

Governance Document

Swedish International Agricultural Network Initiative (SIANI)

04May 2023 replacing version of 15 December 2020

1. Introduction

1.1.

The Swedish International Agriculture Network Initiative (SIANI) is a Swedish-based global, open and inclusive network platform that supports and promotes multisector dialogue and action around sustainable food systems.

SIANI's overall vision is food systems that are more sustainable, rights-based and inclusive of smallholder farmers and marginalized groups.

1.2. This document shall be scrutinized when a member so proposes. The revised document shall indicate both the new date and the date when the version it replaces was approved.

2. Roles and Responsibilities of SIANI Actors

2.1. The Steering Committee (SC)

The SIANI Steering Committee is responsible for the strategic development of SIANI.

The SC consists of partly external and partly ex officio members. External members should be a minimum of five and maximum of eleven members. These members should collectively comprise a broad and varied experience and expertise in development of rights-based and sustainable food systems.

2.2. The Steering Committee members

The SC members are appointed in their personal expert capacities, though bring with them the perspectives and knowledge of the sector(s) in which they work. SC members should have strong connections to Sweden and the Swedish development sector and to the extent possible, reflect the full range of SIANI's collaborating sectors:

- Academic and research institutes with connections to Sweden

- Swedish government agencies and authorities
- Private sector entities with links to Sweden
- Civil society organisations with links to Sweden
- Swedish experts, diplomats and development aid workers working with organizations based in partner countries
- International organizations

2.3. The Steering Committee Ex officio members

The Swedish Development Cooperation Agency (Sida), the Stockholm Environment Institute (SEI) are ex-officio members in the steering committee . The Swedish University of Agricultural Sciences – Global (SLU-Global), and the Gothenburg University GU are strategic partners to SIANI and can appoint one *ex officio* member each to the SC. Ex Officio members can participate in debates, comment, and ask questions, but have no right to vote.

2.4. Nomination and election of SC external members

2.4.1. A Nomination committee with at least two members external to the SC and SIANI shall be appointed by the SC for a three-year renewable period. The Nomination committee shall identify and propose new SC members to the SC.

2.4.2. SC members may also be nominated from the SIANI network via email to the SIANI Secretariat. Nominations should include a CV of the candidate. The SIANI Secretariat is responsible for inviting network members to nominate and for preparation of the proposals of the SIANI Nomination Group.

2.4.3. Before appointment, nominated SC members must disclose any potential conflicts of interest including on matters of funding.

2.4.4. The SC appoints new SC members through a decision of members.

2.5. Appointment of Steering committee members

2.5.1. SC members are appointed for a three-year term renewable once.

2.5.2. One third of the SC membership shall be appointed every year to ensure a balance of continuity and renewal within the SC. It is the responsibility of the Secretariat to monitor and ensure that this rotation occurs.

2.5.3 Ex-officio members are appointed by their institutions. The term is defined by the contracts signed by the different parties.

2.6. The Steering Committee chair

2.6.1. The SC elects a Chair from amongst its members. The Chair is responsible for convening and presiding over SC meetings, with the support of the SIANI Secretariat.

2.6.2. The SC Chair shall take an active role in preparing SC meeting agendas and otherwise be a support for the secretariat.

2.6.3. The Chair shall also be a member of the Executive Committee and will be responsible for convening and presiding over its meetings with support of the SIANI Secretariat.

2.6.4. The Chair's term lasts the duration of the Chair's three-year renewable SC mandate as per point.

2.6.5. The Chair can be replaced by a majority decision in the SC.

2.7. The Steering Committee, Role, and decision-making process

2.7.1. Within the framework of current program documents the SC decides on SIANI's general objectives, planning and workplans, and on issues of major importance regarding the organization, finances, administration, and information activities.

