
INTERNATIONAL RENEWABLE ENERGY AGENCY

First Session of the Assembly

Abu Dhabi, 4 - 5 April 2011

Agenda item 9

**Report on the activities of the
Preparatory Commission**

The present report has been submitted to Members of IRENA at the first session of the Assembly pursuant to the Resolution on Establishing a Preparatory Commission for the International Renewable Energy Agency¹, which requested the Preparatory Commission to prepare “a comprehensive report of its activities and all matters within its mandate to be submitted to the Assembly for its first meeting”². The report details the implementation of the Commission’s mandate during its existence. Members of IRENA considered the report at the first session of the Assembly on 5 April 2011. Since then it has been revised and completed to reflect the 7th meeting of the Administrative Committee and the 5th session of the Preparatory Commission on 2 and 3 April 2011.

¹ FC/Res.1

² FC/Res.1, paragraph 10. g

Contents

I. Introduction	3
A. About the Preparatory Commission for the International Renewable Energy Agency.....	3
B. Structure of the report.....	3
II. The Preparatory Commission.....	4
A. Existence	4
B. Legal status	4
C. Development of membership.....	4
D. Sessions.....	6
E. Decision making	6
F. Observer participation.....	7
G. Regulations and rules guiding the work of the Commission	7
H. Administrative Committee.....	7
I. Subsidiary bodies	8
J. Selection of the interim seat.....	12
K. Budgetary and financial matters	12
L. Staff Provident Fund.....	14
III. The Secretariat	14
A. Structure of the Secretariat.....	14
B. Offices of the Secretariat.....	14
C. Staff.....	15
IV. Preliminary implementation of the Statute's objectives	17
A. Work Programmes of the Commission.....	17
B. Implementation of the Work Programmes of the Commission.....	17
V. Transition from the Preparatory Commission to IRENA.....	18
Annex I – Voluntary contributions received (in USD) as of 28.03.2011.....	19

I. Introduction

A. About the Preparatory Commission for the International Renewable Energy Agency

1. The Conference on the Establishment of the International Renewable Energy Agency, which took place on 26 January 2009 in Bonn, Germany, established the Preparatory Commission for the International Renewable Energy Agency (“Commission”). The Resolution on Establishing a Preparatory Commission for the International Renewable Energy Agency (“Resolution”) mandated the Commission to take all possible measures to ensure the rapid and effective establishment of the Agency until the IRENA Statute had been ratified by 25 countries and countries convened for the first session of the Assembly.

2. In particular, the Commission was established for the purposes of³:

- a) carrying out the necessary preparations for the first meeting of the Assembly and for the effective and early coming into force and implementation of the Statute of the International Renewable Energy Agency [...], particularly by establishing the interim working structures that are necessary for this purpose;
- b) taking the necessary preliminary steps in order to ensure the early presence, profile and influence of the Agency in the international renewables field; and
- c) carrying out the necessary activities in order to ensure the effective preliminary implementation of the objectives of the Statute as soon as possible.

B. Structure of the report

3. The report is divided into four main parts.

1. The Commission itself, its existence, membership, sessions, subsidiary organs, legal framework and status, as well as budgetary and financial matters.
2. The Interim Secretariat of the Commission (“Secretariat”), its structure, staff and offices.
3. The preliminary implementation of the Statute’s objectives and the Work Programmes that were adopted by the Commission, as well as their implementation, detailed in reports submitted by the Secretariat.
4. The transition from the Commission to the International Renewable Energy Agency (“IRENA”) taking place at the fifth and last session of the Commission and the first and inaugural session of the Assembly on 3 April and 4 and 5 April 2011 respectively in Abu Dhabi, United Arab Emirates.

³ FC/Res.1, paragraph 1

II. The Preparatory Commission

A. Existence

4. The Commission was established on 26 January 2009 in Bonn, Germany.

5. The Commission was to remain in existence until the Statute came into force and thereafter until the conclusion of the first session of the Assembly and the election of the Council in accordance with the Statute⁴.

6. The Commission ceased to exist on 5 April 2011.

B. Legal status

7. The status of the Commission was set out in the Resolution, adopted by the States Signatories of the IRENA Statute. The Resolution expressly provided that the Commission “shall have international legal personality. Subject to national legislation, it may enjoy such domestic legal capacity as may be necessary for the exercise of its functions and the fulfilment of its purposes”.⁵ It further provided that the “Commission may, for the further implementation of its purposes, carry out such activities of the Agency, as set out in the Statute, as may be necessary for the preliminary implementation of the Agency’s objectives”.⁶

