

Guideline for Implementation of NARBO Training

As of June, 2006

[Objectives]

1. Objectives of this Guideline

The objectives of this Guideline are to support to implement the meaningful and effective training led by a recipient organization in cooperation with participants and leading agencies of NARBO training.

Both this Guideline and the Guideline on Financial Support by NARBO Secretariat which was officially announced at NARBO second general meeting in February 2006 are used for implementation of NARBO training. **(Appendix 1.1, 1.2, 1.3)**

2. Objectives of NARBO training

NARBO training is carried out with good intentions of NARBO in regard to sharing information and experiences in respective Asian region.

NARBO training provides one of the opportunities 1) to deepen the mutual understanding on IWRM issues among water related organizations in Asia, and 2) to exchange experience in technical and non-technical aspects in order to improve the capacity of each member organization.

Through above objectives, NARBO training aims to facilitate the practical IWRM for Asia.

3. Viewpoints of NARBO training

NARBO, a networking activity consisted of organizations from many countries, has unique dominance in the training activity, that is, the opportunity enables practitioners of water resources management to discuss ways to improve issues at the various point of view.

Therefore, in NARBO training, it is essential to focus on any practice, existing issue and problems being occurring on sites and to be taken the initiatives by NARBO member organizations in planning and organizing.

In these points, NARBO training is placed as the joint activity with the “Advisory visit to RBO” in the work plan of NARBO.

Recipient organization, all participants and participating organizations are expected to conduct activities meaningfully and fruitfully by working together.

[Preparedness and theme of training]

4. Preparation of focal points

The recipient organization is expected to set up the focal points to make the smooth

communication with the leading agencies and participants. For the implementation of training, the team like the organizing committee established by recipient organization is expected to support overall activity.

5. How to determine a theme, intention or purport of training

A recipient organization is expected to determine a theme of training or, at least, intention of training as soon as possible after becoming the recipient organization.

[Announcement]

6. Announcements

Basically, two announcements are expected to prepare.

6.1 First announcement

First announcement includes information, e.g. dates and duration, venue, themes, purport of training implementation, the name of a recipient organization, obligation of participants, deadline of application for the training.

It is notified to all members through e-mail by the recipient organization and leading agencies as well as posting on the relevant web site.

On the timing wise, it is prepared ahead of schedule as early as possible before the implementation of training and it should be made at least two months before. (**Appendix 2.1, 2.2, 2.3**)

6.2 Second announcement

Second announcement covers detailed training program, guidelines for report, necessary information of transportation such as traveling to the venue from international airport of the destination country where the training is scheduled to be held.

It is notified to all applicants around one month before of the starting date of training, taking into consideration that participants are allowed to prepare a report and for smooth preparation of entrée VISA application.

[Training program, lectures and presentation]

7. Training program

A recipient organization is expected to formulate detail of the schedule and components. In case of five-day training program (excluding traveling dates), sample is in appendix.

8. Lecturers and materials

Persons having the experiences on the theme of training are expected to be selected as

the lecturers from the recipient organization and relevant persons of recipient organization such as water users group. Also, lecturers who are specialized in the some areas related to themes can be invited from in and outside of members based on the consultation with recipient organization and leading agencies if it is necessary.

Printed handouts or materials in PPT or PDF format should be submitted so that information can be shared on the NARBO web site after the event.

[Obligation of participants]

9. Preparation of reports

The detail of submission of a short report and a full text of report are described in the **appendix 2.3**.

9.1 Short report in application procedures

Applicants wishing to be listed on training participants are required to submit a short report together with the application procedures.

In the short report, applicants are sought to describe the relation between his/her job, expertise and the training with the words between about 500-1000 words.

The short report and application form should be submitted before the deadline of application.

A recipient organization and the leading agencies should finalize the lists of the participants after careful selection from the submitted reports.

9.2 Selected applicants and paper writing

The selected applicants, i.e. “participants” are requested to write and submit a country/organizational paper and powerpoint (PPT) in accordance with the subjects suggested by a recipient organization or the leading agencies.

The country/organizational paper is requested to submit to the liaison before the deadline.

The recipient organization will bind all submitted papers before the training, therefore, the paper should be submitted No later than due date. For lucid explanation, visual, concrete and simple description of contents of paper and PPT with photos, tables and figures are important. A recipient organization and the leading agencies may contact participants for clarification of unclear or ambiguous expressions in paper. Participants are sought to respond to this request. Participants are anticipated to make presentations visually on the basis of the submitted report in session during training by using PPT file. The soft copy/data file of report in MS-Word format is expected to submit during the training in the form of removal disk drives such as a CD, floppy disk or flush memory if it is impossible to send the file in the MS-Word format before training.

Participants are expected to read their written and prepared paper carefully before submission.

The paper and PPT will be posted on the NARBO website.

9.3 Others

At the end of training, participants are recommended to prepare action plan how he/she will put into practice after the training and/or answer the questionnaires upon request of recipient organization and the leading agencies.

Participants are encouraged to make every possible effort to disseminate the knowledge obtained from in his/her office.

[The number of participants and entitlement]

10. The number of participants

The number of participants will be selected between approximately 15 –25 persons. If applicants exceed the expected number, the maximum participant number will be restricted after the consultation among a recipient organization and the leading agencies, (e.g. three from one country or one from one organization. This is not applied to a recipient country). The participating countries or organizations are expected to be more than three (3) countries except for the countries from the recipient organization and leading agencies.

11. Eligible - Participant's Organization

In principle, the eligible participants in the training shall be membership of NARBO. Those who are non- NARBO members, and wish to participate in training, are requested to obtain permission from a recipient organization and the leading agencies during application period. In this case, it is hoped that participants are residents or hold a nationality of any country in the South, Southeast and East Asia region. The training is the joint activity targeting the above regions. All participants must have communication ability in English.

[Others]

12. Others

If any context of this guideline does not apply to applicant's country and organization, he/she may consult with a recipient organization and the leading agencies upon an applicant's request.

(Chairman, vice-chairman, secretariat and leading agencies consented: Date)

Procedures on the implementation of training

