



D6.1 Sample Agenda: Official Launching Workshop

Date: 08 July 2007

Venue: Hatsady Tai Communal Meeting Room, Vientiane, Laos

OBJECTIVES OF THE WORKSHOP

- To present the project idea and HCES planning procedure to the community
- To get basic approval by community for the HCES planning procedure
- To conduct a rapid urban environmental assessment for the area
- To identify the main stakeholders and stakeholder groups in the community

EXPECTED OUTCOMES

- Community endorsement of the HCES planning approach
- Problem statements for the different areas of interest (water supply, sanitation, drainage, solid waste, socio-economic situation)
- Maps with identified problem hot-spots
- List of relevant stakeholders in the community, their interests and an importance-influence matrix

PROGRAMME

Time	Activity	Remarks
08:00	Arrival of participants	
08:30 to 08:45	Opening remarks, presentation of workshop programme and objectives Introduction and presentation of participants	Opening remark by Naiban Presentation of WS programme by URI
08:45 to 09:30	Short presentation of HCES planning procedure, discussion and agreement on basic HCES principles	Presentation: Eawag (with support of URI) Facilitator of discussion: URI
09:30 to 10:00	<i>Coffee Break</i>	
10:00 to 11:00	Group work: (1) Rapid urban environmental assessment (including mapping) Group 1: Socio-economics Group 2: Water supply Group 3: Sanitation and drainage Group 4: Solid waste (2) Participatory stakeholder analysis	Individual groups discuss problems in Hatsady Tai and summarize them in a main problem statement. Maps of the area will be provided. Each group discussion is facilitated by one external facilitator (URI, Nat. Univ.)
11:00 to 11:30	Presentation of group work results to the plenary, discussion	Done by selected community members Facilitator of discussion: URI
11:30 to 12:00	Vote of thanks and closing remarks, aperitif	