

AEEMA

Africa Emissions & Environmental Monitoring Alliance

INSTITUTIONAL BIBLE

Complete Governance, Operational & Legal Reference

"Building Africa's Environmental Intelligence Future"

Version 1.0 — Founding Edition

Continental Headquarters: Africa | Status: Founding Document

Adopted by the Founding General Assembly

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This Institutional Bible is the supreme reference document for all governance, operational, legal, and procedural matters of the Africa Emissions & Environmental Monitoring Alliance (AEEMA). All organs, officers, members, and partners of the Alliance shall be bound by its provisions.

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PART I

CONSTITUTION & CHARTER

The Constitution and Charter of AEEMA constitutes the supreme legal instrument of the Alliance. All other policies, manuals, and procedures derive their authority from this document. In the event of any conflict between any operational document and this Constitution, this Constitution shall prevail.

PREAMBLE

We, the member states, environmental regulators, scientific institutions, development partners, and strategic stakeholders of Africa, assembled in recognition of our collective responsibility to future generations and to the continent we share,

RECOGNIZING the urgent imperative of environmental sustainability as the foundational condition for Africa's prosperity, health, and human dignity;

ACKNOWLEDGING the accelerating impacts of climate change, industrial pollution, and environmental degradation on African ecosystems, livelihoods, and economies;

AWARE of the critical gap in harmonized environmental intelligence infrastructure across Africa and the consequent limitations on evidence-based environmental governance;

CONVINCED that real-time emissions monitoring, digital transformation of environmental agencies, and science-driven policymaking are essential tools for environmental protection;

AFFIRMING the indispensable role of technology, artificial intelligence, satellite intelligence, and continental data-sharing in building Africa's environmental resilience;

DETERMINED to forge a continental alliance that transcends national boundaries while fully respecting the sovereignty, laws, and regulatory frameworks of each member state;

INSPIRED by the vision of an Africa that leads the world in environmental intelligence, carbon accountability, and sustainable development governance;

DO HEREBY ESTABLISH, with solemnity and conviction, the:

Africa Emissions & Environmental Monitoring Alliance **(AEEMA)**

As a permanent continental institution dedicated to harmonized environmental intelligence, emissions monitoring, environmental digitization, and climate resilience across the African continent.

CHAPTER 1 — NAME, LEGAL STATUS & HEADQUARTERS

Article 1 — Full Name

The organization shall be officially known as:

Africa Emissions & Environmental Monitoring Alliance

Abbreviated: AEEMA

The abbreviated name AEEMA shall be used in all official communications, legal instruments, and public representations.

Article 2 — Nature & Character

AEEMA shall function as a permanent, inter-institutional, multi-stakeholder continental alliance. It shall be:

- A Pan-African non-profit alliance operating in the public interest
- A continental environmental collaboration and governance platform
- A non-political and non-partisan institution free from ideological alignment
- A multi-stakeholder ecosystem integrating governments, science, technology, and civil society
- A standard-setting and capacity-building body for environmental monitoring across Africa
- A recognized continental voice on environmental intelligence and emissions governance

AEEMA shall not serve as a commercial platform, shall not be controlled by any single national government, and shall at all times operate for the collective benefit of Africa's environment and peoples.

Article 3 — Legal Personality & Status

AEEMA shall possess full and independent legal personality under international law and the laws of its host country. This legal personality confers upon AEEMA the following authorities:

Legal Capacity	Description
Contract Authority	Enter into legally binding agreements, contracts, and partnerships with states, institutions, and private entities
Property Rights	Acquire, hold, lease, and dispose of movable and immovable property in its own name
Financial Rights	Open and operate bank accounts, receive grants, membership fees, donations, and investment income
Legal Proceedings	Initiate and defend legal proceedings in any court of competent jurisdiction
Institutional Immunities	Negotiate and claim applicable immunities and privileges consistent with international organizational norms

Article 4 — Headquarters & Regional Offices

The permanent headquarters of AEEMA shall be determined by a two-thirds vote of the inaugural General Assembly. The selection of the headquarters city shall consider:

- The legal and regulatory environment for international organizations
- Quality of diplomatic infrastructure and accessibility
- Commitment of the host government to provide facilities and legal protection
- Geographic balance and symbolic significance for the continent

Regional representative offices may be established in each of the five African regions by decision of the Executive Council, subject to General Assembly ratification. Regional offices shall be established in:

Region	Countries Represented	Office Status
West Africa	Ghana, Nigeria, Côte d'Ivoire, Senegal, Togo, Benin, Sierra Leone, Liberia, Guinea, Mali, Burkina Faso, Niger, Cape Verde, Gambia, Guinea-Bissau, Mauritania	Priority Establishment
East Africa	Kenya, Tanzania, Uganda, Rwanda, Ethiopia, Eritrea, Djibouti, Somalia, South Sudan, Burundi, Comoros, Madagascar, Mauritius, Seychelles	Priority Establishment
Southern Africa	South Africa, Mozambique, Zimbabwe, Zambia, Malawi, Angola, Namibia, Botswana, Lesotho, Eswatini	Phase 2
North Africa	Egypt, Morocco, Tunisia, Algeria, Libya, Sudan	Phase 2
Central Africa	DRC, Republic of Congo, Cameroon, Central African Republic, Chad, Gabon, Equatorial Guinea, São Tomé and Príncipe	Phase 3

Host Government Agreements shall be negotiated with any country hosting a regional office, establishing the legal status, privileges, and obligations of that office under national law.

CHAPTER 2 — VISION, MISSION & STRATEGIC OBJECTIVES

Article 5 — Vision

AEEMA VISION

To build Africa's leading environmental intelligence ecosystem through collaborative monitoring, environmental digitization, technological innovation, and data-driven sustainability governance — making Africa a global standard-setter in environmental intelligence by 2035.

The vision of AEEMA extends across a 15-year transformation horizon. It envisions an Africa in which every nation possesses real-time, interoperable environmental monitoring systems; in which data informs policy at every level of governance; and in which African expertise in environmental intelligence is recognized and sought globally.

Article 6 — Mission

AEEMA MISSION

To unite African nations, environmental agencies, institutions, researchers, and private stakeholders in developing harmonized environmental monitoring systems, continental data standards, policy frameworks, and climate intelligence infrastructure — enabling evidence-based governance and sustainable development across Africa.

Article 7 — Strategic Objectives

AEEMA shall pursue the following twelve strategic objectives, organized across three thematic pillars:

Pillar 1: Environmental Intelligence & Monitoring

1. Promote comprehensive environmental monitoring across all African member states, encompassing air quality, water resources, soil health, industrial emissions, and maritime emissions.
2. Advance real-time emissions intelligence systems capable of continental-scale data aggregation and analysis.
3. Develop continental environmental data standards enabling interoperability, portability, and cross-border reporting.
4. Encourage and coordinate the deployment of AI, satellite intelligence, IoT sensor networks, and environmental technology platforms across Africa.

Pillar 2: Governance, Policy & Institutional Capacity

5. Support the digital transformation of African environmental protection agencies and ministries.
6. Develop harmonized continental environmental standards and technical guidelines.
7. Strengthen the institutional and technical capacities of national environmental regulators through training, certification, and peer learning.
8. Support carbon accounting, ESG ecosystems, and climate finance mechanisms aligned with continental environmental data.

Pillar 3: Science, Innovation & Public Engagement

9. Promote scientific collaboration, research, and innovation in environmental monitoring technologies.
10. Facilitate environmental data interoperability and joint research across African member states.
11. Promote public awareness, environmental education, and civic engagement in environmental governance.
12. Establish AEEMA as the continental convening platform for dialogue between governments, industry, academia, and civil society on environmental intelligence.

CHAPTER 3 — GUIDING PRINCIPLES & VALUES

Article 8 — Guiding Principles

All activities, decisions, governance processes, and partnerships of AEEMA shall be guided by the following principles:

Principle	Application
Neutrality	AEEMA shall remain free from political, ideological, and commercial influence in all technical and governance decisions.
Transparency	All governance processes, financial decisions, and technical standards shall be documented, published, and accessible to all members.
Scientific Integrity	Environmental data, standards, and recommendations shall be grounded in peer-reviewed science and best international practice.
Continental Cooperation	Solutions and standards shall be developed collectively, reflecting the diversity and specific needs of all African regions.
Inclusiveness	All African nations, regardless of economic size or technical capacity, shall have a meaningful voice in AEEMA's work.
Sustainability	AEEMA's programs and institutional model shall be designed for long-term viability without dependency on single funding sources.
Accountability	All AEEMA bodies and officers shall be accountable to the membership and the broader African public through regular reporting and independent audit.
Equity	Capacity support shall be directed preferentially to nations and communities with the greatest environmental monitoring gaps.
Innovation	AEEMA shall actively embrace and promote emerging technologies, novel methodologies, and transformative approaches to environmental intelligence.
Environmental Justice	Environmental benefits and burdens shall be assessed equitably across communities, nations, and generations.

Article 9 — Non-Commercial Neutrality

AEEMA shall at all times maintain strict commercial neutrality. Specifically:

- AEEMA shall not function as a procurement platform or channel for commercial sales transactions
- AEEMA shall not promote exclusive commercial interests of any member or partner
- AEEMA shall not grant preferential access, endorsement, or certification to commercial products without open, transparent, and technically rigorous evaluation processes
- AEEMA shall not accept funding from any source under conditions that constrain its technical independence or scientific integrity

Corporate members participate in AEEMA for ecosystem development, knowledge exchange, and policy dialogue. Their participation shall be governed by the Corporate Membership Framework (Part IV) and shall not influence technical standards, governance elections, or policy recommendations.

CHAPTER 4 — MEMBERSHIP

Article 10 — Membership Categories

AEEMA maintains six membership categories reflecting the diversity of stakeholders essential to its mission. Each category carries distinct rights, obligations, and governance privileges.

