

SOCIAL DEMONSTRATION CONSULT
REFERENCE TEXT

CHAPTER ONE:
CONSULT PREPARATION MANUAL

WORKING DRAFT:
NOT FOR
PUBLICATION

NOVEMBER/DECEMBER, 1975

INTRODUCTION

SITE
CRITERIA

1. The social demonstration community is chosen where there is an absence of community projects and the apparent hopelessness of the situation has resulted in local frustration. The community in most instances will be insular, or cut off from the main stream of society; it will usually reveal the obvious innocent suffering of a population of "the forgotten ones", the people who are usually overlooked by those making the broad socio-economic decisions of society at large. The choice of the community will be initially in keeping with the global rationale of creating a band of demonstrations around the world with one in each time zone, and of creating representational variation in types of communities within that global band. The communities selected will all have local support and regional, state or provincial and national authorization from both the public and private sectors as appropriate and necessary for the initiation of a human development project.

a. GENERAL GUIDELINES TO SELECTING A SOCIAL DEMONSTRATION SITE

1. Does it have the potential to influence provincial, national or continental areas beyond the local level?
2. Does it reflect a basic national need?
3. Is there already operative some national or provincial relationship which could become the basis for future replication?
4. Can local advocacy be immediately developed?
5. Is there some possibility of both private and public sector funding?
6. Does the area lend itself to the geographical delineation of a project site?
7. Is there some symbolic or church support?
8. Is there a plan to provide adequate available local staff?
9. Are the present ICA staff sufficiently trained as well as ready and enthusiastic?
10. Does it fit into the global symbolic time zone?
11. Are supplementary ICA staff available?
12. Is there a national or continental guardian support net?
13. Are there indications of some patron backup?
14. Is it feasible to set up a consult?
15. Is there receptivity to local community development efforts in the nation/province/city?
16. What is the future intent of the city, province, and nation relative to the prospective site?
17. Do we have legal status sufficient to move?
18. Are there adequate indigenous spokesmen and leaders?
19. Are there adequate auxiliary staff living and work facilities in the community?
20. Have we designed a viable plan for self-support?
21. What is the estimated cost of the project?
22. What is the tentative timeline?
23. Is this the best location in the decided area?

b. SITE SELECTION CRITERIA

1. The insularity of a community is a major criteria for selecting a social demonstration site. Also important is its sense of being an identity to the community.
2. Size—a circumscribed arena which can serve as a beachhead for future expansion is preferable—less than 15,000.
3. Deprived—visible sign, avalanche, obvious need.

4. Signability—the possibility for immediate hard signs—10 miracles in 2 weeks can be done.
5. Authorization—open gate, not bureaucratic authorization.
6. Willingness and readiness of local people to move.
7. Symbolic power—an unbelievable setting.
8. Certain kind of accessibility.
9. Gear into milieu of broader issue.
10. Replication possibility.
11. Little conflict with other plans and not in spotlight in relation to the bureaucracy.
12. Fundability.
13. Influence relative to a larger area.

SECRET
DIREKTIVO

LOCAL
SUPPORT

2. A social demonstration consult is initiated by invitation of the local community through the action of a representative group of leaders or representative community organizations. Such an invitation and assurance of the participation of the local community residents should be received before the date is confirmed with ICA consultants. To attempt to initiate a social demonstration without such support would negate one of the fundamental operating principles of the social method itself: the participation of local man in shaping human destiny. Through the combined efforts of local leadership, concerned citizens and outside consultants, the consult creates a model that focuses the project and defines its operating programmes. Those guidelines then allow the social demonstration to proceed and periodic evaluation and redesign to occur. A period of two years is projected for training local leaders to operate the model independently. The social demonstration model works through or along side the existing agencies, organizations and social structures already in the community. At the same time, it motivates the community by being responsive to the people it serves.

