

IAIA Publications Committee 2006-07 Annual Report to the Board of Directors

2006-2007 Committee Members

Alan Bond (Chair), United Kingdom
Jill Baker (Board Liaison), Canada

Maria Partidário, Portugal (Editorial Board Chair)
Bill Page, United Kingdom (IAPA publisher)
Jennifer Howell, IAIA Headquarters support

Daniel Bronstein, USA (2nd year)
Richard Grasseti, USA (3rd year)
Ben Harris-Roxas, Australia (2nd year)
Young il-Song, Korea (2nd year)
John Kitetu, Kenya (2nd year)
Bill Ross, Canada (1st year)
Emanuele Santi, World Bank (currently in Ghana) (2nd year)
Collins Norberth Chinedu Ugochukwu, Germany (1st year)
Emma Wilson, United Kingdom (1st year)

Stood down:
Keith Wiseman, South Africa

General Review of responsibilities of the Publications Committee:

The IAIA Publications Committee has overall responsibility for overseeing all IAIA publications activities, excepting those directly pertaining to the Annual Meeting, to the content of the journal – IAPA, and other specific events. The Publications Committee is responsible for other IAIA publications including the *Newsletter*, promotional materials, the Website, the ListServers and the Key Citation lists.

There is a separate Editorial Board for the Journal – IAPA – responsible for advising the Journal Editors and the Publications Committee on matters relating to the content of the Journal.

2006-07 Activities of the Committee and Changes to Publication Activities:

Development of Action Plan

After the 26th Annual Conference in Stavanger, Norway, May 2006, the committee finalized its Action Plan for this session, agreed by the Board, as follows:

1. The Publications Committee has in the past had an action to identify the appropriate publics to target with IAIA publications and, from the results, to

identify whether additional publications might be necessary, for example “Layperson Liaison Publications” (brief publications informing the general lay public on what EIA is, its applications, how the public can get involved etc.), and “Technical Publications” (e.g., providing guidance for preparing or reviewing EIA documents). More recently, the focus has been on the development of 1-2 page position papers defining the role and value of impact assessment, including all disciplines. Richard Fuggle of IAIA Board is apparently going to approach an environmental journalist to assist in this task. Richard Grassetti has been leading this task and will need to coordinate with Richard Fuggle, with the assistance of some other members of Pubs Committee.

2. Develop a template for the IAIA Principles and Practice Series to ensure consistency as more of these are developed. Angus Morrison-Saunders is the Board member with responsibility for these publications and Alan Bond will meet him in late September (22nd - 26th) and will discuss this template. Any work needing further input from the Pubs Committee will be clear at that time.
3. Monitor listserver activity and develop a strategy for their development and effective use. Note that the Sections Committee Chair reports that an idea of the biodiversity section is to start a weblog instead of a listserv, and they will ask for facilities to do this. If this happens, it needs to be included in this action. Ben Harris-Roxas has been leading this action and will need assistance from some other members of the Publications Committee.
4. Form a sub-group to work on the Key Citation Series to formulate a policy for the future update of those key citations not specifically associated with an IAIA Section. This Action needs a working group of the Publications Committee to progress.
5. Form a subgroup to help with the website redesign. Ben Harris-Roxas, Bill Ross and Maria Partidário volunteered for this at the Publications Committee and will work with Angus Morrison-Saunders, Will Veerkamp and Ross Marshall from the Board.
6. There is a danger that IAIA publications will go out-of-date, reflecting badly on the organization. As such, it is crucial that we develop an update schedule for key IAIA documents available on the website, to include, at least: Key Citations; Guidelines and Principles documents; Special Publications. Responsibility needs to be assigned for each updating task. Note that the Sections Committee reported at Stavanger that *“The people from 'impact assessment law, policies and practice' (Formerly called 'environmental law, policies and practice') want to develop guidance material for impact assessment legal professionals. To explore possibilities they want to convene a workshop in conjunction with the annual conference. They also wish to expand the IAIA database with a database on environmental impact assessment legislation and key court decisions from around the world. Contact Karen Moore and Jan de Mulder.”* Whilst action on this

database may be some time off, we need to get involved to ensure that any such database is kept up-to-date. This Action needs a working group of the Publications Committee to progress.

7. Development of environmental, social and ethical policies for IAIA. This is based on a proposal of the Publications Committee to the IAIA Board at the Stavanger meeting (see appendix). This Action needs a working group of the Publications Committee to progress.
8. Glossary: there may be an action in the coming year helping to develop a glossary of terms. Further details may be provided by Bernice Goldsmith.

In order to work on the various actions as efficiently as possible, committee members were divided such that each Action has a leader and a working group of two others as indicated in the following table (name in bold is leader).

