | Oct-10         |

Annex IV

**PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES**  
 (in United States dollars)  
 Effective 1 August 2008

| Level | STEPS   |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       | I       | II      | III     | IV      | V       | VI      | VII     | VIII    | IX      | X       | XI      | XII     | XIII    | XIV     | XV      |
| USG   | 287,872 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| ASG   | 266,074 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| D-2   | 221,246 | 226,277 | 231,304 | 236,327 | 241,354 | 246,380 |         |         |         |         |         |         |         |         |         |
| D-1   | 201,097 | 205,222 | 209,346 | 213,461 | 217,585 | 221,913 | 226,333 | 230,751 | 235,162 |         |         |         |         |         |         |
| P-5   | 167,337 | 170,844 | 174,349 | 177,860 | 181,366 | 184,873 | 188,377 | 191,889 | 195,394 | 198,901 | 202,410 | 205,925 | 209,684 |         |         |
| P-4   | 136,592 | 139,973 | 143,346 | 146,721 | 150,104 | 153,476 | 156,853 | 160,234 | 163,608 | 166,982 | 170,356 | 173,745 | 177,116 | 180,493 | 183,872 |
| P-3   | 112,262 | 115,131 | 117,995 | 120,856 | 123,726 | 126,590 | 129,455 | 132,324 | 135,323 | 138,458 | 141,590 | 144,720 | 147,855 | 150,986 | 154,119 |
| P-2   | 92,100  | 94,669  | 97,227  | 99,791  | 102,354 | 104,916 | 107,478 | 110,038 | 112,604 | 115,167 | 117,727 | 120,292 |         |         |         |
| P-1   | 71,718  | 74,186  | 76,648  | 79,109  | 81,574  | 84,034  | 86,502  | 88,961  | 91,425  | 93,887  |         |         |         |         |         |

**COMMON SCALE OF STAFF ASSESSMENT APPLICABLE TO PROFESSIONAL AND HIGHER CATEGORIES AND GENERAL SERVICE AND RELATED CATEGORIES**  
 Effective 1 January 1997

| Total assessable payment<br>(United States dollars) | Staff assessment rates used in conjunction with pensionable remuneration (percentage)   |   |
|---|---|---|
|   | Dependency staff assessment rates for application to Professional and higher categories | Single staff assessment rates for application to General Service and related categories |
| Up to 20,000 per year                               | 11  | 19  |
| 20,001 to 40,000 per year                           | 18  | 23  |
| 40,001 to 60,000 per year                           | 25  | 26  |
| 60,001 and above per year                           | 30  | 31  |



**PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES**  
(in United States dollars)  
Effective 1 August 2008

| Level | STEPS   |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       | I       | II      | III     | IV      | V       | VI      | VII     | VIII    | IX      | X       | XI      | XII     | XIII    | XIV     | XV      |
| USG   | 287,872 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| ASG   | 266,074 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| D-2   | 221,246 | 226,277 | 231,304 | 236,327 | 241,354 | 246,380 |         |         |         |         |         |         |         |         |         |
| D-1   | 201,097 | 205,222 | 209,346 | 213,461 | 217,585 | 221,913 | 226,333 | 230,751 | 235,162 |         |         |         |         |         |         |
| P-5   | 167,337 | 170,844 | 174,349 | 177,860 | 181,366 | 184,873 | 188,377 | 191,889 | 195,394 | 198,901 | 202,410 | 205,925 | 209,684 |         |         |
| P-4   | 136,592 | 139,973 | 143,346 | 146,721 | 150,104 | 153,476 | 156,853 | 160,234 | 163,608 | 166,982 | 170,356 | 173,745 | 177,116 | 180,493 | 183,872 |
| P-3   | 112,262 | 115,131 | 117,995 | 120,856 | 123,726 | 126,590 | 129,455 | 132,324 | 135,323 | 138,458 | 141,590 | 144,720 | 147,855 | 150,986 | 154,119 |
| P-2   | 92,100  | 94,669  | 97,227  | 99,791  | 102,354 | 104,916 | 107,478 | 110,038 | 112,604 | 115,167 | 117,727 | 120,292 |         |         |         |
| P-1   | 71,718  | 74,186  | 76,648  | 79,109  | 81,574  | 84,034  | 86,502  | 88,961  | 91,425  | 93,887  |         |         |         |         |         |

**COMMON SCALE OF STAFF ASSESSMENT APPLICABLE TO PROFESSIONAL AND HIGHER CATEGORIES AND GENERAL SERVICE AND RELATED CATEGORIES**  
Effective 1 January 1997

| Total assessable payment<br>(United States dollars) | Staff assessment rates used in conjunction with pensionable remuneration (percentage)   |   |
|---|---|---|
|   | Dependency staff assessment rates for application to Professional and higher categories | Single staff assessment rates for application to General Service and related categories |
| Up to 20,000 per year                               | 11  | 19  |
| 20,001 to 40,000 per year                           | 18  | 23  |
| 40,001 to 60,000 per year                           | 25  | 26  |
| 60,001 and above per year                           | 30  | 31  |

Annex VI

Annex IV  
**Amounts of children's and secondary dependant's allowances  
 for Professional and higher categories**  
*Effective 1 January 2009*

| Country          | Currency          | Children's allowance  |   |                            | Secondary dependant's allowance |   |                            |
|------------------|-------------------|-----------------------|---|----------------------------|---------------------------------|---|----------------------------|
|                  |                   | Before<br>1 Jan. 2007 | Between<br>1 Jan. 2007<br>and<br>31 Dec. 2008 | On or after<br>1 Jan. 2009 | Before<br>1 Jan. 2007           | Between<br>1 Jan. 2007<br>and<br>31 Dec. 2008 | On or after<br>1 Jan. 2009 |
| Australia        | Australian Dollar | 4 013                 | 4 013   | 4 013                      | 1 404                           | 1 404   | 1 404                      |
| Austria          | Euro              | 2 231                 | 2 092   | 2 031                      | 814                             | 763   | 711                        |
| Belgium          | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Bulgaria         | Lev               | 3 973                 | 3 973   | 3 973                      | 1 390                           | 1 390   | 1 390                      |
| Canada           | Canadian Dollar   | 3 274                 | 3 274   | 3 274                      | 1 146                           | 1 146   | 1 146                      |
| Cyprus           | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Czech Republic   | Czech Koruna      | 53 989                | 53 989  | 53 989                     | 18 896                          | 18 896  | 18 896                     |
| Denmark          | Danish Krone      | 15 125                | 15 125  | 15 125                     | 5 293                           | 5 293   | 5 293                      |
| Finland          | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| France           | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| French Guiana    | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Germany          | Euro              | 2 248                 | 2 108   | 2 031                      | 802                             | 751   | 711                        |
| Greece           | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| China, Hong Kong | Hong Kong Dollar  | 20 822                | 20 822  | 20 822                     | 7 286                           | 7 286   | 7 286                      |
| Hungary          | Forint            | 558 688               | 558 688                                       | 558 688                    | 195 541                         | 195 541                                       | 195 541                    |
| Iceland          | Icelandic Krona   | 373 354               | 373 354                                       | 373 354                    | 130 660                         | 130 660                                       | 130 660                    |
| Ireland          | Euro              | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |

| Country         | Currency             | Children's allowance  |   |                            | Secondary dependant's allowance |   |                            |
|-----------------|----------------------|-----------------------|---|----------------------------|---------------------------------|---|----------------------------|
|                 |                      | Before<br>1 Jan. 2007 | Between<br>1 Jan. 2007<br>and<br>31 Dec. 2008 | On or after<br>1 Jan. 2009 | Before<br>1 Jan. 2007           | Between<br>1 Jan. 2007<br>and<br>31 Dec. 2008 | On or after<br>1 Jan. 2009 |
| Italy           | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Japan           | Yen                  | 395 216               | 368 282                                       | 242 546                    | 173 216                         | 160 981                                       | 84 882                     |
| Luxembourg      | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Malta           | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Monaco          | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Netherlands     | Euro                 | 2 211                 | 2 074   | 2 031                      | 757                             | 711   | 711                        |
| Norway          | Norwegian Krone      | 18 665                | 18 665  | 18 665                     | 6 532                           | 6 532   | 6 532                      |
| Poland          | Zloty                | 8 353                 | 8 353   | 8 353                      | 2 924                           | 2 924   | 2 924                      |
| Portugal        | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Romania         | Leu                  | 8 541                 | 8 541   | 8 541                      | 2 990                           | 2 990   | 2 990                      |
| Slovak Republic | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Slovenia        | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Spain           | Euro                 | 2 031                 | 2 031   | 2 031                      | 711                             | 711   | 711                        |
| Sweden          | Swedish Krona        | 22 106                | 22 106  | 22 106                     | 7 736                           | 7 736   | 7 736                      |
| Switzerland     | Swiss Franc          | 3 576                 | 3 349   | 3 014                      | 1 521                           | 1 420   | 1 055                      |
| United Kingdom  | Pound Sterling       | 1 837                 | 1 837   | 1 837                      | 643                             | 643   | 643                        |
| United States   | United States Dollar | 2 686                 | 2 686   | 2 686                      | 940                             | 940   | 940                        |

18 October, 2010

## **Summary Report by the Chair of the Staff Provident Fund Management Board**

### **I. Background**

1. With decision IRENA/PC.3/dc.5, dated 17 January, 2010, on the Establishment of a Staff Provident Fund the Interim Director-General and the Management Board of the Staff Provident Fund ('Management Board') were requested to undertake the necessary steps for the establishment of the Staff Provident Fund.

2. The Management Board met four times since its establishment, and currently consists of two Commission Representatives, one Executive Management Representative, one Professional Staff Representative, and one General Service Representative. The post of one Executive Management Representative is currently vacant, as the former Representative has left the Organisation. The Interim Director-General will shortly appoint a new Executive Management Representative as mandated in Principle 4.6 of the Principles of the Staff Provident Fund.

### **II. Charter and Administrative Rules**

3. The Management Board developed, with the support by the Interim Secretariat, the Charter and Administrative Rules, as mandated in Principle 1.4. The Charter and Administrative Rules are herewith reported to the Preparatory Commission of IRENA, contained as ANNEX I and ANNEX II to the present document. They will form the basis of the Management Board's operations and decisions.

### **III. Amendments to Principles**

4. The Management Board carefully considered the concept of the Provident Fund and how to make it effectively operational. In this regard the Management Board questioned the need for death and disability compensation as an inherent part of the Provident Fund system. Upon request of the Board, the Interim Secretariat entered into informal consultations with other international organization with Provident Fund structures to obtain further information and prepared a concept paper for the Board, addressing above question and further findings.

5. As a result of the exercise, the Management Board came to the conclusion that the inclusion of death and disability benefits as part of the Provident Fund scheme represents a deviation from international best practice and is systematically inconsistent with the nature and purpose of a Provident Fund. With regards to the jurisdiction (at current arbitration under the rules of the United Nations International Trade Law Commission) it was considered more efficient and appropriate to utilize the same disputes resolution



mechanism which would be developed under the provisions of the Staff Regulations. Furthermore the Management Board decided that the involvement of an actuary was unnecessary, as the Provident Fund is not a Pension Fund in its strict sense; a number of additional amendments around the wording of 'Employers/Employee' (for consistency reasons, 'Commission' respectively 'staff members' should be used) were proposed.

6. Consequently, the Management Board of the Provident Fund decided to submit the proposed amendments for consideration of the Working Group on Legal Issues in the form of a detailed information paper, which is attached to the present report as Annex III.

#### **IV. Implications of Staff Contracts**

7. The Office of Legal Affairs of the Interim Secretariat (OLA) has conducted an in-depth review of the contracts that were issued to 21 staff members of the Commission during 2009 and the first seven months of 2010. As a result of this exercise it was established that such a contractual structure was inconsistent with the applicable Staff Regulations and Rules, in particular in that contracts specifically exclude staff member's participation in the Staff Provident Fund.

8. As the Commission shall remain in existence until the conclusion of the first session of the Assembly and the election of the Council in accordance with the Statute, the Interim Secretariat stated that it will have to operate now henceforth and until its dissolution with two types of contractual structures in place: proper Letters of Appointment for all staff members appointed after 01 August 2010 and the contractual documents issued to staff members prior to 01 August 2010 which will remain valid for staff members who have not migrated to the new contractual structure. The Management Board notes that it has not nor will it be involved in any contractual review or drafting, as this is solely within the mandate of the authorized Interim Secretariat's personnel. The Management Board will be kept informed regularly on the number of participants of the Provident Fund appointed after 01 August 2010.

9. Subject to decision of Member States on the way to materialize the transfer of assets and liabilities from the Preparatory Commission to the Agency all contracts could be harmonized during the transition. This issue is under consideration by the Working Group on Legal Issues.

#### **V. Consequences and Further Procedure**

10. As the proposed amendments touch upon some of the core elements of the Provident Fund, the Management Board considers that decision of the Preparatory Commission on this matter will provide the basis for an efficient and successful operation of the Provident Fund, thus allowing the Management Board to start with the process aimed at selecting a service provider.

11. Moreover, the Management Board also considered that the unification of the contractual structures for staff members of the Organisation was necessary for obtaining a clear

indication of the initial number of participants in the Fund, a number which will ultimately affect, *inter alia*, the contractual conditions which may be offered by potential service providers and the ratio of administrative expenses incurred as a result.

12. Therefore, and in light of the fact that the first Assembly of IRENA is likely to be held in the first half of 2011, the Management Board also considered that a tender process for a service provider could be launched in due time before the first Assembly. In the meantime, both the contributions of new staff members and of the organisation would be deposited in a bank account controlled by the Interim Secretariat, but on behalf of each respective staff member. Upon separation from service with the organization or upon conclusion of a contract with a service provider, the funds thus collected and any income accrued thereon would be either given to the staff member or transferred to the service provider, as applicable.

13. The Management Board requests the Preparatory Commission to take note of this report with the attached documents and to endorse the outlined further steps foreseen by the Management Board in this report.

Yann Paul

Chair

Staff Provident Fund Management Board

---

Annex I: Charter of the Management Board

Annex II: Administrative Rules of the Management Board

Annex III: Information paper on amendments to the Principles



**ANNEX I**

**CHARTER**

**OF THE STAFF PROVIDENT FUND**

**OF THE PREPARATORY COMMISSION**

**FOR THE INTERNATIONAL RENEWABLE ENERGY**

**AGENCY**

## **Preamble**

The Interim Director-General, together with the Staff Provident Fund Management Board (“Management Board”), acting pursuant to Regulation 7.1 and 7.2 of the Staff Regulations of the Preparatory Commission for the International Renewable Energy Agency (“the Commission”), hereby implements Decision PC.3/dc.5 on the Establishment of a Staff Provident Fund of the Preparatory Commission for the International Renewable Energy Agency, to be governed by the terms of the Principles for the Staff Provident Fund for the Commission (“the Principles”) and this Charter as well as further necessary guidelines and policies as may be defined.

## **Article 1**

### **Name, Seat and Duration**

1. The name of the Staff Provident Fund is “Staff Provident Fund of the Preparatory Commission for the International Renewable Energy Agency”. The Staff Provident Fund may carry the abbreviated name: “the Staff Provident Fund”.
2. The seat of the Staff Provident Fund will be determined by the Management Board.
3. The Staff Provident Fund is established for the life of the Commission and has the same privileges and immunities in law as the Commission.

## **Article 2**

### **Financing**

1. The administrative and other direct costs and expenses of the Staff Provident Fund, directly related to the operation of the Staff Provident Fund and approved by the Management Board, shall be covered by and be payable from the monies entrusted to the Staff Provident Fund in accordance with the provisions of the Administrative Rules.
2. Contributions to the Staff Provident Fund by staff members of the Secretariat of the Commission (“the Secretariat”) as well as by the Commission shall be determined by the Management Board pursuant to Art 5.1 of the Principles. The scale of pensionable remuneration shall be determined pursuant to Rule 101.2 lit. (c) of the Staff Rules of the Commission.
3. Pursuant to the recommendation of the Management Board, staff members of any other intergovernmental organization may become Participants in the Staff

Provident Fund following the conclusion of a memorandum of understanding between the Commission and the other intergovernmental organization setting out the terms and conditions of such participation.

### **Article 3**

#### **Annual General Meeting of the Staff Provident Fund**

1. The Annual General Meeting of the Staff Provident Fund shall meet annually.
2. The Chair of the Management Board shall act as Chair of the meeting.
3. The agenda of the meeting shall *inter alia* include the following items:
  - (a) adoption of the agenda;
  - (b) if applicable, appointment of new representatives to the Management Board, as provided for in Article 6;
  - (c) report of the Chair of the Management Board;
  - (d) letter of comfort of the External Auditor concerning transactions performed by the Secretariat on behalf of the Management Board;
  - (e) any other business.
4. The Management Board or any staff member contributing to the Staff Provident Fund may add an item to the provisional agenda of the Annual General Meeting.
5. The provisional agenda of the Annual General Meeting, the reports of the Chair and the External Auditor and explanatory memoranda on important issues shall be circulated to the staff members contributing to the Staff Provident Fund at least five working days in advance of the meeting.
6. The Annual General Meeting shall adopt its own rules of procedure.

### **Article 4**

#### **Composition of the Management Board**

1. The Management Board of the Provident Fund shall consist of six members. The Interim Director General shall appoint two executive Management representatives. Two members, representing the Commission, shall be appointed by the Commission. Two members shall be elected by the staff, one member elected by the Professional Staff and one member elected by the General Service Staff. An alternate to act in the place of each such elected member of the Management board shall also be elected by the Professional Staff and the General Service Staff, respectively. The members of the Management Board elected by the staff and their alternates shall be considered duly elected if recognized as such by the Interim Director General.
2. Only Staff Members in the Professional category and General Service category contributing to the Staff Provident Fund shall be eligible to vote in the election of the

members of the Management Board in accordance with the provisions of paragraph 1 of this Article.

## **Article 5**

### **Special General Meeting**

1. The Management Board shall convene a Special General Meeting whenever it deems it necessary, or at the written request of at least 15 staff members contributing to the Staff Provident Fund in order to deal with a specific issue or issues. A Special General Meeting so convened will take place within 20 working days of the receipt of such a request by the Chair of the Management Board.
2. The Chair of the Management Board shall act as Chair of the meeting.
3. The provisional agenda of the Special General Meeting, limited to the issue or issues for which the meeting is convened and explanatory memoranda on such issues shall be circulated to staff members contributing to the Staff Provident Fund at least five working days in advance of the meeting. In exceptional circumstances, the time limit may be waived by the Management Board.

## **Article 6**

### **Term Limits**

1. Members elected by the staff shall hold office for two years only at a time, with the possibility of being re-elected, provided always that a member, after his or her second successive tenure, may not be re-elected for a period of two years after the date of the end of such second tenure.
2. The two members appointed by the Commission shall serve under terms defined by the Commission.
3. The Chair is elected for a term of one year.
4. A member of the Management Board ceases to hold office:
  - a) Upon his or her resignation, to be effected in writing by the member concerned addressed to the Management Board; or
  - b) Upon his or her death; or
  - c) On the date upon which he or she is declared insolvent or applies for a temporary moratorium in any jurisdiction; or
  - d) Upon the appointment of a trustee over him or her; or
  - e) Upon the termination of his or her service with the Secretariat.

## **Article 7**

### **Election Processes**

1. Elections for the Professional and General Service Staff representatives shall be held during the Annual General Meeting of the Staff Provident Fund. The respective representatives are elected with simple majority of the Professional and General Service Staff present and voting. An alternate to act in the place of each elected Professional and General Service Staff representative of the Management Board shall also be elected by the Professional and the General Service Staff, respectively, under the same conditions as the representatives are elected.
2. The Chair of the Management Board is elected by consensus of all members of the Management Board present and voting.

## **Article 8**

### **Mandate and Representation of the Management Board**

1. Pursuant to Art. 1.4 of the Principles for the Staff Provident Fund, the Management Board is entrusted with the management of the Provident Fund. The Management Board shall, in carrying out the management of the Provident Fund, adhere both to the terms and conditions as contained in the Principles, this Charter, and in the Administrative Rules of the Provident Fund and take into account, *mutatis mutandis*, the relevant provisions of the Financial and Staff Regulations and Rules of the Commission.
2. For the purpose of administering and investing funds entrusted to the Provident Fund pursuant to the provisions of the Administrative Rules, the Management Board may seek the advice of one or more independent professional investment advisers and/or one or more independent professional money management advisers to be selected and appointed by the Management Board.
3. The Chair of the Management Board shall represent the Staff Provident Fund in and out of court.
4. The Management Board may resolve to grant limited power of attorney to third parties, to represent and perform certain functions of the Staff Provident Fund within the limits set forth in such limited power of attorney.

## **Article 9**

### **Meetings of the Management Board**

1. The Management Board shall meet at least twice a year, as well as whenever any two members of the Management Board request the Chair to convene a meeting.
2. Notice of any meeting of the Management Board must be given in writing, specifying the agenda for the meeting, the place of the meeting and time at which the meeting will commence. The notice period shall be at least seven days, not including the day of the notice and that of the meeting itself, calculated from the date the notice was issued. No agenda items other than those mentioned in such notice may be dealt with in the meeting, except if all members are present or represented and agree to dealing with such a new agenda item. If all members are present or represented and if they all agree therewith, the above notice requirements may be waived and a valid meeting of the Management Board may be held.
3. The Chair of the Management Board will preside over the meeting of the Board. If the Chair is not present, the meeting shall appoint another person to preside over the meeting. Minutes of the proceedings of each meeting shall be taken, and will be deemed adopted if signed by the person presiding over the meeting.
4. An Executive Management representative of the Management Board may have himself or herself represented at the meeting of the Management Board only by another staff member of the Secretariat, duly authorized by proxy, and an elected member of the Management Board may only be represented by the alternate elected in accordance with the provisions of paragraph 1 of Article 7.
5. The staff members of an intergovernmental organization who become Participants in the Staff Provident Fund in accordance with the provisions of paragraph 3 of Article 2 of this Charter may be invited by the Management Board to nominate an observer at its meetings.
6. The Management Board may invite such individuals to a meeting of the Management Board as deemed necessary.
7. The members of the Management Board shall draw no salary or remuneration by virtue of their membership.

## **Article 10**

### **Adoption of Resolutions by the Management Board**

1. Resolutions shall be validly adopted in a meeting of the Management Board where at least five members of the Management Board are present or represented. All resolutions shall be adopted by the affirmative vote of an absolute majority of the members present or represented. In case of a tie vote, the Chair of the meeting in question shall cast the decisive vote.

2. The Management Board may also pass valid resolutions outside of a regular meeting, provided that this is done in writing (including, without limitations, by facsimile or e-Mail) unanimously by all members of the Management Board.

## **Article 11**

### **Financial Year, Records and Audit**

1. The financial year of the Staff Provident Fund shall be the calendar year.
2. The Management Board shall ensure that records of the financial position of the Staff Provident Fund are kept in such a manner that its rights and obligations can at all times be derived from such records.
3. The operations of the Staff Provident Fund and the Management Board will be subject to any future *internal* audit rules and procedures of the Commission. The transactions performed by the Secretariat on behalf of the Management Board shall also be audited as part of the *external* Auditor's annual audit of the financial statements of the Commission.
4. The Management Board shall each year submit to the Commission and the Annual General Meeting of the Staff Provident Fund a balance sheet and a profit and loss account including additional remarks on the operations of the Staff Provident Fund. Before the balance sheet and the profit and loss account as referred to before are adopted by the Management Board, it shall submit them to the External Auditor of the Staff Provident Fund. The External Auditor of the Staff Provident Fund shall report to the Annual General Meeting of the Staff Provident Fund and to the Commission on the result of his/her examination. The balance sheet and profit and loss account shall be presented to the External Auditor no later than three calendar months after the end of a given financial year.
5. The Management Board is required to keep the documents referred to in the foregoing paragraphs for a period of not less than five years after the year in question.

## **Article 12**

### **Amendments**

1. The Management Board may amend the Charter of the Staff Provident Fund or any part thereof.
2. Any amendment shall be duly notified to the Commission and all Participants in the Staff Provident Fund.

3. Any amendment of the structure of the Staff Provident Fund or termination of the Staff Provident Fund shall be without prejudice to rights to benefits acquired during any period prior to the effective date of amendment or termination.

### **Article 13**

#### **Dissolution**

1. In the event that the Commission is dissolved and not transferred into another legal body or the Management Board determines that the Staff Provident Fund is unable to meet its obligations as they fall due, the Staff Provident Fund shall be dissolved.

2. The Management Board shall carry out the liquidation unless it designates another party to act as liquidator. The provisions of this Charter shall continue to apply during the liquidation. The provisions of the Administrative Rules as referred to in Article 14 shall likewise continue to apply during the liquidation.

3. After termination of the liquidation, the books and records of the dissolved Staff Provident Fund will remain in the custody of the person designated for that purpose by the Management Board for a period of at least five calendar years.

### **Article 14**

#### **Administrative Rules of the Staff Provident Fund**

The Management Board shall determine and adopt Administrative Rules by virtue of which the objects and purposes of the Staff Provident Fund shall be realized. The Management Board has the right to amend the Administrative Rules.

### **Article 15**

#### **Relationship between Principles, Charter and Administrative Rules**

1. The Commission promulgates the Principles of the Staff Provident Fund. The Principles embody the fundamental objectives, status, funding, structure and management of the Staff provident Fund.

2. The Charter is established by the Management Board under its mandate provided in Article 1.4 of the Principles. The Charter shall be consistent with the Principles. The Charter governs the operations of the Management Board.



3. The Administrative Rules of the Management Board are established by the Management Board. The Administrative Rules shall realize the objects and purposes of the Staff Provident Fund.

This Charter shall enter into effect on 13 August, 2010.

**ANNEX II**

**ADMINISTRATIVE RULES**

**OF THE STAFF PROVIDENT FUND**

**OF THE PREPARATORY COMMISSION**

**FOR THE INTERNATIONAL RENEWABLE ENERGY**

**AGENCY**

## Rule 1 Definitions

In these Administrative Rules the terms listed hereunder shall have the following meanings:

- (a) “*Commission*” means the Preparatory Commission for the International Renewable Energy Agency;
- (b) “*Staff Provident Fund*” means the Staff Provident Fund of the Commission established in accordance with the Principles and the Charter;
- (c) “*Principles*” mean the Principles for the Staff Provident Fund of the Commission;
- (d) “*Management Board*” means the Management Board of the Staff Provident Fund as established in accordance with the Principles and the Charter;
- (e) “*Charter*” means the Charter of the Management Board of the Staff Provident Fund;
- (f) “*Administrative Rules*” means these Administrative Rules of the Management Board;
- (g) “*Participant*” means a person who is a staff member of the Secretariat who contributes to the Staff Provident Fund or any other person who contributes to the Staff Provident Fund;
- (h) “*Pensionable remuneration*” means the remuneration determined pursuant to Rule 101.2 lit. (c) of the Staff Rules of the Commission;
- (i) “*Net Return*” means all interest and other income earned on the capital assets held in the accounts of the Participants in the Staff Provident Fund less all costs and administrative expenses as well as possible losses resulting from operations of the Staff Provident Fund;
- (j) “*Individual Contribution Amount*” means the amount based on a percentage of Pensionable Remuneration that each Participant contributes to the PF at the end of each month;
- (k) “*Secretariat*” means the Secretariat of the Commission.

## Rule 2 Declaration of Beneficiaries

Each Participant shall execute a letter in form and substance as set forth in Annex A declaring his or her beneficiaries in case of death. If no beneficiaries are declared, the beneficiary shall be deemed to be the estate of the Participant.

### **Rule 3**

#### **Contributions to the Staff Provident Fund**

3.1 Each Participant shall at the end of each calendar month make a contribution to his or her account in the Staff Provident Fund corresponding to 7.9 percent of his or her Pensionable Remuneration. Such contribution shall be made by the Secretariat on behalf of such Participant by way of a monthly deduction of the Individual Contribution Amount from the salary payable to such Participant and paying such amount to his or her account in the Staff Provident Fund.

3.2 In respect of each Participant's contribution in accordance with the provisions of Rule 3.1, the Secretariat shall at the end of the same calendar month in which such Individual Contribution Amount is made, make a contribution to his or her account in the Staff Provident Fund in an amount corresponding to 15.8 percent of his or her Pensionable Remuneration. This contribution shall be part of the Participant's net monthly remuneration.

