

BILL

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Sierra Leone

A BILL ENTITLED

**THE SIERRA LEONE AGRICULTURAL
RESEARCH INSTITUTE ACT, 2023.**

Short title.

Being an Act to repeal and replace the Sierra Leone Agricultural Research Institute Act of 2007 (Act No. 25 of 2007), to provide for stronger governance of agricultural research, management, community outreach, innovation, business development and commercialisation functions of the Institute, to provide for the appointment of a Deputy Director-General for Research and Innovation and Deputy Director-General for Commercialisation and Business Development respectively, and to provide for other related matters.

[] Date of commencement.

PART I - PRELIMINARY

Interpretation.

1. In this Act unless the context otherwise requires -

"agriculture" means the practice of cultivating the soil, growing crops, or raising livestock for human use, including the production of food, feed, fibre, fuel, or other useful products;

"Appointments, Promotions and Performance Committee" means the Appointments, Promotions and Performance Committee referred to in Section 18;

"Commercialisation and Business Development Committee" means Commercialization and Business Development Committee referred to in Section 27;

"Council" means the policy making authority of the Institute referred to in Section 6;

"Director-General" means the Director-General of the Institute appointed under section 31;

"Finance and Compliance Committee" means Finance and Compliance Committee referred to in Section 22;

"Institute" means the Sierra Leone Agricultural Research Institute referred to in section 5;

"Knowledge and Innovations Committee" means the Knowledge and Innovations Committee referred to under Section 24;

"Management" the management of the Institute referred to under paragraph (b) of section 35;

"Minister" means the Minister responsible for agriculture;

"National Council of Science and Technology"/
Directorate of Science, Technology and Innovation
means the National Council of Science and
Technology established

;
"research" means the furtherance, accumulation and
improvement of knowledge in the agricultural and
related sciences through original a n d o t h e r
investigations and methods of a scientific nature
with the advancement of agriculture as its object;

"Staff Disciplinary Committee" means the Staff
Disciplinary Committee referred to in Section 31;

"Scientific and Technical Committee" means the
Scientific and Technical Committee referred to in
section 15.

PART II—THE SIERRA LEONE AGRICULTURAL RESEARCH INSTITUTE

2. (1) There is hereby continued in existence the body which immediately before the commencement of this Act was known as Sierra Leone Agricultural Research Institute as one of the national research institutes dealing with Science and Technology whose activities shall be coordinated by the National Council of Science and Technology. Continuation
of Institute.

(2) The Institute shall be a body corporate having perpetual succession and capable of acquiring, purchasing, holding and disposing of property, whether movable or immovable and of suing and being sued in its corporate name and subject to this Act, of performing all such acts as bodies corporate may by law perform.

Common
seal.

3. (1) The Institute shall have a common seal, the affixing of which shall be authenticated by the signatures of -

(a) The Chairman or other member of the Council generally or specifically authorised by the Council for that purpose; and

(b) The Director-General or other officer of the Institute authorised by the Council for that purpose.

(2) A document purporting to be an instrument executed or issued by or on behalf of the Institute and to be sealed with the common seal of the Institute authenticated in the manner stated in subsection (1) shall be deemed to be so executed, or issued without further proof, unless the contrary is proved.

(3) In appropriate cases, the seal may be affixed to documents outside of Sierra Leone.

Headquarters
and other
offices of
Institute.

4. (1) The Institute shall have its headquarters in the Western Area, which shall be its principal office.

(2) The Institute may, with the approval of Council, establish regional or district offices at any location in Sierra Leone, as it considers necessary.

PART II - THE SIERRALEONE AGRICULTURAL RESEARCH INSTITUTE COUNCIL

Council of
Institute.

5. (1) The Institute shall have a Council which shall be the highest policy making authority and shall supervise the Institute.

(2) The Council shall consist of a Chairman and the following other members -

- (a) the Chief Agriculture Officer, Ministry of Agriculture;
- (b) the Development Secretary, Ministry of Planning and Economic Development;
- (c) the Chairman, Sierra Leone Chamber on Agribusiness Development;
- (d) the President, National Federation of Farmers of Sierra Leone;
- (e) the Dean, Faculty of Agriculture or related natural sciences at an accredited university in Sierra Leone;
- (f) the Director-General, Ministry of Environment and Forestry;
- (g) a representative of the Non- Governmental Agencies;
- (h) the Chairman, National Science Council of Science and Technology of Sierra Leone;
- (i) the Director-General;
- (j) the Deputy Director-General for Research and Innovation; and
- (k) the Deputy Director-General for Commercialisation and Business Development.

Chairman
of Council.

6. (1) The Chairman shall be appointed by the President on the recommendation of the Minister subject to the approval of Parliament, but no person shall be appointed Chairman, if he has a financial interest, whether directly or indirectly, in a business or undertaking of the institute.

(2) A person shall not be appointed Chairman of the Council unless he has proved knowledge and professional experience in the field of agriculture or related discipline.

