

Draft 2
Revised Terms of Reference of the
Independent Science and Partnership Council (ISPC)

Purpose

This document sets out for System Council review, Revision 1¹ of the 'Draft 2' Terms of Reference for CGIAR's ISPC, based upon a preliminary draft prepared by CGIAR's Transition Team in April 2016 after several consultations amongst CGIAR's Centers, Funders, the ISPC and other key stakeholders and after additional input from System Council members and active observers received by 31 March 2017. To aid in review, a companion document, titled "Accountability Matrix" (document: SC4-07B) sets out inputs received and how these inputs have been addressed in the Draft 2.

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 and inputs from the System received by 31 March 2017.

¹ This version of the Revised ISPC TOR- Revision 1 has been re-issued with a modest change in paragraph 17 to illustrate current different modes of funding of ISPC members. The change has been underlined for ease of reference.

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. 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.
3. Further input has been received from System Council members and discussed during the System Management Board meeting over 28-29 March 2017. The Preliminary Draft has been revised based on input received by 31 March 2017. The revised draft Terms of Reference (“Draft 2”) is set out in Appendix 1 to this paper. An “Accountability Matrix” records all the inputs received on specific parts of the Preliminary Draft TOR and the actions made by the System Management Office in developing the Draft 2.
4. As set out in the Accountability Matrix, during the recent consultations, two approaches have been suggested for the language around paragraph 2.c of the TOR as presented in Appendix 1. Both approaches are presented for System Council consideration.

Approval process

5. 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.
6. For System Council consideration is when the appropriate time is to consider moving to approval of the TOR, taking into account the discussions at the forthcoming System Council meeting.

Appendix 1
Revised Terms of Reference of
Independent Science and Partnership Council

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 and implementation 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, particularly for elements funded under Windows 1 and 2, based on insights from scientific foresight exercises, impact assessments, and expert judgements; and
 - iv. provide advice on the development of criteria for the CGIAR's shared research agenda, taking into account likelihood of success, rigor and relevance of science, and comparative advantage of CGIAR.
 - b. Provide independent advice and assurance to the System Council on science quality and relevance through:
 - i. independent review of CGIAR Research proposals for strategic relevance, rigor, credibility and the capture of synergies across CGIAR and appropriate outside science partners, coherence with 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 CGIAR and implementation of rigorously prioritized research programs funded through the shared science agenda;
 - iii. convening and brokering science discussions with outside experts and science groups within the CGIAR System; and
 - v. as appropriate, providing commentary to the System Council on the annual analysis of the CGIAR Portfolio prepared by the System Management Office in consultation with the Centers.

- c. **Alternative 1:** Provide overview of strategies for effective partnerships along the research for development continuum

Alternative 2: Provide overview and assessment of existing partnerships and provide recommendations for strategic partnerships along the research for development continuum building on experiences of CGIAR centers and CRPs through:

- i. independent review of partnerships for CGIAR Research for strategic relevance, assessing the comparative advantage of partners;
 - ii. identifying potential synergies across CGIAR Research and make recommendations for cross-center collaboration;
 - iii. analysis of partnerships by their cost-effectiveness, profitability and sources of funding;
 - iv. guidance on the selection of strategic partners as part of the innovation system, their ability regarding product development and ability of scaling up of research results in order to achieve development outcomes as formulated in the SRF;
 - v. convening and brokering partnership discussions with outside experts and potential partner organizations linked to the CGIAR System.
- d. Impact Assessment:
- i. provide recommendations to the System Council on impact assessment strategy, enhanced impact assessment capacity within the System, and leading System-level impact assessments;
 - ii. 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
 - iii. 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 within the context of approved multi-year and annual work plans.

C. Membership, selection and governance

3. Membership of the ISPC will consist of up to 8 standing members as further described below, with the Chair of ISPC's Standing Panel on Impact Assessment ('SPIA') serving as an additional ex-officio member.
4. Appointment of the ISPC's standing members is the responsibility of the System Council upon the recommendation of the Council's Strategic Impact, Monitoring and

Evaluation Committee (“SIMEC”). Within the budget parameters, 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 will appoint the ISPC Chair according to a merit-based, open and competitive selection process. 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 Council’s SIMEC.
7. Collectively, ISPC members shall:
 - a. represent an appropriate balance of scientific, programmatic and development expertise;
 - b. have geographically diverse experiences and include persons who work or have worked with a broad range of organizations across multiple countries; and
 - 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 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, including 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 Council’s SIMEC in accordance with the committee’s charter.
12. The ISPC Chair will coordinate with the Council’s SIMEC 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 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 Management Office in collaboration with ISPC and other advisory bodies.
17. ISPC members will receive an honorarium or other form of remuneration² for actual services provided, in addition to travel expenses. The amount of honorarium or other form of remuneration, 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 Council's SIMEC, which shall review the self-assessment, and evaluate the ISPC's effectiveness in fulfilling its functions under this terms of reference, and respond accordingly. The ISPC should, as part of this process, solicit input from the System Council members.
19. The System Council will assess annually the ISPC Chair's individual performance.

² The underlined wording was not present in the original drafting but has been added in this version of the document (SC4-07-Revision 1) to reflect the status quo and possible future needs for various modalities of funding to ISPC members. This version was re-issued on 2 May 2017.