

**Central Asia and the Caucasus Association of Agricultural Research
Institutions (CACAARI)**



**Annual Meeting of the
Steering Committee of CACAARI**

MINUTES

June 11, 2010

Ashgabat, Turkmenistan

MINUTES

of Annual Meeting of the Steering Committee of the Central Asia and the Caucasus Association of Agricultural Research Institutions (CACAARI)

Ashgabat, Turkmenistan

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1. Introductory remarks

Chair: Acad. Hukmatullo Akhmadov, Chairman of CACAARI

At the beginning of the Meeting, Acad. Hukmatullo Akhmadov (Chairman of CACAARI) greeted all participants of Annual Meeting of CACAARI and expressed gratitude to organizers of the Meeting. He also stressed the importance of further development of CACAARI.

CACAARI Constitution

After tabling of Agenda (Appendix 1), the members (Appendix 2) started discussing each revised Article of CACAARI Constitution (Appendix 3). There are general amendments discussed:

- Whole text should be presented in Present tense rather than Future tense.
- As Acad. Akhmaliev suggested, the term of "Constitution" should be replaced with "Charter". Acad. Akhmadov, in turn, proposed to refer to ICARDA lawyer to find out the suitability of the term.
- Article II: in Section 3 to delete ", unless decided otherwise by the Steering Committee of the Association"
- Article IV: in Section 6 text should be as follows "Association undertakes the following activities:"
- Article V: after long discussion on the membership procedure, Dr. Ajit Maru explained that based on his experience with other regional fora it is usually two-step process: application submission to Executive Secretary and approval by the Chairman. Dr. Levon Minosyan suggested to add the following "The membership of the Association is confirmed by the Steering Committee of the Association". After all, participants agreed to have the following text of Section 7 "Membership of the Association is open to agricultural research institutions/organizations, universities, farmers' organizations, women's organizations, non-governmental organizations, private sector organizations in agriculture, etc in Central Asia and the Caucasus Region (Azerbaijan, Armenia, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and littoral countries) and other international research institutions/organizations having interest and activities in the agricultural sector of the region. In countries where agricultural research is handled directly by a government ministry/organization, the relevant ministry/organization will be eligible to become member of the Association. Membership in the Association is sought by approval from the Chairman after submitting an application to the Executive Secretary. The membership of the Association is confirmed by the Steering Committee of the Association."
- Annexure 1: Replying to queries on GFAR support to CACAARI, Dr. Ajit Maru indicated that GFAR will support CACAARI in its fund raising by membership fee collection especially from international organizations. However, this is primarily a CACAARI activity. Appointment of new Executive Secretary should facilitate fee collection. In order to attract international members to pay membership fees regularly, it is necessary to assure that national institutions pay their fees to CACAARI.

To sum up, Acad. Akhmadov informed that after all amendments are included in the text of Constitution, ICARDA lawyer will study the text. After that, the revised Constitution will be circulated among the Steering

Committee members and other stakeholders. Dr. Maru added that it should finally be approved as soon as possible. For time-being, the current text of Constitution was approved by the audience.

After approval of CAC Regional Report for GCARD prepared by Dr. Surendra Beniwal et al, it was decided to distribute its copies among NARS leaders in the amount of 150 copies per country.

2. Report on CACAARI Activities

Acad. Akhmadov presented report on CAC Activities 2009-2010. In his report, Acad. Akhmadov briefly informed about CACAARI activities, pointing out its establishment, organizational structure and stakeholders it has. Then, achievements of CACAARI were presented such as new Constitution, creation of NGO and Farmer Organizations Consortia, web-site renewal, Regional consultations for GCARD-2010 as well as participation of CACAARI at Montpellier Meetings. Another development was an appointment of new Assistant Executive Secretary. As an Action plan for 2010 it was underlined the following activities: creation of Agrarian universities and private sector consortia, extension system development in the CAC region, inclusion of CACAARI in three mega-programs of CGIAR, strengthening of CAC.RAIS and CIARD.RING Projects, and further development of NGO and Farmer Organizations Consortia.

Dr. Kristin Davis from GFRAS showed great interest in collaboration with CACAARI. She introduced FAO-IFPRI worldwide extension study in the CAC region and expressed the need for information collection from stakeholders in CAC Region. Dr. Ajit Maru from GFAR stressed importance of such activities and expressed GFAR's support on this matter. Since not many people were aware of that initiative, Mr. Alisher Tashmatov proposed to post the news in CACAARI website. Then, participants of the Meeting (Dr. Shatberashvili, Dr. Gigineishvili, Dr. Pulatov, Dr. Babayev) were discussing extension systems in the region, its role and source of financing.

