

**PREPARATORY COMMISSION FOR THE
INTERNATIONAL RENEWABLE ENERGY AGENCY**

**Interim Rules of Procedure of the Preparatory
Commission**

First session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.1

Agenda item 4

**Decision PC.1/dc.1 on Adopting the
Interim Rules of Procedure of the Preparatory Commission for the
International Renewable Energy Agency**

The Preparatory Commission for the International Renewable Energy Agency

(*“Commission”*), at its first session,

adopts the following interim rules of procedure for the Commission:

I. SCOPE AND DEFINITIONS

Rule 1

Scope

These rules of procedure shall apply to any session of the Commission.

Rule 2

Definitions

For the purpose of these rules the following definitions shall apply:

1. "Statute" means the Statute of the International Renewable Energy Agency;
2. "Resolution" means the resolution of the Conference on establishing a Preparatory Commission for the International Renewable Energy Agency;
3. "Commission" means the Preparatory Commission for the International Renewable Energy Agency;
4. "Agency" means the International Renewable Energy Agency;
5. "Member" means any Member of the Commission;
6. "representative" means a representative of a Member;
7. "Secretariat" means the Interim Secretariat of the Commission;
8. "session" means any session of the Commission, convened in accordance with number 6 of the Resolution;
9. "meeting" means a period of a session;
10. "subsidiary body" includes committees and working groups.

II. AGENDA

Rule 3

Provisional agenda

1. In agreement with the Chair, the Secretariat shall draft the provisional agenda for each session.
2. The provisional agenda for each session shall include, as appropriate:
 - a.) items arising from the Resolution;
 - b.) items the inclusion of which has been decided at a previous session;
 - c.) any item proposed by a Member of the Commission and received by the Secretariat before the provisional agenda is circulated;
 - d.) items referred to in rule 6;
 - e.) the proposed budget as well as all questions pertaining to the accounts and financial arrangements.
3. For each session, the provisional agenda together with supporting documents should be distributed by the Secretariat to Members at least four weeks before the opening of the session.

Rule 4

Supplementary provisional agenda

The Secretariat shall, in agreement with the Chair, include in a supplementary provisional agenda any item which has been proposed by a Member of the Commission and has been received by the Secretariat after the provisional agenda has been produced, but before the opening of the session.

Rule 5

Adoption of the agenda

The Commission shall examine the provisional agenda together with any supplementary provisional agenda. When adopting the agenda for the session, it may add, delete, defer, or amend items. Only items which are considered by the Commission to be urgent and important may be added to the agenda.

Rule 6

Uncompleted consideration

Any item of the agenda consideration of which has not been completed at the session shall be included automatically in the agenda of the next session unless otherwise decided by the Commission.

III. COMPOSITION

Rule 7

Members of the Commission

All States and regional intergovernmental economic integration organisations having signed the Statute of the Agency shall be Members of the Commission.

IV. REPRESENTATION AND CREDENTIALS

Rule 8

Delegation and representation

1. The delegation of a Member participating in the session shall consist of a head of delegation and such other alternates and advisers as may be required.
2. Each Member participating in a session of the Commission shall be represented by one representative. The head of delegation shall serve as the representative of the Member in question. The head of delegation may designate an alternate representative or an adviser to act as a representative in his or her place.
3. The costs of a delegation's participation in the sessions of the Commission shall be borne by the respective Member.

Rule 9

Submission of credentials and notification of delegations

1. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of a regional intergovernmental economic integration organisation, by the competent authority of this organisation.

2. The credentials of representatives as well as the names of alternate representatives and advisers shall be deposited at the opening of the session of the Commission with the Credentials Committee.

3. Copies of credentials, including a translation into English, as well as the names of representatives and advisers should be submitted to the Secretariat, if possible, not later than one week before the date on which the session of the Commission is scheduled. Before the appointment of the Interim Director-General they should be submitted to the Chair elected for the respective session in accordance with these rules.

