



D21.1 Sample Agenda for the Community Consultation Workshop

The half-day community workshop during Step 5 is the main venue where participants and the community at large have the opportunity to take part in the narrowing of suitable environmental sanitation options by expressing their preferences and concerns. The outcomes of the previously conducted Expert Consultation Workshop (Sub-Step 5.1) form the basis for this community workshop. The expert workshop is usually held in the same week or in the week before.

EQUIPMENT & MATERIALS

- Laptop and beamer for presenting main findings of the expert workshop
- PPT presentation of the pre-selected sanitation options (based on T22)
- Printouts of system templates from the *Compendium of Sanitation Systems and Technologies* (T15)
- Maps and plans of the project site
- Flipcharts and pens
- Coloured cards and A4 paper
- Masking tape and scissors
- Tea and coffee for all participants offered after closing the workshop

OUTCOME

- Minutes recording the agreement on 1-2 sanitation systems (or technology combinations) favoured by the residents and to be studied in greater detail
- A written document from the community acknowledging the management and financial implications of the technical options

WORKSHOP AGENDA (SAMPLE)

| Time | Activity |
|------------|---|
| 30 minutes | Welcome & registration |
| 20 minutes | Introduction of participants |
| 30 minutes | Introduction and summary of what has been done so far (Steps 1-4) |
| 45 minutes | Presentation of the main proposals of the expert consultation workshop by one of its participants |
| 1 hour | Q&A and plenary discussion of the pre-selected options Agreement on 1 or 2 system options to be studied in more detail |
| 15 minutes | Wrap-up & summary of main conclusions Next steps |
| | Closing, tea & coffee |

Total duration: 3.5 h