3. Proposed Activities for CACAARI

Information and Communications Management

After discussion, Dr. Olegi Shatberashvili made report on CAC Regional Agricultural Information System (CAC.RAIS) Development. In the report, he briefly introduced the preconditions of creation of CAC.RAIS and its purpose which was consolidation of national information systems for rural development by establishment of system of agricultural information knowledge. He then informed about all features of system of agricultural information knowledge (information sources, information consumers, people, rules, etc). He then described the architecture of CAC.RAIS. Information on AgroWeb, FAO Depository Library, AGRIS/CARIS and Agroinfocenter was presented in details. At the end of presentation, Dr. Shatberashvili stressed the role of CACAARI in further strengthening of CAC.RAIS.

On the question of Ms. Sabina Ismailova on who can serve as an Agroinfocenter in the country, Dr. Shatberashvili explained that it should be a stable entity with Government support and information content as a core business. Dr. Gigineishvili pointed out that all countries should follow CAC.RAIS principles; otherwise, there will be no efficiency in the Region. Dr. Levon Minosyan proposed to request from NARS to nominate the responsible organization in each country. Dr. Ajit Maru agreed that support from Governments' side is very important.

CAC University Consortium

Dr. Alim Pulatov presented a report on Development of Linkage between Universities, Research Institutions and Farmer Organizations for ARD in CAC Region. First, he identified an urgent need to create strong linkages between the agricultural universities and the research and extension systems. After that, he provided information in details on the six issues: Development of integrated extension service in CAC countries with Universities and Research Institutions and Ministrys of Agriculture; Development of High quality graduate (MS and PhD) studies; Development of training programs and modules for farmers (case studies); Development of web portal to support information and knowledge sharing for scientists, researchers, graduate students, consultants, farmer organizations and farmers; Organization of CACAARI

conferences on national and regional levels where Universities, Research Institutions, Farmers, NGOs and others for ARD will participate; and Foreseen activities conferences. At the end of presentation, Dr. Pulatov invited all participants to join REINFORCE TEMPUS project.

During Q&A Session, people were discussing the role of PhD programs in science promotion and capacity-building, although there are some constraints for PhD students in CAC Region (low stipend, poor facilities, etc).

Extension and GFRAS

After lunch, Dr. Kristin Davis informed the audience about GFRAS role in the CAC region in Strengthening agricultural extension and advisory services and networks. She first explained what an agricultural extension is as well as its role in improving livelihoods. Dr. Davis discussed the existing extension initiatives in CAC Region. She then explained the mission of GFRAS which is to provide space for advocacy and leadership on advisory services within the global development agenda. At the end of presentation, Dr. Davis expressed her willingness to cooperate with CACAARI in extension system activities.

Following the presentation of Dr. Davis, the audience discussed some issues related to extension services. For instance, Dr. Minosyan shared information on the experience of extension system in Armenia. Ms. Aigul Keretesheva, in turn, asked about expectations of collaboration with GFRAS for Kazakhstan.

CACAARI Plan of Work and Budget

After presenting CACAARI budget for 2010-2011 by Mr. Alisher Ergashev, the participants approved it.

Election of CACAARI Chairman and TOR for Executive Secretary

During voting for a new Chairman of CACAARI, all Steering Committee members unanimously selected Acad. Djamin Akimaliev who will start his service from October 2009. He expressed his gratitude to all Steering Committee members and assured that he will work effectively for the benefit of CACAARI.

In order to appoint new Executive Secretary of CACAARI, a draft TOR was revised by the audience (Appendix 4). There are some amendments to the text:

- In Section III "Job Requirements", as it was suggested by Dr. Minosyan, minimum 15 years of working experience should be replaced by 10 years.
- Another amendment was to delete "and at least 5 years at managerial positions".
- It was also proposed to add the following requirement: "Advantage will be given to the person with Academic Degree in Agriculture".

After all discussions on the text of the TOR, it was eventually approved by the Steering Committee.

In conclusion, Acad. Akhmadov thanked all participants for efficient work during the Meeting and wished further development of CACAARI.

