IAIA

International Association for Impact Assessment

IAIA Work Experience Program Guide

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Document compiled for IAIA
by Marla Orenstein

What is the IAIA Work Experience Program?

The IAIA's Work Experience Program allows members who complete specific projects of benefit to the IAIA to be recognized through: a) a Certificate acknowledging the work, and b) the ability to include that project as professional work on their CV.

The purpose is to create value for both the organization and its members by enabling an opportunity for additional work to get done that supports the strategic plan of the IAIA, and also enhances the professional capacity of the member who takes on the project.

Eligible projects are advertised on the IAIA website (http://www.iaia.org/work-experience-program.php), and are only available to IAIA members (including student members) in order to ensure that the program constitutes a member benefit.

Guidelines for appropriate projects

Ideal projects for the Work Experience Program are those that:

- o Are time-delimited (expected to be between 20 and 80 hours in total);
- o Are of high utility to the IAIA;
- o Require minimal time and supervision / direction to be executed; and
- o Are of low risk to both the IAIA and to the member (for example, a poorly executed project should not jeopardize the reputation of the IAIA).

Examples of suitable projects include the following.

- Data compilation and/or analysis. For example, reviewing EAs filed in a particular jurisdiction over a particular time period to determine what proportion focused on a specific issue or employed a particular methodology.
- Qualitative research. For example, conducting surveys or interviews among a limited number of IAIA members or non-members on a particular topic and writing up the results for internal IAIA use.
- Literature review. For example, systematically identifying and collating publications on a topic of particular relevance to an IAIA section.
- Document translation. For example, translating an existing IAIA publication into Spanish or Japanese.

- IAIA representation. For example, staffing/managing a table of IAIA publications at a conference or event in the member's home location.

- Member recruitment. For example, identifying and registering 10 new members in a particular geographic location or across a specific demographic segment.
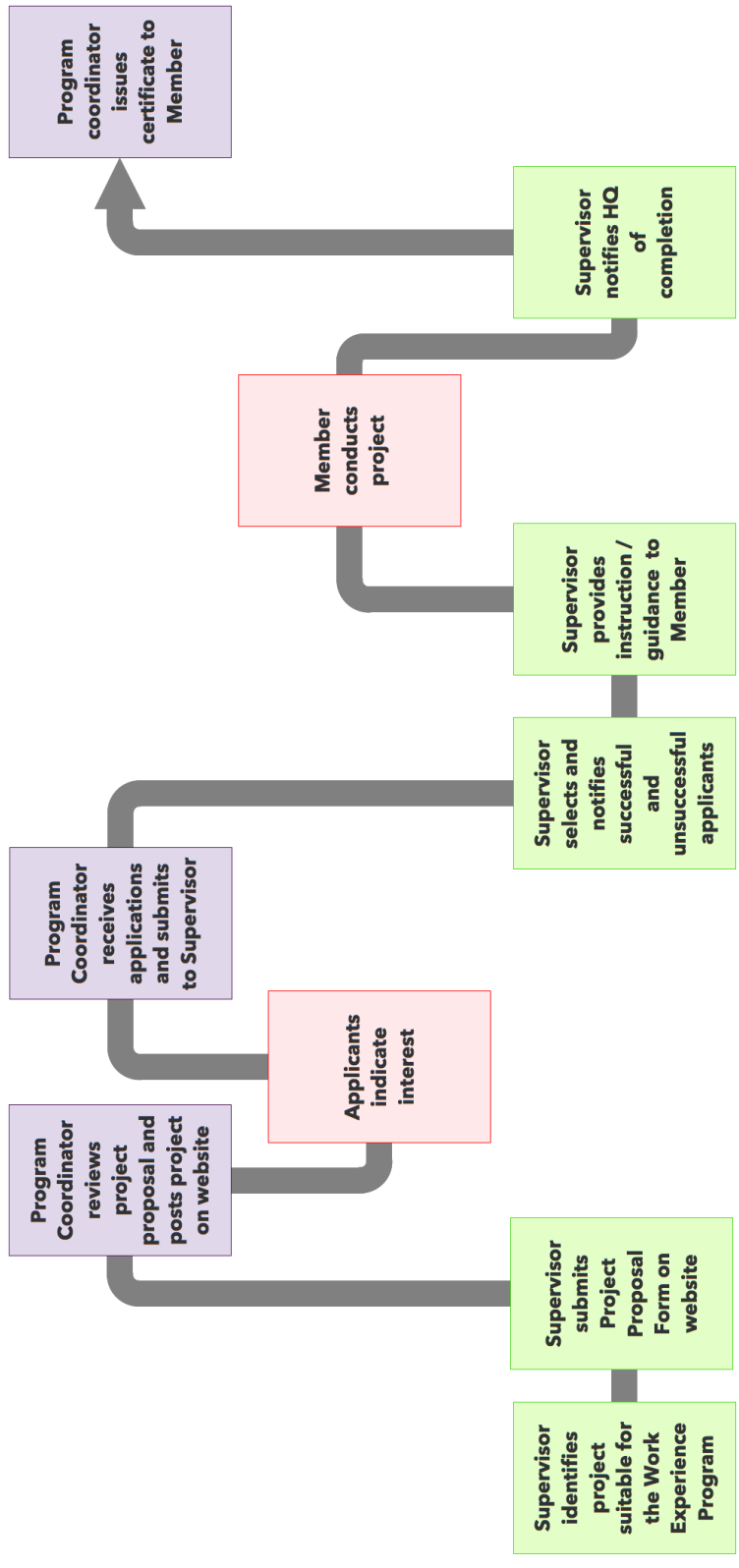
Overview of the process

