



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2014 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2014

Division: International

Chair: Timothy D. Van Epp

1. **Work Plans and Budgets (Treasurer, Luis Cabrera)**

See Appendix A, FY 2015 Work Plan with Approved Budget, Appendix B, FY 2016 Work Plan with Proposed Budget. As in FY2015, the FY2016 work plan will intentionally spend more than the anticipated FY2016 revenues, because we would like to use a significant portion of our surplus funds available to provide enhanced and additional services to our members in FY2016. Although we will still meet our objective of maintaining a reserve equal to one year or more of revenues at current revenue levels – even with this additional spending – the Division plans to generate additional member dues revenue in FY2016 through its membership recruiting and retention measures and our enhanced student and young professionals program; in addition, we have budgeted to put on two webinars in FY2015 that will generate additional revenue.

The FY2016 Work Plan is similar to, and based upon, the FY2015 Work Plan, with the following exceptions:

- Similar to last year, we plan to spend \$1,500 in FY2016 on the Phoenix NPC reception – which we will co-sponsor with two other divisions and include an awards program – as a means of attracting new members to the Division.
- We will continue reaching out to students and young professionals this year, but may pursue a different strategy of doing more networking events directly in the planning schools (as opposed to last year's three regional events), but staying within the \$300 total budget for this purpose.
- We will be again be spending \$1,000 - \$1,500 each on two or three student and professional research grants.
- We plan to put on two webinars at \$250 each in FY2016 as opposed to none in FY2015.

2. **Communications (Vice Chair, Victoria Okoye)**

The Division has developed and utilizes a great number of tools to communicate inside and outside its membership as described in more detail below.

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Newsletter (Editor, Ana Hernandez): The International Division's newsletter is called *Interplan* and its purpose is to provide a space to share stories and information about international planning professionals, efforts, and events. It is now published three times per year – once before the National Planning Conference (NPC), once after the NPC, and once at the end of the calendar year. This year's first issue was published in April and the second in September. The third issue is in production and will be published in December.

Interplan is an exclusive member benefit. Current issues are distributed by email and access to all previous issues since 2002 is available through the Division's webpage (<https://www.planning.org/divisions/international/newsletter/>). For marketing purposes, a recent past issue is always available for anyone to download from the Division's webpage.

Feature article, news, and photo contributions are accepted from anyone regardless of membership in APA or the Division as long as they conform to the editorial guidelines published on our website. The guidelines were last updated in May 2015. Calls for articles are announced in eNews (our monthly email newsletter) and social media (Facebook, Twitter, and LinkedIn), but materials tend to be solicited personally by Division leaders.

The newsletter is produced entirely by volunteers. A Newsletter Coordinator develops and implements an annual publication plan and schedule. Reviews and edits are handled by the Newsletter Coordinator, the Vice-Chair of Communications, and the Chair. Graphic design and layout was completed by a Design Editor in 2014, but with their departure in 2015, the Newsletter Coordinator does layout, modifying the last template as needed. The Division's Website Manager uploads each issue to the Division's webpage and the Vice-Chair of Communications distributes it in PDF format to members via e-mail. We use Google Drive for planning, review, and editing; and Adobe InDesign for layout.

Website Updates (Coordinator, Sara Egan): The Division recently appointed a new Website Coordinator, Sara Egan, who has conducted regular updates to the website. In general, the website will be updated when information changes, with input from the International Division leadership. We ensure that all information is properly displayed and current. The website also includes links to all of our other communications tools, including Facebook, Twitter, LinkedIn, and the Interplan newsletter. The last update was done on October 14, 2015 to the Grants page.

e-Blasts (Coordinator, Victoria Okoye): The International Division uses MailChimp as our primary technology for sending mail to our membership. We strive to send material out an average of once a month. Using the MailChimp platform, the Division sends email updates to its approximately 350+ members. Email correspondence includes eNews, an email with comprehensive news updates, as well as individual one-off emails with information on opportunities whose deadlines are fast approaching. ENews updates were sent to membership was sent out on October 14, 2014; January 23, 2015; February 25, 2015; April 7, 2015; June 1, 2015; July 22, 2015; August 19, 2015; October 1, 2015; and October 27, 2015. In the months leading up to World Town Planning Day 2015, reminders were a consistent part of each eNews update to membership. Two blasts about National Conference events were sent out on April 8 and April 16. Example issues of eNews can be found at the links below.

