

**INTER-AMERICAN INSTITUTE FOR
GLOBAL CHANGE RESEARCH
(IAI)**

EC XIII - CoP VIII
June 17-20, 2001
Panama City, Panama

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Note: This report is not a strictly chronological record. For completeness, greater clarity and readability the IAI Directorate has grouped discussions of an agenda item together under the first occurrence of the topic.

**XII Meeting of the IAI Executive Council (EC)
December 04-05, 2000 – San José, Costa Rica**

AGENDA

Monday – December 4th, 2000	Day 1
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- Morning session (08:30 – 12:30) -

8:30 – 9:00 Registration

Opening ceremony :

Representative of Costa Rica

EC Chair: Antonio MacDowell

Approval of the Agenda

Approval of the Report of the EC-XI meeting

Report of the EC Chair

Directorate Report

- *Update on institutional and programmatic activities, and financial status;*
- *Working agreements and new initiatives.*

Report of the Scientific Advisory Committee (SAC) Chair

- Afternoon session (14:30 – 18:00) -

Role of the Vice-Chairs of the EC Bureau

Report of the Working Groups/Task Forces/Committees:

- *Financial and Administration Policy*
- *Fund Raising*
- *Communications*

Status and future of the IAI-DIS (Data and Information System)

Procedures to terminate an IAI supported project.

Tuesday– December 5th, 2000

Day 2

- Morning session (08:30 – 12:30) -

Global Change Activities in Costa Rica

Report of the Sub-Committee on the Terms of Reference (TOR) of the External Evaluation of IAI
Approval of new initiatives

Approval of Action Lists

Future sites and meetings

Adjourn

1. Opening Session

The representative from Costa Rica, Eladio Zárate, and the Representative of the Second Vice President and Minister for the Environment and Energy of Costa Rica, Gloria Villa, on behalf of the Government of Costa Rica, opened the Twelfth Meeting of the Executive Council and welcomed the EC delegates and members of the IAI staff to the meeting.

On behalf of the EC delegates, the EC Chair, Antônio MacDowell, thanked the government of Costa Rica for hosting the Twelfth EC Meeting in San José. He recalled the first meeting of the IAI Implementation Committee (IC), which was held in Costa Rica in July 1992 and expressed his wish for the success of the meeting.

Participants at the meeting were:

EC Country Representatives

Argentina:	Carlos Ereño		
Brazil:	Antônio MacDowell		
Canada:	Bécharde Georges		
Costa Rica:	Eladio Zárate	Gloria Villa	Walter Fernandez
	Jorge Amador	Guillermo Vega G.	Roberto Villalobos F.
Cuba:	Bárbara Garea		
Panama:	Ricardo R. Anguizola M.	Irina Madrid	Ligia Castro de Doens
Mexico:	- - - -		
United States:	Paul Filmer	Vanessa Richardson	
Uruguay:	Raúl Michelini		

Invitees - Sub-Committee on the Terms of Reference (TOR) of the External Evaluation of IAI:

Gordon McBean (Institute for Catastrophic Loss Reduction, Canada)
Max Campos (Comité Regional Rec. Hidráulicos, Costa Rica)
Rubén Lara (CICESE, Mexico)

IAI:

IAI SAC:	John Stewart		
Directorate:	Armando Rabuffetti	Reynaldo Victoria	Silvio Bianchi
	Marcella O. Schwarz	Luis Marcelo Achite	Eduardo Banús
	Luciana Q. Ribeiro		

The IAI Director thanked the local host for organizing the meeting and for the warm hospitality. He also transmitted warm regards from Marcio Barbosa, former representative of Brazil, who has been appointed Deputy Director General of UNESCO.

2. Approval of the Agenda

The EC approved the agenda of its Twelfth Meeting without any modifications (document: 1_ECXII/DWD/Nov.16, 2000) (Action 1 – day 1).

3. Approval of the Report of the Eleventh Meeting of the EC

The EC approved the Report of its Eleventh Meeting without any modifications (document: 2_ECXII/DWD/Nov.09, 2000) (Action 2 – day 1).

