CIHEAM

TEXTS OF AGREEMENT AND INTERNAL REGULATIONS OF THE CIHEAM

English version

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AGREEMENT ESTABLISHING
the International Centre for Advanced Mediterranean Agronomic Studies

Signed in Paris on 21 May 1962 The Agreement and the Additional Protocols thereto entered into force in compliance with article 14.3 of said Agreement: on 3 February 1965

The Governments of Spain, the French Republic, the Kingdom of Greece, the Italian Republic, the Portuguese Republic, the Turkish Republic and the People's Federal Republic of Yugoslavia;

RECOGNISING that agriculture is the basic activity in the Mediterranean basin and that it is desirable to establish close co-operation in the field of higher agricultural education between the countries of that region, whose unity rests on geological, geographical, climatic and human bases;

RECOGNISING that agriculture in the Mediterranean basin is in need of the training of personnel whose qualifications might be improved by supplementary postgraduate training by teachers of international repute;

CONSIDERING that the development of agriculture requires the closest co-operation between the Mediterranean countries;

BEING DETERMINED to achieve these objectives in a manner consistent with the obligations resulting from their membership in other international organizations;

HAVE AGREED as follows:

PART I
PURPOSE AND STRUCTURE OF THE INTERNATIONAL CENTRE FOR ADVANCED MEDITERRANEAN AGRONOMIC STUDIES

Article 1

An International Centre for Advanced Mediterranean Agronomic Studies (hereinafter called the "Centre") is hereby established under the auspices of the Organization for Economic Co-operation and Development and the Council of Europe with the object of providing supplementary education (economic as well as technical) and developing a spirit of international co-operation among agricultural personnel in Mediterranean countries.

Article 2

The headquarters of the Centre shall be in Paris. It may be transferred elsewhere by decision of the Governing Board.

Article 3

1. The organs of the Centre shall be:
   a) the Governing Board, which shall be responsible for the management of the Centre;
   b) the Advisory Board;
   c) Institutes and Annexes to the Centre established or accredited by virtue of agreements concluded between States that are signatories of this Agreement or by decision of the Governing Board.
2. These organs shall be assisted by the Secretariat of the Centre.

Article 4

1. The Governing Board shall consist of:
   a) one representative of each of the contracting parties, appointed for a period of four years; and
   b) the Secretary General of the Organisation for Economic Cooperation and Development and the Secretary General of the Council of Europe who shall be members ex officio in an advisory capacity.
2. The Governing Board shall adopt the Financial Regulations of the Centre and its annual Budget; it shall approve the accounts for each financial year.
3. The Governing Board shall adopt its Rules of Procedure, which shall determine in particular:
   a) the method of appointing the Chairman and the Vice Chairman or Vice Chairmen, and their term of office;
   b) the conditions under which other international organizations may be represented, in an advisory capacity, on the Governing Board; and
   c) the conditions under which it may delegate part of its responsibilities to its Chairman.
4. The decisions of the Governing Board shall be taken by a majority of two-thirds of the votes cast. The decisions provided for in article 2, paragraph 1 (c) of article 3, paragraphs 2 and 3 of this article, article 11 and article 15 shall, however, be taken unanimously.
5. At the end of each year the Governing Board shall prepare a progress report for submission to the Organization for Economic Co-operation and Development and to the Council of Europe.

Article 5

1. The Advisory Board shall consist of persons whose number may vary appointed for a period of four years by the Governing Board. They shall be chosen, in particular, from members of establishments for higher education in agriculture and of agricultural research institutes, representatives of States, bodies or foundations which contribute in any way to the resources of the Centre.
2. The Advisory Board shall consider matters referred to it by the Governing Board and shall advise that Body.

Article 6

1. The Institutes shall provide education in accordance with the programme adopted by the Governing Board.
2. Each Institute shall be administered by a Principal in accordance with rules determined by the Governing Board.
3. The Governing Board may make special arrangements to supplement the instruction provided by the Institutes, the annexes or any other establishment approved for this purpose by the Governing Board.

Article 7

1. The Secretariat of the Centre shall consist of the Secretary General, the Principals of the Institutes and the necessary staff.
2. The Secretary General and the Principals of the Institutes shall be appointed by the Governing Board.
3. Other members of the Secretariat shall be appointed by the Secretary General in accordance with rules determined by the Governing Board.

4. The Secretary General shall be responsible to the Governing Board for the activities of the Secretariat.

5. Having regard to the international character of the Centre, the Secretary General, the Principals of the Institutes and the staff shall neither seek nor receive instruction from any of the contracting parties nor from any Government or authority external to the Centre.

PART II
INSTRUCTION

Article 8

1. The Centre shall be open to recipients of scholarships whose candidature is approved by the Governing Board. Other candidates may be accepted in accordance with conditions determined by the Governing Board.

2. Scholarships may be provided, in particular, by member States, third States, international organizations, public bodies, associations or foundations. The Governing Board alone shall have authority to accept and allocate the scholarships to candidates from member States, other Mediterranean countries and, as far as possible, to candidates from third States.

Article 9

1. The courses, lectures and practical instruction shall be given by teachers or other persons chosen by the Governing Board with a view to the widest possible geographical distribution and with due regard to their qualifications.

2. A diploma shall be awarded at the end of the course in accordance with conditions determined by the Governing Board.

PART III
FINANCE

Article 10

The Budget of the Centre shall be prepared by the Secretary General each year in accordance with the Financial Regulations.

Article 11

The resources of the Centre shall consist of:

a) contributions by the contracting parties as determined by the Governing Board;

b) other contributions accepted by the Governing Board in the form of gifts, legacies, scholarships, etc.

Article 12

The Secretary General shall notify the governments of the contracting parties of the amount of their contributions. The contributions shall become due as from the date of such notification and shall be paid to the Centre as provided for in the Financial Regulations.

PART IV
LEGAL CAPACITY, PRIVILEGES AND IMMUNITIES OF THE CENTRE

Article 13

1. In the territories of the contracting parties, the Centre shall enjoy the legal capacity and the privileges and immunities provided for in part I of Supplementary Protocol n° 2 to this Agreement.
2. In the territories of the contracting parties, the members of the Secretariat shall enjoy, in respect of salaries and emoluments paid by the Centre, exemption from taxation as provided for in part II of Supplementary Protocol n° 2 to this Agreement.

PART V
FINAL PROVISIONS

Article 14

1. This Agreement shall be ratified or accepted by the signatories in accordance with their constitutional provisions.
2. Instruments of ratification or acceptance shall be deposited with the Secretary General of the Organization for Economic Cooperation and Development.
3. This Agreement shall come into force on deposit of three instruments of ratification or acceptance.
4. As regards a signatory which ratifies or accepts it at a later date, the Agreement shall come into force on the date on which its instrument of ratification or acceptance is deposited.
5. Signatories who have not deposited their instruments of ratification or acceptance at the time that the Agreement comes into force may participate in the activities of the Centre under conditions to be determined by Agreement between the Centre and the said signatories.

Article 15

1. The Governing Board may invite any Mediterranean State to accede to this Agreement on such terms as that Body may determine.
2. Accession shall be made by the deposit with the Secretary General of the Organization for Economic Cooperation and Development of an instrument of accession; it shall take effect as from the date of such deposit.
3. In conditions which it shall determine, the Governing Board may invite any State to take part in the work of the Centre.

Article 16

Any contracting party may terminate the application of this Agreement to itself by giving, at the end of the current financial year, one year's notice to this effect to the Secretary General of the Organization for Economic Cooperation and Development.

Article 17

The Secretary General of the Organization for Economic Cooperation and Development shall inform all contracting parties, as well as the Secretary General of the Council of Europe, of the receipt of instruments of ratification, acceptance, accession and notices of withdrawal.

IN WITNESS WHEREOF, the undersigned, duly empowered, have appended their signatures to this Agreement. **DONE at PARIS**, on 21st May, 1962, in the English and French languages, both texts being equally authentic, in a single copy which shall be deposited with the Secretary General of the Organization for Economic Cooperation and Development, by whom certified copies will be communicated to all signatories as well as to the Secretary General of the Council of Europe.

For Spain:

J. NUNEZ

For the French Republic:

François VALERY

For the Kingdom of Greece:

Théodore CHRISTIDIS

For the Italian Republic:

Casto CARUSO

For the Portuguese Republic:

J. CALVET DE MAGALHAES

For the Turkish Republic:

Aziz KOKLU

For the People's Republic of Yugoslavia:

B. FRANGES

SUPPLEMENTARY PROTOCOL N° 1

to the agreement establishing the International Centre for Advanced Mediterranean

Agronomic Studies

THE SIGNATORIES of the Agreement establishing the International Centre for Advanced Mediterranean Agronomic Studies (hereinafter called the "Agreement"), signed this day;

HAVING REGARD to the Agreement and, in particular, paragraph 1 (c) of article 3 thereof;

HAVE AGREED as follows:

1. As from the coming into force of the Agreement in regard to France and Italy, respectively, the Mediterranean Agronomic Institutes at Montpellier and Bari shall be considered as established within the meaning of paragraph 1 (c) of Article 3 of the Agreement and as functioning in accordance with its provisions.

2. This Protocol shall be considered as forming an integral part of the Agreement and shall come into force on the same date.

IN WITNESS WHEREOF, the undersigned, duly empowered, have appended their signatures to this Protocol. **DONE at PARIS**, on 21st May, 1962, in the English and French languages, both texts being equally authentic, in a single copy, which shall be deposited with the Secretary General of the Organization for Economic Co-operation and Development by whom certified copies will be communicated to all the Signatories as well as to the Secretary General of the Council of Europe.

For Spain:

J. NUNEZ

For the French Republic:

François VALERY

For the Kingdom of Greece:

Théodore CHRISTIDIS

For the Italian Republic:

Casto CARUSO

For the Portuguese Republic:

J. CALVET DE MAGALHAES

For the Turkish Republic:

Aziz KOKLU

For the People's Republic of Yugoslavia:

B. FRANGES

SUPPLEMENTARY PROTOCOL N° 2

to the agreement establishing the International Centre for Advanced Mediterranean

Agronomic Studies

THE SIGNATORIES of the Agreement establishing the International Centre for Advanced Mediterranean Agronomic Studies (hereinafter called the "Agreement"), signed this day;

HAVE REGARD to the Agreement and, in particular, to article 13 thereof;

HAVE AGREED as follows:

PART I
CAPACITY, PRIVILEGES AND IMMUNITIES OF THE CENTRE

Article 1

The Centre shall possess legal personality. It shall have the capacity to conclude contracts, to acquire and dispose of movable and immovable property and to institute legal proceedings.

Article 2

The Centre, its property and assets wherever located and by whomsoever held, shall enjoy immunity from every form of legal process except insofar as in any particular case it has expressly waived its immunity.

Article 3

The premises of the Centre shall be inviolable. Its property and assets, wherever located and by whomsoever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action.

Article 4

The archives of the Centre, and in general all documents belonging to it or held by it, shall be inviolable wherever located.

Article 5

Without being restricted by financial controls, regulations or moratoria of any kind::

a) The Centre may hold currency of any kind and operate accounts in any currency;

b) The Centre may freely transfer its funds from one country to another or within any country and convert any currency held by it into any other currency.

Article 6

a) The Centre, its assets, income and other property shall be exempt from all direct taxes. Exemption shall, however, not apply to taxes levied in respect of services rendered.

b) The Centre shall be entitled, in respect of its official imports, to the facilities pro-vided for in the Customs legislation of the country of import, in particular, the duty-free import of objects of an educational, scientific or cultural character, as

specified in the Agreement for the Importation of Educational, Scientific and Cultural Materials, of 22nd November, 1950.

c) In accordance with legal rules of general application, the Centre shall pay all indirect taxes included in the price of goods sold or services rendered. Any such taxes relating to important purchases or transactions made by the Centre for official purposes may, however, be remitted upon terms to be agreed between the Centre and the contracting party concerned.

PART II
PRIVILEGES AND IMMUNITIES OF THE MEMBERS OF THE CENTRE'S SECRETARIAT

Article 7

a) The Secretary General, the Principals of the Institutes and other members of the Secretariat permanently employed by the Centre shall be exempt from all direct taxes on salaries and emoluments paid to them by the Centre.

b) The Governing Board shall specify the categories of members of the Secretariat to which the provisions of this article shall apply. The names of the members of the Secretariat included in these categories shall from time to time be made known to the contracting parties.

Article 8

The members of the Secretariat shall have the right to import free of duty their furniture and effects at the time of first taking up their post in the country in question.

Article 9

This Protocol shall be considered as forming an integral part of the Agreement and shall come into force on the same date.

IN WITNESS WHEREOF, the undersigned, duly empowered, have appended their signatures to this Protocol.

DONE at PARIS, on 21st May 1962, in the English and French languages, both texts being equally authentic, in a single copy which shall be deposited with the Secretary General of the Organization for Economic Cooperation and Development by whom certified copies will be communicated to all the Signatories as well as to the Secretary General of the Council of Europe.

For Spain:

J. NUNEZ

For the French Republic:

François VALERY

For the Kingdom of Greece:

Théodore CHRISTIDIS

For the Italian Republic:

Casto CARUSO (with reserv. attached)

For the Portuguese Republic:

J. CALVET DE MAGALHAES

For the Turkish Republic:

Aziz KOKLU

For the People's Republic of Yugoslavia:

B. FRANGES

RESERVATIONS OF ITALY

with regard to supplementary protocol n° 2 to the agreement establishing the International Centre for Advanced Mediterranean Agronomic Studies

1. Jurisdictional immunity and exemption from expropriation as provided under articles 2 and 3 in part I of Supplementary Protocol n° 2 are only applicable within the limits within which they are granted to foreign States by the general principles of international law.

2. Exemption from direct taxes on salaries and emoluments as provided under paragraph a), article 7, part II of Supplementary Protocol n° 2, shall not apply to nationals of the States where the Institutes' headquarters are located, nor to persons who, at the time of their recruitment, are deemed to habitually reside in that same State.

Visto, d'ordine del Presidente della Repubblica

Il Ministro per gli affari esteri

FANFANI

RATIFICATION BY MEMBER COUNTRIES

to the agreement establishing the CIHEAM

ALBANIA
on 22 January 1992

ALGERIA
on 6 June 1986

EGYPT
on 12 May 1986

SPAIN
on 9 August 1963

FRANCE
on 3 February 1965

GREECE
on 12 January 1965

ITALY
on 9 September 1965

LEBANON
on 21 February 1994

MALTA
on 29 March 1989

MOROCCO
on 31 October 1990

PORTUGAL
on 10 January 1966 (Agreem - Prot. n°1) - on 9 April 1967 (Protocol n°2)

TUNISIA
on 29 May 1985

TURKIYE
on 9 May 1967

YUGOSLAVIA
on 3 May 1967

AGREEMENT BETWEEN SPAIN AND CIHEAM

between the Government of Spain

and

the International Centre for Advanced Mediterranean Agronomic Studies

concerning the association of

THE EBRO

AGRONOMIC RESEARCH

AND DEVELOPMENT CENTRE

and the

INTERNATIONAL CENTRE

FOR ADVANCED MEDITERRANEAN

AGRONOMIC STUDIES.

Signed in Madrid

on 10 July 1969

THE GOVERNMENT OF SPAIN, of the one part, and

THE INTERNATIONAL CENTRE FOR ADVANCED MEDITERRANEAN AGRONOMIC STUDIES, of the other part,

HAVING REGARD to the Agreement of 21st May, 1962, establishing the International Centre for Advanced Mediterranean Agronomic Studies, and, in particular, to article 3.1 (c) thereof;

Considering that the Ebro Agronomic Research and Development Centre (hereinafter called the "Ebro Centre") includes a Department of Education whose activities cover disciplines supplementary to those taught at the Mediterranean Agronomic Institutes of Bari and Montpellier;

Considering that the Government of Spain is ready to take the necessary measures to enable the Department of Education of the Ebro Centre to collaborate in the attainment of the aims of the International Centre for Advanced Mediterranean Agronomic Studies (hereinafter called "the International Centre");

Having regard to the Decision of the Governing Body of the International Centre of 26th November, 1968, accrediting, in accordance with article 3.1 (c) of the Agreement of 21st May, 1962, the Ebro Department of Education as an Institute of the International Centre, under the name of "Zaragoza Mediterranean Agronomic Institute" (hereinafter called the "Zaragoza Institute");

HAVE AGREED as follows:

Article 1

By virtue of the Decision of the Governing Board of the International Centre, referred to above, the Department of Education of the Ebro Centre at Zaragoza shall be accredited as an Institute of the International Centre, under the name of "Zaragoza Mediterranean Agronomic Institute", in accordance with article 3.1(c) of the Agreement of 21st May, 1962, referred to above.

Article 2

The Zaragoza Institute shall constitute the Institute of the International Centre in Spain. The Zaragoza Institute shall have a similar statute to that of the other Institutes of the International Centre, taking into account the provisions of this Agreement.

The diplomas which it awards shall be those of the International Centre in accordance with article 9.2 of the Agreement of 21st May, 1962, referred to above. It shall be responsible for the organization of the symposiums and other activities of the International Centre in Spain, the circulation there of its publications and the maintenance of contacts with the Association of former students of the International Centre.

The International Centre shall associate the Zaragoza Institute, on a permanent basis, with all its international activities and encourage joint meetings between teaching staff of the different Mediterranean Agronomic Institutes, as well as all other forms of cooperation, including exchanges of professors..

Article 3

The Director, the Director of Studies and the professors of the Zaragoza Institute shall be appointed by the Government of Spain in agreement with the Governing Board of the International Centre.

The Director and the Director of Studies shall participate in the meetings of the Advisory Board of the International Centre as well as in the other activities of the International Centre, with which the Directors for the Bari and Montpellier Institutes would be associated. The Director shall participate in the meetings of the Governing Board.

Article 4

There is hereby established a permanent Committee of Association, composed of two representatives designated by the Government of Spain and two representatives designated by the Governing Board of the International Centre, assisted by the Secretary General of the International Centre and the Directors of the Bari, Montpellier and Zaragoza Institutes.

This Committee shall make proposals to the Government of Spain and to the Governing Board on the harmonization of the teaching programmes of the Zaragoza Institute with those of the Bari and Montpellier Institutes. In accordance with article 3 above, this Committee shall advise the Governing Board of the International Centre on the agreement of the teaching staff of the Zaragoza Institute.

This Committee shall establish its Rules of Procedure, which shall determine, in particular, the procedure for the convening of its meetings.

Article 5

The Government of Spain shall, each year, provide the International Centre with a certain number of scholarships for students who undertake training at the Zaragoza Institute.

These scholarship-holders shall be chosen either from among the former students of the Bari or Montpellier Institutes, or from among the candidates who make application to the International Centre in the regular way. Scholarships will be granted in accordance with the criteria adopted by the International Centre for scholarships of the Bari and Montpellier Institutes.

Article 6

The International Centre shall make known the advantages offered by the Zaragoza Institute in the information documents which it circulates and in the periodicals which it edits in the same conditions as for the other Institutes.

The International Centre shall, moreover, give priority to the trainees of the Zaragoza Institute in the other Institutes of the International Centre.

Article 7

The translation and interpretation of lectures given in the Zaragoza Institute shall be made into the official languages of the International Centre

Article 8

The Government of Spain shall be entirely responsible for the budget of the Zaragoza Institute, to which the provisions of the Financial Regulations of the International Centre do not apply.

The premises and installations assigned to the Zaragoza Institute shall remain the property of the Government of Spain, which shall support the cost of maintenance, of renewal and of management. No modification to these premises and installations may be undertaken without the previous agreement of the Government of Spain.

Article 9

A contracting party may terminate the application of this Agreement by giving, at the end of the current financial year, one year's notice to the other party..

Article 10

Any dispute arising out of the application or interpretation of this Agreement will be submitted to an Arbitration Board, composed of one arbitrator chosen by each of the contracting parties and presided over by an umpire designated by the Secretary General of the O.E.C.D.

Article 11

The present Agreement shall be applied as from the date of signature, subject to the adoption of the Decision of the Governing Board of the International Centre accrediting the Zaragoza Institute.

IN WITNESS WHEREOF, the undersigned plenipotentiaries, duly empowered, have appended their signatures to this Agreement.

DONE at Madrid this 10th day of July, nineteen hundred and sixty nine, in the French, English and Spanish languages, the three texts being equally authentic, in two copies of which one shall be deposited with the Government of Spain and the other with the Secretary General of the International Centre for Advanced Mediterranean Agronomic Studies.

For the Government of Spain:

The Director General for Cooperation and International Economic Affairs

Marquès de NERVA

For the International Centre for Advanced Mediterranean Agronomic Studies:

The President of the Governing Board

Ramon ESTERUELAS

AGREEMENT BETWEEN GREECE AND CIHEAM

Between

the Government of the Republic of Greece

and

the International Centre For Advance Mediterranean Agronomic Studies

concerning the Chania Institute

Signed in Athens on 21 January 1983

THE GOVERNMENT OF THE REPUBLIC OF GREECE, of the one part, and

THE INTERNATIONAL CENTRE FOR ADVANCED MEDITERRANEAN AGRONOMIC STUDIES

(CIHEAM), of the other part,

HAVING REGARD to the Agreement of 21st May, 1962 establishing the International Centre for Advanced Mediterranean Agronomic Studies and, in particular, article 3.1 (c) thereof;

Considering that the Governing Board of the International Centre for Advanced Mediterranean Agronomic Studies, by decision of 10th December, 1982, decided to establish the Mediterranean Agronomic Institute of Chania (Greece); having the statute of a CIHEAM Institute and enjoying the same rights and privileges provided by CIHEAM to its various Institutes;

Considering that the Government of the Republic of Greece has agreed to take the necessary steps for the operation of the Chania Institute; and that the two parties have confirmed their desire to maintain close co operation between the institutions in Crete, in particular, the Agronomic Research Centre of Crete and the Crete Polytechnic School on the one hand, and the Mediterranean Agronomic Institute of Chania, on the other hand, with a view, in particular, to avoiding unnecessary duplication of their facilities,

HAVE AGREED as follows:

PART I
GENERAL PROVISIONS

Article 1

The Institute shall organize training courses and research programmes in the fields defined by article 1 of the above-mentioned Agreement of 21st May 1962. The purpose of the Institute shall be, in particular:

1. The training of personnel able to contribute to the development of agricultural products at all stages up to consumer level, for the following crops:
    - Mediterranean crops,
    - sub-tropical crops,
    - horticultural and fruit crops,
    - aromatic and pharmaceutical crops.
2. The training of personnel for planning, restructuring and conversion of the above crops;
3. The training of personnel for the development and implementation of the agricultural policy of Greece and of the other Mediterranean countries in relation to the E.E.C. agricultural policy;
4. The training of personnel in the popularization of farming techniques.

.

Article 2

A Coordinating Committee shall be established and shall constitute, with regard to the Institute, the framework for coordination of Greek public bodies and administrations as well as the Agronomic Research Centre of Crete and other Greek institutions pursuing activities related to those of the Institute.

The Coordinating Committee shall advise the Director of the Institute on teaching methods and the conditions under which studies shall be carried out and shall participate in drawing up study and research programmes.

The Governing Board shall approve the composition of the Committee, on the proposal of the Greek Authorities who shall determine the conditions under which it operates.

Article 3

The Director of the Institute shall be appointed by the CIHEAM Governing Board from a list prepared by the Government of the Republic of Greece.

Article 4

The Chania Institute courses shall be translated and interpreted in the official languages of the International Centre for Advanced Mediterranean Agronomic Studies.

PART II
PROVISIONS RELATING TO FACILITIES

Article 5

The Government of the Republic of Greece shall provide CIHEAM, free of charge, with land, buildings, facilities and equipment required for the activities of the Mediterranean Agronomic Institute of Chania.

Such land, buildings, facilities and equipment are described in a document appended hereto.

The Government of the Republic of Greece shall pay the costs, under conditions to be agreed between the two parties, for any extensions and improvements which may appear to be essential in order to cope with later developments of the activities of the Institute.

Article 6

In order that the Institute may effectively be opened at the beginning of the 1983-1984 academic year, while waiting for completion of construction work foreseen, the Government of the Republic of Greece shall take whatever provisional measures are necessary therefore.

Article 7

The land, buildings, facilities and equipment mentioned in article 5 shall remain the property of the Government of the Republic of Greece which shall be liable for the costs of maintenance, renovation and administration thereof.

No modification of such land, buildings, facilities and equipment shall be undertaken without the prior agreement of the Government of the Republic of Greece.

In the event that the activities of the Institute cease, the land, buildings, facilities and equipment shall be placed at the disposal of the Government of the Republic of Greece ipso jure at no cost to the latter.

Article 8

The two parties shall take appropriate steps to ensure the necessary cooperation among the organizations in Crete, in particular, the Agronomic Research Centre of Crete and the Crete Polytechnic School, on the one hand, and the Mediterranean Agronomic Institute of Chania, on the other hand, to ensure the satisfactory operation of these establishments with a view, in particular, to avoiding unnecessary duplication of their facilities.

PART III
FINAL PROVISIONS

Article 9

Either party may request that consultations take place on the interpretation and implementation of the provisions of this agreement.

Article 10

This agreement shall come into force upon notification by the Greek authorities that procedures required by Greek law have been completed. The provisions of the agreement shall apply provisionally upon signature thereof.

Done in Athens on 21 January 1983 in the English, French and Greek languages, the three texts being equally authentic, in two copies which shall be deposited with the Government of the Republic of Greece and the Secretary General of CIHEAM.

