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Second Assembly of the International Solar Alliance  
31 October 2019  
New Delhi, Republic of India

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**Rules of Procedure of the Assembly of the  
International Solar Alliance (ISA)**

## Rules of Procedure of the Assembly

### Introduction

#### PART I: PRELIMINARY

##### Rule 1: Definitions

For the purpose of these Rules:

- a) **Assembly** means the Assembly established by Article IV of the Framework Agreement;
- b) **Co-President** means the Co-President to be elected by the Assembly in these rules
- c) **Director General** means the Director General selected by the Assembly under Article V of the Framework Agreement of the ISA who shall be the Chief Executive Officer of ISA;
- d) **Framework Agreement** means the Framework Agreement on the establishment of the International Solar Alliance (ISA)
- e) **ISA** means the international body known as the International Solar Alliance established under the Framework Agreement;
- f) **Members** means those countries which are members of the United Nations and have signed the Framework Agreement and deposited their Instrument of Ratifications;
- g) **Members Present and Voting** means the member countries present at the time when the voting takes place and that who are casting an affirmative or negative vote in accordance with Article IV (5) of the ISA Framework Agreement;
- h) **Observer** refers to Observer status that may be granted by the Assembly under Article IX of the Framework Agreement, to applicants for membership or partnership whose application is pending or to any other organization which can further the interest and objectives of the ISA.
- i) **President** means the President of the Assembly to be elected by the procedure established in these Rules;
- j) **Secretariat** means the Secretariat established by Article V of the Framework Agreement;
- k) **Standing Committee** refers to the Committee constituted by the Assembly under these rules.
- l) **Vice President** refers to eight (8) Vice Presidents of the Standing Committee to be selected by the procedure established in these rules;
- m) **Additional member** refers to the ISA members, who having made financial contributions for strengthening ISA, will have the right to serve as additional members of the Standing Committee with voting rights, and who are determined by the procedures established in the rules.

#### PART II- SESSIONS

## **A. Regular Sessions**

### **Rule 2: Frequency of the Sessions**

The Assembly of the International Solar Alliance (hereinafter referred to as ISA) shall meet annually at the Ministerial level at the seat of the ISA, as specified in Article IV (1) of the Framework Agreement. The session shall be convened on a date set by the Assembly at its previous session, or, should a date not be set by the Assembly at its previous session, on a date set by the President when so authorized by the Assembly and as notified by the Director General in accordance with Rule 3.

### **Rule 3: Notification of the Sessions**

The Director-General of the ISA, on behalf and under the authority of the President of the Assembly, shall notify all the Members of the Assembly of the opening date, place and expected duration as soon as the date is known but at least ninety (90) days in advance, of each regular session.

## **B. Special Sessions**

### **Rule 4: Summoning by the Assembly**

The Assembly of the ISA may also meet under special circumstances, as specified in Article IV (1) of the Framework Agreement.

### **Rule 5: Summoning at the Request of Members**

Any member of the Assembly may request the President to convene a special session of the Assembly. The President shall immediately inform the other Members of the Assembly of the request, topics to be covered in the special session, communicate to all Members the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a special session and inquire whether they concur with it. If within 30 days of the date of the communication, one third of the Members concur with the request, a special session of the Assembly shall be convened by the President not later than 60 days after the receipt of such concurrence.

### **Rule 6: Summoning at the Request of the Standing Committee**

Special sessions of the Assembly shall be convened not later than 60 days after the receipt by the President of a request for such a session from the Standing Committee, unless specified otherwise in the request.

### **Rule 7: Notification of Special Sessions**

The Director General, on behalf and under the authority of the President, shall notify all ISA Members at least thirty (30) days in advance of each special session, of the opening date, place and expected duration thereof.

## **C. Break-out Sessions**

### **Rule 8: Summoning by the Assembly**

In accordance with Article IV (2) of the Framework Agreement, the Assembly may hold Break-out Sessions in order to take stock of the ISA Programmes at Ministerial level and make decisions regarding their further implementation in furtherance of Article III (4).

**Rule 9: Summoning at the Request of Members**

Any Member of the ISA or a group of Members participating in a particular Programme(s) may request the President to convene a Break-out Session of the Assembly. The President shall immediately inform about the request received to other members who are participants in the Programme(s), communicate to the Members participating in the Programme(s) the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a Break-out Session and inquire whether they concur with it. If within 30 days of the date of the communication, one third of the Members participating in the Programme(s) concur with the request, a Break-out Session of the Assembly shall be convened by the President not later than 60 days after the receipt of such concurrence.

**Rule 10: Notification of Break-out Session**

The Director General on behalf and under the authority of the President, shall notify the ISA Members who are participants in the Programme(s), at least thirty (30) days in advance of each Break-out Session, of the opening date, place and expected duration thereof.

**Rule 11: Chair of the Session**

The President of the Assembly may Chair the Session by himself or herself or can nominate the Co-President to chair any session. If in case, the Co-President by reason of his/her absence or otherwise, cannot preside over the session, then one of the eight Vice Presidents shall preside on a rotational basis following first, the order of the regional group they represent in alphabetical order and then, the order of selection of the Vice Presidents of that regional group as per Rule 79.

**D. General****Rule 12: Place of the Session**

Sessions of the Assembly shall take place at the seat of ISA. However, Special Sessions or the Break-out Session can be held at a place other than seat of ISA, if the Assembly so decides.

**Rule 13: Financial Implications**

The actual costs, excluding the costs of delegation's participation, directly or indirectly associated with holding a Special Session and Break-out Session away from the seat of the ISA shall be borne by the Government volunteering to host that Session.

**Rule 14: Written Procedure**

As may be required in extraordinary circumstances for the fulfillment of its powers and functions, the Assembly may act by means of proxy letter, e-mail or such other method of communication in which the participation of each member of the Assembly may be facilitated and the votes of each member of the Assembly may be recorded, subject to procedures determined by the Assembly in a separate decision. In such cases, the decision shall be taken in accordance with Rule 65.

**PART III: AGENDA*****Regular Sessions*****Rule 15: Provisional Agenda**

The provisional agenda for all regular sessions of the Assembly shall be drawn up by the

Director General with the approval of the President and shall be communicated by him/her to all the Members of the ISA at least thirty (30) days before the opening of the session.