4. Members shall notify the names of alternates and advisers for each session of the Commission. Unless the Commission decides otherwise, credentials shall remain valid for all sessions of the Commission until they are withdrawn or replaced by new credentials.

Rule 10

Credentials Committee

A Credentials Committee shall be appointed at each session of the Commission. It shall consist of five members, who shall be appointed by the Commission upon the proposal of its Chair. The Committee shall examine the credentials of representatives in accordance with rule 9 and report to the Commission without delay.

Rule 11

Provisional participation

Pending a decision of the Commission upon their credentials, representatives shall be entitled to participate provisionally in the Commission.

V. SESSIONS, OFFICERS, SUBSIDIARY BODIES

Rule 12

Sessions of the Commission

1. Sessions of the Commission shall be conducted in plenary meetings unless the Commission decides otherwise.

2. The Commission shall decide on the place and the frequency of sessions and shall meet as often as it deems necessary for the performance of its functions, subject to its financial resources.

Rule 13

Chair, Vice-Chairs and other officers

1. The Commission shall elect from among the representatives present at the session a Chair, four Vice-Chairs, a Rapporteur and such other officers as it may decide.
2. At the end of each session the Chair and the Vice-Chairs for the next session shall be elected. They shall be elected for one session. On occasion, particularly in order to provide for continuity, one or more of these officers may be reelected for one further consecutive session.
3. Pending the election on the first Chair, the host government of the first session of the Commission will chair the first session provisionally.
4. The Rapporteur shall be elected at the beginning of each session.
5. The terms of office of other officers shall be decided by the Commission.
6. All officers of the Commission shall remain in office until the election of their successor.
7. In electing its officers the Commission shall pay due regard to an equitable geographical distribution.

Rule 14

General powers of the Chair

1. In addition to the powers conferred upon the Chair elsewhere by these rules, the Chair shall preside at the meetings of the Commission, declare the opening and closing of each meeting, direct the discussion, ensure observance of these rules, accord the right to speak, promote the achievement of general agreement, put questions to the Commission for decision, announce the necessary majority for and the result of decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat.
2. In exercising his or her functions, the Chair remains under the authority of the Commission.

Rule 15

Acting Chair

If the Chair is absent from a plenary meeting or any part thereof, or is temporarily unable to perform his or her functions, he or she shall request a Vice-Chair to act in his or her place. A Vice-Chair acting as a Chair shall have the same powers and functions as the Chair.

Rule 16

Participation of the Chair in decision-making

The Chair, or a Vice-Chair acting as Chair, shall not participate in decisions to be made by the Commission, but shall appoint another member of his or her delegation to act as representative in his or her place.

Rule 17

Replacement of the Chair

If the Chair is permanently unable to perform his or her functions, a new Chair shall be elected for the unexpired term.

Rule 18

Subsidiary bodies

1. The Commission may establish such subsidiary bodies as may be necessary for the exercise of its functions and shall determine their composition, functions and competence.
2. The Commission or the subsidiary body, subject to the approval of the Commission, may determine specific rules of procedure for the subsidiary body, including their frequency of sessions. In the absence of specific rules of procedure for subsidiary bodies, the rules of procedure of the Commission shall apply *mutatis mutandis*, except that notwithstanding rule 16 the Chair or Vice-Chair acting as a Chair may exercise his or her right to vote.
3. The subsidiary bodies shall be open to all Members of the Commission unless the Commission decides otherwise.
4. The Commission shall elect members of the subsidiary body and, if appropriate, a Chair from among the Members of the Commission and designate the Chair's term of office. The

subsidiary body may designate Vice-Chairs and other officials as it deems necessary for the performance of its function.

