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# Proposal to Strengthen Networking Activities on Biomass Fueled Stoves

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## **EXECUTIVE SUMMARY**

This document sets forth a general plan to strengthen the network of people and institutions engaged in cookstove activities. Such a network focusses on the needs and activities in developing countries. It will help to facilitate communication, advance the technology and dissemination, improve the quality of information generated, and promote the most effective use of human and financial resources.

The network will focus on two major activities--information networking and implementation of collaborative tasks. Information networking activities will include organizing of focussed, single-topic seminars, fostering professional exchanges of project personnel, and establishing a system of peer review of reported cookstove research. These activities will be augmented by the publication of a directory of cookstove projects and personnel, annual abstracts of cookstove literature, and three coordinated newsletters (one each in French, Spanish, and English).

Collaborative tasks will also be designed and implemented by the network. Representatives of regional centers, in consultation with other active cookstove personnel, will develop an agenda of specific network tasks, such as development of stove marketing strategies or refinement of stove production processes. The participation of network members in these tasks will be actively solicited and coordinated by the network facilitator. The three-year workplan includes a comprehensive network evaluation in the third year.

Four existing institutions will serve as regional centers to assume a leadership role within the network. Other centers may be designated according to identified regional needs and resources. One person will serve as full-time facilitator to actively promote the objectives of the network and assist in its major operations.

The Executive Board of the Foundation for Woodstove Dissemination (FWD) will serve as the advisory committee that will guide network activities. It is proposed that two to three donors will be represented on the FWD Board. Donor representatives will serve one-year terms on the Board; representation will be rotated among participating donors, staggered so as to ensure continuity.

Interested donor agencies will coordinate their funding and select specific activities of the network they are willing to support. The cost of maintaining the facilitator will be shared among them.

Throughout the planning of this cookstove network, three basic guidelines have been applied:

- o To minimize its formal administrative structure;
- o To create a network that is both simple and flexible; and
- o To keep the cost as low as possible within the context of stated objectives.

## 1. INTRODUCTION

When a rural extension worker in India finds a simple way to measure household fuelwood consumption she has no reliable way to share this idea with her counterparts elsewhere. People working on cookstove projects in Asia or Latin America often have no immediate access to the latest designs and testing information from Africa. And international funding agencies, faced with inconclusive information from the field, are often not convinced about the relative value of improved cookstoves to development efforts.

These are just three of the reasons for the creation of an effective network among people and institutions around the world who are working to develop and promote the use of fuel-efficient cookstoves.\* Such a network would essentially be a set of systematic procedures designed to facilitate the flow of useful information among individuals and agencies pursuing common goals. The functioning of the network would be based on the willingness of participants and the financial resources to support mutually reinforcing activities. No new structures or institutions are required.

The major purpose of such collaboration is to improve the quality and effectiveness of work done in the field - the technical design, testing, mass production, and large-scale dissemination of affordable stove technologies that save fuel, promote health, and provide other benefits. A stove network is useful to the extent that it assists these efforts.

Among cookstove partitioners there are several reasons why the need for such a network is especially acute:

- o Cookstove technologies are currently developed in the poorest and most remote parts of the world where long-range communications are difficult, expensive, and time-consuming.
- o Many field workers have little formal training in stove development skills, and they often depend on reliable information from elsewhere. At the same time, they also frequently have valuable ideas and experience which is not effectively transmitted to others.
- o Finally, the field of efficient cookstove technology and production is evolving so rapidly that even under the best current conditions it is difficult to keep abreast of developments.

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\* Throughout this document the use of the word "cookstove" will include domestic and commercial stoves, ovens, dryers, smokers and other devices used in developing countries which are fueled by wood, charcoal or other biomass sources.

The network proposed in this paper can help facilitate communication and collaboration among the variety of researchers, designers, extension agents, project donors and others interested in the sustained development of fuel-efficient cookstoves. Rapid and effective communication among these diverse elements is an obvious benefit, but its uses and consequences can also be very specific.

For example:

- o By rapidly transmitting new and important information, it is possible for one technology to build immediately upon another, and so to quickly advance the state-of-the-art. For example, stove designs and performance data from Botswana and Burkina Faso have recently been combined to develop a very efficient cookstove for a new program in Guinea.
- o By fostering close relationships among projects with similar goals, a network can stimulate collaboration on stove research and development, marketing and manufacturing, and other aspects of stove commercialization. Other areas of collaboration could include: the development of common training programs, handbooks, and standard methodologies where these are appropriate and useful in such areas as evaluation, monitoring and training, and dissemination.
- o By tracking the work of institutions worldwide engaged in cookstove activities, a network can identify potential areas of collaboration and alert members to possible duplication of efforts, thus enabling the most efficient use of project resources.
- o By rationalizing the scheduling and agendas of regional and international stove meetings, a network can maximize the benefits of personal interchange while limiting the associated travel costs and time for the participants.

In the formulation of the following plans for a cookstove network, special importance was given to three basic principles:

- o To keep the network as simple and as flexible as possible so as to effectively serve the greatest number of diverse programs;
- o To minimize the formal structure of the network in favor of collaborative tasks having specific outputs and conclusions; and
- o To make the most efficient use of available funds, with priority on field implementation over administration.

## **2. STATUS OF COOKSTOVE PROJECTS**

### **2.1 Background on Cookstove Activities**

The heavy dependence on biomass fuels by most of the world's poor is causing considerable social and economic hardship. One response to this situation within the past decade has been the emergence of "fuel-efficient" cookstoves as a potentially attractive technology. Following years of uncertainty, there is growing evidence that in many of the developing countries cookstove technologies have the potential to relieve many of the social, economic, and health hazards associated with the use of biomass fuels for cooking.

Until recently, cookstove projects were shaped by assumptions which now appear to have been mistaken. The notion that stoves could be designed mainly by common sense led many untrained people to fearlessly promote models which simply did not work. Rigorous testing and evaluation were not seriously pursued in the field, and misleading data were accepted uncritically by planners and funding agencies alike. Unrealistic objectives and inadequate budgets often gave priority to quick results based on the numbers of stoves produced, regardless of how long they lasted or whether they were ever used. Not surprisingly, subsequent project evaluations began to conclude that stove projects did not represent an effective use of resources.

Several recent trends have now begun to change the complexion of stove projects. The systematic application of combustion and heat transfer principles are leading to a new understanding of criteria for stove design and construction. The development of provisional testing methods has brought a new awareness of the possibilities for precise data collection. And the movement toward quality control, mass production, and dissemination through private commercial channels for the first time brings to stove programs the possibility of large-scale market penetration.

### **2.2 Status of Cookstove Networking Activities**

Today there are more than 60 institutions and over 500 people actively engaged in promoting the use of fuel-efficient cookstoves. Assistance agencies in developed countries are continuing to fund new programs. With the accelerating pace of cookstove development, the need for sharing reliable information and collaboration among project personnel has never been greater. In the absence of any formally structured network, there are still a number of independent initiatives that appear to be operating quite well.

For instance, at least three regularly published newsletters are devoted exclusively to cookstove news and information. Boiling Point is published in English by the Intermediate Technology

Development Group (ITDG); Bois de Feu Informations and Flamme are published in French by the Association Bois de Feu (France) and CILSS (West Africa) respectively. Publication of Cookstove News may soon be resumed by The Aprovecho Institute. However, all of these newsletters are financially insecure and will not continue beyond 1985 without additional support.

Printed reports from funded cookstove projects are widely circulated by such organizations as ITDG, the Woodburning Stove Group and Volunteers in Technical Assistance (VITA) in developed countries and KENGO, Tata, and CEMAT in the developing countries. More than a dozen journals in appropriate technology, forestry, or energy run occasional features about cookstove developments (eg. REMIC News, ASSET, etc.).

Several recent international conferences have brought together stove practitioners with known expertise to share their ideas on narrowly defined issues. The Standard Testing Methods Conference held at Arlington, Virginia (December 1982) was a direct outcome of two earlier meetings held in 1981-2 in Leuven and Marseilles, and it resulted in the publication of the first provisional manual of testing methods for improved cookstoves. Another international conference, held in Wolfheze, Holland (November 1983), focussed specifically on the issue of cookstove dissemination, and has resulted in the initiation and monitoring of several projects. The positive output of these single-issue conferences suggest a model that others may follow, although possibly on a smaller scale.

At least five institutions active in improved cookstove activities have either published or are about to publish comprehensive manuals describing the design, testing, and dissemination of efficient cookstoves. The lack of coordination among these efforts underscores the need for more effective communication and collaboration. The fact that each organization had independently identified the need for such information argues even more persuasively for effective cookstove networking.

In the developing countries a number of initiatives have been made in regional cookstove networking. Since these are the focus of the present proposal, a brief description of several such efforts is appropriate.

- o Comite Interetat Permanent de Lutte contre la Secheresse dans le Sahel (CILSS), Ouagadougou, Burkina Faso. Since 1980 CILSS has worked actively in francophone West Africa to provide training and technical assistance to cookstove projects throughout the region. Its most visible work has been the organizing of national and regional seminars and publishing the quarterly newsletter, Flamme. It has also collaborated on cookstove research with the Institut Burkinabe d'Energie, the Association Bois de Feu, VITA, and The Woodburning Stove Group.

