

Summary: This tool will assist you in preparing and managing meetings, workshops and other group events. It contains information on organisational aspects as well as a checklist of required equipment and things to consider for successful events.

Application Within the Planning Process:

- Step 1:** Process Ignition and Demand Creation
- Step 2:** Launch of the Planning Process
- Step 4:** Prioritisation of the Community Problems and Validation
- Step 5:** Identification of Service Options
- Step 7:** Implementation of the Action Plan

Related Tools:

- T6** Sample Agenda: Official Launching Workshop
- T14** Sample Agenda: Expert Consultation Workshop
- T21** Sample Agenda: Community Consultation Workshop

Purpose A CLUES process comprises several meetings, workshops and events with stakeholders (particularly community members), which all need thorough preparation. Good organisation is the key to successful events. Every gathering is different in its content and agenda, but there are some organisational aspects which should always be considered. This tool aims to summarise these aspects and to provide recommendations on the general framework of events and workshops.

How to use this tool? This tool might not only be of interest for the preparation of the various meetings with open community participation, but also for the expert workshop and the final inauguration ceremony. If you intend to organise

such an event, take into account the advice given in **Document D4.1**, which summarises key aspects to be considered. It includes a checklist for required equipment, which you can use to make sure you don't forget anything. If you are interested in further reading about how to successfully organise and manage meetings, workshops and other events, you are highly recommended to read the sourcebook on participatory workshops by Robert Chambers (**Book B4.1**), which is written in an accessible and entertaining language. Nick Wates' handbook on community planning (**B4.2**) also has a great variety of ideas and suggestions for organising meetings and events. **Tools T6, T14** and **T21** are additional helpful resources for structuring the contents of the main workshops of a CLUES process.

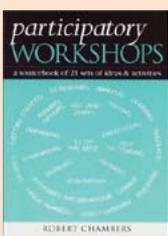
Resources



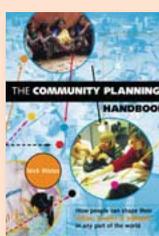
Document D4.1:
*Organising Meetings, Events
and Workshops*

[D4.1.pdf](#)

Further Reading



Book B4.1:
Chambers, R. (2002). *Participatory Workshops: A Sourcebook of 21 Sets of Ideas and Activities*. Earthscan. London, UK. 224 pages.



Book B4.2:
Wates, N. (2000). *The Community Planning Handbook*. Earthscan. London, UK. 230 pages.