**Annual Meeting of the Steering Committee of the
Central Asia and the Caucasus Association of Agricultural Research Institutions (CACAARI)**

Ashgabat, Turkmenistan

June 11, 2010

AGENDA

Chairman: Acad. Hukmatullo Akhmadov

9:00 – 09:10

Opening of the Meeting

Welcome by Acad. Hukmatullo Akhmadov, Chairman of CACAARI

09:10 – 9:40

Tabling of Draft Agenda for the 2010 Steering Committee Meeting at Ashgabat, Turkmenistan for Approval

Tabling and Discussion on Draft Minutes from 2009 Steering Committee Meeting held at Tbilisi, Georgia for Approval

Tabling and Approval of CAC Region Report for GCARD

9:40 – 10:30

Report on CACAARI Participation in GCARD 2010 at Montpellier, France and Proposed Action Plan on Further Improvement of Agricultural Research for Development (ARD) in Central Asia and the Caucasus (CAC) Region by Acad. Akhmadov

10:30 – 11:00 Tea

11:00 – 12:00

Discussion of the Proposed Action Plan on further improvement of Agricultural Research for Development (ARD) in Central Asia and the Caucasus (CAC) Region

12:00 – 12:30

CAC Regional Agricultural Information System (RAIS) Development in the Highlight of Regional and Global Discussions of 2009-2010 and Presentation of Project Proposal

Dr. Oleg Shatberashvili, President of Georgian Federation for Information and Documentation

12:30 – 13:00

Issues on Development of Linkage between Universities, Research Institutions and Farm organizations for ARD in CAC Region

Dr. Alim Pulatov, Head of EcoGIS Center, Tashkent Institute of Irrigation and Melioration

13:00 – 14:00 Lunch

14:00 – 14:30

Strengthening Extension and Advisory Services and Networks: GFRAS Role in the CAC Region

Dr. Kristin Davis, Director of GFRAS

14:30 – 15:30

CACAARI Financial Report 2009-2010

CACAARI Plan of Action for 2010-2011,

Budget for 2010-2011

15:30 -16:00 Tea

16:00 – 17:00

Election of new Chairman of CACAARI

Discussion on TORS of new Executive Secretary of CACAARI and Appointment of Selection Committee

Any other Matter with Permission of Chair

18:00 – 21:00 Dinner

**Список участников Совещаний АСНИОЦАК (List of Participants of CACAARI Meetings)
10-11 июня 2010 года, г.Ашгабат, Туркменистан (June 10-11, 2010, Ashgabat, Turkmenistan)**

Национальные системы сельскохозяйственных исследований (NARS)						
1	Миносян Левон (Dr. Minosyan Levon)	Армения (Armenia)	Начальник управления (Head of Department)	Управление науки, образования и консультативной помощи, Министерство сельского хозяйства (Department of Science, Education and Consultancy, Ministry of Agriculture)	Government Building 3, Republic Square, Yerevan, 375010, Armenia	Tel: 37410 297434, 374-10 52 93 33, 52 52 32, Email: gitutyun1@rambler.ru
2	Мусаев Асад (Acad. Musaev Asad)	Азербайджан (Azerbaijan)	Генеральный директор (Director General)	Аграрный научный центр Министерства сельского хозяйства (National Agrarian Science Centre, Ministry of Agriculture)	40, Gadjibekov Street, Government House, Baku370016, Azerbaijan	Tel: +99412 4974931, 4931037, Fax: +99412 4974931, 4935164, Email: YGuliyev@agroagency.gov.az
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5	Акималиев Джамин Акималиевич (Acad. Akymaliev Djamin)	Кыргызстан (Kyrgyzstan)	Генеральный директор (Director General)	Научно-исследовательский институт земледелия (Research Institute of Crop Husbandry)	73/1, Timur Frunze Street, Bishkek, 720027, Kyrgyzstan	Tel: +996 312 647154, Fax: +996 312 647907, +996 312 540545, Mob: +996517 229103, Email: krif@mail.kg
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7	Камилов Бахтиер (Dr. Kamilov Bahtiyor)	Узбекистан (Uzbekistan)	Начальник управления (Head of Department)	Научно-производственный центр сельского хозяйства (Uzbek Scientific Production Center for Agriculture)	1, Usman Yusupov Street, Tashkent 100128, Uzbekistan	Tel.: +998712415805, Fax: +998712415805, Email: uzspca@albatros.uz, uzspca@tkt.uz

