



Interim Secretariat
INTERNATIONAL SOLAR ALLIANCE

Subject: Invitation for Expression of Interest to partnering in organisation of 2-Day Events and ISA Pavilion in World Future Energy Summit (WFES) 2018 scheduled from 15-18 January 2018 at Abu Dhabi.

International Solar Alliance (ISA) would be hosting 2-day Event and ISA Pavilion **in World Future Energy Summit (WFES) 2018 scheduled from 15-18 January 2018 at Abu Dhabi**. It is proposed to organise the Event (summarised below) in partnership with Apex Chambers of Commerce & Industry/ Renewable Energy Associations in India and abroad.

Proposal has been received from Confederation of India (CII) for partnering in event as per TORs setting out framework arrangements with Interim Secretariat, ISA.

Expression of Interest (EOI) are invited from similar organisations like CII having international presence and significant membership and interested to partner with ISA for organisation of this event at lesser costs to ISA. Chambers of Commerce of Industry & Commerce should have organised or partnered in organisation of at least five such **big ticket events** during the last 5-years.

Interested organisations desirous of partnering ISA for organising the above Event on the similar TORs and who can offer better services at **lesser costs to ISA** are welcome to send in their offers along with Chambers' literature and details of such events organised during last 5-years to the following address through Speed post/Ordinary post/By hand or E-mail at: info@isolaralliance.org; isa.interimsectt@gmail.com within **Five (5) days from the date of appearing of this advertisement on ISA website**:

**Interim Director General,
Interim Secretariat, International Solar Alliance,
3rd Floor, Surya Bhawan,
National Institute of Solar Energy Campus,
Faridabad-Gurugram Road, Gurugram (Haryana)-122003.**

For more information or clarifications, if any, please feel free to write us at: ss.madan@isolaralliance.org.

Event, Dates & Venue	Brief summary of proposal
Event: World Future Energy Summit 2018	ISA propose to organize a 2-day Event at WFES 2018 at no financial cost to ISA, unless there is conflict of interest as per the following tentative programme: 17 January: 1430 – 1730 / Main Conference Hall 3-hr ISA Plenary Session / proposed structure: ➤ 1.5 hr - Ministerial Plenary

<p>Venue: Abu Dhabi</p> <p>Dates: 15-18 January 2018</p>	<ul style="list-style-type: none"> ➤ 45 min - Networking of R&D Institutions in ISA Member Countries for Solar innovation and incubation & Start ups ➤ 45 min - Solar Capacity Building requirements in ISA member countries ➤ Capacity 150 pax <p>18 January: 2 Parallel Roundtables / Halls and time slots to be defined, about 60 pax capacity / proposed topics:</p> <ul style="list-style-type: none"> ➤ 60 min Technical Session A: Common Risk Mitigation Mechanisms (CRMM) ➤ 60 min Technical Session b: Aggregation of demand in solar applications. <p>Furthermore, Reed Exhibitions, the organisers of WFES 2018 shall allocate 264 sqm for the ISA pavilion wherein ISA will be given 40 sqm free of charge out of the 264 sqm at the Expo. The remaining 224 Sqm will be sold by Reed Exhibition based on WFES rates. The partner association will help Reed in selling space and to have around 10-12 companies from India and overseas set up their stalls in the Pavilion, depicting solar activities in the member countries, investment policies and potential available. The partnering Association shall be responsible to develop this ISA pavilion as per directions of Director General, ISA.</p> <p>In addition to setting up “ISA Pavilion” Apex Chamber/ Association partnering ISA in organising of this event shall include: Preparation of Conference Programme; Extending invitations to Ministers for ISA member countries, Speakers, High level dignitaries, CEOs of Corporate sector; Banks/FIs, Solar Project Developers, Manufacturers, NGOs, Think Tanks, CEOs and potential delegates and other stakeholders; Follow-up and securing confirmations; mobilizing delegates & Exhibitors; extending support and preparation and submission of “Commitment Letters”(CLs) from Financial Institutions (FIs) or Investors or Banks to finance bankable Solar Energy Projects meeting Bank’s financing criteria and also from potential project developers/ companies for development & setting up Solar Energy projects in next 5 years. These CLs will be presented by these institutions/ organisations to the Senior Dignitary, representing his/her country at the above Event.</p> <p>It is proposed to have an International Apex Chamber of Commerce & Industry as organising partner for this Event.</p> <p>Broad Role and Responsibilities of the Event partner Association are Annexed (Annexure-1).</p> <p>The Confederation of Indian Industry (CII) has submitted a proposal vide their E-mail dated 28/10/2017 indicating a Budget of Rs. 10,99,000/- towards Logistics and Manpower Cost. A scanned copy of the mail is enclosed (Annexure-2).</p>
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Subject: **Proposal for ISA participation in World Future Energy Summit 2018 from 15-18 January at Abu Dhabi.**

