



DeltaMAR

Stakeholder Workshops

Program

6-7 November, 2019



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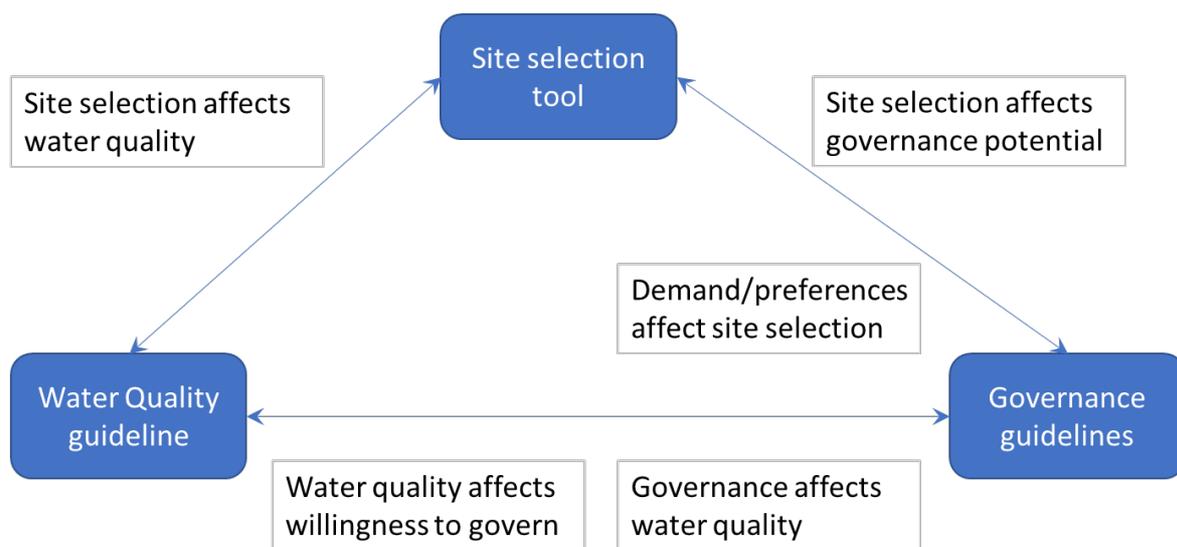
1. Introduction

In a managed aquifer recharge, or MAR system, water is collected from ponds and rooftop rainwater. After passing through a sand filter, the water is infiltrated into the aquifer to create a bubble of fresh water. Users can subsequently abstract the water using standard hand tube-wells. Compared to other major systems in the area, MAR is contamination- and cyclone-proof, and it is reliable as it provides water in sufficient quantities throughout the year. In terms of installation costs, MAR is considerably less expensive than the available alternatives. It is also relatively easy to operate.

Between 6-7 November, 2019 we will host a series of interactive stakeholder events. During the events we will seek to discuss the following three outputs the DeltaMAR project is working towards to with relevant stakeholders:

- Site selection tool
- Water quality guidelines
- Governance guidelines

Note that all outputs are related – something that we will stress in the stakeholder events.



In their current versions of these outputs are fueled by a set of integrated research projects. That research in turn is partly steered and informed by previous stakeholder engagement. We now seek further input from stakeholders to:

- validate findings and insights from research, so far, and
- improve the accuracy and relevance of our outputs;

A parallel objective that we seek to achieve through these events is the further development of commitment of a range of relevant stakeholders. We do this by explicitly asking for input for rendering project output as relevant, useful and legitimate, as can be. Our ultimate goal is that stakeholders will adopt project output, as we think this would significantly increase the successful proliferation of MAR

in the hard-to-reach areas of coastal Bangladesh, and thus contribute to the solution of problems related with drinking water scarcity.

Another objective that we seek to achieve regards the further institutional embedding of MAR. We are aware of and engaged with this initiative. Prof. Dr. Kazi Matin (DeltaMAR's Bangladesh project coordinator) is a member of the High-Level committee on MAR that reports to the nation's Prime Minister. More in particular, he is leading the Technical Committee for Managed Aquifer Recharge (TC-MAR) of this initiative. We invited two other TC-MAR members, namely Prof. Dr. Anwar Zahid (Director GWC, BWDB), and Prof. Dr. Chowdhury Sarwar Jahan (Rajshahi University). We hope to further strengthen the relation between DeltaMAR and policy makers at the highest level.

