



Republic of Ghana

THE INTERNATIONAL HYDROLOGICAL PROGRAMME (UNESCO - IHP)

STATUTES OF THE GHANA COMMITTEE FOR UNESCO - IHP

November, 2021

1.0 PREAMBLE

The Ghana Committee for UNESCO - International Hydrological Programme was set up by an administrative approval of the Government of Ghana in 1976 to promote the country's participation in activities of the United Nations Educational and Scientific and Cultural Organization (UNESCO) International Hydrological Programme (IHP). The Committee was set up to enable the country have a focal body to liaise with the UNESCO IHP in developing and implementing country specific programmes and projects for the hydrological sector in Ghana.

At the thirteenth Session of the Intergovernmental Council (Paris, 8-13 June 1998), the UNESCO – IHP made proposals on improving the functioning of the national committees by revamping the existing committees many of which had become dormant. In 2016, the membership of the Ghana Committee for UNESCO was reconstituted in line with UNESCO guidelines. This led to the re-establishment of a Ghana Committee for UNESCO Intergovernmental Hydrological Programme (hereinafter referred to as the Ghana Committee).

The Ghana Committee, which is now hosted and coordinated by the Water Resources Commission (WRC), has developed these statutes intended to provide for an organized framework for the constitution and functioning of the Ghana Committee, improve partnership among the member institutions and to enhance efficiency in programme implementation in the hydrological sector in Ghana.

ARTICLE 1: ESTABLISHMENT

The Ghana Committee for UNESCO IHP is duly established in line with the UNESCO guidelines and shall be the primary scientific and technical body to direct the implementation of the UNESCO IHP programme in Ghana. This also shall be in line with any and all adopted global IHP strategies and actions plans or programmes and/or its local equivalent as applicable.

ARTICLE 2: MEMBERSHIP AND GOVERNING STRUCTURE

2.1 The Ghana Committee shall be composed of not more than fifteen (15) members, nominated from the following institutions:

2.2. Composition of Membership

1. Water Resources Commission
2. Volta River Authority
3. Universities (University of Environment and Sustainable Development)
4. Ministry of Sanitation and Water Resources
5. Ministry of Gender, Children and Social Protection
6. Hydrological Services Department
7. Ghana Water Company Limited
8. Ghana Meteorological Agency
9. Ghana Irrigation Development Authority
10. Ghana Commission for UNESCO
11. Environmental Protection Agency
12. CSIR/Water Research Institute
13. CONIWAS
14. Community Water and Sanitation Agency
15. Bui Power Authority

2.3 Tenure of Office

The tenure of membership shall be for a term of three (3) years and not exceeding two (2) terms

2.4 The Ghana Committee shall co-opt persons with specialized expertise.

2.5 In the event of a vacancy as result of death, retirement, incapacitation, or such other situation, of a member, the affected institution shall officially notify the Ghana Committee secretariat and subsequently nominate a replacement.

ARTICLE 3: MANDATE AND FUNCTIONS

3.1. The Ghana Committee shall in relation to the government of Ghana;

- a. be an advisory body for the Government on all hydrological related research and educational matters.
- b. ensure a harmonized development of hydrological related programmes in Ghana.

- c. provide inputs in the shaping of national research and policies on hydrological issues.
- 3.2 The Ghana Committee shall be responsible, for planning the national UNESCO IHP, defining its priorities and supervising its execution.
- 3.3 The Ghana Committee may establish working groups of specialists to examine specific activities and projects. These working groups, whose members shall serve in a personal capacity, may include experts from various state institutions in the hydrological and water sector.
- 3.4 The Ghana Committee shall be responsible for the co-ordination of all such activities at international level through and with the UNESCO IHP.
- 3.5 The Ghana Committee shall work closely with the UNESCO Regional Hydrologist and the Vice-Chair of the IHP Council from the region to ensure close and frequent communication and exchange of experience with other National Committees of the region and with the international programme.
- 3.6 The Ghana Committee shall establish and maintain strong links with the Ghana Commission for UNESCO so as to participate more fully in UNESCO affairs as well as contribute to international discussion and decision-making for UNESCO.

ARTICLE 4: MEETINGS AND WORKING PROCEDURES

- 4.1 The Ghana Committee shall meet two (2) times in a year. Emergency meetings may be called when necessary.
- 4.2 The quorum for a meeting shall be one-third ($\frac{1}{3}$) of members.
- 4.3 The Ghana Committee shall arrive at its decisions by consensus. Where there is no consensus, a vote will be taken. Decisions shall be taken by a simple majority of members present. In case of a tie, the Chairman shall have the deciding vote. Each member of the Ghana Committee shall have one vote.
- 4.4 Technical Committees, Ad-hoc committees and working groups may be set up for specific issues when necessary and shall be dissolved immediately after they have accomplished the task for which they were formed.
- 4.5 The Ghana Committee shall publish an annual report of its activities before the end of the first quarter of the subsequent year.

