



**Minutes of the 42nd Meeting of the IAI Executive Council (EC)
17 June 2016– Santiago, Chile**

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

Approved – June 2016

**42nd Meeting of the IAI Executive Council (EC)
17 June 2016– Santiago, Chile
AGENDA**

Approval of the Agenda
Election of EC Bureau
Approval of the Action List of EC-41
Review of CoP-24 items for action by EC-42 and implementation strategies for action items from EC-41 and CoP-24
Report from the IAI Executive Director Selection Committee
Other decisions arising
Future meetings and sites
Adjourn

1. Opening Remarks

Maria Uhle opened the meeting and welcomed the members of the Executive Council. After the introductory remarks, the EC determined that the quorum was present. Participants at the meeting were:

EC Country Representatives

Argentina:	Miguel Ángel Blesa, Magdalena Álvarez Arancedo
Bolivia	Ramiro Villarpando
Brazil:	Jean Pierre Henry Balbaud Ometto
Canada:	Eric Gagné, Kate Vogt
Chile:	Gladys Santis (Vice Chair)
Costa Rica	Roberto Villalobos Flores
Panamá:	Luz Graciela Cruz
Paraguay:	Fernando Méndez Gaona (Vice Chair)
United States:	Maria Uhle (EC Chair),

Observers:

Colombia	Omar Franco Torres
Ecuador	Miguel Egas
FAPESP	Reynaldo Victoria

IAI Directorate:

Holm Tiessen (Executive Director), Marcella Ohira (Deputy Executive Director; Director, Capacity Building), Rafael Atmetlla (Director, Finance and Administration), Elma Montaña (Director, Science Programs), Ana Murgida, (Director, Science-Policy Liaison Office), Jorge Grandi (Science-Policy Counselor), Soledad Noya (Assistant to the IAI Director), Paula Richter (IAI Publications Editor), Elvira Gentile (IAI Directorate support).

IAI FAC Chair

William Smith

IAI SAC representative

Edwin Castellanos

IAI SPAC Chair

Javier Gracia-Garza

2. Election of the EC Bureau

The EC elected its Bureau: Maria Uhle, from the US as the EC Chair, Fernando Mendez Gaona from Paraguay as the First Vice-Chair, and Gladys Santis from Chile as the Second Vice-Chair (*Action 1*).

3. Approval of the Agenda

The EC decided to add the following items to the agenda:

- A brief overview of the IAI web page and communication strategies
- Inter-American Forum of Funding Agencies
- Ideas for the 25th anniversary
- Engaging Member Countries

The EC approved the agenda of its Forty-Second Meeting with some modifications already included. (*Action 2*)

4. Approval of the Action List of the EC-41

The EC approved the list of decisions and actions of the EC-41 (*Action 3*).

5. Brief overview on the IAI website

Paula Richter presented all the information available in the IAI website (institutional information, programs & projects, links to project publications, conventions, institutional documents, etc.). She also showed the interconnection with social networks such as twitter or facebook.

USA suggested adding infographs for the bibliometrics developed by the Science-Policy Office. The IAI Director asked if there was someone at NSF who could help to make such kind of graphics since the IAI Directorate has not enough people to do that. USA answered she would be glad to ask.

6. Review of CoP-24 items for action by EC-42 and implementation strategies for action items from EC-41 and CoP-24

EC 41, Action 6.

Argentina proposed preparing a science synthesis such as a white book on IAI science since its inception.

Argentina: We should publish a book named “25 years of the IAI” to show who we are, what we have done and where are we heading to. It should have a social communication language and include a section of results for environmental management, and another one aimed at the general public, with an important graphic design and coordinated by journalists specialized in social communication. We have to think about the funding to do that. This task should involve the Executive Director, the Offices in Montevideo and Argentina and national representatives.

Executive Director: The office in Argentina would be the ideal site to do the social communication part of that synthesis. The office is not fully staffed yet. If we could get somebody to help with the more collection or curation tasks for that publication it would be a move forward, we could then follow the same path that Ana Murgida has taken for the publication networks (of finding students, particularly environmental journalism students). That would fall in the communication strategy of the current research program and in our proposal to NSF we have set aside funds for communication. With more logistic help of Argentina and its office I think we could advance on this task.

SPAC Chair: while we are thinking of the book itself, it is important to develop some sort of strategy as to how this is going to be publicized and who are the receptors for this product.

