INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

Minutes of the 41st Meeting of the IAI Executive Council (EC)
14 June 2016 – Hotel Intercontinental, Santiago, Chile

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41st Meeting of the IAI Executive Council (EC)
14 June 2016 – Hotel Intercontinental, Santiago, Chile
AGENDA

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Adjourn

1. Opening Remarks

Maria Ulhe opened the meeting and gave the floor to Fernando Farías, head of the Climate Change Office of the Ministry of the Environment, who welcomed the participants and wished them a successful meeting. Eric Gagné, from Canada thanked for the opportunity of working with Chile in hosting this EC and CoP meetings.

After the introductory remarks, the EC determined that the quorum was present. Participants at the meeting were:

EC Country Representatives –
Argentina: Miguel Angel Blesa, Magdalena Alvarez Arancedo
Brazil: Jean Pierre Ometto, Davi de Oliveira Paiva Bonavides
Canada: Eric Gagné (EC Vice Chair), Kate Vogt
Chile: Gladys Santis
Costa Rica   Roberto Villalobos Flores
Paraguay: Fernando Méndez Gaona
Uruguay   Julieta Falero
USA: Maria Uhle (EC Chair),

Observers – Member Countries:
Bolivia   Ramiro Villarpando
Colombia   Omar Franco Torres
Mexico   Sergio Gonzalez
Panama: Luz Graciela Cruz
                    Milagro Mainieri

Observers – Other Institutions
FAPESP   Reynaldo Victoria

IAI Directorate:
Holm Tiessen (Executive Director), Marcella Ohira (Deputy Executive Director, Director, Capacity Building), Rafael Atmetlla (Director, Finance and Administration), Elma Montaña (Director, Science Programs), Ana Murgida, (Director, Science-Policy Liaison Office), Jorge Grandi (Advisor), Ione Anderson (Project Manager & UN Liaison), Soledad Noya (Assistant to the IAI Director), Paula Richter (IAI Publications Editor), Elvira Gentile (IAI Directorate support).

IAI SAC
Edwin Castellanos

IAI SPAC Chair
Javier Gracia-Garza

IAI FAC Chair
William Smith

2. Approval of the Agenda

The EC approved the Agenda of its Fourty First Meeting. *(Action 1).*

3. Approval of the Report of the 39th and 40th Meetings of the EC

The EC approved the reports of the 39th and 40th Meetings of the Executive Council *(Action 2).*

4. Committee to recommend candidates for the election of the IAI Scientific Advisory Committee (SAC) and the Science Policy Advisory Committee (SPAC) members

Per IAI statutes, the CoP needs to have a SAC with 10 members. Two vacancies need to be filled by the CoP in its 2016 conference, and two additional positions are eligible for renewal. The members of the CoP have received separate notifications on this topic.

Regarding the SPAC, This year three members of SPAC will be retiring from their function.

The EC decided that the members of the Committee to recommend candidates for the election of members to the IAI SAC would be Argentina, Brazil, Canada, and Chile. The report will be presented at the CoP*(Action 3)*.

The EC decided that the members of the Committee to recommend candidates for the election of members to the IAI SPAC would be Bolivia, Brazil, Canada, and the USA. The report will be presented at the CoP *(Action 4)*.

5. Report of the EC Chair

The EC chair, Maria Ulhe, reported on the activities charged to the EC by the CoP 23 in Lima. (document 7 of the Meetings Twiki site).

The main action was to contact the members of the Implementation Committee for the Tripartite Structure to move forward the Host Country Agreement in Argentina and Brazil. In Argentina, the process is almost complete. In Brazil remaining issues mostly stem from national laws that make it difficult for international organizations to operate.

We recognize that The Science Development function is critical to the IAI and we must all work together to find a workable solution that is beneficial to the IAI activities and takes advantage of the science leadership and excellence in Brazil. There have been ideas of implementing a network that is lead by Brazilian scientists in conjunction with institutions in Brazil. There has not been much discussion on how it would take form but the EC should think about this and make a recommendation to the CoP.

IAI Executive Director: Brazil's scientific contribution has been extremely important to the IAI. The IAI cannot represent science of the continent without Brazil. The capacity of Brazilian Institutions particularly for synthesis, for modeling, for cross-cutting research is unparalleled, so we need to find a solution. At the same time the Brazilian conditions for operations are very difficult for international organizations. The IAI does not have the capacity to comply with all the rules and regulations because

it does not have sufficient administrative personnel. We still keep an administrative employee there because we are trying to officially close the former office.

When the tripartite structure was being discussed, there was an alternative to establish a committee to guide the scientific foresight and synthesis, to be led by a country. That may be an excellent solution for involving Brazil.

Brazil: This is really a situation that needs to move forward. If IAI needs a science direction, may be a network is not the best thing. I fully agree that bureaucracy is an obstacle, even for local offices. Regarding staff, the immunities for international staff are there, the only point is that it is not possible for a Brazilian not paying tax, even when he is working for an international organization. We have to think about these points. The scientific community in Brazil is very interested in the IAI, there is a lot of contribution and it is something we are not going to lose. May be we can revisit this.

IAI Executive Director: Let me explain what is happening in the second country that is part of the Directorate Office under the tripartite structure. In Argentina over the past 10 months we have made tremendous progress. We had a great support from the Ministry that facilitated the dialogue with other institutions in the country, which is critical to build a network rather than a point of contact. The Host Country Agreement we have with Argentina is un-bureaucratic. The office has been able to hire, on very short term grants, people from several universities, graduate students, etc. We have been able to integrate them in the office and the team made tremendous progress in analyzing IAI scientific production for the benefit of policy discussions.

