

IAI COMMUNICATIONS TASK FORCE, MIAMI.

Minutes of the meeting held at Hampton Inn, Miami, 31st March and 1st April, 1998**Present:**

Bárbara Garea EC Cuba –Chair
 Carlos Ereño Newsletter
 Diana Liverman SAC (1st April only)
 Armando Rabuffetti Directorate
 Chris Hill Directorate
 Eduardo Banús IAI/GEF/WMO Project Director
 Vanessa Richardson FWG
Absent: Paul Filmer IAI DIS Working Group (Contributed to homepage discussion through telephone call)

1. NEWSLETTER

The members were in general agreement that the Newsletter should now change in content and presentation, and contain more scientific articles, including articles from other newsletters, reports from PIs and from workshops.

1.1 Roles and responsibilities

- It was agreed that the main role of the Task Force was to recommend the annual budget to the EC and to establish a long term strategy.
- The Editorial Board will be comprised of 3 scientists, 2 designated by the SAC and 1 by the Task Force, the IAI Director and the Editor. The appointment will be for a 1 year period and renewable with the consent of the individual and the Task Force. The Board should plan the content for the next year and decide the theme for each issue, and what technical, scientific and institutional material should be included. It was agreed to ask Paul Filmer to remain as an unpaid consultant, since he has disqualified himself as a Board member on the grounds of conflict of interest. The Board should carry out its work principally by correspondence, aiming to have a meeting at least once a year, to coincide with other IAI meetings when most of the members will be present –for example SAC, EC etc. Armando to ask Bob Halliday of Canada to sit on the Board as an outside scientist and to meet with the SAC Chairman to decide on the other 2 scientists. Once the composition of the Board is complete Armando will inform the Task Force. The Board will commence its duties in May and define the editorial content of the July issue.

- The Editor is responsible for the production and distribution.

Editor	Editorial Board	Communications TF
-Production and distribution	-Planning the content # themes	-Propose budget to EC
-Chair Editorial Board	# balance between technical/ scientific/institutional	- Propose structure - Determine composition of Editorial Board

- The July, 1998 issue will be the first with the new format and Editorial Board

1.2 Budget 1998/99

- It was agreed to recommend a budget of \$52,800 for 1998/99 based on Carlos Ereño's proposal using an outside designer. This will be less than the approved budget of \$58,000 for 1997/98 as savings have been made in salary costs by a contribution from Argentina. The annual salary cost will now be \$6,000 instead of \$18,000. The actual cost for 1997/98 is estimated to be US\$39,024. Issues 18 and 19 will not be printed until 1998/99. Publication dates will be July, October, January and April.
- The Editor had been asked to establish the in-kind contribution of Argentina. Based on the time the Editor actually spends on the Newsletter (approximately 4 hours per day) the cost would be \$1,500 per month if payment were to be made. In addition, an office has been made available by the University of Buenos Aires and communication costs are paid by the Department of Atmospheric Sciences.
- The Editor was authorised to spend \$2,000 on upgrading the present computer and up to \$1,000 for a desk jet colour printer. These items will be paid for from funds set aside for the Newsletter but which have not yet been spent.

1.3 Distribution

- Argentinian distribution costs will now be paid by Argentine National Commission for Global Change.
- The Editor was asked to obtain a mailing list from each country contact person to see who is receiving copies and to ask if any modifications need to be made to the mailing lists, as there have been complaints that the Newsletter is being received late due to distribution problems at the country level or not at all in some cases resulting in deadlines being missed (Science and Nature could also be used to advertise the CRN).
- The January, 1999 issue will contain a new request for mailing information and a questionnaire asking readers if they prefer an electronic version or hard copy or both. The questionnaire would also request input regarding the new format and other information that readers would like to see included or deleted from the Newsletter. This questionnaire should also be put on the web when available.

1.4 Advertising/sponsorship

- It was agreed not to include commercial advertising, but advertisements from Universities, scientific instrument makers, scientific journals etc could be considered after analyzing readers responses to the questionnaire.

1.5 Newsletter homepage

- Carlos presented a budget from a contractor to incorporate the issues of the Newsletter and maintain a homepage on a website, but it was agreed not to have a separate homepage, but to incorporate it into the main IAI homepage.

2. IAI HOMEPAGE

2.1 Initial set up and maintenance

- The IAI Scientific Officer would be responsible for the scientific content of the homepage and local maintenance and interface with the contractor would be carried out by the DIS Coordinator, when appointed. The job description of the Coordinator must include a requirement for experience with homepages and managing contracts.

Some of the long-term communication functions of the IAI could be included in the Coordinator's job description.

- The Director reported that an Argentinian consultant had visited the Directorate to make a presentation and give a quotation. He indicated that the initial set up of 10 blocks and 40 pages could be completed within a month for a cost of \$2,000. There would be a \$50 monthly maintenance fee. It was agreed that the IAI Director should seek at least 3 offers from consultants. PF to talk to Hassan at START to find out their experiences. DL suggested that the internet version should be in several forms (eg Adobe PDF) to ease downloading or saving to disk (FTP).
- The Chair said that not much progress had been made since the last meeting, due to the delay in the signing of the DIS contract.
- PF said it was important to get user feedback on the initial homepage design, and that development could take 4-6 months. The NSF is willing to receive a proposal from IAI to cover the set-up costs, and offered NSF machines as a mirror site. Constant maintenance of a homepage was also raised as an issue to consider.

