

# INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH



**EC-XXIX - CoP-XVII – EC-XXX**

*June 8-11, 2010*

*Brasília, Brazil*

**Minutes of the EC-XXVII**

**4\_ECXXVII/English/8.May.2010**

**Minutes of the Twenty-Seventh Meeting of the IAI Executive Council (EC)  
May 18, 2009, Bogotá, Colombia**

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Action List EC-XXVII

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.

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Approved

**27th Meeting of the IAI Executive Council (EC)  
Bogotá, Colombia, May 18, 2009**

**AGENDA**

**Monday – 18 May 2009**

**Morning session (08:30 – 12:30)**

08:30 - 9:00 Registration

9:00 Opening ceremony:

- Welcome by Representative of Colombia
- Welcome by EC Chair

Approval of the Agenda

Approval of the Report of the 26th Meeting of the EC

Progress Report of the EC:

- Activities charged to the EC and its Bureau;
- Activities, actions, and decisions of the EC Bureau or its members. *EC Chair*

Nomination of the committee to recommend candidates for the election of one IAI Scientific Advisory Committee (SAC) member.

10:30 – 10:45 Coffee Break

Financial and Budgetary matters:

- Overview of the Financial Status for FY 2008-2009 and Audit of 2008 (Rafael Atmetlla);
- Overview of the Core Budget and Country Contributions for FY 2009-2010 (Rafael Atmetlla);
- Financial and Administrative Committee Report (William Smith).

*Comments and discussion by delegations*

Receival of the Auditors Report and approval of Financial Status Report, financial items to be forwarded to the CoP

Update on relations with Member States *Delegates & IAI Directorate*

Update on Host Country relations *IAI Directorate, FAC, host country representative*

12:30 Lunch Break

**Afternoon session (02:00 – 06:00)**

Report of the committee to recommend candidates for the election of one IAI SAC member. - recommendation to CoP

Progress Report of the Working Groups/Task Forces/Committees:

- Review of the EC and CoP Standing Rules
- CoP Quorum

*Comments and discussion by delegations*

03:30 – 03:45 Coffee Break

Strategic developments in Science and Capacity Building  
IAI Mission and Strategic Plan

Approval of the items to be forwarded to the CoP

Adjourn

Debriefing – EC Bureau and Directorate. Meetings of EC Working Groups, as necessary.

07:00 Welcome Reception

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**1. Opening Session**

Ricardo Lozano, delegate from Colombia, welcomed the participants and wished them a successful meeting. He stressed that Colombia has a strong commitment to face the impacts of global change and expected to increase its knowledge about the issue with the help of the IAI as well as to strengthen its regional relations.

Paul Filmer, EC Chair, thanked the Government of Colombia, the IDEAM and the Ministry of the Environment and Territorial Development. He remarked that it was the first time that a non EC Member hosted the meetings of EC and CoP and it was a very good signal for the IAI and its members. He then explained the items of the agenda in order to prepare the material for the CoP and deal with internal EC issues. One of the most important points was the approval of the proposed amendments of the EC and CoP Rules, in order to maintain the new scheme of three consecutive meetings (EC-CoP-EC) to optimize the work and reduce the travel costs.

After the introductory remarks, the EC determined that the quorum was present and therefore decided to go ahead with its work.

Participants at the meeting were:

**EC Country Representatives**

Brazil: Maria Virgínia Alves  
Canada: Charles Lin  
Rosanna Proto

Costa Rica: Roberto Villalobos  
Mexico: Gerardo Arroyo  
United States: Paul Filmer, Louis B. Brown, William M. Smith,  
Venezuela: Gladys Maggi

**Observers – Member Countries:**

Colombia: Ricardo Lozano, Mauricio Cabrera Leal  
Paraguay: Fernando José Méndez Gaona

**SAC Members:**

Maria Carmen Lemos

**IAI Directorate:**

Holm Tiessen (Director), Rafael Atmetlla (Assistant Director, Finance and Administration), Marcella Ohira (Assistant Director, Capacity building), Tania R. Freire Sánchez (Assistant to the Director), Paula Richter (IAI Newsletter & Communications), Elvira Gentile (IAI Directorate support).

**Local staff**

Adriana Pedraza, Carlos Noguera Cruz

**2. Approval of the Agenda**

The EC approved the Agenda of its Twenty Seventh Meeting without amendments. ( <i>Action 1</i> )
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**3. Approval of the Report of the XXVI EC Meeting**

The EC approved the Report of its Twenty Sixth Meeting with the following modifications: a) English version, page 26 (Spanish version, page 27), under <i>SAC renewal, Results from EC25 –CoP14</i> Where it is written: “SAC members elected in Manaus June 2007. New members: ... Piches (CU)...” It should read: “SAC members elected in Manaus June 2007. New members: ... Ramon Pichs Madruga (CU)...” b) The EC Chair will contact the Secretariat for minor corrections. ( <i>Action 2</i> )
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**4. Report of the EC Bureau**

Paul Filmer, EC chair, reported on the *activities carried out on behalf of the EC Bureau and the EC itself*:

- He participated in the OAS preparatory meeting for the Summit of the Americas (July 29-30, 2008) In the fourth paragraph of the Preamble, the countries reconfirmed their support to working in the conservation of the environment. Unfortunately, it was the first time the IAI was not mentioned, but he said they would try to change that fact.
- On September 11 and 25 he met with Microsoft representatives and in November with the IAI Director to discuss the issue of cooperation between the company and the IAI.
- Since he was not able to attend the last SAC meeting, he participated through a teleconference.