Other activities requested or made by the EC

- A template for the nomination of SPAC candidates was prepared based on the criteria suggested by Canada. This template has been received and reviewed by the SPAC and is currently being used for the nominations for current SPAC vacancies.

- The EC decided that its Bureau and the IAI Directorate would send a letter to Future Earth (FE) to express that IAI wishes to participate in the program under equitable association between regional and global entities. That letter was sent and is available in the materials provided to the CoP. The IAI will help to coordinate FE activities in the region.

- The EC requested that the IAI Directorate prepare a list with the necessary qualifications for the members of the Standing Committee of Rules and Procedures and send it to the Parties. This information has already been provided.

- The EC decided to request the SAC to identify ways of interaction with the Group on Earth Observations (GEO). These suggestions are included in the SAC report and was discussed at the last SAC meeting in New York, USA.

- The EC established a committee (Argentina, Canada, Chile and Paraguay) to work on the participation of member countries in the IAI. There is no robust engagement with our member countries outside the meetings, therefore IAI has to identify ways to engage our members.

- The EC accepted the offer from Canada to draft the terms of reference for the working group on open science and send it to the group's members, including the SAC and SPAC. The results of this are presented in the report submitted to the CoP.

- The EC decided to extend the current Executive Director's contract by 6 months to allow for hiring procedure and approval by CoP 24. The search process for a new Director began and 6 applications were received. There was a question early in February about whether Holm Tiessen was eligible. The Search Committee decided to suspend the current search process due to the lack of a clear procedure and a definitive interpretation of the term limit of the Director

Executive Director: There were negotiations with FE, and now IAI is drafting a MOU for mutual benefit. Regarding GEO and data curation, Canada offered to help in open science and prepared the terms of reference. One of the critical points is that the IAI is not in a financial or staffing position to curate all data from the projects we fund. IAI needs the help of its member countries and other institutions that do open data curation so that we can decide what kind of project should be associated with what country or curation mechanism.

6. Report from the Implementation Committee for the Tripartite IAI Directorate

Maria Uhle, chair of the Implementation Committee for the Tripartite IAI Directorate, reported on the implementation of the 3 offices in Argentina, Brazil and Uruguay (Document 8 in the Twiki site)

The Implementation of the IAI tripartite governance continues. The Montevideo office is operational. As of May 2015, a director has been hired in the Science-Policy liaison office in Buenos Aires and the IAI is proceeding to develop the capacity for this office. In March 2016, representation of Argentina to the IAI changed. Lino Barañao and Miguel Blesa (Alternate Delegate) are now serving on the IAI Executive Committee and on the Director Search Committee. Due to the change in government, a few commitments from the host country agreement are still under development but much progress has been made in the establishment of the office. Through its current leadership, the office is beginning to make a strong impact on the region for the IAI and we look forward to continued success with this group.

The revised host country agreement for the Science Development Directorate with Brazil was received and reviewed by the committee and the IAI Directorate. The efforts of the representative from Brazil to try and resolve concerns from both the IAI and the Government of Brazil are greatly appreciated. Unfortunately, challenges still remain. The issues arise from how all international organizations, not just IAI, are governed under Brazilian law with respect to privileges and immunities for organization and staff, and the administrative obligations arising from this. The current suggestions would make it difficult for the IAI to operate in the same manner that it operates in Uruguay and Argentina. As stated above, the Science Development function is critical to the IAI and solution that is beneficial to the IAI activities and takes advantage of the science leadership in Brazil must be found.

7. Open science

Eric Gagné from Canada referred to draft documents 9 and 10 of the Twiki meeting site. The first document is the terms of reference of the Open Science Committee, composed by Canada, Argentina, Brazil, U.S., the IAI Directorate, the Chair of the S.A.C., the Chair of the S.P.A.C., and other interested IAI member counties.

The Open Science Committee (OSciC) shall serve as a forum for sharing information and providing advice to the Inter-American Institute for Global Change Research (IAI) on the issues of open science, open data, and open access with a view to implementation of Institute-wide policies and the development of strategic alliances. The activities in the terms of reference require some foundational

work to be done, so in the work plan there is a table to identify some possible outcomes that require discussion. One of the first questions is who is already collecting data, prior to establishing a strategy on data curation. Feedback from Member Countries on the ToRs and possible outputs and questions will help guide the work on open science in the coming year.

Eric Gagné said that in Canada there is a new government and it has been pushing to for government to be more transparent and open and asked the other delegates about their experiences in open science.

Brazil: It would be an interesting strategy for the committee to think about what data is really useful. For example, land use change data has been free in Brazil for 10 years and it has helped a lot of institutions and governmental bodies. For the community this sort of mapping is interesting.

Chile has a transparency law and all information should be available for citizens. However, we have some problems in the implementation. One of the main problems is with data open to the public or even to other institutions. We would like to make interpreted data available. Chile has committed to work on this with its new Ministry of Science and Technology

FAPESP: Open science is very difficult to implement, a reliable data curator and a reliable server are needed. If it is not institutional, it will not work.

Canada: In Canada we require scientists to submit the datasets used in a scientific literature that has been peer reviewed. They have to provide the metadata, so that it can be replicated. In that case data curation does not rely on my organization but I can track it using inventories of where the data is or has been used; that is very important for the credibility of science.

