



Fourth meeting of the Council of IRENA  
12 – 13 November 2012, Abu Dhabi, United Arab Emirates

**REPORT OF THE FOURTH MEETING OF THE COUNCIL  
OF THE INTERNATIONAL RENEWABLE ENERGY AGENCY**

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## **Draft report of the fourth meeting of the Council of the International Renewable Energy Agency**

1. The fourth meeting of the Council of the International Renewable Energy Agency (IRENA) was held in Abu Dhabi, United Arab Emirates, on 12 and 13 November 2012. The meeting was attended by all 21 Council members: Antigua and Barbuda, Australia, Denmark, Ecuador, Eritrea, France, Germany, India, Japan, Mali, Mexico, Nigeria, Poland, the Republic of Korea, Senegal, South Africa, Spain, Sweden, Tonga, the United Arab Emirates and the United States of America, as well as 50 other Members of IRENA and observers.

### **Agenda Item 1: Opening of the meeting**

2. The Chair of the third meeting of the Council of IRENA, Mr Thani Al Zeyoudi of the United Arab Emirates, opened the meeting on Monday, 12 November 2012 at 09.35am.

### **Agenda Item 2: Organisation of work**

#### **(a) Election of officials**

3. At the end of the third meeting of the Council, Council members had designated Mr Thani Al Zeyoudi, Director of Energy and Climate Change, Ministry of Foreign Affairs, of the United Arab Emirates as Chair, and Mr Tomas Kåberger, Professor, Chalmers University of Technology, of Sweden as Vice-Chair of the fourth meeting of the Council.

**4. The Council elected by acclamation Mr Thani Al Zeyoudi, as Chair, and Mr Tomas Kåberger, as Vice-Chair of the fourth meeting of the Council. The Chair, Mr Thani Al Zeyoudi, assumed the chairmanship of the Council.**

**5. The Chair appointed South Africa, represented by H.E. Elizabeth Dipuo Peters, Minister of Energy, as Rapporteur of the fourth meeting of the Council.**

#### **(b) Adoption of the agenda (C/4/1)**

6. Council members considered the provisional agenda and decided to add two new items, namely ‘Terms of Reference for the Ethics Advisory Board’ as new item 14.c and ‘Fund for Developing Country Representatives’ as new item 17.

**7. The Council adopted the agenda as amended.**

**Agenda Item 3: Report of the third meeting of the Council (C/3/SR/1)**

8. The Chair introduced the draft Report of the third meeting of the Council as prepared by the Secretariat in cooperation with Tonga, Rapporteur of the third meeting of the Council.

9. **The Council approved the ‘Report of the third meeting of the Council’ (C/3/SR/1).**

**10. On the approval process of the report of its fourth meeting, the Council decided that, following the transmission of the draft report to all Members of the Agency, members of the Council will have 15 days to review the draft report which will be considered to be adopted if no objection is received from Council members within the prescribed deadline.**

**Agenda Item 4: Implementation of the Work Programme and Budget for 2012 (C/4/2; C/4/CRP/4; C/4/CRP/5; C/4/CRP/6; C/4/CRP/7; C/4/CRP/8/Rev.1)**

11. The Director-General opened by welcoming delegations, pointing to the high level of engagement demonstrated by the presence of all 21 Council members, a total of 71 countries, and 3 ministers. He presented his ‘Report on the Implementation of the Work Programme and Budget for 2012’ (C/4/2) to the Council, noting that it was IRENA’s first full annual Work Programme. He underscored the steady growth of IRENA’s membership to a total of 103 Members, with an additional 55 countries in the process of becoming Members.

12. The Director-General emphasised that 2012 has been a year of ambitious programmatic activities and strategic focusing for the Agency, coinciding with the UN International Year for Sustainable Energy for All and the launch of the Sustainable Energy for All (SE4ALL) global initiative. He noted Members’ request for IRENA to become the hub for renewable energy within the SE4ALL initiative. He also noted that some of IRENA’s flagship activities, such as the Renewables Readiness Assessment (RRA), the Global Renewable Energy Roadmap 2030 (REMAP 2030), the Global Atlas, and IRENA’s Renewable Energy Scenarios and Strategies form an integral part of the initiative’s agenda and contribute to national efforts to accelerated deployment of renewable energy.

13. He remarked that a pivotal part of IRENA’s work was accomplished by cooperating and partnering, both formally and informally, with other stakeholders and by participating in global initiatives, which were used to provide constructive contributions, showcase IRENA’s work, and promote its core mandate. He informed the Council that, in an effort to strengthen the Agency’s cooperation with the industry, the Secretariat has held preliminary consultations with private sector individuals to seek their views on how to best integrate, in a mutually beneficial manner, input from the business sector into IRENA’s work.

14. While progress has been made to reach out and communicate the Agency’s work – for example, there had been more than 250,000 downloads of IRENA publications such as costing, Renewable Energy country profiles, Renewable Energy Jobs and Access, since mid-2012 – the Director-General noted that additional and more systematic ways of communicating with, and outreach to, both Members and the wider constituency is needed in order to ensure the full impact and use of IRENA’s work. He highlighted this as one of the priorities for 2013 and invited delegations to actively contribute to this effort.

15. The Director-General noted that the staffing was almost complete and that, with the assignment of a Deputy Director-General and a Director for Administration and Management Services, the senior management was in place. He concluded that the continued active and constant engagement of Members would enable the Agency's work to become even more widely known and effective.

16. The Director-General's report was followed by presentations from the Secretariat on the Global Atlas for renewable energy potentials. Among other key progress matters, it was reported that the participating countries in the Global Atlas co-signed a public statement at the Clean Energy Ministerial (CEM) in London, UK in April 2012. More governments have since joined, and the IRENA membership was encouraged to join the initiative. The Secretariat also made a presentation on REmember, the interactive communication platform for IRENA Members. Delegations were taken through the key features of REmember and how representatives of Members could be linked to the system. IRENA encouraged Members to be part of the pilot testing.

17. The Chair of the Policy and Strategy Committee (PSC), Mr. Zitouni Ould-Dada of the United Kingdom of Great Britain and Northern Ireland, and the Chair of the Administration and Finance Committee (AFC), Mr. Conrod Hunte of Antigua and Barbuda, reported from the Committee meetings, which took place in the days leading up to the Council, and referred delegations to documents C/4/CRP/7 and C/4/CRP/8/Rev.1 for a full account of the meetings.

18. Many delegations welcomed the progress made in implementation of IRENA's programmatic activities in 2012 and underlined its role as global hub for renewable energy, especially within the SE4ALL initiative, through active participation at Rio+20, and the Clean Energy Ministerial (CEM). In this regard, some delegations encouraged IRENA to further take advantage of the expertise in CEM's Clean Energy Solutions Center. Delegations also stressed the importance of IRENA continuing to become the global voice and a centre of excellence for renewable energy. Many delegations expressed satisfaction at IRENA's efforts to develop its role and image by participating in global events. The signing of a Memorandum of Understanding (MOU) with the International Energy Agency (IEA) was also commended. Many delegations stressed the importance of partnerships and involvement with a wide range of stakeholders, including international organisations and renewable energy networks like REN21. Some delegations stressed the importance of engaging the private sector in Agency programs. One delegation suggested the idea of convening a conference for CEOs to provide them with information on IRENA's mandate and work, as well as data that could assist in securing future investment in renewable energy.

19. Many delegations stressed the importance of outreach and communication on the Agency's programmatic activities, including with Members, as well as of consultation with Members and bilateral collaboration with focal points. Delegations also expressed interest in receiving more information on the outcomes of workshops and conferences and encouraged consideration of these outcomes for the future programme of work. Delegations stressed the importance of further enhancing two-way communication between the Secretariat and the membership, and stressed the importance of creating a platform for communication. Delegations encouraged the development of a general renewable energy/IRENA calendar of events as part of the Agency's outreach to reflect its programmatic activities and other related global renewable energy events. Delegations also reacted positively to plans to post documents related to renewable energy events on the Agency's new communications platform for dissemination to the membership.

20. Several delegations commended the Global Atlas and expressed interest in participating in its continued development. A delegation said it looked forward to more publications on social impact of renewables. Others expressed their appreciation for the usefulness of the global Islands and Renewables high-level meeting in Malta in September. Another delegation encouraged IRENA to build on its success in Africa and the Pacific, and to consider how to transfer this experience to other regions. Some delegations expressed satisfaction with the number and quality of reports and products in 2012. Many delegations welcomed IRENA's continued participation at different global meetings and its collaboration with several institutions.

21. Responding to these comments, the Director-General thanked delegations for the positive feedback and assistance in articulating opportunities for improvement. He expressed appreciation for the wide and strong endorsement of IRENA's role as renewable energy hub in the SE4ALL context. He mentioned that increasing the level of collaboration with other international organisations was one of IRENA's priorities.

22. He clarified that an interim business advisory body had not yet been formed and that the process was still in the consultation phase and would be taken forward in light of discussions in Council.

