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**You are invited to the 2013**

**CEO and Board Member Workshop: How to Discuss Social Performance at the Board Level**

At the 2013 SPTF Annual Meeting in Panama City, Panama

1. **Workshop Logistics**

The workshop will take place on Wednesday, June 5th at the [Westin Playa Bonita Hotel](http://sptf.info/images/reservation%20form%20-%20redcamif-2.pdf), located near Panama City, Panama. This is the same hotel where the 2013 SPTF Annual Meeting plenary sessions will be held from June 6th to June 7th.

1. **Objectives of the Workshop**

Many MFI boards do not review or discuss social performance information because they either do not know which information to seek, they give priority to purely financial issues, or they feel less competent discussing social performance.

However, many of these boards would like to discuss social performance on a regular basis, and want to know how to prioritize social performance, structure a social performance board report, and discuss social performance regularly.

This workshop is designed to:

1. Prompt CEOs and their board members to identify social performance priorities for the MFI, and produce and review a social performance report on a regular basis.
2. Provide input for an SPTF-designed tool for MFI Boards called “How to Design a Social Performance Board Report, ” which we will develop after the Annual Meeting.
3. **Workshop Participants**

Workshop participants will be **limited to MFI CEO’s and their board members**. **Each CEO may bring one board member, and CEO’s who cannot bring a board member are still welcome to participate**. CEO’s should select a board member who is most likely to carry the initiative forward, regardless of whether s/he is the chairperson of the board.

The SPTF will offer simultaneous translation in English, Spanish, and French. The workshop will be moderated in English.

1. **Pre-workshop Responsibilities**

Prior to the workshop, the CEO and the board member should outline a SPM board report and monitoring system that can be discussed at the board level. They should identify:

* What the report would include;
* Which information the MFI already collects and which information it would need to begin collecting;
* How often the board would review it; and
* The specific issues at the institution that the report could help address (e.g. client turnover, new product design).

The CEO and board member should come to the workshop prepared to share their report outline with the larger group.

Additionally, the SPTF will send several “briefing materials” in advance of the meeting. Reviewing these materials will ensure that all participants are prepared for meaningful workshop discussions.

1. **Workshop Methodology**

Two MFI CEO’s will demonstrate how they report and discuss SPM at the board level. In addition to these case study presentations, any participant will have the opportunity to share the SPM report outline that they developed prior to the workshop.

Throughout the day, the group will discuss: how to identify social performance priorities for the board; critical SPM information for the board; challenges of reporting SP to the board, and practical steps for stimulating discussion of SP at the board level.

1. **Post-workshop Outputs**

The SPTF will have two primary outputs of the workshop:

1. Case studies and actual SPM board reports—We will select the best examples of SPM board reports and create case studies that include example reports.
2. A tool for MFI boards—Drawing on the learning from the workshop, including the example report, the SPTF will develop a practical tool called “How to Design a Social Performance Board Report.”
3. **Workshop Agenda (DRAFT subject to change)**

9:00—Introductions and workshop methodology

9:30—Case study #1 and discussion: How to identify social performance priorities for the board

10:30—Case study #2 and discussion: How to select data for the SPM board report, and use it to make decisions at the board level

11:30—Break

12:00—Sharing SPM board report outlines by language (small group discussions in English, French, and Spanish)

1:00—Lunch

13:30—Plenary group discussion #1: What is the critical information that an SPM board report should include?

14:30—Plenary group discussion #2: What are the primary challenges to reporting SPM to the board?

15:30—Break

16:00—Plenary group discussion #3: Practical steps for stimulating discussion of SPM at the board level

17:00—Next steps: commitment from the participants to implement a board report at/for the next board meeting

1. **How to RSVP & find more information about the 2013 Annual Meeting**

If you will attend the workshop, please email Leticia Emme at leticiaemme@sptf.info. Please inform her whether you will bring a member of your Board or not. To find more information about the larger 2013 SPTF Annual Meeting, please visit <http://sptf.info/sp-task-force/annual-meetings>

1. **Do you already use an SPM Board Report?**

If your Board already uses an SPM Board Report to review social performance information, please let us know. We would like to collect as many example Board reports as possible, prior to the workshop. Also, if you are interested in making a presentation during the workshop, please let us know. The SPTF has limited scholarships available for those who make presentations.