

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

Report of the First Session of the Preparatory Commission

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/SR

**REPORT OF THE FIRST SESSION OF THE PREPARATORY COMMISSION FOR
THE INTERNATIONAL RENEWABLE ENERGY AGENCY**

Report	3
A. Introduction.....	3
B. Participants.....	3
C. Opening of the session.....	4
D. Organisational matters	4
I. Election of the Chair and Vice-Chairs	4
II. Observers.....	4
III. Adoption of the agenda	4
IV. Election of other officials	5
E. Interim rules of procedure.....	5
F. Decision on a selection procedure for IRENA's interim seat of the Secretariat.....	5
G. Decision on a selection procedure for IRENA's Interim Director-General	6
H. Decision on ensuring transparency for the selection procedures.....	6
I. Decision on establishing an Administrative Committee	7
J. Election of members and Chairs of the Committees.....	8
K. Next steps (outreach, public relations, issues regarding the work programme).....	8

L. Preparation of the second session	9
M. Report of the Credentials Committee	9
N. Provisional report of the Rapporteur	9
Annex to the Report	11
Annex 1 List of participants	11
Annex 2 Agenda of the first session.....	25
Annex 3 Interim rules of procedure of the Preparatory Commission.....	27
Annex 4 Selection procedure for IRENA's interim seat of the Secretariat.....	43
Annex 5 Selection procedure for IRENA's Interim Director-General.....	53
Annex 6 Decision on ensuring transparency for the selection procedures for IRENA's interim Seat and Interim Director-General.....	61
Annex 7 Decision on establishing an Administrative Committee	63
Annex 8 Credential Committee Report.....	65

Report

A. Introduction

1. By adopting the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency (IRENA) at the Conference for the Establishment of the International Renewable Energy Agency on 26 January 2009 in Bonn the Preparatory Commission for IRENA (hereinafter referred to as “Commission”) was established. According to number 6 of this resolution the Commission met for its first session in Bonn, Germany, on 27 January 2009.

B. Participants

2. 75 States signed the Statute of IRENA on 26 January 2009. The following 72 Signatories participated in the first session of the Commission as Members of the Commission: Afghanistan, Algeria, Argentina, Austria, Bahrain, Benin, Bulgaria, Burkina Faso, Cape Verde, Central African Republic, Chad, Chile, Comoros, Côte d'Ivoire, Cyprus, Democratic Republic of the Congo, Denmark, Djibouti, Egypt, Eritrea, Ethiopia, Finland, France, Gambia, Germany, Ghana, Greece, Guatemala, Guinea-Bissau, Iceland, Iran (Islamic Republic of), Ireland, Italy, Jordan, Latvia, Liberia, Lithuania, Luxembourg, Madagascar, Mali, Mongolia, Montenegro, Morocco, Nepal, Netherlands, Nicaragua, Niger, Nigeria, Norway, Peru, Philippines, Poland, Portugal, Republic of Korea, Republic of Moldova, Romania, Sao Tome and Principe, Senegal, Serbia, Slovenia, Spain, Sweden, Syrian Arab Republic, Tajikistan, The former Yugoslav Republic of Macedonia, Tunisia, Turkey, Uganda, United Arab Emirates, Uruguay, Yemen, Zambia.

3. The following 46 States and the European Community participated in the first session of the Commission as observers: Albania, Angola, Australia, Bangladesh, Belarus, Belgium, Brazil, Brunei Darussalam, Cameroon, China, Costa Rica, Croatia, Cuba, Czech Republic, El Salvador, European Communities, Hungary, India, Indonesia, Iraq, Jamaica, Japan, Kenya, Kuwait, Malaysia, Malta, Mexico, Monaco, Mozambique, Namibia, New Zealand, Oman, Pakistan, Panama, Qatar, Rwanda, Saudi Arabia, Slovakia, Slovenia, South Africa, Switzerland, Thailand, Turkmenistan, Ukraine, United Kingdom, United States of America (see list of participants in **Annex 1** to this report).

C. Opening of the session

4. The host country serving as the Provisional Chair opened the session and generally outlined the function of the Preparatory Commission in the period between the signature of the Statute and its entry into force.

5. The Provisional Chair noted that, according to the report of the Credentials and Full Powers Committee of the Founding Conference of IRENA, some Signatories still need further formal confirmation of their credentials and full powers by the respective governments within three months after the signature of the Statute. The Chair also clarified that failure to provide such formal confirmation would render the signatures of the Statute by the respective States invalid. States whose signature renders invalid cannot participate in the second session of the Commission as a Member. They cannot take part in the decision on IRENA's interim seat and Interim Director-General. The States concerned are listed in the final report of the Credentials and Full Powers Committee of IRENA's Founding Conference, which is attached to the conference report of the Founding Conference.

D. Organisational matters

I. Election of the Chair and Vice-Chairs

6. The Commission elected Dr. Karsten Sach, Deputy Director General "International Cooperation" of the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety of Germany as Chair for its first session.

7. The Commission elected representatives of Peru, the Philippines Romania and Uganda as Vice-Chairs of its first session.

II. Observers

8. The Commission invited all States which have participated in the Founding Conference without having signed the Statute of IRENA, to participate in the first session of the Commission as observers.

III. Adoption of the agenda

9. The Commission added to agenda item 7 of the provisional agenda the words "issues regarding the work programme" and adopted the agenda as amended and contained in **Annex 2.**

IV. Election of other officials

10. The Commission elected Professor Abubakar Sani Sambo, Director General/Chief Executive Officer of the Energy Commission of Nigeria as Rapporteur of its first session.

11. The Commission established a Credentials Committee, consisting of representatives of Austria, Benin, Chile, Finland and the Republic of Korea.

E. Interim rules of procedure

12. The Commission discussed the draft interim rules of procedure of the Preparatory Commission for the International Renewable Energy Agency as prepared by the host government of the first session of the Commission.

13. The Commission discussed the issue of the working language of the Commission. One delegation, supported by two other delegations, proposed to add the words “unless decided otherwise” in rule 41 of the interim rules of procedure. Other delegations reminded the Commission that according to the discussions at the preparatory conferences and according to the declaration on other authentic versions of the Statute, which had been adopted at the Founding Conference of IRENA, States had agreed that the only working language of IRENA shall be English, unless otherwise decided by the Assembly or, before the coming into force of the Statute, by the Commission. They noted that the opportunity to decide otherwise applied to all rules of the rules of procedure, which was sufficiently reflected in rule 46. The Commission agreed to leave rule 41 unchanged. The Chair explained that the interim rules of procedure apply until the coming into force of the Statute or until the Commission adopts new or amended rules of procedure.

14. The Commission agreed to replace in rule 2 number 2 “resolution of the Commission” by “resolution of the Conference” and adjusted rule 40 paragraph 1 to Article VII of the Statute.

15. The Commission adopted the interim rules of procedure of the Preparatory Commission as contained in **Annex 3**.

F. Decision on a selection procedure for IRENA’s interim seat of the Secretariat

16. The Commission discussed the draft decision on the selection procedure for IRENA’s interim seat of the Secretariat as drafted at the Final Preparatory Conference for the founding of IRENA in Madrid and supplemented by procedural issues by the host government of the Commission’s first session.

17. The Commission agreed on editorial changes in Annex 2 Article III paragraph 6 lit. b) and lit. c).

18. The Commission adopted the decision on a selection procedure for IRENA's interim seat of the Secretariat as contained in **Annex 4**.

G. Decision on a selection procedure for IRENA's Interim Director-General

19. The Commission discussed the draft decision on a selection procedure for IRENA's Interim Director-General as drafted at the Final Preparatory Conference for the founding of IRENA and supplemented by procedural issues by the host government of the Commission's first session.

20. The Commission discussed the required skills of the Interim Director-General in the working language. They decided that the approach reflected in the decision, as discussed in Madrid, is well balanced and should not be amended. For reasons of clarification and in line with the declaration on other authentic versions of the Statute, which had been adopted at the Founding Conference of IRENA on 26 January, the Commission agreed on supplementing the following footnote to the required language skills in the working language, which is English:

“Other languages can become a working language only if the Assembly so decides.”

21. In order to align the selection procedure for the Interim Director-General with that for the interim seat, the Commission agreed to delete Article II paragraph 5.

22. The Commission adopted the decision on a selection procedure for IRENA's Interim Director-General as contained in **Annex 5**.

H. Decision on ensuring transparency for the selection procedures

23. The Commission discussed the decision on ensuring transparency for the selection procedures for IRENA's Interim Director-General and interim seat as drafted by the host government.

24. Upon request the chair explained that countries can nominate candidates with a foreign nationality for the Interim Director-General according to the adopted selection procedure. In contrast, the selection procedure for IRENA's interim seat provides that applications for hosting the interim seat of the Secretariat can only be made by the interested Signatory State itself.