EFFECTIVE
AUTHORIZATION

3. The social demonstration is both universal in concept and unique in application to a particular community. Because no community exists apart from its relations to other communities, the state, the region or the nation in which it is located, likewise, the community is dependent upon the socio-economic links which already exist or which are anticipated as a result of the development project. The basic approach of social demonstration is to work within and in affirmation of existing social structures. The approval of the public sector and the supportive encouragement of representatives of the private sector—the business community, educational structures, and religious or social service organizations—is, therefore, highly desired. In a very real sense, the project provides its own authorization. The staff of the Institute of Cultural Affairs is drawn from around the world and functions as consultants to the community, living in the community and sharing in the local life style. Its role is one of catalytic service. It is, however, necessary that effective permission be given to the ICA to assure the initiation of the project, the training of local leadership and the implementation of the methods. This is necessary not only for the effectiveness of the development project in any given community, but for the sake of social demonstration as a means of global development.

PRACTICES
PREPARATION

4. To assure the success of the initial consult and, therefore, to lay the groundwork for the effective launching of the human development project, certain practical matters are essential prerequisites. The dates of the consult shall be pre-arranged with the ICA. A site for the consult, including meeting rooms and housing, shall be located and secured. Local and national consultants

shall be selected and invited according to their expertise and their willingness to arrange their personal time and commitments. Likewise, consultants and technicians from other nations shall be selected in consultation with ICA staff, invitations extended and visa and travel arrangements enabled. Materials and equipment used during the consult are financed locally through a coalition of public and private sources, both local and national. The same principles apply to the financing of the consultation with the exception that the national consultants are expected to totally care for their own expenses as a sign of their commitment to the project. On-site expenses of ICA consultant staff are covered by the sponsoring groups. Whenever possible, the sponsoring group would also participate in covering staff travel costs.

6 MONTH
TIMELINE

5. The following chart suggests the arenas of preparation necessary during the six month period preceding the consult. It is a helpful tool for the local auxiliary in determining the personnel and specific time design.

PREPARATION
CHART

6. The Preparation Chart specifies in greater particularity the 20 arenas of major concern during the month just before the consult. The following pages include suggestions for effectively handling these arenas.

5. 6 MONTH CONSULT PREPARATION TIMELINE

	6 months before	5 months before	4 months before	3 months before	2 months before	1 month before
OVERALL COORDINATION AND PLANNING	TIMELINE PREPARATION	MEET WITH LOCAL LEADERS	PLAN PRECONSULT MIRACLES	BEGIN WEEKLY PLANNING MEETINGS		
SITE PREPARATION AND RESEARCH	SELECT SITE	BUILD RELATIONS	MOVE IN	GEOSOCIAL ANALYSIS	BUILD MOTIVITY	SPACE PREP
CONSULT PARTICIPATION	LIST NECESSARY EXPERTISE	ASSEMBLE PROSPECT LIST	TELL STORY	SEND INVITATIONS	FOLLOW UP INVITATIONS	ASSIGN TO TEAMS
FOOD AND FACILITIES	INVESTIGATE FACILITY	SELECT FACILITY	SECURE FACILITY	FURNISH FACILITY	ARRANGE FOOD DECOR & SERVICES	FACILITY SET UP
SUPPLIES AND MATERIALS	PREPARE BROCHURE	PRODUCE BROCHURE	INKIND SUPPLIES	SECURE EQUIPMENT	CHECK TRANSPORTATION	PRINT CONSULT MATERIALS
LAUNCH PROJECT FRAMING	GRID STRUCTURES	ENLIST AUTHORIZATION	BUILD CONSUDT BUDGET	WRITE PROPOSALS	SECURE FUNDING	INVITE LOCAL AUTHORIZATION

6. CONSULT PREPARATION

III. PRACTICAL ARRANGEMENTS

I PRECONSULT RESEARCH	PHYSICAL SUPPORT	IV FINANCIAL MATTERS	CONSULT ENABLEMENT	II CONSULT PARTICIPATION
geo-social data	facilities	in kind	transportation	guardian consultants
socio-cultural milieu	food	finance	photography	local residents
preconsult observations	services	consult funding	printing	hosting arrangements
local adaptation	consult decor	project funding	material supplies	inclusive assignments

I. PRECONSULT RESEARCH

7. Several kinds of research need to be done on site before a consult takes place. First, historical, contextual and geo-social research is needed to be done in relation to the community. In order to develop the community story, significant and sometimes obscure elements of its history need to be uncovered. This includes the meaning of the community's name and location, and important historical figures, events and symbols. Contextual data revealing the community's relation to the larger social units such as the nation need to be pulled together. Second, research on the community's sociological makeup including statistics and a detailed map will be important. Third, a grid of the structure of the national government and projected funding sources along with copies of funding guidelines will be needed. Progress reports on development work in operation or proposed will be necessary during the consult and in writing up the results. The following chart provides a checklist for these items.

