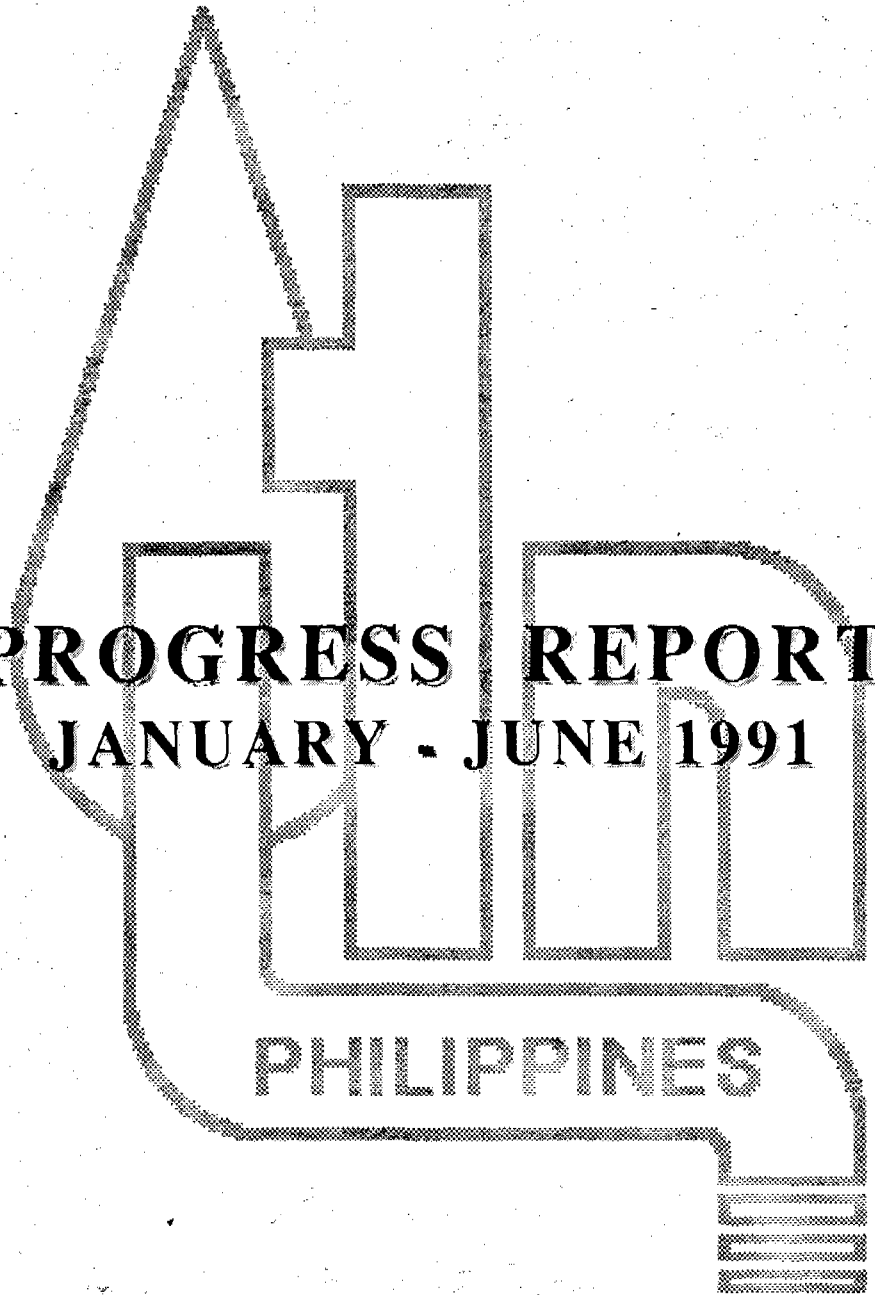


**INTERNATIONAL TRAINING NETWORK
FOR WATER AND WASTE MANAGEMENT
ITN (PHILIPPINES)**



**PROGRESS REPORT
JANUARY - JUNE 1991**

PHILIPPINES

**TRAINING NETWORK CENTER
ITN (PHILIPPINES)
LWUA-MWSS Complex, Katipunan Road,
Diliman, Quezon City**

**INTERNATIONAL TRAINING NETWORK
FOR WATER AND WASTE MANAGEMENT
ITN (PHILIPPINES)**



**PROGRESS REPORT
JANUARY - JUNE 1991**

PHILIPPINES

**TRAINING NETWORK CENTER
ITN (PHILIPPINES)
LWUA-MWSS Complex, Katipunan Road,
Diliman, Quezon City**

B.C. 19254
812-91PR

ITN (PHILIPPINES)

SUMMARY OF PROGRESS

January - June 1991

The period January to June 1991, the third semester in the life of the ITN (Philippines) Network, was characterized by great improvements in practically all aspects of the Project implementation. The acceleration in its progress is attributable to the Network's being able to take advantage of its experiences and the lessons it learned in the first year of existence.

Notable among the achievements of the Network during the period are:

1. A heightened consciousness in the sector of the existence of the Network and of the significance and usefulness of the concepts and the technologies being advocated by the Project. The most tangible manifestation of this observation is that of individuals and organizations, either members of the Network or non-members, seeking the services in various forms of the Training Network Center (TNC), the Project-implementing staff. The TNC values this awareness not so much in terms of the growing popularity and credibility of the Network, but more from the standpoint of being sought and therefore, being able to be of genuine assistance towards the improvement of the sector. (Please refer to page 8, section 2.2.1.2.)
2. Well-attended training programs. During the six month period, the TNC conducted five workshops participated in by a total of 141 trainees representing not only Network Participating Institutions (PIs) but non-member organizations as well. As compared to only 102 total trainees in 1990, the increase is striking. (Please refer to page 8, section 2.3.1.1.)
3. More active involvement by the Participating Institutions. Unlike in the first year when the PIs took a more or less wait-and-see stance insofar as the Project was concerned, this year they have started to become more involved members of the Network. Although a much greater participation is desired and is deemed to be very much possible, the more important thing is that they have made initial moves to be not only receivers but doers. In an undertaking like the ITN Project where success is anchored on collective efforts and sharing of resources, such initiatives can be viewed as essential milestones. (Please refer to page 13, section 2.6.)
4. Improved networking. In the early part of the year, the six trainers of the TNC were given assignments to regularly liaise with the PIs, specifically with the PI Project Coordinators. The idea was for each trainer-liaison officer to look after the needs of his particular PI in relation to the ITN Project, to keep his ward-PI well-informed of Network on-goings, and to encourage the organization to further Project objectives including the implementation by the PI of activities in line with ITN concepts. Despite certain constraints, the scheme is showing great promise of providing the PIs with a sense of belongingness to the Network, bolstering their interests and encouraging them to perform for the Project. (Please refer to page 6, section 2.1.2.1.)
5. Grant of training and documentation materials support to the PIs. The period was marked by the initial fulfillment of the pledge to support PI ITN-related initiatives by the grant of ITN training modules and photocopier machines. More than the physical utility value of the materials, they were a proof of the kind of motivational encouragement and capability-enhancement that the Project wants to permeate within the Network. (Please refer to page 10, section 2.4.3.)

