

## Management Services

## Management and Services

Service Clusters	Unit(s)	Service Offering in 2006	Approx. planned Input in '000 US\$	Approx. actual input in '000 US\$	Output to be achieved in CY 06	Actual outputs achieved in CY 06	REMARKS
Events and Meetings	CG Sec	Organize & manage the Annual General Meeting (AGM) & ExCo meetings	277	312	AGM 2006, ExCo meetings	AGM 2006, ExCo meetings	
	CG Sec	Organize System Office events and meetings	55	55	Fifth SO workshop, quarterly teleconferences; AGM presence/display	Fifth SO workshop held in Paris, quarterly teleconferences; AGM presence/display	
	AO	Organize and manage AE and joint AB and AE events	60	70	Two annual meetings, two meetings of the Alliance Excom, production of meeting documents, minutes	All accomplished. In addition, contributed to the ADE-Science and ADE-Finance meetings, including agenda development. Also organized Centers and Members Day for AGM06	
	AO	Coordination of inter-center presentations	10	0	Centers and Members Day coordinated with designated Alliance sub-committee (AGM06)		
	CAS-IP	Organizing Annual CGIAR IP-Strategy Group Meeting	15	25	6th Meeting	6th Meeting	
	CAS-IP	Organizing Annual CAS-IP Expert Advisory Committee Meeting	15	12	7th Meeting	7th Meeting	
	CAS-IP	Attendance in System Office events and meetings	10	10	Fifth SO workshop, quarterly teleconferences; AGM presence/display	Fifth SO workshop, quarterly teleconferences; AGM presence/display	
	SC Sec	Organizing Science Council meetings, including document preparation	160	200	Logistical organisation of SC meetings in May and September, design of meeting agenda, EOM report	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
Develop/ maintain management related data and knowledge	CG Sec	Maintain CGIAR website & core collection database	139	150	website and core document collection is updated and accessible	website and core document collection is updated and accessible	
	CG Sec	Monitor and advise centers on CGIAR annual funding/databases	55	55	CGIAR Financing Plan, Medium Term Plan	CGIAR Financing Plan, Medium Term Plan	
	CG Sec	Maintain CGIAR Contacts databases (open access though the web)	111	65	Contacts database expanded	Contacts database expanded	
	AO	Maintain Alliance/AE institutional memory and continuity	30	0	CDC Archive Project completed, Collaboration site expanded and further refined, in concert with CGIAR website and CGXchange program		
	SC Sec	Developing and maintaining SC databases and roster of peer reviewers	45	60	Support to SC in managing, updating the expert roster database	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	SC Sec	Developing and maintaining SC website and document collection	55	55	Updating SC website	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	G&D	Maintain G&D Website and publish working paper series	109	52	website, papers, brochures, posters	G&D: (a) website updated with 44% increase in number of visitors (87,735); (b) 3 new G&D brochures produced, and © special poster series on women in science jointly produced with USAID, USDA and IFPRI.	
Organizational Development and Capacity Building (Staff)	CG Sec	Support AB and organize new Trustee training/orientation activities	55	55	Board of Trustees Orientation program conducted, CBC/AB meeting documents, briefing for CBC/AB Chair	*Training held *Board of Trustees Orientation program conducted, CBC/AB meeting documents available, briefing for CBC/AB Chair	
			AO: 5	5			
	CG Sec	Facilitate the Japan-Fellowship program	14	14	11 fellowship completed; orientation meeting held	10 fellowship granted (IRRI, ILRI, CIMMYT, CIAT, ICRAF, CIFOR, ICARDA, Africa Rice)	
	CIO	Strengthening of Communities of Practice	27	28	Communities of Practice strengthened. Two workshops and advice provided on request.	Workshops bringing together IM and IT communities of practice by CIO, and regular communication on upcoming activities and opportunities for collaboration and efficiencies.	
	CIO	ICT-KM Advisory Group activities	22	30	ICT-KM Advisory Group strengthened. One workshop and ongoing consultations.	Consultation held by phone and email.	
