

Preliminary consultation draft - Revised Terms of Reference of Independent Science and Partnership Council

Purpose

This paper presents the preliminary draft of a Revised Terms of Reference for the Independent Science and Partnership Council (ISPC) as shared with the System Council on 3 March 2017, seeking their initial inputs.

This draft was prepared by CGIAR's Transition Team in April 2016 after several consultations amongst CGIAR's Centers, Funders, the ISPC and other key stakeholders, including a 'Science Working Group' led by the CGIAR Transition Team.

Action Requested

Pursuant to Article 8.1(h) of the CGIAR System Framework, the Board is invited to provide strategic inputs on the preliminary draft ISPC TOR to feed into the development of a second draft that the Office has been asked to prepare and share with the System Council on 4 April 2017 for further inputs.

Distribution notice:

This document may be distributed without restriction.



Preliminary Draft

Revised Terms of Reference of Independent Science and Partnership Council

Purpose

This document sets out for System Council review and input, the 'Preliminary Draft' Terms of Reference for CGIAR's ISPC, as prepared by CGIAR's Transition Team in April 2016 after several consultations amongst CGIAR's Centers, Funders, the ISPC and other key stakeholders, including a 'Science Working Group' led by the CGIAR Transition Team.

**** Action requested: System Council participants are invited to provide any initial comments on this consultation draft by Friday 24 March 2017.**

A second draft, after taking up any inputs, and any inputs from the System Management Board during its 5th meeting on 28-29 March 2017, will be issued to the System Council on 4 April 2017.

Document category: Working document of the System Council

There is no restriction on the circulation of this document

Prepared by: CGIAR System Management Office, and incorporating Transition Team drafting.

Background

1. The mandate and functions of the Independent Science and Partnership Council (“ISPC”) were considered by the Mid-Term Review (MTR) Panel of the CGIAR reform process (Beddington et al 2014), that recommended that “the responsibilities of the ISPC should be elevated to empower it to be proactive in terms of providing strategic guidance, foresight analysis and assessing and reporting on quality of research results across the system.”
2. A Task Force, constituted in 2015 at the request of the former CGIAR Fund Council, subsequently considered how the strengthening of the ISPC recommended by the MTR might be carried out.
3. A 9 September 2015 Draft of the ISPC Task Force Report was presented at the 14th Fund Council meeting, held in November 2015¹. Whilst noting the importance of taking forward the MTR recommendations, the Fund Council Chair observed that as at the date of the 14th meeting, several views existed regarding the highest priorities to be addressed. Further, and reflecting former Fund Council members’ views as expressed at the meeting, that due to CGIAR’s ongoing transition, the current process should be put on hold until further clarity on the new system is provided, at which time the report’s recommendations should be reconsidered.²
4. Subsequently, and based on several joint meetings of the Funders and the Centers, and more detailed meetings of a ‘Science Working Group’ chaired by the CGIAR Transition Team, the Transition Team presented a ‘Preliminary Draft’ of a new Terms of Reference for the ISPC, as set out at Appendix 1 to this paper, as a working document to a meeting of the Funders and Centers on 2-4 May 2016.
5. By reason that the Funders and Centers agreed to prioritize finalization of the *CGIAR System Framework* (setting out the role of the System Council) and the *Charter of the CGIAR System Organization* (setting out the role of the System Management Board and System Management Office), there was no discussion on the ‘Preliminary Draft ISPC TOR, 8 April 2016’ version at the May 2016 meeting, or subsequently.

Approval process

6. Article 6.1(e) of the CGIAR System Framework provides for the System Council to approve the Terms of Reference of the ISPC taking into consideration input from the System Management Board.

¹ Draft Report: <http://www.cgiar.org/wp-content/uploads/2015/09/Draft-ISPC-Task-Force-Report.pdf>;
Accompanying presentation: <http://www.cgiar.org/wp-content/uploads/2015/09/ISPC-Task-Force-Report-Presentation.pdf>

² FC14 Meeting Summary, Agenda item 6, pages 15 – 18: <http://www.cgiar.org/wp-content/uploads/2015/09/Summary-of-CGIAR-FC14-Final.pdf>

7. As a matter of additional background, the 'Information Memo' shared as a companion document with this paper on 3 March 2017 sets out a potential timeline for the approval of a revised TOR, taking into consideration that the 2017 System Council approved workplan for CGIAR's IEA plans for a 2017 evaluation of ISPC. In this context, it is noted that the ISPC Chair and others have suggested it to be important to have clarity on the forward-looking mandate of ISPC as soon as possible in 2017.

Appendix 1 Preliminary Draft –Terms of reference for the ISPC April 8, 2016

Preliminary Draft of Terms of Reference for Independent Science and Partnership Council
(refer ~~Article 13 of CGIAR System Charter, dated April 8, 2016~~)

System Management Office note: Pursuant to the CGIAR System Framework, adopted between the Funders and Centers on 17 June 2016, the role of the ISPC is described in the ‘Definitions’ on page 3

Transition Team Note: The functions come out of the working groups and the various inputs received on the initial draft of the Framework Document, now CGIAR System Charter

[Items in square brackets are reproduced as prepared by the transition team in April 2016]

A. Mandate

1. The Independent Science and Partnership Council (ISPC) is a standing panel of experts appointed by the System Council to serve as an independent advisor on science and research matters, including strategies for effective partnerships along the research for development continuum.

