

ASIA-PACIFIC ASSOCIATION OF AGRICULTURAL RESEARCH INSTITUTIONS
(APAARI)



EXECUTIVE COMMITTEE MEETING (2/2017)

Rama Gardens Hotel, Bangkok, Thailand

12 November 2017

Annotated Agenda

Agenda Item 1: Welcome and Introduction

Dr Ravi Khetarpal, Executive Secretary, will welcome the Executive Committee members, special invitees, and APAARI Secretariat staff to the second meeting during 2017 under the Chairmanship of Dr Yusuf Zafar, Chairman, APAARI and Chairman, PARC, Islamabad, Pakistan.

The EC members, participants and staff will be formally introduced to the framed agenda and the relevant documents/papers available for the business of the meeting. This meeting will have a special significance as it will deal with very important agenda items such as APAARI progress report, revised version of biennial work plan 2017-18, income and expenditure plan 2017-18, and proposed financial management reforms, recruitments and other administrative matters and on certain areas of 'Way Forward' towards the growth of APAARI.

Agenda Item 2: Opening Remarks by Chairman

Dr Yusuf Zafar, Chairman, will welcome all the EC members and participants. His opening remarks will focus on the strengthening APAARI in the light of new recruitments for effectively and efficiently implementation of APAARI Strategic Plan to accomplish APAARI vision so as to contribute towards the realization of key Sustainable Development Goals (SDGs) in the Asia-Pacific region.

He will officially launch the ASTI project soon after giving his Opening Remarks.

Agenda Item 3: Approval of Agenda by the Executive Committee

The already framed agenda as introduced by the Chairman, will be pursued and re-examined by the members and will be approved with appropriate modifications/suggestions and inclusion of any additional agenda items, if any. The Chairman will request the members to consider and approve the agenda.

Agenda Item 4: Approval of Minutes of the Previous EC Meeting (1/2017)

The Executive Secretary will present the salient features and key decisions from the proceedings of the previous meeting (1/2017), held in Bangkok, on 14 July 2017. The Chairman will then suggest the EC members to peruse and provide their formal approval of the Minutes of the previous meeting.

Agenda Item 5: Action Taken Report of the Recommendations of EC Meeting (1/2017)

The Executive Secretary will present briefly the action taken report or the actions being taken on various suggestions and recommendations as reflected in the proceedings of different agenda items of the previous EC meeting of 14 July 2017.

The EC members will be requested to provide their observations and suggestions on various actions being taken by the APAARI Secretariat.

The Executive Secretary will provide the results of the request made to all the APAARI members on the advice of EC members on increasing the tenure of the present Executive Secretary from two to three years. The EC will approve taking this to next General Assembly Meeting for appropriate amendments in Constitution of APAARI.

Agenda Item 6: APAARI Progress Report July 2017 - October 2017 (For Information and Endorsement)

The Executive Secretary will present the progress report and apprise the members about the progress made by APAARI during the period July-October 2017.

The progress report will cover the topics as major events/preparations undertaken by APAARI, APCoAB, progress in the FAO projects on knowledge management and information sharing, membership drive, project planning and organizing, collaboration, participation in meetings organized by other organizations, new recruitments, etc.

The EC members will be requested to provide comments and suggestions and to endorse the progress report.

Agenda Item 7: Membership and Fee Payment Status (as on 31 October 2017) (For Information and Endorsement)

APAARI Secretariat, its partners and stakeholders continued a drive for mobilizing membership to broaden the membership base of APAARI. This paid off in terms of increased membership from 55 in 2014 to 71 as at present.

The membership and fee payment status as on 31 October 2017 will be presented and the Executive Committee will be requested to provide suggestions to help the Secretariat in further mobilization of the membership and to endorse the progress made so far.

Agenda Item 8: Work Plan for the Biennium 2017-2018 (For Perusal/Approval)

The APAARI Secretariat had developed a detailed Work Plan for the biennium 2017-2018, in line with APAARI's Strategic Plan 2017-2022 and presented in EC meeting of 14 July 2017. The Revised plan (as agreed and suggested in the previous EC meeting) will be presented following the structure of APAARI's key programmes – Knowledge Management, Partnership and

Networking, Capacity Development, Advocacy, Women and Youth, and APAARI Governance and Development. The Executive Secretary will first provide key elements of work plan with a focus on status and revamping of APCoAB and replacing APAARIS with Knowledge Management program of APAARI, The different key staff members then will present the work plan pertaining to their area of work.

The Executive Committee will be requested to examine, provide suggestions and approve the Revised Work Plan for implementation during 2017-2018.

Agenda Item 9: Income and Expenditure Plan for the Biennium 2017-2018(For Information/ Approval)

The income and expenditure figures as compiled under various major heads and periods have been summarized and will be presented by the Executive Secretary to have an insight into and estimates of the status and position of financial resources and how these could be managed effectively for productive purposes. A shift to a new financial management system will also be presented for effectively managing and accounting for income and expenditures from 2018 onwards and for meeting the international standards and also requirement of the donors.

The Executive Committee will be requested to consider and approve the income expenditure plan for 2017-18.

Agenda Item 10: APAARI/Secretariat – Way Forward

The reforms being brought in for Financial Management and certain Administrative matters will be discussed. The new financial system, to be made effective from January, 2018, will be presented. The recruitment status and the need for a Finance, Administrative and Membership Co-ordinator and also for a Technical Officer for APCoAB will be highlighted. Also, the need for additional space with increasing staff strength, small enhancement in salaries of selected staff, their tenure and need for sick leave for staff will be discussed. Beside, some updates and new initiatives, and updates on important areas of partnerships, programs and fund mobilization will be shared.

The Executive Committee will be requested to consider and approve the financial and administrative reforms.

Agenda Item 11: Presentations by EC members on updates and in new areas of interest for APAARI

The relevant information comprising new themes and updates will be presented by the respective EC members/representatives with a focus on guiding the EC for strengthening APAARI's technical program and in scoping for new programmes and fund mobilization. This will also include presentations on role of private sector and of DoA, Thailand for potential partnerships.

Agenda Item 12: Concluding Remarks by Chair

Based on deliberations and discussions during the meeting and by considering the 'Way Forward' to APAARI's strategic operations, plans, opportunities and challenges as presented by the new management, the APAARI Chair will present his concluding remarks to the Executive Committee members, APAARI members and participants of the meeting.

Agenda Item 13: Vote of Thanks by Executive Secretary

Executive Secretary will extend vote of thanks to all the EC members and special invitees for their participation and valuable inputs and those who helped directly/indirectly in organizing the meeting, with a note of looking forward for further strengthening APAARI and its Secretariat.