

# AGRI-GREEN FOUNDATION

## **POLICIES & PROCEDURES MANUAL**

### **Document Control,**

AGF-004	02	23.11.16	Additional Contents Added	RB0	ARN	ARN
AGF-004	01	23.11.16	Additional Contents Added	RB0	ARN	ARN
AGF-004	00	16.11.16	Initial Draft	RB0	ARN	ARN
Doc. No.	Rev. No.	Date	Details	Prep	Checked	Approved



### **MESSAGE FROM THE FOUNDING DIRECTOR**

Greetings.

In behalf of the board of trustees of Agri-Green foundation I am pleased to give information in its formal launching here in the State of Qatar.

Agri-Green Foundation was conceptualized on 2012 after getting a registered patent, for the Agri-Green invention that condenses water from the humidity in the atmosphere.

After receiving One hundred and sixty (160) awards (Gold Medals, Trophies, certificates and other gold awards), international awards, where the invention was presented, the Agri-Green Foundation had its inception.

Before its formal launching, Agri-Green Foundation had conducted numerous trainings and seminars for youths and students, all over Doha, Qatar, covering the educational institutions, sports and cultural clubs and other organizations to motivate the youth to be innovative leading them to be “young inventors”.

The Founding members and the Board of Trustees of the organization are volunteers and funding is supported by Agri-Green Company a legitimate company duly registered in the State of Qatar

The foundation’s Mission, Vision, Objectives and Core Values are discussed on succeeding page of this document.

The success of this foundation shall rest upon the generous contribution of our donors, individual or corporate; thorough implementation of its policies and procedures and technical competence of the advisors and consultants.

I hereby reiterate my appreciation for your support and interest in Agri-Green Foundation.

Sincerely yours,

**Dr. Adnan Fahad Rashid Al Ramzani Al Naimi**  
**Founding Director**

# CONTENTS

<b>MESSAGE FROM THE FOUNDING DIRECTOR .....</b>	<b>2</b>
<b>CONTENTS .....</b>	<b>3</b>
<b>Mission, Vision, Objectives &amp; Core Values .....</b>	<b>5</b>
Our Mission .....	6
Our Vision .....	6
Our Objectives .....	6
Our Core Values .....	7
<b>Agri-Green Foundation Organizational Structure .....</b>	<b>9</b>
<b>Policies and Procedures .....</b>	<b>10</b>
Intent of the Policy .....	10
Definitions .....	10
<b>Scopes &amp; Procedures .....</b>	<b>11</b>
Conduct of In-house Research .....	11
Scope .....	11
Procedure .....	11
Conduct of Internal Training .....	11
Scope .....	11
Procedure .....	11
Conduct of External Training & To Potential Inventors .....	12
Scope .....	12
Procedure .....	12
Provision of Technical and Financial Assistance .....	12
Scope .....	12
Procedure .....	12
Assistance to Potential Innovators and Inventors .....	17
Scope .....	17
Procedure .....	18
Sourcing of Donors .....	18
Scope .....	18
Procedure .....	18

## AGRI-GREEN FOUNDATION

---

Human Resource Management.....	18
Accounting and Financial Management.....	18
Participation and Conduct of Exhibitions and Similar Events Related to Foundations .....	18
<b>Recordkeeping Requirements .....</b>	<b>19</b>

**OTHER REFERENCE DOCUMENTS**

Document No.	Description / Title	Remarks
AGF-000	Foundation Document Register	
AGF-001	Foundation Articles of Incorporation	
AGF-002	Foundation Constitution	
AGF-003	Statement of Mission, Vision, Goals & Objectives	
AGF-004	Policies and Procedures	<b>THIS DOCUMENT</b>
AGF-005	Organizational Structure	
AGF-006	Employees; Manual/ HR Management	
AGF-007	Accounting Manual	
AGF-008	Event Management	

## **MISSION, VISION, OBJECTIVES & CORE VALUES**

Shown below are the Foundation's Mission, Vision, Objectives and Core Values for **quick reference guide only**. Please take important note that this part of the document shall be subject **continual revision and improvement to** ensure its effectiveness for the purpose for the Foundation. Refer to Document No. AGF 002 for the latest revision.

