

**Report of the Second Session of the Preparatory Commission**

Second session

IRENA/PC.2/SR

Monday, 29 June and Tuesday, 30 June 2009

Sharm El Sheikh International Congress Center (SEICC)

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

A. Introduction .....	3
B. Participants .....	3
C. Opening of the session.....	4
D. Organisational matters .....	4
I. Adoption of the agenda .....	4
II. Election of Vice-Chairs and a Rapporteur.....	4
III. Appointment of a Credentials Committee .....	4
IV. Participation of observers at the second session .....	4
E. Signing Ceremony.....	5
F. High Level Segment “IRENA – The Way Forward” .....	5
G. Report of the Chair of the Administrative Committee on the development of IRENA ....	6
H. Designation of IRENA’s interim seat of the Secretariat.....	6
I. Report of the Headquarters Committee .....	6
II. Presentations of the applying Signatory States.....	6
III. Question and answer session.....	6
I. Appointment of IRENA’s Interim Director-General.....	7
I. Report of the Director-General Committee .....	7
II. Presentations of the candidates for the post of Interim Director-General .....	7
III. Question and answer session.....	8
J. Decision on IRENA’s interim seat of the Secretariat and on IRENA’s Interim Director-General ( <i>Private Meeting</i> ) .....	8
I. Report of the Credentials Committee on Signatories eligible to vote.....	8
II. Decision on IRENA’s interim seat of the Secretariat .....	8
III. Decision on IRENA’s Interim Director-General .....	8
K. Closing remarks (day 1) .....	9

L. Opening of the second day.....	9
M. Decision on the Interim Work Programme 2009/2010 .....	9
N. Decision on the 2009 Budget .....	10
O. Decision on the Budget Outline 2010 and Related Provisions .....	10
P. Decision on the Interim Financial Regulations of the Preparatory Commission .....	10
Q. Decision on Interim Staff Regulations of the Preparatory Commission .....	11
R. Decision on Secondment of Staff to the Preparatory Commission.....	11
S. Organisation of work of the Preparatory Commission beyond its second session .....	11
I. Organisation of the work of the Preparatory Commission after its second session .....	11
II. Designation of the date and place of the third session.....	12
III. Election of the Chair and Vice-Chairs for the third session .....	12
T. Any other business.....	12
U. Closing of the session .....	12
I. Credentials Committee Report .....	12
II. Provisional report of the second session of the Preparatory Commission.....	12
III. Closing remarks .....	13
Annex to the Report: .....	14
Annex 1: List of Participants .....	14
Annex 2: List of Observers .....	35
Annex 3: Agenda of the Second Session .....	38
Annex 4: Report of the Chair of the Administrative Committee .....	41
Annex 5: Report of the Headquarters Committee .....	44
Annex 6: Report of the Director-General Committee .....	46
Annex 7: Decision on the Interim Work Programme 2009/2010.....	48
Annex 8: Decision on the 2009 Budget.....	64
Annex 9: Decision on the Budget Outline 2010 and Related Provisions .....	68
Annex 10: Indicative IRENA Adjusted Scale of Contributions for 2010 .....	73
Annex 11: Interim Financial Regulations for the Preparatory Commission.....	77
Annex 12: Interim Staff Regulations for the Preparatory Commission .....	92
Annex 13: Interim Regulations on Secondment of Staff to the Preparatory Commission .....	107
Annex 14: Credentials Committee Report .....	117

## **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. As decided at the first session of the Preparatory Commission, and in accordance with number 6 of the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency (IRENA), the Commission met for its second session in Sharm El Sheikh, Egypt, from 29 to 30 June 2009.

## **B. Participants**

2. Until 28 June 2009, 114 States had signed the Statute of IRENA. On 29 June 2009, 22 States signed the Statute of IRENA (see section E). Of the total of 136 Signatories, the following 134 Signatories participated as Members in the second session of the Commission:

Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Belarus, Benin, Bosnia and Herzegovina, Brunei Darussalam, Bulgaria, Burkina Faso, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, Comoros, Congo (Republic of), Costa Rica, Côte d’Ivoire, Cyprus, Democratic Republic of the Congo, Denmark, Djibouti, Dominican Republic, Ecuador, Egypt, Eritrea, Estonia, Ethiopia, Fiji, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guinea-Bissau, Honduras, Iceland, India, Iran (Islamic Republic of), Iraq, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Kenya (Republic of), Kiribati, Kuwait, Latvia, Lebanon, Lesotho, Liberia, Libyan Arab Jamahiriya, Liechtenstein, Lithuania, Luxembourg, Madagascar, Maldives, Mali, Malta, Mauritania, Monaco, Mongolia, Montenegro, Morocco, Nauru, Nepal, Netherlands, Nicaragua, Niger, Nigeria, Norway, Oman, Pakistan (Islamic Republic of), Palau, Papua New Guinea, Peru, Philippines, Poland, Portugal, Republic of Korea, Romania, Rwanda, Samoa, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Slovakia, Slovenia, Somalia, Spain, Sri Lanka, Sudan, Swaziland, Sweden, , Switzerland, Syrian Arab Republic, Tajikistan, Tanzania, The former Yugoslav Republic of Macedonia, Timor-Leste, Tonga, Togo, Tunisia, Turkey, Uganda, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay, Uzbekistan, Vanuatu, Yemen, Zambia and Zimbabwe (see **Annex 1** for details).

3. The following 9 States and the European Community participated in the second session of the Commission as observers: Belgium, Brazil, Canada, Cook Islands, Czech Republic, New Zealand, Qatar, Saudi Arabia, and Ukraine (see section D paragraph IV and **Annex 2** for details).

4. Representatives of 59 organisations active in the field of renewable energy participated in the second session of the Commission as observers (see **Annex 2** for details).

### **C. Opening of the session**

5. The session was formally opened by the Chair of the second session of the Preparatory Commission, H.E. Dr. Hassan Younes, Minister of Electricity & Energy of Egypt, who also addressed the participants.

### **D. Organisational matters**

#### **I. Adoption of the agenda**

6. The Commission adopted the agenda as contained in **Annex 3 by consensus**.

#### **II. Election of Vice-Chairs and a Rapporteur**

7. The Commission elected the representatives of Argentina, Italy, Korea and Nigeria as Vice-Chairs of its second session.

8. The Commission, in accordance with rule 13 number 4 of its interim rules of procedure, elected Professor Abubakar Sani Sambo, Director General/Chief Executive Officer of the Energy Commission of Nigeria, as Rapporteur of its second session.

#### **III. Appointment of a Credentials Committee**

9. The Commission established a Credentials Committee, consisting of representatives of Argentina, Egypt, Norway, the Philippines and Samoa.

10. The Chair announced that in order to ensure high transparency of the voting procedures regarding the interim seat of the Secretariat and the Interim Director-General, representatives of the States applying to host the interim seat of the Secretariat and of the States that have nominated candidates for the Interim Director-General were invited to attend the meetings of the Credentials Committee as observers.

#### **IV. Participation of observers at the second session**

11. In accordance with rule 40 of its interim rules of procedure, the Commission granted observer status for the second session of the Commission to all States, international organisations and any other organisation active in the field of renewable energy that had registered prior to this session (see **Annexes 2** for details).

12. A list of applicants for observer status at the second session of the Preparatory Commission for IRENA had been circulated by the Chair of the Administrative Committee to the Members of the Commission on 29 May 2009, which had approved the list through a silent procedure (see **Annex 2** for details). The list was presented again to the Commission, which approved that the listed States and organisations be granted the status of observers to its second session.

13. A list of additional applicants for observer status at the second session of the Preparatory Commission for IRENA that had registered as observers since 29 May 2009 was presented to the Commission (see **Annex 2**). The Commission approved the list of additional applicants for observer status, thereby granting the listed States and organisations the status of observers to its second session.

14. Of the 16 States listed in **Annex 2**, Iraq, Kuwait and the United Kingdom of Great Britain and Northern Ireland had signed the Statute of IRENA prior to the opening of second session of the Commission, having thus become Members of the Preparatory Commission. In addition, Angola, Antigua and Barbuda, Japan and Malta signed the Statute of IRENA during the signing ceremony (see section E), thereby becoming Members of the Commission.

15. Upon proposal of the Chair, who had received requests from a number of observers, the Commission decided that all observers may attend the presentations of the applying Signatory States to host the interim seat of the Secretariat and of the candidates for the post of Interim Director-General of IRENA. All other parts of the private meetings of the Commission at its second session remained closed to observers.

#### **E. Signing Ceremony**

16. The following 15 States signed the Statute of IRENA during the signing ceremony, which took place in the morning of the first day: Australia, Costa Rica, Japan, Lesotho, Liechtenstein, Maldives, Malta, Palau, Samoa, Swaziland, Timor-Leste, Tonga, United States of America, Vanuatu and Zimbabwe.

17. The following 7 States signed the Statute of IRENA in another signing ceremony in the afternoon of the first day, immediately before the vote on the Interim Director-General: Angola, Antigua and Barbuda, Fiji, Gabon, Kiribati, Nauru, and Papua New Guinea (see also section J paragraph I).

18. A total of 136 States had signed the Statute of IRENA as of 29 June 2009. 134 Signatories were represented at the second session of the Commission.

#### **F. High Level Segment “IRENA – The Way Forward”**

19. In the course of the high-level segment, representatives of the following 31 Members of the Commission made statements regarding the development of the Agency and its prospective role in the international arena: Australia, Azerbaijan, Belarus, Chile, Cote d'Ivoire, Egypt, Ethiopia, France, Gambia, Germany, Greece, Guinea, India, Italy, Japan, Lebanon, Liberia, Mali, Morocco, Pakistan, Philippines, Republic of Korea, Samoa, Senegal, Sierra Leone, Spain, Tonga, Turkey, Uganda, United Arab Emirates and the United States of America.

20. Given the large number of States that asked for the floor and the time constraints due to the large number of agenda items, the Chair asked all States that could not take the floor to submit their statements to the Secretariat in writing. Statements received will be published on the website of IRENA.

## **G. Report of the Chair of the Administrative Committee on the development of IRENA**

21. The Chair of the Administrative Committee, Dr. Karsten Sach, Deputy Director General "International Cooperation" of the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety of Germany, presented a report on the activities and work of the Administrative Committee since January. The report is contained in **Annex 4**.

## **H. Designation of IRENA's interim seat of the Secretariat**

### **I. Report of the Headquarters Committee**

22. The Chair of the Headquarters Committee, Hyun Cho, Ambassador for Energy and Resources, Ministry of Foreign Affairs and Trade in the Republic of Korea, presented the report on the activities of the Committee. According to this report, the Headquarters Committee had received applications from four Signatory States until 30 April 2009: Austria (Vienna), Denmark (Copenhagen), Germany (Bonn) and the United Arab Emirates (Abu Dhabi). The Committee had acknowledged that all the offers were valid, meeting the requirements for applications as laid down in Article 2 of Annex II of decision PC.1/dc.2. Denmark had withdrawn its offer to host the interim seat of the Secretariat on 17 June 2009. The full report is contained in **Annex 5**.

### **II. Presentations of the applying Signatory States**

23. The Chair announced that the Commission would decide on the offers to host the interim seat of the Secretariat from Austria (Vienna), Germany (Bonn) and the United Arab Emirates (Abu Dhabi).

24. The Chair informed the Commission that the following order of presentations had been drawn by lot in a meeting attended by all applying Signatory States on 28 June 2009: (1) Austria, (2) United Arab Emirates and (3) Germany. Each applying Signatory State gave a brief presentation on its offer to host the interim seat of the Secretariat of IRENA.

25. Ms Irene Freudenschuss-Reichl, Director General for Development Cooperation in the Federal Ministry for European and International Affairs of Austria presented Austria's offer. Dr. Sultan Ahmed Al Jaber, Chief Executive Officer of the Abu Dhabi Future Energy Company, gave the presentation on the offer of the United Arab Emirates. H.E. Mr Sigmar Gabriel, Federal Minister for the Environment, Nature Conservation and Nuclear Safety of Germany and Ms Barbara Dieckmann, mayor of the city of Bonn, presented the offer of Germany.

### **III. Question and answer session**

26. As the Chair announced the results of consultations with the States interested to host the interim seat of the Secretariat (see section J, paragraph II), the question and answer session was cancelled.

## **I. Appointment of IRENA's Interim Director-General**

### **I. Report of the Director-General Committee**

27. Mr Marijus Franckevicius, Director of the Energy Agency Lithuania, presented the report on the activities of the Committee and the applications received for the post of Interim Director-General, on behalf of the Chair of the Director-General Committee. The Director-General Committee had received nominations for six candidates:

- Juan M. Ormazabal Jordana, Director General Centro Nacional de Energías Renovables – CENER (National Center of Renewable Energy), Spain
- Grete Faremo, Consultant, Chairwoman to the Board of ABELIA, Vice chairperson to the Board of Norsk Hydro ASA, Norwegian Defence Research Establishment (FFI) and COWI AS, Norway
- Hans Jørgen Paludan-Müller Koch, Deputy Permanent Secretary, Ministry of Climate and Energy, Danish Energy Agency, Denmark
- Hélène Pelosse, Deputy Head of Staff in charge of international affairs, Private Office of the Minister of State, France
- Professor Abubakar Sani Sambo, Director General/Chief Executive Officer of the Energy Commission of Nigeria, Nigeria
- Professor Arthouros Zervos, Faculty Member at the Mechanical Engineering Department of the National Technical University of Athens, President of the European Wind Energy Association, EWEA, President of the European Renewable Energy Council, EREC, Greece

The Committee had acknowledged that the nominations put forward by Spain (Mr Juan M. Ormazabal Jordana), Denmark (Mr Hans Jørgen Koch), France (Ms. Hélène Pelosse) and Greece (Mr Arthouros Zervos) were valid, meeting the requirements for applications as laid down in Article 2 of Annex II of decision PC.1/dc.3. The nominations presented by Nigeria (Mr Abubakar Sani Sambo) and Norway (Ms. Grete Faremo) were considered as non-valid nominations by the Committee. Both candidates had withdrawn their applications on 17 June 2009 and 3 June 2009 respectively. The full report of the Director-General Committee is contained in **Annex 6**.

## **II. Presentations of the candidates for the post of Interim Director-General**

28. The Chair announced that the Commission would decide on the nominations for the post of Interim Director-General from Spain (Mr Juan M. Ormazabal Jordana), Denmark (Mr Hans Jørgen Koch), France (Ms. Hélène Pelosse) and Greece (Mr Arthouros Zervos).

29. The Chair informed the Commission that the following order of presentations had been drawn by lot in a meeting attended by all nominating States on 28 June 2009: (1) Mr Hans Jørgen Koch, (2) Mr Arthouros Zervos, (3) Ms Hélène Pelosse and (4) Mr Juan M. Ormazabal Jordana. Questions would be answered by the candidates in the reversed order. Each of the candidates gave a brief presentation on his or her vision of IRENA.

### **III. Question and answer session**

30. Signatories had the opportunity to address any question they had to the candidates. There was no specific order in which questions had to be asked. Each candidate was given 5 minutes to respond to questions.

31. The following 5 States posed questions to the candidates: Bangladesh, Grenada, Liberia, Senegal and Slovenia. The candidates answered in the reverse order of the presentations.

### **J. Decision on IRENA`s interim seat of the Secretariat and on IRENA`s Interim Director-General (Private Meeting)**

#### **I. Report of the Credentials Committee on Signatories eligible to vote**

32. The spokesperson of the Credentials Committee, Ambassador Alfredo Morelli, Ministry of Foreign Affairs, International Trade and Worship of Argentina, presented the results on the Committee`s deliberations on the Signatories eligible to vote. 7 had not been allowed to sign the Statute of IRENA during the signing ceremony as originals of full powers were missing. The Committee proposed to the Preparatory Commission to allow these countries to sign under the condition of providing sufficient full powers within a period of three months. Failure to provide the required documents within the given time frame may render the signatures invalid.

33. Upon proposal of the Chair, the Commission approved the proposal of the Credentials Committee and allowed the following 7 States to sign the Statute of IRENA in a second signing ceremony: Angola, Antigua and Barbuda, Fiji, Gabon, Kiribati, Nauru, and Papua New Guinea (see also section E).

#### **II. Decision on IRENA`s interim seat of the Secretariat**

34. Following consultations of the Chair with the States interested to host the interim seat of the Secretariat, the Chair informed that as a result of these consultations, Austria and Germany had decided to withdraw their candidatures for the interim seat of the Secretariat of IRENA in full support of the candidature of the United Arab Emirates.

35. Upon the proposal by the Chair, the Commission designated by acclamation Abu Dhabi, United Arab Emirates, as the interim seat of the Secretariat of the International Renewable Energy Agency, in accordance with number 9 of the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency.

#### **III. Decision on IRENA`s Interim Director-General**

36. In accordance with number 9 of the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency, the Commission appointed Ms H el ene Pelosse as Interim Director-General of the Interim Secretariat of the International Renewable Energy Agency.



#### **K. Closing remarks (day 1)**

37. H.E. Dr. Hassan Younes briefly addressed the Commission, thanking delegates for the very fruitful deliberations leading to the far-reaching decisions taken on the first day of the second session of the Commission, and declared the first day of the second session of the Commission closed.

#### **L. Opening of the second day**

38. The Vice-Chair, Prof. Abubakar Sani Sambo, Director General/Chief Executive Officer of the Energy Commission of Nigeria, formally opened the second day of the second session of the Commission.

39. The Chair reported that during its meeting on 28 June 2009, the Administrative Committee had briefly discussed the draft decisions to be considered and adopted by the Commission. The Administrative Committee had decided to form two working groups on (1) the interim work programme 2009/2010 and (2) the legal documents relating to financial and staff issues. The two groups were open to all Members of the Commission wishing to consult on the draft documents prepared by the Administrative Committee and distributed to the Members of the Commission on 17 June 2009.

40. On 29 June 2009, representatives of several interested States participated in the working group on the interim work programme 2009/2010, which was co-chaired by Ms Irene Freudenschuss-Reichl, Director General for Development Cooperation in the Federal Ministry for European and International Affairs of Austria and Ms Monika Frieling, Ministry for the Environment, Nature Conservation and Nuclear Safety of Germany.

41. On 29 June 2009, representatives of several interested States participated in the working group on the legal documents relating to financial and staff issues, which was chaired by Dr. Martin Schöpe, Head of Division in the Ministry for the Environment, Nature Conservation and Nuclear Safety of Germany

#### **M. Decision on the Interim Work Programme 2009/2010**

42. The Commission discussed the draft decision on the interim work programme for the period 2009/2010 as prepared by the Administrative Committee in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. The interim work programme had been drafted on the basis of discussions held at the IRENA retreat from 14 to 17 April 2009 in Austria (Vienna and Styria) at the invitation of the Government of Austria as well as comments by Members of the Commission on earlier versions of the document. Several changes to the draft decision were introduced by the working group on the interim work programme for the period 2009/2010.

43. The Commission adopted the decision on the interim work programme for the period 2009/2010 as contained in **Annex 7**.

#### **N. Decision on the 2009 Budget**

44. The Commission discussed the draft decision on the 2009 budget as prepared by the Administrative Committee, in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. Minor changes to the draft decision were introduced by the working group on the legal documents relating to financial and staff issues.

45. The Commission adopted the decision on the 2009 budget as contained in **Annex 8**.

#### **O. Decision on the Budget Outline 2010 and Related Provisions**

46. The Commission discussed the draft decision on the 2010 budget as prepared by the Administrative Committee, in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. Several changes were introduced to the draft decision on the 2010 budget by the working group on the legal documents relating to financial and staff issues, particularly to rename the document to decision on the budget outline 2010 and related provisions.

47. The Commission adopted the decision on the 2010 budget outline as contained in **Annex 9**.

48. The Preparatory Commission agreed to provide the indicative IRENA adjusted scale of contributions for information purposes as contained in **Annex 10**. The indicative IRENA adjusted scale of contributions reflects the current membership. It has to be adjusted once further Members join the Preparatory Commission by signing the Statute of IRENA. The indicative IRENA adjusted scale of contributions will be updated regularly.

49. The Commission underlined that when the Statute of IRENA enters into force and the financing system thereby relies on mandatory contributions, voluntary contributions already made by a Signatory in one year shall be counted against mandatory contributions a Signatory was obliged to pay in that year. No Member of the Commission shall have to pay contributions twice when the basis for financing shifts from voluntary to mandatory contributions.

#### **P. Decision on the Interim Financial Regulations of the Preparatory Commission**

50. The Commission discussed the draft decision on the interim financial regulations of the Preparatory Commission as drafted by the Administrative Committee, in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. The working group on the legal documents relating to financial and staff issues agreed to several changes of the draft decision on the interim financial regulations for the Preparatory Commission.

51. The Commission adopted the decision on the interim financial regulations of the Preparatory Commission as contained in **Annex 11**.

#### **Q. Decision on Interim Staff Regulations of the Preparatory Commission**

52. The Commission discussed the draft decision on the interim staff regulations of the Preparatory Commission as drafted by the Administrative Committee, in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. The working group on the legal documents relating to financial and staff issues agreed to several changes of the draft decision on the interim staff regulations for the Preparatory Commission.

53. The Commission adopted the decision on the interim staff regulations of the Preparatory Commission as contained in **Annex 12**.

#### **R. Decision on Secondment of Staff to the Preparatory Commission**

54. The Commission discussed the draft decision on the secondment of staff to IRENA for the transitional period as drafted by the Administrative Committee, in accordance with paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee. Some minor changes to the draft decision secondment of staff to the Preparatory Commission were introduced by the working group on the legal documents relating to financial and staff issues.

55. The Commission adopted the decision on the secondment of staff to IRENA for the transitional period as contained in **Annex 13**.

#### **S. Organisation of work of the Preparatory Commission beyond its second session**

##### **I. Organisation of the work of the Preparatory Commission after its second session**

56. The Commission discussed the issue of administrative and secretarial support for IRENA and the Interim Director-General until the Secretariat is fully operational.

57. The Commission decided to maintain the Administrative Committee as it was established by decision IRENA/PC.1/dc.5 for a transitional period until the third session of the Preparatory Commission and as long as deemed necessary by the Members of the Commission.

58. The Commission agreed that the Administrative Committee would continue to be open to all Members of the Preparatory Commission which are willing to substantially contribute to its work. The Committee is chaired by Germany.

59. The Administrative Committee shall start immediately to support and oversee the work of the Interim Director-General and assume any administrative and secretarial tasks that are required.

60. The Administrative Committee shall carry out its work in close collaboration and coordination with the Interim Director-General.

## **II. Designation of the date and place of the third session**

61. The Commission decided that its third session shall be held in January 2010 in Abu Dhabi, United Arab Emirates, in conjunction with the World Future Energy Summit.

## **III. Election of the Chair and Vice-Chairs for the third session**

62. In accordance with rule 13 paragraph 2 of its interim rules of procedure, the Commission elected the United Arab Emirates as Chair of its third session.

63. The Commission re-elected, in accordance with rule 13 paragraph 2 of its interim rules of procedure, representatives of Argentina, Italy, Nigeria and the Republic of Korea as Vice-Chairs of its third session.

## **T. Any other business**

64. Following informal consultations of the Chair with the States interested to host the interim seat of the Secretariat, an IRENA Innovation Centre, funded by Germany, will be established in Bonn within the framework of the IRENA Secretariat, while recognizing that future centres may be established. Germany has offered to contribute up to four million Euros for the establishment of this centre and 2-3 million Euros per annum for its operations.