C. Development of membership

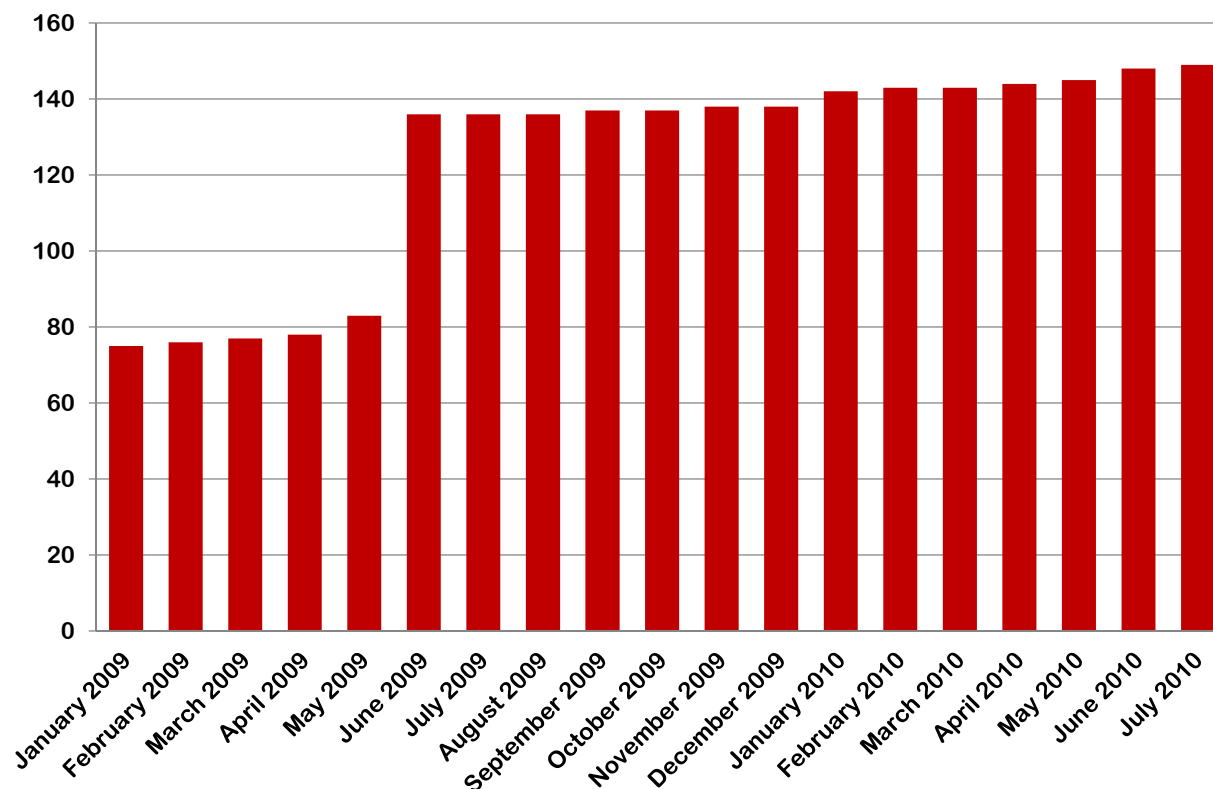
8. The Commission’s membership was composed of one representative of each of the Signatories of the IRENA Statute.

⁴ FC/Res.1, paragraph 12

⁵ FC/Res.1, paragraph 5

⁶ FC/Res.1, paragraph 11

Figure 1. Development of the membership of the Commission



9. The following 75 States signed the Statute at the Founding Conference on 26 January 2009: Afghanistan, Algeria, Argentina, Armenia, Austria, Bahrain, Benin, Bulgaria, Burkina Faso, Cape Verde, Central African Republic, Chad, Chile, Comoros, Côte D'Ivoire, Cyprus, Democratic Republic of the Congo, Denmark, Djibouti, Egypt, Eritrea, Ethiopia, Finland, France, Gambia, Germany, Ghana, Greece, Guatemala, Guinea-Bissau, Honduras, Iceland, Iran (Islamic Republic of), Ireland, Israel, Italy, Jordan, Latvia, Liberia, Lithuania, Luxembourg, Madagascar, Mali, Mongolia, Montenegro, Morocco, Nepal, Netherlands, Nicaragua, Niger, Nigeria, Norway, Peru, Philippines, Poland, Portugal, Republic of Korea, Republic of Moldova, Romania, São Tomé and Príncipe, Senegal, Serbia, Slovenia, Spain, Sweden, Syrian Arab Republic, Tajikistan, The former Yugoslav Republic of Macedonia, Tunisia, Turkey, Uganda, United Arab Emirates, Uruguay, Yemen, Zambia.

10. Subsequently, the European Union and the following 73 states signed the IRENA Statute until its entry into force on 8 July 2010 and became Members of the Commission: Albania, Angola, Antigua and Barbuda, Australia, Azerbaijan, Bangladesh, Belarus, Bosnia and Herzegovina, Brunei Darussalam,

Cambodia, Cameroon, Colombia, Congo, Costa Rica, Croatia, Czech Republic, Dominican Republic, Ecuador, Estonia, Fiji, Gabon, Georgia, Grenada, Guinea, India, Iraq, Japan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lebanon, Lesotho, Libyan Arab Jamahiriya, Liechtenstein, Malaysia, Maldives, Malta, Marshall Islands, Mauritania, Mauritius, Mexico, Monaco, Mozambique, Nauru, Oman, Pakistan, Palau, Panama, Papua New Guinea, Qatar, Rwanda, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Slovakia, Somalia, South Africa, Sri Lanka, Sudan, Swaziland, Switzerland, Timor-Leste, Togo, Tonga, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uzbekistan, Vanuatu, Zimbabwe.

D. Sessions

11. The Commission held five sessions.

1st session: 27 January 2009 in Bonn, Germany. Chair: Germany (Karsten Sach, Deputy Director-General Federal Ministry for the Environment, Nature Conservation and Nuclear Safety).

2nd session: 29 and 30 June 2009 in Sharm El Sheikh, Egypt. Chair: Egypt (Hassan Younes, Minister of Electricity and Energy).

3rd session: 17 January 2010 in Abu Dhabi, United Arab Emirates. Chair: United Arab Emirates (Sultan Ahmed Al Jaber, Chief Executive Officer of Masdar).

4th session: 24 and 25 October 2010 in Abu Dhabi, United Arab Emirates. Chair: Spain (Rafael Conde de Saro, Ambassador Ministry of Foreign Affairs).

5th session: 3 April 2011 in Abu Dhabi, United Arab Emirates. Chair: Sierra Leone (Ogunlade Davidson, Minister of Energy and Water Resources).

12. Pursuant to Rule 44 of the Rules of Procedure of the Commission, the Commission issued five session reports.⁷

E. Decision making

13. At its first session, Members of the Commission adopted the Interim Rules of Procedure of the Preparatory Commission for the International Renewable Energy Agency⁸ (“Rules of Procedure”), which were applied at all sessions of the Commission. The Commission took decisions in accordance with the

⁷ PC.1/SR, PC.2/SR, PC.3/SR, PC.4/SR.6 and PC.5/SR

⁸ PC.1/DC.1

majority requirements for the respective issue foreseen in Article IX of the Statute relating to the Assembly of the Agency⁹.

