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REPORT OF THE SECOND SESSION OF THE ASSEMBLY OF THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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Report of the second session of the Assembly of the International Renewable Energy Agency

Agenda item 1: Opening of the session

1. The second session of the Assembly of the International Renewable Energy Agency (IRENA) was held on 14 and 15 January 2012 in Abu Dhabi, United Arab Emirates (UAE).

2. The President of the first session of the Assembly, Sultan Ahmad Al Jaber of the UAE welcomed new Members of the Agency: Angola, Brunei Darussalam, Cameroon, Croatia, Czech Republic, Djibouti, Grenada, Malta, Panama, Philippines, Portugal, Republic of Moldova, Seychelles, Sudan, Togo, Tunisia, and Uruguay. Sultan Al Jaber underlined that the Agency's growing membership was a clear testimony to the importance that the international community places on IRENA and its leading role in energizing the development and deployment of renewable energy technologies.

3. He informed the Assembly that 74 Members of IRENA were attending the second session of the Assembly. He further noted that 133 other entities had applied for observer status, comprising 50 Signatories and States in accession, 13 other States as well as 70 other entities, bringing the number of participants to 750.

Agenda item 2: Organisation of work

a. Election of officers

4. In his capacity as outgoing President, Sultan Ahmad Al Jaber informed the Assembly that, due to unforeseen circumstances, the President designate of the second session of the Assembly, Mr Louis Seck, Minister for Renewable Energy of Senegal, would be unable to assume the Presidency. He further informed Members that, following extensive consultations, Mr Salvador Namburete, Minister of Energy of Mozambique, had expressed his willingness to accept the role of President of the second session of the Assembly, if agreeable to Members, and proposed the election of Mr Namburete to the Assembly.

5. **The Assembly designated and elected by acclamation Mr Namburete, Minister of Energy of Mozambique, to be President of the second session of the Assembly.**

6. In his acceptance speech, President Namburete paid special tribute to President Al Jaber of the first session of the Assembly for his leadership, and also recognised the host country's support to IRENA in providing an enabling environment to the nascent organisation. He commended the Director-General of IRENA for the number of milestones achieved during this early stage of his tenure. He expressed the expectation that these would provide a strong foundation for even greater achievements in the near future.

7. The President invited the Assembly to elect the four Vice-Presidents of the second session of the Assembly who had been designated at its first session. He informed Members that he had proposed to the Czech Republic to act as Rapporteur.

8. **The Assembly elected by acclamation Mr Kazuyuki Hamada, Parliamentary Vice-Minister for Foreign Affairs of Japan, Mr Guy Lentz, Counsellor of the Minister of Economy and Foreign Trade of Luxembourg, Ms Lorena Lanza, Vice Minister of Energy and Mines of Nicaragua and Ms Mona Al-Maadeed, Manager New Energy Department at Qatar Petroleum of Qatar as Vice-Presidents of the second session of the Assembly. The Czech Republic was appointed Rapporteur.**

b. Adoption of the agenda (Document A/2/2)

9. The President proposed to amend the provisional agenda by including a special address from the Secretary-General of the United Nations Conference on Sustainable Development (UNCSD, or Rio+20) before Agenda item 6, Report of the Chair of the Council, and to renumber the agenda sequentially over the two days.

10. The Assembly adopted the agenda as amended.

11. The President invited Ministers and Heads of Delegation to participate actively in the Ministerial Roundtables which were to be held in parallel to the plenary session. He informed the Assembly that the roundtable discussion on the first afternoon would focus on IRENA's proposed Medium-term Strategy, and that the roundtable discussion on the second morning would focus on IRENA's Cooperation with the Private Sector.

12. The President also informed the Assembly that Mr Jeremy Rifkin, author of "The Third Industrial Revolution," would hold a special lecture after the close of the first day of the session and invited interested delegates to attend.

c. Appointment of a credentials committee

13. The President proposed to the Assembly that it appoint Belarus, Djibouti, Kenya, Mongolia, Mozambique, Nicaragua, Poland, Samoa and Spain, as members of the credentials committee.

14. **The Assembly approved the proposed composition of the committee.**

d. Participation of observers (Document A/2/3)

15. The Assembly considered the List of applicants seeking observer status for the second session of the Assembly as of 13 January 2012.

16. **The Assembly decided to grant observer status for the second session of the Assembly to those entities on the list.**

Agenda item 3: Annual report of the Director-General for 2011 (Document A/2/4)

17. The Director-General of IRENA, Mr Adnan Amin, presented his Annual Report for 2011 to the Assembly. He highlighted specific activities in the programmatic work of the Agency which, he underlined, had gathered considerable momentum in 2011. He noted that the 2011 Work Programme had been developed with a high level of ambition; in spite of the restricted resources and the limited time available for its implementation. He underlined that much had been achieved and that more of the

results of the work of 2011 would become available in the first weeks and months of 2012.

18. The Director-General emphasised the development and establishment of strategic relationships and partnerships, as well as the active engagement with a wide range of stakeholders during the course of the year. He informed Members about progress made in terms of establishing transparent and effective management structures and systems, and improving support functions, as well as filling posts authorized through the 2011 Work Programme and Budget. He further informed the Assembly about the Agency's communication activities, both internally and externally, as well as the support extended by the Secretariat to IRENA's intergovernmental meetings in 2011.

19. He closed by noting with appreciation the support and commitment of IRENA's membership which had been critically important during the past year, as Members had not only been actively engaged in the substantive aspects of the Agency's work, but had also ensured that 95 percent (USD 12.1 million) of the 2011 core budget had been received. He stressed that 2011 had been a decisive year, both in terms of its significance for positioning IRENA in the global landscape, and for the important foundational work undertaken to operationalize the Agency.

20. In the ensuing discussion, Members expressed their satisfaction with the work IRENA had undertaken in 2011 by consolidating the work of the three substantive Directorates of the Agency, strengthening its operational capacity as well as establishing management structures. During their interventions, a number of delegations called upon the IRENA membership to continue supporting the further development of the Agency and the delivery of its mandate. Other Members welcomed the Director-General's efforts to establish a lean, cost-effective, competent and transparent organization, and commended him for operating the Agency within the limits of the approved 2011 budget. One Member supported a continuing and important growth of the Agency in order to augment its global impact and called for further work in the field of net-integration, storage and cost development – issues that would be of equal importance to developing as well as developed countries. Another delegation supported the Agency's move from a planning into an implementation phase. One Member requested additional clarification on the closure of the 2011 accounts, as well as the liquidation process of the Preparatory Commission. A number of delegations called upon those Members that had not yet paid their assessed contributions to do so without delay.

21. **The Assembly adopted the report of the Director-General.**

Agenda item 4: Report from the IRENA-Africa High-Level Consultative Forum

22. Mr Ogunlade Davidson, Minister of Energy and Water Resources of Sierra Leone, presented a special report on progress made since the IRENA-Africa High-Level Consultative Forum held in Abu Dhabi on 8 – 9 July 2011.

23. Mr Davidson stressed that the Abu Dhabi Communiqué on Renewable Energy for Accelerating Africa's Development, adopted by the High-Level Consultative Forum, had provided IRENA with a strong basis for institutionalising cooperation with all African countries in order to further the mutually complementary goals of the African Union and its Member States. He highlighted the importance of the legislative authority

emanating from decisions of the African Union Heads of State and Government Assembly, as well as the first session of the Assembly of IRENA, which would provide a strategic direction for cooperation between the relevant institutions of the African region and IRENA, within the framework of the Abu Dhabi Communiqué.

24. Mr Davidson informed the Assembly that a number of activities had been initiated in this respect under IRENA's Work Programme for 2011 and proposed Work Programme for 2012. He closed by expressing his anticipation that 2012 would see enhanced engagement between IRENA and its African partners, and referred to several planned initiatives aiming at raising commitment to renewable energy in Africa, including the following:

- Taking full advantage of the International Year of Sustainable Energy for All to carry forward Africa's renewable energy strategies;
- Hosting a Pan Africa Implementation and Partnership Conference on Renewable Energy, as part of the observance of the International Year of Sustainable Energy for All;
- Preparation, in concert with key African Institutions, of a comprehensive "Renewable Energy Outlook in Africa" as a contribution to both the International Year of Sustainable Energy for All, and as part of Africa/IRENA's input to the Rio+20 conference.

25. **The Assembly took note of the progress report.**

Agenda item 5: Report from the Pacific Leaders Meeting

26. Mr Henry Puna, Prime Minister of the Cook Islands, reported to the Assembly on the Pacific Leaders Meeting held in Abu Dhabi on 13 January 2012. At this meeting leaders and representatives of the Pacific island countries and territories, gathered to discuss how best to attain progress in the deployment of renewable energy in the Pacific region, and how best to cooperate with IRENA to further advance this work.

27. Mr Puna outlined the challenges and opportunities that needed to be addressed in this respect and stressed that IRENA, as the key inter-governmental agency for renewable energy, enjoyed the full support and cooperation from those who had participated in the meeting regarding the implementation of its activities in the Pacific region. He announced that Pacific leaders were committed to cooperating to establish an enabling environment for renewable energy deployment.

28. Mr Puna referred the Assembly to the Abu Dhabi Communiqué on Accelerating Renewable Energy Uptake for the Pacific Islands, which had been endorsed by leaders and representatives of the Pacific island countries and territories participating in the meeting, and which would serve as a framework for activities in the coming year. He underlined that participants in the meeting were looking forward to IRENA's increased engagement in the region in 2012. On behalf of the leaders and representatives of the Pacific island countries and territories who participated in the meeting, he pledged support and cooperation in achieving progress on the common goal of accelerating the use and adoption of renewable energy, and in assisting the Pacific island countries and territories in realizing their potential to transition to a renewable-based energy future.

29. In the ensuing discussion, two Pacific island countries, which had been unable to participate in the meeting, announced that they would fully associate themselves with

the Communiqué. Other delegations from the Pacific island countries expressed their support for IRENA's further engagement in the Pacific region. One delegation informed the Assembly that it was currently rethinking its national energy strategy, as well as working to support Pacific islands, and invited participants to attend a workshop on the side-lines of the 6th Pacific Islands Leaders Meetings (PALM6) in Okinawa on that subject.

30. **The Assembly took note of the report.**

Agenda item 6: Special address of the Secretary-General of the Rio+20 Conference

31. Mr Sha Zukang, Secretary-General of the 2012 UN Conference on Sustainable Development (Rio+20 conference), underscored in his special address that IRENA needed to be at the forefront of the International Year of Sustainable Energy for All campaign, and that a strong IRENA needed to take the lead on several fronts.

32. He expressed his hope that IRENA continues as the leading global advocate for all sources of modern renewable energy, He stressed that the world needs such an advocate, and that, in the long run, only renewable energy would meet growing energy demand and drive sustainable development. Energy would be key to combating climate change, advancing a green economy and achieving sustainable development. He encouraged IRENA to be the global voice for renewable energy, since no other institution could play that role with more authority and credibility. He further expressed his expectation to see IRENA as the leading international centre of excellence for renewable energy, and a platform and central source for the exchange and development of renewable energy data, information, and knowledge. He encouraged IRENA to do more, through technical cooperation and capacity-building, for developing countries, and to work with countries to ensure that renewable energy would be supported by coherent, long-term and stable policy incentives that would attract and spur investments in renewable energy capacity and generation, as well as the underlying infrastructure. He expressed his belief that, for all this to happen, IRENA would need to be empowered with more resources.

33. He announced that the United Nations system stood ready to work with IRENA and to become its effective partner. He emphasized that, as conference Secretary-General, he would work closely with his colleagues in the UN system to support Member States' move toward renewable energy goals. He underlined that IRENA needed to take the lead role in meeting these goals.

34. **The Assembly took note of the special address.**

Agenda item 7: Report of the Chair of the Council

35. The outgoing Chair of the Council of IRENA, Mr Martin Hoffman of Australia, spoke on the activities of the Council since the Assembly first gathered on 4 – 5 April 2011. He referred the Assembly to the full reports on the outcome of the two Council meetings (10 – 11 July 2011 and 13 – 14 November 2011) that had been made available to all Members and Signatories (documents C/1/SR/1 and C/2/SR/L.1).

36. The outgoing Chair of the Council provided an overview of programmatic, administrative, and institutional issues covered by the Council. He noted that the initial focus of the Council had been on the wide range of matters required to establish the Agency, and then begin to chart a way forward to achieve Members' aim of increasing the global uptake of renewable energy technologies. He highlighted the Council's consideration of the Agency's proposed Work Programme and Budget for 2013, its Medium-term Strategy as well as reports on the performance of the Agency, and expressed his appreciation for the work of the three committees that had supported the Council and had provided valuable guidance and insights.

37. He closed by underlining the importance of the success of IRENA as the pre-eminent Agency for the encouragement and facilitation of the global uptake of renewable energy technologies, and that therefore efforts to ensure this success must continue.

38. **The Assembly took note of the report.**

Agenda item 8: Proposed Work Programme and Budget for 2012

a. Proposed Work Programme and Budget for 2012 (Document A/2/1)

39. In his introduction of the proposed Work Programme and Budget for 2012, the Director-General of IRENA highlighted the increasing contribution of renewable energy to the global energy mix, as well as the present high level of investment in renewable energy, while at the same time referring to the global financial situation which has increased governments' focus on cost efficiency, and resulted in further rigorous scrutiny of public finances.

40. He noted that the Secretariat, while keeping these framework conditions in mind, had been guided in the development of the Work Programme and Budget proposal by three main objectives: the sharpening of programme focus, the establishment of partnerships, and the achievement of cost-efficiency. He stressed that the overall aim in the Work Programme and Budget's design had been to ensure greater focus and coherence in the substantive work, and to enhance deliverables through the promotion of excellence in programme delivery and organizational management. To this end synergies between the sub-programmes had been more explicitly articulated in order to show the links and complementarities between their distinct, but inseparable activities.

41. In his presentation, the Director-General informed the Assembly that 2012 would see the continuation and further expansion of IRENA's programmatic activities. He highlighted the proposal's main themes in terms of expanding the Agency's regional work; undertaking renewable readiness assessments, assisted by the Agency's work on scenarios and strategies, followed up by the development of action plans; and implementing activities in cooperation and partnership with a wide range of entities, including regional and expert organizations.

42. The Director-General stressed that all programmatic activities would have concrete, tangible outputs which would either be delivered in 2012, or set the path for longer term strategic objectives. He noted that the proposed activities were aimed at strengthening the ability of countries to set rational policy and strategic objectives by providing them with reliable, verified and objective information, analysis and advice, and a platform for discussion and knowledge sharing. He noted that the Agency would commence work

on the application and deployment of renewable energy in urban settings, as well as furthering knowledge of the environmental impacts of renewable energy projects.

43. The Director-General highlighted that the budget for 2012 had been developed with critical scrutiny of all activities and related resources, in order to ensure a focus on results and the optimization of resources. He emphasized that the budget proposal before the Assembly reflected the result of this exercise, as well as discussions with Members in different committees and at the second session of the Council. The resources proposed for 2012 would be USD 28.4 million, comprising USD 16 million for core budget, and USD 12.4 million in voluntary contributions. He explained that the proposed increase in the core budget by USD 2.74 million was mostly due to the fact that, in 2012, the Agency would have the full complement of staff in positions approved in the 2011 Work Programme and Budget, and the reflecting increase in staff costs that had not been budgeted in 2011, due to the on-going recruitment process.

44. He closed by noting that a more effective process for programme development would need to be introduced in order to ensure the increased engagement of Members in defining IRENA's orientations and priorities. He informed the Assembly that the Council had requested him to present a preliminary framework highlighting the major direction of the 2013 Programme of Work at its third meeting. He emphasized that this approach, together with the preparation of the Medium-term Strategy for IRENA, would enable the Agency to follow an effective, inclusive and transparent preparatory process for all programme planning, whilst incorporating the Council's policy guidance.

45. In the ensuing discussion, many delegations expressed their full support for the proposed Work Programme and Budget for 2012, as well as the determination to contribute actively to the work of the Agency. A number of delegations offered to share experience and knowledge gained at the national level regarding the introduction and promotion of renewable energy with other Members.

46. In their statements, delegations supported IRENA to become a platform for the exchange of information and knowledge, to connect stakeholders and establish effective partnerships, to focus on innovative financing mechanisms for renewable energy, as well as the issues of capacity building and renewable energy competitiveness. One delegation emphasized that all African regions needed to be included in IRENA's activities, while another delegation stressed the need to endow the Agency with sufficient funding to cover its activities in the Pacific. Two delegations asked the Secretariat to enhance its communication on budgetary matters in order to facilitate Members' internal budget planning processes. One Member called upon delegations to contribute to the budget of the Agency on a voluntary basis.

47. The announcement of the Director-General regarding the upcoming process of programme development was welcomed by delegations. A number of Members called for the inclusion of milestones, indicators of achievement, and evaluation mechanisms in future work programmes, and supported the identification of priorities and flagship projects. Delegations further underscored the need to elaborate the inter-linkages between the Medium-term Strategy and future work programmes and budget frameworks, while welcoming the inclusion of an explanatory note and matrix in the proposed Work Programme and Budget for 2012. It was generally emphasised that IRENA needed to continue being a results driven organisation, with a high level of productivity.

48. Statements were echoed by an intervention of the Chair of the Policy and Strategy Committee, Mr Zitouni Ould-dada of the United Kingdom of Great Britain and Northern Ireland, who reported from an informal meeting of committee members and other interested delegations, during which participants had underlined the importance of effective communication with the membership on programme development. He reported further, that the need had been acknowledged to consider the funding of the Agency beyond 2015, a milestone year in the bid agreement, and to further support the Agency in its strife for effectiveness, efficiency and its focus on delivery.

b. Working Capital Fund (Document A/2/5)

49. A number of delegations welcomed the establishment of a Working Capital Fund, while pointing out the importance of further consideration of the matter, before final decision.

50. **The Assembly adopted decision A/2/DC/2 on the Establishment of the Working Capital Fund of IRENA, which requests the Council to review the proposed level of the Working Capital Fund and its financing mechanism, and to make its recommendation thereon to the third session of the Assembly.**

Agenda item 9: Introduction and discussion of Sub-programme 1 – Knowledge Management and Technology Cooperation

51. Ms Gauri Singh, Director of Knowledge Management and Technology Cooperation (KMTC), presented the mission of the Directorate as well as the planned Work Programme components, the budgetary and human resources framework for 2012, and highlighted the synergies and complementarities with the other two Directorates.

52. Ms Singh explained that, in line with the objectives and structure of the Directorate, the Work Programme had been built on three pillars: systematising global knowledge, promoting regional consensus and facilitating technology cooperation for promoting renewable energy. She underlined that strategic activities commenced in 2011 formed the basis for the 2012 Work Programme.

53. A priority for KMTC this year is to build a strategy to establish a Knowledge Management framework, ensuring easy access for Members, academia, civil society, and other stakeholders to renewable energy information and knowledge. Another priority would be the Global Solar and Wind Atlas, developed in partnership with the Clean Energy Ministerial (CEM).

54. Ms Singh explained that to enable IRENA to structure its policy advice and provide systematic guidelines for specific policy challenges, a methodology needed to be developed that would not only mirror the current status, but would also provide gap-analysis on measures required to facilitate the increased deployment of renewable energy sources in a country's energy mix. Two regional workshops would be held in the ECOWAS and SADC region, with a view to a subsequent roll-out of the methodology to other countries in the region. Assessments of policy frameworks in specific technology sectors would also be taken forward.

55. In the field of technology cooperation, Ms Singh referred to a workshop on best practices whose findings, along with comments from Members, would feed into a report on the matter. Workshops to identify needs and capabilities of Members, as well

as the scope of possible collaborations, would also be held.

56. Ms Singh highlighted the Directorate's collaboration with research institutions (such as NREL, CENER, Risoe, DLR), as well as networks (REN21), and organisations (among them IEA, IISD, WWI) during the course of the year.

Agenda item 10: Introduction and discussion of Sub-programme 2 - Policy Advisory Services and Capacity Building

57. Mr Hugo Lucas, Director of Policy Advisory Services and Capacity Building (PACB), presented the mission of the Directorate, as well as the planned Work Programme components, the budgetary and human resources framework for 2012, and highlighted the synergies and complementarities with the other two Directorates.

58. Mr Lucas emphasised that the activities proposed in the 2012 Work Programme were a continuation of the work initiated in 2011. Similar to the working paper produced on renewable energy and jobs, the Directorate would conduct and publish assessments for the use of decision makers on energy tariffs, policies to promote renewables in cities, and renewable energy in the framework of the NAMAs (Nationally Appropriate Mitigation Actions). The Directorate would continue to work on strategic activities that had already been commenced in 2011, including the IRENA Renewable Energy Learning Partnership (IRELP), implemented in cooperation with the Clean Energy Ministerial (CEM), the IRENA Scholarship Programme established with the Masdar Institute of Science Technology (MIST), the renewable energy policy database, established with the International Energy Agency (IEA), as well as leveraging financing for renewable energy projects in developing countries, through funding from the Abu Dhabi Fund for Development (ADFD).

59. Mr Lucas referred to IRENA's contribution to the International Year of Sustainable Energy for All, and stressed that most of the activities to be undertaken in 2012 had a dimension on access to energy. He emphasised that 2012 would be the first year for the Directorate to facilitate tailor made advice and capacity building, by building on findings from the renewable readiness assessments, and the continued engagement with Members that took place during 2011. In this regard, two regional capacity building initiatives are about to be developed jointly with relevant local partners from the Pacific Islands and the ECOWAS region.

Agenda Item 11: Introduction and discussion of Sub-programme 3 - Innovation and Technology

60. Mr Dolf Gielen, Director of the IRENA Innovation and Technology Centre (IITC), presented the mission of the Directorate, as well as the planned Work Programme components, the budgetary and human resources framework for 2012, and highlighted the synergies and complementarities with the other two Directorates.

61. Mr Gielen noted that in spite of the significant amount of administrative tasks that had to be undertaken, progress had been made during 2011 in many substantive areas. He further noted that all activities approved through the 2011 Work Programme had been started, but not all had yet been completed. He explained that the necessity for quality control and accountability would remain one of the fundamental principles

guiding the Agency's work – the quality of IRENA's products would be of overriding importance as it would ensure IRENA's credibility and position as an authoritative voice on renewable energy related issues.

62. Mr Gielen highlighted the collection of data on costs with a focus on the power sector initiated in 2011. He informed the Assembly that this activity would be expanded to the transportation sector in 2012, which would include costing of biofuels, as well as solutions based on electricity from renewable sources. He stressed IITC's work in 2011 on scenarios and strategies with a special focus on Africa, as well as the activities related to Pacific islands, and informed the Assembly about the planned initiation of activities related to the Latin American and Caribbean region in 2012. Important new activities in 2012 include work on the environmental impact of renewable energy technologies, on project blueprints and business models, on energy storage and smart grids for high shares of renewable energy, as well as the Agency's contribution to the International Year of Sustainable Energy for All and the Rio+20 initiatives. He closed by stating that building closer ties with decision makers and R&D institutes elsewhere in Europe, the US and beyond, while also engaging the Members more closely in the activities of IITC, would be an additional important objective for 2012.

63. Delegations commented on the presentations of the three Directors during the ensuing deliberations. A number of delegations expressed their interest in hosting activities of the Agency, while two delegations stressed the importance of a balanced approach in the Agency's cooperation with its Members, and called for an enhanced engagement in the Latin American region. A number of delegations referred to on-going cooperation with the Agency. The need was acknowledged to further investigate how to make data, information and knowledge collected by IRENA more accessible.

