



IAIA16 Call for Training Course Proposals

SAMPLE: This document is subject to change each year, but it provides basic information about IAIA's training course proposal process

The International Association for Impact Assessment (IAIA) is organizing high quality training courses in association with its annual conference in May 2016. The Board of Directors and the Training and Professional Development Committee (TPDC) are inviting proposals for training courses to be delivered at the 36th annual conference, which will be held in Nagoya, Japan, 11 – 14 May, 2016. **It is anticipated that training courses will be delivered as part of the pre-conference program 9 – 10 May.**

Training courses may cover any aspect of impact assessment, but priority will be given to proposals that address member-driven demand for intermediate and advanced level training and in the topic areas listed in Annex 1 (in no particular order). Course proponents who have previously taught courses at IAIA conferences are encouraged to upgrade and/or innovate the content and level of their course to refresh or expand the case materials, keep it up to date with best practice, enhance the technical content, adjust it considering the main conference theme and sub-themes, and use local examples and case studies if applicable. **Courses to be presented in English or Japanese will be accepted, but all proposals must be in English.**

Proposals must be submitted to IAIA Headquarters (bridget@iaia.org) by 9 August, 2015 and must comply with the complete structure and content requirements as set out below. Failure to provide adequate documentation will result in the rejection of a proposal. Please do not simply copy and resubmit prior proposals, as the courses offered need to be innovative as well as up-to-date.

Course proponents will be notified about the outcome of their application by 2 October, 2015.

IAIA emphasizes that key selection criteria concern the credentials of the proposed trainers, whether they have delivered courses at IAIA venues or not. **All trainers, whether or not they have a track record of IAIA training, must demonstrate, in their proposals, that they have robust training experience, and that their courses receive “high marks” from participants for relevance of the content and excellence of the course delivery.**

Trainer commitment to deliver his/her course at IAIA16 is of key importance. Withdrawal or substitution of trainers undermines the initial course selection process and misleads participants. Thus, selected trainers are expected to follow through and maintain IAIA's reputation for course excellence. *Instructors who require visas to enter Japan must submit proof of visa application by 6 April, 2016.*

Any change in instructors requires approval by the TPDC and may result in cancellation of the course. In the case of an instructor change (including the withdrawal of one of the instructors in a multi-instructor course), IAIA's policy is to contact all registered participants for that course, inform them of the change (including a bio for the new instructor, if applicable) and give them the option to withdraw or switch to a different course, without penalty.

Structure and Content Requirements for Proposals

Proposals should be submitted in MS Word only or they will be returned. Please put all information into one file; do not send multiple attachments. Course proposals must provide the information needed by the TPDC to evaluate them (Annex 2).

Section 1 – Basic information

- (a) Course title.

- (b) Level: foundation, intermediate or advanced.
- (c) Prerequisites for participants (all proposals for courses at the intermediate and advanced courses must list necessary prerequisites).
- (d) Language of delivery.
- (e) Duration (1 or 2 days).
- (f) Maximum number of participants. *(A minimum of 10 students must be both pre-registered and pre-paid by 28 February, 2015. Note that the maximum participants should include the free students as per 4(e) below.)*
- (g) Is each participant required to bring his/her own laptop?
- (h) Name and contact details of each trainer, including whether each is an IAIA member and has signed IAIA's Code of Conduct.

Section 2 – Course description

- (a) Summary of the purpose(s), content, and anticipated learning outcomes of the course (maximum 300 words). Please include within the text the level of the course and its prerequisites. An edited version of this text will be published on the IAIA16 website.
- (b) The target audience (who should attend), and potential local participants who may be interested, but not in the circle of the usual IAIA members, (e.g. other professional associations, companies and enterprises etc.)
- (c) Detailed description of the course structure and content (2 – 5 pages), including an outline of participatory and/or case study-based exercises. Interactive approaches to courses are strongly encouraged.
- (d) Description of the materials participants will receive prior to or during the course.
- (e) Description of any technology/equipment required to facilitate this course beyond the usual flip charts and PowerPoint projectors.
- (f) Provisions for pre-conference and post-conference communication with participants.
Trainers are expected to register for and attend the full conference to allow for maximum face-to-face communication immediately following course delivery.

Section 3 – Qualifications of the trainer(s)

- (a) An abridged curriculum vitae (*maximum 1 page*) for each trainer.
- (b) History of the course: title(s), number of times, where and to whom it has previously been delivered and evidence of its success, number of attendees.
- (c) If the course is new, give history of a comparable course, with the same information as in 3b.

Section 4 – Commitment of the trainer(s)

- (a) Identify how many times any course by any of the trainers has been offered. If applicable, explain the reasons why a course offering has been cancelled.
- (b) Similarly, identify earlier approved training courses you were involved in organizing, but where changes in trainers or course structure were amended, and explain the reasons for this.
- (c) Indicate the level of commitment to give this course at IAIA16 by noting any circumstances that would cause the course to be cancelled (other than if the minimum enrolment is not reached) or circumstances that would cause the instructor(s) not to be in Nagoya to offer the course. Note also that courses that require a minimum of more than 10 participants will be at a disadvantage.
- (d) Note backup strategy in the event an instructor must withdraw unexpectedly.
- (e) Statement agreeing to provide free places to students based on formula described in the "Student participation" paragraph below.

