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**INTERNATIONAL RENEWABLE ENERGY AGENCY**

Fifth session of the Assembly

Abu Dhabi, 17 – 18 January 2014

**Note by the Secretariat on the  
Rules of Procedure of the Assembly and of the Council of IRENA**

1. At its first session, the Assembly, with decision A/1/DC/1, adopted Provisional Rules of Procedure of the Assembly and of the Council. These Provisional Rules were amended by the Assembly at its second session through decision A/2/DC/4, and at its third session with the adoption of the amendments regarding Council composition, election and rotation contained in document A/3/5 (see paragraph 49 of A/3/SR/1). The Rules of Procedure of the Assembly and of the Council, including all amendments to the Provisional Rules, as contained in document A/3/6, were adopted by the Assembly in decision A/3/DC/2. They were supplemented by an addendum, adopted by the Assembly at its fourth session through decision A/4/DC/3, on the selection and appointment of the Director-General of IRENA contained in A/4/11.
2. In decision A/2/DC/4 on the Rules of Procedure for subsidiary organs to be included in the Provisional Rules of Procedure of the Assembly and of the Council, the Assembly decided to ‘review the Rules of Procedure of the Council prior to the fifth session of the Assembly with a view to considering any amendments, if required, at the fifth session of the Assembly’.
3. At its eighth meeting, the Council considered amendments to the Rules of Procedure of the Council as contained in document C/8/4, recommended that the Assembly approve them, and requested the Secretariat to submit to the fifth session of the Assembly a consolidated text of the Rules of Procedure of the Assembly and of the Council, including all proposed amendments, for the Assembly’s consideration and approval in accordance with the procedure set forth in Rule 52 of the Rules of Procedure of the Council.
4. As per the Council’s request, the Secretariat has prepared a consolidated text of the Rules of Procedure of the Assembly and the Rules of Procedure of the Council, containing the proposed amendments referred to in paragraph 3 above and the addendum adopted through decision A/4/DC/3, which is annexed to the present note.

**Rules of Procedure of the Assembly of IRENA**  
**and**  
**Rules of Procedure of the Council of IRENA**

## **Rules of Procedure of the Assembly**

**I. SESSIONS**

**A. REGULAR SESSIONS**

**Rule 1 Frequency of sessions**

The Assembly of the International Renewable Energy Agency (hereinafter referred to as "the Agency") shall meet annually unless it decides otherwise. The session shall be convened on a date set by the Assembly at its previous regular session.

**Rule 2 Notification of sessions**

The Director-General of the International Renewable Energy Agency (hereinafter referred to as "the Director-General"), on behalf and under the authority of the President of the Assembly (hereinafter referred to as "the President"), shall notify all Members of the Assembly at least 90 days in advance of each regular session, of the opening date, place and expected duration thereof.

**B. SPECIAL SESSIONS**

**Rule 3 Summoning by the Assembly**

Special sessions of the Assembly shall be convened when decided by the Assembly or as otherwise provided for in these Rules.

**Rule 4 Summoning at the request of the Council**

Special sessions of the Assembly shall be convened not later than 60 days after the receipt by the President of a request for such a session from the Council of the International Renewable Energy Agency (hereinafter referred to as "the Council"), unless specified otherwise in the request.

**Rule 5 Summoning at the request of Members**

Any Member of the Assembly may request the President to convene a special session of the Assembly. The President shall immediately inform the other Members of the Assembly of the request, communicate to all Members the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a special session and inquire whether they concur with it. If within 30 days of the date of the communication one third of the Members concur with the request, a special session of the Assembly shall be convened by the President not later than 60 days after the receipt of such concurrence.

**Rule 6 Notification of special sessions**

The Director-General, on behalf and under the authority of the President, shall notify all Members of the Assembly at least 30 days in advance of each special session, of the opening date, place and expected duration thereof.

## C. GENERAL

### **Rule 7 Place of sessions**

Sessions of the Assembly shall take place at the seat of the Agency unless the Assembly decides otherwise.

### **Rule 8 Financial implications**

The actual additional costs directly or indirectly associated with holding a session away from the seat of the Agency shall be borne by the Government hosting that session.

### **Rule 9 Written procedure**

As may be required in extraordinary circumstances for the fulfillment of its powers and functions, the Assembly may act by means of proxy letter, e-mail or such other method of communication in which the participation of each member of the Assembly may be facilitated and the votes of each member of the Assembly may be recorded, subject to procedures determined by the Assembly in a separate decision whereby the provisions of the Statute concerning quorum and majorities as well as other relevant provisions of these Rules shall be fully respected.

## II. AGENDA

### A. REGULAR SESSIONS

#### **Rule 10 Provisional agenda**

The provisional agenda for all regular sessions of the Assembly shall be drawn up by the Director-General with the approval of the Council and under the authority of the President and shall be sent by him or her to all Members of the Assembly not later than 30 days in advance of the session.

#### **Rule 11 Contents of the provisional agenda**

The provisional agenda for each regular session should generally include:

- (a) All items the inclusion of which has been decided by the Assembly at a previous session;
- (b) All items proposed by the Council, including those which were brought to the attention of the Council by the Director-General;
- (c) Items proposed by Members of the Assembly;
- (d) Election of members to the Council;
- (e) The draft annual report of the Secretariat, submitted by the Council, concerning the activities of the Agency, and such other reports as the Council deems necessary or which the Assembly may request;
- (f) The draft work programme, organisational chart and budget of the Agency, submitted by the Council, for the ensuing financial period;

- (g) The External Auditor's report, the annual audit of the Agency and reports of any other audit activity that may have been conducted during the reporting period;
- (h) If required, the draft scale of assessments to be paid by Members;
- (i) The opening date, venue and anticipated duration of the next regular session of the Assembly; and
- (j) Other items required by the Statute of the International Renewable Energy Agency (hereinafter referred to as “the Statute”).