64. During the discussions, delegations reached a common understanding on matters related to the assessment of new Members, voluntary contributions from non-Members, the liquidation of the assets of the Preparatory Commission, issue of cash surpluses and other related matters. One delegation asked that the total amount of the budget be reflected in operative paragraph 2 of the draft decision. Another delegation requested to add "from Members" in operative paragraph 2.d.

65. **The Assembly considered the presentations of the three Directors and adopted decision A/2/DC/1 on the Proposed Work Programme and Budget for 2012.**

Agenda item 12: Report of the credentials committee (Document A/2/6)

66. The Chair of the credentials committee, Samoa, introduced the report of the credentials committee.

67. **The Assembly considered and took note of the report.**

Agenda item 13: Procedures for the identification of a mechanism for Council composition, election and rotation

68. The Chair of the Governance and Legal Committee, Mr 'Akau'ola of Tonga, introduced the draft decision on the Appointment of Facilitators on Council Composition, Election and Rotation. The draft decision recommends that the Assembly

appoints two countries as facilitators, acting under the guidance of the President of the Assembly. The facilitators would be charged with soliciting views from all Members of IRENA, Signatories, and States in accession to the IRENA Statute, in order to generate recommendations for an appropriate mechanism for Council composition, election and rotation. He stressed that the draft decision would encourage Members, Signatories and States in accession to provide their recommendations and observations on the matter, and would require the facilitators to conduct consultations on the various proposals. The draft decision further requests the facilitators to propose relevant amendments to the Rules of Procedure of the Assembly to the third meeting of the Council, or as soon as possible thereafter, for the Council's consideration at its fourth meeting, or to otherwise report the outcomes of its process to both the President of the Assembly and the Chair of the Council.

69. **The Assembly adopted decision A/2/DC/3 on the Appointment of Facilitators on Council Composition, Election and Rotation, thereby appointing Luxembourg and Peru as facilitators.**

Agenda Item 14: Proposed Rules of Procedure of subsidiary organs (Document A/2/8)

70. **The Assembly considered the Proposal for the Rules of Procedure for subsidiary organs to be included in the Provisional Rules of Procedure of the Assembly and the Council, and adopted decision A/2/DC/4 on Rules of Procedure for subsidiary organs to be included in the Provisional Rules of Procedure of the Assembly and the Council.**

Agenda item 15: Procedures for the secondment of personnel (Document A/2/9)

71. **The Assembly considered the Report of the Director-General on secondment of staff to the International Renewable Energy Agency and adopted decision A/2/DC/5 on Secondment of Staff to the International Renewable Energy Agency.**

Agenda item 16: Draft Agreement on Privileges and Immunities (Documents A/2/L.10; A/2/DC/L.6)

72. The Chair of the Governance and Legal Committee, Mr 'Akau'ola of Tonga, reported to the Assembly that Members had reached broad consensus on the draft Agreement on Privileges and Immunities, the only exception being section 41 of the draft agreement.

73. Following further discussions among Members, the President, noting that a consensus amongst Members had been reached on the draft, with the exception of section 41, proposed to the Assembly to request the Governance and Legal Committee to continue its consultations with Members in order to reach an agreement on section 41 and to submit a finalized text to the third meeting of the Council, for transmission to the Assembly for its consideration. He further proposed that, after consideration by the Council, action could be taken by Members, in cooperating actively with the Secretariat, for the preparation of as many texts as possible in the official languages of

the United Nations and in the language of the Depositary of the Statute as this would facilitate subsequent ratification, approval, acceptance or accession by Members.

74. **The Assembly endorsed the proposed approach.**

Agenda item 17: Provisional Staff Rules (Document A/2/11)

75. One delegation thanked the Secretariat for preparing the document, as well as a number of other documents, that were on the agenda of the second session of the Assembly.

76. **The Assembly considered and took note of the Provisional Staff Rules for the International Renewable Energy Agency which would enter into full force and effect no later than thirty days after the end of the Assembly session.**

Agenda item 18: Provisional Financial Procedures (Document A/2/12)

77. **The Assembly considered and took note of the Provisional Financial Procedures for the International Renewable Energy Agency which would enter into full force and effect no later than thirty days after the end of the Assembly session.**

Agenda item 19: Draft policy on ethics and conflicts of interest (Document A/2/13)

78. **The Assembly considered the Policy on Ethics and Conflict of Interest for the International Renewable Energy Agency and adopted decision A/2/DC/7 on a Policy on Ethics and Conflict of Interest.**

Agenda item 20: Draft amendments to the Staff Regulations (Document A/2/14)

79. **The Assembly considered the Amendments to the Staff Regulations and adopted decision A/2/DC/8 on Amendments to the Staff Regulations.**

Agenda item 21: Draft policy on the public disclosure of documents (Document A/2/15)

80. Two delegations stated that transparency, and access to information, were vital components of the work of the Agency. They also stressed that information used and produced by the Agency should be shared as extensively as possible.

81. **The Assembly adopted decision A/2/DC/9 on a Policy on the Public Disclosure of Documents.**

Agenda item 22: Abu Dhabi Fund for Development (Document A/2/16)

82. The Assembly took note of the Report of the Director-General on the Abu Dhabi Fund for Development funding cycle.

83. A representative of the Abu Dhabi Fund for Development reiterated the host country's support to the Agency, and declared the first of seven consecutive funding cycles to be open. In the ensuing discussion a number of delegates expressed their gratitude to the host country for making funds available through the Abu Dhabi Fund for Development to finance renewable energy projects in developing countries that are recommended or endorsed by IRENA, and supported the launch of the first funding cycle at the second session of the Assembly.

84. Further to the ensuing deliberations regarding the composition of the Advisory Committee for the first project cycle, some Members expressed their appreciation for the spirit of cooperation displayed by the delegation of Japan, which had applied for membership of the committee but decided to defer membership for the present cycle with the understanding that it will re-apply to be a member in the next cycle. These members expressed their support for Japan's bid to join the Advisory Committee as a member in the next project cycle.

85. **The Assembly adopted decision A/2/DC/10 on the Initiation of the Funding Cycle for Projects Applying for Funding from the Abu Dhabi Fund for Development, electing Ecuador, France, India, Poland, the Republic of Korea, Samoa, and Tunisia as members of the Advisory Committee and Bosnia and Herzegovina, Germany, Japan, Spain and Swaziland as alternates.**

Agenda Item 23: Establishment of a fund to support the participation of developing countries in IRENA meetings (Document A/2/17)

86. In the ensuing discussion, delegations expressed their support for the establishment of a fund to support the participation of developing countries in IRENA meetings and the introduction of transparent and efficient processes. A number of delegations thanked the host country for having facilitated the participation of some of the IRENA Members in the meetings of its governing bodies. One delegation announced that it would contribute to the fund once it had been established.

87. **The Assembly adopted decision A/2/DC/11 on the Establishment of a Fund for Developing Country Representatives which approves the establishment of a fund, requests the Director-General to establish the fund with a view to providing funding in time for the third meeting of the Council, and invites Members, Signatories and States in accession to contribute to the fund.**

Agenda item 24: Audit (Document A/2/CRP/1)

88. Delegations expressed their satisfaction with the process conducted by the Secretariat. They also supported the outcome of the evaluation of proposals submitted by private audit firms and public audit institutions, in response to the Request for Proposals for the position of external auditor issued by the Secretariat.

89. **The Assembly adopted decision A/2/DC/12 on the Appointment of an External Auditor of the Agency, thereby appointing the Office of the Auditor General of Norway as the external auditor of the Agency for a period of two years.**

Agenda item 25: Report from the Ministerial Roundtable on the Medium-term Strategy for IRENA

90. Mr Mohamed El-Ashry, Chairman of REN21, the Renewable Energy Policy Network for the 21st Century, reported from the Ministerial Roundtable on the Medium-term Strategy for IRENA on behalf of Mr Farooq Abdullah, Minister for New and Renewable Energy of India. He conveyed to the Assembly that Roundtable participants appreciate the work that IRENA has achieved in a very limited time span, and also their acknowledgment of the Agency's promising potential as a global renewable energy organization. He continued that there had been a common understanding of IRENA's unique role in making a business case for renewable energy at both the global and the national level, and that there was broad endorsement of the three pillars in the proposed Medium-term Strategy regarding IRENA's role and position in the global institutional landscape. There was wide support for IRENA to become a global voice, as well as an advisory resource for renewable energy and technologies, and a network hub of country, regional and global programmes.

91. Mr El-Ashry reported that participants had emphasized that, given IRENA's global membership, the agency had a strong intrinsic legitimacy in helping to shape awareness of the central, transformational role that renewable energy can and must play in the evolution of national and global energy systems. Participants had held the view that the world would need to deliver on energy access and meet the rising demand for energy with a step-change in renewable energy deployment as a major component. Strategic tasks for IRENA in shaping the debate would include: tackling some of the persistent myths around the reliability and costs of renewables; capturing and sharing best practices; and building core competencies and a knowledge base in order to accelerate such trends. He noted that participants had encouraged IRENA to facilitate advisory services to countries and regions, and to strike the right balance between providing broad-based support and investing more heavily in a few potentially transformative cases. He reported that during deliberations, many had stressed the importance of capturing and synthesising the wealth of knowledge available from Members, both in terms of successes and failures.

92. Mr El-Ashry conveyed that participants had felt that, in acting as a knowledge- and information-hub on renewable energy, IRENA would be well placed to support countries and regions in integrating renewable energy into their overall development agenda. Moreover, participants had stressed that it would be essential for IRENA to maximize its ability to consolidate and disseminate knowledge on renewable energy. He closed by stating that discussions had made it evident that there was a broad endorsement of the approach stipulated by the Director-General through the proposed Medium-term Strategy, and that there had been wide support for a further refinement of the three proposed pillars, with a view to addressing the needs and aspirations of countries.

93. **The Assembly took note of the report.**

Agenda item 26: Report from the Ministerial Roundtable on cooperation with the Private Sector

94. Mr Carlos Pascual, Special Envoy and Coordinator for International Energy Affairs of the United States of America, reported on the Ministerial Roundtable where Ministers and Heads of Delegation had addressed the question of IRENA's engagement with the private sector. He conveyed to the Assembly that there had been wide agreement among participants that IRENA's engagement with the private sector was a fundamental requirement. He emphasised that the private sector was the principal source of technology, investment, and innovation. Further to this, that the bulk of necessary investment would originate from the private sector. He emphasized, however, that governments remain critical for creating the appropriate regulatory and policy frameworks to promote and enhance investment. He stated that the importance of the role of the private sector at all levels had been highlighted during deliberations, including at the work programme level of IRENA's activities. Participants had also recognized that the dialogue was mutually beneficial, with the private sector having access to information on developments at the national, regional and global level.

95. Mr Pascual informed the Assembly that there had been a consensus among participants to generally formalize the engagement of the private sector with IRENA, including the establishment of an entity such as a business council. During discussions, the need to further explore the appropriate mechanism was acknowledged. Participants had proposed to take a gradual approach by first forming a steering committee, which would also include private sector participants and which would prepare the grounds for the IRENA Business Council, and to expand it into a more structured network later.

96. Mr Pascual noted that there had been strong support for the business council to facilitate the indispensable dialogue between the private and public sector, and to support the promotion of the business case for renewables, thereby achieving greater deployment of renewable energy technologies. For the business council to be most effective, he further noted that participants had endorsed a broad representation in terms of technology, finance, information technology and geography, and highlighted the importance of various localities (Countries, States, municipalities) in which investments were made. The business council should further include representatives from all stages of the value chain, and strive to refrain from confining itself to renewable energy businesses by including other sectors and industries. It would also be necessary to utilize networks, and make use of their inter-connectedness in order to enhance a broad outreach, to be technology neutral and to focus on technology, business and investment. He concluded by stating that the business council would need to benefit from existing entities that already engage in dialogues with the private sector, thereby complementing and adding to their work.

97. **The Assembly took note of the report.**

Agenda item 27: Arrangements for the third session of the Assembly

98. **The Assembly agreed to hold its third session on 13 and 14 January 2013 in Abu Dhabi, UAE.**

99. **Further to consultations, the Assembly decided to designate Mr Martin Lidegaard, Minister for Climate, Energy and Building of Denmark as President of the third session of the Assembly, and Grenada, Malaysia, Nigeria, and Poland as Vice-Presidents.**

Agenda item 28: Any other business

100. Under this agenda item, one observer reported on national renewable energy projects and initiatives. Other delegations underlined the importance of multilingualism in the dealings of the Agency.

Agenda item 29: Closing segment including a special address by the Secretary-General of the United Nations

101. The President welcomed Mr Ban Ki-moon, Secretary-General of the United Nations, and commended him for the leadership he continued to provide in the vital area of sustainable development. He informed the Secretary-General about the important decisions taken by the Assembly over the past two days which would help accelerate the agenda for renewable energy deployment worldwide. The President noted that the Assembly meeting came at an opportune time as it would coincide with the launch of the International Year of the Sustainable Energy for All.

102. Secretary-General Ban Ki-Moon welcomed IRENA's work to transform the global energy system which would complement the efforts of the United Nations. He noted that the rapid growth in IRENA's membership since its founding was clear evidence that countries wanted a clean energy future, and that the Members of IRENA had recognized that renewable energy could boost competitiveness and growth while combatting climate change. He highlighted the Director-General's participation in the High-Level Group of the Sustainable Energy for All initiative and its 2030 objectives: universal access to modern energy services; doubling of the rate of improvement in energy efficiency; and doubling the share of renewables in the global energy mix. He underlined that the Agency's contribution would be invaluable in providing timely analysis of renewable energy technologies, and in promoting policy frameworks to unleash innovation and investments, and on strategies to scale up successful models. He underscored that doubling the share of renewables was ambitious but achievable, and that the benefits far outweighed the costs – which included growing energy insecurity and accelerating climate change. He stressed that renewable energy would also address inequity and advance universal energy access. Renewables were a triple win for communities around the word, for economic growth and for the planet. He stated that at this time, more than ever, the world needed bold leadership to make the promise of renewable energy a reality. He closed by emphasising that sustainable energy would figure prominently at Rio+20, and that he counted on IRENA's contribution to making the International Year of Sustainable Energy for All a success.

103. The President of the first session of the Assembly, Sultan Ahmad Al Jaber of the UAE, emphasised that the presence of Mr Ban Ki-moon, Secretary-General of the United Nations, was a great testimony to the importance that the United Nations placed on the issues of renewable energy and sustainability. He argued that IRENA would not be able deliver on its mandate in isolation, and referred the Assembly to projects in the Agency's Work Programme that were prime examples for global cooperation among

Members, Signatories and the IRENA Secretariat. He underlined that it was the responsibility of Members to share information on resources, energy costs and policies, and to involve IRENA in major studies and initiatives relevant to its mission. He highlighted that 2012 would be about empowering IRENA and its leadership, about reinforcing Member's commitment to an agency that Members had worked hard and diligently to establish. He expressed his confidence that 2012 would be a landmark year for IRENA in fulfilling its mission of accelerating the deployment and advancement of renewable energy globally.

104. The Director-General of IRENA, Mr Adnan Amin, commended Mr Ban Ki-moon, Secretary-General of the United Nations, for the inspirational leadership and wisdom he had exercised during his years in office. He stressed that the Secretary-General, from very early on, had the courage to make a strong stand on the issue of climate change. He highlighted IRENA's role in the context of the International Year of Sustainable Energy for All, and emphasized that the discussions at the second session of the Assembly mirrored the approach taken by the International Year of Sustainable Energy for All. He acknowledged the sense of shared responsibility among delegations which had resulted in the progress made during the two days of the Assembly, as well as the decision of Members to back the proposed budget increase. He referred to the major legal and institutional decisions that had been taken, and highlighted that the Agency was now poised to move forward into a strategic approach to upscale renewable energy worldwide. He closed by underlining that the Agency stood ready to support the global renewable energy agenda through the International Year of Sustainable Energy for All, as well as the Rio+20 conference.

105. **The Assembly took note of the special addresses.**

Agenda item 30: Closure of the session

106. Following an exchange of courtesies, the President declared the second session of the Assembly of IRENA closed.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Agenda of the second session of the Assembly

14 January 2012

Plenary session of the Assembly

09.00am – 06.00pm, St. Regis Hotel, Abu Dhabi

1. Opening of the meeting
2. Organisation of work
3. Annual Report of the Director-General for 2011
4. Report from the IRENA-Africa High-Level Consultative Forum
5. Report from the Pacific Leaders Meeting
6. Special address of the Secretary-General of the Rio+20 Conference
7. Report of the Chair of the Council
8. Proposed Work Programme and Budget for 2012
9. Introduction and discussion of Sub-programme 1 – Knowledge Management and Technology Cooperation
10. Introduction and discussion of Sub-programme 2 – Policy Advisory Services and Capacity Building
11. Introduction and discussion of Sub-programme 3 – Innovation and Technology
12. Report of the credentials committee

Ministerial Roundtable on the Medium-term Strategy for IRENA

03.00pm – 05.30pm, Park Hyatt Hotel, Abu Dhabi (parallel afternoon session)

15 January 2012

Ministerial Roundtable on the cooperation with the Private Sector

09.30am – 12.00noon, Park Hyatt Hotel, Abu Dhabi (parallel morning session)

Plenary session of the Assembly

09.00am – 06.00pm, St. Regis Hotel, Abu Dhabi

13. Procedures for the identification of a mechanisms for Council composition, election and rotation
14. Proposed Rules of Procedure of subsidiary organs
15. Procedures for the secondment of personnel
16. Draft Agreement on Privileges and Immunities
17. Provisional Staff Rules
18. Provisional Financial Procedures
19. Draft policy on ethics and conflict of interest
20. Draft amendments to the Staff Regulations
21. Draft policy on the public disclosure of documents
22. Abu Dhabi Fund for Development
23. Establishment of a fund to support the participation of developing countries in IRENA meetings
24. Audit
25. Report from the Ministerial Roundtable on the Medium-term Strategy for IRENA
26. Report from the Ministerial Roundtable on the cooperation with the Private Sector
27. Arrangements for the third session of the Assembly
28. Any other business
29. Closing segment including a special address by the Secretary-General of the United Nations
30. Closure of the meeting

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

22 March 2012

List of participants

No	Country	Name	Institution	Position/Title
1	Albania	Nasip Naco	Ministry of Economy, Trade and Energy	Minister
2		Behar Bejko	Embassy of Albania	Ambassador
3		Ilirjan Muho	Ministry of Economy, Trade and Energy	General Secretary
4		Majlind Lazimi	Ministry of Economy, Trade and Energy	Chief of Cabinet
5		Ylli Dylgjeri	Ministry of Economy, Trade and Energy	Director
6	Angola	Flavio Fonseca	Embassy of Angola	Ambassador
7		Coutinho Copumi	Embassy of Angola	Advisor
8		Ivete Solange Jordao	Ministry of Energy and Water	Advisor
9		Jose Bravo	Embassy of Angola	Advisor
10		Kiala Pierre	Ministry of Energy and Water	Director
11		Marcolino Yava	Embassy of Angola	Advisor
12		Sandra Cristovao	Ministry of Energy and Water	Director
13	Antigua and Barbuda	John Ashe	Permanent Mission to the UN	Ambassador
14		Conrod Hunte	Permanent Mission to the UN	Ambassador
15	Armenia	Areg Galstyan	Ministry of Energy and Natural Resources	Deputy Minister
16		Mher Mkrtumyan	Embassy of Armenia	First Secretary
17		Vahagn Melikian	Embassy of Armenia	Ambassador
18	Australia	Martin Hoffman	Department of Resources Energy and Tourism	Deputy Secretary
19		Veronica Westacott	Department of Resources Energy and Tourism	Manager
20	Bangladesh	Tapos Kumar Roy	Ministry of Power Energy and Mineral Resources	Additional Secretary
21		Arif Alauddin	Alternative Energy Development Board	Chief Executive Officer

No	Country	Name	Institution	Position/Title
22		Mohammad Alauddin	Ministry of Power Energy and Mineral Resources	Deputy Secretary
23		Mohammed Shahadat Husain	Embassy of Bangladesh	Counsellor
24		Nazmul Quaunine	Embassy of Bangladesh	Ambassador
25	Belarus	Aleksander Semeshko	Embassy of Belarus	Ambassador
26		Andrei Miniankou	Department for Energy Efficiency	Director
27		Igor Bondarev	Embassy of Belarus	Counsellor
28		Iryna Osipava	Department for Energy Efficiency	Advisor
29		Leonid Shenets	Department for Energy Efficiency	Director
30	Bosnia and Herzegovina	Sanita Lisica	Embassy of Bosnia and Herzegovina	First Secretary
31	Cameroon	Iya Tidjani	Embassy of Cameroon	Ambassador
32		Adama Saidou	Ministry of Environment and Nature Protection	Deputy Director
33		Chantal-Marthe Mbajon	Embassy of Cameroon	Advisor
34		Joseph Marie Fouda Ndi	Ministry of External Relations	Director
35	Cyprus	Solon Kassinis	Ministry of Commerce, Industry and Tourism	Director of Energy
36		Costas Papademas	Embassy of Cyprus	Ambassador
37		Georgios Partasides	Department of Energy	Industrial Extension Officer
38	Czech Republic	Milan Hovorka	Ministry of Industry and Trade	Deputy Minister
39		Jaroslav Ludva	Embassy of the Czech Republic	Ambassador
40		Lubomir Mazouch	Ministry of Industry and Trade	Counsellor
41		Olga Svitakova	Ministry of Industry and Trade	Advisor
42		Petr Darmovzal	Embassy of the Czech Republic	Counsellor
43	Denmark	Hans Joergen Koch	Danish Energy Agency	Deputy State Secretary
44		Annette Schou	Danish Energy Agency	Senior Policy Advisor
45		Marie Dalsgaard Madsen	Embassy of Denmark	Political Analyst
46		Poul Hoiness	Embassy of Denmark	Ambassador

No	Country	Name	Institution	Position/Title
47		Tomas Anker Christensen	Ministry of Foreign Affaires	Ambassador
48	Djibouti	Osman Moussa Darar	Embassy of Djibouti	Ambassador
49		Farah Omar Farah	Ministry of Energy and Water	Advisor
50		Fouad Ahmed Aye	Ministry of Energy and Water	Minister
51		Saida Omar Abdillahi	Ministry of Energy and Water	Advisor
52		Zam-Zam Dileita Mohamed	Ministry of Energy and Water	Advisor
53	Dominican Republic	Eduardo Cintron	Embassy of the Dominican Republic	Advisor
54	Ecuador	Alfredo Samaniego	Ministry of Electricity and Energy	Secretary for Renewable Energy
55		Carlos Medina	Ministry of Electricity and Energy	International Affairs Advisor
56		Gloria Beatriz Rojas Jaramillo	Embassy of Ecuador	Advisor
57		Peter Obrist	Embassy of Ecuador	Ambassador
58	Eritrea	Ahmed Muhammad	Ministry of Energy and Mines	Minister
59		Alamin Yousif	Ministry of Energy and Mines	Advisor
60		Tesfay Kidane	Ministry of Energy and Mines	Director General
61	European Union	Hans van Steen	Directorate-General for Energy	Director
62	Fiji	Josaia Voreqe Bainimarama	Prime Minister's Office	Prime Minister
63		Peceli Nakavulevu	Department of Energy	Director
64		Penioni Lavo Naliva	Prime Minister's Office	Personal Staff Officer
65		Ratu Bulewa F. Frederick Kean Kean	Ministry of Works, Transport and Public Utilities	Permanent Secretary
66	Finland	Esa Harmala	Ministry of Employment and the Economy	Director General
67	France	Serge Lepeltier	Ministry of Ecology, Sustainable Development, Transport and Housing	Ambassador
68		Alain Azouaou	Embassy of France	Ambassador

