Sanitation, Hygiene and Water (SHAW) Programme for East Indonesia

SHAW Programme Coordinators Meeting

12, 13 and 15 December 2014
Yogyakarta, Java, Indonesia

IRC

Prepared for

Simavi

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Websites of participating partner NGOs

http://diandesa.org/Home.html

http://www.rumsram.org

http://cdbethesda.org/index.php

http://plan-international.org/where-we-work/asia/indonesia

Materials and documents on the SHAW Programme can be found on

http://en.simavi.nl/work-on-health/water-sanitation-and-hygiene/shaw-programme-indonesia/

http://www.ircwash.org/projects/sanitation-hygiene-and-water-project-indonesia

Contents

Summary

The purpose of this report is to give an impression of the proceedings and discussions that took place during the 4th SHAW Programme Coordinators Meeting of 2014. This meeting was held in Yogyakarta, Java, Indonesia on Friday 12 December 2014, Saturday 13 December 2014 and Monday 15 December 2014. During the three-day event, three critical topics were discussed, namely:

1. **Knowledge management** to capitalise on the SHAW achievements and experiences;
2. **Performance monitoring** to develop a post-SHAW monitoring system; and
3. **Programme development** to generate ideas for a new programme.

The Programme Coordinators meetings, where all the coordinators of the SHAW partners meet, were introduced in 2011 to facilitate the exchange of information, knowledge and experiences, and to improve understanding and collaboration among the SHAW partners. Meetings organised during the past four years have made it clear that to be able to enhance the overall performance, quality and sustainability of the SHAW programme it is paramount to organise frequent meetings to reflect, discuss, exchange, and learn and to enhance cooperation and collaboration among the SHAW partners.

Friday 12 December 2014

The first day of the Programme Coordinators meeting focused on monitoring and knowledge management. During the October 2014 PC meeting it had been decided to modify the Inspeksi Sanitasi (IS) format so that it can be used for STBM status monitoring after the conclusion of the SHAW programme. The session on monitoring was therefore used to discuss the necessary modifications that were to be made to the existing IS format so that it can be used to monitor the status of the five STBM pillars. It was also decided to develop dusun and desa level recapitulation forms to enable cumulative village data entries in the database.

The knowledge management session focused on how knowledge and experiences during the past four years will be harvested. The knowledge harvesting process and timeline was explained and discussed. It is foreseen that an external consultant with the help of the SHAW partners will develop a toolkit on the basis of a simplified SHAW FLOW that can then be used for replicating or scaling up the SHAW-STBM programme in other areas. The following was decided:

➔ A toolkit with guidelines and methodologies will be developed to implement the different steps of the validated SHAW FLOW.
➔ The toolkit will be developed by a team of external consultants with the help of the five SHAW partners.
➔ The toolkit is to be ready by May 2015 in time for the final national level SHAW programme sharing workshop.

Saturday 13 December 2014

The monitoring and knowledge management topics also featured on the modified programme of the second day. The day started by discussing a template which will be used to develop organisational profiles for the five SHAW partners. The proposed two-page organisational profiles are meant to explain who we are and what we are good at in relation to implementing STBM by showing each partner's specific expertise and uniqueness. The following was decided:

➔ A draft organisational profile will be written up by YMP on the basis of the draft template shared during the PC meeting.

➔ The draft organisational profile will be shared with the other four SHAW partners for input.

➔ An external consultant will support the partners to develop organisational profiles and to ensure consistency and quality.

During the second session of the day the perceived benefits study report was presented and discussed. Considering that the detailed report consists of some 70 plus pages, a brief version has been developed with a strong focus on human interest stories supported by catchy infographics and interesting pictures.

The experiences with ActivityInfo were reviewed in the third session of the day. Almost all the SHAW partners had been struggling with the data entry and data validation work during the past months and as a result the monitoring exercise for the period July to September 2014 had not been completed by the time of the PC meeting. After a lengthy discussion in which the pros and cons of ActivityInfo were identified and the ActivityInfo and the previous Microsoft Excel data files were compared, the following was decided:

➔ The format Inspeksi Sanitasi will be used by including a harmonious set of indicators to monitor the status of the five STBM pillars.

➔ A simple but functioning database will be developed that includes only the questions related to the five STBM pillars.

➔ ActivityInfo will be used to monitor the SHAW programme achievements up to June 2015. This will allow for comparison with earlier monitoring results but also for migration of the SHAW data with the NAWESAS system at national level.

➔ No serious attempts will be made to integrate the SHAW data in the SMS Gateway. We will encourage and support the Sanitarians to upload data on Pillar 1 in to the SMS Gateway.

This means that for the period October to December 2014 the existing Output and Outcome monitoring system will be used to collect data on the five STBM pillars collection and ActivityInfo will be used for data processing. For the period January to June 2015 the modified Inspeksi Sanitasi format will be used to collect data on the five STBM pillars and a new ActivityInfo database will be used for data processing. With regards to monitoring of STBM achievements in the schools, no changes are foreseen for the remainder of the SHAW programme. The existing Output and Outcome monitoring system and the Microsoft Excel data files will be used up to June 2015. This is summarised in the figure below.
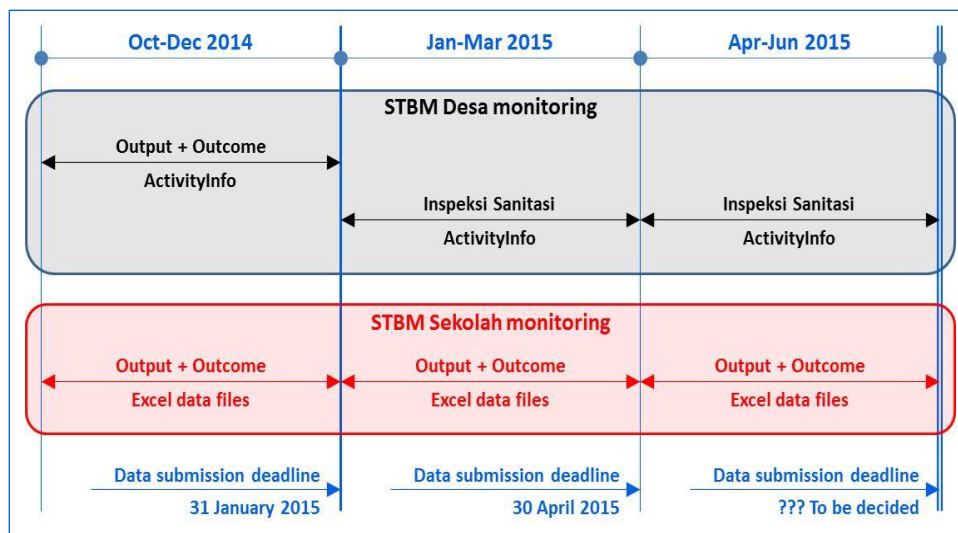
Monday 15 December 2014

The best part of the third and final day was used to conduct a dream session on a possible future SHAW type programme. IRC's sustainable sanitation framework was introduced and used throughout the discussions as the ideal skeleton or structure for a "full package" future programme.
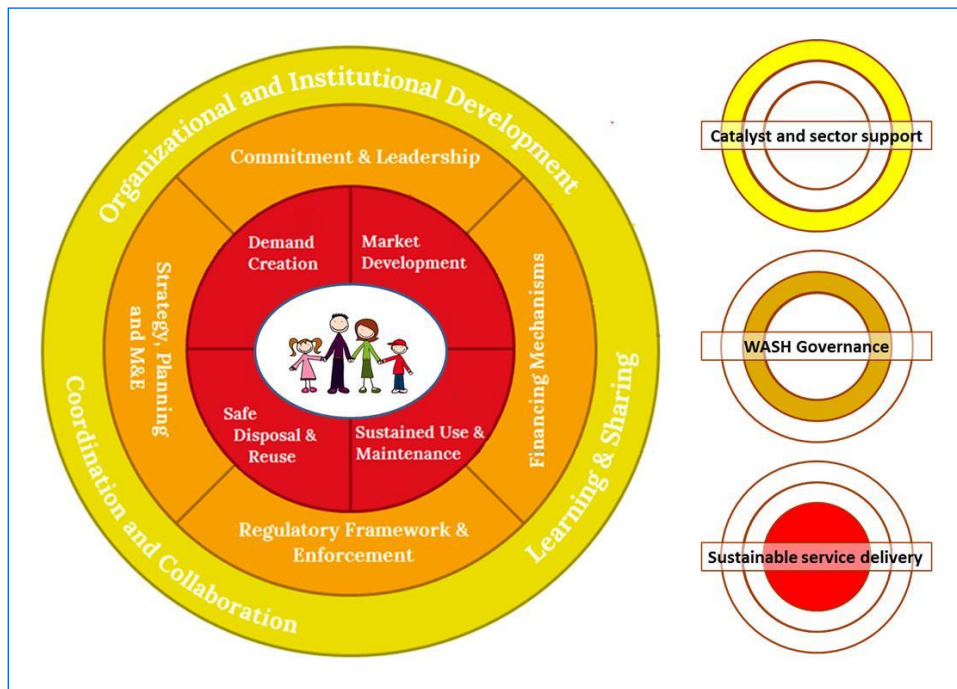
The dream session was guided by (and limited) by the following five givens: 1) our own experiences gained in implementing SHAW; 2) recommendations from the final evaluation of the SHAW programme; 3) thinking by EKN; 4) global thinking and changes in the WASH sector; and 5) OI policies and vision: universal access to sanitation by 2019. We concluded that although the SHAW programme has been successful in achieving its ambitions, any future programme needs to be implemented **FASTER**, **CHEAPER** but with **QUALITY** to be able to contribute meaningfully to the GOI targets.

The role of the SHAW partners was discussed at length and it was concluded that their role should change from being a direct implementer to one that is more of a catalyst, capacity builder, consultant and advisor to the local authorities. In this changing scenario, local authorities will be required to show strong commitment and leadership to be able to lead future programmes.

The following possible scenarios were proposed:

Possible scenarios that should be considered during programme development:

1) **Same in same**: continue with the same programme in the same districts but focusing entirely on developing the capacity of the local government partners to replicate the approach in the remaining sub-districts and villages.

2) **New in same**: continuing in the same districts but adding innovative ways of doing things (e.g. faecal sludge management; effective behaviour change communication; etc.).

3) **Same in new**: moving to new areas and implementing the new "full package" as contained in the sustainable sanitation framework. This would include the development, testing and scaling up of an improved STBM roll out approach that is faster, cheaper but with quality.

4) **New in new**: selecting specific elements of the sustainable sanitation framework in new districts or complimentary to initiatives by others. For example introducing effective behaviour change communication initiatives for pillars 2 to 5.

The final session of the three-day meeting was used to develop a detailed action plan to take forward all the agreements and actions related to the three main topics discussed during the meeting. The detailed action plan is given in Appendix 6 (Bahasa Indonesia) and Appendix 7 (English). During a quick and dirty evaluation of the three-day meeting the participants gave an average score of an eight. At the end of the meeting it was agreed that the following Programme Coordinators meeting will be hosted by YMP in Lombok Timur and it was tentatively scheduled somewhere towards the end of March 2015.

Ringkasan

Maksud dan tujuan dari laporan ini adalah menyampaikan catatan dari berbagai bahan rapat dan diskusi selama berlangsungnya Pertemuan Program Koordinator SHAW Keempat di tahun 2014. Pertemuan ini diselenggarakan di Yogyakarta, Jawa, Indonesia Jumat 12 Desember 2014, Sabtu 13 Desember 2014 dan Senin 15 Desember 2014. Selama pertemuan tiga hari ini, tiga topik penting materi diskusi adalah:

1. **Pengelolaan pengetahuan** untuk mendapatkan hasil dari pencapaian dan pengalaman SHAW;
2. **Pemantauan pencapaian** untuk mengembangkan sistem pemantauan paska-SHAW; dan
3. **Pengembangan program** untuk menghasilkan ide-ide untuk program baru.

Pertemuan Program Koordinator, yang mempertemukan seluruh mitra SHAW diperkenalkan pada tahun 2011 sebagai sarana untuk memfasilitasi terjadinya saling tukar informasi, pengetahuan dan pengalaman, dan untuk meningkatkan pemahaman dan kerjasama di antara mitra SHAW. Pertemuan yang telah diselenggarakan beberapa kali dalam empat tahun terakhir telah membuat jelas dan membuktikan bahwa jika diinginkan terjadinya peningkatan kinerja secara keseluruhan maupun adanya kualitas dan keberlanjutan program SHAW, maka menjadi sangat penting untuk sering menyelenggarakan pertemuan untuk berefleksi, mendiskusikan, saling tukar dan belajar serta meningkatkan kerjasama di antara para mitra SHAW.

Jumat, 12 Desember 2014

Hari pertama dari pertemuan Koordinator Program difokuskan pada pemantauan dan pengelolaan pengetahuan. Dalam pertemuan Koordinator Program dibulan Oktober 2014 diputuskan untuk memodifikasi format Inspeksi Sanitasi (IS) agar dapat digunakan untuk memantau status STBM setelah program SHAW berakhir. Sehingga sesi pemantauan digunakan untuk membahas modifikasi yang dibuat dalam format yang telah ada (IS) agar dapat digunakan untuk memantau status ke lima pilar STBM. Juga diputuskan untuk mengembangkan lembar rekapitulasi untuk dusun dan desa agar memungkinkan data kumulatif desa untuk dimasukkan dalam *database*.

Fokus dari sesi pengelolaan pengetahuan adalah bagaimana pengetahuan dan pengalaman selama empat tahun ini akan dituai. Proses penuaian pengetahuan dan kerangka waktu dipaparkan dan dibahas bersama. Konsultan eksternal akan dilibatkan untuk membantu mitra SHAW mengembangkan *toolkit* berdasarkan SHAW FLOW yang disederhanakan yang bisa digunakan untuk replikasi atau memperbesar jangkauan program SHAW-STBM di wilayah lain. Beberapa keputusan dari sesi ini:

➜ Perlengkapan berikut panduan dan metodologinya akan dikembangkan untuk melakukan beberapa proses dalam SHAW FLOW yang tervalidasi.

➜ Perlengkapan ini akan dikembangkan oleh konsultan eksternal dengan bantuan dan masukan dari ke lima mitra SHAW.

➜ Perlengkapan ini diharapkan siap Mei 2015 untuk digunakan dalam symposium nasional program SHAW.

Sabtu 13 Desember 2014

Topik pemantauan dan pengelolaan pengetahuan juga ditampilkan kembali dalam jadwal pertemuan yang disesuaikan untuk hari kedua. Hari ini dimulai dengan membahas kerangka yang akan digunakan untuk mengembangkan profil organisasi kelima mitra SHAW. Profil organisasi yang diusulkan dimaksudkan untuk menjelaskan siapa kita dan apa yang menonjol dari implementasi SHAW dengan

cara menunjukkan keahlian dan keunikan dari masing-masing mitra. Berikut adalah keputusan yang dibuat:

➔ *Draft* profil lembaga akan disusun oleh YMP mengacu pada kerangka yang dibahas dalam pertemuan program coordinator

➔ Keempat mitra SHAW yang lain akan memberikan masukan pada *draft* profil lembaga YMP

➔ Konsultan eksternal akan membantu mitra untuk mengembangkan profil lembaga untuk memastikan konsistensi dan kualitas

Laporan hasil kajian manfaat yang diperoleh dari program STBM dipaparkan dan didiskusikan disesi kedua. Mempertimbangkan jumlah halaman dari penelitian ini yang mencapai 70 halaman lebih, telah dipersiapkan ringkasan berdasarkan hasil penelitian dengan mengambil sudut pandang kemanusiaan yang diperkuat dengan infografik dan foto yang menarik.

Pengalaman menggunakan ActivityInfo juga dibahas disesi ketiga. Hampir semua mitra SHAW mengalami kendala dengan *data entry* dan validasi data sehingga monitoring untuk periode Juli hingga September 2014 tidak dapat diselesaikan pada waktunya, samapi pertemuan program koordinator ini berlangsung. Setelah pembahasan yang panjang, dimana hal yang positif dan negative dari ActivityInfo diidentifikasikan dan ActivityInfo dibandingkan dengan Microsoft Excel data files, hal berikut menjadi keputusan dari pertemuan:

➔ Format Inspeksi Sanitasi akan digunakan dengan menambahkan beberapa indikator yang selaras untuk memantau status kelima pilar STBM

➔ Database yang mudah dan berfungsi akan dikembangkan dan mencakup hanya pertanyaan yang berhubungan dengan kelima pilar STBM

➔ ActivityInfo akan digunakan untuk memantau capaian program SHAW sampai dengan Juni 2015. Hal ini akan memastikan kemampuan untuk membandingkan dengan hasil pemantauan diawal program dan juga untuk proses migrasi data SHAW ke sistem Nawasis ditingkat nasional.

