



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

SHAW Programme Coordinators meeting

16 to 20 June 2014

Biak, Papua, East Indonesia



IRC

Prepared for

Simavi





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IRC is an international think-and-do tank that works with governments, NGOs, businesses and people around the world to find long-term solutions to the global crisis in water, sanitation and hygiene services. At the heart of its mission is the aim to move from short-term interventions to sustainable water, sanitation and hygiene services. With over 40 years of experience, IRC runs programmes in more than 25 countries and large-scale projects in seven focus countries in Africa, Asia and Latin America. It is supported by a team of over 100 staff across the world.

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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.

Baetings, E. (June 2014) Report on the SHAW programme Coordinators meeting, 16 to 20 June 2014, Biak, Papua, East Indonesia, Sanitation, Hygiene And Water (SHAW) Programme for East Indonesia; IRC International Water and Sanitation Centre, The Hague, the Netherlands.

Websites of participating partner NGOs

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

<http://www.rumsram.org>

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

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

Materials and documents on the SHAW Programme can be found on

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

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

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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 2nd SHAW Programme Coordinators meeting of 2014. This meeting was held in Biak district of Biak Numfor, in Papua, East Indonesia from Monday 16 to Friday 20 June 2014. During the five-day event, a wide range of different SHAW programme related topics were discussed. The focused and detailed discussions on sustainability that took a prominent place during the February 2014 PC meeting were continued with a specific focus on the following two issues:

1. Ensuring our legacy: what needs to be done to document and disseminate the SHAW approaches and achievements?
2. Preserving the dreams: where are we in realising the conditions set out in the SHAW sustainability framework?

The Programme Coordinators meetings, where all the coordinators of 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. Meetings organised during the past three years have made it clear that to be able to enhance the overall performance, quality and sustainability of the SHAW programme it is paramount to organise frequent meetings to reflect, discuss, exchange, and learn and to enhance cooperation and collaboration among the SHAW partners.

Monday 16 June 2014

The first day of the Programme Coordinators meeting consisted of a number of recurring agenda topics. During the morning the action plan developed during the previous February 2014 meeting in Kefa was reviewed and updated (Appendix 3). This session revealed that most of the agreements and action items of the previous meeting had been followed up and realised. Thereafter the remainder of the morning was used to present and discuss progress updates of the SHAW partners that covered the period February to June 2014.

The afternoon was used to discuss a number of performance monitoring related topics, namely: 1) completeness and correctness of data; and 2) monitoring results for the period January to March 2014 and overall progress. A review of the performance monitoring data for the period January to March 2014 that was presented during the meeting revealed that there were a number of problems, because of lack of timeliness, incompleteness of data files in particular the OUTCOME data files, and issues with the correctness of the entered data. The partners were advised to carry out a number of simple checks before forwarding the data files to ensure completeness, correctness and consistency between the OUTPUT and OUTCOME data files.

The discussion on the monitoring results revealed that the baseline data for the OUTCOME indicators is still far from complete. Whereas 1,019 villages are regularly monitored, baseline data is only available for 582 villages! The partners were instructed to complete the baseline data as soon as possible. The monitoring data also revealed that progress in pillar 2 is still lacking behind the other pillars with only 67% of the households meeting the proxy indicator for hand washing with soap. The partners were once again reminded that hand washing with soap at critical times is the most effective hygiene practice to reduce diarrhoeal morbidity rates.

Tuesday 17 June 2014

A presentation of the latest progress update during the recap revealed that to date 477 villages, equal to 44% of the total number of targeted villages, have been declared 100% STBM.

Most of the morning was used to discuss the school sanitation component. The latest progress update revealed that to date 17 schools, equal to some 3% of the total number of targeted schools, have been declared 100% STBM. The session was used to review the school STBM component and in particular to map the differences in approach applied and activities carried out by the partners as a consequence of the different conditions found in the different programme areas. It was decided that immediately following the meeting the “school STBM FLOW” was to be updated on the basis of all the input. The most important lessons learned in implementing the school sanitation component were identified as follows: 1) improve the school STBM related conditions (including rehabilitation of school facilities) by carrying out different promotion activities; 2) create clear understanding on the use of BOS for example through government testimony on the use of the funds and monitor the use of the fund regularly; 3) build strong partnerships between schools and other stakeholders at all three levels; and 4) time is needed to change schools teachers and others to become good facilitators.

Thereafter time was taken to revisit and review the SHAW approach and “SHAW STBM FLOW”. The purpose of this session was to update the FLOW on the basis of our experiences and to develop a generic FLOW that could be shared with others for future replication and scaling up. The modified FLOW is presented in Appendix 4.

The third session of the day was used by the Programme Coordinator to update the partners on a range of important issues of which the most important were: 1) proposed development of a cloud-based performance monitoring system, 2) final programme evaluation to be conducted during the month of September 2014; 3) proposed study on the perceived benefits of the programme to be conducted during August and September 2014; 4) proposed national sharing workshop tentatively scheduled for September 2014, and 5) some ideas about a possible extension of the SHAW programme. The final session of the day was used to prepare for the field trip planned for the following day.

Wednesday 18 June 2014

The third day was spent on a field trip organised by Yayasan Rumsram. Four teams visited four different villages: Komboi village in Warsa; Nermnu village in Biak Utara; and Opuri/Sumbiya village and Mamoribo/Rasbari village in Biak Barat. During the evening the teams reviewed the visit and prepared presentations for the next day.

Thursday 19 June 2014

The fourth day focused entirely on the topic of sustainability. The first session in the morning was used to present and discuss the review findings of the field visits. As all four villages had been declared 100% STBM the teams were asked to reflect on whether the villages warrant the 100% STBM status and whether the villages are expected to maintain that status in future. The session concluded that in general the impression is that the issue of sustainability appears to be okay in the four villages, but that there are still many “yes, but...” remarks. It is therefore necessary to obtain a better idea of the factors and conditions that are relevant to ensure true sustainability.

The remainder of the morning day was used to interview a number of key Kabupaten stakeholders (Bappeda, Community Development Office and Dinkes) who are all member of the Pokja AMPL. The interview focused primarily on the getting a better understanding of their role and responsibilities in enhancing the likelihood of sustaining the programme results with regards to the five FIETS¹ elements. This session was prepared and facilitated by the Programme Coordinators. There were

¹ The five FIETS sustainability elements or dimensions are: Financial, Institutional, Environmental, Technical and Social. More information is provided in Appendix 4.

some tough questions which were at times difficult to answer by the stakeholders. It was concluded that although government partners may be very nice and accommodating, if STBM is not institutionalised than it is unlikely STBM will continue.

The afternoon was used to review the FIETS sustainability framework developed during the February 2014 Programme Coordinators meeting. The sustainability framework was developed with the intention to create clarity on what needs to be in place by the end of 2014 to enhance sustainability of the SHAW programme results. The following two questions were used to guide the discussions: 1) what would be the ideal situation; and 2) what can we still realise this year? Towards the end of the session the partners were advised to use the sustainability framework and the agreements that were made on what needs to be in place by the end of the year to guide the development of detailed action or activity plans for the remaining six months of 2014. This means that the conditions laid down in the sustainability framework for all the three intervention levels are translated into concrete action points. The participants were also reminded that it is not about undertaking more or additional activities but about doing our regular job differently: not more but different. It is about adjusting our approaches and working methodologies to ensure that we realise the sustainability framework related conditions.

Friday 20 June 2014

The final day of the meeting started with discussing the topic of knowledge management. This being the final year of the programme a range of knowledge products need to be finalised which will be used to share the approach and results of the SHAW programme with a wide audience inside and outside Indonesia. Everyone involved was advised to focus on the prioritised knowledge products as only six months are remaining. Considering that the partners would like to go for a programme extension, it is essential that we develop knowledge products that can be used to sell the success of the programme.

Thereafter Yusmaidy gave an update of relevant issues that take place at national level. The remaining time was used on two parallel sessions: one speed dating session between the SHAW Programme Coordinator and the individual partners' Programme Coordinators; and one plenary session to discuss a number of parked issues. During the plenary session the modified "SHAW STBM FLOW", updated on the basis of the discussions on Tuesday, was once more reviewed and where necessary improved. Furthermore, an agreement was reached on the minimum benchmark required to qualify for pillar 4.

The final session of the five-day meeting was used to develop a detailed action plan to take forward all the agreements and actions related to the topics discussed during the meeting. The detailed action plan is given in Appendix 8 (English) and Appendix 9 (Bahasa Indonesia). 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 sometime in September or October 2014 to coincide with the debriefing of the anticipated final programme evaluation by external evaluators as arranged by EKN.

Ringkasan

Maksud dan tujuan dari laporan ini adalah menyampaikan catatan dari berbagai bahan rapat dan berbagai pembicaraan selama berlangsungnya SHAW PC-Meeting Kedua tahun 2014. Pertemuan ini diselenggarakan di Biak, Kabupaten Biak Numfor, di Papua, Indonesia Timur, sejak hari Senin tanggal 16 sampai dengan hari Jum'at tanggal 20 Juni 2014. Selama lima hari pertemuan, sejumlah bahasan dengan cakupan luas terkait dengan program SHAW dibicarakan. Berbagai diskusi yang terpusat dan secara rinci membahas hal-hal terkait aspek keberlanjutan yang mendapat perhatian besar pada PC Meeting bulan Februari 2014, dilanjutkan dalam pertemuan ini dengan fokus yang dipertajam pada dua hal berikut ini:

1. Memastikan warisan kita: apa yang harus dilakukan dalam rangka untuk mendokumentasikan dan menyebarluaskan berbagai pendekatan SHAW dan capaian-capaiannya?
2. Melestarikan berbagai impian: saat ini kita pada tahap apa dalam hal merealisasikan kondisi yang dijabarkan dalam kerangka kerja keberlanjutan SHAW?

PC-Meeting yang mempertemukan seluruh mitra SHAW, diprakarsai pada tahun 2011 oleh Martin Keijzer, SHAW Program Coordinator untuk Simavi, sebagai sarana untuk memfasilitasi terjadinya saling tukar informasi, pengetahuan dan pengalaman, dan untuk meningkatkan pemahaman dan kerjasama di antara para mitra SHAW. Berbagai pertemuan yang diselenggarakan tiga tahun terakhir telah membuat jelas dan membuktikan bahwa jika diinginkan terjadinya peningkatan kinerja secara keseluruhan maupun adanya kualitas dan keberlanjutan program SHAW, maka menjadi sangat penting untuk sering menyelenggarakan pertemuan untuk berefleksi, mendiskusikan, saling tukar, dan belajar serta meningkatkan kerjasama di antara para mitra SHAW.

Senin 16 Juni 2014

Hari pertama PC-Meeting diisi dengan agenda yang secara rutin berulang. Pada pagi hari, dilakukan tinjauan dan pemutakhiran Rencana Aksi yang dibuat pada PC-Meeting sebelumnya di bulan Februari 2014 di Kefa (Lampiran 3). Pada bahasan ini terungkap bahwa sebagian besar dari berbagai kesepakatan dan kegiatan yang direncanakan di pertemuan sebelumnya telah ditindaklanjuti dan direalisasikan. Setelah itu, sisa waktu pada pagi hari tersebut dimanfaatkan untuk pemaparan dan pembahasan perkembangan mutakhir dari para mitra SHAW yang mencakup kurun waktu Februari sampai dengan bulan Juni 2014.

Sisa hari pertama tersebut kemudian dimanfaatkan untuk berbagai bahasan terkait dengan capaian monitoring, yaitu: 1) kelengkapan dan ketepatan data; dan 2) berbagai hasil monitoring selama periode bulan Januari sampai dengan Maret 2014 beserta dengan keseluruhan perkembangannya. Sebuah tinjauan pada data monitoring capaian untuk periode bulan Januari sampai dengan bulan Maret 2014 yang dipaparkan pada pertemuan ini menyingkap bahwa terdapat sejumlah permasalahan yang disebabkan oleh ketidaktepatan waktu, ketidaklengkapan isian file data khususnya file data OUTCOME, dan hal-hal terkait dengan ketepatan data yang dimasukkan. Para mitra diminta untuk melakukan sejumlah pemeriksaan sederhana sebelum menyampaikan file-file data untuk memastikan kelengkapan, ketepatan dan ketetapan (konsistensi) antara OUTPUT dan OUTCOME dari berbagai file data.

Pembahasan tentang berbagai hasil monitoring mengungkapkan bahwa data *baseline* untuk indikator OUTCOME masih jauh dari lengkap. Walau pun sebanyak 1.019 desa secara berkala dipantau, namun data *baseline* yang tersedia hanya berasal dari 582 desa! Para mitra diminta untuk melengkapi data *baseline* secepatnya. Data monitoring juga mengungkapkan bahwa perkembangan pada pilar 2 masih tertinggal jika dibandingkan dengan pilar-pilar lain, karena hanya 67% rumah tangga yang memenuhi indikator yang disyaratkan untuk membasuh tangan dengan sabun. Para mitra sekali lagi diingatkan

bahwa membasuh tangan dengan sabun pada saat yang tepat dan diperlukan, adalah praktik higienitas paling berdayaguna (efektif) untuk mengurangi tingkat penularan diare.

Selasa, 17 Juni 2014

Sebuah paparan dari perkembangan terakhir pemutakhiran selama proses rekapitulasi mengungkapkan bahwa sebanyak 477 desa yang berarti sama dengan 44% dari keseluruhan desa target, telah dideklarasikan sebagai desa 100% STBM.

Sebagian besar waktu pagi hari dipergunakan untuk membahas komponen sanitasi sekolah. Perkembangan terakhir yang dimutakhirkan mengungkapkan bahwa sebanyak 17 sekolah yang berarti sama dengan 3% dari keseluruhan target sekolah, telah dideklarasikan 100% STBM. Sesi pembahasan tersebut dimanfaatkan untuk mereview komponen STBM Sekolah, dan secara khusus memetakan berbagai perbedaan dalam pendekatan yang diterapkan dan berbagai kegiatan yang dilaksanakan oleh para mitra sebagai konsekuensi logis dari perbedaan keadaan yang ditemukan di berbagai wilayah program. Diputuskan bahwa segera setelah pertemuan “Alur Kegiatan STBM Sekolah” perlu diperbaiki/diperbarui berdasarkan berbagai masukan yang ada. Pengalaman pembelajaran terpenting yang terjadi dalam pelaksanaan komponen sanitasi sekolah telah ditengarai sebagai berikut: 1) Memperbaiki berbagai kondisi terkait STBM Sekolah (termasuk perbaikan sarana sekolah), dengan melakukan berbagai kegiatan promotif; 2) Menciptakan pemahaman yang jelas terkait penggunaan dana BOS, misalnya melalui pernyataan resmi pemerintah tentang penggunaan dana tersebut dan memantau secara berkala terhadap penggunaan dana tersebut; 3) Membangun kemitraan yang kokoh antara sekolah dan para pemangku kepentingan lain di setiap tingkatan wilayah; dan 4) diperlukan waktu yang memadai untuk membentuk para guru dan pihak lain di sekolah untuk menjadi fasilitator yang baik.

Setelah itu waktu yang ada dimanfaatkan untuk melakukan tinjauan pada pendekatan SHAW dan “Alur Kegiatan STBM Sekolah”. Maksud dari tahap pembahasan ini adalah memperbarui ALUR berdasarkan pengalaman-pengalaman kita, dan mengembangkan sebuah ALUR dasar yang dapat dibagikan pada pihak lain untuk tujuan replikasi di masa mendatang. ALUR yang sudah diperbarui dipaparkan dalam Lampiran 4.

Sesi ketiga hari ini dimanfaatkan oleh Program Coordinator untuk menyampaikan kepada para mitra berbagai hal penting, di antara yang terpenting adalah: 1) Usulan pengembangan sistem monitoring berbasis Cloud; 2) Evaluasi tahap akhir yang diselenggarakan pada bulan September 2014; 3) Usulan pelaksanaan studi terkait manfaat program yang dirasakan masyarakat pada bulan Agustus dan September 2014; 4) Usulan lokakarya nasional yang dijadualkan secara tentative pada bulan September 2014; dan 5) Beberapa pendapat terkait kemungkinan perpanjangan program SHAW. Sesi terakhir hari ini dimanfaatkan untuk persiapan kunjungan lapang yang dirancang akan dilaksanakan hari berikutnya.

Rabu, 18 Juni 2014

Hari ketiga dipergunakan untuk kunjungan lapang yang diatur oleh Yayasan Rumsram. Empat tim mengunjungi empat desa berbeda: Komboi di Warsa; Nermnu di Biak Utara; Opuri/Sumbiya dan Mamoribo/Raspbari di Biak Barat. Pada sore-malam hari, tim-tim tersebut menelaah hasil kunjungan mereka dan menyiapkan materi paparan untuk hari berikutnya.

Kamis, 19 Juni 2014

Keseluruhan hari keempat difokuskan untuk topik keberlanjutan. Sesi pertama di pagi hari dipergunakan untuk pemaparan dan pembahasan berbagai temuan dari kunjungan lapang. Karena keempat desa telah dideklarasikan STBM 100%, tim-tim kunjungan diminta untuk merefleksikan apakah desa-desa tersebut tetap menjaga status sebagai desa STBM 100%, dan apakah desa-desa

tersebut menunjukkan kemauan dan kemampuan mempertahankan status tersebut di masa mendatang. Sesi ini memunculkan adanya kesan umum bahwa dalam hal yang terkait keberlanjutan, tampaknya tidak terdapat permasalahan di keempat desa tersebut, namun masih terdapat berbagai catatan perbaikan yang harus dilakukan. Oleh karenanya menjadi penting untuk memperoleh gambaran yang lebih baik terkait faktor dan kondisi yang relevan untuk memastikan terjadinya keberlanjutan yang sejati.

Sisa pagi hari dipergunakan untuk bertatapmuka dengan para pemangku kepentingan di tingkat Kabupaten (Bappeda, Kantor PMD dan Dinkes) yang juga anggota Pokja AMPL Kabupaten. Wawancara dalam tatapmuka tersebut terutama terfokus pada upaya untuk memperoleh pemahaman yang lebih baik tentang peran dan tanggungjawab mereka untuk upaya-upaya peningkatan hasil-hasil program dengan mempertimbangkan elemen-elemen FIETS². Sesi tatapmuka ini difasilitasi oleh para Program Coordinator. Terdapat berbagai pertanyaan sulit yang kadangkala sulit untuk dijawab oleh para pemangku kepentingan. Dari sesi itu disimpulkan bahwa walau pun para mitra di Pemerintah mungkin saja sangat terbuka, namun jika STBM tidak terlembaga maka seperti STBM sulit berlanjut.

Siang hari dipergunakan untuk melakukan review atas kerangka kerja keberlanjutan FIETS yang telah dikembangkan pada saat PC Meeting bulan Februari 2014. Kerangka kerja keberlanjutan tersebut telah dikembangkan dengan maksud untuk menciptakan kejelasan atas apa yang harus terwujud pada akhir tahun 2014 demi mendorong terjadinya keberlanjutan pada berbagai hasil dari program SHAW. Dua pertanyaan berikut ini dipergunakan sebagai pedoman diskusi: 1) situasi ideal apa yang harus terjadi?; dan 2) apa yang masih bisa kita realisasikan tahun ini? Menjelang akhir sesi ini, para mitra dianjurkan untuk mempergunakan kerangka kerja keberlanjutan dan berbagai kesepakatan yang dibuat atas apa saja yang harus terwujud di akhir tahun, sebagai pedoman dalam mengembangkan rencana rincian langkah atau kegiatan untuk sisa waktu enam bulan di tahun 2014. Ini berarti bahwa berbagai kondisi yang terpapar di kerangka kerja keberlanjutan untuk keseluruhan tiga tingkat intervensi, diterjemahkan ke dalam butir-butir aksi nyata. Para peserta juga diingatkan bahwa ini tidak berarti melaksanakan kegiatan tambahan, namun tetap tentang hal-hal terkait pelaksanaan tugas keseharian tetapi dengan cara pelaksanaan yang berbeda. Hal ini terkait dengan penyesuaian berbagai pendekatan yang kita lakukan dan juga penyesuaian metode kerja, untuk memastikan bahwa kita menyadari adanya berbagai kondisi yang mempengaruhi kerangka kerja keberlanjutan.

Jum'at, 20 Juni 2014

Hari terakhir pertemuan diawali dengan pembahasan topik *knowledge management*. Saat ini adalah tahun terakhir program di mana sejumlah produk pengetahuan perlu dituntaskan penyelesaiannya, karena produk-produk tersebut akan dipergunakan untuk menyebarluaskan berbagai pendekatan dan hasil program SHAW ke para pihak yang lebih luas baik di dalam maupun di luar Indonesia. Setiap yang terlibat diminta untuk memfokuskan diri pada produk-produk pengetahuan yang diutamakan, karena waktunya tinggal enam bulan. Mempertimbangkan bahwa para mitra berminat untuk melakukan perpanjangan program, menjadi penting dan mendasar bahwa kita perlu mengembangkan berbagai produk pengetahuan yang dapat dipergunakan untuk memasyarakatkan ("menjual") keberhasilan program ini.

Setelah itu Yusmaidy memberi paparan perkembangan termutakhir terkait hal-hal yang berkembang di tingkat nasional. Sisa waktu yang ada dipergunakan untuk dua sesi paralel, yaitu: satu sesi "*speed dating*" antara Program Coordinator SHAW dan masing-masing Program Coordinator mitra; dan sesi

² Ruang lingkup elemen keberlanjutan FIETS adalah: *Financial* (keuangan), *Institutional* (kelembagaan), *Environmental* (lingkungan hidup), *Technical* (teknis) dan *Social* (sosial). Keterangan lebih lanjut terdapat dalam Lampiran 4.

