

## Management Services

Unit(s)	Service Offering in 2004	Actual Input in '000 US\$	Planned outputs in CY 04	Actual outputs achieved in CY 04	Remarks
CAS-IP	Support multi-Center collaboration regarding background and foreground intellectual assets	35	Sponsor an IP Management Workshop for CPs	Workshop organized and sponsored by CAS	
CAS-IP	Support external partnerships with CGIAR Centers regarding intellectual assets and IP	2	Sponsor an IP Management Workshop	Participated in a Workshop held at IITA, Ibadan, Nigeria	
CAS-IP	Build Internal Staff Capacities	20	Provide information and reports	Provided legal interns to two Centers (during the summer/fall)	
CAS-IP	Assist centers with IP policy and implementation (IP tools)	57	Respond to Center requests; Write reports as needed	Responded to ~150 requests from Centers/Center-partners	
CG Sec	Update CGIAR Financial Manuals	65	Accounting, Resource Allocation and Financial Management Guidelines updated	Accounting, Resource Allocation updated	
CG Sec	Collaborate with SO units as sponsor/client	87	agreed work and financial plans; effective dialogue with SO units and sponsors	agreed work and financial plans; effective dialogue with SO units and sponsors	
CG Sec	Develop CGIAR website & maintain core document collection	80	website and core document collection is updated and accessible	website : overhauled entire site, worked with GOAFU and Science Council to create and provide matching templates, and maintained the Internal Audit Unit web site. Core Collection Database: kept database updated and accessible.	
CG Sec	Explore, with centers, opportunities for coordinated purchasing	2	document identifying scope and process for coordinated purchase	Postponed	
CG Sec	Coordinate System Office establishment/functioning	44	SO annual report, third SO workshop, IOP 2005; new governance structure, stakeholder survey results	SO annual report (created electronic version), third SO workshop, IOP 2005; SO booth at AGM 04	output times: (1)new governance structure is pending, (2) stakeholder survey was deleted for the time being by the Steering Committee
CG Sec	Organize & manage the Annual General Meeting (AGM) & ExCo meetings (Component III)	275	AGM 2004, ExCo meeting	AGM 2004, ExCo 6 and 7 meeting	
CG Sec	Implement new CG nominee process	0	New CG nominees appointed	delayed to 2005	
CG Sec	Conduct total compensation study	80	compensation study completed (Phase 1)	compensation study completed (Phase 1)	
CG Sec	Monitor and advise centers on CGIAR annual funding/databases	33	CGIAR Financing Plan, Medium Term Plan	CGIAR Financing Plan, Medium Term Plan	
CG Sec	Assist CGIAR Members with financial disbursements and accountability	242	adequate Center cash flow; efficient and timely disbursement	adequate Center cash flow; efficient and timely disbursement, US\$ 170 m disbursed; launched revision of instrument for disbursement (within the World Bank)	
CG Sec	Develop database for financial planning information	80		Testing of database launched	
CG Sec/ CAS-IP	Support centers and CP's on legal and governance issues	20	Advice on legal and governance issues; up-to-date database/network of IP professionals	CGIAR Sec: paper on lessons learnt from CPs completed	
		10	Advice on legal and governance issues; up-to-date database/network of IP professionals	CAS-IP: CP-IP/TT Workshop and increased participation of outside legal experts	
CG Sec/ G&D	Maintain CGIAR, CIS and contact databases and initiate the development of a strategy for a system-wide database accessible through the web	90	CIS and contacts database are modified; draft concept for a systemwide data base	new CGIAR Contacts database accessible	
CG Sec/ G&D	Support CBC and organize new Trustee training/orientation activities	54	Board of Trustees Orientation program conducted, CBC meeting documents	Board of Trustees Orientation program conducted, G&D guidelines for BOTs provided for orientation sessions, CBC meeting documents	
G&D	Produce G&D-HR reports for center management	34		15 center specific HR reports produced, detailing gender and diversity staffing data and trends, providing every center with its baseline for goal setting.	
CIO	Support implementation of projects under 2004 ICT-KM investment plan and prepare lessons learned	58	1st year of implementation of the 2004 Investment plan shows good progress. Some documents on lessons learned are included but the rest are separated.	<ul style="list-style-type: none"> <li>Developed a system-wide ICT-KM Investment Plan for 2004 which was approved and the 14 projects funded are currently being implemented.</li> <li>Participated in project meetings</li> <li>Supported project coordinators in implementing the projects by carrying out frequ</li> </ul>	
CIO	Negotiate ICT contracts	8	CGNET contract negotiated	<ul style="list-style-type: none"> <li>Managed negotiations for a two years extension on the current CGNET contract</li> <li>Facilitated joint subscription to 3 journals</li> <li>Facilitated system-wide purchases of 7 software</li> <li>The savings through these system-wide purchases exceed USD 500,000.</li> <li>Suppo</li> </ul>	