Argentina: The government is willing to put all relevant info in open access for all people. I do not think that IAI can be curator for such a huge amount of data, perhaps what we can do is push and try to convince national organizations like our CONICET in Argentina to go ahead and build reliable open data bases. Many times the problem is the visibility of data in these repositories. A complementary action would be describing what we have been doing so that the general public and policy makers become aware of the importance of this work.

Executive Director: Perhaps we need to draw a parallel to research ethics. The IAI has required to maintain research ethics for instance when research involves human subjects, but we do not have legislative power over all the countries and regions where research happens. Therefore we have to deal with institutions who write proposals on human subjects' research to check if they have rules in place. Perhaps in data curation and data management we need to manage projects the same way, to work with the institutions that do the research but also in collaboration with their national research institutions in order to assure that care is taken on data curation. Besides, IAI would be an extremely good vehicle to coordinate cooperation between neighboring countries within the region. Smaller countries are not all in the position to implement open data policy without a cooperation. There are also bilateral agreements that have not been explored yet.

Bolivia: How can small countries organize in the framework of open science? In Bolivia we are re-thinking the national Meteorological Service. It is not only a change in name, but in the way information is handed. There is not a clear information management, information is scattered and that causes a lot of problems. Partnerships will be very beneficial.

Canada: The IAI has also opportunity to work with other institutions and networks. For example, WMO and IPCC have good data systems.

USA: I agree with the idea of the role of the IAI in promoting open science, open data. We have the opportunity to work together. We all have different resources, we are at different stages, I think we can use the IAI to talk about this. Science generated in the IAI is hosted in repositories within our countries. We can have some sort of portal so that people can access the IAI information. This portal can be done in conjunction with other entities such as FE. I think we can make a recommendation to the CoP.

The EC decided to define a series of deliverables (compendiums, best practices, type of partnerships) to be prepared by the Committee on Open Science. This definition will be forwarded to the CoP for approval *(Action 5).*

Colombia: We are working in open data within a new legal framework. All institutions have to make their data accessible to the public. For example, about two years ago IDEAM sold meteorological information. With the new law, data is free now, and we have faced an exponential growth and problems to give a response to such a growth. We had trouble to make the information available. We are designing a scheme to upload info to the cloud, so that people can download what they need easily. We also have data exchange with WMO. We share open data from meteorological stations, and we upload information to the global data base. Colombia is also a GEO focal point.

Executive Director: If member countries have a repository system and instructions for their scientists, please let the IAI have such instructions and we will make sure that the scientists receiving IAI funding will comply with that repository policy as part of the conditions of our funding.

SAC Chair: Situation of countries in the continent is very different regarding data repositories and open data. It is very important to foster collaboration and create the capacity.

SPAC Chair: The availability and accessibility of data and information created by IAI is one of the recommendations of the SPAC. Not all countries have the same standards for curation of data, therefore it is interesting of thinking of a common repository.

Then Eric Gagné introduced the Discussion Document for the development of a work plan for the IAI open science committee (Document 10 on twiki site).

The document was framed as possible outputs, specific activities to be delivered over the next year, and CoP considerations and decisions (to be discussed at CoP 24). Some of the outputs include: have a common IAI open science definition; a white paper on the state of open science across CoP members (who is doing what & who is looking for what); list of existing open data platforms and a peer review publication citation list with standardized metadata.

Executive Director: the Buenos Aires Office has just updated the publication list. Everything is available. CRN 3 has not been quality controlled by us yet. There are around 1200 peer reviewed publications from IAI projects on the site citeulike (CRN 2, small grants and part of CRN 1).

USA: The Belmont Forum is undertaking a similar set of activities right now. I would like to extend the invitation for the IAI to become involved so everyone can benefit from different approaches. One is Data policy, the other is a series of use-case scenarios about tools and processes that can help make data less seamless when you are dealing with interdisciplinary data. There will be workshops and summer schools and IAI participants are welcome.

8. Report of the SPAC

Javier Gracia Garza, chair of the Science Policy Advisory Committee reported on the activities of the SPAC (Document 15 in the meetings twiki site).

The SPAC was established in 2013 after the creation of the tripartite governance model of the IAI and the Directorate for Science Policy Integration in Buenos Aires. Its mandate is to provide advice on the development of an IAI strategy to improve and broaden the links between its scientific work and policy making. SPAC's activities since its creation have included bilateral and multilateral meetings to advance the mandated work. The most recent meeting took place in New York State in May 2016.

Members of SPAC and the IAI directorate engaged in a productive conversation and concluded that SPAC's action for the future will focus on the following three key elements:
1. Improve the visibility of the IAI with policy makers and ensure it is considered a reference organization in global change research for the Americas.
2. Identify demands on global change policy issues in the region and provide advice to the IAI for establishing research activities to respond to those demands.
3. Enhance the diversification and volume of funding sources.

Therefore, SPAC Actions for the future are:
- Provide advice on what are the best methods to communicate technical results for decision makers and help to identify the issues that have most current value for them.
Knowledge generated by IAI needs to be available and accessible to decision makers and opinion making leaders to influence their thinking and decision making process

-To strengthen science policy integration, working with SAC, create a core of "ambassadors" of the IAI to engage in a two way communication with decision makers to ensure the scientific agenda is responding to policy relevant issues for the region
Engagement at all levels, from those supporting the IAI - governments, scientists, private sector and decision makers in general - is needed to create and advance a science agenda that contributes with relevant knowledge to challenges and opportunities in the Americas

- Provide advice on alternative models to finance research, including helping the IAI to communicate with financing organizations known to the members of SPAC.

Key message from the SPAC: Increase funding for the IAI to support research projects and to support knowledge transfer and implementation to decision makers in the Americas.

