Organisation and Management Procedures for the International Coral Reef Initiative (ICRI)

Revised 14 October 2013
Belize City, 28th General Meeting

Reaffirming the need to address the increasing problems caused by human impacts on coral reefs and related ecosystems as the health of coral reefs continues to decline;

Recognising that continued co-operation among governments, international institutions, non-governmental organisations, communities and private industry is crucial to the success of efforts to save coral reef ecosystems;

With appreciation for the dedicated work of so many individuals and institutions towards the goals of ICRI; and,

Determined to see the successful implementation of the *Continuing Call to Action* and its associated *Framework of Action*,

The members of ICRI resolve to organise the Initiative in accordance with the following Procedures.

Section 1. Membership

Eligibility

1.1 The following are eligible to be a member of the Initiative:

(i) Any member state of the United Nations or grouping of such members

(ii) Any government agency of a country with responsibility for, or an interest in, protecting coral reef [and associated] ecosystems

(iii) Any specialised agency or program of the United Nations;

(iv) Any specialised public agency or program dealing with coral reefs

(v) Any international, intergovernmental, or non-governmental organisation with significant national, regional, or global coral reef programs or interests.

(vi) Any private industry, company, venture or foundation with a direct and abiding interest in the well-being of coral reefs and associated ecosystems.

1.2 The ICRI membership will continue to implement the *Framework for Action* by continuing activities in support of coral action at the local, national, regional, and international levels as appropriate.

Becoming a member

1.3 Aspiring ICRI members should send a request in writing (in a form of a letter) to the ICRI Secretariat, detailing the rationale for their membership application and providing a statement of their support for the *Continuing Call to Action* and the *Framework for Action.*

1.4 The membership request letter should be signed by the organisation's highest administration position. In the case of a government agency or department, the letter should be signed by the line Minister or the most senior official of that agency or department.

1.5 The ICRI Secretariat will acknowledge receipt of the membership request and convey it to ICRI members at the next General Meeting. Applicants are strongly encouraged to attend the General Meeting to support their membership request.

1.6 ICRI Members present at General Meetings will take a decision on whether or not to accept each membership application.

Members' roles

1.7 Members should endeavour to attend at least one General Meeting for every term of a Host Secretariat.

1.8 Members should confirm or update their membership details, including focal points' names and contact details when these details change and at the beginning of each hosting period.

1.9 Members should provide up-to-date written reports of ongoing activities (known as 'Member's Reports') in support of the Initiative and provide it to the Secretariat before each General Meeting.

Membership suspension, revocation and reinstatement

1.10 Where a member has not attended a General Meeting nor provided a Member's Report for three terms of a Host Secretariat, the Secretariat will send a letter advising the member that its ICRI membership is suspended and, unless otherwise requested by the member prior to the next General Meeting, that membership will automatically be revoked.

1.11 Any Member whose activities are disruptive may see their membership revoked by way of a resolution of the members attending a General Meeting.

1.12 Where a former Member whose membership has been revoked wishes to have its membership status reinstated, a written request should be provided to the ICRI Secretariat, stating the reasons for the request. The Secretariat will review requests on a case by case basis.

Section 2. General Meetings

2.1 General Meetings will be held at least annually.

2.2 In extraordinary circumstances, additional General Meetings may be convened, as the membership deems necessary. Any Member may request an additional meeting by written request to the Host Secretariat. The Host Secretariat will

circulate the request and decide whether to hold the meeting, based on responses received from members within 14 days and subject to funding.

2.3 At the request of a Member, guests may be invited by the Host Secretariat to attend sessions of a General Meeting as observers. Observers may request permission from the session's Chair to do a presentation. Observer participation during meetings will be at the discretion of the plenary Chair but may not supersede the participation of members.

2.4 The decision to provide financial support to ICRI members, networks or appropriate delegates to attend General Meetings is left to the entire discretion of the Host Secretariat. Those requiring such support should submit a formal request to the Host Secretariat.

2.5 A decision by the Host Secretariat not to support a Member who formally requested such support cannot be contested.

Section 3. Host Secretariat

3.1 Only states or a joint partnership by two states may serve as the Host Secretariat of the Initiative. The hosting term is between two and three years, with the exact length of the hosting period and date of transition to be determined through consultation between the current and incoming hosts.

Responsibilities of the Host Secretariat

3.2 The responsibilities of the Host Secretariat, in addition to those specified in other Sections of these procedures, include:

(i) Developing a draft Plan of Action for implementation during its hosting term

(ii) Carrying out the financial stewardship of the ICRI Secretariat

(iii) Managing membership, including seeking updates on Members' details at the beginning of the hosting term, maintaining a database on members and nominated focal points, processing membership requests, and sending letters of suspension as per Section 1.10 of these procedures

(iv) Convening and organising General Meetings, including:

- Preparing the agenda
- Notifying all members of meeting arrangements using ICRI's outreach mechanisms
- Circulating draft motions to members for comment (see section 6.3 of these procedures)
- Providing templates for, receiving and circulating Members' Reports
- Chairing Plenary Sessions of General Meetings
- Reporting on the progress of resolutions and advisories where appropriate
- Preparing and circulating Minutes
- Following through actions arising.

(v) Receiving and answering correspondence on behalf of the Initiative

(vi) Maintaining and updating web-based media, including the ICRIforum website as well as ICRI social media

(vii) Promoting ICRI and its work, including by providing comment on relevant international texts and at international fora and conferences where side events may be organised subject to budgetary circumstances

(viii) Identifying and liaising with successor state(s) to take on Host Secretariat responsibilities.