October 2015 eNews (October 27, 2015):

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<http://us3.campaign-archive2.com/?u=286d9a34b03d42d7401f3256f&id=f8311a3da6&e=ca268cf381>

September 2015 eNews (October 2, 2015):

<http://us3.campaign-archive2.com/?u=286d9a34b03d42d7401f3256f&id=a856d85ba5&e=ca268cf381>

August 2015 enews (August 19, 2015):

<http://us3.campaign-archive2.com/?u=286d9a34b03d42d7401f3256f&id=37d359620b&e=ca268cf381>

Social Media Sites (Coordinator, Sou Souvanny): The Division appointed a new Social Media Coordinator, Sou Souvanny, who continues to maintain our [LinkedIn](#), [Facebook](#) and [Twitter](#) accounts as the three social mediums to connect directly with membership, as well as to promote the Division more widely to both members and non-members (only members have access to LinkedIn, as a member benefit). The Division connects with approximately one-third of its members on LinkedIn. Using LinkedIn, the Division shared information and opportunities (e.g., upcoming online courses and webinars, student grant opportunities, conferences). In FY2015, the Division offered free registrations for World Town Planning Day to members who posted a minimum of three sentences on any planning theme on our LinkedIn page. The Division uses Facebook and Twitter to share non-essential but interesting information to the general public, such as news stories and job opportunities (also shared with Division membership via LinkedIn).

Link to LinkedIn page:

https://www.linkedin.com/groups?home=&gid=4628281&trk=anet_ug_hm

Link to Facebook page:

<https://www.facebook.com/AmericanPlanningAssociationInternationalDivision>

Link to Twitter page:

<https://twitter.com/APAInternatDiv>

Membership Surveys (Coordinator, Sara Egan): The APA International Division membership survey was launched on September 16, 2015, and an additional reminder email was sent on September 21 and 23, 2015. The survey was sent to 487 people, including 349 current members and 138 former members (non-renews). Seventy-seven (77) responses were collected. A committee was formed that has analyzed the responses and recommended action items that will be used in part to inform the annual report and priorities for FY2016. This analysis is provided in Appendix C.

Specific Outreach for Volunteer Opportunities: The Division Communications team has used its eBlasts and the Interplan newsletter, as well as the membership survey described above, as its main avenues for soliciting volunteers over the past year. Both instances proved very successful – the Division was able to secure a new Membership and Website Coordinator, Sara Egan, to replace Luis Cabrera who was appointed as the new Secretary-Treasurer.

Division Brochure and Video (Vice Chair for Special Projects, Ric Stephens): The International Division continued to improve its brochure for distribution at regional and national events, and finished production of a You Tube video highlighting Division activities which can be found at:

<https://www.youtube.com/watch?v=YfLSdxG8OD0>. Both marketing tools will be accessible on the Division's website along with the directory of international planning organizations also developed by Ric Stephens.

3. Annual National Planning Conference Activities

Sessions: The Division sponsored both a by-right session and a facilitated discussion at the 2015 National Planning Conference in Seattle. Our facilitated discussion explored how different organizations involved in Asia region urban planning perceive the challenges there and how they address those challenges. The by-right technical session addressed integrated land use and transport planning in Sweden. The Division provided two Executive Committee members to the international careers session for students and emerging professionals. The Chair staffed the Divisions Council Booth, mentored a student from the Congo, moderated the International Presidents Plenary and participated in the annual business meeting of the Global Planners Network. The Division jointly sponsored a reception and sustainability awards program with the Sustainable Communities Division and Urban Design and Historic Preservation Division. See Appendix D for the Division's Seattle conference session counts.

