

IAIA Board of Directors Meeting Minutes
27 May 2006 • 8:30am
Ullandhaug Room, Rica Park Forum Hotel • Stavanger, Norway

Present: Ross Marshall, William Veerkamp, Charlotte Bingham, Richard Fuggle, Alan Kwok, Jill Baker, Ahmed Abul-Azm, Angus Morrison-Saunders, Bobbi Schijf, Luis Montanez-Cartaxo, Jonathan Allotey, Paola Gazzola, Debra Zanewich, Rita Hamm, Bridget John, Jennifer Howell

Apologies: Jaafar Boulejiouch, Jiri Dusik

Absent: Shiranee Yasaratne

1. Welcome. Marshall opened the meeting and Board members reviewed the agenda.

2. IAIA07. John reported approximately 695 conference delegates on-site in Stavanger with 600 paid. Technical visits and training courses were especially well attended this year due to Swedish (Sida), Norwegian and CBBIA program funding. Approximately 100 delegates were sponsored to attend training and technical sessions.

3. Manuals/Board duties. Hamm reviewed the contents and purpose of the handbook.

4. Outstanding items from previous minutes.

4a. Best Practice documents. Morrison-Saunders reported that the Public Participation and Follow-Up documents are completed and will be ready to distribute shortly. It was also noted that the Public Participation principles should be ready for placement on the web site next month. Alan Bond, Publications Committee chair, is assisting with format issues. Morrison-Saunders noted that a 5-year review of the best practice documents, which would keep older versions up to date, is recommended, and that the image of IAIA publications should be tied to the updated web site.

4b. Social Spectrum: John reported that HQ has received Social Spectrum's report in May and will put together a summary for the Board.

5. Mid-term Board meeting. Following discussion of the invitations from potential mid-term meeting hosts, the Board decided to hold its meeting in Portugal, in conjunction with the Portugal Affiliate's second national conference in October 2006.

6. Introduction to Strategic Action Plan (SAP). John reviewed the history and explained the current status of SAP action items. The overarching Strategic Goals and Measures were adjusted slightly in Prague. Since then, the long list of specific action statements from the original strategic plan was reviewed and updated, and the Strategic Planning Task Force identified 12 statements to be the focus for the next 1-2 years. The goal of the Norway Board meeting is to endorse those 12 action statements and assign responsibilities for the coming year.

7. Financial perspective (see IAIA Strategic Action Plan 2005-2010/Draft/26 May 06)

F5: Review status of funds and annual board meeting and transfer funds as possible. Kwok reported that IAIA currently has \$100,000 in reserve; the Finance Committee recommends moving \$50,000 to a reserve and to transfer the remaining \$50,000 contingent upon the financial success of the Stavanger conference. Marshall noted that the goal is a secure fund of \$500,000.

Baker proposed acceptance of the financial report. Morrison-Saunders seconded. The Board approved the financial report.

Kwok further reported that collection of past due conference fees will be stepped up; that due to a cash flow problem, the CBBIA project has a \$50,000 advance; that 2005 was successful because of the second conference in Prague; and that IAIA needs an investment plan to manage the reserve funds.

The Board agreed that Hamm should obtain financial advice on planning for the strategic reserve.

Additional financial items

7a. Web site development. The project has started, and based on long-term planning for administration and member services and discussion with the web developers about the timeliness of the project, HQ requested additional funding to integrate and make web-based all of IAIA's databases.

Veerkamp proposed an authorization of up to an additional \$10,000 in funding for further database development. Luis Montanez-Cartaxo seconded. The Board approved the proposal.

Morrison-Saunders, Veerkamp, and Marshall will join Ben Harris-Roxas, Bill Page, and Maria Partidario from the Publications Committee on a Web Task Force to oversee the redevelopment project.

7b. Merrill-Lynch Agreement: John reported IAIA's Merrill-Lynch representative found a type of account which has no fees and no minimum amount for wire transfers and requested authorization and six signatures from the Board to institute the new type of account. .

The Board authorized the Merrill-Lynch no-fee account for wire transfers.

7c. Stipend guidelines. Hamm reported that as a condition of continuing the funding for the capacity building stipend project, the donors have added a stipulation that Board members not be eligible to apply for the stipend.

8. User perspective (see IAIA Strategic Action Plan 2005-2010/Draft/26 May 06)

U2: Prioritize IAIA involvement in various decision-making fora and determine level of financial commitment. Charlotte Bingham, Ross Marshall and Debra Zanewich will serve on a task force to address this issue and will report by mid-term.

