

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

Report on the 2013 1st Quarterly Meeting of
SHAW Programme Coordinators

Maumere, 05-07 February 2013



Prepared for





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The findings, interpretations, comments and conclusions contained in this report are those of the author and may not necessarily reflect the views of either Simavi or the partner NGOs.

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Websites of participating partner NGOs

<http://diandesda.org/Home.html>

<http://www.rumsram.org>

<http://cdbethesda.org/index.php>

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

<http://www.simavi.nl>

Materials and documents on the SHAW Programme can be found on

<http://www.irc.nl/page/53746>

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Summary

The purpose of this report is to give an impression of the proceedings and discussions that took place during the 1st SHAW Programme Coordinators meeting in 2013. This meeting was held in Maumere, Sikka, Flores from Tuesday 05 to Friday 08 February 2013. During the four-day event, a range of different SHAW programme related topics were discussed. The proceedings and outcomes of the meeting are captured in this report and are recapitulated in this summary.

The quarterly Programme Coordinators meetings, where all the SHAW partners meet, were initiated by Martin Keijzer, SHAW Programme Coordinator for Simavi, in 2011 to facilitate the exchange of information, knowledge and experiences, and to improve understanding and collaboration among the SHAW partners. Similar meetings organised in 2011 made it clear that to be able to enhance the overall performance, quality and sustainability of the SHAW programme there was an urgent need and therefore a desire to organise more frequent meetings to reflect, discuss, exchange, and learn and to enhance cooperation and collaboration among the SHAW partners.

The Maumere meeting consisted of two main components, namely:

1. A three-day meeting to discuss progress and to review and discuss a number of programme components, in particular with regards to monitoring, school sanitation and knowledge management components of the SHAW programme.
2. A one-day field visit to observe and learn from a 100% STBM village and from a motivated and cooperative Kecamatan apparatus.

Tuesday 05 February 2013

During the morning of the first day we reviewed and updated the action plan developed during the previous meeting in October 2012 in Mataram, Lombok. The progress made by the SHAW partners during the past quarter in implementing the SHAW programme was also reviewed and discussed. The updated information obtained during the morning revealed that by the end of January 2013 a total of 88 villages had been declared 100% STBM, equal to some 9% of the intended number of target villages. In addition, 50 villages had been verified by the Kecamatan authorities and are awaiting the final STBM declaration.

The entire afternoon was used to review and discuss the new SHAW programme generic output and outcome monitoring system that was introduced in October 2012. The discussion revealed that performance monitoring data had been collected in 438 villages during the October to December 2012 period, equal to some 56% of the total number of villages where SHAW activities have started. The review also identified a number of challenges related to the organisation and execution of the monitoring tasks as well as to the functioning of the performance monitoring system and tools. The capacity (and sometimes motivation) of the village leaders and cadres, responsible for data collection and recapitulation, remains a recurring issue for discussion. As the monitoring databases were not tested in the field, a number of errors were discovered. These were rectified to a large extent during the week. Furthermore, a 6-monthly report was added to the databases to facilitate bi-annual reporting and a tutorial was organised on the correct use of the monitoring databases.

Wednesday 06 February 2013

The first half of the morning of the second day was used to discuss the 2013 annual plans and budgets. The consequences, of the comments and restrictions given by the Embassy of the Kingdom of the Netherlands (EKN) when giving its approval to the 2013 annual plan and budget, for the partners for programme implementation were discussed in detail.

Plans to organise another internal review of the SHAW programme were shared and discussed with the partners. It is envisioned that another review, similar to the one conducted in May/June 2011, will be organised during the months of May and June 2013. The review will then be followed by a meeting in Jakarta with a wide selection of SHAW stakeholders towards the end of June 2013.

The second half of the morning and part of the afternoon was used to review and discuss progress made on developing the school sanitation component. Since the last meeting two separate school sanitation related workshops were organised to develop the approach (November 2012) as well as specific training modules (January 2013). An agreement was reached on how to complete the training modules with the help of an external training expert. In the afternoon the draft school sanitation monitoring indicators were reviewed in detail and it was decided to come up with another draft by mid-March 2013.

In the afternoon Martin Keijzer presented the results of a recent study commissioned by Simavi to review a Plan Indonesia STBM programme in Lembata Regency in Nusa Tenggara Timur. The study focused in particular on measuring and understanding changes in behaviour as an outcome of STBM activities. A range of interesting conclusions and useful recommendations are provided in this report. The study concludes among other things that the existence of sanitation and hygiene facilities does not automatically lead to changes in behaviour and practices. Regular visits to villages for post-triggering follow up activities such as hygiene promotion is crucial in this respect. The remainder of the afternoon was used to review the draft outcome monitoring pictograms.

Thursday 07 February 2013

The third day was entirely used on a field trip, organised by Yayasan Dian Desa, to visit a village that had been declared STBM sometime towards the end of last year. A feedback session was conducted in the evening to discuss the observations and recommendations which are presented in this report.

Friday 08 February 2013

The morning of the fourth and final day was spent entirely on World Café sessions. The following four topics, identified by the partners earlier during the week, were explored and discussed in two separate discussion rounds:

- 1) How to create ownership of STBM by the community?
- 2) How to conduct performance monitoring at scale?
- 3) Should we provide equipment or funds to masons?
- 4) How to sustain the SHAW STBM achievements?

The World Café methodology created a lot of energy and ideas and was generally well appreciated by the partners.

In the afternoon a number of concrete actions were formulated with regards to the knowledge management component. An editorial team, with members representing all partners, was formed and a time path was agreed upon to publish the eagerly awaited internal SHAW newsletter. The final session of the meeting was to finalise a detailed action plan to take forward all the topics discussed during the four-day meeting. The detailed action plan is provided in Appendix 6. A simple evaluation of the four-day meeting revealed a lot of smileys.

During the meeting it was agreed that the following Programme Coordinators meeting will be organised towards the end of June 2013 in Jakarta to coincide with the anticipated review meeting with SHAW stakeholders.

Ringkasan

Kegunaan dari laporan ini adalah untuk memberi gambaran tentang materi dan diskusi yang terlaksana selama Pertemuan Pertama Para Koordinator Program SHAW tahun 2013. Pertemuan ini dilaksanakan di Maumere, Sikka, Flores dari hari Selasa tanggal 5 sampai dengan hari Jum'at tanggal 8 Februari 2013. Selama pertemuan empat hari, berbagai topik terkait dengan program SHAW dibicarakan. Hasil dari rapat tersebut disampaikan dalam laporan ini dan dirangkum dalam Ringkasan ini.

Pertemuan kuartalan para Koordinator Program di mana para mitra SHAW bertemu digagas oleh Martin Keijzer, Koordinator Program SHAW untuk Simavi, untuk memfasilitasi terjadinya saling tukar informasi, pengetahuan dan pengalaman, dan meningkatkan pemahaman dan kerjasama di antara para mitra SHAW. Dari beberapa pertemuan sejenis yang dilakukan tahun 2011 menjadi jelas bahwa untuk bisa memperbaiki keseluruhan performa, kualitas dan berkelanjutannya program SHAW, dirasakan adanya kebutuhan pertemuan semacam itu. Karenanya timbul keinginan untuk menyelenggarakan pertemuan dengan lebih sering untuk ajang refleksi, diskusi, saling tukar, dan belajar serta meningkatkan kerjasama di antara para mitra SHAW.

Pertemuan Maumere terdiri atas dua komponen utama, yaitu:

1. Pertemuan tiga hari untuk membicarakan perkembangan dan melakukan tinjauan beberapa komponen program, khususnya terkait dengan monitoring, sanitasi sekolah dan manajemen pengetahuan dari program SHAW;
2. Kunjungan lapangan sehari untuk melakukan pengamatan dan belajar dari desa 100% STBM dan dari para pejabat Kecamatan yang termotivasi dan kooperatif.

Selasa, 5 Feburari 2013

Sepanjang pagi di hari pertama kami melakukan review dan pemutakhiran terhadap rencana aksi yang dikembangkan saat pertemuan sebelumnya di bulan Oktober 2012 di Mataram, Lombok. Perkembangan yang dicapai oleh para mitra SHAW selama kuartal sebelumnya dalam rangka melaksanakan program SHAW juga ditelaah dan dibicarakan. Informasi yang mutakhir yang diperoleh sepanjang pagi ini menguak informasi bahwa sampai dengan akhir Januari 2013 sebanyak 88 desa telah deklarasi 100% STBM, setara dengan sekitar 9% dari target desa yang diinginkan. Kecuali itu sebanyak 50 desa telah diverifikasi oleh pemerintah Kecamatan dan sedang menantikan untuk persiapan akhir deklarasi STBM.

Sepanjang siang dipergunakan untuk melakukan *review* dan membicarakan sistem monitoring dasar *output* dan *outcome* program SHAW yang sudah diperkenalkan di bulan Oktober 2012. Pembicaraan ini mengungkapkan bahwa data monitoring kinerja telah dikumpulkan dari 438 desa selama Oktober-Desember 2012, setara dengan sekitar 56% dari jumlah keseluruhan desa di mana kegiatan SHAW telah dimulai. *Review* ini juga menemukan sejumlah tantangan terkait dengan pengorganisasian dan pelaksanaan tugas-tugas monitoring, serta juga penggunaan sistem dan *tool* monitoring kinerja. Kapasitas dan seringkali motivasi dari para pimpinan dan kader desa yang bertanggungjawab untuk melakukan pengumpulan data dan rekapitulasi, tetap menjadi isu yang berulang. Karena belum dilakukan pengetesan lapangan terhadap *database* monitoring, sejumlah kesalahan ditemukan. Kesalahan-kesalahan ini diperbaiki dengan menyita waktu yang lama di sepanjang minggu. Selanjutnya, laporan enam bulanan ditambahkan pada *database* untuk memfasilitasi pelaporan setengah tahunan. Pelatihan dan pendampingan diberikan untuk mempergunakan *database* dengan benar.

Rabu, 6 Februari 2013

Separoh sesi pagi pada hari kedua dipergunakan untuk membicarakan rencana tahun 2013 dan anggarannya. Berbagai konsekuensi, tanggapan dan batasan dan persyaratan dari Kedubes Kerajaan Belanda (KBKB) saat mereka memberikan persetujuan untuk rencana dan anggaran tahun 2013 baik untuk para mitra maupun untuk pelaksanaan program, dibicarakan dengan rinci.

Berbagai rencana untuk melaksanakan *review* internal terhadap Program SHAW dibicarakan dengan para mitra. Dirancang bahwa *review* internal pada program SHAW yang mirip dengan yang terselenggara bulan Mei/Juni 2011, akan diselenggarakan pada bulan Mei dan Juni 2013. *Review* tersebut kemudian akan diikuti dengan sebuah pertemuan dengan para pemangku kepentingan SHAW pada akhir Juni 2013 di Jakarta.

Paroh kedua pagi hari dan sebagian dari siang harinya dimanfaatkan untuk melakukan *review* dan diskusi perkembangan yang telah dicapai terkait komponen sanitasi sekolah. Sejak pertemuan yang lalu, dua lokakarya terkait dengan sanitasi sekolah diselenggarakan untuk mengembangkan pendekatan (November 2012) dan juga pelatihan khusus terkait modul (Januari 2013). Sebuah kesepakatan dicapai bagaimana harus menyelesaikan modul pelatihan yaitu dengan supervisi seorang pelatih ahli dari luar. Pada siang hari rancangan indikator monitoring sanitasi sekolah ditinjau ulang secara rinci dan diputuskan untuk mengembangkan rancangan lain pada pertengahan Maret 2013.

