



**International Association for Impact Assessment  
Board Meeting Minutes**

*6-7 November 2014*

*European Bank for Reconstruction and Development (EBRD) Headquarters  
One Exchange Square, London, UK*

Present: Miguel Coutinho, Greg Radford, Yaw Amoyaw-Osei, Pam Gunther, Juan Quintero, Shirley Lee, Elsa João, Karin Isaksson, Miles Scott-Brown, Jill Baker, Bridget John

Apologies: Jennifer Howell

**I. Welcome and Housekeeping**

Coutinho reviewed the agenda with the Board. Baker noted the decisions taken by the Board since their previous meeting in Viña del Mar, Chile (April 2014):

1. Approval of new Editor of IAPA
2. Acceptance of the Publications Committee's recommendation to endorse a report on Health Impact Assessment with the World Health Organization
3. Approval of name change for Rose-Hulman Award
4. Approval to hire a new Administrative Assistant for HQ-Fargo office
5. Approval of Chile 2014 Board meeting minutes
6. Approval-in-Principle of 2015 Panama Symposium
7. Approval of a revised IAIA Personnel Policy
8. Approval of the TPDC's recommended training courses for IAIA15
9. Agreement to allow submission of a late training course proposal for IAIA15

**II. Treasurer's Report**

Gunther provided a summary of the Finance Committee meeting held immediately prior to the Board meeting. She reported that IAIA's balance sheet is healthy and there is an increased projected net income from IAIA14 to IAIA15. The Finance Committee recommended the Board approve a two-year contract for a mobile app as well as approve the recommended mutual funds, with allocations amended by the Committee.

APPROVED: The Board approved the mobile application contract with GenieConnect for two years.

APPROVED: The Board approved the mutual fund diversification proposed by IAIA's financial advisor, with the account allocations adjusted by the Finance Committee. The Committee agreed to an allocation of 15% to Calvert, 11% to Neuberger, 7% to the Health Care Sector, 5% to Parnassus, and 16.37% each to Nuveen and Hartford Municipal Opportunity. The changes will be in place by November 30, 2014.

ACTION: IAIA HQ will work with Gunther to review and update IAIA's Investment Policy prior to IAIA15.

ACTION: Gunther will prepare a document outlining roles and responsibilities of the treasurer, to aid in the transition every three years.

ACTION: Scott-Brown will work with IAIA HQ to develop criteria and a call document for the Innovation Fund by IAIA15. The call will be issued after the Strategic Plan is developed.

### **III. President's Action Plan – Progress to date and discussion**

Coutinho reviewed his objectives as President for 2014-15: 4 Directions – UP, DOWN, IN, OUT.

#### **A. DOWN to the Basics = Sustainable Event Management**

Baker reported that a Sustainable Event Reporting Template has been drafted by Ana Maria Quintero and reviewed by Baker and Howell. Additional revisions are necessary, and a draft will be sent to the Board when it is ready, with the intent that it be used for IAIA15 as much as is practical.

ACTION (short-term): HQ and the IAIA15 Program Chair will find a person to help prepare a sustainable event report for IAIA15.

ACTION (mid-term): IAIA HQ will educate the IAIA16 hosts about the sustainable event report template and include the reporting requirement as part of their Memorandum of Agreement.

ACTION (long-term): Once finalized, incorporate the sustainable event report requirement into the conference bid document.

#### **B. Go INside – maintain and improve relationships with our membership**

The Board reviewed the Sections Coordinating Committee report and discussed the importance of, and strategies for, having continuity of Section involvement in IAIA over the long term. The Board also discussed ways to increase the visibility of the Sections and to strengthen their involvement within IAIA.

APPROVED: The Executive Director will be a co-chair of the Sections Coordinating Committee (SCC), with the endorsement of the Section Chairs. With this change, a Board Liaison to the SCC is no longer necessary.

ACTION: Baker will notify the SCC about this proposed change.

In reviewing the reports of the various Sections as part of the SCC report, the Board noted the desire of the Energy Section to split, but it also noted that the proposed new section lacked co-chairs.

ACTION: Baker will ask the Energy Section to find chairs for the new Power Generation and Transmission Section before the Board will give its approval.

The Public Participation (PP) Section's report included some requests to the Board to amend the role of Sections in accepting abstracts submitted by non-Section members.

ACTION: Baker will discuss this issue further with John Devlin, Chair of the PP Section.

The Board continued to discuss the role of Sections and their mandate within IAIA, recognizing Sections' important in attracting and retaining members.