U4: Develop a marketing plan to favorably position the organization with key alliances and constituencies. Gazzola will take the strategy lead on this item.

U5: Develop a marketing plan to maintain and attract new membership. This project will be listed separately on the SAP but will be done in conjunction with U4. Montanez-Cartaxo will serve on this task force; Bingham will approach another person to serve.

U6: Prepare high impact publication describing the IAIA organization. This publication can be developed in conjunction with the redesign of the web site; Fuggle will also approach an environmental journalist to assist.

U9: Develop a 1-2 page position paper defining the role and value of IA including all disciplines. Explain the role of IA and IAIA as it relates to decision-making. The Publications Committee will address this task; Fuggle will approach an environmental journalist to assist.

U13. Develop an action plan for corporate involvement in IAIA. The purpose of this action is to reduce misuse of the corporate membership. Bingham will research how other groups define corporate membership and what benefits they offer and will report at mid-term. Marshall will assist.

Additional Users' Perspective Item: Review "Global Network" lingo/communication. Concern was raised at the Council meeting that there had been a change in the language used to describe IAIA's area of focus, from being a "global authority" to being a "global network," and that membership had not been advised of the change. However, the Board noted that the SAP's purpose is to drive and provide continuity to the Board agenda, and as such, terminology in it does not need to be approved by members. Additionally, the change was noted in the newsletter, and the Board had changed this wording in good faith, not realizing some would connect it to the discussion on the revision of the vision and mission statement of three years earlier. There is a need to ensure the vision and mission statement and the SAP are linked; the task force on ethics will assist and the whole organization will be included in visioning for the next SAP when the current SAP has run its course. Fuggle will write a newsletter article to address the concern raised at the Council meeting. Marshall will

prepare an article for the newsletter to review the purpose and history of the SAP, followed by a section on the SAP itself.

9. Internal Perspective (see IAIA Strategic Action Plan 2005-2010/Draft/26 May 06)

In 3, 4: Prepare detailed Guide to Conference Hosts and Revise Guide for Conference Bid Preparation.

This project is in progress with HQ staff and Board task force. Veerkamp will provide a detailed budget explanation.

In 6: Review content and format of *Impact Assessment and Project Appraisal*. Morrison-Saunders reported that the *IAPA* editorial board and the Publications Committee had discussed the issues and determined to leave the journal as-is. The cover will be redesigned to emphasize “impact assessment” and to be compatible with the new web site design. An explanation of the environmental justification for the current format will be added to the inside cover. Morrison-Saunders will prepare an article for the newsletter on this activity.

10. Educational perspective (see IAIA Strategic Action Plan 2005-2010/Draft/26 May 06)

E 1-6: Schijf reported that Lee Wilson, chair of the Training and Professional Development Committee (TPDC) and the Committee are keen to action the Marrakech Action Plan (MAP). The plan is to work toward a concrete proposal outlining IAIA’s commitment to the MAP. The proposal will be ready by mid-term and will be a specific item on the Board’s mid-term agenda.

11. Additional items

11a. Ethics task force. Fuggle reported that a code of conduct for professionals has been drafted which should be included in the newsletter, be circulated for feedback, and come back to the mid-term Board and then to the AGM to be adopted in 07 if it is to go ahead. Fuggle will convene a task force to move forward.

The Board continues to support this initiative.

11b. Capacity Building in Biodiversity and Impact Assessment (CBBIA) report. Fuggle reported that the CBBIA project comes to the end of its three-year term at end of the year and possibilities for a second phase in order to carry on and capitalize on the work of the first phase are being investigated with potential donors.

The Board reaffirmed its support for the CBBIA project, its continuation, and IAIA’s lead in it.

Veerkamp and Treweek will follow up with the Dutch Ministry of Foreign Affairs, which initially sponsored the project. Bingham will take over as Board liaison and chair of the steering committee, to replace Fuggle, whose Board term has expired.

11c. Ireland-UK Branch. Marshall briefly outlined recent Branch activities. Hamm noted the quality of the Branch literature and Gazzola noted that the upcoming Branch activities offer opportunity to draw in new members.

11d. Affiliate report/request. Hamm reported that no compiled Affiliate report was received. AQEI has asked that the Board endorse the AQEI web site project on IA follow-up (SEFA). (See AQEI proposal.) Baker will review the site and make a recommendation to the Board.