**Rule 12 Supplementary items**

A Member of the Agency, the Council, the Director-General, in agreement with the Council, may, not later than 30 days before the date set for the opening of any regular session, request the inclusion of supplementary items in the agenda. With the approval of the President, such items shall be placed on a supplementary list, which shall be communicated to Members at least 21 days before the opening of the session.

**Rule 13 Approval of the agenda**

At each session the provisional agenda and the supplementary list, if applicable, shall be submitted to the Assembly as soon as possible after the opening of the session.

**Rule 14 Additional items**

Any items of an important and urgent character, proposed by a Member, which have not been placed on the provisional agenda pursuant to Rule 10 of these Rules or on the supplementary list pursuant to Rule 12 of these Rules, shall be referred to the President, who shall report promptly thereon to the Assembly. Such items may be placed on the agenda if the Assembly so decides.

**B. SPECIAL SESSIONS**

**Rule 15 Provisional agenda**

The provisional agenda for all special sessions of the Assembly shall consist only of those items proposed for consideration in the decision or the request for holding the special session and shall be drawn up by the Director-General with the approval of the Council and under the authority of the President and shall be sent by him or her to all Members of the Agency together with the notification of the special session.

**Rule 16 Approval of the agenda**

The provisional agenda for each special session shall be submitted to the Assembly as soon as possible after the opening of the session for approval.

**Rule 17 Additional items**

Any items of an important and urgent character, proposed by a Member or the Council, which have not been placed on the provisional agenda pursuant to Rule 15 of these Rules shall be referred to the President,

which shall report promptly thereon to the Assembly. Such items may be placed on the agenda if the Assembly so decides.

### **C. GENERAL**

#### **Rule 18 Explanatory memoranda**

Each item proposed for inclusion in the agenda shall be accompanied by such supporting documents as necessary to support the Assembly's consideration of the issue.

#### **Rule 19 Circulation of supporting documents**

All draft reports, decisions, programme and budget of the Agency and other documents relating to the provisional agenda of the session shall be sent by the Director-General to each Member of the Assembly no later than 30 days in advance of the session. All supporting documents shall at the same time be made available on the Agency's website, with the exception of those documents that are decided to be confidential by the Assembly or the Council based on the criteria in Rule 73. The latter may only be made available on the password-secured area of the Agency's website.

### **III. REPRESENTATION OF MEMBERS AND PARTICIPATION OF OBSERVERS**

#### **Rule 20 Composition of delegations**

Each Member of the Agency shall be represented at the Assembly by one representative, who may be accompanied by as many alternates and advisers as may be required by the delegation. The representative and all such alternates and advisers shall constitute the Member's delegation to the Assembly.

#### **Rule 21 Alternates**

Each representative may designate any alternate in his or her delegation to act in his or her place during the Assembly.

#### **Rule 22 Representation on committees and other subsidiary organs of the Assembly**

Each representative may designate any member in his or her delegation to act for his or her delegation on any committee or other subsidiary organ of the Assembly on which his or her delegation is represented.

#### **Rule 23 Participation of observers**

Signatories, applicants for membership, and other entities to whom observer status may be granted by the Assembly under Article VII of the Statute, should inform the President, who shall place such request for observer status on the agenda of the Assembly for its consideration.

#### **IV. CREDENTIALS**

##### **Rule 24 Submission of credentials**

The credentials of each representative and the names of the persons constituting the Member's delegation shall be submitted to the Secretariat if possible not less than seven days in advance of the session which the delegation will attend. The credentials shall be issued by the competent authority of the Member.

##### **Rule 25 Examination of credentials**

A Credentials Committee shall be appointed at the beginning of each session. It shall consist of nine members, which shall be appointed by the Assembly on the proposal of the President. The Committee shall elect its own officers. It shall examine the credentials of all representatives and report without delay to the Assembly. Meetings of the Credentials Committee shall be held in private unless decided otherwise by the Committee.

##### **Rule 26 Provisional admission to a session**

Pending a decision upon their credentials, representatives shall be entitled to participate provisionally in the session. Any representative to whose admission a Member has made objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the Assembly has given its decision.

#### **V. PRESIDENT, VICE-PRESIDENTS, RAPPORTEUR AND OTHER OFFICIALS**

##### **Rule 27 Election of President and Vice-Presidents**

The Assembly shall elect a President and four Vice-Presidents, having due regard to equitable geographical representation.

##### **Rule 28 Period of office**

At the end of each session, the Assembly shall designate a President and four Vice-Presidents that will then formally be elected at the beginning of the next session of the Assembly. At the beginning of each meeting of the Assembly, the Assembly shall confirm the designation made at the previous meeting and so elect a President and four Vice-Presidents from among its membership. For the purpose of a smooth transition and continuity of work, the designated President and/or Vice-Presidents shall work in collaboration with the elected President and/or Vice-Presidents to the preparation of the next Assembly only if the latter so agrees.

**Rule 29 Voting**

The President shall not vote, but may appoint another member of his or her delegation to vote in his or her place.

**Rule 30 Acting President**

If the President is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfilment of the responsibilities of the office of President he or she should not preside over the Assembly during the consideration of a particular question, he or she shall appoint one of the Vice-Presidents to take his or her place, who, while acting as President, shall have the same powers and duties as the President.

**Rule 31 Rapporteur and other officials**

At the beginning of each Assembly session, the President shall propose to a Member of the Assembly to act as Rapporteur. The President shall also appoint other officials, having due regard to equitable geographical representation. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the President.

