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GLOBAL CHANGE RESEARCH**



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Minutes of the Twenty-Second Meeting of the IAI Executive Council (EC)

Porlamar, Venezuela

22-23 May 2006

TABLE OF CONTENTS

Agenda

1. Opening Session
 2. Approval of the Agenda
 3. Approval of the Report of the Twenty first EC Meeting
 4. Report of the Executive Council Chair
 5. Report of the IAI Directorate
 6. Joint EC-SAC Session
 7. Report of the Financial and Administration Committee (FAC)
 8. Other Issues
 9. Approval of the Action List of Day 1
 10. Items to be discussed at the next EC /forwarded to CoP
 11. Future Sites and Meetings
 12. Adjournment of the Meeting
- Action List EC-XXII (day 1)
- Action List EC-XXII (day 2)
- Acronyms

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.

**22nd Meeting of the IAI Executive Council (EC)
IAI Scientific Advisory Committee (SAC)
May 22 and 23, 2006 – Venezuela**

Agenda

Monday – May 22, 2006

Day 1

Morning session (08:30 – 12:00)

08:30 - 9:00 Registration

Opening ceremony

*Representative of Venezuela
EC Chair: Adrián Fernández*

Approval of the Agenda

Approval of the Report of the 21st Meeting of the EC

Report of the EC Chair:

Adrián Fernandez

- *Activities charged to the EC and its Bureau;*
- *Activities, actions, and decisions of the EC Bureau or its members;*
- *EC items to be forwarded to the CoP.*

Completing the SAC membership

Adrián Fernandez

10:30 – 10:45 Coffee Break

Report of the IAI Directorate:

- *Overview from the IAI Director (Holm Tiessen);*
- *Overview of the Science Programs (Gerhard Breulmann);*
- *Overview of the Training, Communications, and Outreach Areas (Marcella Ohira);*
- *Overview of the financial status of the Core Budget for FY 2005-2006 and Auditors Report as of June 30, 2005 (Silvio Bianchi).*
- *Overview of the Core Budget for FY 2006-2007 and Country Contribution for 2006-2007 (Holm Tiessen);*
- *Overview of the IAI Data Information System (DIS) and other Information Technology (IT) matters (Holm Tiessen).*

12:00 Lunch

- Afternoon session (02:00 – 06:00)

Joint Session: EC and SAC

Report of the SAC Chair

SAC Chair

Strategic Plan of the IAI Science Agenda

SAC Representatives

- SAC suggestions for the Strategic Direction of the IAI Science Agenda

04:30 – 04:45 Coffee Break

Report of the Working Groups/Task Forces/Committees:

- *Standing Committee for Rules & Procedures* *Louis Brown*
- *Financial and Administrative Committee* *Vanessa Richardson*
- *Relations with Member States* *Holm Tiessen and country representatives*
- *Participation of Cuba in the CRN-II projects* *Cuba*
- *Strategy of the IAI Directorate to have a closer relationship with country members* *USA*
- *Cooperation with Member States* *Maria Assunção F. S. Dias*
- *Others*

Status of the composition of the Newsletter Editorial Board

Adrián Fernández

Welcome Reception

Tuesday – May 23, 2006

Day 2

Morning session (09:00-12:00)

Short field trip to an ocean observation station scheduled for the IAI SAC members (07:00 a.m. to 01:00 p.m.).

- Morning session (09:00 – 12:00)

Approval of the Action List of day 1

Adrián Fernández

Approval of the Auditors Report of the Financial State ment as of June 30, 2005

Approval of the items to be forwarded to the CoP

Adrián Fernández

10:15 – 10:30 Coffee Break

Future sites and meetings

Approval of the Action List of day 2

Adrián Fernández

Adjourn

12:00 Lunch

1. Opening Session

The EC Chair, Adrián Fernández Bremauntz, opened the meeting. The representative from Venezuela welcomed all participants to her country.

Participants at the meeting were:

EC Country Representatives

Argentina: Carlos Ereño

Brazil: Maria Assunção Faus da Silva Dias

Canada: Michel Béland, Louis Grittani
Cuba: Bárbara Garea Moreda
Mexico: Adrián Fernández Bremauntz
United States: Margaret Leinen, Paul Filmer, Vanessa Richardson, Louis B. Brown, Margarita Gregg
Venezuela: Nuris Orihuela, Gioconda Luna

SAC Members:

Michael Brklacich (SAC Chair), Rene Capote, Telma Castro, Walter Fernández, Luis Mata

Observers:

Sergio Suarez, Colombian Embassy in Venezuela, Colombia
Zoila Aquino, Autoridad Nacional del Ambiente, Panama

IAI Directorate:

Holm Tiessen, Gerhard Breulmann, Silvio Bianchi, Marcella Ohira, Luciana Ribeiro, Paula Richter

2. Approval of the Agenda

The EC approved the Agenda of its Twenty Second Meeting with the following modifications:

- The EC Bureau suggested that more time be devoted to the joint EC-SAC session, and that the Discussion of the IAI Strategic Plan be extended also to part of the morning session of Day 2.
- Add the item: "Ask the EC for advice regarding one CRN I project", as a last item in the Report of the IAI Directorate.
- Cuba requested that the three following issues be included in an "Other Issues" category:
 - Participation of Cuba in the CRN II projects
 - Strategy of the IAI Directorate to have a closer relationship with member countries
 - Cooperation with Member States
 - Others
- The SAC Chair requested that the completing of the SAC membership be addressed after the report of the SAC Chair.

(Action 1 – Day 1)

3. Approval of the Report of the XXI EC Meeting

The EC approved the Report of its Twenty-First Meeting without modifications.

(Action 2 – Day 1)

4. Report of the EC Chair

The EC Chair reported on his work in preparing the agenda for the joint EC, COP SAC that was taking place in Venezuela.

He also presented the results of the call for members to the different EC-CoP Committees and Working Groups, following the related actions from the EC XX and XXI meetings.

