

FOR ACTION

Minutes and Actions Arising from Executive Board - 5 Meeting

Purpose

To seek Board approval of draft Minutes from the fifth Executive Board meeting held in April 2009 and inform the Board on the status of the actions arising.

Issues

The draft minutes were sent to Members on July 17, 2009 seeking comments by July 31, 2009. Comments received were incorporated and the final version of the provisional Agenda is attached as Annex A.

The status of actions arising is provided in the table below.

No	Actions arising	Responsibility	Due date	Status
Action 2	The Board agreed to undertake a Skills Audit to help identify a profile for future Board candidates	Members	Before GB3 (June 2009)	Completed May 2009
Action 3	The Board noted with concern the latest developments with regard to the Headquarters Agreement, in particular the management difficulties to the Trust in implementing paragraph (e) of Section 30, and requested the Secretariat to try to resolve the outstanding issues.	Secretariat	Not provided	To be discussed in Item 12.
Action 4	The Board requested a copy of the Global System Project mid-term external evaluation report	Secretariat	When finalized	Report and Trust response are provided under Item 7.
Action 7	The Board complied with the Bylaw Amendment and resigned as members of the Friends of Global Crop Diversity, Ltd. Corporation appointing the Directors of Friends of Global Crop Diversity, Ltd. as Members.	Members	EB5	Completed (Pending final signature)

In addition, two issues discussed at EB5 have progressed during the inter-sessional period, 3rd Session of Governing Body (Annex B), Board Orientation Process (Annex C), and a short briefing on each of these will be provided at the meeting.

Action

That Members approve the Minutes of the fifth Executive Board meeting and note the status of actions arising.

That Members approve an Orientation Process for incoming Board Members.

<u>Annex A</u>	Provisional Agenda (2 pages)
<u>Annex B</u>	Excerpt from 3rd session of the Governing Body of the ITPGRFA meeting (2 pages)
<u>Annex C</u>	Trust Board Orientation Program for incoming Board Members (draft) (1 page)

Item 3
Annex A

Agenda, Executive Board meeting 5
IRRI, Los Baños, Philippines

28th April 18.30 – 20.00 Drinks at IRRI Guesthouse			
Time	No	Agenda item	Presenter
DAY 1		29th April	
9.00 (15 mins)	1	Welcome and adoption of Provisional Agenda and Timetable (Action)	Chair
9.15 (45 mins)	2	Minutes and actions arising from EB4 (Action) <ul style="list-style-type: none"> - D&O Insurance - Headquarters Agreement - Mid-term External Evaluation - Board Resolution 	Chair
10.00 (30 mins)	3	Members Report (Information) <ul style="list-style-type: none"> - Inter-sessional activity 	Members
10.30		COFFEE BREAK	
11.00 (90 mins)	4	Governing Body meeting (Action) <ul style="list-style-type: none"> - Situation update - Issues - Strategy 	Cary Fowler
12.30		LUNCH	
13.30 (90 mins)	5	Forward planning – midterm issues (Information) <ul style="list-style-type: none"> - Strategy for 2nd phase of project funding 	Cary Fowler
15.00		COFFEE BREAK	
15.30 (30 mins)	6	Finance and Investment Report (Action) <ul style="list-style-type: none"> - Audit - Investments - Friends of Global Crop Diversity Ltd 	John Lovett, Anne Clyne
16.00 (30 mins)	7	Overview of 1 st quarter 2009 (Information) <ul style="list-style-type: none"> - Programme - Fundraising & Communications 	Cary Fowler, Mellissa Wood Julian Laird
16.30 (30 mins)	8	IRRI presentation	Bob Zeigler
17.00	9	Other Business	Chair
17.05 (10 mins)	10	Next Meeting (Action)	Chair
17.15		CLOSE MEETING – DAY 1	
20.00		TRUST DINNER AT KAMAYAN SA PALAISDAAN (transportation will be provided from the IRRI Guesthouse to the restaurant)	

Agenda, Executive Board meeting 5
IRRI, Los Baños, Philippines

Day 2 - 29th April

Time	Event
DAY 2	30th April
8.30	<i>Pick up at IRRI Guesthouse for field trip to T.T. Chang Genetic Resources Centre (IRRI Genebank)</i>
9.00 45 mins	Tour of T.T. Chang Genetic Resources Centre field facilities: screenhouse, multiplication and demo plots (with Ruaraidh Sackville Hamilton, IRRI)
9.45 45 mins	Tour of T.T. Chang Genetic Resources Centre
10.30 1 hour	Strategic discussion on issues raised during tour and/or previous day
12.00 – 1pm	LUNCH on IRRI Campus
13.15	<i>Pick up at IRRI lunch venue and travel to the National Plant Genetic Resources Laboratory (NPGRL)</i>
13.45 1.5 hours	Tour of NPGRL including regeneration field plots (with Tess Borromeo, NPGRL)
15.15	Pick up at NPGRL and back to IRRI Guesthouse
From 16.00	Shuttle service to commence from IRRI Guesthouse to Manila airport. Transportation to the airport will also be provided on 1 May.

Excerpt from 3rd session of the Governing Body of the ITPGRFA meeting

RELATIONSHIP BETWEEN THE GOVERNING BODY AND THE GLOBAL CROP DIVERSITY TRUST

33. The Chair of the Executive Board of the Global Crop Diversity Trust presented the document, *Report from the Global Crop Diversity Trust*,¹² in accordance with Article 3.3 of the Relationship Agreement between the Global Crop Diversity Trust and the Governing Body. She also presented the document, *Draft fund disbursement strategy of the Global Crop Diversity Trust*,¹³ which was submitted to the Governing Body for consultation in accordance with Article 6 of the Constitution of the Global Crop Diversity Trust.