**Rule 32 Vacancies**

A vacancy in the office of any official shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**VI. COUNCIL AND SECRETARIAT**

**Rule 33 Representation of the Council**

The Council shall be represented at the Assembly by its Chair or by such person or persons serving at the Council that are appointed by him or her.

**Rule 34 Role of the Director-General**

The Director-General shall participate without the right to vote at all sessions of the Assembly and of its committees and other subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions. The Director-General or his or her representative may, with the approval of the President, make oral or written statements to such sessions.

**Rule 35 Duties of the Secretariat**

(a) The Director-General shall provide the staff required by the Assembly, its committees and other subsidiary organs and shall be responsible for all the necessary arrangements for the sessions of the Assembly, its committees and other subsidiary organs.

(b) This shall include the receipt, reproduction and distribution of documents of the Assembly, its committees and other subsidiary organs; the maintenance of documents of the Assembly in the archives of the Agency; the publication of reports of the sessions of the Assembly; the distribution of all documents of the Assembly to the Members of the Agency; and the performance of all other work which the Assembly, its committees or other subsidiary organs may require.

**VII. SUBSIDIARY ORGANS OF THE ASSEMBLY**

**Rule 36 Establishment of subsidiary organs**

The Assembly may, in accordance with Art. IX. paragraph G. subparagraph 5 of the Statute, set up such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Assembly shall also agree on their terms of reference, membership, number of members, tenure and deliverables. When determining the membership, the Assembly shall take into account equitable geographic distribution. Subsidiary organs should be reviewed annually by the Assembly to determine whether they should be continued or their terms of reference modified. Membership in subsidiary organs created by the Assembly may include Members and Signatories of the Statute.

**Rule 37 Officials**

Subsidiary organs may have one Chair and Vice-Chair, each of which shall be elected by the Assembly. Each subsidiary organ of the Assembly may elect officials other than the Chair and Vice-Chair. These officials shall be elected on the basis of equitable geographical representation, experience, personal competence and gender balance.

Chairs of subsidiary bodies shall serve for one year terms, renewable one time. The Assembly may replace Chairs and Vice-Chairs of its subsidiary organs when necessary as, for example, when a Chair is no longer available or is not adequately fulfilling the role. Because Chairs of subsidiary organs must chair the organ without prejudice, they may bring an additional representative to participate as a member of the organ. Where considered necessary by the Chair, the Vice-Chair may be permitted to bring an additional representative of the constituency to participate as a member of the committee.

**Rule 38 Dates of meetings**

Subsidiary organs shall meet only as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Council or other subsidiary organs should be taken into account when setting the dates of meetings.

**Rule 39 Notification and provisional agenda**

The Chair, in close collaboration with the Secretariat, shall prepare the provisional agenda for meetings of the subsidiary organ. The Chair of a subsidiary organ shall provide notification as far in advance as possible, but in all cases no later than 30 days prior to the commencement of any meeting of the subsidiary organ, and shall endeavor to provide the provisional agenda and all supporting documents to all members of the subsidiary organ at least 15 days in advance of the meeting.

**Rule 40 Reference of agenda items to subsidiary organs**

Agenda items relating to the same category of subjects shall be referred to the subsidiary organ or organs dealing with that category of subjects. Subsidiary organs shall not introduce items outside of the scope of their mandates on their own initiative.

**Rule 41 Conduct of business in subsidiary organs**

Subsidiary organs shall conduct their business employing working methods that are efficient and result oriented, including electronic communications, avoiding unnecessary formalities and delays. The Chair of a subsidiary organ may allow participation by experts nominated by Members, as well as independent experts, if appropriate. Subsidiary organs shall not vote but shall submit reports to the Assembly listing the participants and setting out the views expressed in the organ and the reasons therefor.

**VIII. CONDUCT OF BUSINESS AT SESSIONS OF THE ASSEMBLY****Rule 42 Public and closed sessions of the Assembly**

(a) Sessions of the Assembly and all subsidiary organs shall be held in public. In its discretion, the Assembly may conduct its business in closed sessions (Members and alternates only) if extraordinary circumstances so require. Where the Assembly determines that substantial parts of sessions are to be closed, the Secretariat must provide at least 7 days notice to Members and observers. This cannot preempt the right of the Assembly to declare parts of a session closed during the course of a session.

(b) Subject to any decision of the Assembly, the Director-General shall make appropriate arrangements for the admission of representatives of the press and of other information agencies to public sessions of the Assembly.

**Rule 43 Functions of the President during Assembly sessions**

In addition to exercising the powers which are conferred upon him or her by these Rules, the President shall declare the opening and closing of each session of the Assembly, shall direct its discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Rules, shall have control of the proceedings of the Assembly and over the maintenance of order at its sessions. The President may propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the

suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

### **Rule 44 Speeches**

No representative may address the Assembly without having previously obtained the permission of the President. Subject to Rule 45 of these Rules, the President shall call upon speakers in the order they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

### **Rule 45 Precedence**

The President may accord precedence to the Chair of the Council and to the Chair or other officer of a committee or any other subsidiary organ of the Assembly, for the purpose of explaining a report or recommendations submitted to the Assembly. He or she may also accord precedence to the Director-General or his or her representative.

### **Rule 46 Points of order**

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these Rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote and the President's ruling shall stand unless overruled by a majority of the Members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

### **Rule 47 Time-limit on speeches**

The Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When debate is limited and a representative has spoken his or her allotted time, the President shall call him or her to order without delay.

### **Rule 48 Closing of list of speakers and right of reply**

During the course of a debate the President may announce a list of speakers and, with the consent of the Assembly, declare the list closed. He or she may, however, accord the right of reply to any representative if a speech delivered after the list has been closed makes this desirable.

### **Rule 49 Adjournment of debate**

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall be immediately decided. The President may limit the time to be allowed to speakers under this Rule.

