

AGENDA

ICIMOD-HUC Joint Task Force on HUC Management Structure and Secretariat Hosting Arrangements

Saturday 7th /Sunday 8th SEPTEMBER Arrival

DAY 0 – SUNDAY, 8 SEPTEMBER 2024

Time	Programme	Speaker / Notes
12:30-13:00	LUNCH (optional)	Mr. Shekhar Ghimire Ms. Izabella Koziell Prof. Attaullah Shah Dr. Wenling Wang Dr. Jakob Steiner
14:00-15:00	Cluster Meeting: Resource Mobilization in Regional Members Countries Prof. Shah and Dr. Wenling will share with ICIMOD leadership the potential for resource mobilization in Pakistan, China, and South and Southeast Asia. One or two Co-Leads of Nepal's members may also join to debrief about grant-making mechanism in Nepal and other funding opportunities. Dr. Jakob will share his know-how of the international funding landscape, especially concerning HKH and Central Asia. Session Outcome: ICIMOD leadership is aware of resource mobilization opportunities for the HUC in HKH countries.	Facilitator: Dr. Chi H Truong(Shachi)
18:00-20:00	DINNER AT HOTEL	

DAY 1 – MONDAY, 9 SEPTEMBER 2024

Time	Programme	Speaker / Notes
8:00 – 9:00	Optional: A <i>kora</i> walk around the foothill of Swoyambunath	
09:30 – 10:00	Registration	Ms. Himaa Rai
	Opening Remarks	Dr. Pema Gyamtsho
	Plan of work for the JTF writeshop	Mr. Shekhar Ghimire & Prof. Rosalind Cornforth
10:00-11:00	SESSION 1: Understanding ICIMOD's operation – annual planning, HR, resource mobilization, and partnership approach How annual planning is done in ICIMOD? – A presentation by SPME, Mr. Farid Ahmad Human resource planning/ recruitment process at ICIMOD, Mr. Shreejan Kayestha	Session Chair: Izabella Koziell <i>10 minutes each presentation, followed by Q&A by the JTF.</i>

	<p>Resource mobilization by ICIMOD, Ms. Prerna Dhakhwa</p> <p>ICIMOD's partnership approach, Mr. Udayan Mishra</p> <p>Session Outcome: The JTF obtains an understanding of the operations of ICIMOD and identifies considerations for operational infrastructure and hosting arrangements at ICIMOD</p>	
11:00 – 12:30	<p>SESSION 2: Review of Areas of ICIMOD-HUC Collaboration</p> <p>Survey of Areas of ICIMOD-HUC Collaboration & Response to Competency Paper</p> <p><i>Presentation and discussion on the practicalities of collaboration</i></p> <p>Session Outcome: Consensus on three areas where HUC can bring strategic value additions to ICIMOD based on complementarity</p>	<p>Session Chair: Dr. Jakob Steiner Notetaker: Shivani Chemjong</p> <p>Chi H Truong (Shachi) / All</p>
12:30-13:30	LUNCH BREAK	
13:30 –15:00	<p>SESSION 3: The Roadmap for HUC's Transition</p> <p>Interactive discussion setting out the HUC roadmap – list of prioritized strategic changes, timeline and milestones, pipeline of initiatives/resourcing</p> <p>Session Outcome: understanding of autonomy and a visual roadmap for converting to text</p> <p><i>Coffee/Tea served during the session</i></p>	<p>Session Chair: Prof. Rosalind Cornforth Notetaker: Shivani Chemjong</p>
15:00-16:30	<p>SESSION 4: Group writing – Transition Roadmap</p> <p>3 x 90m clusters/pairs developing bullet point/narrative content for Roadmap sections. Clarify what infographics might be needed and HUC resources for these.</p> <p>Session Outcome: Working draft of Transition Roadmap ready for first review by HUC Steering Committee</p> <p><i>Coffee/Tea served during the session</i></p>	<p>Session Chair: Prof. Attaullah Shah Notetaker: Shivani Chemjong</p>
16:30-17:00	SESSION 5: Recap of Day 1 and work plan for Day 2	<p>Session Chair: Prof. Rosalind Cornforth</p>
18:00-19:00	DINNER AT HOTEL	
19:30-21:30	Optional: Group writing cont.	<p>Pair/cluster head continue with drafts</p>

