

## FARI CHARTER (DRAFT)

The Heads of Academic and Research Institutions in the WIO region,  
having identified a need to collaborate in the promotion and review of marine  
science, in the WIO and,

having further recognised their potential role and duty in contributing to  
wise and informed decision making and management in the use and  
development of the region's marine and coastal environments,

have accordingly established the Forum for the Heads of Academic and  
Research Institutions in the West Indian Ocean known as FARI,  
with the following purpose:

To communicate, collaborate and co-operate in support of marine and coastal  
research that will contribute towards the wise use of marine and coastal  
resources and the provision of sustainable opportunities for people of the  
WIO region, in a healthy environment.

FARI is a broadly based consultative, communication and advisory body, accountable  
to the governments that are signatories to the Nairobi Convention through its  
secretariat.

FARI's activities include the co-ordination, facilitation, stimulation review and  
assessment of marine science in the region with a view to promoting rational and  
scientifically-based management of the marine and coastal environment.

Participation in the Forum is broadly in accordance with the activities promoted by  
the Nairobi Convention in its work programmes. Taking into account the best  
information available, deliberations within the Forum will contribute *inter alia*, to:

- providing quality assurance to elements of the Nairobi Convention Work Programme and other regional stakeholders
- contributing to the development of the Nairobi Convention Work Programme
- identifying new and emergent fields of research, including the application of new technologies and innovative research approaches
- providing expert technical support in the peer-review of projects, management decisions and policies
- facilitating the sharing and exchange of information and scientists between partners and stakeholders

- stimulating high quality science through developing and undertaking co-operative national, regional and international scientific research programmes
- contributing to capacity and career building, *inter alia* through benchmarking of training opportunities
- contributing to the maintenance of ethical standards in research and the protection of intellectual property rights
- providing co-ordination, review, debate and assessment of the activities undertaken by, or under the auspices of the Nairobi Convention

## RULES OF PROCEDURE FOR FARI

### **MEMBERSHIP**

- Membership of FARI is by institution and shall be limited to those institutions, organisations and stakeholders substantially involved in the academic development of marine and coastal science in the WIO region, and who are formally registered as such in their home country.
- Membership is encouraged from all Nairobi Convention member countries so as to obtain a regionally equitable balance in representation
- Membership fees will be determined annually and such funds used to support secretariat functions
- Although decisions should preferably be made by consensus, voting if needed, will be by simple majority, with the chair holding a casting vote. Voting can only be done by registered members
- Membership is a formal process based on application and admission criteria
- In some cases associate members may be required to participate in FARI. This should be based on a written request via the Member with who the applicant is associated.

### **Representation**

- Each institution shall be represented by its academic/research head. Members should formally identify an alternate who may attend meetings in the absence of the member. Such alternates should preferably be her or his deputy wherever possible
- FARI can seek the advice of other individual experts as may be required on an *ad hoc* basis.

### **Decisions**

- In the case that decisions need to be made on matters of substance, these shall be taken by consensus wherever possible
- The question of whether a matter is one of substance shall be treated as a matter of substance.

### **Meetings**

- Meetings of the Forum shall normally be held at least once a year at a location to be determined by the chair in collaboration with the Nairobi Convention secretariat.
- The Forum shall also undertake periodic email communication or call a special meeting as may be necessary to fulfil its functions.
- The chair, in consultation with the Secretariat, shall prepare a provisional agenda for each meeting of the Forum. The provisional agenda shall include but not limited to:
  - (a) all items which the Forum has previously decided to include in the provisional agenda;
  - (b) all items the inclusion of which have been requested by any Member of the Forum;
- The Secretariat shall transmit to all Members of the Forum, at least fourteen (14) days in advance of the Forum's meeting, the provisional agenda and exploratory memoranda or reports related thereto.
- Members are responsible for their own travel costs to attend meetings

### **Chairperson**

- Chairmanship of FARI is by rotation, with the chair selected as one of the heads of the region's academic and research institute
- The Forum shall elect its own Chairperson, normally the head of the Institution that is most recent host of the WIOMSA symposium and who shall serve until the next symposium.
- Amongst duties the Chairperson shall
  - (a) convene, open, preside at, and close each meeting of the Forum;
  - (d) endorse a provisional agenda for the meeting after consultation with Member's representatives and the Secretariat;
  - (e) endorse any Forum reports and meeting minutes before transmission to members and other interested person as official documents
  - (f) represent the Forum at specific events if deemed appropriate

### **Member roles and responsibilities**

- Each member shall submit an annual report reflecting academic development and research progress, including a list of publications. Such a member report will follow a standard template and should be available in advance of the annual meeting

### **Subsidiary bodies**

- The Forum may establish such subsidiary bodies as it deems necessary for the performance of its functions and determine their composition and terms of reference.
- Where applicable, subsidiary bodies shall operate on the basis of the Rules of Procedure of the Forum.

### **Secretariat**

- As a general rule, the Forum and its subsidiary bodies shall make use of the facilities of the Nairobi Convention Secretariat for the fulfilment of their functions.
- The Nairobi Convention Secretariat may allocate such secretarial functions to one of its members, such as WIOMSA.

### **Records and reports**

- The Secretariat shall maintain an up to date data base of all member's addresses, contact details and respective fields of expertise
- At each meeting of the Forum, the Secretariat shall prepare a report of the meeting. Such reports shall summarise the discussions of the Forum. The report shall include and provide the rationale for all findings and recommendations and shall include any conflicting views made known to the Chairperson. A copy of the report shall be transmitted to all representatives of the Members and to all individuals present at the meeting of the Forum in question.

### **Finances**

- At each Regular Meeting, the Forum shall adopt its budget by consensus.
- A draft budget for the Forum shall be prepared by the Secretariat and submitted to the Members of the Forum prior to the annual Regular Meeting of the Forum.
- Each Members of the Forum may be required to contribute to the budget, such amounts to be determined by consensus
- The financial activities of the Forum and its subsidiary bodies shall be conducted in accordance with financial regulations adopted by the Forum and shall be subject to an annual audit by external auditors selected by the Secretariat.
- Each Member of the Forum may be required to meet her or his own expenses arising from the attendance at meetings of the Forum and/or subsidiary bodies.

### **Termination of membership**

Any Member of the Forum may terminate their membership at any time by giving written notice

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