### **Our Mission**

Our mission is to help and assist young inventors, innovators and entrepreneurs to turn their creative ideas into projects that will lead to solutions of identified problems.

It is our mission is to support inventors, innovators and entrepreneurs in the various stages of their development. Helping in inventors and innovators develop their research projects from the initial stage of their invention until the manufacturing stage is very crucial in the success of inventions. If inventors and innovators are supported intellectually and financially, it is easier for them to surpass various difficulties in various stages of development. Most inventors felt the frustrations when their inventions could not get the needed support psychological, emotional, institutional and most of all financial support to inspire young inventors to bring out their creativity into reality. Likewise, entrepreneurs through their inventions will receive guidance and support to speed up the

It is also the mission of Agri-Green Foundation to strengthen applied research and development in the State of Qatar for women and the youth by bringing research results from various Universities and Research Centers to the end users, the entrepreneurs and farmers by translating them into terms and resources that can be easily translated and understood by the common people and end users, likewise inspiring them and helping them to increase their participation in bringing in development in the different institutions and agricultural production centers in the State of Qatar.

### **Our Vision**

It is the vision of Agri-Green Foundation to create an institution where young inventors, innovators and entrepreneurs can pursue their educational, invention exhibitions, intellectual property and creativity as well as social and financial support for the young inventors in the State of Qatar.

The Agri-Green Foundation will be a leading organization in the MENA Region which will cater to the needs of inventors in the different stages of development of their inventions and innovations. Individual inventors and entrepreneurs can get the necessary assistance and support in various forms from the concept formation of their creativity, research and publications, protection of their Intellectual Property

Rights, support for Invention Exhibitions of their inventions (regional and international), the Manufacturing stage of their inventions and innovations until they become good entrepreneurs.

### **Our Objectives**

1. To assist young inventors, innovators and entrepreneurs in their creativity – conceptualization, writing research proposals, editing, review of research procedures, assembling research materials, gathering of results and analysis of data up to the technical presentations of research and findings.
2. To coordinate with the funding donors for assistance of the inventors, innovators and entrepreneurs.
3. To Assist inventors and innovators for the Final Research presentation prior to Invention exhibition and invention/innovation shows.
4. To provide technical assistance required prior to invention registration, consultancy and other assistance needed for the intellectual property registration requirements.
5. To conduct training for technical writing, oral presentation and publications.
6. To provide other technical assistance as maybe required by the inventors and innovators from time to time.
7. To produce outstanding if not excellent inventors/ researchers and entrepreneurs in the State of Qatar.
8. To Create Intellectual Pool of Researchers and Research & Development Assistants that can help and assist inventors and innovators in their Experimental and Technical needs.
9. To create Technical manpower that can assist inventors and innovators in their various experimental needs to include Technical Writing.
10. To create Pool of Statisticians to assist inventors and researchers in their statistical analysis.- A one- stop -shop for researchers, inventors, innovators and entrepreneurs.