Annual Business Meeting: Our Annual Business Meeting was held on Sunday, 19 April 2015. There were approximately 20 attendees, including the past and current Chairs, Vice Chair at Large, and Secretary-Treasurer, as well as Jenifer Graeff, APA Consultant, Jeff Soule, APA National Director of Outreach and International Affairs, and Jim Drinan, APA Executive Director. Meeting minutes are provided in Appendix E. Rather than follow a formal agenda of routine business items, the meeting consisted of a more free-wheeling discussion of what direction the participants wanted the division to go in. The following six goals were identified:

- **Goal 1:** Strengthening partnership, APA's presence through programs like, UN HABITAT III, ISOCARP, World Town Planning Day Conference
- **Goal 2:** Should APA International have its own website? If yes, how and what way?
- **Goal 3:** Strengthening exchange and educational programs
- **Goal 4:** Building professional networks for regions, e.g. Central-Eastern European Network, China Network, India etc.
- **Goal 5:** Using the emerging interest in International Division to grow and attract new members.
- **Goal 6:** Be present actively and provide hands-on learning/working experiences for young professionals who want to engage in international projects etc.

Divisions Council Booth: Two of our Division officers, Sou Souvanny and Tim Van Epp, reported for duty at the Divisions Council booth on 9:30-11:00 AM, Sunday, 19 April 2015 (see Appendix F). We spoke with numerous visitors to the booth and believe we recruited a few new members this way.

4. All Other Events/Programs

Monthly Conference Call: The Division holds a monthly conference call meeting that includes both elected officers of the Executive Committee, as well as other volunteers such as the newsletter editor, social media coordinator, and website and membership coordinator. We also include the International and Divisions Council staff at the APA National level. While participation in the calls varies depending upon the season and people's availability, the meetings were held practically every month during the year. The Division uses a conference call service provided by

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APA National that is dedicated to the Division and which allows recording to facilitate preparation of the meeting minutes.

International Association of Chinese Planners: The Division co-sponsored the International Association of Chinese Planners' annual conference in Chongqing in June 2015, offering AICP CM credits for selected sessions. IACP invited Tim Van Epp to give a paper at the conference – on how planning and zoning tools can be used to facilitate energy efficiency at the district/ neighborhood level – and IACP provided free hotel, meals and a partial airfare stipend. Discussions were started on how APA can play a bigger role, e.g. serve as an official sponsor and organize a session, at next year's conference in Beijing.

International Division Meetups: On February 5, 2015, the international division hosted meetups in New York, San Francisco, and Portland OR for division members congregate and discuss international planning issues and opportunities. Twenty-five division members, including students, professionals, and Division Leaders attended the meetups across the three cities.

5. Membership (Coordinator, Sara Egan)

The APA International Division has 356 current members, distributed across membership categories as shown in the table below. 95 Member's will be due to renew their division membership in December. Renewal letters will be sent in November.

APA International Division Membership Information

Member Type	by October 2014	November 2015	Percentage Change
Total Members	340	356	4.7%
FCLTI	1	1	0
FCLTS	1	1	0
FSTU	2	0	-100%
LIFE	9	9	0
MEM	235	224	-4.68%
NOM	9	3	-66.6%
NP	19	52	173.68%
RET	3	2	-33.3%
STF	1	3	200%
STU	57	61	7.02%
XNP	1	0	-100%
XMEM	0	0	0
XSTU	2	0	-100%

6. Division Assistance Programs

As detailed under item 7 below, the division awarded two research grants to students as part of our Student Grant program. In addition, every year the Division fields numerous requests from its members or others for information or contacts and FY2015 was no exception. Further, we supported the Divisions Council initiative dealing with immigration and a more diverse society through our co- sponsorship, with the British Columbia planning organization, of a 2-day mobile workshop to

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Vancouver, B.C. which included a stop in a largely immigrant community in the Vancouver area. We have also been active in the smart cities initiative recruiting a Division member to work with the initiative team who has extensive experience with smart communities in China and India through his positions at the US Department of Energy's Brookhaven National Laboratory and US Green Building Council. Another Division member has been active in all aspects of APA's health planning work and is seeking ways to add an international dimension to that work. Multiple members are working with Jeff Soule on the Habitat 3 SDGs conference planning.