65. Within the framework of the IRENA Secretariat, an IRENA Liaison Office to international agencies and UN Energy will be established in Vienna, to be funded by the government of Austria.

## **U. Closing of the session**

### **I. Credentials Committee Report**

66. The Chair announced that the report of the Credentials Committee will be circulated to the Members of the Commission. The final report is contained in **Annex 14**.

### **II. Provisional report of the second session of the Preparatory Commission**

67. Professor Abubakar Sani Sambo expressed his gratitude to the Commission for entrusting him with the function of Rapporteur of the second session of the Preparatory Commission. He reported on the main matters of debate and highlighted important aspects discussed and adopted at the second session of the Commission. He announced that the full report will be prepared and forwarded to the Members of the Commission.

68. Upon the proposal of the Chair, the Commission accepted the report of its second session as presented by the Rapporteur.

### III. Closing remarks

69. In her closing remarks, Ms H el ene Pelosse, the newly appointed Interim Director-General of IRENA, informed delegates that she will soon approach Member States to consider providing IRENA with their voluntary contributions for 2009 as well as on secondment of staff to IRENA.

70. The Chair expressed his gratitude to all Members of the Commission and to the staff for their contributions and work which had made the second session of the Preparatory Commission a great success. He congratulated Abu Dhabi, United Arab Emirates, for having been designated to host the interim seat of the Secretariat of IRENA and Ms H el ene Pelosse for having been elected Interim Director-General. By wishing both every success in their endeavours, he declared the second session of the Preparatory Commission closed.

Sharm El Sheikh, 30 June 2009



H.E. Dr. Hassan Younes

Chair

Minister of Electricity & Energy  
of Egypt



Professor Abubakar Sani Sambo

Rapporteur

Director General/Chief Executive  
Officer of the Energy  
Commission of Nigeria

3

# PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

## List of Participants

Report

Annex 1

### Second session

IRENA/PC.2/proc.1

Tuesday, 30 June 2009

Sharm El Sheikh International Congress Center (SEICC)

<b>Members of the Preparatory Commission for the International Renewable Energy Agency (IRENA) which participated in the second session of the Commission</b>							
Country	HD/D	Ac. Title	Ms./Mr.	First Name	Last Name	Institution	Job Title/Function
1. Afghanistan	D		Mr.	Hafizullah	Ayubi	Embassy of the Islamic Republic of Afghanistan in Egypt	Ambassador
	D		Mr.	Jalaluddin	Joyenda	Embassy of the Islamic Republic of Afghanistan in Egypt	Third Secretary
2. Albania	HD		Mr.	Admirin	Banaj	Ministry of Foreign Affairs	Ambassador of the Republic of Albania to Saudi Arabia
	D		Mr.	Ilir	Hoxha	Embassy of the Republic of Albania in Arab Republic of Egypt	Chargé d'Affaires of the Albanian Embassy
3. Algeria	HD		Mr.	Abdelhakim	Mihoubi	Ministry of Foreign Affairs	Sub-Director in Charge of Sustainable Development
4. Angola	HD	Dr.	Mr.	Pedro	Hendrick	Embassy of Angola	Extraordinary and Plenipotentiary Ambassador to the Arab Republic of Egypt
	D		Ms.	Bela	Chindumba	Ministry of Energy	Director
	D		Mr.	Munzila	Dodão	Ministry of Energy	Director
	D		Mr.	Lopes	Eustáquia Vieira	Ministry of Energy	Director
	D		Ms.	Tania	Miranda	Ministry of Foreign Affairs	Expert in Charge of IRENA
	D		Mr.	Joaquim	Agostinho de Sila Alberto	Angola Embassy	Official of Protocol
	D	Dr.	Mr.	Victor	Carvalho	Angola Embassy	Press Attaché
	D		Mr.	Manuel	Nogueira	Embassy of Angola	Minister Counsellor
5. Antigua and Barbuda	HD		Mr.	Conrad	Hunte	Government of Antigua and Barbuda	Deputy Permanent Representative to the UN
6. Argentina	HD		Mr.	Alfredo	Morelli	Ministry of Foreign Affairs, International Trade and Worship	Ambassador
	D	Dr.	Mr.	Antonio Adrián	Arciénaga Morales	National Ministry of Science, Technology and Productive Innovation	In Charge of the National Directorate of Studies
	D		Mr.	Sergio	Servin	Ministry of Foreign Affairs,	Counsellor

	D		Ms.	Sebastian	Scheinberg	International Trade and Worship Secretario de Ambiente de la Nación Argentina	Coordinador Unidad para el Desarrollo Energético Sustentable
7. Armenia	HD	Dr.	Mr.	Ruben	Karapetian	Embassy of the Republic of Armenia in Cairo	Ambassador
	D		Mr.	Hrachya	Poladian	Embassy of the Republic of Armenia in Cairo	Counsellor
8. Australia	HD		Mr.	Martin	Ferguson	Australian Government	Minister for Resources, Energy and Tourism
	D		Ms.	Lucienne	Olivia Manton	Department of Foreign Affairs and Trade	Director Climate Change and Environment
	D		Mr.	Gary	James	Department of Resources, Energy and Tourism	Manager Technology Policy
	D		Ms.	Veronica	Westacott	Department of Resources, Energy and Tourism	Policy officer
	D		Mr.	Joel	Grant	Australian Government	Adviser to Minister for Resources, Energy and Tourism
9. Austria	HD	Dr.	Mr.	Johannes	Kyrle	Austrian Federal Ministry for European and International Affairs	Vice-Minister for Foreign Affairs
	D	Dr.	Mr.	Ernst-Peter	Brezovszky	Austrian Federal Ministry for European and International Affairs	Head of Department for International Conferences and International Organizations based in Austria
	D	Dr	Ms.	Irene	Freudenschuss-Reichl	Austrian Federal Ministry for European and International Affairs	Director General for Development Cooperation
	D	Dr.	Mr.	Karl	Fiala	Austrian Federal Ministry of Economy, Industry and Energy	Director, Minister; Head of Department for International Environmental, Industry and Technology
	D	Dr.	Ms.	Maria	Rotheiser-Scotti	Austrian Federal Ministry of European and International Affairs	Director for Multilateral Development Cooperation
	D	Dr.	Mr.	Christian	Krepela	Austrian Federal Ministry of European and International Affairs	Director
	D		Mr.	Michael	Paula	Austrian Federal Ministry for Traffic, Innovation and Technology	Head of Division
	D	Dr.	Mr.	Thomas	Nader	Austrian Embassy in Cairo	Ambassador
	D	Dr.	Mr.	Gerald	Kriechbaum	Austrian Embassy in Abu Dhabi, UAE	Ambassador
	D		Mr.	Clemens	Mantl	Austrian Embassy in Cairo	Deputy Head of Mission
	D		Mr.	Mohamed	Khamis	Austrian Embassy in Cairo	Employee
	D		Mr.	Yasser	Shahata	Austrian Embassy in Cairo	Employee
D		Mr.	Rupert	Weinmann	Austrian Federal Ministry for	Counsellor at the Austrian Embassy in	

	D		Ms.	Pia	Herbst	European and International Affairs Austrian Federal Ministry of European and International Affairs	Berlin Multilateral Development
	D		Ms.	Lisa	Fellhofer	Austrian Federal Ministry for European and International Affairs	Assistant
10. Azerbaijan	HD	Prof.	Mr.	Natiq	Aliyev	Ministry of Industry and Energy	Minister
	D		Mr.	Rasin	Mammadov	Ministry of Industry and Energy	Head of Staff
11. Bahrain	HD	Dr.	Mr.	Abdulmajeed	Alawadhi	Electricity & Water Authority	Chief Executive - Electricity & Water Authority
	D		Mr.	Jassim	Alsherawi	National Oil and Gas Authority	General Manager, Oil and Gas Affairs
	D		Mr.	Mohammed	Shaheen	Electricity & Water Authority	Manager, CEO office
	D		Mr.	Nasser	Alruwaili	Electricity & Water Authority	Engineering Specialist
12. Bangladesh	HD		Mr.	Dipal Chandra	Barua	Grameen Shakti, Bangladesh	Managing Director
	D		Mr.	A.K.M. Shahidul	Karim	Embassy of Bangladesh	Charge d'Affaires a.i.
	D		Ms.	Sikha	Barua	Grameen Trust, Bangladesh	Deputy General Manager
13. Belarus	HD	Dr.	Mr.	Igor	Fissenko	Embassy of the Republic of Belarus to the UAE	Ambassador Extraordinary and Plenipotentiary
	D		Mr.	Aleksandr	Ulyanchenko	Embassy of the Republic of Belarus in Egypt	Counsellor
14. Benin	HD		Mr.	Raoufou Moutairou	Badarou	Ministry of Energy and Water	Technical Adviser of the Ministry of Energy and Water
15. Bosnia and Herzegovina	HD		Mr.	Hamdo	Tinjak	Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina	Secretary of Ministry
	D		Mr.	Ljubisa	Cosic	Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina	Advisor to Minister
	D		Ms.	Maida	Klempic	Ministry of Foreign Affairs of Bosnia and Herzegovina	Counsellor
16. Brunei Darussalam	HD		Mr.	Dato Paduka Haji Ishaq	Bin Haji Abdullah	Embassy of Brunei Darussalam in the Arab Republic of Egypt	Ambassador Extraordinary and Plenipotentiary
	D		Ms.	Latifah	Zaini	Embassy of Brunei Darussalam in the Arab Republic of Egypt	Second Secretary
17. Bulgaria	HD		Mr.	Zahary	Radoukov	Ministry of Foreign Affairs	Director of the UN and Global Issues Directorate
	D		Ms.	Ekaterina	Georgieva	Ministry of Foreign Affairs	Second Secretary



						Affairs	
18. Burkina Faso	HD		Mr.	Abdoulaye Abdelkader	Cisse	Ministry of Mines, Quarries and Energy	Minister
	D		Mr.	Der	Kodga	Ministry of Foreign Affairs and Regional Cooperation	Director of Multilateral Relations
	D		Mr.	Bassirou	Ouedraogo	Ministry of Mines, Quarries and Energy	Director of Traditional and Renewable Energy
	D		Ms.	Oudreaogo/ Yameogo Assetou	Wend Zoodo	Embassy of Burkina Faso in Egypt	Attaché
19. Cambodia	HD		Mr.	Sovanna	Toch	Ministry of Industry, Mines and Energy of Cambodia	Director of the Department of Energy Technique
20. Cameroon	HD		Mr.	Mohamadou	Labarang	Embassy of Cameroon in Egypt	Ambassador
	D		Mr.	M. Ndoungou Ndjoum	Francois-Xavier	Embassy of Cameroon in Egypt	First Secretary
21. Cape Verde	HD		Mr.	Severino	Almeida	Ministry for Foreign Affairs	Ambassador and Secretary General
	D		Mr.	Daniel Novo	Jesus dos Santos	Ministry of Economy, Growth and Competitiveness	Advisor to the Minister
22. Central African Republic	HD	Dr.	Mr.	Ngaye-Yankoisset	Patrick	Ministry of Mines, Energy and Hydraulic	General Director of Energy
23. Chad	HD		Mr.	El- Hadj Mahmoud	Adji	Chad Embassy in Egypt	Ambassador
	D		Mr.	Yoboussoum	Nodjitouloum	Ministry of Petrol and Energy	Assistant General Secretary of the Minister of Petrol and Energy
	D		Mr.	Oumar	Noury	Republic of Chad	Director of Cooperation at the Ministry of Foreign Affairs
	D		Mr.	Abdelkerim	Dangaye Ouedemi	Republic of Chad	Director of Ministry of Petrol and Energy
24. Chile	HD		Mr.	Marcelo	Tokman R.	National Commission for Energy	Minister
	D		Mr.	Jaime	Bravo O.	National Commission for Energy	Head of Division
	D		Mr.	Gabriel	Zepeda	Embassy of Chile in Egypt	Ambassador
25. Comoros							
26. Congo (Republic of)	D		Mr.	Guie	Daniel		General Director
	D	Dr.	Mr.	Thakala	Emile	Ministry of Energy and Hydraulic	Advisor
27. Costa Rica	HD		Mr.	Sergio	Vinocour	Ministry of Foreign Affairs	General Consul and Advisor to the Minister of Costa Rica in France
	D		Mr.	Miguel	Yamuni		Advisor on Special Mission
28. Côte d'Ivoire	HD		Mr.	Youssouf	Bakayoko	Ministry of Foreign Affairs	Minister
	D		Mr.	Bernard	Tanoh-Boutchoue	Embassy of Côte d'Ivoire in Egypt	Ambassador
	D		Mr.	François-Xavier	Zabavy	Ministry of Foreign Affairs	Deputy Director
	D		Mr.	Kouadjo Michel	Kouakou	Embassy of Côte d'Ivoire in Egypt	Economic and Commercial Counsellor
	D		Mr.	Kouamé Augustin	Kouakou	General Direction of Electricity	Director of Renewable Energies
	D		Mr.	N'ganam	Eboua	Ministry of Foreign	Chargé de Mission

29. Cyprus	HD		Mr.	George	Hajipapas	Affairs Ministry of Commerce, Industry and Tourism	Senior Industrial Extension Officer
30. Democratic Republic of the Congo	D		Mr.	Onadjonga	Bin Omeda	Ministry of Energy	Head of Division
	D		Mr.	Mpanu	Mpanu Nsiala	Designated National Authority of the Clean Development Mechanism	Director
	D		Mr.	Venan	Mabiala ma Mabiala		Assistant Coordinator – Ozone DRC
31. Denmark	HD		Mr.	Thomas	Egebo	Ministry of Climate and Energy	Permanent Secretary of State
	D		Mr.	Mads	Emil Stark	Ministry of Foreign Affairs	Head of Section
	D		Mr.	Mette	Ballebye	Danish Energy Agency	Head of Section
	D		Mr.	Laura	Hvid Arildsbo	Ministry of Climate and Energy	Head of Section
	D		Mr.	Martin	Lindgreen	Ministry of Climate and Energy	Director
	D		Mr.	Sune	Thorvildsen	Ministry of Climate and Energy	Head of Section
	D		Ms.	Annette	Schou	Ministry of Climate and Energy, Danish Energy Agency	International Advisor Danish Energy Agency
	D		Mr.	Hans Jorgen	Koch	Danish Energy Agency	Deputy Permanent Secretary
	D		Ms.	Anne-Sofie	Jensen	Danish Energy Agency	Head of Section
32. Djibouti	HD		Mr.	Bouh Odowa	Moussa	Ministry of Energy and Natural Resources	Minister
	D		Mr.	Moussa	Mohamed Ahmed	Embassy of the Republic of Djibouti in Egypt	Ambassador
	D		Mr.	Idriss	Chirwa	Embassy of the Republic of Djibouti to Abu Dhabi	Ambassador
	D		Mr.	Mohamed	Ali Hassan	Ministry of Foreign Affairs	Director of Bilateral Relations
	D		Mr.	Ali Ainan	Farah	Ministry of Energy and Natural Resources	Secretary General
33. Dominican Republic	HD		Ms.	Maria Gabriella	Bonetti	Embassy of the Dominican Republic in Egypt	Ambassador
	D		Mr.	Gerardo	Guemez	Embassy of the Dominican Republic in Egypt	Counsellor
	D		Mr.	Andy	Rodriguez	Embassy of the Dominican Republic in Egypt	Counsellor
34. Ecuador	HD	Dr.	Mr.	Edwin	Johnson	Embassy of Ecuador to Egypt	Ambassador
35. Egypt	HD	Dr.	Mr.	Hassan	Younes	Ministry of Electricity and Energy	Minister
	D		Mr.	Abdel Rahman	Salah El Din	New & Renewable Energy Authority (NREA)	Chairman of New & Renewable Energy Authority
	D		Mr.	Mohamed	Mousa Omran	Ministry of Electricity and Energy	First Undersecretary of State for Research, Planning, and Authorities Follow up
	D		Mr.	Mootaz	Ahmedein Khalil	Ministry of Foreign	Deputy Assistant

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	D		Ms.	Laila	Georgy Youssef	New & Renewable Energy Authority (NREA)	Vice Chairman of Studies & Technical Affairs
	D		Ms.	Omneya	Moustafa Sabry	Ministry of Electricity and Energy	Undersecretary of State for Research, Planning, and International Cooperation
	D		Mr.	Mohamed	El Khayat	New & Renewable Energy Authority (NREA)	General Manager for Follow Up and Planning
	D		Mr.	Amin	Moubarak	Cairo University	Professor
	D	Dr.	Mr.	Gamal	Osman	New & Renewable Energy Authority (NREA)	Consultant for NREA
	D		Mr.	Karim	Elkhashab	Ministry of Foreign Affairs	Diplomatic Attaché, Department of Environment and Sustainable Development
36. Eritrea	HD		Mr.	Ahmed	Haj Ali	Ministry of Energy and Mines	Minister
	D		Mr.	Segid	Uqubagabr	Ministry of Energy and Mines	Energy Management and Planning Division
37. Estonia	HD		Ms.	Kadri	Jõgi	Ministry of Foreign Affairs	Counsellor
	D		Mr.	Jüri	Kahn	Ministry of Foreign Affairs	Director for Africa, Latin America and Middle East
38. Ethiopia	HD		Mr.	Alemayehu	Tegenu	Ministry of Mines and Energy, Ethiopia	Minister
	D		Mr.	Ephrem	Hassen	Ministry of Mines and Energy, Ethiopia	Energy Resources & Technologies Dissemination Process Owner
39. Fiji	HD		Mr.	Solo Naivakarurubalavu	Mara	Fiji Embassy	Permanent Representative [Acting]
40. Finland	HD		Mr.	Taisto	Turunen	Ministry of Employment and the Economy	Director General
	D		Mr.	Petteri	Kuuva	Ministry of Employment and the Economy	Chief Engineer
41. France	HD		Mr.	Jean-Louis	Borloo	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Minister
	HD		Mr.	Raymond	Cointe	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Director European and International Affairs
	D		Ms.	Hélène	Pelosse	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Deputy Head of Staff in charge of international affairs
	D		Ms.	Valerie	Letard	MEED	Secrétaire d'état auprès du Ministre d'état
	D		Ms.	Dominique	Campana	ADEME	Director of International Relations
	D		Ms.	Christina	Vasak	MAE	Head of Mission
	D		Ms.	Caroline	Demoyer	MEDD	Head of Mission
	D		Mr.	Christophe	Schramm	MEEDDAT/DGEC	Deputy Head of Unit for Renewable Energies

	D		Mr.	André	Yatchinovsky	French Environment and Energy Management Agency	Head of Geographical Coordination Department
	D		Mr.	Jean	Lamy	Ministry of Foreign and European Affairs	Head of Climate and Energy Department
	D		Mr.	Olivier	Pairault	Ministry of Ecology, Energy, Sustainable Development and Town and Country Planning	Deputy Head of Unit - Climate Change and Energy
42. Gabon	D		Mr.	Bill	Joseph Mamboungou	Embassy of Gabon in Egypt	Ambassador
43. Gambia	HD		Mr.	Jammeh	Ousman	Ministry of Energy	Minister
	D		Mr.	Baboucarr	Jallow	Ministry of Energy	Permanent Secretary
	D		Mr.	Habib	Jarra	Ministry of Foreign Affairs	Deputy Permanent Secretary
44. Georgia	HD		Ms.	Nino	Kalandadze	Ministry of Foreign Affairs of Georgia	Deputy Minister
	D	Prof.	Mr.	Gocha	Japaridze	Embassy of Georgia to the Arab Republic of Egypt and the Syrian Arab Republic	Ambassador
	D		Mr.	Levan	Duchidze	Embassy of Georgia to the Federal Republic of Germany	Ambassador
	D		Mr.	Giorgi	Meskhishvili	Embassy of Georgia to the Federal Republic of Germany	Senior Counsellor
45. Germany	HD		Mr.	Sigmar	Gabriel	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Minister
	D		Ms.	Baerbel	Dieckmann	City of Bonn	Mayor
	D		Mr.	Bernd	Erbel	German Embassy in Egypt	Ambassador
	D		Mr.	Viktor	Elbling	Federal Foreign Office	Deputy Director General
	D	Dr.	Mr.	Karsten	Sach	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Director General
	D	Dr.	Mr.	Manfred	Konukiewitz	Federal Ministry for Economic Cooperation and Development	Deputy Head of Department
	D		Mr.	Thomas Hermann	Meister	Federal Foreign Office	Head of Division - International Energy Policy
	D	Dr.	Mr.	Klaus-Ludwig	Keferstein	Federal Foreign Office	Head of Division/ Ambassador
	D	Dr.	Mr.	Martin	Schöpe	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division
	D		Mr.	Johannes	Mager	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division

D		Mr.	Michael	Schroeren	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division/ Press
D		Ms.	Vera	Rodenhoff	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Head of Division of the Minister's Office
D		Mr.	Franz-B.	Marré	Federal Ministry for Economic Cooperation and Development	Head of Division
D		Ms.	Hildegard	Kaiser	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Head of Division
D		Mr.	Ralf	Christmann	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Head of Division
D		Ms.	Monika	Frieling	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Deputy Head of Division
D		Ms.	Michaela Hildegard	Spaeth	Federal Foreign Office	Counsellor - International Energy Policy
D		Mr.	Matthias	Dehner	Federal Foreign Office	Desk Officer
D		Mr.	Hendrik	Meller	Federal Ministry for Economic Cooperation and Development	Desk Officer
D		Mr.	Tony	Adam	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Advisor
D		Ms.	Daniela	Marquardt	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Protocol Officer
D		Mr.	Harald	Ganns	Common Information Space of the UN Organizations in Bonn (CIS)	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
D	Dr.	Mr.	Hans-Ulrich	Spohn	Federal Foreign Office	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
D	Dr.	Mr.	Peter Christian	Hauswedell	Federal Foreign Office	Ambassador at Large for the Establishment of an International Renewable Energy Agency (IRENA)
D	Dr.	Ms.	Heidi	Hoffmann	State Chancellery of North Rhine-Westphalia	Deputy Head of Division V.1 of Dept. for European and International Affairs
D	Dr.	Ms.	Maria	Hohn-Berghorn	City of Bonn, International	Director

