



NEPAD/NABNet :

New Partnership for Africa's Development/North Africa Biosciences Network

COORDINATION COMMITTEE MANUAL

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1. Introduction

This manual is a reference document for the NABNet Coordination Committee (CC). It contains detailed information on its function and structure and its relation with its sub committees, the General Assembly(GA) and the the Network Director (ND). It explains also the rules and the procedure that the CC will follow to implement its activities. It is essential that all members understand as fully as possible the commitment that individuals make on behalf of their organizations in joining the NABNet CC. This is important for the successful operation and governance of the network and the continuity in attendance and the active participation of each member. The ND as the CC Secretary serving also as secretary to all other committees and boards of NABNet and the GA is responsible for the maintenance of this CC manual and will issue amendments and updates from time to time as per the decisions of the CC. This manual is destined to contribute to the implementation of the NABNet Business Plan (BP 20010-2015) and the NABNet establishment agreement.

2. Relevance of the NABNet CC

Basic to effective CC performance is an understanding by each member of the general purpose of a CC and of his/her general obligations in undertaking CC responsibility.

2.1 Purpose of the NABNet CC

The CC will be both an advocacy and supervisory body, charged with the responsibility to build consensus for and define the relevance of NABNet and its mandate. The CC shall supervise NABNet in all affairs. Its role shall be to ensure that:

- (a) The Network has objectives, programs and plans that are consistent with its mission;
- (b) NABNet is managed effectively by the ND in harmony with the agreed objectives, programs and budgets, and in accordance with legal and regulatory requirements;
- (c) The future well-being of NABNet is not jeopardized by exposing its financial resources, its staff or its credibility to imprudent risks.

2.2 Principal Functions of the CC

The CC shall:

- (a) Further the mission and objectives of NABNet;
- (b) Oversee and contribute to: (i) the implementation of the overall NABNet program, (ii) the resource mobilization and, (iii) the NABNet marketing;
- (c) Oversee periodic reviewing, monitoring and evaluation of the quality,, relevance, and operations of NABNet to ensure compliance with the set benchmarks and objectives;
- (d) Oversee the development of strategic plans in the short, medium and longer term;
- (e) Ensure an appropriate balance and synergy between the core, strategic and other research programs;
- (f) Ensure compliance with statutory requirements;
- (g) Form among its members sub committees in particular: (i)the programs committee, (ii)the resource mobilisation committee, (iii)the partnership development committee;
- (h) Propose members for the Scientific Advisory Board (SAB).

3. Membership to NABNet CC and its sub committees

3.1 CC membership

In accordance with the provisions of the NABNet Business Plan, NABNet will have an independent governance structure with a CC of up to 20 members nominated and approved by their organizations. NABNet CC membership will comprise representatives of structures and bodies as follows :

- (a) Representatives of hub and nodes in NABNet countries
- (b) Representatives from among AU/NEPAD and Regional Economic Communities
- (c) Representatives from among NABNet R&D organizations involved in the NABNet program
- (d) Representatives from among the north Africa end-users (Private Sector, Farmers Organizations, entrepreneurs... etc) and the Civil Society organizations (NGOs)

NABNet CC composition shall be cognizant of gender dimension and its members shall serve a term of two (2) years renewable

3.2 CC sub Committees and membership

The CC can delegate some of its functions to subcommittees such as:

3.2.1 The programs committee: to supervise thematic activities, competency development and capacity Building. This committee shall meet at least two times per year and will report to the CC at subsequent meetings.

3.2.2 The resource mobilization committee: to supervise fund raising, international collaboration and marketing the network. This committee shall meet at least two times per year and will report to the CC at subsequent meetings.

3.2.3 The partnership committee: to supervise development of collaboration inside the network, information, ownership raising and awareness. This committee shall meet at least two times per year and will report to the CC at subsequent meetings.

