

**Preliminary Documentation Format for Best Practice Programme: City Managers' Association Orissa
Submitted BY:**

Title of Best Practices:

Scheme:

Year of Initiation		Year of Ending		Possible for Site Visit	
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Key Dates: Provide no more than five dates and describe in no more than five or six words, their significance.

A brief Summary About (No more than 200 Words) summaries the purpose and achievements of the initiative. Please note that the summary should be in narrative, not point form.

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Situation before the initiative (About (50 Words) Briefly describe the situation before the initiative including major issues, trends and conditions in the area.

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What was the motivation for developing the initiative? (About (50 Words)

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What was the innovation? (About (250 Words)

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MOBILISATION OF RESOURCES [100 WORDS]

Describe how financial, technical and human resources were mobilized and where they came from.

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FORMULATION OF OBJECTIVES AND STRATEGIES [100 WORDS]

Provide a summary of the main objectives and strategies of the initiative, how they were established and by whom. Describe policies and strategies adopted for city-wide development, where applicable.

Assessment of the Results achieved (About 250 Words or Preferably in point wise) Describe how the initiative has resulted in, for example:

- Actual improvement achieved in people's living conditions
 - Better co-ordination and integration between various actors, organizations or institutions
 - Changes in local, national or regional social, economic and environmental policies and strategies
 - Improved institutional capacity at the national, sub-national or local levels
 - Changes to local or national decision-making, including the institutionalization of partnerships
 - Recognizing and addressing specific opportunities and constraints
 - Changes in the use and allocation of human, technical and financial resources at the local/national level
- Changes in people's attitudes and behaviour

Sustainability (About 100 Words) Whether the project is sustainable then how Describe how the integration of the social, economic, environmental and cultural elements of sustainability was achieved.

Lessons Learnt (About 250 Words) Describe the three or four most important lessons learned and how these lessons have been or are being incorporated in your initiative and/or other initiatives. Describe any lessons learned from other initiatives that were incorporated into your initiative. Describe how these lessons learned have been or are being taken into consideration in determining ongoing or future policies, strategies and action plans.

Transferability (About 100 Words) Provide examples and/or means used for sharing/transferring knowledge, expertise and experience. Describe how your initiative has benefited from the experience or expertise of other practices. Describe how your initiative has been or is being replicated / adapted elsewhere, where and by whom? Describe what you would do differently or avoid doing if you were to help others in replicating your experience.

Reference: Photographs, News Paper Publication etc of before & after the initiative and present status

Contact details:

Date:

Send the document to: Coordinator, City Managers' Association Orissa, C,o Vice Chairman, Bhubaneswar
Development Authority, Sachivalya, Bhubaneswar - 751001, Orissa
e-mail: cmao@sancharnet.in