



Organization and management procedures for the International Coral Reef Initiative (ICRI)

*Revised 23 April 2009
Phuket, Thailand 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 *Renewed Call to Action* and the *Framework of Action*,

The members of ICRI resolve to organise the initiative in accordance with the following articles:

Article 1. Membership:

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 state or economy with significant coral reef ecosystem;
- (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.

1.2 The existing membership consists of states and organisations that issued or endorsed the ICRI *Call to Action* or the *Renewed Call to Action* and the *Framework for Action*. New members should attend a General Meeting and make a statement of their support for the *Renewed Call to Action* and the *Framework for Action*.

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



1.4 Continued membership requires an up-to-date written report of ongoing activities in support of the Initiative and the designation of two points of contact. Members should endeavour to attend at least one General Meeting for every term of a Host Secretariat. Any organisation whose activities are disruptive may lose their standing by a decision of the members attending a General Meeting.

Article 2. General Meetings:

2.1 General Meetings will be held at least annually. Whenever possible, such meetings should be held in conjunction with other meetings.

2.2 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 or the Designated Administrative Representative (DAR). The Host Secretariat or DAR will circulate the request and decide whether to hold the meeting, based on responses received from members within 14 days and depending on availability of funding.

2.3 At the request of a Member, guests may be invited by the Host Secretariat to attend as observers the plenary sessions of a General Meeting. Observers may request permission from the plenary chair to make a presentation, which the chair will decide after consulting with the organisers of the meeting. Observer participation during meetings will be at the discretion of the plenary chair but may not supersede the participation of members.

2.4 Decisions to provide financial support to representatives from developing countries to attend General Meetings is left to the discretion of the Host Secretariat. Those requiring such support should submit a formal request to the Host Secretariat or DAR.

Article 3. Regional Organization, Meetings and Workshops:

3.1 ICRI will encourage and endorse regular regional meetings. ICRI regional membership will conform, to the greatest extent practicable, to the UNEP Regional Seas regions with substantial coral reefs, consolidated as follows: Caribbean, North East Pacific, East Asia, Eastern Africa, the ROPME Sea Area (Kuwait Region), Red Sea and Gulf of Aden, South Asia, South Pacific.

3.2 Members not associated with any of these programs may declare in which region or regions they wish to participate.

3.3 Organisers of regional meetings are encouraged to invite observers, especially stakeholders, to these meetings. Observer participation is at the discretion of the organisers and the chair.

Article 4. Host Secretariat:

Only governments or a joint partnership by two governments shall serve as the Host Secretariat of the Initiative. The term shall be approximately 2 years, with the exact date of transition to be determined by the members.

Article 5. Responsibilities of the Host Secretariat:

5.1 The responsibilities of the Host Secretariat, in addition to those specified in other articles of these procedures, are:

- I. Developing a Plan of Action for implementation during its term
- II. Organising General Meetings
- III. Co-organising the International Tropical Marine Ecosystems Management Symposium (ITMEMS)
- IV. Offering assistance to the organisers of the International Coral Reef Symposia to include sessions pertinent to the objectives of ICRI.
- V. Preparing the first draft of the agenda for the General Meeting and circulating it to members for comment
- VI. Preparing the final agenda for the General Meeting and notifying all members of meeting arrangements
- VII. Circulating draft motions to members for comment.
- VIII. Reporting on the progress of resolutions, recommendations and advisories acting as the Secretariat for specific Committees designated by ICRI
- IX. Chairing Plenary Sessions of General Meetings
- X. Receiving and circulating national reports
- XI. Preparing and circulating an annual report on the achievements in implementing the Plan of Action of the Host Secretariat or DAR
- XII. Preparing and circulating the Minutes of the Meeting within one month of the end of each General Meeting and following through immediate actions and tasks
- XIII. Co-organising Regional Meetings or workshops with a host country
- XIV. Maintaining a database of members, their Point of Contact information and of previous representatives to General Meetings
- XV. Alerting members to emerging issues of concern
- XVI. Ensuring continuity in carrying out secretariat functions
- XVII. Assisting members in identifying and preparing candidate states as future Host Secretariats
- XVIII. Representing the Initiative at international conventions or meetings, or appointing appropriate representatives, and reporting back the outcome of such representations to the members, at General Meetings or on the ICRI Forum
- XIX. Disseminating information on ICRI goals and activities to others outside of ICRI



- XX. Facilitating ICRI partner caucus discussions at relevant international meetings when there are a significant number of members present
- XXI. Overseeing the maintenance of records of ICRI meetings and activities and the maintenance of the archives of ICRI
- XXII. Making recommendations on maintaining the internet-based ICRI Forum
- XXIII. Receiving and answering correspondence on behalf of the Initiative
- XXIV. Referring inquiries to the appropriate members or subcommittees
- XXV. Recruiting new members
- XXVI. Undertaking the financial stewardship of above ICRI Secretariat responsibilities.