**ARTICLE 5: TECHNICAL COMMITTEES, AD HOC COMMITTEES AND
WORKING GROUPS (COMMITTEES/GROUPS)**

- 5.1 Committees/Groups on thematic/specialized fields shall be established as deemed necessary by the Ghana Committee.
- 5.2 Members of each Committee/Group shall not be more than five (5).
- 5.3 Members shall be made up of persons with diverse expertise in the required specialized fields.
- 5.4 Members of the Committees/Group shall be proposed by the Secretariat and endorsed by the Ghana Committee.
- 5.5 The term of office of a Committee/Group shall be determined on the establishment of the Committee/Group
- 5.6 Each Committee/Group shall have a Chairperson and a Secretary.
- 5.7 The Ghana Committee Secretariat shall coordinate the activities of all Committees/Groups.
- 5.8 The Committee/Group shall meet as and when necessary.
- 5.9 The Committee/Group members shall be drawn from the Ghana Committee and other co-opted persons by the Secretariat.
- 5.10 The co-opted members shall cease to be members of the Committee/Group when the objectives for setting up the Committee/Group is achieved and a report is submitted to the Ghana Committee.
- 5.11 The work of the Committees/Groups shall be voluntary and as such attract no professional fee.

ARTICLE 6: SECRETARIAT

- 6.1 The WRC shall be the Focal Point/Secretariat for the Ghana Committee.
The Ghana Committee shall have a Secretariat situated at the WRC.
- 6.2 The Secretariat shall be under the supervision of the WRC and shall report to the Ghana Committee during meetings.

- 6.3 The Secretariat shall be responsible for the preparation and distribution of official documents of the Ghana Committee.
- 6.4 The Secretariat shall collect and archive relevant documents of the Ghana Committee.
- 6.5 The Secretariat shall provide basic documents relevant for the activities of the Ghana Committee.
- 6.6 The Secretariat shall co-ordinate the work of the Ghana Committee and fix the dates, hours and order of business of meetings in consultation with the Secretary of the Ghana Committee.
- 6.7 The Secretariat shall undertake any other function that the Ghana Committee may assign to it.

ARTICLE 7: ACCOUNTABILITY

- 7.1 The Ghana Committee shall be accountable to the Ghana Commission for UNESCO.

ARTICLE 8: OFFICERS

- 8.1 The Executive Secretary of the WRC shall be the Chairperson of the Ghana Committee.
- 8.2 The Chairperson shall preside over all meetings.
- 8.3 The Ghana Committee shall elect a Vice-Chairperson from among the members of the Committee for a three-year term.
- 8.4 If the Chairperson is unable to exercise the function during a meeting of the Ghana Committee then the Vice-Chairperson shall take over.
- 8.5 The Vice-Chairperson shall have the same powers as the Chairperson when acting.
- 8.6 A Secretary shall be appointed from among the members of the Ghana Committee. The Secretary shall act as the liaison between the Ghana Committee and the Secretariat to organize meetings, coordinate correspondence and generally assist the Ghana Committee administratively.

ARTICLE 9: RULES OF PROCEDURE

- 9.1. The Ghana Committee and all its Technical Committees shall establish its Rules of Procedure in accordance with Article 54 of the Regulations for the general classification of the various categories of meetings convened by UNESCO.
- 9.2. The Ghana Committee shall establish its Code of Ethics.
- 9.3. The Secretary to the Ghana Committee shall draw up the agenda of the meetings of the Committee after consultation with the Chairperson of the Ghana Committee.
- 9.4. After each meeting, the Ghana Committee shall compose a report on its work and its recommendations which shall be presented at the next meeting of the Ghana Committee.

ARTICLE 10: CONFIDENTIALITY

- 10.1 The Chairperson and Members of the Ghana Committee shall maintain confidentiality of information.
- 10.2 The duty to maintain confidentiality shall continue after membership of the Ghana Committee ceases.
- 10.3 The duty to maintain confidentiality shall also apply to other persons besides those mentioned in Section 2.2 who are involved in carrying out any of the Ghana Committee's tasks.
- 10.4 At the expiration of the tenure of membership of the Ghana Committee and all Technical Committees, the members shall return all documents in their possession concerning the Committee's work related to issues to the Secretary.
- 10.5 A member of the Ghana Committee who infringes on (Section 10.1 to 10.4) above shall be sanctioned under the Protection Against Unfair Competition Act 2000 (Act 589) of the Republic of Ghana.

ARTICLE 11: AMENDMENTS

- 11.1 The Ghana Committee shall amend certain parts of its Statutes whenever necessary.
- 11.2 The Statutes may be amended upon the vote of two-thirds of the membership of the Ghana Committee.