ICAR Board meeting
Face-to-face in Rome from 12:00 on Tuesday 18th to 12:00 on Wednesday 19th November 2014.

A. Program Outline

Date and Time	Activity	Notes
Tue. 18th Nov. 09:00 – 12:00	Service-ICAR Board Meeting.	Open to Board members of Service-ICAR and invited ICAR Staff Team members.
Tue. 18th Nov. 12:00 – 13:00	ICAR Board – welcome, self-introduction, outline of first group activity.	Participation by ICAR Board and all members of ICAR Staff Team.
Tue. 18th Nov. 13:00 – 15:30	• Split into three groups – one for ICAR Staff Team and two for ICAR Board. • Come back together to share lessons.	• Lunch will be served to each group in this period. • *What went well and not so well* – communication / way of working / personal … • Consider period from Berlin meeting to present. • Identify actions to be taken to improve our way of working in the future.
Tue. 18th Nov. 15:30 – 16:00	Refreshment Break	
Tue. 18th Nov. 16:00 – 18:00	"Normal" ICAR Board Meeting.	• Agenda, Acting Secretary General's report and associated papers to be distributed in advance as for previous ICAR Board meetings. • ICAR Staff Team in attendance as observers and to answer specific questions as required.
Tue. 18th Nov. 19:00 – 22:00	Dinner	• Walk to restaurant – weather permitting. • Table arrangement to facilitate interaction and team building.
Wed. 19th Nov. 8:30 – 10:00	• Split into three groups each with mix of ICAR Staff Team and ICAR Board. • Come back together share and agree potential strategy.	• Review strategies of ICAR Groups (from Berlin meeting) and identify other potential strategies for 2015 (and beyond). • Agree list of potential strategies for 2015 (and beyond) for prioritisation.
Wed. 19th Nov. 10:00 – 10:30	Refreshment Break	

Date and Time	Activity	Notes
Wed. 19th Nov. 10:30 – 11:30	• In same three groups as previous session. • Come back together to share priority ranking for each strategy and reach consensus.	• Allocate priorities to strategies identified earlier. • These priorities will form the basis of the 2015 budgets for ICAR and Service-ICAR. To be considered at the first Board meeting for each in 2015.
Wed. 19th Nov. 11:30 – 12:00	Wrap-up and end of Board meeting.	Feedback on meeting and summary by President.
Wed. 19th Nov. 13:00 – 16:00	ICAR Staff Team meeting.	Review outcome of meetings, allocate work according to priorities and discuss any outstanding issues.

B. Call to Order & Approval of Agenda – 16:00 to 18:00 on 18th Nov.

C. Approval of the minutes

a. Board Meeting – August 28th, 2014

D. Matters Arising

E. Acting SG Report (ASG Report)

F. Other Business

G. Adjourn – 18:00 on 18th Nov.