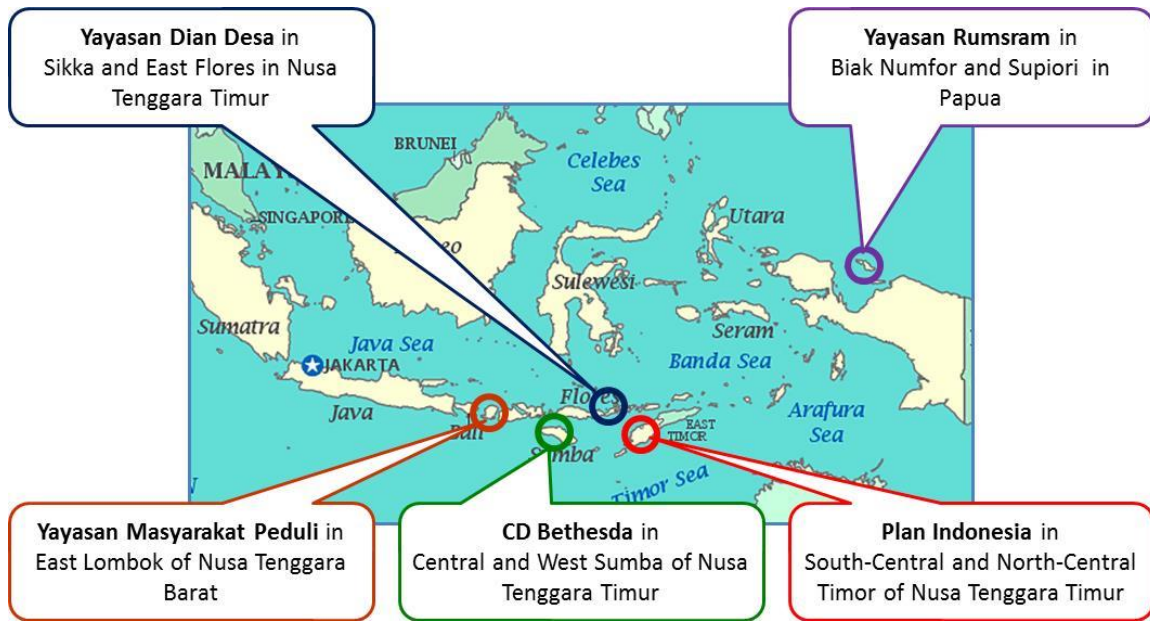
pleno yang membahas sejumlah topik yang belum sempat dibahas. Dalam sesi pleno, “Alur kegiatan STBM SHAW” yang telah diperbaiki dan diperbarui berdasarkan pembahasan pada hari Selasa, sekali lagi ditinjau dan di berbagai tahapan yang dianggap perlu, dilakukan perbaikan. Lebih jauh lagi, kesepakatan tercapai dalam hal batas dasar minimal yang diwajibkan untuk bisa memenuhi syarat pilar 4.

Sesi terakhir dari pertemuan lima hari dipergunakan untuk mengembangkan rencana aksi terinci agar bisa melaksanakan seluruh kesepakatan dan tindakan terkait berbagai topik yang dibahas selama pertemuan kali ini. Rincian rencana aksi dipaparkan dalam Lampiran 8 (Bahasa Inggris) dan Lampiran 9 (Bahasa Indonesia). Sebetulnya proses evaluasi sederhana tentang pelaksanaan empat hari PC Meeting menghasilkan banyak kepuasan di antara peserta rapat. Dalam pertemuan ini disepakati bahwa PC Meeting berikutnya akan dilaksanakan pada suatu waktu di bulan September atau Oktober 2014, menyesuaikan dengan jadwal kegiatan *debriefing* dalam rangka Evaluasi Tahap Akhir Program yang akan dilakukan oleh evaluator eksternal di bawah pengaturan Kedubes Kerajaan Belanda.

1. Introduction

1.1 Background

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



SHAW programme partner NGOs areas of operation

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

The overall goal of the programme is to reduce poverty by improving the health status of rural communities in Indonesia and by doing so enhance sustainable and equitable rural development. This is to be achieved by providing support to communities and (sub) districts in their effort to establish and implement effective, sustained services for improved sanitation, water use and hygiene 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. Further information on the SHAW programme can be obtained from <http://en.simavi.nl/assets/pdf/Simavi-SHAW-Folder-voor-web2.pdf>.

Programme Coordinators meetings are organised on a regular basis to increase collaboration among SHAW partners by facilitating sharing and learning through the exchange of information, knowledge and experiences, and by creating space and energy to move forward together. This report is meant to share the results of the 2nd Programme Coordinators meeting of 2014 held from 16 to 20 June in Biak, Papua in East Indonesia.

1.2 Objectives and set up of the Biak meeting

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

The objectives of this meeting were to:

1. Review and discuss progress of each partner;
2. Discuss a range of programme issues, but with a specific focus on the following two issues:
 - ▶ Ensuring our legacy: what needs to be done to document and disseminate the SHAW approaches and achievements?
 - ▶ Preserving the dreams: where are we in realising the conditions set out in the SHAW sustainability framework?
3. Develop a concrete action plan, with key activities for the remaining programme period from July to December 2014.

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 five-day meeting was facilitated and documented by Erick Baetings (IRC) with logistical and secretarial support from Yusmaidy and Yuli Arisanti of the SHAW Programme Unit. Pam Minnigh was crucial in documenting the discussions during the meeting and in facilitating a couple of sessions. Galuh Sotya Wulan facilitated the session on school sanitation. Abang Rahino took care of all the translation and interpretation work during the meeting. Martin Keijzer, SHAW Programme Coordinator of Simavi took an active role in ensuring the success of the meeting.

2. Proceedings and results of the Biak meeting

2.1 Monday 16 June 2014

Table 1: Actual programme of day one

When		What	Who
Morning	09.00-09.45	Opening and welcome	Martin
		Introduction round	Participants
		Objectives and programme for the week	Erick
	09.45-10.15	Progress on action plan 2014-Q1	Erick
	10.45-13.00	Progress updates by partners	Programme Coordinators
		Lunch	
Afternoon	14.00-14.30	STBM word game	Erick
	14.30-17.00	Monitoring	Erick
		Dinner	
Evening		Homework reflecting on SHAW FLOW	Partners

Opening and welcome

Erick welcomed the participants and he invited Pak Ishak to host a successful meeting similar to the one organised by Plan in Timor.

Martin opened the meeting by welcoming all the partners and particularly the new faces. Martin said that this is the second PC meeting of this year and the last one that will be held in Biak. He conveyed the compliments of the EKN who he had met the previous week. They did not believe that the programme would succeed as it is doing now as SHAW is so different from what had been done in the past. The SHAW programme is also getting recognition at the national level. Martin informed the participants that there will be a very packed programme because of the many exciting moments ahead of us this year. This will all be revealed during the week. He concluded by wishing all the participants a good meeting in preparation for the last half year of the SHAW programme. Thank you.

Introduction round

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

Objectives and programme of the week

Erick outlined the main objectives of the second PC meeting of 2013, namely to:

- 1) Review and discuss progress of each partner;
- 2) Discuss a range of programme issues, but with a specific focus on the following two issues:
 - ▶ Ensuring our legacy: what needs to be done to document and disseminate the SHAW approaches and achievements?
 - ▶ Preserving the dreams: where are we in realising the conditions set out in the SHAW sustainability framework?
- 3) Develop a concrete action plan, with key activities for the remaining programme period from July to December 2014.

The participants were informed that the meeting will focus on two main issues included in the objectives. Firstly, to keep what we have achieved by ensuring sustainability, and secondly to support others and the sector as a whole to realise the dreams of all Indonesians that did not benefit directly from the SHAW programme by sharing our best practices and lessons learned to allow for replication of the STBM approach in other areas in Indonesia.

As all the partners had received the detailed programme of the five day prior to the meeting, a quick rundown of the programme was facilitated by focusing on the main topics that were to be covered during the week. An overview of the main topics is presented in the following table.

	Monday 16 June	Tuesday 17 June	Wednesday 18 June	Thursday 19 June	Friday 20 June
Morning	Welcome, introductions and so on	School sanitation	Field trip	FIETS sustainability framework	Knowledge management
	Progress updates by partners	Revisiting the SHAW approach and FLOW		Interviews with Kabupaten representatives	Other topics
Afternoon	Continuation of morning programme	Continuation of morning programme		Updating FIETS sustainability framework	Continuation of morning programme
	Monitoring issues	Update on programme issues by MK		Parking lot issues And parallel speed dating sessions	Action planning, evaluation and closure

Table 2: Main topics outline of the 5-day PC meeting

Finally the detailed programme of the first day was presented and explained. The original five-day meeting programme is given in Appendix 1.

Progress on action plan February 2014 PC meeting

Erick facilitated a quick exercise in which the action plan of the previous February 2014 SHAW Programme Coordinators meeting held in Kefa was reviewed and discussed.

The exercise revealed that most of the agreements and action items of the previous meeting had received adequate follow up. The detailed progress update of the February 2014 action plan is provided in Appendix 3.

Progress update by partners

The following partner representatives presented general progress updates covering the period February to June 2014 with the help of Microsoft PowerPoint presentations:

Regular progress updates as follows:

- ➔ Rumsram by Bp. Nas
- ➔ Plan by Bp. Mexi
- ➔ CD Bethesda by Ibu Kris
- ➔ YDD by Ibu Christine
- ➔ YMP by Ibu Elena

- ⇒ STBM achievements: Programme is implemented in 78 villages (Biak: 63 villages, 135 dusun, 22.327 people; Supiori: 15 villages, 32 dusun, 6.819 people). To date a total of 25 villages have been declared 100% STBM.
- ⇒ STBM at schools: Work started in 60 schools (Biak: 44 schools; Supiori: 16 schools). Hygiene promotion activities are supported by the use of the snake and ladder game and films. To date no schools have been declared 100% STBM but STBM verification took place at two schools. A TOT was conducted with 20 participants representing PPO (Education) and Dinkes (Health) in Supiori. This was not followed up with a TOF due to local budget constraints.
- ⇒ Innovation and new developments: Slabs with squatting pans are being produced but marketing is lacking behind. PNPM RESPEK programme is purchasing directly from the trained artisans.
- ⇒ Partnerships: Cooperation and collaboration continues (e.g. with state-owned radio broadcasting company (RRI) and printed local newspapers (Cenderawasih Post) in the form of spots, news coverage and interactive talk shows; with local Kabupaten government/Pokja AMPL (BPMK, PNPM/RESPEK, DINKES); and with religious bodies.
- ⇒ Replication: In Supiori Dinkes allocated funds for STBM socialisation and 5 pillars STBM campaigns by providing banners and stickers. In Biak the Puskesmas in Korem allocated BOK funds for promotion, monitoring, verification and refresher meetings. In a number of areas, with the help of Prospek/PNPM villages funds have been allocated to support STBM activities (e.g. Yawosi, Andey, Biak Utara and Biak Barat).
- ⇒ Lessons learned: Lobby work at village level resulted in the allocation of RESPEK programme funds to support STBM activities. The same lobby and advocacy work is required at Kabupaten level for replication and allocation of funds. Churches are used for STBM promotional activities. Villages having women volunteers show better results compared to those with fewer women volunteers. There are indications that STBM implementation helps in reducing environmental-based diseases.
- ⇒ Water supply: Water supply activities are ongoing in five priority locations. Work focuses on technical (survey design) and social (community participation and contributions, local management committees) aspects.



Pictures included in the Rumsram progress update presentation

Q&A

- 1) Rumsram went through a difficult period in the beginning of the programme as the non-subsidy approach was not really embraced by the villagers. Martin was here in April and noticed a complete change in mentality: more confident, more happy as a result of the programme achievements. This change can be found both within Rumsram and in the villages. Ishak: we cannot be complacent even though we are making progress. It depends very much from person to person and from village to village the mood can change any minute. We still need to push.
- 2) Galuh: about school sanitation: you mentioned that follow up could not be done by Dinkes due to budget constraints but activities are happening in 60 elementary schools. Nas: school activities are limited to promotion and monitoring only. Our hope is that they can do by themselves what we have started. Ishak: sometimes we have a challenge aligning the activities with the availability of GOI funds, in particular the timing of fund availability can be a constraint.



Plan Indonesia

- ⇒ STBM achievements: Programme is implemented in a total of 460 villages (TTS: 278 villages, 840 dusun, 438,878 people; TTU: 182 villages, 590 dusun, 218,119 people). To date a total of 361 villages (TTS: 203 and TTU: 158) have been declared 100% STBM.
- ⇒ STBM at schools: Triggering and promotion activities started in all 200 target schools (TTS: 100 schools; TTU: 100 schools). Advocacy activities are ongoing to secure BOS funds for the provision of sanitation and hygiene facilities at the schools. A STBM at school contest is taking place between eight schools in Mioteng Kecamatan.
- ⇒ Innovation and new developments: Between March and June training on self-monitoring was carried out at village level (TTS: 112 villages; TTU: 72 villages). A workshop on sustainable development of sanitation marketing groups was carried out in TTS. Field activities took place to demonstrate how to construct 'healthy' latrines as well as latrines for users with a disability. In TTS 16 sanitation marketing groups received support from the Department of Trade, Industries and Cooperatives to set up cooperatives of sanitation producers. A comparative study on waste management was carried out on the waste management model in Malang. Waste banks have now been formed or set up in TTS and TTU. To support the waste management activities a partnership has been formed with the Imanuel Waste Bank in Kupang City. 'Clean Friday' activities were introduced in TTS.
- ⇒ Partnerships: Cooperation is continuing with a wide range of government actors at provincial (Pokja AMPL Province), district (District Government, Pokja AMPL District, District Department of Education, District Department of Health, District Department of Community Development, Department of Trade, Industry and Cooperatives), sub-district (Team STBM Kecamatan) and village (Team STBM Desa) levels. The media is also involved and in particular Pos Kupang.
- ⇒ Replication: The sanitation marketing groups in TTS and TTU have become trainers on sanitation marketing in Sabu Raijua, Kupang and Manggari Timur districts.
- ⇒ Lessons learned: Capacity building of government actors is very important. Opportunities should be sought to optimise the agenda of local government. For example inserting an indicator of 5 pillars STBM in the competitions organised by the village authorities. Using the work plan and budget documents of school (RKAS) as a control tool for measuring the use of school budgets for STBM related activities.



Pictures included in the Plan Indonesia progress update presentation

Q&A

- 1) Pam: I am not clear about the control document that is used at the schools. Apparently it is a monitoring tool that is already in place at all schools but not regularly used. It is basically a budget control tool that is used to check whether activities have taken place as originally planned and budgeted for. Hence no need for us to introduce additional tools.
- 2) Martin: urban sanitation focuses on solid waste management. Are you implementing full STBM in the 12 urban villages? Mexi explained that the solid waste management activity was an additional activity as people were dumping solid waste indiscriminately in the urban area. STBM is implemented in full as usual in the urban villages.
- 3) Setio: I am interested in sanitation marketing as you implement the programme in more than 400 villages. How many entrepreneurs do you require to satisfy the market? Mexi: 16 groups (one group – one Kecamatan) have been set up in TTS producing cement toilet pans at IDR 30,000 and selling the same for IDR 50,000.



CD Bethesda

- ⇒ STBM achievements: Programme is implemented in 79 villages (Sumba Tengah: 49 villages; Sumba Barat Daya: 30 villages. To date a total of 25 villages (ST: 24; SBD: 1) have been declared 100% STBM.
- ⇒ STBM at schools: Work started in 71 schools (ST: 25 schools; SBD: 46 schools). Triggering and hygiene promotion activities are being carried out at 50 schools. TOF for 25 schools in Sumba Tengah was conducted in March 2014. A similar training for 15 schools in Sumba Barat Daya was conducted in February 2014. Challenges: the ratio of toilets versus students is too low. Even more so many toilets cannot be used forcing students to defecate in the open.
- ⇒ Innovation and new developments:
- ⇒ Partnerships: A couple of new partnerships were established. Sumba Tengah: with an artisan association (PAPSIGRO) in Grobogan, Central Java, and with Hivos on biogas. Sumba Barat Daya: with Pengasih Vocational High School who developed a plastic waste distillation system, and with Harapan Sumba Foundation for which CDB facilitated a STBM training for their staff and field coordinators. Partnerships with church bodies (to convey STBM messages during Sunday Services and bible study activities) and PAMSIMAS (prioritisation of water-scarce villages among villages that have already implemented STBM) continue.
- ⇒ Replication: Sumba Tengah: STBM training for cadres was adopted by Puskesmas in Katikuka and Katikuna Selatan. Triggering and promotion techniques were adopted by sanitarians of Wairasa Puskesmas. Sumba Barat Daya: triggering techniques were adopted by all Puskesmas and

implemented in two villages per Kecamatan. Kalingara village in Kecamatan Wewewa Tengah adopted the STBM FLOW.

- ⇒ Lessons learned: The categorisation of 'easy', 'not so easy' and 'difficult' villages helps to follow progress and achievements and to decide on the exact implementation strategy. The STBM programme endorses the cross-sectoral partnership approach. The involvement of government staff in monitoring is an effective way to motivate village leaders to get a better understanding of the village health conditions.



Pictures included in the CD Bethesda progress update presentation

Q&A

- 1) Yus: What is the approach followed by the GOI staff that ignites the villagers. Henny: It is the STBM approach we introduced as part of the SHAW programme.



Yayasan Dian Desa

- ⇒ STBM achievements: Programme is implemented in 389 villages (Sikka: 160 villages; Flores Timur: 229 out of a total of 250 villages. To date a total of 66 villages have been declared 100% STBM. 25 more villages have gone through the STBM verification process.
- ⇒ STBM at schools: Work started in 141 pilot schools (Sikka: 45 + 31 additional schools; Flores Timur: 51 + 16 additional schools). To date 17 schools have been declared 100% STBM and another 8 schools have been verified. The existence of the school sanitation component appears to bring significant changes especially where this concerns pillars 2 and 4. Schools and students look cleaner and neater. STBM promotion activities were carried out during the National Education Day especially to increase the number of sanitation and hygiene facilities. Village STBM teams are involved in motivating schools to work with and learn from the communities.
- ⇒ Innovation and new developments: STBM will be the main topic on National Health Day. STBM village concept competitions are included in the agenda of the Independence Day celebrations. Training on slab and pan production was provided to 31 artisans of Flores Timur and 27 artisans of Sikka. Four associations of artisans were set up in Flores Timur. Challenges: absence of U-pox paint in Maumere and Larantuka.
- ⇒ Partnerships: YDD continues to nurture and strengthen the partnerships with the Kabupaten level stakeholders (e.g. Bappeda, Dinkes, Dinas PPO, etc.). This can be difficult especially in Sikka due to the arrival of a new Bupati and the subsequent rotation of experienced staff. The recent staff rotations require another advocacy and dissemination process on SHAW and STBM. Collaboration with the Plan Sikka Program Unit continues to accelerate progress in the Plan supported villages.
- ⇒ Replication: YDD is coordinating with Kecamatan Education Offices regarding replication of the STBM at schools component to other schools. Replication of the STBM at schools component is taking place at 2 schools in Sikka and 23 schools in Flores Timur.

- ⇒ Lessons learned: The commitment of local stakeholders has a big influence on the results of the programme (e.g. compare Sikka versus Flores Timur). The existence and involvement of trained sanitation artisans helps to accelerate sanitation coverage. Cross-visit learning activities between villages have positive impacts for both hosts and visitors. The existence of STBM public information boards in the villages and Kecamatan helps to accelerate STBM. All Puskesmas in Flores Timur allocated funds for STBM implementation (triggering, promotion and verification).
- ⇒ Water supply: The embankment water supply system at Klike Aimata was completed benefiting one village consisting of four dusun. The embankment clean water system facility at Tanawerang was also completed benefiting one village consisting of three dusun. Water boards are established in both villages and water tariffs have been set at IDR 50 per litre. The clean water facility in Waibao was cancelled.
- ⇒ Challenges: Lack of village level budget hampers the swift verification and declaration of villages. Slippage in pillar 2 requires more attention. Constant rotation of local government staff. Solid waste management requires more serious attention. Monitoring still depends on the support by Erick. To achieve the initial target of 80% an extension with one year is likely to be needed.



Pictures included in the YDD progress update presentation

Q&A

- 1) Galuh: school sanitation evaluations are carried out every two months; is this done together with the village evaluation? Christina: these are coordination meetings carried out at the Kecamatan. This is only done for the school STBM component.
- 2) Yus: can you explain the school verification and declaration figures. Are you following the same logic? Christina: yes same as for the figures presented for the villages. There was some confusion with the village verifications and declarations as the figures presented were different with those forwarded prior to the meeting. The overview presented during the meeting was corrected on the basis of the latest information from the field.



Yayasan Masyarakat Peduli

- ⇒ STBM achievements: Programme is implemented in 47 villages in East Lombok. To date no villages have yet been declared 100% STBM.
- ⇒ STBM at schools: Work started in 122 schools. Regular activities are going on (e.g. periodic review of facilitator teams and supervision teams, on-the-job training, monitoring, and so on).
- ⇒ Innovation and new developments: Acceleration workshop for 158 individuals from villages and Kecamatan on motivation and appreciation (phase 1) for seven villages prior to verification and declaration. "Sudden inspection" by STBM Team Kecamatan and STBM Team Desa. Sticking for achieving all 5 pillars at individual houses. Introduction of "Clean Friday" and "Healthy Sunday"

campaigns in seven priority villages to accelerate progress in pillar 4. Training on organic waste management (phase I) for 13 villages. Trial on managing organic waste in 13 villages.

- ⇒ Partnerships: Workshop on integration of activities with PAMSIMAS Lombok Timur in four overlap villages focusing on the training and adaptation of triggering techniques and STBM media, and collaborating in providing training on sanitation marketing. Collaborating with Dinkes at provincial level for the introduction of SMS-based monitoring. With NTB province concerning the BERLIAN program (Equitable Water Supply, Sanitation and Hygiene Programme). Sharing experiences and methods related to water supply in terms of MAF (MDGs Acceleration Framework) in Mataram in collaboration with Bappenas and Indonesia University.
- ⇒ Replication: Triggering techniques by PAMSIMAS in 6 other villages. Social preparation and innovative approach for STBM behaviour change (methods developed by SHAW) will be adopted by BERLIAN programme in 10 districts/cities in NTB. YMP-SIMAVI water supply method will be recommended by MAF Team as a way to accelerate achievement of MDGs target on water supply.
- ⇒ Lessons learned: Horizontal learning, motivation building and appreciation on STBM achievements will spark creativity of STBM Desa Team in order to accelerate progress. Providing the opportunity and space to the STBM Desa Team to design innovative activities contributed hugely to the acceleration of activities as well as to increased motivation and enthusiasm of the village. Media should be used to communicate STBM achievements as this is expected to motivate other villages. When STBM becomes a community-driven movement, government actors (Dinkes, Department of Education and Department of Religious Affairs) will move to support this movement.
- ⇒ Water supply: Wouter Jan and Yusmaidy visited in May to discuss and provide advice on Jeruk Manis and Sajang systems. Design has been sent to consultant (begin of June) and YMP waiting for the response. Draft of AD/ART (rules and regulations) by PAMMAS (water board in Sajang) in is being discussed with the community.