Pada siang hari Martin Keijzer menyajikan hasil sebuah penelitian yang dibiayai Simavi untuk melakukan *review* program STBM oleh Plan Indonesia di Kabupaten Lembata, NTT. Studi tersebut memfokuskan diri secara khusus untuk menakar dan memahami perubahan perilaku sebagai sebuah *outcome* dari kegiatan STBM. Sejumlah kesimpulan menarik dan rekomendasi yang bermanfaat muncul dalam laporan ini. Di antaranya penelitian ini menyimpulkan bahwa ketersediaan fasilitas sanitasi dan higiene tidak dengan sendirinya menimbulkan adanya perubahan praktik dan perilaku. Dalam hal ini menjadi lebih penting adalah kunjungan secara berkala ke desa-desa untuk melakukan kegiatan tindak lanjut setelah pemicuan seperti misalnya promosi higiene. Sisa waktu siang hari dimanfaatkan untuk melakukan *review* atas hasil rancangan piktogram.

Kamis 7 Februari 2013

Hari ketiga sepenuhnya dimanfaatkan untuk melakukan kunjungan lapangan, diantar oleh Yayasan Dian Desa. Kunjungan dilakukan ke desa yang telah deklarasi STBM pada menjelang akhir tahun lalu. Sesi penyampaian umpan balik diselenggarakan pada sore hari, membicarakan hasil pengamatan dan memberikan rekomendasi. Pengamatan dan umpan balik disampaikan dalam laporan ini.

Jum'at 8 Februari 2013

Pagi hari keempat dan yang merupakan hari terakhir dipergunakan sepenuhnya untuk sesi *World Café*. Empat topik berikut ini yang sudah disampaikan oleh para mitra pada waktu sebelumnya di awal minggu, ditinjau dan dibicarakan dalam dua tahapan diskusi yang terpisah:

- 1) Bagaimana membangkitkan rasa memiliki masyarakat terhadap STBM?
- 2) Bagaimana melakukan monitoring terhadap kinerja dalam skala besar?
- 3) Apakah kita perlu menyediakan peralatan atau dana untuk para tukang?
- 4) Bagaimana mempertahankan capaian STBM SHAW berlanjut?

Metode *World Café* berhasil melahirkan banyak ide dan semangat, dan pada umumnya diapresiasi dengan baik oleh para mitra.

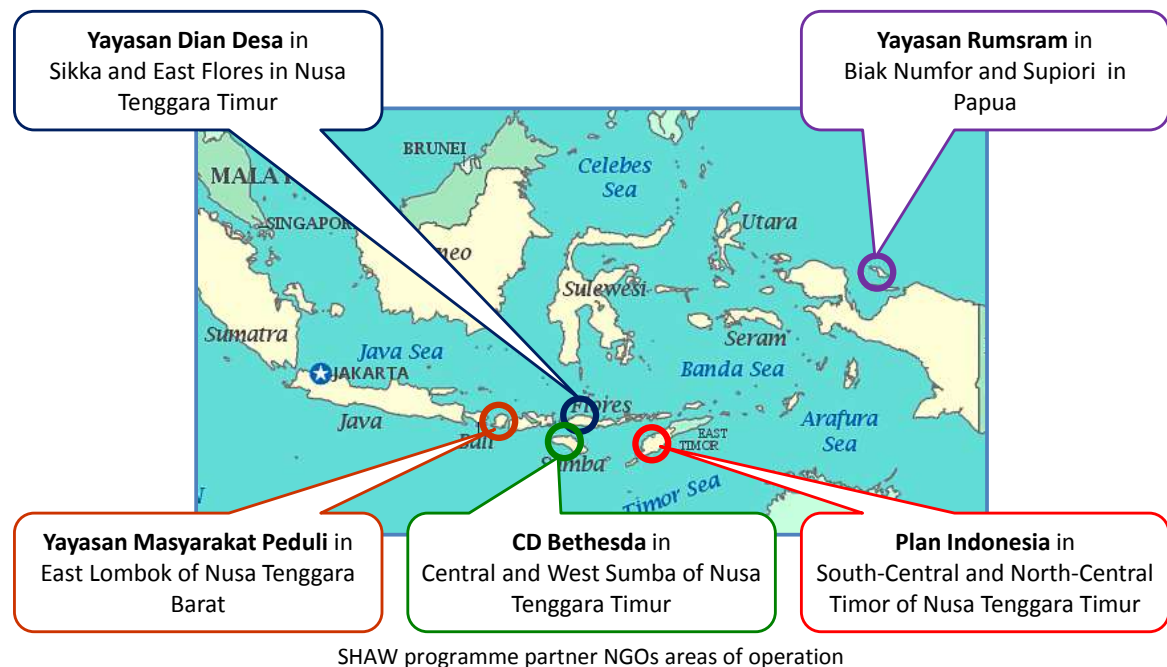
Pada siang hari sejumlah rencana nyata disusun terkait dengan komponen manajemen pengetahuan. Sebuah tim Editor, dengan anggota yang mewakili para mitra dibentuk dan jadwal waktu telah disepakati untuk menerbitkan *newsletter* internal SHAW yang sudah lama ditunggu dengan antusias. Sesi akhir dari pertemuan ini adalah menyelesaikan rincian rencana aksi yang berhubungan dengan seluruh topik yang telah dibicarakan selama empat hari pertemuan. Rincian rencana aksi terdapat pada Lampiran 6. Sebuah evaluasi sederhana terhadap pertemuan empat hari ini diungkapkan dengan banyaknya lambang senyuman.

Selama pertemuan telah disepakati bahwa pertemuan Koordinator Program mendatang akan diselenggarakan pada akhir bulan Juni 2013 di Jakarta yang akan bertautan dengan pertemuan review oleh para pemangku kepentingan.

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).



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 on 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.

Programme Coordinators meetings are organised on a regular basis to increase collaboration among SHAW partners by facilitating 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 1st Programme Coordinators meeting of 2013 held from 08 to 08 February 2013 in Maumere, Sikka, Flores, Nusa Tenggara Timur, East Indonesia.

1.2 Objectives and set up of the Maumere meeting

The objectives of this meeting were to:

1. Review and discuss progress of each partner;
2. Review and discuss the first run of the new monitoring system;
3. Discuss and decide how to move forward with the school sanitation and knowledge management components;
4. Discuss a range of other programme issues and topics; and
5. Develop a concrete action plan, with key activities for the period February-June 2013.

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 four-day meeting was organised and facilitated by Pam Minnigh (Simavi) and Erick Baetings (IRC) with logistical and secretarial support from Yusmaidy and Yuli Arisanti of the SHAW Programme Unit. Abang Rahino took care of all the translation and interpretation work during the meeting. Martin Keijzer, Simavi Programme Coordinator and Elbrich Spijksma, Simavi the Netherlands, took an active role in ensuring the success of the meeting.

2. Proceedings and results of the Maumere meeting

2.1 Tuesday 05 February 2013

Welcome, opening and agenda for the week

Pam welcomed all the meeting participants and facilitated a quick introduction round in which everyone introduced himself/herself. A couple of new faces attended the meeting among which Abang Rahino, translator of Simavi, and Siprianus Rahas and Eka Hadiyanti from Plan Sikka. See the attendance list presented in Appendix 2.

Opening words by Martin Keijzer

Martin opened the meeting by thanking all the participants for attending the meeting and by giving a special thanks to YDD for hosting the meeting. Martin apologised for the fact that the report of the previous meeting was not yet ready although the summary translated by Abang was sent to all the partners last Saturday. He mentioned that although there are several topics on the agenda an attempt was made to reduce the number of topics. He invited the participants to feel free to bring up new topics that they would like to discuss.

Martin also explained that during two separate presentations made in early January in Jakarta the SHAW programme received appreciation for the progress made so far and for what we are doing. We have still more than one and a half years to go which looks like a very long period. Looking back we know that the time will go very fast. However, there is still some time to go to be able to achieve our targets. Martin hoped that all partners are still behind the SHAW programme and feel good about implementing it. Martin explained that there will be only one focus area during the coming period and that deals with documentation of SHAW experiences and lessons learnt for internal use and external sharing. Finally Martin encouraged everyone to participate fully by saying: "Without further ado let's start. Have a pleasant meeting with plenty of learning."

Agenda for the week

Pam presented a quick overview of the programme for the four-day meeting. The actual programme for the first day is shown in the following table.

When		What	Who
Morning	09.00-09.45	Welcome and introduction round	Pam
		Opening words	Martin
		Agenda for the week	Pam
	09.45-10.15	Progress on action plan 2012-Q3	Erick
	10.15-12.45	Progress updates	Programme Coordinators
		Lunch	
Afternoon	13.30-17.15	SHAW monitoring system	Erick
	17.15-17.45	Identify issues for the World Café session	Erick

Progress on action plan 2012/Q3

Erick facilitated a quick exercise in which the action plan of the previous 2012/Q3 meeting held in Mataram in October 2012 was reviewed and discussed. Details of the progress updates on the October 2012 action plan are provided in Appendix 3.

Progress updates by partners

The following participants presented short updates on activities carried out and progress made during the period October 2012 to January 2013 on behalf of the five SHAW partners¹:

- Ibu Christina for YDD
- Simon Heintje for Plan
- Ibu Kris for CD Bethesda
- Ibu Ellena for YMP
- Nasarudin for Rumsram

After the individual partner presentations time was allocated for elaborations and short question and answer sessions. The highlights of the presentations and the most relevant discussions are summarised below.

Yayasan Dian Desa

- ▶ **Re Sikka:** Christina explained that the Sikka Pokja AMPL person in charge who was very supportive was transferred to some remote area within the district. She reiterated that the commitment by the Pokja has been very good but they have a very heavy workload and that is why it is sometimes difficult to join us on field trips. The motivation of village cadres is still a concern as some village cadres still expect financial incentives to collect monitoring data. Finally she explained that they will have to slow down programme activities in Sikka due to local Bupati elections starting in March 2013. It is expected that an additional 4 Kecamatan (comprising of 52 villages) will be declared STBM during 2013.
- ▶ **Re Flores Timur:** Christina explained that there have been no STBM declarations yet in Flores Timur as most of the villages asked to wait for six months to see if the changes in behaviour and practices are sustained. Although this is good, it makes it difficult for YDD to report progress. 39 villages are expected to be declared STBM during the first half of 2013, and another 51 villages during the second half of 2013. One of the challenges in the district is the remoteness of a number of areas, in particular three difficult to reach islands which include Adonara and Solor.
- ▶ Eka asked who made the funds available for water supply. Christina replied that these funds have come from Simavi. Elbrich asked about the funds allocated by the district. Christina explained that these are mainly in-kind payments, for example staff time and allowances for Puskesmas staff to visit villages for post-triggering support and monitoring. Ikos mentioned that the existence of a Perda makes it possible to allocate funds for STBM activities. YDD support villages to plan and budget for STBM activities.

Plan Indonesia

- ▶ **Re Timur Tengah Utara and Timur Tengah Selatan:** Simon Heintje explained that Plan tried out the new monitoring system in the two districts. One to two days are needed at RT level to carry out the monitoring tasks. All sanitarians in TTU actively participated in the house to house data collection. Plan also decided to collect additional monitoring data related to the rehabilitation of existing toilets as this will help them to establish the contributions made by the communities. With regards to the sanitation marketing component already more than 100 masons were trained by Plan. At present 21 masons are actively engaged in the programme with the remainder waiting for moulds. 17 masons already purchased moulds using their own money and others will borrow moulds from the Kecamatans. Simon Heintje also explained that the

¹ The presentations have been uploaded on the SHAW Google Drive webpage: shawprogramme@gmail.com

Health Offices in the two districts have put aside budget for STBM activities. Plan was involved in the planning stage and will also be involved during the monitoring stage. He also explained that competition will be organised among the villages to ensure their continued STBM status. Finally efforts are made to promote pour-flush toilets by making available cheaper toilet components.

- Nas asked whether villagers are interested in pour-flush toilets and how Plan introduced this technology in the villages. Eka replied that different types of sanitation technologies are introduced and discussed with the villagers. Ultimately it is up to the villagers whether they are interested or not. Erick asked about the functionality of the water seals – part of the concrete toilet pan design – as the pictures appeared to show some problems. Martin mentioned that he had noticed the same issue during his recent visit and that the design of the concrete pan is something that requires attention.