Action 1	Richard Grassetti , Bill Ross, Emma Wilson
Action 2	Alan Bond , Jill Baker, Dan Bronstein
Action 3	Ben Harris-Roxas , Emma Wilson, Dan Bronstein
Action 4	Alan Bond , Young il-Song, Jill Baker
Action 5	Bill Ross , Ben Harris-Roxas
Action 6	John Kitetu , Bill Ross, Emanuele Santi
Action 7	Emma Wilson , John Kitetu, Alan Bond
Action 8	Pending contact from Bernice Goldsmith

Action 1 – Position papers

The production of “Position Papers” is fraught with difficulty for three key reasons:

- 1) someone has to agree write them in the first place;
- 2) it is unlikely that all those with expertise in the issue will agree with all the text;
- 3) they need to be kept up-to-date.

This is an issue on which the Publications Committee needs to liaise with Richard Fuggle in particular (see above) but had no success after initial contact early in the work on the action. Further progress still needs to work collaboratively with Richard.

Richard Grassetti has penned some skeleton publications which are reproduced at Appendix 1. A proposal to the Board at the end of this Annual Report sets out how the Committee proposes to develop these in a sustainable way.

Action 2 – Principles and Practice Series Template

It was clear that a template in some form was needed because the format of papers submitted for the practice and principles series were beginning to vary. Alan Bond and Angus Morrison-Saunders developed a template (appended) which was reviewed and amended by the Publications Committee working group. This template is now ready to

send to any Section wishing to produce a paper in this series, though it does need to be supplied with a recent example from the series to place the template advice into the appropriate context.

Action 3 – Listserv activity and strategy

The review of listserv activity has been ongoing over the past year. A new IAIA listserv is being established on climate change issues and a number of older, inactive listservs may need to be disbanded due to limited activity, principally:

1. Environmental Law (7 emails since 2001, no substantive activity since May 2005, 50 subscribers)
2. Ethics (22 emails since 2001, no substantive activity since May 2002, 40 subscribers)

The review has identified a number of factors that appear to facilitate listserv activity, including:

- Having a group of listserv subscribers who take an active role in sharing new information. The Biodiversity and Ecology listserv is a good example of this.
- Emails that seek to discuss issues are more likely to yield responses than simple requests for information or assistance. This holds true across all IAIA listservs.
- Listservs that are closely aligned with IAIA sections appear more likely to be active. For example, the health listserv is relatively active considering its comparatively small number of subscribers (52).

These factors may be problematic if we consider that (i) the bulk of IAIA members identify themselves as environmental impact assessment practitioners, which has no section per se, and (ii) that some active sections do not have a listserv.

There are a number of options in relation to the successful future functioning of the listservs that the IAIA board may wish to consider:

- To consider disbanding the environmental law listserv and the ethics listserv.
- To consider more closely linking listservs to sections' business.
- To consider nominating/recognising one or more members of each section as "email list facilitators".
- To consider if there is a need for an EIA listserv.

Action 4 – Key citation series management

This Action duplicated Action 6 – so see below.

Action 5 – Website redesign

The Publications Committee provided two members of a committee tasked with overseeing a redesign of the web page. This committee has been successful in that the web page has been relaunched with a new design and is accessible in its new format by all members. However, the belief of the Publications Committee members is that the web

design committee were (overall) quite diligent in reviewing and commenting on various aspects of the web page in design. Moreover, they believe that the result of their suggestions was a good DESIGN of the web page, but that the implementation of it has less than successful to date. Jennifer Howell's role in all of this was very helpful and was commended. The committee is hopeful the final product will reflect the good design so developed and will offer support were possible to Jennifer and colleagues.

Action 6 – Update schedule

No progress to date.

Action 7 – Development of policies

The objectives of developing the policy and guidance are to:

1. Identify ways for IAIA to:

- Maximize the economic robustness of the organisation and deliver good value to members
- Minimize the environmental and social footprint of its activities
- Ensure consideration and respect for ethical issues
- Maximise sustainable development opportunities directly and indirectly related to IAIA activities

2. Promote development of a management structure and framework to ensure that:

- Ethics and sustainability are integrated and embedded into practice in all the organisation's activities
- Sustainability and ethical issues are addressed appropriately and in a timely manner
- Monitoring and reporting are carried out regularly and effectively
- The IAIA Board, working groups and members have a common approach to matters relating to ethics and sustainability

The draft sustainability policy statement was developed with the aim of framing further, more specific standards and guidelines for the organisation.

