



African Scientific
Research and
Innovation Council

Rules of Procedure for
African Scientific Research and Innovation Council

Preamble

This document serves as the rules and procedure for the African Scientific, Research and Innovation Council (ASRIC). The rules and procedure was developed considering the ASRIC Statute and relevant AU legal instruments and policies.

The ASRIC was adopted by the Executive council decision (EX.CL/Dec.747 (XXII)), Addis Ababa 2013, thereby paving the way to establish and operationalize ASRIC. The ASRIC has a broad mandate to promote research and innovation to address Africa's socio-economic development challenges.

ASRIC is to mobilize African research excellence; build and sustain continental research-policy nexus; and mobilize resources for research programmes. It further promotes dialogue and boosts the voice of the scientific community; advocates for knowledge and technology creation and acquisition; and links the scientific community with the economy's productive sector. It is instrumental in supporting and strengthening national and regional councils' STI capacities, bridging the gap between research and policy; thereby boosting intra-Africa and international collaboration in research and innovation.

Article 1

The Objectives of the ASRIC

The objective of the ASRIC shall be to promote scientific research and innovation in order to address the challenges of Africa's socio-economic development

Article 2

The Functions of the ASRIC

The functions of the ASRIC as stipulated in Article 4 of the ASRIC Statute shall be to:

- 1) Mobilize African research excellence to advance the African development agenda;
- 2) Build and sustain a continental scientific, research and innovation-policy nexus;
- 3) Mobilize resources to support scientific, research and innovation activities and programmes in accordance with the AU policies and strategies;
- 4) Promote dialogue and provide voice of the scientific community that expresses continental excellence;
- 5) Advocate for knowledge exchange and technology acquisition and link the scientific community;

- 6) Support and strengthen the capacity of STI national and regional councils and facilitate collaboration among them;
- 7) Identify strategies and means to bridge the gap between science, research and innovation; and policy; and
- 8) Promote intra-Africa and international collaboration in STI.

Article 3

The Governance of the ASRIC

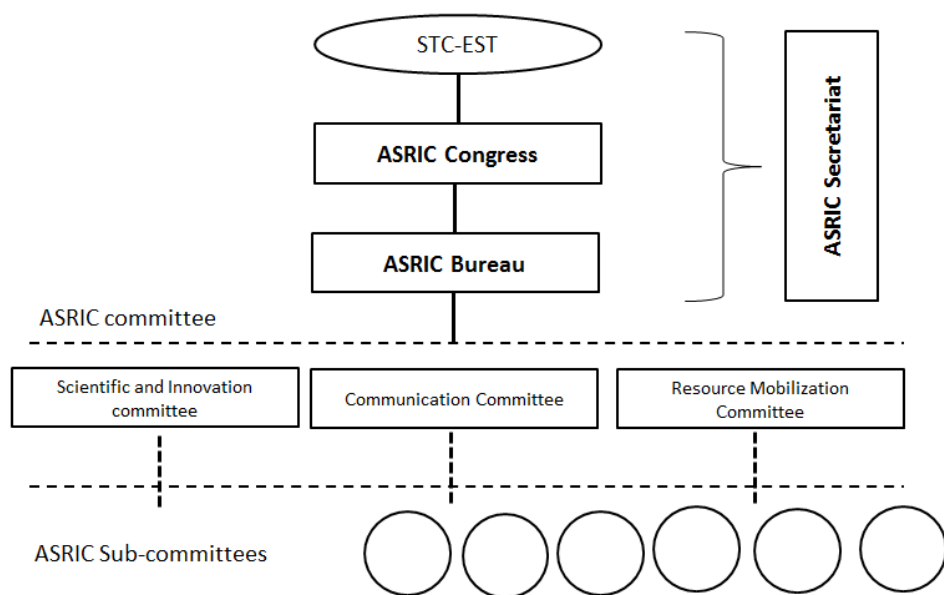
In accordance with Article 5 of the ASRIC Statute the governance mechanisms of the ASRIC shall comprise of:

- a) The Congress;
- b) The Bureau of the Congress; and
- c) The Secretariat.

Article 4

The Structure of ASRIC

The structure/organogram of ASRIC as stipulated in its Statute is presented in the figure below.



The ASRIC Structure/ Organogram

Article 5

The ASRIC Congress

The Congress is the body that directs the overall policies of ASRIC including formulation and review of Work Programmes, approve Action Plans, Funding and Resource Mobilization Strategies in accordance with the AU relevant policies. It develops its internal guidelines and rules of procedures in line with the relevant AU legal instruments; elect the Bureau and sets-up its committees, among others.

