

Report  
on  
Technical Report Writing Workshops for Young  
Engineers

Conducted at  
Kotmale International Training Institute

In collaboration with  
Sri Lanka Water Partnership  
and INWEPF Sri Lanka

held on  
1<sup>st</sup> and 2<sup>nd</sup> March 2022  
&  
23<sup>rd</sup> and 24<sup>th</sup> May 2022

## **Introduction**

The 17<sup>th</sup> INWEPF International Conference was held on 2<sup>nd</sup> and 3<sup>rd</sup> November 2021 at BMICH in which many local and overseas participants shared their experience on paddy cultivation in their respective countries. During the post-review of the conference, the paper reviewers and conference organizers expressed their views over the need for enhancement of skills in conducting practical research and technical paper writing of young professionals in the water sector.

The INWEPF organizing committee recommended the Secretary to the Ministry of Irrigation to organize suitable workshops to train around 50 young professionals on this aspect from water-related institutions. This will be carried out as a pre-planning activity for the proposed national symposium planned to be held in November 2022.

The organizing committee further recommended that the training workshops to be held at Kotmale International Training Institute. Funding may be made available from the INWEPF committee and training funds allocated to KITI, while part-funding be sought from external sources.

## **Planning of training workshops**

Once KITI was instructed to conduct the training session, a training plan was prepared, and it was approved by the INWEPF committee. An estimate was prepared based on the rates approved by the government. Accordingly, the Ministry of Irrigation made a request to Sri Lanka Water Partnership to be a partner in the whole series of training workshops and the symposium to be held in November 2022.

A funding request was sent in December 2021 to SLWP for the first phase program to be held in December. KITI called applications from professionals in Irrigation Department, Agrarian Development Department, Mahaweli Authority and Provincial Irrigation Departments. More than 50 applications were received from which 25 were selected for the first program. However, due to the outbreak of COVID and also lack of water, KITI was closed for two weeks. Hence the program was postponed to 2022.

## **Implementation**

After reviewing the situation, the first training program was held on 1<sup>st</sup> and 2<sup>nd</sup> March for 21 participants selected from the Irrigation Department, Ministry of Irrigation, Mahaweli Authority, Agrarian Development Department, and North Central Province Irrigation Department.

The second program was planned to conduct on the 22<sup>nd</sup> and 23<sup>rd</sup> of April 2022. However, it too had to be postponed due to restrictions imposed on traveling. Finally, the second workshop was conducted on 23<sup>rd</sup> and 24<sup>th</sup> May 2022 for another 21 participants from Irrigation Department, Ministry of Irrigation, Mahaweli Authority, Agrarian Development Department, and KITI.

Following documents related to both programs are attached to this report.

Annex 1- Proposal for the training workshop

Annex 2- Estimate

Annex 3- List of participants of Workshop 1

Annex 4- Evaluation summaries - Workshop 1

Annex 5- Group Photo- Workshop 1

Annex 6 - List of participants of Workshop 2

Annex 7 - Evaluation summaries – Workshop 2

Annex 8- Group Photo-Workshop 2

Annex 9- Other Photos

Annex 10 – Presentations by participants

Annex 11- Presentations by Resource persons

## Annex 1

### Proposal for Technical Writing for Young Water Professionals

No of Days per Programme - 02 Days

Venue - International Training Institute of Irrigation & Water Management Kothmale (KITI-IWM)

Programme Collaboration Institutions -

01. **International Training Institute of Irrigation & Water Management - Kothmale (KITI-IWM)**
02. **Sri Lanka Water Partnership**
03. **INWEPF Sri Lanka Committee**
04. **National Committee of ICID**

### Resource persons

- Prof. S.H.P Parakrama Karunaratne – Senior Professor – University of Peradeniya
- Eng. Nishantha Kamaladasa - former CEO – Distance Learning Center Management Consultant

### Program Objectives

1. Help water professionals in writing technical reports, executive reports, feasibility reports and research papers
2. Create enthusiasm within each participant to write technical and other reports in English medium following international standards.
3. Guide participants in writing above reports
4. Help to change the 'traditional minds' to "innovative, motivational minds" improve to help the organizations to improve productivity and profitability

### Details of the Program

**Target Group** - Engineers, research officers, executive officers of the ministry of irrigation and other irrigation and water sector organizations appended below

Irrigation Department

Mahaweli Authority of Sri Lanka

Water Resources Board

Department of Agrarian Development

Provincial Irrigation Departments (9 Province)

### Agenda

#### Day 1

##### Session 1

- Research paper Writing
- Scientific method
- Induction method

Hypothesis and Theory  
Objectives of research paper  
Abstract, introduction and background  
Structuring a research report

### **Session 02**

#### Other Technical Writing

Objective of other technical papers  
Conceptual frame works and conceptual tools for structured writing  
Structuring a technical report  
Evening session (1 hour – individual exercise)  
Identifying the topic for the paper and structuring

## **Day 2**

### **Session 01**

#### Writing techniques

Content search,  
Content selection,  
Logical flow,  
Writing Styles,

Group exercise -Developing contents for the paper and structuring

### **Session 02**

#### Writing techniques

Sentence and paragraph constructions,  
Passive and active expressions,  
Grammar and spelling  
Selecting words and use of members

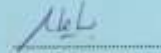
## Annex 02

ESTIMATE FOR CONDUCTING A TECHNICAL WRITING WORKSHOP FOR YOUNG WATER PROFESSIONALS WHO ARE ACTIVELY INVOLVED IN WATER SECTOR					
Course Title		Workshop on Technical Writing			
Organization		Ministry of Irrigation			
Estimate No.		KI/FL/AC/ITP/EST/ - 17 - 2022	Course duration		2 days
Nos. of participants		37 Nos	Date - From 1 <sup>st</sup> to 2 <sup>nd</sup> March 2022		
S.I No.	Units	Description	Qty	Rate in Rs.	Amount Rs
<b>ITEM - 01 - CHARGES FOR RESOURCE PERSONS, TRANSPORTATION AND STATIONERY</b>					
1.1	Days	Charges for Resource persons (2 Nos of Persons)	Sum	60000.00	60,000.00
1.2	Hrs	Transportation of Resource person	Allow	Sum	8,000.00
1.3	Item	For Stationery	Allow	Sum	20,000.00
					<b>88,000.00</b>
<b>ITEM - 02 - MEALS &amp; REFRESHMENTS</b>					
2.1	Nos	Bed tea or Kolakanda (two days for 37 Nos.)	74	40.00	2,960.00
2.2	Nos	Breakfast (two days for 37 Nos.)	74	250.00	18,500.00
2.3	Nos	Morning and evening snack (two days for 37 Nos.)	74	210.00	15,540.00
2.4	Nos	Lunch with dessert (two days for 37 Nos.)	74	350.00	25,900.00
2.5	Nos	Evening Soup(two days for 37 Nos.)	74	50.00	3,700.00
2.6	Nos	Dinner with dessert (two day for 37 Nos.)	74	350.00	25,900.00
2.7	Nos	Drinking water bottles (19l) for dispenses	8	90.00	720.00
2.8	Nos	Drinking water bottles (500ml) for two days	108	30.00	3,240.00
2.9	Item	Transport cost for providing food provision from the market	Allow	Sum	2,000.00
					<b>98,460.00</b>
<b>ITEM - 03 - ACCOMMODATION FACILITIES</b>					
3.1	Days	Providing lodging facilities at KITI -IWM for two days (Kumudu bungalow) 2 No of Persons	4	750.00	3,000.00
3.2	Days	Providing lodging facilities at KITI -IWM for two days (Araliya bungalow) 12 No of Persons	24	750.00	18,000.00
3.3	Days	Providing lodging facilities at KITI -IWM for two days (Nelum bungalow) 12 No of Persons	12	500.00	6,000.00
3.4	Days	Providing lodging facilities at KITI -IWM for two day (Manel cottage) 7 No of Persons	14	300.00	4,200.00
3.5	Days	Providing lodging facilities at KITI -IWM for two day (Thissa cottage) 10 No of Persons	20	200.00	4,000.00
3.6	Nos	Cost for linen including changing bed sheets & pillow cases	37	100.00	3,700.00
3.7	Nos	Cost for toiletries	37	100.00	3,700.00
					<b>42,600.00</b>
<b>ITEM - 04 - LECTURE HALL CHARGES</b>					
4.1	Days	Auditorium with multimedia , sound facilities & AC facilities	2	10,000.00	20,000.00
					<b>20,000.00</b>
<b>SUB TOTAL</b>					<b>249,060.00</b>
<b>ITEM - 05 - ADMINISTRATION CHARGES</b>					
5.1	Item	Administration charges(25%)	Allow	sum	62,270.00
<b>Total</b>					<b>311,330.00</b>