6. Firm support by the Associated Institution and other ITN-allied organizations. The International Institute for Hydraulic and Environmental Engineering (IHE), the Associated Institution of the local Network, and other organizations linked to the ITN Project provided assistance to the Philippine Network through several missions. While the missions were of varying durations, all served to strengthen the Network and its operation. (Please refer to page 10, section 2.4.3.4.)

In general, the Project implementation has been very satisfactory; on the other hand, constraints and shortcomings also existed. But while certain problems threatened to diminish Project effectiveness, their early recognition is what is deemed essential in enabling the Network to create counter-measures: (Please refer to page 18, section 4.)

1. Expertise gap within the TNC. The TNC staff is a small group tasked with a wide variety of concerns. Where expertise is deficient, interventions take the form of staff development, foreign missions, consultancy services, trainers being paired with experts as understudies, and staff assignments being done using collective efforts through team approach.
2. Non-conducive working accommodations. The Project's local host, the Local Water Utilities Administration (LWUA), while aware of its obligation to provide office accommodation to the TNC Staff, cannot at the moment fulfill its pledge. Its major constraint is the limited floor area of its already fully populated building. The condition is further aggravated by the necessity to vacate its Training Center building, which could have housed the TNC Staff, because of damage caused by an earthquake which rendered the building totally uninhabitable. As a result, the TNC has to share a cramped space with the rest of the LWUA training staff.
3. Lack of a sound project monitoring system. It is strongly felt that after one and a half years of operation, there should be an evaluation of the impact the Project has made on the PIs and on the sector in general. While the TNC exerts effort to monitor individual activities, it has not been able to go much beyond first-stage evaluation which basically constitutes nothing more than just the pooling of reactions, feelings, and speculations. At present there is no concrete footing on which to base any planned improvements in Project implementation to accelerate the accomplishment of its objectives. An impact analysis and the subsequent establishment of a good monitoring scheme could provide direction to both the TNC and the Network, ensuring a heightened responsiveness to the sector needs.
4. Need for improvements in some aspects of the TNC administration. The TNC staff members feel the need for more frequent communication and coordination with the policy-making body of the Network, among the project coordinators of the PIs, and among the TNC staff members as well, such that regular and more frequent meetings is being suggested. Likewise, work should be done in the development of manuals of the guidelines, systems and procedures for uniformity and facility, including the establishment of a good records storage scheme.

October, 1991

ABBREVIATIONS

Participating Institutions of the ITN-Philippines

DOH-EHS	Department of Health, Environmental Health Service
DPWH-PMO/RWS	Department of Public Works and Highways, Project Management Office - Rural Water Supply
DENR - EMB	Department of Environment and Natural Resources Environmental Management Bureau
KPPF	Kabalikat ng Pamilyang Pilipino Foundation Inc.
LWUA	Local Water Utilities Administration
MIT	Mapua Institute of Technology
NU	National University
TIP	Technological Institute of the Philippines
TsT	Tulungan sa Tubigan Foundation Inc.
UP-E	University of the Philippines, College of Engineering
UP-PH	University of the Philippines, College of Public Health
UP-URP	University of the Philippines, School of Urban and Regional Planning

Other Institutions

UNDP/WB	United Nations Development Programme/World Bank
ADB	Asian Development Bank
AIT	Asian Institute of Technology
ENSICNET	Environmental Sanitation Information Centre Network (at AIT)
GON	Government of the Netherlands
GON-RNE	Royal Netherlands Embassy, Manila
GOP	Government of the Philippines
IHE	International Institute for Hydraulic and Environmental Engineering
IRC	International Reference Centre for Community Water Supply and Sanitation
IRCDOC	International Reference Centre Document
ISISPHIL	Integrated Set of Information Systems Philippines
PHILSAGA	Philippine Simulation and Gaming Association
PIA	Philippine Information Agency
UP-ILS	University of the Philippines, Institute of Library Science

Others

AI	Associated Institutions
CDS/ISIS	Computerized Documentation System/Integrated Set of Information System
FW4SP	First Water Supply, Sanitation, and Sewerage Sector Project
ITN	International Training Network for Water and Waste Management
LCWSS	Low cost water supply and sanitation
NCC	Network Coordinating Council
NGO	Non-government organisation
PI	Participating Institution
PoO	Plan of Operations
S & Ps	Systems and Procedures
TNC	Training Network Centre
WSTC	Water Supply Training Center

TABLE OF CONTENTS

1. INTRODUCTION	
1.1 Terms of References of the International Training Network in the Philippines	1
1.1.1 General Framework	1
1.1.2 Objectives of ITN Philippines	1
1.1.3 Activities in the Philippines	2
2. ACCOMPLISHMENTS OF ITN (PHILIPPINES) CY 1990	
2.1 Institutional Development	4
2.1.1 TNC Management	4
2.1.2 Network Operation	6
2.2 Research and Development	7
2.2.1 Course Development	7
2.2.2 Development of Training Materials	8
2.3 Training Implementation	8
2.3.1 Courses by the TNC	8
2.4 Documentation, Information, and Support	9
2.4.1 Documentation	9
2.4.2 Information	9
2.4.3 Support	10
2.5 Reporting	12
2.5.1 Internal	12
2.5.2 External	12
3. PROJECT RESOURCES	
3.1 Personnel	16
3.2 Foreign Missions	16
3.3 Facilities	16
3.3.1 Office Accommodation	16
3.3.2 Facilities and Utilities	16
3.4 Finances	17
3.4.1 Bank Transfers	17
3.4.2 Budget and Expenditures	17

ANNEXES

Barchart of Activities (Excerpt from Workplan 1991)

Progress Chart January - June, 1991

TNC-ITN (Philippines) Quarterly Financial Report
for the Quarter Ending June 30, 1991

TNC-ITN (Philippines) Budget Report for the Period January - June 1991

TNC Courses January - June, 1991



1. INTRODUCTION

PHILIPPINES

ITN (PHILIPPINES) PROGRESS REPORT

January - June, 1991

I. INTRODUCTION

1.1 Terms of References of the International Training Network in the Philippines

1.1.1 General Framework

The International Training Network for Water and Waste Management (ITN) is a joint initiative of bilateral and multilateral development agencies in support of the goals of the International Water Supply and Sanitation Decade. Established in 1984, its principal objective is to contribute to the improvement of the effectiveness and coverage of water supply and sanitation investments for low-income population groups in the urban fringes and rural areas of developing countries. To realize this, user population investments must be directed toward the use of low-cost technologies that are cost-effective, affordable, easily maintainable, and culturally acceptable.

To achieve the objective, the ITN seeks to strengthen and enhance the internal capacity of sector and training institutions in planning, implementation, and evaluation of training, education, information dissemination, and research activities on appropriate low-cost water supply and sanitation.

The focal points of the ITN are the Network Centres hosted within existing institutions in developing countries. Development-oriented institutions in developed countries are involved as Associated Institutions primarily providing technical and management support to the Network Centres.

The UNDP/World Bank Water and Sanitation Programme coordinates the activities of the Network.

1.1.2 Objectives of ITN (Philippines)

ITN became operational in the Philippines on January 1, 1990. The project office, the Training Network Centre (TNC), is being hosted by the Local Water Utilities Administration (LWUA) within the Water Supply Training Center (WSTC). Aside from LWUA, eleven (11) other organizations are involved as Participating Institutions (PIs) in the local network. The International Institute for Hydraulic and Environmental Engineering (IHE), Delft, The Netherlands was contracted to be the Associated Institution (AI).

