

**Kitakyushu Initiative Seminar on Public Participation in
Water Supply and Sanitation & Solid Waste Management**
(20-21 January 2004, Kitakyushu, Japan)

Written Paper

The written paper and Powerpoint slides should be sent to IGES¹ in electronic form by
16 January 2004.

Written Paper (English) (Paper length should be 6-12 pages)

The following outline is provided to you for assistance in writing your paper and can be used as a reference guide. In principle, the paper should be 6-to-12 pages in length.

Your paper will be distributed to participants at the seminar. Pamphlets, existing studies, and additional information are also welcome (approximately 20 participants are expected.). Photos, maps, tables, and diagrams can also be included in the paper to further illustrate the Municipality's activities in the area of public participation in water and sanitation.

Presenters of successful practices in this sector can choose to present information on solid waste management AND/OR water supply and sanitation issues. If the Municipality wishes to present information on both topics, an increase in pages is welcome.

The written paper will be included in the meeting proceedings following the conclusion of the Seminar.

Oral Presentation (English) 10-15 minutes, 10 minutes Q&A

The **oral presentation** (10-15 minutes) in English will be based on your written paper, followed by a question and answer session (10 minutes). Time allocations may change depending on the number of speakers. Because time is limited for presentations, speakers are requested to present key points that could be addressed during discussions. If presenters will be using Powerpoint slides, it is suggested that only 5-8 slides be prepared, as speakers normally use 2-3 minutes per slide.

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The Seminar will cover the following areas:

- (1) Public participation and its role in urban environmental management
- (2) Drivers for public participation, i.e. environmental education, public awareness campaigns, political will, other)
- (3) Formal and informal institutional arrangements to facilitate public participation, i.e. information dissemination, public hearings, other)
- (4) Challenges and prospects in Kitakyushu Initiative Network cities
- (5) How lessons learned from successful practices can be transferred to cities with similar challenges

1. General Introduction of Municipality (1 to 2 pages)

Information providing a general overview of the Municipality can be presented in this section. Ideas for contents can include the following.

- (1) City characteristics (Population, overall economic activity of the city, commercial and industrial structure, demographics, geographic (maps), socioeconomic, other)
- (2) Main features of the Municipality
 - (a) Organizational structure of local government, including departmental duties, etc. Details regarding the organizational structure of departments responsible for sanitation and/or water management (planning, executing, enforcement, coordination, monitoring, other)
 - (b) Financial structure (for example):
 - (i) Financial allocation to concerned department
 - (ii) Share of overall budget for concerned department. This can include information regarding infrastructure, personnel, equipment, management fees, other.
 - (c) Existing legislation, regulations, standards for solid waste management, and water supply and sanitation, other
 - (d) Management capacity: monitoring systems, institutional capacity (role of local and national governments), enforcement capabilities (jurisdiction over planning, implementation, enforcement, coordination, monitoring, other)

Speakers may choose one of the following topics:

2. Successful activities in solid waste management (4-6 pages)

- (1) Current state and management of **solid waste**. Ideas can include the following:
 - (a) Generation of solid waste
 - Household waste, industrial waste, clinical waste
 - Rising trend, decreasing trend? Reasons why?
 - Per capita growth rate
 - Variation in composition between different areas or population groups
 - Seasonal effects on composition
 - (b) Solid waste flow
 - Collection and separation
 - Treatment and recycling
 - (c) Formal and informal institutional arrangements to facilitate public participation in solid waste management activities, including information dissemination, public hearings, other
 - (d) Types and method of activities to increase public participation, including environmental education, public awareness campaigns, political will, other). This should provide a detailed outline of:
 - (i) What are drivers for the action? (Reasons for selection of a particular action?)
 - (ii) How activities were carried out, including difficulties faced and points that worked particularly well.

- (iii) Enforcement and monitoring by local stakeholders
- (iv) Role of all stakeholders, i.e. local/national government, private sector, residents, other)
- (v) Future planned actions?
- (vi) Does the Municipality receive any form of external support for activities? If so, please provide amount (% of allocated budget for activities), from where support is obtained, if the funding is one-off or continuous, other.

3. Successful activities in water supply and sanitation (4-6 pages)

- (1) Current state and management of **water supply and sanitation**. Ideas can include the following:
- (a) Per capita of water consumption
 - (b) Availability of water resources
 - (c) "Willingness to pay"
 - (d) Formal and informal institutional arrangements, including information dissemination, public hearings, other)
 - (e) Types and method of activities to increase public participation, including environmental education, public awareness campaigns, political will, other). This should provide a detailed outline of:
 - (i) What are drivers for the action? (Reasons for selection of a particular action?)
 - (ii) How activities were carried out, including difficulties faced and points that worked particularly well.
 - (iii) Enforcement and monitoring by local stakeholders
 - (iv) Role of all stakeholders, i.e. local/national government, private sector, residents, other)
 - (v) Future planned actions?
 - (vi) Does the Municipality receive any form of external support for activities? If so, please provide amount (% of allocated budget for activities), from where support is obtained, if the funding is one-off or continuous, other.

4. General Conclusions (1-2 pages)

This section can make a summary of the above points and include more information, such as:

- (1) How do you think your activities can be replicated in other parts of your city or other cities in your country?
- (2) How will your Municipality overcome existing and/or future problems? (This may also include scenarios where municipalities have to achieve goals by using their own resources.)
- (3) What lessons has your Municipality learned from its experiences (successes and failures)? What were the reasons for success, or in particular, failure?
- (4) What do you think could be major areas of cooperation between Kitakyushu Initiative Network cities under this topic (i.e. technical know-how, regulations, other)?