



**Draft – see [www.sandec.ch/clues](http://www.sandec.ch/clues) for updates**

## D 10.1 Status Report Contents

Section	Contents	Comments
Title Page	Image of town or neighbourhood	add logos of all stakeholders involved
List of Abbreviations		double check if all abbreviations are included
<b>Introduction</b>	1-page summary answering why, where, what and how	Make reference to the 7-step CLUES planning process
<b>1.0 Background</b>	Provide background information on: - the town or neighbourhood, - urbanization trends, - special characteristics	
<b>2.0 Enabling Environment</b>	2.1 Govt. policy & support 2.2 Legal framework 2.3 Financial arrangements 2.4 Institutional arrangements 2.5 Required skills	- at national and municipal levels - sector legislation & by-laws - infrastructure finance mechanisms - stakeholder assessment at national, municipal, community levels - who has required skills for technical and non-technical process mgmt.
<b>3.0 Site Validation</b>	3.1 Historical background 3.2 Site justification 3.3 Exact location 3.4 Map of location/town	
<b>4.0 Process &amp; Methodology</b>	4.1 Data collection methodology 4.2 Workshops (launch and others)	mention both primary and secondary sources, qualitative and quantitative data.
<b>5.0 Baseline Conditions</b>	5.1 Socio-economic data 5.2 Political situation / set-up 5.3 Health and hygiene situation 5.4 Land ownership – tenure status 5.5 Housing situation 5.6 Physical geography / topography / climate	- population, desegregation by age / by economic status / by gender - socio-economic data in informal areas is often based on qualitative data only. - formal or informal, quality and average persons per household
<b>6.0 Environmental Sanitation</b>	6.1 Water supply 6.2 Sanitation facilities 6.3 Drainage 6.4 Solid waste management 6.5 Other important issues	Include: access, sources, quality, quantity, legal / illegal connections, prices, role of utilities and SSIPs, level of service, etc.
<b>7.0 Stakeholder Analysis</b>	7.1 Primary stakeholders 7.2 Secondary stakeholders 7.3 Proposed task force or committee	Include a stakeholder map differentiating btw. primary and secondary stakeholders. The annex can include more detailed descriptions of important stakeholders like the municipality, the utility and NGOs.
<b>Annexes</b>	1. Bibliography 2. xxx	Data complementing the above chapters: graphs, scientific analyses, survey results, etc.