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INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of Unesco)

REVISED RULES FOR THE UTILIZATION OF THE
INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION'S
VOLUNTARY ASSISTANCE PROGRAMME (IOC-VAP)

The rules for utilization of assistance under IOC-VAP were first approved by the IOC Assembly at its Tenth Session, held in Paris, 27 October - 10 November 1977 as Annex-II to Resolution X-20.

The present text represents the updated version of the above-mentioned rules as approved by the Eleventh Session of the IOC Assembly held in Paris, 15 October - 3 November 1979.

Rules for the Utilization of the Intergovernmental Oceanographic
Commission's Voluntary Assistance Programme (IOC-VAP)

Nomenclature

1. The programme shall be designated the IOC Voluntary Assistance Programme (IOC-VAP). It shall consist of the following two components:
 - 1.1 The voluntary contributions to the IOC Trust Fund earmarked and accepted for the implementation of this programme;
 - 1.2 The equipment and services donated by Member States under an agreement with the Intergovernmental Oceanographic Commission (IOC-VAP/ES).

Purpose of the IOC-VAP

2. The IOC-VAP shall constitute an important supplementary source of support for providing assistance to strengthen the capabilities in marine sciences of Member States of IOC, especially the developing countries, and to enable them to participate fully in the programmes of the Commission as approved by the Assembly. The IOC-VAP shall be used under the co-ordination and responsibility of IOC and with the active participation of the ICSPRO agencies concerned, for the implementation of the following:
 - 2.1 Programmes for training, education and mutual assistance, including the training and education components of ongoing IOC programmes;
 - 2.2 The strengthening of educational and research institutions in developing countries;
 - 2.3 Any other project deemed beneficial for the development of the marine sciences and the proper usage of the marine environment.

Sources of Funding, Equipment and Services

3. The IOC-VAP shall be established and maintained by voluntary contributions received from Member States for the purpose of meeting officially notified requests for developing and recommending programmes for training, education and mutual assistance in the marine sciences, and services, and for any other project that the IOC and the donors deem to be beneficial for the development of the marine sciences and the proper usage of the marine environment.

These contributions may take the form of financial payments in any currency which can be readily used for the IOC-VAP, endowments to provide a regular income for the IOC-VAP, and/or donations of equipment and services.

4. The assistance provided under the IOC-VAP as indicated in paragraph 2 above shall not replace or compete with other available sources of funds, equipment and services. The IOC-VAP is intended as a supplement to the following programmes and activities, upon which the full implementation of the IOC programme and the marine science programmes of the Member States must for the main part necessarily depend:

- 4.1 National marine science programmes;

- 4.2 Bilateral or multilateral programmes of assistance in the marine sciences by:

- 4.2.1 ICSPRO agencies;

- 4.2.2 Non-ICSPRO agencies;

- 4.3 Matching contributions from recipient countries (in funds or their equivalent).

5. In respect of financial contributions to the IOC Trust Fund, the Secretary IOC shall invite Member States to notify him as early as possible of the amount and the currency of financial contributions which they may wish to pledge for the IOC-VAP for the next calendar year, together with a preliminary indication as to the amounts and currency of financial contributions which they may intend to make available in the future.
6. The money in the IOC Trust Fund earmarked for specific purposes by the contributors must be used in accordance with the wishes of these contributors. The money deposited in the IOC Trust Fund, not earmarked for specific purposes, shall be used in accordance with the aims and purposes of the Commission, of which training, education and mutual assistance, particularly in developing countries, and with special emphasis on subsequent employment of marine scientists, has the highest priority.
7. In the case of contributions that take the form of equipment or services (IOC-VAP/ES), donations shall only be accepted upon the signing of an agreement between the donor country and the Intergovernmental Oceanographic Commission which shall specify the details of the arrangements for the transfer of the equipment or the donation of the service and which shall, among other things, include a formal statement of the transfer of the title of the equipment to Unesco on behalf of IOC.
8. After each session of the Executive Council, the Secretary IOC shall circulate to all Member States a list of approved projects for which equipment and/or services are needed. This list shall be based upon officially notified requests for equipment and/or services received from Member States.