Category	Description	Voting Rights	Max. Representation
A — Founding State Members	Environmental ministries and regulators of the five inaugural founding nations (Ghana, Kenya, Nigeria, Tanzania, Rwanda). Highest constitutional status.	Full voting rights including chairmanship eligibility	1 delegate per country + 2 alternates
B — Government Institutional Members	Environmental protection agencies, national meteorological services, ministries of environment, and other national public bodies from any AU member state.	Full voting rights; chairmanship eligible with Executive Council approval	1 delegate per institution + 1 alternate
C — Strategic Institutional Members	African Development Bank, UNEP, Green Climate Fund, development agencies, pan-African foundations, and multilateral environmental institutions.	Advisory voice; may propose agenda items; no election voting	2 delegates per institution
D — Corporate Members	Climate-tech companies, ESG organizations, environmental monitoring technology firms, and sustainability consultancies operating in Africa.	Non-voting; Private Sector Advisory Council participation	1 delegate per company
E — Academic & Research Members	African and international universities, research institutes, environmental science laboratories, and professional associations engaged in environmental research.	Observer voting rights on scientific matters; Scientific Advisory Board participation	1 delegate per institution
F — Observer Members	Non-African international organizations, civil society groups, diplomatic missions, and individuals invited by the Executive Council for their relevance to AEEMA's mission.	Non-voting; may attend and address sessions	1 delegate per entity

Article 11 — Membership Eligibility

All applicants for AEEMA membership must demonstrate, at the time of application and on an ongoing basis, that they:

- Genuinely support AEEMA's vision, mission, and strategic objectives as set out in this Constitution
- Operate with full ethical conduct and are not subject to international sanctions or credible corruption proceedings
- Respect the environmental governance principles, scientific integrity standards, and political neutrality requirements of this Constitution
- Commit to meeting all financial obligations, reporting requirements, and participation standards of their membership category

- Accept the jurisdiction of AEEMA's Ethics & Compliance Committee and agree to abide by its findings
- For government members: are duly constituted public bodies with environmental mandates under their national law
- For corporate members: have verifiable operations in Africa and demonstrable engagement with environmental monitoring, climate technology, or sustainability

Article 12 — Membership Application Process

The application process shall proceed through the following stages:

13. Submission: Applicant submits completed Membership Application Form (Annex B), supporting documentation, and applicable application fee to the Secretariat.
14. Secretariat Review: The Secretariat conducts an administrative completeness check within 15 working days and requests any missing documentation.
15. Membership Committee Review: The Membership Committee convenes within 30 days of a complete application to assess eligibility, conduct due diligence, and prepare a recommendation report.
16. Executive Council Decision: The Executive Council reviews the Membership Committee's recommendation at its next regular session and either approves, rejects, or defers the application with reasons.
17. General Assembly Ratification: Approved applications are formally ratified at the next General Assembly. Executive Council approval confers provisional membership pending ratification.
18. Notification & Onboarding: The Secretariat formally notifies the applicant and initiates the onboarding process including collection of annual fees, issuance of credentials, and orientation briefing.

Article 13 — Membership Suspension & Termination

Membership may be suspended or terminated under the following circumstances and procedures:

Grounds for Suspension

- Serious misconduct, corruption, or ethical violations by the member entity or its appointed delegates
- Political misuse of AEEMA's name, logo, or institutional standing
- Persistent non-compliance with membership obligations over two consecutive years
- Material misrepresentation in the membership application
- Failure to pay annual membership fees for two consecutive years without approved deferral

Suspension Procedure

19. A complaint or concern is lodged with the Ethics & Compliance Committee.
20. The Committee investigates and prepares a formal finding within 60 days.
21. If suspension is recommended, the Committee notifies the member and provides 30 days for response.
22. The Executive Council reviews the finding and the member's response; a two-thirds majority vote is required to proceed to suspension.
23. The General Assembly is informed at its next session; a two-thirds majority is required to convert suspension to termination.

Voluntary Withdrawal

A member may voluntarily withdraw by providing 90 days written notice to the Secretary General. Fees paid are non-refundable. Withdrawal does not extinguish obligations accrued prior to withdrawal.

CHAPTER 5 — GOVERNANCE ARCHITECTURE

Article 14 — Governance Bodies

AEEMA's governance architecture is designed to ensure continental representativeness, scientific integrity, operational effectiveness, and democratic accountability. The Alliance shall be governed by eight interconnected bodies:

Body	Character	Primary Authority
1. General Assembly	Supreme governing body	Policy approval, elections, budget, constitutional amendments
2. Executive Council	Permanent governing council	Oversight, inter-session governance, strategic direction
3. Chairmanship Troika	Rotating leadership	Presiding, agenda-setting, continental representation
4. Secretariat	Permanent administrative body	Implementation, finance, operations, coordination
5. Technical Advisory Committees	Sector-specific technical bodies	Technical standards, guidance, innovation, sector policy
6. Scientific Advisory Board	Independent scientific panel	Scientific guidance, research coordination, credibility assurance
7. Ethics & Compliance Committee	Independent oversight body	Ethics enforcement, conflict review, disciplinary proceedings
8. Private Sector Advisory Council	Industry consultative body	Industry liaison, innovation input, partnership facilitation

CHAPTER 6 — GENERAL ASSEMBLY

Article 15 — Supreme Authority

The General Assembly is the supreme governing body of AEEMA and the ultimate expression of the collective will of the Alliance's membership. All other bodies derive their authority from the General Assembly and are accountable to it. No governance body may take action that is inconsistent with a General Assembly resolution.

Article 16 — Powers & Functions

The General Assembly shall exercise the following sovereign powers:

- Approve, amend, or repeal the AEEMA Constitution, Charter, and core policies
- Elect and remove the Chair, Vice Chairs, and Executive Council representatives
- Receive, debate, and approve the annual financial report and external audit findings
- Approve the multi-year strategic plan and annual program budget
- Admit new members, ratify Executive Council membership approvals
- Confirm suspension or termination of membership on recommendation of the Executive Council
- Establish or dissolve standing committees, advisory bodies, and technical structures
- Ratify agreements with the African Union, United Nations, and other international bodies
- Determine the location of AEEMA headquarters and regional offices
- Approve the five-year strategic plan and major programmatic frameworks
- Approve dissolution of the Alliance in accordance with Article 45

Article 17 — Sessions

Ordinary Sessions

The General Assembly shall convene in Ordinary Session once annually, ordinarily in conjunction with the AEEMA Continental Environmental Intelligence Summit. Notice of at least 60 calendar days shall be provided to all members, including the provisional agenda.

Extraordinary Sessions

Extraordinary Sessions may be convened by:

- Decision of the Executive Council (by two-thirds majority)
- Written request of at least one-third of voting members
- Decision of the Chairperson in cases of emergency affecting the Alliance or the African environment

Notice of at least 21 days shall be provided for Extraordinary Sessions; in cases of declared continental environmental emergency, this may be reduced to 7 days.

Virtual Participation

Members may participate in General Assembly sessions via video conferencing or other approved digital means. Remote participants shall enjoy full voting rights equivalent to in-person participants.

Article 18 — Quorum & Voting

Quorum for the General Assembly shall be achieved when a majority (50% + 1) of voting members are represented. Where quorum is not met, the session may be reconvened within 30 days, at which point the assembly may proceed with members present.

Decision Type	Vote Required	Examples
Procedural matters	Simple majority (>50%)	Agenda adoption, scheduling, committee appointments
Policy & program decisions	Absolute majority (>50% of all voting members)	Strategic plan, budget approval, major programs

Membership decisions	Two-thirds majority	Suspension, termination, new category creation
Constitutional amendments	Two-thirds supermajority	Any change to this Constitution
Dissolution of the Alliance	Three-fourths supermajority	Winding up AEEMA

CHAPTER 7 — EXECUTIVE COUNCIL

Article 19 — Composition

The Executive Council shall comprise ten members: two representatives elected from each of the five African regions (West, East, Southern, North, Central Africa). In addition, the Secretary General shall attend all Executive Council sessions in a non-voting advisory capacity. The Chair of the Scientific Advisory Board shall be an ex-officio non-voting member.

Article 20 — Term & Election

Executive Council representatives shall serve two-year terms, renewable once consecutively. Elections shall be conducted at the annual General Assembly by the voting members of the relevant regional bloc. No more than one representative per country shall serve simultaneously on the Executive Council.

Article 21 — Responsibilities

Between General Assembly sessions, the Executive Council shall exercise the following authorities:

- Oversee the implementation of General Assembly resolutions and strategic plans
- Supervise the Secretariat and Secretary General performance
- Review and approve membership applications from the Membership Committee
- Monitor compliance of members with AEEMA Constitution and policies
- Approve operational strategies, work plans, and budgets within parameters set by the General Assembly
- Approve partnerships, MOUs, and agreements below the threshold requiring General Assembly ratification
- Convene Extraordinary General Assembly sessions as required
- Act as the appellate body for contested Membership Committee decisions
- Ensure regional balance and equitable representation in all AEEMA activities

Article 22 — Meetings & Decisions

The Executive Council shall meet at minimum four times per year: twice in person and twice by video conference. Extraordinary meetings may be convened by the Chair or upon written request of four or more members. Quorum: six of ten members. Decisions by simple majority except where this Constitution requires a higher threshold.

CHAPTER 8 — CHAIRMANSHIP SYSTEM & TROIKA

Article 23 — Rotational Chairmanship

AEEMA shall be led by a rotating Chairperson elected annually from among the five African regions in the following sequence: West Africa → East Africa → Southern Africa → North Africa → Central Africa. After the first full rotation (5 years), the cycle shall recommence. Extraordinary circumstances, including failure of a region to nominate a qualified candidate, shall be addressed by the General Assembly.

Article 24 — Eligibility for Chairmanship

A candidate for the position of Chairperson must satisfy all of the following requirements:

- Represent an active, dues-current member state or government institution in the region due for rotation
- Hold, or have held, a senior position in environmental governance, environmental regulation, or environmental science
- Possess demonstrable leadership experience at national or continental level
- Maintain a clean record — no credible corruption findings, no sanctions, no ongoing disciplinary proceedings
- Have no financial conflict of interest with AEEMA's institutional neutrality obligations
- Demonstrate command of at least one AEEMA official working language
- Submit a formal candidacy declaration and vision statement to the Secretariat no less than 30 days before the General Assembly election

Article 25 — Election Process

Chairperson elections shall proceed according to the Electoral Procedures Manual (Part III of this Institutional Bible). In summary:

24. Nominations open 60 days before the General Assembly
25. Nominations close 30 days before the General Assembly
26. Candidate vetting by the Ethics & Compliance Committee within 10 days of nominations closing
27. Candidate presentations at the General Assembly (10 minutes each, followed by Q&A)
28. Secret ballot by all eligible voting members
29. Election by absolute majority on the first round; run-off between top two candidates if no majority on first round
30. Result declared by the outgoing Chair or, if a candidate, by the President of the General Assembly session

Article 26 — Term of Office

The Chairperson shall serve a term of one year, commencing on the closing day of the General Assembly at which they were elected. A Chairperson may serve two consecutive terms by way of re-election but may not serve a third consecutive term. A Chairperson who has served two consecutive terms is eligible for re-election after an interval of at least two years.

Article 27 — Troika System

AEEMA shall operate a Chairmanship Troika consisting of three persons: the Outgoing Chair, the Current Chair, and the Incoming Chair Elect (or nominee of the incoming region if the election has

not yet occurred). The Troika serves as the institutional anchor for continuity, strategic memory, and leadership transition.