### **Rule 16: Contents of the Provisional Agenda**

The provisional agenda of a regular session shall include:

- a) A report from the Credentials Committee on eligibility of delegates to participate in the meeting;
- b) The report of the Director-General on the work of the Organization;
- c) Work plan to be presented by the Secretariat to the Assembly;
- d) Report(s), if any, of Break-out and/or special sessions of the Assembly held since the last regular session of the Assembly
- e) All items, the inclusion of which has been decided by the Assembly at a previous session;
- f) All items proposed by the Standing Committee;
- g) All items pertaining to the budget for the next financial year/s and the report on the accounts for the last financial year;
- h) The draft annual report of the Secretariat, concerning the activities of the ISA, and such other reports as the Director-General deems necessary or which the Assembly may request;
- i) The External Auditor's report, the annual audit of the ISA and reports of any other audit activity that may have been conducted during the reporting period;
- j) The opening date, venue and anticipated duration of the next regular session of the Assembly; and
- k) Break-out Sessions in the Regular Session and any, planned during the year, if known.

In addition to the above, the Director General may with the approval of the President include items which he or she considers necessary to place before the Assembly for discussion/decision.

### **Rule 17: Supplementary Items**

Any Member of the ISA (if supported by 10 other members), or the Director General may, at least thirty (30) days before the date fixed for the opening of a regular session, request, in writing, the inclusion of supplementary items in the agenda. With the approval of the President, such items shall be placed on a supplementary list, which shall be communicated to Members at least twenty-one (21) days before the opening of the session.

### **Rule 18: Approval of the Agenda**

At each session the provisional agenda and the supplementary items, if applicable, shall be submitted to the Assembly on the opening of the session for adoption.

### **Rule 19: Additional Items**

Any items of an important and urgent character, proposed by a Member or the Secretariat, which have not been placed on the provisional agenda pursuant to Rule 16 or as supplementary agenda items pursuant to Rule 17 of these rules, shall be referred to the President, who shall report promptly thereon to the Assembly. Such items may be placed on the agenda if the Assembly so decides.

## ***B. Special Session***

### **Rule 20: Provisional Agenda**

The provisional agenda for all special sessions of the Assembly shall consist only of those items proposed for consideration in the decision or request for holding the special session and shall be drawn up by the Director General with the approval and under the authority of the President and shall be sent by him or her to all Members of the ISA together with the notification of the Special Session.

**Rule 21: Approval of the Agenda**

The provisional agenda for each special session shall be submitted to the Assembly as soon as possible after the opening of the session for approval.

**Rule 22: Additional items**

Any items of an important and urgent character, proposed by a Member or the Secretariat, which have not been placed on the provisional agenda pursuant to Rule 21 of these rules, shall be referred to the President, who shall report promptly thereon to the Assembly. Such items may be placed on the agenda if the Assembly so decides.

***C. Break-out Sessions***

**Rule 23: Provisional Agenda**

The provisional agenda for all Break-out Sessions of the Assembly shall consist only of those items proposed for consideration in the decision or request for holding the Break-out Session and shall be drawn up by the Director General with the approval and under the authority of the President and shall be sent by him or her to Member countries participating in the Programme(s) of the ISA, together with the notification of the Break-out Session.

**Rule 24: Approval of the Agenda**

The provisional agenda for each Break-out session shall be submitted to the Members participating in the Break-out session as soon as possible after the opening of the session for approval.

**Rule 25: Supplementary Items**

Any Member of the ISA participating in a Programme or the Director General may, at least ten (10) days before the date fixed for the opening of a Break-out Session, request the inclusion of supplementary items in the agenda. Such items shall be placed on a supplementary list, which shall be communicated to participating Members as soon as possible.

***D. General***

**Rule 26: Explanatory Memoranda**

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum or be accompanied by such supporting documents as necessary to support consideration of the issue by the Assembly for Regular and Special sessions or by participating Members in the case of Breakout Sessions,

**Rule 27: Circulation of Supporting Documents**

All draft reports, decisions, Programmes and budget of the ISA and other documents relating to the provisional agenda of any session shall be sent by the Director General to each Member of the Assembly or Participants of Break-out Sessions no later than thirty (30) days in advance of the session. All supporting documents shall at the same time be made available on the ISA's website, with the exception of those documents that are decided to be confidential by the Assembly or by the Secretariat. The latter may only be made available in a secure and confidential manner.

**PART IV: REPRESENTATION OF MEMBERS AND PARTICIPATION OF PARTNER COUNTRY, PARTNER ORGANISATION AND OBSERVERS**

**Rule 28: Composition of Delegations**

Each Member of the ISA shall be represented at the Assembly by one (1) representative at the Ministerial level, who may be accompanied by as many alternates, advisors, experts and persons of similar status as may be required by the delegation. The representative and all such alternates, advisors, experts and persons of similar status shall constitute the Members' delegation to the Assembly. The cost of a delegation's participation shall be borne by the respective member country.

**Rule 29: Alternates**

Each representative may designate in advance or during the Assembly any alternate in his or her delegation to act in his or her place during the Assembly.

**Rule 30: Representation on Committees of the ISA**

Each representative may designate any member in his or her delegation to act for his or her delegation on any Committee of the Assembly on which his or her country is represented.

**Rule 31: Participation of Observers**

In accordance with Article IX of the ISA Framework Agreement—Observer status may be granted by the Assembly under Article IX of the ISA Framework Agreement, to applicants for membership or partnership whose application is pending or to any other organization which can further the interest and objectives of the ISA. In accordance with Article IV (5) of the ISA Framework Agreement, observers may participate without having the right to vote in the decision making of the ISA.

In circumstances where other organizations (excluding applicants for membership or partnership) are seeking Observer status, an annual contribution of US \$10,000 shall be paid by eligible applicants.

Should applicants for membership and partnership become members of the ISA in accordance with Article VII (1) of the Framework Agreement, their respective Observer status will cease to exist. Observer status is granted to Partner Organizations for a period of two years, subject to a review of the effectiveness of partnership with organizations by the Standing Committee established by the Assembly. The observers shall be entitled to intervene in the proceedings with the permission or at the invitation of the President of the Assembly.

Further detail on the processes required to seek Observer status is included in the Rules for the granting of Observer status by the Assembly.

NOTE: The Assembly may also wish to invite the Prospective Member Countries of the ISA to the Assembly proceedings as observers.

**Rule 32: Participation of Partner Country**

Partner Country status may be granted by the Assembly under Article VII (2) of the ISA Framework Agreement to those states which fall outside the Tropic of Cancer and the Tropic of Capricorn, are members of the United Nations, and are willing and able to contribute to the objectives and activities of ISA.

A Partner Country desirous of participating in the Assembly should place a Note Verbale before the Secretariat. The Secretariat shall place the Note Verbale before the Assembly for consideration.