### **Our Core Values**

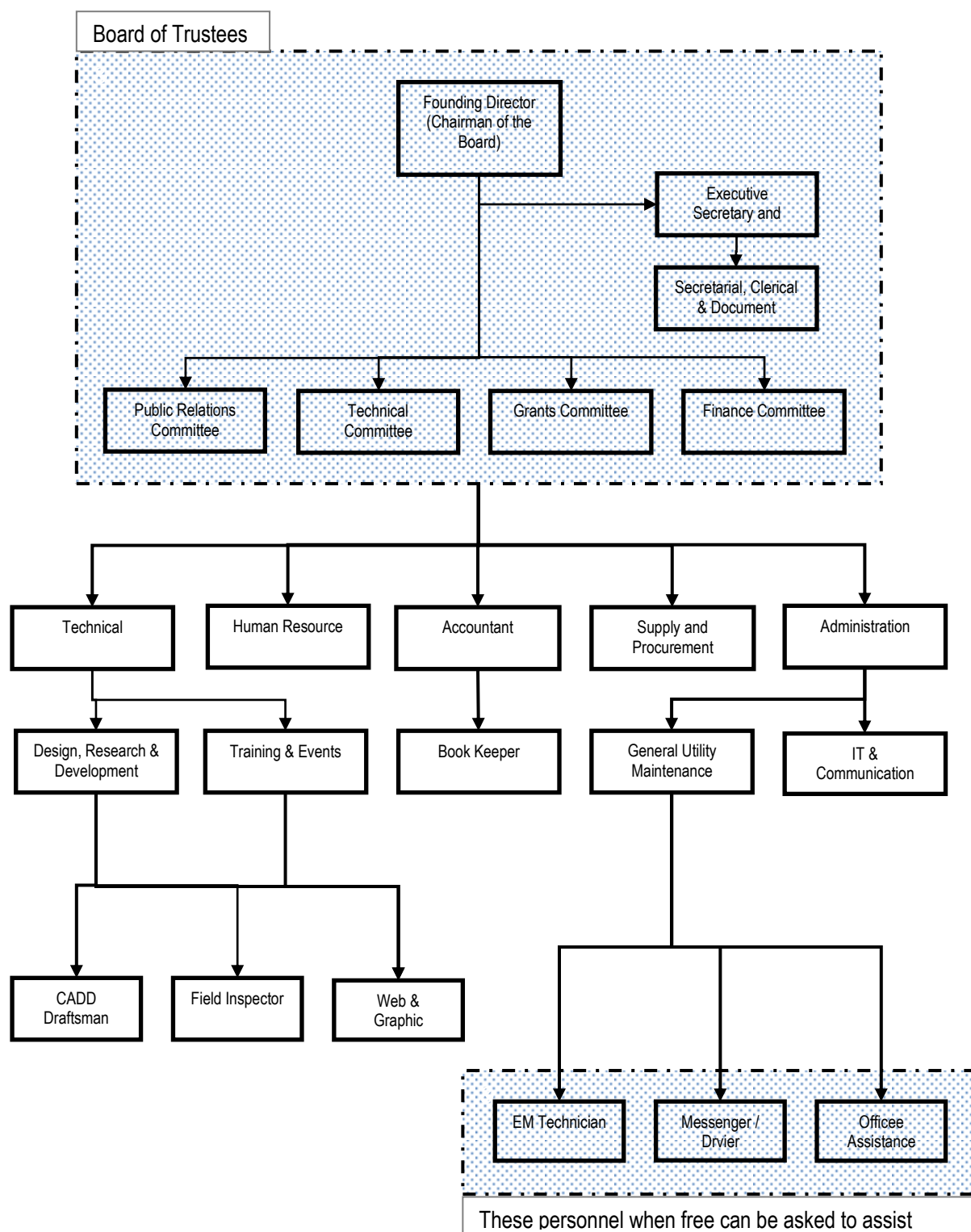
1. Transparency
2. Accountability
3. Commitment
4. Participatory decision making

5. Neutrality
6. Non discrimination



## AGRI-GREEN FOUNDATION ORGANIZATIONAL STRUCTURE

Shown below is the Organizational; Structure for **quick reference guide only**. Please take important note that this part of the document shall be subject **continual revision and improvement** to ensure its effectiveness for the purpose of the Agri-Green Foundation. Refer to Document No. AGF 004 for the latest revision.



## **POLICIES AND PROCEDURES**

### **Intent of the Policy**

The Agri-Green Foundation, hereinafter referred to as "the Foundation" is an institution founded in the State of Qatar that intends to provide assistance to individuals including organizations engaged in invention, innovation and entrepreneurship in the State of Qatar and neighboring states and countries.

