



# **INTERNATIONAL ASSOCIATION FOR IMPACT ASSESSMENT**



**ANNUAL REPORT  
2004-2005**



## PRESIDENT'S REPORT

In his 2003-2004 presidential report, Richard Morgan gave an excellent and extensive overview of the thinking and strategic planning that underpin current IAIA activities. No good purpose would be served by my paraphrasing or repeating what he said as no fundamental changes have occurred—it has been, as Richard said, another year in which IAIA has been “steady as she goes.” I shall instead focus attention on the overarching strategic considerations that have given the Board, as well as the CEO and her Headquarters staff, direction during my presidency.

Most fortunately and in large measure because of the hard work, drive and effort of our Canadian Affiliates, the IAIA'04 annual meeting in Vancouver was a tremendous success—professionally, socially and financially. So for the first time in many years, Board deliberations were not dominated by deciding how best to keep IAIA solvent. Unfortunately, this problem is not going to go away, and it remains a serious concern. As an Association we do certainly need to find ways to broaden and strengthen our financial base—members' ideas on how we might achieve this will be most welcome. The point I am making is that during 2004/5, the Association's finances were less critical than they have been in recent years, thus giving the Board and Headquarters space to push other strategic initiatives.

The most wide-reaching of these initiatives is the imperative to make IAIA a truly international association. One component of this is representative membership, another is member involvement, a third is Association involvement in international activities, while a fourth is identifying and promoting best practices around the world.

In terms of membership, IAIA boasts that its members are drawn from over 100 countries. But a glance at the membership statistics towards the end of this annual report will show that for over half the countries listed we attract less than four members per country. While there are many reasons for low IAIA membership, one consideration is the cost of annual fees. To address this the Board asked for, and received, comment on a fee structure that would enable members from poor countries to pay lower fees while at the same time not undermining IAIA's financial situation. The Board was most gratified that the notion of a stepped fee structure received overwhelming support from IAIA members despite the accompanying rise in fee levels for members living in OECD countries. As a consequence, the Board has introduced a new tiered fee structure that will take effect from 1 July 2005. Under the new structure individual members from non-OECD

### OUR VISION

IAIA is the leading global authority on best practice in the use of impact assessment for informed decision making regarding policies, programmes, plans, and projects.

### OUR VALUES

IAIA promotes the application of integrated and participatory approaches to impact assessment, conducted to the highest professional standards.

IAIA believes the assessment of the environmental, social, economic, cultural, and health implications for proposals to be a critical contribution to sound decision-making processes, and to equitable and sustainable development.

### OUR MISSION

IAIA provides an international forum for advancing innovation and communication of best practice in all forms of impact assessment to further the development of local, regional, and global capacity in impact assessment.

countries may be entitled to a 20% fee discount while members from the world's least developed countries (as recognised by the United Nations) may receive a 50% discount. The Board hopes that in due course this structure of discounts can also be extended to annual conference fees.

To promote the involvement of members in association affairs, the Board has encouraged the formation of active Affiliates. To ensure a meaningful exchange of benefits between IAIA and its Affiliates, new Memorandums of Understanding (MoU) have been drawn up. Members of IAIA Affiliates now enjoy some of the privileges of full IAIA membership—reduced fees at conferences and access to the members' portion of the IAIA web site being possibly the most significant. Membership participation has also been encouraged through involvement in sections and through sectional list-servers. Unfortunately, many members from Less Developed Countries are unable to offer themselves as candidates for Board Directorships due to the financial implications of being a Director (international airfares and accommodation costs associated with attending Board meetings twice per year, and this for a three year period). The Board continues to wrestle with this problem, for despite the need and earnest desire to

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maintain a truly international Board of Directors, the Association's finances preclude it making a significant contribution to the expenses that Directors must assume.

The Association's involvement in international activities has been pursued actively. On behalf of IAIA, members and Headquarters staff have participated actively in meetings related to impact assessment in Morocco, Korea, China, South Africa, Canada and the USA. Active steps have also been taken to update and revise our Memorandums of Understanding with various international agencies and conventions to ensure that IAIA remains a preferred partner organization when they are dealing with impact assessments or are seeking help in capacity building activities or identifying international best practice.

Another less tangible guiding consideration has been that of promoting quality and ethical standards in impact assessment. The most obvious expression of this is the theme of IAIA'05, *Ethics and Quality*, as well as the speakers and topics chosen for the '05 meeting's plenary sessions. The study that the Association produced for the World Bank on certification of impact assessment practitioners is another. The need for ethical impact assessments of good quality has also been stressed by the Association's representatives at all the meetings they have attended this year. The refrain has also been echoed in the IAIA Newsletter. Although these actions all mark progress, I would like to repeat what I said when I assumed the Presidency of IAIA a year ago as I believe IAIA has the potential to play an even greater role in promoting good ethical practices:

*"... as an Association, we [need to] give some thought during our 25<sup>th</sup> year ... to the way our Association is maturing: some thought to the values we hold and promote, some thought to the "why" of Impact Assessment rather than to "what it is" and "how we do it." I say this because I have the impression, possibly wrongly, that as an Association and a Profession we have not given the attention that we should have to the ethics and theory of Impact Assessment."*

Has the time come for IAIA to constitute either a Committee or a Section to give attention and focus to Ethics and Quality in Impact Assessment?

As I conclude my stint as IAIA President, I would like to pay tribute to the Association as a whole for the positive role it is playing in promoting Impact Assessment, but more particularly to Rita Hamm, Bridget John, Jennifer Howell, Crystal Cummings, and Napoleon Tiapo who have kept things moving positively and in a friendly and constructive way. I also express my gratitude to my colleagues on the Board of Directors for their sound advice, hard work, dedication and seldom failing good humour.

Finally, thank you, too, to all IAIA stalwarts who have contributed in different ways to make IAIA's 25<sup>th</sup> Birthday year so memorable. This is an Association I am pleased and proud to be associated with and I hope this applies to all members irrespective of whether your experience of the organization has been for 1 or 25 years.