For the Greek Republic: The Minister of the National Economy,

Mr. POTTAKIS

For CIHEAM: The Chairman,

Mr. ESTERUELAS

SUPPLEMENTARY AGREEMENT BETWEEN THE GOVERNEMENT OF THE ITALIAN REPUBLIC AND THE CIHEAM RELEVANT TO THE PRIVILEGES AND IMMUNITIES OF THE CIHEAM IN ITALY

Signed in Rome on 18 March 1999

SUPPLEMENTARY AGREEMENT BETWEEN THE GOVERNMENT OF THE ITALIAN REPUBLIC AND THE *CENTRE INTERNATIONAL DE HAUTES ETUDES AGRONOMIQUES MEDITERRANEENNES* (the C.I.H.E.A.M.) RELEVANT TO THE PRIVILEGES AND IMMUNITIES OF THE C.I.H.E.A.M. IN ITALY

CONSIDERING THAT the *Centre International de Hautes Etudes Agronomiques Méditerranéennes* (hereinafter referred to as "the C.I.H.E.A.M.") in Italy has legal capacity and the privileges and immunities provided for in the Supplementary Protocol no. 2 to the Agreement establishing the C.I.H.E.A.M signed on 21 May 1962;

CONSIDERING THAT, by virtue of the Supplementary Protocol no. 1 to the Agreement establishing the C.I.H.E.A.M. signed on 21 May 1962, the Mediterranean Agronomic Institute of Bari (hereinafter referred to as the "Institute") was established as an "organ of the C.I.H.E.A.M." under art. 3, paragraph 1 (c) of the Agreement signed on 21 May 1962;

CONSIDERING the Exchange of Notes between the C.I.H.E.A.M. and the Italian Government, regarding the new seat of the Institute, signed in Rome on 28 November 1969 and in Paris on 11 February 1970;

WISHING to ensure the C.I.H.E.A.M. the best conditions required to fulfil its institutional tasks in Italy;

HAVE AGREED AS FOLLOWS:

Article 1

For the purpose of this Agreement:

a) the "Agreement" means the Agreement establishing the C.I.H.E.A.M. signed on 21 May 1962;

b) the "Protocol" means the Supplementary Protocol No. 2 to the Agreement;

c) the "C.I.H.E.A.M." means the *Centre International de Hautes Etudes Agronomiques Méditerranéennes*;

d) the "Institute" means the Mediterranean Agronomic Institute of Bari;

e) the "seat" refers to the C.I.H.E.A.M. and it means:

i) the immovable property located in Valenzano (Bari) owned by the University of Bari and made available to the C.I.H.E.A.M. as the seat of the Institute by Exchange of Notes dated on 28/11/1969 - 11/2/1970;

ii) any land or building located in the territory of the Italian Republic belonging to the C.I.H.E.A.M. and intended to be used as the seat of the Institute, rented or borrowed by it or in any other way made available to it in the territory of the Italian Republic;

iii) any land or building or parts of them, made available to the Institute by the Government or any other natural or legal persons in the territory of the Italian Republic and temporarily used for meetings called by the Institute;

f) the "assets" mean all assets, including funds, revenues, the resources specified in Article 11 of the Agreement and the other assets held or managed by it in the name and on behalf of the C.I.H.E.A.M. pursuant to Article 6,2 of the Agreement and used by the Institute to fulfil its institutional duties;

g) the "archives" under Article 4 of the Protocol, include all records, correspondence, computer documents, manuscripts, photos, videos, films, sound recordings and publications belonging to the Institute or held by it to perform its institutional tasks;

h) the "Director" means the Director of the Institute as set out in Article 7 paragraph 1 of the Agreement;

i) the "staff" means the Director and all the staff of the Institute appointed by him/her or in his/her name.

Article 2

In accordance with Article 1 of the Protocol, the C.I.H.E.A.M., and the Institute in its name and on its behalf, shall have legal capacity;

a) to conclude contracts b) to acquire and dispose of movable and immovable property, and c) to institute legal proceedings.

Article 3

In accordance with Article 2 of the Protocol, the C.I.H.E.A.M., and the Institute on its behalf, shall enjoy immunity from every form of legal process except insofar as in any particular case the C.I.H.E.A.M. or the Institute have expressly waived their immunity.

Immunity from jurisdiction shall not apply in case of civil action by a third party for damages resulting from accident caused by vehicle, vessel or aircraft belonging to the C.I.H.E.A.M or circulating on its behalf, nor in case of infraction to road traffic regulations.

The C.I.H.E.A.M., and the Institute on its behalf, undertake, in any case, to take out civil liability insurance for third party to guarantee compensation of damages which may arise in the course of the performance of their duties.

Article 4

The inviolable premises pursuant to art. 3 of the Protocol are the "seat" as defined in Article 1, paragraph (e) of this Agreement.

Article 5

The assets, as defined in Article 1, paragraph (f) of this Agreement, intended for the pursuit of institutional purposes of the C.I.H.E.A.M., and of the Institute on its behalf, wherever located and by whomsoever held, pursuant to article 3 of the Protocol shall be immune from all forms of search, requisition, confiscation or expropriation and any other similar form of interference. Waiver of immunity from jurisdiction, if any, does not entail waving exemption from enforcement measures for which an express waiver is required.

Article 6

The inviolable archives and documents pursuant to article 4 of the Protocol are the "archives" as defined in Article 1 paragraph g) of this Agreement.

Article 7

The C.I.H.E.A.M., and the Institute on its behalf, shall enjoy financial benefits provided for in Article 5 of the Protocol.

Article 8

Assets, income and other property of the C.I.H.E.A.M. and of the Institute, which are exempt from all direct taxes pursuant to Article 6, paragraph (a) of the Protocol, are the "assets" as defined in Article 1 paragraph (f) of this Agreement and the "seat" of the Institute as defined in Article 1, paragraph (e) of this Agreement.

Article 9

Paragraph (b) of article 6 of the Protocol means that the C.I.H.E.A.M. and the Institute in its name, shall be exempt from custom duties and any other taxation, prohibition and restriction on any goods which are imported or exported by the C.I.H.E.A.M. or by the Institute for their institutional activities. However, the C.I.H.E.A.M. or the Institute shall not ask for any exemption from customs duties or any other taxation on goods imported for a value smaller than a fixed amount established by the competent Italian authorities for the international organizations in Italy.

Article 10

In application of the provisions of paragraph (c) of Article 6 of the Protocol, the C.I.H.E.A.M., and the Institute in its name, shall be exempt from value added tax – VAT – and from all direct and indirect taxes for important purchases of goods and services related to the institutional activities and to the performance of their duties. The expression "important purchases" means purchases of goods and services of an amount exceeding the threshold established by the Italian legislation for the international organizations in Italy.

Article 11

In accordance with paragraph (a) of article 6 of the Protocol, exemptions and facilities provided for in articles 8, 9 and 10 of this Agreement do not apply to taxes and duties levied in respect of services rendered.

Article 12

The C.I.H.E.A.M., and the Institute on its behalf, shall be exempt from customs duties or any other duty, as well as from any prohibition or restriction, relating to the import of vehicles for official use of the Institute and their spare parts. For such vehicles, the Institute shall benefit from the exemption from vehicle taxes and from a quota of gasoline or other fuels and lubricating oils to be agreed jointly between the Italian Finance Authority and the Institute.

Article 13

1. All official communications addressed to the C.I.H.E.A.M. and to the Institute on its behalf or to any staff member of the C.I.H.E.A.M. or of the Institute, and all official communications sent to the C.I.H.E.A.M. or to the Institute, in any manner and form, are subject to no restriction, neither censorship nor interference. This protection applies especially to publications, magnetic and optical tapes and disks, films and slides, videos and sound recordings.

2. The C.I.H.E.A.M., and the Institute on its behalf, shall enjoy special tariff conditions for their communications, not less favourable than those granted by the Italian Government to any other government or international organization.

Article 14

1. The staff as defined in paragraph (i) of Article 1 of this Agreement, shall enjoy the following privileges and immunities in Italy:

a) immunity from jurisdiction for anything said or written and for the actions in the course of the performance of their official duties, it being understood that this immunity shall also be kept after such staff leave office at the Institute, as well as immunity from any form of provisional and protective measure restricting personal liberty except in the act of committing the offence or a crime implying a detention penalty of not less than three years at most;

b) immunity from inspection of the personal and official luggage similar to the one granted to the members in equivalent positions of diplomatic missions, without prejudice to the controls relating to public security;

c) exemption, for the staff not being Italian nationals nor holding permanent residence status in the Italian territory at the time of their recruitment, from any kind of direct taxes on the wages, remunerations and indemnities and pensions paid by the C.I.H.E.A.M., and paid by the Institute on its behalf, as well as on the income from other sources outside the Italian Republic;

d) exemptions for themselves, their spouses, and their dependants, from the restrictions on the immigration and from formalities for the registration of aliens;

e) for the staff who are not Italian nationals nor holding a permanent residence status in the Italian territory at the time of recruitment, the liberty to hold foreign securities, foreign currency or accounts in any currency and other immovable and movable properties in the territory of the Italian Republic or elsewhere. Such staff may freely transfer their foreign securities and foreign currency outside the territory of the Italian Republic. The said staff may, in the course of their employment by the Institute or upon termination of employment, export any sum in liras received by the Institute as well as an amount equal to the one of the funds in any currency imported by them to the Italian Republic through authorized intermediaries;

f) for the staff not being Italian nationals nor holding a permanent residence status in the Italian territory at the time of recruitment, the right to import free of duty and without any taxation, prohibition and restrictions on imports, namely tax-free, at the time of recruitment, their furniture and their personal belongings, including a new or second-hand car and to purchase a new VAT-free car; such right shall be exercised within 18 months after their recruitment. The new car shall not be sold within 36 months after the date of its purchase in Italy.

2. Every year, the Institute shall send the list of the staff covered by the provisions of this Article to the Government.

3. The Government shall issue a special identity card to the staff members of the Institute, their spouses, and dependants who enjoy privileges, immunities, and facilities, to testify the qualification of the holder.

4. In addition to the privileges and immunities specified in the previous paragraphs, the Director of the Institute, or the chief administrative officer in case of the absence of the Director, are accorded privileges and immunities, exemptions and facilities granted to the ambassadors heads of missions, provided that they are not Italian nationals nor holding the permanent residence status in the Italian territory at the time of their recruitment.

Article 15

1. The members of the Secretariat of the C.I.H.E.A.M., the Directors of the Institutes based outside the Italian Republic, and the other members of the Secretariat permanently employed by the C.I.H.E.A.M., the members of the Governing Board of the C.I.H.E.A.M., the representatives of the member States of the C.I.H.E.A.M., the experts performing missions, the officials of other international organizations, shall be accorded the following privileges and immunities during their stay in the territory of the Italian Republic upon their visit to the seat of the Institute for official reasons or for participating in the Institute's programmes:

a) immunity from any jurisdiction in respect of words written or spoken and acts performed by them in their official capacity, it being understood that this immunity shall also be kept after termination of their service; as well as immunity in respect of any form of provisional and protective restrictive measure of personal liberty, except in the act of committing the offence or a crime implying a detention penalty of not less than three years at most ;

b) inviolability for all their official papers and documents;

c) exemption from any immigration restrictions, from formalities for the registration of aliens;

d) the same immunities and facilities in respect of currency restrictions or foreign exchange restrictions as accorded to representatives of foreign governments performing temporary missions;

e) the same immunities and facilitation for their personal and official luggage are accorded to the members of diplomatic missions in equivalent positions in compliance with the safety measures a State can apply in conformity with the international law;

2. The Director of the Institute shall provide the Government, in advance as far as possible, with the names of the persons indicated in paragraph 1 of this Article.

Article 16

1. The privileges and immunities under articles 13, 14 and 15 are accorded in the interest of the C.I.H.E.A.M. and of the Institute on its behalf and not for the personal benefit of the persons concerned. The authorities specified in paragraph 2 of this Article shall have the right and the duty to waive immunity in the cases where it would interfere with the course of justice. The waiver of immunity shall not be prejudicial to the interests of the Institute.

2. The authorities referred to in paragraph 1 of this Article are:

a) The Secretary General in respect of the members of the Secretariat and the Directors of the Institutes;

b) The Director of the Institute in respect of the staff members, official visitors and the Institute;

c) The Chairperson of the Governing Board in respect of the members of the Board and the other representatives of the member States.

3. The Institute and its staff shall cooperate at all times with the competent Italian authorities to facilitate good administration of justice, shall respect police regulations and prevent the occurrence of any abuse in connection with the privileges and immunities set out in the Protocol and the present Agreement.

4. Without prejudice to the privileges and immunities accorded by the Protocol and the present Agreement, all the persons enjoying these privileges and immunities shall respect the laws and regulations of the Italian Republic and shall not interfere in the internal affairs of the Italian State.

ARTICLE 17

The provisions of the present Agreement shall not preclude the adoption of safety measures or of the controls required by the Italian authorities.

Article 18

Any dispute between the C.I.H.E.A.M., and the Institute on its behalf, on one hand, and the Italian Government on the other, regarding the application and interpretation of this Agreement or any other matter concerning the seat or the relations between the C.I.H.E.A.M. or the Institute and the Government, which is not settled by negotiation or other agreed mode of settlement, shall be referred for final decision to an arbitral tribunal of three arbitrators: one member to be appointed by the Secretary General of the C.I.H.E.A.M., one member to be appointed by the Government, and the third member, who shall act as president of the tribunal, designated by the former two arbitrators. If within six months from the date of their appointment, the former two arbitrators have not agreed on the appointment of the third arbitrator, the president of the International Court of justice shall make the necessary appointment of the third member at the request of either of the parties. A majority vote of the arbitrators shall be enough to reach a decision, including the decisions on procedural issues, which will be final and binding for the parties.

Article 19

The C.I.H.E.A.M., and the Institute on its behalf, shall establish appropriate procedures to settle disputes with their staff. In the contracts with other parties, be they natural or legal persons, the Institute shall insert clauses regarding the settlement of disputes by way of arbitration, following procedures that comply with the generally accepted legal criteria to protect the impartiality of the tribunal and other aspects, like the protection of the right to a fair hearing. Moreover, the C.I.H.E.A.M., and the Institute on its behalf, shall have adequate insurance coverage or adopt other similar measures to allow them to cope with non-contractual compensation claims.

Article 20

Either of the Parties shall notify the other Party the fulfilment of the formalities set out in its own national legislation or its statute. This Agreement shall enter into force upon confirmation of receipt of the second notification and shall remain in force as long as the seat of the Institute remains in Italy.

Done in Rome on 18th March 1999, in duplicate, in the French and Italian languages, both texts being equally authentic.

For the Government of the Italian Republic — For the C.I.H.E.A.M.

(signature) — (signature)

INTERNAL REGULATIONS

RULES OF PROCEDURE
OF THE GOVERNING BOARD
of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED ON 15-16 JULY 1965 BY THE GOVERNING BOARD AT ITS SECOND MEETING

AND AMENDED BY DECISIONS

33 (77) 13 – 53 (83) 2 – 88 (94) 7 – 123 (10) 14 – 140 (18) 4 – 141 (18) 6 – 145 (20) 4 – 145 (20) 13 WC – 150 (22) 8

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Article 1 Chairmanship

The Governing Board referred to in article 4.1 of the Agreement establishing CIHEAM (hereinafter called the "Agreement") shall be chaired by a Chairman elected for a four-year period from among the members of the Governing Board by a two-thirds majority of the votes cast. At the end of his term of office, the Chairman is not eligible for immediate re-election. On each renewal the new holder of the office shall be of a nationality different from that of his predecessor.

Nine months before the expiry of the term of office of the Chairman, the Secretary General shall address to the member States a note informing them of the date of expiry of the term of office and inviting them, if they so wish, to submit a nomination within four months. Five months before the expiry of the term of office of the Chairman, the Secretary General shall declare the list of candidates closed. He shall immediately notify the list of candidates in writing to the member States. The election of the new Chairman shall take place during the fourth month preceding the expiry of the term of office of the retiring Chairman.

The Chairman shall be assisted by Vice Chairmen elected for the same period and by the same majority from among the members of the Governing Board. In the event of his being unable to perform his duties, the Chairman shall be replaced temporarily by a Vice Chairman to whom he may delegate his powers. The number of vice-presidents shall not exceed four. At the end of his term of office, a vice-president is not eligible for immediate re-election.

Where the Governing Board finds that in the course of his term of office the Chairman has become unable to perform his duties, a new Chairman shall be elected for the remainder of the term. Where is it established that the President of the Governing Board, for whatever reason, has been absent for more than three consecutive governing board meetings, the latter declares his systematic resignation and proceeds to the election of a new president for the remaining period.

The conduct of meetings shall be a matter for the Chairman, who shall decide on any question of procedure raised in the course of a meeting.

The Chairman may invite the Directors of the Institutes, or any person whose expert knowledge is of value to the discussions of the Governing Board, to attend all or part of a meeting.

Article 2 Representative of members

Two months before expiration of a delegate's four year term, the Secretary General of the Centre contacts the Minister in charge of the follow-up of the CIHEAM so that he can communicate to the Secretary General the composition of his delegation to the Board for the following four years, by informing him of the name of the representative and of the substitute. The same process is accomplished by a note verbale from the Secretary General addressed to the diplomatic representation of the country concerned. A delegate can not complete more than two consecutive mandates of four years.

Representatives may be accompanied by technical advisers.

Article 3 Substitutes

Any member of the Governing Board may be represented at a meeting by a deputized substitute holding the same nationality and being duly authorized by his Government. This substitute may be assisted by advisers.

Article 4 Ordinary meetings

The Governing Board shall meet twice a year at dates to be fixed by the Chairman. In addition, the Chairman may convene the Governing Board on a date which he shall fix, when he so deems necessary, or on the request of two-thirds of the members.

The expenses incurred by the President and the delegates of the Member States on the occasion of the Governing Board meetings or any travel required for reasons related to their membership of the GB shall be reimbursed in accordance with the conditions set out under the procedure applicable to employees on assignment and set out in the Annex "Assignments and travel" of the "CIHEAM – Management Framework and Administrative Procedures".

In the case of occasional assignments, the Secretary General, after consulting the President of the Governing Board, will give clearance on the basis of the written request from the person concerned by signing the attached form. The clearance issued by the Secretary General establishes the administrative procedure for covering the corresponding expenses by the CIHEAM budget and granting of insurance cover. In that case, the reimbursement shall also take place under the procedure applicable to employees on assignment and set out in the Annex "Assignments and travel" of the "CIHEAM – Management Framework and Administrative Procedures".

Meetings shall not be public. The Governing Board shall have sole discretion to publish such information on meetings as it shall see fit.

Article 5 Videoconference meetings

Exceptionally, in case of emergency or serious disruptions affecting international air transport or the free movement across borders between the Member States of the CIHEAM, the President may decide to convene a videoconference meeting of the Governing Board, after consultation with the Secretary General and the Steering Committee.

The Governing Board members are notified of this convocation accompanied by the agenda of meeting at least 15 days before the set date. The Governing Board members have forty-eight hours to object. The meeting by videoconference is suspended in the event of objection made by two-thirds of the Governing Board members. The preparatory documents are sent to the Governing Board members at least 8 days before the videoconference meeting.

The videoconference is held under technical conditions allowing the identification and the active participation of the Governing Board members, the continuous and simultaneous broadcast of the debates as well the simultaneous translation of discussions. These technical conditions also guarantee the security of the votes cast by the participants that are acquired under the conditions provided for in Article 16 of the present Rules.

Article 6 Electronic consultation and voting of the Governing Board

Irrespective of the conditions provided for in Article 5 of the present Rules, when the President deems it appropriate, after consultation with the Secretary General and the Steering Committee, and unless objection is expressed by two-thirds of the Governing Board members, the latter can be consulted on a draft text electronically.

Electronic voting takes place within a maximum of 8 days from the sending of the draft text through an electronic consultation platform held under technical conditions allowing for the identification of the Governing Board members.

This electronic modality guarantees the security of votes cast by the participants through the electronic consultation that are acquired under the conditions provided for in Article 16 of these Rules.

Article 7 Notice of meetings

The Secretary General shall, at least thirty days before the date fixed, notify members of the meetings referred to in the first paragraph of article 4 above and of meetings held outside headquarters. Once such a notice has been sent out, any request for an adjournment from one of the members shall be addressed to the Chairman at least fifteen days before the date fixed for the meeting.

The request shall be brought to the attention of the other members by the Secretary General together with the opinion of the Chairman. The adjournment shall be effective if a two-thirds majority of the members of the Governing Board have given their assent thereto at least eight days before the date fixed.

In the case of meetings other than those referred to in the preceding paragraph, the time limit for notification may be reduced to fifteen days. Any request for an adjournment shall be made to the Chairman within eight days. The adjournment shall be effective if a two-thirds majority of the members of the Governing Board have given their assent thereto four days before the date fixed.

Article 8 Place of meetings

Meetings shall take place at the headquarters of the Centre or elsewhere, depending on circumstances. The Chairman shall make the appropriate decision in this regard after consultation with the Steering Committee.

Article 9 Delegation

The Governing Board may delegate its powers to its Chairman, particularly in connection with any matter requiring urgent action.

Before the appointment of the Secretary General or in the event of a vacancy, the Governing Board shall entrust the responsibilities of the Secretary General to the Steering Committee or to the Chairman.

Article 10 The Steering Committee

The Steering Committee of the Governing Board shall consist of the Chairman and the Vice-Chairmen. It shall be assisted by the Secretary General.

It shall monitor the satisfactory functioning of the headquarters and the Institutes and shall take all necessary steps for this purpose, especially all interim protective measures. The Governing Board may delegate other responsibilities to the Steering Committee if it so deems necessary. The Steering Committee may also delegate some of its powers to the Chairman, particularly to address urgent matters.

An agenda shall be circulated prior to the meeting of the Steering Committee. At the end of its meetings, a statement of conclusions is prepared by the Chairman and circulated to its members.

The Steering Committee shall meet when convened by the Chairman, where needed. The Chairman may require to hold a videoconference. Moreover, when the Chairman considers it appropriate and unless opposed by at least two of the members

of the Steering Committee, the latter may be consulted on a draft text by electronic means: in this case, enough time should be left for the members of the Steering Committee to submit their comments or objections.

The Chairman shall report on the activity of the Steering Committee to the Governing Board.

Article 11 Quorum

The deliberations of the Governing Board shall only be valid where two-thirds of the members participate.

Article 12 Agenda

The draft agenda of a meeting shall be drawn up by the Chairman in agreement with the Secretary General. Any member may enter a question on the agenda. The agenda shall be sent to members of the Governing Board at the same time as the notice of the meeting. The agenda is adopted by majority vote of the members present.

Article 13 Secretariat

The secretarial functions in support of the Governing Board are entrusted to the General Secretariat.

Article 14 Documentation

The documentation proposed for the meeting shall be sent to the members of the Governing Board at the same time as the notice of the meeting, except in the case of extraordinary circumstances.

Article 15 Languages

French and English shall be the official languages of the Governing Board.

Any member may speak in a language other than one of the official languages; in that case, he himself must make provisions for interpretation into one of the official languages.

Article 16 Voting

Each member of the Governing Board shall, in accordance with article 4 of the Agreement, have one vote.

Decisions shall be taken in accordance with article 4.4 of the Agreement.

However, the Governing Board may unanimously agree that in cases under paragraph 1 c) of article 3, paragraph 3 of article 4, article 2 and article 15 of the Agreement, abstentions shall be permitted, it being understood that the decision shall nevertheless apply to all members.

The Governing Board may unanimously agree that a decision shall not apply to a member who abstains.

Article 17 Observers

The Governing Board may invite an international organisation to be represented by an observer at all or part of a meeting of the Governing Board of the Centre. The Chairman of the Governing Board shall decide in agreement with the Secretary General at which meeting or part of a meeting the international organisation may be represented; he shall take this decision having regard to the respective interests of the international organisation invited and of CIHEAM in such representation.

At any meeting attended by an observer the Chairman may, on his own initiative or on request, invite the observer to speak on a specific question.

Subject to the above provisions, the Secretary General shall notify observers of the dates of meetings or parts of meetings of the Governing Board which they may attend and shall provide them with agendas, minutes and documents.

Article 18 Minutes

Draft minutes of meetings of the Governing Board and of the Steering Committee shall be prepared by the Secretariat and submitted to these bodies for approval.

ANNEX : Form : Terms for the reimbursement of the GB members – Occasional assignments

CIHEAM
International Centre for Advanced Mediterranean Agronomic Studies

To the Secretary General of the CIHEAM

Done in: :_____

On: :_____

Name / Surname _____

Dear Secretary General,

Following the invitation of :

_____

and within the scope of my mandate at CIHEAM, I will be required to travel for the following reason:

Destination:

_____

Date:

_____

Purpose of the journey:

_____

Accordingly, I hereby request your clearance to cover the expenses resulting from the said journey CIHEAM budget.

Signed by:

Information copy to**:** Chairperson of the Governing Board of CIHEAM

Gener al Secr et ariat
11 rue Newton, 75116 Paris, France - +33 (0)1 532391100 - secretariat@ciheam.org www.ciheam.org

REGULATION ON CONDITIONS GOVERNING CONFERRAL OF THE TITLE OF HONORARY PRESIDENT OF THE GOVERNING BOARD

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 114 (06) 5

Article 1

The title "Honorary President of the Governing Board of CIHEAM" may be conferred upon any person who has exercised the function of President of the Governing Board for a four-year term and who is no longer in office.

This title is conferred by decision of the Governing Board, adopted by a two-thirds majority of the member states, upon a proposal by the President, who has been so petitioned by at least three member states.

Article 2

Persons upon whom this title has been conferred may use it in the context of public events and activities, when attending conferences or publishing books or articles, for example.

They have access to the organisation's headquarters but are not entitled to attend meetings of the Governing Board. Upon request, they may receive copies of non-confidential documents published by CIHEAM.

They may be invited to events organised by CIHEAM at the initiative of the Secretary General or the Directors of the Institutes.

Conferral of this title will have no impact on the budget and will not give the right to remuneration of any kind whatsoever.

Article 3

The provisions of this decision will apply to those who ceased to exercise the function of President of the Governing Board before its adoption.

RULES OF PROCEDURE OF THE ADVISORY BOARD

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 35 (77) 35

AND AMENDED BY DECISIONS

53 (83) 3 – 108 CA (03) 2 - 111 CA (04) 6

PART I STRUCTURE OF THE ADVISORY BOARD

Article 1

The Advisory Board shall consist of a number of prominent persons appointed for a four-year period by the Governing Board in accordance with article 5 of the Agreement establishing the Centre.

At the request of the Governing Board, the Advisory Board may entrust the study of specific questions to ad hoc groups assisted by experts from outside the Centre.

Article 2 Chairmanship

The Chairman of the Advisory Board shall be appointed by a two-thirds majority of the votes cast by the Governing Board on the proposal of the Advisory Board as approved by a two-thirds majority of its members. The term of office of the Chairman shall be four years. At the end of his term of office he shall not be eligible for reappointment until four years have elapsed.

The Advisory Board shall, by the same procedure and for the same term, elect a first and second Vice-Chairman. In the event of the Chairman being absent, the first Vice-Chairman shall chair the Board. Should the Chairman, during his term of office, become unable to perform his duties, a new election shall be held for the remainder of the term.

Article 3 Discussion

The conduct of meetings is incumbent on the Chairman, who bears responsibility for deciding on any question of procedure raised in the course of meetings.

Article 4 Meetings and notice of meetings

The Advisory Board shall convene at the request of the Chairman of the Governing Board as well as by order of the Secretary General, to examine questions submitted to it by the Governing Board. Members shall be given at least one month's advance notice of meetings.