CD Bethesda

- **Re Sumba Tengah and Sumba Barat Daya:** Kris explained that work in ST is going on in 49 villages in three Kecamatan. In SBD work is going on in 30 villages in 2 Kecamatan. To date 30 villages in ST have been declared 100% STBM. More declarations are in the pipeline and expected soon. Training on toilet production making use of local materials and local innovations have been organised. Together with the Department of Education 25 schools have been identified for the school sanitation component. Kris also mentioned that the Dinkes in Sumba Tengah will budget for STBM this year with funding from the national budget system (APBN). The budget will be used to replicate the STBM programme in two more Kecamatan. Finally the SHAW water supply component will be implemented in 28 villages during the coming one and a half year.
- Eka commented by saying that Plan would like to learn on how to access funding from the national budget. He asked whether this could be a subject for Friday's World Café. Elbrich asked whether IDR 100,000 for a toilet is cheap. Apparently the IDR 100,000 is the amount needed to purchase a concrete slab with a pour-flush pan and water seal.

Yayasan Masyarakat Peduli

- **Re Lombok Timur:** Ellena started by saying that the staff with pleasantly surprised with the results from the capacity self-assessment workshop conducted by Erick Baetings and Yan Ghewa in October 2012. Ellena was pleased with the way they were now better prepared to explain YMP to the outside world. Ellena also mentioned that up to date some 4623 people in the 47 villages in seven Kecamatan have been involved in SHAW/STBM interventions even before triggering activities have started. All the staff has now received training on the five STBM pillars by a trainer from Plan Timor. Sanitation marketing is taking off with the support from a Plan Grobogan expert. Even before triggering has taken place there are already some 100 villagers who have made orders for concrete toilet components that are being produced with moulds purchased by the local government. YMP is planning to conduct triggering events by seven teams in 214 dusun in 31 days. After triggering village volunteers will be responsible for supporting up to 20 families. With regards to water supply activities, a 300 cubic metre water reservoir has been constructed that will provide water to three dusun in Sajang. In Sajang and Jeruk Manis training is conducted on how to manage the drinking water schemes.

Yayasan Rumsram

- **Re Biak Numfor and Supiori:** Nas explained that the global handwashing day was celebrated in two villages in consultation with the Pokja AMPL. A road show was conducted in a new Kecamatan: Biak Barat. Nas also mentioned that a number of advocacy and lobby activities were carried out that included organising training on school sanitation to 28 elementary school principals. For 2013 Rumsram expects that 42 villages will be declared 100% STBM which will include 33 elementary schools.

- Martin mentioned that he had seen two presentations which mentioned ODF declaration. He asked whether this was the decision of the partners or whether someone else had decided to include this intermediary step. Nas explained that the idea came from the communities as a Minister was visiting the area last year. Ikos explained that a number of villages had already been declared ODF even before YDD intervened in these villages. Erick reiterated that to date only some 9% of the total numbers of target villages have been declared STBM. Martin expressed his worries about the long time it takes to declare villages STBM. He suggested including villages verified by the Kecamatan authorities so as to increase the number of villages which have achieved STBM status. Otherwise official STBM declarations are delaying the progress we have made so far. The capacity of the Kabupaten and in particular the Bupati to attend all village STBM declarations appears to be hampering progress.



Pictures included in the presentations by the SHAW partners

During the presentations the following progress overview was developed showing where we are right now including the number of villages that have been declared STBM to date.

	Location	Total # of target villages	# of villages where activities have started	# of active villages as % of total # of target villages	# of villages declared STBM to date	STBM villages as % of		STBM verifications
						Total # of target villages	# of intervention villages	
YMP	Lombok Timur	47	47	100%	0	0%	0%	0
CD Bethesda	Sumba Tengah	49	49	100%	13	27%	27%	6
	Sumba BD	30	30	100%	0	0%	0%	0
	Sub-totals CDB	79	79	100%	13	16%	16%	6
YDD	Sikka	160	101	63%	9	6%	9%	0
	Flores Timor	250	90	36%	0	0%	0%	0
	Sub-totals YDD	410	191	47%	9	2%	5%	0
Plan	TTU (Kefa)	175	175	100%	29	17%	17%	44
	TTS (Soe)	248	248	100%	31	13%	13%	
	Sub-totals Plan	423	423	100%	60	14%	14%	44
Rumsram	Biak Numfor	60	38	63%	6	10%	16%	0
	Supiori	12	10	83%	0	0%	0%	0
	Sub-totals YR	72	48	67%	6	8%	13%	0
Totals		1,031	788	76%	88	9%	11%	50
Totals incl. STBM verification		1,031	788		138	13%	18%	

New SHAW monitoring system

After lunch Erick introduced the monitoring topic. He started by saying that it had been decided to cover fewer topics during the meeting which should allow more time to discuss the topics in more detail or depth. The three hours allocated for the monitoring topic were used to cover the following five issues:

- 1) Review first run (Q4 2012) and identify challenges
- 2) Conduct tutorial on the correct use of the Excel databases
- 3) Review and discuss reporting possibilities and linkages to SHAW progress reports
- 4) Inclusion of old baseline data
- 5) Review pictograms developed for the house-level data collection forms

Review the first run (2012-Q4) of applying the new monitoring system and identify challenges

Participants were asked to form small groups per partner and to answer the following two questions:

- 1) work out the number of villages that were included in the 2012 4th quarter monitoring exercise;
- and 2) identify the challenges that you encountered during the first monitoring run at scale.



SHAW partners reviewing the 2012-Q3 monitoring exercise

Each partner presented an overview of the villages included in the 2012 4th quarter monitoring exercise as well as the challenges they had identified. After the presentations the challenges were compared and grouped under two separate main headings as follows.

Challenges related to organisation and execution	Challenges related to the system
1) Capacity (and discipline) of village cadres (including RT and RW heads) to collect data 2) Time needed to collect data from house to house (particularly in large villages such as those in East Lombok)	1) Differences were noted in the number of houses between the OUTPUT and OUTCOME monitoring databases. 2) Differences were also noted in the population figures between Kecamatan and Kabupaten databases

Challenges related to organisation and execution	Challenges related to the system
3) Capacity to recapitulate data at dusun and desa level by village cadres and village authorities 4) Still a number of village cadres expect a financial reward for the data collection tasks	3) What do we do with the old baseline data that does not meet the new data requirements 4) Information does not always align with SHAW reporting requirements (e.g. instead of number of houses that meet specific pillars, population figures are required)
Issues that were added later during the ensuing discussions: 5) Roles and responsibilities related to data entry and data analysis and in particular the role of the Puskesmas at Kecamatan level and the Pokja at Kabupaten level	

During the presentations an overview was produced of the number of villages included in the first run covering the period October to December 2012 which is summarised in the following table.

	Location	# of villages where activities have started	OUTPUT monitoring		OUTCOME monitoring		Total # of villages included	As % of total # of villages
			Baseline data collected	Progress data collected	Baseline data collected	Progress data collected		
YMP	Lombok Timur	47	47		47		47	100%
CD Bethesda	Sumba Tengah	49		49		5	49	100%
	Sumba BD	30		20		20	20	67%
	Sub-totals CDB	79	0	69	0	25	69	87%
YDD	Sikka	101		15		15	15	15%
	Flores Timor	90		37	90		37	41%
	Sub-totals YDD	191	0	52	90	15	52	27%
Plan	TTU (Kefa)	175		175		158	175	100%
	TTS (Soe)	248		47		56	47	19%
	Sub-totals Plan	423	0	222	0	214	222	52%
Rumsram	Biak Numfor	38		38		38	38	100%
	Supiori	10		10		10	10	100%
	Sub-totals YR	48	0	48	0	48	48	100%
Totals		788	47	391	137	302	438	56%

The above table shows that only some 56% of the total number of villages we are working in at this moment were included in the 2012-Q4 monitoring sample. Part of the shortfall can be explained by the fact that a number of villages included in the table had not been triggered by the end of 2012. However, this does not explain the entire shortfall. In particular YDD (27%) and to some lesser extend Plan (52%) were not able to cover all their intervention villages.

Tutorial on the correct use of the Microsoft Excel databases

As there was a certain amount of confusion about the monitoring databases, the correct use of the different Microsoft Excel database workbooks was explained by Erick. It came to light that there were no serious problems with carrying out the data however there were a number of partners who had not understood the guideline (prepared in English) on how to copy and paste the data from the Kecamatan workbooks into the Kabupaten workbooks. Some had in actual fact manually typed the data in the Kabupaten workbooks! With the use of the projector, this simple exercise was shown a couple of times.

Thereafter some time was taken to make an inventory of the design and development faults that had crept into the different workbooks. It was agreed that Erick would take some time out to correct the faults during the week.

Review and discuss reporting possibilities and linkages to SHAW progress reports

The different reports that are included in the workbooks were reviewed and discussed. Erick reminded the participants that the purpose of collecting monitoring data is basically twofold, namely: 1) to report progress and results towards the donor and other stakeholders; and 2) to monitor whether progress is being made and whether corrective action needs to be made to steer towards the programme goals.

“Often monitoring is seen as a donor requirement rather than a management tool. Donors are certainly entitled to know whether their money is being properly spent, and whether it is being well spent. But the most important use of monitoring should be for the project or programme itself to see how it is doing against objectives, whether it is having an impact, whether it is working efficiently, and to learn how to do it better.”²

Erick referred back to the figures presented in the morning session on ‘Progress Updates’, which made it clear that after more than two years of field implementation only some 10% of the total number of target villages has been declared 100% STBM. This means that the remaining 90% need to be achieved in less than two years. Christina asked what to make of the progress we have made in other villages. Although they may not have reached 100% STBM, most villages have made substantial progress in moving towards that goal. It was explained that that is exactly the reason why monitoring is so important to be able to measure progress over time and to see whether villages are moving towards 100% STBM or not. It was however also explained that unless we make substantial progress in achieving the number of 100% STBM villages, as promised to the donor, we could have a problem at the end of the SHAW programme.

It was finally decided that on Wednesday night Erick, with a number of participants, would check the alignment between the reports included in the monitoring database workbooks and the SHAW reporting requirements to ensure that no double work or manual calculations are expected from the partners when preparing the 6-monthly progress reports.

Inclusion of old baseline data

Most of the partners collected baseline data during 2011 and 2012 well before the new OUTPUT and OUTCOME monitoring system was developed. This means that the data then collected is not always similar in nature to what is being monitored at present. However, to be able to show progress over time and claim our successes and achievements it is important that baseline data is included in the new monitoring databases. During the discussion it was concluded that there should be no problem whatsoever in obtaining the baseline data for the OUTPUT monitoring systems from the old monitoring systems and use that in the new databases. For the OUTCOME monitoring databases this might be more problematic and that needs to be studied carefully by each partner in the coming period. It was decided that all baseline data would be included in the monitoring databases before the next reporting period.

Review of outcome monitoring pictograms

Given the time constraints it was decided to park this issue for a later moment during the week. It was taken up in the afternoon of Wednesday 6 February 2013.

² Baetings, E. (March 2012) Review of Monitoring Systems and Practices, Sanitation, Hygiene And Water (SHAW) Programme for East Indonesia; IRC International Water and Sanitation Centre, The Hague, the Netherlands

Introduction to the World Café session

The final session of the day was to introduce the **World Café** session scheduled for Friday morning and to identify issues to be discussed in the World Café. Erick started by introducing the World Café concept with the use of a Microsoft PowerPoint presentation. He explained that it is widely used method to discuss a wide variety of issues or topics.

The World Café is a conversational process based on small group conversations that can be adapted to a variety of topics. The purpose of the World Café is to provide a safe place for people to discuss diverse topics (issues, constraints, challenges, etc.), share ideas, discuss diverse perspectives and experiences, connect with peers and 'experts', dream of solutions, and share the outcome with others.

Erick thereafter explained the rules of the game (see Friday morning session) and invited the partners to identify issues, constraints, challenges, or anything else they would like to discuss during the World Café session on Friday morning.



