

14:00 – 14:05	ITEM 1: Welcome Remarks By Dr. Narongchai Akrasanee, Chairman of MI Steering Committee
14:05 – 14:10	ITEM 2: Adoption of the Agenda
14:10 – 14:15	ITEM 3: Business Arrangements
14:15 – 14:20	ITEM 4: Minutes Adoption of the Steering Committee Meeting No. 1/2023 Action Progress of Recommendation from Governing Board Meeting 1/2023
14:20 – 14:40	ITEM 5: Matters for Acknowledgement 5.1 Annual Performance Review 2023 5.2 Completion of Promoting Safe Food for Everyone (PROSAFE) Project
14:40 – 14:55	<i>Group Photo and Refreshment/ Break</i>
14:55 – 15:40	ITEM 6: Matters for Consideration 6.1 Mid-Term Review (MTR) of the Mekong Institute Strategic Plan 2021-2025 6.2 Review Proposed Revisions of the Mekong Institute's Organization Structure, Operation Manual, and Salary scale 6.3 Review Mekong Institute's Work Plan and Budget 2024 and 2025 6.4 Appointment of Sub-committee for 2023 Executive Director Performance Evaluation
15:40 – 16:10	ITEM 7: Country Reports of Steering Committee Members
16:10 – 16:15	ITEM 8: Date and Venue of Governing Board Meeting No. 1/2024
16:15	ITEM 9: Other Matters
16:15 – 16:30	<i>Refreshment/ Break</i>
16:30 – 17:00	Summary and Conclusion of the Steering Committee Meeting No. 2/2023

Annexes:

1. Annual Performance Report 2023
2. Report on Promoting Safe Food for Everyone (PROSAFE) Project
3. Draft Minutes of Special Steering Committee Meeting on the Mid-Term Review (MTR) of the MI Strategic Plan 2021-2025
4. Summary of Proposed Revisions to the Organization Structure, Operation Manual, and Salary scale
5. Proposed Mekong Institute's Work Plan and Budget 2024 and 2025