



SECRETARIAT EXECUTIF

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DRAFT RULES AND REGULATIONS

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CHAPITRE I : GENERAL STIPULATIONS

Article 1 : Introduction

The present Rules and Regulations fixed the modalities for the application of the statutes of the Agency, according to the objective in the article 2.

The Agency's working languages are French and English.

Article 2: Acram's Privileges

The Agency has legal personality as conferred by the Law 35/62 of 10th December 1962 on Associations in the Gabonese Republic, and by the privileges of the Headquarters Agreement.

Article 3: Member's engagement

The members of the Agency commit themselves to take the necessary measures to deal with their responsibilities as defined in the statutes and to co-operate for the development of ACRAM.

Each member of private and public right constitutes only one member.

The private, public and semi public member from the same country must from their own initiative ask to constitute as a group.

Article 4: Representation

The members inform the Agency of the name and quality of member(no more than five (05), to represent them in all the Agency's activities.

Article 5: Domiciliation

Each member will give a list of contacts for the communication between the Agency and them.

CHAPTER II : ORGANIZATION AND FUNCTIONING

Article 6 : Members

The Agency is composed of member of private and public law as stated in the article 5 of the statutes.

6.1: Admission of new members

The Agency may at any time welcome new members according to the membership's process defined in the Article 5 of the statutes.

6.2: Suspension

The suspension is done by the Executive Secretary , to any member which do not have paid his annual contributions, six months after notification. This suspension is (Levé) once the payment being effective.

The suspension can also be pronounced against any member responsible of any act generating a conflit within the Agency.

6.3- Loss of quality member

1. Withdrawal

In case of withdrawal, the member must write a withdrawal letter to the Chairman of the General Assembly , with a copy to the Executive Secretary. The withdrawal is taken into an account within 60 days after reception.

In the case of a group of members, the withdrawal of an entity being part of the group does not result in the loss of member's quality of the group.

2. Exclusion

The serious breach of Acram's ideals and the non respect of the reminders can lead to exclusion.

In this case, the Executive Secretary draws up a reasoned opinion for exclusion, and submitted to the General Assembly.

3. Termination of activities

In the event of the termination of the activities duly ascertained, the Executive Secretary must inform the Chairman of the General Assembly.

Article 7: General Assembly

7.1. Composition

The General Assembly is composed of all members as stated in the article 4 of the statutes.

7.2: Bureau of the General Assembly

The Bureau of the General Assembly is composed as follows:

- One Chairman;
- One First Vice-Chairman;
- One Second Vice-Chairman;
- One third Vice-Chairman;
- One Reporter (the Executive Secretary);
- The Presidents of the Technical Committees.

The functions' repartition must reflect a best representation of members.

The members of the Bureau are elected to a simple candidate voting by hand rising.

7.3: Attributions of members of the General Assembly Bureau

7.3.1- Attributions of Vice Chairman

The Vice Chairmen assist the Chairman and replace him in case of impediment, by the precedence order.

7.3.2- Attributions of the Reporter

The Reporter of the General Assembly works under the supervision of the Chairman. For this purpose, he is in charge of:

- Preparing the Agenda of the meetings of the General Assembly
- Write the Minutes of the Meetings and Recommendations.

7.4- Functions of members of the General Assembly and the Technical Committees

The functions of members of the General Assembly and the Technical Committees are free. However and depending on the budgetary availabilities, Administrator's fees must be refund by the decision of the General Assembly for their special participation to the Agency's activities.

Article 8: Meetings

The General Assembly meets in ordinary session once a year, as defined in the articles 10 and 11 of the statutes.

However, without being members of the Agency, any public or semi-public professional Institution or inter-professional and any international organization, in charge of the Coffee sector, can be invited by the Chairman of the General Assembly to attend as an observer the sessions of the General Assembly.

8.1- Debates

The General Assembly's Sessions are chaired by the President of the Bureau . The Executive Secretary, Reporter of the Bureau deals with the Secretariat issues.

After the quorum's control by the Executive Secretary, the President:

- opens the sessions and adopts the Agenda;
- Controls the debates, gives the floor to members by respecting the running order;
- Controls the talking time and the Agenda's items;
- Encourages the consensus;
- Submits the questions to vote if necessary;
- Reads the decisions
- Gives the floor to the Reporter for the final resolutions reading before the closing of the plenary session.

8.2: Regime of decisions

The decisions of the General Assembly are taken by consensus, or by voting.

The member who have not paid their contributions are not allowed to vote ;

According to Acram's contribution scale, members votes are spread to prorata of their annual contributions.

The base of vote calculating is 100.000 F CFA for one vote.

The vote is done by secret ballot to a simple majority.

The proxy vote is authorized. Only one proxy is allowed.

Article 9 : Executive Secretariat

9.1: Attributions of the Executive Secretary

According to the Article 16 of the Statutes, the Executive Secretary assures the Administrative and Financial Management of the Agency.

He notifies decisions adopted by the General Assembly to all members within thirty (30) calendar days, following the closing of the concerned meeting, as well as written declarations presented by a member or an observer.

