

**Summary report of the fourth meeting of the Executive Board
11–12 November 2008
Rome, Italy**

The following Members of the Board were present:

Dr. Margaret Catley-Carlson
Prof. Sir Peter Crane
Amb. Jorio Dauster
Prof. Adel El-Beltagy
Prof. Cary Fowler
Prof. John Lovett
Mr. Karl Erik Olsson
Dr Shivaji Pandey (FAO)
Dr. Mangala Rai (CGIAR)

Dr. Emile Frison, Observer
Mr. Peter Waddell-Wood, Observer

The following Members of the Board sent their apologies:

Prof. Wangari Maathai
Mr. Lew Coleman

The following non-member attended Item 13:

Ambasciatore Sebastiani, Italian Ambassador to the United Nations in Rome

The following staff attended various Items:

Anne Clyne	Director of Finance
Luigi Guarino	Senior Science Coordinator
Julian Laird	Director of Development & Communications
Charlotte Lusty	Scientist
Gerald Moore	Legal Advisor
Jane Toll	Global Systems Project Manager
Mellissa Wood	Director of Programme Development
	Secretary to the Executive Board
Members of the Global System project team	

1. Welcome and Adoption of Provisional Agenda

The Chairperson opened the meeting and welcomed Members.

- 1. Decision: The Board adopted the Provisional Agenda (Attachment A)*

2. Minutes and actions arising from Executive Board meeting 3

Members discussed the outstanding FAO administrative issues. Staff of the Trust and FAO informed Members that there was a good relationship between key staff and a positive attitude towards resolving the issues from both sides.

- 2. Decision: The Board approved the Minutes from EB3*

3. Board Self-Assessment

The Chairperson presented the results of the self-assessment to Members.

- 3. Decision: The Board agreed to add an item to future Agendas for briefing on Trust business Members have undertaken inter-sessionally and to assess and review any weak areas of Board performance.*
- 4. Action: The Board agreed to individually provide recommendations for consideration for Board nomination by the Donors' Council and Governing Body. Suggested names and addresses should be provided to the Chair of the Donors' Council and Secretary of the Secretariat of the ITPGRFA respectively.*
- 5. Decision: The Board agreed to undertake a self assessment every two years*

4. Donors' Council Report

The Chairperson of the Donors' Council provided a verbal report of the meeting held on 10 November to Members. The Board Members thanked the Chairperson for the invitation to attend the joint session held the previous day and expressed hope in repeating the opportunity.

5. Fundraising Report

Mr. Laird presented the report and provided an update on recent donations, progress with the US Farm Bill appropriation and the Board discussed potential fundraising opportunities.

- 6. Action: The Board noted the Fundraising Report and agreed to follow up on the suggestions from this session with the Trust Secretariat as relevant.*

6. Communication Report

Mr. Laird provided the communication report and presented the newly released electronic brochure (<http://www.croptrust.org/GlobalSupplyFood/>) to Members.

7. Programme Report 2008

Ms. Lusty presented the programme report focusing on activities in the main five programme areas and Ms. Wood presented the Report Card to Members.

11. Fund Disbursement Strategy

The Executive Director presented the fund disbursement strategy and provided the background to its development to Members.

7. *Decision: The Board approved the Fund Disbursement Strategy for onward transmission to the Governing Body.*

9. Finance and Investment Report

- A short video was shown to Members featuring Mr. Coleman providing a briefing on the performance of the Trust investments in the light of the recent financial crisis.
 - The Executive Director followed this with a presentation providing detail on the performance of the Trust investment portfolio.
 - Mr. Lovett presented the FIC report with recommendations to the Board.
8. *Decision: The Board accepted the FIC report and approved the two recommendations:*
 - *accepting the 2009 budget, with provisions; and*
 - *adopting the UN Principles of Responsible Investment.*

Meeting adjourned for Day 1

8. The Road Ahead – 2009 and Beyond

The Executive Director presented this item and introduced four new future programme initiatives for consideration to Members.

9. *Decision: The Board took note of the four proposed future programmatic initiatives and agreed they were all within the Trust mandate and approved the continuing development of these concepts and fundraising for them.*
10. *Action: The Board agreed to send a Board Resolution to the Norwegian Government stating its concerns regarding current access to the Svalbard site and outlining its preferred policy.*
11. *Decision: The Board approved in principle the crop collections recommended to it by the FIC for long-term funding, with final approval to be at the discretion of the Executive Director being confident there is no substantial risk that the Trust will not be in a position to meet the obligations in the future.*

10. Report to Governing Body

The Executive Director presented the report to the Governing Body to Members.

12. *Decision: The Board approved the report to go to the Governing Body.*

13. Headquarters Agreement

Mr. Moore presented this item and welcomed Ambassador Sebastiani who provided a further update on progress with the Headquarters Agreement. He believed it may be completed before the next Board Meeting.

13. Decision: The Board agreed to approve the Headquarters Agreement out-of-session if necessary, if the process is finalized before EB5.

14. External Evaluation

The Chairperson presented this item to Members and facilitated the discussion on the external evaluation of the Trust.

14. Decision: The Board agreed not to undertake an external review of the Trust until 2011 which would coincide with the end of project review by the Bill & Melinda Gates Foundation. The Board agreed to start work in 2010 on the developing the external review ToRs, panel names and consultation.