Source: http://www.lopn.net/WorldCafe_Guidelines.html

2.2 Wednesday 06 February 2013

Erick provided a quick overview of the programme for the second day, which is summarised in the following table.

	When	What	Who
Morning	08.30-09.00	Identify World Café issues	Erick
	09.00-10.15	Annual plan and other topics	Martin
	10.30-12.45	School sanitation	Elbrich and Erick
		Lunch	
Afternoon	13.30-14.45	School sanitation continued	Elbrich and Erick
	14.45-16.00	Study on changes as result of STBM activities in Lembata Regency	Martin
	16.30-18.45	Review of draft outcome monitoring pictograms	Pam
	18.45-19.00	Prepare for field trip	Pam and Christina

Identification of issues for the World Café

The World Café topics identified by the SHAW partners were listed on a flip chart and put on the wall. The following topics were identified:

- YMP: 1) water supply and water treatment; 2) watershed management; 3) STBM ownership; and 4) household solid waste management
- YDD: 1) monitoring on scale; 2) school sanitation module
- Plan: 1) should NGOs provide the capital fund and equipment for sanitation marketing
- CDB: 1) sustainability of the STBM results/achievements and exit strategy; 2) water supply to support STBM

Erick welcomed the topics but asked the partners to make them more explicit. Be clear what you want to get out of the discussions! If you do not have a clear/specific questions you will not get a clear/specific answer. Partners were reminded that they will only have some 45 minutes to discuss an issue.

Annual plan 2013 and other topics

Annual plan 2013

Martin started by saying that the SHAW programme's annual plan and budget for 2013 was approved by the EKN, however with a number of comments and restrictions. The EKN's comments and restrictions are listed below.

Main comments by EKN:

- 1) EKN expressed the need to follow a more long-term flexible approach.
- 2) EKN is concerned about the management capacity (of the SHAW programme as a whole). Short-term Simavi support is not a long-term solution! Martin mentioned that it will be necessary to start looking again for a coordinator.
And finally,
- 3) EKN believes more qualitative data on gender aspects are needed.

Restrictions set by EKN:

- We need to provide an overview per partner of original targets, results 2010-2012, planning 2013, and remaining targets (split up in STBM triggering, STBM declarations, STBM follow-up, schools, water supply, etc.)
- EKN does not approve activities by WASTE and ZZL for 2013 and 2014. After further discussions with the EKN it was decided that WASTE's on-going activities (Ecosan activities by WASTE and YDD) can continue.
- Limit sanitation marketing activities to those that directly contribute to the programme results. The EKN does not approve the creation of revolving funds, however, financing of stock for initial consumer goods (e.g. water filters) is OK but needs detailed documentation "and at the end of the project included in the potential transfer of inventory items to partner organisations". The maximum amount that can be used for this purpose is Euro 25,000 (~IDR 310,000,000) see also annual plan section 4.2, bullet 2.2.
- Budget 2013 is the guide; all additional activities have to be budget-neutral!

Extra aspects (see annual plan section 4.2)

- Start-up equipment/capital as support for tukang is possible, but only if it is already included in the 2013 budget.
- Water supply activities within EKN budget are possible, but budget neutral. As most of our budgets have some 'fat', there might be some space to allocate unused funds for water supply activities.
 - Water supply at schools: budget line 3.1.1
 - Water supply at village: budget line 3.2.2
- There will be additional reporting requirements In case of investments in sanitation marketing and/or water supply on EKN funds, to clearly demonstrate what is done, why, where, when, targets and how much budget is involved. Fund utilisation for sanitation marketing and water supply is a deviation from the budget, but EKN is flexible as long as it is reported.

Ellena asked who will own the remaining funds after the revolving fund is used. Martin explained that the money should not be seen as a gift; if there is money left then it should be used as any other part of the budget. There was some confusion about buying stocks without being able to operate a revolving fund. Martin mentioned that he will further discuss this with the EKN and the individual partners. He did stress that partners can buy and sell products for the time being as they are seen as programme assets.

Review of the SHAW programme

Martin reminded the partners that an internal programme review was carried out in May 2011 which brought up many issues and lessons learned. Martin suggested organising a similar review during 2013. The purpose of the review should be to study:

- The situation
- The changes brought about by STBM
- How to continue regarding SHAW and replication

The review should look at STBM in desa, STBM in schools, and the enabling environment at the different levels (Kabupaten, Kecamatan and village). Martin suggested the following time schedule: May 2013 carry out review in the field, June 2013 organise a workshop in Jakarta to discuss the results of the review with our stakeholders. The Jakarta workshop would then be followed by a regular SHAW Programme Coordinator's meeting (2013/Q2). Ideally a wide range of persons participate in the review in order to inform, compare and motivate. This can be done by inviting members from the National level to visit the field to show what we are achieving and by asking partners to go visit other partners to exchange ideas and to compare approaches.

The questions used in the Lembata study could be used to study the situation and the changes. The questions would have to be extended to include issues such as sustainability (how to deal with the future, exit strategy, etc.), the enabling environment, community organisation, budget aspects, etc. In short it is important to find out whether the STBM flame will continue and even spread out or fade out after the SHAW programme.

Miscellaneous issues

Martin brought up a couple of other issues, namely:

- Water supply: more information is to be made available with regards to planning, expected results, and budget by each partner.
- Annual plan 2013: Simavi's external auditor requests proof of approval of biannual reports. Martin will follow up by email which will require a quick response by the partners.
- Child under-nutrition or stunting of under five year olds: Martin presented a quick overview of the relation between poor sanitation and hygiene conditions found in Indonesia and the relatively high levels of stunted children in Indonesia. According to a recent study one out of every three children in Indonesia are stunted. This is 2.5 times higher than other Asian countries. Stunting affects school performance and achievements and this will directly affect adult productivity and income generating possibilities. Martin explained that it is not just diarrhoea but Environmental Enteropathy³ (EE) that causes under- or mal-nutrition by children.

School sanitation

Erick introduced the session by going through the topics that will be discussed. The main purpose of the session is to determine:

“Where are we and what remains to be done?”

The following topics were reviewed and discussed during this session:

- 1) Results November 2012 workshop
- 2) Results January 2013 workshop
- 3) Draft school STBM monitoring indicators

Results November 2012 workshop

Elbrich gave a quick summary of the proceedings and results of the **November 2012 workshop** organised in Yogyakarta. During the workshop a generic flow of activities was developed by the participants. The key stakeholders were identified including their roles from district to desa level, and an overview was made of the short-term and long-term results that we want to achieve in collaboration with these stakeholders. What are the preconditions that need to be in place to implement STBM in schools? The workshop participants also identified who should do what during implementation including the follow up activities at schools and villages after STBM triggering. A lobby component was included to ensure that all the relevant stakeholders get on board. A start was made discussing the school STBM indicators which was followed up by Pam in the Netherlands. A school monitoring component was therefore included in the flow of activities. The crucial aspect that was discussed was the need for organising training for the different stakeholders that will be involved in the actual implementation and monitoring of STBM at the schools. Hence, the workshop was concluded by stressing the need to develop a training manual. Following the November workshop it was decided to organise another workshop in January 2013 to develop the training manual.

³ A disease or other disorder of the intestines which causes growth failure in children in the developing world.

Results January 2013 workshop

Yus gave a similar overview of the proceedings of the January 2012 workshop. During the workshop two different training were identified: 1) training for policy makers (TOT); and 2) training for school sanitation implementers. The beneficiaries of the first training will be the heads of the Puskesmas, Promkes, Camats, trainers and others. The beneficiaries for the second training will be the sanitarians, midwives, Kecamatan STBM teams, school principals, school inspectors, and the teachers responsible for STBM. Most of the first two days were spent juggling with a range of issues. Each module consists of 22 themes. Which covers the following themes: 1) understanding STBM, 2) need for monitoring of school STBM, 3) understand and facilitate the options for the 5 pillars, 4) enable beneficiaries to have the skill to train and to implement, 5) understand the triggering and promotion methodology, 6) capacity on effective communication, 7) knowledge and skills to construct and maintain school sanitation facilities. On the third day we tried to develop 2 times 22 subjects; of course that was not possible! The solution was to provide a one-week period to the facilitator to draft the training modules. The draft was shared in the fourth week of January. There are now three different files consisting of a range of subjects but most of these are not yet complete and not yet covering all 22 topics. The material is now with the partners to provide feedback to the external facilitator, Ibu Julie. So far only Plan has reacted briefly. Verbal feedback was provided by the other partners.

There was some confusion about the relation between the 22 topics (subjects) and the seven themes mentioned by Yus. Yus explained that the themes consist of several sub-themes or topics and that is why they have come to 22 topics.

Erick repeated his earlier question: where are we and what remains to be done to complete the training modules?

- Ishak: with regards to the modules received a lot of parts are still empty or need to be revised. I am confused about the highlighted parts that require input and feedback from the participants of the workshop.
- Ellena: our expectations about the workshop were too high! We invested a lot of energy in the workshop but we are disappointed with the result of the workshop. Julie had not yet received the important points of STBM and moreover we were so disappointed that she told us that we do not understand the concept of the five pillars of STBM. We were confused. Did Julie come to provide training on how to develop the school STBM training modules or to develop the module on the basis of the inputs from the participants? I am not able to provide feedback on the draft modules.
- Elbrich: general feedback is important to convey to Julie, particularly where it concerns the fact that expectations were not met by her. But also you are the experts of STBM, more so than Julie. So if you see that there are overlaps in the modules you should not get confused but inform Julie that she is going wrong. We need you to identify the elements that are not clear or not complete. It would be best if you could do that sometime today so that we can provide detailed feedback to Julie. Remember that Julie will not be able to finish the modules without our detailed feedback. We will have to give Julie another deadline to come up with the final modules.
- Martin: Julie informed Martin that she will have two days next week to work on the modules. It would therefore be best if we could provide feedback to her this week so that she can work on the training modules next week.
- Christina: the workshop was not well structured until Yus took over. We understand that we need to help her to complete the modules but it is difficult without a clear framework. We received only one module which is a mix of the two training. I doubt that she has a good understanding of what triggering is all about as it is not included in the module.

After a long discussion in which a number of disappointments were aired it was decided to stop looking backwards and instead look ahead and decide what next steps are to be taken to move forward. The following was agreed:

- 1) In the evening of 6 February 2013 the participants of the January 2013 workshop will study the draft module and draft detailed feedback.
- 2) In the evening of the 7 February 2013 the participants will sit with Elbrich to discuss their individual feedback and to compile all the feedback into one reaction to Julie. Elbrich will thereafter forward the combined feedback to Julie.
- 3) On Tuesday 12 and Wednesday 13 February 2013 Julie will work on the 2nd version of the training module incorporating all the comments and feedback provided by the partners.
- 4) After receiving the 2nd version, Simavi (Elbrich and Martin) and the partners will have a critical look at the 2nd version and decide on what to do next.

Review draft school STBM monitoring indicators

The participants were divided into three groups. Group one was asked to review the output indicators and group two and group three were asked to review the outcome indicators. The remaining time up to lunch was used to review the draft school sanitation indicators in the groups.

After lunch the three groups presented the outcomes of their observations. The detailed observations and comments are given in Appendix 4.

Elbrich concluded the session by saying that Pam, Erick and herself will continue working on the monitoring forms on the basis of the feedback provided during the session and that the next version will be shared and discussed with the partners. Simon Heintje asked whether the new format could be made available to Plan as they are about to evaluate the sanitation and hygiene conditions in the elementary schools in TTS and TTU. It was decided to share the draft monitoring forms with Plan as that would be an excellent way to test the forms in the field.

Study on Changes as result of STBM activities in Lembata Regency

Martin explained that he had already talked about the study during the previous October 2012 meeting. The study⁴ was carried out by a policy consultancy firm called AKADEMIKA on behalf of Simavi. The overall objective of the study was “to get lessons learnt from Lembata experiences in changing behaviour ignited by STBM program for better and sustainable water and sanitation development.” The specific objectives of the study were to:

- 1) Assess the actual sanitation and hygiene behaviour by households and individuals in the villages.
- 2) Assess the capacity of the enabling environment to support and maintain the good results of STBM.
- 3) Formulate a set of recommendations for relevant institutions (both government and non-government) to scale up good water and sanitation programmes with special attention on sustainability.