	D	Dr.	Ms.	Monika	Hoerig	Affairs and Protocol Department City of Bonn, Press Office	Deputy Spokesperson
	D		Mr.	Bernhard	Zymla	GTZ GmbH, Eschborn, Germany	Head of Section
	D	Dr.	Mr.	Mike	Enskat	GTZ GmbH, Eschborn, Germany	Project Manager
	D	Dr.	Mr.	Hermann	Scheer	German Parliament	Member of Parliament
	D	Dr.	Mr.	Wolfhard	Behrens	German Embassy in Egypt	Head of Division
	D	Dr.	Mr.	Stefan	Buchwald	German Embassy in Egypt	Head of Division
	D		Ms.	Stephanie	Roesch	German Embassy in Egypt	Deputy Head of Division (Development Cooperation)
	D		Ms.	Noha	Stephanos	German Embassy in Egypt	Delegate
	D		Mr.	Gert	Himmler	Federal Foreign Office	Interpreter
	D		Ms.	Katharina	Suntrup	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	Interpreter
46. Ghana	D		Mr.	Peprah	Ampratwum	Embassy of Ghana	First Secretary
	D		Mr.	Wisdom	Ahiataku-Togobo	Ministry of Energy	Renewable Energy Expert
	D	Dr.	Mr.	Gabriel	Quain	Ministry of Energy	Acting Director of Power
	D		Mr.	Alfred	Ahenkorah	Energy Commission, Ghana	Executive Secretary
47. Greece	HD		Mr.	Ioannis	Agapitidis	Centre of Renewable Energy Sources	President
	D		Mr.	Ioannis	Bougas	Ministry of Development	Deputy Minister
	D		Mr.	Eleftherios	Anghelopoulos	Ministry for Foreign Affairs	Director General of International Economic Relations
	D		Mr.	Nikolaos	Matthioudakis	Ministry of Development	Diplomatic Counsellor
	D		Ms.	Eirini	Garefalaki	Ministry of Development	Advisor to the Special Secretary for International Energy Policy
	D		Mr.	Dimitris	Papastefanakis	Centre of Renewable Energy Sources	Director of Development Programs
	D	Prof.	Mr.	Arthouros	Zervos	Ministry of Development	Counsellor
	D		Ms.	Elisabeth	Loverdos	Ministry of Development	Special Secretary for International Energy Policy
	D		Ms.	Afroditi	Tzika	Ministry of Development	Director General of Administrative Support
48. Grenada							
49. Guatemala	HD	PhD.	Mr.	Lars	Henrik Pira	Ministry of Foreign Affairs	Vice-Minister
50. Guinea (Republic of)	HD		Mr.	Kabine	Komara	Government of Guinea	Prime Minister and Head of Government
	D		Mr.	Ibrahima Sory	Traore	Embassy of the Republic of Guinea	Ambassador
	D		Mr.	Sory	Keita	Primature	Atde de camp (A.D.C.)
	D		Mr.	Momo	Sakho	Presidency	Counsellor of the President

	D		Mr.	Ibrahima Tiany	Niaissa Yansane	Primature Primature	Chef du Protocol Counsellor of the Prime Minister
	D		Mr.	Cece	Alexis Loua	Ministry of Mines, Energy and Hydraulics	Director Deputy
	D		Mr.	Aboubacar	Koly Kourouma	Ministry of Mines, Energy and Hydraulics	Secretary of the Minister
51. Guinea-Bissau	HD		Mr.	Mário Adão	Carlos Almeida	Ministry of Energy and Natural Ressources	Général Director
	D		Mr.	Júlio Antonio	Raúl	Ministry of Energy and Natural Ressources	Service Director
52. Honduras	HD		Mr.	Nelson	Valencia	Embassy of Honduras	Ambassador
53. Iceland	HD		Mr.	Bjarni	Sigtryggsson	Ministry for Foreign Affairs	Counsellor
54. India	HD	Dr.	Mr.	Farooq	Abdullah	Ministry of New and Renewable Energy India	Minister
	D		Ms.	Gauri	Singh	Ministry of New and Renewable Energy, Government of India, New Delhi	Joint Secretary
	D		Mr.	Ashok	Kumar	Ministry of External Affairs, Government of India, New Delhi	Additional Secretary
	D		Mr.	Rohit	Kansal	Ministry of New and Renewable Energy India	Private Secretary to Minister of New and Renewable Energy
55. Iran (Islamic Republic of)	HD		Mr.	Abbas	Ali Abadi	Ministry of Energy	Deputy Minister
	D		Mr.	Kahrobaeian	Ahmad	Renewable Energy Research and New Technology	Manager
	D		Mr.	Armoudli	Yousef	Renewable Energy Organization	Managing Director
	D		Mr.	Youssef	Chappi	Embassy of Islamic Republic of Iran	Head of Economic Section
56. Iraq	HD	Dr.	Mr.	Raad	Alousi	Iraqi Mission to the Arab League	Ambassador
57. Ireland	D		Mr.	Gerard	Corr	Embassy of Ireland in Egypt	Ambassador
58. Israel	HD	Dr.	Mr.	Avraham	Arbib	Ministry of National Infrastructures, State of Israel	Deputy Chief Scientist, Director of R&D Division
	D		Ms.	Galit	Baram	Embassy of the State of Israel in Cairo	Counsellor for Economic Affairs
59. Italy	HD		Mr.	Pierbenedetto	FRANCESE	Ministry of Foreign Affairs	Ambassador/Directorate General Economic Cooperation Officer
	D		Mr.	Wolfgang	d'Innocenzo	Ministry of Economic Development	Officer
	D		Mr.	Fabio	Annunziata	Ministry of Environment, General Secretariat	Officer
	D		Mr.	Garribba	Sargio	Ministry of Economic Development	Advisor to the Minister
	D		Mr.	Massimiliano	CALAMEA	Ministry of Foreign Affairs, Directorate General Economic	Energy and Environment Advisor

	D		Mr.	Andrea	MARRONI	Cooperation Ministry of Foreign Affairs, Directorate General Economic Cooperation	Energy and Environment Advisor
	D		Ms.	Gabriella Rossi	CRESPI	Ministry of Environment, Directorate General Development and Environmental Research	Advisor
60. Japan	HD		Mr.	Yasutoshi	NISHIMURA	Ministry of Foreign Affairs	Parliamentary Vice- Minister
	D		Mr.	Yasuo	TANABE	Ministry of Foreign Affairs	Deputy Director- General, Economic Affairs Bureau
	D		Mr.	Masayuki	MAGOSHI	Ministry of Foreign Affairs	Principal Deputy Director, Economic Affairs Bureau
	D		Mr.	Kohei	SAITO	Ministry of Foreign Affairs	Executive Assistant to Mr. NISHIMURA
	D		Mr.	Naohisa	Shibuya	Japanese Embassy to the UK	Second Secretary
	D		Mr.	Toshikazu	MASUYAMA	Ministry of Economy, Trade and Industry	Director, Policy Planning Division, Energy Conservation and Renewable Energy Department, Agency for Natural Resources and Energy
	D		Mr.	Osamu	ONODERA	Ministry of Economy, Trade and Industry	Director, International Cooperation Office, Energy Conservation and Renewable Energy Department, Agency for Natural Resources and Energy
	D		Mr.	Junya	ENDO	Ministry of Agriculture, Forestry and Fisheries	Biomass Policy Office, Environment and Biomass Policy Division, Minister's Secretariat
	D		Mr.	Makoto	SAKASHITA	Ministry of Agriculture, Forestry and Fisheries	Chief Administrator, Biomass Policy Office, Environment and Biomass Policy Division, Minister's Secretariat
	D		Mr.	Atsuhiro	YOSHINAKA	Ministry of Environment	Senior Policy Coordinator, Policy and Coordination Division, Global Environment Bureau
61. Jordan	HD		Mr.	Khaldoun	Qutishat	Ministry of Energy and Mineral Resources	Minister
	D		Mr.	Ziad	Sabra	Ministry of Energy and Mineral Resources	Director of Renewable Energy and Energy Efficiency Department
	D		Mr.	Mousa	S. Burayzat	Ministry of Foreign Affairs	
62. Kazakhstan	HD	Prof.	Mr.	Bakhtiyar	Tassymov	Embassy of Kazakhstan in Egypt	Ambassador of the Republic of Kazakhstan to the Arab Republic of Egypt
	D		Mr.	Kazbek	Bolysbayev	Embassy of Kazakhstan in Egypt	First Secretary of the Embassy of Kazakhstan in Egypt
63. Kenya	HD		Mr.	Kiraitu	Murungi	Ministry of Energy	Minister
	D	PhD.	Mr.	Richard	Ekai	Embassy of the Republic of Kenya	Ambassador
	D		Mr.	Anthony	Andanje	Ministry of Foreign Affairs	Director Ministry of Foreign Affairs



	D		Mr.	Maalim	Mahmoud Mohamed		Assistant Ministry for Energy
	D		Mr.	Dan	Richard Ekai		Embassy of the Republic of Kenya
	D		Mr.	Raphael	Tuju	Office of the President	Presidential Advisor
	D		Mr.	Mahamud	Mohamed	Ministry of Energy	Assistant Minister
	D		Mr.	Isaac	Kiva	Ministry of Energy	Principal Superintending Engineer (Renewable Energy)
	D		Mr.	Fredick	Karimi	Ministry of Energy	Assistant Secretary
	D		Mr.	Anthony	Munyao	Kenya Embassy, Cairo - Egypt	Counsellor/Head of Chancery
64. Kiribati	HD		Mr.	Riteti	Maninraka	Government Ministry	Secretary for Public Works Utilities
65. Kuwait	HD		Mr.	Rasheed	AL Hamad	Embassy of the State of Kuwait in Cairo	Ambassador
	D	Dr.	Mr.	Ahmed	Al-Jassar	Ministry of oil	
	D		Mr.	Mohammad	Salman	Kuwait Institute for Scientific Research	Deputy Director General for Research
	D	Dr.	Mr.	Naji Mohamed	Al-Mutairi	Kuwait Institute for Scientific Research	Director General
	D	Dr.	Mr.	Osamah	Alsayegh	Kuwait Institute for Scientific Research	Research Scientist/Chairman, Renewable Energy Committee
	D		Ms.	Tamadher	Kharaibet	Ministry of Oil	Director of Energy Research- Economic affairs
66. Latvia	HD		Mr.	Maris	Selga	Embassy of the Republic of Latvia in the Arab Republic of Egypt	Ambassador Extraordinary and Plenipotentiary
67. Lebanon	HD		Mr.	Fawzi	Salloukh	Ministry of Foreign Affairs	Minister
	D		Mr.	Ziade	Khaled	Embassy of Lebanon	Ambassador
	D		Mr.	Georges	Berbari	Ministry of Environment	Representative of Ministry of Environment
	D	Dr.	Mr.	Mouin	Hamze	National Center for Scientific Research	Secretary General
	D		Mr.	Hani	Chemaitelly	Ministry of Foreign Affairs	Chief of Cabinet of the Minister
68. Lesotho	HD		Mr.	Thabo	Khasipe	Lesotho	Ambassador
69. Liberia	HD	Dr.	Mr.	Eugene	Shannon	Ministry of Lands, Mines, and Energy	Minister
	D		Mr.	Konah	Blackett	Embassy of Liberia	Ambassador Extraordinary
	D		Mr.	William	Bull		Deputy Minister of Foreign Affairs
70. Libyan Arab Jamahiriya	HD		Mr.	Abduelati	El-Abaide	Ministry of Foreign Affairs	State Minister
	D		Ms.	Wedad	Alaosta		
	D		Mr.	Serkiwa	Hatem	Ministry of Foreign Affairs	Solar Research Center
	D	Dr.	Mr.	Mohamed	Eklat	Reaol	Planning Manager
	D		Mr.	Fathi	Abougarad	Renewable Energy Authority	Chairman
71. Liechtenstein	HD	Dr.	Mr.	Felix	Naescher	Ministry of Environment	Director General
72. Lithuania	HD		Mr.	Arvydas	Sekmokas	Energy Ministry of the Republic of Lithuania	Minister
	D		Mr.	Henrikas	Bernatavicius	Energy Ministry of the Republic of Lithuania	Vice-Minister
	D		Mr.	Marijus	Franckevicius	SE Energy Agency	Director

	D		Ms.	Lina	Uzsilaityte	SE Energy Agency	Head of Energy Efficiency and Saving Division
	D		Mr.	Vaidotas	Karvelis	Ministry of Foreign Affairs of the Republic of Lithuania	Head, Strategic Sectors' Division
73. Luxembourg	HD		Mr.	Guy	Lentz	Permanent Representation of Luxembourg to the EU	Attaché
74. Madagascar	HD		Mr.	Razaka	Elise	Ministry of Energy and Mines	Minister
	D		Mr.	Ralison	Aiphonse	Embassy of Madagascar in Germany	Ambassador
	D		Mr.	Joseph Emmanuel	Raberanohatra	Ministry of Energy and Mines	Focal Point
	D		Ms.	Rakotoniana	Sahondsa Maulala	Ministry of Foreign Affairs	Chief of Mission
	D		Mr.	Marcel	Ranjeva	Ministry of Foreign Affairs	
	D		Mr.	Michel	Rajoelina	Ministry of Foreign Affairs	
	D		Mr.	Rodolphe	Ramanatsoa		General Manager of Energy
	D		Mr. Mr.	Ottfried Hanitra	Ischebeck Razafimahefa	Embassy of Madagascar	Technical Adviser Counsellor
75. Maldives	HD		Mr.	Ahmed	Shabeeb	Ministry of Foreign Affairs	Minister
	D		Mr.	Hossain	Shihab	Ministry of Foreign Affairs	Ambassador
76. Mali	D		Mr.	Moussa	Diakite	Embassy of Mali in Egypt	Ambassador
	D		Mr.	Sinalou	Diawara	Direction Nationale de l'Energie / Ministere de l'Energie et de l'Eau	Directeur National de l'Energie
	D		Ms.	Amanita Fofana	Thera	National Agency Development Biofuel	Deputy Managing Director
77. Malta	HD		Mr.	Godwin	Sant	Malta Resources Authority	Energy Director
	D		Mr.	Peter	Mifsud	Malta Resources Authority	Analyst
78. Mauritania	HD		Mr.	Mohamed	Talba	Embassy of Mauritania	Ambassador
79. Monaco	D		Mr.	Cyril	Gomez		Director
80. Mongolia	HD		Mr.	Tundev	Enkhtaivan	Ministry of Mineral Resources and Energy	Deputy Minister
	D		Ms.	Lundaa	Odonchimeg	Ministry of Mineral Resources and Energy of Mongolia	Officer, International Cooperation Division
81. Montenegro	D		Mr.	Igor	Kovacevic	Ministry of Economy of Montenegro	Coordinator of the Department of Energy Efficiency and Renewable Energy in the Ministry of Economy of Montenegro
82. Morocco	HD		Ms.	Amina	Benkhadra	Ministry of Energy Mines, Water and Environment	Minister
	D		Mr.	Echafidi	Abdeprahim	Ministry of Energy Mines, Water and Environment	Director of Electricity and Renewable Energy
	D		Mr.	Abdelali	Dakkina	CDER/Morocco	Director
	D		Ms.	Zohra	Ettai	Ministry of Energy Mines, Water and Environment	Ministry of Energy Mines, Water and Environment

	D		Mr.	Khalid	Bencheikh	Embassy of Morocco	Counsellor
	D		Mr.	Khalid	Benhamou	Saraha Wind Inc.	Managing Director
83. Nauru	HD		Ms.	Clarissa	Jeremiah	Republic of Nauru Consulate-General	Consul-General
84. Nepal	HD D	Dr.	Mr. Mr.	Rambhakta Arjun	P.B Thakur Karki	Embassy of Nepal Ministry of Environment, Science and Technology/GoN	Ambassador in Egypt Joint Secretary
85. Netherlands	HD D D		Mr. Mr. Mr.	Simon Michel Willem	Smits Deelen Van der Heul	Ministry of Foreign Affairs Netherlands Ministry of Foreign Affairs Ministry of Economic Affairs	Deputy Director-General European Cooperation Senior Policy Advisor Energy Senior Policy Advisor
86. Nicaragua	HD D D D		Ms. Ms. Mr. Mr.	Lorena Argentina Roberto Luis	Lanza Barrantes Yassin Araquistain Molina	Ministry of Energy and Mines Embassy of Nicaragua in Cairo MARENA - Ministry of Environment and Natrual Resources Ministry of Energy and Mines	Vice Minister Ambassador Vice Minister Director of Environment Management Unit
87. Niger	D D D D		Mr. Mr. Mr. Ms.	Mouloul Abdoussalam Gbaguidi Safiatou	Alhoussein Ba Adolphe Alzouma	Embassy of Niger National Solar Energy Center Ministry of Mines and Energy Ministry of Mines and Energy	Ambassador General Director Minister Advisor Director of Renewable and Domestic Energies
88. Nigeria	HD HD D D D D D D D	Dr. Prof.	Mr. Mr. Mr. Mr. Mr. Mr. Mr. Mr. Mr.	Alhassan Abubakar Sani M.A. S.L A.A A.B A.J Oyebola Abubakar Malah	Bako Zaku Sambo Kaita Mohamed Sekudo Rimdap Aremu Kuku Umar	Ministry of Science and Technology Energy Commission of Nigeria Embassy of Nigeria Embassy of Nigeria Ministry of Foreign Affairs Embassy of Nigeria Ministry of Science and Technology Ministry of Foreign Affairs Energy Commission of Nigeria	Minister Director General/CEO Minister Ambassador Director of Nigeria to Egypt Ambassador Director of Ministry Science and Technology Adviser Acting Director
89. Norway	HD D D D D		Ms. Mr. Ms. Mr. Mr.	Eva Geirmoe Inger Oivind Vegard	Paaske Sorensen Dynes Johansen Kaale	Ministry of Petroleum and Energy Ministry of Petroleum and Energy Embassy in Cairo Ministry of Petroleum and Energy Ministry of Foreign Affairs	Deputy Director General Minister Counsellor, Embassy of Norway in Egypt Executive Officer Assistant Director General Senior Adviser
90. Oman	HD		Mr.	Mohammed Abdulah	Al Mahrouqi	Public Authority for Electricity & Water	His Excellency the Chairman

	D		Mr.	Hamed Bin Salim	Al Maghderi	Rural Area Electricity Company	General Manager
	D		Mr.	Ahmed bin Saleh	Al Jahdhami	Public Authority for Electricity and Water	Manager of Specialization and Restructuring
91. Pakistan	HD		Mr.	Raja	Pervez Ashraf	Federal Ministry of Water and Power	Minister
	D		Mr.	IRFAN	MIRZA	Alternative Energy Development Board	Director General (Technical)
	D		Mr.	Mujahid	Sadiq	Alternative Energy Development Board	Director General (International Cooperation)
	D		Mr.	Arif	Alauddin	Alternative Energy Development Board	Chief Executive Officer
92. Palau	HD		Ms.	Sandra Sumang	Pierantozzi	Ministry of State	Minister of State
93. Papua New Guinea	HD		Mr.	Peter	O'Neill	Gov. of Papua New Guinea	Minister of State
	D		Ms.	Aro	Davis	Ministry of Foreign Affairs	Assistant Director
	D		Mr.	Aquila	Sampson	Ministry of Justice and Attorney-General	Deputy State Solicitor
94. Peru	HD		Mr.	Alejandro	Ugarte Velarde	Embassy of Peru in Egypt	Minister
95. Philippines	HD		Mr.	Angelo	Reyes	Government Agency	Secretary of the Department of Energy
	D		Mr.	Maria Cleofe	Natividad	Embassy of the Philippines	Minister Counsellor and Consul General
	D		Mr.	Emerlito	Augulo	Department of Energy (DOE)	Technical Assistant
	D		Mr.	Mario C.	Marasigan	Management Bureau (DOE)	Director
	D		Mr.	Aemi Jane R.	Borje	Department of Energy (DOE)	Attorney/Office of the Secretary
	D		Mr.	Lilian C.	Fernandez	Department of Energy (DOE)	Assistant
	D		Mr.	Alvarez	Heherson	Office of the President	Secretary
96. Poland	HD	PhD	Mr.	Sebastian	Stepnicki	Ministry of Economy	Ministerial Chief Expert for Energy
97. Portugal	HD	Prof.	Mr.	António	Castro Guerra	Ministry for Economy and Innovation	Deputy Minister for Economy and Innovation and Secretary of State for Industry and Innovation
	HD		Mr.	Bento	Sarmento	Ministry for Economy and Innovation	Deputy Director-General/ Directorate-General for Energy
	D		Ms.	Cristina	Moniz	Ministry of Foreign Affairs	Head of Division
	D		Mr.	Alexandre	Videira	Ministry for Economy and Innovation	Adviser to the Deputy Minister for Economy and Innovation
	D		Mr.	Duarte Nuno G. J.	Pinto da Rocha	Ministry of Foreign Affairs	Diplomat
98. Republic of Korea	HD	PhD	Mr.	Hyun	Cho	Ministry of Foreign Affairs and Trade	Ambassador for Energy and Resources
	D		Mr.	Seung-Hwan	Oh	Environmental Management Corporation	Director of Climate Change Team
	D		Mr.	Joon-oh	Kim	New and Renewable Energy Center, Korea Energy Management	Manager
	D		Mr.	Hee-Beom	Park	Ministry of Knowledge Economy	Deputy Director
	D		Mr.	Soon-Pa	Hong	Ministry of	Secretary

	D		Mr.	Byung-Chul	Choi	Knowledge Economy Ministry of Environment	Director
	D		Mr.	Cheul	Kang	Ministry of Foreign Affairs and Trade	Director
	D		Mr.	Min-Cheol	Lee	Ministry of Foreign Affairs and Trade	Director
99. Romania	HD		Mr.	Lucian	Sova	Ministry of Economy	Secretary of State
	D		Ms.	Anca	Popa	Minister of Foreign Affairs in Romania	Attaché
	D		Ms.	Anca	Dobrica	Ministry of Economy	Advisor
100. Rwanda	HD	Dr.	Mr.	Albert	Butare	Ministry of Infrastructure	Minister of State in charge of Energy and Water
	D		Ms.	Eva	Paul	Ministry of Infrastructure	External Links and Donor
101. Samoa	HD		Mr.	Faumuina Tiatia	Liuga	Ministry of Natural Resources and Environment	Minister
	D		Ms.	Faalavaau Perina J	Sila	Ministry of Foreign Affairs and Trade	Assistant Chief Executive Officer
	D		Ms.	Josephine	Stowers-Fiu	Ministry of Natural Resources and Environment	Assistant Chief Executive Officer
102. Sao Tome and Principe	HD		Ms.	Cristina	Maria Fernandes Dias	Ministry of Natural Resources, Energy and Environment	Minister
	D		Mr.	Carlos	Alberto Pires Tiny	Ministry of Foreign Affairs and Cooperation	Minister
103. Senegal	D		Mr.	Fode	Seck	Embassy of the Republic of Senegal Accredited in Brazil	Ambassador
	D		Mr.	Babacar	Mbaye	Permanent Mission of Senegal in Geneva	Ambassador, Permanent Representative
	D		Mr.	Mouhamadou	Doudou Lo	Ministry of Foreign Affairs	Ambassador, Permanent Representative of Senegal to the Islamic Conference Organization
	D		Mr.	Paul	Badji	Ministry of Foreign Affairs	Ambassador, Permanent Representative of Senegal to the UN
	D		Mr.	Ndiawar	Sarr	Embassy of Senegal in Egypt	Ambassador of Senegal in Egypt
	D	Prof.	Mr.	Dieye	Ngagne	Ministry of Energy and Biofuel	Director of Renewable Energy
	D		Mr.	Ismaila	Lo	Ministry of Energy and Biofuel	In charge of Renewable Energy Studies
	D		Mr.	Alassane	Niane	Ministry of Energy and Biofuel	Technical Adviser
104. Serbia	HD		Mr.	Dejan	Stojadinovic	Ministry of Mining and Energy	Deputy Minister
	D		Mr.	Radislav	Momirov	Ministry of Environment and Spatial Planning	Deputy Minister
105. Seychelles	D		Mr.	Didier	Dogley	Ministry of Environment, Natural Resources and Transport	Principal Secretary – Department of Environment
106. Sierra Leone	HD		Mr.	Vandi	Minah	Ministry of Foreign Affairs	Deputy Minister
	D		Mr.	Jongope	Stevines		

