



Second Assembly of the International Solar Alliance
30 October- 01 November 2019
Venue: The Ashok, 50-B, Diplomatic Enclave, Chanakyapuri,
New Delhi, 110021
New Delhi, Republic of India

Advisory for Delegates

1. General

The “2nd Assembly of the International Solar Alliance”, hosted by Government of India in collaboration with ISA Secretariat, will be held at Hotel ‘The Ashok’, 50-B, Diplomatic Enclave, Chanakyapuri, New Delhi from 30 October 2019 to 1 November 2019.

Event Information:

On the Spot Registration + Badge & Kit Distribution:

30 October from 9 to 6 PM at ISA Assembly Registration Counters at Lobby (Tea Lounge), Hotel Ashok.

31 October from 9 to 6 PM at ISA Assembly Registration Counters at Lobby (Tea Lounge), Hotel Ashok.

Program for Day1: 30 October, Day2: 31 October, Day3: 01 November:

DAY 1: 30 OCTOBER 2019	
11 30 AM-12 30 PM	Closed-door Discussion on Lome initiative by Countries who have joined the initiative. Venue: Friendship Lounge, Hotel Ashok
1 00 PM -2 00 PM	Lunch for Ministers: Venue: At The Oudh Restaurant, Hotel Ashok Buffet Lunch against coupons for delegates from LDC/ SIDS Signatory and Member countries, other than Ministers, who are being provided hospitality by the Government of India Venue: The Oudh Restaurant, Hotel Ashok
2 30 PM- 3 30 PM	Briefing on agenda and interaction with NFPs. Venue: Friendship Lounge, Hotel Ashok
3 30 PM - 4 30 PM	Interaction with Corporate partners Venue: Friendship Lounge, Hotel Ashok
4 30 PM – 5 30 PM	ISA International Committee on Chambers of Industry & Business (ICCIB) Interaction with Members & Partners Venue: Friendship Lounge, Hotel Ashok
5 00 PM - 5 30 PM	Networking Coffee with EU Venue: Convention Hall, Hotel Ashok



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5 30 PM -7 00 PM	Session: "How to increase investments in solar energy" by EU and ISA Venue: Convention Hall, Hotel Ashok
7: 30 PM onwards	Reception & Welcome Dinner by the Host Country Venue: Front Lawns, Hotel Ashok <i>All invitees to carry the dinner invitation cards for access to the Front Lawns</i>
Pre-scheduled meetings with Hon'ble President of the Assembly	Venue: Kalinga Room, Hotel Ashok
DAY 2: 31 OCTOBER 2019	
10 00 AM- 5 00 PM	Second Assembly of the ISA Venue: Convention Hall, Hotel Ashok
1 00PM- 2 00 PM	Lunch Venue for Ministers: The Oudh Restaurant, Hotel Ashok Lunch Venue for all other invitees including Media Persons: Hard Court & Swimming Pool Lawns, Hotel Ashok
1 00 PM- 1 30 PM	Press Conference Venue: Banquet Hall, Hotel Ashok <i>All media persons to carry their identity card and invitation letter to register at the media registration desk outside the Banquet Hall</i>
7 30 PM onwards	Ministerial Dinner by Host Country Venue: Front Lawns, Hotel Ashok <i>No liquor will be served, all invitees to carry the dinner invitation cards for access to the Front Lawns.</i>
Pre-scheduled Meetings with Hon'ble President of the Assembly	Kalinga Room, Hotel Ashok
DAY 3: 1 NOVEMBER 2019	
Minute to Minute programme will be available shortly	Field Visit



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2. Registration for Second Assembly of ISA

Categories of Registration:

S.No.	Category of Registration	Explanatory Note
1	ISA Member Countries	The countries who have ratified the Framework Agreement of the ISA and submitted the same to the depository at least 30 days before the Second Assembly. As of 30 th September 2019, there are 57 Members of ISA
2	ISA Partner Countries	The Countries who were granted Partner Country status by the First Assembly. There are Five (5) partner countries of the ISA
3	ISA Partner Organisation	The organisations who were granted partnership status by the First Assembly under Article VIII of the ISA Framework Agreement. There are currently 24 Partner Organisations of ISA.
4	Observer*	This category has three (3) sub categories: <ul style="list-style-type: none"> a) ISA Signatory Countries - This includes those countries who have signed the ISA Framework Agreement but have not ratified or deposited the ratified FA with the depository. There are 22 such countries. b) ISA Prospective Member Countries - These are those countries that lie fully or partially between the two tropics and have not yet signed the Framework Agreement. There are currently 42 such countries. c) ISA Partner Organisations that have signed the partnership agreement after the First Assembly and are yet to be granted the partner organisation status by the ISA Assembly. There are Seven (7) such Organisations.
5	Special Invitee	There are three (3) sub categories under this category: <ul style="list-style-type: none"> a) Remaining UN Member States: These are the Countries that lie entirely beyond the two tropics and are also not the Partner Countries of ISA. There are 67 such countries. b) ISA Corporate Partners: This Category includes those organisations who contributed to the ISA