We will organize three sub-events, each targeting one of the three project outputs, respectively. Below, we will provide details on the respective objectives of each one of these sub-events, the type of participants that are targeted, and the format that will be used to elucidate input and awareness.

For the list of invited participants, see below.



Government Agencies	NGOs/Projects	Universities	MAR end-users
<p>Bangladesh Water Development Board (BWDB)</p> <ul style="list-style-type: none"> Dr. Anwar Zahid (Director Groundwater Circle (GWC); member MAR-TC, of the MAR High Level Committee) <p>Department of Public Health and Engineering (DPHE)</p> <ul style="list-style-type: none"> Md. Aminul Islam (DPHE, Satkhira) Md. Shamim Ahmed (DPHE, Bagerhat) Md. Jahid Parvej (DPHE, Khulna) <p>Barind Multipurpose Development Authority (BMDA)</p> <ul style="list-style-type: none"> Md. Iqbal (executive engineer) 	<p>UNICEF Bangladesh (Md. Nahid Mahamud; Umme Halima; Nargis Akter)</p> <p>Sushilan (Mr. Rafiqul Islam)</p> <p>JJS (ATM Jakir Hossain)</p> <p>LEDARS (Mohan Kumar Mondal)</p> <p>LoCOS (Deb Prosad Sarkar)</p> <p>GMF (Dr. Ranjit Kumar Biswas)</p> <p>AOSED (Shamim Arfeen)</p> <p>MF (Gobinda Ghosh)</p> <p>Rupantor (Md. Rafiqul Islam)</p> <p>IDE (Md. Ariful Haque)</p> <p>Nabolok (Kazi Rajib Iqbal)</p> <p>NGO Forum (G.K.M Lutfar Rahim)</p> <p>Nabojatra / World Vision (Md. Iqbal Azad)</p> <p>EPRC (Dr. Bilqis Hoque; Dr. Mozammel Hoque)</p> <p>World Bank IFC (Md. Toaha)</p>	<p>Khulna University (KU)</p> <ul style="list-style-type: none"> Dilip K Dutta (Environmental Science Discipline) Dr Md Atikul Islam (Environmental Science Discipline) Khandoker Qudrata Kibria (SWED) Rabeya Sultana (Environmental Science Discipline) <p>KUET</p> <ul style="list-style-type: none"> MsAnjum Tasnuva <p>Rajshahi University (RU)</p> <ul style="list-style-type: none"> Chowdhury Sarwar Jahan; member MAR-TC, of the MAR High Level Committee) <p>Dhaka University</p> <ul style="list-style-type: none"> Taspiya Hamid (Geology) Jahid Alam <p>BUET</p> <ul style="list-style-type: none"> Mahabuba Hasan Lima Mohammad Jobayer Hossain 	<p>User committee representatives</p> <ul style="list-style-type: none"> KC College Site, Dacope Hula Mondir Site, Batiaghata Assasuni, Satkhira Mongla, Bagerhat

2. Site Selection tool

On November 6 in the morning, the DeltaMAR project organizes a session focused on the validation, testing and further development of a preliminary version of a site selection tool.

2.1 Objectives

The overall objective of the this part of the workshop is the development of a tool to select the most appropriate sites for installing MAR. More in particular, we aim to achieve the following objectives:

More in particular, we aim to achieve the following objectives:

1. Explain how the site selection tool works;
2. Discuss the interpretation and accuracy of the resulting maps;
3. Discuss possible improvements

2.2 Format

The session will be divided into three sub-sessions, each zooming in on the following aspects, respectively:

- Regional demand for MAR
- Technical potential of MAR
- Local site selection criteria



2.2.1 General

The sub-sessions will be preceded by a brief (10 minute) introduction, laying out the general objectives and formats. Each sub-section will take approximately 40 minutes. The entire session will be wrapped up by a 10 minute synthesis and conclusion.

