

**CONFIDENTIAL
DRAFT**

MINISTRY OF WORKS
WATER DEPARTMENT
COMMUNITY BASED MANAGEMENT
OF RURAL WATER SUPPLIES PROJECT
DRAFT SYLLABUS FOR TRAINING
BOREHOLE COMMITTEES

MINISTRY OF WORKS

WATER DEPARTMENT

**COMMUNITY BASED MANAGEMENT
OF RURAL WATER SUPPLIES PROJECT**

**DRAFT SYLLABUS FOR TRAINING
BOREHOLE COMMITTEES**

By

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WATER DEPARTMENT
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BOREHOLE COMMITTEES
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1. INTRODUCTION

This Syllabus is intended for training BOREHOLE COMMITTEE leaders who are responsible for managing operation and maintenance at the Water Points including financial management.

The syllabus can be covered in a FOUR DAY Session. Since the syllabus covers multi-disciplinary subjects, it is advisable that a multi-sectoral team of extension workers from Water Department, Ministry of Health and Ministry of Community Services should be involved as resource persons/trainers.

By the end of the FOUR DAY Session, committee leaders should be able to know and discuss:

- Project objectives
- Responsibilities of their Committees including that of Individual Committee Leaders.
- Community Responsibility
- Maintenance Policy
- Good leadership principles which are not based on using force/coercion
- How to motivate communities to participate in all project activities.
- Good personal and domestic hygiene and sanitation practices.
- Good water handling practices
- Good pump operation and management procedures
- Afridev handpump parts
- Pump spare parts which wear out quickly
- Maintenance tools
- Election and re-election procedures
- The value of regular committee meetings
- Good financial management practices
- Different methods of community fund raising

Each trainer is expected to produce training materials and lesson plans. A work programme should be produced jointly to suit each particular training group.

S E C T I O N A

2. GENERAL BACKGROUND OF VILLAGE LEVEL OPERATION AND MAINTENANCE (VLOM)

2.1 Aims and Objectives of VLOM

2.2 Community Involvement and Responsibilities during:

- Rehabilitation
- Construction of ancillary works
- Installation of pump
- Operation
- Management
- Maintenance

2.3 Agency roles and responsibilities

3. THE BOREHOLE MAINTENANCE FUND

3.1 Importance of establishing the fund

3.2 Procedure for establishing the fund

4. FINANCIAL MANAGEMENT

4.1 Fixing of contribution rates for maintenance

4.2 Membership records

4.3 Collection of funds:

- Recording Payments
- Banking Money
- Purchasing Spareparts
- General Receipts
- Safe Keeping of Receipts
- Financial Reporting to Committee and Communities
- Auditing by Community/Extension Workers

4.4 Methods of fund raising

5. FAMILIARISATION WITH AFRIDEV HANDPUMP PARTS

5.1 Downhole components

5.2 External parts

5.3 Quick wearing parts

5.4 Maintenance tools

6. BOREHOLE OPERATION AND MANAGEMENT

6.1 Proper operation procedures

6.2 Diagnosis of faults

6.3 Fitting of spare parts

6.4 Preventive maintenance

6.5 Preparation of daily work schedules

S E C T I O N B

7. COMMITTEE PROCEDURE

7.1 What is a committee?

7.2 Functions of Committees

7.3 Responsibilities of Committee leaders

7.4 Organising Committee Meetings:

- Preparation of agenda
- Notifications (time and venue)
- Conducting discussions
- Taking minutes
- Reaching conclusions
- Communicating conclusions to users

7.5 Disadvantages of committee leaders combining responsibilities

8. COMMUNITY PARTICIPATION IN THE WATER PROJECT

8.1 Nature of Community Involvement

- Construction
- Operation
- Management
- Maintenance

8.2 Advantages of Community Involvement

- Facility is well looked after since it is owned by themselves.
- Ensured continuous water supply
- Down time between breakdown and maintenance is cut down.

- Maintenance cost is reduced
- Timely replacement of spareparts increases life time of the pump

8.3 How should Communities be effectively involved?

- Avoid using force/coercion
- Whenever there is work to be done, it should be explained to them for action
- There should be a systematic way of assigning work and responsibilities at the Water Point
- Any money contributions for maintenance should be solicited politely.

9. LEADERSHIP

9.1 Qualities of a good leader

10. PROBLEM SOLVING STEPS

11. COMMUNITY MOBILISATION

11.1 Disadvantages of using force in assigning work to households and individuals.

12. COMMUNITY MOTIVATION

12.1 What do communities benefit from the coming of Potable Water Supply in their area ?

S E C T I O N C

13. HYGIENE EDUCATION AND SANITATION

13.1 Prevention of Water and Sanitation related diseases

13.1.1. Safe Water

- Safe Water from Boreholes
- Prevention of contamination between collection, storage and use.
- What to do when the borehole is out of order

13.1.2. Safe Excreta Disposal

- Safe places for excreta disposal
- Latrines
- Handwashing after using latrine
- Safe excreta disposal for babies and young children

13.1.3. Personal and Domestic Hygiene

- Personal Hygiene
- Domestic Hygiene

13.1.4. Safe Handling of Food

- Feeding of babies and young children

13.1.5. Safe Waste Water Disposal and Drainage

14. WATER AND SANITATION RELATED DISEASES

14.1 Diarrhoeas

- Routing of diseases transmission
- helping to prevent diarrhoeas

15. WATER POINT SANITATION

- 15.1 Cleaning of water point surroundings

- 15.2 Cleaning of drainage system and soakpit
- 15.3 Maintenance of Ancillary works
- 15.4 Planting of flowers around the water point
- 15.5 Other decorations and improvements

S E C T I O N D

16. FIELD PROGRAMME

Visit to borehole or any successful water or sanitation programme villages

17. GROUP DISCUSSION TOPICS

- GROUP WORK 1 - Unserialised Posters
- GROUP WORK 2 - Household Hygiene Practices
- GROUP WORK 3 - General Topic
- GROUP WORK 4 - Leadership problems

- What the committee could do when faced with practical problems at the boreholes such as:

- Individuals refusing to take part in work at the borehole.

- Individuals refusing to contribute towards maintenance.

- Individuals failing to contribute due to lack of funds

- Relatives of Prominent leaders failing to participate in work at the water point

- The borehole breaks down and caretakers have failed to rectify the problem

- Any other problem

GROUP WORK 5 - Causes and cures of non-functioning of water supplies



COMMUNITY BASED MANAGEMENT OF RURAL WATER SUPPLIES PROJECT

MONITORING FORM

Section A: Technical Report

	Cent.	Cent.	Cent.	Cent.	Total
1. Name district
2. Total no. of progr. villages
3. No. of villages from which reports received
4. Total no. of Boreholes reported on
5. Total no. of reported down cases
6. Average down time
7. No. of boreholes with reported downtime of two days or less
8. No. of boreholes with reported downtime over two weeks
9. No. of boreholes reported functioning defectively
10. No. of defects not yet repaired
11. Total contributions to maintenance
Costs spares
12. Total no. of training requests received
13. Total no. of trainings carried out

14. Total of spares used/bought by the villages totalled for the region:

Type of Spare	Total no. used	Total no. bought	Remarks
.....
.....
.....
.....