23. The Director-General congratulated Republic of Korea on hosting the Green Climate Fund. He outlined plans for further regional engagement in Latin America and the Caribbean, Asia, Pacific and Africa, and highlighted the concept for a clean energy corridor in Africa. He confirmed that IRENA will prioritise communication with its membership, which will be further facilitated by the planned flagship publication.

**24. The Council took note with appreciation of the 'Report of the Director-General on the Implementation of the Work Programme and Budget for 2012' (C/4/2) and decided to submit it to the Assembly for its consideration.**

**Agenda Item 5: Work Programme and Budget for 2013 (C/4/3; C/4/CRP/1; C/4/CRP/3; C/4/CRP/4; C/4/CRP/6; C/4/CRP/7; C/4/CRP/8/Rev.1; C/4/CRP/9)**

**(a) Report of the Director-General**

25. The Vice-Chair, Mr. Tomas Kåberger, assumed the chairmanship of the Council. The Director-General presented the proposed 'Work Programme and Budget for 2013' (C/4/3). He noted that, further to a request from the Council, the Secretariat reviewed its programme and delivery structure to ensure that the organizational structure, work processes, and staff were optimally configured. He emphasised that the new structure reflected IRENA's vision for the future – to be the principal platform for international cooperation, a repository of knowledge and a support to countries in their transition to a renewable energy future. He expressed his confidence that the new structure would help avoid duplications and provide greater clarity on division of responsibilities, as well as synergies, between sub-programmes.

26. He explained the Knowledge, Policy and Finance Centre (KPFC) as IRENA's central knowledge repository and a centre of excellence for renewables policy and finance issues, including activities such as the Global Atlas, the Renewable Energy and Employment Report, and the IRENA institutional publication. He said that the IRENA Innovation and Technology Centre (IITC) would continue to provide cutting-edge information on renewable energy technology and innovation, and seek new pathways for the

transition to a sustainable energy future, including activities such as REMAP 2030. He explained that the Country Support and Partnerships (CSP) division would support countries in the development and implementation of national and regional renewable energy strategies and highlighted activities such as RRAs, the IRENA Renewable Energy Learning Partnership (IRELP), and the Global Renewable Energy Islands Network (GREIN).

27. The Director-General outlined how IRENA's regional work would expand geographically to provide support for intergovernmental and global initiatives. He noted that, based on Members' requests, IRENA would assume an active role in SE4ALL, and highlighted programmatic activities already in place that support this global effort, such as REMAP 2030 and the Global Atlas. He recognised the need to improve the communication and dissemination strategy with countries and other stakeholders, including industry and civil society. He noted that a USD 2 million budget increase was sought, in large part due to the increase of programmatic activities.

### **(b) Presentation of IRENA programmes**

28. The Deputy Director-General made a more detailed presentation of the proposed restructuring of the programmatic components. This was followed by presentations from each of the three Division Directors on selected programmatic activities for 2013. This included the planned activities in the field of geothermal energy, future activities in the field of energy planning, with a special focus on the REMAP 2030, and IRENA as a centralised source of renewable energy data and information.

29. Following the presentations, one delegation asked about the manner in which the Agency defines its priorities considering an increasing demand from countries on its limited resources. Several delegations inquired about IRENA's work on geothermal energy, and asked questions regarding the work on local acceptance of renewables, potentials, and the possibility of including Central America in IRENA's activities. One delegation inquired about IRENA's work on bioenergy, and another about wind resources in Western Africa.

30. The Chair of the Policy and Strategy Committee and of the Administration and Finance Committee presented the outcomes of the Committee meetings and referred delegations to the Chair's Summary of the outcome of both meetings, contained in documents C/4/CRP/7 and C/4/CRP/8/Rev.1 respectively. Both Committee Chairs concluded by recommending the submission of the 2013 Work Programme and Budget to the Assembly for its consideration.

31. During the ensuing discussion, many delegations welcomed the new structure of IRENA and the proposed 2013 Work Programme and Budget. Many delegations stressed the importance of IRENA continuing to be the hub for renewable energy within SE4ALL.

32. One delegation asked that more prominence be given to REMAP 2030. Many delegations expressed their support for the Global Atlas Initiative and the willingness to engage more actively in IRENA's work, including by undertaking RRAs and contributing to the Renewable Energy Database Framework (REDAF). Some delegations underlined the importance of analyzing the increased impact of renewable energy on the environment, employment, the development of industries, and energy security. Some delegations underlined the importance of generating accurate data, including on biomass whilst others proposed that IRENA also focus on the inclusion of smart grids capacity and electricity storage.

33. Some delegations highlighted the third SIDS Global Conference to be held in Samoa in 2014 and encouraged IRENA's active involvement. One delegation announced its intent to organise a Pacific Leaders Summit in March 2013 and sought IRENA's support in this context. One delegation asked for an articulation of the Pacific liaison officer's duties in the Work Programme. Another country asked for guidelines for bankable projects in SIDS, with a focus on CARICOM. Another delegation suggested IRENA's work should focus more on the Middle East, proposing enhanced cooperation with the League of Arab States as the region is currently deploying renewable energy on a large scale. One delegation highlighted the 2013 Tokyo International Conference on African Development (TICAD) and asked IRENA to play a role.

34. Another delegation asked to link IRENA's activities better to its audience and several delegations underscored the need for improved strategic communication. Others asked the Agency to develop indicators to measure its own impact. Some delegations emphasised the importance of an institutional publication, with one delegation suggesting a regional focus. Some delegations supported the proposed IRENA presence in New York and noted that this would help avoid overlap with the work carried out by other agencies. Others requested further clarification on the matter. One delegation noted that the proposal was also linked to discussions on the Vienna Liaison Office. They further encouraged closer collaboration, especially with the Clean Energy Solutions Centre, regional development banks, and UNFCCC's Climate Technology Centre and Network.

35. Several delegations expressed their interest in IRENA's engagement with the private sector. A number of delegations proposed to change the term 'council' and expressed the preference for the idea of a 'forum'. Delegations underlined the importance of being involved in the further development of this idea, as well as the modalities of its cooperation with other entities and stakeholders. Several ideas were shared concerning possible focus areas of cooperation with the private sector and other institutions dealing with replicable business and financing models, and technology innovation to support the deployment of renewable energy. A number of delegations also welcomed the plans to engage with civil society.

36. While several delegations supported a moderate budget increase during the growth phase of the Agency, others spoke in favor of a continual budget growth. However any such increase would need to be justified by a documented increase in programmatic activities, especially since a number of countries have a zero nominal growth policy. One delegation noted that the proposed increase was larger than the nominal increase resulting from the growth in membership. Another delegation encouraged Members to consider paying voluntary, in addition to their assessed contributions, and cautioned against considering IRENA an established agency, highlighting its impact potential and comparatively small budget. This delegation urged those Members that had already calculated their 2013 budget for IRENA based on the higher level of 2012 contributions, to make this difference their voluntary contribution. One delegation requested that the breakdown of resource allocations against programme components be included in the document presented to the Assembly in the manner it was shown in the matrix for the 2012 budget. Two delegations welcomed the filling of vacant posts but noted that staff costs added up to nearly three fourths of the budget. Others mentioned that this would reduce the need for consultants in 2013.

37. In his response, the Director-General thanked countries for their strong support for the programmatic restructuring as well as the proposed Work Programme and Budget. He noted that the positive perception of the work performed was resulting in increased expectations, especially concerning regional work. He mentioned that the work in the Pacific will continue in 2013, including examining different possible ways

to support the planned energy summit. He also noted that the Agency was examining ways for further engagement with members of the Gulf Cooperation Council (GCC) and with the League of Arab States.

38. The Director-General noted that IRENA's presence in New York was proposed in recognition of the continuing need for IRENA's cooperation and partnerships with other institutions. Delegations were informed that discussions regarding the establishment of an IRENA liaison office in Vienna are continuing with the Government of Austria, as well as with the UNIDO Director-General, to further strengthen IRENA's engagement with the SE4ALL initiative, to play a central role as the initiative's renewable energy hub. He noted that, when considering the best way forward regarding a presence in Vienna, a number of considerations needed to be taken into account, including a possible colocation or by starting with some sort of integration arrangement with the SE4ALL office. Responding to inquiries from delegations on areas of IRENA's programmatic work that could benefit from additional voluntary contributions, the Director-General welcomed such initiative and noted that the Secretariat would provide this information to delegations. He stressed that IRENA's work on Africa would contribute to TICAD and expressed the willingness to contribute to the event. The Director-General explained that the officer in the Pacific was part of a project, not core staff, thus all the duties performed were part of the project outcome. He noted that, in the context of the strengthened communication and outreach efforts, the Secretariat will increase its efforts to sharpen the scope and audience of its reports and thanked the host country for the additional capacity to strengthen the communication function.