5.2 The Host Secretariat may designate an administrative representative (known as the Designated Administrative Representative, DAR) and may delegate some of the above functions to a Designated Administrative Representative (DAR); the Host Secretariat retains overall responsibility. The DAR operates at the discretion of the Host Secretariat.

Article 6. ICRI Networks:

6.1 ICRI may implement aspects of the *Framework for Action* and the *Renewed Call to Action* through operational networks.

6.2 ICRI may provide general guidance and recommendations to such operational networks.

6.3 Recognition as an ICRI network shall be done by decision during an ICRI General Meeting.

6.4 Operational networks are encouraged to include a representative of the Host Secretariat or their designee on the governing boards of operational networks.

6.5 Each network will submit an annual report on its activities to the General Meeting. The report should review the previous year's activity and preview future activity.

Article 7. Decisions:

Decisions will be taken by consensus.

Article 8. Categories of Documents:

8.1 Official ICRI documents include:

- (i) Motions: Resolutions and Recommendations
- (ii) General Meeting Summaries



- (iii) Internal Reports
- (iv) ICRI Reports
- (v) Host Secretariat Correspondence

8.2 A motion is a draft in writing of any decision which ICRI is requested to take. Motions may take the form of a resolution or recommendation. Motions shall be submitted for consideration according to the following procedures:

Standard Procedure: Proposed motions should be submitted to the Host Secretariat or DAR a minimum of 28 days prior to a General Meeting. The Host Secretariat or DAR shall make available the proposed resolution a minimum of 14 days prior to the General Meeting.

Unforeseen Circumstances: If the need for a motion arises within 28-days prior to or during the General Meeting, the Host Secretariat or DAR 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 resolution was foreseeable, the resolution will be withdrawn. If there are no objections, it will be considered during the General Meeting.

8.3 Resolutions: ICRI may adopt Resolutions directed to ICRI itself: to guide the Host Secretariat, the conduct of General Meetings and/or ICRI operational networks. Resolutions relating to a network should be drafted in consultation with the board members of that network. The Host Secretariat or DAR will forward the adopted Resolution to the networks' leadership/governing body with an invitation to determine a program of implementation for the guidance provided in the Resolution.

8.4 Recommendations: ICRI may adopt Recommendations to call attention to issues of serious, widespread concern.

8.5 Host Secretariat Advisory: the Host Secretariat may issue an Advisory to call attention to a significant action ICRI believes needs to be taken to enhance the work of the Initiative. Advisories may be issued between General Meetings. Proposals may be submitted by members to the Host Secretariat or DAR. The Host Secretariat or DAR will then circulate them for comment for a 14-day period. The Host Secretariat will then incorporate and make available comments and issue the Advisory.

8.6 Internal Reports: these reports are generated by the ICRI Host Secretariat or DAR, committees, working groups, or similar ICRI bodies for internal information and use. Annual reports by ICRI members will also constitute internal reports. Their distribution should be limited to members. Because their content may be publicly available, internal reports should clearly indicate that they are for internal use only and that any views



expressed are those of the Member or sub-entity of ICRI that generated the report and not necessarily of the ICRI membership.

8.7 ICRI Reports: these are ICRI-generated documents of an informative or technical nature that ICRI believes should be made available to the public or other organisations.

8.8 Routine Correspondence: for routine matters, the Host Secretariat or DAR may send official correspondence under the appropriate signature.

Article 9. Official Documents Repository:

The ICRI Forum shall be the repository for all official documents of the Initiative.

Article 10. Funding:

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

Article 11. Ad Hoc Committees:

Ad hoc committees may be established to carry out work on specific topics, prepare reports or advise on specific issues. Committees are open to all members and observers may be invited to join. The Committee shall elect a Chair from the members represented in the Committee. Committees will provide reports to the Host secretariat or DAR who will make them available to the General Meeting. The Terms of Reference of the ad hoc committees will be approved by the ICRI membership and shall include the duration of the ad hoc committee.

Article 12. Committee Procedures:

Committees shall meet in conjunction with the General Meetings and, if practical, in conjunction with other international meetings. Intercessional activities will be primarily by electronic correspondence. The Committee Chair is responsible for drafting and clearing reports and correspondence.

Article 13. Review of procedures

These procedures may be reviewed and revised as agreed by ICRI members.