➔ Tidak akan dilakukan usaha tersendiri untuk mengintegrasi data SHAW ke SMS Gateway. Kita akan memberikan dukungan dan semangat kepada Sanitarian untuk mengirimkan data untuk Pilar 1 ke SMS Gateway.

Artinya untuk periode Oktober sampai Desember 2014 sistem pemantauan *Output* dan *Outcome* akan digunakan untuk mengambil data kelima pilar STBM dan ActivityInfo akan digunakan sebagai pengolahan data. Untuk periode Januari hingga Juni 2015 format Inspeksi Sanitasi yang dimodifikasi akan digunakan untuk mengambil data kelima pilar STBM dan ActivityInfo akan digunakan untuk mengolah data. Mengenai pemantauan capaian STBM di sekolah, tidak ada perubahan sepanjang program SHAW. Sistem monitoring output dan outcome dan Microsoft Excel data files tetap akan digunakan sampai Juni 2015. Kesimpulan adalah sebagai berikut:
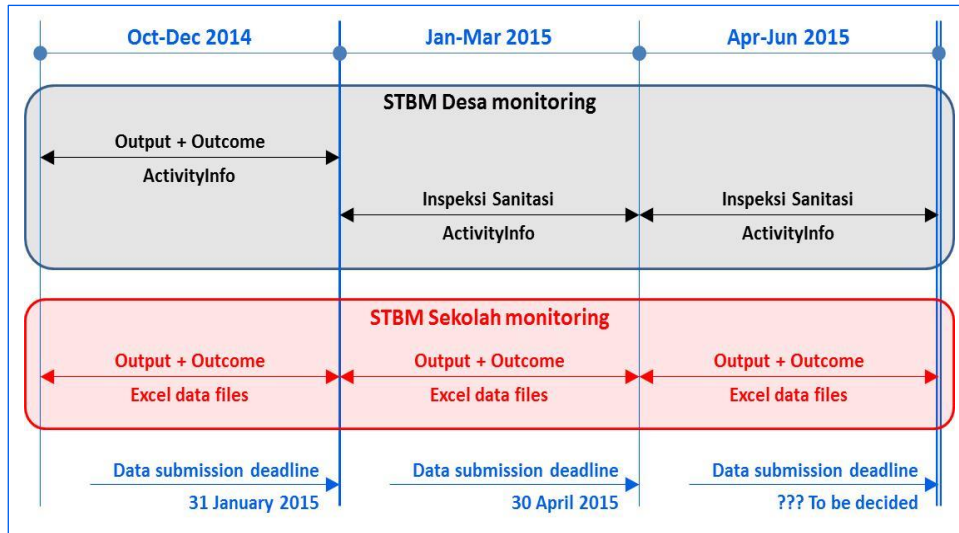
Senin 15 Desember 2014

Hal yang terbaik disimpan untuk hari terakhir yaitu hari ketiga adalah sesi bermimpi tentang program SHAW dimasa depan. Kerangka acuan sanitasi yang berkelanjutan dari IRC diperkenalkan ke peserta pertemuan dan diacu sepanjang sesi diskusi sebagai struktur yang ideal untuk "pendekatan komplit" untuk program masa depan.
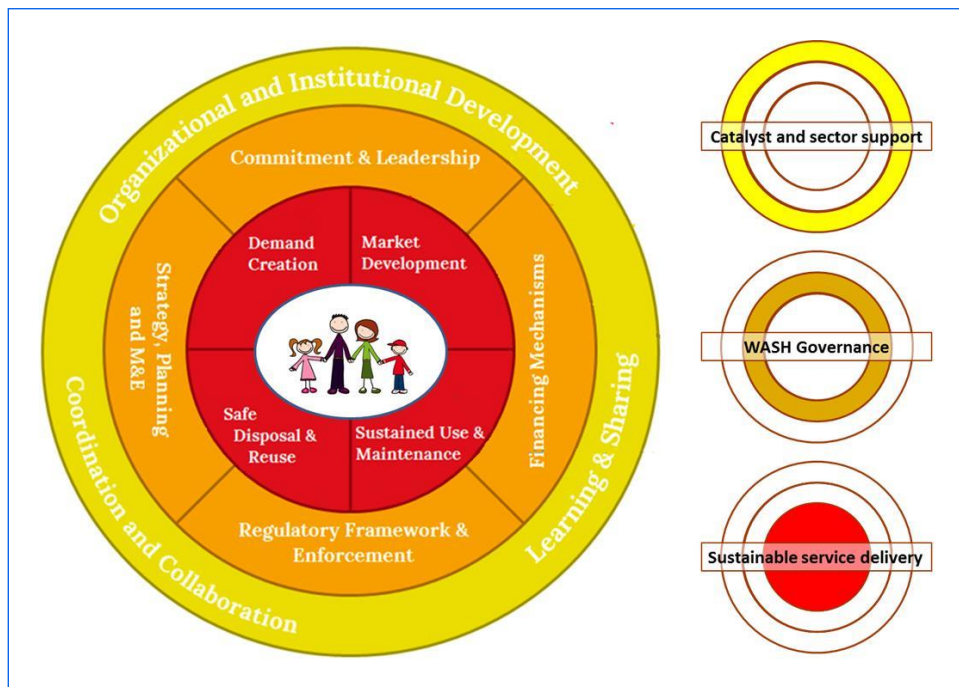
Sesi bermimpi dibatasi oleh beberapa hal: 1) berdasarkan pengalaman yang didapatkan selama mengimplementasikan SHAW; 2) rekomendasi dari evaluasi akhir program SHAW; 3) pemikiran EKN; 4) pemikiran global dan perubahan yang sedang terjadi disektor WASH; dan 5) kebijakan dan visi pemerintah Indonesia: akses universal sanitasi 2019. Kesimpulan yang kita dapatkan adalah, walaupun program SHAW telah berhasil memenuhi ambisinya, program kedepan perlu dilakukan **lebih cepat**, **lebih murah** dan **berkualitas** untuk dapat memberikan kontribusi yang berarti kepada target pemerintah Indonesia.

Peran mitra SHAW dibahas secara mendalam dan dicapai kesimpulan bahwa peran mitra SHAW harus berubah dari pelaksana program menjadi promoter, pembangun kapasitas, konsultan dan *advisor* kepada pemangku kepentingan lokal. Dalam scenario yang berubah ini, pemangku kepentingan lokal akan dituntut untuk memiliki komitmen yang kuat dan kepemimpinan yang mampu untuk memimpin program dimasa depan.

Beberapa skenario untuk dipertimbangkan dalam pengembangan program:

1) **Hal yang sama ditempat yang sama**: melanjutkan dengan program yang sama dikabupaten yang sama tetapi berfokus sepenuhnya untuk mengembangkan kapasitas dari pemerintah lokal untuk mereplikasi pendekatan ke kecamatan dan desa yang belum terinterfensi.

2) **Hal baru dilokasi yang sama**: melanjutkan dikabupaten yang sekarang tetapi menambahkan inovasi dalam melakukan beberapa hal (seperti pengelolaan lumpur tinja; komunikasi perubahan perilaku yang efektif, dll)

3) **Ditempat yang baru hal yang sama**: pindah ke lokasi baru dan mengimplementasikan "pendekatan komplit" seperti yang tertulis dalam kerangka acuan sanitasi yang berkelanjutan . Pendekatan ini termasuk mengembangkan, menguji dan scaling up roll out pendekatan STBM yang lebih baik yang lebih cepat, lebih murah tetapi berkualitas.

4) **Hal yang baru ditempat yang baru**: memilih beberapa elemen dalam kerangka acuan sanitasi yang berkelanjutan untuk diimplementasikan di kabupaten baru atau mengisi inisiatif dari organisasi lain. Contoh memperkenalkan komunikasi perubahan perilaku yang lebih efektif untuk pilar 2 sampai 5.

Sesi terakhir dari pertemuan tiga hari ini digunakan untuk menyusun rencana aksi yang terperinci untuk memastikan kesepakatan dan aksi yang berhubungan dengan ketiga isu utama. Rencana aksi tersebut dapat dilihat di Appendix 6 (Bahasa Indonesia) dan Appendix 7 (Bahasa Inggris). Dalam sesi evaluasi terhadap pelaksanaan pertemuan tiga hari ini, peserta memberikan nilai rata-rata delapan. Diakhir pertemuan disepakati YMP akan menjadi tuan rumah untuk pertemuan Program Koordinator berikutnya di Lombok Timur yang direncanakan untuk akhir Maret 2015.

# 1.	Introduction

## 1.1	Background

During the period 2010 to 2014 a five-year Sanitation, Hygiene and Water (SHAW) programme is implemented in nine districts in Eastern Indonesia. The programme is coordinated by Simavi and implemented by five Indonesian NGOs (Yayasan Dian Desa, PLAN Indonesia, CD-Bethesda, Yayasan Rumsram and Yayasan Masyarakat Peduli).
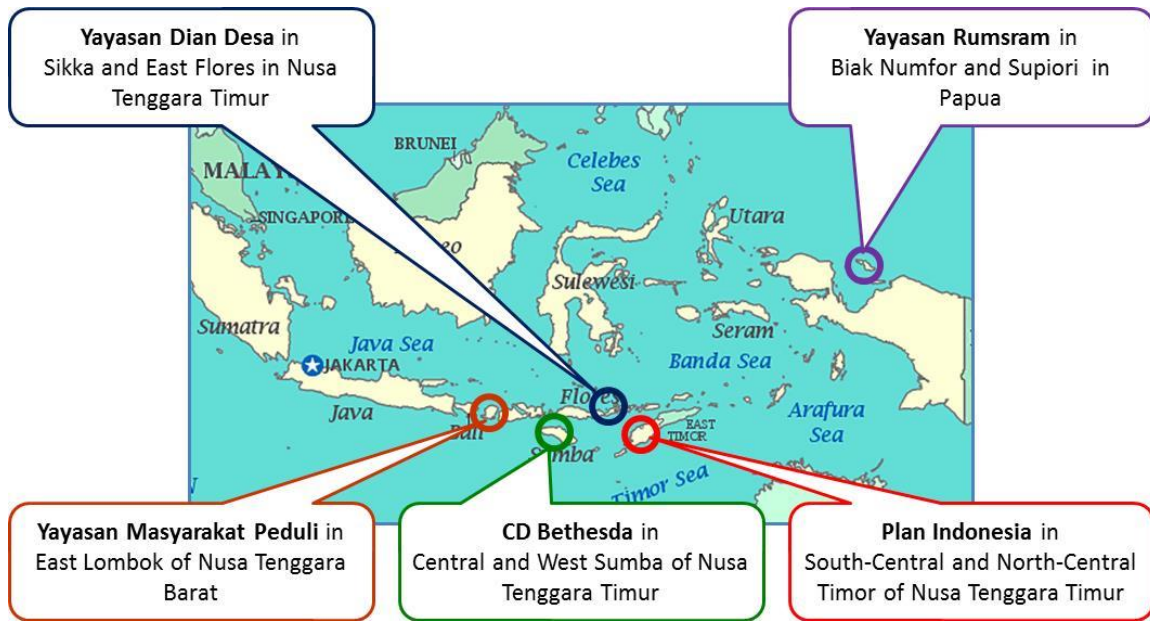
SHAW programme partner NGOs areas of operation

The programme is implemented in accordance with the STBM (Sanitasi Total Berbasis Masyarakat) approach which was adopted by the Ministry of Health as the national sanitation strategy in 2008. Although a number of isolated pilots took place, the SHAW programme is the first attempt to implement the STBM approach at scale.

The overall goal of the programme is to reduce poverty by improving the health status of rural communities in Indonesia and by doing so enhance sustainable and equitable rural development. This is to be achieved by providing support to communities and (sub) districts in their effort to establish and implement effective, sustained services for improved sanitation, water use and hygiene at a (sub) district-wide level.

The overall objective of the programme is that by 2014, an enabling environment exists for communities in nine selected districts in east Indonesia, to realise a sustainable healthy living environment through coordinated action to promote sanitation and hygiene and to increase access to safe drinking water and school sanitation. This will be monitored and shared at sub-district, district and national level to reinforce sector management and for replication. Further information on the SHAW programme can be obtained from http://en.simavi.nl/assets/pdf/Simavi-SHAW-Folder-voor-web2.pdf and http://www.ircwash.org/projects/sanitation-hygiene-and-water-project-indonesia.

Programme Coordinators meetings are organised on a regular basis to increase collaboration among SHAW partners by facilitating sharing and learning through the exchange of information, knowledge and experiences, and by creating space and energy to move forward together. This report is meant to share the results of the 4th Programme Coordinators Meeting of 2014 held on 12, 13 and 15 December 2014 in Yogyakarta, Java, Indonesia.

1.2 Objectives and set up of the Yogyakarta meeting

All SHAW partners gather on a regular basis in the so called Programme Coordinators Meeting. This meeting aims to facilitate the exchange of information, knowledge and experiences, and to improve understanding and collaboration amongst the SHAW partners. The five partner organisations take turns in hosting the meeting and organising a field visit. Simavi has appointed IRC to prepare and facilitate the meetings in close cooperation with the Simavi SHAW programme staff.

The objectives of this meeting were to:

1. Capitalise on the SHAW achievements and experiences by developing relevant knowledge products so that our learnings can be shared within the sector;
2. Develop a post-SHAW monitoring system that can be introduced during the January to June 2015 period;
3. Come up with ideas for a new programme; and
4. Develop a concrete action plan, with key activities for the remaining programme period from January to June 2015.

The original meeting agenda prepared prior to the actual meeting is presented in Appendix 1.

The participants attending the meeting represented the SHAW implementation partners consisting of Yayasan Dian Desa, PLAN Indonesia, CD-Bethesda, Yayasan Rumsram and Yayasan Masyarakat Peduli plus Simavi and IRC. An overview of the participants is presented in Appendix 2.

The three-day meeting was facilitated and documented by Erick Baetings (IRC) with logistical and secretarial support from Yusmaidy and Yuli Arisanti of the SHAW Programme Unit. Abang Rahino facilitated the knowledge management session in the afternoon of the first day. Shienny Selianto took care of most of the translation and interpretation work during the meeting. Ibu Christina translated and interpreted the sessions on monitoring. Ibu Galuh Sotya Wulan, SHAW Programme Coordinator of Simavi, took an active role in ensuring the success of the meeting.

2. Proceedings and results of the meeting

2.1 Friday 12 December 2014

Table 1: Actual programme of day one

When		What	Who
Morning	08.45-09.30	Opening and welcome	Erick and Galuh
		Introduction round	Participants
		Objectives and programme for the week	Erick
	09.30-12.40	Monitoring: working on new monitoring format Inspeksi Sanitasi	Erick
		Lunch	
Afternoon	13.40-14.05	Wrapping up format Inspeksi Sanitasi	Erick
	14.05-17.20	Knowledge management: roadmap for developing knowledge products and related group work	Abang

Opening and welcome

Erick started the meeting by giving a warm welcome to all the participants. He hoped that they were ready to press on after a three-day advocacy training workshop. He briefly explained why it was decided to have another PC meeting following so soon after the previous meeting. The reason being that is was important to address a number of critical topics – monitoring and knowledge management in particular – that came out of the end evaluation that had been discussed during the October 2014 PC meeting in Jakarta. He then showed a Microsoft PowerPoint slide with pictograms of the three topics that will be covered during the three days, namely:

| Knowledge management | Monitoring | Programme development |

Thereafter ibu Galuh was asked to open the meeting. She started by thanking the participants for attending even though we had only recently met in Jakarta. Ibu Galuh recalled that during the October 2014 PC meeting the team responsible for conducting the end evaluation had challenged the partners to consolidate what the programme has achieved so far. She said that she believed that the partners had been working hard to develop the SHAW programme and she hoped that the results of the programme would be sustainable. She then explained that the meeting schedule had to be changed as some people would have to leave to attend school STBM declarations whereas others were not able to attend the first day due to pressing business in Jakarta. She mentioned that the ongoing rain was welcoming us and that it should not make us feel down. She concluded her opening speech by thanking all the participants and by saying that she hoped for the best for the next phase of the programme.

Meeting objectives and programme

Erick briefly explained the main objectives of the meeting:

1) Capitalise on the SHAW achievements and experiences by developing relevant knowledge products so that our lessons learnt can be shared with the sector
2) Develop a post-SHAW monitoring system that can be introduced during the January to June 2015 period
3) Come up with ideas for a new programme

Thereafter Erick showed the adjusted meeting schedule. Hard copies had been shared with all the participants prior to the meeting. A copy of the original meeting schedule is provided in Appendix 1. As all the partners had received the detailed programme, a quick rundown of the programme was facilitated by focusing on the main topics that were to be covered during the three days. An overview of the main topics is presented in the following table.