25. The Commission adopted the decision on ensuring transparency for the selection procedures for IRENA's Interim Director-General and IRENA's Interim Seat of the Secretariat as contained in **Annex 6**.

I. Decision on establishing an Administrative Committee

26. The Commission discussed the decision on establishing an Administrative Committee.

27. It adopted the following summary of the discussion on the decision on establishing an Administrative Committee to be included in the session report:

“The Members of the Preparatory Commission expressed their satisfaction with the work done so far, by Denmark, Spain and Germany. They acknowledged the smooth preparatory process and especially its efficient administration.

The Members emphasised their desire that the know-how acquired so far in setting up IRENA should be put to value, so that the process shall not lose momentum. For this reason, the group of countries which has conducted the process so far should continue its work. At the same time consensus has been reached that additional countries should join this group in building IRENA. Agreement was also reached that the Administrative Committee should be open for further States to participate. Argentina, Austria, Denmark, Egypt, France, Germany, Ghana, Greece, Jordan, the Republic of Korea, Romania, Spain and the United Arab Emirates already expressed their willingness to actively participate in the work of the Administrative Committee.

Also, Members agreed that close coordination with the Chair of the second Preparatory Commission is needed.

The Commission agreed that Germany should continue to keep a facilitative and coordinative role and become Chair of the Administrative Committee. As such it should ensure an efficient and continuous communication between the Members of the Preparatory Commission and guarantee transparency throughout the whole process.

The Chair will send to the Members of the Preparatory Commission a written proposal on the working arrangements of the Administrative Committee. The Commission has agreed that all Members and observers of the Preparatory Commission should communicate one focal point for IRENA within their administration.”

28. The Commission adopted the decision on establishing an Administrative Committee as contained in **Annex 7**.

J. Election of members and Chairs of the Committees

29. The Commission elected: Chile, Greece, Morocco, Nigeria and the Republic of Korea to be members of the interim Headquarters Committee and elected the Republic of Korea as the Chair of this Committee.

30. The Commission elected Bahrain, Lithuania, Mali, the Philippines and Uruguay as members of the Interim Director-General Committee and elected Lithuania as the Chair of this Committee.

K. Next steps (outreach, public relations, issues regarding the work programme)

31. The Commission agreed to develop its interim work programme further. Austria offered to host a workshop on the work programme for the Commission in the second half of April.

32. The Commission agreed that IRENA should not lose momentum. It should aim for presence in the international sphere as soon as possible and should start establishing contacts with other international organisations relevant to IRENA's activities.

In this context, the Commission asked the Chair of the Administrative Committee to contact the Director General of the United Nations Environment Programme (UNEP) at the session of the UNEP Governing Council in February 2009 and to deliver a presentation on IRENA in the Governing Board of the IEA. The Chair of the Administrative Committee reassured his willingness to do so and announced that he will distribute a proposal on further outreach steps and on contacting other international organisations and NGO's in due course.

33. The Commission agreed to consider establishing a password-protected website for internal documents in order to avoid unnecessary e-mail traffic.

34. Upon request, the Chair explained again the system of voluntary contributions for the interim period of IRENA as discussed and agreed on at the Final Preparatory Conference in Madrid. Every Member of the Commission who is able to do so should contribute in the interim period, i.e. the period until the entry into force of IRENA's Statute, on a voluntary basis in cash or in kind.

35. Germany informed the Commission that it is exploring the ODA eligibility of contributions to IRENA and that it has requested the Development Assistance Committee of OECD accordingly. Germany expressed its hope being able to report on this issue at the next session of the Commission.

36. The United Arab Emirates announced that it is willing to provide in-kind contribution in the interim phase of IRENA and informed the meeting that it would submit an offer to host the interim as well as the permanent seat of IRENA's Secretariat to be situated in Abu Dhabi within Masdar City. The United Arab Emirates also extended to every Member and observer

an invitation to visit Abu Dhabi to view the existing infrastructure already in place in Masdar City.

L. Preparation of the second session

37. The Commission decided that its second session shall be held in June 2009 in Egypt and elected Dr. Hassan Ahmed Younis, Minister of Electricity and Energy of Egypt, as the Chair of the second session.

38. The United Arab Emirates as well as Greece offered hosting future sessions of the Commission.

M. Report of the Credentials Committee

39. The spokesperson of the Credentials Committee, Mr. Jaime Bravo Oliva, presented the provisional credentials report of the Committee. According to this report, 47 Signatories had sufficient credentials for their representation in the Commission. The credentials of 25 Signatories were deemed to be sufficient, but still need further confirmation to the depositary by the issuing States within three months upon the date of the first session of the Preparatory Commission. The full report of the Credentials Committee is contained in **Annex 8**.

40. The Chair noted the importance of submitting sufficient credentials for the sessions of the Commission. Delegates without sufficient credentials could not represent their States in the respective session. They could therefore not take part in the decision making of the Commission, such as the upcoming decisions on IRENA's interim seat and Interim Director-General. According to the explanation of rule 9 paragraph 4 of the rules of procedure, which was given by the Chair earlier in this session, valid credentials for delegates submitted for the first session remain valid for these delegates also for the following sessions unless they are withdrawn or replaced by new credentials.

N. Provisional report of the Rapporteur

41. The Rapporteur expressed his gratitude to the Commission for entrusting him with the function of the Rapporteur. He emphasised that everyone needed to be congratulated for the lively and constructive discussions and the very successful outcome of this first session of the Commission. He shortly reflected the main matters of debate and highlighted important aspects discussed and adopted in the first session. He closed his provisional report by expressing his hope for the continuation of this promising start at the next session of the Commission and announced that the final session report will be distributed as soon as possible.

O. Closing remarks

42. The Commission expressed its gratitude to the government of Germany for hosting this first session and for its support and its work in the founding process of IRENA so far.

43. The Chair expressed his gratitude to all participants of the Commission and to the staff for their contributions and work to make the first session of the Preparatory Commission for IRENA a tremendous success. He declared the first session closed by expressing his wishes for this promising joint work to be continued.

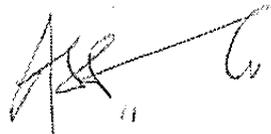
Bonn, 27 January 2009



Dr. Karsten Sach

Chairman

Deputy Director General
"International Cooperation"



Professor Abubakar Sani Sambo

Rapporteur

Director General/
Chief Executive Officer of the

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

List of Participants

Report
Annex 1

1st session

IRENA/PC.1/proc.1

Tuesday, 27 January 2009,
Bonn, World Conference Center

Members of the Preparatory Commission for the International Renewable Energy Agency (IRENA) which participated in the first session of the Commission						
Official name of country	Ms./Mr.	Ac. Title	First Name	Last name	Institution	Job Title/Function
1. Afghanistan	Ms.	Prof. Dr.	Maliha	Zulfacar	Afghan Embassy to Berlin	Ambassador
	Mr.		Jamrad	Jamshid	Afghan Embassy to Berlin	Head of European Country Department of MoFA
	Mr.	Dr.	Ghulam Nabi	Osmani	Afghan Embassy to Berlin	
	Mr.		Mahmud	Siaullah	Ministry of Foreign Affairs	
2. Algeria	Mr.		Hocine	Meghar	Algerian Embassy in Germany	Ambassador
	Ms.		Aicha	Adamou	Ministry of Energy and Mining	Assistant to the CEO (New Energy Algeria)
	Mr.		Mohand-Salah	Ladjouzi	Consulate General	Consul General
	Mr.		Fawzi	Benzaid	Ministry of Energy and Mining	Engineer of Direction for Electricity, Gas and Renewable Energies
	Mr.		Boubekeur	Bairi	Ministry of Energy and Mining	Engineer of Direction for Electricity, Gas and Renewable Energies
	Mr.		Jugurtha	Mouloudj	Ministry of Energy and Mining	Engineer of Direction for Electricity, Gas and Renewable Energies
	Mr.		Abdelhakim	Mihoubi	Ministry of Foreign Affairs	Assistant Director in Charge of Sustainable Development
3. Argentina	Ms.		Noemí	Gomez	Embassy of Argentina	Ambassador
	Mr.		Pablo	Tettamanti	Ministry of Foreign Affairs	Deputy Director of International Security, Nuclear and Space Affairs
	Mr.		Juan Antonio	Legisa	Secretary of Energy	Engineer
	Mr.		Julio Horacio	Hartstein	Consulate of Argentina in Bonn	Consul