Three people will be involved in any given project:

  a) The Work Experience **Program Coordinator**
  b) The **IAIA Member** undertaking the project
  c) The **Project Supervisor**.

The figure on the next page highlights both the general roles and the process of identifying and completing a Work Experience Project.

IAIA Work Experience Program Flow

Program coordinator issues certificate to Member

Supervisor notifies HQ of completion

Member conducts project

Supervisor provides instruction / guidance to Member

Supervisor selects and notifies successful and unsuccessful applicants

Program Coordinator receives applications and submits to Supervisor

Applicants indicate interest

Program Coordinator reviews project proposal and posts project on website

Supervisor submits Project Proposal Form on website

Supervisor identifies project suitable for the Work Experience Program

Program Coordinator (Loreley Fortuny)

IAIA Member

Project Supervisor

May be from HQ, section or committee, depending on the project

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Role of the Program Coordinator

The role of the **Program Coordinator** is to ensure that the Work Experience Program runs smoothly and includes only appropriate projects. The role is currently held by **Loreley Fortuny** (**impact@iaia.org**).

The Program Coordinator:

- Receives and reviews requests for projects to ensure that postings meet program guidelines and are appropriate and clearly written;

- Posts projects to the website;

- Receives applications from interested applicants;

- Verifies for the Project Supervisor that applicants are current IAIA members;

- Issues the Certificate of Completion to the IAIA Member once the Project Supervisor confirms that work has been completed;

- Ensures that the program operates efficiently and successfully through periodically evaluating the program.

Role of the Project Supervisor

The **Project Supervisor** is the person who is requesting the work to be done and who will act as supervisor to the member undertaking the work. The Project Supervisor may be someone from IAIA HQ, or could be the chair or another member of a section, committee or affiliate. The project supervisor:

- Identifies a project that would be useful and appropriate for the Work Experience Program;

- Submits a Project Proposal (see the final page of this document) and submits it via the IAIA website;

- Reviews applications from interested members;

- Identifies a successful applicant and notifies all applicants of the outcome of their application;

- Works directly with the IAIA Member to ensure appropriate completion of the project and to provide supervision and guidance as needed;

- Alerts the Program Coordinator when the project is finished so that a Certificate of Completion may be issued;

- May act as a reference for the Member, at that supervisor's discretion.

Role of the Member undertaking the work

Only current IAIA members are eligible to participate in the Work Experience Program.

Opportunities to participate in the Work Experience Program are open to all members of the IAIA, and the IAIA is committed to equal opportunity without discrimination on grounds of race, sex, religion, geographic location, political opinion or social origin.

Postings will include a list of skills required, which will be used to determine the best-qualified individual for the project. Members are expected to apply to postings for which they have an appropriate and sufficient skill set such that they can complete the project with a small amount of guidance and supervision.

IAIA members who are interested in applying for a project will complete the application on the website.

The IAIA Member who is chosen to undertake a Work Experience project will:

- Complete the project to the best of their ability;
- Alert the project supervisor if the project scope changes or if it becomes apparent that the project cannot be carried out as described.

Work Experience Program
Project Proposal Form

When a project has been identified that may be appropriate for the Work Experience Program, the proposed supervisor for that project must fill out the **Project Proposal Form for Project Supervisors** on the IAIA website (http://www.iaia.org/work-experience-program.php). Information that is requested about the project is:

- **Project Title**

- **Summary of project (approx. 25-50 words)**

- **Project supervisor / contact details**

- **Section, committee, etc. for which this is being requested**

- **Estimated time required to complete the project**

- **Purpose / background**

- **Detailed description of task and deliverables**

- **Skills required by applicant**

- **Any hard deadlines**

The information submitted will be reviewed by the Program Coordinator to ensure it aligns with the objectives of the Work Experience Program; and if appropriate, will be posted to the website.

Interested applicants will be able to access the information provided to help them understand the details of what is being asked.