Troika Role	Responsibilities
Outgoing Chair	Advises the Current Chair; participates in strategic continuity discussions; represents AEEMA at designated events; available for institutional knowledge transfer for 12 months after term.
Current Chair	Presides over the General Assembly; represents AEEMA internationally; chairs Executive Council; acts as spokesperson; exercises all constitutional authorities of the Chairperson.
Incoming Chair / Designate	Participates in strategic planning; shadows current leadership; participates in key diplomatic missions and summit planning; prepares transition plan.

Article 28 — Vice Chairpersons

Four Vice Chairpersons shall be elected, one from each region not holding the Chairperson role. Vice Chairs shall support the Chairperson in fulfilling AEEMA's mandate, represent AEEMA at regional events, and assume the Chair's functions in case of incapacity, absence, or vacancy.

CHAPTER 9 — SECRETARIAT

Article 29 — Permanent Body

The Secretariat is the permanent administrative and operational body of AEEMA. It shall maintain continuity of operations between General Assembly and Executive Council sessions. The Secretariat shall be independent of any single member state and shall serve the Alliance as a whole.

Article 30 — Secretary General

The Secretariat shall be led by a Secretary General appointed by the General Assembly on recommendation of the Executive Council following an open competitive process. The Secretary General shall serve an initial term of five years, renewable once. Selection criteria:

- At minimum a Master's degree in environmental science, environmental law, public administration, or related field
- Minimum 15 years of senior-level professional experience in environmental governance, international organization management, or related fields
- Demonstrated leadership in multi-stakeholder or inter-governmental contexts
- Strong diplomatic, communication, and partnership development skills
- Full command of English; working knowledge of French strongly preferred
- Reputation for integrity, impartiality, and organizational effectiveness

Article 31 — Secretariat Functions

The Secretariat shall carry out the following functions under the direction of the Secretary General:

- Implement all decisions, programs, and activities approved by the General Assembly and Executive Council

- Manage AEEMA's finances, accounts, and assets in accordance with Financial Regulations (Part VI)
- Coordinate all internal and external partnerships, and administer MOUs and agreements
- Plan, organize, and execute the Continental Summit, technical workshops, and all institutional events
- Publish the AEEMA Annual Report, technical guidelines, summit proceedings, and all official communications
- Maintain the AEEMA membership registry, institutional records, and archives
- Support the work of all Technical Advisory Committees, the Scientific Advisory Board, and other institutional bodies
- Administer the certification and capacity-building programs
- Manage AEEMA's digital platforms, website, and communications infrastructure
- Prepare budget proposals, financial reports, and program plans for Executive Council and General Assembly review

CHAPTER 10 — TECHNICAL & SCIENTIFIC STRUCTURES

Article 32 — Technical Advisory Committees

AEEMA shall maintain standing Technical Advisory Committees (TACs) in each of its core technical domains. Each TAC shall develop sector-specific standards, guidance notes, technical frameworks, and policy recommendations. Initial TACs shall include:

Committee	Scope	Key Outputs
TAC-1: Air Quality	Ambient air monitoring, pollutant standards, exposure assessment, transboundary air pollution	Continental air quality standards, monitoring protocol guidelines
TAC-2: Water Monitoring	Surface water, groundwater, coastal water quality, transboundary water bodies	Water quality monitoring framework, inter-basin data sharing
TAC-3: Industrial Emissions	Stack emissions, CEMS standards, industrial reporting, EIA integration	CEMS deployment standards, industrial emission inventory guidance
TAC-4: AI & Environmental Intelligence	Artificial intelligence in monitoring, predictive analytics, machine learning for environmental data	AI ethics guidelines, predictive monitoring framework
TAC-5: Carbon Markets & ESG	MRV frameworks, carbon accounting, emissions trading, REDD+, ESG reporting	Africa carbon MRV standards, ESG data integration framework
TAC-6: Satellite Monitoring	Remote sensing for environmental monitoring, satellite data validation, land use monitoring	Satellite data standards, validation protocols, downscaling guidelines

TAC-7: Maritime Emissions	Port and coastal emissions, shipping emissions, inland waterway monitoring, IMO compliance	African maritime emissions framework, port monitoring standards
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Article 33 — Scientific Advisory Board

The Scientific Advisory Board (SAB) shall serve as the independent scientific conscience of AEEMA. It shall be composed of distinguished African and internationally recognized scientists, engineers, academics, and AI specialists. SAB members shall serve in their personal capacity and shall not represent their institutions or governments. The SAB shall:

- Review and validate the scientific basis of AEEMA technical standards and guidelines
- Advise the General Assembly and Executive Council on emerging science, technologies, and environmental risks
- Conduct peer review of AEEMA publications and policy recommendations
- Identify priority research needs and facilitate continental research partnerships
- Liaise with UNEP, IPCC, and other international scientific bodies
- Produce an annual State of Africa's Environment scientific assessment

CHAPTER 11 — PRIVATE SECTOR ENGAGEMENT

Article 34 — Role of Corporate Members

Private sector engagement is essential to AEEMA's mission. Technology companies, ESG organizations, and environmental service providers bring capital, innovation, and implementation capacity that accelerates environmental monitoring across Africa. The Private Sector Advisory Council (PSAC) shall channel corporate participation constructively while preserving AEEMA's independence.

Corporate members may:

- Sponsor AEEMA programs, summit events, and publications under transparent co-branding guidelines
- Participate in Technology Innovation Showcases at the Continental Summit
- Contribute expertise and technical participation to TACs in an advisory capacity
- Propose research collaboration with the Scientific Advisory Board
- Access AEEMA's continental network and regulatory relationships for approved partnership purposes

Corporate members shall not:

- Vote in any AEEMA elections or governance decisions
- Participate in the setting of technical standards in ways that favor their commercial interests
- Use AEEMA's institutional endorsement for marketing purposes without specific written authorization
- Condition their financial contributions on specific governance or technical outcomes

CHAPTER 12 — ETHICS & COMPLIANCE FRAMEWORK

Article 35 — Ethics Framework

AEEMA shall maintain the highest standards of institutional integrity. The Ethics & Compliance Committee (ECC) shall be an independent body accountable to the General Assembly. The ECC shall comprise five persons of recognized integrity: three elected by the General Assembly and two appointed by the Scientific Advisory Board. ECC members may not simultaneously hold other AEEMA governance positions.

The ECC shall administer the following instruments:

- AEEMA Code of Conduct (binding on all staff, officers, and member delegates)
- Anti-Corruption and Anti-Bribery Policy
- Conflict of Interest Declaration system
- Whistleblower Protection Policy
- Sanctions and Disciplinary Framework

Article 36 — Conflict of Interest

All AEEMA officers, Secretariat staff, Technical Advisory Committee members, and Scientific Advisory Board members shall:

- Submit an Annual Declaration of Interests covering financial holdings, board memberships, and professional affiliations that may intersect with AEEMA's work
- Immediately and proactively declare any interest that arises during the course of their duties
- Recuse themselves from all deliberations, votes, and decisions in which they have a declared or apparent conflict
- Accept that failure to declare a conflict is a serious disciplinary offence that may result in removal from office

CHAPTER 13 — FINANCE & FUNDING

Article 37 — Sources of Funding

AEEMA shall maintain a diversified funding base to ensure institutional independence and financial sustainability. Funding sources shall include:

Funding Source	Description
Membership Fees	Annual fees from all membership categories as determined by the Fee Schedule (Annex E). Fees shall be reviewed every three years by the General Assembly.
Development Partner Grants	Grants from bilateral and multilateral development agencies, climate funds, and international organizations for specific programs. All grants shall be accepted subject to AEEMA's Funding Policy.
Corporate Sponsorship	Summit sponsorship, program co-funding, and publication sponsorship from corporate members and partners under the

	Sponsorship Framework. No sponsorship shall confer governance influence.
Summit & Events Revenue	Registration fees from non-member participants at the Continental Summit, workshops, and training programs.
Certification Revenue	Fees from certification examinations, continuing education programs, and accreditation services.
Publication & Data Services	Revenue from premium data publications, technical reports, and advisory services to governments and institutions.
Host Government Contributions	In-kind or financial contributions from the host government for headquarters facilities and administrative support.

Article 38 — Financial Oversight

AEEMA shall maintain the highest standards of financial management and transparency:

- Annual independent audit by a reputable international audit firm, selected by competitive tender every three years
- Quarterly financial reports prepared by the Secretary General and distributed to the Executive Council
- Annual audited accounts presented to the General Assembly for approval
- Public financial transparency report published within six months of each financial year end
- All expenditures above a defined threshold subject to Executive Council authorization as specified in the Financial Regulations (Part VI)

CHAPTER 14 — SUMMITS & EVENTS

Article 39 — Continental Summit

AEEMA shall host the Annual AEEMA Continental Environmental Intelligence Summit (ACEIS) as the Alliance's flagship convening event. The Summit shall be hosted in rotation among the five regions and shall serve as the premier pan-African platform for environmental intelligence dialogue.

Article 40 — Summit Objectives

- High-level ministerial and head-of-agency policy dialogue on Africa's environmental challenges
- Technical collaboration and exchange among scientists, engineers, and practitioners
- Technology Innovation Showcase featuring environmental monitoring solutions
- Certification ceremonies for newly qualified AEEMA-certified professionals
- Research exchange and launch of the annual State of Africa's Environment report
- Diplomatic engagements and MOU signings
- General Assembly session and annual elections

CHAPTER 15 — CERTIFICATION & CAPACITY BUILDING

Article 41 — Certification Programs

AEEMA shall establish a continental system of professional certification in environmental monitoring to build qualified human capital across Africa. Certification programs shall include:

Certification	Target Audience	Duration / Format
Certified Environmental Intelligence Analyst (CEIA)	Environmental agency officers, data scientists, policy analysts	160 hrs coursework + examination + practicum
Certified Emissions Monitoring Engineer (CEME)	Sensor engineers, CEMS technicians, environmental engineers	200 hrs technical training + field assessment
Certified Carbon Measurement Specialist (CCMS)	Carbon auditors, MRV practitioners, ESG officers	120 hrs coursework + case study assessment
Environmental Data Governance Officer (EDGO)	IT managers at EPAs, data stewards, digitization officers	80 hrs online + project submission
AI in Environmental Monitoring Practitioner (AEMP)	ML engineers, environmental data scientists	120 hrs technical program + capstone project

Article 42 — Training Programs

In addition to formal certification, AEEMA shall deliver capacity-building training programs targeting:

- National EPA and environmental ministry staff (regulatory training, digital tools, data management)
- Environmental inspectors and enforcement officers (field monitoring protocols, legal frameworks)
- Engineers and technicians (sensor deployment, CEMS operation, calibration)
- Researchers and academics (data analytics, AI tools, continental databases)
- Policymakers and legislators (environmental law, international standards, climate finance)