4. Report of the Executive Council Chair

The EC Chair (Antônio MacDowell) reported on his activities in the period of September-November 2000:

- contacts made with offices of international organizations located in Brazil (UNESCO, PNUD, etc) to know about their mechanisms and procedures to deal with the “Secretaria da Receita Federal” of the Ministry of Finances of Brazil;
- participation in the Financial and Administrative Working Group (FAWG) meeting at the IAI Directorate as well as participation in the interviews with the final candidates for the position of the IAI Financial Officer - October 10-12, 2000;
- participation in the Plenary Meeting of IGFA in Zurich, Switzerland - October 23-26, 2000;
- participation in a conference call of the Fund Raising Working Group (FRWG) - November 22, 2000.

5. Report of the Director

The Director made his presentation based on his Report to the EC (4_ECXII/DID/Nov.14, 2000) and asked other members of the IAI Directorate staff to complement his presentation providing updates on activities related to the IAI scientific programs and the Training and Education area.

Their presentations were based on two documents: the Current CRN Status (5_ECXII/DID/Nov. 10,2000) and the Training and Education Activities (6_ECXII/DID/Nov.13,2000). All three documents had been distributed to the EC members previously.

The IAI Director reported the following items:

a) Institutional Aspects:

- *IAI Membership and Communication with IAI Representatives*
- *Ratification Status of the CoP-VI Resolution # 7*
- *Resolutions and Action Lists from the EC-XI and CoP-VII*
- *Director's remark:*
Efforts have to be made at an upper level to link the IAI member countries back to the Institute. It is embarrassing for the IAI not to have a strong institutional involvement of its member countries in its current phase, when its programs have already been established and capacity building has already been promoted in the region. The EC Chair and the IAI Director are taking immediate actions in this matter. The EC Chair will be contacting the embassies of IAI member countries in Brazil to help reenergizing IAI's institutional connections. The IAI should make an inventory of the current situation in each country and develop a plan to approach authorities in each one to strengthen institutional relationship (Action 6, day 1).

b) Programmatic Development:

- *Initial Science Program (ISP):*
 - All projects started under rounds I and II of the ISP are completed. Four out of sixteen projects composing its round III are also completed and their final reports are finished;
 - the IAI will be receiving a tremendous number of scientific information derived from the ISP Program in the near future (is already receiving some) and it has to think how to provide this useful information to users and policy- and decision-makers.
- *Collaborative Research Network (CRN) Program:*
 - A recent survey conducted by the IAI Directorate demonstrated that PIs were able to leverage additional resources (US\$ 2,219,000) to their CRN projects enlarging the initial IAI support (from NSF, the Argentinean Agency for Sc. & Technology, and NOAA/OGP) to the program;
 - As a consequence of the first CRN PIs' meeting, Osvaldo Sala and Holm Tiessen are in the process of linking their projects;
 - The IAI Directorate is trying to monitor as much as possible the development of the CRN Program and to improve its communication with the CRN PIs.

The CRN Manager, Eduardo Banús, made a presentation on the administrative situation of the CRN Program.

The Interim Scientific Officer, Reynaldo Victoria, commented that he was impressed with all the IAI work during its short existence and with the expressive number of publications and people involved in IAI activities. In his opinion, only three aspects regarding integration need to be improved: the integration within each project, the natural integration between the projects, and the integration between the IAI and other programs related to global change issues like IGBP, WCRP, IHDP, etc.

- *Program to Expand Scientific Capacity in the Americas (PESCA):*
- In the IAI Director's opinion, its implementation could be considered as fair because of administrative problems like delay in signing the contracts and delay of the PIs' Institutions in re-passing the resources to the Co-PIs, nevertheless, its major evaluation would have to be based on its scientific results.

