

DECISIONS OF THE GS STAFF MEETING

Paris, 26-27 September 2019

Sg
DIR (all)
ADM (all)

ITEM 1

Identification and implementation of Corporate Actions:

- **1.1. Sustainable food systems**

During the meeting were presented the organizational structure of the CIHEAM working group and the objectives to be achieved in the coming months.

Presentation of the main conclusions of the meeting between FAO, CIHEAM and UfM, which took place last September 2 in Rome, in particular the idea to develop a multi-stakeholder sustainable food systems platform in the Mediterranean region for improving the sustainability of Mediterranean food systems and to accelerate the shift towards the 2030 Agenda in the region.

Directors are asked to confirm/name the focal point of the Sustainable Food Systems group:

- Roberto CAPONE (Bari)
- Eleni STAMATAKI (Chania)
- Myriam KESSARI (Montpellier)
- *Name to be confirmed (Zaragoza)*
- Vincenzo FERSINO (General Secretariat)

The CIHEAM internal working group will meet in the coming weeks in order to be able to submit an operational roadmap for the next GB.

Deliveries expected for the 144 GB:

- A discussion paper outlining a Sustainable Food Systems Action Plan

- **1.2. Coastal areas management and Fisheries**

During the meeting were presented the organizational structure of the CIHEAM working group and the objectives to be achieved in the coming months.

Directors are asked to confirm/name the focal point of the Coastal areas management and fisheries group:

- Massimo ZUCCARO (Bari)
- Chariton KALAITZIDIS (Chania)
- Zied AHMED (Montpellier)
- Bernardo BASURCO (Zaragoza)
- Vincenzo FERSINO (General Secretariat)



The CIHEAM internal working group will meet next 2 October in Tricase in order to continue the discussion and to be able to submit an operational roadmap for the next GB.

Deliveries expected for the 144 GB:

- A discussion paper outlining a Coastal areas management Action Plan
- **1.3. Youth and women empowerment in rural areas. Capacity building & job creation**

It was recalled the urgency of setting up this working group as soon as possible in order to be able to submit an operational roadmap for the next GB.

The working group will have to work on two programming proposals, one for women, the other for young people. Each of these programs should be based on (1) training initiatives, (2) job integration/job creation and (3) advocacy / institutional dialogue initiatives.

The actions proposed by the working group should be used for the implantation of the CIHEAM Action Plan for Women's Empowerment in Rural and Agricultural Areas and for the CIHEAM Action Plan for Youth which will be both presented to policy makers (Ministers, European Commissioners, etc.), cooperation partners (FAO, UfM...) and donors (AFD, GIZ, EBRD...) and this within the framework of the CIHEAM ministerial in Tunis (*see appendix 1*).

Directors are asked to confirm/name their focal points for this working group:

- Marinella GIANNELLI (Bari)
- *Name to be confirmed* (Chania)
- Jean-Paul PELLISSIER (Montpellier)
- Lucia LOPEZ MARCO and Clara GUEL BENZU (Zaragoza)
- Yasmine SEGHIRATE EL GUERRAB (General Secretariat)

Focal points will be asked to free up time for the working meetings and for the preparation of documents and to formulate proposals in relation to the priorities and experience of Institute.

Ideally, a first working meeting should take place in mid-October. The Director of CIHEAM Bari is asked to welcome this meeting in his Institute and to propose dates that might be appropriate.

Deliveries expected for the 144 GB:

- A discussion paper outlining a Women's Action Plan
- A discussion paper outlining the outlines of a Youth Action Plan

Each document will have to provide briefly the context, to present the potential corporate initiatives, to identify the potential partners, to define the main outcomes and results expected, and to establish a forecast budget.



- **1.4. Platforms: doctoral and Alumni**

Doctoral platform

The WG is already established. A meeting could be scheduled to draft a structured operational agenda aiming at strengthening this corporate initiative

Field Research initiative for PhD Students and young researchers

The final proposal of the call has been sent and it will be launched soon.