Activity	Responsible for /Lead by/Facilitator	Time
Part 1: Regional demand for MAR		
Presentation on the regional need mapping	Floris Naus; Kazi Matin Ahmed	10 min
Breakout 1: Need for MAR (~5 groups) <ul style="list-style-type: none"> - Does this map match your experiences? - Do you think you would use this map in your daily work? 	Floris Naus; Kazi Matin Ahmed	15 min
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 2 minutes)	Floris Naus; Kazi Matin Ahmed	10 min
Warp up	Kazi Matin Ahmed	5 min
Part 2: Technical potential of MAR		
Presentation on the regional potential mapping	Floris Naus; Kazi Matin Ahmed	10 min
Breakout 2: Technical suitability (~5 groups) <ul style="list-style-type: none"> - Does this map match your experiences? - Do you think you could use this map in your daily work? 	Floris Naus; Kazi Matin Ahmed	15 min
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 2 minutes)	Floris Naus; Kazi Matin Ahmed	10 min
Wrap up	Kazi Matin Ahmed	5 min
Combined regional potential	Floris Naus; Kazi Matin Ahmed	5 min
Part 3: Local site selection criteria		
Presentation on the local site-selection	Kazi Matin Ahmed	10 min
Objectives for breakout groups	Kazi Matin Ahmed	5 min
Break out groups / discussion: Local (~5 groups) <ul style="list-style-type: none"> - Are these guidelines logical to you? If not, what steps are not logical? - Do you think there are other relevant factors? Which? How could these be included? 	Kazi Matin Ahmed	15 min
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 2 minutes)	Kazi Matin Ahmed	10 min
Wrap up	Kazi Matin Ahmed	5 min
Synthesis and preview	Kazi Matin Ahmed	10 min
TOTAL TIME		140 min

2.2.2 Part A: Regional demand/need for MAR

We begin with short introduction in which we present the our objectives.

1. Stakeholders are divided in five groups. We will try to create groups that consist of participants with various backgrounds (MAR users, public sector, NGO, research institutes). Before starting, each group appoints a note taker and a presenter (this can be the same person). The note taker takes notes on a large sheet, that will then be used for the plenary presentation. Groups will receive a copy of the map resulting from Floris Naus' research on the expected regional demand/need for MAR (based on predicted arsenic and/or salinity levels of ground water alternatives). Groups are to discuss the following two questions: (1) Does this map match your experiences? (2) Do you think you would use this map in your daily work? This will take 15 minutes.
2. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 2 minutes, this part of the sub-session will take 10 minutes in total.
3. In a wrap up session we will try to summarize the different as well as the joint ideas about regional selection criteria. This part will take 5 minutes.

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session.

Required materials

- Maps of predicted regional demand/need for MAR (5)
- Empty flip-over sheets (5)
- Markers (that work) (10)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)



2.2.3 Part B: Technical potential of MAR

We begin with short introduction in which we present the our objectives.

4. Stakeholders are divided in five groups. Groups will receive a copy of the map resulting from Floris Naus' research on regional technical potential of MAR. Groups are to discuss the following two questions: (1) Does this map match your experiences? (2) Do you think you would use this map in your daily work? This will take 15 minutes.
1. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 2 minutes, this part of the sub-session will take 10 minutes in total.
2. In a wrap up session we will try to summarize the different as well as the joint ideas about regional selection criteria. This part will take 5 minutes.

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session.

Required materials

- Maps of the regional technical potential of MAR (5)
- Empty flip-over sheets (5)
- Markers (that work) (10)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)



2.2.4 Part C: Local site selection criteria

We begin with short introduction in which we present the our objectives.

1. Stakeholders are divided in five groups. Groups will receive a list of steps and criteria (guidelines) that would allow drinking water stakeholders and professionals to translate regional level analysis (see parts A and B) into local level decisions. Groups are to discuss the following two questions: (1) Are these guidelines logical to you? If not, what steps are not logical? (2) Do you think there are other relevant factors? (3) Which, and how could these be included?
3. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 2 minutes, this part of the sub-session will take 10 minutes in total.
4. In a wrap up session we will try to summarize the different as well as the joint ideas about regional selection criteria. This part will take 5 minutes.

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session.

Required materials

- List with steps for local site selection criteria (5)
- Empty flip-over sheets (5)
- Markers (that work) (10)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)



3. Water Quality Guidelines

On November 6 in the afternoon, the DeltaMAR project organizes a session focused on the validation, testing and further development of a preliminary version of a set of water quality guidelines.