Methods applied to collect data were household surveys, in-depth interviews, focus group discussions, most significant change stories and direct observations.

⁴ Simavi (January 2013) Study on changes as result of STBM activities in Lebata Regency; a study conducted by AKADEMIKA, Jakarta, Indonesia

Results of the study

1. Pillar 1: Stop ODF

- Official indicator: “Every individual and community has access to basic sanitation facilities so that open defecation free (ODF) community is achieved”.
- The indicator used during implementation was the ownership of a toilet at each home, and for a village to be declared 100% STBM it requires 100% toilet ownership at the home.
- Most of the respondents already had access to a toilet before the programme started; 95% in STBM houses and 92.5% in non-STBM houses. Furthermore, toilets are used by almost all households: 97.5% in STBM villages and 97.5% in non-STBM villages.
- Defecating behaviour: of the 120 STBM houses 60% always use their toilet versus 65% for non-STBM houses. Both in STBM and non-STBM villages, 30% of respondents still defecate in open area although they have a toilet at home. This includes the use of open spaces when working in the fields!

2. Pillar 2: Handwashing with soap

- Official indicator: “Hand washing facilities (including soap) are available in every household and public facility in community (such as school, office, restaurant, health centre, market, bus station) so that everybody can wash their hands properly”.
- The indicator used during implementation was the ownership of hand washing facilities at the home and for a village to be declared 100% STBM it requires 100% of hand washing facility ownership by households.
- 85% of the STBM houses had no handwashing facility before the programme but have now versus 0% for non-STBM houses. 100% of the non-STBM houses did not have a handwashing facility at the time of the survey.
- Handwashing at critical times: before eating: 92%, after defecating: 67%, before preparing food: 17%, other (after eating or doing activities): 66%. The figures for non-STBM households were not very different (see table below).

When do you usually wash your hand?	Type of village (% “Yes” response)		Total
	STBM (N=120)	Non STBM (N=40)	
After defecating	66.7%	47.5%	61.9%
After cleaning kids	3.3%	0.0%	2.5%
Before preparing food	16.7%	5.0%	13.8%
Before eating	91.7%	95.0%	92.5%
Before providing food to kids	3.3%	0.0%	2.5%
After touching livestock	9.2%	2.5%	7.5%
Other (after eating or doing activities)	65.8%	55.0%	63.1%

- Handwashing before eating continues to be done by using a small basin with soap inside the house. Handwashing after defecating is done with water and soap available at the toilet. Handwashing facilities outside the house (e.g. tippy taps) are used after “outdoor activities”, like working in the field, cleaning yard, playing (kids).

3. Pillar 3: Household level drinking water management

- Official indicator: “Every household manages drinking water and food at home safely”
- The indicator used during implementation was that a campaign for better drinking water treatment was conducted. No clear indicator and requirement should be met for a village to be declared 100% STBM.
- Campaign for better drinking water treatment is conducted however no clear indicator and requirement should be met for meeting STBM criteria.

- Changes: treating drinking water before interventions: 98% for STBM houses and 97.5% for non-STBM houses indicating that this was common practice already.
- 4. Pillar 4:**
- Changes: 9% of houses do not manage their solid waste well in STBM houses, and 50% for non-STBM houses
 - Solid waste management in STBM villages is noticeably better.
- 5. Pillar 5:**
- No clear indicator and requirement for meeting STBM standards.
 - Changes: 40% of houses do not manage household wastewater well in STBM houses versus 63% for non-STBM houses.
- 6. Pillar 6: Livestock alienation**
- Although the idea for this pillar came from the population, this pillar is considered by STBM practitioners to be the most difficult to achieve after pillar 1.
- 7. Conclusions**
- Lembata is considered as one of successful districts in implementing STBM. The researchers are confident that what happens in Lembata can be a lesson for implementation of STBM anywhere across country.
 - Compared to non-STBM villages, STBM villages are better in terms of coverage of toilet ownership (?) and in terms of quality of the toilet. However, the (almost) 100 per cent of toilet ownership is not a guarantee for open defecation free villages.
 - STBM is successful in making hand washing facilities physically available. But the use of hand washing facilities at critical times is still lacking in STBM villages (and non-STBM villages as well).
 - Drinking boiled water has been a habit however respondents in STBM villages tend to treat drinking water better than respondents in non-STBM villages.
 - STBM villages are better than non-STBM villages with regards to management of solid waste. That is an indication that STBM has a contribution in improving knowledge of the villagers on solid waste management.
 - Generally speaking, waste water is not managed well, both in STBM and non-STBM villages.
 - Among STBM pillars, stopping open defecation is considered as the most difficult to achieve, mainly because it involves financial investments by households.
 - There is no proof (at this moment) that the health situation in STBM villages is better than in non-STBM villages.
 - There is an indication that STBM pillars, particularly Pillar 1 (stop open defecation) and Pillar 2 (hand washing with soap), are implemented in a way that fails to reflect the real essence of the pillars.
 - The lack of access to water can be a threat to sustainability of STBM achievements.
 - The most important institution in water and sanitation programs (including STBM) is the existence of local leaders. Without them, water and sanitation projects cannot be implemented well. They can work well even without the existence of water and sanitation project however STBM (or other sanitation projects) helps to speed up the process.
- 8. Recommendations**
- 1) Either government or non-government institutions should help villages solve the problem of access to clean water that has proven to be the main problem regarding the sustainability of STBM achievements. Water should be available not only at household level, but also in public areas including schools, government office and farm.
 - 2) Village government should take initiative to find a way to make public toilets available in public areas such as farms (?) and playing grounds (for kids).

- 3) All relevant agencies should back the idea of stopping open defecation, instead of concentrating only on toilet development at household level. Martin said: “access to hardware does not mean behaviour change”.
- 4) All STBM practitioners should review the STBM implementation strategy so that the essences of STBM pillars are not overshadowed by physical or visible aspect of the pillars. That principle is applicable for all pillars of STBM, but there are two ‘critical pillars’ with very high potential of that ‘misleading’ output indicator, namely Pillar 1 (stop open defecation) and Pillar 2 (hand washing using soap).
- 5) Training for local leaders must be the starting point and the main component of any program/project to be implemented at village level. That is essential to improve the capacity of the local leaders so that they can contribute significantly to sanitation development.

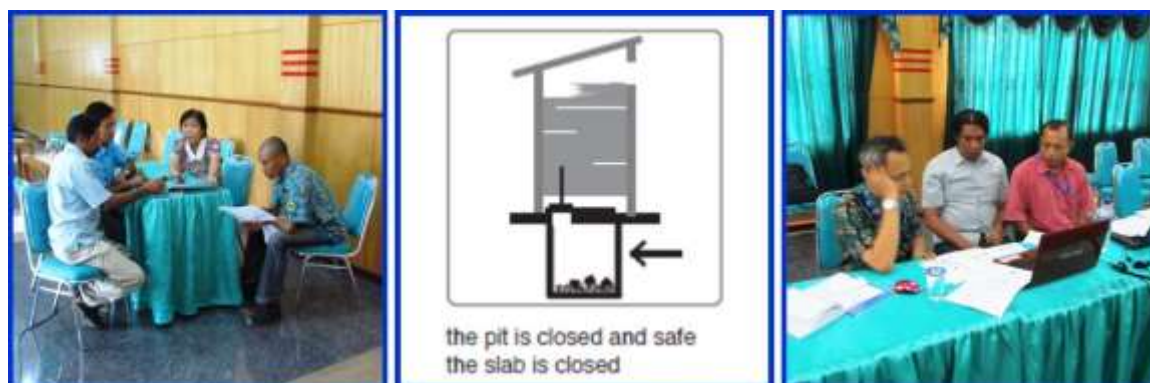
Martin wrapped up the presentation by saying that people still continue to practice open defecation even if they have a toilet at their home. What if they are not at home and for example working in their fields? Similarly the existence of a handwashing facility at homes is not enough to prevent bacterial transmission. People need to wash their hands in different places, not only when they are in their homes. Finally triggering is an important activity but returning regularly to the villages for post-triggering follow up is even more important.

Martin concluded the presentation by saying: “take these messages from the study with you when you do STBM promotion in the villages. Follow up after triggering is important; continue the discussion with the villagers.” Finally Martin mentioned that he would share the final report with all the partners.

Review of draft OUTCOME monitoring pictograms

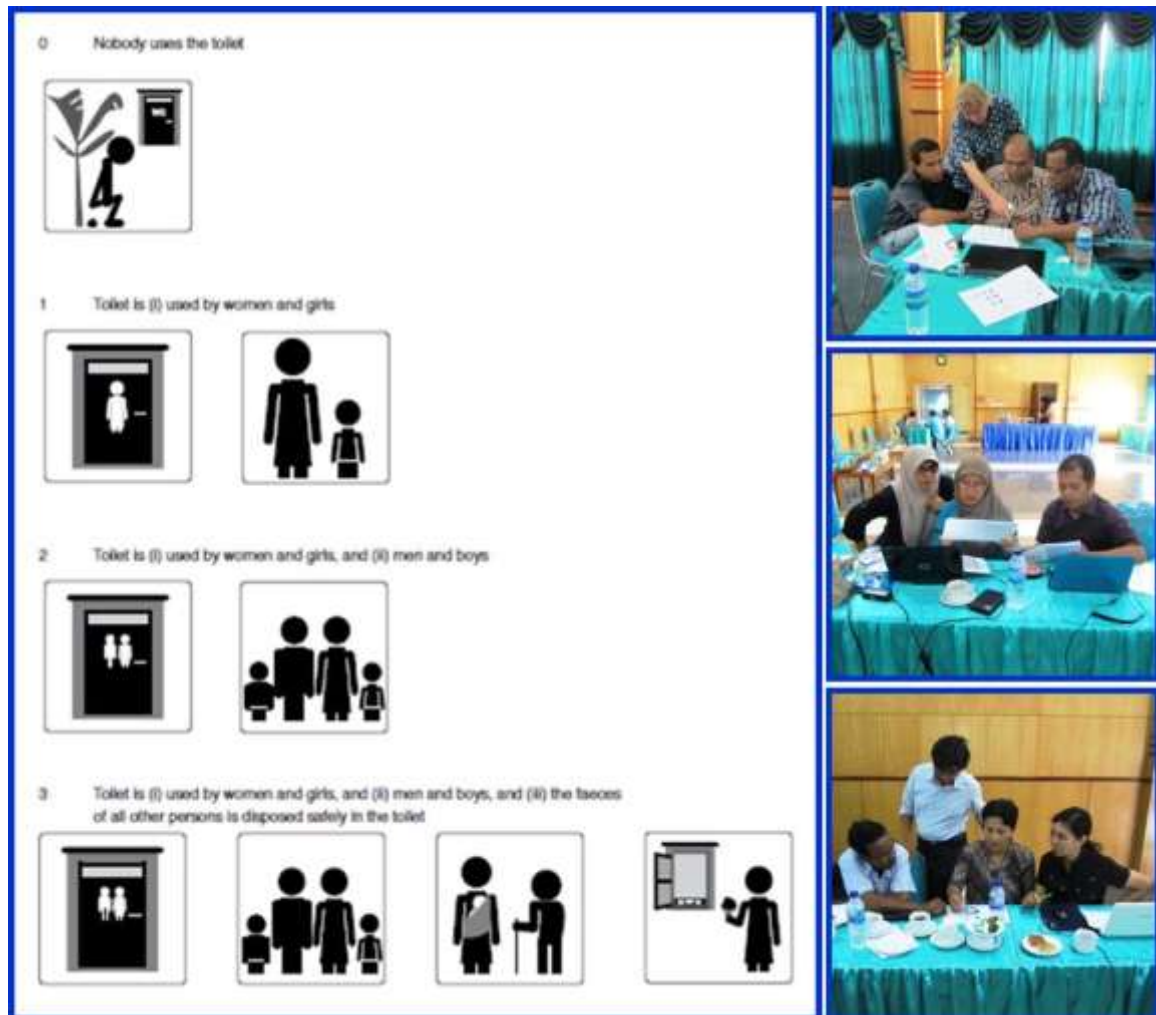
Erick introduced this session by saying that this session had come instead of the knowledge management session originally scheduled as it fits better after the earlier discussions on the new monitoring system and the draft monitoring indicators for school sanitation. He referred back to the discussions held during the Jakarta meeting in June 2012 where it was concluded that people had problems understanding the sometimes complex or complicated explanations of the different outcome levels. It was then suggested to consider combining the written text with easy-to-understand pictograms. Since then Martin has contracted a communication expert to work on the outcome pictograms. Pam gave a quick explanation about how the partners were to read or view the pictograms. They should be seen more as easy-to-recognise symbols or icons instead of as clear pictures that tell the whole story.

