

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



EC-XX & CoP-XII

May 2-6, 2005

Montreal, Canada

Annual Program

11_CoPXII/DWD/English/April 15, 2005

IAI Annual Program July 2005/June 2006

The attached table lists the goals, main actions, and expected dates to accomplish the set of activities, which are composing the IAI Annual Program 2005/2006. Also, the source of funds to support the proposed activities is given.

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
A) Institutional				
Decision meetings: EC EC/CoP	Institutional Policy and Government	<ul style="list-style-type: none"> • Guidance and decisions on programmatic activities; • Recommendations on long term plans, annual program and budget. 	Nov/Dec2005 June/July2006	Member countries and Core Budget
SAC meetings	Scientific and Programmatic Guide	<ul style="list-style-type: none"> • Peer review of CRN-II Proposals; • Evaluation of on-going IAI Scientific Programs (CRN-I, SGP) with SCOPE; • Guidance on the Implementation of CRN-II. 	July 2005 Nov/Dec 2005 Mid 2006	Program and Core Budget FAPESP CNPq
EC Chair and Director's missions in member and non member countries	<ul style="list-style-type: none"> • Ensure the IAI institutional and financial sustainability. • Increase members' development and involvement. 	<ul style="list-style-type: none"> • Information of IAI goals, activities, and accomplishments to policy and decision makers; • Negotiations of institutional and linkage agreements with national and regional agencies. 	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"> • Periodic evaluation and recommended actions in the Directorate quarterly reports; • Participation in the preparation of the core budget request; • Review and Update of the IAI manuals. 	As required	Core budget
Rules of Procedures Committee	To advise on rules and procedures	<ul style="list-style-type: none"> • Complete its composition; • Review the IAI Rules of Procedure • Advise on SAC Composition 	As required	
Ad-Hoc Group on Relations with Member Countries	To work with the Director on: identifying appropriate contacts at all levels; advising the Director as to the most effective ways to approach Member States on these issues; providing 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.	As required	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.	Publication of scientific synthesis	Completed Dec. 2004	Core and Program Budget
		Dissemination of results from ISP projects producing information of relevance to policy and decision-makers.	When available	
CRN Program	To implement research networks on the four themes of the IAI Science Agenda	Monitoring and evaluation of, 5 th year of scientific and financial reports.	Ongoing	CRN Project funds
		Site visits by the SO/FO/SAC member.	As required	Core Budget and CRN Project Funds
		Disbursement of 5 th year funds upon completion of contract agreement requirements. Mostly complete as of May 2005.	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 in conjunction with SCOPE.	Nov/Dec 2005	CRN Project Funds
		Second no-cost extension of CRN-I	Approved until May 2006.	
		Launching the CRN-II: <ul style="list-style-type: none"> - Announcement - Evaluation of proposals - Selection 	Early 2005 Panel & SAC: July 2005 EC: end 2005	CRN Project Funds
IAI Small Grant Program (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	<ul style="list-style-type: none"> • Follow-up and monitoring SGP-II • Finalization, evaluation and synthesis SGP-II 	<ul style="list-style-type: none"> • Mid 2005 • Mid 2005/end 2006 	Program budget

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"> • IAI - IHDP 2004 Global Environmental Change Institute on Vulnerability associated with Climate Change and Climate Variability --Univ. of West Indies Jamaica • IAI Institute on Climate and Global Health in Latin America, Conception Paraguay • Univ. Goettingen /IAI Institute on Integrated Resource Management in the Tropics, Goettingen Germany 	<p>Oct/Nov 2005</p> <p>Sept/Oct 2005</p> <p>Sept. 2005</p>	<p>Program funds + NSF Project Approved</p> <p>Funds from partner institutions being sought</p>
		<ul style="list-style-type: none"> • Planning ahead the implementation of 2006 training events 	<ul style="list-style-type: none"> • 2nd half 2005/first half 2006 	
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"> - 2005 Open Meeting of the HD Community (IHDP) - First DIVERSITAS Open Science Conference - Joint IAI/NCAR Activity 	Oct. 2005 Bonn, Germany Nov. 2005 Oaxaca, Mex. May 2005 Boulder, USA	
Fund raising	To increase the resource base of the Institute	<ul style="list-style-type: none"> • Consolidation of the strategy to mobilize resources; • Identification of potential funding sources; • Implementation of the strategy. 	Ongoing	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 Annual Report 2004/2005	May 2005 Dec. 2005	
		IAI/SCOPE Rapid Assessment Book on “Bridging the gap between science and decision makers, integrating lessons from 10 years of IAI science projects”	Meeting Nov/Dec. 2005 Book to be published at end of 2006	
		Synthesis ISP-I to III and SGP-I	End 2005/Early 2006	
		IAI Website update (New layout)	Periodical	
		Reprints of Anniversary Book (dissemination)	As needed	

F) Data and Information System (DIS)

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
DIS	1. Disseminate global change research information produced by the IAI and other affiliated institutions;	Implement a full upgrade of the system in ORNL (Oak Ridge National Laboratory)	Implementation of the Project: Completed Feb. 2005 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	
	2. Contribute for the standardization and exchange of scientific data between different institutions.	Define a clear Data Policy Rules to be used with the new system.	Completed First Draft early 2005	
		Two day workshop with PI/Co-PIs to present the new system.	Early 2006	

G) Administration and Finance

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"> • On time technical and administrative support to the day-to-day activities of the Directorate. 	July 2005 to June 2006	Core Budget
Manuals	Basic policies and procedures for use of IAI staff and awardees (Project Manual)	<ul style="list-style-type: none"> • Employee Manual (final version) • Project Management Manual 	May 2005	
External auditing	<ul style="list-style-type: none"> • Review IAI financial statements • Review of the IAI administrative procedures 	Annual external financial auditing	August 2005	Core budget

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