F. Observer participation

14. The Commission was mandated to grant the right to participate as an observer without the right to vote in sessions of the Commission and its subsidiary bodies to any state and any international organisation or any other organisation active in the field of renewable energy.¹⁰ Observers have been present at all sessions of the Commission but have not attended sessions of subsidiary bodies. Each session report of the Commission contains the respective observers list.

G. Regulations and rules guiding the work of the Commission

15. Pursuant to paragraph 8 c) of the Resolution, the Commission adopted its Rules of Procedure¹¹, which were also applied at meetings of the Administrative Committee, Rules and Guidelines for Working Groups of the Preparatory Commission¹², Interim Financial Regulations¹³, Financial Rules¹⁴, Staff Regulations¹⁵, Staff Rules¹⁶ and Interim Regulations on Secondment of Staff¹⁷.

H. Administrative Committee

16. At its first session, the Commission established the Administrative Committee (“Committee”) in order to facilitate the effectiveness of the Commission’s work in the absence of the Secretariat. The Committee was open to all Members of the Commission who were willing to contribute to its work.¹⁸

17. Members of the Commission decided to maintain the Committee for a transitional period until the third session of the Commission and as long as deemed necessary by the Members of the Commission.¹⁹ The Committee was mandated to support and oversee the work of the Interim Director-General and to assume any administrative and secretarial tasks that may be required. The Commission further asked the

⁹ FC/Res.1, paragraph 7

¹⁰ PC.1/DC.1, rule 40

¹¹ PC.1/DC.1

¹² PC/WG.GOV/WP.1/Rev.1

¹³ PC.2/DC.4

¹⁴ PC.3/DC.2

¹⁵ PC.3/DC.3

¹⁶ PC.3/DC.4

¹⁷ PC.2/DC.6

¹⁸ PC.1/DC.1

¹⁹ PC.2/SR, paragraph 57

Committee to carry out its work in close collaboration and coordination with the Interim Director-General. After the establishment of the Secretariat in Abu Dhabi, Members decided that the Committee should be maintained until the Statute came into force and the first meeting of the Assembly was held.²⁰

18. While the Committee could not make decisions on behalf of the Commission, its members discussed programmatic activities, as well as regulations governing the work of the Commission. With its discussions, the Committee facilitated the work of the Commission and provided guidance and support to the Secretariat.

19. The Committee met seven times, with each session chaired by Germany. Meetings of the Committee usually preceded the sessions of the Commission, however, separate meetings were held in May 2009 in Austria (1st meeting), October 2009 (3rd meeting) and June 2010 (5th meeting) in Abu Dhabi.

20. At its fifth session, the Committee established the Financial and Organisational Review Team (FROT) comprising representatives of Australia, France, Germany, Japan, Spain, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United States of America, and chaired by Luxembourg. The FROT was mandated with the review of the Commission's finances and internal controls in budgeting, financial and procurement areas.

I. Subsidiary bodies

21. In addition to the Administrative Committee, the Commission established five subsidiary bodies at its third session: the Working Group on 2010 Work Programme Implementation, the Working Group on Legal Issues, the Working Group on Governance²¹, the Headquarters Agreement Working Group²², and the Management Selection Committee²³. Subsidiary bodies of the Commission were open to all Members of the Commission. At its fourth session, the Commission established the Director-General Selection Committee as an ad hoc entity.²⁴

²⁰ PC.3/DC.7

²¹ PC.3/DC.7

²² PC.3/DC.1

²³ PC.3/DC.8

²⁴ PC.4/DC.5

22. The conduct of business of the Working Groups of the Commission was defined in the Rules and Guidelines for Working Groups of the Preparatory Commission²⁵, which were drafted by the Working Group on Governance and subsequently agreed on by all Working Groups.

23. The Working Group on 2010 Work Programme Implementation was co-chaired by Guatemala and Japan. The Group was mandated to guide and assist the Secretariat in the implementation of the 2010 Work Programme.²⁶ The Group stayed in regular exchange with the Secretariat through a number of conference calls and two physical meetings with a view to providing support and recommendations. During its existence, the Group received and reviewed three reports prepared by the Secretariat, which documented the progress in implementing the 2010 Work Programme²⁷. In addition to these comprehensive reports, the Secretariat issued a number of specific reports containing implementation scenarios for individual tasks. On 30 September 2010, the Secretariat sent the first draft of the 2011 Work Programme and Budget to the Group for review and comment. The Group issued a Summary Report of its activities²⁸ and met on 22 October 2010, prior to the fourth session of the Commission, in order to discuss and finalise the 2011 Work Programme and Budget. At its fourth session, the Commission adopted the Provisional Work Programme and Budget of the Preparatory Commission for 2011²⁹.

24. The Working Group on Legal Issues was chaired by the United Kingdom of Great Britain and Northern Ireland from the third to the fourth session of the Commission and by Tonga from the fourth to the fifth session of the Commission. The Working Group was mandated to work on, *inter alia*, the draft legal documents relating to financial rules and regulations, staff rules and regulations, regulations on secondment of personnel, and the staff provident fund.³⁰ In fulfilling its mandate, the Group discussed and submitted to the Commission the following documents for approval: the draft Staff Regulations for IRENA³¹, the draft Interim Financial Regulations for IRENA³², and the draft Principles of the Staff Provident Fund for IRENA³³. During its existence, the Working Group on Legal Issues met four times.

