SADC TFCA Guidelines: Contributors options and instructions

This note provides instructions for contributors to the SADC TFCA Guidelines and suggests options for contributions as listed below:

1. Provide suggestions as to what subject matter needs to be included in the various sections and sub-sections as per the Table of Content;
2. Provide reference material (publications, reports, newsletters, etc.) that is relevant to the suggested subject matter;
3. Volunteer to write a contribution (all authors will be listed as such in the relevant sections and/or sub-sections);
4. Volunteer to write a case study that demonstrates best practice for one or more of the topics covered in the Guidelines;
5. Case studies can be either:
	1. Self-standing of 600 – 1000 words long, or
	2. Case studies in text boxes of 150 – 300 words long
6. Provide photos that illustrate aspects of the Guidelines, primarily as part of the case studies, and these need to be:
	1. 300 dpi, or at least 300kb resolution,
	2. Jpg or tiff format, and
	3. A relevant caption and photographers name

Please note the following time frames relevant to TFCA Practitioners and the Guideline compilation process:

|  |  |  |
| --- | --- | --- |
| ACTIVITY | DELIVERABLE | TIME FRAME |
| Preliminary indications of potential contributions | Data inserted into Contributors table | 22 April 2014 |
| Active engagement with compilation process through participation in the Luanda Workshop | Workshop proceedings | 24 – 25 April 2014 |
| Dedicated contributions compiled and submitted as per commitments made prior to and at the Luanda workshop | TFCA Practitioner contributions received and integrated into a draft Guideline circulated for critical review | 15 May 2014 |