

CGIAR System Office Main Service delivered in 2003

Management Services

	Service delivered	actual input in \$ '000	Outputs produced
CAS-IP	Assist centers with IP policy and implementation (IP tools)	41	Tools, Presentations regarding use of tools; Policy revisions
CAS-IP	Maintain database/network of IP professionals	9	Updated database; referrals
CAS-IP	Facilitate multi-Center collaboration (intra- and extra-CGIAR, e.g. CP)	48	Presentations, reports, discussion papers, discussions
CAS-IP	Publish CAS briefing papers, reports	8	2 Meeting reports; 1 workshop report; book chapter <i>in press</i>
CG Sec	Organize & manage the Annual General Meeting (AGM) & ExCo meetings	356	Innovation Marketplace; Ministerial Roundtable; Crawford Lecture; Media Program; Centers & Members Day; Exhibition - AGM panels/banners/stationery/signage; AGM participants information booklet; Innovation Marketplace booklet + CD; conduct virtual business with ExCO/ CGIAR between meetings
CG Sec	Assist CGIAR Members with financial disbursements and accountability	62	facilitated disbursement of US\$ 110 m + \$50m from WB
CG Sec	Update CGIAR Financial Accounting Manual	53	FG 02 updated
CG Sec	Support centers and CP's on legal and governance issues	53	advice on CP organization and governance
CG Sec	Establish strategic human resource service with CGIAR centers	45	SAS-HR established
CG Sec	Collaborate with CIO as a sponsor/client	45	performed oversight responsibility, incl. advice on ICT-KM strategy; financial advice
CG Sec	Collaborate with G&D Program as a sponsor/client	45	Serve on G&D Advisory Board
CG Sec	Collaborate in Internal Audit Unit initiative as a sponsor/client	45	Chair of IA Sponsor Group; commission Quality Assurance Review of IAU
CG Sec	Develop CGIAR website & maintain core document collection	36	Web site maintained & extended; new components include: Internal Audit subsite including their restricted area, CBC Restricted area, CGIAR library gateway; developed of E-News and E-Letter to members
CG Sec	Maintain CGIAR, CIS and contact databases	27	enhancements to the database completed, virtual Trustee Directory, approx. 150 new entries to contact data base, 10-15 targeted searches for Center Boards an other CG Committees, approx. 50 responses to request
CG Sec	Monitor and advise centers on CGIAR annual funding/databases	27	advice on RM; Q4 Financing Plan
CG Sec	Provide opportunities for professional development of partners at centers	27	5 IFAR fellowships

Table 1d

CG Sec	Coordinate System Office establishment/functioning	18	Integrated Business Plan for SO, Second SO workshop + minutes, first draft IOP 2004
CG Sec	Support CBC and organize new Trustee training/orientation activities	18	Program proposal for Board orientation; coordinated and facilitated 2 full meetings of the CBC incl. the preparation of meeting documents for CBC
CG Sec	Re-launch IFAR to provide strategic training assistance within the CGIAR	18	IFAR functional; IFAR web site developed and maintained; basic information materials developed.
CG Sec	Explore, with centers, opportunities for coordinated purchasing	18	launched procurement study by IA group
SC Sec	Assist in coordinating SC Activities	20	Technical and logistical support provided for these activities
SC Sec	Organize Science Council meetings	60	Two iSC meetings organised and full logistic support provided
SC Sec	Prepare documentation for the SC and CGIAR meetings	70	Documents prepared for 2 iSC meetings and the AGM '03
SC Sec	Further develop the virtual mode of meetings and evaluations follow-up	0	N/A
SC Sec	Publish reports of strategic studies, reviews and meetings	40	Six reports published as 'green cover' documents: two EPMRs (ISNAR and CIP), two SWP review reports (SP-IPM and CAPRI,) and two strategic studies (NRM research in the CGIAR; Applications of modern miology and genomics to genetic enhancement)
SC Sec	Maintain SC website and document collection	40	SC Website updated and expanded
SC Sec	Maintain SC databases and roster of peer reviewers	40	SC roster of scientists updated; Electronic filing system established
SC Sec	Liaising with FAO on administrative and technical aspects of SC	30	Good administrative relations with FAO and sharing of technical expertise (both ways)
SC Sec	Facilitate liaison and communication between SC and Centres	10	Centres kept fully informed of SC meetings, announcements, etc.
FHF	Assist individual centers to develop communication and outreach strategies	29	Dozens of media items, features, news stories, plus advice to Centers and events (costs noted exclude percentage of salaries devoted here)
FHF	Coordinate Monterrey Bridge Coalition and Ecoagriculture Partners	199	Establishment of Ecoagriculture and Monterrey Bridge Secretariat, policy events in Mexico (costs noted exclude percentage of salaries devoted here)
G&D	Assist centers with international recruitments, on request	12	All 16 centers assisted with 87vacancies
IAU	Lead CGIAR Internal Audit Network	5	Launch of IA website and maintained active discussion group (CGIARIANET)
IAU	Represent CGIAR in international forums on accounting/auditing	4	Attendance at 2003 RIAS meeting (proceedings and commentary posted in IAU website)
CIO	Build Internal Staff Capacities	8	Internal staff capacities strengthened.(CIO attended 1 training course, training for IT managers organized)

Table 1d

CIO	Pilot CGIAR Intranet	0	N/A
CIO	Special Project(s) to be identified	107	4 special projects implemented. (Migration to AD for CGIAR, ICT-KM Communications plan, ICT-KM collaboration website, piloted collaboration website for CDC)
CDC Sec	Administer the CDC meetings (help prepare agenda, minutes, logistics, etc.)	77	Three CDC meetings held, producing the appropriate follow-up documentation and minutes.
CDC Sec	Serve in coordinating mechanism capacity for the CDDC and CBC activities	17	Co-coordinated two meetings with the CBC, and one meeting with the CDDC ExCom (AGM03)
CDC Sec	Assist CDC develop/administer budget incl. center shares for central services	17	Developed with the CDC Chair and AIARC Executive Director new mechanisms to streamline financial reporting and increased accountability for CDC funded programs.