

Terms of Reference
System Management Board Working Group
on the commodities, geographies and communities from GLDC

A. Purpose

1. The ad hoc Working Group is established by the System Management Board (“Board”) to prepare for Board review and submission to the System Council, a proposed process (“Process”) for the development and structure of a future proposal or proposals for the commodities, geographies and communities in the former GLDC proposal, not necessarily proceeding with the consultations that were in ‘Option 1’ of the Board’s letter to the System Council Chair dated 21 September 2016.
2. The Working Group is an ad hoc advisory group formed by the Board to provide inputs to assist the Board and the System Council in the discharge of their respective functions. It does not have any executive authority, and as such, does not make decisions.

B. Operational context

3. Words and expressions used in these Working Group Terms of Reference (“TOR”) shall, unless the context requires otherwise, have the meaning attributed to them in the Charter of the CGIAR System Organization (“**Charter**”).
4. The Working Group has been formed to deliver inputs for the benefit of the CGIAR System as a whole. Working Group members shall serve until 31 March 2017 or unless their roles are extended by the Board.

C. Role of the Working Group

5. Taking into consideration the functions of the Board as set out in Article 8.1(cc) of the Charter, the Working Group shall have the following roles:

Developing a scope of work for and TOR for the party(ies) commissioned to take forward the Process

- a. Propose key tasks, milestones and resources required for a successful Process, potentially including but not limited to articulation of a vision for the target region, and preparation of pre-proposals.

- b. Cost the proposal and prepare the basis of a case to the System Council for financial support.

Identifying relevant actors and competencies

- c. Identify institutions and, where appropriate, individuals to potentially engage in the Process
- d. Identify disciplines and competencies that may be needed, within and beyond immediate CGIAR partnerships
- e. Identify and develop a 'long list' of potential consultants who may be able to assist in facilitating and/or conducting and/or contributing to the Process

Prepare the proposed Process for Board review and System Council consideration

- f. Prepare for Board review, on 1 November 2016, a high level description of a possible process for input; and
- g. Thereafter, refine the proposed process, including through the engagement of a broad range of stakeholders as well as the System Council, to facilitate System Management Board formal endorsement of the proposed process as soon as possible, and by not later than 31 January 2017 in any event.

D. Composition

6. The Working Group will be comprised of 3 members of the Board as follows:
 - Eugene Terry (Working Group Chair)
 - Catherine Bertini
 - Elwyn Grainger-Jones
7. **Additional resources:** Peter Gardiner (System Management Office)

E. Operations

The Working Group shall operate according to the following guidelines:

8. **Meetings:** The Working Group shall meet virtually as determined by the Chair in consultation with the other Group members.
9. **Disclosing conflicts of interest:** Where a member has a conflict of interest on a specific topic under discussion, they will make the circumstances of the conflict known to the Working Group, to ensure that discussions proceed in an open and transparent manner.

10. **Disclosure of representations by interested stakeholders:** Members of the Working Group shall disclose to all other members of the group any communication, whether written or verbal, that is received by them and can reasonably be interpreted by the recipient as having been intended to seek to influence the Working Group's operations.
11. **Quorum:** A majority of members (2) shall constitute a quorum for the transaction of business, one of whom must be the Chair.
12. **Meeting support:** The System Management Office carries the responsibility for:
 - a. preparation of a draft agenda and meeting materials in advance of discussions;
 - b. timely circulation of meeting summaries; and
 - c. preparation of materials to support Working Group member requests for additional inputs.
13. **Arriving at agreement on matters to be provided as formal inputs into the deliberations of the Board:** The Chair should aim for consensus on inputs that are proposed to be put forward to the Board. If consensus cannot be reached, both the majority and minority positions shall be reported, and the Board shall then aim for a consensus position to the System Council.
14. **Access to expertise, including consultants:** The Working Group in fulfilling its duties under these TOR will draw on expertise the System Management Office, and subject to budget resources permitting, external consultants, individuals and institutions as appropriate taking into account direction, if any, provided by the Board.