Неправительственные организации (NGOs)						
8	Бабаев Вугар (Babaev Vugar)	Азербайджан (Azerbaijan)	Менеджер программы (Program Manager)	Гянджинская ассоциация агробизнеса (Ganja Agribusiness Association)	19, Javadkhan street, Ganja city, Az2000, Azerbaijan	Tel.: (+994) (22) 56-9400, 56-01-78, Fax: (+994) (22) 56-94-00, Home: 99422557838, Mob: 994552717101, 994503112187, Email: A.babayev@gaba.az, office@gaba.az
9	Олег Шатберашвили (Oleg Shatberashvili)	Грузия (Georgia)	Директор (Director)	Грузинская Федерация информации и документации (Georgian Federation for Information and Documentation)	47, Kasrova Street, Tbilisi 0179, Georgia	Tel: +99532335122, Fax: +99532987618, Home: +99532775282, Mob: +99577400487, Email: oleg.shatberashvili@yahoo.com, gfid@caucasus.net
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12	Исмаилова Ирина (Ismailova Irina)	Таджикистан (Tajikistan)	Председатель (Chairman)	НПО «Человек и природа» (“Man and Nature” NGO)	4/36-2, Lomonosov Street, Dushanbe, Tajikistan	Email: iris_taj@mail.ru
13	Исмаилова Сабина (Ismailova Sabina)	Туркменистан (Turkmenistan)	Консультант (Consultant)	Научно-консалтинговый центр «Алтын Умут» (“Altyn Umut” Scientific and Consulting Center)	Street, UZA, Ashgabat, Turkmenistan	Tel: 99312276461, Fax: 99312276461, Home: 99312351276, Mob: 99366310927, Email: jumakuliev@mail.ru
Фермерские организации (Farmer Organizations)						
14	Гигинеишвили Лери (Gigineishvili Leri)	Грузия (Georgia)	Директор (Director)	«Дом фермеров» (“House of Farmers”)	6, Vukol Beridze street, Tibilisi, Georgia	Tel: +99532932835, Home: +99532331484, Mob: +99577434589, Email: leri@caucasus.net
15	Шарипов Азизбек (Sharipov Azizbek)	Таджикистан (Tajikistan)	Председатель (Chairman)	Национальная ассоциация дехканских хозяйств (National Association of Dekhkan Farms)	44, Rudaki avenue, Dushanbe 734025, Tajikistan	Tel: +992 37 2212033, 2271813, Email: union_farm@mail.ru
16	Медеубаев Рахим (Medeubaev Rahym)	Казахстан (Kazakhstan)	Начальник департамента фермерства (Head of Farming)	Красноводопадская селекционная станция (Krasnavodopadskaya Breeding Station)	487210 v. "Krasny Vodopad" Saryagachsky district, South-	Tel/Fax : 772537- 59038, Mob: 77014409162, Home: 77253775416, Email: alshorazov_53@mail.ru, anarbai_68@mail.ru,

			Department)		Kazakhstan region	medeubayev_r@mail.ru
17	Байрамов Мурат (Bayramov Murat)	Туркменистан (Turkmenistan)	Фермер (Farmer)			
Другие (Others)						
18	Мару Ажит (Dr. Maru Ajit)		Старший сотрудник (Senior knowledge Officer)	Global Forum on Agricultural Research (GFAR)	GFAR Secretariat: c/o FAO (NRR), Viale delle Terme di Caracalla, Rome 00153, Italy	Tel. +39.06.5705.3413, Fax +39.06.5705.3898, Email: Ajit.Maru@fao.org
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25	Эргашев Алишер (Ergashev Alisher)	Узбекистан (Uzbekistan)	Ассистент Исполнительного секретаря (Assistant Executive Secretary)	АСНИОЦАК (CACAARI)	P.O. Box 4564, Tashkent 100000, Uzbekistan	Tel: +998 71 23721-30/69/04, Fax: +998 71 1207125, Email: A.Ergashev@cgiar.org

Central Asia and the Caucasus Association of Agricultural Research Institutions (CACAARI)

CONSTITUTION

Need for Revision of the CACAARI Constitution

*Based on recommendations of SC members during Tbilisi meeting on September 15, 2009 and Tashkent meeting on October 15, 2009 the Russian version of organization's name changed from ANIITSAZ to ASNIOTSAK

** It is now strongly felt that CACAARI constitution needs to be amended with needed changes that are now required to enlarge its membership so as to reflect membership of the association by all stakeholders to agricultural research for development in the region. Accordingly, the composition of the Steering and Executive Committees also needs to be changed to incorporate the new stakeholder representatives. Present modified version of the Constitution was approved at the meeting of the Steering Committee in Ashgabat, Turkmenistan on June 11, 2010. The new version of the CAC Constitution will be posted on the CACAARI website soon at www.cacaari.org.

PREAMBLE

1. The agricultural research institutions in Central Asia and the Caucasus Region:

- Aware of the problems and challenges facing the development of agriculture in the Region,
- Conscious of the responsibilities, which they must assume if they are to contribute to the process of social and economic development in the Region,
- Convinced that the role and impact of the respective institutions can be enhanced through effective collaboration and consultation among them

have decided to establish a regional association of agricultural research institutions and agricultural research for development stakeholders in the pursuit of their common objectives.