Pictures included in the YMP progress update presentation

Q&A:

- 1) Ikos: you mentioned the partnership with Pamsimas can you explain about the village teams?
Elena: the Pamsimas programme is overlapping with four of our target villages. Pamsimas requires AMPL teams to be established in the villages before activities commence. The AMPL teams are also responsible for promoting STBM. Martin: is there going to be a problem if Pamsimas starts working in the same villages you work in? They only cover the first three pillars and might conduct triggering events over again. Elena: they are being trained at the moment and we have to see but I hope it will all work out. I will have to discuss this within the Pokja as they Pokja has agreed and instructed Pamsimas to implement the five pillar STBM programme.
- 2) Martin: sanitarians integrate the SHAW monitoring data in the SMS Gateway. As there is only one pillar in the Gateway what do they do with the data on the other pillars? Elena: the information on the other pillars is being compiled at the Puskesmas.

STBM word game

Immediately following lunch a simple word game was organised. The facilitator had grouped the first letters of the names of the participants and made an overview of the available letters. The partners were instructed to come up with as many as possible words that are somehow related to STBM. The partners scored as follows:

- YDD: 29 words
- YMP: 28 words
- CDB: 27 words
- Rumsram: 23 words
- Plan: 23 words

As YDD claimed to have the highest score with 29 words, they were asked to write their words on a flipchart. As they were all found to be correct, they won the game. Thereafter the other partners were invited to add missing words from their own lists. In this way a total of 56 words were formed including a number of local Bahasa Biak words for shit (apui and kapui).

SHAW performance monitoring

Erick started the session on monitoring by listing the two topics that were to be discussed:

- 1) Completeness and correctness of data
- 2) Results Jan-Mar 2014 and overall progress

Completeness and correctness of data

Reporting on performance monitoring data for the period January to March 2014 was somewhat problematic, because of lack of:

- ⇒ Timeliness
- ⇒ Completeness of data files and in particular the OUTCOME data files
- ⇒ Correctness of the entered data

Re timeliness

The deadline for submitting the data files is always the last day of the month following the reporting period: in this case 30 April 2014 following the January to March 2014 reporting period. However data files were received later and reminders had to be sent to the partners.

The following is an overview of the first batch of data files received and it should be noted that most of the OUTCOME data files were not complete at that time:

- Rumsram: first data files on 5 May 2014
- CD Bethesda: first data files on 5 May 2014
- Plan: first data files on 7 May 2014
- YDD: first data files on 7 May 2014
- YMP: first incomplete data files on 7 May 2014

Re completeness of OUTCOME data files

With the use of a Microsoft PowerPoint presentation, Erick explained some of the problems encountered this time. The following is an overview of the problems included in his presentation.

The additional data to be included in the {BASIC INFO} worksheets of the Kecamatan and Kabupaten data files was often not filled in as shown in the figure below.

during which time this additional information was not requested. The consequences of partial data entries are shown in the following two figures.

0 if no data entries

Catatan: Tulis jumlah lembar ringkasan Desa		1	1	1	0	0	0	0	0	0	0	0	0	0	0	
		#15	#16	#17	#18	#19	#20	#21	#22	#23	#24	#25	TOTALS			
	NAMA DESA >	KADU ETA	BUKAMBERO	MAGHO LIRYO	WEE WELIA	0	0	0	0	0	0	0	16			
	JUMLAH DUSUN >	4	4	4	4								72			
	NAMA PENCATAT DATA >	Oktovian	Oktovian	Oktovian	Oktovian											
	TANGGAL PENULISAN DATA >															
	Data entry	1	1	1	0	0	0	0	0	0	0	0	16			
Pilar 4	4: Pengolahan Sampah Rumah Tangga															
	Pembuangan sampah rumah tangga dengan aman															
	Jumlah (Harus sama dengan jumlah rumah di Desa) >	418	482	187	0	0	0	0	0	0	0	0	0			
	Jumlah rumah di Desa >	418	482	187	0	0	0	0	0	0	0	0	0			
	Corrected TINGKAT 0 (#)	0	0	0	0	0	0	0	0	0	0	0	0	451		
Pilar 5	5: Pengolahan Limbah Cair Rumah Tangga															
	Pembuangan air limbah rumah tangga dengan aman															
	Tingkat 0	0	0	0										81		
	Tingkat 1	0	0	24										65		
	Tingkat 2	0	0	0										257		
	Tingkat 3	418	482	183										6,942		
	Jumlah (Harus sama dengan jumlah rumah di Desa) >	418	482	187	0	0	0	0	0	0	0	0	0			
	Jumlah rumah di Desa >	418	482	187	0	0	0	0	0	0	0	0	0			
	Corrected TINGKAT 0 (#)	0	0	0	0	0	0	0	0	0	0	0	0	81		
STBM VERIFIKASI DAN DEKLARASI DI SEKOLAH																
	ketika desa diverifikasi dan sudah 100% STBM	Tanggal >														41,608
	ketika desa dideklarasikan sebagai 100% STBM	Tanggal >														41,622

No data entries

30-Nov-13

14-Dec-13

Only data entries here!!!

If 0 then it looks for data from previous reporting period

Catatan: Tulis jumlah lembar ringkasan Desa		1	1	1	0	0	0	0	0	0	0	0	0	0	0	TOTALS
Pilar 4	NAMA DESA >	#15	#16	#17	#18	#19	#20	#21	#22	#23	#24	#25				TOTALS
	KADU ETA	KADU ETA	BUKAMBERO	MAGHO LINO	WEE WELIA	0	0	0	0	0	0	0	18			
	Jumlah Dusun >	4	4	4	4	0	0	0	0	0	0	0	72			
	NAMA PENCATAT DATA >	Oktovian	Oktovian	Oktovian	Oktovian	0	0	0	0	0	0	0				
	TANGGAL PENULISAN DATA >	0	0	0	0	0	0	0	0	0	0	0				
Pilar 5	Data entry	1	1	1	1	0	0	0	0	0	0	0	18			
	4: Pengolahan Sampah Rumah Tangga															
	Pembuangan sampah rumah tangga dengan aman															
	Jumlah (Harus sama dengan jumlah rumah di Desa) >	418	482	187	287	0	0	0	0	0	0	0				
	Jumlah rumah di Desa >	418	482	187	287	0	0	0	0	0	0	0				
Pilar 5	Corrected TINGKAT 0 (#)	0	0	0	0	0	0	0	0	0	0	0	925			
	5: Pengolahan Limbah Cair Rumah Tangga															
	Pembuangan air limbah rumah tangga dengan aman															
	Tingkat 0	0	0	0	0	0	0	0	0	0	0	0	85			
	Tingkat 1	0	0	24									65			
	Tingkat 2	0	0	0									257			
	Tingkat 3	418	482	187	287	0	0	0	0	0	0	0	7,829			
	Jumlah (Harus sama dengan jumlah rumah di Desa) >	418	482	187	287	0	0	0	0	0	0	0				
	Jumlah rumah di Desa >	418	482	187	287	0	0	0	0	0	0	0				
	Corrected TINGKAT 0 (#)	0	0	0	0	0	0	0	0	0	0	0	93			
STBM VERIFIKASI DAN DEKLARASI DI SEKOLAH																
Ketika sekolah diverifikasi dan sudah 100% STBM		Tanggal >	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ketika sekolah dideklarasikan sebagai 100% STBM		Tanggal >	0	0	0	0	0	0	0	0	0	0	0	0	0	0

No data!!!

Figures: The above two figures shown the consequences of data that was partly entered in the data file.

The above example brought up a long discussion as the participants were not aware of the proper functioning of the data files. Erick took some time to explain its functioning and told the partners that there is no need to carry out data entries every quarter for villages that have been declared 100% STBM. As agreed last year, villages that have been declared 100% STBM only need to be monitored once every six months in June and December. This means that data entries are also not required for these villages for the reporting periods covering January to March and July to September. In other

words there is no need for data entries if no data has been collected. The data files will automatically take the data from the previous reporting period to ensure that data files always report on all the villages in a Kecamatan. The precise functionality of the data files is shown in the example above which shows two different worksheets: 1) the data entry worksheet; and 2) a hidden worksheet which either takes data from the data entry worksheet or in case where no data has been entered for a village it takes the data from the previous reporting period.

Although overall quality of the data entered has improved tremendously over the past year, still some missing data is found. These missing data entries are caused either by mistakes made in the desa level data compilation forms or incomplete data entries in the data files. The consequence is that in case of missing data, the worst case scenario is applied by the data files and automatically these missing households are put at level 0 of a specific pillar. This can be easily overcome by making sure that the village level recapitulation forms are checked before date entries are made and by checking whether the data entry worksheets have any red or orange cells indicating that data entries are incomplete.

Pilar 4	4: Pengolahan Sampah Rumah Tangga					
	Pembuangan sampah rumah tangga dengan aman					
	Tingkat 0	0				
	Tingkat 1			98	110	145
	Tingkat 2	0				
	Tingkat 3	0				
	Jumlah (Harus sama dengan jumlah rumah di Desa)	0	0	98	110	145
Pilar 5	5: Pengelolaan Limbah Cair Rumah Tangga					
	Pembuangan air limbah rumah tangga dengan aman					
	Tingkat 0	0				
	Tingkat 1	0				
	Tingkat 2	0				
	Tingkat 3			98	110	145
	Jumlah (Harus sama dengan jumlah rumah di Desa)	0	0	98	110	145
	Jumlah rumah di Desa	65	63	98	110	145
	Corrected TINGKAT 0 (#)	65	63	0	0	0

Figure: An example of missing data entries.

Although again vast improvements are noticeable, a couple of inconsistencies between the OUTPUT and OUTCOME data were noticed in the CD Bethesda and YMP data files as shown in the figure below.

				Mar-14		
				OUTPUT	OUTCOME	Differences
# kabupaten monitored >				9	9	0
# kecamatan monitored >				113	113	0
# desa monitored >				1,019	1,019	0
# dusun monitored >				3,341	3,340	1
Total number of houses in the villages				310,077	310,187	(110)
Total number of people in inhabitants of the villages				1,398,878	1,399,847	(969)

				Sumba			Lombok		
				OUTPUT	OUTCOME	Difference	OUTPUT	OUTCOME	Difference
# kabupaten monitored >				2	2	0	1	1	0
# kecamatan monitored >				5	5	0	7	7	0
# desa monitored >				79	79	0	36	36	0
# dusun monitored >				281	281	0	169	168	1
Total number of houses in the villages				19,572	19,699	(127)	38,098	38,081	17
Total number of people in inhabitants of the villages				115,883	116,978	(1,095)	134,831	134,705	126

Figure: Inconsistencies between OUTPUT and OUTCOME data.

Similarly, inconsistencies were found with regards to the number of facilities (toilets, hand washing facilities and water treatment options) found in the OUTPUT and OUTCOME data files. An example of

differences in the number of houses that have a toilet is provided in the following figure. Although some differences are likely to occur over time – for the simple reason that OUTPUT monitoring stops after a village has been declared 100% STBM – this is not likely the case at this moment.

		OUTCOME totals for SHAW Programme						
		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
	# houses with own toilet	97,405	78,660	183,448	206,675	225,256	250,925	258,065
	In %	55%	79%	84%	84%	84%	83%	83%
	# houses that do not have toilet but share a toilet of others	10,314	3,813	15,025	16,471	12,582	14,507	16,037
	Total # houses that has access to toilet	107,719	82,473	198,473	223,146	237,838	265,432	274,102
		61%	83%	91%	90%	89%	88%	88%

		OUTPUT totals for SHAW Programme						
		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
Pillar 1	1: NO OPEN DEFECACTION							
	# toilets in the desa	196,397	77,261	181,300	209,000	225,554	252,001	258,768
	# houses with toilet	193,970	77,225	180,296	207,552	224,765	250,966	258,041
	% of total # houses	57%	79%	84%	83%	84%	83%	83%

Figure: Inconsistencies between OUTPUT and OUTCOME data

Concluding this session Erick advised the partners to carry out a number of simple checks before the data files are forwarded to Erick and Martin. Data checks are necessary to ensure completeness, correctness and consistency between the OUTPUT and OUTCOME data files. This can easily be done by creating sufficient time for checking by ensuring that the data entries are completed in time.

Overall progress for the SHAW programme based on the Jan-Mar 2014 results

Erick started by giving a warning: remember – as a consequence of the previous discussions – the data in the following overviews is unlikely to be 100% COMPLETE and or CORRECT.

The first overview that was shown was the combined OUTCOME totals of all the five partners. The data for March 2014 shows that the SHAW programme is implemented in:

- Nine Kabupaten,
- 113 Kecamatan which is 72% of the total number of Kecamatan in the nine Kabupaten, and
- 1,019 villages which is 94% of the total number of villages in the 113 Kecamatan

		OUTCOME totals for SHAW Programme						
		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
	# kabupaten monitored >	9	9	9	9	9	9	9
	Total # of Kecamatan in the Kabupaten >	0	0	0	0	0	0	156
	# kecamatan monitored >	58	48	86	98	104	112	113
	SHAW Kecamatan as percentage of Kecamatan in the Kabupaten >	0%	0%	0%	0%	0%	0%	72%
	Total # of Desa in the SHAW Kecamatan >	0	0	0	0	0	0	1,084
	# desa monitored >	582	381	715	812	901	986	1,019
	SHAW Desa as percentage of Desa in the SHAW Kecamatan >	0%	0%	0%	0%	0%	0%	94%
	# dusun monitored >	1,977	1,197	2,366	2,643	2,882	3,231	3,340
	Total number of houses	175,601	99,754	217,393	247,491	267,644	302,274	310,187
	Total number of people	812,714	468,588	977,069	1,128,605	1,211,015	1,368,789	1,399,847
	a) Number of females							727,340
	b) Number of males							672,507
	# houses with own toilet	97,405	78,660	183,448	206,675	225,256	250,925	258,065
	# houses that do not have toilet but share a toilet of others	10,314	3,813	15,025	16,471	12,582	14,507	16,037
	Total # houses that has access to toilet	107,719	82,473	198,473	223,146	237,838	265,432	274,102
	In %	61%	83%	91%	90%	89%	88%	88%
	STBM VERIFICATION AND DECLARATION							
	Total number of villages that have been verified 100% STBM							538
	Total number of villages that have been declared 100% STBM							422
	% of villages that have been declared 100% STBM							41%

Baseline data is far from complete

Figure: Combined OUTCOME monitoring data for the entire SHAW programme

The figure of 1,019 villages raised some questions as a total of 1,053 villages were presented during the morning. After some digging it was discovered that the difference of 34 villages can be explained as follows:

- Work had to stop in 11 villages in Sikka due to different reasons
- Work in 12 villages in Flores Timur had just begun and monitoring data – other than baseline data – was not yet available; and finally
- Work in 11 villages in East Lombok had also just begun and monitoring data would be available for the first time in June 2014.

What was more shocking was the fact that the baseline data for the OUTCOME indicators is still far from complete. Whereas 1,019 villages are regularly monitored, baseline data is only available for 582 villages! The partners were instructed to complete the baseline data as soon as possible. Although the new OUTCOME indicators were only introduced in October 2012, data should be available on a majority of the indicators, and all the available data must be entered in the data files. If this is not done it will become very difficult to calculate the additional access to sanitation and hygiene facilities and changes in behaviours achieved by the programme as well as to attribute these changes to the programme.

The second overview that was presented and discussed was the progress made to date in realising the five STBM pillars as shown in the figure below. Although pillar 4 still requires some discussion during the meeting on which level to apply, progress in this pillar has been noticeable due to the changes made in the February 2014 PC meeting.

		OUTCOME totals for SHAW Programme						
		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
SATISFACTION OF STBM CRITERIA (Indicator level 3)		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
Houses in the desa with access to a toilet		61%	83%	91%	90%	89%	88%	88%
Pillar 1	1.1: Access to sanitary toilet (quality of toilet construction)	56%	55%	92%	88%	87%	87%	88%
	1.2: Maintenance and repairs of the toilet (toilet owners only)	37%	56%	92%	88%	88%	89%	90%
	1.3: Usage of the toilet (for all houses which use a toilet)	66%	89%	95%	92%	92%	91%	92%
Pillar 2	Washing hands with soap at critical times	7%	60%	64%	63%	67%	65%	67%
Pillar 3	Drinking water treatment and safe storage	57%	81%	90%	88%	89%	89%	91%
Pillar 4	Safe household solid waste disposal (L1)	74%	94%	95%	91%	93%	93%	94%
Pillar 5	Safe household wastewater disposal	46%	82%	87%	86%	87%	86%	88%
CONVERSION TO PERSONS		Baseline	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
People with access to a toilet		333,704	41,244	41,334	41,426	41,518	1,082,106	1,115,366
Pillar 1	1.1: Access to sanitary toilet (quality of toilet construction)	251,343	197,906	730,037	814,473	880,326	977,212	1,014,999
	1.2: Maintenance and repairs of the toilet (toilet owners only)	159,111	199,829	732,936	811,094	885,227	1,000,199	1,035,423
	1.3: Usage of the toilet (for all houses which use a toilet)	330,507	325,291	818,388	920,374	980,273	1,090,208	1,128,166
Pillar 2	Washing hands with soap at critical times	50,829	268,565	597,296	697,727	795,374	877,372	916,746
Pillar 3	Drinking water treatment and safe storage	473,233	362,875	853,776	987,736	1,078,553	1,223,821	1,275,425
Pillar 4	Safe household solid waste disposal (L1)	608,349	438,241	921,939	1,028,232	1,123,924	1,271,255	1,322,299
Pillar 5	Safe household wastewater disposal	392,289	370,608	827,438	965,673	1,068,448	1,189,607	1,242,625

Figure: Progress made on the five STBM pillars as per 31 March 2014

Progress in pillar 2 is still lacking behind the other pillars with only 67% of the households meeting the proxy indicator for hand washing with soap. The figure of 67% is positively influenced by in particular the results of the programme in Timor. Some of the other Kabupaten are doing much worse as shown in the following figure.

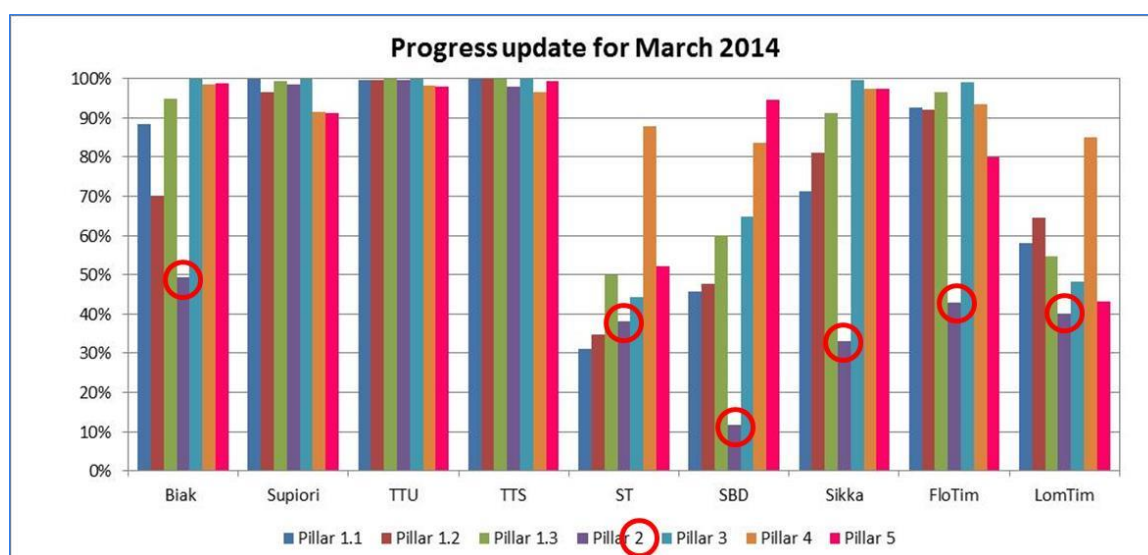


Figure: Progress made on the five STBM pillars per Kabupaten as per 31 March 2014

The partners were once again reminded that hand washing with soap at critical times is the most effective hygiene practice to reduce diarrhoeal morbidity rates.

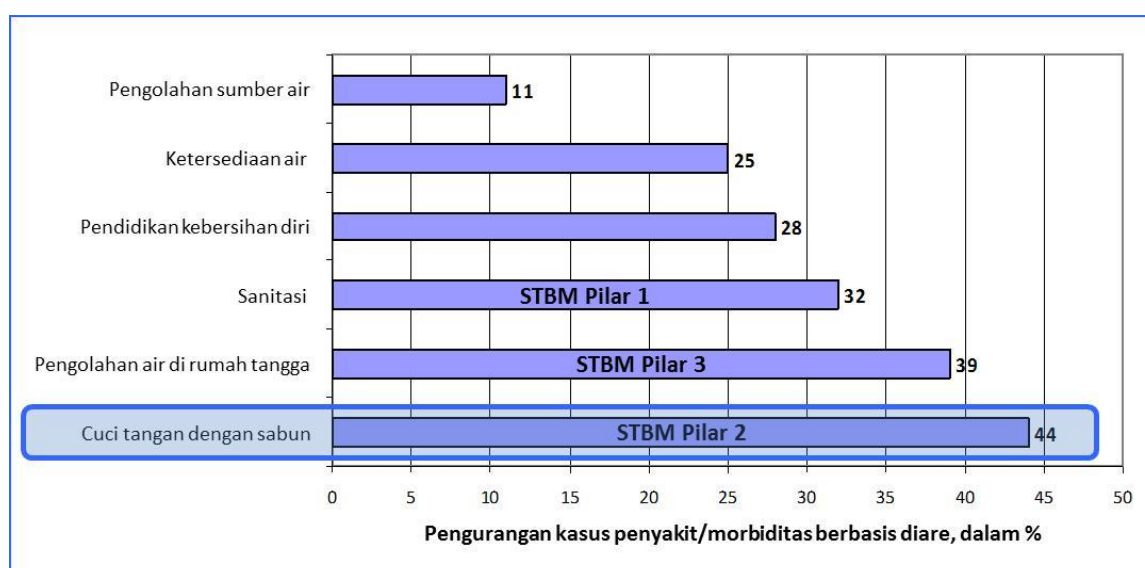


Figure: Reduction in diarrhoeal morbidity in percentage per intervention type. Source: Global Hand Washing Day, Planners Guide, Second Edition (2009)

Finally the results in relation to access to sanitation and hygiene facilities as captured by the OUTPUT data was presented and discussed. In the following three tables access to toilet facilities, hand washing facilities and different household water treatment options are presented.

