

Memo
Establishment of the International Peace Institute
as an International Intergovernmental Organization

1. This paper sets out the proposed structure for the establishment of the International Peace Institute (IPI) as an international intergovernmental organization (IO) headquartered in Vienna and its relationship with the existing U.S. not-for-profit organization (IPI Inc.) based in New York.

IPI as an international intergovernmental organization (IO)

2. The International Peace Institute would be established as an IO to strengthen its relationship with its donor governments and to increase the audience for its research.
3. The IO, which would assume the name **International Peace Institute, IPI**, would be headquartered in Vienna. The Government of Austria has offered a package of support that includes privileges and immunities.
4. The IO would be a research organization that would have a member-states assembly as its highest governing body. States would join IPI and would continue to fund IPI by **voluntary contributions**. The member states and multilateral organizations could also provide support for specific projects. IPI's funding could be supplemented, for example, by support from corporations through special cooperative relationships, and by foundations funding specific projects beyond the regular budget.
5. The **assembly** would approve the biennial budget of the Institute and provide overall direction. To maintain the independence of the Institute's research, program direction would be determined by a secretariat, headed by a **secretary-general (SG)**, and reviewed by a **board of advisors** composed of eminent persons, including scholars, appointed by the assembly. The secretary-general would convene the board of advisors and propose broad research directions. After receiving the assent of the board of advisors, the SG would propose the budget and the research direction to the member-states assembly for final approval.
6. The **member-states assembly** would meet annually in plenary. Every other year it would approve the Institute's budget and annually it would review the broad research direction of the Institute and receive the SG's annual report.

7. In the intervening period between meetings of the assembly, IPI would be empowered to undertake research projects based on the broad research directions approved by the assembly. If an urgent new research opportunity were to arise between meetings of the assembly, the SG would consult the board of advisors. If additional funds were raised for the new project and the approved regular budget of the Institute were not impacted, the opportunity could be pursued at the discretion of the SG and board of advisors, without formal approval by the assembly.

IPI Inc., a not-for-profit in New York

8. The work of IPI the IO would be supported by the **existing not-for-profit nongovernmental (NGO) entity incorporated in the United States, IPI Inc.**, which would retain its legal independence, including its own board of directors.
9. IPI Inc. would raise public and private funds from corporations, foundations, and individuals for its own activities as well as to support the work of the IO. It would also provide a New York base for the IO on its premises. IPI staff in NY would carry out research for the IO as well as other functions as necessary.
10. IPI Inc. would provide funding to the IO to support agreed areas of research, but it could also receive funding from the IO to conduct research projects and carry out other activities in support of the IO. The existence of IPI Inc. would be useful for those funders that would have difficulty providing funds to the IO.
11. To optimize their cooperation, the IO and the NGO would enter into a **cooperation agreement**. On the basis of this agreement, they would establish a **Joint Executive Committee**, composed of three members elected by the Assembly of the IO and of three members elected by the Board of the NGO. This Joint Committee would oversee the cooperation between the IO and the NGO.
12. In particular, the Joint Committee would make **recommendations** to the Assembly of the IO and to the Board of the NGO on the **appointments of the Secretary-General and of the President**, respectively. In order to ensure unity of leadership between the two institutions, the Joint Committee could recommend the same person for the two positions. The recommendations of the Joint Committee for the SG and the President would be subject to final approval by the Assembly of the IO and by the Board of the NGO, respectively.