39. The Director-General noted that the current document would be adjusted to reflect the Council's considerations, including the most recent discussions on the Agency's engagement with the private sector, and would include a modified matrix that would include information on allocation to programme components.

**40. The Council took note of the 'Report of the Director-General on the Proposed Work Programme and Budget for 2013' (C/4/3) and decided to submit it to the Assembly with the recommendation to adopt it with the understanding that it would include the modifications specified during Council discussions.**

#### **Agenda Item 6: Medium-term Strategy (C/4/4; C/4/CRP/7)**

41. The Chair of the Policy and Strategy Committee presented the conclusions of the Committee as reflected in the Chair's Summary of the Outcome of the Policy and Strategy Committee Meeting (Chair's Summary) (C/4/CRP/7). He informed the Council that the Committee had endorsed the current draft of the Medium-term Strategy of IRENA, subject to specific suggestions to the text of the document which were detailed in the annex to the Chair's Summary.

42. One delegation, while speaking in support of the submission of the document to the Assembly, proposed an amendment to paragraph 13 as follows: "From 2013 to 2017 IRENA will focus its efforts on delivering its mandate as outlined in its founding Statute through leadership among three key pillars. These pillars are all equally important for IRENA to become a global voice for renewable energy by serving as a:

- Global centre of excellence for renewable energy and technologies;
- Renewable energy advisory resource for countries;
- Network hub of country, regional, and global programmes."

**43. The Council endorsed the proposed ‘Medium-term Strategy of IRENA’ (C/4/4) with the amendments listed in the annex to the Chair’s Summary as well as one additional amendment expressed orally, and decided to submit it to the Assembly for its consideration and adoption.**

**Agenda Item 7: Biennial work programme and budget cycle (C/4/5; C/4/CRP/8/Rev.1)**

44. The Secretariat introduced the matter and noted that, as per the request made at the third meeting of the Council, the Director-General had submitted a ‘Report on IRENA Programmatic and Budgetary Cycle’ (C/4/5), for consideration of the Council at its fourth meeting, toward consideration by the Assembly at its third session, with the aim of introducing a biennial Work Programme and Budget for 2014 – 2015. The Secretariat presented the benefits the introduction of a biennial cycle would offer.

45. The Chair of the Administration and Finance Committee (AFC) informed the Council about the Committee’s discussions and referred delegations to the Chair’s Summary of the Outcome of the Administration and Finance Committee Meeting contained in documents C/4/CRP/8/Rev.1. He emphasised that the AFC specifically recommended that the biennial work programme and budget process include: An invitation to Members to provide views and suggestions for consideration for development of the work programme, including appropriate deliverables and indicators on how to track progress on the work of IRENA, the confirmation of the role of the PSC and AFC in providing guidance and recommendations to the Council on priorities and resource allocation, the incorporation of the Matrix of Activities, Deliverables, and Performance Indicators as an annex to the Work Programme and Budget, and the use of the Matrix of Activities, Deliverables, and Performance Indicators as the mechanism for recording changes in priorities resulting from new or changing work programme requirements in the context of consideration of the 1<sup>st</sup> year annual implementation report. The Chair closed with the Committee’s recommendation to the Council to recommend to the Assembly to approve the biennial work programme and budgetary cycle starting with 2014-15 as the first biennium.

**46. The Council decided to recommend to the Assembly to approve the biennial work programme and budgetary cycle starting with 2014 – 2015 as the first biennium. The Council further requested the Director-General to reflect Members’ comments, contained in the Chair’s Summary as well as received during Council discussions, in his report to the third session of the Assembly, especially regarding recommendations related to the biennial work programme and budget process.**

**Agenda Item 8: Council composition, election, and rotation (C/4/14; C/4/DC/3)**

47. The Chair, Mr Thani Al Zeyoudi, resumed presiding over the meeting. On behalf of the two facilitators on Council composition, election and rotation, Luxembourg and Peru, appointed by the Assembly at its second session, Luxembourg introduced the ‘Report of the facilitators on the issue of Council composition, election, and rotation’ (C/4/14). Building on intensive consultations with Members, Signatories, and States in accession since the second session of the Assembly, the report proposed options for amendments to the Provisional Rules of Procedure of the Assembly for the consideration of the Council. It was emphasised that the Assembly needed to elect a new Council at its third session in January 2013 and that, in order for this to happen, an appropriate mechanism to determine Council composition, election, and rotation needed be in place and operational before then.

48. During extensive, open deliberations at the Council, Council members and other participating delegations discussed, among others, the matters of regional groups, the allocation of seats to groups, the designation and rotation of candidates, the nomination of alternates, the introduction of a review mechanism, and concrete amendments to the Provisional Rules of Procedure of the Assembly.

49. In his concluding remarks, the Chair commended delegations for having resolved the matter in a responsible manner through transparent discussions and thanked Members, Signatories and States in accession for their spirit of compromise and cooperation. He noted that the inclusive deliberations of the Council which included, on an equal footing, Council members as well as other participating delegations, was exemplary.

**50. The Council adopted decision C/4/DC/3 on amended Rules of Procedure for the Assembly regarding Council composition, election, and rotation.**

**Agenda Item 9: Status of the implementation of audit observations and recommendations (C/4/6; C/4/CRP/8/Rev.1)**

51. The Vice-Chair, Mr Tomas Kåberger, again took the place of the Chair. The Secretariat, in its introduction to the matter, informed the Council that the Office of the Auditor General of Norway had submitted a report with respect to its audit of the liquidation financial statements of the Preparatory Commission of IRENA and the financial statements of the Agency for 2011. The Secretariat further informed the Council that in this report, the external auditor had made a number of observations and recommendations on which the Secretariat had taken appropriate actions and provided the Council with an update on actions taken.

52. Reporting back to the Council, the Chair of the Administration and Finance Committee (AFC) informed delegations that the Committee appreciated the efforts made by the Secretariat in addressing the external auditor's observations and recommendations and that it proposed, in order to further improve the understanding of progress made, that the external auditor submits its communication in a tabular format, which would form part of the Director-General's report. The Chair of the AFC reported further that the AFC saw its current role as review body, similar to an audit committee, as being adequate for the time being but that it recognised the possibility of an evolution of its functions in the future, as and when necessary.

**53. The Council took note of the 'Report of the Director-General on the Status of the Implementation of the Audit Observations and Recommendations' (C/4/6) and decided to submit it to the Assembly.**

**Agenda Item 10: Process of the appointment of the external auditor (C/4/CRP/8/Rev.1)**

54. In its introduction of the matter to the Council, the Secretariat provided an outline of the steps taken to appoint an external auditor for the financial years 2013 to 2016, and announced that the combined results of the technical and financial evaluations would be submitted to the third session of the Assembly for its consideration.

55. In its report to the Council, the Chair of the Administration and Finance Committee (AFC) reported that there was overall satisfaction with the approach taken by the Secretariat with some delegations commenting on the timing of the procurement exercise, as well as the eligibility criteria applied. The Chair of the AFC informed the Council that some delegations had indicated their preference, as already expressed in the past, for an exclusive use of public audit institutions and that these delegations had asked that the current approach be reviewed prior to the start of the selection process for the appointment of the next external auditor.

**56. The Council took note of the Secretariat's outline of the appointment process of the external auditor.**

**Agenda Item 11: Investment policy of IRENA (C/4/7; C/4/CRP/8/Rev.1)**

57. The Secretariat introduced the proposed 'Investment policy of IRENA' and explained that it was meant to guide IRENA's investment-related decisions with respect to its assets by defining, among others, roles, responsibilities, procedures, a general investment philosophy, as well as monitoring and reporting processes. The Secretariat explained that the proposed policy had been prepared in accordance with Financial Regulation 9.9 which requests the Secretariat to submit and secure approval of investment standards from the Assembly.

58. The Chair of the Administration and Finance Committee (AFC) reported that the Committee welcomed the proposal as being sound and prudent and that it recommended that its implementation be based, in the order of significance, on the following three principles: preservation of capital, sufficient liquidity to meet cash requirements, and income expressed as maximised rate of return. The AFC further called for a cautious approach, careful consideration of prevailing market conditions, and due diligence, which would be ensured by use of external investment advisors, as well as adherence to the Agency's established ethics reporting requirements, which would be addressed through internal mechanism of the Secretariat.

**59. The Council endorsed the draft 'Investment Policy of IRENA' as submitted by the Director-General (C/4/7) and decided to submit it to the Assembly for its consideration and adoption.**

**Agenda Item 12: Staff Provident Fund (C/4/8; C/4/CRP/8/Rev.1)**

60. The Chair of the Provident Fund Management Board provided the Council with a general outline of the Staff Provident Fund and its operations and referred to the '2011 Annual Report of the Provident Fund Management Board on the Operations of the Staff Provident Fund of IRENA' as circulated to Members in October. The Chair of the Provident Fund Management Board introduced the proposed 'Investment policy of the Staff Provident Fund' which defines, among others, roles, responsibilities, procedures, a general investment philosophy, as well as monitoring and reporting processes. The Chair of the Provident Fund Management Board explained that the proposed policy had been prepared in accordance with decision A/1/DC/4 which requests the investment policy to be submitted to the Assembly for approval.