3.1 Objectives:

The overall objective of the this part of the workshop is the development of guidelines with the purpose to improve the water quality of MAR systems. More in particular, we aim to achieve the following objectives:

1. Discuss the design criteria for improved MAR water quality with water professionals with the purpose to steer the further development of the preliminary criteria
2. Discuss the conditions for improved MAR water quality with water professionals with the purpose to validate and adapt them where and when necessary
3. Discuss the impact of improved design criteria on yielding improved drinking water quality with water professionals and aim to establish relation between these two components

3.2. Format

The session will be divided into two main presentation, each followed by a group discussion. The session will start by the a brief introduction about the objectives of MAR design and water quality guidelines and the explanation of the format of the upcoming group discussion session.

3.1.1 General

The proposed design guidelines will be presented by Imran Hassan followed by an open discussion and thereafter the draft water quality guidelines will be presented by Muhammad Risalat Rafiq. After these two presentation a breakout group discussion will be executed and will be followed up by a plenary session. This session will be wrapped up by a discussing the link between system design and water quality.

Activity	Lead by/Facilitator	Time
Introduction Broad objectives and session formats (Design and WQ)	Prof. Dr. Kazi Matin Ahmed	15 min
A. Design criteria for improved MAR drinking water		
Proposed designing criteria	Md. Imran Hasan	20 min
B. Conditions for improved MAR water quality aim to validate and adapt them		
Brief presentation	M Risalat Rafiq	15 min
Discussion into groups	M Risalat Rafiq	65 min
Plenary presentation	M Risalat Rafiq	25 min
Conclusion	Prof. Dr. Kazi Matin Ahmed	10 min
TOTAL TIME		150 min

3.1.2 Part A: Design criteria

The session starts by a short presentation on the background of design criteria: A summary of 99 Mar site data analysis and the model setup. After that, preliminary design criteria has been proposed from the perspective of the model results. Then, the floor is given to the stakeholder audience for the feedback on the design criteria. The focus in these discussion is on the following questions: Does the criteria match your experiences? Do you think you could use these design criteria in your daily work – and if not, what would make them more relevant and useful for you?

After that feedback is collected from the participant consist of various background. All important questions raised from the participants are answered as well.

3.1.3 Part B: Water quality guidelines

The session will be started with a brief presentation in which the concept of MAR WQ and key findings will be presented(presentation) and from this point forward group discussion will be generated (group discussion)

1. Stakeholders are divided in 4-5 groups (depending on number of participants) and each group will consist of participants from diverse backgrounds (DPHE, UNICEF, University Researcher, BWDB, other research institutes etc). Each group will be provided flip chart and marker and a note taker will be selected from each group. And in the end, the note taker will be presented the discussion outputs. The following intriguing question will be asked each group:
 - a. Feasibility of provided conditions for improved MAR drinking water?
 - b. How these conditions will be managed or practiced?
 - c. Need expertise or help?
2. the outcomes after group discussion will be presented by one person from each group in plenary session. These outcomes will be compared and later will be incorporated in the final WQ guidelines.
3. to wrap up this session, the facilitator will summarize this session by establishing relation between design and WQ guidelines and site selection and governance as well.

Required materials

- Discussion points will be displayed in the large screen (5)
- Empty flip-over sheets (5)
- Markers (5)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)

4. Governance guidelines

On November 7 in the morning, the DeltaMAR project organizes a session focused on the validation, testing and further development of a preliminary version of a set of governance guidelines.

4.1. Objectives

The overall objective of the this part of the workshop is the development of guidelines with the purpose to improve the governance of MAR systems. More in particular, we aim to achieve the following objectives:

1. Discuss the list of enabling conditions for *pure* community management¹ (i.e. self-governance) resulting from our research, with the purpose to validate and adapt this list where and when necessary.
2. Discuss the list of enabling conditions for community management *plus*² resulting from our research – in particular for community management models with a role for DPHE - with the purpose to validate and adapt this list where and when necessary.
3. Discuss the list of enabling conditions for community management *plus* resulting from our research – in particular for community management models with a role for NGOs - with the purpose to validate and adapt this list where and when necessary.

4.2. Format

The session will be divided into three sub-sessions, each zooming in on the following aspects, respectively:

- enabling conditions for *pure* community management;
- enabling conditions for community management plus and the role of DPHE
- enabling conditions for community management *plus* and the role of NGOs

¹ Pure community management models refer to the (hypothetical) situation where MAR users would have to manage the drinking water infrastructure entirely by themselves

² Community management plus refers to the situation where MAR users receive support, for example from a public agency (DPHE) or an NGO.