3.3 In accordance with the rules applicable to foreign allotments deducted from salaries, Participants may make additional voluntary monthly contributions to their accounts in the Staff Provident Fund, in which case the Commission shall not make matching contributions.

3.4 The obligations of a Participant and of the Secretariat, respectively, to make contributions to the Participant's account in the Staff Provident Fund lapse automatically as from the date upon which, for any reason whatsoever, the Participant ceases to be in the service of the Secretariat.

### **Rule 4**

#### **Resources of the Staff Provident Fund**

The resources of the Staff Provident Fund, which shall be the exclusive property of the Participants, shall consist of all contributions made in accordance with the provisions of Rule 3 and all income earned thereon, subject to the following provisions:

(a) The Management Board shall be entitled to open bank accounts held exclusively in the name of the Staff Provident Fund;

(b) The contributions in accordance with the provisions of Rule 3 and interest received thereon shall be paid into individual administrative or investment accounts in the name of each Participant;

(c) Any disposition regarding Participants' accounts or bank accounts or deposits held on behalf of the Staff Provident Fund involving payments from its funds shall require the signature of at least two properly authorized officials of the Secretariat;

- (d) The Staff Provident Fund shall not have the ability to take up loans nor shall any of its resources be committed as security for contractual obligations, except payment of obligations to Participants in accordance with Rule 6;
- (e) The Management Board is entitled to pay such administrative costs and other expenses incurred in relation to the Staff Provident Fund from its resources;
- (f) Participants shall only have such rights against the Staff Provident Fund and their Participants' accounts as are explicitly conferred upon them by the provisions of the Principles and the Charter;
- (g) All resources of the Staff Provident Fund shall be utilized by it in accordance with the provisions of these Administrative Rules.

## **Rule 5**

### **Management of the Staff Provident Fund**

5.1 The Staff Provident Fund is managed by the Management Board in accordance with the provisions of the Principles, the Charter and the Administrative Rules and the Financial and Staff Regulations and Rules of the Commission.

5.2 The following principles shall be adhered to in managing the Staff Provident Fund:

(a) The Management Board shall, where appropriate, in consultation with an investment or money management adviser appointed pursuant to the provisions of Article 4.13 of the Principles, develop appropriate investment options with the preservation of capital as its primary principle, as contained in Article 1.5 of the Principles and as specified in the Investment Policy;

(b) The investment options shall aim at achieving maximum return within the context of the principle stated in paragraph (a) above.

5.3 The resources of the Staff Provident Fund shall be held in such currencies as are determined by the Management Board.

5.4 In no event shall the Management Board be liable to any Participant or any of their heirs, assigns or successors in title in respect of the manner in which resources of the Staff Provident Fund are administered or invested or of the manner in which or the time at which investments are made with the resources of the Staff Provident Fund except only in the case of gross negligence or willful misconduct on the part of the Management Board.

### **Rule 6**

#### **Payment from the Staff Provident Fund**

If a Participant ceases to serve with the Secretariat, such Participant shall be entitled to elect:

(a) to receive from the Staff Provident Fund as of the Payment Date the total amount contained in his or her Participant's accounts, including any Net Return having been transferred thereto; or

(b) to transfer the total amount contained in his or her Participant's accounts to the pension fund of another intergovernmental organization in accordance with the terms of a transfer agreement concluded between the Commission and that organization or fund.

### **Rule 7**

#### **Dissolution of the Staff Provident Fund**

The Staff Provident Fund may be dissolved in accordance with the Charter and its resources shall, notwithstanding any of the foregoing provisions of these Administrative Rules, be applied by the Management Board as follows and in the following order:

(a) To pay all administrative costs and expenses incurred and still to be incurred directly or indirectly in relation to the Staff Provident Fund;

(b) To pay all administrative costs and expenses incurred and to be incurred by the Management Board directly or indirectly in relation to the liquidation of the Staff Provident Fund;

(c) To reserve any amount determined by the Management Board in its discretion to be necessary to cover any future actual or potential liability of the Staff Provident Fund;

(d) To distribute among the Participants their entitlements as recorded in their accounts.

**Rule 8**  
**Audit**

The management of the Staff Provident Fund shall be subject to an annual audit in accordance with the provisions of the Charter.

**Rule 9**  
**Amendments of the Administrative Rules**

The Administrative Rules may be amended at any time by the Management Board provided that:

- (a) No amendment shall be given retroactive effect if such retroactive effect will be to the disadvantage of any Participant;
- (b) Each amendment is notified to the Participants.

These Administrative Rules shall enter into effect on 13 August, 2010.

**Annex A**

I N T E R I M   S E C R E T A R I A T   O F   I R E N A

—

**Staff Provident Fund - Designation of Recipient of a Residual Settlement**

|                          |  |                    |  |                           |  |
|--------------------------|--|--------------------|--|---------------------------|--|
| <b>NAME:</b>             |  |                    |  | <b>PERSONNEL<br/>NO.:</b> |  |
| <b>DEPART-<br/>MENT:</b> |  | <b>OFFICE NO.:</b> |  | <b>EXTENSION:</b>         |  |

1. Please designate below one or more persons who, in the case of your death, should receive your monthly contributions to the Staff Provident Fund of the Preparatory Commission for IRENA. In such case, the total amount of your own and the Organization's contributions will be paid to the designated recipient(s).
2. If more than one recipient is designated, the recipients will share equally unless otherwise indicated. If you have a spouse and/or children recognised as dependants under the terms of the Commission's Staff Regulations and Rules, you may not allocate more than 50 per cent of your total entitlement to beneficiaries other than those dependants. The share of a designated recipient who may predecease you will be distributed among the surviving recipients in the ratio of their own shares. If no one is designated before your death or if no one designated survives you, the settlement will be paid to your estate.
3. You may alter your designation of recipient at any time by completing a new form which will supersede the previous one.



| RECIPIENT'S NAME IN FULL | ADDRESS | PROPORTIONATE SHARE |
|--------------------------|---------|---------------------|
|                          |         |                     |
|                          |         |                     |
|                          |         |                     |
|                          |         |                     |

|                                  |        |
|----------------------------------|--------|
| <b>STAFF MEMBER'S SIGNATURE:</b> |        |
| _____                            | _____  |
| (SIGNATURE)                      | (DATE) |

**ANNEX III**

**INFORMATION NOTE TO THE  
WORKING GROUP ON LEGAL ISSUES:  
  
PROPOSED CHANGES TO PRINCIPLES  
OF THE STAFF PROVIDENT FUND**

---

**Information Note to the Working Group on Legal Issues:  
Proposed changes to Principles of the Staff Provident Fund**

---

**PC/MB/INF.1**

14 October, 2010

1. The Management Board of the Staff Provident Board ('Management Board'), pursuant to its mandate as provided for in Article 1.4 of the Principles of the Staff Provident Fund, developed and adopted its Charter and Administrative Rules, which will be reported to the Preparatory Commission during its next Session.
2. The Charter and Administrative Rules of the Staff Provident Fund develop the provisions contained in the Staff Regulations, Staff Rules and the Principles of the Staff Provident Fund ("the Principles") and provide the procedural and administrative provisions which are necessary to run a Provident Fund.
3. After a careful consideration of certain provisions of the Principles in light of the nature of the Preparatory Commission and the provisions of the Staff Regulations and Rules, the Management Board identified some inconsistencies between the Principles and the Commission's Staff Regulations and Rules. These inconsistencies would affect the work and operation of the Staff Provident Fund. The Management Board therefore, hereby submits to the Working Group on Legal Issues the following proposal, with a view of informing the Working Group that the Management Board recommends the adoption of proposed changes by the Preparatory Commission at its next session:

**I. Death and Disability benefits**

4. The Principles foresee that 'death and disability benefits' are an inherent part of the social security system of the Staff Provident Fund. The Management Board notes that the current approach as detailed in Article 5.3 of the Principles deviates significantly from international practices, as payments towards death and disability benefits financed by a contribution towards a provident fund are not normal in this regard. The only exception applies to the payment in case of the death of the participant (payment of the sum of capital invested under the provident fund plus interest accrued thereon to the beneficiaries designated by the Participant in accordance with Administrative Rule 2 or to the estate of the Participant).
5. Furthermore, the Staff Regulations contain a specific reference to the social security scheme in Regulation 7.2 including, inter alia, '[...] compensation in the event of illness, accident or death [...]', in addition to the pension scheme addressed in Regulation 7.1. Staff Rule 107.2 defines that Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Commission's accident and illness insurance policy relating to them.
6. The Provident Fund Management Board notes that the current structure contained in the Principles does not reflect the fact that the relationship between the Preparatory Commission for IRENA and its staff is governed by the use of limited-term appointments

pursuant to Staff Regulation 5.4 (b) which, inevitably, must influence the way in which the organisation provides social security benefits for its employees. Furthermore, the Management Board notes that the current approach does neither address the fact that the link between the Preparatory Commission and the staff member is broken at separation from service, thus removing the requirement for the Commission to maintain records and administration services for former staff members, retirees and survivors. In other words, the current approach in the principles referring to a pension scheme is appropriate for organisations which offer career appointments to staff members, which is not the case of the Preparatory Commission.

7. Furthermore, the current approach confuses the provision of health insurance (accident and illness) with the social security instrument inherently embodied in the Staff Provident Fund. As a result, the Management Board considers that it is not advisable to allocate a fixed percentage of contributions to support a health insurance scheme as part of the Provident Fund 7.

8. The Management Board therefore recommends amending the Principles of the Staff Provident Fund in harmony with the attached proposal to reflect the nature of the employment relationship offered by the Organisation as employer, and to ensure the consistency of the Principles with the provisions of the Staff Regulations and Rules.

## **II. Jurisdiction**

9. With regard to the current approach on jurisdiction as contained in Article 7 of the Principles, the Management Board considers that relationship between participants and the Provident Fund is derived from the fact that the provident fund is an instrument of social security provided to staff members of the Commission which, as an independent international organisation, is except from participation in domestic social security systems. The Secretariat had submitted to the Working Group on Legal Issues a revised version of the Staff Regulations containing, inter alia, a new approach for defining the system of jurisdiction which ultimately also would apply to the Principles, should the proposed changes be adopted (in both the Staff Regulations and the Principles).

10. As a result, while the Management Board considers that UNCITRAL Arbitration Rules are appropriate for international commercial contracts, it believes that such arbitration rules will present substantive legal and procedural problems in respect of their applicability and suitability to address challenges submitted by staff members against administrative decisions taken by the organisation.

11. On the one hand, the Management Board notes that UNCITRAL Arbitration Rules are not applicable unless the parties to a contract have agreed in writing that disputes in relation to that contract shall be referred to arbitration under UNCITRAL Arbitration Rules. In the context of the Provident Fund, the Management Board notes that participation in the Fund is mandatory and consequential to the existence of the appropriate employment relationship with the Organisation regulated under the Staff Regulations and Rules.

12. As the legal basis of participation in the Staff Provident Fund is not an international commercial contract with clear and unequivocal arbitration clauses, but rather, the application of the provisions of the Staff Regulations and Rules, the applicability of

UNCITRAL Arbitration Rules to disputes arising from appointments under the Staff Regulations and Rules is unclear.

13. Furthermore, the Management Board notes that the costs associated with arbitral procedures under UNCITRAL Arbitration Rules would effectively prevent participants to make use of this recourse, and/or will be extremely expensive for the organisation.

14. Consequently, the Management Board recommends amending the Principles of the Staff Provident Fund to ensure consistency between the Principles and the Staff Regulations and Rules, in line with the proposal contained in Annex I hereto.

### **III. Actuary**

15. The current approach as contained in the Principles calls for the involvement of an actuary. The Management Board wishes to highlight the fact that the Staff Provident Fund is inherently a savings scheme with a defined investment policy which shall pay due regard to preservation of capital.

16. In light of the nature of the Organisation and taking into account that the Staff Provident Fund is not a pension fund, but a contribution defined scheme, the Staff Provident Fund shall not be concerned with the level of pension contributions required to produce certain retirement incomes. Consequently, the Management Board sees no reason to maintain the figure of the actuary within the Principles and thus recommends amending Article 4.11 accordingly.

### **IV. Wording around Employer and Employees**

17. In the Principles, the wording 'Employer' and 'Employees' is used. In its broadest definition an Employee could refer to individuals may not be eligible to participate in the Provident Fund but hold, nonetheless, some type of contractual relationship with the Organisation. In order to avoid confusion and to emphasize part of the eligibility requirements for participation in the Provident Fund, the Management Board proposes to change the wording to 'staff member' and 'Commission', respectively. This would also ensure consistency with the wording used in the Commission's Staff Regulations and Staff Rules.

The file with the suggested amendments as presented to the last meeting of the Provident Fund is inserted here as ANNEX

ANNEX

## Principles for the Staff Provident Fund

### Suggested amendments

#### Article 1 Objectives and Status of the Staff Provident Fund

- 1.1. A Staff Provident Fund (hereinafter the "Provident Fund") is established for the exclusive purpose of providing: ~~(a) all Staff Members Employees of the Preparatory Commission (hereinafter "Staff Members Employees") for the International Renewable Energy Agency (hereinafter "the Commission") participating in the Provident Fund, upon separation from their service in case of retirement or for other reasons, with a benefit in the form of a lump sum as well as: (b) with death and disability benefits for them or their qualifying dependants and beneficiaries.~~

[...]

- 1.6. The membership of the Provident Fund, ~~Employer and Employee obligations of the staff members and of the Commission,~~ and benefits under the Provident Fund shall be governed by these Principles and such supplementary Rules which the Management Board will establish.

[...]

#### Article 2 Benefits provided by the Provident Fund

- 2.1 The Provident Fund shall provide lump sum benefits for eligible ~~staff members Employees~~ of the Commission.
- 2.2 The Provident Fund shall maintain an account for each ~~staff Member~~ which shall be credited with contributions and an investment return as specified in the investment policy.
- 2.3 The entire balance of a ~~staff member's Employee's~~ account shall be paid ~~upon separation from service with retirement or upon leaving the employment~~ at the Commission.
- 2.4 ~~The Provident Fund shall provide death and disability benefits for eligible Employees or their qualifying dependants and beneficiaries.~~

#### Article 3 Funding of the Provident Fund

- 3.1 The Provident Fund shall be funded by contributions from both the Commission as ~~Employer~~ and **staff members** ~~the Employees~~.
- 3.2 Contributions to the Provident Fund shall include Basic Contributions by the Commission as ~~Employer~~ and contributions by **staff members** ~~the Employees~~. In addition, the Management Board may establish Rules to permit **staff members** ~~Employees~~ to make voluntary contributions.
- ~~3.3 Basic Contributions shall be allocated to Fund Retirement Savings, Survivor and Disability Benefits and Administrative Costs of the Provident Fund. The method of such allocation shall be determined by the Management Board and be set out in the Rules.~~

[...]

#### **Article 4 Management Board and Operations**

[...]

- 4.6 The Executive Management representatives shall be two Members of the ~~Senior~~ **Executive** Management Team as appointed by the Interim Director-General.
- ~~4.11 The Management Board shall appoint an independent actuary to report periodically on the Provident Fund's actuarial position.~~
- 4.12 The Management Board has a fiduciary responsibility to manage the Provident Fund in the best interests of all the **staff members** ~~Employees~~.

[...]

#### **Article 5 Contributions and Allocations**

- 5.1 **Both**, ~~the Commission~~ ~~Employer~~ and **staff members** ~~the Employees~~ shall make Contributions to the Provident Fund. The Management Board is responsible to determine the level of these Contributions and the subsequent Allocations. ~~The initial Contributions are as follows:~~
- ~~(a) each Employee's Basic Contribution is 7.9% of applicable Pensionable Remuneration. The Employer's Basic Contribution is 15.8% of applicable Pensionable Remuneration;~~

~~(b) each Employee's Basic Contribution shall be deducted by the Employer from salary or salary replacement and shall be transmitted by the Employer to the Provident Fund together with the Employer's Basic contribution on a monthly basis.~~

5.2 For each Employee **staff member**, Pensionable Remuneration is determined by rule 101.2 lit. (c) of the draft Staff Rules of the Commission.

5.3 ~~The Provident Fund shall allocate Contributions to credit the relevant Employees Retirement Account and to fund survivor and disability benefits, Administrative Costs and the Investment Fluctuation Reserve in accordance with the following table:~~

|  | <b>Employer</b>       | <b>Employee</b>     | <b>Total</b>           |
|--|-----------------------|---------------------|------------------------|
| <b>End of service savings</b>                                    | 13.0 <del>15.8%</del> | 7.0 <del>7.9%</del> | 20.0% <del>23.7%</del> |
| <b>Survivor and disability benefits and administrative costs</b> | 2.8%                  | 0.9%                | 3.7%                   |
| <b>Total</b>   | <b>15.8%</b>          | <b>7.9%</b>         | <b>23.7%</b>           |

5.4 ~~The above levels of Contribution and Allocation shall be subject to periodic review and adjustment by the Management Board in consultation with appropriate external actuarial advice.~~

## Article 6 Amendment / Termination

6.1 The Commission intends to maintain the Provident Fund in operation in accordance with these Principles. However, the Commission reserves the right to amend these Principles or otherwise alter the mechanism for providing benefits to **staff members** ~~its Employees~~, if it determines that it is in the best interests of the Commission and of its **staff members** ~~Employees~~ to do so. The Commission shall consult with the Management Board prior to any decision to alter the mechanism for providing benefits to its **staff members** ~~Employees~~, which may involve amending the structure of the Provident Fund or terminating the Provident Fund.

[...]



## Article 7 Jurisdiction

- 7.1 ~~Any dispute regarding the application of any provision of these Principles or the Rules shall be adjudicated by arbitration under UNCITRAL rules. Application may be initiated by: (a) an Employee, or former Employee, or any person claiming to be a qualifying dependant or beneficiary of such Employee or former Employee; and (b) any other person able to show that he or she is entitled to rights under the Rules.~~ Any dispute regarding the application or interpretation of any provision of these Principles shall be adjudicated under the applicable provisions of the Staff Regulations and Rules.

---

**Draft decision regarding the Provisional Work Programme and Budget of the Preparatory Commission for 2011**

---

Fourth session

PC.4/DC.6

Sunday, 24 October 2010

Exhibition Center, Abu Dhabi

**Draft decision PC.4/DC.6 regarding the Provisional Work Programme and Budget of the Preparatory Commission for 2011**

*The Preparatory Commission for the International Renewable Energy Agency ("Commission")*, at its fourth session,

*referring* to Article II and IV of IRENA's Statute, defining the overall objectives and activities of the Agency and thus, building the basis for the 2011 Work Programme and Budget,

*considering* the challenges to establish the Secretariat of the Preparatory Commission including all support services necessary for the implementation of its programmes and initial pilot projects,

*noting* that a balance needs to be achieved between the establishment of the Secretariat, building its internal capacity and infrastructure, providing advice and support for Signatories and becoming an active partner in international fora,

*recalling* paragraph III number 3. of the Decision PC.3/dc.6 on Adopting the 2010 Work programme and Budget of the Preparatory Commission that the Secretariat shall develop a Work Programme and Budget for 2011 for adoption at the fourth session of the Preparatory Commission/ first Assembly,

*having considered* Regulation 3.1 of the financial regulations of the Commission stating that the Secretariat shall prepare and submit to the Commission a draft budget for its next financial period which is defined under Regulation 2 of the financial regulations of the Commission as one calendar year,

*recalling* regulation 4.1 of the financial regulations of the Commission,

*recalling* regulation 5a of the financial regulations which states that resources of the Commission shall comprise voluntary contributions made by Members on the basis of the indicative IRENA scale of contributions,

*emphasising* the considerable uncertainties in implementing the 2010 Work Programme and Budget and the shortfall in contributions in 2010 compared to adopted budget and the need to avoid those difficulties in 2011,

*striving* for the first Assembly of IRENA which is to convene in the first quarter of 2011 which will adopt the 2011 Work Programme and Budget,

*bearing in mind* that any delay in the date of the first Assembly would lead to a delay in mandatory contributions necessitating an even greater need for voluntary contributions prior to the first Assembly,

*considering* that Signatories have to prepare for their financial contributions in 2011,

I. *notes* that a solid financial basis is needed *and invites* all Members of the Commission to contribute to the budget of the Commission in 2011 by voluntary contributions in order to implement the activities outlined in the Work Programme and Budget for 2011;

II. *requests* the Members of the Commission pay their contributions as early as possible in 2011 in accordance with regulation 9.2 of the financial regulations to ensure that a solid financial basis is assured to cover the obligations of the Commission<sup>22</sup>;

III. *decides as follows*:

1. The Secretariat shall continue to implement the activities based on the 2010 Work Programme and Budget with special priority to improving the functioning of the organization through implementation of the Financial and Organisational Review Team (FROT) action plan.

2. Based on the 2010 Work Programme and Budget, and the draft 2011 Work Programme and Budget of the Preparatory Commission (PC/WG.PRO/WP.13/Rev.2), the Secretariat and the new management team shall together develop a 2011 Work Programme and Budget with greater clarity in strategic direction, in due time before the first session of the Assembly with a view to its adoption at that session. Such Work Programme and Budget shall strive to match outputs to required resources (funding, personnel) to achieve such outputs so as to facilitate ease of budgetary planning and oversight.

3. The provisional 2011 budget for IRENA will be presumed to be

- a core budget for IRENA of USD 13.26 million<sup>23</sup> which is to cover for the core activities and administrative costs and an operating reserve through to December 2011<sup>24</sup>;
- Additional voluntary contributions resulting from the UAE bid implementation agreement of up to 2.9 million USD for operations, up to 2.9 million USD for research and 1.6 million USD for workshops and conferences;
- Additional voluntary contributions for the operation of the IITC in Bonn granted by Germany of up to 3.1 million USD; and

---

<sup>22</sup> It is noted that a preliminary 2011 Work Programme and Budget exercise conducted by the Secretariat finds that the bare minimum staff costs for 2011 would be 6.3 million USD, which would imply that at least 1.6 million USD would be necessary in the period before the first Assembly.

<sup>23</sup> The figure derives from an ad-hoc meeting of the IRENA Working Group on the 2010 Work Programme Implementation, and is further explained in annex 2 of the report of this meeting (PC/WG.PRO/WP.23).

<sup>24</sup> Annex B provides a table of Member state's indicative voluntary contributions based on the assumption that there are no additional Signatories.

- 
- Additional voluntary contributions for the operation of the IRENA Liaison Office in Vienna granted by Austria.
4. Bearing in mind the substantial uncertainties in the financial situation, the implementation of the 2011 budget, especially new hiring, should be conservative taking into account the state of provision of funding from Signatory States.
  5. Voluntary contributions for core budget that are made by a Member State in 2011 prior to the first Assembly will be deducted from that Member States required mandatory contribution which will be decided at the first Assembly.
  6. The budget shall be presented in United States Dollars. The contributions from Germany and Austria will be in Euros and converted to USD for the purpose of consistency.
  7. In accordance with regulation 4.6 of the financial regulations and given the initial stage of the budget of the Commission, the Secretariat is authorised to make transfers between each of the appropriation sections outlined in Table 3 in Annex A up to an aggregate limit of 15 per cent of the estimated expenditure for those appropriation sections.
  8. An operating reserve shall be established in accordance with regulation 11.1 of the financial regulations of the Commission corresponding to 15 per cent of the 2011 budget as outlined in Table 3.
  9. The Secretariat shall evaluate the pertinence of an annual financial period for the budget until the first session of the Assembly of IRENA, taking into account the accounting standards.
  10. The Secretariat is requested to report at the fifth session of the Commission of IRENA on the income, budget performance and possible adjustments in accordance with Article 15 of the financial regulations. The Secretariat shall also report on the implementation process of the 2010 Work Programme and Budget at the next session to the Commission.

## Annex A: Indicative 2011 Budget Overview

**Table 1. Indicative 2011 budget by contribution**

| Contributions                                 | \$ Amount           |
|---|---------------------|
| Assessed contributions                        | \$13,259,059        |
| Voluntary contributions from the UAE bid      | \$7,553,874         |
| Voluntary contributions from the German bid   | \$3,109,419         |
| Voluntary contributions from the Austrian bid |                     |
| <b>Total Budget 2011</b>                      | <b>\$23,922,352</b> |

The figures in table 1 derive from an ad-hoc meeting of the IRENA Working Group on the 2010 Work Programme Implementation, and are further explained in annex 2 of the report of this meeting (PC/WG.PRO/WP.23). Figures in table 2 and 3 are extracted from the draft 2011 Work Programme and Budget of the Preparatory Commission (PC/WG.PRO/WP.13/Rev.2), and were not based on the discussions referenced above. Further consideration and revision of the division among functional area will follow from the Secretariat.

**Table 2. Indicative 2011 budget by functional area**

| Expenditure by Function            | Core Budget        | Total               |
|------------------------------------|--------------------|---------------------|
| 1. Executive Direction             | \$2,605,905        | \$4,377,505         |
| 2. Administration Support Services | \$1,538,095        | \$5,411,669         |
| 3. Communication & Outreach        | \$233,600          | \$346,200           |
| 4. Knowledge Management            | \$974,891          | \$1,245,691         |
| 5. Innovation & Technology         | \$774,441          | \$4,556,260         |
| 6. Programmes & Capacity Building  | \$633,184          | \$1,486,084         |
| <b>TOTAL</b>                       | <b>\$6,760,117</b> | <b>\$17,423,409</b> |

**Table 3. Indicative 2011 budget by cost element**

| <b>Expenditure by Cost element</b>  | <b>Core Budget</b> | <b>Total</b>        |
|-------------------------------------|--------------------|---------------------|
| A Staff Costs                       | \$6,306,117        | \$8,415,535         |
| B Contractual Services              | \$30,000           | \$2,466,666         |
| C. Duty Travel                      | \$155,000          | \$475,000           |
| D. Operating Expenses               | \$172,000          | \$2,162,280         |
| E. Acquisitions                     | -                  | \$1,766,928         |
| F. Agency meetings and workshops    | \$97,000           | \$2,137,000         |
| <b>Total cost based expenditure</b> | <b>\$6,760,117</b> | <b>\$17,423,409</b> |
| Increase of operating reserve (*)   | \$1,014,018        |                     |
| <b>TOTAL FINANCIAL REQUIREMENTS</b> | <b>\$7,774,134</b> |                     |

(\*) In the case of voluntary contributions, the UN regulations envisage an operating reserve (trust fund) of up to 15% of annual expenditure. For 2011 the operating reserve was calculated at 15% of the annual expenditures. The operating reserve remains the property of the members that have contributed to it. Upon conclusion of the First Assembly IRENA will rely on assessed contributions.

**Reserve calculation details:**

**2009:** The operating reserve was calculated as \$306,558.

**2010:** The operating reserve was calculated at \$1,826, 000 (306 558 carry forward from 2009 + \$1,519, 000 additional to be raised in 2010). The \$1,519 000 however was never raised due to the lower contributions being received than was envisaged. It is also assumed that the 2009 carry forward will be spent by the end of the 2010 year.

**2011:** The operating reserve will thus amount to 15 % of the expenditure amounting to USD 1, 729,442.52, with no carry forward for the 2010 year.