8. PRERESEARCH CHECKLIST

HARD GEO-SOCIAL DATA	SOCIO-CULTURAL MILIEU
objective background data grid of political structure other development plans national, provincial, local maps acreage population statistics economic statistics health statistics national statistics land ownership	continental/national context national development efforts current development philosophy history current story
PRECONSULT OBSERVATION	LOCAL ADAPTATIONS
field visit screen site grid needed expertise potential signs underlying problem	orientation tour celebration—Wednesday, Saturday part time participation song writing language

II. CONSULT PARTICIPATION

BROAD
PARTICIPATION

9. A social demonstration consult brings together approximately 60 people from many locations, vocations and situations to commonly build a plan for a comprehensive human development project. Approximately thirty of these people are local consultants, residents of the target community. Fifteen others are national consultants or guardians whose expertise and professional relationships can be of help to the project. An additional seven or eight are global guardians from various cities across the world, whose interest and special expertise invite their attendance. The remaining are ICA staff members and local auxiliary who help orchestrate the consult. Care must be taken that consultants in each category are chosen in relation to the practical expertise needed by the community (see attached chart). A second value is to have a representative cross-section of participants in terms of age, men and women, and private and public sector. Finally, members of the local auxiliary who will be responsible for project actuation should be freed as much as possible from consult practices to fully participate.

NATIONAL
GUARDIANS

10. The national guardians comprise about one quarter of the consultant body. They play the crucial role of lending expertise and general familiarity with the vicinity of the consult. More important, these consultants have access to specific information, sources of supply, and individuals who can be of service later during project implementation. These people are ordinarily drawn from LENS grads and other friends of ICA. They are expected to attend fulltime and to pay their own way as a sign of their commitment. In some situations, in order to get adequate representation from the national level, people not well acquainted with ICA can profitably be invited as consultants to ensure practical expertise in critical areas.

GLOBAL
GUARDIANS

11. One eighth of any consult will be made up of global guardians. In addition to their specific expertise they provide a symbolic presence in the consult which lends further objectivity to the work. Careful thought needs to be given to the kinds of expertise required and geographical locations most significant to the given consultation. Such global participation gives the project nascent international support, builds the guardian network, and signals the commonality of the global band of social demonstration. The assignment of global guardians should be coordinated through the GSD post in Chicago out of the initiative of the local staff. Again, these guardians cover their own expenses.

LOCAL
PARTICIPATION

12. Local citizens make up one half of the consultant body. These are selected residents who care about the community's future, and have a long-term commitment to it as well as practical familiarity with its operations and problems. They should represent the local grassroots rather than bureaucratic leadership. As much as possible they should be able to participate in the consult fulltime. Other more symbolic community figures may best support the consult as authorization by participating in the opening and closing sessions.

ICA
STAFF

13. Approximately one eighth of any consult will be made up of ICA staff. Personnel assigned as the project auxiliary and members of the GSD consult team will be present. Given the unique values in any situation, other personnel from houses in the area and from global centrum nexus will be assigned to consults. These staff will be assigned according to arenas of expertise. Their major role in the consult will be to provide leadership in the teams, but all ICA staff in principle are on call for any practical enablement.

They strengthen the teams, and also are the core for writing the report following the consult.

TRAVEL
ARRANGEMENTS

14. Ticketing and arrangements play a large part in the practices of any consult. To keep the cost to a minimum, it is suggested that all guardians pay their own way. Nevertheless, one person at the consult should act as a travel agent to coordinate necessary arrangements. This is seen as a convenience for the sake of freeing consultants to concentrate on work. This responsibility includes having a knowledge of alternative travel possibilities should changes of schedule be necessary. The prime value is getting the guardians where they need to be when they need to be there. Internal travel for field trips is also a responsibility of the assigned coordinator.