### **Definitions**

#### Advisor

A person appointed by a donor to have advisory privileges with respect to a Fund.

#### Donor

An individual or organization, including a corporation, partnership or trust, that makes a contribution to a Fund where such Fund is separately identified by reference to contributions of the donor and with respect to which the donor (or any person appointed or designated by such donor) has, or reasonably expects to have, advisory privileges with respect to the distribution or investment of amounts held in such Fund by reason of the donor/advisor's status as a donor. The term also includes members of the donor's family and businesses controlled by the donor.

#### Grantee(s)

Persons and or organizations whom a grant or funding is awarded in order to pursue a research geared towards the mission and vision of Agri-Green Foundation.

#### Qualified Expenses

Expenses incurred in conducting research leading to realization of the desired result and/or a new invention, these include, but not necessarily limited to:

- Document production supplies, equipment and staff.
- Setting up of laboratory, workshops, exhibition shows and office facilities.
- Travel, research, research personnel, clerical assistance and similar expenses.

#### Invention

An invention is a unique or patentable device, method, composition or process.

#### Research

The systematic investigation and study of process (es), material(s) and sources in order to establish facts and reach new conclusions.

#### Grants

Non-repayable funds or products disbursed by Agri-Green Foundation to a recipient, nonprofit entity or individual in order to apply to an approved research and/or studies leading to innovation of a unique product or enhance an existing research.

#### Grantee

An organization or individual to whom a grant or conveyance is made.

## **SCOPES & PROCEDURES**

### **Conduct of In-house Research**

#### ***Scope***

The Agri-Green Foundation shall conduct its own research geared towards the fulfillment of its objectives.

#### ***Procedure***

The Agri-Green Foundation Technical Committee shall continually to prepare proposals for research; the same shall be subject to review and approval of the Board of Trustees resolution. Resolution along with appropriation of funds by the Finance Committee.

### **Conduct of Internal Training**

#### ***Scope***

1. Project Management

The main target of this training is to equip the technical staff on the scientific aspect of the in-house research. This training must also be participated by the various departments including the board members.

2. Employee Development

This training shall be conducted to all the staffs to ensure that the mission and vision of the organization is met. This training shall also be considered as **on-the-job** training that enhances employees' skills.

3. Training for Board of Members

- a. Corporate Governance
- b. Effective Meetings
- c. Risk Management
- d. Finance and Business Planning

#### ***Procedure***

On all types of training shall be conducted by in-house or by external resources with the following guidelines.

- a. Assess Your Needs
- b. Design Your Materials

- c. Conduct Training Sessions
- d. Assess the Results

### **Conduct of External Training & Potential Inventors**

#### ***Scope***

This type of training shall include the following but not limited to:

- a. Awareness of the Foundation's Programs to the public, schools and other organizations.
- b. Technical training for potential inventors or the subject of English, physics, mathematics, financial management, project management and report preparation.

#### ***Procedure***

On all types of training shall be conducted by in-house or by external resources with the following guidelines:

- a. Assess the Needs
- b. Design Training Materials
- c. Conduct Training Sessions
- d. Assess the Results

### **Provision of Technical and Financial Assistance**

#### ***Scope***

These grants shall enable the recipients to complete their research in the field of their endeavor duly recognized by The Agri-Green Foundation to be viable and supports the Mission and Vision of the foundation.

The Agri-Green Foundation may also hold and administer The Funds granted to ensure these are applied for the purpose it was approved by the Foundation, may hold and administer certain funds that make grants to individuals to achieve a specific objective, produce a report or other similar product, or improve or enhance an existing process and/or machine or gadget that conforms to the Foundation's mission.

#### ***Procedure***

##### **1. Research Grants**

Agri-Green Foundation staff and designated members of selection committees established for such awards shall contact administrators as well as managers of relevant community institutions to advertise the availability of the Agri-Green Foundation's Grants.

