

## **Instructions to Presenters**

### **Northern Province Water Resources Development Colloquium - 2016**

- Objective:** To collect professional input, information and views of stakeholders, experts, well-wishers, and beneficiaries to create a platform for drafting a water policy for the sustainable development and sustainable utilization of water resources in Northern Province.
- Venue:** Ministry of Agriculture, Northern Province, Jaffna
- Period:** 4<sup>th</sup> Week of September 2016

### **Call for Executive Summaries for Papers and Presentations**

1. The Ministry of Agriculture of Northern Province invites experts, well-wishers, beneficiaries and stakeholders to attend the Northern Province Water Resources Development Colloquium 2016 which is scheduled to be held in Jaffna in the fourth week of September 2016.
2. The Ministry intends to develop a detailed water policy for the Northern Province, with general policy framework for the Province and specific policy aspects to suit different regions of the Province. The presenters are requested to consider topographical, geological and hydrological differences of the districts or regions within Northern Province and to be more focused on analyzing issues and proposing solutions appropriate for regions having different features.
3. The interested participants will make formal presentations to the audience. The contents of the presentations will be analyzed further in discussion sessions. The presentations shall address issues related to reclaiming, developing, safeguarding, sharing and administrating the water resources of Northern Province in the context of technical, economic, environmental, agricultural, public health, industrial, legal and social aspects.
4. Executive Summary and other relevant documents must be prepared in English according to the Guidelines given below. Executive Summary submitted according to the Guidelines will be refereed by the Technical Committee of the Colloquium and a full Presentation and/or Detailed Report may be requested.
5. An Executive Summary shall be submitted to the Deputy Chief Secretary – Engineering Services of Northern Province. Submission via E-mail is also acceptable. E – mail address : npwrdc@gmail.com

6. The deadline for submission of Executive Summary is 28<sup>th</sup> JUNE 2016.  
All submissions shall be addressed to: Deputy Chief Secretary – Engineering Services of Northern Province, No: 82, Chetty Street, Nallur, Jaffna, Sri Lanka.
7. The decision of the Technical Committee shall be final on any matter related to Executive Summaries and presentations.
8. The selected presenters will be intimated in due course and would be expected to submit Presentations (in PowerPoint format not exceeding 15 slides) within the stipulated deadline (minimum one month time will be given) along with an detailed report on their presentation, ideally not exceeding five pages.
9. The selected presenters, whose Presentations and Reports are accepted by the Colloquium Committee for presentations at Northern Province Water Resources Development Colloquium – 2016 in the fourth week of September 2016, will be intimated one month prior to the date of Colloquium to enable the presenter to be present at the Colloquium and deliver their presentation.
10. Each presenter will be allocated 10 minutes to make their presentation and another 5 more minutes to respond to questions. Since limited time is available, each presenter is requested to be punctual in their presentation. If any presenter is unable to attend the Colloquium due to unavoidable circumstances, they shall nominate another appropriate person to the Colloquium Committee to take part on their behalf. Colloquium Committee will appropriately approve the replacement presenter.
11. Basic format for all documents:
  - Paper size and Orientation: A4 (210 x 297 mm), Portrait. Use only one side.
  - All margins except left: 25 mm. Left margin: 30 mm. Gutter : 00
  - Font: Arial, 11 points; Line spacing: 1.5 (18 pt), one column of text.
  - No Header or Footer except 15 mm Footer for page numbering
12. Executive Summary: The Executive Summary should be 01 page in length with a word limit of 350. Please do not include subheadings. Always follow SI Units.
13. Detailed Report: Detailed Report (word limit 1500; maximum 05 pages; (page numbers should be included) shall consist Title, Introduction (with objectives), issues to be addressed, proposed solutions, final recommendations.

Secretary  
Ministry of Agriculture  
Northern Province