

**KLRTC Training Course XVIII:
Sustainable Transportation in Asia and the Pacific
December 14-17 2009, Kuala Lumpur, Malaysia**

Guidelines for Preparing Case Study Papers

Theme: *Urban Transportation Planning and Management*

The entire report should not be more than 10 pages with body text not exceeding 7 pages but not less than 4 pages. The report should be typed on A4 size paper using Times New Roman font size 11, single-spaced. Margins should be 1 inch from all sides (top, bottom, left and right).

I. IDENTIFICATION AND OBJECTIVE OF THE PROJECT/ACTIVITY/INITIATIVE

- 1 – Objective of the project/activity/initiative**
- 2 – Context: Constraints / Advantages**
(Technical, institutional, socio-political, economic, etc.)

II. CONTEXT OF THE PROJECT/ACTIVITY/INITIATIVE

- 1 – City:** Name, Economic type, Size, Density, Urban growth, Type of political organisation
- 2 – Physical context, climate and socio-economic context of the project/activity/initiative**
- 3 – Analysis of the existing situation/system in terms of the theme**
(Situation of existing networks, techniques currently used, etc.)

Pros and cons of existing urban management system
- 4 – Nature of population targeted by the project/activity/initiative**
(If the group of users are well-defined)
- 5 – Contact details of the person responsible for the project/activity/initiative**

III. IMPLEMENTATION AND MANAGEMENT OF THE PROJECT/ACTIVITY/INITIATIVE

- 1 – Study / Assessments prior to the project/activity/initiative**
(Any feasibility or impact study?)
- 2 – Main implementation phases of the project/activity/initiative**
- 3 – Involvement of users in the decision-making process**
- 4 – Choice of technical options**
(What were the possible technical options? Give the reasons for selecting the current option.)
What is the level of automation? What is the level of competence of the personnel?
- 5 – Costs: Investment and annual costs for operations**
- 6 – Funding Modalities**
(Give the pricing if funding is irrelevant for the project)

III. IMPLEMENTATION AND MANAGEMENT OF THE PROJECT/ACTIVITY/INITIATIVE (continued)

- 7 – Modalities for financial participation of users**
- 8 – Viability of the economic system put in place**

9 – Type of management of the project: Form of public-private arrangements (if any)

For mixed management option: What are the type of contract and terms of reference? What are the contract obligations? Price management? Is the social aspect part of the contract?

10 – Actors involved in the project/activity/initiative:

Explain role of each actor according to your national context, in terms of control and power (administrative and territorial levels)

IV. EVALUATION OF OPERATION

1 – Social acceptability of the technical option

2 – Education of population (awareness programmes, sanitary education, or other aspects):
Is it planned? By whom and how?

3 – Risk Management

How is the continuity of service is ensured in case of social or pollution crisis?

4 – Existence of environmental, sanitary and quality standards

If they exist, how is the control of environmental/sanitary/quality standards is ensured at each stage of the service delivery?

5 – Quality of the service

6 – Continuity of the service

7 – Accessibility of the service

(In terms of proximity of infrastructures, cost, *etc.*)

8 – Weaknesses of the system

9 – Advantages of the system