- He met with the IAI Director in Washington D.C. (November, 9-13) and visited several governmental and non-governmental US bodies (NSF, Agriculture Department, Office of Climate Change, NASA, Microsoft...)
- In December he met a representative from Moore Foundation that is supporting research in the Amazon Basin. They are very interested in the IAI activities but, unfortunately, their funds are limited. Perhaps they can cooperate during the next year.
- He participated in the organization of the EC and CoP meetings and thanked again IDEAM for their work.
- In April he received the SAC vice-chair and they talked about the process for the election of new members.
- By invitation of the IAI director, he participated in the interviews for the new Assistant Director for Science.

## **5. Nomination of the Committee to recommend candidates for the election of the IAI Scientific Advisory Committee (SAC) members**

The EC Chair explained that the EC conforms a Committee to review the CVs of nominees in order to make a recommendation to the CoP. In the past, this committee was integrated by two countries from the EC, two additional countries from the CoP, one member of the Directorate, one member of the SAC Chair and one local scientist.

He also explained that the SAC has a first group of positions nominated by the CoP, a second group of positions nominated by the SAC, and a last group of nominations from the Associates. Since there were no nominations from the Associates, the CoP made nominations in order to complete the 10 positions (as it is stated in the Rules of the CoP). The candidate was Juan Valdez.

The EC decided that members of the Committee to recommend candidates for the election of the IAI SAC members would be: Colombia, Mexico, Paraguay, Venezuela, the Assistant Director for Capacity Building, and the SAC Vice-chair. (*Action 3*)

## **6. Financial and Budgetary Matters**

Rafael Atmetlla (Assistant Director, Finance and Administration) made a presentation on the financial status for FY 2008-2009 and Audit of year 2008 (further details in Document 7 and its Addenda and Document 9). He thanked the Financial and Administrative Committee for collaborating in these documents.

### *6.1. Overview of the Financial Status for FY 2008-2009 and Audit of 2008*

#### *Status of Core budget*

- At 31-Mar-09, funds collected represent 81% of the Core Budget for 2008/2009, however collections for current fiscal year are very low (because the 81% includes the contribution of USA from previous fiscal year).
- US contribution for FY 08/09 is pending and currently in process of approval.
- Canada paid 50% of the contribution (Foreign Affairs share still pending).
- Brazil paid (80%) in advance last year. Mexico is still pending. Argentina paid 88% in April.

**Core Budget - 2008 / 2009**  
**Status of Country Contributions as of March 31, 2009**  
 Amounts in US\$

	Due as of 30-Jun-08	Contribution for FY 08/09	Paid - in 2008/2009 to be applied to:			Due as of 30-Jun-09
			Arrears	Current year	Advances	
Argentina	51,957	57,000				108,957
Bolivia	20,000	5,000				25,000
Brazil	5,000	100,000	(85,000)			20,000
Canada	-	143,000		(71,500)		71,500
Chile	(15,000)	6,000	-	-	-	(9,000)
Colombia	50,000	11,000	(10,000)	(11,000)		40,000
Costa Rica	12,000	5,000		(3,568)		13,431
Cuba	25,067	5,000		(5,000)		25,067
Dominican Republic	55,000	5,000				60,000
Ecuador	35,000	5,000				40,000
Guatemala	55,000	5,000				60,000
Jamaica	20,000	5,000				25,000
Mexico	-	70,000			-	70,000
Panama	(5,000)	5,000				-
Paraguay	60,000	5,000				65,000
Peru	13,351	5,000				18,351
Uruguay	50,000	5,000				55,000
USA (*)	595,000	691,000	(595,000)	(155,000)		536,000
Venezuela	189,521	37,000		(12,500)		214,021
<b>Totals</b>	<b>1,216,896</b>	<b>1,170,000</b>	<b>(690,000)</b>	<b>(258,568)</b>	<b>-</b>	<b>1,438,327</b>
				<b>Total Revenues:</b>		<b>(948,568)</b>
				<b>Total Advances:</b>		<b>-</b>
				<b>Contributions not received:</b>		<b>(221,432)</b>
				<b>Difference:</b>		<b>-</b>

*Budget vs expenses*

**Budget Performance**  
**July 2008 - March 2009**  
 Amounts in US\$

Category	Actuals	9-month Budget	Difference	%
	2008/2009	2007/2008		
Salaries & Benefits	607,046	620,199	(13,153)	-2.1%
Travel & Training	22,859	63,150	(40,291)	-63.8%
Equipment	7,610	19,500	(11,890)	-61.0%
Operational Costs	88,079	103,748	(15,668)	-15.1%
Dissemination & Outreach	11,711	32,250	(20,539)	-63.7%
Director's Fund	2,366	33,750	(31,384)	-93.0%
<b>Total</b>	<b>739,671</b>	<b>872,596</b>	<b>(132,925)</b>	<b>-15.2%</b>

Budget was included for the period (9 months) - total budget is US\$1,163k

- Year-to-date expenses at the end of March 2009 are -15.2% lower than the 9-month budget, in all categories.
- Salaries and Benefits appear lower than expected due to a higher than expected US dollar exchange rate generating savings in US dollar terms.
- Lower travel expenses
- Director's Special Fund: pending the signing of Cuban contract components in CRN II.
- It is expected to close the end of the 2008/2009 (June 2009), with a year-to-date variation of -8% compared to the budget for the same period (there were extra expenses due to the departure of the scientific officer)

- Severance payments for the A.D. for Science Programs offsetting some of the savings in other categories.
- Also budgeted expenses that will be incurred before the end of the fiscal year

#### *Cash composition and CB Reserves*

- The cash balance at the end of April 30, 2009 was -35.1% lower than the ending balance at the end of March 2008 (NSF has special rules regarding cash balance)
- This level of reserves (IAI Core Budget Funds) would cover 2.0 months of operations with the current annual budget level of \$1,163,462 (Fiscal Year 2008/2009 budget approved by the 15th CoP in Buenos Aires, June 2008).