61. The Chair of the Administration and Finance Committee noted that the investment policy would foresee both short-term and long-term investments and that a special emphasis would be placed on the preservation of capital with a view to ensuring that amounts due are paid to staff upon their separation from service.

**62. The Council endorsed the draft ‘Investment policy of the Staff Provident Fund’ as submitted by the Chair of the Provident Fund Management Board (C/4/8) and decided to submit it to the Assembly for its consideration and adoption.**

**Agenda Item 13: Administration of Justice at IRENA (C/4/9; C/4/DC/2; C/4/CRP/8/Rev.1)**

63. In its introduction of the matter to the Council, the Secretariat explained that staff regulation 12.3 requires the establishment of an independent judicial or arbitral mechanism for staff members dissatisfied with the outcome of the internal appeal process and that in the past Members had expressed a general preference for an arbitral mechanism. The Secretariat explained further that the basic decision to be made by Members was whether the arbitration system should be outsourced or established and run within IRENA. The Secretariat presented both options and closed by recommending the establishment of an IRENA-specific arbitration system.

64. The Chair of the Administration and Finance Committee (AFC) reported that the AFC considered outsourcing to be an unnecessarily complicated and costly option and agreed with the proposal of the Secretariat to establish a system which was designed to be as simple and cost-effective as possible while protecting the rights of staff and the interest of the Agency.

**65. The Council took note of the ‘Report of the Director-General on Administration of Justice at IRENA’ (C/4/9) and adopted decision C/4/DC/2 on Administration of Justice at IRENA.**

**Agenda Item 14: Implementation of the Policy on Ethics and Conflict of Interest**

**(a) Revised Code of Conduct (C/4/10)**

66. The Secretariat introduced the matter to the Council and explained that the ‘Code of Conduct’ had been revised in response to Assembly decision A/2/DC/7 to ensure consistency with the Policy on Ethics and Conflict of Interest and any consequent amendments to the Staff Regulations.

**67. The Council took note of the ‘Revised Code of Conduct’ as submitted by the Director-General (C/4/10) and decided to submit it to the Assembly.**

**(b) Report of the Ethics Officer (C/4/11)**

68. The Ethics Officer introduced his report to the Council and informed Members of the manner in which the Policy on Ethics and Conflict of Interest pertaining to the activities of the Ethics Officer had been implemented up to 30 September 2012.

**69. The Council took note of the ‘Report of the Ethics Officer’ as submitted by the Ethics Officer (C/4/11) and decided to submit it to the Assembly.**

**(c) Terms of Reference Ethics Advisory Board (C/4/17)**

70. As one of the three members of the Ethics Advisory Board, the representative of the United States of America introduced the matter to the Council.

**71. The Council endorsed the draft ‘Terms of Reference for the Ethics Advisory Board’ as submitted by the delegation of the United States of America (C/4/17) and decided to submit it to the Assembly for its consideration and adoption.**

**Agenda Item 15: Implementation of the decision on secondment and related matters (C/4/12; C/4/CRP/8/Rev.1)**

72. The Secretariat introduced the matter to the Council and explained that the report was presented pursuant to decision A/2/DC/5 which requests the Director-General to report to the Assembly at its third session on the implementation of the decision on secondment and related matters. The Secretariat informed delegations that the report provided information on the manner in which the decision was implemented in respect of those secondees who were serving under arrangements established in the time of the Preparatory Commission, as well as regarding the new arrangements approved by the Assembly at its second session.

73. The Chair of the Administration and Finance Committee (AFC) informed the Council that the AFC asked the Secretariat to improve its communications with Members regarding the particular needs which could be met through the new type of secondment, as well as the specific profiles of the vacancies and the required qualifications of candidates. It also requested the Secretariat to inform Members about the legal and administrative steps required related to secondment.

74. In response to an intervention from the floor, the Director-General confirmed that the Secretariat would provide information regarding available posts to interested Members on a regular basis and encouraged delegations to inform the Secretariat about specific competencies and capacities they could make available with a view to supporting the work of the Secretariat.

**75. The Council took note of the ‘Report of the Director-General on secondment and related matters’ (C/4/12) and decided to submit it to the Assembly.**

**Agenda Item 16: Agreement on Privileges and Immunities (C/4/13; C/4/DC/1)**

76. In its introduction of the matter to the Council, the Secretariat highlighted Members’ deliberations on the document since the first meeting of the Council, the agreements reached at the second session of the Assembly and the third Council meeting, and the subsequent authentication process of the different language versions of the draft Agreement with the active engagement of Members. The Secretariat

underlined the need to reach consensus on a text which was essential for the Agency in the performance of its mandate as an intergovernmental organization.

77. During the ensuing discussion, one delegation highlighted its substantive efforts in contributing to the authentication process of the five language versions. While thanking the concerned Members having prepared the various drafts for their constructive and active engagement in the process, that delegation noted that it would like to see a higher level of Members' commitment on such matters. That delegation closed by declaring its support for the transmission of the five language versions to the third Assembly for approval. Another delegation, responding to the previous intervention by referring to the efforts made by Members during the authentication process, discouraged further attempts to introduce additional languages into the work of the Agency.

78. Another delegation, while applauding the completion of the text and commending Members for the effort undertaken, noted the general understanding that a decision by the Council or the Assembly would not have any legal effect with respect to the adoption of the Agreement by any particular country, a fact that it also found reflected in the draft decision before Council. Another delegation noted that, while endorsing the text of the draft Agreement on Privileges and Immunities, it would make an interpretative declaration, as announced before. It asked that the interpretative declaration be recorded in the present report<sup>1</sup>.

**79. The Council took note of the draft 'Agreement on Privileges and Immunities for IRENA' (C/4/13) and adopted decision C/4/DC/1 on an Agreement on Privileges and Immunities for IRENA.**

#### **Agenda Item 17: Fund for Developing Country Representatives (C/4/CRP/2; C/4/CRP/8/Rev.1)**

80. In its presentation to the Council, the Secretariat underlined the importance of ensuring an effective participation of both developed and developing countries in the work of IRENA. It informed delegations about the imminent funding shortfall for participation in the third Assembly and presented a number of disbursement scenarios designed to maximise participation in the upcoming meeting based on different levels of available funds. The Secretariat, referring to potential funding shortfalls and experience gained during the application of the Fund for Developing Country Representatives (FDCR), proposed to review the funding criteria and modalities of the FDCR, and to submit recommendations to the third Assembly for its consideration.

81. The Chair of the Administration and Finance Committee (AFC) informed the Council that the AFC acknowledged the importance of the FDCR and that it asked for a clear and concise indication of the total funding requirements. He reported that the AFC further encouraged the membership to continue

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<sup>1</sup> Following the fourth meeting of the Council, that delegation (the Federal Republic of Germany) submitted the following text: "The Federal Republic of Germany declares that Art. III Section 8 (b) shall not be construed as exempting the Federal Republic of Germany from applying the prohibitions and restrictions imposed by international or multilateral sanctions or export control provisions stemming from international or multilateral obligations applicable to goods that are exported from or imported to the Federal Republic of Germany. The Federal Republic of Germany interprets Art. V Section 12 (d) and Art. VI Section 18 (c) in such a way that the obligations and the measures undertaken under these provisions are in conformity with European Union law."

contributing to the FDCR and endorsed the recommendations as contained in paragraph V. in the ‘Note of the Director-General on the Fund for Developing Country Representatives’.

82. In the ensuing discussion, one delegation invited the Director-General to provide the membership with an exact indication of the amounts needed for participation in the third session of the Assembly and to encourage voluntary contributions to the FDCR. The host country expressed its support for the participation of Least Developed Countries and Small Island Developing States in the activities of the Agency. It pledged an additional USD 300,000 of voluntary contributions to the FDCR and called on other countries to follow suit.

**83. The Council took note of the ‘Note by the Director-General on the Fund for Developing Country Representatives’ (C/4/CRP/2) and endorsed the recommendations set out in paragraph V. of the document.**

#### **Agenda Item 18: Multilingualism (C/4/15)**

84. The Secretariat introduced the matter by noting that the Assembly had requested the Director-General to submit to the Assembly, no later than at its third session, options with concrete measures, including cost implications, aiming at a progressive integration of official UN languages to advance the work of the Agency, based on a reasonable and cost-effective use of the resources of the organisation. The Secretariat reflected on the need to balance the benefits of multilingualism with the impact that a multilingual regime and its cost could have on the Agency’s capacities for project implementation and substantive activities and referred to the recommendations contained in paragraph V. of the ‘Report of the Director-General on Multilingualism’ (C/4/15).