- o Tata Energy Documentation and Information Center, Bombay, India. Since 1980 Tata has been engaged in information networking on cookstove technologies. This has included the compiling of a selective bibliography with abstracts on more than 150 documents. Other Tata publications have included an international directory of cookstove research and information centers, and a "Cookstove Handbook" reviewing the state of the technology in 1981. Efforts are now being made to compile a compendium of case studies on cookstove dissemination.
- o Kenya Energy Non-Governmental Organizations Association (KENGO), Nairobi, Kenya. KENGO has for some years maintained an informal network with other non-governmental organizations in Kenya. It has also sought funding for collaborative activities with ENDA in West Africa and CEMAT in Latin America. Major contributions to networking have included a widely disseminated newsletter, Kengo News, and a number of formal training programs. So far much of its collaborative activity has been restricted for lack of specific funds, despite considerable effort to attract donors to such projects. It now appears that funds may soon be forthcoming for an expansion and upgrading of their collaborative training programs.
- o Centro de Estudios Mesoamericano Sobre Tecnologia Apropriada (CEMAT), Guatemala. In 1976 at the ICADA-CHOQUI Experimental Station the massive Lorena stove was developed for the Guatemalan highlands. Since 1978, CEMAT launched a dissemination project and trained several NGOs in improved cookstoves and other appropriate technologies. Recently ICAITI (Central American Research Institute for Industry) initiated a number of studies on performance and material research in collaboration with NGOs in Guatemala and Central America. Since 1983, a National Group of Improved Stoves (NGIS) has been trying to organize a National Program that will coordinate national and international initiatives in the field of improved stoves.
- o Foundation for Woodstove Dissemination (FWD). The recently-formed FWD was established to continue the work of the Organizing Committee for the International Workshop on Woodstove Dissemination held in November 1983 at Wolfheze, The Netherlands. The objective of FWD includes facilitating regional information exchange programmes and undertaking studies and surveys in order to develop strategies which aim at the dissemination of large numbers of stoves.

Representatives on the Board of FWD include KENGO and CEMAT. Attempts will be made in the near future to recruit one or two members from existing institutions active in stove activities in South and Southeast Asia. The West African representative has to await the reorganization of CILSS that is currently underway. Clearinghouse operations for FWD activities in the different regions will be handled through the office of the secretary of the FWD Board at CDP in Utrecht, The Netherlands.

In the wider field of renewable energy a considerable number of networking activities are taking place, which encompasses cookstove interest. For example:

- o South Asia Co-operative Environment Programme (SACEP) is an intergovernmental association of ten South Asian countries for coordinating development activities. The countries involved are: Afghanistan, Bangladesh, Bhutan, Burma, India, Iran, The Maldives, Nepal, Pakistan and Sri Lanka. SACEP has identified six priority areas, of which "Technology for development of renewable and reusable resources" is relevant to this report. In the Fall of 1984 a UNDP/Dutch Directorate General International Cooperation (DGIS) mission was sent to advise SACEP and UNDP in setting up an organizational system for the first phase of a large-scale project for the dissemination of cookstoves. The resulting proposal includes a plan for an information network among the proposed pilot projects to enhance the SACEP project as a whole.
- o Renewable Energy Resources Information Center (RERIC), founded in May 1978 at the Asian Institute of Technology, Bangkok, publishes: RERIC News (3 issues per year), RERIC Review Journal (2 issues per year); and RERIC Holdings List. The main topics covered by RERIC are solar energy, biofuels, wind, and hydropower. RERIC has a 30 member Advisory and Editorial Board. The areas served are the tropical countries in Asia and the Pacific and the tropical developing regions in Africa, Central and South America.
- o Integrated Rural Energy Systems Association (INRESA), established in December 1982, is a cooperation network supported by the United Nations University in Tokyo. The Brace Research Institute in Canada serves as the secretariat. Members are representatives from NGOs (e.g., Las Gaviotas in Colombia and Dian Desa in Indonesia), universities (e.g., the American University of Cairo, Indian Institute of Technology, New Delhi, University of Ife, Nigeria), and government ministries (e.g., the Ministry of Scientific Research of Senegal and the Ministry of Energy of Sri Lanka). The main objective of INRESA is to facilitate the exchange of information among Third World scholars working on the design of integrated rural energy systems. Vehicles for this exchange are the INRESA newsletter and ASSET, a renewable energy journal published by the United Nations University).

### 2.3 Obstacles to Cookstove Networking

Despite many efforts, the flow of information and collaboration between cookstove agencies and programs is still very limited. Lack of detailed, accurate, timely, and reliable information is still one of the most serious obstacles to the successful dissemination of improved cookstoves. In most cases the needed

information exists, but not in a form that is accessible or understood. There are several reasons for this:

- o Despite numerous meetings of cookstove leaders around the world there is little contact between people and institutions working on similar projects. Most users or producers of improved cookstoves have little knowledge of techniques developed by their counterparts elsewhere. For the most part they are untouched by newsletters, articles, and international seminars.
- o There is an institutional inertia in development programs, which may explain why so many young expatriate volunteers in developing countries are trained in the construction of stove models long since considered inappropriate.
- o Effective information networking and collaboration between projects requires special effort and funding, and thus competes for scarce resources with activities where the results appear to be more predictable and immediate.

### **3. GOAL AND OBJECTIVES**

The overall goal of a cookstove network is to improve both the quality and impact of cookstove activities. This is to be done by actively encouraging the free exchange of meaningful information, and by fostering close collaboration and interaction between those people and institutions actively engaged in cookstove research, production, and commercialization.

Specific objectives of the network which will guide its structure and operation are the following:

1. To strengthen the role of developing countries in planning and guiding the course of cookstove projects to and through the process of dissemination and commercialization.
2. To assist in improving the quality of cookstove information so that it is clear, accurate, reliable, and therefore of maximum benefit to others in the field.
3. To foster joint efforts to develop common methodologies and address research needs in areas including socio-economic and market analysis, testing, mass production processes, evaluation, and monitoring. Researchers will be encouraged to gather, share, and meaningfully compare information while participating in these collaborative tasks.
4. To facilitate the exchange of important cookstove information, especially among people within developing countries, but also among interested institutions and donor agencies in

the more developed countries, and thus to accelerate technology development.

5. To improve access to technical assistance for national and regional stove projects by providing links between sources of expertise (including marketing experts and others outside the traditional "cookstove" community) and institutions expressing specific questions or needs.

#### 4. STRUCTURE OF THE NETWORK

##### 4.1 General

Basically, the cookstove network consists of people and institutions throughout the world who are involved in stove work, and who are willing and able to communicate about their work and collaborate with others. As indicated in Section 2, some informal network activities have already been operating for a number of years. No special new structures are envisioned to continue this work. However, the existing informal (and frequently *ad hoc*) arrangements need strengthening to more effectively achieve the goal and objectives of the proposed network. To operate effectively each component has a special role and responsibility, as described below.

The specific activities of the cookstove network will be determined by the Executive Board of FWD, which will be dominated by representatives from the regional centers, with donor representation. It is proposed that two to three donors will be represented on the FWD Board. Donor representatives will serve one-year terms on the Board; representation will be rotated among participating donors. Replacement of donors by new donor representatives on the Board will be staggered to ensure continuity.

