



**Third Assembly of the International Solar Alliance
14 October- 16 October 2020
Venue: Virtual Platform**

Advisory

1. General

The Third Assembly of the International Solar Alliance will be hosted by the ISA Secretariat on a virtual platform from 14 to 16 October 2020.

The Three-Day Tentative Program is as follows:

Date	Time	Program Title
14 October	15 00 – 22 00 IST	Third Assembly of the ISA (Ministerial Plenary) [Open to all registered participants]
15 October	10 00 – 12 00 IST	Regional Ministerial for Asia & Pacific Region [Open to all registered participants]
	15 00 – 17 30 IST	Regional Ministerial for Africa Region [Open to all registered participants]
	19 30 – 21 30 IST	Regional Ministerial for Latin America & the Caribbean Region [Open to all registered participants]
16 October	11 00 – 12 30 IST	Session on: Coalition for Sustainable Climate Action: ISA's Corporate Platform [Open only to corporate partners and to selected invitees]
	12 30 – 14 00 IST	Session on: One Sun One World One Grid [Open to all registered participants plus other invitees]
	15 00 – 17 30 IST	ISA INVEST and Host Country Awards Day [Open to all registered participants plus other invitees]

1. Registration for the Third Assembly of ISA

Mode of Registration:

Delegates are requested to register online by filling the form by clicking on the following link:



Third Assembly of the International Solar Alliance
14 October- 16 October 2020
Venue: Virtual Platform

<https://isolaralliance.org>

Categories of Registration:

All the delegates are requested to register themselves in the suitable sub-categories given below under category lists A, B and C

A. Delegate List

1. ISA Member countries
2. ISA Signatory Countries that have already been granted Observer Status by the Assembly
3. ISA Partner Countries
4. ISA Partner Organizations
5. ISA Corporate Partners
6. ISA Partner Organizations under Article VIII (2) that have been given Observer Status.

Who are in the Delegates List?

This is a list of ISA Member Countries, Signatory Countries as Observers, Partner Countries, Partner Organisations participants and Organisations that have signed the partnership agreement & have been granted observer status by the ISA Assembly.

B. Observers List

7. ISA Signatory Countries that signed the Framework Agreement after the Second Assembly and are yet to be granted Observer Status
8. ISA Prospective Member countries
9. ISA Partners that signed the partnership agreement after the Second Assembly

Who are in the Observers List?

This is a list of ISA Signatory Countries, Prospective Member Countries, Partner Organisations that signed the partnership agreement after the Second Assembly of the ISA to be granted observer status by the ISA Third Assembly.

C. Special Invitee List

10. ISA Prospective Corporate Partners
11. Other Organisations
12. Individual Special invitees

Who are the special Invitees ?

This is a list of Special Invitees to the Third Assembly of the ISA – Special Invitee (Prospective Corporate Partners), Special Invitee (Other Organisations), Special Invitees (Individuals) are as per Rule 35 of the ROP elaborated below:



Third Assembly of the International Solar Alliance
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The President may choose to invite other organizations or entities not already covered by Rules 28 to 34. Individuals may also attend Assembly as Special Invitees upon invitation from the President of the Assembly. Special Invitees will be allowed to intervene in the proceedings only with the permission of the President, but without having the right to vote. Special invitees may have a delegation comprising not more than three members.

D. Secretariat

This category would include officers from the International Solar Alliance, ISA Fellows, organisers and others.

Next Steps:

On completion of the successful filling of the form, the delegates will receive an acknowledgement e mail from the organisers.

Once the information provided in the form is authenticated and approved by the designated committee, the delegates will receive a final confirmation e mail.

The confirmation e mail will have following details:

1. The link to join the Assembly, Ministerial Session on 14 October and subsequent technical sessions on 15 and 16 Oct 2020.
2. Unique User ID and password to join the digital platform.
3. Details of the Liaison Officers (Only for Member countries)
4. ISA App password to access the documents (Only for Member Countries)

General guidelines on Registration:

1. Delegates are requested to register no later than **12 October 2020** (unless extended), to facilitate smooth coordination for compilation of the list of the delegates and sharing of the respective links as per the categories to join the platform.
2. Prior online registration is mandatory to ensure standard cyber security procedures and to facilitate smooth and hassle-free participation.
3. To ensure smooth registration, the delegates are requested to submit the completed form including duly filled Credential Form and Accreditation Form by **12 October 2020**.

A. Credentials Form (by the countries who have signed and ratified the ISA Framework Agreement and have deposited the instrument of Ratification with the depositary)

B. Accreditation Form (by (a) Countries who have signed the Framework Agreement of ISA under Article VII but are yet to ratify it; and (b) Prospective member countries who have not yet signed the Framework Agreement of ISA).

You may please refer to the definition of the delegate categories in the registration form.