No	Country	Name	Institution	Position/Title
69		Christina Vasak	Ministry of Foreign and European Affairs	Advisor
70		Elise Marion	Ministry of Ecology, Sustainable Development, Transport and Housing	Advisor
71		Francois Pujolas	Ministry of Foreign and European Affairs	Counsellor
72		Francois Gautier	Ministry of Foreign and European Affairs	Advisor
73		Frederique Dubois	Ministry of Foreign and European Affairs	Advisor
74		Martine Kubler Mamlouk	Embassy of France	Counsellor
75		Raymond Cointe	Ministry of Ecology, Sustainable Development, Transport and Housing	Director
76		Remy Tirouttouvarayane	Ministry of Foreign and European Affairs	Advisor
77		Serge Perez	Embassy of France	Attaché
78	Gambia	Teneng Ba Jaiteh	Ministry of Petroleum	Deputy Minister
79		Kemo Kending Ceesay	Ministry of Energy	Director
80		Momodou Omar Njie	Ministry of Energy	Permanent Secretary
81	Germany	Karsten Sach	Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Director General
82		Alexander Haack	GIZ	Advisor
83		Anja Ernest	Embassy of Germany	Third Secretary
84		Anna Florowski	Ministry for the Environment, Nature Conservation and Nuclear Safety	Desk Officer
85		Ellen von Zitzewitz	Ministry for the Environment, Nature Conservation and Nuclear Safety	Desk Officer
86		Enken Tadsen-Duch	Ministry for the Environment, Nature Conservation and Nuclear Safety	Interpreter
87		Frank Neumann	Embassy of Germany	Deputy Head of Mission
88		Franz Marre	Ministry for Economic Cooperation and Development	Head of Division

No	Country	Name	Institution	Position/Title
89		Ingmar Stelter	GIZ	Advisor
90		Joscha Rosenbusch	GIZ	Consultant
91		Katharina Suntrup	Ministry for the Environment, Nature Conservation and Nuclear Safety	Interpreter
92		Marcus Stadthaus	Ministry of Foreign Affairs	Desk Officer
93		Martin Schoepe	Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division
94		Mathias von Polenz	Embassy of Germany	Counsellor
95		Mirko Abresch	GIZ	Advisor
96		Philip Mann	GIZ	Senior Project Manager
97		Racha Haidar	Embassy of Germany	Advisor
98		Sascha Ritter	Embassy of Germany	Advisor
99		Sonja Niehoff	Ministry for the Environment, Nature Conservation and Nuclear Safety	Personal Assistant to the State Secretary
100		Sonja Roeder	Ministry for the Environment, Nature Conservation and Nuclear Safety	Advisor
101		Susanne Jokisch	Embassy of Germany	Attaché
102	Grenada	Hugh Sealy	Ministry of Finance	Energy Advisor
103		Tamara Courtney	Ministry of Foreign Affairs	Advisor
104	Iceland	Benedikt Hoskuldsson	Ministry of Foreign Affairs	Head of Energy Affairs
105	India	Farooq Abdullah	Ministry of New and Renewable Energy	Minister
106		Gireesh Bhaskar Pradhan	Ministry of New and Renewable Energy	Secretary
107		M.K. Lokesh	Embassy of India	Ambassador
108		Mohan Lal	Ministry of New and Renewable Energy	Deputy Secretary
109		Prabhat Kumar	Ministry of External Affairs	Joint Secretary
110		Rajan Anish	Embassy of India	Advisor
111		Rohit Kansal	Ministry of New and Renewable Energy	Secretary to the Minister
112		Sadteve Kumar Namrata	Embassy of India	Advisor
113	Israel	Rafael Barak	Ministry of Foreign Affairs	Director General

No	Country	Name	Institution	Position/Title
114		Amit Heumann	Ministry of Foreign Affairs	Legal Advisor
115		Asher Yarden	Ministry of Foreign Affairs	Director
116		Gary Koren	Ministry of Foreign Affairs	Director
117		Igor Derzy	Ministry of Energy and Water Resources	Manager
118		Sagi Karni	Ministry of Energy and Water Resources	Director
119	Japan	Kazuyuki Hamada	Ministry of Foreign Affairs	Parliamentary Vice-Minister for Foreign Affairs
120		Akihiro Tonai	Ministry of Foreign Affairs	Official
121		Daisuke Nakajima	Ministry of Foreign Affairs	Official
122		Hikari Gotoh	Embassy of Japan	Administrative Officer
123		Kaoru Oe	Ministry of Foreign Affairs	Official
124		Ken Takeda	Embassy of Japan	Second Secretary
125		Kenji Kato	Embassy of Japan	Head of Section
126		Kunihiko Higashi	Minister's Secretariat	Executive Assistant
127		Masashi Takizawa	Ministry of Agriculture, Forestry and Fisheries	Deputy Director
128		Naohito Fujimoto	Embassy of Japan	Third Secretary
129		Satoshi Miura	Agency for Natural Resources and Energy	Director
130		Setsuo Ohmori	Embassy of Japan	Deputy Chief of Mission
131		Tasuku Matsumura	Embassy of Japan	Administrative Officer
132		Tatsuo Watanabe	Embassy of Japan	Ambassador
133		Yo Osumi	Ministry of Foreign Affairs	Director
134	Kenya	Mohamed Maalim Mohamud	Ministry of Energy	Deputy Minister
135		Enock Sailewu	Embassy of Kenya	Second Secretary
136		John Kyovi Mutua	Consulate of Kenya	Consul General
137		Johnson Weru	Ministry of Economic and External Trade	Director
138		Peter Nyakundi	Ministry of Energy	Director
139		Samson Koech	Embassy of Kenya	Foreign Service Officer
140	Latvia	Dins Merirands	Ministry of Economics	Director
141	Lesotho	Thabo Khasipe	Embassy of Lesotho	Ambassador

No	Country	Name	Institution	Position/Title
142		Anreas Raliselo Muso	Department of Energy	Senior Energy Officer
143		Mamokete Molapo	Department of Energy	Director
144		Masabata Pheko	Ministry of Foreign Affairs	Director
145		Thuloane Tsehlo	Department of Energy	Principal Energy Officer
146	Liechtenstein	Christian Hausmann	Office of Economic Affairs	Director
147	Lithuania	Dainius Petras Kamaitis	Ministry of Energy	Ambassador-at-large
148		Egidijus Purlys	Ministry of Energy	Head of Division
149		Viktorija Sankauskaite	Ministry of Energy	Head of Division
150	Luxembourg	Marc Scheer	Embassy of Luxembourg	Chargé d'Affaires
151		Guy Lentz	Permanent representation to the EU	Energy Counsellor
152	Malaysia	Loo Took Gee	Ministry of Energy, Green Technology and Water	Secretary General
153		Abdullah Maamor	Embassy of Malaysia	Chargé d'Affaires
154		Badriyah Ab Malek	Sustainable Energy Development Authority	Chief Executive Officer
155		Gladys Sow Lin	Sustainable Energy Development Authority	Director
156		Nur Haziqah Mohd Zaki	Sustainable Energy Development Authority	Advisor
157		Ruzaida Daud	Energy Commission of Malaysia	Director
158		Shean Pin Lim	Ministry of Energy, Green Technology and Water	Principal Assistant Secretary
159	Mali	Habib Ouane	Ministry of Energy and Water	Minister
160		Moussa Kone	Embassy of Mali	Counsellor
161		Sekou Oumar Traore	National Center of Solar Energy	Director
162		Sem Mohamed Mahmoud Ben Labat	Embassy of Mali	Ambassador
163		Sinalou Diawara	Energy Authority	Director
164	Mexico	Jordy Herrera	Ministry of Energy	Secretary of Energy
165		Alonso Escobar Francisco Javier	Consulate of Mexico	Consul General

No	Country	Name	Institution	Position/Title
166		Arturo Rueda Baron	Consulate of Mexico	Deputy Consul
167		Hector Escalante Lona	Secretary of Energy	Director General
168		Ian Sergio Malo Bolavar	Ministry of Energy	Chief of the Secretary's Office
169	Monaco	Cyril Gomez	Department of Environment	Director
170		Chhayavuth Kheng	Department of Environment	Head of Unit
171	Mongolia	Tserenpurev Tudev	Ministry of Mineral Resources and Energy	Director General
172		Bayanmunkh Shagdarsuren	Baganuur Heat Plant	Executive Director
173		Bayarsaikhan Gendendamba	Ulaanbaatar District Heating Network	Deputy Director
174		Chimeddorj Demchigjav	Energy Authority	Director General
175		Dorjdagva Bor	Altai-Uliastai Energy System	Executive Director
176		Osgonbaatar Jambaljamts	National Renewable Energy Centre	Director
177		Purevdorj Togtokhbaatar	Merubom	Director
178		Togtokhbaatar Tseyennyam	Energo Service Montar	Director
179		Uyanga Bataa	Energo Star	Managing Director
180	Montenegro	Aleksandar Erakovic	Embassy of Montenegro	Ambassador
181	Mozambique	Salvador Namburete	Ministry of Energy	Minister
182		Antonio Saide	Ministry of Energy	Director
183		Miquelina Menezes Carvalho Julien	Energy Fund	Chief Executive Officer
184		Telma Matavel	Ministry of Energy	Director
185	Nauru	Sprent Dabwido	Government of Nauru	President
186		David Canon	Office of the President	Aide de camp
187		Kim Aroi	Office of the President	Personal Secretary to the President
188		Michael Aroi	Government of Nauru	Secretary for Foreign Affairs and Trade
189		Milton Dube	Government of Nauru	Member of Parliament

No	Country	Name	Institution	Position/Title
190		Russ Kun	Government of Nauru	Secretary for Commerce, Industry and Environment
191	Netherlands	Gerard Michels	Embassy of the Netherlands	Ambassador
192		Huib De Bliek	Embassy of the Netherlands	Deputy Head of Mission
193	New Zealand	Malcolm Millar	Embassy of New Zealand	Ambassador
194		Saleem Fareed Oudah Al Tamari	Embassy of New Zealand	Advisor
195	Nicaragua	Lorena Lanza	Ministry of Energy and Mines	Deputy Minister
196		Luis Molina	Ministry of Energy and Mines	Director
197		Veronica Artiles	Ministry of Energy and Mines	Director
198	Niger	Foumakoya Gado	Ministry of Energy and Petroleum	Minister
199		Ibrahim Hassane	Ministry of Energy and Petroleum	Director
200		Seini Nouhou	Ministry of Energy and Petroleum	Director General
201	Nigeria	Abubakar Sani Sambo	Energy Commission of Nigeria	Director General
202		Abubakar Malah Umar	Energy Commission of Nigeria	Director
203	Norway	Oivind Johansen	Ministry of Petroleum and Energy	Assistant Director General
204		Ase Elin Bjerke	Embassy of Norway	Ambassador
205		Erik Furu	Embassy of Norway	First Secretary
206		Erik Olsen	Ministry of Petroleum and Energy	Senior Advisor
207		Oddbjorn Lyngroth	Ministry of Foreign Affairs	Senior Advisor
208	Oman	Ali Al Ghafri	Public Authority for Electricity and Water	Assistant Director
209		Hilal Al-Ghaithi	Public Authority for Electricity and Water	Engineer
210		Sulaiman Al-Harrasi	Public Authority for Electricity and Water	Senior Manager
211	Palau	Jackson Ngiraingas	Ministry of Public Infrastructure, Industries and Commerce	Minister
212		Gregorio Decherong	Ministry of Public Infrastructure, Industries and Commerce	Director

No	Country	Name	Institution	Position/Title
213	Philippines	Grace Rellucio Princesa	Embassy of the Philippines	Ambassador
214	Poland	Ilona Antoniszyn-Klik	Ministry of Economy	Undersecretary of State
215		Adam Krzymowski	Embassy of Poland	Ambassador
216		Janusz Bylinski	Embassy of Poland	Counsellor
217		Kinga Szafrankowska	Ministry of Economy	Senior Expert
218		Lucjan Karpinski	Embassy of Poland	Third Secretary
219		Lukasz Tomaszewski	Ministry of Economy	Senior Expert
220		Maciej Bialko	Embassy of Poland	Expert
221	Portugal	Jaime Leitao	Embassy of Portugal	Ambassador
222	Qatar	Abdullah Mohamed	Embassy of Qatar	Ambassador
223		Mona Al-Maadeed	Qatar Petroleum	Manager
224		Osama Al-Momani	Qatar Petroleum	Assistant Manager
225	Republic of Korea	Seok Cho	Ministry of Knowledge Economy	Vice-Minister
226		Deog-Ho Seo	Embassy of Republic of Korea	Counsellor
227		Dong Hyup Shin	Ministry of Knowledge Economy	Deputy Director
228		Heung Kyeong Park	Ministry of Foreign Affairs and Trade	Deputy Director General
229		Jun-Oh Kim	Korea Energy Management Corporation	Manager
230		Kyu Nam Chae	Embassy of Republic of Korea	Energy Attaché
231		Kyung Mo Nam	Ministry of Knowledge Economy	Advisor
232		Narae Lee	Ministry of Knowledge Economy	Interpreter
233		So Young Lee	Ministry of Knowledge Economy	Assistant Director
234		Sung Hwan Oho	Ministry of Foreign Affairs and Trade	First Secretary
235		Yong Hun Jung	Ministry of Knowledge Economy	Counsellor
236		Young Jun Kim	Ministry of Foreign Affairs and Trade	Advisor
237	Romania	Niculae Goia	Embassy of Romania	Ambassador

No	Country	Name	Institution	Position/Title
238		Calin Sil Viu Ciortin	Embassy of Romania	Advisor
239		Teodora Aurica Malain	Embassy of Romania	Advisor
240	Samoa	Faamoetauloa Taito Faale Tumaalii	Ministry of Natural Resources and Environment	Minister
241		Aiono Mose Pouvi Sua	Ministry of Foreign Affairs and Trade	Chief Executive Officer
242		David Joseph Hunter	Scientific Research Organization	Chief Executive Officer
243		Faalavaau Perina Jacqueline Sila	Ministry of Foreign Affairs and Trade	Deputy Chief Executive Officer
244		Sagato Tuiafiso	Ministry of Natural Resources and Environment	Assistant Chief Executive Officer
245	Senegal	Abdourahmane Diop	Embassy of Senegal	Ambassador
246		Antoine Faye	Ministry of Renewable Energy	Advisor
247		Ismaila Lo	Ministry of Renewable Energy	Head of Solar Energy Division
248		Lamine Diop	Ministry of Renewable Energy	Director
249		Oumou Kalsoum Sall	Embassy of Senegal	Counsellor
250	Serbia	Milos Banjac	Ministry for Infrastructure and Energy	Assistant Minister
251	Seychelles	Andrew Jean-Louis	Seychelles Energy Commission	Chief Executive Officer
252		Tony Imaduwa	Seychelles Energy Commission	Principal Officer
253	Sierra Leone	Ogunlade Davidson	Ministry of Energy and Water Resources	Minister
254		Bahige Annan	Ministry of Foreign Affairs	Trade Commissioner
255	Slovenia	Robert Kokalj	Embassy of Slovenia	Ambassador
256		Natalia Al Mansour	Embassy of Slovenia	First Secretary
257	South Africa	Yacoob Abba Omar	Embassy of South Africa	Ambassador
258		Kevin Oosthuizen	Embassy of South Africa	Counsellor
259		Lavhelesani Edith Mulangaphuma	Department of Energy	Personal Assistant to the Minister
260		Modise Mokgadi Audrey	Department of Energy	Chief Director

No	Country	Name	Institution	Position/Title
261		Modise Sello Daniel	Department of Energy	Deputy Director
262		Nomawethu Victoria Qase	Department of Energy	Director
263		Rose Thembi Ntlou	Department of Energy	Deputy Director
264	Spain	Isidoro Tapia	IDAE	General Secretary
265		Diana Lopez	IDAE	Manager
266		Vicente Cacho	Embassy of Spain	Advisor
267	Sri Lanka	Sarath Wijesinghe	Embassy of Sri Lanka	Ambassador
268		Sunil Galagama	Embassy of Sri Lanka	Counsellor
269	Sudan	Eisa Bashary Mohamed Hamid	Ministry of Science and Technology	Minister
270		Ahmed Elsiddig Ahmed Abdelhai	Embassy of Sudan	Ambassador
271		Amal Babiker	Department of International Organizations	Director
272		Anas Eltayeb Elgailani	Department of International Organizations	Ambassador
273		El Fadil Adam Ahmed Bashir	Ministry of Science and Technology	Director General
274		Gabreldar Ahmed Agabna Gubara	Ministry of Science and Technology	Official
275		Noureldaiem Abdelgadier Hamad Elniel	Embassy of Sudan	Minister Plenipotentiary
276	Swaziland	Peterson Dlamini	Ministry of Natural Resources and Energy	Senior Energy Officer
277		Bongani Thusi	Ministry of Natural Resources and Energy	Energy Officer
278		Constance Mthupha	Embassy of Swaziland	Third Secretary
279		Ephraim Mandlenkhosi Hlophe	Embassy of Swaziland	Ambassador
280		Mlondi Dlamini	Embassy of Swaziland	First Secretary
281		Sabelo Nxumalo	Embassy of Swaziland	Attaché
282		Swazi Dlamini	Embassy of Swaziland	Counsellor
283	Sweden	Daniel Johansson	Ministry of Enterprise, Energy and Communications	State Secretary
284		Isabella Palomba Ryden	Ministry of Enterprise, Energy and Communications	Head of Section

No	Country	Name	Institution	Position/Title
285		Jonas Johansson	Ministry of Enterprise, Energy and Communications	Press Secretary
286		Johan Murray	Embassy of Sweden	Counsellor
287		Lars Guldbrand	Ministry of Enterprise, Energy and Communications	Senior Advisor
288		Lisa Lundmark	Swedish Energy Agency	Executive Officer
289		Max Bjuhr	Embassy of Sweden	Ambassador
290		Rami Moussly	Embassy of Sweden	Senior Advisor
291		Tomas Kaberger	Swedish Energy Agency	Advisor
292	Switzerland	Walter Steinmann	Department of the Environment, Transport, Energy and Communications	State Secretary
293		Conradin Rasi	Federal Office of Energy	Advisor
294		Erdjan Naili Alexandre Opan	Federal Office of Energy	Advisor
295		Franziska Isliker	Embassy of Switzerland	Diplomat
296		Jean-Christophe Fueeg	Federal Office of Energy	Director
297		Jean-Michel Cina	Department of Economy, Energy and Spatial Development	Advisor
298		Josef Kanzig	Federal Office of Energy	Director
299		Philipp Dietrich	Paul Scherrer Institute	Advisor
300		Rola Samaha	Embassy of Switzerland	Advisor
301		Werner Leuthard	Department of Construction, Traffic and Environment	Advisor
302		Wolfgang Amadeus Bruelhart	Embassy of Switzerland	Ambassador
303	Togo	Dammipi Noupokou	Ministry of Mines and Energy	Minister
304		Kuami Wowogno	Yil Agency	Director
305	Tonga	Lord Maafu	Ministry for Lands, Survey, Natural Resources, Energy, Environment and Climate Change	Minister
306		Mahe Tupouniua	Government of Tonga	Secretary for Foreign Affairs
307		Honourable Akauola	Government of Tonga	Advisor
308		Mark Thomas Fogarty	Government of Tonga	Advisor

No	Country	Name	Institution	Position/Title
309	Tunisia	Noura Ben Lazregt Ep Laroussi	National Agency for Energy Management	Director General
310	United Arab Emirates	Sultan Ahmed Al Jaber	Ministry of Foreign Affairs	Assistant Minister
311		Abdulrahim Yousif Alawadi	Ministry of Foreign Affairs	Assistant Minister
312		Aimee Barnes	Ministry of Foreign Affairs	Analyst
313		Amna Mzoughi	Ministry of Foreign Affairs	Manager
314		Ayasha Al Ghas	Ministry of Foreign Affairs	Advisor
315		Bushra Al Matrooshi	Ministry of Foreign Affairs	First Secretary
316		Craig Jill Fiona	Ministry of Foreign Affairs	Advisor
317		Dane Clinton Mc Queen	Ministry of Foreign Affairs	Advisor
318		Debra Gail	Ministry of Foreign Affairs	Advisor
319		Fatima Saeed	Ministry of Foreign Affairs	Advisor
320		Iman Almarzouqi	Abu Dhabi Fund for Development	Project Officer
321		Khamis Alshemaili	Ministry of Foreign Affairs	Advisor
322		Majid Al Suwaidi	Ministry of Foreign Affairs	Advisor
323		Mariam Almutawa	Ministry of Foreign Affairs	Attaché
324		Mohamed Abu Shahab	Ministry of Foreign Affairs	Advisor
325		Mohammed Alhamedi	Abu Dhabi Fund for Development	Project Manager
326		Omar Shehadeh	Ministry of Foreign Affairs	Executive Advisor
327		Rebecca Claire	Ministry of Foreign Affairs	Advisor
328		Robert Bradley	Ministry of Foreign Affairs	Senior Advisor
329		Rouda Al Otaiba	Ministry of Foreign Affairs	IRENA desk officer
330		Sameer Jamil Saleh Assaf	Ministry of Foreign Affairs	Advisor
331		Sausan Al Jaberi	Ministry of Foreign Affairs	Advisor
332		Shaima Alaydarous	Ministry of Foreign Affairs	Marketing & Events Officer
333		Sultan Taryam	Ministry of Foreign Affairs	Advisor
334		Tarig Hamza	Abu Dhabi Fund for Development	Project Engineer
335		Thani Al Zeyoudi	Ministry of Foreign Affairs	Director

No	Country	Name	Institution	Position/Title
336	United States of America	Carlos Pascual	Department of State	Special Envoy for International Energy Affairs
337		Adam Michelow	Department of State	Economic Officer
338		Edward Faris	Department of State	Senior Advisor
339		Michael Mills	Department of Energy	Advisor
340		Raffi Balian	Department of State	Advisor
341		Rebecca Webber	Department of State	Advisor
342		Robert Ichord	Department of State	Deputy Assistant Secretary of State
343		Robert Sandoli	Department of Energy	Director
344		Ron Benioff	National Renewable Energy Laboratory	Manager
345	Uruguay	Cecilia San Roman	Energy Authority	Advisor
346		Alfredo Alvarez	Consulate of Uruguay	Consul General

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

List of applicants seeking observer status

for the second session of the Assembly

as of 13 January 2012

Signatories/States-in-Accession

1. Afghanistan
2. Algeria
3. Argentina
4. Austria
5. Azerbaijan
6. Bahrain
7. Belgium
8. Benin
9. Burkina Faso
10. Chad
11. Chile
12. Colombia
13. Comoros
14. Cote d'Ivoire
15. Egypt
16. Ethiopia
17. Greece
18. Guinea
19. Guinea-Bissau
20. Honduras
21. Iran (Islamic Republic of)
22. Iraq
23. Ireland
24. Italy
25. Jordan
26. Kazakhstan
27. Kiribati
28. Kuwait
29. Libya
30. Madagascar
31. Mauritania
32. Morocco
33. Nepal