Evaluation of proposals

Proposals will be reviewed by the IAIA's TPDC to ensure they meet the organization's standards (see Annex 2). *Trainers must review the proposal evaluation criteria closely and ensure the information needed by the TPDC is clearly presented in the proposal.*

Fees and revenue distribution

Training course fees for IAIA16 are US\$275 per participant for a one-day course and US\$475 per participant for two-day programs.

For each one-day course, IAIA will retain a base administration fee of US\$1,200 plus 30% of course revenue above that amount. For a two-day course, IAIA will retain a base administration fee of US\$2,100 plus 30% of revenue above that amount. The administration fee covers the costs associated with meeting space, registration and processing, marketing, and basic audio-visual equipment. Charges for catered coffee breaks, lunches, and any additional equipment are not included in the administration fee and will be deducted from the course revenue. All remaining revenue will be paid to the trainer(s).

Student participation

IAIA recognizes that students are the future of the organization. Ways to increase student membership within IAIA and students' participation in and access to its annual conferences are currently being developed. Within this context, the Board of Directors requires that all training course instructors allow one student to participate in the course at no fee for up to 9 paying participants, two students for 10-19 paying participants, and three students for 20 or more paying participants.

Students will apply to IAIA HQ for the waiver by submitting a 300-word statement of interest explaining how the chosen training course could contribute to their research or student career. Eligible applicants will be selected competitively, and the instructor(s) can choose to be involved in the selection process. Trainers agree to waive the students' fees and provide them with course materials. However, IAIA will pay lunch and coffee break expenses for the selected student(s).

Further information

If you require any further information, please contact Terry Calmeyer (Chair, Training and Professional Development Committee) at terry@iliso.com, or Bridget John at IAIA HQ (bridget@iaia.org).

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ANNEX 1: Potential IAIA Training Course Topic Areas

Types of IA – General and Specialized

Foundation (entry-level) EA
Sustainability assessment
Strategic environmental assessment
Social impact assessment
Cumulative effects assessment
Post conflict/post disaster impact assessment
Regional integration projects and transboundary IA
Sector-specific IA (e.g., mining, oil and gas, water, renewable energy)
IA in developing countries

Specialized topics in IA

IA and climate change, mitigation, and adaptation
Cultural component of impact assessment
Indigenous peoples as part of IA
Resettlement planning as part of IA
Dealing with Human Rights in IA
Ecosystem services in IA
Integrating biodiversity in IA
Stakeholder engagement and public participation in IA
Specialist studies (e.g. Health IA, Water Quality Assessments etc.)

IA Management-Related Topics

Terms of reference, quality review and auditing for impact assessment
Effective direction and management of IA studies
Impact assessment implementation and follow up: integrating EIA with EMS
General professional capacities (e.g. ethics, leadership, capacity building)
Policy engagement: How to influence policy-making through innovative use of IA

Methodology and Tools

Tools for impact assessment (e.g. resource economics, GIS, Multi-criteria analysis, statistical analysis, etc.)
Environmental management plans and systems
Role of science and technical analysis in IA litigation
Environmental policy integration (integration of different environmental managements tools into IA)

ANNEX 2:

IAIA TPDC Course Evaluation Criteria

Level 1: The basic compatibility and commitment hurdle. All criteria need to be fulfilled in order for the proposal to be considered further. The course proponent(s):

		Yes	No
1.	Is/are a fully paid-up IAIA member(s) who has/have signed the Code of Conduct.		
2.	Make(s) a believable statement about commitment to attend the IAIA conference and deliver the course.		
3.	Complied with the submission requirements (i.e. guidelines and submission date).		
4.	Agreed to provide free places in line with the agreed formula (at least one place, two places when there are 10 or more paying participants, three places when there are 20 or more paying participants).		
5.	Provide(s) evidence of successful delivery on training commitments in IAIA or other training contexts.		
6.	Provide(s) evidence of viable back-up strategy in the event of unexpected personal absence.		

Level 2: Proponent(s)' track record and course quality.

Score 0 = Unacceptable, 1 = Acceptable, 2 = Good, 3 = Very Good

		Score
7.	Recognisable relevant academic/experiential (broadly defined) credentials of the trainers.	
8.	History of proponent(s)' training experience in any context (not just IAIA).	
9.	Evidence of positive evaluations of their previous offerings in any context.	
10.	Cohesive rationale for the relevance of the course being proposed.	
11.	Lesson plan that includes useful exercises and/or other alternatives or complements to straight lectures.	
12.	Evidence of provision of pre-course and follow-up contacts, materials and resources etc.	
13.	Course would be operable with commonly available technology (e.g. flipcharts, power point...)	
14.	Course fits the conference theme particularly well or links to other forms of training reinforcement.	
	Total	

Level 3: Non-scoring queries flagging a second-round review or additional information.

		Yes	No
15.	Proposal appears to overlap to a significant extent with other proposed course(s) and might require a choice or amalgamation. If Yes, other course(s) is/are _____. The TPDC reserves the right to request proponents of overlapping courses to consider amalgamation.		
16.	Proposal covers an obviously innovative subject area that requires expert evaluation.		
17.	Course seems to be dependent upon technical resources (computers, software, internet, etc.) that might not be available at the upcoming venue.		
18.	Course is linked to a proposed technical visit which, though an excellent idea, requires confirmation by the organizing committee.		