(3) The Chairman of Council shall be the Head of Council and principal authority of the Institute, responsible for strategic oversight and guidance of Council and the Institute, including -

- (a) presiding over all meetings and decisions of Council and overseeing the implementation of Council decisions by management;
- (b) facilitating the development and adoption of policies and guidelines to enhance the quality of work done by the Institute;
- (c) delegating assignments to and coordinating the work and output of all Committees of the Council;
- (d) authorising, on the advice of the Director-General, the execution of partnership agreements and other major contracts that require the approval of Council; and
- (e) supporting Management with local and international stakeholder engagement for resource mobilisation for the promotion of the objects of the Institute.

7. (1) The Chairman shall hold office for a term of 3 years and shall be eligible for re-appointment for a further term of 3 years only. Tenure of members.

(2) A person shall cease to be a member of the Board on any of the following grounds-

- (a) inability to perform the functions of his office by reason of infirmity of mind or body;
- (b) for proven misconduct;
- (c) if he becomes bankrupt or insolvent;
- (d) if he is convicted and sentenced for an offence involving fraud or dishonesty;
- (e) if he fails to attend 3 consecutive meetings of the Council without reasonable cause;
- (f) if he resigns his office by written notice to the Minister.
- (g) if he ceases to be an employee of the institution which he represents.

8. (1) The Council shall meet for the dispatch of its business, at least, twice a year at such time and places as determined by Council at previous meeting. Meetings of Council.

(2) The Chairman shall preside at every meeting of the Council, and in his absence, the members present shall appoint a member from among themselves to preside at that meeting.

(3) A majority of members of the Council may, by notice in writing signed by them, request the Chairman to summon a special meeting of the Board for such purposes as may be stated in the notice.

(4) The Chairman or, in his absence, the member appointed to act on his behalf shall summon a special meeting within 5 days of his receipt of the notice referred to in subsection (3).

(5) The quorum at a meeting of the Council shall not be less than half of all the members.

(6) The Chairman or other person presiding shall have a casting vote where there is an equality of votes.

(7) A proposal circulated among all members and agreed to in writing by a two-thirds majority of all members shall be of the same force or effect as a decision made at a duly constituted meeting of the Council and shall be incorporated in the minutes of the next succeeding meeting of the Council:

Provided that, if a member requires that such proposal be placed before a meeting of the Council, this subsection shall not apply to such proposal.

(8) The Council may co-opt any person to attend and participate in its deliberations on any matter but such person shall not vote on any issue for the decision by the Council.

(9) The Council shall cause minutes of all its meetings to be taken and signed by the Chairman and kept in proper form.

(10) Subject to this Act, the Board shall regulate its own procedure.

9. (1) A member of the Council who has an interest, whether of direct or indirect, in a matter being considered or to be considered by the Council, shall disclose the nature of his interest to the Council and the disclosure shall be recorded in the minutes of the Council and such member shall not take part in a deliberation or decision of the Council relating to that matter. Disclosure interest.

(2) A member of the Council who contravenes subsection (1) shall be guilty of misconduct and shall be removed from the Council.

10. (1) An action or other proceedings shall not lie or be instituted against a member of the Council or member of a committee of the Council for or in respect of an act or thing done or omitted to be done in good faith in the exercise of his functions under this Act. Immunity of members.

(2) A member of the Council shall not be personally liable for any debt or obligation of the Agency.

PART IV-COMMITTEES OF THE COUNCIL

11. (1) The Council may, for the discharge of its functions under this Act, appoint committees and sub-committees to perform such functions as the Council shall determine Committees of Council.

(2) A committee of Council appointed under subsection (1), shall-

- (a) meet at least 2 times a year for the discharge of their respective functions under this Act, and present reports of their deliberations, recommendations and proposals for new policies, guidelines, research programmes and other plans to Council for approval;

- (b) co-opt members or non-members of Council and set up sub-committees in carrying out its functions under this Act; and
- (c) cease to exist at the end of the tenure of Council.

(4) Council may, upon the approval of majority of its members at a general meeting, appoint ad-hoc committees, which shall cease to exist at the end of their assignment, to carry out specific assignments on behalf of Council.

(5) The quorum for a Committee of Council shall not be less than half of total number of members of the Committee.

(6) Decisions of Committees of Council shall be taken by the majority of votes cast by members present at a properly constituted meeting, each member present at a meeting shall be entitled to one vote and in the event of an equality of votes the Chairman or person presiding shall have a casting vote.

