

Program Committee of the CGIAR Executive Council

Terms of Reference

At its 2001 Annual General Meeting (AGM01) the CGIAR decided that its Executive Council (ExCo) should be supported by a Program Committee (PC) and a Finance Committee (FC).

The Program Committee's overall purpose is **to facilitate ExCo's business by providing specialized and focused attention to CGIAR's programs, to ensure their effectiveness and relevance.** PC will report to the ExCo.

The ExCo will ensure that the findings and recommendations of PC are aligned with actions and recommendations of other System components such as the Science Council, the Centers and the ExCo Finance Committee.

Responsibilities

Assist ExCo in:

1. ensuring (in cooperation with FC) that due care and diligence are exercised in the operations of the CGIAR and the Centers through a set of policies and instruments, including decision making processes, that are conducive to an effective and efficient operation; when warranted, propose to ExCo changes in existing policies and instruments;
2. maintaining a watching brief on CGIAR efforts (carried out through Centers, Challenge Programs, Science Council, System Office) to assess the continuing relevance of the CGIAR's vision and strategy;
3. providing oversight of the planning guidance given to the Centers and Challenge Programs;
4. Ensure that effective evaluation and impact assessment instruments are in place and functioning effectively in the System;
5. carrying out any other activities requested by the ExCo.

Composition

The PC will consist of eight members, including the committee's Chair. Membership will rotate every two years. Each PC will, at its first meeting, elect one of its members from among those who are ExCo members as Chair, and another PC member as Vice Chair, to serve for two years. The Vice Chair need not be an ExCo member.

At least five of the PC members would come from within ExCo. PC members would be appointed as follows:

1. Members of ExCo would be asked to indicate their own interest to serve on FC and nominate others from the CGIAR membership;

2. Taking into account the nominations and the need for diversity and balanced representation, the CGIAR Chairman would propose a committee for endorsement by the ExCo.
3. The Chairman would then propose the ExCo-endorsed committee for approval by the CGIAR.

PC members are expected to inform the committee of any conflict of interest concerning any matters considered by the PC, and to recuse themselves from discussions or decisions pertaining to all matters in which they have a direct or indirect interest.

The CGIAR Director will nominate a member of the CGIAR Secretariat to serve as the PC Secretary.

Procedures

1. The PC will meet at least once a year, in conjunction with an ExCo meeting. The quorum for such meetings will be five (5).
2. All other PC business may be transacted, as appropriate, through electronic communication, with the support of the System Office/CGIAR Secretariat.
3. To ensure transparency, the PC will utilize the CGIAR web site to seek and share views with CGIAR shareholders and stakeholders.
4. The PC will submit a report, following each of its meetings, containing its findings and recommendations for consideration by the ExCo. Each such report will be posted on the CGIAR web site.

Expected Outputs (examples)

1. Yearly "briefs" reporting and assessing progress in the implementation of CGIAR programs
2. Biennial synthesis report of CGIAR evaluation and impact work