	Friday 12 December	Saturday 12 December	Monday 15 December
Morning	Welcome, programme and introductions	KM: reviewing 'Perceived Benefits' document	Recapitulating main end evaluation recommendations
Morning	Monitoring: format Inspeksi Sanitasi	Monitoring: reviewing ActivityInfo and other issues	Identifying main building blocks for future programme
Afternoon	KM: Roadmap for developing knowledge products	Monitoring: reviewing ActivityInfo and other issues	Developing a theory of change for a future programme
Afternoon	KM: Roadmap for developing knowledge products		Action planning, evaluation and closure

Table 2: Main topics outline of the 3-day PC meeting

Introduction round

A quick introduction round was carried out as there were a number of new faces. The full participants list is attached as Appendix 2.

Monitoring

Format Inspeksi Sanitasi

Erick provided a quick introduction on what was decided during the previous October 2014 PC meeting: integrate the monitoring on the five STBM pillars in the format Inspeksi Sanitasi (IS) that is being used by the Sanitarians on a regular basis. He also explained that Ikos had been put in charge of finalising the IS format in close consultation with the other partners.

Thereafter Ikos was asked to present the outcome of the consultations. He started by saying that the monitoring gurus had taken time during the past three days to share their ideas on the integrated IS monitoring format. The results of these discussions were presented by Ikos. He started by saying that both the Dinkes and Puskesmas were very happy with the integration of the two monitoring systems and they believed that it is a useful format to report STBM status to the Dinkes. Ikos then showed the general information and indicators that are included in the integrated IS format.

The general information consists of:
- Number of families in each house
- Number of people (male and female)
- Condition of the house
- Condition of women and mothers > family health status
- Number of elderly people and number of under fives
- Number of people with disabilities
- Variety of diseases frequently experienced by the family
- Number and type of water supply sources

Thereafter Ikos showed the IS format with the STBM five pillars related indicators (blue is STBM pillars related additional questions). The participants were informed that Rumsram already tested the new format in the field with the following results:

☺ The new format is simpler and more complete because it has all the information required (basic information, five pillars of STBM, PHBS, animal husbandry and water sources).

☺ It makes data collection easier compared with the earlier Output and Outcome formats. Data on output and outcome is not the same.

☺ Time required for one household interview is 10 to 12 minutes.

The field testing by Rumsram also revealed the following constraints and challenges:

☹ IS is not routinely used by each Puskesmas.

☹ Data entries in the database give differences between the numbers and the ticks.

Mexi took over and explained in more detail what Ikos had presented and in particular with regards to the problems associated with the data entries of ticks and text in the database. He also explained that if the original IS format is used only limited information on the STBM pillars will be available. For example the number of households that have a toilet. However the new integrated IS format provides a lot more information. For example the specific conditions of the toilets. Mexi showed a database in use in TTS and TTU. Data entries are done for each household individually and therefore the conditions for each toilet are available and also whether a toilet meets all the required conditions in line with the STBM verification criteria.

Christina explained that her understanding was that there are problems with the modified format as there are some questions that require text inputs which make it difficult to analyse them. Furthermore, recapitulation at village level is desirable because it will mean that all the information is available at village level for analysing and for deciding adequate follow up.

Option 1	Option 2
Recap in village = NO **Data entry is to be done for each house**	**Recap in village = YES** **Data entry is to be done for each village**
+ Detailed (household level) information is available at Kecamatan (sub-district) level for use by Camat and Puskesmas + Detailed (household level) analysis is possible (e.g. how many toilets meet all criteria for pillar 1)	+ Less work required for data entries + All the required data and information is available at dusun and desa levels
− At dusun and desa level no recap information will be available for analysis and follow up − Data entry will be much more work and therefore also more error prone	− Camat and Puskesmas will not have all the information at hand and will have to rely on the Kepala Desa − Detailed analysis will be impossible unless the questionnaire is adjusted

Option 1	Option 2
Recap in village = NO **Data entry is to be done for each house**	**Recap in village = YES** **Data entry is to be done for each village**
Amount of data entry work: • Average # of desa per Kecamatan = 8 • Average # of HH per desa = 300 • Number of questions = 43 • = close to 100,000 data entries per Kecamatan • And close to 1 million data entries per Kecamatan in East Lombok	Amount of data entry work: • = 8 desa per Kecamatan • = 43 questions • = only 344 data entries per Kecamatan

Table 3: Pros and cons of village level data recapitulation

The monitoring session continued after the morning coffee break. The participants were asked what option they preferred. All opted for option 2 (recapitulation at village level and data entries of villages totals only similarly to what was done during the past years with the OUTPUT and OUTCOME monitoring data collection exercises). Erick then explained that it is important to remember that up to the end of the SHAW programme (June 2015) we will need to report the same information to the EKN and Bappenas as what has been reported up to now. This means that level 3 of all the five STBM pillars will need to be reported on. He therefore suggested checking whether the modified IS format included all information required to report on level 3 for the different STBM pillars.

Time was taken to compare the additional STBM related questions in the modified IS format with level 3 of the different OUTCOME indicators.

Pillar 1
- Q1: shared toilet was included in the options.
- Q2: originally conditions 1 and 2 were combined in one question in the IS. As this will make it difficult to score if one condition is met and the other not, it was decided to split the question in to two separate questions each with its own condition.
- Made small changes to questions Q4 and Q5.
- Q6 was again a combination of too many different conditions: are there any signs of human faeces around the house, and there are no flies and the toilet looks clean. The first condition is related to Q4 and was therefore removed and inserted in Q4 as a note to verify whether the toilet is being used by all.
- A question for the cadre responsible for collecting data at household level was added to make it possible to count the number of toilets that meet all three conditions: does the toilet meet all the three conditions for sanitary toilet?

Pillar 2
- Q1: types of hand washing facilities available: we removed the few options that had been included as there are just too many possible options available nowadays.

Pillar 3
- Nothing changed; only additional line added to record whether a house meets all 3 conditions.

Pillar 4
- Initially the two somewhat vague questions were replaced by the original Output question for this pillar.
- Nur however brought up the issue that this does not provide them with a lot of insight on what practices have been put in place. Erick agreed and then suggested to find some sort of

compromise so that the form can be used both during programme implementation (prior to verification and declaration) and post-SHAW by the Sanitarians. Hence, two questions were inserted in line with the OUTCOME indicator and an additional line was also added to record whether a house meets the two conditions (no garbage found around the house and the garbage is deposited in a pit).

Pillar 5

- OK, no changes needed

General info

- OK, no changes needed
- However information on village STBM verification and declaration is missing. As that is easy to monitor in a separate Excel workbook – by recording the Kecamatan and villages and the dates these were verified and declared 100% STBM – it was decided to leave that information out.

Wrapping up format Inspeksi Sanitasi

After lunch Erick wrapped up the earlier discussions on the format Inspeksi Sanitasi by informing the participants on what remains to be done, namely:

1) Finalise and share IS format
2) Develop dusun and desa recapitulation formats
3) Develop a database
4) Train all involved parties (partners, and team STBM desa and Kecamatan)

Re 1) finalise and share IS format
According to the participants the STBM part of the IS format is complete and can be shared with all the partners. Ikos was asked to take care of that.

Re 2) develop dusun and desa recapitulation formats
Why do we need a recapitulation format that is used to compile all the household level data in to dusun and desa level overviews with totals?

- To make data entry easier and less time consuming
- To check the completeness of the data by checking the totals
- To allow village authorities to analyse the results and take corrective or remedial action

A team consisting of Ikos, Mexi, Nas, Nur and Saefulloh was established to work on the formats. They were instructed to make sure that totals can be checked easily for correctness (is the data complete?) and that the layout is the same as the to-be-developed database (for easy data entry). A couple of examples were given where the replication format will be different from the IS data collection formats (e.g. Q1 will need an OD option so that the total answers of that question match the total number of households interviewed, options will have to be shown in separate rows, etc.).

Re 3) develop a database
It was decided to discuss this issue during the afternoon of the second day after the review of ActivityInfo.

Re 4) train all involved parties
This will also be discussed in the afternoon of the second day as it depends to some extent on the type of database that is to be developed for IS.
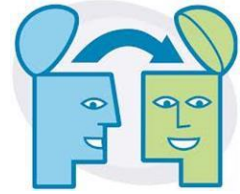
Knowledge management

Knowledge harvesting | Compilation of knowledge management documents

Pak Abang presented the roadmap developed by Simavi Yogyakarta for developing the different knowledge products with the use of a Microsoft PowerPoint presentation titled "an effort in documenting the experiences and knowledge related to implementation of the SHAW programme". The following is a summary of Pak Abang's presentation.

Purpose / aim
▶ To fulfil the needs of the SHAW programme: toolkit related to STBM five pillars for
  ▪ Scaling up (related to policy strategy)
  ▪ Replication (related to implementation)

Why / background
▶ SHAW has gained a lot of experience in implementing rural sanitation and hygiene programmes:
  ▪ Methodology/approach: what we do
  ▪ Technique: how to do
  ▪ Means: what we use in the form of tools, media, manuals, handbooks, guidelines, etc.
  ▪ Experience: lesson learnt, prime experience, special cases
▶ Other organisations working in the sector need those implementation experiences to replicate and to scale up similar programmes
▶ Therefore SHAW is expected to compile and document the experiences systematically to suit the different target audiences

Facts of SHAW programme
▶ KM products for the SHAW programme are almost not available
▶ Level of workload for the remaining six months of the programme will be HIGH
  ▪ Chasing the targets
  ▪ Project closure
  ▪ Organising additional events related to project closure
▶ No time for identification, recording/documentation, analysing, systematising, and producing the knowledge products.

Solution
▶ Asking for technical support from an external consultant
▶ The consultant will facilitate:
  ▪ Identifying the various approaches, innovations, methods and implementation techniques.
  ▪ Presenting the results in a form that meets adequate quality standards (academic writing/script)
  ▪ Analysing the results and recommending the main materials (backbone) that are relevant for replication and scaling up
  ▪ Producing a tool kit (tangible product) on the basis of the materials identified in the previous step

The process and outputs presented by Pak Abang are summarised in the following slide.
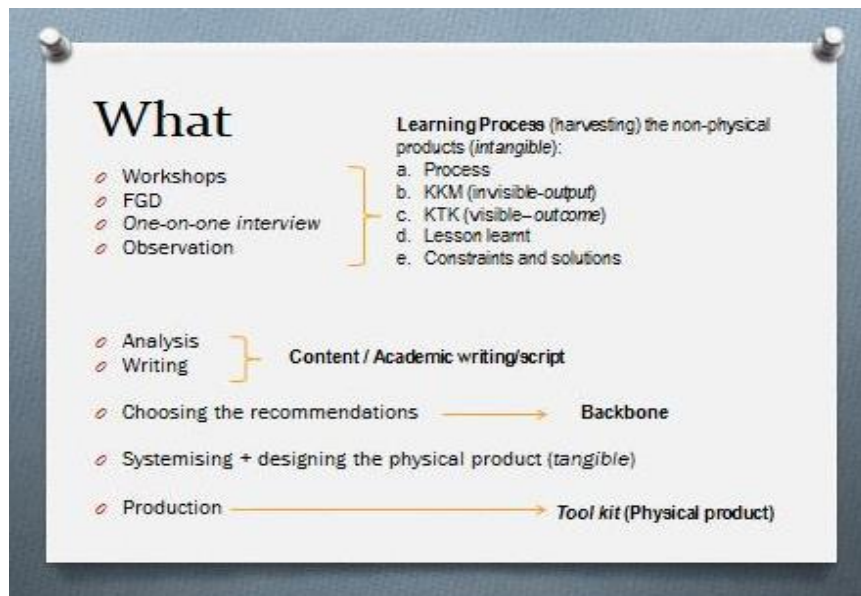
Picture: PPT slide on the knowledge harvesting process

How

▶ Technical implementation details and support expected from the SHAW partners:

- The consultant will appoint one person as Liaison Officer for each SHAW partner.
- Partners will appoint one of their senior staff as the key person to deal with the consultant (and/or team) when needed.
- Liaison Officer will be responsible for executing the workshops, focus group discussions (FGD), one-on-one interviews, based on the initial information given by the SHAW partners.

Timing

The tentative time line for the knowledge harvesting exercise was presented by Pak Abang and a copy is attached in Appendix 3. The knowledge products are expected to be ready by the end of May 2015 in time for the SHAW programme's final workshop where its achievements and lessons learnt will be shared with relevant sector actors.

Draft schedule for field work

The tentative timing of the field work was discussed with the partners and the following schedule was prepared during the meeting.

Partners	Area	Weeks					
		February				March	
Rumsram	Supiori				■	■	
	Biak Numfor				■	■	
YDD	Flores Timur			■	■		
	Sikka			■	■		
Plan	Timor Tengah Utara		■	■			
	Timor Tengah Selatan		■	■			
CD Bethesda	Sumba Tengah					■	■
	Sumba Barat Daya					■	■
YMP	Lombok Timur		■	■			

Table 4: Tentative timing of field work for the knowledge harvesting exercise

Questions and answers

⇨ There was a question on the actual differences between scaling up and replication. Erick explained that currently they are seen and treated differently where replication refers mainly to copying of the SHAW STBM approach by local authorities in other areas of the district. This is done at small scale and does not represent working at scale. Further definitions are provided below.

1) Definition of **scaling up**: adjusting the size relative to other things or establishing something on a new scale. In the WASH sector it usually refers to increasing the scale of implementation to cover a larger geographic area so that more people will benefit from improved services.

2) Definition of **replication**: the act or process of duplicating or reproducing something. This is more about copying a (successful) approach in other areas under similar conditions and in similar circumstances. Replication in the true sense of 'copying and pasting' a proven approach is practically almost never possible as conditions and circumstances always vary.

⇨ Christina asked who will pay for this exercise. Galuh replied by saying that Simavi will bear the costs of the knowledge harvesting exercise.

⇨ Erick asked what the final product is expected to look like. Galuh replied that it will be in the form of a toolkit with guidelines and methodologies to implement the different steps. It is basically a compilation document on the basis of the validated SHAW FLOW.

Group work

Pak Abang introduced the group work by giving the following tasks to the groups:

1) Identify relevant aspects
   ▪ Plan and YDD were asked to concentrate on scaling up aspects
   ▪ CDB, Rumsram and YMP were asked to concentrate on replication aspects
2) What are the activities you implemented?
3) What are your strategies, methodologies, techniques and approaches?
4) What are the tools you use?
5) Who are the target audiences?
6) What media is to be used?
7) What are the lessons learnt?

Ibu Galuh provided further explanations on the group work and the division of the partners in the two teams. Plan and YDD have experience with implementing the programme at scale whereas the other three partners are working in districts where the local authorities have replicated (parts of the) programme. Galuh asked the partners to consider the experiences they have had with working at scale and supporting the district authorities to replicate the programme in other areas of the district.

Ibu Galuh also explained that the toolkit will be based on a new more simplified version of the SHAW FLOW (the backbone of a new programme). The main elements of the simplified SHAW FLOW will be worked out in detail in the form of approaches or methodologies. Other details and lessons learnt that are not part of the backbone will also be documented but may end up as annexes.

Erick mentioned that the topic of replication and scaling up will be covered in more detail during the proceedings of the third day when we will start dreaming about a possible future programme. There are a couple of challenges when scaling up and or replicating the programme which need to be considered, namely:

1) Capacity of local actors to implement a similar programme are expected to be limited
2) Financial resources available are expected to be limited; and

3) Timeframe available to implement the programme is expected to be limited as authorities may not have the patience to stay in one village for up to three or four years.

Erick therefore advised the participants to consider the following when going in their small working groups: whatever we are going to propose, future programmes will need to be FASTER, CHEAPER, but with QUALITY.

After the tea break the two groups worked on their tasks. After the completion of the group work informal presentations and discussions took place. The issues identified by the groups were written on meta cards and thereafter posted on the wall. Identical or similar issues were removed and where possible issues were put in groups.

Ibu Galuh explained that the outcome of the group work as posted on the wall will be used as the first input for the consultants. Thereafter they will start discussions with the partners to elaborate on the identified issues.

Final discussions

⇨ Sri Bayu: what is the report going to look like? Will there be five reports or one report? Ibu Galuh explained that the backbone of the programme (the new simplified SHAW FLOW) should be considered as the main report. The optional activities (enriching best practices) will be added as annexes. These are seen as the ribs!

