

6. WHAT ARE THE ASFA TRUST FUND and THE ASFA TRUST FUND PROPOSAL?

1. WHAT IS THE ASFA TRUST FUND?

1.1 The ASFA Trust Fund is the collective property of the ASFA Partners. It was created and is maintained through the accumulation of royalties made from the sale of the ASFA products. FAO holds the funds (deposited in FAO) on behalf of the ASFA Partners.

1.2 The commercial Publisher of ASFA (ProQuest) is the major financial contributor to the ASFA Trust Fund.

- The deposits, balance, and projects underway etc. are reported as accurately (and as transparently as possible) at each ASFA Advisory Board Meeting by the FAO ASFA Secretariat (<http://www.fao.org/fi/asfa/boardrep.asp>).
- The amount of money (or Royalties) paid into the ASFA Trust Fund for commercial use of the ASFA information products and services is negotiated between FAO and the ProQuest (the details are contained in the Publishing Agreement between FAO and ProQuest).

2. WHAT IS AN ASFA TRUST FUND PROPOSAL (to be funded from the ASFA Trust Fund)?

2.1 ASFA Trust Fund proposals are small projects suggested by the ASFA Partners dealing with the development and maintenance of the ASFA system.

2.2 At the 1993 ASFA Advisory Board Meeting (pg7 and annex III), the Board agreed that the Trust Fund should be used to support project/activities dealing with:

- Development of Tools*,
- Capacity Building*,
- Training, and
- Special Projects

*(with priority being given to development of tools and capacity building)

At the 1997 ASFA Advisory Board Meeting (pg.17 and Annex 32 of Meeting Report), the Board agreed also to use the Trust Fund:

- To support the participation of ASFA Partners at the ASFA Board Meetings by participants from economically developing countries or from countries in transition to a market economy [the allocated sum was to be adjusted at each year's Meeting].

At the 2002 ASFA Advisory Board Meeting (pg. 18, item-13.3 of 2002 Meeting Report), the Board agreed that requests for Trust Fund proposals from non-ASFA Partners would not be accepted and that requests attendance to Meetings (other than the ASFA Board Meeting) would not be supported. (see next paragraph)

At the 2007 ASFA Advisory Board Meeting (pg. 31, item 13.3.4 of 2007 Meeting Report), the Board Agreed to a temporary “waiver” to the policy expressed in the preceding paragraph as regards honoring requests coming from non ASFA Partners. The Board agreed to allow the IAMSLIC Executive Board to submit project proposals (of **mutual** benefit to ASFA) to the ASFA Board for its approval. The “waiver” includes the setting aside \$14 000 a year from the ASFA Trust Fund for the project proposals submitted by the IAMSLIC Executive Board. Such Trust Fund project proposals would be subject to voting approval by the ASFA Partners and this would be for a trial period of 2 years.

All ASFA Trust Fund proposals are circulated to the ASFA Board for approval (when approved, the ASFA Secretariat contracts the work using FAO's official financial instruments (e.g. contracts, Letters of Agreement, etc.). ***(see next item)***

3. FORMAT FOR PRESENTING PROPOSALS FOR APPROVAL BY BOARD

At the 1993 ASFA Advisory Board Meeting (pg.7 and Annex III), the Board agreed that Trust Fund proposals should be presented to the FAO ASFA Secretariat in the form of a written proposal containing the following information:

- Title
- Background
- Justification
- Activities
- Schedule of implementation
- Proposed budget

The proposals are then to be distributed (by the ASFA Secretariat) to Board Members for evaluation and/or voting (see item-4).

4. THE APPROVAL PROCESS

Voting procedure:

According to the recommendations agreed by the ASFA Board at the 2002 and 2003 ASFA Advisory Board Meeting (pg. 18, item-13.3, 2002 Report and pg. 23 item 13.1, 2003 Report) the "Procedures for voting on inter-sessional ASFA Trust Fund Proposals" are as follows:

1. There will be a 2 week (14 day) period of time to vote, (and, if at the end of 2 weeks, a quorum has not been reached, the voting period will be extended for another 2 weeks).
2. **There must be a minimum quorum of one third of the ASFA Partners [i.e. 1/3 of the ASFA Partners must reply by e-mail].**
3. The majority of the votes received (having reached the [1/3 voting] quorum) decides the issue.
4. If no quorum is reached, the proposal may be presented again at a later date - for another vote.
5. There will be no limit to the amount of money involved in the inter-sessional proposal.
6. The vote will not be secret.

Important: All ASFA Trust Fund proposals are circulated to the ASFA Advisory Board for approval. The FAO ASFA Secretariat does not approve/fund proposals that have not been voted on by the ASFA Advisory Board.

(FAQ note is by Richard Pepe (richard.pepe@fao.org) updated January 2009)