

Twenty-sixth meeting of the Council  
Abu Dhabi, 19-20 October 2023

## **Note by the Director-General**

### **Arrangements for the fourteenth session of the IRENA Assembly**

#### **Background**

At its thirteenth session, the Assembly decided to hold its fourteenth session on 13-14 January 2024 in Abu Dhabi. The 28<sup>th</sup> Session of the Conference of Parties to the United Nations Framework Convention on Climate Change (COP28) will take place in Dubai, the United Arab Emirates (UAE) from 30 November to 12 December 2023. In response to views expressed by Members on leveraging this unique opportunity in support of accelerating the energy transition, IRENA has developed targeted initiatives in line with the COP28 Presidency's vision and intended outcomes.

In light of this exceptional situation and in order to ensure that discussions at the Assembly respond to the outcomes emanating from COP28 as well as other areas of work on the energy transition, whilst at the same time making practical arrangements for the timely adoption of important mandates for the continued functioning of the Agency, **the Director-General, in consultation with the Bureau of the thirteenth session of the Assembly, the designated Bureau of the fourteenth session of the Assembly, the designated Chair of the twenty-sixth Council, as well as the United Arab Emirates and Germany, is proposing that the fourteenth session of the Assembly in 2024 be convened in two parts, on an exceptional basis.**

This Note outlines the proposed arrangements for convening the fourteenth session of the Assembly in two parts due to these exceptional circumstances, and for the participation of IRENA Members, States in Accession as well as partners and stakeholders. It also includes two annexes, which contain some details on the proposal to convene the fourteenth session of the Assembly in two parts. Following the Council's consideration, the Director-General would further elaborate the arrangements for the fourteenth session of the Assembly and inform the Membership accordingly.

**The Council will be invited to consider the proposed arrangements for convening the upcoming fourteenth session of the Assembly and provide guidance, as appropriate.**

#### **Proposal on arrangements and rationale**

The timely adoption of important mandates including 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 form a crucial aspect of the upcoming Assembly session to ensure the continued functioning of the Agency's work and availability of resources. This is especially so given that the Work Programme and Budget for the upcoming biennium would commence immediately after its adoption by the Assembly at its fourteenth session.

At the same time, given the exceptional circumstances surrounding the scheduling of COP28 in December 2023, the Secretariat is cognizant of the need to facilitate arrangements to maximise participation at the Assembly whilst also ensuring that Members are given the opportunity to engage fully at COP28, and that such engagement provides valuable input to discussions at the Assembly and related meetings in setting the energy transition agenda for the coming year and beyond.

Against this background, the proposal is intended to optimise arrangements to facilitate broad representation and substantive engagement of delegations. More importantly, the proposal ensures adherence to the established procedures throughout the deliberations of the Assembly.

The proposed date, timing and format of the upcoming Assembly session is as follows:

- Proposed scenario for conducting the fourteenth session of the Assembly in two parts:
  - **Part I in a VIRTUAL format on 15 January 2024, from 15.00 to 19.00 Gulf Standard Time (GST)**. The timing proposed is in line with previous sessions of the Assembly held in a virtual format.
  - **Part II with IN-PERSON participation on 13-15 April 2024 in Abu Dhabi, maintaining the standard in-person timing of 10.00 to 18.00 GST**, immediately prior to the Abu Dhabi Sustainability Week (ADSW)/World Future Energy Summit (WFES)<sup>1</sup>.

### **The fourteenth session of the Assembly – Fourth World Energy Transition Day<sup>2</sup>**

#### **Part I of the fourteenth session of the Assembly**

In view of the proposed scenario, and based on the Council's guidance on the way forward, it is envisioned that Part I of the fourteenth session of the Assembly could present a timely opportunity for the Membership to discuss the programmatic activities that the Agency has undertaken in 2023, as well as its progress and achievements in supporting Members towards just and inclusive energy transitions, including through the facilitation of cross-sectoral partnerships. Members would also have the opportunity to consider the Work Programme and Budget for the upcoming biennium and provide further guidance on the expected areas of focus and support, particularly in light of the outcomes and necessary actions emerging from the first Global Stocktake at COP28.

It is envisioned that the Assembly would 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: Topics for consideration at the fourteenth session of the Assembly (Part I and Part II)).

