SHAW | programme for sanitation hygiene and water in East Indonesia

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

SHAW Programme Coordinators meeting

19 to 21 June 2013
Jakarta, Indonesia

IRC International Water and Sanitation Centre

Prepared for

simavi
MET MOEDERS WERKEN AAN GEZONDHEID

Plan   YAYASAN DIAN DESA   YAKKUM   Yayasan Rumsram Biak - Papua

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http://cdbethesda.org/index.php

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

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Materials and documents on the SHAW Programme can be found on

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

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Appendixes

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 in 2013. This meeting was held in Jakarta from Wednesday 19 June to Friday 21 June 2013. The programme coordinators meeting immediately followed the two-day Joint Review Workshop[1] "Building Partnerships for Sustainability". During the three-day event, a range of different SHAW programme related topics were discussed. The proceedings and outcomes of the meeting are captured in this report and are recapitulated in this summary.

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

Wednesday 19 June 2013

The first day of the Programme Coordinators meeting consisted of recurring agenda topics. During the morning the action plan developed during the previous February 2013 meeting in Maumere, Flores was reviewed and updated. This session revealed that most of the agreements and action items of the previous meeting had been followed up and realised. The largest part of the first day was used to present progress updates by the SHAW partners. By doing so progress made during the past quarter was reviewed and discussed at length. The five presentations and discussions took much more time than anticipated. That was one of the reasons that at the end of the day an agreement was reached on a simple progress reporting presentation template for use in future meetings.

Table 4: Content of progress reporting template

Slide #	Topic	Remarks
1	**STBM progress and achievements**	Update information in Excel progress table
2	**School sanitation progress and achievements**	
3	**Major changes and innovations**	Report only on innovations (anything new including for example sanitation marketing)
4	**Partnerships**	
5	**Replication**	Use of SHAW approach by other stakeholders
6	**Lessons learned**	
7	**Water supply progress and achievements**	
8	**Open space**	Optional slide for any other important issues that you like or need to share
		Feel free to add additional slides with ONLY pictures to illustrate progress and achievements

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[1] Baetings, E. (June 2013) **Report on the Joint Review Workshop "Building Partnerships for Sustainability"**, Jakarta, Indonesia, 17 and 18 June 2013, Sanitation, Hygiene And Water (SHAW) Programme for East Indonesia; IRC International Water and Sanitation Centre, The Hague, the Netherlands.

The updated information obtained during the first day revealed that by mid June 2013 a total of 94 villages had been declared 100% STBM, equal to some 9% of the intended number of target villages. In addition, 146 villages had been verified by the Kecamatan authorities and are awaiting the final STBM declaration.

The last part of the afternoon was used to evaluate the Joint Review Workshop as most participants felt that the workshop had not fully lived up to their expectations. The evaluation revealed that there were concerns about the quality of the presentations, time management and workshop arrangements.

Thursday 20 June 2013

The second day was devoted to three persistent topics: 1) monitoring; 2) school sanitation; and 3) knowledge management. The entire morning was used to present and discuss the outcome of a recently conducted review of the new monitoring system. Although the review revealed that all five SHAW partners are content with the new performance monitoring system, there are still a number of issues that require our attention in the coming months. A range of challenges and recommendations were discussed. Given the fact that a number of review findings required more time for discussion and resolution, two committees were formed to discuss these issues in further detail during the evening. The results of these two committees were presented in the morning of the third day.

In the afternoon the school sanitation component was discussed. In May 2013 the final versions of the two training modules had been shared with all the SHAW partners. However, as STBM at school activities still had to commence not much time was spent on discussing progress and constraints. The planning on implementation was updated and it was decided that an evaluation of STBM at school activities will be carried out prior to the October 2013 SHAW Programme Coordinators meeting.

Thereafter knowledge management issues were discussed. The first SHAW newsletter focusing on handwashing with soap was published in June 2013. It was decided that the topic of the second newsletter would focus on the outcome of the Joint Review Workshop with the title "building partnerships for sustainability". The SHAW logo and house-style has been finalised and accepted by Simavi. Furthermore, on a special request from the Secretariat of the Pokja AMPL Nasional it was agreed that all the SHAW partners would contribute articles to a special edition of the July 2013 E-Newsletter which is expected to focus entirely on the SHAW programme.

The final part of the afternoon was used to follow up on two issues that had come up during the Joint Review Workshop, namely: 1) smart use of village ADD budgets to promote and sustain STBM; and 2) slippage. During two separate sessions the proposed solutions were discussed in further detail and thereafter ranked in order of priority by considering the potential impact of the proposed solutions and the effort it will take to implement the solution. Solutions with the highest impact and which can be implemented with the least effort scored the highest.

Table 10: Prioritised solutions in relation to utilisation of village level ADD budgets

Priority	Solutions for smart use of village funds
1	Allocate ADD budget for monitoring and technical assistance and capacity building of cadres and village government staff for promotion and education on STBM sustainability.
2	Develop a rule to use ADD budget allocation to provide loans to groups using a revolving fund approach.
3	Use smart subsidies for poorer segments of the population that already changed their behaviour and that want to improve the quality of their sanitation facility. Use ADD budget to provide subsidies or loans.

Table 12: Prioritised solutions in relation to slippage

Priority	Solution to avoid or minimise slippage
1	Make sure that verification is carried out in a proper way by ensuring that 100% coverage is reached. Verification should make sure that everyone in the villages uses a toilet.
2	Carry out continuous support after triggering and declaration.
3	Ensure that an effective Perdes to support STBM – is put in place.
4	Propagate that cadres are made responsible for a doable number of households so that they will be expected to continue their work.
5	Build the monitoring capacity of the communities so that monitoring can continue after STBM declaration to check whether there is any slippage in behaviours and practices.
6	Continue to develop the capacity (knowledge, understanding, skills and competences) of all actors at all levels on STBM.
7-9	See table 12 on page 23

Considering our limited resources (staff, time and budget) the SHAW partners were advised to be 'smart' by focusing on (top) priorities with the highest impact and which are the easiest to undertake.

Friday 21 June 2013

The first session in the morning of the third and final day was used by Martin to inform the SHAW partners on a range of programme related issues. Martin also presented three interesting presentations on: 1) introducing ecological sanitation; 2) sharing the results of the solid waste study by Bram Dortmans; and 3) introducing the Akvo FLOW tool.