## Annex B: Indicative IRENA Adjusted Scale of Voluntary Contributions for 2011

Based on the provisional 2011 budget USD 13.259 million

| States                   | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|--------------------------|---------------|---------------------------|----------------------------------|
| Afghanistan              | 0.004         | 0.005                     | 642                              |
| Albania                  | 0.010         | 0.012                     | 1,606                            |
| Algeria                  | 0.128         | 0.155                     | 20,555                           |
| Angola                   | 0.010         | 0.010                     | 1,326                            |
| Antigua and Barbuda      | 0.002         | 0.002                     | 321                              |
| Argentina                | 0.287         | 0.348                     | 46,089                           |
| Armenia                  | 0.005         | 0.006                     | 803                              |
| Australia                | 1.933         | 2.341                     | 310,418                          |
| Austria                  | 0.851         | 1.031                     | 136,661                          |
| Azerbaijan               | 0.015         | 0.018                     | 2,409                            |
| Bahrain                  | 0.039         | 0.047                     | 6,263                            |
| Bangladesh               | 0.010         | 0.010                     | 1,326                            |
| Belarus                  | 0.042         | 0.051                     | 6,745                            |
| Benin                    | 0.003         | 0.004                     | 482                              |
| Bosnia and Herzegovina   | 0.014         | 0.017                     | 2,248                            |
| Brunei Darussalam        | 0.028         | 0.034                     | 4,496                            |
| Bulgaria                 | 0.038         | 0.046                     | 6,102                            |
| Burkina Faso             | 0.003         | 0.004                     | 482                              |
| Cambodia                 | 0.003         | 0.004                     | 482                              |
| Cameroon                 | 0.011         | 0.013                     | 1,766                            |
| Cape Verde               | 0.001         | 0.001                     | 133                              |
| Central African Republic | 0.001         | 0.001                     | 133                              |
| Chad                     | 0.002         | 0.002                     | 321                              |
| Chile                    | 0.236         | 0.286                     | 37,899                           |
| Colombia                 | 0.144         | 0.174                     |                                  |

| States                           | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|----------------------------------|---------------|---------------------------|----------------------------------|
|                                  |               |                           | 23,125                           |
| Comoros                          | 0.001         | 0.001                     | 133                              |
| Congo                            | 0.003         | 0.004                     | 482                              |
| Costa Rica                       | 0.034         | 0.041                     | 5,460                            |
| Côte d'Ivoire                    | 0.010         | 0.012                     | 1,606                            |
| Croatia                          | 0.097         | 0.117                     | 15,577                           |
| Cyprus                           | 0.046         | 0.056                     | 7,387                            |
| Czech Republic                   | 0.349         | 0.423                     | 56,045                           |
| Democratic Republic of the Congo | 0.003         | 0.004                     | 482                              |
| Denmark                          | 0.736         | 0.891                     | 118,193                          |
| Djibouti                         | 0.001         | 0.001                     | 133                              |
| Dominican Republic               | 0.042         | 0.051                     | 6,745                            |
| Ecuador                          | 0.040         | 0.048                     | 6,424                            |
| Egypt                            | 0.094         | 0.114                     | 15,095                           |
| Eritrea                          | 0.001         | 0.001                     | 133                              |
| Estonia                          | 0.040         | 0.048                     | 6,424                            |
| Ethiopia                         | 0.008         | 0.010                     | 1,285                            |
| Fiji                             | 0.004         | 0.005                     | 642                              |
| Finland                          | 0.566         | 0.685                     | 90,893                           |
| France                           | 6.123         | 7.415                     | 983,284                          |
| Gabon                            | 0.014         | 0.017                     | 2,248                            |
| Gambia                           | 0.001         | 0.001                     | 133                              |
| Georgia                          | 0.006         | 0.007                     | 964                              |
| Germany                          | 8.018         | 9.710                     | 1,287,599                        |
| Ghana                            | 0.006         | 0.007                     | 964                              |
| Greece                           | 0.691         | 0.837                     | 110,967                          |
| Grenada                          | 0.001         | 0.001                     | 133                              |
| Guatemala                        | 0.028         | 0.034                     | 4,496                            |
| Guinea                           | 0.002         | 0.002                     |                                  |



| States                 | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|------------------------|---------------|---------------------------|----------------------------------|
|                        |               |                           | 321                              |
| Guinea-Bissau          | 0.001         | 0.001                     | 133                              |
| Honduras               | 0.008         | 0.010                     | 1,285                            |
| Iceland                | 0.042         | 0.051                     | 6,745                            |
| India                  | 0.534         | 0.647                     | 85,754                           |
| Iran                   | 0.233         | 0.282                     | 37,417                           |
| Iraq                   | 0.020         | 0.024                     | 3,212                            |
| Ireland                | 0.498         | 0.603                     | 79,973                           |
| Israel                 | 0.384         | 0.465                     | 61,666                           |
| Italy                  | 4.999         | 6.054                     | 802,782                          |
| Japan                  | 12.530        | 15.175                    | 2,012,175                        |
| Jordan                 | 0.014         | 0.017                     | 2,248                            |
| Kazakhstan             | 0.076         | 0.092                     | 12,205                           |
| Kenya                  | 0.012         | 0.015                     | 1,927                            |
| Kiribati               | 0.001         | 0.001                     | 133                              |
| Kuwait                 | 0.263         | 0.319                     | 42,235                           |
| Kyrgyzstan             | 0.001         | 0.001                     | 133                              |
| Latvia                 | 0.038         | 0.046                     | 6,102                            |
| Lebanon                | 0.033         | 0.040                     | 5,299                            |
| Lesotho                | 0.001         | 0.001                     | 133                              |
| Liberia                | 0.001         | 0.001                     | 133                              |
| Libyan Arab Jamahiriya | 0.129         | 0.156                     | 20,716                           |
| Liechtenstein          | 0.009         | 0.011                     | 1,445                            |
| Lithuania              | 0.065         | 0.079                     | 10,438                           |
| Luxembourg             | 0.090         | 0.109                     | 14,453                           |
| Madagascar             | 0.003         | 0.004                     | 482                              |
| Malaysia               | 0.253         | 0.306                     | 40,629                           |
| Maldives               | 0.001         | 0.001                     | 133                              |
| Mali                   | 0.003         | 0.004                     |                                  |

| States            | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|-------------------|---------------|---------------------------|----------------------------------|
|                   |               |                           | 482                              |
| Malta             | 0.017         | 0.021                     | 2,730                            |
| Marshall Islands  | 0.001         | 0.001                     | 133                              |
| Mauritania        | 0.001         | 0.001                     | 133                              |
| Mauritius         | 0.011         | 0.013                     | 1,766                            |
| Mexico            | 2.356         | 2.853                     | 378,347                          |
| Monaco            | 0.003         | 0.004                     | 482                              |
| Mongolia          | 0.002         | 0.002                     | 321                              |
| Montenegro        | 0.004         | 0.005                     | 642                              |
| Morocco           | 0.058         | 0.070                     | 9,314                            |
| Mozambique        | 0.003         | 0.004                     | 482                              |
| Nauru             | 0.001         | 0.001                     | 133                              |
| Nepal             | 0.006         | 0.007                     | 964                              |
| Netherlands       | 1.855         | 2.247                     | 297,892                          |
| Nicaragua         | 0.003         | 0.004                     | 482                              |
| Niger             | 0.002         | 0.002                     | 321                              |
| Nigeria           | 0.078         | 0.094                     | 12,526                           |
| Norway            | 0.871         | 1.055                     | 139,873                          |
| Oman              | 0.086         | 0.104                     | 13,811                           |
| Pakistan          | 0.082         | 0.099                     | 13,168                           |
| Palau             | 0.001         | 0.001                     | 133                              |
| Panama            | 0.022         | 0.027                     | 3,533                            |
| Papua New Guinea  | 0.002         | 0.002                     | 321                              |
| Peru              | 0.090         | 0.109                     | 14,453                           |
| Philippines       | 0.090         | 0.109                     | 14,453                           |
| Poland            | 0.828         | 1.003                     | 132,967                          |
| Portugal          | 0.511         | 0.619                     | 82,061                           |
| Qatar             | 0.135         | 0.163                     | 21,679                           |
| Republic of Korea | 2.260         | 2.737                     |                                  |

| States                                    | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|---|---------------|---------------------------|----------------------------------|
|   |               |                           | 362,930                          |
| Republic of Moldova                       | 0.002         | 0.002                     | 321                              |
| Romania                                   | 0.177         | 0.214                     | 28,424                           |
| Rwanda                                    | 0.001         | 0.001                     | 133                              |
| Saint Vincent and the Grenadines          | 0.001         | 0.001                     | 133                              |
| Samoa                                     | 0.001         | 0.001                     | 133                              |
| Sao Tome and Principe                     | 0.001         | 0.001                     | 133                              |
| Senegal                                   | 0.006         | 0.007                     | 964                              |
| Serbia                                    | 0.037         | 0.045                     | 5,942                            |
| Seychelles                                | 0.002         | 0.002                     | 321                              |
| Sierra Leone                              | 0.001         | 0.001                     | 133                              |
| Slovakia                                  | 0.142         | 0.172                     | 22,804                           |
| Slovenia                                  | 0.103         | 0.125                     | 16,541                           |
| Somalia                                   | 0.001         | 0.001                     | 133                              |
| South Africa                              | 0.385         | 0.466                     | 61,827                           |
| Spain                                     | 3.177         | 3.848                     | 510,190                          |
| Sri Lanka                                 | 0.019         | 0.023                     | 3,051                            |
| Sudan                                     | 0.010         | 0.010                     | 1,326                            |
| Swaziland                                 | 0.003         | 0.004                     | 482                              |
| Sweden                                    | 1.064         | 1.289                     | 170,866                          |
| Switzerland                               | 1.130         | 1.369                     | 181,465                          |
| Syrian Arab Republic                      | 0.025         | 0.030                     | 4,015                            |
| Tajikistan                                | 0.002         | 0.002                     | 321                              |
| The former Yugoslav Republic of Macedonia | 0.007         | 0.008                     | 1,124                            |
| Timor-Leste                               | 0.001         | 0.001                     | 133                              |
| Togo                                      | 0.001         | 0.001                     | 133                              |
| Tonga                                     | 0.001         | 0.001                     | 133                              |
| Tunisia                                   | 0.030         | 0.036                     | 4,818                            |
| Turkey                                    | 0.617         | 0.747                     |                                  |

| States   | UN Factor (%) | Adjusted Contribution (%) | Contribution to IRENA 2011 (USD) |
|--|---------------|---------------------------|----------------------------------|
|  |               |                           | 99,083                           |
| Uganda   | 0.006         | 0.007                     | 964                              |
| United Arab Emirates                                 | 0.391         | 0.474                     | 62,790                           |
| United Kingdom of Great Britain and Northern Ireland | 6.604         | 7.998                     | 1,060,527                        |
| United Republic of Tanzania                          | 0.008         | 0.010                     | 1,326                            |
| United States of America                             | 22.000        | 22.000                    | 2,917,200                        |
| Uruguay  | 0.027         | 0.033                     | 4,336                            |
| Uzbekistan   | 0.010         | 0.012                     | 1,606                            |
| Vanuatu  | 0.001         | 0.001                     | 133                              |
| Yemen  | 0.010         | 0.010                     | 1,326                            |
| Zambia   | 0.004         | 0.005                     | 642                              |
| Zimbabwe   | 0.003         | 0.004                     | 482                              |
| <b>IRENA Budget</b>                                  | <b>86.417</b> | <b>100</b>                | <b>13,260,000</b>                |

This calculation is based on UN GA Resolution 64/248. It has been adjusted to the current number of IRENA Signatories (148 states plus the European Union).

Referring to draft decision 13051/1/09 REV 1 of the Council of the European Union, the European Union is also kindly invited to contribute voluntarily to IRENA's budget.

24 October 2010

## **Report of the Ad-hoc meeting of the Working Group on the 2010 Work Programme Implementation**

23 October 2010; 5.00pm to 7.00pm

1. On 23 October 2010, the Chair of the 2010 Work Programme Implementation Working Group presented the results of the meeting of the Working Group that was held on 22 October 2010 regarding the discussion on the second revision of the draft 2011 Interim Work Programme and Budget (PC/WG.PRO/WP.13/Rev.3) to the Administrative Committee.<sup>25</sup>
2. The Chair of the Working Group explained that two different options to draw up the 2011 interim budget had been discussed in that meeting: I) the application of the 2010 budget as provisional 2011 budget and II) a provisional 2011 budget based on the bare minimum to sustain existence of the Secretariat as outlined in the third revision of the draft provisional 2011 Work Programme and Budget (PC/WG.PRO/WP.13/Rev.3). As no agreement could be reached on the two options in the Working Group, it was decided to put the decision forward to the Administrative Committee. During the meeting of the Administrative Committee Member States did not give an opinion. For this reason, the Chair of the Working Group proposed to convene with interested delegates of the Working Group in an ad-hoc meeting after the meeting of the Administrative Committee to finalise the decision on the 2011 Interim Work Programme and Budget to be adopted at the fourth session of the Preparatory Commission.
3. Between 5.00pm and 7.00pm, representatives from Australia, France, Guatemala, Germany, Italy, Iran, Japan, Kuwait, Sweden, Togo, the United Arab Emirates, United Kingdom, and the United States met to further discuss PC/WG.PRO/WP.13/Rev.3.
4. In response to the concerns of the members of the Working Group raised during the meeting on 22 October regarding the availability of sufficient financial resources for 2011 to be secured, the Chair stated that an alternative proposal had been elaborated together with the Secretariat as outlined in Annex 1.
5. This alternative proposal envisages a core budget amounting to USD 13.259 million to be borne by voluntary contributions from Member States, plus the UAE bid, the German funds for the IITC and the Austrian funds for the ILOV (Annex 2). The Chair explained that an increase of the core budget compared to the proposed budget of revision 2 (USD 7.8 million) was induced by increasing the number of staff and shifting some duty travel, ICT and general administration costs that were originally meant to be borne by the UAE

---

<sup>25</sup> The summary report of the Co-Chairs of the 2010 Work Programme Implementation Working Group can be perceived under document PC.4/SR.4.

bid to the core budget. This reflected suggestions of delegates given during the Working Group meeting on 22 October.

6. Concern was raised by several delegates that this proposal would contradict the recommendations of the Financial and Organisational Review Team (FROT) to maximize the use of the UAE bid and hold the recruitment apart from senior positions and the three additional individuals for whom offers had already been extended. Two delegates pointed out that to plan a budget of the same dimension of 2010 would set the wrong message after the experiences of 2010. It was emphasized that taking into consideration the recommendations of the FROT and the lessons learned of 2010 the draft 2011 Interim Work Programme and Budget should be drawn up prudently.
7. However, the majority of delegates agreed on the alternative proposal and pointed out that the Secretariat need to be given the required funding to establish and implement the FROT recommendations effectively as well as to leave the new management some flexibility. This included a recommendation to lift the recruitment freeze.
8. It was highlighted by one delegate, supported by others, that members should be aware of the significance of continuity in the 2011 budget, needed to ensure the coverage of costs incurred by the planned increase of human resources.
9. Regarding the question raised by one delegate on possible options to encourage and involve voluntary contributions for the period following the first Assembly it was stressed by several delegates that the mandatory approach as laid down in IRENA's Statute would be the best way to ensure adequate funding of the organization. The Chair mentioned the design of the IEA budget as an option that could be examined by the Secretariat.
10. One member also expressed the idea to use the research fund of the UAE bid to obtain further capacities in the Secretariat.
11. One delegate asked the Chair about the durability for the 2011 budget to be adopted at the first Assembly (12 or 8 months). As members already agreed to the deduction of the voluntary contributions of the mandatory contributions, it was assumed that the budget would cover 12 months to December 2011.<sup>26</sup>
12. For the 2011 Work Programme and Budget to be adopted at the first Assembly, many delegates highlighted that they expect the Secretariat to come up with a more strategic, result oriented Work Programme and Budget and expressed their willingness to work with the Secretariat to do so.
13. There was a general preference to agree on the alternative proposal, but as there were still some reservations, the Chair proposed to put the decision forward to the Preparatory Commission.

---

<sup>26</sup> According to regulation 2 of the Draft Financial Regulations of IRENA (PC/WG.LEG/WP.4/Rev.x) the financial period shall be one calendar year unless otherwise decided by the Assembly.

**ANNEX 1: Background information on the proposed 2011 provisional budget based on the Secretariat's second revision of the draft 2011 Interim Work Programme and Budget (PC/WG.PRO/WP.13/Rev.2)**

1. Assumptions

- The incoming management will reconsider priorities related to personnel placement and responsibilities and new hiring to ensure effective operation of the Secretariat.
- To improve the operation of the Secretariat taking into account the points raised in the FROT process, a number of new hires in the Executive/Administrative Directorate are necessary.
- To ensure increase of programmatic activities and output, a healthy increase of personnel in the operative Directorates of KMIT and PCBO are necessary.
- In the medium term, there is a need to reach a better balance between the number of administrative staff and the operative staff (i.e. more operative staff compared to administrative staff);
- The grades of the staff need to be matched to the functionalities and responsibilities
- To ensure transition from the Prep Com to IRENA, an estimated 40,000 USD is necessary for the Office of the Liquidator.

2. Further to the minimum staff related costs of 6.76 million USD contained in the Annex to the Decision of the Interim 2011 Work Programme and Budget [PC/WG.PRO/WP.13/Rev.2], the following items were added;

- Certain items which were tentatively characterized as UAE bid funding (1.34 million USD, see Table 1)
- A number of new hires (3.45 million USD, see Table 2)
- 40,000 USD for the services of the Office of the Liquidator

3. This additional funding should enable the secretariat to build the capabilities within the secretariat in order to produce greater results. It is expected that the Work Programme and Budget for 2011 to be approved at the first Assembly would provide greater clarity to the outcomes to be achieved, and what minimum resources will be required to achieve such outputs.

## ANNEX 2: Breakdown of the additional core budget proposal

**Table A: Total financial requirements**

|                                      | 12 months            | 8 months             |
|--------------------------------------|----------------------|----------------------|
| Original Core Budget                 | 6,760,116.80         | 6,760,116.80         |
| Additional expenditure & staff costs | 4,769,500.00         | 3,881,500.00         |
| Total cost based expenditure         | 11,529,616.80        | 10,641,616.80        |
| Increase of operating reserve (*)    | 1,729,442.52         | 1,596,242.52         |
| <b>TOTAL FINANCIAL REQUIREMENTS</b>  | <b>13,259,059.32</b> | <b>12,237,859.32</b> |

**Table B: Estimate of additional staff costs**

| Grade        | Ex/Admin | Operative Directorates | TOTAL staff number | Cost per grade | TOTAL per grade        |
|--------------|----------|------------------------|--------------------|----------------|------------------------|
| P5           | 1        | 2                      | 3                  | \$ 322,500.00  | \$ 967,500.00          |
| P4           | 2        | 2                      | 4                  | \$ 285,000.00  | \$ 1,140,000.00        |
| P3           |          | 4                      | 4                  | \$ 247,000.00  | \$ 988,000.00          |
| 2 G          | 3        | 2                      | 5                  | \$ 71,500.00   | \$ 357,500.00          |
| <b>TOTAL</b> | <b>6</b> | <b>10</b>              | <b>16</b>          |                | <b>\$ 3,453,000.00</b> |



**Table C: Potential expenses to be moved from the UAE bid to core budget**

| Category                               |                 | Cost                   |
|--|-----------------|------------------------|
| Duty Travel                            |                 | \$ 320,000.00          |
|  |                 |                        |
| <b>ICT</b>                             |                 |                        |
| Security Enhancement                   |                 | \$ 150,000.00          |
| ERP                                    |                 | \$ 512,500.00          |
| Telephone                              |                 | \$ 180,000.00          |
|  |                 |                        |
| <b>Subtotal</b>                        |                 | <b>\$ 842,500.00</b>   |
| <b>General Administration Services</b> |                 |                        |
|  |                 |                        |
| Logistics                              |                 | \$ 30,000.00           |
| Office Expenses                        |                 | \$ 42,000.00           |
| Consumables                            |                 |                        |
| Stationery                             |                 | \$ 30,000.00           |
| other                                  |                 | \$ 12,000.00           |
| <b>Subtotal</b>                        |                 | <b>\$ 114,000.00</b>   |
|  |                 |                        |
| Liquidation audit                      |                 | \$ 40,000.00           |
|  |                 |                        |
|  |                 |                        |
| <b>TOTAL</b>                           |                 | <b>\$ 1,316,500.00</b> |
|  |                 |                        |
| +                                      | 12 months staff | \$ 4,769,500.00        |
|  |                 |                        |
| +                                      | 8 months staff  | \$ 3,881,500.00        |

**Selection procedures for projects applying for funding from the  
Abu Dhabi Fund for Development**

---

Fourth session

24th and 25th October, 2010

Agenda item 15

Abu Dhabi, UAE

**Decision PC.4/DC.4 on the  
Selection procedures for projects applying for funding from the  
Abu Dhabi Fund for Development**

*The Preparatory Commission for the International Renewable Energy Agency* at its fourth session,  
*recalling* the commitment of the United Arab Emirates, as expressed under paragraph 05.12 in the  
“Proposal of the United Arab Emirates to host the Interim Seat of the Secretariat for the International  
Renewable Energy Agency (IRENA)”, to make available funds through the Abu Dhabi Fund for  
Development to finance renewable energy projects in developing nations that are recommended or  
endorsed by IRENA,

*recalling* paragraph 4. b. of the Decision IRENA/PC.3/dc.7 on Governance of the Administrative  
Committee and Working Groups in 2010 with reference to a cooperation agreement between IRENA and  
the Abu Dhabi Fund for Development,

*taking* note of the proposed selection procedures for projects applying for funding from the Abu Dhabi  
Fund for Development, annexed hereto,

*decides* to submit the proposed selection procedures for projects applying for funding from the Abu  
Dhabi Fund for Development for approval by the Council at its first session.

**ANNEX**

Selection procedures for projects applying  
for funding from the  
Abu Dhabi Fund for Development

## **Background**

In its bid document to host the headquarters of IRENA, the Government of the United Arab Emirates has included the following offer: “In support of IRENA’s mission to rapidly promote the development and widespread use of renewable energy, the Abu Dhabi Fund for Development (ADFD) will make an unprecedented commitment of up to AED 183 million annually, over the next seven years, to a new IRENA guided program. These funds will be provided under the form of soft loans and used solely to finance renewable energy projects in developing nations that are recommended or endorsed by IRENA.”

This note proposes a process and responsibilities for the selection of projects in accordance with the offer of the United Arab Emirates and the ADFD.

IRENA cannot assume any liability for the projects; the Agency’s role is limited to facilitating the process of submission and review of formal submission criteria (see annex 1) of project proposals, contingent upon the relevant procedures having been approved by Member States. The ultimate selection, financial support and administrative management of the projects remain the exclusive responsibility of the ADFD. Therefore, the project selection criteria must be compatible with ADFD lending policy.

## **Advisory Committee and Expert Panel**

At its regular session, the Assembly will elect from among its Members 7 (seven) representatives, one from each geographical region to form an Advisory Committee (see annex 3). Following their election, the members of the Advisory Committee will elect a Chair from among themselves.

With each new application cycle the Advisory Committee will approve the candidates for the Panel of Experts (see annex 4), which will be submitted in the form of a list by the Director-General. This list in turn will be drawn up in due time before each application cycle, on the basis of the Secretariat’s knowledge of experts in the field and confirmation of each expert’s availability. Members may also wish to submit the names of qualified individuals. Experts shall be eligible to serve on the Panel for more

than one year but applications and acceptances by the Advisory Committee will have to be renewed annually.

In establishing the Panel of Experts account shall be taken of individual expertise with renewable energy projects, preferably in developing countries, design and implementation of renewable energy policies as well as availability. The group of experts as a whole shall cover all renewable energy sources as defined in the Statute of IRENA, as well as all geographical regions of the world and all relevant renewable energy topics. The Advisory Committee, when selecting members of the Panel of Experts, will be mindful to keep the Panel's size to five members, with the possibility of expansion based on the number and technical range of proposals.

### **Detailed selection procedure**

#### **STEP 1**

The Secretariat at the request of the ADFD announces – at the annual IRENA Assembly meeting - the beginning of a new application cycle for project proposals of loan values between \$5M and \$15M for renewable energy projects in developing countries that are IRENA Signatories. The invitation for project proposals will be posted on the IRENA website on the first day of the cycle and in the newsletter of IRENA. Governments will be requested to extend further publicity as desirable.

The announcement will include a description of the formal and ranking criteria for project proposals (outlined in annex 1 & 2), as well as any additional requirements resulting from the ADFD's lending policy, based on information forwarded by the Fund at the beginning of each new funding cycle. A standard format and guidelines to facilitate drafting and provide comparability of project summaries will be produced and made available by the Secretariat, in close cooperation with and after verification by, the ADFD<sup>27</sup>.

All documents used in the process will be jointly agreed by the ADFD and the IRENA secretariat.

---

<sup>27</sup> ADFD will provide the Secretariat with its rules and regulations, as well as its lending policy.

**STEP 2**

Following publication of the announcement on the IRENA website, interested parties will have 60 days to submit executive project summaries to the Secretariat.

**STEP 3**

The Secretariat will review applications on a rolling basis and notify project applicants as to whether the application has fulfilled the formal submission requirements (submission deadline, format, and substance) and can therefore be accepted for review by the Panel of Experts.

**STEP 4**

Within 30 days the Panel of Experts will review and rank (assigning numerical values based on technical merit) these project proposals based on the criteria referred to in annex 2, as well as prepare brief explanatory statements on the reasons behind the choice. From the ranked list of proposals, the Expert Panel will prepare a short list of up to twenty highest-ranking projects, which will then be forwarded to the Secretariat for transmission to the Advisory Committee.

**STEP 5**

The Advisory Committee reviews the short-listed proposals, including all relevant documents and explanatory statements, within 30 days. On completion of review the Advisory Committee sends its general comments to the Secretariat for transmission to the ADFD.

**STEP 6**

The Secretariat will invite the submitting entity of a short listed proposal to submit a full project proposal document together with an executive summary within 60 days of notification to the Secretariat for transmission to the Panel of Experts. The Secretariat will also notify those candidates whose proposals did not make the short-list of their ineligibility to be considered for the next round of deliberations, with an invitation to amend and resubmit proposals during the next application cycle.

**STEP 7**

Within 60 days after receipt of full project proposals, the Panel of Experts will review and rank these project proposals based on the criteria referred to in annex 2. The Panel of Experts will prepare brief explanatory statements, based on their evaluations of technical merit of the full proposal, on the

reasons behind the choice and will forward the results of its review to the Secretariat for transmission to the Advisory Committee.

#### **STEP 8**

The Advisory Committee reviews the qualified proposal documents within 30 days. On completion of review, the Advisory Committee forwards the technical evaluations as well as its comments and recommendations, consistent with IRENA's mission and objectives, to the Secretariat for transmission to the ADFD.

#### **STEP 9**

ADFD selects projects based on all documentation and input from the Panel of Experts and Advisory Committee and will transmit results of the selection to the Secretariat to be forwarded to the submitting entities. ADFD will submit a brief statement explaining the rationale behind the selection. ADFD will then strive to prepare contracts on completion of necessary financial protocols within 90 days. Funds will be disbursed according to the actual progress of work.

Upon final funding decisions by the ADFD, the Secretariat will notify all applicants of the status of their project proposals.

Project management, review, and reporting of project results is the sole responsibility of the ADFD. A progress report of all projects will be presented annually by the ADFD to the Director general to be communicated to the Assembly through the Council.

#### **Review and revision**

After the first full funding cycle these procedures will be reviewed and revised as necessary by the Advisory Committee. This review will also include a proposal for the timing of further reviews and revisions of these procedures as well as recommendations for changes to standard operating procedures and the maintenance of records necessary to facilitate the solicitation and review of project proposals.

**Annex 1: Formal Criteria for the Review and Selection of Project Proposals**

- a. in accordance with the offer of ADFD, projects will be “renewable energy projects in developing nations”; renewable energy is defined as “all forms of energy produced from renewable sources in a sustainable manner,” which, in accordance with the IRENA Statute, includes: (inter alia) bioenergy, geothermal energy, hydropower, ocean energy including (inter alia) tidal, wave and ocean thermal energy, solar energy, and wind energy;
- b. project proposals may be submitted by governments, governmental agencies, nongovernmental organizations, and partnerships with private corporations or actors;
- c. all project proposals must be backed by a government guarantee;
- d. preference will be given to co-financed projects;
- e. project management capability must be demonstrated (e.g. sufficient proven know-how, experience and track-record of the project team in successful project implementation; appropriate project management structures);
- f. project proposal submission must satisfy the proposal submission instructions detailed in the Funding Announcement, including:
  - i. Contact Information:
  - ii. Project Information
  - iii. Outcomes and Indicators
  - iv. Project Location
  - v. Permits and Approvals
  - vi. Budget
  - vii. Matching Contributions and Project finance structure
  - viii. Required Financial Documents and other reports, including economic feasibility and environmental impact studies;
- g. projects must satisfy ADFD rules and regulations.



## **Annex 2: Ranking Criteria for project proposals**

Criteria to evaluate technical merit will be determined by the Expert Panel, consistent with the mission and objectives of IRENA. Among other concepts, IRENA values:

- a. contribution to the promotion of the widespread and increased adoption and sustainable use of renewable energy in a cost-effective way in order to support sustainable development;
- b. contributions to IRENA's objectives as stated in the Statute;
- c. reflecting the focus of the respective Work Programme;
- d. the annual portfolio of selected projects shall display a balanced distribution of projects across IRENA's developing country membership, with a view to selecting a number of projects originating from least developed countries;
- e. promotion to outreach of renewable energy technologies and support for large-scale market development;
- f. providing a comparative advantage (e.g. technical) against established projects;
- g. reflecting innovation, long-term vision and leadership in renewable energy and sustainability and ultimately ensuring improved energy output for the population of the developing world;
- h. promoting renewable energy technologies that facilitate the development of a green society, access to energy, rural development, poverty reduction and achievement of the Millennium Development Goals;
- i. demonstrating new technologies or practices that may be replicable within the region or globally;
- j. ensuring an internal – national and regional – capacity building strategy;
- k. demonstrating appropriate attention to issues of gender participation and impact.

