



INTERNATIONAL ASSOCIATION FOR
PUBLIC PARTICIPATION

2002 Year-end Report

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Planning Tool



International Association for Public Participation
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December 31, 2002

Letter from 2002 President, Patricia Van Gorp

For the International Association for Public Participation, the year 2002 was one of change and productivity... a roller coaster of challenge and success. The Board of Directors and member volunteers have been working hard to enhance the practice of public participation, strengthen services to members and improve the operations of the organization.

Enhancing the Practice

International Affairs

- New members continue to be attracted to IAP2. The participants at the 2002 conference include members from Asia, Europe, Africa, Australia, as well as Canada and the US.
- IAP2 is currently concluding the *Worldwide State of the Practice Assessment* on Public Participation. The Hewlett Foundation is providing funding for the first phase of the initiative.
- IAP2 participated in the United Nation's World Summit on Sustainable Communities in Johannesburg, South Africa in August. IAP2 was a leading resource on the development of public participation policy and planning in a global environment.

Training

- IAP2 training has experienced a vibrant year.
- Our first graduating class of trainers is now certified in all 5 training modules.
- Two new course modules were added this year. *Public Participation: An Overview for Executives* presents an understanding of the value of public participation and the benchmarks of quality policy and planning. Additionally, Tier 1 (basic certificate courses) Modules 4 & 5 were piloted as *Tools and Techniques for Public Participation* at the annual conference.
- All Modules were adapted for Australian audiences and were well received. Modules are also being adapted for use in South Africa..

- Efforts are underway to identify and authorize advanced Tier 2 courses which will be offered by a diverse group of affiliated trainers.

Conferences

- The tradition of offering quality speakers and presenters was continued at the Salt Lake City conference. While attendance was down due to budget restrictions for many and the 9/11 aftermath of travel concern, those who attended rated the event highly.
- A reshaping of the conference planning model was instituted. The conference chair, contractor, program chair and committee, along with an energized local flavor committee from the Salt Lake City area combined efforts to bring a vitality to the 2002 conference. A model that will be continued.
- Locations for future conferences have been selected:
 - 2003—Ottawa, Ontario Canada
 - 2004—Madison, Wisconsin USA
 - 2005—Sydney, Australia

Strengthen Services to Members

Chapter Relations

- Active local Chapters exist in Australia, Canada and the US. Expressions of interest from several other locations were received this year. Seventeen (17) chapters are currently enrolled.
- Chapters are creating the opportunity for IAP2 members to network in a variety of ways including virtual computer technology, traditional geographic Chapter meetings and meta-locale cluster groups within large geographic Chapters.
- Some Chapters offer training and mini-conferences to add to member services.
- The Chapters have worked to create IAP2 Chapter policies which will strengthen ties between the International Association and local Chapters.

Participation Quarterly Newsletter

- The tradition of providing members news and insights within public participation continues. Recognizing the increasing efficiency of the Internet, IAP2 is distributing an electronic newsletter. Hardcopies are mailed to those unable to receive electronic material.

Interact Professional Journal

- IAP2's professional journal is also now available electronically.

IAP2 Web Site

- The web site is slated for major reconstruction and updating.

Improve Operations

New Administrative Office Contractor

- In January 2002 IAP2 contracted with Internactive Management Inc. for administrative services. The IAP2 Office has been moved to Denver, Colorado USA.
- Extensive revision of administrative operations has increased efficiency and reduced costs.
- Enhanced service to members and the Board of Directors, as well as fiscal conservancy, will continue to grow with the new contractor.

Strategic Planning & Finance

Strategic Planning

- The Board of Directors began a revitalization of on-going strategic planning . Services & products, membership, international inclusion, operations, finance and program initiatives continue to evolve..

Finance

- IAP2 recognizes that financial growth and stability must occur for the organization to reach new levels of service both for our members and, to contribute to the global practice.
- Fiscal management within the organization has been reviewed and accountability enhancements instituted.
- Expenditures continue to be analyzed and cost savings sought.
- Revenue streams are being evaluated and additional sources anticipated.

This was a pivotal year for IAP2. The organization has evolved and been strengthened through the contribution of the Board of Directors, our members and the generous contributions from sponsors. Most significantly, the William and Flora Hewlett Foundation sustained us with a three-year development grant and provided funds for the *State of the Practice Assessment*.

It has been a pleasure to serve the membership as president. I am indebted to the many individuals who gave of themselves and their organizations to assist us reach this juncture in our advancement of public participation.

Sincerely,

L. Patricia Van Gorp
2002 President, IAP2

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2002 Board of Directors List

L. Patricia Van Gorp

President

Principal
Beacon Associates Intl
Stoughton, Wisconsin USA

Mary Hamel

Secretary & Vice-President of Chapter Relations

Public Involvement Council
Wisconsin Department of Natural Resources
Madison, Wisconsin USA

LaVerne Kyriss

Vice President of Operations & Training

Public Affairs Specialist
Western Area Power Administration
Denver, Colorado USA

Vivien Twyford

Vice President of International Affairs

Principal
Twyford Consulting
Wollongong, New South Wales Australia

Regina Villa

Treasurer

President
Regina Villa Associates
Boston, Massachusetts USA

Gary Willson

2003 President-Elect

Senior Consultant, Human Environment Group
AMEC Earth and Environmental Ltd.
Calgary, Alberta Canada

Bojinka Bishop

Communications Chair

Assistant Professor – Sloan Professorship
Ohio University
Athens, Ohio USA

DeAnne Butterfield

2002 Conference Chair

Executive Director
Boulder Museum of History
Boulder, Colorado USA

Eric Mohun

2003 Conference Co-Chair

Manager, Community Relations
KeySpan Energy Canada
Calgary, Alberta Canada

Tisha Greyling

UN World Summit on Sustainable Communities Representative

CEO
Manyaka Greyling Meiring, Pty LTD.
Pretoria, South Africa

Jill Hannaford

Board Member

Manager, Community Consultation
Gutteridge Haskins & Davey Pty Ltd.
Haymarket, New South Wales Australia

Todd Peterson

Interact Journal Editor

Bechtel
Seattle, Washington USA

Doug Zenn

State of the Practice Assessment Coordinator

Principal
Zenn Associates
Portland, Oregon USA

Finances and Revenue Development

Regina Villa, Treasurer

Controlling spending, improving cash flow, broaden and improve revenue streams are important themes addressed by the organization in 2002. Several steps were taken to achieve these goals.

Control Spending

- IAP2 contracted with a new association management firm in 2002. The firm, along with the conscientious board treasurer, maintained tight controls on spending and assisted the board to control costs in many administrative line items.
- Two large, one time expenditures were required in 2002. First was the settlement to closeout the contract with the previous management firm. Second, was the settlement with the conference hotel for unfilled sleeping rooms. Both expenses are not expected to occur in the future.