CHAPTER 16 — DATA GOVERNANCE & DIGITAL FRAMEWORKS

Article 43 — Environmental Data Principles

AEEMA shall be the custodian of continental environmental data standards and the advocate for responsible, secure, and equitable environmental data management across Africa. The following principles shall govern all data-related activities:

- **Data Sovereignty:** African nations retain full sovereignty over their national environmental data; AEEMA aggregates, not appropriates

- **Interoperability:** Continental data exchange shall be built on open, documented, technology-neutral standards
- **Quality Assurance:** All data contributed to continental platforms shall meet minimum quality standards as set by the relevant TAC
- **Responsible AI:** The use of artificial intelligence in environmental monitoring shall be transparent, auditable, and free from algorithmic bias
- **Cybersecurity:** Environmental monitoring infrastructure shall meet continental cybersecurity baseline standards
- **Accessibility:** Aggregated environmental intelligence data shall be publicly accessible in appropriate formats

Article 44 — Continental Environmental Intelligence Framework

AEEMA shall develop and maintain the Continental Environmental Intelligence Framework (CEIF), comprising:

- **Continental Environmental Data Exchange Protocol (CEDEP):** Common data format and API standards for cross-border environmental data exchange
- **African Environmental Monitoring Network (AEMN):** A federated network of national monitoring systems contributing to a continental data layer
- **Environmental Intelligence Portal:** A publicly accessible platform providing aggregated, visualized continental environmental data
- **Environmental Reporting Standards:** Harmonized national environmental reporting templates aligned with UNEP, WHO, and IMO requirements

CHAPTER 17 — PARTNERSHIPS & DIPLOMATIC RELATIONS

Article 45 — Strategic Partnerships

AEEMA shall actively develop strategic partnerships with continental and international bodies to amplify its impact. Priority partnership categories include:

Partner Category	Specific Partners	Nature of Partnership
African Institutions	African Union (AU), AUDA-NEPAD, African Development Bank, African Climate Foundation	Policy alignment, co-funding, joint programs
UN System	UNEP, UNFCCC, WMO, WHO, IMO, UN-Habitat	Technical standards, observer status, joint publications
Development Finance	Green Climate Fund, World Bank, GEF, AFDB, climate funds	Grant access, co-financing, technical assistance
Academic Networks	African universities, TWAS, CGIAR, international research institutes	Research collaboration, capacity building, data sharing
International Standards Bodies	ISO, IEC, WMO Technical Commissions	Standard adoption, harmonization, technical liaison

CHAPTER 18 — AMENDMENTS

Article 46 — Constitutional Amendments

This Constitution may be amended by a two-thirds supermajority vote of the General Assembly. The following process shall apply:

31. Proposed amendments shall be submitted in writing to the Secretariat at least 90 days before the General Assembly session.
32. The Secretariat shall distribute the proposed amendment to all members within 7 days of receipt.
33. The Legal & Governance Sub-committee of the Executive Council shall prepare a technical analysis of the proposed amendment within 45 days.
34. The amendment and analysis shall be circulated to all members at least 30 days before the General Assembly session.
35. The General Assembly shall debate and vote on the amendment. A two-thirds majority of voting members present is required for adoption.
36. Adopted amendments take effect 30 days after adoption unless the amendment specifies a different effective date.
37. Amendments to Articles 1 (Name), 3 (Legal Status), and 45 (Dissolution) require an additional confirmatory vote at the following year's General Assembly.

CHAPTER 19 — DISSOLUTION

Article 47 — Dissolution

AEEMA may be dissolved only by a three-fourths supermajority of all voting members of the General Assembly, voting at a session convened specifically for this purpose with at least 90 days' advance notice. Upon dissolution:

- A Liquidation Committee of five persons appointed by the General Assembly shall oversee the winding-up process
- All financial obligations of AEEMA shall be settled in order of priority as prescribed in the Financial Regulations
- After settlement of all obligations, remaining assets shall be transferred to one or more African environmental or public-interest institutions as designated by the final General Assembly
- The intellectual property of AEEMA, including standards, publications, databases, and certification frameworks, shall be transferred to a designated African public body to ensure continuity of access
- The dissolution process shall be completed within 24 months of the General Assembly dissolution vote

CHAPTER 20 — TRANSITIONAL PROVISIONS

Article 48 — Founding Council

For the purpose of establishing AEEMA and convening the inaugural General Assembly, an Interim Founding Council shall govern the Alliance for an initial period not exceeding three years. The Interim Founding Council shall be composed of representatives of the founding member states and institutions identified in this Constitution. During this period:

- The Founding Council shall exercise the powers of the Executive Council
- An Interim Chair shall be elected by the Founding Council for a maximum 18-month term
- A founding Secretariat shall be established to conduct day-to-day operations
- All Founding Council decisions shall be ratified by the inaugural General Assembly

Article 49 — Founding Member States

The following nations, having signified their commitment to AEEMA's vision and mission, are recognized as Founding Member States with all associated constitutional rights and privileges:

Nation	Region	Lead Institution
Ghana	West Africa	Environmental Protection Agency (EPA) Ghana
Kenya	East Africa	National Environment Management Authority (NEMA) Kenya
Nigeria	West Africa	National Environmental Standards and Regulations Enforcement Agency (NESREA)
Tanzania	East Africa	National Environment Management Council (NEMC)
Rwanda	East Africa	Rwanda Environment Management Authority (REMA)

Additional Founding Member status shall be open to any African nation that formally accedes to this Constitution within the first year of its adoption.

PART II

GOVERNANCE HANDBOOK

§ 2.1 — ROLES, AUTHORITIES & DECISION MATRIX

The following matrix defines the authority boundaries for each governance body. 'Approve' means final decision; 'Recommend' means proposal subject to another body's approval; 'Advise' means input without binding effect.

Matter	Gen. Assembly	Exec. Council	Chairperson	Sec. General	ECC
Constitutional amendments	Approve	Recommend	Propose	Draft	Advise
Annual budget	Approve	Recommend	Endorse	Prepare	Audit oversight
Strategic plan (5-yr)	Approve	Draft	Champion	Prepare	—
New member admission	Ratify	Approve	—	Process	Verify
Member suspension	Final decision	Recommend	—	Administer	Investigate
SG Appointment	Approve	Recommend + select	—	—	Verify integrity
Chairperson election	Elect	Certify	—	Administer	Verify eligibility
MOU / Partnership	Ratify (strategic)	Approve (operational)	Sign	Negotiate	—
Budget expenditure >\$50K	—	Approve	Authorize	Execute	—
Technical standards	Endorse	Approve	Promote	Facilitate	—
Extraordinary Assembly	Convene	Request	Convene	Organize	—

§ 2.2 — MEETING PROTOCOLS & QUORUM RULES

Body	Minimum Frequency	Quorum	Notice Required
General Assembly	1x annually (ordinary)	50%+1 of voting	60 days (ordinary); 21

		members	days (extraordinary)
Executive Council	4x annually (2 in-person, 2 virtual)	6 of 10 members	14 days ordinary; 48 hrs emergency
Technical Committees	2x annually minimum	Majority of committee members	21 days
Scientific Advisory Board	2x annually	Majority of SAB members	21 days
Ethics & Compliance Committee	As required (minimum 2x annually)	3 of 5 members	10 days (7 days for urgent matters)

All sessions shall be documented by official minutes prepared by the Secretariat. Minutes shall be circulated to participants within 10 working days and approved at the subsequent session. Verbatim recordings of General Assembly sessions shall be maintained in the AEEMA archive.

§ 2.3 — VOTING PROCEDURES

General Rules

- Each voting member is entitled to one vote. Voting rights are non-transferable except for officially designated alternates.
- Proxy voting is permitted by written instruction submitted to the Secretariat no less than 48 hours before the session. No member may hold more than one proxy.
- Electronic voting is permitted for non-election decisions when approved by the Chairperson.
- The Chairperson does not vote except to break a tie, in which case the Chairperson's vote is decisive.

Election Voting

- All elections shall be conducted by secret ballot.
- Electronic secret ballot platforms may be used if the platform's security and anonymity have been independently verified.
- Ballot counting shall be observed by at least two scrutineers elected by the General Assembly from among non-candidate members.
- Results shall be announced by the session President within one hour of ballot closure.

§ 2.4 — OFFICERS: DUTIES & TERM LIMITS

Officer	Primary Duties	Term	Limit
Chairperson	Preside over General Assembly; represent AEEMA internationally; chair Executive Council; act as spokesperson.	1 year	2 consecutive terms
Vice Chairpersons (4)	Support Chair; represent AEEMA in their region; chair sessions in Chair's absence; lead regional working groups.	1 year	2 consecutive terms
Secretary General	Administer Secretariat; implement	5 years	1 renewal

	decisions; manage finances; report to Executive Council and General Assembly.		
Exec. Council Members	Govern between General Assembly sessions; oversee Secretariat; approve partnerships and memberships.	2 years	1 consecutive renewal
SAB Chair	Lead scientific advisory work; present annual State of Africa's Environment report; interface with international scientific bodies.	3 years	1 renewal
ECC Chair	Lead ethics investigations; present annual ethics report to General Assembly; interface with legal counsel.	3 years	1 renewal

PART III

ELECTORAL PROCEDURES MANUAL

§ 3.1 — CHAIRMANSHIP ELECTION PROCESS

The election of the AEEMA Chairperson is the most significant governance event in the Alliance calendar. The process is designed to be transparent, competitive, and free from any form of undue influence.

Phase 1: Announcement & Nominations (Day –60 to Day –30)

38. The Secretariat publishes the Election Notice 60 days before the General Assembly, specifying the region eligible for nomination, eligibility criteria, and nomination deadline.
39. Any eligible institution within the designated region may nominate a candidate, including self-nomination.
40. Nominations must include: signed nomination form, candidate biography, vision statement (maximum 2,000 words), declaration of eligibility, declaration of interests, and two supporting letters from AEEMA voting members.
41. Nominations are submitted to the Secretariat, which acknowledges receipt within 2 working days.

Phase 2: Vetting (Day –30 to Day –20)

42. The Ethics & Compliance Committee reviews all nominations within 10 days to verify eligibility and screen for conflicts of interest.
43. The ECC may request additional documentation or clarification from candidates.
44. A confidential Candidate Vetting Report is submitted to the Secretariat; only eligibility status (eligible/ineligible) is published.
45. Disqualified candidates are notified with reasons; they may appeal to the General Assembly President within 5 days.