- *Distribution of IAI funds to the 4 themes of its Sc. Agenda*

- *Distribution of PIs by countries in SG, ISP, and CRN programs*

c) Capacity Building:

- *Training and Education (T&E):*

The Communications and T&E Officer, Marcella Ohira Schwarz, noted that most of IAI efforts in fostering capacity building in the region have been based on major priorities established by the IAI SAC and T&E working group recommendations: support short-term T&E activities (Summer Institutes, training workshops, short courses, etc); support graduate students (Master and Ph.D. levels) in research projects and fellowship opportunities; complement and facilitate existing T&E initiatives led by other national and international organizations; and promote T&E activities that foster collaboration between natural and social scientists.

d) Linkages with other Organizations and Programs:

- *IAI's participation in meetings/workshops/conferences of regional /international organizations*
- *Associates to IAI:* CATHALAC and CIESIN were officially invited to become associates to IAI. CATHALAC has formally approved the decision of being associate to IAI and the CIESIN Director has sent a positive response to the IAI Director. IAI will start to work with them on specific activities.

e) Financial Issues:

- *Status of voluntary contributions to Core Budget:*
- The 1999-2000 budget finished with a deficit of incoming contributions by 10-15%, if this trend continues, IAI will face a more alarming deficit.
- *Appointment of IAI Staff:*
- The selection process through which Silvio Bianchi has been appointed as the new IAI Financial Officer, the hiring of the Interim Scientific Officer: Reynaldo Victoria, and the announcement of the position of the IAI Scientific Officer were explained.
- The EC regarded favorably the decision made by the IAI Director that the advisory committee to assist him in the selection of the new Scientific Officer be composed of Margaret Leinen (EC), John Stewart (SAC), and Luiz Bevilacqua (SAC) (Action 3, day 2).
- The IAI Director emphasized the problem of the understaff situation the IAI had faced before the Financial and the Interim Scientific Officers were hired and hoped that the IAI Directorate's work become more efficient as the staff were then complete and each one could dedicate their times to their main responsibilities.
- *Other financial issues*

The IAI Director reminded the five main actions recommended by the Vision & Strategy Working Group in order for the EC to reflect on the future of the IAI and to define its priorities: 1) effort to

consolidate and enlarge the research networks; 2) the urgent need to engage new scientists and research institutions in new themes of the science agenda; 3) to sustain permanent capacity building effort in the region; 4) to support synthesis studies and participation in regional assessments and; 5) to increase the dissemination of results.

He also reported on some of the IAI new initiatives:

- the Open Meeting of Human Dimension Community of Global Change (Oct. 2001);
- a Project outline "Global Environ. Change Information System" sent to the INFODEV program of the World Bank (Nov. 2000) to get support to improve the IAI-DIS;
- a proposal (abstract) sent by Osvaldo Sala, on behalf of IAI, to the Millenium Ecosystem Assessment (Oct. 2000);
- an invitation from Bob Corell to co-organize a workshop on "Sustainability Science" in Latin America; and
- the involvement of the IAI in organizing the " Workshop on Water, Climate, and Health " together with CATHALAC (Panama).

6. Report of the SAC Chair

John Stewart informed that the two new SAC members (Omar Masera from Mexico and Walter Fernandez from Costa Rica) attended the last SAC meeting in Arlington, USA, between November 27-28, 2000.

He recalled the SAC's work during the preparation of the IAI Science Agenda and the launching of the IAI scientific programs and made comments on its current work in trying to attend the needs of each IAI network. He noted that, as the IAI launches its scientific programs in a linear form, the scientists are waiting for a next step after the CRN program and that a big challenge for the IAI is to keep them working in a sustainable manner.

In his opinion, another important challenge for the IAI over the next period of time, and which the SAC is concerned about, is how to know that the capacity within the region can help to develop the assessments that will allow the countries to deal with vulnerability in the future. With that purpose, the IAI is considering having a meeting to bring together CRN PIs and some PIs of other programs and encourage them to think about regional assessment and discuss vulnerability.

7. Role of the Vice-Chairs of the EC Bureau

First, the EC considered that the EC Vice-Chairs - together with the EC Chair - should divide the responsibility of supervising the work of the several IAI working groups and/or they should address themes of urgency. Afterwards, it was agreed that a conference call would be arranged between the EC Chair (Antônio MacDowell, Brazil), the First EC Vice-Chair (Margaret Leinen, USA), and the Second EC Vice-Chair (Barbara Garea, Cuba) to discuss the specific role of the EC Vice-Chairs.

