

FORMAT GUIDELINES FOR RECORDING AND FOLLOW UP OF PROVINCIAL CONSULTATIONS

(To be completed for each District visited)

Introduction			
Province	Date of Start	End of the Consultation	Estimate number of people who attended
District			
Villages visited (Write down the name of the villages that the PCs visits during the consultation)			
Was the district visited in the first consultation visits? (Mark the blank space(yes)if the district was already visited in the first Provincial Consultation)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Members of the PC who participated in the consultation.			
Names and titles of Other provincial governance participants (the person/s who will be invited by the PC from line departments to attend the consultation with PCs .	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Names and official positions of invited People for the gathering	Name	Position	
Officials (the official people who are belong to Government and non Government	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
Tribal Leaders and Emams (list of the tribal leaders and Emams who are from the district participating as locals			

Agenda for the District

All the contains of the agenda and response of the items (write it here)

Notec : Please make an Agenda together with Provincial council for the Consultation and followed it accordingly and noted down the contains of the agenda

What question were the PCs faced during the Consultation.

(note down what kind of question do the people raised after the presentation given by PCs)

What were the responses of the Provincial Council members? And What agreements or commitments were made by the members of the consultation team?

(As you recorded the question down Please write the response or agreements of Provincial council with the people .

Did the consultation give response to the questions that they promised to the people that they will follow up some of there problems in the first district tours? if yes write the information down

(as you know that in the first district tours the PCs promised to the people that they will follow up some of their problems so take preparation with Council before the consultation that what they would say to the people .

What was the reaction of the people? Did they raise more questions or were they convinced or satisfied?

(Make sure to find the reaction of the people out and see if they are convinced / satisfied or they raise more questions .)

What information or news did the Consultation members give to the people?

(please work together with PCs to have preparation for information giving to the people)

Information about the activities and accomplishments and difficulties of the PCs; of other organizations? Of the governor or of the parliament that relates to the province or provincial councils or provincial governance?

(again please work together with PCs to have arrangement for these all information)

Was anything said about the problems or issues raised in the previous consultation? If so, what was said?

(write the question of people that raised in the Provincial Consultation)

Was anything said about the issues of security and corruption and possible actions that the people might take regarding this?

(if yes so please write the information)

Write down any success stories happened during the Consultation by the consultation team?

(during the District Consultation if some problems solved through the team of consultation please write the whole story)

Report on the Problems and Needs Raised by the Public

Summary of Problems and Needs Raised by the Public

Response of the Council Members, , District governor, Ministry Officials and other invited guests (if any)

Other Matters Raised

Summary of other issues raised by the public

Items Need Follow-up	
List of Items the PC Members Promised to Act On	
Items Need Follow up	PC Member responsible

Noted:

By the Secretary of the Council:

Name of Facilitator: