

**INTER-AMERICAN INSTITUTE FOR
GLOBAL CHANGE RESEARCH**



EC-XX & CoP-XII

May 2-6, 2005

Montreal, Canada

Minutes of the EC-XIX (B. Aires, Argentina)

3_ECXX/DWD/English/March 2005

**Minutes of the Nineteenth Meeting of the IAI Executive Council (EC)
Buenos Aires, Argentina
June 29-30, 2004**

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Action List EC-XIX (day 1)

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Note: This report is not a strictly chronological record. For completeness, greater clarity and readability the IAI Directorate has grouped discussions of an agenda item together under the first occurrence of the topic.

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19 Meeting of the IAI Executive Council (EC)
June 29-30, 2004 – Buenos Aires, Argentina

AGENDA

Tuesday – June 29, 2004

Day 1

- Morning session (08:30 – 12:00) -

08:30 - 9:00 Registration

Opening ceremony

Representative of Argentina
EC Chair: Antônio Mac Dowell

Approval of the Agenda

Approval of the Report of the 18th Meeting of the EC

Report of the EC Chair:

Antônio Mac Dowell

- *Activities charged to the EC and its Bureau;*
- *Activities, actions and decisions of the EC Bureau or its members;*
- *EC items to be forwarded to the CoP.*

Nomination of the Committee to select final candidates for the election of the IAI Scientific Advisory Committee (SAC) members

Antônio Mac Dowell

10:30 – 10:45 Coffee Break

Report of the IAI Directorate:

Gustavo V. Necco and the IAI Staff

- *Overview from the IAI Director (Gustavo V. Necco);*
- *Overview of the Science Programs (Gerhard Breulmann and Eduardo Banús);*
- *Overview of the Training, Communications, and Outreach Areas (Marcella O. Schwarz);*
- *Overview of the financial status of the Core Budget for FY 2003/2004, Budget for FY 2004/2005, Auditors Report as of June 30, 2003, and Country Contribution for 2004/2007 (Silvio Bianchi).*
- *Overview of the IAI Data Information System (DIS) and other Information Technology (IT) matters (Luis Marcelo Achite).*

Report of the Scientific Advisory Committee (SAC) Chair

Walter Fernandez

12:00 Lunch

- Afternoon session (02:00 – 06:30) -

Report of the Working Groups/Task Forces/Committees:

- Ad-Hoc Committee on Relations with Member States.....Adrián Fernandez
- Standing Committee for Rules & Procedures.....Louis Brown
- Financial and Administrative Committee.....Vanessa Richardson

04:30 – 04:45 Coffee Break

Approval of the Auditors Report of the Financial Statement as of June 30, 2003

Closed session to consider the Director's performance evaluation

Cocktail – Palácio San Martín

Wednesday – June 30, 2004

Day 2

- Morning session (09:00 – 12:00) -

Approval of the items to be forwarded to the CoP

Antônio Mac Dowell

Approval of the Action List of day 1

Antônio Mac Dowell

10:15 – 10:30 Coffee Break

Future sites and meetings

Adjourn

Lunch

1. Opening Session

Dr. Gustavo Necco, IAI Director, welcomed the participants to the 19th meeting of the IAI Executive Council and introduced Prof. Antônio Mac Dowell, EC Chairman, Ing. Tulio del Bono, Secretary of Science and Technology, and Amb. Raúl Estrada Oyuela, Special representative for International Environmental Negotiations from the Ministry of Foreign Affairs.

The EC Chairman, Prof. Antônio Mac Dowell, thanked the government of Argentina for hosting the 19th EC meeting in Buenos Aires and gave the floor to Ing. del Bono.

Ing. Tulio del Bono, on behalf of the Government of Argentina, welcomed the participants and wished them a fruitful meeting. He explained that global change issues were a priority in the national science agenda since most of the national economy depends on the exploitation of natural resources. He said that Argentina has participated in the IAI from its very beginning and expressed his willingness to continue supporting the activities of the Institute. Finally, he pointed out the importance of considering cultural aspects when studying global change issues.

Amb. Raúl Estrada Oyuela conveyed the greetings of the Minister of Foreign Affairs who was in China at that moment. He expressed that his Ministry was also deeply committed to the activities of the IAI and that they were happy to offer the facilities of the Foreign Affairs Ministry --where they had started to work many years ago with the IAI-- to hold the meeting. He stated that the doors of the Ministry would be always open to the activities of the Institute. He wished the participants a fruitful meeting.

Participants at the meeting were:

EC Country Representatives

- Argentina: Ing. Tulio del Bono Emb. Raúl Estrada Oyuela
 Ing. Agueda Menvielle Diego Malpede
 Carlos Ereño Mónica Silenzi
- Brazil: Antônio Mac Dowell
- Canada: Michel Béland Louis Grittani
- Costa Rica: Eladio Zárate
- Cuba: Bárbara Garea Moreda
- Panamá Soraya Cano

- United States: Margaret Leinen Paul Filmer
Vanessa Richardson Louis B. Brown
Bárbara de Rosa-Joint
- Uruguay Walkiria Olano
- Venezuela Nuris Orihuela

Observers:

- Ecuador Juan Ventimilla
- Guatemala W. Bech C. Herbert
- Mexico Adrián Fernández Bremauntz
- Paraguay Genaro Coronel Martínez

Special Invitees

- Walter Fernández Rojas (IAI SAC Chair)
- Alejandro Emilio Castellanos Villegas (IAI SAC representative)

IAI:

- Directorate: Gustavo Necco Gerhard Breulmann Silvio Bianchi
Marcella Ohira Schwarz Eduardo Banús Luis Marcelo Achite
Luciana Queiroz Ribeiro
- Support staff: Paula Richter Elvira Gentile

1. Approval of the Agenda

The EC approved the agenda of its Nineteenth Meeting with no modifications. (**Action 1–Day 1**).

2. Approval of the Report of the XVIII EC Meeting

The EC approved the Report of its Eighteenth Meeting with only one modification in item 7 (report from the SCRP), already included in it:

Page 16, English version, where it reads: *“-EC and CoP meetings might have to be somewhat longer than present”*

It should read: *“EC and CoP meetings might be somewhat longer than present, as they would be less frequent”*

Page 17, Spanish version, where it reads: *“las reuniones del CE y la CoP deberían ser un poco más largas que las actuales”*

It should read: *“Las reuniones del CE y la CoP pudieran ser un poco más largas que las actuales como resultado de la reducción en su frecuencia” (Action 2 – Day 1).*

3. Composition of the Nominating Committee for the election of SAC members

The EC approved the composition of the *Committee to select final candidates for the election of the IAI Scientific Advisory Committee (SAC) members:*

- EC Member: Paul Filmer (USA)
- CoP Member: Nuris Orihuela (Venezuela)
- SAC Member: Alejandro Castellanos
- Local scientist: Dr. Armando Bertranou

The group would present a report during the CoP meeting (**Action 3 - Day 1**)

4. Report of the Executive Council Chair

The EC Chairman, Antônio Mac Dowell, informed that the EC Bureau had discussed the issues pending from the EC-XVIII (San José de Costa Rica, December 2003) and the CoP-X (Boulder, USA, June 2003) in two meetings (São José dos Campos, April 6, 2004 and Buenos Aires, June 28, 2004) and four teleconferences. He mentioned the following topics:

1. *Difficulties between the IAI Directorate and INPE regarding the local administrative staff* granted by the Government of Brazil to the IAI: This issue was solved though not in the more convenient way for IAI and the present situation would be presented by the IAI Director in his report.
2. *Performance and appraisal scheme for the IAI Director*: The instrument had been sent to all representatives from the Parties, the members of the SAC, and the IAI staff.
3. *Functions of the EC Bureau*: a new function was identified and would be submitted for the EC approval. This issue would be addressed in the report of the SCRP.
4. *The EC Chair attendance to the 20th SAC Meeting (Ottawa, April 2004)*. In that occasion he received a *letter signed by all SAC members* present at the meeting expressing their concern about the present IAI situation and presenting some suggestions to the EC Bureau. This letter would be distributed to all IAI Members.
5. *Principles for In-Kind contributions*. The EC Bureau contributed to the preparation of a document (14_ECXIX/DWD/English, May 04) that would be submitted for the EC approval.
6. The EC Bureau discussed with the IAI Director his proposal for the agendas of the EC and CoP meetings.
7. *Proposed Budget for FY 2004/5 and country contributions for the next 3 years*. These issues had been discussed with the FAC. The EC Bureau considered that the proposal of increasing contributions was not appropriate and recommended that for the next budget proposal, the differences to be proposed be based on criteria of efficiency and effectiveness of the activities of the IAI Directorate.
8. *Proposal of reduction in the number of meetings of the SAC*: the EC Bureau thought it was not timely in face of the planning of a future CRN II
9. *Project Management Manual*. The EC Bureau would like the IAI Directorate and the FAC to finalize this Manual as soon as possible to assure the right performance of the IAI supported projects, particularly the CRN-II. The EC Bureau suggested that some PIs and SAC members be invited to work on that manual in order to give a proper treatment of the scientific activities of the projects.
10. *The EC Bureau participation in the Ad Hoc Committee on Relations with Member States meeting*, held in São José dos Campos, Brazil, 5-6 February 2004 (the EC Chair, Antônio Mac Dowell, was member of the Committee and the 1st Vice Chair, Margaret Leinen, was actively involved as observer). The EC Bureau extended its appreciation for the excellent work of the Committee. Dr. Adrián Fernández would present the report of the Committee.