VI. THE INTERIM SECRETARIAT

Rule 19

Functions of the Interim Secretariat

1. The Commission shall establish an Interim Secretariat. The Secretariat shall assist the Commission in its activities and shall exercise such functions and powers as laid down in these rules of procedure and beyond this as the Commission may determine.
2. Regarding the preparation of the sessions of the Commission, the Secretariat shall in particular make all necessary arrangements, such as providing for the reception, reproduction and distribution of the required documents and for the performance of all other secretarial work required for the session.

Rule 20

Composition of the Interim Secretariat

The Secretariat shall be composed of the Interim Director-General, who shall be its head and chief executive officer, and such other staff as may be required and appointed by the Interim Director-General in accordance with number 8 litera b.) (4) of the Resolution and Article XI paragraph C of the Statute.

Rule 21

The Interim Director-General

1. The Interim Director-General, appointed by the Commission, shall act in that capacity and without the right to vote in all sessions of the Commission and its subsidiary bodies. He or she may designate a member or members of his or her staff to act as his or her alternate.
2. The Interim Director-General shall be responsible to the Commission, inter alia for the appointment of staff as well as the organisation and functioning of the Secretariat.
3. The Interim Director-General shall be appointed in accordance with a procedure to be adopted by the Commission. He or she shall be appointed for the period in which the Commission exists, but not for more than four years, renewable for one further term of the

same duration, but not thereafter. There shall be no expectation that the Chair will be reappointed.

4. In the event of a vacancy in the post of the Interim Director-General, the Chair of the Commission shall initiate, as soon as possible, a process for appointing a new Interim Director-General.

VII. CONDUCT OF BUSINESS

Rule 22

Public and private meetings

1. Plenary meetings of the Commission shall be held in public unless the Commission decides otherwise.
2. Other meetings of the Commission and meetings of subsidiary bodies of the Commission shall be held in private unless the Commission decides otherwise.

Rule 23

Quorum

A majority of Members shall constitute a quorum.

Rule 24

Speeches and interventions

1. No one may address the Commission without having previously obtained the permission of the Chair.
2. Subject to rule 27 to 29, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may, however, accord the right of immediate reply to a representative who has signified his desire to speak, if this is necessary to allow for an appropriate debate.
3. All interventions shall be confined to the respective agenda item. The Chair may call a speaker to order if his or her remarks are not relevant to the particular item under discussion.

Rule 25

List of speakers

During the course of a debate the Chair may announce the list of speakers. With the consent of the Commission he or she may declare the list of speakers closed. The Chair may, however, accord the right of reply to a representative if a speech delivered after the list has been closed makes this desirable.

Rule 26

Time to speak

With the consent of the Commission, the Chair may limit the time to be allowed to speak and the number of times each speaker may speak. Before a decision is taken to set such limits, only two representatives may speak in favour of and two against. When the debate is limited and a speaker exceeds the allotted time, the Chair shall call the speaker to order without delay.

Rule 27

Precedence of speakers

1. As a general rule, representatives shall be accorded precedence over observers.
2. The Chairman or Rapporteur of a subsidiary body may be accorded precedence for the purpose of explaining the conclusions arrived at by the subsidiary body.

Rule 28

Points of order

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the Chair in accordance with these rules of procedure. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the Chair's ruling shall stand unless overruled by a majority of the members present and voting. A representative may not, in raising a point of order, speak on the substance of the question under discussion.

Rule 29

Priority of motions

1. A representative may at any time move the suspension or the adjournment of the meeting or the adjournment or closure of the debate.
2. Subject to rule 28, these motions shall have precedence in the order indicated below over all other proposals or motions:
 - a.) to suspend the meeting;
 - b.) to adjourn the meeting;
 - c.) to adjourn the debate on the question under discussion;
 - d.) to close the debate on the question under discussion.
3. Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which the motion shall be immediately decided.

Rule 30

Proposals and amendments

Proposals and amendments shall normally be submitted in writing to the Secretariat. The Secretariat shall circulate copies thereof to all Members. As a general rule, no proposal or amendment shall be discussed or decided at any meeting unless copies of it, translated in the official working language of the Commission, have been circulated to delegations not later than the day preceding the meeting. The Chair may however, with the consent of the Commission, decide otherwise.