The OUTPUT indicators monitor access to the following types of toilet facilities:

- Direct pit latrine (Cemplung);
- Back-shute toilet (Plengsangan);
- Pour-flush latrine (Leher Angsa); and
- Other types of latrines (Ecosan or any other type)






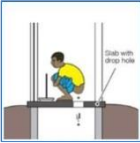
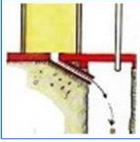

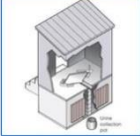
						
	2%	45%	71%	5%	1%	30%
	5%	28%	16%	15%	0%	21%
	93%	26%	12%	80%	99%	49%
	0.2%	0.0%	0.9%	0.0%	0.1%	0.1%

Table 3: Access to different types of toilet facilities as per 31 March 2014

At the end of March 2014, close to 50% of the households had access to a pour-flush toilet, followed by 30% of the households with access to a direct pit latrine. In Plan areas (45%) and particularly in CD Bethesda areas (71%), the construction and use of direct pit latrines is high. These figures raised two questions:

- 1) Is the relatively high prevalence of direct pit latrines in Timor and Sumba caused by higher levels of poverty or what other reasons could be plausible?
- 2) How will these direct pit latrines – often constructed of less durable (local) materials – do in comparison to the other types of latrines? Will there be a higher slippage rate in these areas?

The OUTPUT indicators monitor access to the following types of hand washing facilities:

- Hand washing facility with running (piped) water;
- Tippy tap/treadle tap;
- Hand washing basin with dipper;
- Hand washing basing with a tap or other closure; and
- Other types of hand washing device












						
	14%	4%	7%	9%	23%	8%
	10%	59%	55%	19%	0%	39%
	71%	31%	35%	48%	24%	35%
	4%	3%	1%	21%	37%	12%
	1%	3%	2%	3%	17%	5%

Table 4: Access to different types of hand washing facilities as per 31 March 2014

From the above figures it becomes clear that both Plan (59%) and CD Bethesda (55%) have had more success in promoting tippy taps (option #2) in their areas. It was also concluded that as long as these tippy taps are constructed and maintained well, this might be the best option as the device and the water does not have to be touched by dirty hands. The hand washing basin with dipper (option #3) was perceived to be least desirable option as the container might not be covered and dirty hands might get in touch with the water when drawing or scooping water out of the basin or container.

It was made clear that the OUTPUT data provides only insight in the types of facilities used; it does not say anything about the quality of the facilities. OUTCOME data (indicator #2) will have to be used to see whether these facilities meet the STBM criteria.

The OUTPUT indicators also monitor the use of the following types of household water treatment options:

- Boiling / cooking;
- Water filtration system (ceramic filter, slow sand filter, other filters available in the market);
- Solar disinfection (SODIS);
- Buy bottled water; and
- Other treatment options










						SHAW
	98%	97%	100%	88%	78%	92.8%
	0%	0.2%	0.2%	0.2%	0.1%	0.2%
	0%	0%	0%	0.2%	1.3%	0.2%
	1%	2%	0%	11%	20%	6.7%
Other	1%	0%	0%	0%	0%	0.2%

Table 5: Use of different types of household water treatment options as per 31 March 2014

It becomes clear from the above figures that boiling of water (935) is still the most prevailing household water treatment option in the nine SHAW districts.

Homework assignment

Erick concluded the day by giving a small night time assignment to the five partners. As preparation for the session on “revisiting the SHAW approach and FLOW” scheduled for Tuesday morning the partners were asked to review the SHAW FLOW developed jointly in September 2011 in Biak. Each partner was asked to identify and list the changes and or modifications they may have made to the SHAW FLOW during the past two and a half years.



2.2 Tuesday 17 June 2014

Table 6: Actual programme of day two

When		What	Who
Morning	08.45-09.00	Recap of day one	Erick
	09.00-12.45	School sanitation	Galuh
		Lunch	
Afternoon	13.45-14.00	Continue with morning programme	Erick
	14.00-17.15	Revisiting the SHAW FLOW	Pam
	17.15-18.00	Update on programme issues	Martin
	18.00-18.30	Preparation for field trip	Ishak

Recap and programme of the day

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

	# of target villages	# of villages where work commenced	# of triggered villages	# of villages verified	# of villages declared STBM
YMP	47	47	47	0	0
CD BETHESDA	79	79	79	4	25
YDD	410	389	389	25	66
PLAN	460	460	460	0	361
RUMSRAM	78	78	78	0	25
TOTALS	1,074	1,053	1,053	29	477
In %	100%	98%	98%	3%	44%

Table 7: SHAW progress per partner up to June 2014

The same information can also be presented as shown in the following graph.

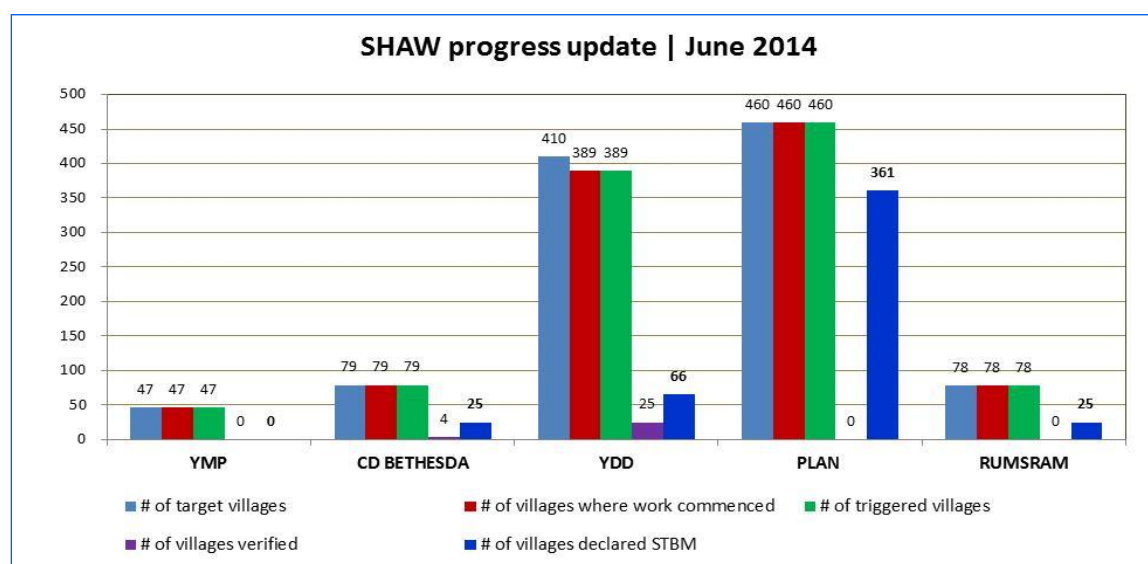


Figure: SHAW progress per partner up to June 2014

Up to the now (June 2014) some 44% of the SHAW target villages had been declared 100% STBM and if the verified villages are included this figure will go up to 47%. This means that if the targets are to be achieved more than 50% of the villages still remain to be verified and declared 100% STBM during the final six months of the programme.

During the recap session it was decided to park the following two issues that will require further discussion later in the week:

- 1) **STBM Pillar 4:** what QIS level do we believe best reflects the agreement reached in February 2014 during the PC meeting in Kefa (level 1 or 2)?
- 2) **Realising the SHAW targets:** what can be achieved by the end of 2014 and what needs to be done to realize these targets?

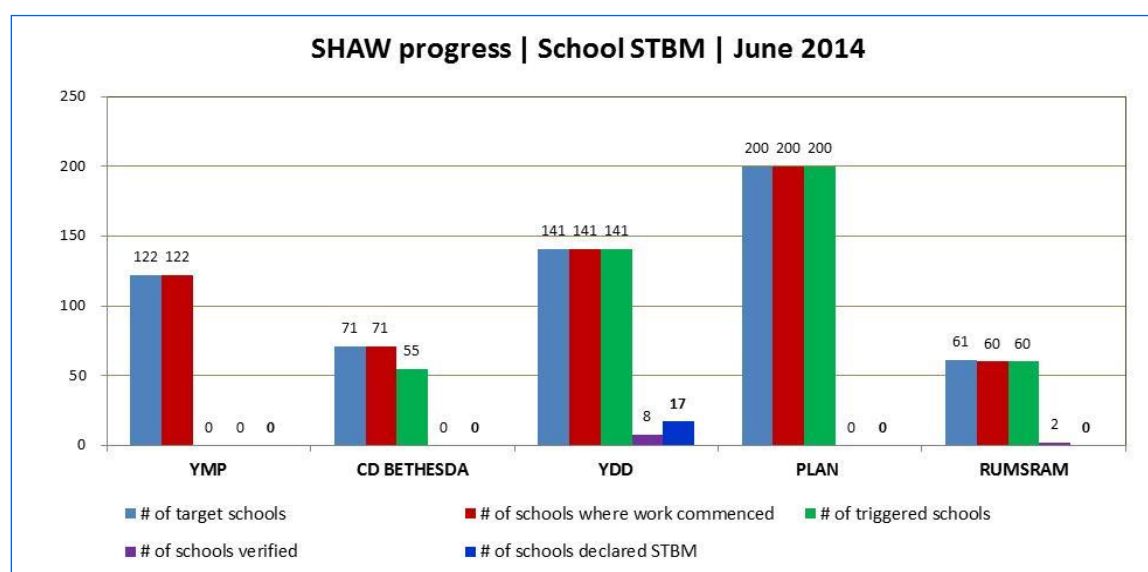
School sanitation

Erick started by facilitating a quick progress update for the school STBM component with the help of the partners. The progress up to June 2014 is shown in the following table and chart whereby it needs to be mentioned that the school sanitation activities only commenced on a large scale in 2013.

	# of target schools	# of schools where work commenced	# of triggered schools	# of schools verified	# of schools declared STBM
YMP	122	122	0	0	0
CD BETHESDA	71	71	55	0	0
YDD	141	141	141	8	17
PLAN	200	200	200	0	0
RUMSRAM	61	60	60	2	0
TOTALS	595	594	456	10	17
In %	100%	100%	77%	2%	3%

Table 8: SHAW progress for school STBM component up to February 2014

The same information can also be presented as shown in the following graph.



Thereafter Ibu Galuh took over and introduced the session by presenting the school STBM FLOW as shown on the next page. She explained that the session would be used to review the school STBM component and in particular to map the differences in approach and activities applied by the

partners. Considering different conditions in the different programme areas it is expected that changes have been made by the partners to the original approach. Galuh invited the partners to help her improve the “school STBM FLOW” on the basis of their experiences. Input was requested from the partners on the following:

- 1) Adaptations made on activity FLOW
- 2) Adaptations or modifications on the TOT and training of facilitators training modules developed in April 2012
- 3) What IEC materials have you developed and or used to support the school STBM activities
- 4) What are your lessons learned, tips and best practices obtained when implementing the school STBM component



Figure: SHAW school STBM FLOW and activities

Ibu Galuh then showed a table where the rows provided all the activities undertaken at the different levels (Kabupaten, Kecamatan and Sekolah) and the columns provided the four questions. After some further detailed explanations the partners went off to work on the assignment by answering the above four questions. Different coloured meta cards were used to answer the four questions.

Tingkat	Kegiatan	Adaptasi pada alur Kegiatan	Adaptasi / Modifikasi pada modul pelatihan	Materi KIE yang dikembangkan	Pembelajaran dan Best Practices
Kabupaten	Advokasi/Lobi		x		
	Koordinasi		x		
	Pelatihan				
Kecamatan	Advokasi/Lobi		x		
	Koordinasi		x		
	Pelatihan				
Sekolah	Pemicuan		x		
	Tindak lanjut*	Mohon dirinci aktifitasnya, durasinya	x		
	Monitoring	Oleh siapa, alur, integrasi dgn STBM desa	x		
	Verifikasi dan Deklarasi		x		

Table 9: School STBM FLOW (approach and activities) review format

After the coffee break the partners were invited to present the outcome of the review assignment.

- Nas started on behalf of Rumsram
- Mexi followed on behalf of Plan
- Ikos and thereafter Christina on behalf of YDD
- Henny on behalf of CD Bethesda, and finally
- Elena on behalf of YMP

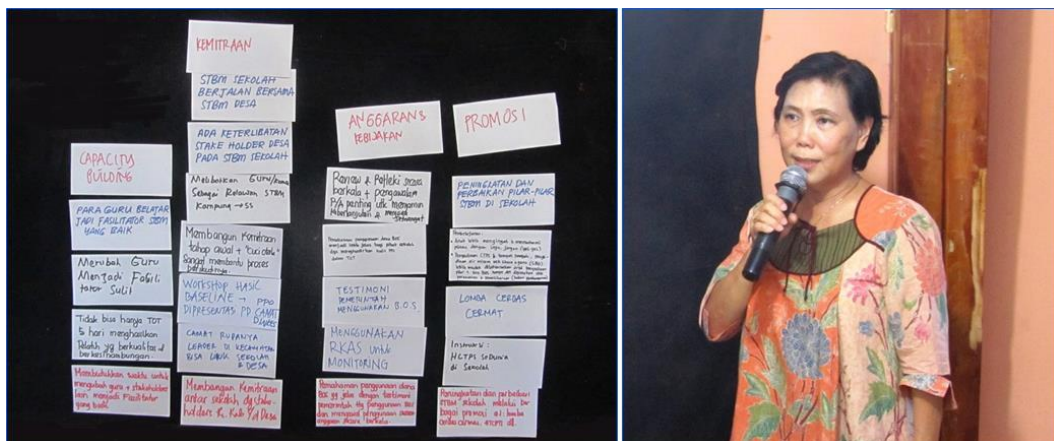


Erick helped to wrap up the session. The enormous amount of information expressed by the huge number of meta cards made it difficult to draw conclusions. It was therefore decided that:

- 1) Galuh supported by Pam would work on a modified “school STBM FLOW”. The draft modified FLOW would then be shared with the partners for reflection and input.
- 2) The Programme Coordinators were invited to come up with five key lessons or tips on the basis of the twenty something lessons learned, tips and best practices identified by the partners during the group work.
- 3) And finally the remaining participants were sent on a shopping trip by identifying IEC material they would like to borrow from their colleagues. If interested in a specific IEC material they were to indicate their interest by writing the name of their organisation on the specific meta card.

After lunch Ibu Christina presented the following four most important lessons learned as identified by the Programme Coordinators:

1. Improve the school STBM related conditions (including rehabilitation of school STBM facilities) by carrying out different promotion activities (e.g. games and competitions),
2. Create clear understanding on the use of BOS for example through government testimony on the use of the funds and monitor the use of the fund regularly,
3. Build strong partnerships between schools and other stakeholders at all three levels, and
4. Time is needed to change schools teachers and others to become good facilitators.



Revisiting the SHAW approach and FLOW

Pam introduced the session and referred to the FLOW originally developed during the first PC meeting held in Biak in September 2011. The original “SHAW STBM FLOW” was projected on the wall for easy reference.

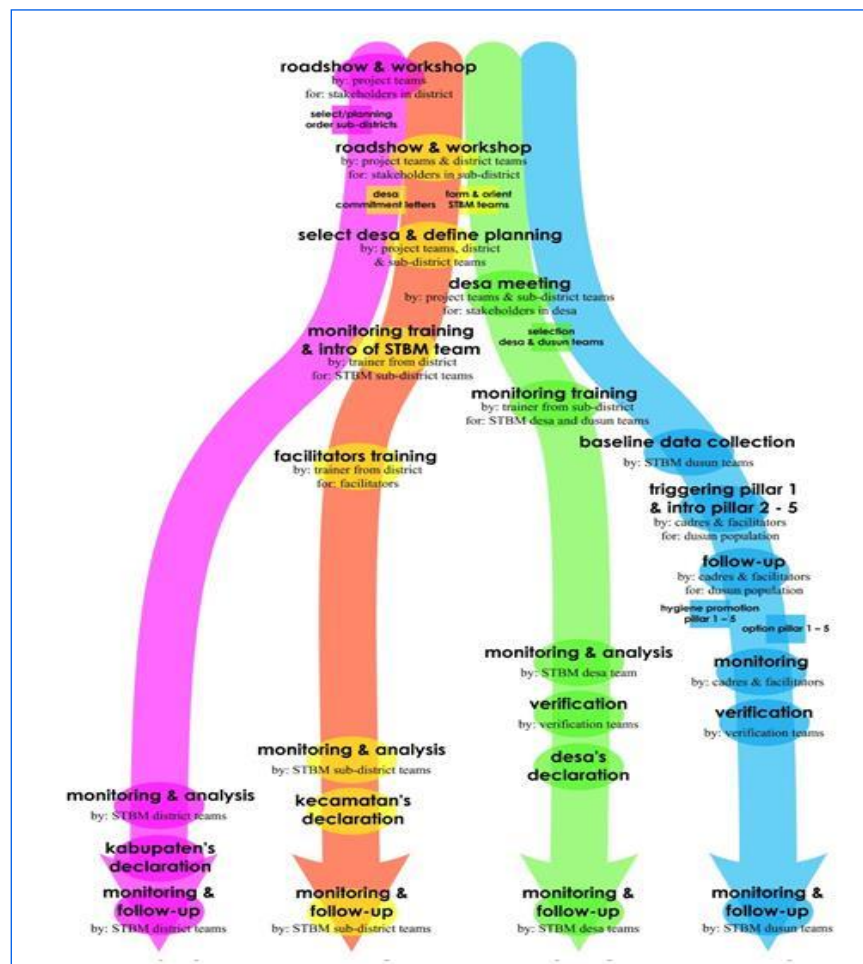


Figure: Original “SHAW STBM FLOW”

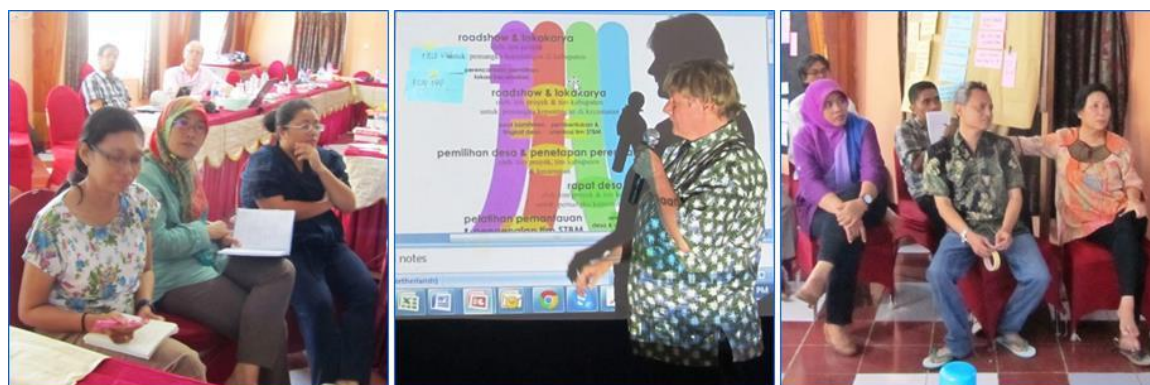
The participants were then asked to come up with their homework from the previous evening. Pam explained that they should look for differences between what the partners have been doing in their own programme intervention districts and what is in the original STBM FLOW. Simon started on behalf of Plan. The main difference was the fact that official desa level verification is done by the Puskesmas under the responsibility of the Camat. This does not appear to be an additional step or activity in the overall FLOW, but more a specification of roles and responsibilities of different activities (which are not included in the FLOW). Hence, the meta card was put next to the FLOW. During the subsequent discussions two more activities were added at Kabupaten level: 1) study trip for Kabupaten level stakeholders after the road trip; and 2) development of a roadmap following the study trip.

Next was Pak Ishak on behalf of Rumsram. The roadshow is not sufficient to obtain commitment from the Kabupaten stakeholders, hence, a number of additional meetings are organised following the roadshow. Pam asked whether this is an additional activity or whether these are details that are obvious as there will be many meetings during the course of the programme. The key is that the initial activities are used to seek strong commitment from the leaders which should be expressed in budget allocations at the different levels. Supervision of and support to village STBM cadres by partner staff and sanitarians was added at village level.

Bayu on behalf of CD Bethesda went through the same process. Ensuring budget commitment at village level is important because as soon as village level activities commence cadres will expect some sort of (financial) reward. CD Bethesda suggested adding lobby activities to ‘massage’ the village leaders to allocate part of the ADD budget to support the STBM activities. This generated a long discussion on what commitments mean and what we can expect from the authorities at the different levels. Initially there were serious doubts on whether we could ask for upfront financial (co-financing) commitments from the different authorities. All sorts of budgetary and other problems were raised, but towards the end of the discussion minds started to shift. Particularly when Ibu Elena spoke up and Pak Ishak reiterated that with the successful implementation of the SHAW programme it would be easier to discuss budget commitments for future programmes.

After the tea break Ikos continued on behalf of YDD. YDD has been organising verification trainings to prepare the teams for the actual village level verification exercises at the Kabupaten level. These trainings include the actual planning and organising of the verification exercises. Additionally YDD has been organising sanitation marketing training for local artisans at the Kabupaten level and training for Desa and dusun STBM teams on STBM and monitoring at desa level.

Ibu Elena on behalf of YMP said that they commence village level activities with an assessment exercise and to build up a network of interested villagers who are interested to get involved in sanitation activities. YMP also organises motivation and appreciation workshops for village level STBM stakeholders that are close to STBM verification. After triggering village STBM cadres receive their official appointment. Prior to verification YMP organises an event in the villages to explore how to accelerate progress towards achieving the goal of 100% STBM. After each activity we have a review and evaluation session for example to see whether agreements and action plans have been implemented.



Martin asked whether we need the step on village selection at Kecamatan level if we agree to work in all the villages within the confines of one Kecamatan. The principle is that in future programmes should work in all the villages within one Kecamatan and by doing so create 100% STBM safe areas. What about selection of Kecamatan within the Kabupaten? Ibu Christina said that the commitment issue as discussed before should be the basis for selecting ‘interested’ Kecamatan.

After including all the proposed new steps (activities) a final round was made to make sure that everybody agreed with the additional activities. The basis is that what is in the FLOW must be implemented in future programmes by all SHAW partners and that will be the FLOW we will share with other relevant stakeholders in Indonesia.

Yus volunteered to update the SHAW STBM FLOW. The rough update of the SHAW STBM FLOW is presented in Appendix 4. Finally it was agreed to merge the village focused STBM FLOW and the school STBM FLOW in future.

Update on programme issues

The following topics were covered by Martin during his regular update session:

1. Monitoring database:

- Observations of 16 June 2014 about inconsistencies found in the monitoring systems:
 - Blame Erick or the volunteer
 - Other approach:
 - Analyse the problem,
 - Find the solution,
 - Make repairs (refresher?),
 - Support the solution,
 - Analyse if the problem is solved, and
 - Give follow-up
- Martin asked the partners where they have any proof:
 - Of dusun and desa meetings where the monitoring data is discussed with the community? Is there proof of any follow up in the villages?
 - That the Kecamatan and Kabupaten stakeholders analyse and use the data? As you are all tired you will be asked to report on this in the upcoming report.
- Martin raised concerns he has with the existing database. Basically the existing system is too elaborative and cumbersome to make changes (3 x 117 data files + reports).
- Nawasis is not yet widely applied and not fully operational.
- SMS Gateway? Includes only pillar 1, initiated by WSP and applied at small scale. WSP has stopped collaboration.
- SHAW indicators for pillars 2 to 5 are ready to be used and there appears to be interest. Kemenkes is interested to test the monitoring system for pillars 2 to 5.
- Discussions on alternative databases have gone on for some time. One option is to use a cloud-based system as suggested by IRC (bedatadriven) as show in the following figure. Such a system can be relatively easily implemented but will require training and recurring maintenance.

