

First Edition / English Language / June 1997

community  
BASED



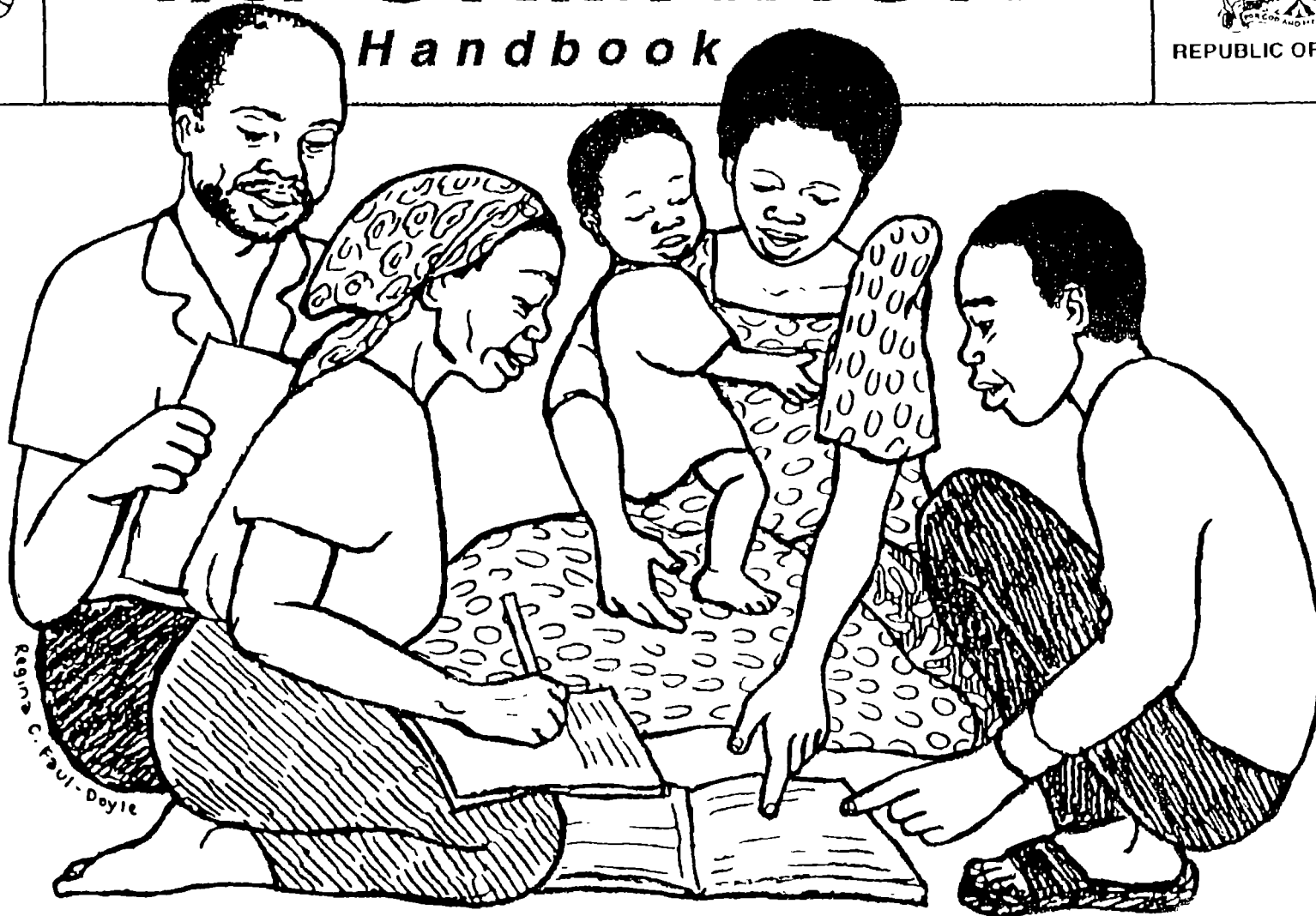
INFORMATION  
SYSTEM

# COMMUNITY INFORMATION *Handbook*



REPUBLIC OF UGANDA

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**This handbook was made with the help and ideas of these agencies working together:**

**Government of Uganda**

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Ministry of Education  
Ministry of Gender & Community Development  
Ministry of Health  
Ministry of Local Government  
Ministry of Planning & Economic Development  
Ministry of Water & Natural Resources*

**Community Management Programme  
Community Based Health Care Association  
Community Development Resource Network  
Uganda Change Agents Programme  
UNICEF  
World Vision**

*Community Information Handbook. First Edition / June 1997*

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## A Letter from the Minister of Local Government

Letter from the Minister to contain these points:

- with decentralisation in Uganda we are shifting to bottom-up planning
- this shift was announced by the President in his address to the Nation in October 1992
- increased power and responsibility has been given to people at Village level
- everyone should now be involved in gathering information and making decisions about their own development
- Villages have the right to make their own plans and say what they need from government
- communities can collect information about their problems, speak out and decide how to get their share of the local budget
- Village information is just as important to the Sub-County, Districts and Government as to yourselves and we want to hear from you
- Only by working together can we develop the nation, village by village