Phase 3: Campaign Period (Day –20 to Day of Assembly)

46. Eligible candidates may circulate their vision statements to all AEEMA members.
47. No candidate may offer, directly or indirectly, gifts, financial benefits, or institutional privileges in connection with the election.
48. Campaign materials shall be factual and respectful; defamatory content shall result in disqualification.

Phase 4: Election Day

49. Each eligible candidate is allotted 10 minutes to present their vision, followed by 10 minutes of questions from the floor.
50. Following all presentations, the session President declares the ballot open.

51. Secret ballots are distributed, completed, and collected by the Secretariat staff under observation of elected scrutineers.
52. First round: a candidate achieving absolute majority (more than 50% of valid votes) is elected.
53. If no absolute majority on the first round, the two candidates with the highest vote counts proceed to an immediate second round. The candidate with the greater number of second-round votes is elected.
54. In the event of a tie on the second round, the result is decided by drawing of lots conducted by the session President.
55. The session President announces the result, which is final. A certificate of election is issued by the Secretariat.

§ 3.2 — EXECUTIVE COUNCIL ELECTIONS

Each African region shall elect two representatives to the Executive Council at the annual General Assembly. Only voting members from the respective region may nominate candidates and cast votes in that region's election.

- Nomination period: 30 days before the General Assembly
- Each eligible regional member may nominate one candidate
- Candidates must be senior officers of a voting member institution in good standing
- Election by secret ballot among regional voting members
- Two-round preferential voting if more than two candidates; top two advance to run-off if no majority on first round
- Outgoing Executive Council members are eligible for re-election once

§ 3.3 — COMMITTEE CHAIR ELECTIONS

Chairs of Technical Advisory Committees and the Scientific Advisory Board shall be elected by the membership of the relevant body at its inaugural session, thereafter at each three-year term renewal. Eligibility: demonstrated expertise in the relevant technical domain; no pending disciplinary proceedings; and availability to commit minimum 10% of professional time to the role.

§ 3.4 — ELECTORAL DISPUTE RESOLUTION

Any voting member may lodge a formal electoral dispute with the session President within 24 hours of a result being announced. A dispute must allege a specific procedural irregularity; general dissatisfaction with an outcome is not a valid ground for dispute.

56. The session President appoints an ad hoc Electoral Review Panel of three independent members.
57. The panel investigates within 48 hours and presents findings to the General Assembly.
58. The General Assembly decides by simple majority whether to uphold or dismiss the dispute.
59. If the dispute is upheld, the relevant election shall be re-run before the close of the General Assembly session.
60. The ECC shall be notified of all electoral disputes for their records.

§ 3.5 — VACANCY & BY-ELECTION PROCEDURES

Where a vacancy arises in any elected position due to resignation, incapacity, death, or disqualification:

- Chairperson vacancy: The senior Vice Chairperson assumes the role for the remainder of the term; a by-election is held at the next General Assembly for a full new term.
- Executive Council vacancy: The relevant regional Vice Representative (runner-up in last election) is invited to fill the vacancy on an interim basis; confirmed by the next General Assembly.
- Secretary General vacancy: The Deputy Secretary General assumes acting responsibilities; the Executive Council initiates a replacement process within 90 days.

PART IV

MEMBERSHIP GUIDELINES

§ 4.1 — MEMBERSHIP CATEGORIES: FULL SPECIFICATIONS

Category A — Founding State Members

Founding State Members are the constitutional pillars of AEEMA. They are the national environmental regulators or ministries of the five original founding nations. Founding State Members enjoy the highest institutional status within AEEMA, including permanent seat on the Executive Council for the first five years, priority consideration in hosting the annual Summit, and the right to nominate candidates for all leadership positions.

Category B — Government Institutional Members

Government Institutional Members are national public bodies with a mandate in environmental regulation, monitoring, climate policy, or environmental science from any of the 55 African Union member states. Admission requires a formal letter of commitment from the head of the institution and endorsement by their national government. Government members in good standing are the primary electorate for all AEEMA governance elections.

Category C — Strategic Institutional Members

Strategic Institutional Members are multilateral development institutions, international organizations, and pan-African foundations whose mandate intersects directly with AEEMA's mission. They participate in advisory and policy dialogue capacities. Strategic members are expected to contribute technical expertise, co-funding, and continental advocacy to AEEMA's programs.

Category D — Corporate Members

Corporate Members are private sector entities with verifiable operations in environmental monitoring, climate technology, ESG, or environmental services in Africa. Corporate membership is the channel for industry engagement with AEEMA. Corporate members access AEEMA's network, participate in summits and showcases, and contribute private sector perspective to non-binding consultations. They do not vote or influence governance decisions.

Category E — Academic & Research Members

Academic & Research Members are universities, research institutes, and professional associations engaged in environmental science, monitoring technology, climate data science, or related fields. They support AEEMA's scientific credibility, contribute to the Scientific Advisory Board, and serve as training partners for certification programs.

Category F — Observer Members

Observer Members are invited participants who bring specific expertise or representation value to AEEMA. They attend sessions, contribute to technical discussions, and support AEEMA's global

connectivity. Observer status may be extended to environmental civil society organizations, international press covering environment, and diplomatic missions with strong environmental mandates.

§ 4.2 — APPLICATION & ONBOARDING PROCESS

Prospective members should follow this step-by-step process:

Step	Action	Responsible	Timeline
1	Download and complete the AEEMA Membership Application Form (Annex B)	Applicant	Before submission
2	Attach required documentation (see checklist in Annex B)	Applicant	Before submission
3	Pay non-refundable application fee as per Fee Schedule (Annex E)	Applicant	Before submission
4	Submit complete application package to the Secretariat	Applicant	Rolling
5	Secretariat completeness review and acknowledgement	Secretariat	5 working days
6	Membership Committee due diligence assessment	Membership Committee	30 days
7	Executive Council review and provisional approval	Executive Council	Next EC meeting
8	General Assembly formal ratification	General Assembly	Next GA session
9	First annual fee invoice issued	Secretariat	Upon ratification
10	Credential issuance and onboarding orientation	Secretariat	Within 14 days of payment

§ 4.3 — RIGHTS & OBLIGATIONS BY CATEGORY

Right / Obligation	Cat. A	Cat. B	Cat. C	Cat. D	Cat. E	Cat. F
Vote in General Assembly elections	✓	✓	—	—	—	—
Stand for Chairperson election	✓	✓	—	—	—	—
Stand for Executive Council	✓	✓	—	—	—	—
Nominate candidates for elections	✓	✓	—	—	—	—
Access confidential AEEMA reports	✓	✓	✓	✓	✓	Limited

Participate in Technical Committees	✓	✓	✓	Advisory	✓	—
Participate in Scientific Advisory Board	Nominate	Nominate	—	—	✓	—
Attend Continental Summit	✓	✓	✓	✓	✓	✓
Exhibit at Innovation Showcase	—	—	Sponsor	✓	✓	—
Access certification programs	✓	✓	✓	✓	✓	—
Obligation: Pay annual fees	✓	✓	✓	✓	✓	Waived
Obligation: Submit annual report	✓	✓	✓	✓	✓	—
Obligation: Declare conflicts	✓	✓	✓	✓	✓	✓

§ 4.4 — ANNUAL FEE STRUCTURE

The following fee schedule is indicative for the founding period and shall be reviewed by the General Assembly every three years. All fees are denominated in United States Dollars (USD) unless otherwise resolved by the General Assembly. Founding Member States shall receive a 50% discount on the standard Category B government fee for the first five years.

Category	Annual Fee (USD)	Application Fee (USD)	Notes
A — Founding State Members	\$15,000	Waived	Fixed rate
B — Government Institutional	\$10,000 – \$25,000*	\$500	*Scaled by GDP per capita
C — Strategic Institutional	\$20,000 – \$50,000	\$500	Scaled by institution size
D — Corporate Members	\$5,000 – \$25,000	\$500	Scaled by annual revenue
E — Academic & Research	\$2,000 – \$5,000	\$250	Reduced rate policy
F — Observer Members	Waived	\$100	Invitation-based

Hardship deferral provisions: Any member experiencing genuine financial hardship may apply to the Secretariat for a 12-month fee deferral. Deferrals require Executive Council approval and shall not exceed two consecutive years.

§ 4.5 — SUSPENSION, REINSTATEMENT & TERMINATION

Reinstatement After Suspension

A suspended member may apply for reinstatement upon demonstrating full rectification of the grounds for suspension. The application shall be submitted to the Secretariat with supporting evidence. The Ethics & Compliance Committee shall assess the application and recommend reinstatement or continued suspension to the Executive Council. Reinstatement requires Executive Council approval, and is reported to the General Assembly.

Termination vs. Suspension

Suspension is a temporary measure designed to incentivize compliance. Termination is a permanent measure reserved for the most serious violations. Terminated members may reapply for membership after an interval of five years, and must demonstrate full remediation of the issues that led to termination.

PART V

ETHICS & COMPLIANCE POLICY

§ 5.1 — CODE OF CONDUCT

All persons acting on behalf of AEEMA — whether as elected officers, Secretariat staff, Technical Committee members, Scientific Advisory Board members, or delegate representatives of member institutions — are bound by the AEEMA Code of Conduct. This Code reflects AEEMA's foundational commitment to integrity, professionalism, and the trust placed in it by Africa's nations and peoples.

Core Behavioral Standards

- Act at all times in the best interests of AEEMA and the African environment, not in personal, institutional, or commercial interests
- Treat all persons with dignity and respect, free from discrimination on grounds of nationality, gender, religion, race, language, or political opinion
- Maintain absolute confidentiality of non-public AEEMA information and deliberations
- Never make unauthorized commitments or representations on behalf of AEEMA
- Maintain the highest standards of accuracy and honesty in all official communications and publications
- Report suspected violations of this Code to the Ethics & Compliance Committee without delay

§ 5.2 — CONFLICT OF INTEREST POLICY

A conflict of interest exists when a person's private or institutional interests could improperly influence their professional judgment or actions in their AEEMA role. The policy takes a proactive approach: when in doubt, declare.

Mandatory Annual Declaration

All covered persons shall submit an Annual Declaration of Interests (Form in Annex C) within 30 days of assuming any AEEMA role and thereafter within 30 days of each anniversary. The declaration shall cover:

- Financial interests in entities that contract with or supply services to AEEMA
- Employment or board positions at organizations that are AEEMA members or seek to become members
- Personal relationships with candidates in AEEMA elections
- Prior professional engagements that could bias technical committee work
- Membership of any organization whose interests may conflict with AEEMA's

Recusal Procedure

A person with a declared or apparent conflict in a specific matter must: (a) proactively notify the meeting Chair; (b) leave the room during deliberation and voting on the matter; (c) ensure their recusal is recorded in the minutes.