Article 5 Place of meetings

Meetings shall preferably be held in the Institutes.

Article 6 Quorum

The deliberations of the Advisory Board shall be valid only when at least half its members are present.

Article 7 Agenda

A draft agenda shall be drawn up for each meeting by the Secretary General and sent to members together with notification to attend. Any member of the Advisory Committee may propose an item for inclusion on the agenda to the Secretary General, who shall decide how to deal with the proposal in compliance with the directives of the Governing Board.

The agenda shall be adopted by a majority vote of the members present.

PART II - AD HOC GROUPS

Article 1

Ad hoc groups shall be set up by the Governing Board, and their composition coordinated with the Advisory Board.

Article 2

Ad hoc groups shall be chaired by a member of the Advisory Board.

Article 3

The agenda for each meeting shall be drawn up by the Secretary General with reference to the problem at hand.

PART III - SECRETARIAT FOR MEETINGS

Article 1

The secretarial functions in support of the Advisory Board shall be entrusted to the General Secretariat, which shall ensure liaison with the Governing Board.

Article 2

Discussions in each meeting shall be based on documents prepared by the General Secretariat and a final report shall be prepared. This report shall be forwarded to the Secretary General for submission to the Governing Board. Reports originating in the ad hoc groups shall be transmitted to the Chairman of the Advisory Board, who shall forward them to the Secretary General for submission to the Governing Board along with, where relevant, the opinion of the Advisory Board.

Article 3

The working languages of CIHEAM shall be French and English.

STATUTE OF THE SECRETARY GENERAL

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION

36 (77) 52

AND AMENDED BY DECISION

53 (83) 4 – 135 (15) 15 – 140 (18) 5 – 141 (18) 7 – 145 (20) 4 – 150 (22) 7

The Governing Board of CIHEAM,

HAVING REGARD to the Agreement establishing the International Centre for Advanced Mediterranean Agronomic Studies of 21 May 1962,

HAVING REGARD to the Staff Regulations of the International Centre for Advanced Mediterranean Agronomic Studies,

DECIDES:

1. The following provisions shall apply to the Secretary General of the Centre insofar as they supplement or amend provisions applicable to him under the Regulations referred to above.
2. The following provisions and the provisions of the Regulations referred to above shall together constitute the "Statute of the Secretary General of CIHEAM".

Article 1 Designation of the Secretary General

a) The Secretary General of the Centre is designated by the Governing Board for a period of four years, renewable only once. At the end of a second term of office he/she is not eligible for immediate re-election. On each nomination, the new holder of the office shall be of a nationality different from that of his predecessor. In accordance with article 7.5 of the Agreement establishing the Centre, the appointment as Secretary General shall be incompatible with the holding of any other office.

b) At least one year before the expiry of the term of office of the Secretary general, the Governing Board opens the election procedure, defines both the profile of the Secretary General to be elected and establishes the election timetable.

If the Secretary General in office wishes to run for a second term, he must then inform the Governing Board at least one month before the Governing Board meeting which opens the election procedure. His/her candidature is then presented by the authorities of his/her country according to the current procedure.

If the incumbent President of the GB wishes to present his candidacy, he must then inform the Governing Board at least one month before the Governing Board meeting, which opens the election procedure. His functions then cease immediately. He is then temporarily replaced by the longest-serving Vice-President as Delegate and to whom the GB delegates his powers.

c) Eleven Months before the expiry of the term of office of the Secretary General, the President of the Governing Board addresses a letter to the Member States informing them of the profile of the Secretary General to be elected, the expiry date of the current office and the date of the next election, and inviting them, if they wish, to present a candidate, within three months, according to the timetable established for this procedure. The applications are sent through diplomatic channels and adressed to the General Secretariat.

d) If a Member State decides to present the nomination of his regular delegate or substitute to the Governing Board, the offices of the latter are immediately terminated and, with this nomination, the Member State communicates the name of his replacement called to join the Governing Board.

e) At the end of the call for applications period (three months), the President of the Governing Board declares the closure of the list of candidates. After examining the application files for the eligibility criteria and having taken the legal opinion of the Legal Adviser, the President of the Governing Board immediately informs, in writing, the Member States of the list of eligible applications received. Separately, he also communicates in writing to the Member States concerned, the uneligible candidatures, that are the candidatures not fulfilling the criteria required as specified in the Statute of the Secretary General and in the Staff Regulations. The candidates must be nationals of the Member States of the CIHEAM and their age, upon taking office, should not exceed the age limit provided by Article 10.3 of the General Staff Regulations. If the Secretary General exceeds this age limit during his first term, he will not be able to apply for a second term of office.

f) The Governing Board may decide to interview the candidates before the election and under conditions respecting equality of treatment.

g) The election procedure takes place during a Governing Board Meeting at least three months before the expiry of the term of office of the current Secretary General. The voting takes place by show of hands unless the members of the Governing Board decide, with two-thirds majority, to hold a secret ballot. In order to be elected, the candidate must receive a two-thirds majority from the Member States.

Article 2 Legal Representation and delegation of signature

The Secretary General represents the Center legally, and in all acts of its civil life.

A decision of the Secretary general defines the conditions and limits under which he delegates his signature to an administrator of the General Secretariat in case of his absence or impediment. This delegation enables the administrator concerned to take provisional or urgent measures to safeguard the interests of the Centre and to ensure continuity of service. The decision of the Secretary General agreeing upon this delegation of signature is subject to the approval of the Governing Board.

Article 3 Termination of office of the Secretary General

a) The Governing Board can terminate the office of the Secretary General during his term of office, with a vote by show of hands and a two-thirds majority. The Secretary General is then entitled to half of his salaries, calculated for the period remaining up until the prescribed expiry of the appointment.

b) The appointment of the Secretary general shall cease legitimately and rightfully upon expiry of his term of office, without advance notice or indemnification, unless his appointment is renewed under the conditions mentioned under Article 1 a).

c) Unless exceptional circumstances, the Secretary general may resign from his position, provided that he or she give six months' month's advance notice.

d) In the case provided by this Article, the Governing Board opens the election procedure, appoints an interim Secretary General and defines the profile of the Secretary General to be elected and the election timetable.

Article 4 Entry into force

The present statute shall take effect as from the 1st January 2016.

STATUTE OF THE DIRECTORS OF THE INSTITUTES

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION

70 (88) 26

AND AMENDED BY DECISIONS:

140 (18) 6 – 141 (18) 8 – 145 (20) 4

Article 1

The Directors of the Institutes are subject to the provisions of the present Regulations, and, accessorily and insofar as they are not contrary to them, to the provisions of the CIHEAM Staff Regulations.

Any person being a CIHEAM official before he or she is appointed as Director of an Institute shall remain a CIHEAM official after ceasing to exercise the office of Director.

Article 2

Contingent on the special provisions applicable to the Institute of Zaragoza, the Directors of the Institutes shall be appointed for a period of four years, renewable only once, by the Governing Board, following a proposal by the Secretary General based on a list of candidates approved by the authorities of the country hosting the Institute in question.

The candidates on this list must be citizens of a CIHEAM member country and must fit the job description pertaining to the position of Director, as defined by the Governing Board.

For Directors in office who wish to be renewed, one year before the end of his mandate, the Director informs the Secretary General of his/her wish to have his/her mandate renewed. The delegate of the country hosting the Institute is immediately informed by the Secretary General.

If the Secretary General objects to the renewal of the current Director, he shall send written comments to the Governing Board.

In the event of renewal, a second and last four-year mandate is given by the Governing Board upon written proposal of the Secretary General, after consultation with the authorities of the country hosting the Institute. The proposal should reach the Governing Board at least six months before the end of the term.

In the event of non-renewal, the Governing Board defines the profile requested for the opened position and the Secretary General initiates the appointment process with the host country.

Eight months before the expiration of the Director's mandate, the authorities of the host country of the Institute in question define the selection procedure and open the call for candidates.

Without prejudice of the specific rules applying to the MAI of Zaragoza, after consultation between the authorities of the host country and the Secretary General, a candidate is selected six months before the expiration of the Director's mandate. The Secretary General then submits this name to the Governing Board for appointement.

Article 3

A Director's functions may not be terminated except by decision of the Governing Board, following a proposal of the Secretary General.

Article 4

If the Centre is at the origin of a decision not to renew the contract when it is coming to an end, the Director shall receive an indemnity equal to one month's salary per year of service at the Centre, not to exceed twenty-four months. However, the amount of this indemnity may not represent a number of months or fractions of a month in excess of the period the official would still have to serve before reaching the age limit specified in the general Staff Regulations (article 33).

Article 5

The Directors may resign from their position on the condition that they give six months' advance notice.

Article 6

Contingent on the provisions of the Centre's general Staff Regulations, the Directors have authority over all personnel in the Institute.

The Directors shall be subject to the authority of the Secretary General who may, in conformity with the Centre's statutory texts, issue instructions to them and summon them to meetings. They shall inform the Secretary General of their travel assignments, at the conclusion of which they shall submit reports. Travel to countries that are not CIHEAM members must receive prior authorisation from the Secretary General.

The Secretary General may delegate his signature to the Directors who may then exercise some of the prerogatives vested in the Secretary General.

In each Institute, a decision of the Director defines the conditions and limits under which he delegates his signature to an administrator of this Institute in case of his absence or impediment. This delegation enables the administrator concerned to take provisional or urgent measures to safeguard the interests of the Centre and to ensure continuity of service. The decision of the Director agreeing upon this delegation of signature is subject to the approval of the Secretary General.

Article 7

In each Institute, the Director, after informing the Secretary General, has the possibility to appoint one/more Deputy Director(s) from among the permanent staff of the Institute in question.

He may, in the same way, terminate this appointment.

Subject to prior clearance of the Secretary General, the Director may delegate the power of signature to the Deputy Director(s) within the sphere of action and the implementation modalities that he will define.

Regarding budgetary issues and in accordance with the article 20 of the Financial Regulations, no sub-delegation is possible. In this case, the Secretary General, at the request of the Director, may directly give competence to the Deputy Director(s).

Article 8

The Director's salary shall be stated in the appointment contract. His salary shall be drawn from the common expenses budget, and shall be readjusted annually on the same basis as the salaries of all General Secretariat personnel. This salary is quoted in the currency used at the General Secretariat.

Furthermore, indemnities may be granted and charged to the Institute's budget, in order to allow for special circumstances of a national, local or personal nature.

Article 9

Each year, the Directors shall submit to the Governing Board an activities report. At the end of his term, the Director shall deliver to the Governing Board a final report of his tenure, covering the scientific, administrative and financial aspects, and including a situation analysis as well as a discussion of problems and prospects facing the establishment he directed.

STATUTE OF THE LEGAL ADVISER

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 140 (18) 7

Article 1

The legal adviser assists the Governing Board, the Secretary General and MAI Directors in the exercise of their functions. Through the legal advice they request from him, he/she contributes, in accordance with the internal procedures, to the legal consistency of the decisions taken and to the editorial quality of the deeds issued by the Centre's bodies.

He/she attends the meetings of the Governing Board and of the Steering Committee in an advisory capacity.

He/she serves as the secretariat of the Conciliation Committee as provided for in Chapter 11 of the Staff Regulations. He/she assists the Secretary General in the defence of the interests of the Centre before CIHEAM'S Chamber of Appeals.

Article 2

He/she is chosen from among nationals of CIHEAM member states by demonstrating to have adequate educational background and professional experience that enable him/her to exercise high levels of responsibility in the legal and administrative fields in his/her country (senior official, judge, adviser…). He/she shall demonstrate to have appropriate command of the two official languages of the Centre, both written and oral.

Article 3

He/she is appointed by the Governing Board, upon a proposal by the Secretary General, for a four-year renewable term.

Article 4

He/she gives his/her advice on projects and matters brought to his/her attention, with complete loyalty and independence. He/she shall be subject to an obligation of strict confidentiality. He/she shall not seek or take instructions from any authority or entity, public or private, from outside the Centre. He/she may be relieved from office if he/she is in breach of his/her duties.

Article 5

A lump sum compensation defined by the Governing Board is paid to him/her under the conditions established by the Secretary General.

STAFF REGULATIONS

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 72 (88) 16

REFORM 2009

AND AMENDED BY DECISIONS:

123 (10) 11 – 131 (14) 7 – 132 (14) 9 – 132 (14) 15 – 138 (17) 8 – 139 (17) 9 – 139 (17) 10 140 (18) 9 – 141 (18) 10 – 143 (19) 10 – 145 (20) 13 WC – 146 (20) 10 – 147 (21) 10 – 148 (21) 6 – 150 (22) 6 – 153 (23) 6

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CHAPTER 1 GENERAL PROVISIONS

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CHAPTER 1 GENERAL PROVISIONS

Article 1.1 Scope of application

These General Regulations shall apply to officials remunerated under the headings of the ordinary budget of the General Secretariat and of the Mediterranean Agronomic Institutes (MAIs) denominated Centre. These Regulations shall apply to the Secretary General and to the Directors of the MAIs only in as much as they are not contrary to special measures or rules applying specifically to them.

These Regulations may also apply, in part or in their entirety, to employees in other categories if their contract with the Centre includes an explicit reference to them. Certain provisions of these General Regulations are not applicable to employees in particular situations defined in the Regulations specific to the General Secretariat and the Institutes.

Article 1.2 Implementing rules – Derogations

These General Regulations set out the basic terms of service, the duties and obligations as well as the fundamental rights of CIHEAM staff. The provisions for implemention of these Regulations shall be determined by Regulations approved by the Governing Board upon a proposal by the Secretary General and by instructions issued by the Secretary General.

The implementing provisions for each of the Institutes shall be defined by specific Regulations following consultations with the representative of the host country, the Director of the Institute and the Consultative Committee established at the Institute under article 2.8 of these General Regulations, with a view to harmonising the rules applicable to all CIHEAM staff to the greatest possible extent.

The Governing Board may, following a proposal from the Secretary General, determine conditions of employment diverging from those established under these General Regulations, in order to take account of existing agreements between CIHEAM and certain member states and of the legislation in force on the territory of the state where the establishment is situated and the specificities of local conditions.

Article 1.3 Classification of positions – Categories

The positions covered by these General Regulations shall be classified, according to the nature and the level of the duties involved, in two categories, A and B, in descending order of rank.

Category A shall comprise grades corresponding to managerial, administrative, teaching, study or research duties which require a university level education or equivalent professional experience.

Category B shall comprise grades corresponding to executive, supervisory, clerical, manual or service duties.

Each grade shall comprise ten echelons.

Category A shall comprise five grades:

A5: deputy administrator;

A4-A3: administrator;

A2-A1: principal administrator.

Category B shall comprise seven grades:

B7: service agent;

B6: specialised service agent, office employée;

B5: secretary or technical agent;

B4: secretary translator, principal technician;

B3: administrative manager, technical manager;

B2: specialised manager (documentalist, IT technician, etc.);

B1: department manager (IT, documentation, etc.).

The scale of indexes corresponding to positions shall be approved by the Governing Board.

Changes in the value of the index point shall be determined when the budget is voted.

Article 1.4 Duty of independence and impartiality

Officials shall carry out their duties and regulate their conduct solely with the interests of the Centre in mind, neither seeking nor accepting instructions from any government, authority, organisation or person outside the Centre. Officials may not, without the permission of the Secretary General, accept from any government or from any other source outside the Centre any honour, decoration, favour, gift or remuneration of any kind whatsoever, except for services rendered before their appointment.

Article 1.5 Delegation of authority by the Secretary General

For the application of articles 2.1 and 2.2 of these General Regulations and the application of artiche 3.1, 3.4, 3.7, 3.8, 5.2, 5.5, 5.6, 6.1, 7.5, 10.4 and 10.8 thereof to category B employees assigned to the Institutes, the Secretary General may grant power of signature to the Directors of the latter.

The Secretary General may at anytime change or revoke the decision to grant power of signature, which is a personal decision. The President of the Governing Board must be informed without delay of any decision to change or revoke power of signature, together with the grounds therefor.

A new decision to grant power of signature must be taken when the post of Secretary General or Director of the Institute in question passes to somebody else.

Article 1.6 Code of Ethics

The professional activities and the individual behaviour of CIHEAM's permanent and non-permanent staff respect the principles and values defined by a code of ethics established by the Governing Board. This Code of Ethics is set out in the Annex to these General Staff.

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CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2.1 Hierarchical authority

Officials are subject to the authority of the Secretary General and are accountable to him in the fulfilment of their duties and the observance of these General Regulations. The Directors of the Institutes shall exercise this authority by delegation from the Secretary General.

Article 2.2 Exclusive commitment to duties

Officials shall abstain from any public action or statement and from publishing anything incompatible with their duties and obligations as international public servants, notably their duty of secrecy or anything for which the Centre might beheld morally or materially liable.

The holding of any public office filled by election is incompatible with the function of an official. Officials holding such an office must ask to be placed on unpaid leave. Officials may, however, be authorised to solicit and to hold, at the same time as their position at CIHEAM, a public office position at a local level under the conditions accepted by the Governing Board. Officials shall not hold any other position or have any other paid or unpaid occupation without first obtaining the permission of the Secretary General, who, in the case of Institute personnel, must first consult with the Director of the Institute concerned. In the case of the Directors themselves, prior authorisation shall be granted by the Governing Board following a proposal by the Secretary General.

Article 2.3 Duty of professional discretion

Officials shall observe complete discretion with regard to all matters relating to the activities of the Centre. Except in the performance of their duties, they shall not disclose any unpublished information acquired by them in the course of their duties unless authorised to doso by the Secretary General. Officials will continue to be bound by this obligation after they have left the service of the Centre.

Article 2.4 Intellectual property

All rights, including copyright and patent rights, for any work produced by an official as part of his official dutie shall be vested in or assigned to the Centre, unless the Secretary General partially or entirely abandons any claim to such rights in favour of the official concerned. The author however remains entitled to the moral benefit of the work's intellectual ownership, subject to conditions imposed by the relevant rules and principles of international law.

Article 2.5 Privileges and immunities

Officials shall enjoy the privileges, immunities and facilities to which they are entitled under supplementary protocol no 2 of the CIHEAM Agreement.

Privileges, immunities and facilities shall be granted to officials in the interest of the Centre and not for their personal benefit. In particular, they shall not dispense officials from performing their private obligations in any matters unrelated to the exercise of their duties or from duly observing legislation pertaining to the area where they discharge their duties. An official wishing to claim any such immunity before a court of law must first raise the matter with the Secretary General.

Article 2.6 Right to protection

Officials shall be entitled to the assistance and protection of the Centre when carrying out their duties. The Centre shall in particular assist officials in any legal proceedings in response to threats, insulting or defamatory acts or utterances, or attacks on their persons or property to which they may be subjected by virtue of their position and duties.

Article 2.7 Freedom of association – Staff associations

Officials shall enjoy freedom of association.

They exercise this right individually, being free to join trade unions or any professional or cultural organisations of their choice.

Collective exercise of the same right falls to the staff associations that may be established for the purpose of representing employees in dealings with the Secretary General (for the Headquarters) and the Directors (for the Institutes) to ensure that professional interests are defended, developing collaborative relations between the Centre and the staff as a whole, and improving employees' material working conditions. They also act to strengthen ties between employees of different nationalities and run any social programmes that may be set up.

Article 2.8 Consultative Committees of the General Secretariat and the Institutes

At the General Secretariat and in each of the Institutes a forum known as the Consultative Committee shall be established, its role being to give advice in cases provided for under articles 1.2, 4.5, 5.4 and 10.4 of these General Regulations.

The different categories of officials working at the General Secretariat or at the Institute shall be represented on this committee, whose composition and attributions shall be determined by the Specific Regulations of the General Secretariat or of each Institute, as adopted by the Governing Board. If there is a staff association of the kind referred to in article 2.7 of these General Regulations, this association shall be represented on the Consultative Committee.

The composition of the Consultative Committee is laid down in a decision by the Secretary General. With regard to the Consultative Committees of the Institutes, this decision is laid down following a proposal by the Director.

Staff regulations

CHAPTER 3 RECRUITMENT

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CHAPTER 3 RECRUITMENT

Article 3.1 Appointment of officials

Subject to the provisions of agreements in force between CIHEAM and its member states, category A officials shall be appointed by the Secretary General with the approval of the Governing Board. An appointment to an Institute shall be set up following a proposal by the Director of the Institute concerned. The Secretary General shall delegate power of appointment to category B posts to the Directors of the Institutes. The Directors shall inform the Secretary General without delay of any appointment made under the terms of this paragraph.

Appointments shall be made only to positions provided for in the staff table attached to the annual budget of the Centre.

Article 3.2 Ban on discrimination

No distinction shall be made between employees on the basis of their gender, origins or religious or philosophical convictions.

Article 3.3 Vacant positions

When a position falls vacant, a vacancy notice shall be issued within the Headquarters and the Institutes. Where appropriate, the position shall be advertised outside the Centre by whatever means are most appropriate. Vacancy notices shall specify in particular the nature and grade of the vacant post, the place of service and the qualifications required, as well as the method to be used for selecting candidates.

The notices shall also fix a closing date for applications, which is appropriate to the nature of the post to be filled.

Article 3.4 Aptitude tests – Competitive examinations

If it sees fit, the appointing authority may require candidates for certain positions to pass professional aptitude tests or general or local competitive examinations, which shall be arranged in accordance with instructions issued by the Secretary General.

In cases where the appointment is made on the proposal of the Director of the Institute concerned, the Director shall draw up a list of the most suitable applications received following publication of the vacancy notice and send it to the Secretary General, indicating which applicant he proposes for the position.

When aptitude tests have been given, the Director shall send a list of those candidates who have passed the tests to the Secretary General with marks and comments on their performance.

When a local competitive examination has been held, the Director shall send the results to the Secretary General.

Article 3.5 Statutory position of officials

Relations between officials and the Centre shall be of an exclusively statutory nature. Officials shall be given a letter of appointment which shall specify the special terms of employment, in particular the category, grade, salary, date and length of the appointment.

A copy of these General Regulations, together with the Specific Regulations applying at the place of service, shall be attached to the letter of appointment. The official shall acknowledge receipt of this letter. The letter shall specify that the appointment is subject to these General Regulations and their implementing rules, including any subsequent amendments, and that any dispute arising therefrom shall be submitted in the final resort for exclusive consideration by the Chamber of Appeals as per article 12.1. No official shall avail himself of any right or benefit not referred to in the letter of appointment or in the provisions to which it refers.

Article 3.6 Fixed-term or open-ended appointments – Compulsory probationary period

A category A official's first appointment shall be for a duration of four years, which may be extended. The length probationary of the period is for six months. Officials working in a scientific capacity may be entitled to successive appointments, each for a maximum period of four years. Each party must give the other a written notice, at least six months before the termination of the current appointment, of its intention not to renew it.

At the end of the eight years of service, an official working in a purely administrative capacity shall be appointed for an indefinite term, unless the Board accepts that there are grounds for terminating the official's employment at the end of the current appointment period.

Category B officials shall be appointed for an indefinite term. Their probationary period shall last six months.

Article 3.7 End of probationary period

At the end of the employee's probationary period, the appointing authority shall decide:

a) to confirm the appointment, or;

b) exceptionally, and with the consent of the official, to prolong the probationary period for a further period of no more than six months for a category A official and three months for a category B official;

c) to terminate the appointment, giving the employee advance notice at least one month before the end of the period.

A probationary period may be terminated prematurely: At the written request of the party concerned, with advance notice of one month for category A officials and eight days for category B officials; Upon a decision by the appointing authority on grounds relating to the interests of the service or the professional competence of the party concerned. The latter shall then be entitled to remuneration for the part of the probationary period not worked, limited to one month.

Article 3.8 Starting position on the salary scale

An official is recruited at the first echelon of his grade.

However, if an official can document his previous experience in a position requiring comparable skills and aptitudes, he may be recruited at a higher echelon, at the rate of one additional echelon for at least three years of service outside the Centre.

Officials employed in one of the Centre's establishments and recruited in another establishment shall be classified at the echelon corresponding to a level equal or immediately superior to their level in their previous position. At the new echelon, they shall maintain the seniority they acquired in their previous position. Category A officials, and category B officials beyond a certain grade –the latter being specified in the Specific Regulations– must know the Governing Board's official languages.

Article 3.9 Persons assigned to the Centre from outside organisations

Officials may be assigned to the Centre by institutions which continue to pay their salaries. These officials are subject to the provisions of Chapters 4 and 6 of these General Regulations.

Such officials may work at the General Secretariat subject to the approval of the Governing Board, following a proposal by the Secretary General who shall specify their qualifications, the assignments with which he would like to entrust them, and the duration of their duties. Recruitment of an official to one of the Institutes is decided by the Secretary General on the basis of a reasoned proposal by the Director concerned.

The Centre may recruit officials on secondment from national or international institutions. Their remuneration is determined in compliance with the rules applicable to CIHEAM officials. These officials' terms shall not exceed the maximum duration of their secondment.

Pursuant to this article, the work of persons assigned to the Centre from outside ORGANISATIONs is decided depending on the needs of the Centre and the capacity of the headquarters or the Institute that may receive them.

Staff regulations

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CHAPTER 4 WORKING CONDITIONS

Article 4.1 Working time

Annual and weekly working time shall be determined, for the Headquarters and each of the Institutes, by Specific Regulations, approved by the Governing Board. Account shall be taken of the legal duration of work in the countries to which officials are assigned. The working hours of officials shall be determined by the Secretary General for the Headquarters and the Directors for the Institutes. The Directors shall inform the Secretary General of the working hours in the MAIs.

When the needs of the service so require, officials may be called on to work at hours other than the normal hours, or to be on duty at specified times.

An implementing regulation shall stipulate the conditions governing compensation of overtimeby payments or rest periods. Category A officials shall not be entitled to any remuneration for overtime.

The conditions under which part-time work may be instituted shall be determined by the Secretary General for the Headquarters and the Directors for each of the Institutes.

Article 4.2 Teleworking

When the missions they are entrusted with enable it, the officials of the Centre may carry out their functions by teleworking under the conditions set by an instruction of the Secretary General or the Directors of the Institutes, after informing the Secretary General

Article 4.3 Public holidays

Unworked public holidays shall be set by the Secretary General for Headquarters' officials and by the Directors for officials at the Institutes. The Directors shall inform the Secretary General of their arrangements.

Article 4.4 Annual leave

CIHEAM officials shall be entitled to annual leave at the rate of at least two and one-half working days per month of service. Leave shall be granted in proportion to the time the official concerned has served with the Centre. It shall be taken in the course of the calendar year unless permission to the contrary is given by the Secretary General for the Headquarters and the Directors for the Institutes.

