



Kingdom of Morocco
Cadi Ayyad University – Marrakesh
Presidency

Marrakesh:
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Marrakech, Jun 10th 2013

To

Norio Kaifu

President, International Astronomical Union

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Mr Abdelatif Miraoui
Cadi Ayyad University President

Dear Sir,

I am pleased to report the composition of the Moroccan National Committee for Astronomy in Morocco (MNCA).

This committee will be in charge of representing Morocco at the International Astronomical Union of which Morocco is a member through our Institution (UCA).

This committee adopted its Terms of Reference and elected Professor Benkhaldoun Zouhair as President and Professor Lazrek Mohamed as General Secretary.

Please, find enclosed the adopted rules and the of members list of MNCA .We hope that this committee will contribute to the development of Astronomy and Astrophysics worldwide.

Sincerely,



Le President

Abdellatif MIRAQUI

Moroccan National Comity of Astronomy (MNCA)

List of members

Name	Function/ Institution/ Address	Email	Attribution
Benkhaldoun Zouhair	Pr. Directeur de l'Observatoire Astronomique Universitaire de l'Oukaimeden. Université Cadi Ayyad GSM: 212 661205421	zouhair@uca.ma	President
Lazrek Mohamed	Pr. LPHEA, Faculté Des Sciences Semlalia, Av Prince Prince My Abdallah, BP2390, Marrakech email: m.lazrek@uca.ma	m.lazrek@uca.ma	General Secretary
Drahmaoui Hassan	Associate Professor Coordinator of the AUI Center for Learning Technologies School of Science & Engineering, Al Akhawayn University in Ifrane P.O. Box 1841, Ifrane, Morocco 53000 Phone: +212-53586-2141 Fax: +212-53586-2030	H.Darhmaoui@au.ma	Member
El Azhari My Youssef	Directeur du Centre National des innovations pédagogiques & de l'expérimentation, 72 avenue Mly Smail, Hassane, Rabat, Tel: 0537707614, Secrétariat: 0537726343 Fax: 0537734097	youssef.elazhari@men.gov.ma	Member
Fassi Fihri Omar	Secrétaire Perpétuel Académie Hassan II Des Sciences et Techniques 225, Avenue Mohamed Belhassan El Ouazzani Quartier Ambassadeur - Souissi, Rabat, Maroc Member téléphone : 212 37 75 01 79	acascitech@menara.ma	Member
Najid Nourredine	Pr, Laboratoire Physique Théorique et Appliquée Université Hassan II Ain Chock-Faculté des Sciences Ain Chock BP 5366 Maârif Casablanca Morocco	ne.najid@gmail.com	Member
Kadiri Samir	Pr. Directeur de l'observatoire de Rabat Faculté des Sciences Rabat, Ave Ibn Batouta, BP 1014, Rabat, Morocco Phone: +212 7 75 80 23, Fax: +212 7 75 80 23,	kadiri.samir@gmail.com	Member

Terms of Reference for the Moroccan National Committee for Astronomy

1. The Université Cadi Ayyad, Marrakech (UCA), as National Member for Morocco of the International Astronomical Union (IAU-UAI), appoints a National Committee for Astronomy (NCA) to advise UCA on all matters related to the Moroccan participation in international cooperation in astronomy in general and in the activities of the IAU in particular.
2. The NCA consists of 7 professional astronomers or scientists in related fields who may contribute to the advancement of astronomy in Morocco. As far as possible, the members shall be drawn from the various research groups in astronomy in Morocco. The NCA itself elects a Chairman and a Secretary; Elected members will be reported to the IAU by the president of the UCA.
3. Members of the NCA are appointed for terms of three years, renewable twice. It is intended that at least two members be replaced at the end of each term. Except for the initial members, the outgoing NCA shall present a list of proposed new members of the NCA at least half a year before the end of its term, complying with the rules in §§1-2, for decision by the President of UCA.
4. The NCA shall meet at least twice a year at the invitation of the Chairman or at least two members. Meetings may be held in person or by electronic means as deemed most effective in the circumstances, but at least one meeting per year shall be held in person if at least two members so request. Regardless of the form of each meeting, the Secretary to all members shall distribute Draft Minutes within two week of the meeting.
5. The NCA shall be competent to take decisions if at least two-thirds of its members participate in the meeting. Decisions require the support of at least half of all NCA members. A member prevented from attending a meeting may authorise another to vote on her/his behalf.
6. The NCA Secretary shall inform the IAU Secretariat of the name and all contact details of the NCA Chair, to ensure that the UCA is promptly informed of all correspondence related to the membership, statutes, budgets, and any other activities of the IAU. The NCA shall also make nominations for the UCA delegates to the IAU General Assemblies and shall ensure that they receive proper instructions on the UCA position in case of any votes foreseen.
7. The NCA shall receive all IAU correspondence related to the nomination of new Individual Members of the IAU. It shall actively encourage applications for such Membership from suitably qualified Moroccan astronomers and process them as instructed by the IAU by the relevant deadline(s).
8. The NCA Secretary shall maintain a file of all relevant announcements of international and national scientific and/or educational meetings and other activities and shall disseminate them in a timely manner to all relevant astronomy groups in Morocco.
9. The NCA may authorise the Chairman and Secretary to jointly decide on matters of a routine nature without calling a meeting. Such matters shall be reported in the Minutes of the next meeting.
10. These Terms of Reference may be modified at any time by the NCA, with the approval of the President of UCA.