

SFD Lite Template – Guidance Note

The SFD Promotion Initiative (SFD PI) has developed recommended methods and tools for preparing SFD Graphics and Reports. A full SFD Report consists of the SFD Graphic, the analysis of the service delivery context and enabling environment for service provision in the city for which you are preparing your SFD, and the complete record of data sources used. This analysis allows a systemic understanding of excreta management in the city, with evidence to support it. As an alternative to the three levels of SFD reporting explained in detail in the SFD Manual, the SFD Lite is a simplified reporting template that summarises just the key information underlying your SFD graphic.

- **The SFD Lite is a 4 to 5 page document including the SFD Graphic, brief contextual information and the record of data sources used**
- It documents the production process, the assumptions made and key outcomes of the SFD assessment
- The SFD Graphic, the SFD selection grid and SFD matrix are produced with the SFD Graphic Generator (online and offline version available)
- The SFD Lite can be uploaded to the SFD website portal and posted after being reviewed by the SFD Promotion Initiative

A team of experts from the SFD Promotion Initiative is available to review your work and support you in assessing your data sources and assumptions. If you are interested, we can also publish your report on the SFD Portal and database, once it has gone through the SFD Review Procedure.

For more information on how to produce an SFD, please refer to [SFD Manual – Volume 1 and 2](#):

For working online or downloading the SFD Graphic Generator, please access:

<http://sfd.susana.org/data-to-graphic>

For examples of SFD reports, please visit:

<http://sfd.susana.org/sfd-worldwide>

For Frequently Asked Questions (FAQ), please visit:

<http://sfd.susana.org/faq>

More information on the [Review Procedure](#).

If you are interested in having your SFD Lite reviewed, please submit it via Helpdesk or via email:

<https://sfd.susana.org/dashboard/sfdform>
sfd-helpdesk@susana.org

If you have questions or comments, please contact us. We will be happy to support you.

General document layout:

- *Font style is Arial, size 10 (SFD text)*
- *Insert the current date in the footer by double clicking on it and editing the text*
- *All images should be captioned: Figure 1: Image title (source: Person or institution and year) or Table 1: This is done by right clicking on the image and selecting 'insert caption'*
- *All images should be the same width as a column except for the SFD Graphic on page one*
- *The last page of the document always ends with the document references*

Table 1: Title (Source/institution and year)

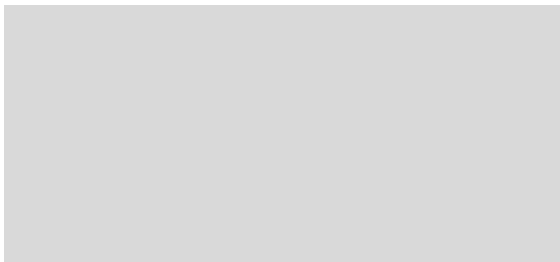


Figure 1: Image title (Source: Person/institution and year)

Make sure texts and pictures do not overlap.

The template to write the SFD Lite report can be found [here](#).