

**28th Meeting of the IAI Executive Council
21 May 2009, Bogotá, Colombia**

Action List

1. The EC approved the Agenda of its Twenty Eighth Meeting without amendments.
2. The EC approved the Action List of its Twenty Seventh Meeting without modifications.
3. The EC committed to help the IAI Directorate in strategies for strengthening member country relations.
4. By request of the EC Chair, the EC will provide revisions to the “country information sheets” indicating which items are useful, which items are missing and which items may not be needed. That information should be available for every country and it should be referenced regionally and thematically.
5. The EC decided to use the Twiki site to create a calendar of bilateral meetings among member countries in order to contact country representatives less involved in the IAI. All EC members will contribute to complete this calendar.
6. The EC accepted the offer of Costa Rica (member of the Central America Integration System - SICA) to approach Guatemala regarding its IAI membership. Costa Rica also offered to disseminate IAI activities within SICA.
7. The EC accepted the proposal of Colombia of disseminating information on the IAI to institutions beyond environmental institutions in member countries.
8. The EC decided to create a document defining the role, responsibilities and activities expected from IAI representatives. The representative of Costa Rica will start drafting this document.
9. The USA offered the IAI full assistance in contacting IAI member countries not fully involved in the Institute through their Science Agencies and the Department of State. In addition, USA suggested that two or more Foreign Relations Offices issue *joint demarches* urging countries to become actively involved in IAI activities.
10. The IAI Director suggested that, while making contacts with member countries, representatives mention and examine the issue of the political and legal status of the IAI in order to guarantee that the participation of national scientists in IAI international activities be supported.
11. The IAI Director requested that representatives write brief articles (about 200 words) for the IAI Newsletter on the benefits of the free and open exchange of information in their countries and how that is being done. Articles should be submitted to the IAI Newsletter not later than June 25.
12. The EC Chair will send a letter to all representatives asking for volunteers to help the IAI Director in the review of the Host Country Agreement. Venezuela offered to ask in its Ministries for a legal expert on the issue.

Approved

13. The IAI Directorate will send a letter to all representatives indicating the available dissemination materials and their location in the IAI website.
14. The EC accepted the proposal of the Director that the venue for the next meetings of the EC and CoP be set by September 2009.