

# MEGACITIES PROJECT

## Sound Practices Write-up Template

A **SOUND PRACTICE** is ‘any proven idea, program, technique, mechanism, method, practice or procedure for assessing, managing and reducing risk in complex urban areas. These may be in areas related to legislation, land use practice, education, building practices, enforcement, response management, risk reduction, hazard assessment, any combination of these or similar actions’.

### Purpose of template

This template is designed to ensure a uniform approach to writing up material pertaining to Sound Practices (SPs). The SP write-up is a component (Item #7) in the City Profile (you already have a template and associated guideline for this).

It is important to keep in mind that the reader of the City Profile and its SP component will gain a greater understanding if the information is (a) written in a ‘story’ manner (b) is systematic and (c) contains all the relevant details.

### 1 Overview

Give the Sound Practice a TITLE

*(e.g. “Sound Practice on XXXX” or “Sound Practice for Achieving/Reducing XXXX”)*

Briefly SUMMARISE the main points of the SP

*(e.g. “This Sound Practice pertains to the reduction of XXXX hazardous activity that was found to contribute to repeated urban flooding in XXXX locations of the city. Since the 1960s, when rapid urbanization these areas of have been occupied by informal settlers. The XXXX hazardous activity also contributed to serious health problems particular in children and the elderly. Following a study conducted in 1999 by XXXX a follow-up workshop sponsored by XXXX in 2000 brought together planning and emergency management officials from the local governments of XXXX, XXXX and XXXX, the mayors of which signed an agreement in November 2000 to commence ‘Project XXXX’. It was completed in December 2003. The key features of the SP are: XXXX etc.)*

## 2 Significant Background Information

Give a brief statement (2-3 paragraphs) of the issues pertaining to:

- The HISTORY of the problem
- The SIGNIFICANCE of the problem in terms of the city's hazardscape issues
- SIMILAR ATTEMPTS at remediation

## 3 SP Details

When writing up the SP, make sure you include the following:

- Identify which SP CATEGORY/IES the activity fits within (refer City Profile template:
  - Legal
  - Political
  - Organisation-managerial
  - Technical
  - Land-use Management
  - Instructional
- Identify the SPONSOR/S
- Identify the KEY PLAYERS and their ROLES, including (1) when they commenced (2) if their roles changed (3) if they departed prior to completion (4) if new partners came in – when and to do what?
- Identify the TARGET GROUPS/RECIPIENTS
- Identify the LOCATION/S within which the SP is being undertaken
- Identify the RESOURCES required to (1) DEVELOP the SP and (2) to MAINTAIN it
- Identify the START and COMPLETION DATES

## 4 Relevance to Megacities

This is one of the most significant sections since it distinguishes what is unique about the Megacities Project.

Please note the following: *it is unlikely that the city participants will have thought about these specific components, and hence this information will probably have to be specifically elicited from them.*

- How does this SP meet the *Principles for Sound Practices in a Megacity*?
  - UNIVERSALITY/TRANSFERABILITY – can the SP developed in this megacity be applied in another?
  - APPLICABILITY – is the application appropriate for the relevant parts of a megacity's multiple-city governance structure?
  - EXPANDABILITY – if the SP is small scale, can it be expanded or replicated throughout the same sectors/of the megacity?
  - ORIENTATION/FOCUS – is the SP focused toward reducing the overall level of risk in the entire megacity?

- ASSIMILATION/ INTEGRATABILITY – is the SP able to incorporate, or to be assimilated into other risk reduction practices?
- IMPACT/EFFECTIVENESS – what overall effect does the SP have on actually reducing megacity-level risk?
- Is this SP:
  - SUSTAINABLE over time?
  - MEASURABLE, with defined criteria?
  - ACHIEVABLE within stated timeframes?
  - RELEVANT to satisfy the situation?
  - TIMELY within carefully framed tasks and well-defined goals?

For details refer to the paper prepared by Neil R Britton (2004) *Sound Practices for Megacities: A Concept Paper*.

## **5 Supporting Documentation**

Information, records, proceedings and reports that document the activities described above are needed NOT ONLY for verification and corroboration BUT ALSO to show other megacity participants how the SP was conducted. This is important

.hence, it is really important to obtain documents that record the ACTIVITIES AS WELL AS THE OUTCOMES.

Please ensure your informants provide you with specific data that enables others to understand the WHAT, HOW, WHY, WHEN, WHERE, WITH WHOM and WHO FOR questions.