Improving Cash Flow

- Cash flow is a serious issue for the organization. The board is following a “hold the line” expenditure policy and reviewing/adjusting the budget quarterly to reflect revenue.
- Membership revenue flows in throughout the year but most heavily near the conference registration period.
- In 2002 financial reporting to grantors was delayed due to the transition of financial data from the previous administrative contractor and the new association management firm. This delay resulted in grant funds being received some months later than anticipated within the budget.
- Financial practices which separated management of conference funds from the general association funds resulted in delayed transfer of revenue. In 2003 all conference and general funds will be centralized with the association management firm.
- Careful monitoring of spending, reduction in administrative line items such as phone and postponed activities and accompanying expenditures were required to cope with an uneven cash flow.
- The treasurer and association management firm developed a recommendation for the board to ease the cash flow challenges in 2003.

Broaden and Improve Revenue Streams

Improving revenue streams is essential to the organization.

- The board authorized a thorough search of grant resources in the last quarter of 2002. The identification and analysis of potential resources is due the first of 2003.
- From that point, the organization is expected to pursue grant funds for specific activities including research, product development, subsidies for financially burdened conference participants, training of targeted non-traditional and financially burdened participants and program activities.
- Training has become a lucrative product for IAP2. Approximately 30% of the 2002 income was generated through training delivery, licensing of trainers and material sales.
- Further product development and sales is a revenue base that will be explored more fully in 2003.

Recommendations

- Continue holding the line on expenditures and adjust budget quarterly.
- Prioritize grant writing utilizing the research and targeting that has been completed.
- Centralize a strong marketing program for training as well as membership and the conference.
- Continue investigating partnerships with like minded organizations.

Financial Report

		2001 Actual	2002 Actual	2003 Proposed
<u>Income</u>				
	Membership Dues	76,632.00	71,086.92	70,000.00
	Partners, Gold, Silver, Bronze	10,000.00	5,000.00	5,000.00
	Sponsors	51,426.00		
	2002 Conference Income	23,230.00	78,299.89	
	Other Income	1,000.00		
	Publications/sales	1,246.00	2,147.12	1,500.00
	Training Income	46,838.00	67,332.74	43,500.00
	Credit Card Processing		69.32	100.00
	2003 Conference Total		700.00	80.00.00
	Total Income	210,372.00	224,635.99	200,100.00
Restricted Funds Income	Grants		61,000.00	45,000.00
	Total All Income		285,635.99	245,100.00
<u>Expenses</u>				
Administrative	Equipment Leasing		319.38	500.00
	Financial Administration	118,423.00	x 2,888.30	5,000.00
	General Copies		121.14	200.00
	General Postage, Shipping	10,311.00	x 4,088.27	500.00
	Office Administration		16,705.00	25,000.00
	Office Supplies	2,469.00	x 476.30	1,000.00
	Professional Fees / C3 Filing Fee	2,529.00	x 1,150.00	500.00
	Perspectives Group		25,554.03	
	Telephone	5,786.00	x 3,043.73	3,000.00
	SUBTOTAL		54,246.15	35,700.00
2002 Conference	Food/Beverage/AV/Room		52,000.00	
	Conference Calls		426.29	
	Copies/Printing		280.38	
	Conference Administration, not AHI		12,462.60	
	Postage/Shipping		1,823.19	
	Conference Expense - AHI		17,245.89	
	Conference Contractor (AHI)		25,413.00	
	Bank Fees		53.44	
	SUBTOTAL		119,704.79	

2003 Conference	Conference Deposit			10,000.00	
	Conference Contractor AHI			15,000.00	
	Administration			2,974.80	
	2003 Conference Expenses			41.61	80,000.00
	SUBTOTAL			See *	80,000.00
	Conf. Budget for Breakdown				
	Postage			134.62	
	Printing			135.96	
	Telephone			1,000.11	
2004 Conference	Expenses - SUBTOTAL			124.18	3,000.00
Board of Directors	Board Administration			5,858.10	7,000.00
	Awards			179.42	200.00
	Conference Call			2,144.84	2,500.00
	Food/Beverage			1,111.12	1,500.00
	Staff Expense, travel, food, lodging	1,286.00	x	2,309.19	2,500.00
	Presidents Expense			2,890.95	5,000.00
	SUBTOTAL			14,493.62	
Chapters	Administration	1,100.00	x	1,647.70	3,000.00
	Copies/Printing/Postage/Telephone			305.14	500.00
	New Chapter Start Up			250.00	1,000.00
	Chapter Incorporation			25.00	
	SUBTOTAL			2,227.84	4,500.00
Core Values	Conference Call			145.45	500.00
	Copies/Postage			4.84	100.00
	Administration/Clerical			96.80	700.00
	SUBTOTAL			247.09	1,300.00
Insurance/Fees	Bank Service Charge	3,548.00	x	254.97	300.00
	Credit Card Fees			1,075.02	1,500.00
	Insurance - Liability			2,049.81	2,400.00
	Insurance - D & O				3,000.00
	SUBTOTAL			3,379.80	7,300.00
Membership	Administration			12,904.30	25,000.00
	Postage/Copies/Printing			1,224.10	1,500.00
	Brochure				1,000.00
	SUBTOTAL			1412.84	17,500.00
Newsletter - e-News	Administration	18,585.00	x	3,296.98	7,000.00
	Conference Call			141.13	200.00
	Postage			870.46	100.00
	Printing	7,823.00	x		
	Typeset/Layout	6,107.00	x	1,020.00	
	SUBTOTAL			5,328.57	7,300.00

Newsletter - PQ	Administration			5,600.00
Participation	Conference Call			1,000.00
Quarterly	Postage			500.00
	Printing			200.00
	Typeset/Layout			
	SUBTOTAL			7,300.00
Publications	Administration			500.00
Interact	Copies/Printing	640.81		50.00
	Postage			50.00
	Typeset/Layout			
	SUBTOTAL	640.81		600.00
Training	Course Development			5,000.00
	Course Logistics	1,730.21		
	Course Materials	868.32		1,000.00
	Postage/Shipping	385.80		3,000.00
	Program Administration	41,460.00	x	3,088.20
	Telephone/Conference Calls	720.68		6,500.00
	Trainer Expense			12,000.00
	Trainer Fees	9,834.47		
	SUBTOTAL	16,627.68		28,500.00
		9,302.00		7,000.00
Web Site	Administration			
	P2 Roster	2,237.00	x	2,000.00
	Web Site Fees	7,637.00	x	1,500.00
	Web Site Maintenance			8,000.00
	Web Site Graphics Design			
	SUBTOTAL	20,603.01		23,500.00
		229,301.00		\$271,139.04
				\$245,100.00
OTHER EXPENSES				
Hewlett Grant				\$13,165.00
TOTAL				\$284,304.04
Expenses				\$245,100.00
	Net Profit/Loss	(18,929.00)		1,331.95
				Net Profit/Loss

Office Administration

LaVerne Kyriss, V.P. of Operations

To assist in the transition of the new contractor and to assure provision of quality office support and member services, the position of Vice President of Operations was created. The position serves as liaison between the board and the contracted staff. In general, the objectives were to:

- resolve all issues that arose during the transition
- to ensure IAP2 provided appropriate guidance, direction and oversight to contracted office staff and,
- support the contracting staff to provide quality member services.

