



**INTERNATIONAL ASSOCIATION FOR IMPACT ASSESSMENT
IAIA**

**Capacity Building in Biodiversity and Impact Assessment
(CBBIA)**

CBBIA-IAIA Programme Inception Report

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1. Background and Introduction

1.1 Introduction

This report provides information about initial progress in the IAIA/ Dutch Government Capacity Building in Biodiversity and Impact Assessment (CBBIA) project. It presents recommendations for participating regions and countries and provides a provisional workplan.

The project is a targeted capacity building program intended to promote good practice in biodiversity and impact assessment. It includes various enabling activities, which will take place in participating regions and countries and at IAIA conferences, workshops and events.

The project is administered by the International Association for Impact Assessment. It is hoped that it will provide support, expertise and guidance in more than 10 countries over its three-year lifetime. Appendix A sets out the administrative structure and organisation of the project.

1.2 Background

The project builds on work carried out by the IAIA Biodiversity and Ecology Section in support of the biodiversity-related global conventions, including the Convention on Biological Diversity, the Ramsar Convention and the Convention on Migratory Species (CMS). The main focus has been on Environmental Impact Assessment (EIA) for proposed projects and more recently on Strategic Environmental Assessment (SEA) for proposed policies, plans and programmes.

The conservation of biodiversity and its sustainable and equitable use is an issue for people everywhere. A considerable percentage of the World's economy and of the needs of the poor is derived directly from biological resources. Biodiversity loss therefore has profound implications for economic and social development and for maintaining the variety of life as an insurance policy on which many lives and futures depend.

Impact Assessment in its various forms has been identified as having an important role in implementing these Conventions and for helping to ensure that development is planned and implemented with biodiversity 'in mind' (eg see:

<http://www.biodiv.org/impactAssess/index.html>)

Article 14 of the Convention on Biodiversity calls for Parties to introduce EIA and SEA procedures to ensure that the effects of development on biodiversity are adequately assessed and given due consideration. Other articles further reinforce the role of impact assessment. For example impact assessment tools are being developed to ensure that traditional knowledge is used and taken into account when evaluating development proposals (Article 8j) and decisions relating to incentive measures (Article 11) have directly referenced the importance of impact assessment tools in developing and implementing incentives for biodiversity conservation and sustainable use.

Impact assessment processes are in place and applied in many countries but biodiversity considerations are often poorly addressed. Barriers commonly identified include:

- √ A low priority for biodiversity
- √ Lack of awareness of biodiversity values and importance
- √ Lack of capacity to carry out assessments
- √ Lack of adequate data

Meetings and workshops have been held at IAIA Annual Meetings since 1998 to discuss the integration of biodiversity with impact assessment and to share experiences and information. In 1998, IAIA prepared and approved a statement for presentation to the 4th Conference of the Parties of the Convention on Biodiversity in which it strongly endorsed the 'use of environmental assessment to achieve the conservation, sustainable use and equitable sharing of biological resources'. At the same time IAIA set out a proposed programme of work to help:

- √ Create and extend networks of relevant people and information
- √ Broaden the application of impact assessment
- √ Strengthen impact assessment for biodiversity.

Key Decisions of CBD Conferences of the Parties are set out in Box 1. In its Decision IV/10 C the Conference of the Parties of the CBD in 1998 invited governments and organisations to submit reports and case-studies relating to EIA. This call was followed up with further requests for further development of guidance on EIA in time for the 6th meeting of the Conference of the Parties held in '02. At the 9th meeting of the SBSTTA (Nov '03) proposals were tabled for the further development and refinement of guidelines for incorporating biodiversity-related issues into EIA legislation and procedures and into SEA (UNEP/CBD/SBSTTA/9/INF/18). Preparation of guidance to assist Parties in incorporating biodiversity-related issues into EIA and SEA legislation and procedures remains a priority as confirmed at COP7.

In parallel with the CBD COP, the Ramsar Convention's Secretariat has been a key player in the global partnerships needed to ensure integration of biodiversity concerns with impact assessment. Ramsar's Scientific and Technical Review Panel (STRP) has been active in developing innovative approaches to ecosystem management and impact assessment and in developing impact assessment in the context of an 'ecosystem approach'. Ramsar is also currently reviewing its guidance on impact assessment. The Ramsar Convention maintains an interest in developing an integrated approach to impact assessment, incorporating considerations emerging under the CBD, promoting SEA, social impact assessment and linking impact assessment with incentive measures.

Despite the considerable progress that has been made in strengthening impact assessment as a tool to further the aims of the CBD and related conventions, the 183 parties to the CBD and the governments that have signed up to other biodiversity-related conventions and processes need to further build their capacity to develop and apply EIA and SEA procedures for the benefit of biodiversity.

An important rationale behind this project was the decision of COP6 of the CBD in April 2002 to further develop guidelines for incorporating biodiversity issues in impact assessment. This project will assist in the process of developing country-specific guidance. It will also play an important integrating role, reviewing available guidance and

identifying common themes and requirements in order to ensure that the project complements and builds on existing advice, information and good practice.

Box 1 Summary of Key CBD COP Decisions relating to Impact Assessment

Decision IV/10-C of the 4th Conference of the Parties to the CBD

Invited Parties, Governments, national and international organisations and indigenous and local communities embodying traditional lifestyles to exchange information and share experiences on impact assessment and strategic environmental assessments that consider environmental effectiveness and interrelated socio-economic aspects relevant to biological diversity.

