



Secretariat
INTERNATIONAL SOLAR ALLIANCE

No.15/16/2017-ISA (EM)

Dated the 27th April, 2018

Subject: Invitation for Expression of Interest to partnering with ISA in organisation of One-Day Side Events on 21 June 2018 and set up ISA Pavilion in Intersolar Europe 2018 from 20-22 June 2018 at Munich (Germany).

International Solar Alliance (ISA) would be hosting one-day Side-Events on 21 June 2018 and set up ISA Pavilion **in Intersolar Europe 2018 from 20-22 June 2018 at Munich (Germany)**. 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 Side Event and setting up ISA Pavilion as per TORs setting out framework arrangements with Secretariat, ISA.

Expression of Interest (EOI) are invited from similar organisations like CII, FICCI, PHDCCI, ASSOHCAM 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 with 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 within **Five (5) working days from the date of appearing of this advertisement on ISA website:**

**Interim Director General,
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: Intersolar Europe, 2018 Dates: 20-22 June 2018 Venue: Munich	ISA propose to organize a one-day Event at Intersolar Europe 2018 at no financial cost to ISA, unless there is conflict of interest as per the following tentative programme: 21 June: 09:00 – 1800 / Room 22: and Room 2.160 (Königssee, VIP), 32 persons (picture VIP room)

ISA Forum – Structure proposed:

Room 22

- 6-hrs ISA working Programme/proposed structure
- 90 min ISA Ministerial Plenary
- 90 min ISA Financial Plenary
- 90 min ISA Technical Session -1
- 60 min ISA Technical Session – 2
- 60 min ISA Technical Session – 3

Room 2.160 (Königssee, VIP)

- 60 min CEOs Interaction,
- 60 min B2B Meetings
- 90 min Parallel Session
- 60 min Breakout Session

ISA Pavilion:

Furthermore, the organisers of Intersolar Europe 2018 shall allocate 40 sqm of Space free of charge. The partnering Association shall be responsible to develop this ISA pavilion as per directions of Director General, ISA.

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, potential delegates and other stakeholders; Follow-up and securing confirmations; mobilizing delegates; extending support in preparation and submission of “**MoUs/ LOIs /Commitments to set up Solar Projects in ISA countries**” 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 ISA Nations. These Commitments will be presented by these institutions/ organisations to the Senior Dignitary, representing his/her country at the above Event.

It is proposed to have an International Apex Chamber of Commerce & Industry as organising partner for this Event.

Broad Role and Responsibilities of the Event Partner Association are Annexed **(Annexure-1)**.

The Confederation of Indian Industry (CII) has submitted a quote for the proposal vide their E-mail dated 25 April, 2018 indicating a Budget of **Rs. 12,85,020/-** towards Logistics, Collaterals and Manpower Cost as detailed below:

CII Logistics	: Rs. 3,84,720
ISA Collaterals	: Rs. 1,00,300
CII Administrative / Manpower Cost	: Rs. 8,00,000
Total:	: Rs. 12,85,020

A scanned copy of the mail is enclosed **(Annexure-2)**.

Secretariat
INTERNATIONAL SOLAR ALLIANCE

Subject: **Proposal for ISA participation in Intersolar Europe 2018 from 20-22 June 2018 at Munich.**

Roles & Responsibilities of Industry Partner Association

a) Conference:

- Industry Partner Association shall be overall responsible for successful organization of the ISA Events and ISA Pavilion at Intersolar Europe 2018, Munich.
- Overall coordinating with management of Intersolar Europe 2018;
- Draft, Design and Prepare Theme Paper for ISA at Intersolar Europe 2018;
- Shall prepare & submit drafts to IDG, ISA on:
 - i. Agenda for Event “**International Solar Alliance Forum**”;
 - ii. Minute-to-Minute Programmes for: Inaugural, Plenary, Round Tables and other sessions;
 - iii. Topics for various technical/ breakout sessions and Roundtables;
 - iv. Contents, Moderators, panellists and other participants in the various sessions;
 - v. Session Development, Speaker Coordination, Delegate Coordination On-site Event Management; and Logistics Management;
 - vi. Back Office (Temp Staff: Ushers, Protocol & Hospitality, Event-Days management etc.)
- Finalisation & Printing of the event programme and brochures, posters, catalogues, booking forms, badges, menus, general signage and other materials;
- Partner Association to develop session abstracts and draft agendas, to share with Intersolar Management after IDG, 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;
- Extending invites to Ministers in 121 ISA countries; ISA Partner Organisations, VIPs, high level dignitaries; potential Speakers, International Banks & Financial Institutions; Peer Organizations; Solar Project developers; Manufacturers; Investors and other stakeholders. Rigorous Follow-up to secure confirmations.
- Responding to clarifications sought by invites; Handling participants’ queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Sending out 5,000 e-mails invitations to potential delegates for participation the Event to ensure full attendance in the conference;
- Intersolar software to be used to fix Bilateral meetings & Registration for Conference;
- Extending invitations; secure confirmation and Management of CEOs Conclave;
- Overall Coordination with speakers, VIPs and guests for their travel, accommodation, fees, biographies and presentations, logistics and hospitality etc;
- Sending out e-Conference brochures and event promotion material and Invitations in ISA member countries including India through electronic mode;