I. *Committee Ad Hoc*

At the 20th EC meeting in Montreal, Canada (May 2 -3, 2005), the EC decided to establish a Committee Ad Hoc chaired by the new IAI Director, to address the following issues among others:

- a) Increased financial needs of the IAI Directorate,
- b) Relevance of IAI activities and the global research agenda and relation with member countries,
- c) Benefits to member countries from IAI activities, and
- d) Sensitivity to the financial situation of member countries in relation to the agreed contributions to the IAI.

As follow-up to EC XXI Action 4, Day 1 and Action 4 Day 2, the EC approved new members of the Committee Ad Hoc would be Carlos Ereño (Argentina) , Bárbara Garea (Cuba) and Margaret Leinen (USA).

Action 5, Day 1

II. *Financial and Administrative Committee*

As follow-up to EC XXI Action 2 and 4, Day 2, the EC approved new members of the FAC would be Vanessa Richardson (USA), Louis Grittani (Canada), and Paulo de Oliveira (Brazil).

Action 3, Day 1

III. *Committee on Rules and Procedures*

As follow-up to EC XXI Action 3 and 4, Day 2, the EC approved new members of the Standing Committee on Rules and Procedures would be Louis Brown (USA). The participation of Antonio MacDowell (Brazil) in this committee was to be confirmed.

Action 4, Day 1

The membership/composition of these three committees was agreed by the EC Bureau in consultation with the IAI Director after evaluating the nominations looking at the adequate representation of member countries, participation of individuals and the size of the committee to make effective functioning possible.

IV. *IAI Editorial Board*

As to the IAI Editorial Board it was agreed at EC XXI in Puerto Vallarta that the membership would have two new vacancies, one to be filled by the SAC and the other by a CoP member.

As follow-up to EC XXI Action 5 Day 1, members of the IAI Newsletter Editorial Board would be Luis Mata (SAC member) and Zoila Aquino (CoP representative).

Action 6, Day 1

5. Report of the IAI Directorate

5.1. Overview from the IAI Director & Science Programs

The Director informed participants his presentation would concentrate on the issues related to the strategic development of the IAI with a greater integration of science and education as the Institute was moving into its next phase.

The CRN II has 12 approved projects, and more projects have to be implemented in order to balance better the scientific themes. In contrast to CRN I, a strategy was implemented for CRN II to create networks of networks and to link different projects within the CRN II. The Directorate with the recommendations of the SAC is steering the program in order to combine projects into regional and thematic clusters, strengthen and develop weak components (projects marked as seed funding), fill-in gaps and strengthen partners to achieve the sharing of tools, sites and science of the different projects/programs. This will give a value added to the science of the IAI. The Director provided several examples on how different projects were cooperating, integrated, and merged.

An additional activity to re-shaping and implementing the CRN II was the beginning of the overall analysis of the CRN I program, an ongoing activity by the time of the meeting. Ten years of IAI science were being analyzed, largely based on the CRN I but also including the experiences that go beyond CRN I. A synthesis workshop co-organized by IAI and SCOPE was held in Ubatuba, Brazil in December 2005. 45 participants from CRN I attended the workshop as well as social and communication scientists and representatives from the industry and policy sectors. The purpose of the workshop was to develop the cross-cutting issues that were emerging from the IAI science projects, guided and aided by the scientists who understand the human and policy dimensions. A book would be published later in 2006.

Because global change affects societies and the future of humanity in the context of the Science Agenda of the IAI and from the point of view of the analysis done together with SCOPE, the human dimensions and policy implications will have to be a "heading" in the science agenda. The Science Agenda could be then re-defined as "The Human and Policy Implications of Climate Change and Variability, Ecosystems, Biodiversity, Land Use/Cover, Water Resources, Composition of Atmosphere, Oceans and Fresh Waters".

The analysis of CRN I has showed the importance of establishing and maintaining credibility, achieving practicality, demonstrating utility, providing accessibility and ensuring acceptability of scientific information.

As to establishing and maintaining credibility, objective and credible science is essential to inform public policy. Long-term, stable and adequate science funding enhances credibility. Meeting international standards for review, archiving data, publications and the involvement of investigators based on policy development are also important aspects. Gaining users' trust helps secure resources for follow-up activities. Having established the practical utility of their work, scientists face demands for a continued commitment. An opportunistic approach to engaging in the policy process can be effective, if scientists are open, flexible and respond quickly. Research planning must recognize social, political and economic contexts (i.e., involvement of human sciences).

The relevance of scientific outputs in the science/policy dialogue may not be immediately recognized. Fundamental research and monitoring can have long-term relevance for policy formulation. To provide accessibility, scientists must communicate with users directly or indirectly in understandable terms (development of a common language), which can be achieved by beginning at a local level. Communicating scientific findings needs appropriate and possibly novel formats (videos, policy and technical briefs, interactive tools).

To ensure acceptability, scientists must clarify to users the levels of uncertainty and natural variability. Establishing trust and demonstrating commitment facilitates acceptability. Mediating through actors that have a long-term involvement with users may enhance acceptability. Scientific knowledge is made more accessible through Decision Support Systems for immediate policy and operational use. Pilot studies can demonstrate the usefulness of scientific knowledge and overcome reluctance to risk using untested tools. High visibility journals attract media attention and influence acceptability.

The Director then referred to the organization of the IAI. At the core of the organization of the Institute are the member countries and the Science Agenda. There is also an implicit capacity building agenda which has to be formulated. Training needs further development. Integrating science into outreach involves the issue of data sharing (annual reports and newsletter). There should be a strategy behind science and education. This is a process that can be fed by the outcomes of the IAI-SCOPE workshop.

The relation with member countries has to be strengthened by doing relevant science. The goals set ten or fifteen years ago are not related to science integration, which has to be taken into account when redefining the science agenda. As Global Change Science moves from the global to the regional scale; from global processes to detail and complexity; from observation and model to impact; it develops regional and local relevance, which are key to country engagement.

The example of Canada was given to show a way IAI members can increase their involvement in the IAI. During a CRN II PI meeting held in the country, Canada established contacts through the IAI between different Canadian institutions and IAI projects or countries. The Director listed the opportunities the IAI has in linking sciences, technologies, teams and countries; linking sciences to societies; linking knowledge to adaptation; strategic funding, steering, feedback and alliances. The IAI has to develop those scientific and strategic capacities to move science a step forward, defining a strategy that would go beyond what existing funding agencies do.

