



ORIGINAL: ENGLISH

19 May 2021

**CONFERENCE OF THE PARTIES  
INTER-AMERICAN INSTITUTE FOR GLOBAL  
CHANGE RESEARCH  
Twenty-ninth meeting  
Videoconference  
22-23 June 2021  
Agenda item 9**

### **Report of the IAI Executive Council**

1. This document has been prepared by the Chair of the IAI Executive Council (EC) with the assistance of the IAI Directorate

#### Background

2. Article VI of the *Agreement Establishing the Inter-American Institute for Global Change Research* instructs the EC to be the *executive organ of the Institute*.
3. At the time of writing, membership in the EC includes the following Parties:

Canada, Chile, Jamaica, Guatemala, Mexico, Panama (1st Vice-Chair), Paraguay, United States of America (Chair) and Uruguay (2nd Vice-Chair).

#### Election to the IAI Executive Council

4. At the time of writing, elections to the EC will not be necessary.

#### Activities by the IAI Executive Council during the intersessional period

5. The Conference of the Parties, at its 28th meeting (CoP-28, Videoconference, 2020), adopted eight (8) Decisions.

6. Article VI, *The Executive Council*, paragraphs 4(c), (d) and (e) of the *Agreement establishing the Inter-American Institute for Global Change Research* state:

*c) Make recommendations to the Conference of the Parties regarding the long-range plans and annual program and budget;*

*d) Make recommendations to the Conference of the Parties regarding the financial policies of the Institute proposed by the Director;*

*e) Appoint an external auditor and review the annual external audit of the financial records submitted annually by the Director to the Conference of the Parties;*

7. Accordingly, during the 2020-2021 intersessional period, the EC contributed to and participated in the review of the following Decisions and financial documents, including the Auditors report,

*Decision XXVIII/4: Instructs the Executive Council to exercise Article VI, The Executive Council, paragraph 4(b) of the Agreement establishing the Inter-American Institute for Global Change Research to undertake an annual performance evaluation of the Executive Director and report at each Conference of the Parties.*

*Decision XXVIII/5: Instructs the IAI Directorate, in collaboration with the Executive Council, to revise the IAI employee handbook to include a whistleblower mechanism for consideration by the 29<sup>th</sup> meeting of the Conference of the Parties.*

*Decision XXVIII/6: Instructs the IAI Directorate, in collaboration with the Executive Council, to develop a policy on gender and IAI projects and activities.*

8. The Chair of the EC was briefed on the re-organization of work by the IAI Directorate owing to the 2019 novel coronavirus (Covid-19). At the time of writing, the physical office of the IAI Directorate is closed and staff are working from home.

Standing rules of the Executive Council (EC) of the Inter-American Institute for Global Change Research

9. The *Standing rules of the Executive Council (EC) of the Inter-American Institute for Global Change Research* were revised similar to the *Standing rules of the Conference of the Parties (CoP) of the Inter-American Institute for Global Change Research* to take into account the special situation posed by Covid-19, particularly the need to accommodate virtual meetings.
10. The Conference of the Parties is invited to approve the *Standing rules of the Executive Council (EC) of the Inter-American Institute for Global Change Research* which is contained in document no. IAI/COP/29/9/a.

Auditors report and approval of Financial status report. Financial items to be forwarded to CoP-29

11. The IAI Directorate presented to the Chair of the EC the Auditors report, the Financial status report, the IAI Core budget and Country contributions for FY 2021-2022 and the Preliminary budget request 2022-2024. The IAI Directorate stressed to the Chair the need for Parties to submit their voluntary contributions, especially as there are no recommended increases to the IAI Core budget and Country contributions for FY 2021-2022.
12. The EC Chair noted the recommendation from the Financial and Administrative Committee (FAC) to approve the Auditors report and Party voluntary contributions, per Article XIII, paragraph 1, of the *Agreement*.
13. The EC recommends approval of the Auditors report, the Financial status report and the IAI Core Budget and Country Contributions for FY 2021-2022 and the Preliminary budget request 2022-2024 by CoP-29.

Decision XXVIII/4: Annual Performance Evaluation of the IAI Executive Director

14. The Chair requested the IAI Executive Director to submit a Performance Appraisal Report summarizing his activities and performance during the 2020-2021 intersessional period and will provide an oral report to EC members on the outcomes of the appraisal.
15. The Chair will provide an oral report on the appraisal to Parties at CoP-29.
16. The CoP is invited to take note of this oral report.

Decision XXVIII/5: Whistleblower Policy

17. The IAI Executive Director informed the Chair that the drafting of the Whistleblower policy was a joint effort undertaken by the staff of the IAI Directorate. Staff had the opportunity to revise, suggest additions and request deletions to the text.
18. Additionally, the Chair sought the legal opinion of the legal department of the National Science Foundation on the policy and on any specific articles which could be of concern. The Whistleblower policy was found to be satisfactory.
19. The EC recommends adoption of the Whistleblower policy by CoP-29.

Decision XXVIII/6: Gender Policy on IAI Projects and Activities

20. In the development of the IAI gender policy, the IAI Directorate sought the advice of the IAI Executive Council, the Scientific Advisory Committee (SAC) and the Science-Policy

Advisory Committee (SPAC) on elements to include in the policy and on current in-force policies which could provide possible models and direction. Current policies from major universities, inter-governmental organizations, science funding agencies, and scientific associations were also consulted with a view to expand the pool of knowledge and approaches related to issues on gender and science.

21. The EC Chair notes the positive review of the IAI gender policy by the SAC and SPAC and that the staff of the IAI were invited to comment on and revise the text.
22. The EC recommends adoption of the Gender Policy on IAI Projects and Activities by CoP-29.

#### Other Matters

23. Members of the EC are reminded of discussion during EC-49 (Videoconference, 2020) on the possible re-scheduling of the first meeting of the EC during the new intersessional period during the month of November. This would provide the EC with additional time to review Decisions adopted by CoP and assess efforts by the IAI Directorate to meet the targets under its workplan.
24. In light of the above, EC-52 will be held during the month of November 2021.
25. Please note that Article VI, paragraph 3 of the *Agreement* states: *The Executive Council shall meet at least twice a year and shall strive to hold its meetings in different locations among the Parties.*
26. Assuming travel restrictions are lifted by August 2021, Parties wishing to host EC-52 are welcome to contact the IAI Directorate at their earliest convenience but no later than 15 August 2021. Should regional travel restrictions remain in place, EC-52 will be held via videoconference.

#### Recommendation

27. The Executive Council is invited to take note of the draft recommendations contained in the Annex to this document.

**Draft Recommendations of the 51st meeting of the IAI Executive Council  
Videoconference  
22 June 2021**

**Approval of the Reports of the 49th and 50th meetings of the EC**

LI/1. The Executive Council approved the reports of its 49th and 50th meetings.

**Directed to the Conference of the Parties**

LI/2. Invites the Conference of the Parties to approve the IAI Auditors Report and IAI Financial Status Report.

LI/3. Invites the Conference of the Parties to approve the Core Budget and Country Contributions for FY 2021-2022 and to consider the Preliminary request 2022-2024.

LI/4. Invites the Conference of the Parties to approve the IAI Whistleblower Policy.

LI/5. Invites the Conference of the Parties to approve the IAI Gender Policy on IAI Projects and Activities.

LI/6 Invites the Conference of the Parties adopt the revised Standing rules of the Executive Council (EC) of the Inter-American Institute for Global Change Research.