

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



**EC-XIX & CoP-XI**  
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*Buenos Aires, Argentina*

**10\_CoPXI/DWD/English/17 June 2004**

## **IAI Annual Program July 2004/June 2005**

The attached table lists the goals, main actions, and expected dates to accomplish the set of activities, which are composing the IAI Annual Program 2004/2005. Also, the source of funds to support the proposed activities is given.

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Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
<b>A) Institutional</b>				
Decision meetings EC EC/CoP	Institutional Policy and Government	<ul style="list-style-type: none"> <li>• Guidance and decisions on programmatic activities</li> <li>• Recommendations on long term plans and annual program and budget</li> </ul>	End 2004  Mid 2005	Member countries and Core Budget
SAC meetings	Scientific and Programmatic Guide	<ul style="list-style-type: none"> <li>• Evaluation of on-going IAI Scientific Programs (CRN-I, SGP);</li> <li>• Guidance on the Implementation of CRN-II, if approved</li> <li>• Peer review of CRN-II Proposals, if approved</li> </ul>	End 2004  First half 2005	Program and Core Budget
EC Chair and Director's missions in member and non member countries	<ul style="list-style-type: none"> <li>• Ensure the IAI institutional and financial sustainability.</li> <li>• Increase members' development and involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Information of IAI goals, activities, and accomplishments to policy and decision makers;</li> <li>• Negotiations of institutional and linkage agreements with national and regional agencies.</li> </ul>	As agreed with member country representatives or Foreign Relations Ministries	Core Budget

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
<i>Working Groups</i>				
FAC	To advise EC on financial and administrative issues	<ul style="list-style-type: none"> <li>• Periodic evaluation and recommended actions in the Directorate quarterly reports;</li> <li>• Participation in the preparation of the core budget request;</li> <li>• Review and Update of the IAI manuals;</li> </ul>	July 2004/ June 2005	Core budget
Rules of Procedures Committee	To advise on rules and procedures	<ul style="list-style-type: none"> <li>• Complete its composition;</li> <li>• Review the IAI Rules of Procedure</li> </ul>	?	
Ad-Hoc Group on Relations with Member Countries	To work with the Director on : <b>identifying</b> appropriate contacts at all levels; <b>advising</b> the Director as to the most effective ways to approach Member States on these issues; <b>providing</b> direct support for and participating with the Director in these interactions, when appropriate	To continue advising and supporting the Director in the efforts to improve Members participation and involvement with IAI programs and activities.	?	Core budget/External funds

**B) Scientific Programs.**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Initial Science Program	Promote multinational/ multidisciplinary collaboration in research and capacity building on themes of the Science Agenda.	<ul style="list-style-type: none"> <li>Publication of scientific synthesis</li> </ul>	End 2004	Core and Program Budget
		<ul style="list-style-type: none"> <li>Dissemination of results from ISP projects producing information of relevance to policy and decision-makers.</li> </ul>	When available	
CRN Program	To implement research networks on the four themes of the IAI Science Agenda	Monitoring and evaluation of 3rd, 4 <sup>th</sup> and 5 <sup>th</sup> year of scientific and financial reports.	Ongoing	CRN Project funds
		Site visits by the CRN Manager/SO/FO/SAC member.	As required	Core Budget and CRN Project Funds
		Disbursement of 4th / 5 <sup>th</sup> year funds upon completion of contract agreement requirements.	Variable depending on starting date of the project.	CRN Project Funds

CRN Program		Continue planning of the Scientific Synthesis of CRN-I (maybe including ISP) and a final PI meeting	Early 2005	CRN Project Funds
		Second no-cost extension of CRN-I	End 2004	
		Launching the CRN-II (if approved by CoP 11). <ul style="list-style-type: none"> <li>- Announcement</li> <li>- Evaluation of proposals</li> <li>- Selection</li> </ul>	End 2004 / Early 2005  First half 2005  End 2005	CRN Project Funds
IAI Small Grant Program (IAI-SGP)	To support small research/capacity building/planning activities that in the future will facilitate the development of larger Science Programs and Research Networks similar to the IAI CRN	Finalization, evaluation and synthesis of SGP-I	Last quarter 2004	Program budget
		<ul style="list-style-type: none"> <li>• Follow-up and monitoring SGP-II</li> <li>• Finalization, evaluation and synthesis SGP-II</li> </ul>	<ul style="list-style-type: none"> <li>• Mid 2004/mid 2005</li> <li>• Mid 2005/end 2005</li> </ul>	