The remainder of the morning was used to present and discuss the outcome of one of the two committees formed to further discuss a number of monitoring related issues. The first committee discussed and proposed solutions on:

1) Identification of capacity building needs on monitoring for all involved actors
2) Modifications to the outcome monitoring indicators
3) Clarification of monitoring frequencies

An agreement was reached to organise and conduct a TOT on monitoring for a selected group of SHASW partner staff in the beginning of September 2013. A draft training manual will be developed prior to the TOT. A graphic presentation of the output and outcome monitoring frequencies – as agreed during the October 2012 Mataram meeting – is given in Appendix 5.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Desa #1	Triggering										Declaration	
		OUTPUT	OUTPUT	OUTPUT		OUTPUT			OUTPUT			
			OUTCOME			OUTCOME			OUTCOME			OUTCOME
Desa #2		Triggering										
			OUTPUT	OUTPUT	OUTPUT	OUTPUT			OUTPUT			OUTPUT
						OUTCOME			OUTCOME			OUTCOME
Desa #3						Triggering						
							OUTPUT	OUTPUT	OUTPUT			OUTPUT
									OUTCOME			OUTCOME
Regular 3 monthly monitoring			OUTPUT			OUTPUT			OUTPUT			OUTPUT
			OUTCOME			OUTCOME			OUTCOME			OUTCOME
Datafiles to be submitted by			30 April			30 July			30 October			30 January

In the afternoon the results of the second committee – that had been reviewing the pictograms used in the outcome monitoring system – were presented and discussed. Not only were changes proposed for the pictograms, but for several indicators the text was adjusted and simplified. The revised and improved output and outcome monitoring indicators are given in Appendix 6.

Some time was used to discuss one of the issues that had been raised during the Joint Review Workshop: "Kabupaten level stakeholders' commitment, capacity and budget allocations". However, as the issue is rather complex and requires more time to resolve it, it was decided to put it on the agenda for the next PC meeting.

The final session of the three-day meeting was 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 provided in Appendix 7.

During the meeting it was agreed that the following Programme Coordinators meeting will be organised towards the end of October 2013 on Sumba.

Ringkasan

Tujuan dari laporan ini adalah memberi gambaran terkait berbagai proses kerja dan diskusi yang diadakan selama Pertemuan Kedua Para Koordinator Program SHAW tahun 2013. Pertemuan ini diselenggarakan di Jakarta dari hari Rabu tanggal 19 Juni sampai dengan Jum'at 21 Juni 2013. Pertemuan para program koordinator diselenggarakan langsung setelah pelaksanaan Lokakarya Review Gabungan bertema "Membangun Kemitraan untuk Keberlanjutan" [2]. Selama pertemuan tiga hari tersebut, berbagai pokok bahasan program SHAW dibicarakan. Berjalannya serta berbagai hasil dari pertemuan disampaikan dalam laporan ini dan dirangkum dalam ringkasan ini.

Pertemuan para program koordinator di mana semua mitra SHAW bertemu, pada tahun 2011 diinisiasi oleh Martin Keijzer, Program Koordinator SHAW untuk Simavi, dalam rangka untuk saling tukar informasi, pengetahuan dan pengalaman, dan untuk meningkatkan saling pengertian serta kerjasama antar para mitra SHAW. Berbagai pertemuan sejenis sebagaimana yang diselenggarakan tahun 2011 membuat jelas bahwa demi meningkatkan keseluruhan kinerja, kualitas dan keberlanjutan program SHAW, terdapat kebutuhan yang mendesak dan karenanya sangat diinginkan agar pertemuan sejenis itu dilaksanakan dengan lebih sering untuk merefleksikan, mendiskusikan, saling tukar dan belajar serta meningkatkan kerjasama di antara para mitra SHAW.

Rabu 19 Juni 2013

Hari pertama pertemuan para Koordinator Program (KP) terdiri atas agenda yang berisi berbagai topik yang biasa terjadi sebelum-sebelumnya. Sepanjang pagi rencana aksi yang dikembangkan dalam pertemuan sebelumnya di Maumere, Flores, direview dan dimutakhirkan. Dari sesi ini terungkap bahwa sebagian terbesar dari berbagai kesepakatan dan rencana kegiatan dari pertemuan sebelumnya telah terlaksana. Sebagian besar dari waktu pada hari pertama dipergunakan untuk menyampaikan pemutakhiran perkembangan oleh para mitra SHAW. Dengan cara demikian perkembangan yang telah dicapai selama kuartal sebelumnya ditinjau ulang dan dibahas mendalam. Lima pemaparan dan pembahasannya telah memakan waktu yang lebih lama daripada yang direncanakan. Hal tersebut menjadi salahsatu penyebab disepakatinya sebuah bentuk baku paparan laporan perkembangan yang lebih sederhana untuk pertemuan-pertemuan di masa mendatang.

Tabel 4: Isi bentuk baku laporan perkembangan

Nomor Slide	Topik	Catatan
1	**Perkembangan dan berbagai capaian STBM**	Informasi mutakhir dalam tabel perkembangan dalam format Excel
2	**Perkembangan dan berbagai capaian sanitasi sekolah**	
3	**Perubahan dan pembaruan/temuan besar**	Hanya laporkan tentang hal-hal baru (semua hal baru, termasuk misalnya marketing sanitasi)
4	**Kemitraan**	
5	**Replikasi**	Penggunaan pendekatan SHAW oleh pemangku kepentingan lain
6	**Pembelajaran (lesson learned)**	
7	**Berbagai perkembangan dan capaian dalam hal penyaluran air bersih**	

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[2] Baetings, E. (June 2013) **Laporan Lokakarya Review Gabungan "Membangun Kemitraan untuk Keberlanjutan"**, Jakarta, Indonesia, 17 and 18 Juni 2013, Program Sanitation, Hygiene And Water (SHAW) untuk Indonesia Timur; IRC International Water and Sanitation Centre, den Haag, Belanda.