**Rule 50 Closure of debate**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately decided. If the Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this Rule.

**Rule 51 Suspension or adjournment of the session**

A representative may at any time move the suspension or the adjournment of the session. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the session. No discussion on such motions shall be permitted and they shall be immediately decided.

**Rule 52 Order of procedural motions**

Subject to Rule 46 of these Rules, the following motions shall have precedence in the following order over all proposals or motions before the session:

- (a) To suspend the session;
- (b) To adjourn the session;
- (c) To adjourn the debate on the item under discussion; and
- (d) To close the debate on the item under discussion.

**Rule 53 Decisions on competence**

Subject to Rule 52 of these Rules, any motion calling for a decision on the competence of the Assembly to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

**Rule 54 Proposals and amendments**

Proposals and amendments shall normally be submitted in writing to the Secretariat which shall circulate copies to all delegations. Following the distribution of copies, delegations shall be given reasonable time before proposals are discussed or considered for decision.

**Rule 55 Withdrawal of proposals or motions**

Any proposal or a motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Assembly. A proposal or a motion thus withdrawn may be reintroduced by any representative.

**Rule 56 Reconsideration of proposals or amendments**

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

## **IX. VOTING**

### **Rule 57 Voting and quorum**

Voting in the Assembly as well as the quorum shall be consistent with Article IX paragraph F of the Statute.

### **Rule 58 Methods of voting**

The normal method of voting shall be by show of hands. Any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the Members of the Agency, beginning with the Member whose name is drawn by lot by the President. The name of each Member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention". The result of the vote shall be inserted in the record of the session.

### **Rule 59 Conduct during voting**

After the President has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting.

### **Rule 60 Explanation of vote**

Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

### **Rule 61 Division of proposals and amendments**

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be first voted upon. Permission to speak on the motion for division shall be accorded only to two representatives in favour and two representatives against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

### **Rule 62 Voting on amendments**

(a) When an amendment to a proposal is moved, the amendment shall be voted first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next

furthest removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 63 Voting on proposals**

If two or more proposals relate to the same question, the Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

**Rule 64 Equally divided votes**

If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

**X. ELECTIONS**

**A. ELECTIONS OF OFFICIALS**

**Rule 65 Secret ballot**

Elections shall be by secret ballot unless there is acclamation.

**Rule 66 Elections to fill one elective place**

When only one elective place is to be filled and no candidate obtains in the first ballot a majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

**Rule 67 Elections to fill two or more elective places**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in

the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

**Rule 68 Appointment of the Director-General**

Designation of the Director-General shall be consistent with Article IX, paragraph I of the Statute. When voting is necessary, it shall be conducted by secret ballot in accordance with Rule 66.

**B. ELECTIONS OF COUNCIL MEMBERS**

**Rule 69 Nominations**

For the purpose of elections to the IRENA Council, four candidacy groups are established as elaborated in the annex to these Rules:

- Group A: Europe and Others;
- Group B: Asia and the Pacific;
- Group C: Africa; and
- Group D: Latin America and the Caribbean.

Each group shall agree on the nomination of its candidates and alternates, who shall be Members of the Agency<sup>1</sup> as communicated by the Secretariat thirty days before the relevant Assembly.

**Rule 70 Distribution of seats**

To ensure equitable geographical distribution and effectiveness of its work, the Council will be composed in the following manner:

- Seven (7) seats to members of Group A – Europe and Others, allocation will be determined on a fair and equitable basis among Eastern Europe, Western Europe and Others;
- Six (6) seats to members of Group B – Asia and the Pacific, one of which will be reserved for Members from the Pacific Islands;
- Five (5) seats to members of Group C – Africa;
- Three (3) seats to members of Group D – Latin America and the Caribbean, one of which will be reserved for CARICOM Members.

Each group may nominate up to 3 alternates, and shall present alternates alongside candidates to the Assembly.

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<sup>1</sup> Members of the Agency are those that have deposited an instrument of ratification or accession with the Depository, according to Articles VI (B) and XIX, at least 30 days prior to the Assembly in which the election will take place.

## **XI. DOCUMENTATION**

### **Rule 71 Reports**

(a) Reports of sessions of the Assembly shall contain the text of all recommendations and decisions of the Assembly adopted at that session. The report shall be prepared by the Secretariat in close cooperation with the Rapporteur who will provide the report to the President and the Vice-Presidents no later than 30 days following adjournment of the Assembly session. The Secretariat shall, immediately upon approval of the Rapporteur and President, make such reports available to all Members of the Agency. Reports of Assembly sessions shall not be official until approved by the Assembly.

(b) Reports of meetings of subsidiary organs of the Assembly and their recommendations shall be issued by the Secretariat, unless the Assembly decides otherwise.

### **Rule 72 Official records**

A set of official records shall be maintained by the Secretariat, containing the text of all recommendations and decisions of the Assembly, recommendations of subsidiary organs to plenary sessions of the Assembly, as well as a complete set of all Assembly documents.

### **Rule 73 Publication of Assembly Documents**

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Assembly. Such documents shall normally be posted on the Agency website and shall include, at a minimum and subject to the provisions above, the final reports of each Assembly meeting, a record of all Assembly decisions, and all documents supporting the work of the Assembly and its subsidiary organs.

## **XII. AMENDMENT OF RULES**

### **Rule 74 Amendments**

These rules may be amended by the Assembly in accordance with Article IX. paragraph H.2. of the Statute.