§ 5.3 — ANTI-CORRUPTION & ANTI-BRIBERY FRAMEWORK

AEEMA adopts a zero-tolerance position on corruption and bribery in all its forms. This includes but is not limited to:

- Offering, paying, requesting, or accepting bribes or improper payments in connection with any AEEMA decision
- Facilitating payments to expedite routine administrative processes
- Misappropriation, embezzlement, or unauthorized use of AEEMA funds or assets
- Fraudulent misrepresentation in membership applications, financial reports, or technical submissions
- Bid-rigging, collusion, or other corrupt practices in procurement

AEEMA will cooperate fully with any legitimate government or international investigation into corruption allegations. Any AEEMA officer or staff found to have engaged in corrupt conduct shall be immediately suspended pending investigation and, upon confirmation of the finding, shall be permanently removed from all AEEMA roles.

§ 5.4 — WHISTLEBLOWER PROTECTION POLICY

AEEMA is committed to protecting individuals who, in good faith, report suspected violations of this Constitution, the Code of Conduct, Financial Regulations, or any applicable law or policy. Any form of retaliation against a whistleblower — including dismissal, demotion, harassment, or threats — is a serious disciplinary offence.

Reporting Channels

- Confidential reporting to the Ethics & Compliance Committee Chair by secure email
- Anonymous report via a designated secure online reporting platform managed by an independent third party
- Written report to the Secretary General (for non-Secretariat issues) or to the Executive Council Chair (for Secretariat issues)

All reports shall be treated as confidential. The identity of the reporter shall not be disclosed without their explicit consent except where required by law.

§ 5.5 — DISCIPLINARY PROCEDURES & SANCTIONS

The Ethics & Compliance Committee shall administer all disciplinary proceedings in accordance with the following procedure:

Stage	Action	Timeline
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1. Complaint	Formal written complaint received by ECC. Complaint assessed for prima facie merit.	Within 5 working days of receipt
2. Notice	Respondent notified in writing of complaint and provided with copy. Respondent given 21 days to respond.	Within 7 days of merit finding
3. Investigation	ECC conducts investigation: interviews, document review, fact-finding. Both parties have right to present evidence.	Maximum 60 days
4. Finding	ECC prepares finding report with recommended sanction. Provided to respondent for 10-day comment period.	Within 14 days of investigation close
5. Sanction	ECC issues final finding and sanction. Sanctions range from written warning to removal from office and/or membership termination.	Within 7 days of comment period
6. Appeal	Respondent may appeal to the Executive Council within 21 days. EC decision is final. Suspension pending appeal may be imposed.	EC must decide within 45 days

PART VI

FINANCIAL REGULATIONS

§ 6.1 — BUDGET CYCLE & APPROVAL PROCESS

AEEMA operates on a calendar financial year (1 January – 31 December). The budget cycle shall proceed as follows:

Month	Activity	Responsible Body
July – August	Secretariat prepares draft program plan and budget for following year based on Strategic Plan priorities and resource projections.	Secretary General
September	Draft budget reviewed by Finance Sub-committee of Executive Council. Adjustments proposed.	Finance Sub-committee
October	Revised budget submitted to full Executive Council for review and recommendation.	Executive Council
November	Budget circulated to all members 30 days before General Assembly.	Secretariat
December (GA)	General Assembly debates and approves budget. Any amendment requires majority vote.	General Assembly
Jan (Year Start)	Approved budget takes effect. Secretariat implements program plan. Membership invoices issued.	Secretary General

Supplementary Budget: Where unforeseen circumstances require additional expenditure not covered by the approved budget, the Secretary General may submit a supplementary budget to the Executive Council for approval up to 15% of the total approved budget. Supplementary budgets exceeding 15% require General Assembly approval.

§ 6.2 — PROCUREMENT POLICY

AEEMA procurement shall be conducted with full transparency, competitiveness, and best value for money.

Expenditure Level	Procurement Method	Approving Authority
Below \$2,500	Direct purchase; three verbal quotations preferred	Section Head
\$2,500 – \$15,000	Minimum three written quotations required	Secretary General
\$15,000 – \$50,000	Formal Request for Proposals (RFP) with	Finance Sub-

	minimum 2-week response period	committee
Above \$50,000	International competitive tender with minimum 4-week response period; evaluation committee of at least three persons	Executive Council

§ 6.3 — AUDIT & FINANCIAL REPORTING

AEEMA shall engage an independent external auditor to conduct an annual audit of the full financial statements. The auditor shall be selected by competitive tender, rotated at least every six years, and shall not simultaneously provide other services to AEEMA. Audit reports shall be:

- Presented to the Audit and Finance Sub-committee of the Executive Council within 4 months of financial year end
- Submitted to the General Assembly for review and adoption
- Published on the AEEMA website within 30 days of General Assembly adoption
- Distributed to all members and key partners within 7 days of publication

§ 6.4 — TRAVEL, EXPENSES & ALLOWANCES

AEEMA shall maintain a Travel and Expenses Policy specifying:

- All business travel must be approved in advance by the appropriate authority (Secretary General for staff; Executive Council for SG)
- Economy class travel for all journeys under 6 hours; business class may be authorized by the SG for longer journeys for senior officials
- Daily subsistence allowances shall be set annually by the Executive Council in reference to UN DSA rates for the relevant country
- Claims must be supported by original receipts and submitted within 21 days of return
- No personal or unofficial expenditures may be claimed under any circumstances

§ 6.5 — RESERVE FUND POLICY

AEEMA shall maintain an Institutional Reserve Fund equivalent to a minimum of 6 months' core operating expenditure. The Reserve Fund shall be managed separately from operational accounts and may only be drawn upon by decision of the Executive Council in the event of (a) a genuine cash-flow emergency, (b) force majeure, or (c) a major unforeseen institutional obligation. The Reserve Fund shall be rebuilt to the minimum level within 18 months of any draw. The target long-term Reserve Fund level is 12 months' core operating expenditure.

PART VII

SUMMIT & EVENTS PROTOCOL

§ 7.1 — CONTINENTAL SUMMIT FRAMEWORK

The AEEMA Continental Environmental Intelligence Summit (ACEIS) is the Alliance's signature annual event. It shall be organized to the highest international standards, reflecting AEEMA's ambition to become the defining platform for environmental governance dialogue in Africa.

Standard Summit Format — 3 Days

Day	Session	Participants	Nature
Day 1	Opening Ceremony: Ministerial High-Level Segment; Keynote Addresses; State of Africa's Environment Report Launch	Ministers, Heads of Agency, Dignitaries, Diplomatic Corps	Ceremonial / Plenary
Day 2	Technical Sessions: TAC Presentations; Innovation Showcase; Research Exchange; Certification Ceremonies; Side Events	Scientists, Engineers, Technology firms, Academics	Technical / Exhibition
Day 3	Governance Day: General Assembly; Elections; Strategic Planning Workshop; MOU Signings; Closing Declaration	All voting members; Executive Council; Secretariat	Governance / Formal

Host Country Obligations

Any member state hosting the Continental Summit must enter into a Host Country Agreement with AEEMA specifying:

- Provision of suitable conference facilities for the full event program
- Visa facilitation for all registered AEEMA delegates
- Security arrangements appropriate for ministerial-level proceedings
- Protocol support for diplomatic participants
- Financial or in-kind contribution to event costs as negotiated with the Secretariat

§ 7.2 — MINISTERIAL ENGAGEMENT PROTOCOL

Ministers and senior government officials attending the Summit shall be accorded full diplomatic protocol in accordance with their national standing. The Secretariat shall maintain a Protocol Officer who coordinates:

- Formal invitations and advance confirmation from national capitals
- Airport reception and dignitary transport
- VIP seating arrangements and bilateral meeting facilitation

- Official photography and media liaison
- Post-summit follow-up communications and commitments tracking

§ 7.3 — EXHIBITION & INNOVATION SHOWCASE RULES

The Technology Innovation Showcase shall be open to Corporate Members, Academic Members, and invited exhibitors. Exhibitors agree to:

- Present only truthful, substantiated claims about their technologies and services
- Not use the Showcase to make political statements or lobby against competitor organizations
- Obtain AEEMA's advance approval for all exhibition materials referencing AEEMA
- Comply with all host venue regulations and AEEMA's Code of Conduct
- Pay applicable exhibitor fees as set in the Summit Sponsorship Framework

AEEMA reserves the right to remove exhibitors who violate these rules, without refund.

§ 7.4 — SIDE EVENTS & TECHNICAL WORKSHOPS

Member organizations may organize Side Events and Technical Workshops during the Summit period, subject to Secretariat approval. Side Event organizers must demonstrate clear relevance to AEEMA's mission, assume full responsibility for content and logistics, and not charge attendance fees to other AEEMA members without Executive Council approval. All Side Event content is the responsibility of the organizing member; AEEMA does not endorse Side Event content unless explicitly stated.

PART VIII

TECHNICAL COMMITTEE FRAMEWORK

§ 8.1 — TERMS OF REFERENCE: MASTER TEMPLATE

Each Technical Advisory Committee (TAC) shall operate under formal Terms of Reference (TOR) approved by the Executive Council. The standard TOR shall address:

- Mandate and scope of the committee
- Membership composition (maximum 15 persons; minimum 9; at least one member per African region)
- Chair and Vice Chair selection process and term limits
- Meeting frequency and decision-making procedures
- Annual work plan and deliverables
- Relationship with the Secretariat and Scientific Advisory Board
- Reporting obligations to the Executive Council
- Budget and resource requirements

§ 8.2 — COMMITTEE CHARTERS

TAC-1: Air Quality Advisory Committee

Mandate: Develop and maintain AEEMA's continental air quality monitoring standards, covering ambient air quality standards, monitoring network design principles, pollutant threshold guidelines, and public health integration. Coordinate with WHO Air Quality Guidelines and UNEP's regional programs.

Key deliverables: African Ambient Air Quality Standards; Continuous Air Quality Monitoring Deployment Guide; Annual Africa Air Quality Status Briefing.

TAC-2: Water Monitoring Advisory Committee

Mandate: Develop standards and protocols for surface water, groundwater, and coastal water quality monitoring across Africa; facilitate transboundary water body monitoring arrangements; advise on water-climate-health interactions.

Key deliverables: Continental Water Quality Monitoring Framework; Transboundary Water Monitoring Data Sharing Protocol; Drinking Water Monitoring Guidance Note.

TAC-3: Industrial Emissions Advisory Committee

Mandate: Lead the development of AEEMA's industrial emissions monitoring standards, including CEMS (Continuous Emissions Monitoring Systems) technical specifications, stack testing methodologies, emission factor libraries, and industrial environmental reporting frameworks.