Richard Fuggle (South Africa)  
President and Board Chair, May 2005

## **FROM THEN 'TIL NOW: A 25<sup>TH</sup> ANNIVERSARY ADMINISTRATIVE ASSESSMENT**

We all know how helpful it is to look back to see how far you've come, but seldom do we take the time to do this! For the Board meeting in Bo'Ao, the Board asked IAIA HQ to prepare a sort of "back to the future" presentation, looking at IAIA through financial, administrative and organizational lenses. When we started to put this presentation together, we thought we were doing it for the Board, but in the end, the effort was its own reward for us. I will share some of the highlights of our presentation in this message.

### Finances

- *Membership dues*  
For many years of IAIA's operation, membership dues have not covered the cost of organizational operation. Instead, IAIA relies on conference revenues. Over time, the Boards have adjusted membership dues to reflect increased cost of member services and inflation, yet the philosophy has been to keep member dues at a level most environmental professionals are able to afford. At the meeting in Bo'Ao, the Board approved a trial tiered membership structure, which will allow some exceptions to the regular membership rate for individuals from countries where environmental professionals cannot pay the regular rate.
- *Conference rates*  
Unlike member dues, conference registration fees have not increased at the rate of inflation or hard costs of conference venue/services. For example, IAIA '97 and '04 registration rates were the same, but the cost per person to the organization was \$307 in 1997 and \$408 in 2004. Rate increases for vendors and catering are the primary cause. Our conferences are our main source of operational funds for IAIA and therefore, HQ and our local conference hosts must be vigilant in trying to control costs. The conference financial policy and conference delegate/organizer expectations need to be "excellence, not extravagance" in order to maintain financial viability.
- *Funding/savings*  
In 1995, IAIA did not have sufficient financial reserve to cash flow through the year. It was only through the

grace of slow billing and shoe-string operations both at HQ and in '96 conference host operations that we were able to remain in operation. There was also a financial crises in '01-'02, but special projects have helped in generating a cushion. There have been good years and bad, but as you look at the financial report in this document, you will see that the IAIA Board has been diligent in acquiring a cushion of savings so that we will never repeat the extreme difficulties faced in 1995-96. Even so, one less-than-budget conference could be survived, but not two! Funding the operation of this organization is and will continue to be a challenge.

### Administration

IAIA began as a totally volunteer operation. In the early '90s, Maurice Volland was hired to run the executive office on a part-time basis. In 1995, the administrative reins were handed to me, and the office moved from the top of a barn in Belhaven, North Carolina, to 3 university cubicles in Fargo, North Dakota. In 1999, the Board approved full-time operation and opening of an independent office for IAIA Headquarters, and increased staffing from 1.34 FTE in 1995 to 4 FTE today, from IAIA owning no equipment to owning all standard office equipment today.

In the first years of operation, former IAIA treasurer Tom Mason recalls keeping all checks and financial records in a shoe box. Prior to 1995, a financial review by a professional accountant was scheduled for once every three years. Since 1995, 30% of Bridget's time is spent in financial management; the records are more accountable, with a higher level of detail and more accuracy; an accountant reviews the monthly records, produces monthly statement and provides a professional financial review every year.

### Organization

- *You've got mail!*  
In 1995, only about 20% of the membership had/used e-mail. Business was done by fax, phone and post. Today, we have e-mail addresses for about 97% of our members, and yes, a high percentage take advantage of this fast and inexpensive method of communication with HQ. In turn, HQ is able to offer more regular communication in return, both individually and by sending mass e-mail. We limit the messages to text for the benefit of members with shared and marginal servers.
- *Database*  
In 1995, the membership database transferred from North Carolina was on software that was no longer commercially available. It was readable as a flat database by Fox Pro. Today, we have a fully relational Access database, with payment history, automated invoices and receipts, and more statistics and queries available.

- *Handbook*  
In the past, the administrative Handbook was produced and periodically updated, mainly for the Board of Directors. Since 2000, the Handbook has been updated annually and is available to all members on the web or in printed form by request.
- *Annual reports*  
Shirley Conover, then-Secretary/Director, prepared the first annual report to membership in 1998. At the time, this was a welcomed addition to the AGM, despite its short length (one page). Now available online, each year sees an increase in text and coverage of the year's highlights.
- *History of the Organization and Conferences*  
Such an important aspect of organizational record has been overall an area of neglect. At HQ, we are able now to increase our collection of statistics and data tracking for operations and conferences. Bernice Goldsmith began an organizational history some years ago, Frank Vanclay prepared a brief, and Rabel Burdge's collection of comments from the past presidents for this 25<sup>th</sup> anniversary are some of the individual efforts that have been made. However, there has been no systematic approach or effort. Perhaps this is the time to call for a Task Force to properly document the history of IAIA.

### Publications, Conference Materials, Products and Services

The areas of most obvious change from year 1 through 25 of IAIA are publications and conference materials and products and services. In the past 10 years, we have moved steadily toward a unified look (branding) in all of our publications, including the website. The Conference documents (call for papers, preliminary program, abstracts volume, and final program) are designed to convey the conference theme and serve as a marketing package for future sponsorship and marketing efforts. Conference proceedings in paper form were discontinued after 1996, and IAIA has moved toward producing CD-ROMs as a standard feature of conference documentation.

- *Journal*  
The first IAIA journal (Vol 1 #1, 1981) served as journal, professional news, and newsletter all rolled into one. It is an impressive document for its time and shows the far-sighted thinking of the founders and early volunteers. The form and format of the journal and newsletter have been altered over the years, keeping pace with current member needs and modes of production. In 1995, HQ struggled to produce 4-page newsletters on a quarterly basis; in some years, only 3 newsletters appeared because we simply did not have sufficient text to justify printing and mailing. Today, we have difficulty fitting all the news into a 12-page newsletter with seemingly (maybe it's just my age) smaller and smaller type. A real turnaround in the newsletter was then-President Elvis Au's development of the Professional News section of the

newsletter, complete with editors and a regional news network.