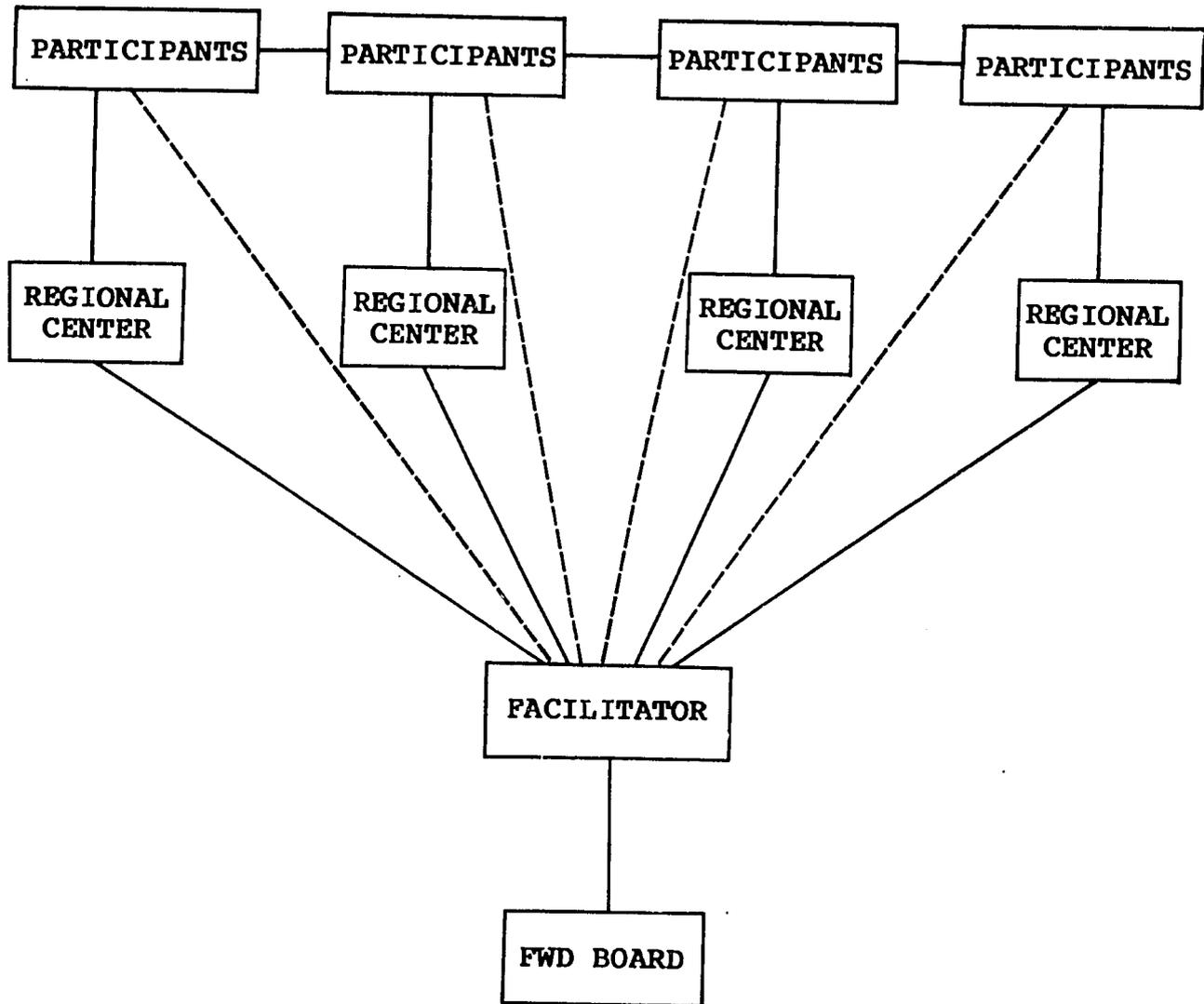
Periodic meetings (at least once per year) of the Board will be held, at an appropriate location, to address any constraints which affect smooth operation of the network, to determine current priorities of the network, and to prepare an agenda for network activities to be undertaken. A number of the proposed network tasks have already been determined and are described in Section 5.

The Foundation for Woodstove Dissemination will also play a special role in the initiation of the network. FWD will select appropriate regional centers for the network, coordinate the submission of proposals to donors for specific network tasks, and recruit a network facilitator.

A network facilitator, selected by the FWD Board and responsible to it, will promote network activities and encourage the active participation and support of network members. The facilitator

will provide assistance to all regional centers (See diagram below). Specific duties of the facilitator are described in Section 4.4.

### NETWORK STRUCTURE



## 4.2 Participants

The main participants in the network are the organizations in which (or through which) people are involved in stove work. No formal "membership" is envisaged, but the following expectations will apply:

- o Network participants will normally be institutions or organized groups, but will also include individuals.
- o Participants will be actively involved in some aspect of work on fuel-efficient stoves.
- o Participants commit to share information and collaborate on jointly agreed network tasks.

## 4.3 Regional Centers

Organizations with demonstrated interest and experience in stove dissemination and networking activities will serve as regional centers of the network. These organizations will be responsible for knowing the current status of cookstove activities in their regions. They will expand their involvement in regional collaboration, taking leadership roles in network activities and eventually becoming focal points for research, development, training, dissemination and publications on improved cookstoves.

Initially, four regional centers are envisaged, located in different geographic regions. This number may be increased according to the interests and capabilities of participating institutions.

The four initial regional centers are proposed as follows:

### Central and South American Region

Centro De Estudios Mesoamericano Sobre Tecnologia Apropriada  
(CEMAT)  
Apartado Postal 1160  
Guatemala City, Guatemala, C.A.

Working language: Spanish  
Contact person: Dr. Armando Caceres, Executive Director

### East African Region

Kenya Energy Non-Governmental Organizations Association  
(KENGO)  
P.O. Box 48197  
Nairobi, Kenya

Working language: English  
Contact person: Mr. Achoka Aworry, Coordinator

### South Asian Region

(An existing institution, with significant experience in cookstoves, will be designated by FWD)

### West African Region

Comite Interetat Permanent de Lutte Contre la Secheresse  
(CILSS)\*  
B.P. 49  
Ouagadougou, Burkina Faso

Working language: French  
Contact person: (not yet identified)

The regional centers will be responsible for:

- o Fostering opportunities for active, professional collaboration between cookstove projects and personnel, as described in Section 5.
- o Establishing and articulating an active agenda of network tasks.
- o Maintaining regular contacts with all cookstove projects in the region, through correspondence and site visits, in order to remain informed on their current status.
- o Compiling and routinely updating a regional directory of stove projects and personnel. This will be transmitted annually, using a standard format, to the institution designated to publish a worldwide network directory of cookstove projects (see Section 5.6).
- o Inform the network facilitator and institutions publishing stove newsletters (See Section 5.7) of any conferences, workshops, seminars and other cookstove activities planned within the region.
- o Upon request, to represent to funding agencies the needs and objectives of the various projects within the region.

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\* Provisional responsibility for the West African Region will be given to the Association Bois de Feu until such time as CILSS is prepared to assume this role. (Association Bois de Feu, 28 Blvd. de la Republique, 13100 Aix-en-Provence. Contact person: Jean Francois Belieres).

#### 4.4 Network Facilitator

The cookstove network is intended to actively advance the state-of-the-art by encouraging significant collaboration, promoting high professional standards, and enhancing the flow of solid information. It is an ambitious program, encompassing many diverse people, projects, and needs. To make it work will require more than regional leadership. A full-time network facilitator is proposed to provide strong continuous coordination and assistance to regional centers and other network participants.

The role of facilitator is a critical one. It involves constantly promoting network objectives, encouraging active participation and support, looking for the inevitable obstacles to network operation, and working to circumvent them.

It will be the specific responsibility of the network facilitator to:

- o Assist in the identification and definition of collaborative tasks to be undertaken by the network.
- o Assist regional centers in the continuous process of peer review of cookstove research, as well as to arrange reviews for that work which is conducted in Europe and North America (see Section 5.4);
- o Encourage, coordinate, and possibly initiate regional and inter-regional visits of key cookstove personnel to other projects. (see Section 5.8);
- o Help network participants in designing, scheduling, and organizing focussed workshops and conferences (see Section 5.5); also to maintain a complete calendar of stove conferences, workshops, and related events.
- o Monitor various activities of the network (project directory, workshops, literature review, collaborative tasks, exchange programs, etc.) through correspondence and occasional site visits to ensure their smooth and timely operation. Provide assistance to regional centers to plan, initiate, and carry out their activities (See Section 4.3).

By keeping in touch with network participants and maintaining current information on stove workshops and seminars worldwide, the network facilitator can direct specific inquiries to the proper people in the field. He may also serve as an official "voice" of the network by responding directly to inquiries of a general nature, insofar as these cannot be served directly by specific programs or regional centers.

It is important to emphasize that the network facilitator is to be a person, not an institution, whose role is assistance, not

supervision or control. For example, the facilitator would be expected to:

- o Promote network objectives;
- o Generate and maintain momentum for network activities;
- o Provide assistance on request to participants;
- o Actively involve as many institutions as possible in networking operations.

The facilitator will not:

- o Dictate network "policy;"
- o Establish an extensive, home-based bureaucracy;
- o Interfere with funding, implementation, or evaluation of any cookstove project or program.

The facilitator must be a coordinator and motivator--someone who can achieve results while maintaining a low profile. To serve the network well the facilitator must be sensitive to problems in the field as well as to the needs of national governments and donor agencies. The person filling this full-time position should have a strong technical background and a history of active, on-site involvement with improved cookstove programs. Familiarity with scientific peer review procedures and experience in orchestrating small conferences would be highly desirable.

The facilitator must be based in an institution which has access to good library facilities, has foreign language capabilities (French, English, Spanish), and is easily accessible by mail, phone, and telex. For the most effective use of funds, it would be advantageous to house the facilitator with an organization whose existing facilities and staff can be released as needed to support networking activities.

The choice of both a network facilitator and a home institution will be instrumental in successfully launching the network and guiding it through the first few years. The search for suitable candidates for this position will be conducted by the Foundation for Woodstove Dissemination. FWD will submit a list of two to five acceptable candidates to its Board (which directs network activities and includes donor representation) for final selection of the facilitator.

The selection of a home institution for the facilitator will be based on many factors, including the preference and convenience of the facilitator. Three options are:

- o at the site of the FWD secretariat at CDP in The Netherlands;

- o the original institution with which the facilitator was associated; or
- o one of the regional centers.

The final decision will be made by the FWD Board, in conjunction with the selected facilitator.