Key deliverables: Africa CEMS Deployment Standard; Industrial Emission Inventory Methodology; EIA Integration Guidelines.

TAC-4: AI & Environmental Intelligence Advisory Committee

Mandate: Provide technical guidance on the application of artificial intelligence, machine learning, predictive analytics, and advanced data science in environmental monitoring; develop ethical frameworks for AI use in environmental governance; support capacity building in environmental data science.

Key deliverables: AEEMA AI Ethics Guidelines for Environmental Monitoring; Predictive Emissions Monitoring Framework; Environmental Data Science Competency Standards.

TAC-5: Carbon Markets & ESG Advisory Committee

Mandate: Develop MRV (Measurement, Reporting, and Verification) frameworks for carbon accounting; provide technical guidance on Africa's participation in carbon markets; develop African ESG environmental reporting standards aligned with GRI, TCFD, and emerging international frameworks.

Key deliverables: African Carbon MRV Standards; ESG Environmental Disclosure Framework for African Industries; REDD+ Monitoring Integration Guidelines.

TAC-6: Satellite & Remote Sensing Advisory Committee

Mandate: Develop standards for using satellite data and remote sensing in environmental monitoring; facilitate African access to satellite data for environmental governance; develop validation protocols linking satellite observations to ground-truth measurements.

Key deliverables: Satellite Environmental Monitoring Data Standards; Ground-Truth Validation Protocol; African Land Use Change Monitoring Framework.

TAC-7: Maritime Emissions Advisory Committee

Mandate: Develop standards for monitoring and reporting maritime emissions from African ports and coastal zones; facilitate African national compliance with IMO environmental regulations; develop port environmental performance benchmarks.

Key deliverables: African Port Emissions Monitoring Standard; Maritime Emissions Reporting Framework; Port Environmental Performance Index.

§ 8.3 — WORKING GROUP PROCEDURES

Each TAC may establish Working Groups for specific time-bound tasks. Working Groups shall operate under a defined mandate with a maximum 18-month duration (renewable once), report to their parent TAC, and produce a specific defined deliverable. Working Group members need not be TAC members and may include external experts nominated by TAC members.

PART IX

SECRETARIAT OPERATIONS MANUAL

§ 9.1 — ORGANIZATIONAL STRUCTURE

The AEEMA Secretariat shall be organized into five functional divisions:

Division	Functions	Staffing (Indicative)
Office of the Secretary General	Strategic leadership; external relations; partnerships; Executive Council servicing; legal affairs	SG + Deputy SG + 2 advisors
Technical Programs Division	TAC support; standards development; certification programs; scientific liaison; capacity building delivery	Director + 4 technical officers
Member Services & Governance Division	Membership management; General Assembly and Executive Council servicing; election administration; compliance monitoring	Director + 3 officers
Communications & Events Division	Summit organization; publications; digital platforms; media relations; brand management; social media	Director + 4 officers
Finance & Administration Division	Budget management; accounting; procurement; HR administration; IT; facilities; travel management	CFO + 3 officers

§ 9.2 — SECRETARY GENERAL: MANDATE & ACCOUNTABILITY

The Secretary General serves as the chief executive of AEEMA. They are accountable to the Executive Council on an ongoing basis and to the General Assembly annually. The Secretary General shall:

- Serve as the legal representative of AEEMA in all official, judicial, and commercial contexts
- Present an Annual Report to the General Assembly covering programs, finances, partnerships, and institutional performance
- Appear before the Executive Council upon reasonable request to report on any aspect of Secretariat operations
- Adhere to all provisions of this Constitution, the Code of Conduct, and Financial Regulations
- Submit an Annual Declaration of Interests as per the Conflict of Interest Policy
- Maintain a robust performance management system for all Secretariat staff

The Secretary General shall not engage in commercial activities, political campaigning, or any personal conduct that could damage AEEMA's reputation. Gross misconduct by the Secretary

General shall be investigated by the Executive Council; removal requires a two-thirds Executive Council vote confirmed by the General Assembly.

§ 9.3 — HR POLICY & COMPENSATION

AEEMA staff shall be employed on performance-based, fixed-term contracts in accordance with the laws of the AEEMA headquarters country and applicable international employment norms. Compensation shall be benchmarked against comparable international organizations operating in Africa. AEEMA shall be an equal opportunity employer and shall actively pursue gender balance and regional diversity in its staffing. All staff are bound by the Code of Conduct and Financial Regulations.

§ 9.4 — ADMINISTRATIVE PROCEDURES

The Secretariat shall maintain comprehensive administrative procedures covering records management, correspondence protocols, meeting management, contract management, and vendor relationships. All official AEEMA correspondence shall be in English; key documents shall be translated into French and where appropriate Portuguese and Arabic. The AEEMA document management system shall be digital-first, with all official records maintained in a secure, redundant, backed-up system.

PART X

PARTNERSHIPS & DIPLOMATIC PROTOCOL

§ 10.1 — PARTNERSHIP TIERS & BENEFITS

Tier	Description	Key Benefits	Approval Required
Strategic Alliance	Deep, long-term partnership with mutual programmatic commitments. Reserved for AU, UNEP, AfDB, GCF, and comparable bodies.	Joint programs; co-branding; GA observer status	General Assembly
Technical Partnership	Collaboration on specific technical domains, standards, or programs. Includes universities, research institutes, international standards bodies.	Joint publications; data sharing; capacity exchange	Executive Council
Program Partnership	Co-execution of specific programs or projects. Includes development agencies, climate funds, bilateral donors.	Co-funding; joint delivery; progress reporting	Secretary General (up to \$250K)
Associate Partnership	Light-touch collaboration including information sharing, event co-organization, and cross-referral. Open to a wide range of institutions.	Co-branding at events; newsletter exchange	Secretary General

§ 10.2 — MOU FRAMEWORK & PROCEDURES

All formal partnerships shall be documented in a Memorandum of Understanding (MOU) or, for higher-commitment arrangements, a Partnership Agreement. The Model MOU (Annex D) shall serve as the standard template. Key requirements for all MOUs:

- Clear articulation of the purpose, objectives, and scope of the partnership
- Defined roles, responsibilities, and financial contributions of each party
- Duration, renewal, and termination provisions
- Dispute resolution mechanism
- IP ownership provisions for jointly developed materials
- Data sharing and confidentiality provisions
- Compliance with AEEMA's Non-Commercial Neutrality principle (Article 9)

All MOUs must be reviewed by AEEMA legal counsel before signature. The appropriate signing authority is determined by the partnership tier as per § 10.1.

§ 10.3 — RELATIONS WITH AU, UNEP & DEVELOPMENT PARTNERS

AEEMA shall seek and maintain the following formal relationships with key continental and international bodies:

- African Union: AEEMA shall seek formal recognition as a specialized continental body within the AU ecosystem, with observer status at relevant AU technical bodies and inclusion in AU environmental frameworks.
- UNEP: AEEMA shall seek formal partnership status with UNEP, facilitating data exchange, joint publications, and coordinated capacity building across Africa.
- African Development Bank: AEEMA shall develop a strategic alliance with AfDB to access technical assistance, co-financing, and project development support for national-level monitoring infrastructure.
- UNFCCC and Climate Funds: AEEMA shall engage the UNFCCC process as a recognized observer body and establish formal channels to the Green Climate Fund, Adaptation Fund, and Global Environment Facility.

PART XI

DATA GOVERNANCE & DIGITAL STANDARDS

§ 11.1 — CONTINENTAL ENVIRONMENTAL DATA STANDARDS

AEEMA shall develop, publish, and maintain the Continental Environmental Data Standards (CEDS) — a comprehensive technical framework governing how environmental data is collected, formatted, validated, exchanged, and stored across the continent. CEDS shall cover:

- Pollutant parameter definitions and units of measurement (aligned with WHO, ISO, WMO standards)
- Sensor performance and calibration minimum requirements by monitoring domain
- Data transmission protocols and API standards for national-to-continental data flows
- Metadata standards enabling traceability, reproducibility, and peer comparison
- Quality assurance and quality control (QA/QC) procedures for continuous monitoring data
- Data retention periods and archiving requirements
- Open data licensing framework for publicly accessible continental data layers

CEDS shall be maintained by the TAC-4 (AI & Environmental Intelligence) in coordination with all sector TACs, reviewed every two years, and published in freely accessible digital format.

§ 11.2 — AI GOVERNANCE IN ENVIRONMENTAL MONITORING

The use of artificial intelligence and machine learning in environmental monitoring presents both transformative opportunities and governance risks. AEEMA shall maintain AI governance guidelines addressing:

- Transparency requirements: AI models used for regulatory compliance monitoring must have documented, auditable architectures; black-box systems shall not be used for primary regulatory determinations
- Validation standards: AI-based monitoring systems must be validated against physical measurements and traditional analytical methods before deployment in regulatory contexts
- Bias assessment: Training data, model outputs, and performance metrics must be assessed for systematic bias, particularly geographic and temporal bias affecting African conditions
- Human oversight: AI-generated monitoring determinations in regulatory contexts must be subject to human review by qualified environmental professionals
- Data ownership: Training data contributed by African nations to AI systems remains the property of the contributing nation; AEEMA holds licensing rights for continental purposes only

§ 11.3 — CYBERSECURITY & DATA SOVEREIGNTY

Environmental monitoring infrastructure is critical national infrastructure. AEEMA shall promote a Continental Environmental Monitoring Cybersecurity Baseline specifying minimum cybersecurity requirements for national monitoring networks contributing data to continental systems. Key principles:

- National environmental monitoring data shall be stored on servers located in Africa except with explicit national government consent for specific purposes
- Continental data exchange systems shall use end-to-end encryption and multi-factor authentication
- Incident reporting: Any cybersecurity incident affecting AEEMA systems or connected national systems shall be reported to the Secretariat within 24 hours of discovery
- AEEMA shall maintain a Data Protection Officer position within the Secretariat
- Regular penetration testing of AEEMA's digital platforms shall be conducted by independent security firms

PART XII

BRANDING & COMMUNICATIONS

§ 12.1 — IDENTITY & BRAND STANDARDS

The AEEMA brand is an institutional asset of the highest importance. The brand communicates the Alliance's authority, neutrality, and continental character. All usage of the AEEMA name, acronym, logo, and associated marks shall comply with the AEEMA Brand Manual maintained by the Secretariat. Core standards:

- The full official name (Africa Emissions & Environmental Monitoring Alliance) shall be used in all formal legal and constitutional documents
- The acronym AEEMA shall be used in operational and promotional contexts after the first formal mention of the full name
- The AEEMA logo, color palette, and typography standards shall not be modified, distorted, or reproduced in unapproved forms
- Members may describe themselves as 'AEEMA members' but may not represent themselves as speaking on behalf of AEEMA without express written authorization
- Commercial use of the AEEMA brand by corporate members or sponsors requires a specific Brand Usage Agreement approved by the Secretariat
- The AEEMA Certification marks (CEIA, CEME, etc.) may only be used by holders of valid current certifications

§ 12.2 — COMMUNICATIONS POLICY & MEDIA PROTOCOL

AEEMA's communications shall be professional, scientifically grounded, politically neutral, and consistent with the Alliance's mission. Authorized spokespersons:

- Chairperson: authorized to speak on all matters of policy, governance, and continental significance
- Secretary General: authorized to speak on operational, programmatic, and institutional matters
- Vice Chairpersons: authorized to speak on regional matters with SG concurrence
- TAC Chairs: authorized to speak on technical matters within their domain

No other person shall speak publicly on behalf of AEEMA without express written authorization. All media requests shall be routed through the Secretariat's Communications Division.

