



**Meeting of the Alliance Board
of the
Consultative Group on International Agricultural Research**

**Summary Record
of
Proceedings**

**Beijing International Convention Center
Beijing, China**

1 December 2007

Approved virtually on February 15, 2008

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Opening Session

AB Chair Jim Godfrey welcomed the Board Chairs to the Alliance Board Meeting and extended a special welcome to:

- Elizabeth Woods, IRRI Chair-elect, representing IRRI Board Chair Kei Otsuka who had sent apologies earlier, and
- Achi Atsain, IFPRI Board Member, in lieu of IFPRI Board Chair Ross Garnaut from whom apologies had also been received.

The attendance list at *Annex 1*.

AI1. Adoption of Agenda

Decision/ Action: The Draft Agenda (please see *Annex 2*) was adopted as circulated.

AI2. Confirmation of the Summary Record of the December 2006 Meeting

Decision/ Action: The Summary Record of the December 2006 Meeting, approved virtually on January 26, 2007, was confirmed with the following corrected text:

The Center Governance Working Group will continue to function, with Best as Lead Chair and Bjorndal and Lange as Members.

AI3. Matters Arising from the Summary Record

The updated Decisions and Actions Table (from the December 2006 Meeting) was reviewed briefly, noting that all decision and action items had been completed except for two items: the conduct of the Board Orientation Program and preparation of the paper on the Alliance adding value to the System - both of which were in the final stages of completion.

b. Board Meeting Information

Decision/ Action: Chairs were requested to review information for their respective Centers in the expanded Board Meeting Information Table and to send any needed changes to the Executive Secretary *by April 15*.

e. Board Compensation

Decision/ Action: The current position is for Centers to take their own decisions on Board compensation while the AB undertakes a survey of actual Board compensation, for discussion in 2008.

Decision/ Action: The number of days the AB Chair can claim honoraria of \$350/day is increased from 20 to up to 30days/year.

AI4. Chair's Report

The Chair presented a written report on his activities since the December 2006 Meeting. He added a brief oral report on ExCo 12 and ExCo 13 outcomes of particular interest to the Alliance Board.

At Exco 12 Shey Tata stated that the auditors of 2 Centers had included exclusions in their accounts. The AB Chair has raised this with the Board Chairs of the 2 Centers concerned to discuss with their auditors.

Decision/ Action: The AB requested Board Chairs to ensure that the Center's financial reports are signed by the auditors at the time of Board approval.

Decision/ Action: The AB Chair will review in 2008 arrangements for administrative support to the AB. This is currently provided by the CGIAR Secretariat, as previously agreed with then CBC Chair Vercoe and subsequently agreed by the AB Chair in 2006 and 2007.

AI5. Report of Committees/ Working Groups

a. Board Orientation WG. It was noted that the Program has had 150 participants since its inception in 2004. Participants include 14 from the 2007 Program, 10 Directors General, and 19 Board Chairs.

b. GRPC WG. This item was discussed at the joint AB-AE Meeting.

c. Governance WG

Decision/ Action: The AB Chair will clarify with the CGIAR Chair and/ or Director the CGIAR's expectation of the Centers in regard to implementing the recommendations of the 2006 Stripe Review of Center Governance. The AB's "comply or explain" response to the Review had earlier been accepted by ExCo 12 and AGM2006. In addition, the major recommendations, considered by the Centers as good practice, have already been universally adopted.

Decision/ Action: Review the role of board Program Committees vis a vis the full board and the SC/ SC Secretariat which appears to be overstepping its mandate and impinging on board authority without taking away the boards' legal responsibility.

AI6. Center and System Governance Issues

a. Size of Boards

Decision/ Action: Each board should independently decide its own size since no one size fits all. It was suggested that Centers keep board costs below 1% of Center budgets. It was also suggested that serious consideration be given to host-country representation requirements and the DG's role as an *ex officio* member, with a view to reaching optimal board size.

AI7. Budgets

Decision/ Action: The AB unanimously approved the 2008 AB operating budget at US\$95,000 (please see *Annex 3*) as recommended by the Alliance Executive Committee at its October 2007 Meeting.