ARTICLE I

NAME

2. The name of this association is "Central Asia and the Caucasus Association of Agricultural Research Institutions" (CACAARI), hereinafter referred to as the Association.

ARTICLE II

SEAT

3. The Association has its seat and permanent Secretariat in Tashkent, Uzbekistan in the ICARDA Regional Office for Central Asia and the Caucasus.

ARTICLE III

OBJECTIVES

4. The overall objective of the Association is to foster agricultural research for development in Central Asia and the Caucasus Region.

5. More specifically, the objectives of the Association are:

- to provide a platform for dialogue on critical issues related to agricultural research and innovation and collaborative action through national, regional and international partnerships for agricultural research for development;
- to advocate and foster actions for increased and improved investment (financial and in human skills) and information and knowledge sharing in the Central Asia and Caucasus region for agricultural research and innovation for development;
- encourage the establishment of appropriate capacities in agricultural research and development in accordance with identified regional, bilateral or national needs and priorities;
- assist in strengthening of organizational and management capability of institutions and organizations for agricultural research and development; and
- strengthen cross-linkages between national, regional and international research and development centers and ARD stakeholder organizations, including civil society organizations, universities, farmers' organizations, women's organizations, non-governmental organizations, professional societies, private sector organizations in agriculture, etc. through involvement in jointly-planned research, training, education and extension programmes.

ARTICLE IV

FUNCTIONS

6. Association undertakes the following activities:

- convene Steering Committee to discuss the Association's administration, general and specific programmes, policies, strategies and priorities;
- organize working groups, meetings and seminars to discuss agricultural research and development priorities, specific problems or sponsor technical studies, training courses, workshops and research programs/projects in the CAC region;
- collect, collate and disseminate information pertaining to agricultural research and development;
- maintain and enhance links with agencies, institutions, or organizations and other entities undertaking similar activities within and outside the Region; and
- promote and support, including providing management, for regional collaborative agricultural research and development among member institutions/organizations.

ARTICLE V

MEMBERSHIP

7. Membership of the Association is open to agricultural research institutions/organizations, universities, farmers' organizations, women's organizations, non-governmental organizations, private sector organizations in agriculture, etc in Central Asia and the Caucasus Region (Azerbaijan, Armenia, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and littoral countries) and other international research institutions/organizations having interest and activities in the agricultural sector of the region. In countries where agricultural research is handled directly by a government ministry/organization, the relevant ministry/organization will be eligible to become member of the Association. Membership in the Association is sought by approval from the Chairman after submitting an application to the Executive Secretary. The membership of the Association is confirmed by the Steering Committee of the Association.

8. Any member institution/organization desiring to withdraw from the Association notifies the Executive Secretary in writing, and such withdrawal shall take effect three months from the date of receipt of the notice by the Executive Secretary.

ARTICLE VI

SOURCES OF FUNDS

9. Sources of funds consist of:

- Membership fees (for amounts of membership fees and payment procedures see Annexure 1),
- Fees, if any, collected from participants of any technical meeting, training or research organized by the Association,
- Proceeds from the sale of publications and items issued by the Association, and
- Grants and donations from governments, national, regional or international organizations and development banks, and others.

ARTICLE VII

THE STEERING COMMITTEE

10. There is a Steering Committee of the Association, which consists of 14 members representing different groups of Agricultural Research for Development stakeholders as follows:

- i) Eight members representing the eight national ministries/organizations responsible for agricultural research in the CAC region
- ii) One member representing educational institutions (universities and colleges) in the CAC region (elected by member educational institutions through electronic or face-to-face meeting),
- iii) One member representing the Consortium of Farmers' Organizations in Central Asia and the Caucasus (CFO-CAC) (Chairman of the CFO-CAC or a person delegated from the CFO-CAC),
- iv) One member representing the Consortium of Non-governmental Organizations in Central Asia and the Caucasus (CNGO-CAC) (Chairman of the CNGO-CAC or a person delegated from CNGO-CAC),

- v) One member representing the women' organizations in agriculture in Central Asia and the Caucasus (elected by member women's organizations through electronic or face-to-face meeting),
- vi) One member representing the private sector organizations dealing with agriculture in Central Asia and the Caucasus (elected by member private sector organizations through electronic or face-to-face meeting), and
- vii) One member representing all the international research centers and development organizations working in Central Asia and the Caucasus (elected by member international research centers and development organizations through electronic or face-to-face meeting).
- viii) The Chairperson for the Steering Committee is elected by a majority vote from the Steering Committee for a period of 2 years and limited to only one term. The Executive Secretary of the Association is the Election Officer responsible for the election of the Chairperson. The position of the Chairperson should be rotated between all members of the Steering Committee.
- ix) The Executive Secretary of CACAARI is ex-officio, none-voting member and Secretary to the Steering Committee responsible for all minutes and records pertaining to the Steering Committee and its meetings.

