

(1) Recommendations for Overall MCSF Process and Procedures:**(A) MCSF Planning Committee meeting time frames:**

- When meetings of the nine designated representatives occur, such meetings shall be designated as “MCSF Planning Committee” meetings.
- MCSF Planning Committee meetings will be held immediately before each Summit.
- It was decided that one MCSF Planning Committee interim meeting should be held between the 14th and 15th MCES meetings as a means of determining if such interim meetings would promote continuity and enhance implementation progress between MCES meeting dates. Such an interim meeting would also provide an opportunity to better prepare for the Summits.
- It was agreed that each jurisdiction will self-fund travel to the MCSF Planning Committee meetings.
- It was also agreed that virtual meetings will be held to prepare for both the MCSF Planning Committee and Summits utilizing a technology accessible to all of the members.

(B) Discussion of internal communication and approval/authorization protocols:

- It was recommended that the designated representatives be the primary point of contact for each jurisdiction and that each representative identify the need for forwarding of MCSF communications within their respective jurisdictions.
- It was determined that the recommendations of the MCSF Planning Committee would be presented by each designated representatives to gain general approval to proceed from each Chief Executive on MCSF inception award activities.
- E-mail poll decision-making was agreed to with the designated representative of the Secretary General being the manager of this process.
 - ⇒ It was noted that a change of the bylaws would be required if this same procedure were to be extended to decision-making by the MCES/MCSF principals with respect to the Center’s own funds and activities in the future.
- It was agreed that if there were no objections raised to propositions presented to each of the MCSF designated representatives within 5 business days after the proposition is sent for consideration, the decision would automatically be adopted; similarly, when the proposition requires the designated representatives to gain the approval of their principals, the time period would be extended to 10 business days.
 - ⇒ In the event that any jurisdiction requested an extension of the period for review, such request would be approved.

- In the event that there is an objection then it would have to be resolved through e-mail communications and, perhaps a further period of review to consider alternatives; however, if that proved impossible the proposition would be rejected.
- It was agreed that one activity of the Graduate School under the inception award would be to identify needed changes in the MCSF bylaws, if any, and development of a procedural manual for the Center to manage funds and implement projects and programs under its own auspices.

(2) Recommendations for Three Core Functions of MCSF

(A) With respect to the core function of MCSF to serve as **MCES Secretariat**:

- It was agreed that the Graduate School will deliver, through the inception award, the staffing support for the 14th MCES meeting scheduled for December 2010, and that such support would include:
 - ⇒ Meeting Preparation;
 - ⇒ Meeting close out documentation; and
 - ⇒ Interim meeting preparation for the subsequent MCSF Planning Committee Meeting and 15th MCES.
- It was further recommended that the Graduate School deliver, through the inception award, documentation of “Standard Operating Procedures” for the Secretariat function of the MCSF in support of the MCES and Summit meetings.

(B) With respect to the core function of MCSF to **implement projects and programs**:

- The initial activities identified for consideration of funding support under the Graduate School-administered inception award are those that were identified in MCES communiqués, were part of the MCES proposal to the DOI for the inception award, or were identified by the designated representatives on behalf of their jurisdiction or an MCES Committee.
- The designated representatives undertook a scoring exercise that included the following criteria:
 - ⇒ Importance (to the MCSF mission)
 - ⇒ Jurisdictional coverage (across the nine MCSF jurisdictions)
 - ⇒ Risk to successful completion
 - ⇒ Funding leverage (likelihood that success will lead to new funding sources)
 - ⇒ Urgency
 - ⇒ Linkage to MCES Communiqués and Committees

- The result of the scoring (by 8 designated representatives) is presented in the Proceedings (Attachment L) and it is recommended that the Chief Executives approve the findings which authorize the Graduate School to proceed with planning for prioritized activities with funding estimated at \$357,000. This leaves approximately \$43,000 to be authorized at a later date (again by the Chief Executives, following recommendations of their designated representatives).
- It was recommended by the designated representatives that actual APPROVAL to commence with expenditures on specifically authorized activities must await further final approval following the presentation to the designated representatives of the actual contractual terms of reference and clear deliverables. The Graduate School will present detailed proposals for approval on a rolling basis (on a “no objections basis”).
- Actual procurement of services and deliverables will operate under the terms of the Graduate School’s contract with DOI and according to their internal procedures; however, relevant procurement standards and procedures will be developed for MCSF so that they are in place when the Center has its own funds and is implementing its own projects and programs.

(C) With respect to the core function of MCSF to **mobilize new funding**:

- The designated representatives recommended that the Graduate School include support from the inception award for an initial effort to identify funding sources for direct support to MCSF. Five potential categories of funding support were initially identified:
 - ⇒ Foundations and private corporations
 - ⇒ Multi- lateral agency grants
 - ⇒ Individual country grants
 - ⇒ Administrative overhead allocations from grants administered by MCSF
 - ⇒ Contributions or assessments from the nine jurisdictions of the MCSF
- The designated representatives specifically recommended that an initial step would be to contract an expert, through the inception award, to develop a fundraising plan.