# ***What is inside the Community Information Handbook***

*Why we need information* page 2

*What information we need* page 6

*How we can collect information* page 10

*What the information means* page 14

*Using the information to solve problems* page 18

*What to do with the information* page 24

*How to make a Village Record Book* page 26

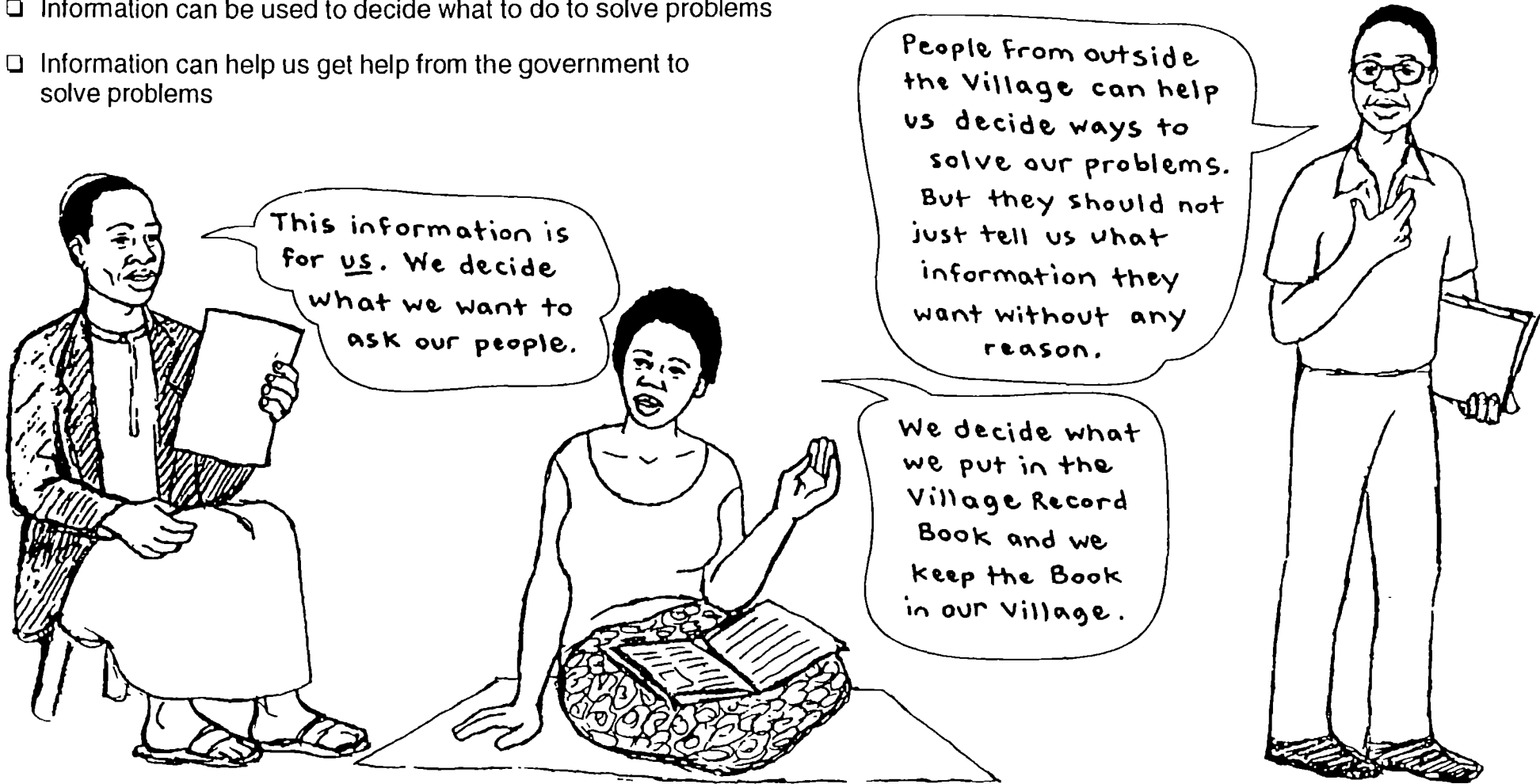
*How we can get people to cooperate in giving information* page 32

*Where our Village Information and Plans go* page 35

*What we can do while waiting for help with our problems* page 36

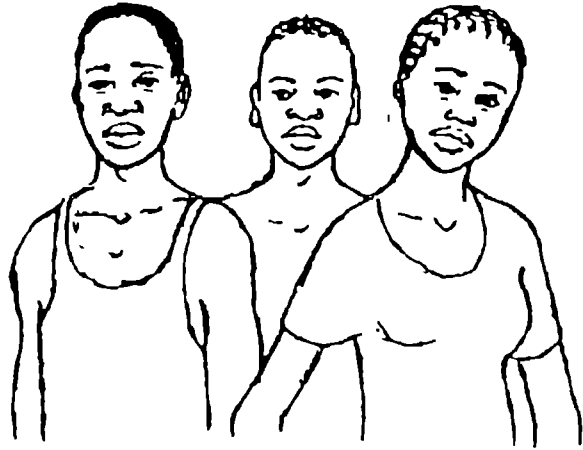
## Why do we need information?

- ❑ Information can help us solve our own problems
- ❑ Information can help us find out how serious our problems are
- ❑ Information can be used to decide what to do to solve problems
- ❑ Information can help us get help from the government to solve problems



## Examples of why we need information:

❶ "We think youth are a problem here. What can we do?"



❷ "Malaria is killing people. How do we stop this?"



❸ "The farmers are very poor. How can we become richer?"



❹ "Water is a problem. Can the government help?"



# What are our Village's problems?

Pages 4 and 5 are for our own Village information. The Parish Development Committee or our Community Resource Person can help us.

① Problem:

② Problem:

③ Problem:

④ Problem:

# What are our Village's problems?

⑤ Problem:

⑥ Problem:

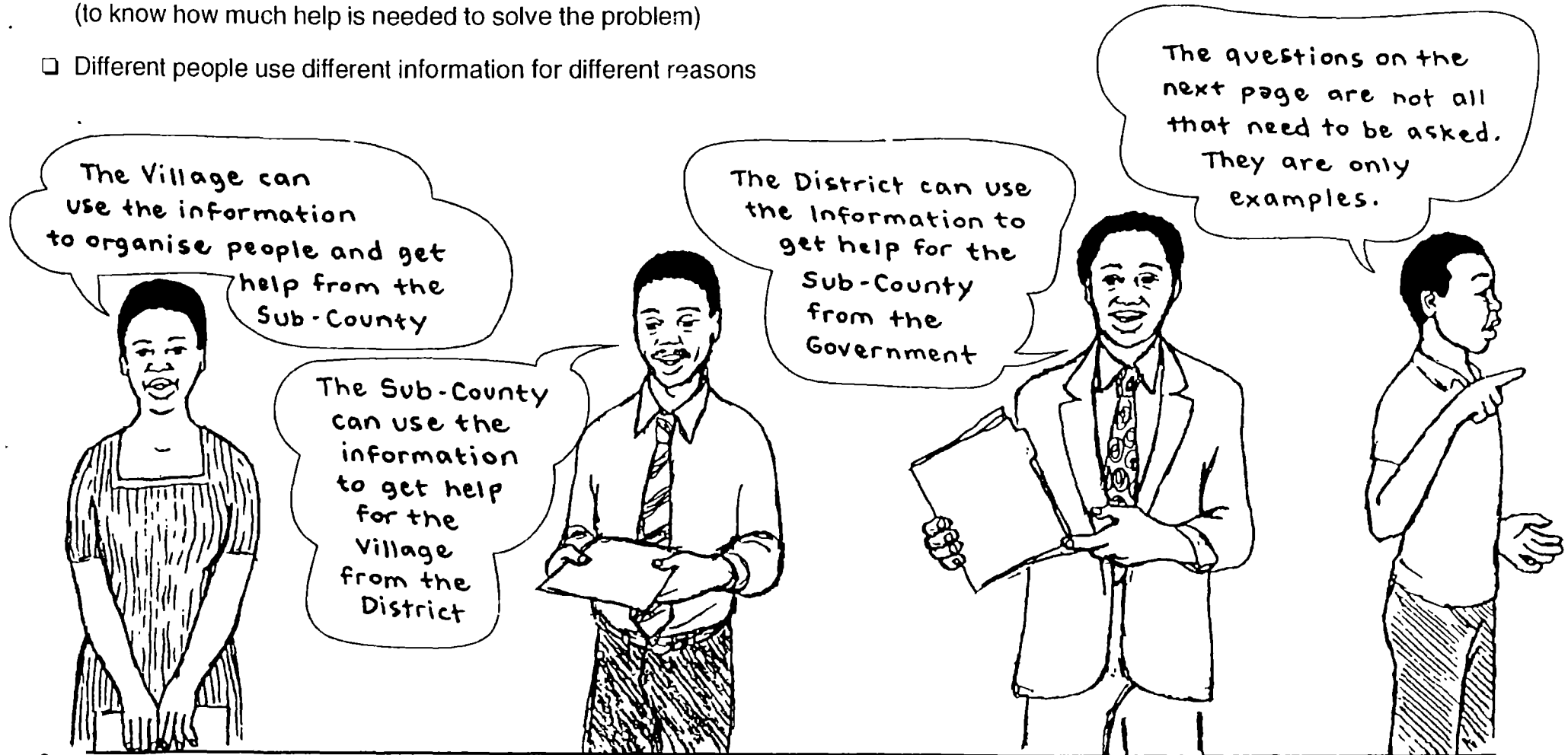
⑦ Problem:

⑧ Problem:



## What information do we need?

- Depending on what we want to know, the information will be different
- Some kinds of information can tell us a lot about our Village. Information about numbers of people, sickness, education, births, deaths, water, income and agriculture are very important.  
(to know how many people are having a problem)  
(to know how much help is needed to solve the problem)
- Different people use different information for different reasons

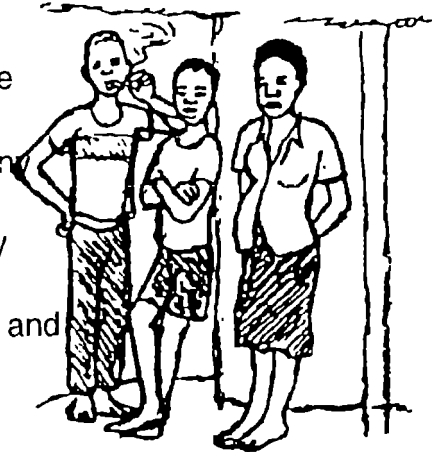


## Examples of information which might be needed:

❶ "We think youth are a problem here. What can we do?"

If Parents think youth are a problem, they need information like this:

- How many youth are in the village (from the Village Record Book)
- How many are boys and how many are girls
- If they ever went to school or why they left or never went?
- What are their common activities and when?



❷ "Malaria is killing people. How do we stop this?"

If the village thinks malaria is getting serious, they need information like this:

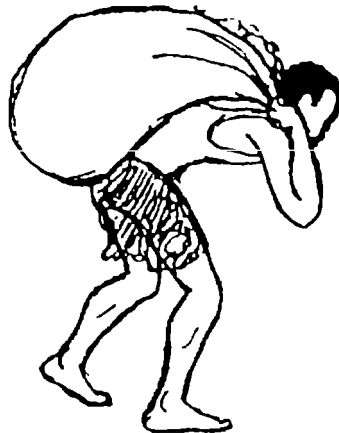
- How many people have been having malaria? When? Did they die?
- How old are the people? What do they do?
- Where do the people live in the village?
- What type of houses do people live in, both with malaria and without?



❸ "The farmers are very poor. How can we become richer?"

If farmers want to know how they can improve themselves, they need information like this:

- What are the farmers growing and where is the land?
- How and where do they keep and sell what they grow?
- How many people are doing the same thing and are they all just as poor?
- Who is buying the crops and where do they take it?



❹ "Water is a problem. Can the government help?"

If the women want assistance with their water problems, they need information like this:

- How many water sources do we have? What type? What condition?
- How many household use each source?
- How far are the sources from the homes?
- Who collects the water? How much? How many times?



# What questions can we ask to find out about our own Village problems?

Pages 8 and 9 are for our own Village information. The Parish Development Committee or our Community Resource Person can help us.

<p>① Problem (from page 4):</p> <p>Questions:</p>	<p>② Problem (from page 4):</p> <p>Questions:</p>
<p>③ Problem (from page 4):</p> <p>Questions:</p>	<p>④ Problem (from page 4):</p> <p>Questions:</p>

## ***What questions can we ask to find out about our Village problems?***

**⑤ Problem (from page 5):**

Questions:

**⑥ Problem (from page 5):**

Questions:

**⑦ Problem (from page 5):**

Questions:

**⑧ Problem (from page 5):**

Questions:

## ***How can we collect the information we need?***

- ❑ Depending on what we want to know, the way information is collected may be different
- ❑ We can collect information by going from house to house asking questions
- ❑ We can collect information by having meetings with the whole Village and asking people questions
- ❑ We can collect information by having smaller meetings with the people who are having the problems
- ❑ We can collect information by walking around and seeing what is there
- ❑ We can collect information by drawing a map of our Village
- ❑ We can collect information by looking at our Village Record Book



## Examples of how information can be collected:

① "We think youth are a problem here. What can we do?"

To find out about the youth, you may collect information by:

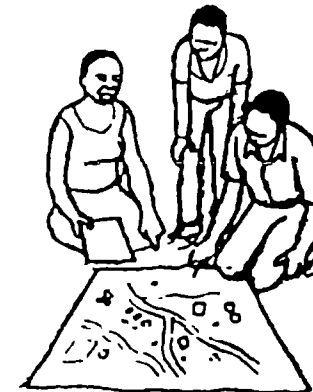
- Meeting with parents and with teachers and with youth to ask questions
- If there is a Village Record Book, look in it to see if the number of youth are shown by age and sex and what they do
- Walking around the village to see where youth are and what they are doing
- Looking at the village map to see if there are places for youth to meet or learn



② "Malaria is killing people. How do we stop this?"