Prepared by

  
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Development Officer

Checked By:

  
Ms. N. D. Srimanna  
Engineering Assistant

Approved by:

  
Eng. G. D. F. U. Perera  
Head of the Institution / Senior Lecturer

**Eng. G.D.F.U. Perera**  
Head of the Institution  
International Training Institute of  
Irrigation & Water Management, Kothmale  
Riverside, Mawathura



### Annex 3

#### List of participants for Workshop No 1 1<sup>st</sup> and 2<sup>nd</sup> of March 2022

No	Name	Institution
1	Eng. A.U.E.S.Fernando (MS)	Mahaweli Authority of Sri Lanka-Digana
2	Eng. W.S.N.W.B.M.C.R.Arabepola	Mahaweli Authority of Sri Lanka - Kothmale
3	Eng. (Ms).W.M.M.S.Wanigasekara	Mahaweli Authority of Sri Lanka-Moragahakanda
4	Eng. E.M.U.C.B.Ekanayake	Mahaweli Authority of Sri Lanka-Victoria
5	Eng. (Ms)W.M.H.U.Weerakoon	Mahaweli Authority of Sri Lanka- Randenigala
6	Eng. K.G.C.M. Nawarathna	Mahaweli Authority of Sri Lanka-Mapakada
7	Eng. W.T.R.Asanka Pradeep	Mahaweli Authority of Sri Lanka-Maduruoya
8	Eng. N.M.G.G.B.M.Nawarathna	Mahaweli Authority of Sri Lanka-Bowathenna
9	Eng. Ms.W.M.M.S.Wanigasekara	Mahaweli Authority of Sri Lanka-Moragahakanda
10	Eng. R.L.M.Ranasinghe	Mahaweli Authority of Sri Lanka-Mora-Kalugaga
11	Eng. I.M.L.V.Gunasekara	Mahaweli Authority of Sri Lanka-Udawalawa
12	Eng. M.D.J.P.Wickramasooriya	Irrigation Department
13	Eng. J.A.C.L Ranasinghe	Irrigation Department
14	Eng. A.M.T.Sulakkana	Irrigation Department
15	Eng. L.Kotavilaarachchi	Irrigation Department
16	Eng. P.M.Premananth	Department of Agrarian Development
17	Eng. T.H.R.C.Chandrathilake	Irrigation Department
18	Eng. V.R.C.De.Mel(civil Eng)	Mahaweli Authority of Sri Lanka
19	Eng. H.M.J.Herath	Provincial Irrigation department -NCP
20	Eng. U.H.N.H.De Silva	Irrigation Department
21	Eng. Nandani Senarath	Irrigation Department

## Annex 4

### Summary of Evaluation Reports – Submitted by Participants

#### Session 01

Topics	VG	G	S	US
Adequacy of the training provide on the subject	80%	9%	1%	-
Training method	90%	10%	-	-
Interaction between participants & Resource Persons	90%	10%	-	-
Time Management of the programme	90%	10%	-	-

#### Session 02

Topics	VG	G	S	US
Adequacy of the training provide on the subject	90%	10%	-	-
Training method	90%	10%	-	-
Interaction between participants & Resource Persons	90%	10%	-	-
Time Management of the programme	90%	10%	-	-

#### Session 03

Topics	VG	G	S	US
Adequacy of the training provide on the subject	90%	10%	-	-
Training method	90%	10%	-	-
Interaction between participants & Resource Persons	90%	10%	-	-
Time Management of the programme	90%	10%	-	-

