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| **TIME** | **ACTIVITY** | **FACILITATOR** | **CHAIRING** |
| 0930-0945 | Welcome and introductions  Opening remarks, purpose, process and expected outputs of Inception Workshop | MTC  Housing & Comm. Serv. Officer/Selina AAIZ | MTC |
| 0945 - 1000 | Expectation/Fear  Workshop objectives | George AAIZ | MTC |
| 10:00 – 10:30 | TEA BREAK | TEA BREAK | TEA BREAK |
| 1030 - 1045 | What is Action Aid? | Philemon AAIZ | MTC |
| 1045 - 1100 | Background to the project, Urban WASH | Selina AAIZ | MTC |
| 1100 - 1200 | Project overview  Goal, Objectives  Deliverables | George AAIZ | MTC |
| 1200 - 1230 | Project approach/Methodology | George AAIZ | MTC |
| 1230 - 1300 | Implementation Plan | George AAIZ | MTC |
| 1300 - 1400 | LUNCH BREAK | LUNCH BREAK | LUNCH BREAK |
| 1400 - 1430 | Project Team;  Roles and responsibilities | George AAIZ | MTC |
| 1430 -1500 | Setting up the project steering committee, TORs | Selina AAIZ | MTC |
| 1500 - 1515 | AFTERNOON TEA | AFTERNOON TEA | AFTERNOON TEA |
| 1515 - 1530 | Risk analysis,  Identify main project potential risks. | Selina AAIZ | MTC |
| 1530 - 1600 | Way forward  End of workshop | George AAIZ/MTC | MTC |

**SMALL TOWNS WATER, SANITATION AND HYGIENE PROGRAMME - MVURWI TOWN.**

**PROJECT INCEPTION MEETING**

**DATE: 06th OCTOBER 2014**

**VENUE: MVURWI TOWN COUNCIL BOARDROOM.**

**PROGRAMME.**

**WORKSHOP OBJECTIVES**

* To discuss the programme details/activities/timeframes.
* Defining the roles and responsibilities of the project team members
* Setting up the project steering committee