Decision/ Action: The AB Chair's expenses, currently approved by the Chair from precedent, will now be approved by the Vice-Chair. All other expenses will continue to be approved by the Chair, as in the past, although this may be delegated to the Vice-Chair.

AI8. DG Remuneration

The newly designed DG Compensation Package Survey was tabled and discussed.

Decision/ Action: The DG Remuneration Table will be updated annually by AIARC for Centers' individual use.

AI9. Appointment of AB Chair

Decision/ Action: Guido Gryseels was unanimously appointed AB Chair for a two-year term from 01 January 2008 through 31 December 2009. The workload of the AB will increase in 2008 so the AB Chair will discuss with the membership how best to allow AB participation at required fora.

AI10. Appointment of AB Vice-Chair

Decision/ Action: Andrew Bennett was unanimously appointed AB Vice-Chair for 2008.

AI11. AB Committees

Decision/ Action: Committees and Working Groups were disbanded or retained, with lead, focal point, and members appointed as listed in *Annex 4*.

Decision/ Action: The AB set up the Systems Committee to organize AB communications, representation and inputs to various CGIAR fora, particularly the Facilitated Change Management Process.

Decision/ Action: The AB Chair was requested to discuss with the AE Chair how the AB can provide inputs to the ongoing Facilitated Change Management Process.

AI12. EPMR Outcomes

Decision/ Action: Bryan Harvey will prepare a paper on recent EPMR experiences and circulate it to AB Members for comments by February 2008.

Decision/ Action: The AB Chair will discuss with the SC Chair, preferably in AGM07 week, the AB's concerns with the conduct of Center EPMRs and specifically to clarify the SC Secretariat's roles and responsibilities in supporting the EPMR Panel. [COMPLETED and notes of the meeting were circulated to the AB on 2 December 2007. NB Follow-up may be needed on actions the SC takes on the issues.]

AI13. Issues Arising from Alliance Meetings

Decision/ Action: The AB Chair will liaise with the AE Chair and the Chief Alliance Officer how the AB's inputs could be better incorporated in developing the agenda for joint AB-AE meetings.

AI14. Other Business

Decision/ Action: The AB should meet separately at the time of every Alliance meeting.

Decision/ Action: Review the Alliance Principles and Procedures at the next AB meeting.

Closing Session

On behalf of the AB, the Chair thanked and bid farewell to Simon Best, Trond Bjorndal, and Kei Otsuka who are all retiring from their Boards in early 2008. Incoming AB Chair Guido Gryseels also thanked outgoing AB Chair Jim Godfrey for the excellent progress made during Jim's tenure.

The Chair thanked everyone for their contributions to a fruitful meeting, wished them a good AGM and safe journey home and declared the Meeting closed.

Agenda Item	Subject Matter	Decision/Action	Status
1	Agenda Adoption	The Draft Agenda was adopted as circulated.	<i>For information.</i>
2	Washington Meeting Summary Record	The Draft Summary Record of the Dec 2006 Washington Meeting, approved virtually on 26 Jan 2007, was confirmed with one correction.	<i>Pending.</i> Corrected version will be posted on website.
3	Matters Arising from the Summary Record	<p>Chairs will review their respective Center's information in the expanded Board Meeting Information Table and send any needed changes to the Executive Secretary by 15 April.</p> <p>Centers will take their own decisions on Board compensation.</p> <p>The AB will undertake a Board compensation survey, for discussion in 2008.</p> <p>The number of days the AB Chair can claim honoraria is increased to up to 30days/year.</p>	<p><i>Pending.</i> Awaiting feedback; requested by 15 April.</p> <p><i>Pending.</i> Board Chairs to communicate decision to their Center Boards.</p> <p><i>Pending.</i> Implementation arrangements to be agreed.</p> <p><i>Pending.</i> Decision to be formally communicated to AIARC.</p>
4	Chair's Report	<p>Information-sharing.</p> <p>Board Chairs are requested to ensure that the Center's financial reports are signed by the auditors at the time of Board approval.</p> <p>The AB Chair will review with the Secretariat arrangements for AB support.</p>	<p><i>For information.</i></p> <p><i>Pending.</i> Board Chairs to convey AB request to their Center Boards.</p> <p><i>Pending.</i> On the AB Chair's agenda for proposed Washington visit in March 2008.</p>
5.c	Report of Committees/ Governance WG	<p>The AB Chair will clarify with the CGIAR Chair and/or Director the CGIAR's expectation of the Centers in the implementation of the Stripe Review Recommendations.</p> <p>Review the role of Board Program Committees vis a vis the full board and the SC/SC Secretariat.</p>	<p><i>Pending.</i> On the AB Chair's agenda for proposed Washington visit in March 2008.</p> <p><i>Pending.</i> On the May 2008 AB meeting agenda.</p>