## 5. NETWORK ACTIVITIES

### 5.1 Overview of Activities

The objectives of the proposed cookstove network will be met through a series of collaborative activities. The following is a list of network activities to be undertaken for a purposeful operation of the network, and are described in detail in Sections 5.2 to 5.10:

	OBJECTIVE	NETWORK ACTIVITY	INITIATING ORGANIZATION
1.	Strengthening role of LDCs	Support to Regional Centers, Selection of Facilitator	Donors, FWD
2.	Improving cookstove information	Annual review of cookstove literature	Tata or SATIS
		Peer review of reported research	Review boards of Regional Centers, Facilitator
3.	Developing collaborative research, commercialization tasks	Focussed workshops, conferences	Network participants with Regional Centers, FWD
		Case Studies, Support to Commercialization Efforts	FWD, VITA
4.	Exchanging information	Project directory	Tata
		Cookstove newsletters letters	Bois de Feu ITDG CEMAT
5.	Improved Access to Technical Assistance	Professional visits	Facilitator, Network Participants, FWD

## 5.2 Designation and Support of Regional Centers

**PURPOSE:** To establish major focal points for the decentralized network which will conduct major networking tasks among people and institutions united by common language and geography.

**DESCRIPTION:** Designated regional centers will maintain their current autonomy, working in collaboration but without central direction. Each will remain responsible for its own funding, budget, and workplan. Representatives from all regional centers and the participating donor agencies will meet together at least once a year, under the auspices of the FWD Board; to develop linkages between networking activities from their respective regions, and to agree on an agenda for the collaborative tasks of the network.

**IMPLEMENTATION:** Regional centers will be formally designated by the Executive Board of the Foundation for Woodstove Dissemination, pending the availability of appropriate network funding by donor agencies. During the third-year network evaluation (Section 6.4) the work of each regional center will be reviewed and possible changes in their individual roles will be considered.

**BUDGET CONSIDERATIONS:** In order for regional centers to develop and maintain effectiveness in regional networking, they must be assured of adequate financial support for at least three years. Three Regional Centers have already been selected. Funding for networking activities of the four regional centers, as envisioned in this proposal, (in Southeast Asia and the Pacific, the FWD Board will select from those institutions which are active in cookstove activities) is reflected in the estimated three-year budget (see Section 7).

The amount of external funding required by each center will depend on a number of factors, such as the geographical area served, institutional overhead, existing facilities, and existing levels of support. It will be the responsibility of each center to develop and negotiate a budget with interested donor agencies to adequately cover its networking activities. The facilitator can assist in this task, as appropriate.

The minimum annual networking budget of each regional center should cover the following expenses:

- o Personnel support for one half-time professional staff person and one half-time secretary;
- o Travel and per diem for one circuit trip per year to major cookstove sites within the region.
- o Travel and per diem for attending a meeting of the FWD Board, and for attendance at one or more workshops, meetings for collaborative tasks, or other activities

- o Postage, telephone, and telex. Miscellaneous office supplies and printing.

It is estimated that the annual maximum networking budget for each regional center will average \$30,000.

### 5.3 Annual Abstracts of Cookstove Literature

There is currently considerable information being generated about improved cookstoves in developing countries. Much of this is widely distributed, especially when it is in English and produced in Europe or North America. Other excellent materials, however, are virtually unknown to a large part of the cookstove community.

**PURPOSE:** To promote among interested people and institutions an increased awareness of, and improved access to, printed and nonprinted information about efficient cookstoves, in order to promote widespread adoption of successful procedures, stimulate new ideas, and discourage unnecessary duplication of effort.

**DESCRIPTION:** A complete, cross-referenced list of cookstove materials will be compiled and published annually. It will include books, articles, films, and other materials, each with full citation, short abstract, and source information. Publication will initially be in English, but may be broadened to include French and Spanish editions if demand warrants it.

**IMPLEMENTATION:** Preparation of the annual publication will be a function of the designated central repository for cookstove information. This agency will encourage all institutions, projects, and programs with materials to be listed to routinely forward copies, preferably including abstracts. The implementing agency will be responsible for arranging translations of non-English materials and for preparing abstracts when these are not supplied. It will also seek to collaborate with other networking services, such as RERIC.

There are at least two possible candidates for the abstract-publishing service: Socially Appropriate Technology Information Service (SATIS) and Tata Energy Documentation and Information Service. Both of these institutions are experienced in documentation work and publishing bibliographies and abstracts.

Selection of the implementing agency will be made by the FWD Board following a review of proposals from candidate organizations.

**ESTIMATED ANNUAL BUDGET:**

Abstract preparation	\$ 4,000
Typing, editing, translating	\$10,000
Postage, telex, photocopying	\$ 500
Printing, mailing (1,000 copies)	\$ 4,500
Indirect costs and miscellaneous	\$ 1,000
	-----
<b>TOTAL ANNUAL COST:</b>	<b>\$20,000</b>

**5.4 Peer Review of Reported Research**

In any technical discipline it is standard practice for printed studies to be reviewed by an *ad hoc* panel of impartial peers. These people alert the author to possible problems in clarity, interpretation of data, and conclusions. Unfortunately, because so many cookstove studies are never published in standard journals, they have usually not been subject to this kind of peer review.

**PURPOSE:** To help improve the quality, reliability, and usefulness of printed cookstove research through a formal system of peer review.

**DESCRIPTION:** The network facilitator will prepare a roster of voluntary reviewers, indicating areas of specialty and language capabilities. The list will include cookstove experts as well as people normally outside the cookstove community with relevant expertise (e.g. sociology, economics, marketing). Reviewers may be called upon by regional centers for papers originating in their areas, and by the facilitator for papers from North America and Europe.

**IMPLEMENTATION:** A group of technical specialists in various disciplines who are willing to review papers or books will be assembled by the network facilitator. When a paper or book is reviewed prior to publication, a request will be made by the author or publisher working through either the appropriate regional center or directly to the network facilitator. Appropriate technical specialists will be selected by the facilitator to review the document. Comments from reviewers will be sent to the author. If the paper is modified as necessary, acknowledgement can be made of the networks' approval in the published version.

In the case of an unreviewed paper already widely distributed, a review may be requested by any network participant through the proper regional center or the network facilitator. The comments should be published in appropriate cookstove newsletters along with any response from the author.

**ESTIMATED BUDGET:** None. Reviewers are voluntary; mailing and other costs are covered in the normal operating budgets of regional centers and the facilitator.

## **5.5 Focussed Seminars and Workshops**

Past experience has shown that seminars and workshops are most useful when convened for narrowly defined purposes, such as the development of standardized testing procedures. This practice should be encouraged.

**PURPOSE AND DESCRIPTION:** To bring together a small number of selected specialists in particular aspects of stove development to share their common experience, define research needs, set an agenda on collaborative work, and develop conclusions. Every such meeting will result in the preparation of a written report or manual to be published and made available to network participants.

**IMPLEMENTATION:** Workshop or seminar may be proposed by anyone to the facilitator, who then forwards it with his comments to the FWD Board for their review. The facilitator will advise the proposing agency about the Board's views of the need and demand for a particular seminar and the network participants with the most expertise on a particular subject. The facilitator will assist the agency to plan and implement the seminar or workshop. The facilitator will pay particular attention to determining how the results of the workshop can be translated into action (including collaborative tasks among network participants) and how these actions will be evaluated for their potential impact on worldwide stove activities. Results of the workshop, follow up actions, and an evaluation of their impact would then be made available to network participants through newsletters, regional centers, and informal contacts.

Possible topics are listed in the table on the next page. A funding proposal for each workshop, normally prepared by the initiating agency, will include a justification of need, a list of proposed participants and criteria for their selection, a detailed agenda, description of output, organizational arrangements, and a timeframe.

**PROJECT SCHEDULE:** Two to three focussed seminars per year are anticipated. The following table is presented only as a suggested model to be reviewed and modified by the FWD Board and others during the preparation of a definitive proposal for the network.

SCHEDULE	TOPIC	POSSIBLE ORGANIZER
<u>First Year</u>	Field monitoring of cookstove performance.	WSG
	Resource assessment for massive dissemination.	ITDG
<u>Second Year</u>	Developing an effective training program.	KENGO
	Methods for mass production and marketing of metal cookstoves.	VITA/KENGO
	Cookstove dissemination by rural extension networks.	CEMAT/KENGO
<u>Third Year</u>	Manufacturing methods for portable clay stoves.	GTZ
	Review of third-year evaluation, development of new network agenda.	FWD BOARD
	Methods for monitoring commercial dissemination.	---
	Health impact of emissions from cookstoves	---

ESTIMATED BUDGET. For each participant, \$2000 travel, \$500/week per diem; preparation and distribution of report/manual, \$5000; Total: \$30,000 per workshop.

## 5.6 Directory of Active Stove Projects

An essential tool for collaboration is a directory which enables cookstove practitioners to identify and contact each other for specific information and support. Thus a priority of the cookstove network is to gather, maintain, and regularly publish information about the activities of people and institutions involved in the promotion of improved cookstoves.

### PURPOSES:

- o To enable any person or agency to identify and contact others in the field who are doing particular types of cookstove work. This is often the first step in sharing information, planning special seminars or training programs, or organizing joint projects;

- o To enable funding agencies to identify needs and avoid unnecessary duplication of effort.