#### *Cash reconciliation*

Even though Argentina paid the 88 % of its contribution on early May and program funds that had been covered with operative funds were received (not shown in this table), the negative variance is notable.

**Cash Reconciliation**  
At the end of Apr-09  
Amounts in US\$

	Mar-08	Mar-09	Variance
Program Funds	183,451.52	146,329.33	-20.2%
IAI CB Funds	333,496.65	189,301.25	-43.2%
<b>Total Cash</b>	<b>516,948.17</b>	<b>335,630.58</b>	<b>-35.1%</b>

*Venezuela:* Which are the strategies we are using to go on with the activities without resources?

*Rafael Atmetlla:* We have an aggressive strategy with all representatives. We first try to talk with the countries with higher contributions and then we follow contacting the rest. In these months, the only alternative we have is to use carefully the funds we have so as to fulfill our duties.

*IAI Director:* We are already waiting the transfer of the contributions from Mexico and Argentina. They are confirmed.

*Mexico:* The sanitary crisis brought us uncertainty on when the budget would be reactivated. However, we are working hard from our Environmental Secretariat.

*Canada:* we are aware that we have made only 50 % of the payment. We will have the other 50 % as soon as possible.

*USA:* We have the intention of making our contribution. The delay is due to the pending approval of the State Department for making payments outside the country.

*Brazil:* After contacting the Minister of Science & Technology we will pay difference of last year and for this year, there is no problem because it is in the budget.

*Costa Rica:* Which are the efforts to get new Members? *IAI Director:* Even though we find more Members in the continent, the situation will not change substantially because they are small countries with small economies. Now we are talking with big Foundations. It is crucial that the existent members pay their

contributions.

## 6.2. Overview of the Core Budget and Country Contributions for FY 2009-2010

Rafael Atmetlla explained the following items regarding the Core Budget and Country Contributions for FY 2009-2010:

- The budget amount has been maintained from the previous fiscal year.
- It does not require changes in the existing contribution amounts by country while maintaining the participation percentages as per the OAS Schedule of Country Contributions.
- The proposed budget level allows IAI to continue with a steady level activities and services.
- The budget reflects savings for the IAI operations, due to the effect of a stronger US dollar in comparison to the Brazilian real, compensated by the creation of cash reserves to cover future liabilities.
- The full Core Budget request can be found in the Meeting document list under Item 9.

**Table I: Budget Comparison 2009/2010 - 2008/2009**  
Summary by major category

Amounts in US\$	Fiscal Year 2009-2010	Fiscal Year 2008-2009	Differences
<b>Salaries &amp; Benefits</b>	777,477	826,932	(49,455)
<b>Travel</b>	74,510	84,200	(9,690)
<b>Equipment</b>	14,200	26,000	(11,800)
<b>Operational Costs</b>	187,930	138,330	49,600
<b>Dissemination &amp; Outreach</b>	49,000	43,000	6,000
<b>Director Fund</b>	60,000	45,000	15,000
<b>Total</b>	<b>1,163,117</b>	<b>1,163,462</b>	<b>(345)</b>

- Savings in Salaries and Benefits: new contracts for staff provided by Brazil, new A.D. Science contract, stronger US dollar.
- The Salaries and Benefits line represents 67% of the IAI Core Budget (down from 71% in 2008/2009 and 74% in 2007/2008).
- Reduced Travel line (one EC meeting per year)
- Reduced Equipment after removing line from 08/09 budget (office space/furniture)
- Increased Operational Costs due to creation of cash reserve for termination of international contracts.
- Increased web design (Outreach)
- Increased Director's Special Fund

**Budget by Year - 2009/2010 - 2010/2011 - 2011/2012**  
Summary by major category

Amounts in US\$	Fiscal Year 2009-2010	Fiscal Year 2010-2011	Fiscal Year 2011-2012
<b>Salaries &amp; Benefits</b>	777,477	796,003	862,891
<b>Travel</b>	74,510	78,437	82,636
<b>Equipment</b>	14,200	15,000	10,000
<b>Operational Costs</b>	187,930	174,422	213,654
<b>Dissemination &amp; Outreach</b>	49,000	40,000	40,000
<b>Director's Fund</b>	60,000	60,000	70,000
<b>Total</b>	<b>1,163,117</b>	<b>1,163,862</b>	<b>1,279,181</b>

The budgets for 2010/2011 and 2011/2012 are presented for reference and planning purposes, each year a 3-year budget will be presented, however approval for each year's budget will be requested yearly at the EC-CoP meetings.

**Table II: Current Contribution to CB by country**  
**Amounts in US\$**

<b>Country</b>	<b>% (*)</b>	<b>Contrib.</b>
Argentina	5.01%	57,000
Bolivia	0.07%	5,000
Brazil	8.73%	100,000
Canada	12.63%	143,000
Chile	0.55%	6,000
Colombia	0.96%	11,000
Costa Rica	0.13%	5,000
Cuba	-	5,000
Dominican Republic	0.18%	5,000
Ecuador	0.18%	5,000
Guatemala	0.13%	5,000
Jamaica	0.18%	5,000
Mexico	6.21%	70,000
Panama	0.13%	5,000
Paraguay	0.20%	5,000
Peru	0.42%	5,000
United States	60.75%	691,000
Uruguay	0.27%	5,000
Venezuela	3.27%	37,000
<b>FUND TOTAL</b>	<b>100.00%</b>	<b>1,170,000</b>

(\*): This percentage represents the participation of each member country in the distribution of the operational costs of the Directorate according to the OAS Table of Contributions for 2001. The 26th EC requested contributions in multiples of US\$1,000 implemented in 2007

### 6.3. Financial and Administrative Committee Report

William Smith, FAC Chair, presented the report of the Committee. He first recognized the outstanding efforts of two former members who have resigned from the FAC. Evair Sérgio da Silva (Brazil) and Louis Grittani (Canada) have left the FAC since the last meeting, and each made significant contributions to the FAC and the IAI. He also welcomed Ms Rosanna Proto from Canada (representative from Brazil has not been named yet). He then informed that the FAC met Rafael Atmetlla on April 22-23 at SJC.