Other activities include continued support to the Science Policy Directorate, maintaining meetings with SPAC members once a month and meetings between SAC and SPAC Chairs every three months.

Argentina: the three points are really very relevant. I think it is timely to make an IAI white book showing what has been done and its relevance for policy makers and the general public.
Now there is a requirement about what do we know about the projected aim of raising temperature 1,5 degrees rather that 2. What do we have to say about that? We should encourage stakeholders to ask questions and we should try to answer them.

Argentina proposed preparing a science synthesis such as a white book on IAI science since its inception. (*Action 6*).

Argentina proposed that member countries engage on national and regional questions such as the 1.5-degree limit proposed by the UN Climate Change Convention and to encourage questions by stakeholders (*Action 7).*

9. Financial and Budgetary Matters

Rafael Atmetlla (Director, Finance and Administration) made a presentation on the financial status for FY 2015-2016 and Audit of year 2015 (further details in the Addendum of Document 12 in the Meetings Twiki site).

8.1. Overview of the Financial Status for FY 2015-2016 and Audit of 2015

Status of the Core Budget

As of 30 April 2016 the IAI had collected 98% of the approved contributions for the fiscal year 2015/2016. Table I shows the status of the contributions received as of April 30, 2016.

Table 1. Core Budget 2015/2016
Status of Country Contributions as of April 30, 2016 (Amount in US$)

	Due as of 30-Jun-15	Contribution for FY 15/16	Paid - in 2015/2016 to be applied to:			Due as of 30-Jun-16
			Arrears	Current year	Advances	
Argentina	147,957	69,000	(69,000)			147,957
Bolivia	45,000	5,000				50,000
Brazil	340,000	120,000				460,000
Canada	14,000	173,000	(14,000)	(125,661)		47,339
Chile	-	8,000				8,000
Colombia	13,000	13,000	(13,000)	(3,808)		9,192
Costa Rica	18,024	5,000	(18,024)	(5,000)	(352)	(352)
Cuba	55,067	5,000				60,067
Dominican Republic	90,000	5,000				95,000
Ecuador	5,000	5,000				10,000
Guatemala	90,000	5,000				95,000
Jamaica	55,000	5,000				60,000
Mexico	85,000	85,000	(85,000)	(85,000)		-
Panama	(5,000)	5,000				-
Paraguay	44,457	5,000	(5,580)			43,877
Peru	29,527	6,000	(29,527)	(3,585)		2,415
Uruguay	(300)	5,000				4,700
USA (*)	242,203	831,000	(173,203)	(743,940)		156,060
Venezuela	45,000	45,000				90,000
Totals	1,313,936	1,400,000	(407,334)	(966,994)	(352)	1,339,255

The response from the countries to the IAI contacts has decreased. Only 10 countries have made payments, or owed less than an annual amount. Some of the biggest parties of the Institute failed to pay their dues before the end of the fiscal year. Brazil has four pending contributions amounting to a total of US$ 460,000 at the end of FY 15/16. The total of FY 15/16 contributions not received at the end of the fiscal year amounts to US$ 580,000. The impact of these missing contributions is critical and they create a difficult financial environment for IAI, that is operating at a limited level. One staff member is still in Brazil dealing with the closing of the tax registration (final step of transition).
The total amount of pending contributions is similar to the previous year, about US$1.33 million.

Expenses

The following table shows the expenses at the close of February 2016 (eight months into the fiscal year). This comparison shows the status of the core budget compared to the actual expenses in the corresponding period (75% of the total approved budget).

Budget Performance
July 2015 - March 2016 (Amounts in US$)

Category	Actuals 2015/2016	YTD Budget 2015/2016	Difference	%
Salaries & Benefits	717,251	690,172	27,079	3.9 %
Travel & Training	63,650	74,460	(11,110)	-14,0 %
Equipment	4,889	8,025	(3,136)	-39,1 %
Operational Costs	100,395	222,641	(122,246)	-54.9 %
Dissemination & Outreach	3,739	29,250	2,489	8.5 %
Director's Fund		40,500	(40,500)	-100.0 %
Total	**917,624**	**1,065048**	**(147,424)**	**-13,8 %**

- At the close of March 2016, the expenses were 13.8% lower than the 8-month budget, due to the effect of Operational Costs and Director's Fund (DSF frozen due to contribution status).
- Savings partially offset by Employee Benefits and Outreach activities.
- Total annual xpenditure is expected at -5% under the full-year budget.

Cash balance and CB Reserves

The cash balance at the end of March 2016 was 34% higher than the balance at the end of February 2015. Program Funds from NSF have been requested and the balance of Cash-on-hand for these funds is close to zero, consistent with the change of policy in NSF from 2014.

The Cash reconciliation reflects a slightly decreased position in the core budget, with reserves covering 3.8 months of operations. If the undisbursed funds by the US are taken into consideration, the current available funds cover 5.4 months of operations, lower than last year.

Cash Reconciliation at the end of March-16 *(Amounts in US$)*

	Feb -14	Mar-15	Variance
Program Funds	38,785.95	60,412.24	55.8%
IAI CB Funds	337,003.88	443,480.96	31.0%
Total Cash	**375,789.83**	**503,893.20**	**34.1%**

Administrative Area

Tripartite Agreement Implementation:
- Offices in Montevideo fully operational.
- Argentina placed a Director for the Science-Policy office.
- Brazil not implemented – high risk situation compounded with lack of payments of contributions.
- Brazil contribution status creates complication for financial management of IAI.