3. IAI BROCHURE/INFOSHEETS/AGREEMENTS/VIEWGRAPHS

3.1 Montevideo Agreement

The Director presented a booklet (IAI/LD.11992) containing the Agreement establishing the IAI and the Declaration of Montevideo. This document was produced in the 4 official languages of the IAI.

3.2 Transparencies

He also circulated copies of the transparencies about the IAI to be given to each EC Representative in June in Washington. These were well received by the Task Force. VR has a diskette with the English version to reproduce copies. AR to send diskette with Spanish version in next few weeks. The Vu-Graphs have been added to the IAI Homepage for downloading.

3.3 Brochure

A draft brochure is not currently available, but the Director promised that a first draft would be available by the end of April for the SAC to see and a final draft for the EC/CoP in June. DL suggested that the brochure include concrete examples of active projects supported by the IAI. A GEF brochure could also be prepared.

A synthesis of ISP I activities and results is being prepared by the Scientific Officer. 19 out of 23 PIs have sent in reports. The next meeting of the PIs in Dallas in January 1999 could produce a possible paper on scientific results.

3.4 IAI Research and Planning Activities

A document produced by Paul Filmer- "IAI Research and Planning Activities"- with details of all the grants given by the IAI to date, was approved. Some modifications and additions are required eg introduction, budgets, inclusion of other grants outside the Start-up and ISP grants etc. It could be published as a companion to the Annual report, using the same graphic designer.

3.5 Reports/circulars/monographs

- The Director reviewed the new numbering system for IAI documents.
- It was agreed that reports of workshops should be produced and published both in a summary form and with a detailed abstract. The budget for each workshop should in future include an amount for a professional Scientific Editor to ensure that a report is

produced as soon as possible after the event. For example reports for the 3 ENSO workshops and the recent ozone workshop in Buenos Aires. "State of the Art" reports on scientific topics were also suggested, although DL said it was more important to support PIs to publish in scientific journals on their research.

- VR distributed copies of "Informes a la Nacion – El Nino y la Prediccion Climatica" which the NSF supported on behalf of the IAI. Copies will be available at the EC and CoP meetings and upon request by IAI member countries, PIs etc.

3.6 Press releases

- VR volunteered to work with Jack Kaye of NASA on an IAI press release/circular on the ozone workshop in Buenos Aires.
- DL suggested using press releases eg on El Niño projects with contact names.

4. ANNUAL REPORT 1996/97

- The first copies were shown to the group and received general approval. VR said it had taken 5 months to produce so that advance planning was required to have the 1997/98 report ready by October 1998.
- The 1997/98 report could include the new science themes, a report by the SAC Chair and a report on El Niño impacts.
- Copies of the 1996/97 Annual report were distributed to SAC members in preparation for the meeting in Chile.
- A copy will be sent to the EC Reps with meeting working documents.
- The Directorate will start working with Burness Communications as soon as possible on the next issue and will meet with the writers/editor while they are in Washington in June.

5. OTHER ISSUES

The possible need for an IAI Communications Officer was discussed. It was felt that it is critical for the IAI to communicate effectively that it is funding relevant research and that a longer-term issue for the Task Force is to consider (on behalf of the EC) the need for an individual who could not only serve in a "Public Relations" role, but also assist with the outreach and fundraising activities for the IAI.

6. MINUTES

- CH to distribute by 7th April with an action list. Comments to BG and CH by 15th April. The final minutes will be sent to the EC Reps as part of the EC/CoP working documents.

6. NEXT MEETINGS

- Sunday afternoon, 31st May in Washington, and Friday pm 5th June to discuss items to be followed up arising from the EC/CoP meetings.
- Further meeting in October, 1998 prior to the Montevideo EC.

7. ACTION POINTS

7.1 Newsletter

- Bob Halliday to be contacted re Editorial Board
- Questionnaire in January, 1999 issue

Armando
Carlos

- Obtain mailing lists from each country Carlos
- 7.2 Homepage**
- Obtain quotations from contractors Armando
- Prepare job description of DIS Coordinator DIS Working Group
- 7.3 Brochures/Reports/Circulars/Press Releases**
- Draft brochure by end of April for SAC Armando
- Final draft brochure for EC/CoP Armando
- Workshop reports- ENSO/Ozone Brad/Armando
- Include provision for support for workshop reports in future IAI Program announcements Brad/Armando
- Provide information and comments on Grant Report to Paul All
- Publish Grants report Vanessa
- Publish Ozone Workshop press release/circular Vanessa
- Prepare outline for next Annual Report Armando
- Spanish version of transparencies to be finalised/Copies to be made for EC Reps Armando/Vanessa
- 8.4 Minutes**
- Comments to BG and CH by 15th April All