



UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE YELLOW SEA LARGE MARINE ECOSYSTEM”

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English only

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Proposal for Proposal and Report Writing Workshop for Environmental Practitioners

1. Background

The UNDP/GEF Yellow Sea Large Marine Ecosystem (YSLME) Project aims at implementing an ecosystem-based approach to reduce stress from unsustainable development on the Yellow Sea ecosystem and at initiating recovery actions leading to the long-term sustainability of the environment and resources of the YSLME.

To facilitate the sustainability of environmental management actions, the Project also conducts capacity building/training programmes for various stakeholders, including government agencies and research institutions.

Through Project implementation, it became clear that there is a need to strengthen the capacity of both governmental and non-governmental research organisations to prepare high-quality proposals and reports for securing the integrity and sustainability of environmentally-related research activities that the organisations implement.

With the above understanding given, the Project proposes to organise a training workshop for proposal and report writing for environmental researchers and practitioners. The Project Steering Committee (PSC), a decision making body of the YSLME Project, endorsed this activity at its third meeting in Jeju, Republic of Korea [ROK], 23-24 November 2006.

2. Objectives

Following the decision made by the PSC, the YSLME Project will organise the “Proposal and Report Writing Workshop for Environmental Practitioners” in fall 2007. The Workshop, with approximately 20 regional scientists invited, will be a lively, hands-on programme that features a set of instructions and interactive writing exercises. Through the Workshop, it is expected that the participants will develop a good understanding of not only the basic structure and elements of a proposal and a report, but also the keys to writing them effectively. Participants will also produce short pieces of work displaying the newly acquired skills.

3. Participants

The Workshop participants will come from marine research organisations in China and ROK. Approximately 20 participants (10 persons from each country) will be invited to the Workshop.

The participants should be professionals who deal with marine and coastal management. A fairly good command of English is necessary because the Workshop will be organised in English.

4. Workshop Topics

The Workshop consists of two parts: Part I - Writing Effective Proposals and Part II - Writing an Effective Report. Specific lecture topics may include the following:

Part I: Writing Effective Proposals

(a) Structure of a typical research proposal

- Title page
- Abstract
- Introduction/problem statement
- Research objectives and question (Hypothesis)
- Proposed Methodology
 - Experimental design
 - Site description
 - Field/laboratory methods
 - Data analysis
- Expected results
- Bibliography
- Timeline
- Itemised budget
- Curriculum vitae
- Supporting documentation (e.g., letters of support from collaborators or Memorandum of Understanding with institutions, that are relevant to the proposal)

- (b) Function of the subsections and what a typical research proposal should contain
- (c) Effective presentations, including the use of tables and figures, and their presentations
- (d) Preparation/presentation of bibliographic list
- (e) Examples of successful proposals

Part II: Writing an Effective Report

(a) Structure of a typical research paper

- Introduction
- Methods
- Results
- Discussion and Conclusion

- (b) Tips for writing up subsections
- (c) Visual presentation of evidences (the use of tables and figures)
- (d) References (in-text citations and bibliographic list)
- (e) Acknowledgement of sources (intellectual property and plagiarism)
- (f) Use of International System of Units (the metric system)
- (g) Examples of effective reports
- (h) How to give a good oral presentation

5. Organization of the Workshop

(1) Dates and venues

The dates and venue of the workshop are proposed for 22-23 October 2007 in Ansan, ROK. A short field trip might be organised in the afternoon of the second day.

(2) Identification of participants and lecturers

In consultation with the National Project Co-ordinators (NPCs) and the relevant national and local government organisations, the PMO will invite the lecturer(s) and the participants to the workshop.

(3) Administration

The YSLME Project Management Office (PMO) will make necessary arrangements for the workshop in co-operation with participating government agencies and other relevant organisations.

(4) Financial arrangement

Required budget will be shouldered by the YSLME Project and co-sponsors.