The long-term objective of the ITN (Philippines) Project is to assist in the development of local capacity to increase the effectiveness and coverage of water supply and sanitation investments for low-income population groups in the urban fringe and rural areas.

The short-term objective is to improve those training, information dissemination, and research capabilities of water supply and sanitation sector agencies and educational institutions that are related to the application of sustainable low-cost technologies that are socio-culturally acceptable and affordable to the low-income users.

The Project advocates an integrated approach to low-cost water supply and sanitation, an approach which requires the mobilization in the Project of a variety of disciplines (engineering, economics, community development, health and hygiene education, management, etc.) These expertise are drawn into the TNC from the hosting institution (LWUA) and from the PIs.

The TNC has three areas of activities: the development of training materials and associated research, the implementation of training programs, and the collection, documentation, and dissemination of information.

The TNC's principal targets are the researchers, trainers, faculty members, and documentalists within the established sector and training institutions in the Philippines. These professionals and institutions will, in the execution of their regular duties, be able to reach out to decision makers, practicing engineers, community development workers, health and hygiene educators, technicians, trainees, students, and the population at the grassroots level.

1.1.3 Activities in the Philippines

1.1.3.1 Organization and Institutional Development

- a. Establishment of the TNC and its policy-making body, the Network Coordinating Council (NCC); establishment of a network of PIs.
- b. Management of the TNC which includes preparation for and conduct of NCC meetings, development of systems and procedures, drafting of job descriptions, and staff appointment and development.
- c. Expansion of the Network through survey, identification, and selection of new PIs; implementation of promotional seminars; operationalization of the expanded network.

1.1.3.2 Research and Development

- a. Development of training courses by the TNC and provision of assistance to PIs in the development of their own courses.
- b. Adaptation of existing and development of new training materials.
- c. Identification of research needs and subsequent evaluation of proposals; assistance to and review of

research projects, assistance to the PIs in the search for possible funding sources.

1.1.3.3 Training Implementation

- a. Training of PI trainers on ITN Project and materials, short courses on curricula development, low-cost water supply and sanitation technologies and approaches, and case study development.
- b. Training of TNC and PIs' staffs on library/documentation, A-V production skills, and research methodologies.
- c. Training of various levels of audiences by the PIs.

1.1.3.4 Documentation, Information and Support

- a. Inventory and documentation of available materials and assessment of requirements; assistance in the documentation of the PIs; augmentation of a central library.
- b. Publication and distribution of newsletter and other informational materials.
- c. Procurement of ITN and other educational materials and equipment.

17

**2. ACCOMPLISHMENTS
OF ITN (PHILIPPINES)
JANUARY - JUNE 1991**

PHILIPPINES

2. ACCOMPLISHMENT OF ITN (PHILIPPINES) JANUARY - JUNE, 1991

Note: To be able to appreciate the following textual explanation, the reader is referred to the bar chart of activities lifted from Workplan 1991, and which is presented in this document as Annex no. 1.

2.1 Institutional Development

2.1.1 TNC Management

2.1.1.1 NCC Meetings

No NCC meeting was held during the reporting period.

The most recent NCC meeting was on August 31, 1990. Coinciding with a mission of Prof. Maarten W. Blokland, IHE ITN Project Coordinator, the meeting provided the opportunity to solicit comments and recommendations from the NCC members pertaining to plans and activities to be undertaken in 1991. The purpose was to include the same in Workplan 1991, preparation of which was actually the main object of Prof. Blokland's mission. The latter, in turn, briefed the Council on tentative plans for enhancing the documentation/information aspect of the Project.

2.1.1.2 PI Meetings

No PI meeting was held during the period.

The immediately preceding PI meeting was yet on September 11, 1990. Timed with the mission of the IHE ITN Project Coordinator, the meeting was mainly to solicit PI inputs into workplan 1991. The first draft of said workplan was presented to the PI Project Coordinators for comments and for subsequent incorporation of PI plans and activities.

2.1.1.3 Systems and Procedures

Systems and procedures development and installation is a continuing task at the TNC. As needs emerge, so are new and responsive S&Ps formulated to both streamline project operations and establish necessary controls.

2.1.1.4 Job Descriptions

The workplan provides for the addition in 1991 of four TNC staff positions: technical researcher, A/V equipment technician, clerk-typist, and social researcher.

Job descriptions for these new positions have been made. Per established guidelines, salary levels for the new positions equal those for the equivalent titles/functions in the LWUA

plantilla, the salaries likewise deriving from the LWUA pay scale.

2.1.1.5 Staff Appointments

The existing ten TNC local staff were reappointed in January, 1991 for another one-year term.

Recruitment for the new positions are yet to be completed.

Of the proposed four personnel, three should come from LWUA per the five-year plan of operations, 1990-94, while the social researcher is expected to come from an NGO, both salary and honorarium corresponding to be paid out of the project funds. To facilitate the recruitment, Kabalikat was approached to provide the social researcher under a special arrangement: the TNC and Kabalikat will share the official time of the social researcher - 80% for the TNC and 20% for Kabalikat; TNC will shoulder the regular salary and project honorarium required by the position; the social researcher will be a contractual employee of Kabalikat during his/her detail at the TNC, to be reabsorbed by Kabalikat upon termination of the assignment at the TNC. The latter provision ensures, to a certain extent, a continuity of the services of the employee, who would have been extensively trained, to the water supply and sanitation sector.

2.1.1.6 Staff Development

a. Attendance in TNC-organized courses

One form of staff development instituted for the TNC personnel is their attendance in TNC-organized seminars relevant to their fields of specialization. Although most of these seminars are conducted for audiences from the PIs and POs, the participation of the TNC staff nonetheless enables them to be refreshed with previously learned information/knowledge and to gain new ones from other experts. As an added benefit, they become honed on the skills for delivering training on the same subjects.

Examples of such seminars attended by the TNC Staff are the Seminar-Workshop on Community Management on March 18-22, 1991, and the Seminar-Workshop on Training Materials and Media Development on May 6-11, 1991.

b. Attendance in other relevant events

The TNC personnel are likewise encouraged to participate in relevant conferences and training events which will not only enhance their professional capabilities but will also provide them the opportunity to maintain contact with the water supply and sanitation sector.

Two TNC staffers attended the one-day PHILSAGA (Philippine Simulation and Gaming Association) Annual

Conference on January 26, 1991. The event featured the usefulness of gaming and simulation, a training methodology already being adopted by the TNC, as a tool of andragogic training.

Capping the Women's Month (March,1991) was the National Congress of Women sponsored by the USAID and held on March 25. The event was a culmination of many and varied activities emphasizing the multi-faceted role of the Filipino women. Such activities which preceded the congress were sponsored/organized by various organizations. The TNC, in effect, had three representatives to the congress - the IHE socio-economist who was on a mission at the TNC at the time, the Trainer in Community Participation, who also represented TsTF, and the Trainer in Sanitation, who likewise represented DPWH/PMO-RWS.