The SO briefly reported on the side event during the UNFCCC meeting in Bonn in May 2005. It was the first time the IAI participated in a meeting of this kind. The side event requested by the Convention was on research needs related to the Convention, and how collaboration between climate and global change regional programs and networks could be improved. Around 100 participants from IGBP, WCRP, IHDP, APN, IAI and some country delegates from Japan, Brazil, the US, China and the EU attended the meeting. Needs and priorities identified in the meeting background document are the same as the ones addressed by the IAI, related to capacity building in Latin America, access to data and communication of science to policy makers and other stakeholders. The IAI gave a presentation on these issues and on urban planning, mitigation and capacity building in the Caribbean and finally raised some ideas on how the IAI sees the possibility to improve these aspects.

Country representatives asked the IAI Director to prepare a synthesis for EC members of his presentation during the meeting, as it contained considerations not included in Documents 11 and 6&8.

5.2. Overview of the Training, Communications and Outreach Areas

The TCO informed on the activities that were being implemented at the time of the meeting, such as:

- CRN II Training Activities

- INPE-IAI Research Internship Positions (6) in Climate Variability in the Americas at Brazil's INPE/CPTEC
- IAI-NCAR post-doctoral program in atmospheric and related sciences. Two scientists (Ecuador and Brazil) have been selected to start their post -doc at NCAR in 2006
- Summer School on "Integrated Resource Management in the Tropics": partnership between IAI, the University of Goettingen and the German Academic Exchange Service (DAAD), to be held in Goettingen, Germany, July 17 -28, 2006
- IAI-NCAR Joint Colloquium on Policy Planning and Decision Making involving Climate Variability, to be held from September 11 -22, 2006 in Boulder, Colorado, USA

She then reported on the two IAI Training Institutes held in 2005. The IAI Training Institute on Vulnerability Associated with Climate Variability and Climate Change in the Americas was held on October 17-28, 2005 (Asuncion, Paraguay). Funding was provided by NSF (\$330K for TIs 2005), IHDP (\$5K), and Universidad Nacional de Asunción (\$23K as estimated in kind contribution). Other collaborating organizations (estimated contribution of \$10K): Global Water System Project, WMO, IRI, Technical Planning Secretary/Presidency of the Government of Paraguay and UN-ISDR. The Institute was coordinated by Luis Jose Mata (IPCC working group on Vulnerability, ZEF/University of Bonn) and attended by 24 participants from 14 countries.

The IAI Training Institute on Climate and Health in the Americas was held in Kingston, Jamaica on November 7-18, 2005. Funding: NSF (\$330K for TIs 2005), IDRC (\$24K), UN - WMO (\$15K), START/AIACC (\$3.5K), University of the West Indies (\$10K as estimated in kind contribution). Other collaborating Organizations (estimated contribution of \$8K): Environment Canada, the Ministry of Health of Canada, the Ministry of Health of Jamaica, PAHO, NOAA. The Scientific Coordinator of this Institute was Joan L. Aron (Science Communication Studies, USA) and the Applications Program Coordinator, Simon R. Young, Penn State University, USA. 20 participants from 14 countries attended the Institute.

Among the initial results of the Training Institutes 2005, the TCO mentioned the following: high average rating by the participants: "Very Good" to "Excellent"; TIs reached out new people, including small and non member countries; fostered country membership with the participation of non member countries: Barbados, Netherlands Antilles, Nicaragua and Trinidad & Tobago; increased the IAI profile towards small countries and communities; strengthened the relationship with two IAI member countries and representatives: Paraguay (UNA) and Jamaica (UWI); developed institutional, financial and programmatic partnerships with other organizations; encouraged the development of human networks, addressed multidisciplinary research, multinational collaboration and the Science -Policy interface; an interactive CD-ROM was produced and distributed; helped identifying future collaborators (e.g., ISDR-Panama for Training Institute in 2006).

Following recommendations of the SAC, the EC and the CoP, a Training Institute Seed Grant (TISG) Program was launched. The goals of TISG are to encourage the development of multinational and multidisciplinary teams, which can participate in future IAI activities (new people to IAI); promote collaboration and development of networks among TIs professionals and institutions in the Americas (link TI with IAI Science Programs); foster capacity building in developing countries; promote the application of science information in policy and decision-making; provide training in proposal development, evaluation and administration of international research grants (request of EC and CoP).

The evaluation of proposals followed the IAI selection standards. Eight grants (100% of submitted proposals) were awarded at a total cost of US\$ 80K involving 44 professionals and policy makers from 18 countries in the Americas, many from small nations, who participate in an IAI research activity for the first time. Awards are one -time US\$ 10K grants. IDRC

Canada would co-sponsor 1-2 TISG (pre-IDRC Health program). Beginning of project activities: upon signing of a grant agreement (following the model of CRN II) and termination on February 23rd, 2007.

Two Training Institutes were planned for 2006, one, a Joint activity IAI – INPE/CPTEC Training Institute on Climate Land use and Modeling, to be held on August 13 -19, 2006 in Cachoeira Paulista, Brazil. This training activity would combine and synthesize research information from the CRN I and CRN II programs and from the TISG, and was aimed at strengthening network development of IAI programs. A MoU was signed between IAI and INPE/CPTEC (important in-kind contributions from INPE).

IAI Training Institute on Vulnerability, Risk Management and Disaster Reduction in the context of Hydro-meteorological Hazards to be held in Panama City on October 22 -28, 2006. Institutional goals were to strengthen the network of IAI programs and with partner organizations working on the same topic (e.g. La Red, ISDR). Partnership and potential collaboration with: CATHALAC, ANAM Panama and UNDP Panama (planning meeting held May 18-19, 2006). This training activity would combine and synthesize research information from the IAI CRN I program and ISDR projects related to the theme.

The TCO informed the first 2006 issue of the IAI Newsletter had been published as well as the Interim Annual Report 2005-2006.