8. Report of the Financial and Administrative Working Group (FAWG)

Raul Michelini, Chair of the FAWG, reported the following administrative and financial issues:

- Marcelo de Souza (Accountant Assistant) resigned on October 6, 2000, and left the IAI without finishing the Financial Statements as of June 30, 2000. He understood that, as an Accountant Assistant, he was not responsible for neither the accounting nor the preparation of the Financial Statements and balance sheets. He stopped the registrations as of March 31, 2000, instead of continuing it up to the end of the Financial Year (FY). The Director decided to contract the services of a new accountant: Heloisa Ferreira to finish the accounting for the FY 1999-2000 to present it to the auditors before December 31, 2000, and to finish the accounting for the period July 2000 - December, 2000, by January 31, 2001.
- Silvio Bianchi, the new IAI Financial Officer, will take over in January 2001 and he will be responsible to help the IAI in important tasks like fund raising and management of the financial aspects of the IAI scientific projects. He will also be receiving the auditors in February 2001.
- The Financial Statements as of June 30, 2000, the External Auditor's Report, and the Core Budget for FY 2001-2002 will be presented in the upcoming EC and CoP meetings in Panama (July 2001).
- Despite the level of voluntary contributions has been increased, a deficit in the IAI Core Budget still persists. The FAWG has studied possibilities of reducing some costs (Newsletter, stationery, postage, and accounting software) without affecting salaries and travels but those will not sum an expressive amount.
- The EC Chair (Antônio MacDowell) was informed by the Brazilian authorities that the IAI is not obliged to keep its accounting records in Real (Brazilian currency), thus the accounting will be kept only in US Dollar. They also informed that the IAI is exempted from Brazilian taxes and reporting obligations.
- The salaries of some IAI Staff were reviewed and adjusted.

Regarding the funding situation of IAI, as described by the FAWG Chair, the EC urged that all IAI member countries keep up to date with their voluntary contributions to the IAI core budget. In addition, the EC requested the IAI Director to contact all member countries and inform them about their current contribution status (Action 7, day 1).

Finally, the FAWG expressed recognition to the Director and his staff for their significant efforts to overcome the understaff situation and to keep the Directorate running and the implementation of the IAI programs under control.

9. Report of the Fund Raising Working Group (FRWG)

The FRWG Chair, Carlos Ereño, reported on some of his activities since the last EC meeting held in Merida, July 2000:

- Participation of the FRWG Chair, the EC Chair, and the IAI Director in the IGFA meeting held in Zurich (Oct. 22-26, 2001). Results: a) initial contacts with Dr. Kitasawa to obtain information on the Ecofrontier Fellowship Program of Japan (promoted by the Environment Agency of Japan); b) contacts with Dr. Esteban Manrique, from the Ministry of Science and Technology of Spain, who will provide further information to IAI with respect to programs and/or institutions conducting activities related to global environmental change and sustainable development.

Other members of the group also reported on some of their efforts to connect IAI with other funding sources:

- Bob Corell and Paul Filmer visited OAS in Washington D.C. in September 2000. A representative from OAS (Ronald Scheman) attended the SAC meeting held in Washington D.C. in November 2000. He will be passing on the information of the SAC meeting to a specialized OAS panel.
- In a meeting with Bob Watson (World Bank), Bob Corell, and Paul Filmer were informed that probably funds will be available for a set of regional assessments, including Latin America. In case these funds are available, the IAI can submit a proposal. Bob Watson will keep Bob Corell and Paul Filmer updated on emerging possibilities.
- As already mentioned earlier in this report, Paul Filmer and Armando Rabuffetti have met with Rafael Hernandez of the INFODEV Program to discuss the possibility of submitting a proposal to support further development of the IAI DIS.
- Bob Corell, Diana Liverman, and Marcella Ohira Schwarz are making efforts in front of various foundations to obtain further funding to support the Open Meeting of the Human Dimensions of Global Change to be held in Brazil in October 2001.
- Bob Corell and Paul Filmer have had some meetings with Dr. Nick Remple (Coordinator of the regional bureau for Latin America and the Caribbean, UNDP) in order to update him on the IAI's progress. He invited the IAI to participate in more detailed conversation with other UNDP officials, particularly in terms of GEF possibilities of funding in January 2002.
- Tom Malone has invited the IAI to be part of the core groups of the institutions supporting the Western Hemisphere Knowledge Partnership Initiative, which he is leading. The idea is to present a proposal to the NSF to support initial planning activities. The IAI is being considered the appropriate structure to carry out this knowledge network initiative. The proposal is going to be submitted to a very competitive program of NSF and it will be necessary to wait for the results.