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<sup>1</sup> The World Future Energy Summit (WFES) will take place on 16-18 April 2024 in Abu Dhabi ([link to website](#)). The official dates and programme of the Abu Dhabi Sustainability Week (ADSW) will be made available on the [ADSW website](#).

<sup>2</sup> In keeping with tradition, a relevant theme will be set for the fourteenth session of the Assembly and will be communicated in due course.

## **Part II of the fourteenth session of the Assembly**

Taking into account the proposed scenario and based on the Council's guidance on the way forward, it is envisioned that Part II of the fourteenth session of the Assembly and related meetings presents an opportunity for the Membership, partners and stakeholders to engage in inclusive and diverse discussions on actions implemented and progress made in accelerating the energy transition.

Discussions may include the context of the first Global Stocktake and the 2030 Agenda on Sustainable Development, and how IRENA may support Members in their ambition to create enabling frameworks, attract investments, and accelerate the energy transition at the speed required by climate, energy and development imperatives, amongst others.

To this end, the convening of several Ministerial and High-level sessions is proposed to facilitate interaction among decision-makers at the highest level and guide the future programmatic work of the Agency. As in previous years, a Ministerial event on Small Island Developing States (SIDS) is envisaged to allow countries to discuss their renewable energy needs, taking into account their circumstances.

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 future based on renewables.

Based on the Council's guidance on the proposed scenario, and in order to ensure that discussions at the Assembly respond to the several thematic issues and outcomes emanating from COP28 as well as other areas of work on the energy transition, the Secretariat would closely monitor and assess the deliberations and feedback from Members in the coming months. Following this assessment, updated information on the theme and substantive content of Part II of the fourteenth session of the Assembly would be provided to the Membership as part of the provisional agenda of the session.

**Annex 2 presents a generic overview of the proposed Part I and II of the fourteenth session of the Assembly and related meetings.**

### **General Principles and modalities**

Taking into account the proposed scenario for conducting the fourteenth session of the Assembly in two parts, the following general principles and modalities are proposed for the Council's consideration and guidance on the way forward.

### **Topics, issues and mandates**

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 Part I and Part II of its upcoming session. Adherence to the Rules of Procedure of the Assembly will apply in the consideration of issues and mandates for the fourteenth session.

### **Participation**

Following the Council's consideration, the Director-General will inform all IRENA Members, States in Accession as well as Observers of the arrangements for participation at the fourteenth session of the Assembly, as appropriate.

The conduct of work of the Assembly in Part I and Part II will be in line with Rule 42 of the Rules of Procedure of the Assembly.

### **Decision-making and quorum**

The President of the fourteenth session of the Assembly, with the support of the Secretariat, will continue to ensure that the Assembly's decision-making process is inclusive and by consensus, including that the quorum shall be consistent with Article IX paragraph F of the IRENA Statute.

### **Sessional documentation**

In accordance with Rule 10 and Rule 19 of the Rules of Procedure of the Assembly, sessional documentation of Part I and Part II of the fourteenth session of the Assembly would be circulated no later than 30 days in advance of each part of the session.

### **Organisational and logistical arrangements**

In keeping with the standard requirement for the conduct of the fourteenth 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 for convening Part I and Part II of the session in a virtual format and in-person, respectively.

In conducting Part I of the fourteenth Assembly session in virtual setting, and taking into account various time zones and potential connectivity issues, the Secretariat would also put in place mechanisms, including interpretation services, guidelines for pre-recorded statements, and a dedicated page for the proceedings of the Assembly as well as for presentations, to ensure that Members would have access to all information prior to and during meetings.

The Secretariat would also ensure that logistical and related arrangements for the in-person Part II of the fourteenth Assembly session 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.

### **Registration and Visa issuance**

The registration system for the proposed Part I of the fourteenth Assembly session is planned to be open from 20 November 2023 to 10 January 2024..

Taking into account the international calendar of holidays and religious days of observance, the registration system for the proposed Part II of the fourteenth Assembly session is planned to be open from 12 February 2024 to 31 March 2024. 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.

### **Credentials and accreditation**

To facilitate the process for the timely submission of Credentials in proper form, it is envisioned that the existing template and process for the submission of Credential letters will be modified on an exceptional basis, taking into account the proposed scenario.