- *Website*

The IAIA website was established in 1996. Over 95% of our members currently have access to the web, and the content has swelled exponentially, especially in the past two years. The site was split into member and nonmember sections in 2003 to allow more value-added, member-generated material and interaction. Over the past two years, [www.iaia.org](http://www.iaia.org) has become the place to register for conferences, submit abstracts, and pay annual membership dues. This year, the IAIA'05 Program Committee was able to do abstract review for the conference online. As I write this message, our IT provider is asking for a meeting with us to discuss possible approaches to handling the expansion.

- *Training courses*

The first time training courses were offered by IAIA was in conjunction with IAIA'88. Training Course proposal submissions increase each year, and we average about 7 training courses per conference. Training beyond the conference courses is being discussed, and IAIA has recently been involved with preparation of a distance learning SEA course, with partners World Bank and China EPA. With support from UNEP, IAIA now has a training section on its website.

- *Sections*

Five special interest-based sections were initiated in 1996; today, there are 12 active groups, plus a Student and Early Professional (SEP) group. Each of these groups is at different stage of development and activity. One has its own newsletter, and another is the "mother" of the Capacity Building in Biodiversity and Impact Assessment (CBBIA) project. Each year, the Sections play a larger role in developing the conference program. One section, SEA, outgrew the confines of the annual conference, and IAIA is hosting a special conference dedicated to SEA in September in Prague, just to handle the demand for more papers and discussion time.

Other changes and additions to IAIA publications and services could fill pages of text. For this area of IAIA operation, the changes in technology over the years have had an incredible impact on the quality, quantity, and distributional capacity of IAIA's products and services and on the operations at HQ. It's sobering to wonder what technology will demand of us and make possible for us in the years to come.

### Conclusion

For the Board of Directors meeting in Bo' Ao, HQ staff also reviewed the changes in outreach – marketing, projects, international representation, affiliates and partner organizations – changes too diverse to summarize or list in this report. What is given here are simply the highlights in each section, with realization that many important but unacknowledged (here) changes have occurred in the past

twenty-five years. The conclusion to the presentation in Bo' Ao included the HQ vision for its operation as the stable support arm of IAIA. To assist IAIA in realizing its vision and mission, IAIA needs to

- Focus our efforts on our strength: conferences
- Keep up with technology and the benefits it can bring to our operation and our members
- Increase capacity to do projects
- Utilize short-term task forces and continue having high quality/high involvement Boards
- Keep from splintering our members and staff into too many disparate pieces
- Insist on financial integrity and security.

With the support of IAIA membership, leadership, sponsors and donors, we feel privileged to pursue these objectives, and we look with anticipation to the evolution, expansion, and improvement in IAIA throughout its next 25 years.

Rita Hamm, with the assistance of Jennifer Howell,  
Bridget John, and Crystal Cummins – IAIA HQ Staff

### **2004 Award Winners**

- **Margo Wallstrom**, Global Environment Award
- **Jean-Roger Mercier**, Rose-Hulman Award
- **Billy Day**, Regional Award for Contribution to IA
- **African Development Bank**, Institutional Award for Contribution to IA
- **Scottish Power**, Corporate Award for Contribution to IA
- **Rob Verheem**, Individual Award for Contribution to IA
- **M. B. Lane, H. Ross, A.P. Dales and R.E. Rickson**, Best *IAPA* Paper Award
- **Urmila Jha Thakur**, IAIA'04 Best Poster Award
- **Lee Wilson**, Outstanding Service to IAIA Award

### **SECRETARY: SUMMARY OF MAJOR ACTIVITIES**

As evidenced by the list of 2004-2005 activities below, IAIA has made progress in many areas, both internal and external to the organization. All major Board of Director's activities are guided by the Strategic Action Plan, which gives guidance and priority to the numerous tasks. Progress has been made on a wide variety of IAIA projects and initiatives. The majority of IAIA initiatives are carried out by the organization's HQ staff, IAIA Committees and Sections. The Secretary's Report summarizes the various initiatives of IAIA, through the work of the various committees, sections, staff and individual members. IAIA has made progress in many areas, as outlined in the following summary:

#### Annual Conference Events

Record attendance at IAIA'04 in Vancouver, British Columbia, Canada – the first IAIA annual conference event held on the west coast of North America.

Successful trial of *QuickPass* for pre-paid IAIA'04 conference delegates, allowing faster on-site check-in at the registration desk; continued for IAIA'05.

Ten student fee waivers issued for IAIA'04; 14 issued for IAIA'05.

Mentor program initiated at IAIA'04 with relatively good success; planned for IAIA'05.

IAIA'05 Boston, Massachusetts, USA: Ethics and Quality in Impact Assessment and 25<sup>th</sup> anniversary celebration of IAIA.

"Little NEPA" meeting at IAIA'05 hosted by the American Bar Association's Section of Environment, Energy and Resources.

Indigenous Peoples and Impact Assessment special meeting at IAIA'05 hosted by the Grand Council of the Cree of Eeyou Istchee; The Tebtebba Foundation, Philippines; the World Bank Group; and Hydro Québec.

Online submission of abstracts continued and expanded for IAIA'05.

Special meeting focused on Strategic Environmental Assessment (SEA) to be held in September 2005 in Prague, Czech Republic.

#### Organizational Processes

Training course guidelines/instructor arrangements updated.

Internal communication review is in process.

IAIA Board of Directors is seeking translation partners.

IAIA Sections becoming more involved in conference organization.

Online review of abstracts for IAIA'05 Programme Committee.

Health IA Section developed its own newsletter.

#### Outreach

Mid-term Board meeting in Bo' Ao, China, December 2004, in conjunction with 1<sup>st</sup> China International Forum on Environmental Impact Assessment.