34. Pakistan
35. Peru
36. Rwanda
37. Saint Vincent and the Grenadines
38. Sao Tome and Principe
39. Saudi Arabia
40. Somalia
41. Tajikistan
42. Timor-Leste
43. Turkey
44. Uganda
45. United Kingdom of Great Britain and Northern Ireland
46. United Republic of Tanzania
47. Vanuatu
48. Yemen
49. Zambia
50. Zimbabwe

UN Member States: Non Signatories / Non States-in-accession

1. Brazil
2. China
3. Dominica
4. Hungary
5. Indonesia
6. Micronesia, Federated States of
7. Namibia
8. Russian Federation
9. Singapore
10. Thailand
11. Tuvalu
12. Ukraine
13. Venezuela, Bolivarian Republic of

Others

1. ACCENTURE
2. ACCIONA ENERGIA S.A.
3. Bank of America
4. BEE - German Renewable Energy Federation
5. Brazilian Development Bank
6. Boston University Pardee Center
7. Bureau of Energy, Chinese Taipei
8. China Development Bank
9. Citizen Action Senegal
10. Climate Institute
11. Coastal and Marine Union
12. Columbia University (Earth Institute)

13. Cook Islands
14. Eduardo Mondlane University
15. Energy Commission Ghana
16. European Renewable Energies Federation
17. Ernst & Young
18. Eskom Holdings SOC Ltd
19. E+Co
20. Food and Agriculture Organisation
21. Fraunhofer Association
22. German Medical Center, UAE
23. Global Wind Energy Council
24. GNS Foundation
25. Iberdrola Renewables
26. International Institute for Applied Systems Analysis
27. Institute for Advanced Sustainability Studies
28. International Energy Agency
29. International Geothermal Association
30. International Union for Conservation of Nature
31. Japan Renewable Energy Foundation
32. Jeremy R. Rifkin (Foundation on Economic Trends)
33. McKinsey & Company
34. New Energy and Industrial Technology Development Organization
35. New Partnership for Africa's Development
36. Niue
37. Norwegian Agency for Development Cooperation
38. Norwegian Institute for Air Research
39. OPEC Fund for International Development
40. Organisation Internationale de la Francophonie
41. Pacific Power Association
42. PricewaterhouseCoopers
43. Regional Center for Renewable Energy and Energy Efficiency
44. Renewable Energy & Energy Efficiency Partnership
45. Renewable Energy Network for the 21st Century
46. RENAULT
47. Siemens AG
48. The Energy and Resources Institute, India
49. The Institute of Energy Economics, Japan
50. United Nations Economic Commission for Africa
51. United Nations Development Programme
52. United Nations Industrial Development Organization
53. United Nations Environment Programme
54. United Nations Foundation
55. United Nations
56. University of the South Pacific
57. World Future Council

Applications received after 6 January 2012:

1. Vestas
2. Union for the Mediterranean
3. Sustainable Energy Industry Association of the Pacific Islands
4. Schumacher Centre for Technology and Development
5. Kuwait Petroleum Company
6. Caribbean Community Climate Change Centre
7. Masdar
8. Climate Interactive
9. Afrisolar
10. Paris-Sorbonne University, Abu Dhabi
11. Global Strategies
12. Eskom
13. EuropeAid

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Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012
30 January 2012

Report of the credentials committee

The Assembly appointed a credentials committee of the following nine members in accordance with Rule 25 of the Provisional Rules of Procedure of the Assembly:

1. Belarus
2. Djibouti
3. Kenya
4. Mongolia
5. Mozambique
6. Nicaragua
7. Poland
8. Samoa
9. Spain

The committee met on 14 January 2012 at the second session of the Assembly in Abu Dhabi (United Arab Emirates) and decided to elect Samoa as Chair of the credentials committee.

The committee examined the credentials submitted to the Secretariat in accordance with Rule 24 of the Provisional Rules of Procedure of the Assembly. The credentials of the delegates of the Members listed below were found to be valid and constituting formal credentials. Those delegations that did not submit credentials but are represented by the competent authority were deemed to conform to the requirements. The committee therefore proposes to the Assembly that the following Members are entitled to participate in its second session.

List of Members which submitted formal credentials:

1. Albania
2. Antigua and Barbuda
3. Armenia
4. Australia
5. Bangladesh
6. Belarus
7. Bosnia and Herzegovina

8. Cameroon
9. Cyprus
10. Czech Republic
11. Denmark
12. Djibouti
13. Ecuador
14. Eritrea
15. European Union
16. Fiji
17. Finland
18. France
19. Gambia
20. Germany
21. Grenada
22. Iceland
23. India
24. Israel
25. Japan
26. Latvia
27. Lesotho
28. Liechtenstein
29. Lithuania
30. Luxembourg
31. Malaysia
32. Mali
33. Mexico
34. Monaco
35. Mongolia
36. Montenegro
37. Mozambique
38. Nauru
39. Netherlands
40. New Zealand
41. Nicaragua

42. Niger
43. Nigeria
44. Norway
45. Oman
46. Palau
47. Philippines
48. Poland
49. Portugal
50. Qatar
51. Republic of Korea
52. Samoa
53. Senegal
54. Serbia
55. Seychelles
56. Sierra Leone
57. Slovenia
58. South Africa
59. Spain
60. Sri Lanka
61. Sudan
62. Swaziland
63. Sweden
64. Switzerland
65. Togo
66. Tonga
67. United Arab Emirates
68. Uruguay

Members which submitted communications from their respective Embassies:

1. Angola
2. Kenya
3. Tunisia
4. United States of America

The credentials committee proposes to the Assembly that Members which submitted communications from their respective Embassies are also entitled to participate in its second session.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on the

proposed Work Programme and Budget for 2012

The Assembly,

Recalling Article XII of the Statute on the budget of the International Renewable Energy Agency;

Further recalling other relevant provisions of the Statute;

Also recalling the relevant parts of the Assembly decisions regarding the Acceptance of Assets and Liabilities of the Preparatory Commission for IRENA, as contained in document A/1/DC/2, and the Work Programme and Budget for 2011 as contained in document A/1/DC/8;

Further recalling the Interim Financial Regulations for IRENA as contained in document A/1/DC/6;

Reaffirming its determination to strengthen the role, capacity, effectiveness and efficiency of the International Renewable Energy Agency in order to realise its full potential and to respond effectively to the needs of Members, in accordance with the purposes and principles of the IRENA Statute, pursuant to the relevant provisions thereof;

Having considered the report of the Director-General on the Proposed Work Programme and Budget for 2012 pursuant to Article IX.G.2. of the Statute as submitted by the Council pursuant to Article X.F.2 of the Statute and contained in document A/2/1;

Taking note of the considerations of the Council as contained in document C/2/SR/L.1;

1. *Takes note with appreciation* of the report of the Director-General of the Work Programme and Budget for 2012;

2. *Decides* to adopt the proposed Work Programme and Budget for 2012, which totals USD 28.4 million, comprising:

    a. Core budget of USD 16 million to cover the core activities and administrative costs;

b. Voluntary contributions resulting from the UAE bid implementation agreement of USD 2.9 million for operations, USD 2.9 million for research and USD 1.6 million for workshops and conferences; and
c. Voluntary contributions for the operations of the IRENA Innovation and Technology Centre (IITC) in Bonn granted by Germany of USD 4 million;
d. Additional estimated voluntary contributions from Members amounting to USD 1 million;

3. *Resolves* that the scale of assessment for the contributions of Members to the core budget of IRENA for 2012 will be as contained in the revised Annex II of A/2/1 which shall also be applicable to any new Member who joined IRENA during 2011;

4. *Invites* Signatories and other potential Members to contribute to the IRENA budget on a voluntary basis, according to an indicative IRENA scale of contributions, based mutatis mutandis on the applicable scale of assessment to the regular budget of the United Nations;

5. *Decides* that contributions of new Members shall be treated in accordance with Financial Regulation 6.3;

6. *Further decides* that voluntary contributions of others shall be treated in accordance with Financial Regulation 7.1;

7. Also *reaffirms* its decision, as contained in paragraph 4 of Assembly decision A/1/DC/8, that any core budget cash surplus at the close of the financial year 2011, which includes any cash surplus from the liquidation of the Preparatory Commission's assets, shall be apportioned among Members and contributing Signatories, in proportion to their contributions, notwithstanding Financial Regulation 4.5 (a);

8. *Authorises* the Director-General to make transfers between appropriations sub-programmes pursuant to Financial Procedure 104.1 (b) up to the limit of 15 per cent of the amount appropriated for the sub-programme in question;

9. *Requests* the Council to continue to work closely with the Secretariat on the development of the proposed Medium-term Strategy and the 2013 Work Programme and Budget for the purpose of demonstrating clearly how the resources of the Agency support outcomes that advance its mission.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Proposed Work Programme and Budget for 2012

Report of the Director-General

* A/2/1 of 30 January 2012 includes a revised Annex II

Proposed Programme of Work and Budget for 2012

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Overview

1. World energy demand is rising as a result of economic growth and population increase. The finite nature of traditional energy sources, and their impact on global markets and the environment require a new sustainable growth strategy that puts renewable sources of energy at the core of efforts to ensure sustainable and reliable energy. Energy is a key prerequisite for socio-economic development, and with many developing countries in Africa, Asia and Latin America poised at the threshold of accelerated economic growth and energy demand, the energy agenda has become a priority for both policymakers and the private sector alike.

2. Renewable energy is playing a rapidly increasing role in global energy supply, and the trends reflect strong growth in all energy sectors and all regions of the world. The latest Renewables Global Status Report shows that renewables delivered close to 20% of global electricity supply in 2010 and that, by early 2011, they comprised one-quarter of global power capacity from all sources. Total global investment in renewable energy broke a new record in 2010, with investment in renewable power and fuels of USD 211 billion, up 32% from USD 160 billion the previous year. In many countries, policymakers, and the public and private sectors are becoming increasingly focused on accelerating the uptake of renewable energy through, inter alia; deployment of technologies, stimulating innovation and expanding related markets. Some 119 countries now have renewable energy policy targets or support policies, and at least half of them are in the developing world.

3. This growing economic and political sensitivity is also reflected in major international events that will take place in 2012, such as the United Nations Conference on Sustainable Development, Rio+20 Summit, and dedication of 2012 as the International Year of Sustainable Energy for All. Strong efforts are being made at the national and regional levels, and by the international community, to pave the way for renewable energies and thus transform existing energy systems. Recent events, such as the impact of natural disasters on the Fukushima plant, also prompted rethinking of the energy policies in different countries. The creation of new entities at national level such as the Japanese Renewable Energy Foundation (JREF), the Green Investment Bank in the UK or the Moroccan Agency for Solar Energy aimed at catalysing large-scale investment in the renewables sector and the change of energy policy in Germany are examples of such efforts.

4. It is against this background that the International Renewable Energy Agency (IRENA) is supporting the transition to sustainable and secure, low-carbon energy systems by further exploring and promoting the vast opportunities offered by renewable energy to address and alleviate current energy and energy-related challenges. IRENA has 85 Members and 70 Signatories and/or countries processing applications for membership, totalling 155 countries actively involved in its activities. Cooperation at the global, regional and national levels, knowledge sharing, enabling policies and enhanced capacity, as well as the encouragement of investment flows and strengthened technology and innovation, are all essential elements in these efforts. IRENA is positioning itself as a platform for all-inclusive cooperation where stakeholders can make a positive contribution to the common goals. This cooperation and partnerships are essential underpinnings of IRENA’s work.

5. The ambitious mandate entrusted to IRENA, positions the Agency at the forefront of the transition to a renewables-based energy future, while ensuring that the benefits of this transition benefit industrialised and developing countries alike. IRENA's principal role is policy innovation and facilitation, and its tools are policy analysis and advice, capacity building, knowledge management, stakeholder convening, and technology cooperation. IRENA's potential can be realised only if it is an inclusive, accountable and innovative organisation.

6. During 2011 significant efforts have been made to strengthen cooperation among IRENA Members, as well as with institutions and organisations committed to renewable energy. In 2011, the Agency was developing its formative institutional managerial structures, transparent and effective administrative procedures, recruiting staff and creating a framework for enhanced programme delivery through its outreach and collaborative initiatives. Drawing on their knowledge, experiences and resources, progress has been made in understanding the political, economic, policy and regulatory environment in which renewable energy competes, as well as the concomitant technological possibilities and business models. IRENA has structured its work within three distinct, but intrinsically connected and inseparable areas: innovation and technology, knowledge management and technology cooperation, and policy advice and capacity building.

7. The Proposed Programme of Work and Budget aims to adapt the framework devised in 2011 to meet IRENA's programmatic and management objectives in order to better serve the needs of Members. The year 2012 is expected be marked by an increase in regional activities particularly in Africa, Latin America and the Caribbean, and the Pacific Islands. 2012 will also be a critically important year for sustainable energy at the international level. The International Year of Sustainable Energy for All and the Rio+20 Conference will provide significant opportunities to advance the mission of IRENA. Building on the institutional and substantive framework set in the course of 2011, and based on the guidance provided by the Members and the experience gained, IRENA's activities have been refined and expanded. They are accompanied by a clear articulation of deliverables and outcomes, as well as the budget allocation required.

8. The organisational structure, as adopted in 2011 and proposed for 2012, reflects the programmatic structure and comprises the following:

   a. Strategic Management and Executive Direction
   b. Knowledge Management and Technology Cooperation
   c. Policy Advisory Services and Capacity Building
   d. Innovation and Technology
   e. Administration and Management Services

Proposed Programme Budget for 2012

Table 1: Estimates of expenditure (in USD thousand)

	2011 Approved Budget	2011 Estimated Expenditure		2012 Estimate
		Amount	Percentage Utilisation	
Assessed Contributions (Core Budget)	**13,260**	**10,820**	**81.6%**	**16,000**
Voluntary Contributions from the UAE				
Operations	2,900	2,900	100.0%	2,900
Research	2,900	1,073	37.0%	2,900
Workshops and Conferences	1,600	1,600	100.0%	1,600
Information Technology Infrastructure	1,148	1,148	100.0%	-
Additional Earmarked contribution (Capacity Building)	-	-	-	*500*
Subtotal UAE Contributions	*8,548*	*6,721*	*78.6%*	*7,900*
Voluntary Contributions from Germany				
Innovation and Technology	3,100	2,731	88.1%	4,000
Additional Earmarked contribution (Capacity Building)	-	-	-	500
Subtotal German Contributions	*3,100*	*2,731*	*88.1%*	*4,500*
Total Voluntary Contributions	**11,648**	**9,452**	**88.1%**	**12,400**
Grand Total	**24,908**	**20,272**	**81.4%**	**28,400**

Table 2: Resource requirements by component (in USD thousand)

Component	Core Budget		Voluntary Contributions		Total	
	2011 Approved Budget	2012 Budget Proposal	2011 Approved Budget	2012 Budget Proposal	2011 Approved Budget	2012 Budget Proposal
A. Strategic Management	3,743	4,422	1,600	1,180	5,543	5,602
B. Governing Bodies Conference Services	-		1,800	1,600	1,600	1,600
C. Programme of Work						
Sub-programme 1. Knowledge Management and Technology Cooperation	3,759	4,157	2,000	2,000	5,759	6,157
Sub-programme 2. Policy Advisory Services and Capacity Building	2,509	3,719	2,000	2,500[1]	4,509	6,219
Sub-programme 3. Innovation and Technology	-	-	3,100	4,000	3,100	4,000
Subtotal C	6,268	7,876	7,100	8,500	13,368	16,376
D. Administration and Management Services	3,249	3,702	1,148	1,120	4,397	4,822
Of which: Information Technology	-	-	1,148[2]	-	1,148	-
Total Estimated Requirements	**13,260**	**16,000**	**11,648**	**12,400**	**24,908**	**28,400**

[1] *This includes the Additional Earmarked contribution of USD 1,000,000 for Capacity Building activities from UAE and Germany (USD 500,000 each).*
[2] *Provided directly by UAE to build IT infrastructure.*

Table 3: Post requirements

	Core Budget		Voluntary Contributions		Total	
	2011	**2012**	**2011**	**2012**	**2011**	**2012**
Professional and above						
ASG	1	1	-	-	1	1
D-2	1	1	-	-	1	1
D-1	3	3	1	1	4	4
P-5	14	14	3	3	17	17
P-4	5	6	1	1	6	7
P-3	17	17	3	3	20	20
P-2/1	3	2	-	-	3	2
Subtotal	*44*	*44*	*8*	*8*	*52*	*52*
General Service	**18**	**18**	**2**	**2**	**20**	**20**
Total	**62**	**62**	**10**	**10**	**72**	**72**

Table 4: Resource requirements by object of expenditure and source of funds (in USD thousand)

(1) Core budget

Object of Expenditure	2011 Approved Budget[3]	Resource Growth		2012 Estimate
		Amount	*Percentage*	
Total Staff Costs	7,974	1,906	24%	9,880
Other Staff Costs[4]	50	-16	-32%	34
Consultants	1,700	-283	-17%	1,417
Seconded Personnel	881	22	2%	903
Ad Hoc Expert Meetings[5]	616	623	101%	1,239
Staff Travel	507	-22	-4%	485
Contractual Services	857	94	11%	951
General Operating Expenses	396	131	33%	527
Hospitality	5	3	60%	8
Supplies and Materials	274	7	3%	281
Furniture and Equipment	-	275	N/A	275
Subtotal	**13,260**	**2,740**	**21%**	**16,000**

(2) Voluntary Contributions

Object of expenditure	2011 Approved Budget	Resource growth		2012 Estimate
		Amount	Percentage	
UAE Contribution	7,400	-	0%	7,400
Information Technology[6]	1,148	-	-100%	-
Additional Earmarked contribution (Capacity Building)	-	500	-	500
German Contribution	3,100	900	29%	4,000
Additional Earmarked contribution (Capacity Building)	-	500	-	500
Subtotal	**11,648**	**752**	**6%**	**12,400**

(3) Core Budget and Voluntary Contributions

Object of expenditure	2011 Approved Budget	Resource growth		2012 Estimate
		Amount	Percentage	
Total (1) and (2)	**24,908**	**3,492**	**14%**	**28,400**

[3] *The expenses of the Preparatory Commission for January to March 2011 have been added to the April to December*
2011 appropriations in order to make the comparisons by object of expenditure consistent.
[4] *Other staff costs include general temporary assistance at the general service level.*
[5] *Ad hoc expert meetings include the cost of participants to IRENA meetings other than those of the Governing Bodies and subsidiary organs.*
[6] *Provided directly by UAE to build IT infrastructure.*

9. The level of resources proposed for 2012 amounts to USD 28,400,000, of which USD 16,000,000 is funded from assessed contributions and USD 12,400,000 from voluntary contributions. A thorough review and extensive consultations with programme managers have been carried out to ensure the optimal utilisation of resources and ensure full, efficient and effective implementation of the objectives and mandates set by Members.

10. The proposed core budget requirements for 2012 total USD 16,000,000, which comprises USD 9,880,000 for 62 core posts[7] and USD 6,120,000 for various non-post requirements including general temporary assistance, consultants, seconded personnel, expert group meetings, travel of staff, contractual services, supplies and materials and information technology. The distribution of the core budget requirements, by component, is as follows:

    a. USD 4,422,000 under strategic management, comprising USD 3,063,300 for 20 posts and USD 1,358,700 for non-post requirements;
    b. USD 7,876,200 under Programme of Work, comprising USD 4,174,000 for 23 posts and USD 3,702,200 for non-post requirements;
    c. USD 3,701,900 under Administration and Management Services, comprising USD 2,641,000 for 19 posts and USD 1,060,900 for non-post requirements.

11. It is proposed that the amount of USD 12,400,000 should be funded from voluntary contributions as follows:

    a. USD 7,400,000 from the UAE bid to provide for operations, research, workshops and conferences. An additional contribution USD 500,000 is earmarked for capacity building, and
    b. USD 4,000,000 from Germany to provide USD 1,586,000 for the continuation of 10 posts in Bonn and USD 2,414,000 for non-post requirements. An additional contribution USD 500,000 is earmarked for capacity building.

[7] *This does not include the 10 posts of IITC.*

A. Strategic Management

Core Resource requirements: USD 4,422,000

Voluntary Contributions: USD 1,180,150

Management of the Agency

12. The Director-General has overall responsibility for providing leadership to carry out the Agency's mandate and is also responsible for the efficient and effective management of the Agency and its Work Programme. The Director-General is supported by a Deputy Director-General both in overall management and in strategic management and programme design, formulation, and implementation, in line with IRENA's mandate, mission, objectives and accountability framework.

13. The Office of the Director-General provides support for the timely discharge of his responsibilities and for the management of his Office. It also monitors the implementation of the Programme of Work and acts as the focal point for information on all aspects of the work of the Office. Strategic Management also includes an internal audit function. The internal auditor will ensure that sub-programmes and activities are executed effectively and that internal control and risk management measures are in place to enable rapid response and reaction as required or appropriate. A Legal Advisor, inter alia, prepares and reviews agreements and contracts to ensure requisite compliance and to protect the interests of IRENA.

Outputs

- *i) Overall management: direction, guidance and policy clearance of all programmatic and administrative actions;*
- *ii) Planning and strategic management: Programme of Work and Budget, annual report;*
- *iii) Audits: facilitation of audits and written management responses showing the actions being taken to implement the audit recommendations provided;*
- *iv) Evaluations: coordination and management of the evaluation of sub-programmes and activities. Evaluation reports for completed activities and written management responses to evaluation findings.*

Governance Support Office

14. The establishment of the three principal organs of the Agency, namely the Assembly, the Council and the Secretariat, requires that the Secretariat focuses on the institutionalisation of structures and processes. The Secretariat will ensure effective support to Members in an accountable and transparent manner, to meet the needs of the

entire membership. The Governance Support Office will ensure a timely and efficient dissemination of documentation and effective support to Members and to intergovernmental meetings.

Outputs

v) Substantive servicing of meetings of the Assembly and the Council (3 meetings), and, as required, subsidiary organs (up to 6 meetings);
vi) Parliamentary documentation: Reports to the Assembly, the Council, and subsidiary organs (approx. 30 reports), delegates' web-site portal.

Communication and Outreach

15. Within the context of a broad communications umbrella for IRENA, the Communications Unit will maintain a continuous focus on communications and marketing, whose complementary but distinct roles should add to and multiply the value of every aspect and activity of the organisation. The 2012 International Year of Sustainable Energy for All and the Rio+20 Summit in June 2012 present a unique opportunity to place renewable energy prominently on the agenda, and IRENA will continue to contribute to this effort by participating in the UN Secretary-General's High-level Group on Sustainable Energy for All; it will serve as a core partner in the initiative, organising side events and taking the lead in issues related to renewable energy. IRENA is a partner at the World Future Energy Summit (WFES) at which the International Year will be launched, ensuring that the messaging for the year will start from a global platform. Outreach will be undertaken at global renewable energy initiatives such as the Interstate Renewable Energy Council (IREC), the Clean Energy Ministerial (CEM), and regional forums, especially in Africa, Asia-Pacific and Latin America and the Caribbean, and at global events such as Rio+20.