The FAC reviewed the draft IAI *core budget proposal*, and found it to be a fiscally responsible plan for the coming year. To help smooth the transition to a new FAC composition, Mr. Grittani participated in some discussions of the core budget via telephone.

The FAC reviewed the *latest quarterly report* with IAI staff. Expenditures are running somewhat below the budgeted amount. The primary reasons for this are the strengthening of the US dollar which results in lower local expenses, a reduction in the Post Adjustment from what was originally approved in the budget, and lower travel costs due in part to not holding the mid-year EC meeting.

Based on IAI's recent experience with a staff member departing, the FAC recommended that IAI budget for and accumulate funds to pay severance and other contractual obligations when staff leaves the institution. The IAI agreed with this recommendation, and will work to quantify the accumulated liability so this issue can be addressed. Funds are included in the 2009-10 Core Budget Request for this purpose.

The FAC has held a number of discussions regarding the *audit report* received from BDO Trevisan, the current audit firm. The most recent of these was a teleconference with the FAC, IAI staff, and the audit firm.

The audit report gave a “qualified” opinion on the IAI’s financial statement. This opinion was issued because of uncertainties regarding one of IAI’s bank accounts – the bank was sold and it took significant time for the account in US dollars to be properly migrated. The FAC felt that this one account, containing approximately \$250 at the time, did not constitute a material deviation from accepted accounting procedures, and has been working with the audit firm to resolve this issue so IAI can receive an unqualified audit report.

*The FAC recommended that the Executive Council accept the current report, understanding that an update with an unqualified opinion is hoped for.*

He also explained that *FAC Charter expired on January 2010*. In face of the contemplated change in the meetings schedule ECXXVII would be the meeting where the charter should be renewed. It is important that all countries have the opportunity to nominate someone to the FAC. New members are welcomed, with financial and administrative background. It was agreed that within two months the EC representatives would let the EC Chair know of their interest in approving the charter of the FAC for an additional 2 years period and with any nominations that might come forward.

The *EC Chair* thanked the FAC for the report and called for participation in this Committee. He suggested that all the Council should have the opportunity of approving the FAC Charter and not only the EC Bureau

*Mexico* asked which the obligations of FAC Members were. The FAC Chair mentioned the following duties: attendance to one or two meetings per year (one of them in SJC with the audit team and one with the Directorate, not necessarily in SJC to review core budget request financial reports), and a couple of teleconferences. That means approximately two weeks per year for meetings plus the time for emails and reviewing documents. A copy of the Charter of the FAC was distributed to all participants.

The EC Chair clarified that Member Countries should cover the travel expenses because in the Directorate Budget there are no funds to cover those costs so far. He said that before the closure of the meeting he would ask again if there was a Member interested in joining the FAC.

As per the request of the Financial and Administrative Committee (FAC), the EC will nominate new members to serve on that Committee. New members should have administrative or financial backgrounds and will join the present members. Membership of the new FAC will be distributed in two months after this EC meeting. *(Action 7)*

## **7 - Receival of the Auditors Report and approval of Financial Status Report, financial items to be forwarded to the CoP**

The EC Chair explained participants that the Auditors report was in Document 10. The EC should receive the report and forward it to the CoP.

The Director remarked that the Institute has now a solid history of unqualified reports

The EC received the **Auditor’s Report** of the Financial Statements for the years ended June 30, 2008 and 2007, and will forward it to the CoP. *(Action 4)*

The EC discussed the **Core Budget request and Country Contribution for 2009-10** and will elevate it to the CoP for approval. *(Action 5)*

At the request of the Director, the EC noted that the Directorate has maintained a clean history of administrative and financial affairs for the last three years. This statement will be forwarded to the CoP.

(Action 6)
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## 8. Update on relations with Member States

Holm Tiessen, IAI Director, reported that contacts with Member States had been intensified. Thanks to the Mac Arthur funded project, many opportunities of contacting institutions in the Andean countries emerged. IDEAM is one of them and it has not only hosted the IAI meetings but also has played a major role in the assessment of biodiversity and climate change in the Andean countries. Through these contacts the Directorate goes beyond recovering contribution in arrears. The IAI has now a rich history of successes in science relevant to Member Countries. The IAI Directorate has become more proactive in the last two/three years in interacting closely with CRNs, in shaping science that is important to the Member Countries. In CoP Buenos Aires (2008) there was a motion request to integrate the science work with the policy and political sectors of the countries. There is still a gap between the political side and the scientific side, not only within the IAI but also in all Member Countries and around the globe. One of the initiatives that the IAI Director had suggested based on negotiations with UNESCO was that Member Countries contact their UNESCO representatives in order to promote what the IHDP calls “learning platforms” on environmental and Global Change issues which would offer an opportunity of interaction between the political sector and the science.

In June 2009 there would be a major meeting of all PIs, to begin the synthesis process right across the whole IAI program and produce policy briefs, chapters, etc. A first synthesis has already been published, the e-book “Applying Ecological Knowledge to Land Use Decisions”, which involved investigators of both CRN I and CRN II. The book explores how environmental science may guide land use decisions and it was done in cooperation between the IAI, the Scientific Committee on Problems of the Environment (SCOPE) and the Inter-American Institute for Cooperation on Agriculture (IICA) (available at IAI website). This is a complicated process, but past experiences indicate that if people can gather in a learning environment, where we they could learn from each other, it is the principal mechanism through which scientific knowledge can move into the political reality of the countries.