CONSULT
COORDINATION

15. Any consult requires a small number of people working invisibly as a support force to allow the teams to move full speed ahead and to provide the glue that holds the consult together. This is the consult coordination team. This force, usually comprised of two members of the ICA consult team, leads all the plenaries and staff training sessions and functions behind the scenes to adapt the methods, articulate the procedures, refine gestalts, and anticipate next steps which may be variants to the design. From time to time the coordination force calls upon a small task force pulled from across the consult teams to work on special gestalting or writing assignments beyond the ongoing research work. It also maintains contact with the symbolic leadership of the community and stands ready to converse with guest consultants on broader aspects of global social demonstrations. The coordination team is also responsible for presenting the methodological spins and for moving among the five teams as they work during the day, to release blocks and catalyze new directions of thinking as necessary.

ENABLEMENT
FORCE

16. Working closely with the coordination force is the enablement force which is responsible for executing the production and publication of materials and summary documents, and overseeing the provision of the working tools needed by the research teams. It also works with the team scribes to enable adequate record keeping, maintains the ICA consult team's backup files, and implements necessary taping of sessions for future refinement. The enablement force is made up of at least one member of the ICA consult team and one or more local ICA staff as needed.

PRACTICES
FORCE

17. The practices force functions invisibly to enable the meals and housing for all consult participants. It is comprised of at least one local ICA staff member and a core of local residents. It moves graciously to care for the physical needs of the guests and the community so that the work of the consult can proceed smoothly, calling upon consult participants only for the setting, serving and clearing of meals and snack.

CONSULT
ENABLEMENT

18. To make the best possible use of the consultants' time, it is helpful if as many of the practical chores as possible are arranged for them. At the same time, the consult should be kept at as low cost as possible. A hosting crew should be available at all times to handle practical matters, minor emergencies, shopping trips and coordination. Meals should be provided and dishes cared for by the enablement staff. Consultant teams have participated in setting and clearing meals where this has been helpful. The image is invisible, gracious, sophisticated support.

19. SOCIAL DEMONSTRATION CONSULT EXPERTISE CHART

economic support	profit economy	essential services	basic education	cultural form
✓ animal husbandry ✓ veterinary science ✓ marine biology ✓ cattle management ✓ land development ✓ crop management ✓ ocean plants ✓ commercial fishery ✓ agricultural crops ✓ general farming ✓ specialty horticulture	small industry retail trade design engineering management training financial investment office management tourism development rural development systems engineering savings banking commercial marketing	health services housing construction sanitation systems architectural design public dietetics civil engineering water supply social medicine transport operations communication services health education	preschool education adult education vocational training advanced learning elementary education secondary education family education language training leadership training community education curriculum development	community organization social psychiatry religious development urban planning social development social work local history social art social research practical sociology applied anthropology

UNIV. VET. HOSP.

2 ARCHITECTS
SHELDON HILL

3 AD. STAMPEDES

GOVT CAIRO

DR HAM

GOVT MAN (ARTICLE)
OIL CO.

U.N. MAN AID

FRED LANPHEAR
EXP. FARM
AMER. W.

20. CONSULT TEAM ABSTRACT

Consult Forces

Support Forces

		AGRICULTURE	BUSINESS	EDUCATION	SOCIAL	SERVICES	
expertise arenas		crop management	small business	preschool education	community organization	drainage engineering	COORDINATION
		animal husbandry	retail merchandizing	vocational training	cultural development	architectural science	
		agricultural cooperatives	management training	adult education	social art	road construction	
		soil science	commercial marketing	language training	religious development	public health	
		general farming	savings banking	public schooling	social psychiatry	urban planning	
local participants		1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	PRODUCTION 1. 2.
	national guardians	1. 2.	1. 2.	1. 2.	1. 2.	1. 2.	PRACTICES 1. 2.
	global guardians	1. 2.	1. 2.	1. 2.	1. 2.	1. 2.	
	global ica staff	1.	1.	1.	1.	1.	SPECIAL
	local ica staff	1.	1.	1.	1.	1.	

