

Africa Rice Center
(WARDA)

40th Meeting of the Executive and Finance Committee
15-17 September 2008
Cotonou, Benin

Provisional Agenda and Work Schedule

1. Provisional Agenda

Sunday, 14 August 2008

Reading Day

Monday, 15 September 2008

1. Chairman's Remarks
2. Adoption of Provisional Agenda and Work Schedule
3. Review of Draft Minutes of the 39th Executive and Finance Committee Meeting
4. Action Items and Matters Arising
5. Summary & Conclusions, Matters Arising from the Audit Committee
6. Summary & Conclusions, Matters Arising from the Program Committee
7. Summary & Conclusions, Matters Arising from the Nominating Committee
8. Update Report on Events at WARDA
9. Progress in Implementation of 5th EPMR Recommendations
10. Progress Report on CGIAR Change Management Process
11. International Staff Movements and Recruitments (March – September 2008)

Tuesday, 16 September 2008

12. Results of 2007 PMIs & Improving Center's Performance in 2008
13. Preparing for 2008 PMI submission - Policy documents for Board approval
 - i- Board Statement
 - ii- Grievance Policy
 - iii- Whistle blowing Policy
 - iv- Delegation of Authority to DG (for financial transactions)
 - v- Conflict of Interest Declaration
 - vi- Update of Policy, Financial & Administrative Procedures manuals
14. Follow up Actions on Risk Management
15. Update on Stripe Review – Response to Recommendations
16. 2008 Calendar of events (rest of year)

Wednesday, 17 September 2008

17. Update on Resource Mobilization
18. Projected 2008 outcome & Preliminary draft of 2009 Budget
19. Other Matters
20. Closed Session
21. Summary and Conclusions

2. Provisional Schedule of Work

Time	Mon., Sept. 15, 2008	Tue., Sept. 16, 2008	Wed., Sept. 17, 2008
08:30-10:30	<ul style="list-style-type: none"> - Chairman's remarks - Adoption of Provisional Agenda & Work Schedule - Review of Draft Minutes of 39th EFC Meeting, Action Items & Matters Arising 	<ul style="list-style-type: none"> - Results of 2007 PMIs & Improving Center's 2008 Performance - Preparing for 2008 PMI submission – Approval of Policy Documents - Preparation of Board Statement 	<ul style="list-style-type: none"> - Update on Resource Mobilization - Projected 2008 outcome & Preliminary draft of 2009 Budget - Other Matters
10:30-11:00	Coffee Break		
11:00-12:30	<ul style="list-style-type: none"> - Review of Summary and Recommendations & Matters Arising from minutes of <ul style="list-style-type: none"> - Audit Committee - Nominating Committee - Program Committee 	<ul style="list-style-type: none"> - WARDA Grievance Policy - WARDA Whistle Blowing Policy - Delegation of Authority to DG - Conflict of Interest Declaration 	<ul style="list-style-type: none"> - Closed Session - Summary and Conclusions
12:30-14:00	Lunch		
14:00-15:30	<ul style="list-style-type: none"> - Update Report on Events at WARDA - Progress in Implementation of 5th EPMR Recommendations 	<ul style="list-style-type: none"> - Update of Policy Manuals (PS, APS, PDF, VS) - Update of Admin & Financial Procedures manual 	
15:30-16:00	Coffee Break		
16:00-17:30	<ul style="list-style-type: none"> - Progress Report on CGIAR Change Management Process - IRS Movements and Recruitments (March – September 2008) 	<ul style="list-style-type: none"> - Follow up actions on risk management - Update on Stripe Review – Response to Recommendations 	
Evening	Dinner for EFC/EMC	Free/Private Dinners	Departure