



Rules and responsibilities of the AFR100 Management Team

1. Introduction

The purpose and scope of the AFR100 Management Team (MT), the limits of its authority and the reporting requirements to all partners of the AFR100 Initiative are explained in this document.

The AFR100 Management Team is an intermediate governance body to provide guidance and coordinate actions. It cooperates with, advises and supports the AFR100 Secretariat. The MT is set up as a lean structure, to keep it agile and able to provide guidance and take decisions as needed on a broad range of aspects.

MT members cover the costs of their function with own funds.

2. Composition and Membership to the AFR100 MT

(a) The AFR100 Secretariat, represented by the NEPAD Agency is responsible for maintaining the AFR100 MT composition. The secretariat will keep a list of the MT members, the log of decisions made and of the MT procedures. The secretariat also keeps a summary of contributions to AFR100 and informs the MT at least once a year on developments.

The secretariat will also register requests from institutions for joining the MT. If changes to the composition of the AFR100 MT are required, the secretariat will draft proposal to the management team in order to gain approval for the proposed changes. Future composition of MT should be guided by the principles of a) substantial contributions to AFR100, b) complementarity of competencies already available at MT and c) overall agility. The secretariat can change its own composition but cannot change the composition of the management team without a vote.

(b) The composition and terms of reference of the governance structure are determined by the Management Team comprised of BMZ, GIZ, IUCN, the NEPAD Agency, World Bank and WRI with each institution bringing its own comparative strengths and its contributions. Further determination of management team partners, in this case quorum, are provided by

- Conduct of Meetings
- Regulation



(C) List of the individual members of the AFR100 Management Team (MT) by name include:

BMZ (Bernhard Worm)

GIZ (Peter Saile, Susanne Wallenoeffler)

IUCN (Mirjam Kuzee, Charles Karangwa, Kenneth Angu)

The NEPAD Agency (Mamadou Diakhite, Teko Nhlapo, Cheikh Tidjane N'dongo, Diana Mawoko)

World Bank (Philippe Dardel, Paola Agostini)

WRI (Sean De Witt, Emily Aversa, Peter Ndunda)

(d) Upon request by the Secretariat, observers can be invited to MT meetings for specific topics and purposes, with prior approval by MT.

3. AFR100 MT Partners

(a) New Partners may be voted on as:

- Suggestion from current MT members who see value of having a certain institution;
- Institutions can make suggestions or proposals to join through AFR100 secretariat
- No reputational risks stand in the way.

(b) The terms of reference of sub-committees will be kept under review by the Management Team. If changes are required, the Secretariat should draft proposals to the Management Team. The secretariat will report back to MT on progress.

(c) *Ad hoc* working groups established on a temporary/demand basis for a specific purpose should at their first meeting establish their terms of reference (if these have not been agreed by the AFR100 MT) and a timescale for the project to be undertaken. The terms of reference should be approved by the AFR100 Management Team. The secretariat will report back to MT on progress and results.

3. Quorum

The quorum for any decision should be half the membership plus one. An institution/organization committee may establish alternative requirements for a quorum within its composition but these should add to the above (e.g. it might require a certain number of lay members or particular officers/representatives to be present, rather than make it less restrictive).



4. Attendance, Decision-Making and Voting Rights

(a) The AFR100 MT will have one monthly operational meeting and one quarterly strategic meeting which will be conducted virtually. Each call will be scheduled for a minimum of one hour and dates for upcoming meeting are decided beforehand to accommodate all partners.

(b) The Members of the AFR100 Management Team (calls and face to face meetings) may allow an appropriate alternate to attend a meeting in place of a member who is unavailable. For the purpose of a quorum the alternate shall be counted as a member and shall have full voting rights on that occasion. Non-members do not have voting rights.

(c) When a working group's business involves matters in which one or more MT members have a personal involvement, or when their presence may inhibit full discussion, those members should withdraw from the meeting. It lies within the discretion of the AFR100 Secretariat to judge when such a situation exists, and he/she may then ask a member or members to withdraw.

(d) Management Team decisions are to be reached by general agreement in strategic management team meeting. For decisions regarding operational matters such as APM planning, AFR100 communications and other topics, a subset of colleagues who lead on operational matters could take decisions. In the event of a tie, the AFR100 secretariat shall have an additional casting vote. The vote shall be recorded in the minutes.

Midrand, February 2018