Nomor Slide	Topik	Catatan
8	**Lain-lain/warnasari**	Slide tambahan untuk topik penting lain yang Anda inginkan atau dianggap perlu untuk dibagikan (di-sharingkan).
		Silakan beri tambahan slide namun HANYA gambar untuk memberi gambaran perkembangan dan capaian

Informasi terbaru yang diperoleh dalam hari pertama mengungkapkan bahwa sampai dengan pertengahan bulan Juni 2013 sebanyak 94 desa telah deklarasi STBM 100%, yang berarti sekitar 9% dari desa target yang ingin dicapai. Kecuali itu, sebanyak 146 desa telah diverifikasi oleh pejabat pemerintahan Kecamatan dan sedang menunggu persiapan akhir untuk deklarasi STBM.

Bagian akhir dari kegiatan siang dipergunakan untuk melakukan evaluasi terhadap Lokakarya Review Gabungan karena sebagian besar peserta merasa bahwa lokakarya tidak sepenuhnya memenuhi harapan mereka. Evaluasi mengungkapkan hal-hal terkait kualitas presentasi, pengaturan waktu dan pengaturan lokakarya.

Kamis, 20 Juni 2013

Hari kedua dikhususkan untuk tiga bahasan tetap: 1) monitoring; 2) sanitasi sekolah; dan 3) manajemen pengetahuan. Seluruh waktu pagi dimanfaatkan untuk memaparkan dan membahas hasil dari review yang dilaksanakan dengan sistem monitoring yang baru. Walau pun review tersebut mengungkapkan bahwa kelima mitra SHAW merasa puas dengan sitem monitoring yang baru, namun masih terdapat sejumlah hal yang memerlukan perhatian kita pada bulan-bulan mendatang. Sejumlah tantangan dan rekomendasi dibicarakan. Dengan memahami bahwa sejumlah temuan review memerlukan waktu yang lebih untuk pembahasan dan penyelaiannya, dua panitia dibentuk yang ditugasi secara khusus membicarakan isu-isu tersebut dengan lebih terinci pada sore harinya. Hasil dari dua panitia tersebut dipaparkan pada sesi pagi di hari ketiga.

Pada siang hari topik sanitasi sekolah dibicarakan. Pada bulan Mei 2013 versi final dua modul pelatihan telah disebarkan pada seluruh mitra SHAW. Namun, karena kegiatan STBM di sekolah masih pada taraf akan dimulai pelaksaannya, maka tidak terlalu banyak waktu yang dipergunakan untuk membahas perkembangan dan permasalahan yang terjadi. Rencana pelaksaannya diperbarui, dan telah diputuskan bahwa evaluasi terhadap kegiatan STBM di sekolah akan dilaksanakan sebelum pertemuan para koordinator program SHAW pada bulan Oktober 2013.

Setelah itu hal-hal terkait manajemen pengetahuan dibicarakan. Lembaran berkala (newsletter) dengan fokus pembahasan membasuh tangan dengan sabut telah diterbitkan pada bulan Juni 2013. Diputuskan kemudian bahwa topik lembaran berkala kedua akan mengkhususkan pada hasil dari lokakarya review gabungan dengan tema "Membangun Kemitraan untuk Keberlanjutan". Logo SHAW dan keutuhan rancang-bangunnya telah selasai dibuat, dan telah disetujui oleh Simavi. Lebih lanjut lagi, berdasarkan permintaan dari Sekretariat Pokja AMPL Nasional, telah disepakati bahwa semua mitra SHAW akan mengkontribusikan artikel untuk edisi khusus E-Newsletter bulan Juli 2013 yang diharapkan akan memfokuskan diri pada program SHAW.

Bagian akhir dari siang hari dimanfaatkan untuk menindaklanjuti dua isu yang muncul selama Lokakarya Review Bersama, yaitu: 1) pemanfaatan secara cerdas anggaran ADD untuk mempromosikan dan menjaga keberlanjutan STBM; dan 2) kemunduran (slippage). Dalam dua sesi berbeda berbagai solusi dibahas dengan lebih rinci dan setelah itu dibuat urutan berdasarkan prioritas dengan mempertimbangkan potensi dampak dari solusi yang ditawarkan, dan berbagai

upaya yang perlu diambil untuk melaksanakan solusi tersebut. Solusi dengan dampak tertinggi dan yang bisa dilaksanakan dengan upaya paling sedikit memperoleh nilai tertinggi.

Tabel 10: Solusi yang diunggulkan dalam kaitan dengan pemanfaatan anggaran ADD

Prioritas	Solusi untuk pemanfaatan dana desa
1	Alokasikan anggaran ADD untuk monitoring dan bantuan teknis dan pengembangan kapasitas para kader dan pejabat pemerintah desa untuk keberlanjutan promosi dan pendidikan STBM.
2	Kembangkan aturan main dalam rangka pemanfaatan alokasi anggaran ADD untuk menyediakan pinjaman dengan pendekatan dana bergulir
3	Pergunakan subsidi dengan cerdas untuk lapisan masyarakat yang lebih miskin yang sudah merubah perilaku mereka dan yang berkehendak untuk memperbaiki kualitas sarana sanitasi mereka. Pergunakan anggaran ADD untuk memberi subsidi atau pinjaman.

Tabel 12: Utamakan penyelesaian masalah dalam kaitannya dengan kemunduran (*slippage*)

Prioritas	Penyelesaian masalah untuk menghindari atau memperkecil kemunduran
1	Pastikan bahwa verifikasi dilaksanakan dengan benar dengan memastikan bahwa telah tercapai cakupan sebesar 100%. Verifikasi harus memastikan bahwa setiap orang di desa mempergunakan jamban.
2	Melakukan dukungan yang berlanjut setelah pemicuan dan deklarasi.
3	Memastikan keberadaan Perdes yang secara efektif mendukung STBM
4	Sampaikan pada para kader bahwa mereka hanya melakukan monitoring dengan jumlah rumahtangga yang sesuai kemampuan masing-masing, agar dengan cara demikian mereka diharapkan mampu melanjutkan penugasan tersebut.
5	Kembangkan kemampuan monitoring masyarakat sehingga kegiatan monitoring dapat berlanjut setelah deklarasi STBM, dalam rangka untuk menilai dan memeriksa apakah terjadi kemunduran dalam hal perilaku dan praktik sanitasi dan higiene.
6	Teruskan dalam hal pengembangan kapasitas seluruh pelaku STBM di semua tingkatan (pengetahuan, pemahaman, ketrampilan dan kompetensi).
7-9	Lihat tabel 12 di halaman 24

Dengan mempertimbangkan keterbatasan berbagai sumber yang kita miliki (staf, waktu dan anggaran), para mitra SHAW dianjurkan untuk menjadi "cerdas" dengan memusatkan perhatian pada prioritas tertinggi yang dapat memberi dampak terbesar dan yang paling mudah dilaksanakan.