The pictograms of the different pillars were divided among the partners and they were asked to review whether the pictogram in combination with the original text would make it easier for village cadres and village leaders to conduct their monitoring tasks.



Group work on the outcome monitoring pictograms

The results of the discussions, which is a combination of feedback by the groups and plenary discussions, is provided in Appendix 5.



An example of the outcome pictograms (Pillar 1.3) and group work reviewing the pictograms

2.3 Thursday 07 February 2013

Most of the day was spent on a field trip to visit Yayasan Dian Desa SHAW intervention villages. A quick overview of the programme for the third day is summarised in the following table.

When	What	Who
Morning & Afternoon	08.00-16.00	Field trip
		Break
	17.45-18.45	Review field trip
		Erick

Field trip to visit YDD SHAW intervention areas

During the field trip organised by YDD, Paubekor village (STBM) and the toilet construction activities in Kelurahan Hewoli were visited.

Review of the field trip

Erick introduced this session by saying that we take time to review the field trip for two reasons, namely:

- 1) To provide feedback to the host (YDD) who organised the field visit. What is our impression? This can be negative or positive as long as it is constructive.
- 2) To consider what we are going to take home. What can we implement in our areas?

All three groups presented their observations and findings.

Group 1 visiting Dusun Arat

- Positive: 1) committed community; 2) willingness to change; 3) obedient to the leaders; 4) high level of resilience; 5) YDD smartly makes use of the strength of the community, 6) existence of 5-year village development plans.
- Critical: 1) water reservoir is dirty and there is a high presence of skin diseases; 2) cattle are tight-up in pens but the village is still dirty and smelly; 3) need to improve wastewater management in the village (pillar 5); 4) the tippy tap designs should be improved so that they become accessible to small children; 6) the lids used to cover the toilet squatting holes are too small; and 7) household solid waste is placed in pits but it would be good to separate the solid waste first.
- Lessons learned: 1) this village has already a long term planning in place; 2) how to successfully develop the network among the stakeholders (from Camat to lowest level); 3) strong unity among the villagers; and 4) networking among the villages in the Kecamatan.

Group 2 visiting Dusun Tomu

- In general all households have all facilities in place for the 5 STBM pillars. However, villagers are still practising open defecation when working in the fields. Similarly there are still people who do not know the critical times to wash hands. Some people still throw the garbage in the river and there is still stagnant water in the yard from the dishes and the bathroom. Children cannot wash their hands at the school as there are no facilities.
- YDD should assist the villagers to find alternative methods to manage their solid waste and to ensure that wastewater does not end up in stagnant pools. YDD should also ensure that facilities are not just built but also used (e.g. tippy taps).

Group 3 visiting Rita Sisan

- Most of the issues were already covered by the first two groups.
- The physical facilities are in place and the suitable behaviour is in place. 80% of the toilets were already in place before the start of the programme.
- Village development plans are made but it would be good to include monitoring in these plans as there is no special budget for monitoring. Push and motivate to get the local government involved.
- There are still houses where people ask themselves why they should change their behaviour.
- YDD should ask for BOK funds as there are only limited ADD funds available. BOK funds should be used to enhance sustainability, in particular for continuous monitoring.

This group also visited the local artisan Frans in the Hewoli village. Some observations:

- In this village there are two masons but only Frans completed the training organised by YDD on the construction of all types of toilets. The villagers indicated to Frans that they could build the normal types of toilets themselves, hence, they only require his services if they are interested in the YDD toilet model.
- So far Frans has sold six YDD toilets and he has received another two orders at a price of IDR 3.5 million.
- The toilet that Frans installed at his own house was inspected by the group and this revealed a number of problems, particularly related to the lack of access to the septic tank and the manner in which the effluent from the septic tank drains into the open environment. After the training there should be more attention to supervise and monitor the work of the tukang.



Pictures taken during the field visit

2.4 Friday 08 February 2013

Erick provided a quick overview of today's programme as shown in the following table.

When		What	Who
Morning	08.30-12.00	World Café	Erick
		Lunch	
Afternoon	14.00-14.30	Conclude presentations and discussions on World Café outcomes	Erick
	14.30-15.15	Knowledge management	Pam
	15.30-16.45	Develop action plan 2013/Q1	Erick
	16.45-17.30	Evaluation	Erick
	17.30-17.45	Closure	Martin & Christina

World Café

Erick quickly revisited the 'rules of the game' for the World Café session presented in the afternoon of the first day.

Purpose of the World Café

The purpose of the World Café is to provide a safe place for people to discuss diverse topics (issues, problems, etc.), share ideas, discuss diverse perspectives and experiences, connect with peers and 'experts', dream of solutions, and share the outcome with others.

'Rules of the game'

- ▶ Two rounds of 45 minutes each
- ▶ One table host (table owner) per issue
- ▶ Other participants 'experts or consultants' choose a table on the basis of their expertise and/or interest
- ▶ Process for first round:
 - Table host gives a short introduction of the issue / constraint / challenge
 - This is followed by a table discussion; and
 - The main results or outcomes of the discussion are captured on paper by a note keeper.
- ▶ After the first round of discussions, the experts or consultants move around and pick another issue that they are interested in
- ▶ Process for second round:
 - Table host starts with a short introduction of the issues and a quick recap of what came out of the first round of discussions
 - This is followed by a table discussion; and
 - The discussion is wrapped up by capturing the main results or outcomes.
- ▶ In a plenary session the table hosts give a brief recap of what was discussed and an overview of the main results of the table discussions.

The issues identified earlier during the week were revisited and a final selection was made. A total of four issues identified by four out of the five partners were selected. Thereafter table hosts and teams of experts were identified for each issue.

Partner	Issue	Table host	Experts for round one
YMP	How to create ownership of STBM by the community?	Noer	Anneke, Raphael, Christina, Henny
YDD	How to conduct monitoring at scale?	Ikos	Nas, Pam, Simon, Azwan, Kris
Plan	Should we provide equipment or funds to masons?	Eka	Yus, Elbrich
CD Bethesda	How to sustain the SHAW STBM achievements?	Agus	Sipri, Yos, Ellena, Martin

The 'parked' issue of organising STBM declarations at scale was resolved when it was suggested to copy the YDD solution where:

- The Camat is responsible for village level STBM declarations; and
- The Bupati is responsible for Kecamatan level STBM declarations.

After the first round the table hosts remained at their own table and the 'experts' were asked to move to a new table on the basis of their own interest.



World Café sessions in progress

Plenary presentation and discussion of World Café discussions

The four table hosts presented the main outcomes of the two rounds of discussions.

Ownership of STBM by Noer

- We need an effective strategy to work on this issue so that the communities embrace STBM and take the lead.
- Working with Government institutions:
 - Provide clear and comprehensive understanding on STBM
 - Invite them to take the lead and we support them in this

- Provide the chance for them to learn and to get inspired by organising a study tour
- Create ownership at community level:
 - Carry out the strategy and principles of STBM
 - Build partnerships among the communities
 - Identify the strengths of the community
 - Develop their awareness about their current situation and conditions
 - Follow up, monitoring, etc.
- Include STBM issues into the structure of the Government institutions, systems and budgeting processes
- Discussion: Do we focus on the community as a whole? What is the role of the village leaders? Yesterday's field trip once more showed the importance of active, committed and motivated leaders at different levels. May be we are spending more time with village cadres than with the community leaders. There needs to be a better balance between supporting cadres and inspiring, encouraging and motivating local leaders.

Monitoring at scale by Ikos

- Training of trainers (TOT) need to be carried out at Kabupaten level for Kecamatan STBM teams. Thereafter the trained individuals will carry out further trainings in their respective villages. Our role is to organise the Kabupaten level TOT and to assist the trained people to carry out further trainings. Trainings can be paid from the SHAW budget.
- Make sure the system of STBM monitoring is carried out properly at all the different levels. The monthly evaluation meetings at desa level could be the right moment to collect and analyse the monitoring data.
- Advocate the need for a specific budget for monitoring from the BOK with the Puskesmas and Dinkes.
- Monitoring updates and results can be published on the information board in the village office.
- Discussion: Monitoring is not just our responsibility. We do not do this on our own. We facilitate but all the work needs to be done by others (village cadres, village leaders, Puskesmas staff, etc.) Quality of the data is equally important. How do we ensure reliable as well as consistent data? Quality checks are needed and therefore should be put in place. We are proud of our new monitoring system, but then the information needs to be reliable. What is new in the presentation? May be the situation of YDD is different from other partners. 86 villages do not know about the new monitoring system and therefore we are proposing the cascading trainings to make working at scale possible.

Material or financial support to artisans by Eka

- The market is the most important thing and the selection of the artisans is the most important aspect.
- We could play a role in providing smart support and stimulus. There is no need to provide financial support to artisans as there are other ways to support them (e.g. facilitating access to financial institutions).
- We need to support the artisans to tap the market potential. The artisans should market products for improved sanitation facilities.
- Since Government institutions have funds available, they could maybe financially support the private sector.
- One solution is to create an association of artisans as it might be easier to access finance from finance institutions as a group instead of as an individual.
- Discussion: It was said that obtaining loans from commercial banks is very difficult. One of the constraints is related to the need to provide a security in the form of collateral. Eka mentioned that there are alternative sources for obtaining financial support. For groups it is easier to come up with collateral.

Sustaining SHAW STBM achievements by Agus

- The community should have the awareness about healthy living.
- Government should use STBM as a way to promote healthy living.
- There should be local legislation put in place which sees to it that people live healthy including punishments for those that do not follow the law.
- The role of the private sector increases if the demand from the community increases.
- Discussion: The private sector should be involved from the onset of the programme. This would for example include pit emptying services but also facilitating access to for example water filters. We need to think about the proper use and allocations from the government budgets. What are we going to do to enhance sustained behaviour change? We should lobby and advocate with all stakeholders continuously so that they will play a more active role and create an enabling environment. Carry out the school sanitation component so that students are made aware about and accustomed to STBM. Start to involve the Education Department at Kabupaten level. We need to continue to empower the key persons (e.g. village leaders, sanitarians, cadres, etc.). What is the reason for putting budgets in place? Isn't the spirit more important? Focusing on changing behaviour is our first focus but budgets help to keep the momentum going in the long run.

Knowledge Management

Pam gave a brief presentation on what we are going to do with regards to knowledge management.

SHAW internal newsletter

A number of different logos for the SHAW newsletter were presented and these will be forwarded to Simavi for approval.



Examples of possible SHAW logos

Thereafter Pam presented a number of designs for the cover of the SHAW newsletter. Earlier in the week it was decided that the editorial team for the newsletter will consist of Agus Hari of Plan, Dody Kaunang of Rumsram, Christina Aristanti of YDD, Dewi Utara of CD Bethesda and Ucok Mubarak of YMP, Pam and Yuli from Simavi. First contact will be established next week with an email from Pam to the team members. The team members were requested to provide the following information:

- ⇒ Topics for the next four newsletters: the editorial team will come up with a list of topics next week and that will be shared with the partners.
- ⇒ Additional items, features you want to include: activities by partners carried out in the field (e.g. STBM declarations and so on). Deadline for articles for the first newsletter is 15 March 2013, for the second issue will be 15 June 2013.
- ⇒ The logos of your organisations (PDF) nice and clear: deadline: as soon as possible.