The following publications were planned in the near future:

- IAI Biennial Report 2004-2006 (to be published in late 2006).
- Book based on the IAI-SCOPE workshop in Ubatuba, Brazil, in Nov/Dec 2005, to be published by November 2006 as part of the SCOPE series by Island Press.
- Book (English and Spanish) on the TI 2004: Urbanization and Global Environmental Change in Latin America. To this end a MoU has been signed between IAI and UNEP -Latin America (\$10K for the English version).
- Book on Urbanization and Global Environmental Change in Latin America, available in Spanish and English in 2006. In collaboration with INE, UNEP, FUMEC. A MoU between IAI and UNEP (± \$10K) to sponsor the book in English has been signed.
- Book on Global Environmental Change, Globalization and Food Systems, sponsored by IAI, IHDP, IICA. The English version was published and distributed in 2005. The Spanish version would be funded and printed by IICA (3K).

Outreach initiative: dissemination of IAI through local media: interviews with radio and TV networks in Brazil (and Latin America).

Canada expressed their recognition to the training and education component and considered this part of the IAI program was functioning very well.

5.3. Overview of the financial status of the Core Budget for FY 2005 -2006 and Auditors Report as of June 30, 2005

The AFO presented the three main conclusions of the auditor's report (appendix to document 9).

- Fair value of the accounts receivable and payable (This observation has been made for three years is related to how the CRN I contracts have been signed, so it will continue to appear until the CRN I is finished.)

- Expenses are not recognized proportionally to the development of the research activity (the Auditors understand that the IAI buys services instead of providing financial support to research projects.)
- The financial statement represents fairly the financial position of the IAI as of June 30, 2005

5.4 Overview of the Core Budget for FY 2006-2007 and Country Contributions for 2006-2007

Financial status as of June 30, 2006

93% of this FY's contributions had been paid by countries as of 30 April 2006, with some countries paying due and future (Panama, Mexico) contributions. Though only 8 countries had paid, it was possible to collect 93% of the expected contributions, as the bigger countries have a greater share in the budget (e.g., USA, 60%; USA+ Brazil+ Canada, 75% of total contributions).

	Due as of 30 June 2005	Contribution for FY 2005-2006	Paid July 05 – April 06	Due as of 30 April 2006	Aging (years)
Argentina	125,025.00	50,000.00		175,025.00	3.7
Bolivia	15,000	5,000.00		20,000.00	4
Brazil	19,164.12	85,000.00	-104,164.12	0.00	-
Canada	0.00	125,000.00	-125,000.00	0.00	-
Chile	10,000.00	5,000.00	-10,000.00	5,000.00	1
Colombia	40,080.00	10,000.00	-10,080.00	40,000.00	4
Costa Rica	-3,008.36	5,000.00		1,991.64	-
Cuba	10,066.56	5,000.00		15,066.56	3
Dominican Rep.	40,000.00	5,000.00		45,000.00	9
Ecuador	20,000.00	5,000.00		25,000.00	5
Guatemala	40,000.00	5,000.00		45,000.00	9
Jamaica	5,000.00	5,000.00		10,000.00	2
Mexico	-54,239.55	60,000.00	-65,760.45	-60,000.00	-
Panama	5,000.00	5,000.00	-15,000.00	-5,000.00	-
Paraguay	45,000.00	5,000.00		50,000.00	10
Peru	35,000.00	5,000.00		40,000.00	8
Uruguay	35,000.00	5,000.00		40,000.00	8
USA	0.00	595,000.00	-595,000.00	0.00	-
Venezuela	159,329.34	30,000.00	-22,347.91	166,981.43	5.6
	546,417.11	1,015,000.00	-947,352.48	614,064.63	
% received		93			

The AFO then presented a table of expenses for Fiscal Year 2006-07 compared to the expenses in 2005-2006. Expenses, according to the AFO, would represent 88% of the total budget. IAI reserves would increase from \$ 845,572 (2005-06) to \$ 879,840 (2006-07) or would remain in the same level as for the previous FY.

**Fiscal Year
2006-07**

**Fiscal Year
2005-06**

Differences

Salaries & Benefits	730,495	694,505	35,990
Travel	80,000	79,100	900
Equipment	10,000	10,000	0
Operational Costs	116,500	103,800	12,700
Dissemination & Outreach	39,000	65,000	(26,000)
Director Fund	36,410	60,000	(23,590)
	1,012,405	1,012,405	0

The Director explained the Core Budget proposal was taking care mainly of the operating costs of the IAI. He added the Core Budget was under stress due to the strengthening of the Brazilian real vis a vis the US dollar. After some adjustments to the Director Special Fund, the Budget balances out the incomes and expenditures for the year.

5.5. Overview of the IAI Data and Information System (DIS) and other information technology matters

Internal data management systems are being modified to make information available between e.g., the financial sector and the science administrative sector. Work was also being done on the DIS with the help of INPE and CPTEC to make improvements to the system. CRN I data entry was having place by the time of the meeting, with a much simpler system than previously. Further outreach on the data management system is still needed. As CPTEC and the IAI have similar systems, CPTEC has offered their help to fully implement the system. The regional fixing of data from the geographic information systems was being done in cooperation with a Canadian company that had offered their services free of charge.

5.6. Advice on a CRN I project

The IAI Director presented the situation of a CRN I project and informed the IAI has had to suspend it because it was not fulfilling financial or scientific reporting requirements. The home institution to the PI, CICESE, would no longer be eligible for other IAI projects according to the IAI Suspension and Termination rules established in the Project Management Manual. This brings a problem for an approved CRN II project which has an important component at CICESE. However, when the CRN I contracts were signed, the Termination and Suspension Rules were not in place. So, any decision taken would not set a precedent. Since this project is in breach of the agreement they have signed, the Director was compelled to terminate the project after talking with the authorities of CICESE. The Director, together with the representative from Mexico, decided to give the PI and CICESE until May 21, 2006 before finally terminating the project. The material received by that date was not sufficient to stop the process of suspension. Only 3 chapters out of 12 had been received and the PI himself expressed he had had no time to complete the report. The chapters submitted contained not updated recycled fragments from previous reports. The financial statements on the other hand, showed significant expenditures after the termination date of the project, expenditures for items that were not in the original budget, and carry - overs from year to year. No other institutions of this CRN I project besides CICESE were currently involved in CRN II, so there would not be immediate consequences for them.

