



.02

CONSULTATION PROCESS SAMPLE QUESTIONNAIRE

The consultation process is a means to identify needs of key stakeholders , gather ideas to develop the event concept note, and motivate a committed group of professionals to support water integrity at and after the workshop.

Name		
Organization		
Location		
Date		
Introduction		Introduction to the idea of the workshop and the process. Introduction of the work of the interviewee in relation to water integrity.
Workshop content	Input to define objectives , scope	What should be the scope and focus of the event, in your view? Would you prefer focusing on one or more countries, and if so which ones? What would you like to get out of the workshop?
	Input to define output and follow-up	What outputs would be most valuable to you? How do you envision the follow-up of the workshop?
	Input to plan participation	Who is/are your envisioned target group(s)? Which organizations and which people should be invited? Can your organization support participants (by providing travel or accommodation costs for example)? Could you recommend any good facilitators and/or speakers?
Practicalities	Input to organization	How can your organization contribute to the event organization? What location would be most appropriate? Can your organization host such an even? When should the event take place? Does this date fit your schedule?
	Input to budget	Can your organization provide financial and/or in-kind support?