4. Austria	Ms.	Dr.	Irene	Freudenschuss -Reichl	Federal Ministry for European and International Affairs	Ambassador/Director General for Development Cooperation
	Mr.	Dr.	Christian	Krepela	Federal Ministry for European and International Affairs	Head of Department for Environment, Transport and Energy
	Mr.	Dr.	Karl	Fiala	Federal Ministry of Economics and Labour	Director, Head of Department
	Mr.		Rupert	Weinmann	Austrian Embassy Berlin	Counsellor
5. Bahrain	Mr.	Dr.	Khalid Ahmed	Bu-Rashid	Ministry of Electricity and Water	Deputy Chief Executive, Planning & Projects
	Mr.		Fuad	Al Shaikh	Electricity and Water Authority	Manager, Sitra Power and Water Station
	Mr.		Mohammed Jassim Salman	Albinali	Electricity and Water Authority	Senior International Organizations Specialist
	Mr.		Naser	Khamis	Electricity and Water Authority	Head of Power System Operation
6. Benin	Mr.		Sacca	Lafia	Ministry of Energy and Water	Minister
	Mr.		Isidore	Bio	Embassy of Benin in Germany	Ambassador
	Mr.		Raoufou M.	Badarou	Ministry of Energy and Water	Technical Counsellor of Energy Resources and Mines
	Mr.		Robert	Zantan	Ministry of Foreign Affairs	High Commissioner of European Division
7. Bulgaria	Ms.		Kostadinka	Todorova	Ministry of Economy and Energy	Director
8. Burkina Faso	Mr.		Séni	Compaoré	Sonabel	Director
	Mr.		Bassirou	Ouedraogo	Ministry of Mines, Quarries and Energy	Director of Renewable Energy
9. Cape Verde	Ms.	Dr.	Fátima	Fialho	Ministry of Economy, Growth and Competitiveness	Minister
	Mr.		Abraão	Andrade Lopes	Government of Cape Verde	General-Director
	Mr.	Dr.	Jorge	Tolentino Araújo	Embassy of Cape Verde in Germany	Ambassador
10. Central African Republic	Mr.		Jean- Chrysostome	Mekondongo	Ministry of Mines, Energy and Hydraulic	Surrogate Minister for Energy and Hydraulic
	Mr.		Privat Patrick	Ngaye- Yankoisset	Ministry of Mines, Energy and Hydraulic	General Manager of Energy
	Mr.		Etienne-Noël	Komode		Inspector of Energy and Hydraulic
11. Chad	Mr.		Yaya Djerou	Dillo Betchi	Ministry of Mining and Energy	Minister
	Mr.		Mbodou	Djirab Alifei	Ministry of Mining and Energy	Director of Energy
	Mr.		Abdelkerim	Oumar Noury	Ministry of Foreign Affairs	Director of bilateral Cooperation
12. Chile	Mr.	Dr.	Álvaro	Rojas Marin	Embassy of the Republic of Chile	Ambassador

	Mr.	Dr.	Alejandro Ormeño	Embassy of the Republic of Chile	Attaché
	Mr.		Jaime Bravo Oliva	National Energy Commission	Head Environment Protection and Renewable Energies
13. Comoros	Mr.		Bastoiné Msoma	Ministry of Energy and Industry	General Secretary
	Mr.		Ahamed Yassian Houmadi	General Direction of Energy	General Director
14. Côte d'Ivoire	Mr.		Alexandre Simon Eddy	Ministry of Mines and Energy	Director of Energy
15. Cyprus	Mr.		Pantias D. Eliades	Embassy of the Republic of Cyprus in Germany	Ambassador
	Mr.		Christos Gogakis	Permanent Representation of Cyprus to the EU	Energy Attaché
16. Democratic Republic of the Congo	Mr.		José E.B. Endundo	Ministry of Natural Resources	Minister
	Mr.		Nsiala Tosi Mpanu Mpanu	Ministry of Environment, Nature Conservation and Tourism	Director
	Ms.		Marie-Pascale Malanda	Ministry of Environment, Nature Conservation and Tourism	Counsellor for International Cooperation
	Mr.		Jaap Schoorl	Ministry of Environment, Nature Conservation and Tourism	Coordinator GTZ
17. Denmark	Mr.		Hans Jörgen Koch	Danish Energy Agency	Deputy State Secretary
	Ms.		Anne-Sofie Jensen	Danish Energy Agency	EU Coordinator
	Mr.		Sune Thorvildsen	Ministry of Climate and Energy	Adviser
	Mr.		Erik Naeraa-Nicolajsen	Danish Ministry of Foreign Affairs	Head of Section
18. Djibouti	Mr.		Moussa Bouh Odowa	Ministry of Energy and Natural Resources	Minister
	Mr.		Ali Ainan Farah	Ministry of Energy and Natural Resources	Secretary General
	Mr.	Dr.	Ismail Wais	Cabinet of the President	Economic Counsellor
19. Egypt	Mr.		Abdel Rahman Salah El Din	NREA: New and Renewable Energy Authority	Executive Chairman
	Mr.		Mohamed Mousa Omran	Ministry of Electricity and Energy	1st Undersecretary of State for Research, Planning and Follow-Up
	Ms.		Somaya Saad	Ministry of Foreign Affairs	Deputy Assistant Foreign Minister for Environmental Affairs and Sustainable Development
	Ms.		Laila Georgy Youssef	NREA: New and Renewable Energy Authority	Vice-Chairman
	Mr.		Rany Mohie-Eldin	Ministry of Foreign Affairs, Environment and Sustainable Development Department	2nd Secretary

20. Eritrea	Mr.	Samuel	Baire	Ministry of Energy and Mines	Director General
21. Ethiopia	Mr.	Getahun	Moges	Ethiopian Electricity Agency	Director General
	Mr.	Ephrem	Hassen	Ethiopian Rural Energy Development and Promotion Centre	Energy Technology and Resources Dissemination Process Owner
22. Finland	Mr.	Mauri	Pekkarinen	Ministry of Employment and the Economy	Minister
	Mr.	Harry	Helenius	Embassy of Finland, Berlin	Ambassador
	Mr.	Juhani	Joutsen	Ministry of Foreign Affairs	Counsellor
	Mr.	Taisto	Turunen	Ministry of Employment and the Economy	Director General
	Mr.	Petteri	Kuuva	Ministry of Employment and the Economy	Senior Engineer
	Mr. Dr.	Petri	Hakkarainen	Embassy of Finland, Berlin	Second Secretary
23. France	Mr.	Jean	Lamy	Ministry of Foreign and European Affairs	Deputy Energy, Transport and Infrastructure Director
	Ms.	Hélène	Pelosse	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Director of Cabinet
	Mr. PhD.	Raymond	Cointe	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Director European and International Affairs
	Ms.	Dominique	Campana	ADEME	Director of International Affairs
	Mr.	Christophe	Schramm	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Deputy Head of Unit for Renewable Energies
	Mr.	Stéphane	Pouffary	ADEME	Head of the International Expertise in Energy Management Unit
	Mr.	Etienne	Sur	French Embassy	First Secretary
	Mr.	Olivier	Pairault	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Deputy Head of Unit, Department of International Affairs
	Ms.	Christina	Vasak		
24. Gambia	Mr.	Bah F.M.	Saho	Ministry of Energy	Director of Energy
25. Germany	Mr. Dr.	Karsten	Sach	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Director General
	Mr.	Franz	Marré	Federal Ministry for Economic Cooperation and Development	Head of Division
	Mr.	Thomas	Meister	Federal Foreign Office	Head of Division

	Ms.	Michaela	Spaeth	Federal Foreign Office	Desk Officer
	Mr.	Matthias	Dehner	Federal Foreign Office	Desk Officer
	Mr.	Dr. Martin	Schöpe	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division
	Ms.	Monika	Frieling	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Head of Division
	Mr.	André	Poschmann	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Legal Officer
	Mr.	Tony	Adam	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Advisor
	Mr.	Dr. Marcus	Schröder	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Legal Officer
	Mr.	Michael	Bauer	Federal Ministry for Economic Cooperation and Development	Head of Division
	Mr.	Mirco	Kreibich	Federal Ministry for Economic Cooperation and Development	Personal Secretary to the Parliamentary State Secretary
	Mr.	Dr. Hans-Peter	Schipulle	Federal Ministry for Economic Cooperation and Development	Director off duty
	Mr.	Hein	Winnubst	Federal Ministry for Economic Cooperation and Development	
	Mr.	Harald	Ganns	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
	Mr.	Dr. Christian P.	Hauswedell	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
	Mr.	Dr. Hans-Ulrich	Spohn	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
	Mr.	Dr. Hermann	Scheer	German Bundestag	Member of Parliament
26. Ghana	Mr.	Grant	Ohemeng-Kesse	Embassy of Ghana	Ambassador
	Mr.	Wisdom	Ahiataku-Togobo	Ministry of Energy	Head Renewable Energy
27. Greece	Ms.	Aphroditi	Tzika-Grigoriada	Ministry of Development	Director International Activities and PR Department
	Mr.	Charalampos	Pippos	Ministry of Development	Head of Directorate of Renewable Energy Sources and Energy Saving
28. Guatemala	Mr.	Gabriel Edgardo	Aguilera Peralta	Embassy of Guatemala	Ambassador