85. During the ensuing deliberations, many delegations supported the recommendations contained in the report, and stressed that multilingualism should continue to be an objective of the Agency. These delegations underlined the benefits of multilingualism, such as the promotion of mutual understanding and the strengthening of IRENA’s global impact through the wide dissemination of information, knowledge and ideas.

86. Delegations also noted the importance of weighing the benefits with the expenses of translation and interpretation, given the resources of the Agency. While one delegation called for a progressive integration of multilingualism into the Agency’s core budget and activities, many delegations expressed concern for adding extra expense to the Agency’s core budget, stressed the need for a strategic approach with emphasis on cost-efficient options, and cautioned against the introduction of a regime similar to the one applied by the United Nations. It was noted that such a regime would require a reduction in programmatic activities, and that a prioritization was needed. A number of delegations expressed support for a user-pay system.

87. Many delegations felt that the translation of all sessional documents would fail to contribute adequately to the promotion of renewable energy given that most of the Agency’s sessional documents were not read by the general public, experts or practitioners. While one delegation called for the translation of some documents adopted at previous meetings, another delegation challenged the translation of sessional documents as an unreasonable use of resources in general. There was wide support

for the translation of a limited number of sessional documents, based on the recommendations outlined in the report.

88. Delegations expressed gratitude for the host country's continued support in providing funding for interpretation at Assembly and Council meetings and endorsed the continuation of this practice. One delegation emphasised that interpretation would increase the number of participants in discussions in all governing body meetings.

89. Many delegations supported interpretation and translation for programmatic activities in order to adequately reach target audiences and noted that this could also include non-UN languages, as appropriate, provided the impact of the message would be enhanced. These delegations asked to focus on translation and interpretation related to work products with a clear value on the ground.

90. The Director-General closed by noting that multilingualism was crucial for promoting relationships and understanding between cultures and nations and that the use of languages was essential in ensuring the highest level of participation and inclusiveness in the work of the Agency. He highlighted the progress in this respect at the early stages of the Agency, which, he acknowledged, was in large part due to the generosity of the host country in providing funding for interpretation at Assembly and Council meetings. He affirmed that continued efforts would be made to enhance inclusiveness and participation while keeping in mind the best practical and most cost-efficient application of resources.

**91. The Council took note of the 'Report of the Director-General on Multilingualism' (C/4/15) and endorsed the recommendations set out in paragraph V. of the document.**

#### **Agenda Item 19: Organisation of the third session of the Assembly (C/4/16)**

92. The Director-General highlighted the progress IRENA had made in establishing its institutional processes and structures and expressed confidence that most of the procedural, legal and administrative issues would be closed prior to the upcoming Assembly, thus enabling the Assembly at its third session to assume its mandated role as the international convening platform for substantive discussions on relevant renewable energy topics. He informed the Council about the special events taking place during the *Abu Dhabi Sustainability Week* immediately following the third session of the Assembly.

93. The Director-General informed delegations on the content and format of the upcoming Assembly session and innovative ways of adding value to Assembly deliberations towards making it the central point for renewable energy discussions globally. He explained that in this context, the Assembly would hold two high-level segments to showcase a number of IRENA activities, including the Agency's activities in Africa, the Renewables Readiness Assessment, the Global Atlas for renewable energy potentials, the IRENA annual publication, the Global Renewable Energy Islands Network (GREIN), and the Global Renewable Energy Roadmap 2030 and IRENA's role as the renewables hub in the implementation of the SE4ALL initiative.

94. The Director-General presented the plans to hold two Ministerial Roundtables during the Assembly session on "Financing of Renewables" and "Renewable Energy Costs and Benefits" in order to provide Ministers with a venue to actively engage with each other at a high-level and on topics of global interest. He expressed the hope that institutional and procedural matters could be dealt with in parallel to the

Ministerial Roundtables. He also introduced the “Renewable Energy Decision Makers Forum: Moving from Ambition to Success,” which would be hosted in cooperation with the *Financial Times* in the evening of the first day of the Assembly.

95. During the ensuing discussions, delegations expressed their appreciation for the change in governing bodies’ deliberations toward more substantive discussions on renewable energy. One delegation asked for the SE4ALL initiative to feature prominently at the Assembly while another delegation highlighted the upcoming series of events as an opportunity to communicate the Agency’s achievements to the public. Another delegation urged to find a solution regarding the support for the participation of Least Developed Countries in the upcoming Assembly session.

#### **Agenda Item 20: Organisation of the fifth meeting of the Council**

96. The Chair, Mr Thani Al Zeyoudi, resumed presiding over the meeting.

**97. The Council decided to hold the fifth meeting of the Council on 26 and 27 June 2013. The Council further decided to recommend to the newly elected members of the Council to meet informally immediately after their election on the margins of the third session of the Assembly in order to designate a Chair and Vice-Chair and to request the Chair of the fourth Council to facilitate such a meeting.**

#### **Agenda Item 21: Any other business**

98. One delegation announced that it would soon deposit its instrument of ratification of the IRENA Statute with the Depositary while another asked for support from the Agency to better exploit its renewable energy potential. Another delegation informed participants about the Pacific Energy Summit, to be held in Auckland, New Zealand from 26-28 March 2013. A number of delegations informed the Council about domestic projects and activities in the field of renewable energy.

99. One delegation noted that the provisional Rules of Procedure of the Assembly currently did not allow for the approval of Assembly reports by Members. That delegation proposed that a provision detailing the approval process, similar to Rule 46 of the provisional Rules of Procedure of the Council, be prepared by the Secretariat. It proposed further that this provision be included in the consolidated text of all amendments to the Provisional Rules of Procedure of the Assembly which the Secretariat was requested to submit to the third session of the Assembly pursuant to decision C/4/DC/3.

**100. The Council endorsed the proposal and decided to request the Secretariat to submit a related provision for consideration of the Assembly at its third session.**

**Agenda Item 22: Closing of the meeting**

101. The Chair thanked delegations for the productive discussions and the high-level of cooperation displayed in the course of the meeting and closed the fourth meeting of the Council.

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Fourth meeting of the Council of IRENA

12 – 13 November 2012, Abu Dhabi, United Arab Emirates

12 November 2012

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**Agenda of the fourth meeting of the Council  
of the International Renewable Energy Agency**

1. Opening of the meeting
2. Organisation of work
  - a. Election of officials
  - b. Adoption of the agenda
3. Report of the third meeting of the Council
4. Implementation of the Work Programme and Budget for 2012
5. Work Programme and Budget for 2013
  - a. Report of the Director-General
  - b. Presentation of IRENA programmes
6. Medium-term Strategy
7. Biennial work programme and budget cycle
8. Council composition, election, and rotation
9. Status of the implementation of audit observations and recommendations
10. Process of the appointment of the external auditor
11. Investment policy of IRENA
12. Staff Provident Fund
13. Administration of Justice at IRENA

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14. Implementation of the Policy on Ethics and Conflict of Interest
    - a. Revised Code of Conduct
    - b. Report of the Ethics Officer
    - c. Terms of Reference for the Ethics Advisory Board
  15. Implementation of the decision on secondment and related matters
  16. Agreement on Privileges and Immunities
  17. Fund for Developing Country Representatives
  18. Multilingualism
  19. Organisation of the third session of the Assembly
  20. Organisation of the fifth meeting of the Council
  21. Any other business
  22. Closing of the meeting

Fourth meeting of the Council of IRENA

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26 December 2012

### List of participants

#### Council members (21)

No	Country	Name	Institution	Position/Title
1	Antigua and Barbuda	Conrod Hunte	Permanent Mission to the UN	Ambassador
2		Tumasie Blair	Permanent Mission to the UN	Third Secretary
3	Australia	Veronica Westacott	Department of Resources, Energy and Tourism	Manager
4	Denmark	Hans Jørgen Koch	Danish Energy Agency	Deputy Director General
5		Anders Hasselager	Ministry of Climate, Energy and Buildings	Senior Adviser
6		Annette Schou	Danish Energy Agency	International Adviser
7		Christian Zinglersen	Ministry of Climate, Energy and Buildings	Head of Department
8		Trine Tougaard	Ministry of Climate, Energy and Buildings	Adviser
9	Ecuador	Kabalan Abisaab	Embassy of Ecuador	Ambassador
10		Peter Obrist	Consulate of Ecuador	Consul
11	Eritrea	Tesfay Zecarias	Ministry of Energy and Mines	Director General
12	France	Philippe Geiger	Ministry of Ecology, Sustainable Development and Energy	Deputy Director
13		Adrien Wacziarg	Embassy of France	Deputy Counsellor
14		Elise Marion	Ministry of Ecology, Sustainable Development and Energy	Energy Adviser
15		Martine Kubler Mamlouk	Embassy of France	Counsellor
16		Remy Tiroutouvarayane	Ministry of Foreign Affairs	Official