Mexico: The Director of CICESE is aware of the situation and finds it unacceptable. He has made attempts to have the PI responding to the IAI request, without success and will apply internal sanctions to the PI.

The Director suggested instituting a face-to-face mediation and implementing a mechanism with an institution representative, the PI and a representative from the IAI, in order to avoid negative consequences for the PI home institution, the CRN II project and CO -PIs and their home institutions as well as negative impacts to the IAI.

Cuba found leaving CICESE and its researchers out of future IAI funding was unfair. She said the institution should return the funds to the IAI, but other researchers should not be punished. She also suggested the CoPIs of the project could finish the report of that CRN. This was endorsed by *Argentina* and *Venezuela*. *Argentina* added leaving CICESE out of future IAI calls would have a negative impact on the IAI.

The SO informed the other countries involved in the project were USA, Ecuador, Costa Rica. According to the termination rules, the termination of a project affects all the institutions and researchers involved in it.

USA recommended that the SCRPs look if the suspension and termination rules can be modified to see how to handle similar situations. The Suspension and Termination Rules which apply to the CRN II contracts foresee implications not only for the PI but all of the Co -PIs in the project.

Venezuela: Present rules should not be applied to past agreements.

Answering the questions of *Venezuela* and *Mexico*, the AFO informed the new grant agreement for CRN II covered the areas unaddressed or wrongly addressed in the CRN I. In the process before signing the agreement and within the analysis of project proposals, an evaluation was made of the administrative and financial capacity of the PI home institutions or executing agency to manage IAI grants over USD 50 K. The FAC Chair explained the CRN agreement had several requirements and provisions, and when the reporting has not place in time, new funds are not released to the project.

<p>The EC decided to form a group to analyze the Project Suspension and Termination Rules. Members of the group would be Lou Brown (SCRPs), <i>Venezuela</i> and <i>Argentina</i>. This issue will be addressed at the CoP meeting.</p>

Action 2, Day 2

<p>The EC decided that the IAI Director and the representative from <i>Mexico</i>, serving as mediator, would work with representatives of CICESE to resolve issues of non-compliance of the CRN I project. The solution will leave unaffected the interests and patrimony of the IAI as well as the participation of the institutions of the researchers involved in the project.</p>
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Action 3, Day 2

6. Joint EC SAC session

The SAC Chair, Mike Brklacich, started his presentation reminding the responsibilities of the Institute and the SAC, an exercise the SAC had made at their meeting in Toronto, Canada in April 2006. From the mission of the IAI, he emphasized three items: integrated impact assessment, collaborative research and informed action. Part of the SAC mandate is

therefore to think in this mission in a broader sense to ensure activities collectively work towards that end. In addition, he said, there was the science agenda, which had been put into place 10 years before. On the other hand, according to the Agreement Establishing the IAI, the SAC is the principal scientific advisory organ and among its responsibilities are a) making recommendations on long-range and annual science plans; establishing peer-review panels for specific issues and assessing scientific achievements. The SAC Chair said that for the past 3 or 4 years, the SAC had been mainly devoted to establishing peer-review panels and reviewing proposals and that it was time to take care of the other two points in the committee's responsibilities and duties. The SAC Chair informed the SAC had decided to have a Vice-Chair who had been elected for one year, Dr. Luiz Legey.

During the meeting in Toronto, the SAC analyzed the reports and perspectives on the IAI from different individuals. The key findings were the following:

- IAI's position of strength after 1st +10 yrs built on robust & credible science
- IAI's broad portfolio (Credible Science, Capacity Building, Training, Networking) has been key
- BUT many changes had taken place since the IAI initiated its science agenda (Global Environment Change (*GEC science*, *GEC urgency*, *Society's expectations for GEC science*)
- Continued shift towards enhanced decision - policy relevance underpinned by credible science programs
- Need clearer definition of IAI audience(s) & research niche within Americas & internationally (e.g., GEC science programs, conventions, etc)
- Communication of science achievements: uneven, planned activities required to build an enduring knowledge partnerships
- Balance social & environmental sciences
- Build & maintain networks of excellence
- Improve GEC awareness
- Improve socio-ecological system assessment
- Transition from projects to programs of research
- Enhance science communication
- Enhance member state partnerships

The SAC then discussed action items they considered should be undertaken, three of which were presented by the SAC Chair:

1) Human subjects and informed consent. The SAC presented the following recommendation:

- a) The IAI will ensure the application of international human subject protocols are applied to all IAI funded research.
- b) Responsibility for gaining human subjects approval rests with the PI (or Co-PI) prior to the release of funds. Approval is to be obtained from a recognized human subjects committee.
- c) PIs (or Co-PIs) are to provide IAI with documentation of their compliance with international human subject protocols.

2) 10th position on the SAC. The SAC Chair reported the committee required bolstering capacity in theme 2 and contributions to theme 4 were desirable. The candidates whose CVs the SAC recommended to be evaluated by the EC ad hoc committee were Juan Valdes, Ramon Pichs and Mike Apps.

3) Remaining CRN II funds. The third recommendation of the SAC was that funds be retained for synthesis activities and/or establishing mini CRNs in year 2 or 3 to fill gaps in the CRN II research portfolio. The SAC would review current (Apr 06) CRN II projects and provide advice aimed at initiating a focused call (i.e., not open) in 1 or 2 strategic areas. The SAC recommended delaying the decision on how to allocate the funds until more information was available.

As to the IAI Strategic development, the SAC made an overview of the coupling of earth system processes and human systems, the current context of IAI, and consequently proposed to advance the IAI science agenda taking into consideration all the changes that were occurring and would continue to occur in the GEC science.

SAC recommendation: Review and assessment (R&A) of IAI science and related activities with an overall goal of determining if adjustments in IAI science agenda and related activities will be required given (i) the maturation of GEC science over the past 15 years and (ii) emerging needs and expectations. To do so, the SAC recommended a three-step process, the preliminary idea of which was:

- **Step 1:** R&A recent and current IAI science and related activities relative to the IAI mission goals of integrated science (expanding the science enterprise, network sustainability, peer-reviewed papers, student success), collaboration (new stakeholders, engaging existing projects) and informed actions (outreach activities, briefing notes, decision relevance).
- **Step 2:** Seek input on need to revise science and related activities agenda. Summary of April 2006 survey: cannot compromise credible science; improve socio-ecological system assessment; build and maintain networks of excellence; transition from projects to programs of research; enhance GEC awareness, science communication and member state participants.
- **Step 3:** Articulate a medium-term strategic plan over the next year: vision, science agenda, milestones or targets, measurable performance integrators.