Resources have been mobilized but the selection process, in which the 4 Institutes have to be involved, needs to be finalized. The Directors are asked to consider with involved colleagues how they will contribute to the Selection.

3rd Mediterranean Forum in Tunis

CIHEAM Montpellier, ICARDA and IRESA-Tunisia have joined their efforts to organize the 7th Farming System Design Symposium focusing on the design of agri-food systems under climate change in the drylands of the world (March 22-24, 2021). The 3rd Mediterranean Forum will be organized in this framework. (<https://fsd7.sciencesconf.org/>)

4th Mediterranean Forum in Chania

The date has to be determined. The 4th Medforum will be organized with the support of the SG.

Alumni platform

As soon as possible the Directors are asked to confirm/name their focal points for this working group. A meeting of the Alumni working group will be organized in Paris before the GB144 (19-20 December 2019).

- ***EU Africa informal exchange***

The conclusions and the Declaration, with an action plan annexed, of the 3rd African Union – European Union Agriculture Ministerial Conference were discussed. A particular attention was given to the proposed action plan endorsed by the Ministerial Conference.

The possibility of drafting a CIHEAM Action Agenda in line with this annex was considered.

Expected delivery:

The general secretariat will send the directors a framework for the preparation of an internal document on the concrete activities that CIHEAM could propose in the context of this Action Agenda.

ITEM 2

Policies: Communication and Publications

Communication

Communication activities continue in line with the established programming, namely the launch of the new corporate website planned for November and the preparation of communication documents for the Ministerial and the side-event (Posters, Country brochures, video etc.).

The communication working group, with the support of some colleagues from the IT working group, will meet in Zaragoza at **the end of October or early November** (1) to finalize the preparation of the Ministerial and side-event, (2) to prepare the launch of the 4 Institutes websites with the objective of putting online in spring 2020 and (3) to define outlines of a policy corporate communication to be submitted to the next GB.

Directors are asked to confirm/name the focal point of the communication group:

- Laura SCIVETTI (Bari)
- Yannis KATSIKANDARAKIS (Chania, to be confirmed)
- Mailys LUYE (Montpellier)
- Clara GUEL BENZU (Zaragoza)
- Yasmine SEGHIRATE EL GUERRAB (General Secretariat)

The Director of CIHEAM Zaragoza is asked to host this meeting in his Institute and to propose dates that might be appropriate.

Delivery expected for the 144 GB:

- A discussion paper exposing the outlines of a corporate communication policy. It will synthetically present the communication issues of the CIHEAM and the answers that could be made to increase efficiency, visibility and reduce the risks inherent in communication activities.

Publications

A working meeting with the new CAB President, Prof. Apostolos Papadopoulos, will be held at CIHEAM headquarters in preparation of the 144 GB. This meeting should help to identify future lines of work on the CIHEAM publication policy.

Expected delivery for the 144 GB:

- A synthetic framing note outlining the publication issues for the CIHEAM and the avenues envisaged to establish a corporate publication policy.

ITEM 3

Preparation of upcoming meetings

- **Ministerial meeting and side event**

The General Secretariat having received all the proposals for projects and stakeholders for the preparation of the side-event, will submit as soon as possible a detailed and commented agenda to the Directors.

Directors are asked to identify a focal point to take part to the preparation of this side-event. The focal point, in collaboration with the General Secretariat and the speakers - of the introductory session, the projects session, the testimonies session-, will have to prepare summaries, questions/answers, elements of language and punch lines for the sessions and for the elaboration of the document that will be shared with the ministers of the CIHEAM Member states.

The focal point can also be associated with the logistical and organizational aspects of the side-event (flight, accommodation of speakers and partners etc.).