Jum'at 21 Juni 2013

Bagian pertama pada pagi di hari ketiga dan terakhir dimanfaatkan oleh Martin untuk memberitahu para mitra SHAW tentang serangkaian isu terkait program. Martin juga menyampaikan tiga paparan menarik tentang: 1) memperkenalkan sanitasi ramah lingkungan; 2) berbagi hasil dari penelitian tentang sampah oleh Bram Dortmans; dan 3) memperkenalkan *tool* ALUR Akvo.

Sisa waktu di pagi hari dimanfaatkan untuk memaparkan dan membahas hasil kerja salahsatu dari dua panitia yang dibentuk untuk membahas lebih jauh terkait beberapa isu dalam hubungannya dengan monitoring. Panitia pertama membahas dan mengusulkan solusi dalam hal:
1) Pengenalan (identifikasi) berbagai kebutuhan peningkatan kapasitas dalam kegiatan monitoring untuk seluruh pelaku yang terlibat
2) Penyesuaian pada indikator monitoring outcome
3) Kejelasan tentang kekerapan (frekuensi) monitoring

Sebuah kesepakatan tercapai untuk merancang dan melaksanakan suatu ToT terkait monitoring untuk kelompok terpilih dari para mitra SHAW, pada awal bulan September 2013. Sebuah rancangan pedoman pelatihan akan dikembangkan sebelum ToT itu diselenggarakan. Paparan grafis tentang kekerapan monitoring output dan outcome sebagaimana disepakati dalam pertemuan Mataram pada bulan Oktober 2012, disampaikan dalam Lampiran 5.

Pada siang hari panitia kedua memaparkan dan membahas hasil-hasil pembahasan mereka yang telah mereview piktogram yang dipergunakan dalam sistem monitoring outcome. Bukan saja beberapa perubahan diusulkan untuk piktogram yang dirancang, namun beberapa ungkapan dalam teks indikator disesuaikan dan disederhanakan. Indikator monitoring output dan outcome yang sudah diperbaiki disajikan dalam Lampiran 6.

Sepenggal waktu juga dimanfaatkan untuk membahas satu dari beberapa permasalahan yang telah diungkapkan dalam Lokakarya Review Gabungan, yaitu: "Komitmen, kapasitas dan alokasi anggaran para pemangku kepentingan kabupaten". Namun dikarenakan isu tersebut agak rumit dan memerlukan waktu yang lebih untuk menuntaskannya, diputuskan untuk mengagendakannya pada pertemuan para KP yang akan datang.
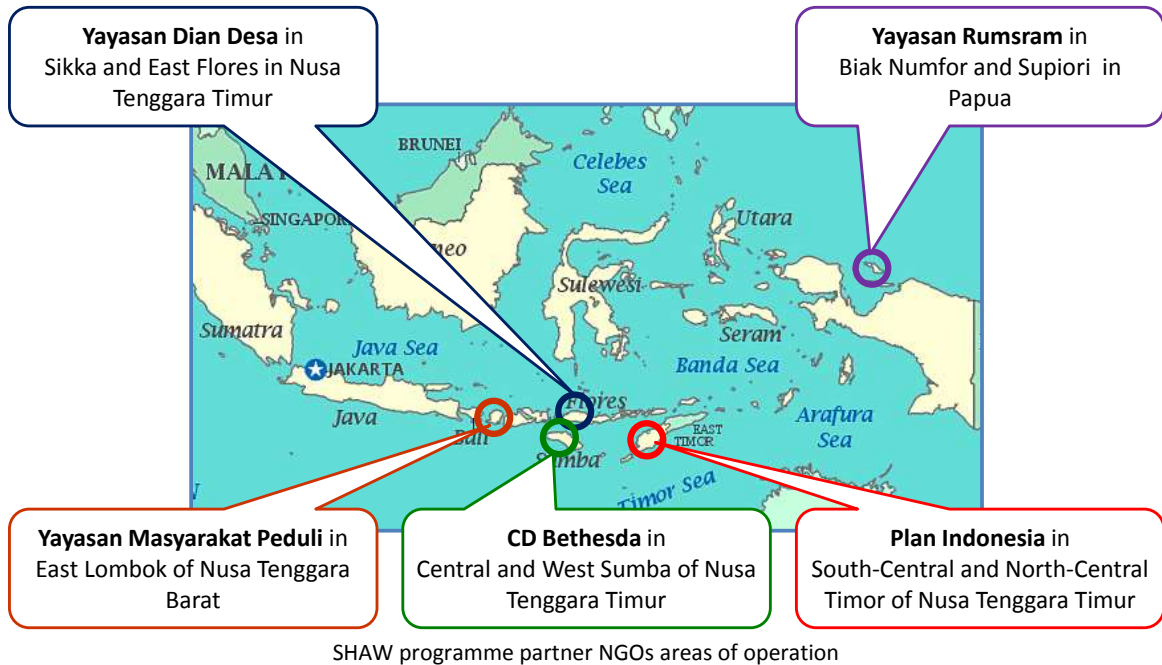
Bagian akhir dari pertemuan tiga hari adalah menyusun rencana aksi terinci untuk melanjutkan seluruh kesepakatan dan kegiatan yang terkait dengan topik yang dibicarakan selama pertemuan. Rencana aksi terinci disajikan dalam Lampiran 7.

Dalam pertemuan disepakati bahwa pertemuan KP berikutnya akan diselenggarakan pada akhir bulan Oktober 2013 di Sumba.

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).

Yayasan Dian Desa in Sikka and East Flores in Nusa Tenggara Timur

Yayasan Rumsram in Biak Numfor and Supiori in Papua

Yayasan Masyarakat Peduli in East Lombok of Nusa Tenggara Barat

CD Bethesda in Central and West Sumba of Nusa Tenggara Timur

Plan Indonesia in South-Central and North-Central Timor of Nusa Tenggara Timur

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.

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 2013 held from 19 to 21 June 2013 in Jakarta, Indonesia.