The TNC Computer Operator and the LWUA Librarian attended the Training Course on Mini-Micro CDS/ISIS conducted by the Philippine Council for Health Research, the Department of Science and Technology, and the ISISPHIL on June 17-21,1991. Meanwhile, the Dutch Associate Expert and the TNC Documentalist-Trainer represented the TNC at the Annual Convention of ISISPHIL on June 22,1991. The attendance of all four were under the sponsorship of the ITN Project.

2.1.2 Network Operation

2.1.2.1 Improvement of networking

To improve coordination with the PIs, the TNC trainers were designated as liaison officers with the PIs. The six trainers were each assigned to keep in constant touch with two PIs chosen according to the trainer's choice and similarity between the nature of the PI and the field of expertise of the trainer. The task of a PI liaison officer is to promote close contact between the TNC and the PI, the major link being between himself and the PI Project Coordinator. He should look after the needs of the PI in relation to the ITN Project and see to it that his PI maintains active involvement in ITN endeavors.

2.1.2.2 Network expansion

Network expansion shall be undertaken in 1991. The initial step made by the TNC was to identify potential new PIs. However, because it has been recognized that the list prepared may not have been exhaustive, the PIs were asked to augment the list. Proposals from the PIs are now being awaited. Meantime, the course design for a project briefing of the heads of the organizations identified is being readied, in time for the half-day seminar in August, 1991.

2.1.2.3 Global Networking

The TNC maintains open communication with the UNDP/ World Bank Regional Water and Sanitation Group, formerly in

Singapore and now in Jakarta, the office that coordinates ITN activities in East Asia.

Other ITN centers in various countries as well as relevant foreign/international organizations are in the growing mailing list of the ITN Quarterly Newsletter. In a reciprocal manner, the TNC regularly receives communications from them in the form of information updates, periodicals, journals, reports, training materials, and others, all adding to the information/documentation pool being built by the TNC.

2.2 Research and Development

2.2.1. Course Development

2.2.1.1 Courses by the TNC

Of the five programs conducted by the TNC during the reporting period, three were maiden offerings while two were re-runs of last year's programs.

The three new courses had the following subjects: community management, training materials and media development, and ITN concepts (for decision-makers). The two re-run courses were: designing of short courses and low-cost water supply technologies and approaches.

The second runs were marked improvements of the previous offerings, in terms of both subject contents and approaches (training methodologies, media, resource persons, administrative arrangements). The revised course designs were in consideration of evaluation results from the 1990 courses. Observations and recommendations by the TNC staffers, resource persons, and trainees were all taken into account in the revision.

A system started in 1990, the TNC all the more now strongly adheres to the practice of holding pre-seminar meetings and post-seminar evaluation among the TNC course organizers and resource persons; the former to plan and strategize for the course to ensure success, the latter to identify strengths and weaknesses of the completed program in order to make further improvements in the future runs or to be able to attend to immediate needs that may have surfaced during the course implementation. The TNC also now adopts a second level of seminar evaluation - a follow-up on the trainees. The instrument used in this case is the action plan accomplished by the participants at the end of the training program. The action plan outlines the trainee's commitment to translate learnings he acquires in a training program into actual practice in his job. A copy of the action plan submitted by the trainee is furnished to his supervisor for monitoring and for subsequent feedback to the TNC.

To date, designs for the following courses are in the drawing board: case study development, research methodologies, water/wastewater management, water quality, ITN concepts, and solid waste management. Revisions/ improvements of the

following courses have been initiated: ITN project and materials, and low-cost sanitation technologies and approaches.

2.2.1.2 Courses by the PIs

Although the PIs have not been up to date in the implementation of their promised seminars, the TNC have nonetheless tried to assist them in various ways possible to improve PI activities, particularly those related to the promotion of appropriate low-cost water supply and sanitation.

Assistance of the TNC ranged from evaluation and recommendations for improvement of training course designs, comments and suggestions for improving an operation and maintenance manual, advices on the enhancement of training through the use of the ITN training materials, help in the production of a/v aids, identification and search for technical experts, resource persons, or consultants within or outside the Network, and making available the TNC equipment and materials. These services were availed of not only by the PIs but also by other organizations who have heard about the Project.

2.2.2 Development of training materials

2.2.2.1 It is standard practice that every time an ITN training module is used, the participants are asked to accomplish an opinionnaire to serve as an evaluation tool. The accomplished forms are analyzed, findings from which are intended to form the basis for the planned adaptation of the training modules.

While the TNC has a compilation of trainees' reactions and recommendations culled from previous seminars, it is felt that comments and suggestions by the trainers in the PIs would be equally useful. The PIs therefore are being asked to furnish these to the TNC.

2.2.2.2 In the meantime, the TNC has started identifying organizations who perform adaptation and development of training materials such as those of the ITN's.

2.3 Training Implementation

2.3.1 Courses by the TNC

2.3.1.1 Participation in the five TNC-organized courses are as shown in the annexures. It is worth mentioning that compared to last year's attendance, the number of trainees and organizations participating has sharply increased. For example, as compared to last year's 102 participants, there were 141 in 1991 for the six-month period covering January to June. The number of organizations represented has likewise increased; aside from the Network member-organizations, there have been others who actively participated in the ITN courses.

2.3.1.2 The improved attendance could be attributed to greater awareness of the existence of the Network, the no-charge

arrangements, the subject-contents of the seminars which are not commonly dealt with elsewhere, and the quality of the TNC courses. The latter factor may be ascribed to the training methodologies and strategies now being adopted to maximize learning and to heighten the overall values of the training programs. To cite examples: workshop format with readily useable outputs, action planning, strategy meetings among organizers and resource persons, competent resource persons and facilitators, and documentation and monitoring procedures.

2.4 Documentation, Information, Support

2.4.1 Documentation

The TNC assisted the LWUA Library in the maintenance of its database of 6,320 bibliographic information on water supply and sanitation acquired through the ADB/AIT (Bangkok) - sponsored Environmental Sanitation Information Centre Network (ENSICNET) Project. The TNC provided most of the computerization skills to enable the LWUA personnel to store the information on CDS/ISIS software. During the reporting period, there was an additional 540 information received and subsequently stored.

While LWUA regularly receives all ENSIC publications, the TNC, on the other hand receives print and non-print materials from many other local and foreign organizations. As may be expected, the pooling of these materials is resulting to a build-up of valuable information in water supply and sanitation.

The tie-up between the ITN and ENSICNET projects in the Philippines is strengthened not only by the complementary natures of both networks, but more so by the fact that the Philippine network hosts of both projects is LWUA. Moreover, the two project-implementing staffs are within LWUA's Water Supply Training Center (WSTC), whose Training Research and Development Division supervises the LWUA Library. Therefore, the proximity is not only geographical; it is more of human relationship, as the majority of both staffs are the Division's personnel.

The TNC, providing most of the computerization skills in the partnership, also facilitates linkage with other international information organizations. For example, close and active contact with the International Reference Center (IRC) in the Hague, the Netherlands, an organization specializing in the documentation and dissemination of information on water supply and sanitation, has made it possible to acquire the bibliographic database of the 125 ITN basic library. The TNC maintains these data on CDS/ISIS IRCDOC software.

2.4.2 Information

2.4.2.1 A second issue of the ITN Newsletter was published in June, 1991. Because of a wider circulation, it was deemed cheaper to have the printing done by a professional printer. Aesthetics and content-wise, the second issue is a marked improvement over the first.

