

**KLRTC Training Course XX:
Sustainable Urban Planning in the Asia Pacific Region
July 26-29, 2010, Kuala Lumpur, Malaysia**

Guidelines for Preparing Case Study Papers

Theme: Sustainable Urban Planning in the Asia Pacific Region

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