16. The communications strategy will also provide support to the implementation of the Programme of Work. The Communications Unit will partner with the Information Communication Technology and Governance Support Office in continuing its efforts to expand the IRENA website towards becoming a one-stop shop for relevant renewable energy information. A new interactive web platform will replace the current delegates' area. This new platform will enhance collaboration and information sharing. Training will be provided to all Members, and a phased approach will be adopted during the transition.

Outputs

vii) Publications: Key publications including newsletters, production of policy and programme documents in support of PACB, KMTC, and IITC's publications outputs, information and representational materials;
viii) Updates to Members in collaboration with the Governance Support Office including quarterly newsletters on IRENA events and activities;
ix) Continuing development of website content;
x) On-going media outreach, and development of additional media contacts and networks to further knowledge about IRENA's work;

xi) Development and implementation of new information portal for Members replacing the current delegates' area in collaboration with the Information Communications Technology and Governance Support Office;

xii) Implementation of IRENA's communications strategy supporting the Programme of Work and the Midterm Strategic Plan;

xiii) Enhanced engagement with current and new partners and collaborative arrangements to facilitate wider outreach;

xiv) As a core partner of the 2012 International Year of Sustainable Energy for All campaign, IRENA will support and participate in regional rollouts throughout the year. Communications activities will also support the Director-General as a senior advisor to the UN Secretary-General's High-level Group on Sustainable Energy for All. Outreach support includes:

- *World Future Energy Summit, Abu Dhabi Launch of the 2012 International Year of Sustainable Energy for All;*
- *Delhi Sustainable Development Summit, New Delhi – Asian rollout of the 2012 International Year of Sustainable Energy for All;*
- *African rollout of the 2012 International Year of Sustainable Energy for All, Nairobi;*
- *Americas rollout of 2012 International Year of Sustainable Energy for All;*
- *Support to the Director-General in his role as Senior Advisor to the UN Secretary-General on Rio+20, side events at the Rio+20 Summit, Rio de Janeiro, Brazil (June 2012);*
- *Side events at COP 18 /Climate Change Conference.*

Strategic Partnerships

17. The key drivers of success for IRENA are connectivity and the ability to galvanise critical partnerships with all key players in the renewable energy field. Selecting strategic collaborating partners is central to IRENA's work, fostering a wide array of opportunities to pursue the Agency's mission. The Director-General is responsible for forging major long-term relationships with key players in the field, while sub-programmes focus on continuous development and strengthening of partnerships related to defined activities.

Table 5: Objective, expected accomplishments and indicators of achievement

Objective: Effectively and efficiently manage the Agency and its Work Programme	
Expected accomplishments	**Indicators of achievement**
(a) Visibility of IRENA as the global voice for renewable energy	i. Growing recognition of IRENA among renewable energy stakeholders. ii. Growing recognition of IRENA as authoritative voice on renewable energy in international forums.
(b) Transparent, responsive and effective management of resources of the organisation	iii. Effective implementation of administrative procedures and mechanisms. iv. Prioritised result oriented implementation of programme of work and budget.
(c) Support to members of the governing bodies of IRENA	v. Timely delivery of documentation. vi. Effective support to inter-governmental meetings. vii. Effective communication with representatives of governments, international/regional organisations and stakeholders.
(d) Effective formulation, prioritisation and implementation of the Programme of Work	viii. Recognition by Member countries of an effective programme formulation, implementation and evaluation. ix. Effective internal budget management and coordination across sub-programmes.
(e) Timely and adequate mobilisation of financial resources	x. Percentage of resources mobilised in a timely manner to implement the Programme of Work.

Table 6: Resource requirements: Strategic Management

Category	**Resources (in USD)**		**Posts**	
	2011 Budget	2012 Estimate	2011	2012
Core Budget				
Post	2,405,300	3,064,000	20	20
Non-post	880,300	1,358,000	-	-
Subtotal	*3,285,600*	*4,422,000*	*20*	*20*
January to March 2011	457,017	-	-	-
Voluntary Contributions				
UAE Government Bid	1,800,000	1,180,150	-	-
Subtotal	*1,800,000*	*1,180,150*	-	-
Total	**5,542,617**	**5,602,150**	**20**	**20**

Table 7: Strategic Management Resource requirements by object of expenditure and source of funds 2012 (in USD)

Core budget	**4,422,000**
Total Staff Costs	3,064,000
Other Staff Costs	-
Consultants	-
Seconded Personnel	208,000
Ad Hoc Expert Meetings	700,000
Staff Travel	
Contractual Services	400,000
General Operating Expenses	
Hospitality	
Supplies and materials	50,000
Furniture and Equipment	-
UAE Bid	**1,180,150**
Research	537,500
Operations	642,650
GRAND TOTAL	**5,602,150**

18. The amount of USD 3,064,000 would provide for the continuation of 20 posts approved in 2011, including the reclassification of 1 P-3 post to P-4 (1 ASG, 1 D-2, 5 P-5, 2 P-4, 3 P-3, 1 P-2 and 7 GS). Resources totalling USD 1,358,000 would provide for non-post requirements including:

    a. Development of renewable energy initiatives and communication strategy for participation in the Rio+20 Conference on Sustainable Development;
    b. Support to the United Nations Secretary-General's High-level Group on Sustainable Energy for All;
    c. Participation in international renewable energy conferences/meetings and initiatives;
    d. Consultants to avail of specialised expertise in policy and substantive areas;
    e. Seconded personnel;
    f. Travel of staff;
    g. Supplies and materials;
    h. Hospitality.

19. Voluntary contributions totalling USD 1,180,150 from the UAE bid will continue to be utilised to assist in strategic stakeholder consultations, experts, outreach, support to IRENA's role as UN observer in particular during the International Year of Sustainable Energy for All and Rio+20 process, and meetings and conferences.

B. Governing Bodies Conference Services

Voluntary Contributions: USD 1,600,000

20. The Assembly is the supreme organ of IRENA and its main decision-making body. It is composed of all Members of IRENA and meets in regular annual sessions. The Assembly considers and approves IRENA's Work Programme and Budget and determines the guiding principles and policies of the Agency. The IRENA core budget does not cover the costs of delegations' participation at the Assembly.

21. The Council carries out functions entrusted to it under the Statute of IRENA and functions delegated to it by the Assembly. The Council has 21 members, elected by the Assembly on a rotating basis for a two-year term; it meets semi-annually. Until its third meeting, the Council has three subsidiary organs: the Policy and Strategy Committee, the Governance and Legal Committee, and the Finance Committee, which meet as required.

22. The Secretariat assists the Assembly, the Council and their subsidiary organs in the performance of their functions. The core resource requirements for this support are included under Strategic Management in Part A above.

Table 8: Resource Requirements: Meetings of the Governing Bodies

Category	**Resources (in USD)**		**Posts**	
	2011	2012	2011	2012
UAE Government Bid	1,600,000	1,600,000	-	-
Total	**1,600,000**	**1,600,000**	**-**	**-**

C. Programme of Work

Table 9: Resource requirements by sub-programme

	Core				Voluntary				Total			
	Resources		Posts		Resources		Posts		Resources		Posts	
	2011 Appropri-ation	2012 Estimate	2011	2012	2011 Appropri-ation	2012 Estimate	2011	2012	2011 Appropri-ation	2012 Estimate	2011	2012
Sub-programme 1 Knowledge Management and Technology Cooperation	3,759,020	4,156,700	14	14	2,000,000	2,000,000	-	-	5,759,020	6,156,700	14	14
Sub-programme 2 Policy Advisory Services and Capacity Building	2,509,545	3,719,500	9	9	2,000,000	2,500,000[8]	-	-	4,509,555	6,219,500	9	9
Sub-programme 3 Innovation and Technology	-	-	-	-	3,100,000	4,000,000	10	10	3,100,000	4,000,000	10	10
Total	**6,268,565**	**7,876,200**	**23**	**23**	**7,100,000**	**8,500,000**	**10**	**10**	**13,368,565**	**16,376,200**	**33**	**33**

[8] *This includes the Additional Earmarked contribution of USD 1,000,000 for Capacity Building activities from UAE and Germany (USD 500,000 each).*

Sub-programme 1: Knowledge Management and Technology Cooperation

Core Resource requirements: USD 4,156,700

Voluntary contributions: USD 2,000,000

Strategic Objectives and Context

23. Recent trends on renewable energy reflect the substantial progress being made in developing and deploying renewable energy resources; as seen in the increased contribution of renewable energy to the energy mix and the growth in global investments in the sector. Positive trends in new investments in emerging economies and developing countries have provided momentum to the markets. A large number of countries have developed policies and measures to stimulate the deployment of renewable energy.

24. There is however considerable room for improvement: out of the nearly 100 countries that have announced national targets for increasing the share of renewable energy in the energy mix, only half have received investment flows of more than USD 10 million. Moving from target-setting and political buy-in to actual deployment of technology requires intermediate steps. This sub-programme focuses on identifying the critical areas of knowledge, and making this knowledge available to IRENA Members and the wider renewable energy community, based on a coherent and integrated framework of knowledge resources. In some areas, i.e. potentials, statistics, indicators, assessments, large gaps were identified, which need to be filled. However, making knowledge available is not a guarantee of success. The transmission and absorption of knowledge depends on the readiness of the country to move towards renewables. The role of KMTC is to develop a systematic approach to renewable energy readiness, designed to support regional partners and Member countries. This work would lead to concrete tailor-made action plans at regional and national level, to be implemented in coordination with PACB.

25. As detailed in Article 2 of its Statute, the mandate of IRENA includes a focus on the widespread and increased adoption and use of renewable energy with a view to sustainable development. In this regard, North-South and South-South technology cooperation will be a central element of any discussion related to knowledge, be it knowledge-sharing, dissemination of knowledge, or readiness to absorb and implement this knowledge. KMTC's role is to assist and catalyse multilateral cooperation in renewable energy technology by providing a platform for dialogue and by fostering technology cooperation. The sub-programme is articulated around three components, described below.

Component 1: Systematise relevant global knowledge on renewable energy

26. Targeted generation and transfer of knowledge are central to promoting and facilitating change. A central aspect of this is the creation of a solid and reliable information base. In 2011, KMTC started to develop a statistical database, which builds on the main global databases (IEA, UN, others) by gathering additional information from countries through partnerships at the country level. Information on potentials is being collected, and an electronic database of studies has been initiated. Partnerships with the Clean Energy Ministerial lead to a concept and prototype for a Global Solar and Wind Atlas, which will be presented to end-users, and expanded to include other renewable energy technologies. A conceptual framework is under development for energy indicators, which will also seek input from experts and governments. The components and activities proposed in 2012 will build upon these foundations and will develop a knowledge management platform, which will engage stakeholders at the global, regional and local level in the creation, use and dissemination of information and knowledge. Five activities are planned for 2012:

27. **Activity 1: Operationalise IRENA's Knowledge Management (KM) strategy**. Following the mapping of existing sources of knowledge and gap analysis undertaken in 2011, KMTC will develop a Knowledge Management strategy for IRENA. The strategy will establish a Knowledge Management framework that ensures easy access to renewable energy information and knowledge relevant to the needs of Members, academia, civil society, and other stakeholders. It will also provide for the management of knowledge within the Agency, establishing a system to ensure institutional memory as well as a documentation centre. A workshop will present the Knowledge mapping and gap analysis to countries in order to integrate their expectations in the Knowledge Management strategy. A core team will be established within IRENA to monitor and assist in the implementation of the Knowledge Management strategy. This process will include a capacity building component to ensure the application of the strategy internally.

Output

i) IRENA Knowledge Management Strategy document

28. **Activity 2: Renewable Energy Potentials**. Knowledge of energy potentials is the basis for planning the transition to renewable energy systems. In partnership with the Clean Energy Ministerial Multilateral Solar and Wind Working Group (CEM MWG), IRENA is coordinating the development of the Global Solar and Wind Atlas. This initiative will enhance IRENA's ability to provide targeted services to its Members, and will also ensure that it responds to Member countries specific needs and requirements. Building on existing international initiatives to improve data quality IRENA will contribute to assessing renewable energy potentials by carrying out the following tasks:

a. Provide a platform (meta-database) for global data providers such as the National Renewable Energy Laboratory (NREL) of the US Department of Energy, the German Aerospace Centre (DLR), the Danish National Laboratory for Sustainable Energy (Risø), the Spanish Renewable Energy Centre (CENER), and NASA among others. The collaboration with the World Meteorological Organisation (WMO)

begun in 2011 will be supported by the network of WMO members in the verification phase of the Global Solar and Wind Atlas. Recommendations will be formulated on the elements and instruments required to densify the measurement network to enhance the level of accuracy in terms of evaluating renewable energy potentials, starting with wind and solar.

b. While the initial phase will focus on wind and solar, work on other renewable energy sources will progressively be initiated. KMTC will start to develop a global biomass dataset, building on datasets from the Food and Agriculture Organisation (FAO) and the International Institute for Applied Systems Analysis (IIASA). Exchanges of views and information initiated in 2011 will be pursued, resources allowing, in particular on geothermal energy, and hydropower.

c. The Global Atlas will contribute to the upcoming Global Framework for Climate Services (GFCS), by ensuring that end-user recommendations are transmitted to the GFCS programme. Demonstration campaigns within the Global Atlas will be organised jointly with WMO and the GFCS programme.

d. A simplified version of the final system for the Global Solar and Wind Atlas will be made available to a group of end-users gathered on the occasion of the second session of IRENA's Assembly. It will demonstrate the feasibility of delivering adequate data and services at the global level, and will gather recommendations from end-users before developing a more complete system.

e. A strategy paper on developing and exploiting renewable energy potentials for policymaking will be prepared. KMTC will develop a set of case studies focusing on three countries at different stages of resource assessment. In the process, these countries will be assisted in building their methodology to provide critical inputs for decision-making.

Outputs

ii) Advanced demonstration platform, building on open architecture and existing datasets;
iii) Draft publication on architecture, methodology, services, and use of the Atlas submitted for online publication;
iv) Two case studies initiated at national level, illustrating the benefit of resource mapping for policy development;
v) Partnerships to expand datasets on bioenergy, geothermal energy and hydropower will be initiated.

29. **Activity 3: Renewable Energy Statistics**. Consultations with Members have highlighted the need for a continuous coordinated data collection process to develop reliable and consistent data on renewable energy. Current and accurate statistical information is essential for knowledge management and will remain a critical underpinning of KMTC work. To provide better quality of data, KMTC will focus on data collection of the countries not covered by the International Energy Agency (IEA),

which are non-OECD countries. In 2011, KMTC started to collect data for a set of countries in Africa through IRENA focal points and this process will be extended to include all countries in Africa and Pacific islands in 2012. This activity will include a capacity building component to be undertaken in collaboration with PACB and will comprise the following tasks:

a. In collaboration with REN21, an expert group will be set up to conceptualise a framework of datasets focusing on national measures to deploy renewable energy. The framework will be based on official statistics, where these exist, and on data provided by IRENA focal points, industry, financial institutions, NGOs and other relevant actors. This exercise will also help to identify additional data sources, major programmes and projects, and highlight the capacity development needs with respect to gathering renewable energy data. This exercise will be carried out at the regional level.

b. A special series of papers on statistics will be developed – Beyond Energy Balances – which will discuss the analysis required to start discussions on an appropriate statistical methodology.

c. Country profiles for two regions – Asia and Latin America – will be produced following the development of country profiles for the Pacific and Africa. These profiles aim at giving the general audience a brief yet comprehensive picture of renewable energy in each country and provide information on energy supply, energy access, targets, policies and measures, projects and resource endowment. The profiles will be updated when new data become available and after consultation with focal points in each country.

Outputs

vi) Updated renewable energy statistics for Member countries;
vii) Updated Country Profiles for all counties in Latin America and the Caribbean, Asia, Africa and the Pacific;
viii) Reports and working papers on the methodology to build renewable energy datasets.

30. **Activity 4: Renewable Energy Indicators**. In order to monitor renewable energy trends and the effectiveness of policies, in 2011, KMTC conducted a literature review of the methodology used to develop existing indicators on energy and sustainable development. This was an initial step in the development of Renewable Energy indicators. The review will continue in 2012. IRENA will bring together experts and institutions active in the fields of statistics, energy planning, macroeconomics and renewable energy policy to develop a concept paper on the framework for Renewable energy indicators, and will present it for wider discussion among Member countries with a view to finalising the methodology.

Output

ix) Concept note on methodology to build renewable energy indicators.

31. **Activity 5: Global and Regional Reports**. To make a substantive contribution to the production of global and regional assessment reports, cooperation with key actors will continue. In collaboration with PACB and IITC, KMTC will publish an annual renewable energy report on a specific theme. The first edition will focus on African investment trends. A set of country case studies will be prepared to gain a better understanding of how particular policy initiatives impact investments in specific renewable energy technologies.

Outputs

x) Report on renewable energy investment trends in Africa;
xi) Report on the impact of policy initiatives on investments in the renewable energy sector as a whole and in specific technology areas.

Component 2: Promote regional consensus to adopt renewable energy

32. Regional economic and political forums are the primary entry point to discuss policy interventions at the regional and country levels. The work in this respect was initiated in 2011 by engaging with leaders and other stakeholders from Africa and the Pacific Islands. Two activities are envisaged in 2012:

33. **Activity 1: Renewable Energy Readiness Assessments**. Renewable readiness assessments aim to identify the elements necessary to devise an effective policy framework to support market development. Readiness assessments are being designed to provide input to regional renewable energy action plans as well as solutions to energy access by bringing together partners in the implementation of action plans. The renewable energy readiness reports will enable IRENA to structure policy advice by providing detailed guidelines to address specific policy challenges and by promoting innovative policy tools.

34. In 2011, the readiness assessment methodology was developed and tested in two sub-Saharan African countries, Senegal and Mozambique. In 2012, one readiness assessment will be conducted in one Latin America/ Caribbean country and in one Pacific Island country. These countries could subsequently act as a channel for dissemination and engagement across their respective regions. Two regional workshops will be held in ECOWAS and SADC in order to roll-out the methodology. The methodology will be further refined based on feedback received during the workshops and through subsequent consultations with stakeholders. The methodology will be published along with the templates and questionnaires necessary to carry out future readiness assessments.

Outputs

xii) Pilot studies for testing the Renewable Readiness Assessment Methodology in one Latin America/Caribbean country and in one Pacific Island;
xiii) Regional reports on Renewable Energy Readiness Assessment;
xiv) Final report on the Renewable Energy Readiness Assessment methodology.

35. **Activity 2: Forging Partnerships for Action**. The regional and country-level assessments carried out in 2011 enabled IRENA to identify organisations and stakeholders in the Economic Commission of West African States (ECOWAS) and in the Southern African Development Community (SADC) as partners for bridging gaps with concrete action plans. These partnerships will be articulated at the country level and will address the needs identified in the renewable readiness assessments with the added value that specific partnerships can bring.

36. In 2012, cooperation with regional organisations will be further enhanced. This cooperation will be expanded to the Middle East and North Africa region. In this context, a strategic partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE) will be developed to enable IRENA to implement a joint work plan based on the real needs of these countries.

Outputs

xv) Two regional workshops to help countries prepare their Renewable Readiness Assessments and to initiate partnerships to implement the actions proposed;
xvi) A Memorandum of Understanding (MoU) will be signed with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).

Component 3: Catalyse multilateral cooperation in renewable energy technology

37. In an effort to catalyse North-South and South-South technology cooperation, IRENA will continue to provide a platform for dialogue and will develop modalities for fostering technology cooperation. Three activities are planned:

38. **Activity 1: Enhance South-South Technology Cooperation**. During 2011, IRENA convened an entrepreneur workshop in collaboration with E+Co and SELCO. A key result from the workshop was a working paper on South-South technology cooperation. Building on this work and in cooperation with governments, international organisations, the private sector and the academic and scientific community, IRENA will work on the development of a comprehensive, cross-disciplinary strategy to enhance South-South technology cooperation.

Outputs

xvii) Establishment of a network across the regional centres in Africa, Latin America and the Caribbean, and Asia and the Pacific with a view to creating synergies and reinforcing South-South cooperation;
xviii) Strategy paper for promoting South-South technology cooperation.

39. **Activity 2: Policy Dialogue for Technology Cooperation**. In 2011, KMTC conducted a review of renewable energy technology cooperation in order to map best practices. The IRENA-NREL workshop initiated discussions at the expert level. In 2012, two meetings of experts, multilateral and bilateral organisations, and representatives from Member countries will be organised to initiate a dialogue among IRENA Members on technology

cooperation. The report being prepared on best practices will provide background information for Members to identify gaps that can be addressed by collaborative action. This forum will also provide a platform to discuss other aspects of technology cooperation, including the environmental impacts of renewable energy technologies and a strategy for regional centres. Both of these topics will be analysed in cooperation with IITC.

Output

xix) Two meetings of the forum for policy dialogue on technology cooperation.

40. **Activity 3: Engaging the Industry in Specific Technology Areas**. KMTC will undertake an assessment of policy frameworks in a specific technology. This activity will build on the work to date for the wind sector and will help design concrete action plans to replicate successful approaches. This work will be complemented by formulation of appropriate policy advice by PACB and will be expanded to two additional technologies.

Output

xx) Assessment of key policy issues in the deployment of two renewable energy technologies in collaboration with industry.

External Factors

41. The KMTC sub-programme is expected to achieve its objectives based on the assumption that countries will be willing to engage with IRENA to build a long-term plan of action to increase the deployment of renewable energy.

Table 10: Objective, expected accomplishments and indicators of achievement

Objective: Support countries in accelerating renewable energy uptake through dissemination and transfer of knowledge, and to facilitate international technology cooperation in the field of renewable energy.	
Expected accomplishment in 2012	**Indicators of achievement**
(a) A shared and inclusive strategy for a systematic approach to knowledge management is adopted, and implemented in specific areas.	i. Number of countries providing input to the Knowledge management strategy, leading to a shared and agreed vision, to be implemented jointly. ii. An inclusive partnership for a Global Solar and Wind Atlas established (number of partners, geographic balance), with prospects for expansion to other resources (number of partners). iii. A network of focal points for renewable energy statistics established (number of partners, geographic balance).
(b) A systematic framework for assessing the concept of 'renewable readiness' is designed and tested in selected countries and regions.	iv. Attendance at the two regional workshops designed to build capacity of countries to carry out their readiness assessments (number of attendants). v. Widespread adoption of the concept: agreement from regional entities and countries to move forward with readiness assessments in the coming years (number).
(c) Mechanisms for technology cooperation are designed and progressively implemented.	vi. Engagement of key stakeholders in discussions on technology cooperation strategies to allow peer to peer interaction and agreement on collaborative plans (number). vii. Policy dialogue on technology cooperation initiated through two workshops (number of attendants, type of organisations, geographic balance). viii. Policy issues in two technology sectors are assessed, laying the ground for action plans to be prepared and implemented by countries (number of involved countries initiating the process).