He is responsible of the decisions and resolutions implementation taken in General Assembly . For this purpose, He is in charge of :

- Preparing triennial Agency's Road map;
- Controlling the influence of the Agency;
- Promoting the regionalization of projects;
- Partnerships' Researching.

9.2- Recruitment of the Executive Secretary

The recruitment of the Executive Secretary is done by the General Assembly's candidate callings.

His salary as well as the salary of the personnel is decided by the General Assembly's Resolutions.

He enjoys of advantages as defined in the Headquarters agreement between the host country and the Agency.

Article 10 : Technical Committees

According to the article 18 of the statutes, the technical Committtes work regularly with the New Technologies of Information and Communication available and can meet at any time .

They present their reports during the session of the General Assembly.

The members of technical Committees are elected for a mandate of two (02) years, renewable twice (02).

The functions of member in one of these Acram's Committes are not retributed .

10.1- Gender Committee

The Gender Committee, chaired by a woman, statutes on the items related to the integration and valorisation of african and malagasy women in the Robusta Coffee Sector.

For this purpose, it :

- Organizes meetings of all kind (workshops, seminars, etc) in favour of the women's involvement in Coffee Industry;
- Encourages the members's involvement in bodies dedicated to Gender promotion in the Coffee Network;
- Elaborates projects regarding the women'valorisation in Robusta Coffee Networks;
- Develops information exchange Networks of Agency's Female Members.

10.2. Cooperation and Technology Transfer Committee

The co operation and Technology Transfer Committee is in charge of promoting all activity to improve the quality and productivity of African and Malagasy Robusta.

In this purpose, it:

- Organizes scientific meetings of all kinds (workshops, seminars, colloquiums, etc) related to research and innovation of the Robusta Coffee Culture;
- Promotes vulgarization of technologies strength abilities;
- Identifies co operation axes to be developed in Research, Production, Organization of Networks, Commercialization, Financing and Promotion, etc.;
- Develop information exchange network, experiences and transfer of technology within the members and the organizations partners

10.3 Youth, Promotion and Marketing

The Youth, promotion and Marketing Development Committee elaborates and develops strategies for promotion, consumption, transformation and researching of new market for the African and Malagasy Robusta.

For this purpose it:

- Elaborates with the help of the Executive Secretariat strategic actions plans in favor of African and Malagasy Robusta Coffee Promotion;
- Elaborates with the help of the Executive Secretariat statistics relating to the situation of African and Malagasy Robusta in the Global Market;
- Elaborates activities for the promotion of African and Malagasy Promotion as well as Financial plans;
- Compiles and analyzes, in collaboration with the Executive Secretariat, Reports and books published and having any link with the promotion of African and Malagasy Robusta;
- Develops a strategy to attract youth in the Robusta Coffee Sector

10.4. Administration and Finance Committee

The Administration and Finance Committee is in charge of all the administrative and financial items submitted by the Executive Secretariat. For this purpose, It:

- Proceeds to a first examination of Administrative and Financial Reports as well as the Financial Statements of the closing year;
- Examines the projects of the activities' programs;
- Examines the draft budget;

- Formulates a view on the Auditors Reports;
- Gives a view on the administrative and personnel management;
- Submits proposals on organization and functioning of the Agency and its Executive Secretariat.

CHAPTER III : FINANCIAL STIPULATIONS

Article 11 : Financial Resources

The agency's resources are made up as defined in the article 19 of the Statutes.

Article 12 : Contributions Fixing Basis

The annual members' contributions are fixed by the General Assembly on the Executive Secretariat's proposal at the beginning of the fiscal year of each year.

The contribution's repartition taxable to any member is made up by the Resolutions of the General Assembly.

Members must paid their contribution after notification.

Any contribution paid to the Agency is definetely adquired. Any contribution refunds is not admited in case of dismissal, exclusion or radiation of a member.

Article 13 : Expenditures

The Functioning and Investment Expenditures of the Agency's activities are forecasted in the budget of each year, voted by the Ordinary General Assembly.

The Financial Statement of each closing year is certified by a registered Auditor.

Article 14 : The Auditor

The Accounting of the Agency is controlled and certified by a fiscal Auditing Cabinet registered or certified Public Accountant, recruited by the General Assembly on the proposal of the Executive Secretary for a mandate of Two (02) renewable terms twice.

The Auditor controls and certifies Financial Statement of the Agency and presents them to the General Assembly.

CHAPITRE IV : OTHER STIPULATIONS

Article 15 : Confidentiality

The use of Agency's documents is reserved to members only. Therefore, the General Assembly could decide at any moment that information contained in these documents can be published or transmitted according to the purpose of the Agency..

Article 16 : Modification of the Rules and Regulations

The present Rules and Regulations is not allowed to be modified unless the General Assembly decides otherwise..

Article 17 : Administrative and Financial Rules

The present Rules and Regulations is completed by the administrative and financial Rules applicable in the Agency.