

***For review and Feedback by 19 December 2017***

**TO:** CEO FORUM

**FROM:** Meg Gardinier

**DATE:** 12.5.17

**RE:** Proposed changes to the preparation, structure and convening of CEO Forums

### **Background**

It has become apparent that changes are required in the preparation, convening and structuring of the biannual CEO Forums. The feedback we have received to date is as follows:

- The current method of reporting out on the Secretariat's progress (i.e. lengthy presentations and PowerPoints) is too detailed.
- There is limited time for high quality discussion.
- The outcomes from the presentations and discussions are unclear.
- There is insufficient preparation time for review of documentation.

### **Recommendations:**

#### ***Background reading***

- The Secretariat should assign carefully selected meeting materials (i.e. reports, supplemental reading) in advance of the meeting.
- When preparatory documents are shared, the purpose and expectations for outcomes need to be clearly articulated.
  - One member shared a matrix, which could prove useful for future meetings, and this is included at the end of the document. (1)
- It is important to have reading materials four weeks in advance to be able to participate in the meeting. This is especially important if members are not native English speakers.
- Where appropriate, it is helpful to share with CEOs the documents that are provided to the Board.
- Placing the documents on the password-protected sections of website is helpful, but dates should be added so it is easy to see what are the most recent documents and versions.
- Readings that are background information on pivotal issues in the sector can be shared between meetings.

**Presentation Format**

- Take a bigger picture approach and avoid providing a lot of detail in the content during the meetings. Rather, allow for discussion among CEOs.
- The presentations should be shorter, based on the assumption that all members will read the background materials in advance.
- PowerPoints are helpful for pre-reading as a deck, not as slides to accompany an oral presentation.
- The Co-Chairs should consider the PowerPoints as read and come with the top three points and top three questions for each agenda item.

**Venues**

- The discussion venues should take a variety of forms: plenary, small group discussions, etc.
- It is necessary to have time to talk about business outside of the Alliance strategy, so build in sufficient time for bi-lateral meetings.

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(1) **MEETING PLANNING AGENDA Template**

**Meeting Date:** DATE

**Papers due for distribution:** DATE

<b>Agenda Item (insert title of paper as soon as known)</b>	<b>Purpose (insert a short explanation of the purpose of the paper)</b>	<b>Action (confirm or modify action required)</b>	<b>Presenter</b>	<b>Information / Support (writer of or contributor to the item)</b>	<b>Prior submissions (any committees or groups item needs to go to prior to this meeting)</b>	<b>Comments</b>