2.7.2. SC responsibilities include, but are not limited to, the following:

- Decide on the SIANI Work Plan and Annual Report prior submission to Sida.
- Decide on the selection of expert groups to be funded.
- Provide strategic guidance for the development and long-term sustainability of SIANI.
- Decide on the program activities, priorities, and modifications.
- Decide on major program budget alterations to reflect change of priorities.
- Review and monitor SIANI program development and implementation.
- Make recommendations to Sida before the annual contractual partner meeting.
- Keep the SIANI Secretariat informed of activities, networks, or other items of relevance for SIANI's work.
- Disseminate information about SIANI's activities.

2.7.3. A preliminary **annual workplan** is submitted to Sida at the latest on the 15th of December.

The final workplan is submitted to Sida at the latest of 28th of February.

Annual Narrative, Financial and Audit report should be submitted to Sida at the latest 28th of April.

2.7.4. Decisions by the SC will be taken by a majority of SC members participating in the meeting (excluding ex officio members). SC members can be physically present but may also participate by videoconference or phone.

To reach a quorum, 50% of the SC members must be attending the meeting.

In addition, when the SC Chair has circulated a document or a proposal in advance of the meeting in writing, a member can vote in advance in writing (including by electronic mail) to the Secretariat.

In the case of a tie, the SC Chair has the casting vote.

2.7.4. Exceptionally, a decision can be taken per capsulam through electronic communication. For per capsulam decisions, the SIANI Director will circulate the SC Chair proposal in writing (email) to all SC members. Per capsulam decisions must be unanimous. Per capsulam decisions should be written into next SC meeting minutes.

3. The SIANI Executive committee

3.1. The SIANI Executive Committee (EC) consist of SIANI Programme Director and Deputy Director, the SEI project owner, and the SIANI SC chair. SEI financial controller participates when solicited.

3.2. The SIANI EC meet on monthly basis to share information on and to smooth the way of SIANI SC meeting.

3.3. The SIANI EC is available to the SIANI Secretariat to help resolve operational and administrative issues.

3.4 The SIANI secretariat prepares agenda and minutes for EC.

4. The Secretariat

The Secretariat is responsible for the day-to-day functioning and financial management of SIANI. The mandate of the Secretariat is defined in the SIANI Programme Document,

The tasks and focus of the Secretariat may be reviewed by Sida and the SIANI SC. The SIANI Secretariat will support the Chair of the SC in her or his functions. The SIANI Secretariat is led by the SIANI Programme Director, who is employed by SEI.

5. Hosting

5.1. SIANI is a project hosted by the Stockholm Environment Institute (SEI).

5.2. Legal entity

As a project hosted by SEI, SIANI is represented by SEI for contractual purposes. SEI may thus override SIANI SC decisions that SEI cannot legally and financially support.

6. SIANI Member Organization

The SIANI network is open to all engaged in issues of rights based and sustainable food system and registered via the SIANI website. The network Members are invited to attend the Annual Meeting and can participate in SIANI activities, to support the Secretariat, to nominate SC members, and to consult the SC directly with questions and recommendations.

7. Network Meetings

The SIANI Annual Meeting is organized on annually bases. The meeting can be a global process or be divided into several regional meetings. Annual meetings give possibilities for the whole network to share information and experiences, to comment on SIANI priorities, to take part of results from the expert groups. The annual meeting is announced in the SIANI newsletter and on the website. Members participate in annual meetings on their own expenses.

8. Contractual Partners

The Sida supported SIANI program is governed by an Agreement on contribution between Swedish International Development Cooperation Agency (Sida) and Stockholm Environment Institute (SEI) regarding SIANI

The Contracting Partners, SEI, including the SIANI secretariat and Sida, shall meet once a year to discuss the SIANI Annual Reports and Work Plans for the coming year, and other issues as proposed by the partners. Additional meetings can be organised if proposed by any of the partners.

The Role of SEI is described above and should have no steering over the programmatic implementation of the SIANI program.

Sida shall assess and endorse work plans, budgets, reports etc as well as proposals for amendments as stipulated in the Agreement on contribution.