21. CONSULT PARTICIPATION CHECKLIST

Assignments	Local participants
<p>Drivers Typists Practices group Photographer Printers Host/Hostess</p>	<p>Local invitations Recruitment Opening attendance Language Secondary strategies</p>
Special questions	Arrangements
<p>Local staff participation Authorization figures Assign team leaders Big Opening</p>	<p>Reception Hosting visitors Local host Consult orientation—Sunday morn Photographs Pre/post housing etc. Work, study material, books Schedule orientation</p>
Arrival and departure data	Rational chart of prospects
	<p>Global guardians</p>

III. PRACTICAL ARRANGEMENTS

CONSULT
PRACTICES

22. The practices of the consult are likewise designed to provide a conducive atmosphere for the work of the consult. These arenas are the responsibility of the local staff with occasional help from consult participants. The practices include providing a gracious facility appropriate to the project setting which would be relatively isolated from other activities and available at all times for consult use. Adequate housing and workspace should be provided.

CONSULT
ARRANGEMENTS

23. In planning a consult crucial issues will need to be dealt with in arranging the local setup. First, is the permission and/or authorization to hold the consult. Without it, of course, we cannot consider the project. Secondly, the funding for the consult needs to be arranged not just for the practical enablement of the consult itself, but as an authorization tactic before and after the consult is held. In-kind donations will also be critical and extremely helpful. Thirdly, in planning the consult, give early and careful consideration to the consult attendance. The key focus for the local auxiliary's efforts of course is guaranteeing local participation. These participants need to be the people who will be implementing the project and will stand by the project with any kind of support that is needed. Fourth, is the issue of providing a facility and food. In choosing a facility for the consult there are several important values to hold. The most crucial is providing a setting appropriate for those attending the consult. The second highest value is that the location be adjacent to or as close as possible to the actual project site. There need to be kitchen facilities that are convenient and serviceable. For the meeting space, one large room with capacity to comfortably seat sixty people in a seminar arrangement is necessary. The five teams will need space to meet, though separate enclosed rooms are not necessary. If possible, a lounge in close proximity to the meeting room is highly desirable. In evaluating a potential facility, adequate lighting, ventilation and wall space for yards and yards of butcher paper should be considered. Naturally, a major value will be to keep the cost at a minimum or preferably to locate an in-kind facility. Careful thought also must be given to the menu planning, including adequate service and variety.