To find out about malaria in the village, you may collect information:

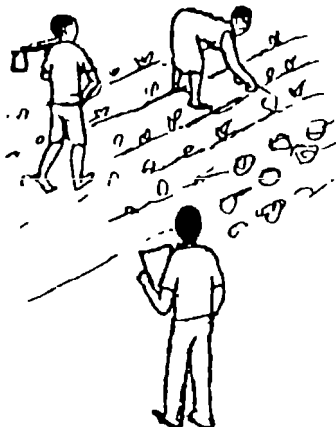
- By going from house to house in the village and asking questions
- By meeting with the village health workers
- By walking around the village and seeing the condition and place of the houses
- By looking at the Village Map to see where the people with malaria are living



③ "The farmers are very poor. How can we become richer?"

To find out about the farmers, you may collect information:

- By meeting with farmers and buyers and transporters to ask questions
- By looking in the Village Record Book to find numbers of farmers
- By walking around the farms to see how the land is and how the farmers work and the condition of their crops
- By making a village map to show the roads and farms and markets



④ "Water is a problem. Can the government help?"

To find out about the water, you may collect information:

- By walking around the village to look at the places and number and conditions of the water sources
- By meeting with the people who collect the water and asking questions
- By drawing a village map that shows all the water points and the number of houses
- By looking in the Village Record Book to see how many and where the water points are



## ***How we will collect our Village information:***

*Pages 12 and 13 are for our own Village information. The Parish Development Committee or our Community Resource Person can help us.*

<p>① <b>Problem:</b></p> <p>How we will collect information:</p>	<p>② <b>Problem:</b></p> <p>How we will collect information:</p>
<p>③ <b>Problem:</b></p> <p>How we will collect information:</p>	<p>④ <b>Problem:</b></p> <p>How we will collect information:</p>

## ***How we will collect our Village information:***

<p><b>⑤ Problem:</b></p> <p>How we will collect information:</p>	<p><b>⑥ Problem:</b></p> <p>How we will collect information:</p>
<p><b>⑦ Problem:</b></p> <p>How we will collect information:</p>	<p><b>⑧ Problem:</b></p> <p>How we will collect information:</p>

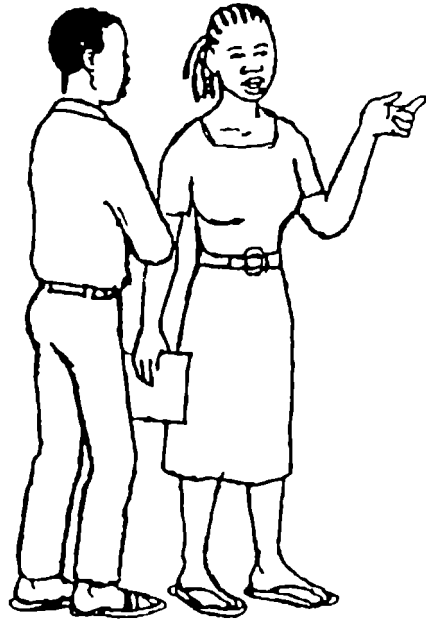
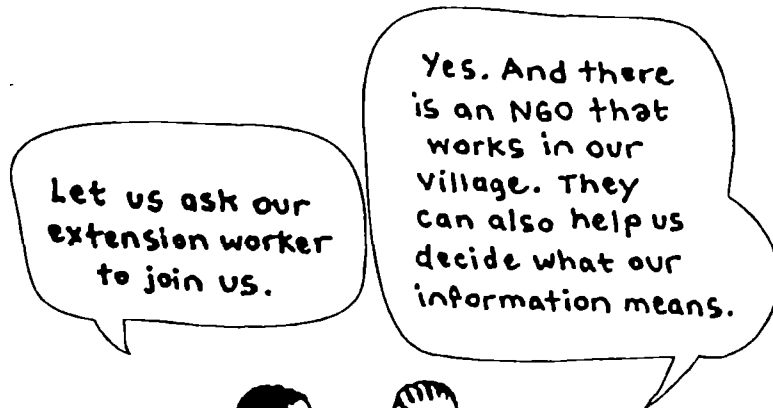


## What does the information mean?

Any information needs to be looked at and discussed with people in our Village to decide what it means.

Then we need to ask:

- Can our trained Community Resource Person or extension worker or someone from an NGO help us find out what the information means?
- How common and how big is the situation?
- Are the people in our Village interested in the problem and are they willing to work to solve it?
- Has this problem always been here or is it new?
- Is the same thing happening in other Villages and is it just as bad?
- Can we think of ways the information can be used to convince others there is a problem and that we need their help?

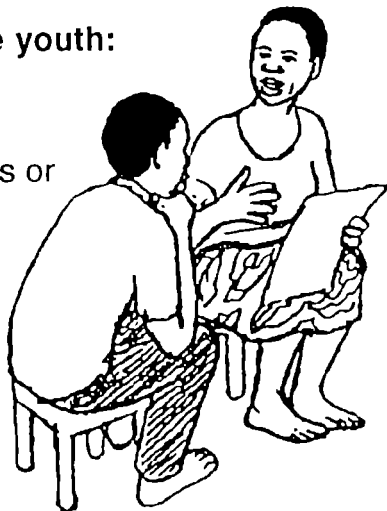


## Examples of how to decide what our information means:

① "We think youth are a problem here. What can we do?"

**Look at the information about the youth:**

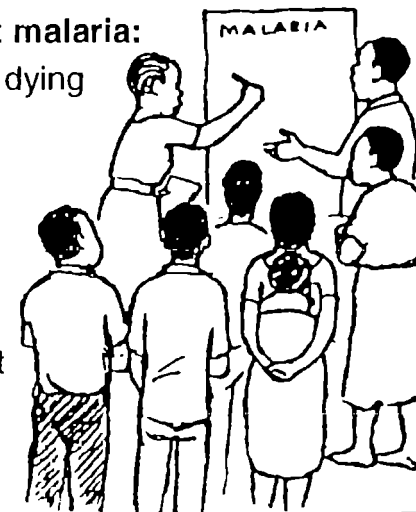
- Are a great number or only a small number having no work?
- Are there more problems for the girls or the boys?
- Are a great number leaving school for the same reason?
- Looking at the information, what seems to be the cause of the problem?



② "Malaria is killing people. How do we stop this?"

**Look at the information about malaria:**

- Are there more or fewer people dying from malaria than you thought?
- Are the people with the most malaria in the same part of the village?
- Is there a difference in the ages for people having malaria?
- Looking at the information, what seems to be the cause of the problem?



③ "The farmers are very poor. How can we become richer?"