No	Country	Name	Institution	Position/Title
17	Germany	Martin Schöpe	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division
18		Alexander Haack	German International Cooperation (GIZ)	Consultant
19		Ellen von Zitzewitz	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Counsellor
20		Joscha Rosenbusch	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Consultant
21		Mike Enskat	German International Cooperation (GIZ)	Team Leader
22		Ralf Schroeer	Embassy of Germany	Deputy Head of Mission
23		Sonja Röder	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Adviser
24	India	Balasubramanian Rajagopalan	Embassy of India	Counsellor
25	Japan	Shigeru Umetsu	Ministry of Foreign Affairs	Principal Deputy Director
26		Kazunari Tanaka	Ministry of Economy, Trade and Industry	Assistant Director
27		Keiichi Sugita	Ministry of Agriculture, Forestry and Fisheries	Deputy Director
28		Nobuhisa Masuda	Embassy of Japan	First Secretary
29		Shinichi Kihara	Ministry of Economy, Trade and Industry	Director
30		Shunichi Nakada	Ministry of Agriculture, Forestry and Fisheries	Research Coordinator
31		Tetsuro Oi	Economic Affairs Bureau	Deputy Director
32		Yasukuni Shibata	Ministry of Environment	Deputy Director
33	Mali	Kamissoko Famakan	Ministry of Energy and Water	Head of Section
34	Mexico	Francisco Alonso	Embassy of Mexico	Ambassador
35		Arturo Baron	Embassy of Mexico	Second Secretary
36	Nigeria	Abubakar Sani Sambo	Energy Commission	Director General
37	Poland	Ilona Antoniszyn Klik	Ministry of Economy	Undersecretary of State
38		Adam Krzymowski	Embassy of Poland	Ambassador

No	Country	Name	Institution	Position/Title
39		Andrzej Lysiak	Embassy of Poland	First Counsellor
40		Janusz Bylinski	Embassy of Poland	First Counsellor
41		Lukasz Tomaszewski	Ministry of Economy	Senior Expert
42		Marcin Scigan	Ministry of Economy	Expert
43	Republic of Korea	Moon-up Sung	Ministry of Foreign Affairs and Trade	Deputy Director General
44		Duk-ryul Park	Embassy of the Republic of Korea	Energy Attaché
45		Jun-oh Kim	New and Renewable Energy Policy	Manager
46		Min-ho Wang	Ministry of Knowledge Economy	Director
47		So-eun Hwang	Ministry of Foreign Affairs and Trade	Researcher
48	Senegal	Lo Ismaila	Ministry of Energy and Mines	Head of Solar Division
49		Bah Babacar	Embassy of Senegal	Ambassador
50		Oumou Kalsoum Sall	Embassy of Senegal	First Counsellor
51	South Africa	Elizabeth Dipuo Peters	Department of Energy	Minister of Energy
52		Kevin Oosthuizen	Embassy of South Africa	Counsellor
53		Mokgadi Audrey Modise	Department of Energy	Chief Director
54		Thobekile Princess Nxumalo	Department of Energy	Assistant Director
55	Spain	Jose Salarich	Embassy of Spain	Ambassador
56		Jaime Montalvo	Embassy of Spain	Counsellor
57		Manuela Garcia	Embassy of Spain	Commercial Attaché
58		Nuño Bordallo	Embassy of Spain	Deputy Head of Mission
59	Sweden	Tomas Käberger	Chalmers University of Technology	Professor
60		Lars Guldbrand	Ministry of Enterprise, Energy and Communication	Senior Adviser
61		Lisa Lundmark	Swedish Energy Agency	Senior Adviser
62	Tonga	Inoke Vala	Ministry of Public Enterprises	CEO
63		Honourable 'Akau'ola	TERM Implementation Unit	Interim Director

No	Country	Name	Institution	Position/Title
64	United Arab Emirates	Thani Ahmed Al Zayoudi	Ministry of Foreign Affairs	Director
65		Dane McQueen	Ministry of Foreign Affairs	Official
66		Rob Bradley	Ministry of Foreign Affairs	Official
67		Rowda Al Otaiba	Ministry of Foreign Affairs	Manager
68		Shaima Al Aydrous	Ministry of Foreign Affairs	Official
69	United States of America	Raffi Balian	Department of State	Senior Adviser
70		Edward Faris	Department of State	Adviser
71		Kimberly Ballou	Department of Energy	Coordinator of International Programs

**Observers (50)**  
**Members of IRENA**

1. Algeria
2. Angola
3. Belarus
4. Cameroon
5. Cyprus
6. Czech Republic
7. Dominican Republic
8. Egypt
9. Ethiopia
10. Fiji
11. Finland
12. Greece
13. Grenada
14. Italy
15. Kenya
16. Luxembourg
17. Malaysia
18. Mauritania
19. Montenegro
20. Netherlands
21. New Zealand
22. Nicaragua
23. Norway
24. Oman
25. Philippines
26. Qatar
27. Seychelles

28. Sri Lanka
29. Sudan
30. Swaziland
31. Switzerland
32. Turkey
33. Uganda
34. United Kingdom of Great Britain and Northern Ireland
35. Uruguay

#### **Signatories / States-in-Accession**

1. Afghanistan
2. Argentina
3. Austria
4. Belgium
5. Chad
6. Colombia
7. Iraq
8. Kuwait
9. Libya
10. Morocco
11. Pakistan
12. Peru
13. Singapore
14. Somalia

#### **UN Member States: Non Signatories / Non States-in-Accession**

1. Thailand

Fourth meeting of the Council of IRENA

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12 November 2012

### **Chair's Summary of the Outcome of the Policy and Strategy Committee Meeting**

Context: Pursuant to decision A/1/DC/10/Rev.1, the Policy and Strategy Committee met to review and provide recommendations to the Council on the progress in implementing the Work Programme and Budget 2012, in developing the Proposed Work-Programme and Budget for 2013 (C/4/3), and in refining the Medium-term Strategy (C/4/4).

Objective: The main objective of this meeting was to review the progress in implementing the Work Programme and Budget 2012, in developing the Proposed Work-Programme and Budget for 2013 and in refining the Medium-term Strategy in order to report back to the Council at its meeting on 12 November 2012.

Outcome: A set of views and comments captured by the Chair in his summary below to be presented to the Council at its meeting on 12 November 2012.

The following views and comments were made by participants.

#### **1. Work Programme and Budget 2012 (WPB2012)**

- Pleased with visible progress made by IRENA in the course of its first full year of the programme implementation, as well as the strengthening of its Secretariat.
- Welcome progress made by IRENA in gaining its place in the international scene and positioning itself globally.
- Welcome the increased number of activities directly related to meeting countries needs in response to countries requests.
- Recognize efforts made by the Secretariat on communication and outreach, and stress the need for further improvement on communication with both with Members and external stakeholders.
- Importance of a two-way communication:
  - Encourage the Secretariat to communicate early information on its activities, (e.g. events, projects and publications) to help Members to better engage with IRENA-related work.

- Members to be proactive in engaging with the Secretariat to offer their support, and be responsive to specific requests from the Secretariat (e.g. provision of knowledge, expertise and data).
- Appreciate the circulation of the Status of Work Programme Implementation matrix, which provides progress on deliverables under each programmatic area.

## **2. Medium-term Strategy (MTS)**

- Welcome the significant improvement in the current draft in articulating the strategic direction of the work of IRENA and endorse the current draft.
- Time is now to finalize the MTS, which will remain a living document to be reviewed at mid-term (i.e. 2016). Some indication of resource implications for strategic direction and priorities would be helpful.
- The MTS should be used to help define the role of IRENA in the international space, such as its engagement with relevant initiatives being developed under multilateral fora (e.g. UNFCCC, SE4ALL, CEM) to add value and avoid duplication.
- Important to define indicators on how to measure progress and impact of IRENA's work in advancing its mission.
- Some specific suggestions to the text of the MTS were made and these are shown in Annex I.

## **3. Proposed Work-Programme and Budget for 2013 (WPB2013)**

- Welcome the new organizational and programmatic structures. The new structure and proposed activities of the WPB2013 are in line with the MTS and IRENA's vision for the future.
- Welcome collaboration with other regions and encourage the geographical expansion of the regional work.
- IRENA to define its audiences/end users and adapt its reports and publications for effective messaging.
- Need indicators on how to measure progress and impacts on the ground, as well as indicators of achievement on communication and outreach.
- Continue to engage with stakeholders and partners to ensure synergy and complementarity with other activities, such as those of IEA and REN21.
- Welcome plans for engaging with private sector and civil society.
- Important to ensure interlinkage between all three subprogrammes.

### **3.1 Knowledge, Policy and Finance Centre (KPFC)**

- Welcome the forthcoming activities in addressing the critical issues around socio-economic and environmental impacts of renewable energy deployment.
- Encourage countries to be responsive to specific requests from the Secretariat (e.g. provision of data).
- Need clarity on the terms of engagement with private sector and civil society (e.g. criteria for selection).