4. Scientific Advisory Board (SAB)

The CC will be advised by a SAB, on scientific and technical matters relating to the activities, including capacity building, training activities, R&D projects hosted by NABNet. This SAB will be made of up to twenty (20) persons proposed by the ND and CC members. The SAB members will be identified based on their individual capacity and based on international standing and reputation, track record and recognition in scientific fields relevant to NABNet activities. The composition of the SAB will be cognizant of geographic and gender dimensions. The SAB will advise on:

- (a) Standards of quality for scientific proposals;
- (b) The peer review and selection processes of proposals and recommendation for funding;
- (c) Monitoring and evaluation of on-going projects;
- (d) Formulating the strategies of training; establishment and use of technological platforms;
- (e) Developing fund-raising strategies.

Subgroups of SAB relevant to the issues handled will hold meetings when needed and produce the requested reports.

5. Information flow between ND and CC

The CC members will inform the ND on any matter relevant to his mandate and provide him with guidance and advice. The ND will submit to CC members, reports covering significant developments at NABNet during the period between meetings and normally including:

- (a) Reports on the financial status of NABNet;
- (b) Progress on the projects, including the initiation of new projects and the development of capacity and new collaborative relationships;
- (c) Response to reports of any major consultancies regarding the NABNet program;
- (d) The outline and any available document of Annual Report prepared for general distribution.
- (e) Progress on resource mobilization efforts made by the CC members, and ND under NEPAD/OST;

6. Scope of CC approvals

The CC shall approve the following in conformity with the provisions of the Business Plan, in accordance with the terms of the Establishment Agreement and CC decisions:

- (a) The broad organizational framework of NABNet;
- (b) Major financial policies of NABNet;
- (c) Major focus of project development and implementation;
- (d) Statement describing long-term strategies for NABNet;
- (e) Major policies relating to NABNet program of project development, implementation, such as a policy on intellectual property rights;

- (f) Agreements between NABNet and national governments, and any other body, including those covering the establishment of NABNet offices and initiatives where NABNet is a major participant;
- (g) Proposals to amend the Establishment Agreement.

7. Conduct of NABNet CC Meetings and registry

7.1 Types and Numbers of CC Meetings

The CC shall hold at least two regular meetings per year. Special meetings can be held following the decision of the CC or upon the request of two thirds of members. It is suitable that when applicable the meeting of the GA and CC sub committees will take place in the same venue as for the CC committee. The expenses of the mission of the participants to the meetings will be on the cost of the organizations represented unless financial resources are made available for this activity.

7.2 Place of CC Meetings

The meetings of the CC shall be held in NABNet countries. The CC members may decide to participate in the meeting by communicating via any technological means by which they are able simultaneously to hear each other.

7.3 Notification of CC Meeting Dates

The Secretary of the CC shall communicate the time, date, place and agenda fixed for each meeting to the members and additional participants that may attend. Such notification shall be sent under electronic way, in the case of a regular meeting at least three (3) weeks in advance; in the case of a special meeting at least two weeks in advance.

7.4 CC Meeting Agenda

The Network Director as Secretary of the CC, in consultation with the CC chairman and CC members, shall draw up the provisional agenda for each meeting. The provisional agenda for each regular meeting shall include all items required for information flow and potential recommendations or decisions. The Secretary of the CC shall communicate the provisional agenda for each meeting and the documentation relating to items thereon to the members and other participants at least two weeks before the commencement of a regular meeting and at least one week before a special meeting.

7.5 Quorum

The proceedings of the CC shall be valid only if at least a majority (2/3) of the permanent members is present. A decision is valid only if at least a majority (2/3) among the presents agrees on it. A majority, as used in this manual, shall be defined as the two-thirds (2/3).