5. Report of the Directorate

The IAI Director, Gustavo V. Necco, explained that the IAI Directorate Report covered the period from the 18th EC Meeting in San José de Costa Rica (December 2003) and that it would be presented by himself and the IAI Officers: Gerhard Breulmann (Science activities); Eduardo Banús (CRN-I Status), Marcella Ohira Schwarz (Communications, Training and Outreach activities), Marcello Achite (Information Technologies –IT- and IAI-DIS matters) and Silvio Bianchi (Financial and Administrative activities).

5.1 Overview from the IAI Director

The IAI Director gave an overview of his report to the EC (Document 5_ECXIX/CoPXI/DID/ English/ 24 June 2004):

As suggested at the previous EC meeting, the Directorate actions and activities were based on the six major strategies proposed by the Scientific Advisory Committee (SAC) and endorsed by the EC-XVI:

- 1) consolidation and enlarging of the CRNs by encouraging integration, by increasing funding through external sources or in-kind support and by fostering links and interactions with other regional and international projects;
- 2) regular renewal for project requests and the definition of new science agenda giving priority to projects clearly focusing on integrating global change research with sustainable development;

- 3) targeting of scientifically weak member countries for more sustained and focused capacity-building efforts;
- 4) facilitation of studies synthesizing and assessing the state of knowledge of issues vital to the region and to under-studied sub-regions;
- 5) improvement of IAI's capabilities to disseminate research results – through more publications and media ensuring their regional availability to decision makers and the public;
- 6) increase of IAI profile by expansion of its activities to include offering of expertise, information contacts to other institutions in the region and offering to administer appropriate projects for outside agencies and organizations.

IAI plans and activities were based on these strategies plus recommendations made by the Working Group for Increasing Country Commitment to the IAI in its final report. In particular, those related to the fostering and reactivation of MoU/agreements; the promotion of IAI meetings in countries that are not part of the EC, and the diffusion of IAI activities.

Recommendations from EC-XVIII

The EC-XVII charged the IAI Director with developing a strategy to solve the problem of outstanding contributions in a year term (Action 6, Day 2). The approach of the IAI Directorate was to motivate the members in arrears by showing them the benefits received by their countries in terms of research, training and education, and capacity building for their participation in the IAI. For this purpose, the IAI Directorate sent letters and made phone contacts and some members of the Ad Hoc Committee on Relations with Member States made arrangements for personal visits.

Following a recommendation from the EC-XVIII, originated in a proposal of the EC Chair and the SAC Chair (Actino 5, Day 1), the Directorate has sent letters (drafted with the guidance of the Ad Hoc Committee) to high-level authorities in each IAI Member country requesting input on their priorities on global change research.

To ensure that future support to IAI addresses the evolving needs of its member countries, the IAI is reviewing its research agenda. As part of this review input from key institutions of the region and feedback on global change research priorities were requested.

Results of Survey on National Priorities

The IAI Director informed that 115 letters had been sent, and 21 replies were received from 10 countries (Canada, Chile, Cuba, Colombia, Ecuador, Mexico, Panama, Peru, Uruguay, and the USA)

- All responses indicated as priority **Theme I** of the Science Agenda with particular emphasis in the area of *scenarios, impacts, vulnerability and adaptation*
- The second most frequent subjects were those related to **Theme IV** with emphasis on *health and environmental issues and vulnerability of human settlements*
- Then comes Theme II focusing on *impacts of global change in biodiversity* and Theme III with some emphasis on *coastal processes*
- General comments on Science Agenda:
 - *more integration of the different dimensions of global change*
 - *more relevance to education and training*
 - *greater attention and support for inter-American science assessments, as the bridging mechanisms between science and policy*

Visibility of IAI

Practically, all the staff was involved in increasing the Institute's visibility. During the period covered by the report, several visits to institutions were performed, there was an active participation of members of the IAI staff in various events presenting the activities and programs of the Institute, and support was provided to several activities of sister Institutions.

(The Director explained that these actions related to the recommendation of the Working Group for Increasing Country Commitment asking for a fostering of the diffusion of IAI activities and to Strategy Six)

Visits and Participation in Events

A detailed lists of visits, participation in events and lectures delivered by the IAI Directorate staff can be found in Appendix I of Document 5.

- *Member countries visited: Argentina, Canada, Chile, Brazil, Costa Rica, Dominican Republic, Peru, USA*

- *Other countries visited: Germany, Italy, South Africa, and Switzerland.*
- *Participation in Young Scientists Global Change Conference, November 16-18, Trieste, Italy*

Local visibility

The IAI Director informed that the IAI Directorate had continued with the series of conferences on subjects related to global environmental changes issues delivered in Portuguese by invited Brazilian scientists at the Auditorium of INPE.

Agreements with other organizations

The IAI Director mentioned the following agreements:

- MoU with CIIFEN (Centro Internacional de Investigación del Fenómeno El Niño), Ecuador, signed on 9 June 2004
- Two MoUs have been signed with collaborative institutions, co-organizers and sponsors of the Global Environmental Change Institute on Globalization and Food Systems: Scientific Workshop” (Costa Rica, October 24 – November 6, 2004)
- MoU with WMO under discussion
- MoU with APN in preparation
- Interest of IILA (Istituto Italo Latinoamericano) to become an associate of the Institute
- Discussion with INPE to have CPTEC/INPE as an Affiliated Research Institution. A proposal to be presented to EC/CoP meetings.
- Initial contacts with the MIT Joint Program on the Science and Policy of Global Change
- Initial contacts and exchange of information with the International Virtual Institute on Global Change of the Federal University of Rio de Janeiro (IVIG/COPPE/UFRJ).

Newsletter

- 2003 releases issued on time
- Alternatives were considered to reduce production and distribution costs and to improve the efficiency of distribution.
- Due to financial shortages, they were forced to reduce the frequency of the Newsletter from quarterly deliveries to three numbers per year for 2004, in order to maintain the costs within the available funds without affecting the quality, presentation or content of the publication. The CoP would be requested to endorse that measure

Internal Issues:

• Contracts of local staff

As to the IAI local staff, the IAI Director reported that the situation foresaw and discussed during the previous EC meeting finally materialized, in spite of all the efforts the Directorate made in numerous meetings and discussions to negotiate a “status quo” with the parties involved. Due to financial difficulties originated in the limitations of INPE to pay the level of salaries of the staff, the foundation hiring the local staff decided to terminate its contract with INPE dismissing all staff by end March 2003. A bid was launched by INPE and the winner company offered salaries about 40% below the previous levels. The administrative staff had no other choice that to accept this enormous reduction of wages. In addition, the social benefits were also reduced. Due to legal restrictions IAI is not in a position to cover additional payments, such as complements to salaries, food and transport allocations, etc., as this could be considered as fraud to the bid with serious legal consequences. Notwithstanding, the IAI Director pointed out that they had been able to negotiate with the Director of INPE the inclusion of the IAI staff in the group medical insurance used by INPE.

He explained that the situation of the administrative local staff was very unsatisfactory. The salaries offered were so low that, in case of a need for replacement it would be practically impossible to find local candidates with the level of skills and knowledge required by IAI. The IAI Directorate has initiated discussions with the local authorities to explore possible ways to ensure a stable and continuous administrative support to IAI, aiming to avoid similar damaging situations in the future.

• Detachment of Dr Raquel Paviotti

The Director of INPE detached Dr (Mrs.) Raquel A. Paviotti Corcuera to IAI on a full time basis for two years, from 1 April 2004. Dr. Paviotti is a scientist with majors in nuclear physics and artificial intelligence and worked in Argentina, France, the USA and Brazil. She recently retired from the IAEA (International Atomic Energy Agency), Austria, where she was in charge of technical cooperation activities and coordinated international

research programs. Mrs. Paviotti is expected to provide help in the science area and in local and external fund raising activities.

• *Consolidating IAI's internal procedures and structure*

Regarding basic procedures for the use of IAI staff, the IAI Director announced that IAI Employee Manual was in its final phase. Some adjustments could be needed following recommendations from the FAC. In connection with the assessment of salaries for international staff, he said that an external consultant was finalizing a survey of salaries in "comparable" non-profit international institutions located in Brazil.

He also announced that the *Performance Appraisal Review process* was fully implemented (already reported to EC-VXIII in Costa Rica).

With reference to the *internal controls and administrative processes*, he summarized following points:

- Administrative and financial controls over scientific/training activities managed by the Directorate: already in place;
- A more consistent criterion to number the grants approved has been adopted. It facilitates the link between the project information and the financial information;
- Standard forms for Consultancy Contracts and Allocation of Fund Contracts have been developed and implemented;
- Internal forms have been updated;
- An external consulting firm was hired to perform the Job Classification and a Salary Survey for the international positions. A draft report expected to be received by June.

As to the project cost accounting, and following the recommendations of our external auditors (KPMG), changes have been made in order to comply with the US GAAP.

With regard to the preparation of an "IAI Project Management Manual" for future IAI programs, a basic framework has been established. A preliminary draft is under finalization.

Mobilizing resources and support:

Following a recommendation of EC-XVIII, the IAI Director explained that draft fund-raising strategies had been presented to the first meeting of the Ad Hoc Working Group on Relations with Member States, SJC, February 5-6, 2004

Standard strategy

1. A CONSISTENT PROFILE (*clear mission and objectives that can be shared with potential contributors*)
2. INTENSIVE PUBLICITY/VISIBILITY PROGRAM (*regional recognition and credibility*)
3. LOOKING FOR PARTNERSHIPS PROACTIVELY (*synergetic common activities and shared objectives*)
4. LEVERAGING ON THE FUNDS WE HAVE TO GET MORE (*strengthening the financial base*)

With reference to the standard pattern presented in the document the IAI Director commented that:

- Regarding point 1, the IAI has a clear mission and objectives. Moreover, the recent identification by some members of priorities in global change research and the expected results of the Forum, providing guidance on future lines of actions, would surely help on focusing the IAI aims and profile.
- Regarding point 2, although some reinforcement is needed several efforts have been and are being made in this area (such as the wide distribution of the Anniversary Book, IAI info sheets and Reports, participation in events, improvement of the Website)
- Regarding point 3, very positive results have been obtained with institutions such as IHDP, DIVERSITAS; IGBP, UNDP, OAS through common undertakings.
- Regarding point 4, -with some encouraging results on the previous points and with the possibility of launching a major program in the near future, the time is appropriate to explore additional sources from international funding agencies or foundations, focusing on IAI activities that fit the objectives of these institutions. The next CRN initiative, if materialized, would provide an excellent base for the immediate initiation of contacts for the leveraging of funds.

Future activities

The IAI Director mentioned the following activities:

- In the Science area: finalization of SGP-I, implementation of SGP-II, finalization of CRN-I, planning of regular annual calls for small grants and the future CRN-II (*All actions related to strategies 1 and 2*). Finalization of the scientific synthesis of the Initial Science Program (ISP) (*Action related to strategy 4*).
- Continuation of training activities: two capacity building institutes in 2005. A third training event to be explored under the framework of the 2005 Open Meeting of the HD community in October 2005. (*Actions related to strategies 3 and 5*).
- New communication and outreach materials and the publication of the synthesis of the Initial Science Program (*related to strategy 6*).
- Strengthening of DIS and Updating of ITC soft and hard (*Actions related to strategy 5 and 6*).
- To continue the preparation of National portfolios showing benefits received by the Member for its participation in the IAI (*recommendation of EC-XVIII*)
- To give high priority to resources mobilization (*related to strategy 6*).

The IAI Director reminded that in the last EC he had informed that the IAI Directorate had decided to terminate the project CRN-038 and had asked the grantee institution to reimburse the remaining funds to IAI several times with no results. The next step would be a legal action but this would be very costly and extremely long.

The IAI Director requested advice from the EC on the convenience of initiating legal actions against the Base Institution for CRN 38 to recover the funds after the project termination. (**Action 6 - Day 1**)

- *Some delegates such as Cuba and Costa Rica mentioned that legal actions are very long and expensive and that would not be a suitable solution, mostly because the Institution is an IAI associate and depends from the Ministry of the Environment of Panama.*
- *Panama (Soraya Cano, from the Panama Embassy in Buenos Aires) declared that she would ask about this issue to her authorities in Panama and report back to the CoP.*

The EC recommended the IAI Directorate to make a last effort to recover the CRN 038 project funds before initiating legal action against CATHALAC and inform the EC about the efforts made. (**Action 12 – Day 2**)

Finally, Dr Necco informed that three communities had been consulted under the Performance Appraisal Review of the IAI Director: the scientific, the national representatives, and the staff. He had been told that the result of the consultation with these 3 communities had shown that there was no satisfaction as to his performance during the last 18 months. Therefore, he announced he would resign at the end of the year.

The IAI Director informed the EC that he would resign on December 31, 2004. (**Action 7 - Day 1**)

Following the announcement of the IAI Director, the EC Bureau met during the lunch break and proposed a change in the last point of the Agenda of Day 1 in order to discuss about the Recruitment Process for the new IAI Director (*see item 12, IAI Director Recruitment Process*)

5.2. Overview of the Science Programs

The IAI Scientific Officer (SO), Gerhard Breulmann, reported on the progress of the scientific area since the last EC Meeting (December 2003).

He made an update on the following IAI programs:

First Round of the IAI Small Grant Program (SGP I)

- Supports 16 projects (US\$ 380 K)
- No-cost extension from NSF until Oct. 04 (=Final Report due in Jan. 05)
- 13 Final Reports received (as of 28.06.2004)
- Remaining 3 reports due in June, July and August 2004
- Submission of Final Report to NSF planned October 2004 (new reporting format)

Some results of SGP I:

- 23 journal papers/book chapters
- 36 presentations/posters
- 56 students trained (as of 28.06.04)
- 7 groups (out of 13) explicitly state their intention to participate in CRN II

Second Round of the IAI Small Grant Program (SGP II)

- 22 projects
- Project activities started from February 2004
- Initial payment (80%) released to 19 projects (as of 28.06.04)
- Some delays in submission of Commitment Letters and difficulties with IAI Grant Agreement (specifically US Institutions)

CRN I

- Projects enter(ed) final year
- CRN 031 - – PI changed to Allan Lavell
- CRN 062 – Tim Baumgartner; strict application of terms agreed in Lima (Oct. 2003); (timely reports, reporting formats & content)
- CRN 038 – already reported by the IAI Director
- Detailed summary statistics prepared by CRN Program Manager
- CRN synthesis discussion ongoing with the SAC

CRN II

- Due to delay the launch is suggested in early 2005 with projects starting in early 2006 (after EC approval in Dec. 05)
- Some specifics:
 - Announcement & proposal to NSF will emphasize applied science and consider CoP/Forum research suggestions
 - Project Duration: 4 years
 - Conditional Funding pending satisfactory mid-term evaluation after year 2
 - Funds in 2 installments (80% - 20%)
 - Annual CRN PI meetings
 - SAC Advisors to attend Annual Project Meetings
 - Conduct 'Monitoring' site visits (Science & Finance)
 - Prevention of Reporting Delays - Reminder Policy (30 d prior; date due; 10 d after; 30 d after = Policy f. Susp. & Term.)
 - IAI in the process of drafting a "Program Management Manual" to outline general rules

The SO also said that the SAC continued to discuss the possibility of *Regular Call for Small Grants*. It could be an annual (or bi-annual) call (except in 'CRN years')

He suggested the following possible timeline:

Oct	Nov	Dec	Jan	Feb	Mar	Anr	Mav	Jun
Announcement								
		Mail						
					Panel			
						SAC		
								EC

5.3 Overview of the CRN Program

The CRN Manager, Lic Eduardo Banús, made a comprehensive presentation on the present status of the CRN program implementation, including detailed statistics on additional or parallel funds leveraged by the different CRN projects, the students' involvement, the publications and the number of scientists and or institutions related to the CRN program. All this information is shown in Document 7 (7_ECXIX/CoPXI/DID/07 June 2004) and is

also available at the IAI website. NSF has approved a request for a no cost extension of this program until May 2005.

The additional funds are the financial resources leveraged by the CRN PIs that are informed to the IAI Directorate through the PIs' annual scientific reports and which are related to the activity of each CRN project. In many cases, the "seed money" the PIs receive from the IAI attracts additional funds to their projects. Up to the time of the EC meeting, the additional funds exceeded the total amount of US\$ 20.700.000.

A survey of the students' involvement in the CRN program showed that the IAI initiative has benefited 429 students as follows: BSc=161, MSc=128, and PhD=140. The students come from the majority of the IAI member countries.

The total number of publications (including refereed publications and books and/or chapter of books about specific themes of the scientific agenda of the CRN projects) per year is as follows: 1999=17; 2000=88; 2001=102; 2002=67; 2003=24

Finally, The CRN Manager remarked that the number of scientists and/or institutions related to the CRN program had increased notably, taking as reference the ones involved at the beginning of the projects. PIs and Co-PIs have recently established relations with institutions and researchers of new countries such as: Switzerland, Spain, South Africa, Russia, Puerto Rico, Norway, Holland, Japan, Italy, Indonesia, Honduras, Ghana, Germany, France, Finland, Belgium, Barbados, Austria and Australia.

- *México (Adrian Fernández) congratulated the CRN Manager for his presentation. He suggested that this information be used by Member States before the next CRN call because it could help to design better dissemination strategies. He also suggested analyzing the information regarding scientists that had submitted proposals to IAI only once (to see if they had had a bad experience with IAI and therefore did not submit proposals again).*

5.4 Overview of the Training, Communications and Outreach Area.

The IAI Training, Communications, and Outreach Officer (TCOO), Marcella Ohira Schwarz, reported on:

- A) IAI Training Institutes;
- B) IAI support to other capacity building activities; and
- C) IAI Communications and outreach

A) She presented a detail of the **IAI Training Institutes** so far:

Institute	Year	Theme	# Participants	# Countries
IAI/UM	1999	El Nino/Climate Variability	20	12
IAI/UM	2000	LUCC	18	11
IAI/UM	2001	Water Resources	22	14
	2003	Climate Vulnerability	24	13
	2003	LUCC/Amazon Region	21	5
	2003	Global Warming/Climate Change	18	11
Total			123	

The TCO Officer explained that the special concerns in training and education were: Scientific Excellence; Policy Awareness; Integrated Multidisciplinary Research; Multinational Collaboration and IAI Human Network

The items considered in the design of the IAI Training Institutes were:

- Themes of Regional/Global Importance with strong Policy Relevance;
- Natural and social sciences perspectives;
- 1-2 Coordinators (science leaders);
- Invited Guest Lecturers;
- Practical Exercises;
- Duration: 2 weeks;
- Location: IAI member countries;

- Participants: average of 20;
- Based on Partnerships.

She then summarized some **results of the IAI Training Institutes 2003**:

- All participants ranked the 3 IAI Institutes “Excellent” or “Very Good”;
- Reached out to new people (63) and ALL IAI member countries from L.A. participated (17 countries) + non members (3);
- Increased the quality and diversity of applications (governments, NGO’s, universities, research centers, etc);
- Developed and strengthened institutional relationships among IAI, member countries and other organizations (e.g. Dominican Republic, UNDP, OAS, IRD, LBA);
- Fostered human network development, multidisciplinary research, multinational collaboration and development of GEC research themes of regional importance;
- Participants have reported successes in their career (fellowship awards and research grants, organization of similar workshop, exchange of data), etc.

