

Twenty-eighth meeting of the Council
Abu Dhabi, 24-25 October 2024

Note by the Director-General

Arrangements for the fifteenth session of the IRENA Assembly

I. Background

1. At its fourteenth session (Part II), the Assembly agreed to hold its fifteenth session on 12-13 January 2025, with related meetings held on 11 January 2025, in Abu Dhabi, United Arab Emirates.
2. This Note outlines the proposed arrangements for convening the fifteenth session of the Assembly, and for the participation of IRENA Members, States in Accession as well as partners and stakeholders. It also includes two annexes, which contain further details on convening the fifteenth session of the Assembly.
3. An update will be provided by Rwanda, in its capacity as President of the 14th Assembly session, on the status of Bureau discussions regarding its consultations and considerations on possible scenarios moving forward.
4. Following the Council's consideration, the Director-General would further elaborate the arrangements for the fifteenth session of the Assembly and inform the Membership accordingly.
5. **The Council may wish to consider and approve the list of topics to be included in the provisional agenda of the Assembly at its fifteenth session. The Council may also wish to take note of any other issues raised on the arrangements for the fifteenth session of the Assembly.**

II. Date, timing and format

6. The fifteenth session of the Assembly will be convened on Sunday, 12 January to Monday, 13 January 2025, with in-person participation, from 10.00 to 18.00 Gulf Standard Time (GST), at the St. Regis Hotel in Saadiyat, Abu Dhabi, United Arab Emirates.
7. The upcoming Assembly session will include consideration of mandated issues as well as Ministerial and High-level sessions. In addition, several High-level and Stakeholder events will be scheduled on the Pre-Assembly day on Saturday, 11 January 2025.

III. The fifteenth session of the Assembly – Fifth World Energy Transition Day

8. Marking the 5th World Energy Transition Day, the fifteenth session of the Assembly and related meetings will present a timely opportunity for the Membership, partners and stakeholders to engage in inclusive and diverse discussions on the way forward in accelerating the energy transition, in the context of the commitments under the UAE Consensus, 2030 Agenda on Sustainable Development and the Paris Agreement.
9. As a Custodian Agency for monitoring progress and providing recommendations on achieving key energy goals of the UAE Consensus, IRENA will showcase the latest data and projections on tripling renewable energy capacity and doubling energy efficiency by 2030. The discussions will also highlight IRENA's extensive programmatic work and continued support to Members in facilitating the successful implementation of these commitments, including in technology, policy, regulatory and finance aspects, amongst others.
10. Under the theme of *Accelerating the Renewable Energy Transition – The Way Forward (Energy security, Socio-economic development and Financing options)*, the fifteenth session of the Assembly will gather global leaders and energy decision-makers to evaluate the collective progress made in this context and underline necessary actions for timely acceleration of the renewable energy transition across countries, regions, and the world.
11. To this end, the convening of several Ministerial and High-level sessions is proposed to facilitate interaction among decision-makers at the highest level, to inform the future work of the Agency. These sessions will both inspire and inform decision-makers on emerging global trends and pressing issues related to the energy transition, including in achieving the tripling renewables goal through international cooperation, raising ambition for the Nationally Determined Contributions to be submitted in 2025 (NDC 3.0), charting energy transition pathways in emerging economies, ensuring adequate financial flows for an inclusive transition and leveraging innovative investment tools for accelerated action, amongst others.
12. A Ministerial event on Small Island Developing States (SIDS) will also be convened to allow countries to exchange perspectives on their renewable energy needs, taking into account their circumstances, and highlight necessary actions for resilience and prosperity, including in the context of the Antigua and Barbuda Agenda for SIDS (ABAS).
13. As in previous years, the Assembly will serve as an inclusive platform for the Membership to engage with other stakeholders and strengthen international cooperation and collaboration, in support of our shared endeavour. The Legislators Forum, the Public-Private Dialogue and the Youth Forum will continue to provide opportunities for further insights and discussions with and among actors that are vital to our collective ambition to accelerate adaptation and mitigation actions and achieve a just and inclusive energy landscape based on renewables. Annex 2 presents a proposed overview of the fifteenth session of the Assembly and related meetings. Updated information on arrangements will be provided to the Council at its twenty-eighth meeting.
14. The Assembly will also consider administrative and institutional matters that are crucial to the functioning of the Agency, including in the areas of finance, audit, ethics, human resources management and assessed contributions, amongst others. (See Annex 1: Indicative topics for consideration at the fifteenth session of the Assembly).