IAIA represented at the Espoo Convention on EIA in a Transboundary Context – Meeting of the Signatories to the Protocol on SEA, Cavtat'04 and Geneva'05.

IAIA represented at UNEP meeting of the Network of Institutions for Sustainable Development (NISD) and the meeting on Capacity Building for Integrated Policy Design and Implementation for Sustainable Development: Developing Mutually Supportive Trade and Environmental Policies, Jeju Island, Republic of Korea.

A number of affiliate organizations have signed the new Memorandum of Understanding (MoU) allowing their members to enjoy the benefits related to attending the

annual conferences and allowing affiliate members access to the IAIA member-only website. We are happy to welcome IAIA-Spain as a new affiliate.

Progress is being made on The Marrakech Declaration Action Plan.

SEA training provided to Chinese via SEA-China project funded by The World Bank.

Award for best student-submitted paper in development.

Expansion of Principles and Practice Series project continued.

#### Liaisons/Networks

IAIA serving on the Ramsar Convention's Scientific and Technical Review Panel.

IAIA serving as a UNEP Network Institution.

Portuguese IAIA Affiliate hosts first national conference on impact assessment.

Ireland-UK Branch in development; Washington, DC Branch going strong

#### Member Services

Members-only portion of web site enhanced and expanded.

Convenience of fax-back ballots for Board elections continued.

Roommate Finder function for annual conference tested for IAIA'04 and continued for IAIA'05.

Translation services request advertised in the Newsletter.

Tiered membership fee structure approved and to be implemented 1 July 2005.

Agriculture, Forestry and Fisheries Section approved.

New listservs on EMS and Agriculture, Forestry and Fisheries established.

#### Grants and Contracts

Three-year Capacity Building in Biodiversity and Impact Assessment (CBBIA) grant from The Netherlands Ministry of Foreign Affairs underway.

Project from World Bank to prepare guidelines for quality control vetting of EA consultants in Africa completed.

Project from World Bank for SEA-China project completed.

UNEP support for website development on training and capacity building.

Support received from World Bank for Marrakech Declaration Action Plan development and implementation.

Jill Baker (Canada)  
Secretary/Director, May 2005

## TREASURER: FINANCIAL REPORT FOR YEAR 2004

This is the first and only IAIA treasurer's report that I will be tabling, having taken over the role of treasurer from Bill Jones. It is a pleasure to be able to state that this year's outcome was beyond our hopes and expectations. Financially we have recovered from the consequences of a number of low-income years, and we can look back at an annual conference that represented one of the most successful in the history of IAIA.

Last year both Bill Jones and I continued to refine and test the financial model for future hosts of the IAIA events. This process has continued in order to establish a clear and transparent picture of the needs and benefits for both the event organisers and IAIA. HQ will provide some additional guidelines for the organisers of IAIA events for future reference.

The highlights of this year include the following:

The board decided at its midterm Board meeting in Bo' Ao, Hainan to introduce a membership fee structure which will allow for a differentiation based on regions (countries), while also maintaining the discount structure for students. Based on robust analyses by both Richard Fuggle and myself, we are confident that this will strengthen our membership in many regions around the world, as well as our long-term financial position. The essence of the discount scheme envisaged is that it will not be automatic but a discretionary subsidization on a case-by-case basis. In addition we have introduced a limited set of fee waivers for students for IAIA'04 and will also issue a limited number for the annual conference in Boston in 2005.

With the new operating model we were able to close the accounts both for IAIA'03 and IAIA'04 annual events. The establishment of bank accounts in the host countries proved to be good practise both for the organisers and IAIA HQ. Both conferences generated an approximate net profit for IAIA of US\$25,800 (2003) and US\$209,556 (2004). The annual meeting held in Vancouver in 2004 was well above our expectations, and at this point I would especially like to thank the organising committees for their excellent performance both from a content and financial point of view.

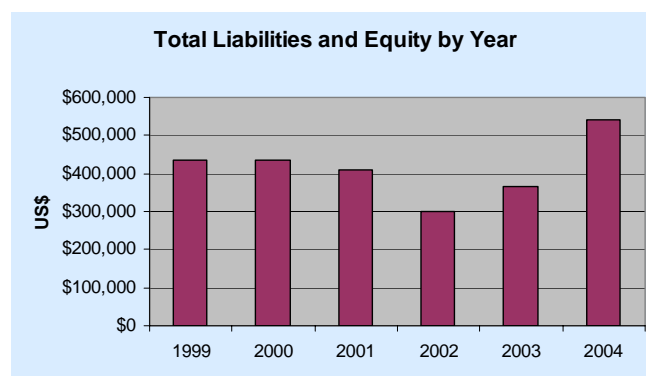
The Association continued the work for the grant for "Capacity Building in Biodiversity and Impact Assessment" from The Netherlands Ministry of Foreign Affairs. The grant will continue to assist in increasing IAIA's presence in the field of biodiversity. The Biodiversity Steering Committee will meet during IAIA'05 to enhance the efforts of IAIA's Biodiversity and Ecology Section and to broaden IAIA's efforts in this arena. This important grant has resulted and will continue to result in new memberships and conference registrations, which of course favourably impact the Association's bottom line. This year

during the IAIA'05 annual conference a special training course will be provided through the grant.

This year we will have two conferences: the annual conference in Boston and a special event in Prague. This has brought quite some additional work for HQ, but we are confident that it will benefit our members and will show that the extra effort was well worth it.

### Year End Financial Position

Total liabilities and equity for IAIA as of its fiscal year end of 31 December 2004 were US\$543,156 compared to US\$365,428 in 2003. This is very good news as it represents an increase, which brings the organisation's financial state back to where we were before 2002.