Carlos Ereño ended his presentation making comments on the critical situation the IAI is facing because of the lack of contribution of several member countries to its core budget and of almost all countries to the program and project budgets of the IAI.

A discussion with participation of several EC members followed these presentations and the EC adopted the following actions:

1. The EC recommended that the IAI Director and the EC chair make arrangements for a personal meeting with the president of the Inter-American Development Bank (IDB) to inform him about IAI's activities and propose the development of an institutional agreement for collaboration between the two organizations (Action 3, day 1).
2. The EC approved the proposal made by Dr. Gordon McBean to support the participation of the IAI at the Meeting of the Ministers of the Environment (Quebec, March, 2001) and the Summit of the Americas (Montreal, April, 2001) (Action 4, day 1). This proposal was strongly supported by the representative of Panama, Ricardo Anguizola, who emphasized the need to make efforts to increase the connections between science and policy in the global environmental change arena.

10. Report of the Communication Task Force (CTF)

Barbara Garea, Chair of the CTF, reported on the constant efforts the group has made to improve the IAI communications mechanisms and to reduce costs due to the deficit in the IAI Core Budget. She made the following comments on the IAI communications mechanisms:

- Annual Report – a very strong effort is being made to have the report published and available in March 2001.
- Newsletter – it will be published every 3 months to expedite information and also will be thinner with shorter institutional articles.
- Homepage – it has been a good instrument in distributing documents and informational materials. Also, it is being studied how the IAI homepage together with the IAI-DIS could present more scientific results.

She informed that, in order to approach other organizations and funding agencies, the group is preparing different informational materials such as: a GEF brochure, catalogs with information on IAI current programs, a new IAI brochure, etc.

In addition, the group is considering scheduling conference calls and meetings to develop a marketing strategy for the IAI, which would be presented for the appreciation of the EC and the CoP at their next meetings in Panama in July 2001.

11. Rules of Procedure

The EC approved the nomination of Ligia Castro, delegate from Panama, as new member of the EC Working Group on Rules of Procedure (Action 2, day 2).

12. Status and Future of the IAI Data and Information System (DIS)

Paul Filmer, Chair of the IAI-DIS working group, informed that the IAI Interim Scientific Officer, Reynaldo Victoria, has recently joined the working group and that it will be very appropriate since he has knowledge and experience in other data and information systems. The group is also considering incorporating some scientists (IAI PIs/Co-PIs) who have experience in data and information systems as well as proposing some further collaboration with the LBA-DIS working group.

Luiz Marcelo Achite, IAI-DIS Manager, commented that the installation of the Uruguayan node is accomplished, it is working well, and that the next step will be to search information and insert them in the system. He also informed that the IAI is facing difficulty in installing the Costa Rican node due to hardware problems and that the IAI is preparing a pre-proposal to be submitted to INFODEV at the World Bank.

Paul Filmer gave details on the pre-proposal to be submitted to INFODEV. He informed that the working group decided to have monthly conference calls between them and the node managers to solve issues on the nodes. He also informed that the group is undertaking a strong effort to pursue the data that already exists, a result of the IAI funding, and make it available through the IAI system.

13. Procedures to Terminate an IAI Supported Project

Following the SAC's recommendation (8th SAC meeting), the IAI Directorate asked the United States National Science Foundation (NSF) to provide some guidance for procedures to be followed if an IAI supported project needs to be terminated. In this spirit, Paul Filmer, submitted a draft document (7.ECXII/DID/Eng.) to the EC appreciation.