²⁵ PC/WG.GOV/WP.1/Rev.1

²⁶ PC.3/DC.7

²⁷ PC/WG.PRO/WP.1, PC/WG.PRO/WP.1/Rev.1, IST.10/PRC.1

²⁸ PC.4/SR.4

²⁹ PC.4/DC.6

³⁰ PC.3/DC.7

³¹ PC.5/DC.2

³² PC.5/DC.5

³³ PC.5/DC.3

25. The Working Group on Governance was chaired by Luxembourg. The Working Group was mandated to work on, *inter alia*, draft Rules of Procedure for the Assembly and its subsidiary bodies, draft proposals for the necessary structure to support the work of the Assembly, Council and Secretariat, the cooperation agreement with the Abu Dhabi Fund for Development, and other transition issues, including the issue of participation of Signatories that make voluntary contributions commensurate with the indicative scale of assessment.³⁴ During its existence, the Group discussed and submitted to the Commission the following documents for approval: the draft Provisional Rules of Procedure of the Assembly and of the Council³⁵, the Draft Decision on Multilingualism³⁶, the draft Decision on the Establishment of Committees³⁷, the Selection procedures for projects applying for funding from the Abu Dhabi Fund for Development³⁸, an explanatory note on the Entry into Force of IRENA's Statute³⁹, and the Procedure to identify candidates for the position of Director-General⁴⁰. The Working Group on Governance met four times.

26. The Working Group on Governance established the Subcommittee on Budget and Transition (Subcommittee), also chaired by Luxembourg, which covered budgetary matters and issues related to the transition from the Preparatory Commission to the International Renewable Energy Agency. The Subcommittee discussed and submitted four documents: Budget Overview and Transition Issues⁴¹, FROT report recommendations and Secretariat Action Plan "The way forward"⁴², Draft Decision on the Transfer of Assets and Liabilities from the Preparatory Commission for the International Renewable Energy Agency to the International Renewable Energy Agency and Recommendations on other Transitional Arrangements⁴³ and Draft Decision on the Acceptance of Assets and Liabilities of the Preparatory Commission for the International Renewable Energy Agency by the International Renewable Energy Agency and other Transitional Arrangements.

27. The Headquarters Agreement Working Group was chaired by the United Arab Emirates. The Commission formally mandated the Group, which had already been constituted informally in November 2009, to finalise the text of the Headquarters Agreement between the Commission and the host country in

³⁴ PC.3/DC.7

³⁵ PC.5/DC.1

³⁶ PC.5/DC.11

³⁷ PC.5/DC.10

³⁸ PC.4/DC.4

³⁹ PC/WG.GOV/WP.7/Rev.1

⁴⁰ PC.4/DC.5

⁴¹ PC/WG.GOV/WP.8/Rev.1

⁴² PC.4/PRC.2

⁴³ PC.5/DC.6

order to regulate the legal relations between the Commission and the host country and to secure privileges and immunities for the Commission and its subsidiary bodies, as well as the Secretariat and its staff.⁴⁴ The Headquarters Agreement was revised according to comments from Group members, as well as other Members of the Commission during 2010, and was ready for signature at the fourth session of the Commission. It was signed on 25 October 2010 by His Excellency Dr. Abdul Rahim Al Awadhi, Assistant Minister for Legal Affairs of the United Arab Emirates, on behalf of the host country and by Rafael Conde de Saro, Chair of the fourth session of the Commission, on behalf of the Interim Secretariat.⁴⁵ At the fourth session of the Commission, Members adopted the procedure for the permanent agreements relating to the Headquarters in Abu Dhabi, the IRENA Innovation and Technology Centre in Bonn and the IRENA Liaison Office in Vienna as proposed in the Report of the Chair of the Working Group on the Headquarters Agreement.⁴⁶

28. The Management Selection Committee was chaired by Argentina. Due to insufficient human resources capacities at this nascent stage of the institution, Members mandated the temporary Committee with defining job descriptions and steering the screening and selection process for senior management positions (three Directors at the D1 level and one Deputy Director-General at the D2 level).⁴⁷ In fulfilling its mandate, the Committee assisted in the selection of the senior management.

29. The Director-General Selection Committee (DGSC) was chaired by the United Arab Emirates. The Commission mandated the Committee to facilitate a procedure for developing a recommendation for the position of the Director-General of IRENA which was to provide for the identification of candidates, the creation of a shortlist of up to four candidates to be considered at the fifth session of the Commission and the selection of one individual for recommendation to the Assembly.⁴⁸ In fulfilling its mandate, the DGSC agreed upon a shortlist of two candidates which was forwarded by the Chair of the DGSC, together with supporting documents, to the Members of the Commission. At the fifth session of the Commission, the Chair of the DGSC reported on the activities of the Committee and presented the shortlist of candidates. The Commission recommended that the Assembly appoints Mr Adnan Amin as Director-General.

⁴⁴ PC.3/DC.1

⁴⁵ PC.4/SR.6, paragraph 99 f.

⁴⁶ PC.4/SR.6, paragraph 97 and PC.4/DC.8

⁴⁷ PC.3/DC.8

⁴⁸ PC.4/DC.5

J. Selection of the interim seat

30. Pursuant to the decision on a Selection Procedure for IRENA's interim seat of the Secretariat adopted by the Commission at its first session⁴⁹, the Commission invited Signatories to submit applications to host the interim seat. At the second session of the Commission, Members designated Abu Dhabi, United Arab Emirates, by acclamation as the interim seat of the Secretariat.⁵⁰

K. Budgetary and financial matters

31. During its existence, the Commission adopted three programme budgets, which were based on voluntary contributions from its Members and formed an integral part of the annual Work Programmes.

32. Taking into account the commitment of the United Arab Emirates as defined in the "Proposal of the United Arab Emirates to host the interim seat of the Secretariat for the International Renewable Energy Agency (IRENA)"⁵¹, as well as the commitment of Germany and Vienna to host the IRENA Innovation and Technology Centre (IITC) in Bonn, Germany and the IRENA Liaison Office to international agencies and UN (ILOV) respectively in Vienna, Austria, the 2010 and provisional 2011 budgets of the Commission were divided into several parts.