### **3.2 IRENA Innovation and Technology Centre (IITC)**

- Welcome plans for advancing REMAP2030 including work on regional and national levels, and encourage collaboration with international initiatives.
- Welcome the proposed work for energy storage and grids, and the establishment of the Renewables Costing Alliance.
- Country engagement will be necessary to ensure success of the work on roadmaps, costing analysis and innovation strategies.

### **3.3 Country Support and Partnership**

- Welcome the impact of Renewable Readiness Assessments (RRA) in catalyzing action for renewable energy deployment, and look forward to the revised RRA methodology to be made available to countries.
- Need clarity on how countries and regions would be prioritized for RRA work.
- Recognize the importance of action taken at local level (e.g. by local authorities) for the accelerated deployment of renewables.

**Annex I**

- Para 12: “*Based on the overall mission of IRENA as outlined in its statute, IRENA’s vision in the medium-term is ...*” replace mission with vision and vision with mission.  
Para 23: “*IRENA’s focus in the medium-term would be to advise developing countries ....*” remove developing.
- Para 24: “Additionally, it also recognizes that developing countries have the greatest need for assistance and support ...” replace the greatest with significant.
- Para 27: “*IRENA’s role is to become the broker and accelerator ...*” replace the broker with the catalyst.
- Add para 29: “To facilitate the convergence of the efforts of international organizations and bilateral aid programmes, in order to reduce duplications and redundancies, avoid a piecemeal approach of support and enable the deployment of comprehensive and integrated strategies in the countries, whenever it makes sense. “
- Add at the end of para 28 : “..based on indicators of tangible impacts as defined in the programme”

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### **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 11 November 2012:

#### **1. Implementation of the Work Programme and Budget for 2012**

- AFC welcomed efforts of the Secretariat to fill vacant positions and acknowledged the importance of timely payment of assessed contributions.
- In regards to the 2012 contributions from 16 new Members, the Secretariat had by 30 September 2012 received USD 100,044 from 4 of the Members. The methodology of assessing their contributions is in line with the Interim Financial Regulations and the Statue.
- AFC recommends that the Council agree to request the third Assembly to take note, with appreciation, on the implementation of the Work Programme and Budget for 2012 and the efforts made by the Director-General and IRENA staff.

#### **2. Proposed Work Programme and Budget for 2013**

- AFC welcomed the Secretariat's consideration of the current fiscal challenges for most Members when deciding on the approach for proposing an increase in the budget and resulting impact on assessed contributions for 2013. The resulting decrease of assessment for most Members should be considered as an exception.
- Members emphasised that in order to properly assess the overall adequacy of the requested resources, the Secretariat needs to do a holistic analysis of the requirements to deliver on the mandate when proposing the budget increase. It was noted that while the increase will definitely boost the capacity of the Secretariat, there are still many areas requiring improvement that would require additional resources in the future.
- One notable area with the need for improvement is strategic communication.

- In view of the fact that many Members' assessed contributions have decreased due to the increased number of Members, Members were requested to consider contribution of additional resources to areas that need strengthening, such as communications and outreach. The current resources dedicated to communications mainly meet fundamental needs of internal organisation.
- A dedicated expert has been recently recruited to address the pressing need for a better and more understandable global profile of IRENA.
- Another notable need is to address the importance of greater participation of all countries in IRENA activities to ensure a broad participation and inclusive approach. One way of addressing this need is to ensure that they have access to IRENA and that they are kept updated on its work. The establishment of a modest presence in New York would greatly facilitate this. It would also help in improving collaboration and coordination of the sustainable energy initiatives at the political level with Members and with international organizations.
- The USD 2.0 million increase in core budget requirement is the net result of two components:
  - An increase in staffing cost of USD 3.6 million, composed of the re-costing of the 2012 approved positions (USD 2.3 million) and the cost of 7 new positions (USD 1.3 million); and
  - A decrease in non-staffing costs of USD 1.6 million, composed of: the discontinuation of the arrangements for seconded staff (USD 0.9 million, accounting for 56% of the decrease in the non-staffing costs), and the remaining 44% decrease in the non-staffing costs is under various areas such as consultants, temporary assistance, travel and other general operating expenses.
- In order to allow for better reporting and performance measurement, the Secretariat will be including additional details linking deliverables and outputs with resources in the annual work programme progress reports.
- AFC recommends that the Council transmits the proposed work programme and budget for 2013 to the third Assembly for its approval.

### **3. Biennial work programme and budget cycle**

- AFC welcomed the proposal for biennial budgeting which was based on the request of the Council at its third meeting.
- AFC noted the numerous benefits of having a biennial work programme and budget and stressed its importance in ensuring sufficient time is available for programme implementation. It was also underlined that mechanisms are needed for consultations with Members on the work programme framework and priorities, approval process, inclusion of activities and outputs in the proposal,

timing of assessment of contributions, application of surplus, and the handling of unforeseen emerging funding. The solutions proposed by the Secretariat and Members to these concerns should be based on the adoption of relevant and beneficial precedents in organizations with similar practices.

- AFC recommends to the Council to agree to recommend to the Assembly to approve the biennial work programme and budgetary cycle starting with 2014-15 as the first biennium. AFC also recommends that the Report of the Director-General on IRENA Programmatic and Budgetary Cycle to the Assembly includes a number of issues to address the points raised by Members regarding: input on the biennial work programme and framework in a transparent manner, the timing of its review, the incorporation into the proposed work programme appropriate deliverables and indicators of success, and the means for addressing possible adjustments required after adoption of the biennial budget. AFC specifically recommends that the biennial work programme and budget process include:
  - An invitation to Members to provide views and suggestions for consideration for development of the work programme, including appropriate deliverables and indicators of success;
  - Confirmation of the role of the PSC and AFC in providing guidance and recommendations to the Council on priorities and resource allocation;
  - Incorporation of the Matrix of Activities, Deliverables, and Performance Indicators as an annex to the Work Programme and Budget; and
  - Use of the Matrix of Activities, Deliverables, and Performance Indicators as the mechanism for recording changes in priorities resulting from new or changing work programme requirements in the context of consideration of the 1<sup>st</sup> year Annual implementation report.

#### **4. Audit observations and status of the implementation of audit recommendations**

- AFC appreciated the efforts made by the Secretariat to address the audit observations and recommendations raised by the External Auditors.
- The use of AFC as a review body similar to an Audit Committee is currently adequate, but this may evolve with other internally and externally driven arrangements as the need arises.

- In order to further improve the understanding on the progress made, it was suggested that the communication from the Auditor to Members could be made in a tabular format as part of the Director-General's report.
- The Finance Committee recommends that the Council agrees to request the third Assembly to take note, with appreciation, of the satisfactory implementation of the audit recommendations by the Agency.

#### **5. Process of the appointment of the external auditor**

- AFC received an overview of the process applied and the current status for selection of an External Auditor.
- There was overall satisfaction with the approach applied, and comments were raised about the timing of the procurement exercise and the criteria for eligibility. Some Members indicated their preference already expressed in the past, of exclusively using public sector audit institutions for IRENA external audit and that this view should be reviewed in the next External Auditor selection round.
- AFC recommends that the Council takes note of the process and decide on appointment of the External Auditor at its fourth meeting based on submission of the results of the procurement exercise.

#### **6. Investment policy of IRENA**

- AFC welcomed the proposal for an investment policy for the Secretariat. The consensus view was that it is sound and prudent policy.
- Its implementation will be based on the three principles in the order of significance: preservation of capital, sufficient liquidity to meet cash requirements, and income expressed as maximised rate of return.
- Caution was called for, with careful consideration of the prevailing market conditions, due diligence and adherence to the Agency's established ethics reporting requirements. These will be addressed through internal mechanism of the Secretariat as well as by use of external investment advisors.
- AFC recommends that the Council agrees to recommend to the third Assembly to adopt the investment policy of IRENA as proposed by the Director-General on the understanding that

members of the Investment Committee and any staff members associated with investment management will be subject to financial disclosure requirements.

#### **7. Investment policy of the Staff Provident Fund**

- AFC was given a background on the structure and administrative policies of the Staff Provident Fund (SPF).
- The investment policy is based on similar principles to that of the IRENA but has a fundamental difference in that it deals with both short-term and long-term investments while the Agency deals with short-term investments only.
- Special emphasis will be put on the preservation of capital to ensure that the amount is paid to staff upon end of their tenure with the Agency, including overall contributions and some income.
- AFC recommends that the Council agrees to recommend to the third Assembly to adopt the investment policy of the Staff Provident Fund as proposed by the SPF Management Board and any staff members associated with investments will be required to be subject to financial disclosure requirements.

