**Tool 13: Agenda for approval’s session with the community**

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| **Community’s approval of the intervention** | | |
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| **Date:**  **Time:**  **Venue:** | | |
| **Items** | **Speaker** | **Time** |
| 1. Opening and welcome | City representatives | 5 minutes |
| 1. Keynote address | Community leaders and project chsmpions | 10 minutes |
| 1. Overview of the measure:    1. Recapitulation of the co-creation process    2. Description of the measure (what was built) and expected results    3. Recapitulation of agreement of maintenance roles | City representatives [if possible, with community members and project champions] | 30 minutes |
| 1. Site visit with the community (in case Agenda Point 3 is not done on-site) | All |  |
| 1. Feedback from community on end results, if applicable | Community members |  |
| 1. Official approval of the measure | Community members and city representatives | 5 minutes |
| 1. Closing | City representatives | 5 minutes |

**Groups of attendees/stakeholders**:

* City representatives
* Community leaders
* Project champions
* Community members (neighbourhood residents)
* If applicable:
  + Youth representatives (for instance, if the measure is being built in a school or education facility)
  + Private sector
  + Traditional authorities
  + Civil society organisations