Table 11: Resource requirements Knowledge Management and Technology Cooperation

Category	Resources (in USD)		Posts	
	2011 Appropriation	2012 Estimate	2011	2012
Core Budget				
Post	1,945,000	2,509,000	14	14
Non-post	1,355,000	1,647,700	-	-
Subtotal	*3,300,000*	*4,156,700*	*14*	*14*
January to March 2011	459,020	-	-	-
Voluntary Contributions				
UAE Government Bid	2,000,000	2,000,000	-	-
Subtotal	*2,000,000*	*2,000,000*	-	-
Total	**5,759,020**	**6,156,700**	**14**	**14**

Table 12: KMTC Resource requirements by object of expenditure and source of funds 2012 (in USD)

Core budget	**4,156,700**
Total Staff Costs	2,509,000
Other Staff Costs	-
Consultants	667,000
Seconded Personnel	288,000
Ad Hoc Expert Meetings	189,000
Staff Travel	285,250
Contractual Services	151,000
General Operating Expenses	10,500
Hospitality	2,500
Supplies and materials	54,450
Furniture and Equipment	-
UAE Bid	**2,000,000**
Research	1,612,500
Operations	387,500
Total	**6,156,700**

42. The amount of USD 4,156,700 would provide USD 2,509,000 for the continuation of 14 posts (1 D-1, 3 P-5, 2 P-4, 6 P-3, 2 GS). Non-post resources totalling USD 1,647,700 would cover the following requirements to allow the anticipated results to be achieved and delivery of the outputs elaborated above:

a. Specialised expertise not available in IRENA;
b. Seconded personnel;
c. Expert meetings;
d. Travel of staff related to undertaking targeted studies and participating in relevant forums;
e. Training related to the concept paper and partnership agreements for a renewable energy potentials platform;
f. External printing of the design process related to engagement with partners in Africa and the Pacific Islands on renewable readiness assessments;
g. Proprietary software related to the prototype renewable energy statistics database and data collection methodology;
h. Technical publications and information related to the knowledge mapping report and the renewable readiness assessment.

43. The voluntary contributions resources of USD 2,000,000 to be funded from the UAE bid will contribute to the implementation of the outputs outlined in the paragraphs above.

Sub-programme 2: Policy Advisory Services and Capacity Building

Core resource requirements: USD 3,719,450

Voluntary contributions: USD 1,500,000

Additional earmarked contribution (Capacity Building)

from UAE and Germany: USD 1,000,000

Strategic Objectives and Context

44. Article IV of the Statute mandates IRENA to: "a) analyse, monitor and systematise current renewable energy practices, including policy instruments and incentives …; c) provide its Members, upon their request, policy advice and assistance …; and e) offer capacity building including training and education to its Members." Accordingly, IRENA's Policy Advisory Services and Capacity Building (PACB) sub-programme aims to assist countries to foster an enabling policy, financial and human resource framework for the deployment of renewable energy technologies.

Component 1: Strengthen countries' capacity to design long-term enabling renewable energy policy frameworks and maximise socio-economic benefits

45. An increasing number of policies have supported the substantial growth of renewable energy technologies in recent years. While some policies have proven to be more effective than others in rapidly increasing renewable energy deployment, there is no one-size-fits-all policy framework. An important aspect in the design of sustainable renewable energy policy is the assessment of long-term socio-economic benefits, including employment and industry creation, energy security and climate change mitigation.

46. **Activity 1: Policy Assessment**. PACB will monitor best practices in renewable energy policy design and make that information and advice available to national and local policy-makers, civil society and private sector actors.

47. *Best Practices in Policy Design*: (a) PACB, in coordination with IITC, will analyse the role of cities, towns and local governments in enacting renewable energy promotion policies. Given the increasing demand for local governments to integrate renewable energy policies in sustainable urban planning, PACB will cooperate with the International Council for Local Environmental Initiatives (ICLEI) and UN-HABITAT to demonstrate how local policies can be shaped towards a renewable energy future; (b) PACB will conduct an assessment of renewable energy tariff-based support mechanisms, taking into account recent findings from renewable energy auctions (e.g. France, Brazil, and Peru); (c) PACB will analyse options to enhance the role of renewable energy in the implementation of emerging mechanisms in the UNFCCC process, including the Technology Mechanism, the Green Fund, and Nationally Appropriate Mitigation Actions (NAMAs), which have become a key component of the new international climate regime under discussion.

48. *Socio-economic Impact of Renewable Energy*: (a) PACB will be a contributing author to the report on renewable energy and job creation coordinated by the International Labour Organisation (ILO). PACB will continue to participate in the Project EMPLOY led by the Renewable Energy Technology Deployment Implementing Agreement of the International Energy Agency (IEA-RETD) to develop methodologies for estimating the employment impact of renewable energy use; (b) PACB will initiate, in collaboration with IITC, an analysis of macro-economic framework conditions that determine the impact of national and local industrial policies for the local development of renewable energy technologies.

49. *Joint IRENA-IEA policy database*: PACB, in collaboration with the IEA, will expand the geographical scope of the Global Renewable Energy Policies and Measures Database with primary information from over 100 IRENA Member and Signatory countries currently not covered by the IEA. The Database will be updated on a biennial basis through national focal points. It aims to provide accurate and up-to-date information on national renewable energy policies to policy-makers and academic and private sector actors.

Outputs

i) Three working papers on best practices focusing on:
- *Renewable energy policies for local governments;*
- *Design of renewable energy auctions and;*
- *The role of renewable energy in the Technology Mechanism, the Green Fund, and in Nationally Appropriate Mitigation Actions.*

ii) Participation in relevant intergovernmental initiatives on renewable energy and job creation;

iii) Preliminary report on macro-economic framework conditions for the local development of renewable energy industries;

iv) Joint IRENA-IEA Global Renewable Energy Policies Database

50. **Activity 2: Pilot Project – Technical and Policy Advice for Wind Deployment**. This activity will build on KMTC's work with the Global Wind Energy Council (GWEC) on the design of successful approaches for national action plans for wind energy deployment. PACB will establish an expert group, consisting of policymakers, academia, and the private sector, to provide technical assistance and policy advice to Member countries for the development of the wind sector. A workshop will be organised to define the scope of work and initiate the activities of the Expert Group.

Output

v) Pilot Expert group established to facilitate assistance to Member countries in deploying wind energy.

51. **Activity 3: Contribution to the International Year of Sustainable Energy for All**. In continuation of the work started in 2011 and in the context of the International Year of Sustainable Energy for All, PACB will support The Alliance for Rural Electrification (ARE) and ECOWAS Regional Centre for Renewable Energy and Energy Efficiency (ECREEE) in the organisation of the First International Off-Grid Renewable Electrification Conference. The Conference will aim at raising the profile of investment opportunities in

rural electrification projects in Africa by facilitating contact between African leaders and international renewable energy companies. The Conference will take place in the ECOWAS region in autumn 2012. A similar approach will be designed in consultation with Latin American governments and stakeholders.

Output

vi) Joint organisation of an International Off-Grid Renewable Electrification Conference with the private sector and African governments.

Component 2: Improve understanding of economic and financial conditions to leverage renewable energy investment

52. Although investment in renewable energy reached USD 211 billion in 2010 globally, its share remains limited in developing countries outside China, Brazil, and India. Access to increased finance and investment will be a decisive factor in achieving higher levels of renewable energy uptake in developing countries. However, renewable energy projects in emerging markets and developing countries face a number of challenges. PACB will continue to identify barriers to renewable energy investment, and will provide a basis for understanding necessary conditions for scaling up investment in renewable energy.

53. **Activity 1: Analysis of Renewable Energy Financial Mechanisms and Risk Mitigation**. In continuation of work done in 2011, PACB will carry out the following activities: (a) PACB will conduct five case studies of renewable energy projects in developing countries identifying investment challenges and formulating policy recommendations; (b) Scaling-up of renewable energy through new sources of funding. Building on 2011 work, PACB will convene a workshop to disseminate information and develop a consultative process on new programmatic approaches for scaling up renewable energy investment such as Energy+ and GetFit.

Outputs

vii) Five case studies on renewable energy projects identifying critical issues and investment challenges in developing countries;
viii) Workshop on programmatic approaches to scale-up renewable energy funding.

54. **Activity 2: Business Models for Small and Medium-size Entrepreneurs for Renewable Energy Access Projects**. Building on feedback from local practitioners who participated in the IRENA workshop on enabling local renewable energy entrepreneurship held in Bangalore in November 2011, PACB will prepare a handbook for policy-makers to promote successful business models for small and medium-size entrepreneurs working on renewable energy access schemes in rural areas.

Output

ix) Handbook with recommendations for policy-makers on successful business models for renewable energy based access to energy projects.

55. **Activity 3: Abu Dhabi Fund for Development (ADFD)**. PACB will administer and assist the first project cycle of the ADFD for renewable energy projects in developing countries. PACB will also participate in preparations for the second call for proposals scheduled for 2013.

Output

x) Technical and administrative assistance for the first project cycle of ADFD renewable energy projects.

Component 3: Enhance governments' understanding of critical gaps and needs for capacity building

56. In continuation of the work carried out in 2011, PACB will facilitate the training and development of qualified human resources to supply the renewable energy sector. This activity will bring together governments and their agencies, educational and training institutions as well as private sector and civil society actors. PACB will assist countries in developing their own capacity building interventions, improve connectivity among relevant actors and enhance the learning environment.

57. PACB will develop analytical processes assisting Governments to identify existing capacity gaps, priority areas, and to design and implement integrated capacity building programmes addressing individual and institutional capacities.

58. **Activity 1: IRENA Capacity Building Strategy**. Based on the analytical work carried out in 2011 and consultation with government representatives, private sector actors and civil society, IRENA's Capacity Building Strategy will be finalised and presented to countries and the wider public. The strategy document will map out clear focus areas and describe the modes of implementation and generate an understanding and subsequently acceptance of the Agency's capacity building services.

Output

xi) IRENA Capacity Building Strategy

59. **Activity 2: Capacity Needs Assessments**. The KMTC sub-programme started in 2011 to develop a methodology to systematically assess the readiness of countries for renewable energy uptake. PACB will work on the skills and capacity component of this activity. Furthermore, since 2011 PACB is collaborating closely with the CEM on the analysis of available methodologies with the aim of providing countries with the means to assess existing capacity assets and challenges of a country, as a basis to develop capacity building responses and monitor progress. PACB will ensure that synergies between these two efforts will be realised. For 2012 one training workshop on how to conduct capacity needs assessments for government officials is planned.

Output

xii) Training workshop on how to conduct capacity needs assessments for government officials.

60. **Activity 3: Supporting Regional Capacity Building Initiatives**. In 2012, two regional capacity building initiatives will translate the consultation work carried out during 2011 into concrete and replicable training activities. In cooperation with KMTC, consultations will start for a third region. The following regional programmes will be initiated:

    a. *Pacific Islands:* Building on the insights gained during the IRENA-Pacific Consultative Meeting, held in October 2011, the activities aim to provide training to governments, utilities and entrepreneurs to enable for a roll-out of both grid-connected and isolated systems in a region with a limited market and low population density. The activity will be implemented in close cooperation with relevant partners as the Secretariat for Pacific Community (SPC) or University of South Pacific (USP). The experiences will also inform future activities in the Caribbean.

    b. *West Africa:* The dialogue initiated with ECREEE in 2011 will be continued with the aim to define a regional capacity building action plan to be carried out jointly. This plan will be elaborated on the basis of ECREEE's knowledge of the capacity gaps in the region and the findings of the pilot readiness assessment conducted by IRENA and with participation of an expert from ECREEE in November 2011 in Senegal.

    c. *Latin America and the Caribbean*: In the framework of the readiness assessment to be carried out in the region, PACB will establish a consultative process with Member countries in the region to identify priority areas of action.

61. **Activity 4: Renewable Energy Training Programme**. Under the auspices of IRENA and funded through voluntary earmarked contributions from Germany and the United Arab Emirates, training programmes will be developed and carried out to enhance the implementation of the regional capacity building initiatives. The implementation of these training programmes is subject to availability of voluntary funds.

Output

xiii) Design and initiation of a modular renewable energy training programme targeting two regions: Pacific Islands; and West Africa

Component 4: Facilitate and increase education and training

62. The renewable energy sector provides increasing income generation and job opportunities. Education and training will be required to support a growing renewable energy sector. Renewable energy technologies are suitable for a wide range of possible applications, from solar home systems to steam from geothermal sources. New skills will also need to be developed as knowledge expands. For example wind resource assessments have become more accurate in recent opening new forecasting applications. PACB will continue its work to build a one-stop-shop for education and training covering all sources and renewable energy technology applications. This will be done in partnership with other international organisations, multilateral forums, academia and associations. Training activities will target three major groups: government agencies; students, trainees and professionals; and education experts and practitioners. PACB education and training activities will also

support KMTC and IITC in energy planning and power sector modeling tools; Renewable Energy Statistics; and Patent information for technology transfer.

63. **Activity 1: IRENA Renewable Energy Learning Partnership (IRELP)**. In 2011 the conceptual and preparatory work for building a common platform to enhance the visibility and accessibility of renewable energy education and training (E&T), and to increase its availability was expedited. A platform for the activities of the partnership will be launched in early 2012 and among its first and core services will be the global E&T database, the library, and the pooling of E&T materials and relevant documentation. Through this partnership IRENA will support the development of curricula for different target groups. Partnership and data exchange are at the core of this activity, with, among others, CEM, E+Co, GIZ, NREL, REEEP, and RETScreen. IRENA will support the initiative "Global Energy Entrepreneurship Programme" in cooperation with E+Co to promote training developing country energy entrepreneurs

Outputs

xiv) Global IRELP database on renewable energy education and training activities and materials;
xv) Curricula on renewable energy access projects and business models for small-scale entrepreneurs.

64. **Activity 2: IRENA Scholarship Programme**. The IRENA Scholarship Programme, established in November 2011 in cooperation with the Masdar Institute (MI), will continue in 2012. IRENA will award full scholarships to 20 promising students and will propose a lecture programme on various renewable energy topics delivered by recognised experts.

Output

xvi) IRENA lecture programme in cooperation with the Masdar Institute.

External Factors

65. The sub-programme will achieve its objectives and expected accomplishments based on governments continuing to make commitments to advance the deployment of renewable energies at national and local levels, and also being willing to provide access to relevant data and information and to participate in assessment processes. The readiness of international organisations, civil society, the private sector, and the academic and scientific communities, to share information and to partner with IRENA is also of equal importance. Furthermore the achievement of objectives and accomplishments will depend on the recruitment of qualified applicants for vacant positions as well as on the availability of qualified individuals for short-term contracts.

Table 13: Objective, expected accomplishments and indicators of achievement

Objective: Strengthen countries' abilities to design and implement appropriate policies and supportive financial frameworks as well as build the human and institutional capacities required to achieve IRENA's vision	
Expected Accomplishments	**Indicators of achievement**
(a) National and local policy makers, civil society and private sector actors have access to relevant information for decision making in key issues renewable energy policy design	i. IRENA information and advice used in stakeholders' renewable energy deployment; ii. Number of visits to and downloads from IRENA webpages for information provided on renewable energy policies; iii. Number of dataset from developing countries included in the joint IRENA IEA policy database.
(b) Countries develop sound policies that lead to deployment of wind energy technology	iv. Policy dialogue on wind deployment initiated through an expert group (number of attendants, type of organisations, geographic balance).
(c) Country and private sector have access to relevant information on financial mechanisms and risk mitigation for renewable energy projects	v. Increased number of visits to and downloads from IRENA webpages for information provided on financial mechanism and risk mitigation for renewable energy projects.
(d) Increased access to finance for renewable energy projects in developing countries	vi. Endorsement by IRENA of renewable energy projects to be financed by the ADFD for a total investment up to USD 50 million.
(e) Strengthened capacity of countries to accelerate renewable energy uptake	vii. roll-out of two regional training programmes (Pacific islands and ECOWAS).
(f) Facilitate education and training in renewable energy	viii. An inclusive partnership for renewable energy education activities (number of partners, geographic balance); ix. Development of learning material for entrepreneurs; x. 40 students at MASDAR institute following IRENA's lecture programme.

Table 14: Resource requirements Policy Advisory Services and Capacity Building

Category	**Resources (in USD)**		**Posts**	
	2011 Appropriation	2012 Estimate	2011	2012
Core Budget				
Post	955,300	1,666,000	9	9
Non-post	1,247,800	2,053,450	-	-
Subtotal	*2,203,100*	*3,719,450*	*9*	*9*
January to March 2011	306,445	-	-	-
Voluntary Contributions				
UAE Government Bid	2,000,000	1,500,000	-	-
Additional Earmarked contribution (Capacity Building) from UAE		500,000		
Additional Earmarked contribution (Capacity Building) Germany	-	500,000	-	-
Subtotal	*2,000,000*	*2,500,000*	-	-
Total	**4,509,545**	**6,219,450**	**9**	**9**

Table 15: PACB Resource requirements by object of expenditure and source of funds 2012 (in USD)

Core budget	**3,719,450**
Total Staff Costs	1,666,000
Other Staff Costs	-
Consultants	750,000
Seconded Personnel	286,000
Ad Hoc Expert Meetings	350,000
Staff Travel	200,000
Contractual Services	400,000
General Operating Expenses	10,500
Hospitality	2,500
Supplies and materials	54,450
Furniture and Equipment	-
UAE Bid	**1,500,000**
Research	750,000
Operations	750,000
Additional earmarked contributions	**1,000,000**
From the UAE	500,000
From Germany	500,000
Total	**6,219,000**

66. The amount of USD 3,719,450 would provide USD 1,666,000 for the continuation of 9 posts (1 D-1, 3 P-5, 1 P-4, 2 P-3, and 2 GS). USD 2,053,450 for non-post requirements would cover:

    a. Specialised expertise of consultants;
    b. Seconded personnel;
    c. Workshops and expert meetings on policy, macroeconomic aspects of renewable energy, assessment of financial flows and mechanisms, and capacity building;
    d. Travel of staff in support of envisaged activities;
    e. Specialised services related to information technology for the Renewable Energy Learning Portal;
    f. Rental and maintenance of data processing equipment;
    g. Books and technical publications.

67. The Voluntary Contribution resources of USD 1,500,000, to be funded from the UAE bid and an additional earmarked contribution of USD 1,000,000 from the UAE and German governments (USD 500,000 each), will be used to implement the outputs outlined in paragraphs above.

Sub-programme 3: Innovation and Technology

Resource requirements from the German voluntary contributions: USD 4,000,000

Strategic Objectives and Context

68. Within IRENA´s overall mission of promoting the increased and widespread adoption of renewable energy, its Innovation and Technology Centre (IITC) is responsible for creating a framework for technology development and deployment support and for the work on renewables competitiveness and markets. IITC performs this work with the view to objectives stipulated in Article II of the IRENA Statute, taking into account, inter alia, priorities and benefits of the deployment of renewable energy that includes consideration of energy efficiency measures, environmental preservation, security of energy supply and economic growth and social cohesion.

69. Building on the progress made in 2011, IITC will continue to pursue its stated goal of "providing the governments the means for an accelerated technological change and the use of innovation to transition to renewable energy based systems". This will be achieved through analysis of renewable energy technology policies; dissemination of information and increased awareness; technologies and equipment overview and assessment of success-failure factors; improved relevant knowledge and technology cooperation, and joint RD&D and provision of information on the development and deployment of national and international technical standards in relation to renewable energy. A major mechanism for dissemination and exchange of technical knowledge will be through the industry and expert networks established under the Knowledge Management and Technology Cooperation sub-programme, complemented by the activities of the Policy Advice Services and Capacity Building sub-programme.

Component 1: Assist governments on request in energy planning for more efficient and effective renewable energy technology and innovation strategies

70. To assist governments gain a better understanding of how renewable energy technologies can help them meet their medium- and long-term energy policy goals, IITC will continue with its strategic and analytical work on renewable energy technology and innovation. Two activities are planned for 2012:

71. **Activity 1: Scenarios and Strategies to Support Renewables Readiness**. Building on the work to date, the development of scenarios and strategies will continue in the context of renewables readiness for African countries. The report on key renewable energy technology issues for Africa will be finalised to assist the countries in identifying technologies that are relevant to them. The power sector modelling tools developed in 2011 will be disseminated, and a combination of energy planning and modelling training will be undertaken, with the

support of PACB. In cooperation with the University of Cape Town, a special session on renewables will be held at the 2012 International Energy Workshop. The work on scenarios and strategies will be broadened beyond Africa to the Pacific countries and to Latin America and the Caribbean. This work will support the renewables readiness analysis of KMTC and the Africa results will feed into the annual thematic renewables report.

72. A follow-up workshop on the impact of the existing and emerging factors likely to influence energy scenarios for the period 2015-2050 and their possible implications for renewable energy outlooks and policy needs will also be organised in cooperation with IEA-RETD. As a result of these undertakings, Member Countries will gain a much better understanding not only of the role of technology in meeting their energy goals, but also of the investment needs and the time path for an energy transition. The regional scope with country detail will help identify possible areas for cooperation that would enhance the efficiency and effectiveness of national policies.

Outputs

i) Africa scenarios and strategies final report;
ii) Pacific scenarios and strategies working papers;
iii) Latin America data collection report;
iv) Second IRENA-IEA/RETD workshop renewables outlook.

73. **Activity 2. Strengthening Members' Technology & Innovation Strategies**. In 2011, work began on a technology roadmap for using renewables in manufacturing industries. In 2012, the focus will be on dialogue with stakeholders to assess the viability of the proposed approaches and to develop an effective implementation strategy. Within IRENA's planned work on the use of renewable energy in urban settings, IITC, in coordination with PACB, will develop on roadmap on the use of renewable energy resources. The roadmap will assess not only the use of renewable energy resources, but also the design of city energy systems in a way that is conducive to the use of renewable energy produced elsewhere. This work will be undertaken in cooperation with ICLEI and UN-HABITAT.

74. In 2012, work will commence on the analysis electricity of storage and smart grids to determine how electricity from different renewable sources can be fed into electricity systems. The purpose of this work is to develop strategies for reliable and affordable systems solutions for electricity systems with different supply and demand characteristics. This will offer solutions to different issues such as variability, battery storage, demand side management and dispatch prioritisation. The work on storage and smart grids will help countries increase the share of renewables in their power systems. This work, which will continue beyond 2012, will be carried out in cooperation with system operators, utilities and research centres.

Outputs

v) Two workshops on Industry roadmapping in different regional settings;
vi) Cities roadmapping section at ICLEI conference and workshop.

75. **Activity 3: Support to the 2012 International Year of Sustainable Energy for All**. IRENA will work with the United Nations system and other stakeholders in elaborating and operationalising the doubling renewable energy share by 2030 as a part of the 2012 International Year of Sustainable Energy for All (SE4ALL). In this context, a roadmap that examines the elements necessary to operationalise this target, including a time path, financial planning, and sectoral and country detail will be developed. The interconnectivity between renewable energy and energy efficiency strategies will also be elaborated. In 2012, IRENA will assist the UN High-level Group on Sustainable Energy for All in formulating an analysis and action plan, which will feed into the Rio+20 process, various UN initiatives and the work of different stakeholders. It is envisaged that the work on pursuing this target will continue in the coming years.

Output

vii) IRENA report on renewables targets as input to UNSG High-level Group and RIO+20.

76. **Activity 4: Technology Applications**. In 2011, IITC analysed the potential for bioenergy technology transfer from Brazil to Africa, to facilitate broader sharing of technologies and related experience. In 2012 emphasis will be placed on South-South technology cooperation as a means of accelerating application of Asian technologies in Africa and the Pacific, with the specific focus on solar water heaters, biogas installations, wind turbines and PV home systems. This work will be done jointly with KMTC.

