

DRAFT

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

**MONTEVIDEO, URUGUAY
NOVEMBER 23-24, 1998**

TABLE OF CONTENTS

Agenda

1. **Opening session**
4
2. **Approval of the agenda**
5
3. **Approval of the report of the seventh meeting of the Executive Council (EC)** 5
4. **Report of the Executive Council Chair**
6
5. **Report of the Director**
6
6. **Report of the IAI/GEF Project**
7
7. **Program to Expand the Scientific Capacity in the Americas (PESCA)** 7
8. **Collaborative Research Network (CRN) Program**
7
9. **Man and the Biosphere (MAB)**
8
10. **Scientific projects supported by the IAI in Uruguay**
8
11. **Pan-American Climate Information System (PACIS) Initiative** 8
12. **Terms of Reference of the Executive Council Working Groups** 8
13. **Report of the Finance and Administrative Policy Working Group**
9
14. **Report of the Communications Task Force**
9
15. **Education and Training**
9
16. **Recognition Ceremony**
10

17. **Financial Officer**
10
18. **Next meeting of the Executive Council**
10
19. **Exhibit of Scientific Results** 10
20. **Closure of the Meeting**
10

Note: This report is not a strictly chronological record. For completeness, greater clarity and readability the IAI Directorate has grouped discussions of an agenda item together under the first occurrence of the topic.

AGENDA

Monday, 23rd November, 1998

Day 1

- **Morning session –**

08:30 Registration

09:00 Opening ceremony: Representative of Uruguay
EC Chair

09:15 Approval of the Agenda

09:30 Approval of the Report of the Seventh EC meeting

09:45 Report of the EC Chair

C Ereño

- Activities charged to the EC by the CoP at its last meeting
- EC activities, actions and decisions

10:15 Coffee break

10:30 Report of the IAI Director

A Rabuffetti

11:45 Update of IAI/GEF/WMO project

E Banús

12:15 Lunch

- **Afternoon session –**

- 14:00 SAC and Directorate recommendations on the CRN Program **B Wilcox/A Rabuffetti**
- 14:45 Discussion and approval of proposals under the CRN Program
- 16:00 Coffee break
- 16:15 Report of the SAC Chair **J Stewart**
- 16:45 PESCA Initiative **R Corell/A Rabuffetti**
- 17:30 GEF Working Group – Terms of reference and future actions **G McBean**
 Fund-Raising Working Group – Terms of reference and future actions **R Corell**
- 18:30 Recognition of achievements of Federico García Brum and Eduardo Banús
- 19:00 Cocktail party at CALEN

Tuesday, 24th November, 1998	Day 2
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- Morning session -

- 08:30 Executive session
- 09:30 Man and the Biosphere **USA**
 Report of IAI scientific-supported activity in Uruguay **Uruguay**
- 10:15 Pan American Climate Information System initiative **P Ramírez**
- 10:45 Coffee break
- 11:00 Reports of Working Groups/Task Forces/Committees:
 • Rules of Procedures Committee **A MacDowell**
 • Financial & Admin Policy Working Group **C Hill**
 • Communications Task Force **B Garea**
- 12:00 Approval of Action Lists
- 12:15 Future meetings and sites
- 12:30 Adjourn

- Afternoon session -

- 14:00 Debriefing session – EC Chair and IAI Directorate
- 15:00 Meetings of Working Groups as necessary

1. Opening session

The Representative from Uruguay, Raul Michelini, welcomed the Vice-Minister of Housing, Land Organization and Environment, Dr. Juan Gabito Zóbboli, the Director of the Center for National Studies (CALEN), General Juan Lezama, the EC Chair, Carlos Ereño, and the EC Representatives and Observers.

The EC Chair also welcomed all participants to the meeting, and Venezuela in particular as a new member, and thanked Uruguay for hosting the meeting. The Director of CALEN expressed his wish for the success of the meeting. The Vice-Minister stressed the importance of the work of the IAI in the Americas and ensured once again the commitment of the government of Uruguay to support IAI.

Participants at the meeting were:

EC Country Representatives:

Argentina:	Carlos Ereño	Eduardo Cédola	
Brazil:	Márcio Barbosa	Antônio MacDowell	
Canada:	Gordon McBean		
Costa Rica:	Patricia Ramírez		
Cuba:	Bárbara Garea		
Mexico:	Carlos Gay		
United States	Robert Corell	Paul Filmer	Vanessa Richardson
Uruguay:	Raúl Michelini	Gustavo Sacco	
Venezuela:	Lelys Bravo		

Observers:

Panama:	Maria Donoso
US MAB:	Elizabeth Martin

IAI:

IAI SAC:	John Stewart		
IAI/GEF Project	Eduardo Banús		
Directorate:	Armando Rabuffetti	Brad Wilcox	Chris Hill
	Marcella Ohira		

Support staff:	Viviana Cappi	(Comisión Nacional Sobre el Cambio Global, Uruguay)
	Luciana Ribeiro	(IAI Directorate)
	Isabel Torres	(Ministerio de Relaciones Exteriores, Uruguay)
	Mónica Galván	(IAI Newsletter)

In the absence of the Second Vice-Chair, Dr Carlos Tenório, Dr Carlos Gay from Mexico was elected to that post for the meeting.

