INTER-AMERICAN INSTITUTE
FOR GLOBAL CHANGE
RESEARCH

EC-XVII & CoP-X

June 2-5, 2003
Boulder, USA

11_CoPX/DWD/English/June 03, 2003

IAI Annual Program July 2003 - June 2004

The attached table lists the goals, main actions, and expected dates to accomplish the set of activities, which are composing the IAI Annual Program 2003/2004. Also, the source of funds to support the proposed activities is given.

Activity	Main Goal(s)	Expected Actions	Dates	Source of Funds
A) Institutional				
Support to the activities of the Directorate	Adequate technical and administrative support to accomplish the annual objectives.	• On time technical and administrative support to the day-to-day activities of the Directorate.	July 2003 to June 2004	Core Budget
Decision meetings EC EC/CoP	Institutional Policy and Government	• Funds offered to support programmatic activities; • Approval of IAI-SGP round II + CRN round II; • Election of the EC members (CoP 2004); • Election of 4 SAC members (CoP 2004)	December 2003 (18th EC) June/July 2004 (19th EC and 11th CoP)	Member countries and Core Budget
External auditing	• Review IAI financial statements • Review of the IAI administrative procedures	• Annual external financial auditing • Visits by auditors from the Office of the Inspector General NSF	August 2003 2nd half 2003	Core budget NSF

SAC meetings	Scientific and Programmatic Guide	• Review of proposals submitted to announcement of opportunities (IAI-Sc. Grant II, Training and Education); • Finalize SGP round I; • Evaluation of on-going IAI Scientific Programs (CRN); • Development of next CRN	October/ November 2003 (19th SAC meeting) April/May 2004 (20th SAC meeting)	Program and Core Budget
EC Chair and Director's missions in member and non member countries	• Ensure the IAI institutional and financial sustainability. • Increase members´ development and involvement	• Information of IAI goals, activities, and accomplishments to policy and decision makers. • Negotiations of institutional and linkage agreements with national and regional agencies. • Report back on how to permanently address the funding issues.	As agreed with member country representatives or Foreign Relations Ministries	Core Budget

Working Groups Meetings

FAWG (FAC) Meeting	• To advise the EC on financial and administrative issues.	• 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.	March/April 2004	Core budget
Rules of Procedures Committee Meeting	• To advise the EC on rules and procedures.	• Complete its composition; • Review the IAI Rules of Procedure	?	

B) Scientific Programs

Initial Science Program	Promote multinational/ multidisciplinary collaboration in research and capacity building on themes of the Science Agenda.	• Production of a synthesis of ISP scientific achievements.	2nd half 2003	Core and Programs 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 2nd, 3rd and 4th year of scientific and financial reports.		CRN Project funds
		• Site visits by the CRN Manager/SO/FO/SAC member.	As required	Core Budget and CRN Project Funds
		• Disbursement of 3rd / 4th year funds upon completion of contract agreement requirements.	Variable depending on starting date of the project.	CRN Project Funds
PESCA	• To increase participation of members less involved in IAI activities	Summary and dissemination of results	March 2004	Core Budget
Second IAI Small Grant Program (IAI-SGPII)	• 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	• EC/CoP approval • Announcement • EC/CoP approval of projects • Implementation.	• June 2003 • June 2003 • December 2003 • January 2004	Program budget

C) Capacity Building

Short Courses, Summer 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	• Vulnerability Associated with Climate Variability and Change in Central America and the Caribbean, Santo Domingo, Dominican Republic • IAI/INPE course on Land Cover-Land Use Change in the Amazonian Region: Patterns, Processes and [Plausible] Scenarios, Cachoeira Paulista, Brazil • IAI/CENA course on Warming and Global Climate Changes: Causes and Mitigation Alternatives, Piracicaba, Brazil • Planning ahead the implementation of 2004 training events	• Oct/Nov 2003 • Oct. 2003 • Oct. 2003 • 2nd half 2003/first half 2004	PESCA funds + Funds from partner institutions
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	As required and necessary	Core budget

D) Co-sponsorship

Awards	• To support participation of young scientists involved in IAI projects/activities	START Young scientists conference	Nov. 2003	External funds (UCAR/NSF)

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

E) Outreach and Communications

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	Quarterly	Core Budget
		Annual Report 2002/2003	Dec. 2003	Core Budget
		Infosheets	As needed	Core Budget
		10th Year Anniversary book	July 2003	NSF
		IAI Website update	Permanent	Core Budget/Ext. funds
		Data and Information System (DIS) Maintenance and Update	Permanent	Core Budget/Ext. funds