IV. General Principles and modalities**a. Topics, issues and mandates**

15. The Assembly is IRENA's ultimate decision-making authority and as such it is important to ensure a broad and high level of participation, inclusiveness, and transparency during its upcoming session.
16. Adherence to the Rules of Procedure of the Assembly will apply in the consideration of issues and mandates for the fifteenth session.

b. Sessional documentation

17. In accordance with Rule 10 and Rule 19 of the Rules of Procedure of the Assembly, sessional documentation of the fifteenth session of the Assembly will be circulated no later than 30 days in advance of the session.

c. Organisational and logistical arrangements

18. In keeping with the standard requirement for the conduct of the fifteenth Assembly session and with a view to maintaining the highest level of participation, inclusiveness and transparency, the Secretariat would ensure that the necessary logistical and organisational arrangements are put in place as per standard procedures and requirements, including invitations, registration and badge issuance, audiovisual and interpretation services, arrangements for bilateral meetings, visa application, special hotel rates for delegations, shuttle buses to and from the Assembly venue and these hotels, as well as funding arrangements through the Fund for Developing Country Representatives (FDCR), where applicable.

d. Registration and Visa issuance

19. The registration system for the fifteenth Assembly session is planned to be open from mid November 2024 to early January 2025. To facilitate timely issuance of visas, as may be required, delegations would be invited to complete their registration and submit their visa requests as early as possible.

e. Credentials and accreditation

20. To facilitate the process for the timely submission of Credentials in proper form, IRENA Members are kindly reminded of the requirement, under Rule 24 of the Rules of Procedure of the Assembly, to submit a letter of Credentials for their delegation to the fifteenth session of the Assembly as early as possible.
21. In keeping with standard practice, States in Accession and Non-Member States would be requested to submit an official *note verbale* issued by their relevant Ministry, informing the Director-General of the names and titles of their representatives and persons constituting their delegation to the IRENA Assembly as early as possible.
22. The participation of Observers will be in line with established procedures for the conduct of the Assembly session.

Annex 1: Indicative topics for consideration at the fifteenth session of the Assembly.

Annex 2: Proposed overview of the fifteenth session of the Assembly.

Annex 1

Indicative Topics for consideration at the fifteenth session of the Assembly

Fifteenth session of the Assembly (12-13 January 2025)

- Opening of the fifteenth Assembly session and organisational arrangements¹
- High-level Introductory statements
- High-level Panel on Accelerating the Energy Transition – The Way Forward
- Annual Report of the Director-General on the Implementation of the Work Programme and Budget for 2024-2025
- Member interventions on the Annual Report
- General Member Statements – National experiences on the energy transition
- Ministerial Roundtable on Accelerated Partnership for Renewables in Africa (APRA)
- Ministerial Roundtable on NDCs – Tripling Renewables through International Cooperation
- High-level Panel on Energy Transition Pathways in Emerging Economies
- SIDS Ministerial
- Ministerial Dialogue on Innovative Sustainable Finance
- Report of the Credentials Committee
- Reports back from Pre-Assembly Day events
- Report of the Council Chair on the work of the Council in 2024²
- Administrative and Institutional matters:
 - Report of the Director-General on Human Resources Management and Trends
 - Draft Decision on the Break-in-Service
 - Report of the Director-General – Secondment of Personnel and related matters
 - Audited Financial Statements of IRENA for 2023 and Status of the Implementation of External Audit Recommendations
 - Report of the Director-General – Indicative IRENA Scale of Contributions for 2025
 - Report of the Director-General – Status of Collection of Assessed Contributions and Advances to the Working Capital Fund
 - 2023 Annual Report of the Provident Fund Management Board on Operations of the Staff Provident Fund of IRENA and Appointment of Management Board members

¹ An update will be provided by Rwanda, in its capacity as President of the 14th Assembly session, on the status of Bureau discussions regarding its consultations and considerations on possible scenarios moving forward.

² The Chair of the Council will report on additional issues that have been raised at the Council meetings in 2024.