(7) The Committees of Council appointed under subsection (1), may include -

The Scientific and Technical Committee

The Scientific and Technical Committee shall -

- (a) be the supreme authority for all scientific and technical matters, responsible to -
 - (i) liaise with external stakeholders in public and private sectors and to maintain contact with national agricultural research needs;

- (ii) advise on priorities for the research and development programmes of the Institute to ensure maximum quality and effectiveness;
- (iii) review recommendations made to the Institute and formulate new research initiatives, on agriculture, national food security, nutrition and food policy;
- (iv) review the annual programme of work, including new research programmes, proposals from the Programme Committees of Research Centres and make appropriate recommendations to Council;
- (v) oversee the annual research output, programmes and scientists of the Institute and specific outputs of Research Centres, with respect to their impact on farmers and farming communities as well as the scientific community;
- (vi) nominate outstanding research and researchers for recognition by Council and other authorities;
- (vii) provide quality assurance systems for agricultural research and related innovations, except those conducted by or in collaboration with accredited universities in Sierra Leone;

- (viii) develop guidelines for the establishment and development of non-university research facilities, including the selection of location, provision of laboratory facilities and supervisory requirements for major field installations and specialised equipment; and
 - (ix) perform such other functions as Council may determine.
- (b) consist of the following members -
- (i) The Director-General of Institute, who shall be the Chairman;
 - (ii) The Deputy Director-General for Research and Innovation, who shall be the Secretary;
 - (iii) The Deputy Director-General for Commercialization and Business Development;
 - (iv) 2 directors of research centers of Institute, appointed by the Council, on an annual rotational basis;
 - (v) The Chief Agricultural Officer, Ministry of Agriculture;
 - (vi) The Executive Secretary, National Council of Science and Technology;
 - (vii) 2 deans of the faculties of agriculture or related natural science disciplines from public universities, appointed by the Minister, on the recommendation of Council, ensuring gender balance;

- (viii) 2 distinguished agricultural researchers or agriculturists from the private sector, appointed by the Minister on the recommendation of Council, ensuring gender balance; and
- (ix) The President, National Federation of Farmers of Sierra Leone.

Appointments, Promotions and Performance Committee

The Appointments, Promotions and Performance Committee shall -

- (a) be responsible to Council for overseeing the recruitment, productivity and mobility of employees of Institute, including-
 - (i) developing and monitoring the implementation of policies pertinent to recruitment, performance and mobility of employees of Institute;
 - (ii) leading the development and review of staff conditions of service for consideration and approval by the Council, ensuring that conditions of service are comparable to or better than those used for equivalent ranks of staff at public universities;
 - (iii) developing criteria and guidelines for the appointment, performance appraisal and promotion of research, administrative and other support staff of the Institute;

Functions of
Authority.

- (iv) developing a staff appraisal system that would be used as the basis for promotions, demotions, renewal of contracts or termination of contracts;
 - (v) overseeing recruitment and performance appraisal for of senior management staff, except the Director General, appointed subject to section 39 and whose performance shall be appraised in accordance with paragraph (g);
 - (vi) reviewing the annual staff appraisal reports presented by management and make recommendations to the Council for the renewal of contracts and the professional development of employees of the Institute;
 - (vii) conducting mid-term performance evaluation for Director-General, in consultation with the Minister, to determine his suitability for re-appointment; and
 - (viii) performing such other functions as Council may determine.
- (b) consist of the following members -
- (i) A Class II member of Council, appointed by Council, who shall be Chairman;
 - (ii) 2 other Class II members of Council, appointed by Council;
 - (iii) The Director General of Institute;

- (iv) The Administrative Director of Institute, who shall be Secretary;
- (v) The Finance Director of Institute; and
- (vi) 2 Directors of Research Centers, nominated by the Director-General.

Finance and Compliance Committee

The Finance and Compliance Committee shall -

- (a) advise the Council on the effective management of finances and institutional compliance with relevant national and the international legal and regulatory requirements of the Institute, including -
 - (i) developing and reviewing policies, systems, manuals and operational guidelines aligned to the relevant laws and policies of government, as required to support the prudent management of financial and other resources of the Institute;
 - (ii) monitoring compliance by staff and other officers of the Institute, to ensure conformity with the laws and policies governing public institutions in Sierra Leone and the policies and regulations of the Institute approved by Council;
 - (iii) reviewing the annual and quarterly budgets of the Institute and make appropriate recommendations to Council;

- (iv) providing oversight on institutional risk and compliance management and promoting the adoption of best practices in management and administration across the Institute;
 - (v) supporting resource mobilisation initiatives and overseeing allocation and utilisation of such resources by the respective units of the Institute;
 - (vi) appointing an audit sub-committee to conduct annual financial and systems audit of the Institute or as required by the Council;
 - (vii) reviewing financial and compliance audit reports of the Institute and making appropriate recommendations to the Council; and
 - (viii) perform such other functions as the Council may determine.
- (b) consist of the following members -
- (i) A Class II member of the Council, appointed by Council, who shall be Chairman;
 - (ii) The Director-General of the Institute;
 - (iii) The Finance Director of Institute, who shall be secretary;
 - (iv) The Deputy Director-General for commercialization and business development;

- (v) The Deputy Director General for Research and Innovation;
- (vi) 2 other Class II members of the Council;
- (vii) The Administrative Director of Institute;
- (viii) 2 directors of Research Centers of the Institute, appointed by Council; and
- (ix) A financial management expert co-opted on the recommendation of Council without voting right.