With that in mind, I helped the board and office staff set priorities and helped establish policies and procedures to carry out these goals.

I sorted through IAP2 property shipped from the previous contractor, helped determine what to do with various materials, helped office staff learn about IAP2 and provided referrals and references as needed.

I worked closely with office staff, IAP2 officers and others to ensure we had good procedures in place to track how IAP2's resources were being used.

One of my goals was to get performance standards for office staff in place by the end of the year. That task has been delayed by other pressing work.

Accomplishments include:

- much tighter fiscal control of IAP2 resources,
- a much clearer understanding of the costs of providing member and other services,
- a single integrated member database,
- an improved Web site and,
- online publication of IAP2's Journal and newsletter.

Goals for 2003 include:

- continuing to streamline how services are provided,
- developing additional membership marketing materials and member support services and,
- finalizing performance agreements for contracted office staff.

Chapter Relations

Mary Hamel, V.P. of Chapter Relations

Goals	Accomplishments	Remaining Work/Challenges	Recommendations
<p>Update and distribute chapter handbook</p> <ul style="list-style-type: none"> • Complete revision of chapter policies • Replace old examples of charters, forms, newsletters with current 	<ul style="list-style-type: none"> • Finished revisions of policies – approved at May 2002 board meeting • Discussed needed updates with Melissa • Roberta has developed new financial and activity reporting forms 	<p>Pull together aspects of handbook and distribute</p>	<ul style="list-style-type: none"> • Office complete handbook within first four months of 2003 • A new useful addition would be step-by-step guidelines on how to form a chapter
<p>Maintain good working relationship with chapters and support chapters</p> <ul style="list-style-type: none"> • Host quarterly calls • Forward chapter news among chapter contacts • Bring any needs forward to board • Host chapter breakfast at annual conference 	<ul style="list-style-type: none"> • Held 4 quarterly chapter conference calls, provided minutes to all chapters, office, board • Forwarded news throughout year, which chapters appreciate for ideas and energy it generates. Also keeps organization visible to chapters • Hosted breakfast, well attended including by people thinking of forming new chapters • Roberta has initiated work to decrease our liability insurance costs relative to chapters by focusing only on active chapters • The energy from these efforts added vitality to Northern California, Nevada, Intermountain 	<ul style="list-style-type: none"> • Chapters have indicated they want to continue quarterly calls, forwarded and shared e-mails, breakfasts, and good contacts. 	<p>BOARD SHOULD APPOINT A NEW BOARD-CHAPTER LIAISON AT JANUARY 2003 MEETING. Ideally, this will be someone with chapter experience who knows a bit about the roles chapters can take and their potential as well as challenges. THIS IS A VERY IMPORTANT POSITION AND SHOULD ONLY BE FILLED BY SOMEONE COMMITTED TO IT. The commitment is relatively small but very essential.</p> <ul style="list-style-type: none"> • New chapter liaison is welcome to call Mary to get chapter contacts, history, and any other information they may want

Goals	Accomplishments	Remaining Work/Challenges	Recommendations
<p>Address dying chapters</p> <ul style="list-style-type: none"> • Work to revitalize • Retire or suspend dormant chapters 	<ul style="list-style-type: none"> • New chapter policies contain strategy for this goal • Roberta has begun work on this including making contacts with Rio Grande Chapter • Roberta wrote to Darrell in Kentucky, which initially created some interest, but it has since waned 	<ul style="list-style-type: none"> • Pursue whether there is life in the Nova Scotia chapter or possibility of co-development with a New England chapter <p>Continue to follow strategies in chapter policies for the following chapters:</p> <ul style="list-style-type: none"> • British Columbia • Rio Grande • Kentucky • Tennessee • Washington DC 	<p>Don't give up on these chapters too soon, but still make sure our chapter list is accurate and we are NOT advertising what doesn't exist</p>
<p>Encourage formation of new chapters</p>	<ul style="list-style-type: none"> • New chapter formed in Intermountain States, combining the existing Idaho with a new arm in Utah. One result has been the revitalization of Idaho, which has moved from being a "virtual" chapter to one with meetings and training • New chapter formed in Nevada 	<p>Follow strategies spelled out in chapter policies to pursue chapters in:</p> <ul style="list-style-type: none"> • Southeastern US • New England • Mexico • Europe <p>Continue to support Intermountain and Nevada chapters</p>	<p>Lots of growth potential, but a step-by-step guide on forming a chapter would help.</p>
<p>Strengthen existing chapters</p>	<ul style="list-style-type: none"> • Northern California went from being virtual to holding meetings 	<p>Continue to work with Great Lakes – Great Plains (GLGP) as it pursues spinning off into 2 chapters</p> <p>Work with the "struggling but trying chapters":</p> <ul style="list-style-type: none"> • Arizona • New York • Northern California • Puget Sound • Southern California <p>Keep up good contacts and support to our strong chapters:</p> <ul style="list-style-type: none"> • Australasian 	<p>These are the strengths of IAP2.</p> <p>Try to help them as much as you can. Spend time talking with them on the phone, e-mail and conferences.</p> <p>The liaison should go to their parties at conference and really get to know the contacts.</p> <p>The liaison should be their ally and advocate when issues arise. Remember the chapters</p>

		<ul style="list-style-type: none"> • Cascade • Colorado • GLGP • Wild Rose <p>Support and encourage the National Capitol (and Ontario) chapter(s) as it hosts our conference. Help prevent burnout and foster energy.</p> <p>Support GLGP as it gears up to host 2004 and Australasian as it initializes planning to host 2005, especially currency and other international issues for our first non-North American conference.</p>	for the board.
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BUDGET ITEMS related to chapters:

- Plan on one to three \$250 start up grants for the year (one for Great Plains, perhaps one for New England and one other location).
- Decide whether you can budget any money for the chapter supplemental funds (see chapter policies)
- Operational costs should be as in the past two years (get #s from office). Expenses here are 4 quarterly phone calls and the chapter breakfast.
- May also be printing and distributing costs for chapter handbook. Roberta can estimate.