3.3 The Host Secretariat may delegate some or all of its functions to a Designated Administrative Representative (DAR).

Section 4. ICRI Operational Networks and Ad Hoc Committees

4.1 ICRI may operate on-ground through Operational Networks and/or *Ad Hoc* Committees.

Operational Networks

4.2 Operational Networks are established, suspended and dissolved by way of a resolution of ICRI members.

4.3 Terms of References for Operational Networks, their structure and governance mechanisms, as well as amendments to these are approved by way of resolution of ICRI members at an ICRI General Meeting.

4.4 Networks will retain control of their operational program and regular functioning. The ICRI Secretariat will provide general guidance and advice where appropriate, and will relay relevant information via ICRI media.

Ad Hoc Committees

4.5 The Host Secretariat or ICRI members may, as necessary, appoint *Ad Hoc* Committees to carry out work on specific topics or advise on specific issues.

4.6 Membership to such Committees is open to all ICRI members. In addition, observers may be invited to participate in Committee activities.

4.7 Each Committee elects a Chair from the members represented in the Committee. *Ad Hoc* Committees should prepare Terms of Reference in conjunction with the Host Secretariat. These Terms of Reference should clearly show, *inter alia*, the desired outcomes, objectives and proposed timeframe for the Committee's activities. The Terms of Reference of the *Ad Hoc* Committees will be approved by the ICRI membership.

4.8 Committees should meet in conjunction with the General Meetings and, if practical, in conjunction with other international meetings. Intersessional activities will be primarily by electronic correspondence. The Committee Chair is responsible for drafting and clearing reports and correspondence. Meeting outcomes should be provided to the ICRI Secretariat for information.

Reporting

4.9 Activities undertaken by ICRI Networks and *Ad Hoc* Committees should be reported on at General Meetings by way of one or more of the following means:

- Member's Report
- Meeting paper or report
- Presentation
- Motion.

Section 5. Regional activities, meetings and workshops

5.1 ICRI encourages its members to develop regional activities, including workshops, to prepare region-specific agendas for coral reefs.

5.2 Where practicable/relevant, regional activities should involve UNEP Regional Seas regions with substantial coral reefs, i.e.: Wider Caribbean, East Asian Seas, Eastern Africa, West and Central Africa, South Asian Seas, ROPME Sea Area, Red Sea and Gulf of Aden, and Pacific.

Section 6. ICRI Official Documents

Categories of documents

6.1 official ICRI documents include:

(i) Key Documents

(ii) Recommendations (formerly Decisions/Statements)

(iii) Host Secretariat Advisories

(iv) Resolutions

(v) Members' Reports

(vi) General Meeting Minutes

(vii) ICRI publications, reports and posters

(i) *Key documents*: these are the foundational documents of ICRI and include:

- ICRI's Continuing Call to Action
- ICRI's Framework for Action
- These Organisation and Management Procedures.

These documents may be reviewed and updated from time to time and approved by the ICRI membership at General Meetings.

(ii) *Recommendations*: ICRI may adopt Recommendations, in order to call attention to issues of serious, widespread concern. Note: these had formerly been called 'Decisions' and 'Statements'.

(iii) *Host Secretariat Advisory*: the Host Secretariat may issue an Advisory to call attention to a significant action it believes needs to be taken to

enhance the work of the Initiative. Advisories may be issued out of General Meeting sessions. Proposals may be submitted by members to the Host Secretariat which will circulate it for a 14-day comment period. The Secretariat should incorporate any comment before circulating the Advisory to all members and making it publicly available on ICRI media.

(iv) *Resolutions*: ICRI may adopt Resolutions directed to ICRI itself: to guide the Host Secretariat, the conduct of General Meetings and/or the activities of ICRI Networks and Committees. Resolutions relating to ICRI Networks or Committees should be drafted in consultation with the coordination team of these networks/committees.

(v) *Members' Reports*: members should submit these reports as per 1.9 of these procedures.

(vi) *Meetings Minutes*: the Host Secretariat is responsible for writing Minutes of General Meetings (see 3.2 (iv) of these procedures). Minutes should be circulated to Members present at the General Meetings for comment for a 14-day period. The Secretariat should incorporate any comment in the Minutes before circulating it to all members and making it publicly available through the ICRIforum website. Proceedings of other ICRI Meetings, such as ICRI regional workshops and International Marine Ecosystems Management Symposia (ITMEMS) should also be made available on the ICRIforum website.

(vii) *ICRI publications, reports and posters*: these include any publication which displays the ICRI logo, including outputs from ICRI Networks and Committees, and communications documents such as brochures, posters, videos, newsletters and other outreach tools developed by ICRI.

Official Documents Repository

6.2 The ICRIforum website is the repository for all official ICRI documents.

Motion submission procedures

6.3 The following official ICRI documents should be submitted for consideration by the ICRI membership as motions:
- Recommendations
- Resolutions.

6.4 *Standard Procedure*: Motions should be submitted to the Host Secretariat a minimum of 28 days prior to a General Meeting. The Host Secretariat will make the motion available for comment to ICRI members at least 14 days prior to the General Meeting. The motion will then be presented for adoption at the General Meeting.

6.5 *Unforeseen Circumstances*: If the need for a motion arises within the 28-day window required for submission or during the General Meeting, the Host Secretariat will circulate the proposed text as soon as possible after receiving it

or at the earliest opportunity during the meeting. If any member objects on the grounds that the need for the motion was foreseeable, the motion will be withdrawn. If there are no objections, it will be considered during the General Meeting.

6.6 *Adoption*: Motions should be adopted by consensus of Members present at the General Meeting. Once a motion is adopted by Members it then officially becomes either a Recommendation, or a Resolution.

Section 7. Funding

Funding for ICRI is by voluntary contribution, in cash or in kind.

Section 8. Review of procedures

These procedures may be reviewed and revised as decided by a consensus of ICRI members.