B. Functions

2. As requested by the System Council, the ISPC shall undertake the following:
 - a. Provide expertise and feedback throughout development of the CGIAR Strategy and Results Framework:
 - i. lead scientific foresight activities;
 - ii. commission studies on topics relevant to strategy development;
 - iii. lead and advise on prioritization of the portfolio of CGIAR Research programs, based on insights from scientific foresight exercises and impact assessments, among other sources
 - iv. lead and facilitate development of criteria for science quality, relevance and performance for CGIAR Research;
 - v. assess system-wide science infrastructure and skills; and vi. relative to CGIAR Strategy and Results Framework priorities;
 - b. Provide assurance to the System Council for science quality and relevance through:
 - i. independent review of science proposals for CGIAR Research for strategic relevance, rigor and credibility, capturing synergies across CGIAR Research, coherence to the Strategy and Results Framework and recommend actions and priorities for funding to the System Council;
 - ii. making recommendations to the System Council concerning science quality in the CGIAR System, including periodic analysis of the System portfolio with respect to duplication, omission, and areas of comparative advantage;
 - iii. convening and brokering science discussions with outside experts and science groups within the CGIAR System;

- iv. recommendations to the System Council on impact assessment strategy, enhanced impact assessment capacity within the system, and leading system level impact assessments; and
 - v. as appropriate, providing commentary to System Council on annual research program performance;
- c. Provide overview of strategies for effective partnerships along the research for development continuum;
 - d. Carry out synthesis and capture lessons learned from ex post impact assessment to feed into the relevant CGIAR System mechanisms for program evaluation and priority setting; and work to support ex ante impact assessment across the CGIAR System;
 - e. Provide advice to the System Organization and Centers on internationally accepted research standards; and
 - f. Such other functions as may be directed by the System Council.

C. Membership, selection and governance

- 3. Membership of the ISPC will consist of [a maximum of] [x] standing members, including the exofficio Chair of ISPC's Standing Panel on Impact Assessment as further described in paragraph [x] below.
- 4. Appointment of the ISPC's standing members is the responsibility of the System Council upon the recommendation of [a search and nomination committee to be appointed by the System Council] [Strategic Investment, Monitoring and Evaluation Committee] ~~{Governance and Ethics Committee}~~. Subject to resource availability, the ISPC Chair may appoint additional ad-hoc ISPC members or ad-hoc expert reviewers at his/her discretion to increase specific expertise for a review period.
- 5. ISPC standing members will be appointed initially for two (2) years, with a possibility of renewal up to two (2) years without further extension.
- 6. The System Council according to a merit-based, open and competitive selection process will appoint the ISPC Chair. The ISPC Chair will be appointed for an initial period of three (3) years, with the possibility of renewal up to three (3) years. The Chair reports to the System Council, and interacts closely with the Strategic Impact, Monitoring and Evaluation Committee.
- 7. Collectively, ISPC members shall:
 - a. represent an appropriate balance of scientific and programmatic expertise; and
 - b. have geographic diverse experiences and include persons who work or have worked with a broad range of organizations across multiple countries;
 - c. all other matters being equal, reflect geographic, ethnic and gender diversity.
- 8. The ISPC may agree internal rules of procedure for itself that are consistent with these terms of reference. The ~~System Administrative Office~~ System Management Office shall publicly disclose information on the membership of, and rules of procedure for ISPC, as may be amended from time to time.

D. Ethics and conflicts of interest

9. All ISPC members shall comply with the ISPC Conflict of Interest Policy (which is consistent with the approved CGIAR policy on ethics and conflicts of interest) and abide by the ISPC procedures for managing conflicts of interest.

E. Engagement of other parties and ISPC support

10. The ISPC Chair represents the ISPC and SPIA in dealing with others, unless the ISPC Chair has specifically tasked another ISPC member to serve as a focal point on a particular matter.
11. The ISPC Chair will participate in meetings of the Strategic Impact, Monitoring and Evaluation Committee meetings in accordance with the committee's charter.
12. The ISPC Chair will coordinate with the Strategic Impact, Monitoring and Evaluation Committee Chair on the matters, methods and periodicity of reporting to the System Council.
13. The primary focal point for the ISPC Chair in the ~~System Administrative Office~~ System Management Office is the Executive Director or such other staff member that he/she nominates.

F. Budget and operational support

14. A secretariat comprising a small team of professional and administrative staff shall facilitate the effective functioning of the ISPC. Such assistance shall be provided in a manner that supports the ISPC's independence from System Council decision making, and the confidentiality of internal ISPC deliberations.
15. The hosting arrangements for the ISPC, including arrangements for staffing of the secretariat, shall be reflected in an agreement with the hosting organization, the Food and Agriculture Organization of the United Nations, to be approved by the System Council.
16. Annually, the System Council shall approve a budget and work plan with objectives and deliverables for the ISPC as part of a consolidated budget and work plan for the CGIAR System and its advisory bodies to be developed by the ~~System Administrative Office~~ System Management Office in collaboration with ISPC and other advisory bodies.
17. ISPC members will receive an honorarium for actual services provided, in addition to travel expenses. The amount of honorarium and any exceptional remuneration will be determined in accordance with policies approved by the System Council. Such amounts will be included in ISPC's annual budget.

G. Self-assessment of performance

18. The ISPC shall undertake and submit an annual assessment of its own performance to the Strategic Impact, Monitoring and Evaluation Committee, which shall review the self-assessment, and evaluate the ISPC's effectiveness in fulfilling its functions under this terms of reference, and respond accordingly.
19. The System Council will assess annually the ISPC Chair's individual performance.