29. Guinea-Bissau	Mr.	Mario Carlos	Adao Almeida	Ministry of Energy and National Resources	General Director of Energy	
	Mr.	José Antonio	Fernandes	Ministry of Energy and National Resources	Head of Division/Expert Renewable Energy	
30. Iceland	Mr.	Bjarni	Sigtryggson	Ministry of Foreign Affairs	Counsellor	
31. Iran	Mr.	Dr.	Abbas	Ali Abadi	Ministry of Energy	Deputy Minister
	Mr.		Yousef	Chappi	Embassy of Islamic Republic Iran	Head of Economic Section
	Mr.	PhD.	Ahmad	Kahrobaeian	Ministry of Energy	Director for Research and New Technologies in SANA
	Mr.		Yousef	Armoudli	Ministry of Energy	Managing Director of SANA
	Mr.		Mohammad	Behzad	Ministry of Energy	Managing Director
	Mr.		Mousa	Refan	Iran Power Plant Projects Management Co.	President
	Mr.		Hooman	Amirpour	MAPNA EUROPE GMBH	Managing Director
32. Italy	Mr.	Massimiliano	Calamea	Ministry of Foreign Affairs - Directorate General Economic Cooperation	Energy Expert	
33. Ireland	Ms.	Margaret	Stanley	Embassy of Ireland, Berlin	Member of Embassy	
34. Jordan	Mr.		Khaldoun	Qutishat	Ministry of Energy and Mineral Resources	Minister
	Mr.		Malek	Kabariti	National Energy Research Centre	President
	Mr.		Ziad	Sabra	Ministry of Energy and Mineral Resources	Director Renewable Energy and Energy Efficiency Department
35. Latvia	Mr.	Andris	Kuznieks	Ministry of Economics	Deputy State Secretary	
36. Liberia	Mr.	Sylvester M.	Massaquoi	Ministry of Lands, Mines and Energy	Director Renewable/Alternative Energy	
37. Lithuania	Ms.	Lina	Neverbickienė	Ministry of Economy	Head of Division	
	Mr.	Vaidotas	Karvelis	Ministry of Foreign Affairs	Head Strategic Sectors Division	
38. Luxembourg	Mr.	Tom	Eischen	Ministry of the Economy and Foreign Trade	Governmental Commissioner for Energy	
	Mr.	Guy	Lentz	Permanent Representation of Luxembourg to the EU	Attaché	
39. Madagascar	Mr.	Marcel	Ranjeva	Ministry of Foreign Affairs	Minister	
	Ms.	Prof.	Elisé	Razaka	Ministry of Energy and Mines	Minister
	Mr.	Michel	Rajoelina	Ministry of Foreign Affairs	Director of Cabinet/Member of Delegation	

	Mr.	Alphonse	Ralison	Embassy of Madagascar in Germany	Ambassador
	Mr.	Dr. Rodolphe Jean	Ramanantsoa	Ministry of Energy and Mines	General Manager of Energy
	Mr.	Otfried	Ischebeck	Ministry of Energy and Mines	Technical Advisor
40. Mali	Mr.	Mamadou	Diarra	Ministry of Energy, Mining and Water	Minister
	Mr.	Hamata	AG Hantafaye	Ministry of Energy, Mining and Water	Director of CNESOLER
41. Mongolia	Mr.	Tundev	Enkhtaivan	Ministry of Mineral Resources and Energy	Vice Minister
	Mr.	Namjil	Enebish	National Renewable Energy Centre of the Ministry of Mineral Resources and Energy of Mongolia	Director
	Mr.	Dr. Tuvdendorj	Galbaatar	Embassy of Mongolia in Germany	Extraordinary and authorized Ambassador
42. Montenegro	Mr.	Vladimir	Radulović	Embassy of Montenegro to Germany	Ambassador
43. Morocco	Ms.	Amina	Benkhadra	Ministry of Energy, Mining, Water and Environment	Minister
	Mr.	Zhora	Ettaik	Ministry of Energy, Mining, Water and Environment	Head of Division
44. Nepal	Mr.	Umesh Prasad	Mainali	Ministry of Environment, Science and Technology	Secretary
	Ms.	Ambika Devi	Luintel	Ministry of Foreign Affairs	Undersecretary
45. Netherlands	Ms.	Maria J.A.	van der Hoeven	Ministry of Economic Affairs	Minister
	Mr.	Jan	Van Diepen	Ministry of Economic Affairs	Spokesman for the Minister
46. Nicaragua	Ms.	Lorena	Lanza	Ministry of Energy and Mines	Vice Minister
47. Niger	Ms.	Safiatou	Alzouma	Ministry of Mines and Energy	Director of Renewable Energies
	Mr.	Issoufou	Garba	Ministry of Foreign and Cooperation Affairs	Head of Legal Division Europe
48. Nigeria	Ms.	Vivian	Okeke	Ministry of Foreign Affairs	Assistant Director
49. Norway	Ms.	Paaske	Eva	Ministry of Petroleum and Energy	Deputy Director General
	Mr.	Oivind	Johansen	Ministry of Petroleum and Energy	Assistant Director General
50. Peru	Ms.	Prof. Dr. Cecilia	Gallarreta	Embassy of Peru in Germany	Head of Political Affairs
51. Philippines	Mr.	Heherson	Alvarez	Office of the President	Secretary
		Armi Jane R.	Borje	Department of Energy (DOE)	Attorney/Office of the Secretary

	Mr.		Emerlito S. Angulo	Department of Energy (DOE)	Technical Assistant
52. Poland	Mr.		Zbigniew Kamienski	Ministry of Economy	Director Energy Department
	Mr.		Sebastian Stepnicki	Ministry of Economy	Chief Expert in Energy Department
53. Portugal	Mr.		José Perdigoto	Portuguese Energy and Geology Department (DGEG)	General Director
	Mr.		Bento Morais Sarmiento	Portuguese Energy and Geology Department (DGEG)	General Deputy Director
	Ms.		Cristina Moniz	Ministry of Foreign Affairs	Head of Division
54. Republic of Korea	Mr.		Hyun Cho	Ministry of Foreign Affairs and Trade	Ambassador for Energy and Resources
	Mr.		Seung-cheol Lim	Ministry of Foreign Affairs and Trade	1st Secretary
	Mr.		Jae-yong Lee	Ministry of Foreign Affairs and Trade	2nd Secretary
	Mr.		Jin-soo Kim	Ministry of Foreign Affairs and Trade	Deputy Director
	Mr.	Dr.	Beon-Sik Yoo	Presidential Committee on Green Growth	Director for International Cooperation
	Mr.		Seung-Young Chung	KEMCO	Programme Manager
	Mr.	PhD.	Sun-pa Hong	Ministry of Knowledge and Economy	Secretary
	Mr.		Byung-Chul Choi	Ministry of Environment	Team Leader of Waste to Energy Team
55. Republic of Moldova	Mr.		Marian Mamei	Ministry of Economy and Trade	Deputy Head of Division
56. Romania	Mr.	Dr.	Valentin Panait	Embassy of Romania, Berlin	First Secretary
	Mr.		Adina-Laura Nichifor	Ministry of Foreign Affairs	Third Secretary
	Mr.		Vladimir Ciobanasu	Embassy of Romania, Berlin	Minister Counsellor
	Mr.		Vlad Vasiliu	Consulate General of Romania in Bonn	Consul General
	Mr.	Dr.	Andrei Constantin	Consulate General of Romania in Bonn	Economic Counsellor
57. Sao Tome and Principe	Mr.		Tomé Soares Vera Cruz	Ministry of Natural Resources	Minister's Head Adviser
	Mr.		Luis dos Prazeres	National Petroleum Agency	Executive Director
58. Senegal	Mr.		Christian Sina Diatta	Ministry of Biofuels, Renewable Energy and Scientific Research	Minister
	Mr.	Dr.	Ismaila Lo	Direction of Energy	Adviser Renewable Energy