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		<p>Corpus Fund. Currently, there are 10 such organisations.</p> <p>c) Other Organisations: These are the Organisations that have not signed any partnership agreement with ISA under Article VIII of the ISA Framework Agreement.</p>
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* *Observer status to be granted by the Assembly*

General Advisory on Registration:

Delegates are requested to register no later than 28 October 2019, to facilitate smooth coordination of the issuance of badges and compilation of the list of the delegates. Furthermore, kindly note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance.

To ensure smooth registration:

Delegates are requested to submit the completed form including scanned photo, passport, and where applicable, Credentials Form (for ISA Member Countries) / Accreditation Form** to the ISA Organising Committee by **28 October 2019**.

Forms submitted with missing information, such as clear passport copies in colour and pictures, will not be processed.

For more information, please contact:

E: assembly@isolaralliance.org

CC: protocol@isolaralliance.org

After 28 October 2019, changes, if necessary, to existing registrations only will be possible through the 'Special Cases Cell' (Contact: rajeevgyani@isolaralliance.org) at ISA Secretariat. Delegations are urged to ensure that such requests are limited to the absolute minimum – only for unavoidable last-minute changes in the delegation composition.

Based on the successful registration, in order to enable effective access control and speed up the screening by security personnel, colour coded badges will be provided at the venue for Assembly delegates.

For identification and security reasons, all delegates are requested to wear their meeting badges at

** Accreditation is applicable to;

a. Signatory countries who have signed the Framework Agreement on the Establishment of the International Solar Alliance (ISA) (the Framework Agreement) under Article VII but are yet to ratify, accept or approve the Framework Agreement;

b. Prospective member countries who have not yet signed the Framework Agreement; and

c. Countries who have applied for Partner Country status under Article VII (2) of the Framework Agreement.



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all times in the Venue such as during meetings and social functions. The loss of a meeting badge should be communicated to the Assembly Management Unit, located near the Assembly Desk at the ground floor so that a new one can be issued immediately.

Only Member Countries will participate in their respective regional consultations scheduled on 30th from 2 30 PM to 4 PM.

3. Travel Advisory

Visa Requirement

All visitors to India are required to possess a valid passport with validity of at least 6 (six) months from the date of entry into Indian Territory. For delegates from countries with visa requirements, it is recommended that they obtain a valid visa (Conference Visa) before arrival. It is advisable to submit visa applications at the earliest to the relevant Indian Embassy / Consulate. Visa will be issued 'gratis'.

Application Form for regular Conference Visa:
<https://indianvisaonline.gov.in/visa/Registration>

Countries exempted from Indian visa requirements:
<https://mea.gov.in/bvwa.htm>

India Missions abroad:
<https://www.mea.gov.in/indian-missions-abroad-new.htm>

Foreign Diplomatic Missions in India
<https://meaprotocol.nic.in/>

Duly filled applications must be submitted with two recent passport-size colour photographs, copy of flight itinerary or ticket, and a letter of nomination from the National Focal Point in the Foreign Ministry. It may be noted that Conference Visa cannot be applied for online. For visa-related inquiries, please visit the website of the respective Embassy/Consulate.

Delegates from countries that require a visa to enter the India and do not receive an entry visa upon arrival are requested to contact the India mission in their country or their Diplomatic Mission in India and apply for a visa in good time before travelling.

Delegates from countries that do not have an Indian mission in their country or a Diplomatic Mission in the India may contact protocol@isolaralliance.org



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Airline Reservation

For LDCs and SIDS Delegates from Ratified and Signatory Countries:

Return air ticket will be provided by Government of India, the host country for Hon'ble Ministers (Business Class) and one accompanying Designated Official (Economy Class) from LDCs and SIDS Countries of the ISA Ratified & Signatory Countries through Indian Missions in their respective countries. In case the Honourable Minister is not coming, only one official would be provided the economy class ticket. Local Embassies of the aforesaid countries are requested to coordinate with the Indian Missions in their country.

For any further assistance, please contact: assembly@isolaralliance.org, CC to rajeevgyani@isolaralliance.org

Additional delegates nominated by the aforesaid ISA Countries are welcome to participate at own cost.