77. A number of countries have sought assistance from IRENA to help translate their renewable energy potential and strategies into a framework for technology funding. To address this need, the tools to help in project development will be developed for relevant countries. These tools will include an assessment of existing project programming approaches, including those used by the Global Environmental Facility, the Program on Scaling-Up Renewable Energy in Low Income Countries (SREP) and the Climate Technology Fund (CTF) administered by the World Bank. Following an analysis of the available information, key project documentation and project management practices will be outlined including barrier analysis, quality and technology specifications, methodologies for financial evaluation of projects, monitoring, and reporting and verification frameworks.

78. A technology-specific checklist and methodology for project development will be developed to assist governments or project developers in discussions with financing institutions. As the private sector plays a pivotal role in investments, it is essential that the policy framework allows for economically viable business operations by building a business case. In order to support the development of enabling policy frameworks, common obstacles will be identified, along with possible solutions. This activity will help countries to develop effective strategies for accessing investment for accelerated deployment of renewable energy, and will complement PACB activity on business models for rural renewable energy deployment.

Outputs

viii) IRENA report on technology dissemination from Asia to Africa;
ix) Toolbox to facilitate project development and design business models.

79. **Activity 5: Success Criteria for Innovation Policies**. In 2011, work on the assessment of renewable energy innovation policy frameworks started. In 2012, the insights gained will be discussed with policymakers to ascertain their relevance for practical decision making in different regions and countries. A workshop will be held to assess needs and gaps, followed by the design of a strategy with respect to filling these.

80. *Environmental impact assessment of renewables.* Renewable energy solutions are not without environmental impacts. As a first step in ascertaining the best way forward in this context, an inventory of the work done will be compiled. This will serve as a basis for the development of future activities aimed at addressing environmental impacts of renewable energy. Significant data have been gathered in the last two decades for the purpose of environmental life cycle assessment of products and services for environmental labelling and regulation and the greening of industry, including renewable energy. IRENA will analyse data relevant to renewable energy and provide an overview of environmental impacts, recommended data sources, and gaps in knowledge. In addition, material flow data will be collected to enable analysis of whether the massive deployment of renewables could lead to new bottlenecks in materials supply, and provide possible solutions to the problems identified. This work will feed into the KMTC mitigation dialogue platform to help countries better understand the environmental impacts of renewable energy projects and how to mitigate them. Finally, IRENA will continue its work with UNEP/CMS on the impacts of renewable energy projects on migratory species.

Outputs

x) Workshop and recommendations on international innovation policies;
xi) Working paper on identification and mitigation of potential environmental impacts of renewable energy technologies.

81. **Activity 6: Patents and Licensing**. In 2011, as a result of a joint project with WIPO, a new portal concept for access to renewable energy patent information was developed. In 2012, the focus will be on deploying the concept and making this resource accessible to Member Countries. The cooperation will be broadened to include other parties, such as European Patent Office (EPO). Three workshops will be organised to dissemination this information, identify additional needs and possible gaps, and provide training on how to use this information for technology application and development. This work will be carried out with PACB in order to benefit from its networks and expertise.

Output

xii) Three training workshops with Member countries' experts on patent information search and use.

Component 2: Facilitate a better understanding of cost and the potential for cost reductions through technology development and market deployment to accelerate renewables uptake

82. In order to provide governments with objective and current information on the status of, and prospects for, renewable energy technologies in terms of cost, availability and supporting infrastructure needs, four activities are planned:

83. **Activity 1: Competitiveness Status and Outlook**. In 2011, IRENA began collecting country-specific cost data for renewable power generation. In 2012, the information collected will be validated against country-specific data. In addition, cost-specific data on transportation will be added to the set of technologies. For example, transportation will be reviewed not only from the fuel source viewpoint (e.g. biofuels, electricity), but also a modal shift to transportation means that use electricity from renewable energy. A workshop will be held to assess needs and gaps on competitiveness data for renewable energy and develop a strategy on how to address them. With this information, policy makers will be better able to assess the cost-effectiveness of options and calculate investment and financing needs and priorities. It is envisaged that compilation and analysis of data on cost status and outlook related to different sectors and technologies will continue in the coming years.

Outputs

xiii) Costing renewable power generation final report;
xiv) Costing renewables solutions for transportation report;
xv) Workshop on renewable energy technologies' competitiveness with recommendations for policymakers.

84. **Activity 2: Renewable Energy Standards, Test Procedures and Best Practices**. Development and deployment of national and international technical standards can help accelerate the deployment of renewable energy. Well-functioning markets require transparency which can be facilitated, inter alia, by the introduction of equipment labels and quality standards. Application of standards in turn helps to lower transaction cost and project appraisal needs, as well as optimise the use of renewable energy. In an effort to stimulate progress in this respect, IRENA will aim to obtain the relevant information and influence discussion. Initial contact has been established with international standardisation bodies such as the IEC and ISO in 2011, and in 2012, the cooperation will be further enhanced. This cooperation will be expanded to include regional and national standardisation bodies, as envisaged by Article IV of the IRENA Statute.

Output

xvi) Workshop on gaps and needs for standardisation of renewable energy equipment.

85. **Activity 3: Provision of Objective and Up-to-date Technology Data**. IITC will continue to develop renewable technology factsheets on best-practice renewable energy technology use for different types of end use. This work is undertaken in cooperation with the Energy Technology Systems Analysis Program of the International Energy Agency (IEA-ETSAP).

Technology factsheets will provide concise, policy-relevant, objective information able to assist in the development of national renewable energy strategies and the evaluation of related project proposals. Ten factsheets are expected to be completed in 2012.

Output

xvii) Ten IRENA-ETSAP technology factsheets.

86. **Activity 4: Assessment of Early Opportunities and Niche Markets**. In 2012, IITC will continue to contribute to the Agency wide efforts to assist island states in the uptake of renewable energy. In this context, IITC will contribute to the development of a methodology for the assessment of renewable energy power systems in islands. This work will include Pacific Island States, as well as the Mediterranean and the Caribbean. A conference will be held in Malta to discuss the development of renewable energy-based systems for islands. Members will benefit from a better understanding of early opportunities to achieve high shares of renewables in power generation. The insights gained in the islands-related work could also be used for other mini-grids.

Output

xviii) Renewables and Islands - Global Summit, Malta.

87. **Activity 5: Strengthened Partnerships and Cooperation with Relevant Actors in the Renewable Energy Field**. Cooperation and partnerships with international organisations, the private sector and the academic and scientific community to share information and develop partnerships is of critical importance. IITC will continue to make formal and informal collaborative arrangements with a variety of partners. This will include the assessment of potential for working with technical centres, which will be undertaken in collaboration with KMTC. These arrangements will enable the Agency to have access to wide sources of information and assistance which, in turn, will strengthen its ability to assist countries in their efforts to accelerate the uptake of renewable energy.

Output

xix) Identification and collaboration with broad range of experts and institutions.

External Factors

88. The sub-programme will achieve its objective and expected accomplishments as long as voluntary funding is available. The readiness of international organisations, the private sector and the academic and scientific community to share information and partner with IRENA is of equal importance.

Table 16: Objective, expected accomplishments and indicators of achievement

Objective: Provide governments the means for an accelerated technological change and the use of innovation, to transition to renewable energy based systems.	
Expected accomplishments in 2012	**Indicators of achievement**
(a) Framework for technology policy support to governments for accelerated renewable energy development and deployment designed.	i. Scenario and strategy analysis results used for the development of renewables action plans by governments in Africa and Pacific region. ii. IRENA is recognised as an important source of information on renewable energy technology and innovation for stakeholders including governments, private sector, and academic and research institutions. iii. IRENA tools and advice used in stakeholders' renewable energy technology and innovation strategies.
(b) Increased understanding of cost reduction potential and wider use of standards to accelerate renewable uptake.	iv. IRENA study laying the basis for analysis of current cost of technology widely utilised in national planning. v. IRENA costing study used by countries for informed decision making. vi. Countries engaged in enhancing their renewable energy standards and labels based on IRENA advice.
(c) Strengthened partnerships and cooperation with relevant actors in renewable energy fields.	vii. Convening of and participation in national, regional and global conferences, expert meetings, and discussions on renewable energy related issues. viii. Strategic and institutionalised role in renewable energy related networks ix. Formalised cooperation arrangements with relevant actors. x. Contribution to major inter-governmental renewable energy forums (IEA, CEM, CEMA, SPC, and other regional forums.)

Table 17: Resource requirements from the German voluntary contributions – Innovation and Technology

Category	Resources (in USD)		Posts	
	2011 Appropriation	2012 estimate	2011	2012
Voluntary Contributions				
German Government Contribution	3,100,000	4,000,000	10	10
Total	**3,100,000**	**4,000,000**	**10**	**10**

Table 18: IITC Resource requirements by object of expenditure and source of funds 2012 (in USD)

German contribution	**4,000,000**
Total Staff Costs	1,586,000
Other Staff Costs	-
Consultants	1,050,000
Seconded Personnel	65,000
Ad Hoc Expert Meetings	-
Staff Travel	300,000
Contractual Services	926,000
General Operating Expenses	4,000
Hospitality	5,000
Supplies and materials	65,000
Furniture and Equipment	-
Total	**4,000,000**

D. Administration and Management Services

Core Resource requirements: USD 3,701,850

Voluntary Contributions: USD 1,119,850

89. The Division for Administration and Management Services (AMS) will continue to provide IRENA with administration and management services in support of implementing its mandates. The core objectives and responsibilities of the Division are to ensure that the Agency has the necessary infrastructural, human and technical assets in place, and is well positioned to realise its strategic objectives in the short, medium and longer term.

90. In 2012, the Division will continue to develop administration strategies, policies and procedures, as well as to enhance their implementation. The Division will define standard levels and ensure that the quality of support services provided by outside contractors is of the highest possible level. It will ensure that there is general satisfaction from all stakeholders, take action on complaints, identify sources of dissatisfaction and take corrective actions.

91. The Division is composed of the following units: Finance and Budget; Human Resources; Information and Communications Technology; Procurement and General Services. Managerial and financial authority is exercised to the level delegated by the Director-General. Through its technical units, the Division will aim to ensure that all new or revised management policies, procedures and internal controls meet or exceed the expectations of Members, as reflected in the Statute, the decisions of the governing bodies, the relevant regulations and rules, and reviews by audit and oversight bodies.

92. The Division will also closely monitor oversight body recommendations, identify material weaknesses and ensure that remediation plans are developed. As the Division is also responsible for improving management practices throughout the Agency, it will promote accountability and management evaluation, with the aim of improving work processes and procedures. This will enable continuous management improvement, effective implementation of management policies and new initiatives to empower the staff, and enhance the ability of staff to carry out work more effectively.

93. The Division also facilitates the coordination with the host country, for the management and operation of the existing physical facilities; the preservation and servicing of records with continuing value in support of the Organisation’s operational, informational, legal and other needs. The Office is also responsible for the management of mail operations.

94. The Division will also provide administrative and/or technical support to the governing, as well as audit and oversight bodies. The Division will provide coordinating and oversight function of the business process and needs analyses, and the preparations for the implementation of an enterprise resource planning system (ERP) to consolidate the

management of all financial, human and physical resources under a single integrated system for the entire Agency. This function will be exercised in a manner that minimises the burden on the Agency and its resources, and mitigates organisational and managerial risks.

95. The Division represents the Director-General, as requested, on administrative and management matters in relation to governing bodies and monitors emerging management issues throughout the Agency. Within its delegated authority, the Division is responsible for maintaining close liaison with host country authorities and Members on all substantive aspects of financial, budgetary, procurement, personnel and common support services matters. In this function and in close coordination with the host country, the Division will continue to manage the development plans for the Agency's new Headquarters complex in Masdar.

Human Resources

96. The Office of Human Resources plays a strategic role in ensuring human resources capacity to the Agency's overall management to meet its goals and enable it to deliver its mandates. The Office of Human Resources provides the framework to enable the Agency to attract, develop and retain a wide spectrum of talent, taking into account the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to the importance of recruiting staff primarily from Member States and the adequate representation of developing countries with emphasis on gender balance. It participates in strategic workforce planning that aligns with organisational needs.

97. In accordance with the Staff Regulations and Staff Rules, the Office continues to develop human resources policies and systems that are in line with the UN common system and global human resources best practices. In addition, the Office of Human Resources provides expert advice to managers and staff on all aspects of human resources, staff administration; monitors performance; administers staff benefits and entitlements and coordinates with other Offices (i.e. Finance, Information & Communications Technology, Procurement and General Service) to ensure the implementation of related activities.

98. In 2012 as a part of ERP enterprise implementation, the deployment of a human resources information system will integrate all aspects of human resources and financial operations. This will ensure that Human Resources transitions from a transactional to a more strategic, dynamic office. The Office will also establish a cost-effective and administratively efficient social security scheme for all staff.

99. The Office of Human Resources will coordinate and monitor training and development activities across the Agency and ensure the availability of adequate resources for appropriate staff learning and development activities.

Outputs

i) A complete and user-friendly Human Resources Policy & Process Manual and issuance of administrative directives as required to reflect the evolving needs of the Agency. Defined conditions for entitlements as established in the Staff Regulations and Rules; assessment and implementation of approved business processes to introduce simplified, more efficient and effective procedures, related forms, templates and standard operating procedures.
ii) Complete package and established process for induction of new staff.
iii) On-line e-recruitment system, including standardised vacancy notices and applicants' profile registration system to announce employment opportunities.
iv) Administration of contracts for different contractual arrangements to meet the short, medium or longer term requirements of the Agency, including fixed-term and temporary appointments; loans, general temporary assistance, consultancy and service contracts.
v) Improved response time to staff members' queries.
vi) Provision of staff development opportunities by coordinating and monitoring training activities across all programmes to ensure integration and consistency of training and staff development activities (as above).
vii) High quality and attractive internship programme.
viii) Formal performance appraisal system in support to managers in effectively managing performance of staff; appeals and administration of justice policies.

Table 19: Objective, expected accomplishments and indicators of achievement

Objective: effective human resources management	
Expected accomplishments	**Indicators of achievement**
(a) Continue the development and implementation of human resources policies and procedures in line with the UN common system and global human resources best practices.	i. Enhanced and updated human resources manual to reflect the evolving requirements of the Agency. ii. Assessment and implementation of approved business processes through a human resources information system.
(b) Standard HR practices and procedures implemented in line with Common System policies and approved business processes.	iii. Unified and consistent HR administration and operations.
(c) Help ensure that IRENA has competent and qualified staff.	iv. Selection process is competitive and transparent.
(d) IRENA maintains gender balance.	v. Gender ratio of staff at organisational and management levels.
(e) IRENA's staff are geographically diverse.	vi. Number and geographical distribution of nationalities represented in Agency.
(f) Effective management of talent by ensuring retention and career development.	vii. A system of performance management that rewards personal and organisational performance and addresses and rectifies under performance.
(g) Accurate and timely day-to-day human resources administration across all offices.	viii. Staff benefits and entitlements are processed accurately and in a timely manner.

Procurement

100. The main objectives of the Procurement Office include: ensuring continued efficient, effective and high quality support in the areas of procurement, facilities management, archives, mail operations and records management.

101. In 2012, the Procurement Office will focus of institutionalising policies, systems and processes that would ensure compliance with the applicable regulations and rules, and the highest standards of efficiency, transparency and accountability.

Outputs

ix) New Procurement Policy and Processes manual;
x) Maintenance of vendor database;
xi) Technical and substantive archives and records management;
xii) Asset and inventory services: efficient and effective management of all non-expendable property and equipment;
xiii) Mail operations services: provision of means of transmitting official correspondence and material through the worldwide pouch and postal service and the messenger service within the Headquarters complex;
xiv) Liaising with host country on building custodial services;
xv) Procurement services: posting of procurement plans and upcoming procurement opportunities; preparation and issuance of tenders.

Table 20: Objective, expected accomplishments and indicators of achievement

Objective: Ensure efficient, effective and high quality support in the areas of procurement and facilities management.	
Expected accomplishments	**Indicators of achievement**
(a) Transparent, effective, and efficient procurement of goods and services.	i. Full compliance with procurement requirements.
(b) Developing an accurate, systematic and timely reporting process and providing users with clear and transparent reporting on a consistent basis.	ii. A positive audit opinion of the Board of Auditors on procurement activities.

Finance

102. The Finance Office is responsible for the administration and insurance of compliance with the IRENA's Financial Regulations and Procedures as well as the relevant legislative mandates. The office will apply accounting policies and procedures will be in accordance with these standards in order to ensure sound financial management of all resources made available to the Agency. Appropriate measures and systems will be

instituted for their effective and efficient use, proper and transparent accountability and regular reports to the appropriate authorities and stakeholders. The extensive review and re-engineering of the business processes to be completed in 2011 will prepares the necessary groundwork for the implementation of an Enterprise Resource Planning system and the gradual progression in the adoption of the International Public Sector Accounting Standards (IPSAS); two core component in the successful to the achievement of these objectives.

103. The Office's activities will put emphasis on the efficient delivery of support to the client units and other stakeholders. This would particularly apply in the continuous improvement of process and systems for the processing of contributions, disbursements and obligations. A relevant and scalable financial information system will be established to provide both internal and external stakeholders a reliable basis of informed assessments of the allocation and utilisation of resources. This will be built upon a Chart of Account that is tailored to record the utilisation of organisational resource in a manner that could be used to provide measurement of achievements and objectives at the organisational and sub-programme levels.

104. The Finance Policy Manual will be reviewed and updated. The outcome will serve to provide the robust framework for the effective application of the financial procedures and processes as well as provide a service level that will facilitate the achievement of goals and objectives of IRENA and its sub-programmes.

Outputs

xvi) Establishment and maintenance of an IPSAS-compliant chart of accounts that is appropriate for the organisation's stage of growth as an institution;

xvii) Institution of a client oriented routine reporting schedule that serves the needs of stakeholders. This would be in addition to the mandated reports such as the annual financial statements. These reports would be based on performance indicators for the achievement of organisation's goals and objectives.

xviii) Major review and update of business processes and the implementation of the ERP based on the resulting processes.

xix) Adaptation of the available staffing structure to facilitate the provision of essential support to the sub-programmes

Table 21: Objective, expected accomplishments and indicators of achievement

Objective: The objective of Finance is effective, efficient and transparent financial management	
Expected accomplishments	**Indicators of achievement**
(a) The implementation of ERP system and other automation as is relevant to institute more efficient integration and controls.	i. Migration of majority of the processes into the ERP system ii. Absence of significant adverse audit observations relating to financial management and control as a result of use of an integrated system iii. Real-time access to reliable and relevant information for decision-making on allocation and utilisation of resources
(b) Developing an accurate, systematic and timely reporting process and providing stakeholders with clear and transparent reporting on a consistent basis.	iv. A positive audit opinion of the Board of Auditors that reflects satisfactory compliance with IRENA Financial rules and regulations as well as the relevant accounting standards such as IPSAS to a level that is appropriate for the organisation's stage of growth as an institution.
(c) Ensuring the prudent investment of funds and improving cash management actions.	v. Maintenance of a record that reflects preservation of capital, availability of adequate liquidity to meet all operating requirements and adequate yields or returns on investments
(d) Delegation of authority on administrative actions with financial implications.	vi. A positive audit opinion of the Board of Auditors that reflects satisfactory compliance with IRENA Financial Regulations and Procedures and regulations, the approved Delegation as well as improvements in operational efficiency of the Finance Office.

Information and Communications Technology

105. The Information and Communications Technology (ICT) office provides a broad range of solutions and services to IRENA offices by enhancing technology to achieve the work programme targets. In 2012, ICT will strengthen service delivery operations aimed at enabling staff members, Members and other stakeholders to connect and share knowledge continuously and improve the high-end secure connectivity to IRENA's remote offices. ICT strives to improve work efficiency with the newest tools, technologies and applications to increase transparency and accountability in the Organisation.

106. Working closely with sub-programmes, technical solutions will be developed to set up frameworks collaboratively to meet the information technology needs, including suitable internet connectivity, managed and secured infrastructure supported by wireless network, printing, voice and audio-video technologies to enable personnel and programme partners to connect and share knowledge.

107. ICT manages one virtual office environment integrating information and communication of the two offices in Abu Dhabi and Bonn. Connectivity is established via a site-to-site, high-speed secured link in a cost-effective, scalable and secured manner for optimal information and knowledge exchange between the two offices.

108. ICT acts as a focal point for IRENA's basic and strategic information technology requirements, and takes an active role in building the IT design, specification, branding, installation, implementation and operationalisation. It implements infrastructure, software applications and security health checks, as well as latest anti-virus tools, patches and upgrades for efficient and secured system. The office also provides regular data backup to ensure all users and operational data are secured.

Outputs

xx) Deployment and implementation of ERP application mapping the approved business policies and processes for Human Resources, Finance and Procurement;
xxi) Provision of new features for general public for renewable energy information and improved delegates' area for efficient communication and collaboration among Members;
xxii) Integration of employee self-services for business processes and workflows to intranet portal;
xxiii) Enhanced hardware infrastructure for high-end connectivity and security to and for remote offices.

Table 22: Objective, expected accomplishments and indicators of achievement

Objective: Provide a broad range of solutions and state-of-the-art services that enable personnel to connect and share knowledge effectively and continuously and to build applications frameworks and setups to facilitate software requirements in support of these functions	
Expected accomplishments	**Indicators of achievement**
(a) Automation of Human Resource, Finance and Procurement (ERP Application).	i. Deployment of ERP applications for Human Resource, Finance and Procurement. ii. Mapping and validation of approved business processes into ERP applications. iii. Training of staff members and implementation.
(b) Enhanced and improved website features and upgrade of delegates' area.	iv. Provision of new features for general public to present renewable energy information. v. Upgrade of delegates' area for efficient communication and collaboration among Members.
(c) Improved office productivity, internal communication and automation of business processes.	vi. Provision of new features to intranet portal. vii. Integration of employee self-services for business processes available in ERP and introduction of workflows.
(d) Enhancement to hardware infrastructure and security.	viii. Improvement of hardware infrastructure and security to facilitate the remote offices.