At least four of IAI Member Countries have had major restructuring in their ministries related to science and/or environment. In some of them, for example, former secretariats of science are now ministries. But need more dialogue between the ministries of science and those of the environment is still needed; and this is a political issue where the EC and the CoP can cooperate.

The IAI Director asked the representatives how IAI Directorate could make sure that the tremendous effort that is being made with the science funding of the IAI meets the needs of IAI countries. IAI is gathering the best scientists on this continent and is pairing them up with scientists and institutions that still have to learn; that process is working and proved to be a great promise. There is a gap there that has to be filled and the representatives to the CoP and the EC are in a position to help the IAI Directorate in this process.

The Director reminded the participants that IAI has country reports that are updated every year and are very useful for representatives to show IAI activities in their countries. In addition the Fact Sheets of the CRNs are available on the website and all needed information could also be sent specifically to the country.

Holm Tiessen also mentioned that the IAI had made applications to funding agencies. For example, one of the proposals, which was about a health project, was approved by the IDB, but after approval it was said that the IAI is not eligible for IDB funding because it has membership in Canada and USA. On the other hand, many of the individual national agencies are not used to looking at proposals including scientists from other countries. In that respect, NSF has the longest history of funding beyond its borders. A dialogue process is needed with the funding agencies in our countries. International activities in the field of Global Change must receive support, because Global Change does not stop at country boundaries.

*Canada:* What is the IAI role in the World Climate Conference that will be held in Genève, in August? In this Conference there will likely be a ministerial declaration as well as a proposal for a global framework for climate services

*Lou Brown:* this upcoming World Climate conference is very different from the previous ones. The two first conferences had a research perspective. This third one is intended to deal with climate services and products. My personal view is that the Conference is not directly related to IAI science objectives.

*IAI Director:* we have two critical components to our mandate:

- We are concentrating our efforts in the Americas (and of course we also have an outreach component, for linking the science of the Americas with the rest of the world.)

- The second part is that we are the institute for Global Change research, not only climate change. Our efforts are spread more broadly than just climate, even though climate is a critical component.

Right now the IAI has no plan to participate in Geneva. However, as suggested by Mexico the IAI obtained an official observer status at the UNFCCC. Now the IAI is actively engaged in the technical advisory body (SBSTA) of the UNFCCC.

If Canada feels there is a strong role for the IAI in the World Conference we are open to participate in the process and link our scientists to the process.

The delegates then discussed about their responsibilities, national as well as institutional (cooperate representing the IAI in meetings and international fora, inform national funding institutions about IAI Agreement in order to allow fostering funding for other countries, etc.). Brazil suggested forwarding a statement to the CoP regarding the discussion on the role of IAI representatives.

The EC recognized that the representatives have dual roles in representing their countries to the IAI and the IAI within their countries. The EC strongly encourages representatives to more actively engage in both roles. Representatives should more actively represent the activities, results and possibilities of the IAI to the relevant government agencies within their own countries. This statement will be forwarded to the CoP. (Action 12)

## **9. Relations with the Host Country**

The IAI Director explained that in the last 3-4 years the IAI had had some problems with the companies that hired the local staff. Fortunately, last year an interim solution was found.

Regarding the review of the Host Country Agreement (HCA), it should first highlight in its Preamble the reasons for the IAI and Brazil cooperating and working together. Over the last 20 years since the HCA was negotiated, Brazil started to host a number of other international organizations, UN institutions, etc. and the legal framework existing in Brazil has changed to accommodate those. The IAI has been left behind because the HCA of the IAI predates many of these other developments. Therefore the legal situation of the IAI within Brazil has to be brought on line with the legal situation of other international organizations (in issues such as taxation, facilitate importing-exporting).

The EC Chairman asked if there was a schedule for the review of the Host Country Agreement. Brazil answered that they will include all necessary issues in the discussion. It will be not very fast because it has to go through the Ministry of Foreign Affairs.

IAI Director reminded that not only in Brazil the Agreement of the IAI is facing problems. There are some countries where the original legislation that specifies the country adherence to the IAI is defective and has

strong repercussions. For example, in the case of Uruguay, when the country joined the IAI, no Ministry or Secretariat was designated to execute the Agreement with the IAI. In Guatemala the legislation specifies that the Ministry of Finance should make the funding available for the cooperation with the IAI but it does not specify who should cooperate with the IAI. In other cases representations have been split in two ministries, one very interested and the other not.

He recommended bringing forward to the CoP as soon as possible a request to systematically review and revise the legal arrangements by which the IAI is anchored in Member Countries.

## **10. Report of the committee to recommend candidates for the election of one IAI SAC member**

Gladys Maggi from Venezuela presented the report of the committee. There was consensus on recommending Juan Valdez for the position.

The group also remarked that the following year other members of the SAC should be elected and therefore it was important to send all the necessary information to all countries so that they have enough time to suggest candidates.

The selection criteria should include, in addition to the CV, regional balance within the SAC, science balance, etc. It was remarked that regional balance should not be based only in the nationality of the candidate but his permanence in his country and his relations with its scientific networks.

*SAC Vice Chair:* We would like to continue with the same procedure for renewing positions and improve communication between SAC and CoP. In this case it was a little different because it was affiliate nomination, but in the future, we will start the process earlier as before.

