

Document: EB 2016/118/R.37
Agenda: 18(e)
Date: 18 August 2016
Distribution: Restricted
Original: English

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Follow-up matrix on the second retreat of the IFAD Executive Board

Note to Executive Board representatives

Focal points:

Technical questions:

Cheryl Morden
Secretary of IFAD, a.i.
Office of the Secretary
Tel.: +39 06 5459 2254
e-mail: c.morden@ifad.org

Dispatch of documentation:

William Skinner
Chief
Governing Bodies Office
Tel.: +39 06 5459 2974
e-mail: gb_office@ifad.org

Executive Board — 118th Session
Rome, 21-22 September 2016

For: Review

Follow-up matrix on the second retreat of the IFAD Executive Board

I. Introduction

1. This document contains key follow-up actions extracted from the synthesis report of the second retreat of the Executive Board held on 14 and 15 April 2016, and incorporates input from discussions with Convenors and Friends (C&F) at an informal meeting.
2. The document is presented for review by Board representatives and for incorporation of any comments they may wish to make. The Board's approval of this follow-up matrix will be sought at its December session, along with a request for formal approval for the Executive Board retreat to be held annually.

II. Follow-up matrix

3. This matrix is a living document, to be updated as the need arises. The actions listed in the matrix will contribute to strengthening collaboration between the Executive Board and Senior Management, and will lead to an improved environment in which the Board and Management work together in a constructive partnership.

Issue	Actions	Progress made
Increase involvement of Convenors, including in agenda-setting	Joint preparation of the C&F meetings on a regular basis	Ongoing
	More frequent interactive and informal meetings with the Office of the Secretary	Ongoing
	C&F meetings held in more informal settings (other than the President's office)	Ongoing (meetings held now in conference rooms at headquarters)
	C&F documentation to be more easily accessible	Ongoing (also sent via e-mail prior to the meeting)
	Convenors have the option to invite as friends the chairs of subsidiary bodies and working groups of the Board	
Create a less formal atmosphere that is more conducive to open discussions	Convenors to guide the preparations for the next retreat and be more involved in the set-up	Selected initial inputs taken on board for organizing the second retreat
Strengthen focus on issues of strategic importance at Governing Council	Convenors and Board to be more involved in the agenda-setting of the Governing Council	To start with the Governing Council in 2018
Increase involvement of Convenors and Bureau in preparations for Governing Council sessions	Additional meetings closer to the Governing Council session, including with Governing Council Bureau representatives	Additional meetings with the Office of the Secretary will be organized in view of the fortieth session of the Governing Council

Issue	Actions	Progress made
Improve Board sessions	15-minute breaks during the Board sessions, to be used strategically	To start in future
	List statements conveying consolidated messages to Management on strategic issues	Ongoing
	List C could consider having three Convenors, one for each sub-List, for better coordination	List C already has three Convenors, with one of them also serving as the Convenor of the whole List
	More proactive use of available tools by the Convenors such as the Overview of Board sessions	Ongoing
Encourage attendance of informal seminars	Hold discussions with Convenors before informal seminars	
Increase opportunities for informal interactions and consultations among Board representatives and with Management	Increase number of informal consultation sessions (not seminars) in order to take into account the Board's views	
	"Ask the Manager" sessions to address issues not covered through informal consultations and informal seminars	Learning event on impact assessment planned for July
Induction for Member States	Develop an orientation manual	In progress
Ensure balance between the Independent Office of Evaluation of IFAD (IOE), the Board and Management	Increase interaction with IOE	IOE invited to a session of the second retreat

4. As indicated in the matrix above, progress has been made on some issues. Convenors are holding informal meetings with the Secretary of IFAD on a regular basis, and are more involved in agenda-setting. Convenors have made suggestions to improve the planning tool and make it more user-friendly, and their suggestions have been adopted.