



Good Practice Note No. 19

# Questionnaire on Audit Committee Meeting Effectiveness

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*Part of a series of notes to help Centers review their own Center internal management processes from the point of view of managing risks and promoting good governance and value for money, and to identify where improvement efforts could be focused. The good practices described in this series of notes should not be interpreted as minimum standards as not all may be applicable to every Center.*

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## SUMMARY

CGIAR Center Boards of Trustees committees, as well as the Boards as a whole, are encouraged to self assess the effectiveness of their operations. The committee meeting is the primary element of CGIAR Center Board committee operations. The attached questionnaire should assist Audit Committees to undertake a comprehensive evaluation.

## Acknowledgment

*This note has been prepared solely for use by CGIAR Centers. This note draws closely on a questionnaire developed, in consultation with the Committee chair, for the ICARDA Audit Committee.*



### Questionnaire on Audit Committee meeting effectiveness

Questions	Response		
	Yes: quite good	Middle: could be better	No: not good
1) clear agenda?			
2) adequate information provided ahead of time (supporting papers and annotated agenda) for each agenda item (enough, easy to follow, clear what is being asked of the members)?			
3) enough time overall to adequately deal with all agenda items?			
4) appropriate balance of time allocated to each agenda item?			
5) presentations made were appropriate and clear?			
6) agenda dealt with everything that needed to be dealt with (no important items omitted from agenda)?			
7) all members had sufficient opportunity to speak on all agenda items if they so wished			
8) collective membership of AC sufficiently experienced or informed to deal with all the agenda items?			
9) decisions of the AC meeting clearly made in the meeting and subsequently recorded ?			
10) draft minutes and BoT presentation adequately captured the discussions and decisions?			
11) Any other suggestions?			

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