

# The Change Project Guide



## International Training Programmes

**“Sida's International Training Programmes are open to candidates from low- and middle-income countries. The aim is to support and strengthen the participants' plans for change on organizational and sectoral levels and should not be regarded as individual competence training.”**

*The methodology is based on the assumption that participating countries wish to carry out changes and are willing to invest their own resources to achieve these changes. Capacity development is focused on support to the participants' own plans or projects for change. This is why the training programmes are designed for persons qualified to participate in reform processes and who holds a position in their home organisation with mandate to run processes of change.*

*The programmes cover areas of strategic importance to the social, environmental and economic development of co-operating countries and are based on identified priorities and needs. In the long-term perspective, the programmes shall contribute to institutional strengthening and capacity development in the co-operating countries.*

*Commissioned by Sida, the training programmes are organised by Swedish public authorities, universities, private companies and NGOs.”- Sida, 2017*



## INTRODUCTION

This is a guide to participants in the International Training Programme (ITP) 308: Mine Water and Mine Waste Management. Within this document the participants can find information on the ITP and what is expected from the participants as they carry out the change projects that are fundamental to the training programme.

## ITP308- MINE WATER AND MINE WASTE MANAGEMENT

The Geological Survey of Sweden (SGU), the Luleå University of Technology (LTU) and the Swedish Environmental Protection Agency (SEPA) collaborate in organising, the by Sida sponsored, ITP 308: Mine Water and Mine Waste Management.

The programme comprises the study of mine waste and mine water and is an entry point to a wider analysis of environmental protection, good governance and sustainable development.

**The participant in the programme is an agent for change in their organization. The knowledge acquired during the training will through the participant impact their organization to achieve the goals of the training.**

The intended impacts of the programme:

- protection of ecosystems on land and in water,
- good living conditions and biodiversity for current and future generations,
- sustainable mineral extraction,
- strong socio-economic development in a peaceful and inclusive society

The immediate goal of the programme is to provide:

- new knowledge of mine water and mine waste operations,
- better evaluate content of mining EIA,
- better understand mining- and environmental legislation,
- include principles of gender equality, transparency, conflict perspectives, human rights and anti-corruption at work,
- introduce social and human rights impacts assessments,
- introduce efficient and meaningful external communication,
- enhance participatory and stakeholder collaboration and involvement,



## CHANGE PROJECT

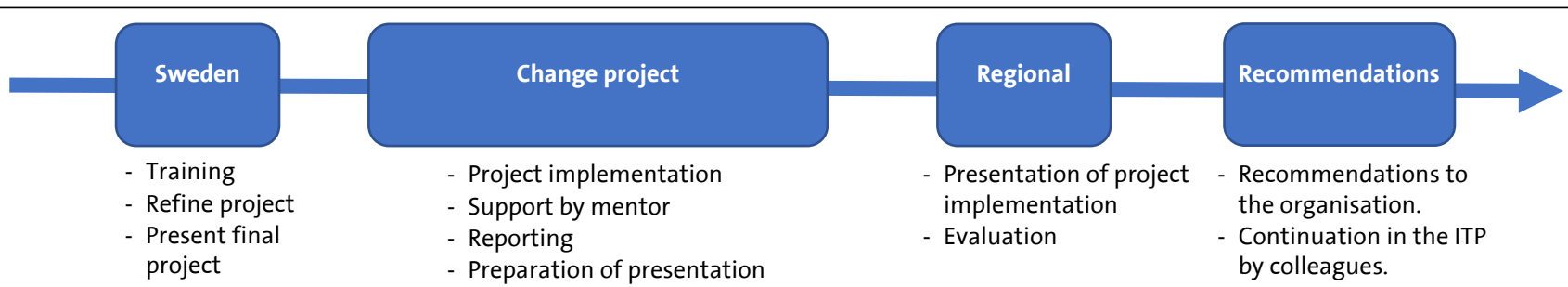
Developing and implementing a change project is integral to the training programme. The aim is in the short perspective to develop solutions to current challenges where the participants are active. The change project is a process where good governance principles are both goals to achieve and tools to implement positive change.

The change project in the programme is:

- formulated and proposed by individuals or an organization,
- refined and structured during the training in Sweden,
- implemented by the participants during 10 months of project work,
- supported by a mentor,
- established in the organisation's processes and procedures,
- reported and evaluated at a regional conference,
- built upon and sustained in coming trainings.