The SAC Chair closed his presentation with the following comments:

- environmental degradation threatens many aspects of the Americas
- robust science and capacity building have established IAI credibility
- increasing pressure to improve science relevance
- review and assessment of IAI science and related activities needed
- fast track strategic planning process to guide next generation of IAI science and related activities.

The discussion on the strategy, agenda and future of the IAI is summarized below:

- The IAI misses a strategic plan. A systemic and systematic analysis is needed.
- A strategy should be planned for the short, mid and long term
- The strategic plan will be not only scientific, but will involve other aspects.
- Need to diversify funding sources, and raise funds systematically
- Relevance to decision-making.
- Impact on decision making
- Appropriateness of IAI science.
- Emphasis on the human dimensions
- Translation of scientific achievements into a language stakeholders can understand and apply
- Involve more stakeholders and actors from the private sector.
- Integration of groups is a strong point of the IAI.
- Find the aspects in which the IAI is unique and strengthen them

- Regional, continental, and international issues
- Emerging issues
- Maintain the stress on collaboration, networking, capacity building and dissemination.
- Training institutes are an important element as they involve the human dimensions component
- Share information
- Improve capacity to synergies
- Widen the regional scope
- Stronger interactions between the SAC and member countries.
- The analysis of the agenda should also focus on training, education, dissemination, capacity building and involvement of new actors.
- Given the change in science and institutions in the past 15 years, more emphasis has to be put on human dimensions, policy implications, ecosystem services, and socioeconomic impacts.
- Include the study of the causes and consequences of GEC in the agenda.
- Climate change is an important issue to many countries.
- The agenda should be dynamic, seek a balance between natural and social sciences.
- Environmental problems are not only identified by governments and decision makers, but also by scientists and the societies
- Influence and relevance of CRN I results, see which countries took advantage of the research done
- Telma Castro (SAC member) offered to undertake the analysis of the CRN I achievements forming a group with someone from the Directorate staff or the country representatives, aiming at having recommendations at the regional or continental level.
- Make a scan of global change issues that have not been captured in the CRN Program.
- Try to launch calls more often than 5 years of CRN
- Try to integrate projects in order to have programs instead of isolated projects
- Different involvement of countries in the region. Countries that are underrepresented
- Greater involvement of member countries in the IAI, by identifying activities and initiatives that can be carried out jointly with the Institute and the human resources in the countries to do this.
- The development of the strategic plan requires the commitment of the member countries. Identify a focal point in the countries and inform the Directorate and the EC Bureau.
- Process proposals for the development of the strategy. SAC participation is fundamental to the definition of the IAI strategy.
- Two weeks to submit to the Director and the SAC Chair issues/priorities that the country wants to be addressed.
- Analyze exactly how each country is involved in the Institute.
- The Agreement Establishing the IAI is ample and comprehensive enough to include all the aspects discussed.

To develop the IAI Strategic Plan, the IAI Director was requested to ask member countries to submit to the IAI Director and the SAC Chair a brief document with the countries' vision and strategy related to the science agenda. Input from member countries will be due two weeks after the request has been sent. Based on this input and the discussions at EC 22 & CoP 13 the IAI Director and the SAC will prepare a draft proposal in consultation with the SAC which

will be submitted to member countries for consideration. The Director will coordinate the process.

Action 4, Day 2

The SAC made the following recommendations to the CE: a) apply international protocols related to informed consent and human subject in research; b) strengthening themes 2 and 4 of the scientific agenda when electing the 10th member of the Committee; c) use the remaining funds of CRN II to support research activities that will fill thematic areas not covered in the CRN II projects; d) initiate a strategic planning process that would include the review and evaluation of the science agenda.

Action 8, Day 1

7. Report of the Financial and Administrative Committee

The written report of the Financial and Administrative Committee and Terms of Reference is document 13. The FAC met in São José dos Campos from March 20 -23, 2006.

As noted in the written report, the FAC expressed concern that the IAI was not engaging and collecting Core Budget Contributions from a larger percentage of Member Countries and that the pressures on that Budget continue to increase. At that time, the FAC, as an advisory body of the Executive Council, recommended that the EC should work with the Director in developing a strategy to address these concerns. Since that meeting and the preparation of the written report, we have received additional information at the FAC meeting on May 21, 2006 and during the first day of the Executive Council meeting. While the IAI has received support from less than half of the Member Countries – with only a month remaining in the fiscal year – the FAC also heard that the Director was developing strategies to engage Member Countries. There will also be additional discussions during the course of these meetings on this important topic.

The IAI Director made a presentation on the 2006/2007 Core Budget Request. As noted in the document, last year the CoP approved a temporary adjustment to the international staff salaries, pending a formal analysis by a third party. The FAC has discovered that this was a very complex issue and the analysis did not provide a clear recommendation for helping develop an IAI policy. Time did not allow for further analysis prior to the submission of the Core Budget Request. Over the coming months, the FAC will work closely with the IAI Director to develop specific recommendations for an IAI policy. Therefore, an additional year has been requested for the adjustment at last year's level and within the limits of the Core Budget. The FAC recommended that the EC approve the Core Budget Request for 2006/2007 to be forwarded to the CoP for final approval.

As to the Auditors Report of the Financial Statements as of June 30, 2005, the FAC spent a considerable amount of time meeting with KPMG and reviewing and revising the documents. Consequently, the FAC endorsed the approval of this document.

The FAC Chair thought they were well on the way to addressing most of the financial and administrative weaknesses of the IAI that they had discussed with the Executive Council in the past.

Finally, the FAC Chair called the attention of the EC to an important IAI recruitment that was underway – the Financial and Administrative Officer. An official notification was sent to all CoP/EC members by the Director on April 27 and copies of the Position Announcement were available at the meeting. She also requested the assistance of country representatives in

helping identify qualified candidates for the position. The requested deadline for application is June 12, 2006. The plan is to interview candidates in August with the expectation that the new Financial and Administrative Officer would start in November or December.