The EC will forward to the CoP the recommendation of the Committee to recommend candidates for the election of the IAI SAC members. The recommended candidate is Juan Valdes. (Action 9)

## **11. Review of the EC and CoP Standing Rules**

Lou Brown, Chair of the Standing Committee of Rules and Procedures, first reported on the work of the Committee. He was pleased to announce that Alvaro F. dos Santos had been designated by Brazil to serve on the Committee. He is a legal expert with Brazil's Ministry of Science and Technology.

The work of the Rules Committee has focused on considering possible amendments to the Rules of Procedure for both the Conference of the Parties and the Executive Council. The SCRIP has worked closely with the Directorate on these amendments, a draft of which the Director has already distributed to Member States. The changes are intended to simplify rules, not to change the manner in which IAI operates.

As to the amendments, Lou Brown suggested that the best way to operate would be to focus on 3 major issues that are addressed in the proposed changes:

- Changes that are needed to modify the IAI meeting schedule
- The changes needed to address the quorum issue
- The changes necessary to enable the IAI to make sure that the EC bureau is able to operate with full membership the whole year.

The EC Chair remarked that the EC does not approve its Rules, the CoP does. Therefore, the objective of that session was to see the proposed amendments so as to facilitate the work of the CoP.

Before the EC analyzed the main amended Rules in the SCRCP document, the IAI Director read to the delegates the comments of Argentina and Cuba who could not attend the meeting.

## ***Rules of Procedure for the EC***

### ***Chapter III: Meetings***

**Rule 8:** the EC suggested the CoP approve it as drafted by the SCRCP

New wording: *The Executive Council shall hold two regular meetings each year at the location of the Conference of the Parties, one immediately prior to the Conference of the Parties Meeting (pre-CoP Executive Council meeting) and one immediately after (post-CoP Executive Council meeting).*

**Rule 12:** the EC suggested the CoP approve it as drafted by the SCRCP

New wording: *The post-CoP Executive Council meeting shall have as its primary responsibilities the election of the Bureau (as called for in Chapter V) and the consideration of resolutions and actions from the Conference of the Parties to enable the IAI to conduct its intercessional activities in accordance with the decisions of the Conference of the Parties. The Director shall, within one day of the end of the Conference of the Parties, transmit to the post-CoP Executive Council meeting the Resolutions and other decisions and results of the Conference of the Parties Meeting just completed.*

The EC agreed with the suggestion of Venezuela and Rule 12a, as proposed by the SCRCP, was not accepted (it was about the participation of not re-elected Members of the EC in the post CoP EC meeting on an “ex officio basis”).

**Rule 13:** the EC suggested the CoP to approve it as drafted by the SCRCP

New wording: *The Executive Council, in special instances and at the request of one or more Parties, may hold Special Meetings. These meetings may be held with two-thirds or more favorable vote. If the Executive Council is not in session, the Director shall consult the Parties by correspondence regarding such requests and shall convene such meetings if at least two-thirds of the Executive Council members agree. The Party that first tenders an offer shall be the site of the Special Meeting. In the event that no offer of a site is tendered or the meeting cannot be held at the site agreed upon, the Special Meeting of the Executive Council shall be held at the site of the Directorate. Nevertheless, if, at any time before the notice of meeting, one or more Parties offers to host the meeting, the Executive Council, whether in session or consulted by correspondence, may agree by a majority vote of its members to have the meeting held at one of the sites offered.*

### ***Chapter V – The Executive Council Bureau***

#### ***Rule 23 and 23 A***

The delegates expressed that the titles first and second Vice-Chair should not imply a ranking between them. The EC recommended the CoP to approve Rule 23 in its original wording, adding at the end “as Secretary of the Council” per suggestion of Venezuela.

New wording: *The Bureau of the Executive Council shall be composed of a Chair, a first and a second Vice-Chair, who will be elected for a period of two years, and of the Director of the Institute as secretary of the Council.*

**Rule 23A:** The EC recommended the CoP to approve Rule 23A as suggested by the SCRCP with a suggestion from Venezuela: “its remaining members should change position(s) as appropriate”

New wording: *If a vacancy occurs in the Bureau, its remaining Members should change position(s) as appropriate. The Chair (or Acting Chair) with the support of the Director shall consult with the Executive*

*Council to obtain their approval for a new Member to be elected to serve as Acting Second Vice-Chair of the Bureau to complete the unexpired term of the vacated Bureau Member.*

### **Chapter IX - Voting**

#### **Rule 50**

The rule proposed by the SCRP said that all decisions of the EC should be made by a majority vote of the *accredited* Parties of the EC in attendance. Mexico stated that since for the EC accreditation is not needed, that word should be deleted.

The EC Chair explained that this Rule was related to the difficulties the Directorate faces with Governments that make confusion with the representatives to EC and CoP. That is why it was suggested that parties accredit before the EC as well. Anyway, he suggested eliminating the word and that the issue be further analyzed by the SCRP in the future.

The IAI Director said that the problem was that for the CoP there is an accreditation for each Conference while for the EC that is not the case and sometimes there are old letters designating delegates and they do not know if they are in force or not.

The EC recommended the CoP to approve **Rule 50** with the following wording: *Decisions of the Executive Council shall normally be made by consensus. In case consensus is not reached, decisions shall be made by a majority vote of the Parties of the Executive Council in attendance.*

*Venezuela* suggested discussing **Rule 49** because the proposal included vote by e-mail or by correspondence.

The IAI Director explained that this was included due to the problems arose in the CoP in Manaus. It is a way of keeping the IAI functioning in case of lack of quorum using the available means nowadays.

Some delegates indicated that an e-mail should not be taken as quorum for a meeting; in addition this might foster the lack of attendance to meetings. Lou Brown clarified that the issue of quorum emerged in the Manaus CoP. They considered a change in the quorum rules so that in a meeting without a quorum present, an election could be considered provisional until a quorum is achieved. This should be re-sent to the SCRP to further analyze it with the Directorate.