Google Drive

Yus started by saying that the idea about using Google Drive (GD) is to be able to store SHAW documents on a central location so that they become available to all partners. However, so far only a few people have requested to access GD. Some others failed to access GD for example because they forgot their password. Guidelines were provided earlier but they could be incomplete or not clear to all. Folders can even be accessed when not online by storing them on your computer's hard disk.

What to do to get access?

- You require a Gmail email account
- Then request Yus to provide access by sending an email to shawprogramme@gmail.com
- The administrator (Yus) will reply by email with info on how to access Google Drive including an attachment with the user guidelines.

To be 100% clear: Yus is the Google Drive administrator but the partners are responsible for the content of what is put on GD. Documents and so on should be send to Yus for uploading on GD.

It was suggested to store the monitoring data files on GD in future as they are often too big to send by email. Pam reacted by saying that another way to forward big files is to use the internet based program “wettransfer”. She explained that files of up to 2 GB can be shared via [wetransfer.com](https://www.wetransfer.com)⁵.

Action planning

This session was used to recap 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.

This session was also used to review the new 6-monthly report included in the OUTCOME monitoring Excel workbooks and to compare this report with the bi-annual reporting format. A number of changes were made to the bi-annual reporting format which will be incorporated by Martin.

Evaluation

The participants were asked to evaluate the four-day meeting by ‘buzzing in pairs’. No guiding questions were provided as it was a ‘free-for-all’ exercise. The following is the outcome of the plenary presentation.

Outcome of the meeting evaluation		
	Enjoyed the topic on monitoring in combination with bi-annual reporting	Brought up by 5 pairs
	World Café methodology was very effective in resolving our questions and concerns	Brought up by 5 pairs
	Field trip was a good moment for learning and inspiration	Brought up by 4 pairs
	There was sufficient time to discuss all the topics on the agenda	Brought up by 3 pairs
	Good discussion on the school sanitation component and it is now getting clearer. One person felt re-motivated and re-energised.	Brought up by 3 pairs
	The 4-day meeting was very effective to share, evaluate and improve the programme	Brought up by 2 pairs
	Good opportunity for knowledge sharing among the partners	Brought up by 2 pairs
	Facilitators were more creative this time	Brought up by 2 pairs
	Translator was good and at times a bit of a joker	Brought up by 2 pairs

⁵ <https://www.wetransfer.com>

Outcome of the meeting evaluation		
	Feedback after the field trip for improving the implementation of the programme was useful	Brought up by 1 pair
	No time for relaxation and shopping	Brought up by 1 pair

Closure

Martin said that there have been a lot of detailed discussions on a reduced number of topics during the past four days. He explained that in line with the findings of the MTE no new topics or activities were introduced (possibly leading to new programme activities) as everybody is already busy enough. The only thing we will continue to pursue in the coming period is to start with the school sanitation component. Martin also referred to the 2013 annual plan approval letter from EKN which also advised from starting up additional activities. What is approaching vast is the second round of the new monitoring system. Your challenge is to get monitoring institutionalised so that it becomes a normal part of life.

Martin reminded the partners that he will be approaching them soon with regards to the additional information requested by the EKN concerning the 2013 annual plan, and the approval of the annual reports requested by the external auditor. He said that he will also contact the partners to hear their ideas about the organisation of the review tentatively scheduled for May 2013. Advocacy is the only topic that remained in the 'parking lot' at the end of the meeting and Martin said that he will contact the partners to hear them out.

Finally Martin mentioned that partners should contact him first before making any changes to their budgets if they are thinking of carrying out sanitation marketing and water supply activities. Martin ended by thanking everyone and by wishing them courage for the coming period. "I like these meetings." Thank you very much and have a safe journey.

Christina thanked the group and hoped that the organisation of the meeting had helped to make it successful.

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Appendix 1: 2013 Q1 original meeting schedule

What	2013 1 st Quarterly Meeting of SHAW Programme Coordinators
When	05 to 08 February 2013
Where	Maumere, Sikka, Nusa Tenggara Timur

Day	When	Topics	Expected results	Remarks
Tuesday 5/2	Morning	Opening and welcome		Pam and Martin
		Progress on action list Q3/2012	Updated action list	Erick
		Progress updates	Understanding of where we are and whether we are on track	Programme coordinators
	Afternoon	SHAW monitoring system	Improved capacities and easy-to-use tools to carry out monitoring and reporting tasks	Erick
		Identifying issues for the World Café session		Erick
Wednesday 6/2	Morning	Annual plan 2013 and other topics	- Understanding of the conditions set by EKN - Agreement on review (period, topics, who, workshop, etc.)	Martin
		School sanitation & hygiene	- Clarity on where we are and what still needs to be done - Agreement on school STBM indicators	Elbrich and Erick
	Afternoon	Study on Changes as a result of STBM	- Better understanding and insight in what affects sustained change - Learning will help to refine SHAW STBM approach	Martin
		Knowledge management		Pam and Yus
		Preparations for field trip		Christina and Pam
Thursday 7/2	Morning	Field trip		All
	Afternoon	Prepare field trip feedback presentations		Teams
		Present and discuss field trip feedback reports	An overview of challenges and lessons learnt	Erick
Friday 8/2	Morning	World café	One or two challenges or constraints would be resolved by making use of the expertise available within the group of participants and facilitators	Erick
	Afternoon	Parking space		Pam
		Action list Q1/2013	Clear and concrete action list	Erick
		Evaluation and closure		Erick and Martin

Appendix 2: List of participants

No	Name		Organisation	Email	Hand phone
1	Kristiani Sulistiyowati		CD Bethesda	k_sulistiyowati@yahoo.com	081228153712
2	Henny Pesik		CD Bethesda	pesikhenny@yahoo.co.id	081393163111
3	Agustinus Umbu Rupa		CD Bethesda	agusumburupa@yahoo.com	085237828469
4	Eka Setiawan		Plan	eka.setiawan@plan-international.org	081210507344
5	Simon Heintje Tulado		Plan	Simon.HeintjeTulado@plan-international.org	085253037534
6	Siprianos Rahas		Plan	Siprianos.Rahas@plan-international.org	081 353 767 034
7	Ishak Mattarihi		Rumsram	kasumasa_biak@yahoo.com	081344013634
8	Nasaruddin		Rumsram	nasaruddin.rumsram@yahoo.com	085244383850
9	Dolfin Rumawak		Rumsram		081247567853
10	Abang Rahino		Simavi	abangrahino.simavi@gmail.com	082168532441
11	Elbrich Spijksma		Simavi	Elbrich.Spijksma@Simavi.nl	082262575732
12	Martin Keijzer		Simavi	martin.keijzer@simavi.nl	08112507140
13	Pam Minnigh		Simavi	minnigh@cbn.net.id	0811381287
14	Yusmaidy		Simavi	yusmaidy@ampl.or.id	08124639219
15	Azwarudin		YMP		081237213030
16	Noer Sakinah		YMP	noer_sakinah@yahoo.co.id	081237119844
17	Susana Helena		YMP	e_peduli@yahoo.com	081237213030
18	Christina Aristanti		YDD	christina@arecop.org	08122704055
19	Rafael		YDD	laconawa_edd@ymail.com	085333325175
20	Yos Kauro		YDD	melky_ntt@yahoo.com	082146196877
21	Erick Baetings		IRC	baetings@Irc.nl	081239904198
22	Anneke Ooms				081229944806

Appendix 3: Progress status update of 2012 Q3 Action Plan

	Theme	What	Who	When	2013-Q1 Status Update	
					Overall	Details
1	Monitoring	Decisions: ✓ Output and outcome monitoring system is finalised and should be used for programme monitoring from now onwards ✓ Frequency: see Q3 meeting report ✓ Sample size: 100% ✓ No modifications to be made to the data collection forms now ✓ New system will be reviewed after March 2013				
		Action items: • Continue (Plan, YDD, Rumsram, YMP) or start (CD Bethesda) using the new monitoring system • Database will be completed • Final 2012 output and outcome monitoring data must be available by 1st week of January 2013. This means that data collection activities are carried out in November/December 2012 and completed databases are sent to Erick, Pam and Martin before Saturday 5 January 2013	All partners	As from now	=	
			Erick	< End Nov 2012	+	
			All partners	< 5 Jan 2013	?	
2	Knowledge management	Decisions: ✓ Two SHAW knowledge products will be produced in 2012: ▪ Two-pager on SHAW ▪ Document on demand creation at scale ✓ An internal SHAW newsletter will be produced from now on: ▪ SHAW newsletter will be used to share information, lessons learnt and new topics on SHAW and to share experiences from outside SHAW				

	Theme	What	Who	When	2013-Q1 Status Update	
					Overall	Details
		▪ Pam, Yus, Yuli and Carmen will form the editorial team ▪ Partners will identify one dedicated person to support the team ▪ A virtual working group will be set up by Pam ✓ Google Drive will be used to store and share SHAW related documents, pictures, etc. ▪ Yus will act as the Google Drive administrator				
		Action items: • Produce the two SHAW knowledge products in close consultation with Pam, Martin and the partners. Carmen will contact partners if additional information is required.	Carmen	< End 2012	✗	No progress as Carmen fell ill. Needs to be followed up during 2013
		• Select and inform Pam about the dedicated contact person to work on the SHAW newsletters	Partners	< 31 Oct 2012	✓	List of names was gathered during the meeting
		• Forward email with details and instruction manual on Google Drive to partners	Yus	< 26 Oct 2012	✓	Nobody seems to use GD; people may require training
		• Those with a Google email account are requested to send an email to shawprogramme@gmail.com to get access to the SHAW Google Drive account	Partners	ASAP	=	Only 4 or 5 persons so far
3	Advocacy	Decisions: ✓ The overall advocacy goals and strategy need to be developed including a mapping of target groups ✓ Factsheets or leaflets, and opinion papers and articles will need to be produced (part of KM)				
		Action items: • Martin will think on how to take this forward	Martin	< End 2012	✗	To be discussed in 2013/Q1 meeting

	Theme	What	Who	When	2013-Q1 Status Update	
					Overall	Details
4	School sanitation	Decisions: ✓ A school sanitation strategy and guidelines need to be developed on the basis of the flow chart presented during the Q3 meeting ✓ Include progress monitoring in flowchart and guidelines ✓ School sanitation activities will focus on elementary schools in old and new villages				
		Action items: • Obtain all required information (homework) on SS from MoE, UNICEF and others • Organise a SS working group meeting to work on the strategy and guidelines • Develop SS monitoring data collection form (output and outcome) on the basis of the outcome of the SS working group meeting	Elbrich Elbrich & Yus Erick	ASAP < End Nov 2012 < End 2012		Will be discussed on Wednesday
5	Sanitation marketing	Decisions: ✓ Current working group document outlines current SM practices of partners ✓ Working group will continue developing the SM component				
		Action items: • React to the working group document on current SM practices in case information is incomplete / not correct • Document the SM flowchart on the basis of the working group document and discussions • Organise a SM working group meeting to discuss the flowchart and to take the next steps	Partners Martin Martin	< End Oct 2012 < End Nov 2012 Dec 2012		Following the outcome of the MTE there will not be a shared approach hence no flowchart. SHAW will continue to document the approaches and experiences of the partners.

