

EBAFOSA

ECOSYSTEM-BASED ADAPTATION FOR FOOD SECURITY ASSEMBLY



EBAFOSA RULES OF PROCEDURE

**ECOSYSTEM-BASED ADAPTATION FOR FOOD
SECURITY ASSEMBLY
(EBAFOSA)**

RULES OF PROCEDURE

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EBAFOSA RULES OF PROCEDURE

According to article 7 which sets out the structure of the assembly, the operational components of the assembly include the secretariat, the bureau, the national branches and the trust fund. To ensure processes within these structural elements are governed by protocols, rules of procedure are developed for the following key elements of structure

1) HOST INSTITUTION AND SECRETARIAT

RULE 1: The host institution shall be identified in accordance with article 15 of the constitution, and voluntarily perform all functions as the secretariat for the assembly.

RULE 2: The functions and responsibilities of the secretariat shall be as stipulated in article 18(1) of the Constitution.

RULE 3: composition of the secretariat shall be in accordance with article 18(2) of the Constitution.

Rule 4: In accordance with article 18(3) of the Constitution, the office-bearers of the Secretariat of the Assembly shall be appointed and employed by the Host Institution in accordance with terms and conditions determined by the host institution, to carry out functions of the secretariat as agreed upon with the Bureau of the Assembly.

RULE 5: In accordance with rules 3 and 1 and cognizant of the fact that the host institution is functionally the secretariat, the terms of service of the secretariat members shall be as stipulated by the host institution and in keeping with article 18(3) of the constitution.

2) THE ASSEMBLY BUREAU

RULE 6: The composition of the bureau shall be as stipulated in article 13, most specifically para 1.

RULE 7: the bureau shall have observers as specified in article 13 (2) of the Constitution

RULE 8: The election of office bearers shall be in accordance with article 9 (2) by a simple majority vote

RULE 9: In addition to adhering to article 11 (1), and in keeping with the principle of inclusivity, the assembly shall ensure that one of the vice presidents is a woman and another a youth to ensure adequate representation.

RULE 10: The rapporteur shall be as specified in article 12.

RULE 11: The functions of the president and vice presidents shall be as stipulated in article 10 and article 11(2) of the constitution respectively.

RULE 12: The terms, conditions and eligibility of bureau office bearers are as follows:

a) The general conditions of eligibility for the Bureau of the Assembly as provided in Rule 6 are as follows:

- i. Hold at least a certificate in any academic field;
- ii. Have at least two years' experience in public service, private sector institution, media service, civil society organization, faith-based organization, non-governmental organization, farming, women or youth movement, academia, or scientific research;
- iii. Have good command, both written and spoken of at least one of the two official languages of the African Union: English or French;
- iv. Have high moral standard and good reputation, and not hold a criminal record;
- v. Be a person of integrity and not be subject to any proceedings impeaching his/her integrity, corruption proceedings, crimes against humanity or a warrant of arrest issued by any court of competent jurisdiction.

- vi. Have good communication and presentation skills.
- vii. Be open to interdisciplinary learning towards acquiring and advancing his/her knowledge and skills to resolve complex challenges that Africa and the world are facing in climate change and food security;
- viii. Develop the virtues of patience, self-control, diplomacy, and pan-Africanism necessary to accomplish his/her task in light of the complexities and susceptibilities of international affairs;
- ix. Be committed to the principles of democracy, rule of law, good governance, peace, food security, ecosystem adaptation, and sustainable development.

b) The specific conditions of eligibility for the Office of President are as follows:

- i. Grasp the present and past comprehensive programmes of the Assembly in order to inspire office bearers and members, and to drive all stakeholders towards the accomplishing of the Assembly's mission of a food secure Africa within sustainable ecosystems;
- ii. Be able to tirelessly and successfully interact with the governments of the member states in order to domesticate the resolutions and other outcomes of the Assembly into their respective legal systems, and enforce and mainstream them within their respective societies;
- iii. Be able to comprehend the national interest of each member state, and to find ways of harmonizing this national interest with the EBA approaches to food security;
- iv. Be able to effectively rally all kinds of support necessary for the implementation of the programmes and projects of the Assembly from relevant partners;
- v. Be able to effectively motivate office bearers in the Assembly and the national branches for productivity in the fulfillment of their duties;
- vi. Be a unifying figure that unifies Africa across its diversity and, fights discrimination of any form or basis;
- vii. Have good knowledge and experience in food security, development, or related fields.