#### **Rule 49:**

The EC recommended the CoP to approve Rule 49 in the following wording: *Each Party of the Executive Council is entitled to one vote. Votes shall be cast by a show of hands, by roll call or by secret ballot*

#### **Rule 52:**

The EC suggested the CoP approve Rule 52 with the following wording:

*When the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held from the remaining candidates eliminating from the ballot the candidates with the lowest number of votes, but retaining two candidates more than the number of vacancies to be filled.*

The EC Chair said that a formal document should not contain abbreviations. The IAI Directorate would make the necessary corrections in the documents.

### **Chapter VIII – Procedures and Debates**

**Rule 48:** The EC suggested the CoP approve the following wording:

*Working documents, decisions, recommendations, agreements, minutes, and reports of the Executive*

*Council shall be distributed in at least two of the official languages of the IAI.*

Traditionally documents are distributed in English and Spanish, However, they can be translated to the other two official languages (French and Portuguese) upon request.

The remaining rules in the document were not discussed

The EC analyzed the amendments to the Rules of the Executive Council proposed by the Standing Committee for Rules and Procedures (SCRCP), and decided to forward the document with the following suggestions to the CoP:

**CHAPTER III – Meetings –**

To approve Rule 8 as drafted by the SCRCP

To approve Rule 12 as drafted by the SCRCP

- To remove Rule 12a

- To approve Rule 13 as drafted by the SCRCP

**CHAPTER V – The Executive Council Bureau**

-To approve Rule 23 in its following wording: “The Bureau of the EC shall be composed of a Chair, a first and second vice chair who will be elected for a period of two years and of the Director of the Institute as a Secretary of the Council.”

-To approve Rule 23A: “If a vacancy occurs in the Bureau, its remaining members should change position(s) as appropriate.” The rest of the rule remains as proposed by SCRCP

**CHAPTER VIII – Procedures and Debates**

-To approve Rule 48 as drafted by the SCRCP

**CHAPTER IX – Voting**

-To approve Rule 49 in its following wording: “Each Party of the Executive Council is entitled to one vote. Votes shall be cast by a show of hands, by roll call or by secret ballot.”

-To approve Rule 50 in its following wording: “Decisions shall normally be made by consensus. In case consensus is not reached, decisions of the Executive Council shall be made by a majority vote of the Parties of the EC in attendance.”

-To approve Rule 52 in its following wording: “When the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held from the remaining candidates, eliminating from the ballot the candidates with the lowest number of votes, but retaining two candidates more than the number of vacancies to be filled.”

The remaining rules in the document were not discussed.

(Action 10)

## **12. Strategic Development and Science and Capacity Building**

The IAI Director reported that the strategic planning process was initiated following the report of the AAAS (2007). Since the process was somewhat slow for the timelines they had, he asked John Stewart, (previous IAI Director) to help the Strategic Planning Committee (SPC) in the development of the plan. John Stewart’s document was available through the twiki site before the EC-CoP meetings (Doc 14).

Some key points of the document:

- Excellent science record

- Science record needs translation into informed action. It is a challenge for all Member Countries, not only for the IAI.

- Much of the outstanding achievements of the IAI science are due to an environment created by IAI, through its CRNs, through the need for international cooperation, through the mandate for interdisciplinary work that generated in the scientists who are working with the IAI something that might be called ingenuity

to manage an international relevant project. And that process has carried with it ingenuity generated in the institutions and in the administrators to deal with complex issues of doing international science, of accountability across countries, in allowing contracts to be written that are out of the norms of the institutions. IAI's goal is to be a service to the science of this continent, to generate science that leads to intelligent decisions on global change matters.

The *IAI Director* clarified this document was not a draft strategic plan but a contribution to the previous reports and discussions of the SPC. Hence, the EC Chair suggested not discussing the issue at the CoP because it needed further work. He also asked if the members of the SPC (Mike Brklacich, Argentina, Mexico, Panama, USA, Chair of the SAC plus two SAC members and the IAI Director) wished to continue in it.

*Mexico* and *USA* expressed they would continue. The members of the SAC that are currently members for the SPC are: Juan Valdez (SAC Chair), Luis Matta, Ramón Pichs and Walter Baethgen. Mike Brklacich would also recommit to the committee (SPC Chair). The participation of Argentina and Panama would remain to be confirmed.

*Canada* offered to participate in the Committee.

*Venezuela* offered to participate in the committee and suggested preparing a draft strategic plan previous to the next SPC meeting to be distributed among members for their input.

The *IAI Director* suggested that initiating a process by which the members of the SPC and the different countries, based on the three documents available at that stage (minutes of Toronto Meeting, additional brief minutes of SAC-SPC meeting in Miami and the document produced by John Stewart) make concrete suggestions on the content of the SP draft.

*EC Chair*: in order to make progress there are tools available on the IAI twiki website to exchange documents, track changes, etc. We should start using those tools and create a space in the twiki for the SPC. This space will be opened to all Parties and the Committee will welcome their input.

Following the comments made by delegates and the IAI Director we encourage the Chair of the SPC to use these tools and resources towards presenting and Strategic Plan in the CoP 2010.

The EC Chair would inform about the issue to the other members not present there.

Finally, the EC agreed that the IAI Director should mention in his report to the CoP some of the thoughts of the strategic planning process, without presenting any interim documents.