	D D D D D		Mr. Mr. Mr. Mr. Mr.	Bahij Siray Martin Peter Hashim	Annan Timbo Kamara Abraam Hashim	Gulf Council (GCC) Gulf Council (GCC)	Deputy Minister Trade Commissioner for Sierra Leone to (GCC) Head of Sierra Leone Trade Commission to the GCC
107. Slovakia	HD D		Mr. Ms.	Valer Helena	Franko Mravikova	Embassy of the Slovak Republic in Egypt Embassy of the Slovak Republic	First Secretary Head of the Commercial Section
108. Slovenia	HD D D		Mr. Mr. Mr.	Zoran Borut Hinko	Kus Mahnic Šolinc	Ministry of the Environment and Spatial Planning The Embassy of the Republic of Slovenia in Cairo Ministry of the Environment and Spatial Planning	State Secretary Ambassador Head of Unit
109. Somalia	HD		Mr.	Abdul Wahid	Elmi Omar	Ministry of Petroleum and Energy	Deputy Prime Minis-ter and the Minister of Ministry of Petro-leum and Energy
110. Spain	HD D D D D D D D D	Dr.	Mr. Mr. Mr. Mr. Mr. Mr. Mr. Mr. Mr.	Uribe Antonio Juan José Juan Manuel Jaume Alfonso Antonio Rafael Rafael	Marín López Sánchez Ormazabal Jordana Margarit Gonzalez Finat Moreno-Torres Conde de Saro Matos	Ministry of Industry, Tourism and Trade Spanish Embassy Secretariat of State for Climate Change, Ministry of the Environment, and Marine and Rural Affairs CENER IDAE - Institute for the Diversification and Save of Energy Ministry of Industry Government of Spain Ministry of Industry, Tourism and Trade Ministry of Foreign Affairs and Cooperation Ministry of Foreign Affairs and Cooperation	Secretary of State for Energy Ambassador in Cairo Energy Advisor Candidato al Cargo de Director General, de IRENA Director of Renewable Energies Adviser to the Secretary Secretariat of State of Energy Director General for International Economic Relations and Energy Issues Ambassador on Special Mission for Energy Issues
111. Sri Lanka	HD D		Mr. Mr.	I Premaratne	Anzar Dapana Durage	Embassy of Sri Lanka in Cairo Embassy of Sri Lanka in Cairo	Ambassador First Secretary
112. Sudan	HD		Mr.	Idries Suleiman	Yousif	Embassy of Sudan	Ambassador
113. Swaziland	HD D D		Mr. Mr. Mr.	Lutfo Melusi Promise	Dlamini Masuka Msibi	Swaziland Ciot Ministry of Foreign Affairs Embassy of Swaziland to African Union	Minister Legal Adviser Representative
114. Sweden	HD		Mr.	Erik	Thornström	Ministry of Enterprise, Energy and	Head of section

	D	PhD	Ms.	Josephine	Bahr Ljungdell	Communications Swedish Energy Agency	Director, International Secretariat
115. Switzerland	HD		Mr.	Jean-Christophe	Fueeg	Swiss Federal Office of Energy	Head of International Energy Affairs
116. Syrian Arab Republic	HD	Dr.	Mr.	Ahmad Kussay	Kayyali	Ministry of Electricity	Minister of Electricity
	D		Mr.	Mohammed	Khalil Sheki	National Energy Research Centre	General Director
	D		Mr.	Hisham	Mashfej	Ministry of Electricity	Deputy Minister of Electricity
117. Tajikistan	HD		Mr.	Narzullo	Nazarov	Tajikistan Embassy	Ambassador of the Embassy of the Republic of Tajikistan in Cairo
118. Tanzania	HD		Mr.	Ali Shauri	Haji	Embassy of Tanzaniain Cairo	Ambassador Extraordinary and Plenipotentiary of Tanzania in Egypt
	D		Mr.	Bashir Juma	Mrindoko	Ministry of Energy and Minerals	Commissioner for Energy and Petroleum Affairs
	D		Mr.	Macocha	Tembele	Ministry of Foreign Affairs and International Cooperation	Second Secretary
	D		Mr.	Jestas	A. Nyamanga	Embassy of Tanzania in Egypt	First Secretary
	D		Mr.	Paul	Kiwele	Ministry of Energy and Minerals	Principal Forest Officer
119. The former Yugoslav Republic of Macedonia	HD	PhD	Mr.	Agim	Leka	Embassy of the Republic of Macedonia	Ambassador
	D		Mr.	Dejan	Zrmanovski	Ministry of Economy of the Republic of Macedonia	Head of Energy Efficiency and Renewable Energy Unit
120. Timor-Leste							
121. Togo	HD		Mr.	Esaw	Koffi	Ministry of Foreign Affairs and Regional Integration	Minister
	D		Mr.	Tchilabalo	Adjoda	Ministry of Foreign Affairs and Regional Integration	Chargé d'Etudes
122. Tonga	HD		Mr.	Honourable	Tuita	Ministry of Lands, Survey & Natural Resources and Environment	Minister
	D		Mr.	Rob	Solomon	Prime Minister's Office	Economic Adviser to the Prime Minister
	D		Mr.	Honourable	Akauola	Prime Minister's Office	Renewable Energy Coordinator
	D		Mr.	Vainga	Tone	Ministry of Foreign Affairs	Secretary for Foreign Affairs
123. Tunisia	HD		Mr.	Benaïssa	Ayadi	National Agency for Energy Management (ANME)	General Director
124. Turkey	HD		Mr.	Yusuf	Yazar	Ministry of Energy and Natural Resources	Deputy Undersecretary
	D		Ms.	Elif	Atalay	Ministry of Foreign Affairs	Energy Advisor
	D		Ms.	Cigdem	Hatunoglu	Ministry of Energy and Natural Resources	Head of Foreign Relations Department
125. Uganda	HD		Mr.	Simon	D'Ujanga	Ministry of Energy	Minister

	D		Mr.	Godfrey	Ndawula	and Mineral Development Ministry of Energy and Mineral Development	Assistant Commissioner for Renewable Energy
126. United Arab Emirates	HD		HH	Sheikh Abdullah Bin Zayed	Al Nahyan	Ministry of Foreign Affairs	Minister
	D		HE	Lubna Khalid	Al Qassimi	Ministry of Foreign Trade	Minister
	D	Dr.	HE	Rashid	Binfahad	Ministry of Environment and Water	Minister
	D		HE	Mohamed	Alhamli	Ministry of Energy	Minister
	D		HE	Maitha	Alshamsi	Ministry of State	Minister
	D		HE	Reem	Alhashimi	Ministry of State	Minister
	D		HE	Ahmed	Elzuabi	The UAE Embassy	Ambassador
	D	Dr.	HE	Sultan Ahmed	Al Jaber	Masdar	Chief Executive Officer
	D		HE	Kaallid	Alghaith	Ministry of Foreign Affairs	Assistant Foreign Minister for Economic Affairs
	D	Dr.	HE	Tarek	Alhedan	Ministry of Foreign Affairs	Assistant Secretary of State for Political Affairs
	D	Dr.	HE	Abdulrahim	Alawadi	Ministry of Foreign Affairs	Assistant Under Secretary for Legal Affairs, Infirm, Studies, Mofa
	D		Mr.	Mohamed	Al Suwaidi	Abu Dhabi Fund Development	General Manager
	D		Mr.	Ahmed	Al-Jarman	Government of the United Arab Emirates	Ambassador and Permanent Representative of the UAE to the United Nations
	D		Mr.	Ahmed	Ali Al Zaabi	Embassy of UAE in Cairo	Ambassador
	D		Mr.	Ismail	Obaid Al Ali	Embassy of UAE to South Africa	Ambassador
	D		Mr.	Hassan	Alshihhi	The United Arab Emirates Embassy	Deputy Ambassador
	D		Mr.	Issa	Al Bacha	Ministry of Foreign Affairs	Director, Department of African Affairs
	D		Mr.	Hamdan	Alhasimi	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Mr.	Ahmed	Alneaimi	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Hazza	Alkaabi	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Hibba	Aljunaibi	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Hind	Alowis	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Lana	Zaki	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Rowdah	Alotaiba	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Ms.	Hanan	Elmadhani	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Mr.	Kalid	Elhagry	Ministry of Foreign Affairs	Office of the Minister of State for Foreign Affairs
	D		Mr.	Hamad	Al Marzouqi	Masdar	Public Relation Officer
D		Mr.	Ahmed	Aal Rabeaa	Abu Dhabi Future Energy masdar	Coordinator Permits	
D		Mr.	Adam	Ferrari	Masdar	Branding and Production SupportD	
D		Ms.	Amanda	Beltsher	Masdar	Consultant	
D		Mr.	Rabih	Nassar	Masdar		
D		Mr.	Chady	Zein	Masdar	Consultant	
D		Ms.	Charles	Clifton	Masdar	Consultant	



	D		Mr.	Rashed	Al Dhaheri	Abu Dhabi Future Energy Company - MASDAR	Project Manager
	D	Dr.	Ms.	Serene	Serhan	Masdar	PR Manager
	D		Mr.	Raed	Kombargi	Masdar	Advisor
	D		Mr.	Jim	Margolis	Masdar	Branding and Production Support
	D		Mr.	Obaid Salem	Alzaabi		UAE Representation
	D		Ms.	Amna	Almuhairy	Ministry of Foreign Affairs	Attache
	D		Mr.	Abdl Rahman	Alsaboosi	Ministry of Foreign Affairs	3 <sup>rd</sup> Secretary
	D		Mr.	Mohamed	Abushahab	Ministry of Foreign Affairs	Second Secretary
	D		Mr.	Fahed	Al Tamimi	Masdar	PuD
	D		Mr.	Mohamed	Albader	Masdar	Analyst
	D		Ms.	Ghalia	Hunaidan	Ministry of Foreign Affairs	3 <sup>rd</sup> Secretary
	D	Mr.	Hamad	Alzaabi	Government of the UAE	Third Secretary, Permanent Mission of the UAE to the United Nations	
	D	Dr.	Mr.	Khameis	Al Dhahiri	HH Office	Accompany
	D		Mr.	Sager	Al-amer	Adia	Investment Manager
	D		Mr.	Salem	Al Shamsi		
	D		Mr.	Thani	Zeyoudi	Abu Dhabi Future Energy Company - MASDAR	Project Manager
	D		Mr.	Omar	Zafarani	Masdar	Corporate Communication Officer
	D		Ms.	Lamya	Fawwaz	Masdar Institute of Technology	Assistant Dean
	D		Mr.	Yousif	Al Ali	United Arab Emirates	Exhibitor
	D		Mr.	Davial	Scott	Executive Affair Authority	Ex Director Economic Affairs
	D		Mr.	Mohamed	Alsuwaidi		Director General
	D		Mr.	Abdulla	Khunji		
	D	Mr.	Salem	Ali Al Dhanhani	Embassy of the UAE in Cairo	2 <sup>nd</sup> Secretary	
	D	Mr.	Anwar	Remorty	Masdar		
	D	Mr.	Cathy	Atyeh	Masdar		
	D	Mr.	Dave	Tobey	Masdar		
	D	Mr.	Mark	Grandi	Masdar		
	D	Mr.	Je	Toskano	Masdar		
	D	Mr.	Rosaind	Marie	Masdar		
	D	Ms.	Jonathan	Adashek	Masdar	Advisor	
	D	Ms.	Saba	Ahmed El Delfi	Masdar	Director of Marketing and Corporate Communications	
	D	Mr.	Mohammed	Rashed Al Shamisi	Ministry of Foreign Affairs		
	D	Mr.	Ali Khalil	Al Meraikhi	Ministry of Foreign Affairs	2 <sup>nd</sup> Secretray	
	D	Ms.	Lana	Nusseibeh	Ministry of State for Federal National Council Affairs	Director of Research and Studies	
	D	Mr.	Ali	Matar Al Mannaei	Ministry of Foreign Affairs	Counsellor, Director of Office of H.E. Minister of Foreign Affairs	
	D	Mr.	Ahmed	Al Rumaithi			
	D	Mr.	Mansour	Al Shamsi			
127. United Kingdom	HD		Mr.	Graham	White	Department of Energy and Climate Change	Director, International Energy and Technology Directorate
	D		Mr.	Terry	Carrington	Department of Energy and Climate Change	Deputy Head of International Energy Technology
	D		Mr.	St. John	Hoskyns	Department of Energy and Climate Change	Assistant Director, International Energy

128. United States of America	HD		Mr.	Reno	Harnish	U.S. State Department	Acting Assistant Secretary, Bureau of Oceans, Environment and Science
	D	Dr.	Mr.	Griffin	Thompson	U.S. State Department	Senior Energy Advisor
	D		Mr.	Douglas	Hengel	U.S. State Department	Deputy Assistant Secretary, Bureau of Economic, Energy and Business Affairs
129. Uruguay	HD	Dr.	Mr.	Ramón	Méndez	National Directorate for Energy (DNETN-MIEM)	National Director
	D	Dr.	Ms.	Inés	Ubici de Busso	Embassy of Uruguay in Cairo	Ambassador Extraordinary and Plenipotentiary
130. Uzbekistan	HD		Mr.	Shaazim	Minovarov	Embassy of Uzbekistan in Cairo	Plenipotentiary and Extraordinary Ambassador of Uzbekistan in A.R.E.
	D		Mr.	Fathulla	Samariddinov	Embassy of Uzbekistan in Cairo	Counsellor
131. Vanuatu	HD		Mr.	Bakoa	Kaltonga	Ministry of foreign affairs	Special Envoy
	D		Mr.	Kalfay	Kavoris	Ministry of Foreign Affairs	Director
	D		Mr.	Tari Sern	Nishai	Vanuatu Government	Private Secretary-Prime minister
	D		Mr.	Napat	Jotham		Director Meterological Services
132. Yemen	HD		Mr.	Awad Saad	Saeed Al Soqutri	Ministry of Electricity	Minister
	D		Ms.	Sabine	Schwarz	Ministry of Electricity	Advisor for Wind Energy
	D		Mr.	Mohamed	Mahmood	Embassy of Yemen	First Secretary
133. Zambia	HD		Mr.	Munyaradzl Crispen	Munodawafa	Ministry of Energy and Power Development	Principal Director Energy & Power Development
134. Zimbabwe	D		Mr.	Herbert RC	Simtowe	Ministry of Foreign Affairs	Ambassador

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

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**List of Observers**

Report  
Annex 2

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Second session

Monday, 29 June 2009  
Sharm El Sheikh International Congress  
Center (SEICC)

IRENA/PC.2/proc.2  
Agenda item 2d

**List of Observers at the Second Session of the Preparatory Commission of IRENA,  
29 and 30 June 2009, Sharm El-Sheikh, Egypt**

No	Name of State
1	Belgium
2	Brazil
3	Canada
4	Czech Republic
5	Cook Islands
6	European Commission
7	New Zealand
8	Qatar
9	Saudi Arabia
10	South Africa
11	Ukraine

No	Name of Organisation
1	African Renewable Energy Association AfriREA
2	Ali Eshaq Consultants, LLP
3	Alliance for Rural Electrification (ARE)
4	American Council On Renewable Energy (ACORE)
5	American University of Beirut
6	Argentine Wind Energy Association - Asociación Argentina de Energía Eólica
7	Association of Producers of Ecological Energy
8	BEE - German Renewable Energy Federation (Bundesverband Erneuerbare Energie e.V.)
9	BP Solar

- 10 Canadian Renewable Energy Alliance
- 11 Ecofys Germany
- 12 ECOWAS Commission
- 13 Edelman – UAE
- 14 Egyptian German Joint Committee on RE, EE and Environment Protection
- 15 Egyptian Junior Business Association
- 16 Egyptian Solar Energy Society (ESES)
- 17 El Sewedy Cables
- 18 El Sewedy Electrometer
- 19 Elsewedy for Wind Energy Generation
- 20 Embark LLC
- 21 Emirates University
- 22 Energie et Developpement Rural(EDR)
- 23 ENERSER
- 24 EREC - European Renewable Energy Council
- 25 EREF asbl European Renewable Energies Federation
- 26 Ernst & Young
- 27 Euro-Mediterranean Energy Market Integration Project (MED-EMIP)
- 28 EUROSOLAR
- 29 Global Wind Energy Council
- 30 German Technical Cooperation (GTZ)
- 31 Institute for Sustainable Energy Policies (ISEP)
- 32 International Hydropower Association (IHA)
- 33 International Network for Sustainable Energy
- 34 International Renewable Energy Alliance (REN Alliance)
- 35 International Solar Energy Society (ISES)
- 36 ISEO
- 37 KfW
- 38 LEAD Tunisia
- 39 League of Arab States
- 40 Masdar
- 41 Nordic Folkecenter For Renewable Energy
- 42 QA PSC Company
- 43 REEEP
- 44 Regional Centre for Renewable Energies and Energy Efficiency (Rcreee)
- 45 REN21
- 46 Renewable Energy Ventures (K) Ltd.
- 47 Sahara Wind Inc.
- 48 Siemens Technologies S.A.E.
- 49 StratLink

- 50 U.S. Chamber of Commerce
- 51 Union Economique et Monétaire Ouest Africaine (UEMOA)
- 52 University of Liechtenstein
- 53 West-Hungarian University
- 54 World Bioenergy Association
- 55 World Council for Renewable Energy (WCRE)
- 56 World Future Council
- 57 World Wind Energy Association
- 58 Zolarix

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## PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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### Agenda of the Second Session

Report  
Annex 3

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#### Second session

Monday, 29 June and Tuesday, 30 June, 2009  
Sharm El Sheikh International Congress Center (SEICC)

IRENA/PC.2/proc.3  
Agenda item 2a

### Agenda

#### **27 June, 2009**

18.00 - 22.00     **Registration**

#### **28 June, 2009**

09.00 - 13.30  
**Registration**

15.00 – 22.00

19.00-21.00     **Welcome reception for IRENA**

#### **29 June 2009**

7.00 – 9.00     **Registration**

9.00 – 9.15     **1. Opening of the session**

9.15 – 9.45     **2. Organisational matters**

a. Adoption of the agenda

b. Election of Vice-Chairs and a Rapporteur

c. Appointment of a Credentials Committee

d. Participation of observers at the second session

09:45 – 10.00     **3. Signing Ceremony**

10.00 – 11.30     **4. High Level Segment “IRENA – The Way Forward”**

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- 11.30 – 11.45 **5. Report of the Chair of the Administrative Committee on the development of IRENA**
- 11.45 – 12.00 *Coffee Break*
- 12.00 – 13.45 **6. Designation of IRENA’s interim seat of the Secretariat (Private Meeting)**
- a. Report of the Headquarters Committee
  - b. Presentations of the applying Signatory States
  - c. Question and answer session
- 13.45 – 15.00 *Lunch break*
- 15.00 – 17.00 **7. Appointment of IRENA’s Interim Director-General (Private Meeting)**
- a. Report of the Director-General Committee
  - b. Presentations of the candidates for the post of Interim Director-General.
  - c. Question and answer session
- 17.00 – 17.30 *Coffee break*
- 17.30 – 19.15 **8. Decision on IRENA’s interim seat of the Secretariat and on IRENA’s Interim Director-General (Private Meeting)**
- a. Report of the Credentials Committee on Signatories eligible to vote
  - b. Decision on IRENA’s interim seat of the Secretariat
  - c. Decision on IRENA’s Interim Director-General
- 19.15 – 19.30 **Closing remarks**
- 19.30 – 20.00 **Press Conference**
- 20.30 – 22.30 **Dinner**

**30 June 2009**

- 7.00 – 9.45      **Registration**
- 9.45 – 10.00    **Opening of the second day**
- 10.00 – 10.30   **9. Decision on the Interim Work Programme 2009/2010**
- 10.30 – 11.00   **10. Decision on the 2009 Budget**
- 11.00 – 11.30   **11. Decision on the 2010 Budget**
- 11:30 – 12:00   *Coffee break*
- 12.00 – 12.30   **12. Decision on the Interim Financial Regulations of the Preparatory Commission**
- 12.30 – 13.00   **13. Decision on Interim Staff Regulations of the Preparatory Commission**
- 13.00 – 13.30   **14. Decision on Secondment of Staff to IRENA in the start-up phase**
- 13.30 – 15.00   *Lunch break*
- 15.00 – 16.00   **15. Organisation of work of the Preparatory Commission beyond its second session**
- a. Organisation of the work of the Preparatory Commission after its second session
- b. Designation of the date and place of the third session
- c. Election of the Chair and Vice-Chairs for the third session
- 16:00 – 16:15   **16. Any other Business**
- 16.15 – 16.45   **17. Closing of the session**
- a. Credentials Committee Report
- b. Report of the second session of the Preparatory Commission
- c. Closing remarks



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

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**Report of the Chair of the Administrative Committee**

Report

Annex 4

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Second session

IRENA/PC.2/proc.4

Monday, 29 June 2009

Agenda item 5

Sharm El Sheikh International Congress Center (SEICC)

### **Report of the Chair of the Administrative Committee**

At its first session on 27 January 2009, the Preparatory Commission for IRENA established an Administrative Committee (decision IRENA/PC.1/dc.5) to assist the Commission in the absence of the Secretariat in preparing and organising its second session in Sharm El Sheikh, Egypt, from 29 to 30 June 2009. Therefore the Committee was requested in particular to prepare the following documents for adoption 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.

The Preparatory Commission asked Germany to continue its facilitative and coordinative role in the further development of IRENA and to become Chair of the Administrative Committee. On 4 March, the Chair circulated to the Members of the Preparatory Commission a document titled "Proposal on the Working Arrangements of the Administrative Committee and on Further Outreach Steps", which listed and structured the tasks of the Committee and encouraged all Members of the Preparatory Commission to indicate the fields of their active participation.

Argentina, Austria, Denmark, Djibouti, Egypt, France, Germany, Ghana, Greece, Italy, Jordan, the Republic of Korea, Poland, Romania, Spain and the United Arab Emirates indicated their participation in the work of the Administrative Committee. The Preparatory Commission agreed that the Administrative Committee remained open to all Members of the Preparatory Commission which are willing to substantially contribute to its work.

On 14 to 17 April 2009, Austria organised a retreat in Vienna and Styria. Its objective was to promote informal discussions of the draft interim work programme for 2009 and 2010 with a view of facilitating its adoption at the second session of the Preparatory Commission. 113 delegates from 52 signatory states as well as 13 international organisations, institutions and networks followed the invitation by Austria. The participants explored possible interfaces and

achieved significant progress on IRENA's interim work programme (see Informal Report – IRENA-Retreat in Austria, Styria, Pichlarn Castle)

Back-to-back to the retreat (16 April 2009), a meeting of the Administrative Committee was held to discuss the main issues for the second session of the Preparatory Commission. Discussions focused on the draft Agenda of the second session presented by the representative of Egypt, the procedure regarding observers, information of the Headquarters and Director-General Committee as well as the documents to be prepared by the administrative Committee (see Report of the Meeting).

In line with the discussions of the meetings in Austria and considering the written comments of Members, the Chair of Administrative Committee elaborated draft proposals for the documents listed in decision IRENA/PC.1/dc.5. comprising the interim work programme of the Agency, the interim budget as well as IRENA's financial and staff regulations. Prior to the circulation to the Preparatory Commission, the documents were discussed in a meeting in the format of informal consultations on 5 June 2009 in Bonn. Twelve Signatories participated and discussed questions related to the Preparatory Commission and the documents to be adopted at its second session. Since IRENA in its initial phase will depend on seconded staff the Chair of the Committee proposed to draft a general framework on secondment of staff for decision on the second session of the Preparatory Commission (see report on the informal consultations of 15 June 2009).

