Chapter 1: Name and Description

Article 1: Imperial College Brazil Forum is an academic community established on 14th July 2011, and governed by the present Terms of Reference, in full compliance with the Imperial College regulations. The Forum is a virtual initiative, with a cross-disciplinary and interdepartmental approach.

Article 2: The Forum is hosted as a bilingual webpage in English and Portuguese versions at: http://www.imperial.ac.uk/brazilforum.

Chapter 2: Purposes

Article 3: The Forum shall pursue the following aims:

i) Assemble academic staff, researchers, students and alumni into a network, promoting scientific and academic collaboration;

ii) Act as a platform for developing activities related to Brazil at the College, including the organisation of events and cultural activities, dissemination of news and research opportunities to the Forum members, and guidance for prospective Brazilian students and academic partners, in order to develop a sense of community between members;

iii) Contribute to building and implementing academic, government and industry partnerships and agreements between Imperial College and Brazilian institutions, in collaboration with the International Relations Office (or equivalent);

iv) Facilitate dialogue with funding agencies, companies, governmental boards, research institutes, universities and scholarship programmes to help inform the College strategies regarding Brazil, in collaboration with the International Relations Office (or equivalent);

v) Highlight strategic opportunities regarding Brazil to the College, and advise it where convenient.

Chapter 3: Resources

Article 4: The Forum could solicit support and resources from the College and third parties as long as it complies with the Imperial College regulations and policies on external support.

Article 5: The funds shall be used in conformity with the Forum’s aims and to attend the College’s interests regarding Brazil.
Chapter 4: Members

Article 6: Members shall be restricted to the Imperial College community, which includes academic staff, researchers, students, administrative staff, former staff and alumni, regardless of their nationality, age, sexual orientation, religion or disability.

Article 7: Membership is subjected to the following conditions:
   i) Any person shall only become a member after confirming their interest in joining the Forum;
   ii) Membership ceases upon written or oral resignation notified to the Forum’s Chair at any time; or by exclusion ordered by the Steering Committee with previous notification.

Chapter 5: Organisational Structure

Article 8: The Forum comprises:
   i) Chairperson, who is a member of the Steering Committee and elected by them to lead the Forum, preferably an academic staff fluent in Portuguese and with strong leadership and motivation. The Chair is responsible for overall coordination and management of the Forum activities;
   ii) Steering Committee, this is composed of nine members, elected biennially by Forum members registered at Imperial College. The Steering Committee shares responsibility for pursuing the Forum’s aims and coordinating its activities. It elects a Chairperson from its members, normally after each Steering Committee election, and meets regularly, at least once every six months, to discuss Forum affairs, and publishes minutes of these meetings on the Forum’s website. The Committee has the power of vote of confidence on Forum members, Steering Committee members, Partner Institutions and the Chairperson. The Committee shall strive to make decisions on consensus base, but where this is not possible, decisions shall be made by simple majority vote, where at ex aequo the vote of the Chairperson shall be decisive;
   iii) General Members, who form the basis of the Forum structure;
   iv) Partner institutions, which are external collaborators or sponsors without membership rights. They shall join the Forum strictly by invitation from the Steering Committee, and shall support the Forum activities where appropriate.

Article 9: The Chairperson shall invite the International Relations Office (or equivalent) to attend the Steering Committee’s meetings as an institutional representative of the College for international affairs.
Chapter 6: Elections

Article 10: The Steering Committee election is open to all Forum members who are registered at the College. The election shall be online, fair and based on secret vote. The election shall be organised by the on-going Steering Committee and/or Chairperson.

Article 11: Candidates for the Steering Committee shall be members of Brazil Forum and registered at Imperial College. Members of the Steering Committee are eligible to run for further elections.

The on-going Brazil Forum’s Chair and Steering Committee, as listed below, on 7th May 2013, after open online consultation to all Forum members and the International Relations Office, have approved the present Terms of Reference.

Chairperson:
- Mr Alexandre Strapasson (Centre for Environmental Policy)

Steering Committee:
- Mr Felipe Augusto Coutinho Nascimento (Department of Civil and Environmental Engineering);
- Dr Frank Rosillo-Calle (Centre for Environmental Policy);
- Professor Gad Frankel (Division of Cell and Molecular Biology);
- Dr Gerard Gorman (Department of Earth Science and Engineering);
- Dr Jeremy Woods (Centre for Environmental Policy);
- Professor Jeroen Lamb (Department of Mathematics);
- Mrs Lays Gierakowski (Department of Chemistry);
- Dr Matthew Harris (School of Public Health);
- Dr Rebecca Nadal (Faculty);
- Professor Spencer Sherwin (Department of Aeronautics).

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