Roles & Responsibilities of CII

a) Conference:

- CII shall be overall responsible for successful organization of the ISA Events and ISA Pavilion at WFES 2018, Abu Dhabi.
- Overall coordinating with management of WFES 2018;
- Draft, Design and Prepare Theme Paper for ISA at WFES 2018;
- Shall prepare & submit drafts to DG, ISA on:
 - i. Programmes for: Inaugural, Plenary, Round Tables and other sessions;
 - ii. Topics for various technical/ breakout sessions and Roundtables;
 - iii. Contents, Moderators, panellists and other participants in the various sessions;
 - iv. Session Development, Speaker Coordination, Delegate Coordination On-site Event Management; and Logistics Management;
 - v. Back Office (Temp Staff: Ushers, Protocol & Hospitality, Event-Days management etc.)
- Documentation (Printing, Stationery), Finalize & Print Investors' Guide, ISA members Countries profile and opportunities available in Solar for doing business in ISA member countries;
- Finalisation & Printing of the event programme and brochures, posters, catalogues, booking forms, badges, menus, general signage and other materials;
- CII to develop session abstracts and draft agendas, to share with WFES after ISA approval;
- Preparation of Printed & digital documents and information material on ISA and ISA member countries for distribution at both venues - Conference and ISA Pavilion;
- CII to extend invitations to Ministers in 121-ISA countries; VIPs, high level dignitaries; potential Speakers, International Banks & Financial Institutions; Peer Organizations; Solar Project developers; Manufacturers; Investors and other stakeholders;
- CII to send out 5,000 e-mails invitations to potential delegates for participation the Event to ensure full attendance in the conference;
- REED's software to be used to fix bilateral meetings & Registration for Conference;

- Voting machines of ABCD choices, as in Kaun Banega Crorepati to be used as was done by TERI at Fiji.
- Overall Coordination with speakers, VIPs and guests for their travel, accommodation, fees, biographies and presentations, logistics and hospitality etc;
- CII to inform Membership of opportunity to put up their stalls in WFES ISA Pavilion – e-mailers; Strong promotion of event on CII website & CII Energy social media
- Dispatch of Conference brochures and event promotion material and Invitations in India; ISA members & other countries through economical and secure mode;
- Handling participants’ queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Providing guidance to set up venue and to finalize all logistics for events; seating plan, placing cards, etc. at the venues of Sessions;
- Organizing One-on-One business meetings during the event;
- Public Relations and Media Management including liaison with Regional, National and international Media for covering “ISA Events; Pavilion at Expo and ISA related activities” at WFES 2018;
- Management of signing of MoUs/ Commitment letters/ Investment intentions, if any, between various investors, manufacturers, technical institutions and Project developers/ industry during the course of the event.
- Undertaking post-event evaluation survey to obtain feedback from Participants on the ISA debut in the WFEST 2018 from their perspectives; etc.
- Preparation of Event Report, a summary report on the preparation and build up to the event, the various activities of the event and the accomplishment of the event for presentation to ISA International Steering Committee.