11. The terms of members of the Steering Committee in i and vii would be as per those decided by the organizations or a caucus of organizations they represent.

12. The terms of members of the Steering Committee in ii, iii, iv, v and vi are a maximum of two terms of 2 years each and the nomination to CACAARI Steering Committee for their representation shall be through a caucus of stakeholder organizations or by the consortiums they represent in the region.

13. All the 14 members of the Steering committee have only one vote each.

14. The Steering Committee may invite observers to its proceedings.

15. The Steering Committee meets at least once every year and be convened by the Chairperson.

16. All decisions by the Steering Committee are taken by a simple majority vote, except for those decisions relating to amendments to the Constitution provision for which is provided in Article XV Section 39, and those related to the dissolution of the Association where at least 10 votes out of 14 will be required for carrying the motion. In the case of equality of votes, the Chairman has a casting vote.

ARTICLE VIII

DUTIES OF THE STEERING COMMITTEE

17. In fulfillment of its objectives, the Steering Committee determines the policy of the Association, approves the Annual Programme of Work and Budget, the Three year Business plan and the 10 year CACAARI Strategy for improving agricultural research and innovation in the region formulated through appropriate consultations and put up by the Executive Committee, reviews progress, and exercises other powers conferred upon it by the Constitution.

ARTICLE IX

EXECUTIVE COMMITTEE

18. There is an Executive Committee of the Association composed of five officers, namely, a Chairperson, one Executive Secretary and three elected members. The Chairperson of the Committee is the CACAARI Steering Committee Chairperson and the three members, other than the Executive Secretary, are elected by the Steering Committee from among the 14 member institutions/organizations for a period of two years and shall not be eligible for immediate re-election to the same office after two terms. Members of the Executive Committee shall cease to be members of the Executive Committee if they are not members of the Steering Committee. Each member of the Executive Committee except the Executive Secretary has one vote in the Executive Committee.

19. The Executive Secretary, appointed according to Article XI Section 26, is an ex-officio member of the Executive Committee and responsible for all minutes and records pertaining to the Executive Committee and its meetings. In case the post of the Executive Secretary falls vacant the next senior staff member of the CACAARI Secretariat or a staff member of the Secretariat's host Institution shall be deputed to act as Executive Secretary to the Association upon approval of the Chairperson of CACAARI Steering Committee.

20. If the office of the Chairperson becomes vacant for any reason, the remaining members of the Executive Committee shall elect one of its own members to fill the vacancy till such time the Steering Committee appoints another Chairperson. A position of member of the Executive Committee which falls vacant shall be filled by the unsuccessful candidate who had the highest number of votes in the election of the Executive Committee at the preceding Steering Committee. Persons who become members of the Executive Committee under this provision will remain in office until the next Session of the Steering Committee.

ARTICLE X

DUTIES OF THE EXECUTIVE COMMITTEE

21. The Executive Committee manages the affairs of the Association in accordance with the Constitution and the policies and directives adopted time to time by the Steering Committee.

22. The Executive Committee reports to the Steering Committee through an Annual Activity Report, which includes information on implementation of the approved programme of work, budget, expenditure and financial accounts for the year and the progress made in fulfilling the objectives of the Association.

23. The Executive Committee meets at least twice every year and is convened by the Chairperson.

ARTICLE XI

EXECUTIVE SECRETARY AND ASSOCIATION SECRETARIAT

24. The Secretariat of the Association is headed by the Executive Secretary.

25. The Association has an Executive Secretary who is appointed as a full-time employee of CACAARI. He/she reports to Chairperson and to the Steering Committee.

26. The Executive Secretary is appointed by the Steering Committee through an open, advertised process of applications with appropriate terms of reference initially for a period of two years. The term of the Executive Secretary may be extended further on a yearly basis by the Steering Committee on the recommendation of the Executive Committee for a maximum term of a total of 6 years from the date of joining or till the age of 70 years. The Executive Secretary should have suitable qualifications and experience in the field of agricultural research and development.

27. The Secretariat is located in the Regional Office of ICARDA for Central Asia and the Caucasus in Tashkent till the Steering Committee decides otherwise.