#### Session 04

Topics	VG	G	S	US
Adequacy of the training provide on the subject	70%	20%	10%	-
Training method	70%	20%	10%	-
Interaction between participants & Resource Persons	70%	20%	10%	-
Time Management of the programme	70%	20%	10%	-

### Comments over overall condition of the program

Comments about the overall condition of of the programme

17 responses

Very Good

Good in all aspects

This programe has manged very well

Very Informative

Really Important

Overall programme is superb

Timely worth programme

Very Useful

It was excellent



## Specific Comments Made by the Participants

What did you find most valuable about this In-Service Programme

15 responses

Knowledge Shairng	1.7
Got to know more about the research area	
This course has facilities to develop the concept from surrounding and give the pathway to share with others.	
How to write the research paper preperly	
Gained good knowledge	
This enice programme was very valuble programme leran lot of things aboth technical writing The no of participants is good for this kind of session	
Gained good knowledge from Eng.Nishantha Kamaladasa	
Technical writing and the way to enter to publish in the paper	

Good
Well organized and knowledge training programme
Greate oppotunity and would be more eddective if time allocated is much longer

Give motivation and knowledge to write research
Found values about technical writing
Fundamentals of technical writing & Group Work
It was a very good programe to identify how to approach scientific reserch with technical writing
Getting a research problem in everyone mind
Gained a good knowledge about technical writing
It is great oppotunity for the engineering proffesionals who are seling for great achievement in their corner paths

**Annex 5**



**Fig1: Group Photo of Program 1 participants and Resource persons**

## Annex 6

### List of Participants -Workshop No 2

No	Name	Office Address
1	Eng.J.M.Wejewickrama	KITI
2	Eng.E.M.T.G.Edirisuriya	KITI
3	Eng.D.P.Godaliyadda	Office of the Director of Irrigation-Kandy
4	Eng.K.K.P.Wijenayake	Mahaweli Authority of Sri Lanka
5	Eng.S.M.C.K. Dharmarathne	Mahaweli Authority of Sri Lanka
6	Eng.B.H.M.M.Herath	Mahaweli Authority of Sri Lanka
7	Eng.H.M.W.Chathurangani	Mahaweli Authority of Sri Lanka
8	Eng.G.A.K.Wickramasinghe	Mahaweli Authority of Sri Lanka
9	Eng.P.D.Nirangani	Mahaweli Authority of Sri Lanka
10	Eng.N.K.L.S.K.Dias	Mahaweli Authority of Sri Lanka
11	Eng.T.C.S.Thalagala	EIC's Office, Maduruoya
12	Eng.M.A.R.K.B.Karunaratne	Mahaweli Authority of Sri Lanka
13	Eng.K.J.M.D.Kumarasinghe	Mahaweli Authority of Sri Lanka
14	Eng.B.G.L.Pearl	Regional Director's Office-Gall
15	Eng.M.M.Mauran	Mundeni aru River Basin Development Project
16	Eng.M.Thivaskar	Department of Agrarian Development
17	Eng.B.M.S.U.Basnayake	Agrarian Development District Offices
18	Eng.K.J.V.M.Chathurange	EIC's Office, Udawalawa
19	Eng.Kosala Narangamma	Divisional Irrigation Engineer's Office, Mathale
20	Eng.H.M.R.C. Bandaranayaka	Mahaweli Authority of Sri Lanka
21	Eng A.B.D.T Nandarathne	Agrarian Development District Offices

## Annex 7

### Summary of Evaluation Reports – Submitted by Participants of 2<sup>nd</sup> workshop

#### 2.5.2 Group Summary

Comments about the overall condition of of the programme

15 responses

- Very Good
- Good - More Valuable
- The programme is worth with compare with the time arrangements.
- Excellent
- Actually it's encourage us to do research.
- All the given training and other relevant materials are very good and it was an excellent programme
- Very Good
- Satisfied
- Helpful, Motivation & well arranged

- It's Satisfied and learned lot through the training programme
- Very Good & Satisfied
- Very Good for the overall programme. Drivers and expecting some facilities for providing us so provide full items use buffy system as possible
- Overall programme is very good
- Satisfied. Purpose of writing Technical / Scientific writing