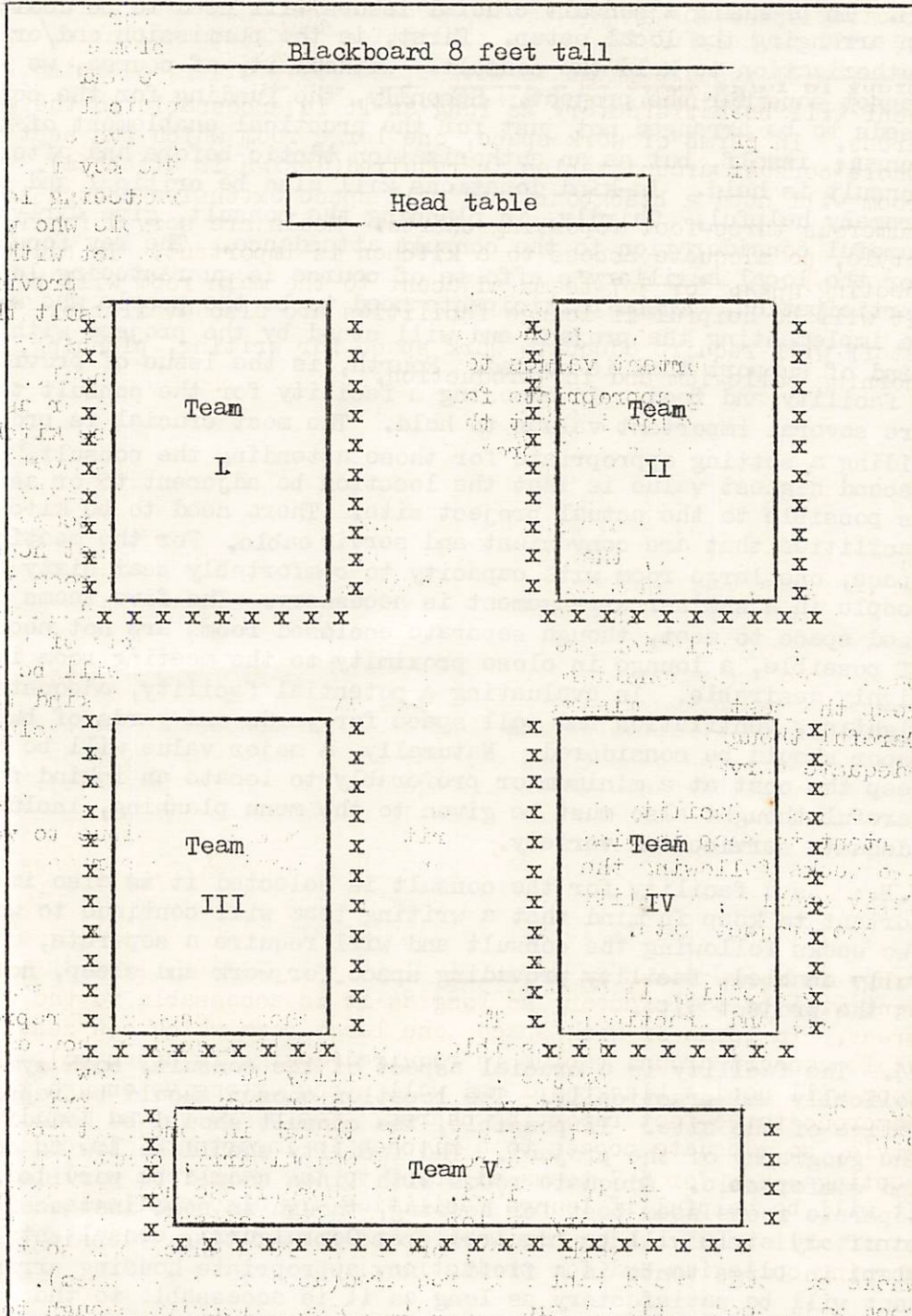
N.B.: As a facility for the consult is selected it is also important to keep in mind that a writing team will continue to work for two weeks following the consult and will require a separate, fully enabled, facility providing space for work and sleep, not on the project site.

CONSULT
FACILITY

24. The facility is a crucial aspect of the consult, both symbolically and practically. The location chosen should be representative of the site. If possible, the consult should be housed within the geography of the project. The facility should be low in cost and comfortable. Adequate rooms with linen should be provided. Separate rooms seem best for housing, though in some instances dormitory style will be required. At Oombulgurri, consultants slept in large tents in a field. Any appropriate housing arrangement will be satisfactory as long as it is accessible to the working areas. In terms of work space, one large room which can seat the whole consult around tables is required (design is attached). This room will need a blackboard and wall space extensive enough to hang numerous three-foot reporting charts. Meals are served family style, so adequate access to a kitchen is important. In addition, meeting space for 5-7 teams adjacent to the main room will be needed. It will be helpful if lounge facilities are also available. The staff will require adequate work space for writing, planning, early morning collegium and for production.

25. Space Design.

PLENARY ROOM SETUP



plus team rooms, production space, coordination office and lounge.

DECOR
MODEL

26. The decor model will include the following items:
1. Symbol of the country
 2. World map
 3. Green band of social demonstration
 4. Hour on hour social demonstration
 5. Project grid
 6. Montage of geosocial grid
 7. Map of the nation
 8. City map
 9. 8 social demonstration pictures
 10. Local Artforms

CONSULT
SUPPLIES

27. Because the consult is a major research effort, a relatively sophisticated backup system of supplies is required. A first priority is a top quality, rapid and fully accessible production system. Typewriters, offset printing facilities, instant copiers equipped with the supplies necessary to operate and maintain them are critical. The teams need large sheets of butcher paper, markers, masking tape, chalk and erasers. Of course, an adequate supply of paper and pencils is essential. Other items such as maps of the area, decor, art and production supplies are also helpful. Listed below is a checklist for the items which need to be on hand for the consult. Much of this, it is hoped, can be obtained as in-kind donations. In creating the local decor, community grids and symbols can be used for banners or posters, as well as other local artforms that would be appropriate. It is crucial to have six good typewriters (elite type size) with the same type style if at all possible. When making arrangements for the typewriters, it is recommended that they be reserved from one week before the consult through the two weeks following the consult since heavy production will take place in those weeks.