Internal controls and Audit (doc 19)
- No pending items on internal controls from the FAC or External Auditors.
- External Audit report received in time for current year.
- A clean audit report is expected – solution for Project Management has been successful.

Executive Director: A comment and a request to the CoP regarding the continuing office operations in Brazil. Part of the administrative problems that we have had in Brazil were a demand by the Brazilian Government for total contributions for taxes and social security of 400.00 USD which had already been paidby the IAI; but the Brazilian administration had lost the records. In order to settle the court case, which was decided in favor of the IAI, we had very considerable legal costs and that vulnerability was one of the reasons for moving the office to Uruguay. In order to close the offices in Brazil we needed to draw a line on all these procedures. Once the case was settled, the Brazilian authorities started investigating backwards, and found irregularities in taxes of about 150 USD which cost us several months in salaries dealing with bureaucracy. We need to close the commercial registration in CNPJ of IAI headquarter office in Brazil. The procedures normally are with the tax authorities but the tax authorities now have asked us for a statement from the Foreign Relations Ministry that the IAI has left Brazil and then they will cancel our registration. However the wording of the letter that they request directly impinges on the Tripartite Agreement and the continuing presence of the IAI in Brazil in the Science Development Office. I ask CoP advice on this issue, because if we ask the Foreign Relations Ministry to write this letter it will have political implications.

Brazil: It is not easy situation. I would like to have access to the information on the IAI office and staff, so we can help on our side to solve this problem. I would also like to have the information the Ministry has sent regarding the closure of the office. The idea is to make a nicer bridge among the IAI and the different bodies of the Brazilian Government. There are also other Institutions in Brazil asking for their contributions and there is an indication to solve all these problems. I would not like to impinge on the Agreement at this stage and we need to think in the longer term and solve the emergency.

The EC decided to ask Brazil to help with the official closing of the IAI Directorate *(Action 8).*

The EC accepted the Financial Report and the Financial Statements for the fiscal year ending June 30, 2015, and will forward them to the CoP *(Action 11)*.

The EC accepted the Auditors´ reports of the Financial Statements as of 30 June 2014 and 2015 *(Action 12).*

8.*2. Core Budget and country contributions for FY 2016-2017*

Rafael Atmetlla presented the core Budget Request for FY 2016-2017 (further details in Document 18 in the Meeting Twiki site). The proposed FY 15/16 budget amount maintains the operational budget of the Institute at the same level as proposed over the previous year. The budget does not consider a proposal for changes in the total contribution amount, as anticipated the previous year. The proposed budget level allows IAI to continue with an improved level of activities and services and compensation for additional liabilities that have in the past not been included in the budget. The proposed budget estimates the full cost for the following fiscal year operating in Montevideo.

Table 4: Core Budget Request Comparison 2016/2017-2015/2016 *(Amounts in US$)*

Amounts in US$	Fiscal Year 2016-2017	Fiscal Year 2015-2016	Difference
Salaries & Benefits	935,382	920,230	15,152
Travel	99,280	99,280	-
Equipment	10,700	10,700	-
Operational Costs	277,754	296,854	(19,100)
Dissemination & Outreach	39,000	39,000	-
Director's Fund	54,000	54,000	-
Total	**1,416,116**	**1,420,064**	**(3,948)**

Member Country Contributions to the Core Budget

For fiscal year 2016-2017, the IAI Directorate is proposing to maintain the level of contributions from the previous fiscal year.

Table 5: Current Contribution to CB by country *(Amounts in US$)*

Country	% (*)	Contribution
Argentina	5.01	69.000
Bolivia	0.07	5.000
Brazil	8.73	120.000
Canada	12.63	173.000
Chile	0.55	8.000
Colombia	0.96	13.000
Costa Rica	0.13	5.000
Cuba	0.13	5.000
Dominican Republic	0,18	5.000
Ecuador	0.18	5.000
Guatemala	0.13	5.000
Jamaica	0.18	5.000
México	6.21	85.000
Panamá	0.13	5.000
Paraguay	0.20	5.000
Peru	0.42	6.000
Uruguay	0.27	5.000
USA	60.75	831.000
Venezuela	3.27	45.000
Fund Total	**100.00**	**1.400.000**

(*): This percentage represents the participation of each member country in the distribution of the operational costs of the Directorate according to the OAS Table of Contributions for 2001. The 26th EC requested contributions in multiples of US$1,000 implemented in 2007

With the current forecast for contributions, IAI expects to fund 100% of the 2016/2017 budget, either by current year contributions or payments to previous year's contributions; however we will continue to pursue the maximization of these funds and to get all member countries to participate in and contribute to the IAI's activities.

Three-year Core Budget (FY 16-17 / 17-18 / 18-19)

The budget for 17/18 and 18/19 are for reference and planning purposes, and each year a three-year budget will be presented, however approval for each one is made yearly

Amounts in US$	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
Salaries & Benefits	935,382	913,899	1,113,021
Travel	99,280	93,909	93,909
Equipment	10,700	15,000	10,000
Operational Costs	277,754	295,633	224,404
Dissemination & Outreach	39,000	40,000	40,000
Director's Fund	54,000	60,000	40,000
Total	**1,416,116**	**1,418,441**	**1,521,334**

Canada: I notice that member countries budget is 1,4 million. Your expenditures are also 1,4 million. Member countries to my knowledge have rarely paid their full contribution, so what strategies do you have in place for the next years if countries do not pay?

Finance & Administration Director: This is covered by not executing the full budget and operating at a minimum level. For example the Director's Special Fund is not being executed.

Canada: this year we will pay our full contribution in US dollars.

