

32nd Meeting of the IAI Executive Council
16-17 June 2011, Asuncion, Paraguay

Action List

1. The EC approved the Agenda of its Thirty Second Meeting with the following modifications:
 - a) Inclusion of a presentation by the observer of ECLAC and signature of an Agreement between ECLAC and the IAI;
 - b) Under Item "Review of CoP 18 items..." issues to be addressed will be: the drafting of the Terms of Reference for the Ad Hoc Host Country Committee; the renewal of the FAC Charter; and discussion of rules and procedures related to election of SAC members.
2. The EC endorsed the signature of the Agreement between ECLAC and the IAI.
3. The EC approved the Action List of its Thirty First Meeting.
4. The EC approved the charter of the Financial and Administrative Committee. Membership for this committee is open, and new participants are welcome. Current membership is Brazil, Canada, the US, and the IAI Financial and Administrative Director as an *ex-officio* member.
5. The EC asked the IAI Directorate to make available on the website all documents developed for the negotiations to host the IAI Directorate.
6. The EC approved the Terms of Reference for the *Ad Hoc* Host Country Committee (Annex 1).
7. The EC Chair will circulate a list of criteria and details for hosting the IAI Directorate among the representatives to ask for their input. After that, a letter of invitation to submit full proposals to host the IAI Directorate will be sent to all Parties. This letter will include all procedural issues and selection criteria.
8. The EC asked the Rules Committee to address the following issues: simplification of the election process, establishment of committees by the EC, and deadline for submitting documents before meetings (considering the ease and speed of electronic communications). The Committee will report at the next EC meeting.
9. In order to follow up on strengthening the relations of member countries with the IAI, Argentina offered to contact Venezuela through the Ministry of Science. USA also offered to contact Mexico through diplomatic channels.
10. The EC recommended that the IAI participate in the UNFCCC CoP with a side event to increase the visibility of the IAI. Colombia offered to help in finding the contact person at the UNFCCC to arrange this kind of event.
11. The EC established a working group to draft an implementation plan to its Strategic Plan. Members are USA, Canada, Dominican Republic, the EC Chair, and the IAI Director as *ex-officio* member. The SAC will be consulted in this process.

ANNEX 1

The Eighteenth Meeting of the IAI Conference of the Parties (CoP-18) requested that the Executive Council, during its 32nd Meeting, draw up Terms of Reference for an *ad hoc* committee to assist with preparations for the Special Meeting of the CoP to be held in mid-February of 2012 in Washington DC, United States to decide on the future location of the Directorate.

Terms of Reference

The CoP-18 established an *ad hoc* committee in accordance with Art.V, Para.4.k to assist in preparations for the Special Meeting of the CoP to decide on the future location of the Directorate.

Membership

The Parties Member of the *ad hoc* committee are Brazil, Canada, Colombia, the Dominican Republic, Paraguay, and the U.S. The Director will be an *ex-officio* member of the committee. If any of these Parties submit an offer to host the Directorate, this country will withdraw from the *ad hoc* committee on November 15, when proposals are submitted for evaluation. In this event, Guatemala will join the *ad hoc* committee.

Chair

The *ad hoc* committee shall elect a Chair from amongst its Parties Member. The Chair shall ensure that the work of the committee is completed in due time.

Charge

The CoP-18 charges this *ad hoc* committee with:

Assisting any Party that wishes to submit an offer by answering any questions that such a Party may have regarding the criteria and/or the kind(s) of information and/or data and/or commitments needed to meet such criteria. Every question and response shall be made available to all Parties.

Reviewing all offers to host the Directorate in the future received from Parties, to assure that these offers fulfill the criteria set forth in the invitations for such offers that the EC Bureau sent to all Parties on January 27, 2011, and modified by the letters of March 7, 2011 and July, 2011.

Beginning its work as soon as any questions are received, and beginning its evaluation as soon as it receives copies of the offers from the Directorate. The CoP-18 requests that the Director distribute these offers to all the Parties no later than two weeks following the deadline for submissions of offers to the Directorate.

Completing its work and submitting its report to the Parties, via the Director, no later than January 15, 2012. This report shall include the *ad hoc* committee's evaluation of each offer in comparison with the criteria set forth in the invitation letters referred to above, and may include ratings of these offers.

Requesting clarifications from each Party where the committee considers it necessary. Such a request may be made only twice for each offer. Each response to a request for clarifications will be contained in only one communication from the submitting Party, within two weeks for the first communication and five consecutive days for the second. Clarifications will not modify the previous submission and will address only the committee's requests.

Work

The *ad hoc* committee shall carry out its work by electronic communications to the maximum extent possible. The *ad hoc* committee may seek legal counsel when necessary.

Term

The *ad hoc* committee shall function until the submission of its report (no later than January 15, 2012).