

T 14

Sample Agenda: Expert Consultation Workshop

Summary: This sample agenda provides an overview of the main points that need to be covered during the expert 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

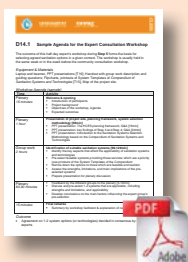
Related Tools:

- T4** Organising Meetings, Events and Workshops
- T15** Compendium of Sanitation Systems and Technologies
- T16** PowerPoint Slides: Compendium Presentation
- T17** Procedure for the Pre-Selection of Sanitation Systems

Purpose In sub-step 5.1 of the CLUES process, a group of experts identifies and pre-selects feasible sanitation systems for a given context in a half-day workshop. The present tool suggests an agenda for this expert consultation workshop and provides guidance for the organisation of the event.

How to use this tool? Document D14.1 includes the suggested agenda for an expert workshop. Use the Word version of this document (D14.2) and adjust it to the schedule and program details of your own workshop. In this workshop you are recommended to work with the Compendium of Sanitation Systems and Technologies (see Tools T15 and T16) and to follow the procedure suggested in T17. General information on preparing and managing workshops can be found in T4.

Resources



Document D14.1:
Sample Agenda for the Expert Consultation Workshop
[D14.1.pdf](#)



Document D14.2:
Sample Agenda for the Expert Consultation Workshop
[D14.2.doc](#)