The dates at which leave maybe taken shall remain subject to the needs of the service and shall be determined by the Secretary General for the Headquarters and the Directors for the Institutes.

Article 4.5 Sick leave and maternity leave

Following deliberation by the Consultative Committees instituted in accordance with article 2.8 of these General Regulations, the Specific Regulations of the Secretariat General and of each Institute shall establish the duration of and the conditions governing sick leave and maternity leave as well as the duration of special leave, taking into account the relevant legislation in force at the place of assignment.

Article 4.6 Compliance with service instructions

All personnel shall be bound to comply with service instructions, which may be publicly posted or issued in office memoranda.

In general, any act likely to interfere with good order, discipline and the proper execution of work shall be forbidden.

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CHAPTER 5 PROMOTION AND ADVANCEMENT

Article 5.1 Principles

During their term of appointment, or during successive terms, officials may not only be moved to a higher echelon but also be promoted to a higher grade. They may also be entitled, as the case may warrant, to a change in category.

Article 5.2 Advancement to a higher echelon

Advancement from one echelon to another shall be granted by decision of the Secretary General for Headquarters' officials and the Directors for those working at the Institutes.

The stipulated length of time on each echelon is two years. In certain cases, it may be reduced to one year or extended to three years depending on the annual evaluation provided for in article 5.6.

When an official has reached the top echelon in his grade, he may be entitled to a rise in salary every two years, subject to the conditions set forth either in the Specific Regulations or in the instructions issued by the Secretary General for the Headquarters or the Directors for the Institutes. The increase may not exceed 4%.

Article 5.3 Promotion to a higher grade

Promotion from one grade to another occurs only by choice. Promotion shall be awarded by the appointing authority. It shall be granted only to the extent that the corresponding budgetary positions are or will be available, owing either to a position falling vacant, being created or being transformed in accordance with a budgetary decision.

Any vacancy or creation of a new position shall be advertised. Officials wishing to be promoted to such posts must submit a formal application, which shall be examined by the appointing authority along with any external applications received. Appointment shall be made solely on the basis of the candidates' ability and effectiveness. Where they demonstrate equal ability, the appointing authority shall take into account the need to ensure as far as possible a reasonable career for officials already in service.

However, if an official's position is transformed and attributed a higher grade or category while entailing similar duties, the official concerned may be promoted without any call for candidates, provided he satisfies the conditions set by the Regulations.

Article 5.4 Training – Mobility

The Centre's employees are entitled to receive and are indeed required to take continuous professional training designed to facilitate and enhance their careers. Acquisition of adequate professional training by an employee is one of the criteria governing promotion. The Centre allows for and encourages the professional mobility of its employees. The implementing provisions of this article shall be determined in case of need by a particular regulation that has been adopted by the Governing Board on the basis of a proposal submitted by the Secretary General following consultations with the Directors of the Institutes and with the Consultative Committees established under article 2.8 of these General Regulations.

Article 5.5 Promotion and reclassification

When an official is promoted, he is classified in his new grade at an echelon corresponding to a level equal to or immediately superior to the echelon he could reasonably have expected to reach within a maximum period of one year in his former grade. In his new echelon, his seniority shall take effect at the date of his promotion.

Article 5.6 Professional interview and performance evaluation

In order to review the way in which an official carries out his/her duties, a professional interview leading to a written evaluation is regularly conducted by the direct supervisor or by the Secretary General for Headquarters' officials or by the Directors for officials at the Institutes. The intervals of these interviews and written evaluations may not exceed two years. The manner in which they are conducted is spelled out in the Specific Regulations.

The content of the evaluation report shall be conveyed to the official during the same interview. The official may, if he/she wishes, present written comments on the report. The evaluation sheet including the performance evaluation and any comments there on shall form part of the official's personal file.

If the employee believes he/she has grounds, he/she may lodge a reasoned appeal with the Secretary General to have his/her annual evaluation revised. ed.

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CHAPTER 6 DISCIPLINE

Article 6.1 Sanctions – Form and procedure

An employee of the Centre who has failed to fulfil his obligations maybe subject to one of the following disciplinary sanctions:

- First-group sanctions: warning in the presence of his immediate superior, not recorded on file.
- Second-group sanctions: reprimand recorded on file, suspension without pay for a maximum period of seven days.
- Third-group sanctions: reclassification at a lower echelon or grade, dismissal with notice, dismissal without notice.

The first-group sanction is pronounced by the Secretary General for officials at the Headquarters and by the Directors for those at the Institutes. The sanction may only be imposed after a hearing with the person concerned, who shall have been informed at least 24 hours previously of the grounds for holding him liable for the sanction envisaged. The employee may designate another official from the Headquarters or the Institute in question to accompany him at the hearing.

The second-group sanctions are pronounced by the Secretary General. If the person concerned works at one of the Institutes, they are pronounced following a proposal by the Director.

The third-group sanctions are pronounced by the Secretary General after the opinions of the Disciplinary Board have been heard.

Article 6.2 Procedure

If the employee facing a sanction works in one of the Institutes, the disciplinary board is chaired by the Secretary General and is made up of two Directors, including the Director of the Institute where the employee works, and two elected staff representatives who are from the same Institute as the employee concerned and on a grade equal to or higher than his. If the employee works at the Headquarters, the Disciplinary Board is chaired by the President of the Governing Board and is made up of the Secretary General, one Institute Director and two staff representatives.

In all cases where a second-group or third-group sanction is envisaged, the employee concerned shall be informed in writing of his alleged misconduct and may have access to his personal file. He shall have fifteen days from the communication of these documents to submit his own case in writing. He shall be heard at his own request.

The terms and conditions for the implementation of this article shall be defined by a Governing Board rule.

Article 6.3 Appeal

There can be no appeal against the first-group sanction.

In the case of second-group sanctions, the employee in question may lodge a pre-judicial appeal with the Conciliation Committee provided for under article 11.1 and then, if appropriate, a judicial appeal with the Chamber of Appeals provided for under article 12.1.

Third-group sanctions may be contested directly in the Chamber of Appeals.

Article 6.4 Precautionary suspension

In the event that the fault committed by an official is a particularly serious one, which precludes his continuing to carry out his duties, the Secretary General may, as a precaution, order his suspension, while maintaining his right to remuneration pending a final decision, to be taken after the opinion of the Disciplinary Board has been obtained.

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Chapter 7 REMUNERATION

Article 7.1 Salary entitlements – Value of index point

Every official shall receive the salary corresponding to his grade and echelon.

Each of the ten echelons of each grade is given an index on the basis of which the corresponding salary for each establishment is calculated.

The first echelon of grade B7 corresponds to the base index.

The value of the index point is set annually for each establishment by the Governing Board as part of the budget adoption procedure. The Governing Board shall, in particular, take into account cost of living variations, within the limits of budgetary possibilities.

Article 7.2 Bases of remuneration

Remuneration shall be determined on an annual basis. One twelfth of the annual salary shall be payable at the conclusion of each calendar month. However, annual salaries may be divided into thirteen or fourteen months if local practice so dictates.

Article 7.3 Expatriation indemnity

Officials shall be entitled, as per the conditions set forthin the Regulations appertaining to each establishment, to an expatriation indemnity, provided that at the time of their appointment by CIHEAM or their transfer to the location of one of the CIHEAM establishments:

a) they are not nationals of the country where they carry out their duties;

b) they have not resided in that country for more than three years without interruption, no account being taken of previous service in the Administration of the country of which they are nationals or in other international organisations.

Article 7.4 Currency

Employees salaries are paid in euros.

Article 7.5 Family income supplement

Officials may receive a special family income supplement, the amount of which shall be determined, due regard being paid to Regulations in force in the country of assignment.

Article 7.6 Responsibility allowance

The Secretary General and the Directors, in so far as they are concerned, may pay a responsibility allowance to employees at the headquarters or the Institutes respectively who have been called upon to occupy a position at a higher grade or category on a temporary basis.

Article 7.7 – Social security– Family allowances

The law on Social Security and family allowances in force in the country of assignment shall apply to officials in accordance with special agreements concluded between the host country and the Centre. In the event that it should prove impossible to conclude such agreements, the Centre shall take out insurance as protection against social security risks.

Salaries of officials shall be liable to deductions corresponding to the contributions charged to the insured party under the Social Security agreement concluded with the host country or under the contract concluded with the insurance company.

Article 7.8 Old-age insurance

Social Security legislation relating to old-age insurance shall apply to officials as per the conditions provided under the relevant agreements between the Centre and the host countries. In the absence of such agreement, the Centre shall provide the requisite protection by concluding a contract with an insurance company.

Article 7.9 Supplementary benefit schemes

Officials may, subject to the conditions fixed by the General Secretary, receive:

a) supplementary social security benefits, in the event of sickness, accident, invalidity or death;

b) payments from a contingency fund and/or supplementary pension plan.

By a decision adopted from a proposal by the Secretary General, the Governing Board may authorise the payment of a separation allowance to officials who may not have been entitled to the supplementary retirement pension or maynot have accumulated enough credits to qualify for old-age insurance payments.

Article 7.10 Early retirement

Officials may take advantage of early retirement arrangements, subject to conditions laid down for each establishment taking account of legislation in force in the countries concerned.

The Governing Board shall approve the provisions proposed by the Secretary General for each establishment on the basis of a dossier which shall, in particular, set forth the financial implications of the proposed provisions.

Article 7.11 Perquisites in kind – Deductions

Where the Centre grants one of its official's perquisites inkind, notably housing, a deduction is made from his salary in accordance with the conditions set forth in the Specific Regulations and at the proposal of the Director of the Institute concerned.

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CHAPTER 8 REIMBURSEMENT OF EXPENSES

Article 8.1 Payment of transport costs

When a category A official takes up his duties, or quits his post on service-related grounds or else at the termination of his appointment, the Centre shall pay the transport costs incurred by him and his family, as well as the cost of removal of furniture and effects from his regular place of residence to the place of assignment and vice versa, under conditions defined by instructions fixed by the Secretary General.

Article 8.2 Non-payment of transport costs

In the event that an official leave's on his own initiative during his term of appointment, the Centre shall not assume responsibility for the expenses referred to in article 8.1.

Article 8.3 Mission expenses

A duty travel order shall be issued by the Secretary General or the Directors for assignments carried out by Headquarters or Institute officials respectively in the course of their duties.

The Governing Board shall, on the proposal of the Secretary General, after consulting the Directors of the Institutes, establish the amount of the per diem allowances and the allowance per kilometer in cases where the official uses his personal vehicle.

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CHAPTER 9 SECONDMENT, LEAVE ON PERSONAL GROUNDS, ASSIGNMENT

Article 9.1 Secondment

Any official may, at his request, be seconded from the Centre to take up duties in a national or international public institution or organisation which shall provide for his remuneration.

Short-term secondment shall be granted for a maximum and non-renewable period of one year. Where Institute officials are involved, it shall be authorised by the Secretary General on the advice of the Director of the Institute concerned. No permanent official shall be appointed to a post which has become vacant by reason of such secondment. The job in question may, however, be taken on by a collaborator recruited under a non-renewable contract for a period which may not exceed that authorised for the secondment. On expiry of his period of secondment, the official shall be immediately reinstated in his original post.

Long-term secondment shall be granted by the Governing Board for a period of more than one year and less than five years. It shall be renewable. The post left vacant by the seconded official may be filled by the appointment of another official, under the usual conditions. On expiry of his period of secondment, the official shall be entitled to be reinstated in the first vacant position available corresponding to his grade and qualifications.

An official on short or long-term secondment shall retain his service seniority and his entitlement to advancement. He shall retain his rights to benefits as set forth in article 7.9 for the duration of his secondment, provided that he pays the corresponding social contributions.

Article 9.2 Leave on personal grounds

Any official may request leave on personal grounds. The Secretary General may accordingly grant unpaid leave for a maximum non-renewable period of two years. On the expiry of his leave, the official shall be entitled to be reinstated if he was absent for less than one year. If the period of absence exceeds one year, he may be reinstated as soon as a position corresponding to his grade and qualifications falls vacant.

An official on leave on personal grounds shall retain the seniority he had acquired at the date on which his leave was granted. During his leave, he shall not be entitled to advancement and may not acquire retirement pension rights.

Article 9.3 Reassignment

An official at one Institute may, with his agreement and the approval of his current Director, be assigned to another Institute at the request of its Director. The decision to reassign the official is taken by the Secretary General. Once the decision takes effect, the official becomes subject to the Regulations applicable to his new Institute.

In the event that this assignment has been decided for the needs of the service, the assigned official may be reassigned to his Institute of origin by decision of the Secretary General and after consultation with the Directors of the Institutes involved. During the official's period of assignment at another Institute, and within a four-year limit, his original post may be filled only on a temporary basis, so that it will remain available in the event of his return.

The provisions of the two preceding paragraphs are applicable mutatis mutandis to the reassignment of officials from the Headquarters to one of the Institutes and vice versa.

Article 9.4 Provision of officials of the Centre for the purposes of internal mobility

For reasons deriving from the interest of the service and to favour the sharing of experience as well as the internal mobility among its staff members, the Centre may allow the provision of its own officials either to the General Secretariat or a different Institute than the one where the official is employed. This provision of staff is pronounced for a period of six months, renewable once.

However, if the provision is decided for the needs of a cooperation activity or project, financed by the third part of the Centre's budget, its duration can be fixed according to the characteristics and deadlines of the activity.

The emoluments of the official concerned are paid by the entity of origin, the General Secretariat or the Institute. In the conditions set out by the Financial Regulations, the official who is subject of the staff provision may claim the payment of a compensatory allowance to be granted by the host entity, taking consideration of the difference in the cost of living between the country where she/he is normally employed and the one where he/she is called to accomplish his/her provision of staff.

Article 9.5 Provision of officials of the Centre to external public bodies

The Centre may assign certain officials to national or international public bodies to carry out teaching or research, or to pursue a cooperative undertaking. Unless otherwise stipulated by the Governing Board, in line with a proposal by the Secretary General, assignment may not exceed a non-renewable period of three months. Officials on assignment shall not be replaced. Officials on assignment shall be paid by the Centre and shall continue to accumulate service credits towards advancement and pension. The conditions of any given assignment shall be laid down in a special agreement concluded with the organisation concerned.

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CHAPTER 10 TERMINATION OF SERVICE

Article 10.1 Termination of fixed-term appointments

Subject to the provisions of articles 3.6 and 3.7, a fixed term appointment shall come to an end on the expiry date specified in the letter of appointment.

During his period of service, an official may however resign with three months' advance notice, to be given to the Secretary General or the Director of the Institute who appointed him.

Article 10.2 Indemnity for non-renewal of appointment

If the Centre has decided not to renew a fixed-term appointment that is coming to an end and this decision has been taken for reasons other than disciplinary, the official shall receive an indemnity, the amount of which shall be equal to one month's salary per year of service at the Centre and will not exceed twenty four months' salary unless otherwise stipulated in the employment contract.

However, the amount of this indemnity may not represent the emoluments for a number of months or fractions of a month in excess of the period the official would still have to serve before reaching the age limit specified in article 10.3 of these Regulations.

Article 10.3 Age limit

Officials shall not continue in employment beyond the age of sixty-five years, unless the Governing Board explicitly waives this limit.

An age limit higher than 65 years may however be provided for by the specific regulations applicable to the staff of one of the institutes.

Article 10.4 Premature termination of an appointment

Not with standing the provisions of articles 10.7 and 10.8, the appointing authority may terminate the appointment of an official prematurely:

a) if the official does not perform satisfactorily in his job, or if he demonstrates aninability duly noted to carry out his assignments;

b) if the official's position is abolished, or if the responsibilities attached to his post are substantially changed and the official is unable to bring to the job the qualifications called for; and, furthermore, if no vacant post can be offered to him.

In all instances covered by the present article, the appointing authority shall act after consultation with the Consultative Committee, established under article 2.8 of these General Regulations.

Article 10.5 Indemnity for loss of employment

Any official shall be entitled to an indemnity for loss of employment in the event that his service is terminated for any one of the reasons enumerated in article 10.4. However, the indemnity shall not be paid if the official has accepted another position offered by CIHEAM on the same grade and of a comparable nature in the same country of service or in his country of origin,

or if the official was on secondment at the Centre and has been immediately reinstated in government service in his own country.

An official appointed for a fixed term shall be entitled to an indemnity for loss of employment, the amount of which shall be equal to one half of his monthly emoluments multiplied by the number of months remaining up to the expiry of his current appointment, provided that it shall in no case exceed a maximum of ten months' emoluments. He shall also be entitled to the indemnity provided for under article 10.2.

An official appointed for an indefinite term shall be entitled to an indemnity for loss of employment, the amount of which shall be one month's emoluments for each year of service beginning with the date on which the official assumed his duties with the Centre. However, the amount of the indemnity so calculated shall in no circumstance exceed twenty-four months' emoluments. Furthermore, the amount of the indemnity may not represent the emoluments for a number of months or fractions of a month in excess of the period which the official would still have to serve before reaching the age limit specified in article 10.3.

The emoluments to be taken into account in determining the amount of the indemnity shall include the salary (exclusive of the expatriation indemnity), plus the family income supplement and family allowances. The indemnity for loss of employment shall be paid to the official on the effective date of the termination of his service.

Article 10.6 Voluntary Departure of an official of the Centre

An official of the Centre and the Appointing authority may conclude by mutual agreement, a contract setting out the terms and conditions for the voluntary departure of this official whose post is not abolished. The indemnity that may be granted in this respect to an official may in no case exceed the one provided for in Article 10.5. This contract is subject to an approval decision signed by the Secretary General and communicated to the Governing Board.

Article 10.7 Termination without notice or indemnity

The appointment of an official maybe terminated without notice or the payment of any indemnity in case of dismissal for disciplinary reasons asset forth in article 6.1.

Article 10.8 Abandonment of post

An official guilty of absenteeism, or who ceases to carry out his duties without valid, properly justified reason, opens himself to charges of having abandoned his post. The appointing authority takes due cognisance of the situation and then proceeds, without consulting the Disciplinary Board provided for under article 6.2, to effect termination of the appointment without indemnity, whether it be fixed-term or indefinite.

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CHAPITRE 11 CONCILIATION COMMITTEE

Article 11.1 Composition and jurisdiction

Any employee wishing to contest a second-group disciplinary sanction or an individual non-disciplinary measure taken against him must lodge an administrative appeal with a body called the Conciliation Committee. The appeal must be lodged within two months of the employee's being notified of the measure and prior to the commencement of any litigation brought in the Chamber of Appeals, established under article 12.1.

The provisions of this article are not applicable to appeals lodged by employees under the terms of article 5.6.

Having reviewed the employee's appeal and, where appropriate, heard the views of the Director, the Conciliation Committee shall, within three months of its referral, issue a reasoned opinion, which is conveyed to the employee and in the light of which the Secretary General delivers a judgement on the administrative appeal.

The Conciliation Committee is composed of the following:

- a former President of the Governing Board or Secretary General, who chairs the committee;
- the Director of an Institute. If the employee works at an Institute, the latter shall be the Director of an Institute other than the one where the official works;
- a representative of the staff on a grade equal to or higher than that of the employee who has brought the appeal.

If it sees fit, the Commission may give an audience to the person lodging the appeal, who may be accompanied by an employee of his choice.

All members of the Conciliation Committee will be appointed by a decision of the Secretary General. The Centre's legal adviser shall provide secretarial support for the Committee.

The Board of Auditors shall be kept informed of the procedure.

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CHAPTER 12 CHAMBER OF APPEALS

Article 12.1 Composition

There shall be established a tribunal known as the Chamber of Appeals, composed of a chairman and two members of different nationalities, who are appointed by the Governing Board for four years as incumbent members. Appointees shall be lawyers or other highly competent persons chosen from outside the Centre and having wide experience of administrative matters. The Governing Board may also appoint alternate members.

Article 12.2 Jurisdiction

The Chamber of Appeals shall be competent to hear any appeal put forth by an official of the Centre against a decision relating to him which he considers to be contrary to the rules applicable to officials. The Chamber of Appeals may annul such decisions of the Secretary General or the Governing Board that go against the terms of appointment of the official concerned, the provisions governing the statute of the Centre or any other applicable regulation or instruction. The Appeals Board may order the Centre to make redress for any damage resulting from an irregular measure taken against an official.

The Chamber of Appeals shall have exclusive competence to settle any appeal relating to an employment contract.

Article 12.3 Implementing rules

The Governing Board shall lay down, in an implementing regulation, the specific rules governing the composition and working of the Chamber of Appeals.

The latter may convene at the place of litigation.

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CHAPITRE 13 FINAL PROVISIONS

Article 13.1 Repeal of contrary provisions

Any provision contrary to these General Regulations, which shall take effect on the date of their adoption by the Governing Board, is hereby repealed.

Article 13.2 Acquired rights

The Secretary General shall be authorised to take all necessary steps to ensure that the entry into force of these General Regulations does not adversely affect any pecuniary or other rights acquired by officials under the provisions previously inforce, and does not entail any radical changes in the terms of their appointments.

Article 13.3 Amendments

These General Regulations may be amended by the Governing Board. Any such amendments shall not, on a retroactive basis, adversely affect any pecuniary or other rights acquired by officials under the provisions previously inforce, nor entail any radical changes in the terms of their appointments in the future.

Article 13.4 Entry into force

These General Staff Regulations shall enter into force on 1stFebruary 2009.

The Specific Regulations currently applicable to the General Secretariat and the Institutes shall be annulled as of 1st February 2009 and replaced, subject to later modifications or additions, with the Regulations approved on 22nd January 2009.

Article 13.5 Adoption of transitional provisions

The Governing Board may take interim steps to ensure that the transition from the former Regulations to the present General Regulations takes place in a fair and equitable manner.

The provisions of article 5.6 shall enter into force on 1st January 2012. Before then, as an interim measure, the conditions governing the employees' performance evaluation shall be determined by instructions issued by the Secretary General, acting on the advice of the Directors in the case of employees working in the Institutes.

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PREAMBLE

The General CIHEAM Staff Regulations are completed or amended by the following provisions, as pertaining to personnel of the General Secretariat.

CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2. 8 Consultative Committee of the General Secretariat

Pursuant to the Staff General Regulations, at the General Secretariat, a body known as Consultative Committee shall be established.

a) Members of the Consultative Committee

The various categories of officials working at the Secretary General shall be represented on the Consultative Committee according to the following composition:

- An elected representative representing category B staff members;
- An elected representative representing category A staff members;
- If applicable, the President of the staff members' association, if it exists under the conditions mentioned in 2.7 of the General Staff Regulations.

b) Terms and conditions for the election of members

The two representatives of category A and B staff members are elected for a period of four years by secret one-round uninominal ballot.

All employees, including the Directors of the Institutes, with at least 6 months of service are considered as electors.

Major officials who do not explicitly fall under the status of consultants, experts and auxiliaries and who have worked at the General Secretariat, including the Directors of the Institutes, continuously for at least a period of one year are eligible with the exception of the Secretary General and the administrator in charge of matters related to personnel.

Employees seconded to the General Secretariat may also be electors on the condition of continuous presence over the period of 12 months but they cannot be eligible regardless of their length of service.

c) Organisation of elections

The Secretary General informs all the employees of the organisation of the elections 30 days before the date envisaged.

The election is organised separately by electoral colleges:

1st college: Category B staff members;

2nd college: Category A staff members.

CHAPTER 3 RECRUITMENT

Article 3.8 Starting position on the salary scale

(4th paragraph)

The following shall know the two official languages of the Governing board:

- all category A officials;
- category B officials at the B5 grade level and above.

CHAPTER 4 WORKING CONDITIONS

Article 4.1 Working time

Working hours

The average length of the working week shall be 39 hours per week, allowing for the deduction of nonworking days as per article 4.2. The list of these nonworking days shall be drawn up by the Secretary General at the beginning of each calendar year.

Overtime

Overtime shall only be worked if a prior decision has been issued in writing by the Secretary General, who shall determine whether such overtime shall be compensated by rest periods or by payment. Such payment shall amount to 125% of normal remuneration, calculated with reference to the monthly salary figure divided by 169. It shall amount to 150% of normal on non-working days and after 10 pm, and for overtime hours in excess of eight per week.

Part-time

If the needs of the service permit, officials may be employed on a part-time basis. Such a position may be either temporary or permanent.

- If it is temporary, i.e. for a maximum period of one year, the outstanding hours may be covered by a remuneration for hours temporary official, recruited for the period of part-time employment authorised for the permanent official.
- If it is permanent, the outstanding hours may be covered by a part-time permanent official, recruited under statutory terms.

The salary paid to the official, based on the remuneration for his grade and echelon, and the number of days holiday earned annually shall be worked proportional to the amount of time worked.

Article 4.2 Teleworking

When the missions they are entrusted with enable it, the officials of the General Secretariat may carry out their functions by teleworking under the conditions set by an instruction of the Secretary General.

In order to make sure that teleworking takes place under the best conditions, both for the official and in the interest of the service, the official must make a prior request to the Secretary General within a reasonable period of time.

The official teleworking must be available to carry out his work in the same way as if he/she were present at the premises of the General Secretariat.

Article 4.3 Public holidays

Non-working days shall be determined by the Secretary General, due regard being paid to legal holidays and prevailing practice in France.

Article 4.4 Annual leaves

Salaried employees are entitled to 35 working days paid leave a year.

The situation of each official with respect to leave entitlements shall be examined every year on 31st July, the date when leave entitlements accrued during the previous year expire.

Article 4.5 Sick leave, maternity leave and other forms of leave

Besides sick leave and maternity leave, other forms of leave such as family leave or leave for exceptional circumstances (paternity, sick children, marriage, bereavement etc.), leave for vocational training and compensatory leave may be granted to the officials of the General Secretariat.

Following the advice of the Staff Consultative Committee, an instruction of the Secretary General taking account of the national legislation in force in the host country of the General Secretariat, will particularly specify the authorisation conditions, the number of leave days, the granting of leave, their accounting, the information obligations in the event of absence and the condition for salary continuance.

CHAPTER 5 PROMOTION AND ADVANCEMENT

Article 5.2 Advancement to a higher echelon

This rise shall be equal to 3% of his remuneration and shall be awarded every two years.

CHAPITRE 7 REMUNERATION

Article 7.2 Bases of remuneration

Salaries shall be paid at the end of each month worked, the monthly amount being equal to one twelfth of the official's yearly salary.

Article 7.3 Expatriation indemnity

The expatriation indemnity shall be set at 16% of the gross salary.

Article 7.5 Family income supplement

The officials of the General Secretariat shall be granted a family income supplement. The amount and the conditions governing payment shall be the same as for French civil servants.