Section B: Report on Hygiene and Sanitation

	Centr.	Centr.	Centr.	Centr.	Total
1. Name district
2. Total no. of progr villages
3. No. of villages from which health reports received
4. No. of villages using unprotected sources for drinking
5. No. of villages using unprotected sources for other purposes
6. No. of villages reporting problems with Boreholes;					
(1) Quality
(2) Quantity
(3) Relia- bility
(4) Distance
(5) Latrine near
(6) hygiene

7. No. of latrines completed:

Pit Latrines
San plat latrines
VIP Latrine
Other

8. No. of new latrines followed up on quality and use:

No. reported properly built and kept
No. consistently used by households

9. Costs of sanitation facilities

.....

10 No. of training requests received

.....

No. of trainings carried out

No. of Village Health Committees trained on sanitation and started to work in progr.villages

Section C: Community Participation Report

1. a. How many programme villages are in your district?.....
 b. How many CDA's did not send in their report this month?.....
 c. Reasons for not reporting

 d. Action taken

2. How many Boreholes were not active this month?.....

3. No. of villages which had problems with water supply this month:

Nature of problem	No. of villages
.....
.....
.....

4. No. of villages reporting water management problems this month:

Nature of problem	No. of villages
.....
.....
.....

5. Total and average income/expenditure on O&M for reporting villages:

Total no of/Contributions		Expenditure	
villages	Total	Average	Total
Average			
.....
.....

6. a. No. of village projects (inc. gener.) in reporting villages.....
 b. No. of these village projects which are non-solvent

7. Type of training/assistance Given to (no. of Vill.) Wanted by (no. of vill.)

.....
.....
.....
.....
.....

8. Total no. of villages where women's involvement could be improved

Nature of problem	No. of villages	Nature of problem	No. of villages
.....
.....
.....
.....

9. a. Total time borehole committee meetings and exchange

visits:			
Total no. meetings/ visits	Members present		Duration of meetings & visits in hours
	Male	Female	
.....

b. Total cost of administration, allowances Tsh.....

1. How many boreholes are there in the area?

2. a. How many boreholes were not giving water any time this month?

b. Details:

No. IWP	/Date down	/Reason	/Date repair	/Total no. days down	/If not repaired taken
.....
.....
.....
.....

3. a. How many boreholes were functioning defectively?

b. Details:

No. IWP	Date defect	Type of defect	Date repair	If not repaired action taken
.....
.....
.....
.....

4. Which spares were used/bought this month?

Type of spare	/Initial stock	/No. used	/No. in stock	/No. bought Gov. Private	/Balance in stock	/Total price paid
.....
.....
.....
.....

5. How much was contributed to maintenance this month?

a. Total time Monitoring Assistant used for inspection and repairs (days)

b. Total cost of repairs bought

6. a. Did you cope with the work on the boreholes this month? YES/NO

b. If no, what are your problems?

.....
.....
.....
.....

c. Action taken

.....
.....
.....

d. Is there a need for assistance/training to caretakers? YES/NO

e. If YES, on what

Remarks:
.....
.....

7. Training situation in programme villages:

Name Village	Train/assist. given on	Train/assist wanted + for whom
--------------	------------------------	--------------------------------

.....

8. Involvement of women in programme activities.
 (See checklist in monitoring instructions.)

Name Village	Type of problems
.....
.....
.....
.....
.....
.....

9. Committee members visiting other boreholes or sanitation facilities this month. (Fill in the totals per village)

Name of village	No. of visits	No. of members present		Duration in hours
		Male	Female	
1
2
3
4
5
<hr/>				
Total amounts

10. Committee members attending meetings this month.
 (Fill in the totals per village)

Name of village	No. of meetings	No. of members present		Duration in hours
		Male	Female	
1
2
3
4
5
<hr/>				
Total amounts

11. Other contribution of progr. villages to water management this month:.....
 Cost on administration (stationaries, allowances, etc.)

1. a. How many households used unprotected water sources for drinking this month?
- b. Reason(s)

2. a. Do people use unprotected water sources for other purposes than drinking? (e.g. bathing swimming, washing clothes) YES/NO
- b. Reason(s):.....

3. a. No of boreholes with problems this month.....
- b. Type of problem: bad colour; bad taste, insufficient water, no water; not always water; latrine(s) near IWP.

4. How are hygiene conditions at the water and sanitation facilities?

No.boreholes.....	No.visited.....	No. unclean.....
No. washing slabs.....	No.visited.....	No. unclean.....
No. drains.....	No.visited.....	No. unclean.....
No. cattle troughs.....	No.visited.....	No. unclean.....
Type of intake.....	No.visited.....	No. unclean.....

5. Have villagers completed new sanitation facilities this month?

Facility	No	Type	Unit cost	Total cost
Borehole
Washing slab
Pit Latrine
San Plat Latrine
VIP Latrine
Other

6. a. How many households with new latrines did you visit this month?.....
- b. How many of these latrines are properly kept?
- and built?
- c. How many had water and soap nearby for handwashing?.....
- d. How many are used consistently by members of the household?.....

7. Report of diseases occurred in the village this month:

Disease(1): No.of Cases:....No of deaths.....
Disease(2): No.of Cases:....No of deaths.....
Disease(3): No of Cases:....No of deaths.....

8. Mutation in population:

Born: (Male)..... (female)
Died: (male adult)....(female adult)
..... (male child)....(female child)

9. Village contributions to sanitation this month:

- a. Total time house and field visits VHW.....days
- b. Total costs sanitation facilities.....

10. a. Did you cope with the work on sanitation and hygiene for the programme this month?

YES/NO

- b. If not, for which reason(s).....

c. Action taken:.....

.....
.....

1. a. How many programme villages are in your area?

 b. Which villages did not send their report?

Name village	Reason	Action taken
.....
.....
.....

2. In which villages are unprotected water sources still used for drinking?

Name village	No. of households	Reasons
.....
.....

3. In which villages are unprotected water sources used for other purposes than drinking? (e.g bathing, swimming, washing clothes)

Name village	Purpose(s)	Reason(s)
.....
.....

4. a. Are there programme villages with problems at the IWPs? YES/NO
 b. Name village Quality/Quantity/Ralia/Distance /latrine bility at IWP

...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....

5. a. Are there hygiene problems with the water/sanitation facilities? YES/NO
 b. Name village IWP/Washing/Drains/Cattle/Intake slab troughs

...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....

6. a. Have any new sanitation facilities been completed this month? YES/NO
 b. Name village IWP/Wash slab/Pit Slab VIP other latr /latr/latr

...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....