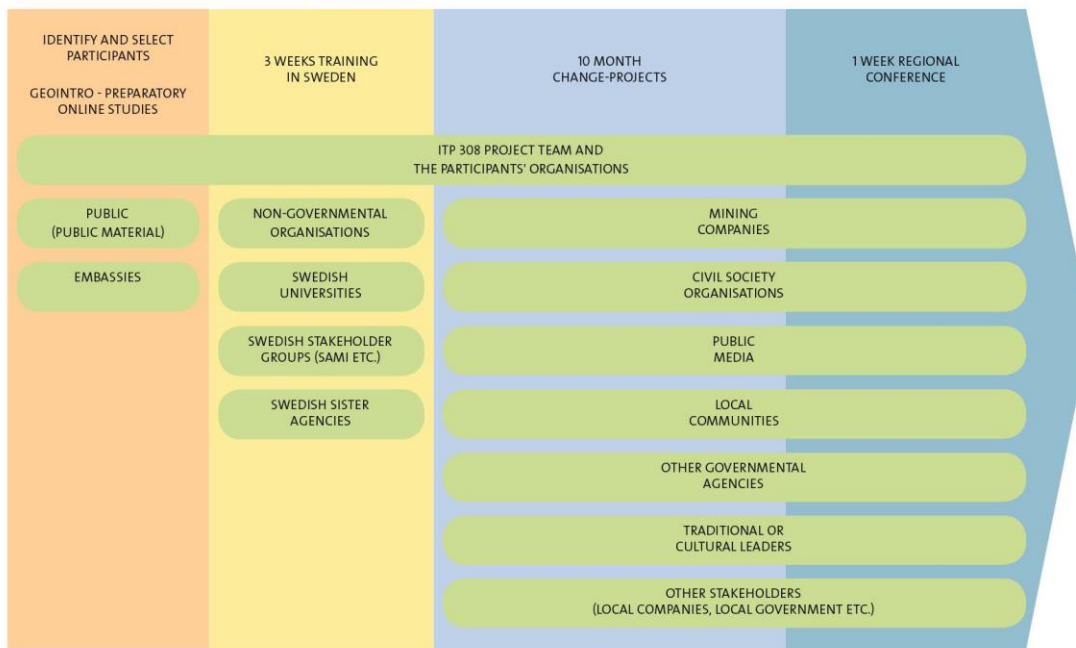
The programme is made up of four phases: an inception phase, training in Sweden, change-project and a regional conference. The change project is developed, implemented and evaluated during all phases of ITP308. The participants in the training will produce several reports, evaluations and presentations to document implementation of the project. The outcome and evaluation of the project is presented to the organisation and relevant stakeholders.





*Project work in the different phases of ITP308*

## STAKEHOLDERS IN THE ITP 308 TIMELINE



*The participants in ITP308 interact with a diverse group of organisations and stakeholders in the ITP308. These interactions are integral to governance in general and also to the ITP308 project*

## Timeline of activities and reporting during the change project.

<b>STAGE</b>	<b>ACTIVITY</b>	<b>DEADLINE</b>	<b>OUTPUT</b>
<b>Formulate the idea</b>	Analyse needs		
	Align with the ITP idea		
	Establish with organisation		
	Communicate with the ITP team		
	Write proposal		Proposal. <i>ITP application template.</i>
<b>GeoIntro</b>	Study GeoIntro		
<b>In Sweden</b>	Present the project idea	Arrival in Sweden	15-minute presentation
	Take notes relevant to your project	Throughout training	
	Post notes to the project board	After each session	Project board
	Define project objectives	During training, dates TBD	Project plan, Use template
	Write final project plans	During training, dates TBD	Project plan. Use template.
	Present final project	Final day in Sweden, TBD	Project plan and presentation
<b>Implementation</b>	Present project to organisation	2 weeks after homecoming, TBD	Presentation
	Feedback to mentor	2 months after homecoming, TBD	Mentor contact (Skype, mail, Zoom, WhatsApp, Teams..)
	Implementation	Continuous, daily activities	
	Half-way report	5 months after homecoming, TBD	Half-way report to mentor. Use format supplied
	Follow up with mentor	5 months after homecoming, TBD	Mentor contact (Skype, mail, Zoom, WhatsApp, Teams..)
	Final report	9 months after homecoming, TBD	Final report, use template.
<b>Regional conference</b>	Participation	Ca 10 months after homecoming, TBD	15-min Presentation ( <i>Achievements, Challenges, Future</i> ). Poster, One-page summary.
<b>Evaluation</b>	Project evaluation	Ca 10 months after homecoming, TBD	One-page evaluation of project implementation.



## REPORTING AND OUTPUTS

### In Sweden

A draft or an idea to a change-projects will be presented in the participants application and then built on during the training phase in Sweden. The programme team will assist in this process together with mentors and lecturers. Special time is allocated in the training programme for this work, but the change-projects will also have a central role in all discussions and exercises throughout the training.

As the training phase in Sweden ends, the **participants have produced a final plan for their projects** and presented it to the programme team and each other. This plan will include their action plan as well as a description on how the project improves values such as human rights, conflict prevention, anti-corruption and gender equality. *A template for the project plan is attached.*

### Project implementation

During the 10-month period the change-projects are carried out, the **participants writes a halfway report** to the mentor and the programme team. *A template for the half-way report is attached.*

The project results are completed for your organisation in a format you choose, a guideline, toolkit, operating procedure, etc.

### Regional conference and project completion

The **project report is to be completed at the end of change project**. *See attached template.*

The change-projects are concluded with a regional conference in one of the participating countries, where the participants present their projects. The presentations are supported by a poster presenting your project and a one-page summary of your project.

- **One-page summary of the project**, for use in communication to public and other organisations.
- **A poster presenting your project** (SGU aids in creating the poster)
- **A presentation, 15 minutes.**