### Regional Groupings

#### GROUP A - Europe and Others (53)

Albania	Cyprus	Israel	Poland	The Former Yugoslav Republic of Macedonia
Andorra	Czech Republic	Italy	Portugal	
Armenia	Denmark	Latvia	Republic of Moldova	Turkey
Australia	Estonia	Liechtenstein	Romania	
Austria	Finland	Lithuania	Russian Federation	Ukraine
Azerbaijan	France	Luxembourg	San Marino	United Kingdom
Belarus	Georgia	Malta	Serbia	United States of America
Belgium	Germany	Monaco	Slovakia	
Bosnia Herzegovina	Greece	Montenegro	Slovenia	
Bulgaria	Hungary	Netherlands	Spain	
Canada	Iceland	New Zealand	Sweden	
Croatia	Ireland	Norway	Switzerland	

#### GROUP B - Asia and the Pacific (53)

Afghanistan	Iran	Maldives	Philippines	Timor-Leste
Bahrain	Iraq	Marshall Islands	Qatar	Tonga
Bangladesh	Japan	Micronesia	Republic of Korea	Turkmenistan
Bhutan	Jordan	Mongolia	Samoa	Tuvalu
Brunei Darussalam	Kazakhstan	Myanmar	Saudi Arabia	UAE
Cambodia	Kiribati	Nauru	Singapore	Uzbekistan
China	Kuwait	Nepal	Solomon Islands	Vanuatu
DPR Korea	Kyrgyzstan	Oman	Sri Lanka	Viet Nam
Fiji	Lao PDR	Pakistan	Syrian AR	Yemen
India	Lebanon	Palau	Tajikistan	
Indonesia	Malaysia	Papua New Guinea	Thailand	

#### GROUP C - Africa (54)

Algeria	Congo	Guinea	Morocco	South Africa
Angola	Cote D'Ivoire	Guinea-Bissau	Mozambique	South Sudan
Benin	DR Congo	Kenya	Namibia	Sudan
Botswana	Djibouti	Lesotho	Niger	Swaziland
Burkina Faso	Egypt	Liberia	Nigeria	Togo
Burundi	Equatorial Guinea	Libya	Rwanda	Tunisia
Cameroon	Eritrea	Madagascar	Sao Tome and Principe	Uganda
Cape Verde	Ethiopia	Malawi	Senegal	UR of Tanzania
Central African Republic	Gabon	Mali	Seychelles	Zambia
Chad	Gambia	Mauritania	Sierra Leone	Zimbabwe
Comoros	Ghana	Mauritius	Somalia	

#### GROUP D - Latin America and the Caribbean (33)

Antigua and Barbuda	Chile	El Salvador	Mexico	Saint Vincent and the Grenadines
Argentina	Colombia	Grenada	Nicaragua	
Bahamas	Costa Rica	Guatemala	Panama	Suriname
Barbados	Cuba	Guyana	Paraguay	Trinidad and Tobago
Belize	Dominica	Haiti	Peru	
Bolivia	Dominican Republic	Honduras	Saint Kitts and Nevis	Uruguay
Brazil	Ecuador	Jamaica	Saint Lucia	Venezuela



**Rules of Procedure of the Council**

## **I. MEETINGS**

### **Rule 1 Frequency of meetings**

The Council of the International Renewable Energy Agency (hereinafter referred to as “the Council”) shall convene twice a year unless it decides otherwise. The Council shall determine at each meeting the time and place of its next regular meeting. The Council shall meet as often as may be required between regular meetings for the fulfillment of its powers and functions. The Council may be convened on the authority of the Chair, who shall convene a meeting of the Council at the request of the Assembly of the International Renewable Energy Agency (hereinafter referred to as “the Assembly”), or at the request of three members of the Council.

### **Rule 2 Notification of meetings**

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Council at an earlier meeting. For all other in-person meetings the Director-General of the International Renewable Energy Agency (hereinafter referred to as “Director-General”) in close coordination with the Chair shall notify each representative as far in advance as possible and in any case not less than 30 days in advance, informing of date, place and expected duration, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

### **Rule 3 Place of in-person meetings**

Meetings shall normally be held at the seat of the International Renewable Energy Agency (hereinafter referred to as “the Agency”), unless the Council decides otherwise.

### **Rule 4 Financial implications**

The actual additional costs directly or indirectly associated with holding a meeting away from the seat of the Agency shall be borne by the Government hosting the meeting.

### **Rule 5 Meetings other than in-person**

As may be required in extraordinary circumstances for the fulfillment of its powers and functions, the Council may act by means of proxy letter, teleconference, e-mail or such other method of communication in which the participation of each member of the Council may be facilitated and the votes of each member of the Council may be recorded, subject to procedures determined by the Council.

## **II. AGENDA**

### **Rule 6 Provisional agenda**

The Chair in collaboration with the Director-General shall prepare the provisional agenda for meetings of the Council. The provisional agenda shall include:

- (a) all items which the Council has previously decided to include in the provisional agenda, including, if necessary, consideration of the draft work programme, organisational chart and budget as well as arrangements for the next session of the Assembly;
- (b) all items referred to the Council by the Assembly;
- (c) reports prepared by the Secretariat of the International Renewable Energy Agency (hereinafter referred to as “the Secretariat”);
- (d) agreements or arrangements with States, international organisations and international agencies on behalf of the Agency, prior to submission for approval to the Assembly;
- (e) such other items as the Chair shall consider it necessary to include, after consultation with the Director-General and other members of the Council, as necessary.

### **Rule 7 Explanatory memoranda**

Each matter brought to the attention of the Council shall be accompanied by such supporting documents as appropriate and necessary to support the Council’s consideration of the issue.

### **Rule 8 Circulation of supporting documents**

Supporting documents shall be sent to each representative as far in advance as possible, and in any case not less than 30 days before the meeting. All supporting documents shall at the same time be made available on the Agency’s website, with the exception of those documents that are decided to be confidential by the Council based on the criteria in Rule 51. The latter may only be made available on the password-secured area of the Agency’s website.