2. Approval of agenda

The Executive Council approved the agenda of the eighth meeting of the Executive Council (1.ECVIII/WD/Eng/Nov 12, 1998).

3. Approval of the Report of the Seventh Meeting of the EC

The Minutes of the Seventh Meeting of the Executive Council were approved subject to the following modifications:

- page 9, Item 6, last paragraph. Change of wording. Substitute ‘la’ for ‘su’ and ‘puedan ser ’ for ‘sean’.
- page 11, Item 9, last paragraph. Change to “ que consideren destinar algunos fondos así como información para colaborar.....”
- page 11, Item 11, penultimate paragraph. Change to”...SAC, además señaló que para la consideración de las prepropuestas considera que es insuficiente la documentación que se solicita en la presentación”.
- page 8, Item 4-4. Change to “Firmar Acuerdos de Financiamiento y de Recursos con países miembros del IAI”.
- page 10, Item6. Change to “La Representante..”.
- page 12, Proyecto GEF. Change to “..asegurar la presencia permanente del IAI para ejercer atención constante”.
- Page 8, paragraph 3. Change to ”Los recursos existentes del IAI no permiten financiar todas las iniciativas de ciencia importantes, relevantes y de alta calidad que son presentadas por los grupos de investigación del continente”.

The English version will be modified accordingly.

4. EC Chair’s Report

The EC Chair reviewed the activities charged to the EC and its committees by the CoPV at its last meeting. These referred to:

- Non-independent territories of the region (Resolution #2)
- Unpaid contributions (Resolution #3)
- Associates to the IAI (Resolution #7)
- Workshop to assess of El Niño Impacts in the Region (Resolution #8)
- Areas of common interest with Associates (Resolution #9)
- Implementation plan for funding, Program to Expand the Scientific Capacity in the Americas (PESCA), and following on to Start-up Grants (Resolution #10)

The Chair reviewed the activities of the IAI from its beginning to the present in providing scientific support to the regions and stressed the need to define future IAI pathways. The problems of funding the Core Budget and the future scientific programs were mentioned as challenges for the IAI.

Training and education and the marketing of the IAI were also mentioned as important tasks.

The USA raised the issue of education and training. There is a need to be better organized to implement the program. We could consider the possibility of the SAC establishing a working group in order to be aggressive on this front. The Director said that this subject had been prioritized by the SAC in 1996 and is the best body to deal with this.

5. Director's Report

The Director presented his report (4.ECVIII/DID/Eng/Nov 12, 1998). The presentation covered:

- Update on new IAI member countries
- Countries visited
- Programmatic development of the ISP III
- Training and education activities
- IAI/NOAA activities
- IAI support to the Human Dimensions workshop on Industrial Transformation
- Joint activities with Yale University related to the planning of a project on "The impacts of climate change on agriculture"
- Funding situation for scientific projects

The IAI Project Officer presented a summary of in-kind contributions and new financial resources for ISP I and II (11.ECVIII/DID/Eng/Nov 23, 1998) based on information provided by project Principal Investigators about how effective and important IAI's research projects have been in terms of leveraging additional resources within the region to support activities in global change research under the IAI leadership.

The Director acknowledged the support the IAI is receiving from Brazil, which goes beyond what is established in the Host Country Agreement.

The Director also announced the resignation of the Financial Officer. The Director thanked Chris Hill for his cooperation and help over the last 2 years.

Following the Director's report, the delegate from Brazil stated that the listed reports and technical articles of the scientific results of the ISP I and II to date do not reflect the effort developed in the region. After an investment of US\$2 million with the involvement of dozens of scientists it is only a modest result. A request was made that the Scientific Officer should explain more of what he is doing to manage the development of these projects. In order to see the future of where funds will come from may be associated with the lack of results which we can demonstrate. The Director agreed that we do not have 100% of the information we need. The Scientific Officer did not agree that programs are not productive and emphasized that the IAI is at an early stage of its scientific development and not enough time has passed for publications to get into press. According to his view, the ISP I and II have been very productive so far. The representative from Costa Rica agreed that it was still too early to have results. However, there was general agreement that IAI should ensure that reports are produced and when available the information should be passed on to policy and decision-makers.