4.1.1 General

The sub-sessions will be preceded by a brief (10 minute) introduction, laying out the general objectives and formats. Each sub-section will take approximately 40 minutes. The entire session will be wrapped up by a 10 minute synthesis and conclusion.

Activity	Responsible/Lead by/Facilitator	Time
Introduction General objectives and formats	Frank van Laerhoven	10 min
Enabling conditions for <i>pure</i> community management		
Objectives	Frank van Laerhoven	5 min
Break out groups / discussion (~5 groups)	Md. Badrul Hasan	20 min (2x10min)
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 3 minutes)	Md. Badrul Hasan	15 min
Wrap up	Frank van Laerhoven Shantanu Majumder	5 min
Enabling conditions for community management <i>plus</i> and the role of DPHE		
Objectives	Frank van Laerhoven	5 min
Break out groups / discussion (~5 groups)	Md. Badrul Hasan	10 min
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 2 minutes)	Md. Badrul Hasan	10 min
Wrap up	Frank van Laerhoven Shantanu Majumder	5 min
Enabling conditions for community management <i>plus</i> and the role of NGOs		
Objectives	Frank van Laerhoven	5 min
Break out groups / discussion (~5 groups)	Md. Badrul Hasan	20 min (2x10 min)
Plenary / presentation of breakout group discussions / discussion of results across groups (5 * 3 minutes)	Md. Badrul Hasan	15 min
Wrap up	Frank van Laerhoven Shantanu Majumder	5 min
Closing		
Synthesis and conclusion	Shantanu Majumder	10 min
TOTAL TIME		140 min (2h20min)

4.1.2 Part A: Enabling conditions for pure community management

We begin with short introduction in which we present the our objectives. This introduction does NOT contain any results from our research. It does also NOT specify anything about the second part of this sub-session (see below). we do not want to prompt participants, before they start the exercise. Then we proceed with the following exercise:

5. Stakeholders are divided in five groups. We will try to create groups that consist of participants with various backgrounds (MAR users, public sector, NGO, research institutes). Before starting, each group appoints a note taker and a presenter (this can be the same person). The note taker takes notes on a large sheet, that will then be used for the plenary presentation. Sheets, markers, and a flip-over are needed. Each group is asked to create what they think is the perfect community management system. They are to think of a management system without any form of support from for example DPHE, the local government or an NGO. They are instructed to list the details of such a management system. No details are provided at first, in order to get an open brainstorm. When it turns out that participants run out of ideas, the facilitator of the session may need to step in and feed the groups with points to ponder (that need to be prepared, beforehand³). Groups are to think about why they think this would work well. This will take 10 minutes.
6. After having created the 'perfect community management' system, the groups are asked to imagine the following: In spite of all of your effort, the management system that you created failed. After 1 year it turns out that your MAR system is abandoned. Stakeholders are asked to deliberate about the potential reasons and causes of this failure in a detailed a realistic manner: What went wrong, and why? This will take another 10 minutes.
7. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 3 minutes, this part of the sub-session will take 15 minutes in total.
8. In a wrap up session we will try to summarize the different as well as the joint ideas about factors of failure and success in the governing of MAR. This part will be brief (5 minutes).

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session.

Required materials

- Five empty flip-over sheets
- Markers (that work) (minimally five – one for each group)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)

³ Think of: Regular meetings; Boundary rules; Extraction rules; Monitoring system; Sanctioning system; Accountability system; Conflict resolution system; Understanding of relevant policies; Participation of users in decision-making; Management capacity of resource users; Fair allocation of benefits; Ability of users to pay; Willingness of users to pay; Awareness of users; Dynamic leadership. (These are the enabling conditions that come directly from our research).

4.1.3 Part B: Community management plus and the role of DPHE

Our research suggests that for the community management of MAR to succeed, it is important that there is a good working-relation between MAR users (or, the user committee), and DPHE staff, that is built on mutual trust. After a brief opening in which we lay out the objective of this sub-session, we proceed as follows:

1. Stakeholders are divided in five groups. Each group is asked to discuss what can be done to build, maintain and/or further develop a trusting, long-enduring relation between the users of a particular MAR system and DPHE officials. The groups chooses a note taker / presenter. A table like the one presented below, preferably translated into Bangla, is printed on five large sheets. Each group gets one sheet. The group discussion are structured by having participants filling out the table. This will take 10 minutes.
2. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 2 minutes, this part of the sub-session will take 10 minutes in total.
3. In a wrap up session we will try to summarize the different as well as the joint ideas about factors of failure and success of activities and measures meant to establish a trusting relation between of MAR users and DPHE. This part will be brief (5 minutes).