The Director General shall inform the applicant Partner Country of the decision of the Assembly. If the application is approved, it shall become effective on the date on which the Assembly takes its decision on the application. The Partner Country may participate with a delegation comprising of not more than two members.

NOTE: In the event of any ambiguity concerning the geographical location, the same shall be sent for clarification of the depositary of the ISA Framework Agreement. Article XIV (1) of the ISA Framework Agreement reads as the Government of the Republic of India is the Depositary of the Framework Agreement.

### **Rule 33: Participation of Partner Organization**

In accordance with Article VIII (1) of the ISA Framework Agreement, Partner Organization status may be granted by the Assembly to the organizations that have the potential to help the ISA to achieve its objectives, including regional inter-governmental economic integration organizations constituted by sovereign states and at least one of which is a member of the ISA. Pursuant to Article IV (5) of the ISA Framework Agreement, Partner Organizations may participate without having the right to vote in the decision making of the ISA.

#### ***Fee for granting partner organization status***

The eligible partner organisations shall have to pay the following fee for being granted partner organization status of the ISA:

- i. A minimum one-time contribution of US \$ 1 Million for granting Corporate Partner Status for a period of ten years;
- ii. An annual contribution of US \$ 100,000 for granting Partner Status to Other Organisations; and
- iii. No fee for granting Partnership Status to the United Nations, Multilateral, Intergovernmental and Bilateral Organisations.

The Partner Organization can participate with a delegation comprising not more than three members. Further detail on the processes required to seek Partner Organization Status is included in the Rules for the granting of Partner Organization status by the Assembly.

### **Rule 34: Strategic Partner Organization**

The United Nations including its organs will be the Strategic Partner of the ISA. The delegation of the UN including its organs shall be same as of the member countries as per Rule 29.

### **Rule 35: Special Invitees**

The President may choose to invite other organizations or entities not already covered by Rules 28 to 34 or UN Member States falling outside the Tropics of Cancer and Capricorn, and whom may further the interests and objectives of the ISA, to attend the Assembly.

Individuals may attend Assembly as Special Invitees upon invitation from the President of the Assembly. Special Invitees shall be entitled to interventions in the proceedings only with the permission of the President without having the right to vote.

Special invitees may have a delegation comprising not more than three members.

## **PART V: Credentials**

### **Rule 36: Submission of Credentials**

The credentials of each representative and the names of the persons constituting the Members delegation shall be submitted to the Secretariat, if possible not less than seven (7) days in advance of the session, which the delegation will attend. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

**Rule 37: Examination of the Credentials**

A Credentials Committee shall be appointed at the beginning of each session. It shall consist of eight (8) members (to be chosen from among the member countries) which shall be appointed by the Assembly on the proposal of the President, and shall be supported by the Secretariat. The Committee shall elect its own officers. It shall examine the credentials of all representatives and report without delay to the Assembly. Meetings of the Credentials Committee shall be held in private unless decided otherwise by the Committee.

**Rule 38: Provisional Admission to a Session**

Pending a decision upon their credentials, representatives shall be entitled to participate provisionally in the session. Any representative to whose admission a Member has made an objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and Assembly has given its decision.

**PART VI: President, Co-President, Vice-Presidents, Rapporteur, Other Officials**

**A. *President, Co-President, Vice-Presidents, Rapporteur, Other Officials***

**Rule 39: Election of President, Co-President and Vice Presidents**

The Assembly shall elect a President, a Co-President, having due regard to equitable geographical representation, in accordance with Part XI. However, in the interest of continuity and consistency, in the first Assembly, the Chair and the Co-Chair of the International Steering Committee shall be appointed, on acclamation basis, as the President and the Co-President for one term and shall preside over the Assembly thereafter.

The four regional groups of the ISA Members are as follows:

- a) Africa;
- b) Asia and the Pacific;
- c) Europe and Others; and
- d) Latin America and the Caribbean

Eight (8) Vice Presidents of the Standing Committee, two from each of the four ISA geographical regions, shall be selected by the procedure established under Rule 79. The selection of the Vice-Presidents from the region will be noted by the Assembly.

Members may only hold one of the President, Co-President, and Vice-President positions.

**Rule 40: Period of Office**

The term of the President, the Co-President, and the Vice-Presidents shall be for two years and continue till such time the next President, the Co-President are elected and the Vice-Presidents so selected and assume office.

At the beginning of the session following the two-year term, the new President, Co-President shall be elected by the Assembly, and the eight (8) Vice Presidents shall be selected from the region as per procedure under Rule 79.

The outgoing President and Co-President may seek re-election.

**Rule 41: Voting**

The President shall not vote but may appoint another member of his or her delegation to vote in his or her place.

**Rule 42: Acting President**

If the President is absent during a meeting or any part thereof, or whenever he or she deems fit that for the proper fulfilment of the responsibilities of the office of President, he or she should not preside over the Assembly during the consideration of a particular question, he or she shall appoint the Co-President to take his or her place, who while acting as President, shall have the same powers and duties as the President. If in case the Co-President is absent during a meeting or any part thereof or whenever he or she deems fit that for proper fulfilment of the responsibilities of the office of the President, the Co-President should not preside over the Assembly during the consideration of a particular question, he or she shall appoint one of the Vice-Presidents (appointment to be made in alphabetical order of the four geographical regions followed by the seniority of the members of that region in terms of date of submission of instrument of ratification with the depositary) to take his or her place. The Vice President while acting as President shall have the same powers and duties as President.

**Rule 43: Role of Vice Presidents**

The Vice Presidents shall chair their respective regional committees with the assistance of the ISA Secretariat. They shall facilitate coordination amongst the member countries in the Regions. They shall also be responsible, with the support of the Secretariat, for harmonizing and aggregating demand for, inter alia, solar finance, solar technologies, innovation, research and development and capacity building, as specified in Article II (1) of ISA Framework Agreement. The Vice Presidents shall also strive, with the support of the Secretariat, to identify and establish mutually beneficial relationships with relevant organizations, public and private stakeholders, and with non- member countries as stated in Article II (2) of the Framework Agreement.

**Rule 44: Rapporteurs and Other Officials**

At the beginning of each Assembly session, the President shall propose two Members of the Assembly to act as Rapporteurs. The President may also appoint other officials, having due regard to equitable geographical representations. With the support of the Secretariat, the Rapporteurs will be responsible for the recording and the transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the President.

