

20 January 2012

## **106th Meeting of Executive Board**

Rome  
1 October 2011

### **DECISIONS**

**Present:** Orhan Altan, John Ball, David Black, Dov Jaron, Yuan Tseh Lee, Malegapuru W. Makgoba, Gordon McBean, Nicole Moreau, Hans Rudolf Ott, Sergio Pastrana, Kennedy Reed, Guoxiong Wu and Deliang Chen (*ex officio*)

**Apologies for absence:** Catherine Bréchnignac, Luiz Davidovich and Maria Carla Galavotti

**In attendance:** Tish Bahmani Fard, Deliang Chen, Nordin Hasan, Manuel Limonta Vidal, Edith Madela-Mntla, and Carthage Smith

#### **For Agenda**

**Item 1 only:** Peter Bates, Maureen Brennan, Natacha de Marchi, Andrew Achuo Enow, Gisbert Glaser, Leah Goldfarb, Hizam Jaafar, Lang Lang, Hwey-Ying Lee, Eric Leparmentier, Richard Meylan, Mustapha Mokrane, Daniel Nyanganyura, Roberta Quadrelli, Rohini Rao, Kerstin Schmidt-Verkerk, Clare Thirlway, Maria Teresa Viramontes Thummler, and Andrew Yang

#### **1. Welcome and Opening of the Meeting**

The President welcomed the Members of the Board and staff present and each introduced themselves briefly.

#### **2. Adoption of the Agenda**

<b>Decision</b>
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To adopt Agenda.
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#### **3. Decisions of 105th Meeting of Executive Board and Matters Arising (not treated elsewhere)**

Any matters arising, with the exception of the items below, were treated elsewhere on the Agenda.

### 3.1 Fund-raising

The previous Board had agreed that a small committee should be established to develop a policy on fund-raising and it was felt that this should include a member of the Secretariat in order to avoid approaching organizations which already gave grants to ICSU.

The Board noted that ICSU was registered in the USA as a 501(c) tax-exempt organization.

#### **Decisions**

To ask Dov Jaron, Malegapuru Makgoba, Gordon McBean, Hans Ott, and Sergio Pastrana, together with a member of the Secretariat, to draft the ToR for a fund-raising committee; and  
to note the Draft Decisions of the 105th meeting of the Executive Board although not yet approved by the Members of the Executive Board 2008-2011.

### 3.2 DIVERSITAS Scientific Committee

DIVERSITAS was seeking renewal of three SC members and the appointment of two others. G. Mace had been proposed as Chair and had the support of the other sponsors.

#### **Decisions**

To renew G. Mace's term from 1 January 2012 – 31 December 2013 and to appoint her as Chair of DIVERSITAS' SC for this period;  
to reappoint D. Cooper and W. Cramer's for the period 1 January 2012 – 31 December 2014;  
to appoint H. Nagendra, C. Joly and E. Escobar to the DIVERSITAS SC for the period 1 January 2012 - 31 December 2014; and  
to note that consultations with UNESCO, IUBS, and SCOPE are necessary.

## **4. Role and Responsibilities of the Board**

### 4.1 Role

According to the Statutes, the Executive Board was responsible to the General Assembly. It oversaw the operations of ICSU; recommended the directions and priorities of ICSU to the General Assembly, taking into consideration the recommendations of the appropriate Committees; and implemented and communicated ICSU's policies and views between sessions of the General Assembly.

Board Members were reminded that whilst they were elected by the General Assembly based on nominations from National Members and Scientific Unions, they did not represent either the Union/National Member nominating them or the clusters of Union Members proposing them for election. The affiliation (country or Union) given after their names was for information purposes only.

#### **Decision**

To note the roles of Executive Board Members and Officers.

#### 4.2 Conduct of Board Meetings

Board Members were expected to take an active part in Board discussions and assist in implementing General Assembly and EB decisions. It was essential that discussions in the Executive Board were open and constructive and thus confidential. Once decisions were made, dissenting views should not be reported outside the EB. Dissenting views could be noted in the Decisions of the meeting, although this had so far never happened. The approved EB decisions were made publicly available on the ICSU website.

**Decision**

To note that the discussions at Board meetings were confidential and that only the formally agreed decisions should be reported outside of meetings.

#### 4.3 Liability

The opinion of the ICSU auditors concerning the legal liability of members of the Executive Board was provided for information. ICSU had an insurance policy which covered EB Members for misconduct or injury caused to third parties.

