

**Seventeenth Meeting of the IAI Executive Council (EC)
June 02-03, 2003 - Boulder, USA**

Action List

Day 1: June 02

1. The EC approved the agenda of its Seventeenth Meeting with two modifications:
 - the nomination of the Committee to select final candidates for the election of the IAI Scientific Advisory Committee (SAC) member was postponed until the following morning.
 - In the item *Report of the EC Chair*, where it reads "Activities charged to the EC by the CoP at its last meeting" it should read: "Activities charged to the EC **and its Bureau**";
Where it reads "EC activities, actions and decisions", it should read "Activities, actions and decisions **of the EC Bureau or its members**".
2. As the EC Vice-chairs were not present at the beginning of the meeting, the EC elected the delegate of USA, Dr. Jim Buizer, as acting Vice Chair at its 17th meeting.
3. The EC approved the Report of its Sixteenth Meeting with no modifications.
4. The EC requested the Financial and Administrative Working Group (FAWG) to study the proposal of Colombia, endorsed by Costa Rica, that countries currently in arrears might cancel outstanding contributions allocating part of the money they owe in local activities coordinated with the IAI (debt swap).
5. The EC, endorsing the proposal from the delegations of Uruguay and the USA, asked the IAI Directorate to prepare a portfolio for all IAI member country representatives showing the benefits received by their countries -in terms of research, training and education, and capacity building- for their participation in the IAI. This portfolio should be presented to their national authorities.
6. The EC endorsed the proposal of the EC Chair that a sessional drafting group composed of the delegates of Brazil, Canada, Colombia, Costa Rica, USA, the SO and the SAC Chair, meet during the evening to consider possible comments by the EC to the CoP regarding the new IAI Scientific Agenda, particularly regarding theme 4.
7. The EC received with appreciation the paper regarding the "Functions of the EC Bureau" that had been prepared by the 2nd EC Vice Chair, Barbara Garea from Cuba. Stressing the importance of this paper and recognizing that the absence of the 2nd Vice Chair would make thoughtful consideration of the paper at this meeting very difficult, the EC deferred the consideration of this paper to its next meeting. The EC also asked the Standing Committee on Rules and Procedures and the 2nd Vice Chair to further refine the paper to facilitate the EC's consideration of the paper at its next meeting, and to ensure that all responsibilities discussed can be included.

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Day 2: June 03

1. The EC approved the composition of the Nominating Committee for the election of the IAI SAC member. The group is composed of:
 - 2 members of the EC: Michel Béland from Canada and Gilberto Câmara from Brazil.
 - 1 member of the CoP: Adrián Fernández from México
 - one local Scientist: Jim Buizer
 - one advisory member: the IAI Scientific Officer

In this opportunity there is no member of the SAC in the Committee because the only SAC member present at the meeting is one of the candidates.

The EC Chair requested the Committee to meet in the afternoon to elect a Chair and to present a report in the second day of the CoP meeting.

2. The EC approved the document 12_ECXVIII/DID/English/May 20, 2003 containing four recommendations from the Standing Committee on Rules and Procedures and will forward them to the CoP-X:
 - a. To reconfirm the definition of "basic support" to refer to funds for activities, other than salaries and associated benefits, that constitute the day-to-day operations of the IAI. Such funds presently include: personnel (staff salaries and associated benefits), staff travel, other costs (including support for the EC working groups, capital equipment budget, and support to participants in scientific meetings – non IAI staff), and Director's Special Fund.
 - b. To reconfirm an earlier recommendation together with the FAWG that "travel expenses of country Representatives to meetings of the EC and CoP continue to be the responsibility of country members of these two bodies".

If, however, the EC and CoP decide that the IAI should fund the travel of delegates to EC and CoP meetings, the Rules Committee recommends that the IAI set up a trust fund for this purpose, administered separately from the IAI's core budget.
 - c. That membership of the Standing Committee continue to be open; that members of the Committee be designated, as at present, by Members in response to EC calls periodically for new Committee members; and that members serve in their individual capacities, again as is the case now, thus enabling them to bring their full expert capabilities to bear on issues before the Committee. Also, that each designating country be given the opportunity to make a new appointment if its designee decides to leave the Committee or if the country decides that a change in designee is necessary.

- d. In order to reduce the frequency of its meetings, the IAI set in place a process that would enable the CoP at its Eleventh Session to consider and approve, on a consensus basis, amendments to the Agreement (CoP shall meet at least once every two years and the EC at least once each year with one of these meetings to be held immediately prior to each meeting of the CoP) and, if consensus is achieved, that the CoP at its Eleventh session also move to implement these amendments in the following cycle of IAI meetings, in accordance with the relevant provisions of the Vienna Convention of the Law of Treaties.
3. Regarding Action 2. b. the EC Chair asked the IAI Directorate to study the implementation the trust fund mentioned in Document 12 to support delegate travel to EC/CoP meetings.
 4. The EC approved the change of name of the Financial and Administrative Working Group. The FAWG changed its name for Financial and Administrative Committee (FAC). The EC also approved its new charter (Doc 13, Addendum 1) with one modification: where it reads "Membership is open to all EC member countries..." It should read: "Membership is open to all IAI member countries..."
 5. The EC decided that the membership of the FAC is by country. The member countries that volunteered to participate in the FAC are: Argentina, Brazil, Chile and the USA. The EC also requested the IAI Director to send letters to the IAI member countries not present at the meeting asking them if they are interested in joining the committee. The deadline for nominations is on August 31, 2003.
 6. The EC charged the IAI Director with developing a strategy to solve the problem of outstanding contributions in a year term. The IAI Director will report back to the EC at future meetings regarding this process and future plans.
 7. The EC approved and will forward to the CoP X the IAI Annual Program (Doc. 11_CoPX/DWD/English/April 30, 2003) with one modification: In Page 3, EC Chair and IAI Director's missions in member and non member countries, Expected Actions, add: "Report back on how to permanently address funding issues."
 8. The EC approved and will forward to the CoP X the New IAI Science Agenda (Addendum Doc 7) with the suggestions from the EC sessional group that were already included in it.
 9. The EC endorsed the proposal of the delegate of Argentina, seconded by the delegation of the USA, to postpone the adoption of the 8 % increase in the level of contributions until next year and will forward it to the CoP X
 10. The EC approved the Action List of June 2nd with no modification.
 11. The EC accepted the offer of Costa Rica to host its Eighteenth Meeting in November/December 2003.