

Agenda Item 4.2: Renewal or not of four Trustees terms of office

Summary:

During the Board Meeting in March 2022, NGC confirmed to use of the Key Performance Indicators (KPIs) drafted for individual trustees' performance assessment. In this regard, NGC finalised the approach and initiated the performance assessment of four Trustees that will form the basis for the renewal of their terms of office. The paper provides update on the progress made so far.

Action Required:

The Board of Trustees is requested

- 1- **to note** the progress of the performance assessment of the four Trustees, including the status of the renewal of their respective term of office.
- 2- **to approve** the recommendation made during the BoT meeting by the NGC representative.

Progress

In March 2022, NGC confirmed the performance assessments would be conducted, of the following four trustees using the agreed KPIs for individual trustees' performance review: - Prof Isaac Adewole; Mr Ulukbek Batyrgaliev; Prof Rose-Marie Belle Antoine ; and Mr Jacob Mutambo.

At the initiation of the process by the NGC, Mr Jacob Mutambo shared his decision not to put himself forward for the renewal of his term due to personal reasons. Instead, the NGC agreed to conduct an exit interview with him in the aim of learning from his experience as a trustee. With his decision, the NGC planned to conduct the review for the remaining three trustees.

In April 2022, NGC developed the step-by-step approach and initiated the process. It covered the finalisation of the concept note and the questionnaire designed based on the six KPIs (attendance, timely response to conflicts of interest/role form, participation in delivering board priorities, responsiveness, contribution to board, code of conduct). In addition to the six KPIs, a suggestion on training and development was requested from each trustee who underwent the process.

The following steps are suggested for completing the performance assessment:

Step 1: Self-Assessment of Board Member (Week 1)

Each concerned trustee shares self-assessment and rating on a scale of 1-10 (1 being the lowest and 10 being the highest) for all questions and descriptive information to support the rating. It also asks for suggestions on areas for the trustee's training and development.

Step 2: Board Chair's Assessment (Week2)

After the input from the trustee, the questionnaire is shared with the Board Chair for their assessment on the same six questions. The Chair schedules a 30 minutes meeting with each member if it is required to make an agreement on common rating.

Step 3: NGC's Feedback (Week 3)

Finally, after input from the Board Chair, the questionnaire is shared with the NGC for review. NGC schedules a meeting with each trustee; discusses the performance; agrees on the renewal of the terms of office based on performance; identifies areas for training and development of the trustee; shares the tentative plan (e.g., schedule, format, and details) of the training; prepare a report.

Timeline:

NGC has set the following timeline for conducting the performance review of board committees:

- Week 1 (May 02-13): Questionnaire to be completed by trustees

- Week 2 (May 16-20): Board Chair's feedback and meeting with NGC to discuss the results.
- Week 3 (May 23-27): NGC to meet with trustees whose performance assessment is conducted.

The NGC will conclude the process by end of May 2022. The outcomes of the process will be communicated to the BoT by the NGC representative at the board meeting in June 2022.

Recruitment

After sharing the outcomes of the process, the BOT will continue with any vacancy until appropriate candidate(s) is/are identified through the process of NGC recruitment.

NGC Coordinator:

Neish and Jona are assigned for looking after this activity from the NGC.