

Agenda Item: What we expect of ourselves

Summary:

This paper provides a draft proposal for Key Performance Indicators (KIPs) for the Board of Trustees to be applied by the Nominations and Governance Committee (NGC). The proposed KPIs would form part of the performance review of individual trustees that is required by the BoT Terms of Reference and by regulations governing the board's assessment. It is also hoped that this approach may set an example for the rest of the Federation.

The data on the KPIs will be gathered, for the NGC, with the support of the Secretariat, as indicated in the table.

This draft will be finalized formally by the NGC.

Action Required:

The Board of Trustees is required **to review, provide feedback and improve** this draft.

Individual Trustees - Proposed Assessment by Performance Area: For the purposes of assisting the NGC to hold the Board accountable and to provide the NGC an impartial basis on which to make needed decisions on renewal of individual trustees' terms of office.

No.	Proposed Key Performance Indicator	Proposed Scoring	Proposed Actions
1.	Attendance at BoT meetings (Attendance Register)	Scoring for <u>each meeting</u> , based on the following criteria: <ul style="list-style-type: none"> • 100% time = 100 • 75% > time < 100% = 75 • 50% > time < 75% = 50 • 25% > time < 50% = 25 • Informing of his/her/their unavailability or partial availability but not before the meeting date = 10 • Absent without any apologies (not giving a credible reason) = 0 • Perennially absent = 0 	<ul style="list-style-type: none"> • Attendance at BoTs' and Committee meetings as assigned. • Committee Chair, with the support of the Secretariat's BoT/Committee meeting coordinator, to share with Governance Team the relevant information (e.g., Fully/partially present, absent with or without apology) • Governance team to review and report on the data. <p>The "score"/weighting will be given considering the following factors:</p> <ul style="list-style-type: none"> • Absence from one full meeting in an annual cycle is acceptable, provided prior warning and credible reason for absence is provided. • Partial absence from two BoT meetings in an annual cycle is allowed, provided prior warning and credible reason for absence is provided. • The BoT Chair to decide, in consultation as appropriate, whether reasons provided are credible and thus acceptable. • "Perennially absent" is a case when a member is absent for two BoT meetings in a row. The second time, the member will be marked as "perennially absent".
2.	Timely submission of Conflict-of-Interests declarations (Conflict-of-Interests Register)	<ul style="list-style-type: none"> • Timely submission = 100 • Incomplete submission = 75 • Late submission = 50 • Not submitted = 0 	Governance team to: <ul style="list-style-type: none"> • Coordinate and facilitate the process annually • Collect, record, and analyse the data • Share the outcomes with C-FAR for their further assessment and action where needed • Submit the overall data and analysis to NGC

No.	<i>Proposed</i> Key Performance Indicator	<i>Proposed</i> Scoring	<i>Proposed</i> Actions
3.	A trustee's participation, as a trustee, in activities delivering Board responsibilities and priorities s i.e., committee meetings, events etc.	<ul style="list-style-type: none"> Each activity = 10, up to a maximum of 5 activities 	<ul style="list-style-type: none"> "Activities" are those that directly pertain to Board responsibilities and tasks, and which help fulfill the Board's agreed workplan i.e., Board committee work, official representational work, undertaking tasks at request of the Board or Secretariat, taking on actions arising from the Board decisions, joining working groups etc. Committee Chair, with support of the Secretariat's BoT/Committee meeting coordinator, to share with Governance Team the relevant activity information (if anything additional over the Board Workplan is added)
4.	Chair's feedback on a trustee's responsiveness to board matters	Proactive = 100 Reactive = 75 Active only after multiple follow-ups = 25 Not active despite multiple follow-ups = 0	<ul style="list-style-type: none"> The BoT Chair should record at least two items annually for each trustee as the basis of the <i>responsiveness</i> evaluation. The BoT chair to provide this data when requested by the Governance Team.
5.	Chair's feedback for individual trustee's contribution to board matters	Proactive = 100 Reactive = 75 Active only after multiple follow-ups = 25 Not active despite multiple follow-ups = 0	<ul style="list-style-type: none"> The BoT Chair should record at least two items annually for each trustee as the basis of the <i>contribution</i> evaluation.
6.	Code of conduct	Good conduct = 500 Needs improvement = 250 Unacceptable conduct = 0	<ul style="list-style-type: none"> Committee Chairs to provide this data to the Governance Team. The BoT Chair to provide this data when requested by the governance team.

/ends