**Decision:**

To note liability of EB members.

#### 4.4 Rules for Travel on ICSU Business

The rules for travel were given on the third page of the Travel Claim form which was found in the Member Zone of the ICSU website. Reimbursement of expenses (air tickets and so on) could be made in advance of the meeting upon receipt of an invoice. Originals of air tickets and all other expenses had to be submitted after the meeting. Members were asked to use the most economical fares possible.

ICSU's insurance policy covered EB Members travelling on ICSU business but on a nominative basis. If such coverage was required, the Secretariat needed to be informed well in advance of the proposed trip.

**Decision**

To note ICSU travel rules.

#### 4.5 Committee on Finance (CF)

The Board noted that the Committee on Finance was a sub-group of the Board and its Members needed to be appointed at the present meeting.

**Decision**

To appoint Orhan Altan, Dov Jaron (Chair), and Nicole Moreau as Members of the CF, with the Treasurer, Hans Ott, *ex officio*.

### 5. **Relationship Officers-EB-CSPR-Secretariat**

Concern was sometimes expressed about the clarity of the respective roles of the Executive Board, the Officers, the CSPR and the Secretariat, alone and in relation to each other.

The role of the EB is given in Statute 28, that of the Officers in Statute 31 b) and Rules of Procedure 5.1-5.4, of the CSPR in Rule of Procedure 11.1 a) and of the Secretariat in Statute 29 and Rule of Procedure 5.5.

### Executive Board (EB)

The Executive Board had overall responsibility for the affairs of ICSU between General Assemblies. Its focus was on policy issues.

The current practice was that the EB met twice a year and this was foreseen in the budget. Formal auditing requirements meant that one meeting must be in April/May and the second meeting was usually held in late October – early November. One meeting was usually in Paris and the venue for the other meeting should be selected based on strategic considerations. The EB could also be convened by a decision of the President in case of particular urgency, provided at least 30 days' notice was given.

It was sometimes necessary for the EB to take decisions electronically and these were then confirmed at the next Board meeting.

The importance of ensuring that Board Members were regularly updated on progress in activities was stressed.

### Officers

The role of the Officers was clearly regulated in the Statutes which allowed for two meetings normally per year. One of their meetings was held jointly with the Regional Directors and Chairs of Regional Committees.

The frequency of meetings for both the EB and the Officers needed to take into account (i) number of issues to be addressed, (ii) time for the Secretariat to prepare documentation and (iii) funding.

A description of the duties of individual Officers was given in Rules of Procedure 5.1-4.

### Committee on Scientific Planning and Review (CSPR)

The CSPR was responsible for most planning and review activities and was instrumental in preparing the Strategic Plan. It also decided on the ICSU grants programme. Members were appointed by the EB based on nominations received and additional names proposed.

Ideally the CSPR discussed major programmatic issues before they were put to the EB, although occasionally circumstances did not permit this. The CSPR also had review functions and had recently undertaken reviews of the Regional Offices. There was a statutory need for reviews of all ICSU Interdisciplinary Bodies. Previously this had been more regulated but discretion was now given to the CSPR to initiate such reviews. The results of these reviews with the CSPR recommendations were presented to the EB for decision.

## Secretariat

The role of the Paris Secretariat was to manage the day-to-day work of ICSU and priority setting was necessary in order to accomplish this. The Paris Secretariat had currently 14 full-time staff, two part-time senior advisors, and two persons on secondment.

The Executive Director was responsible for keeping the President and Secretary-General updated on developments and conference calls could be arranged regularly to fulfil this function. Other Officers and EB members were briefed as necessary.

### **Decisions**

To note the respective roles and relationships of the different bodies; and  
to note the roles and responsibilities of the Officers; and  
to ask the Secretariat to ensure that the Board was kept regularly updated on activities.

## **6. Relations with the regional structures**

ICSU had established three Regional Offices (Sub-Saharan Africa, Asia and the Pacific, and Latin America and the Caribbean. Efforts were ongoing to establish a fourth Regional Office for Middle East and North Africa.

The Regional Offices were guided by Regional Committees appointed by the EB based on nominations received from National Members in the region. The Regional Committee was responsible for making strategic decision to be implemented by the Regional Office. The EB appointed the Director of the Regional Office in consultation with the host institution.

Staff of the Regional Offices were part of ICSU staff, although employed by the host institution. The Directors worked under the guidance of the Regional Committees and were responsible to the ICSU Executive Director.