Current Chapters

- | | |
|----------------------------------|-----------------------------------|
| • Arizona | • New York |
| • Australasia.- New Zealand | • Nevada |
| • British Columbia | • Northern California |
| • Cascade (Oregon/SW Washington) | • Nova Scotia |
| • Colorado | • Puget Sound (Pacific Northwest) |
| • Great Plains/Great Lakes | • Rio Grande |
| • Idaho & Utah Intermountain | • Southern California |
| • Kentucky | • Washington, DC Capital Area |
| • National Capital (Ontario) | |

International Affairs

Vivien Twyford, V.P. of International Affairs

Goals

- To encourage IAP2 to be truly international in focus, understanding and activities, not just in name.
- To encourage dialogue between government agencies, practitioners and communities worldwide about public participation issues.

Objectives

- To complete a scan of Public Participation in as many countries as is practical in the current IAP2 Strategic Planning process.
- To encourage the formation of Chapters in at least 3 new countries outside North America.
- To plan an annual IAP2 Conference in Sydney, Australia in the year 2005 (sorry Alberta, but you had Banff in 1999).

Work plan,

Initial thoughts are that the *State of the Practice Assessment* being conducted should at least include South Africa, Australia/New Zealand, Korea (and other appropriate Asian countries), Europe and the Middle East. Not sure what is possible here, or where our membership sits to assist in this.

I was happy to lead a Board (and other) discussion at the Conference in SLC about the needs of other countries. Suggest the Australian model which is iteratively being developed, may provide one option, but there will inevitably be many models to suit different situations.

I think Outreach approaches may be most effective and lasting if they are made with support to start Chapters. Without Chapters on the ground, it may be hard to sustain any momentum in new places. Even with a Chapter it is hard. Suggest South Africa, UK and an Asian country should be our targets. Need more information to be able to come up with a plan.

I will insist that the Board rethink the locations for the International Conferences with at least one in the next 5 years being outside North America. Otherwise any serious internationalization may as well stop now.

Accomplishments in 2002

International committee

At Salt Lake City Conference in 2002 we held a meeting of all the international delegates, with the intention of commencing some dialogue about the needs of international members. Now have a list of 12 people who indicated willingness to work on an International Committee. These people are from the US, Canada, Australia, Russia, Portugal, Mexico and Slovenia. However, at this time, no communication has been made with this list of individuals to form a committee or to discuss needs.

New chapters outside North America

Work to commence new chapters has also been slow. However, it is possible that a second Chapter may start in Melbourne, Australia, either as a sub-chapter of the Australasian Chapter, or as a Chapter in its own right. A group of people led by Dr Janet Spink and Aaron Goldwater

has met and discussed possible formats for a member group in Melbourne. Further discussions are underway.

There is also discussion happening in New Zealand with the potential for a membership group to start there. This move is lead by Helen Cook with support from others in Auckland. Another group lead by Anne Patillo and Judith Le Harivel has also commenced discussions in Wellington.

Training delivered outside North America

IAP2 training has been delivered in Auckland and there are now 10 people who have completed the Certificate in New Zealand. Interest in IAP2 training is growing.

IAP2 training has been delivered in Australia (Sydney, Melbourne, Brisbane, Canberra and Wollongong). There are now about 40 people in Australia who have completed the IAP2 Certificate.

Some discussions have been held with people in UK via email regarding the potential for IAP2 training being delivered in UK, either in London or Edinburgh or both. This is unlikely to happen before 2004.

International conference outside North America

A successful bid was made to the Board in Salt Lake City to hold the 2005 International Conference in Sydney Australia. A national IAP2 Conference was held in Sydney in October 2002 which attracted over 200 delegates from Australia and New Zealand. A committee has been established to commence work on planning the 2005 Conference.

Issues for 2003

International membership models

If IAP2 is to increase its membership internationally in the future, it is imperative that some kind of international membership model be considered and adopted by the Board. One model has been put to the Board, and it has been agreed that a small group should consider the issues relating to international membership.

The main issue is how to encourage membership outside North America and at the same time encourage the formation of chapters or other member groups to support those members. Any chapter and or member group requires funds which means there needs to be some allocation of membership dues to the chapters or member groups to assist them becomes established. While membership fees continue to be paid directly to North America there is no incentive for any local group to encourage membership. With no local champion, international membership is unlikely to grow. In fact it is likely to reduce as individuals who join IAP2 and then find little local support or benefit, simply do not renew.

2005 Conference in Sydney, Australia

It will be helpful if there can be a meeting at conferences in Ottawa and Madison of those with experience in running International conferences for IAP2 so that as much information, experience and skill as possible can be transferred to members of the Sydney organizing committee.

International training

Considering the difficulties with establishing chapters and increasing international membership. IAP2 training is one of the products with the greatest potential to bring revenue and status to IAP2, and improve the practice of public participation outside North America.

In order to achieve this it is vital that the training committee support the finalization of the four modules that make up the IAP2 Certificate Course in Public Participation and then turn its attention to Train the Trainer packages and Trainer Guides to assist the development of new trainers.

Developing and maintaining quality trainers within the organization will be of critical importance in the future and plans need to be in place to achieve this.

New Chapters in New Zealand, South Africa and Europe

The international portfolio goal of establishing international chapters should be discussed by the Board. If the goal is agreed to, planning will be required. Champions in selected countries are needed. Champions will require support and encouragement. Models of international membership and ways of funding new chapters will need to be considered by the Board.

Training Activities

LaVerne Kyriss, Chair

I continued the task of leading IAP2's training development and administration. This includes serving as the chairperson of IAP2's Training Committee. Our goals were to:

- Finish development and revision of the Tier 1 modules.
- Roll out Tier 2 training. The work on Tier 2 development involves developing criteria by which to evaluate independently developed courses that would be offered under IAP2's imprimatur.

Training administration work included:

- developing processes and procedures to oversee training activities,
- revising the pricing scale for IAP2 training delivered outside of North America,
- converting training records to IAP2's master database and
- preparing informational and marketing materials to support the training program.

We also completed development of, and got board approval for, a licensing agreement between IAP2 and its trainers.

In 2002, IAP2 trainers delivered more than 40 days of training, including three days of pre-conference training in Salt Lake City, featuring 12 training sessions. More than 1,000 student days of training were delivered in 2002 and more than 100 participants completed the Tier 1 modules, earning Certificates in Public Participation from IAP2.

IAP2 rolled out and conducted several sessions of our newest Tier 1 module, Tools and Techniques for Effective Participation and a new course, Public Participation for Decision makers.

The Tools and Techniques team made several revisions to the course content, fine-tuning it to meet course objectives. Minor revisions were made to the Foundations and Planning courses based on trainer suggestions. Work also continued to shape the Communications course to best meet course objectives. Trainers' manuals were finalized for Foundations and Planning. The trainer's manual for Communications is a working draft.