⇨ It was further explained that the consultant is expected to base his or her detailed work plan on discussions with the different partners. The partners will need to assign one senior staff member who knows all the ins and outs of the programme and that person is expected to liaise closely with the team of consultants.

⇨ Sri Bayu agreed that replication should be faster, cheaper and with quality as one of the principles of STBM is to facilitate low-cost interventions. It was explained that the current programme is quite costly as we are in a learning process. Therefore current costs should not be the reference for future programmes.

2.2   Saturday 13 December 2014

Table 5: Actual programme of day two

When		What	Who
Morning	08.45-09.15	Recap of day one and programme day two	Erick
	09.15-10.00	KM: template for organisational profiles	Abang
	10.00-10.45	KM: perceived benefits study report	Galuh and Putri
	11.10-13.00	Monitoring: review ActivityInfo	Erick
		Lunch	
Afternoon	14.00-15.00	Monitoring: review ActivityInfo	Erick
	15.00-17.20	Monitoring: work on IS recapitulation format	Erick

Recap and programme of the day

Erick conducted a quick recap of the topics that were covered during the first day. Thereafter he presented the latest progress update developed on the basis of the information provided by the Programme Coordinators prior to the meeting and the presentations during the morning of day one.

Erick facilitated a quick recap of the proceedings of the first day of the meeting.

- Opening, objectives and programme, and introductions
- Monitoring: discuss format Inspeksi Sanitasi
- Knowledge management: present and discuss roadmap for knowledge harvesting to develop toolkit

Thereafter the programme of the second day was presented.

- ▶ Knowledge management
   - o   Present and discuss template for organisational profiles
   - o   Review perceived benefit study report
- ▶ Monitoring
   - o   Review ActivityInfo
   - o   Database for Inspeksi Sanitasi (IS)
   - o   Arrangements for applying IS including training needs

Knowledge management

Template for organisational profiles

Pak Abang presented the outline of the template that will be used to develop the organisational profiles of the five SHAW partners.

Purpose
- ▶ Provide information about the partner organisations related to the implementation of the SHAW programme in East Indonesia.

Six basic points of organisational profile
- ▶ Pak Abang explained that each organisational profile should consist of the following six elements:
   1)   Title: name of partner, short, interesting, relevance, honest and catchy

2) Statement about basic activities of the partners: one sentence, full content, one activity
3) History: when and who started the organisation, the why, status of positioning of the organisation among the related issue
4) Further information about the activities carried out by the organisation
5) Vision of the organisation
6) Full contact details

Pak Abang suggested including relevant pictures and important info-graphics in the profiles. Thereafter he gave an example of a profile of the University of Texas MD Anderson Cancer Centre.

Discussions

⇨ Christina: is this for the entire SHAW programme or for each partner organisation separately? Abang: separately for each partner. The profile should be specifically related to the SHAW programme; not just a general profile of the organisation. It will be in the form of a two-pager. The organisational profiles will be given to the consultants as inputs for the roadmap exercise.

⇨ Christina: as it is about SHAW, the core activities will be exactly the same. Furthermore she mentioned that if the organisational profile only relates to SHAW people might think that this is the only thing we do. She suggested including one paragraph to introduce the organisation in general terms.

⇨ Erick helped out by referring to the session on 'knowing your organisation' conducted during the organisational capacity self-assessments. In these sessions the partners were challenged and supported to develop a short pitch to introduce their organisations to the outside world, focusing on: Who are we? What do we do? What are we good at? The two-pager is basically the same: explaining who we are and what we are good at in relation to implementing STBM. We want the world to know that we are "the best". However we are all different and therefore unique in our own way. Although we implement the same programme, we do it all differently. We give emphasis to specific elements or activities we excel in or feel comfortable with. Hence, the two-pagers also need to show our specific expertise and uniqueness. To back up our claims, we also need to highlight our successes and achievements and show evidence of this in the paper. Erick also thought that the organisation's vision should be right at the top and not under point 5 as earlier suggested. This is because the vision provides the direction of the organisation under which the different programmes and activities are implemented.

⇨ YMP volunteered to start working on the content for the two-pager. This can then be used by the other partners as an example or template. It was decided that YMP would develop a first draft by the second week of January 2015. The draft will be shared with Simavi Yogya and the other four partners so that all can agree on what the basic content should look like. Ibu Galuh explained that final editing and layout will be carried out by an external consultant.

Perceived benefits study report

Ibu Galuh introduced this session by referring to the perceived benefit study carried out by external consultants earlier during 2014. She explained the scope of the study: four Kabupaten, 8 Kecamatan, 24 desa and 48 dusun. In total 1,204 people and 175 cadres were interviewed. A big report of 70 pages was produced by the consultants. As this is too much information to share with others, another consultant was hired to come up with a shorter version of the report. The report consists of some 20 pages with a strong focus on human interest stories supported by catchy infographics and interesting pictures. The title of the report is "Mereka bicara tentang STBM" (they are talking about STBM).

After the introduction the consultant (Putri Yunifa) took over. She explained that the purpose of the report is to give a clear picture of the outcome of the field research. The report is intended to represent the views and feelings of the people that have been affected by the programme. She also explained that some language constraints were faced during the study. She then scrolled through the report and explained the general content of its different chapters.

Feedback and general discussion

⇨ Ibu Galuh: most of the pictures are women so it might be good to get a better gender balance. Also the SHAW logo is missing. The paragraph on the background of the research will need some more attention. The quality of the pictures (resolution) needs to be improved to allow for quality reproductions. Furthermore, there is nothing on the third pillar in the report. Galuh mentioned that she would sit with the consultant to once more go through the document and discuss her feedback in more detail.

⇨ Ikos: these are the true feelings of the people as there was no scenario put in place that might have influenced the outcome of the field research. Field research was only carried out at desa level and not at the other levels, for example Kecamatan and Kabupaten (sub-district and district). Galuh responded by saying that the focus of the research was on the perceived benefits in the villages and that the sub-districts and districts were not covered. The main report is ready and this has been shared with YDD and Plan. However, the main report will still require some further work to get it finalised. She did say that there are plans to come up with another possibly lighter version – for example with cartoons or posters – so that is can be shared with the sub-district and district level government partners.

⇨ Christina: the short report should include the role of the local government actors so that they will not feel left out. Their role needs to be recognised. Erick: it may be a good idea to expand the general introduction of the SHAW programme so that it recognises the roles of the different partners and or actors.

Monitoring

Review of ActivityInfo

Erick started this session by reviewing the progress of data entries up to date. Erick explained that he had no idea about the status in ActivityInfo as he was not able to access the system. However, with regards to the school STBM data files he mentioned that so far he had received data files from only one partner. Up-to-date progress is shown in the following table.

	Monitoring data on STBM desa in ActivityInfo: July to September 2014	Monitoring data on STBM sekolah in Excel data files: July to September 2014
Plan	Data entry and data validation completed	Status is unclear
YDD	Not yet complete	Data entry completed but not yet forwarded
CDB	Data entry completed; data validation ongoing	Completed and shared with Erick
YMP	Data entry and data validation completed	Not relevant as no schools had been triggered during July-September
Rumsram	Data entry and data validation completed	Not yet completed

Table 6: Progress of data entries of STBM monitoring

Erick reminded the partners that the deadline for both ActivityInfo and the Excel data files was the 31th of October 2014. The discussion did not make it clear why the partners had so much trouble completing the monitoring exercise in time. Apparently the partners had been struggling with the data entry and data validation tasks in ActivityInfo. They were informed that there is no room for delays with respect to the October to December 2014 monitoring data because up-to-date and complete data is needed in time for the annual reporting over 2014.

Group work

Erick explained the group work that was organised to review the partners' experiences with ActivityInfo[1]. The following instructions were given:

➔ One partner = one working group

➔ One issue = one meta card

➔ What are your experiences with ActivityInfo?

  ▪ Green meta cards: 🙂 What do you like or went well?

  ▪ Red meta cards: ☹ What don't you like or did not go well?

After the group had identified the positive and negative issues the meta cards were posted on the wall and issues were grouped where possible. The results of the group work were presented by Ibu Christina and this is summarised in the following table.

Positive	Negative
🙂 Easy to access the reports in ActivityInfo and they can be made according to our own needs 🙂 Easy to see the progress of the other partners 🙂 Report is accurate and very clear 🙂 Input can be done by more than one person and the person who did the inputs is known/can be traced 🙂 One platform for all data 🙂 Safety function to protect the data 🙂 New technology and quite sophisticated but expensive	☹ Data entries takes a lot of time because they need to use a mouse to move from one cell to another ☹ Data validation is also time consuming ☹ Data analysis can only be done after data validation ☹ Internet connection is required (data entry can now be done offline; Yus to explain) ☹ Only certain people can use because they have to be registered (everyone can be registered if required) ☹ It will be difficult to hand over ActivityInfo to the local government partners (people are more familiar with Excel)

Table 7: Results of the group work to review ActivityInfo

After the presentation Yus was asked to present the findings of a quick review he had carried out with the help of information provided by the partners. First of all Yus gave a quick progress up date.

▪ Three out of five partners have validated the data for the period July to September 2014

▪ Plan has never been late but even they are now late

▪ The first phase of the assignment given to bedatadriven is finished

▪ Integration with national level databases: STBM secretariat's SMS gateway = still pending and so far only focuses on pillar 1; NAWASIS = pilot project which still needs more development, improvements and corrections.

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[1] ActivityInfo is an online project monitoring tool, which helps humanitarian organizations to collect, manage, map and analyse indicators. ActivityInfo has been developed to simplify reporting and allow for real time monitoring. The primary objective of the tool is to strengthen the monitoring and reporting of (emergency) activities. More information can be obtained from: www.activityinfo.org.

The issues related to the review carried out by Yus are presented in the following table.

Experiences	Conclusions
☹ Internet connection is a problem ☹ Offline mode is not working ☹ No error messages appear when inputting data ☹ Double work required: first in Excel and then in ActivityInfo. This was done by CDB to be able to check the correctness of the data prior to data entry in AI. ☹ Mouse is required during data entries	▪ Input data = not good ▪ Reporting = good ▪ Excel = good ▪ AI = so so ▪ Questionable whether AI can be used by our local government partners ▪ We need more training and support ▪ We require a good internet connection ▪ The main question: how will we continue? How can we create a system that can be used by the local government partners?

Table 8: Results of the review of ActivityInfo as carried out by Yus

Discussions

⇨ Ikos: why worry about the national level; will they use our data? Francis responded by saying that SMS gateway is not our product. Erick explained that integration is important because it means that our data is included at national level and therefore our results become visible. We need to think about the accessibility of our data after the programme concludes.

⇨ Bayu: mentioned that he had a chat with his wife this morning who is an IT lecturer. IT is an illusional programme. We need to be realistic: what is the most easiest and accessible software that can be used? No matter how good our software is it may be too sophisticated for use in remote areas like Sumba. We need a social plan to roll out a system. We may have to introduce new technologies in phases so that people can get used to the changes over a period of time.

⇨ Yus: actually our programme is very good but the local people might not be ready now. We were able to establish that currently reporting by Puskesmas to Dinkes is done on paper. Although Excel might be used by the Sanitarian, soft copies are not provided to the Dinkes. Also the issue of different forms in different Kecamatan was highlighted again.

It was interesting to see that there appeared to be a preference to return to the Microsoft Excel data files, even though earlier in the year it had been decided to opt for ActivityInfo as there were serious questions about the sustainability of the Excel data files. Why did we decide to test ActivityInfo?

▪ There is too much data for Excel

▪ The Excel data system relies too much on one person (Erick) which makes it difficult to handover to the local government partners

Hence, to create some clarity and objectivity it was decided to compare the two different systems. The main conclusions are presented in the following table.

	Excel data files	ActivityInfo
	Main conclusions	
Data entries	☺ Easy, because • No mouse needed during data entry • No internet connection is required • It has automatic data entry error checks • Can be done by anyone, anywhere, anyhow	☹

	Excel data files	ActivityInfo
Data validation	☺ Not necessary as data are checked automatically during data entry	☹ Necessary and a lot of extra work
Reporting	😐 Some efforts are required particularly if charts are required	☺ Easy; one click
Integration	☹ Integration with other (national level) monitoring platforms is not possible	☺ Possible
Ease of handing over	☺ Relatively easy as most people are already familiar with Excel	‽ This is a question mark as it is not sure how easy it will be

Table 9: Comparison of Excel data files with ActivityInfo

Wrap up

After lunch Erick tried to wrap up the discussions with regards to ActivityInfo.

1) We need to monitor progress on our STBM achievements until the end of the SHAW programme = June 2015

2) We hope – and will do everything possible – that monitoring will continue by our local government partners after the completion of the SHAW programme. This requires developing an easy-to-use monitoring system and building the capacity of our local government partners.

3) We realise that the STBM Secretariat's SMS gateway is only monitoring pillar 1 and that there is no push to expand this system to cover all five STBM pillars.

4) We are aware that Bappenas is interested in integrating the ActivityInfo data on the five STBM pillars in their NAWESAS monitoring system.

5) We realise that there are some challenges with the use of the format Inspeksi Sanitasi:
   ▪ Different Dinkes and even different Puskesmas within one and the same Kabupaten use different formats;
   ▪ Puskesmas still report with hard copies (printouts) to Dinkes; and
   ▪ Although Puskesmas are expected to use IS routinely, actual practice is irregular (some use; some don't).

Discussions

⇨ Yus emphasised the need to use ActivityInfo up to June 2015 and then only the 16 questions related to the five STBM pillars. It became clear that the use of IS would require a new ActivityInfo database. Simon agreed that it would be easier if we just focus on the 16 questions.

⇨ Nur: we had hoped that a functioning database would have motivated the Sanitarians to do IS routinely.

⇨ Bayu: we will have to minimise the consequences that will probably come. Basically the problem is the technology. Don't make it a dividing force: we need to keep good relations.

⇨ Galuh explained why this proposal was presented: to make life simpler for all of us. The programme is not about monitoring. That is only a small element.

⇨ Yus: we need to differentiate between achieving the programme targets and catching the big dreams.

⇨ Ikos: we already integrated the format IS and these will be used to collect data.

Erick explained that we have tried hard to develop a monitoring system that can be handed over to the local government partners for use after the SHAW programme by integrating a number of indicators for monitoring the five STBM pillars in the format Inspeksi Sanitasi. This system would also have to include the development of a simple functioning database. The discussions have revealed that this will not be easy to realise. Even so, what we have proposed now may be not that different. It is more a slight refocus. We will still develop a functioning monitoring system as we will need one up to June 2015. If local government partners are seriously interested to adopt and continue to use the system then we will make that possible. However, if there is no interest then we will not push on as it will take too much energy and time which we don't have.

The proposal therefore consists of the following four elements:

➔ We will use the format Inspeksi Sanitasi but we will focus only on the indicators (questions) required to monitor the five STBM pillars.

➔ We will develop a simple but functioning database that includes only the questions related to the five STBM pillars.

➔ We will continue to use ActivityInfo for monitoring of the SHAW programme achievements up to June 2015. This will allow for comparison with earlier monitoring results but also for migration of the SHAW data with the NAWESAS system at national level.

➔ We will not push for integration of the SHAW data in the SMS Gateway. We will encourage and support the Sanitarians to upload data on Pillar 1 in to the SMS Gateway.

The proposal was put to a vote and all 17 partner participants voted in favour of the new proposal.

Presentation of IS recapitulation format

Ikos presented the results of the monitoring group work. The previous night the group developed a dusun and or desa recapitulation format that includes an extra column to be able to verify the completeness of the data by checking the totals. The format was based on the recapitulation formats developed for the OUTPUT and OUTCOME monitoring system. Erick explained that the check column needs to be there to be able to validate the completeness of the data. The number of recorded entries must equal to the number of houses.

We got into a very long discussion on how to record individual toilets if there is more than one toilet at a house. It was surprising to see that this created an enormous amount of confusion where it concerns similar situations in the existing output and outcome monitoring system.

In a plenary session we worked on the recapitulation format and inserted the check totals column. This revealed a number of problems with ensuring that the totals of the individual questions match the total number of households. This did require adjustments and modifications to the questions and format to ensure that totals can be checked easily. Considering that it took quite a bit of time to complete the format for indicator 1, the monitoring group was requested to complete the same exercise for the remaining indicators.

Erick reminded the participants that yesterday after lunch we identified four issues that needed to be resolved:

1) Finalise the IS format: 16 questions were included.
2) Develop dusun and villages recapitulation formats: as discussed above.
3) Develop a functioning database: it was decided to continue the use of ActivityInfo.
4) Organise training on the use of the IS format: this will be discussed during the action planning session in the afternoon of the third day.