The TCO Officer pointed out that the **IAI Training Institutes for 2004** followed the model of previous Institutes, but with dynamic and new challenges. There is a new approach for fundraising (through partner organizations such as IHDP, Norwegian Research Council, IFS, APN, FAO, INE, IDRC, UNEP (US\$ 100K)

The Training Program includes the following topics: Multidisciplinary Research; Formulation of Research Projects; Proposal Development and Applying for Funding; From Science to Policy; Practical Exercises (field trips, GIS, remote sensing, data base training, case studies, etc).

The new approach comprises a Science-Policy Forum (communication and Interactions with High-Intermediary level policy and decision makers, report/publication of Forum to policy makers and scientists)

Since the end of last year the TCO Officer has worked on the planning and fundraising of two capacity building activities in Latin America in collaboration with partner organizations. The goal is to promote capacity building in several themes of importance of the IAI science agenda with a strong human dimensions approach:

1. IAI Institute on Urbanization and Global Environmental Change in Latin America

Date: September 27-October 8, 2004 Site: Mexico City, Mexico

Objective: To catalyze stronger interactions among academics, stakeholders, policy, decision-makers from L.A. with respect to theories, models, methods, state policies, local initiatives related to Urbanization and GEC and to capture the benefits and mitigate negative environmental and socioeconomic impacts.

Coordinator: Dr. Roberto Sánchez Rodriguez, University of California – Riverside, USA

Fundraising and Partnership Efforts:

- National Institute of Ecology of Mexico (INE) US\$ 10K
- International Human Dimensions Programme (IHDP) US\$ 10K
- Others: UNEP/Mexico and IDRC/Uruguay?
- In-kind contributions: INE, UNAM

2. IAI-IHDP Global Environmental Change Institute on Food Systems and Globalization: Science Workshop and Science-Policy Forum

Date: October 24-November 5, 2004 Site: Nicoya, San Jose, Costa Rica

Objective: To train scientists/policy makers on the interactions between processes of globalization-global environmental change and their implications for food systems and food security.

Fundraising and Partnership Efforts:

- IHDP (\$20K)
- APN (\$20K)
- Research Council of Norway (\$20K)
- International Foundation for Science - IFS (\$20K)
- FAO

* *In kind contributions (MoU): University of Costa Rica/Foundation for Research (FUNDEVI); National Center of Advanced Technology Foundation (FUNCENAT); National Academy of Science (NAC-CR); Centro Mesoamericano de Desarrollo Sostenible del Trópico Seco (CEMEDE)/National University of Costa Rica (UNA), Comité Regional de Recursos Hidráulicos (CRRH)/Sistema de Integración Centroamericana (SICA)*

* *Other in kind contributions: IHDP (30K)*

The TCO Officer announced that the IAI planned to organize two institutes in 2005:

Potential Themes:

- Vulnerability Associated with Climate Variability and Change in South America (Paraguay)
 - Climate and Health (Jamaica)
- Funding Availability:
- A proposal requesting US\$ 300K was submitted to NSF last April;
 - Other fundraising efforts would be carried out throughout the year.

B) IAI Support to Other Capacity Building Activities:

The TCO Officer said that the IAI had been invited again to be member of the International Scientific Planning Committee of the **2005 Open Meeting of the Human Dimensions Community (October 10-14, 2005, Bonn, Germany)** and that the IAI would encourage the participation of researchers from the Americas. Through these activities, the IAI is expected to increase its visibility with the Social Sciences community and to strengthen relationship with IHDP, national HD committees and regional networks. She added that the IAI had promoted the idea of training activities in combination with the HD open meeting.

The IAI had been also invited to participate in the Planning Committee of the **First Diversitas Open Science Meeting** (November 2005, Oaxaca, Mexico).

C) IAI Communications & Outreach:

The TCO Officer reported on the following activities within this area:

Recent Publications

Newsletter # 34: Production on time, good interaction between editor and Directorate, content quality has increased (institutional and scientific information)

Annual Report 2002-2003: Published last March (delay of external auditors report)

Updates & Other Mechanisms

Listserv: distribution of about 28 announcements in last 6 months to over 3000 people;

Infosheets: production of 4 infosheets in 2004;

Distribution of IAI Anniversary Book: 1300 books (English) and 1000 (Spanish) have been distributed (EC, CoP, SAC, PIs, Embassies, International Organizations, Foundations, National Research Councils, Conferences, etc);

Re-prints of Anniversary Book: 1000 books in Spanish;

Website Search: identify new recipients by subject – distribution of announcements and institutional information;

Website: periodic update of content;

IAI Institute Website: specific website set up.

New Materials

Annual Report 2003-2004: to be published by December 2004 –

Synthesis of ISP Program: to be published by December 2004;

Science-Policy Forum Report: expected outcome of Institute on Food Systems and Globalization; to be published by early 2005;

Website (new layout and tools): periodic (every 2-3 years); on going to be concluded in 3 months.

- *USA (Margaret Leinen) said that after having heard the reports of the Science Officer, the CRN Officer and TCO Officer, she thought it was very appropriate to express, as representative of the NSF, her strong satisfaction with the scientific activities that had taken place so far, specially in the context of the transition from CRN I to CRN II. She added that during this meeting, delegates had received a more comprehensive view of the leveraging of funds that had been taking place, not only by IAI contributions but also by all the country contributions that go to the PIs. She considered this fact as a strong message of the importance of this Program and what it brings to the countries. She was also pleased to hear about the training activities that had taken place. She emphasized the strong satisfaction that the USA has with the Program and how much they looked forward to work with the IAI Directorate and the scientific community in the development of CRN II. She also informed that they were undertaking discussions with the SO to see whether there was an opportunity to move the decision-making forward and have the decisions about CRN II undertaken at the*

summer EC meeting. Finally, she mentioned 3 issues in the Science Program that had to be resolved before CRN II:

- o Strong control procedures: Program Management Manual
- o Personal will need to be in place for the administration of the program
- o Stability of IAI Directorate

5.5 Overview of the IAI Data Information System (DIS) and other Information Technology (IT) matters

The Information Technology Manager (IT Manager), Luis Marcelo Achite, gave a presentation on IAI DIS and other Information Technology issues:

DIS Update:

Scenario at the time of the EC meeting

- No support from CIESIN;
- No effective participation from the PIs or Co-PIs. 177 Metadata created in 4 years of operations;
- The system is old in term of features;
- The IAI is investing US\$ 4.5K per year with renting charges for the IBM server. (US\$9K from August 2002 to July 2004);
- Loss of motivation for PIs Co-PIs participation, since the system is not updated for years;

Scenario to be implemented by the IAI: The IT Manager said he was working in the implementation of a full upgrade of the system in ORNL (Oak Ridge National Laboratory) in order to improve the following features:

- Make the system more "user-friendly",
- Participate in an international consortium of projects who share costs and benefits,
- Integrate the new DIS with external systems, like LBA-DIS (Large Scale Biosphere-Atmosphere Experiment in Amazonia) and NBII (National Biological Information Infrastructure) and
- Preserve standard protocols and formats used worldwide by different institutions.

Cost: **US\$33K** for implementation + migration and **US\$15K** per year for maintenance/update/participation in the consortium.

Timeframe for the new Scenario

1. Signature of contract between the IAI and ORNL: By July 2004
2. Implementation, tests and migration of metadata: 3rd and 4th quarters of 2004
3. Liberation to the community: January 2005
4. Definition of strategic policies for the new system: By January 2005
5. Workshop for PIs or Projects Representatives: By March 2005

The IT manager informed that the current DIS metadata was integrated with NASA's Global Change Master Directory (GCMD). The main objective of this integration is enabling external users to locate and obtain access to Earth Science information through that portal. He said this service was working in parallel with the IAI-DIS project in order to expand the identification of scientific information from the IAI.

The DIS GCMD Portal is available at "<http://gcmd.gsfc.nasa.gov/Data/portals/iaidis/>".

IT Matters

Scenario at the time of the EC meeting

1. DELL Servers up and running. **IAIBR1** as Network Server (mail, webmail, website, iaids) and **IAIBR3** as a File Server;
2. **IAIBR3** implemented with RAID strategy in order to insert additional protection against hardware/software problems;
3. IAI Network is structured, certified and operating in 100Mbps;
4. Webmail, FTP Area for the staff and guests accounts if needed;
5. Network is well protected against Viruses, Spams and other Malwares.

The IT Manager finally introduced the IAIDB web System. It is an Open Source System (it had no implementation cost for the IAI). As the database is based in the Relational Model, external Queries can be created in order to retrieve any kind of information

- USA (Paul Filmer) congratulated the IT Manager for his work. He was pleased to see the links set up with networks like LBA because he thought it was important to have these partnerships and they could be amplified by each of the data systems that member countries might have. He encouraged other member countries to approach the IAI Directorate with possibilities for partnering with the IAI DIS in order to make the declaration in the Agreement true, in terms of sharing informational resources both to help scientists and policy-makers of the region because the ultimate objective of IAI is to have this kind of information available.

5.6 Overview of the financial status of the Core Budget for FY 2003/2004

The IAI Administrative and Financial Officer (AFO), Silvio Bianchi, presented the Financial Status of the Institute as of June 30, 2004. He explained that to prepare his report he had considered values as of May 31 and updated it with estimates and real values.