2.4.2.2 The ITN brochure was produced in March, 1991. It was first utilized in the Decision-Makers' Seminar held in the same month. At present, the TNC maintains copies for distribution anytime there is a need for it, like for project briefings and/or promotions.

2.4.2.3 An ITN Project poster is at present being developed. In this connection, a prerequisite communication plan has been prepared.

2.4.3 Support

2.4.3.1 Eight sets of the ITN training modules in slide-sound presentation format, ordered in 1990, were received in April, 1991. These were distributed to the following PIs: DOH/EHS, DPWH/PMO-RWS, UP/PH, UP/URP, DENR/EMB, TsTF/TIP, and NU. The grant is covered by pertinent terms and conditions embodied in a document signed by the TNC Head and the PI head of office. Four additional sets have been ordered and will probably arrive shortly. These are meant for distribution to the rest of the PIs.

2.4.3.2 Pursuant to provisions in workplan 1991, the TNC purchased 10 photocopier machines for the libraries of the PIs. These units are in support to the documentation/information activities of the Network and is a form of encouragement for the PIs to take active role in them. Of 12 PIs, only LWUA and MIT did not receive the machine; the former, because there is already one at the TNC being shared with the LWUA Library, and the latter, because it has not been an active member of the Network. As in the case of the training materials the receipt of the photocopier is with attendant terms and conditions.

2.4.3.3 The IRC in the Netherlands is assembling 11 sets of the ITN Basic Library for eventual distribution to all PIs. To keep within the budget provisions for the purpose, several proposals have been communicated by the TNC to the IRC, e.g., sea instead of air freight, elimination of those volumes already available in a PI in that set intended for the same PI, tailor-fitting of the sets based on the needs of the PIs mainly considering their functions or nature, and/or only 11 sets instead of 12, since the existing TNC set is already being shared with LWUA.

2.4.3.4 Foreign Missions

- a. Prof. Maarten Blokland
IHE ITN Project Coordinator, IHE,
Delft, The Netherlands

March 12-18, 1991

Accomplishments:

Reviewed the general progress of the ITN (Philippines) Project;

Acted as principal facilitator/resource person in the Decision-Makers' Seminar, March 14, 1991;

Met with DPWH/PMO-RWS staff and UNDP official regarding ITN (Philippines) involvement in the FW4SP sector project;

Conferred with the Mr. Danny Santos of the Philippine Information Agency (PIA) regarding prospective consultancy services in information/documentation and adaptation of ITN training modules;
Deliberated on, with the TNC Head, project management matters: workplan for consultancy service for documentation/information, securing a second associate expert, budget and expenditures, TNC staffing, ITN training modules and basic library;

Discussed with Mrs. Frances Kettenis of the Royal Netherlands Embassy in Manila the project status particularly those issues pertaining to relationships with DGIS and the financial management of the project.

b. Ms. Heleen Claringbould
Sociologist, IHE, Delft, The Netherlands

March 3-26, 1991

Accomplishments:

Assisted in the course development, implementation and evaluation of the Seminar-Workshop on Community Management, March 18-22, 1991.

Attended the Decision-Maker's Seminar, March 14, 1991.

Acted as resource person in the Seminar-Workshop on Community Management, March 18-22, 1991.

As a follow-up to the field visits made in connection with the Seminar-Workshop on Community Management, met and discussed with the community organization workers of Regina Carmeli College in Bulacan, the findings of the workshop participants, March 24, 1991;

Acted as resource person in the 4-day course on Management, Operation and Maintenance of Community Water Supply and Sanitation Project organized by Tulungan sa Tubigan Foundation in Kidapawan, Cotabato, March 5-8, 1991;

Conducted separate sessions with the TNC trainers in community participation and in hygiene education to review directions/activities for the year;

Represented the Project, together with the trainers in community participation and sanitation, in the National Congress of Women, Manila, March 25, 1991.

- c. Engr. Wilfrido C. Barreiro
Program Officer, Regional Water and Sanitation
Group, East Asia and Pacific, UNDP/World Bank

March 13-15, 1991

Accomplishments:

As a part of a longer Philippine mission, acted as principal co-facilitator and resource person in the Decision-Makers' Seminar, March 14, 1991;

Met with DPWH/PMO-RWS staff, the IHE ITN Project Coordinator, and the TNC Head, regarding the involvement of the ITN Network in the FW4SP sector project.

- d. Mr. James Stephen Parker
Documentation/Information Specialist, IRC
International Water and Sanitation Centre, The Hague,
The Netherlands

March 12-13, 1991

Accomplishments:

As part of a longer Philippine mission, visited the TNC to find out its progress in documentation/information activities;

As a follow-through to his 1990 mission recommendations, and at the instance of the TNC Head, met with a documentation/information consultant of the PIA to assess availability of local experts to provide possible consultancy services to the TNC.

June 10-11, 1991

Accomplishments:

Assisted the TNC in the preparation of the terms of reference for a consultant/consultancy group for documentation/information;

Appraised the potential interface between ENSICNET phase 2 implementation in the Philippines and the ITN Network

2.5 Reporting

2.51 Internal

In 1991, the TNC started adopting a better seminar report format. The documentation required for every seminar/workshop covers the development, implementation, and post-implementation stages. Each report, prepared by the trainer-coordinator concerned, is circulated

among the TNC staff. A copy is likewise sent to IHE in the Netherlands.

2.5.2 External

The annual progress report was submitted to the IHE and the Royal Netherlands Embassy in March, 1991. The IHE, in turn, should endorse the same to the Directorate General for International Cooperation of the Foreign Affairs of the Netherlands Government.

The quarterly financial report covering the period January to March, 1991 was submitted to the IHE promptly after the end of that quarter.

2.6 ITN-Related Activities of the PIs

The PIs enumerated their ITN Project-related activities during the reporting period:

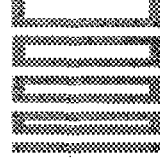
1. UP/CPH
 - a. Utilization of the ITN training modules in the Public Health Field Practice Course (PH 280) for Master of Public Health (MPH), and BS Public Health senior students; field practice were in selected municipalities in Cavite; March and May, 1991;
 - b. Participation of one faculty member in the Workshop on Low-Cost Water Supply Technologies and Approaches on June 3-7, 1991.
2. UP/SURP
 - a. Integration of topics learned from the TNC workshops into the School's training programs for its own audiences, e.g., a training for the Department of Energy and Natural Resources (DENR);
 - b. Making available the ITN training modules to the School's staff, e.g., some of the modules are at present in Cebu in connection with a water supply project being assisted by a staff;
 - c. Attendance in trainings/workshops of the TNC.
3. UP/E
 - a. No activity implemented, so far. Moreover, there had been changes, i.e., new dean of the College and new ITN Project Coordinator.
4. TIP
 - a. Regular use of the ITN training modules in civil engineering classes; high demand for the materials necessitated the creation of a scheduling system for borrowing;
 - b. Participation in TNC-conducted trainings.

