

**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.

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Day 2: December 5

1. The EC endorsed the SAC recommendation and approved the 22 proposals, totaling US\$ 612,701, selected for funding under the second round of the Small Grants Program (SGP II) –see table in Addendum, Document 6-.
2. The EC approved the Document “Functions of the EC Bureau” (7_ECXVIII/DWD/English/Nov 14, 2003). The Standing Committee on Rules & Procedures will analyze the document to see if it is necessary to make any changes to the Rules. In case of changes, they will have to be approved at the next CoP.
3. The EC asked the IAI Director to prepare a document, based on the EC discussions, including strategies to improve country commitment to the IAI. This document should be an input for the Meeting of the “Ad Hoc Committee on Relations with Member States” to be held in February, 2004.
4. Regarding the SAC proposal of hiring a full-time IAI Program Manager to support the Scientific Officer in all projects, the EC requested the IAI Directorate to study the possible budgetary implications of this action and report to the next EC meeting in June 2004.
5. The EC asked the IAI Directorate to prepare a document showing different budgetary scenarios for the next years according to different levels of contributions and considering the impact of the different options in IAI programs and activities.
6. The EC endorsed the proposal of the delegate from Canada of sending a letter to high level representatives in all IAI member countries (to be designated by all focal points) showing the benefits received by their countries through IAI programs and activities and exhorting them to contribute to this initiative.
7. The EC endorsed the proposal of the IAI Director to “use the next CoP to celebrate the 10th Anniversary of the entry into force of the Agreement of Montevideo (1994) to organize, instead of a Science Forum, a day for high-level representatives and delegates from IAI member countries to take stock of the IAI activities during the last decade and to propose/discuss priorities for the future, taking into account national and regional needs”, and asked the Director to study its implementation.
8. The EC accepted the offer of the delegate from Argentina to host its Nineteenth Meeting and the Eleventh Meeting of the CoP in the week of June 28-July 2, 2004 in Buenos Aires.