Status of the Core Budget: He begun with the Contributions received within the fiscal year:

Status of Country Contributions as of May 31, 2004

	Due as of 30-Jun-03	Contribution for FY 03/04	Paid Jul/03 - Jan/04	Due as of 24-Jun-04	Aging of Unpaid Contributions (years)
Argentina	125,025.00	45,000.00	(15,000.00)	155,025.00	4
Bolivia	5,000.00	5,000.00		10,000.00	2
Brazil	(21,735.88)	80,000.00	(80,000.00)	(21,735.88)	
Canada	0.00	115,000.00	(115,000.00)	0.00	
Chile	10,000.00	5,000.00		15,000.00	3
Colombia	30,000.00	10,000.00		40,000.00	4
Costa Rica	(8,138.99)	5,000.00	(4,869.37)	(8,008.36)	
Cuba	10,066.56	5,000.00	(5,000.00)	10,066.56	2
Dominican Republic	30,000.00	5,000.00		35,000.00	7
Ecuador	15,000.00	5,000.00	(5,000.00)	15,000.00	3
Guatemala	30,000.00	5,000.00		35,000.00	7
Jamaica	5,000.00	5,000.00		10,000.00	2
Mexico	52,004.50	55,000.00	(107,377.99)	(373.49)	
Panama	5,000.00	5,000.00	(5,000.00)	5,000.00	1
Paraguay	35,000.00	5,000.00		40,000.00	8
Peru	25,000.00	5,000.00		30,000.00	6
Uruguay	25,000.00	5,000.00		30,000.00	6
USA (*)	0.00	550,000.00	(550,000.00)	0.00	
Venezuela	121,829.34	30,000.00		151,829.34	5
	494,050.53	945,000.00	(887,247.36)	551,803.17	

% Received

94%

Brazil, Costa Rica and Mexico paid contributions in advance.

During this fiscal year 94% of the expected incomes have been collected with payments received from 9 member countries. From this number:

- 4 countries only paid arrears;
- 1 country settled the arrears and paid the current fiscal year;
- 2 countries paid the current fiscal year;
- 1 country paid the current fiscal year plus 25% of next year;
- 1 country advanced contributions for 2006/07.

Chile informed that would settle 2 years of arrears by the end of 2004.

The following table shows the actual expenses as of May 31, 2004 plus estimates for June 2004, compared to the approved budget for the fiscal year 2003/2004.

Category	Budget 2003-04	Expenses 2003-04			Difference
		Actual Jun/03-May/04	Estimates Jun/04	TOTAL 2003-04	
Salaries & Benefits	543,020	443,669	49,799	493,468	49,552
Staff Travel	108,600	61,521	15,429	76,950	31,650
Equipment	10,000	9,042	3,000	12,042	(2,042)
Dissemination Activities	98,500	75,765	10,000	85,765	12,735
Director's Fund	75,000	36,818	23,383	60,201	14,799
Other	104,050	103,103	7,224	110,327	(6,277)
	939,170	729,918	108,835	838,753	100,417

The AFO stated that according to this information, the Institute expected to finish the current fiscal year with "savings" (expenses lower than the expected) close to \$100,000.

He explained that this amount was the result of strong efforts in order to adjust the level of expenses to the collected contributions. There had been important savings in four of the six categories and small overruns in the other two (*please see more details in document 8_Addendum/English/29 June 2004*)

Status of the program budget as of June 2004

The AFO presented some highlights of the Programs budget:

Collaborative Research Network

- CRN Program reaching its final year.
- Expiration date of the grant received from the National Science Foundation: May 31, 2005.
- The project CRN-038 leaded by Dr. Pilar Cornejo was canceled and the remaining funds (\$486,200) plus the funds not used by the Grantee will be returned to the general fund of the program. CATHALAC has been requested several times to return to IAI the funds not used.

Small Grants Program - I

- reaching its end
- 12 out of the 16 approved projects had already submitted their final scientific and financial reports and received their final payment

Small Grants Program - II

- Started on March 2004 with 22 projects approved.
- As of the end of June, 20 projects complied with all the legal requirements (commitment letters and signature of the grant agreement) and already received the initial payment
- It is expected that these project will end in the second quarter of 2005.

In document 8_Addendum/English/29 June 2004 there are tables showing the financial status of the projects.

The AFO informed that as from SGP II they no longer used the number of proposal as identification number of the project. They had created an internal code to identify the year in which the project was approved, the program it belongs to, the funding source, and the project manager. This makes the coordination between the accounting part and the scientific projects easier.

The AFO also showed a project status sheet including basic data of the project plus due dates for reports, and dates of payments. This sheet has been applied for two years.

As regards the Project Management Manual, the AFO informed that they had a first draft that set the basis for the preparation of the Manual, which he estimated would be finished in 2-3 months.

After the presentation of the IAI Directorate, the Representatives made some comments:

- Cuba (Bárbara Garea) said that the presentations were very good and mentioned the following points:
 - She was concerned about the few visits made to the projects under execution since she considered they were very important for technical and financial control.
 - She said the Project Management Manual was being prepared so that the expected results were obtained in due time and manner using the assigned resources. That is why the EC Bureau had recommended that members of the SAC and scientists participate in the manual analysis apart from the IAI Directorate and the FAC.
 - She recognized the importance of additional funds for the CRN but asked if more results had been obtained with those funds and if it was possible to materialize the links between IAI and these institutions (if the IAI does not appear in a link, that relationship remains at the personal level of the PI and there is no recognition of the Institute).
 - She said it was important to find additional sources not only for approved projects but also for those that had been qualified as 'good' and could not get a grant due to lack of funds. She asked if the remaining funds from the cancelled CRN 38 could be used for some of those projects.
 - She commented that there were countries that had not paid their contributions for eight years and however; their scientists kept receiving grants and courses. This should be analyzed carefully and tactfully, and decision-makers should be informed of the benefits their countries receive from the Institute so as to re-engage them with the IAI.
 - As to the use of information (of the IAI DIS), she suggested that the policy regarding access to information be discussed carefully.
 - She mentioned the fact that the IAI representatives in most cases were not aware of the proposals submitted by researchers in their countries to IAI calls. They only had notice when they came to the EC, but the Council is composed of 9 countries and the IAI has 19 members. She suggested making a link between policy makers that set national scientific priorities and the IAI. She welcomed the initiative of making a survey of national priorities.
- Venezuela (Nuris Orihuela) seconded the comments of Cuba. She thought that along the history of the IAI there had been a dispersion of issues in the Science Agenda, perhaps more attractive, but not so related to the rationale of IAI. She thought it was necessary to review the rationale of the IAI. As to information management, she also thought that the data policy should be carefully discussed.
- Canada (Michel Belánd) addressed the issue of the reduction in the salary of the local staff. He said that a possible solution to the problem would be that, after review of the positions and responsibilities, the IAI could simply resign the agreement with INPE and basically hire those employees out of the general funds of IAI. Therefore the salaries would not be an in-kind contribution from INPE and would not be subject to Brazilian law. He expressed that it was a very bad message for the IAI staff if some employees were subject to those kinds of ups and downs in their salaries whereas others, because of their international status, were not. He urged the national representatives to be more proactive and solve this problem.
- Mexico (Adrián Fernández) said that the IAI crisis was due to the lack of links between the community of governmental representatives and the community of scientists. During the last decade, the IAI has moved forward successfully in the scientific area. He agreed with Venezuela regarding the need to revisit the IAI priorities and make sure that the research projects are close to what decision makers consider a priority. He mentioned that unfortunately in Latin American countries there is a high "volatility" of high-level officers and exhorted the delegates to increase involvement of their countries in the IAI.
- USA (Margaret Leinen) seconded the intervention of Canada concerning the importance of supporting the IAI staff and working together to find a solution to this problem. She also agreed with Cuba, Venezuela and Mexico regarding the importance of linking science done by IAI with the needs of the governments because that is the reason why they invest in science. Even in the US the focus of current scientific planning has a very strong component related to providing science that is relevant to decision-making. She also mentioned that she had found a true partnership within the members of the Ad Hoc Committee (integrated by IAI staff, EC and SAC members and scientists).
- Cuba (Bárbara Garea) proposed that the IAI Directorate together with the FAC analyze a way to solve the problem of the local staff because they deserve stability.

- *Uruguay (Walkiria Olano) said that the discussion had been very rich and suggested that in future meetings the presentations of the staff be more brief and have more discussion at the table.*

The EC asked the delegations from Canada and USA to draft a letter - to be approved by the CoP and sent to Brazilian high-level authorities - asking them and the IAI Directorate to find a solution to the problem of local staff salaries. **(Action 11 – Day 2)**

7. Report of the Scientific Advisory Committee (SAC)

The Chair of the SAC, Walter Fernández, reported on the 20th meeting of the SAC held in Ottawa (document 6_ECIX/CoPX/DID/English/rev1 7 June 04). The main topics in his presentation were the following:

Synthesis and Final Report of CRN I: *The SAC discussed about the synthesis of CRN I and drafted the following suggestions:*

- The SO could prepare a synthesis of CRN I with the help of the SAC members.
- The Synthesis could be in form of an edited book. Each PI could be the author of one chapter. The book should be published by the IAI and not by a publishing company. Chapterization could follow the Themes of the IAI Science Agenda (although the themes are not balanced in the CRN program).
- Funds from the terminated CRN project could be relocated to prepare the synthesis.
- The SO was asked to prepare a list of alternatives for the publication for the next meeting.
- CRN Synthesis meeting would be useful to show the achievements of the program and attract new sponsors.
- IAI could aim at having special sessions at meetings of relevant organizations with invited talks by the PIs about the program.
- The CRN could be synthesized using the SCOPE mechanism (the SO had contacted John Stewart about this possibility).
- Policy relevant outcomes should be highlighted in Final Project Reports.
- Each country should be informed about the contribution of any (CRN) project to that country's Science Agenda (this does require that IAI be informed about each country's agenda).