Knowledge and Innovation Committee

The Knowledge and Innovation Committee which shall -

- (a) be responsible oversee the harnessing and dissemination of agricultural knowledge derived from previous and ongoing research programmes of Institute and ensure their effective transformation to viable innovations, including -
 - (i) promoting policies, strategies and guidelines to support documentation and dissemination of research findings from the research programmes of the Institute;
 - (ii) developing appropriate policies and guidelines to ensure that maximum benefits from the knowledge capital and intellectual property of the Institute;

- (iii) facilitating national dialogue among stakeholders in the national agricultural research system to promote communication and knowledge sharing through farmer outreach, extension and short-term training;
 - (iv) developing strategic framework with guidelines to facilitate the active transfer of modern agricultural knowledge and innovations from the Institute to farmers and farming communities through multiple forms of cooperation between the Institute and the farming community as well as other forms of collaboration with key stakeholders that support knowledge transfer and diffusion of agricultural innovations to farming communities;
 - (v) providing periodic updates to the Council on the socioeconomic outcomes and impact of research and innovations of the Institute on the economy;
 - (vi) overseeing the establishment and operation of a national knowledge repository to support farmers, researchers and innovators; and
 - (vii) performing such other functions as the Council may determine.
- (b) consist of the following members -

- (i) A Class II member of Council, appointed by Council, who shall be Chairman;
- (ii) The Director General of the Institute;
- (iii) The Deputy Director-General in charge of research and innovation, who shall be secretary;
- (iv) 2 other Class II members of Council, appointed by the Council;
- (v) 2 Directors of Research Centers, nominated by Management; and
- (vi) a senior officer in charge of communication.

Commercialisation and Business Development Committee

The Commercialisation and Business Development Committee shall

- (a) be responsible for promoting the commercialisation of research outputs and establishment of commercial entities by the Institute, including -
 - (i) providing the enabling policy and regulatory environment for the commercialisation of research outputs of the Institute;
 - (ii) overseeing the development and review of annual investment plans prepared by Research Centres, programmes enterprises and other units of the Institute and and advising the Council accordingly;

- (iii) analysing investment proposals for the establishment of new companies, enterprises, joint ventures or other income generating units and advising the Council accordingly;
 - (iv) facilitating collaboration between the Management of the Institute and other private and public entities to promote entrepreneurship, establishment of commercial outfits and other forms of investment by the Institute;
 - (v) promoting direct contribution of the Institute to agricultural transformation and youth employment through a national agribusiness incubation programme for university graduates and other prospective agricultural entrepreneurs; and
 - (vi) supporting management with the development and periodic review of resource mobilisation strategies to ensure sustainable funding of the Institute.
- (b) consist of the following members -
- (i) A Class II member of the Council, appointed by the Council, who shall be Chairman;
 - (ii) 2 members of the Council, appointed by Council;
 - (iii) The Director General of the Institute;

- (iv) The Deputy Director General responsible for commercialisation and business development, who will be secretary;
- (v) The Deputy Director General responsible for research and innovation;
- (vi) The Finance Director of the Institute;
- (vii) The Administrative Director of the Institute;
- (viii) 2 Directors of Research Centers, appointed by the Council;
- (ix) 3 private sector agribusiness development specialists,, nominated by the Sierra Leone Chamber on Agriculture and Industry and the National Federation of Farmers in Sierra Leone, respectively.

The Staff Disciplinary Committee

The Staff Disciplinary Committee shall -

- (a) be responsible to advice the Council on matters pertaining to the general conduct and discipline of the staff of the Institute, including -
 - (i) developing ethical and professional standards for the staff of the Institute and other persons representing or acting on behalf of the Institute;

- (ii) reviewing disciplinary investigation reports presented to the Council;
- (iii) conducting investigation on reports of misdemeanor and other disciplinary infractions by the staff of the Institute and other persons representing or acting on behalf of Institute and make recommendations to Council, as appropriate:

Provided that disciplinary matters affecting junior employees of the Institute shall be addressed at Research Centre level and in the case of junior staff, at Headquarters, through the office of the Director General, subject to the right of appeal to the Staff Discipline Committee by junior employees against whom punitive actions have been taken to ensure fairness and natural justice; and

- (iv) performing other related duties as Council may assign to it.
- (b) consist of the following members:
- (i) The Director-General of the Institute who shall be the Chairman;
 - (ii) 2 Class II members of the Council;
 - (iii) 2 Directors of Research Centers, appointed by the Council;
 - (iv) The Finance Director;
 - (v) The Administrative Director;
 - (vi) A representative of the junior staff nominated by the Junior Staff Association; and

- (vii) A representative of senior staff nominated by the Senior Staff Association.