33. For the period July through December 2009, Members adopted a budget of 6.175 million USD.⁵²

34. For 2010, Members adopted the following budget⁵³:

- 13.69 million USD for IRENA's Headquarters for the purposes specified in Annex I, table 1 of PC.3/DC.6;
- 470,000 EUR for IRENA's Liaison Office in Vienna funded by the Austrian Government, as specified in Annex II, table 11 of PC.3/DC.6;
- 1.7 million EUR for IRENA's Innovation and Technology Centre (IITC) in Bonn funded by the German Government, as specified in Annex III, table 12 of PC.3/DC.6.

35. For 2011, Members adopted the following budget on a provisional basis, subject to approval by Members of IRENA at the first session of the Assembly in April 2011⁵⁴:

⁴⁹ PC.1/DC.2

⁵⁰ PC.2/SR, paragraph 35

⁵¹ This document detailed the support the United Arab Emirates pledged to extend to the Secretariat once it was headquartered in Abu Dhabi.

⁵² PC.2/DC.2

⁵³ PC.3/DC.6

- A core budget for IRENA of USD 13.26 million to cover core activities and administrative costs and an operating reserve through to December 2011;
- Additional voluntary contributions resulting from the UAE bid implementation agreement of up to 2.9 million USD for operations, up to 2.9 million USD for research and 1.6 million USD for workshops and conferences;
- Additional voluntary contributions for the operation of the IITC in Bonn granted by Germany of up to 3.1 million USD; and
- Additional voluntary contributions for the operation of the IRENA Liaison Office in Vienna granted by Austria.

36. The Commission received the following voluntary contributions from Members as of 05 April 2011:

In 2009: Total amount of voluntary contributions – USD 5,344,119

In 2010: Total amount of voluntary contributions (including 2009 surplus waivers) – USD 6,750,296

In 2011: Total amount of voluntary contributions (as of 28 March 2011) – USD 3,621,609

A detailed overview of the voluntary contributions received is provided in the Annex I to the present report.

37. Although Members' contributions to the budget of the Commission were of a voluntary nature, Members agreed on an assessment scale which defined the exact amount each Member was to contribute to the respective budget for the programme budgets 2010 and 2011. This assessment scale was based on the assessment scale used by the United Nations and adjusted to the specific requirements of the Commission.

38. During the existence of the Commission, the Commission's accounts underwent two private and one public external audit; reports thereupon were submitted to the Commission.

39. Through the Decision on the Transfer of Assets and Liabilities from the Preparatory Commission for the International Renewable Energy Agency to the International Renewable Energy Agency and Recommendations on other Transitional Arrangements⁵⁵, Members empowered a Liquidator to complete the final closure of the Commission's accounts in accordance with the Interim Financial Regulations for the Commission.

⁵⁴ PC.4/DC.6

⁵⁵ PC.5/DC.6

L. Staff Provident Fund

40. The Commission established the Staff Provident Fund for the Preparatory Commission as a response to the need for a social security scheme and adopted its Principles.⁵⁶ The Management Board for the Staff Provident Fund (“Management Board”) was elected and adopted its Charter and Administrative Rules⁵⁷, which formed the basis of the Management Board’s operations and decisions. The Management Board consisted of two Commission Representatives, two Executive Management Representatives, one Professional Staff Representative and one General Service Representative. The contributions to the Fund of those staff members who were issued contracts after 01 August 2010, as well as the contributions of the organisation, were deposited in a bank account on behalf of each staff member.

III. The Secretariat

A. Structure of the Secretariat

41. In order to offer the Agency effective working structures, the Commission established an Interim Secretariat to assist the Commission in exercising such functions and powers as the Commission may determine and to appoint the necessary staff in accordance with Article XI paragraph C of the Statute.⁵⁸

42. The establishment of the Secretariat in Abu Dhabi, United Arab Emirates started after the election of the Interim Director-General at the second session of the Commission in June 2009. During 2009 and 2010, the internal structure of the Secretariat continuously changed and evolved. In 2010 it comprised the Executive Direction and Administrative Support Services, as well as the two directorates on “Programmes, Capacity Building and Outreach” and “Knowledge Management and Innovation and Technology”.

B. Offices of the Secretariat

43. Pending the completion of the office building designated to host the Secretariat until the move to the final headquarters in Masdar City, the host country provided the Secretariat free-of-charge provisional office space in the Abu Dhabi Chamber of Commerce and Industry from September 2009 to April 2010. The Secretariat then moved to its interim offices in a newly constructed building located in the Khalidiya area of Abu Dhabi in April 2010 once the offices were fully equipped and operational.

⁵⁶ PC.3/DC.5 and PC.4/MB/SR.5

⁵⁷ as contained in Annex I and II of PC.4/MB/SR.5

⁵⁸ FC/Res.1, paragraph 8. b.4

44. Pursuant to the commitment of the United Arab Emirates as defined in the “Proposal of the United Arab Emirates to host the interim seat of the Secretariat for the International Renewable Energy Agency (IRENA)”, the host country covered all expenses related to setting up the interim offices, made available office furniture, and covered all maintenance and service costs. The host country provided the Secretariat with set funds for purchasing ICT equipment and covered the annual cost of IT data center support and website data center hosting and development.

45. With a view to facilitating the establishment of the IITC in Bonn, Germany to be established within the framework of the IRENA Secretariat⁵⁹, and in order to regulate the legal relations between the office and host countries, and in accordance with the procedure detailed in the “Report of the Chair of the Headquarters Agreement Working Group”⁶⁰, Members of the Commission were given the opportunity to review the draft Host Country Agreement submitted by Germany.

46. In order to link the offices in Abu Dhabi and Bonn and to provide for a fully integrated structure of the Secretariat, the Secretariat established a virtual office environment that allowed for an optimal exchange of information and knowledge between staff members stationed at all locations.

