



## **RENEWABLE ENERGY FINANCE & INVESTMENT FORUM**

**27 – 28 APRIL 2012**

**GUSTAV-STRESEMANN INSTITUT  
LANGER GRABENWEG 68, 53175 BONN  
53175 BONN - GERMANY**

1. Dates, venue and participation

- a. The JANERO Consultancy NGO high level Economic Community of West African States (*ECOWAS*), business and investment Promotion forum will be held from 27<sup>th</sup> to 28<sup>th</sup> April 2012 in Bonn. A copy of the programme for the sessions is available in the information package you shall receive from the JANERO staff.
- b. The event will start with an introductory session at 09:00 a.m. on Friday, 27<sup>th</sup> April 2012. Participants are urged to ensure that they are seated by 08.45 p.m. At the end of the afternoon session, there will be a short welcome cocktail at the event venue which will enable you meet other participants.

2. Key issues to be discussed at the sessions

Among the key issues to be considered by the training sessions are:

- Renewable energy markets available in the ECOWAS countries;
- Strategic and institutional investment available to the renewable energy market;
- Federal and state funding available and how to get it;
- Private equity and expansion capital;
- Early stage Venture Capital investment;
- Where and how to obtain tax equity investment;
- Balancing project finance with tax equity, debts, and other methods

3. Venue of the Meeting

- a. The business forum will be held on the premises of the Gustav-Stresemann-Institute.

**Postal address:**

Gustav-Stresemann-Institute  
Langer Grabenweg 68  
D-53175 Bonn  
Tel.: +49 (0) 2 28 - 8107-0  
Fax: +49 (0) 228 / 8107-197

e-mail: [info@gsi-bonn.de](mailto:info@gsi-bonn.de)

Internet: <http://www.gsi-bonn.de/kontakt/index.htm>

4. **Meals and Accommodation**

a. Participants are responsible for making their own accommodation and meals. Lunch and snacks during the meeting days will be provided by organisers.

5. **Insurance and travel expenses**

Participants are responsible for their health insurance and airfare.

6. Secretariat

The JANERO Consultancy offices can be reached at the following address:

Janero Consultancy GmbH  
Sebastianstr. 177-179  
53115 Bonn, Germany

Telephone: +49 228 92 66 992  
Fax: +49 92 66 991 or +49 1212 510 323 700  
Email: info@janero.eu  
Website: www.janero.eu

7. Immigration formalities

a. Participants who are not citizens of Schengen countries, or countries which does not have visa waiver agreement with Germany, must apply for visas from the German Embassies or Consulates in their country of origin. For information concerning visitors' visas kindly visit:

[http://www.auswaertiges-  
amt.de/www/en/willkommen/einreisebestimmungen/visumangelegenheiten\\_html](http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/visumangelegenheiten_html)

b. As a rule, missions require between two and ten working days to decide on an application for a short-stay visa. However, during the peak travel season there may be a waiting period for making the application to the German mission. Applicants are therefore advised to submit their applications minimum three weeks before time.

8. Registration

The registration desk will be opened from the 27<sup>th</sup> of April 2012 at 08:00 a.m. and throughout the two days of the session according to a schedule to be provided by the secretariat. Participants are expected to sign in at the info/registration desk on arrival and complete the forms they will find at the desk. General information will be available at the info/registration desk. Identity badges will be issued at the information desk at the time of registration. Participants are requested to wear them at all times.

9. List of participants

An advance provisional list of participants based on replies received will be issued before the opening session. A complete list of participants will be included in the meeting report.

10. Internet, Telephone and fax services

An office offering Internet, telephone and fax facilities on commercial basis, will remain opened throughout the session at the meeting venue for the convenience of participants.

11. Additional events

A special calendar of any additional parallel event that may be organized during the session by partners will be published or announced on the screens.

12. General information about Bonn

Flights:

Some airlines have direct flights to Cologne/Bonn and many others, via Frankfurt, Dusseldorf or Munich.

Currency:

Euro (€): 1 Euro (€) = approximately US\$ 1.30 (indicative rate).

Weather:

In the month of April, the average temperature in Bonn oscillates between 6 and 12 degrees Celsius. It is recommended to bring warm clothing. Coat racks will be available next to the document distribution centre.

Electricity:

230 volts, 50 hertz.

Local time:

GMT + 01.

## Annex I

### **PROPOSED ORGANIZATIONAL ARRANGEMENTS FOR THE OPEN FORUM OF THE AYF DIASPORA MEETING**

#### **Note by the Executive Director**

1. The Secretariat may find it conducive to the efficient conduct of its work during the Open Forum, to adopt the specific organizational arrangements set out below.

#### **A. Bureau**

2. In accordance with organiser's Rules of Procedure, the Bureau would consist of a Chairperson, a Vice Chairperson and focal points from partner institutions.

3. As provided for in the organiser's Rules of Procedure, the chairperson will moderate the sessions and will be assisted by the Vice Chairperson.

#### **B. Plenary**

4. Following consultations with the Bureau of the Secretariat, it is recommended that the plenary divide its work into two segments: the first two days (Friday and Saturday, 27<sup>th</sup> - 28<sup>th</sup> April 2012) will be an open forum for speeches, best practices and discussions.

#### **C. Summaries of the Chairperson**

5. At the end of the second segment and the dialogues with speakers and other partners, the Chairperson, drawing from the deliberations in the two segments, will prepare a summary, first of the main issues raised in the first segment, and secondly of the conclusions (or recommendations) made in the dialogues. These summaries will reflect the main thrust of the discussions and key positions stated during the two segments and will be submitted to the Secretariat.

6. Once endorsed by the Secretariat as an accurate reflection of what transpired in the segments and during the sessions, the Chairperson's conclusions and recommendations will serve as guidelines for follow-up action by partner organisations, donors and the secretariat.

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