The EC approved the Auditors report of the Financial Statement as of June 30, 2005.

Action 5, Day 2

The EC approved the Core Budget Request for FY 2006 -207 and will forward it to the CoP.

Action 6, Day 2

8. Other Issues

8.1. Participation of Cuba in the CRN II projects

The representative of Cuba on behalf of their Government presented the case of 3 approved CRN II projects (based in Canada, Mexico and Brazil respectively). She explained she had learned on the situation from the information of the Cuban scientists involved in the project. The communication of the Director to the project PIs stated the Cuban components of their CRNs could not be supported with funds provided by the NSF.

The EC Chair sent a letter to the Ministry of Science, Technology and Environment of Cuba informing officially that the case of two of the three projects (Canada and Brazil) had been solved through the co-funding of the University of Alberta (Canada). In that letter, the EC Chair apologized for the way the situation had been handled from the beginning. By the time of the meeting, only the project based in Mexico had the problem unsolved.

The representative of Cuba asked the EC to make a statement considering a) the agreements of the EC and the CoP should be complied by the IAI Directorate seeking solutions and consultation; b) no IAI member country can be excluded from funding if it meets the requirements set in the call for project proposals, courses or other activities. Looking to the future and as stated in the agreement, funding sources have to be diversified as the IAI is an international governmental organization which has to guarantee the same rights and opportunities for all their members. The delegation also requested an official communication be sent informing that the delay in the starting of the project based in Mexico was due to the reconsideration of the whole project budget and that the IAI was working on a solution guaranteeing at the same time funds for the Cuban component would be available. Cuba also asked for a more fluent communication to be established between the Directorate and the country representatives, in order to find solutions to similar situations in the future.

Argentina: Cuban researchers have participated in almost all the scientific programs of the IAI. The issue had been discussed at the first CoP meeting held in Ottawa, Canada and the EC proposed, and the CoP approved a mechanism that would avoid the use of program funds provided by the NSF to guarantee the participation of Cuban scientists. The mechanism consisted in allotting an amount in the Core Budget to the free use of the Director. The Directorate has to find ways to have funds available for such situations.

IAI Director: The Core Budget was not a solution for the three projects as the amount needed was much higher than what this Fund was able to cover. The Cuban component of the projects based in Canada and Brazil was funded through funds of the University of Alberta, and even when one of the projects had its overall budget cut, the Cuban component budget remained the same. The Mexican project had a substantial cut in the budget requested. The Director informed that once the cuts suggested to the overall project budget, were approved

by the PI there would be enough funds in the Director's Fund to cover the Cuban component of the project. He added negotiations regarding project budgets were held directly between the Directorate and the PI, who then informed Co-PIs. He added the PI of the project was aware that the cost reduction was requested following a recommendation of the SAC due to the scope of the project, scientific considerations and the duration of the project (3 years), and independent of the funds needed for the Cuban component. So it was clear to the PI that funding for the Cuban component was available if the overall budget was cut.

René Capote (SAC member) asked that all scientific reconsiderations of the projects as suggested by the SAC, be informed to the Committee.

EC members endorsed the requests of Cuba, stating direct communication between country delegates and the Directorate was crucial and that the participation of member countries should be equal and ample as set in the Agreement Establishing the IAI.

The EC approved the request of Cuba that the IAI ensure resources are available for projects recommended by SAC and approved by the EC in which this country is involved. When needed, these projects will follow the same rules for budget adjustment as other countries' projects.

Action 7, Day 2

The IAI will try as far as possible to have funding from diverse sources to support the participation of scientists from all its member countries in every IAI training and education activity.

Action 8, Day 2

8.2. Cooperation with member states:

The representative from Brazil presented on the IAI-CPTEC Internship Program on Climate Variability in the Americas, approved at CoP 12. This program offers 6 internships of 6 months each to countries other than Brazil. The call for proposals has already been launched and selection will take place in June 2006. There will also be a capacity building workshop on land use and climate modeling that will bring together scientists from CRN I and II and the INPE in August 2006. The CPTEC has passed the legal requirements and the MoU was to be signed by the time of the meeting. The signing of this MoU is particularly interesting now that the internship program has been launched and can be expanded to other subjects. The global change program of FAPESP in Sao Paulo will include the La Plata Basin group, whose project has not been approved in CRN II.

Argentina: The IAI should find a way to prevent scientists whose projects proposals have been rejected from having a negative attitude towards the IAI.

9. Approval of the Action List of day 1

The EC approved the Action List of Day 1.

Action 1, Day 2

10. Items to be discussed at the next EC /forwarded to CoP

Election of SAC Member

The EC Chair reminded nominations were not open on occasion of this election. Only CVs sent to SAC would be considered, as the vacancy to be filled was the one corresponding to nominations by the Associates of the IAI (Action 6, Day 2, EC XXI).

A committee ad hoc was established to evaluate CVs of nominees selected by the SAC (Juan Valdes, Ramon Pichs and Mike Apps) to fill the vacancy in the SAC membership (tenth SAC member) (follow-up from Action 6, Day 2, EC XXI Meeting). Members of this committee were Brazil, USA, the SAC Chair and Dr. Luis Mata as local scientist. The committee will forward their proposal to the CoP.

Action 7, Day 1

11. Future Sites and Meetings

The next EC meeting is scheduled for November 2006. The EC Chair asked to set the date in a way the EC meeting does not overlap with the CoP meeting of the UNFCCC. The US suggested that the decision on the venue be postponed until the new Executive Council is elected during the CoP meeting.

12. Adjournment of the Meeting

Adrian Fernandez thanked the country representatives, the IAI Directorate and the EC Bureau for the joint work during his chairmanship of the EC. The EC members thanked the entire EC Bureau for the work done.

