

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

*24-25 April 2015
Albani Hotel, Florence, Italy*

Present: Yaw Amoyaw-Osei, Miguel Coutinho, Ana Maria Esteves, Javier Clausen, Shirley Lee, Pam Gunther, Elsa João, Juan Quintero, Karin Isaksson, Miles Scott-Brown, Myungjin Kim, Jennifer Howell, Bridget John, Jill Baker

I. Welcome and housekeeping

Amoyaw-Osei reviewed the agenda with the Board and introduced Board members. The distribution of Board duties was reviewed. Points raised at the Annual General Meeting and Council meeting were reviewed and assigned to the agenda as appropriate. Baker noted the decisions taken by the Board since the previous meeting:

1. Approval to move ahead with the Panama Symposium in 2015
2. Approval to hire a human resources advisor to review the IAIA Personnel Policy
3. Approval of proposal by AQEI to host IAIA17
4. Approval to give IAIA Outstanding Service award to Angus Morrison-Saunders and Francois Retief
5. Approved the Executive Director to serve as co-chair to the Sections Coordinating Committee

II. Post-event feedback on IAIA15

The Board provided feedback on the debut of the GenieConnect mobile app. HQ will follow up on specific suggestions. John noted that feedback on the app will also be gathered from delegates via the conference survey, the printed program was reduced this year as information was provided in the app instead, and more functionality in the app will be added next year based on this year's experience and the additional planning time available. Overall, the app seemed to work well and preliminary indications are that it was positively received by delegates.

The electronic poster tables also seem to have been well-received; specific suggestions will be followed up by HQ and the IAIA16 conference committees as needed. Continuation of the electronic poster tables is contingent on availability of sponsorship.

Generally, the quality of presentations was reported as being higher this year. The Board noted the challenges to the Program Committee in managing the large numbers of presentations, sessions, and topics, and noted that the limit of 2 sessions per person did help with the planning; enforcement of that guideline will continue for IAIA16. The Board also acknowledged the importance of the session chairs' role.

III. Treasurer's report

Gunther reported that IAIA is in a healthy financial position, with IAIA's assets increasing 22% in 2014 over 2013. Regarding IAIA's investment funds, Gunther noted they are

allocated consistently with IAIA's current investment policy, in that they are placed in *socially responsible* funds. In response to a question raised at the AGM, IAIA does not invest in *green* funds per se, as these types of funds typically have lower returns.

ACTION: Baker and John will prepare a proposal to clarify the social and environmental criteria for IAIA's investments and to modify the investment policy accordingly.

The Board noted its commitment to ensuring that IAIA's investments serve IAIA's long-term needs but that terminology should be changed to "sustainability funds" to better reflect their purpose. IAIA is no longer so heavily dependent on annual conference revenue to meet operational needs, and the previous "rainy day" fund of 3 years' worth of operating expenses may need to be revisited. With changeover to "sustainability fund," there is renewed opportunity to encourage donations.

ACTION: John will ensure all future references to IAIA's investments will be labeled as "sustainability funds."

ACTION: Baker, John, and Scott-Brown will assess the cap on IAIA's sustainability fund to determine what base amount is needed to retain as an operational cushion.

ACTION: John and Scott-Brown will include a chart in the annual report showing the source of IAIA's investments by sector.

ACTION: John will look into additional ways to promote donating to IAIA's sustainability funds.

IV. Committee and Other Reports

A. IAPA. João reported on the meeting of the Editorial Board. The new editor, Riki Therivel, has been on board for 7 months. The Editorial Board, at Therivel's request, agreed to appoint two associate editors to assist with the workload. Therivel will follow up with suggested individuals. Therivel met with the Taylor & Francis representative at the conference and discussed special issues, including linking issues to conference themes. The Editorial Board is considering splitting into two committees—editorial and management—and will come back to the Board with a recommendation. The possibility of translation to Chinese is moving forward. The plan is for all abstracts and one article per issue to be translated, and the Taylor & Francis legal department is currently reviewing copyright issues. João reported that some Editorial Board members expressed general discontent within the committee, and she requested and received support from the Board reported to follow up with these members.