7. a. Were follow-up visits paid to the households with new latrines? YES/NO
 b. Name of village/No. new/Latr. /No. /No. with/No. /visited/properly /water /used built/kept soap consis-

tently

...../.....
...../.....
...../.....

- 8. a. Total time house and field visits VHWS this month days
- b. Total costs sanitation facilities completed this month Tshs

- 9. a. Assistance/training asked for this month:
 Type..... No. ... Type..... No.....
- b. Assistance/training given during this month:
 Type..... No..... Type..... No.....
- c. Training/assistance needed and by whom.....
- d. How many VHWS completed their training and started to work in programme villages in your area? No.

PIPED SUPPLIES FOR SMALL COMMUNITIES PROJECT

MONITORING FORM

SECTION A

	Dist.	Dist.	Dist.	Dist.	Dist.	Total
1. Name of district
2. Total No. of progr.villages
3. No.of villages from which reports received
4. Total No. of CWPs reported on
5. Total No. of reported down cases
6. Average down time
7. No. of CWPs with reported down time of two days or less
8. No. of CWPs with reported downtime over two weeks
9. No. of CWPs reported funtioning defectively
10. No. of defects not yet repaired
11. Total village contributions to maintenance Costs spares
12. Total No. of training requests received

13. Total no. of trainings carried out

14. Total of spares used/bought by the villages totalled for the region:

Type of spare	Total no. used	Total no. bought	Remarks
.....
.....
.....
.....
.....

SECTION B

HYGIENE, EDUCATION AND SANITATION

	Centre	Cent.	Cent.	Cent.	Cent.	Total
1. Name Distr.....
2. Total no. of progr centres
3. No. of centres from which health reports received
4. No. of centres using unprotected sources for drinking
5. No. of centres using unprotected sources for other purposes
6. No. of centres reporting problems with CWPs:						
1. Quality
2. Quantity
3. Reliabi- lity
4. Distance
5. Latrine near
6. Hygiene
7. No. of latrines completed:						
Pit latrine
San Plats
VIP Latrine
Other
8. No. of latrines followed up on						

quality and
 use:
 No. reported
 properly built and
 kept:
 No. often used
 by households
 9. Centre contri-
 butions:
 No. of days
 of visits VHWS:
 Costs sanitation
 facilities:
 10. No. of training
 requests
 received
 11. No. of trainings
 carried out
 12. No. of VHWS trained
 on sanitation and
 started to work
 in progr.
 villages

SECTION C

COMMUNITY PARTICIPATION

1. Training situation in programme villages:

Name village	Train/assist given on	Train/assist wanted + for whom
.....
.....
.....
.....
.....
.....

2. Involvement of women in programme activities.

Name village	Type of problem(s)
.....
.....
.....
.....
.....
.....

3. Committee-members attending meetings this month.
(Fill in the totals per village)

Name of village	No. of visits	No. of members present		Duration in hours
		Male	Female	
1.....
2.....
3.....
4.....
5.....

Total amounts.....

4. VWSC-members attending meetings this month.
(Fill in the totals per village)

Name of village	No. of meetings	No. of members		Duration in hours
		Male	Female	
1.....
2.....
3.....
4.....
5.....

Total amounts.....

5. Other contributions of progr. villages to water management this month:

Costs on administration(stationaries, allowances, etc.) Tsh.....

SECTION D

TECHNICAL ACTIVITIES

HYGIENE, EDUCATION-COMMUNITY PARTICIPATION

1. Name of Centre:
District:

3. Total no. of waterpoints in reporting centre.....
 - a. How many waterpoints were down or defective this month?

Name area	/No CWP/ down	Repairs/ done down	Total /days /defe ctive	/No /CWPs	/Repairs /done
.....
.....
.....
.....

 - b. How many CWPs were giving water within two two days?.....

 - c. How many CWPs were not giving water after two days?

3. Total spares used/bought in your centre this month:

Type of spare	/Initial/ /stock	No. / /used	No in/ /stock	No.Bought/ /Gov.Pri	Bal/ /Total
.....
.....
.....
.....

4. Total centre contributions to maintenance this month:.....
.....

5. a. What type and number of requests for assistance/
training did you get from the programme villages
this month?

Type	NO	Type.....	No
Type	No	Type.....	No

- b. What type and number of assistance/training did
you give this month?

Type	No	Type.....	No
Type	No	Type.....	No

- c. Is there a need for more assistance/training?
YES/NO

- d. If yes, what type and for whom?.....
.....

.....

 Remarks:.....

6. Has the LCT held meetings this month?

Dates	Members present		
	<u>WMA</u>	<u>CDA</u>	<u>HA</u>
.....	Yes/No	Yes/No	Yes/No
.....	Yes/No	Yes/No	Yes/No
.....	Yes/No	Yes/No	Yes/No

7. Have members of the LCT monitored Committees/water point this month?

8. No. of visits

CWPs Visited	Members		
	<u>WMA</u>	<u>CDA</u>	<u>HA</u>
.....	Yes/No	Yes/No	Yes/No
.....	Yes/No	Yes/No	Yes/No
.....	Yes/No	Yes/No	Yes/No
.....	Yes/No	Yes/No	Yes/No

9. Have members of the LCT contributed Committee/Community meetings this month?

Dates	Area/CWP	Subjects
.....
.....
.....
.....

10. Has the Centre Water Council held any meetings this month?
 (a) Yes (b) No

11. Have any Centre Water Council members given support to the programme this month?

(a) Yes (b) No

If Yes, state type of support;

.....

12. Has there been any drop outs from the Committee/Consumer group this month?

No. of drop outs	Reasons
Committee
Conssumer drop

13. has there been an ancrease in CWP membership/water consumption this month?

	Old totals	New total	% Rise
CWP Membership No:
Water Consumption M3

14. Give reasons for rise/decrease/static

.....

15. Has there been any caser of misuse of funds this month?

CWP	Amount	Action taken
.....
.....
.....
.....
.....
.....

16. a. Have members of the committee made any exchange visits/or sanitation facilities this month? YES/NO

b. Visits (dates)	No. members present		Time of visit		Duration in hours
	Male	Female	Beg	End	
.....
.....
.....
.....

Total

17. a. Has the committee held some meetings this month? YES/NO

b. Meetings (dates)	No. members present		Time of meetings	Duration in hours
	Male	Female		
.....
.....
.....
.....

Total

18. a. Were there some problems with committee management this month? YES/NO
 (e.g. funtioning of committee, fund colle

ction; finance report to villagers; administration/bookkeeping)

- b. If yes, explain.....
.....
.....
- c. Action taken.....
.....
.....
- d. Results so far.....
.....
.....

19. a. Status of Communal Water Point account:
(cash + Bank)

Amount /Contribution brought/this month forward		Expenditure/Present his month /balance forward
---	--	--

.....
.....
.....

Present situation of Communal Water
Point accounts:

CWP No.	/Amount /brought	/Contri- /butions	/Expenditures	Balances forward
------------	---------------------	----------------------	---------------	---------------------

.....
.....
.....
.....
.....
.....