1.2   Objectives and set up of the Jakarta meeting

The objectives of this meeting were to:

1. Review and discuss progress of each partner;
2. Discuss and take forward the outcomes of the SHAW review workshop held on 17 and 18 June in Jakarta;
3. Present and discuss the review of the new monitoring system;
4. Discuss and decide how to move forward with the school sanitation and knowledge management components;
5. Discuss a range of other programme issues and topics; and
6. Develop a concrete action plan, with key activities for the period July-December 2013.

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

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

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

2.   Proceedings and results of the Jakarta meeting

2.1   Wednesday 19 June 2013

Table 1: Actual programme of day one

When		What	Who
Morning	09.00-09.20	Welcome	Martin
		Introduction round	Participants
		Agenda for the first day	Erick
	09.20-09.40	Progress on action plan 2012-Q3	Erick
	09.40-12.30	Progress updates by partners	Programme Coordinators
		Lunch	
Afternoon	13.30-16.15	Progress updates by partners	Programme Coordinators
	16.15-16.45	Agreeing on progress presentation format	Erick
	16.45-17.15	Evaluation of joint review workshop	Erick

Welcome, introductions and agenda for the first day

Erick opened the three-day SHAW Programme Coordinators meeting and invited Marin to officially open the meeting.

Martin opened the meeting by according a warm welcome to all the participants. He said that he was happy to see that everybody is ready for the coming three days of meetings after concluding the joint review workshop during the previous two days. Thereafter Martin introduced the new SHAW Programme Officer Ibu Galluh Sotya Wulan who will be based in the programme coordination office in Yogyakarta.

Galluh then was given the opportunity to introduce herself to the participants. This was followed by a quick introduction round so that all the participants could introduce themselves to Galluh and each other. An overview of all the participants is presented in Appendix 2. Elbrich Spijksma of SIMAVI Haarlem attended the meeting as the new officer in charge of the SHAW programme.

Erick then showed and explained the programme for the first day. The original three-day meeting programme is given in Appendix 1.

Table 2: Original programme outline for day one

	Wednesday 19 June
Morning	Opening, welcome and introductions
	Progress update on action plan Q1-2013
	Progress updates SHAW partners
Afternoon	Discussion on key issues and challenges identified during the review workshop
	Agree on follow up to review workshop outcome

Progress on action plan 2012/Q3

Erick facilitated a quick exercise in which the action plan of the previous 2013 SHAW Programme Coordinators meeting held in Maumere in February 2013 was reviewed and discussed.

The exercise revealed that almost all the agreements and action items of the previous meeting had been followed up and realised. The details of the progress updates on the February 2013 action plan are provided in Appendix 3.

Progress updates by partners

On behalf of the five SHAW partners, the following participants presented updates on activities carried out and progress made during the period February to June 2013 with the help of Microsoft PowerPoint presentations:

- Ibu Ellena for YMP
- Ibu Dewi for CD Bethesda
- Ikos (Sikka) and Hendro (Flores Timor) for YDD
- Simon Heintje for Plan
- Pak Ishak for Rumsram

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

Yayasan Masyarakat Peduli

- Status: to date triggering (demand creation) has been carried out in 87 dusun of 22 villages. Regular performance monitoring activities have started in 15 villages. Post-triggering follow up and hygiene promotion is done by cadres who are responsible for some 10-25 houses each. Regular follow up on the five STBM pillars is provided every month through the Posyandu.

- Sanitation marketing: a range of activities was undertaken during the past months among which the organisation of a training by an expert from Plan Grobogan for 47 people from seven Kecamatan, and the establishment of an association (Paguyuban) consisting of 36 artisans. Now eight graduates train people themselves (on toilet construction but also on the making of moulds), also outside SHAW areas. The association is also promoting the uptake of household level water filters by linking the customers to the sales agents and a micro-finance institution called Tazkia.

- School sanitation: a workshop was organised with the health and education departments at Kabupaten level and also a workshop at Kecamatan level with the principals of 47 schools. A school sanitation team has been established at Kabupaten level chaired by the head of the health department.

- Knowledge management: a number of activities took place during the past months: a local journalist was engaged for KM, a number of publications were posted in local newspapers as well as on the local television station, the YMP website (www.ympntb.org) was updated, horizontal or inter-village learning was organised, and hygiene promotion guidelines were developed. Martin asked the partners to share all material with Simavi.

- Water supply: activities on going in three villages: Desa Sajang – construction has started and an independent water board was established (Pammas Pancor Mas); Desa Jeruk Manis – construction has started and water board still linked to the Kades/Desa government (Pamdes Andong Merah); Desa Timbenuh dan Pangandangan Barat – process CBIA.

- Planning for the coming period: a detailed activity plan for the coming months was shared with the group.

CD Bethesda

- Status: total of 162 dusun, 49 desa and 3 kecamatan in Sumba Tengah (ST) and 138 dusun, 30 desa and 2 kecamatan in Sumba Barat Daya (SBD). So far 17 villages have been declared 100% STBM in Sumba Tengah of which four villages during 2013. Baseline data collection at 27 selected schools has started.

- Progress in Sumba Tengah: to date four villages were declared 100% STBM during 2013. As follow up to an advocacy workshop conducted in October 2012 CD Bethesda has been actively advocating for the integration of STBM and water supply policies in the development plans at the different levels (village > Kecamatan > Kabupaten). STBM programme in ST got funds from APBD for replication in two additional Kecamatan and maintaining quality in the three SHAW supported Kecamatan. A discussion followed on the role of CD Bethesda to support the replication of the approach in non-SHAW Kecamatan. How can we guarantee QUALITY of replication or scaling up? We need to be careful that the SHAW approach is not replicated at scale by people without the necessary skills and competences as this might lead to the approach getting a bad name. Water supply activities have also started in Sumba Tengah with a couple of workshops conducted at different levels. In April 2013 two CD Bethesda staff were trained by a team of YMP in Lombok. The drafting of village legislation covering rules and regulations for managing the water supply systems in ten communities has also started. CD Bethesda is implementing self-build and self-managed water systems.

- Progress in Sumba Barat Daya: to date no villages have been declared 100%. Three villages remain to be triggered. Self-design and self-made versions of Ecosan toilets are being tested at small scale. The pictures revealed some possible design and/or construction problems.

