

**Eighteenth Meeting of the IAI Executive Council (EC)
December 4 - 5, 2003 – San José, Costa Rica**

Action List

Day 1: December 4

1. The EC approved the agenda of its Eighteenth Meeting with two additional topics:
 - a. the request of the IAI Director to participate in a WMO panel of Experts on Education and Training
 - b. the discussion about the functions of the EC Bureau and each of its members
2. The EC approved the Report of its Seventeenth Meeting with no modifications.
3. The EC approved the request from the IAI Director to participate in a WMO Panel of experts on Education and Training.
4. The EC made some suggestions on the format of the IAI Directorate report: to present the information regarding visits, interviews, mobilization strategies, etc. by Member State indicating what was achieved or improved in each case and, to better link the activities performed with the six guiding strategies proposed by the SAC.
5. The EC endorsed the proposal of the EC Chair and the SAC Chair of sending a letter to the highest level possible in each IAI Member Country requesting country priorities on global change research. This letter will include information regarding the funds that the IAI has invested in each country in terms of research, training and capacity building. An IAI anniversary book will also be sent together with this letter.
6. The EC recommended that the IAI Directorate, when planning visits and activities, focus primarily in those countries whose outstanding contributions are crucial for the existence of the IAI and also in those countries that were not fully integrated to the Institute. In all cases, efforts should be made to reach the highest decision levels possible.
7. The EC recommended that the IAI Directorate have a closer relationship with UN organizations and other governmental or non governmental organizations working in the region.
8. The EC endorsed the proposal of the FAC to postpone the approval of the *Auditor's Report of the Financial Statement as of June 30, 2003* until its next meeting.
9. By suggestion of the FAC, the EC charged the IAI Directorate to request the Independent Auditors (KPMG) a letter stating that there were no reportable recommendations to the financial statements. The EC also asked for a written explanation on the specific terminology of the Auditor's report in order to facilitate its review.