### **Decisions**

To note the functions of ICSU Regional Offices and Regional Committees and their relationship to the Executive Board and ICSU Secretariat; and  
to agree that Kennedy Reed would be the EB liaison for the Regional Committee for Africa, Guoxiong Wu for the Regional Committee for Asia and the Pacific, and Luiz Davidovich for the Regional Committee for Latin America and the Caribbean.

## **7. Review of General Assembly**

It was agreed that the introduction of the Poster Expresso sessions was good but that this needed some more refinement, particularly with regard to timing, and that one PowerPoint slide per presentation should be allowed. In addition, it was felt that there should be one scientific lecture each day and that the lecturers should be identified much earlier (*e.g.* 18 months before the GA).

## **8. EB participation in Unions/IB GAs**

Board members reviewed Unions and IB meetings in 2012 and expressed their interest in representing ICSU in the various major meetings of ICSU's Scientific Unions and

Interdisciplinary Bodies. The Secretariat would contact the Union/IB and inform them of ICSU representation at their meetings and request an opportunity for ICSU to address the meeting.

**Decision**

To agree on ICSU representation at Union and Interdisciplinary Bodies General Assemblies (and equivalent) in 2012 (see Annex 1).

**9. Dates and Places of Next Meetings, including Officers and Regional Chairs and Directors Meetings**

**Decision**

To agree that the Officers should meet early in 2012, once the new Executive Director had assumed his/her functions.

**10. Any Other Business**

The process for appointing the new Executive Director was discussed and some amendments made to the selection committee.

**Decision**

To agree that the Treasurer and the incoming Secretary General should also be members of the selection committee.

**11. Evaluation of Meeting**

Board Members had no particular comments to make on the meeting.

**12. Closed Session**

12.1 With Executive Director

12.2 Without Executive Director

There being no other business, the President closed the meeting at 13:45.

Annex 1 ICSU representation at Union and Interdisciplinary Bodies General Assemblies and equivalent

Annex 2 Follow-up Action

<b>Date of General Assemblies/Congresses</b>			
<b>Unions</b>	<b>Meeting / Place</b>	<b>2012</b>	<b>ICSU rep at meeting</b>
IAU	XXVIII General Assembly, Beijing/Nanjing, China	20-31 August	
IGU	32nd International Geological Congress, Cologne, Germany	26-30 August	G. McBean
IMU	15th International Congress of Immunology, Milan, Italy	22-27 August	
ISPRS	XXII Congress, Melbourne, Australia	24 Aug. -3 Sept	D. Black
IUBMB	22nd Congress, Seville, Spain	4-9 September	N. Moreau
IUBS	12th General Assembly, Suzhou, China	5-9 July	
IUGS	34th International Congress, Brisbane, Australia	2-10 August	D. Black
IUPsyS	XXX International Congress, Cape Town, SA	22-27 July	
IUPESM	23rd World Congress, Beijing, China	26-31 May	D. Jaron
IUTAM	23rd International Congress, Beijing, China	19-24 August	D. Jaron

<b>Committee</b>	<b>Meeting / Place</b>	<b>2012</b>	<b>ICSU rep at meeting</b>
COSPAR	39th General Assembly, Mysore, India	13-23 July	
IGBP	Global-Change Open Science Conference, London, UK	26-29 March	Y.T. Lee
IPY	IPY Conference, Montreal, Canada	22-27 April	G. McBean
SCAR	XXXII SCAR & Open Science Conference, Portland, Oregon, USA	13-25 July	
SCOR	General Assembly, Halifax, Nova Scotia, Canada	1-5 October	G. McBean







30 November 2011

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1 October 2011

### FOLLOW-UP ACTIONS

<u>Agenda Item/Action</u>	<u>Responsible</u>	<u>Deadline</u>	<u>Status</u>
<b>3.1 Fund-raising</b>			
Draft ToR for a fund-raising committee (Dov Jaron, Malegapuru Makgoba, Gordon McBean, Hans Ott, and Sergio Pastrana, member Secretariat)	Fund-raising group		
<b>3.2 DIVERSITAS Scientific Committee</b>			
Consult with UNESCO, IUBS, and SCOPE	LG		
Inform DIVERSITAS' SC of appointments	LG		
<b>5. Relationship Officers-EB-CSPR-Secretariat</b>			
Ensure that EB is kept regularly updated on activities	Executive Director		
<b>8. EB participation in Unions/IB GAs</b>			
Inform Unions and IBs of EB attendance at their meetings	MB		