C. Staff

47. At the second session of the Commission, Members appointed Ms. H el ene Pelosse as Interim Director-General in accordance with paragraphs 8. b. 2. and 9. of the Resolution.⁶¹ As a consequence of the resignation of Ms. H el ene Pelosse at the fourth session of the Commission, the Chair proposed that Mr. Adnan Z. Amin, Deputy Director-General, assume the role of Acting Interim Director-General until the first session of the Assembly. Members adopted this proposal by acclamation.⁶²

48. As of the third session of the Commission in January 2010, 15 staff members worked at the Secretariat, out of which eight were seconded.

As of the fourth session of the Commission in October 2010, the Secretariat counted 39 staff members, of which 16 were seconded.

Upon the transition from the Commission to IRENA, the Secretariat counted 42 staff members, of which 17 were seconded.

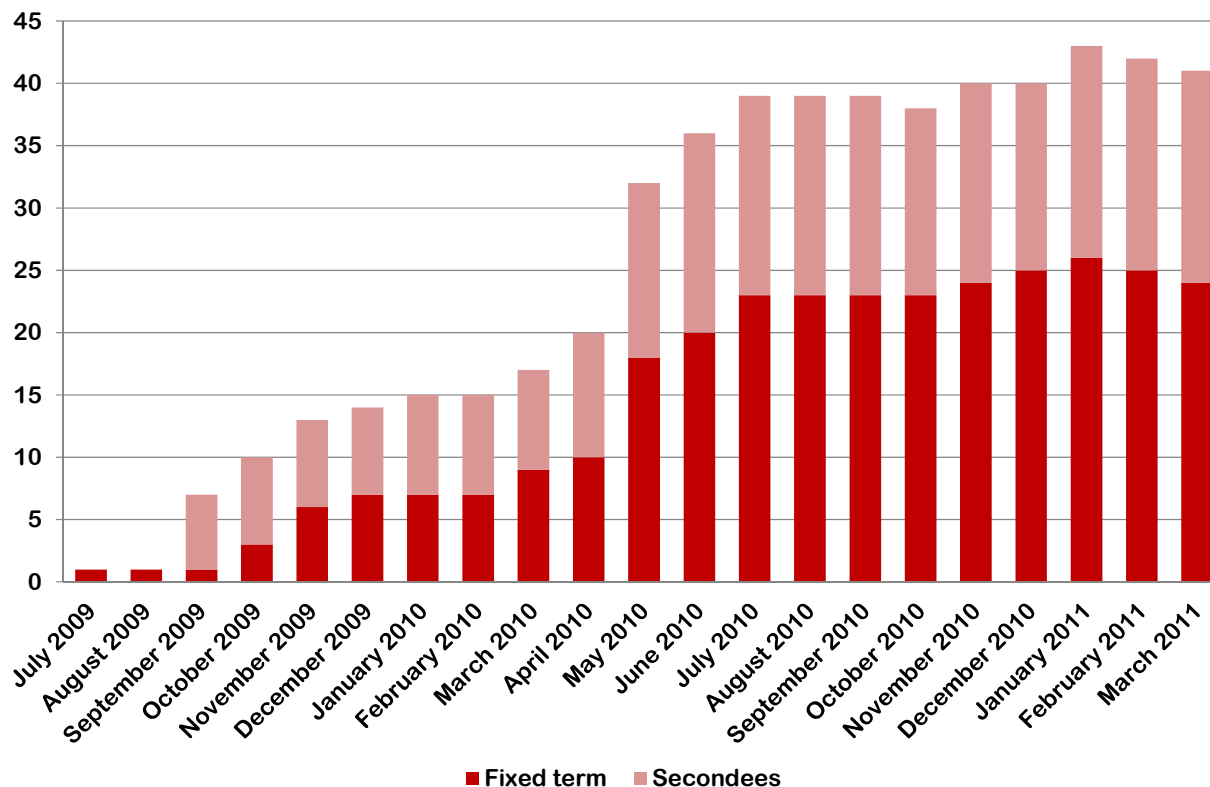
⁵⁹ PC.2/SR, paragraphs 64 and 65f

⁶⁰ PC.4/DC.8

⁶¹ PC.2/SR, paragraph 36

⁶² PC.4/SR.6, paragraph 37

Figure 2. Number of staff



49. The Commission promulgated Staff Regulations⁶³, Staff Rules⁶⁴, and Interim Regulations on Secondment of Staff⁶⁵ and the Secretariat issued a number of administrative directives to facilitate proper implementation of Regulations and Rules.

50. Pursuant to the commitment of the host country in the “Proposal of the United Arab Emirates to host the interim seat of the Secretariat for the International Renewable Energy Agency (IRENA)”, the host country pledged to guarantee housing availability of reasonable standing for all IRENA staff and to provide allowances as per the UN model. With the “Employee Housing Allowance”, the Secretariat and the host country agreed on a subsidy based on the actual rent cost and the grade level of staff members in March 2010.

⁶³ PC.3/DC.3

⁶⁴ PC.3/DC.4

⁶⁵ PC2/DC.6

IV. Preliminary implementation of the Statute's objectives

A. Work Programmes of the Commission

51. In fulfilling its mandate to carry out the necessary activities to ensure the effective preliminary implementation of the objectives of the Statute as soon as possible⁶⁶, the Commission adopted the Interim Work Programme 2009/2010⁶⁷ at the second session of the Commission in June 2009, the 2010 Work Programme and Budget⁶⁸ at its third session in January 2010 and the Provisional Work Programme and Budget for 2011⁶⁹ at its fourth session.

52. These Work Programmes served the dual purpose of establishing the institutional structures of a nascent international governmental organisation while at the same time detailing the first renewable energy related activities to be implemented by the Secretariat.

B. Implementation of the Work Programmes of the Commission

53. The Secretariat reported on the implementation of the Work Programmes in the "Report on: Establishment of the Secretariat, Implementation of Interim Work Programme 2009/2010, Income, Budget Performance and Possible Adjustments"⁷⁰, in the "Report on the Implementation of the 2010 Work Programme"⁷¹ and in the "Annual Report by the Interim Director-General on the implementation of the 2010 Work Programme and Budget"⁷².