Despite several efforts to jump-start the Tier 2 process, we have not yet been able to effectively gather a critical mass around this task.

Plans for the first half of 2003 include completing a final run-through of the Tier 1 modules for consistency and tracking among the courses, finalizing trainer's manuals for Communications and Tools and Techniques and developing and rolling out a Trainer's Web Site that contains resources for trainers' use.

Effort will also be devoted to ensuring the success of pre-conference training in Ottawa.

Training Committee resources will next focus on the Tier 2 course criteria, with the goal of being ready to screen courses by January 2004.

Communications & Publications

Bojinka Bishop, Chair

Committee Members:

Eric Mohun
Todd Peterson
Doug Zenn

Contracted Staff:

Melissa Harm, Assistant Administrator
Roberta Bourn, Executive Administrator

The Committee wishes to thank Melissa Harm for her dedicated work on IAP2 communication this year. She truly made E-News a reality!

And I also wish to acknowledge and thank Laverne Kyriss for her work on several initiatives, especially on the graphics contract. She provided invaluable advice. Laverne is really an honorary Communication Committee member.

The Committee made some major strides this year – taking on new tasks – the graphics initiative, for example. At the same time, we hoped we could have accomplished more (especially in terms of PQ). But in this first year of operating with a new Office contractor and attempting to use volunteers for communication work done by the previous contractor, the Communication Committee has gained valuable insights into IAP2 communication needs, resources, and constraints.

The report is divided into four sections: Mission/History; Accomplishments; Issues; and Recommendations.

History/Mission

The Communication Committee was formed in 2002 by joining the publications committees together (*Journal* – Todd Peterson, and *Participation Quarterly* – Bojinka Bishop), and the Web committee (Eric Mohun), then asking for other interested members (Doug Zenn).

The mission and work of the committee grew as more and more needs were identified. And we developed our mission and scope of work as we went along.

This first year's experience helped us realistically identify the needs of the organization and to make some recommendations on what needs to be done and how.

Recommendations are included after Accomplishments and Issues.

Accomplishments

The Committee made progress in providing communication services to members: the debut of E-News, and publishing the *Journal* and *PQ*. A major initiative focused on the graphic identity and Website redesign. In addition, progress was made on establishing plans and processes to guide communication and publication work so as to streamline decision making.

Detail:

This year, due to budget constraints, the Board decided to publish the *Journal* and *Participation Quarterly* on the Web, rather than print them. In addition to saving printing costs, saving on postage, especially for international members, was a major consideration in this decision.

The *Journal* was produced and posted to the Web. (See issues and recommendations).

Participation Quarterly was produced (one edition) and posted to the Web. (See issues and recommendations).

A Communication Proposal was developed (perhaps better called a “Publications Proposal”) based on the types of information members said they wanted in the IAP2 survey conducted by Bishop. The Proposal suggested 4 publications:

- *IAP2 E-News* –a monthly email communication
- *Participation Quarterly* – quarterly web publication
- *Interact, the Journal* – a electronic publication
- *The Public Participation Annual* – a hard-copy publication distributed annually at the International Conference and mailed to members unable to attend. Available for purchase by non-members.

The proposal was presented to the Board and approved.

The new monthly email publication proposed in the above was developed to communicate with members on an ongoing basis. E-News is an email newsletter to alert members to IAP2 initiatives, chapter news, conferences, job postings, or other organizational news. It is sent at least once a month. Several editions were developed, written by Melissa Harm, edited by the Committee Chair, and sent by the Office.

An editorial plan and process were developed for E-News to facilitate development and approvals.

An External Communication Plan was developed and approved. (See issues and recommendations).

A detailed editorial plan for PQ was developed. (See issues and recommendations).

A major task involved the development of a new logo and website design. The Committee developed the RFP, distributed it, evaluated proposals, and selected Graphic Connection from Australia as contractor.

The next task for 2003 is to managing the graphics and website project.

Issues

As you can see from the above, in its first year, the Committee analyzed and identified ways to meet IAP2’s communication needs. We also learned about the resources, constraints, and opportunities that are involved in meeting the needs.

A major issue is “person power.”

One example of the need for “person power” is PQ. When I met with Crystal Sarno on PQ, she explained her editorial process. Her tasks (which seemed reasonable and appropriate from my

experience with newsletters) were: identifying potential authors from IAP2 and many other professional conferences and publications, writing individual letters to solicit articles, following up, calling, keeping people on track and on deadline, editing the articles, getting approvals from the authors for the edits, developing or obtaining graphics and illustrations, printing, mailing, writing thank you's, sending copies of articles.

We eliminated printing and mailing – but producing a publication on PP practices does require all the other steps. I was only able to produce one – given the other communication projects. I regret this – at the same time developing a newsletter that provides new and well-written information from a diversity of authors is a time-consuming task. (See recommendations)

The issue of “person power” also relates to external communication. We need media lists and writers of news releases.

Of course, another issue is money.

The Communication Committee believes members should get some hard copy products. One product idea presented in the Communication Plan was a hard-copy annual – a publication of the best PP articles – or a mega-journal. This is an important member benefit.

Recommendations

Clarify the relationship and connections between member services and communication/publications.

- Hire communication support:
 - To work on PQ – This is too big a job for a volunteer. The editorial direction and editing need to be done by someone knowledgeable in PP so as to be able to judge what's new and what's important. This is a 2-person job at least (one volunteer, a part-time staff).
 - To develop a media list – this could be a one-time task.
- Develop a mission statement and scope of work.
- Develop a system for writing and distributing news releases.
- Develop a “chat room” so that members can exchange information (a members-only benefit). We need to be a clearinghouse for info – so members can discuss and develop cutting-edge ideas as a part of IAP2
- Form sub-committees to get more members involved in Communication activities.

Core Value Awards

As an international leader in public participation, IAP2 has developed the *IAP2 Core Values for Public Participation* for use in the development and implementation of public participation processes. These core values were developed over a two year period with broad international input to identify those aspects of public participation which cross national, cultural, and religious boundaries. The purpose of these core values is to help make better decisions which reflect the interests and concerns of potentially affected people and entities.

Core Values for the Practice of Public Participation

1. The public should have a say in decisions about actions that affect their lives.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. The public participation process communicates the interests and meets the process needs of all participants.
4. The public participation process seeks out and facilitates the involvement of those potentially affected.
5. The public participation process involves participants in defining how they participate.
6. The public participation process communicates to participants how their input affected the decision.
7. The public participation process provides participants with the information they need to participate in a meaningful way.