Side-event focal points (all tbc):

- *Name to be confirmed* (Bari)
- *Name to be confirmed* (Chania)
- Jean-Paul PELLISSIER (Montpellier)
- Ramzi BELKHODJA (Zaragoza)
- Yasmine SEGHIRATE EL GUERRAB (General Secretariat)

Expected delivery for 144 GB:

- A final Agenda of the side-event and outline of the document that will be shared over to the ministers at the end of the side-event.

- **Next Governing Board Meeting**

Deadlines (budget, draft decisions, activity reports)

Deadline to send the needs coming from the institutes regarding the draft decisions (Affairs related to personal, budget authorization): **15 November 2019**

Deadline to send the Activity report: **30 November 2019**

Deadline to send the Institute budget 2020: **2 December 2019**

Activity Report structure

The General Secretariat will propose as soon as possible a proposal for a new framework of the activity report. It will take into account the needs of the Institutes and the remarks made by the GB delegates. This Item will be discussed during the next Communication WG Meeting.



ITEM 4

EC Delegated cooperation / Preparing of the 7 pillars audit

Internal Audit

The internal audit is a necessary step in the implementation of the internal control reform, which started in 2016 by amending the financial regulations.

After 2 years cycle of a preliminary internal audit, and starting from 2019, the internal audit report will be an official document which could be opposed in all administrative process, involving internal and external bodies or authorities.

During the meeting 2 *procedures and a Policy* document for anti-corruption and anti-fraud were discussed to the SG/DIR.

Procedures for Procurements

It was asked to clarify the position of Head of Service and Head of Department, for the institutes where the organization chart is not using the same wording or position. The new version, here attached, is completed including a sentence clarifying this issue.

Procedures of consultants, expert, and auxiliary staff

It was agreed to set the threshold for direct assignment to 50 K€ instead of 20K€ as proposed. The new version, here attached, is including this amendment requested ~~from~~ by the SG/DIR. The new threshold pertinence will be cross-checked with the Chair of the Board of auditors.

Policy for anti-corruption and anti-fraud

This document, here attached, will be shared within the CIHEAM entities and will be published in the new version of the administrative framework of CIHEAM.

It was underlined the importance to establish an ad hoc internal communication about the ethical values (including the corruption and fraud).

In particular, it was agreed to ask individually to all employees the acceptance of these policies and to duly save the evidences of acceptances in the archives.

External audit body

It will be requested from the Board of Auditors to draft, for the information of the GB who appoints them and give mandate to the Board, an internal rule of procedure establishing their functioning in the framework of their mandate and to elaborate the main lines of their audit plan.

Accounting

It was agreed to avoid any individual change of methods in establishing the financial statements, without any previous concertation with the other accounting departments.



In fact, the individual issue for one entity could become a stronger issue at corporate level, as the consolidated financial statements will be audited first by EU.

An internal procedure will be established and applied for the main method which appears uncoherent, and which is related to the training fees of 2 establishments in applying the accrual basis.

ITEM 5

Relations with National and International Organizations

FAO

On the occasion of the extension of the MoU between FAO and CIHEAM, which was signed at the FAO Headquarters last 11 June 2019, an operational annex was prepared, indicating objectives and working groups for the next three years.

The general secretariat has recently been in contact with the new director general's cabinet in order to organize a meeting with the new director general to present the activities carried out by CIHEAM with FAO. At the same time, contacts are in progress with FAO to develop a multi-stakeholder sustainable food systems platform in the Mediterranean (see Item 1 above).

The directors are invited to encourage the colleagues of the Institutes to directly contact FAO colleagues to carry out what has already been foreseen in the annex of the FAO's MoU.

UfM

Following the 4th Ministerial Declaration on Strengthening the role of women in society (2013), 43 member countries decided to establish with UfM Secretariat and key stakeholders a regional and **operational follow-up mechanism for indicators**, to monitor progress, to evaluate the gender gaps and to provide recommendations to policy makers and stakeholders, in order to improve the impact.