To summarise the earlier discussions and agreements, Erick then created a simple overview of how monitoring is to be carried out during the remaining period of the programme.

➔ **Monitoring of STBM desa:**

▶ October to December 2014: use existing Output and Outcome monitoring system for data collection and use ActivityInfo for data processing.

▶ January to June 2015: use modified Inspeksi Sanitasi format for data collection and use a new ActivityInfo database for data processing.

➔ **Monitoring of STBM sekolah:**

▶ October to December 2014 and January to June 2015: use existing Output and Outcome monitoring system for data collection and continue to use Microsoft Excel data files for data processing.

The above summary is also shown in the following figure.
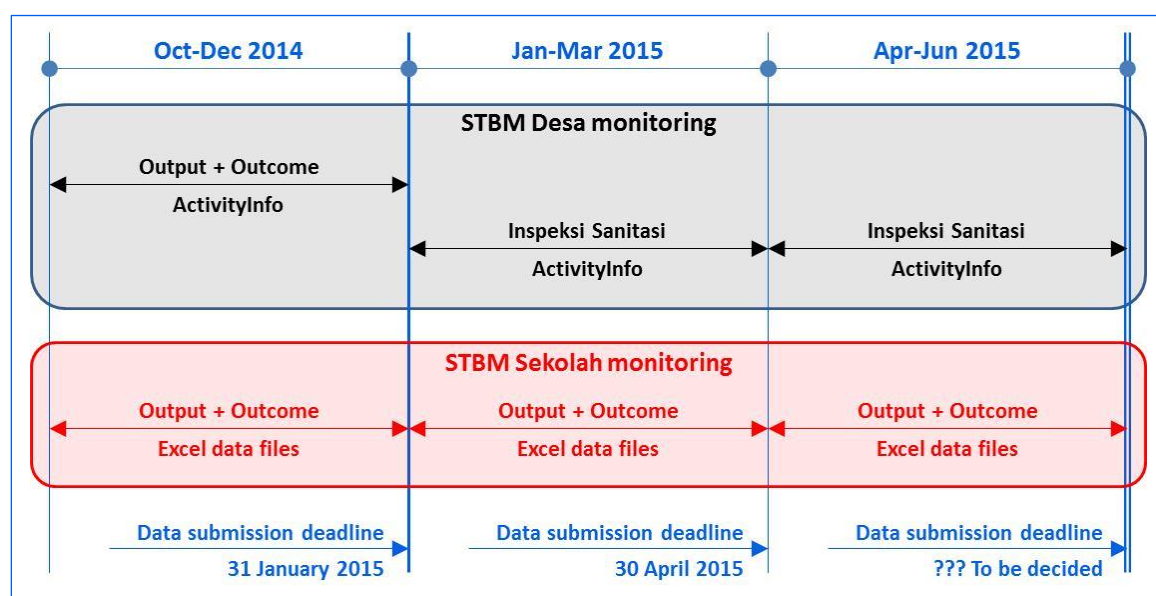
Figure: Overview of monitoring requirements for the period October 2014 to June 2015

Discussions

⇨ Christina: who will pay for hosting ActivityInfo post June 2015? Galuh answered by saying that we will use ActivityInfo until June 2015 and that we will not force it on others. So if they want to continue to use the same system then they can pay for it themselves.

⇨ Erick: we need to check whether Simavi wants to continue or not after December 2014? It is not clear whether the data will remain accessible if we stop. If Simavi wants the data to be accessible it may mean that they will have to pay the hosting fees. Another issue that will then have to be sorted out is who will take up the responsibility of being the administrator.

⇨ Nur: could Erick provide training to the partners on how to develop Excel-based databases because it looks like the districts will require this skill in future. Erick suggested discussing this issue on Monday when there is more clarity on the work load for the coming months.

2.4   Monday 15 December 2014

Table 10: Actual programme of day three

When		What	Who
Morning	08.40-09.00	Recap of day two and programme day three	Erick
	09.00-13.45	Dreaming about the future: what should a future programme look like	Erick
		Lunch	
Afternoon	13.45-16.30	Continuation of morning programme	Erick
	16.30-16.45	Presentation of final version of Inspeksi Sanitasi format	Ikos
	16.45-17.45	Action planning	Erick
	17.45-18.00	Evaluation and closure	Erick + Galuh

Recap of day two and programme of the day

Erick facilitated a quick recap of the proceedings of the second day of the meeting.
- Recap day one and programme for day two
- Presentation by Pak Abang on SHAW programme partner profiles
- Presentation and discussion on perceived benefit study
- Review format Inspeksi Sanitasi culminating in four decisions
- Work on format Inspeksi Sanitasi recapitulation for RT, dusun and desa

Thereafter Erick explained the programme for the third and final day which is focusing almost exclusively on programme development for a post-SHAW programme:
- Recap
- Finalise IS recap format
- Dreaming about the future: what should a future programme look like?
- Action planning
- Evaluation and closure
- Dinner

Yus brought up an extra point, namely how to use the ActivityInfo offline mode.
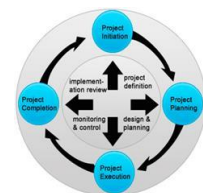
Programme development

Dreaming about the future

Erick introduced the dream session by saying that the main agenda for the third and final day would focus on developing ideas for a possible future program in the form of specific packages. He also explained that we should dream while keeping our feet firmly on the ground[2]. This means that we will have to be realistic.

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[2]   Keep your feet on the ground means that one should remain very practical and see things as they really are and not be carried away. It is essential to maintain a realistic understanding of your own ideas, actions, and decisions.

The participants were informed that the future will be guided by (and limited) by the following five givens:

1) Our own experiences gained in implementing SHAW
2) Recommendations from final evaluation of the SHAW programme
3) Thinking by EKN
4) Global thinking and changes in the WASH sector
5) GOI policies and vision: universal access to sanitation by 2019

Re 1) Our own experiences

Our own experiences in implementing the SHAW programme during the last five years are really important. During that period we have discovered what works and what does not work. This valuable knowledge sits somewhere in the back of our heads and we should ensure that we tap into it and use it continuously during the day.

Erick then introduced the sustainable sanitation framework that was developed by IRC on the basis of experiences gained in a number of large-scale sanitation and hygiene programmes. Although the framework was developed as part of IRC's strategic thinking on urban sanitation, the framework can be easily adjusted to fit our work in rural sanitation and hygiene.
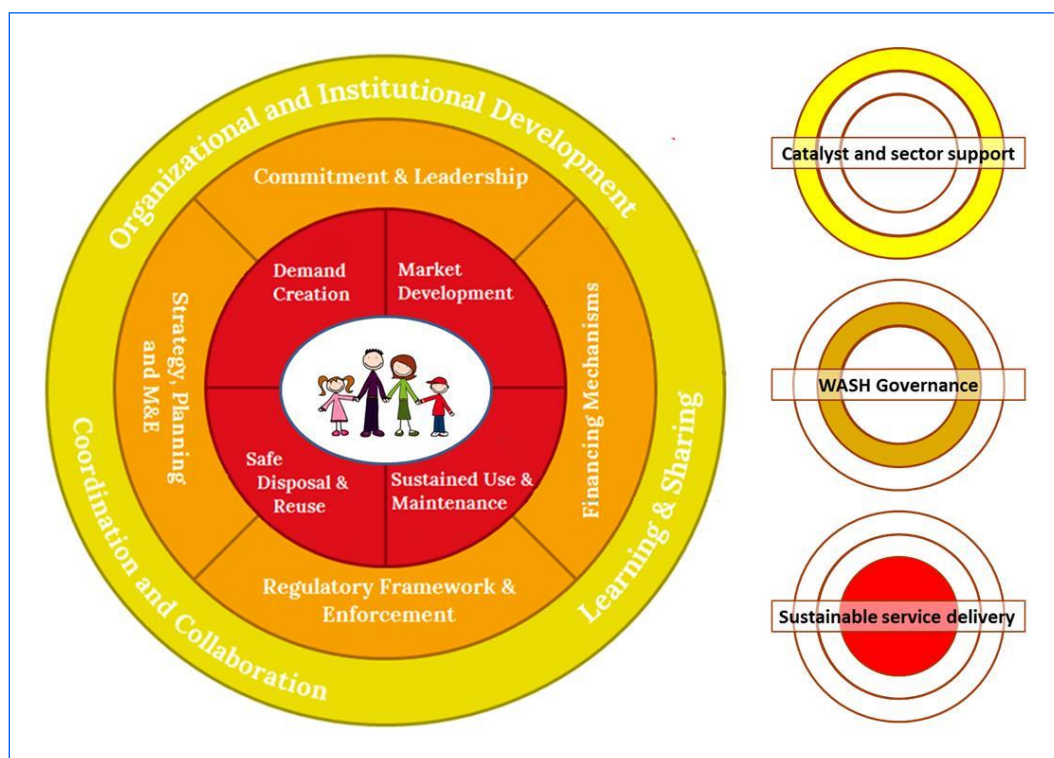
Figure: IRC's sustainable sanitation framework

The small circle in the centre of the framework depicts the people who are expected to benefit from sustainable sanitation and hygiene interventions. They are our focus.

The red circle represents the sustainable service delivery elements that are based on the sanitation lifecycle approach. There are four elements: demand creation, sanitation marketing or supply chain strengthening, environmental health promotion or behaviour change communication, and faecal sludge management. These services are provided by various stakeholders within a common framework.

The third orange circle represents all the elements related to WASH governance. It depicts the enabling environment necessary for ensuring sustainable service delivery. There are four elements: strong leadership and commitment by the local government institutions; strategic planning; existence of relevant laws and regulations and compliance with them; and the existence of financial mechanisms including who should financially support those that still exist below the poverty line.

The outer and fourth yellow circle represents all the cross-cutting elements. There are three elements: capacity building; learning and sharing experiences; and coordination and collaboration.

All the elements included in the framework are important. We cannot just create demand (e.g. CLTS triggering) without doing anything else. While implementing the SHAW programme we have above all focused on the service delivery circle with less attention to the elements included in the other two circles.

In the ensuing discussions a couple of relevant comments were made and questions were posed for additional clarity.

- Christine asked where solid waste management fitted in the framework. Erick explained that all the five STBM pillars are integrated in the inner sustainable service delivery circle and especially in the sustained use and maintenance element which focuses primarily on behaviour change communication (hygiene promotion) and possible also to the safe disposal and reuse element.

- Bayu observed that it is easy to get stuck in the red service delivery circle and by doing so forgetting to pay sufficient attention to the other circles. He agreed that any future programme should include all the different elements.

- Yos mentioned that STBM is a program of the central government, so why is it that the SHAW partners should advocate for it with district governments? Erick explained that it is all about commitment and the need for strong leadership at all levels of government (National, provincial, district, village). Galuh explained that local governments must take the lead and in any future programme we must clearly outline the different roles and responsibilities of the central government and the local governments.

- Christine suggested asking Yus on whether the central government (Bappenas, Ministry of Health) has changed because in the beginning they promised support to the SHAW programme. Yus explained that changes are noticeable but that at present the central government has little or no influence on what happens in the districts. Apparently there is an effort to upgrade the current ministerial degree to a presidential degree which will make it easier to force local authorities to take STBM seriously.

- Bayu mentioned that there will be an abundance of village level funds. This would imply that NGOs do not need to bring lots of money for the implementation of the programme but simply increase implementation capacity of the relevant actors at the different levels. Elena mentioned that the problem is the lack of an official letter from the central government. She explained that the District Parliament, BAPPEDA and executive need administrative support from the central government. Galuh reminded the participants of the discussion held during the recent workshop on the UU Village Act.

Re 2) Recommendations final evaluation
With the help of a Microsoft PowerPoint presentation, the recommendations of the SHAW programmes' final evaluation were revisited. Individual recommendations were written on separate meta cards. The following cards were produced in the process.

Short-term recommendations
- ➔ Increase capacity of stakeholders
- ➔ Integrate STBM into district planning: Permenkes, Village Law 6/2014
- ➔ Simplify the monitoring system and contribute to the national monitoring system
- ➔ Strategy to support cadres
- ➔ Fix the 4 pillars
- ➔ Introduce an entrepreneurial approach to sanitation marketing
- ➔ Consider livestock management
- ➔ Knowledge management

Mid-term recommendations
- ➔ Commitment by Bupati
- ➔ Co-financing or funding from various parties
- ➔ Local government to take the lead
- ➔ Integrate school sanitation component
- ➔ Integrate gender in all programme steps
- ➔ Research existing challenges such as alternative solid waste management practices and emerging challenges such as faecal sludge management
- ➔ Support innovation to implement STBM
- ➔ Focus on areas where coverage is lagging behind

After the above exercise, the meta cards (with their individual recommendations) were posted on the wall on which the sustainable sanitation framework was projected.
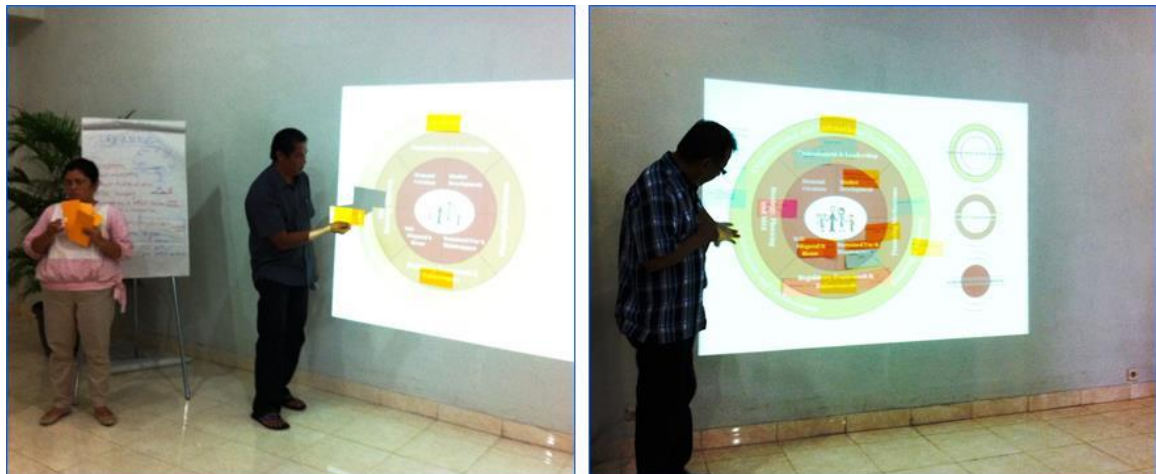
Picture: Posting the recommendations of the final evaluation on the sustainable sanitation framework

Re 3) thinking by EKN

For a new programme it is recommended that
- ➔ Simavi gets officially registered in Indonesia
- ➔ Less emphasis on direct implementation
- ➔ Focus on networking and knowledge sharing
- ➔ Focus on remote areas such as Papua and Maluku
- ➔ The programme should be of shorter duration and with a smaller budget

Similarly to the previous exercise, the different issues were written on meta cards and posted on the same sustainable sanitation framework.
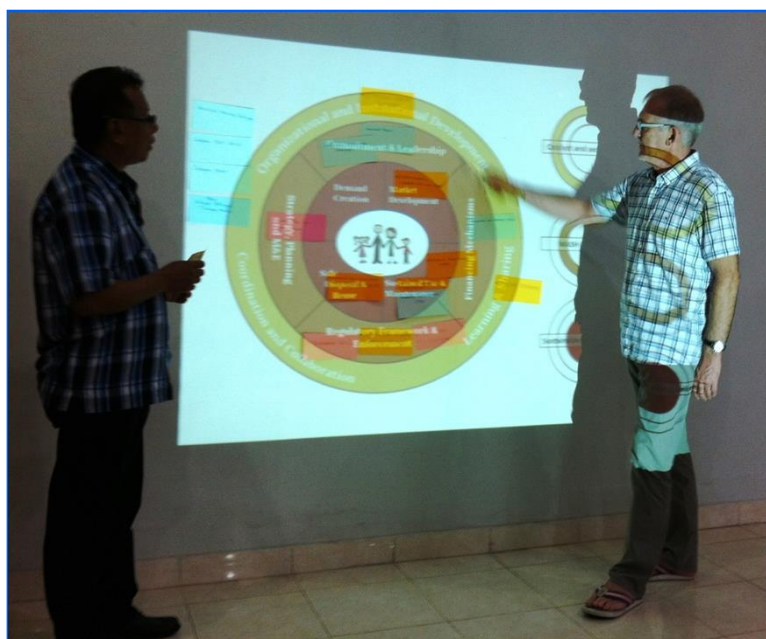
Picture: Posting EKN's thinking on the sustainable sanitation framework

Re 4) global thinking and changes in the WASH sector

This issue had been discussed during previous Programme Coordinator meetings such as the one organised in Sumba in October 2013. The following issues or trends were presented and discussed:

➔ There is less money available for WASH programmes: there are fewer traditional donors with less money; new types of donors have entered the sector for example foundations such as the Bill and Melinda Gates Foundation; donors are more critical and have higher expectations.

