



First Assembly of the International Solar Alliance
3 October, 2018
New Delhi, Republic of India

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Provisional Rules of Procedure of the Assembly

Summary

The document presents Provisional Rules of Procedures of the Assembly.

Introduction

The fifth meeting of the International Steering Committee requested the International Solar Alliance Secretariat to prepare Provisional Rules of Procedure of the Assembly. The working document presents Provisional Rules of Procedure for consideration of the Assembly.

Provisional Rules of Procedure of the Assembly

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 appointed 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 for the establishment of the International Solar Alliance
- 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 four (4) Vice Presidents of the Assembly to be elected by the procedure established in these 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.

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, at least ninety (90) days in advance, of each regular session, of the opening date, place and expected duration thereof.

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, 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 Secretariat

The Secretariat may in accordance with Article V (4) (c), act on behalf of the Assembly or on behalf of a group of Members participating in a particular Programme when so requested by them. Special Session 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 Director General of the ISA, unless specifies 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 the 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 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 all Members 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 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: Summoning at the Request of the Secretariat

The Secretariat may in accordance with Article V (4) (c), act on behalf of the Assembly or on behalf of a group of Members participating in a particular Programme when so requested by them. Break-out session of the Assembly shall be convened not later than 60 days after the receipt by the Director General of a request for such a session from the Members of the ISA, unless specifies otherwise in the request.

Rule 11: Notification of Break-out Session

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

Rule 12: 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 four Vice President shall preside on a rotational basis following the order of the regional group they represent in alphabetical order vide Rule 39.

D. General**Rule 13: 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 14: Financial Implications

The actual costs 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 15: Written Procedure

In emergent circumstances the President may direct that a matter may be placed for consideration of Assembly by circulation. In such cases the decision shall be taken by majority, with a quorum of one third of the total members.

PART III: AGENDA**A. Regular Sessions****Rule 16: 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 17: Contents of the Provisional Agenda

The provisional agenda of a regular session shall include:

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- a) The report of the Director-General on the work of the Organization;
 - b) Work plan to be presented by the Secretariat to the Assembly;
 - c) All items, the inclusion of which has been ordered by the Assembly at a previous session;
 - d) All items proposed by the Standing Committee;
 - e) All items pertaining to the budget for the next financial year/s and the report on the accounts for the last financial year;
 - f) 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;
 - g) 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;
 - h) The opening date, venue and anticipated duration of the next regular session of the Assembly; and
 - i) Break-out Sessions in the Regular Session, if any, planned during the year.

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

Any member may propose item for inclusion in the Agenda and it may be included if it is supported by 10 other members.

Rule 18: Supplementary Items

Any Member of the ISA or the Director General may, at least thirty (30) days before the date fixed for the opening of a regular session, request 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 19: 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 20: 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 18 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 Assembly so decides.

B. Special Session**Rule 21: 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 22: 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 23: 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 Assembly so decides.

C. Break-out Sessions**Rule 24: 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 of the ISA, together with the notification of the Break-out Session.

Rule 25: Approval of the Agenda

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

Rule 26: 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 27: 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 the Assembly's consideration of the issue.

Rule 28: Circulation of Supporting Documents

All draft reports, decisions, Programmes and budget of the ISA and other documents relating to the provisional agenda of the session shall be sent by the Director General to each Member of the Assembly 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 on the password-secured area of the ISA's website.

PART IV: REPRESENTATION OF MEMBERS AND PARTICIPATION OF PARTNER COUNTRY, PARTNER ORGANISATION AND OBSERVERS**Rule 29: 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 expenditure on a delegation's participation shall be borne by the respective member country.

Rule 30: Alternates

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

Rule 31: 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 delegation is represented.

Rule 32: 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.

Applicants should place a written request before the Secretariat for observer status, on the agenda of the Assembly for its consideration. The Director-General shall inform the applicant for observer status, 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.

Upon signature and subsequent ratification of the Framework Agreement by member and by partner countries, 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 General and Legal 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.

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

Rule 33: 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.

Partner Country(s) 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 34: 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 Organization may participate without having the right to vote in the decision making of the ISA.

Applicants for Partner Organization should place a written request before the Secretariat. A committee shall be duly constituted under the authority of the Director General in accordance with Article V (3) of the ISA Framework Agreement. The concerned committee shall be responsible for determining objective criteria consistent with the policy for Partner Organization and shall ensure that the applicant Partner Organization has the shared vision, values and global outreach to help ISA achieve its objectives.