c) The specific conditions of eligibility to the Office of a Vice President are as follows:

- i. Be knowledgeable and ready to undertake any specific task assigned by the Assembly or the President;
- ii. Be able to learn fast from the experience of the Office of the President in order to eventually conduct the affairs of the Assembly in the latter's absence;

d) The specific conditions of eligibility to the Office of a Rapporteur are as follows:

- i. Be able to undertake an efficacious communication of the Assembly's resolutions, that is, the one that persuades partners and members that, by making these resolutions, the Assembly is moving in the right direction, certainly addressing the challenges of food security, industrialization, sound productive ecosystems, and sustainable development in Africa with the EBA lenses;
- ii. Be fluent both written and spoken in the official languages of the African Union, English and French;
- iii. Be able to comprehend the programme of the Assembly, and be able to propagate even the comprehensive matters to dignitaries and the public at large in a simple way;
- iv. Pay attention to, and learn fast, the undertakings of the Office of the President so as to be his or her efficient interpreter if need be.
- v. Harbor the skills of marketing, writing, and managing media outfits, to ensure that the resolutions of the Assembly are compartmentalized into topics, analyzed and elaborated by internal experts, published as books and articles of magazines or journals, and posted in the Assembly's website;
- vi. Attend to the maintenance and renewal of media outfits, such as publication agreements & contracts and vet where need be, media outfits for suitability.

3) ESTABLISHMENT OF NATIONAL BRANCHES OF THE ASSEMBLY / NATIONAL ASSEMBLY

RULE 13: The National Branches of the Assembly shall be established at the country level with guidance from the secretariat of the assembly and in accordance with Article 16 (1) of the EBAFOSA Constitution.

RULE 14: The structure and function of the national branches shall mirror the (continental) assembly and shall include a secretariat, a national bureau and branch members.

RULE 15: The national branches shall be a subset of the assembly and are not autonomous bodies. They must therefore report progress and their activities, through the branch secretariat, to the continental secretariat on a monthly basis.

RULE 16: The formation and launch of the national branches shall be guided and coordinated by the EBAFOSA continental secretariat

3a) National Secretariat

RULE 17: The secretariat of the national branch shall be hosted by a national public institution

RULE 18: i) Where there is no public institution that can host the secretariat of the national branch, any other institution as agreed upon by delegates will be the appointed to carry out the function of secretariat of the national branch

ii) the institution appointed in accordance with sub rule 1 of this Rule shall confirm to the bureau of the assembly its acceptance of the appointment in writing, and clearly state how it will cooperate with the government (especially ministries of environment, agriculture, industrialization and finance) and their agencies, private sector, CSOs, NGOs, academia, youth & women groups and private citizens in delivering the EBAFOSA mandate of ensuring EBA for food security reaches out to the entire country.

RULE 19: Rules 2, 3, 4 and 5 shall be adhered to in establishing and operationalizing the national secretariats.

3b) National Bureau

RULE 20: The national bureau shall be established in line with article 13(1) of the constitution and shall not be composed of the same members of the national Host institution

RULE 21: In keeping with Rule 20, the national bureau shall have one president, two vice presidents and a rapporteur.

RULE 22: Functions of the president and vice president shall be as stipulated in Rule 11.

RULE 23: The election of office bearers shall be as stipulated in Rule 8

RULE 24: Where the president is permanently incapacitated and unable to perform duties of president, the assembly members shall by a simple majority vote for one of the vice-presidents to take over as interim president until next ordinary session

RULE 25: To ensure inclusiveness, one vice president shall be female preferably a women leader and the other must be a youth leader.

RULE 26: The rapporteur shall be the spokesperson of the branch

RULE 27: In keeping with Rule 14, the terms, conditions and eligibility of national bureau office bearers shall be as specified in Rule 12 sections a, b, c and d.

RULE 28: These rules of procedure apply exactly to the national assemblies and shall be implemented with guidance from the continental secretariat and shall reflect the spirit and letter of the constitution.