**Rule 45: Vacancies**

A vacancy in the office of any official shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**PART VII: SECRETARIAT****Rule 46 A: Position of the Director General**

The level of the Director General, in terms of pay and perks will be equivalent to the Assistant Secretary General (ASG) in the UN system and will be regulated as per the United Nations common system. The protocol of the Director General shall be as provided for in the Headquarters Agreement.

**Rule 46 B: Selection and Appointment of the Director-General**

In accordance with Article V (2) of the Framework Agreement, the Director General shall be selected by the Assembly. Selection shall be by consensus of the Members present, or, if no

consensus can be reached, by a majority vote of two-thirds of the Members present and voting. A majority of the Members of the ISA shall constitute a quorum for selection of the Director General. In the event that the incumbent DG seek renewal of his/her appointment for further term under Article V (2) of the Framework Agreement, the incumbent DG shall submit his/her intent to seek renewal with the endorsement of the member country of the ISA to which he/she belongs. The detailed procedure for the selection and appointment of the Director General in Annex I.

**Rule 46 C: Role of the Director-General**

The Director General shall participate, without the right to vote, in all sessions of the Assembly and of its committees. He or she may designate a member of the Secretariat to represent him or her at any such sessions. The Director General or his or her representative may with the approval of the President, make oral or written statements to such sessions.

**Rule 47: Report of the Director General on the Work of the Organization**

The Director General shall make an annual report, and such supplementary reports as are required, to the Assembly on the work of the Organization. He or she shall communicate the annual report to the Members of the ISA at least thirty (30) days before the opening of the session.

**Rule 48: Duties of the Secretariat**

- a) The Director General shall provide the staff required by the Assembly, its committees and shall be responsible for all the necessary arrangements for the sessions of the Assembly and Committees;
- b) In accordance with Article V (4) of the Framework Agreement, the Secretariat shall prepare matters for the Assembly action and shall carry out the decisions entrusted to it by the Assembly. The Secretariat shall ensure that appropriate steps are taken to follow up the Assembly decisions and to co-ordinate the actions of Members in the implementation of such decisions;
- c) The Secretariat shall assist the National Focal Points in preparing the Programme proposals and recommendations to be submitted to the Assembly; provide guidance and support to Members in the implementation of each Programme including the raising of funds; act on behalf of the Assembly, or on behalf of a group of Members participating in a particular Programme, when so requested by them; and in particular establish contacts with relevant stakeholders and set and operate all means of communication, instruments and cross-cutting activities required for the functioning of the ISA and its Programmes, as approved by the Assembly;
- d) The Secretariat shall receive, translate, print and distribute documents, reports and resolutions of the Assembly; arrange for interpreters to interpret speeches made at the meetings; prepare, print and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the Assembly; distribute all documents of the Assembly to the Members of the ISA, and, generally, perform all other work which the Assembly may require.

**PART IX: CONDUCT OF BUSINESS AT SESSION OF THE ASSEMBLY**

**Rule 49: Public and Closed Sessions of the Assembly**

- a) Sessions of the Assembly shall be held in public. In its discretion, the Assembly may conduct its business in closed sessions (Members and alternates only) if extraordinary circumstances so require. Where the Assembly determines that

substantial parts of sessions are to be closed, the Secretariat must provide at least seven (7) days' notice to the Members, Partner Countries, Partner Organizations, Special Invitees and observers. This cannot pre-empt the right of the Assembly to declare parts of a session closed during the course of a session.

- b) Subject to any decision of the Assembly, the Director General shall make appropriate arrangements for the admission of representatives of the press and of other information agencies to public sessions of the Assembly.

#### **Rule 50: Functions of the President During Assembly Sessions**

In addition to exercising the powers which are conferred upon him or her by these rules, the President shall declare the opening and closing of each session of the Assembly, shall direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have control of the proceedings of the Assembly and over the maintenance of order at its sessions.

The President may propose to the Assembly, the limits of the time to be allowed to speakers, the limits of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

#### **Rule 51: Speeches**

No representative may address the Assembly without having previously obtained the permission of the President. Subject to Rule 53 of these rules, the President shall call upon the speakers in the order they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

#### **Rule 52: Precedence**

The President may accord precedence to the Director General of ISA, or his or her representative for the purpose of explaining a report, a Programme or recommendations submitted to the Assembly.

#### **Rule 53: Point of Order**

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote and the Presidents' ruling shall stand unless overruled by a majority of the member countries present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

#### **Rule 54: Time-limit on Speeches**

The Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative has spoken his/her allotted time, the President shall call him/her to order without delay.

#### **Rule 55: Closing of List of Speakers and Right of Reply**

During the course of a debate the President may announce a list of speakers and, with the consent of the Assembly, declare the list closed. If he/she may deem fit, however, the President may accord the right of reply to any representative if a speech delivered, after the list has been closed, makes this desirable.

**Rule 56: Adjournment of Debate**

During the discussion of any matter, a representative may move the adjournment of debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall be immediately decided. The President may limit the time to be allowed to speakers under this Rule.

**Rule 57: Closure of Debate**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two (2) representatives opposing the closure, after which the motion shall be immediately decided. If the Assembly decides otherwise, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this Rule.

**Rule 58: Suspension or Adjournment of the Session**

A representative may at any time move the suspension or the adjournment of the session. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the session. No discussion on such motions shall be permitted and they shall be immediately decided.

**Rule 59: Order of Procedural Motions**

Subject to Rule 53 of these rules, the following motions shall have precedence in the following order over all proposals or motions before the session:

- a) To suspend the session;
- b) To adjourn the session;
- c) To adjourn the debate on the item under discussion; and
- d) To close the debate on the item under discussion.

**Rule 60: Decisions on Competence**

Subject to Rule 59 of these rules, any motion calling for a decision on the competence of the Assembly to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

**Rule 61: Proposals and Amendments**

Proposals and amendments shall normally be submitted in writing to the Secretariat which shall circulate copies to all delegations. Following the distribution of copies, delegations shall be given reasonable time before proposals are discussed or considered for decision.

**Rule 62: Withdrawal of Proposals or Motions**

Any proposal or a motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Assembly. A proposal or a motion thus withdrawn may be reintroduced by any representative.

**Rule 63: Reconsideration of Proposals or Amendments**

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two (2) speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

**Rule 64: Official and Working Language**

English shall be the official and working language of the ISA, its Assembly and Secretariat. However, translation of Assembly documents into those UN languages that are official languages of ISA member countries, will be provided by the Secretariat. A representative may make interventions in any of the UN languages, where the simultaneous interpretation into these languages will be done by the interpreters of the Secretariat.

