

Title of meeting: Sanitation Research Programme Kick Off Workshop, Kigali.
At Hotel Gorilla City Centre, Rue de Bigogwe, Kigali, Rwanda

Date of meeting: Monday 18th and Tuesday 19th July 2011

Chair of meeting: Anne Blenkinsopp WEDC

Attachments: Summary of arrangements
Participants list
Presentation guideline

Invited attendees: 2 or 3 participants from each of the SPLASH Sanitation projects
Funders of the SPLASH sanitation research programme

Monday 18th July 2011 – What are we doing?

1. Welcome – confirm arrangements and the purpose of our workshop 09.00 – 09.45

Introductions by participants, name, organization, role in sanitation research programme.

Approve agenda

2. Introduction to SPLASH overall – Anne Blenkinsopp 09.45 – 10.00

3. Useful SPLASH Findings to share which have informed this programme: 10.00 – 11.00

Good research management practice – north/south partnerships – Frank Odhiambo

Good research management practice – working with stakeholders – case of learning alliances? – Anne Blenkinsopp

Good research management practice – impacts and outcomes – Julie Fisher

Presentations – share examples. Facilitated by Rebecca

4. Coffee and Tea 11.00 – 11.15

5. **Research Consortium SSWARS** – to present – see guideline in attachment. 11.15 – 11.45

6. Questions and feedback – facilitated by - Rebecca 11.45 – 12.15

6	Research Consortium FaME	12.15 – 12.45
7.	Questions and feedback – Julie to facilitate	12.45 – 1.15
8.	LUNCH	1.15 – 2.15
9.	Research Consortium CLASS - A	2.15 – 2.45
10.	Questions and feedback – Mugo to facilitate	2.45 – 3.15
11.	Coffee	3.15 – 3.30
12.	Research Consortium MAFADY	3.30 – 4.00
13.	Questions and feedback – Frank to facilitate	4.00 – 4.30
14.	Research Consortium 3K - SAN	4.30 – 5.00
15.	Questions and Feedback – Rebecca to facilitate	5.00 – 5.30
16.	Close for the day – Anne	5.30 – 5.45

7.30pm Dinner at Restaurant Republica

Tuesday 19th July – **Working well together**

1.	Welcome and outline of the day Questions or reflections from Monday	9.00 – 10.00
2.	Communication – introduction to the SPLASH intranet and website - Anne	10.00 – 10.30
3.	Reporting, dates, formats, administrative requirements – Anne, Manfred	10.30 – 11.00
4.	Coffee/tea	11.00 – 11.15
5.	Technical Reporting content – Rebecca and Mugo - discussion	11.15 – 12.45
6.	Lunch	12.45– 1.45
7.	Dissemination – including event planning over the next 3 years – Julie	1.45 – 2.45
8.	Questions to SPLASH? – ALL	2.45 – 3.15
9.	Coffee tea	3.15 – 3.30
10.	Moving forwards, agreed actions and next steps - Anne	3.30 - 4.30

Attachments.

1. Addresses for dinners on Sunday and Monday

On Sunday evening we will eat at Heaven Restaurant & Bar, No. 5, Rue du Mont Juru Kigali, Rwanda at 7.30pm, it is 300m walk from Hotel Gorilla.

On Monday we will eat at Republica Restaurant – I will confirm the address on Monday, but understand that it is 300m from Hotel Gorilla in the opposite direction to Heaven.

2. Participants List:

	NAME	ORGANISATION
1	Anne Blenkinsopp	SPLASH Sanitation Research Programme Manager, WEDC, Loughborough University
2	Julie Fisher	SPLASH Sanitation Research Programme – dissemination manager, WEDC, Loughborough University
3	Rebecca Scott	SPLASH Sanitation Research Programme Sanitation expert, WEDC Loughborough University
4	Frank Odhiambo	SPLASH Sanitation Research Programme. Good research management practitioner. WEDC, Loughborough University
5	Kariuki Mugo	SPLASH Scientific Advisory Council Member, WSUP Kenya
6	Charles Niwagaba	SSWARS, Makerere University, Uganda
7	Alexandra Horst	SSWARS – ETH Switzerland
8	Linda Strande	FaME – EAWAG/Sandec
9	Gerald Eder	FaME - Hydrophil
10	Mbaye Mbeguere	FaME - University Cheikh Anta Diop, Dakar, Senegal
11	Patricilio Mucavele	CLASS – A Research, Maputo, Mozambique
12	Frances Lucraft	CLASS – A Research, IWA, Netherlands
13	Jonathan Parkinson	CLASS – A Research, IWA Netherlands
14	Emmanuel Ngnikam	MAFADY Cameroon – ENSP (Ecole nationale superieure polytechnique de Yaounde)
15	Issidor Noumba	MAFADY Cameroon - ENSP
16	Jean Ghislain Tabue Youmbi	MAFADY Cameroon - ENSP
17	Steve Pedley	3K – SAN, University of Surry UK
18	Tsinda Aime	3K – SAN, IPAR Rwanda
19	Lorna Okotto	3K – SAN, Victoria Institute for Research on Environment and Development, Kenya
20	Manfred Kaufman	SPLASH Partner SDC, Switzerland
21	Frank Rijsberman	Director Water, Sanitation and Hygiene, Bill and Melinda Gates Foundation

3. Presentation Guideline

A primary aim of this workshop is for us to determine areas of synergy between the respective research projects, and establish how we will exploit these and identify other emerging areas for collaboration during the life of the research programme. This is to ensure that we reduce and possible duplications, improve our effectiveness and impact to maximize our value for money from this programme.

Each research consortia will make a presentation of up to 30 minutes.

During these presentations workshop participants will make notes which identify areas of similarity in scope or content with their own research, learning points which will help them conducting their work, and other suggestions. We will all share and discuss these during the questions, feedback and discussion session after each presentation.

Please be mindful of the purpose of the presentation as you prepare it, please also include the following information in your presentation:

- 1. Who are we? Introduce names and types of organizations involved in each consortium**
- 2. Where are we from? – a little bit about you**
- 3. What we are aiming to find out? What is our research question?**
- 4. Why is this question important, and who is it important to? How will this work contribute to the body of existing knowledge, and who will use this knowledge?**
- 5. How will we conduct our research – INCLUDE: roles and responsibilities of partners, locations, primary and secondary data sources, how we will work with stakeholders, how we will share our results locally and more widely. (Outline plan over 3 years).**

Please also remember it can very be difficult to sit and concentrate through 2 whole days of power point presentations if they only include words and bullet points.

SO please DO include some pictures, and consider how to make presentations more accessible and interesting to the audience, ensure that font sizes are big enough to read, and that there are not too many words on each slide.

Handouts can aid understanding and learning.

Please note we will keep these presentations to upload on our project intranet site for access by all consortia partners later.