

FOR ACTION

Welcome and Adoption of Provisional Agenda and Timetable

Purpose

To welcome Members and adopt the Agenda for the fourth meeting of the Executive Board on the basis of the provisional Agenda.

Background

A provisional Agenda for this meeting has been drafted by the Trust Secretariat and circulated to the Chairperson and Members for comment. Comments received were incorporated and the final version of the provisional Agenda is attached as Annex A.

Action

That Members adopt the provisional Agenda.

Provisional Agenda, Executive Board meeting 4

Time	No	Agenda item	Presenter
DAY 1		11th November	
09.30 15 mins	1	Welcome and adoption of Provisional Agenda and Timetable (Action)	Chair
09.45 30 mins	2	Minutes and actions arising from EB3 (Action) - FAO administrative issues	Chair
10.15 30 mins	3	Board Self-Assessment (Action)	Chair
10.45 30 mins	COFFEE BREAK		
11.15 30 mins	4	Donors' Council Report (Information)	Peter Waddell-Wood
11.45 30 mins	5	Fundraising Report 2008 (Information)	Julian
12.15 60 mins	LUNCH		
13.15 30 mins	6	Communication Report 2008 (Information)	Julian
13.45 60 mins	7	Programme Report 2008 (Information)	Trust staff
14.45 75 mins	8	The Road Ahead - 2009 (Information/Action) A. - Ongoing activities and big ideas B. - Political challenges	Cary
16.00 60 mins	9	Finance and Investment Report (Action) - 2009 Budget - Investments	Lew
17.00 20.00	CLOSE MEETING – DAY 1 TRUST DINNER		

DAY 2**12th November**

09.30 <i>30 mins</i>	10	Report to Governing Body (Action)	Cary
10.00 <i>30 mins</i>	11	Fund Disbursement Strategy (Action)	Cary
10.30 <i>30 mins</i>	12	Risk Management (Action)	Mellissa/John
11.00 <i>30 mins</i>	COFFEE BREAK		
11.30 <i>30 mins</i>	13	Headquarters Agreement (Information)	Gerald
12.00 <i>30 mins</i>	14	External Evaluation (Action)	Chair
12.30 <i>30 mins</i>	15	Executive Director Appraisal (Action)	Chair
13.00 <i>5 mins</i>	16	Other Business	Chair
13.05 <i>15 mins</i>	17	Next Meeting (Action)	Chair
13.00	CLOSE MEETING		