The UfM invited the CIHEAM to be part of the working group in charge of animating and coordinating this follow-up mechanism, especially concerning rural and agricultural related indicators.

The General Secretariat alone cannot ensure a presence in this type of working group. The involvement of the Institutes is mandatory to ensure effective collaboration with the UfM on these topics.

Directors are asked to mention if this proposal could be interesting and if they can identify a focal point to follow this work with the Secretariat general:

Focal points (all tbc):

- *Name to be confirmed* (Bari)
- *Name to be confirmed* (Chania)
- Jean-Paul PELLISSIER (Montpellier)
- Luca LOPEZ MARCO and Clara GUELBENZU (Zaragoza)
- Yasmine SEGHIRATE EL GUERRAB (General Secretariat)



Reviewing our MoU with the UfM and drafting a joint action plan, as considered during the meetings of both Secretaries General, would require that, previously, significant progress in the elaboration of our corporate priority holding working lines.

EFI

The place and dated of the signature of the finalized MoU will be jointly decided by the director of EFI and the SG. The SG drew attention on the importance of this topic of sustainable forest as it is linked to others important issues addressed by the CIHEAM such as sustainable natural resources and agricultural systems management under Climate change mitigation.

IOC

After the different joint actions undertaken, mainly on Xylella (capacity building and scientific interchanges) and the accreditation of CIHEAM labs, new joint priorities have to be identified.

INRA

A meeting with an INRA Delegation headed by his Vice-President, took place at the CIHEAM Headquarters last 20 September. The objective was to review and strengthen the mutually very positive historic collaboration between the 2 institutions and comment on new cooperation modalities like the establishment of a "living lab's network" in the Mediterranean area.

CMI-WB

A meeting will be scheduled with Blanca Moreno Dodson to review joint priorities. Proposals and suggestions from the Centers will be requested.

DG DEVCO

Contacts were made, with the support of CIHEAM-Bari, with DG DEVCO Rural Development, Food Security, Nutrition Division, headed by Mr. Leonard Mizzi, to identify DG DEVCO priorities in this area and present the activities carried out by CIHEAM in order to evaluate possible collaboration activities. The general secretariat will send to the directors a framework for the preparation of a common document on the concrete activities that CIHEAM can propose to the new Commission.

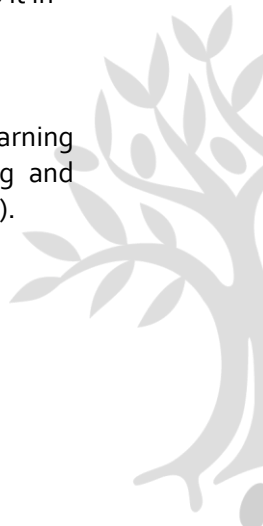
ICARDA

The Director of CIHEAM Montpellier informed on his participation to an ICARDA meeting on the DRY Arc project supported by the CGIAR and on the expectations on CIHEAM's contribution to it in terms of capacity building.

UNITAR (United Nations Institute for Training and Research)

The Director of CIHEAM Zaragoza draw attention on UNITAR which provides innovative learning solutions to individuals, organizations and institutions to enhance global decision-making and support country-level actions. One of the Training Center of UNITAR is based in Spain (Málaga).

<https://unitar.org/>



ITEM 6
Miscellaneous

Upgrading of the Accounting software (2020-2021)

The need to develop a new version of the software used for accounting and financial management was clearly agreed upon. The Secretary general opened the possibility to finance this project, asking to the chef accountant of HQ to submit, for discussion, a road map, a set of specifications and a provisional budget. The communication between the CIHEAM accounting software and the local purchasing workflow used by MAIZ and MAIM needs to be automated, for security and efficiency aspects as well as for transparency.

It was asked to fix this problem in a short term, considering that it could be necessary to improve the purchasing software used by MAI.

This preparatory document will be elaborated in collaboration with the developer, Mr. Lasaracina, official of MAI Bari.