Totals.....

- 20. a. How many households used unprotected sources for drinking this month?
- b. Reason(s)

- 21. a. Do people use unprotected water sources for other purposes than drinking? (e.g. bathing, swimming, washing clothes) YES/NO
- b. Reason(s)

- 22. a. No. of CWPs with problems this month.....
- b. Type of problem: bad taste; insufficient water; no water; not always water; latrine(s) near CWP.

23. How are hygiene conditions at the water sanitation facilities?

No IWP No. visited.....No. Unclean.....
 No. Washing
 slabs No. visited.....No. Uncclean.....
 No. drains..... No. visited.....No. Unclean.....

24. Have villagers completed new sanitation facilities this month?

Facility	No.	Type	Unit Cost	Total Cost
IWP
Washing Slab
Pit Latr
Slab latr
VIP latr
Other

25. a. How many households with new latrines did you visit this month?
- b. How many of these latrines are properly kept?..... and built?
- c. How many had water and soap nearby for handwashing?
- d. How many are used consistently by members of the household?

26. Report of diseases occurred in the village this month:

Disease 1: ...No. of cases... No.Deaths.....
 Disease 2: ...No. of cases... No.Deaths.....
 Disease 3: ...No. of cases... No.Deaths.....

27. Mutation in population:

Born: (Male)..... Female
 Died:(Male adult).....(Female adult)
(Male child).....(Female child)

28. Village contributions to sanitation this month:

- a. Total time house and field visits VHW (days)
 b. Total costs sanitation facilities (Tshs)

29. a. Could you cope with the work on sanitation and hygiene for the programme this month?
 YES/NO

- b. If not, for which reason(s)?
- c. Action taken:

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METHODS OF COMMUNITY ACTION IN THE BOREHOLE PROGRAMME

GENERAL OBJECTIVES

The general objective of the course is to ensure maximum participation in the operation, borehole installation, maintenance, sanitation as well as money management.

COURSE CONTENT

In order to achieve this objective the following topics will be covered:-

1. Introduction:- Sources of water supply in the community.
2. Importance of Community involvement and participation in Boreholes Programme
3. Importance of Group Activities in Borehole Programme
4. Committee Procedure
5. Membership of a Borehole Committee
6. Problem Solving Steps in the Borehole Programme
7. Financial Management in the Borehole Programme

DURATION OF THE SESSION

Each session will last about 90 minutes.

SESSION 1 : Sources of Water Supply in the Community

AIM : To help participants appreciate various sources of water supply in the locality

OBJECTIVES: By the end of the session participants will be able:-

(i) to identify various sources of water supply in their area.

(ii) to select sources of safe water supply.

METHODS : Brainstorm and Discussion

CONTENTS:

(a) Sources of Water

The trainer asks participants to mention as many sources of water as they can. The following answers may be given:-

Borehole, piped water taps, protected wells and springs, lakes, rivers, swamps, rain and pools.

(b) Safe Source of Water

After the participants have mentioned these sources of water supply, the trainer also asks participants to mention those sources which are safe. Among these are:-

Borehole, piped water taps, protected wells and springs.

The trainer then asks participants to mention advantages and disadvantages of each of these water sources.

(c) The VLDM

The Government has now introduced Village Level Operation and Maintenance of water supply system. This is followed by the introduction of the AFRIDEV PUMP which is simple and easy to maintain. The committee will be able to operate and maintain the Borehole.

This is why there is a need to have borehole committees organised in order to provide preventive maintenance and to facilitate community involvement and participation.

SUMMARY:

The trainer summarises the session.

SESSION 2 : The importance of community involvement and participation in boreholes programme

AIM : To help participants understand the importance of Community involvement and participation in the borehole programme.

OBJECTIVES: By the end of the session participants will be able:-

- (i) to describe the term 'Community Involvement and Participation'
- (ii) to explain the steps to follow in order to achieve maximum participation in borehole activities.
- (iii) to explain the benefits of community involvement.

METHODS : Discussion and Lecture

CONTENT (a) Definition of Community Participation

The trainer defines the term 'Community Participation' This means:- encouraging and awakening people to realise that they themselves have the abilities, energies and some of the resources to take initiative to improve their lives. The Community should become actively responsible for deciding what improvements they need in planning, implementing and managing these improvements.

(b) Procedures in ensuring Maximum Participation

The trainer discusses with participants what they do to ensure maximum participation in borehole activities.

Some of these procedures may be followed:-

(i) CONTACT INFLUENTIAL LEADERS IN THE COMMUNITY

These leaders include Ward Councillor, Village Headman, Traditional Leaders, Extension Workers, Party and Religious Leaders. These are leaders with certain authority and influence. The support of these leaders should be sought in order to avoid future opposition to the borehole activities.

(ii) INVOLVE POTENTIAL LEADERS

These are leaders by virtue of their knowledge, talent or possession. Some of these are retired persons, business owners, herbalists and those with special interests in the activities.

iii ENCOURAGE GROUP DISCUSSION

Various groups in the community should be encouraged to discuss problems related to borehole activities in order to:-

- a) Have a clear recognition of the problem
- b) Stimulate interest
- c) Show people that others share their own feelings about the problem.
- d) Make a joint resolution that something must be done about the borehole

(iv) SHARE RESPONSIBILITIES

This helps Members of the Community to know exactly what is expected of them. This will strengthen their interest in the borehole programme

(c) Benefits of Community Involvement and Participation in Borehole Programme

The trainer explains the benefits of Community Involvement and participation in borehole activities. These include :

- (i) Active participation in project planning and decision making, make people gain greater confidence in their abilities.
- (ii) People become more self reliant and less dependant on outside help when they solve their own problem.
- iii) When people are encouraged to use their own knowledge and abilities the borehole will benefit more from local skills and resources.
- (iv) Once people know from the start that boreholes are theirs they will continue to feel responsible for their management and maintenance.

- (v) When people see that they are capable to plan, implement and manage borehole activities successfully, they will easily start other development activities.
- (vi) Borehole activities in which people participate fully are usually successful.
- (d) Benefits of involving the Community in operation and Maintenance of Boreholes.

The trainer further explains the benefits of Community involvement in operation and maintenance of boreholes as follows:-

- (i) Repairs are attended to faster by the community itself, rather than relying on someone to come from the district office.
- (ii) Effective operation and maintenance of the borehole by the Community will lead to less breakdowns and thus to reduce expenses in terms of time and money.
- iii) Involvement in operation and maintenance instilla sense of ownership to the Communities.
- (iv) This ensures sustainability of the borehole programme

SUMMARY: The trainer summaries the session.

SESSION 3 : IMPORTANCE OF GROUP ACTIVITIES IN BOREHOLE PROGRAMME.

AIM : To help participants understand the importance of group activities.

OBJECTIVE : By the end of the session participants will be able to:-

- (i) decide group behaviour and advantages of the group work.

METHODS : Brainstorm and Discussion.