28. Certain documents and papers are handed out in the consult as educational devices. The opening and closing plenary packets are the major handouts. The opening packet contains material for the total consult. It contains a master time design, a one day detailed time design, a schedule of events, a calendar listing the dates of other consults, a map of the local, team assignments, a procedures book, team meeting spaces, enablement assignments, and a list of all participants and their expertise. The closing packet contains the summary report, a directory of the participating consultants and any other products of the consult. In addition, other handouts are distributed throughout the consult. The group working behind the scenes will hand out tentative charts of its work for the whole group to check. A single sheet handout is distributed with each collegium as a means of facilitating the spins on the philosophy of development. In some instances, an orientation packet is sent ahead to consultants. These are kept to a necessary minimum. In addition, teams and the consult staff have a large variety of reference materials available.

29. PRACTICAL MATTERS CHECKLIST

DECOR CREATION

Team space.
plenary space
general areas
village impact

PRINTED MATERIALSPARTICIPANT SERVICES

laundry
emergency
electricity
weather
medical
message model
- bedding and towels
- consult photo
money changing
mail service
registration
wake up
phone

TRANSPORTATION

airport
- team travel
- rent buses

PHOTOGRAPHY

- film
- flashes
- camera
- protocol

SPECIAL GUESTSMEETING SPACE

1 large room for 60 people
5 small meeting spaces for 12 each
work space
practices office
production space

FACILITIES

housing model - tent
hotel - chlorine
nexus - plants
borrowed beds
special housing
work rooms
restrooms
paint and clean plenary room
2 week writing spaces
special enablement
lounge space
good lighting
space for extra participants
- light bulbs

CONSULT EQUIPMENT

- tables and chairs - 30-60 tables 156/16/30
- 200-400 chairs
200 - large tent 300
- blackboards
- 3 of 4x8
- 6 of 4x4 - 4 more
- ashtrays
- typewriters - English Arabic
- duplicating equipment
rapid, 24 hour access
quality

REFECTORY SERVICES

sack lunches
menues, esp. opening/closing
- kitchen equipment and dishes
- coffee urns
liaison with kitchen
- snacks, 5am meeting
good local food
substantial breakfast
setup—teams
catering service
- coffee & tea pots
- napkins
- toilet paper
- knives, forks, spoons
- serving bowls

30. MATERIALS AND SUPPLIES CHECKLIST

MATERIALS

SUPPLIES

I. Participants Materials

file folders ✓ 200 04.00

A. Orientation packet

cassette tapes ✓

1. previous consult documents

colored and white chalk ✓

2. Previous consult spins

carbon paper ✓

3. Selected chapters of the text

magic markers - have

4. selected study materials

butcher paper 5p/sheet 300 sheets @ 15.00

B. Opening Packet

folders 5p. 300

1. folder and cover

notepaper and pencils

2. TWC symbol

masking tape - 10 rolls

3. 9 day consult design

first aid supplies - 1 kit

4. 5 day consult flow

flea powder

5. 1 day time design

typing supplies

6. methods flow chart

chart supplies

7. participant expertise list

(stationery supplies)

8. Team assignments

paper supplies

9. location background brief

name tags - cloth

10. site map

straight pins - 1 box

11. songbook

pencils - 5 doz.

