

Terms of Reference and Procedures for the Global Rice Science Partnership (GRiSP) Oversight Committee

February 2014; adjusted after OC meeting in Yaounde, October 2013. Changed text in italics.

The Oversight Committee (OC) acts as the key advisory body to GRiSP and reports to the boards of the International Rice Research Institute (IRRI), Africa Rice Center (AfricaRice), and Centro Internacional de Agricultura Tropical (CIAT). It has three major roles:

- *Provide strategic guidance on the major directions of rice research in GRiSP, acting primarily as the highest level scientific advisory board.*
- *Monitor progress towards the major objectives of GRiSP, and report on progress to the Board of the GRiSP lead center IRRI.*
- *Be an advisory body to PPMT and its respective governance bodies: the boards of IRRI, Africa Rice, and CIAT; and to JIRCAS, IRD, CIRAD on the progress being made in GRiSP and synergies arising from enhanced collaboration.*

Membership: composition and election process

Scientific oversight of GRiSP will be undertaken by an Oversight Committee representing the principal CGIAR centers in GRiSP and key stakeholder groups.

The composition of the OC is two board members from IRRI (including the current Board Program Committee chair), two board members from AfricaRice (including the current Board Program Committee chair), one board member from CIAT (the current Board Program Committee chair or member), at least four independent world-class thinkers from different regions that represent key stakeholders and have an excellent understanding of science and development issues, and the directors general of IRRI and AfricaRice as ex officio members.

The external OC members will be selected from eminent scientists or policymakers nominated by, and representing the perspectives of, each region. To the extent possible, the OC will represent major scientific disciplines, regions, and partner sectors in GRiSP. Members of the OC are also expected to have good knowledge of gender issues in agricultural research and development. One of the external experts will be elected by the OC to serve as the chair of the OC.

The representatives of the boards of IRRI, AfricaRice, and CIAT will be selected by the boards of these centers.

The external members of the OC will be initially nominated and selected by board members of IRRI, AfricaRice, and CIAT. Subsequently, the OC will form a nomination committee to screen and recommend new members, with approval by a simple majority vote of the whole OC. External members of the OC will be appointed for 3 years, but terms of 2–4 years may be used initially to ensure a staggered turnover of members or continuity of the chair's position. The OC may renew the appointment of an external OC member once, at the end of his or her term.

Main functions of the OC

The OC recommended that the GRiSP Program Director (PD) use the OC in a manner that can best help him/her and his/her team as an advisory board. It is expected that the OC will receive and read relevant documents as they are developed for the CGIAR reporting system thus allowing the OC meeting to focus on key issues required to meet its function. The key functions of the OC committee will be to:

- (i) Monitor and review progress in science and its development relevance in relation to the GRiSP Themes and Products at a global level, with particular emphasis on multi-institutional and cross-regional activities and the synergies arising from a global program. This function will be facilitated through a strategic report by the PD that is a summary of progress (what is working, what is delayed, what has changed, and what will not be completed). The OC may choose to appoint some of its members to oversee specific Themes in GRiSP or specific categories of cross-cutting work. Center boards and other institutional or regional advisory bodies or steering committees will continue their role in overseeing science at the institutional, regional, or research area level.*
- (ii) Report on progress of GRiSP to the Board of the GRiSP lead center IRRI.*
- (iii) Provide oversight and advice on the cross-cutting global activities in GRiSP.*
- (iv) Provide updates on collaboration with other CRPs and appropriate system level interactions that support the GRiSP Mission.*
- (v) Provide advice on the management and organization of GRiSP, including recommending new strategic research partners to the GRiSP Program Planning and Management Team (PPMT). The OC may also recommend enlarging the PPMT to include representatives from other strategic partners with an international mandate for rice research.*
- (vi) Provide advice on center policies that impact directly on implementation and scientific progress of GRiSP. Although each center will have relevant policies for key areas of science, there may be situations in which individual center policies differ. If this could have an impact on the outcomes of GRiSP, the OC will be the appropriate forum for discussion.*
- (vii) Propose external reviews on specific areas of research in GRiSP or whole GRiSP components (Themes, Products, others). Reviews can be proposed by the OC, the GRiSP Program Director (PD), and/or PPMT, but the OC should be the body to decide which reviews are implemented. External reviews of GRiSP as a whole Consortium Research Program (CRP) will be commissioned by the CGIAR Independent Evaluation Arrangement (IEA of the Fund Council). Monitor implementation of recommendations from OC-commissioned external reviews. Evaluate external reviews of GRiSP as a whole (commissioned by the IEA) and the implementation of the review recommendations.*

- (viii) *Be well informed about GRiSP global and regional activities in order to represent GRiSP at global, regional, or national events (as needed).*

The main functions of the OC chair will be to chair OC meetings, work with the PD to develop the OC meeting agenda including those topics which need to be discussed for action and advice, write a report summarizing the conclusions and recommendations of the OC, and together with the PD, keep OC members well informed of developments in GRiSP between meetings.

Procedures

Work and business plan

GRiSP will be implemented through a 5-year work and business plan addressing six research and development themes. Every 5 years, a full work and business plan review will be conducted in conjunction with the recurring strategic assessment of research priorities for international rice research. The OC will review and recommend to center boards for approval the new 5-year work and business plan.

OC meetings

The OC will meet annually in person, in conjunction with the annual GRiSP Global Forum, which will normally be held in September or October. OC members are requested to attend the Global Forum in preparation for the OC meeting. They are also encouraged to attend the relevant regional forum preceding the Global Forum in order to obtain a more in-depth understanding of the activities in a particular region. In between annual meetings, the OC may conduct electronic meetings and/or referenda to discuss issues that may require immediate decisions or actions. Such decisions will be confirmed at the immediately succeeding annual meeting.

Reporting

The PD will prepare and submit to the annual OC meeting a draft technical progress report, which will form the basis for the OC discussion. The OC will also receive a briefing on the state of the annual budget at the annual OC meeting in order to be sufficiently informed and to provide budgetary advice as needed. During its annual meeting, the OC will review the progress made and the draft technical report, make suggestions for further improvements, and endorse the technical report for submission to the Consortium. The technical report will include (i) progress against milestones and towards achieving the GRiSP vision of success, (ii) progress towards achieving the CGIAR reform goals, (iii) lessons learned, and (iv) major changes in work plans and log frames. In addition to the annual meeting, the PD will prepare and submit to the OC a brief semi-annual progress report, followed by a mid-year Web/phone conference call of the OC. The OC will have a dedicated, secure space on the www.grisp.net Web site, as a file depository and for other forms of need-based communication.

The GRiSP program director will act as a secretary to the OC, working with the OC chair to prepare and organize all OC meetings, summarize the outcomes of each meeting, and communicate them to the OC, the centers, the PPMT, and other leaders in GRiSP. Other

members of the PPMT may attend meetings of the OC as resource persons. The IRRI DG will monitor and evaluate the performance of the PD and report on that to the OC.

The center board members on the OC will report to their respective center boards on scientific progress in GRiSP, including annual forum highlights, OC discussions and outcomes, as well as the minutes of the annual meeting.

Conflict resolution

In case the PPMT is not able to come to agreement on the allocation of Fund resources (from windows 1 and 2) for GRiSP activities, the disagreement will be resolved by the IRRI board based upon a recommendation by the OC. The GRiSP PD will report on such cases to the OC (via its chair), seeking a resolution.

In cases of significant deviations from commitments by GRiSP participants, the PPMT, through the PD, will propose action to the OC for recommended adoption by the IRRI Board of Trustees, as appropriate. Such recommendations will be included in the PD report to the OC.