Revised IAI reporting format, questionnaire to CRN PI'S/CO-PI'S: The SO has prepared a new format for Final Technical Project Reports to be followed by the PIs. Besides others, it includes sections on:

- Policy relevant results.
- A section 'Lessons learned' for the PIs to express their opinion on how to improve the process

Main EC resolutions of concern to SAC:

- Joint EC/SAC meeting: The SAC Chair informed about his meeting with the EC Chair. A letter would be sent to the country representatives requesting information about their priorities in Global Change. Should there be no reply, the leaders of research organizations will be invited to provide this information.
- IAI Program Manager Position (for all IAI programs): The opening of the position announcement has to be approved by the CoP.
- The EC Chair was informed on the open SAC positions. A letter will be sent to EC/CoP with the recommended areas of expertise needed

SAC actions to help re-commit and re-engage the IAI member countries:

- Highlight awards received by IAI scientists (e.g. Crutzen Award in Young Scientists conference). It was suggested that letters be sent to the country representatives informing them on such facts.
- The SAC continued the discussion started in Santo Domingo about a presentation of the IAI scientific contributions to member countries and the connection between the IAI Science Agenda and the countries scientific needs. The data presented by the CRN Manager provide valuable additional information for such presentation. The work on such presentation should start as soon as the country priorities have been specified

CRN II and/or SGP III. The SO was preparing a Call for Proposals with input from SAC members. The call should specifically encourage applied science proposals.

Profiles of SAC Member positions to be elected or re-elected at CoP July 2004:

Areas of expertise recommended by the SAC:

- Oceanic and atmospheric variability: physical and chemical processes
- Coastal and estuarine processes, coastal vulnerability, fisheries (food security).
- Variability of cultivated systems (crop systems), Food Systems, Food Security
- Climate Change and atmospheric physics or physical meteorology.
- Forestry and applied ecology, LUCC, Carbon.
- Economics, urban issues, human health.

SAC Co-Chair: Previous Co-Chair, Lynne Hale would not be available for re-election due to too many commitments in her new position at TNC. Alejandro Castellanos was elected as her successor.

Potential IAI partners: Silvia Garzoli (member of SAC) introduced several programs of US organizations, e.g. Ocean US, NOAA, (ARGO, AOML) with the potential for partnerships with the IAI specifically for observation and monitoring systems. Such partnerships could be of great value for both sides, with the financial support coming from the US institution using the IAI's network.

IAI Web Site: The SAC has recommended that a Calendar of Events (relevant workshops/ conferences) be included in the IAI web site. Paul Filmer suggested to make available in public domain on the IAI website all non-confidential IAI meeting reports (EC, CoP, SAC).

Closed Session: SAC members held a closed session. A letter was prepared and respectfully submitted to the EC Chair, Mr. Antonio Mac Dowell.

"The SAC was unanimous in its opinion that the current state of affairs and the uncertainty it creates is placing the IAI's scientific achievements in jeopardy, and that action must be taken now if we are to sustain progress and achievement."

"We therefore strongly urge the Executive Council Bureau to instruct the IAI Director to:

- 1. Take the necessary steps to ensure the continuity of the Institute's scientific programs;*
- 2. Develop a short-term action plan immediately, to be presented to the Conference of the Parties at their next meeting in June;*
- 3. Fully implement the Action Plan during the second half of 2004.*

As a Committee and as individuals we stand ready to continue to work with the Director and the member countries to ensure the continuity of excellence in the IAI science program."

21st Meeting of the SAC: to be held in Santiago, Chile, on 9-10 November 2004. To increase IAI visibility, the SAC recommended that the EC/CoP representative of the country where a SAC meeting will take place be invited as observer to attend the meeting and that half day be dedicated to discussions with him/her and the interested local scientific community.

- *Venezuela (Nuris Orihuela) insisted on the issue of the great variety of topics in the IAI. She recognized the importance of food security but insisted that the rationale of the IAI is Climate Change. The SAC Chair clarified that the topic of climate change had been included in a revision of the agenda and he agreed that there was still work to do in this sense.*
- *Cuba (Bárbara Garea) congratulated the SAC chair for his report and was glad to see that the SAC members were committed to the priorities of the countries of the region. She also mentioned her concern about the fact that generally IAI focal points were not aware of the proposals submitted to IAI calls in their countries.*
- *Mexico (Adrián Fernández) mentioned two options regarding communication between scientists and policymakers in IAI Member countries: a) when scientists submit a proposal to the IAI, they should include a letter from the IAI focal point saying that he is aware of the proposal; b) when scientists submit a proposal to the IAI, they should include a letter from the IAI focal point saying that he is aware and adding some opinion regarding the proposal (e.g. that it meets national global change research priorities).*
- *Some delegates (USA, Costa Rica) showed their concern about interfering with the proposals selection process. Mexico and Cuba clarified that the intention was to link science and policy-making and not to control the selection of proposals.*

The EC asked the IAI Directorate to inform the IAI national representatives about the proposals submitted to IAI calls by scientists from their countries. (**Action 9 - Day 2**)

8. Report of the Ad Hoc Committee on Relations with Member States

Dr. Adrián Fernández, Chair of the Ad Hoc Committee on Relations with Member States, presented his report (document 13_ECXIX/DID/English/11 May 04). He explained that the work of the Ad Hoc Committee had been through a meeting held in São José dos Campos (Brazil, 5-6 February 2004), conference calls and e-mail correspondence.

Membership:

IAI Director, Gustavo Necco

Executive Council: Antônio Mac Dowell, (Chair); Bruce Angle

Conference of the Parties: Adrián Fernandez

Scientific Advisory Committee: Michael Brklacich

CRN Principal Investigators Michael McClain; Alberto Piola

Financial and Administrative Committee: Vanessa Richardson (Chair)

Observer: Margaret Leinen

The meeting agenda focused on the following issues:

A. Previous efforts to increase member country participation in the IAI were discussed. In reviewing available materials, it was recommended that the existing 'Country Profiles' needed to include cost-benefit analysis. With input from the Committee, the IAI Directorate prepared the "Argentina-IAI Partnership" document for Margaret Leinen's trip to Argentina in early April. The IAI Directorate would develop "Partnership" documents for all IAI Members countries with priority given to "target" countries to be identified later.

B. Preliminary discussion of strategic objectives included:

1. Increasing IAI's visibility within the various Government agencies in the member countries.
2. Country prioritization, in which two groups of countries were identified for targeted outreach – a) those that have been recently active in the IAI but have fallen behind in Core Budget Contributions and b) those that have not been active recently but that had contributed to the IAI in the past. Bolivia was identified for special outreach as having recent 'momentum' to ratify the Agreement two years ago and shows interest in the IAI.
3. Contact identification by country, included extensive discussions of the countries listed above and focused on networking existing sources from the attendees to the CoP 9 (Milan) of the Framework Convention on Climate Change (FCCC); IPCC contacts, etc.

C. Two draft letters were edited and discussed.

- The *'invoice' letter* to IAI Member Countries requesting Core Budget contributions (both current and arrears) and
- The *letter to 'high-level' officials* requesting assistance in setting priorities.

It was suggested that the SO, SAC members and PIs help in identifying the key individuals in the targeted countries. The IAI Director sent out the 'invoice' letter to countries that currently owe either current or past contributions during the week of February 9-13. In the future, the 'invoice' letter will be sent out annually at the beginning of each fiscal year. The IAI Directorate developed a database of names with input from the Ad Hoc Committee.

General observations:

1. Mobilize all available resources – take advantage of SAC members', PI's, and Co-PI's travels, connections / contacts, etc. for presentations, letters of support, etc.
2. Develop country portfolios that easily consolidate information by country – MoUs, former and current SAC members, PIs, workshop attendees supported by IAI funds, Summer Institute participants, award lists, etc.

D. Committee members' availability for assisting the Director with visits was discussed, and with exception of Margaret Leinen's trip to Argentina and Mike McClain's planned trip to Cuba, Jamaica, and Bolivia, it was decided to wait until the Directorate received the responses to the letters. It was suggested that the Director take trips to Chile and Colombia depending upon the response to the 'invoice' letter.

E. The impact of reducing the frequency of IAI meetings was discussed and it was felt that this is probably not the time to change the frequency of the meeting since the IAI was trying to re-engage the Member Countries.

F. The proposed principles regarding in-kind contributions were developed. Prior to submission to the EC and CoP, the document was shared with the EC Bureau and the FAC and was modified accordingly.

G. Other topics discussed:

Several members of the Committee expressed concern about the timing of the next phase of the CRN program, which is perhaps the greatest enticement for member country participation in the IAI. It was requested that the SAC (at its April 1-2 meeting) prepare a 'philosophy' for CRN II to be forwarded to the EC/CoP for consideration.

Finally, Dr. Fernández asked the IAI Directorate for input about the results of such joint efforts (letters, etc.). The IAI Director answered that they were pretty positive and that he had followed up contacts with representatives. For example, after being contacted Ecuador made its contribution.

9. Report of the Standing Committee of Rules & Procedures

The Chair of the SCRP, Louis Brown, reported on the activities of his group (Document 11_ECXIX/DID/English/25 May 04).

