

Management and Operational Guideline of
COALITION FOR AFRICAN RICE DEVELOPMENT (CARD)
Endorsed at the first General Meeting on 29 October 2008

Section 1: Objectives

1.1 The Coalition for African Rice Development (CARD) is established as a consultative group of bilateral and multilateral donors and African and international institutions with the aim to double rice production in Sub-Sahara Africa by 2018 and thereby contribute to food security and rural development under the vision of promoting an 'African green revolution'.

1.2 CARD will be implemented in full respect of African ownership and leadership embodied in the Comprehensive Africa Agriculture Development Program (CAADP), and with strong links to the existing structures, programs and networks such as the Africa Rice Center (WARDA), the Forum for Agricultural Research in Africa (FARA), and the African Rice Initiative (ARI). CARD will also fully respect policies and strategies of implementing agencies in pursuing the objective of this coalition.

Section 2: Main functions and organizational structure

2.1 CARD is a consultative group of institutions to achieve the above objectives through harmonizing and coordinating on-going initiatives as well as facilitating resources and opportunities to match the needs of African rice-producing countries.

2.2 To this end, CARD will assume the following functions:

- (a) Assist African Rice-producing Partners formulate their National Rice Development Strategies;
- (b) Promote harmonization of assistance programmes by sharing relevant information, proactive advocacy and necessary coordination among its members;
- (c) Facilitate matching the needs with resources and opportunities;
- (d) Ensure complementarity / synergy with other existing institutional and organizational framework through studies and exchanges.
- (e) Monitor progress in various tiers of rice development, e.g. rice production in general and donor assistance / coordination, and;
- (f) Disseminate information and knowledge among relevant stakeholders through web pages, newsletters and other means.

2.3 Main stakeholders of CARD are CARD Supporting Partners and African Rice-producing Partners. Its Organizational structure consists of General Meeting, Steering Committee, and Secretariat. The organizational chart is attached as Annexure.

Section 3: Stakeholders

3.1 CARD is open to all institutions for development cooperation, including bilateral and multilateral donors, African and international institutions and governmental / non-governmental organizations, which share the objective of CARD and are willing and capable to make their contributions to rice development in Africa. Such organizations should submit application for membership as CARD Supporting Partners to the Secretariat

in writing.

3.2 Any rice producing countries or group of countries in Sub-Saharan Africa are qualified as African Rice-producing Partners.

Section 4: General Meeting

4.1 The General Meeting is the highest body for consultations, deliberations and decisions of CARD Supporting Partners related to all aspects of the implementation of CARD, and is attended by senior level representatives of CARD Supporting Partners.

4.2 In principle, General Meetings are held every two years. Additional General Meetings may be held as appropriate.

4.3 Interested non-member organizations/institutions will be invited to the Meeting as observers.

4.4 The Chair of the General Meeting will be assumed by one of the Steering Committee members as appropriate.

4.5 The administrative costs of General Meetings shall be kept to a minimum, and financed out of the Secretariat budget and voluntary contributions from the CARD Supporting Partners. They shall bear the travel and other costs of their representatives at the meetings.

Section 5: Steering Committee

5.1 The Steering Committee is responsible for keeping good and effective management of CARD.

5.2 The Steering Committee meetings are held once a year in principle. Additional meetings may be called as necessary.

5.3 The Steering Committee meetings deal with the following matters, among others:

- (a) Policy, technical and administrative matters in preparation for CARD General Meeting;
- (b) Formulation of proposals or recommendations for consideration of CARD Supporting Partners;
- (c) Approval of annual work plan ,budget and membership, and;
- (d) Review of CARD activities.

5.4 The initial members of the Steering Committee will be confirmed at the first CARD General Meeting. The Steering Committee membership may be expanded subsequently, upon decision of the General Meeting, as appropriate.¹

Section 6: Secretariat

6.1 The CARD Secretariat aims at ensuring smooth implementation of CARD.

¹ AGRA, the Africa Rice Center (WARDA), FARA, NEPAD, IRRI, JIRCAS and JICA have expressed readiness to be members of the Steering Committee.

6.2 The Secretariat shall be located in the premises of AGRA headquarters, in Nairobi, Kenya, and comprise a coordinator, advisors, professional staff and supporting staff, as appropriate.

6.3 The Secretariat shall perform the following tasks:

- (a) Supervise and support formulation of National Rice Development Strategies;
- (b) Coordinate and harmonize assistance programmes to generate synergy effects for rice development;
- (c) Facilitate matching the needs of African Rice-producing Partners with resources and opportunities available from CARD Supporting Partners;
- (d) Provide technical and administrative support for coordination and harmonization of actions among CARD Supporting Partners as well as between CARD Supporting Partners and African Rice-producing Partners;
- (e) Establish an effective monitoring system and conduct monitoring periodically
- (f) Facilitate annual review process
- (g) Establish and maintain CARD website;
- (h) Issue CARD newsletters;
- (i) Prepare and manage annual work plan and budget of the Secretariat;
- (j) Provide logistical support to meetings, and;
- (k) Perform other activities as necessary.

6.4 Financial or in-kind contributions by CARD Supporting Partners will be provided on a voluntary basis. In-kind contributions may include secondment of staff, experts and advisors.

6.5 The Secretariat will submit CARD Supporting Partners who have made financial or in-kind contributions annual audited financial statements of the Secretariat budget.

6.6 A financial year of the Secretariat is from 1st January to 31st December.

Section 7: Notes on CARD implementation

7.1 For the sake of effective and efficient pursuit of the CARD objective as well as of its dissemination in neighboring countries, CARD implementation will take place for selected countries and sites at one time.

7.2 Such countries and sites will be selected in accordance with the criteria to be decided in the CARD General Meeting.

7.3 The initial sets of countries and sites will be decided at the first CARD General Meeting, and will be revised for future expansion thereafter as appropriate.

7.4 It is noted that CARD support is not exclusive to said countries and sites. Other African Rice-producing Partners will also benefit from CARD in a different manner.

Section 8: Monitoring and review

8.1 The review process assesses progress and performance of CARD activities against its objectives and targets and also in the wider context of agricultural sector development and rural development including marketing, institutional developments, etc.

8.2 Results of monitoring and review are consolidated at the Steering Committee, which

may submit recommendations to be considered by the General Meetings.

Section 9: Amendment of the Guideline

9.1 Upon the recommendations of the Steering Committee, this Management and Operational Guideline of CARD shall be amended by the General Meeting.

(End)

CARD Organization Chart (Draft)