7. **Research and Publications (Vice Chair-at-Large, Mike Kolber)**

The division funded two research projects through the International Division Student Grant program in FY2015. One examines community participation in the development of a climate adaptation plan in Santiago, Chile, while the other looks at the challenges of development and preservation in Lamu Old Town, Kenya, a UNESCO world heritage site. Both student grant reports were completed and payments were made. They are currently being posted on the division website, and their executive summaries will be published in our December 2015 newsletter. In addition, a student grant paper from FY 2014 was finalized and published. The paper is on the rapid urbanization of Ulaanbaatar, Mongolia, and the conflicts among the multiple plans guiding that growth.

8. **Elections**

There were no Division elections during FY2015. The Division Executive Committee voted to extend its 2-year term by 8 months, rather than shorten it by 4 months, to harmonize its election cycle with new overall APA election cycle. This means that we will have served from April 2014 to January 2017. During the year, the Secretary-Treasurer resigned and was replaced by appointment, approved by the Executive Committee.

9. **Financial Report**

See Appendix G, FY2015-2016 Financial Report. The Division finished FY2015 with \$7,509.56 in funds available. The Division was frugal in recent years past and built a substantial reserve. In FY 2015, the Division planned a program of expenses that would put us over-budget in order to use the reserves from past years. However, due to an additional \$600+ in revenue from receptions and a one-time accounting reclassification of \$1,200+ of an erroneous Atlanta NPC hotel charge, the Division came in well over the projected \$3,600 in revenues.

In addition, the Division came in \$1,255 under budget on expenses, due largely to not having gotten our webinars program off the ground in time to spend (or make) money on webinars in FY2015, and spending only \$2,500 on student research grants instead of the \$3,000 budgeted.

The apparent result is that the Division took in and spent almost identical amounts of money in FY2015, and thus reduced our funds available by only about \$35. Thus, we did not take full advantage of our rather significant \$7,500+ in surplus funds. On the other hand, we certainly succeeded in accomplishing our goal of maintaining a reserve equal to one year or more of revenues at current revenue levels. The division was able to diversify its revenue through receptions and will continue to think of new revenue streams (e.g., webinars) for FY2016.

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10. **Bylaws**

The Division wrote and adopted a new set of bylaws in FY2015. The new bylaws were based largely on the Model Bylaws developed by the Divisions Council in 2014, which were modified to reflect the structure of the International Division. Several members of the Division Leadership provided input into their development, and feedback was solicited from membership at the time of the National Conference. The new Bylaws were accepted unanimously by Division Leadership, put to a vote through email by the Division membership, and adopted in August of 2015.

11. **Divisions Council Meetings**

The Chair participated in the Divisions Council meeting at the Seattle NPC, as well as the Winter and Summer virtual meetings, while the Vice Chair-at-Large Mike Kolber attended the Divisions Council meeting during the Fall Leadership meetings in Washington, DC. Appendix H provides the roll calls of these four Divisions Council meetings.

12. **APA Development Plan**

While the Division contributed to almost all goals and strategies of the APA Development Plan in a general way, like last year, there are three areas where we continue to provide value-added contributions:

We recruit and retain individual members, and advance existing and cultivate new organizational partnerships, on a global scale which furthers the international components of the Development Plan. Item 14 below provides a comprehensive listing of our international outreach and partnership activities.