For all others including LDCs/SIDS Delegates from countries other than ISA Ratified and Signatory countries:

All Arrangements with respect to airline reservation among others will be made by the delegates themselves at their own cost.

4. Hotel Accommodation

For LDC and SIDS Delegates from Ratified and Signatory Countries:

Hotel accommodation for 4 nights:

Check-in: 29th October 2019 (after 2 PM)

Check-out: 2nd November 2019 (by 12 noon)

Designated Hotel: **The Ashok, 50-B, Diplomatic Enclave, Chanakyapuri, New Delhi, 110021**

- Website: <http://www.theashok.com/>
- Suite for Hon'ble Minister + Standard Room for 1 (one) designated official per country.
- All meals and internet/WiFi in the room / hotel premises included.
- Facility of hotel laundry service is extended to Ministers only.
- All other incidental costs including alcohol, tobacco, IDD calls, in-room minibar services, pay channels, etc. will be at the expense of the delegates and are to be settled directly with the hotel at the time of check-out.



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- The cost of accommodation and other services prior to or after the applicable dates for hospitality are the responsibility of individual delegates and will be required to be settled by each delegate on checkout from the hotel.
- Non-sponsored / self-funded delegates are requested to book directly with the hotel.

**For all others including LDC/SIDS Delegates from countries other than ISA
 Ratified and Signatory countries**

Delegates from ISA countries not falling in the SIDS and LDC categories are requested to make their own arrangements for stay in New Delhi and NCR. For assistance, a few rooms have been held at the designated hotels at special rates. While booking, please complete the reservation by referring to the title of the event and its specified dates. Any reservation made before after these dates will be subject to room availability and at own cost.

Table of recommended hotels:

http://isolaralliance.org/docs/second_assemblydocs/Table%20of%20recommended%20hotels.pdf

Delegates (Non LDC/SIDS) are advised to contact the hotel directly in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details. Delegates may consider booking a hotel within a walking distance from the Hotel Ashok to avoid traffic and help reduce air pollution.

Rooms are available to delegates on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

Before departure from New Delhi, delegates should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long distance telephone calls, internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Delegates are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

In case you need any further assistance, please contact:

Accommodation Coordinator
 Ms Ruchika Khosla Kapoor
 E: ruchika.khosla@iceindia.in
 M: +91 9599106578



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5. Transport

For LDC and SIDS Delegates from Ratified and Signatory Countries:

One courtesy chauffeur-driven sedan car will be provided to LDC/SIDS Minister and accompanying official.

For all others including LDC/SIDS Delegates from countries other than ISA Ratified and Signatory countries:

Delegates from ISA Ratified & Signatory countries not falling in the SIDS and LDC categories, and all others including LDC/SIDS Delegates from countries other than ISA Ratified and Signatory countries are requested to make their own arrangements for transport. in New Delhi as advised earlier in this document.

A designated team deployed at the airport will be assisting each arriving delegation to their respective cars waiting at the airport. These cars will remain with the delegates throughout their stay in the host country.

Additional transport may be booked directly by delegations at their own cost. All main hotels provide reliable taxi services.

In case any further assistance required, please contact:

Airport Transfer Coordinator

Mr Nitesh Doshi, Senior Manager, ICE (Event Management)

E: nitesh.doshi@iceindia.in

M: +91 9650003298

6. Catering Services

For all the delegates arriving on 29th October, the dinner and 30th lunch coupons will only be provided to SIDS/LDC of Ratified and Signatory countries. Rest of the delegates are requested to make their own arrangements.

7. Meeting Documents

All Assembly documentation is / will be posted at: www.isolaralliance.org.



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In an effort to implement paper smart procedures for ISA's Assembly, the ISA Secretariat is launching **ISA App**. The ISA App will include all sessional documentation and relevant information pertaining to the second Assembly. It will be available on the Apple and Google App Stores. More information on the App will be conveyed shortly.

Delegates are requested to make their own arrangements to print out copies of the meeting documents distributed by the ISA Secretariat prior to the meeting. Hard copies of such documents will not be available during the session.

8. Internet Services

Free wireless internet access is available in select conference and meeting rooms and in the public areas of the Venue. No password is required.

9. Bilateral Meetings

All the bilateral meetings should be prescheduled. Kindly write to Director Strategy & Communication, ISA for further coordination, with: "**Request for Bilateral**" in the subject line, at cecile.martinphipps@isolaralliance.org, before 24 October 2019.

10. Seating Inside the Assembly Hall

Delegates will be guided to their respective places at the Assembly Hall by Organizers appointed at the venue. Delegates are also requested to refer to the seating arrangement blueprint placed inside the conference bag which will be provided to all the participants at the venue on arrival.

