

**T21****Sample Agenda: Community Consultation Workshop**

**Summary:** This sample agenda provides an overview of the main points that need to be covered during the community consultation workshop for the discussion of service options. The tool facilitates organising and conducting this workshop. It includes a Word version of the agenda which can easily be developed and adapted according to the specific context.

**Application Within the Planning Process:**

**Step 5:** Identification of Service Options

**Related Tools:**

- T4** Organising Meetings, Events and Workshops
- T15** Compendium of Sanitation Systems and Technologies
- T22** PowerPoint Slides: Presentation Outline for the Community Consultation Workshop

**Purpose** In sub-step 5.2 of the CLUES process, the feasible sanitation options pre-selected in the previous expert consultation workshop are discussed with the key stakeholders (community or representatives, local authorities, private service providers, land owners, etc.). The present tool suggests an agenda for this half-day community consultation workshop and assists in the organisation of the event.

**How to use this tool?** Document **D21.1** includes the suggested agenda for a community consultation workshop. Use the Word version of this document (**D21.2**) and adjust it to the schedule and program details of your own workshop. **Tool T22** provides guidance for the preparation of the workshop presentations. In this workshop you may want to use the Compendium of Sanitation Systems and Technologies again (**T15**) to facilitate the discussion of options. General information on preparing and managing workshops can be found in **T4**.

**Resources**

**Document D21.1:**  
*Sample Agenda for the  
Community Consultation  
Workshop*  
[D21.1.pdf](#)



**Document D21.2:**  
*Sample Agenda for the  
Community Consultation  
Workshop*  
[D21.2.doc](#)