##### **2. Administration of Grants**

## AGRI-GREEN FOUNDATION

---

The Agri-Green Foundation shall establish the following procedures pursuant to which grants will be awarded from funds where donors and Agri-Green Foundation advisors have any advisory privileges or participation in the selection of grant or award recipients.

The following selection procedures shall be interpreted so as to ensure the Foundation's goals and objectives.

- a. Grantees are to be selected on an objective and nondiscriminatory basis.
- b. The recipients are selected on the basis of their exceptional qualifications to carry out the purposes of the grant, or it is otherwise evident that the selection is particularly calculated to effectuate the intended purpose of the grant rather than to benefit particular persons or a particular class of persons.
- c. Selection of a qualified research scientist to work on a particular project should not violate the requirements; if the scientist is selected from a group of three scientists and must be expert and relevant in the subject of the research.

### 3. Selection Criteria

The criteria to be used in selecting grant recipients from a fund established by the Agri-Green Foundation must be based on criteria that are appropriate to accomplishing the underlying purpose of the grant as described in the agreement creating such Fund. Foundation staff should work with donors to establish Funds that fulfill the donor's charitable goals and feature clear selection criteria.

### 4. Criteria for Grants

Criteria for grants may include, but are not necessarily limited to, the following:

- a. Prior technical experience, especially in the field of research.
- b. Performance of each applicant on tests designed to measure ability and aptitude for research work;
- c. Recommendations from recognized scientific community or similar organization that such organization or entity have knowledge of the applicant's capabilities;
- d. Additional information regarding an applicant's career and or activities, and other relevant experiences and financial need
- e. The grant selection committee's conclusions as to the applicant's motivation, character, ability, or potential.

The Agri-Green Foundation reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Grants and the administration of such grants. Any substantial or material changes will be made only with approval of the Agri-Green Foundation's Board of Trustees.

### 5. Grant Selection Committees

## AGRI-GREEN FOUNDATION

---

The Agri-Green Foundation Grant Committee shall be charged with the evaluation of candidates for grants covered by this policy.

A Fund's donors may not control the Grant committee. This means that no combination of donors, persons appointed or designated by donors, and persons (a term that includes partnerships, corporations and trusts as well as individuals) related to them may constitute a majority of the committee, be given a veto power, be allowed to chair the committee or otherwise be permitted to control the committee's decisions. If a donor/advisor recommends a person for appointment to a selection committee based on objective criteria related to the expertise of such person, such person will not be deemed to be appointed or designated by the donor/advisor.

Donor/advisors and related persons may provide advice with respect to the selection of grant or award recipients solely as members of a selection committee. This means that donors may not pre-screen applications and choose those to be referred to the committee. It also means that donors may not make a final selection from among candidates approved by the committee.

Every member of the selection committee must adhere to the relevant policies of the Agri-Green Foundation as they may be adopted and amended from time to time, including without limitation the Foundation's conflict of interest and confidentiality policy. Each member of any selection committee covered by this policy must disclose any personal knowledge of and relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others.

Grants covered by this policy may not be awarded to any member of the Foundation's Board of Trustees, any substantial contributor to the Foundation, any employee of the Foundation, or any other disqualified person with respect to the Foundation. Grants also may not be awarded to any donor/advisor or substantial contributor to the Fund making the award, to any member of a selection committee for such award, or to any members of their families. Finally grants covered by this policy may not be made for a purpose that is not charitable.

Each selection committee established under this policy shall forward its recommendations to the Agri-Green Foundation staff in such form and on such schedule as the staff shall establish. The Agri-Green Foundation Board of Trustees shall approve each award made under this policy.

### **6. Grant Renewals**

Grants will ordinarily be awarded for a one-year period, but may be for a shorter or longer period. Except for Achievement Awards, grants may be renewable for a period appropriate to the purposes of the Fund under which the grant is established. Otherwise, the Agri-Green Foundation may consider renewing a grant on a case-by-case basis according to the status of the grantee's project and the purposes of the grant.