	CIO	Support strengthening of Internal Staff Capacities	14	14	Internal staff capacities strengthened.	Presentations made to CGIAR staff during meetings and center visits to enhance their ICT-KM abilities and knowledge. Opportunities for Center staff to increase their skills and CGIAR exposure made through secondments available through program.	
	IAU	Lead CGIAR Internal Audit network	4	4	CGIARIANET Discussion Group and IAU website maintained through 2006. Continue populating and updating IAU database for audit management and planning	* CGIARIANET discussion group maintained throughout 2006; * IAU website updated throughout 2006; * IAU databases developed and updated throughout 2006	
	CAS-IP	Institutionalize In-Center IP Management	30	25	Implementation materials and instruments	Presentations at 6 Centers and one BoT Meeting	
	CAS-IP	Lead CGIAR Center IP Management Community of Practice	15	15	Reports	6th Annual IP Managers/Focal Points Mtg Organized	
	CAS-IP	Assist in developing in-Center IP Management Units	10	3	Reports	Draft of Practice note on ICRISAT's work with the EPO	
Management policy, guidelines and manuals	CG Sec	Update CGIAR Financial Manuals	55	55	Financial Management guideline	Financial Guidelines Series no. 2 : CGIAR Accounting Policies and Reporting Practices Manual updated	
	CGIAR Sec, G&D, IAU, CAS-IP, SC Sec, AO	Initiate the update of guidelines for Center Boards (with AB)	83	CG sec:83	CGIAR Sec: new draft guidelines	CGIAR Guideline on Center Governance (no. 1) drafted - "Roles Responsibilities and Accountability of Center Boards"; was endorsed by the CGIAR in early 2007; preparation of additional guidelines started	
			10	10	AO: Backstop AB for follow-up to Stripe review	Done	
			4	0	IAU - Analysis of Board and Committee Good Practices, for incorporation into guidelines. Based on earlier Good Practice Notes, plus some additional research which IAU will carry out in 2006.	* Deferred to 2007	
			7	10	CAS: Guidelines/Chapter on IP matters	Informational materials available on the GCP-IPR Helpdesk site	
	CAS-IP	Assist centers with IP policy and implementation (IP tools)	30	45	Reports, Instruments developed	On-line IP inventory system developed with GCP and ICRISAT; MTP DB development with ILAC and Bioversity	

Implementation and Operational support	CG Sec	Provide services to CGIAR Members in financial operation and administration of funds	208	208	negotiate new trust fund agreement with EU and other countries, disbursement through the Multilateral Donor Trust Fund (target ~100%); adequate Center cash flow; fiduciary and program report to selected Members (EC, Japan, Canada Trust Fund)	negotiate new trust fund agreement with EU and other countries, disbursement through the Multilateral Donor Trust Fund (target ~100%); adequate Center cash flow; fiduciary and program report to selected Members (EC, Japan, Canada Trust Fund)	
	CG Sec, AO	Provide support to AB /AE in exploring and developing options for pooling of reserves	55	20	CBC/AB developed study on pooling reserves; policy developed	Draft paper on benchmarking of reserves shared with AE	
			AO:5	50		AO developed a document on the basis of consultant's reports and AB and AE developed a policy on the basis of the document	
	CG Sec	Implementation of World Bank audit recommendations over CGIAR Trust Fund and DGF	55	55	recommendations implemented; satisfactory response to implementation progress report of WB internal audit unit	recommendations implemented; satisfactory response to implementation progress report of WB internal audit unit	
	CG Sec/AO	Collaborate with SO units as sponsor/client	28	28	agreed work and financial plans; effective dialogue with SO units and sponsors	agreed work and financial plans; effective dialogue with SO units and sponsors	
			20	15	Work with SO Units to produce workplans and financial plans for oversight by the AE and CG Secretariat. Conduct an inventory of governance mechanisms (performance, oversight, funding, etc) for AE Sub-Committee and Steering Committee	First meeting held of the AE SO Oversight Sub-Committee which used a modified and improved reporting format	
	CG Sec	Coordinate System Office functioning	55	55	SO annual report 2005, IOP 2006; backstop Steering Committee	SO annual report 2005, IOP 2006; backstop Steering Committee	