The EC accepted the Core Budget request for 2016-2017 and will forward it to the CoP for approval (Action 9).

The EC accepted the unchanged level of Country Contributions for 2016-2017 to the CoP for approval *(Action 10).*

8.3. Financial and Administrative Committee Report

Will Smith presented the report of the Financial and Administrative Committee (FAC) (See document 17 on the Meetings Twiki site).

The FAC received and has reviewed the IAI's core budget request for the coming fiscal year, and recommends that the Executive Council forward it to the Council of the Parties for approval. The FAC found the request to be responsive to the evolving nature of IAI operations, and the proposed expenses reasonable and appropriate. The budget proposes no increase in country contributions for the coming year with expenses roughly steady at about $1,400,000

Audit Report: The FAC recently received the independent audit report on the IAI financial statement for fiscal year 2014-15. The FAC was pleased with the unqualified finding that the IAI's financial statement presented fairly in all material respects the financial position of the IAI. IAI staff are deserving of recognition for their efforts to reconcile past issues resulting in this clean audit.

Country Contributions: As an international organization, the IAI relies on the voluntary contributions of its members to support day-to-day operations and oversee research activities. IAI staff will present more information on the status of contributions and arrears.

FAC Membership: The FAC is a subcommittee of the Executive Council, and has typically a charter renewed every two years. The current charter expires at the conclusion of the first EC meeting in 2016 (June 14, 2016 in this case). Membership on the FAC is established by country instead of by individual, and all countries are invited to participate.

> The EC decided to renew the charter and composition of the Financial and Administrative Committee (FAC) for the next two years. Parties interested in nominating members to serve on the FAC, should contact the EC Chair to provide contact information of the candidates *(Action 13)*.

Brazil: Brazil had a member in the FAC for several years. We will look for a new candidate

Executive Director: There is also another Committee, **the Rules committee**, whose chair has passed away. We currently have one volunteer from the USA who had problems to travel to this meeting. We have another volunteer not yet confirmed from Uruguay who has no experience with the IAI. This is a committee that needs attention urgently.

10. Reports on Science and Capacity Building

Edwin Castellanos, presented the SAC report (document 14 in the Twiki site).
SAC members are: Frank Muller-Karger (Chair), Edwin Castellanos, Alicia Fernández, Claudia E. Natenzon, Jose Marengo, Rodolfo Dirzo, Michelle Grunauer, Susana Adamo, Carlos Alfredo Joly, and Trevor Platt.
- Two vacancies needed to be filled by the CoP in its 2016 conference (Muller and Natenzon), and two additional positions are eligible for renewal (Grunauer and Adamo).
- The SAC met in person in Palisades, New York (USA), between May 11-13, 2016, jointly with the SPAC and the IAI Directorate.
- The Humboldt Institute in Bogota, Colombia, offered to host the next SAC/SPAC/IAI Directorate meeting during the week of April 24-28 2017.

These are SAC recommendations in different areas:

Call for proposals
- The IAI should release a call for proposals for new projects in 2017.
- IAI calls for proposals should be restructured to be more frequent, every year or every other year.
- There should be several tiers of projects: from large multi-year (e.g. 3 to 5 year projects; million-dollar-scale), mid-scale projects (2-3 years; hundreds of thousands of dollars), and small grants (<1 to 2 years; tens to hundred thousand dollars).
- IAI should promote synthesis projects that focus on aggregating and using existing information.

Communications SAC-CoP
- This is a critical time for the IAI CoP to develop priority research themes that quickly respond to regional needs.
- The SAC seeks closer communications with the CoP during the coming year of 2016-2017.
- Parties to the CoP should remain engaged with the IAI between annual Conferences through the

Executive Council. This mechanism can engage members of the CoP with other bodies of the IAI to fulfill the 'advisory' role of the SAC to the IAI.

Prioritize science needed
- CoP members should find a mechanism to focus on the identification and prioritization of themes that require integrated natural and social science research to co-develop solutions with stakeholders in the region.
- The SAC requests a forum to discuss items of importance with members of the CoP and the SPAC, with the intent of jointly defining specific science priorities for research and capacity building for the next 1-5 years.

Publicize results
- The IAI needs to improve and accelerate the implementation of lists of publication of results from all IAI-managed projects.
- The CoP should work jointly with the IAI Directorate, the SAC and the SPAC to define strategies to communicate results of the research to CoP countries and stakeholders.
- CoP members should consider including IAI results and publications in their regular reporting to the various conventions to which they are party to, such as the CBD, UNFCCC, and others.

Capacity building. The following capacity building activities need to be continued and accelerated:
- Professional development activities for graduate students, and early- and mid-career scientists;
- Development and implementation of interdisciplinary research projects;
- Address new emerging technologies.
- The SAC recommends that the mini-grants programs focused on proposal development be continued.
- Capacity-building efforts need to be fully integrated into the science programs.

- Elma Montaña, Science Program Director, complemented the science report with the activities of the IAI Directorate. Regarding communication of science to the general public, there was a big progress, with 2 new documental products, showing the scientific component oriented to practical solutions. The IAI Directorate is also working with SPAC in communication with policy makers.

As to the SAC proposal of a new small grant call, after the SAC meeting a proposal was submitted to NSF which includes a capacity building component to reinforce the IAI Directorate's guide on ongoing projects. Interventions are more effective if done early in the process, that is why they are making a kind of upscalling of the capacity building experience which is included it in this call to help transdisciplinary science and co-design of proposals. Projects that work on synthesis of already existing information will also be fostered.