**Look at the information about the farmers:**

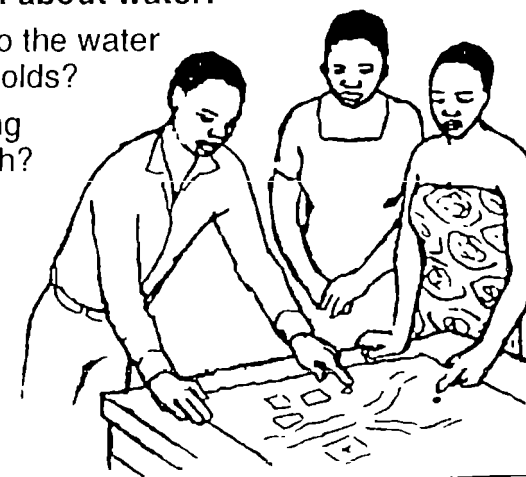
- Are the farmers all growing, selling and earning the same?
- Do the farmers sell to the same people?
- Are they all having the same or different problems?
- Looking at the information, what seems to be the cause of the problem?



④ "Water is a problem. Can the government help?"

**Look at the information about water:**

- What are the distances to the water points from most households?
- Are the water points being used too little or too much?
- Are the water points working properly?
- Looking at the information what seems to be the cause of the problem?



# What does our information mean to our Village?

Pages 16 and 17 are for our own Village information. The Parish Development Committee or Community Resource Person or an NGO can help us decide what our information means. We can also visit other Villages and see if they have the same problems.

<p>① Problem:</p> <p>What the information means:</p>	<p>② Problem:</p> <p>What the information means:</p>
<p>③ Problem:</p> <p>What the information means:</p>	<p>④ Problem:</p> <p>What the information means:</p>

# What does our information mean to our Village?

⑤ Problem:

What the information means:

⑥ Problem:

What the information means:

⑦ Problem:

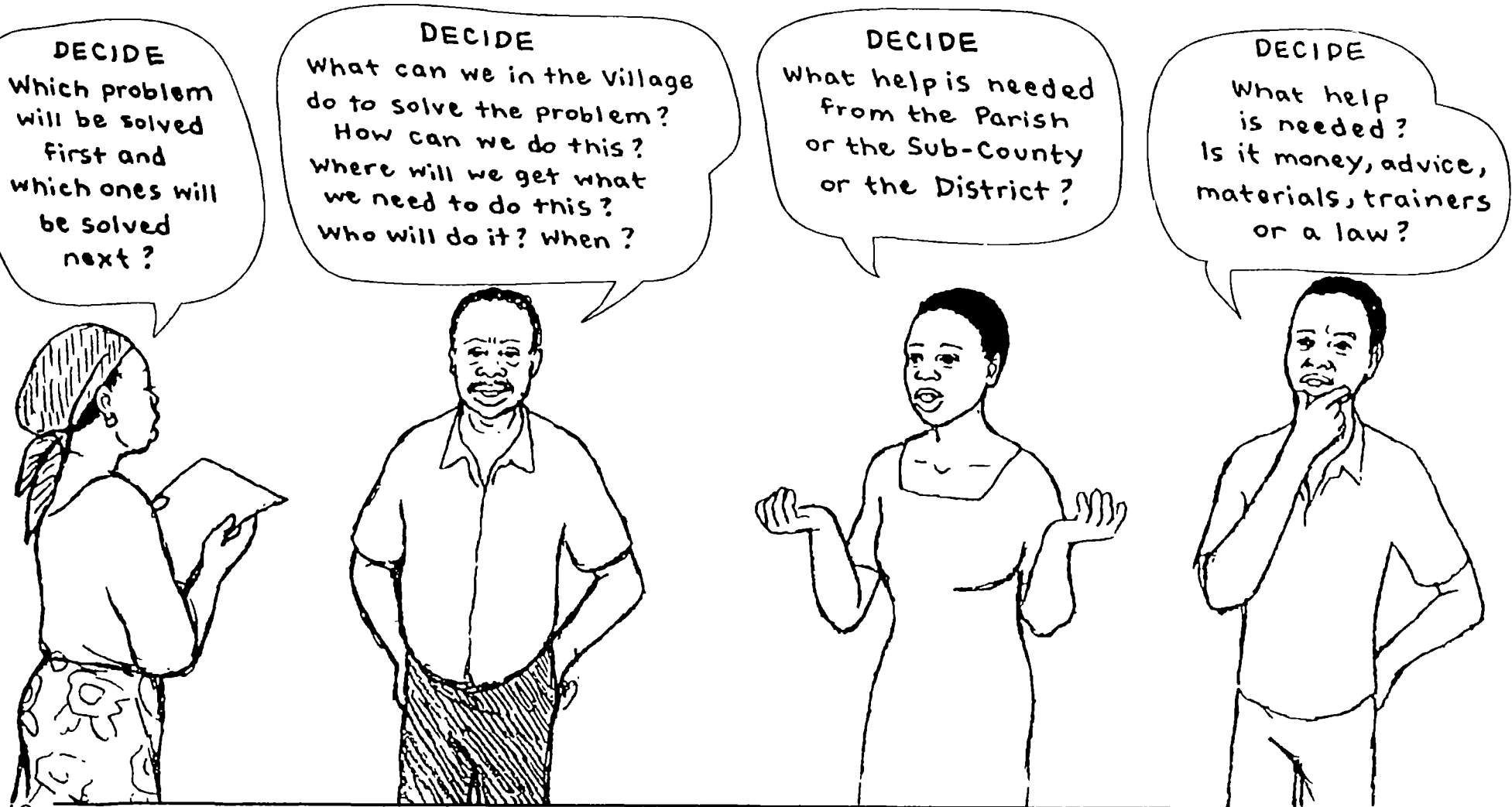
What the information means:

⑧ Problem:

What the information means:

## What can we do to solve our problems?

- ❑ We can use the information we collected to discuss our Village problems and decide how to solve them
- ❑ If needed, our trained Community Resource Person, the Parish Development Committee or an NGO can help us make decisions.



## Examples of questions used to decide how to solve our problems:

❶ "We think youth are a problem here. What can we do?"

**After discussing the information about the youth:**

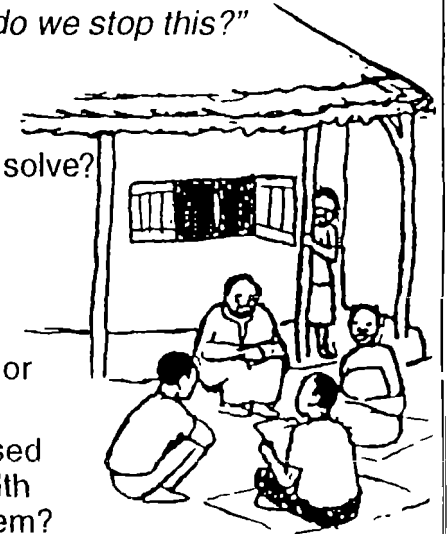
- Is this an important problem that we can do something about now?
- Can parents or the youth or teachers do something about the problem?
- Do we need money or people or training or other assistance that we don't have in the village?
- What can we get from the LC 3 or Youth Organisations or District Education Officer?



