

**PREPARATORY COMMISSION FOR THE
INTERNATIONAL RENEWABLE ENERGY AGENCY**

**Selection Procedure for IRENA's Interim Seat of the
Secretariat**

First session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.2

Agenda item 5 a.)

**Decision PC.1/dc.2 on a Selection Procedure for IRENA's Interim Seat of the
Secretariat**

The Preparatory Commission for the International Renewable Energy Agency,

at its first session:

- I. decides to invite Signatory States interested in hosting IRENA's interim seat of the Secretariat to provide, by 30 April 2009, a detailed offer including information on the general conditions and on the privileges provided, addressing the criteria, as laid down in Annex I to the present decision;
- II. decides to establish a "Headquarters Committee" from amongst Signatory States, which will not apply to host the interim seat of the Secretariat, and requests this Committee to collect and analyse applications in a transparent manner, and to submit its synopsis and the applications to the Preparatory Commission for decision;
- III. decides that the "Headquarters Committee" shall consist of no more than five Signatories based on an equitable geographical representation;
- IV. decides to designate the Agency's interim seat of the Secretariat on the basis of the criteria as laid down in Annex I and the procedure as laid down in Annex II of the present decision, taking into account the synopsis put forward by the Committee.

Annex I

General information requested	Specific information requested
I. Legal framework	
<ol style="list-style-type: none"> 1. Nature of the Headquarters Agreement. 2. Privileges and immunities which would be conferred on the Agency and its staff, as well as government representatives and other persons engaged in official business for the Agency, including exemption of taxation on the salaries and emoluments paid by the Agency. 3. Rules, including any restrictions, applicable to the access of dependants of staff members to the local labour market and to the concession of residence permits to domestic staff. 4. Time needed for processing entry requirements. 	<p>Provided information should be specified for:</p> <ul style="list-style-type: none"> • The Agency; • Staff with diplomatic status; • Other staff; • Delegates to conferences; • Experts on mission. <p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none"> • General availability of simplified procedures; • Expected time to issue visas for staff members and their families; • Expected time to issue short stay visas for delegates and experts designated by a government to attend a meeting in the host country; • Availability and conditions for multiple-entry visas; • Availability and description of procedure for special circumstances.
II. Features of the office site and related financial issues	

5. Main features of the building to house the Agency.

Provided information should, *inter alia*, include:

- Name (if applicable) and location of the building where the Agency will be housed;
 - Indication of area of usable office space in square meters (m²), including number of offices and their size, and potential scope for its expansion;
 - Availability and description of facilities for conferences, including possible room configurations, holding capacities etc.;
 - Availability and description of storage facilities, archives, parking and canteen;
 - Availability and description of information and telecommunications technology;
 - Availability and description of general services (security, maintenance, utilities etc.);
 - Use of renewable energies for the operation of the building.
- Indication of the exact date as of which the premises may be used by the Agency;
- Duration of the agreement regarding office facilities.

6. Availability of the building and duration of the arrangements regarding office facilities.

7. Terms under which the office facilities are placed at the disposal of the Agency, such as rent and ownership structure.

8. Specification of building and maintenance costs.

Provided information should specify which of the following costs will be covered by whom:

- Major maintenance and repairs to the office facilities;
- Normal maintenance and repair;
- Utilities, including communication facilities;
- Building-related operating costs.

9. Extent to which the office facilities would be furnished and equipped by the host government.

E.g. furniture, information and telecommunications technology and further equipment.

III. Local facilities and conditions

10. Description of the following facilities and conditions:

a) Foreign missions and presence of international organisations in the host city;

- Number of foreign missions present in the host city;
- Number and names of international organisations present in the host city.

b) Information on potential synergies from cooperation and coordination with other relevant international organisations in the proposed location;

c) Availability of conference facilities and the conditions for their use;

Provided information should, *inter alia*, include:

- Indication of possible room configurations and their size, holding capacities, available technical facilities, interpretation facilities, parking spaces;
- Terms of use.

d) Access to qualified conference serving staff, e.g. interpreters, translators, editors and meeting coordinators;

e) International transport facilities and their proximity to the office facilities at the disposal of the Agency;

Provided information should, *inter alia*, include:

- Indication of distance to closest international airport and train stations.

<p>f) Local transport facilities and their proximity to the office facilities at the disposal of the Agency;</p>	<p>Provided information should, <i>inter alia</i>, include:</p> <ul style="list-style-type: none"> • Available means of public transportation; • Frequency of their operation; • Proximity to office facilities.
<p>g) Availability of suitable hotels, including information on prices,</p>	
<p>h) Local availability of trained personnel for possible employment in the Agency, taking account language and technical skills;</p>	
<p>i) Health facilities and access to them by staff members of the Agency;</p>	<p>Provided information should be specified for:</p> <ul style="list-style-type: none"> • Health care; • Medical insurance.
<p>j) Availability of suitable housing (utilities, communication), including information on prices and vacancy rate and the proximity of this housing to the office facilities at the disposal of the Agency;</p>	<ul style="list-style-type: none"> • Average price per square meter (m²), including all additional costs, in EUR; • Diplomatic clause that facilitates termination of lease in case of early leave; • Proximity of housing to office facilities.
<p>k) Availability of schools at all levels and child care, including those providing classes in languages other than the local language;</p>	<p>Provided information should be specified for:</p> <ul style="list-style-type: none"> • Pre-school and nursery system; • Primary, intermediate and high school system; • Universities and other tertiary institutions; • Cost of schooling (public and private sector).
<p>l) Availability of facilities for the transfer of funds to and from foreign countries for the Agency and its staff members as well as information on the convertibility of the host countries currency;</p>	