CONTENT : Trainer asks participants to mention how people behave in groups and advantages of working in a group. Trainer asks participants to relate all the issues mentioned above to the borehole activities.

: The trainer explains that many Community activities are done in groups. Similarly borehole activities can be undertaken effectively in groups.

Then the trainer leads the discussion on the following items:-

- i) Working in groups saves time because more people will learn in a short time.
- ii) More work is accomplished because more people are involved.
- iii) Good ideas and experiences are shared and people learn to make contribution to the Community.
- iv) Members with leadership potential are encouraged and learn to make contributions to the Community.
- v) New ideas are discussed.
- vi) Group members can persuade each other to think about these new ideas.
- vii) It may help to bring change in attitudes and beliefs of members to enable them adopt new ideas.
- viii) It may help to create inter personal relationship among villagers.
- ix) The relationship developed during the borehole activities may develop into co-operation in other development activities.

SUMMARY : The trainer reviews the importance of group work.

SESSION 4 : COMMITTEE PROCEDURE

AIM : To help the participants learn their roles and responsibilities as members of the borehole committee.

OBJECTIVE : By the end of the session participants should be able:-

- i) to explain the importance of having a committee
- ii) to learn their various roles in the committee
- iii) to describe how committees should function.

METHODS : Brainstorm and Lecture

CONTENT : (a) Importance of Committees

The trainer asks participants why it is important to have Committees.

The trainer leads the discussion on the following items:-

- i) a small number of people can carry out a discussion and solve a problem more speedily than whole community
- ii) some members have more knowledge or interest in a particular activity and therefore contribute more effectively if they are appointed members of a committee.
- iii) committee makes it possible to pool and coordinate the efforts of the community members.

(b) Kinds of Committees that may Support a Borehole

The trainer further asks participants to mention as many committees that they know as possible.

The trainer thereafter mentions some committees that may support activities in the village like Village Health Committee, Tap Committee, Village PHC Committee, and Village Development Committee.

SUMMAR : The trainer summarises the session by looking at the importance of Committees and how other kinds of Committees may support borehole activities.

SESSION 5 : MEMBERSHIP OF A BOREHOLE COMMITTEE

AIM : To enable participants understand the composition of a borehole committee.

OBJECTIVE : By the end of the lesson participants will be able:-

- i) to explain the roles and responsibilities of the office bearers of the borehole committees.

METHODS : DISCUSSION AND LECTURE

CONTENT : (a) Roles of Committee Office Bearers

The trainer asks each Committee Member to explain what they consider to be their roles in borehole committees. After participants mention their respective roles, the trainer explains to participants that the Committee is composed of ten members. He then outlines their respective roles as follows:-

1. CHAIRMAN

- i to chair, open and close the meetins.
- ii to ensure that all members of the Committee Meeting contribute to discussions and activities in the Borehole Programme.
- iii to assist in making agenda and control discussions.
- iv to ensure taht all committee members understand and play their roles effectively.
- v to ensure maximum participation of Committee Members in meetings and activities.
- vi to make regular visits to inspect the condition of the borehole.\
- vii to make regular contacts with village headman, political leaders and extension workers, in Departments of Water, Health and Communit Services.
- viii to ensure that the community is informed of all activities of

the borehole some of which could be breakdowns, funds raised, work done, etc at the borehole.

The Vice Chairman will perform all these tasks in the absence of the Chairman.

2. SECRETARY

- i to write and keep records of Committee meetings and activities.
- ii to work with Chairman in arranging for date, time, place and agenda for a particular meeting and carry out written correspondance.
- iii to advise Chairman on procedure of the meeting. The Vice will resume all these roles in the absence of the Secretary.

3. TREASURER

- i He keeps records of funds and materials for the borehole.
- ii maintain Receipts and Cash Book.
- iii He informs the Committee and entire community on financial and material status.

The Vire Treasurer assists the Treasurer in all his/her duties and deputises him.

4. COMMITTEE MEMEBRS

- i they assist in the praparation of the agenda by suggesting possible items for discussion.
- ii they assist in decision making
- iii they can sometimes be trained as borehole caretakers
- iv they assist in clarifying some issues discussed during Committee Meetings to the community.

(b) Functions of a Borehole Committee

After looking at Committee Members and their respective roles the trainer further explains to participants the different functions of a borehole as follows:-

- i To represent the Water users at meetings and discussions with the Government and other organisations who are helping to construct boreholes.
- ii To ensure that money contributed for the borehole is carried out and used properly.
- iii To ensure that the borehole is always in good working order and that the surroundings are kept clean at all times.
- iv To organise the community to provide labour, local materials and money to help maintain the boreholes.
- v To make rules and regulations in consultation with the Community for the proper use and care of the borehole.
- vi To meet regularly to discuss and find solutions to any problems to do with the borehole such as breakdowns, improper use or disagreements among the users.
- vii To meet from time to time with other borehole Committees to discuss issues of common interest
- viii To keep good records of decisions made at meetings, any problems or breakdowns of the borehole and financial and other contributions from community members.
- ix To report major breakdowns or problems with the borehole to the proper authorities.
- x To regularly report to the community on the work of the committee and involve them in all major decisions.

SUMMARY: The trainer summarises the session.

SESSION 6 : PROBLEM SOLVING STEPS IN THE BOREHOLE PROGRAMME

AIM : To acquaint participants with problems solving steps in borehole operations

OBJECTIVES: (i) To list problem solving steps in borehole activities.
(ii) To explain how to deal with leadership problems.

METHODS : GROUP DISCUSSION AND LECTURE

CONTENT : (a) Problem Solving Steps

The trainer introduces the lesson by mentioning general problem solving steps. These are:-

- i identification of a problem relating to the borehole.
- ii find out if all the members of the committee and entire community are aware of the problem.
- iii discuss all aspects of the problem and decide what to do.
- iv plan how to solve the problem
- v take action following the plan
- vi evaluate the result by discussing all aspects that were followed in coming up with the result.

Participants should discuss each one of the steps.

(b) Solving Leadership Problems

The trainer divides participants into two or three groups and each group discusses the following questions;

1. What does a borehole committee do:-
 - (a) When a member of community refuses to work on the borehole?
 - (b) When a member of community is unable to contribute to the borehole maintenance fund?
 - (c) When a member of a borehole committee is inactive?

(d) When there is a misappropriation
of a borehole maintenance fund?

(e) When the committee is dormant?

The trainer leads the discussion during
plenary session.

SUMMARY: The trainer briefly summarises each of the three
areas of the lesson.

SESSION 7 : FINANCIAL MANAGEMENT IN THE BOREHOLE PROGRAMME

AIM : To help participants understand how to raise and manage funds for the borehole.