The committee shall place such requests before the Assembly for approval and take the view of the Focal Points into consideration in a time bound manner before processing and presenting its final recommendation to the Assembly.

Subsequently, the Director-General shall inform the applicant Partner organization 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 Organization can participate with a delegation comprising not more than one member.

Rule 35: 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, except as otherwise decided.

PART V: Credentials**Rule 36: Submission of Credentials**

The credentials of each representative and the names of the persons constituting 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 five members (out of which four (4) to be chosen from among the member countries and one (1) from ISA Secretariat) which shall be appointed by the Assembly on the proposal of the President. 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 and four (4) Vice Presidents, having due regard to equitable geographical representation. 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

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.

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 and the Vice-President are elected and assume office.

At the beginning of the session following the two-year term, the new President, Co-President and four (4) Vice Presidents shall be elected.

Provided that outgoing President, Co-President and four (4) Vice Presidents shall be eligible for 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 in an alphabetical order 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 their respective Head of Missions accredited to or for the Host Country, and 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: Appointment of the Director-General at the first Assembly of the ISA**

In the interest of the organisational continuity and consistency, if such a proposal has been approved by the International Steering Committee of the ISA, the Assembly can appoint the Interim Director General as the Director General under the relevant Article of the Framework Agreement on an acclamation basis.

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

For subsequent selection of the Director General, the detailed procedure is in Annex 1.

Rule 46 D: 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; 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) day notice to the Members, Partner Countries, Partner Organizations 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 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 limitation of the time to be allowed to speakers, the limitation 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 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, 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 decide 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 54 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 60 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. A representative may make interventions in any of the UN languages, where the interpretation into these languages will be done by the interpreters of the Secretariat.

PART X: VOTING**Rule 65: Voting**

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 substance¹ shall be made

¹ 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 more than ten (10) Members object or unless the Assembly decides otherwise.

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

The one-third of the Members of the ISA shall constitute a quorum for the Assembly. A majority of the Members of the ISA on a 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 interpreted 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

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 a 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 committees 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 committees, the Assembly shall also agree on their terms of reference, membership, number of members, tenure and deliverables. The committees should be reviewed annually by the Assembly to determine whether

they should be continued or their terms of reference modified. Members in committees 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: Type of Committees

The Assembly shall also have following Committees:

- a) Standing Committee of the ISA
- b) Regional Committees
- c) General and Legal Committee
- d) Finance Committee
- e) Programme Committee
- f) Any other committee(s) as may be established by the Assembly.

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

- a) President of the Assembly
- b) Co-President of the Assembly
- c) Vice Presidents from each of the four ISA geographical regions (Alternates: Head of Missions accredited to or for the Host Country).
- d) One additional member from each of the four ISA geographical regions

The members of the Standing Committee shall meet at the Ministerial-level. The Rules of Procedures and terms of reference of the Standing Committee is in annex II.

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

The Rules of Procedures and terms of reference for the four committees; i) General and Legal Committee, ii) Finance Committee and iii) Programme Committee are in annex IV.

PART XIII: DOCUMENTATION**Rule 80: Reports**

- a) 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 of the agency. Reports of Assembly sessions shall not be official until approved by the Assembly.

- b) Reports of International Steering Committee (ISC) of ISA shall be submitted to the Assembly for adoption at its first meeting.

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 81: 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 82: Amendments**

These rules of procedure may be amended by a decision of the Assembly, taken by a majority of the members present and voting, after a committee has reported on the proposed amendment.

Annexure I**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. The International Solar Alliance has currently 44 Members. 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 objectives and coordinated 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 scaleup 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 entities and at least one-year's experience at national level in energy sector of 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) 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.
- b) Advanced university degree (Master's degree or equivalent or higher) in a field relevant to the position preferred.
- c) 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.
- d) Excellent management and senior level administrative skills.
- e) Astute judgment and decision-making faculty.
- f) Ability to establish and maintain high-quality interpersonal relationships in a diverse, multicultural environment.
- g) Skills and command for resource mobilization for the ISA and smooth coordination specially with host country Government, member countries, and international peers and organizations.
- h) Proven records of administrative excellence and innovation in past services, including national or international awards if any.
- i) A comprehensive understanding of energy policies and climate change, with a focus on solar energy is desirable.
- j) 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 interest of the ISA, respect for the dignity of all candidates, and by full transparency, fairness and inclusiveness at all stages of the process.
- c) The note will notify giving Member States 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.
- d) 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 appointment.
- e) Candidates may withdraw their candidature at any time during the process.
- 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 upto four members, one each from every regional grouping as recommended by the Regional Committee to short-list three candidates the nominations received. The expert agency will assist the selection committee in its task.
- h) The shortlist of up to three candidates, together with supporting documentation, is circulated to ISA members thirty days prior to the Assembly.
- i) The shortlisted candidates will give a presentation to the Assembly.
- j) Consistent with article IV (5), the Assembly shall designate the Director-General from the panel of three short listed candidates, by a majority of members present and voting. The quorum of the Assembly for selection of the Director General shall be 50 per cent of the total members of the ISA.
- k) The President shall ensure confidentiality of all the proceedings at all stages of the process.