28. ICARDA is the host Institution for the Association and provides technical, administrative and logistical support and guidance to the Association's Secretariat till the Steering Committee decides otherwise.

29. The Executive Secretary may appoint staff and consultants, including an Assistant Executive Secretary through an open, advertised process of applications with appropriate terms of reference and appointment process, and only after approval of the Executive Committee.

30. Consultants and staff appointed by CACAARI follow all ICARDA Office rules and regulations and are provided similar provisions of the host Institution as its own staff.

ARTICLE XII

DUTIES OF OFFICERS

31. The Chairperson presides at all meetings of the Steering Committee and the Executive Committee.

32. The Executive Secretary performs all duties of the Chairperson in the absence of the latter, and such other duties as may be assigned to him/her by the Chairperson.

33. Executive Secretary is the Chief of the Secretariat of the Association. He/she is responsible for the affairs of the Association and execution of all activities approved by the Steering Committee, including preparation of programme of work and budget, monitoring of progress, and arrangements for meetings of the Steering Committee and Executive Committee. He/she receives fees, subscriptions and any other financial contributions to the Association, account for all money received and make payments in accordance with policies established by the Steering Committee and the Executive Committee. He/she annually submits audited accounts to the Steering Committee at its Annual Meetings. He/she may be assisted in his/her duties by the Associations other staff or those deputed to the Association by the host Institute.

ARTICLE XIII

RULES AND REGULATIONS

34. The General Rules of Procedure and Financial Regulations are prepared by the Executive Committee and approved by the Steering Committee of the Association. Amendments to the Rules and Regulations may be adopted by a simple majority vote at any session of the Steering Committee. In case of conflict or dispute, wherever such rule or regulation is not offering any resolution or clarity to the issue, the rules as applied by the host Institute in a similar case will be applied.

35. The Executive Secretary is responsible for utilization of the approved budget of the Association and maintains full accounts, records and documents. Duly audited accounts are presented at the Steering Committee for approval.

ARTICLE XIV

QUORUM

36. The quorum at all meetings is more than 50% of the membership.

ARTICLE XV

AMENDMENT OF THE CONSTITUTION

37. Amendment of the Constitution are considered only at a meeting of the Steering Committee.

38. The Association may amend this Constitution by a two-thirds majority of the votes cast, provided that such majority is more than half of the membership of the Steering Committee.

39. No proposal for the amendment of the Constitution are included in the agenda of any meeting of the Steering Committee unless notice thereof has been dispatched by the Executive Director to members at least 60 days before the opening of the meeting. This clause may be waived by a majority vote by the Steering Committee under extraordinary situations that are recorded by the Steering Committee.

ARTICLE XVI

DISSOLUTION

40. The Association can only be dissolved by a resolution approved at a Steering Committee. The procedure to be followed for the dissolution of the Association shall be the same as detailed in Article VII Section 16 and Article XV Sections 38 and 39.

ANNEXURE 1

MEMBERSHIP FEE AMOUNT AND PAYMENT PROCEDURES

1. According to the decision of the Steering Committee on October 15, 2009 membership fees starting 2010 are:
 - a. for agricultural organizations of Central Asia and the Caucasus (research institutes, government bodies, non-governmental organizations, educational institutions, farmer organizations, women's organizations and private sector organizations) – USD 100 annually from each member organization
 - b. for international member organizations – USD 3000 annually from each member organization
2. Membership fees for each year are to be submitted till December 20 of the previous year.
3. Membership of organizations that failed to submit membership fees till December 20 is suspended for a year, until the submission of the membership fee for the following year.

**Regional Program of ICARDA for Central Asia and the Caucasus (CAC),
on behalf of Central Asia and Caucasus Association of Agricultural Research Institutions
(CACAARI)**

is looking for suitable candidates for the following position:

Executive Secretary for CACAARI

to be based in Tashkent, Uzbekistan

I. General introduction

CACAARI, the **Central Asia and Caucasus Association of Agricultural Research Institutions** (hereinafter referred as Association) was established in Tashkent in 2000 to serve as a platform for dialogue and action in agricultural research for development in Azerbaijan, Armenia, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan.

The Executive Secretary of CACAARI is expected to significantly lead, promote, further develop and contribute to maintaining CACAARI activities in a constant and reliable way. He/she will be placed at the CACAARI Secretariat in Tashkent, Uzbekistan, hosted by ICARDA. The Executive Secretary of CACAARI will report in technical matters to the CACAARI Chairman, and administratively to the Head, CGIAR Program for CAC, Regional Coordinator, and ICARDA-CAC.