Administration of the IOC-VAP

9. The IOC-VAP shall be administered by the Secretary IOC in accordance with:
 - 9.1 The provision of the present rules regarding its utilization;
 - 9.2 Any supplementary directives or interpretation of these rules and regulations that may be decided upon by the Assembly or the Executive Council of the Intergovernmental Oceanographic Commission.
10. Costs involved in the management of the IOC-VAP should be kept to a minimum and should be met from an appropriate item in the Regular Budget or from allocations from the IOC Trust Fund.

Approval for the Utilization of the IOC-VAP

11. Authority to approve the utilization of contributions for the implementation of the IOC-VAP shall be vested in the IOC Assembly. The exercise of this responsibility and the implementation of the decisions of the Assembly shall be carried out on its behalf by the IOC Executive Council. In approving each project the Executive Council shall specify clearly the aims of the project, the manner and period of its implementation and, in the case of projects implemented under the IOC Trust Fund, the amount and currency authorized for this purpose. The Executive Council shall, after consultation with the Member States involved, have the right to amend any previously approved project prior to its completion as it considers indispensable in view of changing circumstances. Funds allocated for individual projects shall be expended by the Secretary IOC in accordance with IOC Rule of Procedure No.55. The Secretary IOC is authorized to adjust the amounts authorized under the IOC Trust Fund for the implementation of IOC-VAP projects by an amount not exceeding fifteen per cent (15%) of the totals allocated.

Criteria for the Approval of Projects

12. To be considered for approval, the project must satisfy the following criteria:
 - 12.1 The Executive Council shall be satisfied that the project is both scientifically and/or pedagogically sound, and that it makes a significant contribution to the purpose of the IOC-VAP as set forth in paragraph 2 above;
 - 12.2 The Executive Council shall be satisfied that the project cannot be fully implemented or that there is no reasonable prospect of its being met by any other means specified in paragraph 4 above;
 - 12.3 The Executive Council shall be satisfied that there is a reasonable likelihood that at the completion of the project the benefits obtained will be lasting;

- 12.4 The recipient Member State(s) shall, in all cases, have signified express agreement to the project and to any necessary counterpart action or contribution on its (their) part;
- 12.5 In the case of long-term fellowships, the Executive Council shall be satisfied that candidates possess adequate qualifications, that they intend to return to their country of origin, and that they will remain in the field of marine sciences for a reasonable period subsequent to the completion of the training.

Fields of Assistance

13. The fields of assistance which may be covered by the IOC-VAP include all activities compatible with the implementation of the IOC programme as approved by the Assembly especially those relating to TEMA objectives, including those activities to be carried out under the responsibility of IOC and in conjunction with the ICSPRO agencies, as well as any other fields mutually agreed upon by IOC and the donor nation. Where appropriate IOC shall ask the advice and co-operation of the IOC advisory bodies.
14. The assistance agreed upon by the IOC and the donor countries may inter alia consist of any of the following or a combination thereof:
 - 14.1 Detailed inventories of basic needs and available resources on a national and regional basis, including action-oriented plans to meet the needs and utilize the resources;
 - 14.2 Long-term fellowships for advanced studies;
 - 14.3 Short-term financial support for personnel engaged in IOC activities;
 - 14.4 Support of training seminars and/or workshops;
 - 14.5 Training of marine technicians;
 - 14.6 Visiting researchers and lecturers;
 - 14.7 Support of regional or national specialized centres;
 - 14.8 Strengthening of educational and research institutions from developing countries;
 - 14.9 Participation in international co-operative research programmes;
 - 14.10 Publication of instructional materials;
 - 14.11 Equipment;
 - 14.12 Expert services.

Approval of projects

15. A list of "proposed" projects will be submitted by the Secretary IOC to the Executive Council at each session which, in turn, will establish a list of "approved" projects. This list will then be circulated by the Secretary IOC with a minimum of delay to all Member States, requesting each to notify him for which of the approved projects they are prepared to provide funding and/or the equipment related services needed.
16. In the light of the offers received from Member States, the Secretary IOC will submit to the Executive Council at each session full information on which of the approved projects are being or will be implemented from the offers of equipment and services made by Member States (IOC-VAP/ES) and which will require financing from the IOC Trust Fund for implementation.
17. When more than one offer is received from Member States for the same project, the Executive Council, in consultation with the countries concerned, shall decide which shall be accepted.
18. The Secretary IOC will once a year notify all members of the IOC of the projects authorized for implementation through the IOC-VAP.
19. Before implementation of any approved project begins, the Secretary IOC shall negotiate appropriate agreements between the Member States concerned and Unesco on behalf of IOC. These agreements may take the form of an exchange of letters. This clause will only apply if an agreement cannot be concluded between the donor and recipient Member States on a bilateral basis.

