

**CURRENT VERSION****PROPOSED REVISED VERSION (2013)****ORGANISATION AND MANAGEMENT PROCEDURES FOR THE INTERNATIONAL CORAL REEF INITIATIVE (ICRI)**

**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
- (vi) 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.

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**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 articles:

**Article 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

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 the quadrennial International Tropical Marine Ecosystems Management Symposia, the International Coral Reef Symposia, or other significant 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

#### **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 of 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' obligations**

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

1.8 Members are required to 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 are required to 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**

1.9 Where a member has not attended a General Meeting nor provided a Member's Report for two [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.

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

1.11 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.

and the chair.

**Article 4. Host Secretariat:**

Only states or a joint partnership by two states 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:**

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
- (iv) 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) Accepting draft resolutions and decisions from members and circulating them to members for comment
- (viii) Following the progress of resolutions, decisions and action statements to ensure that they are acted upon prior to General Meetings, and 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 by consulting with

**Article 2. General Meetings**

2.1 General Meetings will be held at least annually and funded by the Host Secretariat.

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.

**Article 3. Host Secretariat**

3.1 Only states or a joint partnership by two states shall serve as the Host Secretariat of the Initiative. The hosting term shall be approximately two years, with the exact date of transition to be determined by the successive hosts.

**Responsibilities of the Host Secretariat**

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

- (i) Developing a Plan of Action for implementation during its hosting term
- (ii) Undertaking the financial stewardship of the ICRI Secretariat
- (iii) Managing membership, including seeking updates on Member's details at the beginning of its hosting term, maintaining a database on members and nominated focal points, processing membership requests, and sending letters of suspension as per article 1.9 of these procedures
- (iv) Organising General Meetings, including:
  - Preparing the agenda
  - Notifying all members of meeting arrangements using ICRI's outreach

- members, especially those that carried out these functions in the past
- (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 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 the ICRI Secretariat, including the management and administration of funds provided in support of ICRI and the ICRI Secretariat.

The Host Secretariat may delegate some of the above functions to a Designated Administrative Representative (DAR). In this document, whenever Host Secretariat or DAR is cited, it is assumed that this function may be delegated. Otherwise, the Host Secretariat is expected to perform that function.

**Article 6. ICRI Networks:**

- 6.1 ICRI will also implement aspects of the Framework for Action and the Renewed Call to Action through its operational networks.
- 6.2 It will also provide general guidance and recommendations to the activities of the operational networks to be reflected in their action plans.
- 6.3 The networks will be governed by individual boards or other similar governing bodies, which will retain control of their strategic and operational programs and regular functioning. The governing body of each network will include a representative of the Host Secretariat and must meet at least once a year. The establishment and recognition of any new network shall be made through an ICRI Decision, as will a network’s dissolution.
- 6.4 Each network will submit an annual report on its activities to the next General Meeting. The report shall review the previous year’s activity, preview future activity, and present the

- mechanisms
- Circulating draft motions to members for comment (see xxx 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 and 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 duties

4.3 The Host Secretariat may delegate some or all of the above functions to a Designated Administrative Representative (DAR).

**Article 4. ICRI Networks and Ad Hoc Committees**

4.1 ICRI may operate on-ground through Operational Networks and 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**

4.4 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.

network's finances.

6.5 The ICRI-appointed board members shall submit internal reports annually to the Host Secretariat noting the network's performance in relation to the previous Decision. The Host Secretariat may comment on the reports and will then sign and forward them to the next General Meeting.

**Article 7. Decisions:**

Decisions will be taken by consensus.

**Article 8. Categories of Documents:**

8.1 There will be six categories of official ICRI documents:

- (i) General Membership Resolutions
- (ii) General Membership Decisions
- (iii) Internal Reports
- (iv) ICRI Reports
- (v) Host Secretariat Advisories
- (vi) Host Secretariat Correspondence

8.2 **General Membership Resolutions:** ICRI may adopt Resolutions in order to call attention to issues of serious, widespread concern. Resolutions shall be processed in one of three ways:

Standard Procedure: Proposed resolutions 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 circulate the proposed resolution for comment a minimum of 14 days prior to the General Meeting. The Host Secretariat will then prepare a final version for consideration at the General Meeting. Changes to resolutions during the General Meeting should be minimal in order to ensure that the meaning is not changed in a way that could be objectionable to absent members.

Urgent Circumstances: When action is required between General Meetings, the Host Secretariat or DAR shall circulate a proposed resolution for comment, for a 14-day period. The Host Secretariat or DAR will then incorporate comments into a final version and submit that version to members for approval. If no members have expressed disapproval within 14 days, the Host Secretariat shall issue the Resolution as adopted. If any member declares it will not join a consensus, the Resolution shall be dropped or redrafted and resubmitted, at the discretion of the Host Secretariat or DAR.

Unforeseen Circumstances: When the need for a resolution becomes apparent within the 28-day window required for submission or during the General Meeting itself, the Host Secretariat or DAR will circulate it prior to the meeting, if possible, or at the

4.5 Membership to such Committees is open to all members and observers may be invited to join.

4.6 Each Committee shall elect a Chair from the members represented in the Committee. *Ad Hoc* Committees should prepare Terms of Reference in conjunction with the Host Secretariat. 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.