Argentina: I agree it is very important to analyze the target audience. I think it should be a visibility tool for all decision makers. Increasing visibility will facilitate fund raising. More than a book it is a press campaign, a social communication strategy. If we are renowned, we can raise more funds. The book should be presented in an event in all our capitals. I will explore the possibility of reinforcing the staff of the office in Argentina.

Science-Policy Director: I think we could present the white book in the UNFCCC CoP, perhaps not in Morocco, but in the following one.

FAPESP: The idea is excellent. I would like to suggest the RAP- like-approach with this book.

Executive Director: The RAP approach consists of gathering scientists for 10-days-long meeting at the cost of some 150 thousand dollars. They prepare scientific papers beforehand and circulate them. When they come together they have a brief time to exchange ideas about the scientific articles and they work on synthesis chapters based on previous circulated material. The typical RAP output will be a series of related chapters, and at the front-end three or four overview chapters that concentrate on crosscutting issues of the book. The IAI book on societal relevance of IAI research that we did in 2005 together with SCOPE is the result of a RAP, also the joint publication with IICA on the application of ecological knowledge to land use decisions was a RAP.

My other comment refers to the bibliometrics. We can track in the bibliometrics, for instance, the importance of the Canadian projects, and it shows a strong link to Costa Rica. It would be interesting to show also the story line behind the graphic. For example the project on dry forest cattle production was related to productivity of dry forests in Brazil and Argentina. The same project is related to Costa Rica's decision to launch its first observation satellite. Each line in the bibliometrics graph has a story behind it.

SPAC Chair: If we think of database created along these 25 years, we can make different products. We first have to think about the audience, and then the product will be created according to the target.

Science-Policy Director: We should first gather all the information and make a selection and then make the synthesis telling who we are, what we do and what we have achieved. We are making interviews to survey what's is behind the bibliometrics. To translate the scientific language into a social communication language, apart from environmental journalists, it would be interesting to include documentary scriptwriters.

SAC Chair: we are talking about two connected products: a promotional product that details what we do and what we have done, but to answer that question we have to analyze all we have done. We have to promote the IAI in the governmental and scientific areas.

Capacity Building Director: The IAI had a similar experience in the past; the book "10 years of the IAI" was also coordinated by a scientific journalist and has information on that period.

Argentina: I see two products, related but different: first, the analysis and synthesis of all scientific production, which may be done with a RAP like approach, and second, the book to communicate the 25th anniversary of the IAI to the general society (who we are, what we do and some stories). The book should include histories in different countries (what has been the IAI for them). For this purpose, it is not convenient to wait until the whole scientific synthesis is ready because it is an ambitious project and requires time to get a serious product for the scientific community. I suggest that the office in Buenos Aires, the SAC and the SPAC have the anniversary book ready in about one year. We can print some copies but the main diffusion would be via internet.

Executive Director: What we have achieved rather than what we have done. Use IAI mandate to structure the publication around the Purpose of the IAI:

Do science (impact-rich science)

Build capacity of people participating in IAI projects

Build Institutional Capacity

Inform decision-making

Panama: I agree with the idea of structuring the book according to IAI's mandate and taking profit of the bibliometrics analysis to emphasize its contribution in terms of science, policies and capacity building.

EC Chair: we have discussed several communication projects; it is practically a communication strategy. Maybe the next PI meeting could be a venue for a RAP. We can also prepare targeted products for the scientific community from CRN 3. The first one will be a "highlights document" for the 25th Anniversary. We need to think of the different products.

The EC charged the SAC, SPAC and the Directorate to identify the types of dissemination products that can be developed in terms of budget, efforts, and time (Anniversary book, white book including a 1.5 degree chapter, a chapter on Central America) (*Action 4*).

EC 41, Action 7

Argentina proposed member countries engage on national and regional questions such as the 1.5-degree limit proposed by the UN Climate Change Convention and to encourage questions by stakeholders.

The EC decided that for the next CoP, country representatives identify national responses to the 1.5-degree limit proposed by the UN Climate Change Convention. This would be collectively developed with the SAC and SPAC towards a regional view addressing the 1.5-degree limit proposed by the UN Climate Change Convention including the vision of stakeholders (*Action 5*)

SAC Chair: If we want to send anything, it has to be in the form of a scientific paper.

Executive Director: we could send a note in response to the Convention saying that there is consensus on taking current experiences of extremes as a central part in the analysis. Another action could be to ask Guatemala to lead a group of Central American countries on their experience in 1.5 degrees. A 5-day-event in Antigua would be a good opportunity to engage the country.

