

**CONFERENCE ON THE ESTABLISHMENT
OF THE INTERNATIONAL RENEWABLE ENERGY AGENCY**

Rules of Procedure of the Conference

Monday, 26 January 2009,
Bonn, World Conference Center

IRENA/FC/dc.1

**Decision FC/dc.1 on Adopting the
Rules of Procedure of the Conference on the Establishment of the
International Renewable Energy Agency**

The Conference on Establishing the International Renewable Energy Agency,

adopts the following rules of procedure for this Conference:

I. REPRESENTATION AND CREDENTIALS

Rule 1: Participants of the Conference

States and regional intergovernmental economic integration organisations invited to participate in the Conference shall be entitled to take part in the Conference and its decision-making.

Rule 2: Delegations and representatives

1. The delegation of a participant shall consist of a head of delegation and such other alternates and advisers as may be required.

2. The head of the delegation of a participant serves as its representative. The head of delegation may designate an alternate or adviser to act as a representative in his or her place. The term “representative” in these rules refers to representatives of participants according to rule 1.

Rule 3: Credentials and full powers

1. Full powers are required for signing the Statute of the International Renewable Energy Agency and for adopting the resolution on the establishment of a Preparatory Commission. Such powers may be included in the credentials.
2. Credentials and full powers shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or in case of a regional intergovernmental economic integration organisation by the competent authority.
3. The credentials of representatives as well as the names of alternate representatives and advisers and the full powers shall be deposited at the opening of the Conference with the Credentials and Full Power Committee of the Conference. Copies thereof, including a translation into English, should be submitted to the Government of Germany not later than 16 January 2009.

Rule 4: Credentials and Full Powers Committee

The Conference shall establish a Credentials and Full Powers Committee, which shall consist of five representatives appointed by the Conference on proposal of the Chair. The Committee shall examine the credentials and full powers of representatives and report to the Conference without delay.

Rule 5: Provisional participation

Until the decision of the Conference upon their credentials and full powers, representatives shall be entitled to participate provisionally in the Conference.

II. SECRETARIAT

Rule 6: Duties of the Secretariat

1. The Conference shall have a Secretariat provided by the Depositary. The Secretariat shall make all arrangements relating to meetings and provide for the reception, translation, reproduction and distribution of the required documents, for the interpretation of oral interventions and for the performance of all other secretarial work required for the Conference.
2. The Secretary-General of the Conference, designated by the Depositary, shall assist the Chair and Vice-Chairs. He or she shall act in that capacity in all meetings. He or she may designate another member of the secretariat to replace him or her in case of absence.

III. CHAIR and OFFICERS

Rule 7: Chair and Vice-Chairs

1. The Conference will be chaired by the host government.
2. The Conference shall elect two Vice-Chairs on proposal of the Chair. The Conference shall also elect such other officers as it deems necessary for the performance of its functions.

Rule 8: General powers of the Chair

1. The Chair shall preside at the meetings of the Conference, 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 Conference for decision, announce the necessary majority in accordance with these rules of procedure and announce the result of decisions. Subject to these rules, the Chair shall have control of the proceedings and over the maintenance of order thereat and take the necessary decisions therefore.
2. The Chair, in the exercise of his or her functions, remains under the authority of the Conference.

Rule 9: Acting Chair

The Chair may designate one of the Vice -Chairs to take his or her place. A Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

Rule 10: 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 Conference, but shall appoint another member of his or her delegation to act as a representative in his or her place.

IV. CONDUCT OF BUSINESS

Rule 11: Points of order

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

Rule 12: Speeches and interventions

1. Representatives may ask for the floor in order to address the Conference.
2. Representatives may not address the Conference without having previously obtained the permission of the Chair.
3. The Chair shall subject to rules 11 and 15 to 17 call upon speakers in the order in which they signify their desire to speak.
4. The Chair may also ask the speaker not to depart from the subject.

Rule 13: List of speakers and time to speak

During the course of a debate the Chair may announce the list of speakers. With the consent of the Conference he may declare the list of speakers closed, limit the time to be allowed to speak and the number of times each representative may speak.