	Mr.	Dr.	Ngagne	Dieye	Ministry for Biofuels, Renewable Energy and Scientific Research	Director of Renewable Energy
	Mr.		Yaya	Bodian	Ministry for Biofuels, Renewable Energy and Scientific Research	Juridical Counsellor
59. Serbia	Mr.		Dejan	Stojadinovic	Ministry of Mining and Energy	Assistant Minister
	Mr.		Saša	Dinić	Embassy of the Republic of Serbia	Counsellor
60. Slovenia	Mr.		Karl	Erjavec	Ministry of Environment and Spatial Planning	Minister
61. Spain	Mr.		Rafael	Conde De Saro	Ministry of Foreign Affairs and Cooperation	Director General for International Economic Relations and Energy Issues
	Mr.		Rafael	Matos	Ministry of Foreign Affairs and Cooperation	Ambassador on Special Mission for Energy Issues
	Mr.		Pedro	Marin Uribe	Ministry of Industry, Trade and Tourism	Secretary General of Energy
	Mr.		Manuel Vitorro	de la Torre	Spanish Consulate in Düsseldorf	Consul
	Ms.		Marisa	Olano	IDAE	Head of International Relations
	Mr.		Jaumé	Margarit	IDAE	Director of Renewable Energies
62. Sweden	Mr.		Bo	Diczfalusy	Ministry for Enterprise, Energy and Communications	Director-General
	Mr.		Jan	Lundin	Swedish Embassy in Berlin	Counsellor
63. Syria	Mr.	Dr.	Hisham	Mashfej	Ministry of Electricity	Deputy Minister of Electricity
	Mr.		Mohammed	Khalilsheki	National Energy Research Centre	Deputy General Director
64. Tajikistan	Mr.		Sherali	Gul	Ministry of Energy and Industry of the R.T.	Minister
	Mr.		Imomudin	Sattorov	Embassy of Tajikistan in Germany	Ambassador
65. The former Yugoslav Republic of Macedonia	Mr.		Gjorgji	Filipov	Embassy of Macedonia in Germany	Ambassador Extraordinary and Plenipotentiary of the Republic of Macedonia
66. Tunisia	Mr.		Moncef	Ben Abdallah	Embassy of Tunisia in Germany	Ambassador
	Mr.		Ahmed	Chafra	Embassy of Tunisia in Germany	Counsellor
	Mr.		Ferchichi	Mehdi	Embassy of Tunisia in Germany	
67. Turkey	Ms.		Nilgün	Acikalın	Ministry of Energy and Natural Resources	Deputy General Director of Energy Affairs General
	Mr.		Erdal	Calikoglu	General Directorate of the Electrical Power Resources Survey and Development Administration	Acting Deputy General Director

	Ms.	Elif	Atalay	Ministry of Foreign Affairs	Deputy General Directorate for Energy, Water and Environment Issues - Energy Advisor
68. Uganda	Mr.	Godfrey	Ndawula	Ministry of Energy	Assistant Commissioner for New and Renewable Sources of Energy
69. United Arab Emirates	Mr.	Sultan Ahmed	Al Jaber	Abu Dhabi Future Energy Company (Masdar)	Chief Executive Officer
	Mr.	Dr. Khaled Ghanem	Al Gaith	The Ministry of Foreign Affairs, U.A.E.	Head of Department for Economic Affairs and International Cooperation
	Mr.	Khalifa Saif	Al-Mazrooei	The Ministry of Foreign Affairs, U.A.E.	Counsellor at Department for Organizations and International Conferences
	Mr.	Dr. Abdul Yousif	Rahim Al Awadhi	The Ministry of Foreign Affairs, U.A.E.	Assistant Under Secretary for Juridical Affairs and Studies
	Mr.	Ahmed	Mangoosh	Embassy of the United Arab Emirates, Bonn	Minister plenipotentiary
	Mr.	Saleh	Al Suwaidi	Embassy of the United Arab Emirates, Berlin	First Secretary
	Mr.	Dr. Jaber Aidha	Al Jabri	Abu Dhabi Environment Authority	Head of Department for Environmental Policies
	Mr.	Thani	Al Zayoudi	Abu Dhabi Future Energy Company (Masdar)	Project Engineer
	Ms.	Kirstin	McKellar		
70. Uruguay	Mr.	Daniel	Martinez	Ministry of Industry, Energy and Mining	Minister
	Mr.	Carlos	Sgarbi	Embassy of Uruguay, Berlin	Chargé d'Affaires a.i.
71. Yemen	Mr.	Adel	Abdulrahman Domran	Ministry of Electricity and Energy	Assistant Deputy
72. Zambia	Mr.	Kenneth	Konga	Ministry of Energy and Water	Minister
	Mr.	Godwin Kingsley	Chinkuli	Embassy of the Republic of Zambia in Berlin	Ambassador
	Mr.	J.K.	Musanya	Ministry of Foreign Affairs	Senior Legal Officer
	Mr.	Mwindilila	Maimbo	Ministry of Energy and Water	Senior Planner
Observer of the first session of the Commission					
1. Albania	Mr.	Saimir	Repishti	Ministry of Foreign Affairs, Albania	Head of UN Section, MoFA
	Mr.	Etrit	Bekteshi	Embassy of the Republic of Albania	Counsellor
	Mr.	Durim	Kraja	Ministry of Economy, Trade and Energy of Albania	Secretary General
2. Angola	Mr.	Andre	Lopes	Embassy of the Republic of Angola in Germany	1st Secretary

	Mr.	Dr.	Eustáquia Vieira	Lopes	Ministry of Energy	Deputy Inspector General
	Mr.		Roberto	Costa	Ministry of Energy	Head of Department
	Mr.		Guido	Castelbranco	Embassy of the Republic of Angola in Germany	Minister Counsellor of the Embassy of the Republic of Angola in Germany
	Mr.	Dr.	Arsenio	Machado		Director de gabinete de intercâmbio do Ministerio
	Mr.	Dr.	Munzila Jacques	Dodão	Ministry of Energy	Head of the Department of Energy
3. Australia	Ms.		Naomi	Walden	Department of Resources, Energy and Tourism	Policy Officer Renewable Energy
4. Bangladesh	Mr.		Mohammad	Wahid Hossain	Government of Bangladesh/Power Division	Joint Secretary
	Mr.	Dr.	Fazle Sadeque	Rabbi Ahmed	Department of Environment	Director
	Mr.		Tarik	Ahsan	Embassy of the People's Republic of Bangladesh	Minister & Chargé d'Affaires
5. Belarus	Mr.		Alexei	Novik	Embassy of Belarus to Germany	Second Secretary
6. Belgium	Mr.		Philippe	Nieuwenhuys	Ministry of Foreign Affairs	
	Ms.		Sofie	Vanmaele	Flemish Government: International Environment Policy Division	Policy Adviser
7. Brazil	Ms.		Carolina	von der Weid	Embassy of Brazil	Secretary
8. Brunei Darussalam	Mr.		Azlan	Junaidi	Prime Minister's Office	Officer of the Minister of Energy
	Ms.		Siti Norliana Hj.	Mosli	Embassy of Brunei in Germany	2nd Secretary and Chargé d'Affaires
9. Cameroon	Mr.		Jean Marc	Mpay	Embassy of Cameroon in Germany	Ambassador
	Mr.		James Nche	Gabche	Embassy of Cameroon in Germany	Minister Counsellor
10. Costa Rica	Mr.	Dr.	Bernd	Niehaus	Embassy of Costa Rica	Ambassador
11. Croatia	Mr.		Domagoj	Validžić	Ministry of Economy, Labour and Entrepreneurship	Head of Division
	Mr.		Josip	Škarpa	Embassy of the Republic of Croatia in Germany	Attaché
12. Cuba	Mr.		Armando Rodriguez	Batista	Ministry of Science, Technology and Environment	Adviser to the Minister
13. Czech Republic	Ms.		Iveta	Špaltová	Ministry of the Environment	Head of Unit of International Organisations
	Ms.		Alice	Trombiková	Ministry of Industry and Trade	Officer
14. El Salvador	Mr.		Edgardo	Suárez-Mallagray	Embassy of the Republic of El Salvador	Ambassador

15. Hungary	Ms.		Judit	Rónai	Ministry of Foreign Affairs	
16. India	Mr.		Anurag	Bhushan	Embassy of India in Berlin	Political Counsellor
17. Indonesia	Mr.		Tazwin	Hanif	Indonesian Embassy	First Secretary
18. Iraq	Mr.	Dr.	Mohammed Raouf	Samir	Ministry of Science and Technology	Deputy Minister
19. Jamaica	Ms.		Joy	Wheeler	Embassy of Jamaica, Berlin	Ambassador
20. Japan	Mr.		Yasuo	Tanabe	Ministry of Foreign Affairs	Deputy Director-General of the Economic Affairs Bureau
	Mr.		Yuta	Okazaki	Ministry of the Environment	Assistant Director
	Mr.		Ryuji	Tajima	Ministry of Agriculture, Forestry and Fisheries	Assistant Director
	Mr.		Masaru	Moriya	Ministry of the Environment	Councillor
	Mr.		Masayuki	Magoshi	Ministry of Foreign Affairs	Deputy Director
	Mr.		Onodera	Osamu	Ministry of Economy Trade and Industry	Director
	Mr.		Tsugaki	Shuichi	Ministry of Agriculture, Forestry and Fisheries	Director
	Mr.		Tetsunari	Iida	Institute for Sustainable Energy Policies	Executive Director
21. Kenya	Ms.		Elizabeth	Miguda	Kenya Embassy Berlin	Commercial Attaché
22. Kuwait	Ms.		Nawal	Al Fuzai'a	Ministry of Oil	Assistant Secretary
	Ms.	Dr.	Meshan	Al Otaibi	Ministry of Electricity and Water	Assistant Undersecretary Planning and Training
23. Libya	Mr.		Saad H.M.	Abdulrahim	Embassy of Libya in Germany	
24. Malaysia	Ms.		Loo	Took Gee	Ministry of Energy, Water and Communications	Deputy Secretary General (Energy)
	Mr.		Jeremiah Oliver	Jitos	Embassy of Malaysia	Second Secretary
	Mr.		Mohamad Sanuri	Shahid	Ministry of Plantation Industries and Commodities	Undersecretary
25. Malta	Mr.		Peter	Mifsud	Malta Resources Authority	Analyst Energy Directorate
26. Mexico	Mr.		Jorge	Castro-Valle K.	Embassy of Mexico in Germany	Ambassador
27. Monaco	Mr.	Dr.	Cédric	Braquetti	Embassy of the Principality of Monaco	3rd Secretary
28. Mozambique	Mr.		Manuel	de Araújo	National Parliament	Deputy Chairperson

