



CWG

Collaborative Working Group
on Solid Waste Management in
Low- and Middle-income Countries

**Capacity development and
advocacy for improved solid waste
and resource management**

CWG - WASH Workshop
1 - 5 December 2008
Ouagadougou, Burkina Faso

Initial request for information

from Adrian Coad, Thematic Co-ordinator

This workshop is to be planned and structured in a collaborative way, so we need your ideas and suggestions as well as your contributions. The theme for the workshop seems very challenging, and we will all need to do some serious thinking if we are to make real progress. As Thematic Co-ordinator for the Workshop I look forward to receiving your ideas and hope that we can work together in a productive and enjoyable way.

I will be happy to receive many types of input. I hope that the list below gives you some ideas regarding how you might contribute. Please re-read the lists of questions and issues in Annexes A and B of the Announcement that was sent to you recently (you can also find it on our website www.cwgnet.net) – the lists might give you some ideas. You are very welcome to suggest other questions and issues that are not included in those Annexes, provided that they are linked to the themes of the Workshop.

Part I Types of contribution

The following list suggests different types of contributions that are needed. Please send us some ideas about contributions that you could make.

- **Paper:** If you would like to offer a paper for presentation to a plenary session or as a poster, please send an abstract as soon as possible. Part II of this note gives some guidance about the preparation of abstracts. Please follow these guidelines carefully to save us both time.
- **Comments, observations, experiences and questions:** Perhaps you can make a contribution that is not as long or detailed as a paper, but which is relevant and helpful. It might be an observation about a training event that you attended, or a capacity development need or opportunity that you have observed. It might describe a change in management that had a beneficial impact on capacity development. If several people each contribute a note that describes an observation or experience, these contributions could form an excellent start to a useful discussion session. An insightful question that really focuses our attention on a key issue could be much more helpful to the Workshop than a full-length paper.
- **Workshop sessions:** If you have a suggestion for a session that should be incorporated into the Workshop programme, please submit a ½ to 1 page proposal for the session. You are invited to propose a session in this way whether or not you wish to conduct this session. Please also consider questions or issues that should be discussed in a plenary session (open to the floor or a panel discussion) or that would be suitable for a useful debate.
- **Field visits or field exercises:** If you know the situation in Burkina Faso and can suggest a field visit, or even if you have an idea for a field visit or external exercise but don't know whether it would suit the local situation, please write it down and send it to us. Please also explain the anticipated benefits for the participants.
- **Side events:** If you have a suggestion for a side event, please submit a proposal of ½ to 1 page describing what you think we should do, and how it would help to achieve the purposes of the Workshop.

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- **New Resources:** If you have any suggestions for setting up a network, for co-operation in research or for new knowledge products (such as internet files, books, booklets or leaflets, translations of existing documents, audio-visual materials etc) or other ways of stimulating or informing action, please send us a proposal of ½ to 1 pages.
- **Other proposals** The CWG is called “collaborative” for a reason. If the Workshop is to be successful, it will not be a show that is organised by a few for the entertainment of an audience. Rather, it will be a team effort that is enriched by inputs from every participant. Therefore your suggestions are not only welcome, they are essential!

Please send your proposals as soon as possible to the CWG Secretariat <cwg@skat.ch>

Part II If you would like to present a paper

1. Please consider this first - even if you have a lot of experience in writing papers

If you are considering preparing a paper for presentation in a plenary session or as a poster, **please read this carefully**. You may have presented papers at many conferences and workshops before and be confident that you can prepare a good abstract, but we have particular requirements in this case and it will save you and the reviewers time if you prepare an abstract that meets our needs on the first occasion rather than being asked to rewrite what you submit initially. Please don't be offended if some things are obvious to you – some of the people reading this may not have as much experience as you.

Usually there are more people wishing to attend the CWG workshops than are able to attend, so there is competition for the available places. There is usually strong competition for financial support. The quality of your abstract and the way in which you take account of these instructions may help you to be regarded as a priority participant and increase your chances of getting financial support.

Papers for presentation should describe interventions or approaches **that have already been implemented**, not activities that are planned for the future. The measures that are described in the paper should have been implemented for a period that was long enough for the impacts and acceptability to be assessed, and the assessment of the measures that you describe should be balanced and objective (- that is, it should mention weak points and disappointments as well as successes). The paper should also indicate ways in which the knowledge gained from the measures described could be used or developed to benefit other, similar situations.

These comments give you some idea of what we expect for the full paper, if we ask you to prepare it. Now let us turn our attention to the abstract.

2. Guidelines for preparing an abstract

Your abstract should be less than 200 words in length, and include the following information (if it is relevant):

- A provisional title for your proposed paper (Try to keep it short without being vague.)
- One sentence that describes briefly the location of the experiences referred to. [Geographical and climatic information is not required, but a brief comment on institutional and social factors may be appropriate.]
- A concise explanation of the problem that the intervention described in your paper was intended to solve. Please note that this should not cover all deficiencies or weaknesses in the local solid waste management system, but only those that were specifically affected by the measures that your paper will describe.

- A brief description of the interventions or measures that your paper will describe, including clear information about the number of people involved [and their affiliations and seniority if appropriate] and the duration of the interventions.
- A short statement about the general approach to evaluation of the measures described. Clearly there will not be space to report the assessments, but there should be some indication of the scope or extent of the evaluation of impacts.
- Finally, the abstract should end with a sentence that indicates the significance of the lessons learned from the measures that the paper will describe.

In addition to this abstract, please answer the following questions:

1. Please provide some information about your occupation and position at the time when the work described was carried out.
2. Please describe your personal involvement with the measures that the paper will describe. Were you in charge? Involved on a daily/weekly/monthly basis? What was your relationship to others who were involved in implementation and evaluation?
3. When were the measures that you describe (a) begun and (b) completed? [Please write the month and year in each case.]
4. Would you be able to prepare a visual display to help in presenting your paper? If so, what medium would you use – overhead projector, flip chart, 35mm slides, PowerPoint, video...?

Now please send your abstract and this additional information to the CWG Secretariat <cwg@skat.ch>

3. What happens after you submit your abstract.

Our procedure is to ask prospective authors to send us an abstract so that we can have an idea about the proposed paper without the author spending a lot of time preparing it before submitting it for consideration. When I review it there are three possible options:

- If it abstract provides the necessary information and indicates that the paper will be relevant and valuable, I will request the author to go ahead and prepare the full paper. At this time I will send guidelines on preparation of papers to assist the author in writing the paper.
- If the abstract is promising but leaves some issues unclear, I may ask the author to provide a little more information about the proposed paper. We may possibly recommend that the paper concentrates on only one aspect of the subject referred to in the abstract.
- If the paper does not seem to fit in with the theme and objectives of the Workshop I would suggest that it would be better not to submit a paper, but perhaps instead submit a note or short technical article.

As we review the abstracts that are coming in we will begin to form a clearer impression about the content and direction of the Workshop, and this will aid the planning of the Workshop.

When your paper has been submitted it will be sent to the members of a Review Panel for their assessment and proposals. You may be asked to give more information about certain aspects, or shorten the paper in some way. At this time a preliminary recommendation will be made as to whether the paper should be presented with a talk given to a plenary session or whether the presentation should be in the form of a poster which will be on display throughout the Workshop. Papers presented in either way will be included in full in the Workshop proceedings. For example, papers that present details of training courses but do not provide new ideas will normally be presented in the form of a poster, since this information is best communicated in written form.

Before the paper is finally circulated, we may provide some editorial input and reformat the paper to give a more uniform appearance and standard to the papers.

At a later stage, we will send to authors some guidance about producing supporting visual material (such as a PowerPoint presentation) for a plenary presentation or designing and preparing a poster.

We are looking forward to receiving your contributions by e-mail to cwg@skat.ch.

Adrian Coad, Thematic Coordinator

Jonathan Hecke, CWG Secretariat