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Système Euro-
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domaine de l'Eau



النظام المعلوماتي
الأورومتوسطي للمعرفة في
مجال المياه

NFP Good Practices

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EMWIS

<http://www.emwis.org>

Euro-Mediterranean
Information System
on know how in the
water sector



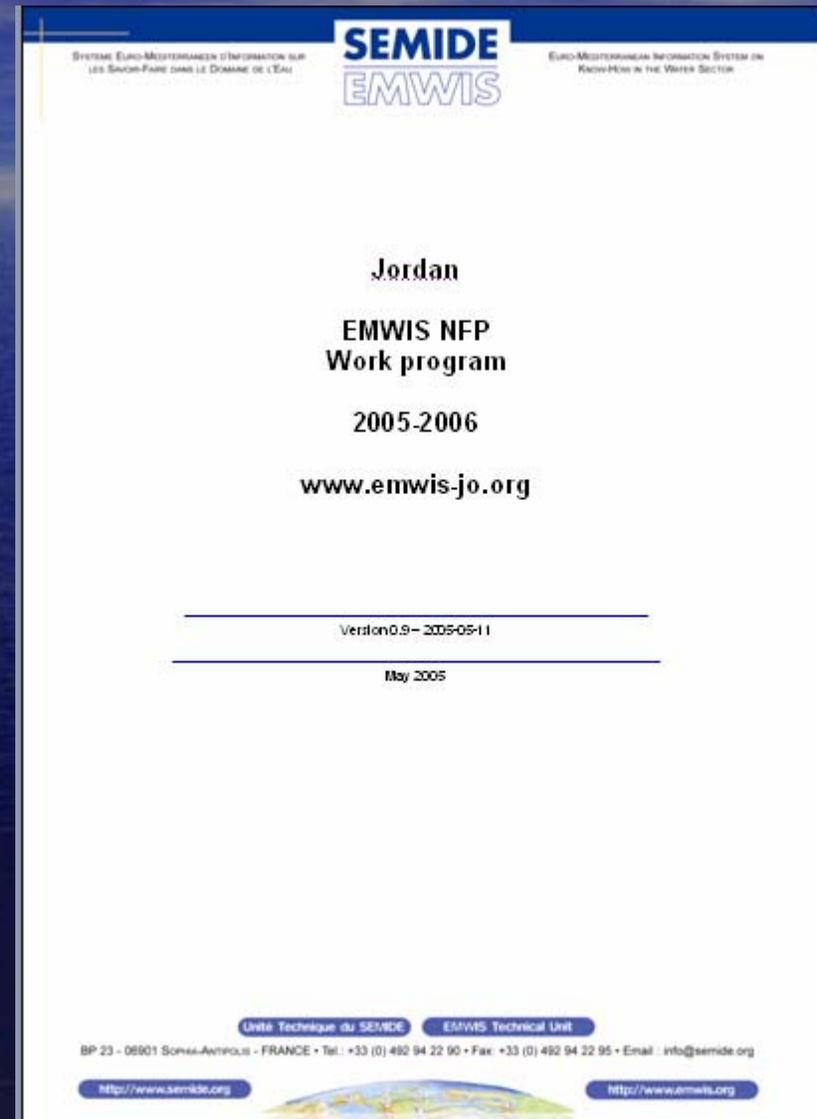
Presentation outline

- Publication of NFP work programme
- Organisation of national EMWIS information/awareness seminars
- Presenting EMWIS and NFP on national websites

1- Publication of NFP work-programs

Objectives

- This work program has been developed on the basis of a template provided by the EMWIS Technical Unit.
- Its objective is twofold: **planning and monitoring of the National Focal Point activities.**



NFP work-programs: content overview

- EMWIS background
- History of the NFP in the country
- Organisation and budget of the NFP
- Activities planned for 2005-2006

