

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



EC-XVII
June 02-03, 2003
Boulder, USA

3_ECXVII/DWD/English/April 2003

**Minutes of the Sixteenth Meeting of the IAI Executive Council (EC)
Panama City, Panama
December 02-03, 2002**

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Note: This report is not a strictly chronological record. For completeness, greater clarity and readability the IAI Directorate has grouped discussions of an agenda item together under the first occurrence of the topic.

**16th Meeting of the IAI Executive Council (EC)
December 02-03, 2002 – Panama City, Panama**

AGENDA

Monday – December 02	Day 1
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- Morning session (08:30 – 12:30) -

08:30 - 9:00 Registration

Opening ceremony

Representative of Panama

EC Chair: Antônio Mac Dowell

Approval of the Agenda

Approval of the Report of the 15th Meeting of the EC

Report of the EC Chair:

A. Mac Dowell

- *Activities charged to the EC by the CoP at its last meeting;*
- *EC activities, actions and decisions.*

10:30 – 10:45 Coffee Break

Report of the IAI Directorate:

Gustavo Necco and the IAI Staff

- *Overview from the IAI Director (Gustavo Necco);*
- *Scientific progress and results emerging from IAI funded projects (Gerhard Breulmann);*
- *Audit Report of the Financial Statement as of June 30, 2002 and Financial Status as of September 30, 2002 (Silvio Bianchi);*
- *Overview of the Training and Education and Human Dimensions areas (Marcella Ohira Schwartz).*

Approval of the Auditors Report of the Financial Report as of June 30, 2002

12:30 Lunch

- Afternoon session (02:30 – 05:30) -

Report of the Working Groups/Task Forces/Committees:

- | | |
|--|---------------------------|
| • <i>Financial and Administrative Policy (FAWG).....</i> | <i>Vanessa Richardson</i> |
| • <i>Rules & Procedures Standing Committee.....</i> | <i>A. Mac Dowell</i> |
| • <i>Fund Raising.....</i> | <i>Carlos Ereño</i> |

04:00 – 04:15 Coffee Break

- | | |
|---|----------------------|
| • <i>Communications.....</i> | <i>Bárbara Garea</i> |
| • <i>Data Policy and Information System (DIS)</i> | <i>Paul Filmer</i> |

- *ad hoc Working Group responsible for discussing how to increase the countries' commitment to IAI (ICCWG) + ad hoc Working Group to present proposals to the EC with respect to the way the IAI will deal with delays in member countries voluntary contributions in the future* C.Ereño + P.Filmer

Welcome Dinner - El Barko Restaurant, Amador – 07:00

Tuesday – 03 December, 2002	Day 2
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- Morning session (09:00 – 12:00) -

Report on the IAI participation in the World Summit on Sustainability Development (Johannesburg – Dr. Danilo López)

Gustavo V. Necco

Report on the continuity of the current working groups

P. Filmer

Status of the IAI External Review Committee

P. Filmer

11:00 – 11:15 Coffee Break

Approval of the Action List of day 1

A. Mac Dowell

Future sites and meetings

Adjourn

- Afternoon session (02:30-04:00) -

Meeting between the EC Chair and the IAI Directorate as necessary.

Meetings of Working Groups as necessary.

1. Opening Session

Mr. Ricardo Anguizola (General Administrator – National Environment Authority (ANAM) – Panama welcomed the representatives of the EC member countries on behalf of the government of Panama and wished them an efficient and effective meeting. He also said that it was a privilege for Panama to form part of the IAI and congratulated the Institute on the important contribution it has made during its ten year of existence to the formation of scientific communication networks in America and the development of technical aspects and the interrelations between society and global changes. He stated that an interesting task for the immediate future would be to reconcile the world agenda produced by the Johannesburg Summit and the IAI agenda.

The representative of Brazil and EC Chair, Antonio MacDowell, thanked Mr. Anguizola and the Panamanian Government for hosting the XVI EC Meeting. He also wished the participants a fruitful meeting.

Dr. Gustavo Necco, IAI Director, thanked the member countries for having elected him and said he would try to carry out his task to the best of his knowledge and experience. He added that apart from reporting the activities of the Directorate he would present some ideas on the work he will do in the immediate future together with the Directorate. He expressed his intention to work together with the representatives for the good of the institution and the member countries on the interesting problem presented by global change.

The USA delegate, Dr. Paul Filmer, reported that Dr. Margaret Leinen and Dr. Louis Brown would not be able to attend the meeting. In a letter to the EC Dr. Leinen stated that her country continues its commitment to the success of the institute and reaffirmed the support of the U.S.A for the ongoing IAI programs through the National Science Foundation (NSF) and the NOAA. She congratulated the IAI on behalf of the NSF for the notable progress made in the development of an important network of scientists in the Western Hemisphere and added that the scientific reputation of the researchers supported by the IAI is recognized internationally. She was sure that the work of the External Evaluation Committee would confirm that the first decade of the IAI has been a success and that the IAI is a model of cooperation between governments, researchers and institutions.

Participants at the meeting were:

EC Country Representatives

- Argentina: Carlos Ereño
- Brazil: Antônio Mac Dowell
Mary Kayano
- Canada: Bruce Angle
- Costa Rica: Eladio Zárate
- Cuba: Bárbara I. Garea Moreda
- United States: Paul Filmer
Vanessa Richardson
Jonathan Pundsack
- Venezuela: Rosa Picon Pulido
Ana Esther Hernandez Correa
- Panama: Ricardo Anguizola
Emilio Sempris
Ligia Castro
Abril Mendez
Yamil Sanchez
- Uruguay: - - - -

Observers:

- Mexico: Adrián Fernández Bremauntz (Instituto Nacional de Ecología/SEMARNAT)

IAI:

- | | | | | |
|-------------------------|--------------------|-------------------|----------------|----------|
| ● Directorate: | Gustavo Necco | Gerhard Breulmann | Silvio Bianchi | Marcella |
| | Ohira Schwartz | | | |
| | Luciana Q. Ribeiro | Claudia Fernandes | | |
| ● Support (Newsletter): | | Paula Richter | | |

As the EC Vice Presidents were not present at the beginning of the meeting, the EC elected the delegate of the USA, Dr. Paul Filmer, as acting Vice President at its 16th meeting. (*Action 2 – Day 1*)

2. Approval of the Agenda

The EC approved the agenda of its Sixteenth Meeting (document 1_ECXVI) without any modification. (*Action 1 – Day 1*)

3. Approval of the Report of the Fifteenth EC Meeting

The EC approved the Report of its Fifteenth Meeting (document 2_ECXVI) with two modifications (both in the English and Spanish versions):

- English version – page 13 – where it reads: “US\$ 40,000 will be required from non US sources (Action 6 – Day 1).” it should read: “**US\$ 45,000** will be required from non US sources (Action 6 – Day 1).”
- English version – page 25 – where it reads: “... that the decision of keeping the necessary working groups should be *left* to the IAI Director, as he is the one responsible for allocating the IAI Directorate staff time ...” it should read “... that the decision of keeping the necessary working groups should be **discussed with** the IAI Director, as he is the one responsible for allocating the IAI Directorate staff time ...”

(*Action 3 – Day 1*)

4. Report of the Executive Council Chair

The EC Chair, Antonio MacDowell, presented a report on:

- *Introduction of the new IAI Director;*
- *Activities charged by the Executive Council and the Conference of Parties to the EC Chair;*
- *The activities, actions and decisions of the EC.*

1) *Introduction of the new IAI Director*

The EC Chair made a formal introduction of the new Director of the IAI, Dr. Gustavo Necco, who was elected during the CoP IX on June 28, 2002 in Sao José dos Campos, Brazil. The Chair of the EC and Dr. Necco signed a contract which came into force on November 1 2002 for the term of three years.

2) *Activities charged by the Executive Council and the Conference of Parties to the EC Chair*

- This item is related to Action 9, Day 1 of ECXV (June 25, 2002). “The FAWG recommendation to the EC/CoP that the Parties, currently in arrears, which pay the two past fiscal years (2000/2001 and 2001/2002) in addition to the 2002/2003 fiscal year before June 30, 2003, will have the outstanding balances from prior years forgiven, was not approved at this time. The EC endorsed the recommendation of the delegation of Argentina to postpone a decision on this until further study. It was recommended that this be discussed with the new Director after his election. He would also be asked to discuss voluntary contributions with Member Countries representatives.”

Due to the recent nomination of the new Director, the EC Chair informed the meeting that it had been materially impossible as yet to implement this recommendation and that the results of the discussion would be presented at the next EC meeting in the USA.

- This item is related to Action 11, Day 1 of ECXV (June 25, 2002): “The EC approved the recommendation in Document 16 “Report of the Working Group for Increasing Country Commitment to the IAI” that after one additional meeting to prepare a full report to the EC and the External Review Committee, the group would then be dissolved.”

The meeting was held and the Argentine delegate, Carlos Ereño, Chair of the group, would present the final report later during the meeting. It would then be sent to the External Review Committee.