Decision V/18 of the 5th COP to the CBD

Requested the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) to further develop guidelines for incorporating biodiversity-related issues into legislation and/or processes on strategic environmental assessment and impact assessment, in collaboration with the scientific community, the private sector, indigenous and local communities, non governmental organisations and relevant organisations such as, *inter alia*, the IAIA, and further elaborate the application of the precautionary approach and the ecosystem approach, taking into account needs for capacity building.

Decision VI/7 of the 6th COP to the CBD

Endorsed guidelines for incorporating biodiversity-related issues into impact assessment legislation and/or processes and in SEA and called for further elaboration of the guidelines. (The draft guidelines were developed by IAIA through the activities of an ongoing action programme managed by IAIA's Biodiversity and Ecology Section).

Decision VI/7

Also requested the Executive Secretary to compile and disseminate current experiences in impact assessment and SEA procedures that incorporate biodiversity-related issues as well as experiences of Parties in applying the guidelines and, in light of this information, to prepare, in collaboration with the relevant organisations, in particular the IAIA, proposals for further development and refinement of the guidelines, particularly to incorporate all stages of the impact assessment and SEA processes, taking into account the ecosystem approach and to provide a report of this work to SBSTTA prior to the 7th COP of the CBD.

1.3 Objectives

The main aim of the project is to strengthen the integration of biodiversity and Impact Assessment (EIA and SEA) so that it can become an effective instrument for addressing biodiversity considerations in decision making and the execution of projects, programmes, plans and policies.

To achieve this long term aim the project will pursue the following objectives:

- Provide practical, demand-driven support for development of capacity for the integration of biodiversity and impact assessment in developing countries.
- Share information and experiences by working with practitioners, policy-makers, biodiversity-related conventions and other stakeholders to build expertise and promote good practice.

- Support capacity-building through knowledge-transfer, institution-building and networking
- Promote, and contribute to, the further development of guidelines for incorporating biodiversity related issues into Impact Assessment.

A number of different approaches will be used and combined to meet project-objectives. These include:

- Creating opportunities for attendance at international conferences, events and workshops by suitably qualified individuals
- Offering targeted training opportunities
- Working with suitable institutions, organisations and individuals in selected regions and countries to enhance the integration of biodiversity with impact assessment laws, procedures and practices
- Allocating small grants for review and enabling activities
- Maintaining a database of contacts and providing opportunities for ongoing exchange of information and ideas, eg through email discussion groups
- Contribute to the further development of guidelines on the integration of biodiversity considerations in EIA and SEA within the framework of the Convention on Biological Diversity and the Ramsar Convention.
- Promoting good practice in impact assessment in other international for a such as the World Water Forum, the Convention on Migratory Species and the ESPOO Convention

1.4 Outputs

The project will include work at regional and country-levels as well as supporting work undertaken by individual participants. This approach is intended to ensure a focus on regions sharing similar interests, challenges and situations whilst also delivering guidance and capacity building to meet the specific needs of selected individual countries. By providing opportunities for participation by a number of individuals the project will also help to reinforce worldwide networks of people with relevant knowledge and experience who can help raise standards of biodiversity-inclusive impact assessment.

The project will deliver:

- A network of trained professionals
- Capacity-building activities eg workshops and training, based on needs assessment and review of current practice in participating regions and countries
- Guidance on biodiversity-inclusive EIA and SEA
- Tested training materials
- Case study material for the further development of existing international guidelines on the integration of biodiversity considerations in EIA and SEA

All materials will be provided initially in English. The intention is to translate training materials and reports into French and Spanish and into other relevant local languages if possible and funds permitting.

The approach used to select focal countries and regions for the project is explained in the following sections.

2. Selection of participating regions, countries and individuals

Achieving the objectives of the project requires a clear focus on selected regions and countries. Selection of participating regions, countries and individuals was therefore a critical first step in the project. Criteria for selection of suitable countries and regions to participate in the project were agreed by the Steering Group (See Appendix A) appointed to review the technical aspects of the project and advise the IAIA Board, with input from members of IAIA's Biodiversity and Ecology Section. These criteria are listed at Appendix B. Table 1 summarises the intended approach for regional- and country-level activities. The Project aims to work closely with key organisations and individuals already active in selected regions and countries, to ensure that training and capacity-building requirements can be identified and met within the timeframe of the project.

Table 1	Country-activities	Regional activities
Ideal 'focal' organisation	competent EIA authority	regionally active organisation with established role in regional coordination (eg South African Institute for Environmental Assessment, IUCN)
Intended activities	<ul style="list-style-type: none"> • institutional and/or legal embedding of biodiversity in national legislation and procedures • drafting of appropriate guidance text etc. • capacity development and training • curriculum development • etc. 	<ul style="list-style-type: none"> • enhancing awareness of the need for effective integration of biodiversity with impact assessment • exchange of experiences and ideas, enhancing awareness of good and bad practice • providing a forum for exchange of experiences, e.g. among countries with similar biodiversity issues and problems, similar administrative settings or similar sectoral issues. • fund raising (or linking of initiatives) for more in-depth capacity development
Possible/ target participants	<ul style="list-style-type: none"> • EIA authority • sectoral ministries • private sector representatives. • Members of civil society (different 'publics') • knowledge centers • key individuals 	<ul style="list-style-type: none"> • lead government agencies (either in the environment or in sectors with major environment issues) • regional knowledge institutes and • NGO's • key individuals

2.1 Selection of participating regions

For purposes of capacity building, regional activities can help raise awareness and facilitate exchange of ideas and information between neighbouring countries. The importance of regional activities has been recognised by the Conference of the Parties to The Convention on Biodiversity, which adopted a Decision at its 6th meeting encouraging Parties to develop regional, sub-regional or bio-regional mechanisms and networks to support implementation of the Convention (para 3 Decision VI/27).