**Annex 3: Advisory Committee**

1. An Advisory Committee of 7 (seven) Members shall be established as a subsidiary organ of the Assembly. Members of the Advisory Committee shall be elected annually at the regular session of the Assembly on the basis of equitable geographical distribution. They shall serve for one application cycle.
2. Similarly, an equal number of alternates shall be elected, allowing Committee members from countries with applications to resign thus avoiding possible conflicts of interest. In the event of the resignation of a member, the alternate from the same region shall take its place. Should the alternate also represent a country with applications, he/she should be replaced, by another alternate, if possible also from a developing country.
3. The Advisory Committee shall establish an Expert Panel from a list of experts provided by the Director-General, covering the required disciplines in the area of renewable energy as well as taking into account the need for equitable geographical distribution (see annex 4).
4. The Advisory Committee shall forward to the ADFD the final list of projects from which the ADFD will select projects to be funded.
5. The Advisory Committee shall work electronically to the extent possible, thus minimizing the expense incurred. Any costs incurred by their participation in the Advisory Committee shall be borne by the members concerned, except for LDCs whose participation shall be financed from UAE funds (see annex 5).

**Annex 4: Panel of Experts**

1. The Panel of Experts to be established by the Advisory Committee (see annex 3) will be chosen from a list to be provided by the Director-General, drawn up in due time before each application cycle, and based both on the Secretariat's knowledge of experts in the field and submissions of experts by Member States.
  
2. In establishing the Panel of Experts account shall be taken of individual expertise with renewable energy projects, preferably in developing countries, design and implementation of renewable energy policies as well as availability. The group of experts as a whole shall cover all renewable energy sources as defined in the Statute of IRENA, as well as all geographical regions of the world and all relevant renewable energy technologies. The Advisory Committee, when selecting members of the Panel of Experts, will be mindful to keep the Panel's size to five members, with the possibility of expansion based on the number and technical range of proposals.
  
3. Experts shall be eligible to serve on the Panel for more than one year but applications and acceptances by the Advisory Committee will have to be renewed annually.
  
4. The Panel of Experts shall elect a Chair, who shall guide the Panel's work. The Director-General shall appoint a member of the Secretariat to provide all required support to the Chair and the Panel of Experts as a whole.
  
5. To the extent possible the Panel shall work electronically and meet virtually. The honoraria of the experts as well as any cost incurred by the work of the Panel shall be financed from UAE funds (see annex 5).

**Annex 5: Expenses incurred**

Any expenses related to the project selection process, in particular in connection with the work of the Expert Panel, will be covered by contributions the UAE pledged in the bid document under 5.12 Additional Contributions made by the Host Government, Operational Services.

**Procedure to identify candidates for the position of Director-General**

---

Fourth session

24th and 25th October, 2010

Agenda item 16

Abu Dhabi, UAE

**Decision PC.4/DC.5****Procedure to identify candidates for the position of Director-General**

The Preparatory Commission for the International Renewable Energy Agency (Commission), at its fourth session:

*noting* that pursuant to Article IX paragraph I of the Statute of the International Renewable Energy Agency (IRENA), the Assembly shall designate the Director-General of the Secretariat of IRENA (Director-General);

*noting* further that pursuant to Article XI paragraph B of the Statute the Director-General shall be appointed by the Assembly upon recommendation from the Council;

*convinced* that the designation of the Director-General at the first session of the Assembly will ensure an effective and early start of the Agency's activities and will contribute to facilitating a smooth transition from the Preparatory Commission to the Agency;

*desiring* to facilitate the identification of suitable candidates for the position of Director-General;

*emphasizing* that the procedure to identify such candidates shall be fair and transparent and shall be guided by the best interests of IRENA and by the respect for the dignity of the candidates;

*referring* to Article IX, paragraph I., Article X, paragraph D. and Article XI, paragraph B. of the Statute of IRENA;

III. *decides* to adopt the annexed procedure to identify one candidate for the position of Director-General to be appointed at the first session of the Assembly;

IV. *invites* Signatory States (Signatories) to encourage candidates to put forward their applications for the post of Director-General, based on the criteria as laid down in Annex I, and *mandates* the Secretariat to advertise the vacant post of Director-General of IRENA widely;

V. *decides* to establish a "Director-General Selection Committee" (DGSC), as contained in Annex II, from amongst those Signatories that do not envisage the application of one of their nationals, consisting of not more than ten Signatories with at least five of them having ratified the Statute of IRENA and on as wide a geographical basis as possible;

VI. *requests* the DGSC to facilitate a procedure for developing a recommendation for the position of the Director-General of IRENA which shall provide for the identification of candidates, the creation of a shortlist of not more than four candidates to be considered by the fifth session of the Preparatory Commission and the selection of an individual from that list.

**ANNEX**

**Procedure to identify candidates for the position  
of Director-General**

**Annex I****I. Guideline - Qualification of candidates**

IRENA shall aim to achieve fair representation of women and men for all positions. The application of women for the post of Director-General shall be encouraged.

Candidates for the post of the Director-General shall be assessed on the basis of the following criteria:

- Proven leadership qualities and senior-level administrative experience to establish and manage a large organization, to build up a multicultural team and to develop the necessary team spirit;
- A strong background and experience in the field of renewable energy issues both on the national as well as the international level and an extensive network comprising relevant stakeholders;
- Experience with respect to policy advice, capacity building, technology transfer and innovation and technology in the area of renewable energy as well as knowledge management;
- Capacity to develop and implement IRENA's medium- and long-term strategy and vision to define the Agency's role in the international environment and to guide its day-to-day operations;
- Strong commitment to work in a transparent manner with IRENA's Members and capacity to cooperate closely with IRENA's host country as one of the Agency's most important stakeholders as well as the countries hosting IRENA's satellite offices; ability to act as mediator;
- Excellent communication and representation skills to represent IRENA to its stakeholders as well as the public and to secure the active support of the international community;
- Strong background in the field of international relations and ability to cooperate effectively with other organizations, the business community and other relevant stakeholder in order to achieve maximum synergy;
- A firm commitment to the objectives and activities of IRENA as laid down in Article II and IV of the Statute;



- Moral authority to model the independent role required by Article XI, paragraph F. of the Statute;
- A minimum of 15 years professional experience and postgraduate qualifications or equivalent.

## **Annex II**

### **II. Composition and mandate of the “Director-General Selection Committee” (DGSC)**

1. At its 4<sup>th</sup> session, the Commission shall appoint from among its Members ten representatives taking into account equitable geographic distribution to comprise the DGSC as an ad-hoc committee pursuant to Rule 18 of the Rules of Procedure of the Commission. In order to avoid any conflict of interest, the Commission shall also elect five alternate representatives, based on the same criteria, allowing DGSC members to resign should one of the ten candidates selected for an interview be a national of their country. In the event of the resignation of a member, the alternate from the same region shall take its place. The DGSC shall designate one of its members as Chair for the duration of the DGSC.
2. The DGSC is mandated to collect applications, conduct interviews and present a shortlist of not more than four candidates together with all necessary information on the work of the DGSC for the 5<sup>th</sup> session of the Preparatory Commission.
3. The DGSC may decide to transfer the task of collecting applications to the Secretariat.
4. The DGSC shall act by consensus, or where consensus cannot be achieved, a two-thirds majority.
5. The Chair of the DGSC shall facilitate the efficient and continuous communication and cooperation between the members of the DGSC. She/he shall ensure that all necessary deadlines are observed.
6. The DGSC shall work electronically to the extent possible, thus minimizing the expense incurred. Any costs incurred by the participation in the DGSC will be borne by the Signatories concerned, except for developing countries whose participation shall be financed from the IRENA budget.

7. The Interim Director-General shall appoint a member of the Secretariat to provide all required support to the DGSC and its Chair.

### **Annex III**

#### **III. Detailed procedure**

1. The DGSC will draw up a comprehensive job description for the post of Director-General based on the guidelines in annex I and forward it to the Secretariat to be advertised internationally immediately thereafter.
2. To be eligible for consideration, applications and the required supporting documents shall be submitted in writing to the attention of the Chair of the DGSC. She/he shall forward applications and supporting documents received on a rolling basis to the members of the DGSC for review.
3. Should the DGSC determine it requires assistance due to an excessive number of applications, it may seek external professional services. These services could include a review and ranking of applications based on guidelines provided by the DGSC. The Secretariat shall conduct any necessary procurement. In this case, the DGSC shall be mindful not to delay the process. Expenses related to these services shall be covered from IRENA's budget, mindful not to incur excessive costs.
4. Applications shall be accompanied by a tabular CV, a Letter of Motivation/Vision Statement as well as at least three referee testimonials in order to be considered valid. Other supporting documents may be submitted additionally.
5. Applications may be withdrawn at any stage by announcement to the Chair of the DGSC by the candidate her/himself.
6. After the close of the application period, the members of the DGSC shall select from amongst the applications which are eligible for consideration and valid up to ten candidates to be interviewed.
7. Should a member of the DGSC have the same nationality as one of the ten candidates to be interviewed, the procedure as outlined in II.1. shall apply.
8. After the close of the interviews, the DGSC shall agree upon a shortlist of up to four candidates, assemble a comprehensive documentation to be submitted to all Signatories

immediately thereafter together with the shortlist, comprising applications and supporting documents of candidates as well as all other information the DGSC may consider relevant and invite candidates to the 5<sup>th</sup> session of the Preparatory Commission to deliver a presentation.

9. If time permits, the DGSC shall facilitate videoconference sessions between interested Signatories and each of the up to four short listed candidates.
10. The meetings during the 5<sup>th</sup> session of the Preparatory Commission dedicated to the identification of candidates for the position of Director-General shall be held in private.
11. At the 5<sup>th</sup> session of the Preparatory Commission, the Chair of the DGSC shall report on the activities of the DGSC, present the short list of candidates and provide all necessary information to Signatories with a view to ensuring a maximum of transparency related to the DGSC's decision on the short list.
12. The Chair of the 5<sup>th</sup> session of the Preparatory Commission shall draw by lot the order of presentation of the candidates. Candidates shall give a brief presentation followed by questions of Signatories.
13. The 5<sup>th</sup> session of the Preparatory Commission shall recommend one candidate to be appointed as Director-General of IRENA at the first Assembly based on the report of the Chair of the DGSC as well as the candidates' presentations and if applicable in accordance with number 7 of the Resolution on Establishing a Preparatory Commission for IRENA.
14. The 5<sup>th</sup> session of the Preparatory Commission shall elect one candidate for the position of Director-General by either consensus or a 2/3 majority.
15. If the 5<sup>th</sup> session of the Preparatory Commission decides to hold a vote the following procedure shall apply:
  1. The Commission shall vote by secret ballot.
  2. In case of two or more candidates, each Signatory shall write on its ballot paper the name of only one candidate. The candidate who obtains the lowest number of votes shall be eliminated at each ballot. If two or more candidates simultaneously obtain the lowest number of votes, they shall be eliminated together.
  3. This procedure shall be repeated until a decision of the Commission can be taken in accordance with number 7 of the Resolution on Establishing a Preparatory Commission for IRENA.

16. The Council shall hold a meeting during the first Assembly to consider the recommendation of the 5<sup>th</sup> session of the Preparatory Commission and make a recommendation back to that same meeting of the Assembly.

**Annex IV**

**IV. Indicative timeline**

(14 weeks process)

- X<sup>28</sup> minus 14 weeks      DGSC draws up a comprehensive job description
- X minus 13 weeks      start of the four weeks advertisement and the application period
- X minus 9 weeks        application deadline and start of screening process
- X minus 7 weeks        notification of interview dates to long-listed candidates
  - 2 weeks' time for candidates to plan for the trip to Abu Dhabi -
- X minus 5 weeks        interviews of up to ten long-listed candidates (2-3 days)
- X minus 4 weeks        decision on up to four shortlisted candidates and transfer of information to all Signatories
- X                            1<sup>st</sup> session of the Assembly, appointment of the Director-General

<sup>28</sup> Unspecified date of the First Assembly

October 24, 2010

### **Summary Report by the Chair of the Working Group on Legal Issues**

1. With decision PC.3/DC.7 on 'Governance of the Administrative Committee and Working Groups in 2010' the Working Group on Legal Issues was established amongst other Working Groups, to work, inter alia, on the draft legal documents relating to financial rules and regulations; staff rules and regulations; regulations on the secondment of staff; and the staff provident fund.
2. The Working Group had a fruitful exchange of views between the third and fourth sessions of the Preparatory Commission, via conference calls, written procedures and two physical meetings: One meeting prior to the fifth meeting of the Administrative Committee on 23-24 June, 2010, and another meeting on 21 October, 2010, prior to both the sixth meeting of the Administrative Committee and the fourth meeting of the Preparatory Commission.
3. In detail, the Working Group discussed:
  - a. Amendments to the Principles of the Staff Provident Fund: The Working Group reviewed the amendments to the Principles of the Staff Provident Fund as proposed by its Management Board. After careful consideration of this proposal, the Working Group agreed to recommend to the Preparatory Commission the adoption of the amendments contained in the Annex to the present document.
  - b. Resignation and Succession of the Interim Director-General:
    - i. Resignation: A draft resolution on the acceptance of the resignation of the Interim Director-General as well as a draft Agreement between the Preparatory Commission and the Interim Director-General were reviewed and amended in light with the considerations made by Members of the Working Group and the outcome of consultations conducted among interested parties. The Working Group developed alternative documents which were aimed at accommodating the consultations resulting from the resignation of the Interim Director-General. Those documents were submitted to the Chair of the fourth session of the Preparatory Commission for action thereon.
    - ii. Succession: Without elaborating this issue, two possible scenarios were outlined on the succession of the Interim Director-General: Either the appointment of a care-taker Interim Director-General until the conclusion of the first session of the Assembly and the election of the Council in accordance with the Statute or, the highest ranking officer of the Secretariat to act in the capacity of Interim Director-General at interim.

- iii. Appointment process of the Director-General: It was considered that the procedure currently is under discussion in the Working Group on Budget and Transition and hence a discussion in the Legal Working Group was not necessary.
  - c. Draft Transfer Protocol: Members had an exchange of views on the exact legal nature of the dissolution of the Commission and the subsequent transfer of assets and liabilities to the Agency. As a consequence, it was highlighted that staff should be informed in due time of the upcoming necessary changes in the contractual relationship and on its implications. Considering the nature of the document, i.e. that it addresses issues of transition rather than solely legal issues, it was considered that the transfer protocol should be discussed within the Working Group on Budget and Transition.
  - d. Draft Financial Regulations: The Working Group had the opportunity to exchange views on a range of issues such as the Working Capital Fund, internal controls and audit, due diligence, and the current system of staff assessment. It was agreed that these issues would need further consideration.
  - e. External audit: Members of the Working Group expressed differing views on the interpretation of the applicable Financial Regulations for the external audit, but in general agreed on the urgency of conducting such an audit, especially bearing in mind the recommendations made by the Financial and Organisational Review Committee. One possibility discussed was to undertake two parallel audits, one carried out by a public audit institution with another being carried out by a private auditor. As a consequence of the differing views, the Chair considers that this issue should be brought before the policy making organ for further exchange of views and possible decision.
4. The Working Group notes that a number of questions need to be resolved in respect of the above mentioned documents, and additionally with regard to the draft Staff Regulations, the Ethics and Whistleblower policies and financial disclosure. Therefore, the Working Group will further consult in the upcoming months towards the last session of the Preparatory Commission in order to facilitate a smooth transition process.
5. The Working Group, having considered the proposal made by Germany to establish a procedure for the adoption of the Host Country Agreement for the Bonn Center, recommended this issue be referred to the Chair of the Administrative Committee and the Chair of the Preparatory Commission for further consultation.
6. The Chair of the Working Group on Legal Issues noted that he would facilitate consultations leading to identifying a possible successor. The members of the Working Group of Legal Issues expressed their sincere gratitude for the contributions of the Chair to the Working Group.

Action requested:

7. The Working Group requests the Preparatory Commission to take note of this report and to approve the amendments to the Principles to the Staff Provident Fund as contained in the Annex hereto.

St John Hoskyns, Doug Cook

United Kingdom Chairs of the Working Group on Legal Issues

Provisions in strikethrough are deleted

Underlined provisions are newly added

## Amendments to the Principles for the Staff Provident Fund

### Article 1 Objectives and Status of the Staff Provident Fund

- 1.2. A Staff Provident Fund (hereinafter the "Provident Fund") is established for the exclusive purpose of providing: ~~(a) all staff members Employees~~ of the Preparatory Commission (hereinafter "~~staff members~~Employees") for the International Renewable Energy Agency (hereinafter "the Commission") participating in the Provident Fund, upon separation from their service ~~in case of retirement or for other reasons~~, with a benefit in the form of a lump sum as well as: ~~(b) with death and disability benefits for them or their qualifying dependants and beneficiaries.~~

[...]

- 1.6. The membership of the Provident Fund, ~~Employer and Employee~~ obligations of the staff members and of the Commission, and benefits under the Provident Fund shall be governed by these Principles and such supplementary Rules which the Management Board will establish.

[...]

### Article 2 Benefits provided by the Provident Fund

- 2.1 The Provident Fund shall provide lump sum benefits for eligible staff members ~~Employees~~ of the Commission.
- 2.2 The Provident Fund shall maintain an account for each staff Mmember which shall be credited with contributions and an investment return as specified in the investment policy.
- 2.3 The entire balance of a staff member's ~~Employee's~~ account shall be paid upon separation from service with ~~retirement or upon leaving the employment~~ at the Commission.
- 2.4 ~~The Provident Fund shall provide death and disability benefits for eligible Employees or their qualifying dependants and beneficiaries.~~



### Article 3 Funding of the Provident Fund

- 3.1 The Provident Fund shall be funded by contributions from both the Commission as ~~Employer~~ and staff members ~~the Employees~~.
- 3.2 Contributions to the Provident Fund shall include Basic Contributions by the Commission as ~~Employer~~ and contributions by staff members ~~the Employees~~. In addition, the Management Board may establish Rules to permit staff members ~~Employees~~ to make voluntary contributions.
- ~~3.3 Basic Contributions shall be allocated to Fund Retirement Savings, Survivor and Disability Benefits and Administrative Costs of the Provident Fund. The method of such allocation shall be determined by the Management Board and be set out in the Rules.~~

[...]

### Article 4 Management Board and Operations

[...]

- 4.6 The Executive Management representatives shall be two Members of the ~~Senior~~ Executive Management Team as appointed by the Interim Director-General.
- ~~4.11 The Management Board shall appoint an independent actuary to report periodically on the Provident Fund's actuarial position.~~
- 4.12 The Management Board has a fiduciary responsibility to manage the Provident Fund in the best interests of all the staff members ~~Employees~~.

[...]

### Article 5 Contributions and Allocations

- 5.1 ~~Both, the~~ Commission ~~Employer~~ and staff members ~~the Employees~~ shall make Contributions to the Provident Fund. The Management Board is responsible to determine the level of these Contributions and the subsequent Allocations. ~~The initial Contributions are as follows:~~

~~(a) each Employee’s Basic Contribution is 7.9% of applicable Pensionable Remuneration. The Employer’s Basic Contribution is 15.8% of applicable Pensionable Remuneration;~~

~~(b) each Employee’s Basic Contribution shall be deducted by the Employer from salary or salary replacement and shall be transmitted by the Employer to the Provident Fund together with the Employer’s Basic contribution on a monthly basis.~~

5.2 For each Employee staff member, Pensionable Remuneration is determined by rule 101.2 lit. (c) of the ~~draft~~ Staff Rules of the Commission.

5.3 ~~The Provident Fund shall allocate Contributions to credit the relevant Employees Retirement Account and to fund survivor and disability benefits, Administrative Costs and the Investment Fluctuation Reserve in accordance with the following table:~~

|  | <b>Employer</b> | <b>Employee</b> | <b>Total</b> |
|--|-----------------|-----------------|--------------|
| <b>End of service savings</b>                                    | 13.0%           | 7.0%            | 20.0%        |
| <b>Survivor and disability benefits and administrative costs</b> | 2.8%            | 0.9%            | 3.7%         |
| <b>Total</b>   | <b>15.8%</b>    | <b>7.9%</b>     | <b>23.7%</b> |

~~5.4 The above levels of Contribution and Allocation shall be subject to periodic review and adjustment by the Management Board in consultation with appropriate external actuarial advice.~~

**Article 6 Amendment / Termination**

6.1 The Commission intends to maintain the Provident Fund in operation in accordance with these Principles. However, the Commission reserves the right to amend these Principles or otherwise alter the mechanism for providing benefits to staff members ~~its Employees~~, if it determines that it is in the best interests of the Commission and of its staff members ~~Employees~~ to do so. The Commission shall consult with the Management Board prior to any decision to alter the mechanism for providing benefits to its staff members ~~Employees~~, which may involve amending the structure of the Provident Fund or terminating the Provident Fund.

**Report on the Implementation of the 2010 Work Programme**

---

Fourth session

IST.10/PRC.1

Monday, 25 October 2010

Exhibition Center, Abu Dhabi

## **Report on the Implementation of the 2010 Work Programme**

**Contents**

Contents ..... 125

Introduction..... 126

1. Executive Direction..... 127

2. Administrative Support Services ..... 131

3. Communication and Outreach ..... 137

4. Cooperation Networks ..... 139

5. Knowledge Management ..... 142

6. Innovation and Technology ..... 145

7. Advisory and Capacity Building Programmes ..... 148

Conclusion ..... 154

Annex I: 2010 Year-End Financial Projection..... 156

Annex II: List of 2010 ICT-related results financed through the UAE bid..... 157

---

## Introduction

The present report is submitted pursuant to decision PC.3/DC.6 para III (13), which requested the Interim Director General of the Preparatory Commission for IRENA to report on the progress made regarding the implementation of the 2010 Work Programme.

The Interim Director General is pleased to inform Member States that **during** the first eight months of the 2010 fiscal year steady progress has been made in establishing the Secretariat, building its internal capacity and infrastructure, providing advice and support for Signatories and becoming an active partner in international fora.

2010 was a challenging year for IRENA. The approved 2010 Work Programme was ambitious and the successful implementation of the Work Programme relied heavily on the organization's ability to recruit as many staff as possible and as quickly as possible to start delivering on the promised results. During 2010 IRENA faced some shortfall in revenues which impacted heavily on its ability to achieve the results it had initially planned. Please refer to Annex I for a year-end financial projection.

The 2010 Work Programme has not been fully implemented. This is mainly due to a lack of staffing stemming from insufficient voluntary contributions. The organization had by the end of August 2010, 8 months into the financial year, received about 45% of the contributions supposed to cover the costs related to the implementation of the 2010 Work Programme. A decision to freeze all non-executive recruitment was therefore made by Member States Representatives.

Nevertheless, in spite of the financial difficulties that IRENA faced, and is still facing, the Secretariat managed to deliver some of the initially planned results and good progress has been made in different areas. The present report seeks to highlight such results and progress for each of the organization's main functional areas.

## 1. Executive Direction

The Office of the Interim Director-General (IDG) is responsible for the implementation of the activities pertaining to the Executive Direction function which aims at providing the overall strategic direction for the organization and set and coordinate the agency's activities and programmes to support the efficient and effective implementation of IRENA's mandate.

Central activities performed under the Executive Direction function consist of the establishment and execution of a strategy, the evaluation and assessment of performance, the development and implementation of programmes, the effective coordination with respect to interactions with Member States and the management and interchange of information within the Secretariat and between the Secretariat and Member States.

In 2010 the Executive Direction function was divided into three sub-functions, namely Executive Management, Planning and Strategic Management and Governance and Internal Communications. Below, the major achievements for each of the three sub-functions will be reviewed.

### Executive Management

On August the 18<sup>th</sup> of 2010 the office of the IDG successfully established an Office of Legal Affairs (OLA) which aims at providing legal advice on the implementation of all aspects of the Work Programmes of the agency. Such legal advice is intended to be provided to the IDG, the Secretariat and IRENA's organs and subsidiary bodies and, upon request, to Member States. The advice provided includes, inter alia, general legal matters, institutional law, advice on personnel management, procurement, financial issues, international cooperation, privileges and immunities, and treaty law.

As per the 2010 Work Programme it was also planned that IRENA was to establish an internal audit function in order to ensure that appropriate internal controls and risk management measures are put in place to enable the organization to function effectively and mitigate financial and reputational risks. The Internal auditor will join IRENA by December 2010 and the internal audit function will be established.

## **1.2 Planning and Strategic Management**

In early July of 2010 IRENA established its Planning and Strategic Management function to assist with the development of IRENA's Strategy and to lead the implementation of a performance-based strategic management framework to ensure quality and build accountability for results, management results as well as operational results, across all levels of the organization. The management framework will be put in place to allow for the effective and efficient implementation of IRENA's programmes and activities in alignment with the strategic priorities defined in its upcoming strategy. The work on the IRENA four year strategy has begun and will continue throughout 2010 and into 2011 until the time of the First Assembly.

This report demonstrates that an assessment and evaluation of the 2010 Work Programme has been carried out. However, a more strategy-aligned, more systematic and more results-focused approach to establishing work plans and monitoring and reporting on the degree of implementation of the activities and results planned for is strongly needed and will therefore, along with the aforementioned development and implementation of a performance-based strategic management framework, be one of the main priorities of the newly established Planning and Strategic Management function in the long-run.

## **1.3 Governance and Internal Communication**

The aim of the Governance and Internal communication sub-function is to develop, strengthen, and sustain the exchange and cooperation between the Secretariat and Member States and between the statutory organs of the agency.

In 2010, the activities within the Governance and Internal Communication area focused mainly on the day-to-day organization of regular meetings and conferences between Member State representatives and the agency, the provision of assistance to the Executive Management function in communicating with Member State representatives, as well as the establishment of governance structures aimed at defining, supporting and strengthening the interaction between Member States and the Secretariat and between the principal organs of the agency.

With regards to the organization of regular meetings and conferences, IRENA managed so far this year to organize one Preparatory Commission (PrepCom) session and one Administrative Committee (AdminCom) meeting, both occurred in Abu Dhabi. In addition, the



organization is currently organizing and supporting the upcoming PrepCom session and AdminCom meeting planned for late October this year.

It should be noted that the Office of the IDG applied United Nations regulations and standards to the management of many aspects of these important meetings and conferences. Organizing the IRENA's meetings and conferences entailed a large amount of work and encompassed the following activities:

- Developing and drafting agendas, invitation letters, logistical notes and information credentials.
- Preparing the venue.
- Corresponding with Member State representatives and dealing with any queries they might have had regarding their participation at the meetings and conferences.
- Coordinating with speakers.
- Developing, designing and monitoring the online registration site in close cooperation with the ICT Team.
- Assisting with the procurement of simultaneous translation and report writing services.
- Coordinating the production and distribution of conference documents (decisions, reports etc.) to Member State representatives.
- Liaising on a continuous basis with the host government regarding protocol issues, visa applications and travel and accommodation arrangements for the delegates.
- Coordinating the production of the final meeting summary reports.

Because of the relatively high work load and limited resources to manage such large and important gatherings, the organization looked into possibilities of cooperation in conference management. Entities such as the United Nations Department for General Assembly and Conference Management (DGACM), UNOPS, UNIDO, and UNOV were approached and discussions on this issue are at the time of writing still on-going.

In addition to the above tasks carried out in support of the organization and management of large meetings and conferences, the office of the IDG also managed to successfully support and facilitate IRENA's outreach activities with regards to the World Future Energy Summit (WFES) and the Delhi International Renewable Energy Conference (DIREC). Coordinative support was also provided to the meetings of the Management Selection Committee (MSC).

Progress was also made with regards to the establishment of governance structures aimed at defining, supporting and strengthening the interaction between Member States and the

Secretariat and between the principal organs of the agency. Namely, the organization managed to successfully facilitate the activities of the Working Group on Governance, the Financial and Organizational Review Team and the Subcommittee on Budget and Transition Issues as well as effectively support their respective Chairs during the discussions, amendments and finalization of documents covered by these different bodies. Furthermore, various governance related documents were drafted; namely a document on the Rules of Procedure of the Assembly, the Council, and Subsidiary Organs, a document on the Selection Procedures for Projects Applying for Funding from the Abu Dhabi Fund for Development as well as other documents related to budgetary matters. Moreover, documents on the entry into force of the Statute of IRENA and the transition from the Preparatory Commission to IRENA were also drafted.