## **PART X: VOTING**

### **Rule 65: Voting**

Should members be unable to reach consensus on a matter, voting in the Assembly shall be consistent with Article IV (5) of the ISA Framework Agreement. Each member of the Assembly shall have one vote. Decisions of the Assembly on questions of procedure are taken by a simple majority of the Members present and voting. Decisions of the Assembly on matters of substance<sup>1</sup> shall be made by a two-thirds majority of the members present and voting. Decisions regarding specific Programmes are taken by Members participating in the Programme.

### **Explanatory Note: Meaning of the “Members present and voting”**

For the purpose of these rules, the phrase members present and voting means members casting an affirmative or negative vote. Members who abstain from voting are considered as non-voting.

### **Rule 66: Quorum**

A majority of the Members of the ISA shall constitute a quorum for the Assembly. A majority of the Members of the ISA in all Committees except the Standing Committee shall constitute a quorum for such committee meetings.

### **Rule 67: Method of Voting**

The Assembly shall vote by a show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the Members of ISA, beginning with the Member whose name is drawn by a lot by the President. The name of each Member shall be called in any roll-call, and one of its representatives shall reply yes, no or abstention. The result of the vote shall be inserted in the record of the session.

NOTE: This procedure shall be followed till electronic machines of casting and recording votes are installed.

### **Rule 68: Conduct During Voting**

After the President has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting.

### **Rule 69: Explanation of Vote**

Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

### **Rule 70: Division of Proposals and Amendments**

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<sup>1</sup> When an issue arises as to whether the question is one of substance or not, that question shall be treated as a matter of substance if no less than ten (10) Members object or unless the Assembly decides otherwise.

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If an objection is made to the request for division, the motion shall be first voted upon. Permission to speak on the motion for division shall be accorded only to two representatives in favour of and two representatives against it. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

#### **Rule 71: Voting on Amendments**

- a) When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.
- b) A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

#### **Rule 72: Voting on Proposals**

If two or more proposals relate to the same questions, the Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

#### **Rule 73: Equally Divided Votes**

If a vote is equally divided, other than during elections, the President will give additional time within the session, for consideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

### **PART XI: ELECTIONS**

#### **Rule 74: Secret Ballot**

All elections shall be held by a secret ballot unless there is acclamation.

#### **Rule 75: Elections to Fill One Elective Place**

When only one elective place is to be filled and no candidate obtains in the first ballot the absolute majority required, a second ballot shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

#### **Rule 76: Elections to Fill Two or More Elective Places**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place that is remaining to be filled. If in the first ballot for an unfilled elective place, no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that

elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

## **PART XII: ESTABLISHMENT OF COMMITTEES**

### **Rule 77: Establishing a Committee**

The Assembly may establish such Committee(s) as it deems necessary for the performance of its functions and to make decisions regarding the further implementation of all ISA Programmes. In establishing such committee(s), the Assembly shall also agree on their terms of reference, membership, number of members, tenure, and deliverables. The Committee(s) should be reviewed annually by the Assembly to determine whether they should be continued or their terms of reference modified. Members in the committee(s) are to be representatives from the member countries.

### **Rule 78: Categories of Subjects**

Items relating to the same category of subjects shall be referred to the committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

### **Rule 79: Establishment of Committees**

In accordance with Rule 77, the Assembly shall have the following Committees:

- a) Standing Committee
- b) Regional Committees

Standing Committee as established by the Assembly shall assist in effective and efficient functioning of the ISA. The Standing Committee shall consist of the following 10 elected and/selected Members of the ISA:

- a) President of the Assembly;
- b) Co-President of the Assembly;
- c) Eight Vice Presidents of the Standing Committee – two from each of the four ISA geographical regions;

In addition to members elected and selected through above process, the ISA member countries making financial contributions for strengthening ISA will have the right to serve as Additional Members with voting rights, provided that the number of additional members shall not exceed Nine (9) members at a given time.

In a situation when more than 9 countries are eligible to become additional members, then the countries contributing higher amount will become members. Further, in case more than 9 countries are eligible with same contribution, then First come, first serve principle will be followed.

The Standing Committee will thus comprise of President, Co-President, eight (8) Regional Vice Presidents and up to nine Additional Members. If any additional member also gets elected as President, Co-President or Vice President they will be entitled to only one vote in accordance with Article IV (5) of the Framework Agreement.

The terms of such additional members in the Standing Committee shall depend on the quantum of the contributions. Member countries contributing at least US \$3 million, US \$5 million, US \$10 million and US \$15 million or above shall have the right to be an additional member for one

term, two terms, four terms and ten terms respectively.

The Vice Presidents of the Standing Committee will be selected on rotation basis from the ISA member countries in the specific region on the basis of seniority in terms of submission of the instrument of ratification with the depositary. Countries joining the ISA after 31 October 2019, will be placed at end of the members list in the order of joining. On completion of the two-year term, the next two countries on the list will represent the region in the Standing Committee.

The Vice Presidents will be selected for a two-year term and shall continue to hold office until the next Vice Presidents so selected assume office.

The members of the Standing Committee shall meet at the Ministerial-level. The Rules of Procedure and terms of reference of the Standing Committee are in Annex II.

The Rules of Procedure and terms of reference of the Regional Committees are in Annex III.

### **PART XIII: DOCUMENTATION**

#### **Rule 80: Reports**

Reports of the sessions of the Assembly shall contain the text of all recommendations and decisions of the Assembly adopted at that session. The report shall be prepared by the Secretariat in close cooperation with the Rapporteur who will provide the report to the President/Co-President and the Vice Presidents no later than 30 days following the adjournment of the Assembly session. The Secretariat shall, immediately upon approval of the Rapporteur and President, make such reports available to all Members. Reports of Assembly sessions shall not be official until approved by the Assembly.

#### **Rule 81: Official Records**

A set of official records shall be maintained by the Secretariat, containing the text of all recommendations and decisions of the Assembly, recommendations for other sessions of the Assembly, as well as a complete set of all Assembly documents.

#### **Rule 82: Publication of Assembly Documents**

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Assembly. Such documents shall normally be posted on the ISA website and shall include, at a minimum and subject to the provisions above, the final reports of each Assembly meeting, a record of all Assembly decisions, and all documents supporting the work of the Assembly and its committees.

### **PART XIV: AMENDMENT OF RULES**

#### **Rule 83: Amendments**

These rules of procedure may be amended by a decision of the Assembly, taken by a majority of the members present and voting in accordance with Part X, after the Standing Committee has reported on the proposed amendment.