	CG Sec	Implement new CG nominee process	83	83	no. of CGIAR nominees to Center Boards	4 new CGIAR nominees appointed to Center Boards	
	SC Sec	Assist the SC Chair in coordinating SC Activities	65	65	Input to SC Chair's planning of SC meetings in April and September	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	SC Sec	Preparing documentation for CGIAR meetings	70	70	Preparation, printing and distribution of SC meeting documents for CGIAR meetings	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	SC Sec	Facilitating liaison and communication between SC and Centres	30	30	Assist SC in developing links with Centres	Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	SC Sec	Liaising with FAO on administrative and technical aspects of SC	35	35		Planned outputs were achieved. Activity is an ongoing regular activity within the SC Secretariat	
	CIO	Support implementation of projects under 2004 ICT-KM investment plan and prepare lessons learned	20	26	3rd year of implementation of the 2004 Investment plan shows good progress while a number of projects will come to closure. Some documents on lessons learned are included but the rest are separated.	Support of projects funded by the 2004 Investment Plan continued to show considerable results. The Program participated in an interactive knowledge sharing workshop at the GFAR which focused on knowledge sharing techniques for improved research. In addition, the Program supported a five-day workshop for learning, planning and review for the CGXchange project to discuss lessons learned, further adoption of the platform, and planning for future activities within the project.	
	CIO	Negotiate ICT contracts	21	25	Services currently under CGNET contract re-tendered	Program collected information and input regarding needs and an RFI was publicized inviting different tenders	
	CIO	Liaison with external partners	4	5	Proper communication with stakeholders and external partners	The Program continued to support and develop relationships with stakeholders and partners. Examples include strengthened relationship with FAO evidenced by joint collaborations such as InfoFinder and participation in AGRIS	
	AO	Assist CDC/AE develop/administer budget incl. center shares for central services	30	25	Draft budget and execute oversight on behalf of AE Chair for collective funding (including SO Units) with AIARC serving as financial agent	Done	
	AO	Facilitate Alliance management	80	80	Day to day oversight and assistance to Alliance Chairs in implementing, planning and providing shared services to the Centers	Accomplished	
	CAS-IP	Intern program	30	30	Summer interns in 3 Centers	Interns for CIP, SSA-CP and CAS in 2006	
	CAS-IP	Development of tools for identification of Center products and deployment	90	31	Study and GCP-Supported Workshop	Data collected and initial report presented at GCP ARM06	Workshop dependent upon no-cost extension
	CAS-IP	Support multi-Center collaboration regarding background and foreground intellectual assets	30	20	GCP-On-Line Inventory Launched	ON-line IP inventory system developed with GCP and ICRISAT; MTP DB development with ILAC and Bioversity	Operational in 2007
	CAS-IP	Provide referral directory of IP professionals	8	15	Support Database, Participation in PIIPA	PIIPA participation included visit from Michael Gollin to Bioversity; Participation in PIPRA meetings (Orlando and Bellagio)	
Governance and Management/Legal advice	CG Sec/ CAS-IP	Support centers and CP's on legal and governance issues	50	50	CAS-IP: Advice on legal and governance issues; up-to-date database/network of IP professionals	Database supported; Advice given to Centers	
Governance and Management/Legal advice			55	55	CGIAR Sec:Advice on legal and governance issues;	CGIAR Sec:Advice on legal and governance issues, eg. CIAT	
	CAS-IP	Assist the AO with FHA-IP Management Issues	10	2	Respond to requests	Responses given	
	CAS-IP	Review: IP provisions in agreements, IPR filings	40	45	Respond to requests	Responses given	
	SASHR/CAS-IP	Develop an e-learning package on Intellectual Property Rights with CAS-IP	11	,75	Orientation tool developed	IAU and SAS-HR involved in discussions and agree to support, thus having established a foundation to move forward.	Initial presentation on topic to be developed for G&D/HR Meeting in June 2007