Article 7.6 Responsibility allowance

The Secretary general may grant a bonus to officials who are given responsibility for coordinating, managing or organizing work arising from the execution of cooperation contracts. The amount of this bonus shall not exceed a maximum of 30% of the yearly basic salary of the official concerned.

Payment of the bonus is dependent upon the availability of funds needed to pay for the services provided by officials under the terms of the cooperation contracts signed by the General Secretariat. The bonus ceases to be paid once the responsibilities that justify payment thereof cease to be exercised.

Article 7.7 Social security– Family allowances

Deductions are calculated on the basis of the salary exclusive of any expatriation allowance.

Article 7.9 Supplementary benefit schemes

Officials of the General Secretariat shall be entitled to:

a) Supplementary social security benefits in the event of illness, accident, invalidity or death;

b) Benefits accruing from a contingency fund and/or from the complementary retirement pension system administered by the ANEP (Association Nationale d'Entraide et de Prévoyance);

c) benefits under the unemployment insurance guaranteed by the ASSEDIC (Association pour l'Emploi dans l'Industrie et le Commerce);

d) Upon retirement, officials with at least 8 years service with the General Secretariat may be granted a contribution from the General Secretariat budget so that they can continue to enjoy the benefits of private healthcare insurance. This contribution shall be proportional to the number of years worked by the official and may not exceed the contribution paid to officials who are still working.

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PREAMBLE

The General CIHEAM Staff Regulations are completed or amended by the following provisions, as pertaining to personnel of the Mediterranean Agronomic Institute of Bari (MAI.B).

CHAPTER 1 GENERAL PROVISIONS

Article 1.3 Classification of positions – Categories

(to be added to the last paragraph)

For category B officials, the Director shall issue instructions regarding the functions corresponding to each grade.

CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2.8 Institutes' Consultative Committees

Pursuant to the General Staff Regulations, a body known as the Consultative Committee shall be instituted at the MAI.B.

a) Members of the Consultative Committee

The Consultative Committee represents the different categories of staff of the Institute. Its composition is as follows:

- two elected representatives (one incumbent and one alternate) for category B staff;
- two elected representatives (one incumbent and one alternate) for category A staff.

b) Conditions governing election of members

The four representatives of category A and category B staff are elected for a period of 4 years by secret ballot.

They are elected by employees with at least 6 months seniority.

Those eligible to stand shall have worked continuously for MAI.B for at least one year.

c) Organisation of elections

The election is organised separately by electoral colleges:

1st college: category B staff;

2nd college: category A staff.

For each college the returning board shall be made up of the oldest voter and the youngest voter, both of whom shall be present when the poll opens.

CHAPTER 3 RECRUiTMENT

Article 3.8 Starting position on the salary scale

(last paragraph)

The following shall know one of the official languages of the Governing Board:

- All category A officials;
- Category B officials at B4 grade level and above.

CHAPTER 4 WORKING CONDITIONS

Article 4.1 Working time

a) The normal length of the working week shall be 37.5 hours. This measure will come into force from 1st January 2010.

b) In the case of Category B staff, overtime can only be worked if a prior decision has been issued in writing by the Director of MAI.B, who shall determine whether such overtime shall be compensated by rest periods or by payments.

c) Overtime payment shall amount to 120% of normal remuneration, calculated with reference to the monthly salary, increasing it by one twelfth and dividing it by 173. The payment shall amount to 130% of normal remuneration if the overtime is worked on Sundays, on holidays or between 10:00 pm and 6:00 am.

Part time work

If the needs of service permit, officials may be employed on a part-time basis. Such a position may be temporary (one year maximum) or permanent.

- If it is temporary, the outstanding hours may be worked by a temporary official, recruited for the period of part- time employment granted to the permanent official. The salary paid to the latter shall be based on his grade and echelon and shall correspond to the proportion of full-time work performed.
- If it is permanent and is a half-time position, the outstanding hours maybe worked by a permanent half-time official, recruited in accordance with the conditions laid down in the Regulations.

Category A and B officials employed by the Institute on a part-time basis may also be recruited by the Director of the Institute as experts or auxiliary staff, depending on their category, to work on the implementation of scientific cooperation programmes, funded by bodies outside CIHEAM and approved by the Governing Board, or to provide services to third parties as authorised by the Governing Board.

The distribution of working time between the employee's duties as a part-time official and his duties as an expert or auxiliary worker is laid down in the letter of engagement.

Article 4.4 Annual leave

(to be added after the 2nd paragraph of article 4.3 of the CIHEAM Staff Regulation)

When dictated by the needs of the service and with the agreement of the official concerned, the Director of MAI.B may make a payment in lieu of untaken leave (15 days maximum). This payment shall be calculated in the manner described in the third paragraph of article 4.1.

Furthermore, the holidays annulled by Italian law no 54 of 5th March 1977 may be replaced with additional days of leave or, with the agreement of the official concerned, compensated by payments calculated in the manner described in the third paragraph of article 4.1.

CHAPTER 5 PROMOTION ET ADVANCEMENT

Article 5.2 Advancement to a higher echelon

When an official has reached the top echelon in his grade, he shall be entitled to a 3% rise, every two years.

CHAPITRE 7 REMUNERATION

Article 7.2 Bases of remuneration

Salaries are paid to officials of the Bari Institute in thirteen monthly payments.

Article 7.5 Family income supplement

Officials at the Institute of Bari shall receive a family income supplement. The amount and the conditions governing payment shall be the same as for Italian civil servants.

Article 7.6 Responsibility allowance

(add to the 1st paragraph)

Should this situation last more than three months, the official shall be appointed to a grade corresponding to this position, provided that the position in question is vacant or not held in reserve for the permanent official, the latter being on leave or temporarily absent, as per articles 9.1, 9.2 and 9.5.

The Director may grant a bonus to category A officials who are given responsibility for coordinating, managerial or organisational work arising from the execution of cooperation contracts. The amount of this bonus shall not exceed 50% of the basic salary of the official concerned.

Payment of the bonus is dependent upon the availability of funds needed to pay for the services provided by Institute officials under the terms of the cooperation contracts signed by the Institute.

The bonus ceases to be paid once the responsibilities that justify payment there of cease to be exercised.

Article 7.9 Supplementary benefit schemes

Officials of the Bari MAI shall be entitled to:

a) an indemnity, to be paid at the end of their term of employment, the amount of which shall be calculated in accordance with the terms and conditions provided in Italy in the event of termination of working relations;

b) Benefits over and above those accruing from the general social security and medical coverage systems;

c) Loans amounting to no more than 50% of aggregate funds at 31st December of the previous year for the indemnity provided for in paragraph a;

d) In this connection, the Director shall issue instructions relative to the amount available under this heading, to the applicable interest rate, and to the number of loans which can be made to each official.

Article 10.3 Age limit

The age limit of the agents shall be determinate in accordance with Italian legislation on pension entitlements.

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PREAMBLE

The General CIHEAM Staff Regulations are completed or amended by the following provisions, as pertaining to personnel of the Mediterranean Agronomic Institute of Chania (MAI.Ch).

CHAPTER 1 GENERAL PROVISIONS

Article 1.3 Classification of positions – Categories

Minimum qualifications normally required of officials in category A are defined by instructions issued by the Director.

Appointment to category B1 and B2 requires a higher education qualification or 10 years relevant experience.

Appointment to category B3-B7 requires a vocational qualification or 5 years relevant experience.

CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2.8 Institutes' Consultative Committees

Pursuant to the General Staff Regulations (articles 1.2, 4.4, 5.4 and 10.4) a body known as the Consultative Committee shall be instituted at the MAI.Ch.

a) Members of the Consultative Committee

The committee represents the different categories of staff at the Institute. It is made up of:

- two elected representatives (one incumbent and one alternate) for category B staff;
- two elected representatives (one incumbent and one alternate) for category A staff.

b) Conditions governing election of members

The four representatives of the categories A and B staff are elected for a period of 4 years by secret ballot.

They are elected by employees with at least six months seniority.

Those eligible to stand shall have worked continuously for MAI.Ch for at least one year.

c) Organisation of elections

The election is organised separately by electoral colleges:

1st college: category B staff;

2nd college: category A staff.

CHAPITRE 3 RECRUITMENT

Article 3.8 Starting position on the salary scale

Category A officials and category B officials at B4 level and above, with the exception of principal technicians, must know one official language of the Governing Board.

CHAPTER 4 WORKING CONDITIONS

Article 4.1 Working time

a) The normal length of the working week shall be 37.5 hours. Additional hours up to and including 40 hours per week are not regarded as overtime.

b) Payment for overtime is calculated on an annual basis, in accordance with the Greek legislation in force.

Part-time

c) If the needs of service permit, officials may be employed on a part-time basis. This position may be temporary (one year maximum) or permanent.

- If it is temporary, the outstanding hours may be worked by a temporary official recruited for the period of part- time employment granted to the permanent official. The salary paid to the latter shall be based on his grade and echelon and shall correspond to the proportion of full-time work performed.
- If it is permanent, and is held on a half-time basis, the outstanding hours may be worked by a permanent half- time official, recruited in accordance with the conditions laid down in the Regulations.

d) The Director of the Institute may also recruit category A and category B officials employed by the Institute on a part-time basis as experts or auxiliary workers, depending on their category, to carry out tasks in pursuance of scientific cooperation funded by external organisations and approved by the Governing Board or for the provision of services to third parties authorised by the Governing Board.

The allocation of time between the employees' duties as part-time officials and their duties as experts or auxiliary workers is laid down in their letter of engagement.

Article 4.5 Sick leave and maternity leave

MAI.Ch officials are entitled to special paid leave in accordance with Greek legislation in force. The terms and conditions are stipulated in instructions issued by the Director.

CHAPTER 5 PROMOTION AND ADVANCEMENT

Article 5.2 Advancement to a higher echelon

When an official reaches the top echelon in his grade, he is entitled to a 2% rise in salary every two years.

CHAPTER 6 DISCIPLINE

Article 6. Sanctions – Form and procedure

By way of illustration, cases of breach of discipline are presented in instructions issued by the Director.

CHAPTER 7 REMUNERATION

Article 7.6 Responsibility allowance

The Director may grant a bonus to category A officials who are given responsibility for coordinating, managerial or organisational work arising from the execution of cooperation contracts. The amount of this bonus shall not exceed 50% of the basic salary of the official concerned.

Payment of the bonus is dependent upon the availability of funds needed to pay for the services provided by Institute officials under the terms of the cooperation contracts signed by the Institute.

The bonus ceases to be paid once the responsibilities that justify payment thereof cease to be exercised.

Article 7.7 Social security– Family allowances

The amount of the family allowance payment is based on the amount to which Greek civil servants are entitled.

CHAPTER 10 TERMINATION OF SERVICE

Article 10.3 Age limit

When an official retires, he is eligible for a compensation, which is calculated in accordance with Greek legislation in force and cannot exceed the amount of 15 000 €[1].

The terms and conditions are laid down in instructions issued by the Director.

The CIHEAM's officials subject to the provisions of Greek legislation on pension entitlement shall not remain in office beyond the age of 67.

[1] *In accordance with the ministerial decision No 2/49954/0026 of 23rd of September 2014.*

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PREAMBLE

The General CIHEAM Staff Regulations are completed or amended by the following provisions, as pertaining to personnel of the Mediterranean Agronomic Institute of Montpellier (MAI.M).

CHAPTER 1 GENERAL PROVISIONS

Article 1.1 Scope of application

The General Staff Regulations and these Specific Regulations apply only to those officials atMAI Montpellier who are not explicitly covered by the statute of the consultants, experts and auxiliary staff, unless otherwise stipulated in the work contract.

Article 1.3 Classification of positions – Categories

Grade A shall comprise 5 grades of administrators.

Administrators dedicated to perform a mission of higher education teaching and research, called scientific administrators, are recruited not below grade A3, with the following functional correspondences with the grades of French Universities:

A3: scientific administrator, corresponding to Maître de conference classe normale

A2: principal scientific administrator, corresponding to Maître de conference hors classe

A1 without Habilitation à Diriger des Recherches (HDR): principal scientific administrator, corresponding to Maître de conference hors classe

A1 with HDR: principal scientific administrator corresponding to Professor

The functional correspondences with the grades of French universities are only indicative and do not engage in what soever manner the French higher education system.

CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2.2 Exclusive commitment to duties

When a full-time employee of MAI.M is authorised, as per the conditions set forth in the final paragraph of article 2.2 of the General Staff Regulations, to do paid professional work for one or more outside bodies, the payment must be processed in accordance with the following principles:

a) 1st case: the service shall be billed by CIHEAM-MAI.M directly to the outside body. This procedure should be adopted whenever possible;

b) 2nd case: if direct billing is impossible, the official must declare income earned to the Director of MAI.M and pay it back into the MAI accounts so that a statement of repayment can be made out for the official's tax declaration.

In exchange, and if the budgetary capacities of the Institute permit, a bonus system for officials may be instituted by the Director of MAI.M.

Article 2.7 Freedom of association Staff associations

A staff association may be formed in the establishment. It must meet the requirements of French legislation (law of 1st July 1901). Its functions shall consist in representing the staff in meetings with the Director to ensure that professional interests are defended, developing collaborative relations between the Centre and the staff as a whole, improving employees' material working conditions, and increasing staff involvement in the process of running any social programmes that may be set up.

Article 2.8 Institutes' Consultative Committees

Pursuant to the General Staff Regulations, a body known as the Consultative Committee shall be instituted.

a) Members of the Consultative Committee

The Committee represents the different categories of staff assigned to the Institute.

It is made up of:

- two elected representatives (one incumbent and one alternate) for category B staff;
- two elected representatives (one incumbent and one alternate) for category A staff;
- the chair of the staff association, where such a body exists and satisfies the conditions set forth in article 2.7 above.

b) Conditions governing election of members

The four representatives of categories A and B staff are elected for a period of 4 years by secret uninominal single-round ballot.

They are elected by employees with at least 6 months seniority.

Officials are entitled to stand for election if they have reached the age of majority, are not explicity covered by the statute of consultants, experts and auxiliary staff, and have worked continuously for MAI.M for at least one year.

Employees assigned to MAI.M are entitled to vote, provided that they have worked continuously at the Institute for 12 months, but may not stand for election, whatever their seniority.

c) Organisation of elections

The Director of MAI.M shall inform all employees of the organisation of elections 45 days before the date on which they are due to be held.

The election is organised separately by electoral colleges:

1st college: category B staff;

2nd college: category A staff.

For each college the returning board shall be made up of the oldest voter and the youngest voter, both of whom shall be present when the poll opens.

CHAPTER 3 RECRUITMENT

Article 3.8 Starting position on the salary scale

(to be added after the 3th paragraph of CIHEAM Staff Regulations)

The following shall know the two official languages of the Governing Board:

- all category A officials;
- category B officials at B3 level and above.

CHAPITRE 4 WORKING CONDITIONS

Article 4.1 Working time

The length of the working week shall be 37.5 actual working hours, allowing for the deduction of 7.5 hours per non- working day.

a) Hours

Working hours, times lots and adjustments to working hours of the MAI.M staff shall be determined by the Director, who shall keep the Secretary General informed on a six-monthly basis in accordance with article 4.1 of the General Staff Regulations.

b) Overtime

When the needs of service so require, officials may be called on to work at hours other than the normal ones. Overtime work shall not be performed except with the prior agreement of the Director, who shall determine whether such overtime shall be compensated by rest periods or payments.

The conditions governing compensation of such overtime by rest periods or payments shall be determined by instructions from the Director of MAI.M.

Category A officials and heads of departments cannot receive payment for any overtime they might work.

c) Part-time work

If the needs of service permit, officials may be employed on a part-time basis. Such a position may only be granted by the Director of MAI.M. It may be temporary or permanent.

The conditions governing the introduction of part time work are determined by instructions from the Director of MAI.M.

Article 4.4 Annual leave

Officials shall be entitled to 40 working days of paid leave per year. Annual leave is granted by the management in proportion to the time served with the Institute on the basis of 3.33 working days per month of service for full-time work. It shall be taken in the course of the calendar year or the period of the fixed term contract, due regard being paid to public holidays and periods when the Institute is closed (as determined by the Director), unless exceptional permission to the contrary is given by the Director of MAI.M.

Annual leave accrued but not taken in the course of the calendar year or the period of the fixed-term can not be recompensed with rest periods or payments, except with the exceptional agreement of the management. The amount of leave to which each official is entitled shall be examined every year on 1st October.

The dates at which leave may be taken shall remain subject to the needs of service and shall be determined by the Director of MAI.M.

Article 4.5 Sick leave and maternity leave

Instructions issued by the Director shall clarify in particular:

- obligations to notify the Institute in case of absence;
- rules governing sick leave and maternity leave;
- conditions governing continuance of wage payment in case of sick leave or maternity leave;
- family or personal events that may give employees the right to exceptional leave of absence.

Article 4.6 Ban on smoking

All staff are banned from smoking inside the premises of MAI.M.

CHAPTER 5 PROMOTION AND ADVANCEMENT

Article 5.2 Advancement to a higher echelon

The conditions governing advancement from one echelon to another and the right to such advancement are identical for part-time and full-time staff.

Upon reaching top echelon in a grade

When an official has reached the top echelon in his grade, he may be entitled every two years to a rise of 4% of his last salary.

CHAPTER 7 REMUNERATION

Article 7.2 Bases of remuneration

Remuneration shall be determined on an annual basis. One twelfth of the annual salary shall be payable at the end of each calendar month.

Article 7.5 Family income supplement

MAI.M officials shall receive a family income supplement. The amount and the conditions governing payment shall be the same as for French civil servants.

Article 7.6 Responsibility allowance

The director may grant a bonus to officers who are given responsibility for coordinating, managerial or organisational work. The amount of this bonus shall not exceed 30% of the basic salary of the officers concerned. Payment of the bonus is dependent upon the availability of funds needed. The bonus ceases to be paid once the responsibilities that justify payment there of cease to be exercised.

Article 7.9 Supplementary benefit schemes

Officials of the MAI.M shall be entitled to:

a) supplementary social security benefits in the event of sickness, accident, incapacity, invalidity or death;

b) benefits accruing from a contingency fund and/or the complementary pension plan administered by the REUNICA-ANEP;

c) Unemployment insurance administered by the ASSEDIC (Association pour l'Emploi dans l'Industrie et le Commerce).

Article 7.10 Early retirement

Semi-retirement

Employees of the Institute aged 55 or older, who have completed at least ten years service with CIHEAM, may be allowed, at their request and subject to the interests of service, to exercise their functions on a half-time basis up until the date on which they reach the age stipulated in paragraph 1 of Article L. 351-1 of the Social Security Code for the calculation of their retirement pension under the general old-age insurance regime.

In addition to remuneration for half-time work, the persons concerned receive a special allowance equal to 30% of their salary. This allowance is paid during the period of leave. The allowance ceases to be paid if the agent takes on other paid work outside the Institute. Officials who have been granted semi-retirement benefits may not go back on the choice they have made. Their employment ceases automatically at the end of the month when they reach the age stipulated in paragraph 1 of ArticleL. 351-1 of the Social Security Code for the calculation of their retirement pension under the general old age insurance regime.

The decision to grant semi-retirement benefits is taken by the Director of the Institute, within the limits of the budgetary credits allotted to personnel. The Director shall decide, case-by-case, upon the scheduling and apportionment of work time within the time available. Whenever an official is in this situation, an amount corresponding to 1/5 of the salary paid to an official on the same grade is freed up and may be used to recruit other titular officials in his place.

Article 7.11 Perquisites in kind – Deductions

Whenever the Institute grants one of its official's perquisites in kind, notably housing, a deduction is made from the official's salary, in accordance with the conditions laid down by the Director of the Institute.

CHAPTER 10 TERMINATION OF SERVICE

Article 10.4 Premature termination of an appointment

If the appointment of an official is terminated prematurely, advance notice must be given:

- one month for category B officials whose index is lower than 310;
- two months for category A officials and category B officials whose index is higher than 310.

CHAPTER 13 FINAL PROVISIONS

Article 13.1 Repeal of contrary provisions

Any provision contrary to these Specific Regulations, which shall take effect as of 1st February 2009, is hereby repealed.

Article 13.3 Amendments

These Specific Regulations may be amended by the Governing Board. Any such amendments shall not, on a retroactive basis, adversely affect any pecuniary or other rights acquired by officials under the provisions previously in force, no rentail any radical changes in the terms of their appointments in the future.

Article 13.4 Entry into force

These Regulations, specific to MAI.M, shall take effect as of 1st February 2009.

Article 13.5 Adoption of transitional provisions

The Governing Board may take interim steps to ensure that the transition from the former Regulations to the present Specific Regulations takes place in a fair and equitable manner.

MAI ZARAGOZA Specific Regulations applicable to the staff

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PREAMBLE

The General CIHEAM Staff Regulations are completed or amended by the following provisions, as pertaining to personnel of the Mediterranean Agronomic Institute of Zaragoza (MAI.Z).

CHAPTER 2 RIGHTS AND OBLIGATIONS OF OFFICIALS

Article 2.8 Institutes' Consultative Committees

Pursuant to the General Staff Regulations, a body known as the Consultative Committee shall be instituted at MAI.Z.

a) Members of the Consultative Committee

The Committee represents the different categories of staff at the Institute. It is made up of:

- two elected representatives (one incumbent and one alternate) for category B staff;
- two elected representatives (one incumbent and one alternate) for category A staff.

b) Conditions governing election of members

The four representatives of the category A and B staff are elected for a period of four years by secret ballot.

They are elected by employees with at least six months seniority.

Those eligible to stand shall have worked continuously for MAI.Z for at least one year.

c) Organisation of elections

The election is organised separately by electoral colleges:

- 1st college: category B staff;
- 2nd college: category A staff.

For each college the returning board shall be made up of the oldest voter and the youngest voter, both of whom shall be present when the poll opens.

CHAPTER 3 RECRUITMENT

Article 3.1 Appointment of officials

The Director of the Institute, the Deputy Director and the officials are appointed in accordance with the provisions of article 3 of the Agreement between the Spanish Government and CIHEAM dated 10th July 1969. At the time of their appointment all applicants must submit the following documents:

- curriculum vitae;
- identity card or passport;

- documentary evidence of marital status;
- copies of diplomas;
- social security card or equivalent document;
- residence permit if applicable.

Article 3.8 Starting position on the salary scale

All category A officials shall have a good knowledge of one of the two official languages of the Governing Board. At grade 3 level and above they must have adequate knowledge of the other language as well. Category B officials, at grade 4 level and above, shall have a good knowledge of one of the two official languages of the Governing Board. At grade 2 level and above they must have adequate knowledge of the other language as well.

Article 3.9 Persons assigned to the Centre from outside organisations

Where appropriate, persons on assignment may receive a supplementary remuneration paid by the Centre and chargeable to the budget of the Institute, due regard being paid to the remuneration they received at their previous place of work. The parties concerned or the disbursement authorities shall inform the Director of the Institute of the amount of the base pay. The Director of the Institute shall submit names of persons who maybe entitled to supplementary remuneration to the Secretary General.

CHAPTER 4 WORKING CONDITIONS

Article 4.1 Working time

Weekly working time is set at forty hours.

Annual working time shall take account of weekly working time, leave and public holidays, as provided in the CIHEAM General Staff Regulations.

Each year's work programme and time table are determined by decision of the Institute's management and are conveyed to the Secretary General and the other Institutes.

Overtime work shall only be performed with the prior written authorisation of the Director, who shall determine whether suchovertime shall be compensated by rest periods or payment.

Such payment shall, as a general rule, amount to 125% of the normal remuneration, calculated with reference to the monthly salary figure divided by 169.

It shall amount to 150% for work performed on non working days, or between 10:00 pm and 6:00 am, and for overtime hours in excess of eight per week.

If the needs of service require a category A official to work outside his place of residence on a week-end or a public holiday, he may, depending on the needs of service, be given an extra rest day, preferably during the week his assignment ends.

Article 4.4 Annual leave

In certain given personal or family circumstances the Institute staff, having submitted a request in advance and provided due justification where appropriate, shall be entitled to a number of days paid leave. The reasons for granting leave and the number of days allowed shall be set forth, following consultation with the Secretary General, in a decision by the management of the Institute, which shall take account of prevailing practice in the host country of MAI.Z.

CHAPTER 7 REMUNERATION

Article 7.2 Basis of remuneration

Annual salaries shall be paid in fourteen instalments, each payable at the end of the period to which it applies.

Article 7.6 Responsibility allowance

The director may grant a bonus to officers who are given responsibility for coordinating, managerial or organisational work. The amount of this bonus shall not exceed 30% of the basic salary of the officers concerned. Payment of the bonus is dependent upon the availability of funds needed. The bonus ceases to be paid once the responsibilities that justify payment there of cease to be exercised.

Article 7.8 Old-age insurance

Officials shall, in principle, be covered by Spanish social security arrangements. In the absence of such coverage, a contract maybe established with an insurance company to cover the risk of accidents and illness.

Officials' share of contributions is automatically deducted from their salary, as per Spanish legislation or the contract signed with the insurance company.

Article 7.9 Supplementary benefit schemes

Officials may be entitled, under conditions approved by the Governing Board, to the following:

a) supplementary social security benefits in the event of illness, accident, invalidity or death;

b) benefits accruing from a contingency fund or complementary retirement system.

Article 7.10 Early retirement

Among the factors militating in favour of early retirement, account shall be taken of cases covered by Spanish social security norms, including those pertaining to semi-retirement. The terms and conditions of their implementation shall take account of prevailing practice in public higher education and research institutions and other international institutions. In all cases account shall be taken of the interests of service and budgetary constraints specific to MAI.Z.

CHAPTER 10 TERMINATION OF SERVICE

Article 10.3 Age limit

The age limit applicable to MAI.Z officials shall be determined by the Governing Board, according to relevant Spanish law concerning retirement. Officials shall not continue in employment beyond the age of sixty-seven.

STATUTE OF CONSULTANTS, EXPERTS, AUXILIARY STAFF AND TRAINEES

Text adopted by Decision 59 (84) 12

and amended by Decisions 66 (86) 8 – 104 (02) 10 – 108 (03) 6 - 114 (06) 3 – 115 (06) 10 – 140 (18) 10 – 155 (24) 9

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TITLE V - THE TRAINEES 151

Article 1

CIHEAM may, to meet temporary requirements, appoint experts, consultants and auxiliary staff. It may also admit trainees. The provisions applying to trainees are defined in Article 18.

