



Fund

## **Fund Council**

**3<sup>rd</sup> Meeting (FC3)—Washington, DC**

**November 1-2, 2010**

**Fund Office Report and Follow-up from  
Previous Fund Council Meetings**

(Noted by the Fund Council)

*Document presented for Agenda Item 2:  
Fund Office Report and Follow-up from  
Previous Fund Council Meetings*

Submitted by:

Fund Office

## Fund Office Report and Follow-up from Previous Meetings

COMPLETED ACTION ITEMS	
<b>JULY 2010 MEETING</b>	
<p><b>Update on Consortium</b>            Consortium requested to <b>provide information on MP development</b>, including (i) a descriptive list of MPs, (ii) lead Center/person for each MP, (iii) timeline on dates for planning meetings and other milestones.</p>	Information provided and forwarded to FC 7/27/2010
<p><b>Establishment of Fund</b></p> <ol style="list-style-type: none"> <li>1. The <b>Governance Framework and Contribution Agreement will be revised</b>, taking into account comments and issues raised by Fund Council members.</li> <li>2. Fund Council agreed to the Consortium's suggestion to <b>develop an overarching legal document, or "chapeau."</b> If a chapeau cannot be agreed by week of August 23, the Governance Framework and Contribution Agreement will move forward as standalone pieces and sent for virtual approval.</li> <li>3. Trustee requested to <b>provide a report every six months on the amount of funds channeled through Window 3, and a separate report from the Consortium on the use of funds, also every six months.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. GF and CA submitted for virtual approval by 10/13/2010</li> <li>2. CGIAR Principles submitted for virtual approval by 10/13/2010</li> <li>3. Noted. For future action</li> </ol>
<p><b>Fund Office Business Procedures</b></p> <ol style="list-style-type: none"> <li>1. The Fund Office will <b>take on comments on handling of summaries</b>, and also <b>explore protocols on information sharing.</b></li> <li>2. The report of a <b>review of the staffing and resource needs of the Fund Office</b>, commissioned by the Chair, will be shared with Fund Council.</li> </ol>	<ol style="list-style-type: none"> <li>1. Established <i>Basecamp</i>, an information-sharing platform</li> <li>2. Report shared with FC 8/26/2010</li> </ol>
<p><b>CGIAR Research Proposal Assessment Process and Criteria</b></p> <ol style="list-style-type: none"> <li>1. iISPC requested to take the lead and work with the Consortium and Fund Office to <b>develop a single common set of criteria</b> for use by the Consortium, ISPC and Fund Council to assess CRPs.</li> <li>2. iISPC requested to <b>develop a one-page note, with Consortium input, on combined external peer reviews of CRPs</b> by the Consortium and ISPC while maintaining its independence and avoiding conflict of interest. The note should include a dispute resolution clause.</li> <li>3. Although peer review documents do not need to be shared, the <b>names of individual peer reviewers will be made public</b> for the sake of transparency.</li> </ol>	<ol style="list-style-type: none"> <li>1. Criteria approved</li> <li>2. Criteria approved; reviewing bodies to develop TORs for their respective reviews that serve their purpose</li> <li>3. Decision reversed; reflected as addendum in meeting summary</li> </ol>
<p><b>CGIAR Research Proposals</b></p> <ol style="list-style-type: none"> <li>1. Members to <b>provide funding information</b> before revision of the proposal; Fund Office will <b>conduct a survey of Donors</b> for this information to be provided by August 2, 2010.</li> <li>2. Consortium Board encouraged to <b>finalize CCAFS</b> for discussion at November Fund Council meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Funding info survey results shared with CB</li> <li>2. For consideration at Nov FC meeting</li> </ol>

<p><b>2011 Program Budget</b></p> <ol style="list-style-type: none"> <li>Members agreed to <b>provide future funding information</b> with as much granularity as possible as requested by the Consortium, especially for 2010 and 2011 and, to the extent possible, for 2012 and 2013.</li> <li>On System costs, <b>each unit requested to prepare a budget</b> for Fund Council for review and approval.</li> <li>The <b>budget for the Trustee would be circulated</b> in July for virtual approval.</li> <li>Fund Council agreed that an <b>external expert review of GCARD be conducted</b> to help facilitate Fund Council decision making. The review should especially assess GCARD's contribution to CGIAR priority setting.</li> </ol>	<ol style="list-style-type: none"> <li>Funding info survey outcomes shared with CB</li> <li>ISPC and FO budget submitted for FC consideration</li> <li>Trustee budget approved</li> <li>GFAR update for FC as an agenda item</li> </ol>
<p><b>Process for Appointment of New Fund Council Executive Secretary</b></p> <p>Three members will serve on the short listing and interview panel—one each from the South, North, and Multilateral/Global Institutions/Foundations groups. <b>Each group will provide the name of their representative</b> to the Fund Office by July 23, 2010.</p>	<p>Three FC representatives now serving on panel</p>
<p><b>FEBRUARY 2010 MEETING</b></p>	
<p><i>iISPC</i> requested to provide:</p> <ol style="list-style-type: none"> <li>A <b>revised 2010 work plan and budget</b> prepared with Consortium input to be circulated to FC members.</li> <li>A paper on <b>how future Science Fora will relate to other CGIAR-related meetings/events</b>.</li> </ol>	<p>Both documents sent to FC on 10/14/2010</p>
<p><b>ACTION ITEMS IN PROGRESS</b></p>	
<p><b>JULY 2010 MEETING</b></p>	
<p><b>Fund Council Rotation Plans</b></p> <p>Fund Council constituencies agreed to <b>provide their rotation plans</b> as soon as possible to the Fund Office for circulation to the Council. Several constituencies indicated they need more time to finalize rotation plans.</p>	<p>Rotation plan matrix updated as of Oct 28 and shared with FC</p>
<p><b>Fund Office Business Procedures</b></p> <ol style="list-style-type: none"> <li>Fund Council members requested to <b>provide feedback and suggestions on ways to improve</b>.</li> <li>The Fund Office should subject itself to <b>periodic evaluation</b> (e.g. 360 degree review, surveys).</li> </ol>	<ol style="list-style-type: none"> <li>Feedback and suggestions to be provided by FC Members</li> <li>Survey planned for early December 2010</li> </ol>
<p><b>Timeline on Funding MPs</b></p> <p><b>Develop steps and a timeline on funding individual MPs</b>, following their approval by Fund Council.</p>	<p>Ongoing</p>