AGREED: The sitting IAIA President is a member of the Program Committee for the conference over which he/she presides. This will be reflected in the IAIA Handbook and communicated to the broad IAIA membership.

AGREED: The Executive Director and the SCC Co-Chair are members of the annual conference Program Committee and will be involved in the abstract review process for session selection.

ACTION: Baker will review the IAIA Handbook with the SCC Co-Chair to ensure it accurately reflects the role and activities of the Sections.

**C. Reach UP to Corporations (and other large organizations)**

Baker briefed the Board on the London Engagement meeting held the previous day with 20+ stakeholders. Much insight was gathered in terms of the challenges within the field of impact assessment, particularly in terms of data collection and management and the use of IA as a management tool. Scott-Brown noted that the interest generated among the participants about IAIA was good, and that IAIA should continue to follow-up with them. The timing and location of future engagement meetings was discussed.

ACTION: Baker will send a summary of the London Engagement Meeting to the meeting participants.

**D. Reach OUT – extend IAIA reach**

Reports from the Washington Area Branch (WAB) and the Ireland-UK Branch were reviewed. A proposal to form a branch in Japan was also discussed.

ACTION: Baker to extend appreciation to Rita Cestti for her work liaising between WAB and the World Bank Group.

APPROVED: The Board approved the creation of a Japanese Branch of IAIA.

Discussion was held regarding various ways to strengthen IAIA's relationships with its existing affiliates and how to develop new affiliates and/or branches. Baker noted that contacts were made with Chile, Brazil, Pakistan, and the Philippines; information on how to create an affiliate was sent to local IAIA members.

ACTION: Radford to ask Peter Croal and the Awards Committee to develop an "Affiliate of the Year" award, including selection criteria, to be given for the first time at IAIA16.

AGREED: The "Affiliate of the Year" award will include funding for one of the winning affiliate's young professionals to attend the annual conference.

Baker provided an update on the ongoing discussions with China. The ACEE continues to be interested in translations of select IAPA articles. Lee has been invited to attend a meeting of the Chinese Society for Environmental Sciences (CSES) in December and engage them in discussions about IAIA and how the two organizations might work together.

#### **IV. Conferences, special symposiums/meetings**

##### **A. Conferences updates**

1. IAIA15 – Baker and John updated the Board on the progress of IAIA15 to date regarding sponsorship and program elements. Almost US\$100,000 has been pledged in sponsorship to date, with additional organizations expressing interest. Technical visits and training courses have been confirmed. In a written report submitted to the Board, Howell indicated she had no concerns related to the program and noted that there were some interesting and new sessions on the program.

APPROVED: The Board approved offering two SIA training courses at IAIA15, one at the foundational level, and the other at an intermediate level.

2. IAIA16 – IAIA HQ is currently working out the details of the Letter of Agreement and the budget.
3. IAIA17 – A proposal is expected by the end of December.

##### **B. Resettlement and Livelihoods Symposium – Baker provided a summary of the symposium which recently concluded, noting that the event sold out, 42 countries were represented, and 34 Capacity Building Stipends were supported. The training course also sold out, with 40+ people on the waiting list. Sponsors and delegates alike seemed very happy with the event. Mike Steyn, one of the event's program chairs, submitted an abstract for IAIA15, focused on some of the key findings. There is an interest in a second resettlement symposium and training session in the Asia Pacific region, with potential program committee members now stepping forward. It was noted that the IUCN may be interested in this symposium, and therefore should be contacted if it proceeds.**

AGREED: IAIA to pursue organizing a second symposium on Resettlement and Livelihoods in Southeast Asia/Pacific region.

##### **C. Panama 2015 – Baker reported that a major sponsor has indicated commitment for US\$65,000. The next steps are formation of program and sponsorship committees. Discussion was held regarding the technical visit and its position within the event.**

ACTION: Baker will prepare an initial sponsorship proposal that can be used to approach potential partners for the Panama event. John to follow with a formal sponsorship brochure once details of the event are solidified.

- D. Other preliminary efforts and ideas – Baker listed several possibilities for upcoming meetings and opportunities. In addition to IAIA's traditional conferences and symposia, the Board also discussed the potential value of much smaller events of up to 50 people each. Baker will continue to monitor and pursue all of these opportunities as appropriate.

**v. *In camera* Session**

**vi. Discussion of *in camera* session**

Coutinho summarized the results of the *in camera* session with Baker and John and invited feedback.

**vii. Review / Acknowledgement of Reports**

- A. Training and Professional Development Committee (TPDC) – Discussion was held about ways to encourage and/or assist new trainers with their proposals for conference-related training courses, and the concept note for a Professional Development Program (PDP).