PART III - FUNCTIONS OF INSTITUTE

12. (1) The object for which the Institute is established is to serve as the national agricultural technological research body responsible to - Functions of Institute.

- (a) conduct, facilitate, promote, coordinate and regulate a national food system through the Food Systems Research Platform;
- (b) participate in agricultural innovations and technology transfer processes.

(2) The Food Systems Research Platform shall comprise relevant stakeholders from such public and private sector institutions as may be determined by Council and shall convene at least once a year to discuss challenges facing the development of research, innovation and extension services in the national food system, identify viable solutions and provide other means of support to promote agricultural transformation.

(3) Without prejudice to the generality of subsection (1), it shall be the function of the Institute to -

- (a) provide information that will assist government and other stakeholders in the development of agricultural policies for poverty alleviation, food security and improved livelihoods of the citizens of Sierra Leone;

- (b) formulate agricultural research policies and programmes taking into account the vision, mission goal and objectives of the agricultural sector in line with government policy and the views of stakeholders, especially those which relate to sustainable food security and the conservation of renewable resources of Sierra Leone;
- (c) conduct basic and applied research in the following fields of study -
 - (i) food and cash crop production;
 - (ii) livestock and in-land fish production;
 - (iii) forestry and tree crops production;
 - (iv) land, water resources and environmental management systems;
 - (v) value addition and postharvest technologies for food and non-food products;
 - (vi) science of food, nutrition and related technologies;
 - (vii) plant, animal health and biosafety;
 - (viii) breeding, genetics, genetic resources and biotechnology;
 - (ix) environmental conservation;
 - (x) digital and other emerging technologies in agriculture;

- (xi) socio-cultural, economic and policy analysis of agricultural systems;
- (xii) agricultural commercialisation, agribusiness, agripreneurship, and agro-industrialisation processes;
- (d) facilitate equitable access to research information, resources and technology and promote the application of research findings and technology in agricultural research and agricultural technology;
- (e) promote utilisation of agricultural research and knowledge systems;
- (f) establish strong working relationships with extension agencies in the public and private sector in the transfer of technology;
- (g) maintain registers of research scientists, research projects and research results;
- (h) facilitate and provide relevant training and manpower development to serve the agricultural research needs of Sierra Leone;
- (i) produce annual reports, medium and long-term research plans and strategies, highlighting the management, scientific training and financial aspects of the Institute;
- (j) establish strong links with national, regional and international research institutions or agencies involved in science and technology development and transfer;

- (k) represent Sierra Leone in regional and international agricultural research forums;
- (l) enhance public awareness on the importance of scientific research to agricultural and economic development;
- (m) disseminate and promote the dissemination of knowledge on modern agricultural innovations and technologies to stakeholders;
- (n) monitor and evaluate the adoption, implementation and impact of national agricultural research on agricultural productivity;
- (o) process and forward to government, the annual estimates for agricultural research funding;
- (p) mobilise human, financial and capital resources from donors, private sector and from within the Institute for its benefit;
- (p) strengthen collaboration amongst, research, extension, farmers and policy makers and other key stakeholders in the national agricultural research and extension system;
- (q) build the capacity of-
 - (i) agricultural extension staff in order to transfer technology effectively;
 - (ii) service providers along the agricultural value chain; and
 - (iii) learning institutions;

- (q) engage the private sector in the agricultural research system towards -
 - (i) investment in production;
 - (ii) funding research; and
 - (iii) market access;
- (r) strengthen partnerships and resource mobilisation;
- (s) build a performance-based system for researchers that recognises -
 - (i) research publications, and
 - (ii) resources generated through grants and partnerships;
- (t) establish, maintain and operate income-generating entities for the commercialisation of research outputs of the Institute;
- (u) provide grants for agricultural research and training programs, consistent with the national research priorities and strategic plan of the Institute;
- (u) facilitate dialogue among key stakeholders of the national agricultural research system through the Food Systems Platform to discuss the needs and challenges of agricultural research and identify sustainable avenues to address them; and
- (v) do such other things as Council may consider necessary to attain the object stated in subsection (1).

Powers of
Institute.

13. Subject to the approval of Council and in consultation with the Minister, the Institute shall have power to -

- (a) generate funds from commercial and other activities and reinvest such funds to promote the work and growth of the Institute;
- (b) purchase or otherwise acquire or possess, hire or otherwise encumber real property;
- (c) establish, on its own or in association with another person or entity, for the purpose of developing or exploiting an invention or technological expertise, and for this purpose to acquire an interest in or control over a company; and
- (d) create, on its own or in association with a person or entity, a trust fund for the administration of donations and contributions.

PART V - THE ADMINISTRATION OF THE SIERRALEONE AGRICULTURAL INSTITUTE.

Director-
General of
Institute.

14. (1) The Institute shall have a Director-General who, shall be appointed by the President on the recommendation of the Minister, after consultation with the Council.

