



CGIAR Excellence in Breeding Platform (EiB)

Platform Steering Committee (PSC)

Terms of Reference (Revised December 8, 2018)

1. Membership

- The PSC will consist of member CG Center research directors (10), private sector (1), NARS (1), and Platform Leader (*ex-officio*). Since CIMMYT is the lead center of EiB, the CIMMYT PSC member will represent CIMMYT as both a member CG center and as the Lead Center of EiB.
 - 1.1. Thirteen regular and one *ex-officio* members representing:
 - (1-11) CG Center research directors from AfricaRice, CIAT, CIMMYT, CIP, ICARDA, ICRAF, ICRISAT, IITA, ILRI, IRRI, and WorldFish
 - (12) NARS;
 - (13) Private sector; and
 - (14) the Platform Leader (*ex-officio*).
 - 1.2. Members from the NARs, and the Private Sector may be reelected to a second three-year period; the full term cannot exceed six years. For the CGIAR Center research directors and the two *ex-officio* members their appointment will be until the Platform finalizes operations.
 - 1.3. The PSC should appoint its own Chairperson and a deputy to represent the Chairperson in his/her absence. In the absence of the Committee Chairperson and/or an appointed deputy, the remaining members present shall elect one of their members to chair the meeting. The Chairperson and deputy is elected every three years from by a majority vote of the voting members. Given the importance of continuity, a Chairperson and deputy once elected may be expected to be re-elected for a second three-year term only, but such re-election is subject to annual assessment of performance by the entire Committee.
 - 1.4. Members need to bring expertise relevant to the Platform (breeding program management, breeding, genomics, phenotyping and/or bioinformatics). They need to be familiar with outside opportunities (emerging innovations, tools and services) and the requirements of users, i.e., breeding programs targeting the developing world.

2. Secretary

2.1. The CGIAR EiB Platform's Secretary will be the Platform Administrator.

3. Quorum

3.1. The quorum necessary for the transaction of business shall be 9 of its members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions vested in or exercisable by the Committee.

3.2. Each member of the Committee, including *ex-officio* members, shall have one vote. Decisions of the Committee shall be made by consensus or otherwise by a majority vote. All decisions of the Committee shall be reported to the CIMMYT Board of Trustees.

4. Frequency of Meetings

4.1. The PSC will meet three times per year virtually, and more often if the agenda requires.

4.2. PSC members ought to attend EiB's annual contributors' meeting. If a member is unable to attend they are required to send a representative.

4.3. The PSC will physically meet annually immediately after the annual contributors' meeting.

5. Expected Participation

5.1. Each member is expected to commit to 5 days per year to the PSC (including the annual contributors' meeting).

6. Notice of Meetings

6.1. Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Committee chairperson and/or Lead Center.

6.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, no later than fifteen (15) working days before the date of the meeting. Supporting papers shall be sent to Committee members, at the same time.

7. Meeting Minutes

7.1. The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

7.2. Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

8. Duties

8.1. The PSC shall provide strategic oversight of the Platform, priority setting and the evaluation of results of the Platform.

8.2. The PSC provides guidance on the Platform's strategic direction and effective and efficient way of working together with CGIAR and NARs programs to standardize, modernize and improve their breeding programs.

8.3. Each CG research director on the committee is responsible for updating and seeking input from the CRP directors from their institute.

8.4. The PSC shall review and make recommendations on CGIAR EiB Platform's annual work plans, budgets & progress reports, which are prepared, agreed upon and submitted by the Platform Leader; the Platform Leader and CIMMYT carry the primary operational responsibility towards the CGIAR System Office and System Council.

8.5. The Platform Leader reports to the Lead Center's Director General who may delegate this task to the Deputy Director General for Research & Partnerships. The Platform Leader's performance will therefore be managed by Lead Center who may seek feedback from the PSC.

9. Others

9.1. The PSC relies on the active participation of all of its members and will hence execute annual self-evaluations that may result in the replacement of a member with suboptimal participation. Each Research Director from the member CGIAR Centers is expected to name a representative from his/her institution in the event he/she cannot participate in a meeting.

Updated December 4, 2017