

# **Procedures for Selecting CGIAR Nominees to Center Boards (January 2007)**

## **Background**

At AGM 04 the CGIAR approved a revised CGIAR nominee process CGIAR for a period of two years till end of 2006, at which time a review to derive lessons and recommend next steps would be conducted. Based on lessons learnt from the pilot phase of the CGIAR nominee process, the ExCo Ad Hoc Committee, the Alliance Board and the CGIAR Secretariat suggested modifications to the process of appointing CGIAR nominees to Center Boards which were approved by the CGIAR at AGM06.

The following describes (1) the principles and selection criteria for CGIAR nominees to Center Boards as approved by the CGIAR at AGM06, (2) the role of the CGIAR Contacts Database in the search and nomination process, and (3) the stepwise procedures for the selection of CGIAR nominees, including timeframe.

## **1. Principles and selection criteria for CGIAR nominees**

The CGIAR nominee process provides CGIAR Members and stakeholders greater opportunity to identify potential board candidates and participate directly in center governance.

In the process of selecting CGIAR nominee to Center Boards both the Boards and the CGIAR should follow common principles and selection criteria. An ExCo Ad Hoc Committee for the selection of CGIAR nominees will act on behalf of the CGIAR.

### **Box 1: Common principles and selection criteria for CGIAR nominees**

#### **Overall principles for appointing CGIAR nominees**

- Enhance CGIAR System perspectives at the individual Center Board level
- Bring expertise to Center Board in areas where the Board lacks sufficient expertise for ensuring that the full Board is enabled to fulfill its responsibilities
- Maintain and add diversity to the Board membership
- Strive to bring new talent and experience to the Centers and the System.
- Satisfy requirements of the CGIAR Board Guidelines

#### **Core selection criteria for CGIAR nominees:**

- Expertise in the areas of: (i) financial management and/or (ii) governance; and/ or (iii) CGIAR system perspectives. Other disciplinary expertise should be considered as secondary.

## **2. CGIAR Contacts Data Base – Open interface for Nominations and Candidate searches**

A key input to the success of the CGIAR Nominee process is the continuous identification and nomination of potential candidates by CGIAR Members and Centers in

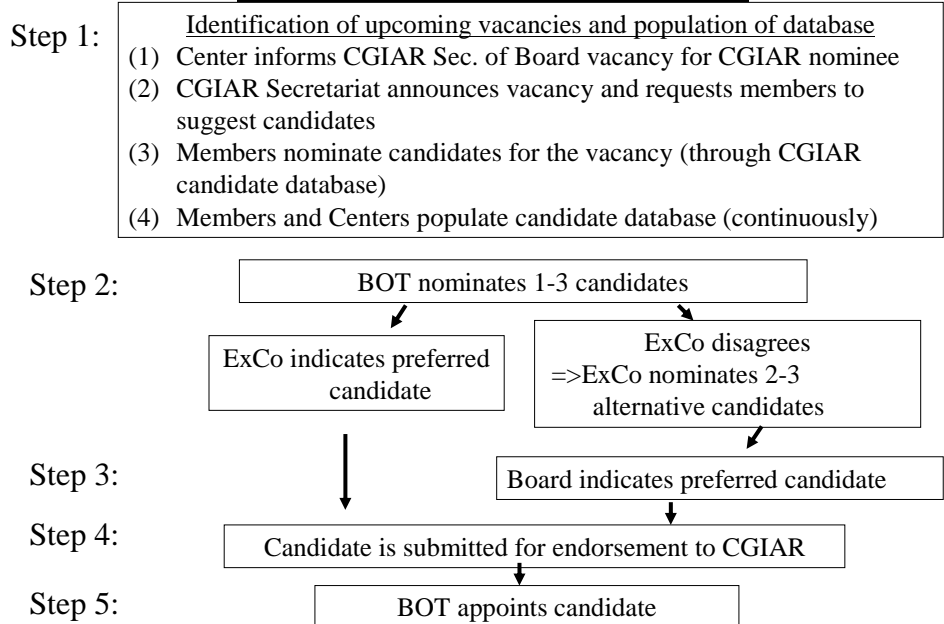
order to populate the CGIAR Contacts database. The CGIAR Contacts database is administered by the CGIAR Secretariat, but is an open architecture and can be accessed all. Nominees may be entered into the database continuously or in response to specific vacancies. The database can be accessed at <http://cgsec2.cgnet.com/cgiarcontacts/default.htm>.