(2) A person shall not be appointed as Director-General unless he-

- (a) is a Citizen of Sierra Leone;
- (b) holds a doctorate degree in agricultural sciences from a recognised university;

- (c) has, at least, 10 years post-doctoral work experience in matters relating to scientific research, agricultural research or development;
- (d) has a proven knowledge and experience in administration at a senior management level, with a track record of high level of integrity; and
- (e) has proven managerial skills and innovative ideas with competence in good governance.

(3) The Director-General shall hold office for a term of 5 years and shall be eligible for reappointment for a further term of 5 years only.

(4) The minimum terms and conditions of service of the shall be determined by Council and be made equivalent to or better than those of Vice-Chancellors and Principals of Njala University, University of Sierra Leone or other public universities in Sierra Leone.

15. (1) The Director-General shall be the Chief Scientific Officer, Director-General Chief Executive Officer, administrative head and vote controller of the Institute and shall be under the general supervision of the Council.

Functions of
Director-
General.

(2) Subject to generality of subsection (1) the Director-General shall be responsible for -

- (a) the day-to-day operations of the Institute;
- (b) preparation of the annual reports, statements of accounts and audited accounts of the Institute;
- (c) submission of reports, work programme and budget of the Institute;

- (d) the arrangement of business and the recording and keeping of minutes of the meetings of the Council;
- (e) supervision and enforcement of code of conduct of other employees of the Institute;
- (f) performance of such other functions as may be assigned to him by the Council or the Minister.

(3) The Director General shall be the principal signatory to all accounts of the Institute, other than Research Center accounts.

(4) The common seal shall be kept in the custody of the Director- General.

(5) If the position of the Director-General is vacant due attainment of age of retirement, resignation, dismissal or death, or if for any reason he is unable to perform his duties, one of the Deputy-Director Generals shall be appointed to perform the duties of the Director-General until the Director-General resumes his duties or a new Director-General is appointed.

Deputy
Director
Generals.

16. (1) The Institute shall have -

- (a) a Deputy Director-General, Research, technology and innovation development; and
- (b) a Deputy Director-General, Commercialisation and agri-business development,

both of whom shall be appointed by Council, to serve under the general supervision and control of the Director-General.

(2) A person shall not be appointed as Deputy Director-General unless he -

- (a) holds a doctorate degree in agriculture or related sciences from a recognised university with at least 7 years of post-doctoral experience in agricultural research, scientific research, academia or development;
- (b) has a proven knowledge and experience in agricultural development;
- (c) has proven managerial skills; and
- (d) has attained the rank of -
 - (i) Principal Research Officer in a reputable research institution or
 - (ii) Associate Professor from a recognised university.

(3) A Deputy Director-General shall hold office for 5 years and shall be eligible for reappointment for a further term of 5 years only.

(4) The minimum terms and conditions of service of a Deputy Director-General shall be determined by Council and shall be equivalent to or better than those of a Deputy Vice-Chancellor of Njala University, University of Sierra Leone or other public universities in Sierra Leone.

17. (1) The Director General may be removed from office by the President by Council, on the advice of the Minister based on recommendation of the Council.

Removal
of senior
management
staff.

(2) The Council may, remove other management staff, including, the Deputy Director Generals, Administrative Director, Finance Director and Center Directors, from office, on sound grounds, following due process.

(3) Notwithstanding subsections (1) and (2), a management staff shall not be removed from office, unless on the following grounds, -

- (a) his inability to perform the functions of the office, arising from physical or mental incapacity;
- (b) for gross misconduct or misbehavior, as determined by an independent investigation panel;
- (c) for poor performance, due to inability to grow the Institute or function effectively in the capacity served;
- (d) on his attainment of the official age of retirement;
- (e) he is convicted of a criminal offence and sentenced to a term of imprisonment of not less than 6 months; or
- (f) for any other ground considered sufficient to justify removal from office, under the terms and conditions of service approved by Council.

Administrative
Director.

18. (1) The Institution shall have an Administrative Director appointed by the Council who shall be the principal adviser to the Director- General on administrative matters of the Institute.

(2) A person shall not be appointed as Administrative Director unless he has -

- (a) obtained a master's degree in public administration, business administration or related discipline;
- (b) strong written and verbal communication skills;
- (c) served for a minimum of 10 years in administration, with at least 5 years at a senior management level.

(3) The minimum terms and conditions of service of the Administrative Director shall be determined by Council and shall be equivalent to or better than those of the Registrar of Njala University, University of Sierra Leone or other public universities in Sierra Leone.

(4) The Administrative Director shall be responsible to -

- (a) provide administrative support to the Director-General;
- (b) coordinate the administrative activities of the Research Centers of the Institute;
- (c) promote development and compliance with the policies, regulations, and guidelines of the Institute;
- (d) supervise the work of other administrative and support staff;
- (e) ensure proper documentation of administrative activities and maintain accurate records for the Institute;

- (f) develop effective communication system and ensure prompt communication between the Institute and its stakeholders;
- (g) perform such other duties as may be assigned by the Director-General.

