

## CWG1 – Establishment of CWG

Date:

Location:

Facilitator:

Participants: XX members of CWG

Material: white board or flip-chart to write down objectives and key points, marker, water, masks, sanitizer, and note-books and pens; print 10 engagement letters; print this document with all information to communicate.

### Objectives:

1. Updates on ..... project
2. Inform on establishment of CWG group and why they have been selected
3. Inform on CWG profiles
4. Share the role, engagement, tasks.
5. Remind this phase is on planning at neighborhood level, and will not entail any construction works.
6. Sign the engagement letter

### MESSAGES TO COMMUNICATE

#### **UPDATES ON ..... PROJECT**

1. ....Project is an urban upgrading and re-housing process which has been launched and supported by ..... helping the .....as Donor and implementing partners respectively. It concerns the upgrading of the neighbourhood (from channel to channel, and from the road up-hill to the channel down), in providing decent and secure housing to the residents. The old, low quality houses are replaced by new residential buildings and new units are assigned.
2. So far, 1 model house and 1 block for a total of about 31 units have been constructed and the people have been resettled. 2 more blocks are under construction and another block is in the pipeline.
3. The ..... is planning to continue the process and address the entire neighbourhood (name the villages and the 2 channels- from channel to channel, and from the road up-hill to the channel down). To do so, we need to plan it and understand where the blocks can be located, where the public spaces and green areas are, where services are needed. We need to prepare a neighbourhood plan/layout.  
 Prepare the plan for the neighbourhood doesn't mean that the construction process is starting. We don't have the schedule of the next constructions phases, ..... and the government needs to secure the funds, but it will request the support of all, even of the future residents and tenants.
4. To do it properly, the planning activity needs to involve the beneficiaries in a constructive and structured manner.

7. For this reason, ..... is supporting ..... in setting up some participatory activities/workshops/planning meetings from....., where the community can contribute on different topics.

## CWG ESTABLISHMENT

8. As it is difficult to engage the entire community and many people in meetings and having fruitful discussions, we suggest to establish a **Community Working Group (CWG)** who will represent the entire community of the xxx villages, and ensure an inclusive and comprehensive representation of the people and residents living here.
9. This CWG is formed by about xxx members, who have been appointed by the village and opinion leaders to fulfil different criteria of representations. (See table on members' criteria and roles).
10. The CWG will have a defined engagement (See CWG engagement and commitment letter) and roles (See CWG roles).
11. It will function from xxx, and eventually be consolidated for the future works.
12. The CWG's members are requested to sign an engagement letter.

## COMMUNITY WORKING GROUP MEMBERS\* PROFILE

	Member Criteria	Role
1	Community/Opinion Leader ... Village	To represent ... Village
2	Community/Opinion Leader ... Village	To represent ...Village
3	Community/Opinion Leader ...Village	To represent ... Village
4	Youth representative, (18-30, can be women)	To represent youth and their needs in the neighborhood
5	People with disability	To represent a vulnerable group and provide insight on the difficulties and challenges of leaving in the area
6	Women representative	To ensure balanced representation of the different gender-needs (as a women, mother, worker, care-giver, etc.)
7	Community mediator (ABUNZI)	A trusted person of the community, considered a "wise" person, who can help in solving conflicts.
8	Community health worker	To provide inputs regarding the hygiene of the public spaces, blocks, and sanitation
9	Local business and/or cooperative representative	To give insight from a market vendor and/or informal vendor, living in the area and get the perspective of a person doing business in the area
10	Representative from the Committee of Owners already established (block A)	To inform the other members of the CWG on the process conducted in the other blocks, facilitate the understanding, the expected outcomes, the challenges and opportunities.
11	Representative of local group organization	Represent a local organization, could be an NGO, CSO, CNF (women group), or similar, active in the neighbourhood, which can help in mobilization and understanding the community.
12	Religious representative	To support in community mobilization and active information sharing. Trusted and known person

13	Tenant	To provide the perspective of the renters in the area (70%) and support to find mediated solutions to avoid the eviction from the area.
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\* one of the member should represent the elders.

\* ensure balanced representation from the xxx villages

#### CWG Profile:

1. Be honest
2. Minimum least primary education
3. Be in Ubudehe category 1, 2 and 3
4. Be a resident > 3 years for owners
5. Be a resident in the area >1 year for tenants
6. Over 18 years old
7. Be a communicative and active person, inclusive in attitude, and good representative of his/her category
8. President or Vice-President to be women, and active member of the community
9. At least 50% women
10. 80% owners (8)
11. 20% tenants (2)

#### CWG ROLE, ENGAGEMENT, TASKS

##### CWG Role:

1. To understand and commit to support the achievement of process objectives, scope, and proposed activities;
2. To represent the interest and voice of all the community members in/around the project area;
3. To actively participate at the participatory activities (4 to 8 sessions) with constructive attitude and for the aim of common benefit.
4. To support mobilising the larger community, if requested, for public information session, and use the community communication channels.
5. To support the promoters in workshops organization, if requested.
6. To act as a liaison between the community and the promoters (.....), and inform promptly if in any issue or barrier would arise.
7. The CWG's members is established for a limited time framework and only for this phase of ..... project, between xxx. They should be aware that the CWG could in future be consolidated in a more structured group, as a Project Steering Committee to support ... in implementing the process in next phases of construction and management of public and common spaces.

#### CWG engagement

##### Time framework:

Attend CWG 4 sessions/workshops, through xxx. During the week, from xxx

Support in sharing the information on the info point set up to the community

Light support in xxx for follow up sessions

Attend the training sessions on Community Management

### CWG Tasks

1. Attend the CWG sessions and inform xx in case of discontinuity and absence.
2. Expected engagement will end in ..... but there may be a continuity in future
3. We would also like to ask them if it's ok for us to take photos of them, and upload on any communication channels such as social media or other printed materials. (need to obtain their consent for the appearance on media).
4. Help to mobilise the larger community, if requested
5. Support in workshops organization, if required
6. Provide valuable and active inputs to the process and to achieve the outcomes of the activities
7. Help in understanding the situation of the neighbourhood, the community, and the different components and their needs: residents, workers, women, youths, elders, kids, etc.

### Communication fee

### Pictures and media

We would also like to ask them if it's ok to take photos of them, and upload on any communication channels such as social media or other printed materials. (need to obtain their consent for the appearance on media).