

Reference: DG/CS/2024/O/22445

Abu Dhabi, 20 September 2024

NOTIFICATION by the Director-General

Twenty-eighth IRENA Council and related meetings
24-25 October 2024, Sheraton Corniche Hotel, Abu Dhabi, United Arab Emirates

1. The twenty-eighth Council meeting of the International Renewable Energy Agency (IRENA) will be held from 24 to 25 October 2024 at the Sheraton Corniche Hotel in Abu Dhabi, United Arab Emirates. The Council will commence its work on 24 October at 10.00 hrs Gulf Standard Time (GST) and is expected to conclude on 25 October at 18.00 hrs GST.
2. A breakfast event by the National Center of Meteorology of the United Arab Emirates (NCM), World Meteorological Organization (WMO) and IRENA will take place on 25 October from 08.45 to 09.30 hrs at the Plenary Hall, Sheraton Corniche Hotel. More information on this event will be provided in due course.
3. A number of Programmatic Discussions have been scheduled for 24 and 25 October, as part of Council deliberations. Relevant information about these Programmatic Discussions is included in this transmission.
4. The Programme and Strategy Committee (PSC) meeting will be held on 23 October from 10.00 to 12.30 hrs GST, and the Administration and Finance Committee (AFC) meeting will be held on 23 October from 14.00 to 16.30 hrs GST. **Both Committee meetings will be held at the IRENA Headquarters in Masdar City, Abu Dhabi, United Arab Emirates.**
5. During its twenty-eighth meeting, the Council is expected to consider the Annual Report of the Director-General on the Implementation of the Work Programme and Budget for 2024-2025, including updates on the Collaborative Frameworks.
6. This meeting of the Council will also hear reports from the Chairs of the PSC and AFC, which have a direct relevance to the ongoing work of the Agency. A number of administrative and institutional matters as outlined in the provisional agenda (C/28/L.1) included in this transmission, will also be considered.
7. **Elections and appointments:**
 - Council Chair and Vice-Chair: At the end of its twenty-seventh meeting, the Council designated Zimbabwe as Chair, and Bangladesh as Vice-Chair, of the twenty-eighth meeting of the Council. The Council may wish to confirm the designation made and elect Zimbabwe as Chair, and Bangladesh as Vice-Chair, of the twenty-eighth meeting of the Council.

IRENA Members
Contact Persons/Focal Points

- Staff Provident Fund Management Board members: The Council may wish to take note of expressions of interest received for membership in the Staff Provident Fund Management Board and submit them to the Assembly for its consideration at the fifteenth session.
 - External Auditor: The Council may wish to consider the matter and transmit its recommendation to the Assembly for its consideration at the fifteenth session.
8. **General Member Statements**: During the twenty-eighth meeting, Members will be invited to share their experiences on priority actions and challenges relating to the deployment of renewable energy, and exchange views on issues relating to the energy transition in the coming decade and beyond. Delegations will be given an allotted time of 3 minutes to share their experiences.
 9. Members are invited to provide their statements, in written form and in the original language of delivery, to the Secretariat at Council@irena.org. A template for written statements is available at this [link](#).
 10. Written statements provided by Members will be annexed to the Summary Report of the twenty-eighth Council meeting. To facilitate interpretation during the meeting, Members are invited to submit their written statements in advance of the twenty-eighth Council meeting.
 11. **Documentation**: Documentation pertaining to the twenty-eighth Council and related meetings is included in this transmission and is also being made available for delegations on REmember, IRENA's online platform for Members, at [this link](#). For those who require access to REmember, please contact REmember@irena.org.
 12. The IRENA Secretariat will shortly launch the Meeting Application, which includes all sessional documentation and relevant information, and provides delegates with the opportunity to network and communicate with one another on issues of relevance. Should you require any assistance to access the Meeting Application, please contact Council@irena.org.
 13. **Registration for delegations**: Registration is open from 27 August 2024 to 14 October 2024 and invitations to register have been sent to all delegations, along with an Information Note on organisational arrangements. In order to allow sufficient time for the preparation of logistical and related arrangements, please complete your registration at the earliest. If you have not yet received an invitation to register, please contact Council@irena.org.
 14. **Visa application**: Please find a list of countries exempted from UAE visa requirements at [this link](#). Delegates from countries that require a visa to enter the UAE are requested to contact IRENA Protocol at Protocol@irena.org. Please bear in mind that for visa requests received after **14 October 2024**, visa issuance cannot be guaranteed. Please note that passports must be valid for a minimum of 6 months after the entry date into the UAE. Passports having an expiration date prior to 25 April 2025 will not be accepted by national authorities.
 15. **Credentials**: Pursuant to the Rules of Procedure of the Council (A/5/5), Chapter III, Rule 12, **each member of the Council** is requested to submit to the IRENA Secretariat a Letter of Credentials issued by the Head of State or Head of Government or Minister of Foreign Affairs, or an official with full powers signed by the Head of State, the Head of Government or the Minister of Foreign Affairs (in which case the full powers should be submitted together with the credentials), informing the Director-General of the names and titles of the representatives and persons constituting their delegation to the IRENA Council. The Letter of Credentials should be submitted by **14 October 2024** to Credentials@irena.org. Please find a template Letter of Credentials [here](#).

16. **Badge issuance:** Badges will be issued on 23 October 2024, from 09.00 to 17.00 hrs at the IRENA Headquarters, and on 24-25 October 2024, from 09.00 to 17.00 hrs in the registration area located in the main lobby of the venue, Sheraton Corniche Hotel, Abu Dhabi.
17. **Next Council meeting:** In order to facilitate early planning, the Council may wish to consider proposed dates for both its meetings in 2025. It is proposed to hold the twenty-ninth meeting of the Council on 22 and 23 May 2025 in Abu Dhabi, with the in-person meetings of the two Committees (AFC and PSC) scheduled for 21 May 2025 and the thirtieth meeting of the Council on 16-17 October 2025 in Abu Dhabi, with the in-person meetings of the AFC and PSC scheduled for 15 October 2025.
18. All communications and queries relating to organisational arrangements should be addressed to Council@irena.org.
19. Queries relating to Credentials may be addressed to Credentials@irena.org.
20. Delegates requiring information on visa arrangements and/or needing technical assistance with the visa application are advised to contact Protocol@irena.org.