



## IAIA08 Call for Training Course Proposals

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Seeking to promote continuous professional development and excellence in impact assessment, IAIA will continue to organize high quality training courses in association with its annual conference. In support of this goal, the Board of Directors and the Training and Professional Development Committee (TPDC) invite proposals for training courses to be delivered at the 28<sup>th</sup> annual conference, to be held 4-10 May 2008 in Perth, Australia. It is anticipated that training courses will be delivered in the pre-conference program 4-5 May.

Training courses may cover any aspect of impact assessment, but priority will be given to proposals that address member-driven demand for intermediate and advanced level training and for courses on the topics listed below (the list is not exclusive). Proponents who have previously taught courses at IAIA conferences are encouraged to upgrade and/or innovate the content and level of the course to allow previous participants to attend the courses again.

1. Sustainability assessment
2. Sectoral SEA for spatial planning, energy or transport (practical approach)
3. Health impact assessment
4. Participation and indigenous people in IA
5. Social impact assessment
6. IA in developing countries
7. Integrating biodiversity in IA
8. Quality review and auditing for impact assessment
9. Cumulative effects and follow up in impact assessment
10. Tools for impact assessment (resource economics, GIS, IT)
11. General professional capacities (ethics, leadership, capacity building)
12. Environmental management plans and systems

Proposals must be submitted to IAIA Headquarters ([jen@iaia.org](mailto:jen@iaia.org)) by 1 September 2007 and should comply with the structure and content requirements set-out below. Failure to provide adequate documentation will result in the rejection of a proposal. Please do not simply copy and resubmit prior proposals, as the requirements have changed and the courses offered need to be innovative as well as up to date. Proposals in previous formats will not be accepted. Course proponents will be notified about the outcome of their application by 1 October 2007.

### **Structure and Content Requirements for Proposals**

#### Section 1 – Basic information

- (a) Course title.
- (b) Level: foundation, intermediate or advanced.
- (c) Prerequisites for participants (all proposals for courses at the intermediate and advanced courses must list necessary prerequisites)
- (d) Language of delivery.
- (e) Duration (1 or 2 days).
- (f) Minimum and maximum number of participants.
- (g) Name and contact details of each trainer.
- (h) Number of students that may attend at no charge (see below for details)

## Section 2 – Course description

- (a) Summary of the purpose(s), content, and anticipated learning outcomes of the course (maximum 300 words). Please include within the text the level of the course and its prerequisites. An edited version of this text will be used in the preliminary program for IAIA08.
- (b) Detailed description of the course structure and content (2 – 5 pages), including an outline of participatory and/or case-study based exercises. Interactive approaches to courses are strongly encouraged.
- (c) Description of the materials participants will receive during the course.
- (d) Provisions for pre-conference and post-conference communication with participants. Trainers are expected to register for and attend the full conference to allow for maximum face-to-face communication immediately following course delivery.

## Section 3 – Qualifications of the trainer(s)

- (a) An abridged curriculum vitae (maximum 1 page) for each trainer.
- (b) History of the course: number of times, where and to whom it has previously been delivered and evidence of its success.
- (c) If the course is new, give history of a comparable course, with the same information as in 3b.

## Section 4 – Commitment of the trainer(s)

- (a) Identify how many times any course by any of the trainers has been offered, but then cancelled, and explain the reasons why.
- (b) Indicate the level of commitment to give this course, and indicate any circumstances that would cause the course to be cancelled (other than if the minimum enrolment is not reached). Note also that courses that require more than a minimum of 10 participants will be at a disadvantage.

## Evaluation of proposals

Proposals will be reviewed by the IAIA's TPDC to ensure they meet the organisation's standards. They are evaluated against four main criteria (listing order is not necessarily related with weight given to each criterion):

- (a) Content and quality of the course as provided in Section 2 of proposal; interactive and practical character of the course are encouraged.
- (b) Credentials of the trainer(s) as provided in Section 3 of the proposal;
- (c) Commitment of the trainer(s) as provided in Section 4 of the proposal.
- (d) Topic of the course related with IAIA's priorities for training courses as listed above.

Each criterion is scored on a scale of 0 (unsatisfactory) to 5 (excellent). Only courses achieving a total score of 14 or above will be considered for inclusion in the conference program.

## Fees and revenue distribution

Training course fees for IAIA08 are US\$225 per participant for a one day course and US\$395 per participant for two day programs.

IAIA will retain an administration fee for each course of US\$80 per participant for a one day course and US\$135 per participant for two day programs. The administration fee covers the costs associated with meeting space, registration and processing, marketing, and basic audio-visual equipment (not including LDC projector). Charges for catered coffee breaks, lunches, and any additional equipment are not included in the administration fee and will be deducted from the course revenue. All remaining revenue will be paid to the trainer(s).

NEW to IAIA08: IAIA recognises in students the future of the organisation. Ways to increase student membership within IAIA and their participation and access to its annual conferences are currently being developed. Within this context, the Board of Directors asks that all training course instructors allow one student to participate in the course at no fee, once the course has reached

its minimum level of registrants. Trainers willing to accept more students are welcomed to do so.

Students will apply to IAIA HQ for the waiver by submitting a 300 word statement of interest explaining how the chosen training course could contribute to their research or student career. Eligible applicants will be selected competitively, and the instructor(s) can choose to be involved in the selection process if so desired. Selected students will pay IAIA directly for his/her own lunch expenses, while IAIA will fund coffee break costs for that student.

**Further information**

If you require any further information, please contact Arne Dalfelt (Chair, Training and Professional Development Committee) at [arne.dalfelt@nibr.no](mailto:arne.dalfelt@nibr.no), or Jennifer Howell at IAIA HQ ([jen@iaia.org](mailto:jen@iaia.org))

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