### The Road Ahead

With our new membership fee structure and student waivers for conferences, we trust we are on the right track accommodating the needs from our existing and new membership. Secondly, we pilot having two conferences in one year and hope to have some learning for future planning purposes as well. Although we have a revenue diversification strategy, it proves to be very difficult to move away from our dependence on the annual conferences. Having said that, we do look at a much healthier financial situation in comparison with last year's view, and we hope to be able to build on this for the year to come.

I will hand over the role of Treasurer with much confidence to Alan Kwok who will no doubt guide the organisation for the years to come on a robust financial track.

A word of appreciation goes to our IAIA Headquarters staff. They continue to do an outstanding job in the face of the challenges of the past twelve months. They deserve a tribute for the ongoing high level of professionalism and overall excellent work presented daily in service to the Board and the membership.

William Veerkamp (The Netherlands)  
Treasurer/Director, May 2005

### IAIA Board for 2004-2005

Richard Fuggle, *President*  
William Veerkamp, *President-elect/*  
*Treasurer*  
Richard Morgan, *Past President*  
Jill Baker, *Secretary/Director*

*Directors*  
William Jones  
Marcel Ayite Baglo  
Yasmin von Schirnding  
Jiri Dusik  
Bobbi Schijf  
Shiranee Enoke Yasaratne  
Ahmed Abul-Azm  
Gustavo Pedraza Merida

## STRATEGIC ACTION PLAN: PROGRESS IN 2004-2005

As an overall guiding document, the IAIA Strategic Action Plan has been in place for over five years. It is a subset of IAIA's Strategy 2000 report which provided a long-range vision for IAIA and its activities. The Strategic Action Plan (SAP) consists of anywhere from 10-20 short-term activities, i.e., those which can be completed, or on which substantial progress can be made, during the course of the year. The SAP is updated and revised each year by the Board, but its focus remains consistent with the long-range strategic plan, serving as an anchor when one-third of the Board of Directors is new each year. The eleven activities for 2004-5 are summarized below:

1. Foster key contacts worldwide, including
  - a. Identify key contacts worldwide with whom IAIA should establish a firm working relationship.
  - b. Identify and promote a means for IAIA to meet the needs of business and industry.
  - c. Increase IAIA's involvement at global and regional events.
  - d. Perpetuate the Inter-Governmental Policy Forum.
2. Analyze the need for communications material targeted to different publics.
3. Clarify IAIA's expertise in the market.
4. Further develop the membership structure. This includes
  - a. Develop a student recruitment plan.
  - b. Develop a membership recruitment and retention strategy.
  - c. Develop a new membership fee structure appropriate to the needs of a geographically dispersed membership.
  - d. Revise the affiliates model.
  - e. Outreach to corporate membership.
  - f. Conduct a stakeholder needs assessment.
5. Improve internal communication.
6. Evaluate an IAIA policy for multi-lingualism.
7. Develop a Strategic Revenue Generation Plan to create funds for long-term growth of IAIA.
8. Review and revise the conference format.
9. Develop an IAIA Principles and Practices Series.
10. Review IAIA's existing practices for training and development.
11. Develop a capacity building grant program.

For each of the eleven activities listed above, two members of the Board have been assigned to oversee the progress of that activity. That may or may not include their personal involvement in the activity, and/or their direction of other individuals (e.g., committees, sections). In either case, Board members serve as a lead person for the overall strategy. An IAIA staff member has also been assigned to each activity to help facilitate and act as a resource person.

Although much remains to be done, progress was certainly made in the past year. Most noticeably, IAIA will implement a tiered fee structure 1 July 2005. A more targeted membership package is being developed to appeal to potential corporate and consultancy members. In an effort to reach out to a broader audience, IAIA recently advertised for translation partners in the quarterly newsletter. Other value-added membership benefits are in various stages of vetting and implementation.

As was the case for every Board meeting since October 2003, the agenda for the Board meeting planned for IAIA'05 will be structured around the SAP activities, with each activity reviewed, evaluated, and updated. This ensures the continuation of the strategic planning process through a new year of board membership.

Bridget John  
IAIA International Headquarters Staff

## MEMBERSHIP STATISTICS: WHO WE ARE

As of 31 December 2004, IAIA's members spanned 100 nations. There were 1,483 "direct" members. This includes all individual, joint, and corporate international members. When affiliate membership is included, the figure increases to approximately 2,700 "direct" and "indirect" members across the world. Non-international affiliate members pay local dues only.

A geographic evaluation of IAIA's 1,483 members by region is shown below. A current listing of IAIA's membership by country is contained in Appendix B.

<u>Region</u>	<u>Members</u>	<u>Percent</u>
North America	751	51%
Europe	353	24%
Asia	128	9%
Africa	122	8%
Australia and Oceania	97	7%
South America	32	2%

North America is home to the largest percentage of IAIA members, with Europe hosting the second highest percentage. Africa moved from 3<sup>rd</sup> place in 2003 to 4<sup>th</sup> place in 2004. This is due to the fact that IAIA'03 was held in Morocco, and African membership increased that year in tandem with the event. As of December 2004, countries with highest IAIA membership were Canada,

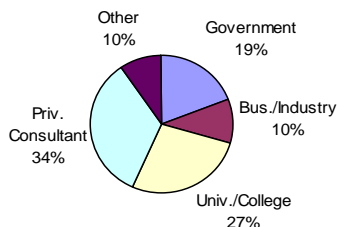


USA, England, Australia, and The Netherlands. These positions were unchanged from December, 2003.

The non-member conference registration fee includes a one-year membership in IAIA. As a result, membership typically increases in the host country and surrounding region for that conference year. However, those figures tend to level out within a year or two after that conference. This was true with both the Hong Kong ('00) and Cartagena ('01) meetings. The Netherlands has always had a high number of IAIA members, but the IAIA'02 conference in The Hague boosted the numbers even further. Still, even The Netherlands was not immune to the subsequent drop in membership one year following the event. IAIA is presently working on value-added membership benefits which will encourage conference delegates from the host country to continue their IAIA membership after their first year expires.