- This item is related to Action 4, Day 2 of ECXV (June 26, 2002): “The EC approved the recommendation of the Chairs of the Working Groups presented by Paul Filmer regarding the analysis of existing working groups. Paul Filmer will request input from the Chairs of all working groups regarding their terms of reference and estimated costs. Based on an analysis of the tasks and responsibilities, the EC will decide in its next meeting on the dissolution of some groups. The IAI new Director and the Interim Director will be consulted during this process.”

Antonio MacDowell reported that the USA delegate, Dr. Paul Filmer, submitted a memorandum to the EC Chair which was distributed to all the participants at the meeting. He said that the Agenda provided for a presentation of this document after which the EC would decide which groups would be dissolved and which would continue with their activities.

- This item is related to Action 6 Day 2 of ECXV (June 26, 2002): “The EC approved the suggestion of the EC Chair that the Rules and Procedures Standing Committee prepare a preliminary proposal defining the meaning of “basic support” for the SAC and EC (Art. XIII-Financial Provisions, paragraph 1 of the Agreement Establishing the IAI). The Committee will present the preliminary proposal to the Parties by the end of August 2002. The Parties will submit their comments to the RPSC until the end of September so that the final proposal be ready by the end of October to be distributed to the Parties and discussed and approved in the next EC meeting.”

As the Chair of the Rules and Procedures Standing Committee, Dr. Louis Brown, could not attend the meeting, he sent a report which was also distributed to the participants at the beginning of the meeting. This report would be presented to the EC at the afternoon session of the same day and he recommended the delegates to read it.

5. Report of the IAI Directorate

5.1 General Overview by the Director (Gustavo Necco)

Dr. Gustavo Necco, Director of IAI, began his report by thanking the IAI member countries for having entrusted to him the direction of the Institute. He also expressed his wish to pay tribute to the outgoing Interim Executive Director, Dr. John Stewart, who directed the Institute from April to October, 2002. He praised the important contribution that Dr. Stewart made to the IAI during this brief period of time on trying to consolidate and strengthen a great number of activities and increasing the visibility of the institution through numerous visits.

The IAI Director explained that his report covered the period as from the XV EC meeting in Sao José dos Campos (June, 2002). He recalled that, according to the last EC meeting, the IAI now has a complete body of officers since Silvio Bianchi (IAI Financial Officer) started working in January, 2001, Gerhard Breulmann (IAI Scientific Officer) was incorporated in 2001 and Marcella Ohira Schwartz (IAI Human Dimensions and Communications Officer) returned in February, 2002 from her maternity leave. He mentioned that the year had been difficult for the institution because the IAI had had three different Directors, apart from the two acting Directors and that he hoped that the Institute would quickly return to normality.

The Director reported on the activities of the Institute and gave a general overview of activities and plans for the future. Gerhard Breulmann would be in charge of presenting recent scientific activities; Silvio Bianchi would present the Financial Report; Marcella Ohira Schwartz the report on Training and Education and Dr. Barbara Garea on Communications.

Dr. Necco listed the visits paid to member countries, institutions and authorities linked to global change by Dr. John Stewart and said that he would maintain the valuable contacts established by his predecessor.

•**Argentina**

ANPCyT (Agencia Nacional de Promoción Científica y Tecnológica)

UBA (University of Buenos Aires – meeting with two PIs)

UBATEC

•**Brazil**

–CNPq (Conselho Nacional de Desenvolvimento Científico e Tecnológico)

–Ministry of Science and Technology

–Ministry of Foreign Affairs

–AEB (Agencia Espacial Brasileira)

–FUNCATE (Fundação de Ciência, Aplicações e Tecnologia)

–University of Brasilia

–CENA/ESALQ/USP (meeting with three PIs)

•**Canada**

–Environment Canada

–Department of Foreign Affairs

– University of Victoria Canadian Global Change Centre

–University of Saskatchewan (meeting with one PI)

•**Chile**

– CONICYT (Consejo Nacional de Investigaciones Científicas y Tecnológicas)

•**Mexico**

–SAC meeting at UNAM (presentations by 2 PIs)

–Mexican Representative to the CoP (INE – Instituto Nacional de Ecología)

•**Uruguay**

–President Battle

–Minister of Environment

–IDRC (International Development Research Center)

•**USA**

–Margaret Leinen/Paul Filmer (NSF), J. Pundsack/L. Farrow (NOAA)

–Jim Mahoney, Assistant Secretary of Commerce for Oceans and Atmosphere (NOAA) and M. Leinen

–State Department

–IACD American Agency for Cooperation and Development

- IAI Directorate: According to one item of the report by the former Interim Director, Dr. Stewart, (doc 3_ECXVI/DID/English/November 2002), EC and CoP meetings have been very repetitive so it becomes necessary to implement procedures which will permit the meetings to be more efficient and effective. The Director of the IAI said he agreed with Dr. Stewart's proposals and requested the EC members to contribute ideas on the subject.
- Working Groups: The Director considered that the subject should be discussed carefully. The working groups should have very specific objectives and their terms of reference, deadlines, expected results and costs should be clearly defined. The number of working groups should be minimal avoiding overloading the staff of the Directorate. He added that the working groups are useful when they concentrate on specific and difficult subjects which may sometimes cannot be dealt with in a short time.
- World Summit on Sustainable Development, Johannesburg: Dr. Necco pointed out the importance of the Summit meeting and other world summits and similar meetings in so far as they express the opinion of all the countries of the world and are related to work and the objectives of the IAI (6_ECXVI/DID/English/4 October 2002). He noted the following topics emerging from the Johannesburg Summit:
 - Reorientation of Science and New Social Contract: Scientists who receive funds from the public purse should be careful to direct their work to helping society to solve the many important problems related to global change. The search for knowledge should be concentrated on the solution of real

problems rather than the satisfaction of curiosity if the objective is to help society to a sustainable future. This implies that scientists must be honest both in scientific management and administration of funds.

- Science and Technology for Sustainable Development (STSD): Science and technology must make efforts to help society.
 - Complex and Interactive Nature of Global Change: Actions should be based on scientific projections (Earth System Sciences + Human Dimensions + socio-economic Aspects). It is of vital importance for these components to interact the best way possible.
 - “End of pipe” and efficiency approaches are not sufficient: When dealing with topics related to global change technological and institutional changes become necessary. Human Dimensions are fundamental for these changes to be adopted by society.
 - Complex and Difficult Process of Integration: There is an evident need for entities and networks to integrate the disciplines and sectors in answer to the need for specific decisions of society and authorities. This is the appropriate scale to deal with the question since global meetings (such as the Johannesburg Summit) outline the philosophy in general terms but it is difficult to draw concrete actions from them. It is at regional level, therefore that more directed and real actions may be planned and implemented. Although there is still a lot to be done, the IAI is an excellent example because it was able to build regional scientific networks in its ten years of existence.
- Major IAI’s strategies proposed by SAC: A SAC working group identified the strong and weak points of the IAI and proposed six main strategies to overcome present weaknesses. Dr. Necco proposed to base future IAI activities and actions on these strategies and requested the EC members to contribute ideas.
 - Consolidation and Enlarging of CRNs: This may be achieved encouraging integration and increasing assigned funds, not only through an increase in IAI’s funds but also through agreements with other institutions related to global change, external funding, support in kind, interaction with other activities and international, regional and local projects.
 - Regular Renewal of Project Requests and the Definition of the Science Agenda: The idea now is to give priority to the projects which are clearly focused on integration of the research on global change with sustainable development from a regional perspective.
 - Targeting Scientifically Weak Members: There are countries in America which do not have at present sufficient scientific resources to take part in the main IAI scientific projects (e.g. CRN) and so cannot interact. This may be changed by Education and Training, i.e. capacity building and strengthening human resources so that they may integrate and participate in the science of the more developed countries.
 - Facilitation of Studies Synthesizing and Assessing State of Knowledge: There is a lot to be done in the synthesis of past IAI initiatives, such as ISP and PESCA. It is not only necessary prepare scientific abstracts on the results of these projects but also a synthesis of subjects and the more important results for the use of decisions makers and the public in general. This is a subject which should be discussed more in detail.
 - Improvement of IAI’s capabilities to disseminate research results: This topic is related to the previous one. Publications and communication media ensure the availability of the material to the general public and the decision makers of the region.
 - Increase of IAI’s profile: There are many ways of achieving this but the SAC recommends expanding IAI activities to include offering experience, information and contacts to other institutions in the region and even offer to administer related projects to external agencies and organizations.

The Director pointed out that many of the present IAI activities are based or related to one or more of the strategies proposed.