ACTION: João will contact IAPA Editorial Board members to assess the current state of policies and procedures, determine if any adjustments need to be

considered based on their feedback, and report back to the Board at midterm.

B. Board Nominations Committee. (*See report*) Suggestions for nominees should be sent to Wes Fisher.

C. Awards Committee. (*See report*) Ross Marshall was nominated to join the Committee. More nominations for award recipients are needed, and the Board was encouraged to actively submit nominations. The Affiliates will discuss criteria for an Affiliates Award and forward a response to the Board. Distinction between Individual Award and Lifetime Achievement Award should be reviewed, as should the title of the Global Environment Award.

ACTION: John will look into using the mobile app for on-site award nominations at IAIA16.

ACTION: HQ will follow up with the Affiliates regarding their discussion of the idea of having an Affiliates Award.

ACTION: Baker will follow up with the Awards Committee regarding any further clarity required on the description of the two noted awards.

APPROVED: Ross Marshall's appointment as a member of the Awards Committee.

D. Training and Professional Development Committee. (*See report*) Quintero noted questions about the process for assessing courses for the Panama symposium. Quintero and the Board discussed language options for the courses in Panama, noting that the courses will all be held in Spanish but the proposals will be submitted in English.

ACTION: John and Baker will draft guidelines for solicitation, review and selection of training courses held in conjunction with special meetings and symposia.

John reported that the IAIA16 call for training courses will implement a new requirement that trainers are asked to identify types of professionals outside the field of IA who might be interested in their respective courses. Additionally, local hosts will specifically be asked to be involved in regional marketing of the training courses. The TPDC also discussed expanding endorsement beyond courses previously offered at IAIA conferences.

Baker reported on the discussion of the Professional Development Program task force, which met during IAIA15: there is much interest in the program and design of the program, there are many complications such as determining successful completion of a course, online platforms are being considered, administrative workload may be high, the program may be developing faster than anticipated. A

Canadian group is interested in conducting a pilot in Canada, which could also be used to help assess the administrative requirements for this new program.

- E. Publications Committee.** Lee reported that the Committee is reviewing its mandate, its agenda, and publications policies this year. New nominees to the committee will be considered when the mandate review is complete. Marla Orenstein was nominated to chair the Committee in place of Lea den Broeder, who is retiring from the chair position, however den Broeder will stay on the Committee as a member. Maria Partidário and Amanda Chisholm were nominated as members. All FasTips documents have now been translated to Japanese, and Lee is seeking someone to translate them to Chinese as well.

APPROVED: Marla Orenstein's appointment to chair the Publications Committee and Maria Partidário and Amanda Chisholm's appointments as members of the Committee.

- F. Sections Coordinating Committee.** (*See report*) Baker reported that she had attended the SCC meeting and explained some of the conference planning complications. The Board acknowledged that the Strategic Environmental Assessment Section is disbanding and expects to receive formal communication from the Section to that effect. The Law Section is not officially disbanded; we expect a midterm report. Concerns listed in the SCC report were noted. Sections are due for 3-year assessments.

During the discussion of Section suggestions a point was raised about IAIA having a strategy for reaching out to environmental journalists. Esteves noted that IAIA could reach out to a group known as the Society of Investigative Journalists, and offer them training in specific areas.

Following the SCC's second meeting in Florence, Francesca Viliani discussed with Baker the idea of reviewing the conference organization with respect to involvement of the IAIA Sections into the technical program. Viliani offered to develop a draft terms of reference to review the conference format and role of sections in conference planning and to make recommendations to the Board.

ACTION: Baker will report back on discussions to the SCC and request that any specific requests to the Board be put into formal proposal format, which will be provided by HQ.