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## Selection of the Director-General

### 1. Background

The International Solar Alliance was created on 30th November 2015, during the Paris conference on climate change (COP21) with the shared ambition to undertake joint efforts required to reduce the cost of finance and the cost of technology, mobilize more than US \$ 1000 billion of investments needed by 2030 for massive deployment of solar energy, and pave the way for future technologies adapted to the needs Members commit to collectively address key common challenges to the scaling up of solar energy in line with their needs as well as to better harmonize and aggregate demand for, inter alia, solar finance, solar technologies, innovation, research and development, and capacity building. The Assembly meets annually at the seat of ISA and at the Ministerial level to make decisions concerning the implementation of this Alliance's objectives and coordination of actions to be taken to achieve its goal.

### 2. Roles & Responsibilities

The Director General supports the Assembly in advancing the International Solar Alliance mandate and supports Member states to address common challenges and engage in coordinated action to scale up the deployment of solar energy. The Director General who is the Chief Executive Officer is responsible to the Assembly for resource mobilization and also for all the activities of the International Solar Alliance secretariat, as well as its administration.

The Director General under the authority of the Assembly will:

- a) Define broad strategies to promote and support policy advocacy activities and initiates and coordinates policy dialogue with Governments, local authorities and other partners in the implementation of the International Solar Alliance mandate and objectives;
- b) Provide overall direction to partnerships development and engagement with a wide range of stakeholders and partners including international organizations, other United Nations bodies, national, subnational and local governments, private sector, financial actors and other partners to ensure effective coordination of the global energy transition agenda and 2030 Agenda;
- c) Provide leadership for innovative financing approaches and resource-mobilization activities to foster the cooperation and support of financial institutions in developed and developing countries to increase the International Solar Alliance secretariat resource base and support countries to accelerate the deployment of solar energy at a national scale; and
- d) Represent the International Solar Alliance to promote the Alliance's vision, leadership, standing and impact, with the overall guidance of its Members.

### 3. Core competencies

- a) Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations, such as an intergovernmental, international non-governmental or multinational private sector entity and at least two years' experience at national level in the energy sector of a developing country;

- b) Demonstrated understanding of the issue, of the pace, scale and the opportunities and challenges of solar energy deployment, backed by a track record of high impact interventions in an international context;
- c) Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on new ways of working across silos to address issues of solar energy, issues of solar energy planning, legislation, financing, norms and standards, and on national solar energy policy as well as on the question of energy access in a complementary and synergetic way;
- d) Proven track record of change management and accomplishments at the regional, national or international level with strong resource mobilization, political and diplomatic skills;
- e) Demonstrated ability to work harmoniously in a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization; and
- f) Proven ability to inspire, encourage, build trust and confidence and also build consensus, stimulate effective campaigns and drive collective action among a broad spectrum of people and organizations.

#### **4. Qualifications**

- a) National of an ISA Member and endorsed by that Member for initial appointment, and if sought, renewal
- b) At least 20 years of professional experience with at least 10 or more years of senior management at local, provincial, federal government and international levels.
- c) Advanced university degree (Master's degree or equivalent or higher) in a field relevant to the position would be preferred.
- d) Fluency in oral and written English is essential and fluency in other languages of the United Nations is an asset. Familiarity with Hindi language will be an added advantage.
- e) Excellent management and senior level administrative skills.
- f) Astute judgment and decision-making faculty.
- g) Ability to establish and maintain high-quality interpersonal relationships in a diverse, multicultural environment.
- h) Skills and command for resource mobilization for the ISA and smooth coordination especially with the host country Government, member countries, and international peers and organizations.
- i) Proven records of administrative excellence and innovation in past services, including national or international awards, if any.
- j) A comprehensive understanding of energy policies and climate change, with a focus on solar energy is desirable.
- k) Excellent communication and negotiating skills is highly desirable.

#### **5. Selection Procedure:**

- a) Article V of the Framework Agreement of the ISA stipulates that the Director-General of ISA "is selected by and responsible to the Assembly, for a term of four years, renewable for one further term".
- b) The procedure in its entirety will be guided by the best interests of the ISA, respect for the dignity of all candidates, and by full transparency, fairness and inclusiveness at all stages of the process.
- c) By the close of the session of the Assembly marking three years since the appointment of the ISA's Director General, the President of the Assembly notifies the membership of the forthcoming end of the four-year term of the Director General.
- d) The note will brief Member States on the procedure of ISA governing the appointment of the Director General and invite interested Member States to inform the President within 45 days of the names and curriculum vitae of candidates they wish to nominate for the position.
- e) To be eligible for consideration, nominations of candidates must be received by the President at the latest [90 days] prior to the opening date of the Assembly giving adequate time for screening process, evaluation and interview.
- f) The President will request the ISA Secretariat to circulate such nominations as are received to Member States without delay.
- g) The President will appoint an expert agency and a Selection Committee composed of up to four members, one each from every regional grouping as recommended by the Regional Committees to short-list three candidates from the nominations received. The expert agency will assist the selection committee in its task.
- h) With a view to presenting a shortlist of up to three candidates to the Assembly, the selection Committee, with the support of the expert agency, reviews applications and interviews selected candidates. While preparing the list of candidates for an initial interview, the Committee will pay due regard to equitable geographical representation and gender balance while being mindful of the criteria of merit as the overarching principle.
- i) If the list of candidates invited by the Committee for an initial interview includes individuals that are of the same nationality as a Committee member, in order to avoid any conflict of interest, the Committee member concerned will be asked to refrain from interviewing that candidate and be replaced by an alternate, if possible from the same regional grouping.
- j) The shortlist of up to three candidates, together with supporting documentation, is circulated to ISA members thirty days prior to the Assembly. Shortlisted candidates will be invited for a presentation at that Assembly meeting.
- k) The Assembly shall select the Director General from the panel of three short listed candidates, based on the process defined above in para (c) and (j). Selection shall be by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two-thirds of the Members present and voting consistent with Article IV (5) of the Framework Agreement. The quorum for selection or renewal of the Director General shall be consistent with Rule 46 (B).
- l) This procedure shall also apply, as far as applicable and under the guidance of the President of the Assembly, in the event of a vacancy in the post of the Director General that does not coincide with the end of the four-year term.
- m) *[In the event that the incumbent Director General decides to seek renewal of*

*his/her appointment for a further term under Article V (2) of the Framework Agreement, the incumbent, after the Assembly session marking three years since the year of his/her appointment, submits, at least six months before the next Assembly session as defined in PART II, a letter expressing his/her intent to seek or not to seek renewal, with endorsement of the member country of the ISA to which he/she belong, to the President of the Assembly for transmission to all ISA Members. The submission should include a summary of the achievements to date and a vision for the coming four years. The President invites all ISA Members to provide their views on the matter, including with regard to the Director General's submission, and circulates the outcome of his/her consultation process to all ISA Members prior to the Assembly meeting.]*

- n) The incumbent Director General makes a presentation at a session of the Assembly open to all ISA Members. After his/her presentation, the Assembly – in accordance with Article V (2) of the Framework Agreement – may wish to select the incumbent for renewal or initiate the process as outlined in paragraphs (c) to (k) above.
- o) Candidates may withdraw their candidature at any time during the process.
- p) The ISA Members shall ensure confidentiality of all the proceedings at all stages of the process.