- Lessons learned:
  - Monitoring process is a chance for cadre to refresh and re-promote STBM from door to door. The behaviour of cadres requires attention as they are expected to become models for their community. In SBD the number of cadres has been increased as the villages are in general much bigger than in ST.
  - The results of monitoring are used to develop community action plans and to support the households that have not achieved all five pillars.
  - Commitment from Kabupaten level is improving as is shown by an increase in budget allocations to support STBM. The budget allocations made available for regular support to all kecamatan and replication of the approach in new kecamatan is an indication of the commitment and political will by the Bupati and kabupaten. Puskesmas BOK funds are used for monitoring purposes.

Pictures included in the presentations by the SHAW partners

Yayasan Dian Desa

- Progress in Sikka: Pokja AMPL is restarting again after the election of the Bupati. Training for output and outcome monitoring was carried out in 8 Kecamatan during this period on top of the 6 Kecamatan trained earlier. Regular coordination and evaluation meetings are organised at Kecamatan level in Sikka and Flores Timor. Monitoring results are taken more seriously in a number of Kecamatan and are used to evaluate progress. In Kecamatan Waigete people were surprised with the results of the monitoring exercises. Whereas the Puskesmas had assumed an achievement of 90%, in actual fact this was only somewhere around 50%. Waigete therefore made plans to use force or coercion to ensure that households build a toilet by withholding rice rations to poor households and administrative support at the Kecamatan. Questions were raised whether this is an acceptable strategy. The issue was included in the 'parking lot'. STBM verification and declaration is going on in four Kecamatan.

- Progress in Flores Timur: STBM trainings were organised in all 47 villages of four Kecamatan. YDD has changed the approach by ensuring a stronger commitment and involvement of the Puskesmas staff and villagers. YDD is also more flexible in making appointments for triggering by following as much as possible the agendas and timings of the villages. More time is made available for supporting the output monitoring during the first month after triggering as it is used to re-trigger and promote STBM at household level. This raised a question on how much our partners can be involved in monitoring and door-to-door follow up. It was once more stressed that monitoring needs to be done by the cadres or other appointed people, and that the SHAW partners should focus their energy, resources and attention towards difficult villages and difficult cadres, and by doing so gradually moving out of the easier villages. The responsibilities for the easy villages should be handed to the Kecamatan STBM teams. Verification and declaration of the first three villages in two Kecamatan of Flores Timur is taking place in June 2013. The aim is to declare four Kecamatan STBM during 2013. Verification starts with village self-verification (cross-dusun checking) and thereafter the Kecamatan STBM team is invited to verify and declare the entire village. In March 2013 water supply (rainwater catchment) activities on Palue island restarted after the work had to be suspended for a couple of months due to the eruption of the volcano. In May 2013 the work was completed with a total of 113 rainwater catchment storage tanks in five villages.

Pictures included in the presentations by the SHAW partners

Plan Indonesia

- Status: interventions are on-going in all 182 villages in all 24 Kecamatan of TTU, and all 245 villages in all 32 Kecamatan of TTS. Regular progress monitoring is carried out in all villages in all Kecamatan in both districts. The number of villages is expected to change due to splitting up of

villages. The main actor is the village level STBM team supported by the sanitarians and Plan field staff. The RTs are taking over the supervising role of the sanitarians.

- STBM verification and declaration: verification is done by visiting all households in a village. This was done in 36 villages in TTU and 21 villages in TTS during March to June 2013. The verification format in use is a combination of the MoH and SHAW formats. Village level verification is carried out by the STBM team from the Kecamatan assisted by the STBM desa team.

- Sanitation marketing: an association (ASAS) of artisans has been established. Refresher trainings on sanitation technologies were conducted for artisans of both districts. Shops were approached to provide the right Upox paint for the cement pans. Producers of ring, slab and pan moulds were also approached but these are still very expensive and only available in Kupang. In TTS the local government through the business unit (BUMN) is ready to help provide loans to artisans.

- Other activities: coordination is on-going to facilitate the establishment and strengthening of an official structure for implementation and monitoring of STBM in the two districts. Routine coordination continues with Dinkes (BOK) and the education department (BOS) for the allocation of funds. Attempts are made to ensure uniformity of monitoring data across the Kecamatan in the two districts. Some information (particularly output data) is already integrated by the Dinkes in their reports.

- Meetings are taking place with the provincial Pokja AMPL in Kupang to inform them on progress in particularly on setting targets for STBM declarations. Plans are made to have a mass declaration of 294 villages in August 2013 and for that purpose the Minister of Health is being invited. Questions were raised whether this is a realistic target considering that some 200 villages still have to be verified. Monitoring data indicates that a large number of villages are ready or almost ready for verification. Questions were also raised whether the partners are using the SHAW verification criteria which were jointly developed towards the end of 2012.

- When comparing the verification format used by Plan with the format developed by SHAW, it was revealed that though they are in part different, they are in actual fact dealing with exactly the same issues. The sentences are a bit longer and use slightly different wordings. Plan was requested to share the format with Yus for comparison. A quick round revealed that except for Plan all partners use the SHAW verification format finalised in November 2012. Although YMP mentioned that they were discussing the format with the local government authorities in Lombok. Partners were requested to stick to the format agreed upon last year. It does not make sense to continuously change the format as we all follow the same criteria set for the five STBM pillars.

Rumsram

- Status: Pak Ishak lost his presentation in the morning and had some problems getting facts and figures correct. In Biak Numfor and Supiori Rumsram is working in 8 out of a total of 22 Kecamatan. Work has commenced in 22 out of 48 villages.

- STBM: Yan Ghewa organised a third refresher training for Rumsram staff. Staff should spend more time in the villages and improve relationships with the key stakeholders including religious leaders. Training on STBM and triggering was done in four additional villages in Biak Utara. Religious groups are now also used to promote the STBM pillars in addition to the traditional leaders. It is still difficult to get the commitment from the Promkes and sanitarians.

- Monitoring: confusing and conflicting figures presented on the number of villages in which output and outcome monitoring was carried out. Rumsram has the intention to use the new monitoring formats with pictograms for the June monitoring round. They were advised against this as the new formats with pictograms are still being tested in a number of areas by other partners. Rumsram has set a target of 36 village declarations within 2013.