➔ Focus is shifting from helping the poor in rural communities to addressing the larger environmental issues in more densely populated (urban) areas.

➔ Programmes need to be innovative and address future challenges such as faecal sludge management.

➔ With the upcoming Strategic Development Goals focus as well as targets are likely to change.

➔ Alternative innovative financing mechanisms are required to implement WASH programmes but also to support the poorer segments of the population.

Re 5) GOI vision and policies

The latest relevant policies are the Ministerial Decree on STBM No. 3/2014 and UU desa 2014.
Furthermore, the Government of Indonesia recently developed a vision for providing universal access to water and sanitation by the year 2019[3]. What does this mean?

Over the last 4 years of field implementation we have reached some 1.5 million people in the nine districts in east Indonesia. However, it is estimated that approximately 150 million people live in rural areas with some 75 million people already having access to healthy latrines in 2014. Thus, to achieve the GoI goal of universal access to improved sanitation by 2019, some 75 million more people will

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[3] According to the Minister of Public Works, with reference to Law (UU) No. 17/2007 on the Government's Long Term Development Plan (RPJP) 2005-2025, Indonesia is targeting 100 percent access to drinking water and sanitation by 2019. This is in line with the commitment to Rio + 20.
Source: http://www.indii.co.id/news_daily_detail.php?id=6825

have to gain access to improved sanitation in the next 4 to 5 years. This means that we need roughly 50 more SHAW programmes to achieve the government's goal.

Erick reminded the participants on what had been discussed during the previous days: any future programme needs to be implemented:

1) **FASTER**
2) **CHEAPER**
3) But with **QUALITY**

However it is crucial to find the right balance between **faster and cheaper** on the one hand and ensuring **quality** of implementation on the other hand!

Conclusions

After this session the following conclusions were drawn:

1) **Government** (at the different levels) **must be in the lead**: this requires strong leadership, commitment, policies and lots of money
2) **Co-financing will be required**: Government + public + donors. Since donors are focusing on specific geographic areas, special topics, either rural or urban, it will be necessary to attract multiple donors to implement future programmes
3) **Changing role for the partners**: moving away from direct implementation to the two outer circles (WASH governance/enabling environment, and the overall cross-cutting issues)
4) **Programmes need to be holistic embracing all the elements of the sustainable sanitation framework**: all elements are important and mutually reinforcing

Changing role of the SHAW partners

After a question by Christine, Erick suggested to start thinking of the need to change our role in future programmes. What it is that we need to do to make it possible for the government to take the lead?

The sustainable sanitation framework consists of three different circles:

1) The service delivery circle focusing on the provision of sustainable sanitation and hygiene services;
2) The WASH governance circle focusing on a supportive and capable environment so that services are delivered sustainably; and
3) The outer circle with crosscutting issues to support the entire WASH sector.

If we start with the first circle: this is what we did during the past 4 to 4.5 years. This is what we know; what we feel comfortable with; what we are good at. But this is not necessarily something we should do or be responsible for. Service delivery should be the realm of local actors! Assume that we will implement a similar comprehensive sanitation and hygiene programme in new areas, what should be our primary role to ensure that sustainable services are delivered? Erick asked the participants to think about that for a while.

Capacity development

Capacity development was mentioned first. However, as there is a lot of confusion and misconception on what capacity development or capacity building really means and entails the concept of capacity building was further explored.

What means capacity development[4]? Examples of capacity development activities are:
- TOT
- Refresher training and other types of training
- Regular review and reflection sessions for learning and sharing purposes
- On-the-job training in the field
- Guiding and coaching, etc.

It was also concluded that capacity building efforts will have to focus on the Kabupaten and Kecamatan level stakeholders; where the actors at the Kabupaten level will be our counterparts who will take over our capacity building role in future.

Innovation
This could include a range of topics such as coming up with innovative sanitation and hygiene technologies but also innovative intervention strategies.

Support adaptation of the SHAW approach
We will have to support local actors responsible for sustainable service delivery to adapt the SHAW approach to fit the specific local conditions. It needs to be adjusted so that it can be implemented in different settings.

Support studies and or research
For example:
- Sanitation demand and supply studies to better understand the needs of the consumers related to design, price, etc. but also to understand the challenges the supply chain actors are facing.
- Sanitation behaviours and practices to be able to design effective behaviour change communication strategies
- Faecal sludge management practices
- Gender issues and so on

After lunch we continued with the two outer circles. Erick explained that we need to become part capacity builder, part consultant, and part advisor. For example we could support the development of district sanitation strategies to translate the vision into reality or we could support the development of smart subsidy strategies. Erick explained that the tangible programme results will be the same as now. The difference is that we will not be driving the vehicle anymore. We will provide training to the driver and then sit next to him or her and provide advice and coaching where needed.

With regards to the outer circle, we should try to have more influence at national level by increasing our advocacy efforts. This will require strategic partners to be more effective. For example, to change the behaviour and policies of the Ministry of Health, we need to work more closely with the organisations currently operating at the STBM Secretariat. We will also have to be strategic about selecting our national level counterpart. Apparently BAPPENAS is responsible for the vision of universal access to water and sanitation by 2019, whereas the Ministry of Health is responsible for implementing the STBM policy. Then there is also a Ministry of Villages that could be considered.

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[4] **Capacity development** refers to assistance provided to organisations which have a need to develop a certain skill or competence, or for improving their overall performance. Capacity development is essential to contributing to improved performance. Capacity development is a means to achieve something, not an end in itself. The term capacity development describes the task of developing levels of human, organisational and institutional capacity

Possible future scenarios

After this a range of possible options for future programmes were explored. We started with the following short list of obvious options.

WHAT (to do) and WHERE (to do it)
➔ Doing the **SAME in OLD** areas
➔ Doing something **NEW in OLD** areas
➔ Doing the **SAME in NEW** areas
➔ Doing something **NEW in NEW** areas

Re doing the SAME in OLD areas

We started looking at the results that we expect to achieve by the end of the SHAW programme in June 2015. The table below shows the expected status per June 2015 in the form of 100% STBM villages as part of the total number of villages in the target districts. The figures show that we expect to achieve more or less 100% completion in the four districts where YDD and Plan have been operating. Although one could continue working in those districts to enhance long term sustainability it was thought that this would be very difficult to justify to any given donor. This meant that we could consider continuing working in five out of the current nine districts.

Partner	Location	Continue in Existing Areas					
		Status June 2015	Out of a total of	In %	Commitment & leadership	STBM included in RPJMD	What to do? SAME in SAME
YMP	Lombok Timur	47	254	19%	😐	Yes	CB for replication
CD Bethesda	Sumba Tengah	49	65	75%	😊	Yes	CB for replication
	Sumba BD	30	131	23%	??	Ongoing	??
YDD	Sikka	149	160	93%			x
	Flores Timor	229	250	92%			x
Plan	TTU (Kefa)	194	194	100%			x
	TTS (Soe)	278	278	100%			x
Rumsram	Biak Numfor	63	264	24%	😊	Yes	CB for replication
	Supiori	15	38	39%	??	No	??
Totals		1,054	1,634	65%			

Table 11: Doing the SAME in OLD districts

We then decided that any future work should concentrate on (further) developing the capacity of the local authorities – particularly those at district and sub-district level – to replicate the STBM approach in areas where the SHAW programmes had not yet intervened. For replication of STBM by local authorities to be successful it would require the following prerequisites:

1) Commitment and strong leadership by the local authorities;
2) STBM to be included in the existing mid-term development plans (RPJMD) so that the required resources can be allocated; and
3) Capacity to replicate the approach in particular planning, organising, implementing and monitoring.

The above table shows the partners' own assessment of the first two issues. The discussions revealed that three out of the five districts were assessed rather positive whereas the remaining two districts were assessed more doubtful or questionable.

We were able to conclude that the following districts showed good promise for continued support to build the capacity to replicate STBM:

➔ **Lombok Timur** in Nusa Tenggara Barat (NTB);
➔ **Sumba Tengah** in Nusa Tenggara Timur (NTT); and
➔ **Biak Numfor** in Papua

Re doing something NEW in OLD areas

In line with our own learning over the past years and also contemplating what was recommended by the final evaluation team, we had a look at what new innovative activities or approaches could be considered in the old districts. The following programme elements were thus considered:

1) Addressing existing challenges: introducing an entrepreneurial approach to sanitation marketing and exploring and testing alternative methodologies to solid waste management
2) Addressing future challenges: exploring and testing appropriate faecal sludge management practices particularly in more densely populated areas
3) Introducing and testing more effective innovative behaviour change communication strategies and methodologies

After some discussion it was concluded that innovative behaviour change communication strategies and methodologies could potentially be introduced in all of the three earlier selected districts. Considering the specific situation and dynamics found in Lombok Timur, it would be appropriate to introduce and test innovative approaches to sanitation marketing, solid waste management and faecal sludge management. The possible way forward is depicted in the following table.

Partner	Location	Continue in Existing Areas					
		Status June 2015	Out of a total of	In %	Commitment & leadership	STBM included in RPJMD	What to do? / NEW in SAME
YMP	Lombok Timur	47	254	19%	😐	Yes	FSM, solid waste, SM, innovative BCC
CD Bethesda	Sumba Tengah	49	65	75%	🙂	Yes	Innovative BCC
	Sumba BD	30	131	23%	??	Ongoing	N/A
YDD	Sikka	149	160	93%			
	Flores Timor	229	250	92%			
Plan	TTU (Kefa)	194	194	100%			
	TTS (Soe)	278	278	100%			
Rumsram	Biak Numfor	63	264	24%	🙂	Yes	Innovative BCC
	Supiori	15	38	39%	??	No	N/A
Totals		**1,054**	**1,634**	**65%**			

Table 12: Doing something NEW in OLD districts

Ideally the introduction and testing of a number of innovative approaches would have to be integrated in the capacity building for replication activities described in the previous section.

Re doing the SAME in NEW areas

Erick started by saying that in order to support the government's vision of achieving universal access to sanitation by 2019, we would have to scale up the STBM approach in new areas. This would require the development of a model for scaling up the approach with speed, at less cost and with quality. If this can be done it would easily be the biggest innovation we could contribute to the WASH sector in Indonesia.

Doing the same needs to be seen in light of the discussions we had earlier in the morning on the changing role of the partners. Although a future programme would consist of more or less the same elements or extended to include the full package as depicted in the sustainable sanitation framework picture, the implementation modality will have to be completely different. Partners would play the role of catalyst, capacity builder and advisor of local authorities instead of direct implementers as was the practice during the SHAW programme. The key principle is that local authorities are committed and show strong leadership to be able to lead any new programme.
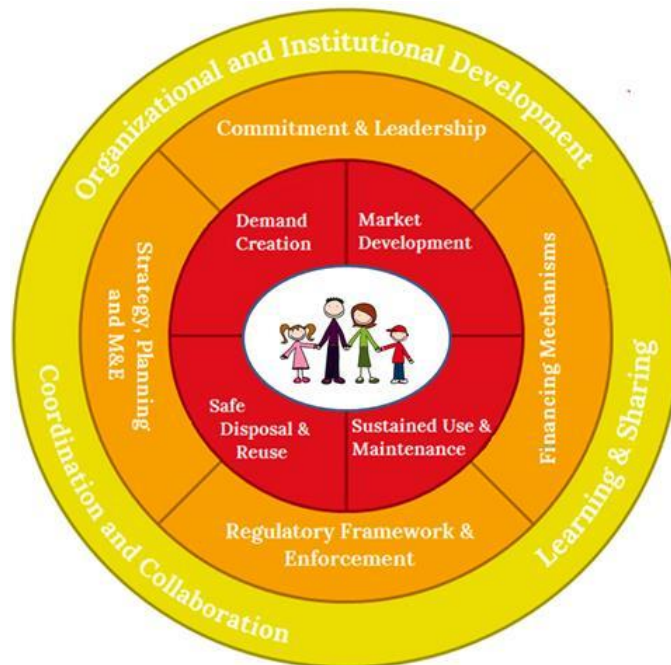
Figure: The "full package" approach addressing all the elements of the sustainable sanitation framework

Scaling up in new locations would require the careful selection of new districts. Yus provided some insight into rural sanitation coverage as shown in the following table. As there are many different sources of information with different definitions and so on, more data on access to sanitation was included in the same table. Note that the access figures are totals for the provinces.

	Province	Access to sanitation in 2013			
		Rural sanitation[5]	Private toilet[6]	Improved sanitation[7]	
1	Papua	51.2%	45.1%	27.9%	
2	Gorontalo	53.1%	36.5%	52.7%	North Sulawesi
3	Banten	53.3%	69.0%	62.3%	West Java
4	Sulawesi Barat	57.9%	48.9%	46.4%	
5	Nusa Tenggara Barat	58.4%	45.4%	52.9%	
6	Sumatra Barat	59.9%	58.7%	46.1%	

[5]   Source: Welfare Statistics 2013, National Statistics Bureau. A soft copy of the document is available with Yus.

[6]   National Statistics Bureau, Percentage of Households by Province and Toilet Facility, 2000-2013. Available on http://www.bps.go.id/eng/tab_sub/view.php?kat=1&tabel=1&daftar=1&id_subyek=152&notab=11. The data was accessed on 14 January 2015.

[7]   National Statistics Bureau, Percentage of Households by Province and Improved Sanitation, 1993-2013. Available on http://www.bps.go.id/eng/tab_sub/view.php?kat=1&tabel=1&daftar=1&id_subyek=29&notab=15. The data was accessed on 14 January 2015.

| | Province | Access to sanitation in 2013 | | | |
		Rural sanitation[5]	Private toilet[6]	Improved sanitation[7]	
	Papua Barat	88.9%	59.2%	49.1%	
	Maluku	63.0%	56.2%	62.4%	
	Maluku Utara	76.9%	54.3%	57.8%	
	Kalimantan Barat	69.1%	68.4%	52.1%	
	Nusa Tenggara Timur	77.3%	65.1%	28.8%	

Table 13: Rural sanitation coverage

The information provided in the above table appears to be contradictory or at the least confusing although this is likely to be caused by the fact that different things were monitored. For example access to any type of privately owned toilet versus improved sanitation; and rural figures versus a combined figure for rural and urban sanitation. Furthermore, the figures are provincial averages and do not provide any insight in actual differences between districts. It is obvious that the different data sources will need to be studied in more depth to be able to use them as a reliable source for the selection of possible provinces and districts.

Erick explained that the Embassy of the Kingdom of the Netherlands (EKN) had shown particular interest in Maluku and Papua, possibly as a result of the historical and or political ties with these areas. However on the basis of the data shown in the above table, there does not seem to be a strong argument to consider Maluku. Yus was therefore asked to have a detailed look at the different access to sanitation figures and to obtain district figures. Erick suggested looking at the Demographic and Health Survey (DHS[8]) data which is being carried out by Statistics Indonesia (Badan Pusat Statistik—BPS) in collaboration with the National Population and Family Planning Board (BKKBN) and the Ministry of Health (MOH).

Re doing something NEW in NEW areas

Instead of opting for the "full package" approach explained in the future scenario "same in new" as described above, it would also be an option to select only one or a few elements of the sustainable sanitation framework. Although this option might not be ideal as it would not address all the issues described in our theory of change[9], it could possibly satisfy the particular interests of individual donors or contribute to programmes implemented by other development partners. Examples are provided below:

1) **Increasing demand for sanitation and facilitating appropriate and affordable supply of sanitation goods and services**: this option would be somewhat similar to what WSP has been advocating in Indonesia through their Total Sanitation and Sanitation Marketing (TSSM) project which is now being scaled up in five provinces through the Scaling Up Rural Sanitation project.

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[8]   The 2012 Indonesia Demographic and Health Survey (IDHS) report is available on
       http://dhsprogram.com/pubs/pdf/FR275/FR275.pdf

[9]   A **Theory of Change** defines all building blocks required to bring about a given long-term goal. This set of connected building blocks (interchangeably referred to as outcomes, results, accomplishments, or preconditions) is depicted on a map known as a pathway of change/change framework, which is a graphic representation of the change process. Built around the pathway of change, a Theory of Change describes the types of interventions (a single programme or a comprehensive community initiative) that bring about the outcomes depicted in the pathway of a change map. Each outcome in the pathway of change is tied to an intervention, revealing the often complex web of activity that is required to bring about change.