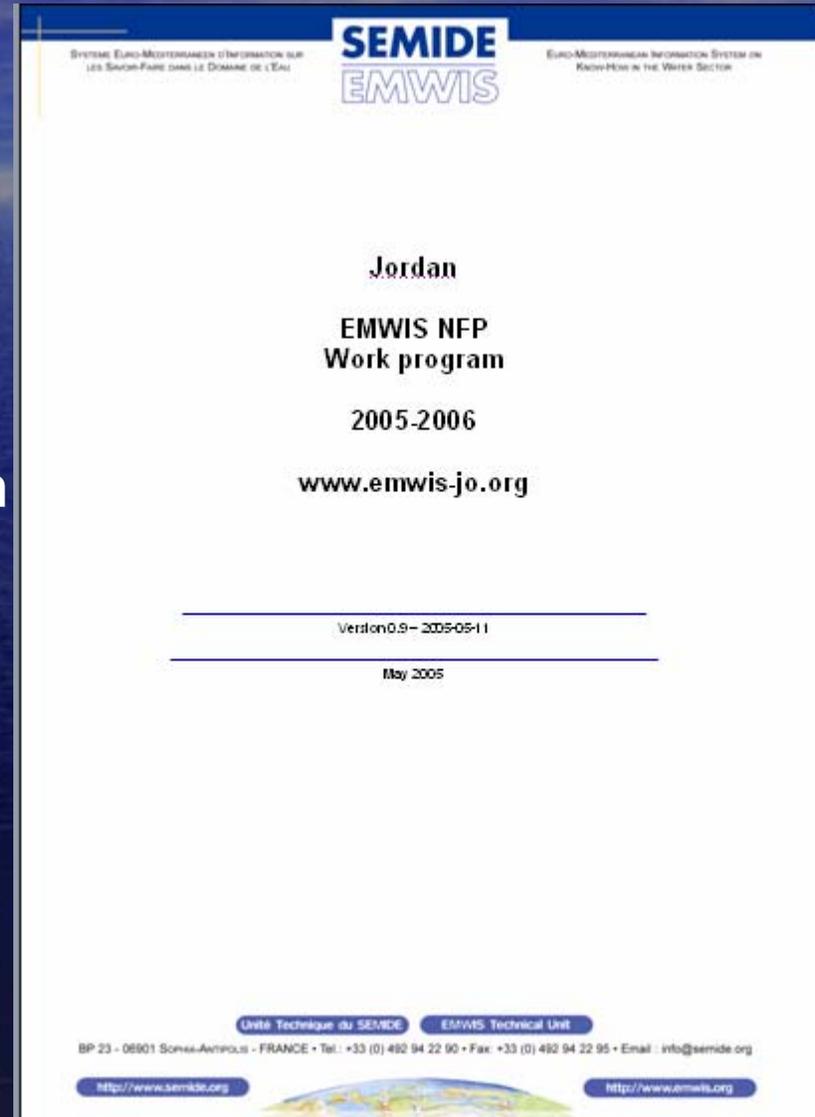
1- Publication of NFP work-programs

Results expected

The results expected for NFPs are:

- Set-up and operation of the national water information portal as a reference source of information for the national water community and international users
- Promotion of national know-how in the field of water resources management
- Easy access to know-how and information from other Euro-Med countries
- Improved technical skills on water information management
- Participation in the definition of water information exchange formats

J. El Kharraz, EMWIS T. U. ; EMWIS Coordination Seminar, Amman 2005-09-27/28



NFP work programme coverage

Items	DZ	CY	EG	IL	JO	LB	MT	MA	PS	SY	TN	TR
National work programme	X	X		X	X	X	X	X	X		X	X
National EMWIS leaflet	X	X			X			X	X			
Organisation of promotional meeting	X	O			X	X		O	X			X
Internet access	O				X				X			
Web hosting	X											
Training		X			X	X		X	X		X	
Technical assistance: web development		X		X	X		X	X	X		X	
Technical assistance: content development				O							X	
Survey of user needs / satisfaction	X	X			X		X					
Content translation		X		X	X	O	X	X	X		O	X

Work programme: budget overview

Items	Amount in Euro
Equipment	
Translation	
Internet access	
Training	
Technical assistance: data collection	
Promotion seminar	
National brochure	
Technical assistance: web developments	
End users needs assessment	
TOTAL	48 000 (max)

How to go into action?

1- Training and Technical Assistance:

- Following the work programs scheduled trainings, the NFPs are asked to seek for suitable themes for training and propose themselves local experts to carry out this training.
- The list of experts will be validated by EMWIS TU.
- The NFPs are asked to specify their requirements on technical assistance, that will be given by the EMWIS TU.

2- Translation:

- The NFPs are asked to precise the content they need to translate.
- The allocated budget is already announced in each work program.
- The NFPs are free to look for local translators, who will be validated by the EMWIS TU.

How to go into action?

3- National EMWIS leaflet:

- EMWIS TU has already provided EMWIS leaflet model to the interested NFPs. It must follow EU norms.
- These leaflet should be prepared as soon as possible following the work programs schedules.
- It will be used in awareness national seminars.