- Review of IAI’s Internal Procedures and Structure: Dr. Necco stated he intended to revise the internal procedures and structure of the IAI with the help of the Working Group on Financial and Administrative Policy (FAWG) which is preparing an employee’s manual. He pointed out however that it is necessary to

have a clearer view of the organization of internal activities. He proposed the application of a classical approach of “management by objectives” which may be considered out of date since it comes from the 60s and 70s, but can be very suitable for a small organization like the IAI Directorate. The IAI has its mission, vision and strategies (mentioned above) on the basis of which the annual objectives can be established. These would cascade down to the different units of the Directorate. The annual tasks and duties of the Director and the Officers emerge from these objectives. At the end of each year, which would coincide with the fiscal year, the performance of each person would be evaluated by means of an annual performance revision (PAR) suggested by the FAWG. The objective of this plan is not to penalize but to indicate the mode and measure in which the objectives are being attained and to see if there is any need for training.

- Meetings and visits:
 - **IGFA meeting, Norwich, UK, October 2002**
 - Discussions with
 - J. Stewart
 - Margaret Leinen, Lou Brown, Tom Spence (NSF)
 - Jim Mahoney (NOAA)
 - R. Fuchs (START)
 - S. Yamamura (APN)
 - C. Patterman (EU)
 - A. Larigauderie (DIVERSITAS)

This meeting of the International Group of Funding Agencies for Global Change was an opportunity for speaking personally with Dr. John Stewart. As IGFA is attended by practically all the main actors of global change it was also a good opportunity to establish contact with them.

- **•Geneva**
 - WCRP, WCP and GCOS Directors, IPCC Secretariat
 - Prof. M. Hassan TWAS/TWNSO

The conversations with the authorities of these organizations were very fruitful in expressions of their interest in strengthening interaction with IAI.

- **•Brazil**
 - Director of INPE, Dr. Moura Miranda
 - Dr. Carlos Nobre (CPTEC/INPE)
 - Contacts with
 - Dr Gylvan Meira (AEB),
 - Mr. A. Dowdy (US State Department): This meeting is a continuation of the contacts started by the previous Director, Dr. John Stewart.
 - Dr. M. A. Silva Dias (USP): the University of Sao Paulo is promoting proposals for global change research activities including social, economic and geophysical aspects with the funding from a State of Sao Paulo Funding Agency. New meetings will be held in the near future to analyze the possibilities of joint work.
 - Visits planned to Brasilia (Minister of Science and Technology, AEB, US Embassy, Ministry of Foreign Affairs, INMET), and USP/FAPESP.

- New Building for the IAI:

During the meeting between the IAI Director and the IAI EC Chair with the INPE Director, Dr. Moura Miranda, the proposal was made by the latter to donate a building to be shared by the IAI and the UN Regional Center for Education in Space Science and Technology for Latin America and the Caribbean. The authorities of these institutions met and prepared in a week a draft project for a new building which made it possible to determine the amount of money necessary to build it. Dr. Moura Miranda said he intended to invest BR\$ 1.5 million from the INPE budget in the construction of this building. External funding will be necessary for furniture, computer equipment and other facilities. The land will be donated by CTA (Brazilian Air Force).

The Director said he would like to hear the opinions and contributions of the EC members.

The EC requested the EC Chair to send a letter to Dr. John Stewart in recognition of his services as IAI Interim Director during the period April to September 2002. (*Action 5 – Day 2*)

Discussion of Strategies Proposed by SAC

- *Adrián Fernández Bremauntz (Mexico) said that one of the most important strategies is to pay special attention to those member countries where there is little advance in the research of global change. Workshops, courses and seminars together with studies contributing to the synthesis or evaluation of the state of knowledge of global change would be useful and furthermore would help to increase the visibility of the Institute.*
- *Carlos Ereño (Argentina): Regarding the first strategy, the effort to develop networks could be lost when the CRN program ends and the group of researchers could leave IAI. The EC and SAC should study mechanisms which would in some way give continuity to CRNs. IAI should provide seed funds so that the networks can develop by themselves.*
- *Paul Filmer (USA) said the CRN PIs need an answer from IAI about the future of their networks although the call was for five years. In principle the USA will go on supporting IAI activities at least at the same level. If it is decided to support the CRNs beyond the planned 5 years the funds available would already be committed and there would be no possibility for new calls. This would be solved if additional funds could be obtained. Furthermore, if the existing networks are maintained, they should be flexible to adapt to the changing needs of government and the interests of the researchers.*
- *Bárbara Garea (Cuba) remarked that the SAC and the Scientific Officer should try to identify the needs of less scientifically developed countries to make a call directed to these areas and to organize workshops. The calls could also direct the projects and research towards the integration and synthesis of knowledge.*
- *Paul Filmer (USA) said there have been various achievements during different phases of IAI. The first was scientific credibility which was reached with the first announcement for subsidies and a transparent peer review process. The second was the development of cooperation between scientists through the Initial Science Program. The third the integration of social sciences, one of the IAI objectives (CRN and Summer Institutes). The next step is the integration of decision makers. Representatives should know what IAI projects and activities are being developed in their countries and about its activities and inform the EC meetings.*
- *Emilio Sempris (Panama): Most of the information generated by IAI networks is published in scientific journals, which is not a good means to integrate decision makers.*
- *Carlos Ereño (Argentina): It does not seem that governments have perceived the usefulness of IAI as regards the application of research results to policy development. The IAI Scientific Agenda is the result of the need of governments and its redefinition should be the task of country representatives apart from the SAC.*

5.2 Scientific progress and results emerging from IAI funded projects (Gerhard Breulmann)

The Scientific Officer, Gerhard Breulmann declared that the report of the last session of the Scientific Advisory Committee (SAC) had been presented at the EC XV and that the XVIII meeting of the SAC would

take place in Mendoza in January 2003. He said that it would be held following the 3rd meeting of the CRN PIs which was organized together with other institutions. He presented the SAC XVIII Agenda:

- 5 new SAC members: the new SAC members were elected during the EC/CoP meeting in Sao José dos Campos, Brazil, so SAC XVIII will be the first meeting at which they will take part.
- CRN External Evaluation: The results of this Evaluation will be discussed and the comments and concerns of the CRN PIs and a report will be presented of the June 2003 EC meeting. Part was taken in the CRN 031 project with venue in La Red (Peru) in which an interim PI was appointed as the PI had health problems and the administration was changed. In view of a series of administrative problems in project CRN 038, the Directorate took steps to correct these problems and protect and ensure the continuity of the project which is scientifically solid and valuable.
- Review of the IAI Scientific Agenda: At the time of the EC meeting comments had been received from 6 members of the SAC.
- Next IAI Announcement of Opportunity: the last announcement was the Small Grant Program which should be continued.
- Future Summer Institutes: Marcella Ohira Schwartz would report on this topic.
- Collaboration with APN, IGBP, etc.: A joint meeting will be held in Mendoza in January with IGPB and the participation of APN, DIVERSITAS and other organizations.
- Science Forum in Boulder (EC/CoP): The agenda is being prepared for this Forum which will take place in June together with meetings of the EC and CoP.
- Election of New SAC Chair: At the next meeting the SAC will elect its new Chair since Dr. Luiz Bevilacqua has already completed his mandate.
- 3rd CRN/IAI - IGBP Meeting “Building Global Change Networks in the Americas”

To be held on January 27 and 28 2002 in Mendoza Argentina before the SAC meeting. Gerhard Breulmann said that the answer received from IGBP and other organizations was much as expected initially.

- All CRNs sent their registrations except two.
- 13 members of the IGBP Scientific Committee had already sent their registrations, and two more were pending.
- Other organizations invited: APN, DIVERSITAS*, IDRC, IHDP, NSF*, NOAA, START*, UBATEC, WCRP, ZMT* (* = confirmed).
- SAC: Confirmed: 9. The outgoing SAC Chair, Dr. Luiz Bevilacqua, will take part in the meeting so that the members who have confirmed their attendance are 10.

The meeting them would be attended by some 70 participants.

- CRN•
 - External Evaluation (scientific) ongoing
 - Deadline 29 November 2002
 - Reviews received by deadline: 7 (The remaining reviewers informed they would send the reports they owed in the next two weeks.)
 - Results to be discussed at 18th SAC and a full report will be presented to EC XVII/CoP in Boulder.

- Other IAI Scientific Programs:

PESCA (10 projects)

Receiving last reports. Final IAI report is to be submitted to NSF before January 2003. ISP III (16 projects) 2 projects requested a no-cost extension which was granted up to December 2002. The final IAI report will be sent to NSF before June 30 2003.

SGP (16 projects)

The contracts have been sent to all the PIs. The projects have been started. Gerhard Breulmann reported that the deficit of US\$ 43 K for this program has been covered by an increase in the US contribution and the remaining difference was covered with funds from the IAI Core Budget.

- Collaboration with other organizations:

APN

Potential Themes identified:

–Megacities (& Coastal Zones)

–ENSO/ Climate Extremes

START

(SC Meeting, Hanoi, 12-16 October 2002)IAI will sponsor the START Young Scientists Conference, to be held in Trieste, Italy with up to US\$40K for participation of regional scientists.

Several START opportunities now open for applicants from the Americas. This implies the possibility for development of young scientists in the region. It is expected that this will develop in the near future.