---

## AGRI-GREEN FOUNDATION

---

### 7. Supervision of Grants

Unless otherwise provided in the fund agreement establishing The Grant, a condition of each Grant is that it will be used only for qualified expenses.

### 8. Research Grants

Agri-Green Foundation staff and designated members of selection committees established for such awards shall contact administrators as well as managers of relevant community institutions to advertise the availability of the Agri-Green Foundation's Grants

### 9. Administration of Grants

The Foundation shall establish the following procedures pursuant to which grants will be awarded from funds where donor and Agri-Green Foundation advisors have any advisory privileges or participation in the selection of grant or award recipients.

The following selection procedures shall be interpreted so as to ensure the Agri-Green Foundation's goals and objectives.

- a. Grantees are to be selected on an objective and nondiscriminatory basis.
- b. The recipients are selected on the basis of their exceptional qualifications to carry out the purposes of the grant, or it is otherwise evident that the selection is particularly calculated to effectuate the intended purpose of the grant rather than to benefit particular persons or a particular class of persons.
- c. Selection of a qualified research scientist to work on a particular project should not violate the requirements; if the scientist is selected from a group of three scientists and must be expert and relevant in the subject of the research.

### 10. Selection Criteria

The criteria to be used in selecting grant recipients from a fund established by the Agri-Green Foundation must be based on criteria that are appropriate to accomplishing the underlying purpose of the grant as described in the agreement creating such Fund. The Agri-Green Foundation staff should work with donors to establish Funds that fulfill the donor's charitable goals and feature clear selection criteria.

### 11. Criteria for Grants

Criteria for scholarship grants may include, but are not limited to, the following:

- a. Prior technical experience, especially in the field of research.
- b. Performance of each applicant on tests designed to measure ability and aptitude for research work;
- c. Recommendations from recognized scientific community or similar organization that such organization or entity have knowledge of the applicant's capabilities;

- d. Additional information regarding an applicant's career and or activities, and other relevant experiences and financial need
- e. The grant selection committee's conclusions as to the applicant's motivation, character, ability, or potential.

The Agri-Green Foundation reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Grants and the administration of such grants. Any substantial or material changes will be made only with approval of the Agri-Green Foundation's Board of Trustees.

### **12. Grant Selection Committees**

The Agri-Green Foundation Grant Committee shall be charged with the evaluation of candidates for grants covered by this policy.

An Agri-Green Fund's donors may not control the Agri-Green Grant committee. This means that no combination of donors, persons appointed or designated by donors, and persons (a term that includes partnerships, corporations and trusts as well as individuals) related to them may constitute a majority of the committee, be given a veto power, be allowed to chair the committee or otherwise be permitted to control the committee's decisions. If a donor/advisor recommends a person for appointment to a selection committee based on objective criteria related to the expertise of such person, such person will not be deemed to be appointed or designated by the donor/advisor.

Donor/advisors and related persons may provide advice with respect to the selection of grant or award recipients solely as members of a selection committee. This means that donors may not pre-screen applications and choose those to be referred to the committee. It also means that donors may not make a final selection from among candidates approved by the committee.

Every member of the selection committee must adhere to the relevant policies of the Agri-Green Foundation as they may be adopted and amended from time to time, including without limitation the Foundation's conflict of interest and confidentiality policy. Each member of any selection committee covered by this policy must disclose any personal knowledge of and relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others.

Grants covered by this policy may not be awarded to any member of the Agri-Green Foundation's Board of Trustees, any substantial contributor to the Agri-Green Foundation, any employee of the Agri-Green Foundation, or any other disqualified person with respect to the Agri-Green Foundation. Grants also may not be awarded to any donor/advisor or substantial contributor to the Fund making the award, to any member of a selection committee for such award, or to any members of their families. Finally grants covered by this policy may not be made for a purpose that is not charitable.



---

## AGRI-GREEN FOUNDATION

---

Each selection committee established under this policy shall forward its recommendations to the Agri-Green Foundation staff in such form and on such schedule as the staff shall establish. The Foundation Board shall approve each award made under this policy.