#### **8. Status of funding of the Fund for Developing Country Representatives**

- The Secretariat gave an overview of the status of the Fund, including the low level of contributions and pledges received so far, as well as provided several disbursement scenarios for funding delegates' participation in the third Assembly. AFC took note of the presented funding scenarios.
- AFC acknowledged the importance of the Fund for Developing Country Representatives (FDCR) in facilitating the participation of developing countries in the decision-making processes of the Agency. The need to have a clear and concise indication of the total requirements was emphasized, as well as additional voluntary contributions to ensure participation of the LDCs and SIDS.
- AFC endorsed the recommendations as contained in paragraph V. in the note of the Director-General on the Fund for Developing Country Representatives.

#### **9. Administration of Justice at IRENA**

- AFC was provided with a detailed report explaining the need for the Assembly to establish an independent mechanism for staff wishing to challenge the outcome of the internal appeal process,

consistent with staff regulation 12.3. The report provides information necessary for a decision to be made as to whether an arbitration system should be outsourced or established within the Agency, with IRENA-specific Arbitration Rules.

- The AFC expressed appreciation for the research that had been done for the preparation of the report. It was noted that outsourcing would be unnecessarily complicated and costly. The AFC agreed with the Director-General's proposal for IRENA to establish a system designed to be as simple and cost-effective as possible, while protecting the rights of staff members and the interests of the Agency.
- In answer to a question whether there was a risk that a case would need to be considered before the arbitrators were approved by the Council at its fifth meeting, it was explained that there was no pending case at present and that, even if a case were to arise in the next weeks or months, it would need to go through management review and consideration by the internal appeals body and it is unlikely that it would be ready to be submitted to arbitration before the Council meeting.
- AFC recommends that the Council agrees to recommend to the third Assembly to approve the proposal on mechanism for Administration of Justice as proposed by the Director-General.

#### **10. Implementation of the decision on the secondment and related matters**

- AFC considered the information provided by the Director-General on the implementation of Assembly decision A/2/DC/5 which introduced new mechanisms for secondment and the provision of staff funded from voluntary contributions, and related arrangements.
- Several requests were made for the Secretariat to improve communications to Members by providing clearer and specific information on the needs that could be met through the new mechanisms, the criteria of the job to be done and the profile of individuals that could be selected. Members should also be informed of the legal and administrative steps required to put any of the new arrangements into place.
- AFC recommends that the Council takes note of the report of Director-General.

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Fourth meeting of the Council of IRENA

12 – 13 November 2012, Abu Dhabi, United Arab Emirates

12 November 2012

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**Decision on an Agreement on Privileges and Immunities  
for the International Renewable Energy Agency**

The Council,

*Recalling* that Article XIII, paragraph B, of the Statute of IRENA provides that Members shall decide upon a separate agreement on privileges and immunities;

*Emphasizing* the need to ensure that IRENA enjoys privileges and immunities similar to those granted to other international organisations in order to assist IRENA in promoting the widespread and increased adoption and the sustainable use of renewable energy in a broad range of countries;

*Considering* that, to this end, it is desirable that the text of an Agreement on privileges and immunities be finalized as early as possible so that the process of ratification, acceptance, approval or accession can be conducted by Members under their own internal procedures and the Agreement can enter into force;

*Recalling* that, at its second session, the Assembly had reached a consensus on the draft, with the exception of section 41, and that it had requested 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;

*Recalling further* that at its third meeting, the Council decided to recommend to the Assembly that the text be approved, subject to a determination at the fourth meeting of the Council that the language versions listed as authentic in section 41 were ready to be submitted to the Assembly;

*Expressing its appreciation* to the Members who participated in the preparation of the new language versions of the Agreement and in the intensive consultation process that followed;

*Having considered* the language versions transmitted by the Director-General as annexes to document C/4/L.13;

*Decides*

1. That all the language versions annexed to document C/4/L.13 are ready to be submitted to the Assembly for its consideration;
2. To recommend to the Assembly that it approves the submission of the text of the Agreement for further action as appropriate by Members under their respective internal procedures.

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Fourth meeting of the Council of IRENA

12 – 13 November 2012, Abu Dhabi, United Arab Emirates

12 November 2012

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### **Decision on Administration of Justice at IRENA**

The Council,

*Recalling* that Assembly decision A/1/DC/3 approved the Staff Regulations for IRENA, and that staff regulation 12.3 provides for staff dissatisfied with the outcome of the internal appeal process to have access to an independent judicial or arbitral mechanism;

*Having considered* the report of the Director-General on Administration of Justice at IRENA (C/4/9) and the proposal contained in that report;

*Decides* to recommend to the Assembly that it decides:

1. To establish an arbitration system for IRENA as described in paragraphs 27 to 55 of the Director-General's report;
2. To adopt the Provisional Arbitration Rules set out in Annex 3 to the report;
3. To approve the conditions of service for arbitrators set out in paragraphs 54 and 55 of the report;
4. To request the Director-General, after consultation with the staff representative body, to submit to the Council for approval at its fifth session a list of at least six qualified candidates for inclusion in the Arbitration Panel;
5. To request the Director-General, after consultations with the staff representative body, to submit to the Assembly at its fifth session a report on the operation of the system and recommendations to address issues or concerns that may have been found in the process.

Fourth meeting of the Council of IRENA

12 – 13 November 2012, Abu Dhabi, United Arab Emirates

13 November 2012

**Decision on amended Rules of Procedure for the Assembly regarding  
Council composition, election, and rotation**

The Council,

*Recalling* that the Statute of the International Renewable Energy Agency states in Article X.A. that the members of the Council shall be elected on a rotating basis as laid down in the Rules of Procedure of the Assembly, 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;

*Recalling further* that, pursuant to Article X.A. of the Statute and based on the number of Members of the Agency, the Council consists of 21 members and that the members of the Council shall be elected for a term of two years;

*Having considered* the report on Council Composition, Election and Rotation as contained in C/4/14 submitted by the Facilitators appointed by Assembly decision A/2/DC/3;

*Noting with gratitude* the efforts of the Facilitators in enabling inclusive and transparent consideration of the matter;

*Expressing* its appreciation for the flexibility and spirit of compromise demonstrated by all members of the Council and other Members, Signatories, and States in Accession;

*Emphasizing* its commitment to maintaining open and inclusive participation in its work;

*Bearing in mind* the need to ensure inclusiveness and engagement by all countries in the global efforts to scale up the deployment of renewable energy with the objective of achieving sustainable development;

*Recommends* to the Assembly that it decides:

1. To designate four regional groupings with the framework as listed in Annex 1 of the present decision;

2. To allocate Council seats amongst Members of the Agency<sup>1</sup>, as communicated by the Secretariat 30 days before the relevant Assembly, based on the following regional groupings:
  - a. Europe and Others (seven seats, which shall be allocated on a fair and equitable basis among Eastern Europe, Western Europe, and Others)
  - b. Asia and the Pacific (six seats, of which one will be reserved for Members from the Pacific Islands)
  - c. Africa (five seats)
  - d. Latin America and the Caribbean (three seats, of which one will be reserved for CARICOM Members)
3. To request each regional group, as composed of Members of the Agency, to agree on the designation and rotation of its candidates. Each group may nominate up to three alternates per group on the understanding that each seat carries one vote. Each group shall present alternates alongside candidates to the Assembly.
4. To review the seat distribution at the eighth session of the Assembly to be held in 2018, on the basis of the participation of Members of IRENA and in accordance with the Statute of the Agency;
5. To adopt the proposed amendments to the Rules of Procedure of the Assembly in Annex 2 of the present decision.

*Requests* the Chair of the Council, in consultation with the President of the Assembly, to communicate the proposed amendments to the Provisional Rules of Procedure of the Assembly to all Members of IRENA, Signatories, and States in Accession, as soon as possible after the close of the fourth meeting of the Council;

*Requests* the Secretariat to submit to the third session of the Assembly a consolidated text of all amendments to the Provisional Rules of Procedure of the Assembly and of the Council with the view to their finalization.

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

## ANNEX 1

## Regional Groupings

## GROUP A - Europe and Others (53)

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

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

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

## GROUP C - Africa (54)

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

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

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

## ANNEX 2

**B. ELECTION OF COUNCIL MEMBERS****Rule 66 Elective places to be filled (deleted)**

~~The President shall communicate to the Members together with the Agenda, the anticipated number of seats on the Council to be filled by election at that session, based on the formula set out in Article X, paragraph A of the Statute. Any adjustment in that anticipated number shall be announced by the President at the opening of such session.~~

**New Rule 66: Nominations**

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

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

Each group shall agree on the nomination of its candidates and alternates, who shall be Members of the Agency<sup>2</sup> as communicated by the Secretariat thirty days before the relevant Assembly.

**New Rule 67: Distribution of seats**

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

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

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

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<sup>2</sup> Members of the Agency are those that have deposited an instrument of ratification or accession with the Depository, according to Articles VI (B) and XIX, at least 30 days prior to the Assembly in which the election will take place.

**Rule 68: Term of office (deleted)**

~~The term of office of each Council member shall begin upon the close of the regular session at which it is elected and shall end at the close of the second regular session following that election. *The term of office of members elected at the first session of the Assembly shall begin immediately after their election.*~~