The EC requested the IAI Director to work in consultation with the USA delegation and the IAI SAC in further elaborating the draft document. The Director will send the draft document to all representatives of IAI member countries and request comments by January 31st, 2001. The Director will also inform country representatives that this document will be presented for approval at the Eighth Meeting of the CoP in 2001 (Action 5, day 1).

14. Report of the Sub-Committee on the Terms of Reference (TOR) of the External Evaluation of the IAI

As per the request of the IAI Director, the working group met on December 4 and 5, 2000, in San José de Costa Rica, to prepare the initial TOR for an External Evaluation of the IAI. Gordon McBean (Canada), Max Campos (Costa Rica), and Rubén Lara (Mexico) were present in the meeting. Federico Garcia Brum (Uruguay) participated through a teleconference.

After a discussion between the members of the EC and the working group, the EC approved the initial TOR presented by the working group and recommended that this group continue to work in further elaborating the TOR with inputs provided by member countries. The deadline for member countries to send comments to the IAI Directorate, which will be forwarded to the working group, is the first week of February 2001 (Action 1, day 2).

15. Approval of New Initiatives

The USA, through the U.S. NSF and on behalf of the U.S. Global Change Research Program, will consider a proposal from the IAI to support a new research program of up to US\$ 300,000. As this amount of money is not sufficient to support many activities, Paul Filmer said that the IAI will have to prioritize its investment in one or more selected topics of its interest (synthesis activities, sustainability science, assessment, investment in the IAI-DIS, future additions of the IAI Summer Institute, scholarship programs, etc).

After making the offer, Paul Filmer recalled that the U.S. support for the IAI is coming under increasing scrutiny due to the non-participation of other governments in the financial support of the Institute. Thus, the U.S. delegation urged other countries to make contributions to the IAI core and/or program budget, which would be of extreme symbolic meaning in increasing future U.S. contributions to the IAI and in helping in fundraising efforts with other governments and funding sources.

Carlos Ereño (Argentina) explained the co-funding agreement signed between the IAI and the Argentinean Agency for Promotion of Science and Technology and encouraged the IAI member countries to follow this example.

Ricardo Anguizola (Panama) invited the representatives to reflect on their real commitment to the IAI and also urged the countries to make their voluntary contributions.

The EC welcomed and thanked the US. delegation for their offer to consider a proposal from IAI to support new scientific activities of up to US\$ 300,000 (Action 5, day 2).

16. Affiliated and Associated Institutions

The EC suggested that the two new associates (CATHALAC and CIESIN) submit to the IAI CoP a slate of four candidates to fill up the 10th position of the SAC. The two associates shall agree on a common procedure in recommending the total of four candidates. Furthermore, candidates shall be recognized internationally for their expertise in areas relevant to the objectives of the Institute ensuring broad sub-regional, regional, and worldwide representation as well as representation from a variety of disciplines relevant to global change research. Associates should provide a Curriculum Vitae of each candidate (Action 4, day 2).

17. Global Change Activities in Costa Rica

There were two presentations on the Global Change Activities in Costa Rica supported by IAI:

- Prof. Álvaro Burgos made a presentation on the use of the Geographic Information System (GIS) in global change activities; and
- Roberto Villalobos presented an update on the results of the project “Comparative assessments on the use of ENSO based climate forecasts for Agriculture in Costa Rica, Argentina, and Mexico”, an IAI ISP III supported project led by Dr. James Jones (University of Florida).

18. Approval of Action Lists

The EC approved the action list of day 1 (December 4) with a few modifications:

- include an action to reinvigorate the participation of member countries, which have been less active in IAI;
- include an action to urge all the IAI member countries to keep up to date with their voluntary contribution to the IAI core budget.

19. Future Meetings and Sites

The EC approved the offer made by the delegate from Panama to host the thirteenth meeting of the EC in Panama City, Panama, on the week of July 16, 2001, and the offer made by the delegate from Cuba to host the fourteenth meeting of the EC in Havana, Cuba, in the second semester of 2001 (Action 6, day 2).

20. Adjournment of the Meeting

The EC Chair and the member country representatives thanked Costa Rica, Eladio Zárate and his staff, for hosting the meeting and providing such an excellent support and congratulated the translators for their terrific job.

