



## **Call for Volunteers**

### **IAP2 Federation – Trainer Licensing Pilot Program 2017**

At their meeting in January 2017, the Federation Board approved the launch of the new IAP2 Trainer Licensing Program (T3) for the Foundations in Public Participation program. The T3 Pilot Program will run from 1 February 2017 through 28 February 2018.

The Federation recognizes there are growing opportunities for extending the practice of public participation internationally. The IAP2 Foundations Program is a key part of the IAP2 strategy to achieve this goal. The Federation and its members believe that the current pool of Foundations Licensed Trainers is not sufficient to meet growing needs around the world. Licensed Trainers are needed to meet the following current and future needs:

- Sufficient numbers and geographic distribution of Licensed Trainers to deliver cost-effective and culturally appropriate training in English where it is requested;
- Licensed Trainers who are fully qualified to deliver the training in a culturally appropriate manner in a language other than English;
- Replacement of Licensed Trainers due to retirement or other circumstances.

**To support the T3 Pilot Program, we are inviting nominations for volunteers from various groups in the IAP2 community to serve in one of the following groups: Instructor Selection Panel, Trainer Candidate Selection Panel, and the T3 2017 Pilot Peer Review Task Force.** An overview, desired membership, tasks, responsibilities, and schedule for each group is provided on the following pages. An overall schedule for the T3 2017 Pilot is also included.

Additional information about the [T3 Pilot Program](#), including the Trainer Candidate Handbook and the Application forms for T3 Instructors and Candidates, are available on the IAP2.org website for your reference.

Nominations for the selection panels and task force are requested by 15 February 2017. To nominate yourself or another IAP2 member to serve on one of the Panels or on the Task Force, please email Cassandra Hemphill ([pdm@iap2.org](mailto:pdm@iap2.org)) with the following information:

*To nominate yourself or another IAP2 member to serve on one of the Panels or on the Task Force:*

Email Cassandra Hemphill, Professional Development Manager ([pdm@iap2.org](mailto:pdm@iap2.org)). Please include the following information in your email:

- Name (first and surname)
- Contact information (email, phone, Skype [if available])
- Panel or Task Force on which you are interested in serving
- Perspectives you represent (see “Members” for the Panels and Task Force for a list of the perspectives)
- Location (country) and Affiliate (if any)
- First language and any additional languages in which you are fluent
- Brief (50–100 words) description of what you will bring to the group or what you will contribute.

Send your email to Cassandra Hemphill at [pdm@iap2.org](mailto:pdm@iap2.org) by 15 February 2017.

If you have any questions or require further information, please contact Cassandra Hemphill at [pdm@iap2.org](mailto:pdm@iap2.org).

Thank you in advance for your assistance and interest.

Regards,

Cassandra J. Hemphill, Ph.D.  
IAP2 Federation Professional Development Manager  
Email: [pdm@iap2.org](mailto:pdm@iap2.org)

## Instructor Selection Panel

**Overview.** The Instructor Selection Panel will choose the faculty for the pilot and provide lessons learned on the selection process.

**Members.** The members will be selected to provide global representation, including developing countries, and to represent the following perspectives:

- Federation Executive Manager
- Federation Professional Development Manager
- Federation T3 Steering Committee Member
- (Former) T3 Faculty
- Trainers Advisory Committee (TAC)
- Foundations Licensed Trainer (but not former faculty, to provide a candidate's perspective)
- Foundations Student who has completed the 5-day training (but is not a Licensed Trainer)
- *(Optional but preferred)* Bilingual Foundations Student who has completed the 5-day training (but is not a Licensed Trainer)

**Size.** The Instructor Selection Panel is envisioned to work most efficiently with 5 or 7 members. Thus, some members may represent multiple perspectives. (For example, an individual may be both a former T3 Faculty member and be currently licensed to deliver the Foundations course).

**Tasks.** The Instructor Selection Panel has two tasks: select the first cohort of faculty and provide lessons learned/peer feedback on the selection process.

**Schedule.** The Instructor Selection Panel will begin its work on 1 March 2017 and complete its work no later than 31 March. The Panel is expected to meet using GoToMeeting or via conference call three times: one 1-hour orientation on 7 or 8 March; one 2-hour meeting on either 14 or 15 March, and one 2-hour meeting on 28 or 29 March. Members must be available to meet on those dates.

## Trainer Candidate Selection Panel

**Overview.** The Trainer Candidate Selection Panel will choose the candidates for the 2017 Pilot and provide lessons learned on the selection process.

**Members.** The members will be selected to provide global representation, including developing countries, and to represent the following perspectives:

- Federation Executive Manager
- Federation Professional Development Manager
- T3 Steering Committee Member
- (Former) T3 Faculty
- Current Licensed Trainers of Foundations Course
- Foundations Student who has completed the 5-day training (but is not a Licensed Trainer)

**Size.** The Trainer Candidate Selection Panel is envisioned to work most efficiently with 5 or 7 members. Thus, some members may represent multiple perspectives. (For example, an individual may be both a former T3 Faculty member and be currently licensed to deliver the Foundations course).

**Tasks.** The Trainer Candidate Selection Panel will begin its work on 1 April. It has two tasks: select the first cohort of trainer candidates and provide lessons learned/peer feedback on the selection process.

**Schedule.** The Trainer Candidate Selection Panel is expected to meet using GoToMeeting or via conference call three times: one 1-hour orientation on 11 or 12 April, one 4-hour meeting (or two 2-hour meetings) on either 25 or 26 April, and one 2-hour meeting on 2 or 3 May. Members must be available to meet on those dates.

### **T3 2017 Pilot Peer Review Task Force**

**Overview.** The T3 2017 Pilot Peer Review Task Force will provide peer review and provide lessons learned throughout the T3 2017 Pilot. The lessons learned will be compiled into a single document at the end of the Pilot.

**Members.** Members will be recruited from the following categories to provide global representation, including developing countries, and a wide variety of perspectives and knowledge including:

- Federation Executive Manager
- Federation Professional Development Manager
- Federation Training Administrator
- T3 Steering Committee Member
- Foundations Licensed Trainers who bring a diversity of cultures, languages, and socio-political and economic environments
- (Former) T3 Faculty
- Foundations Student who has completed the 5-day training (but is not a Licensed Trainer)

**Size.** The Peer Review Task Force is envisioned to work most effectively with 7–9 members. Some members may represent multiple perspectives. (For example, an individual may be both a former T3 Faculty member and be currently licensed to deliver the Foundations course). Preference will be given to individuals who have completed the Foundations (formerly known as Certificate) training.

**Tasks.** The Peer Review Task Force will begin work immediately upon the launch of the Pilot on 1 February. It has one task: to compile lessons learned/peer feedback throughout the 2017 Pilot, which will be used to improve the T3 Program. The final lessons learned document is due 28 February 2018. It is expected and desired that lessons learned identified during the Pilot will be implemented, as feasible and advisable, during the T3 Pilot to assess and improve the process.

**Schedule.** The Peer Review Task Force is expected to meet for 1-1/2 hours every two weeks. Meetings will be held in English using GoToMeeting or via conference call. Members should plan to participate in most meetings.

## **Pilot Program Timeline: 1 February 2017 – 28 February 2018**

- Announce T3 Program 1 February 2017.
  - Begin recruiting instructors and trainer candidates.
- Selection Committees and Peer Review Task Force:
  - Volunteer recruitment begins 1 February 2017
  - Panel and Task Force members identified 15 February 2017
- New T3 Instructors (first cohort of 2–3):
  - Applications open 1 February; due 28 February
  - Selection committee reviews and chooses first T3 Instructor cohort by 15 March 2017
  - Board approves first T3 instructor cohort by 31 March 2017
  - New T3 Instructor orientation 1–31 April 2017
  - New T3 Instructors approved 1 May 2017
  - T3 Instructors assist PDM in preparing and testing curriculum and technology 1 May to 14 June 2017
- New Trainer Candidates (first cohort of 3–5):
  - Applications for new Foundations trainers open 1 February 2017; close 31 March 2017
  - Selection process begins 1 April; completed by 30 May 2017
  - First cohort announced 1 June 2017
  - Training begins 15 June 2017
  - Webinars and classroom training completed by 15 October 2017
  - Practicum completed by 31 December 2017
  - First cohort certified for licensing 31 January 2018
- Lessons Learned: 1 February 2017 – 28 February 2018
  - Peer Review Task Force identifies lessons learned throughout Pilot.
  - Final lessons learned document completed by 28 February 2018
- Full Implementation of T3 Program: Begins 1 March 2018