The Board reiterated its policy on not financially supporting Affiliate projects.

11f. Publications Committee report. (See Publications Committee 2005/2006 annual report) Baker reported that *IAPA* publisher Bill Page initiated the Publication Committee’s proposal that IAIA develop environmental, social and ethical policies to implement good practice within its organizational decision-making practices.

The Board endorsed the efforts of Alan Bond and Bill Page to proceed with developing a proposal for green policies, with the understanding that the proposal addresses IAIA publications.

Baker reported that on ongoing work of the Publications Committee including: continuing to work on reviewing the functionality and usage of IAIA's listservs, Key Citations continue to be updated and within the next year the Publications Committee will take on those topics not covered by Sections (notably, cumulative effects and follow-up). It was noted that more emphasis needs to be given to the availability of *IAPA* online; Baker will prepare text for the newsletter. Baker put an article in the next newsletter reminding members of the online availability.

11g. Training and Professional Development Committee (TPDC) report. Schijf reported that the TPDC requests a more proactive approach to training courses; based on evaluation feedback from the Boston and Stavanger conferences, an updated call for proposals is being developed and will be included in the July 2006 newsletter.

11h. Sections report. Zanewich reported that Sections want to be involved in conference planning and need roles and responsibilities. The Korean team attended the Sections meeting and presented a matrix which Sections will use to follow up with the Korean team. Lea den Broeder will contact Sections and ask those Section representatives who wish to be individually identified in the conference program committee to identify themselves to Rita Hamm. Section representatives also noted some difficulty with short turnaround times requested by the program committee during IAIA06 planning.

11i. Board nominations. (See IAIA Board Nominations Committee 2005-2006) Bingham reported that the nominations process is ongoing. Hamm noted that ideally the slate of candidates for both nominations and awards would be ready by mid-term and asked that the Board send any recommendations to the respective committee chair immediately.

11j. Awards. Following discussion about placement and ranking of awards, *the Board agreed that decentralization of awards presentations remains a good model and decided that in future: the term "ceremony" will be removed from all awards text; the best paper will be noted and included in delegate bags (no other award presentation will be made); that presentation of Fun Run awards is not appropriate during official conference business and should also be limited to one category of winners; that in addition to the rosette designations, the best poster and student poster should be moved to a place of prominence; that awareness of the free membership for the student poster winner should be raised; that the poster scoring criteria be revised Fuggle agreed to look at the evaluation form and suggest revisions); and that a "public choice" award for posters be added.*

Overall, the Board reaffirmed that the AGM benefits from the inclusion of the Rose-Hulman award during the AGM. The Board agreed that a clear distinction should be made for primary (major) award winners. During the closing plenary, individual winners need to be clearly recognized, but official appreciation letters would replace certificates of appreciation.

11k. MoUs signed and revisited. Hamm reported that in Stavanger, IAIA signed an MoU with the pilot Italian Affiliate, an MoU with CLEAA which takes effect with their legal status as a trust, and the Letter of Agreement with Korea for IAIA07. WHO and the HIA Section are also seeking to revitalize the 2000 MoU with IAIA.

12. Follow up from Council meeting. Marshall read through issues raised during the Council meeting. Issues requiring action:

12a. Standards for Lead IAIA Professionals. (See Standards for Lead IA Professionals: A Proposal to IAIA by John Boyle) The proposal suggests that IAIA adopt, as a matter of policy, standard criteria defining a Lead IA Practitioner and a Lead IA Administrator.

The Board accepted the concept in principle but would like it reformatted for external representation to include a preamble which defines "standard" vs. "guidelines," how it links into the code of conduct, and what is the context for use. The Board also wants the paper itself or the authors to consider whether all conditions have to be met and how the applicability of public participation can be met.

The Board reserves the right in the future to request guidelines of standards to be developed for intermediate level.

12b. Regional/Board meeting in Southern Africa. Brett Lawson put forth a proposal for a regional meeting in South Africa in 2007, similar to the Prague meeting.

The Board supports the idea in principle but requests a formal proposal. Hamm will follow up with Lawson.

12c. Reporting on Council meetings. The Board noted that the Council is an advisory and reporting body and as such, does not take decision.

The Board decided that in terms of communicating to membership, highlights of issues raised during Council should be reported in the newsletter.

