



IAIEC-003/11

September 23, 2011

The Institute's Executive Council Chairman presents his compliments to the Country Representatives of the Inter-American Institute for Global Change Research, and transmits to them this letter, indicating the deadline dates for formal submission of offers to serve as Host Country for the IAI Directorate, as well as the procedure and evaluation criteria that are to be adhered to by both proposing Parties and the *ad hoc* committee established by the Institute's Eighteenth Conference of the Parties for proposal preparation assistance and evaluation.

Proposal Preparation Assistance:

Questions submitted to the *ad hoc* committee prior to the submission deadline will be circulated to all Parties, as well as the responses. Parties submitting questions shall not be identified. Questions shall be submitted via the IAI Director (htiessen@dir.iai.int).

Available Documents:

The Directorate has made available electronic copies of the Agreement Establishing the IAI, the current Host Country Agreement, IT requirements, and a draft Host Country Agreement. These are available through the following link:

- URL: <http://iaibr3.iai.int/twiki/bin/view/IAI/HostCountryAgreement>
- UserID: HostCountryAgreement
- Password: 500hca99

Language of Proposal:

Proposals may be submitted in any of the Inter-American Institute's official languages. However, an 'unofficial' English translation is requested to facilitate the work of the *ad hoc* committee.

Proposal Length:

A full proposal may not exceed 12 pages.

Post-submittal Modification of Proposals:

Until the deadline, proposals may be modified by the submission of a new, complete, proposal by the same Party. Submission of a modified proposal invalidates all material submitted previously by that Party. No modifications whatsoever shall be accepted after the deadline.

Submission Deadline:

The IAI Directorate must receive proposals no later than November 15, 2011. Proposals will not be available for evaluation by any Parties until after the deadline, and copies of all timely proposals will be mailed to all Parties no later than 2 weeks after the submission deadline.

Submission Procedure:

The IAI Directorate must receive proposals by the deadline in electronic (htiessen@dir.iai.int) form. A printed form must also be sent and should match the final electronic submitted version.

Cover Letter:

Submitted proposals must be accompanied by a cover letter clearly indicating the source Ministry or Ministries for the proposal, a principal point of contact, and an indication of the level of commitment and interest that the Institute can expect from appropriate Ministries.

Evaluation Criteria:

Submitted proposals should contain information regarding the following items (the listing of questions in *italics* are examples):

- Previous experience in hosting International Treaty Organization headquarters, secretariats, or directorates.
- History of the proposing Party with the Institute, demonstrating commitment and support for its operations, programs and projects
- Facilities and Equipment
 - A description of the proposed location of the Directorate, and of the equipment that is offered (the Directorate can supply a list of operational requirements to those interested Parties that request it), as well as the security offered to the staff, premises, and properties: *is there access to international airports, Embassies, and the national scientific research community and their facilities? Is there access (physical or electronic) to scientific journals and databases? Is there appropriate local communications infrastructure, and facilities for holding meetings of varying sizes? Can these facilities be used for training? Can the Institute expect an initial set of equipment (telephones, furniture, etc.)? What is the schedule for occupancy of the space? Is there space for storage? How will these spaces be managed if shared? What other organizations are in the vicinity?*
- Inviolability, Privileges and Immunities
 - A description of the juridical personality accorded to the Institute, and the level of inviolability, privileges and immunities that will be accorded to the Institute premises, documents, communications,

and to the staff: *how will these privileges and immunities be communicated to the authorities for the hosting facility, and the municipal authorities? How will the rank of the staff affect the accorded privileges and immunities? Do the regional and local governments recognize the authority of the federal entity granting these privileges and immunities? How does this compare with other international organizations in the country?*

- Tax Status of Institute
 - A description of the taxes that will be levied against the Institute, or immunities there from: *what capital and transaction-based costs can the Institute expect from taxation at the federal, state and local levels? What Institute equipment purchases (computers, cars, etc.) will be tax or duty exempt? How will an Institute endowment be treated? Can the Institute expect federal assistance in dealing with local authorities? How does this compare with other international organizations in the country?*
- Tax Status of Personnel
 - A description of the taxes that will be levied against the Institute's personnel in local or international posts, or immunities there from: *what are the income, capital, and transaction taxes that can be expected? What staff equipment purchases (computers, cars, etc.) will be tax or duty exempt? Can the staff expect assistance in dealing with local authorities? What are the conditions regulating family members' employment and taxation? How does this compare with staff at other international organizations in the country?*
- Free Entry and Exit of Personnel and Equipment
 - A description of the status of the Institute's property, purchases, and staff property, purchases, and persons before customs and immigration: *what are the differences for first entry, subsequent exits and entries, and last exit? What customs and immigration status will the Institute staff have? How does this compare with other international organizations in the country?*
- Visas for Institute Meetings in the Host Country
 - The Directorate will necessarily host meetings of the political and scientific bodies of the Institute, as well as events involving scientists and students from Member States: *what visa procedures will be made available in order to guarantee the accessibility of these events to all Member States' citizens?*
- Staff Support
 - A description of the local staff that will be offered to the Institute: *what is the skill set that each position carries? What are the language abilities of these individuals? What are the fiscal responsibilities of the Host Country and the Institute for each*

person in this category? Through what mechanism will these staff be selected and hired? Who will have review authority?

