

STRUCTURE DOCUMENT

JULY 2018

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1. Introduction

In January 2014, the International Renewable Energy Agency (IRENA) and 35 industry and civil society organisations in renewable energy from around the world signed a Joint Statement on Forming a Coalition for Action to Bolster Public Support for Renewable Energy. As of July 2017, the IRENA Coalition for Action (“the Coalition”) comprised 69 Members including, among others, private sector entities, industry associations, the investment community, intergovernmental organisations, civil society, and research institutes.

Since its establishment and the formulation of the initial vision and mission of the Coalition, the environment in which the Coalition operates has developed markedly. Dramatic cost declines and technology innovations have continued to further drive the business case for renewables, which are now cost-competitive with conventional energy solutions in many parts of the world. Taking into account their environmental and socio-economic benefits, a high share of renewable energy in the global energy system is now seen as the central element to meet national, regional, and global development and climate objectives, particularly to achieve the United Nations Sustainable Development Goals and the long-term temperature goal set out in the Paris Agreement.

In January 2017, 19 Coalition Members convened at the IRENA Headquarters in Abu Dhabi for the first Annual Strategy Meeting of the Coalition to review the existing vision and mission and to propose a new strategic direction for the Coalition moving forward. As part of this meeting, Coalition Members agreed that the Coalition vision and mission, its governance structure, rules of procedure and membership criteria should be revised.

This document outlines the overall structure of the Coalition including the vision and mission statement, membership criteria and operational and governance structure.

2. Coalition Vision and Mission Statement

The world’s transition to renewable energy sources is a defining trend of our time. It requires fundamental transformation in the supply, distribution, consumption, and management of energy. While substantial growth in renewable energy deployment is already taking place, the global energy transition is of such scale and pace that a significant level of international collaboration is required to succeed. **The vision of the IRENA Coalition for Action is for its members to work together to advance renewable energy in order to drive the global energy transition in line with the Sustainable Development Goal on energy.**¹

The Coalition forms a key international network to discuss and determine action on renewable energy industry trends, share knowledge, and exchange best practices for the global energy transformation. **The mission of the IRENA Coalition for Action is to convene a global dialogue amongst non-governmental and governmental stakeholders to develop actions to drive the energy transition forward by increasing the share of renewables in the global energy mix.** The Coalition brings together private sector entities, industry associations, the investment community, intergovernmental organisations, civil society, and research institutes to enrich and share perspectives on renewable energy technologies, implementation strategies and evolving market dynamics.

¹ Sustainable Development Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all. Further information is available at <https://sustainabledevelopment.un.org/sdg7>.

3. Coalition Membership

3.1 Requirements to be a Member of the Coalition

The Coalition is open to any legal entity supporting the widespread adoption and sustainable use of all forms of renewable energy and that meets the requirements set out below. This can include but is not limited to private sector entities, industry associations, the investment community, intergovernmental organisations, civil society and research institutes or universities.

Considering the scale and diversity of the challenges at stake, the Coalition membership benefits from a large variety of viewpoints and experiences. Consequently, the Coalition should adequately represent the renewable energy and related sectors in terms of aspects such as technology, geography, and stakeholder groups.

The following criteria shall be met to become and remain a Member of the Coalition:

- Applications for membership of the Coalition shall be considered on the basis of whether the applying entity's objectives are compatible with those of the Coalition, as well as whether the entity supports the overall vision and mandate of the Coalition;
- Once approved, Members are required to take suitable measures to support the activities of the Coalition, including through the allocation of resources needed to implement the Coalition activities;
- Members are encouraged to identify their membership in the Coalition in appropriate ways, such as through the display of the Coalition logo on the Member's website, subject to compliance with section 5 below;
- Members agree that, with respect to any activities they undertake in the context of the Coalition, they shall be subject to the terms of this Structure Document;
- Members acknowledge that neither the Coalition nor IRENA or their respective Members shall assume any responsibility or liability in connection with the activities of the Coalition Member, its personnel, partners, and contractors, as a result of its Membership in the Coalition or the rights being granted herein;
- Members shall not use the Coalition for the purpose of establishing business opportunities or for obtaining any commercial advantage in any aspect of their work, nor shall Members engage in any activities that may be considered as creating a conflict of interest with respect to their work as a Member of the Coalition.