Related to our international outreach and partnering, the Division has also been active in providing grant support to planning graduate students with international projects, mentoring such students at the NPC in Seattle; this furthers the international aspects of the Development Plan. In the coming year, we will again reach out to planning schools with strong international programs to develop long-term partnerships and, in doing so, we will coordinate with APA National's Student and Young Professionals Program.

APA is in a unique position, as the largest and most effective professional planning association in the world, to build the institutional capacity of national and international planning organizations around the world, and thus to communicate the role and reputation of planners. For example, planners are the most appropriate professionals to lead mitigation of, and adaptation to, the impacts of global climate change. Therefore, it is in our best interest as USA planners to build capacity to address these issues through our support to other national planning organizations. Our Division is in a unique position to do this.

13. **Division Challenges**

One of our biggest problems historically is finding enough active volunteers who can commit for long enough to see projects through to the end and provide continuity. At present, however, we have been able to attract some excellent new volunteers for the positions of Secretary-Treasurer and Membership-Website Coordinator, and our present Executive Committee, both elected and appointed, have been working very effectively.

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Another big challenge is that, like other APA Divisions, we are spread out geographically, but over the full 24 time zones for us, plus we have the typical international challenges of accommodating many nationalities, cultures and languages. Two of our Executive Board Members are based overseas. In addition, our members tend to belong to other/ multiple professional planning organizations – international, regional and national. To the extent that it is an objective of APA in general to reach out to and partner with planners and planning organizations in other countries, we see this as our value-added advantage and are poised and pleased to share our information and insights with APA National, and have numerous avenues and initiatives for doing so.

At the National Conference, the Division continued to experience problems by having some of the few international programs scheduled concurrently. As also mentioned last year, it would be helpful to have an international track in the drop down menu of tracks on the program webpage, so international sessions could be readily identified.

Newsletter (Editor, Ana Hernandez): We receive few inquiries about publishing in the newsletter despite the fact that more than half of the people who responded to our recent membership survey (56.8%) said they wanted to be a published author in Interplan. Yet calls for articles yield few results. We issue calls for articles directly to our members via e-News and social media. A few years ago we emailed the call for articles to the international planning program coordinators of all PAB universities in the US with little results. We have greater success in using Division leaders' personal connections to solicit content. We have also found it helpful to condition grant awards and participation in other Division programs to submission of articles for Interplan.

We struggle to find adequate software or online applications for producing our newsletter. Adobe InDesign is an industry-standard layout tool that is expensive, has a high learning curve, and requires graphic design knowledge and skills to produce high quality results. When volunteers with access to the program leave or trial subscriptions end, the Division must scramble to find an alternate way to produce the newsletter without sacrificing the quality we have come to expect. We would like to find an affordable, WYSIWYG tool that makes collaboration at all production stages easy, and can easily adapt layout for reading on print or electronic media.

Another challenge is access to APA's Branding Guidelines and materials. There is no central repository that can be accessed through the APA website. Instead, the owner of these items must tell each new Division Chair how to access them and to pass it on to their volunteers. If Division Chairs lose this information or forget to pass it on, volunteers may not even know that these resources exist. The Divisions Council should make available on the APA website a resource page with all the information and tools that Division leaders/volunteers will need to do their work. This page should be easy to find by anyone, but rights to download materials could be restricted to those on divisions' updated leader/volunteer roster.

14. **Shout it from the Mountains**

Membership (Coordinator, Sara Egan): The APA International Division membership survey was launched on September 16, 2015, and an additional reminder email was sent on September 21, 2015. The survey was sent to 487 people, including 349 current members and 138 former members (non-renews). Seventy-seven

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(77) responses were collected. A committee was formed that has analyzed the responses and recommended action items that will be used in part to inform the annual report and priorities for FY2016. This analysis is provided in Annex C.