OBJECTIVE :
i to identify procedure for raising funds
ii to explain how to manage borehole fund

METHODS : DISCUSSION AND LECTURE

(a) Fund raising procedures

CONTENT : The trainer explains to participants and discusses with them the following financial management procedures:-

i Borehole committee should discuss with village headmen and other local leaders to establish a borehole maintenance fund.

ii Borehole Committee should know number of households to be involved in contributions and report this data to village headman and other local leaders.

iii Borehole committee should suggest how much each household should contribute to the borehole maintenance fund and how the exercise will be conducted.

iv Borehole committee together with village headmen and other local leaders should conduct general meetings with all beneficiaries about:-

- the establishment of the borehole maintenance fund

- the purpose of the borehole maintenance fund

- beneficiaries confirmation of the importance of the establishment of such a fund and that they will contribute.

(b) Financial Management Procedures

i Borehole Committees should observe the following conditions once collection of funds starts:-

- recording of all payments

- banking the collected money

- purchasing of spareparts

- issuing of general receipts
 - financial reporting to Committee and entire Community
 - auditing of funds by Community and Extension workers
 - opening bank account with three signatories which are required in depositing and withdrawing of borehole funds.
 - water extension worker to be present when opening a bank account.
 - a typed and stamped letter from Water Department is required when withdrawing borehole maintenance fund.
- ii Borehole Committee should report to local leaders and beneficiaries when funds are deposited and withdrawn.
 - iii All borehole committee members must have up-to-date records of funds.
 - iv Raising of funds should be agreed by local leaders and all beneficiaries.
 - v Always use a receipt when collecting funds and
 - vi Maintenance funds should not be used for any purpose other than the maintenance of a borehole.

SUMMARY: The trainer asks participants to briefly discuss these procedures and thereafter he summarises the lecture.

DRAFT**TRAINING FOR BOREHOLE COMMITTEE LEADERS**

HELD IN NTCHEU (MALAWI) 5-8 August 1992

Water Department, Ministry of Health, Ministry of Community Services

TABLES OF CONTENTS

1. INTRODUCTION
2. OBJECTIVES OF THE COURSE
3. PROTECTIVE BACKGROUND
4. TOPICS COVERED
 1. COMMITTEE PROCEDURE
 2. SAFE WATER AND SAFE EXCRETA DISPOSAL
 3. UNSERIALIZED POSTERS
 4. AFRIDEV HANDPUMP PARTS AND MAINTENANCE
 5. GENERAL RESPONSIBILITIES OF BOREHOLE COMMITTEE LEADERS
 6. HOUSEHOLD HYGIENE PRACTICES
 7. PERSONAL AND DOMESTIC HYGIENE
 8. BOREHOLE MAINTENANCE FUND AND FINANCIAL MANAGEMENT
 9. PROBLEMS SOLVING STEPS
 10. WATER AND SANITATION RELATED DISEASES
 11. COMMITTEE MEETINGS AND GENERAL COMMUNITY MEETINGS
 12. WATER POINT HYGIENE AND MAINTENANCE
 13. CAUSES AND CURES OF NON FUNCTIONING OF WATER SUPPLIES
 14. COLLECTION OF COMMUNITY CONTRIBUTIONS
 15. THE NATURE OF COMMUNITY INVOLVEMENT IN THE BOREHOLE PROGRAMME
 16. LEADERSHIP PROBLEMS

ANNEXES

1. LIST OF PARTICIPANTS

2. LIST OF FACILITATORS

INTRODUCTION

The Water Department, Community Based Management Project of the Rural Water Supplies Support Unit in conjunction with the Ministry of Health and Ministry of Women and Children's Affairs and Community Services conducted courses for Borehole Committee Leaders in Ntcheu for boreholes constructed under the Mpira/Balaka Rural Piped Water for resettled people.

These boreholes were constructed in the following villages:-

Kasale 1, 11 and 111, Mtsitsamwayi, Chinkuluchina and Gomeza in T/A Kwataine and Ziipirana in T/A Mpando. The course was in three phases. The first course was conducted from 5th August 1992 to 8th August 1992 for the following Borehole Committees:- Kasale 1, T/A Kwataine Borehole No. KB 100. Kasale 11, T/A Kwataine, Borehole No. KB 109, Chikuse F.P School, Kasale Village T/A Kwataine Borehole No. KB 99 at Chikuse F.P. School.

The second course was conducted from 10th August 1992 to 13th August 1992 for the following borehole committees:-

Kasale 111, T/A Kwataine borehole no. , Mtsitsamwayi Village T/A Kwataine borehole no. 101, Chinkuluchina 1, T/A Kwataine, borehole no. 108, Chinkuluchina 11, T/a Kwataine, Borehole No. 110, at Chikuse F.P School.

The third course was conducted from 14-8-92, 15-8-92, 17-8-92 and 18-8-92 for the following borehole committees:-

Gomeza Village T/A Kwataine, borehole no. KB 103, Gomeza F.P. School, Gomeza Village T.A Kwataine, Borehole No. HB 102. Ziipirana 1 & 11 Village T/A Mpando Borehole No. KB 107 at Gomeza Primary School.

The courses were funded under the PHICS Programme

The first course was opened by T/A Kwataine, the second course was opened by Group Village Headman Kasale on behalf of T/A Kwataine and the last course was opened by Group Village Headman Kainga on behalf of T/A Mpando.

Participants to the courses were:-

Chairmen

Vice chairmen

Secreatries

Vice Secretaries

Treasurers

5 committee members

M.C.P. Officials (Local Branch Level)

The Village Headmen

A total of 132 participants were invited to attend the courses and 127 reported for the course. The 5 absent were from Ziipirana 11 borehole committee.

OBJECTIVES OF THE BOREHOLE COMMITTEE LEADERS COURSE

The main objective of the Borehole Committee Leaders Courses were to :

Orient them on their responsibilities in managing operation and maintenance of their boreholes fitted with Afridev handpump.

Specifically the courses were aimed at instructing the leaders in proper operation of the handpumps and requirements for maintenance of the handpumps.

Main issues discussed during the courses included leadership maintenance, management of funds, operation and maintenance components of the Afridev Handpumps.

Hygiene Education and sanitation issues were also discussed to ensure improved health standards for the community.

BACKGROUND

Considering the fact that some villages within the Mpira/balaka Water Supply Area could not be supplied with water from the new Mpira Dam due to topographical factors, it was decided that boreholes should be drilled in those areas.

These boreholes were also to benefit villagers who were resettled away from the catchment area of the dam.

The boreholes 12 No. were fitted with the Village Level Operation and Maintenance type, Afridev handpump.

Inorder to ensure that the communities operate and maintain the handpumps on their own, a need was identified to train communities which were formed at each of the boreholes.

Integrated type of courses were therefore planned involving facilitators from Water Department, Ministry of Health and Ministry of Women and Children's Affairs and Community services.

ACHIEVEMENTS

Integrated teams of extension workers from Water Department, Ministry of Health and Ministry of Women and Children's Affairs and Community Services were consolidated and are now providing continous extension services to the communities and the borehole areas.

A total of 110 borehole committee members, 10 party leaders and 7 village headmen have been trained in operation and maintenance of Afridev handpumps, Leadership and Hygiene Education and Sanitation promotion.