It is the apex body of ASRIC as stipulated in Article 6-1 of the ASRIC Statute and it is reporting to the Specialized Technical Committee on Education Science and Technology (STC-EST).

Article 5.1

Composition of ASRIC Congress

- 1) One (1) member withdrawn from National Research Councils or other similar Institutions nominated by Member States (As a voting member);
- 2) Regional Economic Communities;
- 3) African STI Institutions¹;
- 4) Financial institutions of the African Union established under Article 19 of the AU Constitutive Act;
- 5) Laureates of the African Union Kwame Nkrumah Scientific awards of the three years prior to the year of election, six members (6) ;
- 6) Two (2) representatives of the African Diaspora nominated by the Chairperson of the Commission in consultation with ECOSOC;
- 7) Two (2) representatives of the African STI Civil society nominated by the Chairperson of the Commission;
- 8) African Representatives of industry, two (2) from each region (public and private sectors) nominated by the Chairperson of the Commission in consultation with the Chairperson of the Congress; and

¹ African STI institutions are the continental STI institutions of African origin like NEPAD, AAS, AAU, FARA, ATPS, ACTS among others

- 9) The Executive Director of the ASRIC.

Article 5.2

The functions of the ASRIC Congress

- 1) Direct the overall policies of ASRIC, including formulation and review of the annual ASRIC Work Programmes and approves action plans, funding and resource mobilization strategies in accordance with the AU policy in this area;
- 2) Develop its internal guidelines and rules of procedures in line with the relevant AU legal instruments ;
- 3) Elect the Bureau;
- 4) Define and adopt interdisciplinary programs, approves associated draft budget and produce annual reports to be submitted to the AU Policy organs;
- 5) Establish strategic partnership with similar global institutions in accordance with AU Rules and Regulations; and
- 6) Establish scientific sub-committee and other sub-committees whose functions and responsibilities shall be elaborated in the rules of procedure of ASRIC, and may be proposed by its Bureau.

Article 5.3

The Congress Meetings and Quorum

- 1) The Congress shall meet once annually in an ordinary session;
- 2) An extra-ordinary Congress can be called by the Bureau if there are matters of urgent attention;
- 3) A quorum for the Congress can be formed if there are more than 15 voting Members present in the Congress;
- 4) Decision is to be taken by consensus. In the event consensus is not reached and voting is required, decision can be made by simple majority.

Article 6

ASRIC Bureau

The ASRIC Bureau shall oversee and follow up on the implementation of the decision of the Congress between its sessions.

Article 6.1

The compositions of the ASRIC Bureau

- 1) The Chairperson;

- 2) The 1st Vice-Chairperson (Scientific Programme);
- 3) The 2nd Vice Chairperson (Innovation);
- 4) The 3rd Vice-Chairperson (Communication);
- 5) The 4th Vice-Chairperson (Resource Mobilization); and
- 6) The Secretary – the Executive Director of ASRIC

Article 11

Election of the ASRIC Bureau

- 1) The AU-STRC will coordinate and conduct the election of the Bureau as electoral body during a regular session of the Congress.
- 2) The voting members of the Congress are the representatives of National Research Council (NRC), in the event that a Member State does not have NRC a representative of National Academy of Sciences will be represented. Every AU Member State is entitled to one vote per election.
- 3) Procedure for the Bureau election
 - a) The five geographical regions of the continent (Central, East, North, South, and West) will produce one candidate for the position of Bureau Chairperson that is to be voted by the congress voting members, the winner will emerge by simple majority.
 - b) The successful region for the Chairperson election will not present a candidate again for any of the positions of the Vice-Chairpersons.
 - c) For the 1st Vice-Chairperson the remaining four regions will present 4 candidates and again the voters will vote, the successful region will not present any candidate for contest henceforth.
 - d) For the 2nd Vice-Chairperson the remaining three regions will present 1 candidate each and again the voters to vote, the successful region will be excluded from any contest thereon.
 - e) For the 3rd Vice-Chairperson the two remaining regions will present 1 candidate each to be voted, upon successful election of one candidate there is only one region that have not been voted for any position.
 - f) The remaining one region will present two candidates from the same region for voting for the position of the 4th Vice-Chairperson and the winner will be will be declared.
- 4) The elected Bureau members shall serve for a term of three years non-renewable Article 7-3 of the ASRIC Statute.