7.6 Voting

Each voting member shall have one vote. Observers are resource bodies and they have no vote. All decisions shall normally be reached by consensus. In the absence of a consensus at a meeting of the CC, the CC Chair may, and at the request of any two members put the proposal to a vote. The CC shall normally vote by show of hands, but the Chair or any two members may request a secret ballot. Whenever the CC Chair considers that a decision on a particular question should not be postponed until the next regular meeting, the Secretary to the CC shall transmit, under the instruction of the CC Chair, to each member, by any rapid means of communication, a motion embodying the proposed decision with a request for a vote. Votes shall be cast during such period as the CC Chair prescribes. At the expiration of the established period or of any extended period, the CC Chair may prescribe, the Secretary to the CC shall record the results and notify the members. If the replies do not include those of at least a majority of the voting members, the vote shall be considered as without effect.

7.7 Records

Summary records of the meetings of the CC and of the sub Committees shall be prepared by the Secretary of the CC. The Secretary shall also maintain an archival registry of CC decisions and recommendations. The draft summary records of the CC and its sub Committees shall be submitted as soon as possible to the CC members who may submit suggestions for additions and amendments.

7.8 Privacy of Meetings

Meetings of the CC and of its sub committees shall be held in open or closed sessions as determined by the CC Chair or the Chair of the sub committee after consultation with the CC chair. Participation in closed sessions is normally restricted to CC members.

7.9 Registry of CC decisions and recommendations

At the conclusion of each CC meeting, the Secretary of the CC shall add to the registry a reference to all resolutions and other decisions taken by the CC at the meeting. The registry shall note the number of the meeting, the number of the agenda item at which the decision was made, the subject matter and a brief description of the decision substance.

8. Language

Arabic/English/French/ shall be the official and working languages of the CC.

9. Nomination and Term of Office of CC Chair

The CC Chair shall be elected by CC members and shall serve for a term of two (2) years each and hold office until their successors are elected.

9.1 Functions of the CC Chair

The CC Chair shall:

- (a) Perform the functions assigned to him/her by the rules described in the present manual and by the CC;
- (b) Declare the opening and closing of each meeting of the CC, facilitate the discussion, accord the right to speak, put questions to the vote and decisions, rule on points of order, maintain order and ensure the observance of the rules described in the present manual, and may propose to the CC the adjournment of a meeting;
- (c) Supervise all matters with which the CC is concerned;
- (d) Perform other tasks as assigned by the CC;
- (e) Maintain the exchange and the contact with the ND and guarantee the flux of information between the CC members and the follow up with the implementation of the program of the network.
- (f) Agree and sign mails, sign documents and requests regarding matters engaging NABNet.

If the CC chair is absent a chair will be elected among the voting members

9.2 Functions of the CC sub committees Chairs

The CC sub committees Chairs shall perform the same functions as the Chair whenever they preside their respective sub committees. The CC sub committee chair will be elected among the CC members present in the sub committee meeting.

10. Amendment and Suspension of CC Rules

CC rules may be amended or suspended by the affirmative vote of the majority of its members, provided that the amendment or suspension is in conformity with the NABNet Business Plan.

11. Orientation for New CC Members

It is important that candidates for NABNet CC membership be aware of the responsibilities and time demands of service on the CC. New members need appropriate information to permit them to be able to contribute quickly and effectively to the business of the CC. At the time an individual is nominated for membership, he/she will be provided with information on CC responsibilities and previous activities.

12. Review of CC Performance

On a regular basis, the CC should set aside time to review its own performance, structure and operations, especially to consider:

- (a) Timeliness in providing the policy decisions needed by management;
- (b) Adequacy of documentation for decision making and adequate time to consider major issues;

- (c) Quality and openness of discussions;
- (d) Quality of decision making;
- (e) Adequacy of planning to assure continuous high quality advocacy and supervisory for NABNet;
- (f) Appropriate CC composition for CC functions associated with the oversight of the NABNet program;
- (g) Appropriate committee structure;

Network Director

Name and Surname:

Date:

Signature:

Coordination Committee Chair

Name and Surname:

Date:

Signature: