

## **Instruction about the 3<sup>rd</sup> thematic workshop**

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### **I Introduction**

This document summarizes the instruction about the preparation for the discussion materials, presentation and discussions. **Please be sure to read this document before you prepare the discussion material.** Firstly, I require the participants to prepare and submit the discussion materials prior to the 3<sup>rd</sup> thematic workshop. Secondly, I also require participants giving presentations on the contents of the discussion materials, and discussions will be made in the 3<sup>rd</sup> workshop. Finally, participants will revise the contents of the discussion materials, which will be the session outcome of the 3<sup>rd</sup> workshop.

### **II Participant's obligation and deadline**

We need discussion materials in order to facilitate the discussion in the workshop, so I require the participants preparing the draft of discussion materials. To prepare the discussion materials, I prepared the format of discussion materials. Please fill the columns and submit the filled format papers. Below summarizes the explanation for preparing discussion materials for your reference.

As mentioned later, I require participants preparing two sheets of discussion materials. This time, I require participants submitting only Discussion Material firstly, and then, submitting Discussion material (2). It is because I want to know what kind of issues participants select. The deadline is as follows.

**With regard to the Discussion Material (1), deadline is 22<sup>nd</sup> September**

**With regard to the Discussion Material (2), deadline will be informed later.**

### **III Explanation for the format of the discussion material**

**Introductions:** The format of the discussion material comprises 2 sheets; one is for session 2 (Discussion Material (1)) and the other is for session 3 (Discussion Material (2)).

#### **III-1 Format for Discussion Material (1) – For Each Issue**

**Issues (Column 1):** Column 1 is divided into 2 spaces, “The issue you selected (Upper space)” and “Please describe the bad impact or trouble derived from the issue (Lower space) ”.

In the upper space, the issue should be described. As mentioned in the former workshop, the number of issues should be limited to the appropriate number, three to five. It is because we can't prepare the action plans against a lot of issues. **Therefore, firstly, participants are required selecting 3 or 4 critical issues for preparing discussion material.** Please select the 3 or 4 critical issues related to water allocation. **Also, when preparing the discussion material, please use one sheet for each issue** (Therefore, participants are expected to use 3 or 4 excel sheets for preparation for the discussion material (1).).

In the lower space, participants are required describing bad impact or real water trouble derived from the issue. This description will contribute to deepen our understanding of each issue. Specific description will be appreciated.

**Cause of the issue (Column 2):** In this column, please describe the causes of the issue. Causes are examined in the 2<sup>nd</sup> workshop, so your description may be based on that of the session outcome of the 2<sup>nd</sup> workshop. Of course you can revise the former description if necessary.

**Proposal (Column 3):** In this column, please describe your proposals for improving the issue. Proposals are examined in the 2<sup>nd</sup> workshop, but proposals are quite important for this workshop. Therefore, please be sure to think twice your proposal before your preparation. I prepared 3 spaces in this column, Proposal (1)~(3). Please use proposal (2) or (3) if you have multiple proposals against one issue.

**Remarks (Column 4):** If you have any special comments, please write down in the space of "Remarks".

### III-2 Format for the Discussion Material (2) – For Each Proposal

**The issue you selected (Column 1):** In this column, please put the same description as that of the column 1, Discussion Material (1).

**Proposal (Column 2):** This column is divided into 2 spaces; "Proposal (Upper space)" and "How to realize the above proposal (Lower space)".

In the upper space, you are required describing your proposal. In this space, please put the same description as that of the column 3, Discussion Material (1). **If you have multiple proposals against one issue, please use one sheet for each proposal.**

In the lower space, you are required describing the procedures/processes for realizing your proposals. Specific description will be appreciated.

**Evaluation (Column 3):** This column is divided into 3 spaces, (1) Evaluation from the viewpoint of effectiveness, (2) Evaluation from the viewpoint of feasibility, and (3) Evaluation from the viewpoint of sustainability. **You are required evaluating your proposals by yourself from the viewpoint of 3 aspects, effectiveness, feasibility and sustainability, and describe your evaluations.**

**Implementation Agenda (Column 4):** Please try to draft preparation for your action plan to realize you proposals with using this space.

**Difficulties in Implementation of your proposal (Column 5):** If implementing your proposal, there may be some difficulties in the implementation. Please write down the difficulties in this column.

**Other Related Organizations (Column 6):** Please write down other ministries or agencies related to your action plan if necessary.

### **III-3 Internal Discussion**

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. The situation of internal discussions will be presented in the session 1 in a same way as the 2<sup>nd</sup> thematic workshop.