The working group identified a range of IAIA activities that have an environmental, social or ethical impact. These include:

- The Annual Conference
- Publications, including production and delivery
- Sourcing of office equipment and consumables
- Sourcing of food
- Transportation associated with IAIA activities
- Employment, hiring and nomination to Board and committees

Given the time limitations and the need for broader consultation and consensus on the overall process, the working group decided to limit the development of specific guidelines at this stage. The IAIA Annual Conference was identified as the activity with

the greatest social and environmental impact; therefore a draft Action Plan was developed specifically for this event only.

A proposal to the Board has therefore been develop (see end of this Annual Report) which includes:

- A draft **Ethical and Sustainability Policy Statement** covering all IAIA activities
- A draft **Action Plan** that relates specifically to the IAIA annual conference

Action 8 – Glossary

No progress has been made on this action due to a lack of clarification on what, exactly, the glossary needed to contain.

Proposals to the Board:

There are two proposals to the Board as detailed below.

Proposal 1

1. Title of the Proposal

Use of wiki software to develop of Position Papers

2. Contact information (who is this submitted by/when)

Richard Grassetti on behalf of the Publications Committee, May 2007

3. The issue is ...

Refer to 1 Action of the Publications Committee for 2006-2007. IAIA has an aim to improve the utility of the web page for existing members and to attract new members. A particular proposal is to produce short position papers which explain what the various topics within the remit of the organization are and explaining their value.

4. Alternatives (for each alternative, include cost in time, money, resources, advantages, disadvantages)

The favoured alternative is to use wiki software (for example, used in wikipedia) in order to allow members to develop the position papers themselves. This will allow for editing to continually improve and update the papers and will avoid problems surrounding the need to keep the papers up-to-date and finding position paper “champions” to continue editing them over time. Wiki software is freeware, although there would inevitably be resource issues in terms of loading this on to the web server and for those in the Exec familiarizing themselves with its functionality.

The other alternative is to task individuals to use their time to produce the papers, organize editing of them, and ensure regular updating. For a membership organization relying on volunteers, this is problematic and the Committee feels that the existing principles and practice papers and key citations should have an agreed update and oversight procedure prior to additional documents being produced in this way.

5. Who is/would be affected

Primarily IAIA Exec. Through their web maintenance role.

6. Recommendation

The proposal is that IAIA develop position papers allowing member input to refine them on a continuous basis using wiki freeware. Appendix 1, produced by Richard Grassetti, could be the skeleton basis on which to begin the position papers.

Proposal 2

1. Title of the Proposal

Development of an ethical and sustainability policy and guidance for IAIA

2. Contact information (who is this submitted by/when)

Emma Wilson on behalf of the Publications Committee, May 2007

3. The issue is ...

Refer to Action 7 of the Publications Committee for 2006-2007. The Board accepted the need to develop new policies.

4. Alternatives (for each alternative, include cost in time, money, resources, advantages, disadvantages)

Below, draft policies and action plans are suggested. As these are drafts, alternatives include not adopting them, or changing the wording and, therefore, the implications of adopting them on the organization.

5. Who is/would be affected

All members would ultimately be affected if the policies were implemented. The Annual Conference would take place, but would have lower impacts than at present. The policies need not be cost negative.

6. Recommendation

The proposal is that IAIA approve a Sustainability policy (draft attached as appendix 2) and an Action Plan for organization of the Annual conference (draft attached as appendix 3).

Attachments.

Three additional files are attached to this Annual Report:

- Principles and practice - template_May_2007 – read with Action 2
- BS%208901%20DPC.pdf – read with Action 7 and proposal 2
- Manchester%20City%20Council%20Green%20Event%20Guide.pdf – read with Action 7 and proposal 2

Alan Bond

May 11th 2007

Appendix 1 – draft position papers

EIA For the Layperson: What it is and how it works

Environmental Impact Assessment (EIA): EIA is a systematic, interdisciplinary process for the analysis of environmental impacts of an action. EIA is predictive and proactive, and is normally done before an action is approved. Actions subject to EIA are defined in each EIA process, and can range from specific development proposals and permits to plans and policies. EIA procedures are established by law and vary by country (and sometimes state and locality), but usually include scoping, screening, assessment, reporting/disclosure, and public review prior to approval of a project.

Topics covered vary relative to the proposed project, but can include: 1) biophysical factors such as biology, air quality, geology, soils, noise, hydrology, water quality, and health; 2) socioeconomic factors such as public services, utilities, jobs, housing, agricultural viability, economic viability, social cohesion, and population displacement; and 3) cultural factors such as archaeology, historic resources, and traditional cultural practices. The assessment process includes identifying mitigation measures and alternatives to avoid, reduce, or compensate for project impacts.