TOPICS COVERED

1. COMMITTEE PROCEDURE

On this topic we covered the following points:-

- (a) What a committee is
- (b) Why have a committee
- (c) Is the committee necessary
- (d) The purpose of each committee
- (e) Functions of the committee members
- (f) The composition of the committee members
- (g) Qualities of a good leader

2. SAFE WATER AND SAFE EXCRETA DISPOSAL

On this topic the following topics were covered:-

1. when to use safe water;

- a when drinking
- b when cleaning teeth
- c when washing before and after eating food and after coming out of the pitlatrine
- d when washing clothes and household appliances
- e when cleaning food e.g fruits, meat and vegetables (To avoid water born diseases also)
the water source should be well protected
- f how and where to store drinking water
- g period of storing drinking water
- h two cup system
- i never use the river and unprotected well as drinking water source. If such sources are used the water should be boiled and the boiling time.

2b Safe Excreta Disposal

Each and every household must have a pitlatrine and rubbish pit for excreta disposal, vomits and dirty

objects.

2c The advantage of using the pitlatrine

- a self respect for the family
- b reduces disease transimission and bad smell
- c users protected from rain and sun beat

2d Where to construct a pitlatrine

- a away from a water source
- b away from a kitchen

3. UNSERIALISED POSTERS

The purpose of this topic is to demonstrate how open ended and flexible aid encourage creativity and how they provide a tool to stimulate discussion of important real life issues among the participants - this topic was a starter for discussions with the participants. This was a group activity, participants were divided in groups. Each group was given a set of posters with no any words where each group was requested to create a story from the posters and present it to all the participants. Each story was to have its beginning which was supposed to be well coordinated from its beginning to the end of the story from poster to poster, where the other participants were free to criticise, seek clarifications and comment.

**SOME OF THE STORIES PRESENTED BY PARTICIPANTS FOR THE
UNSERIALISED POSTERS TOPIC**

1. A poster showing a fertile garden with good crops
2. A poster showing a village near the valley, the villagers are after the fertile soil.
3. A poster showing a water source which can easily be polluted.
4. The villagers fall ill because of using a polluted water source.
5. An extension worker visits the village with an outbreak.
6. Where he advises villagers to take the sick people to the hospital for treatment.
7. After listening to the Extension Workers advice, the villagers are happy.

SECOND STORY

1. We have come across a certain place where people are drinking beer which is not community developed.
2. We have found people very happy but their home does not show any community development.
3. We have found a family chatting under a tree but their home has no maize granary, pitlatrine, kitchen and other house facilities required at every home.
4. We have found a woman pounding maize, a pot is on the fire, a child crawling near the fire place which is the woman's carelessness. However, the woman has no kitchen, no pitlatrine but she has some chickens which have no chicken pen as well which is unhygienic.
5. A woman is coming from a river which is their source for drinking water where there is polluted water.
6. We have found a sick person sleeping at a house after drinking water from a dug well.
7. We have sick people at the hospital because of drinking polluted water so they have to go to the hospital for treatment.

THIRD STORY

1.
 - i A family with no pitlatrine
 - ii A child crawling near a fire place
 - iii A woman pounding but cannot see the child
 - iv The bad effects of carelessness

2. THE DISADVANTAGES OF BEER DRINKING

Returding community development;

you cannot remember any work

you do not return home in good time

you fail to send children to school

3. THE ADVANTAGE OF THE HOSPITAL

The hospital cures and protects diseases through all types of vaccinations for adults and children

4. THE IMPORTANTS OF WATER

Here is a cultivated garden for food crops but he has not been succesful because the water was inadequate. Water is important for all creatures.

5. WATER SHORTAGE

This woman is drawing water from the valley, they have no dug well. Diseases will always be present in this family.

6. Unhygienic family, no pitlatrine, the house has no windows, a cholera patient is not taken to the hospital, he is on his own.

7. A family discussing house requirements, they have no pitlatrine, no kitchen, no maize granary and they are not happy.

FORTH STORY

On the first poster you can see how Gomeza Village was; very

dirty and dogs were roaming around the village any how. The pigs and cattle were drinking where the people were getting their drinking water.

Parents, more especially women were not following hygiene rules in the homes too the children were not taught hygiene education so that some time they ate food without washing hands and the food was left on the dust as you can see on the second poster.

Later on many people started suffering from water born diseases because of drinking water from polluted sources and bad food as we can see from the third poster.

One of the Health Assistants met one of the sick in the village who explained his problem. After investigations he learned that the source of the problem was poor sanitation in the village and drinking polluted water as we can see on the forth poster.

On the fifth poster we can see the Health Assistant busy conducting a meeting about prevention of water born diseases.

After this meeting the villagers requested the government to assist them to cconstruct a Health Centre as the district hospital was far away.

In the last poster we can see the villagers being treated in their Health Centre, after a month the sick people were health again.

SOME OF THE PARTICIPANTS' ANALYSIS OF THE NON-FUNCTIONING OF THE PUMP OR WELL AND HOW TO CORRECT THE SITUATION

Kasale 111 Borehole Committee

The government drilled for us an improved water source because our water source were unhygienic. Pigs and cattle were also using our water source. A committee was formed to manage our improved water source, as the committee was not meeting to discuss our water point problems the pump broke down, the apron was cracked and grass grew around. However, the committee met to discuss the water point problem after this meeting the situation improved as we can see on the first poster.

Mtsitsamwayi Borehole Committee

The Government gave us a borehole and the committee was formed to manage the borehole. The committee became weak and the borehole broke down and grass grew around the water point. When the village headman discovered this he called for a borehole committee meeting to find out about the broken pump and where they arranged to buy the spareparts and ask government technicians to maintain it. When the borehole started operating as before a new committee was formed to manage the borehole properly.

Chinkuluchina 11 Borehole Committee

The Government drilled a good and clean borehole for us. The borehole broke down because of children and careless adults, the pump handle was broken and water could not come out; the committee was not functioning, people went to dig wells for drinking water.

The committee met to discuss the water point where they agreed to meet the village headman to call for a general meeting which was opened by the village headman followed by the committee leaders who informed the villagers that the borehole had to be maintained but that they should purchase spareparts.

16. LEADERSHIP PROBLEMS (A)

This was a group activity topic where participants in small groups were asked to try to answer the following questions:

1. What can the committee do with a member who refuses to do water point work?
2. What can the committee do with a member who is unable to contribute to the maintenance fund?
3. What can the committee do with a member who is unable to contribute to the maintenance fund because of problems?

Group One Answers

1. The committee leaders should invite one who is not reporting for water point work to find out his or her reasons. If the committee is unable to convince him they should approach the village headman to help.
2. The committee leaders should discuss with the member who is unable to contribute to the fund to hear his or her problems.
3. The committee leaders should give more time to look for cash to a member who is unable to contribute to the fund, if he has problems, if he is still unable after this he should be referred to the village headman.