- Providing guidance to set up venue and to finalize all logistics for events; seating plan, placing cards, etc. at the venues of Sessions;
- Organizing / Management of One-on-One/ B2B, B2G business meetings and G2G 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 Intersolar Europe 2018;
- Management of signing of MoUs/ Lols/ 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 Intersolar Europe 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 Intersolar Europe 2018 Expo;
- ❖ Management of AGORA at ISA Pavilion;
- ❖ Put up models and statistics of irrigation pump, drinking water pumps, Mini grid, Rooftop Solar and Mini Grids and seating arrangements for ISA Joint Partners: World Bank, EIB, AfDB, AIIB, GEF, NDB, FBRD, Climate Parliament, European Bank, IRENA, UNDP, and R-20 (Regions of Climate Action).
- ❖ 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.
- ❖ If desirable, 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 Association's 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
Sent: 27 April 2018 14:29
To: Upendra Tripathy; Upendra Tripathy
Cc: SS Madan; Shuva Raha
Subject: ISA Intersolar Munich 2018 deliverables + budget
Importance: High

Dear Sir,

Shuva from my team had a detailed meeting with Mr Madan on Monday, 23 April regarding the ISA's Intersolar Munich 2018 activities, and I have also spoken with Mr Madan to clarify some points. To our understanding,

ISA ACTIVITIES AT INTERSOLAR (as informed and shared by Mr Madan)

- ISA Pavilion for 3 days in main expo area: 20, 21, 22 Jun.
- Intersolar has given ISA 40 sq mt free space, will construct shell space and also provide some standard inclusions (chairs, etc.). Pavilion will only have ISA's promotional material + 25 pax meeting area (5 tables, 25 chairs that can be reassigned, 1 podium, etc.). Structure and design will be a combination of WFES Pavilion and ISA's Elecrama Pavilion.
- At the ICM (conference centre outside the expo area with independent entry without entering expo as well as direct entry from the expo):
 - Conference hall (135 seating) for 9 am – 7 pm, 21 June
 - VIP room (32 seating) for 9 am – 7 pm, 21 June (only?)
- Conference will have 5 sessions: Inaugural / Ministerial Plenary, Financial Plenary, 3 Technical Sessions of 90 min each + 1 hr lunch + 1 hr misc teas. ISA is drafting the agenda.
- Side events in the VIP room: CEOs Meet w Ministers, CRMM session, important meetings
- Possible side event at French INES pavilion, to cater to French audience (TBD)

CII'S ROLE

- Agenda management after initial drafting
- Speaker management: mails, coordination, confirmation, event-day management—(CII will not work on government speakers)
- Arranging the CEOs Meeting
- Event-day floor management for conference centre and VIP rooms
- Ensure relevant industry participation and coordinate conference attendance with ISA Secretariat, with Mr Madan as the ISA SPOC
- Design, print and deliver the Theme Paper (12 pages), 1 page flyer, emailer, standees, agenda, etc.
- Ensure publication of ISA event details on Intersolar's platforms
- Promote event on social media
- Need clarification on deliverables related to the Pavilion, if any – **ISA to specify**
- CII will **not do** speaker logistics: visas, tickets, hotels, meals, ground transport, any such hospitality-related activity

CII EXPECTATIONS

- Formal mail inducting CII for the delegation as 'Industry Partner' and specifying the deliverables from ISA
- Branding on backdrop, standees, flyer and theme paper as 'Industry Partner'
- Speaking slot for Ms Soma Banerjee to represent Indian Industry and its role in the promotion of the ISA
- Inclusion of some senior Industry Members, such as CLP India who have contributed to the ISA, as speakers and in CEOs Meeting
- Clear assignment of roles and responsibilities and deliverables for CII team
- Covering direct costs of coordinating the event and administrative costs
- 30% advance on budget estimate upon issue of work; balance to be invoiced as per actual after the event

CII TEAM

As time is limited and there are multiple deliverables, we will be deploying additional resources to this project.