**22nd Meeting of the IAI Executive Council (EC)
May 22 and 23, 2006 - Porlamar, Venezuela**

Action List

Day 1: May 22

1. The EC approved the Agenda of its Twenty Second Meeting with the following modifications:
 - The EC Bureau suggested that more time be devoted to the joint EC -SAC session, and that the Discussion of the IAI Strategic Plan be extended also to part of the morning session of Day 2. Therefore, the Report of the Working Groups/Committees was moved to Day 2.
 - Add the item: "Ask the EC for advice regarding one CRN I project", as a last item in the Report of the IAI Directorate.
 - Cuba requested that the three following issues be included in an "Other Issues" category (not as Working Group reports) for discussion on Day 2:
 - Participation of Cuba in the CRN II projects
 - Strategy of the IAI Directorate to have a closer relationship with member countries
 - Cooperation with Member States
 - Others
 - The SAC Chair requested that the completing of the SAC membership be addressed after the report of the SAC Chair.
2. The EC approved the Report of its Twenty-First Meeting without modifications.
3. As follow-up to EC XXI Action 2 and 4, Day 2, the EC approved new members of the FAC would be Vanessa Richardson (USA), Louis Grittani (Canada), and Paulo de Oliveira (Brazil).
4. As follow-up to EC XXI Action 3 and 4, Day 2, the EC approved new members of the Standing Committee on Rules and Procedures would be Louis Brown (USA). The participation of Antonio MacDowell (Brazil) in this committee was to be confirmed.
5. As follow-up to EC XXI Action 4, Day 1 and Action 4 Day 2, the EC approved new members of the Committee Ad Hoc would be Carlos Ereño (Argentina), Bárbara Garea (Cuba) and Margaret Leinen (USA).
6. As follow-up to EC XXI Action 5 Day 1, members of the IAI Newsletter Editorial Board would be Luis Mata (SAC member) and Zoila Aquino (CoP representative).
7. A committee ad hoc was established to evaluate CVs of nominees selected by the SAC (Juan Valdes, Ramon Pichs and Mike Apps) to fill the vacancy in the SAC membership (tenth SAC member) (follow-up from Action 6, Day 2, EC XXI Meeting). Members of this committee were Brazil, USA, the SAC Chair and Dr. Luis Mata as local scientist. The committee will forward their proposal to the CoP.
8. The SAC made the following recommendations to the CE: **a)** apply international protocols related to informed consent and human subject in research; **b)** seek strengthening themes 2 and 4 of the scientific agenda when electing the 10th member of the Committee; **c)** use the remaining funds of CRN II to support research activities that will fill thematic areas not covered in the CRN II projects; **d)** initiate a strategic planning process that would include the review and evaluation of the science agenda.

Action List
Day 2: May 23

1. The EC approved the Action List of Day 1.
2. The EC decided to form a group to analyze the Project Suspension and Termination Rules. Members of the group would be Lou Brown (SCRIP), Venezuela and Argentina. This issue will be addressed at the CoP meeting.
3. The EC decided that the IAI Director and the representative from Mexico, serving as mediator, would work with representatives of CICESE to resolve issues of non-compliance of the CRN I project. The solution will leave unaffected the interests and patrimony of the IAI as well as the participation of the institutions of the researchers involved in the project.
4. To develop the IAI Strategic Plan, the IAI Director was requested to ask member countries to submit to the IAI Director and the SAC Chair a brief document with the countries' vision and strategy related to the science agenda. Input from member countries will be due two weeks after the request has been sent. Based on this input and the discussions at EC 22 & CoP 13 the IAI Director and the SAC will prepare a draft proposal in consultation with the SAC which will be submitted to member countries for consideration. The Director will coordinate the process.
5. The EC approved the Auditors report of the Financial Statement as of June 30, 2005.
6. The EC approved the Core Budget Request for FY 2006 -207 and will forward it to the CoP.
7. The EC approved the request of Cuba that the IAI ensure resources are available for projects recommended by SAC and approved by the EC in which this country is involved. When needed, these projects will follow the same rules for budget adjustment as other countries' projects.
8. The IAI will try as far as possible to have funding from diverse sources to support the participation of scientists from all its member countries in every IAI training and education activity.

ACRONYMS

AFO	Administrative and Financial Officer
AIACC	Assessments of Impacts and Adaptations to Climate Change in Multiple Regions and Sectors
ANAM	Autoridad Nacional del Ambiente (Panama)
APN	The Asia-Pacific Network for Global Change Research
CATHALAC	Centro del Agua del Trópico Húmedo para América Latina y el Caribe
CICESE	Centro de Investigación Científica y de Educación Superior de Ensenada (México)
CoP	Conference of the Parties
CPTEC/INPE	Centro de Previsão de Tempo e Estudos Climáticos / Instituto Nacional de Pesquisas Espaciais
CRN	Collaborative Research Network Program
DAAD	German Academic Exchange Service
DIS	Data and Information System
EC	Executive Council
ENSO	El Niño Southern Oscillation
EU	European Union
FAC	Financial and Administrative Committee (of the EC)
FAPESP	Fundação de Amparo à Pesquisa do Estado de São Paulo (Brazil)
FUMEC	The United States-Mexico Foundation for Science
GEC	Global Environmental Change
IDRC	International Development Research Center
IGBP	International Geosphere-Biosphere Programme
IHDP	International Human Dimensions Programme
IICA	Instituto Interamericano de Cooperación para la Agricultura
INE	Instituto Nacional de Ecología (Mexico)
IPCC	Intergovernmental Panel on Climate Change
IRI	International Research Institute for Climate Prediction
NCAR	National Center for Atmospheric Research (USA)
NOAA	National Oceanographic and Atmospheric Organization (USA)
NSF	National Science Foundation
PAHO	Pan American Health Organization
PI	Principal Investigator

SAC	Scientific Advisory Committee
SCOPE	Scientific Committee on Problems of the Environment
SCRP	Rules and Procedures Standing Committee (of the CoP)
SO	Scientific Officer
START	System for Analysis, Research and Training
TCO	Training and Communications Officer
TI	Training Institute
TISG	Training Institute Seed Grant
UN	United Nations
UNA	Universidad Nacional de Asunción (Paraguay)
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention for Climate Change
UN-ISDR	United Nations International Strategy for Disaster Reduction
UWI	University of West Indies (Jamaica)
WCRP	World Climate Research Program
WMO	World Meteorological Organization
ZEF	Center for Development Research