Principles of the Agreement

20. The following principles shall be incorporated in the agreements between IOC and the Member States donating equipment and services:
 - 20.1 Each agreement shall relate to and be consistent with a project within the IOC-VAP which has been approved by the Executive Council;
 - 20.2 The agreement shall be signed by a person designated by the donor government on the one hand and the Secretary IOC acting on behalf of the Director-General of Unesco, on the other;
 - 20.3 The agreement shall specify in detail the equipment and services to be rendered by the donor government;
 - 20.4 The agreement shall specify clearly that the equipment in question is donated to the IOC, the transfer of title to be effective at a time and place specified;

- 20.5 Notwithstanding principle 20.4 above, the agreement may and shall normally include arrangements for the transportation of equipment to the recipient country. As far as possible the costs involved shall be met by the donor or the recipient country;
- 20.6 The agreement shall specify procedures for handling, installation and operation of the equipment, and for the training of personnel. Under no circumstances shall any responsibility in this regard fall upon the IOC Secretariat.
21. The following principles shall be incorporated in the agreements between IOC and the Member States receiving cash, equipment or services under the IOC-VAP:
- 21.1 Each agreement shall relate to and be consistent with a project within the IOC-VAP which has been approved by the Executive Council;
- 21.2 The agreement shall be signed by a person designated by the recipient government on the one and and the Secretary IOC, on behalf of the Director-General of Unesco, on the other;
- 21.3 The agreement shall specify in detail the equipment which the IOC shall make available to the recipient government and the services which shall be rendered by the IOC or its authorized agent. The authorized agent may be the donor country;
- 21.4 In the case of projects which involve a contribution in cash to a Member State the agreement shall specify the items for which the cash contribution will be used and shall lay down procedures for the financial accounts to be submitted by the receiving Member State;
- 21.5 The agreement shall specify in detail the counterpart responsibilities accepted by the recipient government in respect of the installation and subsequent operation of the equipment;
- 21.6 The agreement shall specify the conditions for the transfer of the title of equipment from the IOC to the recipient government;
- 21.7 The agreement will also specify the report to be submitted by a Member State to the Secretary IOC during and after the termination of the projects.

Implementation of Projects

22. Upon the signing of the agreement referred to in paragraph 19, implementation of the projects shall commence with a minimum of delay. The Secretary IOC shall keep the projects under constant review and take all possible steps to ensure that unforeseen difficulties are removed.
23. The Secretary IOC shall submit a report to each IOC Assembly listing the projects authorized for implementation through the IOC-VAP, together with a progress report on each ongoing project.

Delegation of Authority

24. The Executive Council may delegate its authority under these rules to any subsidiary group it may wish to establish for this purpose.

Review of these Rules

25. These rules can be amended by the Assembly to ensure an efficient management of the IOC Voluntary Assistance Programme.

APPENDIX I

Formulation of Projects

- A. Projects concerning long-term fellowships for advanced studies shall be based on official requests for assistance received from Member States. Each request shall be accompanied by complete Unesco fellowship nomination forms and shall specify the following details:
- A.1 Curriculum vitae of candidate; the inclusion of a list of all previous awards received through bilateral agreements and from international agencies during the last five years;
 - A.2 Field of study requested, degree sought (if any) and proposed duration;
 - A.3 Purpose of fellowship;
 - A.4 Acceptance of candidate by the university or research centre; a list of all universities and research centres to which a fellowship candidate has applied, together with any indications of provision of acceptance;
 - A.5 Application of fellowship to IOC and/or national marine science activities;
 - A.6 The reason why other sources of assistance cannot be expected;
 - A.7 An estimate of the total cost of the fellowship with possible national contributions, including the duration of support and any arrangements regarding the fellow's post in his parent country during the fellowship;
 - A.8 A contractual clause specifying that the candidate intends to return to his country of origin and to remain in the field of marine sciences for a reasonable period subsequent to the completion of his training.
- B. Projects concerning short-term financial support shall be based on official requests for assistance received from Member States. Each request shall specify the following:

