**HOST SITE APPLICATION: PEER EXCHANGE PROGRAM**

**Overview:** The Society of Practitioners of Health Impact Assessment (SOPHIA) offers a range of opportunities for its members to learn from one another, including a [mentoring program](https://sophia.wildapricot.org/Locate-an-HIA-Mentor), networking events at conferences and meetings, and an [online member directory](https://sophia.wildapricot.org/directory). As part of its efforts to foster connections between all its members, SOPHIA is piloting a peer exchange program. While SOPHIA will develop the curriculum and facilitate the exchange, the program will be self-funded. Please find below a *Host Site Application*. For more information about the program, please read the *SOPHIA Peer Exchange Program Manual* located at <http://sophia.wildapricot.org/Peer-Exchange-Program>

**Instructions:** Please complete the application and submit it to the Peer Exchange Program contact Tatiana Lin at [tlin@khi.org](mailto:tlin@khi.org). If you have any questions, please call 785-233-5443.

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| HIA PEER EXCHANGE PROGRAM: HOST SITE | | |
| INFORMATION ABOUT ORGANIZATION | | |
| Organization name |  | |
| Name (first and last) of the site liason |  | |
| Address |  | |
| Country |  | |
| Email |  | |
| Phone |  | |
| Number of employees at the organization |  | |
| Your organization’s official language(s) | English  French  Other\_\_\_\_\_\_\_\_\_\_\_\_\_  Spanish  German | |
| Reasons for Serving a Host Site (please describe) |  | |
| **EXPERIENCE** | | |
| How many years has your organization been working in the HIA field? | 1 – 2  3-5  6 – 10  11 or more | |
| What type of HIA work does your organization engage in?  *Check all that apply.* | Conduct HIAs  Teach HIA courses  Conduct HIA trainings  Provide HIA TA/mentoring | |
| How many HIAs has your organization completed? | 1 – 2  3-5  6 or more | |
| What were the subjects of your HIAs?  *Check all that apply.* | Built Environment  Transportation  Education  Natural Resources  Climate Change | Food and Agriculture  Labor and Employment  Economic Policy  Environment  Criminal Justice issues  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| At which level did you conduct an HIA(s)? | Local  State  Federal | |
| Have you conducted an HIA(s) outside of the United States? | No  Yes (list countries)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Is there an online report(s) available for your HIA(s)? If so, please include the link here. |  | |
| Is there a dedicated Web site for your HIA (see http://www.prop47impacts.org/ for an example)? If so, please include the URL here. |  | |
| **CURRENT HIA WORK** | | |
| Are you currently working on an HIA or any HIA-related activities? | Yes  No | |
| If yes, please describe your HIA here: | Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Local  State  Federal  Start date: Click here to enter a date.  End date: Click here to enter a date. | |
| **HOST SITE** | | |
| How often would your organization able to host program participants? | one time a year  2-3 times a year  4-5 times a year  6 times a year or more | |
| How many days would your organization be able to host an HIA practitioner? | 1-2 days  3-4 days  5-7 days  8-10 days | |
| Which of these services your organization would be able to offer the program participant?  *Check all that apply.* | Leadership and project management duties  Financing and budgeting  Building an HIA team  Interactions with community members/stakeholders  Interactions with elected officials/decision makers  How the HIA tool works  Deep dive into specific HIA steps  Screening  Scoping  Assessment  Recommendations  Reporting  Evaluation/Monitoring  Communications – development of HIA communications plans including working with media, stakeholder engagement, and more  Becoming an HIA TA provider  Deep dive into specific HIA topic areas  Learn how to conduct HIAs in different settings/context  Learn how to conduct different types of HIAs | |
| What type of experience would your organization be able to offer a program participant?  *Check all that apply.* | in office (learning and activities will happen in the office-based setting)  in the field (learning and activities will happen outside of the office)  hybrid (learning and activities will be conducted in the office-based setting and in the field) | |
| What accommodations would your organization be able to offer to a participant?  *Check all that apply.* | separate office  computer  meals  desk  transportation  mentor | |
| What types of after-work activities would your staff be willing to participate in with the program participant? | Dinner at a local restaurant  Visiting local attractions  Outdoor recreation  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Would any of your staff be willing to allow a participant to stay in their home place for the duration of the program? | No  Maybe  Yes | |
| What else would you like a program participant to know about your organization? |  | |

**Note:** Although SOPHIA will make every effort to ensure that the host site offers a quality experience to an exchange participant, it cannot guarantee or be liable for any cause whatsoever that may arise out of or in connection with the services of this HIA Exchange Program.  In addition, by engaging in this exchange program, you agree to hold harmless the SOPHIA organization, its directors, officers, employees, agents, volunteers, assigns, and successors (hereinafter, “the protected parties”) from all liability from any cause whatsoever.