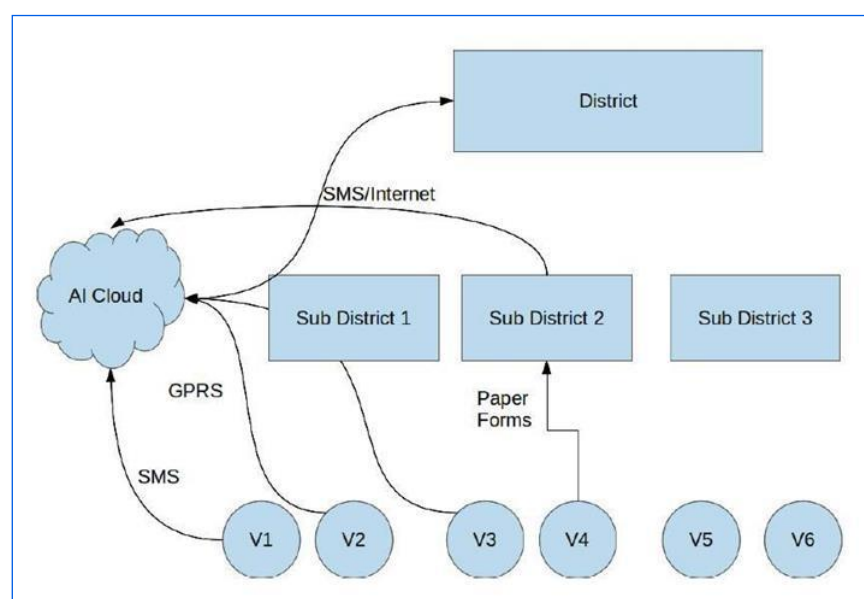


Figure: Cloud-based data collection and data analysis platform (bedatadriven)

- Bappenas and Kemenkes have invited SHAW (IT consultant) to discuss the next steps (e.g. exploring possibilities to develop a module that can be linked to Nawasis and the SMS Gateway).

2. Final SHAW programme evaluation:

- EKN does not have any news on the final evaluation such as organisation, consultants and schedule (email 16 June 2014).
- Current draft TOR will be used as guideline for the evaluation and the following can be expected:
 - Workshop with the SHAW partners to get to know each other
 - Field visit to determine standard questions
 - Proposed approach will need to be forwarded to EKN and Gol for approval
 - Parallel field visits with different teams visiting different SHAW partners
 - Debriefing where feedback can be provided
 - Final report
- EKN agreed to put end of September as indication to deliver draft findings to Bappenas.

3. Study on perceived benefits:

- An academic research into the perceived benefits of the SHAW programme will be conducted by Circle Indonesia. Perceived benefits:
 - by population for the family in wellbeing and welfare, and
 - by desa, kecamatan and kabupaten in economic development.
- Schedule: 1-25 July for preparations; 12-23 August for field research; and 26 September as the deadline for the draft report
- Field information will be collected in 48 villages on reduction in diarrhoea, malaria and maternal mortality.
- Need for evidence: current info (Biak and Sumba, Flores, Lombok and Timor absent) not yet complete.

4. National workshop SHAW:

- We have observed that SHAW has been successful in involving desa and kecamatan levels.
- Involvement of kabupaten level is below the needs to sustain the STBM achievements. Especially the Pokja AMPL – except for Lombok Timur – is not functioning as well as coordinator as we had hoped for.
- There appears to be gap between understanding at national level and realities in the field. This is possibly caused by a lack of support to the Kabupaten Pokja AMPL to implement STBM.
- Back in 2010 Bappenas requested SHAW to give advice for scaling up STBM. Therefore a national workshop is planned to present the results and testimonies of the SHAW programme. We require evidence-based benefits to present at the workshop. The tentative timing for the workshop is set for September 2014.

5. RPJMN 2015-2019

- Draft RPJMN is to be ready by October before the new government takes over. Bappenas will coordinate/write the section on sanitation.
- SHAW has been invited by Bappenas for input by the 2nd half of September. This input will take shape in the following forms:
 - Final programme evaluation
 - Study on perceived benefits
 - Document on scaling up STBM based on our thinking and experiences
 - National workshop on SHAW

6. Special September 2014:

- As mentioned before the following will take place during the month of September:
 - Final evaluation
 - Study on perceived benefits
 - Document on scaling up STBM
 - National workshop on SHAW
 - Presentation on SHAW at the WEDC conference in Hanoi scheduled for 15-19 September
- What needs to be done:
 - On Friday set an agenda for September
 - Who will be doing what / contributing what and when?
 - Documents + documentary + brochure

7. SHAW-2:

- The annual plan 2014 presented three scenarios:
 - Same areas, to finish, to consolidate for sustainability, to take next steps on STBM ladder
 - Scale up to adjacent areas
 - Scale up to other areas
- EKN is interested in scenario 1 (low budget)
- Funding of another scenario is uncertain, not yet assured. Therefore we need to share our results plus good documentation.
- Simavi is reflecting on next steps and which scenario to go for. Discussions during Martin's leave will hopefully give more clarity.
- Outcomes of final evaluation are needed as basis for formulating a new funding proposal.

Preparation of field trip

Pak Ishak provided the details of Wednesday's field visits. Four teams were expected to visit four different villages (kampung). The three Kecamatan (Distrik) that were visited are shown in the following map.



Map of Biak Numfor with field trip locations

Details of the field visit locations are provided in the following table.

Location	Kecamatan	Triggering	Declaration	Teams
Komboi village Located close to beach 70 houses; 79 families 411 people 70 toilets	Warsa ~65 km	March 2011	March 2012	Yusmaidy Hellena Ikos Eka Guide: Nas
Nermnu village Located close to beach 67 houses; 75 families 372 people 67 toilets	Biak Utara ~45 km	June 2012	November 2013	Erick Nista Galuh Bayu Guide: Sem
Opuri/Sumbiya village Located in the interior 118 houses; 132 families 628 people 99 toilets	Biak Barat ~55 km	August 2013	April 2014	Pam Christina Simon Henny Guide: Yuyun/Ishak
Mamoribo/Rasbari village Located close to beach 83 houses 101 families 500 people 71 toilets	Biak Barat ~60 km	August 2013	April 2014	Martin and Anneke Abang Nur Mexi Kristin Guide: Yustin

Table 10: Details of field visit locations

Pam reiterated the need to take notes and pictures during the field trip by referring to the additional information provided with the meeting agenda. The field trip will focus on sustainability and the same format used during the February PC meeting in Kefa will be used. The field trip is to focus on the following:

- 1) Are changes in sanitation hygiene behaviours and practices being sustained after STBM declaration in the villages that were visited during the field trip?
and
- 2) What do we have to do (differently and or more) to ensure that changes are sustained after completion of the SHAW programme?

2.3 Wednesday 18 June 2014

Table 11: Actual programme of day three

When		What	Who
Morning and afternoon	08.30-17.00	Field trip in four groups visiting four different villages (kampong) in Warsa, Biak Utara and Biak Barat Kecamatan	All participants
		Dinner	
Evening		Review field trip and prepare presentation in the four teams	All participants

Field trip to visit Rumsram intervention villages

The entire day was spent by the four groups on the field trip. Field visit destinations and team compositions are provided in the table below.

KABUPATEN BIAK NUMFOR			
WARSA	BIAK UTARA	BIAK BARAT	
KOMBOI	NERMNU	OPURI/SUMBIYA	MAMORIBO/RASBARI
Guide: Nas Yusmaidy Hellena Ikos Eka	Guide: Sem Erick Nista Galuh Bayu	Guide: Yuyun/Ishak Pam Christina Simon Henny	Guide: Yustin Martin and Anneke Abang Nur Mexi Kristin

Table 12: Field visit team compositions and destinations



2.4 Thursday 19 June 2014

Table 13: Actual programme of day four

	When	What	Who
Morning	09.00-09.15	Programme of the day	Erick
	09.15-10.45	Presentation and discussion on review of field trip	Erick
	11.15-13.00	Interviews with Kabupaten representatives re post SHAW sustainability	Programme Coordinators
		Lunch	
Afternoon	14.00-18.00	Updating FIETS sustainability framework	Erick and Galuh

Programme of the day

Erick explained the programme for day four and said that most of today's sessions are dealing on the topic of sustainability. In short the day consists of the following sessions:

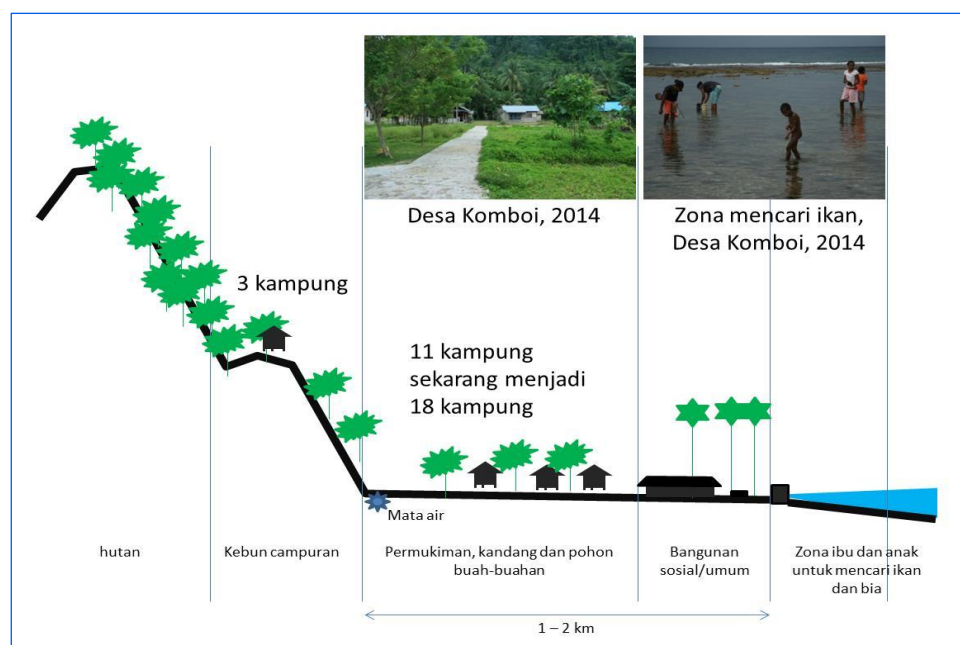
- Review of field trip
- Several sessions on sustainability
- Speed dating and discussion on parked matters

Review of field trip

During this sessions the following three questions were to be answered:

- 1) What is the situation in the four villages?
- 2) Are changes in sanitation hygiene behaviours and practices being sustained after STBM declaration in the villages that were visited during the field trip?
and
- 3) What do we have to do (differently and or more) to ensure that changes are sustained after completion of the SHAW programme?

Group 1: Kampung Komboi in Warsa



- Kampung Komboi consists of 70 houses with 70 toilets which are used by 83 families
- There are a total of 29 STBM volunteers of which 14 trained cadres
- Most toilets are pour-flush (leher angsa) and these were provided in 2009 by PNPM RESPEK at a costs of IDR 3 million per toilet. Water is easily available for flushing. There also still some cemplung (temporary) toilets made of bamboo and gaba-gaba (bark of sagu tree) which is easily available locally.
- Local artisans – trained by Rumsram in collaboration with YMP – produce cement toilet pans. So far 18 + 30 toilet pans have been produced and sold for IDR 100,000 per pan.
- Improved toilets and tippy taps were found at the school. School environment is very clean.
- Findings:
 - Cadres are active in monitoring and providing follow up
 - In general improved behaviours are still being practiced on the five pillars even two years after declaration. For example no garbage was found and all people drink treated (boiled) water. Children understand and can apply the STBM issues, but pillar 2 (HWWS) is the most difficult.
 - STBM is already included in planning sessions from village to Kecamatan.
 - Villagers notice a decrease in diarrhoeal cases and an increase in economic fortunes.



- Other issues:
 - STBM team Kecamatan consists of the head of the sub-district (camat), secretary, teachers, head of the health centre (kepala puskesmas) and the sanitarian
 - Every month monitoring and coordination with village chiefs is carried out and all 14 village chiefs received training on STBM. All kampung staff support the programme.
 - Sufficient number of cadres or volunteers involved in STBM with one person being responsible for some 5 houses. The youngest cadre is 30 years which means that the next generation needs to be recruited.
 - Budgets to support the STBM activities are available at different levels (BOK, BOS, ADD). A transportation allowance of IDR 17,500 per month is provided to the cadres which is paid from the village ADD budget.
- Institutional
 - Support is provided by the different levels (kampong, puskesmas, kecamatan)
 - Church also supports STBM programme
 - Local radio station regularly introduces STBM
- Cultural aspects
 - Environmental cleanliness competitions
 - Customary law against OD
 - Regular monitoring schedule
 - Appreciation from Kabupaten



Elena: The most recent meeting at kecamatan level was held on 30 May but these meetings are still supported financially by Rumsram as the local government authorities have no budget for these kinds of activities. So the need to think about a MoU as discussed on Tuesday is still valid. In fact the instruction from Kemenkes, Juknis BOK, already stated that the local government should support STBM. The BOK budget is used to provide an allowance of IDR 17,500.00 for Posyandu cadres, but it is not clear whether the village volunteers are being paid an equal amount. Therefore YMP are now recruiting Posyandu cadres as STBM volunteers to ensure that they are being paid.

Group 2: Kampung Nermnu in Biak Utara



- This is the only non-coastal village visited
- Kampung Nermnu consists of 75 houses with 80 toilets which are used by 89 families. Before triggering in July 2012 there were 9 toilets, now there are 35 toilets constructed by PNPM RESPEK and 45 emergency toilets (cemplung). Some houses have two toilets: one from PNPM RESPEK and one traditional cemplung.
- There are a total of 7 male cadres because “every family has only one mama” (limited human resources).
- Findings:
 - The village came up with a simple vision: “Yes clean”. The village has instilled a sense of shame if villagers or households do not behave in a clean and healthy manner. Children are encouraged to live healthy.
 - Village cadres are role models for STBM. They lead the changes and show how conditions can be improved: “making the blind see”. The village leaders also take an active role and lead by example.
 - Output and outcome data are used for promotional activities and to maintain awareness among the villagers
 - The villagers are already noticing the economic benefits from living a healthy lifestyle. Before when they got sick they had to pay IDR 70,000 for transportation to the Puskesmas.
 - Budget for STBM is included in Kampung planning (RPJMK) and PNPM RESPEK



- Do differently do more:
 - Awareness of kepala kampung and the whole population needs to increase to be resilient with regards to sustaining STBM
 - One sanitarian (John) for 29 kampung in three kecamatan makes him a “super sanitarian”
 - The sanitarian is involved in monitoring: collecting data and doing data entry. Currently too much dependence on one person; “what if he leaves?”
 - The sanitarian goes on uninformed surprise visits to observe and verify the situation.
 - Sanitarian returns monitoring data back to the kampung for use at that level. Monitoring data not yet delivered to Kabupaten as it is only collected at Kecamatan level: “why not reported to Kabupaten?”
 - Capacity of kampung cadres (volunteers) on monitoring can be improved so that it will make the job of the sanitarian more manageable

At the end of the presentation Pak Ishak added that John – the “Super Sanitarian” responsible for three Kecamatan – is actually a nurse who acts as sanitarian.

Group 3: Kampung Opuri and Sumbinya in Biak Barat



- These two villages consist of a total 118 houses with 99 toilets which are used by 132 families.
- There are 5 volunteers in Opuri and 6 volunteers in Sumbinya
- The Kecamatan STBM team consists of four members (1 Kecamatan staff and 3 village secretaries)

- Findings:
 - Pillar 1: most of the houses have a toilet with a majority of pour-flush toilets (leher angsa) constructed with the support of PNPM RESPEK. The toilets are clean and maintained well and there is sufficient water for cleaning.
 - Pillar 2: almost all houses have tippy tap facilities with water and soap. Tippy taps are used to educate the children. The foot paddles are too short so that feet get wet during use.
 - Pillar 3: drinking water is boiled and safely stored.
 - Pillar 4: solid waste is collected and mostly burned. There are some efforts to separate waste (plastic and glass are sold).
 - Pillar 5: no stagnant water found in village as water is directly absorbed in the soil.



- Monitoring: recapitulation is done together for the two villages (still considered as one by the villagers although in our monitoring system they are recorded separately)
- School sanitation: students are very enthusiastic in STBM; schools has toilet facilities, songs and other activities are used to promote STBM; teachers are also enthusiastic
- Capacity building: STBM teams at Kecamatan and at kampongs are well trained; volunteers work without getting any incentives; volunteers come from kampong but also from Puskesmas cadres; other stakeholders in kampong are religious leaders
- Institutional: church and customary institutions support STBM, Kecamatan support not that high; collaboration between Rumsram and PNPM RESPEK has positive benefits for the implementation of STBM. PNPM RESPEK's support in providing permanent houses helps to improve environmental health conditions in the villages.
- Sustainability:
 - Positive: commitment and motivation is high ("everybody we met"); regular programmes such as clean Friday; church actively supports STBM through regular Sunday services and other activities; villagers perceive benefits on health, education and economics.
 - Attention areas: facilities for pillar 2 and 4 require more attention; behaviour on pillar 2 and 4 needs to be improved; monitoring data especially for one village is not used for their own good (planning follow up).

Group 4: Kampung Rarsbari in Biak Barat



- Kampung Rarsbari consists of 52 families.
- There are 8 STBM volunteers
- This village was split from kampung Mamoribo in 2013. 95% of houses and toilets were built by PNPM RESPEK
- Findings:
 - Pillar 1: all villagers use a toilet; water is easily available; some toilets had no roof; PNPM RESPEK supports repair of toilets constructed by them; some toilets were not maintained well.
 - Pillar 2: also supported by PNPM RESPEK as each house has two taps; soap is present; people understand critical times of hand washing; need to pay attention that volunteer supports existence of hand washing facilities.
 - Pillar 3: drinking water is boiled and safely stored.
 - Pillar 4: every house has a plastic bag to collect plastic waste; organic waste is collected and dumped behind the house; volunteers provide paid service for digging pits as soil is very rocky; people still scatter their garbage around their houses; no pits were found.
 - Pillar 5: water is absorbed quickly but there was still some stagnant water found near some houses.



- Behaviour change: yes; pillar 1 and 3 were already in place prior to triggering; not clear why villagers support STBM (motivational factors) the only answer they gave was “because we want to be healthy”.
- Community is committed to sustain STBM; people are interested to live healthy; there is a spirit of competition and they have had one or two competitions. There is solidarity among the volunteers and they develop work plans together; volunteers are planning to produce and sell hand washing facilities and to provide maintenance services.
- Feeling of ownership is still low as PNPM RESPEK involvement is too high. Martin added that he did not see the same level of proudness in this village as he had seen in other villages earlier this year.

Martin added that during his previous visit 6 weeks ago, he noticed that the villages he then visited were proud of what they had achieved. This time in kampung Rarsbari this was not the case probably because PNPM RESPEK has provided most of the facilities. Martin also mentioned that it was difficult to get information this time as only one volunteer wanted to talk.

Interviews with Kabupaten representatives re post SHAW sustainability

Erick gave a short introduction on the purpose of this meeting by providing a quick history lesson of the SHAW programme and informing the guests that this is the last year of this current phase. This being the final of the programme a lot of emphasis is put on sustainability in order to sustain the results of the programme. That is why these kinds of meetings with Kabupaten representatives are organised. During the PC meetings we always organise a field trip to understand the conditions in the villages, but we also have meetings with district representatives to better understand what is happening at the Kabupaten level and what role it will play in future. He concluded by saying that the next one and a half hour will be used to discuss a range of issues related to sustainability. The interviews and discussions will be facilitated by the Programme Coordinators of the SHAW partners.

Thereafter a quick introduction round was facilitated; first the guests and thereafter the participants. The Kabupaten representatives that attended the meeting were: 1) Turbeyi Onisimus Dangeubun: Head of Bappeda in Kabupaten Biak Numfor and Head of Pokja AMPL; 2) Yoel Marien: Head of Governance and Social and Cultural Affairs of Bappeda and Secretary of Pokja AMPL; 3) Ibu Nolly Aoni: works at the Community Development Office and member of Pokja AMPL; and 4) Albertus Tanalepy, Dinkes and member of Pokja AMPL.



Eka started on behalf of the Programme Coordinators by welcoming the guests. This is a great chance for us to meet with you and to learn from your experiences in Biak Numfor. During a national conference last year in Jakarta it was agreed that 2.5% of the district budget should be allocated to water and sanitation. Up to that moment only 0.5% was allocated to WASH activities. When we visited the Komboi village yesterday they said that they are already involved in planning meetings and that they had raised their concerns with regards to water and sanitation. But so far no budget allocations have shown up at Kabupaten level for STBM. We like to know your vision on this, as this is in line with the regulation 22?

Onisimus: Great question and it helps us to recharge our thinking on the planning processes. Right now we are discussing our long term planning for 2015-2019 so that all we did in the past will be brought to the planning meetings. We understand that the local government needs to allocate 2.5% of their budget specifically to water and sanitation. But we learned that the percentages determined at central government add up to more than 100%. Local conditions are not taking into consideration by the central government. We struggle in achieving the benchmark of 2.5%. Our income is 21 billion and this is already allocated to all sectors. Budgets that are developed at kampong and kecamatan levels are not necessarily adopted at Kabupaten level. We need to distribute the resources proportionally. We cannot satisfy all of the needs of all kampongs. Clean water supply is often the third priority after housing and something else which was not mentioned. We support environmental health but that does not mean that all the resources have to come from the public health office it can also come from other sources. Communication and coordination among the offices should improve to provide more effective support to the various programmes. We allocate funds to stimulate (trigger) action. Two of the six Kabupaten mission statements are related to environmental health (3

and 6). We also have a document related to MDGs achievements and that document will be reviewed and updated this year.

