IAIA

Call for Training Course Proposals for
IAIA Special Symposium 2017:

MAINSTREAMING THE MITIGATION HIERARCHY IN IMPACT ASSESSMENT

Proposals due 31 May, 2017

In November 2017 the International Association for Impact Assessment (IAIA) will hold a special symposium in Washington D.C. The theme of the event is *Mainstreaming the Mitigation Hierarchy in Impact Assessment*. In conjunction with this symposium IAIA would like to offer **two training courses**. The courses would be offered on 16–17 November, following the symposium on 14–15 November. IAIA courses run from 9:00 a.m. to 5:00 p.m. More information about the event will be posted soon.

IAIA is inviting proposals for training courses in these topic areas:

1. Streamlined design of biodiversity impact assessment baselines through rapid early-project screening
2. Mainstreaming biodiversity in Impact Assessment through applying the Mitigation Hierarchy: Introduction and Practical implementation, focusing on optimizing risk-based avoidance and minimization measures
3. Offsets design and implementation - dealing with uncertainty and feasibility: loss-gain accounting to provide assurance; practical, legal, technical, economic constraints to feasible design; monitoring and evaluation.
4. Mitigation Hierarchy for Impacts on Ecosystem Services: integrating social and biodiversity values
5. Masterclass on methods for MH constraints and opportunities analysis - for experienced professionals: data, GIS visualization and modelling, expert consultation

Trainers must either be current IAIA members or plan to join IAIA prior to giving the course in November. Trainers who have previously taught courses at IAIA conferences on these topics are encouraged to upgrade and/or innovate the content and level of the course; including relevance to mitigation in impact assessment is helpful but not required. **Courses to be presented in English and proposals must be in English.**

Proposals must be submitted to IAIA Headquarters (impact@iaia.org) by 31 May, 2017 and must comply with the complete structure and content requirements as 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 courses offered need to be innovative as well as up-to-date.

Course proponents will be notified about the outcome of their application by 4 July, 2017.

IAIA's Commitment to Quality Training
IAIA emphasizes that key selection criteria concern the credentials of the proposed trainers, whether they have delivered courses at IAIA venues or not. **All trainers, whether or not they have a track record of IAIA training, must demonstrate in their proposals that they have robust <u>training</u> experience, and that their courses receive "high marks" from participants for relevance of the content and excellence of the course delivery.**

Trainer commitment to deliver his/her course at the Biodiversity Symposium is of key importance. Withdrawal or substitution of trainers undermines the initial course selection process and misleads participants. Thus, selected trainers are expected to follow through and maintain IAIA's reputation

for course excellence. *Instructors who require visas to enter the USA must submit proof of visa application by 17 October, 2017.*

Any change in instructors requires approval by the TPDC and may result in cancellation of the course. In the case of an instructor change (including the withdrawal of one of the instructors in a multi-instructor course), IAIA's policy is to contact all registered participants for that course, inform them of the change (including a bio for the new instructor, if applicable) and give them the option to withdraw or switch to a different course, without penalty.

Structure and Content Requirements for Proposals
Proposals should follow the outline below and be submitted in MS Word only or they will be returned. Please put all information into one file; do not send multiple attachments. Course proposals must provide the information needed by the TPDC to evaluate them (Annex 1).

Section 1 – Basic information
  (a) Course title.
  (b) Level: 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) Maximum number of participants. *(A minimum of 10 students must be both pre-registered and pre-paid approximately one month before the event registration deadline. The specific date will be communicated to instructors as soon as it is determined. Note that the maximum participants should include the free students as per 4(d) below.)*
  (g) Is each participant required to bring his/her own laptop?
  (h) Name, title, organization/company and contact details of each trainer, including whether each is an IAIA member and has signed IAIA's Code of Conduct, or the instructor's intentions to do so before the course is given in November.

Section 2 – Course description
  (a) Summary of the purpose(s), content, and anticipated learning outcomes of the course (maximum 200 words). An edited version of this text will be published on the Biodiversity Symposium website.
  (b) The target audience. When possible, this should include both those in an impact assessment-related field as well as those who might benefit or have interest but are not in the field of impact assessment.
  (c) 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.
  (d) Description of the materials participants will receive prior to or during the course.
  (e) Description of any technology/equipment required to facilitate this course beyond the standard flip charts, computers, and PowerPoint projectors.
  (f) Provisions for pre-course and post-course communication with participants. *Trainers are encouraged to register for and attend the full symposium.*

Section 3 – Qualifications of the trainer(s)
  (a) Summary of each trainer's curriculum vitae *(maximum 300 words)*. An edited version of this text will be published on the Biodiversity Symposium website.
  (b) An abridged curriculum vitae (*maximum 1 page*) for each trainer.
  (c) History of the course: title(s), number of times, where and to whom it has previously been delivered and evidence of its success, number of attendees.

