

**INTERNATIONAL RENEWABLE ENERGY AGENCY**

Third meeting of the Council

Abu Dhabi, 05 – 06 June 2012

**Subsidiary organs of the Council****Note of the Director-General**

The Assembly, at its first session, established three committees as subsidiary organs of the Council through decision A/1/DC/10/Rev.1: the Finance Committee (FC), the Governance and Legal Committee (GLC), and the Policy and Strategy Committee (PSC). At the same time, the Assembly adopted terms of reference (annexed to this note for ease of reference) and Rules of Procedure for those committees.

The applicable Rules of Procedure of Committees as contained in A/1/DC/10/Rev.1 state that the committees and their memberships will be established for a term to last through the end of the third meeting of the Council.

The Assembly further requested the Council to continuously review the output of committees, assess their effectiveness, and make appropriate recommendations regarding their mandates as required.

Given that the mandates and memberships of the three existing committees will expire at the close of the third meeting of the Council, the Council is requested to review the continuation and terms of reference of the three committees. The Council needs to also decide on the membership and chairmanship of those committees that it may decide to establish or reinstate.

**Terms of reference of Committees  
as contained in A/1/DC/10/Rev.1**

**Finance Committee (FC)**

- Review and provide advice to the Council on the annual budget proposed by the Secretariat, and, as necessary, any supplemental budgets;
- Monitor expenditure of the budget during the course of the year and report to the Council no less frequently than at each of its meetings on financial matters, including (1) reports from the Secretariat of unforeseen and extraordinary expenditures (Financial Regulation 3.6), (2) reports from the Secretariat on voluntary contributions (Financial Regulation 7.2);
- Review and provide recommendations to the Council (for its consideration for referral to the Assembly) on any investment standards and plan proposed by the Secretariat (Financial Regulation 9.9);
- Review requests from the Secretariat and make recommendations to the Council for action on requests for transfers between appropriation programmes (Financial Regulation 4.6);
- Review and consider the reports of the internal and external auditors and report to the Council;
- Review IRENA's audited financial statements for each year, and make recommendations to the Council regarding the Statements;
- Provide advice to the Council on IRENA's financial regulations and procedures. Issues covered will include fiscal management, financial forecasts, modalities of contributions and procurement standards and implementation;
- Provide advice requested by the Council on policy and strategy issues relating to finance and audit.

**Governance and Legal Committee (GLC)**

Provide advice to the Council at its request on the governance policies and procedures of the Agency. In its initial phase, the Governance and Legal Committee will continue the work of the Preparatory Commission as follows:

- Consider and recommend to the Council final rules of procedure for both the Assembly and the Council based on the provisional rules of procedure for both bodies adopted by the Assembly at its first meeting;

- Consider and recommend to the Council a final policy and structure for secondments, building on the prior work of the Preparatory Commission; and
- Develop and recommend to the Council an Ethics Policy and related policies and documents appropriate for a comprehensive ethics and conflict of interest policy for the Agency, and further recommend for approval necessary adjustments to the Staff Regulations, in particular references to the Code of Conduct.

Review and, in consultation with the Policy and Strategy Committee, make recommendations to the Council on agreements referred to in Articles X(F)(6) and XIV of the IRENA Statute;

Consider arrangements to facilitate the provision of stakeholder input into the governance processes of IRENA; and

Monitor the development of relations between the Agency and its host countries under the various host country agreements, authorise the Secretariat to enter into and amend host country agreements under delegated authority that may be granted by the Assembly, and advise the Council and Assembly on any waiver of immunity that may be requested by any host country.

#### **Policy and Strategy Committee (PSC)**

- Review and provide recommendations to the Council on the annual draft work programmes and the proposed fiveyear strategic plan of the Agency, including aligning Secretariat size and functions to the strategic plan;
- Develop, in coordination with the Secretariat, detailed and measureable performance metrics for all elements of the annual work programmes and strategic plan, as well as overall operations of IRENA;
- Review and provide recommendations to the Council on the draft annual report and other reports that may be prepared by the Secretariat;
- Provide advice to the Council, at its request, on the evolution of core policies and overall strategic planning of IRENA, in areas not explicitly GLC and FC;
- Review and, in consultation with the Governance and Legal Committee, make recommendations to the Council on agreements referred to in Articles X(F)(6) and XIV of the IRENA Statute; and
- In consultation with the FC, review the programmatic aspects of IRENA's budget and provide recommendations on the allocation of financial resources against IRENA's programmes and subprogrammes.