5. NU
 - a. A study, in coordination with the faculty, of the possible re-formatting of the course syllabus for water supply;
 - b. Attendance in TNC seminar-workshops.
6. LWUA
 - a. Echo-training on facilitation skills for co-trainers in the LWUA WSTC;
 - b. Attendance in TNC trainings/workshops; new learnings/insights gained were integrated by the participants in their own respective sessions.
7. DOH/EHS
 - a. Echo-trainings for fellow staff (in-house training), e.g., Echo-Seminar on Low-Cost Water Supply and Sanitation, February 25,1991, 17 participants;
 - b. Promotion of and making available the ITN training modules to other organizations; The first organization to borrow was CARITAS-Manila, and the participants who viewed them gave their comments on the materials;
 - c. Participation in training programs of the TNC.
8. DENR/EMB
 - a. Classification, cataloging, and indexing of the ITN training modules;
 - b. Submission to the TNC of a list of catalogued reference materials produced by the EMB;
 - c. Participation in the inter-library lending program with other Participating Institutions;
 - d. Dissemination of informational materials on water and wastewater management, water usage and classification, water quality, and water resources;
 - e. Participation in groundwater data banking and dissemination of information, strengthened by being a member of the Advisory Body;
 - f. Attendance in all seminars sponsored by the TNC.
9. DPWH/PMO-RWS
 - a. Provision of two trainers in the TNC staff complement;
 - b. Attendance of staff in TNC training programs.

10. KPPFI
 - a. On-going structuring of the Kabalikat library with a special classification on water and sanitation;
 - b. Development of a Health Information Service where data and trends on water and sanitation are included;
 - c. Preparation of a training plan on water supply and sanitation for community-based health educators in Cabuyao, Laguna in coordination with Cabuyao Integrated Development and Philippine Business for Social Progress;
 - d. Attendance of two staff members in a workshop of the TNC.
11. TsTF
 - a. Provision of staff complement in the TNC - the trainer on Community Participation;
 - b. On-going structuring of the TsTF library;
 - c. On-going translation of selected ITN training modules;
 - d. Continuing development of training materials, aids and project documents on appropriate low-cost water supply and sanitation;
 - e. Participation in the training programs of the TNC as trainees/resource persons;
 - f. Utilization of the ITN training modules in programs conducted for project proponents/beneficiaries: Management, Operation, and Maintenance of Community-Based Water Supply and Sanitation Projects; 15 provinces, total of 440 participants.

3. PROJECT RESOURCES

PHILIPPINES



3. PROJECT RESOURCES

3.1 Personnel

The accomplishments of the TNC as cited in the foregoing have been through the efforts of ten local personnel and one Dutch associate expert, all of whom joined the Project-implementing staff at various times in 1990.

Of the local staff, seven are on full-time detail at the TNC from LWUA, the Philippines Project host, while three (the trainers for community participation, sanitation, and hygiene education) work at the TNC under a 80%-20% time-sharing arrangement with their mother PIs. Hence, they spend four out of five working days per week at the TNC.

On the other hand, organizational circumstances at LWUA necessitated that the TNC Head should, in concurrent capacity, perform duties and responsibilities as manager of the Training Research and Development Division of its Water Supply Training Center. The position, constituting her official designation as a permanent employee of the LWUA, was the same position she occupied prior to her full-time assignment at the TNC. The dual roles are being implemented since June, 1991.

3.2 Foreign Missions

Of five foreign missions, two were by IHE, one by the UNDP/World Bank, and two, by the same person, by IRC. Only the mission by the IHE sociologist, however, was formally solely for the TNC; the mission by the IHE ITN Project coordinator was a leg of his longer mission in Thailand, while the three others were simply as a part of certain Philippine visits for some other related purposes. Nevertheless, all the missions were fully taken advantage of to improve Network operations.

3.3 Facilities

3.3.1 Office Accommodation

The TNC continued to share cramped office space with the LWUA Water Supply Training Center staff.

Requests for better office accommodation have triggered the Administration into looking for a bigger space in its already limited floor area. Despite a show of concern, however, the inadequacy of its present physical facilities serve as the major limiting factor in acting on the requests.

3.3.2 Facilities and Utilities

Three of the five training events organized by the TNC were held at the LWUA Auditorium. The Decision-Makers' Seminar, attended by the top-level management of the PIs, was held at the Manila Peninsula Hotel, one of the best conference sites in the country. On the other hand, the Seminar-Workshop on Training Materials and Media Development was conducted in Baguio City. The decision to hold said workshop outside of Metro Manila was in consideration of the need to provide live-in accommodations and to ensure strict time control as called for by the format of the program at costs comparable to holding the program

in LWUA and billeting the participants and resource persons at the LWUA dormitory.

Meetings were all held at the auditorium, the LWUA board room, or the LWUA library room. During all of these LWUA provided, free of charge, the required utilities, including the use of the sound system, and often even the services of LWUA equipment technicians.

As project host, LWUA allowed the use of its other facilities such as the telephone, fax machine, telex machine, and reproduction equipment.

3.4 Project Finances

3.4.1 Bank Transfers

The IHE transmitted to the TNC, through the Philippine National Bank, the following amounts:

Amount in Pesos	Date Received
838,740.00	February 4, 1991
607,189.70	May 21, 1991

3.4.2 Budget and Expenditures

Budget Item	1991 Budget	Actual Expenditure	(%)
200 Personnel	820,000	175,427	21
400 Equipment	715,000	415,873	64
500 Implementation	80,000	39,049	43
600 Training	2,085,000	879,240	42*
Total	3,700,000	1,504,589	41*

*Note: Inclusive of payments made by IHE on behalf of ITN (Philippines) (or Dfl 40,000 at exchange rate P 14.2 to Dfl 1)

4. **CONCLUSIONS/
RECOMMENDATIONS**

PHILIPPINES

4. CONCLUSIONS / RECOMMENDATIONS

1. **Conclusion:**

The scheduled meetings of the NCC and those of the PIs were not held.

Recommendation:

Strictly implement said meetings on a quarterly basis or more often as needed. Such meetings, in more ways than one, bring people and organizations together, positively resulting in the pooling of ideas and in developing closeness, both being plus factors in improving networking.

Party Responsible:

The TNC in close coordination with the NCC members and the PI Project Coordinators. Furthermore, one of the TNC staff members may be delegated to facilitate preparations for these activities.

2. **Conclusion:**

Some administrative aspects of the Project management need improvement, e.g., adequate office space to accommodate the growing number of staff personnel, the increasing number of equipment, and expanding activities; a manual of guidelines, systems and procedures; an efficient records system; and regular staff meetings.

Recommendation:

Make a follow-up with LWUA on the previous requests to provide a sufficient office accommodation to the Project-implementing staff, such in consideration of the present and projected needs of the Project. Develop a manual of all the guidelines, systems and procedures of the Project. Improve the records storage system. Staff meetings should be held with regularity, each time with a review of Project progress and information on individual staff members' accomplishments. It is deemed that such activities will stimulate the staff to perform their assignments with greater interest and motivation.

Party Responsible:

The TNC staff with the leadership and guidance of the Head, TNC.

3. **Conclusion:**

The formulation of the workplan for the adaptation of the ITN training modules is lagging behind in schedule; ditto with the workplan for the research projects.

Recommendation:

Hasten the implementation of these tasks. Both, however, will require inputs from the PIs in the form of comments and recommendations based on actual needs and technical assistance.

