

**Summary Report of the tenth meeting of the Executive Board - Teleconference
21st March 2012**

The following Members of the Executive Board were present:

Dr. Margaret Catley-Carlson
Prof. Cary Fowler
Dr. Emile Frison (CGIAR)
Dr. Matthew Montavon (Rep. FAO)

The following Members of the Executive Board were present by phone:

Prof. Sir Peter Crane
Amb. Walter Fust
Ms. Áslaug Haga
Prof. John Lovett
Dr. Ibrahim Assane Mayaki

The following Members sent their apologies:

Mr. Lew Coleman
Prof. Roberto Rodrigues (initially available but then could not attend due to teleconference delay)
Prof. Klaus Töpfer (initially available but then could not attend due to teleconference delay)
Dr. Modibo Traoré (FAO)

The following staff members were present:

Paula Bramel Assistant Executive Director
Gerald Moore Legal Advisor
Andie Dimitriadou Programme Assistant

Welcome and Adoption of provisional Agenda

- The Chair opened the meeting and welcomed Members and new Members. She apologized to Board Members for the long delay in starting the teleconference, which was due to technical problems.

1. Decision: The Board adopted the Provisional Agenda for the 10th meeting of the Executive Board (Attachment A).

1. Headquarters Agreement for approval

- The Chair introduced the item relating to the Headquarters Agreement, noting that a latest version had been sent to the Board that morning since discussions on the Agreement were ongoing.
- Gerald Moore described the Agreement as acceptable, covering all issues from the point of view of the Trust. A lengthy discussion followed with a focus on:
 - In relation to Article 9 'Exemption from taxes, duties, import and export restrictions', and in particular exemption from VAT, it was noted that such exemptions normally covered hardware and goods but not necessarily services. Would the services rendered by the Trust to others (countries or international

organizations) be covered by the exemption? Gerald Moore noted that the issue we were most concerned about was the amount of VAT that could be charged on financial services, which could be reverse-charged to the Trust and which could be a significant amount. He will investigate further if this could be applied to the Trust.

- In relation to Article 12.1 'Privileges, immunities and facilities of officials of the Trust', Emile Frison asked about the 'limits of the European Law' mentioned in point (c) of the article. Gerald Moore noted that it was his understanding that this provision is included in all Agreements without causing any problems. It refers to the general principles of Schengen and the normal procedures of the European law. Gerald will ask for clarification and examples.
 - The Chair expressed particular thanks to Gerald Moore for his hard work during the last year and a half and to the Secretariat for allowing the Headquarters Agreement to materialize.
1. *Action: The Secretariat to further investigate the issues regarding Article 9 and Article 12 of the Headquarters Agreement as described above.*
 2. *Decision: The Board approved the Headquarters Agreement in principle, pending individual examination of the next and last version of the Agreement that will be sent by the Secretariat.*

2. Update on Bonn relocation and transition to independence

- The Chair noted that the next key document for the Trust's transition to independence was the Personnel Policies Manual as it is the basis for hiring staff, contracting providers for pension, healthcare services etc. The Chair asked John Lovett to review the draft manual and then share any major comments or questions with the Board by email. John Lovett kindly offered to proceed this way and the Board members agreed.
 - With regard to the other policy issues concerning the move to Bonn, the Chair noted the chart showing the progress of work in other areas. The options available for the decision process were presented as follows: 1. Delegate decision to staff. 2. Board to review all or some policy issues by email. 3. Board to discuss through teleconference. The Board decided that option 2 would be the best.
2. *Action: The Secretariat will send the final draft of the Personnel Policies Manual to John Lovett for review by May 1st.*
 3. *Action: The Board agreed that John Lovett reviews the draft Personnel Policies Manual and shares any major comments or questions with the Board by email.*
 4. *Action: The Secretariat will provide a note to the Board pointing out how the new policies differ from the current ones at the Trust.*
3. *Decision: The Board agreed to discuss the remaining policies by email.*

3. Update on Consortium proposal and next steps

- Cary Fowler talked about the conclusion of the agreement with CGIAR and the approval of the proposal by the Fund Council. The proposal opens a new chapter in

the history of CGIAR Centers and the Trust since it is the first time that Centers will have a guaranteed budget for 5 years, resulting in stability and security. Next steps will include working with the Centers to define Performance Indicators in order to ensure coherence and transparency in managing collections, which is desired by donors as well. The day-to-day management responsibility will be with Paula Bramel, the new Assistant Executive Director. The Board congratulated Cary Fowler for this success.

- The Chair declared the meeting adjourned for the Board members who needed to leave. Áslaug Haga and Ibrahim Assane Mayaki left the meeting.
- Paula Bramel provided an outline of the schedule for the move to Bonn pointing out the need to meet the target of being in Bonn on January 7th 2013 as schools start on that date.
- In relation to policies, the priority is the Personnel Policies Manual, in order to be able to issue contracts by the end of September. Finding service providers for a pension plan is also a major issue; many options have been rejected to date.
- Paula Bramel noted that the Secretariat has considered slippage in the schedule due to uncertainties but are confident that the Government will meet its commitments. There is a focus on the activities necessary to ensure that the schedule will be met. Staff members are ready to move and respecting the schedule is important for their morale.
- The Chair apologized again for the delay in starting the teleconference and thanked the Board for their patience. The meeting was adjourned.

The tenth Executive Board Meeting closed at 15.30.

Summary of Decisions and Actions arising

No.	Decision
1	<i>The Board adopted the Provisional Agenda for the 10th meeting of the Executive Board.</i>
2	<i>The Board approved the Headquarters Agreement in principle, pending individual examination of the next and last version of the Agreement that will be sent by the Secretariat.</i>
3	<i>The Board agreed to discuss the remaining policies by email.</i>

No	Actions arising	Responsibility	Due date
1	<i>The Secretariat to further investigate the issues regarding Article 9 and Article 12 of the Headquarters Agreement as described above.</i>	Secretariat	
2	<i>The Secretariat will send the final draft of the Personnel Policies Manual to John Lovett for review by May 1st.</i>	Secretariat	1 st May 2012
3	<i>The Board agreed that John Lovett reviews the draft Personnel Policies Manual and shares any major comments or questions with the Board by email.</i>	John Lovett	
4	<i>The Secretariat will provide a note to the Board pointing out how the new policies differ from the current ones at the Trust.</i>	Secretariat	

Summary of items to be released to Website

Item	Board decision
1. Welcome, introduction of new Members and adoption of Provisional Agenda	Release
2. Headquarters Agreement for approval	
3. Update on Bonn relocation and transition to independence	
4. Update on Consortium proposal and next steps	

Agenda
10th Executive Board Meeting
Teleconference Call

Time	Agenda Item	Item for Action/ Information
13.30 <i>10 min</i>	Welcome and any introductions	Information
13.40 <i>45 min</i>	HQ agreement for approval, with a paper to assist discussion by Gerald Moore	Action
14.25 <i>35 min</i>	Update on Bonn relation and transition to independence <ul style="list-style-type: none">• Updated schedule for transition• Renovations• Plans for relocation• Update on policy development and approval	Information/Action
15.00 <i>20 min</i>	Update on Consortium proposal and next steps	Information
15.20 <i>10 min</i>	Any other business	Information/Action
15.30	End of meeting	