Article 6.3
Functions of the ASRIC Bureau

- 1) Oversee and follow-up the implementation of the decisions of the Congress
- 2) To preside over the proceeding of the Congress;
- 3) Ensure scientific excellence, promote creativity and innovative research for all programs/projects supported by ASRIC;
- 4) Establish and strengthen networks and associations to implement programs identified by the Congress;
- 5) Coordinate research activities in Africa; and
- 6) Develop the guidelines for the terms of reference and rules of procedures for ad-hoc subcommittees.

Article 6.4
The Responsibilities of the Bureau Members

The Responsibilities of the Bureau Members are allocated according to their portfolio:

1) The Responsibilities of the Chairperson shall be:

- Oversee all affairs of the Bureau;
- Report to the Congress on the activities of the Bureau;
- Report the Congress activities to the STC-EST;
- Work in close collaboration with the ASRIC Secretariat to ensure smooth running of the ASRIC;
- Delegate responsibilities to the Vice-Chairpersons;
- Represent ASRIC in meetings and functions; and
- Carry out any other duties that are assigned to the Bureau by the Congress.

2) The Responsibilities of the 1st Vice-Chairperson (Scientific Programme):

- Mobilize African research excellence to advance the African development agenda;
- Facilitate collaboration among national and regional STI research councils and scientific academies;
- Identify strategies and means to bridge the gap between research and policy;
- Call for interdisciplinary flagship programmes;

- Summarize/revise in collaboration with 2nd Vice Chair on Innovation the reports of the Scientific and Innovation Committee for onward submission to the Bureau;
- To lead in the development of work programmes and action plans for ASRIC flagship projects and programmes;
- To co-chair the Scientific and Innovation Committee with 2nd Vice Chair on Innovation; and
- Carry out any other duties that are assigned to the Bureau by the Congress.

3) The Responsibilities of the 2nd Vice-Chairperson (Innovation):

- Mobilize African innovations and inventions to advance the African development agenda;
- link the scientific community with the productive sector of the economy;
- Summarize/revise in collaboration with 1st Vice Chair the reports of the Scientific and Innovation Committee for onward submission to the Bureau;
- To lead in the development of work programmes and action plans for ASRIC flagship projects and programmes;
- To co-chair the Scientific and Innovation Committee with 1st Vice Chair on Scientific programmes; and
- Carry out any other duties that are assigned to the Bureau by the Congress.

4) The Responsibilities of the 3rd Vice-Chairperson (Communication):

- Build/strengthen and sustain a continental research-policy nexus;
- Promote dialogue and provide voice of the scientific community that expresses continental excellence;
- Advocate for knowledge exchange and technology acquisition and facilitating/support link between scientific community and the productive sector of the economy;
- Promote intra-Africa and international collaboration in STI;
- To establish strategic partnership with similar global institutions;
- Summarize/revise the reports of the Communication Committee for onward submission to the Bureau;
- Administrate the publication of ASRIC Journals, proceedings and other publications;
- To lead in the development of work programmes and action plans for ASRIC flagship projects and programmes;
- To chair the Communication Committee; and

- Carry out any other duties that are assigned to the Bureau by the Congress.

5) The Responsibilities of the 4th Vice-Chairperson (Resource Mobilization):

- Mobilize resources to support research activities and programmes in accordance with the AU policies;
- Strengthen collaboration among STI national and regional councils and scientific academies;
- To develop resource mobilization strategies and assist in fundraising and budgeting for the ASRIC;
- Work on the establishment of AU Science, Technology and Innovation Fund;
- Summarize/revise the reports of the Resource Mobilization Committee for onward submission to the Bureau;
- To lead in the development of work programmes and action plans for ASRIC flagship projects and programmes;
- To chair the Resource Mobilization Committee; and
- Carry out any other duties that are assigned to the Bureau by the Congress.

Article 6.5

The ASRIC Bureau Meetings

The Bureau should convene its meeting twice annually in ordinary session; in case matters of urgent attention arises, an extra-ordinary session could be conducted physically or virtually.

Article 7

ASRIC Committees

There are three Committees under the ASRIC Structure which are the Scientific and Innovation Committee; Communication Committee; and Resource Mobilization Committee. The four vice chairs of the Bureau are Co-Chairs or Chairs of these Committees.