In addition, while not a designed purpose, a natural consequence of a project directory will be to stimulate meaningful activity and progress among institutions wishing to be perceived as being active in the field.

DESCRIPTION: The cookstove project directory must be concise and compact for low printing and distribution costs. Its information must be clear, accurate, up-to-date, and independently verifiable, including only those programs that are currently active. Blank forms will be inserted in the Directory to encourage users to submit corrected or updated information. The format will be designed to accommodate users in English, Spanish, and French. Information on each project will include: address/phone/telex, contact persons, collaborating organizations, brief description of project purpose and implementation, level of annual budget, recent publications, and major accomplishments during the past year. A cross-index will identify projects active in training, evaluation, publication, design/testing, manufacturing, marketing, funding, and so forth.

An appendix to the directory will be a list of people with expertise to share, either freely or in a consultant capacity. Each entry will include a brief summary of relevant experience, working languages, a cross-reference to listed projects, conditions of assistance, and contact information.

IMPLEMENTATION: Producing a cookstove program directory will require close collaboration among a number of independent people and organizations. The actual collection and sorting of data will be done regionally by institutions that are best able to verify the accuracy of information submitted. These collaborating agencies will make the initial contacts with known stove programs and personnel using standard forms commonly agreed upon. They will be responsible for the timely collection, updating, and forwarding of information to a central agency.

The "central agency" will be the Tata Energy Documentation and Information Center in Bombay, India. Tata will assemble all the information in an easily revisable form (probably by computer indexing), then print and distribute the information as a compact directory.

Regional collaborating agencies will include the following:

<u>Organization</u>	<u>Region</u>
KENGO	East Africa
CILSS (or Bois de Feu)	West Africa
CEMAT	Central/South America, Caribbean
Tata	Asia and the Pacific
ITDG	Europe and North America

## PROJECT SCHEDULE:

Months 1-3: Tata designs the standard forms and procedures based on input from all collaborating regional organizations and other sources. The forms are printed and distributed to the regional groups.

Months 4-9: Initial contacts are made by regional organizations to cookstove programs in their areas. These may be followed shortly by a second mailing to those failing to respond. Announcements of the Directory Project and requests for project information are published in cookstove newsletters. Responses are received and compiled by regional organizations, then forwarded to Tata.

Months 10-12: Information is translated, processed, published, and distributed in three separate editions: English, French, and Spanish.

Years 2-5: Project information is continually revised under the initiative of each regional organization. Suggestions for improvement are sought and considered by Tata in collaboration with all interested network participants, including project sponsors. Every effort is made to maintain an annual publication schedule for revised editions.

**ESTIMATED BUDGET (3 YEARS)**: For collection and assembly of information, publication and distribution of three annual editions (1000 copies of each), including all direct and indirect costs: \$45,000

### 5.7 Cookstove Newsletters

A regularly published and widely distributed newsletter is an effective tool for linking projects with common objectives. It provides timely and useful information, and may also serve as a forum for regional stove issues and a mouthpiece for field-based operations.

**PURPOSE**: The purpose of a newsletter is to inform and stimulate its readership. Cookstove newsletters should provide information on such topics as:

- o Announcements of meetings, workshops, new publications;
- o Ideas on new procedures and designs;
- o Instructions for obtaining information too lengthy to include;
- o Communications from projects expressing particular questions or needs.

**DESCRIPTION:** At least three regularly published, existing cook-stove newsletters warrant new or continued support: one each in French, English, and Spanish.

Bois de Feu Informations is published by the Association Bois de Feu, 28 Blvd. de la Republique, 13100 Aix-en-Provence, France. It appears quarterly with 2,000 copies per issue. Included are articles from ITDG, VITA, GATE, Approvecho, and other sources, which are all translated into French.

Boiling Point is produced three times a year by the Stove Project of the Intermediate Technology Development Group, Applied Research Section, Shinfield Road, Reading, UK, RG2 9BE. Useful articles in English are solicited from the general readership.

RED is a trimestral newsletter in Spanish and English published by the Centro de Estudios Mesoamericano sobre Tecnologia Aplicada (CEMAT), Apartado Postal 1160, Guatemala, Guatemala, C.A. Although it covers many different technologies, the publisher has proposed two special editions per year devoted exclusively to cookstoves. The Spanish edition currently circulates approximately 1,200 copies.

**IMPLEMENTATION:** Beyond the continuation of their excellent work to date, the editors of these newsletters need to place greater emphasis on collaboration. There is much material to be shared, and because of language differences there is no need to fear redundancy. Editors of the newsletters listed above have already agreed informally to printing regularly a translation of the contents of each other's most recent publication. Beyond this, there may be key articles from each other's newsletters which can be translated and either summarized or printed in full at the discretion of their editorial boards.

**ESTIMATED ANNUAL BUDGET:**

<b>Newsletter</b>	<b>Issues per Year</b>	<b>Estimated Annual Cost</b>
Boiling Point	3	\$ 14,000
Bois de Feu Informations	4	\$ 19,000
RED	2	\$ 8,000

**5.8 Professional Exchange of Personnel**

**PURPOSE:** To enable the transfer of knowledge from one program to another when it can be most effectively done through on-site visits by key personnel.

**DESCRIPTION:** On-site visits can be a very effective means to promote the rapid spread of successful practices, knowledge and motivation between project personnel. One or more people may choose to visit a particular project either to teach others or to learn from them. One example could be a potter who spends a week with others so they may learn from him artisanal methods for producing clay stoves; or a person responsible for training who visits a highly successful training program to learn new techniques.

**IMPLEMENTATION:** Any program that supports on-site visits can be administered like a small grants project. In this case, a donor will contract with FWD to manage the project, and the network facilitator will serve as administrator.

Any participating network organization can propose an on-site visit to the facilitator who is administering the budget for the exchange of personnel. Normally only one or two people would travel to the host site for a visit lasting no more than ten days. A detailed, formal written proposal is prepared which describes the purpose of the visit, specific benefits to be gained, personnel involved, a workplan, and a suggested budget. The proposal is received by the network facilitator, who evaluates it according to the following specific criteria:

1. Estimated benefits of the visit must outweigh the estimated cost in personnel time spent away from the home project.
2. The visit must be practical. There should be strong reasons to believe that the knowledge gained can be adapted to the home situation; there should be arrangements made to overcome any language barrier; etc.
3. The estimated benefits should be such that they cannot be reasonably obtained through any less expensive or time-consuming means.
4. The proposal is certified to be acceptable to all participating institutions.
5. The budget provides for reasonable expenses only, as described below.

If the proposal is acceptable to the facilitator it will be presented to a representative of the donor agency for approval before funds are released. If the proposal is unacceptable, the facilitator may offer to work out any difficulties with the institutions involved. FWD normally would become involved only in unusual instances at the request of the facilitator or the agencies involved.

Following the visit, a follow-up report and evaluation is prepared by the institution(s) receiving greatest potential benefit

from the visit (which would be that group to which knowledge was transferred). One copy of the report will be sent to the institution designated as the repository of cookstove information (See Section 5.3), with a second copy to the project donor.

**ESTIMATED BUDGET:** Estimated costs per visit range from \$1000 to \$5000, depending on the distance travelled and the number of people involved. Each project budget covers actual travel and hotel expenses, a reasonable food allowance, plus miscellaneous visa, immunization, and insurance fees. The overall project proposal should anticipate five visits in the first year, and ten each in the second and third years, at an average of \$4,000 per trip.

### **5.9 Dissemination Surveys**

Although much has been written about improved cookstove programs in the past few years, relatively little attention has been focussed on the potential for dissemination through private marketing initiatives. This has particular significance for urban regions, and may be applicable in certain rural settings as well.

**PURPOSE AND DESCRIPTION:** To investigate selected instances where commercial production and dissemination of stoves has been attempted, and to report on the specific results, including an analysis of implementing strengths and weaknesses. Publication of such a study can help guide the design of future cookstove projects aimed at the private sector.

**IMPLEMENTATION:** Five countries have been tentatively selected (Kenya, India, Guatemala, Indonesia, and the Gambia) where dissemination surveys will be undertaken. Stove programs in these countries have developed different types of stoves and use different dissemination strategies. A stove program in a french speaking country will also be selected for study by the Executive Board of FWD.

Cooperation of stove projects in each of these countries will be obtained. An advisory committee of business and marketing professionals will be established to oversee the dissemination surveys. In-depth investigations will be initiated in each country, using a standard methodology developed for this purpose. Information on each project will be gathered during site visits by marketing professionals and stove technicians, who will be assisted by appropriate local professional staff and institutions.

The structure and characteristics of local marketing mechanisms will be carefully analyzed, both users and non-users of the stoves will be interviewed to determine consumer preferences, and operations of local producers and retailers will be assessed to determine costs of production, and constraints limiting production and marketing. Results of the study will be carefully analyzed using standard scientific methods.

Particular attention will be placed on development of mechanisms to improve and expand stove production and marketing in each country studied, including: recommendations for improved stove promotion programs, opportunities for involvement of additional private sector partners (including possibilities for joint ventures), and ways to increase the involvement of appropriate local and governmental institutions.