Crisis Communications

In the event of a significant institutional crisis or major environmental emergency, a Crisis Communications Protocol shall be activated by the Secretary General. The Chairperson shall be the primary public spokesperson. Communications shall be coordinated within 2 hours of a triggering event.

§ 12.3 — DIGITAL & SOCIAL MEDIA POLICY

AEEMA shall maintain an active and professional digital presence, including a public website, an Environmental Intelligence Portal, and profiles on major professional social media platforms.

Content policies:

- All digital content must be factually accurate, scientifically supported, and in compliance with the Code of Conduct
- AEEMA shall not use its platforms to promote any political party, national government, or commercial interest
- Responses to comments and external posts on AEEMA platforms shall be consistent with the Communications Policy
- Secretariat staff may not post content on personal social media that could be construed as representing AEEMA's official position unless specifically authorized

ANNEXES

ANNEX A — GLOSSARY OF TERMS

The following terms shall bear the meanings assigned to them in this Glossary throughout the AEEMA Institutional Bible:

Term	Definition
AEEMA	Africa Emissions & Environmental Monitoring Alliance; the international alliance established by this Constitution.
Alliance	AEEMA, as an institution.
Chairperson / Chair	The elected head of AEEMA, serving a one-year term on a rotating regional basis.
CEDS	Continental Environmental Data Standards; the AEEMA technical data framework.
CEIF	Continental Environmental Intelligence Framework; the overarching digital architecture for continental environmental data.
ECC	Ethics & Compliance Committee.
Founding Member State	One of the five original nations (Ghana, Kenya, Nigeria, Tanzania, Rwanda) that established AEEMA.
General Assembly	The supreme governing body of AEEMA comprising all voting member representatives.
Good Standing	A member status indicating full payment of fees, compliance with Constitution, and absence of pending disciplinary proceedings.
MOU	Memorandum of Understanding; a non-binding (or binding as specified) agreement documenting a partnership arrangement.
MRV	Measurement, Reporting, and Verification; the system for documenting and verifying greenhouse gas emissions and reductions.
PSAC	Private Sector Advisory Council.
SAB	Scientific Advisory Board.
Secretariat	The permanent administrative body of AEEMA, led by the Secretary General.
Secretary General	The chief executive of AEEMA's Secretariat.
TAC	Technical Advisory Committee.
Troika	The three-person Chairmanship group comprising Past Chair, Current Chair, and Incoming Chair.

Voting Member	A member with General Assembly voting rights (Categories A and B).
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ANNEX B — MEMBERSHIP APPLICATION FORM TEMPLATE

Instructions

This form must be completed in full. Incomplete applications will not be processed. Applications should be submitted electronically to membership@aeema.org with all supporting documents attached as PDF files.

Section 1: Applicant Institution Details

Institution Full Legal Name:	
Acronym / Short Name:	
Country / Headquarters:	
Membership Category Applied For:	A / B / C / D / E / F (circle one)
Year of Establishment:	
Official Website:	
Mailing Address:	
Head of Institution (Name & Title):	

Section 2: Designated AEEMA Representative

Name & Title:	
Email Address:	
Phone Number:	
Alternate Representative:	

Section 3: Statement of Purpose

Please provide a brief statement (maximum 500 words) explaining why your institution seeks AEEMA membership and how you intend to contribute to AEEMA's mission:

(Write response here)

Section 4: Required Attachments Checklist

- Completed and signed application form
- Certified copy of the institution's founding charter or legal registration document
- Evidence of institutional environmental mandate (legislation, decree, mission statement)
- List of current key activities in environmental monitoring, climate, or related fields
- Annual report of the institution (most recent year available)
- Signed declaration accepting the AEEMA Constitution, Code of Conduct, and Financial Obligations
- Proof of payment of application fee

Section 5: Declaration

I, the undersigned, being duly authorized to act on behalf of the applicant institution, hereby declare that all information provided in this application is true and accurate. I confirm that the institution accepts the AEEMA Constitution, Code of Conduct, and all membership obligations of the category applied for.

Signature of Authorized Officer:	_____
Name & Title:	_____
Date:	_____
Official Stamp:	

ANNEX C — CONFLICT OF INTEREST DECLARATION FORM

To be completed annually by all AEEMA officers, Secretariat staff, TAC members, and SAB members. Submit to the Ethics & Compliance Committee within 30 days of appointment and thereafter each January.

Full Name:	
AEEMA Role:	
Declaration Period:	

Please declare ALL interests that could potentially conflict with your AEEMA role. If none, please write 'None' in each section.

Category of Interest	Specific Interest / Entity	Nature of Interest
Financial holdings (>5% equity in any entity)		
Board or advisory roles in external organizations		
Employment relationships (current or within 24 months)		
Grants or research funding received		

Family / close personal relationships with AEEMA stakeholders		
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I declare that the above information is complete and accurate. I understand that failure to disclose a material conflict of interest is a breach of the AEEMA Code of Conduct.

Signature:	_____
Date:	_____

ANNEX D — MODEL MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

BETWEEN

The Africa Emissions & Environmental Monitoring Alliance (AEEMA)

AND

[PARTNER INSTITUTION FULL NAME]

(Collectively referred to as 'the Parties')

PREAMBLE

This Memorandum of Understanding (MOU) is entered into between AEEMA and [Partner] (collectively, 'the Parties') for the purpose of establishing a framework for cooperation in the field of [describe field]. The Parties recognize that collaborative action will advance their respective missions and deliver greater benefit to Africa's environment and peoples.

Article 1 — Purpose

The purpose of this MOU is to establish a framework for cooperation between the Parties in [describe purpose]. This MOU is a statement of intent and does not create legally binding financial obligations except as specified in any Schedule or Annex specifically designated as legally binding.

Article 2 — Areas of Cooperation

The Parties agree to cooperate in the following areas: [list areas]. Specific activities shall be documented in Annual Work Plans agreed by the Parties and appended to this MOU as Schedules.

Article 3 — Responsibilities

AEEMA shall: [list AEEMA responsibilities]. [Partner] shall: [list Partner responsibilities]. Both Parties shall designate a focal point responsible for coordinating the cooperation.

Article 4 — Financial Provisions

Each Party shall be responsible for its own costs in implementing this MOU unless otherwise agreed in writing. Any cost-sharing arrangement shall be documented in a separate Annex signed by authorized representatives of both Parties.

Article 5 — Intellectual Property

Intellectual property created jointly by the Parties shall be jointly owned. Each Party retains ownership of its pre-existing intellectual property. Joint IP may be used by either Party for non-commercial purposes without restriction; commercial use requires written agreement.

Article 6 — Duration & Renewal

This MOU shall be effective for three years from the date of signature. It may be renewed by written mutual agreement for successive three-year periods. Either Party may terminate this MOU with 90 days' written notice.

Article 7 — Dispute Resolution

Any dispute arising from this MOU shall be resolved by good-faith negotiation between the Parties' designated focal points. If unresolved within 60 days, the matter shall be submitted to mediation under internationally recognized rules.

In witness whereof, the duly authorized representatives of the Parties have signed this MOU.

For AEEMA	For [Partner Institution]
Signature: _____ Name: _____ Title: Secretary	Signature: _____ Name: _____ Title: _____
General Date: _____	_____ Date: _____ _____

ANNEX E — FEE SCHEDULE & CONTRIBUTION FRAMEWORK

This Schedule sets out the AEEMA membership fee framework for the Founding Period (first 5 years). Fees shall be reviewed and may be revised by the General Assembly every three years. All amounts are in United States Dollars (USD).

Annual Membership Fees

Category	Sub-Category / Basis	Annual Fee (USD)	Application Fee (USD)
A — Founding State Members	All founding nations	\$15,000	Waived
B — Government Institutional	LDC countries (per UN list)	\$5,000	\$250
	Lower-middle income countries	\$10,000	\$500
	Upper-middle and high income	\$25,000	\$500
C — Strategic Institutional	Standard rate	\$30,000	\$500
D — Corporate Members	Annual revenue < \$10M	\$5,000	\$500
	Annual revenue \$10M – \$100M	\$12,000	\$500
	Annual revenue > \$100M	\$25,000	\$500
E — Academic &	African institutions	\$2,000	\$250

Research			
	International institutions	\$5,000	\$250
F — Observer Members	All observers	Waived	\$100

Summit Sponsorship Tiers (Annual Continental Summit)

Tier	Investment (USD)	Key Benefits
Title Sponsor	\$100,000+	Name in summit title; keynote speaking slot; prime exhibition space; full-page in all publications; exclusive gala dinner sponsorship; 10 delegate passes
Gold Sponsor	\$50,000	Prominent branding; panel speaking opportunity; exhibition space; half-page in publications; 6 delegate passes
Silver Sponsor	\$25,000	Logo on materials; exhibition space; quarter-page in publications; 3 delegate passes
Program Sponsor	\$10,000	Co-branded program sponsorship (e.g., certification ceremony, workshop); logo on specific materials; 2 delegate passes

ANNEX F — FOUNDING MEMBER STATES & INAUGURAL SIGNATORIES

The following nations are recognized as Founding Members of AEEMA, having formally committed to the Alliance's Constitution during the Founding Assembly:

Nation	Lead Institution	Signing Authority	Signature
Ghana	EPA Ghana	Director General / Executive Director	_____
Kenya	NEMA Kenya	Director General / Executive Director	_____
Nigeria	NESREA Nigeria	Director General / Executive Director	_____
Tanzania	NEMC Tanzania	Director General / Executive Director	_____
Rwanda	REMA Rwanda	Director General / Executive Director	_____

Date of Founding Assembly: _____

Location: _____

Presiding Officer: _____

— END OF AEEMA INSTITUTIONAL BIBLE —

Version 1.0 — Founding Edition

Africa Emissions & Environmental Monitoring Alliance (AEEMA)