



Document B: Guidelines for Case Study Report

“Innovations in Science and Technology in Developing Countries”

**A project sponsored by:
International Science, Technology and Innovation Centre for the South (ISTIC)
TWAS, the academy of sciences for the developing world**

**Please provide a comprehensive write-up on the following headings (max. 5,000 words) and submit by 31 July 2010 to TWAS Secretariat, Strada Costiera 11, 34151 Trieste, Italy.
Email: exchanges@twas.org.**

Section 1: General Information

- Title of the successful innovative initiative
- Keywords: up to 10 keywords that characterize the innovative experience
- Name and address of implementing institution (include fax, phone, email, website)
- Name and address of the head of the institution
- Name and address of the person responsible for providing detailed information on the innovative experience
- Individuals involved in the innovative experience, with a brief indication of their role in developing the experience
- Implementation period of the project
- Total cost (expressed in US dollars) of the project (list contributions received from government, private sector and foreign sources)

Section 2: Summary of the Innovative Experience

- Non-technical summary (abstract) of the main features of the project (highlight the innovative aspects and the main results achieved)

Section 3: Background and Justification

- Brief description of the situation before the innovative experience
- Justification and context of the innovation experience
- Main issues involved

Section 4: Description

- Detailed description of the experience
- Steps taken in the innovative and implementation process
- Technical data including diagrams, charts, tables, photographs, etc. (if any)
- Results obtained, with photographs

Section 5: Partnerships

- Other regional and international collaborators (if any)
- Public/community/stockholders and private sector involvements and how weaknesses between partners (if any) were strengthened

Section 6: Impact

- Quantitative and/or qualitative impact of the experience after implementation (indicators of success, including prizes won)

- Sustainability of the innovative experience (economic, environmental, social)
- What special circumstances exist which made the experience successful?

Section 7: Replicability

- Policy implications (if any)
- Changes in legislation brought thanks to the innovative experience
- Patents applied for / awarded
- Relevance of the innovative experience to other regions

Section 8: Lessons Learned

- Obstacles faced and steps taken to overcome them
- Preparing public perception for acceptance of the innovation

Section 9: Future Plans

- Plans for further improvement and expansion of the project
- Plans for collaborations and sharing of the results with other organizations/countries

Section 10: Publications

- List the key scientific papers and other publications related to and resulting from the project (if any).

Style guidelines

So that our final publication will show consistency across the presented case studies, please follow the above outline as closely as possible.

Technical terms: Please explain technical terms so that non-scientists can understand (the target readership of this publication will include policy-makers, NGOs, etc.).

Acronyms: These should be spelled out in the first instance followed by the acronym in brackets, e.g. International Science, Technology and Innovation Centre for the South (ISTIC).

Monetary values: Please provide all figures in US dollars or Euros.

Publications: Please ensure that the references given are accurate and select those that are more readily accessible.

Images: Photographs, charts and diagrams will be reproduced in black and white. Please ensure that photographs are of a suitable size (Jpeg files with an image size of 10 x 15 cm and a resolution of 300 dpi are adequate) and that text (in English) and symbols on charts and diagrams will be legible when reduced to fit across a page measuring 16 cm.
