

**INTERNATIONAL RENEWABLE ENERGY AGENCY**

Second meeting of the Council

Abu Dhabi, 13 – 14 November 2011

**Proposal for the Rules of Procedure for subsidiary organs to be included in  
the Provisional Rules of Procedure of the Assembly and of the Council  
(A/1/DC/1)****Provisional Rules of Procedure of the Assembly****VII. SUBSIDIARY ORGANS OF THE ASSEMBLY****Rule 36 Establishment of subsidiary organs**

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

**Rule 37 Officials**

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

Chairs of subsidiary bodies shall serve for one year terms, renewable one time. The Assembly may replace chairs and vice chairs of its subsidiary organs when necessary as, for example, when a chair is no

longer available or is not adequately fulfilling the role. Because chairs of subsidiary organs must chair the organ without prejudice, they may bring an additional representative to participate as a member of the organ. Where considered necessary by the chair, the vice chair may be permitted to bring an additional representative of the constituency to participate as a member of the committee.

### **Rule 37bis Dates of meetings**

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

### **Rule 37ter Notification and provisional agenda**

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

### **Rule 38 Reference of agenda items to subsidiary organs**

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

### **Rule 38bis Conduct of business in subsidiary organs**

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

## **Provisional Rules of Procedure of the Council**

### **V. SECRETARIAT**

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

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

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

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

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

#### **Rule 23bis Participation**

Membership of subsidiary organs will be approved by the Council based on applications. Committees shall not exceed ten members. Each Member or Signatory may participate as a member in a maximum of two committees. Committee membership shall be for a term to last from the meeting of appointment through the end of the second Council meeting following appointment.

Any Member or signatory of the Statute may participate as an observer in any committee until the fifth meeting of the Assembly.

#### **Rule 24 Officials**

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

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

### **Rule 24bis Dates of meetings**

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

### **Rule 24ter Notification and provisional agenda**

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

### **Rule 25 Reference of agenda items to subsidiary organs**

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

### **Rule 26 Conduct of business in subsidiary organs**

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

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