

**LETTER OF AGREEMENT
BETWEEN
THE INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH (IAI)
AND**

**THE CENTRE FOR RESOURCE MANAGEMENT AND ENVIRONMENTAL STUDIES
(CERMES) AT THE UNIVERSITY OF THE WEST INDIES**

The objective of this Letter of Agreement is to provide a flexible framework for collaboration between the IAI Directorate and CERMES on scientific, technical, and capacity development programs, projects, and activities involving the interface between science and global environmental change policies including climate change, natural resource management and other related topics of common interest.

The Parties acknowledge and agree that they are separate and distinct entities, and that they are partners, rather than contractors.

IAI and CERMES agree to collaborate and develop synergies between the National Oceanic Atmospheric Administration (NOAA)-CERMES Climate Resilience Enhancement Programme (NCCREP) supported by the U.S. Department of State, and the IAI Science, Technology and Policy (STeP) Fellowship program. Annex 1 to this letter of agreement provides a description of the NCCREP, STeP programs and the collaboration between the IAI and CERMES. We sincerely hope that the success of these programs will lead to our continued collaboration.

By The University of the West Indies, Cave Hill:

Prof. Clive Landis, Principal

Date and Place: *29 Sep. 2022, Bridgetown, BARBADOS*

Signature: *R.C. Landis*

By the IAI:

Dr. Marcos Regis da Silva, Executive Director

Date and Place: 2 September 2022, Montevideo

Signature: *Marcos Regis da Silva*

**ANNEX 1 OF LETTER OF AGREEMENT
BETWEEN
THE INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH
AND**

**THE CENTRE FOR RESOURCE MANAGEMENT AND ENVIRONMENTAL STUDIES AT THE
UNIVERSITY OF THE WEST INDIES**

Background

In this document (Annex 1), the first specific collaborative activity between the IAI and CERMES under the LoA is agreed. This will be the conjunction of the NOAA-CERMES Climate Resilience Enhancement Programme (NCCREP) supported by the U.S. Department of State and the IAI Science, Technology and Policy Fellowship (STeP) program. NCCREP research fellows will participate in the IAI STeP program as fellows (hereinafter referred to as STeP fellows). The Parties agree to collaborate and develop synergies between their NOAA-CERMES NCCREP and IAI STeP fellowship programs. Below is a description of each program.

The NOAA-CERMES Climate Resilience Research Fellowship Programme has the following objectives:

1. The purpose of the NCCREP is to help bridge the decision making and research communities in the Caribbean, including the development and translation of findings from climate science and assessment into knowledge and products that support resource and risk management in the region
2. In support of the U.S.- Caribbean Resilience Partnership, the aim of the NCCREP is to help connect science to critical societal needs related to climate change and variability for a resilient future. Students will be supported for an applied research experience that will benefit them while developing regional capacity in water resource, land, coastal, marine and other climate-related areas.
3. MSc students who have completed the coursework requirements of their degree with high grades are eligible to be placed for applied research with a host agency in the Caribbean region that is working on climate change resilience.
4. The NOAA-CERMES Climate Resilience Research Fellowship is an applied research fellowship not exceeding 12-months. The fellowships will cover travel to and from the host institution (one return economy airfare) and living expenses over a maximum of 12 months. Any opportunities for the fellows to collectively attend relevant regional scientific or risk management meetings will be exploited. The host or other entities may also provide additional funding or other support.
5. Fellows may be asked to engage in regional assessment and community building efforts which will provide them with additional professional growth opportunities.

The IAI Science, Technology and Policy (STeP) Fellowship program aims to strengthen the use of scientific information to support the formulation of public and private policies in Latin America and the Caribbean (LAC).

IAI STeP fellows will preferably be early career researchers interested in how science can help address national and regional and global change challenges and contribute to the sustainable development of the countries of the Americas.

The program provides a platform for researchers at the masters, PhD, and preferable postdoctoral level, to apply their scientific expertise to address issues of socio-economic relevance related to the challenges of global change, thereby facilitating the incorporation of scientific knowledge and methodologies into the decision-making process. In addition, the Fellowship will be a key training mechanism to support researchers interested in navigating between science and government and / or industry and working from their scientific background providing advice to policy makers.

General objective: Support the provision of expert scientific advice to policy makers for the development of evidence-based policy relevant to global change and sustainable development and enhance human and institutional capacities in IAI member countries and other Caribbean countries interested in joining the IAI.

