

INTERNATIONAL RENEWABLE ENERGY AGENCY

Sixth meeting of the Council

Abu Dhabi, 10 – 11 December 2013

Note of the Chair to the Council

Selection and appointment of the Director-General of IRENA

Article XI.B. of the Statute of the International Renewable Energy Agency (IRENA) stipulates that the Director-General of IRENA “shall be appointed by the Assembly upon the recommendation of the Council for a term of four years, renewable for one further term, but not thereafter”.

The upcoming fourth session of the Assembly in January 2014 will mark three years since the appointment of the Agency’s Director-General.

In order to prepare for a related decision at the fifth session of the Assembly in January 2015, the membership may wish to agree on a selection and appointment procedure for the Agency’s Director-General at the upcoming fourth session of the Assembly.

Selection and appointment of the Director-General of IRENA

I. Statutory requirements and general principles

1. Article XI.B. of the Statute of the International Renewable Energy Agency (IRENA) stipulates that the Director-General of IRENA “shall be appointed by the Assembly upon the recommendation of the Council for a term of four years, renewable for one further term, but not thereafter”.
2. Article IX.I. further specifies that “the Assembly shall designate [...] the Director-General [...] by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting”.
3. The procedure set out below reflects, and builds on, agreements reached by Members during the establishment phase of the Agency regarding the selection and appointment of the Director-General of IRENA. The procedure in its entirety will be guided by the best interest of the Agency, respect for the dignity of all candidates, and by full transparency, fairness and inclusiveness at all stages of the process.

II. Roles and responsibilities

4. The **Assembly of IRENA** appoints the Director-General of the Agency by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting (Article IX.I of the Statute).
5. The **Council of IRENA**, comprising 21 Members of the Agency which are elected by the Assembly on a rotating basis, puts forward a recommendation regarding the appointment of a new Director-General or the renewal of the incumbent Director-General to the Assembly. The Council takes decisions on matters of substance by a majority of two thirds of its members (Article X.D of the Statute).
6. The Council appoints a **Director-General Selection Committee (Committee)** from among its members at the earliest possible date to assist the Council in its task of making a recommendation for the appointment of a new Director-General to the Assembly. The Committee is composed of eight members and four alternates, two and one, respectively, from each regional grouping (Africa, Asia and the Pacific, Europe and Others, Latin America and the Caribbean, as set out in the Annex to A/3/6).
7. In order to provide effective assistance to the Council, the Committee appoints its Chair and Vice-Chair, establishes appropriate timelines and deadlines, prepares a vacancy announcement, announces

the position, reviews the applications, interviews selected candidates and presents a shortlist to the Council for its consideration. The Committee may take additional steps as needed in the process. The Committee acts by consensus, or, if no consensus can be reached, by a two-third majority.

8. The Committee Chair facilitates the efficient and continuous communication and cooperation between Committee members and ensures that the Committee agrees on and observes all necessary deadlines. The Committee works electronically to the extent possible in order to minimize expenses. Costs incurred through participation in the Committee will be borne by the members concerned, except for members from Least Developed Countries and Small Island Developing States (as per UN definition) whose participation will be financed from the Fund for Developing Country Representatives (FDCR).

III. Appointment procedure

- a. By the close of the session of the Assembly marking three years since the appointment of the Agency's Director-General, the President of the Assembly notifies the membership of the forthcoming end of the four-year term of the Director-General.
- b. As soon as possible, the Director-General Selection Committee prepares a vacancy announcement, based on criteria detailed under IV below, and ensures wide distribution, including through circulation to the membership.
- c. With a view to presenting a shortlist of up to five candidates to the Council, the Committee reviews applications and interviews selected candidates. While preparing the list of candidates for an initial interview, the Committee will pay due regard to equitable geographical representation and gender balance while being mindful of the criteria of merit as the overarching principle.
- d. If the list of candidates invited by the Committee for an initial interview includes individuals that are of the same nationality as a Committee member, in order to avoid any conflict of interest, the Committee member concerned will be asked to refrain from interviewing that candidate and be replaced by an alternate, if possible from the same regional grouping.
- e. A shortlist of up to five candidates, together with supporting documentation, is circulated to Council members thirty days prior to the Council meeting. Shortlisted candidates will be invited for a presentation at that Council meeting.
- f. During the Council meeting, at a closed session, the Committee Chair presents the shortlist of candidates and reports on the activities of the Committee. Shortlisted candidates give a presentation to the Council. The Council considers the presentations and information received and makes its recommendation to the Assembly.

- g. This procedure shall also apply, as far as applicable and under the guidance of the President of the Assembly, in the event of a vacancy in the post of the Director-General that does not coincide with the end of the four-year term.
- h. In the event that the incumbent Director-General decides to seek renewal of his/her appointment for a further term, the incumbent, after the Assembly session marking three years since the year of his/her appointment, submits a letter expressing his/her intent to seek renewal to the Council Chair for transmission to Council members. The submission should include a summary of the achievements to date and a vision for the coming four years. The Council Chair invites Council members to provide their views on the matter, including with regard to the Director-General's submission, and circulates the outcome of his/her consultation process to all Council members prior to the meeting.
- i. The incumbent Director-General makes a presentation at a closed session of the Council. After his/her presentation, the Council may wish to recommend the incumbent for renewal or to initiate the process as outlined in paragraphs (b) to (f) above.
- j. Candidates may withdraw their candidature at any time during the process.
- k. Council members shall ensure confidentiality of all the proceedings at all stages of the process.

IV. Guiding principles – qualification of candidates

- Vision and leadership.
- Astute judgment and decision-making.
- Team and consensus builder.
- Ability to establish and maintain high-quality interpersonal relationships in a diverse, multicultural environment.
- Excellent communication and negotiating skills.
- Ability to address highly contentious issues effectively.