## Sample Agenda: Official Launching Workshop

**Summary:** This tool is a sample agenda of a launching workshop. It shows the main items that should be discussed and provides a suggestion of how the event can be structured. Using the Word document, the agenda can easily be developed and adapted according to the specific context.

### Application Within the Planning Process

**Step 2:** Launch of the Planning Process

### Related Tools:

- **T9** Participatory Assessment Methods
- **T4** Organising Meetings, Events and Workshops
- **T5** Stakeholder Analysis
- **T7** PowerPoint Slides: CLUES Presentation
- **T8** Problem Tree Analysis

### Purpose

In CLUES step 2, a half-day community workshop is foreseen to officially launch the planning process. This tool illustrates the objectives and contents of such a workshop and provides guidance on how to conduct it.

### How to use this tool?

The sample agenda in Document D6.1 originates from the launching workshop of the Hatsady Tai HCES case study, which was held in Vientiane (Laos). By editing the Word version (D6.2) you can adapt the agenda to the programme and goals of your own launching workshop. Tool T4 contains practical information for the organisation of the workshop and a checklist of required equipment. T3, T5, T7 and T8 can help you prepare the different activities scheduled for this workshop.

### Resources

- **Document D6.1:**
  
  *Agenda of the Launching Workshop in Hatsady Tai, Laos 2007*
  
  [D6.1.pdf](D6.1.pdf)

- **Document D6.2:**
  
  *Agenda of the Launching Workshop in Hatsady Tai, Laos 2007*
  
  [D6.2.doc](D6.2.doc)