3.2 Membership application process

Any entity wishing to become a Member of the Coalition shall submit a Membership Application Form to IRENA, as available on the Coalition's website. On the application form, the applying entity shall include: information of a general nature (name, address, status, etc.); information on its level of commitment to the objectives of the Coalition; and the level and nature of resources to be committed to the Coalition. The entity shall also undertake to support the Coalition vision and mission and to comply with this Structure Document.

Upon receipt of the application form, IRENA shall review the application and make a recommendation to the Steering Group on whether the applicant should be accepted as a new Member of the Coalition. The Steering Group shall make the final decision on granting membership in accordance with the decision-making procedure of the Steering Group, as detailed in section 4.2 below.

3.3 Membership withdrawal process

A Member may discontinue its participation in the Coalition at any time by providing 30 days prior written notice to IRENA.

Membership may also be withdrawn based on a decision by consensus of the Steering Group following the submission of a recommendation for withdrawal by one or more Members. The basis for termination is normally that a Member is not in compliance with the vision and/or the mission of the Coalition, the criteria for and/or requirements of membership, or is otherwise conducting itself in a manner considered inappropriate to continue as a Member. The Steering Group will decide on membership withdrawal on the basis of the above mentioned submission. The Steering Group's decision for a membership withdrawal shall result in immediate suspension of the membership of the concerned Member.

4. Coalition Operational Structure

The Coalition consists of its Members, which normally convene once a year during an Annual Strategy Meeting. The Steering Group serves as the executive body of the Coalition to support and oversee the operation of the Coalition. The Coalition also comprises Working Groups to ensure active participation by the Members to accomplish the Coalition vision and mission. Since its inception in 2014, IRENA has facilitated the Coalition, as captured in IRENA's biannual Work Programmes since 2014-2015.

4.1 Members

The Coalition Members are responsible for guiding the overall vision and mission, membership criteria, and operational and governance structure of the Coalition. In addition to its guiding role, the Members appoint the Coalition Steering Group in accordance with the procedure detailed in section 4.2 below.

The Members normally meet once a year for an Annual Strategy Meeting to discuss and, if necessary, revise the strategic direction of the Coalition, as well as to consider and take any other decision that is required pursuant to this Structure Document. IRENA shall advise Members of the logistics of such meetings, including whether attendance is required remotely or by a representative in-person.

Decisions by Members shall be taken by consensus, in that decisions shall be considered adopted in the absence of a stated objection by any Member, unless otherwise provided in this Structure Document.

4.2 Steering Group

The Steering Group serves as the executive body of the Coalition through providing guidance for and ensuring oversight of the progress of Coalition activities. The Steering Group is responsible for deciding on membership of the Coalition; establishment of new Working Groups; appointment of Working Group Chairs; and the use of the Coalition name and logo as provided in section 5 below. It is also responsible for reviewing and assessing the work undertaken by the Working Groups to determine whether each Working Group should remain active.

The Steering Group takes its decisions by consensus, in that decisions shall be considered adopted in the absence of a stated objection by any Steering Group Member, unless otherwise provided in this Structure Document.

The Steering Group consists of seven individuals, each representing a Coalition Member and each serving for a term of one year, except IRENA which has a permanent seat. For any year, as

recommended by IRENA and approved by the Members, the Steering Group may be temporarily increased to up to nine Members for a one-year term. Members can be re-elected to the Steering Group for a maximum of two consecutive one-year terms, however rotation should be prioritised. Chairs of the Working Groups may be appointed to the Steering Group if they indicate an interest and willingness to also serve on the Steering Group. In the event that a Working Group has co-Chairs, only one of the Chairs shall be appointed to the Steering Group at any one time.