In addition, the Chair of the Administrative Committee cooperated closely with Egypt in order to allow for a proper preparation of the second session of the Preparatory Commission for IRENA with respect to logistical, legal and other matters. In a written procedure, the Chair of the Administrative Committee facilitated the granting of observer status to states, international organisations and other organisations active in the field of renewable energy.

A second meeting of the Administrative Committee took place on 28 June 2009 in Sharm El-Sheikh. The goal of this meeting was to help the Preparatory Commission in resolving remaining questions and finalising the draft decisions as well as to reflect the work of the Committee and discuss possible future activities.

### **Internal communication**

The Chair of the Administrative Committee has set up an e-mail address for communication between the Administrative Committee and Members of the Preparatory Commission ([admincomm@irena.org](mailto:admincomm@irena.org)) and Members provided the coordinates of their contact persons. All past communication from the Administrative Committee to the Members of the Preparatory Commission can be accessed in the secured online area on IRENA's website.

On 9 April 2009, the Chair of the Administrative Committee made available a password-secured area for Members of the Preparatory Commission on IRENA's website ([www.irena.org](http://www.irena.org)) to provide Members with internal information and draft versions of relevant documents. The Chair of the Administrative Committee has continuously maintained and updated this area. Members have been regularly informed about additional documents posted in the secured online area.

**Outreach activities**

IRENA and its Members have been very successful in attracting new Members. 61 States have signed the Statute since the Founding Conference on 26 January 2009. Membership is very likely to continue growing in future.

With the goal of promoting IRENA, Members of the Commission have taken the opportunity to establish and deepen contacts as well as to exchange with other international organisations and NGOs at suitable occasions. Thus, representatives of international organisations and institutions being active in the field of renewable energy were invited to participate in the IRENA retreat in Austria and expressed their interest in closely cooperating with IRENA. In addition representatives of the Administrative Committee presented IRENA on the occasion of the governing board meeting of the IEA and international conferences of the World Bank, UNIDO and others.

The website of IRENA was re-launched in a new design in early April and regularly adapted to update the Members, stakeholders and the general public on the latest developments and all relevant documents. Amongst other things, the website provides journalists with the opportunity to subscribe to a press mailing list, thereby allowing to build up a distribution list for future press work of the Agency. In addition, a newsletter informing about all relevant news with respect to IRENA was launched by the Chair of the Administrative Committee in collaboration with Denmark and circulated to all Members of the Preparatory Commission and the interested public in its first edition on 25 May 2009.

# PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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**Report of the Headquarters Committee**

Report  
Annex 5

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Second session

Monday, 29 June 2009

Sharm El Sheikh International Congress Center (SEICC)

IRENA/PC.2/proc.5

Agenda item 6a

## **Report of the Headquarters Committee at the Second Session of the Preparatory Commission**

### **Establishment and Mandates of HC**

The Preparatory Commission at its first session in January decided to establish a "Headquarters Committee" pursuant to paragraph II of decision PC1/dc.2 on a selection procedure for IRENA's interim seat of the Secretariat.

The mandates of the Headquarters Committee are:

- to collect and analyse applications in a transparent manner and
- to submit its synopsis and the applications to the Preparatory Commission for decision.

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

### **1<sup>st</sup> HC Meeting**

Until April 30<sup>th</sup> the Committee had received applications for hosting IRENA's interim seat of the Secretariat from four Signatory States: Austria (Vienna), Denmark (Copenhagen), Germany (Bonn), and the U.A.E. (Abu Dhabi).

The Headquarters Committee held a meeting on May 4<sup>th</sup> in Seoul, Korea to open all applications received and to analyse their validity. The Committee acknowledged that all the offers met the requirements for applications as indicated in Article 2 of Annex 2, Decision PC.1/dc.2. The results of the Headquarters Committee meeting were notified to all Signatories on May 6<sup>th</sup>.

### **Distribution of Synopsis & Full Application Documents**

The Headquarters Committee prepared a synopsis of applications and distributed it together with full application documents electronically on May 28<sup>th</sup> to all Signatories.

The synopsis based on the criteria on Annex I of the Decision PC.1/dc.2, are composed of 5 parts:

- Legal framework
- Features of the office site and related financial issues
- Local facilities and conditions
- Energy-related criteria
- Other relevant information

Comments from two applicants on the synopsis were received and they were duly informed to all Signatories.

### **Denmark`s Withdrawal its Bid**

On June 17<sup>th</sup> Denmark withdrew its bid to host the interim seat of IRENA`s Secretariat and it was duly notified.

### **2<sup>nd</sup> HC Meeting**

The Committee held another meeting yesterday in order to review its activities and fine-tuning with the Administrative Committee and the Chair of Preparatory Commission.

Mr. Chairman,

The Committee is pleased to discharge its duty today.

The Committee believes that it has conducted its work in an objective, fair, and transparent manner. The Committee also believes that it has faithfully lived up to the mandates. We did not go overboard.

It is now the wish of the HQ-Committee that a healthy consensus will emerge during the election process. Let me now transmit all the original application documents to the Chair.

Thank you for your attention.

# PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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Report of the Director-General Committee

Report  
Annex 6

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Second session

Monday, 29 June 2009

Sharm El Sheikh International Congress Center (SEICC)

IRENA/PC.2/proc.6

Agenda item 7a

## **Report of the Director-General Committee at the Second Session of the Preparatory Commission**

It is a great honour to report to the distinguished audience on the activities of the Director-General Committee.

At its first session on 27 January 2009 the Preparatory Commission for the International Renewable Energy Agency adopted Decision PC.1/dc.3 on a Selection Procedure for IRENA's Interim Director-General. By this decision the Preparatory Commission:

- invited the Signatory States to nominate a candidate for the post of IRENA's Interim Director-General by 30 April 2009;
- established a "Director-General Committee" from amongst the Signatory States;
- decided that the "Director-General Committee" shall consist of no more than five Signatories based on an equitable geographical representation;
- established the qualification criteria for the Agency's Interim Director-General and the procedure regarding:
  - the work of DG Committee,
  - the nominations of Candidates and
  - the appointment of the Interim Director-General.

The Committee is obliged to collect and analyse the nominations in a transparent manner, and to submit its synopsis and the nominations to the Preparatory Commission for decision.

At the same session the Preparatory Commission elected Bahrain, Mali, the Philippines and Uruguay as members of the Director-General Committee and elected Lithuania as the Chair of this Committee.

Lithuania has invited the Signatory States to submit the nominations by the Letter of the Ministry of Energy of the Republic of Lithuania of 18 March 2009. The letter was sent to 72 eligible States and also placed on the official website of IRENA. In this letter all the requirements for the nominations were listed and the Signatory States were requested to submit their nominations to the Chair of the Committee not later than 30 April 2009 as it was defined in the decision on a

selection procedure. According to this decision, the Chair of the Committee had, within two working days after 30 April 2009 in the presence of at least two other members of the Committee, to open all the nominations and documents received.

Six nominations were received: France (24 of April), Spain (28 of April), Greece (29 of April), Denmark (30 of April), Nigeria and Norway (4 of May).

The Committee meeting where nominations were analysed took place on 5 May 2009 in Berlin. Delegations from Bahrain, Mali, Uruguay and Lithuania participated in the meeting.

Four nominations (Danish, French, Greek and Spanish) were considered as valid nominations as they complied with the requirements established in the decision.

Nigerian and Norwegian nominations after a thorough analysis of the requirements of the decision, circumstances of the delivery of the nominations and consideration of different alternatives how to deal with those two nominations, were considered as non-valid nominations as they did not comply with the requirements established in the Decision.

On 3 of June and 17 of June Norwegian and Nigerian nominees withdrew their candidatures.

On 6 May 2009 the Chair`s summary with the enclosed list of the valid and non-valid nominations, containing the explanation of the reasons of non-validity, was submitted to the Preparatory Commission via IRENA secured web-site by the Chair of the Director-General Committee.

On 27 May 2009, following the schedule set by the Preparatory Commission with decision on a selection procedure of the Interim DG, a consolidated list of valid nominations together with a synopsis as well as with the full nomination documents was delivered to the Preparatory Commission via IRENA secured web-site by the Chair of the Director-General Committee.

The synopsis is drafted following eight evaluation criteria set out in Annex I of the same decision. The information from four valid nominations of France, Spain, Greece and Denmark is summarised there. The synopsis was commented later by the Spanish party, adding additional information on the Spanish nominee. All the information is made available on the secured IRENA web-site.

Thank you.

## PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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**Decision on the Interim Work Programme 2009/2010**

Report  
Annex 7

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Second session

Monday, 29 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.1

Agenda item 9

### **Decision PC.2/dc.1 on the Interim Work Programme 2009/2010**

*The Preparatory Commission for the International Renewable Energy Agency (“Commission”), at its second session,*

*considering* paragraph II, decision PC.1/dc.5 on establishing an Administrative Committee for the Commission, which was assigned to prepare a draft proposal for an interim work programme,

*referring to* Article II and IV of IRENA’s Statute, defining the overall objectives and activities of the Agency and thus, building the basis for this work programme,

*emphasising the advantage of elaborating a vision and long-term perspective for the successful and target-oriented work of IRENA,*

*recalling* the magnitude and urgency of IRENA’s tasks requiring that the Secretariat begins operating swiftly after the designation of the interim seat of the Secretariat and the Interim Director-General,

*aware* of the challenges to establish IRENA’s Secretariat, including all organisational requirements, while implementing this work programme,

*noting that* the priority task of building up IRENA’s capacities and infrastructure, while simultaneously launching initial activities will play a key role in promoting the Agency’s visibility at the international level,

*mindful* of the consultations with international organisations also active in the field of renewable energy,

*recognising* that the success of IRENA will be closely linked to a stable and adequate budget,



- I. Approves the interim work programme for IRENA as set out in the Annex. This provides a programme for the second half of 2009 and major elements for 2010.
- II. Decides that the Interim Director-General shall start implementing the tasks for building IRENA and initial activities contained in the interim work programme for 2009 without delay.
- III. Decides that based on the major elements of the interim work programme and considering the topics listed in Chapter 4 of the Annex, the Interim Director-General shall elaborate a detailed work programme for 2010 that will be adopted by the Commission at the third session.
- IV. Decides that following IRENA's startup phase, the Interim Director-General shall develop a long-term perspective for the Agency in accordance with Article II and IV of the Statute. It will then be adopted no later than at the fourth session of the Commission.
- V. Decides that the Interim Director-General shall report at each session to the Commission on the implementation process of the interim work programme.

# Interim Work Programme 2009/2010 for the International Renewable Energy Agency

## Content

1. Introduction .....	52
2. Building IRENA .....	53
2.1 Management of knowledge .....	53
2.2 Communication .....	55
2.3 Cooperation networks.....	57
3. Initial activities to commence in 2009 .....	59
3.1 Developing integrated approaches for policy advice on appropriate framework conditions .....	59
3.2 Capacity building, Knowledge Sharing and Technology Transfer .....	60
3.3 Renewable energies in the climate debate: COP15.....	61
3.4 Global renewable energy scenario .....	61
4. Further relevant items to possibly complement the initial activities as of 2010.....	62

## 1. Introduction

In order to cope with an increasing global energy demand and energy security, global warming, poverty alleviation and volatile energy prices, the world needs a massive scale up in renewable energy within a short period of time. The International Renewable Energy Agency (IRENA) will tackle current barriers and thus, speed up the deployment of renewable energy. It will also contribute to overcoming the current economic and financial crises. In line with the Statute, and without prejudice to the development of the Agency's vision and long-term strategy, IRENA will seek in its initial phase:

- to become the global voice for promoting the widespread and sustainable use of renewable energy in all relevant international debates;
- as a centre of excellence to provide practical advice for developed and developing countries in setting the appropriate political and legal framework conditions and provide experience on all related matters;
- to closely cooperate with all relevant international organisations in order to create synergies and act as a facilitator and catalyst for further developing existing projects and experience; and
- to emerge under a global umbrella for innovation, networking and information between governments, market actors, academia, and civil society.

The rapid transition to low-carbon energy systems based on renewable energy requires a global learning process involving developed and developing countries alike. The specific needs of countries shall be given due consideration when defining the priorities.

The magnitude and urgency of IRENA's tasks require that the Agency begins operating swiftly after the designation of the interim seat of the Secretariat and the Interim Director-General and that IRENA quickly becomes an efficient and action-oriented organisation. The challenge will be to establish IRENA's Secretariat including all organisational requirements while starting to implement this work programme.

The initial work programme for 2009 and the projection of 2010 concentrate on building up IRENA's capacities and infrastructure, while simultaneously launching initial activities to promote the Agency's visibility at the international level.

In **2009** IRENA will focus on elaborating appropriate concepts for building IRENA consisting of the following **three tasks**: management of knowledge, internal and external communication and cooperation networks with all relevant actors in the field of renewable energy to prepare the ground for IRENA's future work. **In 2010** work on these tasks should be further elaborated and implemented.

Due to the limited time in **2009**, IRENA will start with **initial activities**, identified as priority areas of the activities listed in Article IV of the Statute. These activities seek to overcome current main barriers and thus scale-up the deployment of renewable energy. In addition, the United Nations Climate Change Conference in Copenhagen (COP15) in December 2009 provides major opportunities for IRENA to introduce itself as the relevant global actor for renewable energy. In **2010** these initial activities should be further implemented and if possible be complemented by further fields of action.

The Director-General is to develop a series of performance metrics that will be used to evaluate the Agency's performance both in its internal operations and its external projects.

## 2. Building IRENA

In order to develop IRENA's capacity and infrastructure, IRENA will focus on the following three tasks:

- appropriate management of knowledge for all relevant and related fields of renewable energies;
- systematic internal and external communication structure within IRENA and its organs, as well as with its Members, stakeholders and the public; and
- reliable cooperation networks with governments, international organisations, academia, industry and other partners active in the renewable energy sector.

### 2.1 Management of knowledge

#### **Objective:**

To conceive, jointly create, establish and operate a system that manages knowledge for all relevant and related renewable energy fields, while providing a one-stop-shop information base portal for the implementation of IRENA's tasks, its Members, academia, industry and civil society and to close the "baseline knowledge gaps".

IRENA's knowledge base will be a multi-dimensional system that evolves over time and is interconnected with all of its tasks. Apart from a wide range of "hard facts" such as statistical information, relevant legislation and regulations, information on technologies, technical systems, and on financing tools and facilities, the knowledge base must also handle interpretative information. This includes all challenges across the value chain descriptions of country-specific economic, environmental, institutional and social conditions and impacts of technological approaches or business model, all of which should allow for cross-connections of the data. Other components will include collections of case studies and best practices that also need a systematic description of their contexts for assessing their transferability.

IRENA will not start from scratch, but will focus on filling gaps with necessary information to fulfil its tasks. Therefore, IRENA will rely on and use the existing work of its member countries and of other relevant institutions with the aim of closely cooperating and interlinking information systems. Systematically exploring concrete options for cooperation with other organisations will be important in all areas, especially concerning statistics and corresponding reporting systems.

#### **Main tasks:**

- Elaborate an overall strategy for knowledge management that considers the actors involved, essential contents, information sources, data format, logical structure, data collection and exchange mechanisms as well as technical infrastructure requirements.

- Develop the appropriate technical infrastructure for the knowledge base to make best use of IRENA's overall IT infrastructure; translate the logical structure into concrete database requirements, data formats and interfaces; and define formats for preliminary databases to be integrated later in the comprehensive system.
- Identify immediate and prospective needs of statistics and databases in consideration of existing statistics and reporting systems; establish cooperation and develop concepts for gathering additional data (such as a database on available potentials, legal frameworks, energy infrastructure, economic, social and environmental impacts and benefits, national and international experts for renewable energy; databases on existing projects and programme evaluations).
- Take stock of existing databases; identify information gaps and the overall need for relevant country-specific information and policies, which is essential to establish a successful transfer of experience and for pertinent advice, capacity building and developing appropriate IRENA products.
- Develop an information base with reliable and up-to-date information concerning individual renewable energy technologies (e.g. photovoltaic, wind converters, biogas fermenters), including their preconditions and costs as well as relevant system technologies (e.g. management of electric grids, energy systems in buildings, renewable electricity for mobility). Consider cooperation with existing relevant organisations on renewable energy information systems.
- Develop an information base on financing tools and facilities, drawing on the related work of and cooperating closely with relevant international organisations.
- Establish a platform for the structured exchange of experiences concerning policy frameworks, technology, financing issues and project organisation, linked to the above-mentioned databases.
- Establish an online document service that ensures world-wide access to publications concerning renewable energies and their context. Ensuring accessibility to the library/documentation to a large audience at a low cost.

2009 results	2010 results
<ul style="list-style-type: none"> <li>• Draft strategy for overall knowledge management and for sub-systems (statistical data, contexts &amp; country policies, technologies, library)</li> <li>• Draft technical concept</li> <li>• Analyse of existing data &amp; systems</li> <li>• Produce (or publish) reports on concrete cooperation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Complete strategy for overall knowledge management and for subsystems</li> <li>• Roadmap for implementation</li> <li>• Complete technical concept with roadmap</li> <li>• Core system implemented, daily working tools for experts available</li> <li>• Reporting systems partially established, in cooperation with other organisations</li> </ul>

<ul style="list-style-type: none"> <li>• Initial databases on institutions and major information sources</li> <li>• Preliminary databases for immediate needs</li> </ul>	<ul style="list-style-type: none"> <li>• First online tools for evaluation and presentation available (statistics)</li> <li>• Roadmap for publications based on the knowledge base</li> <li>• Draft report on clusters of countries/regions with similar structures</li> <li>• Electronic library and library management system implemented in a first version</li> <li>• Establish a platform to exchange experiences</li> </ul>
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## 2.2 Communication

### Objective:

To raise international awareness of IRENA, its mission, objectives and activities; to act as the global voice for renewable energy and their huge potentials and chances; to ensure efficient and targeted information flow between all actors involved in its activities; ensure public relations and communication with non Member States.

IRENA's communication will involve different actors and target groups as well as different media and tools and types of contents. Developing an overall communication strategy will be essential for structuring this multi-layered task, setting goals, developing appropriate tools and methods and motivating the actors involved. In order to ensure external communication right from the beginning, initial communication structures and tools should be established.

As internet-based tools today play a vital role in a variety of communication forms, developing appropriately structured technical tools and communication rules from the beginning is a key task. An internet-based platform will act as the technical backbone for all communication activities.

Ensuring effective communication so that a clear corporate identity and a clear vision of the communication partners and their interests are acknowledged is most important. The communication tools and the type of the messages need to be chosen and shaped accordingly.

Communication activities should highlight IRENA's role as a service provider, centre of excellence, facilitator, and catalyst. It may also involve highly visible campaigns and events, such as global competitions (e.g. 100% renewable energies in urban municipalities).

### Main tasks:

- Develop a communication strategy that covers all relevant subjects, addresses as well as the communication channels and schedule and considers establishing a communications task force for the initial phase headed by the Interim Director-General.

- Develop a clear, tangible image and corporate identity.
- Develop and implement the technical infrastructure for all relevant forms of communication (telecommunication, collaborative tools, website, etc.) in cooperation with the general IT services.
- Ensure targeted, easy and transparent internal communication for its projects by providing appropriate technical tools and communication guidelines where needed. Ensure regular communication with all Member States – also beyond their involvement in the statutory IRENA bodies.
- Foster relations with the press and other mass media. Ensure regular reporting on IRENA and on international renewable energy issues through provision of appropriate material and organisation of events.
- Update the existing IRENA website. Develop a well-structured and flexible new website on a new technical basis, which will become a highly visible information source for renewable energy (including e.g. newsletters, an e-learning platform, a statistical database, video broadcasts, and an open forum) and will be linked to other parts of the IRENA internet portal, for example, more professional knowledge bases, an online library, a future online training centre or other special departments developing with the implementation of IRENA's tasks.
- Develop a concept for ensuring communication with professional communities through an appropriate format of its own regular publications relating to the results of IRENA's activities.
- Develop a concept for a flagship publication, as an annual or bi-annual major report that draws extensively on the knowledge base and specialised expertise of IRENA. The special perspective of this publication will shape the public appearance of IRENA.

2009 results	2010 results
<ul style="list-style-type: none"> <li>• Draft overall communication strategy and concepts for the different target groups</li> <li>• Central elements of corporate design</li> <li>• Advanced concept for the technical communication infrastructure</li> <li>• Provisional technical system functions</li> <li>• Decision on responsibilities for communication with IRENA's bodies</li> <li>• Background press materials updated</li> <li>• First press releases and press events; major press conference at COP 15;</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed overall communication strategy and detailed concepts for the different target groups, roadmaps for the coming years</li> <li>• Detailed concept for the technical communication infrastructure with a roadmap</li> <li>• Essential functions of new technical system implemented</li> <li>• Considerable press coverage of all major IRENA events, media section on the website</li> </ul>



<p>Updated website</p> <ul style="list-style-type: none"> <li>• Continuance of newsletter</li> <li>• Leaflet and brochure</li> <li>• Draft concept for a flagship publication</li> </ul>	<ul style="list-style-type: none"> <li>• Completely re-launch the website on a new system</li> <li>• First reports published</li> <li>• Work on the first edition of the flagship publication</li> </ul>
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### **2.3 Cooperation network**

#### **Objective:**

To closely cooperate with its Members and regional networks as well as all relevant international organisations in order to create synergies and work together on the rapid scale up of renewable energy deployment. To implement a structured innovation and information exchange with industry, academia and civil society.

Apart from close cooperation with its Members and regional networks, IRENA is an organisation that strongly relies on efficient relations with the following groups of partners:

- International governmental organisations
- The scientific community and its organisations
- The renewable energy industry and its associations
- Specialised and regional networks
- NGOs in the fields of environment, development policies, etc.
- Other observers and organisations

IRENA will rapidly establish reliable and efficient relationships with these partners. While many IRENA experts will maintain ad-hoc contacts with these partners for specific issues and purposes, there is a need for a basic network ensuring coherence and continuity. Some of these organisations may become observers of IRENA and need to be regularly and formally involved in IRENA's activities.

#### **Main tasks:**

- Establish close cooperation with relevant international governmental organisations and initiatives in order to build on existing initiatives, knowledge and accomplishments, to exploit synergies and to develop joint strategies that strengthen renewable energies. Establish mechanisms for mutual information as well as explore opportunities for mutual support, joint actions and projects. Start cooperation in the field of data collection and reporting systems.
- Establish systematic exchange with its Members and regional networks with a goal to build on existing projects and activities that support IRENA's objectives. Consider and

propose appropriate mechanisms and working structures for specific fields of activities (e.g. working groups or sub-committees).

- Develop cooperation mechanisms and structures (e.g. consultative boards) with private sectors, scientific, educational, civil society and other organisations interested in renewable energy; these are important partners, key market players, sources of knowledge and multipliers.
- Define the role of observers and develop a strategy for involving external expertise in IRENA's activities.