Finally, in collaboration with the ICT Team further enhancements were made to the password-secured section of the IRENA website dedicated to communications with external stakeholders. The enhancements consisted of the introduction of a more user-friendly design and interface as well as an expansion of the content of the site.

## **2. Administrative Support Services**

Developing the support functions represented one of the key priorities in 2010 as the establishment of the infrastructure for recruitment, financing, information technologies (IT), legal frameworks, logistics and procurement was seen as a precondition for an effective and efficient implementation of IRENA's scientific and technical programmes and activities in the longer-run. Although some work remains to be carried out within the Administrative Support Services function good progress was made within the different support functions.

### **2.1 Human Resources Services**

Within the Human Resources support services IRENA managed to establish recruitment processes for permanent and seconded staff which enabled on boarding of 15 seconded officials and 23 permanent staff in a period of less than seven months. 3 additional permanent staff will join until the end of 2010 as well as the four directors of the Executive Management Team.

Staff were recruited across both support and renewable energy focused areas while taking into consideration geographical diversity. The 38 individuals hired represent 23 different nationalities. The Secretariat put also much emphasis on gender diversity in its workforce and was able to achieve a 50/50 gender balanced workforce.

The 2010 Work Programme highlights the necessity of hiring a head of HR since the HR department relied only on 2 Staff seconded by UAE with recruiting profile. The organization took the necessary steps to recruit an HR Director but the process could not reach an end for two reasons. First, senior HR professionals within the UN common system were not willing to move away from their current designation which provided the security of the UN pension scheme, which IRENA could not offer. Second, the challenge of implementing from zero important HR processes and procedures without the resources of a large and experienced team did not seem appealing to candidates.

Moreover, an HR Associate (General Service post) was selected but a change in the professional circumstances of the selected candidate's spouse led the person to refuse the job proposal.

To combat the difficulties faced in obtaining the necessary UN common system skills and experiences required within HR, the agency utilised its agreement with a UN provider of management services, namely UNOPS, to receive assistance within the HR area. In May 2010, an HR audit was conducted by two senior UNOPS representatives and it was agreed UNOPS would embed a senior HR professional from Copenhagen within Abu Dhabi for a number of months to develop the crucial HR processes and procedures in line with the UN common system. Due to lack of funds the project was put on hold.

With regards to recruitment for the IITC and the Liaison Office in Vienna, job descriptions were drafted and an ongoing dialogue is currently taking place with the respective host countries, namely Germany and Austria.

The establishment of efficient and effective processes and procedures is a work in progress and is currently being carried out in collaboration with the ICT team under the umbrella of the ongoing Enterprise Resource Planning (ERP) project. Nevertheless, some progress was made regarding the development and implementation of HR processes and procedures in the past seven months. Various personal administration processes such as an absence and leave monitoring system and the creation of a filing system for personnel in both hard and electronic format, were put in place. Finally a housing agreement with the host country was established.

## **2.2 Financial Services**

The Financial Services support function is primarily responsible for financial planning, preparing the yearly budget of the agency, monitoring spending against contributions on a continuous basis, performing various accounting tasks, managing payroll and producing financial reports upon request. It is also responsible for establishing sound financial controls and procedures based on best practices of transparency and accountability.

Consistent with the 2010 Work Programme and Budget adopted mid-January 2010 by the Preparatory Commission, key financial positions were filled on March 27<sup>th</sup> and May 26<sup>th</sup> of 2010 upon completion of the housing agreement in March. Up until that time, the budgeting and financial planning was carried out by a financial team composed of UAE seconded personnel. All processes were manually conducted on Excel sheets and no accounting software was in place.

The need for an accounting package that would bridge the gap, until the implementation of a full Enterprise Resource Planning (ERP) system, was identified and an accounting software was acquired. A procurement process and Request for Proposal was initiated leading to the selection in February 2010 of the « Quick Books » accounting package to be used in the interim phase until a proper ERP system be implemented at a later stage.

Following a Request for Proposal an outside company (Grant Thornton) was hired to assist with the automation of the accounting as a temporary solution until the ERP system is implemented. The personnel seconded to the Secretariat at the time had not been trained in the software. Training preparations started upon arrival of the senior accountant followed by the CFO and the junior accountant in May of 2010. This process is underway and the training to all accounting staff will take place in the fall of 2010. The training will help accounting staff to produce figures more rapidly and it will prevent human errors. This will eventually be taken over by the ERP system.

The finance team performed various accounting and payroll related tasks during the year. It also produced various reports for the office of the IDG regarding cash-flow status and financial scenarios. Moreover, in-depth financial scenarios were developed to assist the Financial Review and Organizational Review Team (FROT) in its review conducted in late July 2010. Finally, the team prepared the programme budget for 2011.

Once the internal financial rules and procedures have been established in cooperation with the Office of Legal Affairs, the development and implementation of financial controls will commence. This work is planned to begin after the 4<sup>th</sup> Preparatory Commission and will continue into 2011.

### **2.3 Information & Communication Technology (ICT) Services**

The ICT support function is responsible for the efficient and secure storage, protection, transfer and retrieval of information.

Great achievements were made during the first eight months of 2010. The results achieved during the year can be said to be remarkable, especially if one bears in mind the difficult environment the organization was operating under in the early months of 2010. From January 2010 to March 2010, IRENA was supported by one ICT personnel solely. Furthermore, the organization did not have access to landline connections, fax machines, nor servers. Moreover, the existing internet connection was unreliable.

On March the 20<sup>th</sup> a Web Manager was recruited and on April the 27<sup>th</sup> a Chief Information Officer joined the organization. Following the arrival of the CIO, a new Information and Communications Technology organization chart was created, defining clear roles and responsibilities according to the provision of state-of-the-art ICT services. Consequently, two job descriptions were posted; namely those of the IT Operations Manager and Security Manager. On July the 18<sup>th</sup> the IT Operations Manager joined IRENA while the recruitment of the IT Security Manager was put on hold due to the decision to freeze all further recruitments.

In line with section 4.3 of the 2010 Work Programme, the ICT team evaluated different networking sites and published a Request for Information (RFI). Furthermore an outsourcing support strategy was adopted and pioneers and market leaders in relevant technologies, such as Microsoft, IDC and Inaja, were contracted.

Additional achievements were made within the ICT support function. Those achievements were made possible due to an extraordinary funding by the host government. Please refer to Annex II for results achieved through the UAE extraordinary funding.

## **2.4 Legal Services**

Pursuant to the decision of Member States on the organizational chart at the November 12, 2009 meeting the legal services function was to operate under the umbrella of the Administrative Support Services function during 2010. However, following the recommendation of the FROT legal services would as of August 19<sup>th</sup> 2010 be named "Office of Legal Affairs" and would report directly to the IDG, thereby placing the function as a new sub-function of the Executive Direction function.

The activities of the Office of Legal Affairs during the year 2010 were mainly focused on providing intensive legal support on legal issues related to the establishment of working structures of the Interim Secretariat and on the future transition from the Preparatory Commission to the Agency. The activities were performed by a full-time consultant working at IRENA and an external UN expert consultant from March 2010 until June 2010. A Legal Advisor was appointed and hired on July 4, 2010.

Legal support was provided throughout the year across different areas. In general, the legal support and advice were given on a constant basis to the administrative management on administrative directives, policies, processes, and numerous other issues.

Within the procurement area basic documents regulating IRENA's procurement activity, including the draft Procurement Manual, Model Contracts, General Conditions of Contract, and the likes were drafted and/or reviewed. Furthermore, legal advice and input on contractual-related issues was provided and meetings of the Tender Opening Committee were attended.

Legal support was also offered in the area of personnel as well as financial matters. Legal support on numerous legal issues was given to the Human Resources team and the Department of Finances on numerous legal issues.

With regards to HR matters, a comprehensive review of contractual documents issued to staff members was undertaken and a detailed written set of findings and recommendations was given to Senior Management. Furthermore, an in-depth review of the draft Staff Regulations and Rules for the agency was carried out and written findings and recommendations were provided. Finally, various texts related to administrative issuances, allowances, and benefit were prepared and reviewed and continuous support was given to the HR department and the Finance team.

With regards to Finance matters, legal advice and support on issues related to the payment of voluntary contributions was given on a continuous basis and the Finance team was provided with constant and substantial advice on the application of the Staff Regulations, Staff Rules, Financial Regulations, Financial Rules, contractual structures, procedures, among others.

Work on the provident fund was also undertaken during 2010. Background research on Provident Fund related issues was carried out and the Principles, Charter and Administrative Rules of the Staff Provident Fund were drafted and reviewed. Moreover, substantive input and legal advice was provided to the Management Board of the Staff Provident Fund.

Finally, legal support was also given in the area of institutional and treaty law. Legal advice and support was provided during the 3<sup>rd</sup> and 4<sup>th</sup> Sessions of the Preparatory Commission as well as the 4<sup>th</sup> and 5<sup>th</sup> Sessions of the Administrative Committee. Furthermore, substantive legal advice and support was provided to the Working Group on Legal Issues. Moreover,

legal technical assistance was provided to different States regarding processes of ratification and accession to the Statute. Finally, legal advice was provided on the draft Headquarters Agreement document and the draft Convention on Privileges and Immunities document.

## **2.5 Administrative services**

The Administrative Services function carries out activities of general administrative, procurement and logistical nature. These activities are essential to help programme managers and staff of the organization to perform their functions and implement programmatic activities efficiently and effectively.

The Administrative Services function carried out various procurement activities and general administrative support during 2010. The Administrative Services supported the move to the new Headquarters Office in Khalidiya, Abu Dhabi.

By end of June 2010, a total of 17 Purchase Orders had been issued. Furthermore, large and key procurement processes were conducted, among others, the preparation and issuance of tender documents to 25 different vendors for the procurement of an Enterprise Business Portal (EBP) solution which took place on the 24<sup>th</sup> of May 2010 and the preparation and issuance of tender documents to 10 different vendors for the procurement of a dedicated IRENA stand at DIREC which took place on 2<sup>nd</sup> of June 2010.

With regards to the procurement of the EBP solution, negotiations took place with the winning bidder and a reduction of no less than 28% corresponding to an amount of USD 40,000 of the initial bid price was successfully achieved.



### 3. Communication and Outreach

The overall aim of IRENA's Communication and Outreach function is to raise awareness of IRENA, its mission, objectives and activities and to act as the global voice for renewable energy and its important potentials and benefits in the international climate and energy debate.

Good progress was made with regards to external communications and public relations activities led by the Press and Public Relations unit under the direct supervision of the Office of the IDG.

To establish efficient and effective public relations, IRENA established and continuously maintained a database of relevant journalists worldwide. Press releases were systematically distributed to all the journalists contained in the database. Furthermore, constant relations with journalists locally and worldwide were established, with regular interviews realized. Informal gatherings were organized in Abu Dhabi and Video Press Conferences will take place before the end of the year. Moreover, several press events were organized for major events such as the Administrative Committee meetings in Abu Dhabi and the World Wind Energy Award in Istanbul.

IRENA's Press and PR officer in collaboration with the Governance and Internal Communications team has also begun the work on the IRENA communication strategy. The latter is expected to be finalized by the end of 2010 and its implementation will take place during 2011. Advancements were also made with regards to the development and implementation of a concept for the technical communication infrastructure. At the time of writing the ICT team is working on the design and implementation of a corporate intranet.

IRENA's website was completely revamped and content was added to each section of the website. The Press section in particular is rich in content and has improved considerably.

The development of bulletins and fact sheets and other publications on IRENA's activities has been unfortunately delayed due to insufficient resources. The latter has also hindered the production of additional newsletters for 2010; one newsletter has been issued so far in 2010.

However, with regards to a flagship publication for IRENA some progress was made. An in-depth review of existing flagship publications from other organizations and other publications

such as magazines and journals related to renewable energy is currently being carried out by the Capacity Building & Outreach Directorate (PCBO). Initial results indicate some opportunities for an IRENA flagship publication on renewable energy potentials. Recent discussions with the members of the Working Group on the 2010 Work Program Implementation revealed that there seemed to be a general preference for an annual flagship publication. Moreover, IRENA contacted other organizations such as UNEP and IEA-REWP to contemplate the possibility of IRENA contributing to their current publications. In parallel, a cross-cutting team within IRENA was established to deal with the question of how and under what form (e.g. fact sheets, newsletters, bulletins) IRENA's activities, project results and experiences will be presented in future.

With regards to work pertaining to the participation in outreach events good progress was also made. Based on a worldwide overview of regular renewable energy related events, IRENA identified several criteria for the choice of relevant events where the organization should be present in order to work towards its target to raise awareness of IRENA and become the global voice for renewable energy.

IRENA has thus far participated in 20 outreach events from January to September 2010. The main criteria for participating in those events were: the possibilities of raising awareness of IRENA in the international renewable energy communities; Member States' demand for IRENA's authority and expertise on renewable energy; and establishing cooperation or networks with important stakeholders: among 19 events, 7 events took place in Asia, 4 events in UAE, 4 events in Europe, 1 in America, and 3 events hosted by OECD and 1 event by UNCTAD.

IRENA will also participate in the International Renewable Energy Conference (IREC) planned to take place on the 26<sup>th</sup> to 28<sup>th</sup> of October 2010 in New Delhi. The main discussion scheme of this year's conference will deal with renewable energy based solutions for economic growth, climate change, and energy security and focus on renewable energy for electricity, heating and cooling, transport, and access and empowerment. The organization will host a side-event on renewable energy potentials and have an information booth at the Conference Exhibition Centre.

As per a request of the Bonn UNFCCC secretariat, IRENA also provided input to the Expert Group on Technology Transfer (EGTT) report on options to facilitate international collaborative technology R&D to address climate change.

## 4. Cooperation Networks

It is strongly believed that IRENA's success will partly be based on the international community's ability to transfer ideas, strategies and expertise. At the time of the preparation of the 2010 Work Programme, establishing cooperation networks was therefore regarded as being relevant across all levels of activity. Consequently in 2010, one of IRENA's main priorities consisted of putting in place the necessary communication structures and routines and establishing the use of global networks as a standing practice.

The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Cooperation Networks function:

- Building up relations to international organizations.
- Stocktaking IRENA stakeholders.
- Stocktaking RE experts worldwide and building up a network of stakeholders.
- Establishing structures for cooperation with stakeholders, incl. international organizations and the private sector.

Below, the major achievements for each of the above listed activities pertaining to the Cooperation Networks function will be reviewed.

### 4.1 Building up relations to international organisations

IRENA is currently in the process of establishing the IRENA Liaison Office in Vienna which will serve as the institutional link between IRENA and international organizations. This office will ensure communication with international and relevant regional and national organisations, and facilitate the flow of relevant information and knowledge sharing between, UN Agencies and the relevant bodies of IRENA. It will establish a broader network for organisations working in renewable energy such as UN-Energy, the European Union and the IEA, as well as with relevant partnerships and NGOs and networks including REEEP and REN21. It will also support the development of a concept of a UN Year of renewable energy.

### 4.2 Stocktaking IRENA stakeholders

During the first few months of 2010, IRENA managed to set up a provisional multi-stakeholder database aiming at keeping track of the institutions and organizations that

contacted IRENA regarding invitation or cooperation opportunities. At that time no active research had been conducted.

Since July 2010, a regional Knowledge Management team was established within the organization, for the time being covering Asia, Sub-Saharan Africa and the Middle East and North Africa (MENA). This newly established team started to work on the identification of an adequate design for an IRENA stakeholder database while taking into account IRENA's as well as member States' needs.

For the MENA Region, the identification of main existing databases and major players to cooperate with in the region, essentially those involved in regional networks such as UN organizations, public institutions and NGOs. Stocktaking of some of those institutions was carried out.

With regards to Sub-Saharan Africa; the identification of main existing databases and major players with whom potential cooperation may take place was also conducted. Furthermore, an inventory of relevant renewable energy sector's actors (institutional, private, research centres, training institutions and civil society) in 23 different African countries was carried out. As for the Asia Oceania region, a contact list of major players in the region was finalized, and further stocktaking activities of their roles and missions is currently being undertaken. Also, sending out cooperation requests to the regional stakeholders of that particular region is currently under consideration.

It should be noted that this activity remains in progress for other African countries as well as for Central and South America, and European regions. Once the design of the database will be finalized, Member States will be contacted to inquire about their national databases and discuss possibilities for integration.

#### **4.3 Stocktaking RE experts worldwide and building up a network of stakeholders**

The idea of establishing a web-based social-network such as a multi-stakeholder-network (MSN) for renewable energy stakeholders was explored during 2010. The MSN would facilitate the global exchange of ideas and the identification of linkages between key individuals and institutions within the international renewable energy community. At the same time, the web-based platform would facilitate the exchange of renewable energy related content between registered users such as publications, renewable energy related information and news, information on events and job vacancies.

Target users, individuals and institutions, would come from a variety of fields: national and international governmental and non-governmental organizations, scientific, research and development institutions, business associations, the finance sector, energy agencies and the likes.

Existing expert networks in the field of (renewable) energy were reviewed and analyzed including REEEP, REN21, facebook, and linkedin regarding their membership profile, scope, registration procedure and information provided.

After preparing a first draft concept, a Request for Information (RFI) was prepared to learn more about the expenses related to the technical infrastructure of such a web-based network. The RFI was sent to more than 20 IT companies but the process was put on hold due to the prioritizing of IRENA's activities for this year.

Since the creation of the regional KM team, the stocktaking activity of renewable energy experts, carried out in collaboration with other internal teams, is a work in progress. To coordinate the work of the activity more effectively a cross-functional Task Force (TF) was established.

#### **4.4 Establish structures for cooperation with stakeholders, incl. international organisations and the private sector**

With regards to the establishment of structures for cooperation with stakeholders, a number of regional institutions were identified and contacted to initiate cooperation in some areas of common interest. Positive responses were received and recorded and concrete proposals for cooperation are currently being examined.

A first draft document for a Cooperation Framework (2011-2015) with the Ecowas Regional Center for Renewable Energy and Energy Efficiency (ECREEE) was produced. The document was elaborated in close collaboration with ECREEE and includes four axis of intervention, namely Policy Development and Quality Assurance; Capacity Building; Renewable Energy Resources Assessment; Knowledge Management, Regional Exchange and Awareness Raising. The proposal is has been sent for comments and is currently being reviewed.

## **5. Knowledge Management**

IRENA is a knowledge-based organization: acting as a clearinghouse for trusted and current Renewable Energy data. The collection, generation and dissemination of RE knowledge are therefore central activities pertaining to its Knowledge Management function. The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Knowledge Management function:

- Drafting of an overall strategy for Knowledge Management.
- Conducting a comprehensive review of existing data and information currently available (stocktaking) and launching the first Knowledge Management activities.
- Building-up and maintaining policies database.

Below, the major achievements for each of the above listed activities pertaining to the Knowledge Management function will be reviewed.

### **5.1 Drafting an overall strategy for Knowledge Management**

Based on inputs from the 2009 workshop and discussions with Member States during Working Group meetings, IRENA started drafting a first version of the Knowledge Management strategy. More recently, IRENA begun developing a global KM strategy based on an internal discussion and on experiences in other international organizations such as UNDP and the World Bank. The first draft of the strategy was finalized and has been circulated internally.

### **5.2 Conduct a comprehensive review of existing data and information currently available (stocktaking) and launch first KM activities**

In May 2010, an IRENA statistics team was established and began an assessment of the existing energy statistics databases and resources available around the world. Contacts were established with the four major institutions active in the energy statistics field, namely the IEA, the UN, APEC and Eurostat), and an agreement on data sharing with the IEA was successfully concluded. Moreover, the structure of the IRENA statistics database was designed and the first list of specifications requirements for the IT-based statistical application was sent to the ICT team.

### 5.3 Build-up and maintenance of policy databases

A comprehensive review of existing renewable energy policy databases was carried out during 2010, including those of the:

- IEA (Global Renewable Energy Policies and Measures Database),
- REEEP policy database,
- REN21 (Renewables Interactive Map, BETA),
- German Federal Ministry for Environment, Nature Conservation, Nuclear Safety (BMU) (RES-Legal),
- U.S. Department of Energy's Office of Energy Efficiency and Renewable Energy (EERE) (DSIRE), and
- the UNFCCC national communication.

The review revealed that there are a number of valuable up-to-date databases on renewable energy policies in place. They differ particularly regarding their research approach and their geographical scope. Almost all existing databases focus on developed countries, specifically in the US and Europe. Some databases are more international, but do not necessarily use primary data.

Regarding IRENA's research approach, there is a general preference in the Secretariat that as an inter-governmental organization, IRENA should take advantage of its nature and broad membership and make use of its contacts and networks for its data collation. Therefore, the target is to focus on primary data provided by governments directly via questionnaires sent to internal focal points.

Due to significant overlap with the current IEA policy database, IRENA approached the organization to discuss potential cooperation opportunities. Both organizations agreed to work on a concept for a common database where the IEA focuses on its member states and IRENA covers the rest up to the 192 Member States of the United Nations. The design, categorization and search engine will be aligned with the current IEA database, but open for amendments in future. There was also a general agreement that IRENA will start to gather only policies that are currently in place and not display obsolete ones. Financial instruments shall also be included as it is currently done at the IEA. The database shall comprise of national and relevant state/provincial legislation as well as policies for specific regions such as the European Union.

With regards to the database on barriers to the renewable energy deployment, various studies were gathered on renewable energy technology barriers in different regions or internationally. The analysis and summaries of these studies is a work in progress and will be continued throughout 2010. Based on this analysis, different options for the implementation of an IRENA database on barriers to renewable energy deployment in the different regions of the world will be considered.

Finally, with regards to the article on case studies and lessons learned in renewable energy policy implementation the Secretariat is currently contemplating the idea of further developing and enriching the presentations given at IRENA conferences and policy workshops and use them for an article that could be published in early 2011.



## 6. Innovation and Technology

Through its Innovation and Technology function IRENA aims at identifying research needs in the area of RE Innovation and Technology and at fostering cooperation between research institutions. The main objective of the function is to ensure that the organization is capable of sharing its expertise regarding existing RE technologies which have worked well in the past and could be deployed globally as well as regarding promising innovative technologies that need intensified research and development and demonstration. During 2010, the work carried out within the area of Innovation and Technology was primarily focused on taking the necessary preliminary steps which consist of the identification of stakeholders.

The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Innovation and Technology function:

- Identification of R&D key stakeholders/innovation centers.
- RE potentials: Stocktaking of existing studies and analyses of next steps to help to raise awareness in developing countries about their potential.
- RE scenario: Stocktaking of existing studies/analyses.
- Establishing Roadmaps on RE technologies.
- Establishing Technology Impact Assessments for innovative renewable energy strategies and their implementation potential for the different world regions.
- Contributing to the renewable energy related MEF Technology Action Plans.

Below, the major achievements for each of the above listed activities pertaining to the Innovation and Technology function will be reviewed.

### 6.1 Identification of R&D key stakeholders/innovation centres *(including 6.4 and 6.5)*

Since the establishment of the Secretariat in 2009, IRENA has been contacted by numerous technology/innovation focused organizations active in public services, business and the academia from all over the world. Based on the records of such contacts, the stocktaking of R&D key stakeholders/innovation centers was carried out during the month of May 2010.

The stocktaking work was later expanded to include desktop surveys of relevant stakeholders. The collected information was archived and organized in a spreadsheet in preparation for the development of the future planned IRENA Technology Database. The current status of this activity was reported to the Working Group on Programme Implementation in October 2010.

## **6.2 RE potentials and 6.3 RE Scenarios**

Throughout 2010 IRENA has been working on the development of the two concepts, namely one a geo-referenced RE potentials database and one of a global platform for dialogue on scenarios in consultation with external experts. The results were reflected in the implementation plan for Work Programme 6.2 & 6.3 as envisaged in the document PC/WG.pro/INF.5/Rev.1.

The document was presented to the Working Group on Programme Implementation on 22<sup>nd</sup> of June 2010 for a review by the Member States. The final objective of the implementation plan is to develop a multi-year working plan for RE potentials and scenarios. The plan also proposes to establish International Technical Expert Teams (ITET) to provide technical advisory services to the Secretariat and hire external consultancies to support the Secretariat.

The implementation plan was further updated and presented to Member States in the document PC/WG.pro/INF.10 at the conference call of the Working Group on Programme Implementation on 28<sup>th</sup> of July 2010. The plan included the list of candidates and TORs for the Expert Teams. IRENA is currently in the process of issuing a Request for Proposal for an external consultancy contract.

## **6.4 Roadmaps on RE technologies**

Please see activity 6.1 above.

## **6.5 Establish technology impact assessments for innovative renewable energy strategies and their implementation potential for the different world regions**

Please see activity 6.1 above.

## **6.6 Contributing to the renewable energy related MEF Technology Action Plans**

In December 2009 *the Major Economies Forum Technology Action Plans* (MEF TAPs) were published, back to back with the COP 15 in Copenhagen. IRENA chose to focus its attention on the following TAPs for bioenergy, solar, wind, marine energy, smart grids. Each of the TAPs contains a list of “actions/opportunities to accelerate development and deployment” in supporting innovation, accelerating deployment, and facilitating information sharing”. These TAPs provide an opportunity for follow-up under the newly established US-driven forum *Clean Energy Ministerial*.

IRENA managed during 2010 to elaborate an in-depth analysis of the above listed TAPs, with the aim of underlining possible synergies with IRENA’s 2010 Work Programme. A relevant number of activities could be implemented together or in parallel. The preparatory Meeting of the Clean Energy Ministerial (CEM) that was held in Abu Dhabi (28-29 June) was an opportunity to provide some examples. A potential for cooperation is believed to exist in particular under the following macro-areas: Stocktaking and Capacity Building.

IRENA has been closely following the developments of capacity building related initiatives of the MEF. In the course of implementing TAPs on wind and solar energy, Denmark, Germany and Spain established a multilateral Working Group developing also a Long-Term Strategy on Capacity Building and the transfer of Know-how. This paper is focusing on further strategy development and a transparency platform addressing first and foremost education related gaps for the accelerated deployment of RET. As IRENA is currently elaborating an e-learning platform as well (see 7.3.3 and 7.3.4) and started to develop a strategy on capacity building (see 7.3.1), cooperation with MEF is at all times taken into consideration due to the potential synergy effects that exist and that IRENA can exploit. Since within the framework of the TAP Bioenergy it is also planned to develop a capacity building strategy, the Secretariat sees the significance of an exchange.

## **7. Advisory and Capacity Building Programmes**

### **7.1 Policy advice**

To prepare the ground for the worldwide deployment of Renewable Energy, IRENA must support its Member States in setting adequate policy framework conditions. The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Policy Advice function:

- Define an initial methodological approach for structured policy advice.
- Advice to Member States: pilot projects and the subsequent development of systematic advisory approaches.
- Policy for innovative renewable energy strategies and their implementation potential for the different world regions.
- Two regional workshops on RE policy (workshop series to be continued in 2011).

Below, the major achievements for each of the above listed activities pertaining to the Policy Advice function will be reviewed.

#### **7.1.1 Define an initial methodological approach for structured policy advice**

During 2010, IRENA began developing a methodological approach to providing policy advice. It is currently undertaking an analysis of existing approaches to policy advice of other organizations. So far desktop research has been conducted, various publications regarding integrated policy advice and capacity building programs and various studies on renewable energy policies have been examined and reviewed. Moreover, a number of criteria such as regional and technological scope, objective, target group, actors involved, methodology, indicators, financing, and others, were set. Some of the organizations considered include, among others, the World Bank, GEF, UNDP, the IEA, REEEP, IPCC and REN21. However, to outline results and to develop a renewable energy action plan, further in-depth analysis and interviews with organizations and centers of research is still required, why Terms of References and requests for proposals for external technical support on policy advice were drafted.

An investigation of main barriers and possible responses to the deployment of renewable energies is also currently being carried out. Moreover, a discussion paper on programs is also being drafted. The paper aims at explaining the approach used by the Secretariat to carry out the activities regarding advice to Member States and to implement the tools. Finally, a paper entitled the “IRENA Position Paper – A Holistic Approach for Deploying Renewable Energy” is being currently being drafted. It will highlight main aspects and needs connected to the deployment of renewable energy technologies and the role of IRENA in the spreading of renewable energies through a holistic approach.

