

Africa Rice Center  
(WARDA)

40<sup>th</sup> Meeting of the Executive and Finance Committee  
15-17 September 2008  
Cotonou, Benin

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**Provisional Agenda and Work Schedule**

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**1. Provisional Agenda**

**Sunday, 14 August 2008**

Reading Day

**Monday, 15 September 2008**

1. Chairman's Remarks
2. Adoption of Provisional Agenda and Work Schedule
3. Review of Draft Minutes of the 39<sup>th</sup> Executive and Finance Committee Meeting
4. Action Items and Matters Arising
5. Summary & Conclusions, Matters Arising from the Audit Committee
6. Summary & Conclusions, Matters Arising from the Program Committee
7. Summary & Conclusions, Matters Arising from the Nominating Committee
8. Update Report on Events at WARDA
9. Progress in Implementation of 5<sup>th</sup> EPMR Recommendations
10. Progress Report on CGIAR Change Management Process
11. International Staff Movements and Recruitments (March – September 2008)

**Tuesday, 16 September 2008**

12. Results of 2007 PMIs & Improving Center's Performance in 2008
13. Preparing for 2008 PMI submission - Policy documents for Board approval
  - i- Board Statement
  - ii- Grievance Policy
  - iii- Whistle blowing Policy
  - iv- Delegation of Authority to DG (for financial transactions)
  - v- Conflict of Interest Declaration
  - vi- Update of Policy, Financial & Administrative Procedures manuals
14. Follow up Actions on Risk Management
15. Update on Stripe Review – Response to Recommendations
16. 2008 Calendar of events (rest of year)

**Wednesday, 17 September 2008**

17. Update on Resource Mobilization
18. Projected 2008 outcome & Preliminary draft of 2009 Budget
19. Other Matters
20. Closed Session
21. Summary and Conclusions

## 2. Provisional Schedule of Work

Time	Mon., Sept. 15, 2008	Tue., Sept. 16, 2008	Wed., Sept. 17, 2008
08:30-10:30	<ul style="list-style-type: none"> <li>- Chairman's remarks</li> <li>- Adoption of Provisional Agenda &amp; Work Schedule</li> <li>- Review of Draft Minutes of 39<sup>th</sup> EFC Meeting, Action Items &amp; Matters Arising</li> </ul>	<ul style="list-style-type: none"> <li>- Results of 2007 PMIs &amp; Improving Center's 2008 Performance</li> <li>- Preparing for 2008 PMI submission – Approval of Policy Documents</li> <li>- Preparation of Board Statement</li> </ul>	<ul style="list-style-type: none"> <li>- Update on Resource Mobilization</li> <li>- Projected 2008 outcome &amp; Preliminary draft of 2009 Budget</li> <li>- Other Matters</li> </ul>
10:30-11:00	Coffee Break		
11:00-12:30	<ul style="list-style-type: none"> <li>- Review of Summary and Recommendations &amp; Matters Arising from minutes of <ul style="list-style-type: none"> <li>- Audit Committee</li> <li>- Nominating Committee</li> <li>- Program Committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- WARDA Grievance Policy</li> <li>- WARDA Whistle Blowing Policy</li> <li>- Delegation of Authority to DG</li> <li>- Conflict of Interest Declaration</li> </ul>	<ul style="list-style-type: none"> <li>- Closed Session</li> <li>- Summary and Conclusions</li> </ul>
12:30-14:00	Lunch		
14:00-15:30	<ul style="list-style-type: none"> <li>- Update Report on Events at WARDA</li> <li>- Progress in Implementation of 5<sup>th</sup> EPMR Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Update of Policy Manuals (PS, APS, PDF, VS)</li> <li>- Update of Admin &amp; Financial Procedures manual</li> </ul>	
15:30-16:00	Coffee Break		
16:00-17:30	<ul style="list-style-type: none"> <li>- Progress Report on CGIAR Change Management Process</li> <li>- IRS Movements and Recruitments (March – September 2008)</li> </ul>	<ul style="list-style-type: none"> <li>- Follow up actions on risk management</li> <li>- Update on Stripe Review – Response to Recommendations</li> </ul>	
Evening	Dinner for EFC/EMC	Free/Private Dinners	Departure