

Reference: DG/CS/2023/O/21537

Abu Dhabi, 15 December 2023

NOTIFICATION

by the Director-General of IRENA

Fourteenth session of the IRENA Assembly – Part I (Virtual, 15 January 2024)

Part I of the fourteenth session of the Assembly of the International Renewable Energy Agency (IRENA) will be held in a virtual setting on Monday, 15 January 2024, from 15.00 to 18.00 Gulf Standard Time (GST). The Assembly will commence its work with the Official Opening at 15.00 GST, followed by the consideration of the Annual Report of the Director-General on the implementation of the Work Programme and Budget for 2022-2023, the Proposed Work Programme and Budget for 2024-2025, as well as administrative and institutional matters that are crucial to the functioning of the Agency.

Fourteenth session of the IRENA Assembly – Part I

As the supreme decision-making organ of IRENA, the Assembly will consider and discuss a number of programmatic and institutional matters relevant to the Agency's future work and direction. Members will also consider a number of administrative and institutional matters.

A. Strategic and Programmatic items

Members will have the opportunity to provide guidance to the Agency's programmatic activities in accelerating the energy transition towards a sustainable, resilient and climate-safe future. In this context, the following items will be considered during Part I of the fourteenth session of the Assembly:

- Annual Report of the Director-General on the implementation of the Work Programme and Budget for 2022-2023
- Report of the Director-General – Proposed Work Programme and Budget for 2024-2025
- Report of the Chair of the Council
- Administrative and Institutional matters

B. Member interventions on the Annual Report and Proposed Work Programme and Budget

Due to the virtual nature of Part I of the session, delegations wishing to make an intervention under the agenda items “Annual Report of the Director-General on the implementation of the Work Programme and Budget for 2022-2023” and “Report of the Director-General – Proposed Work Programme and Budget for 2024-2025” **may choose to deliver an oral intervention during the session, or submit a written statement on the items in advance of Part I of the session.**

IRENA Members
Focal Points

Delegations wishing to deliver an oral intervention are invited to register in the Speakers list by sending a request to Assembly@irena.org, noting the name and title of the speaker, indicating in the subject line “*IRENA Assembly Part 1: Speakers List*”. The requests will be considered observing the international protocol precedence and the principle of “first come, first served”.

Delegations wishing to submit a written statement are invited to send their statement to the Secretariat at Assembly@irena.org in advance of Part I of the session. These statements will be made available to the Assembly and form part of the official proceedings.

Delegations are kindly reminded that General Member Statements – National Experiences on the Energy Transition will be taken up during Part II of the Assembly session, in April 2024.

C. Elections and appointments

Fourteenth Assembly President and Vice-Presidents: At its thirteenth session, the Assembly designated Rwanda as President and Angola, Dominican Republic, Georgia, and Iraq as Vice-Presidents of its fourteenth session. These designations are expected to be officially confirmed at the start of the plenary session of the Assembly (item 2.a. of the Provisional Agenda).

Credentials Committee: Members wishing to serve on the Credentials Committee at the fourteenth session of the Assembly are invited to submit their expressions of interest to the Secretariat at Secretariat@irena.org by **5 January 2024**.

Following the deadline, the Membership will be informed of the designated members of the Credentials Committee and of the arrangements for its initial meeting, to be convened virtually on Thursday 11 January 2024, prior to the official opening of the fourteenth session of the Assembly, at the request of the President of the Assembly, on an exceptional basis. The timing will be communicated by the Secretariat prior to the initial meeting.

The appointment of Credentials Committee members, as well as the adoption of its report are expected to be officially confirmed at the start of the fourteenth session part I of the Assembly.

Assembly documentation

Documentation pertaining to Part I of the fourteenth session of the Assembly, including the Provisional Agenda and Indicative schedule, is contained in this transmission and will also be made available on the Member portal ‘[REmember](#)’, for Focal Points officially designated to IRENA.

Should you require access to ‘[REmember](#)’, please contact REmember@irena.org.

Credentials

All Members are kindly requested to ensure that Credential Letters for their representatives at the fourteenth session of the Assembly are submitted in a proper form and in a timely manner.

The Credential Letters submitted for the first part of the session of the Assembly will be deemed to also cover the second part of the session, unless: a) otherwise stated in the Credentials Letter, or b) the Credential Letter is withdrawn or replaced by a new Credential Letter.

An electronic copy of the Letter of Credentials is to be submitted by email to credentials@irena.org, no later than **5 January 2024**, in accordance with Chapter IV, Rule 24 of the [Rules of Procedure of the Assembly of IRENA](#) (A/5/5).

A sample form of Letter of Credentials is available [here](#). Further details are available [here](#).

Registration

Registration links have been sent to all IRENA Members, along with a [logistical note](#), [user guide](#) for participation on the Zoom platform, as well as a Zoom [background image](#).

IRENA Members who have not yet completed their registration for Part I of the fourteenth session of the Assembly are kindly requested to complete their registration via [this link](#), no later than **8 January 2024**.

Please be informed that each IRENA Member can have **a maximum of two members (1 Head of Delegation + 1 additional delegate) designated as speakers** and these members will have the possibility to have their video camera enabled during the session. All other members of delegations will be able to attend the virtual meeting with audio enabled only.

In this regard, IRENA Members are kindly requested to inform the Secretariat at Assembly@irena.org of the two designated speakers for their delegation, and to provide the following information:

- a. Name and title
- b. Position
- c. Personal e-mail address and mobile telephone number

For queries related to registration and organisational arrangements, please contact the Secretariat at Assembly@irena.org.

Arrangements for Part II of the fourteenth session of the Assembly

Part II of the fourteenth session of the Assembly will be held in-person on 16–18 April 2024 in Abu Dhabi, from 10.00 to 18.00, in parallel to the World Future Energy Summit (WFES).

The Director-General will provide additional information and an update on the arrangements for Part II of the fourteenth Assembly, and any modifications to the tentative schedule, under item 8 of the Provisional Agenda.