ACTION: Baker will follow up with Paul Sage regarding the potential for a joint initiative with the Arctic Council on IA and Climate Change to leverage the changes in the Arctic and Northern regions and their impacts on First Nation Communities.

ACTION: Baker will follow up with Wes Fisher regarding the consideration of developing an IAIA special symposium on mitigation of climate change through reinsurance and impact assessment.

ACTION: Esteves will reach out to the Society of Investigative Journalists and see if they might be interested in targeted training.

APPROVED (in principle): To include in each annual conference a session on the culture and history of the IAIA conference venue in honor of founder Charlie Wolf and his legacy of such sessions.

ACTION: Baker will contact the Cultural Heritage Section for a detailed description of institutional guidance for each year's host regarding the standing cultural history session.

ACTION: As appropriate, future conference program committees, in consultation with IAIA's Indigenous Peoples Section, will try to identify opportunities for indigenous groups to be involved.

APPROVED: Midterm reporting from the Sections is optional. Annual reporting will remain a requirement of the Sections.

ACTION: Baker will advise the Sections of the new reporting guidelines and update the Handbook.

ACTION: HQ will review the Section guidelines and the roles of liaisons.

ACTION: HQ will help Sections and Committees develop more formal processes for turnover of Committee chairs.

ACTION: Baker and John to contact the Section Chairs to initiate and facilitate their 3-year assessments.

ACTION: Baker will follow up with Viliani regarding her idea to draft a terms of reference to review the conference format and role of the IAIA sections in conference planning.

G. UNECE. Baker reported that funding was not granted by the UN to facilitate IAIA's involvement in the UN Working Group on EIA and SEA. However, no specific reason was given for the denial.

ACTION: Baker will follow up with the UN by phone at the end of May regarding the rationale behind the denial of funding; Baker and Maria Partidário will advise so that the Board can make a decision on

whether to continue with the working group or discontinue IAIA's participation if funding is not provided.

- H. Affiliates and Branches.** Baker reported that some Affiliates (e.g., Portugal) have been asked to develop accreditation. Many Affiliates are updating their web sites; IAIA will be featuring them more prominently on its updated web site. Three groups have recently requested guidelines on the Affiliate application process.

ACTION: HQ to include affiliate membership figures when reporting total IAIA membership.

ACTION: John will work with Affiliates and Branches to use IAIA's new webinar program (see Section VIII(B)) to facilitate periodic non-conference discussions amongst the Affiliates and Branches on topics or issues of interest and importance to them.

- I. Webmaster's report.** (*See report*) Baker noted that the web site is being updated, including layout and organization of content, as well as the addition of more social sharing. Howell noted that IAIA15 was the first year on a new conference submission and review system and that plans are to have the process automated through to the output of the final program for IAIA16. John reported that *IAIAConnect* will be reassessed because the host company is planning no additional development of the software.

- V. Special Meetings.** Baker reported that the IAIA London stakeholders' meeting and the Washington, DC, stakeholders' meeting in collaboration with the World Bank were very well received. The pre-conference expert workshop, held in collaboration with the EIB, also went well. EIB will write and provide the report from its meeting; more meetings like this should be planned/facilitated by IAIA. A roundtable on SEA is proposed for September; Baker is working with the proponent on a formal proposal.

VI. Conferences and Symposiums

A. Conferences

- 1. IAIA16.** HQ reported that the program has a solid theme with potential for development; however, due to recent information from the hosts, logistics and sponsorship will be challenging. The hosts indicated JICA might coordinate their own training course so that it occurs just prior to IAIA16 and then fund some of their course participants to attend IAIA16. Esteves noted that AusAID recently shifted their focus from Africa to Asia.

ACTION: Quintero, Isaksson and Baker will follow up with ADB regarding funding possibilities.

