

Advisory for Delegates

Fifth Assembly of the International Solar Alliance (ISA)

17th October to 20th October 2022

**Venue: Hotel The Ashok, 50-B, Diplomatic Enclave,
Chanakyapuri, New Delhi, 110021, Republic of India**

1. General

The Fifth Assembly of the International Solar Alliance hosted by the ISA Secretariat will be held in New Delhi, India, at The Ashok Hotel, from 17 October to 20 October 2022. **Fifth Session of the ISA Assembly is scheduled on 18th October 2022, in-person** in New Delhi, India from 9:00 AM IST.

Tentative Schedule of Programmes for the Fifth Meeting of the Assembly of the International Solar Alliance may be found in Annexure - 1

2. Registration for the Fifth Assembly of the ISA

- Registration is **mandatory** for all delegates participating in the Fifth Assembly of the ISA. Delegates are requested to register online by filling out the form made available through the following link: <https://registration.isaassembly.org>
- All Delegates are requested to register no later than the **13th October 2022**. This will help facilitate smooth coordination. Prior online registration is mandatory – this will support and facilitate the end to end security/health measures and the seating arrangements.
- On completion of the successful filling of the form, delegates will receive an acknowledgement e-mail from the organising team.
- Once the information provided through the form is authenticated and approved by the designated committee, the delegates will receive a final confirmatory email.
- To ensure smoother registration, the delegates must submit the completed form, including the duly filled-in Credential Form and the Accreditation Form, by the 13th October 2022 unless extended. Guidelines on registration may be found in **Annexure - 2**
- Badges will be issued from the 16th October 2022 between 1100-1800 hours (IST) at the ISA Registration Area/Help desk at the venue (of the event): The Ashok, 50-B, Diplomatic Enclave, Chanakyapuri, New Delhi, 110021
- For questions relating to the registration process and or any further information, please contact: E-mail: assembly@isolaralliance.org cc: protocol@isolaralliance.org

Details of the registration process may be found in Annexure – 2

3. Costs

- While member states are expected to bear costs for their delegates, there is a limited support made available for LDC and SIDS ISA member and signatory countries*. This support will include return airfares, accommodation, all meals, and local transportation) for the Minister plus one accompanying National Focal Point / a Designated Official (from each LDC and SIDS Countries). ISA will extend this support to the Minister (only) handling the energy or environment portfolio from the prospective SIDS and LDC Member Countries of ISA.
- Air tickets will be arranged through the ISA Secretariat for eligible countries.

- For eligible countries, the accommodation will be arranged by the ISA Secretariat. The local transport in New Delhi, India will be arranged by the CII and the event manager ICE. Details may be found in Annexure -3.
- Additional delegates nominated by the aforesaid ISA Member Countries are welcome to participate at their own cost – subject to the registration/approval process.
- Free wireless internet access would be available in select conference and meeting rooms and in the public areas of the Assembly venue.
- For all delegates arriving on 17th October, lunch & dinner, 18th October lunch & dinner and 19th October lunch will be provided by ISA Secretariat.

Details of the Travel Advisory, Hotel Accommodation, Local Transport & Liaison Officers, and Safety and Security may be found in Annexures 3 to 6 respectively.

4. Seating Inside the Meeting Hall

- Delegates will be guided to their respective seats at the Assembly Hall by organizing team.
- Only two delegates per Member Country and one delegate for the other registration categories can sit in the main Assembly Hall.
- Priority shall be accorded to the Hon'ble Minister, the National Focal Point/Senior Government official and the head of diplomatic mission in New Delhi (Ambassadors, High Commissioners and Honorary Consulates) at the main Assembly Hall.
- Additional delegates may be seated in the overflow rooms with live video transmission of the proceedings.

5. Meeting Documents

- All Assembly documentation will be sent by email.
- Delegates are requested to make their own arrangements to print copies of the meeting documents distributed by the ISA Secretariat prior to the meeting. Hard copies of such documents will not be available during the session.
- Meeting Documents will only be provided to the Member Country delegations. However, the Provisional Agenda and Schedule will be provided to all participants.
- The agenda and other documents related to technical sessions scheduled for 19 October will be posted on the Fifth Assembly page of the ISA website and will be accessible to all. Details may be found in Annexure -1A.

6. Bilateral Meetings

- It is expected that all bilateral meetings with the ISA President and the Director General must be scheduled in advance. Delegations wishing to book an appointment with either of them are requested to contact: the **IR Division** - ir.mnre@nic.in for the President and **Jyotsna Gola** - jyotsna@isolaralliance.org **Nikhil Kumar** - nikhilkumar@isolaralliance.org for the Director General.

7. Language

- Simultaneous interpretation in Arabic, English, French and Spanish will be provided during the ISA Assembly and the side events.

8. Important Contacts and Other Information

- Details of important contacts and other information are found in Annexures 7 and 8 respectively.