Table 23: Resource requirements: Administration and Management Services

Category	**Resources (in USD)**		**Posts**	
	2011 Appropriation	2012 Estimate	2011	2012
Core Budget				
Post	1,877,600	2,641,000	19	19
Non-post	1,841,850	1,060,900	-	-
Subtotal	*3,719,450*	*3,701,900*	*19*	*19*
Voluntary Contributions				
UAE Government Bid	-	1,119,900	-	-
Subtotal	*3,719,450*	*1,119,900*	-	-
Total	**3,719,450**	**4,821,800**	**19**	**19**

Table 24: AMS Resource requirements by object of expenditure and source of funds 2012 (in USD)

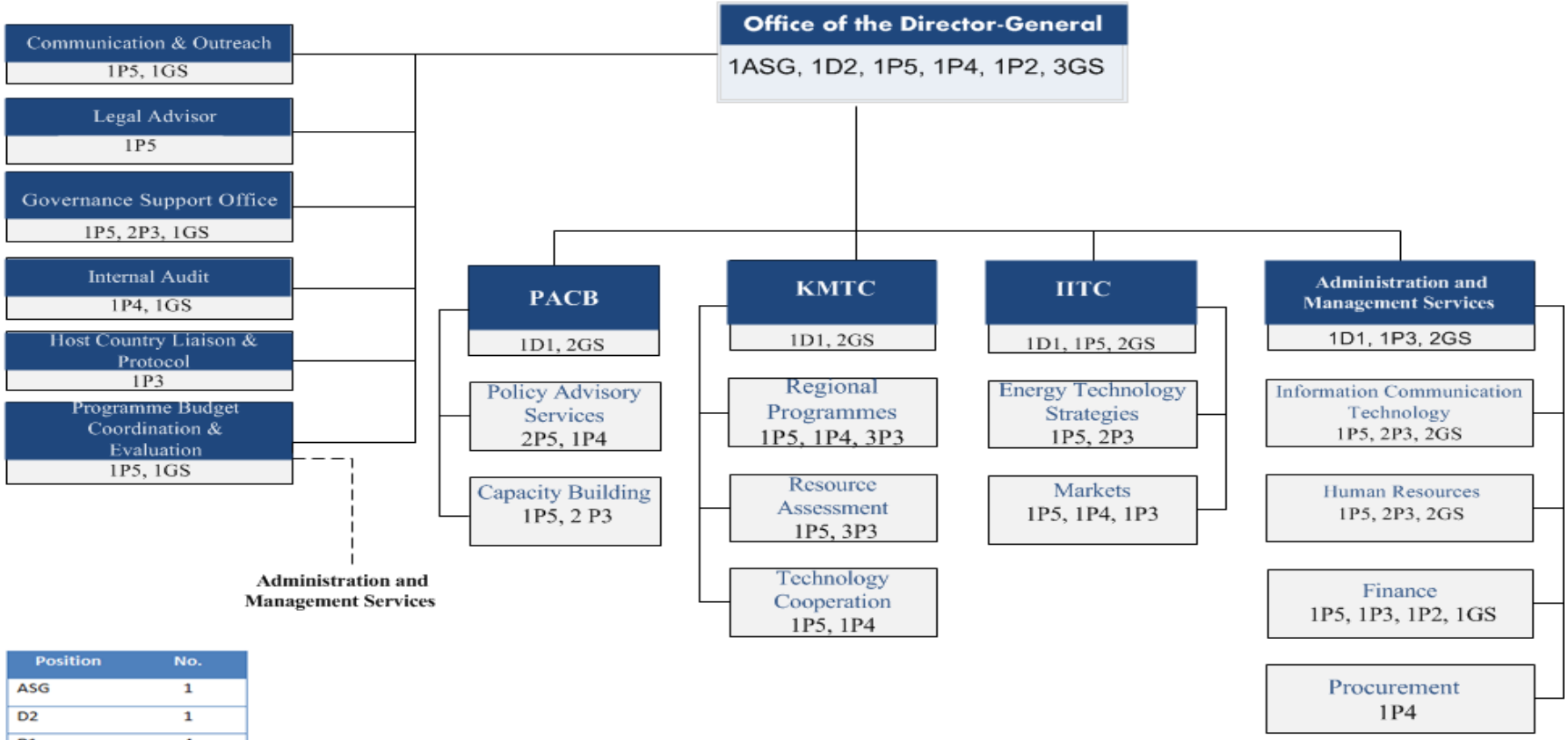
Core budget	**3,701,850**
Total Staff Costs	2,641,000
Other Staff Costs	34,100
Consultants	-
Seconded Personnel	121,000
Ad Hoc Expert Meetings	-
Staff Travel	-
Contractual Services	-
General Operating Expenses	506,300
Hospitality	2,500
Supplies and materials	121,950
Furniture and Equipment	275,000
UAE Bid	**1,119,850**
Research	-
Operations	1,119,850
Total	**4,821,800**

109. The overall level of resources for Administration and Management Services under the core budget amounts to USD 3,701,900, providing USD 2,641,000 for the continuation of 19 posts (1 D-1, 3 P-5, 1 P-4, 6 P-3, 1 P-2 and 7 GS) including the reclassification of 1 P-2 to P-3 and USD 1,060,900 for non-post requirements including:

a. General temporary assistance;
b. Seconded personnel;
c. Specialised expertise not available in IRENA in the areas of finance, human resources and procurement;
d. Travel of staff to attend training programmes and to conduct an assessment of the information technology and financial systems requirements of the Bonn office;
e. Contractual services related to information technology requirements including proprietary software, email security, telecommunications services, equipment warranties and upgrade of hardware infrastructure;
f. Office supplies and materials.

110. Voluntary contributions of the UAE totalling USD 1,119,900 would provide resources, including in-kind contributions, to support the IRENA's information technology requirements including the annual cost of IT support and data centre hosting and internet connectivity.

ANNEX I: IRENA Organisational Structure and Post Distribution for 2012



Position	No.
ASG	1
D2	1
D1	4
P	46
GS	20
Total	**72**

REVISED* ANNEX II: IRENA Scale of Contributions for 2012

Scale of Assessment[9]

Members	UN Factor	Adjusted Contribution	Assessed Contribution to IRENA 2012 (USD)
Albania	0.010	0.014%	2,276
Angola	0.010	0.010%	1,600
Antigua and Barbuda	0.002	0.003%	455
Armenia	0.005	0.007%	1,138
Australia	1.933	2.750%	440,047
Bangladesh	0.010	0.010%	1,600
Belarus	0.042	0.060%	9,561
Bosnia and Herzegovina	0.014	0.020%	3,187
Brunei Darussalam	0.028	0.040%	6,374
Bulgaria	0.038	0.054%	8,651
Cameroon	0.011	0.016%	2,504
Cape Verde	0.001	0.001%	228
Croatia	0.097	0.138%	22,082
Cyprus	0.046	0.065%	10,472
Czech Republic	0.349	0.497%	79,450
Denmark	0.736	1.047%	167,550
Djibouti	0.001	0.001%	228
Dominican Republic	0.042	0.060%	9,561
Ecuador	0.040	0.057%	9,106
Eritrea	0.001	0.001%	228
European Union[10]	-	-	-
Fiji	0.004	0.006%	911
Finland	0.566	0.805%	128,850
France	6.123	8.712%	1,393,899
Gambia	0.001	0.001%	228
Georgia	0.006	0.009%	1,366
Germany	8.018	11.408%	1,825,295
Grenada	0.001	0.001%	228
Iceland	0.042	0.060%	9,561
India	0.534	0.760%	121,565
Israel	0.384	0.546%	87,417
Japan	12.530	17.828%	2,852,450
Kenya	0.012	0.017%	2,732
Latvia	0.038	0.054%	8,651
Lesotho	0.001	0.001%	228
Liechtenstein	0.009	0.013%	2,049

[9] *Pursuant to Article XII.A.1 of the IRENA Statute, this scale includes Members only.*
[10] *Pursuant to the decision 2010/385/EU of the Council of the European Union of 24 June 2010, the European Union as a Member of IRENA shall pay an annual contribution to the Agency. The EU has contributed USD 686,680.97 in 2011.*

* *The revised Annex II includes Angola and Panama who became Members of IRENA on 14 and 15 January 2012 respectively.*

Members	UN Factor	Adjusted Contribution	Assessed Contribution to IRENA 2012 (USD)
Lithuania	0.065	0.092%	14,797
Luxembourg	0.090	0.128%	20,488
Malaysia	0.253	0.360%	57,595
Maldives	0.001	0.001%	228
Mali	0.003	0.004%	683
Malta	0.017	0.024%	3,870
Marshall Islands	0.001	0.001%	228
Mauritius	0.011	0.016%	2,504
Mexico	2.356	3.352%	536,343
Monaco	0.003	0.004%	683
Mongolia	0.002	0.003%	455
Montenegro	0.004	0.006%	911
Mozambique	0.003	0.004%	683
Nauru	0.001	0.001%	228
Netherlands	1.855	2.639%	422,290
New Zealand	0.273	0.388%	62,148
Nicaragua	0.003	0.004%	683
Niger	0.002	0.003%	455
Nigeria	0.078	0.111%	17,757
Norway	0.871	1.239%	198,283
Oman	0.086	0.122%	19,578
Palau	0.001	0.001%	228
Panama	0.022	0.031%	5,008
Philippines	0.090	0.128%	20,488
Poland	0.828	1.178%	188,494
Portugal	0.511	0.727%	116,329
Qatar	0.135	0.192%	30,733
Republic of Korea	2.260	3.216%	514,488
Republic of Moldova	0.002	0.003%	455
Romania	0.177	0.252%	40,294
Samoa	0.001	0.001%	228
Senegal	0.006	0.009%	1,366
Serbia	0.037	0.053%	8,423
Seychelles	0.002	0.003%	455
Sierra Leone	0.001	0.001%	228
Slovakia	0.142	0.202%	32,326
Slovenia	0.103	0.147%	23,448
South Africa	0.385	0.548%	87,645
Spain	3.177	4.520%	723,243
Sri Lanka	0.019	0.027%	4,325
Sudan	0.010	0.010%	1,600
Swaziland	0.003	0.004%	683
Sweden	1.064	1.514%	242,219
Switzerland	1.130	1.608%	257,244
The former Yugoslav Republic of Macedonia	0.007	0.010%	1,594

Members	UN Factor	Adjusted Contribution	Assessed Contribution to IRENA 2012 (USD)
Togo	0.001	0.001%	228
Tonga	0.001	0.001%	228
Tunisia	0.030	0.043%	6,829
United Arab Emirates	0.391	0.556%	89,011
United Kingdom of Great Britain and Northern Ireland[11]	6.604	9.396%	1,503,398
United States of America	22.000	22.000%	3,520,000
Uruguay	0.027	0.038%	6,147
Total IRENA Budget	**76.830**	**100.000%**	**16,000,000**

This calculation is based on the United Nations General Assembly Resolution 64/248 on "Scale of assessments for the apportionment of expenses" of 24 December 2009[12]. It has been adjusted to reflect States Members of IRENA.

[11] *The United Kingdom of Great Britain and Northern Ireland has officially requested to be included in the scale of assessment for 2012 as a Member while affirming that it will have completed the ratification process prior to the second session of the Assembly.*

[12] *In force for the period 2010-2012.*

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on the establishment of the Working Capital Fund of IRENA

The Assembly,

Recalling Financial Regulation 9.5 on the Working Capital Fund;

Aware that more than 60% of contributions to the 2011 core budget were received in the third quarter of 2011 and *mindful* of the resulting cash flow challenges in 2011 as well as possible challenges in the coming years should receipts of contributions follow the same pattern;

Desiring to ensure the continuity of the momentum in programme implementation through predictable funding and a reliable and stable cash flow at the early stages of the Agency's activities;

Noting the Report of the Director-General on the Working Capital Fund as contained in document A/2/5 and submitted to the Assembly at its second session;

Decides that the Council review the proposed level of the Working Capital Fund and its financing mechanism and makes its recommendation thereon to the third session of the Assembly.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on the Appointment of Facilitators on Council Composition, Election and Rotation

The Assembly,

Recalling Article X of the Statute of the International Renewable Energy Agency (IRENA) which requires that the members of the Council shall be elected on a rotating basis, with a view to ensuring effective participation of developing and developed countries and achieving fair and equitable geographical distribution and effectiveness of the Council's work and that the members of the Council shall be elected for a term of two years;

Noting also Assembly decision A/1/DC/13 on the membership of the Council of IRENA and the request to the Governance and Legal Committee to review the mandate in Article X of the Statute to determine an appropriate mechanism for electing members of the Council on a rotating basis, and to consider other issues related to Council composition, and to report back to the second session of the Assembly;

Taking note of the considerations of the Governance and Legal Committee as contained in the summary report of the first meeting of the Governance and Legal Committee, especially paragraph 8, as well as the deliberations of the Council on the matter as contained in the draft report of the second meeting of the Council (C/2/SR/L.1);

Taking further note of Council decision C/2/DC/9;

Mindful that the Assembly must elect a new Council at its third session and that an appropriate mechanism needs to be in place by then;

1. *Decides* to appoint Luxembourg and Peru as facilitators, acting under the guidance of the President of the Assembly, charged with soliciting views from all Members of IRENA, Signatories, and States in accession to the IRENA Statute, in order to generate recommendations for an appropriate mechanism for Council composition, election and rotation in an open, inclusive and transparent process;

2. *Encourages* Members of IRENA, Signatories, and States in accession to provide their recommendations and observations on Council composition, election and rotation to the facilitators and the Director-General of IRENA within 30 days of the adoption of the Assembly decision, and to request him to circulate the recommendations and observations received to all Members, Signatories and States in accession;

3. *Requests* the facilitators, with the support of the Secretariat, to conduct consultations with Members, Signatories, and States in accession on the various proposals on Council composition, election, and rotation, taking advantage of the opportunity to do so provided at the current session of the Assembly and the meetings of subsidiary bodies of IRENA;

4. *Requests* the two facilitators, under the guidance of the President of the Assembly, to propose relevant amendments to the Rules of Procedure of the Assembly to the third meeting of the Council or a soon as possible thereafter for the Council's consideration at its fourth meeting, or to otherwise report the outcomes of its process to both the President of the Assembly and the Chair of the Council.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on Rules of Procedure for subsidiary organs to be included in the Provisional Rules of Procedure of the Assembly and of the Council

The Assembly,

Recalling Rule 26 of the Provisional Rules of Procedure of the Council which require subsidiary organs to conduct their business in accordance with the Rules of Procedure of Subsidiary Organs as adopted by the Assembly;

Further recalling that, in its decision A/1/DC/1, the Assembly mandated the Council to review the Provisional Rules of Procedure of the Assembly and of the Council and to recommend to the Assembly at its second session draft Rules of Procedure for the Assembly and the Council;

Having considered the Rules of Procedure for subsidiary organs to be included in the Provisional Rules of Procedure of the Assembly and of the Council as submitted by the Council through decision C/2/DC/6;

1. *Decides* to adopt the Rules of Procedure for subsidiary organs as contained in A/2/8;

2. *Requests* the Secretariat to include the Rules of Procedure for subsidiary organs in the Provisional Rules of Procedure of the Assembly and of the Council (A/1/DC/1);

3. *Decides* that the amendments to the Rules of Procedures of the Assembly shall enter into force immediately, and that the amendments to the Rules of Procedures of the Council shall enter into force after the conclusion of the third meeting of the Council;

4. *Decides* that the Rules of Procedure contained in A/1/DC/10/Rev.1 will be replaced by the Rules of Procedure contained in A/2/8 after the conclusion of the third meeting of the Council;

5. *Decides* 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.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on secondment of staff to the International Renewable Energy Agency

The Assembly,

Recalling its decision A/1/DC/5 requesting the Director-General to review the issues requiring clarification before adoption of a new approach on secondment of staff ensuring equal status and treatment for all staff members, and to present options and recommendations to the Council and the Assembly;

Recalling that, in accordance with its decision A/1/DC/10/Rev.1, the matter was referred to the Governance and Legal Committee and subsequently considered by the Council at its second meeting;

Having considered the report of the Director-General on secondment of staff to the International Renewable Energy Agency A/2/9 which was prepared in light of the views expressed by Council members and of Council decision C/2/DC/2;

1. *Decides* that the regime established by the Interim Regulations on Secondment of Staff to the Preparatory Commission adopted by decision PC.2/DC.6 of 30 June 2009 may no longer be used for the conclusion of new arrangements after adoption of its decision;

2. *Decides* that personnel currently serving on secondment under the regime established by decision PC.2/DC.6 may continue to serve under that regime until the end of the secondment arrangements in place at the time of the Assembly's decision;

3. *Decides* to replace the regime established by decision PC.2/DC.6 by the approach set out in paragraphs 25 to 31 of the report of the Director-General;

4. *Recognizes* that secondment arrangements as described in paragraphs 25 and 26 of the report of the Director-General leading to the appointment of seconded officials as staff members of the Agency with the same rights, duties and obligations as any other staff members, are mutually beneficial for both the seconding entity and the Agency;

5. *Takes note* of the fact that staff regulation 5.1 and paragraph (c) Annex 1 to the Staff Regulations permit and regulate such secondment arrangements;

6. *Approves* the introduction of a mechanism under which Members would make voluntary contributions to the Agency to finance the full cost of hiring and administering qualified staff members for periods of one year but not more than three years to perform services that are consistent with the objectives of the work programme and require resources not provided by mandatory contributions from Members;

7. *Authorizes* the Director-General to conclude the secondment arrangements described in paragraphs 25 to 31 of the report with public sector entities and international organizations;

8. *Encourages* the Director-General to conclude loan arrangements with governments, and entities from a broad range of sources of personnel, including governments, governmental and non-governmental organizations, and any other entity having demonstrated in the field of renewable energy and other relevant fields, including universities, research institutions, as well as not-for-profit and for-profit entities, provided the safeguards set out in paragraph 44 of the report are put into place;

9. *Requests* the Director-General to report to the Assembly at its third session, and thereafter on a biennial basis, on the implementation of its decision.

Second session of the Assembly
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30 January 2012

Decision on a Policy on Ethics and Conflict of Interest

The Assembly,

Underlining the necessity of obtaining broad public trust and confidence in the decision-making processes and operations of IRENA, of achieving the highest standard of ethical conduct in IRENA's affairs and of protecting the reputation and integrity of IRENA;

Recalling that, in accordance with Assembly decision A/1/DC/10/Rev.1, the Governance and Legal Committee developed a Policy on Ethics and Conflict of Interest for the Agency and recommended endorsement by the Council;

Having considered the Policy on Ethics and Conflict of Interest as contained in A/2/13 and submitted by the Council;

Decides:

1. To adopt the draft Policy on Ethics and Conflict of Interest for the International Renewable Energy Agency contained in A/2/13;

2. To request the Director-General to revise the Code of Conduct annexed to the Staff Rules to ensure consistency with the Policy on Ethics and Conflict of Interest and any consequent amendments to the Staff Regulations adopted by the Assembly, and to report the full text of the revised Code of Conduct to the Assembly as required by Staff Regulation 13.3.

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30 January 2012

Decision on amendments to the Staff Regulations (A/1/DC/3)

The Assembly,

Having adopted the Policy on Ethics and Conflict of Interest recommended by the Council in its decision C/2/DC/7;

Having considered the amendments to the Staff Regulations A/1/DC/3 required to conform to the Policy on Ethics and Conflict of Interest A/2/13 submitted by the Director-General at the request of the Council and contained in A/2/14;

Decides to approve the amended text of the Staff Regulations.

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30 January 2012

Decision on a Policy

on the Public Disclosure of Documents

The Assembly,

Affirming the importance for the Agency to operate in a transparent and accountable manner;

Having considered the Policy on the Public Disclosure of Documents as submitted by the Council;

Decides to adopt the Policy on the Public Disclosure of Documents as contained in A/2/15.

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Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on the initiation of the funding cycle for projects applying for funding from the Abu Dhabi Fund for Development

The Assembly,

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 (ADFD) to finance renewable energy projects in developing nations that are recommended or endorsed by IRENA;

recalling further decision PC.4/DC.4 of the Preparatory Commission of IRENA on the selection procedures for projects applying for funding from the Abu Dhabi Fund for Development;

taking note of the report of the Director-General on the "Abu Dhabi Fund for Development funding cycle" as contained in A/2/16, specifically the recommendations put forward in the report;

1. *Establishes* an Advisory Committee based on Members' applications for its membership and elects 7 members and up to 7 alternates;

2. *Acknowledges* the importance of having an effective Panel of Experts drawn from a list of candidates to be submitted by the Director-General to the Advisory Committee, and encourages Members and Signatories to continue to recommend experts;

3. *Requests* the Director-General in consultation with the Advisory Committee to propose streamlined funding cycle procedures, in consultation with the ADFD, in order to present its recommendations to the 3rd Assembly;

4. *Authorizes* the Director-General to launch the first ADFD funding cycle based on decision PC.4/DC.4, which will be subject to revision by the Advisory Committee;

5. *Elects* the members of the Advisory Committee and the alternates as listed in Annex 1.

Annex 1

Members of the Advisory Committee and alternates for the first ADFD funding cycle

Members

1. Ecuador
2. France
3. India
4. Poland
5. Republic of Korea
6. Samoa
7. Tunisia

Alternates

1. Bosnia and Herzegovina
2. Germany
3. Japan
4. Spain
5. Swaziland

Second session of the Assembly
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30 January 2012

Decision on the establishment of a Fund for Developing Country Representatives (FDCR)

The Assembly,

Reaffirming that the accomplishment of the mission of IRENA, and the achievement of its objectives in the promotion of the *'widespread and increased adoption and the sustainable use of all forms of renewable energy'*, necessitates the broadest possible participation of all IRENA Members in the Agency's decision making processes;

Underlining that the effective participation of both developed and developing countries in the work of IRENA will continue to be one of the major strengths of the Agency as it will result in a high level of inclusiveness, ownership and transparency in the activities of the Agency;

Recalling Financial Regulations, and particularly Financial Procedure 109.1 (c) on programme support costs;

Having considered the Report of the Director-General on the establishment of a fund to facilitate the participation of representatives of developing countries in IRENA meetings (A/2/17) prepared pursuant to a request from the Council at its second meeting as reflected in document C/2/SR/L.1;

1. *Approves* the establishment of a Fund for Developing Country Representatives (FDCR) to facilitate the participation of representatives of developing countries in IRENA meetings, based on the below criteria and modalities:

   i. Eligibility for funding will currently be limited to Members of IRENA that fall under the category of Least Developed Countries (LDC), and Small Island Developing States (SIDS) as per UN definition. Non IRENA Members from LDC and SIDS will be exceptionally funded until, and including, the third Assembly. Following the third Assembly, only IRENA Members (LDC and SIDS) will be eligible for funding;

   ii. Travel related to meetings of IRENA's governing bodies (Assembly, Council, as well as subsidiary organs) will be covered by the Fund; in the

case of the Council and subsidiary organs, only members of these bodies will be eligible for funding;

iii. Funding will cover the head of delegation plus one alternate. Funding will include airfare, daily subsistence allowance (DSA), and terminal expenses. DSA will be disbursed, based on actual presence, after the closure of the meeting;

iv. Payment of travel expenses will normally be limited to the cost of economy class travel for journeys less than nine hours duration, and business class for travel of more than nine hours. Tickets will be booked through IRENA on the shortest and most economical route;

v. Due to the voluntary nature of contributions and the uncertainties related to levels of funding, support to delegations will depend on available funds for each meeting, and funds will be equally allocated to all eligible delegations;

2. *Requests* the Director-General to establish the Fund, and staff it appropriately, in accordance with the Financial Regulations, Procedures and other applicable directives and guidelines with a view to providing funding in time for the third meeting of the Council, depending on the level of contributions received thus far;

3. *Invites* Members, Signatories and States in accession to contribute to the Fund.

Second session of the Assembly
Abu Dhabi, 14 – 15 January 2012

30 January 2012

Decision on the appointment of an external auditor of the Agency

The Assembly,

Recalling Article XII, paragraph C, of the Statute of IRENA which provides that the Assembly shall appoint an external auditor who shall hold office for a period of four years and who shall be eligible for re-election, and that the first auditor shall hold office for a period of two years;

Emphasizing the need to ensure that the arrangements for annual audit take into account the international nature of the Agency, and the need to conduct an open and competitive process, which should be open to both public audit institutions and private audit firms;

Noting that the Secretariat has conducted an open and competitive process, in line with best practices and procedures, and in accordance with the Statute and relevant regulations and the guidance provided by the Council and the Finance Committee;

Having considered the report of the Director-General on the outcome of evaluation of the proposals submitted by private audit firms and public audit institutions, in response to the Request for Proposals for the position of external auditor;

Decides to appoint the Office of the Auditor General of Norway as the external auditor of the Agency for a period of two years.