As a summary, the EC Chair said that it is necessary to discuss the implications of the resignation of the Financial Officer in terms of the Directorate's activities and that also efforts should be made to assemble the collection of scientific results and their dissemination at the appropriate levels.

6. Report of the IAI/GEF Project

The Project Director, Eduardo Banús, presented his report (9.ECVIII/DID/Eng/Nov 12, 1998). The results of the project activities have proved that the region needs projects of this nature. He acknowledged the contribution of Brazil (INPE) and the USA (NSF) to the IAI/GEF project. Furthermore, the Director informed that the Tripartite Commission, which met in Miami (October 22, 1998), strongly recommended that a brochure highlighting the IAI/GEF project achievement be produced. The project will be externally evaluated after March 1999. The representative from Brazil proposed a vote of thanks to Eduardo Banús for his outstanding performance in this project.

7. Program to Expand the Scientific Capacity in the Americas (PESCA)

The Director made a presentation describing the reasons, which determine the need for IAI to establish this program. He also summarized goals and objectives, implementation alternatives, timeframe and overall expected outputs after 3 years of activities.

Because of the complexity of the issue, specially in relation to implementation strategies, a preliminary working group composed of Cuba, Costa Rica, Mexico, Panama, Venezuela, USA, and the IAI Director was set up to define during the EC meeting the implementation of PESCA.

Following the presentation of the preliminary working group results by the representative from Venezuela, Lelys Bravo, and additional comments from the representative from Cuba, Bárbara Garea, it was agreed that:

- a) A working group composed of Cuba, Costa Rica, Mexico, Panama, Uruguay, Venezuela, USA, the SAC Chair (or his designee) and the IAI Director meet in the 1-3 months ahead for one or two days to produce a proposal on PESCA for the next five years. This proposal should then be circulated by the EC Chair to all the EC members for comments and mail endorsement. Next, the EC Chair will charge the Director to implement the program.
- b) However and because of the time needed to accomplish this task, the EC gives authority to the Director to use funds (in the range of USD 300,000) during the first year or up to the approval of the guidelines by the EC, in order to expedite the initiation of the Program.
- c) The USA made a commitment to support PESCA at the level of 300K/year for the next five years.

8. Collaborative Research Network (CRN) Program

The following participants at the meeting left the room throughout the discussions and approval of the CRN program because of a conflict of interest: Lelys Bravo, Maria Donoso, and John Stewart.

The Scientific Officer summarized the various steps accomplished for the evaluation of full proposals, highlighting various aspects of the peer-review process (mail review, panel review, SAC evaluation and recommendations). Next, he presented the list of 14 research proposals recommended for funding and considered by the SAC to be the most appropriate set of scientific proposals, which as a whole addressed the themes of the Science Agenda and provided a reasonable distributed participation of IAI countries.

After a long discussion the EC approved the 14 proposals recommended for funding by the SAC and endorsed by the Directorate, under the CRN program, for the next 5 years, provided that:

- Recognizing the paramount importance of and adequate management of the program, including coordination and connections between the various projects of the CRN, the EC authorized the Director to conduct a detailed analysis of each project and to determine if funds could be derived from the own program (or eventually from the IAI core budget) to support a science assistant or project manager to assist the Scientific Officer in the coordination of the program.
- In view of the need to enlarge the funding basis of the program, the EC authorized the EC chair and the Director to search for additional funds through negotiations with national funding agencies in the member countries.

Although the CRN projects were approved with unanimous consensus of all countries present at the meeting, the delegation from Brazil stated that the fact that the SAC recommended a set of proposals rather than a list of fundable proposals, left the EC with no room to act upon the recommendation, such as approving a lower number of proposals, and for example, leaving some funds available for hiring a science assistant or project manager to ensure successful follow-up of the implementation of the program. This reinforced the need to authorize the Director to negotiate the budget adjustments with Principal Investigators of the approved projects.

9. Man and the Biosphere

Elizabeth Martin, BRIM Coordinator MABNETAmericas, made a presentation on the US Man and the Biosphere Program.

10. Scientific Activities Supported by the IAI in Uruguay

Licenciado Mario Bidegain , Principal Investigator of the ISP II project entitled “Climate Variability and Agriculture in Argentina and Uruguay: Assessment of ENSO Effects and Perspectives for the Use of Climate Forecasts,” gave a presentation on the scientific progress being accomplished under this program.

