



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

Ref: IAIUYDIR/2023/09

23 March 2023

NOTIFICATION

Subject: Financial support for national representatives to participate in the 55th meeting of the Executive Council (EC-55) and in the 31st meeting of the Conference of the Parties (CoP-31)

Dear Madam, Sir,

I am pleased to inform you that the IAI Directorate will be able to support financially the participation of members to the Executive Council to participate in the 55th meeting of the Executive Council (EC-55) and one national representative from low and middle income Parties to participate in the 31st meeting of the Conference of the Parties (CoP-31).

The IAI Directorate informs the Parties that financial support to participate in EC-55 and CoP-31 is separate from and external to the IAI core budget. It is also separate from IAI external programmatic budgets.

Financial support

National representatives needing financial support to participate in CoP-31 are requested to contact Ms Patricia Puertas (patricia@dir.iai.int) at their earliest possible convenience **but no later than 30 April 2023**.

Financial support includes travel, meals, accommodation, and a daily subsistence allowance.

Financial support is also available to members of the Scientific Advisory Committee (SAC) and the Science-Policy Advisory Committee (SPAC). Members are requested to notify the IAI Directorate on their intention to travel to Panama to participate in the meetings at their first possible opportunity.

The IAI Directorate notes that financial support to participate in future meetings of the Conference of the Parties is subject to the availability of financial resources,

Members of the SAC and the SPAC and members of the Executive Council and national representatives participating in CoP-31 are requested to note that changes to itineraries will not be possible following final issuance of the air ticket.

Date and place

EC-55 will be held in Panama City, Panama on 20 June 2023 and CoP-31 will also be held in Panama City, Panama on 21 to 22 June 2023.

Logistics, including hotel information, will be sent in due time. Please note that the IAI Directorate will reserve hotel accommodations for those delegates requiring financial support.

REGISTRATION

Registration for the meeting is available at: <https://iai-cop.typeform.com/to/s6PYt0n2>. We request that delegates requiring financial support register at their first possible opportunity and contact Ms Patricia Puertas (patricia@dir.iai.int) regarding possible itineraries.

ACCREDITATION

Parties are reminded that accreditation is required for Parties to participate actively at CoP-31. In accordance with Rule 3 of the *Standing rules of the Conference of the Parties (CoP) of the Inter-American Institute for Global Change Research*, a Party that has not designated a Permanent and/or Alternate Permanent Representatives shall accredit through its competent diplomatic authority, prior to the meeting of the Conference of Parties, a Representative (and, if so desired, an Alternate Representative) to that Conference.

Parties that have submitted accreditation as national representatives (ie focal points) to the IAI do not need to submit additional accreditation.

The IAI Directorate will regard an email message from the national competent or diplomatic authority nominating its delegation as sufficient documentation.

All credentials should **be sent to Ms. Soledad Noya** (soledad@dir.iai.int) at your earliest possible convenience but no later than **20 May 2023**.

DOCUMENTATION

Provisional agendas, official documents and logistical information for EC-55 and CoP-31 is being made available on the IAI website in the working languages of the IAI, English and Spanish. Official documents will be available at least 30 days prior to the start of the meetings in accordance with the *Standing Rules of the Executive Council of the IAI* and the *Standing rules of the IAI Conference of the Parties*.

The IAI Directorate is grateful for and acknowledges the generous offer and efforts made by the Government of Panama, through its National Secretariat of Science, Technology and Innovation of Panama (Senacyt), to host meetings of the EC-55 and the CoP-31.

Please accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,



Executive Director
Dr. Marcos Regis da Silva