b) ISA Pavilion/Exhibition

- ❖ Formulate; execute strategy and plan for setting up ISA Pavilion at WFES 2018 Expo;
- ❖ Put up models and statistics of irrigation pump, drinking water pumps, Mini grid and stalls of 10 major companies in each category and finance: WB, AIIB, ADB, AfDB, NDB, EIB, IADB, pension FUNDS, etc.
- ❖ A dedicated space would be created in this ISA pavilion for B2B meetings where the patent holders and investors will have the opportunity to network and hold one-to-one/delegate level business meetings.
- ❖ Hire various services, equipment required for Exhibition such as furniture, internet and power etc. for exhibits; and arrange Audio & Visual and Still Photography at ISA Pavilion;
- ❖ Issue of invitations to CII member companies for participation in Conference, Expo and ISA Pavilion;

- ❖ Outsourcing manpower requirements such as, Support Staff; Conference hostesses, etc. including briefing and training of onsite staff for attending to needs; providing guidance and extending courtesy to delegates, participants and escorting high dignitaries at the Conference and Exhibition venues;
- ❖ Distribution all printed & digital documents and information material on ISA and ISA member countries to VIP visitors at the Conference venue and ISA pavilion.
- ❖ Create and manage information Desk in ISA Pavilion for intended investors, manufacturers, technical institutions, Project developers/ industry and other stakeholders.

From:

Soma Banerjee <soma.banerjee@cii.in>

Date: Oct 28, 2017 10:16:47 PM

Subject: WFES - update + CII budget

To: Upendra Tripathy <utripathy@gmail.com>, "utripathy@isolaralliance.org" <utripathy@isolaralliance.org>

Cc: Shuva Raha <shuva.raha@cii.in>, "'ss.madan@nic.in'" <ss.madan@nic.in>

Sir,

With reference to ongoing conversation with WFES: This is on the lines we have been discussing.

- We have proposed that WFES 1) raise sponsorships 2) sell expo stalls 3) keep all delegate fees to raise funds for the sessions
- WFES to keeping entire profits from all sales, they have agreed to this
- Thus, CII will not directly raise money to cover costs but has facilitated this arrangement through discussions with WFES
- We have proposed a fixed budget of CII's costs, a nominal sum of Rs 11 lakhs for almost 4 months of work (USD 17,000) a meager amount given they keep all profit from sale of space.
- This would have to be covered by WFES if our team has to work on this project, travel to Abu Dhabi, and deliver event on site
- We would not be able to work on this project, which is not a Gol project but commercial unless our minimum costs are covered as per CII administrative rates
- Similar, we should propose a fixed cost for ISA staff travel / stay expenses, and this amount should be given to them upfront

Sir, in my opinion, we should not get into the business of sponsoring Ministerial delegations as those numbers and schedules are extremely uncertain. We have experienced at SWITCH Expo in Vadodara last year and African Summit this May that it is just about impossible to coordinate with their offices. In several cases we did not even know if the dignitaries had at all taken the flights / reached or not. Plus last minute business class tickets would run into many lakhs each.

So ISA should not take on this responsibility at all. So it is not unreasonable for WFES to not want to commit on this matter.

Sir, request that when you speak with WFES, we speak along the same lines, so that we may close this transaction at the earliest.

CII BUDGET / we can reduce logistics cost if I don't travel; my team would manage locally. Administrative costs would remain the same either way.

LOGISTICS	UNIT	RATE	COST	DESCRIPTION
Ticket - Business Class	1	100,000	100,000	Soma Banerjee, Executive Director, CII
Ticket - Economy Class	2	30,000	60,000	Deputy Director, Executive Officer
Hotel	2			DD, EO, 4 Star, 14 / 15 / 16 / 17 / 18 Jan
Hotel	1			ED CII, 5 Star, 16 / 17 / 18 Jan
Misc Exp			75000	5 days, all meals, transport, etc.
TOTAL			235,000	LOGISTICS COST
				INR 6400 / HR - CII MAN-HOUR COST FOR ED, DD, EO – DECIDE BY ORGANISATION, NON-NEGOTIABLE
MAN-HOURS	HRS	DAYS	TOTAL	COST
Sep - Oct – Nov 2017	3	10	30	192000
Dec 2017	3	10	30	192000
Jan 2018 - upto 13	5	7	35	224000
Jan 2018 - event days	8	5	40	256000
TOTAL				864000
				ADMINISTRATIVE COST

ESTIMATED BUDGET

INR 1,099,000 USD 17,000

Regards

Soma