4- Cooperation with local content providers:

- This cooperation is necessary to enrich the content of NFP websites.
- This cooperation should be formalized by means of agreements or memorandums of understanding to be signed with local content providers (institutions, media, etc). Leticia will present some models of such agreements already signed by EMWIS TU.

5- Survey of user needs/satisfaction:

- This kind of surveys is necessary in order to enhance NFPs services and improve websites content. Leticia will present you some models.

How to go into action?

6- Work program diffusion and publication:

- NFPs are asked to present their work program to the local stakeholders and national institutions.
- It is interesting that the work program could be validated by the Water director or water authorities (as done by Malta NFP).

2- Organisation of National EMWIS information/awareness Seminars

2.1. Objective:

The objective is to raise awareness about the national water portal (EMWIS NFP site) and the development of cooperation in the field of water information.

2.2. Organisation Details:

- **Duration:** 1 or 2 days. **Budget:** According to the Work program.
- **Participants number:** around 100
- **Preparation:** 2 months in advance
- **Proposed speakers for EMWIS:** President of the EMWIS Steering Committee, National Minister in charge of water, EC, EMWIS TU, other NFPs, National experts (MEDA WATER projects, etc).

2- Organisation of National EMWIS information/awareness Seminars

2.2. Organisation Details:

- The seminar should be coupled by a defined theme:
 - Moroccan FP Promotion Seminar (Rabat, 2005-04-27/28) has coupled EMWIS promotion with the theme: "GIS use in water management".



2- Organisation of National EMWIS information/awareness Seminars

2.2. Organisation Details:

- The seminar should be coupled by a defined theme:
 - Cyprus FP Promotion Seminar (Nicosia, 2004-10-29) concentrated on institutional participants, while the next seminar will be targeted to universities participation.



2- Organisation of National EMWIS information/awareness Seminars

2.2. Organisation Details:

- **Proposed structure:** Political presentation of EMWIS, Political presentation of the NFP, EMWIS progress and technical forecast, demonstration of different FPs servers, related regional or national projects, Round table on information exchange needs.
- Budget defined in NFP work program to cover logistical costs: room and multimedia equipment, interpreting if necessary, coffee break, lunch, secretary and management costs, travel & accommodation costs of invited participants outside the country are directly covered by EMWIS.

2- Organisation of National EMWIS information/awareness Seminars

2.3. Check list of actions to be conducted by the NFP:

- Preparation of the agenda with the Technical Unit
- List of persons to be invited
- Invitation and confirmation of speakers
- Booking seminar meeting room (hotel or public building)
- Mailing of the national invitations: cover letter + registration form
- Announcing the seminar on the NFP web site
- hotel booking for abroad participants
- Press release preparation and diffusion to local media
- Assessment questionnaire
- Organization of seminar logistic:
 - multimedia equipment, interpretation, Internet
 - local transports (if necessary for foreign participants)
 - Coffee break and lunch
 - Organization of an official dinner (limited participation)
- Secretariat during the seminar
- Preparation of the participants folders
- Registration of participants (provision of a list with their names, addresses, phone numbers, etc..)

2- Organisation of National EMWIS information/awareness Seminars

2.6. Invitations:

- Cover letter of the EMWIS Steering Committee President
- NFP invitation letter (General Secretary or Minister) for the national representatives
- Preliminary agenda of the seminar
- Registration form
- EMWIS leaflet

2.7. Target public at the national level (quotas to be defined):

- Political representatives, suppliers and users of information in the field of water (public and private).
- Ministries of health, agriculture, environment, industry, etc...
- Basin agencies, Universities, research centers, specialized documentation centers, Operators, Industrialists, Town planners, Research consultancy, European Commission delegation, European Union countries Embassies, EUMEDIS Focal Point...

3- Presenting EMWIS and NFP roles on the NFP websites

3.1. Objective:

The objective is to raise awareness about the national water portal (EMWIS NFP site) and the development of cooperation in the field of water information.

3.2. : NFP roles on National websites

- Making an inventory and approving the sources of available information
- Organizing the procedures of communication and access to approved information in the country
- Ensuring that the protocols of access to information are translated and available in the working EMWIS languages (English and French)
- Developing, whenever necessary, the tools and interface software which permit access to information
- Ensuring relations with country's users

3.3. : EMWIS TU role on National websites

-Coordinating, driving and should the case arise, providing a technical support to the National Focal Points.