The process of selecting participating regions for this project sought to identify regions where:

- There is a tradition or history of regional co-operation.
- There are active organisations and individuals with respect to biodiversity and impact assessment.
- There are established mechanisms or networks for exchange of information and experiences.
- There is an opportunity to harmonise impact assessment laws and procedures.
- Countries in the region share similar biodiversity interests and impact assessment challenges.
- Countries share sectoral interests (such as mining, hydropower, oil & gas pipelines, forestry, etc.)

The following regions have provisionally been selected (see Appendix C1):

- Central America
- Southern Africa
- Small island states
- S/SE Asia

Other opportunities for regional activity have not been ruled out.

1.2.1 Pilot countries

In practice, EIA and SEA are legally and institutionally embedded instruments and effective implementation requires action at country-level. Within each region, a 'pilot country' will therefore be identified. This country will provide a focal point or 'base' for regional activities involving 'neighbouring countries'.

Key criteria for selection of pilot countries are:

- a) Impact assessment system operational (preferably, not necessarily, by formal regulations).
- b) opportunities to integrate project activities with planned reviews or updates of EIA/SEA legislation
- c) presence of focal points (individuals and organisations) able to play an active role in the development and implementation of the project

Needs assessment in pilot countries will form the basis for production of country-specific guidance as required, to be developed in partnership with key organisations and individuals.

1.2.2 Neighbouring countries

Neighbouring countries will become involved in the sharing of experience, including case studies and in further testing of any guidance.

In many cases, there are already established networks of neighbouring countries with a track-record of relevant activities that are likely to become involved in any regional initiative.

Activities will be designed in close collaboration with existing regional partnerships.

2.2 Small Grants Program

Outside of participating regions, the project proposes some activities in additional countries. These may be:

1. Countries with experience in integrating biodiversity with impact assessment, able to identify and share examples of good and bad practice and to summarise 'lessons learned'. There may also be opportunities within these countries to pilot or 'road-test' guidance and training materials produced by the project.
2. Countries likely to benefit from 'enabling' activities, where legislation and procedures for integration of biodiversity with impact assessment are less well developed or established.

For these countries, an initiative is proposed involving the allocation of small grants for specific activities. For countries in category 1, these grants would be allocated primarily to support reporting and sharing of experiences and lessons learned. For countries in category 2, they would be intended to support enabling activities or possibly reviews of barriers, problems and needs. A number of potential participating countries have been identified, but additional research is being carried out to obtain background information about potential countries and promising activities to support. This will be followed by action to clarify terms of reference and a refereeing process for small grant-applications.

2.3 Selection of participating individuals

Another key component of the project is the recruitment of suitably qualified individuals to participate in IAIA conferences, training and workshops and to form part of a worldwide network of professionals with interest and expertise in biodiversity and impact assessment. Selection procedures will be developed and agreed during 2004.

2.4 Methodology and approach

The initial focus of the project is to establish regional capacity building activities. This will be followed by implementation of the 'small grants' programme and development of procedures for participation by individuals. Appendix D includes a summary workplan, with a provisional timetable set out in Appendix E.

The following three-phase approach is proposed for regional capacity building activities:

A Phase 1: Situation Assessment (This task to be undertaken by IAIA and its partners in Pilot countries, and with possible involvement from neighbouring countries)

- (i) Identify and contact key individuals and organisations who will be involved in the project (including but not necessarily limited to government agencies,

- NGOs private sector representatives, institutes, consultants and professionals with relevant experience);
- (ii) analyse the effectiveness of the EIA system, reviewing the extent to which biodiversity is currently integrated with impact assessment and identifying key strengths and weaknesses;
- (iii) review training and capacity building needs, including identification and review of available training materials and literature making reference to the integration of biodiversity and impact assessment;
- (iv) making recommendations for improving the integration of biodiversity with EIA/SEA and developing guidance and/or training materials as appropriate;

B Phase II (pilot countries and neighbouring countries)

- (v) planning activities, possibly with set-up meetings to review key requirements, methodologies and approaches, desired outputs and materials
- (vi) executing training, disseminating guidance, running regional activities to share experiences

C Phase III (all countries)

- (vii) follow-up
- (viii) maintaining ongoing activity and involvement through networks

D Individual countries or regional bodies, assisted by the project, develop proposals for expansion and follow-up activities; aiming at multi-donor involvement and a more broadly felt ownership of the capacity development initiative.