The EC decided to contact Guatemala to request the organization of a workshop to develop the chapter on Central America (*Action 6*).

CoP24, day 2, Action 12

The CoP decided to draft letters to non-active member countries, inviting them to reengage in the IAI. The letter will be delivered in person by the Directorate, if possible. The CoP suggested that the help of neighboring countries would be welcomed.

The EC charged the Member Country Engagement Committee (Argentina, Chile & Paraguay) to work with the Directorate to come up with an action plan for those countries that are not engaged on a case-by-case basis. Panama would also collaborate in this task (*Action 16*).

CoP 24. Day 2. Action 9

The CoP endorses the proposal of involving journalists and journalism students in the different countries in the CRN 3 projects and future CRN4.

The EC Chair is working on it. She will work with the FE journalism group and with the Science-Policy Director, the Publications Editor and a journalism group in Buenos Aires. She encouraged member countries to suggest other possible contacts that could cooperate.

CoP 24. Day 2. Action 19

The CoP decided to request the EC to draft a thank you letter to the outgoing SAC Chair, Frank Müller Karger.

The EC Bureau will send a thank you letter to the outgoing SAC Chair, Frank Müller Karger, on behalf of the Executive Council (*Action 17*).

CoP 24. Day 1. Action 4

Canada and USA proposed the realization of a workshop with the SAC, SPAC and member countries to develop a dialogue and co-design of research between policy and science and address country priorities. The CoP needs to identify who will lead the organization of the workshop.

USA volunteered to help in the organization of the workshop for the 25th year with the SAC and SPAC Chairs. (Action 13)

7. Director's election process**CoP24, day 2, Action 7**

The CoP decided to interrupt the 2015 Director Search due to procedural errors. Candidates will be informed of the new profile required and will be allowed to apply again.

Argentina volunteered to draft the letter to the candidates who had applied to the Director Search Process, and will circulate it among EC members (Action 7).

CoP24, day 2, Action 8

The CoP accepted the model proposed by the US to define the profile for the new Director.

The EC members read and discussed the model of selection criteria circulated by USA.

Some of the EC members' suggestions were:

Actor at international and continental level

Extensive experience in global change or sustainable development related organizations businesses with regional scale

Excellent communication skills in English and Spanish (Portuguese desirable, but not required)

Familiarity with the work of the IAI

Profile in research in natural or social sciences, diplomacy, economics; science management, public policy making, international relationships

List of different degrees

- Advertise the announcement to candidates beyond the academia, also through focal points in the IPCC and UNFCCC

The EC Chair volunteered to gather the opinions regarding the profile for the Director. The draft will be circulated among EC members on the week of 20 June (Action 8).

CoP24, day 2, Action 9

The CoP decided that the appointment term for the Director for this selection process would be as stated in the Agreement Establishing the IAI (three-year term with eligibility for a single additional three-year term) with no possibility to compete again.

CoP 24. Day 2. Action 10

The CoP decided to review and amend the Agreement Establishing the IAI to extend the Director's appointment term to 4 years (renewable only once) and to make any other changes considered necessary.

The EC will work with the Rules Committee to start the process of amending the Agreement Establishing the IAI to extend the Director's appointment term to 4 years and also look at any minor inconsistencies in wording or language (*Action 15*).

8. Closed session on Director's election process

The Executive Council has agreed to hold a special CoP in the inter-sessional period to be consistent with the recent decision on the term length for the Executive Director position. The new Executive Director is to be in place by the next regular CoP. The timeline for the selection process has been agreed as follows:

- a. Letter to existing candidates (out by end June)
- b. ToR (end of June)
- c. Call out (July – October)
- d. Assessment (October – January)
- e. CoP (Special) – early February

(*Action 9*)

Each EC member country will provide a response to the EC chair by the middle of July on the possibility of hosting the special CoP including "no" responses (*Action 10*).

The Executive Director Selection Committee agreed to arrange monthly teleconferences to advance the process to maintain timelines (*Action 11*).

The EC decided that the call for applicants would be open (no need to be nominated by a CoP member). The Search Committee would collect and review all applications. In conjunction with the SAC and SPAC, the Search Committee will make a recommendation to the CoP. (*Action 12*)

The EC agreed that there must be an adequate period of time where the current Executive Director will work with in-coming Executive Director to ensure a smooth transition and continued leadership for the IAI (*Action 21*).