Eka: You are already well informed that Indonesia is losing IDR 156 trillion annually as a consequence of poor sanitation facilities. Three kampongs in Warsa are ready for declaration next month. Thereafter Warsa will be the first Kecamatan in Papua to be declared 100% STBM. We would like to suggest that you invite the Bupati to witness the declaration. The Gol has decreed that there are STBM teams at village and Kecamatan level. Why is there for example no STBM team in Warsa?

Onesimus: Probably we need to look at the latest Ministry of Health degree. In our plan we will develop resilience kampongs and model kampongs. We have already socialised this idea and especially the budget processes. According to the new 'Village Law', IRD 1.4 billion will be provided to each village annually. Our priority is that STBM is implemented well in the villages. Our idea is that in 4 or 5 Kecamatan where STBM is introduced we will encourage them to establish STBM teams. First priority is implementation and not the institutional set up. As for the urban areas we also started activities to encourage local government and communities regarding environmental cleanliness and healthiness so that slum areas in urban areas become healthier. This programme is not financed by the local budget but by a special allocation from the Ministry of Public Works. We will prioritise this programme for those Kecamatan where STBM has been introduced already.

Ibu Christina: The SHAW programme has developed a functioning monitoring system. Based on our field visit yesterday the people already mastered the use of the system and also use it as the basis for planning of STBM related activities. But in other villages visited it seems that the capacity in monitoring needs to be further developed. Is Biak prepared to adopt the monitoring system? Or how will the STBM monitoring system be integrated in the Gol health monitoring systems?

Albertus: We have been replicating the STBM approach since 2012 and we have already discussed the issue of monitoring with Rumsram. Regarding replication we already agreed to replicate in several different areas. This year it is being done in Biak Timor. Due to limit budget space we plan to replicate the approach in one Kecamatan per year. Rumsram have trained our staff on STBM and monitoring hence it will be our responsibility to continue the work.

Onesimus: There are several different monitoring systems in place sometimes used for the same purpose. Thanks for developing a monitoring system, but you will understand that the government has developed its own system. Your system is more detailed and it will strengthen our monitoring system. Monitoring data provided by this programme usually comes to Pokja AMPL and Bappeda which is then used for planning purposes.

Ibu Elena: The artisans that we trained last December are still producing toilet pans. Sometimes it is good to realise that when people are motivated they can develop their own income generating activities. What I want to underline is that if we don't motivate continuously then interest will decrease and finally diminish. What is your support to sustain those motivated individuals?

Onesimus: Thanks for the sanitation marketing training you provided. One of our mission statements is about supporting local entrepreneurs. We help and capacitate entrepreneurs but sanitation entrepreneurs are only one selected group and we support a range of different entrepreneurs. For example entrepreneurs that produce bags of recycled materials. It is our policy to support small entrepreneurs in their economic life. PNPM RESPEK is getting close to covering access to sanitation facilities in the district.

Ibu Nolly: We have had intensive communication with Ibu Elena on sanitation marketing. The implementation of the pan production training was held in December 2013 with the support from my office. We trained 15 entrepreneurs for 7 days. The result of that training is what you saw yesterday in the field. The next step is to set up an association with a legal status. Our office will provide

oversight and will check which entrepreneur produces good products and has good marketing skills. PNPM RESPEK already ordered 100 pans from them. We still seek the support from Rumsram to monitor and check the quality of production as they have the required expertise. From our side we will encourage parties at Kabupaten level to issue a regulation to support the sanitation artisans.

Elena: This is the final year of the BOK budget allocations. This constitutes a large portion of local funds. What will happen if this fund is no longer there, particularly as also Rumsram will not be able to fund STBM programme activities beyond 2014?

Albertus: It is not true that BOK allocations will stop in 2014 as this was discussed in Makassar. We will need to talk about this again, for example in relation to the STBM volunteers and the need to replicate the approach in other areas. We have replicated the approach already last year and again this year with BOK funds.

Ibu Elena: Will it be possible for me to suggest that budget allocations are made available for future programmes and that this is laid down in a MOU?

Onesimus: It is possible but I would have to check the relevant regulations from the Home Ministry for local development. It could be possible to reallocate some of our budget but this would have to be done in consultation with the Pokja AMPL Nasional as there is no specific budget line for this programme. With your question we can strengthen the capacity of our Pokja AMPL and focus more on STBM. If you talk about the long term planning it is expected that BOK will continue. Whatever the outcome of the upcoming elections, good programmes will continue. Funds are there but budget arrangements need to be sorted out.

Setyo: A lot of people have died as a consequence of accidents in toilets and bathrooms. In STBM we prioritise the health aspect but we also need to consider safety and comfort. A proportion of the population has limited access to toilets due to physical disabilities or because of other reasons (e.g. pregnant women, small children). So far we have assumed that everybody is able to use a toilet. As Pokja AMPL do you consider this issue and do you think that toilets advised by Rumsram have more space and hence more comfort than those constructed by other programmes?

Onesimus: We acknowledge that 99% of the toilets in public areas have squatting pans. Only sitting pans are provided to the head of offices. It will become a serious consideration for our office.

Ibu Christina: We want to learn from you on the issue of solid waste. Solid waste management especially in urban areas is still a problem. Regarding SWM, do you have a programme to manage this problem? What about sludge management? We promote OD but the collected sludge is not properly managed. What will be next? We are blank we have no idea. Do you have any suggestions?

Onesimus: Regarding solid waste, the system is standard, already arranged by a Ministerial degree. This year with the help of Public Works (PU) a sanitary landfill (dumping site) is being established. Local regulations are often not in place to manage this issue. Last year it was agreed to strengthen the role and capacity of the environmental office. As a result we have already distributed garbage bins and we separate organic and non-organic waste. However the public does not understand how to use the garbage bins and in particular how to separate their waste. We have also introduced waste banks. Some groups are doing well but some other groups failed completely. We already built temporary waste boxes besides the road. They do not function well as people throw away their waste indiscriminately. There was a sludge management facility but that was in the colonial time. I am not sure what is happening now. Housing regulations are in place which specifies issues such as the need to construct septic tanks.

Martin: Many thanks for all the information you provided. I will provide some information from my side. Concerning monitoring, we are discussing with Bappenas and Kememkes about the integration

of the SHAW monitoring system in the national monitoring systems. We expect to have activities on that soon. Thank you for the positive take up of the production of toilet plans. It is good to hear that Bappeda is supporting these with budget of the government. In the present budget, there is no specific budget for STBM, and we hope that the Pokja AMPL Nasional will address that. In September we will organise a national workshop on SHAW in Jakarta to update the national level about the realities in the field. The information you have provided will be very useful as input for the workshop, but likewise for the RPJPM and for the new government.

Erick: Thanks for representing the local departments and for taking time to meet with us. May be some of the questions were difficult to answer, but your answers will be useful for us during our discussion this afternoon. Thank you for being so open and frank. Please join us for lunch and feel free to also ask us some difficult questions.

Onesimus: You have a strong bargaining position at national level; please make sure that STBM gets more prominence within the environmental health related ministries. Another issue that needs our attention is related to the exit strategy. Do you have clear examples, so if we need to let go, we know what to do? Eka explained about a counterpart budget that is already available although it may be not known at Kabupaten level. Your experiences in the field are very important to us so that we have a smooth exit strategy. From our experience exit strategies should be built on basis of a MoU.



Updating FIETS sustainability framework

Following the lunch break Erick started by giving a compliment to the Programme Coordinators for the way they had facilitated the interviews with the Kabupaten stakeholders. Although the session was very much executed in the pleasant Indonesian way, they did get to the point in a clear and smart way. A lot of our questions were difficult to answer as they may not have been prepared or because of the way the local government bodies function where it is not always possible to provide adequate answers. Whoever we meet and wherever we meet them, officials are always very nice and accommodating, but if STBM is not institutionalised then it is unlikely that STBM will continue.

During this session the FIETS sustainability framework developed during the February 2014 Programme Coordinators workshop in Kefa was revisited and reviewed. The participants were asked to keep the following issues in mind:

- 1) What can we still realise this year?
- 2) What would be the ideal situation? For example if there is going to be an extension or a SHAW-2 what would we do differently and what would need to be in place?

Then Ibu Galuh took over and introduced the SHAW FIETS sustainability framework. The Dutch WASH Alliance FIETS sustainability elements form the basis of the SHAW sustainability framework. Further details on the five elements are provided in Appendix 5. She then gave 10 minutes so that the participants could read the framework.





Figure: The five FIETS sustainability elements or dimensions. Source: website from the Dutch WASH Alliance: <http://www.washalliance.nl/fiets-strategy/>




The rest of the afternoon was used to go in detail through the individual FIETS elements and the specific conditions for each of the five elements.

During the discussion on finance related conditions a long discussion erupted on the budgetary system of Gol. Bayu explained that we probably need to discuss what the budget allocations are meant for and we need to avoid overlaps between the three levels. Kecamatan budget is normally used for coordination, consultation and evaluation purposes not for other activities. Ibu Elena: yes that is correct but they can use the existing budgets to consult with the villages on STBM. It became also clear that there is no budget available at village level for school sanitation.

In the end only minor changes were made to the conditions in particular what budget is available at what level. For the remaining four FIETS elements no changes were made to the original text. Appendix 6 provides the updated SHAW FIETS sustainability framework.

The outcome of the discussions on what can be realised this year and what should be included as the ideal situation in a new programme is reflected in the following table.

FIETS elements and specific conditions	By when	What needs to be in place at what level		
		Desa	Kecamatan	Kabupaten
 Finance				
Budget for monitoring and follow up	End 2014	Focus on influencing the planning process to ensure that budget allocations are made for the financial year 2015. Note 1)		
	SHAW-2	OK	Ensure co-financing commitments before start of programme. Note 2)	
Funds for operation and mainteance	End 2014	Focus on influencing the planning process to ensure that budget allocations are made for the financial year 2015. Note 1.		
	SHAW-2	OK	Ensure co-financing commitments before start of programme. Note 2)	
 Institutional				
Development plans	End 2014	OK	OK	OK
	SHAW-2	OK	OK	OK
Roles and responsibilities	End 2014	OK with a question mark as capacities need to be developed further		
	SHAW-2	OK	OK	OK
Functioning monitoring system	End 2014	OK with a question mark as partners themselves are not fully self-reliant at this stage and still need the support from Erick		
	SHAW-2	OK	OK	OK

FIETS elements and specific conditions	By when	What needs to be in place at what level		
		Desa	Kecamatan	Kabupaten
Regulations	End 2014	OK	OK	Bupati Instruction
	SHAW-2	OK	OK	Minimally PERBUP, ideally Perda. Note 3)
Coordination and cooperation	End 2014	OK	OK	Depends on functioning Pokja AMPL in the districts Note 4)
	SHAW-2	OK	OK	OK
 Environmental				
Environmental risks	End 2014	All villages that have been declared 100% STBM	Lobby and advocate for, and support coordination mechanisms. Note 5)	Kabupaten: support the Pokja AMPL
	SHAW-2	OK	OK	OK
Faecal sludge management	End 2014	Continue supporting the uptake of Ecosan toilets. Note 6)	NO	Start discussions with Pokja AMPL and others. Note 7)
	SHAW-2	OK	OK	OK
 Technical				
Operation and maintenance	End 2014	All villages that have been declared 100% STBM	OK (with a big question mark)	OK (with a big question mark)
	SHAW-2	OK	OK	OK
Sanitation products	End 2014	Yes, but not for all locations and for all households	OK (hopefully to some extent)	OK (hopefully to some extent)
	SHAW-2	OK	OK	OK
Producers knowledge	End 2014	N/A	OK	OK
	SHAW-2	N/A	OK	OK
Conducive business environment	End 2014	N/A	N/A	OK
	SHAW-2	N/A	N/A	OK
 Social				
Inclusive and participative	End 2014	All villages that have been declared 100% STBM	NO	NO
	SHAW-2	OK	OK	OK

Notes:

- 1) This needs to go further than just proposing that this is considered. It should have been in the 2014 budget already and it will be easier to request for a programme extension from the donor. Eka revealed that the budget process for 2015 started already in January 2014 and it might be difficult to influence the process if

we have not raised this issue with the authorities at an earlier stage. All partners except for Rumsram have done this.

- 2) Ideal situation for SHAW-2 is when indicative budget requirements to sustain STBM are calculated for the different levels and that these figures are used for discussions and negotiations with Gol and local authorities.
- 3) Ideally a Perda but this takes a lot of time as it has to pass through the office of the President.
- 4) Partners see no problem for the following Kabupaten: YMP for Lombok Timur, Rumsram for Biak Numfor, Plan for TTS and TTU, YDD for Flores Timur, and CD Bethesda for Sumba Tengah and Sumba Barat Daya. YDD foresees a problem for Sikka.
- 5) Lobby and advocate for, and support coordination mechanisms but we cannot guarantee that solutions are sought and implemented.
- 6) Partners that have started continue supporting the uptake of Ecosan toilets, No specific FSM activities are foreseen at village level.
- 7) Start discussions with Pokja AMPL, Environmental Office and PU to raise awareness about the potential environmental risks.

Erick concluded the session by saying that we have now completed the FIETS sustainability framework including the specific details of what needs to be realised by the end of this year. He advised the partners to use the framework and the agreements we made on what needs to be in place by the end of the year to guide the development of detailed action or activity plans for the remaining six months of 2014. This means that the conditions laid down in the sustainability framework for all the three intervention levels are translated into concrete action points.

Erick reminded the participants that it is not about undertaking more or additional activities but about doing our regular job differently: not more but different. It is about adjusting our approaches and working methodologies to ensure that we realise the conditions agreed upon this afternoon.

2.5 Friday 20 June 2014

Table 11: Actual programme of day five

	When	What	Who
Morning	08.35-08.50	Recap of day four and programme of the day	Erick
	08.50-11.00	Knowledge management	Pam
	11.30-12.00	Update on national issues	Yus
	12.00-13.00	Speed dating sessions	Martin and Galuh
		Other issues	Erick and Yus
		Lunch	
Afternoon	13.45-15.30	Other issues	Yus and Erick
	16.00-16.50	Action planning	Erick
	16.50-17.15	Evaluation	Erick
	17.15-17.30	Closure	Erick and Martin

Recap of day four and programme of day five

Erick gave a quick recap of what took place on Thursday. The review of the field trips and the interviews with the four Kabupaten representatives helped us to focus for the afternoon session that dealt with the SHAW sustainability framework. Overall the discussions during the day were good but as they took more time than originally anticipated some issues had to be moved to the final day.

Knowledge management

Pam facilitated the session on knowledge management. She started by saying that although the topic of KM had been discussed many times in the past the results to date are somewhat disappointing. There may be some good reasons, for example other pressing priorities, but we cannot delay this any further as we are getting towards the end of the programme. Pam therefore asked the help of the partners to present the programme achievements clearly so that they can be used by others.

Pam explained that she had visited both the YDD and CD Bethesda programme areas during the past months. The reason for these visits were to get a better understanding of our staff in the field, and in particular what they know, what they need to know and what we need to know from them about their work. Some of the information gathered by Pam relate to: 1) reflection and documentation; 2) materials/documents used; games used; 3) songs and yells used; 4) availability of photos; 5) availability of Wi-Fi so that outputs can be shared but also to allow staff to use the internet to search for relevant information.

Pam learned that in general staff are active and happy to be involved in KM. She had asked them to write articles but the output was not all of the same quality, but that in general all were able to describe the issues in a reasonable way. She also found that staff lack time to reflect on their work. Most of them are very active on Facebook to communicate with other people. One conclusion from the trip was that time should be provided to the staff reflect and to write down their experiences from the field. Staff needs to be asked to write their own testimonies obtained during interviews with villagers. Besides the documents they use all the partners use games to communicate with or explain something to the villagers. Games but also songs are very important as they are easy to use and effective to explain a specific topic to the villagers. There are many pictures but not always those that best reflect our work in the field. The quality of the pictures is often with a too low resolution. The pictures have no credit on them so it is not known where they were taken, when they were

taken and by whom. Wi-Fi is used by almost all staff but often the connection is very poor. Pam encouraged the use of internet to collect information and to communicate with each other.

Pam mentioned that the following three products had to be reviewed:

- ▶ Quarterly Report SHAW (Oct-Dec 2013)
- ▶ SHAW brochure: 5 Pilar di 5 Pulau di Indonesia Timur: Bahasa Indonesia
- ▶ Newsletter SHAW 3: Partners and partnerships for the Development of STBM

Pam explained that the programme is still facing difficulties in producing the regular newsletters because not all the articles are made available and/or ready for publication. Thereafter the partners were requested to provide detailed information for the next quarterly report covering the period January to March 2014. Partners were then given time to give their comments and feedback on the recently produced SHAW brochure. The brochure is meant to give a quick insight (like a picture) on what the SHAW programme is doing and what it is trying to achieve. It is basically to be interpreted and used as a visiting card.

Outcomes of the review on the SHAW brochure:

- Re overall impression and layout: The overall appearance is not interesting, not inviting. The first impression is that it looks like a newsletter; too many pages; need to make it more concise. There are a lot of empty places.
- Re logos: Partner logos should be in full colour.
- Re fonts: Font size is too small. Colours used for the different fonts should be the same.
- Re pictures: There are not enough pictures in relation to the text. The small pictures are meaningless; not related to the text. Cover picture should be replaced by something that better reflects our achievements.
- Re text: Need to shorten the content; there is too much text on one page. It would be better if the information is more concise. Text on cover should be a general statement about the SHAW programme. Reduce text and instead include the SHAW STBM FLOW. It needs more information on sanitation marketing.

Pam thanked the participants for their feedback and she acknowledged that there may be different views about the style (layout or make up). Galuh: we need to decide first who the target readers are. If it is targeted at an Indonesian audience then the style needs to reflect that. Pam: I agree but I need the input from you to make it better.

Pam then asked the participants to read SHAW newsletter £3 and to provide her with feedback and comments by next week. Ibu Christina: it is in English and that will make it difficult for most staff to respond. Pam: I will ask Galuh to translate the newsletter.

Pam provided a quick overview of current, planned and to be considered SHAW knowledge products.

Current SHAW knowledge products:

- ▶ Semi-Annual and Annual Reports
- ▶ PC Meeting Reports
- ▶ Bimonthly and Quarterly Progress Reports to stakeholders in Indonesia
- ▶ Newsletters: 1,2,3
- ▶ Brochure Partners for Sustainability developed for the International Water Week in Stockholm September 2013
- ▶ Brochure, 5 Pillars 5 Islands, 100 % STBM
- ▶ Space on the Simavi website, accessible on <http://en.simavi.nl/work-on-health/water-sanitation-and-hygiene/shaw-programme-indonesia/>

SHAW knowledge products planned to be produced in the coming months:

- ▶ **Document on scaling-up, based on the SHAW STBM FLOW:**
 - ⇒ Draft before the end of August
- ▶ **Document on Sanitation in Schools:** compilation of all Modules and adaptations where applicable
 - ⇒ Draft end of August
- ▶ **Document on monitoring:** compilation of materials, and introduction, annexes.
 - ⇒ Timing depends on what will happen in future
- ▶ **Video: It's SHAW time**
 - ⇒ Draft scenario before end of June, draft video before end of July
- ▶ **Video: Guidelines for STBM** (to introduce STBM to the target population)
 - ⇒ Draft scenario before end of July, draft video before end of August

SHAW knowledge products for consideration:

- ▶ **Reference book (Buku saku/buku pintar) for STBM implementers**
 - ⇒ Smart book for Cadres, Sanitarian, Team STBM Kecamatan (booklet, A5, > 100 pages)
- ▶ **Brochure Sanitation Marketing:**
 - ⇒ Testimony of achievement, promotion material
- ▶ **Visualization of STBM:**
 - ⇒ Posters we see, Shirts we wear;

Re reference book for STBM implementers

Christina: we need to learn who will be the target readers. For example a book with 100 pages is too overwhelming for cadres. You may want to develop a reference book by splitting it up in different topics. Galuh: we need to consider the readers more. There is a big gap between cadres and sanitarians. Pam: separate leaflets are more likely to get lost or misplaced than a book. Ikos: leaflets help to summarise the most important issues of larger topics. Pam showed an example of a quick reference guide developed by YDD consisting of only six pages with little text and lots of pictures and drawings. Christina: a series of booklets would work better with different books for the different levels. CDB: book(s) should be designed and developed by professionals and written for a specific target audience. There are different options but we would prefer a series of books. Elena: it depends on the context of the books. We need to understand what the book is meant to communicate to whom.

Pam: please forward all your documents and other products as we can learn from what you have produced. We could produce one book (or a series of booklets) based on all the materials developed by you. Elena: we would prefer one small book for the cadres. But in fact we may require different books for the different stakeholders. Simon: we have a leaflet and a thick book with all the details. The cadres use the leaflet (quick reference guide). Ishak: based on our experiences people will not read the thick books. We therefore always use leaflets. Pam: on the basis of all your input we will produce a table of contents proposal and then ask again for your feedback. Final question: if we design will you be able to pay for printing. Christina: our budget is already approved by Simavi and unless they give more budget than it will not be possible. Pam: we will discuss with Martin. Martin: on the basis of information received from the partners we have in total some 20,000 cadres.

Erick: is this a priority considering what we have produced so far and where we are? Focus on the top priorities as listed by you above in the list of products planned. At this stage we need to sell SHAW. Pam: we have a team within Simavi Yogyakarta who are working on the different documents but indeed we need to prioritise.

Re brochure on sanitation marketing

Pam: sanitation marketing (SM) is becoming a movement where people cooperate and learn from each other. Many people appreciate the work on SM and are interested in the topic. Would it be useful to have a separate brochure on SM that can be given to the entrepreneurs/artisans? Pam explained that a brochure in PDF format has been developed but that there is no money for printing. Elena: we will produce it and share it in our working area as it will also motivate the government authorities. Galuh: we need to consider what Erick suggested. We have only 6 months left let's focus on getting the message across of what we are good at. It will be difficult for the partners to answer your question as it depends on what all these products are about. Martin: considering the time pressure and all the other regular activities that need to be completed before the end of the year, we may want to postpone it to the extension phase.

After the coffee break Martin showed the SHAW pages on the Simavi website. The SHAW pages can be found at <http://en.simavi.nl/work-on-health/water-sanitation-and-hygiene/shaw-programme-indonesia/>. The introduction page on SHAW is also available in Bahasa Indonesia and this page can be accessed at <http://en.simavi.nl/work-on-health/water-sanitation-and-hygiene/shaw-programme-indonesia/shaw-indonesia/>.

Re visualisation of STBM

Pam requested the partners to share what they have, for example games, songs, yells, movies, posters, shirts and so on. Pam explained that there is a need for some cheerful products to promote the SHAW programme. She also requested the partners to inform her if they have any ideas to produce a film then please let us know.