❷ "Malaria is killing people. How do we stop this?"

**After discussing the information about malaria:**

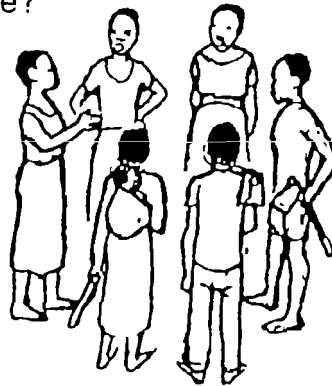
- What part of the problem can we solve?
- Can householders or the LC 1 or health visitors do something?
- Do we need malaria prevention education or bednets or an improved clinic that we can't find or build ourselves?
- Should we ask a Community-Based Organisations or the District Health Officer to help us solve the problem?



❸ "The farmers are very poor. How can we become richer?"

**After discussing the information about farmers:**

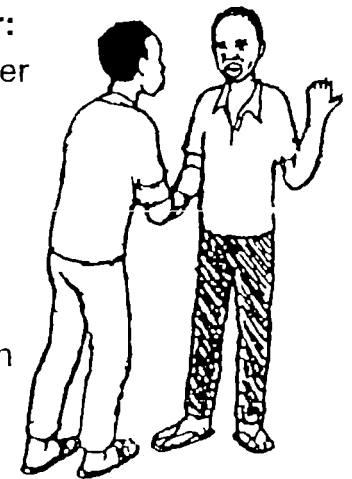
- Which part of the problem can we solve?
- Can extension workers or the farmers or cooperatives do something?
- Do we need advice or supplies or training that we can't find in the village?
- Do we need to ask the LC 2 or Assistant Agricultural Officer or District Public Works Officer for help?



❹ "Water is a problem. Can the government help?"

**Look at the information about water:**

- Can something be done about the water problem?
- Can the village or water caretaker or Local Council do something?
- Do we need new water sources or better education or training that we can't do ourselves in the Village?
- Do we need assistance from the Parish Development Council or Assistant Community Development Officer?



## What we will do to solve our Village problems

Pages 20, 21, 22 and 23 are for our own Village information. The Parish Development Committee or Community Resource Person or an NGO can help us decide what to ask and what to do. We can also visit other Villages and see how they are solving the problems.

### ① Problem:

What can be done to solve the problem?

How can we solve it?

Where will the labour, money, technical assistance, materials or law come from?

Who will do it?

When can this be done?

### ② Problem:

What can be done to solve the problem?

How can we solve it?

Where will the labour, money, technical assistance, materials or law come from?

Who will do it?

When can this be done?

## What we will do to solve our Village problems

### ③ Problem:

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Where will the labour, money, technical assistance, materials or law come from?

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⑧ Problem:

What can be done to solve the problem?

How can we solve it?

Where will the labour, money, technical assistance, materials or law come from?

Who will do it?

When can this be done?

## What should we do with this information?

### KEEP THE INFORMATION

- ❑ Put as much information as possible in our Village Record Book. The Parish Development Committee can help us make a Village Record Book. Pages 26 and 27 also show how to make a Village Record Book.
- ❑ Keep all other information like maps, plans and other papers in a safe place
- ❑ Have our Secretary for Women, a school teacher or our Information, Education and Mobilisation Secretary write down the decisions our Village has made:

These are our Village problems:

This is what needs to be done:

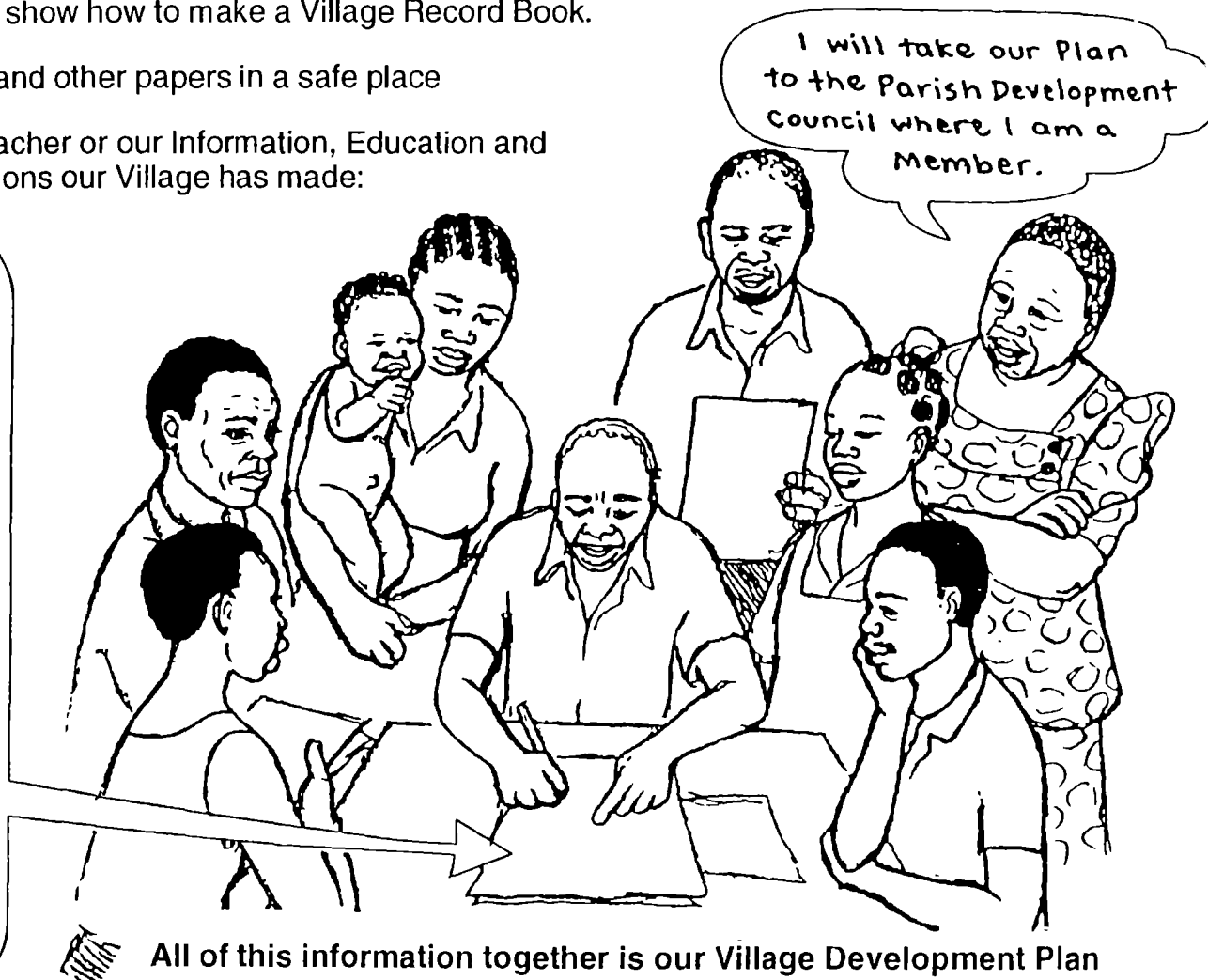
This is how we will do it:

This is where the labour, money, technical assistance, materials or law will come from:

These are the people who will do the work:

This is when it needs to be done:

This is who will supervise or check to see that the work is done:



## USE THE INFORMATION

❑ Our Village Development Plan is for us. It is part of the President's plan for decentralisation in Uganda.

❑ Our Village Development Plan can be used to explain what we need to the Local Council 1, the Parish Development Committee (Local Council 2), the Sub-County (Local Council 3) and the District (Local Council 5).

❑ All people in the Village, including women, should help to make the Plan or hear what is in it.

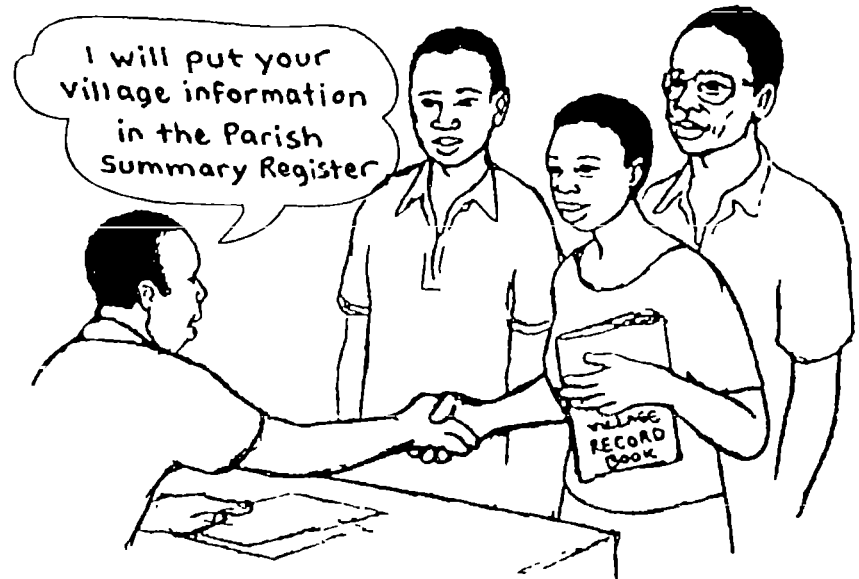
❑ People who may be affected by the Plan should also help make the Plan, if possible



❑ The Parish Development Committee will need to copy our information into the Parish Summary Register. But the information, including the Village Record Book, maps and the papers showing our decisions, should remain in the Village.

❑ People outside the Village will not know how serious our problems are until we tell them. The Parish Development Committee, Sub-County and District need our information and Plans to see how serious our problems are, what we are doing to help ourselves and also to help us.

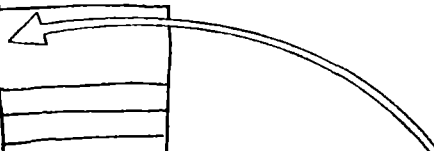
❑ People outside the Village in the LC 2 or 3 or 5, will not believe we are serious about solving our problems unless they see we are trying to help ourselves. They need our Village Development Plan to know that we are working on our problems and that we also need their help.





Use a ruler to make pages 2 and 3 look like this:

														1997 RECORDED ON						
Name of Head of Household	Sex	Age	Birth Under 1 yr	1-5 years		6-13 years		14-18 years		19-65 years	65+ years		TOTALS	Orphans		Disabled		Deaths		
				M	F	M	F	M	F		M	F		M	F	M	F	M	F	M
1																				
2																				
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18																				
19																				
20																				
SUB TOTAL																				



Some of the pages will be cut here so that when the pages are turned, the first page can still be seen.

A person who has been trained to make a Village record Book can help us make our own book.

- The other pages in the book can be used to keep information about these same households.

We can put in information about illness, education, farming, business, poverty, water, food, latrines, condition of house, or any other thing we think is important.

- Every time we get some information about the Village, we can put it in the Village Record Book.
- As time passes, many things will change. New children will be born. Some people will die. People may move in or out of households. All of these changes in Information need to be put in the Village Record Book every year.

## Here is our Village Development Plan:

Pages 28, 29, 30 and 31 show an example of how we can write our Village Development Plan. Our Community Resource Person, or the Parish Development Committee or an NGO can help us do this. Or we can write our Plan another way instead of using these pages.

<p>① This is one of our Village problems:</p> <p>This is what needs to be done to solve the problem:</p> <p>This is how we will do it:</p> <p>This is where the labour, money, technical assistance, materials or law will come from:</p> <p>These are the people who will do it:</p> <p>This is when it needs to be done:</p> <p>This is who will supervise the work:</p>	<p>② This is one of our Village problems:</p> <p>This is what needs to be done to solve the problem:</p> <p>This is how we will do it:</p> <p>This is where the labour, money, technical assistance, materials or law will come from:</p> <p>These are the people who will do it:</p> <p>This is when it needs to be done:</p> <p>This is who will supervise the work:</p>
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## ***Here is our Village Development Plan:***

**③ This is one of our Village problems:**

This is what needs to be done to solve the problem:

This is how we will do it:

This is where the labour, money, technical assistance, materials or law will come from:

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These are the people who will do it:

This is when it needs to be done:

This is who will supervise the work:

## ***How can we get people to cooperate in giving information?***

- ❑ People will not want to answer questions if they don't know why it is needed. Let people know why the information is needed.
- ❑ Convince people that information will help the Village with its problems.
- ❑ Get as many people as possible to talk about the problems and help make the decisions.
- ❑ Talk about the problems and the decisions in open places so that they are not secret.
- ❑ Tell as many people as possible about the Village Plan.
- ❑ People may be suspicious. Respectfully explain why you are asking questions:

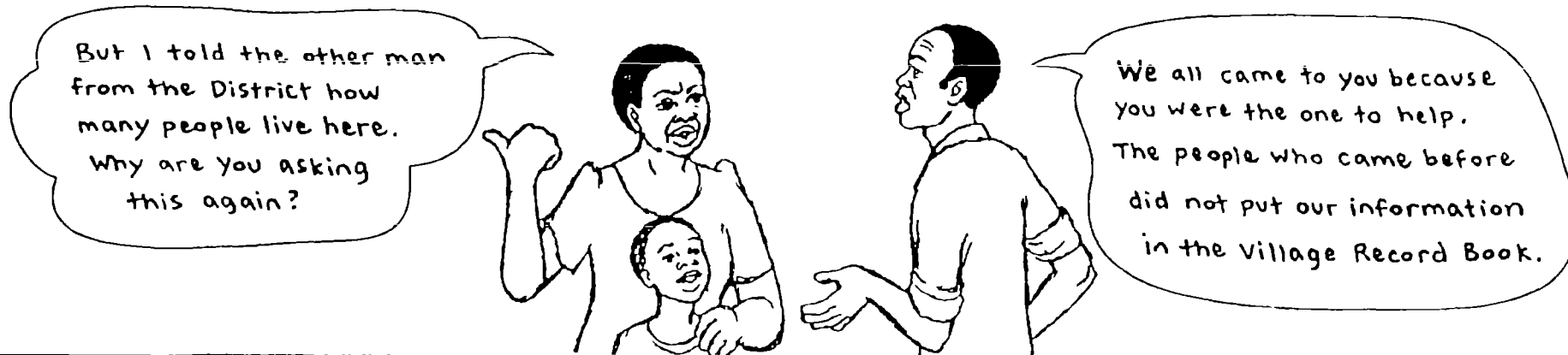
You are trying to help them raise our taxes!



No sir this is to find out how many business men are having this problem. It may be we should form a co-operative in our village.



- ❑ People may be angry that someone has asked the questions before. Be patient in explaining why you are asking questions. Be interested in what they can tell you.





These people are always bothering us with questions. Why don't we ask the other people for the answers we gave them already?

It's good we gave them the answers they wanted. But you know, sometimes new things happen so we have to ask again. How will we know what is new unless you help us?

□ People may not cooperate if they can not see how the question can help them. Try to convince them that it is for their own betterment if the village is improved.

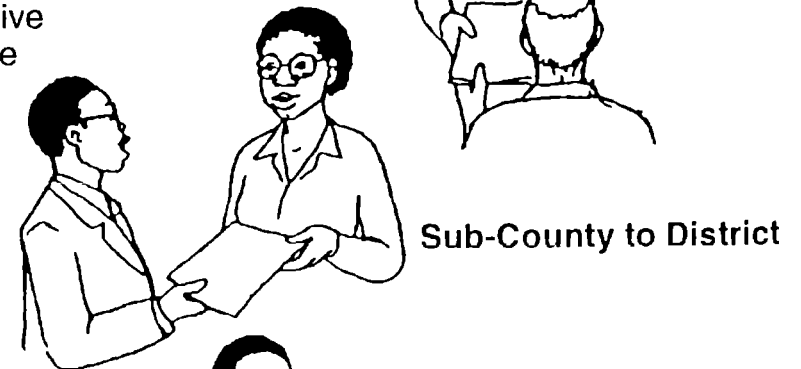
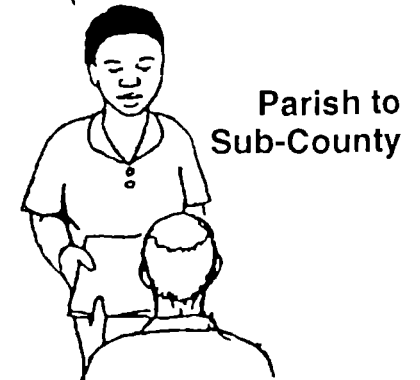
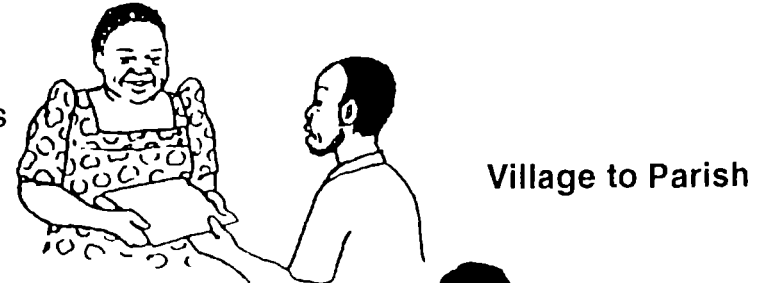


But what has this to do with us? We don't have any diarrhoea here!

We need to know who has escaped the problem. This way we can find ways to protect you and help others.

## Where does our Village Information and Plan go?

- ❑ After our Village information and Development Plan go to the Parish, the Parish decides if it can give our Village some help. Then the Parish makes its own Plan to give to the Sub-County. The Sub-County Plan has our Village information and Plan in it.
- ❑ After the Sub-County gets our Parish's Plan, the Sub-County decides if it can give our Village or other Villages in the Parish, some help. Then the Sub-County makes its own Plan to give to the District. The Sub-County Plan has our Village information and Plan in it.
- ❑ After the District gets our Sub-County's Plan, the District decides if it can give our Parish and Village, and other Parishes and Villages in the District, some help. Then the District must make its own Plan to give to the Central Government. The District Plan has our Village Information and Plan in it.
- ❑ After the different Ministries in the Government get our District's Plan, they each decide if they can give our Village, our Parish, our Sub-County or our District, some help.
- ❑ This means we must write a very good Plan so that everyone will understand what we need, when we need it and what we are doing to help ourselves. It also means we must have very good information to prove that our problems deserve help.
- ❑ This also means a lot of time!



## What can we do while waiting for help with our problems?

- ❑ It will take time for our Information and Village Development Plan to reach all the way to the Ministries.
- ❑ Even after the Information and Plan reaches, there may not be enough money or people for us. Other Villages may have more serious problems or better Plans than we do. We may not get everything we ask for the first time.
- ❑ While we are waiting for assistance from outside the Village:



Our Village Development Plan can be made again every year as the information changes.

<i>This Community Information Handbook Belongs to (name):</i>	<i>Village:</i>	
<i>Parish:</i>	<i>Sub-county:</i>	<i>District:</i>

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English Language*

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