⁶⁶ FC/Res.1, 1. c

⁶⁷ PC.2/DC.1

⁶⁸ PC.3/DC.6

⁶⁹ PC.4/DC.6

⁷⁰ PC.3/PROC.4, see Annex II

⁷¹ IST.10/PRC.1, see Annex III

⁷² PC.5/2, see Annex IV

V. Transition from the Preparatory Commission to IRENA

54. After the Statute entered into force on 8 July 2010, the Commission agreed at its fourth session in October 2010 that the fifth and last session of the Commission would take place on 3 April 2011 in Abu Dhabi, United Arab Emirates. It was decided that the first and inaugural session of the Assembly would take place on 4 and 5 April 2011 at the same venue.

55. The summary report of the fifth session of the Commission⁷³ provides a detailed overview over the recommendations that the Commission submitted to the Assembly.

56. At its fifth session, the Chair of the Commission introduced the Commission's provisional report, which would be revised and completed in light of developments before 4 April 2011, especially reflecting the seventh meeting of the Administrative Committee and the fifth session of the Commission. The Commission took note of the provisional report and agreed to forward it to the Assembly for its consideration.

⁷³ PC.5/SR

Annex I – Voluntary contributions received (in USD) as of 05.04.2011

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Afghanistan	642	-	696	-	-	-	-
Albania	1,606	-	1,739	-	-	-	-
Algeria	20,555	-	22,257	-	-	-	-
Angola	1,326	2,667	1,369	-	1,344	-	-
Antigua & Barbuda	321	-	348	-	-	-	-
Argentina	46,089	-	49,905	-	-	-	-
Armenia	803	-	869	-	965	-	-
Australia	310,418	310,668	336,120	-	-	-	-
Austria	136,661	-	147,976	-	77,220	-	-
Azerbaijan	2,409	-	2,608	-	2,593	-	1,985
Bahrain	6,263	-	6,782	-	6,767	-	-
Bangladesh	1,326	-	1,369	-	1,354	-	-
Belarus	6,745	-	7,303	-	-	-	-
Benin	482	-	522	-	-	-	-
Bosnia and Herzegovina	2,248	-	2,434	-	2,434	-	-
Brunei Darussalam	4,496	4,439	4,869	-	4,827	-	-
Bulgaria	6,102	6,102	6,608	-	6,608	-	-
Burkina Faso	482	-	522	-	-	-	-
Cambodia	482	-	522	-	-	-	-
Cameroon	1,766	-	1,913	-	-	-	-
Cape Verde	133	-	137	-	-	-	-
Central African Republic	133	-	137	-	-	-	-

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Chad	321	-	348	-	15,791	-	-
Chile	37,899	-	41,037	-	-	-	-
Colombia	23,125	-	-	12,391	-	-	-
Comoros	133	-	137	-	-	-	-
Congo	482	-	522	-	-	-	-
Costa Rica	5,460	-	5,912	-	-	-	-
Cote D'Ivoire	1,606	-	1,739	-	-	-	-
Croatia	15,577	-	-	9,782	-	-	-
Cyprus	7,387	-	7,999	-	-	-	-
Czech Republic	56,045	-	60,686	-	-	-	-
Democratic Republic of Congo	482	-	522	-	-	-	-
Denmark	118,193	118,183	127,980	-	127,980	-	-
Djibouti	133	-	137	-	-	-	-
Dominican Republic	6,745	-	7,303	-	-	-	-
Ecuador	6,424	-	6,955	-	-	-	-
Egypt	15,095	-	16,345	-	-	-	-
Eritrea	133	-	137	-	-	-	-
Estonia	6,424	-	6,955	-	-	-	-
Ethiopia	1,285	-	1,391	-	-	-	-
Fiji	642	-	696	-	-	-	-
Finland	90,893	-	98,419	-	243,419	-	-
France	983,284	-	1,064,700	-	1,064,700	-	1,500,000
Gabon	2,248	-	2,434	-	-	-	-
Gambia	133	-	137	-	-	-	-
Georgia	964	-	1,043	-	1,028	-	-

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Germany	1,287,599	1,287,599	1,394,213	-	1,394,213	-	1,792,000
Ghana	964	-	1,043	-	4,960	-	-
Greece	110,967	-	120,155	-	-	-	-
Grenada	133	-	137	-	-	-	-
Guatemala	4,496	-	4,869	-	-	-	-
Guinea	321	-	348	-	-	-	-
Guinea-Bissau	133	-	137	-	8,877	-	-
Honduras	1,285	-	1,391	-	-	-	-
Iceland	6,745	6,710	7,303	-	-	-	-
India	85,754	85,739	92,855	-	92,840	-	-
Iran (Islamic Republic of)	37,417	-	40,515	-	-	-	-
Iraq	3,212	-	3,478	-	3,463	-	-
Ireland	79,973	86,483	86,595	-	-	-	-
Israel	61,666	-	66,772	-	-	-	-
Italy	802,782	-	869,253	-	-	-	-
Japan	2,012,175	-	2,178,784	-	-	-	-
Jordan	2,248	-	2,434	-	2,412	-	-
Kazakhstan	12,205	-	13,215	-	-	-	-
Kenya	1,927	-	2,087	-	2,063	-	2,074
Kiribati	133	-	137	-	-	-	-
Kuwait	42,235	-	45,732	-	-	-	-
Kyrgyzstan	133	-	137	-	-	-	-
Latvia	6,102	-	6,608	-	-	-	-
Lebanon	5,299	-	5,738	-	-	-	-
Lesotho	133	-	137	-	-	-	-
Liberia	133	-	137	-	-	-	-