START is considering including a section on the Americas in their Scientific Committee (SC) agenda. IAI would present a report on scientific progress in the region at the next START SC meeting to be held in October 2003.

5.3 Audit Report of the Financial Statement as of June 30, 2002 and Financial Status as of September 30, 2002

(Silvio Bianchi)

- Audit Report by KPMG as of 10 October 2002

This report states that the IAI financial statements reasonably present the economic and financial situation of the Institute as of 30 June 2002. The Financial Officer informed that this report does not contain any recommendations for improving the internal control systems applied at the Institute.

INCOMES

	2002	2001
Member Country Contributions	1,368,549	502,732
In kind Contributions	205,450	248,111
Interests	10,937	57,801
TOTAL	1,628,154	813,314

According to the report of the Financial Officer presented at the ECXV, 2002 has been a record year for collection of contributions of member countries. Many countries have paid their backward dues. The in kind contributions are the ones made by INPE providing the Institute with its headquarters, equipment, furniture, communications and other infrastructure services. They are lower in dollars simply because of the current exchange rate of the dollar and the Brazilian currency, but the support is maintained at the same level. The interests are smaller in 2002 because: a. During the fiscal period of 2000/2001 all the rates of interest paid in the USA were much higher and were significantly reduced; b. Until June 2001 IAI had not complied with the total of the agreement with NSF on the use of interests generated on the funds contributed by the USA. On June 30, 2002 the interests generated by the funds contributed by them were returned to the USA. The interests which appear in the table correspond to non American funds.

EXPENSES

	2002	2001
Operational Expenses	1,019,725	961,891
Support to projects	22,446	79,423

TOTAL	1,042,171	1,041,314
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The expenses were maintained practically at the same level during the two years. The item support for projects represents the Core Budget funds which were assigned to support research projects.

In item 4 of the Audit report (p.3 of Document 4_ECXVI) the auditors controlled the adjustments described in Note 5 of the Balance Sheets. It shows that for the last fiscal year the presentation of the Financial Statements differs from all the previous years. The presentations will be made in this way as from now since the state of assets, liabilities, results and flows of the funds of the Institute can be seen more clearly.

Financial Status as of September 30, 2002 (end of the first quarter of the current fiscal year)

Member Country Contributions:

In cash:

Chile 15,000 (outstanding contributions)
Ecuador 10,000 (outstanding contributions)

Funds Committed through a Grant USA 550,000

The funds received up to now represent 74% of the expenses of 2001-2002 fiscal year. IAI counts on the remaining member countries to make their contributions during this fiscal year. The expenses are within the budgeted values for the first quarter.

- *Scientific Program Budget:*

Program	Total Budget	Committed	Balance
CRN	10,008,640	10,473,415	<464,775>
ISP III	1,878,984	1,742,537	136,447
PESCA	300,000	210,932	89,068

There is a deficit of practically US\$ 465,000 the result of the difference between the adjusted total budget for the CRN Program after the suspension of the agreement with Argentina and the funds committed to the project program. To reduce this deficit and protect the development of science without detriment to any project, it was decided for year 3 of the CRN program to reduce all the budgets by 9%. This reduction made it possible to compensate for the funds not received that year. If the same reductions were applied for year 4 and 5 it would be possible to have a manageable deficit. Without these reductions and considering the present financial position of the project, the deficit would reach approximately US\$ 200,000. This means that it would be necessary to obtain additional funds or reduce project budgets unless project evaluation suggests that some of them are below the scientific level necessary to continue receiving support.

- *Carlos Ereño (Argentina): It is the intention of the Argentine National Agency for Scientific and Technological Promotion to try to restart contributions to the CRN program, in so far the economic problems of the country allow it. It would also be beneficial for the new IAI Director to visit the country after the summer to analyze together with the Scientific and Technical Secretary the different possibilities Argentina has of fulfilling its commitments, even if only partially.*

The remaining ISPIII Program funds would be used for the preparation of a synthesis of the program. As to the remaining funds of the PESCA program, the FO reported that, of the approximately US\$89,000, US\$ 30,000 have already been assigned to training activities. The balance, according to discussions at previous EC meetings, could be used for the next calls for projects.

*5.4 Overview of the Training and Education and Human Dimensions areas
(Marcella Ohira Schwartz)*

The Training and Education Officer made a presentation on training & education and human dimensions.

Training and Education (T&E)

- T&E Strategy - Experience of the IAI/University of Miami Summer Institutes held between 1999 and 2001. The Summer Institutes on interdisciplinary sciences had two main objectives: a) promote communication and cooperation between young natural and social scientists and to promote multidisciplinary research and cooperation and b) to create an opportunity for participation for scientists from countries with a smaller participation in IAI activities in order to promote capacity building. According to the participants' opinion (more than 60 young scientists with very good to excellent qualifications) and many other institutions who observed the IAI model (among them the IDB, the OAS, START) these objectives were achieved successfully. These institutions stated that the Summer Institutes were very important for capacity building and for the socioeconomic aspect of research into global change.

-Remaining funds of past IAI Science Programs to support T&E activities.

Based on the positive response to the Summer Institutes (SIs), the SAC suggested that this initiative should be continued. However, due to the limited funds available, the EC decided that the remaining funds from previous scientific programs be used to support this activity in the future.

In order to optimize these funds, the IAI has discussed with other organizations the possibility of some joint training activities (e.g. summer institutes, short courses, workshops).

Below are a few examples of potential collaborative activities:

IAI - Inter American Agency for Cooperation and Development (IACD)/Organization of American States (OAS)

Both the IAI and the IACD are interested in promoting capacity building in Central America and the Caribbean. IAI presented a proposal for a course on "Vulnerability Associated to Climate Variability in Central America and the Caribbean" to be held in the Dominican Republic in tentatively November/December 2003. The venue of the course was chosen in order to strengthen the connection between this country and IAI since it has not participated in any of the IAI scientific or institutional meetings. The institutions which committed themselves to sponsor the course are IACD, OAS, and IAI. NOAA, USAID/OFDA, WMO among other institutions could be potential collaborators as they share the same interest in the region and the topic of the course.

IAI goals for this course are to contribute to capacity building, promote multi-institutional collaboration and sponsorship, strengthen institutional links, promote human dimensions, and increase the participation of the Caribbean countries in the IAI. The IAI expects to be able to work with the scientific community and users in this field. At the same time IAI is trying to incorporate the participation of CRN 31 CoPIs.: "ENSO Disaster Risk Management in Latin America: A Proposal for the Consolidation of a Regional Network for Comparative Research, Information and Training from a Social Perspective" which would be an opportunity for CRN to extend the context of this project to Central American and the Caribbean countries.

At the same time, IAI is analyzing the signature of an understanding memorandum for IACD/OAS to set up the legal framework for the development of future joint activities. It is expected that it will be possible to sign the said MOU at the next EC/CoP meeting in June 2003.

- *Mr. Anguizola (Panama) asked the EC to consider the possibility of CATHALAC participating in the organization of this course in view of the close link between that institution and IAI and the region in question.*

- *Emilio Sempris (Panama) said the countries of Central America, together with Cuba and Mexico have prepared a draft project: "Capacity building for the second stage of adaptation to climatic change" of 3 years duration. The proposal is to identify a link between this CATHALAC project and the IAI proposed course.*

IAI - Brazil's National Institute for Space Research (INPE)/Center for Weather Forecasting and Climate Studies (CPTEC) Proposed course on "Scaling up Sustainable Land-Use Practices in the Amazon (micro to macro)"

Place: CPTEC/INPE in Cachoeira Paulista, Brazil

Tentative timeframe: November 2003

Sponsors: IAI, INPE/CPTEC, FAPESP, University of FLA

Objectives: to promote multidisciplinary and multinational collaboration among the Amazonian countries and foster discussion and application of sustainable practices in the region.

IAI - University of São Paulo/Center for Nuclear Energy in Agriculture CENA

Proposed course on "Climate Change and Carbon Sequestration in the Amazon"

Place: University of São Paulo (USP)/Center for Nuclear Energy in Agriculture (CENA) in Piracicaba, Brazil

Tentative timeframe: July 2003

Sponsors: IAI, USP/CENA, IRD

Other Potential Collaborators: FAPESP, USAID

Objectives: to educate young Latin American scientists concerning the greenhouse effect, carbon sequestration processes of the soil and vegetation and potential mitigation strategies as well as proposal development.

The IAI decided to explore the subject of carbon sequestration in the Amazonia which because of its worldwide interest will improve the profile of the institute in the region. The support of different institutions such as FAPESP and USAID is being sought for this course.

- IAI - University of Miami (possible 4th Summer Institute)

From 1999 to 2001 three summer institutes were held at the University of Miami (UM). IAI is in permanent contact with Otis Brown and Guillermo Podestá of the UM and external funds are sought which could come from foundations and the Integrative Graduate Education and Research Traineeship (IGERT) Program of the NSF.