For the past four years, the institutional affiliation of IAIA members has remained virtually constant. Just over one-third (34%) of IAIA members are private consultants, 27% are affiliated with a university or college, and 19% are from state, ministerial, or federal government.

Institutional Location

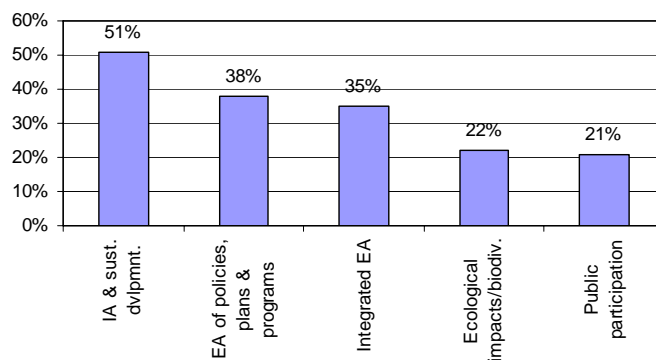


Currently, IAIA members from business and industry constitute 10% of total membership.

IAIA members speak 55 different languages. Of the 1,483 members, 526 have identified in which language(s) they have speaking, reading and writing capacity to the level that allows them to perform as an impact assessment professional. About 98% of those 526 members can operate professionally in English. The next most commonly identified languages were French (27%), and Spanish (19%). German, Dutch and Portuguese are spoken by 8%, 7%, and 6% of IAIA members, respectively.

As expected from an inter-disciplinary association like IAIA, our members have diverse areas of expertise. On IAIA membership directory forms, members have the opportunity to identify up to three areas in which they have professional expertise. The chart below shows the most commonly identified areas of expertise by our members.

Professional Expertise



Not surprisingly, the most commonly shared expertise is in impact assessment and sustainable development at 51%. Environmental assessment of policies, plans and programs was identified by 38% of IAIA members, followed by integrated EA (35%). Biodiversity (22%) and public participation (21%) are other highly represented areas of expertise.

Bridget John  
IAIA International Headquarters Staff

## CBBIA-IAIA PROGRAMME REPORT

2004 marked the effective commencement of program technical activities for the Capacity Building in Biodiversity and Impact Assessment (CBBIA) programme, a grant to IAIA by The Netherlands' Ministry of Foreign Affairs. This followed the consolidation of the administrative structure and procedures, and the completion of preparatory work for the implementation of program activities at the end of 2003.

Development tasks realized in 2004:

- A QA framework was developed and implemented to monitor activities.
- An Inception Report was produced setting out the timetable for activities, the rationale for selection of focal regions and identifying the focal regions selected. These were confirmed as Southern Africa, Central/South America and South/South-East Asia. Activities are also planned for Small Island States, commencing with the Pacific region.
- A "Small Grants Program" was implemented to support activities in countries outside the Project's focal regions for the promotion of biodiversity-inclusive IA. The 2004 Scheme received 39 applications from 13 countries and made 7 grants.
- Five additional small grants were allocated for projects on IA as a tool for regulating activities in and around protected areas. These have been consolidated as the CBBIA "Protected Areas Project" (PAP) to provide information requested by the Convention on Biological Diversity in support of Decision VII/ 28.

- Draft generic guidance was developed on SEA and biodiversity. Review and development of this guidance will take place through the Regional Workplans, to provide guidance adapted at country or regional level as appropriate.
- The guidelines were discussed during IAIA '04 annual conference in Vancouver, Canada. The final draft was produced following post-conference e-mail contributions. This draft will be further debated during IAIA '05 in Boston, USA.
- Review of guidance on SEA was carried out at the request of the Lebanese Ministry of Environment.
- CBBIA attended the GEF STAP meeting on Mainstreaming Biodiversity in Cape Town, South Africa and made representations on the role of Impact Assessment as a mainstreaming tool.
- Preliminary planning of regional workplans was undertaken with partners in Southern Africa, South and South East Asia, Central and South America, as well as opportunities in the Pacific Islands.
- Made three applications (unsuccessful) under the World Bank's Development Marketplace to seek funding for projects on biodiversity, impact assessment and sustainable development.
- A CBBIA participant managed a booth for CBBIA at the IUCN World Congress in Bangkok, Thailand.
- Developed a bursary programme to provide opportunities for individuals with relevant qualifications to attend CBBIA training courses and IAIA meetings. First round of applications: IAIA '05 in May and IAIA's special SEA meeting in Prague in September.
- Identified suitable case studies for the CBD Guidance on SEA and provided input to the development of the guidance, including peer review of the first draft.

Capacity building and regional training activities:

- Organized a pre-meeting at IAIA Annual Conference, Vancouver, Canada in April, 2004. The pre-conference meeting explored the needs, opportunities, and potential activities and partners in CBBIA-IAIA participating regions and countries.
  - 25 participants from developing countries were sponsored by the CBBIA to the pre-conference meeting and the IAIA main conference.
  - Representatives of the following IAIA partner institutions also participated in the pre-conference meeting: the Convention on Biodiversity (CBD), the Ramsar Convention, the United Nations Environmental Program (UNEP/GEF), the World Conservation Union (IUCN), the Netherlands Commission for Environmental Impact Assessment (NCEIA), and the South African Institute of Environmental Assessment (SAIEA).
  - Results of a post-conference survey indicate that the CBBIA-sponsored delegates were very satisfied with their participation at the conference.
- Held a training course/workshop in association with IAIA South Africa in Drakensburg, October 2004. 27

participants representing local, regional and national organizations involved in impact assessment and biodiversity planning.

- Developed a program to run a pre-conference training course at IAIA '05 in May in Boston, USA.