13. Potential projects

13a. UNEP EIA & SEA. Hamm reported that IAIA has been approached to find people experienced in using the UNEP manual to go the Maldives to conduct training. Respondents' proposals are under review at UNEP. In response to a draft proposal discussed in Geneva in April 2006, the same group may be interested in an SEA training project in Indonesia; Hamm has been in contact with SEA and Disasters & Conflicts Section members.

13b. ECCA/NIS. Hamm reported that IAIA had a meeting with Jiri Dusik from REC, Henrieta Martonakova from UNDP, and Nick Bonvoison from UNECE about the need for Russian translations, Russian conferences, and capacity building in NIS. IAIA has been relying on volunteers for minimal translation services, but with this development, funding or support for some additional translation might become available. Hamm will be working on a proposal for funding this initiative with Dusik, Martonakova and Bonvoison.

13c. ABN AMRO. Lee Wilson, in consultation with Veerkamp and Fuggle, has been working with the head of ABM AMRO's Sustainable Business Advisory to review ABN AMRO's reviews of major loans using the International Finance Corporation IA protocol. This is expected to be a two-day training session in one or many Equator Principle Banks. Although the realization of this project has been slow, the ABN AMRO contact has recently reiterated his intent to put something like this in place. Fuggle and Zanewich will contact the Korean team regarding development of a session on Equator Banks at IAIA07.

14. Professional development proposal. Hamm reported that at its Hanan meeting in December 2005, the Board approved a request for IAIA to be the financial home for a professional development proposal developed by CLEAA, SAIEA, and USAID. In addition to other criteria, the Board put strict stipulations in order to have IAIA's name attached to the project. The proposal was distributed, but not in the IAIA Board-approved format. There were a number of reasons, but the angst was that there was no consultation with IAIA and the project did not comply with the Board's stipulations, yet retained the IAIA logo. IAIA asked the individuals responsible to return it to the approved version and resubmit it to the donors. This still has not happened. Hamm had conversation with those involved and they will come back to IAIA with a new version. The Board must ensure that if it does not meet IAIA's criteria, it shouldn't have IAIA's logo, and if it carries the logo, IAIA must be involved in its distribution.

15. IAIA08. Morrison-Saunders reported that planning is going well and that the letter of agreement should be signed at the time of the HQ site visit.

The Board agreed in principle to Morrison-Saunders' including a survey on follow-up, and related to the conference theme, in the delegate packs in Korea, but requested a firm proposal.

16. IAIA09. Hamm reported that three expressions of interest in hosting future annual conferences were communicated to her during IAIA06 and that she requested formal proposals.

17. Other business

17a. Conference raffle. The Board briefly discussed re-implementing the 'Round the World Raffle for IAIA08, the nature of the items (local or international), the process of bidding or buying tickets, and what the proceeds benefit.

17b. Sponsors. The Board acknowledged the tremendous amount of support provided to the IAIA06 conference by corporate sponsors and that all sponsors are equally appreciated, not only to those sponsoring high-profile activities.

17c. Closing plenaries. The Board encourages the organizers of IAIA07 to include a variety of speakers (potentially including developing country and student representatives) and focus on using conference findings to plan the way forward at the closing plenary.

17d. AGM. Despite moving the AGM to an attractive program slot, revitalizing the agenda, and including the Rose-Hulman award, the Board noted a persistent negative perception of the AGM. It is particularly important that prominent speakers, program and session chairs encourage attendance and send only positive messages.

17e. *In camera* session. Following the *in camera* discussion with Headquarters staff not present, Marshall relayed to HQ the Board's desire for the CEO to increase visibility at key conference events such as plenaries and challenged the staff to increase insistence on host committees for on-site assistance.

17f. Review of project progress. Following discussion about reporting on major projects, the Board noted that review and reporting processes vary, depending in part on the formal agreement with donors, but generally the Board is responsible for programs under the IAIA banner and would handle issues arising from projects.

17g. Confirmation of committee chair. The Board confirmed the appointment of Lea den Broeder as chair of the Sections Coordinating Committee.

17h. Expression of appreciation. The Board acknowledged its appreciation for the excellent work and thoughtful reporting of the Publications, Training and Professional Development, Sections Coordinating and Board Nominations Committees.

17i. Closing response. Marshall noted that the purpose of the Board of Directors is to ensure financial propriety and governance. As such, he closed the meeting by asking the Directors to concur that IAIA is on firm financial footing and being managed in the best interests of the members. Marshall closed the meeting at 1:30pm.