4.7 Committees shall 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 shall be provided to the ICRI Secretariat for information.

**Reporting**

4.8 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.

**Article 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, South Asian Seas, ROPME Sea Area, Northwest Pacific, Red Sea and Gulf of Aden, and Pacific.

**Article 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

earliest opportunity during the meeting. If submitted during the General Meeting, the Host Secretariat or DAR will circulate the proposed resolution via e-mail to the points of contact for those members not present. If any member states formally objects on the grounds that the need for the resolution was foreseeable, the resolution will be withdrawn. Silence will be taken as consent. If there are no objections, it will be considered during the final scheduled session of the General Meeting. The Host Secretariat or DAR shall report on any responses received from absent members.

**8.3 General Membership Decisions:** ICRI shall adopt Decisions to guide the activities of the ICRI networks, the Host Secretariat or DAR, and the conduct of General Meetings.

Decisions relating to the networks should be drafted by the Host Secretariat in consultation with the board members of the networks and circulated using the procedures for draft Resolutions. Changes may be made during the meeting, as necessary, after reviewing the networks' annual reports. The Host Secretariat or DAR will forward the Decision, as adopted, to the networks' leadership/governing body with an invitation to determine a program of implementation for the guidance provided in the Decision.

**8.4 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. Internal Reports should be issued using the same procedures as for Resolutions.

**8.5 ICRI Reports:** these are ICRI-generated documents of an informative or technical nature that are too long to be done in the form of a Resolution, which express the concerted views of the ICRI members and that ICRI wishes to make available to the public or other organisations. ICRI Reports should be issued using the same procedures as for Resolutions.

**8.6 Action Statements:** during General Meetings, the Host Secretariat or DAR will, as appropriate, prepare for approval by members action statements that summarise particular aspects of the plenary sessions and comprise a list of follow-up actions to ensure agreements made in plenary are carried out.

**8.7 Host Secretariat Advisory:** the Host Secretariat may issue an Advisory to a member, a group of members or an outside party, in order to call attention to a significant action ICRI believes needs to be taken to enhance the work of the Initiative. Proposals for such Advisories may be drafted and considered at the General Meeting or submitted by members at any time during the year 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 comments and issue the Advisory.

- (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 Call to Action
  - ICRI's Framework for Action
  - These Organization 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 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:* these constitute a member's obligation as per 1.8 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 ICRI forum website. Proceedings of other ICRI Meetings, such as ICRI regional workshops and International Marine Ecosystems Management Symposia (ITMEMS) should

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

**Article 9. Official Documents:**

Resolutions, Decisions, Host Secretariat Advisories, Internal Reports and ICRI Reports are considered official ICRI documents. The ICRI Forum shall be the repository for all official documents of the Initiative.

**Article 10. Budget and Funding:**

10.1 The Host Secretariat shall prepare a budget for consideration and approval at its first General Meeting. This budget should be circulated as a draft Decision using the standard procedure

10.2 ICRI expenditure should consist almost entirely of funding:

- (i) Host Secretariat or DAR expenditures in support of ICRI administration.
- (ii) The organisation and conduct of ICRI meetings.
- (iii) Publication and circulation of ICRI documents.
- (iv) Overseeing the maintenance of the ICRI archives.
- (v) Assistance as necessary to representatives for travel and attendance at general and regional meetings.

It is anticipated that the Host Secretariat shall provide the majority of the funding for these items. The Host Secretariat may encourage all members to provide funds for assistance in maintaining the archives and attendance at meetings.

10.3 Only in rare cases and when approved by the consensus of the members may ICRI funds be used to directly support operational programs; such programs shall remain the responsibility of the operational networks.

10.4 Funding for the Initiative is primarily by voluntary contributions, in either cash or kind, by members.

10.5 In the long-term, ICRI's goal is to develop a system of voluntary but generally regular funding that would allow states that would otherwise be unable to bear the financial burden to serve as Host Secretariat of the Initiative. The goal of annual voluntary contributions from members will continue to be examined.

**Article 11. Treasury:**

11.1 The Host Secretariat shall make arrangements for a transparent and accountable financial system for the duration of their term. The specific details for each Secretariat shall be provided in its budget proposal (Art 10.1).

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 shall be the repository for all official ICRI documents.

**Motion submission procedures**

6.3 The following official ICRI documents shall 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 shall 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.

**Article 7. Funding:**

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

**Article 8. Review of procedures**

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

11.2 Funds donated to the Initiative shall be kept in a separate account.  
11.3 Disbursement of funds shall be limited to those expenditures included in the approved budget or, for unforeseen circumstances, approved by an ICRI resolution.

**Article 12. Ad Hoc Committees:**

The Host Secretariat or ICRI members may, as necessary, appoint ad hoc committees 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. The members within the Committee will also make reports of these committees available at the General Meeting following their completion and clearance. The Terms of Reference of the ad hoc committees will be at the discretion of the Host Secretariat, in consultation with ICRI members.

**Article 13. 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 will make reports and correspondence from these committees after the other members clear them.

**Article 14. Review of procedures**

This Decision and these articles may be reviewed and revised as agreed by the members.