

ICBA SENIOR FELLOWS PROGRAM

GUIDELINES AND PROCEDURES

1. Preamble

The Business Plan of the International Centre for Biosaline Agriculture (ICBA) covering the period 2017-2019 identifies the need for ICBA to increase its portfolio of bilateral grants significantly to ensure the sustainability and growth of the Centre after 2019, when it is expected that there would be a major reduction in its portfolio of unrestricted grant income.

Considering the present external funding environment in which ICBA is operating, raising bilateral grants will require a multifaceted and focused effort. ICBA is transforming itself to cope with the challenges ahead by increasing visibility through more intensified and better communication with stakeholders and potential investors of ICBA, strengthening its policy framework to be in line with best practices and thereby giving confidence to donors to invest in ICBA and:

1. Supplementing and diversifying its existing scientific expertise with highly competent and internationally recognized individuals who can assist in the fund-raising efforts and contribute to ICBA's missions and achieve ICBA's strategic goals.
2. Diversifying and being innovative in attracting the scientists who can contribute to fundraising and achieving its mission and goals.
3. Being flexible in its recruitment procedures to attract individuals with the desired expertise.
4. Retaining ICBA's young scientists who have shown potential for the future.
5. Establish guidelines and procedures to identify and engage with ICBA's senior staff who have contributed in many ways to achieve ICBA's goals, and has potential to contribute to ICBA after their retirement from ICBA.

These guidelines and procedures address item 5 above.

1. General

- 1.1. A Senior Fellow is a category of staff for individuals who:
 - Has worked for ICBA in a senior capacity and has made a significant contribution to achieving ICBA's goals/objectives, has the potential to contribute to ICBA in the future, and is now either retired or is no longer working for ICBA, but has a role to play that will add value to ICBA and help achieve ICBA's near term and strategic goals and is capable of representing ICBA at different forums and has the demeanor to be an ambassador for ICBA.
 - An individual who is known to ICBA in some capacity; is internationally recognized and is considered as an expert in one or more fields that are relevant to the achievement of ICBA's strategic goals.
- 1.2. The Senior Fellow Contract should have a Terms of Reference (TOR) for the work expected to be provided to the Hosting Section in exchange for the cost of hosting.
- 1.3. The official title will be Senior Fellow

- 1.4. The Senior Fellow has influence that serves ICBA's interest. However, their availability is on a voluntary basis and thus is not usually engaged in the other types of ICBA employment contracts at the time of being appointed a Senior Fellow.
- 1.5. A Senior Fellow is not authorized to commit ICBA to any course of action or act as an agent of ICBA unless expressly permitted in writing by the Director General of ICBA.
- 1.6. ICBA will provide the Senior Fellow with access to its facilities during a given period for the sole purposes of serving ICBA's interests.
- 1.7. Although ICBA recognizes the value the staff will add to ICBA during the year; it is the individual, not ICBA that is responsible for identifying opportunities and creating linkages.
- 1.8. A Senior Fellow is expected to contribute to ICBA by writing winning proposals, contribute to enhance the quality of project proposals written by ICBA scientists and be ambassadors of ICBA.
- 1.9. The Senior Fellow may include an agreed amount of his own time to provide services as a consultant to project when conceptualizing and writing project proposals on behalf of ICBA.
- 1.10. The Senior Fellow Contract must have a Host Division that agrees to cover the basic costs for the following:
 - UAE resident identity valid for the period of the contract, if required or visa and economy class return ticket or airfare to visit UAE as required.
 - Medical insurance cover in UAE for self and spouse only for the duration of the Senior Fellow contract, if required. A medical insurance cover for self and spouse may be considered in a country outside UAE, provided the total cost of the insurance premium does not exceed the cost of the insurance premium of a medical insurance cover for the same duration if the cover is purchased in UAE.
 - ICBA business card
 - ID to access ICBA campus
 - ICBA Email Account
 - Office Space (where necessary)
- 1.11. The Senior Fellow's contract will initially be for one year and may be renewed annually at the sole discretion of the Director General of ICBA. The key factors that will be considered for renewal are:
 - Contributions and relevance of the contributions of the Senior Fellow to achieve the ICBA's goals in the preceding 12 months' period

- The extent to which the Senior Fellow has achieved/delivered on the agreed Terms of Reference of the contract.

1.12. Should there be a need for the individual to take on additional work at ICBA or if the scope of the engagement is deemed to change, then this contract will either be terminated and a different, more suitable contract will be established with the individual. If necessary, an appropriate short-term consultancy contract may be developed to run concurrently with this contract.

2. REMUNERATION AND BUDGET CONSIDERATIONS

- 2.1. No financial compensation or benefits Per the ICBA HR Policies will apply to a Senior Fellow contract. In other words, the terms and condition of the HR Policy do not apply to a Senior Fellow.
- 2.2. The Senior Fellow contract is for 12 months and may be renewed per 1.11 above. Either party may terminate the agreement at any time with One months' notice in writing or by mutual consent.
- 2.4 Senior Fellow do not accrue annual leave as they work on voluntary basis.

3. PROCEDURES

- 3.1. The Host Unit shall complete a request for Senior Fellow and the detailed Terms of Reference including expected outputs and submit the request to the HR Unit with approvals from the Individual; the Supervisor; the Division Director and the Finance Unit.

**It is the responsibility of the Hosting Unit to ensure the availability of funds to cover the costs for hosting the Senior Fellow.*

- 3.2. Upon receipt of the completed and approved request, the HR Unit will present the documents and the request at the next Management Committee Meeting (MCM). Once MCM approves the request, HR will prepare a contract for the Senior Fellow.
- 3.3. The Finance Unit will ensure that the Hosting Division will be charged for the costs related to the engagement of the Senior Fellow.
- 3.4. The Hosting Unit has full responsibility for engaging the work of the Senior Fellow. Accordingly, they are accountable for the results achieved and the cost effectiveness of the assignments, based on the requirements of the Terms of Reference.
- 3.5. A request for renewal of a Senior Fellow contract should be made by the Director of the Host Division at least two (2) months before the expiration of the contract. The request for renewal must detail the achievements of Terms of Reference and contributions of the Senior Fellow and how these helped ICBA to achieve its Strategic Goals and Mission. The fully completed and approved request should be submitted to HRU who will present to MCM for approval at their next Meeting.