TITLE I – COMMON PROVISIONS APPLICABLE TO CONSULTANTS, EXPERTS AND AUXILIARIES STAFF

Article 2

Experts, consultants, and auxiliary staff are hired by an appointment letter signed by the Secretary General for Headquarters or by the Director of the Institute concerned. They are recruited as needs dictate and within the scope of appropriations written into the budget of the Centre or the Institutes concerned. The initial engagement shall be for a maximum period of four years. An initial engagement of less than four years may be renewed for a total period not exceeding four years. Beyond four years, the appointment may be renewed for a period of one year, only for experts and consultants holding the status of independent or employees of other external entities. Appointments may be part-time or full-time, according to the nature of CIHEAM's needs.

Article 3

Experts, consultants and auxiliary staff may also be called to perform tasks ordered in pursuance of one or more cooperation programmes funded by one or more external organisations and approved by the Governing Board. They are appointed by the Secretary General for the General Secretariat and by the Directors for the Institutes concerned. The initial appointment shall not exceed four years. An initial appointment period of less than four years may be renewed until a total appointment period of four years is reached. After four years, an appointment period may be extended for the purpose of completing an ongoing cooperation project; in which case, the extension cannot exceed one year. The appointment may be part-time or full-time, depending on the nature of the needs of the CIHEAM.

Article 4

The appointment letter shall set forth the terms of service and that the appointment is subject to the provisions of the present Statute, including any amendments thereto. It also determines the possibility of an early termination of the appointment period if the related cooperation programme(s) cannot be carried out, or in case of partial or total interruption of funding. Experts, consultants, and auxiliary staff shall not be entitled to any right or benefit not provided for in the appointment letter.

Article 5

The Governing Board may, on a proposal from the Secretary General, terminate the appointment of experts, consultants and auxiliary staff by providing :

- eight days' advance notice in writing if the appointment is for a period of less than one month;
- fifteen days' advance notice in writing if the appointment is for a period between one and six months;
- one month's advance notice in writing if the appointment is for a period of more than six months.

Article 6

An expert, consultant, or auxiliary staff may resign by giving advance notice corresponding to the advance notice stipulated in Article 5.

Article 7

Experts, consultants and auxiliary staff are subject to the provisions applicable to permanent staff of the Centre under Chapter II and, as appropriate, Chapter VII of the present statute.

Article 8

Subject to the provisions governing renewal, termination and resignation, the appointments of experts, consultants and auxiliary staff shall end without any indemnity being due on the expiry date specified in the appointment letter.

Article 9

The Secretary General shall take all steps necessary to implement the present statute. In particular, he shall draw up standard form appointments letter for experts, consultants, and auxiliary staff. He shall prescribe rules relative to the social welfare of the staff in question.

Article 10

The Governing Board is kept informed by the Secretary General or the Directors, as appropriate, of any appointment or renewal made in application of the present statute.

Article 11

The modalities of the application of this statute to experts, consultants and auxiliary staff appointed by the Institutes are stipulated, as appropriate, in a relevant decision by the Governing Board.

Article 12

Disputes arising from the application of an appointment letter drawn up in pursuance of the provisions of this statute must be put to CIHEAM's Appeals Chamber established under Chapter 12 of the General Staff Regulations.

To be valid, any letter appointment drawn up in pursuance of the provisions of this statute must mention that any disagreement arising from its application falls within the exclusive jurisdiction of CIHEAM's Appeals Chamber.

TITLE II – THE EXPERTS

Article 13

Experts are persons called upon for their services, by reason of their availability to carry out a specific study or task, within a given time span and for a fixed fee.

Article 14

Experts may be called upon to carry out tasks in either pursuance of scientific cooperation programmes funded by external organisations and approved by the Governing Board or for the provision of services to third parties authorized by the Governing Board.

TITLE III – THE CONSULTANTS

Article 15

CIHEAM may appoint consultants who are specialists in a particular field or who have special experience of some kind, when there are no titular officials with the required skills and when the task to be performed is not permanent in nature.

Article 16

Consultants shall be appointed to meet the temporary requirements of an activity or to carry out a specific part of the programme of activities, or to fulfil an advisory function for the General Secretariat or for the Institutes.

They are appointed by the Secretary General for the General Secretariat or by the Directors of the Institutes concerned, according to needs and within the scope of appropriations written into the budget of the Centre or the Institutes concerned.

TITLE IV – THE AUXILIARIES

Article 17

Auxiliary staff shall be appointed to carry out, on a temporary basis, tasks normally entrusted to category B titular officials.

They may, in particular, be appointed :

a) To cope with the peak periods when the workload cannot be handled by the permanent staff of the section concerned or by the temporary transfer of qualified officials from other sections;

b) To replace titular official's absent due to sick leave, maternity leave or on non-activity;

c) To provide technical, administrative or secretarial assistance for titular officials and consultants.

TITLE V - THE TRAINEES

Article 18

Students from higher education and research institutions may be recruited as trainees in CIHEAM, at the headquarters and at the Institutes. The terms for hosting them are defined by an internship agreement signed between the institution concerned and, as the case may be, the Secretary General or the Director of the concerned Institute.

RULES GOVERNING APPLICATION TO MAI.M OF THE STATUTE OF CONSULTANTS, EXPERTS AND AUXILIARY STAFF

Text adopted by decision 114 (06) 3 and amended by decision 155 (24)9

Article 1

In accordance with article 15 of the Statute of Consultants, Experts and Auxiliary Staff, the modalities of the application of this Statute to experts, consultants, and auxiliary staff recruited by MAI.M areas follows.

Article 2

The conditions governing recruitment to the MAI of Montpellier of experts, consultants, and auxiliary staff, as defined in Part I of the Statute of Consultants, Experts and Auxiliary Staff, areas follows:

Provision of services by experts must be in compliance with CIHEAM's Financial Regulations. A written order shall be drawn up by MAI.M and payment shall be made upon presentation of bills made out by the expert.

Article 3

The conditions governing recruitment to the MAI of Montpellier of consultants, as defined in Part II of the Statute of Consultants, Experts and Auxiliary Staff, are as follows:

Under the conditions specified in article 5 of the Statute, the Institute may call upon consultants, paid for from its own funds within the limit of appropriations available annually:

a) To meet the temporary requirements of an activity of MAI.M or to cater for specific needs, whether carrying out studies or acting in an advisory capacity, on an occasional basis:

The appointment may be part-time or full-time, according to the needs of MAI.M. The Institute is required to draw up a Contract for consultant study.

b) To carry out a specific part of the MAI.M programme of education and research work:

The Institute is required to draw up a Contract for associate lecturer-researcher.

If the consultant works part-time for the Institute and has another main job, the contract is drawn up for an initial period of one year maximum, renewable for further periods of up to one year.

If the consultant is employed full-time by MAI.M, the contract is drawn up for a period of one year maximum, renewable for further periods of up to one year, amounting to a total of not more than four years. In order that persons with particular skills might participate in the MAI.M educational programmes, the Institute may also enlist the services of temporary teachers, paid by the job.

Under the conditions specified in article 6 of the Statute, consultants may also be called upon to implement one or more cooperation programmes entered into by MAI.M with one or more outside bodies, paid for with funds obtained by MAI.M from

these bodies. The Institute is required to draw up a Contract for consultant-Project for an initial period of one year maximum, renewable annually within the limits of available funds.

Article 4

The conditions governing recruitment to the MAI of Montpellier of auxiliary staff, as defined in Part III of the Statute of Consultants, Experts and Auxiliary Staff, are as follows:

Under the conditions specified in articles 10 and 11 of the Statute within the limits of available appropriations:

a) To cope with an additional workload, whether periodic or exceptional: The Institute must draw up a Contract for a temporary auxiliary staff member.

b) To replace titular official's absent on sick leave, maternity leave, paternity leave or on non-activity: The Institute must draw up a Contract of a temporary auxiliary staff member-Replacement, the length of the initial period and possible renewals being adapted to changes in the situation that originally prompted the appointment.

Under the conditions specified in article 12 of the Statute, auxiliaries may also be called upon to implement one or more cooperation programmes entered into by MAI.M with one or more outside bodies, paid for from funds obtained by MAI.M from these bodies. This service gives rise to the establishment of a Contract for an auxiliary staff member-Project concluded in accordance with the provisions of article 12 of the Statute of Consultants, Experts and Auxiliaries and within the limits of available funds.

GOVERNING BOARD REGULATIONS ON DISCIPLINARY PROCEDURE

Article 1

Subject

These regulations constitute the implementing rules for article 6.2 of the Centre's General Staff Regulations.

Article 2

Procedure to be followed in the event of an infringement that might be subject to a second-group sanction

1. When an official has committed an act that may be subject to a second-group sanction, the Secretary General, on his own initiative in the case of a headquarters employee and upon a proposal by the Director in the case of an Institute employee, shall notify the official in writing of the legal and factual grounds for instigating disciplinary proceedings against him. The official shall be informed at this time that he has the right to consult his personal file.

2. The official shall have five working days in which to inform the Secretary General in writing of his intention to consult his file. Once this period has expired, the official shall be held to have relinquished this right. If the official indicates that he wishes to read his file, the Secretary General shall inform him without delay of the date and place where he may consult it.

3. The official shall have fifteen days in which to provide the Secretary General with written comments in his defence. This period shall run either from the date on which the official consulted his file or from the date on which he is held to have relinquished his right to consult it. In his written comments the official shall state whether or not he would like a hearing with the Secretary General to express his comments orally. In the event that an official assigned to an Institute expresses the desire for a hearing, the Secretary General shall inform the Director, who may attend or be represented at the hearing. The Secretary General shall fix the conditions governing the conduct of the hearing and shall inform the official of them. During the proceedings the latter may be accompanied by an official of his choice.

4. Following the hearing of the official concerned, if such a hearing is held, the Secretary General shall rule on the case by issuing a reasoned decision, which shall be conveyed forth with to the official. This notification of the ruling is only valid and only marks the beginning of the period during which an appeal may be lodged if it sets forth the conditions under which the official may contest the ruling before the Centre's Chamber of Appeals.

Article 3

Procedure to be followed in the event of an infringement that might be subject to a third-group sanction

1. When an official has committed an act that may be subject to a third-group sanction, the disciplinary procedure shall be initiated under conditions identical to those stipulated in paragraphs 1, 2 and 3 of article 2 of these Regulations.

2. Following the hearing of the official concerned, if such a hearing is held, the Secretary General shall decide either to close the affair or to convene the Disciplinary Board. If he decides upon the latter course, the Secretary General designates the members of this board by name, having first consulted the director concerned if the official is assigned to an institute.

He sets the date and place of the meeting of the disciplinary board and sends a written convocation to each of its members, the official concerned and, where appropriate, the director of the Institute to which he is assigned. The period between the convening and the holding of the meeting of the board may not be shorter than 15 days.

3. At the meeting of the Disciplinary Board, which is not open to the public, the official concerned may be accompanied by an official of his choice or by his lawyer. The official concerned and the director of the institute to which he is assigned may ask to hear witnesses. The Chairman of the Disciplinary Board may decide to give a hearing to anybody whose contribution may, in his opinion, be useful to the discussion. This discussion is adversarial. The official is the last to be given the floor.

4. The Disciplinary Board deliberates immediately with only its members present. A favourable ruling on a sanction given can only be pronounced if a majority of the members vote for it. Abstention is not allowed. Once the decision has been taken by the Disciplinary Board, it is conveyed to the Secretary General who rules on the matter within ten days. The official concerned is immediately notified of the Secretary General's decision. The notification of the ruling is only valid and only marks the beginning of the period during which an appeal may be lodged if it sets forth the conditions under which the official may contest the ruling before the Centre's Chamber of Appeals.

Article 4

Defining procedural terms and conditions applying to a disciplinary hearing

The Secretary General is empowered to define procedural terms and conditions applying to a particular disciplinary hearing other than those provided for in these regulations.

Article 5

Informing the President of the Governing Board

The President of the Governing Boardi s informed as soon as possible of any second and third-group sanction taken against one of the Centre's officials.

IMPLEMENTING RULES OF CIHEAM'S CHAMBER OF APPEALS

PART I - COMPOSITION OF THE CHAMBER

Article 1

The Chamber of Appeals, in addition to the incumbent members for whom provision is made under article 12.1 of the General Staff Regulations, shall include four alternate members from a list approved by the Governing Board, who shall be appointed for four years.

Article 2

In the event that the Chairman is absent or unable to attend, the Chamber of Appeals shall be chaired by the oldest of the incumbent members. The latter shall then be replaced by an alternate substitute, following the sequence in which they were appointed by the Governing Board. The requirement laid down in article 12.1 of the General Staff Regulations that the members of the Chamber shall be of different nationalities must also be observed in this event.

Article 3

In the event that an incumbent member of the Chamber is absent or unable to attend, he shall be replaced by an alternate member, following the sequence in which they were appointed by the Governing Board. The requirement laid down in article 12.1 of the General Staff Regulations that the members of the sitting tribunal shall be of different nationalities must also be observed in this event.

Article 4

The terms of both incumbent and alternate members of the Chamber maybe renewed twice.

Article 5

In the event of the decease or resignation of an incumbent member, he shall be replaced, for the duration of his uncompleted term, by an alternate member, following the sequence in which they were appointed by the Governing Board. The requirement laid down in article12.1 of the General Staff Regulations that the members of the Chamber shall be of different nationalities must also be observed in this event. If circumstances so require, the Governing Board shall appoint new alternate members.

TITRE II - FUNCTIONING OF THE BOARD

Article 6

The Chamber shall meet at the headquarters of the ORGANISATION. However, at the request of the official concerned, and if the Secretary General has no objection, the Chamber may meet at the place of litigation.

Article 7

The languages used for hearings before the Chamber of Appeals shall be French and English.

In exceptional cases and in the interests of fairness, the Chairman of the Chamber may, by order, authorise an applicant who so requests to argue his case in a language other than French or English. In that event provision shall be made for the translation of written submissions and for interpretation in oral discussion, in accordance with the terms of the afore mentioned order. In particular, the order shall specify conditions governing payment of the corresponding expenses by the Centre.

When this power is used, the Chairman is empowered to draw up a procedural time table to allow for translation. This time table may derogate from the provisions of article 9 of these regulations.

Article 8

a) Applications shall be filed with the registry of the Chamber of Appeals within two months following notification of the contested decision. If an official has submitted a request to the Secretary General and has not received a reply within two months, the Secretary General's silence is deemed to represent an implied decision to reject the request. The official then has two months to contest the implied rejection before the Chamber of Appeals. In exceptional cases, however, the Chamber may allow applications submitted beyond the time limit specified herein.

b) Applications shall be submitted in writing, either by the official himself or by a lawyer who is a member of the bar of one of the Centre's member states, who shall produce a mandate signed by the official. The application shall include the conclusions reached by the official as well as the legal arguments put forward by him. It shall be accompanied by all the relevant supporting documents.

c) The application shall not lead to automatic suspension. However, during the period in which an application may be submitted or is in the process of being investigated, the Secretary General shall, strive to make no new decision which could irreversibly undermine the applicant's position within the Centre and thereby render impossible the redress requested by the applicant in the event that his application should be upheld. In the event of litigation on this point, the official may apply to the Chairman of the Chamber for interim measures. The Chairman is then empowered to take whatever measures are dictated by the circumstances. If the Chairman is unavailable a member of the Chamber designated by him shall then give a ruling within ten days.

Article 9

a) Once the application has been filed with the Registrar of the chamber, it is communicated to the Secretary General, who shall provide written comments defending the decision within two months. The Secretary General's comments shall be communicated to the applicant who shall dispose of thirty days to make a written reply.

b) If such a reply is made, the Secretary General shall dispose of thirty days to submit a rejoinder with his comments.

c) The application, together with the supporting documents, the Secretary General's comments and, as the case may be, the reply submitted by the party concerned the Secretary General's rejoinder with his comments, shall be communicated to the members of the Chamber by the Registrar, at least twenty days before the session during which the case shall be examined.

d) The procedural deadlines as set forth in the preceding paragraphs shall be suspended from 15th July to 15th September.

e) During the intervals between sessions, the Chairman of the Chamber or the member he shall delegate for this purpose, shall rule on the request for interim measures made in the Chamber.

f) In the event that the Chairman of the Chamber believes that an application is patently not admissible or is groundless, he may invite the Registrar of the Chamber to defer any act of procedure until its next session. Such a decision shall suspend all procedural deadlines. After examining the application, the Chamber may either reject the application without further procedure, by noting, in a decision approved unanimously and stating the underlying reasons that the said application is patently inadmissible or groundless, or decide that investigation shall take place following the usual procedure.

Article 10

The Chamber of Appeals shall meet when convened by its Chairman.

It shall, in principle, examine applications submitted to its attention within six months following the date of filing.

Article 11

a) The Secretary General shall designate the Registrar of the Chamber of Appeals and a Deputy Registrar in charge of assisting and if necessary, substituting for the Registrar.

b) In the exercise of their functions, the Registrar and Deputy Registrar of the Chamber of Appeals shall be subject to the sole authority of the Chamber.

Article 12

a) The sessions of the Chamber of Appeals shall be public, unless the Chamber decides otherwise, either as a matter of course or at the request of one of the parties. In camera sessions may be held for only part of the proceedings and shall be de jure for any case related to disciplinary matters. Such in camera sessions may only be attended by officials of the Centre, under conditions which shall be the subject of instruction from the Secretary General.

b) The Secretary General and the applicant may attend the proceedings and verbally set forth all specifics in support of the arguments contained in their memoranda. They shall be entitled to assistance or representation to this effect. The Chamber of Appeals may require the communication of any documents it considers useful to the examination of the applications submitted to its attention. Any document communicated to the Chamber shall also be communicated to the Secretary General and to the applicant.

c) The Chamber of Appeals shall hear any witnesses whose testimony it considers useful to the proceedings. Any official of the Centre who shall be summoned to testify shall be required to appear before the Chamber and may not refuse to provide information requested.

d) In the event that a case is examined in camera, any person having attended the session of the Chamber shall be held to absolute secrecy with regard to the facts of which he has taken cognizance during the proceedings, as well as to the opinions expressed.

e) At the request of one of the parties and with the approval of the other party, the Chairman of the Chamber may decide that the examination of the case shall not include oral proceedings.

f) The members of the Chamber shall deliberate in isolation and secrecy.

Article 13

a) Except in the case provided for in 9.f of these regulations, the decisions of the Chamber shall be taken by majority vote. They shall be handed down in writing, setting forth the grounds recognized as valid, and published electronically by the Secretary General.

b) The decisions of the Chamber shall be subject to a single appeal to rectify possible material error, which shall be brought before the Chairman of the Chamber within two months. The Chairman shall rule on the case by order within thirty days.

c) In the event that the Secretary General feels that the measures required to implement the Chamber's annulment decision seriously prejudicial to the Centre or one of its officials, he may ask the Chamber to set an indemnity to be granted to the applicant in redress of his grievance. In that case the Secretary General shall refer the matter to the Chamber of Appeals within thirty days of it's taking the decision. If the Chamber decides to allow the request by the Secretary General, it shall set the amount in question after due hearing of the arguments of the parties in open debate, the terms and conditions of which shall be determined by the Chairman.

d) When the applicant refers conclusions to that effect to the Chamber of Appeals, the latter may, if it considers it reasonable to do so, decide that the Centre shall reimburse the costs incurred by the applicant in upholding his appeal. In that case the applicant is required to produce documentary proof of such costs, which must be within reasonable limits.

e) The Chamber of Appeals may also decide that the Centre shall reimburse travel costs, as well as room and board, as set forth by the witnesses heard, within limits set by the Chamber with the agreement of the Secretary General.

f) In taking the decisions referred to in paragraphs d and e above, the Chamber shall give due attention to the nature and financial implications of the litigation.

Article 14

The Chamber of Appeals may specify its rules of procedure, subject to the provisions of the present Rules.

CODE OF GOOD CONDUCT FOR THE MEMBERS OF THE GOVERNING BOARD AND THE SUPPORTING BODIES OF THE CIHEAM

Adopted by decision 147 CA (21) 9

Code of good conduct for the members of the governing board and the supporting bodies of the CIHEAM – Index

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CHAPTER 1: SCOPE OF APPLICATION

This Code applies to the members of the Governing Board (GB), the GB Chairperson and the members of the CIHEAM supporting bodies.

By "members of the CIHEAM supporting bodies" are meant the members and the Chairperson of the Advisory Board, the members and the Chairperson of the Board of Auditors as well as the Legal Adviser.

CHAPTER 2: PROVISIONS APPLYING TO THE GOVERNING BOARD MEMBERS AND CHAIRPERSON & TO THE MEMBERS OF THE CIHEAM SUPPORTING BODIES

Article 1 General interest

When acting as a GB member or as a CIHEAM supporting body member, the members of the GB, the GB Chairperson and the members of the CIHEAM supporting bodies, should act in the Centre's interest, without pursuing any private interest or obtaining a financial benefit or material advantage for themselves or their relatives.

To that end, they shall perform with their duties and obligations with honesty, integrity and professionalism.

Loyalty to the objectives, values and principles of the CIHEAM is a fundamental condition for the performance of all functions.

Article 2 Probity

The members of the GB, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall ensure that the means and allowances made available to them are used for the purpose intended. They shall refrain from using premises or any means of the CIHEAM to promote any private interest.

Article 3 Exemplarity

In the performance of their duties, the GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall comply with and promote the principles set out in this Code.

Article 4 Mutual respect

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall behave in a perfectly correct manner in all circumstances. They promote dialogue and strive to resolve conflict situations constructively.

Mutual respect is a core value which leads to the prohibition of any discrimination related to gender, ethnic or social origin, age, religion, sexual orientation, disability as well as political or philosophical opinions. Sexual harassment as well as moral harassment are also prohibited, the latter designating any action or word proceeding from a systematic intention to offend or humiliate.

In the event of problems, any member of a body to whom this Code applies must refer to the Chairperson of the body to which he/she belongs.

Article 5 Social and environmental responsibility

The principle of social and environmental responsibility is at the core of actions of the CIHEAM. The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM are committed to acting in accordance with this responsibility, striving to improve their practices.

Article 6 Conflict of interests

A conflict of interests is likely to arise in a situation where the private interests of a member could influence him/her in the performance of his/her official duties and responsibilities, this influence may be dictated by an interest of a financial, personal, operational / functional or other nature.

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM must organize their personal affairs in such a way as to prevent any real, potential or apparent conflict of interests.

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall in no case place themselves in a situation allowing them to benefit from an undue advantage or allowing a third party to take undue profit from it, directly or indirectly.

Whenever a member is of the view that he/she may be exposed to a situation of conflict of interest, that person shall inform without delay the Chairperson of the body to which such person belongs. They shall discuss together in order to identify jointly the appropriate measures that should be taken to bring such situation of conflict of interest to an end. If such appropriate measures cannot be found, or if they disagree on such measures, the case shall be brought to the Ethics Committee established under article 14 of this Code of Good Conduct.

Article 7 Parallel and/or successive exercise of functions

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall not exercise in parallel a function or hold any other permanent or non-permanent staff member position or any other responsibility within CIHEAM.

For the GB Chairperson, the conditions governing the exercise of successive functions of a different nature are defined by the corresponding Regulations and Statutes.

Article 8 Abuse of power

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall not make use of the power conferred on them, to personally benefit from profits or advantages of a financial, sexual, political or other nature.

Article 9 Acceptance of gifts, favours or other advantages

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM should neither solicit nor accept gifts offered in connection with the performance of their duties, seen as goods, services, favours or advantages offered to any member by any source outside the CIHEAM.

Exceptionally, some gifts may be accepted if their nominal value doesn't exceed 200 euros.

The GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM have an obligation to report to the Secretary General any gift of a nominal value exceeding 200 euros that they would have received because of their mandate and that will be considered as the property of CIHEAM.

Article 10 Confidentiality of information and expression in the public space

The GB members (except when they interact with the Government they represent), the GB Chairperson and the members of the supporting bodies of the CIHEAM shall respect confidentiality of information they are required to process.

In addition, the GB members, the GB Chairperson and the members of the supporting bodies of the CIHEAM shall, in the public space, be tactful on social networks or any platform when disseminating information or expressing their opinions concerning the CIHEAM.

This commitment applies even after the termination of their functions within the CIHEAM.

CHAPTER 3 : OTHER PROVISIONS APPLYING TO THE MEMBERS OF THE SUPPORTING BODIES OF THE CIHEAM

Article 11 Independence

In no case, the members of the supporting bodies of the CIHEAM shall be in a situation of dependence on a legal or natural person who may turn them away from their duties as set out in this Code.

Article 12 Transparency

The members of the supporting bodies of the CIHEAM shall act in a transparent manner in the performance of their mandate.

Article 13 Security of information

The members of the supporting bodies of the CIHEAM commit themselves to respect the information security policy of the CIHEAM and to preserve the confidentiality, integrity and availability of the information they are required to process.

This commitment applies even after the termination of their functions within the CIHEAM.

CHAPTER 4 : FINAL PROVISIONS

Article 14 Respect of the present Code

A dedicated committee called "Ethics Committee" ensures compliance with this Code. It is hereinafter referred to as the “Ethics Committee”.

Article 15 Nomination of the Ethics Committee

The Ethics Committee is composed of 3 members, one of whom is chosen from the former Chairpersons of the Governing Board, another one from the former General Secretaries, and another one from the former Chairpersons of the Advisory Board, assisted by the Legal Adviser in office.

It is nominated by the Governing Board. The term of office is of four years, renewable twice.

The working languages of the Ethics Committee are English and French.

Article 16 Procedures for referral to the Ethics Committee

Any GB member, the GB Chairperson or any member of the supporting bodies of the CIHEAM may refer to the Ethics Committee for a consultation on a personal case.

Article 17 Missions entrusted to the Ethics Committee

The Ethics Committee gives advice on specific situations. Requests for consultation and advice given are confidential.

For the performance of the duties mentioned in the preceding paragraphs, the Ethics Committee may be required to initiate an inspection of a suspected case of non-compliance with the provisions of the Code. To this end, the Secretary General will provide the Ethics Committee with all the material and human support necessary to complete the investigation of the case.

CODE OF ETHICS AND GOOD CONDUCT FOR THE PERMANENT AND NON PERMANENT STAFF OF THE CIHEAM

ADOPTED BY DECISION 138 CA (17) 8

AND AMENDED BY DECISION 147 CA (21) 9

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PREAMBLE

The activities of the CIHEAM are conducted in accordance with the legislation and existing regulations and on the basis of the provisions contained in the CIHEAM General Staff Regulations that specify the rights and obligations of permanent officials (Chapter 2).

In addition, compliance with legal requirements, ethical principles and principles of conduct must be known and observed by all the staff members. For this purpose, the CIHEAM has elaborated a Code of ethics based on the fundamental values of the Organisation and able to frame and guide the behavior of permanent staff, including the Secretary General and the Directors of the Institutes, and non permanent staff, namely consultants, experts and auxiliaries.

