



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

Ref: IAIUYDIR/2023/08

21 March 2023

NOTIFICATION

Subject: Official documents to the Extraordinary meeting of the Conference of the Parties for the election of the IAI Executive Director, 18 April 2023, videoconference

Dear Madam, Sir,

Parties are reminded that the 2023 Extraordinary meeting of the Conference of the Parties (CoP) to elect the new IAI Executive Director will be held on 18 April 2023 at 11:00 UYT (Montevideo time), via the videoconferencing system Zoom.

The IAI Directorate also reminds Parties that Rule 16 of the *Standing rules of the Conference of the Parties of the Inter-American Institute for Global Change Research* (as approved by CoP-21, June 2013, Montevideo) states:

The background documentation for the provisional agenda of a Conference of the Parties (except Special Conferences, Chapter XIII) shall include: reports of the previous Conference of the Parties and of its associated Pre-CoP and Post-CoP Executive Council Meetings; the annual report of the Directorate; the Plan for future activities of the Institute proposed to be conducted over the next year; and the proposed Budget as approved by the Financial and Administrative Committee. Background documentation may also include information on the potential programmatic, administrative, and financial implications of agenda items. The Executive Director will make this supporting information available to the Parties at least thirty (30) days before the Conference.

I am pleased to inform you that the agenda and official documents in support of the Extraordinary meeting of the Conference of the Parties are available on the IAI's website at: <https://www.iai.int/en/post/detail/2023-Extraordinary-CoP>

Given the importance of the decision to select the new IAI Executive Director, Parties are urged to participate in this Extraordinary meeting of the Conference of the Parties.

INFORMATION ON VIDEOCONFERENCING

Information on use of Zoom is available on the IAI website at: <https://www.iai.int/en/post/detail/2023-Extraordinary-CoP>

REGISTRATION

Registration for the meeting is available at:

https://docs.google.com/forms/d/e/1FAIpQLSfJp6LVhwg9EU8xR0T1jrCui_edKxaVahcoWag-KW6veBgLqA/viewform?usp=sf_link.

We request that delegates register at their first possible opportunity but no later than **31 March 2023**.

ACCREDITATION

Parties are reminded that accreditation is required for Parties to participate actively at the 2023 Extraordinary meeting of the Conference of the Parties (CoP). In accordance with Rule 3 of the *Standing rules of the Conference of the Parties (CoP) of the Inter-American Institute for Global Change Research*, a Party that has not designated a Permanent and/or Alternate Permanent Representatives shall accredit through its competent diplomatic authority, prior to the meeting of the Conference of Parties, a Representative (and, if so desired, an Alternate Representative) to that Conference.

Parties that have submitted accreditation as national representatives (ie focal points) to the IAI do not need to submit additional accreditation.

The IAI Directorate will regard an email message from the national competent or diplomatic authority nominating its delegation as sufficient documentation.

All credentials should **be sent to Ms. Soledad Noya** (soledad@dir.iai.int) at your earliest possible convenience but no later than **31 March 2023**.

Please accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,



Dr. Marcos Regis da Silva
Executive Director