- B.1 Field of study requested and proposed duration;
- B.2 Purpose for which support is needed;
- B.3 Type of equipment for which training is needed, if applicable;
- B.4 Relevance of study to IOC and/or national marine science activities;
- B.5 The reason why other sources of assistance cannot be expected;
- B.6 Any national contribution being made.
- C. Projects involving short-term training seminars and/or workshops shall be based on official requests made by Member States and endorsed by the regional association(s) or IOC subsidiary bodies concerned or the Chairman(men) on its (their) behalf. These projects shall contain the following details:
 - C.1 Scope of the project and proposed duration;
 - C.2 Purpose of the seminar and/or workshop;
 - C.3 Participating countries;
 - C.4 Relation to IOC activities;
 - C.5 Nature and scope of IOC-VAP contribution.
- D. To be qualified for assistance under the IOC-VAP, projects concerning short-term training seminars:
 - D.1 Shall be limited to specific topics related to IOC programmes or marine science activities of the nations, such as maintenance, calibration and repair of instruments, new analytical techniques, etc.;
 - D.2 Shall be practically oriented, with classroom training containing practical exercises; the venue shall therefore be a well-equipped marine science centre;
 - D.3 Shall be restricted to participants from countries with access to the type of equipment and in need of the methods and techniques for which the training course has been arranged.
- E. To qualify for assistance under the IOC-VAP, projects concerning short-term workshops shall be concerned specifically with a particular subject of importance to the IOC and within the context of its training, education and mutual assistance activities.
- F. Projects concerning the implementation of visits by professor-researchers and senior lecturers, the support of regional and national specialized centres, the strengthening of educational and research institutions in developing countries, and the participation in international co-operative

research programmes shall be based upon official requests for assistance received from Member States. Each request will specify the following details as applicable:

- F.1 Purpose and description of the project;
 - F.2 Curriculum vitae of proposed visiting marine scientists and heads of specialized centres;
 - F.3 Resources available and type of support requested for regional or national specialized centres;
 - F.4 Type of assistance requested for participation in international co-operative research programmes;
 - F.5 The reasons why other sources of assistance cannot be expected;
 - F.6 An explanation of how the project fits into the overall IOC programme and particularly of its regional significance;
 - F.7 The nature and scope of the national contribution to the project;
 - F.8 The duration of the project.
- G. Projects concerning the realization of detailed inventories of basic needs and available resources on national and regional bases need not be preceded by official requests for assistance from Member States. They shall be integrated into a global base study to ascertain such needs and resources or to review them periodically, which shall provide the IOC Secretariat with basic guidelines for its actions regarding training, education and mutual assistance in the marine sciences.
- H. Projects concerning publication of instructional materials shall be based on official requests for assistance received from Member States. Each request will specify the following details:
- H.1 Nature of the project;
 - H.2 Curriculum vitae of the author(s);
 - H.3 Purpose of the publication;
 - H.4 Outline of the manuscript and sample chapter in the language of publication;
 - H.5 Level and extent of readership.
- I. Projects concerning equipment and services shall be based on official requests for assistance or official offers of assistance received from Member States. Each request and offer will specify the following details:
- I.1 Purpose and description of the project;

- I.2 Type(s) of equipment or services to be received or donated;
 - I.3 Indication of the availability of trained personnel to operate and maintain equipment;
 - I.4 In the case of a request, the reason why other sources of assistance cannot be expected;
 - I.5 Any condition(s) that the donor wishes to incorporate in the agreement.
- J. Projects concerning expert services of an advisory capacity shall be based on official requests for assistance or official offers of assistance received from Member States. Each request and offer will specify the following:
- J.1 Purpose and description of the project;
 - J.2 Type and duration of the expert service;
 - J.3 In the case of a request, the reason why other sources of assistance cannot be expected.