Party Responsible:

The TNC primarily in collaboration with the relevant PIs.

4. **Conclusion:**

The assignment of PI Liaison Officers from among the TNC trainers is seen as a good strategy to sustain the interest of the PIs to perform activities for the Project. However, it has been observed that the trainers have not been as active in their role as desired. As a consequence, some PIs have not not been as involved as hoped.

Recommendation:

The trainers should be aware that their function as PI Liaison Officers is crucial to good networking among the PIs. Hence, regular visits and other forms of communication with the PIs should be made an integral part of their tasks.

Party Responsible:

The TNC trainers.

5. **Conclusion:**

The team approach to the accomplishment of certain tasks which has been recently started by the TNC is proving to be an efficient means of achieving results. The strategy allows for the pooling of ideas and expertise among the team members. It also makes possible knowledge of one another's work, such that activities are not hampered by the absence of any staff member. A by-product of the system is camaraderie and closeness among the TNC personnel.

Recommendation:

Continue with the practice. If the system can be extended to include PI personnel in the teams, it could be a very formidable tool in accelerating accomplishment of objectives.

Party Responsible:

The TNC Staff and possibly, the PIs.

6. **Conclusion:**

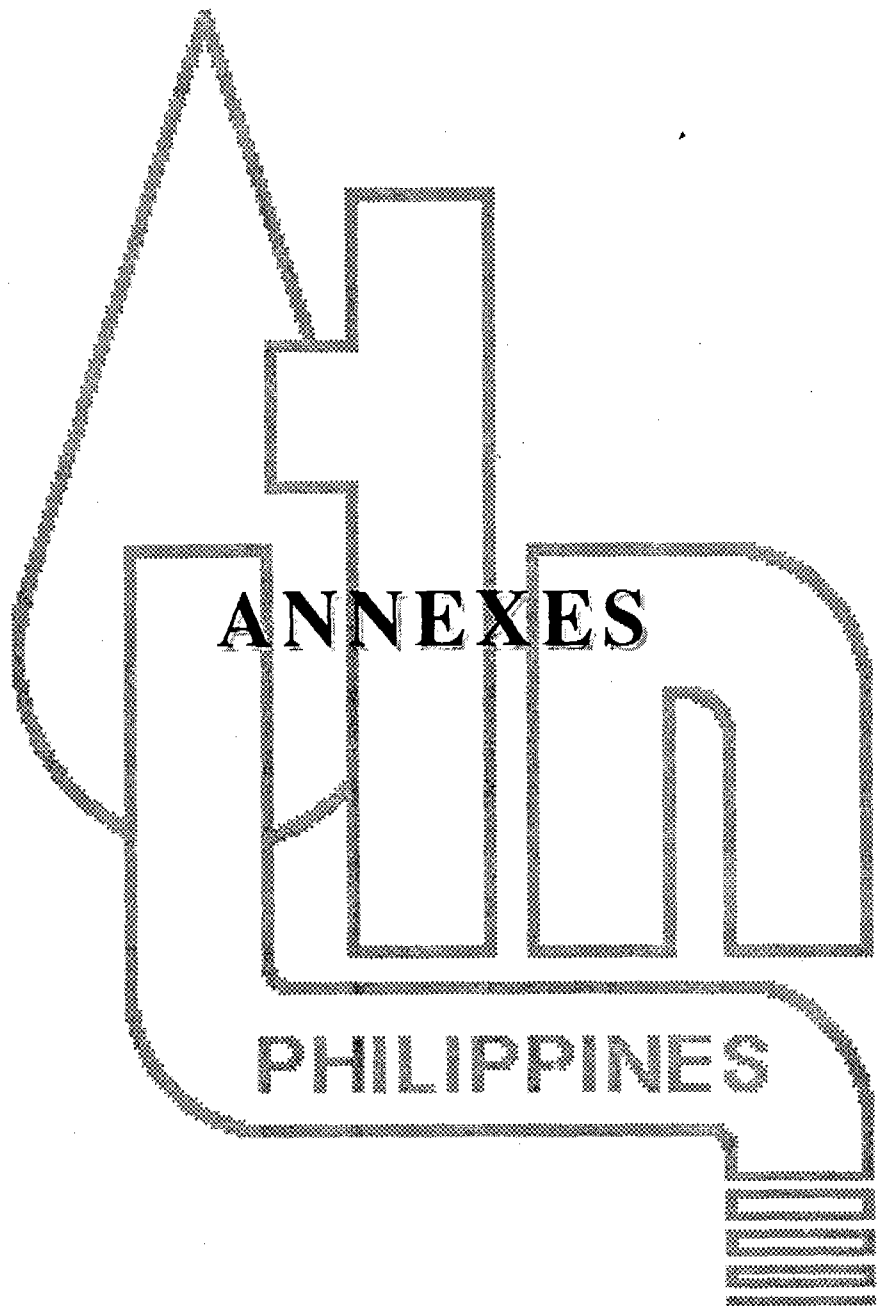
The Project is already on its second year of operation. However, except for certain quantifiable outputs, the implementors do not have concrete knowledge of the effects the Project has made on the sector.

Recommendation:

A mid-project impact assessment is in order. Findings from the study can be used as guide to a better operation, and where necessary re-direction of efforts may be done.

Party Responsible:

The TNC with assistance by the IHE.



ANNEXES

PHILIPPINES

		1 9 9 1											
		j	f	m	a	m	j	j	a	s	o	n	d
	DOH/EHS												
	- methodologies of feasibility study and project development												
	KPPF												
	- indigenous media of water and sanitation communication												
	- training of water committees in Communities in the Phil.												
	TST												
	- community water supply and sanitation												
	- project management, operation and maintenance												
	- rainwater catchment systems and ferrocement storage												
	- watershed management												
2.2	Development of Training Materials												
	collect opinions on itn materials	x	x	x	x	x	x	x	x	x	x	x	x
	analysis opinions	x	x	x	-	-	-	-	-	-	-	-	-
	workplan for adapted/new materials	-	-	-	x	-	-	-	-	-	-	-	-
	adaptation of existing material	-	-	-	-	x	x	x	x	x	x	x	x
	preparation of new materials	-	-	-	-	-	-	x	x	x	x	x	x
	testing and revision of materials	-	-	-	-	-	-	-	-	-	x	x	x
	collaboration with the PIs in:	-	-	-	-	-	-	x	x	x	x	x	x
	adaption of ITN training modules												
	development of new training modules												
2.3	Research												
	identification of research needs	-	-	x	-	-	-	-	-	-	-	-	-
	analysis of research proposals	-	-	-	-	x	x	-	-	-	-	-	-
	workplan for research	-	-	-	-	-	-	x	-	-	-	-	-
	supervision of supported research	-	-	-	-	-	-	-	-	x	x	x	x
	promotion of proposals	-	-	-	-	-	-	-	-	x	x	x	x

5. Reporting

- 5.1 by PIs (semi-annually, to TNC)
utilization of materials/equipment
documentation activities
research
- 5.2 by TNC (internal)
network expansion
TNC and PI course development
training material development
research
- 5.3 by TNC (to NCC, IHE)
annual workplan 1992
quarterly progress report
quarterly financial statement
- 5.4 by IHE (to GON)
annual workplan 1992
semi-annual progress report
quarterly financial statement

