

Constitution of the ICA Global HRD Committee

Preamble

This Committee is a Specialized Committee of the International Co-operative Alliance and shall function in accordance with the aims and objectives of the ICA and the policies and decisions of the ICA General Assembly.

Article 1: Name

The name of the Committee shall be "The ICA Global HRD Committee". It will be referred to as the Global HRD Committee.

Article 2: Definition

In the ICA Policy on Human Resource Development in Co-operatives (adopted in 1990), the concept of HRD in co-operatives is defined as follows:

"The concept of HRD in co-operatives means all the planned information, education, training, mobilisation and manpower development activities undertaken by co-operatives so as to create economically efficient organizations capable of providing services required by their members."

Article 3: Aim and Objective

To promote and support the initiation and furtherance of HRD programmes within co-operatives and co-operative organizations at global, regional, national and local levels, so as to enhance their social and economic effectiveness.

Article 4: Functions

The functions of the Global HRD Committee shall be:

- a. to promote the systematic dissemination of information on the significance of HRD for co-operatives and co-operative organizations and to promote HRD activities wherever relevant;
- b. to help further the development of appropriate HRD frameworks within each of the regions of the ICA and to assist national projects and programmes in the sphere of HRD, in collaboration and agreement with regional HRD committees;
- c. to ensure the inclusion of HRD related activities as an integral element on the agendas of ICA Regional and General Assemblies;
- d. to facilitate effective interaction among the ICA regional HRD frameworks, including the organization of joint conferences, and between them and the Global HRD Committee;

- e. to establish effective network relationships among all relevant bodies within and outside of ICA engaged in co-operative HRD;
- f. to facilitate through such network relationships the exchange of experience, educational and training material, staff, management and personnel, information and other relevant elements among institutions and bodies concerned with co-operative HRD;
- g. to initiate contact and interaction with relevant non-ICA frameworks concerned with co-operative HRD including those drawn from the academic world, from the world of international organizations and civil society, communities, etc.;
- h. to facilitate periodic reviews of HRD systems utilized by co-operative movements worldwide; to help identify areas of best HRD practice as well as needs for assistance in this regard; to help develop HRD programmes which further the realization of co-operative values and principles in co-operative enterprise as well as those which enhance managerial efficiency and the ability to achieve business objectives in co-operatives; to help promote strategies and approaches furthering a greater degree of member participation in co-operative management and organization and in general to identify areas appropriate for HRD training, research and technical assistance at global level.
- i. to develop effective working relationships with other ICA specialized bodies, particularly with the committees concerned with research and with communication;
- j. to carry out any other activities relevant and/or conducive to the promotion and furtherance of the aims and objectives of the Global HRD Committee.

Article 5: Membership

- a. The members of the Global HRD Committee shall be persons responsible for and actively involved in co-operative HRD activities;
- b. Each ICA member organization may nominate two persons as committee members provided it accepts the aims and obligations of committee membership. In the case of two nominees at least one should be a woman wherever possible;
- c. The Global HRD Committee may decide to invite non-ICA frameworks actively involved in co-operative HRD to become institutional members;
- d. In general, observers both from ICA members and non-member organizations may be invited to participate in Global HRD Committee meetings and/or activities;
- e. International organizations engaged, on an ongoing basis, in co-operative HRD related activities such as ILO, FAO, UNESCO, COPAC, etc., shall be asked to send observers to relevant Global HRD Committee meetings and activities;
- f. The Director-General of ICA and the Directors of the ICA Regional Offices, or nominees designated by the Director-General and/or the Directors of the ICA Regional Offices, shall be invited to attend meetings of the Global HRD Committee;
- g. Chairpersons and Secretaries of regional HRD committees shall be invited to attend meetings of the Global HRD Committee;

- h. Members shall serve on the Global HRD Committee from one General Assembly meeting to the next and may be renominated for further terms;
- i. The secretariat shall keep a register of members;
- j. There will be no annual membership fee. However, participation in activities may carry a fee to be determined from time to time.

Article 6: Office

The office of the Global HRD Committee shall be that of the ICA head office in Geneva unless a decision is taken by the Committee and approved by the ICA General assembly that it be located elsewhere.

Article 7: Officers

- a. The Global HRD Committee shall elect an Executive Committee consisting of a Chairperson, four Vice Chairpersons who shall be the Chairpersons of the regional HRD committees, a Secretary and five Committee members. Every possible effort should be made to ensure that the Executive Committee include members from the widest possible geographic scope, and that women be included in significant proportion among their numbers.
- b. Executive Committee members shall serve for a period of four years. Elections shall be held at every second General Assembly meeting. Retiring officers shall be eligible for reelection.

Article 8: Meetings

- a. The Global HRD Committee shall meet regularly once every two years at the time and place of each meeting of the ICA General Assembly and at other times and places when necessary.
- b. The Executive Committee of the Global HRD Committee shall meet once each year, at the time and place of the meetings of the General Assembly and at the time and place of one of the Regional Assemblies in the years when there is no General Assembly meeting. It may also meet at other times and places if and when necessary.
- c. Meetings of the Global HRD Committee shall be convened by the Executive Committee. The Secretary of the Global HRD Committee shall inform members in good time of the date, place and agenda of the meetings and shall provide them with relevant reports, background material, etc. Meetings of the Executive Committee shall be convened by the Chairperson, Vice Chairpersons and Secretary. The Secretary shall inform Executive Committee members in good time of the date, place and agenda of the meetings and provide them with relevant reports, background material, etc.
- d. The language of the meetings of the Global HRD Committee and its Executive Committee shall be English. Participants requiring interpretation in any other language may be accompanied by personal interpreters at their own expense.

- e. The Global HRD Committee and its Executive Committee shall have their own rules of procedure and conduct. They shall be guided by the rules and procedures of the ICA.
- f. The quorum of the Global HRD Committee shall consist of members from seven countries. The quorum for a meeting of the Executive committee shall consist of four members. In the absence of the Chairperson, one of the Vice Chairpersons shall chair the meetings of the Global HRD Committee and/or of the Executive Committee. In the absence of both the Chairperson and the Vice Chairpersons, members of the Global HRD Committee and/or Executive Committee shall elect a member to serve as chairperson for the meeting.

Article 9: Reporting

- a. The Global HRD Committee shall report to each session of the General Assembly as to its activities, programmes, etc.
- b. Written reports shall be submitted to appropriate ICA bodies as requested and/or required.
- c. The Executive Committee shall report, verbally and in writing, to each of the meetings of the Global HRD Committee on its activities, and in between meetings on matters of importance using various means of communication.

Article 10: Financing

- a. Participation in meetings and activities of the Global HRD Committee and its Executive shall be on a self-financing basis.
- b. The financial year of the Global HRD Committee shall be the calendar year.
- c. The Executive Committee shall present appropriate financial reports to the Global HRD Committee.
- d. The accounts of the Global HRD Committee shall be audited annually in accordance with ICA standards.
- e. As an ICA Specialized Committee, the Global HRD Committee will seek appropriate institutional support from ICA when relevant.

Article 11: Amendments

Amendments to this document shall be adopted by a two-thirds majority of the members of the Global HRD Committee present and shall become operative after they have been approved by the ICA Board.

Last updated: November 23, 1999