       For further information: http://www.theoryofchange.org/what-is-theory-of-change/

2) **Developing, testing and scaling up faecal sludge management approaches**: this option would address current and even more so future sector challenges and is on the agenda of an increasing number of donors (e.g. the Bill and Melinda Gates Foundation). Currently this particularly seen relevant for urban settings although rural areas with high population densities will require the same attention in the foreseeable future.

3) **Developing, testing and scaling up effective behaviour change communication interventions**: improving sanitation (and hygiene) practices is more and more seen as a behaviour change challenge which cannot just be resolved by providing access to facilities. Old fashioned hygiene education and or hygiene promotion approaches have proven to be ineffective in many areas.

4) **Initiating and supporting changes in WASH governance and the enabling environment:** these could include any or all of the elements in the middle and outer circles of the sustainable sanitation framework. Examples could be: 1) developing district sanitation strategies and plans; 2) developing smart financing solutions for the poor; 2) stimulating and supporting sector learning and sharing platforms.

The above four options are shown in the figure below.
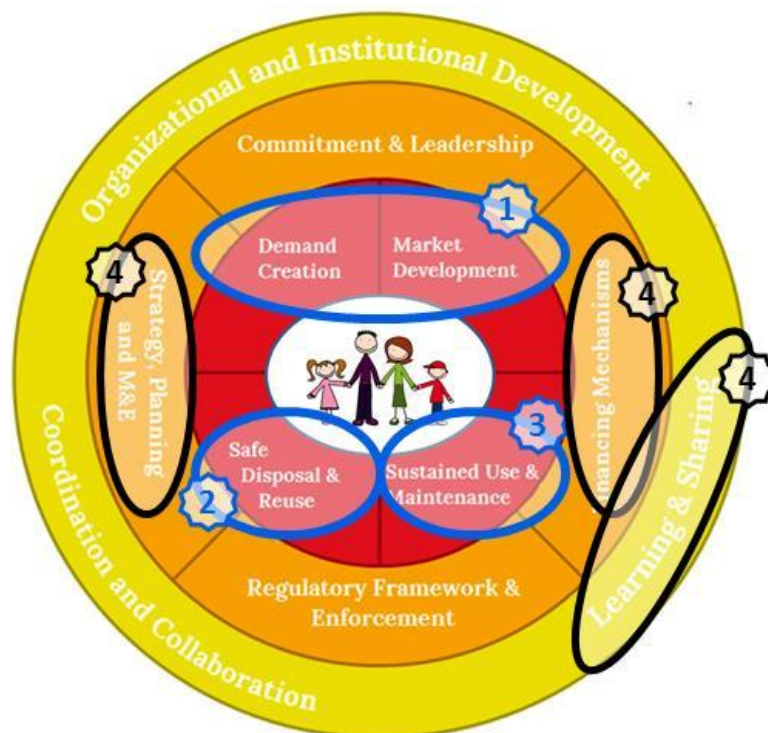
Figure: Picking specific "interesting" elements of the sustainable sanitation framework

The above options will need to be seen in the sector's broad perspective. Whatever is being done in the districts it cannot be done successfully and sustainably without a strong commitment and leadership by the responsible local authorities. Furthermore, most if not all of the other WASH governance and cross-cutting issues would need to be incorporated in a programme. For example the development, testing and scaling up of faecal sludge management practices will not be possible in the absence of a comprehensive sanitation strategy and the right regulatory framework. Similarly sector performance is unlikely to improve without the provision of capacity building activities to the different sector actors responsible for regulation and service delivery.

Conclusions

Possible scenarios that should be considered during programme development:

1) **Same in same**: continuing with the same programme in the same districts but focusing entirely on developing the capacity of the local government partners to replicate the approach in the remaining sub-districts and villages.

2) **New in same**: continuing in the same districts but adding innovative ways of doing things (e.g. faecal sludge management; effective behaviour change communication; etc.).

3) **Same in new**: moving to new areas and implementing the new "full package" as contained in the sustainable sanitation framework. The local government would have to be in the lead and responsible for sustainable service delivery with the partners taking up the role of catalyst, capacity builder, consultant and advisor. This would allow the development, testing and scaling up of an improved STBM roll out approach that is faster, cheaper but with quality.

4) **New in new**: selecting specific elements of the sustainable sanitation framework in new districts or complimentary to initiatives by others. For example introducing effective behaviour change communication initiatives for pillars 2 to 5.

5) Seeking funding from **CSR initiatives** (e.g. YDD)

Erick explained that no specific scenario will be picked for further elaboration for the time being. In consultation with Simavi it had been decided to proceed with all possible scenarios and to develop some sort of a menu. The menu of different options will be used to approach different donors to see whether they are interested to fund the full menu or only certain elements of the menu. Erick also mentioned that Simavi is not particularly comfortable with scenario 4 and in particular if we would have to collaborate and cooperate with other development partners.

Some of the main issues discussed in the ensuing discussion can be summarised as follows:

▪ Erick: YMP, CDB and Rumsram can continue for many years to come in their current districts. They should however if they want also consider to individually look for funding to continue their existing programmes.

▪ Simon: within Plan we have not yet thoroughly discussed possible future scenarios although we are thinking of moving to the neighbouring districts of Belu and Atambua. However this will need to be discussed with the Provincial authorities as other development partners are also operating in these districts.

▪ Christina: similarly to Plan we have been thinking of intervening in other districts on the same island of Flores. We have not thought about starting in other regions such Papua or Maluku as that would require us to consider the existence of local knowledge, expertise and logistical aspects. Christina also mentioned that YDD was considering Sinar Mas in West Kalimantan as this could possibly be funded through the corporate social responsibility (CSR) funds of a palm oil producer (PT SMART of the Sinarmas Group[10]).

▪ Galuh: donors have political and strategic considerations when deciding to support programmes. Therefore Papua and Maluku is likely to be more "sellable" to the EKN donors, which would make it easier to justify these areas than for example a new district in West Kalimantan.

▪ Erick: donors in general might be interested in the CSR model mentioned by Christine as it could be a good local source for co-financing of long-term and therefore potentially expensive

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[10] The company has created Eka Tjipta Foundation, a philanthropic foundation that focuses on Education, Poverty and Renewable Energy. More information on the Sinarmas Group can be found on: http://en.wikipedia.org/wiki/Sinar_Mas_Group and http://www.sinarmas.com/en/

programmes. However, donors may not be interested because in Kalimantan's sanitation achievements are already relatively high. Furthermore, palm oil producers might not be looked at that positive.

Monitoring

Finalising the inspeksi sanitasi format

In the final session of the three-day PC Meeting, Ikos presented the final modified STBM indicators to be included in sanitasi inspeksi format. The final version[11], which is attached as Appendix 4 (Bahasa Indonesia version) and Appendix 5 (English version), was accepted by all the participants.

Action planning

The action planning session was facilitated by Erick and used to review and recapitulate the results of the different sessions and to develop a detailed action plan. Where necessary decisions made were also included in the action plan to enhance transparency. The detailed action plan was shared with all the partners immediately following the meeting and is shown in Appendix 6 (Bahasa Indonesia version) and Appendix 7 (English version).

It was decided that the next PC Meeting will be hosted by YMP in East Lombok.

Evaluation

Everybody was tired at the end of the third day and, because of the fact that it was already late and our dinner was waiting, a quick and dirty evaluation of the three-day Programme Coordinators Meeting was carried out. All the participants were asked to give an individual score of 1 to 10 to express their satisfaction with the meeting and write it on a meta card. The scoring ranged from a minimum of a 3 to a maximum of a 10. On average the participants scored the meeting an 8.

When asking for suggestions for the next meeting, Ibu Elena invited the partners to attend the first STBM declaration in East Lombok one day prior to the next Programme Coordinators meeting.

Closure

By Ibu Galuh
Ibu Galuh thanked all the participants for their active and constructive participation. She mentioned that she had felt somewhat confused and panicky before the start of the meeting but that she was very calm during the actual meeting. She therefore thanked the participants once more and told them to fight hard during the remaining six months so that the goal of the SHAW programme will be achieved. Ibu Galuh also told the participants that she hoped that when we meet in March 2015 there will be more clarity about the future of the programme. Finally she thanked Pak Erick for successfully organising and facilitating the meeting.

Pak Abang invited all the participants to join the Simavi team for a farewell dinner at the Ambarrukmo Plaza shopping mall.

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[11]   Insepeksi Sanitasi STBM indicators were finalised on 20 March 2015 by Christina Aristanti.

Appendixes

Appendix 1: December 2014 SHAW Programme Coordinators tentative meeting schedule

		FRIDAY 12 DECEMBER		SATURDAY 13 DECEMBER
	TOPIC	PERFORMANCE MONITORING	TOPIC	KNOWLEDGE MANAGEMENT
MORNING	08.30-09.00	Opening and welcome	08.30-09.00	Recap day one
	09.00-09.30	Meeting objectives & programme	09.00-10.30	Feedback on knowledge product "Mereka Bicara tentang STBM" Develop Dissemination Strategy
	09.30-10.30	Post-SHAW monitoring system • Outcome of consultation round • Comparing with QIS indicators		
		COFFEE BREAK		COFFEE BREAK
	11.00-12.30	Post monitoring system continued • Agreeing on final set of indicators • Discuss and agree on database options	11.00-12.30	Review of ActivityInfo • Progress to date • Insight in progress reports
		LUNCH		LUNCH
AFTERNOON	13.30-14.00	Road Map for Knowledge Products	13.30-16.00	Review of ActivityInfo continued • Experiences so far • How to proceed?
	14:00 – 15:00	Group work on: • Lessons learned, good practices, key events • Content of partner brochures		
		COFFEE BREAK		COFFEE BREAK
	15.30.17.00	Continued group work on: • Lessons learned, good practices, key events • Content of partner brochures		

	MONDAY 15 DECEMBER
TOPIC	PROGRAMME DEVELOPMENT
08.30-09.30	Recapitulating recommendations from final evaluation and discussions with RNE
09.30-10.30	Discussing main building blocks of a possible future programme
	COFFEE BREAK
11.00-12.30	Developing a theory of change
	LUNCH
13.30-15.00	Developing a theory of change
	COFFEE BREAK
15.30-16.00	Agreeing on how to proceed
16.00-16.30	Action planning
16.30-17.00	Evaluation and closure

Appendix 2: List of participants December 2014 SHAW PC meeting

	Name		Organisation	Email	# of PC meetings attended
1	Sri Bayu Selo		CD Bethesda		5
2	Henny Pesik		CD Bethesda	henny_pesik@yahoo.co.id	8
3	Agustinus Umbu Rupa		CD Bethesda		4
4	Bayu Andianton		CD Bethesda	cakbayu@gmail.com	3
5	Ana Iritasari		CD Bethesda		1
6	Muh. Saefulloh		CD Bethesda		3
7	Simon Heintje Tulado		Plan	Simon.HeintjeTulado@plan-international.org	11
8	Mexi Nenobais		Plan	Mexi.Nenobais@plan-international.org	4
9	Fransiscus Bou		Plan		4
10	Nasaruddin		Rumsram	nasaruddin.rumsram@yahoo.com	7
11	Jermina Kalengit		Rumsram		1
12	Susana Helena		YMP	e_peduli@yahoo.com	9
13	Noer Sakinah		YMP	noer_sakinah@yahoo.co.id	9
14	Christina Aristanti		YDD	christina@arecop.org	11
15	Rafael Aja Sena		YDD		4
16	Yoseph Kauro		YDD		4
17	Melchior Kosat		YDD	melky_ntt@yahoo.com	7
18	Hendro Payong		YDD		3
19	Galuh Sotya Wulan		Simavi	galuh.simavi@gmail.com	4
20	Abang Rahino		Simavi	abangrahino.simavi@gmail.com	6
21	Yusmaidy		Simavi	yusmaidy@ampl.or.id	
22	Shienny Selianto		Translator		
22	Erick Baetings		IRC	baetings@Ircwash.org	12

Appendix 3: Tentative timeline for the knowledge harvesting exercise

#	Activities	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Administrative process request for proposal	■						
2	Discussion on early plan and strategies		■					
3	Document study		■					
4	Drafting Consultant's Working Plan to Simavi		■					
5	Final Working Plan		■					
6	Field Activities			With partners				
7	Preparation of KM Materials				■			
8	Submission of first draft of KM Materials				■			
9	Review on the KM materials by Simavi					■		
10	Final Draft of KM materials					■		
11	Preparation of the materials of hard copies products					■		
12	Submission of the draft of design of the hard copies products						■	
13	Review on the draft design of the hard copies products by Simavi						■	
14	Completion of the final products						■	

Appendix 4: STBM indicators to be included in the Inspeksi Sanitasi format

INDIKATOR			NO RUMAH				
		Rumah Number >>	#1	#2	#3	#4	#5
	1	Jenis Rumah Permanent (P) (√)					
		Jenis Rumah Semi Permanent (SP) (√)					
		Jenis Rumah Darurat (D) (√)					
	2	Rumah Yang Memenuhi Syarat (MS) (√)					
		Rumah Yang Tidak Memenuhi Syarat (TM) (√)					
	3	Jumlah KK (#)					
	4	Jumlah Jiwa (#)					
		a) Laki Laki (#)					
		b) Perempuan (#)					
Status kesehatan Keluarga	5	Ibu Hamil (#)					
	6	Ibu Menyusui (#)					
	7	Ibu Bersalin (#)					
	8	Ibu Nifas (#)					
	9	Pasangan Usia Subur (PUS) (#)					
	10	Wanita Usia Subur (WUS) (#)					
	11	Balita (#)					
	12	Lansia (#)					
	13	Cacat Fisik (#)					
	14	Cacat Mental (#)					

Pilar STBM		INDIKATOR	Tabulasi data atau ringkasan dari data di tingkat rumah				
			#1	#2	#3	#4	#5
Pilar 1		**1: Stop Buang Air Besar Sembarangan (stop BABS)**					
	1	Di mana anggota rumah BAB?					
		a) JAMBAN (√)					
		b) NUMPANG (√)					
		c) Jamban Umum (√)					
		d) BABS (√)					
		Jika di Jamban, sebutkan tipe dan berapa jumlah?					
		a) CEMPLUNG (#)					
		b) PLENGSENGAN (#)					
		c) LEHER ANGSA (#)					
	2	Lubang penampung tinja/tangki septik tertutup rapat (√)					
	3	Ada penutup pada dudukan atau air pada kloset (√)					
	4	Jarak antara tempat penampung lumpur tinja dan sumber air tanah (sumur gali dll) > 10m (√)					
		1) Jamban sudah memenuhi indikator 2,3,4 (√)					
		2) Jamban yang tidak memenuhi Indikator 2,3,4 (√)					
	5	5.1. Tidak terlihat lalat di dalam/di sekitar jamban dan jamban terlihat bersih (√)					
		5.2. Terlihat lalat di dalam/di sekitar jamban dan jamban terlihat kotor (√)					
	6	Tersedianya air/bahan lain untuk membersihkan dubur (√)					
	7	7.1. Semua orang di dalam rumah menggunakan jamban untuk BAB, atau membuang tinja ke dalam jamban (untuk bayi, orang sakit, manula dan atau orang berkebutuhan (√)khusus) →tidak ada tinja manusia terlihat di sekitar rumah					
		7.2. Tidak Semua orang di dalam rumah menggunakan jamban untuk BAB, atau membuang tinja ke dalam jamban (untuk bayi, orang sakit, manula dan atau orang berkebutuhan khusus) (√)					

		2: Cuci Tangan Pakai Sabun (CTPS)					
Pilar 2	8	8.1. Memiliki sarana CTPS (√)					
		8.2. Rumah tidak memiliki sarana CTPS (√)					
	9	Tersedia sabun dan air yang mengalir (√)					
	10	Setiap anggota rumah tangga tahu cara dan waktu penting CTPS serta bisa mempraktekkan CTPS dengan benar (√)					
		1. Rumah ini sudah memenuhi syarat pada indikator no 8.1, 9, dan 10 (√)					
		2. Rumah ini belum memenuhi syarat pada indikator no 8.1, 9, dan 10 (√)					
Pilar 3		**3: Pengelolan Air Minum dan Makanan Rumah Tangga**					
	11	11.1. Setiap anggota rumah tangga minum air yang diolah (√)					
		11.2. Anggota rumah tangga tidak minum air yang diolah (√)					
	12	Air minum dan makanan yang telah diolah disimpan di dalam wadah yang tertutup rapat (√)					
	13	Air minum dan makanan yang telah diolah diambil dengan cara aman dan bersih (√)					
		1. Rumah ini sudah memenuhi syarat pada indikator 11.1, 12 dan 13 (√)					
		2. Rumah ini belum memenuhi syarat indikator 11.1, 12 dan 13 (√)					
Pilar 4		**4: Pengamanan Sampah Rumah Tangga**					
	14	14.1. Tidak terlihat sampah berserakan di dalam dan sekitar rumah (√)					
		14.2. Terlihat sampah berserakan di dalam dan sekitar rumah (√)					
	15	Sampah padat dibuang di dalam lubang (√)					
		1. Rumah ini sudah memenuhi syarat pada indikator 14.1, dan 15 (√)					
		2. Rumah ini belum memenuhi syarat indikator 14.1 dan 15 (√)					
Pilar 5		**5: Pengamanan Limbah Cair Rumah Tangga**					
	16	16.1. Tidak terlihat genangan air limbah RT di sekitar rumah (√)					
		16.2. Ada genangan air limbah RT di sekitar rumah (√)					

