



Steering Committee of the Integrated Partnership Board (IPB-SteerCom)¹

Terms of Reference

A. Purpose

1. The Steering Committee of the Integrated Partnership Board (“IPB”) is established to provide strategic guidance to and coordinate effective functioning of the IPB and its standing committees, ensuring alignment with the IPB’s mandate and the broader objectives of the CGIAR System.
2. The Steering Committee is also established to consider positions and options on cross cutting strategic and emerging matters for consideration by the full Board.
3. The Steering Committee acts as a sounding board for the IPB Chair and the Executive Managing Director (“EMD”).

B. Responsibilities

4. The Steering Committee shall undertake the following responsibilities:
 - a. **Strategic oversight and coordination:**
 - i. Enhance alignment across the IPB and its standing committees, including engaging during agenda setting, and identifying gaps and/or overlaps. Standing committees remain directly accountable to the IPB.
 - ii. Act as a sounding board for the IPB Chair and the EMD on emerging issues, strategic priorities and governance matters.
 - b. **Committee coordination:**
 - i. Facilitate communication and coordination among the IPB standing committees to ensure cohesive approaches to the IPB’s mandate and avoidance of overreach into management.

¹ This Terms of Reference was approved by the Integrated Partnership Board with effect from 11 April 2025 (Decision Reference IPB/M004/DP3).

- c. **Reporting and recommendations:**
 - i. Provide updates and recommendations to the IPB on cross-cutting strategic or emerging matters requiring the full Board’s attention or decision. The IPB may authorize the Steering Committee to implement a Board decision.
 - ii. Ensure timely escalation of critical issues to the IPB for resolution.

C. Membership

5. The IPBSC shall comprise the following members:
 - a. IPB Chair (Committee Chair)
 - b. IPB Vice Chair
 - c. Chair of the IPB-AFRC
 - d. Chair of the IPB Science, Innovation, Impact and Partnership Committee
 - e. Chair of the IPB Governance and People & Culture Committee
 - f. Chair of the IPB Resource Mobilization, Private Sector Engagement, Communications and Advocacy Committee

D. Operational matters

6. **Meeting frequency:** The Committee shall meet virtually quarterly, with ad hoc meetings as needed to address urgent issues or provide timely guidance to standing committees.
7. **Meeting attendance:** Other IPB members, the Executive Managing Director, staff, or subject matter experts may be invited to participate in Committee meetings at the Chair’s discretion.
8. **Secretariat:** The IPB Secretary shall serve as the Committee Secretary, supporting the Chair in preparing agendas, minutes, and reports.
9. **Quorum:** A quorum requires a simple majority of Committee members, including the Chair or their designate.
10. **Meeting documents:**
 - a. Meeting documents shall be provided to the IPB Secretariat for posting to Diligent Boards at least seven days prior to each meeting, where practicable.
 - b. All IPB members shall have access to Committee meeting books on Diligent Boards, excluding confidential documents.

11. **Decision-making on matters for recommendation to the IPB:** The Chair shall aim for consensus. If consensus is not reached, both majority and minority positions shall be reported to the IPB.
12. **Reporting:** The Secretariat shall provide the IPB with a summary after each Committee meeting.
13. **Delegation of Authority:** The Committee may delegate its authority and duties to the Chair or individual members, as appropriate.
14. **Declarations of interests:** Committee members must comply with CGIAR’s Code of Conduct for Governance Officials², and self-identify and declare actual, potential or perceived conflicts of interest as and when they become aware of them, including through annual declarations, on the receipt of agendas for each meeting and/or during meetings as new information becomes available.
15. **Honorarium:** As per the IPB honorarium policy, IPB members shall not receive an additional honorarium for service on the Committee.
16. **Travel expenses:** Travel and out of pocket expenses related to in-person meetings shall be reimbursed according to the travel and expenses policy applicable to the IPB.
17. **Terms of Reference:** The Committee Terms of Reference are developed and approved by the IPB. The Committee shall review these Terms of Reference at least every three years and recommend any proposed changes for approval to the IPB.
18. **Dissolution:** The IPB shall evaluate the need for the continuation of the Committee on an annual basis and may decide to dissolve the Steering Committee at any time.

² <https://storage.googleapis.com/cgiarorg/2020/11/CGIAR-Code-of-Conduct-Gov-Officials-Approved-03.11.20.pdf>