The results of the dissemination surveys will be reported and discussed at a dissemination workshop sponsored by the network. Participation of marketing experts outside the traditional stove community and donors is considered essential to the success of this workshop. The focus of the workshop will be on assessment of the marketing strategies used in each of the five countries and the applicability of these strategies to stove dissemination projects in other countries. The output of the workshop will be an action plan for collaboration among network participants to follow up the recommendations of the workshop to improve stove production and marketing in the five countries studied, as well as in other countries.

A proposal that includes this activity is currently being prepared by FWD.

Estimated Budget: \$25,000 Per Country.

### **5.10 Support to Commercialization Efforts**

**PURPOSE AND DESCRIPTION:** To investigate in selected countries the potential for the commercial production and large-scale dissemination of stoves. A number of fuel-efficient stove designs have been developed in certain countries that experience has shown may be appropriate in nearby areas. Local institutions and businesses interested in commercial stove production will be identified, market surveys conducted, and assistance provided to enable stove businesses to initiate operations.

This effort will be coordinated with, and take advantage of, the dissemination surveys described in Section 5.9. Investigations will be closely coordinated with appropriate regional centers.

**IMPLEMENTATION:** Existing, fuel-efficient stove designs capable of being mass produced have been developed in a number of countries: Burkina Faso, Kenya, the Gambia, Guinea, Somalia, Botswana, and Thailand, among others. Large-scale, commercial production of these stove designs may be appropriate in other nearby countries. This has already occurred in Guinea where stove designs from Botswana and Burkina Faso were combined to develop an efficient stove for a new program in Guinea.

Three interrelated tasks will be undertaken to support the large-scale commercialization of existing stove designs: investigation

of the potential for utilization of existing stove designs in specific countries; improvement of mass production processes for specific stove designs; and provision of assistance to indigenous institutions and business to develop appropriate projects to initiate stove production and marketing. An advisory committee of business and marketing professionals, stove designers, and other technicians will be established to guide implementation of this effort.

Countries to be investigated will be determined in conjunction with the Executive Board of FWD, but are projected to include: Sahelian countries (e.g. Senegal, Niger), Bangladesh, Philippines, and Haiti, among others. Selection criteria for countries to be targeted under this effort will include: applicability of existing stove designs to consumer preferences, private sector interest in stove production and marketing, particularly joint ventures; size of the local market; and existence of local and governmental institutions supportive of stove production and marketing. Initial, three week investigations of the selected countries will be undertaken by marketing professionals and stove technicians, assisted by local professional staff. Based on their assessment, specific businesses or institutions will be targeted for further assistance.

Short-term assistance will be provided to these indigenous institutions and businesses to develop stove production and marketing projects. This will include: development or improvement of mass production methods to lower production costs; training in production of the stove, development of marketing strategies, and soliciting project financing.

Significant opportunities exist for collaboration with network participants, including regional centers, in this effort. This effort will be coordinated with the dissemination surveys described in Section 5.9.

VITA is currently preparing a detailed proposal that describes this effort.

Estimated Budget: \$50,000 for initial assessment, \$25,000 per country for short-term assistance.

## **6. WORKPLAN**

### **6.1 Development and Review of Funding Proposal**

It is envisaged that the two leading donors, DGIS and USAID, will submit this proposal to other donors, requesting that they indicate specific components they might fund over the next three years.

On the basis of responses received, DGIS and USAID will request the Foundation for Woodstove Dissemination (FWD) to coordinate the preparation of proposals for the various activities outlined in Section 5.

FWD will circulate the package of proposals to all donors for comments and commitments. Donor representatives will meet with the FWD Board to coordinate commitments and agree on initial network activities.

Proposed timetable (1985):

August	Proposal and covering letter are sent to donors.
September	Indications are received from donors; FWD solicits and prepares detailed proposals; FWD invites applications from prospective candidates for facilitator, also from organizations interested in the repository/abstracting role.
November	FWD proposals to donors; Donors meet with FWD Executive Board.
December	Donor commitments; FWD Board selects facilitator, repository/abstracting organization.
January/March, 1986	Facilitator and network begin operations.

## 6.2 First Year (1986)

The first year of network operations will focus on initiating new projects and procedures.

Network participants will:

- o supply basic project information to their designated regional centers;
- o receive copies of the annual directory;
- o receive reports from at least two network seminars (field monitoring and resource assessment);
- o submit results of studies for peer review; also, propose focussed seminars or workshops to be sponsored as a network activity.

Regional centers will:

- o receive network operating funds from donor agencies;

- o develop and maintain contacts with projects in their areas, introducing the network concept and encouraging their active participation, and requesting basic project information for the annual directory;
- o review and organize project information, then forward it to the Tata Energy Documentation and Information Center for translation and publishing;
- o assist in identifying prospective reviewers for reported research from their areas;
- o invite proposals from projects in their area for participation in the professional exchange program;
- o meet together at least once to plan collaborative work for the coming year.

In other network activities:

- o the facilitator will be installed and begin his work as described in Section 4.4;
- o three cookstove newsletters will publish a combined total of nine issues in English, Spanish, and French;
- o the designated cookstove repository will develop a complete file of new materials related to cookstoves and will prepare abstracts for each to be published and made available before the end of the year.
- o the Tata Energy Documentation and Information Center will compile information on cookstove projects worldwide, then publish and distribute copies in three languages before the end of the year.
- o at least two focussed seminars or workshops will be held as described in Section 5.5.
- o a peer review system for cookstove literature will be instituted as described in Section 5.4.

### 6.3 Second Year (1987)

Most of the activities from the first year will be continued into the second. In addition,

- o collaborative tasks planned during the first year will be implemented.
- o the number of special seminars or workshops will be increased, resulting in three new publications available to network participants (Section 5.5);

- o the professional exchange program will be expanded (Section 5.8);
- o new proposals will be made for special seminars and workshops in 1988.

#### **6.4 Third Year (1988)**

Early in the third year a thorough evaluation of the network will be conducted by a team assembled by the leading donors. The facilitator will take responsibility for initiating the selection of evaluators and assisting in every step of the evaluation process. The final evaluation report will be circulated among all network participants. A special workshop will be organized by FWD to review recommendations of the evaluating team, act on any suggested changes in network structure or operation, and prepare an agenda for the coming three years.

During the latter part of third year the network will begin to implement the changes recommended following the evaluation. Other activities will continue as planned.

A series of new proposals may be developed for continuing network operations beyond the third year. These would be coordinated by FWD in consultation with interested donor agencies.

### **7. FUNDING**

#### **7.1 Period of Funding**

Effective networking, as described in this document, is a lengthy process. It requires a long-term commitment from each active participant, and just as importantly, a long-term commitment from every financial supporter. Funding for only one or two years would simply be inadequate to produce significant results. Three years is barely sufficient time to see what networking can do; five years is more reasonable.

Certain funding agencies, by their very nature, are unable to commit funds for more than one or two years in advance. However, those willing to support the cookstove network should be prepared to express serious intent to provide funds for at least three years.

#### **7.2 Impact of Network Funding on other Stove Projects**

There are currently a great many diverse projects designed to promote the use of efficient cookstoves. It is an understandable fear among project managers that funds diverted for cookstove

networking may hurt these other essential operations and reduce their impact. However, this should not happen. With networking, the intent is to help improve the cost-effectiveness of cookstove projects and substantially increase their impact.

### 7.3 General Funding Mechanism

On the basis of this document, interested funding agencies will identify those components and activities of the network they would be willing to support. Actual negotiation of grants or contracts would not normally occur until after the preparation of a detailed package of proposals coordinated by FWD. From that point on, donors would coordinate among themselves to provide funds directly to particular implementing agencies. All participating donors will share in the cost of maintaining the facilitator.

If, within the first three years, it becomes necessary for any donor to discontinue its support to the cookstove network, other donors should be notified and given the opportunity to fill the vacancy.

#### 7.4 Indications of Maximum Budget

ACTIVITY	1986	1987	1988	TOTALS
Regional centers	120,000	150,000	180,000	450,000
Annual abstracts	20,000	20,000	20,000	60,000
Peer review	-----	-----	-----	-----
Workshops, seminars	60,000	90,000	120,000	270,000
Directory of projects	15,000	15,000	15,000	45,000
Newsletters:				
Bois de Feu (4 issues)	19,000	19,000	19,000	57,000
Boiling Point (3 issues)	14,000	14,000	14,000	42,000
RED (CEMAT) (2 issues)	8,000	8,000	8,000	24,000
Professional visits	20,000	40,000	40,000	100,000
Dissemination Surveys	75,000	50,000		125,000
Commercialization Efforts	50,000	50,000	50,000	150,000
Network facilitator	60,000	60,000	60,000	180,000
Interim evaluation			30,000	30,000

**APPENDIX A**  
**Invitation Letter with Annex**

# MINISTRY OF FOREIGN AFFAIRS

PLEIN 23 - THE HAGUE - TEL. 61 49 41

Directorate-General, International Cooperation

NGO and Educational and Research  
Programmes Department. \*)

Date: October 16, 1984

Ref.: DPO/OT-280265/B

Subject: Invitation for an informal woodstove  
coordination and network meeting

From September 17 - 18 a second informal meeting of energy research donors took place in Ottawa, hosted by the International Development Research Centre (IDRC). Participating were representatives from IDRC, CIDA, USAID, GATE /GTZ, UNU, World Bank, UNDP, UNDTCD, SAREC, ROSTID., Italy, Japan, France and the Netherlands.