He recalled that the EC-XVIII had decided to assign to the EC Bureau a series of Functions as described in the Document "Functions of the EC Bureau" (reference 7_ECXVIII/DWD/English/November 14, 2003). The EC then asked the Rules Committee to "analyze the Document to see if it is necessary to make any changes to the Rules" (the Standing Rules of the Executive Council). If so, then any such changes would "have to be approved at the next CoP (in June, 2004)."

The Rules Committee has analyzed the Document, including the additional function added by the EC Bureau after its teleconference of June 14, 2004, especially in comparison with relevant provisions of the Agreement Establishing the IAI; the Standing Rules of the CoP; and the Standing Rules of the EC and concluded that "No changes to the EC's Rules of Procedure are needed to implement the assignment of the specified Functions to the EC Bureau."

Louis Brown also informed that the Committee had suggested small changes in the wording of the functions to make them clearer.

The EC approved the document from the Standing Committee on Rules & Procedures regarding one additional function and some clarifications of the existing text in the *Functions of the EC Bureau* approved in EC-XVIII in San José de Costa Rica. The Committee stated that it is not necessary to make any changes to the EC Rules.
(Action 5 – Day 1)

10. Report of the Financial and Administration Committee

The Chair of the FAC, Vanessa Richardson, reported on FAC activities (Document 12_ECXIX/DID/English / 11May 2004). She began by describing the current membership of the FAC: Argentina (Carlos Ereño); Canada: (Louis Grittani); Chile (Renato Quiñones); Cuba (Bárbara Garea), the USA (Vanessa Richardson), the EC Chair (Antonio Mac Dowell) and there is a vacant position from Brazil.

The FAC met formally on three occasions – during the Executive Council meeting in San José, Costa Rica in December 2003; in São José dos Campos, Brazil in April 2004 and in Buenos Aires, one day before the EC meeting. Throughout the year the Committee communicates via e-mail.

She concentrated in the 3 issues that required action from the EC:

1- *Audit Report*: it had not been approved in Costa Rica because it arrived late and there was not enough time to review it; besides, the FAC asked for explanation about some accounting issues. In April 2004 members

of audit team from KPMG joined the FAC meeting and clarified their doubts. She informed that the FAC recommended the EC to approve this report.

- 2- *Budget*. She said that during the coffee-break a new document had been distributed including recent inputs from the FAC and the EC Bureau. The FAC recommended the EC to endorse the new budget.
- 3- *In-kind contributions document* (Document 14). She explained that the FAC felt it was important that the IAI have a policy on what is actually eligible for in-kind contributions. The document was initially prepared by the Ad Hoc Committee on Relations with Member Countries and was modified based on further input from the Ad Hoc Committee, the EC Bureau and the FAC. The FAC strongly endorsed the approval of the final document.

She then informed about activities regarding the oversight and management of the functions of the IAI Directorate, such as staff performance plans and the oversight of research funds. She said that the Employee Manual was expected to be finished within a few months and that they were having an aggressive approach for the development of the Project Management Manual -which the FAC thinks is critical to the success of CRN II and has to be in place prior to awards being made-.

She finally mentioned two old manuals, one for accounting procedures and the other for procurement and contracting, which would be merged and simplified. The IAI Directorate staff had promised to start with that task soon.

11. Approval of Auditors Report of the Financial Statement as of June 30, 2003

The AFO explained that the reason for receiving a 'qualified opinion' in the Independent Auditor's Report (dated August 22, 2003) was due to a change in the accounting principles applied in considering the project payments (from "Contribution Transactions" to "Exchange Transactions." KPMG recommended that IAI use a cost accounting system and noted that the CRN project activities do not have clear costs, milestones, and time lines associated with the individual contracts.

The auditors had sent that comment because as of June 30, 2003, the IAI had not considered the project payments as "Exchange Transactions". This issue has been addressed and will be solved when the new financial reports received from the projects are reviewed.

The other comment from the auditors was concerning the update of values. According to the US accounting principles, the IAI should update the long-term receivables and payables using a discount rate. This had not been applied by the IAI until June 30, 2003. As by the end of the next fiscal year (2003/2004) all the CRN receivables and payables will be short-term, this adjustment will not be obligatory.

After the presentation of the AFO, the delegates had a lively discussion about considering the research agreements as "transactions" instead of donations or contributions. The USA (Margaret Leinen) expressed that it was more convenient for the IAI to have contribution agreements because of the legal implications of transaction agreements. She stated that the IAI should strongly oppose to the suggestion of KPMG.

The AFO explained that the IAI had had very long discussions with KPMG about this issue and that they have reached the same number of factors in favor of one or other option; but that finally as the IAI follows the American accounting principles, the auditors recommended applying the most conservative solution.

Mexico, Venezuela, and Cuba agreed with the position of the USA. Mexico said that the IAI should attempt to avoid bureaucracy and rigid contacts so as not to discourage scientists. Venezuela suggested stating in the contracts that the Institutions should be in charge of the administrative load and Mexico added that, in that case, a maximum percentage of overhead should be established.

The EC approved the Auditor's Report of the Financial Statements as of June 30, 2003. **(Action 4 – Day 1)**

12. IAI Director Recruitment process

Margaret Leinen, EC First Vice-Chair, introduced the document prepared by the EC Bureau regarding the IAI Director recruitment Process.

First, the CoP should select a Search Committee. The EC Bureau recommended that the Committee be composed of 5 members:

- the New Chair of the EC
- one member nominated by the SAC
- 3 country representatives from the CoP

She then presented a first suggested timeline. With the input from the representatives, the EC Bureau presented a second document including three options of timelines for the EC to vote.

The EC approved and will forward to the CoP "Option 2" from the Document *IAI Director Recruitment* presented by the EC Bureau. **Action 10 – Day 2**

Extract from the Document *IAI Director Recruitment (draft for discussion)*:

OPTION 2:

Another option presented would be to hold the CoP in January or February 2005 (possibly in conjunction with the EC which would be postponed from December 2004). It should be noted that the CoP is expected to approve two items in 2005, the Budget and Core Contributions for 2005/2006 and the CRN II awards. While it may be possible to have the Budget and Core Contribution schedule prepared early for consideration by the Cop, it would be virtually impossible for the IAI to have the CRN proposals received and reviewed prior to this date since the Call for Proposals is not expected until January 2005. Thus, a second CoP would be required in 2005 in order to approve the CRN II awards in a timely manner. The following scenario is built around a hypothetical CoP date of February 16-17, 2005, with the election on February 16.

July 1, 2004	CoP selects IAI Director Search Committee and endorses timeline
July 1-September 1	Search Committee - discusses the position description and proposed modifications based on activities and priorities for the Director - develops proposed announcement for the position vacancy - develops list of venues in which the position vacancy will be announced - circulates proposed position description, vacancy announcement and venues to CoP for comment
September 1	Vacancy announcement is posted with deadline of November 17, 2004, for submission of applications to country representatives
November 18, 2004	Rule 70 "The meeting of the Conference of the Parties at which the election of the Director is to be held shall be called with advance notice of at least 90 days."
December 2004	Search Committee reports progress to EC XX
December 31, 2004	Rule 68, "The Parties shall nominate candidates 45 days prior to the date of the election..."
January 4-11, 2005	Search Committee reviews nominations to prepare short list
January 12-19, 2005	If necessary, conduct telephone interviews.
February 13-14, 2005	Search Committee interview of final candidates
February 16, 2005	Election by CoP of IAI Director

13. Approval of items to be forwarded to CoP

IAI Budget Proposal for 2004/2005 and Country Contributions for 2004/2007

The IAI AFO presented the proposal (document 8 + new document "IAI Alternative Core Budget Request for FY 2004/2005 and Member Country Contributions for the period 2004/2005") distributed during the meeting. Adjustments were made on the original proposed budget since the IAI Bureau requested the IAI Directorate to keep the same level of country contributions as in the previous FY (they are based on the "Quota Assessment for 2002" of the Organization of American States).

The AFO announced that,--following the request from the EC Bureau and after conversations with the US Representatives in order to reduce the financial pressures to the operational budget and with the expectation that the countries with outstanding contributions will settle their arrears and pay their contributions on due time-- , the cost of the Program Manager position would be shared with the budget of the CRN II Program for 3 years.

Table 1- Differences between original and alternative Budget.

Category	ALTERNATIVE	ORIGINAL	Difference
	2004-2005	2004-2005	
Salaries & Benefits	564,431	624,120	(59,689)
Staff Travel	79,100	88,700	(9,600)
Equipment	10,000	9,630	370
Dissemination Activities	72,000	72,000	-
Director's Fund	60,000	55,000	5,000
Other	115,336	95,550	19,786
	900,867	945,000	(44,133)

Table 2: Differences between the request submitted for the previous fiscal year (2003/2004) and the current request.

Category	Alt. Req.	Request	Difference
	2004-2005	2003-2004	
Salaries & Benefits	564,431	543,020	21,411
Staff Travel	79,100	108,600	(29,500)
Equipment	10,000	10,000	-
Dissemination Activities	72,000	98,500	(26,500)
Director's Fund	60,000	75,000	(15,000)
Other	115,336	104,050	11,286
	900,867	939,170	(28,303)

The category "*Salaries and benefits*" includes the new position of Program Manager.

In "*Dissemination Activities*", decisions had been made in order to reduce the costs of the IAI Newsletter by reducing its frequency without affecting the content or the quality of the publication. The budget for "Brochures - Stands/Booths" and "EC/SAC Visits" was reduced by 71 % and by 50% respectively to reflect more realistic expenditures.

Finally, the AFO showed a scenario analysis on the possible cash position of IAI at the end of fiscal year 2006/2007 based on the possible levels of contributions to be received from the member countries during the period 2004/2007. The forecasted final cash balances are very sensitive to the level of contributions and the sustainability of the institute relies on the regular and timely payment of the contributions.