ACTION: John to review reasons why new trainers' courses were not accepted in the past few years to see if there is any commonality that could be addressed.

ACTION: John will compare list of training topics in the call for proposals with the courses that have been accepted.

ACTION: Baker and John Boyle to create a task force to move the concept note into a full business case proposal which can be used to solicit financial support for the program. João volunteered to be a member of the task force.

- B. Awards Committee – The Board reviewed the proposed slate of 2015 award nominees. Radford noted that a few committee members have withdrawn and will need to be replaced.

APPROVED: The Board approved the slate of 2015 award nominees as proposed by the Awards Committee.

- C. Board Nominations Committee – Amoyaw-Osei reported that Wes Fisher has already begun contacting the approved slate of candidates for bios to include with the ballots. The process is proceeding according to schedule.

- D. Publications Committee – Due to the confusion related to branding of publications, Lee noted that the Publications Committee has offered to help update IAIA's logo and branding policy. There are a few vacancies on this committee, and Lee will work to put together a list of potential members. João reported that the process for updating and generating new Key Citations documents is going smoothly.

ACTION: Baker will work with Lea den Broeder, Publications Committee Chair, to review the mandate of this committee.

ACTION: Baker, John, and Howell will work with the Publications Committee to update IAIA's logo and branding policy, which will also include guidance on logo use for social media.

1. FasTips – The FasTips report from Maria Partidario was reviewed, noting that there were no action items. The Board was pleased to see so many new reports under development.

ACTION: On behalf of the Board, HQ will extend its appreciation to Partidario for her ongoing efforts on developing the FasTips.

2. SIA Guidelines – Baker informed the Board of a new SIA Guidelines document under development by key members of the SIA Section. The intent of the group is to finalize the document in advance of IAIA15 and use their session at the annual conference to launch the new guidance document. This group requested funding from IAIA for the editing and graphic design of the final PDF document.

APPROVED: The Board agreed to provide up to US\$5,000 for the graphic design of an electronic version of the SIA Guidance document, once the final edited version is complete.

ACTION: IAIA HQ will look for groups that fund knowledge dissemination as a possible sponsor for a series of these types of documents.

- E. IAPA Editorial Board – João noted that the transition to the new editor is going smoothly. More papers are always a need, as are topics for special issues. Baker reported that the discussions with the Chinese regarding translation of IAPA articles are ongoing.
- F. UNECE report – The Board reviewed the report from Maria Partidario. No action from the Board is needed at this time.
- G. Web report – John summarized the report from IAIA's Webmaster, Carlos Quintero, noting that he is working hard to transition IAIA to a new site early in 2015. Sections and affiliates will be solicited to help assess relevant content for the new website. In light of the revamp of the website, IAIA HQ did not ask Carlos Quintero to provide the usual web statistics for the Board.

#### **viii. 2015 Operational Budget**

The Finance Committee recommended approval of the 2015 Operational Budget and Notes as drafted.

APPROVED: The Board approved the 2015 Operational Budget and Notes.

#### **ix. Strategic Plan – development and progress report**

The Board discussed the objectives to be achieved through the development of a renewed strategic plan. The Board started this discussion with a review of the current IAIA brand, vision and mission statements. The discussion of what to focus on for the new strategy included a review of IAIA's strengths and how these

could be built upon in order to strengthen and promote the value of IAIA to existing and potential new members and partners.

The Board discussed possible opportunities in terms of geographic location of future events, included symposiums and special meetings, recognizing that while we need to be opportunistic and work in areas where there is considerable development, we also need to create events in parts of the world that could benefit from international expertise that IAIA may be able to offer.

The Board discussed ideas regarding how to seek input from IAIA membership on the new strategic plan, noting the possibility of using the AGM as well as small focus groups at IAIA15. There may be an opportunity to convene such meetings in Florence, where the Executive Director and Board members could solicit input from sector-specific groups, as well as the Sections and Affiliates.

The Board also discussed a few specific ideas regarding how to increase membership, noting the importance of increasing student membership, and membership in other related fields of practice (such as engineering and planning).

ACTION: João to send two proposals via email regarding:

- the possibility of an “International competition of impact assessment inspired design” potentially under the remit of IAIA; and,
- University bulk membership of IAIA.

#### **x. Other Items Requiring Board Discussion**

- A. Dates of board meeting at IAIA15 – The next meeting of IAIA’s Board of Directors will be held in Florence, Italy, on Friday and Saturday, 24-25 April, 2015 following IAIA15.

Meeting closed at 3:00pm on 7 November.