# 工具箱案例编写指南

## 一、摘要（1页）/Format and structure of abstracts（one page proposal）

题目: 最多**12个英文词**/up to 12 words
例: Costa Rica – Introducing water resource charges

副标题
最多**30个英文词**
例 Describes introduction of surcharge on energy bills for water resource protection, linking water resource protection with deforestation. Case involved changes in legislation and policies.

问题/Description of the problem
采取措施/Actions taken
经验教训/Lessons learned
主要成果/Key outcomes

内容: 主要问题，采取措施，方法，经验，主要使用水资源综合管理的哪些工具（最多350字-英文）Text under these headings should show: the main issues addressed, the approach taken, the lessons learned, and, most important, how the case illustrates an integrated approach to water resource management (Max. 350 words)

主要工具/Main Tools Used:
列举主要工具（最多**4种工具**）Show the most important ones by referring to the tools listed above (max 4 tools)
注/Note: 列举工具，但不能只写工具名称/list tools, not simply main headings, e.g. A1.2 Policies with relation to water resources, C7.1 Pricing services

关键词/Keywords:
联系人/Contact: 人名，机构，地址，邮编，电邮。Contact name, organisation, address, zip code, city, country, and email address
其他信息/Additional information: 网址，其他链接。web sites, other related reports links

# 二、案例正式报告/Format and structure for full case study reports

## 正式报告/MAIN TEXT

The following is a suggestion of the structure you should use in your main text. What is important is that the issues mentioned below are fully addressed in your text.

### 1 Problems/问题

Policy tools are used to address problems which have arisen and these problems should be clearly stated (eg depletion of ground water resources, increasing frequency of flooding, eutrophication of lake or estuary, failing water services in an urban area), It is important to describe the problem rather than manifestation of the problem itself.

### 2 Decisions and Actions Taken/采取措施

This section should describe and explain the actions taken to address the problem. Issues which could be discussed here would include:

Decisions taken at the start of the action. What were the objectives, who took the leadership role in the definition of objectives, who was involved in defining the objectives? What was the succession of decisions during project implementation?

Actions taken, instruments used, stakeholders (Public, private and associations) and their role.

Alternatives considered, how were the actions selected, information and methods used

### 3 Outcomes/成果

This section should describe what happened as a result of the actions taken – and examine what were the underlying reasons. Some of the possible questions could be:

What were the problems encountered during the implementation phase? How were they overcome? What problems still exist?

What were the key implementation issues?

Were the project objectives achieved? What were the results obtained: quantitative and qualitative results (such as; improvement of water ecosystems, water quality and peoples health; financial sustainability of the water infrastructure and delivery systems; or social improvements?

What was the impact of the action: for example, on policies at national level? On capacity building (regulations created, institutions created, agreements with private partners, etc.)?

Who were the winners and losers as a consequence of the action/programme?

Sustainability – will the changes described continue to be effective? Financial, institutional, technical strengths and weaknesses

Resources used in the actions (How were resources obtained, level of cost recovery, level of dependency on external resources of the investment phase and the Operation phase of the initiative.

## 4 Lessons learned and replicability/经验

This section considers how this experience can be used elsewhere.

What are the most important lessons from this case that might be useful for other countries and for water policy in the implementation of the IWRM approach?

Does this case have relevance in other places? Does it have wider relevance?

Importance of the case for IWRM

## 5 Contacts，references，organisations and people/撰写人联系方式与相关引文

Author:

Contact name, organisation, address, zip code, city, country, telephone and email address

References and websites

Max 10 items of max 250 characters

Published sources of information about the case study and relevant web sites

Organisations and people

Max 10 items of max 250 characters.

People or organisations involved in the case and willing to give more information (Name, Organisation, Address, Telephone, Fax, e-mail)

注：在线工具箱案例目前只限英文