Amongst others strong support for research networks was expressed as a means of improving the quality and impact of research funded by the respective donor agencies. The broad objectives of the networks would be to bring together the diverse efforts on specific energy sources into a set of **coordinated network** tasks to be supported by bilateral and multilateral donors, and carried out by institutions in developing countries. Networks would thus support national programmes in developing countries but encompass different schools of thought on design and dissemination and would not imply a monolithic plan of interference into national programming. The main principles of networks as discussed by the meeting are presented in annex I.

As a first step the IDRC meeting requested representatives of specific donor agencies present, to step forward as facilitators for organizing and strengthening of networks. In the area of woodstoves the representatives of USAID and the Netherlands Government agreed thereupon to consult with other donor agencies and executing institutions in this area so as to define what specific action could be taken.

With the above in mind, I have the pleasure to request a representative of your organization to attend a two day

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\*) Address: Muzenstraat 30, 2511 VW The Hague, Tel. 073-624611, Postal address: Casuariestraat 16, 2511 VB The Hague, Teleg. address: Celer, The Hague

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Ref.: DPO/OT - 280265/B

Date: October 16, 1984

Page: 2

informal meeting of organizations active in the field of woodstove research and dissemination. The meeting would build upon the outcome of previous meetings such as those held in Arlington, Leuven, Rome and Wolfheze.

The meeting would provide the basis for the preparation of a report to be presented to prospective donors, international organizations, groups and experts known to be working in this area. The report would be prepared by a joint consultants team to be financed by USAID and the Netherlands Government. Before being submitted to a forum of prospective donor agencies, the various report proposals would be discussed with relevant parties in developing countries as well as with participants of the meeting and any other interested parties.

The consultants will prepare an initial draft report no later than the end of November. Based on the received comments of the above mentioned parties the consultants will prepare a revised report by February 15, 1985, to be presented to prospective donors with the request to express their willingness to finance specific components. Donors would be requested to react thereupon within three months.

Tasks of this informal meeting for which you are herewith invited. will be to develop a first outline for a multi year international workplan for woodstove technology assessment, research and development, dissemination and marketing. This effort should set forth activities such as:

- a. a thorough objective technical economic and market assessment of existing woodstove designs.
- b. steps for further technical development of woodstoves taking into account point a. above.
- c. guidance to implementing organizations on woodstove field project design implementation, reporting, evaluation and monitoring.
- d. dissemination and marketing strategies of viable woodstove designs.
- e. a management / coordination plan building upon existing infrastructures, meaning that a centralized budget and controlling secretariat are not envisaged.

Each of the plans asked for in a to d. should set forth specific tasks, milestones, estimated costs (in manpower

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Ref.: DPO/OT- 280265/B

Date: October 16, 1984

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and financial terms) and should identify possible institutions to carry out such tasks in a collaborative network relationship.

As I briefly indicated during our recent telephone conversation, the informal meeting preceding the work of the consultants will be held on November 5 and 6, at the premises of Consultants for Management for Development Programmes (CDP) in Utrecht. Their address is Achter Clarenburg 25, telephone (0)30-313865 and the contact person is Mrs. Linse. Upon your confirmation to Mrs. Linse of CDP we will book hotel accommodation for you. The daily rate is approximately Dfl. 100 (equivalent to US\$ 30).

Looking forward to meet you in November, I remain,

Yours Sincerely,

THE MINISTER FOR DEVELOPMENT COOPERATION  
For the Minister  
Head Section for Research and  
Appropriate Technology  
for him

(J.A. Boer)

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# MINISTRY OF FOREIGN AFFAIRS

## Annex I

### Guiding Principles for network activities in energy research as discussed by the second donor energy research meeting in Ottawa September 17 - 18 1984.

As an overriding principle it was agreed that network activities should be based in developing countries, but it was agreed that donor agencies should be instrumental in their creation.

The meeting furthermore agreed on the following guiding principles for coordination and networking activities:

- a. Network and coordination activities must be based on programmes at the national level in developing countries.
- b. Developing countries participants should be the main actors
- c. Networks should serve to strengthen national research programmes in developing countries
- d. Networks should advance the state-of-the-art.
- e. Networks should have the potential for significant influence on national policy and programmes
- f. Networks should build on existing structures, wherever possible.

The above should be considered in the context of

- an end use orientation for research network activities
- strengthening institutional capacity; and
- continuity of funding over a sufficiently long time to accomplish research objectives.

At a general level, it was agreed that increased coordination eventually leading to network should progress through five types of activity.

- a. the development of common methodologies for socio-economic analysis, testing, evaluation and monitoring, which would actively encourage researchers to gather, share and meaningfully compare information.
- b. the establishment and execution of programmes of monitoring and mechanisms for the sharing of the information collected
- c. where applicable, the creation of standards of product manufacture and performance through product testing, certification for quality control, and standardisation of performance standards.
- d. provision of mechanisms for the definition of programme objectives and the funds necessary for implementation: and,

MINISTRY OF FOREIGN AFFAIRS

- e. collaboration to produce and execute a common programme of research (prototype development, analysis, evaluation).

**APPENDIX B**

**Covering Letter First Draft**

# MINISTRY OF FOREIGN AFFAIRS

PLEIN 23 - THE HAGUE - TEL. 61 49 41

Directorate-General, International Cooperation

NGO and Educational and Research  
Programmes Department.\*)

Date: November 16, 1984

Ref.: DPO/OT-280265/B

Subject: Coordination and networking on  
woodstoves

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On behalf of the Minister for Development Cooperation and USAID I invite your consideration of the enclosed document entitled: "Proposal for an International Network on Biomass-fueled Stoves". This is a plan for the organized sharing of information and experience mostly among programs in the developing countries working on efficient wood or charcoal burning stoves. It is our hope that you will find the opportunity to reflect on this paper and to assist us with your specific suggestions and comments.

The idea for this type of network was raised in an informal meeting of energy research donors on September 17-18 in Ottawa. Participating were representatives from IDRC, CIDA, USAID, GATE/GTZ UNU, World Bank, UNDP, UNDTCD, SAREC, BOSTID, Italy, Japan, France and the Netherlands.

At this meeting strong support was expressed for the concept of a network as a means of improving the quality and impact of funded research. The broad objectives would be to bring together the diverse efforts of specific energy programs into a set of coordinated network in functions to be supported by bilateral and multilateral donors, and carried out in as much as possible by institutions in developing countries. The network would thus support national programs in these countries, even while possibly encompassing different schools of thought on design and dissemination. It would explicitly not suggest any monolithic plan of interference into national programming.

As a first step at the Ottawa meeting, representatives of donor agencies were asked to facilitate the organizing of specific networks. In the area of woodstoves, representatives of USAID and the Netherlands Government agreed to consult with organizations involved in woodstove development to define

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\*) Address: Muzenstraat 10, 2511 VW The Hague, Tel. 070-624611, Postal address: Casuariestraat 16, 2511 VB The Hague, Telegr. address: Celer, The Hague



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what action should be taken. The result was a two-day meeting held November 5 -6 in Utrecht, the Netherlands, to discuss possible objectives and structures of a stove network. Two of the twelve participants, serving as consultants for USAID, and the Netherlands Government respectively, then remained in Utrecht to prepare the document before you.

The selection of virtually all meeting participants from developed countries was done for reasons of expediency and keeping up the momentum with the intent that potential network participants would be included in the more detailed planning and consultation stages. Our immediate objective during the meeting was to put some ideas on paper which could then be presented for careful deliberation by most senior members of the international cookstove community to be followed by a secondround of a thereupon redrafted proposal.

Essentially, what is proposed is a strongly decentralized network organized around specific issues or "tasks", such as "needs' assessment" or "field testing" etc. Such information as project descriptions, methods and research results would be provided by network participants and compiled by a coordinating institution elected for each particular task. A small network secretariat would be established for the purpose of maintaining momentum and continuity, tracking various activities within the network and assisting generally in the flow of information, while the network is designed to be self-regulating, a representative Board is proposed to oversee network operation and to resolve any difficulties.

In sending you this document we are requesting your personal reaction, and not yet necessarily an official response from your organization. A later draft building on the present consultation will be circulated officially to the organizations involved. Some specific issues for you to consider include the following:

- Are the network objectives clear and reasonable? Do they address important needs in the field of biomass-fueled stoves?
- Are the proposed criteria realistic for network participants coordinators, and for the secretariat home institution?
- Is the list of tasks complete as outlined in Section 6? Can you suggest any way these should be modified?

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- Are the coordinator responsibilities satisfactory as proposed?
- What organizations you are aware of should receive the proposal in a second round of comments and a request to participate?