### **Rule 9 Adoption of the agenda**

The Council shall adopt the agenda for a meeting at the beginning of that meeting.

## **III. REPRESENTATION OF MEMBERS**

### **Rule 10 Representatives**

Each member of the Council shall designate one person as its representative. Each representative may be accompanied by alternates and advisers. The representative and all such alternates and advisers shall constitute the member's delegation to the Council. The cost of representation shall be borne by the Member State concerned.

**Rule 11 Alternates**

Designated alternates may act in place of their representative if so required.

**Rule 12 Submission of credentials**

The credentials of representatives on the Council shall be submitted to the Director-General before the first meeting which they are to attend. The credentials shall be issued by the competent authority of the member authorizing the representative to perform on behalf of the member the functions indicated in the Statute of the International Renewable Energy Agency (hereinafter referred to as “the Statute”). They shall remain valid for the whole period for which that member was elected unless they are withdrawn or replaced by new credentials. Representatives shall notify the Director-General of the names of the alternates and advisers in their delegations in writing.

**Rule 13 Examination of credentials**

The credentials of each representative shall be examined through diplomatic channels.

**Rule 14 Provisional admission to a meeting**

Pending acceptance of the credentials of a representative of a member of the Council in accordance with Rule 13 of these Rules, such representative shall be seated provisionally with the same rights as other representatives.

**IV. CHAIR, VICE-CHAIR, RAPPORTEUR AND OTHER OFFICERS**

**Rule 15 Election of Chair and Vice-Chair**

The Council shall elect a Chair and a Vice-Chair, having due regard to equitable geographical representation.

**Rule 16 Period of office**

At the end of each meeting, the Council shall designate a Chair and a Vice-Chair that will then formally be elected at the beginning of the next meeting of the Council. At the beginning of each meeting of the Council, the Council shall confirm the designation made at the previous meeting and so elect a Chair and a Vice-Chair from among its membership. For the purpose of a smooth transition and continuity of work, the designated Chair and/or Vice-Chair shall work in collaboration with the elected Chair and/or Vice-Chair to the preparation of the next Council if the latter so agrees.

**Rule 17 General powers and duties of the Chair**

The Chair shall preside at all meetings of the Council. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of

Chair he or she should not preside over the Council during the consideration of a particular question, the Vice-Chair shall take his or her place, and shall have the same powers and duties as the Chair. The Chair and the Vice-Chair may at all times participate in the discussions of the Council as representatives and may also vote in that capacity. Alternatively the Chair or the Vice-Chair acting as Chair may designate another member of his or her delegation to participate in the discussion and vote in his or her place. The Chair will maintain close communications among the members of the Council between meetings, and will work closely with the Director-General as necessary to ensure Council awareness of the day-to-day business of the Agency.

### **Rule 18 Rapporteur and other officials**

At the beginning of each Council meeting, the Chair shall propose to a member of the Council to act as Rapporteur. The Chair shall also appoint other officials, having due regard to equitable geographical representation. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the Chair.

### **Rule 19 Vacancies**

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

### **Rule 20 Representation of the Council at the Assembly**

The Chair or such person or persons serving at the Council that are appointed by him or her shall represent the Council at the Assembly.

## **V. SECRETARIAT**

### **Rule 21 Role of the Director-General**

The Director-General or a representative designated by him or her shall participate, without the right to vote, in all meetings of the Council and its subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

### **Rule 22 Duties of the Secretariat**

The Secretariat shall provide all necessary support to the Council in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Council and its subsidiary organs; prepare and circulate reports of meetings, decisions adopted by the Council and any other documentation required; maintain custody of documents of the Council in the archives of the Agency; and generally perform all other work which the Council and its subsidiary organs may require.

## **VI. SUBSIDIARY ORGANS OF THE COUNCIL**

### **Rule 23 Establishment of subsidiary organs**

The Council may, in accordance with Article X paragraph F 9 and subject to Article VIII paragraph B of the Statute, set up such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Council shall also agree on their terms of reference, membership, number of members, tenure and deliverables. When determining the membership, the Council shall take into account fair and equitable geographic distribution and ensure effective participation of developing and developed countries. Subsidiary organs should be periodically reviewed by the Council to determine whether they should be continued or their terms of reference modified.

### **Rule 24 Participation**

Membership and participation in subsidiary organs created by the Council is limited to Members of the Agency. Committees shall not exceed ten members. Each Member may participate as a member in a maximum of two committees. Based on applications, Committee members shall be appointed at each first Council meeting following the Assembly's election of a new Council, and will continue until the appointment of new Committee members.

Committees are encouraged to conduct their formal business in an open and participatory manner, by providing all Members of the Agency the opportunity to participate equally in all committee activities.

### **Rule 25 Officials**

Subsidiary organs may have one Chair and one Vice-Chair, each of which shall be elected by the Council following the appointment of Committee members. Each subsidiary organ of the Council may elect officials other than the Chair and Vice-Chair. These officials shall be elected on the basis of equitable geographical representation, experience, personal competence and gender balance.

The Council may replace Chairs and Vice-Chairs of subsidiary organs when necessary as, for example, when a Chair is no longer available or is not adequately fulfilling the role. Because Chairs of subsidiary organs must chair the organ without prejudice, they may bring an additional representative to participate as a member of the organ. Where considered necessary by the Chair, the Vice-Chair may be permitted to bring an additional representative of the constituency to participate as a member of the committee.

### **Rule 26 Dates of meetings**

Subsidiary organs shall only meet as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Council or other subsidiary organs should be taken into account when setting the dates of meetings.