Only three delegates per member countries will be seated in the Assembly Hall. Additional delegates will be seated in the overflow rooms with live video transmission of Assembly proceedings.

11. Other Information

Weather & Climate

Average High: 33°C / 91.4°F

Average Low: 17°C / 62.6°F



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Currency & Banking

Indian currency is Rupee (INR)

US Dollar-INR Conversion: USD 1 = INR 71.07(as on 10th Oct 2019 & to be confirmed on the date of transaction)

www.oanda.com/currency

Banking hours: 1000 – 1600 IST

All major international credit cards are accepted. Most ATMs accept international debit and credit cards.

Business Hours

Public offices and major businesses are usually open from 1000 – 1700 IST, Monday to Friday.

Electricity

Voltage: 240 V | Frequency: 50 Hertz

Adequate power connections will be provided at conference venue to recharge cellphones and laptops.

Attire and Language

Business attire is recommended. English will be the working language for the Meetings.

Interpretation

Simultaneous interpretation for Arabic, English, French, Spanish will be provided during the Assembly.

Prayer & Meditation

The prayer and meditation rooms may be made available on prior request

12. Safety and Security

Please be advised that metal-detectors and x-ray equipment will be installed at all points of entry to the conference venue, and that all delegates will be screened each time they enter the area. The Secretariat appreciates that these security measures may cause some inconvenience, but wishes to emphasise that they are taken for the security of all those attending the conference. Badges will be screened at all entrances to the meeting area. The Assembly program will be a high security event with entry by invitation only.

13.



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14. [Important Contact numbers](#)

EMERGENCY: 112
POLICE: 100
AMBULANCE: 101
FIRE: 102
WOMEN HELPLINE: 1091

Coordination with Host Country

Dr P C Maithani

Adviser, Ministry of New and Renewable Energy (MNRE), Govt of India

E: pcmaithani@nic.in

T: +91 11 24361830

Ms Priya P Nair

Director (ED), Ministry of External Affairs (MEA), Govt of India

E: dired@mea.gov.in

T: +91 11 49015261

Coordination with organizing industry partner

Mr Saikat Roychowdhury

Head, Energy & Infrastructure, CII

E: saikat.roychowdhury@cii.in

T: +91 11 45771000; Extn :- 401

Ms Shuva Raha

Head – New Initiatives, Energy & Infrastructure, CII

E: shuva.raha@cii.in

T: +91 11 45771000; Extn :- 404

Delegate Registrations

Mr B S Murty

Deputy Director, Energy & Infrastructure, CII

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Event Management: ICE

Accommodation & Rooming

Ms Ruchika Khosla Kapoor
E: ruchika.khosla@iceindia.in
M: +91 9599106578

Airport Transfer/ Liaison Officer/ Local Transport

Mr Nitesh Doshi
E: nitesh@iceindia.in
M: +91-9560003298

Hotel Ashok

Mr Saurabh Sakhuja
Banquet Sales, The Ashok
Tel: +91 11 2611 0101 (D), +91 11 2412 3472 - 3768
E: ashokbanquets@itdc.co.in

Coordination with ISA Secretariat

For Protocol:

Mr Naresh Mehta
Consultant – International Relations, ISA
E: naresh.mehta@isolaralliance.org
T: +91 81305 55556

Mrs Archana Bhardwaj
Programme Officer
E: archanabhardwaj@isolaralliance.org
T: +919810978245

Registration

Mr Rajeev Gyani
Additional Director,
ISA NFP / Contact Point Coordinator, ISA
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T: +91 9425503742



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Mr Bimal Dash

Senior Consultant, IT, ISA

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T: +919990001970

Category-related matters

Mr Shishir Seth

Additional Director Partnerships, ISA

E: shishir.seth@isolaralliance.org

T: +91 9811058664

Agenda & other Assembl-related matters

Mr Jagjeet Sareen

Secretary to Assembly & Director Finance, ISA

E: jagjeetsareen@isolaralliance.org

Ms Fiona Bourne

Director Resource, Governance & Innovation, ISA

E: fionabourne@isolaralliance.org

Mr. Rajiv Kumar

Legal Officer, ISA

E: rajiv@isolaralliance.org

T: +91 9873441898

General Coordination

Mr Ananda Rao

Director HR & Coordination, ISA

E: anandrao@isolaralliance.org

T: +91 9958177699

Dr. Megha Pushpendra

Lead- Strategic Communication, ISA

E: meghapushpendra@isolaralliance.org

T: +91 9899376164

Bilateral Meetings

Mrs Cecile Martin Phipps

Director Strategy & Communication, ISA

E: cecile.martinphipps@isolaralliance.org

T: +91 8448510545