34. The presentation identified the elements of the International Treaty that were supported by the Global Crop Diversity Trust and the activities undertaken for this purpose. In particular, it highlighted activities aimed at strengthening the global system of *ex situ* conservation, providing support to developing countries and countries with economies in transition for the regeneration of unique and endangered accessions, their characterization, entry of related information into databases, and safety duplication. The presentation noted that the Global Crop Diversity Trust is also supporting screening of collections, research into better and less costly means for conserving vegetatively propagated samples, and the development of information systems to improve genebank management and enhance the ability of plant breeders and researchers to search genebank accessions globally. The presentation also described efforts to ensure the permanent conservation of collections of plant genetic resources for food and agriculture of global importance.

35. The Governing Body commended the Global Crop Diversity Trust for its excellent programmatic performance during the past biennium, which had made a substantial contribution to attaining the objectives of the International Treaty. The Governing Body welcomed and supported the Funds Disbursement Strategy of the Global Crop Diversity Trust. It recommended that the Trust continue to give priority in their funding activities to countries that are Contracting Parties to the International Treaty.

36. The Governing Body highlighted the need to maintain and develop the relationship between the International Treaty and the Global Crop Diversity Trust in a complementary manner. To that effect, the Governing Body encouraged the Global Crop Diversity Trust to continue its communication with the Governing Body on projects and activities funded by the Global Crop Diversity Trust and trusted that this would be maintained and enhanced during the intersessional period. In commending the Global Crop Diversity Trust on its performance, the Governing Body expressed its hope that this performance be matched by other areas of the Funding Strategy.

OTHER BUSINESS

63. The Governing Body dealt with the selection of candidates and appointment of members to the Executive Board of the Global Crop Diversity Trust, as detailed in *Appendix H*.

APPENDIX H

SELECTION OF CANDIDATES AND APPOINTMENT OF MEMBERS TO THE EXECUTIVE BOARD OF THE GLOBAL CROP DIVERSITY TRUST

The Governing Body,

Recalling the terms of the *Relationship Agreement between the Global Crop Diversity Trust and the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture* and the importance of the Trust's work in safeguarding globally important crop diversity;

Noting the Interim and Normal Selection and Appointment Procedures set out in document, *Relationship between the Governing Body and the Global Crop Diversity Trust*⁴² ;

Further recalling that, in accordance with the Interim Procedures, the Governing Body, at its First Session, delegated to the Bureau the power of appointment of the first four members of the Executive Board of the Global Crop Diversity Trust to be appointed by the Governing Body;

Conscious that a further decision of the Governing Body is required in order to make the Normal Selection and Appointment Procedures fully operational;

decided as follows:

- i. To delegate to the Bureau the power to select and appoint members of the Executive Board to the Global Crop Diversity Trust to replace those members whose term will expire during the intersessional period between the Third and Fourth Sessions of the Governing Body. The Bureau should consult Contracting Parties on the nomination of candidates and should consult with the Selection Committee appointed by the Donor Council of the Global Crop Diversity Trust to ensure regional balance and balance of skills;
- ii. To appoint the Bureau to oversee the selection process for the appointments to be made in 2012, in accordance with the Normal Selection and Appointment Procedures;
- iii. To delegate to the Bureau the power to take action to fill any unforeseen vacancies that may arise in the intersessional period between the Third and Fourth Sessions of the Governing Body, in consultation with Contracting Parties and with the Selection Committee appointed by the Donor Council as set out in paragraph i. above; and
- iv. To request the Bureau, in conjunction with the Secretariat and on the basis of its experience with application of the Normal Selection and Appointment Procedures during the intersessional period between the Third and Fourth Sessions of the Governing Body, to prepare a report for presentation to the Fourth Session of the Governing Body on possible options for simplification of the Normal Selection and Appointment Procedures.

Trust Board Orientation Program for incoming Board Members (draft)

AIM

In essence, the aim is a simple orientation program to familiarise incoming Board members with their planning, governance and stewardship responsibilities in addition to introduce them to the Trust's mission and work. In order to comprehend these, incoming members will need information and some background on the Trust's mission, work program, method of approach, investment strategy, fund disbursement strategy and relationships with key partners and stakeholders.

They will need to appreciate some of the detail of these in order to become an effective, contributing members quickly, so an opportunity to see some of our work at first hand during a field trip is also suggested.

The orientation program should also serve to inspire and excite the Board members regarding their new role in serving on the Board of the Trust.

PROGRAM (led by Executive Director and Board Chair)

- 1) Half day session at the Trust offices in Rome meeting staff. This would include a session with the Executive Director presenting a rationale presentation ('Role of the Trust' presented to the Board previously) on why the Trust exists and how the Trust fits into the big picture of global food security and sustainable agriculture.
- 2) Provide a briefing on the Governance and Program Manual (distributed at EB5) which contains all Trust key documents.
- 3) Provide Agenda's and previous Minutes (not available on website) from past meetings and some key papers such as past budgets, audit results, sample grant contracts, annual reports and key donor reports, such as Gates annual report.
- 4) Field trip to the Svalbard Global Seed Vault in Norway to inspire and familiarize them on plant genetic resources conservation, timed to coincide with a regular event or some such.
- 5) A day session where some of the relevant Board focused topics from the CGIAR Board Orientation program are presented to complement the 4 points above.
 - Elements of good governance and best practices
 - Fiduciary oversight
 - Governance in context
 - Duties and responsibilities of Trustees
 - Assessments
 - Risk management
 - Leadership, running effective board meetings, information exchange on Board practices
- 6) Possible visit to an international gene bank during their first term to coincide with a Board meeting or Trust visit.