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.

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 members:

- a) President;
- b) Co-President;
- c) Vice Presidents from each of the four Regions; and
- d) One Additional member from each Region.

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 Procedures, 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 appropriations to different Programmes and activities in the approved Work programme when so requested by the Secretariat.

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 Vice-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.

III. 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.

IV. 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

As may be required in extraordinary circumstances for the fulfilment of its powers and functions, 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.

V. 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 it necessary to include, after consultation with the Director-General and other members of the Standing Committee, as necessary.

VI. 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.

VII. CONDUCT OF BUSINESS AT MEETINGS OF THE STANDING COMMITTEE

Rule 17. 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 18. Voting and quorum

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 19. 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 20. 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 21. 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 22. Reports of meetings**

Reports of meetings of the Standing Committee shall be prepared by the Secretariat in close cooperation with the 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 23. Amendments**

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

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 Vice President of the Assembly from the Region will be the President of the Regional Committee. The Committee will comprise of up to three members including the members of Standing Committee from the Region.

- 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: 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.

2. Chair and Co-Chair

The Vice-Presidents of the Assembly elected from four Regions shall serve as the Chairs of the Regional Committees. The member countries of the respective Regions will also elect a member to be the Vice-Chair of the Regional Committee. The Chair and the Vice-chair shall have a term of one year.

Further rules and procedures and terms of reference of the Regional Committees will be established under the guidance of the Standing Committee.

Annex IV**Rules of Procedure of the Committees****A. Leadership**

The Assembly will select a chair and vice-chair for each committee. The Assembly shall take the geographical representation of the ISA into account while selecting committee chairs and vice-chairs.

Representation among committee chairs shall strive to reflect the geographical representation of the ISA. There will be one chair per committee. Committee vice-chairs are to be an active part of the committee leadership. Committee chairs will systematically consult with committee vice-chairs, and where appropriate and efficient, delegate tasks to the vice-chair.

The Assembly may replace committee chairs and vice-chairs when necessary, for example, when a committee chair is no longer available, or is not adequately fulfilling the role.

The Committee chairs must chair the committee meeting without prejudice. The chairs may bring an additional representative to participate as a member of the committee. Where considered necessary by the committee chair, the vice-chair of a particular committee may also be permitted to bring an additional representative to participate as a member of the committee.

Committee chairs shall serve for one-year term or for a term to last from time of their appointment through the end of the next Assembly, renewable for one further term.

B. Membership

Membership of each committee will be approved by the Assembly, based on applications submitted by Members of the ISA, and, for a transitional period and notwithstanding the Provisional Rules of Procedure of the Assembly, Signatories of the Framework Agreement of the ISA.

Committees, where otherwise not specified under the Rules, shall only be as large as necessary to accomplish their specific tasks, as set forth in the terms of reference for each committee, and in no event shall exceed eight members.

The Assembly shall take the geographical representation of the ISA into account when selecting committee membership.

Committee membership shall be for a term to last from the meeting of appointment through the end of the next Assembly meeting following appointment. It is anticipated that these Rules of Procedures of Committees will be reviewed prior to the expiration of the first membership term to consider staggered membership in order to provide for continuity of membership,

Due to the need to allow for broad participation during the initial period, any Member of the ISA or Signatory of the Framework Agreement may participate as an observer in any committee until the fifth meeting of the Assembly, unless decided otherwise by the Assembly.

The committee chair may decide on additional participation for a committee meeting, only as necessary, to allow for the participation of individuals who may have specific technical expertise required by the committee to perform its work.

C. Mandate and Governance

The Assembly, with the support of the Secretariat, shall annually review the output of committees, assess their effectiveness and make appropriate recommendations regarding their mandates as events may require.

