

Terms of Reference for the Nominations Panel for appointment process of ISDC Chair and Members

Background

1. The Terms of Reference for the Independent Science for Development Council ('ISDC') were approved by the CGIAR System Council on 4 October 2018.
2. The TOR set out the membership of ISDC as follows:
 - 4.1 *ISDC will consist of up to eight (8) standing members, which number can be reviewed by the System Council based on need and required expertise coverage, one of whom serves as ISDC Chair. The role specification and key competencies desired for ISDC members, as well as those specific to the ISDC Chair will be approved and reviewed periodically by the System Council to ensure that they represent the optimal guidance on capacities required.*
 - 4.2 *ISDC members, including the Chair, will serve an initial three years, with the possibility of renewal up to three additional years without further extension. To the extent possible, membership terms will be staggered to ensure a gradual refreshing of members.*
3. Pursuant to the section on appointment process in the ISDC TOR, ISDC members, including the ISDC Chair, are appointed by the System Council based upon a merit-based, open and competitive selection process that includes the following elements:
 - a. A broad call for applications and nominations, including a visible public element as part of that call;
 - b. Review and consideration of applications and nominations by a nominations panel.
 - c. The search and nominations process will be undertaken according to the administrative policies of the CGIAR System Organization and be managed by the System Management Office under the overall oversight of the nominations panel. For the avoidance of doubt, the CGIAR System Organization has no decision-making role in regard to the selection of ISDC members.

Purpose and mandate

4. The purpose of the ISDC Nominations Panel ('nominations panel') is primarily to review and consider the applications and nominations submitted as part of the broad call for applications and nominations for identifying candidates for:
 - a. A Chair of the ISDC
 - b. Five ISDC Member vacancies arising in 2019
 - c. A long list of suitable candidates to be used for future appointment processes
5. These terms of reference outlining the purpose, mandate, membership and operation of the nominations panel, are approved by the System Council through electronic means¹.
6. In carrying out its function the nominations panel will:
 - a. Work in accordance to the applicable administrative policies of the CGIAR Advisory Services Shared Secretariat ('Shared Secretariat');
 - b. Oversee the Shared Secretariat's support to the appointment process.

Membership

7. The nominations panel will be comprised of **not less than 4 persons and not more than 6 persons** with:
 - a. **At least two System Council members** appointed by the System Council Chair, one of whom shall be the SIMEC Chair or her/his delegate;
 - b. **Up to two science leaders appointed by the System Council Chair**, one involved in the delivery of research outputs in a development context and/or one associated with major science bodies working across a range of disciplines; and
 - c. **Up to two persons fully external to CGIAR**, with a preference for at least one of those persons to be a highly experienced individual involved in innovation from a sector beyond agriculture.
8. The membership of the nominations panel will be as diverse as is possible, and demonstrate CGIAR's strong commitment to ensuring gender equality and diversity in all facets of its work.
9. The membership of the nominations panel will be approved by the System Council through electronic means.
10. The nominations panel will be chaired by the SIMEC Chair.

¹ ISDC Nominations Panel terms of reference were approved by the System Council on (decision reference to be added)

11. While the nominations panel will be permitted to seek the views of the Chair of the ISDC during the screening process for new ISDC members, the ISDC Chair will not personally serve on the nominations panel.

Operation

12. The nominations panel shall develop and undertake its work according to the agreed steps and timeline for the ISDC appointment. The work plan should envisage a not later than 12 August 2019 provision of recommended candidates for the ISDC Chair and five Members to the System Council for decision. To the extent possible, the nominations panel may seek to expedite its work and bring forward its recommendations for decision at an earlier time, provided this does not adversely compromise the integrity of the Nomination Panel's work, or the presentation of an appropriately diverse pool of candidates.
13. Specifically, the Nominations Panel shall:
 - a. Review key resource materials including:
 - i. System Council approved terms of reference for the ISDC and the Shared Secretariat
 - ii. System Council approved terms of reference for the Chair of ISDC
 - iii. System Council approved Competency Framework for ISDC Members
 - iv. Advertisement for appointment of ISDC Chair and Members
 - b. Receive applications and nominations for ISDC Chair and ISDC members submitted by 3 June 2019;
 - c. Review candidates against agreed criteria² and seek views of the current Chair of the ISDC during the screening process to develop a shortlist of recommended candidates by mid-June 2019;
 - d. Carry out interviews (virtual) and consider reference checks on the short list of candidates by early July 2019;
 - e. In developing a recommendation of candidates for the five Member positions, propose start dates to match current member term-end dates and to help ensure positive staggering of members terms moving forward;
 - f. Present recommended candidates to System Council for electronic no-objection decision (2 weeks) by no later than 12 August 2019 including a brief assessment of the extent to which each candidate fulfills the selection criteria and the candidates' relative ability to perform the duties of the Chair or Member; and

² The criteria is based on System Council approved Terms of Reference for the ISDC Chair and Competency framework for ISDC Members.

- g. Provide documentation of the nomination panel's work and any lessons learnt that will be valuable in supporting future appointment processes.
14. The nominations panel shall conduct itself at all times in manner that respects the privacy and personal reputation of potential candidates, and work within an appropriate framework of confidentiality.
 15. The nominations panel shall seek to make its decisions by consensus. Recognizing that the role of the nominations panel is to propose the best possible candidates for the ISDC Chair and Member positions, where consensus cannot be obtained, the majority view of the nominations panel will prevail.
 16. While it is difficult to make an exact calculation of the time involved, it is estimated that the work of the nominations panel will entail no more than approximately fulltime equivalent days, with actual time contributions set out according to a timetable developed by the Nominations Panel Chair on consultation with the other panel members. For those members serving as 'fully external to CGIAR', an honorarium of up to US\$5,000 will be made available to persons not otherwise fully remunerated through another organization, or where the use of the person's time requires compensation to their affiliated organization.