- *Argentina (Carlos Ereño) mentioned that, as result from the visit of Dr. Margaret Leinen to Argentina, the Secretary of Science and technology (IAI representative institution) made a presentation to IAI putting forth the possibility of covering part of the debt in 10 annual consecutive installments In addition, the delegate pointed out the need to re-calculate the national contributions scale (based in OAS), considering other scales since, for example, Argentina, as well as other countries, is now contributing with a lower due to UN, therefore, the contribution of Argentina to the IAI should be lower. Argentina also suggested that the EC discuss the reduction in the issues of IAI Newsletter.*

- *Uruguay (Walkiria Olano) seconded the proposal of Argentina regarding the analysis of the contribution scales. She said that Uruguay has economic constraints, but the government expressed its will of cooperating with half contribution of the current year and be more participative from then on because Uruguay has long history of participation in the Institute.*
- *Venezuela (Nuris Orihuela) informed that her presence in the meetings was critical to solve the problem of Venezuela's debt. The delegate –who is Vice Minister of Science and Technology–, explained that in her country the national representation for the IAI is shared with the Ministry of the Environment. She stated that upon her return to Venezuela there would be a discussion about the problem. The worst scenario would be that in the short term, the IAI was to receive only half of the debt (the part of her Ministry) while the other part was being negotiated with the other Ministry. However, she emphasized that it was a commitment of her country to honor the debts.*
- *The Chair of the FAC made a point of clarification: she informed that the FAC had not agreed to undertake a study of payment schedules without a formal nomination from the EC or the CoP*
- *Mexico (Adrián Fernández) agreed with Argentina and said that the study of different alternatives for the calculation of Country Contributions was very important.*
- *Cuba (Bárbara Garea) suggested charging the FAC with such a study for the next EC.*
- *Before approving the budget, the delegates had a vigorous discussion about the reduction in the IAI Newsletter issues per year. It was clear that the distribution costs were the highest and not the printing ones. Some delegates (Cuba, Mexico, and Venezuela) emphasized the importance of the participation of IAI focal points in the distribution of the IAI Newsletter. Cuba proposed that the suggested reduction be accepted only for 2004 and that further analyses be made. Costa Rica and Argentina seconded the proposal of Cuba.*

The EC approved the reduction in the frequency of the IAI Newsletter (from 4 to 3 issues per year) for the current year. The EC asked a group composed of the IAI Newsletter Editorial Board, the Financial Officer, and a CoP member to analyze this issue and report back to the next EC. **Action 1 – Day 2**

The EC approved and would forward to the CoP the *Alternative Core Budget Request for fiscal year 2004/2005* distributed during the meeting. **Action 2 – Day 2**

- *Cuba (Bárbara Garea) suggested that financial analyses be made in a different way: firstly considering what the Institute wants to achieve and then considering the necessary funds (instead of calculating expenses first and reducing activities later because there is no money). She also said that the Institute should have indicators to measure the efficiency and that for the next EC meeting she would like to see an analysis of the efficiency of the organization.*
- *Argentina (Carlos Ereño) complemented the proposal of Cuba putting again on the table the possibility of applying the amendment to the agreement approved by the CoP and not yet ratified by the countries, which would change the jumps in contributions from US\$ 5000 to US\$ 1000. He reminded that the Rules Committee had reported there was a faster way to implement this amendment.*
- *Canada (Michel Belánd) recalled that his delegation had proposed to have a discussion regarding country commitments to IAI at EC XIX, which was more important than discussing about 1000 or 2000 dollars. He thought they should discuss about the activities of the Institute, goals, etc. Canada had no objection with keeping the present level of contributions but stressed that the EC should not spend much time discussing this issue.*

The EC approved and would forward to the CoP the recommendation of its Bureau to maintain the values of current Member Country Contributions for the next period 2004/2005. **(Action 3 – Day 2)**

The EC requested the FAC to study different alternatives for the calculation of Country Contributions. **Action 4 – Day 2**

The EC requested the FAC to make an analysis of the efficiency of the Institute as regards funds management to be presented to the next EC Meeting. (**Action 7 – Day 2**)

The IAI Director then presented the **IAI Annual Program** (Document 10 10_CoPXI/DWD/English/17 June 2004 that included the main goals of the Institute, expected actions for 2004/2005, and sources of funds. He explained it was related to the approved budget.

The EC approved and would forward to the CoP the *Annual Program* (document 10) (**Action 5 – Day 2**)

The EC approved and would forward to the CoP the Document *Proposed Principles regarding In-kind Contributions* (Document 14) (**Action 6 – Day 2**)

14. Additional Issues

Brazil (Antônio Mac Dowell) introduced to the EC a proposal from CPTEC/INPE to be accepted as an IAI Affiliated Institution (according to Article X of the IAI Agreement). The proposal for a Program on Climate Variability in the Americas would offer the opportunity of research internship, co-sponsored by IAI, to scientific and professional personnel of IAI member countries (a document was distributed during the meeting).

The EC would forward to the SAC the proposal submitted by the delegate of Brazil requesting that the IAI consider accepting CPTEC/INPE as an Affiliated Institution. **Action 8 – Day 2**

15. Approval of Action Lists

The EC approved the Action List of Day 1, June 29 with some modifications already included in it. (**Action 13 - Day 2**)

16. Future Sites and Meetings

The EC acknowledged the offer of the delegate from Canada to host the 20th EC and 12th CoP Meetings in Montreal or Québec City, Québec, Canada. (**Action 14– Day2**)

17. Adjournment of the Meeting

Before closing the meeting, Cuba, on behalf of the Executive Council, gave a present to Antônio Mac Dowell, because it was his last meeting as EC Chairman. Dr. Mac Dowell thanked all the delegates for their support during his four-year-term, –especially- to his two Vice-Chairs and the IAI staff.

The meeting was adjourned.

**Nineteenth Meeting of the IAI Executive Council (EC)
June 29-30, 2004 - Buenos Aires, Argentina**

Action List

Day 1: June 29

1. The EC approved the agenda of its Nineteenth Meeting with no modifications.
2. The EC approved the Report of its Eighteenth Meeting with only one modification in item 7 (report from the SCRP), already included in it:

Page 16, English version, where it reads: “-EC and CoP meetings might have to be somewhat longer than present”

It should read: “EC and CoP meetings might be somewhat longer than present, as they would be less frequent”

Page 17, Spanish version, where it reads: “las reuniones del CE y la CoP deberían ser un poco más largas que las actuales”

It should read: “Las reuniones del CE y la CoP pudieran ser un poco más largas que las actuales como resultado de la reducción en su frecuencia”

3. The EC approved the composition of the *Committee to select final candidates for the election of the IAI Scientific Advisory Committee (SAC) members*:
 - EC Member: Paul Filmer (USA)
 - CoP Member: Nuris Orihuela (Venezuela)
 - SAC Member: Alejandro Castellanos
 - Local scientist: Dr. Armando BertranouThe group will present a report during the CoP meeting.
4. The EC approved the *Auditor’s Report of the Financial Statements as of June 30, 2003*.
5. The EC approved the document from the Standing Committee on Rules & Procedures regarding one additional function and some clarifications of the existing text in the *Functions of the EC Bureau* approved in EC-XVIII in San José de Costa Rica. The Committee stated that it is not necessary to make any changes to the EC Rules.
6. The IAI Director requested advice from the EC on the convenience of initiating legal actions against the Base Institution for CRN 38 to recover the funds after the project termination.
7. The IAI Director informed the EC that he would resign on December 31, 2004.

**Nineteenth Meeting of the IAI Executive Council (EC)
June 29-30, 2004 - Buenos Aires, Argentina**

Action List

Day 2: June 30

1. The EC approved the reduction in the frequency of the IAI Newsletter (from 4 to 3 issues per year) for the current year. The EC asked a group composed of the IAI Newsletter Editorial Board, the Financial Officer and a CoP member to analyze this issue and report back to the next EC.
2. The EC approved and will forward to the CoP the *Alternative Core Budget Request for Fiscal Year 2004/2005* distributed during the meeting.
3. The EC approved and will forward to the CoP the recommendation of its Bureau to maintain the values of current Member Country Contributions for the next period 2004/2005.
4. The EC requested the FAC to study different alternatives for the calculation of Country Contributions.
5. The EC approved and will forward to the CoP the *Annual Program* (document 10).
6. The EC approved and will forward to the CoP the Document *Proposed Principles regarding In-kind Contributions* (Document 14)
7. The EC requested the FAC to make an analysis of the efficiency of the Institute as regards funds management to be presented to the next EC Meeting.
8. The EC will forward to the SAC the proposal submitted by the delegate of Brazil requesting that the IAI consider accepting CPTEC/INPE as an Affiliated Institution.
9. The EC asked the IAI Directorate to inform the IAI national representatives about the proposals submitted to IAI calls by scientists from their countries.
10. The EC approved and will forward to the CoP "Option 2" from the Document *IAI Director Recruitment* presented by the EC Bureau.
11. The EC asked the delegations from Canada and USA to draft a letter - to be approved by the CoP and sent to Brazilian high-level authorities - asking them and the IAI Directorate to find a solution to the problem of local staff salaries.
12. The EC recommended the IAI Directorate to make a last effort to recover the CRN 038 project funds before initiating legal action against CATHALAC and inform the EC about the efforts made.
13. The EC approved the Action List of Day 1, June 29 with some modifications already included in it.
14. The EC acknowledged the offer of the delegate from Canada to host the 20th EC and 12th CoP Meetings in Montreal or Québec City, Québec, Canada.