### 3. Step-wise procedures for the selection of CGIAR nominees

The CGIAR-approved nominee process is depicted in Figure 1 and detailed step-by-step procedures are shown in Table 1. The guidelines cover two six-month timetables (one starting in March and the other in September) for identifying and appointing CGIAR-nominees to Center Boards (BOT). The timetable indicates the deadlines and actions to be taken by Members, ExCo, Centers, and the CGIAR Secretariat to implement the process.

**Figure 1**

#### CGIAR Nominee Process



**Table 1. Stepwise procedures for selecting CGIAR nominees to Center Boards (starting March 2007).**

Indicative Timeframe	Action Steps	Action By
<p>Mar 1 and Sept 1</p> <p>Mar 5 and Sept 5</p>	<p><i>Step 1a. Centers identify upcoming vacancies.</i></p> <p>a) Sends list of CGIAR nominee vacancies, CVs of current Board members (if not yet included in database) and Board profile to the CGIAR Secretariat.</p> <p>b) Sends circular to CGIAR Members about vacancies in Center Boards and invite them to submit names of nominees.</p> <p><i>Step 1b All CGIAR Members are invited to nominate candidates for open vacancies and/or help populate the database</i></p> <p>c) Enter/submit names of potential Board Members for open vacancies and/or to help populate the candidate database, either directly or through the CGIAR Secretariat.</p>	<p>Center Board</p> <p>CGIAR Secretariat</p> <p>CGIAR Secretariat and CGIAR Members</p>
<p>Mar 30 and Sept 30</p>	<p><i>Step 2.a Each Board submits to the CGIAR Secretariat a panel of up to three names for each anticipated vacancy using the agreed principles and selection criteria</i></p> <p>a) Sends up to three names of candidates for each announced vacancy to the CGIAR Secretariat for onward transmission to ExCo, based on principles and selection criteria for CGIAR nominees (see page 1)</p>	<p>Center Boards</p>

Apr 1 – 30 and Oct 1 – 30	<p><b><i>Step 2b: ExCo, with the assistance of the CGIAR Secretariat if required, reviews candidates, and selects preferred candidate or proposes alternative candidates</i></b></p> <ul style="list-style-type: none"> <li>a) Reviews the list of candidates received from each Center Board</li> <li>b) ExCo agrees with at least one of the candidates and indicates to the Board through the CGIAR Secretariat the preferred candidate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>c) ExCo disagrees with the proposed candidates and nominates 2-3 alternative candidates, which are communicated to the Board through the CGIAR Secretariat</li> </ul>	ExCo, CGIAR Secretariat
April 30 – May 15 and October 30- November 15	<p><b><i>If necessary Step 3: Board indicates preferred alternate candidate</i></b></p> <ul style="list-style-type: none"> <li>d) The Board is requested to select a preferred candidate from among the alternative panel nominated by ExCo, and subsequently informs CGIAR about their selection</li> </ul>	Center Board
Between May 15-30 and Nov. 15 -30	<p><b><i>Step 4. The names of identified candidate (s) are sent to the CGIAR for endorsement on a no-objection basis.</i></b></p> <ul style="list-style-type: none"> <li>a) Sends circular to CGIAR for approval of agreed candidate (s) on a no-objection basis within four weeks.</li> </ul>	CGIAR Secretariat
July 1 and Jan 10	<p><b><i>Step 5. The Center fills the vacancy.</i></b></p> <ul style="list-style-type: none"> <li>a) Notifies Center Board of approval.</li> <li>b) Makes the formal appointment, and informs CGIAR Secretariat of the date the appointment becomes effective for updating of the database.</li> </ul>	CGIAR Secretariat  Center Board