**C) Capacity Building**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Short Courses, Institutes type	Organize in partnership with member country educational or research institutions, and international organizations short term T&E on themes from the IAI Science Agenda	<ul style="list-style-type: none"> <li>• IAI - IHDP 2004 Global Environmental Change Institute on Globalization and Food Systems, Scientific Workshop and Science-Policy Forum Nicoya/San Jose, Costa Rica</li> <li>• IAI Institute on Urbanization and Global Environmental Change in Latin America, Mexico City, Mexico</li> </ul>	<ul style="list-style-type: none"> <li>• Oct/Nov 2004</li> <li>• Sep /Oct. 2004</li> </ul>	Program funds + Funds from partner institutions (IHDP, FAO, INE)
		<ul style="list-style-type: none"> <li>• Planning ahead the implementation of 2005 training events</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> half 2004/first half 2005</li> </ul>	NSF (proposal submitted April 04)
Ad-hoc advice/training on administration of projects	To strengthen the skills of administrative units in IAI projects	Assessment and recommendations or “in situ” visits, if necessary (planning in coordination with CRN-II)	As required and necessary	Program funds

**D) Co-sponsorship**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Meetings / scientific or training events	To support the attendance (as participants or lecturers) of scientists involved in IAI projects/activities	Attendance to meetings/ scientific or training events of relevance to IAI mission and activities	As required	Core and program budget, External funds
Relations with other institutions	To strengthen IAI relationship with other related networks and programs	Attendance to institutional meetings, signature of MoUs	As required	Core budget
		Participation in the Planning Committee of the: <ul style="list-style-type: none"> <li>- 2005 Open Meeting of the HD Community (IHDP)</li> <li>- First DIVERSITAS Open Science Conference</li> </ul>	Oct. 2005, Bonn, Germany  Nov. 2005, Oaxaca, Mex.	
Fund rising	To increase the resource base of the Institute	<ul style="list-style-type: none"> <li>• Consolidation of the strategy to mobilize resources</li> <li>• Identification of potential funding sources</li> <li>• Implementation of the strategy</li> </ul>	July/August 2004  July /Sept. 2004  End 2004/ June 2005	Core budget



**E) Outreach and Communications**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Production of materials (Publications, brochures, Reports, etc.)	To ensure the dissemination of relevant institutional, scientific, and assessment information to scientists, users, and policy, and decision makers of member countries.	IAI Newsletter	Three per year	Core Budget
		Annual Report 2003/2004	Dec. 2004	
		Info sheets	As needed	
		Synthesis ISP-I to III	End 2004	
		IAI Website update (New layout)	Periodical	
		Reprints of Anniversary Book (dissemination)	As needed	

**F) Data and Information System**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
DIS	<ol style="list-style-type: none"> <li>1. Disseminate global change research information produced by the IAI, and other affiliated institutions,</li> <li>2. Contribute for the standardization and exchange of scientific data between different institutions.</li> </ol>	Implement a full upgrade of the system in ORNL (Oak Ridge National Laboratory)	Signature of contract ORNL/IAI: by July/August 2004  Implementation of the Project : end 2004  Liberation to the community: early 2005	Program funds + Core Budget
		To continue the integration of the current DIS metadata with NASA's Global Change Master Directory (GCMD)	Ongoing	
		Define a clear Data Policy Rules to be used with the new system.	End 2004	
		Two day workshop with PI/CoPIs to present the new system	Early 2005	If funds available

**G) Administrative and Financial**

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Support to the activities of the Directorate	Adequate technical and administrative support to accomplish the annual objectives.	<ul style="list-style-type: none"> <li>• On time technical and administrative support to the day-to-day activities of the Directorate.</li> </ul>	July 2004 to June 2005	Core Budget
Administrative and Financial Processes	Adequate processes to assure correct internal controls and simple processes	<ul style="list-style-type: none"> <li>• Design and implementation of administrative processes</li> <li>• Design of forms</li> <li>• Overview of the compliance with the agreed procedures</li> </ul>	July 2004 to June 2005	
Manuals	Basic policies and procedures for use of IAI staff and awardees (Project Manual)	<ul style="list-style-type: none"> <li>• Employee Manual (final version)</li> <li>• Project Management Manual</li> </ul>	July 2004 Dec. 2004	
External auditing	<ul style="list-style-type: none"> <li>• Review IAI financial statements</li> <li>• Review of the IAI administrative procedures</li> </ul>	Annual external financial auditing	August 2004	Core budget

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
Project Monitoring	<ul style="list-style-type: none"> <li>• To evaluate administrative and financial capabilities of the grantees</li> <li>• To perform financial follow-up of ongoing grants and assure compliance with project budget and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Risk Assessment of new grantees (desk review or site visit).</li> <li>• Review and approval of the financial reports submitted to IAI.</li> <li>• Payment recommendation</li> <li>• Site visits</li> </ul>	<p>As required and necessary</p> <p>Always</p> <p>Always</p> <p>As required and necessary</p>	Core budget