Pam explained that input from the partners is required on the following:

- ▶ **Timely input for quarterly and other reports**
- ▶ **Materials related to the products planned**
- ▶ **Data/facts on health, evidence of improvements**
 - ⇒ This is about evidence on the achievements of the SHAW programme. We need additional data from other (secondary) sources that does not come out of our monitoring system.
- ▶ **Modules, guidelines and their adaptations (soft copy)**
 - ⇒ Training, roadshows, triggering, advocacy, community development, STBM, School sanitation, monitoring, sanitation marketing, etc. on all aspects of the SHAW STBM FLOW including the ways to influence of the government.
- ▶ **Promotion materials (soft and hard copies):**
 - ⇒ This is about visualizing the SHAW STBM approach "What you see is what you get" (e.g. games we play, songs we sing, yells we know, movies and posters we see, shirts we wear, etc.).
- ▶ **Testimonies**
 - ⇒ We need testimonies of different programme stakeholders such as people from communities, volunteers, government, projects and institutions. Write them down so that we can use them in the different articles.
- ▶ **Photo's**
 - ⇒ 4MB, focus, with details such as title, location, date, name photographer, etc.
- ▶ **Short stories from the field**
 - ⇒ Provide time to your staff to write short stories and forward them to us.

► **Comments and input**

⇒ Provide your feedback on draft articles as they are being made and focus on the content.

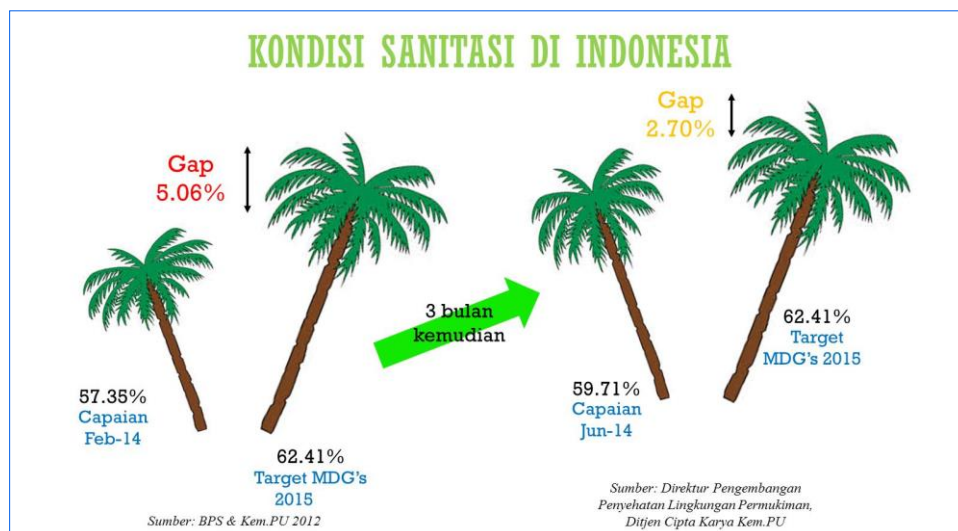
Finally Pam informed the participants on the following:

- A Virtual Team and Documentation Team exist.
- Products and materials are to be send to the SHAW office in Yogyakarta with a list of the forwarded products.
- Media: most of the partner staff are using Facebook; would it be useful to have a specific SHAW FB page? This idea was generally welcomed by the partners.
- If assistance is required for the production of specific documents and materials the SHAW office in Yogyakarta can be contacted.

Update on national issues

Yus gave an overview of 'not important' other information from national level.

- 1) **Sanitation coverage:** Yus started by giving an update on sanitation achievements in Indonesia. Based on estimations the gap with the MDG target is 2.7% by June 2014 and it is therefore expected that the target will be reached.



Yus thereafter presented some target figures for sanitation, namely:

- Sanitation target according to RPJMN 2010-2014 (official Gol medium term planning document): 62.41% of population has access to sanitation
- Sanitation target according to the RPJMN 2015-2019: 100% or universal access to water and sanitation. This will require some 39 billion US dollars to achieve the goal.

- 2) **Important contacts:**

- Pokja AMPL Nasional: Ketua Sekretariat Pokja AMPL Nasional, Bpk. Nurul Wajah Mujahid, Jl. Lembang No. 35 Menteng, Jakarta - Indonesia 10310, Tel/fax (62-21) 31904113 / 31902909, Email: pokja@ampl.or.id, website: www.ampl.or.id
- STBM Sekretariat Nasional: Koordinator Sekretariat STBM Nasional, Ibu Yulita Suprihatin, Direktorat Penyehatan Lingkungan, Dirjen P2PL, Gedung D Lantai 1 - Jl. Percetakan Negara No. 29, Jakarta Pusat, Tel. (021) 4247608 ext. 182, (021) 42886822, Email: sekretariat@stbm-indonesia.org, website: www.stbm-indonesia.org. Yus mentioned that with regards to the reorganisation of the STBM secretariat nothing has happened so far this year.

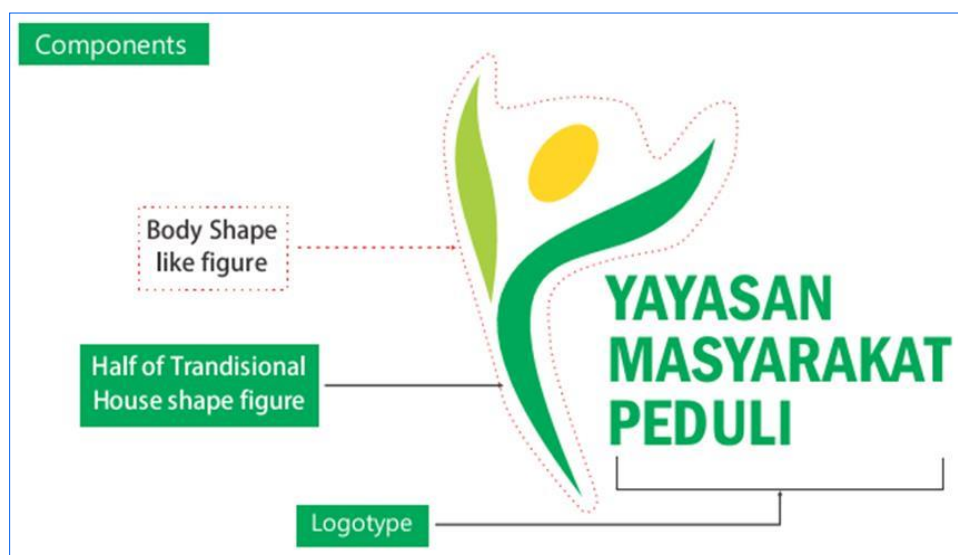
- 3) **WASH programmes:** Yus presented an overview of WASH programmes in Indonesia which is presented in Appendix 7.
- 4) **Overview of main activities of Pokja AMPL Nasional:** the following picture provides an overview of activities planned for the remaining six months of 2014.



- 5) **Relevant documents:** Law nr 6 of 2014 on village organisation; degree nr 3 of MoH on STBM on February 2014; technical guideline on BOK of 2014 with one page on STBM: two STBM activities can be supported: 1) assistance to develop planning: 2) triggering. Yus also talked about a special budget from national level TP STBM of 2014 issued by MoH (Kebijakan Dekonsentrasi Dan Tugas Perbantuan Program Pengendalian Penyakit Dan Penyehatan Lingkungan Tahun Anggaran 2014 or Deconcentration policy and program assistance task Disease Control and Environmental Health for Fiscal Year 2014)

Ibu Elena asked whether Yus had any tips to access to the funds. Yus explained that it is based on good personal relationships with MoH. These kinds of budgets are not known in the districts.

- 6) **Logo YMP:** Ibu Elena explained the thinking behind the logo which looks like the shape of a body. The body symbolises the sense of freedom and the head symbolises the sun.



Philosophy

Yayasan Masyarakat Peduli merupakan motivator masyarakat yang ambisius, punya keahlian, inovatif, dan peduli untuk perubahan dalam mengurangi kemiskinan.

Body shape like figure : Menggambarkan karakter orang yang bebas dan mandiri, bersemangat, jiwa dan bentuk dari karya-karya YMP.

Half of Traditional House shape figure : Gambaran 1/2 atap rumah tradisional NTB. Sebuah rumah (YMP) yang bisa mewujudkan kemandirian masyarakat NTB dengan didasari oleh kesadaran dan falsafah budaya dan kehidupan masyarakat NTB.

Logotype : Font formal menggambarkan profesionalitas YMP

Speed dating sessions

Pak Martin accompanied by Ibu Galuh had separate individual meetings with the Programme Coordinators of Plan, YDD, Rumsram and YMP to discuss a range of issues.

Plenary session on unfinished business

Erick started the parallel plenary session with listing the pending or remaining issues or topics that needed to be discussed during the final session of the PC meeting. On the first day the following topics were parked:

- 1) Achieving our targets by the end of 2014
- 2) Pillar 4: what level qualifies for verification and declaration?

Furthermore the following two additional topics were added:

- 3) SHAW STBM FLOW updated on Tuesday and put on paper by Yus
- 4) Budgeting: we need to have a consensus on the requirements of the STBM supporting budget

Re SHAW STBM FLOW

Yus guided the participants through the changes he made to the original FLOW on the basis of the discussions we had during the review session on Tuesday afternoon. Each change was looked at in detail and where necessary the wording was adjusted or improved. The sequence of some of the activities was also adjusted in particular those at the start of the programme, for example the timing of the MoU was discussed at length and moved around a few times. The participants were reminded that the FLOW is intended as a generic model to guide replication and scaling up in future and not to reflect the exact approach we used at the beginning of the SHAW programme.

After lunch we continued the discussion on the sequencing of the initial start-up and get-to-know-each-other activities at district level. Thereafter the other changes that were made in the entire FLOW at all the four different levels (from dusun up to Kabupaten) were reviewed. A couple of issues came up which required attention, for example the need for frequent follow up after monitoring at the different levels. The timing of the sanitation marketing training was arranged such that it would precede triggering activities in the villages and a couple of district level activities were arranged that they would precede verification and declaration activities at dusun and desa level.

Re STBM pillar 4

It was agreed to use level 2 as the minimal benchmark for STBM verification. Ibu Christina informed the other participants about a meeting she attended in Bandung where she was told that burning of solid waste is not allowed under the national laws. She was not able to confirm whether that meant that the MoH verification guidelines had been modified accordingly.

Partners were advised to print and review the {OVERVIEW} worksheets in the Kecamatan and Kabupaten data files every three months as it provides easy access to progress made over the period of the programme. Partners were also reminded to get the latest versions of the OUTCOME data files to ensure that they use these during the upcoming monitoring round covering the period April to June 2014.

Action planning

This session was facilitated by Erick and 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 8.

Evaluation

Three teams were formed (one all-female team consisting of all the beautiful ladies, one all-male smoker's team, and one team consisting of the remaining males). Each group received three meta cards and they were invited to come up with anything they wanted to share. No guiding questions were given.

The results of evaluation are provided below.

All female team (with a picture of a very happy face)

- Food, lodging and the pleasure trip on Sunday were good
- Field trip was good and as expected
- Openness among partners is getting better for sustainability (to continue)

All male smokers team

- Lodging and service was good
- Field trip was well arranged
- Agenda was good but there were a number of parked items that were not discussed

All remaining men

- Positive: hotel, food, service, leisure trip, good partners, materials of meeting
- Negative: very disappointing that we had only one leisure trip and not enough energisers

Closure

By Martin

In the beginning of the week we were looking at an overloaded programme with many subjects but when I look back now we completed most of the subjects. Although I have not been around during some of the sessions I am of the impression that we finished most subjects. We managed thank to all of you. We have been focused and where necessary flexible in our time. Thanks to Erick for the overall facilitation. Thanks to all the partners for all their good and hard work. Of course thanks to Rumsram for a well organised meeting. Also thanks for the presenters and co-facilitators Ibu Galuh,

Ibu Pam and Yus. When we look at the action plan we see that there is still a lot to do in the remaining six months of the programme. I just added another action item: all SK's of desa, Kecamatan and Kabupaten should be sent to me and Pam. We are on the right track. We have the complements of both the national government and the donor. Keep it up. Thank you very much. I will go on holiday and several of you will have your Holy Month of Ramadhan. I would like to wish you "selamat berpuasa" and strength. We will meet soon somewhere in September and please keep us informed and stay connected to the emails as we will expect input from you during the preparations of the national workshop. Thanks again to Rumsram and for the others a safe journey back home.

Pak Ishak invited all the participants for a beach party.

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Appendixes

Appendix 1: June 2014 SHAW Programme Coordinators meeting schedule

	MONDAY 16 JUNE		TUESDAY 17 JUNE		WEDNESDAY 18 JUNE	THURSDAY 19 JUNE		FRIDAY 20 JUNE	
MORNING	09.00-09.15	Opening and welcome	08.30-09.00	Recap day one (EB)	Field trip organised by Rumsram focusing on sustaining changes post-STBM declaration	08.30-10.00	Review of field trip,	08.30-09.00	Recap day four (EB)
	09.15-09.30	Introduction round	09.00-10.30	School Sanitation (GW) • Capacity building • Coverage attained • Challenges • Options for post SHAW period		10.00-10.30	Discussion on experiences in relation to the FIETS sustainability framework	09.00-10.30	Knowledge management and documentation of experiences and lessons learned (PM +GW)
	09.30-10.00	Meeting objectives & programme (PM)							
	10.30-11.00	Progress action plan Feb 2014 meeting (EB)							
		COFFEE BREAK		COFFEE BREAK			COFFEE BREAK		COFFEE BREAK
	11.00-12.30	Presentations and discussions on progress updates by partners (PC)	11.00-12.30	Revisiting the SHAW approach and FLOW		11.00-12.30	Interviews with Kabupaten representatives re post SHAW sustainability	11.00-12.00	Knowledge management session continued
12.00-12.30								Updates from Jakarta by Yus	
	LUNCH		LUNCH			LUNCH		LUNCH	
AFTERNOON	13.30-15.00	Continuation of morning programme (PC)	13.30-15.00	Revisiting the SHAW approach and FLOW continued		13.30-15.00	Updating FIETS sustainability framework on basis of experiences (GW+EB)	13.30-15.00	Other topics: • Status and experiences re Ecosan (CDB, YMP, YDD) • Status and experiences re urban sanitation
		COFFEE BREAK		COFFEE BREAK			COFFEE BREAK		COFFEE BREAK
	15.30-17.00	Monitoring issues (EB) • Completeness and correctness of data • Results Jan-Mar 2014 and overall progress • Options for post SHAW monitoring	15.30-16.30	Update on programme issues by MK		15.30-17.00	• Plenary session on other pending or parking lot issues (EB) • Parallel speed dating sessions with PCs (MK+GW)	15.30-16.00	Action planning (EB)
			16.30-17.00	Preparations for field trip	16.00-16.30			Evaluation and closure (EB+MK)	
		DINNER		DINNER	DINNER		DINNER		DINNER
		Prepare SHAW FLOW overview per partner		If necessary continue work on SHAW approach/FLOW	Group work to review field trip and prepare presentations for next day				

Appendix 2: List of participants June 2014 SHAW PC meeting

	Name		Organisation	Email	Hand phone
1	Kristiani Sulistyowati		CD Bethesda	k_sulistiowati@yahoo.com	08-1228153712
2	Henny Pesik		CD Bethesda	henny_pesik@yahoo.co.id	08-1393163111
3	Bayu Andianton		CD Bethesda	cakbayu@gmail.com	08-1328473375
4	Setyo Dharmodjo		CD Bethesda	setyodharmodjo@yahoo.co.id	08-2133525760
5	Eka Setiawan		Plan	eka.setiawan@plan-international.org	08-1210507344
6	Simon Heintje Tulado		Plan	Simon.HeintjeTulado@plan-international.org	08-5253037534
7	Mexi Nenobais		Plan	Mexi.Nenobais@plan-international.org	08-1237908781
8	Ishak Mattarihi		Rumsram	kasumasa_biak@yahoo.com	08-1344013634
9	Nasarudin		Rumsram	nasaruddin.rumsram@yahoo.com	08-5244383850 08-2198752078
10	Susana Helena		YMP	e_peduli@yahoo.com	08-1237213030
11	Noer Sakinah		YMP	noer_sakinah@yahoo.co.id	08-1237119844
12	Christina Aristanti		YDD	christina@arecop.org	08-122704055
13	Melchior Kosat		YDD	melky_ntt@yahoo.com	08-2144032401
14	Stanislaus Tapun		YDD		08-5239037749
15	Abang Rahino		Simavi	abangrahino.simavi@gmail.com	08-2168532441
16	Galuh Sotya Wulan		Simavi	galuh.simavi@gmail.com	081229523747
17	Martin Keijzer		Simavi	martin.keijzer@simavi.nl	08-112507140
18	Pam Minnigh		Simavi	minnigh@cbn.net.id	08-11381287
19	Yusmaidy		Simavi	yusmaidy@ampl.or.id	08-124639219
20	Erick Baetings		IRC	baetings@Ircwash.org	
21	Anneke Ooms				08-1229944806

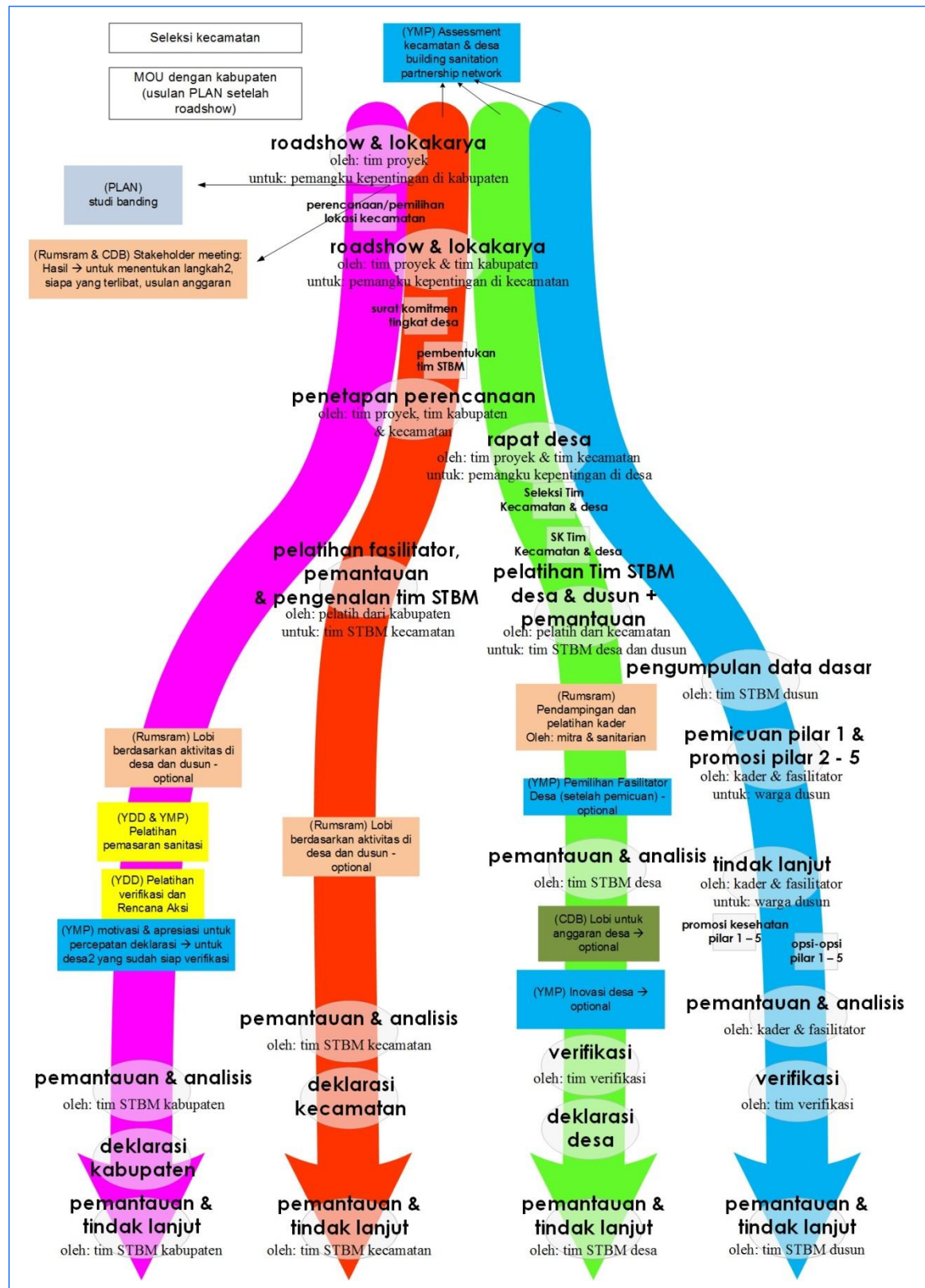
Appendix 3: Progress update of the February 2014 SHAW Programme Coordinators meeting's Action Plan

	Theme	What	Who	When	Progress update	
					Overall	Details
1	Monitoring	Action items: <ul style="list-style-type: none"> New HH level output and outcome monitoring data files and school STBM monitoring data files to be used in 2014 will be forwarded to the SHAW partners Improved school STBM monitoring data file will be tested by YMP and forward to Erick Decide on post-SHAW monitoring system in consultation with STBM Secretariat and key stakeholders 	Erick YMP Pam, Martin and Erick	14 March 2014 3 March 2014 < next PC meeting	✓ ✓	Ongoing will be discussed day one
2	STBM at schools	Decision: <ul style="list-style-type: none"> ✓ Improve school STBM training modules on basis of field experiences of partners (how and when will be decided during next PC meeting) 				Will be discussed on day two
3	Knowledge management	Action items: SHAW Newsletter #3 <ul style="list-style-type: none"> Email will be send to partners requesting for input Response with input from partners Finalise Indonesian and English version of newsletter SHAW Newsletter #4 <ul style="list-style-type: none"> Email will be send to partners requesting for input Response with input from partners Finalise Indonesian and English version of newsletter 	Pam Partners Pam Pam Partners Pam	28 February 7 March 17 March 4 April 14 April 25 April		Draft finished and will be discussed on day five Replaced by SHAW brochure
4	STBM	Action items: Pillar 2 <ul style="list-style-type: none"> Develop triggering and hygiene promotion methodologies 	Partners	Before next PC	?	Discuss during monitoring session on day one

	Theme	What	Who	When	Progress update	
					Overall	Details
		and demonstrate some of the new methodologies during the next PC meeting Pillar 4 <ul style="list-style-type: none">Revise STBM verification format with modified pillar 4 criteria	Yus	meeting 21 February	✓	Done during Kefa meet
5	Other issues	Action items: Exit strategy <ul style="list-style-type: none">Sustainability definition will be finalised on the basis of input from partnersFIETS sustainability framework will be finalised on the basis of input from partners 3-Monthly reporting to Bappenas <ul style="list-style-type: none">Email will be send to partners requesting for input for the 3 monthly report covering Oct-Dec 2013Partners inputFinalise 3-monthly report Visit schedule <ul style="list-style-type: none">Forward draft field visit schedule of Martin, Pam, Galuh and Wouter Jan to consult with partners Programme assets inventory <ul style="list-style-type: none">Partners will be informed about the exact requirementsUp-to-date inventory of assets sent to Simavi	Galuh Galuh Yus Partners Pam	7 March 7 March 25 February 3 March 7 March	✓ ✓ ✓	Done and will be discussed on day four Done and shared with partners
		Simavi Director visit <ul style="list-style-type: none">Director will visit East Lombok on 3-5 April, Yogyakarta on 7 April and Jakarta on 8 April New Simavi logo <ul style="list-style-type: none">Martin will forward new Simavi logo to all partnersPartners will have to use the new Simavi logo as from 1 March	Martin Partners	7 March Before end February 1 March		Field trips carried out Pending still to be done
						Done
					✓	Done and applied






	Theme	What	Who	When	Progress update	
					Overall	Details
5	Other issues continued	Faecal sludge management <ul style="list-style-type: none"> Mapping the existing faecal sludge management practices plus identification of the way forward. For discussion next PC meeting 	Martin and Erick	Next PC Meeting	~	Pending / ongoing Detailed input provided by YMP on practices in East Lombok and included in February 2014 PC meeting report
6	Next meeting	Decisions: <ul style="list-style-type: none"> ✓ Next PC meeting will be organised in Jakarta towards the end of June as to accommodate the results of the final evaluation ✓ Agenda items: <ul style="list-style-type: none"> ⇒ Invite a resource person to explain about the GOI budget system 	All	End of June	✖	Jakarta has become Biak

Appendix 4: Modified SHAW STBM FLOW



Note: Proposed changes / modifications are provided in the coloured boxes in the above figure.



