



Draft – see www.sandec.ch/clues for updates

D4.1 Organising Meetings, Events and Workshops

The initial community meeting during **Step 1** (process ignition) may be initiated by an individual or organisation. A team of dedicated persons should take responsibility for facilitating the meeting. The team chairperson (usually an experienced facilitator) should be carefully selected. The event should be advertised as an exciting and enjoyable event. Good community participation is more important than involving all interest groups and decision-makers at this stage.

WORKING ARRANGEMENTS

Good preparation and administration is essential for a successful first meeting. Begin with preparations one month before the event by sending out invitations, reserving the venue and starting publicity in the neighbourhood. Don't set a date until you are sure you can meet it; avoid holiday periods. The venue should be located in the neighbourhood (or close by) and provide a stimulating atmosphere. Good examples include hotels/bars, school or community halls.

During the event: assign specific roles and responsibilities for facilitator(s), note-takers, photographer and stage manager/trouble shooter.

After the event: organise an evaluation of the event, get feedback from different participants.

EQUIPMENT

Organise the following equipment a few days beforehand: banners, maps/plans, flipcharts & pens, masking tape, scissors, A4 paper, computers and beamer (if presentations are planned).

Facilitator Qualities

- Leadership qualities
- Experience with participatory processes
- Ability to orchestrate action
- Toughness, ability to deal with troublemakers

Stakeholders to involve

- Friends and neighbours
- Local business people
- Schools and teachers
- Women and youth groups
- Health officers and medical doctors
- Ethnic and cultural groups
- Members of local NGOs and CBOs