

Fund Office Report and Follow-up from Previous Meetings

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

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