Finance
Director.

19. (1) The Institution shall have a Finance Director appointed by Council who shall be the principal adviser to the Director-General on financial matters of the Institute.

(2) A person shall not be appointed as Finance Director unless he has -

- (a) a qualification in Association of Chartered Accounting or masters degree in the fields of Accounting, Finance or Business Administration;
- (b) served for a minimum of 10 years in an accounting or finance related position, with at least 5 at senior management level; and
- (c) proven knowledge and experience in accounting and financial management.

(3) The minimum terms and conditions of service of the Finance Director shall be determined by Council and shall be equivalent to or better than those of a Finance Director of Njala University, University of Sierra Leone or other public universities in Sierra Leone.

(4) The Finance Director shall be responsible to -

- (a) establish, maintain, constantly review and upgrade the financial management system of the Institute;

- (b) provide necessary leadership to ensure financial compliance with public financial Acts and regulations at all levels of the Institute;
- (c) develop resource mobilisation strategy for Institute;
- (d) prepare annual and quarterly budgets and related reports of the Institute;
- (e) provide supervision and support for other personnel involved in finance related work; and
- (f) perform such other duties as may be assigned by the Director-General

20. (1) The Institute shall have, in addition to the Director-General, Deputy Director-Generals, Administrative Director and Finance Director, such other staff as the Council may determine, for the efficient discharge of its functions under this Act and on terms and conditions equivalent to or better than those enjoyed by equivalent staff of Njala University, University of Sierra Leone or other public universities in Sierra Leone.

Other Staff
of Institute.

(2) Other staff that may be employed under subsection (1) including research and administrative staff of the Research Centers, may be deployed by the Institute where and when required.

21. Public officers may, at the instance of the Institute, be seconded or otherwise render assistance to the Institute but the Institute may request the withdrawal of any such seconded staff who is unable to carry out assigned functions in a manner satisfactory to the Institute.

Secondment
of public
officers.

Appointment
contract.

22. (1) Appointment of staff of Institute shall be on contract for a fixed term of 4 years renewable by mutual consent, but such staff shall hold tenure after serving the Institute for 2 consecutive terms of 4 years each.

(2) Annual staff performance records shall be kept to evaluate staff on the basis of job performance and conduct.

Management
committees.

23. (1) The Director General may constitute management standing or ad-hoc committees consisting of the Director General, Deputy Director Generals, Centre-Directors and other relevant personnel for the purposes of consultation on the day-to-day affairs of the Institute and its constituent Research Centres

(2) The Director General, shall be Chairman for all management committees and determine the membership, meeting procedures and purpose of such committees.

Research
Centre.

24. (1) The Institute shall have such Research Centres, as the Council may, on the advice of the Director General, determine.

(2) A Research Centre under subsection (1) shall be to -

- (a) provide advise on and develop appropriate systems to promote balanced, diversified and sustained agricultural development and tooptimise agricultural production though adaptive and investigative research;
- (b) develop innovative research programmes and conduct world-class investigations in therelevant field of agriculture; and
- (c) promote agricultural commercialisation through the dissemination of improved production technologies to farming communities and establish effective feedback systems with producers in support of national self-sufficiency and export capacities in agricultural products; and

- (d) cooperate with other Research Centres and key stakeholders to establish and operate an agribusiness incubation system.

(2) For the purpose of carrying out its functions under subsection (1) a Research Centre shall -

- (a) organise, design and carry out on-station and on-farm research in their respective sectors of agricultural research in accordance with such policies and in such priorities as may be determined by the Council;
- (b) identify production, policy, market, processing and utilization constraints in the fields of agriculture, water, livestock, fisheries, forestry and environment and prepare short and long-term research programmes within the framework of the national agricultural research system;
- (c) identify and disseminate, in collaboration with other relevant agencies appropriate systems of mechanization and technology options to improve agricultural production and provide answers to foreseeable problems facing crop, livestock, forestry and fisheries production;
- (d) collaborate with the extension and education services and other organisations, agencies and institutions including schools, technical institutions and universities, public or private to disseminate research results and technologies;

- (e) establish and maintain regular contact with regional and international agricultural Research Centres to ensure the rapid introduction, evaluation and use of improved technology of potential benefit to the country;
- (f) conduct in association with the Council annual reviews of research results and modify research programmes as appropriate;
- (g) promote demand-driven participatory research, planning and priority setting and;
- (h) perform such other functions as Council may determine.

Centre-Director.

25. (1) A Research Centre under subsection (1) shall be headed by a Centre-Director, appointed by Council on the recommendation of the Appointments, Promotions and Performance Committee.