29. Namibia	Mr.	Neville	Gertze	Namibian Embassy in Germany	Ambassador
	Mr.	Libertina	Kautwima	Namibian Embassy in Germany	First Secretary
	Ms.	Selma-Penna	Utonih	Ministry of Mines and Energy	Director of Energy
30. New Zealand	Mr.	Andrew	Townend	New Zealand Embassy	Second Secretary
31. Oman	Mr.	Saif bin Abdallah	Al-Haddabi	The Research Council	Assistant Secretary General
	Mr.	Said bin Ali	Al Sarhani	Oman Power and Water Purchase Company	Director of Client Contracts Department
32. Pakistan	Mr.	Arif	Alauddin	Alternative Energy Development Board/Ministry of Water and Power	Chief Executive
	Mr.	Mujahid	Sadiq	DG International Cooperation, Alternative Energy Development Board	BE (Aerospace); MSc (Strategic Studies)
33. Panama	Mr.	Dario Ernesto	Chiru Ochoa	Embassy of Panama in Bonn	Ambassador
34. People's Republic of China	Mr.	Jialin	Yan	Embassy of China in Berlin	1st Secretary
35. Qatar	Mr.	Mohammed bin Saleh	Al-Sada	Ministry of Energy and Industry	Minister
	Mr.	Dr. Osama Mohammed	Al-Mumeni	Qatar Petroleum	Assistant
	Mr.	Rasched Ahmed	Al-Kwari	Ministry of Energy and Industry	Counsellor
	Mr.	Abdullah	Al-Sailani	Ministry of Energy and Industry	Manager of the Office of the Minister
36. Rwanda	Mr.	James	Ngango	Embassy of Ruanda	1st Counsellor
37. Saudi Arabia	Mr.	Dr. Abdullah	Tawlah	Ministry of Petrol and Mineral Resources	
38. Slovakia	Mr.	Jozef	Mudry	Ministry of Economy of the Slovak Republic	Senior State Counsellor, Department of Energy Policy, Ministry of Economy of the Slovak Republic
39. Slovenia	Mr.	Primož	Šeligo	Ministry of Foreign Affairs	Ambassador
40. South Africa	Mr.	Buyelwa Patience	Sonjica	Ministry of Minerals and Energy	Minister
41. Switzerland	Mr.	Moritz	Leuenberger	Department of Environment, Transport, Energy and Communications	Federal Counsellor, Minister
42. Thailand	Mr.	Boonrod	Sajjakulnukij	Department of Alternative Energy Development and Efficiency (DEDE)	Expert Scientist
	Mr.	Dr. Prapenpim	Prachonpach anuk	Royal Thai Embassy in Berlin	1st Secretary
43. Turkmenistan	Mr.	Berdymurat	Redjepov	Embassy of Turkmenistan in Berlin	Ambassador

44. Ukraine	Mr.	Ruslan	Khmelnitskyi	Ukrainian Embassy in Germany	Deputy Head of Trade and Economic Mission
45. United Kingdom	Mr.	Terry	Carrington	Department of Energy and Climate Change	International Energy Policy
	Mr.	Andrew	Smith	Embassy of the United Kingdom	First Secretary
46. United States of America	Mr.	Dr. Don	Brown		
47. European Community	Ms.	Emese	Kottász	European Commission	

Secretariat					
	Mr.	Karl-Ludwig	Keferstein	Federal Foreign Office	
	Ms.	Monika	Mohring	Federal Foreign Office	
	Ms.	Agnieszka	Otto	Federal Foreign Office	
	Mr.	Martin	Kremer	Federal Foreign Office	
	Mr.	Martin	Schnellinger	Federal Foreign Office	
	Mr.	Jürgen	Friedrich	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	
	Ms.	Nina	Alsen	German Bundestag	
	Mr.	Dr. Mike	Enskat	GTZ	
	Ms.	Kerstin	Linden	GTZ	
	Mr.	Hendrik	Meller	GTZ	
	Ms.	Jutta	Schönfelder	GTZ	
	Mr.	Walter	Kahlenborn	Adelphi Consult GmbH	Managing Director
	Ms.	Katrin	Heeren	Adelphi Consult GmbH	Senior Project Manager
	Mr.	Alexander	Haack	Adelphi Consult GmbH	Project Manager

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

Agenda of the First Session

Report
Annex 2

1st session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/proc.2
Agenda item 3 c.)

Agenda

- | | |
|---------------|---|
| 8.00 – 9.00 | 1. Registration |
| 9.00 – 9.15 | 2. Opening |
| 9.15 – 10.00 | 3. Organisational matters |
| | a.) Election of Chairs and Vice-Chairs |
| | b.) Decision on the participation of observers at the first session of the Preparatory Commission |
| | c.) Adoption of the agenda |
| | d.) Election of other officials (Rapporteur and Credentials Committee) |
| 10.00 – 11.30 | 4. Discussion and adoption of the rules of procedure of the Preparatory Commission |
| 11.30 – 12.00 | Coffee break |
| 12.00 – 13.00 | 5. Discussion and adoption of |

- a.) Draft decision on a selection procedure for IRENA's interim seat of the Secretariat
 - b.) Draft decision on a selection procedure for IRENA's Interim Director-General
 - c.) Draft decision for ensuring transparency on the selection procedures for the Interim Director-General and the interim seat
 - d.) Draft decision on establishing an Administrative Committee
- 13.00 – 14.30 Lunch break
- 14.30 – 15.15 6. Election of the members and Chairs of the Committees
- 15.15 – 16.15 7. Next steps (i.e., outreach, public relations, issues regarding the work programme)
- 16.15 – 16.45 Coffee break
- 16.45 – 17.15 8. Preparation of the second session of the Preparatory Commission
- a.) Designation of the date and place of the second session
 - b.) Election of the Chair for the second session
- 17.15 – 18.00 9. Closing of the session:
- a.) Credentials Committee Report
 - b.) Adoption of the report of the first session of the Preparatory Commission
 - c.) Closing remarks

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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

Report
Annex 3

1st 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.

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

**Selection Procedure for IRENA's Interim Seat of the
Secretariat**

Report
Annex 4

1st session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.2
Agenda item 5 a.)

Decision PC.1/dc.2 on a Selection Procedure for IRENA's Interim Seat of the Secretariat

The Preparatory Commission for the International Renewable Energy Agency,

at its first session:

- I. decides to invite Signatory States interested in hosting IRENA's interim seat of the Secretariat to provide, by 30 April 2009, a detailed offer including information on the general conditions and on the privileges provided, addressing the criteria, as laid down in Annex I to the present decision;
- II. decides to establish a "Headquarters Committee" from amongst Signatory States, which will not apply to host the interim seat of the Secretariat, and requests this Committee to collect and analyse applications in a transparent manner, and to submit its synopsis and the applications to the Preparatory Commission for decision;
- III. decides that the "Headquarters Committee" shall consist of no more than five Signatories based on an equitable geographical representation;
- IV. decides to designate the Agency's interim seat of the Secretariat on the basis of the criteria as laid down in Annex I and the procedure as laid down in Annex II of the present decision, taking into account the synopsis put forward by the Committee.