The IAP2 Core Values Awards recognize excellence and innovation in the field of public participation guided by the seven IAP2 Core Values for Public Participation. Two awards are presented annually; one for a project and one to an organization, which exemplify the spirit and purpose of public participation. Preference will be given to projects that demonstrate the use of innovative techniques, solutions to problems that face the field of public participation, and the successful involvement of the public in new areas. The winning organization should show how public participation has affected decisions.

The Project of the Year Award will be given only to projects that have achieved a definable outcome. They must be complete or have significant phases of the project completed. Project awards are given to the sponsoring organization. All organizations are eligible.

The Organization of the Year Award will be given to the organization that best meets the application criteria. All organizations are eligible. A panel of Past-Presidents of IAP2 will judge the applications. The immediate Past-President will serve as chair and may augment the judge's panel with senior public participation professionals as appropriate. IAP2 reserves the right to decline giving an award in either category if they believe there are no exceptional applicants in a given year.

The 2002 IAP2 Core Value Awards were presented at the annual conference gala in May. The winners were the Burlington Legacy Project and the Hillsboro 2020 Vision Project.

Burlington (Vermont USA) Legacy Project

The project was a community visioning process that defined how to become a more sustainable city.

Directed by a multi-stakeholder steering committee, the Legacy Project created an action plan with 30-year goals in the areas of economy, government, youth, neighborhoods, and equipment. The planning process defined priority actions for achieving the goals and indicators for measuring progress.

The Hillsboro (Oregon, USA) 2020 Vision Project.

Hillsboro, Oregon is a city that has experienced greater than 150% population increase in the last 20 years and whose minorities now represent 30% of the residents.

A city-wide visioning project was conducted to renew community identity and plan for the future. Hillsboro engaged over 1,500 citizens, involved Spanish-speaking residents, and developed a community-owned action plan now in its second year of implementation.

Annual Conference – Salt Lake City – May, 2002

DeAnne Butterfield, Chair

The 2002 conference faced several challenges. Events of 9/11 reduced air travelers and severe budget constraints limited participation from government agencies and the private sector. However, the conference offered a combination of training courses and presentations which were well received by participants.

The conference theme, “Building Pathways 2002” ran through forty (40) concurrent sessions, six (6) field trips and the keynote addresses. Speakers included Mayor Rocky Anderson, Salt Lake City; Stephen Holbrook, ENVISION UTAH; Phil Borges, The Bridges Project and David Calahan, DEMOS. Core Value Award winners named at the conference were the Burlington (Vermont) Legacy Project and the Hillsboro (Oregon) 2020 Project.

While attendance was significantly less than anticipated (228 registered), the international representation continued to grow. Twelve (12) nations and thirty four (34) U.S. states were represented.

Countries	
USA	157
Canada	46
Australia	6
Nigeria	6
Kenya	3
Mexico	2
South Africa	2
Bangladesh	1
Portugal	1
Russia	1
Slovenja	1
Japan	1
UK	1

US States		US States	
Utah	29	Arkansas	2
Oregon	16	Illinois	2
California	12	Kentucky	2
Colorado	11	Missouri	2
Washington	10	New Mexico	2
Idaho	8	New York	2
Arizona	6	North Carolina	2
Maryland	5	Ohio	2
Tennessee	5	Texas	2
Washington D.C.	4	Vermont	2
Florida	4	Alabama	1
Georgia	4	Alaska	1
Minnesota	4	Hawaii	1
Wisconsin	4	Massachusetts	1
New Jersey	3	Montana	1
Nevada	3	Nebraska	1
Virginia	3	South Dakota	1

Annual Conference – Ottawa - May, 2003

Eric Mohun, Co-Chair

The following tasks and accomplishments were done in coordination with my esteemed co-chair Gary Willson and the Conference Coordination Team based in Ottawa as well as the tremendous help from Melissa at the Office and Donna at Convene.

Goals:

- to coordinate a conference that would address the needs of the members and focus on the relevant issues being dealt with on an international scale
- to coordinate a conference that provided ongoing stimulation and “entertainment” to ensure energy and enjoyment level remain high and constant
- To provide a showcase for potential members and guest speakers thus promoting IAP2 locally and internationally.

Accomplishments to date:

- Established conference schedule
- Designed conference theme and focus
- Updated the IAP2 website – Annual Conference page
- Sent out Call for Papers
- Currently reviewing papers to confirmed presenters
- Short-listed guest speakers
- Confirmed opening act

Challenges remaining:

- Confirming guest speakers
- Coordinating papers and breakout sessions
- Confirming and coordinating “Community Forums”
- Confirming a/v requirements and revising budget accordingly
- Finalizing budgets

May 19 – 22, 2003

Westin Downtown

Ottawa, Ontario Canada

Annual Conference – Madison, WI - May, 2004

Mary Hamel, Conference Chair

Our 2004 conference already has an exciting theme and an inviting location. *The Wisdom of Voices*, as our theme, will guide us to explore the benefits diverse voices and perspectives bring to public decisions. Madison, Wisconsin offers us a welcoming and inviting setting.

The Wisdom of Voices recognizes the core of public participation values and purpose – the fundamental belief that all people have wisdom to offer to problems and decisions that affect them. *The Wisdom of Voices* also prods us to explore critical themes and challenges in public participation. How do we blend technical, socio-cultural, and local knowledge and perspectives when we make decisions? What challenges have kept people from being heard and how do we overcome those challenges? How can we build on the knowledge and wisdom in native and indigenous voices? What can we learn and understand from and about the range and textures of the voices in our society and world?

As host of our 2004 conference Madison offers IAP2 several great opportunities:

- This will be our first conference in the middle or Heartland of the United States, which provides us with an opportunity to build new membership in this region, particularly drawing from the nearby cities of Minneapolis, Chicago, and Milwaukee.
- Madison has a strong history and culture of community involvement and awareness and offers numerous local site visits and case studies from which our members can learn.
- Home of the world-renowned University of Wisconsin, Madison offers us links into academia, to international connections, and to a vibrant learning environment.
- Madison's strong sister city connections also offer us an opportunity to bring international participation to our conferences. Madison's sister cities are: Ainaro, East Timor; Arcatao, El Salvador; Bac Giang, Vietnam; Camaguey, Cuba; Freiburg, Germany; Managua, Nicaragua; Mantova, Italy; Oslo, Norway; and Vilnius, Lithuania.
- Madison is in the heart of our long-standing and active Great Lakes – Great Plains Chapter and also is home to a core group of IAP2 members, including past and present IAP2 board members and trainers, all of whom want to help host this conference.
- Everyone who comes to Madison, loves Madison. The city will offer our guests a great conference, but also a beautiful setting, a lively street culture, and a wonderful experience.