The EIA process typically is transparent and includes opportunities for public involvement and review. Its goals are to inform the public and decision-makers of environmental effects of a proposal, reduce those effects where feasible, and foster open and informed decision-making. EIA documents can range from short “screening level” analyses to lengthy, detailed environmental impact reports.

Strategic Environmental Assessment (SEA): In some cases project-level EIA is deficient as it only deals with specific effects at the local level, whereas many environmentally damaging decisions had already been made at a more strategic level (for example the fact that new transport infrastructure may generate an increased demand for travel). SEA is a “scaling up” of EIA to address the environmental effects of strategies, plans, policies, and very large scale projects. In the US, SEA can also be referred to as Programmatic EIA. The intent and basic framework of SEA can be similar to that used in EIA, however an SEA is typically conducted before a corresponding project-level EIA is undertaken. This will mean that information on the environmental impact of a plan will be able to cascade down through the tiers of decision making and be used in a project-level EIA at a later stage.

Health Impact Assessment (HIA): HIA is the systematic study of potential health effects of an action. These effects can include both physical and psychological health. HIA can be done as part of EIA or SEA, or independently.

Biological Impact Assessment (BIA): BIA is a systematic analysis of effects of an action on biological resources including biodiversity, local ecological composition and function, and ecological health risks. Compliance with biological protection regulations and treaties also is typically addressed. BIA can be done as part of EIA or SEA, or independently.

Social Impact Assessment (SIA): SIA is a way to assess the impacts on society of certain development schemes and projects before they go ahead - for example, new roads, industrial facilities, mines, dams, ports, airports, and other infrastructure projects. It has been incorporated since into the formal planning and approval processes in several countries, in order to categorize and assess how major developments may affect populations, groups, and settlements. SIA is often carried out as part of, or in addition to, Environmental Impact Assessment.

Appendix 2 – Draft Sustainability Policy Statement

IAIA is committed to its **Ethical and Sustainability Principles**, which are to:

1. Ensure financial sustainability, transparency and accountability
2. Deliver good value to members
3. Ensure effective and efficient use of energy and resources (including waste management)
4. Avoid or minimise harm to the natural environment
5. Ensure that any environmental damage is adequately compensated
6. Ensure respect for the ethical and human rights of members and other people affected by IAIA activities
7. Engage openly and transparently with all people affected by IAIA activities
8. Avoid or minimise negative effects of IAIA activities on individuals, local communities and society as a whole
9. Ensure that any harm to individuals, communities or society is adequately and fairly compensated
10. Maximise the benefits of IAIA activities to local communities and society as a whole

IAIA commits to a policy of:

- Applying a systematic approach to management of ethical and sustainability issues and to achieve continuous improvement
- Communicating ethical and sustainability matters effectively, both internally and externally
- Measuring, appraising and reporting on the organisation's financial, ethical and sustainability performance
- Requiring contractors and suppliers to manage ethical and sustainability matters in line with this policy
- Promoting a culture in which all IAIA Board and committee members, and organisation members share this commitment

Appendix 3 – Draft Action Plan for integrating ethical and sustainability issues into the organisation of the IAIA Annual Conference

The draft Action Plan moves towards adoption and implementation of a 'sustainable event management standard' such as the BS 8901 (appended), using a phased approach.

2007

The draft Action Plan and Policy Statement are presented to the IAIA Board for review and approval at the May 2007 IAIA conference in Korea.

IAIA builds links with similar initiatives and interested organisations nationally and globally (see current list below).

2008

As the 2008 conference organisers have already been identified, it is too late to implement a standard in full. However, we propose that the following initial steps are taken:

- Measurement of impact, including:
 - Carbon footprint - international and local transport
 - Sourcing and sustainability of conference 'gifts'
 - Sourcing of food
 - Sustainability standards of the venue
- Introduction of off-setting initiatives (e.g. a system linked to the web-based conference booking, whereby IAIA members can opt out of an additional minimal charge to offset their flights)
- Development of a communications plan, in order to raise awareness among members about the sustainable event management

2009

Ideally IAIA would adopt a sustainable event management standard for the 2009 conference.

‘Sustainable event management’ contacts & initiatives

Organise This is an events management company dedicated to ensuring that their clients’ events have a positive impact on the local community and the environment:

<http://www.organisethis.co.uk/index.php>

The **Positive Impact Manchester** initiative aims to ensure that events have a positive impact, not only economically, but also on local communities and the environment:

<http://www.positiveimpactmcr.com/>

Manchester City Council has published a **Green Event Guide** (also appended):

<http://www.creativeconcern.com/pim/downloads/Manchester%20City%20Council%20Green%20Event%20Guide.pdf>

The **Carbon Neutral Newcastle** strategy has a special focus on conferences and events:

<http://www.carbonneutralnewcastle.com/events/how.php>