Goals: foster effective communication and collaboration between natural and social scientists and to teach them how to develop competitive proposals for interdisciplinary research.

SAC recommendation: to continue with the IAI-UM Institute and promote more Summer Institutes like activities as an effective mechanism for building capacity, fostering human dimensions and policy applications.

- *Paul Filmer (EE.UU.): The IAI is working on cooperation with CPTEC, OACD and CENA. He offered the groups continued US support to obtain financing. He has had conversations with other programs at the NSF on the possibilities of financing future activities of this type since they are considered of be one of the most successful aspects of the capacity building component of IAI.*

- IAI- University of Buenos Aires, Argentina (CRN 012)

The IAI supported the course "Biodiversity and Global Change: the Human Impact on Ecosystems of the Americas" (November 11–24, 2002, in Chamela, Mexico), co-sponsored by the Red Latinoamericana de Botanica (RLB).

- IAI CRNs

In line with the previous course, in July 2002 IAI invited the PIs of the other CRN projects to work with IAI in the planning and organization of activities similar to the summer institutes or training workshops.

IAI Goals: to strengthen the capacity-building and human dimensions components of CRN projects, to advance the integration of science and policy, and to promote more co-funding mechanisms of IAI activities.

Human Dimensions

Most, if not all the education and training activities presented have a human dimension perspective. Most of the supported projects are focused rather on natural sciences than on human dimensions or social sciences. It is therefore believed that the integrated development of the IAI science agenda, including human dimensions will be achieved through capacity building.

2003 Open Meeting of the Human Dimensions Community

IAI had an important part in the scientific planning and organization of the 2001 Meeting of the Human Dimensions Community which was held in Rio de Janeiro, Brazil. The IAI had the opportunity there to present its scientific agenda and invite the community to cooperate in future activities. IAI forms part now of the International Scientific Planning Committee of the 2003 meeting which will take place in Montreal (Canada) in October and hopes to ensure once again a strong participation of the Latin American community and further promote interaction between social and natural scientists in the Americas.

IAI - IHDP Collaboration

A representative of the International Human Dimensions Program (IHDP) visited the IAI Directorate and different possibilities of joint action were analyzed. Like IAI, the IHDP has a very tight budget so that it makes sense to join efforts to maximize not only human but also financial resources in future activities.

Communications

- Biennial Report 2000-2002

This report covers two fiscal years: 2000-2001 and 2001-2002. IAI constantly seeks to improve the contents, reading facility and presentation of the Annual Reports. It was possible to reduce publication costs.

- IAI Anniversary Book: 10 years (1992-2002)

This book will present the history of IAI and will bring out the programmatic and institutional development, the weaknesses and challenges and a vision and strategy for the future. An editor, a graphic designer and a translator have been hired to work with IAI on its preparation. It will be available in two of the IAI official languages, Spanish and English, and it will be ready for distribution at the next EC/CoP meeting in June 2003. This activity is financed by NSF.

6. Approval of the Auditors Report of the Financial Report as of June 30, 2002

The EC approved the Auditors Report of the Financial Statements as of June 30, 2002, (document 4_ECXVI) and will forward it to the CoP at its next meeting. (*Action 4 – Day 1*)

7. Report of the Financial and Administrative Policy Working Group (FAWG)

Chair: Vanessa Richardson

Vanessa Richardson, Chair of FAWG reported that the group had approved by mail the external auditors report and noted that this was the first report in which no recommendations were made on the IAI administration.

The group also analyzed its composition, taking into account that some members like the representative of Uruguay no longer formed part of it and expressed the need to have a broader participation of the IAI members.

If necessary, during the next fiscal year, the contributions of countries to the Core Budget could be readjusted since these are approved for three-year periods. The Director would work during the next few months with the Financial Officer on the estimate of the 2003- 2004 budget. The FAWG will meet in March, probably in Brazil to discuss the implications of the estimated budget for future voluntary contributions and consider other topics if they arise.

The IAI's Employee Manual was revised and it will be presented for final approval at EC XVII. As part of the work on the manual the group suggested that the Directorate continue with the contract they have signed with Price Waterhouse to make a survey of the salary levels of staff so that there would be a salary range for eventual future adjustments. The company will make another survey on the cost of housing and education for international staff since these have probably changed since the original estimates.

8. Report of the Rules and Procedures Standing Committee (RPSC)

Chair: Louis Brown

EC Chair, Antonio MacDowell, presented the report distributed to the participants at the beginning of the meeting (see document 8_ECXVI). This must also be analyzed by all member countries and submitted for approval at the next meeting of the Conference of Parties in June 2003. All comments should be directed by e-mail to Louis Brown.

The Committee's recommendation was that travel expenses of delegates from countries to EC and CoP meetings should be covered by the governments of the countries. On the other hand, it will be possible to request the IAI Directorate for help with covering the expenses related to participation in working groups. The document stressed that the Cop had authority to define "basic support" differently. But in the opinion of the Committee this could create problems of conflicting interests.

- *Carlos Ereño (Argentina): subject to the recommendation of the Committee at its last meeting Argentina has appointed an additional representative. Dr. Diego Malpede is an Argentine diplomat specialized in international affairs related to science and technology, who forms part of the Academy of Science for the Third World and has been working with Dr. Louis Brown on the drafting of the document presented.*

The EC Chair requested that comments on the Standing Committee for Rules and Procedures memo regarding "basic support" (document 8_ECXVI) be sent to the Chair of the Committee, Louis B. Brown, via e-mail and that a decision would take place at the next EC meeting in June 2003. (*Action 8 – Day 1*)

9. Report of the Fund Raising Working Group (FRWG)

Chair: Carlos Ereño

The group had no new activities so for the time being it could be dissolved although it had presented to the EC a series of ideas and recommendations the implementation of which they were not charged with.

To achieve an effective fund raising is one of the circumstantial aspects which will probably demand the biggest efforts on the part of the Directorate in the future. The FRWG Chair suggested that if the Directorate required this, the Financial and Administrative Policy Group could advise or indicate ways of fund raising.

10. Report of the Communications Task Force (CTF)

Chair: Bárbara Garea

According to the group, IAI has made great progress in the area of communications. There are still, however, many aspects to be developed.

The IAI Newsletter has better reflected in 2002 the image of the IAI in the institutional aspect and through the incorporation of information on the scientific production of IAI programs. However, both the editor of the newsletter and the group consider that a lot information could be diffused through this medium. The IAI Directorate could take a number of measures which would contribute to a continuous increase of the impact of the newsletter. The CTF Chair informed that the SAC member vacancy on the Editorial Board of the newsletter.

The group pointed out that the Annual Report should reflect IAI transparency and show financial, scientific and institutional aspects as well as the progress made each year. One of the important points related to the Annual Report is the type of public to which it is directed and the form of distribution. The last report is very much better than the previous ones although it exceptionally covers two years.

Work has been done on the IAI web site which has improved considerably. There are still some recommendations that the CTF had made which have not yet been completely implemented.

As part of the new organization of the Directorate presented by Dr. Gustavo Necco, IAI should strengthen its communication strategy. IAI must find a way of measuring the impact of its communication media to know if they are fulfilling their mission and to identify the receivers of each one of its products.

The CTF Chair expressed her personal opinion that though the working group had had clear objectives and its formation and working had been timely, in view of the change of the IAI structure and the existence of a Communication Officer, its function as a standing group had ended. She underscored, however, that the members of the group should collaborate with the Directorate whenever necessary.

- *Carlos Ereño (IAI Newsletter Editor): Thanked Barbara Garea and the members of the CTF for their cooperation during the five years of the existence of the group. He also pointed out that the IAI newsletter whose tenth anniversary it was at the time of the meeting was created as a contribution in kind of Argentina with the printing, distribution and other expenses covered by the IAI. The editor always presented a statement of accounts, first to the EC and then the CTF. Should it be decided to dissolve the CTF the statement should be made to the EC.*
- *Bárbara Garea (Cuba): Since the change in transferring funds for the newsletter the expenses are controlled by the Directorate. So, independently from it being an Argentine contribution, the newsletter is related to the work of the Communications Officer.*

11. Report of the Data Policy and Information System Working Group (DIS)

Chair: Paul Filmer

The group did not meet again after the last presentation at the EC meeting in Sao José dos Campos but it has remained in touch by e-mail. The Brazilian Node of the Data and Information System is functioning with new equipment which makes it much more stable. The Manager of the Data and Information System is continuing his work on the introduction of metadata. The Chair of the group reported that, within the framework of the Small Grant Program contracts, clear clauses on the commitment to provide information to be included in the DIS have been added.

A parallel and more friendly system based on the web is being negotiated. Training activities for this system are also planned for the DIS Manager and for each IAI project to allow them input their data into the system.

As representative of USA, Paul Filmer added that his country intends to support the development of the IAI Data and Information System and that it adheres to the original idea of having a cooperative system which could be used by students, researchers and governments which require information on topics of global change in the Americas.