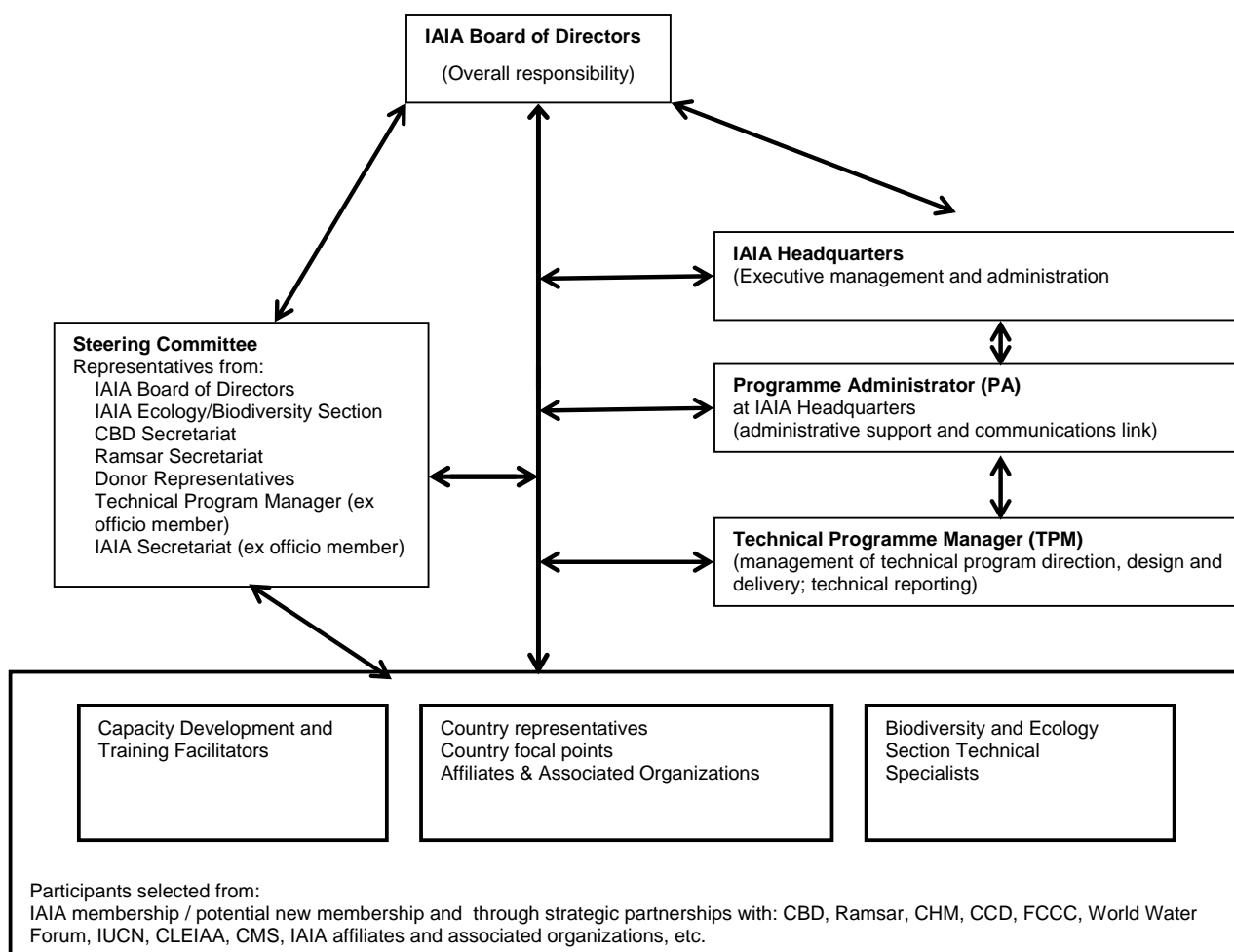
Activities will be carried out with strong local involvement to improve relevance and 'ownership'. Where possible they will be locally driven with support from IAIA as necessary. Wherever possible, guidance and information will be developed to be applicable across the main development sectors, though there may be cases where specific requests are made for sectoral guidance.

2.5 Next Steps

An important next step is the invitation of key regional and country-representatives to IAIA 04 in Vancouver. A pre-meeting will be held prior to the main conference to allow key regional representatives to meet and discuss needs and opportunities. The project objectives, proposed approach and possible capacity building activities will be discussed. Representatives from potential funding bodies will also been invited. Participants will have the opportunity to take part in the Conference Forum on biodiversity and industry and the remainder of the main Conference Programme.

3. Appendices

3.1 Appendix A Administrative Structure and Organisation



3.2 Appendix B Criteria for Selection of Participating Countries and Regions (2 December 2003)

Explanatory note: Criteria 1-4 are key as they deal with issues fundamental to the success of any in-country capacity building. All countries selected must satisfy these criteria. The additional criteria 5-7 are important but not essential: they will be used on an indicative basis to focus country selection, but it is not essential for all countries selected to satisfy them. The purpose/rationale for key criteria is discussed in Table B1.

