

Note-taker requirements for WSC Index Benchmarking Workshops

Note-taker responsibilities

Note-takers for the WSC Index benchmarking workshop document information for each indicator relating to:

- the polling scores and final scores
- scoring justification, including supporting data
- the confidence level of the final score.

Bio-physical and socio-institutional indicators are scored separately during concurrent workshop sessions (and during the introduction as a whole group). Note-taking sheets with tables, headings and space to capture notes, are available for note-takers. Note-takers also keep time during the workshop and maintain contact with each other during the concurrent sessions (via sms or similar) to ensure that the indicators for each goal are completed within the designated time slots. This will also provide an opportunity for participants to swap rooms should they prefer to attend the session for a different goal.

Note-taker prerequisites

The following checklist may be used to consider nominated note-takers.

- Water background or similar, and/or knowledge of the water system and urban water practices.
- Ability to capture relevant notes during a fast-paced discussion
- Understand the background and purpose of the WSC Index
- Familiarity with either or both of the bio-physical and socio-institutional indicators, related terms and language, guiding questions and data sources.

Note-taker assessment

A short meeting should be conducted with the provider and the nominated note-takers to brief them on requirements and assess their ability to provide the required support at the benchmarking workshop.

Note-takers should have an understanding of the goals, indicators and ratings for which they will be recording notes, and should review them prior to the assessment and workshop.