- Marcella Ohira, Capacity building Director, reported on Capacity building activities:

The NSF funded (November 2011- March 2016) **Training Institute Seed Grant Program** has been very effective in building networks, applying training contents to real problems and linking science with policy. It also allowed participants to continue engagement with the IAI beyond the Training Institutes with a total of 11 interdisciplinary networks involving 67 professionals from 34 institutions in 15 countries. The seed grants have been cost-effective while achieving multiple goals. The IAI invested $218,000 (from the NSF) in the program and leveraged over $155,000 in financial and in kind contributions from participating institutions.

A proposal for a new series of IAI *Professional Development Seminars* was approved by NSF in August 2015. The $400,000 grant with 4 original capacity building activities will be expanded to at least 6 during the period 2016-2019

Co funding by Fapesp (an Associate of the IAI), we are implementing the IAI-FAPESP co-funding Agreement, also in capacity building events. They are paying for scientists from the State of Sao Paulo to attent our training events which we greatly appreciate. This will also mean an opportunity for other co funding agencies and institutions.

Member countries' participation is one goal of the training program. We have been able to include professionals from several IAI MC, specially small countries and countries that have not been very active in the CRN programs. The outreach has been successful over the past years and next year we will be everywhere in the Americas as an attempt to increase our visibility, not only with the scientific community but also with policy and decision makers. We are also strengthening collaboration with Cuba thanks to the co funding of AAAS, we are also communicating with Cuban authorities and scientists, they will be participating in one of the IAI coming events in Dominican Republic and Canada and we are also communicating with one of our former counterparts from Cuba who is the President of the Academy of Sciencies.

We have also received policy demands from member countries for capacity building needs. 2 examples: joint workshop with Panama CENACYT (discuss how IAI could help in developing sustainable development agendas for countries in the Americas). Another demand came from the Uruguayan Ministry of Health on behalf of the Mercosur Ministries of Health, they were concerned with climate change impacts on the health sector and asked the IAI to assist in training health professionals on climate.

Many training events have produced books, brochures, policy briefs, etc. We have also trained people in proposal presentation.

USA: The US Government is going to be unveiling in September or October the result of a pilot program called Resilience Dialogues. They are a way for the US stakeholders to engage with US scientists on issues dealing with climate change. Once this platform is launched it could be used in training events.

SAC Chair: it is crucial to emphasize the role of capacity building to engage small countries.

Executive Director: There will be call for small projects later this year within the package of the CRNs. As part of that call, we will have a capacity building event in order to develop full proposals.

11. Collaborations with conventions and international organizations

The *Executive Director* summarized the main activities with other international organizations and conventions (more details in document 12 in the meetings Twiki site)

The IAI has collaborated with the United Nations Framework Convention on Climate Change (UNFCCC) and the UN Convention in Biological Diversity (UNCBD) for the past 11 years. The reports presented to these conventions may be a good base for the White Book suggested by Argentina.

Ione Anderson: our participation in the conventions (UNFCC and UNCBD at the moment) was in response to requests for specific information. We have asked PIs to prepare summaries of our research activities on specific themes. Just to echo the messages from the SAC and the SPAC, the knowledge generated by the IAI needs to be available and accessible to decision makers. The Conventions offer a platform for that to happen. This is also a way to involve our member countries in our side events. We are organizing a Forum at the CBD with Mexico later this year and we hope we can help us there.

Executive Director: another example that is worth mentioning because it shows how the IAI CoP can bring things forward to the Conventions: at the Climate Convention in Peru there was a strong motion that adaptation is very important for countries in Latin America. A resolution drafted in the IAI CoP was taken to the UNFCC in Lima, it was adopted and it is now in the Paris program.

Bolivia: I have participated in meetings of ministries of agriculture where platforms for climate change research have been set up, in the context of Mercosur and the network for family agriculture. Technicians from the ministries and associate researchers participate in many of these platforms. I have proposed that there should be exchange with the IAI so as not to duplicate efforts.

Ione Anderson: The submissions of the IAI to the Conventions are available in the Twiki and can be downloaded.

USA asked the IAI Directorate some slides on the reports presented by IAI to international Conventions. They are excellent material to show IAI activities to her authorities.

12. Report from the IAI Executive Director Selection Committee

Miguel Blesa from Argentina presented the report from the IAI Executive Director Selection Committee (document 21 twiki site).

He informed they had received applications from 6 candidates, including the current Director. The committee could not meet the dates of the original schedule due to a series of obstacles such as doubts regarding the criteria for selection (for example that the Director should have fund raising capacity and diplomatic skills).

The group recognized that the search process had been delayed due to the lack of a clear procedure and a definitive interpretation of the term limit of the Executive Director. Therefore, the group decided to suspend the current Director search and to develop recommendations for a clear and concise search procedure that would be presented to the CoP.

> The EC decided that the Director Search Committee send a letter to the candidates that applied to the position informing that the Director Search Process had to be interrupted because of procedural errors *(Action 14).*

The delegates discussed the term limit of the Executive Director as there were different interpretations on the length of the second term according to the IAI Agreement. They also discussed the eligibility of a Director to compete again after his second term.

Colombia suggested a 4 years term renewable once (another 4 years) as in the WMO. But this would mean a change to the IAI Agreement, which is a complicated process since it has to be ratified by all member countries.

Most delegates were in favor of sticking to the current rules (three-year term with eligibility for a single additional term) with no possibility to compete again for the current Director. However, they proposed to amend the Agreement to Establish the IAI to change the length of appointment of the Executive Director to an initial 4 year term (with the option for an additional 4 year term subject to approval of an annual performance evaluation conducted by the CoP) which is more in line with other international organizations.