12. local song sheets

Mimeo paper - 100 reams @ LE 140 = 140

C. Closing Packet

1. folder

Stencils

2. consultant directory

white out

3. master charts booklet

typing ribbons

metre stick

II. Leaders packet

1. textbook

2. meal hosting

3. consult teams

4. team procedures

5. scribe notebooks

WRITING
TASK

31. As important as the work done during the week of the consult itself is the writing undertaken during the one to two week period immediately following the consult. During this time the consult summary statement is written and published. This intensive writing task is designed to produce a document which both reports on the consult methods and resultant findings, and points to the implications for the actuation of the human development project during the following weeks and months. The document becomes not only a critical reference tool for the local auxiliary in building timelined implementaries but also is useful in a number of ways as a development piece in raising funds and support from both the public and private sectors. The corporate writing task requires a body of 20-25 people who participated in the consult and who are available to work intensively 18 hours a day for a period of one week or until the document is completed. The orchestration of the task largely involves small groups working together to render various phases of the consult findings into prose. Certain portions of the writing require further analytical, interpretive and creative writing. The methods of corporate writing involve writing, critiquing and re-writing and are employed using data from the consult team work and plenaries as the basis of the original drafts. In addition to the various writing groups, the team must include an editor/coordinator, a proofreader, a printing coordinator and a team of 4-6 people available to type at any point to do rough and final copy.

WRITING
SUPPORT

32. The document writing proceeds most expeditiously relative to the extent of time required and the quality of work produced if the writing team can focus exclusively on the writing procedures. Because of this the adequacy of the facility and enablement structure is crucial. The writing team should function in a facility which is away from distractions and is preferably not on the consult site. It should provide adequate space for the whole team to gather for common meetings and for 5-6 small groups to work independently. A separate room is needed for the typing pool. Stationery supplies such as pencils, paper, butcher paper, rulers, chart making materials, pencil sharpeners, typing supplies, dictionaries and a thesaurus need to be readily accessible. Six typewriters in good condition, 3 of which have uniform elite type face for final typing are needed. In the case of documents to be published in two languages, a team of translators as well as a typewriter in a second language should be provided. Printing or offset services including the use of an MTST for charts need to be arranged ahead of time. They should be available for use as portions of the writing are completed and made ready for production. Food serviceduring this period should be such that meals can easily be served either corporately or as a buffet depending on the needs of the team. The service should be low key and relatively invisible and the meal schedule flexible. Snacks and an inexhaustible supply of coffee should be available. Sleeping quarters with adequate bathing facilities should be included in or adjacent to the team's work space. As this period is a high-intensity, pressurized time, the degree to which the basic needs materials and equipment are adequately provided for will determine the overall effectiveness and quality of the team's work.

V. FINANCIAL MATTERS

CONSULT
FUNDING

33. Social Demonstration consults are designed to operate at a minimum expense and are funded locally. The expenses of the consult include facilities, food, supplies, materials, equipment and miscellaneous plus pre and post consult housing and arrangements for the consult staff and writing team. These need to be defrayed in as many ways as possible. For example, guardians and other participants can cover the cost of their own expenses as a contribution, and in-kind donations and special gifts can be solicited. Additional monies will likely need to be raised locally to cover expenses, however.

34. Sample Budget

Transport

Two small cars @ \$19.00/day x 14 days	\$ 483.00	
1 VW Kombi @ \$30.00/day x 14 days	<u>414.00</u>	897.00

Materials

48 markers @ \$.55	26.00	
130 reams of duplicating paper @ \$3.70	481.00	
550 folders @ \$1.85	93.00	
200 yards of end roll	25.00	
5 doz. pencils	6.00	
miscellaneous office equipment	62.00	
tables and chairs	<u>31.00</u>	724.00

Food

breakfast (toast, fruit, tea, coffee)	.30	
lunch (bread, egg, tomato, coke, t&c)	.43	
supper (stew, bread, butter, fruit)	.61	
snack	.43	

30 meals at \$14.50 for 5 days		270.00
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Printing

309.00

Housing

	<u>142.00</u>
US \$	2,348.00

Note: this budget did not provide enough butcher paper or paper.

35. Finance Checklist

INKIND

printing
materials
bedding
donor list
transportation

FINANCE

budget construct
petty cash
participat fees and payment

FUNDING

development budgets
program funding model
consult funding model
donors list
development/pr piece