3c) Membership to the Assembly and Accreditation

RULE 29: The principle of inclusiveness implied in article 4 (3) shall be observed in admitting members. Therefore, membership to the national assemblies shall be open to governments (specifically ministries of environment, agriculture, industrialization & finance, in addition to others) and their representatives, CSOs, private sector, CBOs, NGOs, academia and research institutions, think-tanks and individual persons and as implied in article 14(1).

RULE 30: In accordance with article 14 (2) of the constitution, the following shall be used to accredit membership to the assembly.

A) CRITERIA

Membership to the assembly is classified (membership categories) as all government levels (national & subnational), and especially ministries of environment, agriculture, industrialization, finance and others; private-sector; CBOs; NGOs; CSO; education & research institutions; individual member and shall be all inclusive in accordance with article 4(3) and as implied in article 14(1) and in observance of the principle of inclusivity.

B) TERMS AND CONDITIONS OF MEMBERSHIP

Accreditation: For admission as member of the assembly, the following criteria and rules shall be binding:

- i. For government category, must be a national (or local government) recognized as (in) one of the 54 jurisdictions in Africa
- ii. Membership of the National Branch of the Assembly shall be for five years subject to payment of annual membership fee as stipulated in rule 35 and indefinitely renewable.
- iii. Accreditation as member in any category is subject to submission of an application for accreditation.
- iv. A complete application in part (iii) above shall include the following:
 - » Letter requesting accreditation (*for all membership categories*)
 - » Valid contact information, including headquarter office location, post office addresses, emails, telephone numbers, positions etc. as may be applicable (*for all members*)
 - » A copy of constitution/charter and/or statutes/by-laws and amendments to those documents, and list of affiliates (*for organizational membership*)
 - » Copy or certificate of registration (*for organizational membership*)
 - » Payment of mandatory membership fee as implied in article 22(1) (*for all membership categories*)
 - » Proof of payment of membership fee
 - » - Proof of interest in the environment / agriculture / environment / industry / development such as annual reports; conference and seminar reports; recent press releases and copies of media statements; newsletters and other periodicals (*for organizational membership*)
 - » - Proof of existence by way of an account of at least one year of activities (*for organizational membership*)
 - » - Proof of non-profit making status (*for NGOs – CSOs, CBOs etc.*)
- v. The assembly secretariat shall notify members of any due / pending membership payments
- vi. Membership shall be confirmed by the assembly secretariat once payment of membership fee is finalized

4) The Trust Fund and Contributions

RULE 31: A trust fund shall be established and managed by the continental secretariat ONLY in accordance with article 23 of the Constitution

RULE 32: Member contributions shall be in line with article 22

RULE 33: In accordance with article 23(1), philanthropic, benevolent and other voluntary contributions shall be accepted from both members and non-members

RULE 34: Total estimated budget for the assembly for 10 years is US\$ 100million, translating to an annual fund-raising target of US\$ 10million, which shall be shared out to members based on relative strengths

RULE 35: The fractional contributions shall be payable to the assembly secretariat, the custodian of the trust fund according to article 23(2) as follows:

- a) Country governments, as custodians of development in their respective jurisdictions, should commit to raising 60% of the budget (payable annually or as a lump-sum) as the assembly is established as an institution for the good of the public
- b) The remainder (40%) should be raised jointly by the other member groups i.e. private sector, CBOs, NGOs, CSO, education & research institutions, individual member contributions etc.
- c) Country government contributions should be proportional to the respective country GDP. The following formula can be applied:

$$\text{Annual country contribution} = \text{Country GDP} / \text{Continental GDP} * \text{US\$ 6million.}$$

GDP values obtainable from the World Bank archive: <http://databank.worldbank.org/data/download/GDP.pdf> (Example of 2014 values)

