***Climate Change Adaptation Planning***

*Anchorage, AK*

*February 21-23, 2017*

The Alaska Native Tribal Health Consortium and the Institute for Tribal Environmental Professionals are excited to be collaborating on an ***Introduction to Climate Change Adaptation Planning***course. This course provides an overview to planning for climate change impacts, highlighting the work of several tribes. The course is intended for tribal environmental and natural resource professionals who expect to be involved in climate change adaptation planning. Since the course will focus on climate change impacts and planning in a specific region, we especially encourage people from that region to attend.

*Topics include:*

* Climate change in Alaska
* Process of developing climate change adaptation plans
* Climate change impacts, vulnerabilities, and adaptation strategies
* Tools and resources for the planning process

This course employs a variety of instructional methods such as presentations including tribal case studies, and large- and small-group discussions and activities. Participants will complete a pre-course assignment prior to attending.

There are no pre-requisites. However, we expect participants to have a basic understanding of climate change and its impacts. ITEP can recommend background material to review upon request.

**How to Apply for the Course:**

Read all enclosed information carefully. Complete the following forms:

1. Application Form
2. Professional Background Form
3. Course Travel and Cancellation Policy
4. Attendee Expectations Form

The complete and signed forms may be sent as an attachment *(PDF format preferred)* by email to Colleen.Davis@nau.edu or by fax to ITEP at 928-523-1266 to the attention of Colleen Davis.

The registration deadline will be Thursday, **January 19, 2017** for priority consideration. Applications received after that date will be reviewed on a case-by-case basis.

ANTHC and ITEP staff will review each application and will determine those who would most benefit from this training.

**Training Course Costs:**

Lodging and reimbursement for per diem will be paid by ITEP and will be limited to course participants employed by federally recognized tribes. Reimbursement forms must be submitted 10 business days after the end of the course**.** Costs for transportation to and from the training location (mileage, airfare, shuttles, etc.), as well as incidentals such as phone calls and room service are the responsibility of the participant. There is no registration fee.

**Travel and Hotel Arrangements:**

Your hotel reservations will be made by ITEP. Detailed information regarding hotel arrangements will be sent to you with notification of your selection for this training course. Lodging costs (room and taxes only) for tribal participants are covered, provided that they *attend the entire course.* Please read the enclosed “Attendee Expectations” sheet for more information. Transportation arrangements to and from the training location are the responsibility of the participant; however, you *must* obtain a letter of selection for the course prior to making airline arrangements. Families are not encouraged to travel as full participation by the attendee is required.

**Additional Responsibilities:**

Once you have agreed to attend it is *absolutely essential* that you complete the training course *in full* in order to receive your Certificate of Completion and per diem reimbursements (when applicable). Please review the travel and cancellation policy. Excessive cancellations or poor attendance may jeopardize your eligibility for future courses.

**Questions?**

If you have any questions about the course, please contact:

Colleen Davis

Administrative Assistant

Institute for Tribal Environmental Professionals

Email: Colleen.Davis@nau.edu

Phone: 928-523-6327

Fax: 928-523-1266

<http://www7.nau.edu/itep/main/Home/>

**Application Form**

Please complete the form clearly and carefully. Applications must be approved by ITEP in order to be accepted to attend the course. Applications received by **January 19, 2017** will have priority consideration.

Name:

Title:

Tribe or Organization (employer):

Department:

Mailing Address:

City:       State:       Zip:

Telephone      Fax:

Email:

Cell Phone (required for last minute contact – if no cell phone, please list home phone)

Emergency Contact Name:

Emergency Contact Phone:

How did you hear about this training?

ITEP takes photos of course-related activities for use in presentations, web pages, brochures, and other materials in order to promote ITEP programs. Please check the appropriate box below:

[ ]  **YES**, I authorize ITEP to use pictures of me taken during the course.

[ ]  **NO**, I do not authorize ITEP to use pictures of me during the course.

Would you like to be added to ITEP’s email list for the monthly Tribal Climate Change Newsletter?

[ ]  **YES**

[ ]  **NO**

**Course Related Information** (please fill this section out as completely as possible)

Has your tribe made any formal climate change declarations or resolutions?

[ ]  **YES**

[ ]  **NO**

[ ]  **IN PROGRESS**

[ ]  **UNKNOWN**

Is your tribe planning to conduct climate change impact and vulnerability assessments?

[ ]  **YES**

[ ]  **NO**

[ ]  **IN PROGRESS**

[ ]  **UNKNOWN**

Is your tribe planning to develop a climate change action or adaptation plan?

[ ]  **YES**

[ ]  **NO**

[ ]  **IN PROGRESS**

[ ]  **UNKNOWN**

What specific topics or questions would you like instructors to address in this training?