The Steering Group appointment process is coordinated by IRENA, which invites all Members to nominate candidates to the Steering Group once a year, normally at the end of each calendar year. Based on nominations from Members and taking into account the importance of diversity (in terms of geography, technology, gender, type of entity etc.), IRENA, after consultations with the outgoing Steering Group, submits a proposal to Members which shall take a decision on whether to accept the proposal. In the event of an objection by a Member, IRENA may again consult with the outgoing Steering Group and submit a new proposal to the Members. The existing Steering Group shall remain in place until a new Steering Group has been appointed. In case agreement regarding the appointment of the new Steering Group cannot be reached by consensus, the decision shall be taken on a majority vote basis where each Member shall have one vote.

Should a member of the Steering Group leave during their term, a replacement will be appointed as per the nomination process described above. The term of any replacement member of the Steering Group shall conclude at the same time as the expiration of the terms of the existing members of the Steering Group; that is, the term shall be for less than one year, although it may be extended for an additional one-year period in accordance with the procedure described in this section.

4.3 Working Groups

A Working Group may be established to engage in any topic of relevance to the Coalition. A Working Group is defined by its scope, concrete objectives, and required level of commitment in terms of budget, human resources and the use of communication channels. A Working Group involves the participation of a minimum of three Members and any Member may join any existing Working Group at any point.

The establishment of a new Working Group can be proposed by any Member to the Steering Group for approval using the Working Group Submission Form, as available on the website of the Coalition. Upon receipt of a proposal for a new Working Group, IRENA shall review the proposal and its attached work plan against the following: relevance to the vision and mission of the Coalition, quality of the proposal, and appropriate allocation of resources to achieve its stated objectives. After this initial reviewing/screening process, in close dialogue with the Member(s) that submitted the proposal, IRENA makes a recommendation to the Steering Group which, in accordance with the decision-making procedure of the Steering Group detailed in section 4.2 above, takes the final decision on whether to approve the Working Group.

The Working Group Chair, of which there may be more than one per Working Group, is nominated by a/the member(s) of the relevant Working Group and approved by the Steering Group, with the mandate to coordinate and organise the work of the relevant group and to report progress at Steering Group meetings when invited to do so by the Secretariat of the Coalition. If the results are unsatisfactory or no progress can be reported, the Steering Group may decide, in accordance with the procedure outlined in section 4.2 above, to discontinue the Working Group.

4.4 The role of IRENA

The Coalition has its own governance structure, distinct from the policy-making organs and governance structure of IRENA and as described in sections 4.1 to 4.3 above. Accordingly, in joining

the Coalition, Members acknowledge that any decision or action made by the Coalition shall not be regarded as made by or on behalf of any specific Member, including IRENA, and neither IRENA, its members nor any other Coalition Member shall be held responsible or liable for any such decision or action. In addition, views, findings and materials of the Coalition do not necessarily represent the views or policies of IRENA or its members.

The role of IRENA in the Coalition, in acting as the Secretariat of the Coalition, is as follows:

- IRENA is a permanent Member of the Coalition and has a permanent seat in the Steering Group;
- IRENA coordinates meetings of and chairs the Steering Group, including its annual renewal;
- IRENA collects proposals from Members for the establishment of Working Groups and brings them to the attention of the Steering Group, together with its recommendations thereon;
- IRENA collects applications to join the Coalition and presents these to the Steering Group, together with its recommendations thereon;
- IRENA coordinates the Annual Strategy Meeting; and
- IRENA coordinates the involvement of the Coalition in IRENA's programmatic activities, events and strategic discussions.

The engagement of Members in IRENA's activities may include but is not limited to participation in IRENA's events and intergovernmental meetings, peer-reviewing of IRENA's reports, and consultations with regard to the IRENA Work Programme and Medium Term Strategy.

To achieve a consistent information exchange and identify potential synergies, IRENA informs the Coalition regularly of its upcoming events, publications, and other relevant activities subject to involvement by the Coalition.

