

**General Guidelines for Reporting of Successful Practices in  
Urban Environmental Management**

Title:

Area:

Submitting institutions:

Name and detail address of contact person:

1. General background
  - Why this program/policy are implemented, what was the problem
  - What is the internal and external motivation to implement this program/policy apart from environmental improvement
  - Aims and objectives of the program/policy
  - Who and what kind of sectors such as local government, public, enterprise etc are responsible for this program/policy
2. Description of the situation before the program/policy was implemented
  - Quantitative data as much as possible on the situation
  - The date and information provided could be able to compare this situation after the situation of program completions
  - How is the situation of pollutant concentrations, amount of emissions
  - Relevant background information (economic, social, cultural, institutional etc. information)
  - Human health related information and their relations with this program/policy
  - The basic idea is that the information here will be compared to the description after the program/policy is implemented. Such comparison shown the success of the program/policy and to evaluate whether this is indeed a successful
3. The Process
  - This section describes the process of the program/policy such as how it was made, how it was implemented, what were the various things that were done. The process starts from target setting. The details are expected in the areas such as,
    - Decision making process
    - Regulatory arrangements (use of laws, acts, regulations, special ordinances, ways to deal with non compliance, etc.)
    - Economic/financial arrangement (subsidy, tax, incentive, rebate, soft loan in relation to program)
    - Institutional arrangements (such as details on new institutions set up, special committee formed to implement, inspect, inspection system etc.)
    - Funding arrangements (how the necessary funds were secured, mobilized etc.)
    - Technology development/transfer/use (what kings of technology were developed, used, bought, how tech transfer was done etc.)
    - Education (role of the environmental education, campaign, informal and formal education etc.)
    - Monitoring (how the progress of the implementation of various activities, emission level, etc were monitored, etc.)
    - Review and evaluation system

- Public participation and partnerships developed in the process, who were involved such as industry, business, academia, how such partnership was developed, what kinds of inter-departmental or inter governmental partnership was made etc.)
  - Others that are not mentioned above
4. Description of the situation after the program was implemented
    - Quantitative information that can describe the situation, in detail, after the program was implemented similar to the description of the situation before the program was implemented
    - Quantitative indicators and their use
    - Additional benefits apart from environmental benefits, such as in terms of economics benefits , employment generation, investment generation etc, that were achieved while implementing this program/policy
  5. Lesson learned
    - Major lesson learned
    - Key factors for success of the program/policy
    - Know how gathered
  6. Specific local conditions
    - What were the major local specific conditions that made the program/policy successful
    - Would such local-specific-condition be a big hurdle if similar program/policy were to implement elsewhere?
  7. Possibility of replicating the program/policy elsewhere
    - Major features that can be replicating
    - Required elements for replicating
    - Suggestions and further comments