The EC decided that the period for the Director is as stated in the Agreement Establishing the IAI (three-year term with eligibility for a single additional term) with no possibility to compete again and will forward this to the CoP. In parallel, the EC decided to ask the CoP to review and amend the Agreement Establishing the IAI to extend the Director's term to 4 years (renewable once) and to make any other changes considered necessary *(Action 15).*

The EC decided to ask the CoP to define a time frame for the Director's selection process and define a Director's profile adequate for the Institute *(Action 16)*.

12. Approval of Items to be forwarded to the CoP

Decisions and actions to be forwarded to the CoP are 3 to 12, and 14 to 16. *(Action 17).*

13. Adjourn

The EC Chair thanked Chile for hosting the meeting. He also thanked all representatives from countries and local embassies, the IAI staff and the interpreters.
The meeting was adjourned.

ANNEX I

41ˢᵗ Meeting of the IAI Executive Council
14 June 2016, Santiago, Chile

Decisions and actions

1. The EC approved the Agenda of its Forty-first Meeting.

2. The EC approved the reports of its 39ᵗʰ and 40ᵗʰ meetings.

3. The EC decided that the members of the Committee to recommend candidates for the election of members to the IAI SAC would be Argentina, Brazil, Canada, and Chile. The report will be presented at the CoP.

4. The EC decided that the members of the Committee to recommend candidates for the election of members to the IAI SPAC would be Bolivia, Brazil, Canada, and the USA. The report will be presented at the CoP.

5. The EC decided to define a series of deliverables (compendiums, best practices, type of partnerships) to be prepared by the Committee on Open Science. This definition will be forwarded to the CoP for approval.

6. Argentina proposed preparing a science synthesis such as a white book on IAI science since its inception.

7. Argentina proposed member countries engage on national and regional questions such as the 1.5-degree limit proposed by the UN Climate Change Convention and to encourage questions by stakeholders.

8. The EC decided to ask Brazil to help with the official closing of the IAI Directorate.

9. The EC accepted the Core Budget request for 2016-2017 and will forward it to the CoP for approval.

10. The EC accepted the unchanged level of Country Contributions for 2016-2017 and will forward it to the CoP for approval.

11. The EC accepted the Financial Report and the Financial Statements for the fiscal year ending June 30, 2015, and will forward them to the CoP.

12. The EC accepted the Auditors´ reports of the Financial Statements as of 30 June 2014 and 2015.

13. The EC decided to renew the charter and composition of the Financial and Administrative Committee (FAC) for the next two years. Parties interested in nominating members to serve on the FAC, should contact the EC Chair to provide contact information of the candidates.

14. The EC decided that the Director Search Committee send a letter to the candidates that applied to the position informing that the Director Search Process had to be interrupted because of procedural errors.

15. The EC decided that the period for the Director is as stated in the Agreement Establishing the IAI (three-year term with eligibility for a single additional term) with no possibility to compete again and will forward this to the CoP. In parallel, the EC decided to ask the CoP to review and amend the Agreement Establishing the IAI to extend the Director's term to 4 years (renewable once) and to make any other changes considered necessary.

16. The EC decided to ask the CoP to define a time frame for the Director's selection process and define a Director's profile adequate for the Institute.

17. Decisions and actions to be forwarded to the CoP are 3 to 12, and 14 to 16

ANNEX II

Acronyms

CoP	Conference of the Parties/ Conferencia de las Partes
CRN	Collaborative Research Network Program/ Programa de Redes de Investigación Cooperativa
CONICET	Consejo Nacional de Investigaciones Científicas y Tecnológicas (Argentina)
EC/ CE	Executive Council / Consejo Ejecutivo
FAC	Comité de Finanzas y Administración (del CE) / Financial and Administrative Committee (of the EC)
FAPESP	Fundação de Amparo à Pesquisa do Estado de São Paulo (Brasil) / Foundation for Research Support of the State of São Paulo
INPE	Instituto Nacional de Pesquisas Espaciais – Brazil
LATU	Laboratorio Tecnológico del Uruguay / *Technological Laboratory of Uruguay*
ICSU	International Council for Science / Consejo Internacional para la Ciencia
IPBES	Intergovernmental Platform on Biodiversity & Ecosystem Services/P lataforma Intergubernamental sobre Biodiversidad y Servicios Ecosistémicos
MinCyT	Ministerio de Ciencia y Tecnología, Argentina / Ministry of Science and Technology, Argentina.
MOTVA	Ministerio de Vivienda, Ordenamiento Territorial y Medio Ambiente (Uruguay) / Ministry of Housing, Land Planning and Environment
NSF	National Science Foundation – USA
OAS / OEA	Organization of American States / Organización de Estados Americanos
Ramsar Convention	Convention on Wetlands of International Importance
PI	Principal Investigator / Investigador Principal
SAC	Scientific Advisory Committee / Comité Asesor Científico
SGP-HD	Small Grant projects for the Human Dimensions / Programa de Pequeños Subsidios par alas Dimensiones Humanas
SCRP	Standing Committee for Rules and Procedures (of the CoP) / Comité Permanente de Reglas y Procedimientos
UNFCCC/CMNUCC	United Nations Framework Convention for Climate Change / Convención Marco de las Naciones Unidas sobre el Cambio Climático
UNEP	United Nations Environment Programme */* Programa de Naciones Unidas para el Medio Ambiente
UNESCO	United Nations Education, Scientific and Cultural Organization/ Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura