
INTERNATIONAL RENEWABLE ENERGY AGENCY

Eighth meeting of the Council
Abu Dhabi, 3-4 November 2014

**Chair's Summary of the Outcome of
the Administration and Finance Committee Meeting**

The following comments and recommendations were made at the Administration and Finance Committee (AFC) meeting held on 2 November 2014:

1. Annual Report of the Director-General on the Implementation of the 2014-2015 Work Programme and Budget
 - The Director-General introduced the 'Annual Report of the Director-General on the Implementation of the 2014-2015 Work Programme and Budget', contained in document C/8/2.
 - The AFC considered the report, had no comments and decided to submit it to the Council for its consideration.
2. Staff Provident Fund
 - The Chair of the Provident Fund Management Board presented the 'Report of the Provident Fund Management Board on Amendments to the Charter and Administrative Rules of the IRENA Staff Provident Fund', contained in document C/8/5.
 - The Chair of the Provident Fund Management Board also presented the 'Report of the Provident Fund Management Board on the Proposal on a Revised Investment Policy of the Staff Provident Fund', contained in document C/8/6.
 - The AFC took note of both reports, agreeing with the proposals therein and decided to submit them to the Council for its consideration.
3. Staff Regulations and Rules
 - The Secretariat presented the 'Report of the Director-General on Amendments to the Staff Regulations and Rules', contained in document C/8/7.
 - The AFC took note of the report, agreeing with the proposals therein and decided to submit it to the Council for its consideration.
4. Secondment of Personnel
 - The Secretariat presented the 'Report of the Director-General on secondment and related matters', contained in document C/8/8.
 - The AFC considered the report, had no comments and decided to submit it to the Council for its consideration.
5. Administration of Justice
 - The Secretariat presented the 'Report of the Director-General on the operation of the arbitration system for IRENA', contained in document C/8/9.

- The AFC took note of the report, agreeing with the proposals therein and decided to submit it to the Council for its consideration.
6. Report of the Director-General on Internal Audit and Status of the Implementation of Audit Observations and Recommendations
- The Director-General presented his report on the Activities of the Internal Audit Office, contained in document C/8/11, as well as his Report on the Status of Implementation of Audit Recommendations, contained in document C/8/12.
 - One member made two suggestions, one for amending the Internal Audit Charter pertaining to provisions for Public Disclosures of Internal Audit Activities in line with practices in the UN Common System and secondly to securely publish internal audit reports on a website accessible to Members. In response, the Director-General requested that the proposal be submitted in writing to the Secretariat to fully understand the implications, along with examples of UN Common System referenced practices, so that the proposal could be circulated to Members for their feedback and any potential decision of the IRENA Assembly.
 - The AFC took note of both reports and decided to transmit them to the Council for its consideration.
7. IRENA Scale of Contributions for 2015
- The Secretariat presented the 'Report of the Director-General on the Indicative IRENA Scale of Contributions for 2015', contained in document C/8/13.
 - A suggestion was made for IRENA to investigate alternative funding options in addition to the funding through core budget such as using cash surplus credits as voluntary contributions to fund activities. It was further requested that the Secretariat report back to the Council on these funding options.
 - It was also noted that there were a number of countries that had not settled their annual assessed contributions, and a question was raised regarding the repercussions for those Members. In response, the Secretariat confirmed that a Member shall have no right to vote if its arrears reach or exceed the amount of its contribution for the two preceding years (Article XVII of the IRENA Statute). The Secretariat also informed the Committee that *Notes Verbales* have been sent to Members who could potentially face such situation and that it will be reporting on this issue to the Assembly at its fifth session, as appropriate.
 - The Secretariat distributed a list showing the status of outstanding assessed contributions as of 2 November 2014 (attached).
 - The AFC took note of the report and while encouraging Members to pay outstanding assessed contributions, decided to transmit it to the Council for its consideration.
8. Any other business
- One Member made comments on recruitment and retention of staff. While that Member expressed its appreciation for efforts made by the Agency in attracting and identifying competent candidates, it suggested that additional funding be made available for recruitment-related efforts and activities in order to attract and recruit a higher number of eligible candidates.
 - On staff retention, suggestions were made to further encourage the Agency to look into ways to encourage the retention of staff, including strengthening the support provided for

facilitating the settlement of new joiners into a new environment and providing advice regarding opportunities for spouse employment.

- Another aspect on staff retention was to consider a review of the current education grant entitlement to include support for child care and pre-school education.
- The Secretariat clarified that vacant positions are being advertised through different channels, including specialized channels for the types of jobs being advertised; however, the response while positive was not very significant. The Secretariat took note of the above suggestion and will continue its efforts to identify additional channels and venues for outreach.
- The Secretariat further clarified that the current education grant entitlement follows the UN common system as per the Staff Regulations and while the Agency has to remain within that framework, it would further consider this matter.

IRENA STATUS OF OUTSTANDING ASSESSED CONTRIBUTIONS						
As of 2 November 2014						
(Amounts in USD)						
Members	Unpaid Working Capital Fund	Balance of Assessed Contributions			Credits*	Outstanding as of 2 November 2014
		Prior to 2013	2013	2014		
Members with Outstanding Contributions 2014 and Prior Years						
1 Argentina	8,128.00	-	30,888.00	101,595.00	(10,281.46)	130,329.54
2 Benin	62.00	53.00	702.00	780.00	-	1,597.00
3 Cape Verde**	16.00	228.00	175.00	195.00	(51.40)	562.60
4 Côte d'Ivoire	203.00	-	351.00	2,535.00	(376.13)	2,712.87
5 Cuba	-	-	2,874.92	16,185.00	(93.00)	18,966.92
6 Dominican Republic**	-	10,505.12	9,301.00	10,530.00	(2,249.42)	28,086.70
7 Eritrea	16.00	-	175.00	195.00	(47.40)	338.60
8 Ethiopia	-	156.00	1,755.00	1,950.00	-	3,861.00
9 Iran	-	-	6,296.75	83,655.00	-	89,951.75
10 Iraq	-	-	2,059.12	15,990.00	(1,170.12)	16,879.00
11 Marshall Islands**	16.00	228.00	175.00	195.00	(47.40)	566.60
12 Niger	-	-	326.65	390.00	(35.47)	681.18
13 Palau**	16.00	228.00	175.00	195.00	(173.40)	440.60
14 Panama	47.00	-	4,568.44	6,045.00	(390.11)	10,270.33
15 Rwanda	25.00	-	175.00	390.00	-	590.00
16 Saint Kitts and Nevis	15.00	-	88.00	195.00	-	298.00
17 Senegal**	109.00	1,474.32	1,404.00	1,365.00	(321.44)	4,030.88
18 Slovenia**	1,888.00	23,448.00	22,640.00	23,595.00	(5,516.38)	66,054.62
19 Solomon Islands	15.00	-	58.67	195.00	-	268.67
20 Spain	-	-	181,880.94	698,490.00	(62,419.95)	817,950.99
21 Swaziland	62.00	-	702.00	780.00	(160.72)	1,383.28
22 Togo**	16.00	361.00	175.00	195.00	(62.21)	684.79
23 Vanuatu	15.00	-	132.00	195.00	-	342.00
Subtotal	10,649.00	36,681.44	267,078.49	965,835.00	(83,396.01)	1,196,847.92
Members with Outstanding Contributions 2014						
1 Bahrain	-	-	-	9,165.00	(31.00)	9,134.00
2 Burkina Faso	62.00	-	-	780.00	-	842.00
3 Cameroon	-	-	-	1,086.23	(195.06)	891.17
4 Gambia	-	-	-	195.00	(17.73)	177.27
5 Georgia	-	-	-	1,560.00	(106.40)	1,453.60
6 Greece	-	-	-	149,955.00	(1,482.00)	148,473.00
7 India	-	-	-	61,554.57	(9,469.12)	52,085.45
8 Israel	-	-	-	93,015.00	(6,856.26)	86,158.74
9 Italy	-	-	-	195,808.92	(13,916.00)	181,892.92
10 Kenya	-	-	-	2,301.92	(212.79)	2,089.13
11 Lesotho	-	-	-	195.00	(17.73)	177.27
12 Monaco	156.00	-	-	2,730.00	(53.20)	2,832.80
13 Pakistan	-	-	-	17,191.00	-	17,191.00
14 Samoa	-	-	-	195.00	(17.73)	177.27
15 Sri Lanka	94.00	-	-	5,850.00	(336.92)	5,607.08
16 Tonga	-	-	-	176.34	(17.73)	158.61
17 Zambia	-	-	-	449.66	-	449.66
Subtotal	312.00	-	-	542,208.64	(32,729.67)	509,790.97
GRAND TOTAL	10,961.00	36,681.44	267,078.49	1,508,043.64	(116,125.68)	1,706,638.89

* Credits pertain to distribution of operating reserve, cash surplus and credits resulting from working capital fund adjustment.

** Members with more than 2 years outstanding assessed contributions. Note verbale notifying Members on possible temporary suspension of voting rights in accordance with IRENA Statute has been sent.