9. Decisions from the closed session on the IAI Core Budget

Canada put forward a motion to ask the Directorate to share a revised detailed Budget Action Plan/Work Plan with EC members no later than 4 weeks following the CoP. The revised Budget/Work Plan shall take into consideration the EC and CoP decisions with financial implications (*Action 19*).

Feedback will be provided to the Directorate on the importance of presenting the Core Budget with sufficient detail. The EC requests that in the future budget presentation include time to discuss the annual work plan (provide more details) (*Action 20*).

10. Other issues arising

Representatives were invited to sign a document indicating that their funding agencies agree to join the Inter-American Forum of Funding Agencies.

The EC agreed to have regular teleconferences every three months or so (*Action 14*).

The EC chair will receive ideas and proposals for the 25th Anniversary of the IAI (*Action 18*).

11. Future Meetings & Sites:

The CoP accepted the offer of Colombia to host the next CoP. Insofar as possible, the CoP and EC meetings will be held back to back with the SPAC and SAC meetings and the Workshop proposed in D&A4, day 1 (CoP 24. Day 2, Action 18).

12. Adjourn

The EC Chair thanked Chile for its hospitality. He also thanked all the delegates, the IAI staff, and the interpreters. The meeting was adjourned.

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Decisions and Actions

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 2. The EC approved the agenda of its Forty-Second Meeting with some modifications already included.
 3. The EC approved the list of decisions and actions of the EC 41.
 4. The EC charged the SAC, SPAC and the Directorate to identify the types of dissemination products that can be developed in terms of budget, efforts, and time (Anniversary book, white book including a 1.5 degree chapter, a chapter on Central America).
1. The EC decided that for the next CoP, country representatives identify national responses to the 1.5-degree limit proposed by the UN Climate Change Convention. This would be collectively developed with the SAC and SPAC towards a regional view addressing the 1.5-degree limit proposed by the UNFCCC including the vision of stakeholders (risk, adaptation).
 5. The EC decided to contact Guatemala to request the organization of a workshop to develop the chapter on Central America.
 2. Argentina volunteered to draft the letter to the candidates who had applied to the Director Search Process and will circulate it among EC members.
 3. The EC Chair volunteered to gather the opinions regarding the profile for the Director. The draft will be circulated among EC members on the week of 20 June.
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 1. Each EC member country will provide a response to the EC chair by the middle of July on the possibility of hosting the special CoP including “no” responses.
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 2. The EC decided that the call for applicants would be open (no need to be nominated by a CoP member). The Search Committee would collect and review all applications. In conjunction with the SAC and SPAC, the Search Committee will make a recommendation to the CoP.

2. USA volunteered to help in the organization of the workshop for the 25th CoP with the SAC and SPAC Chairs.
3. The EC agreed to have regular teleconferences every three months or so.
4. The EC will work with the Rules Committee to start the process of amending the Agreement Establishing the IAI to extend the Director's appointment term to 4 years and also look at any minor inconsistencies in wording or language.
5. The EC charged the Member Country Engagement Committee (Argentina, Chile & Paraguay) to work with the Directorate to come up with an action plan for those countries that are not engaged on a case-by-case basis. Panama would also collaborate in this task.
6. The EC Bureau will send a thank you letter to the outgoing SAC Chair, Frank Müller Karger, on behalf of the Executive Council
7. The EC chair will receive ideas and proposals for the 25th Anniversary of the IAI.
8. Canada put forward a motion to ask the Directorate to share a revised detailed Budget Action Plan/Work Plan with EC members no later than 4 weeks following the CoP. The revised Budget/Work Plan shall take into consideration the EC and CoP decisions with financial implications.
9. Feedback will be provided to the Directorate on the importance of presenting the Core Budget with sufficient detail. The EC requests that in the future budget presentation include time to discuss the annual work plan (provide more details).
10. The EC agreed that there must be an adequate period of time where the current Executive Director will work with in-coming Executive Director to ensure a smooth transition and continued leadership for the IAI.

Acronyms

CoP	Conference of the Parties / Conferencia de las Partes
CRN	Collaborative Research Network Program/Programa de Redes de Investigación Cooperativa
EC/ CE	Executive Council / Consejo Ejecutivo
FE	Future Earth
GEO	Group on Earth Observations
INPE	Instituto Nacional de Pesquisas Espaciais
NSF	National Science Foundation – USA
SAC	Scientific Advisory Committee / Comité Asesor Científico
SPAC	Science-Policy Advisory Committee
ToRs	Terms of Reference