

## **Executive Board of the general conference**

### **Terms of reference**

Taking the new Strategic Plan of the AIBD into account, and , the fact that the Agreement Establishing the AIBD was amended according to the Amendments approved by the Governing Council Meeting at its 25th Meeting in Islamabad, in 1999, the General Conference at its 1<sup>st</sup> Meeting held in Hanoi from 27 - 29 August 2002, established the Executive Board to assist the General Conference and the Institute in matters related to its activities and development.

This was done with reference to Article 8 of the Agreement Establishing the Institute and agreed to define its terms of reference and functions in line with the new Vision, Mission and Objectives of the AIBD.

#### **1. Name**

The full title of the Board shall be: The Executive Board of the General Conference, and shall hereafter be known as the *Executive Board*.

#### **2. Membership**

- a. Subject at all times to review by the General Conference, the member countries forming the Executive Board shall be elected from among the full members of the General Conference. Associated members, Affiliates and partners could also be invited to attend the Executive Board on the recommendation of the Director and agreement of the President of the General Conference.
- b. There shall be nine regular members of the Executive Committee elected during the General Conference, and the Committee shall take office at the beginning of the following year.
- c. The President of the General Conference, and Secretary/Director of AIBD shall be ex-officio members.
- d. The Executive Board shall elect its own Chairman at its first meeting, who will serve during the term of the Executive Board.

#### **3. The Terms of the Executive Board:**

- a. The life, composition and terms of reference of the Executive Board, shall be determined or amended by the General Conference at any of its annual meetings if so desired.
- b. The Executive Board shall serve for two years, and shall be subject at all times to the authority of the General Conference.
- c. In order to allow more participation, no member of the General Conference shall be eligible for re-election to the Executive Board after it has served two consecutive terms. However it can seek election after a break of one term.

#### **4. Functions and Responsibilities**

- a. To assist the General Conference and the Institute where necessary in the following matters:
  - i. Financial affairs, human resource including Investment and Reserve Funds.
  - ii. Institutional development concerned with organizational, administrative and management aspects.
  - iii. Programme development.
- b. Other matters as referred to the Executive Board by the General Conference, from time to time.
- c. To examine, evaluate and recommend on those matters properly set before it by the General Conference, and for the consideration and decision/approval of the Conference.
- d. Any studies, recommendations, proposals or evaluation of the Executive Board shall be subject to the approval of the General Conference.
- e. The General Conference may delegate the Executive Board to assist the Conference in a specific task, but subject at all times to the General Conferences overriding authority. Such a delegation shall be given on a task to task basis.

#### **5. Expenses**

All expenses in connection with travel, accommodation and living allowance for the members of the Executive Board will be borne by member countries/organizations.

#### **6. Procedures**

- a. Five members would constitute a quorum.
- b. The Secretariat shall keep the minutes of the Executive Board.
- c. The Chairman of the Executive Board shall submit the report of the meeting to the next General Conference for its final adoption and approval.
- d. The reports of the Executive Board shall be distributed among all members of the General Conference within a reasonable time.
- e. Members of the Board may increase the frequency of their meetings but may not decrease that frequency to below two separate occasions.