

The SCP Source Book Series, Volume 2

Organising, Conducting and Reporting an SCP City Consultation

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Organising, Conducting and Reporting an SCP City Consultation

Prepared and written by staff
of the Sustainable Cities Programme

About the SCP Source Book Series

The SCP Source Book Series provides detailed operational guidance for the benefit of people implementing city-level projects within the Sustainable Cities Programme. Each volume in the Series covers either an important part of the SCP process or an important topic which is central to urban environmental planning and management. The volumes currently being produced (1998) include the following:

- Volume 1: Preparing the SCP Environmental Profile
- Volume 2: Organising, Conducting and Reporting an SCP City Consultation
- Volume 3: Establishing and Supporting the Working Group Process
- Volume 4: Formulating Issue-Specific Strategies and Action Plans
- Volume 5: Institutionalising the EPM Process
- Volume 6: Managing Air Quality
- Volume 7: Building Environmental Management Information Systems
- Volume 8: Integrating Gender Responsiveness in EPM
- Volume 9: Measuring Progress in EPM

The emphasis in this Series is on **relevance** and **realism**. These volumes are the *product of experience* - field-level experience gained over the past eight years in SCP city projects around the world. Precisely because it is drawn from the lessons of experience in so many different cities, the information contained in these volumes is not city-specific but can readily be adapted and applied to the tasks of urban environmental planning and management (EPM) in virtually any city context.

The Sustainable Cities Programme (SCP) is a global programme of the United Nations Centre for Human Settlements (UNCHS - Habitat) and the United Nations Environment Programme (UNEP). It is the leading technical cooperation programme in the field of urban environmental planning and management and is the principal activity of the United Nations system for operationalising sustainable urban development and thus contributing to implementation of the globally-agreed *Agenda 21* and *Habitat Agenda*. The SCP is currently active in the following places:

Africa: Accra (Ghana), Dakar (Senegal), Dar es Salaam (Tanzania), Ibadan (Nigeria), Lusaka (Zambia), Maputo (Mozambique), Moshi (Tanzania), Nampula (Mozambique), Zanzibar (Tanzania)

Asia: Colombo (Sri Lanka), Madras (India), Secondary Cities (Philippines), Shenyang (China), Wuhan (China)

Arab States: Ismailia (Egypt), Tunis (Tunisia)

Latin America: Concepcion (Chile)

Central & Eastern Europe : Katowice (Poland), Moscow (Russia), St Petersburg (Russia).

Further information about the SCP Source Book Series, or about the Sustainable Cities Programme itself, may be obtained from:

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Web-site: <http://www.unchs.org/scp>

User's Guide

This document is divided into three parts, each of which has a different purpose and a different content:

Part A

Introduction and Overview

This describes briefly the SCP City Consultation, explaining its role and purpose in the SCP process, and how it is prepared and conducted. This is a general overview which should be read by *everyone* concerned with the SCP project, including policy-makers and political leaders.

Part B

The Guide: Organising, Conducting and Reporting an SCP City Consultation

This is the main part of the document. It gives a step-by-step explanation of how to prepare an SCP City Consultation. The explanation is detailed and systematic, aimed at the professionals and practitioners who will actually be implementing the SCP project on a day-to-day basis. This part contains not only explanations and guidelines, but also special tips and practical advice based on experience in other SCP cities. Illustrations are also given, in summary form, to show how things were done in these other cities. Part B is thus intended as a reference guidebook which the SCP project staff and partners can consult over and over again as they organise, conduct and report on a City Consultation.

Part C

Annexes and Reference Materials

To further assist those implementing the SCP project, this part of the document contains annexes of direct relevance to the process of organising and conducting an SCP City Consultation. For instance, there are sample Terms of Reference for resource persons/consultants, notes describing details of important activities related to an SCP City Consultation, sample forms and letters, examples taken from other SCP projects, etc. This material will be of great value during the preparation process for a City Consultation, and will help the SCP project staff save time and energy. To facilitate the search for different materials relating to the various activity stages a Supplementary Table of Contents appears at the beginning of this section.

To get the best out of this Source Book, however, users need to have a good understanding of the over-all SCP approach and process of which an SCP City Consultation is only a part. It is therefore strongly advised that users familiarise themselves with the appropriate SCP documents and information.

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