Explanatory note: The square bracketed clause (m) was not approved by the Assembly at its second session in view of the Standing Committee to review clause (m) in the light of other international organisations and present its recommendation to the Assembly for approval at its next session.

## **6. Guiding Principles**

The candidate should have:

- a) Vision and leadership;
- b) Astute judgment and decision-making;
- c) Team and consensus builder;
- d) Ability to establish and maintain high-quality interpersonal relationships in a diverse, multicultural environment;
- e) Excellent communication and negotiating skills;
- f) Ability to address highly contentious issues effectively; and
- g) Action orientation and expertise in Solar Sector.

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**Annex II****Rules of Procedure of the Standing Committee****I. PURPOSE OF THE STANDING COMMITTEE****Rule 1. Constitution**

The Standing Committee will comprise of the following 10 elected and/or selected members:

- a) President of the Assembly;
- b) Co-President of the Assembly;
- c) Eight (8) Vice Presidents – two from each of the four ISA geographical regions;

In addition to the above elected and/or selected members, the Standing Committee will also include:

- d) Additional Members – contributing members up to nine (9).

**Rule 2. Mandate**

The Standing Committee shall be responsible and accountable to the Assembly. The Standing Committee shall carry out the powers and functions entrusted to it under these Rules of Procedure, as well as those functions delegated to it by the Assembly. In so doing, it shall act in conformity with the decisions and with due regard to the recommendations of the Assembly and assure their proper and continuous implementation.

The Standing Committee shall:

- a) Facilitate consultations and cooperation among Members;
- b) Consider and submit to the Assembly the draft work programme and the draft budget of the ISA;
- c) Approve arrangements for the sessions of the Assembly including the preparation of the draft agenda;
- d) Consider and submit to the Assembly the draft annual report concerning the activities of the ISA and other reports as prepared by the Secretariat;
- e) Prepare any other reports which the Assembly may request;
- f) Conclude agreements or arrangements with States, international organizations and international agencies on behalf of the ISA, subject to prior approval by the Assembly;
- g) Substantiate the work programme as adopted by the Assembly with a view to its implementation by the Secretariat and within the limits of the adopted budget;
- h) Have the authority to refer to the Assembly matters for its consideration; and
- i) Establish subsidiary organs, when necessary, and decide on their terms of reference and duration;
- j) Take stock of the programmes and advise on the activities for the successful implementation of the work programme of the ISA and provide guidance in achieving the objectives of ISA; and

- k) Advise on emergent issues and on the matters pending for approval of the Assembly, when so requested by the Secretariat. The Standing Committee may also advise on other matters including reallocation of appropriations to different Programmes and activities in the approved Work programme when so requested by the Secretariat.
- l) Consider and recommend to the ISA Assembly those matters, which have substantial financial implications for the ISA, including those recommended by the ISA Committees. Such matters will need to be specifically brought for consideration to the Standing Committee at the first instance in the Work Programme and Budget. Upon recommendation of the Standing Committee, the proposals may be brought for approval by the Assembly in separate agenda item(s) and will be cleared at various levels as per financial delegation for implementation.
- m) Shall perform all the functions of the erstwhile Finance Committee, General and Legal Committee and Programme Committee.

## **CHAIR AND CO-CHAIR**

### **Rule 3. Chair and Co-Chair**

The President of the Assembly shall be the Chair of the Standing Committee. The Co-President of the Assembly shall serve as the Co-Chair of the Standing Committee.

### **Rule 4. General powers and duties of the Chair**

The Chair shall preside at all meetings of the Standing Committee. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfilment of the responsibilities of the office of Chair, he or she should not preside over the Standing Committee during the consideration of a particular question, the Co-Chair shall take his or her place, and shall have the same powers and duties as the Chair. The Chair and the Co-Chair may at all times participate in the discussions of the Standing Committee as representatives and may also vote in that capacity. Alternatively, the Chair or the Co-Chair acting as Chair may designate another member of his or her delegation to participate in the discussion and vote in his or her place. The Chair will maintain close communications among the members of the Standing Committee between meetings, and will work closely with the Director General as necessary to ensure Standing Committee awareness of the day-to-day business of the ISA.

### **Rule 5. Vacancies**

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

### **Rule 6. Representation of the Standing Committee at the Assembly**

The Chair or such person or persons serving at the Standing Committee that are appointed by him or her shall represent the Standing Committee at the Assembly.

## **II. REPRESENTATION OF MEMBERS**

### **Rule 7. Term**

The members of the Standing Committee shall have a term of two years.

**Rule 8. Representatives**

Each member of the Standing Committee shall designate one person as its representative. Each representative may be accompanied by alternates and advisers. The representative and all such alternates and advisers shall constitute the member's delegation to the Standing Committee. The cost of representation shall be borne by the Member State concerned.

**III. MEETINGS****Rule 9. Frequency of meetings**

The Standing Committee of the ISA shall convene at the Ministerial-level twice a year unless it decides otherwise. The Standing Committee shall determine at each meeting the time and place of its next regular meeting. The Standing Committee shall meet as often as may be required between regular meetings for the fulfilment of its powers and functions. The Standing Committee may be convened on the authority of the Chair, who shall convene a meeting of the Standing Committee at the request of the Assembly of the ISA, or at the request of three members of the Standing Committee.

**Rule 10. Notification of meetings**

No advance meeting notice shall be required when the date and time have been decided by the Standing Committee at its earlier meeting. For all other in-person meetings the Director General in close coordination with the Chair shall notify each representative as far in advance as possible and in any case not less than 30 days in advance, informing of date, place and expected duration, as well as of the provisional agenda and any administrative, financial and logistical arrangements for consideration by members.

**Rule 11. Place of in-person meetings**

Meetings shall normally be held at the seat of the ISA, unless the Standing Committee decides otherwise.

