

Rules of Procedure

ATSAF Academy

Academy for International Agricultural Research for Development

Aim

The aim of the ATSAF Academy is to increase the visibility of the German contribution to international development-oriented agricultural research. For this, the academy thrives to involve PhD students from German universities in CGIAR++ research projects via stipends and research grants and this way strengthen the links between German universities and the CGIAR++ system.

1. Tasks of the Expert Committee

- (1) Decides on the awarding of scholarships of the ATSAF Academy
- (2) Advises the ATSAF Academy on curriculum development and strategic decisions
- (3) Mediates between the ATSAF Academy and the scholarship holders in the event of difficulties

2. Structure of the Expert Committee

The Expert Committee consists of the following 12 voting members and 5 advisory members

- (1) Six representatives from CGIAR++
- (2) Six representatives from German Universities (Professors)
- (3) Two representatives from giz (advisory)
- (4) Two ATSAF board members (advisory)
- (5) Director of ATSAF Academy (advisory)

3. Chair

ATSAF e.V. chairs the Expert Committee, invites to, and chairs the meetings.

4. Convocation and holding of ordinary and extraordinary meetings

- (1) An ordinary meeting of the Expert Committee shall be convened by the Chair or, if the Chair is unable to attend, by the Deputy Chair, in writing, by fax or by e-mail at least 14 days before the date of the meeting. The agenda shall be announced at the same time as the meeting is convened.

The agenda of an ordinary meeting shall include the following:

1. Establishment of the quorum
 2. Adoption of the agenda
 3. Approval of the minutes of the last meeting
 4. Report on the current status of the scholarship holders
 5. Selection of new scholarship holders
 6. Miscellaneous
- (2) Meetings can be held in presence, online or as a hybrid between the two
- (3) An ordinary meeting shall be held once per calendar year.
- (4) An extraordinary meeting shall be convened whenever the Chair deems it necessary or when requested by a member of the Expert Committee stating the reasons.
- (5) The Expert Committee has a quorum if at least 9 voting members are attending.
- (6) Resolutions or recommendations shall be adopted unanimously. Decisions may be taken by circulation via e-mail.
- (7) Minutes of the meetings and resolutions of the Expert Committee shall be taken, signed by the chairperson of the meeting and sent promptly by e-mail to all members of the Expert Committee.

The minutes shall contain at least:

1. Place, date, beginning and end of the meeting
2. Names of the members present and of the persons providing information
3. Names of absent members
4. Establishment of the quorum
5. Approval of the agenda
6. Approval of the minutes of the last meeting
7. All motions and resolutions including the numerical voting results

5. Awarding of the scholarships

The Expert Committee deliberates on the shortlist prepared by the management of the ASTAF Academy and decides on the individual awarding of the scholarships.

The Rules of Procedure for the ATSAF Academy were adopted on 08.03.2021.

Please use the following link to view the members of the ATSAF Academy Expert Committee:
<https://www.atsaf.org/en/atsaf-academy/members-of-the-expert-committee/>