- *Gustavo Necco (IAI Director): it is important to know what is expected from DIS particularly with reference to data. The DIS could also think of the web as a training field.*

12. Report of the *ad hoc* Working Group for Increasing Country Commitment to the IAI + Report of the *ad hoc* Working Group to present proposals to the EC with respect to the way the IAI will deal with delays in member countries voluntary contributions in the future

*Chairs: Carlos Ereño and Paul Filmer
(Carlos Ereño)*

The Working Group was created in July 2001 in view of the lack of commitment of the member countries to IAI. A series of recommendations is presented in the report which arise from the analysis country by country made by members of the group. The Chair of the group requested that the approval or rejection of the proposals be considered for actions which will help to increase the interest of countries in the IAI. Carlos Ereño pointed out that between EC XIII and EC XV there occurred an important change essentially in the voluntary contributions.

The EC XV approved that after one additional meeting the ICC WG:

- Prepare a full report to the EC and to the External Review Committee and
- Be dissolved

The ICC WG met on 8-9 August 2002, in Silver Spring, Maryland. They also met with P. Filmer (link with the Working Group responsible for presenting proposals to the EC). The agenda of this meeting and the report presented appear in Doc 7_ECXVI.

Issues considered during the meeting:

- Terms of Reference for the WG (from EC XIII, Panama, July 2001).
- Information requested from the IAI Directorate as a background for the work of the group.
- ICC WG report presented at EC XIV, Havana- November 2001.
- Plan of activities proposed to be carried out by the WG from the XIV EC meeting.
- Results of the analyses made by the group members and report forwarded to EC XV, Sao Jose dos Campos, June 2002.
- Preparation of a full report to the EC and the External Review Committee (decided at EC-XV).
- Update of the information from the IAI Directorate and comments by the IAI Director.

Special issues analyzed:

- Why has the state of the voluntary contributions to the IAI core budget changed?
- Is this situation due to actions of the IAI Directorate or EC board or other?
- Can we expect this tendency to continue?
- Are any further actions needed?
- What about the countries that are not paying?
- What about the overall participation? Are there indicators of a net increase in participation?
- Are the EC/CoP country representatives able to influence the commitment of the IAI country governments?
- If not, what can we do?

- What is the role of IAI Director/IAI Staff, EC Board, EC WGs, EC/CoP members?

List of the subjects analyzed

- Status of voluntary contributions
- Other contributions apart from voluntary contributions
- Agreements or MOUs signed with the IAI
- Participation of country representatives in IAI institutional activities
- IAI institutional, scientific or educational meetings sponsored by the country
- Participation in scientific and educational activities supported by IAI
- Dissemination of IAI activities in the countries
- Other issues

1. Status of voluntary contributions

- A quantifiable improvement of the state of contributions to the core budget was observed.
- However, the group considered it necessary to keep and increase a sustained effort to have all member countries bringing their contributions up to date.
- In the light of the present state of country commitment to the IAI coercive measures to get the payment of owed contributions should be avoided.
- Some countries do not perceive the benefits of being part of the IAI.

Recommendation 1.1:

The IAI Director, together with the EC Board should make the greatest effort to achieve the cancellation of debts in contributions. Strategies to achieve this should be planned on a case-by-case basis. In addition to the traditional ways, (the IAI country representatives) steps will be taken through the diplomatic way at the Embassies of the countries in Brazil or the corresponding Ministries of Foreign Affairs.

Recommendation 1.2:

When negotiating with the authorities of a given country it is advisable to provide them with detailed information on the benefits the country has received from IAI, as well as the progress made by the scientific groups that have taken part in IAI supported activities.

Recommendation 1.3:

Make appropriate payment arrangements with debtor countries in order to facilitate their bringing up to date of contributions.

Recommendation 1.4:

For the moment, measures that would disqualify debtor countries from taking part in IAI institutional and/or programmatic activities should be avoided.

Recommendation 1.5:

Restart efforts to incorporate American countries that are not part of the IAI.

2. Other non voluntary contributions

Recommendation 2.1:

The IAI Director, together with the EC Board, will look for funding sources beyond the IAI, in order to find support for the programmatic activities of the Institute.

3. Agreements or MOUs signed with the IAI

Recommendation 3.1:

The IAI Director will make greatest efforts to reactivate the MOUs signed, trying to translate the written cooperation into effective activities.

Recommendation 3.2:

The signing of new MOUs and/or Agreements between the IAI and state or private organizations with shared interests with the IAI should be fostered. Priority should be given to purposeful agreements with specific objectives.

4. Participation of representative individuals in IAI institutional activities

Recommendation 4.1:

The Executive Council should elaborate a description of the advisable conditions for institutions or individuals that would represent a member country. Such description would only be a reference that countries may take into account or not. If the EC considers it appropriate to prepare this description, the group suggests that the eventual IAI country representative should be able to influence the government's decisions as regards global change research related issues. The nomination of an alternative representative is also advisable. In this case, it should be someone who is deeply interested in IAI activities, part of an organization related to IAI. The establishment of National Committees or Commissions might also be encouraged, in a way that they would include most of the organizations that are interested in the IAI.

5. Country sponsored IAI institutional, scientific or educational meetings

Recommendation 5.1:

Promote the organization of IAI meetings –especially EC and SAC meetings- in countries that are not part of the Executive Council.

Recommendation 5.2:

The Executive Council should find a mechanism that would reduce the frequency of IAI institutional meetings. The suggestion is to consider the possibility of holding an annual Executive Council meeting and a meeting of the Conference of the Parties every two years. These meetings should be held separately. The group understands that a lower frequency in meetings will favor the attendance of countries with less economic resources.

6. Participation in scientific and educational activities supported by IAI

Recommendation 6.1:

Update the IAI listserver, in order to expand the database of people interested in the IAI.

Recommendation 6.2:

Identify -at a country level- all the institutions that might be interested in IAI activities.

Recommendation 6.3:

Take special care of communication with PIs that have not been selected in the new opportunity announcements. The information on the evaluation process should be wide and clear enough to prevent from doubts about the reasons for not supporting a given project.

Recommendation 6.4:

Prepare a special infosheet explaining the scientific projects evaluation process clearly and in detail. Widely disseminate this information and include it in the website of the Institute.

Recommendation 6.5:

Review the information that is published as Financial Statement in the IAI Annual Report, and try to make it more explanatory as regards the allocation of funds by IAI.

Recommendation 6.6:

Promote applied courses that would consider regional needs for students and decision makers. This recommendation seeks to promote participation of politician and decision makers in IAI activities.

Recommendation 6.7:

Study, with the help of the SAC, new mechanisms to recruit key researchers in the region and help them in order to build capacity in institutions and groups that are less developed scientifically. The suggestion is to support these key researchers by providing them with funding for trips and assistantships, training and data.

7. Diffusion of IAI activities in the countries

Recommendation 7.1:

We recommend the IAI Director, together with the EC Board, to study how to take decisive steps to increase the visibility of IAI.

Recommendation 7.2:

Actively promote the visits of the IAI Director to member countries, giving priority to countries with less participation in activities of the Institute. Greatest advantage should be taken from each visit to show the IAI to interested authorities and institutions, considering Recommendation 1.2.

8. Other Issues

General Recommendation:

Convene a high level meeting similar to the one that brought the Institute into being, in order to:

- Present the results of 10 years of existence of IAI
- Disseminate the report of the External Review Committee
- To craft the vision of the next decade in collaboration of global change research for the Americas and the role of the IAI in facilitating this vision.

- *Mary Kayano (Brazil) congratulated the Chair of the ICC group on the complete report presented. With reference to item 5.2 in the Agreement Establishing the IAI the number of EC and CoP meetings is explicitly stated. Consequently the proposal made by the group to hold a high level meeting is very appropriate because it will be necessary to amend the text of the Agreement.*
- *Antonio Mac Dowell (EC Chair): It is very complicated to amend the Agreement because member countries do not ratify them with the OAS.*
- *Adrián Fernández Bremauntz (Mexico): The report is very rich in ideas and recommendations. Mexico is at a changing point and it is interested to participate actively in IAI again. For Mexico it is also important to reduce the frequency of EC/CoP meetings.*
- *Eladio Zárate (Costa Rica): If amendments present a problem the mechanism is not working well.*

The EC requested the Standing Committee for Rules and Procedures to discuss and prepare a proposal to reduce the number of EC and CoP meetings and to modify the IAI documents as appropriate. (*Action 7 – Day 1*)

- *Bruce Angle (Canada): With reference to recommendation 1.2, the information which should be given on the benefits that a given country has should not only be detailed but focused on the receptor. He*

agreed with recommendation 1.3. As to the participation of countries in the CoP, these may feel “ashamed” because of the contributions owed. IAI should look for ways to achieve their participation. He did not agree with recommendation 1.4: Non-payment of contributions should entail some penalty. Although this subject is delicate, it cannot be ignored. He agreed with recommendation 1.5 but considered that the Directorate may not have sufficient personnel and resources to deal with this issue.

