IAIA IAIA11 Call for Training Course Proposals

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. In 2011, IAIA again plans to organize high quality training courses in association with its annual conference. The Board of Directors and the Training and Professional Development Committee (TPDC) are therefore inviting proposals for training courses to be delivered at the 31st annual conference which will be held in Puebla, Mexico, 28 May – 4 June, 2011. It is anticipated that training courses will be delivered as part of the pre-conference program 28-29 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. 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)
4. Cultural component of impact assessment
5. Sustainability assessment
6. Strategic Environmental Assessment
7. Health impact assessment
8. Participation and indigenous people in IA
9. Social impact assessment
10. IA in developing countries
11. Integrating biodiversity in IA
12. Quality review and auditing for impact assessment
13. Cumulative effects and follow up in impact assessment
14. Tools for impact assessment (e.g. resource economics, GIS, IT)
15. General professional capacities (e.g. ethics, leadership, capacity building)
16. Environmental management plans and systems

Given that IAIA11 will be held in Mexico, training courses offered in Spanish are also invited this year, particularly on the topics of SEA and multi-criteria analysis. Please note that while the courses may be offered in the Spanish language, the **proposals must be in English** in order to be considered for review by the Committee.

Proposals must be submitted to IAIA Headquarters (jen@iaia.org) by 30 July 2010 and should 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. Proposals in previous formats will not be accepted.

Course proponents will be notified about the outcome of their application by 7 September 2010.

The Board and TPDC emphasize that key selection criteria are the credentials of the proposed trainers and their commitment to deliver the course at IAIA11. 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 TPDC and may result in cancellation of the course. In the case of an instructor change, 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

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 IAIA10.
- (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: 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, but then cancelled, and explain the reasons why.
- (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 IAIA11, 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 Puebla to offer the course. 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 IAIA11 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 LCD 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).

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. Trainers will not be expected to pay lunch or 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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