- Ms Soma Banerjee, Executive Director – Energy & Infrastructure
- Ms Shuva Raha, Deputy Director and Head – New Initiatives, Energy (Delegation Coordinator)
- Ms Lakshmi Lalita Mohan, Head - CII Germany Bureau
- Ms Sreya Banerjee, Executive Officer & Lead – Energy Policy
- Ms Sukanya Bhadra, Consultant
- Mr Surender Rai, Executive Officer
- CII support: Admin, International Dept

ISA INTERSOLAR 2018 BUDGET

1E = approx INR 82

Taxes additional where applicable

CII LOGISTICS	UNIT	RATE	COST	DESCRIPTION
Del-Munich-Del Ticket - Business	1	175,000	175,000	Soma Banerjee, Executive Director, CII
Hotel - Soma	3	9,840	29,520	Rate: E120/night @Rs 82/Euro / 3 nights
Travel + Food + Misc - Soma	4	8200	32,800	E30 food + E50 conveyance + E20 misc = E100/day/pax
Del-Munich-Del Ticket - Economy	1	70,000	70,000	CII Coordinator
Hotel - CII Coord	3	8,200	24,600	Rate: E100/night @Rs 82/Euro / 3 nights
Travel + Food + Misc - CII Coord	4	8200	32,800	E30 food + E50 conveyance + E20 misc = E100/day/pax
Misc: Visa, Insurance, etc.	1	20,000	20,000	

ESTIMATE			384,720	All expenses to be reimbursed against bills
-----------------	--	--	----------------	---

ISA COLLATERALS				
Theme Paper - Design	1	20,000	20,000	12 page, full colour, updated content + photos
Theme Paper - Print	200	140	28000	Rs 10/side for Rendezvous premium matte = 120 + binding / handling
Flyer - Design	1	7500	7500	1 pager
Flyer - Print	400	12	4800	Rs 10/side for Rendezvous premium matte = 10 + handling
ISA Standees	5	2000	10000	Assorted ISA standees for Pavilion, Conference Hall
Courier to Munich			30000	Variable, depends on content + weight
ESTIMATE			100,300	All expenses to be reimbursed against bills

CII ADMINISTRATIVE COSTS	HRS	DAYS	TOTAL	
April 25 - May 25	3	15	45	Planning + invitation state
May 26 - June 18	4	20	80	Pre-event activities, collateral development
Jun 19 - 24	12	6	72	Event + transit days
Jun 25 - 30	2	6	12	Post-event wrap up & documentation
Estimated Person-Hrs			209	
Administrative Cost			800,000	

Look forward to discussing this further with you.

Regards

Soma

Soma Banerjee
 Executive Director - Energy & Infrastructure
 Confederation of Indian Industry
 The Mantosh Sondhi Centre
 23, Institutional Area, Lodi Road
 New Delhi 110 003
 Tel.: 011-24693087 (D) / 24629994-97
 Fax: 011-24626149
www.cii.in

Disclaimer

This message, including any files transmitted with it, is for the sole use of the intended recipient and may contain information that is confidential, legally privileged or exempt from disclosure under applicable law. If you are not the intended recipient, please note that any unauthorized use, review, storage, disclosure or distribution of this message and/or its contents in any form is strictly prohibited. If it appears that you are not the intended recipient or this message has been forwarded

to you without appropriate authority, please immediately delete this message permanently from your records and notify the sender. CII makes no warranties as to the accuracy or completeness of the information in this message and accepts no liability for any damages, including without limitation, direct, indirect, incidental, consequential or punitive damages, arising out of or due to use of the information given in this message.

Disclaimer

This message, including any files transmitted with it, is for the sole use of the intended recipient and may contain information that is confidential, legally privileged or exempt from disclosure under applicable law. If you are not the intended recipient, please note that any unauthorized use, review, storage, disclosure or distribution of this message and/or its contents in any form is strictly prohibited. If it appears that you are not the intended recipient or this message has been forwarded to you without appropriate authority, please immediately delete this message permanently from your records and notify the sender. CII makes no warranties as to the accuracy or completeness of the information in this message and accepts no liability for any damages, including without limitation, direct, indirect, incidental, consequential or punitive damages, arising out of or due to use of the information given in this message.