

**APPENDIX D:
SAMPLE COURSE INVITATION PACKAGE**

D.1 TEMPLATE FOR COURSE INVITATION LETTER

**D.2 TEMPLATE COURSE INFORMATION SHEET & RSVP FORM
(ACCOMPANIES INVITATION LETTER)**

<DATE>

<name>
<organization>
<address>

Dear <name>:

From [insert dates], USAID/XXX [and—insert any co-sponsors] will sponsor a presentation of the *Africa Regional Course in Environmental Assessment and Environmentally Sound Design*.

This letter invites you to designate [insert #] individual[s] from your organization to participate in this training.

The training teaches basic concepts of environmental review, mitigation and monitoring, and focuses on the application of these concepts to improve the success and sustainability of small-scale projects. Participants will apply these concepts during field visits to actual and proposed project sites.

USAID views this material as essential knowledge for partner organizations executing USAID-funded programs. (Note that participants involved in compliance with USAID's Environmental Procedures (“Reg. 216”) will receive instruction in the regulation and compliance requirements.)

We are also confident that the course will also be invaluable for our government of [host country] partners and others engaged in advancing sustainable development in Rwanda.

We hope very much that your organization will be able to participate. The attached information sheet provides more information regarding the course and participant requirements.

Best regards,

[Name]
[Title--Mission Director or SO Team Leader]

Attachments:

- Course information and participant requirements
- RSVP form

[INSERT USAID COUNTRY LOGO]

COURSE INFORMATION AND PARTICIPANT REQUIREMENTS

AFRICA REGIONAL COURSE IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTALLY SOUND DESIGN FOR SMALL-SCALE ACTIVITIES.

ESSENTIAL INFORMATION

Dates:	[dates]
Arrival date & time:	[arrival date and time]
Departure date & time:	[departure date & time]
Venue:	[venue information]
Language:	[working language]

COURSE DESCRIPTION:

The “Africa Regional Course in Environmental Assessment and Environmentally Sound Design & Management for Small-Scale Activities.” teaches basic concepts of environmental review, mitigation and monitoring and focuses on the application of these concepts to improve the success and sustainability of small-scale projects.

The course emphasizes interactive and experiential learning, utilizing case studies, exercises in working groups and participant presentations. It is centered around a one-day (no overnight) field exercise held on the third day. During these field visits, participant teams conduct observation and information-gathering at actual or proposed project sites. Each team then drafts an [environmental review/IEE] and mitigation plan based on their site visit experience. The case site teams will focus on: [list sectors]

Note that participants involved in compliance with USAID's Environmental Procedures (Reg. 216) will receive instruction in the regulation and compliance requirements.

The *Africa Regional Course* was first developed in 1996 by USAID’s Africa Bureau and staff of the Cadmus Group’s Capacity for Impact Assessment and Management program. It has since been delivered more than 40 times across the continent, teaching the basic principles of environmental assessment, environmentally sound design, and environmental compliance to more than 1000 development professionals from NGOs, host country governments and institutions, and USAID missions. Ongoing materials development and course delivery have been funded by USAID’s Africa Bureau, USAID/EA, USAID missions and partner organizations.

Course materials and further information are available at www.encapafrika.org. The principal trainer for the USAID/[XXX] presentation of this course will be provided by [XXXX].

SUMMARY AGENDA:

Sunday, [date].	Arrival (afternoon/evening)
Monday [date].	<ul style="list-style-type: none">• Official opening• Principles of Environmental Impact Assessment and Environmentally Sound Design
Tuesday, [date].	<ul style="list-style-type: none">• The [host country] environmental and policy context• Tools and techniques for environmental assessment
Wednesday, [date].	Field visits
Thursday, [date].	Drafting [IEEs/Environmental reviews]
Friday, [date]	<ul style="list-style-type: none">• Special topics• Official closing

- | |
|---------------------------------|
| • Departure (afternoon/evening) |
|---------------------------------|

SUPPORT PROVIDED TO PARTICIPANTS

[modify this section as appropriate—in some courses, participants are responsible for all transport costs, meals and accommodation. In others, USAID provides transport, meals and accommodation.]

USAID/XXX will:

- Arrange and pay for lodging for all participants.
- Provide or pay appropriate per diem for all meals
- [provide transport to the venue from capital city]/[Reimburse transportation costs for those taking public transportation]

Note: No per diem for incidental expenses will be provided.

Participants are responsible for: [list participant responsibilities]

PARTICIPANT REQUIREMENTS

Professional responsibilities. Participants are expected to fulfill one or more of the following criteria:

- Have significant responsibilities in their organization for management of program areas and/or project design or management
- Have significant responsibilities in their organization for implementation of environmental policies or procedures.

Attendance. Participants are expected to attend the full five days of the course.

Provision of vehicle. NGOs receiving significant funding from USAID are requested to provide a vehicle and driver to assist with case site visits on [date]. [for many courses, participants are asked to provide vehicles. Use this language if appropriate]

PLEASE BRING CLOTHES AND FOOTWEAR SUITABLE FOR FIELDWORK

PLEASE COME PREPARED. . .

to discuss and share your experiences with environmentally sound and unsound activities and bring project documents, slides and/or videos to share. USAID staff and implementing partners may want to review the status of their USAID environmental compliance documentation prior to the course.

RSVP FORM

AFRICA REGIONAL COURSE IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTALLY SOUND DESIGN FOR SMALL-SCALE ACTIVITIES.

NOTE: This form *must* be submitted to reserve a place in the course for your organization. Submission is requested by [date].

Please fax, email or hand-deliver to:

[insert name and contact information]

PARTICIPANT AND ORGANIZATION CONTACT INFORMATION

Name of organization (including office or division)			
Name of participant			
Position/Title			
Physical (courier) address			
Tel		Fax	
Mob		Email	

RELEVANT EXPERIENCE

No experience with the subject matter of the course is required. Your responses in this section will help assure that the course best meets the needs of all participants.

Please describe previous experience (if any) with environmental impact assessment:	
Please describe previous experience (if any) with preparation of USAID required environmental documentation:	

DIETARY REQUIREMENTS

Please note that the following meals will be provided: [indicate meals]

Please indicate any special dietary requirements. (e.g. vegetarian meals, no pork, Halal)	
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TRANSPORT & LOGISTICS

YES	NO	
		Will your organization be able to provide a vehicle & driver to assist with case site visits on [date]? if "yes," type of vehicle? _____
		Will a vehicle be available to bring participant to the course on [date]?
		Will a vehicle be available to pick up the participant at the conclusion of the course on [date].?

[if rooms will be shared, make this clear & solicit roommate, smoking/non smoking preference]