The division continues to reach out to cancelling, expiring or new members describing the values and benefits of Division membership utilizing four membership letters (Welcome Letter, Expiring Memberships, Expired Memberships and Potential Members) to help with recruiting efforts and also outreach to the division members. The division is constantly looking to work with existing members to reduce the number of canceled memberships. The APA International Division has made efforts to reach members with expiring memberships. In November 2015 the International Division will be reaching out to members with expiring membership and also members who cancelled their membership as a reminder to renew memberships. At the start of 2016, the division will reach out to new members of the APA, with an international address, to inform them about the work of the International Division.

Students and Young Professionals (Vice Chair-at-Large, Mike Kolber and SRC Liaison, Cassidy Mutnansky):

The division funded two research projects through the International Division Student Grant program in FY2015. One examines community participation in the development of a climate adaptation plan in Santiago, Chile, while the other looks at the challenges of development and preservation in Lamu Old Town, Kenya, a UNESCO world heritage site. Each student was given \$1000 to cover travel expenses to the study areas, and to write a presentation and a ten-page report. Both students conducted extensive interviews, visited relevant sites, and provided thoughtful insights into their study areas. The Kenya paper also included an original mapping of historic public buildings in Lamu and a detailed architectural study of the Lamu museum. The two papers are being posted to the division website, while the executive summaries will be published in the *Interplan* newsletter.

Newsletter (Editor, Ana Hernandez): We continue to make great strides in making *Interplan* a more attractive, relevant, and amenable publication. Our decision to establish sections with different contents and lengths (all under 1,500 words) has paid off. It is easier for contributors to decide how to frame what they want to write about and they take less time producing a draft. Editors have better guidelines to decide what to add, cut, or change; and they spend less time editing because submissions are shorter and higher quality. According to our recent membership survey, more members are satisfied with the newsletter than those who are not.

National Planning Conference (Coordinator, Marc DeLewis-Grace): The Division is sponsoring a by-right technical session on planning for rapid urbanization in Mexico, a facilitated discussion bringing together several organizations active in Latin America to address rapid urbanization; and a mobile workshop to the US-Mexico border (jointly with the Local Host Committee). In addition, if we are not successful in arranging for the aforementioned facilitated discussion, the Division will co-sponsor the Habitat 3 Sustainable Development Goals (SDGs) facilitated discussion being organized by Jeff Scruggs and Jeff Soule; either way, Division member, Jen Senick, will serve on the panel and address how to put the SDGs into planning practice and provide relevant experience in Indonesia. The Division has also offered to support one or more sessions related to the Divisions Council initiative addressing immigration and more diverse society. The Division again plans to attend the Division Council and Board meetings, staff the Divisions Council booth, hold the Division annual business meeting, provide speakers to the international careers session for students and young professionals, mentor students during the conference, attend the GPN annual meeting, and co-sponsor a reception and sustainability awards program with the Sustainable

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Communities Division and Urban Design and Historic Preservation Division. The Division supports creating an International Track at the NPC.

World Town Planning Day Online Conference (Past Chair, Laura Buhl and Coordinator, Sou Souvanny). The Division is a founding member of the World Town Planning Day Online Conference and has played a crucial role on the organizing committee since the conference's inception. We collaborate with professional planning organizations from around the world to put this conference on yearly. We manage the conferencing platform, registrations, website, and the budget, among other contributions. In 2015, the theme of the fifth annual conference was housing, and we registered CM credits for AICP members. We also offered up to 20 free registrations for Division members who contributed to the Division's LinkedIn page.

Global Planners Network (Chair, Tim Van Epp): The Division participates in monthly GPN conference calls and contributes ID website materials to the GPN website. In addition, the Division has reached out to and facilitated GPN membership for ISOCARP whose incoming President is Ric Stephens, our Vice Chair for Special Projects. The Division had also planned in FY2015 to reach out to less active GPN member countries/regions, e.g. the Federación Iberoamericana de Urbanistas (FIU), and to translate the GPN website into Spanish – d we will redouble our efforts to accomplish this by inviting FIU participants to participate in our sessions at the Phoenix NPC.