### **7.1.2 Advice to Member States: pilot projects and the subsequent development of systematic advisory approaches**

The Government of the Kingdom of Tonga approved a national policy of 50% renewable energy generation and started an energy sector review with various bilateral partners including the World Bank, Australian Government Overseas Aid Program (AUSAID), New Zealand's Official Development Assistance (NZAID), Japan International Cooperation Agency (JICA), IRENA, the European Union, and the Asian Development Bank. This review was stipulated in an Energy Road Map 2010 – 2010, detailing the methods, models, design and implementation of renewable energy sources, that allow for accessibility, affordability and sustainability of electricity supply throughout the whole Kingdom including off grid remote island communities, through renewable energy sources.

IRENA was tasked to assess current options for the off-grid renewable energy based power supply on the Tonga outer islands (TOI). A consultant was delegated by IRENA to draft the TOI concept, including the planning of the technical, administrative and financial structure. Frequent exchanges and technical discussion were held between the consultant and the IRENA Secretariat.

The final report of the Tonga Energy Road Map (TERM) was successfully completed in June 2010. On 24<sup>th</sup> of June 2010, on the margins of the Administrative Committee of IRENA, the TERM was ceremonially signed by the Government of Tonga together with all development partners in Abu Dhabi. A presentation of the results of this policy advice is also expected to be given at a side event in DIREC.

### **7.1.3 Policy for innovative renewable energy strategies and their implementation potential for the different world regions**

Terms of reference and requests for proposals for external technical support to develop a comprehensive review on innovative renewable energies strategies have been drafted. Discussions with the Working Group are currently taking place to find a solution on how to find financial resources to move forward with the completion of this activity

#### **7.1.4 Two regional workshops on RE policy**

The two workshops on Renewable Energy were conducted successfully. The first workshop took place on 22<sup>nd</sup> of June 2010 in Abu Dhabi and the second one will take place on 14<sup>th</sup> and 15<sup>th</sup> of October 2010 in Seoul, Korea. The latter is an IRENA-Korea joint workshop.

### **7.2 Financial advice**

In addition to providing policy support to Member States IRENA was to also establish a Financial Advice function to support Member States with their requests to identify financing mechanisms and solutions for implementation of their respective Renewable Energy programmes. The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Financial Advice function:

- Cooperation with the Abu Dhabi Fund for Development.
- Stocktaking all instruments and mechanisms of finance, including those existing under the Kyoto regime and those emerging from the Copenhagen Summit.
- Stocktaking successful business models to scale up RE.
- Financial and implementation advice for rural electrification using renewable energy.

Below, the major achievements for each of the above listed activities pertaining to the Financial Advice function will be reviewed.

#### **7.2.1 Cooperation with the Abu Dhabi Fund for Development**

With regards to the cooperation with the Abu Dhabi Fund for Development a first draft describing a selection procedure for projects applying for funding from the fund was prepared and discussed in the Working Group on Governance.

### **7.2.2 Stocktaking all instruments and mechanisms of finance, including those existing under the Kyoto regime and those emerging from the Copenhagen Summit**

IRENA is currently in the process of setting up a cooperation network with relevant international actors. First a compilation and summary of what other relevant International Organizations/Multilateral Agencies are doing in terms of financial advice will be undertaken. This will be followed by a compilation and summary of RE-related projects funded through the 2007-2010 budget from International/Regional Financial Institutions. Moreover, the PCBO Directorate is currently elaborating a research paper on financial mechanisms for renewable energy technologies. Particular attention will be devoted to identification of project financing gaps and to strategies oriented at mitigating investment risks.

### **7.2.3 Stocktaking successful business models to scale up RE**

Due to high workload and lack of sufficient resources this activity has not been initiated and has been postponed to 2011.

### **7.2.4 Financial and implementation advice for rural electrification using renewable energy**

Due to high workload and lack of sufficient resources this activity has not been initiated and has been postponed to 2011.

## **7.3 Capacity building, knowledge sharing and training**

Capacity building is paramount for the successful implementation of Renewable Energy policies and the deployment of RE technologies. To support its Members with the development and implementation of their respective institutional and individual capabilities IRENA must therefore target the development of efficient and effective capacity building support services. The 2010 Work Programme, approved by the Preparatory Commission, defined the following activities to be carried out under the umbrella of the Capacity Building function:

- Capacity building needs analysis and strategy development.
- Advise governments on national capacity building strategies.

- Stocktaking and promotion of existing training courses.
- Overview of existing virtual university and educational programmes for renewable.
- First concept for an IRENA Fellowship Programme.

Below, the major achievements for each of the above listed activities pertaining to the Capacity Building function will be reviewed.

### **7.3.1 Capacity building needs analysis and strategy development**

IRENA started to gather information on similar efforts done by other organizations as preparatory work for the development of its own Capacity Building strategy. The information gathered so far has been compiled through internet research and inspection of various relevant publications. IRENA is determined to intensify the information gathering, to analyze the gathered information and to discuss the results of the research with relevant organizations such as GNESD, UNIDO, UNEP, UN-Energy, REEEP, ESMAP, national development aid agencies, and others.

### **7.3.2 Advise governments on national capacity building strategies**

Due to high workload and lack of sufficient resources this activity has not been initiated and has been postponed to 2011.

### **7.3.3 Stocktaking and promotion of existing training courses**

IRENA began by carrying out a desktop research and identified existing databases of target group specific workshops, training courses, online modules, open course ware and other advanced education for RE. Furthermore, initial steps towards a potential cooperation with existing databases, as for example REEEP's Training and Education database (which is currently under maintenance) will be taken before the end of the 2010 fiscal year. Moreover, IRENA plans to compile in 2011 an inventory of education and training activities for Renewable Energy.

During 2010, IRENA also developed the concept of a platform, namely the IRENA Renewable Energy E-Learning Platform (IRELP). An inventory will be the core element of that e-learning platform. To set-up the inventory IRENA envisages to build up cooperation with universities and establish an international student network so as to cover all regions and languages. This network will ensure that the completion of the inventory happens within a short timeframe and in a more cost-effective manner.



Finally, in order to perform the activities related to training in the most effective manner, it was decided to merge activities 7.3.3 and 7.4.3.

#### **7.3.4 Overview of existing virtual university and educational programmes for renewables**

This activity was merged with activity 7.3.3.

#### **7.3.5 First concept for an IRENA Fellowship Programme**

In early 2010, IRENA met several times with faculty members of the MASDAR Institute of Science and Technology (MIST) to discuss the application and selection process for a joint scholarship program. It was agreed that starting in 2010, IRENA will award up to 20 Scholarships at MIST to highly motivated qualified graduate students from around the world within the range of academic programmes offered by MIST.

The IRENA-MIST two-year scholarships are intended to provide the chosen students with the opportunity to work on research projects in the field of renewable energy that are of relevance to renewable energy and to contribute to the advancement of IRENA's mandate.

The first application round ended on 15<sup>th</sup> of June 2010. IRENA received 36 applications, mostly from candidate from the Middle East, Africa and Asia. The admission deadline had been fairly short which might have been one of the reasons for the relatively small number of applicants. Applications were reviewed IRENA and the review was based on an assessment of the candidate's academic background, experiences and interest in renewable energy.

IRENA will learn from its lessons; and apart from providing more time to apply to the scholarship, activities aimed at drawing attention to its program must be developed. The organization is already working on a 2011 concept.

## Conclusion

This report on the results achieved and work carried out by IRENA during the first 8 months of 2010 shows that, despite the lack of adequate human and financial resources, much progress was made towards the implementation of the 2010 Work Programme.

Within the Executive Direction function, two sub-functions were created in early July of 2010, namely Legal Affairs and Planning and Strategic Management. Furthermore, good progress was made within the Governance and Internal Communication area and Communication and Outreach area. Regular meetings and conferences between Member State representatives and the agency were organized effectively, assistance to the Executive Management function in communicating with Member State representatives was provided, and several governance related documents aimed at defining, supporting and strengthening the interaction between Member States and the Secretariat and between the principal organs of the agency were developed. Finally, good progress was also made in terms of building effective communication channels with the Press and raising awareness about the organization as well as improving its image through for example a more effective online presence.

Within the Administrative Support Services function the progress can be said to be quiet remarkable especially within the Human Resources Support Services with regards to recruiting and the Information Technology Support Services, noting that one of the reasons behind the large number of ICT-related achievements is the extraordinary funding received from the host country. This report also shows that more work is needed to establish sound processes, procedures and adequate control mechanisms within the Human Resources area and especially within the Finance area.

Ground work was carried out to bring the organization closer towards the establishment of new networks and the effective use of already existing global networks. The establishment of a provisional multi-stakeholder database, a regional Knowledge Management team, a first draft concept for an IT-based Multi-Stakeholder Network, an internal cross-functional Task Force for stocktaking of renewable energy experts and finally the production of a first draft document for a Cooperation Framework (2011-2015) with ECREEE are some of the achievements that reflect the progress made by the organization with regards to putting in place effective collaboration networks.

Within the Knowledge Management functional area good progress was also made. A first draft of the Knowledge Management strategy was finalized. An IRENA statistics team was created, and finally a comprehensive review of existing renewable energy policy databases and an analysis of studies in renewable energy technology barriers were conducted.

Within the Innovation and Technology functional area work in preparation for the development of the future planned IRENA Technology Database was carried out. Furthermore, a concept for a geo-referenced RE potentials database and one for a global platform for dialogue on scenarios was developed. Finally an in-depth analysis of the TAPs for bio-energy, solar, wind, marine energy, and smart grids was carried out in order to examine synergies with IRENA's program activities.

Good progress was also made within the Advisory and Capacity Building areas. Valuable ground work for the establishment of an efficient and effective policy advice function to support Member States was carried out. Furthermore, effective policy support to the Government of the Kingdom of Tonga was provided. Moreover, regional workshops on RE policy were successfully organized. Within the Financial Advice area a selection procedure for projects applying for funding from the Abu Dhabi Fund for Development was developed. Furthermore, preliminary work to develop effective financial support services that deal with financing mechanisms and solutions for RE was carried out. Finally, within the Capacity Building support area ground work to prepare for the development of a Capacity Building strategy was undertaken and a concept for an e-learning platform, namely the IRENA Renewable Energy E-Learning Platform (IRELP) was developed. Last but not least, an IRENA-MIST scholarship program was launched.

## Annex I: 2010 Year-End Financial Projection

| <b>WP 2010 - Financial Projection</b> |   |                    |                     |                      |
|---------------------------------------|---|--------------------|---------------------|----------------------|
|                                       |   | <b>Scenario 1*</b> | <b>Scenario 2**</b> | <b>Scenario 3***</b> |
| Add                                   | Revenue Voluntary Contributions & waivers from Member states  | \$ 5,277,366.47    | \$ 5,277,366.47     | \$ 5,277,366.47      |
| less                                  | Payroll to 31 December 2010   | \$ (5,044,571.00)  | \$ (4,671,523.00)   | \$ (4,417,286.00)    |
|                                       | current staff   | \$ (4,417,286.00)  | \$ (4,417,286.00)   | \$ (4,417,286.00)    |
|                                       | 2 experts + Internal auditor  | \$ (254,237.00)    | \$ (254,237.00)     |                      |
|                                       | 2 D1 + D2****   | \$ (373,048.00)    |                     |                      |
| less                                  | Net expenses to December 2010   | \$ (475,270.27)    | \$ (475,270.27)     | \$ (475,270.27)      |
|                                       | RESULT  | \$ (242,474.80)    | \$ 130,573.20       | \$ 384,810.20        |
| add                                   | RESERVE   | \$ 306,558.00      | \$ 306,558.00       | \$ 306,558.00        |
|                                       | RESULT after reserve  | \$ 64,083.20       | \$ 437,131.20       | \$ 691,368.20        |
| *                                     | Scenario 1 : 2 D1's +D2( starting in October)+ 2 experts (starting in October) + Internal auditor (starting in December)+ current staff |                    |                     |                      |
| **                                    | Scenario 2 : 2 experts (starting in October) + Internal auditor (starting in December)+ current staff                                   |                    |                     |                      |
| ***                                   | Scenario 3 : current staff  |                    |                     |                      |
| ****                                  | Cost for 3 D's have been included as the one D1 position will be financed by Bonn   |                    |                     |                      |

## **Annex II: List of 2010 ICT-related results financed through the UAE bid**

### **Additional ICT – related achievements**

- The IRENA website was migrated from Germany to a Web Hosting Company in Dubai, namely ASP Gulf. The management of the website was thereafter outsourced to a Web Development Company based in Abu Dhabi, namely FOHMICS who provided IRENA with a full time on-site resource.
- Prior to IRENA's move to its new offices in Khalidya, Abu Dhabi, a third party, namely KPMG, was contracted to conduct an ICT infrastructure audit in order to ensure a secure and high availability of ICT services. The report included 6 significant findings, one of which was a major security observation. As a result, an additional hardware variation order was placed on 25<sup>th</sup> of May 2010 in order to scale up the data center infrastructure. The hardware of a value of USD 195,660 was fully financed by the UAE.
- A number of IT infrastructure difficulties were resolved following the move of the Headquarters to the new offices.
- The e-mail service was successfully migrated from ASP Gulf in Dubai to IRENA's new in-house Data Center.
- IT policies, such as the IT naming standards policy and a password management policy were developed and implemented.
- The implementation of a policy for Enterprise Business Portal (EBP) was drafted.
- As per the Memorandum of Understanding UNOPS, an IT Security Audit was conducted to ensure better performance and security of networks and applications. This was followed by a visit of the CIO to UNOPS Headquarters in Copenhagen. UNOPS' report listed 4 major key findings and a number of comments and recommendations for improvement, half of which have already been addressed. The rest is currently under review by the IT Operations Manager and some are pending the appointment of the IT Security Manager.
- The Blackberry Enterprise Service deployment and migration to Etisalat was implemented successfully according to best practices.
- Website enhancements to IRENA's website were made.
- A policy for Enterprise Resource Planning was developed and approved.
- The ICT Team provided high level support to Administrative Committee meetings.
- An interim application for HR was deployed and all users were trained in the new application.
- An IT strategy was drafted. The strategy lists the core areas to integrate HQ ICT infrastructure, Services and Applications and provision of virtual office environment of IRENA's office in Bonn and Vienna.

- An ERP strategy for the implementation of IRENA's rules and regulations for the HR, Financial and Procurement support services functions was produced.
- The development and deployment of an interim intranet was carried out.
- The development and deployment of a File Management System was carried out.
- A business continuity solution for the mail services through was implemented and configured successfully, using Mimecast
- An Antivirus Management Policy was configured.
- The Password Management policy was updated and implemented.
- The ICT Team started defining the action items for the UNOPS ICT Assessment Review.
- The ICT Team started defining the action items for the Microsoft Health Check.
- Wireless authentication and hardening was carried out.
- A Document Reference Management System was tested and deployed.
- An RFP for the design and documentation of business processes was drafted.
- The website for the 4<sup>th</sup> PrepCom was tested and deployed. The website is live.
- A technology evaluation of ERP applications was carried out.
- The Microsoft Active Directory/Exchange remediation plan as per Microsoft recommendation was successfully completed.
- An integration strategy and a high level design for the IITC Bonn office were drafted.
- The migration of end users to Windows 7 and office 2010 was initiated.
- A site visit to the IITC office in Bonn to agree on the way forward to establish the IT infrastructure for IITC was conducted.

23 October 2010

**Summary Report by the Co-Chairs of the  
2010 Work Programme Implementation Working Group**

1. This report shall give a chronological outline of the work of the 2010 Work Programme Implementation Working Group, covering the period between the third session of the Preparatory Commission for IRENA and the sixth meeting of the Administrative Committee of the Commission (January to October 2010). The report highlights a number of documents that were prepared in the framework of the Working Group and summarises major discussion points.
2. At the third session of the Preparatory Commission for IRENA, Members decided upon the 2010 Work Programme and Budget (IRENA/PC.3/dc.6). At the same session a Working Group on 2010 Work Programme Implementation (“Working Group”) was established to guide and assist the Secretariat in the implementation of this year’s Work Programme as stated in decision IRENA/PC.3/dc.7.
3. The Working Group comprises representatives of 26 IRENA Signatories; delegates from Guatemala and Japan have been appointed as Co-Chairs of the Group while representatives of Denmark, Nigeria and Tonga have been designated as Vice-Chairs.
4. Over the last nine months, the Working Group stayed in regular exchange with the Secretariat to monitor how the tasks of the 2010 Work Programme are implemented and to provide ideas and recommendations.
5. To date, five conference calls have been held. A first conference call with all interested members of the Working Group took place on 8 March 2010 to exchange views on the reporting of the Secretariat and the coordination of the Working Group’s work. It was decided that the Secretariat would prepare a report on the implementation of the 2010 Work Programme to be submitted to the Working Group by mid May 2010. This report would contain information on the technical tasks of the Work Programme.
6. A first draft of this report (PC.4/WG.prog/WP.1<sup>29</sup>) was sent to the Working Group on 18 May 2010 outlining that the majority of the tasks of the 2010 Work Programme have been initialised by the Secretariat. Job descriptions were drafted for the remaining positions that had not yet been filled and are ready for advertising. Progress has been made especially regarding:
  - a. The subtask on policy advice “IRENA’s support on drafting the off grid component to the Tongan Energy Road Map”;

---

<sup>29</sup> All documents discussed by the 2010 Work Programme Implementation Working Group including the minutes of the conference calls can be accessed at the password secured area of IRENA’s website.

- b. The two regional policy workshops;
  - c. The joint scholarships of IRENA and the Masdar Institute of Science and Technology (MIST);
  - d. The establishment of a renewable energy policy database;
  - e. Stocktaking renewable energy experts worldwide and building up a network of stakeholders;
  - f. The development of a concept for IRENA's flagship and other publications; and
  - g. The preparation of IRENA's participation at the International Renewable Energy Conference in New Delhi, India (DIREC).
7. A second conference call between the Secretariat and the Working Group was convened on 31 May to seek clarification on the report and discuss the next steps to be taken in view of the meeting of the Working Group and Administrative Committee (22 to 24 June 2010) including the agenda for that meeting.
  8. Several members of the Working Group noted that a further specification of the scope and task objectives will be necessary for various activities, including IRENA's flagship publication, DIREC, knowledge management in general, tasks related to renewable energy potentials and scenarios, the policy workshops and the scholarship programme. It was generally recommended that the Secretariat should take stock and analyse efforts by other organisations in order to identify gaps and value that could be added by IRENA.
  9. On the basis of the discussion during the conference call as well as written comments received by members of the Working Group, the Secretariat revised the report and submitted it to the Preparatory Commission on 14 June 2010 (PC/WG.pro/WP.1/Rev.1).
  10. On 22 June, 2010 the Working Group convened on the margins of the meeting of the Administrative Committee in Abu Dhabi, United Arab Emirates, to discuss the implementation of the technical tasks of IRENA's 2010 Work Programme.<sup>30</sup>
    - a. Discussions particularly revolved around the proposal by the Secretariat for a quarterly flagship publication oriented towards a general audience, while a number of delegates argued in favour of a more technical and data oriented approach for the editorial concept to be issued annually.
    - b. In addition, participants agreed that the Secretariat and the current organisers of the International Renewable Energy Conference (IREC) should discuss how IRENA could be more closely involved in future.
    - c. Delegates also advised the Secretariat to continue working on the knowledge management strategy for IRENA as well as the development of a methodological approach for policy advice.

---

<sup>30</sup> Major points of the discussion during the meeting were summarised in document PC/WG.pro/INF.6/Rev.1.



- d. With regard to renewable energy potentials and scenarios, the Secretariat had outlined its efforts and ideas in document PC/WG.pro/INF.5/Rev.1. Delegates generally agreed that two workshops should be held and two technical expert teams be assembled to conduct work on renewable energy potentials and scenarios respectively assuming a transparent procurement process. The Secretariat was further solicited to elaborate criteria for the selection of experts for these technical teams.
  - e. Delegates also decided in a separate meeting that the Secretariat and the German Government should start discussions in earnest on preparing for the establishment of the legal and IT infrastructure required at the IRENA Innovation and Technology Centre (IITC) in Bonn as well as on how funds can be made available for consultative work to be conducted in Bonn.
11. At the fifth meeting of the Administrative Committee on 23 and 24 June 2010, discussions were particularly addressing the 2010 Budget of IRENA. It was reported by the Chair of the Subcommittee on Budget and Transition that the Agency's current financial position precluded full implementation of the 2010 Work Programme. The Interim Director-General (IDG) in close cooperation with the Working Group on the 2010 Work Programme Implementation should therefore prioritize and assess the cost of the activities described in the Work Programme. The IDG was further urged (among other measures) to postpone non-essential operational expenditure (external contracting and Work Programme activities) and hold all non-executive recruitment processes until additional resources become available as stated in the summary report AC.5/SR.1.
  12. The following work of the Working Group was strongly reflected by those decisions. The Secretariat developed various scenarios, how the activities of the 2010 Work Programme could be implemented until the rest of the year considering the financial shortage of the Agency and following the recommendations presented at the Administrative Committee meeting (PC/WG.pro/INF.9, PC/WG.PRO/WP.2). The Secretariat proposed to use the financial resources of the research fund offered in the United Arab Emirates' Proposal to Host the Interim Seat of the Secretariat for IRENA (bid) amounting to approximately AED 10.8 million (USD 2.9 million) each year until 2015 to support the implementation of a number of tasks of the 2010 Work Programme and Budget that would require additional contractual support. Therefore, implementation plans for four tasks pending due to the spending freeze had been developed, including policy advice and capacity building, and potentials and scenarios) (PC/WG.pro/INF.5/Rev.1, PC/WG.pro/INF.8).
  13. These documents were discussed with the Working Group at its third conference call that took place on 29 July, 2010 when the Working Group strongly appealed to the Secretariat to develop transparent procurement procedures for its contractual services and provide further details on the Terms of Reference (ToRs).
  14. In response to these requests, the technical directorates in cooperation with the legal and procurement departments at the IRENA Secretariat elaborated ToRs and drafted Request

for Proposals (RfPs) for the potentials and scenarios related tasks of the 2010 Work Programme (PC/WG.PRO/WP.9) as well as for the tasks on policy advice (PC/WG.PRO/WP.10 and PC/WG.PRO/WP.11). These documents were discussed with the Working Group at its fourth and fifth conference calls that were held on 13 September and 8 October, 2010. While several members of the Working Group requested more detailed information regarding the description of the call for tender and a greater breakdown of the scope of the activities described in the ToRs, others clearly pointed out that the money available through the research fund for 2010 should be used. The Co-Chairs of the Working Group asked members to provide written comments to the Secretariat for further improvement of the two documents on potentials and scenarios, and policy advice before 15 October. It was decided that the Secretariat would submit a revised document on 19 October with the target to launch the work after the upcoming Working Group meeting on 22 October.

15. To get a better understanding of the budget implications of IRENA's plans to participate in various outreach and technical events, members of the Working Group solicited the Secretariat to provide more detailed information on their rationale and costs. For that reason, the Secretariat introduced a discussion paper on criteria for strategic participation in outreach events (PC/WG.PRO/WP.6) together with five information notes on specific events the Secretariat intended to attend. Particularly with respect to IRENA's involvement in UNFCCC processes delegates expressed different views on the benefit for IRENA of cooperating with all the climate change related networks and funds, taking into consideration the Secretariat's current resources.
16. The Secretariat also presented to the Working Group an information note on a proposal to establish an IRENA Renewable Energy Learning Platform (IRELP) (PC/WG.PRO/WP.8), which refers to the stocktaking of renewable energy training and virtual university courses (task 7.3.3 and 7.3.4 of the 2010 Work Programme). Members requested additional information on the schedule for its implementation and the specific content of the database on education for renewable energy.
17. On 30 September 2010, the Secretariat submitted to the Preparatory Commission a comprehensive report on the Implementation of the 2010 Work Programme (IST.10/PRC.1), including also the non-technical tasks under "Executive Direction" and "Administrative Support Services". The report highlighted that during the first eight months steady progress has been made in establishing the Secretariat, building its internal infrastructure and human capacity, providing support for Signatories and becoming visible in the international fora. Due to the hiring freeze and the shortfall in revenues some of the activities could not be commenced or their implementations were on hold.
18. According to decision IRENA/PC.3/dc.6 on adopting the 2010 Work Programme and Budget, on 30 September 2010, the Secretariat also submitted the Draft Interim 2011 Work Programme and Budget (PC/WG.PRO/WP.13) to the Preparatory Commission for comments and further discussion within the Working Group. Following a phone call between the Secretariat and the Subcommittee on Budget and Transition, the Secretariat reviewed

the first draft and circulated a revision to the Preparatory Commission on 7 October 2010 (PC/WG.PRO/WP.13/Rev.1). The main difference compared to the first draft constitute

- a. the linkage between the tasks and their respective human resource and financial requirements and
  - b. an Annex outlining additional activities that could be undertaken if the Secretariat received additional contributions.
19. The Working Group's conference call on 8 October 2010 focused on the discussion of the Draft 2011 Work Programme and Budget. The Secretariat pointed out that the budget had been developed following a conservative approach assuming similar incomes as in 2010, and maximizing the use of the financial resources offered in the UAE Proposal to Host the Interim Seat of the Secretariat for IRENA. It was further underlined by the Secretariat that the 2011 Work Programme and Budget provides for the continuation of the 2010 Work Programme activities. In addition, a few new technical activities have been included to be financed by the bid.
20. Members of the Working Group appreciated the new approach of the revised Work Programme and Budget, but stressed that the current Draft 2011 Work Programme and Budget did not reflect the implementation of the recommendations of the Financial and Organisational Review Team (FROT) especially in the first two Chapters of the document. Members of the Working Group were requested to provide written comments on the document until 15 October. The revised version should then be submitted by the Secretariat on the 19 of October for discussion at the upcoming Working Group meeting on 22 October, 2010.
21. Due to the considerable overlap between the different Subsidiary Bodies of the Preparatory Commission, it was decided to hold a Joint Meeting of the IRENA Executive Management, the Working Group on 2010 Work Programme Implementation and the Subcommittee on Budget and Transition on 22 October 2010 to further discuss the 2011 Work Programme and Budget. Subsequent to that meeting, the Working Group should meet alone to resume the debate on the RfPs and ToRs for the policy advice, potential and scenario related activities of the 2010 Work Programme and to exchange views on IRENA's participation at upcoming outreach events.
22. In preparation for these meetings and based on the written comments received by members of the Working Group, the Secretariat redrafted the 2011 Work Programme and Budget (PC/WG.PRO/WP.13/Rev.2), the RfP and ToRs on potentials and scenarios (PC/WG.PRO/WP.9/Rev.1), the RfP and ToRs for policy advice (PC/WG.PRO/WP.10/Rev.1), the discussion paper on criteria for strategic participation in outreach events (PC/WG.PRO/WP.6/Rev.1), and the note on the proposal for an IRENA Renewable Energy Learning Platform (PC/WG.PRO/WP.8/Rev.1). Moreover, a project idea note on IRENA's Assessment Report on Renewable Energy (ARREN) (PC/WG.PRO/WP.14) and a note on activities of the technical Directorates of IRENA related

to governance, administration and coordination (PC/WG.PRO/WP.16) was written to underline activities of the 2011 Work Programme.

23. On 22 October, 2010 representatives from Australia, Austria, France, Germany, Guatemala, Italy, Iran, Japan, Jordan, Kuwait, Luxemburg, Nigeria, Korea, Spain, Sweden, Togo, Tonga, United Kingdom, UAE, and the United States met on the margins of the fourth session of the Preparatory Commission to discuss and revise the Draft 2011 Interim Work Programme and Budget. Furthermore, the Working Group was informed by the Secretariat about the status of the implementation of the 2010 Work Programme.