#### Specific Comments made by the Participants

What did you find most valuable about this In-Service Programme

14 responses

- Lecture on scientific research
- The most important thing was we got a chance to write the introduction and create a structure pertaining to our topic and got feedback at the same time.
- Writing Style
- Systematical approach for effective writing
- It was very helpful for to learn how to write a professional article
- Enhancing the ability of writing of research papers
- About how to write the formal of Technical Writing
- Motivation to write and classify.
- Correct way of Technical Writing

Materials & lecture of Eng.Nishantha Kamaladasa

Resource Persons

Service is Very Good

Learn how to write the report in proper

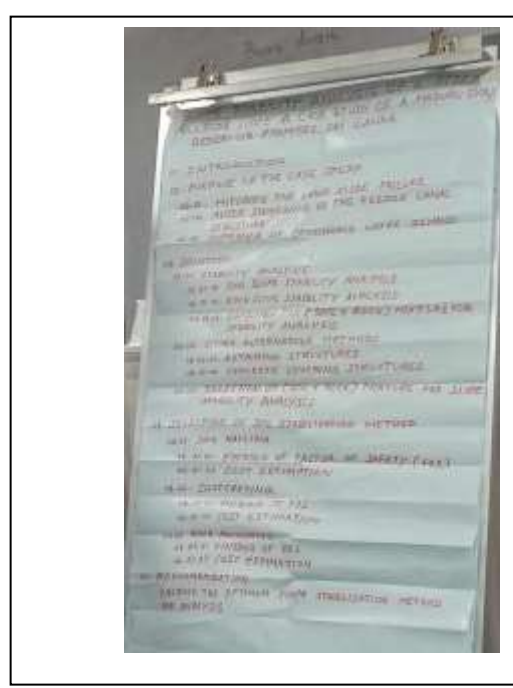
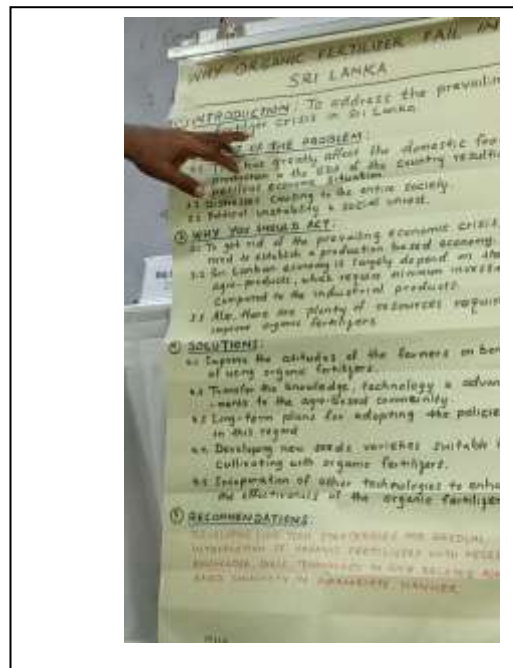
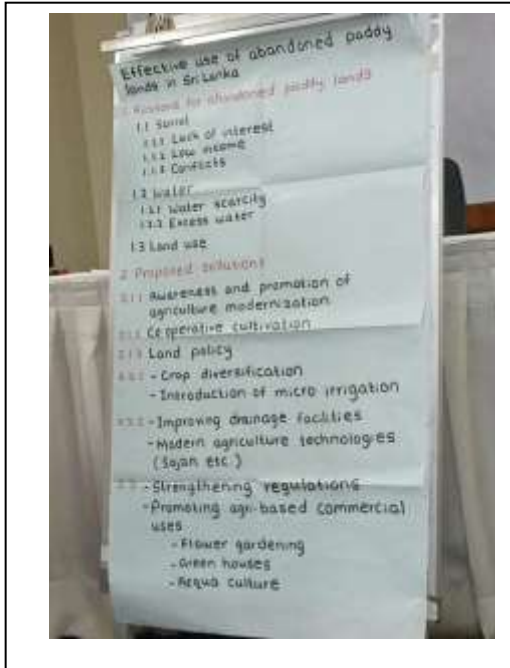
Programme is good

**Annex 8**



Group Photo-Workshop 2

## Annex 9



Presentation of Group work and flip charts





Group work and presentations