

CGIAR SAS-HR
Strategy Advisory Service for Human Resources
HR Forum

26 – 28 February 2007

Draft Agenda

Day One, Monday, February 26th

08:30 – 09:30

Opening Session.

1. Welcome Speech by Dr. Masa Iwanaga, CIMMYT DG.
2. Questions & Answers session of the importance of the CGIAR HR Community's ability to deliver results to help alleviate hunger and poverty. By Dr. Francisco Reifschneider, CGIAR Director.
3. Practical issues. By Ms. Unni Vennemoe, CGIAR SAS HR Director.
 - Forum Agenda
 - Expectations regarding deliverables and working together.

09:30 – 10:00

Getting to know each other.

4. Short introductory session. All participants

10:00 – 10:30

Coffee Break.

10:30 – 11:15

Global Solutions for Local Applications.

5. Presentation of the CGIAR HR Strategy's main features. Q&A Session. By Unni Vennemoe

11:15 – 12:00

CGIAR HR model.

6. Explanation of the main principles of the CGIAR HR model. By Unni Vennemoe
7. Input from participants.

12:00 – 13:00

HR update from each Center.

8. Each participant prepares a three-minute presentation covering the focus of their recent work, the current status of this work, and the possible tasks that lie ahead. Q&A Session. All

13:00 – 14:00	Lunch (Cafeteria is open)
14:00 – 15:30	HR update from each Center. 9. Continued.
15:30 – 16:30	Tour of CIMMYT facilities by Ms. Caritina Venado.
16:30 – 17:30	Day one wrap-up session.
17:30	Time to fresh up
19:00	Social Activity Dinner hosted by SAS HR.

Day Two, Tuesday, February 27th

8:00 – 11:00	Social Activity Get to know your fellow participants better while visiting the Teotihuacán Pyramids. After your “walk and talk”, return to the CIMMYT campus.
11:00 – 11:30	Coffee Break.
11:30 – 12:00	Start of the session. All
12:00 – 12:45	Development of the CGIAR HR Community. <ol style="list-style-type: none"> 1. Ideas and views. Small group discussions. Facilitated by Alma Lopez, Head of Human Resources Services 2. Discussions and conclusions on priorities. All
12:45 – 13:00	Ideas for and HR website <ol style="list-style-type: none"> 3. Brainstorming 4. Who are our customers, and what do they want? 5. Updating website content: who does what? All
13:00 – 14:00	Lunch (Cafeteria is open)

14:00 – 15:00

Good Practice Notes.

6. Which topics should be focused on?
7. How to develop and apply the Good Practice Note.

15:00 – 15:45

Accomplishment 1.

8. HR work is almost like art – it is often difficult to do well, can be broad in possible approaches, and can involve a vast array of tools and techniques. Once in a while, though, possibly through the way you did something or your choice of tools or technique, the result is something to be really proud of.
This is a presentation of your accomplishments.
Share your experiences!

15:45 – 16:30

Accomplishment 2.

16:30 – 17:00

A moment to remember

9. Presentation of awards and photo session. All

17:00 – 17:15

Sharing session

10. Information and preparation for Day Three. All

17:15 – 17:30

Day Two wrap-up and evaluation. All

19:00

All participants are invited to a special dinner hosted by Dr. Masa Iwanaga, CIMMYT DG.

Day Three, Wednesday, February 28

8:30 – 9:30

Training and development.

1. Current status – overview of common training
 - FLDP – continued and follow-up
 - Building a modular-based training program
 - What is needed
 - Assessing the needs - methodology
 - Regional suppliers
 - Centers' experiences
 - One-stop shop for training and development
 - Next step: project outline – hub, selection group, evaluation group, and administration
 - Long-term goals

9:30 – 10:00

Sharing session

2. Discuss HR topics – one-on-one as needed.

10:00 – 10:30

Coffee Break.

10:30 – 12:30

Case Study: IWMI – Changing the Staff classification and job evaluation system. Finding ways to approach the change.

3. Short up-date of work done so far and lessons learned
4. Presentation of the expected outcome of the change ahead.
Facilitated by Sharat Kumar, Director of Corporate Services
and Jennifer Crocker, Human Resources Manager
5. Advisory groups prepare advice on how to move forwards
6. Presentation of groups' advice. 2 – 4 groups

12:30 – 13:00

The CGIAR HR Community

7. How do we see ourselves today?
How would we like to be seen?
How can we get there?
Facilitated by Hector Hernandez, Human Resources Services

13:00 – 14:00

Lunch (Cafeteria is open)

14:00 – 14:30

Performance indicators

8. Introduction by Unni Vennemoe
9. Give input on performance indicators. All

14:30 – 15:15

Accomplishment 3

15:15 – 16:00

Closing

10. Feedback session
11. Wrap-up
12. Acknowledgment/certificate of participation

16:00

Social Activity

Although it is departure time for some participants, those who are staying on are invited to visit the Mexico City Museum of Anthropology before having dinner in the city.

N.B. The time allocated for each of the above activities may be subject to change.

Thank you and have a safe journey home!