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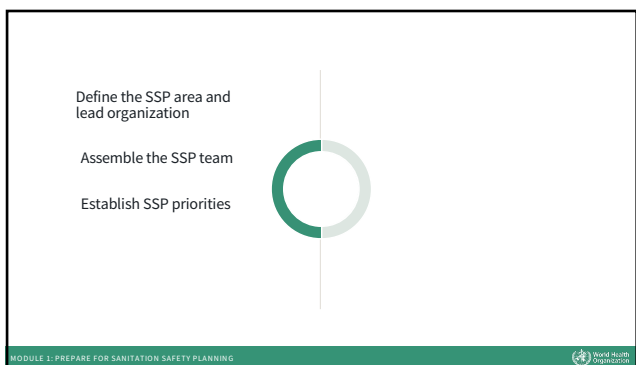
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**STEP 1.1**  
Define the SSP area and lead organization

**OBJECTIVE**  
To drive and sustain the process and ensure that the scope is manageable and understood by all stakeholders.

When SSP is initiated in a municipality, district or other administrative unit...

... area administered by the local authority

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**System 3:** Dry or flush toilets with onsite disposal or offsite disposal

**Lead organization = local authority with the mandate for oversight of sanitation service provision**

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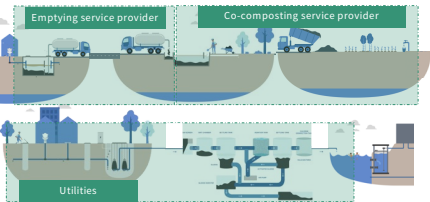
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**STEP 1.1**  
Define the SSP area and lead organization



SSP is implemented by sanitation service providers

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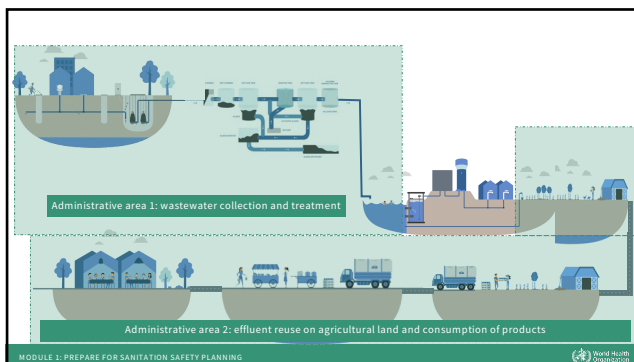
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### STEP 1.2

Assemble the SSP team

To ensure broad stakeholder commitment to design and implement the process.

- This is particularly important in sanitation systems because responsibility along the sanitation chain is seldom the responsibility of one organization.
- Initiators will need the support of all relevant organizations.

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### STEP 1.2

Assemble the SSP team

#### Appoint a SSP team leader

The team leader should have:

A team leader should be identified and appointed at the outset who will play a critical role in:

- communicating about SSP;
- mobilizing stakeholders; and
- leading development, implementation and updates of the SSP.

Authority, Time, Resources, Organizational and interpersonal skills

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### STEP 1.2

Assemble the SSP team

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#### Form the SSP team




Team is formed by:

- Organizations and individuals in charge of all relevant sanitation steps;
- Representatives of the exposure groups;
- Public health experts.
- Specialists in climatology and hydrology

People who represent the whole system and who have the skills to:

- ✓ Identify hazards;
- ✓ Understand how the risks can be controlled;
- ✓ Drive improvements in their respective area.

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### STEP 1.2

Assemble the SSP team


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#### Stakeholder analysis for large or complex SSPs

TOOL 1.2. Stakeholder analysis

SANITATION STEP (By country, local community, through household, community, government and/or external)	STAKEHOLDER (Name of the organization)	ROLE OF STAKEHOLDER (In planning, implementation, follow-up, efficacy, success etc)	MOTIVATING FACTORS (Does this role increase the likelihood of adoption of a safe system)	CONSTRAINING FACTORS (Does this role decrease the likelihood of adoption of a safe system)	IMPORTANCE (Importance of engaging the stakeholder in the SSP process to achieve the SSP goal)	INFLUENCE/POWER (Ability of the stakeholder to affect the implementation of SSP)	PARTICIPATION REQUIRED (For capacity, resources, knowledge, collaboration, empowerment/ support)

Adapted from WHO/UNICEF, vol. 4, section 10.2.2  
 Adapted from: WHO/UNICEF, WHO/UNEP, WHO/UNEP/WHO, and UNICEF/WHO  
 Information provided in this table is for illustrative purposes only. The table is not intended to be used as a template for stakeholder analysis. Stakeholder analysis should be conducted in a participatory manner, involving stakeholders and selection of control measures. Stakeholders in this category might be invited to be members of the steering committee. Departmental budgetary in a process of building the capacity of stakeholders through training, awareness and collaboration on how they can prepare and implement SSP. Stakeholders in this category might be part of the SSP team.

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### STEP 1.2

Assemble the SSP team

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#### SSP Steering Committee for large or complex SSPs

Senior representatives from relevant authorities      Senior representatives of the implementation partners



Steering committees provide:

- Leadership and oversight of the entire process.
- Agreed priority areas for SSP.
- Engagement with, and get commitment of, senior management of the lead organization.
- Secured financial and resource commitment.
- Policy dialogue and amendment to improve the enabling environment.

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### STEP 1.2

Assemble the SSP team


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#### Management and financial considerations

In-kind commitment of time      Direct costs during the preparation phase for:

- sampling and testing
- data collection
- field investigations

It is important to secure management support to allocate staff time and any start-up funding for the process.

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### STEP 1.3

Establish SSP priorities




This step makes the SSP process manageable.

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Risk-based tools can be used to analyse the situation, to identify and reach agreement on SSP priorities:

- Excreta flow diagrams (SFDs)
- The SaniPath Exposure Assessment Tool

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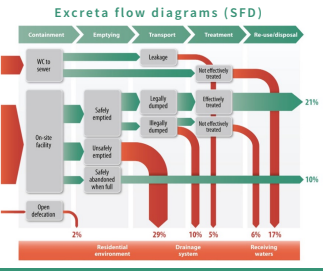
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### STEP 1.3


Establish SSP priorities

#### Excreta flow diagrams (SFD)



The diagram illustrates the flow of excreta through five stages: Containment, Emptying, Transport, Treatment, and Re-use/disposal. It shows the following percentages for different disposal methods:

- WC to sewer: 21%
- On-site facility: 10%
- Open defecation: 2%
- Revolutions environment: 2%
- Discharge system: 29%
- Recovering water: 17%
- Other disposal methods: 10%, 5%, 6%, 17%

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**STEP 1.3**  
Establish SSP priorities

You should consider:

- areas with high reported or suspected sanitation-related diseases
- areas with high population density
- vulnerable populations
- areas with no or intermittent water supply service
- high formal or informal wastewater reuse activities

Consider climate-related exacerbating factors:

- areas where climate is known to affect sanitation infrastructure or performance
- areas not currently affected by climate-related hazards but are likely to experience them under climate change scenarios
- sanitation systems or services that have high susceptibility to climate-related hazards

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Define the SSP area and lead organization

Assemble the SSP team

Establish SSP priorities



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MODULE 1: PREPARE FOR SANITATION SAFETY PLANNING 

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