

APPROVED

**MINUTES OF THE SIXTH MEETING
OF THE IAI EXECUTIVE COUNCIL**

**PANAMA CITY, PANAMA
NOVEMBER 19-20, 1997**

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Report of the Sixth Meeting of the IAI Executive Council

1. Opening session

The Representative from Panama, Ing. Dimas Arcia, Deputy Director of INRENARE, opened the sixth meeting of the IAI Executive Council. Each representative gave a brief introduction.

Those present were:

Representatives:

Argentina:	Carlos Ereño	Eduardo Cedola	
Brazil:	Antônio MacDowell	José-Luiz Aguirre	
Canada:	Robert Halliday		
Costa Rica:	Patricia Ramirez		
Cuba:	Soledad Diaz		
Panama:	Aristedes Lorlesse	Maria Donoso	Enidd Sopalda
United States:	Robert Corell	Paul Filmer	Vanessa Richardson
Uruguay:	Raúl Michelini		

Observers:

CATHALAC	Luis Morgan	Maritza Troetsel	
USAID	Tara Lumpkin		
Mexican Embassy		Silvia Muñoz	
Directorate:	Armando Rabuffetti	Brad Wilcox	Marcella Ohira
	Chris Hill		
GEF:	Eduardo Banús	Carolina Saiz	
INRENARE:	Grace Rivera	Emérita Romero	Leila de Salgado
	Yaremit Mendoza	Yorleny Castro	Berta Savarain

2. Approval of agenda

The agenda (1.ECVI/WD/Eng/Oct24, 1997) was approved without any changes

3. Approval of the report of the fifth meeting of the EC

The report (2.ECVI/DWD/Eng/Oct 24, 1997) was approved with one amendment to point 6a of the Spanish version. The amendment was: The Conference of the Parties at its fourth meeting (June 11-12, 1997, Buenos Aires, Argentina) granted the Executive Council authorization to approve the projects to receive IAI funding under the Initial Science Program Round III (ISP III).

4. EC Chair's report

The EC Chair presented his report (3. ECVI/DID/Eng/Nov 14, 1997).

5. Director's report

The Director presented his report (4.ECVI/DID/Eng/Nov7, 1997).

There had been no applications for the Mexican post-doctorate fellowships but the Director will continue to disseminate the announcements for the grants.

Paul Filmer said that although the IDB coordinating committee had considered the inclusion of an additional organization in the project, it had been decided not to do so but would welcome information from the IAI.

Ecuador has completed the internal ratification process but has yet to deposit its ratification and accreditation documents with the OAS.

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The EC requested the Director to present at its next meeting an implementation strategy, including a plan for funding, of the Summer Training Course. The EC authorized the Director to proceed with the further planning of the course.

NOAA hopes to have a joint funding and resource agreement (JFRA) with the IAI by the time of the next EC/CoP. The EC Chair said that there were clear overlaps in the funding interests of countries and of the IAI. Projects will be supported on the basis of scientific excellence. The development of JFRAs does not mean that projects will be approved. They are a mechanism for potential co-funding and to create leverage for potential resources. Not all countries have the same scientific agenda and we should engage in cooperation only where a common scientific agenda exists. The criteria should be explicit and the program must be science driven.

6. ISP III review process

The Scientific Officer presented his report on the ISP III review process (9.ECVI/Eng/Oct 24, 1997) and explained the role of the IAI in fostering multinational collaboration among scientists in global change issues. The Director reported that there would have to be a 10% reduction in each request approved. The EC approved the 16 projects that were recommended for funding by the Scientific Advisory Committee (SAC) and Directorate subject to two caveats:

- that the Directorate negotiate with Principal Investigators the budget of the approved projects to match the funds available
- that as soon as possible, but by no later than 31st December 1997, the Directorate request additional information and clarifications regarding two proposals.

Following a suggestion from Argentina, the EC asked the Directorate to send letters to the official representatives of the IAI member countries to inform them about the proposals submitted to the ISP III which were well ranked by the IAI peer review, but could not be funded by the IAI because of the lack of resources. The Directorate was asked to send a special letter to those PIs with high-ranked proposals, with a copy to the IAI Country Representative, so that the PI could use the letter as an attachment when searching for funds from other sources.

The EC endorsed the suggestion of Panama that the Directorate should involve declined PIs or investigators of proposals submitted to the IAI in IAI-funded activities, whenever possible. The IAI should find mechanisms to encourage declined PIs to keep participating in future IAI calls for proposals and activities.

The EC also requested that the confidentiality of the discussions leading up to the funding of the projects be respected.

The EC Chair said that US\$350,000 will be available from NASA and NOAA will consider co-funding some projects.

The Scientific Officer reported that the approval for the Collaborative Research Network would be moved to November 1998.

