

INTERNATIONAL RENEWABLE ENERGY AGENCY

Seventh meeting of the Council

Abu Dhabi, 2 – 3 June 2014

**Note of the Council Chair on
subsidiary organs of the Council****I. Background**

1. At its third meeting in June 2012, the Council of IRENA established two subsidiary organs, the Administration and Finance Committee (AFC) and the Programme and Strategy Committee (PSC), through decision C/3/DC/3 *‘for a term to be reviewed no later than the seventh meeting of the Council’*.
2. The Terms of Reference of both committees are set out in Annex 1 of C/3/DC/3 (attached). The Rules of Procedure guiding their conduct of business are contained in document A/3/6, the Rules of Procedure of the Assembly and of the Council.
3. Rule 24 of the Council’s Rules of Procedure states that *‘[m]embership 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’*. Rule 25 stipulates that *‘Chairs of subsidiary bodies shall serve for one year terms, renewable one time’*. The Assembly, in its decision A/2/DC/4 on the Rules of Procedure for subsidiary organs, decided to *‘review the Rules of Procedure of the Council prior to the fifth session of the Assembly with a view to considering any amendments, if required, at the fifth session of the Assembly’*.
4. At the fifth meeting of the Council, Members appointed Antigua and Barbuda, Fiji, Germany, the United Arab Emirates and the United States of America as members of the AFC and re-elected Antigua and Barbuda as its Chair. Members further appointed Denmark, Ecuador, the Islamic Republic of Iran, Kiribati, Malaysia, Poland, Saint Vincent and the Grenadines and Sudan as members of the PSC and elected Denmark as its Chair.
5. As the Council is requested, as per its Rules of Procedure, to elect or re-elect committee chairs and appoint committee members at every second Council meeting, the Council at its seventh meeting will need to consider membership and chairmanship of the AFC and PSC.
6. Pursuant to decision C/3/DC/3, the Council will also need to review the term of the AFC and PSC.

II. Term of committee membership and chairmanship

7. Pursuant to the rules cited above, the Council is requested to consider the procedural matter of committee membership and chairmanship once a year, at every second Council meeting. After initial Council meetings focused primarily on institutional and procedural matters in support of the Agency's establishment, Members are now increasingly striving to dedicate most of the Council's time to deliberations on matters of a programmatic and/or strategic nature.

8. It would thus seem reasonable to limit the consideration of such matters as committee membership and chairmanship to the necessary minimum and to consider extending the current term of committee membership and chairmanship in order to eliminate the necessity to open an application and election process prior to every second Council meeting and to avoid the consideration of this matter on an annual basis.

III. Participation

9. The Rules of Procedure for subsidiary organs which are currently in force provide for Members of the Agency and Signatories to become members of Council committees as well as, until the fifth session of the Assembly, to attend meetings of Council committees as observers. Interested countries have had ample time to complete the necessary internal procedures and to formally become part of the Agency. IRENA membership has now surpassed 130 Members.

10. In the establishment phase of the Agency, it seemed reasonable to include Signatories and other States in Accession in committee deliberations, pending the finalization of their internal accession procedures. IRENA Members may wish to reconsider this by limiting the participation in committee meetings to Members of the Agency. At the same time, committees should, as requested by the Council previously, continue to allow for the active participation of all interested Members of the Agency in the activities of the committees of the Council, regardless of any formal committee membership.

IV. For Council consideration

11. After consideration of the above recommendations, the Council may wish to request the Secretariat to draft amendments to the Rules of Procedure of the Council for consideration at the eighth meeting of the Council and onward transmission to the Assembly. In this context, the Council may wish to recommend the following:

- To appoint committee members and elect committee Chairs, and if appropriate the Vice-Chairs, at each first Council meeting following the Assembly's election of a new Council;
- To limit participation in committee meetings to Members of the Agency, starting at the ninth meeting of the Council.

12. As the current mandate of the AFC and PSC is expiring, the Council may wish to consider their extension, subject to further review, as necessary.

13. In case Council members decide to extend the term of both the AFC and PSC and opt for a two-year committee membership and chairmanship, the Council may wish to extend the current membership and chairmanship of AFC and PSC until the appointment of new committee members and the election

of new chairs at the ninth meeting of the Council. The Council may wish to delegate to the Chair of the Council the responsibility of finding a replacement to a committee chair, in the event that one of the chairs is unavailable to chair a particular meeting.

14. The Council may further wish to invite committees to communicate and conduct their business electronically, to the extent possible, including through virtual or on-line committee meetings.

15. The Council may also wish to encourage committees to continue conducting their formal business in an open and participatory manner, by providing all Members of the Agency, committee members and non-members, the opportunity to participate equally in all committee activities.

Terms of Reference

Administration and Finance Committee (AFC)

1. Review and consider the reports on internal and external audits in accordance with Financial Regulation 12.4 and 13.8 and Article XII, Paragraph C, of the Statute, and report to the Council, noting particularly implementation of auditor recommendations;
2. Review IRENA's annual audited financial statements, and present a summary of discussions and recommendations to the Council regarding the statements, as necessary;
3. Review and inform the Council on the IRENA budget, any supplemental budgets, and transfers between appropriation programmes (Financial Regulation 4.6) proposed by the Secretariat;
4. Report to each Council meeting on financial matters, including (a) any reports from the Secretariat on unforeseen and extraordinary expenditures (Financial Regulation 3.6), and (b) any reports from the Secretariat on voluntary contributions (Financial Regulation 7.2);
5. Review and inform the Council on any investment policies, guidelines and plans proposed by the Secretariat (Financial Regulation 9.9);
6. Provide advice to the Council, at the Council's request, on other issues including finance, audit, long-term funding and governance, legal and administrative matters of the Agency, as well as changes to relevant regulations and rules.

Programme and Strategy Committee (PSC)

1. Review and inform the Council on the implementation of the work programme, the formulation of the draft work programme, longer-term strategies, and other related documents, to ensure cohesion with resource capacity and strategic mission;
2. Review, in coordination with the Secretariat, measureable performance metrics for the work programmes and strategic plans;
3. Review and provide guidance to the Council on the prioritization of IRENA's programmatic work and strategic plans;
4. Provide advice to the Council on the structure and content of the work programme and allocation of resources;
5. Provide guidance to the Council on the Agency's outreach to global, regional, and local stakeholders, such as the private sector, among others.