The Assembly, with the support of the Secretariat, sets the terms of reference of the committees. Committees shall act only in accordance with these approved terms of reference, or on additional matters specifically requested by the Assembly.

In exceptional circumstances, where committees cannot reach consensus, the committee shall develop recommendations by reflecting minority and majority viewpoints, or another similar method to capture the recommendations of the committee membership.

D. Secretariat

The Director-General or designee may participate in committee meetings as an observer, including for the presentation of written and oral statements.

While it is anticipated that committees will operate in a self-sufficient manner and require limited support, the Secretariat will provide necessary logistical and substantive support to the committee chairs to ensure efficient functioning of the committee.

Terms of Reference of the Committees

The terms of reference for each committee follow below. These terms of reference will be considered, revised as necessary, and approved by the Assembly.

Finance Committee (FC)

- a) Review and provide advice to the Secretariat on the annual budget proposed by the Secretariat, and, as necessary, any supplemental budgets;
- b) Monitor expenditure of the budget during the course of the year and report to the Assembly no less frequently than at each of the Assembly meetings on financial matters, including (1) reports from the Secretariat of unforeseen and extraordinary expenditures (Financial Regulation 3.6), (2) reports from the Secretariat on voluntary contributions (Financial Regulation 6.5);
- c) Review and provide recommendations to the Secretariat (for its consideration for referral to the Assembly) on any investment standards and plan proposed by the Secretariat (Financial Regulation 7.9);
- d) Review requests from the Secretariat and make recommendations for the Assembly for action on requests for transfer of funds between the Programmes and activates (Financial Regulation 4.6);

- e) Review and consider the reports of the internal and external auditors and make recommendations to the Secretariat any related issues, for consideration by the Assembly;
- f) Review ISA's audited financial statements for each year and make recommendations to the Secretariat regarding these statements;
- g) Provide advice to the Secretariat on ISA's financial regulations and procedures. Issues covered will include fiscal management, financial forecasts, modalities of contributions and procurement standards and implementation;
- h) Provide advice on matters requested by the Secretariat, in particular on policy and strategy issues relating to finance and audit.

General and Legal Committee (GLC)

- a) Provide advice to the Secretariat at its request on the governance policies and procedures of the ISA. In its initial phase, the Governance and Legal Committee will continue the work as follows:
 - i. Consider and recommend to the Secretariat final rules of procedure of the Assembly based on the provisional rules of procedure of the Assembly adopted by the Assembly at its first meeting;
 - ii. Consider and recommend to the Secretariat a final policy for Deputation, building on the prior work of the ISA Secretariat; and
 - iii. Develop and recommend to the Secretariat an Ethics Policy and related policies and documents appropriate for a comprehensive ethics and conflict of interest policy for the ISA, and further recommend for approval necessary adjustments to the Staff Regulations, in particular references to the Code of Conduct.
- b) Review and, in consultation with the other Committees, make recommendations to the Secretariat on concluding agreements or arrangements with States, international organizations and international agencies on behalf of the ISA. These agreements or arrangements with States, international organizations and international agencies will be subsequently submitted for consideration and approval by the Assembly;
- c) Consider arrangements to facilitate the provision of stakeholders' inputs into the governance processes of ISA; and
- d) Monitor the development of relations between the ISA and its host countries under the various host country agreements, advise and recommend the Secretariat to enter into and amend host country agreements under delegated authority that may be granted by the Assembly, and advise the Secretariat and Assembly on any waiver of immunity that may be requested by any host country.

Programme Committee (PC)

- a) Review and provide recommendations to the Secretariat on the annual work plan for different ISA Programmes and a five-year strategic plan of the ISA, including aligning Secretariat size and functions to the strategic plan;
- b) Develop, in coordination with the Secretariat, detailed and measurable performance metrics for all elements of the annual work programmes and strategic plan, as well as overall operations of ISA;
- c) Review and provide recommendations to the Secretariat on the draft annual work plan of the ISA and other reports that may be prepared by the Secretariat;

- d) Provide advice to the Secretariat, at its request, on the evolution of core policies and overall strategic planning of ISA, in the areas not covered explicitly under the Governance and Legal Committee and the Finance Committee;
- e) Review and, in consultation with the Finance Committee, make recommendations to the Secretariat on the need for resource mobilization referred to in Articles V (3) and VII (4) of the ISA Framework Agreement; and
- f) In consultation with the Finance Committee, review the programming aspects of ISA's budget and provide recommendations on the allocation of financial resources against ISA's programmes and sub-programmes.