**Rule 27 Notification and provisional agenda**

The Chair, in close collaboration with the Secretariat, shall prepare the provisional agenda for meetings of the subsidiary organ. The Chair of a subsidiary organ shall provide notification as far in advance as possible, but in all cases no later than 30 days prior to the commencement of any meeting of the subsidiary organ, and shall endeavor to provide the provisional agenda and all supporting documents to all members of the subsidiary organ at least 15 days in advance of the meeting.

**Rule 28 Reference of agenda items to subsidiary organs**

Agenda items relating to the same category of subjects shall be referred to the subsidiary organ or organs dealing with that category of subjects. Subsidiary organs shall not introduce items outside of the scope of their mandates on their own initiative.

**Rule 29 Conduct of business in subsidiary organs**

Subsidiary organs shall conduct their business employing working methods that are efficient and results-oriented, including electronic communications, avoiding unnecessary formalities and delays.

The Chair of a subsidiary organ may allow participation by experts nominated by Members, as well as independent experts, if appropriate. Subsidiary organs shall not vote but shall submit reports to the Assembly listing the participants and setting out the views expressed in the organ and the reasons therefor.

**VII. CONDUCT OF BUSINESS AT MEETINGS OF THE COUNCIL**

**Rule 30 Open and closed meetings of the Council**

Meetings of the Council shall be open. In its discretion, the Council may conduct its business in closed sessions (members and alternates only) if the Council by a two thirds majority so decides. Where the Council determines that substantial parts of sessions are to be closed, the Secretariat must provide at least 7 days notice to Members and Observers. This cannot preempt the right of the Council to call for closed sessions during the course of a meeting.

**Rule 31 Functions of the Chair during Council meetings**

The Chair shall declare the opening and closing of each meeting of the Council, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Rules, have control of the proceedings of the Council and over the maintenance of order at its meetings. The Chair may propose to the Council the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion. The Chair shall, in exercising his or her functions, remain under the authority of the Council. No representative may address the Council without having previously obtained the permission of the Chair.

The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

**Rule 32 Points of order**

During the course of debate, a representative may rise to a point of order and the point of order shall be immediately decided by the Chair in accordance with these Rules. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the Chair's ruling shall stand unless overruled. A representative rising to a point of order shall not speak on the substance of the matter under discussion.

**Rule 33 Time-limit on speeches**

The amount of time to be allowed to each speaker and the number of times each representative may speak on any question may at any time be limited. When debate is so limited and a representative has spoken his or her allotted time, the Chair shall call him or her to order without delay.

**Rule 34 Adjournment of the debate**

During the debate on any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of and two against the motion, after which it shall be immediately voted upon. If the Council is in favour of the adjournment, the Chair shall declare the adjournment of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

**Rule 35 Closure of the debate**

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote. If the Council is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

**Rule 36 Suspension or adjournment of meetings**

During the debate on any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately voted upon.

**Rule 37 Order of procedural motions**

Subject to Rule 32 of these Rules, the following motions shall have precedence in the following order over all proposals or motions before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;

- (d) to postpone until a later fixed date a decision on the substance of any proposal; and
- (e) for the closure of the debate on the item under discussion.

**Rule 38 Decision on competence**

Subject to Rule 37 of these Rules, any motion calling for a decision on the competence of the Council to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

**Rule 39 Proposals and amendments**

Proposals and amendments shall normally be introduced in writing and handed to the Director-General who shall circulate copies to all the representatives. As a general rule, no proposal shall be discussed or put to the vote unless it has been circulated to all the representatives not later than the day preceding the meeting. The Chair may, however, permit the discussion and consideration of amendments or of motions as to procedure even though such amendments or motions have not been circulated or have only been circulated the same day.

**Rule 40 Withdrawal of proposals**

A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Council. A proposal which has thus been withdrawn may be reintroduced by any representative.

**Rule 41 Financial implications**

Before a proposal is voted upon, the Director-General shall be requested to provide in writing information on the programme budget implications of that proposal.

**VIII. VOTING**

**Rule 42 Voting and quorum**

Voting in the Council shall be consistent with Article X paragraph D of the Statute. Two thirds of the members of the Council shall constitute a quorum for decision making.

**Rule 43 Methods of voting**

- (a) Voting on all matters other than elections shall as a rule be by show of hands. Voting in elections shall be conducted by secret ballot.
- (b) Whenever a roll-call vote has been requested, it shall be taken in the English alphabetical order of the names of the members of the Council, beginning with the member of the Council whose name is drawn by lot by the Chair. Each representative shall reply affirmatively or negatively or abstain. The vote of each member of the Council participating in a roll-call vote shall be inserted in the record.

**Rule 44 Conduct during voting**

After the voting has begun, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

**Rule 45 Explanation of vote**

Representatives may explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

**Rule 46 Division of proposals and amendments**

A representative may move that parts of a proposal or an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried out, those parts of the proposal or amendment that are subsequently approved shall be put to the vote as a whole. If all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

**Rule 47 Voting on amendments**

(a) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Council shall first vote on the amendment deemed by the Chair to be the furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 48 Voting on proposals**

If two or more proposals relate to the same subject, the Council shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted. The Council may, after each vote on a proposal, decide whether to vote on the next proposal.

**IX. REPORTS**

**Rule 49 Reports of meetings**

Reports of meetings of the Council shall be prepared by the Secretariat in close cooperation with the Rapporteur who will provide the report to the Chair and Vice-Chair no later than 15 days following adjournment of the Council meeting. The Secretariat shall, immediately upon approval of the Rapporteur and Chair, make such reports available to all Members of the Agency. Reports of Council meeting shall not be official until approved by the Council.

**Rule 50 Reports of meetings of subsidiary organs**

Reports of meetings of subsidiary organs of the Council shall be made available to all Members upon issuance by those subsidiary organs.