CIO	Support strengthening of Communities of Practice	42	Communities of Practice strengthened. Two workshops and advice provided on request	<ul style="list-style-type: none"> <li>Supported the strengthening of the IT, GIS, Webmanagers and IM communities of practice</li> <li>Organized Annual IT meeting</li> <li>Contributed ideas to the annual CSI and IM meetings</li> <li>Represented the Program at the yearly Marketing Group meeting</li> <li>Supported the ICT-KM Advisory Group in electing two new members, one each from Communications and Knowledge CoP and CAPRI CoP, respectively, to expand the AG membership to represent a more significant number of communities</li> </ul>	
CIO	Support strengthening of Internal Staff Capacities	15	Internal staff capacities strengthened	<ul style="list-style-type: none"> <li>Participated in Advanced VIPP-Facilitator Training, CGIAR Women Negotiation Skills Course, CGIAR Senior Leadership Program</li> </ul>	
CIO	Liaison with external partners	4	Proper communication with stakeholders and external partners	<ul style="list-style-type: none"> <li>A newly designed ICT-KM website and a monthly e-newsletter to publicize and promote the program's objectives and activities</li> <li>A quarterly version of the e-newsletter available on the ICT-KM website for external audiences</li> <li>Program's articles featured in</li> </ul>	
FHAO	Assist CDC develop/administer budget incl. center shares for central services	30	draft budget	Established consolidated budget process for CDC and SO Units	
FHAO	Organizational culture, events planning and knowledge management for CDC	22	two annual meetings, meeting documents, minutes	Held two formal meetings and one workshop for the CDC in the planning phase for Collective Action for the Centers	
FHAO	Facilitate CDC management	20	information exchange among CDC members	Established the CDC Collaboration Site and began compilation of the CDC Archives	
G&D	Assist centers with international recruitments, on request	37	Distribute 70 CG vacancies to 3,500 women worldwide	(a) G&D database expanded by 17%; (b) 105 CG positions distributed for 14 centers thru G&D database, plus 67 positions for 29 other development and research organizations; © special ads in other women in science networks posted on behalf of IFPRI, CIMMYT,	
IAU	Lead CGIAR Internal Audit network	5	Maintain an active CGIARIANET discussion group; maintain and update the IA web pages in the CGIAR website; implement an IAU risk assessment and audit management database;	CGIARIANET discussion group has been active. IA web pages updated (frequency will improve when IAU Administrative Assistant is in place in 2005). Database launched, currently being populated.	Frequency of website update and progress on database implementation expected to improve in 2005 when IAU Administrative Assistant is in place.
SC Sec	Developing and maintaining SC databases and roster of peer reviewers	40	Support to SC in establishing expert vetting procedures; management of database	Structured database established for SC Secretariat internal use	
SC Sec	Developing and maintaining SC website and document collection	60	Further development of SC web site	New SC Web site design coherent with the CGIAR new site completed; content further improved	
SC Sec	Assist the SC Chair in coordinating SC Activities	60	Input to SC Chair's planning of SC meetings in May and in September	Support to the SC Chair in planning SC2 and SC3	
SC Sec	Organizing Science Council meetings, including document preparation	150	Logistical organisation of SC meetings in May and September, design of meeting agenda, EOM report	Facilitation of planning, implementation and follow up of SC2 and SC3	
SC Sec	Preparing documentation for CGIAR meetings	60	Preparation, printing and distribution of SC meeting documents for meetings in May and September	Preparation, printing and distribution of SC meeting documents for SC2 and SC3	
SC Sec	Facilitating liaison and communication between SC and Centres	20	Assist SC in developing links with Centres	Facilitation of SC and Centre communication and linkages	
SC Sec	Liaising with FAO on administrative and technical aspects of SC	50	Administrative operations completed; FAO expertise input to SC secretariat work received	Completion of administrative operations, facilitation of FAO and SC linkages	
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