    (d) If the course is new, give a history of a comparable course you have taught, 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. If applicable, explain the reasons why a course offering has been cancelled or instructors have changed.
    (b) Indicate the level of commitment to give this course at the Biodiversity Symposium by noting any circumstances that would cause the course to be cancelled (other than if the minimum enrolment is not reached) or circumstances that would cause the instructor(s) not to be in the Washington D.C. to offer the course. Note also that courses that require a minimum of more than 10 participants will be at a disadvantage.
    (c) Describe the backup strategy in the event an instructor must withdraw unexpectedly.
    (d) Provide a statement agreeing to provide free places to students based on formula described in the "Student participation" paragraph below.

Evaluation of proposals
Proposals will be reviewed by the IAIA's TPDC to ensure they meet the organization's standards (see Annex 1). *Trainers must review the proposal evaluation criteria closely and ensure the information needed by the TPDC is clearly presented in the proposal.*

Fees and revenue distribution
Training course fees for the Symposium are US$275 per participant for a one-day course and US$475 per participant for two-day programs.

For each one-day course, IAIA will retain a base administration fee of US$1,200 plus 30% of course revenue above that amount. For a two-day course, IAIA will retain a base administration fee of US$2,100 plus 30% of revenue above that amount. The administration fee covers the costs associated with meeting space, registration and processing, marketing, and basic audio-visual equipment. 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).

Student participation
IAIA recognizes that students are the future of the organization. Ways to increase student membership within IAIA and students' participation in and access to its conferences and symposia are currently being developed. Within this context, the Board of Directors <u>requires</u> that all training course instructors allow one student to participate in the course at no fee for up to 9 paying participants, two students for 10-19 paying participants, and three students for 20 or more paying participants.

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 in the order the requests are received, and the instructor(s) can choose to be involved in the selection process. Trainers agree to waive the students' fees and provide them with course materials; IAIA will pay lunch and coffee break expenses for the selected student(s).

Further information
If you require any further information, please contact Loreley Fortuny at IAIA HQ (impact@iaia.org).

International Association for Impact Assessment
International Headquarters

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ANNEX 1:

IAIA TPDC Course Evaluation Criteria

Level 1: The basic compatibility and commitment hurdle. All criteria need to be fulfilled in order for the proposal to be considered further. The course proponent(s):

		Yes	No
1.	Is/are a fully paid-up IAIA member(s) who has/have signed the Code of Conduct. *(Note Instructors must be IAIA members prior to teaching the course in November)*		
2.	Make(s) a believable statement about commitment to attend the IAIA symposium and deliver the course.		
3.	Complied with the submission requirements (i.e. guidelines and submission date).		
4	Agreed to provide free places in line with the agreed formula (at least one place, two places when there are 10 or more paying participants, three places when there are 20 or more paying participants).		
5.	Provide(s) evidence of successful delivery on training commitments in IAIA or other training contexts.		
6.	Provide(s) evidence of viable back-up strategy in the event of unexpected personal absence.		

Level 2: Proponent(s)' track record and course quality.
Score 0 = Unacceptable, 1 = Acceptable, 2 = Good, 3 = Very Good

		Score
7.	Recognisable relevant academic/experiential (broadly defined) credentials of the trainers.	
8.	History of proponent(s)' training experience in any context (not just IAIA).	
9.	Evidence of positive evaluations of their previous offerings in any context.	
10.	Cohesive rationale for the relevance of the course being proposed.	
11.	Lesson plan that includes useful exercises and/or other alternatives or complements to straight lectures.	
12.	Evidence of provision of pre-course and follow-up contacts, materials and resources etc.	
13.	Course would be operable with commonly available technology (e.g. flipcharts, power point…)	
14.	Course fits the symposium theme particularly well.	
	Total	

Level 3: Non-scoring queries flagging a second-round review or additional information.

		Yes	No
15.	Proposal appears to overlap to a significant extent with other proposed course(s) and might require a choice or amalgamation. If Yes, other course(s) is/are _____. The TPDC reserves the right to request proponents of overlapping courses to consider amalgamation.		
16.	Proposal covers an obviously innovative subject area that requires expert evaluation.		
17.	Course seems to be dependent upon technical resources (computers, software, internet, etc.) that might not be available at the upcoming venue.		