- ACTION: Baker will follow up with Daniel Franks regarding possible AusAID funding.
- ACTION: John will ask the IAIA16 organizing committee to distribute the call for training courses to potential Japanese trainers.
- APPROVED: The IAIA President will serve on each year's program committee. The Treasurer will serve on each year's sponsorship committee.

2. **IAIA17.** Baker and Howell reported that the theme is under development. A local conference planner is being sponsored, transitioning from part-time between now and the conference. The venue is very "green." The conference will be bilingual (English/French); translation requirements and preferences will need to be confirmed. The regional forums have been popular, so a North American Forum will be suggested to the organizers. A champion should be identified to organize theme forums.

3. **Sustainable events report.** (*See draft reporting guidelines*) The Board expressed concern that the current draft of the reporting template is not very comprehensive. Coutinho and Baker noted that this is a first version and that in developing a reporting template, HQ needs to assess what can realistically be reported with both available information and administrative time. Therefore, the report is modest and will be considered a working document (version "0"). Baker also noted that GRI was used to benchmark the reporting guidelines. HQ will collect the required information; volunteers and/or student fee waiver program participants will prepare the report. The reporting will be included in conference bids as a requirement rather than an option.

ACTION: HQ will work with volunteers (Ana Maria Quintero and two students from the Student Fee Waiver Program) to write the IAIA15 sustainability event report.

ACTION: Howell will update conference guidelines to make sustainable event reporting required rather than optional.

B. Symposiums

1. **Panama.** Quintero reported that the technical program is under development and that several sponsors are committed and more are in progress. Registration is expected to open in early August.
2. **Resettlement II.** Baker reported quick progression of this initiative within the last few days. The symposium is planned for 2016 in Southeast Asia.

3. **China.** Baker reported that plans are progressing for a foundational HIA symposium at a university venue in October 2016. The event will be held in English. The HIA Section is supportive of the event and Salim Vohra (past HIA Chair) is leading the planning with Xinfeng Zhao from CSES in China.

Scott-Brown and Baker noted that there may be three events in 2016 and we will need to ensure that HQ can plan accordingly.

For future symposiums Coutinho suggested that IAIA consider organizing a special symposium on Equator Principles (possibly in London) directed at private banking.

ACTION: Baker to discuss with HQ staff and report back to the Board on how HQ will ensure that three events can be managed, if necessary, in 2016.

- VII. HQ Operational Updates in 2015.** Baker highlighted key projects for HQ in 2015-16, including updating documents such as the handbook, operational plan, governance fiduciary rules, conference guidelines, and corporate membership brochure, as well as developing guidance on special symposiums and training courses provided at IAIA events outside the annual conference. A marketing/communications/web site strategy is also planned for later this year or next year.

VIII. Other Business

- A. **Quarterly newsletter.** Baker noted that the quarterly newsletter has become cumbersome and dated and recommended that IAIA transition to monthly e-news exclusively. Feedback indicated that members like and read the monthly e-news.

AGREED: The quarterly newsletter is discontinued.

ACTION: Baker and John will update documents that reference the quarterly newsletter.

ACTION: HQ will include the calendar of Affiliate events on a joint online calendar.

- B. **Webinars.** John reported that one webinar was piloted on climate change and mining with positive feedback and two additional webinars on a similar topic are in being planned. John shared with the Finance Committee an overview document on the pilot webinar. The webinars will be broadcast live and recorded for online posting after the event.

ACTION: John will work with the SCC to develop criteria for webinar quality assessment.

ACTION: John will contact Sections to consider and recommend topical webinar series.

ACTION: John will design a webinar plan/calendar.

IX. *In camera session.* Yaw summarized the results of the *in camera* session and discussed the way forward with regard to human resource planning for HQ.