- Report of the Ethics Officer on the Implementation of the Policy on Ethics and Conflict of Interest
- Review of the Policy on Ethics and Conflict of Interest – Recommendations by the Ethics Advisory Board
- Council membership for 2025-2026
- Arrangements for the 16th session of the Assembly³
- Any other business
- Closing of the Assembly session

Side events

- Multilateral Development Bank (MDB) Guidelines and Principles on grids finance
- Policy Recommendations for Achieving 100% Renewable Energy by 2050
- Global Geothermal Alliance (GGA) Annual meeting
- Innovative Risk Mitigation Instruments
- Other side events to be determined

Stakeholder Engagement Day (11 January 2025)

- IRENA Legislators Forum
- IRENA Youth Forum
- Public-Private Dialogue
- Tripling Renewable Power Capacity: Innovative Grid, Solar and Storage Solutions
- Renewables based Clean Cooking
- Environmental impacts and benefits of renewables
- Empowering Lives and Livelihoods with Renewables
- Industrial policies for local value chains in Africa
- Accelerated Partnership for Renewable Energy in Central Asia
- Other thematic/stakeholder meetings to be determined

³ In accordance with Rule 28 of the Rules of Procedure of the Assembly, at its 15th session, the Assembly is required to designate the President and Vice-Presidents of the 16th session of the Assembly.

Annex 2

Proposed overview of the fifteenth session of the Assembly

Theme of the Assembly Accelerating the Renewable Energy Transition - The Way Forward (Energy security, Socio-economic development and Financing options)								
Saturday, 11 January 2025 Pre-Assembly Day			Sunday, 12 January 2025 5th World Energy Transition Day			Monday, 13 January 2025		
09.00 AM - 10.30 PM	09.30 AM - 12.30 PM	09.00 AM - 10.30 PM	Family Photo					
Thematic/Stakeholder meeting		Thematic/Stakeholder meeting	10.00 AM - 10.30 AM			10.00 AM - 11.30 AM		
	IRENA Legislators Forum		Assembly Official Opening Opening and welcoming statements Organisational arrangements			High-level Panel on Energy Transition Pathways in Emerging Economies		
11.00 AM - 12.30 PM		11.00 AM - 12.30 PM	10.30 AM - 1.00 PM			11.30 AM - 1.00 PM		
Tripling Renewable Power Capacity: Innovative Grid, Solar and Storage Solutions		Renewables based Clean Cooking	High-level Panel on Accelerating the Energy Transition - The Way Forward			SIDS Ministerial		
12.30 PM - 2.00 PM LUNCH			1.00 PM - 2.30 PM LUNCH			1.00 PM - 2.30 PM LUNCH		
12.30 PM - 2.00 PM		12.30 PM - 2.00 PM	1.00 PM - 2.30 PM	1.00 PM - 1.45 PM	1.00 PM - 2.30 PM	1.00 PM - 2.30 PM		1.00 PM - 2.30 PM
Side Event		Side Event	MDB Guidelines and Principles on grids finance	Press Conference	Policy Recommendations for Achieving 100% Renewable Energy by 2050	GGA Annual Meeting		Innovative Risk Mitigation Instruments
2.30 PM - 4.00 PM	2.30 PM - 4.00 PM	2.30 PM - 4.00 PM	2.30 PM - 4.00 PM		2.45 PM - 4.15 PM	2.30 PM - 4.00 PM		
Environmental impacts and benefits of renewables	Empowering Lives and Livelihoods with Renewables	Industrial policies for local value chains in Africa	Annual Report of the Director-General for 2024-2025 Member interventions		Ministerial Roundtable on Accelerated Partnership for Renewables in Africa (APRA)	Ministerial Dialogue on Innovative Sustainable Finance		
4.30 PM - 6.00 PM	4.30 PM - 6.00 PM	4.30 PM - 6.00 PM	4.00 PM - 6.00 PM		4.30 PM - 6.00 PM	4.00 PM - 5.30 PM		
Accelerated Partnership for Renewable Energy in Central Asia	IRENA Youth Forum	Public - Private Dialogue	General Member Statements		Ministerial Rountable on NDCs - Tripling Renewables through International Cooperation	Administrative and Institutional Matters and other mandates		
						5.30 PM - 6.00 PM		
						AoB-Closing		
6.30 PM - 8.00 PM Evening event			6.30 PM - 8.30 PM Assembly Dinner Reception/Ministerial Dinner					