**Rule 12. Financial implications**

The actual additional costs directly or indirectly associated with holding a meeting away from the seat of the ISA shall be borne by the Government hosting the meeting.

**Rule 13. Meetings other than in-person**

The Standing Committee may act by means of proxy letter, teleconference, e-mail or such other method of communication in which the participation of each member of the Standing Committee may be facilitated and the votes of each member of the Standing Committee may be recorded, subject to procedures determined by the Standing Committee.

**IV. AGENDA****Rule 14. Provisional agenda**

The Chair in collaboration with the Director General shall prepare the provisional agenda for meetings of the Standing Committee. The provisional agenda shall include:

- a) All items which the Standing Committee has previously decided to include in the provisional agenda, including, if necessary, consideration of the draft work programme, organisational chart and budget as well as arrangements for the next

- session of the Assembly;
- b) All items referred to the Standing Committee by the Assembly;
  - c) Reports prepared by the Secretariat of the International Solar Alliance (hereinafter referred to as “the Secretariat”);
  - d) Agreements or arrangements with States, international organisations and international agencies on behalf of the ISA, prior to submission for approval to the Assembly;
  - e) Such other items as the Chair shall consider necessary to include, after consultation with the Director General and other members of the Standing Committee, as necessary;
  - f) Report(s) of the sub-committee(s) or subsidiary organs, if any; and
  - g) Matters with financial implications for the ISA.

## V. SECRETARIAT

### **Rule 15. Role of the Director-General**

The Director-General or a representative designated by him or her shall participate, without the right to vote, in all meetings of the Standing Committee and its subsidiary organs, if any, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

### **Rule 16. Duties of the Secretariat**

The Secretariat shall provide all necessary support to the Standing Committee in the performance of its functions. In particular, it shall receive, reproduce and distribute documents of the Standing Committee and its subsidiary organs; prepare and circulate reports of meetings, decisions adopted by the Standing Committee and any other documentation required; maintain custody of documents of the Standing Committee in the archives of the ISA; and generally perform all other work which the Standing Committee and its subsidiary organs may require.

## VI. SUBSIDIARY ORGANS OF THE STANDING COMMITTEE

### **Rule 17 Establishment of subsidiary organs**

The Standing Committee may set up such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Standing Committee shall also agree on their terms of reference, membership, number of members, tenure and deliverables.

## VII. CONDUCT OF BUSINESS AT MEETINGS OF THE STANDING COMMITTEE

### **Rule 18. Open and closed meetings of the Standing Committee**

Meetings of the Standing Committee shall be open. In its discretion, the Standing Committee may conduct its business in closed sessions (members and alternates only) if the Standing Committee by a two thirds majority so decides. Where the Standing Committee determines that substantial parts of sessions are to be closed, the Secretariat must provide at least 7 days' notice to Members. This cannot pre-empt the right of the Standing Committee to call for closed sessions during the course of a meeting.

## VIII. VOTING

### **Rule 19. Voting and quorum**

The Standing Committee shall seek to reach consensus on matters. Should consensus not be reached, voting in the Standing Committee shall be consistent with Article IV paragraph 5 of the Framework Agreement. Two-thirds of the Members of the Standing Committee shall constitute a quorum for decision making.

### **Rule 20. Methods of voting**

- a. Voting on all matters other than elections shall as a rule be by show of hands. Voting in elections shall be conducted by secret ballot unless there is acclamation.
- b. Whenever a roll-call vote has been requested, it shall be taken in the English alphabetical order of the names of the members of the Standing Committee, beginning with the member of the Standing Committee whose name is drawn by lot by the Chair. Each representative shall reply affirmatively or negatively or abstain. The vote of each member of the Standing Committee participating in a roll-call vote shall be inserted in the record.

### **Rule 21. Conduct during voting**

After the voting has begun, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

### **Rule 22. Explanation of vote**

Representatives may explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

## IX. REPORTS

### **Rule 23. Reports of meetings**

At the beginning of each meeting, the Chair shall propose a member of the Standing Committee to act as Rapporteur. Reports of meetings of the Standing Committee shall be prepared by the Secretariat in close cooperation with a Rapporteur who will provide the report to the Chair and the Co-Chair no later than 15 days following adjournment of the Standing Committee meeting. The Secretariat shall, immediately upon approval of the Chair, make such reports available to all Members of the ISA. Reports of Standing Committee meeting shall not be official until approved by the Standing Committee.

## X. AMENDMENT OF RULES

### **Rule 24. Amendments**

These rules may be amended by the Assembly in accordance with Article IV paragraph 4, of the Framework Agreement.

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**Annex III****Rules of Procedure of the Regional Committees****Mandate and Governance**

A Regional Committee is established for each of the four ISA Regions. The Regional Committees shall be responsible and accountable to the Assembly. The Regional Committees shall provide the forum for regional coordination of views on matters related to the Assembly.

**Role of Regional Committees****1. Composition**

The two Vice Presidents of the Standing Committee selected from the region will function as the Chair of the respective Regional Committee for one-year duration each in the order of submission of the instrument of ratification of the Framework Agreement with the depositary. All the Members from the region would be represented in the respective regional Committees.

**2. Chair and Vice-Chair**

The Vice-Presidents of the Standing Committee selected from four regions shall serve as the Chairs of the Regional Committees as per para (1) above. The member countries of the respective regions will also elect one of the other members of the Regional Committee to be the Vice-Chair of the Regional Committee. The Chair and Vice-Chair shall have a term of one year.

**3. Mandate of the Regional Committee**

- a) The Committees shall assist the Assembly for harmonizing and aggregating demand for, inter alia, solar finance, solar technologies, innovation, research and development and capacity building, as specified in Article II (1) of Framework Agreement (FA) of the ISA.
- b) Committees will review the scope of solar applications for regional member countries, through analytical mapping of solar applications, relevant information regarding its needs and objectives; domestic measures and initiatives taken or intended to be taken in order to achieve these objectives; obstacles along the value chain and dissemination process under Article II (3) of the FA.
- c) Committee will ensure maximum scale effect of the programmes and participation of the largest possible number of members including simple, measurable and mobilizing targets.
- d) Access the aggregate effect of the programmes and other activities under the ISA, in particular in terms of deployment of solar energy, performance, reliability, as well as cost and scale of finance as per Article IV (3) of FA.
- e) Strategies for mobilization of financial resources for the programme and project related activities as per Article VI (4) of FA "Financial resources required for the implementation of a specific Programme, other than administrative costs falling under the general budget, are assessed and mobilized by countries participating in this Programme, with the support and assistance of the Secretariat.

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