



SAMPLE

This document is subject to change each year, but it provides basic information about IAIA's training course proposal process.

IAIA's training courses are an important element of the Association's continuing effort to promote and advance professional development and excellence in impact assessment. As in previous years, IAIA will organize high quality training courses in association with its annual conference in May 2012. The Board of Directors and the Training and Professional Development Committee (TPDC) are therefore inviting proposals for training courses to be delivered at the 33rd annual conference which will be held in Calgary, Canada, 13-16 May, 2013. **It is anticipated that training courses will be delivered as part of the pre-conference program 11-12 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 in the topic areas listed in Annex 1 (in no particular order). Course proponents who have previously taught courses at IAIA conferences are encouraged to upgrade and/or innovate the content and level of their course to refresh or expand the case materials, keep it up to date with best practice, enhance the technical content, etc.

Proposals must be submitted to IAIA Headquarters (jen@iaia.org) by 31 July, 2012 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 6 September 2012.

The Board and TPDC emphasize that key selection criteria are the credentials of the proposed trainers and their commitment to deliver the course at IAIA13. Later 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. 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 be submitted in MS Word. 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 2).

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. *(Note that the maximum participants should include the free students as per 4(e) below.)*
- (g) Name and contact details of each trainer.

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 IAIA13.
- (b) Detailed description of the course structure and content (2 – 5 pages), including an outline of participatory and/or casestudy-based exercises. Interactive approaches to courses are strongly encouraged.
- (c) Description of the materials participants will receive prior to or during the course.
- (d) Description of any technology/equipment required to facilitate this course beyond usual flip charts and powerpoint projectors.
- (e) 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: title(s), number of times, where and to whom it has previously been delivered and evidence of its success, number of attendees.
- (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. If applicable, explain the reasons why a course offering has been cancelled.
- (b) Similarly, identify earlier approved training courses you were involved in organizing, but where changes in trainers or course structure were amended, and explain the reasons for this.
- (c) Indicate the level of commitment to give this course at IAIA13, and indicate 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 Calgary to offer the course. Note also that courses that require more than a minimum of 10 participants will be at a disadvantage.
- (d) Note backup strategy in the event an instructor must withdraw unexpectedly.
- (e) 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 organisation’s standards (see Annex 2).

Fees and revenue distribution

Training course fees for IAIA13 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. 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 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 requires 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 competitively, and the instructor(s) can choose to be involved in the selection process if so desired. Trainers agree to waive the student's fee and provide them with course materials. However, IAIA will pay lunch and coffee break expenses for the selected student(s).

Further information

If you require any further information, please contact John Boyle (Chair, Training and Professional Development Committee) at John.Boyle@shaw.ca, or Jennifer Howell at IAIA HQ (jen@iaia.org).

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ANNEX 1: Potential IAIA Training Course Topic Areas

1. Policy engagement: How to influence policy-making through innovative use of IA
2. IA and climate change, mitigation, and adaptation
3. Sector-specific IA (e.g., mining, oil and gas, renewable energy)
4. Cultural component of impact assessment
5. Sustainability assessment
6. Strategic environmental assessment
7. Health impact assessment
8. Stakeholder engagement and public participation in IA
9. Social impact assessment
10. Indigenous peoples in IA
11. Resettlement planning in IA
12. Ecosystem services in IA
13. IA in developing countries
14. Integrating biodiversity in IA
15. Terms of reference, quality review and auditing for impact assessment
16. Effective direction and management of IA studies
17. Cumulative effects assessment
18. Follow up in impact assessment
19. Tools for impact assessment (e.g. resource economics, GIS, Multi-criteria analysis, statistical analysis, etc.)
20. General professional capacities (e.g. ethics, leadership, capacity building)
21. Environmental management plans and systems
22. Entry level/refresher course in the fundamental building blocks of effective IA

ANNEX 2: 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.		
2.	Make(s) a believable statement about commitment to attend the IAIA conference 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 conference theme particularly well or links to other forms of training reinforcement.	
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.		
18.	Course is linked to a proposed technical visit which, though an excellent idea, requires confirmation by the organizing committee.		