Rule 14: Rights of reply

Notwithstanding rule 13 the Chair shall accord the right of reply to a representative who requests it.

Rule 15: Suspension or adjournment of the meeting

A representative may at any time move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be put by the Chair immediately to the Conference for decision.

Rule 16: Adjournment of debate

A representative may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against the adjournment, after which the motion shall be put by the Chair immediately to the Conference for decision.

Rule 17: Closure of debate

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified a wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be put by the Chair immediately to the Conference for decision.

Rule 18: Order of motions

The motions indicated below shall have the precedence in the following order over all other proposals or motions before the meeting:

- 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.

V. DECISION-MAKING

Rule 19: Rights to vote

Only participants according to rule 1 shall have the right to vote. Each participant shall have one vote.

Rule 20 Consensus and majority

The Conference shall take decisions on questions of procedure by a simple majority of the representatives present and voting. Decisions on matters of substance shall be taken by consensus of the representatives present or, if no consensus can be reached, by a vote of two-thirds majority of the representatives present and voting. When the issue arises as to whether the question is one of substance or not, that question shall be treated as a matter of substance unless the Conference by consensus of the representatives present or, if no consensus can be reached, by a vote of two-thirds majority of the representatives present and voting decides otherwise.

Rule 21: Method of voting

The Conference shall normally vote by show of hands, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the state and regional economic integration organisations, beginning with the delegation whose name is drawn by lot by the President. Each name shall be called in all roll-calls and its representative shall reply "yes", "no" or "abstention".

Rule 22: Signature of the Statute of the International Renewable Energy Agency

After the closure of debate, the Statute of the Renewable Energy Agency will be submitted to the representatives for signature in the English alphabetical order.

Rule 23: Resolution on the establishment of a Preparatory Commission for the International Renewable Energy Agency

After the signature of the Statute of the International Renewable Energy Agency, the Conference should adopt a resolution on the establishment of a Preparatory Commission for the International Renewable Energy Agency by consensus of the Signatories present or, if no consensus can be reached, by a vote of two-thirds majority of the Signatories present and voting.

VI. LANGUAGES AND RECORDS

Rule 24: Language of the Conference

English shall be the official language of the Conference.

Rule 25: Interpretation

1. A representative may make an intervention in any of the official languages of the United Nations and the language of the host government.
2. Interventions made in any of the official languages of the United Nations or the language of the host government shall be interpreted into the other official languages of the United Nations and the language of the host government.

Rule 26: Language of official documents

Official documents of the Conference shall be made available in the official language of the Conference.

Rule 27: Rapporteur, report and records

1. The Conference shall appoint a Rapporteur on proposal of the Chair.
2. The report of the Conference shall record the course of the meeting and very briefly summarize speeches. It shall mention interventions, proposals, the outcome of debates, the procedure of voting and the adoption of decisions of the Conference as well as the report of the Credentials and Full Powers Committee.
3. Each representative shall be entitled to ask for any statement made by him or her to be included in the reports either verbatim or in summary form, provided the English text is handed to the Secretariat in writing before the adoption of the report at the end of the Conference.
4. At the end of the Conference the Rapporteur shall submit the report to the Conference for adoption. If the Conference decides that amendments to the report are necessary the report shall be amended and submitted to the Conference again immediately.
5. After being adopted by the Conference the report shall be signed by the Chair, the Vice-Chairs, the Secretary General and the Rapporteur.

6. The report shall be deposited in the archives of the Depositary. Copies of the report shall be distributed to the participants of the Conference.

4. Summary records of the Conference shall be kept and published by the Depositary in the official language of the Conference.

VII. OBSERVERS

Rule 28: Attendance of observers

1. Any entity and any international organisation or any other organisation whose work is related to that of the International Renewable Energy Agency having received an invitation to attend the Conference as an observer, may attend the Conference as an observer unless otherwise decided by the Conference.

2. The Conference may decide to allocate documents to observers.

VIII. AMENDMENT OF THE RULES OF PROCEDURE

Rule 29: Method of amendment

These Rules of Procedure may be amended by a decision by consensus of representatives present.