Annex I

General information requested	Specific information requested
I. Legal framework	
<ol style="list-style-type: none"> 1. Nature of the Headquarters Agreement. 2. Privileges and immunities which would be conferred on the Agency and its staff, as well as government representatives and other persons engaged in official business for the Agency, including exemption of taxation on the salaries and emoluments paid by the Agency. 3. Rules, including any restrictions, applicable to the access of dependants of staff members to the local labour market and to the concession of residence permits to domestic staff. 4. Time needed for processing entry requirements. 	<p>Provided information should be specified for:</p> <ul style="list-style-type: none"> • The Agency; • Staff with diplomatic status; • Other staff; • Delegates to conferences; • Experts on mission. <p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none"> • General availability of simplified procedures; • Expected time to issue visas for staff members and their families; • Expected time to issue short stay visas for delegates and experts designated by a government to attend a meeting in the host country; • Availability and conditions for multiple-entry visas; • Availability and description of procedure for special circumstances.
II. Features of the office site and related financial issues	
<ol style="list-style-type: none"> 5. Main features of the building to house the Agency. 	<p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none"> • Name (if applicable) and location of the building where the Agency will be housed; • Indication of area of usable office

<p>6. Availability of the building and duration of the arrangements regarding office facilities.</p>	<p>space in square meters (m²), including number of offices and their size, and potential scope for its expansion;</p> <ul style="list-style-type: none"> • Availability and description of facilities for conferences, including possible room configurations, holding capacities etc.; • Availability and description of storage facilities, archives, parking and canteen; • Availability and description of information and telecommunications technology; • Availability and description of general services (security, maintenance, utilities etc.); • Use of renewable energies for the operation of the building. • Indication of the exact date as of which the premises may be used by the Agency; • Duration of the agreement regarding office facilities.
<p>7. Terms under which the office facilities are placed at the disposal of the Agency, such as rent and ownership structure.</p>	
<p>8. Specification of building and maintenance costs.</p>	<p>Provided information should specify which of the following costs will be covered by whom:</p> <ul style="list-style-type: none"> • Major maintenance and repairs to the office facilities; • Normal maintenance and repair; • Utilities, including communication facilities; • Building-related operating costs.
<p>9. Extent to which the office facilities would be furnished and equipped by the host government.</p>	<p>E.g. furniture, information and telecommunications technology and further equipment.</p>

III. Local facilities and conditions

10. Description of the following facilities and conditions:

- | | |
|---|---|
| a) Foreign missions and presence of international organisations in the host city; | <ul style="list-style-type: none">• Number of foreign missions present in the host city;• Number and names of international organisations present in the host city. |
| b) Information on potential synergies from cooperation and coordination with other relevant international organisations in the proposed location; | |
| c) Availability of conference facilities and the conditions for their use; | <p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none">• Indication of possible room configurations and their size, holding capacities, available technical facilities, interpretation facilities, parking spaces;• Terms of use. |
| d) Access to qualified conference serving staff, e.g. interpreters, translators, editors and meeting coordinators; | |
| e) International transport facilities and their proximity to the office facilities at the disposal of the Agency; | <p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none">• Indication of distance to closest international airport and train stations. |
| f) Local transport facilities and their proximity to the office facilities at the disposal of the Agency; | <p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none">• Available means of public transportation;• Frequency of their operation;• Proximity to office facilities. |
| g) Availability of suitable hotels, including information on prices, | |
| h) Local availability of trained personnel for possible employment in the Agency, taking account language and technical skills; | |

- i) Health facilities and access to them by staff members of the Agency;
- j) Availability of suitable housing (utilities, communication), including information on prices and vacancy rate and the proximity of this housing to the office facilities at the disposal of the Agency;
- k) Availability of schools at all levels and child care, including those providing classes in languages other than the local language;
- l) Availability of facilities for the transfer of funds to and from foreign countries for the Agency and its staff members as well as information on the convertibility of the host countries currency;
- m) Local population's attitude towards international organisations, staff and their dependence;
- n) Local population's interest in the issues of international organisations working on site;
- o) Cultural life, sports and leisure activities;
- p) Security and crime rate;
- q) Availability of goods and services and information on price levels.

Provided information should be specified for:

- Health care;
- Medical insurance.
- Average price per square meter (m²), including all additional costs, in EUR;
- Diplomatic clause that facilitates termination of lease in case of early leave;
- Proximity of housing to office facilities.

Provided information should be specified for:

- Pre-school and nursery system;
- Primary, intermediate and high school system;
- Universities and other tertiary institutions;
- Cost of schooling (public and private sector).

IV. Energy-related criteria

11. The host government's, business and scientific communities' commitment relating to renewable energies.

- Scientific competencies for questions relating to energy (research & development);
- Industrial environment specifically along the value chain for renewable energies;
- Experience with international co-operations in the energy and environmental sectors;
- Presence of policy, legal and regulatory frameworks to support renewable energies;
- Presence of innovative demonstration projects for renewable energies.

V. Other relevant information

12. Any additional contributions to be made by the host Government to meet the operating costs of the Agency or to defray conference-serving expenses.

Provided information should be specified for:

- a) Financial contributions;
- b) In-kind contributions, including a description of the items included;
- c) Other contributions e.g. support in human resources, making available conference-serving staff free of charge, funding for events organized by the Agency etc.

These contributions should be divided into contributions that:

- i. Are not earmarked (i.e. provided to the Agency without any restrictions);
- ii. Are earmarked for certain purposes, together with an explanation of the nature of the restriction.

13. Any other information which the potential host country may deem relevant.

Annex II

Rules of Procedure Regarding the Work of the “Headquarter Committee” and the Application for and the Designation of IRENA’s Interim Seat of the Secretariat

The Preparatory Commission for IRENA (“Commission”), at its first session:

adopts for the work of the “Headquarters Committee” (“Committee”) and for the application for and the designation of IRENA’s interim seat of the Secretariat the following specifying rules, which shall apply in addition to the rules of procedure of the Commission:

Article I

Work of the Committee

1. In order to ensure that offers for hosting the interim seat of the Secretariat are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Committee, to be elected by the Commission for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Commission, shall ensure close cooperation and coordination of the work of the Committee.
2. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.
3. The work of the Committee shall be based on consensus.
4. Members of the Committee shall make all appropriate efforts and necessary contributions in cash or in kind to ensure the effective and efficient work of the Committee.

Article II

Applications

1. Offers to host the interim seat of the Secretariat and supporting documents shall be sent to the Chair of the Committee in English, in writing and under confidential sealed cover. In order to ensure receipt of all offers, they should be sent by registered mail or hand-delivered to the Chair against receipt of delivery.
2. To be eligible for consideration, offers and supporting documents must be received by the Chair not later than 30 April 2009.
3. Offers and documents received shall not be opened before the 1 May 2009. Within two working days after the 30 April 2009 the Chair in the presence of at least two other members of the Committee shall open all offers and documents received.
4. The Committee shall keep records of all offers received and of the date they have been received by the Chair. Every Signatory shall have access to these records.
5. Within three working days after the 30 April 2009, the Chair shall send a list of valid and non-valid offers to all Signatories.
6. Within four weeks after the 30 April 2009, the Chair shall send a consolidated list of the valid offers together with a synopsis as well as with the full application documents to all Signatories.
7. Offers may be withdrawn at any stage by announcement to the Chair by the applying Signatory State. The Chair shall inform all Signatories about the withdrawal.

Article III

Designation of the interim seat of the Secretariat by the Commission

1. The Commission shall designate IRENA's interim seat of the Secretariat at the first session of the Commission after the 30 April 2009.
2. The meetings regarding the designation of IRENA's interim seat of the Secretariat shall be held in private.
3. Representatives of the applying Signatory States shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Commission for each applicant.
4. At this session of the Commission the Chair of the Commission shall draw by lot the order of presentation.
5. With respect to the designation of the interim seat of the Secretariat according to number 9 of the Resolution on Establishing a Preparatory Commission for IRENA the overriding aim for the Chair shall be to reach a decision by consensus. He shall take all appropriate efforts therefore.
6. If a vote seems necessary to reach a decision, the following procedure shall apply:
 - a.) The Commission shall vote by secret ballot according to the rules of procedure of the Commission.
 - b.) In case of two or more applying Signatory States, each Member of the Commission shall write on his ballot paper the name of only one applying Signatory State. The applying Signatory State who obtains the lowest number of votes shall be eliminated at each ballot. If two or more applying Signatory States 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 in accordance with number 9 of the Resolution on Establishing a Preparatory Commission for IRENA.

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

**Selection Procedure for IRENA's Interim Director-
General**

Report
Annex 5

1st session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.3
Agenda item 5 b.)

Decision PC.1/dc.3 on a Selection Procedure for IRENA's Interim Director-General

The Preparatory Commission for the International Renewable Energy Agency,

at its first session:

- I. decides to invite Signatory States to nominate a candidate for the post of IRENA's Interim Director-General by 30 April 2009, based on the criteria as laid down in Annex I to the present decision;
- II. decides to establish a "Director-General Committee" from amongst Signatory States, which will not nominate a candidate, and requests this Committee to collect and analyse the nominations in a transparent manner, and to submit its synopsis and the nominations to the Preparatory Commission for decision;
- III. decides that the "Director-General Committee" shall consist of no more than five Signatories based on an equitable geographical representation;
- IV. decides to appoint the Agency's Interim Director-General on the basis of the criteria as laid down in Annex I and the procedure as laid down in Annex II of the present decision, taking into account the synopsis put forward by the Committee.

Annex I

I. Qualifications of Candidates

IRENA shall aim to achieve fair representation of women and men for all positions. While preserving the overarching principle of selection on merit, the nomination of women for the post of Interim Director-General shall be encouraged.