1 9 9 1											
j	f	m	a	m	j	j	a	s	o	n	d
-	-	-	-	-	-	x	-	-	-	-	-
-	-	-	-	-	-	x	-	-	-	-	-
-	-	-	-	-	-	x	-	-	-	-	-
-	-	-	x	-	-	-	-	-	-	-	-
x	-	-	-	-	-	-	-	-	-	-	-
-	-	x	-	-	-	-	-	-	-	-	-
-	-	-	-	-	x	-	-	-	-	-	-
-	-	-	-	-	-	-	-	x	-	-	-
x	-	-	x	-	-	x	-	-	x	-	-
x	-	-	x	-	-	x	-	-	x	-	-
-	-	-	-	-	-	-	-	-	x	-	-
-	x	-	-	-	-	-	x	-	-	-	-
-	x	-	-	x	-	-	x	-	-	x	-

PROGRESS CHART JANUARY - JUNE, 1991

	JAN	FEB	MAR	APR	MAY	JUN	REMARKS
1. Institutional development							
1.1 TNC Management							
meeting NCC _____			█			█	No meeting held
meeting PIs _____		█			█		No meeting held
systems & procedures development _____							S & Ps are formulated as needed
job descriptions _____							Accomplished
staff appointments _____		█	█				Vacancies to be re-advertised
staff development _____			█			█	Continuous activity
1.2 Network operation							
improvement of networking _____							Continuous activity
identification of new PIs _____			█	█	█	█	Identification on-going
survey and selection of new PIs _____			█	█	█	█	Orientation conference yet to be held
global networking _____							Continuous activity
2. Research and development							
2.1 Course development							
2.1.1 Courses by TNC							
revision of existing designs _____							Continuous activity
community management _____							Accomplished
research methodologies _____		█	█	█	█	█	Training needs being assessed
ITN concepts _____			█	█	█	█	Initiated; further work deferred.
case study development _____							Initiated
decision-makers' _____							Accomplished
training materials & media dev't _____							Accomplished
library/documentation II _____			█	█	█	█	No work done yet
water/wastewater management _____				█	█	█	On-going, but work is intermittent
solid waste management _____					█	█	On-going, but work is intermittent
2.1.2 Courses by the F.s							
provision of assistance to _____							Continuous activity

	JAN	FEB	MAR	APR	MAY	JUN	REMARKS
2.2 Development of training materials							
collect opinions on ITN materials							Collection done whenever modules are used
analysis opinions							Initiated; more opinions being pooled
workplan of adapted/new materials							No work done yet
adaptation of existing material							No work done yet
2.3 Research							
identification of research needs							Related to output of TNA for research methodologies
analysis of research proposals							No work done yet
3. Training Implementation							
3.1 Courses by the TNC							
3.1.1 for new PIs ITN concepts						□	Deferred
3.1.2 for present PIs							
case study development	□						Deferred
training materials and media dev't		□			■		Implemented
community management			■				Implemented
research methodologies				□			Deferred
library/documentation II						□	Deferred
development of short courses		■					Implemented
decision-makers'			■				Implemented
water supply: technologies & approaches						■	Implemented
3.2 Courses by the PIs (please refer to PI accomplishments-attached)							
4. Documentation/information/support							
4.1 Documentation							
maintain ENSICNET dbase							On-going; intermittent
maintain dbase of info users							On-going; intermittent

	JAN	FEB	MAR	APR	MAY	JUN	REMARKS
maintain dbase of info sources _____							On-going; intermittent
maintain IRC dbase of ITN basic library _____							On-going; intermittent
4.2 Information							
production of newsletter _____							One issue produced
production of brochure _____							Accomplished
4.3 Support							
procure/distribute training materials _____							Accomplished
procure/distribute equipment _____							Activity initiated; on-going
procure/distribute documentation _____							Order placed; awaiting delivery
distribute newsletter _____							Accomplished
distribute brochure _____							Accomplished
5. Reporting							
5.1 by TNC (internal)							
network expansion _____							Deferred until after orientation conference
TNC and PI course development _____							Inputs being pooled
training material development _____							To follow analysis of modules
research _____							To follow TNA
5.2 by TNC (to NCC, IHE)							
quarterly progress report _____							Accomplished
quarterly financial statement _____							Accomplished

LEGEND:


- Planned
- Accomplished
- Continuous concern but activity is intermittently done

TRAINING NETWORK CENTER
ITN (PHILIPPINES)
QUARTERLY FINANCIAL REPORT
For the Quarter Ending June 30, 1991

200 PERSONNEL		
240 Local Personnel		
- Personnel cost	73,698.16	155,206.72
- Visiting lecturers, advisers, consultants	5,600.00	7,400.00
- Travel & DSA		
o National	4,869.00	12,820.20
o International		
Subtotal	84,167.16	175,426.92
400 EQUIPMENT		
- Equipment & accessories	5,423.00	15,873.00
- Equipment for Participating institutions	400,000.00	400,000.00
Subtotal	405,423.00	415,873.00
500 IMPLEMENTATION		
Office Cost		
- Communications & other supplies	23,575.41	34,048.74
Subtotal	23,575.41	34,048.74
600 TRAINING		
640 Fellowship in the Netherlands		
650 Costs of the courses		
- Training Courses Subsistence	123,433.45	260,314.85
- ITN training modules	9,098.80	9,098.80
- Production of training & informational materials	6,886.25	40,161.75
- Library/documentation	1,665.00	1,665.00
- Research activities		
Subtotal	141,083.50	311,240.40
TOTAL EXPENSES	654,249.07	936,589.06

Cash Balance, January 1, 1991		321,226.12
Funds Received from IHE		
1st	838,740.00	
2nd	<u>607,189.70</u>	
		<u>1,445,929.70</u>
Total Funds Available		1,767,155.82
Less : Expenses Incurred to-date		<u>936,589.06</u>
Cash Balance as of June 30,1991		<u><u>830,566.76</u></u>

Submitted by:


 Petronia C. Enriquez
 TNC Head

Certified Correct:


 Ricardo T. Quebral
 NCC Chairman


TRAINING NETWORK CENTER
ITN (Philippines)
BUDGET REPORT
For the Period of January - June 1991

Budget Item	1991 Budget	Actual Expenditure	(%) Consumed
200 Personnel	820,000.00	175,427.00	21
400 Equipment	715,000.00	415,873.00	64
500 Implementation	80,000.00	34,049.00	43
600] Training	2,085,000.00	879,240.00	42
TOTAL	3,700,000.00	1,504,589.00	41

Submitted by:


Petronia C. Enriquez
TNC Head

Certified Correct:


Ricardo T. Quebral
NCC Chairman

TNC COURSES JANUARY - JUNE, 1991

Workshop Title	Inclusive Dates	No. of Participants	No. of Organizations
Decision-Makers' Seminar	Mar. 14, 1991	27	18
Seminar-Workshop on Designing of Short Courses	Feb. 25 - Mar. 1, 1991	21	10
Seminar-Workshop on Community Management	Mar. 18 - 22, 1991	35	9
Seminar-Workshop on Training Materials and Media Development	May 6 - 11, 1991	30	11
Low-Cost Water Supply I: Technologies and Approaches	Jun. 3 - 7, 1991	28	13
TOTAL		141	