Appendix 5: FIETS Sustainability Elements


FIETS Elements	Explanation
 <p>Financial</p>	<p>Financial sustainability means that continuity in the delivery of products and services related to water, sanitation and hygiene is assured, because the activities are locally financed (e.g. taxes, local fees, local financing) and do not depend on external (foreign) subsidies.</p>
 <p>Institutional</p>	<p>Institutional sustainability in the WASH sector means that WASH systems, institutions, policies and procedures at the local level are functional and meet the demand of users of WASH services. Households and other WASH service users, authorities and service providers at the local and the national level are clear on their own roles, tasks and responsibilities, are capable of fulfilling these roles effectively and are transparent to each other. WASH stakeholders work together in the WASH chain through a multi-stakeholder approach.</p>
 <p>Environmental</p>	<p>The element of environmental sustainability implies placing WASH interventions in the wider context of the natural environment and implementing an approach of integrated and sustainable management of water and waste (-water) flows and resources. WASH interventions connect to and affect the natural environment and hence people's livelihood.</p>
 <p>Technical</p>	<p>Technological sustainability of WASH services is reached when the technology or hardware needed for the services continues to function is maintained, repaired and replaced by local people and it is not depleting the (natural) resources on which it depends for its functioning.</p>
 <p>Social</p>	<p>Social sustainability refers to ensuring that the appropriate social conditions and prerequisites are realised and sustained so the current and future society is able to create healthy and liveable communities. Social sustainable intervention is demand-driven, inclusive (equity), gender equal, culturally sensitive and needs-based.</p>



Note: The above information is obtained from the Dutch WASH Alliance website.

Available on: <http://www.washalliance.nl/fiets-strategy/>

Appendix 6: Updated SHAW FIETS Sustainability Framework

FIETS ELEMENTS	WHAT NEEDS TO BE IN PLACE AT WHAT LEVEL		
	DESA	KECAMATAN	KABUPATEN
 FINANCE	<p>Recurrent budget is in place for monitoring and follow up activities on the basis of annual (development) plans</p> <ul style="list-style-type: none"> Desa (ADD) School (BOS) 	<p>Recurrent budget is in place for monitoring and follow up activities on the basis of annual (development) plans</p> <ul style="list-style-type: none"> Kecamatan (BOK, BOS, APBD) School sanitation (UPTD) 	<p>Recurrent budget is in place for monitoring and follow up activities on the basis of annual and multi-annual (development) plans (Renstra and RPJP??)</p> <ul style="list-style-type: none"> Kabupaten (APBD)
	<p>Households and schools are aware that financial resources are needed to cover recurrent costs of operation and maintenance and or replacement or improvements, and they have access to funds and are willing to allocate sufficient funds:</p> <ul style="list-style-type: none"> Households (family budget, subsidy, loan) Schools (BOS and donations) 	<p>Recurrent funds for operation and maintenance and or replacement or improvements of school toilets are available:</p> <ul style="list-style-type: none"> Kecamatan /Puskesmas (BOK, APBD) 	<p>Recurrent funds for operation and maintenance and or replacement or improvements of school toilets are available:</p> <ul style="list-style-type: none"> Kabupaten (APBD)
 INSTITUTIONAL	<p>STBM related activities are initiated by local authorities and included in village development plans</p>	<p>STBM related activities are initiated by local authorities and included in annual development plans</p>	<p>STBM related activities are initiated by local authorities and included in annual and multi-annual development plans</p>
	<p>Roles and responsibilities of village leaders and Team STBM Desa are clear, understood and embraced. They have the capacity and motivation to carry out their roles and responsibilities effectively with a focus on monitoring, analysis and providing quality follow up activities.</p>	<p>Roles and responsibilities of the Camat and Team STBM Kecamatan are clear, understood and embraced. They have the capacity and motivation to carry out their roles and responsibilities effectively with a focus on monitoring, analysis and providing quality follow up activities.</p>	<p>Roles and responsibilities of Dinkes and Pokja AMPL are clear, understood and embraced. They have the capacity and motivation to carry out their roles and responsibilities effectively with a focus on monitoring, analysis and providing quality follow up activities.</p>

FIETS ELEMENTS	WHAT NEEDS TO BE IN PLACE AT WHAT LEVEL		
	DESA	KECAMATAN	KABUPATEN
INSTITUTIONAL <i>(continued)</i>	A functioning monitoring system is in place and applied on a regular basis by Team STBM Desa under the guidance and supervision of the village leaders to track progress and to plan necessary follow up activities.	A functioning monitoring system is in place and applied on a regular basis under the overall guidance and supervision of Team STBM Kecamatan to track progress, to plan necessary follow up activities and for reporting to higher levels (district-levels).	A functioning monitoring system is in place and applied on a regular basis to track progress, to inform decision making for WASH development and regulations, and for reporting to higher levels (provincial and national levels).
	Regulations are in place and enforced at different levels: <ul style="list-style-type: none"> • Surat Keputusan Kepala Desa and or Perdes at village level 	Regulations are in place and enforced at different levels: <ul style="list-style-type: none"> • Surat Keputusan Camat at Kecamatan level 	Regulations are in place and enforced at different levels <ul style="list-style-type: none"> • Perda, Bupati by-law (PERBUP) or Bupati instruction (which is faster) at Kabupaten level
	Coordination and cooperation mechanisms exist between village, Kecamatan and Kabupaten level authorities and other relevant stakeholders.	Coordination and cooperation mechanisms exist between village, Kecamatan and Kabupaten level authorities and other relevant stakeholders.	Coordination and cooperation mechanisms exist between village, Kecamatan and Kabupaten level authorities and other relevant stakeholders.
 ENVIRONMENT	Households understand the risks associated with poor sanitation and hygiene practices, in particular where this concerns unsafe toilet pits (indicator 1.1) and poor solid waste management practices (indicator 4)	Coordination between villages will be done to solve environmental issues which demand larger scale solutions	Coordination between Kecamatan will be done to solve environmental issues which demand a larger scale solution
	Household level faecal sludge management practices are mapped and used for decision making and actions towards environmentally friendly and safe emptying, transportation, treatment and disposal or reuse of human waste.	Faecal sludge management practices are mapped and used for decision making and actions towards environmentally friendly and safe emptying, transportation, treatment and disposal or reuse of human waste.	Faecal sludge management practices are mapped and used for decision making and actions towards environmentally friendly and safe emptying, transportation, treatment and disposal or reuse of human waste and to develop and enforce relevant regulations.

FIETS ELEMENTS	WHAT NEEDS TO BE IN PLACE AT WHAT LEVEL		
	DESA	KECAMATAN	KABUPATEN
 TECHNICAL	Existing facilities (e.g. toilets, hand washing facilities, etc.) continue to be of good quality by considering adequate operation and maintenance and or replacement or improvements. New facilities abide by the STBM criteria.	The Kecamatan STBM team will collect relevant information, innovation, good practices and lessons learned and will disseminate this information to the villages (village authorities, cadres and possibly others).	The Pokja AMPL and or SKPDs will collect relevant information, innovations, good practices and lessons learned and will disseminate this information to the Kecamatan and villages.
	Households have easy access to affordable quality products on the local market for new toilets as well as for recurring repairs and maintenance and or improvements	Affordable quality products are available on the local market and producers and suppliers are able to respond to demand for new toilets as well as for recurring repairs and maintenance and or improvements	Affordable quality products are available on the local market and producers and suppliers are able to respond to demand for new toilets as well as for recurring repairs and maintenance and or improvements
		Producers and suppliers have sufficient knowledge to inform and advise (new) customers	Producers and suppliers have sufficient knowledge to inform and advise (new) customers
			Where necessary district authorities work towards a conducive environment so that small-scale sanitation entrepreneurs can run healthy and viable businesses
 SOCIAL	All STBM village level processes undertaken by the Team STBM desa and or the village authorities are community-based, inclusive (gender, poor, disabled, etc.) and participative in nature so that no one is left out as to avoid slippage.	All STBM processes undertaken by the Team STBM Kecamatan respect the circumstances whereby planning and activities need to be community-based, inclusive (gender, poor, disabled, etc.) and participative in nature so that no one is left out as to avoid slippage.	All STBM processes undertaken by the Pokja AMPL and or the Kabupaten SKPDs respect the circumstances whereby support is provided for planning and activities which are in essence community-based, inclusive (gender, poor, disabled, etc.) and participative in nature so that no one is left out as to avoid slippage.

Appendix 7: Overview of WASH programmes in Indonesia

The following overview was presented by Yusmaidy on Friday 20 June 2014.

PROGRAM/PROYEK AMPL DI INDONESIA (01)

SHAW Programme for Sustainable Water and Sanitation in East Indonesia

- **IUWASH (Indonesia Urban Water, Sanitation and Hygiene)**
 - USAID, 2010 – 2016
 - 54 Kota/Kab (Sumut, Jabar, DKI, Banten, Jateng, Jatim, Sulsel, Ambon, Papua)
 - Air minum dan sanitasi di perkotaan
- **STBM NTT - PLAN INDONESIA**
 - PLAN Indonesia & AUSAID, 2013 - 2017
 - 5 Kab di NTT (Ende, Manggarai Timur, Ngada, Sabu Raijua dan Kab Kupang)
 - 5 Pilar STBM
- **PPSP (Program Percepatan Pembangunan Sanitasi Perkumhungan)**
 - Pemerintah Indonesia, 2009 - 2015
 - Target 330 kab/kota. Capaian s/d 2014 446 kab/kota
 - Promosi Strategi Sanitasi Kota (SSK), dengan 3 sasaran (1) Stop BABS, (2) Sampah, dan (3) Genangan air



PROGRAM/PROYEK AMPL DI INDONESIA (02)

SHAW Programme for Sustainable Water and Sanitation in East Indonesia

- **HIGH FIVE**
 - USAID, April 2011 – April 2014
 - 6 kelurahan (fokus) dan 19 kelurahan (replikasi) di Medan, Surabaya dan Makassar
 - STBM 5 Pilar di perkotaan
- **PAMSIMAS 2 (Program Nasional Penyediaan Air Minum dan Sanitasi Berbasis Masyarakat)**
 - Pemerintah Indonesia & World Bank, 2013 – 2016
 - 5,000 desa, 220 kab/kota, 32 provinsi
 - Air minum dan 3 pilar STBM (Pilar 1 – 3)
- **WASPOLAFACILITY (Indonesia Water Supply and Sanitation Policy and Action Planning Facility)**
 - WSP World Bank, April 2011 – April 2014
 - Nasional & Provinsi
 - Dukungan teknis dalam kebijakan dan program



- **SANIMAS** (*Sanitasi Berbasis Masyarakat*)

- 2003 - ?
- Pemerintah Indonesia (DAK, APBN Kem-PU, APBD) di 551 kelurahan, 131 kab/kota, 30 provinsi
- ADB di 1,350 kelurahan, > 30 kab/kota, 5 provinsi
- IDB (rencana) > 2,000 kelurahan, 48 kab/kota, 14 provinsi
- Fasilitas prasarana air limbah bagi masyarakat PAKUMIS perkotaan

- **SNV**

- ???, 2013 – ???
- Kab Sijunjung (Sumatera Barat), Lampung Selatan & Pringsewu (Provinsi Lampung)
- Training dan edukasi kepada masyarakat di bidang sanitasi



Appendix 8: Detailed action plan – June 2014 PC meeting

	Theme	What	Who	When
1	Monitoring	Action items: <ul style="list-style-type: none"> Obtain latest OUTCOME monitoring data files from Erick before leaving Biak Complete OUTCOME and OUTPUT baseline data for all villages Check all data files for completeness and correctness before forwarding the files to Martin and Erick Use the Kecamatan and Kabupaten {OVERVIEW} worksheets to analyse progress per pillar every three months Continue discussions with Bappeda and Kemenkes about the integration of the SHAW monitoring system in the GoI systems 	Partners Partners Partners Partners Martin with consultant	20 June < 31 July < 31 July Following data entries < end August
2	STBM at schools	Action items: <ul style="list-style-type: none"> Modify school STBM FLOW and training modules on the basis of the June PC meeting discussions Forward all modifications to the school STBM training modules and all hygiene promotion materials (games, films, posters, etc.) used in school STBM activities to the Simavi Yogya office 	Galuh and Pam Partners	15 August 30 June
3	Knowledge management	Action items: SHAW documentation <ul style="list-style-type: none"> Write document on scaling up (1st draft) Write document on scaling up STBM Compile all available material in a document on school sanitation Compile all available material in a document on monitoring Update and finalise video: “it’s SHAW time” Develop video on STBM guidelines Forward framework (content list +) for smart book for STBM implementers to partners for feedback Forward all SHAW related materials (games, songs, yells, posters, t-shirts, films, etc.) used plus photographs of all staff members and team photo(s) to Simavi Yogya office 	Pam & Martin Pam and Martin Galuh and Pam Pam and Erick Doc team + Shantoy Doc team + Shantoy Pam Partners	15 August 12 September 15 August End August End July End August End July 30 July
4	STBM	Decision: <ul style="list-style-type: none"> ✓ For progress monitoring on OUTCOME pillar 4 level 2 will be applied as benchmark for STBM verification 		

	Theme	What	Who	When
		Action items: <ul style="list-style-type: none"> Finalise the modified STBM FLOW and forward to all partners Forward the SK's of all villages to the Simavi office in Yogya 	Yus Partners	10 July
5	Other issues	Action items: Final evaluation <ul style="list-style-type: none"> Update village lists with dates of triggering, verification and declaration in preparation for the final evaluation Study on perceived benefits <ul style="list-style-type: none"> Obtain sanitation and hygiene related health data for the period 2009-2013 from Puskesmas/Dinkes for all SHAW intervention Kecamatans in all areas Researchers will contact Plan and YDD about field trip schedule and so on National workshop on SHAW <ul style="list-style-type: none"> Simavi will decide on organisation and timing of the national workshop tentatively scheduled for 2nd half September Each partner will be contacted about its contribution to the national workshop FIETS sustainability framework <ul style="list-style-type: none"> Finalise modified SHAW sustainability framework and share with partners Use the framework when developing detailed work or activity plans for the period up to December 2014 6-monthly progress report <ul style="list-style-type: none"> Forward 6M progress and financial reports to Simavi 	Partners Partners Martin Pam Galuh Partners Partners	15 August together with 6M progress report 15 August 4 July 7 July 30 June During partner planning exercises 15 August
6	Next meeting	Decisions: <ul style="list-style-type: none"> ✓ Next PC meeting will be organised in Jakarta in September/October 2014 to accommodate the debriefing on the final evaluation and to think about the next (post-SHAW) steps ✓ Agenda items: <ul style="list-style-type: none"> ⇒ Debriefing on final evaluation 	All	

Appendix 9: Rencana Aksi – June 2014 PC meeting

	Thema	Apa	Siapa	Bilamana / Kapan
1	Monitoring	Butir-butir aksi/kegiatan: <ul style="list-style-type: none"> Meminta file data monitoring OUTCOME termutakhir dari Erick sebelum meninggalkan Biak Melengkapi data baseline OUTCOME dan OUTPUT untuk desa Melakukan pemeriksaan seksama seluruh file data dalam hal kelengkapan dan kebenaran data, sebelum dikirimkan ke Martin dan Erick Mempergunakan lembar kerja Kecamatan dan Kabupaten {OVERVIEW} untuk melakukan analisis perkembangan tiap pilar tiap tiga bulan Melanjutkan pembicaraan dengan Bappeda dan Kemenkes terkait penyatuan sistem monitoring SHAW ke sistem yang dikembangkan Pemerintah Indonesia 	Mitra Mitra Mitra Martin dan Konsultan	20 Juni < 31 Juli < 31 Juli Bersamaan dengan kegiatan <i>data entry</i> Sebelum akhir Agustus
2	STBM Sekolah	Butir-butir aksi/kegiatan: <ul style="list-style-type: none"> Mengubah Alur STBM Sekolah dan modul pelatihan berdasarkan berbagai pembicaraan dalam PC-Meeting bulan Juni Kirimkan ke Kantor Simavi Yogyakarta, seluruh modifikasi yang dilakukan pada modul pelatihan STBM Sekolah dan seluruh sarana promosi (games, film, poster, dll.) yang dipergunakan dalam berbagai kegiatan STBM Sekolah 	Galuh and Pam Mitra	15 Agustus 30 Juni
3	Manajemen Pengetahuan atau Knowledge Management	Butir-butir aksi/kegiatan: Pendokumentasian SHAW <ul style="list-style-type: none"> Menulis dokumen terkait pelipatgandaan/perluasan wilayah kerja (<i>scaling up</i>) → draf/rancangan perdana Menulis dokumen terkait pelipatgandaan/perluasan wilayah kerja STBM (<i>scaling up</i>) Menghimpun seluruh materi tersedia dalam satu dokumen tentang sanitasi sekolah Menghimpun seluruh materi tersedia dalam satu dokumen tentang monitoring Pemutakhiran dan penyelesaian video: “It’s SHAW time” Membuat video tentang pedoman STBM Mengirimkan daftar isi ‘Buku Saku’ untuk para pelaksana STBM ke mitra untuk memperoleh umpan balik 	Pam & Martin Pam dan Martin Galuh dan Pam Pam dan Erick Tim dok. + Shantoy Tim dok. + Shantoy Pam	15 Agustus 12 September 15 Agustus Akhir Agustus Akhir Juli Akhir Agustus Akhir Juli

	Thema	Apa	Siapa	Bilamana / Kapan
		<ul style="list-style-type: none"> Mengirimkan ke Kantor Simavi di Yogyakarta, seluruh materi terkait SHAW (games, lagu, yel-yel, poster, t-shirts, film, dll.) yang dipergunakan dalam pelaksanaan program, juga foto diri seluruh anggota staf lembaga dan foto bersama seluruh tim 	Mitra	30 Juli
4	STBM	Keputusan: ✓ Untuk pantauan perkembangan pilar 4 tentang Outcome, tingkat/taraf 2 yang diambil sebagai tolok ukur/penanda untuk verifikasi STBM		
		Butir-butir aksi/kegiatan: <ul style="list-style-type: none"> Menyelesaikan Alur STBM yang disempurnakan dan menyampaikannya ke semua Mitra Mengirimkan semua SK desa kepada Kantor Simavi di Yogyakarta 	Yus Mitra	10 Juli
5	Hal-hal lain	Butir-butir aksi/kegiatan: Evaluasi Akhir <ul style="list-style-type: none"> Memutakhirkan data desa terkait tanggal Pemicuan, Verifikasi dan Deklarasi, sebagai persiapan untuk Evaluasi Akhir 	Mitra	15 Agustus bersamaan dengan Laporan Perkembangan Enam Bulanan
		Studi tentang Manfaat yang Dirasakan Masyarakat <ul style="list-style-type: none"> Kumpulkan data kesehatan terkait sanitasi dan hygiene periode 2009-2013 dari Puskesmas/Dinkes, untuk seluruh Kecamatan yang terlayani intervensi SHAW di seluruh wilayah Peneliti akan menghubungi Plan dan YDD tentang jaduan kunjungan lapang dan seterusnya 	Mitra	15 Agustus
		Lokakarya Nasional tentang SHAW <ul style="list-style-type: none"> Simavi akan menetapkan pengorganisasian dan waktu pelaksanaan lokakarya tersebut yang diperkirakan dijadualkan pada paruh kedua bulan September 	Martin	4 Juli
		<ul style="list-style-type: none"> Tiap mitra akan dihubungi terkait kontribusi masing-masing pada lokakarya nasional tersebut 	Pam	7 Juli
		Kerangka kerja keberlanjutan FIETS <ul style="list-style-type: none"> Menyelesaikan kerangka kerja keberlanjutan SHAW yang telah disempurnakan dan mengirimkannya kepada para Mitra 	Galuh	30 Juni
		<ul style="list-style-type: none"> Memanfaatkan kerangka kerja tersebut saat merancang rincian rencana kerja periode sampai dengan akhir Desember 2014 	Mitra	Pada saat mitra melakukan perencanaan kegiatan
		Laporan perkembangan enam-bulanan <ul style="list-style-type: none"> Mengirimkan laporan perkembangan enam-bulanan dan laporan keuangan ke Simavi 	Mitra	15 Agustus

	Thema	Apa	Siapa	Bilamana / Kapan
6	Pertemuan mendatang	Keputusan: ✓ PC-Meeting yang akan datang akan diselenggarakan di Jakarta, pada bulan September/Oktober 2014 untuk menampung <i>debriefing</i> terkait Evaluasi Akhir, dan mengkaji langkah-langkah (pasca-SHAW) selanjutnya ✓ Butir-butir agenda: ⇒ <i>Debriefing</i> tentang hal-hal terkait Evaluasi Akhir	Semua	