

FOR ACTION

Welcome and Adoption of Provisional Agenda and Timetable

Purpose

To welcome Members and adopt the Agenda for the seventh 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. The final version of the provisional Agenda is attached as Annex A.

Action

That Members adopt the provisional Agenda.

Provisional Agenda, Executive Board Meeting 7

Time	No	Agenda Item	Item for Action/ Information
DAY 1			
Monday 23 November			
9.00 <i>20 mins</i>	1	Welcome, introduction of new Members and adoption of Provisional Agenda and Timetable	Action
9.20 <i>20 mins</i>	2	Election of Vice-Chair for 2011	Action
9.40 <i>30 mins</i>	3	Minutes and actions arising from EB6 and July teleconference	Action
10.10 <i>20 mins</i>	4	Members Report	Information Members
10.30 <i>30 mins</i>	COFFEE BREAK		
11.00 <i>30 mins</i>	5	Donors' Council Report	Information
11.30 <i>60 mins</i>	6	Programme Report 2010 and Report Card	Information
12.30 <i>60 mins</i>	LUNCH		
13.30 <i>90 mins</i>	7	Our work in the wider context – looking forward 1. Work Plan 2011 2. Future challenges and directions	Action
15.00 <i>30 mins</i>	COFFEE BREAK		
15.30 <i>60 mins</i>	8	Finance and Investment Report 1. FIC Report 2. 2011 Budget	Action
16.30 <i>30 mins</i>	9	Fundraising Report 2010	Information
17.00	CLOSE MEETING – DAY 1		
	Reception		
20.00	TRUST DINNER		

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DAY 2		Tuesday 24 November	
09.00 <i>30 mins</i>	10	Communication Report 2010	Information
9.30 <i>60 mins</i>	11a	Headquarters Agreement	Action
	11b	Memorandum of Understanding with FAO	Action
10.30 <i>30 mins</i>	COFFEE BREAK		
11.00 <i>30 mins</i>	12	Risk Management	Action
11.30 <i>60 mins</i>	13	Board Business 1. Executive Director contract 2. Self Assessment process 3. Board report to the 4 th Session of the Governing Body	Action
12.30 <i>60 mins</i>	LUNCH		
13.30 <i>15 mins</i>	14	Other Business	
13.45 <i>15 mins</i>	15	Next meeting	Action
14.00 <i>30 mins</i>	16	Executive Director appraisal CLOSED SESSION	Action
14.30	CLOSE MEETING – DAY 2		

Wednesday 24th

Morning - Visit to Bioversity International Headquarters, Maccaresse