This Code of Ethics and Conduct describes the minimum rules of conduct which all CIHEAM staff members are required to obey. It does not replace or prejudice the application of the provisions of the specific Codes of Ethics of the 4 Institutes, annexed to this document.

Article 1 Independence

In the performance of their duties, the permanent and non permanent staff members of the CIHEAM do not solicit or accept instructions from States or public or private entities other than CIHEAM. They shall refrain from any act that is likely to discredit their functions as staff members of the CIHEAM staff, or to damage its reputation.

Article 2 Integrity and loyalty

The permanent and non-permanent staff members of the CIHEAM should act only in the Centre's interest, without pursuing any private interest or obtaining a financial benefit or material advantage for themselves or their relatives.

The staff members of the CIHEAM must perform their duties and obligations with honesty, integrity and professionalism. Loyalty to the objectives, values and principles of the CIHEAM is a fundamental condition for the performance of all functions and for all staff members whether they are permanent or not.

The highest intellectual rectitude must be observed by the agents for activities involving the production and publication of articles, documents or works of a scientific and technical nature, in order to avoid any questioning of the credibility of CIHEAM.

Article 3 Transparency

Without prejudice to the application of the provisions of article 2.3 of Staff Regulations, the permanent and non-permanent staff members of the CIHEAM shall act in a transparent manner in the course of the performance of their duties.

Article 4 Probity

The permanent and non-permanent staff members of the CIHEAM shall ensure that the means and allowances made available to them are used for the purposes intended. They shall refrain from using premises or any means of the CIHEAM to promote any private interest.

Article 5 Exemplarity

In the performance of their functions, the permanent and non-permanent staff members of the CIHEAM shall comply with and promote the principles set out in this Code.

Article 6 Mutual respect

The staff members of the CIHEAM shall behave in a perfectly correct manner in all circumstances. They promote dialogue and strive to resolve conflict situations constructively, both with their colleagues and interested third parties. In the case of complications, the agent shall inform his/her hierarchical referent, the Director or the Secretary General. Mutual respect is a core value which leads to the prohibition of any discrimination related to gender, ethnic or social origin, age, religion, sexual orientation, disability as well as political or philosophical opinions. Sexual harassment as well as moral harassment are also prohibited, the latter designating any action or word proceeding from a systematic intention to offend or humiliate.

Article 7 Social and environmental responsibility

The principle of social and environmental responsibility is at the core of actions of the CIHEAM and the staff is committed to acting in accordance with this responsibility to the community around them, striving to improve their practices.

Article 8 Conflict of interests

A conflict of interest is likely to arise in a situation where the private interests of an official could unduly influence him/her in the performance of his/her official duties and responsibilities, this influence may be dictated by an interest of a financial, personal, operational / functional or other nature.

The permanent and non permanent staff of the CIHEAM must organise their personal affairs in such a way as to prevent any real, potential or apparent conflict of interest.

The permanent and non-permanent staff of the CIHEAM shall in no case place themselves in a situation allowing them to benefit from an undue advantage or allowing a third party to take undue profit, directly or indirectly.

Whenever an official is of the view that he/she may be exposed to a situation of conflict of interest, that person shall inform without delay the Secretary General or the Director of the Institute to which such person belongs. They shall discuss together in order to identify jointly the appropriate measures that should be taken to bring such situation of conflict of interest to an end. If such appropriate measures cannot be found, or if they disagree on such measures, the case shall be brought to the Ethics Committee established under article 13 of this Code of Good Conduct.

Article 9 Parallel and/or successive exercise of functions

The permanent and non-permanent staff of the CIHEAM shall not exercise in parallel a function in the Governing Board and in the supporting bodies of the CIHEAM.

For the Secretary General or the Director of a Centre, the conditions governing the exercise of successive functions of a different nature are defined by the corresponding Regulations and Statutes.

Article 10 Abuse of power

The permanent and non permanent staff members of the CIHEAM should not make use of the power conferred on them to personally benefit from profits or advantages of a financial, sexual, political or other nature.

Article 11 Donations, favours and other advantages

The permanent and non permanent staff members of the CIHEAM should neither solicit nor accept gifts offered in connection with the performance of their duties, seen as goods, services, favours or advantages offered to any member by any source outside the CIHEAM.

Exceptionally, some gifts may be accepted if their nominal value doesn't exceed 200 euros.

The permanent and non permanent staff members of the CIHEAM have an obligation to report to the Secretary General or to the Director of Institute to which they belong any gift of a nominal value exceeding 200 euros that they would have received because of their mandate and that will be considered as the property of CIHEAM.

Article 12 Security of information and confidentiality

The permanent and non permanent staff members of the CIHEAM commit themselves to respect the information security policy of the CIHEAM and to preserve the confidentiality, integrity and availability of the information that they are called upon to know. Every official must exercise the greatest professional discretion especially on social networks or any platform devoted to the dissemination of information or opinions concerning the CIHEAM.

This commitment shall also apply after the termination of their duties or of the contract with the CIHEAM.

Article 13 Respect of the present Code

A dedicated committee called "Ethics Committee" ensures compliance with this Code. It is hereinafter referred to as the "Ethics Committee".

Article 14 Nomination of the Ethics Committee

The Ethics Committee is composed of 3 members, one of whom is chosen from the former Chairpersons of the Governing Board, another one from the former General Secretaries, and another one from the former Chairpersons of the Advisory Board, assisted by the Legal Adviser in office.

It is nominated by the Governing Board. The term of office is of four years, renewable twice.

The working languages of the Ethics Committee are English and French.

Article 15 Procedures for referral to the Ethics Committee

The Secretary General may refer to the Ethics Committee for any issue related to the respect of the principles set out in this Code, as well as the Directors if the issue concerns the personnel under their authority. In addition, any member of the permanent or the non-permanent staff may refer to the Ethics Committee for a consultation on a personal case.

Article 16 Missions entrusted to the Ethics Committee

The Ethics Committee gives advice on specific situations. Requests for consultation and advice given are confidential.

For the performance of the duties mentioned in the preceding paragraphs, the Ethics Committee may be required to initiate an inspection of a suspected case of non-compliance with the provisions of the Code. To this end, the Secretary General will provide the Ethics Committee with all the material and human support necessary to complete the investigation of the case.

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ANNEX : Specific codes for Institutes' staff

FINANCIAL REGULATION

Of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 31 (76) 14

AND AMENDED BY DECISIONS

32 (76) 27 – 59 (84) 11 – 66 (86) 7

72 (88) 23 – 75 (89) 14 – 86 (93) 7

96 (97) 3 – 100 (99) 8 – 114 (06) 8

132 (14) 7 – 136 (16) 5 – 140 (18) 8 – 141 (18) 9

159 (26) 9

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TITLE I. General provisions

Article 1. Definitions

For the purposes of this Regulation:

a) « Centre » shall refer to the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM - *Centre International de Hautes Études Agronomiques Méditerranéennes*);

b) « Institutes » shall refer to the four Mediterranean Agronomic Institutes based in Bari, Montpellier, Chania and Zaragoza;

c) « Governing Board » shall mean the Governing Board of the Centre;

d) « Secretary General » shall mean the Secretary General of the Centre;

e) « Directors » shall mean the Directors of the four Institutes.

Article 2. Scope

The purpose of this Financial Regulation (FR) is to establish the financial system and administrative *rules of the Centre International de Hautes Études Agronomiques Méditerranéennes.*

The financial resources of the Centre shall be employed in conformity with principles of economy and sound financial management.

Independently of the specific personal responsibility and liability to payment of compensation of chief accountants of the General Secretariat and of the Institutes as laid down in Article 37 of this FR, all the staff members of the Centre are required to observe the Financial Regulation and its Implementing Rules (IRFR). Any official who contravenes the FR and IRFR or the corresponding service orders shall be liable to disciplinary action and to payment of compensation for the consequences of his or her actions.

Article 3. Implementing Rules of the Financial Regulation

The Implementing Rules of the Financial Regulation (IRFR) are established by the Secretary General and the Directors of the Institutes in compliance with the provisions of the Financial Regulation. They contain more detailed and technical provisions which are essential for the practical implementation of the Financial Regulation.

The Governing Board shall be informed of any change in the implementing rules. These implementing rules regulate all the financial management activities of the Centre, except as may otherwise explicitly be provided by the Governing Board.

Article 4. Financial year

The financial year of the Centre is defined as the period extending from 1 January to 31 December.

Article 5. Entry into force

This Financial Regulation enters into force as from January 2017.

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TITRE II. The budget

Article 6. Presentation

The budget is the act whereby the Governing Board accords the necessary appropriations for the functioning of the Centre and for the conduct of its programmes of activities. Furthermore, it translates into financial terms, and within the framework of the financial year, the medium-term policy of the Centre.

It fixes the amount of contributions from member or associated countries and contains estimates of any other resources of the Centre. It is presented in euros.

Article 7. Draft budget

The draft budget shall consist of:

a) an outline of general policy considerations, as set forth by the Secretary General, on the basis of which the draft budget has been drawn up, together with all further information, notably on the Institutes and the programmes, required for examination of the budget;

b) the analysis of proposed expenditure and income for each budgetary heading;

c) a table of budgetary headings broken down by grade and function within the framework of the budget, indicating changes from the preceding budget;

d) a table in conformity with a model prepared by the Secretary General, showing:

- proposed appropriations,
- estimated income,
- expenditure and income for the last closed year.

e) the balance of the various «funds» created by the Governing Board.

Article 8. Structure of the budget

The tables specified in Article 7 c. and d. constitute, after adoption by the Governing Board, the budget of expenditure and income for the financial year which must include all expenditure and income.

The budget shall be divided into three parts and each part into sections, chapters and articles:

a) the first part, whose normal source of financing derives from the contributions of all members, shall include the general expenditure as follows:

- SECTION I - Governing Board
- SECTION II - General Secretariat
- SECTION III - Advisory Committee

b) the second part shall include the operating expenditure of the Institutes which are financed by the host country:

- SECTION IV - Bari Institute
- SECTION V - Chania Institute
- SECTION VI - Montpellier Institute
- SECTION VII - Zaragoza Institute

c) the third part shall include all expenditure relating to special sectors of activity, financed by subsidies or by agreements, account being taken of the allocation proposed by the paying party and accepted by the Governing Board in accordance with the terms of Article 10 hereunder:

- SECTION VIII - Cooperation activities of the General Secretariat
- SECTION IX - Cooperation activities of Bari Institute
- SECTION X - Cooperation activities of Chania Institute
- SECTION XI - Cooperation activities of Montpellier Institute
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TITLE III. Establishment and adoption of the budget

Article 9. Establishment of the draft budget

The Secretary General shall, after consulting the Directors, prepare the draft budget to be submitted each year to the Governing Board.

Article 10. Communication to the members of the Governing Board

The draft budget shall be sent to all member countries at least one month before the start of the meeting of the Governing Board at which the budget is to be presented by the Secretary General.

Article 11. Specific programmes decided upon by the Governing Board

In the context of the medium-term objectives adopted by the Governing Board each year before consideration of the budget and, at the latest, by 1st July, it may be necessary to define programmes the implementation of which extends over several budgetary years. The Governing Board may, within the framework of each annual budget, authorize commitment of the corresponding appropriations and specify their allocation. These commitments shall, however, be discharged during the period covering the medium-term programme that has been adopted.

Article 12. Amending budgets

The Secretary General may, for the three parts of the budget and, after consulting the Directors, for the titles that concern their Institute, submit one or more supplementary budgets and, during the year in progress, amending decisions to the Governing Board.

The Secretary General may, by decision, modify the appropriations according to the provisions of Article 25, and the estimates of revenue according to the provisions of articles 13 and 14. When the circumstances so require, the Secretary General, and the Directors authorised by the Secretary General, may open expenditure appropriations from the general reserve fund up to a maximum of 50,000 euros, and they are responsible for reporting this to the Governing Board during the following Governing Board meeting.

Article 13. Budgetary income

a) Budget revenue includes:

- For the first part, Member States contributions calculated in accordance with the general rate of contributions approved by the Governing Board for the financial year, as well as contributions from associated countries;
- For the second part, the host country contribution to the financing of the Institute;
- For the third part, the funding and participations paid by Member Countries or by third parties, in accordance with regularly accepted agreements.

b) To these specific resources, for each of the three parts, revenue on contracts, the financial products and other revenues of the assets, gifts and bequests and, generally, all the extraordinary revenue, including withdrawals from special funds may be added.

All the resources must be accepted by the Governing Board either when the budget is adopted or according to the provisions of article 14.

Article 14. Receipt of subsidies, gifts, legacies and donations

The Secretary General shall keep the list of agreements or contracts likely to provide new resources for the Centre at the disposal of the Governing Board. The new resources thus obtained are integrated in the budget by decision of the Secretary General, subject to the limits and restraints eventually set by the Governing Board. The list of decisions taken will be communicated to the Governing Board during its next meeting.

Article 15. Annex accounts

Special activities, other than the ones stipulated under Article 8, which are carried out entirely or partially on behalf of third parties, such as service contracts, are subject to annex accounts.

The annex accounts are opened by decision of the Secretary General for the budget of the General Secretariat and of the Directors for the Institutes. Their operations have to be balanced between receipts and expenditures. They are presented under a special table annexed to the budget, for the annual estimates, and to the management account for the actual performance.

Article 16. Assessed contributions

Any country acceding to the Agreement establishing the *Centre International de Hautes Études Agronomiques Méditerranéennes* during a financial year shall be obliged to pay a contribution for that year of an amount agreed upon between the Governing Board and the country concerned.

The Governing Board shall determine the financial conditions on which an associated country may be invited to participate in the Centre's activities.

Article 17. Adoption of the budget

The Governing Board shall adopt the draft budget before the opening of the financial year.

Article 18. Provisional funding

If it has not been possible to approve the draft budget before the first day of the financial year:

a) the Governing Board may authorize the Secretary General to commit and pay, for each quarter to come, expenditures not exceeding one fourth of the appropriations authorized for recurring expenditures, under each subsection, in the course of the preceding financial year, as well as to collect the corresponding contributions;

b) commitments for capital expenditures shall not be authorized by the Governing Board except in so far as such expenditures fall under budgetary headings which the Board considers to be necessary.

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TITLE IV. Implementation of the budget

Article 19. Authorization to use appropriations

Approval of the budget by the Governing Board, in conformity with such special conditions as defined by the Board for its use in pursuance of the objectives it has laid down, shall empower the Secretary General and the Directors of the Institutes, each within his or her own field of competence:

a) to receive the income shown in the budget under "miscellaneous resources ",

b) to commit, authorize and pay those expenditures for which appropriations have been made, and within the limits of the said appropriations.

The Secretary General shall be responsible for collecting contributions from member and associated countries, together with all other resources made available to the Centre and accepted by the Governing Board.

Article 20. Authorising officers

The Secretary General shall be the authorizing officer for the Centre's income and expenditure. By way of delegation from the Secretary General, and in the context of the autonomy of the institutes, each Director shall be the authorizing officer for the income and expenditure of his or her Institute.

Article 21. Budgetary responsibility of Directors

The Directors of the Institutes shall be directly responsible to the Governing Board for the management of the budgetary assets entrusted to them.

Article 22. Commitment of expenditure and management of appropriations

The budget shall be administered in accordance with the principle of the separation of authorizing and accounting officers. The management of appropriations shall be the responsibility of the authorizing officer who shall act specifically in accordance with the principle mentioned in Article 1.

Sole competence shall be vested in the authorizing officer:

- to commit, authorize and pay all expenditures;
- if he or she establishes that there is income outstanding, to have the corresponding collection orders issued.

The chief accountant shall be entrusted with:

- dealing with payment and collection orders;
- paying expenditures and collecting income, as well as making the appropriate entries in the accounts;
- the maintenance and safekeeping of funds and of movements of liquid assets;
- keeping an inventory of assets.

Article 23. Unused balances

Appropriations made contra resources of part III of the budget shall be carried over to the following financial year without restriction until the end of the activity to which they are related.

Appropriations for part I and II of the budget shall only be valid for the current year. However, appropriations corresponding to committed expenditure, the payment of which is not affected by 31 December, shall be carried over to the next budgetary year. Authorisations thus carried over for which payment was not affected shall be cancelled at the end of the second year for ordinary expenses or of the third year for capital expenses.

Cancelled or unexpended appropriations shall be paid into the general reserve fund if they are related to part I and II of the budget, or into the working capital fund for co-operation activities if they are related to part III.

Article 24. Calls for contributions

Upon adoption of the budget, the Secretary General shall inform member and associated countries of the amount of their contribution calculated as of 1 January of each year in accordance with Articles 8 and 13 of this Regulation.

Contributions to the first part of the budget are due within twelve months after notification thereof by the Secretary General. Contributions to the second part of the budget are due within six months following notification. Any contribution not paid within these time limits shall be deemed to be in arrears.

Article 25. Transfers of appropriations

As concerns operating budget payment appropriations, the Secretary General and the Directors of the Institutes may make transfers within any given Section and within the limit of the total appropriations authorized for that Section, on condition that transfers to any chapter do not exceed 50% of the appropriations originally authorized for that chapter.

No capital or personnel expenditure may be covered by a transfer of appropriations earmarked for other purposes. With respect to capital expenditure, the only transfers authorized shall be those between capital expenditure chapters.

Article 26. Procurement of goods and services

Procurement of goods and services functions includes all actions necessary for the acquisition, by purchase or lease, especially of products and movables, in particular of material and real property, and services including studies. The following general principles shall be given due consideration when exercising the procurement functions of the Centre:

- Best value for money;
- Fairness, integrity and transparency;
- Effective competition;
- Best interests of the Centre;
- Prudent procurement practices.

The acquisition of goods and services shall be conducted following the procurement procedures defined in the Implementing Rules of the Financial Regulation.

Article 27. Property management

The Secretary General for the General Secretariat and the Directors for the Institutes shall be responsible for the management of the property of the Centre, including all systems governing its receipt, recording, utilization, safekeeping, maintenance and disposal, including by sale, and shall designate the officials responsible for performing property management functions.

A summary of non-expendable property of the Centre is provided to the Board of Auditors not later than three months following the end of the financial period

Article 28. Writing-off of losses of cash and receivables

The Secretary General for the General Secretariat and the Directors for the Institutes shall, by substantiated decision, authorise the writing-off of losses of cash, supplies and other assets, provided that they submit a statement of all such amounts written off, with the final accounts, to the Board of Auditors and report to the Governing Board.

In each case, a full investigation shall be carried out to determine the responsibility, if any, attached to any staff member for the loss. If so, such staff member may be required to reimburse the loss either in part or in full. The final determination as to all charges to be made against staff members or others as a result of losses will be made by the Secretary General for the General Secretariat and the Directors for the Institutes.

Article 29. Internal control

In joint agreement with the Directors, the Secretary General shall:

a) establish detailed financial rules and procedures in order to ensure:

   i . effective financial administration and the exercise of economy,

   ii. protection of the material assets of the Centre.

b) ensure that all payments be made on the basis of supporting vouchers and other documents which show that the services or goods have been received and have not been paid for;

c) maintain an internal financial control based on a computerised internal audit system which shall provide for an effective current examination and review of all financial transactions in order to ensure:

   i. the regularity of the receipt, custody and disposal of all funds and other financial resources of the Centre;

   ii. the conformity of obligations and expenditures with the appropriations or other financial provisions voted by the Governing Board.

This internal control system applies to the General Secretariat and to the Institutes of CIHEAM.

Article 30. Internal audit

An internal audit service is set up; it is responsible for examining and evaluating, in an independent manner, the Centre's control and operating systems in order to identify the best practices and submit recommendations for improvements. On completion of its audits, the internal audit service submits the observations and recommendations to the Secretary General for the General Secretariat and to the Directors for the Institutes.

In the performance of its duties, the internal audit service enjoys independence in relation to the Secretary General and the Directors of the Institutes.

The internal audit service reports annually, or more often if necessary, to the Governing Board to refer any matters that require its attention.

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TITLE V. Reserve funds

Article 31. Classification

The following funds may be set up in the accounts of the General Secretariat and of the Institutes:

a) general reserve fund consisting of annual budget surpluses from sections of part I and part II of the budget except for surpluses paid into funds b and c;

b) research fund consisting of budget surpluses in chapters under the "Research" heading and intended to finance research work undertaken by the scientific staff of the Centre or to contribute to research programmes undertaken by other scientific institutions or bodies concerned with economic development;

c) scholarship reserve fund consisting of annual budget surpluses from resources allocated to scholarships by each of the member or associated states;

d) trust fund constituted as a reserve for the member country concerned, if need be;

e) working capital fund for co-operation activities consisting of surpluses established annually at the final closure of programmes of part III of the budget.

Article 32. Use of reserve funds

The Governing Board shall determine the amount and the use of reserve funds pursuant to proposals from the Secretary General for the General Secretariat and from each Director for his or her Institute.

With the exception of the general reserve fund, funds are used only for their originally intended purposes and, in the case of trust funds, with the prior agreement of the member country concerned.

At the General Secretariat, investment income from the general reserve fund, research fund, scholarship reserve fund and trust fund shall be paid into the funds annually. In the Institutes, such allocation is optional.

Article 33. Dedicated funds

a) The following dedicated funds may be constituted:

   1. real property preservation reserve,

   2. equipment, fixtures and fittings renewal reserve,

   3. computer equipment renewal reserve,

These funds shall be used in pursuance of their intended purpose, after being transferred to the budget, by decision of the Secretary General for the General Secretariat and of the Directors for their Institutes.

b) Reserve accounts may be constituted.

These reserves shall be used in pursuance of their intended purpose, after being transferred to the budget, by decision of the Secretary General for the General Secretariat and of the Directors for their Institutes.

c) These funds and reserves shall be credited with budgetary endowments complemented, as appropriate, by withdrawals from the general reserve fund.

Annual endowments and reversal must be determined in order to ensure that each fund and reserve has a level consistent with its intended use.

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TITRE VI Bank accounts

Article 34. Bank accounts, authority and policy

The Secretary General for the General Secretariat and the Directors for the Institutes shall designate the bank or banks into which the funds of the General Secretariat and of the Institutes shall be deposited.

The Directors shall inform in advance the Secretary General of opening or closing bank accounts.

All banks must recognize that the Secretary General is entitled to receive, upon his or her demand or as quickly as possible, any information about the bank accounts of the General Secretariat or of the Institutes.

Article 35. Investment of funds

The Secretary General for the General Secretariat and the Directors for the Institutes are authorized to deposit funds, which are not required to face immediate needs, into banks.

The Directors shall report regularly to the Secretary General on any investment transaction.

The Secretary General and the Directors of the Institutes, upon each Governing Board meeting, shall inform the Governing Board of the cash position indicating the financial institutions and banks, types of investment, the investment term and the sum of current investments.

Article 36. Borrowings

Any proposal for external borrowing, whatever the intended purpose, be it for the General Secretariat or the Institutes, is submitted by the Secretary General to the Governing Board.

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TITLE VII. ACCOUNTS

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TITLE VII. Accounts

Article 37. Powers and responsibility

The Secretary General for the General Secretariat and the Directors for the Institutes are responsible for the ORGANISATION and the good functioning of the accounting systems and shall designate the officials responsible for performing the duties of chief accountant.

The chief accountants of the General Secretariat and of the Institutes shall be personally liable to payment of compensation for movements of funds entrusted to them.

The Secretary General and the Directors shall decide upon and see that the accounting methods governing the financial operations of the Centre be respected. They shall prescribe the financial records to be provided, ensure that they are maintained, and establish all financial systems and mechanisms, for the Institutes as well, so that the Secretary General may submit complete and accurate financial statements of all the activities of the Centre to the Governing Board.

Appropriate accounts are kept separately by the Directors for each Institute.

The Secretary General for the General Secretariat and the Directors for the Institutes shall maintain and safeguard such accounting records against damage, destruction, unauthorized access and removal.

Article 38. Accounting policies and standards

The Centre applies the international public sector accounting standards (IPSAS) provided that they do not conflict with this Regulation.

Article 39. Reporting currency

The annual financial statements and the financial management report are presented in euros.

Article 40. Management report

The Secretary General may ask the Directors to submit to him or to her, at dates to be specified by him or by her, an administrative and financial management report.

Each Director reports to the Secretary General any decisions that modify the budget he or she has been notified of.

Article 41. Financial statements

The Secretary General and the Directors shall maintain such accounting records as are necessary and shall submit the following financial statements in conformity with IPSAS standards:

a) a statement of financial position;

b) a statement of financial performance;

c) a statement of changes in net assets/equity;

d) a cash-flow statement;

e) a statement comparing budget amounts and actual amounts of the reporting period;

f) annexes, including a summary of the major accounting policies.

The Secretary General and the Directors

a. submit a statement of appropriations showing:
    i. as income:
        - collection orders issued;
    ii. as expenditure:
        - commitments undertaken,
        - available appropriations,
        - authorized expenditures incurred.

b) provide also any other information as may be appropriate to indicate the financial position of the General Secretariat and the Institutes at the same date.

The Directors of the Institutes shall send, to the Secretary General, the financial statements of their Institutes in the first three-month period following the end of the financial year.

The Secretary General may ask them to submit to him or to her, at dates to be specified by him or by her, an administrative and financial management report.

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TITLE VIII. External auditors

Article 42. Board of Auditors

The external audit of accounts and of sound financial management of the Centre and of each Institute[2] shall be carried out by the Board of Auditors.

The members of the Board of Auditors are appointed by the Governing Board for the duration of four years. The appointment of the members of the Board of Auditors may be renewed once.

Nevertheless, by way of derogation and upon the express and reasoned request of the State nominating the member of the Board of Auditors, the Governing Board shall have the authority to renew the term of office of said member beyond two terms.

The Board of Auditors shall elect a President from among its members. To ensure its regular functioning, the Board also elects a vice-President.

Article 43. Scope and performance of auditing

The Board of Auditors shall annually check the financial operations of the Centre.

In particular, it shall carry out all checks, both on documents and in situ, that it considers necessary in order to certify:

- that the financial statements submitted by the Secretary General are correct and in accordance with the books and accounts of the Centre and of each Institute;
- that the financial operations they disclose are carried out in accordance with established rules and regulations, the budgetary provisions and other applicable directives and that budget appropriations are not exceeded;
- that the securities and moneys on deposit and on hand have been verified by certificate received direct from the depositories or by actual count;
- that the internal controls are adequate in the light of the extent of reliance placed thereon;
- that records of all assets, liabilities, surpluses and deficits comply with the procedures satisfactory to the Board.