6.a.	Size of Boards	Each board should independently decide its own size. It was suggested that Centers keep board costs below 1% of Center budgets and that serious consideration be given to host-country representation requirements and the DG's role as an <i>ex officio</i> member.	<i>Pending.</i> Board Chairs to convey AB position to their Center Boards.
7.	Budgets	The AB approved the 2008 AB operating budget of US\$95,000. The AB Vice-Chair will henceforth approve the AB Chair's expenses.	<i>Pending.</i> Decision to be formally communicated to AIARC. <i>Pending.</i> Decision to be formally communicated to AIARC.
8.	DG Remuneration	The redesigned DG Remuneration Table will be updated annually for the Centers' individual use.	<i>Pending.</i> Request will be conveyed to AIARC.
9.	Appointment of AB Chair	Guido Gryseels was elected Chair from 1 January 2008 to 31 December 2009.	<i>Completed.</i> Decision formally communicated to the CGIAR Chair on 12 Dec 2007. <i>In progress.</i> AB Chair to ensure AB representation at required fora.
10.	Appointment of AB Vice-Chair	Andrew Bennett was appointed Vice-Chair for 2008.	<i>For information.</i>
11.	AB Committees	The AB set up a Systems Committee to organize AB communications and representation at various CGIAR fora, particularly the Facilitated Change Management Process (For Committee/ Working Group listing and membership, please see <i>Annex 4</i>). The AB Chair will discuss with the AE Chair how the AB can provide inputs to the Change Management Process.	<i>Pending.</i> AB Chair to formally communicate decision to the CGIAR Chair. <i>Pending.</i> On AB Chair agenda.
12.	EPMR Outcomes	Bryan Harvey will prepare a paper on recent EPMP experiences and circulate it by February to AB Members for comments.	<i>In progress.</i>

		The AB Chair will discuss with the SC Chair the AB's concerns with the conduct of EPMRs.	<i>Completed.</i> Meeting notes circulated to the AB, 2 Dec 2007. NB Follow-up may be needed on action(s) the SC takes on the issues.
13.	Issues Arising from Alliance Meetings	The AB Chair will liaise with the AE Chair and CAO on the AB's role in agenda development for joint AB-AE Meetings.	<i>Pending.</i> On AB Chair agenda.
14.	Other Business	The AB should meet separately at every Alliance Meeting. Review the Alliance Principles and Procedures at the next AB Meeting.	<i>Pending.</i> Decision to be formally communicated to the AE Chair and CAO. <i>Pending.</i> On the May 2008 meeting agenda.

Annex 1 ATTENDANCE

<i>Africa Rice Center</i>	Gaston Grenier
<i>Bioversity International</i>	Tony Gregson
<i>CIAT</i>	Yves Savidan
<i>CIFOR</i>	Andrew Bennett
<i>CIMMYT</i>	Lene Lange
<i>CIP</i>	Jim Godfrey
<i>ICARDA</i>	Guido Gryseels
<i>ICRISAT</i>	Simon Best
<i>IFPRI</i>	Achi Atsain vice Ross Garnaut
<i>IITA</i>	Bryan Harvey
<i>ILRI</i>	Uwe Werblow
<i>IRRI</i>	Elizabeth Woods, Board Chair- elect, vice Kei Otsuka
<i>IWMI</i>	Nobumasa Hatcho
<i>World Agroforestry Center</i>	Lynn Haight
<i>WorldFish Center</i>	Trond Bjorndal
AB Executive Secretary	Jo Hernandez