Key criteria

1. EIA framework/status:
 - 1.1. Existing EIA system fully recognises biodiversity issues and has legislation in place for it, but this is not being implemented; or
 - 1.2. Existing EIA system/legislative framework is does not adequately cover biodiversity issues; or
 - 1.3. New EIA system planned; or
 - 1.4. Existing EIA system currently under review
2. Relevant stakeholders willing and able to participate
3. Active Conventions focal points
4. Existence of a national biodiversity policy/NBSAP (National Biodiversity Strategy Action Plan)/national wetlands policy and framework for its implementation

Additional criteria

5. Possible links to existing impact assessment initiatives/networks:
6.
 - 6.1. In at least one area seek to link to an existing regional impact assessment initiative to give value-added capacity
 - 6.2. For another area select a pilot country meeting the selection criteria and use that focus to bring in neighbouring countries to share the experience
7. Dutch priority countries/regions
8. Areas where biodiversity is under significant threat from development

Table B1

No.	Criterion	Purpose/rationale
1	EIA framework/status	Capacity building is most likely to be successful in circumstances when there is an effective EIA framework but the biodiversity elements of this need to be developed and/or where there is real scope for change because countries are thinking about reviewing their existing EIA procedures or planning introduction of a new EIA system
2	Relevant stakeholders willing and able to participate	<p>For capacity building to be successful it is essential that relevant stakeholders and willing and able to participate. Relevant stakeholder groups should include: decision-makers (eg staff from the different Government ministries – biodiversity, EIA, infrastructure), practitioners (e.g. EIA institutions, consultants, EIA trainers), academics, NGOs, conservation planners. Important to select the “right” people from these groups eg need to ensure these people can “give something back” to their country. Need a balance between senior people in positions of power and more junior (younger) people for longer-term sustainability of the project outputs.</p> <p>Preference should be given to countries where potential project partners are actively volunteering to participate eg to assist in delivery, bring in co-financing.</p>
3	Active Conventions focal points	Active Conventions focal points will be important to provide a link to Convention's work in individual countries eg other CBD/Ramsar Conventions Programmes which will help ensure the longevity of the outputs of the project. Focal points should also be able to help identify relevant stakeholders.
4	Biodiversity context	An agreed national biodiversity policy and implementation framework should provide a clear understanding of the relevant biodiversity issues, objectives, priorities etc of a particular country which it is necessary if biodiversity issues are to be effectively integrated into impact assessment systems and decision-making

3.3 Appendix C Provisional Recommendations for Participating Regions and Countries

C1 Recommendations for participating regions

Region	Possible pilot country	Neighbouring countries	Key contact	Notes
Central America	Costa Rica	<ul style="list-style-type: none"> ○ Belize ○ Costa Rica ○ El Salvador ○ Guatemala ○ Honduras ○ Nicaragua ○ Panama 	<p>CCAD = Central American Commission for Environment and Development</p> <p>MRs Grethel Aguilar; Vice-Presidenta Comision Legislacion Ambiental Mesoamerica; Coordinadora Proyecto EIA; Oficina Regional para Mesoamerica; Moravia; Apartado Postal 0146-2150; San Jose; Costa Rica</p> <p>Tel ++(506) 241-0101 Fax ++(506) 240-9934 galagui@racsa.co.cr grethel.aguilar@iucn.org</p>	<p>Activities have already been carried out for a number of years in this region to harmonise existing EIA systems. The following countries have been involved in this process:</p> <p>In 2004 the Central American Commission for Environment and Development (CCAD), based in El Salvador, is likely to embark on a two-year programme to continue harmonisation and also to start implementing SEA. Efforts to integrate biodiversity with EIA and SEA are likely to benefit from the already well-established working relations between the countries and the fact that there are already initiatives planned to harmonise EIA and SEA during the lifetime of the project. There are active IUCN focal points working in the region who are closely involved in administration of the CCAD programme.</p> <p>Mrs Grethel Aguilar will attend IAIA '04</p>
Southern Africa	<p>Mozambique, Namibia, South Africa</p> <p>Or work with SAIEA</p>	Likely to include the 10 SADC countries	South African Institute for Environmental Assessment (Peter Tarr and Peter Croal)	<p>There are a number of reasons why a focus on the southern African region is recommended. These include:</p> <ul style="list-style-type: none"> ○ Proposals to review South African EIA legislation and procedures in 5 years' time ○ Presence of the South African Institute for Environmental Assessment (SAIEA) ○ Experience in reviewing EIA in 10 SADC countries ○ Keen interest in participation from a number of individuals and organisations, including IUCN, municipal authorities, IAIA members ○ Relevant projects and activities, including a new initiative on SEA and an interest in exploring methods for assessing biodiversity at landscape and ecosystem levels