11. Pan-American Climate Information System (PACIS) Initiative

Dr Patricia Ramirez gave a presentation on the Pan-American Climate Information System (PACIS) initiative highlighting IAI’s participation in previous meetings held in Costa Rica (April and August, 1998). It was agreed that the IAI would continue to participate in future discussions. The EC Chair and the Director will represent IAI at future meetings.

12. Terms of Reference for EC Working Groups

The terms of reference for the working group in charge of exploring funding possibilities with the GEF were presented by the representative from Canada, Dr G. McBean (13.ECVIII/DID/Eng/Nov 12, 1998). These terms of reference were approved by the EC.

Similarly, the representative from the USA, Dr Robert Corell, presented the terms of reference for the Fundraising working group, which were also approved by the council.

In view of the need to pursue and follow-up on the funding opportunities with the GEF for the project “Co2 monitoring in the Amazon region”, the governments of Brazil and the USA made an offer to support Eduardo Banús’ work through a one-year contract to continue assisting the IAI in the submission and approval of this second IAI/GEF project and other fundraising activities. The EC welcomed Brazil’s and USA’s offer to support Eduardo Banús.

13. Report of Finance and Administrative Policy Working Group

The Financial Officer reported that the membership of the Group needed to be reviewed. The EC approved the new membership of the Finance and Administrative Policy Working Group for a two-year period starting January 1999. The members will be Mexico (Chair), Cuba, USA and Uruguay, with the IAI CFO being the Secretary. The representative from Brazil, Antonio MacDowell agreed to be available for consultation, particularly on issues related to Brazilian regulations.

He also reported that a schedule of unpaid contributions had been distributed to EC members. US\$83,000 of approved member country contributions had been lost to the IAI through non-payment.

In order to communicate to all EC and CoP representatives about the fundamental importance of member countries to contribute to the institution’s core budget, the EC recommended that the Director will now sign the letters following up unpaid contributions, mentioning that the EC has strongly endorsed this communication.

The Executive Council will consider at its next meeting the formal approval of the IAI Conflicts of Interest and Standards of Ethical Conduct contained in the document distributed during this EC meeting by the US delegation.

14. Report of the Communications Task Force

The Representative from Cuba, Dr Bárbara Garea, presented the report (8.ECVIII/DID/Esp/Nov24, 1998). It was requested that the Annual Report be available before the meeting of the EC in November each year. The delay of more than a year in the finalizing of the Homepage was said to be due to the lack of time at the Directorate to prepare information to send to the designer in Argentina.

In order for all nations to be aware of the substantive progress made by the IAI, the USA Representative, Dr Robert Corell, suggested that the EC Bureau (Chair, Vice-Chair and Directorate) collaborate more closely with the Communications Task Force over the next 6 months on the next level of activity which focuses on scientific accomplishments, interpretation and understanding, to extend beyond what we have been doing for the benefit of member nations. This proposal was approved by the EC.

15. Education and Training

The USA Representative suggested the EC needs to develop a strategy for education and training in the hemisphere by setting up a special task group to take a broad view of where IAI should go over the next 5 years. It needs to establish principles to help decide where investments should be made and how they should be implemented, develop specific programs to sell these to outside organizations and obtain new money, and identify the management implications. The EC Chair and the Director should write the terms

of reference for the next EC meeting. The SAC could appoint sub-group to take on this responsibility. The EC approved this proposal.

16. Recognition ceremony

In a recognition ceremony the EC and the IAI Directorate acknowledged the outstanding institutional and scientific contributions of Federico Garcia Brum, the first EC Chair and former representative of Uruguay, and of Eduardo Banús, Director of the IAI-GEF-WMO project, for their work and commitment to IAI.

17. Financial Officer

The EC approved a resolution recognizing the outstanding contributions of Mr. Christopher Hill in his role as the first Financial Officer and his guidance and efforts in establishing the financial and accounting procedures of the Institute.

18. Next meeting of EC

Dr. Gordon McBean, Canadian Representative, will seek authority from his Government to host the next meeting of the EC and CoP in June 1999. Costa Rica's and Venezuela's Representatives will investigate if their countries can host future meetings.

19. Exhibit of scientific results

Brazil suggested that for the next CoP an exhibit should be organized where the scientific developments and results from the various programs can be seen and appreciated by the various decision-makers and allows an opportunity for people to know about the results being achieved. This suggestion was approved by the EC.

20. Closure of the meeting

The USA representative, Robert Corell, and the EC Chair, thanked Uruguay, and in particular the Uruguayan Representative Raúl Michelini, for hosting the meeting and for providing such excellent support.

The vice-Minister of Defense, Mr. Carlos Olarreaga, and the Director of CALEN, General Juan Lezama, attended the closing ceremony on behalf of the Government of Uruguay.