Article 44. Additional tasks

The Governing Board may ask the Board of Auditors to carry out any other task as the Board may deem necessary beyond the mandate provided for in the present Regulation.

In the pursuit of its mandate or of additional financial audits required by the Governing Board and if expertise in a field other than accounting or auditing is necessary, the Board of Auditors may have access to the services of independent experts. The Governing Board and the Secretary General shall be informed thereof.

Article 45. Applicable standards

The audit shall be conducted in conformity with generally accepted international auditing standards and subject to any special direction of the Governing Board.

[2] In the case of CIHEAM Chania, reference should be made to Article 2, paragraph 2, of the Ratification Act of the agreement between the Government of the Hellenic Republic and CIHEAM and the regulation of matters relating to the Mediterranean Agronomic Institute of Chania (MAIX) dated 1985, which provides that: "*Expenditure incurred by MAIX shall be subject to audit by the CIHEAM Audit Committee. The President of the Court of Audit shall be called upon to appoint an Assessor, proposed by the Minister of National Economy, as a member of the CIHEAM Audit Committee. The participation costs of said member, as well as the emoluments to which they may be entitled for the performance of their duties within said Committee, shall be covered by CIHEAM*".

Article 46. Independence and responsibility

The Board of Auditors shall be completely independent in carrying out its mandate. In the discharge of their duties, the members of the Board shall not receive any instruction from their home States.

Article 47. Reports

In accordance with Article 43 of the Financial Regulation, the Board of Auditors prepares annually:

- a report concerning the accuracy of the combined accounts of the Centre established by the Secretary General;
- a report on the accuracy of the separate accounts of the General Secretariat as well as of the Institutes;
- a synthesis report that shall be submitted to the Governing Board.

The Board of Auditors shall forward to the Secretary General the reports referred to in the preceding paragraph not later than 15 days before the appointed date of the Governing Board meeting convened to approve the annual accounts.

At that time, it may make any observation it deems appropriate with respect to the financial soundness of the Centre and its Institutes, the effectiveness of the financial procedures, the accounting system and the internal financial control. Prior to their adoption, the draft reports shall be submitted to the Secretary General and to the Directors, insofar as they are concerned, for any comments. The final observations the Board of Auditors brings to the attention of the Secretary General are reported to the Governing Board by its Chairperson, together with the comments of the Secretary General.

The Board of Auditors shall express and formulate an opinion on both the combined annual financial accounts of the Centre and the separate financial accounts of the General Secretariat and of the Institutes. The opinion shall include the following basic elements:

a) the identification of the annual financial statements audited;

b) a reference to the responsibility of the management of the Centre and the responsibility of the Board of Auditors;

c) a reference to the audit standards followed;

d) a description of the work performed;

e) an expression of opinion on the annual financial statements as to whether:
   i. the annual financial statements present fairly the financial position as at the end of the period and the results of the operations for the period;
   ii. the annual financial statements have been prepared in accordance with the stated accounting policies of Article 38;
   iii. the accounting policies have been applied on a basis consistent with that of the preceding financial period;

f) an expression of opinion on the compliance of transactions with the Financial Regulation and the Governing Board requirements;

g) the date of the opinion;

h) the name and position of the members of the Board.

The Secretary General, as well as the Directors of the Institutes insofar as they are concerned, shall make such observations, when appropriate, on the auditors' reports.

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TITRE IX. Final provisions

Article 48. Amendments

This Financial Regulation may be amended only by decision of the Governing Board acting on a proposal by the Secretary General.

ACADEMIC REGULATIONS GOVERNING POSTGRADUATE PROGRAMMES

of the International Centre for Advanced Mediterranean Agronomic Studies

APPROVED BY THE GOVERNING BOARD ON 21 JUNE 2003 BY DECISION 108 CA (03) 2

AND AMENDED BY DECISION

111 CA (04) 6 - 114 CA (06) 10 - 117 CA (07) 8 - 119 CA (08) 2 - 121 CA (09) 12 - 125 CA (11) 8 - 135 CA (15) 12 - 137 CA (16) 8 – 158 CA (25) 12 – 159 CA (26) 16

Academic regulations governing postgraduate programmes

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CHAPTER I. GENERAL PROVISIONS

Article 1.1. Presentation

The International Center for Advanced Mediterranean Agronomic Studies (CIHEAM) offers postgraduate programmes delivered at the Mediterranean Agronomic Institutes (MAI) in Bari, Chania, Montpellier and Zaragoza and in partnership with other higher education and research institutes specialising in agriculture and related sciences in the Mediterranean region.

Article 1.2. Scope and Application

This Academic Regulation applies to all postgraduate programmes organised by CIHEAM through the MAI. It sets out the provisions governing the administration, structure, and organisation of these programmes.

Article 1.3. Application Rules of the Academic Regulation

The Application Rules are established by the Secretary General and the Directors of the Institutes in compliance with the provisions of the Academic Regulation. They contain the detailed provisions necessary for its implementation.

According to the specific character of each educational activity, special provisions may be included in the Application Rules established by each MAI, provided that they are not in contradiction with the Academic Regulation.

The Application Rules are approved by the Governing Board, which shall also be informed of any subsequent changes.

CHAPTER II. CIHEAM POSTGRADUATE PROGRAMMES

Article 2.1. Master and Postgraduate Specialisation Programmes

The purpose of these programmes is the acquisition of advanced knowledge and to deepen the student's knowledge, competences and applied skills, such as critical understanding and capacity to analyse and evaluate, in specific areas of Mediterranean agriculture, food systems, environment, rural development and other related sciences.

They consist of one academic year of 60 ECTS (European Credit Transfer System) credits. Each programme includes lectures, conferences, seminars, applied and supervised work relevant to the corresponding area of specialisation.

Upon the completion of the Master or the Postgraduate Specialisation Programme, a diploma is awarded under the conditions specified in Chapter V.

Article 2.2. Master of Science (MSc) Programme

The Master of Science (MSc) Programme aims to provide advanced knowledge, and to develop the acquisition of competences and skills such as critical understanding and capacity of analysis, evaluation and application and the ability to conduct and implement advanced research in specific areas of Mediterranean agriculture, food systems, the environment, rural development, and other related sciences.

It consists of two academic years and corresponds to 120 ECTS credits. The first year (60 ECTS credits) is the Master or Postgraduate Specialisation Programme.

The second year (60 ECTS) is dedicated to the elaboration of a thesis based on original research work or on a technical or socioeconomic study.

The Master of Science Degree (MSc) is issued by the CIHEAM upon the successful completion of this programme.

Article 2.3. The Advanced Specialised Courses

These courses last less than one academic year. They aim at providing the participants with advanced knowledge in specific areas.

They may also consist of one or more units of the Master, or Postgraduate Specialisation programmes.

A Certificate of Attendance is released upon the successful completion of the Courses.

Article 2.4. Joint Programmes

CIHEAM may co-organise or co-accredit postgraduate programmes in collaboration with one or more higher education institutions. In this case a single diploma may be co-delivered or co-accredited, or independent diplomas may be issued by the participating institutions. These joint programmes may have some specificity as they will take into account the academic regulations of each participant institution.

When national higher-education institutions are involved, the academic rules and procedures shall comply with the corresponding national frameworks.

Article 2.5. Nationally Accredited Programmes

When a MAI holds a national accreditation authorising the delivery of a Master's degree, the related procedures shall comply with the national regulations governing such accreditation.

CHAPTER III. ADMISSION TO THE POSTGRADUATE PROGRAMMES

Article 3.1. Admission to the Master and Postgraduate Specialisation Programmes

a) Applicants shall fulfil one of the following requirements:

1. An undergraduate degree of a minimum of three to four academic years, that corresponds to a minimum of 180 or 240 ECTS or their home country equivalent, with respect to the Bologna Declaration and the requirements of the host country of the Institute.
2. The academic level that qualifies them to undertake postgraduate level studies in their home country.

The minimum level of undergraduate studies required for admission may vary according to the specific regulations and national frameworks applicable to each MAI.

When at least 240 ECTS are required, the Secretary General may, upon proposal of the MAI Director and following detailed assessment by an ad hoc group, recognise up to 60 ECTS credits of undergraduate education to applicants holding a three-year undergraduate degree and duly accredited relevant professional experience in the field.

In all cases, the applicant's undergraduate studies must also be in a discipline compatible with the area of specialisation requested.

Additional conditions may be required for certain programmes.

b) Applicants must demonstrate a language proficiency equivalent to at least the B2 level of the Common European Framework of Reference for Languages (CEFRL) in the language used in the educational activities.

c) Selection is made on the basis of the file submitted by applicants, priority being given to applicants from CIHEAM member countries. It takes into account their academic results and their acquired professional experience in the chosen field of specialisation.

d) For each Programme, the final decision on the admission of applicants is made by the CIHEAM Governing Board, following the recommendations of the director for the MAI where the programme is offered. In this respect, the Governing Board can nevertheless delegate upon the MAI director, who keeps the Board informed on the final admission decisions taken.

Article 3.2. Requirements for Advancing to the Second Academic Year of the MSc Programme

a) At completion of the first year of the programme (60 ECTS credits) the student must have obtained an overall mark equal to or above 70. For programmes co-organized or co-accredited with Higher Education Institutions, passing marks to the second year of the Master of Science programme will take into account the academic regulations of the partner institutions.

b) The student must obtain the approval of a professor, a researcher or any other person qualified to supervise the required work.

c) The student must submit a proposal for an experimental research project or a technical and/or socio-economic study, which must be accepted by the director of the MAI upon examination by an ad hoc committee.

d) According to available resources, each MAI may set a limit to the number of students entitled to receive material and financial support for the second part of the MSc Programme.

e) The final decision on admissions to the second part is made by each MAI director.

Article 3.3. Admission to the Advanced Specialised Courses

Decisions on admissions are made on the basis of the application documents submitted by the candidates. Educational background and professional experiences are taken into account. The conditions stated in Article 3.1.a), b) and c) above must be fulfilled.

The decisions on admissions are taken by the director of the MAI where the course is offered.

CHAPTER IV. ORGANISATION OF THE POSTGRADUATE PROGRAMMES

Article 4.1. Educational Activities

a) The different CIHEAM academic programmes provide for a range of educational activities: lectures, seminars, conferences, supervised and applied work.

b) Instruction is given by permanent, associate or visiting lecturers. The programmes and list of lecturers are approved by the Governing Board on the basis of proposals submitted by an ad hoc group made up of experts in the area concerned. In this

respect, the Governing Board can nevertheless delegate upon the MAI director. The director keeps the Board informed about programmes and the list of lecturers elaborated by the MAI.

c) The students' progress is monitored throughout their educational programmes.

d) Students must attend all lectures, seminars, conferences, applied and supervised work. A full time presence is required. Lack of punctuality in a programmed activity is considered as an absence. The MAI reserves the right to penalize for incomplete attendance. The MAI is the final judge of what constitutes a valid reason to justify the absence.

e) Improper academic or personal conduct, including but not limited to cheating, plagiarism and data fraud, could result in suspension of the scholarship or expulsion from the Institute, irrespective of the academic performance. In the case of expulsion, a justified written decision has to be taken by the concerned MAI Director and confirmed by the Secretary General.

Article 4.2. Credit System

Postgraduate programmes are organized in units for which a certain number of credits are given. CIHEAM implements the European Credit Transfer System (ECTS). Each unit is assigned a number of credits reflecting the total effort (lectures, seminars, assessment procedures, applied, supervised and personal work) required to pass it successfully, which is proportionate to the total effort needed to complete a full year of academic study. An academic year comprises at least 30 weeks full-time study representing 60 ECTS credits.

Credits may also be awarded for advanced specialized courses as a way of developing lifelong learning or continuous professional schemes and thus facilitating credit's recognition and learning in different countries and institutions.

A credit cannot be awarded for attendance alone. Student's assessment and evaluation of the work corresponding to the credits awarded are always required.

a) Formal instruction

A standard week for a regular course includes 15 to 20 hours of lectures and around 30 hours of personal work, seminars and conferences, applied work, tutorials, lab and field work, etc.

b) Supervised work

A credit may also be awarded for approximately 25 hours of supervised independent or group work if the results have been assessed and graded.

Article 4.3. Grading System

Grading measures the student's level of achievement, both in absolute terms and compared with peer performance. It is based on the student's participation in all educational activities organized as part of the course.

The marks are shown in the following table:

Marks	**Definition**
100-85	Outstanding performance
84-70	Above the average standard
69-50	Performance meets the minimum criteria
49-0	Further work and reassessment required before credits can be awarded.
The statistical distribution of passing grades within a cohort or for a given number of cohorts when the cohort size is small, is included in the diploma supplement.	

Marks are given on a scale ranging from 0 to 100. In order to facilitate and promote cooperation with local Higher Education Institutions they can be converted to another scale in the transcript of records and diploma supplement.

CHAPTER V. CIHEAM POSTGRADUATE DIPLOMAS

5.1. The Master or Postgraduate Specialisation Diploma

Article 5.1.1. Completion of the Master or Postgraduate Specialisation Programme

For the Master or Postgraduate Specialisation programme (60 ECTS credits), the course coordinators of the corresponding MAI establish an educational schedule, approved by the director, determining the instruction to be given and the kind of personal work that each student might have to do. Some of the course work included in the syllabus may be followed in another MAI or external higher education institution.

This mobility must be governed by a specific agreement or a Learning Agreement approved by the student, the host and the home institution. In addition, educational activities may include professional internships, subject to a formal internship agreement.

For students with five years of proven professional experience in the field, the number of formal instruction credits they require to complete the Master, or Postgraduate Specialisation programme may be reduced by decision of the MAI director following detailed assessment.

At the end of the academic year, students receive the Master, or Postgraduate Specialisation Diploma and the corresponding Diploma Supplement, delivered under the conditions specified in the Articles 5.1.2. to 5.1.5 inclusive.

Article 5.1.2. Requirements of the Master or Postgraduate Specialisation Diploma

The Master and the Postgraduate Specialisation Diploma are issued upon the successful completion of the Master or Postgraduate Specialisation programme. It represents the acquisition of a total of 60 ECTS credits. To obtain one of these Diplomas the student must:

a) Satisfy all the requirements of the first part of the syllabus.

b) Obtain an average mark equal to or above 50 and no unit graded below 50.

Article 5.1.3. Issuance of the Master or Postgraduate Specialisation Diploma

The Master and the Postgraduate Specialisation Diploma are granted by the CIHEAM through the MAI where the student followed the corresponding programme. They give the following indications:

a) Name of the programme.

b) Distinction obtained if applicable.

The Master and the Postgraduate Specialisation Diploma are awarded with distinction under the following conditions:

- *Cum Laude* distinction, when the average mark is between 70 and 84.
- *Cum Maxima Laude* distinction, when the average mark is equal to or above 85.

The Master and the Postgraduate Specialisation Diploma are signed by the CIHEAM Secretary General and by the director of the institute where the student followed the programme.

In the case of nationally accredited Master's programmes, the national Master diploma shall be signed in accordance with the national regulations governing such accreditation and follow the corresponding grading and distinction system.

Article 5.1.4. Diploma Supplement

CIHEAM issues a Diploma Supplement giving a detailed description of the study plan, the credits awarded and the results obtained (marks on a scale from 0 to 100). It is signed by the MAI director and elaborated following the recommendations formulated by the European Commission, the Council of Europe and UNESCO/CEPES.

Article 5.1.5. Certificate of Attendance

Students with a non-passing overall grade at the end of the Master or Postgraduate Specialisation programme will receive a certificate of attendance including a transcript of record with a description of the instruction, followed by the total number of ECTS credits completed with their corresponding marks on a scale from 0 to 100.

5.2. The Master of Science Degree

Article 5.2.1. Completion of the Master of Science Programme

The Master of Science Degree (MSc) is issued upon the successful completion of a Master of Science programme. It represents the acquisition of a total of 120 ECTS credits.

The length of the second year of the Master of Science programme should not exceed one academic year. It may however be extended with the approval of the MAI director.

The period of time between the first enrolment date and the date of obtaining the Master of Science Degree cannot exceed four years, unless an exceptional derogation is given by the Secretary General on the proposal of the MAI director.

Article 5.2.2. Requirements for the Master of Science Degree

To obtain the Master of Science Degree the student must:

a) Satisfy all requirements of the syllabus of the Master or Postgraduate Specialisation Programme, i.e. to complete 60 ECTS credits with an average mark equal to or above 70 and with no unit graded below 50.

For programmes co-organized or co-accredited with Higher Education Institutions, the assessment and progression criteria for the second year of the Master of Science programme shall comply with the academic regulations of the partner institutions.

b) Satisfy all requirements of the syllabus of the second year of the Master of Science programme , i.e. to complete 60 ECTS credits, of which a minimum of 40 ECTS credits are for supervised work, with an average mark equal to or above 50 and with no unit graded below 50.

c) Submit a thesis based on an original research work or on a technical or socio-economic study.

Article 5.2.3. MSc Examination Board

The MSc examination board may include lecturers of the institute and outside lecturers or authorities, of different nationalities whenever possible. The chairman of the examination board must be a renowned expert in the subject.

An individual public examination before the MSc thesis committee is the preferred method of assessing the student work. However, optimum allocation of resources may justify alternative approaches. A single local committee might be established for the examination of MSc theses submitted during any given period of time. This committee could ask questions raised by external reviewers to candidates and evaluate the students' responses.

Alternative arrangements may include the use of information technologies, such as videoconferencing platforms or secure online systems for open discussion between the candidate and the committee members.

Article 5.2.4. Issuance of the CIHEAM MSc Degree

The Master of Science Degree is released by the CIHEAM through the MAI where the student attended the first year. It provides the following indications:

a) Name of the Master of Science programme,

b) Distinction obtained if applicable.

The Master of Science Degree is awarded with distinction under the following conditions:

- *Cum Laude* distinction, when the average mark is between 70 and 84.
- *Cum Maxima Laude* distinction, when the average mark is equal to or above 85.

The Master of Science Degree is signed by the President of the Governing Board and by the CIHEAM Secretary General.

Article 5.2.5. Master of Science Degree Supplement

CIHEAM issues a Diploma Supplement detailing the study plan, the credits awarded during the first and the second year, the nature of the supervised work, the names and qualifications of the members of the evaluation Committee and the results obtained (marks on a scale from 0 to 100), signed by the MAI director, in line with the recommendations formulated by the European Commission, the Council of Europe and UNESCO/CEPES.

CHAPTER VI. SPECIAL PROVISIONS APPLICABLE TO THE ADVANCED SPECIALISED COURSES

Article 6.1. Specific Requirements

In the case of courses organized at CIHEAM initiative or established upon request of Organisations or governments, participants must satisfy any specific requirements for obtaining the course certificate.

Article 6.2. Certificate of Attendance

To promote lifelong learning, participants are authorized to request some or all of the credits required for the completion of the first year of the MSc from a number of short specialized courses taken over consecutive years.

Article 6.3. Credit Awards

In the case of advanced specialised courses corresponding to one or several units of the first year of the MSc (60 ECTS credits), the participants are authorized to undergo the corresponding examinations and the corresponding credits may be awarded. Accumulation of credits is possible within a maximum of four academic years from the initial date of enrolment.

Candidates who have satisfied the requirements laid down in the present regulations may apply for either the Master or Postgraduate specialisation Diploma or admission into the second year of the Master of Science programme once the approval of the Secretary General has been obtained. The period of time between the date of enrolment on a specialised course and the date when the Master of Science Degree is obtained may exceed the four years stipulated in section IV.

Each request is submitted to an academic committee who will decide on its acceptance. If approval is granted, a programme followed over several years will have to comply with the academic standards set by the committee.

CHAPTER VII. FINAL PROVISIONS

Article 7.1. Amendments and Updates

The Academic Regulation governing CIHEAM's postgraduate programmes are approved by the Governing Board upon proposal of the Secretary General.

It may be amended only by decision of the Governing Board upon proposal of the Secretary General.

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RULES FOR GRANTING THE ANNUAL BEST CIHEAM MASTER OF SCIENCE THESIS AWARD

AMENDED BY DECISIONS

125 (11) 6 – 126 (11) 7 - 158 (25) 4

Article 1

An Annual Best CIHEAM Master of Science Thesis Award is hereby instituted.

Article 2

Initial selection for granting this Award shall be made by the Director of each Institute, who shall choose the two best thesis submitted in the past calendar year, either done in its Institute or in cooperation with an associated national Institution, and shall transmit this selection to the General Secretariat together with a brief note explaining his choice.

The second phase in the selection process shall be entrusted to a jury composed of members of the Advisory Board, who shall classify the thesis according to merit, using the following evaluation system:

- 30% Scientific quality, including publications;
- 20% Originality of the scientific approach;
- 20% Applicability;
- 20% Impact on Cooperation in the Mediterranean and alignment with international agendas;
- 10% Oral interview.

For the oral interview, candidates will be asked to give a short online presentation to the Board, followed by a few questions from the jury. The purpose of this final stage is to allow the Board to assess the candidate's capacity of presenting results, the quality of the discussion and the mastery of the topic by the student.

Article 3

After in camera deliberation by the members of the Jury, a proposal shall be submitted to the Secretary General who shall submit it to the Governing Board for approval.

Article 4

The prize shall consist in a study travel grant, a stay in a laboratory, or a participation in a congress or seminar.

The prize shall be determined by joint agreement among the Secretary General, the Director(s) of the Institute(s) concerned, and the winner(s).

This award aims at encouraging the winner(s) in the pursuit of his/her research, and shall not consist, under no circumstances, in a sum of money corresponding to the cost of the proposed stay.

The possibilities given within the framework of the award should be used within a year from its attribution, failing which entitlement thereto shall cease.

Article 5

All candidates shall receive a certificate in the form of a letter from the Chairman of the Scientific Advisory Committee, recognizing the quality of their work and the fact that it had been submitted to consideration for the best CIHEAM thesis award.

The winner will receive the silver medal of the Center and a diploma signed by the Secretary General and the Chairperson of the Governing Board.

REGULATIONS FOR THE BIENNIAL AWARDING OF THE CIHEAM YOUTH INNOVATION AWARD

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 150 CA (22) 13 AND AMENDED BY DECISION EC 155 (24) 3

Article 1 : Objectives

In order to support initiatives of the CIHEAM related to strengthening the participation of young people in the Mediterranean region, a biennial Award is established to reward innovative solutions, designed and implemented by young people, to accelerate green and blue transition processes towards more sustainable, inclusive and equitable food systems in the Mediterranean (SFS Med).

The innovative solution (scientific or entrepreneurship product/service, at least in a pilot phase) should contribute to the green and blue transition of SFS Med and at the same time to improve human well-being and social equity while reducing environmental risks and ecological scarcities, contributing to zero climate impact.

For this, the CIHEAM may collaborate with other organizations and stakeholders that share the same principles and objectives set out in the following regulation through the signing of specific agreements.

Article 2 : Type of award

The CIHEAM contribution to the Award is decided on the annual budget of the Headquarters. The CIHEAM is allowed to find external donors who can allocate additional funds to the Award. The donors can be both private or public entities. The financial reward shall support the implementation of the selected solution; it shall be launched within one year (twelve months) following its allocation, failing which, this right will cease.

To give greater visibility to the CIHEAM Youth Innovation Award as well as to the winner's solution, the award ceremony will give rise to a public event, ideally on the occasion of a fair or an event attracting a large audience.

Article 3 : Eligibility criteria

Applicants must be young Mediterranean individuals aged 39 or less and propose a solution as an individual or on behalf of a team.

In order to be eligible, proposed innovative solutions must be implemented in the Mediterranean area, at least in a pilot phase, and developed in a relevant context and clearly report feasibility plans, outputs, and potential impacts.

Article 4 : Selection criteria

The selection of candidates is based on the following criteria:

1. Innovative and disruptive nature of the proposed solutions in relation with the topics of the current edition
2. Quantitative and qualitative impacts of innovation
3. Feasibility and sustainability of the proposed solutions
4. Solution potential (change of scale, reproducibility, etc.)

The selection is based on a two (2) step procedure:

1. The first step consists in a panel evaluation performed by members of the CIHEAM Corporate Working Group on "Youth Empowerment and Socio-economic Inclusion"
2. The second step consists of an external panel evaluation, hereinafter called "External Selection Committee".

Every two years, the CIHEAM Youth Working Group is responsible for organizing the award, as follows:

- Preparing and launching the call for application through the appropriate available means
- Identifying and inviting the members of the External Selection Committee
- Collecting and evaluating the applications received according to the criteria mentioned in Article 4 before submitting a pre-selection to the External Selection Committee.

The External Selection Committee is composed of representatives of CIHEAM stakeholders, including the award's partners, academics and research partners, civil society and private business actors. The President of the CIHEAM Advisory Board and a representative from the CIHEAM Youth Working Group are *ex officio* members at each edition. The nature and number of the other jury members can change from one edition to another.

The External Selection Committee, in closed session, selects the final proposal by majority and then sends it to the Secretary General, who submits it to the Governing Board for adoption at their next meeting.

Article 5 : Follow up and payment of the financial reward

The External Selection Committee establishes the criterias and notices the Secretary General about the conditions of the follow up and the payment of the financial reward. These criterias shall be published and assessed by the Committee for each edition of the award. The Committee will give to the Secretary General its agreement for the payment of the recompense.

REGULATION ON CONDITIONS GOVERNING CONFERRAL OF THE TITLE OF EMERITUS PROFESSOR

of the International Centre for Advanced Mediterranean Agronomic Studies

TEXT ADOPTED BY DECISION 114 (06) 4

Article 1

The title of "Emeritus professor of CIHEAM" may be conferred upon retiring professors who have made a significant contribution to CIHEAM's research work, have worked for the Centre for at least 10 years and have at least 20 years experience as professors.

On the advice of the Advisory Board, the decision is taken by CIHEAM's Governing Board with a qualified two-thirds majority, upon a proposal by the Secretary General submitted at the prior request of the Director of the Mediterranean Agronomic Institute employing the professor in question.

Article 2

Emeritus status is conferred for a period of four years. Upon expiry of this period, the title of emeritus professor may be renewed once by the Governing Board under the procedure referred to in the previous article.

Article 3

Professors upon whom emeritus status has been conferred are eligible to sit on thesis juries, supervise the work of seminars and contribute to research work.

Emeritus status does not in itself confer the right to remuneration. Professors may nevertheless be granted indemnities for the activities in which they participate. They are also entitled to reimbursement of travel costs arising from participation in these activities.

Sources:

Article 57-1 of French decree no 83-1260 of 30 December 1983; article 61 of French decree no 94-943 of 28 October 1994; article 2 of French decree no 2002-151 of 7 February 2002; article 22-1 of Royal Spanish decree 554/1991 of 12 April 1991.