- Communications Infrastructure and Communications with the Host
 - A description of both the infrastructure for the Directorate itself, and the procedure for communications with the Host: *are there adequate telephone, fax, and Internet connections? What are the typical bandwidths offered? What are the conditions for encryption? How will these costs be handled? How committed is the hosting Ministry? With what level of government will the Director communicate regarding Host Country specific issues? What attention will be given to problems? How does this compare with other international organizations in the country?*
- Currency Regulations and Negotiable Instruments
 - A description of the permissions granted to operate accounts in US dollars, and the conditions for currency exchanges: *how will funds be securely transferred, whether in cash for local payments, or electronically? Will incoming dues and contributions from other Parties and organizations be taxed or in any way reduced from the amount contributed? Will the Institute be free to elect with what financial entity it keeps its accounts?*
- Dispute Resolution
 - A description of the proposed process for dispute resolution between the Institute and the Host Country: *what processes are available (mediation/negotiation/representation)? Will international, or local laws apply? What organization would have ultimate authority?*
- Schedule
 - A description of the expected process and calendar for the ratification of the different legal processes involved in the above criteria: *will the Institute be expected to operate in the Host Country before the legal procedures implementing the above conditions are concluded?*
- Other Advantages and/or Facilities
 - A description of any additional educational, research, cultural or medical facilities in the host city that might enrich the lives of Institute staff, or attend to extraordinary needs: *What are the local conditions for education of the staff's children? What does the host city offer for culture and off-hours entertainment? What medical facilities are available?*

Evaluation Procedure:

As requested by CoP-18, the Executive Council prepared Terms of Reference for the *ad hoc* committee. Those Terms of Reference are included herein by reference.

Parties Member of the Committee are as follows: Brazil, Canada, Colombia, the Dominican Republic, Paraguay, and the USA. Parties Member of the *ad hoc* committee that subsequently submit Directorate Hosting proposals shall withdraw from participation in the *ad hoc* committee, and in this event, Guatemala shall join the *ad hoc* committee. The IAI Director serves on this *ad hoc* committee in his *ex-officio* capacity.

*Parties should inform the IAI Director (htiessen@dir.iai.int) as soon as possible as to their respective points of contact for the work of the *ad hoc* committee.*

Points of Clarification:

The *ad hoc* Committee may request clarifications from each Party only twice. The responding Party shall have two weeks to respond to a first request, and five consecutive days to respond to a second query. Responses shall be contained in only one communication, and shall not modify the previous submission. Responses shall address only the *ad hoc* committee's clarification request.

Report of the *ad hoc* Committee:

The *ad hoc* committee shall submit a final report to the Parties via the Director no later than January 15, 2012. This report shall include the *ad hoc* committee's evaluation of each proposal in comparison with the criteria listed above, and may include ratings. The report is expected to describe the strengths, weaknesses, and potential opportunities of the proposals.

Vote of the Conference of the Parties:

Under Article V, Paragraph 4.j. of the IAI Agreement, proposals shall be considered and voted upon by the Conference of the Parties at its extraordinary meeting in February 2012. Proposals will be available to all Parties as part of the documentation for this Conference.

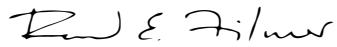
Post-Election Activity:

Following a decision by the Conference, a new Host Country Agreement will be entered into between the future hosting Party and the Institute, providing for the privileges and immunities customarily accorded to international governmental organizations, and taking into account international law.

All IAI Parties are hereby reminded that IAI Agreement (Article VIII, Paragraph 6) precludes the IAI Director from being a citizen or permanent resident of the IAI Host Country. This condition indicates that any Party submitting a proposal to host the Directorate implicitly accepts **not being** able to submit candidates for the Directorship while this condition exists.

We look forward to a renewed and reinvigorated Institute, and to a successful future supporting global change research in the Western Hemisphere.

Accept, with assurances of my highest consideration,



Paul E. Filmer
Chair, IAI Executive Council
U.S. National Science Foundation
4201 Wilson Blvd, Ste 675.27
Arlington, Virginia 22230
USA
iai@nsf.gov