International Planner Exchange (Coordinator, Miroo Desai): During FY2015, the Division re-launched the International Planner Exchange after an 8-year hiatus. The goal of the International Planner Exchange Program is to provide a channel to allow professional U.S. and overseas planners to understand and experience planning practice in each other's countries. The current exchange program is underway between a US and a UK planner; however, the Division hopes to extend the program to other countries. Applications for the Exchange can be made via our website.

<https://www.planning.org/divisions/international/exchange/>

Collaboration with and Capacity Building with Other International Planning Organizations:

The Division, both on its own initiative and in support of APA National, is liaising with key international planning organizations and representing APA at key international planning meetings. In addition, the Division can help APA National structure twinning, staff exchange and CPAT missions to provide capacity building to other national professional planning organizations, especially those in developing countries and/or with particular climate change challenges.

- **International Society of City and Regional Planners (Vice Chair for Special Projects, Ric Stephens).** Ric Stephens is the new President of ISOCARP thus facilitating a closer relationship between ISOCARP and both the Division and APA National. We have begun discussions on how APA and ISOCARP can cooperate on strategic issues and have initiated a Memorandum of Understanding. www.isocarp.org.
- **International Association of Chinese Planners (China Representative, Fei Yang).** The Division co-sponsored IACP's 2016 annual conference in Chongqing in June, offering AICP CM credits for the plenary sessions. In addition, Division Chair, Tim Van Epp, gave a paper on using planning and zoning tools to achieve energy efficiency at the neighborhood and district levels. (We plan to co-sponsor IACP's 2017 annual conference in Beijing as well.) Division member, Fei Yang, who is also the APA China Representative, provides continuing liaison with the IACP Board.

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- **Central and Eastern Europe + Balkans Planners Network (Coordinator, Margit Pap).** The Division is supporting Margit Pap in her development of a network to bring together planners from throughout Central and Eastern Europe and Balkans region.
- **Indonesian Association of Planners (Coordinator, Jen Sennick).** Jen Sennick is working to facilitate a partnership between the Division and the IAP.

International Community Planning Assistance Teams (CPAT): The Division can play a role in identifying, scoping and staffing these projects. Division members have participated in two CPAT-like missions in FY2015:

- **Yanbu Industrial City Master Plan (Vice Chair for Special Projects, Ric Stephens):** Ric Stephens collaborated with APA International and Outreach Director, Jeff Soule, on a professional review of the Yanbu Master Plan prepared for the Kingdom of Saudi Arabia.
- **China Green Infrastructure and Regional Sustainability Planning (Chair, Tim Van Epp).** Tim Van Epp joined APA China Representative, Fei Yang, for presentations to provincial and city officials in Jinan and Chongqing, China (and visited the APA China office in Hangzhou).

Directory of International Planning Organizations (Vice Chair for Special Projects, Ric Stephens): The Division provided review and comment on a database being developed by planning students at the University of Oregon. The database contains over 1,800 international planning organizations and can be temporarily hosted online by the University of Oregon at <http://blogs.uoregon.edu/global/>; a link to that site is also provided on the International Division's website.

APA Research Grants (Vice Chair-at-Large, Mike Kolber): Provide international research and models for APA National's research grant projects, e.g. Aging and Livable Communities, Immigration and Migration, Planning and Community Health, etc. The Division is also reaching out to its members for ideas for use of APA Foundation funds.

Appendixes:

- A. FY 2015 Work Plan with Approved Budget
- B. FY 2016 Work Plan with Proposed Budget
- C. FY 2015 Membership Survey Analysis
- D. 2015 Seattle NPC Division Session Counts
- E. FY 2015 Annual Business Meeting Notes
- F. 2015 Seattle NPC Division Booth Assignments
- G. FY 2015-2016 Financial Report
- H. FY 2015 Divisions Council Meeting Roll Calls