- Sanitation marketing: YMP have been requested to support the planned training activities for the production of toilet pans and slabs in Biak Numfor.
- School sanitation: actual school level activities are postponed due to the upcoming school holidays. Trainers have already been identified for the training for school STBM facilitators. A total of 28 elementary schools will be targeted. There were some questions about the quality of the training as no TOT is planned in Biak Numfor and Supiori. It was explained that a number of Kemenkes staff had already been trained in the past by UNICEF.
- Water supply: proposal development is going on at the moment. PU provided two staff members to help Rumsram. Assessments are carried out in two locations.

Pictures included in the presentations by the SHAW partners

Following the presentations the following progress overview was developed showing where we are right now including the number of villages that have been declared STBM. To date a total of 94 villages – 9% of the total of 1,031 target villages – have been declared 100% STBM. Another 146 villages have been verified and are waiting official declaration.

Table 3: Progress to data of SHAW partners

Partner	Location	Total # of target villages	Villages where activities have commenced		Villages that were triggered		Villages that have been declard STBM			STBM verifications not yet declared
			# of villages	As % of total # of target villages	# of villages	As % of total target villages	# of villages	STBM villages as % of		
								As % of target villages	As % of intervention villages	
YMP	Lombok Timur	47	47	100%	22	47%	0	0%	0%	0
CD Bethesda	Sumba Tengah	49	49	100%	49	100%	17	35%	35%	6
	Sumba BD	30	30	100%	27	90%	0	0%	0%	0
	Sub-totals CDB	79	79	100%	76	96%	17	22%	22%	6
YDD	Sikka	160	139	87%	139	87%	9	6%	6%	4
	Flores Timor	250	137	55%	137	55%	2	1%	1%	11
	Sub-totals YDD	410	276	67%		0%	11	3%	4%	15
Plan	TTU (Kefa)	175	175	100%	175	100%	29	17%	17%	65
	TTS (Soe)	248	248	100%	248	100%	31	13%	13%	52
	Sub-totals Plan	423	423	100%	423	100%	60	14%	14%	117
Rumsram	Biak Numfor	60	38	63%	42	70%	6	10%	16%	8
	Supiori	12	10	83%	10	83%	0	0%	0%	0
	Sub-totals YR	72	48	67%	52	72%	6	8%	13%	8
Totals		1,031	873	85%	573	56%	94	9%	11%	146
Totals incl. STBM verificatio		1,031	873				240	23%	27%	

Agreeing on progress presentation format

Following the progress presentations, Erick observed that the five presentations had taken a huge amount of time. Some of today's presentations were good and some were bad! Some were difficult to follow and repetitive as first one district and thereafter the second district was presented. Some provided too much detail. It would help if we could structure the presentations a bit better by agreeing on some sort of framework or template.

It was agreed that all partners would use the same template with the same themes or topics. Furthermore, it was decided that districts would not be presented individually.

After a quick brainstorming sessions followed by a round of additional discussions an agreement was reached on the following Microsoft PowerPoint progress reporting presentation template for the upcoming SHAW Programme Coordinators meetings.

Table 4: Content of progress reporting template

Slide #	Topic	Remarks
1	**STBM progress and achievements**	Update information in table 3 shown above
2	**School sanitation progress and achievements**	
3	**Major changes and innovations**	Report only on innovations (anything new including for example sanitation marketing)
4	**Partnerships**	
5	**Replication**	Use of SHAW approach by other stakeholders
6	**Lessons learned**	
7	**Water supply progress and achievements**	
8	**Open space**	Optional slide for any other important issues that you like or need to share
		Feel free to add additional slides with ONLY pictures to illustrate progress and achievements

There is no need to report separately on monitoring (e.g. in how many villages monitoring data has been collected) as this information is already available to all. On the basis of the monitoring data files received from the SHAW partners, Erick can prepare a simple overview for each meeting.

Finally the following was agreed:

1) Prepare progress presentations that are interesting as well as attractive. To avoid that participants get bored and loose interest.
2) Avoid including too many details as participants get lost.
3) No questions will be entertained during the individual presentations. Some time will be provided for questions and answers following each presentation.

Evaluation of SHAW joint review workshop

The final session of the day was used to evaluate the SHAW joint review workshop organised on Monday 17 and Tuesday 18 June 2013 in Jakarta. This was done because most participants of the SHAW Programme Coordinators meeting felt that the workshop did not fully live up to its expectations. The participants were reminded that the two-day review workshop received an overall score of only 75% during the workshop evaluation. When we expect communities to reach 100% STBM status then we should not be satisfied with a score of 75%!

Meta cards were distributed and the participants were asked to come up with a maximum of two issues (one issue per one metacard). The following table provides an overview of the outcomes of the evaluation. A total of 18 issues were brought up.

Table 5: Outcome of SHAW review meeting workshop evaluation

	Evaluation outcomes	# of cards
1	**Quality of presentations**: ☒ The presentations were not always well structured and often did not include many review findings. Most were not interesting enough.	4 cards
	☒ Some got the impression that the presentations were done only for Simavi and not for the whole group.	1 card
2	**Time management**: ☒ Not enough time for discussions as a consequence of the time wasted on translations. No in depth analysis of the review findings. Time for presentation should be better timed (equal time slots) and more time should have been given for Q&A.	4 cards
	☒ Translations took too much time. Simultaneous translation could have helped!	3 cards
3	**Workshop arrangements**: ☒ Information on workshop related changes should be better communicated. Arrangements should be better planned and organised. Logistical arrangements and specific rules must be explained better. There needs to be more information on travel and accommodation arrangements.	4 cards
4	**Other:** ☒ Participants from national level appeared to be not interested in the programme. Group work and World Café were good methods to interact!	1 card
	☒ Situation of workshop was too tense and there was not enough humour.	1 card

2.2   Thursday 20 June 2013

Table 6: Actual programme of day two

When		What	Who
Morning	09.00-09.15	Recap and programme of the day	Erick
	09.00-13.15	Review of new monitoring system	Erick
		Lunch	
Afternoon	14.15-15.15	School sanitation	Elbrich
	15.15-16.15	Knowledge management	Pam
	16.30-17.45	Follow up of joint review workshop: 1) Smart use of village ADD budgets 2) Slippage and how to avoid this	Erick

Recap and programme of the day

Erick gave a quick recap of what had been discussed during the first day of the SHAW Programme Coordinators meeting. Thereafter he provided an overview of the programme for the second day, which is summarised in the following table.