### 13. Grant Renewals

Grants will ordinarily be awarded for a one-year period, but may be for a shorter or longer period. Except for Achievement Awards, grants may be renewable for a period appropriate to the purposes of the Fund under which the grant is established. Otherwise, the Foundation may consider renewing a grant on a case-by-case basis according to the status of the grantee's project and the purposes of the grant.

### 14. Supervision of Grants

Unless otherwise provided in the fund agreement establishing a The Grant, a condition of each Grant is that it will be used only for qualified expenses.

### 15. Investigation of Jeopardized Grants

Where the reports submitted or other information (including the failure to submit reports), indicate that such a grant is not being used for its intended purpose, the Agri-Green Foundation is under a duty to investigate. While conducting its investigation, the Foundation will withhold further payments to the extent possible until any delinquent reports required under these procedures have been submitted. The Agri-Green Foundation also will take reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant.

However, if the grantee has not previously diverted grant funds, the Agri-Green Foundation may elect to continue further payments to the grantee if it receives the grantee's assurance that future diversions will not occur, that the grantee has restored the missing funds and that the grantee will take extraordinary precautions prescribed by the foundation to prevent future diversions from occurring. If a further diversion takes place, the Agri-Green Foundation will take steps to recover the grant.

The phrase "all reasonable and appropriate steps," includes legal action where appropriate, but may not include legal action if such action would in all probability not result in the satisfaction of execution on a judgment.

## **Assistance to Potential Innovators and Inventors**

### **Scope**

Same as the above scope, except that the Agri-Green Foundation shall assist individuals and organization who have started or on-going studies and research to achieve a specific innovative objective and/or invention by reinforcing their logistic requirements enhance their laboratory facilities and instruments including advisory services.

### ***Procedure***

This section is very much similar to the above; except that the Agri-Green Foundation shall evaluate the viability of the on-going research needing financial and further technical assistance.

## **Sourcing of Donors**

### ***Scope***

The Agri-Green Foundation shall source funds from potential donors to finance the operation of The Agri-Green Foundation and to finance to provide assistance to the qualified recipients as stated under the “Scope”, above.

### ***Procedure***

The Agri-Green Foundation shall source donors through the following primary means:

1. Website Donations.

Through The Agri-Green Foundation's website donations shall be solicited and received via a bank check or equivalent banking instrument.

2. Personal Solicitations.

Board of Trustees shall leverage their extensive network to personally solicit donations from those acquaintances desiring to assist the Agri-Green Foundation to achieve its Mission and Vision.

3. Foundation and Government Grants.

Board of Trustees shall actively solicit foundation and government grants provided through state, such as the Qatar Foundation and other organizations; and also through, local and corporate initiatives that seek to provide assistance to potential inventors and on-going inventions that require additional financial resources to complete the project.

## **Human Resource Management**

For this Section refer to Document Number AGF-005, for detailed discussion.

## **Accounting and Financial Management**

For this Section refer to Document Number AGF-006, for detailed discussion.

## **Participation and Conduct of Exhibitions and Similar Events Related to Foundations**

For this Section refer to Document Number AGF-007, for detailed discussion.

## **Recordkeeping Requirements**

The Agri-Green Foundation shall retain the following records in connection with all grants covered by this policy:

- All information obtained by the Agri-Green Foundation to evaluate the qualifications of potential grantees,
- The identification of grantees (including any relationship of any grantee to the Agri-Green Foundation or to a director or officer of the Foundation),
- The purpose and amount of each grant, and any additional information the Foundation obtains in complying with its grants administration procedures.

Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants. Records pertaining to any grant made pursuant to this policy shall be kept for no less than three (3) years

These Policies and Procedures for Research Funds shall be approved by the Agri- Green Foundation's Board of Trustees through a board resolution of equivalent documentation as considered by the Agri-Green Foundation as official,

---

Date

---

Board Secretary