(2) A Centre-Director appointed under subsection (1), shall, with regards to the Research Centre to which he is appointed -

- (a) be the research and administrative head and chief scientist;
- (b) be the chief finance officer and principal signatory to its accounts;
- (c) implement decisions the Council and management, affecting the Research Centre;
- (c) oversee the work and discipline of employees assigned to the Research Centre; and

- (d) liaise with relevant stakeholders to promote the objectives of the Institute and mobilise resources to support the work of the Research Centre.

(3) A person shall not be appointed Centre-Director unless he -

- (c) has, at least, 5 years' experience in agricultural research or development;
- (d) has proven managerial skills; and
- (e) has attained a rank, -
 - (i) not below Principal Research Officer in a reputable research institution; or
 - (ii) Associate Professor from a recognised university.

(4) A person appointed Centre-Director shall hold office for a term of 5 years, and shall be eligible for reappointment for a further term of 5 years only. Head of Research programme.

26. (1) A Research Centre shall appoint heads of research programmes to provide leadership for research programmes undertaken in the Research Center.

(2) A person shall not be appointed Head of Research Programme, under subsection (1), unless he is a researcher who had attained a doctorate degree in the relevant field of research.

27. The property in every research finding or every programme undertaken by the Institute that is funded entirely by grants made to the Institute shall vest in the Institute, unless where the Institute decides to waive or share ownership in a properly executed agreement. Property in research findings.

Discoveries,
inventions,
etc.

28. (1) The rights in discoveries, inventions and improvements in respect of processes, apparatus and machinery made by-

(a) an employee of Institute;

(b) a person assisting Institute with an investigation or research; shall vest in the Institute.

(2) Notwithstanding subsection (1), the Institute may make available for use in the public, discoveries, inventions and improvements vested in the institute, subject to such conditions and the payment of fees or royalties as the Institute may determine.

(3) The Council may, where the rights in a discovery, invention or improvement are vested in the Institute, award to the person responsible for the discovery, invention or improvement such bonus as it deems fit or make provision for financial participation by such person in the profits derived from the discovery, invention or improvement to such extent as the Minister may, with the concurrence of the Minister of Finance, determine.

(4) The Institute may apply for a patent in respect of a discovery, invention or improvement referred to in subsection (1)

Access to
research
findings and
facilities.

29. The Institute may, subject to such conditions, restrictions and limitations as it may determine, allow any person access to the research findings and facilities, including equipment, laboratory and database of the

Power to
charge fees.

30. The Institute may impose fees, royalties or other charges as it thinks fit for research, investigation, test, training, advice or other services provided by the Institute or for the use of its property and facilities

31. The Institute may require a person to submit information or to produce documents or records which in the opinion of the Council is necessary for the discharge of the Institute's functions under this Act. Power request.

32. (1) A Research Centre shall constitute standing or ad-hoc committees to deal with matters of specific interest to the Research Centre. Research Centre Committees.

(2) The Centre-Director may determine the composition, functions and procedures of the Research Centre Committees.

PART VI - FINANCIAL PROVISIONS OF INSTITUTE

33. The activities of the Institute shall be financed by funds consisting of - Funds of Institute.

- (a) monies appropriated Parliament for the purposes of the Institute based on the estimated income and expenditure of the Institute;
- (b) income earned by the Institute through a trust fund or commercial activities;
- (c) research grants, gifts or donations from any person or authority; and
- (d) monies otherwise accruing to the Institute in the course of its activities.

34. (1) The Director-General shall receive on behalf of the Institute all funds of the Institute. Accounts and audit

(2) The Institute shall keep proper books of accounts and proper records in relation to its accounts and shall prepare within a period of 3 months after the end of each financial year, a statement of its accounts in such form as the Auditor-General may direct.

(3) The books and accounts of the Institute shall each year be audited by the Auditor-General or a firm of auditors approved by him or her and the report of the audit shall be submitted to the Council.

Annual
report.

35. (1) The Director-General shall, within 3 months after the end of each financial year, submit to the S.T.C for the approval of the Council an annual report of the activities, operations, undertakings and property and finances of the Institute for that year.

(2) Subject to subsection (1), an annual report shall include -

- (a) a copy of the audited accounts of the Institute together with the audit report thereon; and
- (b) any other report made to or requested by the Minister for the information or consideration of Cabinet

(3) A copy of the annual report approved by the Council shall be sent to the Minister not later than 4 months after the end of the year to which the report relates and the Minister shall, as soon as possible, but not later than 2 months after the receipt of the report cause the report to be laid before Parliament.

(4) The financial year of the Institute shall be the same as that of the Government.

PART VII - MISCELLANEOUS

36. The Minister may, after consultations with the Institute, Regulations.
make regulations as he considers necessary for giving effect to this
Act.

37. The Sierra Leone Agricultural Research Institute Act, 2007 Repeal.
is hereby repealed.

Made this 18th day of April, 2023.

ABU BAKAR KARIM,
Minister of Agriculture and Food Security.

FREETOWN,
SIERRA LEONE.