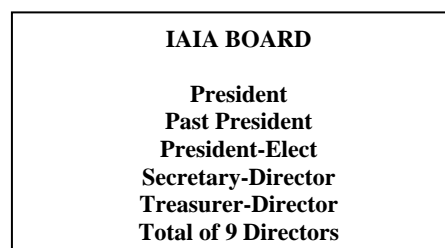
The CBBIA hopes to actively pursue its regional workplans during the remainder of the project lifespan: especially in contributing to the further development of guidelines; offering targeted training opportunities; and working with institutions, organizations and individuals to enhance the integration of biodiversity with IA laws, procedures and practices.

Section 2 of the CBBIA-IAIA grant decision stipulates that the grant period would run from January 2003 to December 2005. The first installments of funds were disbursed in April 2003, while the project started in July 2003, with a six months delay. The issue of the end-date will be discussed at the next IAIA Board meeting in Boston, June 2005, in view of requesting for a budget-free extension of the official end-date of the project.

Dr. Jo Treweek  
Technical Project Manager

Napoleon M. Tiapo  
Programme Administrator

## ORGANIZATION STRUCTURE



### International Headquarters



### International Headquarters



## **Appendix A:**

### **IAIA COMMITTEE AND REPRESENTATION NETWORK**

#### Committees

- Affiliates
- Awards
- Board Nominations
- Conferences
- Finance
- Journal Editorial Board
- Publications
- Sections Coordination
- Training & Professional Development

#### Sections

- Agriculture, Forestry and Fisheries
- Biodiversity and Ecology
- Disasters and Conflicts
- Environmental Mgmt. Systems
- Environmental IA Law, Policies and Practice
- Health IA
- Indigenous Peoples
- Integrated Assessment of Trade-Related Policies
- Local and Regional Government Policy and IA (Urban Governance)
- Public Participation
- Social Impact Assessment
- Strategic Environmental Assessment

#### Branches

- IAIA – Washington Area Branch

#### Affiliates

- Cameroon Association for Environmental Assessment
- IAIA - Ghana
- Impact Assessment Association of Kenya
- Korean Society of Environmental Impact Assessment
- New Zealand Association for Impact Assessment
- Ontario Association for Impact Assessment
- Associação Portuguesa de Avaliação de Impactes
- Association québécoise pour l'évaluation d'impacts
- IAIA South Africa
- Asociación Española de Evaluación de Impacto Ambiental
- IAIA Western & Northern Canada

#### *Developmental (no MoU in place by 31 March 2004)*

- Beijing Affiliate
- IAIA - Nigeria
- Association senegalaise pour l'évaluation environnemental

#### Associated Organizations

- Netherlands Association for Environmental Professionals (VVM)
- Association Argentina de Geologia Aplicada a la Ingenieria (ASAGAI)
- International Society of City & Regional Planners (ISoCARP)
- Environment Institute of Australia (EIA)
- South Asian Regional Environment Assessment Association (SAREAA)
- China Association of Environmental Protection Industry
- Japan Society for Impact Assessment

#### IAIA Official Representation

##### *American Association for the Advancement of Science (AAAS)*

- Social, Economic and Political Sciences

##### *United Nations Offices:*

- New York, Geneva, Vienna
- Economic Commissions

Represented on the RAMSAR Scientific and Technical Review Panel (STRP)

Liaison to Biodiversity-related Conventions

Represented on the UNEP Expert Working Group on Trade and Biodiversity

**Appendix B:**  
**IAIA MEMBERSHIP BY COUNTRY**  
**2 MAY 2005**

<u>Country</u>	<u>Members</u>	<u>Country</u>	<u>Members</u>			
CANADA	495	MOROCCO	3			
USA	253	NEPAL	3			
England-UK	107	SAUDI ARABIA	3			
AUSTRALIA	73	TUNISIA	3			
THE NETHERLANDS	67	TURKEY	3			
SOUTH AFRICA	47	ZAMBIA	3	<u>Region</u>	<u>Members</u>	<u>Percent</u>
SWEDEN	32	ARGENTINA	2	North America	780	51%
NIGERIA	30	BANGLADESH	2	Europe	410	24%
JAPAN	27	BARBADOS	2	Asia	174	9%
NEW ZEALAND	23	BULGARIA	2	Africa	146	8%
GERMANY	19	CHINA	2	Australia & Oceania	97	7%
PORTUGAL	19	CONGO, DEM REP OF	2	South America	37	2%
THAILAND	19	ESTONIA	2	<b>Total</b>	<b>1644</b>	<b>100%</b>
REPUBLIC OF KOREA	18	GUATEMALA	2			
GHANA	17	HONG KONG	2			
ITALY	16	INDONESIA	2			
MEXICO	16	KOREA	2			
SPAIN	15	MAURITIUS	2			
SWITZERLAND	15	MOZAMBIQUE	2			
CHINA-PRC	13	NORTHERN IRELAND-UK	2			
CHINA-SAR	12	PHILIPPINES	2			
KENYA	12	POLAND	2			
NORWAY	12	RUSSIA	2			
BELGIUM	11	RWANDA	2			
BRAZIL	10	SENEGAL	2			
FRANCE	10	SERBIA-MONTENEGRO	2			
INDIA	10	SLOVAKIA	2			
TANZANIA	10	SLOVENIA	2			
ICELAND	9	UGANDA	2			
FINLAND	8	UNITED ARAB EMIRATES	2			
HUNGARY	8	URUGUAY	2			
IRELAND	8	VENEZUELA	2			
SCOTLAND-UK	8	VIETNAM	2			
COLOMBIA	7	WEST INDIES	2			
CZECH REPUBLIC	7	BURUNDI	1			
DENMARK	7	CAMBODIA	1			
CAMEROON	6	CHILE	1			
NAMIBIA	6	CONGO	1			
SRI LANKA	6	COTE D'IVOIRE	1			
AUSTRIA	5	CYPRUS	1			
PERU	5	DOMINICA	1			
BOTSWANA	4	ETHIOPIA	1			
COSTA RICA	4	GABON	1			
ECUADOR	4	GEORGIA	1			
EGYPT	4	GUYANA	1			
GREECE	4	IRAN	1			
MADAGASCAR	4	JORDAN	1			
MALTA	4	LEBANON	1			
PAKISTAN	4	LITHUANIA	1			
TRINIDAD & TOBAGO	4	LUXEMBOURG	1			
ZIMBABWE	4	MARSHALL ISLANDS	1			
BENIN	3	MAURITANIA	1			
BOLIVIA	3	PANAMA	1			
LAOS	3	UKRAINE	1			
MALAYSIA	3					
<b>Total Members</b>	<b>1644</b>	<b>Total Countries</b>	<b>109</b>			