Group Two Answers

1. The committee leaders should invite the member who refuses to do water point work to find out his or her intentions.
2. The committee leaders should invite the member who is unable to contribute to the maintenance fund and explain to him or her the purpose of the funds, if still uncooperative he or she should be referred to the village headman.
3. If a member is unable to contribute to the maintenance fund because of problems he should be allowed to contribute even maize or groundnuts which can be sold, if he is handicapped he should be allowed to offer handwork products eg baskets.

Leadership Problems (B)

1. How can the committee introduce sanitation promotion in a village which has very few pitlatrines without offending the one who has no pitlatrine?

2. What can the committee do if one of the village headmens' or committee leaders' relatives is not participating in community development work?
3. What can the committee do if one of the committee members has missappropriated committee funds?

Group 111 Answers

1. The committee can introduce sanitation promotion by discussing with the village headman and party leaders about the problem in the village and then they can conduct a general meeting about few pitlatrines in the village.
2. The committee leaders should inform the head of the family or the village headman's or committee leader's relatives not reporting to community development work, if no improvement after this he or she should be referred to the village headman.
3. If one of the committee leaders has missappropriated committee funds we should discuss with him to refund the funds, if he or she fails he should be referred to the village headman.

Group iv Answers

1. The comittee can introduce sanitation promotion services by discussing lack of pitlatrines in the village themselves then the committee should inform the party chairman about the problem who in turn will inform the village headman and the village headman will inform the chief that the committee intends to conduct a general meeting to inform the villagers who have no pitlatrines to construct some. The village headman should announce the meeting date.
2. If the headman's relative is not participating in community development work the committee leaders should inform the village headman assisted by party chairman to find out why their relative is not cooperative. If its a committee leader's relative, other committee leaders should approach him to find out his intensions.
3. If one of the committee members has missappropriated committee funds the committee leaders should discuss with their friend in a good way that the missappropriated funds should be refunded if he fails after this the committee assisted by party chairman should inform the village headman who should ask the chief to assist the committee.

(****)

15. THE NATURE OF COMMUNITY INVOLVEMENT IN THE BOREHOLE PROGRAMME

In this topic participants were asked to inform the users (community) first, the projects objectives and background and the three phases of communities involvement.

- a. Planning Phase: In this Phase the villagers should assist on siting, to contribute river sand, bricks and preparation of roads for rig and trucks.
- b. Construction Phase: In this Phase communities help the government employees with manual labour during borehole cleaning and construction of ancillary works.
- c. Operations and Maintenance Phase: In this Phase community take management of their new facility not only in operation but maintenance as well as improving sanitation around the water point and the whole village, financial management and settling disputes which may arise in connection with the water point assisted by party leaders and village headmen which is an ongoing activity.

ANNEX 1

LIST OF PARTICIPANTS

Mr H. Chatuwa
Mrs A. Kufetula
Mr M. Meke
Mrs P. Chizungulire
Mrs D. Chagaga
Mrs C. Mkwatamwambo
Mrs R. Wanje
Mr L. Mologeni
Miss S. Kapesi
Mr B. D. Karonga
Mr Chimocha
Mr Y. Domingo
Mr E. Chiomba
Mrs G. Mologeni
Mr G. Mtambalika
Mrs Kalonga
Mr L. Besitala
Miss M. Mpandasoni
Mr H. Granti
Miss Sophia Mologeni
Mrs S. Mwenda
Mrs M. Chagaga
Mr D. S. Kasale
Mrs E. Hamitoni
Mr D. Phonela
Mr G. Matikiti
Miss A. Luwale
Mrs E. Nachuma
Mrs G. Kasale
Mrs C. Kampalire
Mrs E. Luwale
Mr E. Chautsi
Mr M. K. Gwamba
Mrs C. Chiwomba
Mr J. Miliyasi
Mrs Matemba
Mrs Humba Mrs E. Hiwa
Mrs E. Mmodzi
Mrs L. Kapulula
Mrs J. Chigadula
Mrs A. Galasoni
Mr L. Jayilosi
Mrs J. Kabango
Mr M. Sekani
Mrs M. Kasale
Mrs M. Somanje
Mr L. Samisoni
Mr B. Jayilosi
Miss B. Hambeyani
Mr B. Chibondo
Mr B. Hambeyani
Miss T. Majamanda
Mrs J. Chimasula
Miss F. Zakiya
Mr G. Mologeni
Mrs B. Ndalama
Mrs M. Selemani
Mr F. Josephy
Mr Kaziputa
Mrs B. Zakiya
Mrs Kalichero
Mrs Howa
Miss E. Fuledi
Mrs F. Jeliyasi
Mrs Hiya
Mrs M. Sammuel
Mr M. Mpsa
Mr J. Msamanyada
Mr I. Gibison
Mrs Mbeta
Mr L. Golowa
Miss E. Dzalilani
Mrs Msamanyada
Mr E. Fredi
Mrs F. Kabanda
Mrs Mkangala
Miss S. Kachepa
Mrs E. Joliasi
Mrs K. Mmenyeni
Mrs C. Mpoya
Mr E. Msamanyada
Mr M. P. Msamanyada
Mr M. P. Msamanyada
Mr Sitolo
Mrs F. Chasweka
Mrs A. Zamuya
Miss G. Simoni
Mrs N. Galeta
Miss E. Nyenyera
Mrs L. Manyowa
Mrs L. Simoni
Miss L. Gomeza
Mr D. Mbengo
Mr M. B. Kameza
Mr N. Hanya
Mrs L. Ziipilana
Mr L. Pemba
Mr M. M. Salangidwa
Mr F. Kawalala
Mr B. Njajo
Mr S. Nyenyera
Mr H. D. Manjawira
Mr M. Hanya
Miss F. Futu
Miss C. Makodana
Mr P. Jailosi
Mr F. Palimutomo

Miss S. Hawaya
Mr L. Makosana
Mr E. Ezara
Mrs E. Njayo
Mrs J. Muuluka
Mrs M. Kusengwani
Mrs E. Kalulu
Mr S.J. Mwandete
Mr F. Mofati
Mr E. Zigwa
Mr Ziipilana
Mr Zamuya
Miss D.T. Zingwa
Mrs Saoneka
Mr Kajombo
Mrs Kajombo
Mrs Likanjelo
Mr H. Kawalala
Mrs A.W. Manchichi
Miss L. Kachipapa
Mr F. Chidantere
Mr K. Boma
Mr D. Howa
Mr B. Chiwiya
Mr D. Hambeyani
Mr C.Eroni

ANNEX II

LIST OF FACILITATORS

H. H. Pondeponde
W.L. Kajaluka
H.M.S. Abudul
R.D. Bankamu
Mponda
K.D.M. Phiri
F. Kwaule
B.B. Chandiyamba
Makumba

ANNEX III

LIST OF SUPPORT STAFF

P. Kambewa
Z.P.T. Kadango
K.M.Chisi
Chathothoka
Phiri
D. Mkweu
E. Mdzoole