- a. With regard to the discussions on the 2011 Work Programme, the Secretariat briefly introduced the second revision of the Draft 2011 Interim Work Programme and Budget, highlighting that comments by members of the Working Group as well as the recommendations and the action plan of the FROT are reflected in that draft.
- b. Members generally acknowledged the hard work of the Secretariat in preparing this draft, which reflected the discussions of the Working Group of the need to link outputs to inputs. However a number of delegates raised concerns about the lack of overall objectives and a strategic approach. It was further stated that the new management should be given the opportunity to be involved in the drafting process and shape the Agency's strategic direction in 2011. Therefore, members suggested the 2010 Work Programme be maintained until the first Assembly of IRENA to be held in March, 2011 when the 2011 Work Programme and Budget is adopted. It would leave the Secretariat time to improve the current draft, set priorities and strategic visions and allow for a better financial planning.
- c. Referring to the provisional 2011 budget, three different options were explored: i) the application of the 2010 budget as provisional budget, ii) an introduction of an interim 2011 budget based on the presented draft (from January up to the Assembly), and iii) a full year budget based on the presented draft.
- d. Diverse opinions had been expressed on these three options. Doubts towards the draft 2011 budget were raised by one delegate as it is not in line with the financial rules and regulations as well as the Statute of IRENA. The core budget as defined in the financial regulations of the Commission comprises the administrative costs as well as core activities of the Commission, instead of solely staff costs as laid out in the presented draft 2011 budget. Furthermore, several members argued that a greater breakdown of the 2011 budget would be necessary.
- e. The Secretariat supported by several delegates emphasized that the 2011 figures had been more accurately calculated and were based on the recommendations of the FROT to follow a conservative approach. In addition, the 2011 budget included the current scale of assessments of Member States' contributions. Moreover, using the 2010 budget as the provisional 2011 budget would send the wrong message on the FROT and the Secretariat's current bottom-up approach to the budget.

- f. There was a general preference to leave it to the new management to decide about major expenditures in 2011 and to focus the further discussion on an interim budget reflecting the essential and urgent needs of the Agency until the first Assembly.
- g. Delegates exchanged views on the size of the necessary budget. Various members stated that a downsizing of the core budget by 50% from the current to the next year would set the wrong political message and would lead to a decrease in voluntary contributions. As experiences from 2010 have shown that it is not reasonable to calculate with 100% of the assessed voluntary contributions, which could aggravate the personnel situation at the Agency and prevent the imperative implementation of the FROT recommendations. In contrast, other delegates argued that it was not good practice to inflate the budget in order to ensure a more moderate figure, and was in favour of a realistic and conservative approach to cover the bare minimum.
- h. With regard to the funding sources, there was a general agreement that the voluntary contributions being paid prior to the Assembly should be deducted from mandatory contributions incurring after the Assembly for those members that ratified IRENA's Statute. This would provide incentives to provide voluntary contributions prior to the Assembly.
- i. Following the discussion, the Chairs of the Working Group together with the German, Japanese, United Kingdom's and United States' delegation drafted decision PC/WG.PRO/WP.13/Rev.3 to be adopted by the Preparatory Commission replacing PC/WG.PRO/WP.13/Rev.2. According to revision 3, the 2010 Work Programme will be prolonged until the first Assembly; two options for the budget are provided (the extension of the 2010 budget amounting to USD 13.7 million versus minimum expenses amounting to USD 7.8 million). Both options provide for additional voluntary contributions resulting from the UAE bid implementation agreement, for the IITC in Bonn and the Vienna Liaison Office.
- j. In order to facilitate that the minimum requirement of the Agency were met, it was proposed to add a table to illustrate the case when the minimum budget was met through mandatory contributions assuming current ratified countries.
- k. While the second option was preferred by the majority of members, consensus could not be reached. Therefore, members of the Working Group to forward this draft decision to the Administrative Committee for final discussion.
- l. With regard to the discussion on the implementation of the 2010 Work Programme, the Secretariat presented different activities recently carried out and planned until the rest of this year.
- m. The Secretariat briefly highlighted the revisions of the Request for Proposals and Terms of Reference for the activities related to policy advice as well as to potentials and scenarios based on the comments received by members of the Working Group. Members considered the revisions thoroughly and decided that the Secretariat might

- advance two RfPs in the process of procurement (cooking; desalination, water purification and water pumping) while the RfP on policy advice methodologies and renewable energy action plan; and the RfP on renewable energy potentials and scenarios would need further elaboration to conclude the procurement process until the end of December 2010 in order to make use of the available funds provided by the UAE bid.
- n. Moreover, the Secretariat reported on the success of the regional policy workshop that was held from 14 to 15 October, 2010 in Korea. More than 100 representatives, including delegates from 16 countries attended the workshop to discuss the current status of renewable energy, barriers to the renewable energy deployment, policy advice and regional cooperation. Many participants have shown their interest in continuing the workshop to help realizing the potentials of renewables and overcoming obstacles through exchanging expertise and experiences.
  - o. An update on the planned activities at the International Renewable Energy Conference in New Delhi (DIREC) was given (PC/WG.PRO/WP.22).
  - p. A presentation on why it is important for IRENA to participate in the UNFCCC was held in order to be recognized in the concert of nations as the International Agency to be the global voice of renewable energy that in time will assist governments in policy advice, technology exchange, best practices and cooperation.
  - q. Furthermore, the Secretariat introduced a revised version of the discussion paper on criteria for strategic participation in outreach events and requested members of the Working Group to submit written comments by the end of November 2010.
  - r. Delegates highly appreciated a presentation on renewable energy statistics providing an update on the activities carried out at the Secretariat from May to October 2010. Moreover, the Secretariat gave an outlook of the planned IRENA database on renewable energy statistics. An intense exchange of data is envisaged with the IEA and other organisations active in the field.
  - s. Finally, members discussed the further organization of the Working Group's work as its mandate was initially limited to the implementation of the 2010 Work Programme. As the Secretariat's capacities have been improved during the last months, it was decided that the Secretariat is no longer in need of a close guidance and monitoring. However, to receive valuable input in future by Member States, the Working Group agreed to conduct meetings or conference calls on an irregular basis dedicated to specific technical topics.

Ms Rita Mishaan

Mr. Osamu Onodera

26 October 2010

**Summary Report by the Co-Chairs of the  
2010 Work Programme Implementation Working Group**

**Corrigendum**

1. Please note that in paragraph 22 the references to the documents on RfPs and ToRs for policy advice should read: PC/WG.PRO/WP.18, PC/WG.PRO/WP.19, PC/WG.PRO/WP.20.
2. In paragraph 23m, the titles of the RfPs given in parentheses in the second sentence should read: RfP for technical assistance for the implementation of the 2010 Work Programme on Policy Advice – Cooking and renewable energy; RfP for technical assistance for the implementation of the 2010 Work Programme on Policy Advice – Desalination, water purification and water pumping and renewable energy.

= = =

Fourth session  
24th and 25th October, 2010  
Abu Dhabi, UAE

Agenda item 23

## RESOLUTION

On the occasion of the 4<sup>th</sup> session of the Preparatory Commission for the International Renewable Energy Agency on 24 October 2010 in Abu Dhabi, United Arab Emirates, the Members of the Preparatory Commission,

*regretting* Hermann Scheer's unexpected demise with deep sorrow;

*acknowledging* Hermann Scheer's tireless and continuous efforts on the local, regional, European and international level to mobilize society, the political and economic spheres as well as the media in favor of renewable energies;

*recognizing* Hermann Scheer as the architect behind such important policies to promote renewable energy as the renewable energy feed-in-tariff system, which has been adopted worldwide and accelerated the spread of renewable energy by encouraging individual participation and ensuring energy autonomy at the individual as well as the collective level;

*recalling* that Hermann Scheer was honored, with numerous prizes, namely the Alternative Nobel Prize, the Solar World Prize, the World Prize on Bioenergy, the World Wind Energy Award, and that TIME Magazine called him "Hero for the Green Century";

*underlining* his powerful commitment to renewable energies as member of the German parliament (Bundestag), President of EUROSOLAR and General Chairman of the World Council for Renewable Energy (WCRE);

*acknowledging* the central role Hermann Scheer played in founding IRENA by lobbying for more than 20 years in favor of the idea of establishing an international governmental organization to act as the global voice for renewable energy;



*recognizing* Hermann Scheer's important contribution to defining and shaping the mandate of IRENA as an Agency which supports its Member States worldwide in making use of their untapped renewable energy potential by providing advice and guidance on the design and implementation of the necessary legislative and market frameworks as well as the appropriate technologies;

*decide* to honor Hermann Scheer and his legacy by recognizing him as a founding father of the International Renewable Energy Agency (IRENA).

**Report of the Chair of the Headquarters Agreement Working Group**

Fourth session  
24th and 25th October, 2010  
Abu Dhabi, UAE

Agenda item 20

The Working Group on the Headquarters Agreement met on October 23 to discuss issues related to (1) the conclusion of the Interim Headquarters Agreement between the Preparatory Commission and the United Arab Emirates and (2) a process for the development and conclusion of the three permanent agreements that will be put in place for IRENA: (i) the Headquarters Agreement between IRENA and the United Arab Emirates, (ii) the Host Country Agreement between IRENA and Austria, and (iii) the Host Country Agreement between IRENA and Germany.

The Working Group noted that the establishment of offices in three separate countries, requiring agreements with each of these countries, presents unique challenges to the organization. The Group noted the need to strive for consistency among the agreements given the desire to maintain equal treatment of personnel across the organization, and at the same time recognized that the final terms of each agreement may vary given the different constraints of each of the host countries and their prior precedents.

The Group further recalled the extensive progress that had been made over the past eleven months in the development of the Interim Headquarters Agreement, and the numerous rounds of comments solicited on the agreement both among members of the Working Group and the full membership of the Preparatory Commission. The United Arab Emirates reaffirmed that the Interim Headquarters Agreement represented a work in progress, and noted that while some comments provided during the process had not been incorporated into the current form of the agreement, an open dialogue would continue on all items and that the content of the Interim Headquarters Agreement would not prejudice the outcome of the permanent Headquarters Agreement.

The Secretariat's Legal Adviser noted that until the Interim Headquarters Agreement comes into force there is no vehicle providing the Preparatory Commission with privileges and immunities in the United Arab Emirates, and that, as a result, the Secretariat is currently exposed to legal risk that would not exist if the Agreement was brought into force.

The Headquarters Working Group therefore decided that the current draft of the Interim Headquarters Agreement (see Annex 1) should be considered the final draft of the Agreement

contemplated by the decision on the Headquarters Agreement adopted by the Third Session of the Preparatory Commission (IRENA/PC.3/dc.1). The Working Group further noted, however, that in order to expedite the signing of the Agreement, the Chair of the Preparatory Commission should be authorized to sign the Agreement on behalf the Preparatory Commission, and forwards the draft decision in Annex 1 to provide the Chair of the Preparatory Commission with that authority.

Finally, the Headquarters Working Group decided that each host country should develop their respective permanent agreements according to the following procedure:

1. Each country shall submit to the Secretariat, as soon as possible, a draft Agreement.
2. The Secretariat shall promptly post the draft Agreement on the password-protected website and notify all members by e-mail that the draft has been posted, requesting that comments be provided within three weeks. It is incumbent upon each country to consider and resolve comments from each member as well as those of the Secretariat.
3. Each country shall produce a second draft of their respective Agreement, and submit the Agreement to the comment procedure set out in paragraph 2.
4. Each country shall produce a final draft Agreement to be forwarded to the Assembly for approval.
5. Recognizing both the need to strive for consistency among the agreements with respect to the treatment of personnel and the fact that some differences may be unavoidable as each country works within its own unique constraints, the Legal Advisor of the Commission should work with each country to aid in the coordination among each of the agreements with both a view toward achieving maximum consistency while respecting the sovereign decisions of each country.
6. The three countries shall strive to submit their respective agreements in a coordinated fashion to be decided upon by the First Assembly.

The Headquarters Working Group recognizes that each agreement will ultimately be subject to approval by the Agency, and urges each country to work toward consensus approval of their respective agreement. The Headquarters Working Group notes its opinion that the Preparatory Commission should recommend to the Agency that it should approve all agreements as a package.

## Annex 1

**Decision on the Interim Headquarters Agreement**

*The Preparatory Commission for the International Renewable Energy Agency (“Commission”)  
at its Fourth Session,*

*recognizing* that the process set out in Decision IRENA/PC.3/dc.1 has been concluded,

*conscious* of the urgent need to regulate the legal relations between the Commission and the United Arab Emirates in order to secure privileges and immunities for the Commission and its subsidiary bodies, including the Secretariat and its staff,

*desiring* to provide maximum clarity regarding the authority to enter into the agreement,

*decides as follows:*

The Chair of the Preparatory Commission is authorized to sign the attached Interim Headquarters Agreement on behalf of the Preparatory Commission.

**HOST COUNTRY AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF THE UNITED ARAB EMIRATES**  
**AND**  
**THE PREPARATORY COMMISSION FOR THE INTERNATIONAL**  
**RENEWABLE ENERGY AGENCY**

---

*Preamble*

The Government of the United Arab Emirates (hereinafter referred to as “ Government”);

*And*

The Preparatory Commission for the International Renewable Energy Agency (hereinafter referred to as the “Preparatory Commission”);

*Considering* the Statute of the International Renewable Energy Agency adopted at the Conference on the Establishment of the International Renewable Energy Agency in Bonn on 26 January 2009 (the “Conference”);

*Noting* the Conference resolution on “Establishing a Preparatory Commission for the International Renewable Energy Agency”;

*Recalling* the decision passed by the Preparatory Commission at its second session to base the Headquarters of the Preparatory Commission in Abu Dhabi, United Arab Emirates;

*Desiring* to regulate the relations between the Government of the United Arab Emirates and the Preparatory Commission for IRENA taking into account the special requirements of renewable energy development;

*Considering* the wish of the Preparatory Commission for IRENA to establish its Headquarters to implement the global International Renewable Energy Agency objectives;

*Recognising* the preparedness of the Government to host the Preparatory Commission for IRENA Headquarters at the capital of the United Arab Emirates, Abu Dhabi, and to facilitate the installation and functioning of the Headquarters;

*Have agreed* as follows:

## **ARTICLE I** **DEFINITIONS**

### **Section 1**

For the purposes of this Agreement:

- a. “the Conference” means the Conference on the Establishment of the International Renewable Energy Agency held in Bonn on 26 January 2009;
- b. “IRENA” means the International Renewable Energy Agency;
- c. “the Host Country” means the United Arab Emirates (“UAE”);
- d. “Government” means the Government of the United Arab Emirates;
- e. “the Preparatory Commission” means the Preparatory Commission for the International Renewable Energy Agency established by Conference resolution IRENA/FC.res.1 Establishing a Preparatory Commission for the International Renewable Energy Agency including all of its subsidiary bodies;
- f. the expression “appropriate UAE authorities” means such national or other authorities in UAE as may be appropriate in the context and in accordance with the laws and customs applicable to UAE;
- g. “Headquarters” means the area and any building, including any Preparatory Commission laboratory, equipment store, conference facilities, parts of buildings, land or facilities ancillary thereto, irrespective of ownership, as allocated by the Host Country, and as specified in Annex 1 and/or as agreed to in Supplementary Agreements between the Preparatory Commission and the Host Country used now or in the future by the Preparatory Commission on a permanent basis or from time to time, to carry out its official functions;
- h. “Parties” means the Host Country and the Preparatory Commission;
- i. “Statute” means the Statute of the International Renewable Energy Agency opened for signature at the Conference;

- j. “Vienna Convention” means the Vienna Convention on Diplomatic Relations of 18 April 1961;
- k. “Interim Secretariat” means the body established by the Preparatory Commission under section (8)(b)(4) of Conference resolution IRENA/FC.res.1;
- l. “Interim Director-General” means the Interim Director-General appointed by the Preparatory Commission pursuant to Section (8)(b)(1) of Conference resolution IRENA/FC.res.1;
- m. “Staff of the Preparatory Commission” means the Interim Director-General and all personnel appointed or recruited for full-time employment with the Preparatory Commission and subject to staff regulations of the Preparatory Commission, but does not include experts or persons recruited locally and assigned on hourly rates of pay;
- n. “Signatory ” means a signatory of the Statute;
- o. “Observers” means the designated representative of any State other than Signatories, of any international organisation or any other organisation active in the field of renewable energy, having been granted the right of an observer by the Preparatory Commission according to its Rules of Procedure;
- p. “Delegate” means any designated representative of a Signatory and any member of their delegation who is an alternate or adviser attending any meeting or conference of the Preparatory Commission;
- q. “Immediate Dependents” means a spouse and dependent children under the age of twenty-one forming part of the household;
- r. “Offices” means premises used by the Preparatory Commission for IRENA in the United Arab Emirates for the conduct of its official activities;
- s. “Vehicles” means all vehicles including cars, trucks and railway wagons which are made available to the Preparatory Commission by signatories of the Statute or are owned, chartered or leased by the Preparatory Commission, for use in connection with its activities;
- t. “Property” means all property, assets, funds and income belonging to the Preparatory Commission or held or administered by the Preparatory Commission in furtherance of its official functions under the Statute and the aforementioned Resolution;
- u. “Archives” means all records, correspondence, documents, manuscripts, computer and media data, photographs, films, video and sound recordings belonging to or held by the Preparatory Commission or any of its Staff in an official function, and any other material which the Interim Director-General and the Government may agree to form part of the archives of the Preparatory Commission;

v. "Seconded" means a person employed by a Signatory who is seconded by the Signatory to provide their expertise to the Preparatory Commission of IRENA and subject to secondment staff regulations of the Preparatory Commission.

**ARTICLE II**  
**INTERPRETATION AND OBJECTIVE**

Section 2

This Agreement shall be interpreted in the light of its primary objective of enabling the Preparatory Commission to perform its official functions in the Host Country. The Parties acknowledge that they will exercise their rights and obligations under this Agreement consistent with the primary objective of this Agreement.

**ARTICLE III**  
**LEGAL STATUS AND CAPACITY, AND FREEDOM OF ASSEMBLY**

Section 3

The Government recognises, the international legal personality of the Preparatory Commission and the Preparatory Commission shall have such legal capacity as may be necessary for the exercise of its official functions and the fulfillment of its purposes, including the capacity to contract, to acquire and dispose of immovable and movable property, and to be party to and to initiate judicial proceedings.

Section 4



The Preparatory Commission shall enjoy in the United Arab Emirates independence and freedom of action in the furtherance of its official functions. The Preparatory Commission shall have the right to display its flag, and other identifiers, on its premises, vehicles, aircraft, and vessels.

*Section 5*

The Government shall take all proper steps to ensure that no impediment shall interfere with the enjoyment by the Preparatory Commission of the full freedom of assembly, or in the conduct of any meeting it convenes.

The Government recognises the right of the Preparatory Commission to convene meetings at its discretion within the Headquarters in Abu Dhabi, and with the concurrence of the appropriate UAE authorities, elsewhere in the United Arab Emirates.

*Section 6*

The Preparatory Commission, its property and assets shall enjoy immunity from any form of legal process, except to the extent the Preparatory Commission expressly waives this immunity in writing in a particular case and except in the cases of civil action by a third party for damages arising out of an accident caused by a vehicle belonging to it or operated on its behalf. It is being understood, however, that waiver by the Preparatory Commission shall not entail waiver of its immunity from measures of execution.

The property of the Preparatory Commission, wherever located and by whomsoever held, shall be immune from search, foreclosure, seizure, all forms of attachment, injunction, expropriation or other legal process except in so far as in any particular case the Preparatory Commission shall have expressly waived its immunity in writing.

**ARTICLE IV**  
**HEADQUARTERS**

*Section 7*

The Government shall grant, free of charge, the Headquarters of the Preparatory Commission as of the date of entry into force and during the implementation of this Agreement, the exclusive

use and occupancy of premises and use of facilities and installations necessary for the Headquarters. In the implementation of this section:

- a. the Headquarters shall be under the authority and control of the Preparatory Commission;
- b. the laws of the UAE shall apply within the Headquarters, except as otherwise provided in this Agreement, and subject to any regulation enacted according to paragraph (i) of this Section ;
- c. except as otherwise provided in this Agreement, the courts or other appropriate organs of the UAE shall have jurisdiction over acts done and transactions taking place in the Headquarters;
- d. the Government shall take whatever action may be necessary to ensure that the Preparatory Commission shall not be dispossessed of all or any part of the Headquarters
- e. the Government recognises the inviolability of the Headquarters;
- f. the appropriate UAE authorities shall exercise due diligence to ensure that the security and tranquility of the Headquarters is not disturbed by any person or group of persons attempting unauthorized entry into, or creating a disturbance in the vicinity of, the Headquarters. The appropriate Government authorities shall provide in the vicinity of the Headquarters such protection as is required for these purposes, and considered necessary for the preservation of order in the Headquarters' vicinity;
- g. the appropriate UAE authorities shall exercise, to the extent requested by the Interim Director-General or his or her designated representative, their respective powers to ensure that the Headquarters shall be supplied with the necessary public utilities and services. When public utilities and services are supplied by Government authorities or bodies under their control, the Preparatory Commission shall be supplied at tariffs not exceeding the rates accorded to Government offices;
- h. in case of any interruption, or threatened interruption of any of the above services, the appropriate government authorities shall consider the needs of the Preparatory Commission as being of equal importance as those of essential agencies of the Government and shall take steps accordingly to ensure that the work of the Preparatory Commission is not prejudiced;
- i. the Preparatory Commission shall have the power to enact regulations, operative within the Headquarters, for the purpose of establishing therein any conditions necessary for the full execution of its functions. No laws of the United Arab Emirates which are inconsistent with a regulation of the Preparatory Commission authorized by this Article shall, to the extent of such inconsistency, be applicable within the Headquarters. Any dispute between the Preparatory Commission and the United Arab Emirates as to whether a regulation of the Preparatory Commission is authorized by this Article or as to whether a law of the United Arab Emirates is inconsistent with any regulation of the Preparatory Commission authorized by this Article, shall

be promptly settled by the procedure set out in Article X, of this Agreement. Pending such settlement, the regulation of the Preparatory Commission shall apply and the law of the United Arab Emirates shall be inapplicable in the Headquarters to the extent that the Preparatory Commission claims it to be inconsistent with the regulation of the Preparatory Commission;

j. the Preparatory Commission shall regularly inform the Government of regulations made which fall within paragraph (i) of this Article;

k. the service of legal process may take place within the Headquarters only with the consent of, and under conditions approved by or on behalf of the Interim Director-General;

l. the premises of the Headquarters shall not become a refuge from justice and the Interim Director-General shall not allow the Headquarters to be used to harbour persons who are avoiding arrest under any law of the United Arab Emirates, who are wanted by the Government for extradition to another country, or who are endeavouring to evade service of legal process;

m. the inviolability, privileges and immunities conferred by this Agreement upon the Headquarters shall immediately cease to apply to any part thereof that the Preparatory Commission ceases to occupy and use in the performance of its official functions;

n. this section shall not prevent the reasonable application of fire protection or health regulations or matters of public safety by appropriate UAE authorities. The appropriate UAE authorities, officers or officials shall be entitled to enter the Headquarters in the exercise of their official duties only with the consent or at the request of the Interim Director-General or his or her designated representative. However the consent of the Interim Director General may be assumed in the case of an uncontrolled fire or other similar disaster that immediately threatens the public safety and requires prompt protective action, for the limited purpose of taking such protective action as may be necessary to remove the immediate threat to public safety.

## ARTICLE V

### **THE PREPARATORY COMMISSION PROPERTY, FUNDS AND ASSETS**

#### Section 8

The property of the Preparatory Commission, wherever located and by whomsoever held, shall enjoy the privileges and immunities specified in the present Agreement. For purposes of the implementation of this Section:

a. the assets, income and other property of the Preparatory Commission and of its members which are necessary for the exercise of official activities of the Preparatory Commission shall be exempt from any form of direct taxation, from customs duties, and from prohibitions and restrictions on imports and exports, except those prohibitions and restrictions relating to health and safety, on the understanding that articles imported under such exemptions will not be sold

within the United Arab Emirates other than in accordance with conditions mutually agreed upon by the Preparatory Commission and the Government. This includes, but is not limited to, food commodities, freight and any equipment necessary for its transport, articles, supplies, equipment, provisions and other materials;

b. the Preparatory Commission may in order to carry out its activities:

(1) freely purchase funds, currencies and securities, and dispose of them through accounts, and convert any currency held by it into any other currency;

(2) freely transfer its funds and currencies to and from the United Arab Emirates and to or from any country or within the UAE , in accordance with the relevant United Arab Emirates regulations;

c. the Government shall assist the Preparatory Commission in obtaining the most favourable terms with regard to exchange rates and the Preparatory Commission shall, in exercising its rights hereunder this paragraph, pay due regard to any representation made by the Government insofar as it considers that effect can be given to such representations while at the same time safeguarding the interest of the Preparatory Commission.

### Section 9

The Preparatory Commission shall pay, according to the terms laid down in the law of the United Arab Emirates, taxes included in the prices charged for goods sold and services provided. However, sales taxes levied for the purposes of the state budget and relating to the purpose of moveable and immovable property or services by the Preparatory Commission for its official use shall be subject to reimbursement on terms to be agreed jointly with the appropriate UAE authorities.

## ARTICLE VI

### **COMMUNICATION FACILITIES FOR THE IMPLEMENTATION OF THE PREPARATORY COMMISSION ACTIVITIES**

### Section 10

The Preparatory Commission shall enjoy treatment for its official communications and telecommunications, which are necessary for the exercise of its official activities, not less favourable than that accorded by the Government to any other intergovernmental organisation or diplomatic mission and the use of telecommunication or satellite equipment by the Preparatory Commission shall be coordinated with appropriate UAE authorities. The Government shall:

- a. provide the Preparatory Commission with licenses and frequencies required to maintain 24-hour-a-day, seven-days-a-week wireless communications with its operational units, wherever situated and upon prior approval of the appropriate UAE authorities;
- b. facilitate licenses to the Preparatory Commission for the importation, installation, operation, and eventual exportation of satellite communications equipment required to maintain 24-hour-a-day, seven-days-a-week satellite communications in accordance with the laws and regulations of the UAE;
- c. afford the Preparatory Commission the right to import, and subsequently export, all necessary telecommunications equipment, including but not limited to radio phones, mobile phones, satellite stations, and electronic devices and media, free of taxation,
- d. afford the Preparatory Commission the right to install and operate the above mentioned telecommunications equipment from its Headquarters, vehicles, vessels and aircraft and hand-carried by Staff of the Preparatory Commission, free of local or national taxes and frequency management fees;
- e. facilitate full Internet access to the Preparatory Commission.

### Section 11

The official communications, correspondence and archives of the Preparatory Commission shall be inviolable. Such inviolability, without limitation by reason of this enumeration, shall extend to publications, photographs, slides, films and sound recordings, and electronic mail.

The Preparatory Commission:

- a. shall have the right to use codes to dispatch and receive correspondence and other materials by courier or in sealed bags which shall have the same privileges and immunities as diplomatic couriers and bags;
- b. shall ensure that all telecommunications equipment and communications frequencies are only to be used for official Preparatory Commission functions with appropriate licensing and permits from the appropriate UAE authorities. The Preparatory Commission shall ensure proper use, physical security and physical restricted access to its telecommunications equipment and frequencies.

**ARTICLE VII**  
**VISAS**

*Section 12*

a. The appropriate UAE authorities shall not impede the entry into and sojourn in the territory of the United Arab Emirates for the performance of activities necessary to conduct the official affairs of the Preparatory Commission and shall place no impediment in the way of the departure from the territory of the United Arab Emirates of the persons listed below, and shall ensure that no impediment is placed in the way of their transit to or from the Headquarters and shall afford them any necessary protection in transit:

- (1). Delegates of a Signatories;
- (2). Staff of the Preparatory Commission and their Immediate Dependents;
- (3). Persons other than Staff of the Preparatory Commission performing official functions for the Preparatory Commission and their Immediate Dependents;

b. The Interim Director-General shall communicate the names of such persons referred to in subparagraphs 1, 2 and 3 of this Section to the Government within a reasonable time prior to their arrival and departure, specifying the categories of Staff according to Section 15; Upon reasonable prior notification, the Government shall facilitate entry into United Arab Emirates territory, sojourn on this territory and exit there from of all persons mentioned in this section. Furthermore, the Interim Director-General shall, at the request of the appropriate UAE authorities, enter into discussion with such authorities, with a view to instituting additional procedures for registering the arrival and departure of all persons who have been granted visas.