12. Risk Management

Ms. Wood presented this item, developed by the Secretariat since EB3 with input from Mr. Lovett. Members supported the approach and the Donors' Council Chair welcomed the initiative on behalf of the Council, stating it represented good practice and also endorsed the annual Board Statement. Members agreed this should be reviewed and tabled at every meeting and presented at the beginning of each meeting in order to track and highlight key risks over time.

15. Decision: The Board adopted with thanks and appreciation the Risk Management approach and requested it be an item on the Agenda at the beginning of every meeting.

16. Other business

- Indemnity Agreement – the Indemnity Agreement approved at EB3 was tabled for Member signature. Cary Fowler signed each one on behalf of the Trust. Two signed hardcopies were sent to absent Members for signature.
- Observer - consideration was given to the suggestion put forward from the Donors' Council and also from FAO to invite the Secretary of the ITPGRFA to sit as an observer on the Board.

16. Decision: The Board agreed to invite the Secretary of the ITPGRFA to sit as an observer on the Board.

17. Next meeting

17. Decision: The Board agreed to hold two meetings in 2009 and suggested the following dates:

Spring meeting:

- *Option 1 - 30-31st March (no longer feasible)*
- *Option 2 - 30 April - 1st May*

Autumn meeting:

- *Option 1 - 11-13th October (Des Moines) to coincide with World Food Prize*

Fourth Executive Board meeting closed.

Summary of decisions and actions

No.	Decision
1	The Board adopted the Provisional Agenda (Attachment A)
2	The Board approved the Minutes from EB3
3	The Board agreed to add an item to future Agendas for briefing on Trust business Members have undertaken inter-sessionally and to assess and review any weak areas of Board performance
5	The Board agreed to undertake a self assessment every two years
7	The Board approved the Fund Disbursement Strategy for onward transmission to the Governing Body
8	The Board accepted the FIC report and approved the two recommendations: <ul style="list-style-type: none"> • accepting the 2009 budget, with provisions; and • adopting the UN Principles of Responsible Investment
9	The Board took note of the four proposed future programmatic initiatives and agreed they were all within the Trust mandate and approved the continuing development of these concepts and fundraising for them
11	The Board approved in principle the crop collections recommended to it by the FIC for long-term funding, with final approval to be at the discretion of the Executive Director being confident there is no substantial risk that the Trust will not be in a position to meet the obligations in the future
12	The Board approved the report to go to the Governing Body
13	The Board agreed to approve the Headquarters Agreement out-of-session if necessary, if the process is finalized before EB5
14	The Board agreed not to undertake an external review of the Trust until 2011 which would coincide with the end of project review by the Bill & Melinda Gates Foundation. The Board agreed to start work in 2010 on the developing the external review ToRs, panel names and consultation
15	The Board adopted with thanks and appreciation the Risk Management approach and requested it be an item on the Agenda at the beginning of every meeting
16	The Board agreed to invite the Secretary of the ITPGRFA to sit as an observer on the Board
17	The Board agreed to hold two meetings in 2009 and suggested the following dates: <p>Spring meeting:</p> <ul style="list-style-type: none"> ○ Option 1 - 30-31st March (no longer feasible) ○ Option 2 - 30 April - 1st May <p>Autumn meeting:</p> <ul style="list-style-type: none"> ○ Option 1 - 11-13th October (Des Moines) to coincide with World Food Prize

No	Actions arising	Responsibility	Due date
4	The Board agreed to individually provide recommendations for consideration for Board nomination by the Donors' Council and Governing Body. Suggested names and addresses should be provided to the Chair of the Donors' Council and Secretary of the Secretariat of the ITPGRFA respectively	Individual Members	Before next meeting
6	The Board noted the Fundraising Report and agreed to follow up on the suggestions from this session with the Trust Secretariat, as relevant.	Individual Members	Before next meeting
10	The Board agreed to send a Board Resolution to the Norwegian Government stating its concerns regarding current access to the Svalbard site and outlining its preferred policy	Secretariat/ Board	Before anniversary

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Time	No	Agenda item	Presenter
DAY 1		11th November	
09.30	1	Welcome and adoption of Provisional Agenda and Timetable (Action)	Chair
09.45	2	Minutes and actions arising from EB3 (Action) - FAO administrative issues	Chair
10.15	3	Board Self-Assessment (Action)	Chair
10.45	COFFEE BREAK		
11.15	4	Donors' Council Report (Information)	Peter Waddell-Wood
11.45	5	Fundraising Report 2008 (Information)	Julian Laird
12.15	LUNCH		
13.15	6	Communication Report 2008 (Information)	Julian Laird
13.45	7	Programme Report 2008 (Information)	Charlotte Lusty and Mellissa Wood
14.45	8	The Road Ahead - 2009 (Information/Action) A. - Ongoing activities and big ideas B. - Political challenges	Cary Fowler
16.00 <i>60 mins</i>	9	Finance and Investment Report (Action) - 2009 Budget - Investments	Lew Coleman, Cary Fowler and John Lovett
17.00	CLOSE MEETING – DAY 1		
20.00	TRUST DINNER		
DAY 2		12th November	
09.30	10	Report to Governing Body (Action)	Cary Fowler
10.00	11	Fund Disbursement Strategy (Action)	Cary Fowler
10.30	12	Risk Management (Action)	Mellissa Wood
11.00	COFFEE BREAK		
11.30	13	Headquarters Agreement (Information)	Gerald Moore
12.00	14	External Evaluation (Action)	Chair
12.30	15	Executive Director Appraisal (Action)	Chair
13.00	16	Other Business	Chair
13.05	17	Next Meeting (Action)	Chair
13.00	CLOSE MEETING		