- *Bárbara Garea (Cuba): the lack of participation of countries does not occur only in contributions. Since at a regional scale countries have other contacts with each other apart from IAI, it could be the countries themselves which encourage each other to participate. Workshops would also help since countries can contribute with economic or in-kind resources.*
- *Paul Filmer (USA commented on recommendation 1.1 that the actions which led to the payment of the debts of Chile and Peru took place at the CoP held in Panama. These countries were represented by staff from their embassies in Panama who on finding the state of their contributions took the necessary action. In these cases the contact with the Foreign Office was effective although Peru did not take part in the next CoP. The IAI Director could contact the Embassies in Brazil. As regards item 2 the IAI Directorate must plan a strategy to obtain funds from the financing agencies although it is worth while remembering that no agency will want to contribute to an institution whose own members do not pay.*
- *Adrian Fernandez Bremauntz (Mexico) said that though in some countries scientific institutions take part in IAI, it must be considered that governments change and IAI and its activities have to be presented again. This should be done case by case. The country representatives to the IAI should be in touch with those responsible for the agenda of climate change of their countries so that the decision makers come to see IAI as an important source of research for the development of their own agendas.*

In the recommendations presented in the report of the Working Group on numerous occasions the EC Bureau is mentioned as an action agent to promote country participation. Delegates from different countries remembered and expressed that the functions of the Bureau are not defined and after a discussion on who and how such a definition should be made the EC decided that:

Since the functions of the EC Bureau are not clearly specified in the Standing Rules of the EC, the EC requested the EC Bureau to prepare a document defining its functions and the functions of each of its members and present it at the next EC meeting in June 2003. (*Action 5 – Day 1*)

With reference to recommendation 4.1 of the working group report, the EC took the following decision: The EC recommended that the IAI Director send a letter to the IAI member countries part of the EC requesting them to formally nominate their corresponding representatives and alternates. (*Action 6 – Day 1*)

- *Bárbara Garea (Cuba) said that with reference to point 5 of the report she proposes that in so far as it is possible, the EC meetings should coincide with the meetings of SAC as that of Mendoza 2003 which will also be attended by representatives of other organizations so that country representatives may have contact with the researchers. The other proposal is that there should be a variant of EC meetings in which specific topics should be considered giving them enough time to be discussed in detail. The great number of important topics on the EC agenda requires the discussion of some of them during various meetings.*
- *Adrián Fernández Bremauntz (Mexico) proposed with reference to item 6 of the ICC recommendations that countries should update the databases of institutions or people who could be interested in receiving the Newsletter or information through the listserver.*
- *Silvio Bianchi (IAI Financial Officer) said that the interview between John Stewart and the President of Uruguay was organized on the basis of a previous delivery of information about the Institute and specifically about the benefits Uruguay received from the research projects and training of scientists. As a result of that meeting the President of Uruguay showed interest in holding a Montevideo + IO*

meeting towards the end of 2003 (similar to the meeting recommended in point 8) to discuss questions related to IAI.

The EC approved the final report of the Working Group for Increasing Country Commitment to the IAI (document 7_ECXVI) and charged the IAI Director to implement its recommendations, taking into account the suggestions made during the meeting. (*Action 1 – Day 2*)

13. Report on the IAI participation in the “World Summit for Sustainable Development”
(*Johannesburg – Dr. Danilo López*)
(*Gustavo Necco*)

The IAI Director, Dr. Gustavo Necco, presented the report prepared by Dr. Danilo López (6_ECXVI/DID). On the suggestion of the Interim Director, Dr. John Stewart, Dr. López took part in the Johannesburg World Summit in representation of IAI, where he distributed IAI material. In the report, Dr. López states that the decade between Río +10 and Johannesburg was in some way a lost decade, since instead of putting human dimensions as the center of development, developed countries concentrated their interest on looking for benefits which generated the growth of poverty in developing countries. As to the environment in these ten years the panorama is not very promising either, because practices are being continued which go against environmental protection and there has been a significant increase of catastrophic events, global warming and the unpredictability of meteorological patterns.

The Summit agenda was divided in two parts, one official which dealt with sustainable development and which led governments to formulate a declaration (annex in 6_ECXVI/DID) and a Global People’s Forum in which NGOs participated.

The report quotes the paragraphs of the official declaration which have to do with IAI. In the declaration, article 13 gives a diagnoses of the world environment: “The global environment continues to suffer. Loss of biodiversity continues, fish stocks continue to be depleted, desertification claims more and more fertile land, the adverse effects of climate change are already evident, natural disasters are more frequent and more devastating, and developing countries more vulnerable, and air, water and marine pollution continue to rob millions of a decent life.”

Article 16 refers to the preservation and use of biodiversity, a subject related to IAI: “We are determined to ensure that our rich diversity, which is our collective strength, will be used for constructive partnership for change and for the achievement of the common goal of sustainable development.”

In the declaration there is a political commitment which includes subjects related to food security, biodiversity and water: “We welcome the focus of the Johannesburg Summit on the indivisibility of human dignity and are resolved, through decisions on targets, timetables and partnerships, to speedily increase access to such basic requirements as clean water, sanitation, adequate shelter, energy, health care, food security and the protection of biodiversity. At the same time, we will work together to help one another gain access to financial resources, benefit from the opening of markets, ensure capacity-building, use modern technology to bring about development and make sure that there is technology transfer, human resource development, education and training to banish underdevelopment forever.”

The description of the People’s Forum in the report particularly underscores the “The Millennium Ecosystem Assessment (MEA): Ecosystem and Human Well-being”. Other Fora important to the IAI refer to environmental questions which were discussed on August 29 and which included the following topics: Climate changes and energy, Biodiversity, Forests, Oceans, Agriculture, Mining and Water as a crucial element for development.

Ten years after the Rio meeting the Official Agenda (Agenda 21) continues guiding the objectives, policies and practice of institutions and governments on the notion of sustainable development. So, global community came to Johannesburg more divided than ever and with divergent agendas. This has been greatly influenced by the disagreement existing between countries on such crucial subjects as globalization, or such relevant topics as transgenic crops, biodiversity, biobusiness and one in particular which is of vital importance for IAI: *climate changes*. The last decade may be a lost decade for sustainable development if drastic measures are not taken to establish a more open dialogue and this was the challenge for the Johannesburg Summit. But, how can this dialogue to reconcile positions between the industrialized countries and the third world be promoted? The humanistic approach must therefore become stronger in face of the pure technological vision or economic growth *per se*.

- *Paul Filmer (EE.UU.): Dr. Vanessa Richardson also attended the Johannesburg Summit representing NSF, which presented a poster on the contributions of the organization to regional institutions in which IAI played a central part. At the Millennium Ecosystem Assessment Forum, groups which started working in the IAI Initial Science Program were given awards. A list of these groups could be used to show IAI's achievements.*

14. Report on the continuity of the current working groups

(Paul Filmer)

In response to comments made by the Interim Director, Dr. John Stewart, at its XV meeting the EC asked for an analysis of the terms of reference for the various committees, task forces and working groups it has created, recommending adjustments or dissolutions.

As consulted with the affected Chairs, and the interim and newly appointed Directors, Paul Filmer, in charge of the preparation of this report, recommended the dissolution of the majority of these groups, since they have either completed their assignments, are inactive or are covering functions assigned by the Agreement Establishing the IAI to the Directorate.

Some fundamental observations:

- Article V, section k.4 of the IAI Agreement states that committees shall be *ad hoc*.
- The *ad hoc* nature of these committees is reflected in the Rules of Procedure of the Executive Council (Chapter VII) and the Rules of Procedure of the Conference of the Parties (Chapter VI).
- The *ad hoc* committees are formed as necessary to give advice to the Council or Conference, in order to reach an agreement or decision.
- Article VIII of the IAI Agreement defines the responsibilities of the IAI Directorate.
- The various groups active at the time of the request were as follows:
 - Accreditation
 - EC Bureau
 - Communications
 - Increase Country Commitment (ICC)
 - Member Country Contributions
 - Data Policy (DIS)
 - Director Selection
 - External Evaluation
 - Financial and Administrative Policy (FAWG)
 - Fund Raising
 - Rules and Procedures
 - Project Suspension and Termination
 - Training and Education

Two of these groups were dissolved immediately after EC-XV, and were not considered further in the analysis: Director Selection and Project Suspension and Termination. In addition, the ICC WG has presented its final report to EC XVI, and also may be considered dissolved.

Three other groups will not be considered further because they are ongoing activities either approved by the CoP directly (Accreditation, External Evaluation) and/or are explicitly required by the Rules of Procedure (Accreditation, EC Bureau).

The remaining groups, Communications, ICC, DIS, FAWG, Fund Raising, Rules and Procedures and Training and Education can be divided into two categories: those who cover areas governed by the EC or the CoP (FAWG, Rules and Procedures) and those who are currently providing advice mainly to the Directorate (Communications, ICC, DIS, Fund Raising, Training and Education). Paul Filmer recommended the dissolution of the groups in the second category.