5. Permitted Use of the Coalition Name and Logo

Each Member of the Coalition shall have the right and is encouraged to use the name and emblem (logo) of the Coalition on its website, on the condition that these are employed solely for identifying the entity as being a Member of the Coalition.

Any other use of the name and emblem (logo) of the Coalition, including on communication materials or other documents produced in relation to the Member's activities with respect to the Coalition, shall be subject to the express consent of the Steering Group. Any request for such use shall be submitted in writing to the Steering Group through IRENA.

The Member acknowledges and undertakes that:

- Any permitted use of the name and emblem (logo) of the Coalition does not entail any legal or financial obligation for the Coalition or IRENA;
- The Member shall hold harmless and defend IRENA, the Coalition, and their respective Members against any action that may be brought against them as a result of the use by the Coalition Member of the name or emblem (logo) of the Coalition;
- The name and emblem (logo) of the Coalition shall not be used for commercial transactions or in connection with objectives or activities not directly associated with the Coalition Member's membership of the Coalition, or in a way to imply or suggest endorsement or promotion of the Coalition Member's projects, products or activities or any other unrelated activity;
- The Coalition's logo shall be used unaltered;
- Nothing in this Structure Document shall be construed as the granting of any right by IRENA of the use of the IRENA name, abbreviation, or emblem (logo) by any Coalition Member, which shall be subject to the express written authorisation of IRENA; and

- The right that has been granted herein to each Member to use the Coalition's name and logo may be withdrawn at any time at the sole discretion of the Coalition's Steering Group including but not limited to any use of the name or logo of the Coalition that is in breach of this Structure Document.

6. Coalition Budget

The Coalition relies on voluntary contributions, in cash and in kind, from its Members. IRENA's resources for the Coalition consist solely of staff time commitments and basic operating costs as approved in its biannual Work Programme. Additional resources may become available through IRENA's operational budgets if activities overlap with programmatic priorities based on the IRENA Work Programme in force at the time.

Each Member may, at its discretion, undertake to contribute resources to the Coalition subject to the regulations, rules and procedures of the Member. Any costs directly incurred by a Member arising from its participation in the Coalition are to be borne by the Member that incurs them.

As stated in the Working Group Submission Form, Working Groups initiated by the Coalition shall specify the expected pledges (including staff-time, seconded staff, financial contributions, etc.) that shall be required to carry out the activities of the Working Group.

7. Amendment to the Structure Document

This Structure Document may be amended at any time by a decision of the Members in accordance with the procedure in section 4.1 above. Such a decision may be taken either as a result of deliberations undertaken during the Annual Strategy Meeting and/or based on a recommendation submitted to Coalition Members by the Steering Group.

Annex I: IRENA Coalition for Action - Guidance on Website Content

The IRENA Coalition for Action website will be the main gateway to showcase Coalition activities and serve as a critical hub for all stakeholders interested in discussing (or learning about) renewable energy and the energy transition.

All sections will be regularly maintained and kept up to date by the Secretariat of the Coalition.

1. About Us Section

The About Us section, including the flyer, will be updated in line with any revisions made to the Coalition Structure Document including changes to the vision and mission and membership.

2. Activities and Working Groups Section

The Activities and Working Groups section will display a short description of current and active Working Groups, including their work programme, as agreed by the Coalition members at the beginning of each calendar year.

3. Events and Campaigns Section

The website will provide a platform for events and campaigns in two categories:

- 1) IRENA Coalition for Action organised events such as the Annual Strategy Meeting, and co-organised events such as the Public-Private Dialogue at the IRENA General or joined campaigns such as the #Renewables4Climate campaign.
- 2) Events organised by one or more Coalition members that have been endorsed by the Coalition Steering Group and are either co-branded or partnered by the Coalition through the logo. All considered events must include an objective focus on topics enabling the accelerated transition to a renewable energy future. Events hosted by multiple organisations, and those which feature new announcements and initiatives will be given highest priority.

Organisations are invited to submit the detailed event or campaign programme (including, date, venue, location) for activities falling into category 2 for endorsement by the Coalition Steering Group.