By selecting this conference site more than two years in advance, we've been able to begin planning and working toward a high quality conference. We have already:

- Found and contracted with a conference location – the Concourse Hotel in the heart and soul of the city and overlooking the Wisconsin Capitol Square.
- Developed a conference theme, which has already been embraced and applauded by many.
- Held a kickoff event in Madison to promote the conference, find energetic volunteers, and develop conference ideas for fundraising, marketing, the conference program, keynote speakers, and more. We already have dozens of volunteers who want to work on this event.
- Work with the members of the 2003 conference to coordinate promotions and to create and build energy and linkages between our 2003 and 2004 conferences.

Our next steps will focus on:

- expanding our fundraising and marketing committees for Madison,
- developing a promotional piece to use to solicit sponsorships and funding,
- preparing a marketing plan with a kickoff at the 2003 Ottawa conference and,
- lining up keynote speakers and begin outlining the conference program.

Our biggest challenge will be the US and world economic stability as training and travel budgets are squeezed. By being ready early, we hope to help people budget their time and money to be part of our 2004 conference.

Annual Conference – Sydney, Australia - 2005

Vivien Twyford, Conference Committee

The Annual Conference of the International Association for Public Participation (IAP2) for 2005 will be held in Sydney, Australia.

Why location selected?

Australia is the "gateway to Australia". It is also the location for the first Chapter of IAP2 outside North America. It is a cosmopolitan City of 4 million people which hosted the Olympic Games in 2000. There are excellent conference facilities in the city and an active group of public participation practitioners. IAP2 has about 80 paid up members in Australia. The Australasian Chapter, which includes members in Australia and New Zealand, was established in 1998 and has developed a database of names of over 600 members and interested people. Practitioners from around the Pacific Rim, including Singapore, Indonesia, Japan, Korea and other countries in South East Asia will be attracted to an International conference in Sydney. Sydney is also an interesting destination for Canadians and Americans. The conference will be held in March 2005, at the end of the summer. The weather should be warm, the summer holidays over, so conference delegates can enjoy Sydney and then travel to some of the other cities or tourist destinations Australia offers.

Advantages of planning in advance

The team commenced work at the Salt Lake City Conference in 2002. Selling the idea of an international conference outside North America was the first challenge. Once the bid was accepted, the team continued with its 2002 Sydney National Conference. Much learning came out of that conference and is being used in the early planning for Sydney 2005. However, with the Ottawa (2003) and the Madison (2004) conferences coming first, our planning is initially low key.

Summary of work to date - include numbers of volunteers, if feasible. A team of public participation practitioners and chapter members have already commenced planning for the conference, although it is still 2 years away. Conference facilities in Sydney are being evaluated and the selection and booking process will be finalized by May 2003. A theme for the conference is also being discussed so that delegates to the 2003 Conference in Ottawa in 2003 can start considering contributions and planning their attendance.

Next steps.

Finalize the Conference Committee, workshop ideas, decide on and announce the date, the venue and the theme at the Ottawa Conference in 2003.

Tentatively March 2005

Facility to be Determined

Sydney, New South Wales Australia

New Initiatives – United Nations World Summit on Sustainable Development

Tisha Greyling, International Affairs, Co-chair

Following accreditation as a NGO (non-government organization, members of the New York Chapter attended the *PreComp* meeting in April. Their insightful observations added to the content of the Public Participation Position Paper developed for the World Summit in Johannesburg, South Africa in August. IAP2 was an active attendee at the final *PreComp* in Indonesian later in May, at which the Summit's final agenda was developed. IAP2 was a leading resource on the development of public participation policy and planning in a global environment

IAP2 Board member Tisha Greyling and her colleagues from Golder Associates represented IAP2 at the World Summit on Sustainable Development held in Johannesburg, South Africa, Aug. 26 to Sept. 4, 2002. To elevate the status and increase the use of the public participation, they lobbied delegates and disseminated brochures produced by IAP2 outlining the critical role of public participation in achieving sustainable development. More than 3,000 delegates from around the world selected the brochure from the document tables. Tisha says that she believes that we can safely say that the world is aware of the importance of public participation. Across the world, the constitutions and laws of countries specify that citizens should have access to information, decision-making and justice. Several countries have an Access to Information Act, or are in the process of promulgating one. The European-based Aarhus Convention on Public Participation is based on the three pillars of access to information, access to decision-making and access to justice. The Australian Aboriginal Council has recently published their Ask first document.

Principle 10 of The Rio Declaration, drafted at the time of the Earth Summit of 1992 in Rio de Janeiro, states that *environmental issues are best handled with the participation of all concerned citizens at the relevant level. At the national level each individual shall have appropriate access to information concerning the environment. States shall facilitate and encourage public awareness and participation. Effective access to judicial and administrative shall be provided.*

The Summary of Agenda 21 contains over 90 references to public participation, access to information, capacity building, education etc. These concepts were also taken up in the World Summit on Sustainable Development Plan of Action, 2002. For example, Paragraph 111 of the World Summit on Sustainable Development Plan of Action, 2002 states the following: *Ensure access, at the national level, to environmental information and judicial and administrative proceedings in environmental matters, and public participation in decision-making to further principle 10 of the Rio Declaration on Environment and Development, taking into full account principles 5, 7 and 11 of the Rio Declaration.*

However, what is needed now that most countries have a constitutional or legislative requirement for public participation, are the procedures to give practical effect to public participation. This is where the IAP2 training courses can make a difference.

NGOs and government delegates to the Summit, especially from developing countries, expressed keen interest in IAP2. IAP2, in its quest to broaden its role in world affairs, would like to set up a process to invite some of these international delegates to the Ottawa conference in May 2003. Chapters, member organizations, or individuals interesting in sponsoring conference registrations for selected attendees from developing countries, are asked to notify Tisha at tisha@liaison.co.za

New Initiatives - Listening to the City – New York

Patricia Van Gorp, 2002 President

Five (5) IAP2 members volunteered as facilitators for the day. IAP2 President, Patricia Van Gorp was asked to serve on the observation and evaluation team for the event.

Overview:

5,000 residents of the New York area were invited in for one day at one location to work with 500 volunteer facilitators on two questions:

1. React to six preliminary concepts for the rebuilding of the World Trade Center and discuss priorities for site development.
2. In concept, what should the Memorial at the World Trade Center be?