**Appendix C:**  
**STATEMENT OF ASSETS, LIABILITIES AND EQUITY:**  
**31 DECEMBER 2004 AND 2003**

	<u>Dec 31, 04</u>	<u>Dec 31, 03</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1000 - Current Assets	\$ 61,213.49	\$ 178,079.39
Total Checking/Savings	61,213.49	178,079.39
Other Current Assets		
1468 - Due from World Bank	15,913.61	-
Total Other Current Assets	15,913.61	-
Total Current Assets	77,127.10	178,079.39
<b>Fixed Assets</b>		
1510 - Office Equipment	40,787.01	35,773.62
1515 - Accumulated Depreciation	(29,293.12)	(23,698.71)
Total Fixed Assets	11,493.89	12,074.91
<b>Other Assets</b>		
1700 - Investments	454,535.76	175,274.57
Total Other Assets	454,535.76	175,274.57
<b>TOTAL ASSETS</b>	<b><u>\$ 543,156.75</u></b>	<b><u>\$ 365,428.87</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Current Liabilities		
Other Current Liabilities		
2000 - Current Liabilities	\$ -	\$ 189.50
2100 - Payroll Liabilities	5,486.98	5,042.56
Total Other Current Liabilities	5,486.98	5,232.06
Total Current Liabilities	5,486.98	5,232.06
Total Liabilities	5,486.98	5,232.06
<b>Equity</b>		
3350 - Unrest. Net Assets - Board Des.	100,000.00	100,000.00
3400 - Unrestricted Net Assets	260,196.89	193,700.69
Net Income	177,472.88	66,496.12
Total Equity	537,669.77	360,196.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$ 543,156.75</u></b>	<b><u>\$ 365,428.87</u></b>

**Appendix D:**  
**STATEMENT OF ACTIVITY (CASH BASIS) YEAR ENDED 31 DECEMBER 2004**

	<u>Jan - Dec 04</u>	<u>Jan - Dec 03</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4010 - Unrestricted Grants & Contracts	\$ 57,595	\$ 31,250
4020 - Restricted Grants & Contracts	2,418	13,829
4200 - Memberships	123,391	84,256
4300 - Affiliates Revenue	-	20
4400 - Pass Through Income	1,114	786
4450 - Advertising	65	-
4500 - Royalty	890	5,470
4510 - Book Sales	173	463
4515 - Proceedings Sales	-	200
4530 - Miscellaneous Income	5,150	355
4535 - Misc Unrestricted Contributions	-	-
4090 - IAIA '02	2,230	5,400
4610 - IAIA '03	4,131	350,948
4620 - IAIA '04	619,287	76,786
4630 - IAIA '05	16,865	-
<b>Total Income</b>	<u>833,308</u>	<u>569,762</u>
<b>Expense</b>		
6010 - Bank Service Charges	14,718	8,820
6019 - Francophone Secretariat	5	63
6020 - Affiliates	320	1
6030 - Committee Expenses	1,025	1,600
6090 - Computer Support	11,060	7,843
6100 - Contract Labor	251	2,430
6110 - Int'l Headquarters	48,950	92,175
6130 - New/Renewal Memberships	5,828	3,963
6150 - Imp. Assessment/Proj Appraisal	16,601	19,468
6160 - Board Support	9,019	11,542
6170 - Office Expense	8,812	11,379
6180 - Newsletter	8,949	7,293
6186 - Special Publications	2	776
6210 - Professional Fees	9,979	6,920
6220 - Dutch Project/Biodiversity	6,087	2,120
6250 - AEPI Expense	71	32
6425 - Marketing Expense	3,145	1,181
6475 - Depreciation Expense	5,594	7,358
6500 - Miscellaneous Expense	-	202
7060 - IAIA '02 Conference	-	350
7070 - IAIA '03 Conference	11,256	255,054
7080 - IAIA '04 Conference	379,570	77,577
7090 - IAIA '05 Conference	89,150	401
7110 - SEA Prague	28,934	-
7120 - IAIA '06 Conference	18	-
<b>Total Expense</b>	<u>659,343</u>	<u>518,548</u>
<b>Net Ordinary Income</b>	<u>173,965.04</u>	<u>51,213.56</u>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
8010 - Interest Income	1,844	3,001
8020 - Foreign Currency Gain (Loss)	(1,640)	11,882
8042 - Dividend Income	5,578	1,759
8044 - Gain (Loss) Due to Market	(1,849)	(1,359)
8050 - Cash Short & Over	(425)	-
<b>Total Other Income</b>	<u>3,508</u>	<u>15,283</u>
<b>Net Other Income</b>	<u>3,508</u>	<u>15,283</u>
<b>Net Income</b>	<u><u>\$ 177,473</u></u>	<u><u>\$ 66,496</u></u>

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**It's your opportunity to provide feedback to IAIA's Board of Directors. Please complete and return this form to the IAIA '05 registration desk.**

1. Did this Annual Report contain the information you expected?

☐ Yes

☐ No What else should this report contain?

2. The IAIA Board will meet immediately following IAIA'05. Do you have any comments regarding the contents of this report that you would like the Board to consider?

3. If needed, may we contact you for further clarification on your above comments?

☐ No

☐ Yes

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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