Regrets

<i>IFPRI</i>	Ross Garnaut
<i>IRRI</i>	Keijiro Otsuka

Annex 2 DRAFT AGENDA

1. Adoption of agenda
2. Summary Record of the AB Meeting, December 2006
3. Matters arising from the Summary Record
 - a. Progress on nominations and training of Conciliators
 - b. Board meeting info data with improved format
 - c. Meeting with CGIAR Chair on broader CGIAR issues
 - d. Paper on “How Alliance can Add Value to the CGIAR”
 - e. Chair compensationTrond Bjorndal
4. Chair’s Report
Jim Godfrey
5. Report of Committees/ Working Groups
 - a. Board Orientation WG
Jim Godfrey
 - b. GRPC WG
Tony Gregson
 - c. Governance WG
Simon Best
6. Center and System governance issues
 - a. Size of Boards
Jim Godfrey
7. Budgets
 - a. Alliance Board
 - b. Alliance Executive
8. DG’s remuneration – salary and benefits
Tony Gregson
9. Appointment of AB Chair
10. Appointment of AB Vice Chair
11. AB Committees
 - a. What are required
 - b. Appointment to committees
12. EPMP outcomes
Bryan Harvey
13. Issues arising from Alliance Meetings
14. Other business

Annex 3 2008 DRAFT ALLIANCE BOARD BUDGET

2008 DRAFT ALLIANCE BOARD BUDGET \$US	03-Aug-07
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Income and Expenditure Account:

		2008
INCOME	per center	6,250
15 Centers		93,750
	Income	93,750
BUDGETED EXPENSES		
ExCo (2 meetings/year)		
May		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
October		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
AB/AE ExCom Meetings (Resource Persons)		
Working Group participation		
GRPC Feb (Gregson)		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
GRPC Sep (Gregson)		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
Science Council participation (2 meetings/year)		
SC May		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
SC Sep		
Travel		5,000
Honoraria \$350 @ 3 days		1,050
Per Diem \$250 @ 3 days		750
Underwriting Board Orientation Program		11,960

Financial Review		-
AB Working groups		
Performance measurement		-
Compensation		-
Board nominees		-
Gender and Diversity		-
GRPC		-
Governance		-
Program & Structural cooperation		-
Operationalising the Alliance		-
Enhancements to Board Orientation		-
Contingency		5,000
Chair expenses interview CGIAR director		
Chair expenses meeting with DG of FAO		
Communication (Chair)		5,000
Honoraria 20 days @\$350 (Chair)		7,000
AIARC Administrative Fee		1,200
Meeting Costs (2X per year)		13,000
	Expenses	83,960
AB Total Surplus/Deficit for year		9,790
Financial statement at year end:		
Surplus from previous year		151,518
Surplus/deficit for year		9,790
Liabilities		-
Surplus to carry forward to next year		161,308
Board Orientation account:		
INCOME	per participant	2,500
Fees, BOP participants (20 pax)		50,000
AB contribution to balance the account		11,960
	TOTAL	61,960
EXPENSES		
Board Orientation Program		61,960
Board Orientation surplus/deficit		-

Annex 4 2008 AB COMMITTEES/ WORKING GROUPS

Committee/ Working Group	Lead Chair	Focal Point	Committee Members
Board Nominees Committee	---	Gryseels	---
<i>Compensation Committee - disbanded</i>	NA	NA	NA
Performance Measurement Committee	---	Haight	---
Systems Committee	Gryseels	---	Bennett, Harvey, Lange, Werblow, Woods
GRPC WG	---	Gregson	---
<i>CGIAR Center Governance WG – disbanded</i>	NA	NA	NA
<i>Governance & Structural Cooperation WG – disbanded</i>	NA	NA	NA
Governance Training & Board Orientation WG	Bennett	---	Harvey
<i>Programmatic & Structural Cooperation WG – disbanded</i>	NA	NA	NA