Article 7.1

Composition of the ASRIC Committees

- 1) The ASRIC Scientific and Innovation committee is co-chaired by the 1st and 2nd Vice Chairs; Communication Committee is chaired by the 3rd Vice Chair; while the Resource Mobilization Committee is chaired by the 4th Vice Chair;

- 2) Membership of the Committee is voluntary and the members should express their interest during the Congress meeting where the final selection is to be made by the Chair in consultation with the ASRIC Bureau;
- 3) Each Committee should not have more than 12 Members;
- 4) The Membership of the Committee can be reviewed upon request by the Committee Chair in consultation with the ASRIC Bureau;
- 5) A member can withdraw his/her membership in writing to the Committee Chair;
- 6) Committees are entitled to have ad-hoc sub-committees that is to study specific programmes, projects, or tasks; and to assist the Committees to attain to its function;

Article 7.2

Functions of the ASRIC Committees

The ASRIC committees have the following function:

- 1) Advise the Bureau on matters of technical and financial issues of programmes and projects;
- 2) Assist in identifying key partners and project financiers to ASRIC;
- 3) Promote and coordinate programme, projects and activities of ASRIC;
- 4) Act as key link between the ad-hoc sub-committees and the ASRIC Bureau;
- 5) Guide and direct the sub-committees in implementation of programmes and projects;
- 6) Review programme and projects of the sub-committee for consideration of the Bureau;
- 7) Carry out any other responsibilities that may be assigned to them by the Bureau or the Congress.

Article 7.3

ASRIC Committees Meetings

Each Committee meets twice physically in a year; the Committee members are encouraged to utilize the African Union Network of Sciences (AUNS) portal “email, video, teleconferences and other forms of communication” for their meetings and consultations.

Article 8

ASRIC Sub-Committees

- 1) The sub-committees are formed on ad-hoc bases and its number and composition is to be determined by the Committee concerned. The Sub-committees are directly linked to the committees and it forms a sub-set of the

ASRIC Committees. The Sub-Committees is the think tank of the ASRIC and it is the implementing arm.

- 2) The Members of the ad-hoc sub-committees may be drawn from the Committees' members or any other Africa pool of talent that is relevant to the study case;

Article 8.1

Responsibilities of the ASRIC Sub-Committees

The Sub-committees has the following responsibilities:

- 1) Advice the committee on the issues related to the committee areas of interest and intervention;
- 2) Forming clusters of implementation to implement ASRIC flagship programmes and projects;
- 3) To mobilize technical and financial resources that is to support the ASRIC function and mandate; and
- 4) To carry out any other assignments that is to be assign by the committees.

Article 8.2

Modalities of ASRIC Sub-Committees operationalization

The modalities for ASRIC Sub-Committees operationalization is to be developed by the concerned committee in the form of term of reference "explain the mandate of the sub-committee; timeframe, expected output among others".

Article 9

ASRIC Secretariat

The AU-STRC is the secretariat for the ASRIC and the AU-STRC Executive Director is the head of the ASRIC secretariat. The head of the secretariat shall serve as the Executive Director of ASRIC and as the secretary of the ASRIC Bureau.

Article 9.1

Functions of ASRIC Secretariat

The functions of the secretariat are as follows:

- 1) Provide administrative and secretarial services to ASRIC;
- 2) Manage the overall activities related to the implementation of the interdisciplinary programs in coordination with the Committees;

- 3) Prepare and implement the budget of ASRIC and carry out financial programming and resource mobilization in accordance with the AU rules, policies and practice;
- 4) Establish Pan African platforms connecting institutions, networks, and other actors to strengthen synergies and scientific knowledge exchange;
- 5) Administer calls and grants that address the priority areas identified by the Congress;
- 6) Promote the establishment of strategic partnerships, and advance Africa's positions in international negotiations on research matters such as research ethics, integrity and open-access to publications; and
- 7) Perform any other functions to ensure the smooth running of ASRIC.

Article 10

Knowledge exchange and information sharing

- 1) The ASRIC is to utilize the African Union Network of Sciences (AUNS) "which is the Pan African platform" to connect African institutions, networks, and other actors to strengthen synergies and scientific knowledge exchange among its members;
- 2) The ASRIC to use the (AUNS) portal for its virtual meetings, consultation and as a platform/medium to propagate/advocate its Scientific and Technical activities; and
- 3) The AUNS members are the backbone/mass of ASRIC where it may draw its expertise from.

Article 11

Amendments

- 1) The Rules of the Procedure of ASRIC may be amended upon recommendation by the Bureau, ASRIC Secretariat, or by 10 Voting Members of the Congress.
- 2) The amendments shall come into effect upon their adoption by the ASRIC Congress

Done in Abuja, Nigeria on November 29th 2018