	Theme	What	Who	When	2013-Q1 Status Update	
					Overall	Details
6	Follow-up on MTR	Action items: - Provide input and/or comments on MTR recommendations table discussed during Q3 meeting - Complete response to EKN on final MTR report	Partners Martin	<26 Oct 2012 31 Oct 2012	✓ ✓	
7	STBM verification framework	Decisions: ✓ All partners will use the same STBM verification framework ✓ Verification criteria should be consistent with the new outcome monitoring indicators				
		Action items: Respond to the STBM verification framework discussed during Q3	Partners	< 2 Nov 2012	✓	Done and share with partners
		- Finalise STBM verification framework and share with all partners - Share and discuss the new STBM verification framework with MoH	Yus Yus	9 Nov 2012 < End Nov 2012	✓ ✓	Plan: used in 44 villages YDD: not yet used as they need to convince the Pokja Rumsram: not yet used as there have been no declarations CDB: used in 3 villages In November 2012 a meeting was held with STBM Secretariat
8	Annual plan and budget 2013	Action items Submit the 2013 annual plan and budget to Simavi (Martin) in time	Partners	15 Nov 2012	✓	
9	Biannual reporting format	Action items Forward modified biannual reporting format to all partners	Martin	< 15 Dec 2012		

Appendix 4: Review draft school STBM monitoring indicators

Group one feedback on the draft school OUTPUT indicators

- Feedback has been provided in the Excel workbook up to pillar 3
- General information:
 - Added: the number of groups on top of the page (e.g. grade 1a and grade 1b makes two groups). Its relevance was questioned by some but others explained that the number of groups will give an indication of how many teachers and tools are required to implement STBM at the school.
 - Include male/female in the questions on number of students and teachers.
- Pillar 1:
 - Added: existence of separate toilets for boys and girls and for male and female teachers.
 - Added: does the toilet room have a ventilation opening? Apparently children are afraid to use toilets that are dark inside. May be better to rephrase the toilet to accommodate both issues of ventilation and light.
- Pillar 2:
 - Type of handwashing facility: confusion about option a) and option d) as they appear to be the same. Needs to be made more obvious.
 - Location of handwashing facility: added option a) located in front of class room and they changed a number of the other options. What is the most crucial location? Near the toilet or near the class rooms?
- Pillar 3:
 - Added safe handling of food (snacks). Is this not too difficult to control as food is provided by private food vendors outside the school component?
 - Correct questions on whether students and teachers drink water brought from home or provided at the school.

Group two and group three feedback on the draft school OUTCOME indicators

- General information:
 - Added: type of school e.g. Muslim school, Christian school, etc.).
 - Where do students go to defecate: option b) was changed to house near school and option d) a number of sub-options were added (e.g. near the river, in the bush, etc.). With regards to sub-options for option d) it was decided to keep it simple!
- Pillar 1:
 - Pillars 1.1 and 1.2 need to be completed for each toilet.
 - Pillar 1.3: wordings for level 2 and level 3 were changed somewhat.
- Pillar 2:
 - Level 1: there is a handwashing station without water and soap
 - Level 2: added that some students already wash their hands
 - Level 3: all practise what they have learned
 - Pillar 2.2: don't expect curriculum but focus on extra-curriculum activities
- Pillar 3:
 - Appears to require some changes or to be left out completely particularly in those cases where children bring their water from home.
- Pillar 4:
 - Level 0: add something like waste is thrown around indiscriminately
 - Level 1: questions were raised about leaving out the burn option
- Pillar 5:
 - Level 1: add the word 'collect' and 'dan dibiarkan tergenang'
 - Level 2: add the same word 'collect' also in level 3

Appendix 5: Review of draft outcome monitoring pictograms

Pillar 1.1: Access to healthy toilet (reviewed by YDD)

- We need to understand the explanations before looking at the 4 levels.
- Level 0 = okay
- Level 1 = left pic is most common one; second pic requires a closed pit (covered offset pit). Use pit shown in level 2!

Pillar 1.2: Maintenance and repair of the healthy toilet (reviewed by YDD)

- Level 0: dirty sign can go
- Level 1: take out flies from slab pic. Some problem with the definition and it should be: toilet is intact and clean.
- Level 3: again a problem with the definition. The issue of well-maintained and safe to use should have been at level 1. For the time being include a pic of a hammer and a nail.

Pillar 1.3: Usage of the healthy toilet (reviewed by YMP)

- Levels 0 – 2 = okay
- Level 3: baby in pic 3 does not add anything. Children shit outside should be disposed of inside the toilet in pic 4. Not clear what woman is carrying, should look like shit used before.

Pillar 2: Handwashing with soap (reviewed by Rumsram)

- Level 0: looks like common washbowl used normally before eating food. May be better to put a cross through it.
- Level 1: prefer pic of tippy tap. Erick explained that it is much better to go for only one pic instead of 3 different options to make sure that level 1 has only 1 pic and thereby maintaining the logic.
- Level 2: use same pic for handwashing facility and a different pic for soap. Merge water and soap into one pic.
- Level 3: make the individual a bit more human and the dream a bit bigger.

Pillar 3: Household water treatment and safe storage (reviewed by Plan)

- Level 0: you cannot see the glass used for drinking the water! Put a person with a glass of water next to a dug well.
- Level 1: use only the boiling water picture and do not use the pic with the open container
- Level 2: use pic of bucket with proper cover and no glass on the ground.
- Level 3: use same bucket with cover pic, and the third pic should have a scoop and a glass.

Pillar 4: Household solid waste management (reviewed by CD Bethesda)

- Level 0: add plastic wrappings and flies on the pic. Consider adding a house in the background.
- Level 1: use a heap of garbage and a broom instead of the container. Flames are not clear.
- Level 2: same first pic. Burned in open pit option should be removed as it is not an option right now in our monitoring forms. Use + instead of arrows in between the pics.
- Level 3: use same type of waste in the second pic.

Pillar 5: Household wastewater management (reviewed by Plan)

- Level 0: okay but it can be even worse (e.g. combining the tippy tap with washing clothes or dishes). Or alternatively just the house with stagnant water and no specific activities.
- Level 1: water should be more obviously collected in one place.

- Level 2: pic 2 was selected but it needs some reworking as there is only one pic for level 2 which actually requires 2 pics.
- Level 3: the lady pouring water from the bucket is not that clear and leave out the source of the water.

Appendix 6: Detailed action plan developed during 2013 Q1 meeting

	Theme	What	Who	When
1	Monitoring	Decisions: ✓ Ensure that all villages in which we work are included in the Jan-Mar 2013 monitoring data files ✓ Forward Jan-Mar 2013 OUTPUT and OUTCOME Kabupaten files to Martin and Erick	Partners	< 31 March 2013
		Action items: • Repair all the Kecamatan OUTPUT and OUTCOME data files and include a 6-monthly progress report in the Kabupaten OUTCOME monitoring files to make bi-annual reporting easier • Include the original baseline data in the data files • Include a 2-monthly progress report in the Kabupaten OUTPUT monitoring files for easy reporting to Martin • When encountering any problems with the monitoring data files forward the file to Erick with clear instructions on what is wrong and what needs to be done	Erick Partners Erick Partners	< End of this meeting < 30 April 2013 < 15 February 2013
2	STBM at schools	Decisions: ✓ The SHAW partners will come up with a combined reaction to the first draft of the training module	partners	< End of this meeting
		Action items: • Finalise feedback on the first draft of the training module and forward to Julie • Provide feedback on the next version of the training module to Elbrich • Decide what to do next • Forward draft monitoring data collection formats to Plan (Simon) for testing in the field • Finalise STBM at schools monitoring indicators and data collection tools • Finalise STBM at schools monitoring database	Elbrich and SS team Partners Elbrich and SS team Pam Elbrich, Pam and Erick Erick	< End of this meeting 22 February 22 February 9 February < 15 March < End April
3	Other issues	Decisions: ✓ Review will be organised and conducted in May 2013; Martin will take the lead to organise the review		
		Action items: • Revise bi-annual reporting format on the basis of the discussions on Friday afternoon	Martin	< July 2013
4	Knowledge management	Decisions: ✓ The editorial team will consist of: • For partners: Agus Hari of Plan, Dody Kaunang of Rumsram, Christina Aristanti of YDD, Dewi Utara of CD Bethesda, Ucok Mubarak of YMP • For Simavi: Pam and Yuli		

	Theme	What	Who	When
		Action items: ✓ Newsletter #1 and #2 will be finalised and translated in Indonesian • Newsletter #3 will be developed by new editorial team: ⇒ Inputs for Newsletter #3 are to be received by 15 March 2013 ⇒ Newsletter #3 will be published by 30 March	Pam Editorial team Partners Editorial team	17 February 2013 < 30 March 2013 15 March 2013 30 March 2013
	Next meeting	Decisions: ✓ The next Programme Coordinators meeting will be combined with the SHAW programme review workshop in Jakarta	All	Second half of June

Appendix 7: Rencana Kegiatan Berdasarkan Pertemuan Kuartal Pertama 2013 Para Koordinator Program SHAW

	Tema	Apa	Siapa	Kapan
1	Monitoring	Keputusan: ✓ Memastikan bahwa seluruh desa dalam wilayah kerja kita sudah termasuk dalam file data monitoring Jan-Mar 2013 ✓ Menyampaikan files OUTPUT dan OUTCOME Kabupaten periode Jan-Mar 2013 kepada Martin and Erick	Mitra	< 31 Maret 2013
		Butir-butir Kegiatan: - Memperbaiki seluruh file data OUTPUT dan OUTCOME Kecamatan, dan memasukkan Laporan Perkembangan (Progress Report) Enam Bulan ke dalam file monitoring OUTCOME - Memasukkan data <i>baseline</i> ke dalam file data - Memasukkan Laporan Perkembangan Dua Bulanan ke dalam file monitoring OUTPUT Kabupaten untuk memudahkan pelaporan ke Martin - Jika mengalami permasalahan dengan file data monitoring, agar menyampaikan file tersebut kepada Erick dengan keterangan yang jelas tentang permasalahannya dan hal-hal apa yang perlu dilakukan	Erick	< Pada akhir pertemuan ini
			Mitra	< 30 April 2013
2	STBM di Sekolah	Keputusan: ✓ Mitra SHAW akan menyampaikan respon bersama terhadap draf perdana modul pelatihan	Mitra	< Akhir pertemuan ini
		Butir-butir Kegiatan: - Menyelesaikan umpan balik pada draf perdana modul pelatihan dan menyampaikan pada Julie - Menyampaikan umpan balik disampaikan ke Elbrich terhadap versi berikut dari modul pelatihan - Memutuskan apa yang harus dilakukan berikutnya - Mengirimkan draf formulir pengumpulan data kepada Plan (Simon) untuk dilakukan ujicoba pemakaian di lapangan - Menyelesaikan indikator untuk monitoring STBM di Sekolah dan <i>tools</i> pengumpulan data - Menyelesaikan database monitoring STBM di Sekolah	Elbrich dan Tim STBM Sekolah	< Akhir pertemuan ini
			Mitra	22 Februari
3	Hal-hal Lain	Keputusan: ✓ Review akan diselenggarakan di bulan Mei 2013; Martin akan memimpin kegiatan review tersebut		
		Butir-butir Kegiatan: Memperbaiki format Laporan Setengah Tahunan berdasarkan pada diskusi pada hari Jum'at siang.		
			Martin	< Juli 2013

	Tema	Apa	Siapa	Kapan
4	Manajemen Pengetahuan	Keputusan: ✓ Tim Redaksi: Agus Hari dari Plan, Dody Kaunang dari Rumsram, Christina Aristanti dari YDD, Dewi Utari dari CD Bethesda, Ucok Mubarak dari YMP, Pam and Yuli dari Simavi		
		Butir-butir Kegiatan: ✓ Newsletter #1 and #2 akan diselesaikan dan diterjemahkan ke dalam bahasa Indonesia	Pam	17 Februari 2013
		• Newsletter #3 akan dibuat oleh Tim Redaksi yang baru: ⇒ Masukan untuk Newsletter #3 harus sudah diterima tanggal 15 Maret 2013	Tim Redaksi	< 30 Maret 2013
		⇒ Newsletter #3 akan diterbitkan tanggal 30 Maret	Mitra	15 Maret 2013
	Pertemuan Berikut	Keputusan: ✓ Pertemuan berikut akan digabungkan dengan lokakarya <i>review</i> program, dan diselenggarakan di Jakarta	Tim Redaksi	30 Maret 2013
			Semua	Paruh kedua bulan Juni