Requests must be submitted **at least two months prior to the event** to coalition@irena.org.

The following requirements will apply and the applicant/s must confirm that these terms are agreed:

- The event will be featured on the IRENA Coalition for Action website;
- The event will need to be clearly labelled as a Coalition-related event on invitations, programmes etc. (featuring the IRENA Coalition for Action logo and including a link to the website).
- IRENA is in no way responsible for events endorsed under category 2 by the Coalition, including event content, overall messages, logistics and other arrangements.

4. Publications Section

Only publications produced by the IRENA Coalition for Action will be displayed on the website.

5. Members Section

The Member section, including the Steering Group flyer and Structure Document, will be updated in line with any revisions made to the Coalition Structure Document and Steering Group composition.

All members will be featured with a logo linking to their respective website.

6. Photo Gallery Section

Only picture material produced by IRENA Coalition for Action events will be displayed on the website.

Annex II: IRENA Coalition for Action – Membership Application Form

Name of entity			
Contact information			
Address (PO Box, street, city, country)			
E-mail			
Tel./Fax			
Website			
Social networks (Facebook, Twitter, etc.)			
Entity size	1-50 <input type="checkbox"/>	50-100 <input type="checkbox"/>	>100 <input type="checkbox"/>
Type of entity. Please tick all boxes that apply			
Research and Development	<input type="checkbox"/>		
Business	<input type="checkbox"/>		
Civil society	<input type="checkbox"/>		
Financial entity	<input type="checkbox"/>		
Industry	<input type="checkbox"/>		
International organisation	<input type="checkbox"/>		
Other (specify):	<input type="checkbox"/>		
Geographical scope. Please tick all boxes that apply			
International	<input type="checkbox"/>		
Regional (specify)	<input type="checkbox"/>		
National (specify)	<input type="checkbox"/>		
Sub-national (specify)	<input type="checkbox"/>		
Local	<input type="checkbox"/>		
Other (specify)			
Short description of entity			
<p><i>Please provide a short description of your organisation/company, its main operations and objectives.</i></p>			

Focal point	Name and position	Email	Tel.
General focal point for the Coalition for Action			
Communication focal point for the Coalition for Action			
How do the Coalition's objectives align with your entity's strategic objectives?			
Clarify the type and level of pledges your entity is committing to the Coalition	Selection	Description	
Human resources (i.e.: short-term loan of personnel to IRENA; personnel working remotely for the Coalition; etc.)	<input type="checkbox"/>		
Financial support	<input type="checkbox"/>		
Communication material	<input type="checkbox"/>		
Event hosting	<input type="checkbox"/>		
Other (specify)	<input type="checkbox"/>		
Please describe how your entity would assess the success of your entity's involvement in the Coalition			
Signature Box			
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%;">Date</div> <div style="width: 45%;">Name, Title</div> </div> <p><i>If this application for membership of the Coalition is accepted, the undersigned, an authorised representative of the applying entity, hereby agrees and undertakes, on behalf of the applying entity, to support the Coalition vision and mission and abide by the Structure Document of the Coalition.</i></p>			

Annex III: IRENA Coalition for Action – Working Group Submission Form

Working Group Name	
Working Group Chair(s) (name(s) of person(s) and organisation(s))	
Please describe the focus, objective and planned activities of the proposed Working Group	
	<i>Please describe the activity in terms of foreseen outcome and impact. Please specify the geographic, technical or end-use focus. Indicate main milestones or major activities to be carried out.</i>
Please specify the resource requirements to pursue planned activities	
	<i>Please describe the nature and amount of resources required to carry out the work. Indicate the resource mobilisation strategy or existing commitments to the initiative and how these resources would be operated.</i>
Please describe how you would assess the success of the Working Group	
	<i>In relation to the expected impact, please indicate some key performance measures which can help the Steering Group monitor implementation success.</i>
Please describe why the Coalition for Action is a suitable platform to host this Working Group	
	<i>Please indicate the elements which in your view justify the engagement of the Coalition; highlight existing similar initiatives or partners.</i>