2009 results	2010 results
<ul style="list-style-type: none"> <li>• Outline of scope of cooperation with other relevant international organisations and networks</li> <li>• Joint workshops with experts on cooperation opportunities regarding existing regional and national projects and activities</li> <li>• Draft concept on cooperation opportunities with business organisations, scientific and educational organisations, environment and development NGOs</li> <li>• Draft concept on the exchange with external experts and advisory boards</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual information mechanisms with main partners established</li> <li>• First cooperation started</li> <li>• Detailed report on cooperation opportunities, including roadmaps</li> <li>• Rules for observers and external experts in place</li> <li>• Continuous support for observers ensured</li> </ul>

### **3. Initial activities to commence in 2009**

The following **initial activities** seek to tackle the most important fields of action with a goal to scale-up the global deployment of renewable energy and promote the Agency's visibility at the international level.

Emphasis is given to activities under 3.1 and 3.2 In addition, IRENA will use opportunities provided by the international cooperation agenda, such as COP 15 (3.3) and will initiate work on scenarios (3.4)

Regarding the initial activities on **policy advice and capacity building**, it is understood that IRENA will intensify international exchange of experience with the objective of overcoming obstacles to the widespread and sustainable use of renewable energy on a global scale, and with a particular focus on the needs of developing countries aiming at overcoming energy poverty and enhancing energy efficiency.

#### ***3.1 Developing integrated approaches for policy advice on appropriate framework conditions***

Appropriate framework conditions are a prerequisite for the successful deployment of renewable energy. IRENA will help its Members to develop an integrated policy approach at the national and regional level that comprises all necessary framework conditions to adopt renewable energies on a large scale, including capacity building, access to financing and enhanced management of innovation and technology development. Exchange of experiences between member countries will play an important role in this endeavour as all must learn how best to achieve rapid growth and how renewables contribute to the overall energy supply. In order to develop solid competences, efforts will have to strongly focus on developing appropriate methodologies during the initial phase.

#### **Activities to start in 2009:**

- Collect and analyse experiences of similar efforts by other organisations.
- Define an initial methodological approach, including criteria ensuring high quality of advice and based on exchange of experience and a roadmap.
- Agree on an appropriate selection of countries and sub-regional organisations willing to participate in a pilot project and possibly start it.
- Establish cooperation with international organisations and initiatives currently engaged in policy advice on energy issues.

**Continuation of activities in 2010 could include:**

- Implementation of the pilot project.
- Develop a road-map to cover all major regions.
- Establish support for long-term regional networks.

**3.2 Capacity building, Knowledge Sharing and Technology Transfer**

IRENA aims to support its Members to develop, enhance, and nurture institutional and individual capabilities to effectively execute a rapid transition towards the widespread and sustainable use of renewable energy. In this respect IRENA shall devote particular attention to the sustainable use of all renewable energy sources, including biomass.

The capacities of a broad spectrum of actors – such as craftsmen, planners, engineers, academia, financing institutions, media, administration and governments – need to be developed in order to successfully implement renewable energy policies. Technical, institutional as well as training and research capacities must be equally considered.

**Activities to start in 2009:**

- Collect and analyse experiences of similar efforts by other organisations and institutions. Identify main areas of needs in different countries, main target groups and relevant institutions in this field.
- Identify – through a self-assessment or diagnostic tool - the needs for capacity building, helping to share knowledge regarding legal frameworks, technologies, financing and organisation including capacity building to support existing local, national and regional efforts to scale up renewable energies.
- Define an initial methodological approach and a roadmap.
- Establish inter-national, regional and national networks of institutions.
- Establish cooperation with international organisations currently engaged in capacity building on energy issues.
- Strengthen interaction with private sector involved in renewable energy.

**Continuation of activities in 2010 could include:**

Launch workshops and training courses in selected Member countries/regions with priority topics.

- Develop a roadmap and instruments to cover all the major regions.

### **3.3 Renewable energies in the climate debate: COP15**

In December 2009, the United Nations Conference on Climate Change (COP15) in Copenhagen is expected to agree on a future regime to reduce greenhouse gas emissions. IRENA aims at using this opportunity to position itself as a key player by promoting the role of renewable energy in tackling climate change.

Financing and technology cooperation are essential for the deployment of renewable energies. Therefore adequate frameworks and mechanisms are needed, including innovative ones.

#### **Activities to start in 2009:**

- Prepare IRENA's contribution to COP15 and outreach material, particularly with regard to the substantial role renewable energies and IRENA can immediately play in climate change abatement and solutions to the economic and financial crises.
- Prepare an overview on existing international mechanisms on financing and technology cooperation and their specifications to stimulate investments in renewable energy projects (see also task 2.1).
- Organise a booth, roundtable and/or side event at COP 15 to present IRENA and provide input on renewable energies to relevant negotiations.
- Analyse all instruments and mechanisms, that already exist under the Kyoto regime or that will emerge from the post-Kyoto regime, regarding the deployment of renewable energies, notably concerning international financing, technology needs assessment and technology transfer. These instruments and mechanisms notably include project specific and programmatic approaches.
- Elaborate proposals for IRENA's role in providing guidance and structures for effective and efficient implementation of these instruments and mechanisms.
- Elaborate advice for its members to offer guidance on appropriate funding and technology cooperation.
- Facilitate technical assistance to developing countries for the preparation of documents in the context of carbon-related projects.

### **3.4 Global renewable energy scenario**

A global renewable energy scenario will imply important policy messages and encourage decisions by governments, the financial sector, industry and other energy market actors. IRENA has an important role in facilitating an open and transparent dialogue on this issue and in ensuring that scenario assumptions about renewable energies reflect the huge potential of renewable energy as well as the rapid technology and policy development, including macro economic aspects. The scenario should be based on a global inventory of available renewable energy potentials.

### Activities to Start in 2009:

- Prepare an overview of existing global and regional scenarios and an analysis on methodology, scope and input data including identification of shortcomings and gaps, as well as the evaluation of the existing global scenarios with regard to the role of renewables.
- Establish cooperative working arrangements with relevant organisations and institutions being active in this field with a view of developing a global renewable energy scenario.
- Develop relevant databases (e.g. global inventory on potentials).

### 4. Further relevant items to possibly complement the initial activities as of 2010

The initial activities and tasks on building IRENA that begin in 2009 will be continued in the following years. With growing capacity and resources, IRENA will commence further activities that reflect the overall objectives agreed upon in the Statute in Article II and IV and respond to the global urgent challenges. Subjects that the Interim Director-General could consider to address as of 2010 and beyond are:

- **Renewable energy in the transport sector**, which represents one of the major emitters of green house gases; IRENA activities could cover alternative fuels as well as the role of electric vehicles;
- **Integrating RE into existing energy systems**, including electricity – both on and off grid – and the heating/cooling sector which poses challenges in terms of market setup and infrastructure technology;
- **Renewable energy services in rural areas** taking into account the geographical and country/regional contexts in order to support the achievement of the Millennium Development Goal;
- **Integrating renewable energy in the urban environment**, which is crucial, since 80% of the greenhouse gases are emitted in cities;
- **Information platform on the development of technical standards and sustainability criteria of biomass** across the value chain is required for the deployment of global renewable energy markets since biomass is the world`s most commonly used RE source;
- **Facilitating technology transfer and capacity building**;
- **Facilitating funding** for project developers as well as for multilateral donors and private investors that aims to boost investments in more efficient and cleaner technologies;
- **Encouraging private sector involvement** that promotes renewable energy – both with regard to enhanced investments in developing countries, general financial issues, setting standards and technology development; and
- **Investigation of current rules and ongoing discussion within WTO** with a view to support work on enhancing the innovation and diffusion of renewable energy technologies.



## PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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**Decision on the 2009 Budget**

Report  
Annex 8

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Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.2

Agenda item 10

### **Decision PC.2/dc.2 on Adopting the Budget of the Preparatory Commission for the Financial Period 2009**

*The Preparatory Commission for the International Renewable Energy Agency*

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

*having considered* paragraph II of the decision PC.1/dc.5 on establishing an Administrative Committee for the Commission,

*recalling* regulation 3.1, 3.5 and 4.1 of the interim financial regulations of the Commission,

*having considered* the proposed budget for 2009, submitted by the Administrative Committee,

*emphasising* the considerable uncertainties in drafting the budget for the year 2009 in the light of the initial stage of the Commission,

I. *invites* all Members of the Commission to contribute to the budget of the Commission in 2009 by voluntary contributions;

II. *requests* the Members to contribute as early as possible, preferably in July 2009;



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III. *decides as follows:*

1. The budget for 2009 will amount to 6.175 million USD for the purposes specified in the Annex, table 1.
2. The staff that may be hired in 2009 includes the post of the Interim Director-General at the level of Assistant Secretary General. The staff that can be hired by the Interim Director-General in 2009 may include up to one senior post at the level of D-2 and up to three senior posts at the level of D-1. An indicative list of the number of staff that may be hired until December 2009 is given in the Annex, table 2.
3. In accordance with regulation 4.6 of the interim financial regulations and given that this is the first budget of the Commission, the Interim Director-General is authorised to make transfers between each of the appropriation sections outlined in the Annex, table 1 up to an aggregate limit of 25 per cent of the estimated expenditure for those appropriation sections.
4. The Interim Director-General is authorised to adjust the proposed structure of the programme budget, as outlined in the Annex, table 3, if needed.
5. There shall be established an operating reserve in accordance with regulation 11.1 of the interim financial regulations corresponding to 30 per cent of the six-month budget for 2009, as outlined in the Annex, table 1.
6. The Interim Director-General is requested to report at the next session of the Commission on the income, budget performance and possible adjustments in accordance with Article 15 of the interim financial regulations.

## Annex

Table 1: Proposed budget by cost category for 2009 (USD in thousands)

<i>Expenditures by cost category 2009</i>	
Staff and other personnel costs	2,100
Contractual services <sup>1</sup>	1,900
Travel	100
Operating expenses	300
Acquisitions <sup>2</sup>	300
Body meetings	50
<b>Total Expenditures</b>	<b>4,750</b>
<b>Establishing operating reserve<sup>3</sup></b>	<b>1,425</b>
<b>TOTAL FINANCIAL NEEDS</b>	<b>6,175</b>
<i>Income</i>	
Voluntary contributions	6,175
<b>TOTAL INCOME</b>	<b>6,175</b>

<sup>1</sup> Including all contractual costs for the basic tasks (communication, cooperation network, knowledge management), for the initial core activities and for management and administration (legal and financial advice, information technology services, other external expertise).

<sup>2</sup> Non-consumable, non-service expenditure, e.g. for furniture, equipment, software.

<sup>3</sup> In the case of voluntary contributions, the UN regulations envisage an operating reserve (trust fund) of up to 15% of the annual expenditures. Considering that the 2009 budget covers only six months and involves a rapidly growing staff, the operating reserve is calculated to amount to 30% of the 2009 expenditures. The operating reserve remains a property of the Members that have contributed to it. After IRENA's Statute has entered into force, IRENA will rely on assessed contributions and therefore the operating reserve will be paid back to the Members that have actually contributed to it and a working capital reserve corresponding to 8.3% of the annual expenditure will be established instead.

**Table 2: Indicative staffing table for 2009**

<b>Category</b>	<b>Person-months in 2009</b>	<b>Full-time staff 2009</b>
Professional	120	38
General service	40	12
<b>Total</b>		<b>50</b>

**Table 3: Indicative programme budget for 2009 (USD in thousands)<sup>4</sup>**

<b>Expenditure 2009</b>	
<b>A. Programme appropriations</b>	
Executive direction, management and strategy	550
Knowledge management	900
Cooperation networks	300
Communication	750
Initial activities	1100
<b>B. Administration and infrastructure</b>	1,150
<b>Programme expenditures (A+B)</b>	<b>4,750</b>

<sup>4</sup> For further details, see the respective provisions in the 2009/2010 work programme.

# PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

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**Decision on the Budget Outline 2010 and Related  
Provisions**

Report  
Annex 9

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Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.3

Agenda item 11

## **Decision PC.2/dc.3 on Adopting the Budget Outline of the Preparatory Commission for the Financial Period 2010 and Related Provisions**

*The Preparatory Commission for the International Renewable Energy Agency*

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

*having considered* paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee for the Commission,

*recalling* regulation 3.1, 3.5 and 4.1 of the interim financial regulations of the Commission,

*having considered* the proposed budget for 2009, submitted by the Administrative Committee,

*emphasising* the considerable uncertainties for drafting the budget outline for the year 2010, in the light of the initial stage of the Commission,

*taking* into account the decision made by the Commission at its second session on the interim seat of the Secretariat for IRENA,

- I. *invites* all *Members* of the Commission to contribute to the budget of the Commission in 2010 by voluntary contributions;
  
- II. *states* that a solid financial basis is needed already in 2010 in order to enable an early, effective and sound establishment of IRENA and therefore *agrees* that *Members* of the Commission should pay their voluntary contributions according to the indicative IRENA adjusted scale of contributions. The indicative IRENA adjusted scale of contributions, based on 136 *Members* as of 30 June 2009, will be included in the conference report of the second session of the Commission for information purposes. The Interim Director-General, taking into account the forthcoming UN scale of assessments for the apportionment of the expenses of the United Nations,<sup>5</sup> is requested to propose an indicative IRENA scale of contributions for consideration and decision by the Commission as part of the budget 2010;
  
- III. *requests* the *Members* of the Commission to pay their contributions as early as possible in January 2010, preferably on 1 January 2010, in accordance with regulation 9.2 of the interim financial regulations;

IV. *decides as follows:*

1. The budget outline for 2010 shall be 17.090 million USD for the purposes specified in Annex I, table 1.
  
2. Based on the income and budget performance report of 2009, the Interim Director-General shall submit a draft budget for 2010 to the Commission for consideration and decision at its third session.
  
3. Until the decision on the budget 2010 has been adopted by the Commission, the budget 2009 shall apply.
  
4. The Interim Director-General shall propose an organisation chart and a detailed staffing table when presenting the specified and adjusted 2010 budget. In 2010, the Interim Director-General may hire general and professional staff below the level of

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<sup>5</sup> Cf. Resolution 61/237 of the UN General Assembly.

D-1 as outlined in the indicative staffing table of Annex I, table 2 until the detailed staffing table has been adopted by the Commission.

5. In accordance with regulation 3.2 of the interim financial regulations, the specified and adjusted 2010 budget shall be presented in the form of both, cost based budgeting and result based budgeting.
6. The Interim Director-General shall evaluate implications of different currencies for the budget and propose a decision on this matter in accordance with regulation 3.3 of the interim financial regulations at the third session of the Commission.
7. The Interim Director-General shall evaluate the pertinence of an annual and a biennial financial period for the budget until the first session of the Assembly of IRENA, taking into account the accounting standards.
8. The Interim Director-General is requested to report at the fourth session of the Commission on the income, budget performance and possible adjustments in accordance with Article 15 of the interim financial regulations.

## Annex I

Table 1: Indicative cost based budget for 2010 (USD in thousands)

<b><i>Expenditures by cost category 2010</i></b>	
Staff and other personnel costs	10,700
Contractual services <sup>6</sup>	4,100
Travel	300
Operating expenses	500
Acquisitions <sup>7</sup>	350
Body meetings	150
<b>Total expenditures</b>	<b>16,100</b>
<b>Increase of operating reserve<sup>8</sup></b>	<b>990</b>
<b>(resulting total operating reserve: 2,415)</b>	
<b>TOTAL FINANCIAL NEEDS</b>	<b>17,090</b>
<b><i>Income</i></b>	
Voluntary contributions	17,090
<b>TOTAL INCOME</b>	<b>17,090</b>

<sup>6</sup> Including all contractual costs for the basic tasks (Communication, Cooperation network, Knowledge management), for the initial core activities and for Management and Administration (legal and financial advice, information technology services, other external expertise).

<sup>7</sup> Non-consumable, non-service expenditure, e.g. for furniture, equipment, software.

<sup>8</sup> In the case of voluntary contributions, the UN regulations envisage an operating reserve (trust fund) of up to 15% of the annual expenditures. For 2010, the operating reserve is calculated to amount to 15% of the annual expenditures. The operating reserve remains a property of the Members that have contributed to it. After IRENA's Statute has entered into force, IRENA will rely on assessed contributions and therefore the operating reserve will be paid back to the Members that have actually contributed to it and a working capital reserve corresponding to 8.3% of the annual expenditure will be established instead.

**Table 2: Indicative staffing table for 2010**

<b>Category</b>	<b>Person-months in 2010</b>	<b>Full-time staff 2010</b>
Professional	750	78
General service	190	17
<b>Total</b>		<b>95</b>

**Table 3: Indicative result-based budget for 2010 (USD in thousands)<sup>9</sup>**

<b>Programme-based expenditures 2010</b>	
Executive direction, management and strategy	1,800
Knowledge management	2,000
Cooperation networks	1,000
Communication	1,500
Initial activities	6,800
Programme-related administration and infrastructure	3,000
<b>Total programme-based expenditures</b>	<b>16,100</b>

<sup>9</sup> For further details, see the respective provisions in the 2009/2010 work programme.



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

**Indicative IRENA Adjusted Scale of Contributions for  
2010**

Report  
Annex 10

Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/proc.7

Agenda item 11

**Indicative IRENA Adjusted Scale of Contributions for 2010**

Signatory States (as of 30 June 2009)	UN Scale of Assessment	Indicative IRENA Adjusted Scale of Contributions	Estimated Contribution to IRENA
Afghanistan	0.001	0.001 <sup>10</sup>	170
Albania	0.006	0.007	1,254
Algeria	0.085	0.104	17,760
Angola	0.003	0.004	627
Antigua and Barbuda	0.002	0.002	418
Argentina	0.325	0.399	67,906
Armenia	0.002	0.002	418
Australia	1.787	2.196	373,377
Austria	0.887	1.090	185,330
Azerbaijan	0.005	0.006	1,045
Bahrain	0.033	0.041	6,895
Bangladesh	0.010	0.010	1,700
Belarus	0.020	0.025	4,179
Benin	0.001	0.001	170
Bosnia and Herzegovina	0.006	0.007	1,254
Brunei Darussalam	0.026	0.032	5,432
Bulgaria	0.020	0.025	4,179
Burkina Faso	0.002	0.002	418
Cambodia	0.001	0.001	170
Cameroon	0.009	0.011	1,880
Cape Verde	0.001	0.001	170
Central African Republic	0.001	0.001	170
Chad	0.001	0.001	170
Chile	0.161	0.198	33,639
Comoros	0.001	0.001	170
Congo	0.001	0.001	170
Costa Rica	0.032	0.039	6,686
Côte d'Ivoire	0.009	0.011	1,880
Cyprus	0.044	0.054	9,193
Democratic Republic of the Congo	0.003	0.004	627

<sup>10</sup> As decided by the General Assembly (A/RES/61/237), the minimum assessment rate is 0.001 per cent.

Signatory States (as of 30 June 2009)	UN Scale of Assessment	Indicative IRENA Adjusted Scale of Contributions	Estimated Contribution to IRENA
Denmark	0.739	0.908	154,407
Djibouti	0.001	0.001	170
Dominican Republic	0.024	0.029	5,015
Ecuador	0.021	0.026	4,388
Egypt	0.088	0.108	18,387
Eritrea	0.001	0.001	170
Estonia	0.016	0.020	3,343
Ethiopia	0.003	0.004	627
Fiji	0.003	0.004	627
Finland	0.564	0.693	117,842
France	6.301	7.744	1,316,534
Gabon	0.008	0.010	1,672
Gambia	0.001	0.001	170
Georgia	0.003	0.004	627
Germany	8.577	10.542	1,792,082
Ghana	0.004	0.005	836
Greece	0.596	0.733	124,529
Grenada	0.001	0.001	170
Guatemala	0.032	0.039	6,686
Guinea	0.001	0.001	170
Guinea-Bissau	0.001	0.001	170
Honduras	0.005	0.006	1,045
Iceland	0.037	0.045	7,731
India	0.450	0.553	94,023
Iran	0.180	0.221	37,609
Iraq	0.015	0.018	3,134
Ireland	0.445	0.547	92,979
Israel	0.419	0.515	87,546
Italy	5.079	6.242	1,061,209
Japan	16.624	20.432	3,473,426
Jordan	0.012	0.015	2,507
Kazakhstan	0.029	0.036	6,059
Kenya	0.010	0.012	2,089
Kiribati	0.001	0.001	170
Kuwait	0.182	0.224	38,027
Latvia	0.018	0.022	3,761
Lebanon	0.034	0.042	7,104
Lesotho	0.001	0.001	170
Liberia	0.001	0.001	170
Libyan Arab Jamahiriya	0.062	0.076	12,954
Liechtenstein	0.010	0.012	2,089
Lithuania	0.031	0.038	6,477
Luxembourg	0.085	0.104	17,760
Madagascar	0.002	0.002	418
Maldives	0.001	0.001	170
Mali	0.001	0.001	170
Malta	0.017	0.021	3,552
Mauritania	0.001	0.001	170
Moldova	0.001	0.001	170

Signatory States (as of 30 June 2009)	UN Scale of Assessment	Indicative IRENA Adjusted Scale of Contributions	Estimated Contribution to IRENA
Monaco	0.003	0.004	627
Mongolia	0.001	0.001	170
Montenegro	0.001	0.001	170
Morocco	0.042	0.052	8,775
Nauru	0.001	0.001	170
Nepal	0.003	0.004	627
Netherlands	1.873	2.302	391,345
Nicaragua	0.002	0.002	418
Niger	0.001	0.001	170
Nigeria	0.048	0.059	10,029
Norway	0.782	0.961	163,391
Oman	0.073	0.090	15,253
Pakistan	0.059	0.073	12,327
Palau	0.001	0.001	170
Panama	0.023	0.028	4,806
Papua New Guinea	0.002	0.002	418
Peru	0.078	0.096	16,297
Philippines	0.078	0.096	16,297
Poland	0.501	0.616	104,679
Portugal	0.527	0.648	110,112
Republic of Korea	2.173	2.671	454,028
Romania	0.070	0.086	14,626
Rwanda	0.001	0.001	170
Samoa	0.001	0.001	170
Sao Tome and Principe	0.001	0.001	170
Senegal	0.004	0.005	836
Serbia	0.021	0.026	4,388
Seychelles	0.002	0.002	418
Sierra Leone	0.001	0.001	170
Slovakia	0.063	0.077	13,163
Slovenia	0.096	0.118	20,058
Somalia	0.001	0.001	170
Spain	2.968	3.648	620,135
Sri Lanka	0.016	0.020	3,343
Sudan	0.010	0.001	170
Swaziland	0.002	0.002	418
Sweden	1.071	1.316	223,775
Switzerland	1.216	1.495	254,072
Syrian Arab Republic	0.016	0.020	3,343
Tajikistan	0.001	0.001	170
The former Yugoslav Republic of Macedonia	0.005	0.006	1,045
Timor-Leste	0.001	0.001	170
Togo	0.001	0.001	170
Tonga	0.001	0.001	170
Tunisia	0.031	0.038	6,477
Turkey	0.381	0.468	79,606

Signatory States (as of 30 June 2009)	UN Scale of Assessment	Indicative IRENA Adjusted Scale of Contributions	Estimated Contribution to IRENA
Uganda	0.003	0.004	627
United Arab Emirates	0.302	0.371	63,100
United Kingdom of Great Britain and Northern Ireland	6.642	8.163	1,387,783
United Republic of Tanzania	0.006	0.007	1,254
United States of America	22.000	22.000 <sup>11</sup>	3,740,000
Uruguay	0.027	0.033	5,641
Uzbekistan	0.008	0.010	1,672
Vanuatu	0.001	0.001	170
Yemen	0.007	0.009	1,463
Zambia	0.001	0.001	170
Zimbabwe	0.008	0.010	1,672
<b>Sum</b>	<b>85.481</b>	<b>100.000</b>	<b>\$17,000,000</b>

<sup>11</sup> As decided by the General Assembly (A/RES/61/237), the maximum assessment rate is 22.00 per cent. Please note that the limits for the UN scale are under review. If the limits were changed or abolished this would have to be reflected in the IRENA scale accordingly.