Candidates for the post of the Interim Director-General shall be assessed on the basis of the following criteria:

- A strong background, experience and network in national and international renewable energy policies and working experience with respect to policy advice, capacity building, and technology transfer in the area of renewable energy;
- Proven leadership qualities and senior-level administrative experience to manage a large Secretariat;
- Capacity to build up a team recruited from many different countries and to build the necessary team spirit; ability to play a role as mediator;
- Strong ability to work effectively with other organisations and the business community in order to achieve maximum synergy;
- A firm and strong commitment to the work and objectives of IRENA;
- Excellent communication and representation skills to represent IRENA to the public and secure the active support of the international community;
- Excellent command of English, the working language of IRENA¹; command of additional languages will be considered as an advantage;
- Moral authority to model the independent role required by Article XI, paragraph F of the Statute.

¹ Other languages can become a working language only if the Assembly so decides.

II. Term of office

1. The Interim Director-General shall be appointed for the period in which the Commission exists, but not more than four years, renewable for one further term of the same duration, but not thereafter. There shall be no expectation of automaticity in the reappointment.
2. 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, in keeping with the procedures set out herein, and may establish expedited deadlines as necessary in consultation with Members.

Annex II

Rules of Procedure Regarding the Work of the “Director-General Committee” (“Committee”), the Nominations of Candidates and the Appointment of the Interim Director-General

The Preparatory Commission for IRENA (“Commission”), at its first session:

adopts for the work of the “Director-General Committee” (“Committee”), the nominations of candidates and the procedure of appointment of the Interim Director-General the following specifying rules, which shall apply in addition to the rules of procedure of the Commission:

Article I

Work of the Committee

1. In order to ensure that nominations are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Committee, to be elected by the Commission for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Commission, shall ensure a close cooperation and coordination of the work of the Committee.
2. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.

3. The work of the Committee shall be based on consensus.

4. Members of the Committee shall make all appropriate efforts and necessary contributions in cash or in kind to ensure the effective and efficient work of the Committee.

Article II

Nominations of Candidates

1. Nominations and supporting documents for a candidate for IRENA's Interim Director-General shall be sent to the Chair of the Committee in English, in writing and under confidential sealed cover. In order to ensure receipt of all nominations, they should be sent by registered mail or hand-delivered to the Chair against receipt of delivery.

2. To be eligible for consideration, nominations and supporting documents must be received by the Chair not later than 30 April 2009.

3. Nominations shall contain:

- a written résumé of the candidate, addressing the criteria laid down in Annex I;
- a tabular CV (reverse); and
- a letter of motivation, which should not exceed two pages.

Other supporting documents may be submitted additionally.

4. Nominations and documents received shall not be opened before the 1 May 2009. Within two working days after the 30 April 2009 the Chair in the presence of at least two other members of the Committee shall open all nominations and documents received.

5. The Committee shall keep records of all nominations received, of the date they have been received by the Chair and of the reasons for non-validity. Every Signatory shall have access to these records.

6. Within three working days after the 30 April 2009, the Chair shall send a list of valid and non-valid nominations to all Signatories.

7. Within four weeks after the 30 April 2009, the Chair shall send a consolidated list of the valid nominations together with a synopsis as well as with the full nomination documents to all Signatories.

8. Nominations may be withdrawn at any stage by announcement to the Chair by the nominating Signatory or the candidate her/himself. The Chair shall inform all Signatories about the withdrawal.

Article III

Appointment of the Interim Director-General by the Commission

1. The Commission shall appoint the Interim Director-General for IRENA at the first session of the Commission after the 30 April 2009.

2. The meetings regarding the appointment of the Interim Director-General shall be held in private.

3. Candidates shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Commission for each candidate.

4. At this session of the Commission the Chair of the Commission shall draw by lot the order of presentation.

5. Travel expenses for the purpose of attending the session of the Commission will be covered by the nominating Signatory.

6. With respect to the election of the Interim Director-General according to number 9 of the Resolution on Establishing a Preparatory Commission for IRENA the overriding aim for the

Chair shall be to reach a decision by consensus. He shall take all appropriate efforts therefore.

7. If a vote seems necessary to reach a decision, the following procedure shall apply:

a.) The Commission shall vote by secret ballot according to the rules of procedure of the Preparatory Commission.

b.) In case of two or more candidates, each Member of the Commission 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 in accordance with number 9 of the Resolution on Establishing a Preparatory Commission for IRENA.

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

**Decision on Ensuring Transparency for the Selection
Procedures for IRENA's Interim Seat and Interim
Director-General**

Report
Annex 6

1st session
Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.4
Agenda item 5 c.)

Decision PC1./dc.4 on Ensuring Transparency for the Selection Procedures for IRENA's Interim Director-General and IRENA's Interim Seat of the Secretariat

The Preparatory Commission for the International Renewable Energy Agency,
at its first session:

recalling the decisions of the Preparatory Commission on the selection procedure for IRENA's Interim Director-General and IRENA's interim seat of the Secretariat,

desiring to ensure a transparent and fair selection procedure,

determined to avoid any conflict of interests,

decides to supplement the decisions of the Preparatory Commission on the selection procedure for IRENA's Interim Director-General and IRENA's interim seat of the Secretariat as follows:

1. Nominations for the Interim Director-General shall not be made by:

- the country which chairs or hosts the session of the Preparatory Commission at which the Interim Director-General will be appointed; or
- a member of the "Director-General Committee".

2. Offers to host the interim seat of the Secretariat shall not be made by:

- the country which chairs or hosts the session of the Preparatory Commission at which the interim seat of the Secretariat will be designated; or
- a member of the "Headquarters Committee".

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

Decision on Establishing an Administrative Committee

Report
Annex 7

1st session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.5
Agenda item 5 d.)

Decision PC.1/dc.5 on Establishing an Administrative Committee

The Preparatory Commission for the International Renewable Energy Agency

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

recalling number 8 litera a.) of the Resolution on Establishing a Preparatory Commission for the International Renewable Energy Agency (“*Resolution*”) and rule 18 of the Rules of Procedure of the Preparatory Commission regarding the establishment of committees;

desiring to facilitate the effectiveness of the Commission’s work in the absence of the Interim Secretariat;

decides:

- I. There is hereby established an Administrative Committee (“*Committee*”).
- II. The Committee shall assist the Commission in the absence of the Secretariat in preparing and organising the second session of the Commission. For this reason the Committee shall in particular prepare the following documents for consideration at the second session:
 - a draft proposal for interim staff rules;
 - a draft proposal for interim financial rules;
 - a draft proposal for an interim work programme and budget.

- III. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.
- IV. The work of the Committee shall be based on consensus.
- V. Members of the Committee shall make all appropriate efforts and necessary contributions in cash or in kind to ensure the effective and efficient work of the Committee.

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

Credential Committee Report

Report
Annex 8

1st session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/proc.3
Agenda item 9 a.)

Credentials of Representatives to the First Session of the Preparatory Commission for the International Renewable Energy Agency

Report of the Credentials Committee

I. Introduction

1. In accordance with rule 10 of its interim rules of procedure, the Commission established the Credentials Committee consisting of the following five States as members: Austria, Benin, Chile, Finland and the Republic of Korea
2. The Committee met from 12:25 to 13:00 on 27 January 2009.
3. The Credentials Committee elected Jaime Bravo Oliva from Chile as its spokesperson.
4. At its meeting, the Committee noted rule 9 of the interim rules of procedure of the Preparatory Commission, which provides:

“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.”

II. Examination of credentials

5. The Committee reviewed the credentials submitted in accordance with rule 10 of the interim rules of procedure of the Preparatory Commission and a memorandum of the Federal Government of Germany, dated 27 January 2009, concerning the credentials of the representatives to the Commission. The Committee determined the following:

- a) The following 47 Signatory States submitted the credentials in full compliance with rule 9 of the interim rules of procedure of the Commission: Algeria, Austria, Bahrain, Benin, Cape Verde, Central African Republic, Chad, Chile, Comoros, Cyprus, Democratic Republic of the Congo, Denmark, Djibouti, Egypt, Eritrea, Finland, Gambia, Germany, Greece, Guinea-Bissau, Iceland, Ireland, Italy, Jordan, Liberia, Luxembourg, Mali, Mongolia, Morocco, Nepal, Niger, Portugal, Republic of Moldova, Romania, Sao Tome and Principe, Senegal, Serbia, Slovenia, Sweden, Syrian Arab Republic, The former Yugoslav Republic of Macedonia, Tunisia, Turkey, Uganda, United Arab Emirates, Uruguay, Zambia.
- b) The credentials of the following 25 Signatory States were deemed to be sufficient, but still need further confirmation to the depositary by the issuing States within three months upon the date of the first session of the Preparatory Commission: Afghanistan, Argentina, Bulgaria, Burkina Faso, Côte d'Ivoire, Ethiopia, France, Ghana, Guatemala, Iran (Islamic Republic of), Latvia, Lithuania, Madagascar, Montenegro, Netherlands, Nicaragua, Nigeria, Norway, Peru, Philippines, Poland, Republic of Korea, Spain, Tajikistan, Yemen.

III. Report

6. The Committee adopted this report and recommended that the Commission approve it.