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session. The five sheet with the completed tables will be collected.



Activity/measurement	Constrain	Solution
build/maintain/develop a trusting, enduring relation between MAR users and DPHE	What could go wrong with the implementation of this activity or measurement?	How can the constraint be overcome?

Required materials

- Five flip-over sheets, each with a copy of the table (above) (with Bangla translation)
- Markers (that work) (minimally five – one for each group)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)



4.1.4 Part C: Community management plus and the role of NGOs

We start with a brief introduction, in which we will lay out the objectives (5 minutes).

1. Stakeholders are divided into 5 groups. We will try to make sure that each group contains participants affiliated with an NGO. Our research resulted in a list of requirements that appear to matter for the successful governance of MAR (and other drinking water systems). A table like the one presented below, preferably translated into Bangla, is printed on five large sheets (possibly 5 x 2 sheets in order to make the table fit). Each group gets on/two sheet(s). The groups will start by going over the list of requirements, and rank them, starting with what they think is the most important conditions for success. They can add additional requirements that we may have missed at the bottom of the table. This exercise will take 10 minutes.
2. Then, groups will discuss activities that NGOs can employ to support MAR users to strengthen the requirements. They start with the requirement that they have identified as the most important requirement, etc. They try to be as specific as possible. They fill in the column on the right-hand side of the table as clearly and completely as possible. This part of the exercise will take 10 minutes.
3. Break-out groups present their results in a plenary session, and results will be compared. With each group taking about 3 minutes, this part of the sub-session will take 15 minutes in total.
4. In a wrap up session we will try to summarize the different as well as the joint ideas about the importance of requirements for successful MAR governance, and ways in which NGOs can provide support to strengthen these requirements. This part will be brief (5 minutes).

During the session, one or several dedicated note takers take notes of the discussions in the breakout groups and the plenary sessions. Pictures are taken of the posters, at the end of this part of the session. The posters will be collected and stored for future reference.

[continues below]



Requirements	Description	Rank	NGO activity to support the strengthening of this requirement
<i>Regular meetings</i>	Resource users have an arrangement of regular meetings in place to discuss the issues related to the operation and maintenance of the resource system		
<i>Boundary rules</i>	There is a clear arrangement regarding who has access to the resource system		
<i>Extraction rules</i>	There are rules in place regarding who can extract how many resource units, and when		
<i>Monitoring system</i>	There is a mechanism in place to monitor the resource use and rule compliance		
<i>Sanctioning system</i>	There is a mechanism in place to punish rule breakers		
<i>Accountability system</i>	There is a mechanism in place to hold monitor/s accountable to the resource users.		
<i>Conflict resolution system</i>	There is a low-cost system in place to resolve conflict between users		
<i>Understanding of relevant policies</i>	All resource users understand the rules and policies guiding the management of the resource system		
<i>Participation of users in decision-making</i>	General users – not only committee members – have the opportunity to participate at all levels of the decision-making process regarding DWS governance		
<i>Management capacity of resource users</i>	Resource users have the technical and managerial skill and knowledge required to manage and operate the resource system		

<i>Fair allocation of benefits</i>	There is a system in place to fairly allocate the benefits associated with the resource among the users		
<i>Ability of users to pay</i>	The users have sufficient financial means to pay for the operation and maintenance of the resource system		
<i>Willingness of users to pay</i>	The users are willing to pay for the operation and maintenance of the resource system		
<i>Awareness of users</i>	All the resource users are aware of the resource system, its operation and maintenance rules and the activities of the committee that is responsible for resource management		
<i>Dynamic leadership</i>	Leadership is closely familiar with the changing external governance environment, has frequent interactions with resource users and regular contact with local traditional leaders		
<i>Supportive external environment</i>	The autonomy of users to manage their resource system is not undermined by any external authority		
<i>Other (1)</i>			
<i>Other (2)</i>			
<i>Other (3)</i>			

Required materials

- Five flip-over sheets, each with a copy of the table (above) (with Bangla translation). The table probably won't fit on one sheet (don't try to – participants need enough space to fill in the table)
- Markers (that work) (minimally five – one for each group)
- Adhesive tape (or, some sort of solution for displaying five flip over sheets)