The CACAARI Steering Committee following its charter elects the Chairman, who is responsible for guiding the CACAARI Steering and implementation of its the policies, principles and vision of CACAARI. The Executive Secretary is responsible for the executive aspects of CACAARI's work, including management of the CACAARI office and actions recommended by the CACAARI Steering Committee CACAARI is working towards building furthers its presence and actions in CAC region.

II. Terms of reference

- responsible for the overall management of CACAARI in order to ensure that the CACAARI adheres to CACAARI's core values and principles, and attains the goals and objectives as agreed upon by the General Assembly and delegated by the CACAARI Steering Committee;
- responsible for the day-to-day management for the development and monitoring of the annual plan and budget with the Management Team and in synergy with the Operational Center ICARDA, as well as for proposing mid-term strategies to ensure that CACAARI evolves according to operational needs, to be approved by the Board of CACAARI;
- strive for the continuation of a meaningful and efficient co-ownership of the CACAARI, and a coherent and accountable international organization by participating in the current debates and strive towards the coherence, pertinence and good continuation of international relations issues;

- maintain constant liaison with national, regional and global Agricultural Research for Development (ARD) organizations, including international agencies, farmer organizations, NGOs, universities and research institutes;
- supervise further development and maintenance of the CAC Regional Agricultural Information System (CAC-RAIS) and the CACAARI website and Publish CACAARI documents;
- Contribute to broadening CACAARI's membership among CAC research institutions, farmer organizations and NGOs;
- Maintain databases and facilitate the information dissemination flow among all stakeholders.
- Fund-raising for CACAARI through proposals for funding by members, donors etc.
- Organize annual CACAARI meetings and specific thematic, discipline- and commodity-related events and submit administrative and financial reports on them;
- develop and monitor an annual plan and budget in co-ordination with the Chair of CACAARI;
- ensure, together with the Chairman of CACAARI, the timely finalization of CACAARI's annual accounts, according CACAARI's / host agency's financial rules & regulations and in accordance with the laws;
- be responsible for CACAARI Financial accounts and their audit under supervision of ICARDA/host agency
- ensure that CACAARI maintains its financial self-sufficiency and that its financial ratios remain within the ICARDA/host agency's requirements;
- regularly report to the Board and Chairman on the progress throughout the year and to look for means to overcome impediments obstructing the objectives as outlined in the annual plan;
- ensure that CACAARI's identity, mission and name is used in a representative and consistent manner across all activities of CACAARI;
- ensure that all of CACAARI's publications, both in print and on the website, are accurate and consistent with the identity of the organization;
- guard and protect the logo and name of CACAARI;
- ensure that CACAARI raises funds in an ethical manner and according to the CACAARI guidelines;
- ensure the gradual and progressive development of agricultural research in CAC region, respecting CACAARI's aims and principles and within the boundaries of the law;
- directly coach and supervise all CACAARI staff including the assistant secretary, and work in coordination with Chairman to establish CACAARI's presence in Uzbekistan;
- represent CACAARI with CAC authorities, academics, media, farmers, NGO's and other relevant parties;
- maintain transparent and constructive working relations with the CACAARI members and ARD stakeholder groups in region.

III. Job requirements

- A successful background in agricultural research is essential, knowledge of agrarian research structures in CAC countries will be an asset, minimum 15 years of working experience, with at least 5 years in ARD system (Ag. Research centers, institutes, university or projects);
- excellent understanding of ARD, preferably rich field and HQ experience;
- experience in and knowledge of Agricultural research systems of the world and CAC region. Advantage will be given to the person with Academic Degree in Agriculture;
- ability to work independently and also in a team setting;
- awareness of international political issues and culture;
- strong organizational, management and planning skills;
- ability to prioritize and deal simultaneously with several tasks;
- understanding of financial management issues;
- strong sense of initiative;
- strong interpersonal and communications skills;
- leadership capacity;
- ability to communicate fluently in English/Russian and one knowledge of one or more local languages will be an advantage;
- good communication and ICT skills;
- ability to travel extensively in the region.

IV. Conditions & how to apply

The employment contract will be issued by ICARDA on behalf of CACAARI. The salary is commensurate with experience and skills,

Submitting applications: Candidates should submit a cover letter and curriculum vitae in English to Dr. Ahmadov c/o Z.Khalikulov@cgiar.org or by fax: +998-71-120-71-25 not later than July 30, 2010. The cover letter should include the names and full contact details of at least three referees, with their telephone, fax and email address.

Applications received after this date will not be considered. Please write the name of the position as the subject line of your electronic application. Only short-listed candidates will be called for interview. No phone calls, please.