It would also be helpful if you would consider the possible roles of your own institution in any of the activities, both as coordinator for one or more "tasks", and as possible institutional home of the network secretariat.

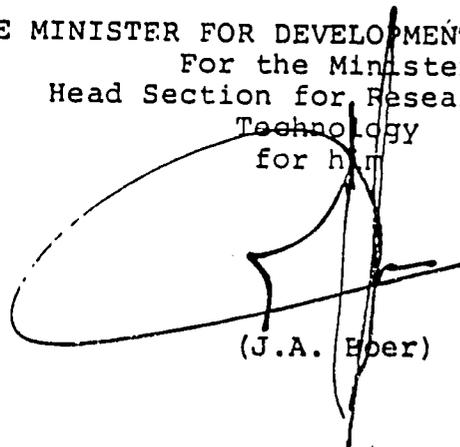
In view of the proposed time schedule (annex D of the proposal) I would appreciate to receive your response no later than December 20 at the following address:

Ministry of Foreign Affairs  
Section for Research and Appropriate Technology  
P.O. Box 20061  
2500 EB THE HAGUE  
The Netherlands

Thank you very much for your assistance.

Yours Sincerely,

THE MINISTER FOR DEVELOPMENT COOPERATION  
For the Minister  
Head Section for Research and  
Technology  
for h.m.



(J.A. Eber)

**APPENDIX C**  
**Covering Letter Second Draft**

MINISTRY OF FOREIGN AFFAIRS  
P.O. Box 20061, 2500 EB THE HAGUE  
THE HAGUE

Covering letter second draft

Ref:  
DPO/OT-40972/B

Telephone number:  
070-484380

Date:  
February 19, 1985

Subject:  
Biomass Fuelled Stoves  
Network

Department:  
NGO, and Educational and  
Research Programmes Department

On behalf of the Netherlands Minister for Development Cooperation and the United States Agency for International Development, and following the preparation of a second draft of the document entitled: "Proposal for an International Network on Biomass Fuelled Stoves" (enclosed), I invite your participation in an informal meeting in Amersfoort, March 21 and 22, 1985 to formulate specific recommendations for the final version of this proposal.

As discussed in the November 1984 meeting in Utrecht when ideas for the initial draft were formulated, the participants of this final meeting will include leaders in development activities from Third World countries. Our aim will be to achieve a consensus on key points in the document leading to a strong, fundable proposal in anticipation of a formal request to donor agencies for multilateral financial support.

The following agenda is proposed:

1. Review of main points in the second draft
2. Presentation and discussion of comments from participants
3. Organisation of remaining issues into specific recommendations for the final proposal, including:
  - network organisation: national coordination, regional centers, secretariat
  - network operation: funding structure, specific targets and outcomes.
  - five year work plan.

Agreements reached at this meeting will be incorporated immediately afterwards into a formal document to be presented to prospective donor agencies and national governments by April 15. We will be requesting a June 15 deadline for expression of intent on the part of these agencies

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THE HAGUE

Ref.  
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Date:  
February 19, 1985

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Advance comments on the enclosed draft and proposed agenda will be greatly appreciated to facilitate the organizing of discussions. Your suggestions of institutions to receive the final document will also be welcome.

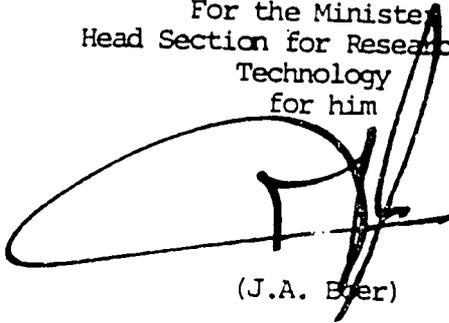
The meeting will be held on the premises of "Onze Lieve Vrouwe Ter Eem" in Amersfoort (see attached map). The meeting will be coordinated by DHV Consulting Engineers, P.O. Box 85, 3800 AB Amersfoort, telex 79348 dhv Amersfoort, telephone 33/682484 or 689111 and the contactperson is Mrs. Cobi van Olst. Upon confirmation she will book accomodation for you at "Onze Lieve Vrouwe Ter Eem". The daily rate is approximately Dfl. 80 (equivalent to US\$ 25). Travel and accomodation or a partial contribution will be paid upon request for participants from developing countries. Please telex your response to DHV Consulting Engineers before March 5, 1985.

Looking forward to meet you in March, I remain,

Yours Sincerely,

THE MINISTER FOR DEVELOPMENT COOPERATION

For the Minister  
Head Section for Research and  
Technology  
for him



(J.A. Boer)

Encl: Second draft of Proposal for an International Network on Biomass  
Fuelled Stoves  
List of Invited Participants  
Map of Amersfoort

**APPENDIX D**

**Covering Letter Third Draft**

Ministry of Foreign Affairs

P.O. Box 20061

The Hague

The Netherlands

Mr. Sam Schweitzer  
Renewable Energy Adviser  
USAID  
Room 508 SA/18  
WASHINGTON D.C. 20523  
U.S.A.

Ref:  
DPO/OT-92954/B

Telephone number:  
070-484380

Date:  
April 26, 1985

Subject:  
Biomass Fuelled Stoves  
Meeting

Department:  
NGO, and Educational and Research  
Programmes Department

On behalf of the Minister for Development Cooperation and USAID, I wish to thank you for your active participation in the recent meeting held in Amersfoort to consider the draft document on cookstove networking.

Despite the broad range of comments on some major issues, general agreement was apparent in at least two important areas. First was the sense that a network already exists, but that activities are inadequately funded and should be strengthened. Second was the clear desire for more effective communication among cookstove practitioners.

From these indications we have redirected our efforts to modifying the draft document so that it now better reflects currently perceived needs. The most important changes are the following:

- The document emphasises that no new network is proposed. Instead, the document aims to work within existing structures as indicated in the new title: "Proposal to Strengthen Networking Activities on Biomass Fueled Cookstoves".
- The term secretariat has been replaced by a "network facilitator", responsible for assuring the smooth flow of information and an advance of conflicting efforts. One of the regional organizations represented in the Board of FWD, such as KENGO, CEMAT is proposed to serve in this capacity.
- The idea of regional centers has been abandoned in favor of less formal "regional focal points". These are organizations which achieve their leadership status through initiatives in conducting collaborative projects. No functions or special administrative budgets are envisaged outside of these specific projects.

# Ministry of Foreign Affairs

The Hague

Ref:  
DPO/OT-92954/B

Date:  
April 26, 1985

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- The emphasis within the network is now on tasks to be carried out under the leadership of different participants in the network. These are summarized in the document on page

This new draft will be the final one. We are requesting your review before it is presented to major funding agencies. It would be very helpful if you could respond with specific comments on the new structure, operation and budget guidelines. If your organization has been proposed for a specific task, please indicate formal acceptance or rejection of this responsibility. On the other hand, if your organization has not been nominated but would still like to be considered, please indicate and let us know the particular strengths your group would bring to the task. In this context we would like to draw your special attention to the annex E which provides the detailed working plan of the FWD as drawn up by the Board at their meeting on March 24 - 29 in Venice.

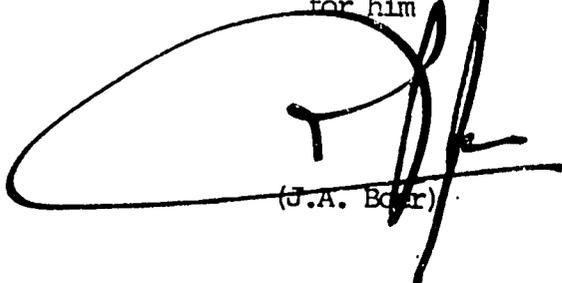
We hope to have all responses received by May 20 next. Please mail them directly to the following address:

Mr. J.A. Boer  
Ministry of Foreign Affairs  
Section for Research and Technology  
P.O. Box 20061  
2500 EB THE HAGUE  
The Netherlands

Thank you very much for your assistance and continued interest.

Yours Sincerely,

THE MINISTER FOR DEVELOPMENT COOPERATION  
For the Minister  
Head Section for Research and  
Technology  
for him



(J.A. Boer)

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**APPENDIX E**

**List of Reviewers, Third Draft**

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List of reviewers, third draft

<u>Name</u>	<u>Organisation</u>
1. A. Aworry	REECA
2. J.F. Belières	Bois de Feu
3. J. Boer	Min. Foreign Affairs, Neth.
4. P. Bromley	UNIDO
5. A. Caceres	CEMAT
6. R. Caceres	OLADE
7. Ms. I. Gattegno	Altersial
8. N. Gopalakrishnan	Tata Energy Documentation and Information Centre
9. L. Herath	SACEP
10. S. Klein	World Bank
11. K. Krishna Prasad	WSG
12. G. de Leppeleire	K.U. Leuven
13. M. de Montalambert	FAO
14. T. Pryor	REDSO/E. Africa
15. G. Schaefer	GTZ
16. S. Schweitzer	USAID
17. Ms. Y. Shanahan	ITDG
18. L. Vergnet	M.R.E.

C-4059/84b5