- d) The remainder (US\$ 4million) should be shared out using the criteria below:
 - i. As a function of perceived relative strength each category should target to raise the amount of US\$ 4million in the following proportions: Private sector [companies and individuals] (50%); NGOs (25%); Academic, research and affiliate institutions (15%); CSOs and faith based organizations (7%); CBOs, cooperatives and individual member contributions (3%)
 - ii. Annual Payment of each installment based on perceived relative strength in absolute figures is as follows: Private sector organizations US\$ 1000; NGOs US\$ 500; academic, research and affiliates US\$ 200; CSOs and faith based organizations US\$ 100; CBOs and cooperatives US\$ 50; private sector individuals US\$ 30; non-private sector individuals US\$ 20.
 - iii. The duration of payment is set at a month from expiry of previous membership. Where a previous payment does not apply, the time is set at 2 months from the time of mailing of a reminder for payment from the assembly secretariat.
 - iv. Where a member seeks an exception to the rule 35d(iii) above, a request shall be made in writing to the continental assembly clearly stating the cause of delay and when payment will be made.
 - v. Upon receipt of the letter implied in rule 35d(iv) above, the secretariat of the assembly reserves the right of final judgment, which may include loss of accreditation of the said member.
 - vi. Members are encouraged to contribute more than the indicative amounts above if they so much desire to accelerate the implementation of EBAFOSA across the continent.

RULE 36: Administration of the fund and contributor benefits and obligations

- i) Management of the fund shall be transparent and follow the spirit and letter of the constitution as implied in articles 23, (specifically paragraphs 2, 3, 4 and 5) and article 24
- ii) The amount contributable in each installment as set in Rule 35 sections d (ii) shall be subject for review and revision at each seating of the assembly
- iii) 80% of the contribution of a member from a particular branch shall be re-invested back and reserved for activities of the respective branch while the 20% shall be re-invested to support the activities of the continental assembly and activities.
- iv) The assembly secretariat shall maintain transparent, updated books of account and be subject to the assembly in line with article 23(5).
- v) Benefits to contributors include a wide range of socio-economic benefits as follows:

Fully paid up members would receive via social media and e-mails, reports and newsletters on food security, climate change, processing and value addition, markets analysis etc. Members have an opportunity to receive personal advice on agricultural issues from experts at the expense of the assembly.

RIGHTS AND OBLIGATIONS OF THE ACCREDITED PARTY

A. RIGHTS

Immediate advantages to accreditation:

In the process leading up to sessions of the EBAFOSA the accredited parties have the possibility:

1. To receive unedited working documents of the EBAFOSA at the same time as the bureau;
2. To submit to the EBAFOSA Secretariat written contributions to these unedited working documents of the EBAFOSA for distribution to the Governments;

During the sessions of the EBAFOSA accredited parties have the opportunity:

1. To attend the plenary, and any Ministerial or high level consultations as observers;
2. To circulate written statements to Governments through the EBAFOSA secretariat;
3. To make oral statements during the discussions of the EBAFOSA at the invitation of the chairperson.

B. OBLIGATIONS

1. Timely payment of annual membership and any other contributions
2. Active involvement in activities and projects aimed at promoting the EBAFOSA mandate
3. Exemplary sustainable ecosystem practices
4. Send to the national secretariat a comprehensive report of their activities in relation to their accreditation every year
5. Notify the national secretariat immediately any changes in their mandate, change of legal status and contacts.

RULE 37: Where a national bureau and/or secretariat is unable to conduct itself in accordance with the constitution and the rules of procedure, it is incumbent upon the continental secretariat to call for its dissolution and appoint an interim secretariat and / or bureau to hold office until the installation of an appropriate secretariat or bureau through a consultative inclusive process with the national delegates.

RULE 38: Where the process of identifying the host secretariat as well as electing a national bureau is deemed to derail the spirit of the EBAFOSA Constitution, the secretariat of the assembly is mandated to choose an interim host and appoint an interim bureau to function as the bureau until such a time that a host is found and successful elections are conducted.

RULE 39: The secretariat of the assembly is mandated to appoint resource persons as advisers to the continental and national branch to ensure the EBAFOSA mandate is executed successfully and inclusively at regional and country level.

RULE 40: Where the need to decide by vote at the national bureau arises, it is incumbent upon the chairman of the bureau to abstain from voting in order to avoid a tie.

RULE 41: In executing the secretariat function as called for in the Nairobi Action Agenda and in accordance with article 18 of the constitution, the host of the continental secretariat in cooperation with UNEP and the AMCEN secretariat shall perform the secretariat functions as articulated in article 18(1).

RULE 42: In operationalizing article 15(4) on termination of host, where the host institution of both the continental and national contravenes the constitution and /or rules of procedure in a manner that sabotages the functioning of the assembly, the Assembly Bureau shall institute proceedings to terminate its service.

