

# IUCN Academy of Environmental Law

## Guideline 2

### TEACHING & CAPACITY-BUILDING COMMITTEE AND RESEARCH COMMITTEE

These Guidelines apply to the IUCN Academy of Environmental Law's Research Committee and Teaching & Capacity-Building Committee. Members of these committees are appointed by the Governing Board of the IUCN Academy of Environmental Law ("Academy").

**1. *Composition of the Committees.*** Each committee shall consist of eight members, including two co-chairs and one ex-officio member who also is a member of the Academy's Governing Board.

**2. *Appointment of the Committees.*** An open call for nominations from members of the Academy will be conducted. The selection of members of both committees shall be made by a subcommittee comprised of the Chair, Deputy Chair and Director of the Academy. The selection of committee co-chairs and the other committee members is based on the criteria for membership, and one member of the Governing Board will be designated to serve as an ex-officio member on each of the committees.

**3. *Criteria for Membership.*** Members of each committee will be expected to have expertise in the subject matter on which the committee focuses (i.e., members of the Teaching & Capacity Building Committee should have experience teaching environmental law and members of the Research Committee should have experience in environmental law research) and a willingness to perform substantial service and specified duties as members of the committee. Because the Academy is a global network it is important that the committees have broadly representative membership. Thus, in selecting members of each committee the Governing Board must promote geographic diversity as well as gender and age balance. Because the Governing Board will be represented on each committee by an ex-officio member, other members of the Governing Board may not be selected to serve on the Committees.

**4. Selection Process.** In response to an open call for nominations the nominees should submit sufficient information explaining why they are appropriately qualified to serve on the committee and the contributions they can make to the committee's work including an indication as to whether they are willing to serve as a co-chair. The Governing Board will select the members of the committees after receiving input from the existing committee chairs and the Secretariat. The Governing Board will select two co-chairs for the committees based on the criteria below.

**5. Criteria for Co-chairs.** The co-chairs of each committee will be expected to meet all criteria for membership, generally. The co-chairs of any of the committees preferably must have served at least one term on the committee that he or she is considered for.

**6. Terms of Service.** Committee membership is for a term of three years. A member may only once be appointed for a second term in any of the two committees – this means that it is not possible for a person to serve on any one of the two committees for a period exceeding six years. The position of co-chair is for a term of three years. Ideally, only one co-chair should be allowed to stay on in this position for a maximum of one additional term.

**7. Resignation of Committee Members.** A committee member who wishes to resign before the end of his or her term must do so in writing. The vacant position shall be filled as soon as possible by the sub-committee referred to in clause 2 above, in consultation with the particular committee's co-chairs. The sub-committee may, depending on the time elapsed since the appointment of the committee, and in the discretion of the sub-committee, either

- (a) Decline to replace the committee member; or
- (b) Issue an open call for nominations and make a decision on the replacement member accordingly; or
- (c) Consider the list of nominations received at the time of appointment of the committee and invite a suitable person from this list to fill the vacancy.”

**8. Removal of Committee members:** A committee member who, in the reasonable opinion of the sub-committee referred to in clause 2, fails to undertake his or her responsibilities satisfactorily, may be removed by the sub-committee by notice in writing. Before any such action is taken, the committee member shall first be given

an opportunity to address the concerns of the sub-committee in order to fulfill his or her responsibilities. If removal is ultimately considered by the sub-committee to be necessary, the vacant position shall be filled as soon as possible by the sub-committee referred to in clause 2 above, in consultation with the particular committee's co-chairs. The sub-committee may, depending on the time elapsed since the appointment of the committee, and in the discretion of the sub-committee, either

- (a) Decline to replace the committee member; or
- (b) Issue an open call for nominations and make a decision on the replacement member accordingly; or
- (c) Consider the list of nominations received at the time of appointment of the committee and invite a suitable person from this list to fill the vacancy.”

**9. *Development/Activity Plan.*** Each committee must within six months after its appointment submit to the Governing Board a development/activity plan for its three year term. The plan must set out the objectives of the committee and its output and deliverables envisaged after three years.

**10. *Annual Reporting.*** Each committee must report in writing to the Governing Board at each of its meetings on its objectives, activities and challenges. The report must also reflect the level and extent of involvement and participation of each committee member in the activities of the committee.

**11. *Committee Meetings.*** Each committee will meet at least once a year during the annual Colloquium of the Academy of Environmental Law and should meet during other times as necessary preferably by means of technological communication mechanisms.

**12. *Minutes of Committee Meetings.*** In order to facilitate open and fair decision-making and to retain institutional memory and continuity the Minutes of all committee meetings must be recorded and provided to the Secretariat within 30 days of the date of the meeting. The Minutes will be kept on file by the Secretariat.

## **Terms of Reference for Committees**

### ***A. The IUCN Academy's Teaching and Capacity-Building Committee***

The terms of reference of the Committee are to advise the Governing Council with respect to the teaching and academic capacity-building activities of the Academy, and to develop programs and curricula for environmental law teaching and academic capacity-building. In particular, the plan of the Committee focuses on building links with regional associations of environmental law teachers to develop specific capacity-building initiatives.

Specific objectives include:

- a. the provision of teaching and academic capacity-building support services for member institutions;
- b. the development of collaborative teaching activities, including by use of internet technology;
- c. the development of specialist academic courses under the auspices of the Academy;
- d. the building of academic capacity with respect to the teaching of environmental law;
- e. promoting the involvement of the Academy at the regional level with environmental law teachers through identifying new governmental, intergovernmental and non-governmental sources of potential funding for the Academy's teaching and capacity-building programs.

### ***B. The IUCN Academy's Research Committee***

The Academy's Environmental Law Research Committee is composed of representatives of member institutions who are committed to developing and supporting research on various topics in environmental law. The purpose of this Committee is to provide guidance and directions on new research needs. The Research Committee is responsible for generating new research proposals, facilitating quality assurance and peer review for research under the auspices of the Academy, and fostering publications and dissemination of research reports.

Specific objectives include:

- a. Prepare and coordinate the Academy's Research Plan
- b. Coordinating with the Secretariat to respond to and coordinate with the research plans and projects of the IUCN Commission on Environmental Law and the Environmental Law Centre, and in particular the Commission's Specialist Groups
- c. Coordinate collaborative global and regional research programs and assisting with the enhancement of programs of Academy member institutions

- d. Cooperate with the Secretariat to build and update a database of research expertise of professors from the Academy's member institutions
- e. Facilitate collaborative research groups and professors from member institutions, Academy partners and with appropriate scientific and other experts, on global and inter-regional research projects
- f. Identify governmental, intergovernmental and non-governmental sources of potential funding for the Academy's research program.