



CDCm Process for Submission and Review of Ambient Water Quality Monitoring Training Products

Introduction

The World Water Quality Alliance Capacity Development Consortium (CDCm) is dedicated to collecting, developing and delivering the highest-quality training products in ambient water quality monitoring possible. To that end, a central function of the CDCm is to provide **advice and assistance in the review and co-development of training materials**. With our Core Group of CDCm members, we employ a multi-stage review process to assess newly submitted training products, give constructive feedback where needed, and ensure that all products featuring the WWQA and UNEP GEMS/Water CDC endorsement meet the most rigorous standards.

If you are interested in submitting a training product for review, please note the **following guidelines and procedures**.

Submission Guidelines

The CDCm is willing to consider a wide variety of training products but the submissions for review must reflect the full scope of the product.

All submitted products must include an **executive summary** that outlines the product's content, learning objectives, assessments, and details of delivery. In addition, all submissions must include a **reasonable sample** of the product's content, including lectures and lesson plans, assignments and demonstrations, and supporting documentation. Submitting institutions must **grant reviewers access** to any online learning environments used.

Whether a submission comprises a reasonable sample or not will be determined by the CDCm Chair in the initial product screening (below).

Initial Product Screening

Each submission will be screened for basic eligibility and adherence to essential criteria for scope, relevance, quality, and availability, as outlined and articulated in greater depth in our essential criteria document. Initial screening will be done by the CDCm Chair in consultation with CDCm Core Group members as the director sees fit. Submissions that do not meet the essential requirements will not proceed to advanced review by the Core Group. Informal feedback and recommendations will be provided to submitters by the CDCm Chair and/or members of the Core Group at this point. Revised products may be resubmitted at a later date.

Advanced Review by the CDCm Core Group

Products that do meet the essential criteria will be referred to a review panel comprising representatives from a minimum of three members of the CDCm Core Group. CDCm Core Group members are world-leading institutions and feature subject matter experts, practitioners, educators and other stakeholders in ambient water quality monitoring. The CDCm Chair will brief the review panel on the criteria for endorsement and the product's history and current state of development.

The review panel will consider the submitted product based on the criteria in the essential criteria document, and will rate each submitted product on a pass/fail basis for each of the main categories: scope, relevance, quality and availability.

The review panel will meet as a group to discuss their assessments, clarifying any differences of opinion in the assessments and reaching a consensus on the overall suitability of the product. Products that meet the essential criteria, as determined by the review panel, will receive the WWQA CDCm endorsement and may proceed to co-branding and delivery on the CDCm platform. The review panel may provide constructive feedback at this point if individual members of the panel believe it is warranted.

Products that do not meet the essential criteria will not receive the WWQA CDCm endorsement at that time. The review panel will provide written feedback to the CDCm Chair, who will compile this feedback into a report on the product's strengths and weaknesses, including steps for revision and ongoing development.

Ongoing Development

Because the CDCm is dedicated not merely to the assessment of water quality monitoring training products but also to their development, products that do not meet the essential criteria and that do not receive the WWQA CDCm endorsement may yet be developed. The CDCm Chair's report on a product will include recommendations for the further development of the product, and these recommendations may include any or all of the following:

- Further research on the topic
- Collaborative meetings and workshops with the CDCm Chair and/or appropriate CDCm Core Group members to address key weaknesses and exploit key strengths
- Recommendations for partnerships among other WWQA CDCm members, as the Chair and/or panel members believe appropriate

Products that have undergone revision and redevelopment may be resubmitted for review. If this is the case, the product's development history must be included in the submission, to give the CDCm Chair and review panel members greater understanding of the context and development of the product.

Acceptance and Delivery

Products that are deemed to have met the minimum requirements for the WWQA CDCm endorsement may proceed to co-branding and co-delivery. At this point the CDCm Chair will see to the correct completion of any necessary legal documentation, including Memoranda of Understanding (if necessary) and Terms of Use documents (if necessary).

Once the appropriate legal documentation is complete, products may feature the brand logos of the WWQA CDCm and will be made available to potential clients on the CDCm platform, in addition to whatever mode of delivery the product developer has proposed.

This document was last updated 29 August, 2023.