DAY 2 – TUESDAY, 10 SEPTEMBER 2024

Time	Programme	Details
8:00-9:00	Optional: A <i>kora</i> walk around the foothill of Swoyambunath	
09:00-09:30	Welcome back and review of work plan for Day 2	Session Chair: Prof. Rosalind Cornforth Notetaker: Shivani Chemjong
09:30-10:30	<p>SESSION 6: Resource Mobilization Potential</p> <p><i>Analysis of past trends of HUC financing, Ms. Bhawana Syangden & Mr. Bijay Kumar Shrestha</i></p> <p><i>HUC Communication, Website and Online Portal, Ms. Mona Sharma & Ms. Kritika Sharma</i></p> <p><i>Resource mobilization in the Hindu Hush Himalayan Countries – Prof. Attaullah Shah & Dr. Wenling Wang</i></p> <p><i>Funding landscape for HUC outside of the HKH – Dr. Jakob F Steiner, probably also Prof. Nichole Georgeou (virtual)</i></p> <p>Discussion on needs & gaps</p> <p>Session Outcome: funding streams and gaps identified for the development of strategic transition areas and to support HUC’s core operational needs</p>	<p>Session Chair: Ms. Izabella Koziell Notetaker: Shivani Chemjong</p> <p>Summary of the cluster meeting on Day 0 (Sunday, 8 Sep) afternoon</p>
10:30-12:00	<p>SESSION 7: Group writing - HUC Resource Mobilization</p> <p>Interactive discussion to map prioritised areas for resource mobilization with a specific timeline, building from “Position Paper on HUC Governance and Resource Mobilization” (April 2024)</p> <p>Dr. Ravi Khetarpal, Executive Secretary of Asia Pacific Association of Agricultural Research Institutions (APAARI) - APAARI’s transition to autonomy (legal status)</p> <p>Session Outcome: a presentation outline for HUC resource mobilization with a specific timeline</p> <p><i>Coffee/Tea served during the session</i></p>	<p>Session Chair: Dr. Wenling Wang Notetaker: Shivani Chemjong</p>
12:00-13:00	<p>LUNCH BREAK</p> <p><i>Transfer to ICIMOD</i></p>	
14:00-15:00	Tour ICIMOD’s premises and look for the potential office location of the HUC Secretariat	Session Chair: Mr. Shekhar Ghimire

ICIMOD staff in charge of facilities: **Mr. Mohan Shrestha**

Informal interaction with ICIMOD’s Strategic Group Leads (Mr. **David Thomas Porter**, SGL 3), Action Area Coordinators (Dr. **Abid Hussain**, SG2 AA-C), Intervention Managers (Dr. **Amina Maharjan**, SG2 AA-C Foresight), Component Leads, HUC Resource Persons, and Head of Communication (Ms. **Annie Dare**)

15:00-14:30	SESSION 8: Operational Infrastructure and Hosting Arrangements of the HUC Secretariat Group discussion – Institutional Agreements. The process and timeline for the drafting of an institutional agreement between ICIMOD and the HUC regarding defined hosting arrangements of the HUC Secretariat will be agreed based on the JTF discussions. Session Outcome: considerations for operational infrastructure and hosting arrangements at ICIMOD	Session Chair: Prof. Rosalind Cornforth Notetaker: Shivani Chemjong
16:30-17:00	Recap Day 2 and plan of work for Day 3 Vote of Thanks and Closing	Prof. Rosalind Cornforth Dr. Pema Gyamtsho
18:00-20:00	RECEPTION DINNER <i>Thukucho Thakali</i>	Host of the Dinner: Dr. Pema Gyamtsho
20:00	Return to Hotel Izabella departs from Kathmandu in the afternoon. Jakob departs the next day (TBC).	

DAYS 3 – WEDNESDAY, 11 September

Time	Programme	Speaker / Notes
09:00–09:30	Welcome back and review of work plan for Day 3	Session Chair: Prof. Rosalind Cornforth
9:30 – 11:30	SESSION 9: Group writing – “Guidelines Towards Autonomous Operations” including hosting arrangements Sections to be included on an autonomous human resource and financial management system, a separate bank account and legal entity status [where further	Session Chair: Mr. Shekhar Ghimire

information is needed, this will be identified and a process for obtaining that made clear]

Session Outcome: a draft outline of the Guidelines to Autonomous Operations; identification of further information needs; and process defined and timetabled for the Institutional Agreement to be drafted and finalised

Coffee/Tea served during the session

11:30-12:30	SESSION 10: Consolidation and Next Steps Timeline agreed for JTF review of all draft documents by email the following week ahead of HUC SC meeting on 19 September Schedule online meeting(s) post HUC SC meeting to review comments and feedback	Session Chair: Prof. Rosalind Cornforth Notetaker: Dr. Shachi Truong
12:30-13:30	LUNCH BREAK	
14:00-17:00	Optional: continued cluster/pair writing WORKING DRAFT VERS 1.0 <ul style="list-style-type: none">• Transition to Autonomy Roadmap• Guidelines towards Autonomous Operations• Resource Mobilization	
18:00-20:00	Optional: Dinner in town & farewell Prof. Shah & Dr. Wenling will leave the next day	

DAYS 4 – THURSDAY, 12 September 2024

Bilateral meetings