

**25th Special Conference of the Parties
of the Inter-American Institute for Global Change Research
9 March 2017 – Panama City, Panama**

AGENDA

Thursday – 9 March 2017

08:30 – 09:00 Registration

Opening ceremony:

- Welcome by representative of Panama

Organizational Issues:

- Election of the CoP Bureau
- Appointment of Tellers by CoP Chair

Approval of the Agenda

Report by the Chair of the IAI Executive Council and Executive Director Search Committee

10:30 – 11:00 Coffee Break

Overview of Voting Procedures

Report of the Credentials Committee

Election of the Executive Director

Adjourn

13:00 Welcome Buffet Lunch

18:00 – 20:00 Reception at the pool area of the Wyndham Panamá Albrook Mall

At the 24th Conference of the Parties (CoP) meeting in Santiago, Chile, the CoP agreed to hold a Special CoP Meeting in Panama to elect the next Executive Director of the IAI based on the recommendation forwarded by the Executive Director Search Committee. The Standing Rules of the Conference of the Parties of the IAI state in CHAPTER XI – Election and Removal of the IAI Executive Director – Rule 74 that the Executive Director shall be elected in accordance with the provisions of Article VIII, Sections 4 and 6 of the Agreement Establishing the IAI, and in accordance with Rule 59 of the Standing Rules of the Conference of the Parties of the IAI.

Article VIII, Sections 4 and 6 of the Agreement Establishing the IAI state:

4. The Executive Director shall be elected by a two-thirds majority of the Conference of the Parties from nominations submitted by the Parties and for a three-year term with eligibility for a single additional term;

6. The Executive Director shall not be a citizen or permanent resident of the Party hosting the Directorate; and

The Standing Rules of the Conference of the Parties of the IAI, Rule 59 states that:

Voting to elect or remove the Executive Director shall be conducted by secret ballot.

In addition, Rule 62 states that:

When votes are cast by secret ballot, the Chair of the Conference of the Parties shall designate two Representatives to serve as tellers, who, when the balloting is for an election, shall be individuals not directly involved therein. The tellers shall be responsible for monitoring the voting, counting the ballots, deciding when a vote is null and void, and certifying the results of the voting.

Based on the provisions outlined in the Agreement Establishing the IAI and the Standing Rules of the Conference of the Parties of the IAI, the procedure outlined below will be followed to elect the Executive Director of the IAI.

1. The Chair of the Executive Council and Executive Director Search Committee will provide the CoP a written report to the CoP members prior to the CoP meeting;
2. The Special CoP meeting will consist primarily of one agenda item – to elect the Executive Director of the IAI;
3. The Chair of the Executive Council and Executive Director Search Committee will provide an oral summary of the search procedure which was agreed to at CoP 24 in Santiago, Chile;
4. The CoP members will vote on the candidate recommended by the Executive Director Search Committee via a secret ballot in accordance with Rule 59 of the Standing Rules of the Conference of the Parties (CoP) of the IAI and Article VIII, Sections 4 and 6 of the Agreement Establishing the IAI;
5. The Executive Director Search Committee has confirmed that the recommended candidate is not a citizen or permanent resident Uruguay, the Party hosting the Integrated Operations and Finance Directorate;
6. To proceed with the election of the Executive Director of the IAI in accordance with Rule 25, the Plenary session shall require the presence of a quorum of

- accredited/designated Representatives of one-half of the active IAI Parties – which is a minimum 8 member Parties based on 16 active IAI Parties.
7. Accreditation will be validated in accordance with Rule 3 and Rule 5 by the Credentials Committee consisting of Argentina-Canada-USA as elected at CoP 24 in Santiago, Chile, June 2016 in compliance with Rule 47. Rule 3 - The Conference of the Parties shall be open to all Parties to the Agreement. Upon invitation to a Conference of Parties, a Party that has not designated a Permanent and/or Alternate Permanent Representatives shall accredit through its competent diplomatic authority, prior to that Conference of Parties, a Representative (and, if so desired, an Alternate Representative) to the Conference; Rule 5 - The accreditations provided for under Rule 3 shall be referred to the Credentials Committee (as provided for under Rule 47) for its review and approval; and Rule 47 - The Conference of the Parties shall elect a Credentials Committee, comprised of three (3) Parties who shall serve for a period of two years;
 8. The candidate must be elected by a two-thirds majority of the quorum constituted by the Parties accredited by the Credentials Committee;
 1. The CoP Chair will designate two Representatives to serve as tellers, who, shall be individuals not directly involved in the election. The tellers shall be responsible for monitoring the voting, counting the ballots, deciding when a vote is null and void, and certifying the results of the voting; and
 2. Once voting is completed and certified, the CoP will provide guidance to the Executive Council to proceed with hiring the Executive Director who is expected to be in post prior to the next CoP in Bogota, Colombia, June 13-14, 2017.