

**Sixth Meeting of the IAI Executive Council**  
**November 19-20, 1997 Panama City, Panama**

**ACTION LIST**

*Revised 20-11-97*

**Day 1: Wednesday, November 19, 1997**

1. The Executive Council (EC) approved the agenda of the sixth meeting of the EC.
2. The EC approved the report of the fifth meeting of the EC with one minor amendment to point 6 a. 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).
3. 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.
4. Regarding the approval of the projects under the Initial Science Program Round III (ISP III), the EC approved the 16 projects that were recommended for funding by the IAI Scientific Advisory Committee (SAC) and Directorate subject to the following 2 caveats:
  - the Directorate to negotiate with Principal Investigators (PIs) the budget of the approved projects to match the funds available;
  - that as soon as possible, but by no later than 31<sup>st</sup> December, 1997, the Directorate request additional information and clarifications regarding two proposals

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

5. 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.
6. 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.
7. The EC recommended that the Communications 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 6 months for the continued publication of the Newsletter.

8. The EC requested the Chair of the Rules of Procedures Standing 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 of the Rules of Procedures Standing Committee 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.
  9. The EC endorsed the report of the Finance and Administrative Policy Working Group with the action points outlined in the attached report.
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**ACTION LIST**

**Day 2: Thursday, November 20, 1997**

1. 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.
2. For the election of a tenth SAC member the EC agreed that the Director, in concert with the SAC and appropriate IAI countries, will initiate the process of developing a list of potential nominees for Associates of the Institute.
3. 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 equipment to IAI member countries
  - adequate that any data arising from the research should be made available to other researchers. The DIS Working Group will provide input on this issue
  - that financial policies have been includedThe review should be completed by January, 1998.
4. 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.
5. 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.
6. 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.