**Rule 51 Publication of Council Documents**

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publically available all documents and records related to and used in support of the activities and decisions of the Council. Such documents shall normally be posted on the Agency website and shall include, at a minimum and subject to the provisions above, the final reports of each Council meeting, a record of all Council decisions, and all documents supporting the work of the Council and its subsidiary organs.

**X. AMENDMENT OF RULES**

**Rule 52 Amendments**

These rules may be amended by the Council in accordance with Article X. paragraph C. of the Statute, subject to Article IX. paragraph H.2. of the Statute.

## ADDENDUM

**Selection and appointment of the Director-General of IRENA****I. Statutory requirements and general principles**

1. Article XI.B. of the Statute of the International Renewable Energy Agency (IRENA) stipulates that the Director-General of IRENA “shall be appointed by the Assembly upon the recommendation of the Council for a term of four years, renewable for one further term, but not thereafter”.

2. Article IX.I. further specifies that “the Assembly shall designate [...] the Director-General [...] by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting”.

3. The procedure set out below reflects, and builds on, agreements reached by Members during the establishment phase of the Agency regarding the selection and appointment of the Director-General of IRENA. The procedure in its entirety will be guided by the best interest of the Agency, respect for the dignity of all candidates, and by full transparency, fairness and inclusiveness at all stages of the process.

**II. Roles and responsibilities**

4. The **Assembly of IRENA** appoints the Director-General of the Agency by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting (Article IX.I of the Statute).

5. The **Council of IRENA**, comprising 21 Members of the Agency which are elected by the Assembly on a rotating basis, puts forward a recommendation regarding the appointment of a new Director-General or the renewal of the incumbent Director-General to the Assembly. The Council takes decisions on matters of substance by a majority of two thirds of its members (Article X.D of the Statute).

6. The Council appoints a **Director-General Selection Committee (Committee)** from among its members at the earliest possible date to assist the Council in its task of making a recommendation for the appointment of a new Director-General to the Assembly. The Committee is composed of eight members and four alternates, two and one, respectively, from each regional grouping (Africa, Asia and the Pacific, Europe and Others, Latin America and the Caribbean, as set out in the Annex to the Rules of Procedure of the Assembly).

7. In order to provide effective assistance to the Council, the Committee appoints its Chair and Vice-Chair, establishes appropriate timelines and deadlines, prepares a vacancy announcement,

announces the position, reviews the applications, interviews selected candidates and presents a shortlist to the Council for its consideration. The Committee may take additional steps as needed in the process. The Committee acts by consensus, or, if no consensus can be reached, by a two-third majority.

8. The Committee Chair facilitates the efficient and continuous communication and cooperation between Committee members and ensures that the Committee agrees on and observes all necessary deadlines. The Committee works electronically to the extent possible in order to minimize expenses. Costs incurred through participation in the Committee will be borne by the members concerned, except for members from Least Developed Countries and Small Island Developing States (as per United Nations definition) whose participation will be financed from the Fund for Developing Country Representatives (FDCR).

### **III. Appointment procedure**

- a. By the close of the session of the Assembly marking three years since the appointment of the Agency's Director-General, the President of the Assembly notifies the membership of the forthcoming end of the four-year term of the Director-General.
- b. As soon as possible, the Director-General Selection Committee prepares a vacancy announcement, based on criteria detailed under IV below, and ensures wide distribution, including through circulation to the membership.
- c. With a view to presenting a shortlist of up to five candidates to the Council, the Committee reviews applications and interviews selected candidates. While preparing the list of candidates for an initial interview, the Committee will pay due regard to equitable geographical representation and gender balance while being mindful of the criteria of merit as the overarching principle.
- d. If the list of candidates invited by the Committee for an initial interview includes individuals that are of the same nationality as a Committee member, in order to avoid any conflict of interest, the Committee member concerned will be asked to refrain from interviewing that candidate and be replaced by an alternate, if possible from the same regional grouping.
- e. A shortlist of up to five candidates, together with supporting documentation, is circulated to Council members thirty days prior to the Council meeting. Shortlisted candidates will be invited for a presentation at that Council meeting.
- f. During the Council meeting, at a closed session, the Committee Chair presents the shortlist of candidates and reports on the activities of the Committee. Shortlisted candidates give a presentation to the Council. The Council considers the presentations and information received and makes its recommendation to the Assembly.

- g. This procedure shall also apply, as far as applicable and under the guidance of the President of the Assembly, in the event of a vacancy in the post of the Director-General that does not coincide with the end of the four-year term.
- h. In the event that the incumbent Director-General decides to seek renewal of his/her appointment for a further term, the incumbent, after the Assembly session marking three years since the year of his/her appointment, submits, at least three months before the Council after this Assembly, a letter expressing his/her intent to seek or not to seek renewal to the Council Chair for transmission to all IRENA Members. The submission should include a summary of the achievements to date and a vision for the coming four years. The Council Chair invites all IRENA Members to provide their views on the matter, including with regard to the Director-General's submission, and circulates the outcome of his/her consultation process to all IRENA Members prior to the Council meeting.
- i. The incumbent Director-General makes a presentation at a session of the Council open to all IRENA Members. After his/her presentation, the Council – in accordance with Art. X.D. of the Statute – may wish to recommend the incumbent for renewal or to initiate the process as outlined in paragraphs (b) to (f) above.
- j. Candidates may withdraw their candidature at any time during the process.
- k. Council members shall ensure confidentiality of all the proceedings at all stages of the process.

#### **IV. Guiding principles – qualification of candidates**

- Vision and leadership.
- Astute judgment and decision-making.
- Team and consensus builder.
- Ability to establish and maintain high-quality interpersonal relationships in a diverse, multicultural environment.
- Excellent communication and negotiating skills.
- Ability to address highly contentious issues effectively.