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Libyan Arab Jamahiriya	20,716	-	22,431	-	22,431	-	-
Liechtenstein	1,445	1,430	1,565	-	1,565	1,405	1,870
Lithuania	10,438	-	11,303	-	-	-	-
Luxembourg	14,453	-	15,650	-	68,814	-	-
Madagascar	482	-	522	-	-	-	-
Malaysia	40,629	-	-	29,205	-	-	-
Maldives	133	-	137	-	-	-	-
Mali	482	515	522	-	477	-	-
Malta	2,730	-	2,956	-	2,915	-	-
Marshall Islands	133	-	-	68	-	-	-
Mauritania	133	-	137	-	-	-	-
Mauritius	1,766	-	1,913	-	-	-	-
Mexico	378,347	-	-	162,752	-	-	-
Monaco	482	-	522	-	502	-	-
Mongolia	321	-	137	-	137	-	-
Montenegro	642	-	137	-	112	-	-
Morocco	9,314	-	10,085	-	9,793	-	-
Mozambique	482	-	-	435	-	-	-
Nauru	133	-	137	-	-	-	-
Nepal	964	-	1,043	-	-	-	-
Netherlands	297,892	-	322,557	-	-	-	-
Nicaragua	482	-	522	-	507	-	-
Niger	321	-	348	-	308	-	-
Nigeria	12,526	-	13,563	-	19,960	-	-
Norway	139,873	-	151,454	-	151,454	-	100,000

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Oman	13,811	-	14,954	-	-	-	-
Pakistan	13,168	-	14,259	-	-	-	-
Palau	133	-	137	-	-	-	-
Panama	3,533	-	3,825	-	-	-	-
Papua New Guinea	321	-	348	-	-	-	-
Peru	14,453	-	15,650	-	-	-	-
Philippines	14,453	-	15,650	-	15,635	-	-
Poland	132,967	-	143,977	-	15,985	-	-
Portugal	82,061	-	88,855	-	-	-	-
Qatar	21,679	-	-	11,643	-	-	-
Republic of Korea	362,930	-	392,981	-	392,981	126,991	169,000
Republic of Moldova	321	-	348	-	-	-	-
Romania	28,424	-	30,778	-	-	-	-
Rwanda	133	-	137	-	-	-	-
Saint Vincent & the Grenadines	133	-	137	-	-	-	-
Samoa	133	-	137	-	97	-	-
Sao Tome & Principe	133	-	137	-	-	-	-
Senegal	964	-	1,043	-	-	-	-
Serbia	5,942	-	6,434	-	6,434	-	-
Seychelles	321	-	348	-	696	-	-
Sierra Leone	133	-	137	-	137	-	-
Slovakia	22,804	-	24,692	-	-	-	-
Slovenia	16,541	-	17,910	-	-	-	-
Somalia	133	-	137	-	-	-	169
South Africa	61,827	61,827	66,946	-	66,946	-	-
Spain	510,190	-	552,434	-	334,151	-	743,350

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Sri Lanka	3,051	-	3,304	-	-	-	-
Sudan	1,326	-	1,369	-	1,355	-	-
Swaziland	482	-	522	-	-	-	-
Sweden	170,866	-	185,014	-	185,014	195,370	260,000
Switzerland	181,465	-	196,491	-	-	-	-
Syrian Arab Republic	4,015	-	4,347	-	-	-	-
Tajikistan	321	-	348	-	-	-	-
The former Yugoslav Republic of Macedonia	1,124	-	1,217	-	-	-	-
Timor-Leste	133	-	137	-	-	-	-
Togo	133	-	137	-	112	-	-
Tonga	133	-	137	-	137	-	-
Tunisia	4,818	-	5,217	-	-	-	-
Turkey	99,083	-	107,287	-	-	-	-
Uganda	964	-	1,043	-	865	-	-
United Arab Emirates	62,790	500,000	67,989	-	-	581,355	773,671
United Kingdom of Great Britain and Northern Ireland	1,060,527	1,060,527	1,148,339	-	1,148,339	-	-
United Republic of Tanzania	1,326	-	1,369	-	1,324	-	-
United States of America	2,917,200	-	3,011,800	-	-	-	-
Uruguay	4,336	-	4,695	-	-	-	-
Uzbekistan	1,606	-	1,739	-	-	-	-
Vanuatu	133	-	137	-	-	-	-
Yemen	1,326	-	1,369	-	1,329	-	-
Zambia	642	-	696	-	-	-	-

Country	2011		2010				2009
	Assessed voluntary contributions*	Contributions received	Assessed voluntary contributions*	New Members**	Contributions received	Additional contributions received***	Contributions received ***
Zimbabwe	482	-	522	-	497	-	-
European Union	undefined	-	undefined	-	328,308	-	-
TOTAL	13,260,000	3,532,889	13,690,000	226,276	5,845,175	905,121	5,344,119

* These voluntary contributions are calculated according to the indicative IRENA adjusted scale of contributions (based on UN GA Resolution 64/248) as adopted by Members through PC.3/DC.6 and PC.4/DC.6 respectively.

** For those countries that signed the Statute after 17 January 2010, the appropriate pro rata temporis contribution was calculated pursuant to the Interim Financial Regulations for the Preparatory Commission (PC.2/DC.4, regulation 6.4) and based on the date of signature of the IRENA Statute.

*** For 2009, Members did not contribute to the Commission's budget according to any pre-defined scale. At the end of the year, there was an accumulated surplus of USD 4,015,701. According to the Interim Financial Regulations for the Preparatory Commission (PC.2/DC.4, regulation 4.5), any cash surplus in the budget at the close of any financial period was to be apportioned among Members in proportion to their paid voluntary contributions and to be surrendered to the respective Members as of 1 January following the year in which the audit of the accounts of the financial period was completed and in a manner to be determined by them. Certain Members waived their right to receive the surplus back. This was either taken against their respective assessed contribution for 2010 or 2011, or as displayed in the column "additional contributions received".