Region	Possible pilot country	Neighbouring countries	Key contact	Notes
				<p>The world Bank also carried out a review of EIA in selected countries in sub-Saharan Africa.</p> <p>Peter Croal, Isayvani Naicker and Susie Brownlie will attend IAIA '04</p>
Small Island States, primarily in the Pacific	Fiji	<p>Many neighbouring islands, eg including the Marshall Islands</p> <p>Spin-offs for small island states in other regions, including a number of Dutch and UK dependent territories</p>	<p>Bill Phillips (representing Ramsar) mainstream@mainstream.com.au</p> <p>South Pacific Regional Environment Program (SPREP) based in Samoa (Ramsar has MoU and Joint Work Plan).</p>	<p>Although not technically a 'region' these states experience very similar threats to biodiversity and would benefit greatly from guidance and capacity building tailored to their needs. Many of them face significant environmental threats as well as threats from major development, while having limited capacity to respond.</p> <p>The Ramsar Convention Bureau has been involved in recent capacity building and training in Fiji to tie in with development of the NBSAP and a Sustainable Development Bill. Impact Assessment has been identified as a critical issue. An ongoing program has been initiated with neighbouring islands.</p> <p>Bill Phillips is unable to attend IAIA '04 but is keen to remain closely involved in the development of the project through the work of SPREP.</p>
S/SE Asia	?	Bangladesh, Nepal, Sri Lanka, Pakistan, India, China, Vietnam, Cambodia, Lao PDR	IUCN, WWI	<p>There is a planned update of the EIA system in Vietnam, together with proposals to implement SEA, though previous capacity building activities have not been too effective due to widespread corruption and a general lack of participation and transparency. The Dutch embassy in Vietnam has identified biodiversity as a priority area and plays a central role in donor coordination. The Dutch EIA commission is planning visits to explore opportunities for cooperation and the issue of integrating biodiversity with impact assessment will be raised.</p> <p>Opportunities for immediate involvement in this region are not clear-cut, but there is interest from IUCN and the Dutch EIA Commission.</p> <p>IUCN Asia has worked in EIA in the region for several years, first through national programmes of activities in</p>

Region	Possible pilot country	Neighbouring countries	Key contact	Notes
				<p>Nepal and Pakistan and then through a dedicated regional programme run out of Nepal designed to implement the Capacity Development for Environment Assessment Project (CDEAP), supported by the Dutch Ministry of Foreign Affairs. This focused on establishing a network of EIA professionals in South Asia, comprising National Environment Assessment Associations (NEAAs) in 5 of the 7 countries in South Asia. This is coming to an end and IUCN Asia intends a new approach working at national level with continued support of national associations, with renewed focus towards integrating EA into biodiversity management.</p> <p>Nikhath Sattar, IUCN will attend IAIA '04. P Balakrishna has submitted a proposal to IAIA for a joint workshop on streamlining the activities of the biodiversity-related conventions.</p>

3.4 Appendix D Provisional Workplan

Table 1 Summary of tasks and outputs (refer also to QA Framework)

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
A	<i>Project planning and definition (start-up phase: Oct-Dec '03)</i>				
1.	Steering Group established with participation from biodiversity-related conventions	Active steering group with influential representation	IAIA Board	NA	Done
2.	Appoint project administrator (PA)	PA appointed	IAIA executive office with Board Approval	NA	Done
3.	Appoint Technical Program Manager (TPM)	TPM appointed	SCCG with IAIA exec. Office and Board	NA	Done
4.	Develop criteria for recruitment and selection of participating regions and countries	Criteria for selection of participating countries and regions agreed by SCCG and IAIA Board	TPM	NA	Done
5.	Develop recommendations for participating regions and countries	Agreed list of participating regions and countries	TPM	Reviewed throughout project (see also Activity B3)	Initiated for ongoing review
6.	Set up database of contacts	Database of contacts, established	TPM/PA	Reviewed throughout project (see also activity I3)	Initiated for ongoing updating and maintenance
7.	Produce workplan	Workplan	TPM/PA/SCCG	Updated at least annually and issued for Board approval	Preliminary workplan issued. Updating and revision required for years 2 and 3
8.	Produce QA framework and confirm QA procedures	QA framework and procedures agreed	TPM/PA/SCCG with input from IAIA Board	Ongoing review and annual QA submission to client (see also activity B2)	Preliminary QA framework and procedures issued for Board and client approval
9.	Project Inception Report	Project Inception Report	TPM	Followed by Annual Project Progress Report (see Activity B4)	Issued for Board approval
B	<i>Project implementation and management</i>				
1.	Steering Committee Meetings	Meeting minutes issued and approved by SCCG and IAIA Board	TPM/PA/SCCG /IAIA Board	Meetings twice per year	One to coincide with IAIA annual conference
2.	QA submission	QA report to client	PA/TPM/IAIA Board	Annual, to be approved by IAIA Board	

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
3.	Review participating regions and countries	<i>Aim: All</i> the countries/regions selected meet the approved guidelines/criteria Participating regions and countries are actively involved in project	TPM/PA/SCCG	As required but at least annually	
4.	Annual project progress report	Annual Report	TPM/PA/SCCG	Reviewed annually and approved by Board and donor	
5.	Budget	Annual budget	PA/TPM/IAIA Board	Issued annually and approved by Board and donor	
6.	Arrange and manage travel and accommodation for attendance at meetings	Effective arrangements in place	PA	Participants satisfied with arrangements and enabled to attend meetings	In progress
C Project Funding					
1.	Identify and contact potential funding partners with requests for support	Potential funding partners identified, information and materials provided	TPM/PA/IAIA Board	Information issued on request and potential additional funding sources identified at least twice per year	In progress
D Promote good practice in international fora					
1.	External liaison: global programs and initiatives	Effective liaison with a range of relevant global programs	TPM/SCCG	Regular contact with representatives from the biodiversity-related conventions	Links established with Convention on Migratory Species (CMS) with planned attendance at a meeting in Glasgow, UK in April '04, CBD and Ramsar (through involvement in Steering Committee)
	a) Identification and liaison with focal points	Clear lines of communication established. Focal points identified	TPM/SCCG	Reviewed annually	List of Ramsar focal points obtained Call put out on IAIA Biodiversity/Ecology listserv requesting country representatives (March '04)
	b) Inputs to Convention-activities as appropriate	Timely inputs and submissions.	TPM/SCCG/IAI A Board	Evidence of IAIA submissions in Convention-reports and decisions	
2.	Involvement and presentations to other fora, conferences, meetings to achieve wide publicity for project and its objectives..	Attendance at meetings and presentations given	TPM/SCCG	Reviewed annually and at project-end	
E Program for individual country-representatives					