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

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**Interim Financial Regulations for the Preparatory  
Commission**

Report  
Annex 11

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Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.4

Agenda item 12

**Decision PC.2/dc.4 on Adopting the  
Interim Financial Regulations for the Preparatory Commission**

*The Preparatory Commission for the International Renewable Energy Agency*

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

*recalling* number 8 lit. c) of the resolution on establishing the Preparatory Commission for IRENA, which provides that the Commission shall adopt its interim financial regulations,

*recalling* paragraph II of decision PC.1/dc.5 on establishing an Administrative Committee for the Commission, which assigned the Administrative Committee to prepare a draft proposal for interim financial regulations for the Preparatory Commission,

*stressing* the need for transparent and easily applicable financial regulations for the Commission in order to enable it to efficiently manage budgetary issues, since the interim financial regulations embody basic conditions for budgeting and financing the Commission,

*emphasising* that these interim financial regulations only apply for the Preparatory Commission and that the Preparatory Commission has to develop financial regulations for IRENA in accordance with number 10 lit. c.) of the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency to be adopted by the Assembly of IRENA,

*adopts* the following interim financial regulations for the Commission:

## Article 1

### SCOPE AND DEFINITIONS

#### Regulation 1.1

##### *Scope*

These regulations shall govern the financial administration of the Preparatory Commission, its Secretariat and its subsidiary bodies.

#### Regulation 1.2

##### *Definitions*

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

1. "Statute" means the Statute of the International Renewable Energy Agency (IRENA);
2. "Resolution" means the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency, adopted at the Conference on the establishment of the International Renewable Energy Agency;
3. "Commission" means the Preparatory Commission for the International Renewable Energy Agency;
4. "Member" means any Member of the Commission;
5. "Secretariat" means the Secretariat of the Commission, which is the Interim Secretariat of IRENA;
6. "Appropriations" mean the aggregate of the expenditure authorisations approved by the Commission for the regular budget of the Commission for a financial period against which expenditures may be incurred for purposes approved by the Commission;
7. "Appropriation section" means a major subdivision of the appropriations;
8. "Ex gratia payment" means a payment where there is no legal liability but where payment is justifiable in the light of circumstances;
9. "Unliquidated obligation" means an obligation or that portion of an obligation which is not yet paid;
10. "Short term investments" are investments for a period not exceeding twelve months.

## **Article 2**

### **FINANCIAL PERIOD**

#### **Regulation 2**

The financial period shall be one calendar year unless otherwise decided by the Commission.

## **Article 3**

### **THE BUDGET**

#### **Regulation 3.1**

##### ***Preparation and submission***

Based on the draft programme of work the Interim Director-General shall prepare and submit to the Commission a draft budget for its next financial period to be considered and adopted at a session of the Commission. The draft budget shall be submitted by the Interim Director-General to the Members at least 60 days prior to the opening of the session of the Commission at which it is to be adopted.

#### **Regulation 3.2**

##### ***Form of the budget***

The draft budget shall cover income and expenditures for the financial period to which they relate.

Expenditures and income shall be grouped in two ways:

- (a) divided into sections and chapters and if appropriate into sub-chapters (cost based budget); and
- (b) according to the programme to which they relate (result based budget).

It shall give an overview on past and planned activities of the Interim Secretariat and indicate priorities where uncertainties persist. It shall be accompanied by such information, annexes and explanatory statements as may be requested by the Commission or as the Interim Director-General may deem necessary, including a statement on the main changes in comparison with the budget of the previous financial period.

**Regulation 3.3*****Currency***

The budget shall be presented in United States dollars unless otherwise decided by the Commission.

**Regulation 3.4*****Adoption***

Before adopting a budget, the Commission shall consider the draft budget and possible reports and may make amendments to the proposed budget. The budget shall be adopted by consensus in accordance with rule 33 of the rules of procedure in conjunction with Article IX paragraph G number 2 of the Statute.

**Regulation 3.5*****Supplementary budget***

The Commission may adopt a supplementary budget for the financial period. The Interim Director-General shall submit proposals for a supplementary budget whenever requested by the Commission. He/she may make such proposals on his/her own initiative only if this is exceptionally necessary following careful examination of available resources for their possible reallocation and taking into account regulation 4.6 concerning the transfer of funds. Such proposals shall be prepared and acted upon in a form and manner consistent with the regular budget proposals for the financial period, except that they need not to be considered and adopted at a session of the Commission.

**Article 4****APPROPRIATIONS****Regulation 4.1*****Authorisation***

The appropriations of the adopted budget shall constitute an authorisation to the Interim Director-General to incur obligations and make payments for the purposes for which the appropriations were approved and up to the amounts so approved, provided always that, unless specifically authorised by the Commission, expenditures are covered by related funds.



**Regulation 4.2*****Availability***

Appropriations shall be available for entering into obligations during the financial period to which they relate. Appropriations shall remain available for twelve months following the end of the financial period to which they relate to the extent that they are required to liquidate any outstanding legal obligations of the financial period.

**Regulation 4.3*****Unobligated balances***

The balance of the appropriations remaining unobligated at the close of the financial period shall form part of any cash surplus of the budget and shall be treated in accordance with regulation 4.5.

**Regulation 4.4*****Unliquidated obligations***

At the end of the twelve-month period provided for in regulation 4.3., any unliquidated obligations of the financial period in question shall at that time be cancelled or, where the obligation remains a valid charge, transferred as an obligation against current appropriations. The then remaining balance of appropriations retained shall form part of any cash surplus of the budget and shall be treated in accordance with regulation 4.5.

**Regulation 4.5*****Cash surplus***

Any cash surplus in the budget at the close of any financial period shall be apportioned among Members in proportion to their paid voluntary contributions and shall be surrendered to the respective Members as of 1 January following the year in which the audit of the accounts of the financial period is completed and in a manner to be determined by them.

**Regulation 4.6*****Transfers between appropriation sections***

The Interim Director-General may make transfers within each of the appropriation sections of the approved budget outlined in the cost-based form of the budget as referred to in regulation 3.2 lit. a). He or she may also make transfers between these appropriation sections up to such limits as the Commission may set from time to time. Transfers in excess of this limit may be made only with the prior approval of the Commission.

**Regulation 4.7*****Commitments for future financial periods***

The Interim Director-General may only enter into commitments for future financial periods provided that such commitments are authorised by a specific decision of the Commission.

**Article 5****CONTRIBUTIONS****Regulation 5**

The resources of the Commission shall comprise:

- (a) voluntary contributions made by Members on the basis of the indicative IRENA scale of contributions;
- (b) voluntary contributions made by Members in addition to those made pursuant to paragraph (a) and voluntary contributions made by states and regional intergovernmental economic integration organisations not yet Members; and
- (c) miscellaneous income.

**Article 6****VOLUNTARY CONTRIBUTIONS BASED ON THE INDICATIVE  
IRENA SCALE OF CONTRIBUTIONS****Regulation 6.1*****Scope***

Voluntary contributions based on the indicative IRENA scale of contributions according to regulation 5 lit. a) should be paid by each Member as of 2010. They shall cover administrative costs and core activities (core budget) as referred to in Article XII of the Statute.

**Regulation 6.2**  
***Indicative IRENA scale of contributions***

The indicative IRENA scale of contributions, as part of the budget process, shall:

- a) be based on the UN scale of assessment in force for the apportionment of the expenses of the United Nations;
- b) take into account differences in membership between the United Nations and the Commission; and
- c) take into account regional intergovernmental economic integration organisations that are Members of the Commission.

**Regulation 6.3**  
***Adjustment of contributions***

The amounts based on such an indicative IRENA scale of contributions should be adjusted in respect of:

- (a) supplementary appropriations;
- (b) voluntary contributions made by new Members on the basis of an adjusted indicative IRENA scale of contributions pursuant to regulation 6.4;
- (c) miscellaneous income.

**Regulation 6.4**  
***Contributions of new Members***

States and regional intergovernmental economic integration organisations that become a Member after the beginning of the new financial period should make voluntary contributions pro rata temporis for this financial period based on an adjusted indicative IRENA scale of contributions as referred to in regulation 6.3 lit. b). Such contributions should start at the beginning of the month following the month in which they become a Member. Regulation 9 shall apply mutatis mutandis for the year of adhesion to the Commission.

## Article 7

### VOLUNTARY CONTRIBUTIONS IN ADDITION TO ARTICLE 6

#### Regulation 7.1

##### ***Acceptance***

Voluntary contributions, gifts, bequests and subventions, whether or not in cash, other than those referred to in regulation 5. lit. a.), may be accepted by the Interim Director-General for a purpose agreed between the Interim Director-General and the contributor only if the purposes for which the contributions are made are consistent with the policies, aims and activities of the Commission and provided that the acceptance of such contributions which directly or indirectly involve additional financial liability for the Organisation is authorised by the Commission.

#### Regulation 7.2

##### ***Report on voluntary contributions***

The Interim Director-General shall report to the Commission all the voluntary contributions, gifts, bequests and subventions he/ she has accepted.

## Article 8

### MISCELLANEOUS INCOME

#### Regulation 8.1

##### ***Definition***

All other income except:

- (a) contributions by Members according to the indicative IRENA scale of contributions,
- (b) contributions specified for a purpose; and
- (c) direct refunds of expenditures made during the financial period;

shall be classed as miscellaneous income, for credit to the General Fund.

**Regulation 8.2**  
**Staff assessment**

Revenue derived from staff assessment shall be credited to miscellaneous income.

**Article 9****MODALITIES TO PAY****Regulation 9.1**  
**Information by the Interim Director-General**

After the Commission has adopted the budget and determined the amount of the Operating Reserve, the Interim Director-General shall:

- (a) submit the relevant documents to the Members;
- (b) inform the Members of the Commission of the amount of voluntary contributions which should be paid in the respective financial period as of 2010 according to the indicative IRENA scale of contributions;
- (c) request them to remit their contributions.

**Regulation 9.2**  
**Date of payment**

Each Member of the Commission shall, prior to 1 January of each year, inform the Interim Director-General of the contribution it intends to make that year. Each Member should pay their voluntary contributions as early as possible, preferably on 1 January of the calendar year to which they relate.

**Regulation 9.3**  
**Instalments**

However, a Member may inform the Interim Director-General of its preference to pay its contribution to the budget in two instalments, in which case half of the amount of contributions should be paid as early as possible pursuant to 9.2 and the remaining amount should be paid preferably within six months from that date.

**Regulation 9.4**  
***Currency of payments***

Contributions and advances shall be paid in the currency or currencies in which the budget is presented.

**Article 10****GENERAL FUND****Regulation 10.1**  
***Scope***

There shall be established a General Fund for the purpose of accounting for the Commission's administrative costs and its core activities (core budget) as referred to in Article XII of the Statute.

**Regulation 10.2**  
***Contributions credited to the General Fund***

All contributions referred to in regulation 5. a) and c) and any advances made from the Operating Reserve to finance expenditures shall be credited to the General Fund.

**Regulation 10.3**  
***Voluntary contributions referred to in regulation 5 lit. (b)***

Voluntary contributions referred to in regulation 5 lit. (b) may only be credited to the General Fund if they are not restricted by the contributor as to cover only specific costs of the core budget. Contributions in respect of which no purpose is specified shall be treated as miscellaneous income and reported as gifts in the accounts of the financial period.

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**Article 11****OPERATING RESERVE****Regulation 11.1*****Scope***

Within the General Fund there shall be established an Operating Reserve in order to ensure continuity of operations in the event of short-term liquidity problems in the core budget. The amount of the Operating Reserve shall be determined by the Commission.

**Regulation 11.2*****Crediting of payments***

Payments made by a Member should be credited as appropriate first to the Operating Reserve.

**Regulation 11.3*****Reimbursement***

Advances made from the Operating Reserve shall be reimbursed to the Reserve as soon as and to the extent that income is available for that purpose.

**Regulation 11.4*****Investments***

Income derived from investments of the Operating Reserve shall be credited to miscellaneous income.

**Article 12****SPECIAL TRUST FUNDS AND SPECIAL ACCOUNTS****Regulation 12.1*****Scope***

There shall be established a special trust fund for financing work programme activities of the Commission which are not part of the core activities (supplementary programme activities). Voluntary contributions specified for the purpose of financing these supplementary programme activities shall be credited to this special trust fund.

### **Regulation 12.2**

#### ***Further special trust funds and special accounts***

Further special trust funds and special accounts may be established by the Interim Director-General as may be necessary to ensure transparent implementation of the Commission's activities. The purpose and limits of each trust fund and special account shall be clearly defined by the Interim Director-General. They shall be reported to the Commission.

## **Article 13**

### **BANKING**

### **Regulation 13**

The Interim Director-General shall designate the bank or banks in which the funds of the Commission shall be kept.

## **Article 14**

### **INVESTMENTS OF FUNDS**

### **Regulation 14.1**

#### ***Investments***

The Interim Director-General may make short-term investments of moneys not needed for immediate requirements and shall periodically report to the Commission on any such investments.



**Regulation 14.2*****Crediting of income derived from investments***

Income derived from investments shall be credited to miscellaneous income or as provided in the relevant rules relating to each fund or account.

Income derived from investments of the Operating Reserve shall be credited to miscellaneous income.

**Article 15****ACCOUNTS AND AUDIT****Regulation 15.1*****Accountability and report on budget performance***

The Interim Director-General shall be accountable to the Commission for the proper management of the financial resources in accordance with these regulations.

Unless otherwise decided by the Commission, the Interim Director-General shall for each regular session of the Commission prepare a report on the income and budget performance of the current financial period. This report shall be distributed to the Members at least four weeks before the opening of the session in accordance with rule 3 paragraph 3 of the rules of procedure of the Commission.

**Regulation 15.2*****United Nations audit process***

The accounts and financial management of all funds governed by these financial regulations shall be subject to the internal and external audit process as provided for in the United Nations financial regulations and rules, which shall insofar apply *mutatis mutandis*.

**Article 16****EXPENDITURES****Regulation 16.1*****Resolutions / Decisions involving expenditures***

Neither the Commission nor its subsidiary bodies shall take a decision involving either a change in the budget approved by the Commission or the possible requirement of expenditure unless it has received and considered the statement of the Interim Director-General on the budget implications of the proposal.

**Regulation 16.2*****Procurement***

Substantial purchases of equipment, supplies, services and other requirements shall be by open tender. Such tenders shall be invited by advertisement.

**Article 17****GENERAL PROVISIONS****Regulation 17.1*****Entry into force***

These regulations shall become effective on the date of their approval by the Commission.

**Regulation 17.2*****Amendments***

These regulations may be amended by the Commission.

**Regulation 17.3*****Adoption of amendments to interim financial regulations***

The Commission shall consider and may adopt the proposed amendments to these regulations by consensus, in accordance with rule 33 of the rules of procedure in conjunction with Article IX paragraph G number 3 of the Statute.

**Regulation 17.4*****Interim financial rules***

The Interim Director-General may develop such interim financial rules for the Commission as may be appropriate for the implementation of these regulations and shall report thereon to the Commission.

**Regulation 17.5*****Entry into force of amendments***

Amendments to these regulations shall become effective on the date of their approval unless otherwise provided by the Commission.

**Regulation 17.6*****Relation of provisions***

In the event of any conflict between any provisions of these regulations and any provisions of the Resolution, the Resolution shall prevail. In the event of any conflict between these regulations and the financial rules, these regulations shall prevail.

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

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**Interim Staff Regulations for the Preparatory Commission**

Report  
Annex 12

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Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.5

Agenda item 13

**Decision PC.2/dc.5 on Adopting the  
Interim Staff Regulations for the Preparatory Commission**

*The Preparatory Commission for the International Renewable Energy Agency*

("Commission"), at its second session,

*recalling* number 8 lit. c) of the resolution on establishing the Preparatory Commission for IRENA, which provides that the Commission shall adopt its interim staff regulations,

*recalling* paragraph II of the decision PC.1/dc.5 on establishing an Administrative Committee for the Commission, which assigned the Administrative Committee to prepare a draft proposal for interim staff regulations for the Preparatory Commission to be adopted at its second session,

*stressing* the need for transparent and easily applicable staff regulations in order to provide the Interim Director-General with the necessary legal framework to start establishing the working structures of the Commission and in order to enable the Commission to hire the highest qualified staff, since the staff regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat,

*emphasising* that these interim staff regulations only apply for the Preparatory Commission and that the Preparatory Commission has to develop staff regulations for IRENA in accordance with number 10 lit. e.) of the resolution on establishing a Preparatory Commission for IRENA to be adopted by the Assembly after the entry into force of the Statute,

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*adopts* the following interim staff regulations for the Commission:

## **Article 1**

### **SCOPE AND DEFINITIONS**

#### **Regulation 1.1**

##### ***Scope***

The interim staff regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat of the Preparatory Commission for the International Renewable Energy Agency. They represent the broad principles of human resources policy for the staffing and administration of the Secretariat. The staff regulations apply to all staff at all levels.

#### **Regulation 1.2**

##### ***Definitions***

For the purpose of the present regulations, the following definitions shall apply:

1. "Statute" means the Statute of the International Renewable Energy Agency (IRENA);
2. "Resolution" means the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency, adopted at the Conference on the establishment of the International Renewable Energy Agency;
3. "Commission" means the Preparatory Commission for the International Renewable Energy Agency;
4. "Member" means any Member of the Commission;
5. "Secretariat" means the Secretariat of the Commission, which is the Interim Secretariat of IRENA;
6. "Staff members" or "staff" shall refer to all the staff members of the Secretariat, appointed by the Interim Director-General;
7. "The United Nations common system standards" means the United Nations common system of salaries, allowances and benefits.

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**Article 2****DUTIES, OBLIGATIONS, RIGHTS AND PRIVILEGES****Regulation 2.1*****Status of staff***

Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international.

**Regulation 2.2*****Responsibilities of the Interim Director-General***

(a) The Interim Director-General shall ensure that the rights and duties of staff members, as set out in the Statute, the Resolution, the staff regulations and rules and in the relevant resolutions and decisions of the Commission, are respected.

(b) The Interim Director-General shall seek to ensure that in accordance with the Resolution number 8 lit. b.), (4) and Article XI paragraph C of the Statute the paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity.

**Regulation 2.3*****Privileges and immunities***

The privileges and immunities enjoyed by the Commission are conferred upon the staff in the interests of the Commission. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Interim Director-General, who shall act accordingly.

**Regulation 2.4*****Core values***

(a) Staff members shall uphold and respect the principles set out in the Statute and the Resolution and in the Charter of the United Nations, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

(b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

**Regulation 2.5*****General rights and obligations***

(a) Staff members are subject to the authority of the Interim Director-General, including his or her decisions on assignment to any of the activities or offices of the Commission. In exercising this authority, the Interim Director-General shall seek to ensure, having regard to the circumstances that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(b) In the performance of their duties, staff members shall neither seek nor receive instructions from any Government or from any other source external to the Commission.

(c) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Commission only in view. Loyalty to the aims, principles and purposes of the Commission, as set forth in Number 1 of the Resolution and Article II of the Statute, is a fundamental obligation of all staff members by virtue of their status as international civil servants.

(d) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the Commission. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the Commission. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

(e) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour.

(f) Staff members shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

(g) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorisation of the Interim Director-General. These obligations do not cease upon separation from service.

**Regulation 2.6*****Honours, gifts or remuneration***

(a) No staff member shall accept any honour, decoration, or any favour or gift exceeding 50 €/€ or remuneration from any Government or any source external to the Commission.

(b) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Commission, the staff member may receive it on behalf of the Commission and then report and entrust it to the Interim Director-General, who will either retain it for the Commission or arrange for its disposal for the benefit of the Commission or for a charitable purpose, whatever he/she would deem appropriate.

**Regulation 2.7*****Conflict of interest***

(a) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the Commission.

(b) All staff members at the D-1 level and above shall be required to file financial disclosure statements on appointment and at intervals thereafter as prescribed by the Interim Director-General, in respect of themselves, their spouses and their dependent children, and to assist the Interim Director-General in verifying the accuracy of the information submitted when so requested. The financial disclosure statements shall include certification that the assets and economic activities of the staff members, their spouses and their dependent children do not pose a conflict of interest with their official duties or the interests of the Commission. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Interim Director-General, in making determinations pursuant to staff regulation 2.8 (a). The Interim Director-General may require other staff to file financial disclosure statements as he or she deems necessary in the interest of the Commission.

**Regulation 2.8*****Outside employment and activities***

(a) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Interim Director-General.

(b) The Interim Director-General may authorise staff members to engage in an outside occupation or employment, whether remunerated or not, if:

- (i) the outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;



(ii) the outside occupation or employment is not against the interest of the Commission;  
and

(iii) the outside occupation or employment is permitted by local law at the interim seat of the Secretariat or where the occupation or employment occurs.

### **Regulation 2.9**

#### ***Use of property and assets***

(a) Staff members shall only use the property and assets of the Commission for official purposes and shall exercise reasonable care when utilising such property and assets.

(b) Staff members must respond fully to requests for information from staff members and other officials of the Commission authorised to investigate possible misuse of funds, waste or abuse.

### **Regulation 2.10**

#### ***Performance of staff***

(a) Staff members are accountable to the Interim Director-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions.

(b) The whole working time of staff members shall be at the disposal of the Interim Director-General for the performance of official functions. The Interim Director-General shall establish a normal working week and shall establish official holidays. Exceptions may be made by the Interim Director-General as the needs of the service may require, and staff members may be requested to work beyond the normal tour of duty if necessary for the performance of the Commission's work.

(c) Employees should establish work requirements with the supervisor and be evaluated on the basis of their performance related to these requirements.

## **Article 3**

### **CLASSIFICATION OF POSTS AND STAFF**

#### **Regulation 3**

The Interim Director-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required and in conformity with the

United Nations common system standards and in accordance with the principles laid down by Number 8 b.), (4) of the Resolution and Article XI of the Statute.

## **Article 4**

### **SALARIES AND RELATED ALLOWANCES**

#### **Regulation 4.1**

##### ***Salary scales***

Salaries of staff members shall be fixed by the Interim Director-General in conformity with the United Nations common system standards.

#### **Regulation 4.2**

##### ***Allowances***

Staff members shall be granted allowances and benefits in accordance with the UN common system of standards, as may be specified by the Interim Director-General in the interim staff rules in accordance with regulation 13, but, as a general rule, not beyond.

#### **Regulation 4.3**

##### ***Staff assessment***

(a) An assessment at the rates and under the conditions specified in the UN Staff Regulations and Rules shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Interim Director-General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates.

(b) The assessment computed under the foregoing provisions of the present regulation shall be collected by the Commission by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(c) Revenue derived from staff assessment not otherwise disposed of by specific regulations shall be credited to miscellaneous income.