Third Assembly of the International Solar Alliance
14 October- 16 October 2020
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Please note that the completed Credentials / Accreditation forms can be uploaded online when submitting the registration or can also be emailed to assembly@isolaralliance.org by 12 October 2020.

Please note that Credentials / Accreditation forms are **NOT** required to be submitted by **ORGANISATIONS** under different categories of participants in the Third Assembly of the ISA

For any further information, please contact:

E mail: assembly@isolaralliance.org

cc: protocol@isolaralliance.org

Note:

After **12 October 2020**, changes, if necessary, to existing registrations, will only be possible through the 'Special Cases Cell' (Email: rajeevgyani@isolaralliance.org) at the ISA Secretariat. Delegations are urged to ensure that such requests are limited to the absolute minimum. This facility can only be accessed for unavoidable last-minute changes in the delegation composition.

Based on the successful registration and approval, in order to enable effective access control, the digital platform link along with unique user ID and password will be provided via e mail to all the delegates. Assembly delegates are requested to keep this e mail safely for future reference.

All the queries regarding the ID and Password should be sent to the Assembly Management Unit at the following assembly@isolaralliance.org

2. Documents

The Assembly documents would be placed at ISA website www.isolaralliance.org.

The official documents:

The official documents would be password protected and only be available to Member Countries.

In an effort to implement paper smart procedures for ISA's Assembly, the ISA Secretariat has launched the **ISA App**. The ISA App will include all session documents and relevant information pertaining to the third Assembly in English and French language. The App is easily downloadable from the Apple and Google App Stores. The password to access the Assembly documents will be made available to Member countries in the registration confirmation e mail to ISA member countries.

Technical Session documents:

The agenda and other documents related to technical sessions would be placed on the 3rd Assembly Page in ISA Website and would be available to all.

3. Internet Bandwidth Requirement

- 2.0 Mbps up and down for single screen



Third Assembly of the International Solar Alliance
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- 2.0 Mbps up 4.0 Mbps down for dual screen
- 2.0 Mbps up 6.0 Mbps down for triple screen
- For screen sharing only: 150 to 300kbps
- For audio VoIP: 60 to 80kbps

4. Voting Procedure (only for Member countries)

The Voting procedure will be shared with all the representatives of the member countries shortly through the email

5. Bilateral Meetings

All the bilateral meetings will be prescheduled. Kindly write to Director Communication & Strategy, ISA and Director Governance, ISA for further coordination, with “**Request for Bilateral Meeting**” in the subject line, at following e mail ID: cecile.martinphipps@isolaralliance.org and fionabourne@isolaralliance.org before **10 October 2020**.

Bilateral meetings will be scheduled on 9, 12 and 13 October 2020 between 0900 and 1700 IST.

A separate link to access a virtual meeting room at a prescheduled time will be provided by the Secretariat. No change in time previously agreed upon would be possible looking at the complexity of the virtual arrangements.

6. Other Information

Virtual Backdrop

A virtual Backdrop for the Assembly would be provided to each speaker as per the agenda. The same can be preloaded on the computer systems being used for participation.

Translation

Reverse translation from English to Arabic, French, and Spanish will be provided during the Assembly.

Test Runs

Test run for connectivity and other digital settings will be scheduled prior to the Assembly. The organising team will reach out to the nodal officers of the countries / speakers. The same will be intimated to the through a separate email.

Help line No

Mr B S Murthy / Mr Varun Bhardwaj – 91 – 11 - 45771000

Liaison Officers

Details of the liaison Officers for each member country would be shared in the confirmation e mail.

7. Important Contact numbers



**Third Assembly of the International Solar Alliance
14 October- 16 October 2020
Venue: Virtual Platform**

Coordination with Host Country

Ms Priya P Nair

Director (ED), Ministry of External Affairs (MEA), Govt of India

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Coordination with ISA Secretariat

For Protocol:

Mr Naresh Mehta

Chief of Protocol, ISA

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Mrs Archana Bhardwaj

Programme Officer, ISA

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For Registration:

Mr Rajeev Gyani

Additional Director,

ISA NFP / Contact Point Coordinator, ISA

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Mr Bimal Dash

Senior Consultant, IT, ISA

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Mr. Rajiv Kumar

Legal Officer, ISA

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For Agenda & other Assembly related matters:

Mr Jagjeet Sareen

Secretary to Assembly & Director Finance, ISA

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14 October- 16 October 2020
Venue: Virtual Platform**

Mr Shishir Seth

Additional Secretary to Assembly
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For Bilateral Meetings

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Ms Fiona Bourne

Director Resource, Governance & Innovation, ISA
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For Overall Coordination:

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Dr. Megha Pushpendra

Lead- Strategic Communication, ISA
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Coordination with CII

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Ms Shreya Majumder

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Delegate Registrations

Mr B S Murty



Third Assembly of the International Solar Alliance
14 October- 16 October 2020
Venue: Virtual Platform

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For Technical Assistance

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