Rule 31

Withdrawal of proposals and motions

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended by a decision of the Commission. A proposal or a motion withdrawn may be reintroduced by any representative.

VIII. DECISION-MAKING

Rule 32

Voting rights

Each Member of the Commission shall have one vote.

Rule 33

Consensus and majority requirements

According to number 7 of the Resolution, the Commission shall take decisions with the majority requirements for the respective issue provided in Article IX of the Statute.

Rule 34

Divided Vote

If a vote is equally divided, a second vote shall be taken. If this vote regards matters other than elections, and this second vote is also equally divided, the proposal shall be regarded as rejected.

Rule 35

Meaning of the phrase "members present and voting"

For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting shall be regarded as not voting.

Rule 36

Methods of voting

The Commission shall normally vote by show of hands but any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the Members, beginning with the Member whose name is drawn by lot by the Chair. The name of each Member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention".

Rule 37

Conduct during voting

After the Chair has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the process of voting.

Rule 38

Explanation of the vote

1. Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. The Chair may limit the time to be allowed for such explanations. The representative sponsoring a proposal or motion shall not speak in explanation of the vote thereon, except when it has been amended.
2. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote.

Rule 39

Elections of officers of the Commission

If a vote seems necessary to elect an officer of the Commission, the following procedure shall apply:

- a.) The Commission shall vote by secret ballot.
- b.) In case of two or more candidates, each Member shall write on his ballot paper the name of only one candidate. The candidate who obtains the lowest number of votes shall be eliminated at each ballot. If two or more candidates simultaneously obtain the lowest number of votes, they shall be eliminated together.
- c.) This procedure shall be repeated until a decision of the Commission can be taken.

IX. Observer

Rule 40

Attendance of observers

1. The Commission may grant the right to participate as an observer without the right to vote in sessions of the Commission and its subsidiary bodies to any State and any international organisation or any other organisation active in the field of renewable energy.
2. The Commission may grant this observer status for all sessions or only for particular sessions of the Commission or their subsidiary bodies.
3. Observers may participate only in public meetings of the Commission or their subsidiary organs unless the Commission decides otherwise.
4. Proposals made by observers may only be discussed and decided if sponsored by a Member.

X. LANGUAGES AND DOCUMENTATION

Rule 41

Official working language of the Commission

English shall be the official working language of the Commission.

Rule 42

Interpretation

Representatives or observers may speak in a language other than the official working language of the Commission if the Member or observer concerned provides for interpretation into the official working language of the Commission.

Rule 43

Recommendations, decisions and other documents

1. Recommendations, decisions, reports and other official and working documents of the Commission shall be drawn up only in the official working language of the Commission. They shall be distributed by the Secretariat to all Members of the Commission without any undue delay.

2. All documents submitted to the Secretariat shall be in the official working language of the Commission.

Rule 44

Reports

1. Reports of sessions of the Commission shall contain the text of all recommendations and decisions adopted by the Commission at the session in question. They shall be adopted by the Commission at the end of the respective session. The Commission may also decide to adopt the report at the beginning of the next session. Reports of public sessions of the Commission shall be made available to the public.

2. Each representative may ask for any statement made by him or her to be included in the report either verbatim or in summary form, provided the text is handed to the Secretariat in the official working language of the Commission in due time before the report is to be adopted.

Rule 45

Official records

Sound records of the sessions of the Commission, and whenever possible of the subsidiary bodies, shall be kept by the Secretariat.

XI. AMENDMENT OF RULES

Rule 46

Amendments

These rules may be amended by the Commission in accordance with rule 33, thus with the majority provided for in Article IX paragraph H number 2 of the Statute.

Rule 47

Relation to the Resolution

In the event of any conflict between any provision of these rules and any provision of the Resolution, the Resolution shall prevail.