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
1.	Identify and recruit participants	Suitably qualified individuals from a wide range of backgrounds identified, drawing on IAIA, CBD and Ramsar networks as well as more widely <i>Aim:</i> At least 80% of program participants have professional experience in Biodiversity and IA	TPM/PA/SCCG	Review of participant profile in program database and telephone interview of program participants. Applications from individual participants supported by resumes. Suitable qualifications are a condition of acceptance	Main program for individual participation in Years 2 and 3 NB that some participants may be students in which case they qualify on the basis of appropriate courses and interests
2.	Design framework for participation at IAIA conferences and meetings and organize program for activities	Well-designed and attended program <i>Aim:</i> at least 50 participants attend IAIA annual conferences and meetings	TPM/PA	Program reviewed annually	
F Small Grants Program					
1.	Produce instructions for small grant applications	Instructions available on project web page.	TPM/SCCG/PA	Reviewed and updated annually	
2.	Invite applications	Applications received	TPM/PA/SCCG	One call for applications per year	
3.	Small grants approved for relevant activities	<i>Aim:</i> at least 5 small grants issued per year (?)	TPM/PA/SCCG	Grants issued once per year	
4.	Reports on small grant activities	5 small grant reports received per year Reports on project web-page and extracts/ ,results published in journal/ newsletter as appropriate	Participants working with TPM/PA	Reports reviewed by TPM and others as appropriate	
G IAIA Conference Program					
1.	Identify and recruit participants for IAIA annual conferences	Suitable participants identified. At least 20 participants invited, travel and accommodation organized, program finalised	TPM/PA/SCCG	Participants attending meet criteria and show wide representation in terms of region, country and professional interest	Completed for 2004

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
2.	Prepare training and presentation materials for conference program	Clear inputs to conference program	TPM/PA/SCCG	Participants express satisfaction with materials and find them effective	In progress
3.	Pre-conference training workshops	Training opportunities provided at IAIA Annual Conferences	TPM/PA	Participants find training workshops add value (post workshop questionnaires and feedback)	
4.	Coordination of activities for annual conference programme - -	Participants have access to all relevant activities	Section Chair, Conference Programme Organisers; TPM/PA	Review of Conference program and activities prior to Annual Conference	
5.	Conference follow-up including Biodiversity and Ecology Section Work Programme	Ongoing communication and activity including through listserves	Section Chair	Level of activity on listserves (see QA Framework)	
H	Regional Training Program (in each region)				
1.	Identify key partners and stakeholders in 'Pilot Country' and establish working partnership (eg via MoUs)	Contacts established with relevant government departments, ministries, NGOs, focal points and IAIA members	TPM/PA/SCCG	List of key contacts maintained and reviewed by the SCCG at its regular meetings	Work closely with partner organizations including NL EIA Commission
2.	Hold project start-up meetings as necessary with key individuals and organizations to review opportunities	Meetings result in clear proposals for partnership working	TPM/PA and project partners	One start-up meeting per focal region	Work closely with existing contacts
3.	'Needs assessment': review capacity building needs/ requirements in partnership with local partners	Clear needs identified as a basis for assistance to pilot countries	In-country partners with input from TPM/PA	Needs assessments completed in partnership for 3 pilot countries	
4.	Produce guidance and training materials as appropriate (based on needs assessment)	Effective guidance and training materials for pilot countries	TPM with in-country partners	Guidance and/or training materials developed for at least 3 pilot countries and also reviewed by SCCG	
5.	Conduct in-country meetings and/or training to develop and implement guidance	Guidance developed with input from pilot country partners and mechanisms in place for dissemination	TPM with in-country partners	Guidance and/or training materials tested and tailored to needs of at least 3 pilot countries and also reviewed by SCCG	
6.	Identify participants and representatives from neighbouring countries	Representatives in neighbouring countries drawn into network	TPM/PA and Pilot country partners	Key representatives identified in 4-5 neighbouring countries per region	
7.	Regional workshops	Regional workshops with good participation from neighbouring countries	TPM/PA and in-country partners	At least 3 regional workshops	