Access to clean water	1	Rumah dengan akses pada sumber air yang baik dan aman(kran rumah,kran umum,sumur bor,SGL terlindungi,PAH,sumber/mata air terlindungi) (√)					
		a) Perpipaan sampai rumah (√)					
		b) Perpipaan Kran umum (√)					
		c) Sumur Bor (√)					
		d) SGL terlindungi (√)					
		e) Sumber Mata air terlindungi (√)					
		f) PAH (√)					
	2	Rumah dengan akses pada sumber air kurang aman(sungai/kali,SGL tak terlindungi) (√)					
		g) Tangki (√)					
		H) Mata air tidak terlindungi, SGL tak terlindungi, sungai, embung, danau, dan air yang disimpan di wadah terbuka (√)					

PHBS	1	Persalinan ditolong Tenaga Kesehatan (NAKES)					
	2	ASI Ekslusif (0-6 bulan)					
	3	Hadir Posyandu tiap bulan					
	4	Berantas jentik nyamuk 1 x Seminggu (3 M)					
	5	Makan Buah dan Sayur Setiap Hari					
	6	Ada Aktifitas Fisik Setiap Hari					
	7	Anggota Keluarga Tidak Merokok dalam rumah					
	8	Anggota keluarga Mengkonsumsi garam Beriodium					
KANDANG	1	Kandang ternak terpisah dari rumah					
	2	Kandang ternak kondisi bersih					

Appendix 5: STBM indicators to be included in the Inspeksi Sanitasi format

		INDICATOR	Data tabulation or recapitulation of data at the Hamlet				
		House Number >>	#1	#2	#3	#4	#5
General info	1	Type of house: Permanent (✔)					
		Type of house: Semi-permanent (✔)					
		Type of house: Temporary (✔)					
	2	House fulfilling all condition requirements (✔)					
		House not fullfilling all conditions requirements (✔)					
	3	Total number of families staying in this house (#)					
	4	Total number of persons staying in this house					
		a) Number of men (#)					
		b) Number of women (#)					
Family Health Status	5	Number of pregnant women (#)					
	6	Number of breastfeeding women (#)					
	7	Number of women delivering babies (#)					
	8	Number of women in the period after delivery (#)					
	9	Number of fertile couples (PUS)/KB (#)					
	10	Number of women in fertile age (WUS) (#)					
	11	Number of children under the age of 5 years (#)					
	12	Number of elderly persons (above 60 years old) (#)					
	13	Number of people with physical disability (#)					
	14	Number of people with mental diability (#)					

STBM Pillars		INDICATORS	Data tabulation or recapitulation of data at the Hamlet				
			#1	#2	#3	#4	#5
Pilar 1		**1: Stop Open Defecation**					
	1	Where do you and your household members defecate?					
		a) Use our own toilet (✔)					
		b) Use toilet of others (neighbours, relatives) (✔)					
		c) Public toilet (√)					
		d) Do not use any toilet (defecate in the open) (✔					
		If, the house has a toilet, what type of toilet and how many?					
		a) Cemplung (pit latrine) (#)					
		b) Plengsengan (back-shute latrine) (#)					
		c) Lehar Angsa (pour-flush latrine) (#)					
	2	The sub-structure (pit or septic tank) is closed and safe so that humans and animals can not get in contact with human excreta (✔)					
	3	The toilet has a closed and safe slab where the hole is covered and or with an intact water seal in the Lehar Angsa (✔)					
	4	The toilet is located at least 10 meters away from a water source (water well, etc) (✔)					
		1. The toilet fulfills ALL requirements specified in indicators 2,3 and 4(✔)					
		2. The toilet does not fulfill all the requirements specified in indicators 2, 3 and 4 (✔)					
	5	5.1. There are no flies or other insects inside and around the toilet and toilet is clean (✔)					
		5.2. There are flies or other insects seen inside and around the toilet (✔)					
	6	There is water or other anal cleansing materials available in the toilet (✔)					
	7	7.1. All people living in the house use the toilet to defecate and to use it to dispose faeces of others (babies, sick people, old people or people with disabilties)	No faeces seen around the house! (✔)					
		7.2. Not all the people living in the house defecate in the toilet or use it to dispose faeces of others (babies, sick people, old people or people with disabilities) (✔)					

			2: Hand Washing with Soap					
Pilar 2	8		8.1. The house has a hand washing facility (✔)					
			8.2. The house has no hand washing facility (✔)					
	9		There is water and soap at the hand washing facility (✔)					
	10		All the people living in the house know WHEN (all critical times) and HOW to wash their hands (they can demonstrate properly how to wash their hands) (✔)					
			1. The house fulfills ALL requirements specificied in indicators 9.1, 10 and 11 (✔)					
			2. The house does not fulfill ALL requirements specified in indicators 9.1, 10 and 11 (✔)					
			3: Household Water Treatment, Food Handling and Safe Storage					
Pilar 3	11		11.1. All the people living in the house drink treated water (✔)					
			11.2. Not all the people living in the house drink treated water (✔)					
	12		Treated drinking water is stored in a closed and covered container and food which has been processed is properly covered (✔)					
	13		Treated drinking water and food which has been processed is removed or taken safely (✔)					
			1. The house fulfills ALL requirements specified in indicators 11.1, 12 and 13 (✔)					
			2. The house does not fulfill ALL requirements specified in indicators 11.1, 12 and 13 (✔)					
			4: Household Solid Waste Management					
Pilar 4	14		14.1. Solid waste is not scattered around the house or in the yard (✔)					
			14.2. Solid waste is scatered in and around the house (✔)					
	15		The solid waste is disposed in a pit (✔)					
			1. The house fulfilled ALL requirements specified in indicators 14.1 and 15 (✔)					
			2. The house does not fulfill ALL requirements specified in indicators 14.1 and 15 (✔)					
			5: Household Liquid Waste Management					
Pilar 5	16		16.1. There is no stagnant wastewater (household liquid waste) around the house (✔)					
			16.2. There is stagnant wastewater (household liquid waste) around the house (✔)					

			The house has access to what type of protected and safe water source?					
Access to clean water	1		a) Piped water into the house or into the yard (✔)					
			b) Piped water to public place (public tap) (✔)					
			c) Tubewell or borehole (✔)					
			d) Protected dug well (✔)					
			e) Protected spring (✔)					
			f) Rainwater stored in a container or tank until used (✔)					
	2		The house has access to what type of unsafe water source					
			g) Water delivered by tanker truck or cart with small tank/drum (✔)					
			h) Unprotected spring, unprotected dug well, surface water from river, reservoir, lake, rainwater stored in an open container or tank (✔)					

Appendix 6: Rencana Aksi – Desember 2014 PC meeting

Topik			Apa	Siapa	Bilamana
Monitoring			**Keputusan**		
	D.1		a. Menggunakan format IS secara penuh sejak dalam masa Januari-Juni 2015 b. Indikator untuk semua mitra tetap sama c. Bagian lain dari IS terserah pada Pemda setempat untuk pemanfaatannya.	Semua	Mulai Jan-Mar 2015
	D.2		Mengembangkan database ActivityInfo untuk informasi umum dan untuk indikator STBM		
	D.3		Melanjutkan penjajagan pengintegrasian data terkait STBM dengan Nawasis		
	D.4		Tidak mengintegrasikan sistem kita dengan SMS Gateway selama program SHAW		
	D.5		Melanjutkan penggunaan file data Excel untuk monitoring STBM Sekolah		
			Aksi		
	A.1		Pelatihan AI offline mode untuk para Mitra (satu per satu melalui Skype ditambah email petunjuk pemakaian)	Yus	Sebelum akhir 2014
	A.2		Menyelesaikan entri data dan validasi data monitoring Jul-Sep 2014 di AI	Semua	Sebelum akhir 2014
	A.3		Mengirim file data STBM Sekolah Jul-Sep kepada Galuh dan Erick	Semua	Sebelum akhir 2014
	A.4		Menyelesaikan entri data dan validasi periode Okt-Des 2014 di ActivityInfo	Semua	31 Januari 2015
	A.5		Melengkapi entri data dan melakukan pengecekan file data STBM Sekolah untuk periode Okt Dec 2014 dan mengirimknya ke Galuh dan Erick	Semua	31 Januari 2015
	A.6		Berbagi format IS dan format rekap IS pada seluruh mitra	Ikos	Sebelum 19 Des 2014
	A.7		Penerjemahan format IS ke dalam Bhs.Inggris	Christina	Sebelum akhir tahun 2014
	A.8		Menghubungi BeDataDriven untuk mengembangkan database IS di AI	Galuh	Sebelum akhir 2014
	A.9		Melaksanakan pelatihan pengintegrasian format IS ke Tim STBM Kabupaten dan Kecamatan	Semua	Mulai Januari 2015
	A.10		Mulai mempergunakan format IS	Semua	Mulai Jan-Mar 2015
	A.11		Melakukan supervisi pelatihan untuk kader	Semua	Mulai Januari 2015
	A.12		Mengembangkan file data STBM Sekolah dalam wujud MSExcel untuk dipergunakan pada tahun 2015	Erick	Sebelum akhir bulan Maret 2015
	A.13		Melaksanakan pelatihan pengembangan database untuk para mitra	Erick	???
	A.14		Menyampaikan laporan perkembangan naratif dan keuangan Jul-Des 2014 kepada Galuh dan Linda	Semua	31 Januari 2015.

Topik		Apa	Siapa	Bilamana
Pengelolaan Pengetahuan (Knowledge Management)		**Aksi**		
		Tentang penuaian pengetahuan (knowledge harvesting)		
	A.15	RFP (Request for Proposal/Pengumuman tentang Pengajuan Usulan) dan menyewa Konsultan untuk melaksanakan tahapan kegiatan penuaian pengetahuan	AR	Sebelum akhir 2014
	A.16	Mengembangkan rencana kerja dengan berkonsultasi ke para mitra, khususnya terkait jadual kerja lapangan	Konsultan/AR	Januari 2015
	A.17	Memfasilitasi tahapan kerja lapangan bulan Februari dan Maret 2015	Konsultan	
	A.18	Melaksanakan analisa berdasarkan data lapangan	Konsultan/ Erick	Pertengahan Maret 2015
	A.19	Penyelesaian produk akhir terkait Pengetahuan pada awal Mei	Konsultan/ Abang	
		Tentang profil Program SHAW oleh para Mitra		
	A.20	Mengontrak konsultan untuk mendukung para mitra dalam mengembangkan brosur 2 halaman terkait profil program SHAW oleh masing-masing Mitra	AR	Sebelum akhir tahun 2014
	A.21	Mengembangkan profil Program SHAW dua halaman untuk YMP	Konsultan dan YMP	Pertengahan Januari 2015
	A.22	Berbagi draf produk profil Program SHAW oleh YMP kepada para mitra untuk memperoleh umpan-balik	Konsultan/AR	Minggu pertama Februari 2015
	A.23	Mengembangkan profil Program SHAW dua halaman oleh tiap Mitra tersisa selain YMP	Konsultan dan para mitra	Akhir Maret 2015
	A.24	Produksi profil Program SHAW oleh para Mitra (2 halaman)	Konsultan/AR	Akhir April 2015
Pengembangan Proposal Baru		**Aksi**		
	A.25	Memperoleh data akses ke jamban untuk tingkat kabupaten	Yus	January 2015
	A.26	Mengembangkan Concept Note (sebuah menu dengan beberapa skenario berbeda)	Simavi+IRC	Check tanggalnya!
	A.27	Menjajagi donor yang mungkin tertarik	Simavi	
	A.28	Konsultasi dengan para mitra tentang pengembangan proposal	Galuh dan Dinnia	Feb – Mar 2015
	A.29	Mengembangkan proposal lengkap	Simavi+IRC	31 Maret 2015
Lain-lain		**Aksi**		
	A.30	Mengembangkan dan berbagi rencana kerja terkait kegiatan penyaluran air bersih bersama Yus	YMP dan Rumsram	Sebelum akhir 2014
	A.31	Pengembangan gabungan rencana kegiatan penyaluran air bersih khususnya dalam hal rencana kerja	Yus	2 Januari 2015
		PC Meeting yang akan datang di Lombok Timur, dengan tuanrumah YMP	Semua	Akhir Maret

Appendix 7: Detailed action plan – December 2014 PC meeting

Topic		What	Who	When
		Decisions		
	D.1	Use IS format for the period January to June 2015. STBM indicators are the same for all partners. Remaining part of IS is up to local authorities.		
	D.2	Develop AI database for IS format but only for general info and STBM indicators		
	D.3	Continue seeking integration of STBM related IS data with NAWASIS		
	D.4	No integration with SMS gateway during SHAW		
	D.5	Continue using Excel data files for school STBM monitoring		
		Action items		
	A.1	Train partners on AI offline mode (one by one through Skype plus how-to-do instruction email)	Yus	< end 2014
	A.2	Complete data entry and validation of monitoring data July-September 2014 in ActivityInfo	ALL	< end 2014
	A.3	Forward school STBM Microsoft Excel data files July-September 2014 to Galuh and Erick	ALL	< end 2014
Monitoring	A.4	Complete data entry and validation of October-December 2014 in ActivityInfo	ALL	31 January 2015
	A.5	Complete data entry and checking of school STBM Microsoft Excel data files for October-December 2014 and forward to Galuh and Erick	All	31 January 2015
	A.6	Share format IS and format IS recap with all partners	Ikos	< 19 December 2014
	A.7	Translate format IS in English	Christine	< end 2014
	A.8	Contact bedatadriven to develop IS database in ActivityInfo	Galuh	< end 2014
	A.9	Organise training to team STBM Kabupatan and Kecamatan on integrated IS format	ALL	Starting January 2015
	A.10	Start using IS format	ALL	Starting Jan-Mar 2015
	A.11	Supervise training of cadres	ALL	Starting January 2015
	A.12	Develop school STBM Microsoft Excel data files for use in 2015	Erick	< end March 2015
	A.13	Organise training on database development to partners	Erick	?????
	A.14	Submit narrative and financial progress report covering the period July-December 2014 to Galuh and Linda	ALL	31 January 2015

Topic		What	Who	When
		Action		
		Re knowledge harvesting		
	A.15	Request for proposals and contract consultant to carry out knowledge harvesting exercise	Abang	< end 2014
	A.16	Develop detailed work plan and consult with partners regarding timing of field work	Consultant / Abang	January 2015
	A.17	Facilitate field work planned for February and March 2015	Partners	
	A.18	Carry out analysis of field data	Consultant / Erick	Mid-March 2015
	A.19	Finalise the knowledge products by early May	Consultant/Abang	
Knowledge management		**Re SHAW Programme Partner Profiles**		
	A.20	Contract consultant to support partners in developing 2 -pager SHAW Programme Partner Profiles	Abang	< end 2014
	A.21	Develop SHAW Programme Partner Profile (2-pager) for YMP	Consultant and YMP	Mid-January 2015
	A.22	Share YMP's draft Partner Profile with partners for feedback	Consultant / Abang	First week February 2015
	A.23	Develop SHAW Programme Partner Profiles (2-pager) for the other four partners	Consultant and partners	End of March 2015
	A.24	Production of SHAW Programme Partner Profiles (2-pagers)	Consultant / Abang	End of April 2015
		Action		
	A.25	Obtain district-district access to toilet figures	Yus	January 2015
New proposal development	A.26	Develop concept note (menu with different scenarios)	Simavi + IRC	Check date
	A.27	Explore interested donors	Simavi	
	A.28	Consult with partners re proposal development	Galuh and Dinnia	February-March 2015
	A.29	Develop full proposal	Simavi + IRC	31 March 2015
		Action		
Other	A.30	Develop and share work plan on water supply activities with Yus	Partners	< end 2014
	A.31	Develop compilation of water supply related work plans	Yus	2 January 2015
		Next PC meeting will be hosted by YMP in Lombok Timur	ALL	End March