

Independent Steering Committee (ISC) CGIAR Research Program on Fish Agri-food systems (CRP FISH)

Terms of Reference

Introduction

The CGIAR Research Program on Fish Agrifood Systems (CRP FISH) is an ambitious new research program that focusses on enhancing the contribution of aquaculture and small-scale fisheries to reducing poverty and improving food security and nutrition. This paper provides the Terms of Reference for the Independent Steering Committee (ISC) of the CRP.

Membership

- Majority of independent members with balance of disciplinary expertise and competencies in cutting edge aquaculture and fisheries science, gender, M&E, theory of change, and results-based management. Inclusion of expertise in value chains, nutrition, capacity development, scaling and private sector, business and finance expertise would also be desirable.
- Membership represents a balance of regional diversity, with representatives from focal continents (Africa and Asia) and end-user bodies (aquaculture, small-scale fisheries). Our aim is that membership will be balanced equally between women and men.
- Comprises 6-8 members, with a majority from outside the CGIAR.
- WorldFish as permanent member (normally the Director General or Board Chair), one member from the co-managing CGIAR Center (IWMI) and one representative of our strategic partners.
- Appointed for 3 years with possible reappointment for an additional period of up to 3 years. Members will normally be appointed for 3 years, but terms of 2-4 years will be used in the first instance to establish a staggered turnover in membership. Members may be renewed once, based on a recommendation from the Chair of the ISC.
- Chair elected by ISC from among the independent members and ratified by WorldFish Board of Trustees (BoT). CRP Director supports the Chair and acts as Secretary.
- FISH Director as ex-officio member.

The WorldFish Board of Trustees (BoT) is responsible for the appointment of ISC members.

Frequency of meeting

- One face-to-face meeting a year (budget permitting).
- Regular quarterly video meetings and extraordinary video meetings on occasional basis.

Time Commitment

- Members would be expected to designate up to 10 days a year for their work with the Steering Committee.
- Chair would be expected to designate up to 15 days a year.

Functions

- Programmatic oversight for FISH which entails overseeing the strategic alignment of the FISH with the SRF, and making recommendations with respect to the overall direction of the program, including science quality and priorities, new science opportunities, risk management, budget allocation and the identification of new investment, partnering and funding opportunities to grow and sustain the program and enhance impact.
- Provide advice to the CRP Director and to WorldFish DG/ BoT on risks or emerging risks facing the CRP and strategies to mitigate them.
- Oversee implementation of Results Based Management.
- Advice on development, use and monitoring of the Theories of Change and Impact Pathways to enhance the probability and sustainability of outcomes and impact.
- Ensure development and implementation of best practices for research and development partnership and capacity strengthening.
- Promote inclusion of cutting edge science to address the most pressing development challenges.
- Ensure appropriate engagement with gender research.
- Review CRP level program proposals, annual plans of work and budget and annual reports prepared by the Management Committee (MC) for recommendation to Lead Center BoT for approval.
- Provide inputs for the annual performance evaluation of the Program Director (PD) to Lead Center DG.
- Provide inputs to external evaluations of the program
- Self-evaluate ISC activities every year, and with 360 degree evaluations or independent evaluation at least every two years.

Steering Committee members will be bound by the WorldFish Code of Conduct. Members will also be expected to declare and manage real or perceived conflicts of interest.

Lines of reporting:

- The ISC reports to the BoT of WorldFish which has fiduciary responsibility for implementation of FISH.
- The ISC Chair will present a draft annual report to the Lead Center BoT.
- The ISC Chair has a direct line of communication to the WorldFish Director-General or the BOT Chair for serious or strategic matters.

Start-up of Independent Steering Committee:

The Independent Steering Committee will become effective during April 2017. These Terms of Reference will be reviewed three years from the start of the program. Approved by the WorldFish Board of Trustees 28 February 2017.

Attachment: Terms of Reference Chair of ISC

The ISC Chair will be ratified by the Board of Trustees of WorldFish but will not be a member of staff or member of the Board of Trustees of any Center. In addition to contributing as an active member of the ISC, the Chair shall be responsible for the following tasks:

- Convening and chairing meetings of the FISH ISC, and setting standards for effective governance of the CRP.
- Reporting back on the results of the meetings to WorldFish Board of Trustees, and communicating need for specific actions by the Board of Trustees and Management of the Center. This will involve attending at least one Board meeting annually.
- Maintaining regular contact with the Chair of the Board and DG of the Lead Center, and with the program leader of the CRP.
- Together with the WorldFish DG conducting the annual performance appraisal of the Program Director.
- Representing the FISH CRP as required at selected meetings and other events.