(d) In the event a staff member is subject to national income taxation with respect to the net salaries and emoluments paid by the Commission to staff members, the Interim Director-General is authorised to refund to him or her the amount of those taxes paid. The Interim Director-General will make arrangements with the Members concerned for the reimbursement to the Commission.

(e) If taxes are levied by Members on the salaries and emoluments paid by the Commission to staff members who are citizens of those Members, the Commission shall, however, only refund the amounts of taxes to the extent that such amounts are reimbursed to the Commission by the Members concerned.

## **Article 5**

### **APPOINTMENT AND PROMOTION**

#### **Regulation 5.1**

##### ***Appointment***

As stated in number 8 b.), (4) of the Resolution and Article XI paragraph C of the Statute, the power of appointment of staff members rests with the Interim Director-General. Upon appointment, each staff member, including a staff member on secondment, shall receive a letter of appointment in accordance with the provisions of the annex to the present regulations and signed by the Interim Director-General or by an official in the name of the Interim Director-General.

#### **Regulation 5.2**

##### ***Recruitment criteria***

(a) In accordance with number 8 lit b), (4) of the Resolution and Article XI paragraph C of the Statute, the paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff primarily from Members and on as wide a geographical basis as possible, taking particularly into account the adequate representation of developing countries and with emphasis on gender balance. In preparing the budget, the proposed recruitment by the Interim Director-General shall be guided by the principle that the staff shall be kept to a minimum necessary for the proper discharge of the responsibilities of the Secretariat.

(b) Recruitment on as wide a geographical basis as possible shall not apply to posts in the General Service category.

#### **Regulation 5.3**

##### ***Selection of staff members***

Selection of staff members shall be made without distinction as to race, sex or religion in a manner that ensures transparency of the process. So far as practicable, selection shall be made on a competitive basis.

**Regulation 5.4*****Period of appointment and probation***

(a) Appointment of the Deputy Interim Director-General shall be for a period of up to four years, renewable for up to further four years.

(b) Other staff members shall be granted either a temporary or a fixed-term contract. No continuing contracts shall be granted. Fixed term contracts may be extended at the discretion of the Interim Director-General. The initial contract period shall normally not exceed three years. The total length of extended fixed-term contracts shall normally not exceed seven years. The Interim Director-General may extend this maximum length of fixed-term contracts for locally recruited general staff. The Interim Director-General may extend this maximum length of fixed-term contracts for other staff if this is necessary to ensure continuity of the work of the Commission.

(c) Staff members shall be required to serve a probationary period of six months. In individual cases, especially for temporary and part-time appointments, the Director-General may, in the best interest of the Commission, adjust the terms and conditions.

(d) A temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment.

(e) A fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service or its extension.

**Regulation 5.5*****Medical standards***

The Interim Director-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

**Regulation 5.6*****Consultants, individual contractors, interns and other personnel***

Consultants, individual contractors, interns and other personnel may be engaged under such terms and conditions as the Commission may determine as appropriate and shall not be staff members for the purposes of the present regulations.

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**Article 6****ANNUAL AND SPECIAL LEAVE****Regulation 6.1*****Annual leave***

Staff members shall be allowed appropriate annual leave and eligible staff members shall be allowed, as appropriate, home leave based on the UN common system of standards, but, as a general rule, not beyond, as may be specified by the Interim Director-General in the interim staff rules in accordance with regulation 13. Pending such interim staff rules the United Nations common system standards shall apply *mutatis mutandis*.

**Regulation 6.2*****Special leave***

Special leave may be authorised by the Interim Director-General in exceptional cases.

**Article 7****SOCIAL SECURITY****Regulation 7.1*****Pension scheme***

The Commission shall adopt an appropriate pension scheme. The Interim Director-General shall explore various options. He/she shall make a proposal to the Commission, with due regard to the advantages of the United Nations Joint Staff Pension Fund.

**Regulation 7.2*****Social security scheme***

The Interim Director-General shall establish a cost-effective and administratively efficient scheme of social security for the staff, including provisions for health protection, sick leave and maternity and paternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Commission, in accordance with the UN common system standards as may be specified in the staff rules.

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**Article 8****TRAVEL AND REMOVAL EXPENSES****Regulation 8**

Staff members shall be paid travel and removal expenses in accordance with the UN common system of standards, as may be specified by the Interim Director-General in the interim staff rules in accordance with regulation 13, but, as a general rule, not beyond.

**Article 9****STAFF RELATIONS****Regulation 9**

(a) The Interim Director-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other human resources policies.

(b) A staff representative body shall be established as soon as the staff of the Secretariat has reached an appropriate number therefore. It shall be entitled to initiate proposals to the Interim Director-General for the purpose set forth in subparagraph (a) above. It shall be organised in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Interim Director-General.

**Article 10****SEPARATION FROM SERVICE****Regulation 10.1*****Resignation***

Staff members may resign from service upon giving the Interim Director-General the notice required under the terms of their appointment.

**Regulation 10.2*****Age limit***

Normally, staff members shall not be retained in active service beyond the age specified in the United Nations Joint Staff Pension Fund provisions as the age of retirement.

**Regulation 10.3*****Termination of appointment by the Interim Director-General***

(a) The Interim Director-General may terminate the appointment of a staff member who holds a temporary or a fixed-term appointment, prior to the expiration date of his or her contract in accordance with the terms of his or her appointment or for any of the following reasons:

- (i) if the necessities of service require abolition of the post or reduction of the staff;
- (ii) if the services of the staff member prove unsatisfactory;
- (iii) if the staff member is, for reasons of health, incapacitated for further service;
- (iv) if the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by paragraph 8 b.), (4) of the Resolution and Article XI paragraph C of the Statute;
- (v) if facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, should, under the standards established in the Resolution and Statute, have precluded his or her appointment;
- (vi) in the interest of the good administration of the Commission and in accordance with the standards of the Resolution and Statute, provided that the action is not contested by the staff member concerned.

(b) The Interim Director-General shall give his or her reasons for the termination of the appointment of a staff member.

(c) If the Interim Director-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the present staff regulations and staff rules. Payments of termination indemnity shall be made by the Interim Director-General in accordance with the rates and conditions specified in Annex III to the UN Staff Regulations.

**Regulation 10.4*****Repatriation grant***

Staff members shall be paid repatriation grants in accordance with the UN common system of standards, as may be specified by the Interim Director-General in the interim staff rules in accordance with regulation 13, but, as a general rule, not beyond.

## **Article 11**

### **DISCIPLINARY MEASURES**

#### **Regulation 11**

(a) The Interim Director-General may impose disciplinary measures on staff members who engage in misconduct.

(b) Sexual exploitation and sexual abuse constitute serious misconduct.

## **Article 12**

### **ADMINISTRATION OF JUSTICE**

#### **Regulation 12**

The Interim Director-General shall make arrangements in order to place the Commission under the United Nations system of the administration of justice.

## **Article 13**

### **GENERAL PROVISIONS**

#### **Regulation 13.1**

##### ***Amendments***

The present regulations may be amended by the Commission, without prejudice to the acquired rights of staff members.

#### **Regulation 13.2**

##### ***Staff rules***

The Interim Director -General, as the chief administrative officer, shall provide and enforce such interim staff rules as he or she considers necessary in order to implement the present regulation.



**Regulation 13.3*****Application of UN staff rules***

Pending the entry into force of these interim staff rules, the UN Staff Rules shall apply *mutatis mutandis*.

**Regulation 13.4*****Entry into force of amendments and staff rules***

(a) The interim staff rules and amendments to those interim staff rules shall be reported by the Interim Director-General to the Commission. These rules or amendments shall enter into force if the Commission does not express its objection.

(b) Should the Commission find that a rule is inconsistent with the intent and purpose of the present regulations, it may direct that the rule or amendment is to be withdrawn or modified.

(c) The interim staff rules and amendments to those rules shall enter into force on 1 January following the session in which they have been reported to the Commission and in which the Commission did not express its objection. If appropriate, the Commission may stipulate a different date on which these staff rules or amendments shall enter into force.

**Regulation 13.5*****Acquired rights***

Staff rules shall not give rise to acquired rights within the meaning of regulation 13.1 while they are provisional.

## Annex I

### Letters of appointment

(a) The letter of appointment shall state:

(i) that the appointment is subject to the provisions of the staff regulations and of the staff rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) the nature of the appointment;

(iii) the date at which the staff member is required to enter upon his or her duties;

(iv) the period of appointment, the notice required to terminate it and the period of probation, if any;

(v) the category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) any special conditions which may be applicable;

(vii) that a temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment;

(viii) that a fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service or its extension.

(b) A copy of the staff regulations and the applicable staff rules as well as a copy of the United Nations staff regulations and rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the staff regulations and in the staff rules.

(c) The letter of appointment of a staff member on secondment signed by the staff member and by or on behalf of the Interim Director-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member and the staff member, shall be evidence of the existence and validity of secondment to the Commission for the period stated in the letter of appointment.

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

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**Interim Regulations on Secondment of Staff to the  
Preparatory Commission**Report  
Annex 13Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/dc.6

Agenda item 14

**Decision PC.2/dc.6 on Adopting the  
Interim Regulations on Secondment of Staff to the Preparatory Commission***The Preparatory Commission for the International Renewable Energy Agency**("Commission")*, at its second session,

*recalling* number 8 lit. c) of the resolution on establishing the Preparatory Commission for IRENA, which provides that the Commission shall adopt such administrative regulations as may be necessary for the effective implementation of its purposes,

*considering* the need to provide the Interim Director-General with the necessary means to establish effective working structures of the Secretariat as soon as possible,

*convinced* that seconded staff should enable the Commission to benefit from the high level of their professional knowledge and experience, in particular in areas where this expertise is not yet available in the start-up phase of the Agency,

*intending* therefore to complement the interim staff regulations of the Commission,

*emphasising* that these interim regulations on secondment of staff only apply for the Preparatory Commission and that the Preparatory Commission may develop regulations on secondment of staff for IRENA in accordance with number 1 lit. a.) of the resolution on establishing a Preparatory Commission for IRENA to be adopted by the Assembly after the entry into force of the Statute,

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adopts the following interim regulations on secondment of staff to the Commission:

## **Article 1**

### **SCOPE AND DEFINITIONS**

#### **Regulation 1.1**

##### ***Scope***

These regulations lay down the conditions for secondment of staff to the Preparatory Commission. They shall apply to staff employed by a Member of the Preparatory Commission in its public administration and seconded by the Member to the Preparatory Commission so that the Preparatory Commission can use their expertise (hereinafter referred to as seconded officials).

#### **Regulation 1.2**

##### ***Definitions***

For the purpose of the present regulations, the following definitions shall apply:

1. "Statute" means the Statute of the International Renewable Energy Agency (IRENA);
2. "Resolution" means the resolution on establishing a Preparatory Commission for the International Renewable Energy Agency, adopted at the Conference on the establishment of the International Renewable Energy Agency;
3. "Commission" means the Preparatory Commission for the International Renewable Energy Agency;
4. "Member" means any Member of the Commission;
5. "Secretariat" means the Secretariat of the Commission, which is the Interim Secretariat of IRENA;
6. "Public administration" means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.
7. "Staff regulations and rules" means the interim staff regulations and rules of the Preparatory Commission

## Article 2

### ACCEPTANCE OF SECONDED OFFICIALS

#### Regulation 2.1

##### ***Relationship between seconded official and seconding Member***

The persons seconded to the Preparatory Commission should have worked in the public administration of the Member on a permanent or contract basis preferably for at least 12 months before their secondment and shall remain in the service of that Member throughout the period of secondment. The seconding Member shall thus undertake to maintain his or her administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the Interim Director-General of any change in the seconded official's situation in this regard.

#### Regulation 2.2

##### ***Selection***

For the selection and the selection procedure of seconded officials the staff regulations regarding the appointment of staff shall apply *mutatis mutandis*. The Interim Director-General shall particularly ensure in accordance with regulation 5.2 lit (a) of the staff regulations and number 8 lit b), (4) of the Resolution and Article XI paragraph C of the Statute, that, based on a transparent procedure, the paramount consideration in the acceptance of seconded officials is the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of accepting seconded officials on as wide a geographical basis as possible, taking particularly into account the adequate representation of developing countries and with emphasis on gender balance.

#### Regulation 2.3

##### ***Primacy of recruitment of staff members***

As a general principle, the proper discharge of the responsibilities of the Secretariat shall primarily be ensured by recruitment of staff. Secondment of officials shall be restricted to the extent necessary in order to ensure the proper functioning of the Secretariat.

#### Regulation 2.4

##### ***Period of secondment***

The initial period of secondment must be at least three months and not more than two years. Secondment may be prolonged or renewed, but the total periods of secondment for any one seconded official may not exceed four years, except in cases of special derogation granted by the Interim Director-General.

## Article 3

### STATUS, DUTIES, OBLIGATIONS, RIGHTS AND PRIVILEGES

#### Regulation 3.1

##### **Status**

Seconded officials shall assist and tender advice to the Secretariat and carry out the duties entrusted to them. They may work in any field where their services are deemed necessary, provided that there is no conflict with the interests of the Commission.

#### Regulation 3.2

##### **General rule on duties, rights and obligations**

In performing the functions entrusted to them, the duties, rights and obligations of staff members shall apply *mutatis mutandis* to seconded officials, unless otherwise provided in these regulations.

#### Regulation 3.3

##### **Authorisation**

Unless special instructions to the contrary are given by the Interim Director-General or its authorised representative, seconded officials may not enter into commitments on behalf of the Commission. In no event may seconded officials enter into a financial commitment on behalf of the Commission.

#### Regulation 3.4

##### **Privileges and immunities**

If and to what extent seconded officials to the Commission shall enjoy privileges and immunities shall be specified in the interim headquarters agreement and in an interim general agreement on privileges and immunities in accordance with Article XIII paragraph B of the Statute if such an agreement will be concluded for the Preparatory Commission.

**Regulation 3.5**  
***Property rights***

Unless otherwise stipulated between the parties or unless otherwise decided by the Interim Director-General, all rights in any work done by the seconded official shall be the property of the Commission.

**Article 4****SALARIES, SOCIAL RIGHTS, BENEFITS AND ALLOWANCES****Regulation 4.1**  
***Salaries and social rights***

The seconding Member shall continue to pay the salary of the seconded official and shall also continue to be responsible for all his social rights and those of his family, particularly for social security and pension. This shall be certified to the Commission before the period of secondment begins.

**Regulation 4.2**  
***General principle***

Unless otherwise provided in these regulations, the Commission shall not grant benefits and allowances to the seconded officials.

**Regulation 4.3**  
***Subsistence allowances***

1. A seconded official shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance paid by the Commission.

The daily subsistence allowance shall be 135,53 € for Abu Dhabi, 114,01 € for Bonn and 134,49 € for Vienna.

The monthly subsistence allowance shall be paid in accordance with the following table:

Distance between place of former residence and place of secondment (km)	Amount in €		
	Abu Dhabi	Bonn	Vienna
0 – 150	0	0	0
> 150	87,11	73,28	86,45
> 300	154,86	130,27	153,68
> 500	251,68	211,72	249,76
> 800	406,55	342,00	403,45
> 1300	638,88	537,44	634,00
> 2000	764,74	643,31	758,90

2. These allowances are intended to cover the seconded official's living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Commission.

3. The subsistence allowances paid by the Commission shall be reduced after three months by 20% for seconded officials without family responsibilities. In any case, the daily subsistence allowances shall be reduced by two-thirds if the place of residence prior to secondment to the Commission is less than 100 kilometres from the place of secondment.

4. Subsistence allowances shall be payable for every day of the week, including during periods of mission, annual leave and special leave.

5. When the seconded official starts the secondment, the first 75 days of the subsistence allowances to which the official is entitled shall be advanced in the form of a lump sum, and the allowances shall not be paid during the corresponding period. If the secondment is ended during the first 75 days, the seconded official shall return the amount corresponding to the remainder of that period.

#### **Regulation 4.4**

##### ***Travel expenses at the beginning and at the end of secondment***

The travel and subsistence expenses incurred by seconded officials when travelling between the place of residence and the place of secondment at the beginning and at the end of the secondment shall be borne by the Commission on the conditions applicable to staff members.



**Regulation 4.5*****Travel expenses of official travels***

Costs incurred by seconded officials undertaking an official travel in the discharge of their functions shall be paid by the Commission under the conditions and to the extent as they are paid for staff members.

**Regulation 4.6*****Duplication of reimbursements, benefits and allowances***

The Commission shall not grant any allowances or benefits or reimburse any expenses to the extent as they have been covered by payments of the seconding Member or other sources. The seconded official shall without any undue delay inform the Interim Director-General of any reimbursement, benefits or allowances from other sources similar to those granted by the Commission. This amount shall be deducted from the amount granted by the Commission. Following a duly justified request from the seconded official, the Interim Director-General may in exceptional cases decide not to make this deduction.

**Article 5****LEAVE****Regulation 5**

Seconded officials are entitled to take leave under the same conditions and to the same extent as staff members, provided that this is in conformity with their terms of service with the seconding Member.

## Article 6

### TERMINATION OF SECONDMENT

#### Regulation 6

1. The secondment of an official may be terminated by the Interim Director-General or the seconding Member prior to the date stipulated in the agreement between the Commission and the seconding Member, subject to a 30 days' written notice.
2. With respect to a separation before the end of the notice period, the staff regulations and rules shall apply *mutatis mutandis* for seconded officials.

Beyond, the secondment may be terminated before the end of the notice period:

- a) by the seconding Member, if the Members essential interests so require;
  - b) by the Commission and the Member acting jointly, at the request of the seconded official addressed to both parties, if the seconded official's personal or professional interests so require;
  - c) by the Commission in case of termination of or change in the seconded official's administrative status (permanent official or contract staff member).
3. If in the view of the Interim Director-General separation before the end of the notice period would be justified he shall report this to the Member as soon as possible with a view to obtaining an agreement on an immediate cessation of service. The Interim Director-General may decide to limit or bar access to the Commission's premises by the seconded official involved when the circumstances so warrant.

## Article 7

### ACCOUNTABILITY

#### Regulation 7.1

##### ***Reimbursement of damages to the Commission***

The donor will reimburse the Commission for financial loss or for damage to the Commission-owned equipment or property caused by seconded officials if such loss or damage occurred outside the performance of services with the Commission or arose or resulted from gross negligence, wilful misconduct, violation or reckless disregard of applicable rules and policies by the seconded official.

**Regulation 7.2*****Third-party claims***

The Commission shall be responsible for dealing with claims by third parties where the damage to their property or personal injury was caused by the actions or omissions of the seconded official in the performance of services to the Commission under the agreement with the Member. However, if the damage or injury arose from gross negligence or wilful misconduct of the seconded official, the Member shall be liable to the Commission for the amounts paid and costs incurred by the Commissions in settling such claims.

**Article 8****SECONDMENT AGREEMENT AND STAFF REGULATIONS AND RULES****Regulation 8.1*****Secondment agreements***

The respective obligations of the Commission, the seconding Member and the seconded official will be clearly specified in a formal agreement between the Commission and the seconding Member. The essential duties and obligations that the Commission will expect from the seconded official will be spelled out both in the agreement with the seconding Member and in an individual undertaking signed by the seconded official.

**Regulation 8.2*****Staff regulations and rules***

Unless otherwise specified in the agreements referred to in regulation 8.1 or these regulations, the staff regulations and rules shall apply *mutatis mutandis*.

**Article 9****GENERAL PROVISIONS****Regulation 9.1*****Entry into force***

These regulations shall become effective on the date of their approval by the Commission.

**Regulation 9.2*****Amendments and implementing rules***

These regulations may be amended by the Commission. They may be specified by implementing rules by the Interim Director-General.

**Regulation 9.3*****Entry into force of amendments and implementing rules***

Amendments to these regulations and the implementing rules shall become effective on the date of their approval unless otherwise provided by the Commission.

**Regulation 9.4*****Relation of provisions***

In the event of any conflict between any provisions of these regulations and any provisions of the Resolution, the Resolution shall prevail. In the event of any conflict between these regulations and the implementing rules or the agreements between the parties as referred to in Article 8, these regulations shall prevail.

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

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**Credentials Committee Report**

Report  
Annex 14

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Second session

Tuesday, 30 June 2009

Sharm El Sheikh International Conference Center (SEICC)

IRENA/PC.2/proc.8

Agenda item 17a

**Credentials of Representatives to the Second 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: Argentina, Philippines, Egypt, Norway and Samoa. Observers: Denmark, Greece, Spain, France, UAE, Austria, Germany.
2. The Committee met from 11:23 to 14:05: on 29 June 2009.
3. The Credentials Committee elected Mr. Alfredo Morrelli from Argentina 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**

The Committee reviewed the credentials submitted in accordance with rule 10 of the interim rules of procedure of the Preparatory Commission. A total of 134 countries submitted their credentials either in original or copy format. They are:

Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Belarus, Benin, Bosnia and Herzegovina, Brunei Darussalam, Bulgaria, Burkina Faso, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, Comoros, Congo (Republic of), Costa Rica, Côte d'Ivoire, Cyprus, Democratic Republic of the Congo, Denmark, Djibouti, Dominican Republic, Ecuador, Egypt, Eritrea, Estonia, Ethiopia, Fiji, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guinea-Bissau, Honduras, Iceland, India, Iran (Islamic Republic of), Iraq, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Kenya (Republic of), Kiribati, Kuwait, Latvia, Lebanon, Lesotho, Liberia, Libyan Arab Jamahiriya, Liechtenstein, Lithuania, Luxembourg, Madagascar, Maldives, Mali, Malta, Mauritania, Monaco, Mongolia, Montenegro, Morocco, Nauru, Nepal, Netherlands, Nicaragua, Niger, Nigeria, Norway, Oman, Pakistan (Islamic Republic of), Palau, Papua New Guinea, Peru, Philippines, Poland, Portugal, Republic of Korea, Romania, Rwanda, Samoa, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Slovakia, Slovenia, Somalia, Spain, Sri Lanka, Sudan, Swaziland, Sweden, Switzerland, Syrian Arab Republic, Tajikistan, Tanzania, The former Yugoslav Republic of Macedonia, Timor Leste, Togo, Tonga, Tunisia, Turkey, Uganda, United Arab Emirates, United Kingdom, United States of America, Uruguay, Uzbekistan, Vanuatu, Yemen, Zambia, and Zimbabwe.

Since a number of states only could supply copies, the Committee decided to propose to the Preparatory Commission that these states' credentials should be accepted nonetheless. They are as follows: Cambodia, Comoros, Congo (Republic of), Ecuador, Grenada, Mali, Romania, Tanzania and Zambia.

Panama and the Republic of Moldova did not submit the necessary credentials and did not participate in the conference.

## **III. Discussion on Full Powers**

The Committee then discussed the cases of 8 countries which were not deemed eligible to sign the Statute by the depositary government of the Statutes. They are: Angola, Antigua and Barbuda, Fiji, Gabon, Kiribati, Nauru, Papua New Guinea and Qatar.

Two countries submitted original credentials that did not clearly state that their representatives were entitled to sign the Statute. They are: Nauru and Papua New Guinea.

Six countries submitted copies of full powers, yet originals are required. They are: Angola, Antigua and Barbuda, Fiji, Gabon, Kiribati and Qatar.

The Committee proposed to the Preparatory Commission to allow these countries to sign under the condition of providing sufficient full powers within a period of three months. It was clearly stated by observers to the Committee that failure to provide the documents within the given time frame may render the signatures invalid.

#### **IV. Report**

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