

## Directions about the 2<sup>nd</sup> thematic workshop

*Michitaro NAKAI, NARBO Associate, ADB Institute*

### I Introduction

This paper summarizes the directions as to preparation for the discussion materials, presentations and discussions. Please read this paper before you prepare the discussion materials. Firstly, I require the participants to prepare and submit the discussion materials prior to the 2<sup>nd</sup> thematic workshop. Second, I also require presentations about the contents of the materials, and discussions will be made in the 2<sup>nd</sup> workshop. Finally, participants will adjust/overwrite the contents of the materials, which will be the session outcome of the 2<sup>nd</sup> workshop.

### II Participant's obligation

We will need discussion materials in order to facilitate the discussion in the workshop, and **I require the participants preparing the draft of the discussion materials**. In order for that, I prepared the format of discussion materials. **Please fill the columns and submit the filled format**. (That is, filled format is the draft of the discussion material.) In the below, I wrote down the explanation for the preparation for your reference, so please read it. **The deadline is 8<sup>th</sup> May 2006**. In addition, please refer to the attached paper "**Methodology of seeking after the approach to improvements**" for your preparation.

### III Explanation for the format of discussion material

**Introduction:** I prepared the format for preparation for the discussion materials. The questionnaire consists of "**Issues**", "**Problems caused by the issues**", "**Importance**", "**(Assumed) Causes/ Proposals & Processes / Evaluations**", "**Remarks**", and "**Recommendation**". In addition, I classified them into "Policy/Plan", "Legal Framework", "Organization", "Finance", "Technical", "Participation", and "Others", which is carried out along with the category of the issues. Please understand the structure. In the below, I will write down the procedure for preparation. Also, I prepare the other paper "**Methodology of seeking after the approach to improvements**" to explain the way of thinking. Please look into it.

**Issues:** Grasping issues are the first step. I wrote down the issues on the basis of the session outcome of the 1<sup>st</sup> workshop (Some part was quoted from other materials). The issues are sorted out with several categories; policy, legal framework, organization, finance, technical, participation, and others.

However, I could find some unspecific descriptions in the session outcome of the 1<sup>st</sup> workshop. Grasping issues is very important because it is the starting point to seek after the solution. Therefore, it must be specific as well as accurate. **I strongly recommend that participants look into the description of issues again and rewrite if necessary.** For example, some participants listed the overlap of government mandates as an issue, but in this case, it should be clarified what kind of mandates overlaps which organizations, and what kind of practical troubles are derived from the mandate overlaps.

Then, if you find additional issues, please add the columns and write them. If you want to rewrite the issues, please don't hesitate to rewrite. In addition, I might write down some comments in some columns of "Recommendation", please consult them.

Meanwhile, I omitted the water quality issues from the theme of the workshop. This time, we intend to target **only the water quantity issues.**

**Problems caused by the issues:** In order for the communal understanding among the participants, it is very beneficial to know the typical and concrete problems/troubles derived from the issues. **Please write down the typical and concrete problems/troubles derived from the issues as far as possible.**

**Importance:** Every country has a lot of issues to be solved but we can't solve all the issues in all together. Therefore, we need to decide the priority order among the issues. Please write the priority, as "**High**", "**Middle**" and "**Low**".

**(Assumed) Causes:** The second step is analysis of the causes related to the issues. Accurate and specific analysis can lead to the good proposals of solutions, which are carried out in the next step.

Please write down the causes related to the issues. **Specific descriptions are appreciated.** Additionally, I wrote down assumed causes in some columns for your reference in advance. However, they are only my assumptions, thus, **I expect you to adjust/overwrite them if necessary.**

**(Assumed) Proposals:** The third step is the proposals of solutions and processes/procedures for them. Proposals should be considered to remove the causes analyzed in the former step.

Please write down the following two:

- The proposals for solutions against the causes, and
- The processes/procedures for realization of the proposals.

They should be written in the left hand columns under the column of “Causes”. **Specific descriptions are appreciated.** Additionally, I wrote down the assumed proposals in some columns for your reference. However, they are only my assumptions, so **I expect you to adjust/overwrite them if necessary.** With regard to the proposals, I wrote down the detailed methodology on the paper “**Methodology of seeking after the approach to improvements**”. Please write the evaluations according to that.

**Evaluations:** The proposals and processes/procedures need to be evaluated, especially from the viewpoint of feasibility. Participants will be required evaluating them by themselves. When evaluating, the following items may be beneficial.

- Effectiveness of the proposal
- Sustainability (from the viewpoint of organizational capacity, financial resources, environment, and others)
- Fairness
- Consensus building (at local level as well as national level)
- Others (If you find other necessary evaluation items, please add.)

Please write down the evaluations of the proposals, which should be written in the right hand columns under the column of “Causes”. **Specific descriptions are appreciated.** With regard to the evaluation, I wrote down the detailed methodology on the paper “**Methodology of seeking after the approach to improvements**”. Please write the evaluations according to that.

**Remarks:** I wrote down Information to be useful for your preparation, which I could obtain from the 1<sup>st</sup> workshop or other opportunities. Please consult them if necessary.

**Recommendations:** I wrote down my recommendations in some columns, for example, when I found that more specific descriptions should be required. Please consult them if necessary.

**Internal discussions (IMPORTANT):** The contents of the discussion materials should be the ideas not of participants themselves but of your organizations. Therefore, when preparing these discussion materials, please be sure to make internal discussions in your organizations. **As mentioned below, the situations of internal discussions will be presented in the session 1** (Please see the below).

#### **IV Sessions**

**Outline:** We plan to hold 3 sessions. The outline of the sessions is as follows.

- Session 1 (Day 1 AM)

Participants will present the situations of internal information dissemination and discussion.

- Session 2 (Day 1 PM)  
Country presentations and discussions
- Session 3 (Day 4 AM, PM)  
Country presentations and discussions

**Session1:** The contents of the presentation are (i) the situation of the dissemination of workshop information including the session outcome of the 1<sup>st</sup> workshop, and (ii) the situation and comments of internal discussions in your country. The presentation time per one country will be 6-8 minutes including Q&A.

**Session2:** We plan to hold the country presentation on the “**Issues**”, “**Problems caused by the issue**”, “**Importance**” and “**Causes**” of the submitted discussion materials. The presentation time per one country will be 30 minutes including Q&A.

**Session3:** We plan to hold the country presentation on the “**Proposals and Processes**” and “**Evaluations**” of the submitted discussion materials. The presentation time per one country will be 30 minutes including Q&A. After that, we require participants to rewrite/adjust the contents of discussion materials. If the overwrite/adjustment is not finished within the session3 period, it will be an assignment. In addition, I'll prepare the session outcome on the basis of these rewritten/adjusted discussion materials.