**ARTICLE VIII**  
**STAFF OF THE PREPARATORY COMMISSION**

Section 13

- a. The Preparatory Commission may assign such staff to the Headquarters and other Preparatory Commission activities necessary to carry out its official functions.
- b. The Preparatory Commission shall regularly inform and update the Government regarding the Staff and all other personnel assigned to the Headquarters, including their names, job titles and professional grades, and nationalities. For each Staff member, the Preparatory Commission shall also indicate whether such Staff is a Seconded, or directly employed.
- c. The Preparatory Commission shall notify the Government when a Staff member or other personnel take up or relinquish their post. The Interim Director General shall ensure that such information is provided to the Government 45 days prior to commencement of Staff member's, or other personnel's duties at the Headquarters, and 45 days prior to their final departure.
- d. The Government shall take special measures as necessary, to ensure free movement of Staff of the Preparatory Commission to the extent necessary for the proper, speedy and efficient execution of the official activities of the Preparatory Commission.
- e. The Government will, as necessary, facilitate the location of suitable housing accommodation for Staff of the Preparatory Commission who are not locally recruited.
- f. Upon notification of their appointment, the Government shall issue to all Staff of the Preparatory Commission a card bearing the photograph of its holder, which attests to the status of that person as an employee of the Preparatory Commission. This card shall also be issued to Immediate Dependents of Staff of the Preparatory Commission. The competent authorities shall recognise this card as an attestation of the person's identity and status under this Agreement. The Preparatory Commission shall, upon termination of employment or reassignment of Staff, ensure that all identity cards are returned promptly to the Government.
- g. The Preparatory Commission and its Staff shall be exempt from all compulsory contributions to the social security schemes in the United Arab Emirates. Consequently, they shall not be covered by the social security regulations of the United Arab Emirates.
- h. The provisions of subparagraph g. of this Article shall apply, *mutatis mutandis*, to Immediate Dependents forming part of the households of the persons referred to in paragraph b of this Section 13, unless they are employed in the United Arab Emirates by an employer other than the Preparatory Commission, or receive a United Arab Emirates social security benefit.

i. Unless otherwise noted, all provisions of this Agreement pertaining to Staff of the Preparatory Commission shall apply to personnel having the status of Seconded, taking into consideration their professional grades.

**ARTICLE IX**  
**PRIVILEGES AND IMMUNITIES**

*Section 14*

The Delegate of a Signatory shall irrespective of the status of diplomatic relations between the respective Signatory and the UAE, while exercising his or her functions and during his or her journey to and from the place of meeting, enjoy the following privileges and immunities:

- a. immunity from personal arrest or detention and immunity from legal process in respect of words spoken or written and all acts done by them in their capacity as Delegates of a Signatory, which shall continue to be accorded, even after the persons concerned have ceased to be Delegates of a Signatory;
- b. inviolability for all their official papers and documents and other official materials;
- c. the right to receive papers or correspondence by courier or in sealed bags;
- d. exemption in respect of themselves, their accompanying and Immediate Dependents from immigration restrictions, alien registration or national service obligations in the UAE;
- e. the same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions in accordance with the relevant United Arab Emirates regulations;
- f. the same immunities and facilities in respect of their personal baggage as are accorded to diplomatic agents;
- g. where the incidence of any form of taxation depends upon residence, periods during which the Delegate of a Signatory are present in the Host Country for the discharge of their duties shall not be considered as periods of residence; privileges and immunities are accorded to the Delegates of a Signatory not for the personal benefit of the individuals themselves, but in order to safeguard the independent exercise of their functions in connection with the Preparatory Commission. Consequently, each Signatory State not only has the right but is under a duty to waive the immunity of its Delegate where such immunity would impede the course of justice, and it can be waived without prejudice to the purpose for which the immunity is accorded. The



Preparatory Commission shall encourage Signatory States to waive immunity of its Delegate in any case where such immunity would impede the course of justice.

Section 15

a. Notwithstanding any other privileges, immunities, exemptions and facilities accorded under this Agreement:

i. The Interim Director-General shall be accorded the privileges and immunities, exemptions and facilities accorded to heads of diplomatic missions accredited by the Government in accordance with the Vienna Convention;

ii. Staff of the Preparatory Commission having the professional grade of P5 and above, shall be accorded the same privileges and immunities, exemptions and facilities as the Government accords to diplomatic agents of comparable rank of the diplomatic missions established in the United Arab Emirates, in conformity with the Vienna Convention;

iii. Staff of the Preparatory Commission having the grade of P4 and below shall be accorded the same privileges and immunities, exemption and facilities as the Government accords to members of the administrative and technical staff of the diplomatic missions established in the United Arab Emirates, in conformity with the Vienna Convention, provided that the immunity from criminal jurisdiction and person inviolability shall not extend to acts performed outside the course of their official duties;

iv. Staff of the Preparatory Commission who are nationals of or permanently resident in the United Arab Emirates shall not enjoy those privileges and immunities set out in this Agreement that are not extended by the receiving state to nationals or permanent residents of the receiving state under the Vienna Convention;

v. In conformity with Article 42 of the Vienna Convention, Staff of the Preparatory Commission enjoying the same privileges and immunities as are accorded to members having comparable rank of diplomatic missions accredited to the UAE shall not practice for personal profit any professional or commercial activity within the UAE.

b. The Government will, at the request of the Interim Director General, grant persons who are seconded in accordance with Interim Secondment Regulations of the Preparatory Commission, the same privileges and immunities accorded to the Staff of the Preparatory Commission pursuant to this Agreement, based upon the professional grade of the Preparatory Commission Staff position held by the Secondee. Secondees shall be subject to the Interim

Secondment Regulations of the Preparatory Commission and, as provided in those regulations, the Interim Staff Regulations and Rules.

### Section 16

In addition to the dispositions included in *Section 15*, Staff of the Preparatory Commission who are not nationals of the United Arab Emirates shall enjoy within and with respect to the United Arab Emirates the following facilities and privileges:

- a. freedom to acquire or maintain within in the United Arab Emirates foreign securities, foreign currency accounts and other movables and the right to take same out of the United Arab Emirates through authorized channels in accordance with the relevant United Arab Emirates regulations;
- b. the same privileges in respect of currency exchange facilities as are accorded to staff of comparable ranks forming part of diplomatic missions.

### Section 17

In addition to the dispositions included in *Section 15*, at the time of first taking up their post, Staff of the Preparatory Commission within the host country shall enjoy within and with respect to the United Arab Emirates the right to import for personal use, free of duty and other levies:

- a. their furniture, household and personal effects, in one or more separate shipments, and thereafter to import necessary additional household personal effects in their ownership or possession or already ordered by them and intended for their personal use or for their establishment.
- b. one motor vehicle, and in the case of staff accompanied by their immediate dependents, two motor vehicles. Imported motor vehicles may then be sold in the United Arab Emirates at any time after their importation, subject to the Government regulations concerning payment of customs duties; and
- c. reasonable quantities of articles intended for personal consumption in accordance with existing Government regulations;
- d. the above goods shall be imported within six months of a Staff member's first entry into the United Arab Emirates.

Section 18 – WAIVER OF PRIVILEGES AND IMMUNITIES

Privileges and immunities are accorded to the Staff of the Preparatory Commission not for the personal benefit of the individuals themselves, but in order to safeguard the independent exercise of their functions in connection with the Preparatory Commission. Consequently, the Interim Director shall not only have the right but is under a duty to waive the immunity of Staff in any case where, the immunity would impede the course of justice and it can be waived without prejudice to the purpose for which the immunity is accorded.

Such immunities may be waived by the following authorities:

- a. For Delegates of Signatories and their immediate dependents: the Signatory State concerned;
- b. For the Interim Director-General and his/her family: the Preparatory Commission;
- c. For members of staff and Immediate Dependants and members of their families: the Interim Director-General.

In all cases, such waiver must be expressly waived in writing.

Section 19

The Preparatory Commission shall cooperate at all times with the appropriate authorities of the United Arab Emirates to facilitate the proper administration of justice, to secure the observance of police regulations, and to prevent the occurrence of any abuse in connection with the privileges, immunities and facilities referred to in this Article.

If the host country considers that there has been an abuse of a privilege or immunity conferred by this Agreement, consultations shall be held between the Government and the Interim Director-General to determine whether any such abuse has occurred and, if the abuse of privilege or immunity is confirmed the Government of the United Arab Emirates might consider requesting departure from the United Arab Emirates and consider the person persona non grata.

**ARTICLE X**  
**SETTLEMENT OF DISPUTES**

*Section 20*

The Preparatory Commission and the Government shall make provisions for appropriate modes of settlement of:

- a. disputes arising out of contracts and other disputes of a private law character to which the Preparatory Commission is a party;
- b. disputes involving a member of staff of the Preparatory Commission who, by reason of his or her official position, enjoys immunity, if such immunity has not been waived.

*Section 21*

Any dispute between the Parties concerning the interpretation or application of this Agreement or any question affecting the Headquarters or relations between the Parties that is not settled by negotiation or other agreed mode of settlement shall be referred for final and binding decision to a tribunal of three arbitrators at the request of either Party. The arbitration shall be held in a place, mutually agreed upon between the Parties. For the purposes of the implementation of this Section:

- a. each Party shall appoint and brief one arbitrator and advise the other Party of the name of its arbitrator. In the event that within thirty (30) days of the request for arbitration either Party has not appointed an arbitrator, either Party may request the President of the International Court of Justice to appoint an arbitrator. The third arbitrator, who shall be chairman of the tribunal, shall be chosen by the first two arbitrators. Should the first two arbitrators fail to agree upon the third within six (6) months of their appointment, the third arbitrator shall be chosen by the President of the International Court of Justice at the request of either Party.
- b. a majority vote of the arbitrators shall be sufficient to reach a decision, including decisions on procedural matters, which shall be final and binding; and
- c. the expenses of arbitration shall be borne by the Parties as laid down in the arbitral award.

**ARTICLE XI**  
**SUPPLEMENTAL AGREEMENTS**

*Section 22*

The Preparatory Commission and the Government may enter into such supplemental agreements as may be necessary to give full effect to this Agreement.

**ARTICLE XII**  
**GENERAL PROVISIONS**

*Section 23*

- a. UAE shall not, on account of the Preparatory Commission activities on its territory, assume any international responsibility for acts or omissions of the Preparatory Commission or for those officials in the exercise of their duties.
- b. Nothing in this Agreement shall be construed as in any way limiting the right of the Host Country to take measures to safeguard its own security in the implementation of this Agreement.
- c. The Preparatory Commission shall co-operate at all times with the competent UAE authorities in order to facilitate the proper administration of justice, to ensure that police regulations are complied with and to prevent any abuse which could arise out of the privileges, immunities and facilities provided for in this Agreement.
- d. This Agreement may only be modified by written agreement between the Parties hereto. The Parties in keeping with the relevant resolutions and decisions of the Preparatory Commission shall settle any relevant matter for which no provision is made in this Agreement. Each Party shall give full and sympathetic consideration to any proposal advanced by the other Party under this Section.

**ARTICLE XIII**  
**ENTRY INTO FORCE, DURATION AND TERMINATION**

Section 24

- a. Both Parties shall notify each other in writing of the completion of their respective internal procedures required for the entry into force of this Agreement. The Agreement shall enter into force on the day following the date of the receipt of the second notification.
- b. This agreement shall apply until the date of the first meeting of the Assembly of IRENA. It shall remain into force beyond that date provided that it is approved by the Host Country and the Director General, and, in that event, the Government shall extend, *mutatis mutandis*, all provisions of this Agreement that are applicable to the Preparatory Commission, the Staff of the Preparatory Commission, and its Signatory States to IRENA, the Staff of IRENA, and its Member States, respectively.
- c. This Agreement may be terminated by a joint decision in a written agreement between the Preparatory Commission or, as applicable, IRENA, and the Government.
- d. In the event of the Headquarters of the Preparatory Commission being moved from the Host Country, this Agreement shall cease to be in force.
- e. The obligations assumed by the Government shall survive the termination of this Agreement to the extent necessary to permit orderly withdrawal of the property, funds and assets of the Preparatory Commission and Staff of the Preparatory Commission by virtue of this Agreement but not longer than ninety (90) days after termination. If closure and disposal procedures require more than the ninety days, the Preparatory Commission shall notify the Government and the time extension shall not exceed an additional ninety (90) days.

IN WITNESS WHEREOF the undersigned, being duly authorized representatives of the Parties, have signed this Agreement and have affixed their seals hereto.

Executed in Abu Dhabi, UAE, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in duplicate, and in the Arabic and English languages, each text being equally authentic.

**FOR AND ON BEHALF OF THE PREPARATORY COMMISSION OF THE  
INTERNATIONAL RENEWABLE ENERGY AGENCY:**

\_\_\_\_\_  
**By:**  
**Printed Name:**  
**Position:**  
**Signature Date:**

**FOR AND ON BEHALF OF THE GOVERNMENT OF THE UNITED ARAB  
EMIRATES:**

\_\_\_\_\_  
**By:**  
**Printed Name:**  
**Position:**  
**Signature Date:**

Fourth session  
24th and 25th October, 2010  
Abu Dhabi, UAE

Agenda Item 17

**Decision on the  
Commission of an Exceptional External Audit and Acceptance  
of the Audit Offer by Norway**

The Preparatory Commission for the International Renewable Energy Agency (hereinafter referred to as the “Commission”), at its fourth session:

*noting* the FROT recommendation number 10 (Independent Audit on IRENA’s operations) to conduct an urgent independent financial audit to increase transparency and accountability of the Commission;

*noting* that Member States need to have an accurate and independent understanding of the finances of the Commission to facilitate voluntary contributions;

*recognising* that the incoming senior management should have an impartial assessment of the assets and liabilities of the Commission as they come on board;

*noting* that the members have held extensive consultations on how annual audits should be conducted for IRENA, and on the Financial Regulations and Rules that should be adopted by IRENA on this issue;

*recognising* that an exceptional audit should not be held up by the ongoing discussion in the appropriate fora;

*pursuant* to Article 15 of the Financial Regulations and particularly Regulation 15.2

*noting* that discussions on this issue should continue towards the Fifth Preparatory Commission in Spring 2011;



and *noting* that neither of these external reviews is intended to prejudice the on-going discussions with regard to permanent audit arrangements for the Agency;

*mindful* to minimise the additional burden on the Secretariat staff during this transitional period, and emphasizing the hard work done by the Secretariat team in advance of the July 2010 FROT review which should provide a solid basis for this exceptional audit.

and *noting* with gratitude the generous offer of the Office of the Auditor General of Norway to conduct, free of charge, the comprehensive annual audit for 2010, and commending their offer to the Commission;

- I. Decides that the Secretariat shall host a publically tendered, year-to-date audit starting as soon as is practicable, and mandates the Secretariat to immediately draft and issue a request for proposals based upon the recommendations in the FROT report.
- II. Decides that this extraordinary audit shall be made available to all Signatories upon its completion, as well as to the Office of the Auditor General of Norway.
- III. Decides that this financial insight is not intended to replace the audit that will follow after the end of the financial year, or to make an exception to the application of Article 15 of the Financial Regulations and Chapter 15 of the Financial Rules of the Preparatory Commission.
- IV. Decides that the audit of the 2010 financial and calendar year will form the basis for the transition from Preparatory Commission to Agency at the First Assembly
- V. Accepts the generous offer of the Office of Auditor General of Norway to conduct the comprehensive annual audit for 2010, free of charge.

## Report of the Chair of the Credentials Committee

### I. Introduction

1. The Credentials Committee, established in accordance with Rule 10 of the Interim Rules of Procedure of the Preparatory Commission for the International Renewable Energy Agency (IRENA), met at the Abu Dhabi National Exhibition Centre (ADNEC), Abu Dhabi, United Arab Emirates, from 10.15 to 12.40 on 24 October 2010.
2. The Committee consisted of five representatives of the same IRENA Members as at the previous two sessions of the Preparatory Commission, namely Argentina (Chair), Norway, Philippines, Samoa and the United Arab Emirates.

### II. Examination of credentials

3. The Credentials Committee examined the documents submitted in accordance with Rule 9 of the Interim Rules of Procedure. A total of 74 Members had submitted their valid credentials, either as originals or copies:

*Afghanistan, Albania, Armenia, Australia, Azerbaijan, Bahrain, Bangladesh, Belarus, Benin, Brunei-Darussalam, Chad, Cyprus, Democratic Republic of the Congo, Denmark, Egypt, Fiji, Finland, France, Gambia, Germany, Guatemala, Guinea-Bissau, Iceland, Iran (Islamic Republic of), Iraq, Israel, Italy, Japan, Jordan, Kenya, Kuwait, Lesotho, Lithuania, Madagascar, Malaysia, Maldives, Mali, Mexico, Mongolia, Monaco, Nepal, Netherlands, Niger, Nigeria, Norway, Pakistan, Palau, Philippines, Poland, Portugal, Qatar, Republic of Korea, Samoa, Sao Tome and Principe, Serbia, Seychelles, Senegal, Sierra Leone, Slovakia, Slovenia, Somalia, Spain, Sri Lanka, Sweden, Switzerland, Togo, Tonga, Tunisia, Turkey, United Arab Emirates, United States of America, Vanuatu, Yemen, Zimbabwe.*

4. Signatory States that had presented insufficient credentials and copies would be requested to submit the original documents immediately after the current session of the Commission.
5. A number of Members had not presented new credentials. The composition of their delegations would be checked against the credentials they had submitted at previous sessions. According to Rule 9.4 credentials shall remain valid for all sessions of the Commission until they are withdrawn or replaced by new credentials.
6. Four Members, Argentina, European Union, Montenegro and Pakistan, had informed the Secretariat in advance that they would not be presenting new credentials at the current session, and that those submitted at the previous three sessions should be accepted as valid.
7. The Government of the Czech Republic had informed the Secretariat in advance that it would be unable to submit the credentials of its delegation on time.

---

**RAPPORTEUR'S REPORT OF THE FOURTH SESSION OF THE PREPARATORY COMMISSION OF  
THE INTERNATIONAL RENEWABLE ENERGY AGENCY HELD IN ABU DHABI, UNITED ARAB  
EMIRATES ON 24-25 OCTOBER, 2010**

**1. OPENNING OF THE SESSION**

The fourth Session of the preparatory Commission of the International Renewable Energy Agency was declared open by its Chairman, Mr Rafael Conde de Saro of Spain, who welcomed all delegates and thanked the United Arab Emirates for the excellent logistic arrangements. He then reminded all delegates of the great tasks ahead. He thereafter paid tribute to the founding father of IRENA and member of the German Parliament, late Dr Hermann Scheer, who recently passed away. Based on the recommendation of the Chairman the meeting observed a one minute's silence in honour of the late visionary, Dr Scheer.

The Interim Director General, Ms Helene Pelosse, made a brief power-point presentation showing on late Dr Hermann Sheer.

**2. ORGANISATIONAL MATTERS**

- a. The agenda, as proposed by the Chairman, was unanimously adopted.
- b. Australia, Korea, Poland and Sierra Leone, elected as Vice-Chairs by the third Preparatory Commission, were invited to the high table. Following the proposal of the Chairman, Prof Abubakar Sani Sambo of Nigeria was elected the Rapporteur of the Session.
- c. Argentina, Norway, Phillipines, Samoa and the United Arab Emirates were elected members of the Credentials Committee.
- d. The Chairman announced that 42 observers were participating in the meeting of the Preparatory Commission.

### **3. HIGH LEVEL SEGMENT**

Under the High Level Segment 30 Member States presented statements of support for IRENA and they provided briefs on their renewable energy policies, frameworks and activities.

### **4. REPORT OF THE DEPOSITARY**

The Depositary of IRENA, the Federal Republic of Germany, reported that from the third meeting of the Preparatory Commission to 21st October, 2010, 17 ratifications were obtained bringing the total ratifications to 42 (41 Member States and the European Union) while the total number of signatories stands at 149 (148 Member States and the European Union). The Depositary also informed the meeting that the Arabic version of the Statute of IRENA has been sent to the appropriate States and at the end of the given deadline it will be taken as approved if no objections were received.

### **5. REPORT OF THE CHAIR OF THE ADMINISTRATIVE COMMITTEE**

The Chair of the Administrative Committee made a brief presentation stressing that details will come from the various Working Groups and called on delegates to concentrate on substantive matters. He also emphasized that the implementation of the report of the Financial and Organizational Review Team (FROT) will provide a solid way forward for IRENA.

### **6. REPORT ON THE ESTABLISHMENT OF THE SECRETARIAT**

The Preparatory Commission noted the comprehensive report of the Interim Director General on the establishment of the Secretariat covering the period from June this year to date. The report covered, amongst others, recruitments, secondments, staff housing, appointments at D1/D2 levels, establishment of the IRENA Innovation and Technology Centre (IITC) at Bonn, establishment of the Irena Liaison Office (ILO) in Vienna, Staff Provident Fund, Financial Position of IRENA, Personnel issues, Information and Technology infrastructure, Conference Services, Delhi International Renewable Energy Conference as well as Cooperation with the host country.

A delegation thanked the IDG for the gender balance in the Secretariat's appointments and called on the incoming IDG to continue with that trend.

#### **7. RESIGNATION OF THE INTERIM DIRECTOR GENERAL**

The Preparatory Commission adopted the document on the resignation of the Interim Director-General with effect from 26th October, 2010.

#### **8. SUCCESSION OF THE INTERIM DIRECTOR-GENERAL**

Following the three premises put forward by the Chairman and the position expressed by the delegation of France, the Chairman proposed as follows:

- a. The incoming Deputy Director-General to serve as the IDG from  
1st November 2010 on wards
- b. The highest ranking officer in the Secretariat to look after the Agency  
from 26th October, 2010 to 1st November, 2010.

The Chair's proposal was accepted by acclamation. The incoming Deputy Director-General then addressed the Preparatory Commission and thanked all delegates and confirmed his acceptance to serve IRENA as the next IDG.

#### **9. REPORT OF THE CHAIR OF THE MANAGEMENT BOARD OF THE STAFF PROVIDENT FUND**

The report of the Chairman of the Management Board of the Staff Provident Fund, following explanations by the Chair of the Legal Working Group, was adopted by the Preparatory Commission.

#### **10. REPORT OF THE MANAGEMENT SELECTION COMMITTEE**

The Chairman of the Management Selection Committee reported that after a long process, the Committee, assisted by the IDG and the firm Ergon Zehnder selected:

- a. Mr A Amin as the Deputy Director General

- b. Mr H Lucas as the Director, Programmes, Capacity Building and Outreach
- c. Madame G Singh as the Director, Knowledge Management Innovation and Technology
- d. Mr D Gillen as Director IICT, Bonn.

The Preparatory Commission thanked the MSC for the hardwork and deligence with which they undertook the assignment. Messrs Gillen, Lucas and Amin, who were present at the meeting, addressed the Preparatory Commission one by one. All of them thanked the PrepCom for the confidence reposed in them by the appointments and they all promised to put in their best for IRENA.

#### **11. REPORT ON 2010 WORK PROGRAMME AND BUDGET**

The report of the Chair of the Working Group on the implementation of the 2010 Work Programme regarding the 2011 Work Programme and Budget, after some clarifications, was adopted.

#### **12. REPORT OF THE FINANCIAL AND ORGANISATIONAL REVIEW TEAM (FROT) AND COMMENTS OF THE SECRETARIAT**

The report of the Financial and Organisational Review Team (FROT), as presented by the Chair of FROT and the Secretariat, was noted by the preparatory Commission.

#### **13. REPORTS ON THE DRAFT RULES OF PROCEDURE OF THE ASSEMBLY AND DRAFT RULES OF PROCEDURE OF THE COUNCIL**

The Preparatory Commission decided to refer the items on Draft Rules of Procedure of the Assembly and the Draft Rules of Procedure of the Council to the Chair of the Administrative Committee to conduct a wide consultation before improving the texts of the two documents that will be finalised at the next meeting of the Preparatory Commission.

**14. REPORT ON THE SELECTION PROCEDURE FOR PROJECTS OF THE ABU DHABI FUND FOR DEVELOPMENT**

The report of the selection procedure for projects requiring funding from the Abu Dhabi Fund for Development, as presented by the Chairman of the Working Group on Governance, was adopted by the Preparatory Commission as recommended.

**15. REPORT ON ISSUES RELATING TO THE APPOINTMENT OF THE DIRECTOR-GENERAL AT THE FIRST ASSEMBLY**

The procedure to identify candidates for the position of Director-General and the terms and conditions of the office, was adopted by the Preparatory Commission following the Chair's proposal to suppress the language issue in line with the position expressed by the delegation of France.

**16. REPORT ON THE IMPLEMENTATION OF THE 2010 WORK PROGRAMME AND BUDGET**

The report of the Secretariat and Chair of the Working Group on 2010 Work Programme was noted. The hardwork put into the subject under reference was clearly noticed and the Chairman of the Preparatory Commission congratulated the Secretariat and the Working Group for that.

**17. REPORT ON HEAD QUARTERS AGREEMENT**

The Chairman also congratulated the Working Group on Head Quarters Agreement and based on his proposal the report of the Group was adopted by the Preparatory Commission. The Assistant Minister (Legal Matters) of the Foreign Affairs Ministry of the United Arab Emirates presented a brief address of support of his country to IRENA. Thereafter the document on the Head Quarters Agreement was signed by him on behalf of the Government of the UAE and the Chair of the Preparatory Commission on behalf of IRENA.

**18. PRESENTATION OF A BEST PRACTICE EXAMPLE**

Canopus Foundation made an inspiring presentation on "Solar For All" stressing poverty alleviation, sustainable development and low-cost technologies. The initiative has succeeded in pooling financial contributors to the project. The presentation recommended that more efforts be dedicated to the development of low-cost off-grid solar photovoltaic modules and the remaining balance of system components as a way to address the challenge of energy access facing the developing world. Canopus Foundation informed the meeting that they came up with a set of three best practice examples after instituting a "Solar For All Design" contest that was keenly responded to.

**19. REPORT OF THE CHAIR OF LEGAL WORKING GROUP**

The report on the commission of an exceptional external audit and the acceptance of the audit offer by Norway as presented by the Chair of the Legal Working Group, after some clarifications, was adopted by the Preparatory Commission.

**20. WORK OF THE PREPARATORY COMMISSION BEYOND ITS 4TH SESSION AND OF THE ADMINISTRATIVE COMMITTEE BEYOND ITS 6TH SESSION**

The Chairman of the Preparatory Commission reported that after a wide consultation with Member States he proposed as follows:

**a. Working Groups**

The Working Groups should continue to function. Tonga will replace United Kingdom as Chair of the Legal Working Group following the withdrawal of the latter as Chair of the Group.

**b. Date of the Next Session**

The next set of meetings will hold from 2nd-5th April 2011 with the Administrative Committee on 2nd April, the Preparatory Commission on 3rd April and the First Assembly on 4th-5th April 2011.



The Working Groups will meet a day or two before the Administrative Committee's meeting.

c. Chair and Vice-Chairs of the Session

Sierra Leone is to serve as Chair with Guatemala, Norway, Pakistan and Tonga as Vice-chairs.

The Chairman's proposals were accepted.

**21. CONSTITUTION OF THE DIRECTOR-GENERAL SELECTION COMMITTEE**

The Chairman of the Preparatory Commission reported that after extensive consultations with Member States of IRENA, which he undertook along with the Chair of the Administrative Committee, the proposed composition of the Director General Selection Committee to comprise of Denmark, Japan, Nigeria, United States of America, Samoa, Spain, France, Mali, Argentina and Iran. The Chairman also proposed the list of States to be on reserve, to replace any of the listed 10 that may eventually field a candidate for the position, as follows: Serbia, Italy, Democratic Republic of Congo, Lesotho, Mexico, Australia, Korea, Egypt and Morocco.

The proposals of the Chairman were unanimously accepted.

**22. ANY OTHER BUSINESS**

Based on the recommendation of the Chairman of the Preparatory Commission, the meeting resoundingly accepted the resolution to honour the late Visionary and founding father of IRENA, Dr Hermann Scheer.

**23. CLOSURE OF THE SESSION**

a. The report of the Chairman of the Credentials Committee, which informed the Preparatory Commission that 73 countries presented credentials of full powers, was accepted.

b. The Rapporteur of the Session, Prof Abubakar S Sambo, presented

- a concise summary of the highlights of the 4th Session of the Preparatory Commission, which were as contained in this report. Based on recommendation of the Chairman of the Preparatory Commission, the Rapporteur's report was duly accepted.
- c. In closing the meeting, the Chairman thanked all delegations for a very fruitful session. He then thanked the departing IDG for her hardwork in contributing to the development of the Agency. The Chairman then congratulated and welcomed the new DDG who will be taking over the headship of IRENA. The Chairman stated that henceforth he will not be actively participating in the affairs of the Agency in view of the fact that he will soon assume his new post as Ambassador of Spain to Indonesia but that he will be available to respond to any issues put across to him.

**Prof Abubakar Sani Sambo**

**Rapporteur**

**25th October, 2010**