



**WORKING GROUP ON DECENTRALIZATION AND LOCAL
GOVERNMENT**



PROPOSED NEWSLETTER OF THE WORKING GROUP

Working Group Meeting
June 20, 2006

WG Newsletter

Background

- To aid in information dissemination primarily to WG members (will complement website initiative)

Objectives

- Provide information and updates to members of the WG and other stakeholders on recent major activities undertaken by the WG either in part or as a whole;
- Feature information on activities and other developments that are crucial and relevant to the work of the WG;
- Highlight success stories and initiatives undertaken by Local Government Units; and
- Disseminate development partners' efforts aimed at providing assistance to further capacitate LGUs.

WG Newsletter

Sections

1. *Headlines/ Front Page*

- Write-up on 2 major WG activities recently held (with photo & caption)

2. *Features*

- Activities/ Events/ New LG Developments (tools, systems), Others relevant items to the WG

3. *LGU Spotlight*

- Features success stories (1 or 2) and initiatives of LGUs w/ positive impacts

WG Newsletter

Sections

4. *Development Partners Spotlight*

- Feature LGU-focused assistance provided; one organization per issue

5. *“Auxiliary Necessities”*

- Title
- Table of Contents
- Enumeration of Recent & Upcoming Activities
- Header (typical) and Footer (website URL)
- Website updates
- Contact information (Secretariat)

WG Newsletter

Frequency

- Monthly basis (last week of each month)

WG Newsletter

Institutional Arrangements (“Editorial Board”)

Role/ Assignment	Specific Tasks	Affiliation	Mechanics
Editor-in-Chief	<ul style="list-style-type: none">• Edit substantive contents submitted by contributor	<ul style="list-style-type: none">• WG Secretariat	<ul style="list-style-type: none">• All contributors will submit materials to editor-in-chief
Lay-Out Artist	<ul style="list-style-type: none">• Take charge of piecing together materials to shape final document	<ul style="list-style-type: none">• WG Secretariat	<ul style="list-style-type: none">• Editor-in-chief submits to lay-out artist edited contents• Lay-out artist re-submits to editor-in-chief for approval
Headline Contributor	<ul style="list-style-type: none">• Draft “headlines” articles and affix accompanying photo, captions, and quotes	<ul style="list-style-type: none">• WG Secretariat	<ul style="list-style-type: none">• Contributor submits draft articles and photos (including possible quotes and captions)
Features Contributor	<ul style="list-style-type: none">• Draft “features” articles and affix accompanying photo, captions, and quotes	<ul style="list-style-type: none">• WG Secretariat	<ul style="list-style-type: none">• Contributor submits draft articles and photos (including possible quotes and captions)

WG Newsletter

Institutional Arrangements (“Editorial Board”)

Role/ Assignment	Specific Tasks	Affiliation	Mechanics
LGU Spotlight Contributor	<ul style="list-style-type: none"> • Draft LGU article/s and affix accompanying photo, captions, and quotes 	<ul style="list-style-type: none"> • LGU Leagues (LPP, LMP, LCP, LNB) 	<ul style="list-style-type: none"> • Each League to identify focal writer for WG newsletter • Writing responsibility to be on rotating basis among 4 Leagues • Concerned focal writer to submit to Editor-in-Chief
Development Partners Spotlight Contributor	<ul style="list-style-type: none"> • Draft donor article and affix accompanying photo, captions, and quotes 	<ul style="list-style-type: none"> • Donor members of WG 	<ul style="list-style-type: none"> • Each Development Partner to identify focal writer for WG newsletter • Writing responsibility/ contribution to be on rotating basis among donors • Concerned focal writer to submit to Editor-in-Chief

WG Newsletter