[ ]  I verify that I have read and understand all enclosed statements and requirements related to attendance, travel costs, and cancellations.

|  |
| --- |
| [ ]  I understand that by checking this box I authorize my legal signature by typing my first and last name.Electronic Signature:       |

**Submission will be sent to Supervisor for notification:**

Supervisor Name:

Supervisor Title:

Supervisor Email:

Supervisor Phone:       Fax:

**Professional Background Form**

This information is kept confidential—please update as necessary.

Name (required):

Job description/duties:

Year you began working in the environmental field:

Are you over the age of 18? [ ]  **YES** [ ]  **NO**

Date of High School Diploma or GED?

Do you have a college degree?

 [ ]  **2-Year**

[ ]  **4-Year**

[ ]  **Other:**

Field of study or technical training:

Please list the dates of degrees/certificates:

 **Date Degree/Certificate**

College science and math courses completed:

Please detail your experience and/or training in environmental monitoring / management:

**Course Travel & Cancellation Policy**

*By confirming your attendance for an ITEP training course, you agree to accept the following policy on travel and cancellations. These policies help ensure the efficient use of federal funds for the courses, which allows more tribal participants to benefit from this program. Please read this entire document carefully.*

I. Transportation Arrangements

a. Transportation arrangements and costs are the responsibility of the traveler. Please do not make any travel arrangements until you have received notification of your acceptance for a course.

b. A copy of the travel itinerary (for air or ground travel) must be provided to ITEP by **January 23, 2017** so that ITEP staff can make appropriate hotel arrangements.

c. All travel itineraries must coincide with the course agenda to ensure full participation in the course. If the itinerary you submit does not allow for full participation, ITEP reserves the right to deny your attendance at the course.

II. Cancellations

a. Hotel arrangements are made in advance by ITEP through a legally binding contract. If you must cancel your hotel room, please contact ITEP directly; do not contact the hotel. You must notify ITEP at least 72 hours prior to your scheduled arrival date; otherwise, your tribe will be billed for any lodging costs incurred.

c. Excessive cancellations or outstanding payment due to ITEP will jeopardize your eligibility for future trainings.

[ ]  I agree to accept the policy on travel and cancellations.

**Attendee Expectation Form**

Note from the ITEP Director: The following expectations have been put into place for several reasons: 1) it is difficult for ITEP to justify federal expenditures when class attendance is not satisfactory; 2) other tribal participants who would have benefited from the training are denied the opportunity to attend; 3) ITEP functions are short, but convey a great deal of content; 4) In order to receive proper training, it is crucial that all participants cooperate with the following guidelines. Thank you for your understanding and adherence to these expectations.

The following areexpectations for participants, instructors, and facilitators at ITEP training courses, internships, conferences, and meetings. These guidelines have been employed in order to continue providing useful training programs to tribal environmental professionals. The word "attendee" herein refers to any person attending an ITEP function. By checking the boxes below, I have read and agree to the attendee expectations.

**[ ]  Attendance**

Complete attendance at ITEP functions is mandatory. Certificates of Completion and per diem reimbursements will be given only to participants who attend and participate in all sessions, including completion of in-class assignments. Participants who fail to attend all sessions may be billed for any pre-paid expenses and/or reimbursements may be withheld. If an emergency situation occurs, please consult with support staff as soon as possible.

**[ ]  Tardiness and Leaving Early**

Attendees are expected to arrive on time to the function and all related activities. Attendees are also expected to be in the room and remain attentive while the function is in session, and to stay until the function is adjourned.

## [ ]  Meeting Room Conduct

Attendees are expected to be respectful of one another and keep discussions and activities during the function focused on the topics at hand.

### [ ]  Safe Working and Learning Environment

As a subsidiary of Northern Arizona University, ITEP must uphold the Safe Working and Learning Environment Policy. This policy affirms that everyone has the right to feel safe and unthreatened during ITEP functions. Discrimination or harassment of any kind by any person is not acceptable. For more information, please see the support staff for a copy of the entire policy.

**[ ]  Alcohol and Illegal Drug Use**

The effects of alcohol consumption can impair one's ability to make sound judgments, hinder one's ability to participate effectively, and negatively impact others. Abuse of alcohol or illegal drugs will be grounds for dismissal.

**[ ]  Cell Phones & Computers**

Cell phones must be silenced during the sessions and text messaging is not allowed. Use of computers during class sessions for personal reasons (email, internet searches, etc.) is also not allowed. Experience has shown that such activities are a distraction to both participants and presenters. Phone calls, texting, and emails can be conducted during scheduled breaks and lunches.