7. Report of the Scientific Advisory Committee

The Scientific Officer presented the Report of the VIII SAC meeting (10.ECVI/DID/Eng/Oct 24, 1997) on behalf of the SAC Chairman. The latter was unable to attend this EC meeting, as were the two Vice-Chairs.

8. Report of the Communications Task Force

The Report of the Communications Task Force (11.ECVI/DID/Eng/Oct24, 1997).

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was presented by Paul Filmer, as the Task Force Chair was unable to attend. The EC recommended that the Task Force prepare a formal proposal to be presented to the EC at its next meeting with recommendations about the future plans for the IAI Newsletter (costs, staff, location, content, layout etc). Further, the EC asked the Director and the Newsletter Editor to develop and implement a transition plan for the next six months for the continued publication of the Newsletter.

9. Report of the Financial and Administrative Policy Working Group

The Financial Officer presented the report of the group. The minutes of the meeting of the group of 18th November 1997 were distributed to the meeting. The EC endorsed the report of the Financial and Administrative Policy Working Group with the action points outlined in the minutes.

10. Rules and Procedures Standing Committee

The EC requested the Chair of the Committee to clarify as to which countries are members of the committee and the names of the representatives. At present the member countries are Chile, Mexico, Cuba, United States and Brazil. Further, the EC requested the Chair to prepare a proposal to the EC and the CoP regarding the proposed changes of the Agreement to change the increment (above the base and lowest contribution of US\$ 5,000 to the Directorate Annual Budget) from the current US\$ 5,000 to US\$ 1,000.

11. Data Policy and DIS

Paul Filmer reported that he had sent requests to EC Representatives for the names of DIS experts, as nominations were required. José-Luiz Aguirre reported that the first DIS system node should be ready in October 1998. Since two additional nodes must be installed before the GEF project finishes in December, 1998 it is important to work closely with the GEF Director to ensure the success of the project. The Director formally signed the INPE-IAI cooperation Agreement concerning the first DIS node at the meeting, with the EC Chair and the Representative from Brazil signing as witnesses.

12. GEF Project

The GEF Director presented his report (15.ECVI/Eng/Oct. 24, 1997).

13. Centro del Agua del Tropico Humedo para America Latina y El Caribe (CATHALAC)

Maria Donoso, the Director General of CATHALAC, made a presentation.

14. Procedure for election of SAC members

The EC agreed that a SAC Nominating Committee be established consisting of four members – two from EC Members (one of whom shall be the Chair of the Committee), an IAI Member Country Representative not on the EC, and a scientist involved with the IAI. The Committee will coordinate the nomination of SAC candidates that will occur at CoP V in 1998 for those SAC positions elected at CoP II in 1995.

15. Election of tenth SAC member

For the election of a tenth SAC member the EC agreed that the Director, in concert with the SAC and the IAI countries, would initiate the process of developing a list of potential nominees for Associates of the Institute.

16. IAI Annual Report

The Director reported on the progress made to date with the 1996/97 Annual Report. An outside firm has been contracted to assist with the preparation of the report and it should be ready by December.

17. Methodology for EC/CoP agendas

The EC approved the recommendations of the Finance and Administrative Policy Working Group concerning the changes to the agendas when a CoP meeting immediately follows an EC meeting. (21.EC/VI/Eng/Oct 24, 1997). Whenever possible, presentations by observers should be made at the CoP meeting only.

18. Administration of research grants

The EC requested that the Finance and Administrative Policy Working Group be given authority to review the final document issued by the IAI to Principal Investigators regarding the administration of research grants. The Group should work with the Director to ensure:

- that a clause be included in the contract between the IAI and the project grantee stating that Principal Investigators must assume full responsibility for any costs arising from the transfer of funds and equipment to IAI member countries
- that any relevant datasets employed in or arising from the research should be made available to other researchers through the IAI DIS.
- that adequate financial policies have been included

The review should be completed by January 1998.

19. Synthesis of research work

Following a suggestion by Canada, the EC requested that the Directorate produce a synthesis, by research direction, of the work that has been achieved under ISP I, II and III, and what policy recommendations come out of it.

20. Action lists

The Action List for Day 1 was approved subject to an alteration to point 4. The specific projects where additional information and clarifications were needed should not be identified, and a request for confidentiality of the discussions leading up to the funding of the projects should be included.

21. Dates of next meeting

The next meeting of the EC and CoP will be held in Washington. It was suggested that the EC be held on the Monday and Tuesday, a science symposium is held on the Wednesday and the CoP held on the Thursday and Friday. The weeks of 18th May, 1st June and 8th June were suggested as possible dates. The US Representative will shortly confirm the actual dates.

22. Appreciation to Government of Panama

The EC requested that it wished to express its gratitude and deep appreciation to the Government of Panama and to INRENARE for the excellent logistical arrangements and warmth of hospitality during the course of the meeting.

23. Director's performance review

The EC held a closed executive session for the Director's performance review. This was not a formal Executive Session, but an ad hoc session of the Executive Council.