



09:00 – 09:05

ITEM 1: Welcome Remarks

By H.E. Mr. Chea Chantum, Chairman of MI Council

The welcome remarks aim to set the tone for the proceedings. Notably, this meeting is the first time that the Council Chair from Cambodia, H.E. Mr. Chea Chantum, will be presiding over the meeting.

09:05 – 09:10

ITEM 2: Adoption of the Agenda

The item involves confirming and formally accepting the proposed agenda for the meeting. The agenda and other relevant references were distributed to the council on November 29, 2023, ensuring that all members had sufficient time to review and prepare.

09:10 – 09:15

ITEM 3: Business Arrangements

This item provides for a brief discussion or updates related to logistical and operational matters of the meeting.

09:15 – 09:30

ITEM 4: Minutes Adoption of the Council Meeting No. 1/2023 and Action Progress of Recommendations from Governing Board Meeting 1/2023

This item seeks the approval of the minutes from Council Meeting No. 1/2023 and discussion on the progress of recommendations from the Governing Board Meeting 1/2023.

09:30 – 09:50

ITEM 5: Highlights and Recommendations from the Steering Committee on Matters for Acknowledgement by Dr. Narongchai Akrasanee, Chairman of MI Steering Committee

These items provide an opportunity for the Council to acknowledge the efforts and progress made under the guidance of the Steering Committee, fostering transparency and understanding of the MI's activities.

5.1 Annual Performance Review 2023

The Council will be presented with details about MI's performance throughout the year, highlighting successes, challenges, and areas for improvement.

5.2 Completion of Promoting Safe Food for Everyone (PROSAFE) Project

The Council will be presented with an overview of the successful conclusion of the PROSAFE Project, with insights into the project's impact and outcomes.

09:50 – 10:40

ITEM 6: Highlights and Recommendations from the Steering Committee on Matters for Consideration by Dr. Narongchai Akrasanee, Chairman of MI Steering Committee

This agenda item focuses on critical recommendations and considerations from the Steering Committee led by its chair

6.1 Endorsement of the Recommendations of the Mid-Term Review (MTR) of the Mekong Institute Strategic Plan 2021-2025

The findings and recommendations from the MTR of MI's Strategic Plan will be presented. This item seeks the Council's endorsement of the proposed recommendations under the MTR.

6.2 Endorsement of the Proposed Revisions of Mekong Institute's Organization Structure, Operation Manual, and Salary Scale

This item provides for the discussion and seeks the Council's approval of proposed revisions to the organization's structure, operation manual, and salary scale, aiming to enhance the efficiency and effectiveness of MI's operations.

6.3 Endorsement of Mekong Institute's Work Plan and Budget 2024 and 2025

The Council will be presented with the proposed work plan and budget for the upcoming years (2024 and 2025), seeking the Council's endorsement for strategic priorities and resource allocations.

6.4 Appointment of Sub-committee for 2023 Executive Director Performance Evaluation

This Council will discuss the creation of a sub-committee responsible for evaluating the performance of the Executive Director in 2023

10:40 – 10:55

Group Photo and Refreshment/ Break

10:55 – 11:55

ITEM 7: Recommendations and Commitments of Council Members and Key Development Partners

This item allows Council Members and Key Development Partners to share their recommendations and express commitment to supporting the work of MI

11:55 – 12:00

ITEM 8: Date and Venue of Governing Board Meeting No. 1/2024

The Council will determine the date and venue for the Governing Board Meeting No. 1/2024.

12:00

ITEM 9: Other Matters

This item aims to address any additional topics or concerns not covered in the formal agenda.

Annexes:

1. Annual Performance Report 2023
2. Report on PROSAFE Regional End-of-project Event
3. Draft Minutes of Special Steering Committee Meeting on the Mid-Term Review (MTR) of the MI Strategic Plan 2021-2025
4. Draft MI Work Plan and Budget 2024 and 2025
5. Summary of proposed revisions to the Organization Structure, Operational Manual, and Salary scale