The EC will inform the Conference that the EC will request the Strategic Planning Committee (SPC) redouble its efforts in the preparation of the final strategic planning document. In addition, the EC requests that a space be created in the Twiki site to prepare/discuss and modify the document. The EC Chair will inform the members of the SPC that are not present at this EC regarding the discussions. (Action 11)

### **13. Issues to be forwarded to the CoP**

The EC decided to forward or elevate the following items to the CoP: Actions 4, 5, 6, 8, 9 10, 11 and 12. (Action 13)

### **14. Approval of Action List**

The EC approved the Action List of its 27th session. (Action 14)

## 15. Adjournment

The EC Chair thanked Colombia for its hospitality and the delegates for their presence and for working so hard with a very busy agenda. He also thanked the IAI staff, the local support and the interpreters for their work. The meeting was adjourned.

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Approved

### 27th Meeting of the IAI Executive Council 18 May 2009, Bogotá, Colombia

#### Action List

1. The EC approved the Agenda of its Twenty Seventh Meeting without amendments.
2. The EC approved the Report of its Twenty Sixth Meeting with the following modifications:
  - a) English version, page 26 (Spanish version, page 27), under *SAC renewal, Results from EC25 –CoP14*  
Where it is written: “SAC members elected in Manaus June 2007. New members: ... Piches (CU)...”  
It should read: “SAC members elected in Manaus June 2007. New members: ... Ramon Pichs Madruga (CU)...”
  - b) The EC Chair will contact the Secretariat for minor corrections.
3. The EC decided that members of the Committee to recommend candidates for the election of the IAI SAC members would be: Colombia, Mexico, Paraguay, Venezuela, the Assistant Director for Capacity Building, and the SAC Vice-chair.
4. The EC received the Auditor’s Report of the Financial Statements for the years ended June 30, 2008 and 2007, and will forward it to the CoP.
5. The EC discussed the Core Budget request and Country Contribution for 2009-10 and will elevate it to the CoP for approval.
6. The EC discussed the Annual Program for 2009-2010 and will elevate it to the CoP for approval.
7. As per the request of the Financial and Administrative Committee (FAC), the EC will nominate new members to serve on that Committee. New members should have administrative or financial backgrounds and will join the present members. Membership of the new FAC will be distributed in two months after this EC meeting.
8. At the request of the Director, the EC noted that the Directorate has maintained a clean history of administrative and financial affairs for the last three years. This statement will be forwarded to the CoP.
9. The EC will forward to the CoP the recommendation of the Committee to recommend candidates for the election of the IAI SAC members. The recommended candidate is Juan Valdes.

10. The EC analyzed the amendments to the Rules of the Executive Council proposed by the Standing Committee for Rules and Procedures (SCRП), and decided to forward the document with the following suggestions to the CoP:

CHAPTER III – Meetings

- To approve Rule 8 as drafted by the SCRП
- To approve Rule 12 as drafted by the SCRП
- To remove Rule 12a
- To approve Rule 13 as drafted by the SCRП

CHAPTER V – The Executive Council Bureau

- To approve Rule 23 in its following wording: “The Bureau of the EC shall be composed of a Chair, a first and second vice chair who will be elected for a period of two years and of the Director of the Institute as a Secretary of the Council.”
- To approve Rule 23A: “If a vacancy occurs in the Bureau, its remaining members should change position(s) as appropriate.” The rest of the rule remains as proposed by SCRП

CHAPTER VIII – Procedures and Debates

- To approve Rule 48 as drafted by the SCRП

CHAPTER IX – Voting

- To approve Rule 49 in its following wording: “Each Party of the Executive Council is entitled to one vote. Votes shall be cast by a show of hands, by roll call or by secret ballot.”
- To approve Rule 50 in its following wording: “Decisions shall normally be made by consensus. In case consensus is not reached, decisions of the Executive Council shall be made by a majority vote of the Parties of the EC in attendance.”
- To approve Rule 52 in its following wording: “When the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held from the remaining candidates, eliminating from the ballot the candidates with the lowest number of votes, but retaining two candidates more than the number of vacancies to be filled.”

The remaining rules in the document were not discussed.

11. The EC will inform the Conference that the EC will request the Strategic Planning Committee (SPC) redouble its efforts in the preparation of the final strategic planning document. In addition, the EC requests that a space be created in the Twiki site to prepare/discuss and modify the document. The EC Chair will inform the members of the SPC that are not present at this EC regarding the discussions.
12. The EC recognized that the representatives have dual roles in representing their countries to the IAI and the IAI within their countries. The EC strongly encourages representatives to more actively engage in both roles. Representatives should more actively represent the activities, results and possibilities of the IAI to the relevant government agencies within their own countries. This statement will be forwarded to the CoP.
13. The EC decided to forward or elevate the following items to the CoP: Actions 4, 5, 6, 8, 9 10, 11 and

12.

14. The EC approved the Action List of its 27<sup>th</sup> session.

**ACRONYMS**

AAAS	American Association for the Advancement of Science
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
EC	Executive Council
FAC	Financial and Administrative Committee (of the EC)
GEC	Global Environmental Change
IHDP	International Human Dimensions Programme
IICA	Instituto Interamericano de Cooperación para la Agricultura
IPCC	Intergovernmental Panel on Climate Change
LPB	La Plata Basin
NOAA/OGP	National Oceanographic and Atmospheric Organization/Office for Global Programs (USA)
NSF	National Science Foundation
OAS / OEA	Organization of American States / Organización de Estados Americanos
PI	Principal Investigator / Investigador Principal
SAC	Scientific Advisory Committee / Comité Asesor Científico
SBSTA	Subsidiary Body on Scientific and Technological Advice
SCOPE	Scientific Committee on Problems of the Environment
SCRIP	Standing Committee for Rules and Procedures (of the CoP)
SPC	Strategic Planning Committee
UN / NU	United Nations / Naciones Unidas
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention for Climate Change
WCRP	World Climate Research Program