Some facts and observations:

- Most groups are operating with a vacancy.
- One group (T&E) has not been active for four years.
- There are overlaps in areas of responsibility.
- Three groups have no Charter or Terms of Reference, and
- Several are still operating after the date set for dissolution in their Charters.

The work of many of these groups is carried out by a small number of individuals and many members are not able to dedicate much time to IAI matters when they return to their home institutions. These groups also put an additional burden on the IAI Directorate staff for support of their meetings, and on the Core Budget of the IAI. On the other hand, the Directorate has, for the first time in several years, a complete complement of staff and a new Director who has stated his intent to realign the internal responsibilities of the staff with those assigned by the IAI Agreement.

The case of the Training and Education working group is instructive. Although the group has no Chair and is now inactive, the IAI continues to have a successful Training and Education program. This is because the function is part of the Directorate's responsibilities according to the Agreement, and there is an Officer in charge of this specific area. Paul Filmer recommended the dissolution of this working group.

The areas of responsibility covered by the ICC and Fund Raising groups overlap between themselves and with those of the Directorate. The responsibilities of these working groups are largely functions of the Director, according to the Agreement. Paul Filmer again suggested the dissolution of these groups and that the Director decides how these functions are to be accomplished.

Paul Filmer recommended that the FAWG continue, as it provides valuable advice to the Conference on the annual budget and administrative policy. However, the Terms of Reference for this group should be revised.

The Communications group has provided a great deal of information and guidance to both the Directorate and the EC which led to an additional Officer position at the Directorate, as well as many of the publications presented at meetings of the EC/CoP. The Agreement states that responsibility for promoting the Institute lies with the Director and the Communications group feels that it has completed as much as feasible of its Charter. Paul Filmer recommended the dissolution of this group.

The DIS group also covers responsibilities of the Directorate's officers, and for which newly created positions now exist. Paul Filmer recommended the dissolution of this group.

The Rules and Procedures Committee provides guidance and advice to the EC and the CoP, and should clearly continue in its function, as it does not overlap with any other group or with stated functions of the Directorate.

Finally, should the Director, the EC or the CoP decide that *ad hoc* committees or groups with responsibilities similar to those that are recommended for dissolution are needed, they can always be reconvened. However, Paul Filmer recommended that a standard format be used for all Charters or Terms of Reference:

- The date of the document's approval should appear on the document itself.
- The composition of the group should be clearly indicated, including whether these appointments are by country or by person.
- The rotation of members and/or the position of the Chair should be clear.
- The purpose and objectives of the committee should be clearly stated.
- Where appropriate, a description of method to be followed should be stated.
- A date or event for reporting, and a body to whom the report should be submitted should be stated.
- A fixed date for dissolution or review should be set and followed.

Paul Filmer, said that although he recommended the dissolution of many of the working groups, these groups have made important contributions and thanked all the members for the work done and for the experience he obtained through his participation in many of them.

The EC approved the document "An Analysis of IAI *ad hoc* Committees (document 9_ECXVI) prepared by delegate of the USA, Dr. Paul Filmer, which recommends the dissolution of various working groups/committees that are currently providing advice mainly to the Directorate (Communications, Country Contributions, Data Policy, Fund Raising and Training and Education). (*Action 2 – Day 2*)

As the new members of the Financial and Administrative Policy Working Group (FAWG) will have to be elected at the next EC meeting, the redefinition of its composition and the decision on whether members should be elected by country or by person were postponed until that moment. (*Action 3 – Day 2*)

As the composition of the Standing Committee for Rules and Procedures will have to be redefined at the next EC meeting, the decision on whether members should be elected by country or by person was postponed until that moment. This decision will be then forwarded to the Tenth CoP Meeting. (*Action 4 – Day 2*)

15. Status of the IAI External Review Committee

(*Paul Filmer*)

Paul Filmer presented the apologies of the Chair of the External Evaluation Committee for not having been able to come. He reported that the committee had been formed as follows:

Chair: Dr. Gladstone Taylor

Members: Amb. Estrada Oyuela (Argentina), Dr. Stone (Canada), Mr. García Brum (Uruguay), Dr. Gylvan Meira (Brazil)

The group would meet in January 2003 at the NSF headquarters or in Miami. The group is working according to the Terms of Reference defined at the previous EC meetings and have translated the said TOR into a series of criteria to be used directly in the evaluation. They should present the report at the CoP to be held in June 2003 in Boulder.

16. Approval of Action Lists

The EC approved the Action List of December 2 with some modifications already incorporated in it. (*Action 6 – Day 2*)

17. Future Sites and Meetings

The USA confirmed they would host the Seventeenth EC Meeting and the Tenth CoP Meeting in Boulder, Colorado, on June 2-3 and 5-6, 2003, respectively. (June 4 will be devoted to a Science Forum). (*Action 7 – Day 2*)

The EC accepted the offer of Costa Rica to host its Eighteenth Meeting in November or December 2003, unless there is an offer of a member country that has not hosted an IAI EC meeting before. (*Action 8 – Day 2*)

18. Adjournment

Dr. Antônio Mac Dowell, EC Chair, thanked the Government of Panama for having hosted the meeting and in particular Mr. Anguizola, ANAM Administrator and the ANAM and IAI supporting teams. He also thanked all the EC representatives and observers for their cooperation which contributed to the good running of the meeting.

Sixteenth Meeting of the IAI Executive Council (EC)
December 2-3, 2002 Panama City, Panama

Action List

Day 1: December 2

1. The EC approved the agenda of its Sixteenth Meeting (document 1_ECXVI) without any modification.
2. As the EC Vice Presidents were not present at the beginning of the meeting, the EC elected the delegate of the USA, Dr. Paul Filmer, as acting Vice President at its 16th meeting.
3. The EC approved the Report of its Fifteenth Meeting (document 2_ECXVI) with two modifications (both in the English and Spanish versions):
 - English version – page 13 – where it reads: “US\$ 40,000 will be required from non US sources (Action 6 – Day 1).” it should read: “**US\$ 45,000** will be required from non US sources (Action 6 – Day 1).”
 - English version – page 25 – where it reads: “... that the decision of keeping the necessary working groups should be *left* to the IAI Director, as he is the one responsible for allocating the IAI Directorate staff time ...” it should read “... that the decision of keeping the necessary working groups should be **discussed with** the IAI Director, as he is the one responsible for allocating the IAI Directorate staff time ...”
4. The EC approved the Auditors Report of the Financial Statements as of June 30, 2002, (document 4_ECXVI) and will forward it to the CoP at its next meeting.
5. Since the functions of the EC Bureau are not clearly specified in the Standing Rules of the EC, the EC requested the EC Bureau to prepare a document defining its functions and the functions of each of its members and present it at the next EC meeting in June 2003.
6. The EC recommended that the IAI Director send a letter to the IAI member countries part of the EC requesting them to formally nominate their corresponding representatives and alternates.
7. The EC requested the Standing Committee for Rules and Procedures to discuss and prepare a proposal to reduce the number of EC and CoP meetings and to modify the IAI documents as appropriate.
8. The EC Chair requested that comments on the Standing Committee for Rules and Procedures memo regarding “basic support” (document 8_ECXVI) be sent to the Chair of the Committee, Louis B. Brown, via e-mail and that a decision would take place at the next EC meeting in June 2003.

Sixteenth Meeting of the IAI Executive Council (EC)
December 2-3, 2002 Panama City, Panama

Action List

Day 2: December 3

1. The EC approved the final report of the Working Group for Increasing Country Commitment to the IAI (document 7_ECXVI) and charged the IAI Director to implement its recommendations, taking into account the suggestions made during the meeting.
2. The EC approved the document “An Analysis of IAI *ad hoc* Committees (document 9_ECXVI) prepared by delegate of the USA, Dr. Paul Filmer, which recommends the dissolution of various working groups/committees that are currently providing advice mainly to the Directorate (Communications, Country Contributions, Data Policy, Fund Raising and Training and Education).
3. As the new members of the Financial and Administrative Policy Working Group (FAWG) will have to be elected at the next EC meeting, the redefinition of its composition and the decision on whether members should be elected by country or by person were postponed until that moment.
4. As the composition of the Standing Committee for Rules and Procedures will have to be redefined at the next EC meeting, the decision on whether members should be elected by country or by person was postponed until that moment. This decision will be then forwarded to the Tenth CoP Meeting.
5. The EC requested the EC Chair to send a letter to Dr. John Stewart in recognition of his services as IAI Interim Director during the period April to September 2002.
6. The EC approved the Action List of December 2 with some modifications already incorporated in it.
7. The USA confirmed they would host the Seventeenth EC Meeting and the Tenth CoP Meeting in Boulder, Colorado, on June 2-3 and 5-6, 2003, respectively. (June 4 will be devoted to a Science Forum).
8. The EC accepted the offer of Costa Rica to host its Eighteenth Meeting in November or December 2003, unless there is an offer of a member country that has not hosted an IAI EC meeting before.