

Board of Trustees  
17-18 June 2022

Refers to  
agenda item 4.4

**Agenda Item 4.4: Performance review of the Board Committees**

**Summary:**

During the Board Meeting in March 2022, the NGC was invited to share the proposal on the performance assessment of Board Committees. NGC proposed a mix of quantitative and qualitative parameters (viz. meeting quality, attendance, contribution and initiatives, timely delivery of tasks, 360-degree feedback) for the performance assessment of the Board Committees. This paper provides update on the progress made with regards to this process.

**Action Required:**

The Board of Trustees is requested **to note** the progress made on the performance assessment of the Board Committees.

## **Progress on a performance review of the Board Committees**

During the March (2022) BoT Meeting, NGC proposed five indicators (viz. meeting quality, attendance, contribution and initiatives, timely delivery of tasks, 360-degree feedback) to the Board for conducting a performance assessment of the Board Committees.

In April 2022, NGC developed a concept note and presented it to Board Committee Chairs for feedback. The concept note included background information, purpose, the role of teams (e.g., NGC, Board, Board Committee Chairs, Secretariat Support Team, Governance Team), step-by-step approach for filling out questionnaires, and important points to remember on the process.

Link for concept note: [Concept note](#)

The questionnaire was designed based on the indicators proposed by NGC in four main steps:

### **Step 1: Self-Assessment of Committee Member (Week 1)**

The committee member is requested to conduct a self-assessment and rating on a scale of 1-10 (1 being the lowest and 10 being the highest) for all five questions and descriptive information to support the rating. In addition to this, the committee member also suggests areas for training and development.

### **Step 2: Board Committee Chair's Assessment (Week2)**

After the input from the committee member, the questionnaire is shared with the Board Committee Chair for the assessment on the same five questions in his/her/their section. The Committee Chair schedules a 30 minutes meeting with each member and jointly they agree on a common rating. The board committee also collects the committee member's feedback for other members of the committee to complete the 360-degree feedback.

### **Step 3: Board's Feedback (Week 3)**

After the input from the Committee Chair, the questionnaire is shared with the board for feedback and rating on a scale of 1-10 (1 being the lowest and 10 being the highest). The Board Chair provides feedback on behalf of the board.

### **Step 4: NGC's Feedback (Week 4)**

Finally, after the board, it is shared with the NGC. NGC reviews the questionnaire and details provided for the committee members; schedules a meeting with each Committee Chair; discusses the performance; identifies areas for training and development of committee members; 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 11-17): Questionnaire to be completed by committee members
- Week 2 (May 18-24): Committee Chair feedback on the individual forms
- Week 3 (May 25-31): Board Chair feedback on individual forms
- Week 4 (June 01-07): NGC representatives meet with Committee Chair to review and discuss the evaluation

The process will be completed by mid-June 2022, before the June Board Meeting.

**NGC Coordinators:**

NGC has assigned the following representatives for this process:

- CFAR - Don Gunawardena
- C-SIP - Isabel Serrano
- MC - Talaat Latif
- RATC - Daniela Defex