X. Review of IAIA Strategic Plan 2015-18

A. Baker noted that the draft is intentionally not meant to be overly complex, and is intended to share with members. Baker reviewed the main components of the strategic plan with the Board, and suggested changes to the draft were made during the discussion. With the noted changes that were made during the meeting, the Board approved in principle the strategic plan, with a final approval to be determined once Baker provides a final version to the Board. Next steps are to amend the draft based on the Board's feedback (May), return the draft to the Board (June), share with membership (July/August), and develop an HQ operational plan for the next 12 months.

ACTION: Baker to revise the draft Strategic Plan and send to the Board for final approval; the final version will be shared with the IAIA members on the website.

During the course of the discussion of the draft Strategic Plan, a number of related discussions took place regarding various aspects of IAIA, and the following action items were determined:

ACTION: John will follow up with the Japanese Branch on whether the Branch bank account can be opened by IAIA.

ACTION: Baker will add a reporting request to Affiliate MOUs as they are renewed (for existing) or created (for new).

ACTION: John will check with Shelli Schneider regarding bulk wire options for Affiliate dues.

ACTION: HQ will include the history of IAIA and photos of past IAIA presidents on the web site.

ACTION: Photos of key people (Board members, Section chairs, etc.) will be added to the opening plenary slide roll at conferences.

ACTION: HQ will create a form to allow website visitors to submit topic ideas for webinars.

XI. Other Items Requiring Board Discussion

A. Parking Lot

1. Annual Charlie Wolf lecture (suggestion by member).

ACTION: Baker and Coutinho will follow up on the suggestion to hold an annual lecture in Nigeria based on Charlie Wolf's legacy.

2. Involvement of Deogratias Niyizonkiza (Charlie Wolf's son). The Board suggested keeping Deo involved with IAIA; possibly use his project as a case study for intensive training.

ACTION: Coutinho will monitor and follow up on the involvement of Deogratias Niyuzonkiza in IAIA and the possibility of using Niyizonkiza's project (Village Health Works) as a case study for intensive training.

3. Potential Water Special Symposium.

ACTION: João to follow up with Ross Marshall regarding the possibility of holding a special symposium on the theme of flood protection in the UK.

4. IEMA.

ACTION: Baker to follow up with Tim Balcon, CEO of IEMA, regarding possible collaboration with IEMA.

5. EIA Index. The Board recommended not pursuing the idea for IAIA to develop an EIA index for ranking developing countries' impact assessment approaches based on numerous potential complications.

6. Corporate members. It was suggested to approach corporate members regarding FasTip, symposium, and training course topics.

7. Marrakech funds. Baker reported that money currently sitting in this account can and should be utilized in the same spirit as the original project.

ACTION: John and Baker will develop criteria and a plan for using the money in the Marrakech fund for capacity building.

8. Lee at South Asia meeting. Lee reported that she had been asked to represent IAIA at a capacity building meeting in South Asia and requested IAIA funding to participate.

ACTION: Lee will send a proposal regarding her request for funding to represent IAIA at a capacity building meeting in South Asia so that the Board can review and vote.

9. **Kim at 5th Korea-Vietnam EIA Conference.** Kim announced the conference at Vinh, Vietnam in August 27-28, 2015 and noted the Korean Affiliate role in regional capacity building.

ACTION: Kim will send a conference agenda to HQ for IAIA newsletter (eNews now). Kim also will participate in the 4th Korea-China-Japan EIA conference on October 16-17 in Korea.

- B. **Location and date of 2015 mid-term Board meeting.** The next Board meeting will be held in conjunction with the Panama symposium, on 4-5 December 2015.

ACTION: Baker will confirm whether Board members are eligible for fee waivers for the symposium.

ACTION: Baker will investigate the possibility of a stakeholder engagement meeting on 30 November in Panama City.

XII. Closing

Amoyaw-Osei and the Board noted its appreciation on behalf of the membership to outgoing Board members Pam Gunther, Juan Quintero, and Greg Radford, and thanked them for their service. The Board also expressed its appreciation to Jennifer Howell for her 20 years of service to IAIA with an award.

The meeting closed at 12:10pm on 25 April.