Specific objectives: 1.) Facilitate institutionalized mechanisms for the effective use and incorporation of scientific knowledge into government and the private sector to address complex global problems by promoting a transdisciplinary collaboration between scientists, stakeholders, and decision makers. 2.) Develop and provide a two-year professional development program of core training activities tailored for scientists and policy makers working in Latin America and the Caribbean in the pillar areas of Leadership, Communication, and Science Diplomacy. 3.) Create an Inter-American networking platform for Fellows, host institutions and countries, international partners, and associates, and IAI alumni to exchange lessons learned and to share experiences and best practices in science-policy interface. 4.) Promote IAI work in host institutions and IAI member countries and other Caribbean countries interested in joining the IAI, and strengthen international partnerships through the science-policy work of the Fellows, host organizations, and participating countries.

Responsibilities of CERMES

1. Support the participation of up to three (3) fellows every 12 months for 2 years in the IAI STeP program and liaise with the IAI STeP program management team.
2. Serve as the coordinating institution for the NCCREP fellows for identification of and placement in host institutions ensuring the necessary conditions for fellows to develop their work program and expected outputs.
3. Contribute to the definition of the work program and expected outputs for the fellows based on the priorities and needs identified by NOAA-CERMES Climate Resilience Research Fellowship Program.
4. Co-finance, through the NOAA and CERMES agreement, the fellowships for a period of up to 12 months each for the initial duration of the two year NCCREP program. The funding amounts for the fellowships will be defined by CERMES and NOAA.
5. Serve as the main entity in communication and negotiation with NOAA on any issue related to the implementation of the program and the funding of NCCREP fellowships.

6. Finance the international travel of the fellows (and possibly of the fellows' supervisors at the host institutions in the Caribbean) for their participation in the activities described in point 2 below (responsibilities of the IAI) when resources are available, and travel is feasible.

Responsibilities of the IAI

1. Provide Fellows up to a two-year professional development program of virtual and in-person core training activities tailored for scientists and policy makers working in Latin America and the Caribbean in the pillar areas of Leadership, Communication and Science Diplomacy. NCCREP fellows may have the option to continue participation in the second year of the IAI STeP training beyond completion of their 12-month NCCREP fellowship.
2. Invite fellows to participate in 1-2 international events (virtual or presential) during their NCCREP fellowship program. These events may be workshops, meetings, scientific, institutional, political and science and policy conferences of the IAI or partner institutions.
3. Establish an Inter-American network of Fellows, host institutions and countries and IAI alumni and promote opportunities for international collaboration of fellows from other cohorts for the development of professional collaboration networks, exchange of knowledge, experiences, etc.

Joint Responsibilities of CERMES/UWI and IAI

1. Design, where needed, the call for Fellows (considering the priority areas and requirements requested by host country/institution) and its dissemination.
2. Jointly select Fellows, when needed, considering the priority areas and requirements requested by host country/institution and those of the IAI, and Fellow's profile.
3. Form a group of mentors who will support the development of the Fellows' program by considering experts who have experience in science and decision-making processes.
4. Share progress reports related to capacity building, research, and work programs in order to monitor and evaluate the work of the Fellows during their participation in the STeP program.
5. Organize at least two meetings per year to plan, evaluate and manage themes of this collaboration and interaction with Fellows, Host Organization Supervisors and Mentors.
6. Discuss possible adjustments in the development of the program during its execution, especially in each new cycle of call, selection and development of Fellows every year.
7. Develop, when appropriate, a manual of best practices, experiences and lessons learned based on the experience of the Fellows and Hosts, to help the IAI and Host Institution improve and develop future programs.
8. Disseminate this collaboration and the results and products of the program, through social networks, institutional websites, press releases, as well as possible publications presenting a summary of the impact and results of the fellowship program.
9. Jointly seek funds when appropriate to support additional program activities and future IAI CERMES collaboration.
10. Produce and disseminate outreach material about program impact, products, and results.

This specific collaboration will enter into effect on the date of the signature of the LoA by both Parties and will remain in effect for a period of 2 years (2 fellowship periods of one year each).

The Parties bear the costs of their participation in the planning and management of the activities in this annex and their administration costs. The financing of all the activities described in Annex 1 will be subject to the availability of funds from the CERMES and IAI budgets.

The Directors of the institutions will be:

By The University of the West Indies, Cave Hill:

Prof. Clive Landis, Principal

Date and Place: 29.09.2022, Bridgetown, BARBADOS.

Signature: R.C. Landis

By the IAI:

Dr. Marcos Regis da Silva, Executive Director

Date and Place: 2 September 2022, Montevideo

Signature: Marcos Regis da Silva