Logistics:

- Held on Saturday, July 13, 2003.
- The event mirrored the demographic population of greater New York by inviting targeted populations to provide representatives, as well as opening participation more generally. In fact, it did mirror very well. The exceptions were:
 - African American attendance was lower than expected.
 - Asian attendance was intentionally disproportionate due to large population near World Trade Center.
- Additionally, a targeted effort resulted in the homeless being represented.
- Volunteer facilitators were asked to attend a 2 hour advance training the day before. The training Pat attended was discombobulated. It was not fully planned and some anticipated presenters were not in attendance. Training felt hurried and incomplete. Consequently, there was considerable variance regarding the performance of small group table facilitation.
- Decision-makers (Port Authority and Lower Manhattan Economic Commission were in attendance all day. They closed the day by restating what they had heard from the participants.
- Provide registration – check-in. This fell apart. Participants could not be registered on-site efficiently prior to start of event. Registration was abandon. This pushed the start time back. Also, participants would have had assigned seating to small groups which was to have mixed up demographics. Rather, some small groups were made up of all people who had come together with similar interests.
- Security was a major concern. When registration was abandon and in the rush to get people seated quickly, security was also abandoned.
- No breaks or lunch were scheduled. Lunch was provided. However, major problems occurred with serving lunch. Participants were confused by lunch process.
- Handheld polling devises for every participant were used in small groups. Each small group table had one computer on which a member of the group was asked to record group comments. This system made it difficult for the recorder to be a full participant.

- Grief counselors were on-hand, but reportedly not needed.
- 54 media outlets from around the world attended. CNN provided live feed throughout the day. Heavy media was present from emerging former USSR countries and a large Japanese group provided coverage.

Transportation passes were available.

Immediate Outcomes:

- Overwhelming rejection of all six plans.
- Call for design of the memorial prior to design for rebuilding the site.
- Participants felt they had expanded their understanding of the issues and been heard by decision makers.

Outcomes to Decision as of February 5, 2003:

- Decision makers called for open competition of site concepts.
- Nine site/building concepts were submitted.
- Public Hearings were held in January to obtain public input to the nine plans.
- The Lower Manhattan Development Corporation and Port Authority announced today that two designs for the World Trade Center site are now under consideration – a design by Studio Libeskind and a design called World Cultural Center, developed by THINK. Nine designs were released on December 18, 2002 and subjected to rigorous technical analysis and public comment during LMDC's unprecedented outreach campaign, "Plans in Progress." Two designs were identified to undergo further analysis based on a combination of factors that included feasibility, context for the memorial, phasing and public comment. A single plan for the site will be announced by the end of February, followed by more public comment and refinement.
- The mission for the Memorial is being adapted. Design competition will follow.

Cost:

- Estimated cost, over 2 Million Dollars – 1 million in direct costs and 1 million in donated goods and services.

Was this good public participation?

- Event of July 13 did respond to the need of people from greater New York to give their voice to decision makers on site plans and the memorial concept.
- It was a media spectacular.
- The concept made every attempt to meet the IAP2 Core Values.

New Initiatives – State of the Practice Assessment

Doug Zenn, State of the Practice Coordinator

With the generous support of the William and Flora Hewlett Foundation, IAP2 conducted a *State of the Practice Assessment*. The study report is anticipated in March, 2003.

IAP2 is pursuing three paths in conducting its *Worldwide State of the Practice Assessment*: a review of published literature, a search of websites and links on the worldwide web, and interviews with individuals internationally who are involved in public participation.

With such a vast array of efforts and philosophies to explore, this initial research provides only a “wide-angle lense snapshot” of the field internationally. However, this snapshot is a vital first step in understanding the variety of tools, forms and uses of public participation globally.

This study documents successes *and* failures and shows that public participation, as it is used internationally, functions to provide access to decision making, better outcomes, and shared governance.

In conducting this study, the project team is developing an extensive resource base that will enable interested practitioners to find similarities to their projects—whether in project type or approach—outside their own borders. As such, this study will form the basis of an ongoing IAP2 forum to compare, contrast and understand different approaches to public involvement. In doing so, it also will help identify specific areas for more intensive exploration.

New Initiatives – Products to Improve the Practice

IAP2 continued its commitment to producing products designed to enhance the practice of public participation.

In past years IAP2 has developed:

- Core Values Awards – a means of recognizing organizations and projects exemplifying the effective application of IAP2 Core Values.
- *The Core Values of Public Participation* – the IAP2 foundation values defining the expectations and aspirations of the public participation process. (Developed over two (2) years with broad international participation.)
- *Code of Ethics for Public Participation Practitioners* - guiding behaviors/actions of public participation practitioners as recommended by IAP2 and based upon the *Core Values*.
- Certificate Course in Public Participation – a four module training program for practitioners.
- *The IAP2 Toolbox* – a summary listing of forty-seven (47) techniques.
- *The IAP2 Public Participation Spectrum* – a tool designed to assist practitioners assess the level of public impact appropriate to projects/initiatives and, communicate the goal of participation to be achieved and the promise being made to the public at the selected level of participation. Also, seeks to develop a common language among practitioners by defining specific levels of participation including inform, consult, involve, collaborate and empower.
- *Effective Communications for Public Participation* – a sample of communication products available to support the practitioner.
- *A Public Participation Bibliography* – a resource of three hundred seventy six references including electronic, videos, theses/dissertations, articles and book.

In 2002 the following products were developed or, in the case of the website, enhanced:

- *World State of the Practice Assessment* - Indicated a two phase idea that the Public Participation Institute & IAP2 discussed for follow-up to the assessment. 1) A meta-case study review and publishing of lessons learned. 2) Development, grey beard review and piloting of a program evaluation kit. Selling of final product.
- IAP2 Technique *Tip Sheets* – an overview of twelve (12) commonly used techniques including process, set-up, budget considerations, etc.
- *IAP2 Public Participation Planning Tool* – a tool which charts the key components of comprehensive public participation planning including issue statement, decision makers and decision process, key stakeholders, public participation level, goal & objectives, communication plan and evaluation plan.

New Initiatives – Partnerships

IAP2 recognizes that partnering on initiatives and cooperating with organizations and coalitions with similar and/or parallel missions increases opportunities to promote responsible and effective public participation. Toward that end, IAP2 has joined and/or identified several organizations and NGOs worldwide with whom we will explore mutual gains opportunities in 2003.

IAP2 discussed the possibility of a combined 2003 conference with the International Association of Facilitators in Ottawa. However, our discussions began late in the planning cycle for both organizations and combining was not feasible.

IAP2 has joined the National Council of Dispute Resolution Organizations.

The Institute for Public Participation at Portland State University and IAP2 have agreed (in concept) to join together in research. Preliminary discussion on forming a global coalition of research institutions and possible activities began in the fall.

The Institute for Public Policy Research, London, England as agreed (in concept) to partnering with IAP2 as opportunities are identified.

Budget and volunteer resources are the factors which most govern IAP2 participation in coalitions. As IAP2 continues to evolve and strengthen it is probable partnership activity will grow.

New Initiatives – Core Values Review

It is essential that IAP2 maintain “real-time” relevance to its membership and to the practice of public participation. Toward that end, the IAP2 Core Values began a review phase in December led by Lewis Michaelson, past president. Revisions may be identified and incorporated.