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
8.	Manage follow-up: report on proceedings and lessons learned	Progress and final reports	TPM	One Final Report at end of project, annual progress reports and other publications	
I	Communication and information sharing				
1.	Publicise project within IAIA networks and commence establishment of wider network.	Regular features and articles in IAIA publications and listserves	TPM/ SCCG/PA	Project information and updates in every IAIA newsletter (4 times per year)	Ensure regular input to newsletters and email discussion
2.	Establish dedicated page on IAIA website with links to other relevant websites	Project web page established	IAIA HQ with PA	Project information updated monthly	Ensure web page is up to date and accessible
3.	Maintain database of contacts and participants	Active, up-to-date database with at least 50 records	TPM/PA	Updated monthly	Ongoing
4.	Identify IAIA members with experience in biodiversity and impact assessment	Aim: all IAIA members with an active interest in biodiversity and impact assessment are identified	TPM/PA/SCCG	Regular updates and notifications for how to participate in networks and activities (listserves and newsletter).	Ongoing
5.	Maintain regular email communication with contacts and participants	<p>Aim: all members of the network are aware of project activities</p> <p>Evaluate on the basis of participation and satisfaction with use of IA-related listservs</p> <p><i>Aim: At least 80% of contacts in database are subscribed with an average satisfaction score of 70% in survey</i></p>	TPM/PA	Email survey via listserv with questions on participant subscription and use (quality of information derived) of listservs.	
6.	Case studies on biodiversity-inclusive impact assessment	Participants produce case-studies illustrating key issues relating to biodiversity and impact assessment.	Participants with TPM	Biodiversity-related Conventions are satisfied with materials and are able to use them to support further development of guidance	Responds to call from CBD for additional case-study material

Task	Activity (Task)	Outputs and evaluation criteria	Responsibility	Method and frequency of evaluation	Notes/Status
7.	Guidance on biodiversity-inclusive impact assessment publicized to promote wider application	Guidance is implemented and developed beyond pilot countries	Network	Evidence of implementation in additional countries (examples of application)	
J	<i>Development of training and CB materials</i>				
1.	Review and compile existing information and guidance on biodiversity and impact assessment	Bibliography and critical review of guidance available	TPM		In progress
2.	Develop introductory project training materials on biodiversity and impact assessment	Training materials developed	TPM		
3.	Develop country-specific guidance in collaboration with partners in Pilot countries	Guidance developed	TPM and partners		
4.	Establish web resources and links including through IAIA website	Web resources established and evidence of use through 'hits'	TPM/PA/IAIA HQ	Number of 'hits' increases (reviewed quarterly)	
5.	Translation: French	All materials translated into French	TPM/PA	Materials reviewed by French-speaking participants	
6.	Translation: Spanish	All materials translated into Spanish	TPM/PA	Materials reviewed by Spanish-speaking participants	

PA: Program Administrator
 SC: Steering Committee
 SCCG: Steering Committee Core Group
 TPM: Technical Program Manager
 IAIA HQ IAIA Headquarters

3.5 Appendix E: Provisional Timetable for Project Activities

Year/quarter	1 (April- June)	2 (July-September)	3 (October- December)	4 (January – March)
Year 1 (2003 - 2004)				
Project initiation and planning			Project start-up activities	Preparation regional activities and IAIA 04
Year 2 (2004 - 2005)				
IAIA Conference	IAIA 04			Preparation for IAIA 05
Steering Committee	Steering Committee Meeting		Steering Committee Meeting (IAIA S Africa?) ? early Oct	
Regional Capacity Building/ SIS	Start-up activities Small Island States	Needs assessment Fiji and neighbouring countries	Preparation of guidance, training and supporting materials, SIS	
Regional Capacity Building/ SA		Start-up activities S. Africa/ Needs Assessment	Start-up activities S. Africa/ Needs Assessment	Preparation of training and supporting materials S Africa
Regional Capacity Building/ CA				Start-up activities C America
Regional Capacity Building/ Asia				Start-up activities S/SE Asia
Individual participants and country-representatives		Initiate program for individual participants and country-representatives Finalise criteria for selection, application and review procedures	Recruit participants and agree program, finalise appointments, MoUs etc	Maintain contact and communication. Ensure timely submissions for IAIA 05
Small Grants		Initiate small grant program, including call for proposals and applications	Review of applications and confirmation of successful applications	Reporting in time for presentation of results at IAIA 05
Generic guidance and supporting materials	Preparation	Preparation	Translation of materials: French and Spanish	Ongoing
Year 3 (2005 – 2006)				
IAIA Conference	IAIA 05			
Steering Committee	Steering Committee Meeting		Steering Committee Meeting (??Jersey ? October)	
Regional Capacity Building/ SIS			UKOTCF Conference, Jersey (?)	Follow-up

Year/quarter	1 (April- June)	2 (July-September)	3 (October- December)	4 (January – March)
Regional Capacity Building/ SA		Regional workshop(s) S Africa		Follow-up for input to IAIA'06
Regional Capacity Building/ CA	Needs Assessment C America: Costa Rica and neighbouring countries	Preparation of training and supporting materials	Translation of materials/ Spanish [poss workshop in Dec or in following quarter]	Regional workshop
Regional Capacity Building/ Asia	Needs Assessment S/SE Asia		Preparation of training and supporting materials	Regional workshop
Individual participants and country-representatives				Lead-up to IAIA 06
Small Grants	Results presented at IAIA 05	Small grants round 2 Call for applications	Allocation of Grants Round 2	Reporting in time for presentation of results at IAIA 06
Year 4 (2006 – 2007) – project close				
IAIA Conference	IAIA 06			
Steering Committee	Steering Committee Meeting			
Regional Capacity Building/ SIS	Presentation of results IAIA 06	REPORTING		
Regional Capacity Building/ SA	Presentation of results IAIA 06	REPORTING		
Regional Capacity Building/ CA	Presentation of results IAIA 06	REPORTING		
Regional Capacity Building/ Asia	Presentation of results IAIA 06	REPORTING		
Individual participants and country-representatives		REPORTING		
Small Grants	Presentation of results IAIA 06	REPORTING		