- m) Local population's attitude towards international organisations, staff and their dependence;
- n) Local population's interest in the issues of international organisations working on site;
- o) Cultural life, sports and leisure activities;
- p) Security and crime rate;
- q) Availability of goods and services and information on price levels.

IV. Energy-related criteria

11. The host government's, business and scientific communities' commitment relating to renewable energies.

- Scientific competencies for questions relating to energy (research & development);
- Industrial environment specifically along the value chain for renewable energies;
- Experience with international co-operations in the energy and environmental sectors;
- Presence of policy, legal and regulatory frameworks to support renewable energies;
- Presence of innovative demonstration projects for renewable energies.

V. Other relevant information

12. Any additional contributions to be made by the host Government to meet the operating costs of the Agency or to defray conference-serving expenses.

Provided information should be specified for:

- a) Financial contributions;
- b) In-kind contributions, including a description of the items included;
- c) Other contributions e.g. support in human resources, making available conference-serving staff free of charge, funding for events organized by the Agency etc.

These contributions should be divided into contributions that:

- i. Are not earmarked (i.e. provided to the Agency without any restrictions);
- ii. Are earmarked for certain purposes, together with an explanation of the nature of the restriction.

13. Any other information which the potential host country may deem relevant.

Annex II

The Preparatory Commission for IRENA (“Commission”), at its first session:

adopts for the work of the “Headquarters Committee” (“Committee”) and for the application for and the designation of IRENA’s interim seat of the Secretariat the following specifying rules, which shall apply in addition to the rules of procedure of the Commission:

Article I

Work of the Committee

1. In order to ensure that offers for hosting the interim seat of the Secretariat are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Committee, to be elected by the Commission for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Commission, shall ensure close cooperation and coordination of the work of the Committee.
2. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.
3. The work of the Committee shall be based on consensus.
4. Members of the Committee shall make all appropriate efforts and necessary contributions in cash or in kind to ensure the effective and efficient work of the Committee.

Article II
Applications

1. Offers to host the interim seat of the Secretariat and supporting documents shall be sent to the Chair of the Committee in English, in writing and under confidential sealed cover. In order to ensure receipt of all offers, they should be sent by registered mail or hand-delivered to the Chair against receipt of delivery.

2. To be eligible for consideration, offers and supporting documents must be received by the Chair not later than 30 April 2009.

3. Offers and documents received shall not be opened before the 1 May 2009. Within two working days after the 30 April 2009 the Chair in the presence of at least two other members of the Committee shall open all offers and documents received.

4. The Committee shall keep records of all offers received and of the date they have been received by the Chair. Every Signatory shall have access to these records.

5. Within three working days after the 30 April 2009, the Chair shall send a list of valid and non-valid offers to all Signatories.

6. Within four weeks after the 30 April 2009, the Chair shall send a consolidated list of the valid offers together with a synopsis as well as with the full application documents to all Signatories.

7. Offers may be withdrawn at any stage by announcement to the Chair by the applying Signatory State. The Chair shall inform all Signatories about the withdrawal.

Article III

Designation of the interim seat of the Secretariat by the Commission

1. The Commission shall designate IRENA's interim seat of the Secretariat at the first session of the Commission after the 30 April 2009.
2. The meetings regarding the designation of IRENA's interim seat of the Secretariat shall be held in private.
3. Representatives of the applying Signatory States shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Commission for each applicant.
4. At this session of the Commission the Chair of the Commission shall draw by lot the order of presentation.
5. With respect to the designation of the interim seat of the Secretariat according to number 9 of the Resolution on Establishing a Preparatory Commission for IRENA the overriding aim for the Chair shall be to reach a decision by consensus. He shall take all appropriate efforts therefore.
6. If a vote seems necessary to reach a decision, the following procedure shall apply:
 - a.) The Commission shall vote by secret ballot according to the rules of procedure of the Commission.
 - b.) In case of two or more applying Signatory States, each Member of the Commission shall write on his ballot paper the name of only one applying Signatory State. The applying Signatory State who obtains the lowest number of votes shall be eliminated at each ballot. If two or more applying Signatories States simultaneously obtain the lowest number of votes, they shall be eliminated together.

c.) This procedure shall be repeated until a decision of the Commission can be taken in accordance with number 9 of the Resolution on Establishing a Preparatory Commission for IRENA.