



## D14.1 Sample Agenda for the Expert Consultation Workshop

The outcome of this half-day expert workshop during Step 5 forms the basis for selecting agreed sanitation options in a given context. The workshop is usually held in the same week or in the week before the community consultation workshop.

### EQUIPMENT & MATERIALS

- Laptop and beamer
- PPT presentations (T7, T16)
- Handout with group work description and guiding questions (based on T17)
- Printouts of system templates from the *Compendium of Sanitation Systems and Technologies* (T15)
- Assessment report (see Step 3 and T10)
- Problem tree (see Step 2 and T8)
- Maps and plans of the project site
- Flipcharts and pens
- Coloured cards and A4 paper
- Masking tape and scissors
- Tea and coffee

### OUTCOME

- Agreement on 1-2 environmental sanitation system options (or technology combinations) decided in consensus by the experts
- Matrix of pre-selected systems, including main requirements, strengths and limitations of each system, and a list of criteria which influenced the pre-selection

## WORKSHOP AGENDA (SAMPLE)

Time	Activity
Plenary <i>15 minutes</i>	<b>Welcome &amp; opening</b> <ul style="list-style-type: none"> <li>• Introduction of participants</li> <li>• Project background</li> <li>• Objectives of the workshop, agenda</li> <li>• Expected outcomes</li> </ul>
Plenary <i>1 hour</i>	<b>Presentation of project site, planning framework and system selection methodology</b> [60 min] <ul style="list-style-type: none"> <li>• Presentation of the CLUES planning framework; Q&amp;A [15 min]</li> <li>• Presentation of the key findings of Steps 3 and 4; Q&amp;A [30 min]</li> <li>• Presentation of the methodology to select sanitation systems based on the Compendium of Sanitation Systems and Technologies; Q&amp;A [15 min]</li> </ul>
Plenary / Group work <sup>1</sup> <i>2 hours</i>	<b>Identification of suitable sanitation systems</b> [90-120 min] <ul style="list-style-type: none"> <li>• Identify the key aspects that affect the applicability of sanitation systems and technologies</li> <li>• Pre-select feasible systems providing those services which are a priority (use printouts of the System Templates of the Compendium)</li> <li>• Narrow down the options to those which are feasible and realistic</li> <li>• Assess the strengths, limitations, and main implications of the pre-selected systems</li> <li>• Prepare presentation for plenary discussion</li> </ul>
Plenary <i>60-90 minutes</i>	<b>Discussion of pre-selected options</b> <ul style="list-style-type: none"> <li>• Feedback by the different groups to the plenary [5-10 min]</li> <li>• Discuss and pre-select 1-2 systems that are applicable, including strengths and limitations, and applicability</li> <li>• Develop conclusions on the main factors influencing the expert group's pre-selection</li> </ul>
<i>15 minutes</i>	<b>Final remarks</b> <ul style="list-style-type: none"> <li>• Summary by workshop facilitator and explanation of next steps</li> </ul>

*Total duration: 4-5 h*

<sup>1</sup> Depending on the number of participants