The IAI Director and Eladio Zárate thanked their staffs for organizing the meeting.

Raul Michelini (Uruguay) congratulated the EC Chair for the efficient manner he handled the meeting, wished him success, and thanked the former EC Chair (Carlos Ereño) for all his work and dedication to the IAI.

The EC Chair thanked all delegates, the IAI Director, the IAI staff, and the local organizers for their participation and adjourned the Twelfth Meeting of the EC.

Twelfth Meeting of the IAI Executive Council (EC)
December 4-5, 2000 San Jose, Costa Rica

Action List

December 4, 2000: Day 1

3. The agenda of the twelfth meeting of the EC was approved with no modifications.
4. The report of the eleventh meeting of the EC was approved with no modifications.
5. The EC recommended that the IAI Director and the EC chair make arrangements for a personal meeting with the president of the Inter-American Development Bank (IDB) to inform him about IAI's activities and propose the development of an institutional agreement for collaboration between the two organizations.
6. The EC approved the proposal made by Dr. Gordon McBean to support the participation of the IAI at the Meeting of the Ministers of the Environment (Quebec, March, 2001) and the Summit of the Americas (Montreal, April, 2001).
7. The EC requested the IAI Director to work in consultation with the USA delegation and the Scientific Advisory Committee (SAC) in further elaborating the document entitled "Procedure to terminate a project"(7.ECXII/DID/Eng.). The Director should then send this draft document to all representatives of IAI member countries and request comments by January 31st, 2001. The Director should also inform country representatives that this document would be presented for approval at the eighth meeting of the Conferences of the Parties in 2001.
8. The EC discussed the need to revigorate the participation of member countries, which have been less active in the IAI. The IAI should make an inventory of the current situation in each country and develop a plan to approach authorities in each one to strengthen the institutional relationship.
9. The EC urged that all IAI member countries keep up to date with their voluntary country contribution to the IAI core budget. In addition, the EC requested the IAI Director to contact all member countries and inform them about their current contribution status.

Twelfth Meeting of the IAI Executive Council (EC)
December 4-5, 2000 San Jose, Costa Rica

Action List

December 5, 2000: Day 2

1. The EC approved the initial Terms of Reference (ToR) for an External Evaluation of the IAI presented by the Working Group composed of Gordon McBean (Canada), Max Campos (Costa Rica), Federico Garcia Brum (Uruguay) and Rubén Lara (Mexico) and recommended that this group continues to work in further elaborating the ToR with inputs provided by member countries. The deadline for member countries to send comments to the IAI Directorate, which will be forwarded to the Working Group is the first week of February 2001.
2. The EC approved the nomination of Ligia Castro, delegate from Panama, as new member of the EC Working Group on Rules of Procedure.
3. The EC regarded favorably to the composition of the advisory committee, which will assist the Director in the selection of the new Scientific Officer. The committee will be composed by Margaret Leinen (EC), John Stewart (SAC) and Luiz Bevilacqua (SAC).
4. The EC suggested that the two new associates (CATHALAC and CIESIN) submit to the IAI Conference of the Parties a slate of four candidates to fill up the 10th position of the SAC. The two associates shall agree on a common procedure in recommending the total of four candidates. Furthermore, candidates shall be recognized internationally for their expertise in areas relevant to the objectives of the Institute ensuring broad sub-regional, regional, and worldwide representation as well as representation from a variety of disciplines relevant to global change research. Associates should provide a curriculum vitae of each candidate.
5. The EC welcomed and thanked the U.S. delegation for their offer to consider a proposal from IAI to support a new research program up to US\$ 300,000. The U.S. delegation encouraged other countries to make contributions to the IAI program budget, which would be of extreme symbolic meaning in increasing future U.S. contributions to the IAI, and in helping in fundraising efforts with other governments and funding sources.
6. The EC approved the offer made by the delegate from Panama to host the thirteenth meeting of the EC in Panama City, Panama, on the week of July 16, 2001, and the offer made by the delegate from Cuba to host the fourteenth meeting of the EC in Havana, Cuba, in the second semester of 2001.