- Members may opt to submit one letter of Credentials for their delegation by 5 January 2024, covering both Part I and II of the fourteenth session of the Assembly.
- Members may opt to submit separate letters of Credentials for their delegation for Part I and Part II of the fourteenth session of the Assembly, by 5 January 2024 for Part I and 5 April 2024 for Part II, respectively.

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 Part II of the IRENA Assembly, by 5 April 2024.

The participation of Observers will be in line with established procedures for the conduct of the Assembly session. The Secretariat is in the process of streamlining working procedures for the participation of Observer entities and organisations at the IRENA Assembly.

Annex 1: Topics for consideration at the fourteenth session of the Assembly (Part I and Part II).

Annex 2: Proposed overview of the fourteenth session of the Assembly (Part I and Part II).

**Annex 1**

**Topics for consideration at the fourteenth session of the Assembly  
(Part I and Part II)**

**Proposed Part I of the fourteenth session of the Assembly (15 January 2024)**

- Opening of the fourteenth Assembly session
- Annual Report of the Director-General on the Implementation of the Work Programme and Budget for 2022-2023 (including Work Programme Self-Assessment for 2022-2023)
- Proposed Work Programme and Budget for 2024-2025
- Member interventions on the Annual Report and Proposed Work Programme and Budget
- Report of the Council Chairs on the work of the Council in 2023
- Administrative and Institutional matters:
  - Report of the Credentials Committee
  - Report of the Director-General on Human Resources Management and Trends
  - Proposed Amendment to Staff Rule 105.3
  - Audited Financial Statements of IRENA for 2022 and Status of the Implementation of External Audit Recommendations
  - Report of the Director-General - Status of Collection of Assessed Contributions and Advances to the Working Capital Fund
  - 2022 Annual Report of the Provident Fund Management Board on Operations of the Staff Provident Fund of IRENA
  - Report of the Ethics Officer on the Implementation of the Policy on Ethics and Conflict of Interest
- Arrangements for Part II of the 14<sup>th</sup> Assembly
- Any other business
- Adjournment of the Assembly session

**Proposed Part II of the fourteenth session of the Assembly**

**Stakeholder Engagement Day (13 April 2024)**

- IRENA Legislators Forum
- IRENA Youth Forum
- Public-Private Dialogue
- Other thematic/stakeholder meetings

**Resumption of the Assembly session (14-15 April 2024)**

- High-level Introductory statements
- Ministerial Dialogues and High-level sessions (Topics/themes to be confirmed)
- General Member Statements – National experiences on the energy transition
- Side events
- Report of the Credentials Committee
- Reports back from Stakeholder Engagement Day
- Arrangements for the 15<sup>th</sup> session of the Assembly
- Any other business
- Closing of the Assembly session

## Annex 2

## Proposed overview of the fourteenth session of the Assembly (Part I and Part II)

PART I - VIRTUAL - JANUARY (3pm - 7pm)	PART II - IN-PERSON - APRIL (10am - 6pm)				
Monday, 15 January 2024	Saturday, 13 April 2024 Stakeholder Engagement Day		Sunday, 14 April 2024 4th World Energy Transition Day		Monday, 15 April 2024
Official Opening of the 14th Assembly session  Organisation of work  Opening and Welcoming Statements	Thematic/ Stakeholder meetings	Thematic/ Stakeholder meetings	Family Photo		Ministerial Dialogue
			Resumption of the Assembly session  High-level Introductory Statements		
Presentation of the Annual Report of the Director-General for 2022-2023 and Proposed Work Programme and Budget for 2024-2025	Thematic/ Stakeholder meetings	Thematic/ Stakeholder meetings	Ministerial/High-level Plenary session		Ministerial Dialogue
Member interventions on the Annual Report and Proposed Work Programme and Budget	LUNCH AND SIDE EVENTS		LUNCH AND SIDE EVENTS		LUNCH AND SIDE EVENTS
Administrative and Institutional Matters and Other Mandates	Thematic/ Stakeholder meetings	Thematic/ Stakeholder meetings	General Member Statements	Ministerial Roundtable	Ministerial Dialogue
Arrangements for Part II of the 14th Assembly  Any other business	Thematic/ Stakeholder meetings	Thematic/ Stakeholder meetings			Ministerial Dialogue
Adjournment of the Assembly session			Ministerial Dinner		Reports back Arrangements for the 15th session of the Assembly Any other business Closing of the Assembly session
			Assembly Dinner Reception		