Table 7: Original programme outline for day two

	Thursday 20 June
Morning	Recap and programme of day two
	Review of new monitoring system
	Using mobile phones for monitoring
Afternoon	School sanitation
	Knowledge management
	Follow up to review workshop

Review of the new output and outcome monitoring system

Erick presented the findings of the review, conducted during the month of May 2013, of the new output and outcome monitoring system with the help of a detailed Microsoft PowerPoint presentation[3].

The review was carried out with the use of a Microsoft Excel review questionnaire which was completed by all the five SHAW partners. Nearly all the participants of the meeting had either been involved in the review or had at least seen the questionnaire. The Programme Coordinators were asked to open the Excel file as there were some problems with some of the answers which required checking and further clarification and/or elaboration.

The following paragraphs provide an overview of the main issues presented.

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[3]   Baetings, E. (June 2013) **Review of new monitoring system**, Sanitation, Hygiene And Water (SHAW) Programme for East Indonesia; IRC International Water and Sanitation Centre, The Hague, the Netherlands. Microsoft PowerPoint presentation available on: http://www.irc.nl/page/53746

The current performance monitoring system consists of the following two elements:

1) **OUTPUT monitoring**: measuring progress over time with regards to **increased access to physical assets or facilities** such as toilets, handwashing facilities, etc.

2) **OUTCOME monitoring**: measuring progress over time with regards to the **degree in changes in sanitation and hygiene behaviours and practices**.

Both OUTPUT and OUTCOME monitoring systems measure progress over time in realising the five STBM pillars.

A timeline of the development, introduction and application of the new output and outcome monitoring system was presented. Since the introduction of the monitoring system in October 2012, two full performance monitoring exercises have been completed covering the periods October to December 2012 and January to March 2013. In May 2013 a 'quick and dirty' review was carried out to assess whether the new output and outcome monitoring system had been introduced successfully and whether it was providing reliable information necessary for adequate programme steering.

The main findings of the review can be summarised as follows:

☑ In general all five partner NGOs are content with the performance monitoring system. However, that does not mean that there are no issues at all!

☐ By end March 2013, except for collecting baseline data, YMP had not carried out any regular output or outcome monitoring because no villages had been triggered by then. The other four partners had collected output data in 73% of the target Kecamatan and 68% of the target villages.

☒ To date the output and outcome data files do not provide complete sets of data. To illustrate this a few examples:

- YDD and CDB had noticeable differences between output and outcome data and in particular, differences were noted in the total number of villages (desa), sub-villages (dusun) and households whereas these should be identical.
- Except for CDB, most partners had noticeable differences between baseline data and outcome data. It is evident that baseline data is not complete!

☒ The role and responsibilities of the different stakeholders is not always clear and in a number of cases the SHAW partners are still in the driving seat instead of handing over responsibilities to local stakeholders. Local ownership is perceived to be a challenge.

☒ The data entries in the data files show that data recapitulation or aggregation at RT, dusun and desa level remains a serious problem resulting in incomplete and therefore unreliable data/information.

☒ The correct understanding and application of the outcome monitoring indicators remain a big challenge for all stakeholders. A number of SHAW partners indicated that they themselves had problems with the indicators.

The following is a list of main recommendations presented and discussed during the meeting:

➔ **Complete the baseline data as soon as possible**: this will allow for comparison between the situation before SHAW and the situation at the end of SHAW. Otherwise it will be impossible to claim what the partners have achieved!

➔ **Check the completeness (and correctness) of data collected and data entries every 3 months by comparing the OUTPUT and OUTCOME overviews**: if output and outcome data is collected at the same time by the same cadres, then there should be no differences in the number of target villages, sub-villages, houses and people!

➔ **Maximise the involvement of Kecamatan level partners in performance monitoring**: start with handing over the responsibility for supervising data collection and quality control of collected data for the 'easy' villages.

➔ **Make sure that village level data recapitulation forms are completed correctly**: 1) modify the dusun and desa level data recapitulation forms by adding an extra 'check totals' column; and 2) provide adequate training to all concerned parties (field staff, Puskesmas staff, village cadres) so that everyone can use the recapitulation forms efficiently and effectively.

Modified data recapitulation format with an extra 'check totals' column

➔ **Make sure that the available data are analysed and used at all the different levels to maximise programme achievements:** remember we monitor to learn from what we are doing and how we are doing it. Through monitoring we can: 1) review progress; 2) identify problems in planning and/or implementation; and 3) make adjustments or modifications to plans and approaches so that we are more likely to "make a difference".

➔ **The capacity of communities and Kecamatan to correctly apply the output and outcome indicators and to tabulate the RT, dusun and desa overviews needs to be developed further:** any capacity development initiative should start with developing the skills and competences of our own staff! Smart tools could help to make the monitoring tasks easier for everyone involved, consider:
   • Using the pictograms to introduce the outcome indicators;
   • Adapting the dusun and desa karta tabulasi to include easy-to-use 'check totals' columns;
   • Train, coach, guide, support, etc.;

➔ **Make minor modifications to the output and outcome indicators**: this to ensure that data collection is complete but also to enhance clarity and comprehensibility.

The output and outcome indicators were discussed in further detail on the basis of the review findings. A number of changes, modifications and/or additions were suggested. These issues were to be worked out in more detail.

The outcome monitoring pictograms were tested in the field by Plan Indonesia, YDD and CD Bethesda. All three partners agreed that in principle the pictograms were a useful addition to the outcome data collection tools. It was decided that a working group would review the outcome pictograms and come up with suggestions for improvements.

At the end of the session two committees were formed to discuss and work on a range of monitoring related issues during the evening.

Table 8: Composition of committees to work on monitoring related issues

	Committee #1	Committee #2
What	• Discuss the results of the testing of the outcome indicator pictograms and propose final modifications • Review and improve output and outcome indicators	• Improve output and outcome indicators • Develop the capacity of monitoring actors • Clarify the monitoring schedule
Who	Pam Simon Heintje (Plan) Ikos and Hendro (YDD) Henny and Endro (CDB)	Erick and Abang Christine (YDD) Dewi (CDB) Ishak (Rumsram) Ellena (YMP)

School sanitation

After lunch Elbrich facilitated the session on school sanitation. Elbrich started by saying that as not much work has started yet in the field the discussions can be limited to one hour. Finalising the school sanitation modules, including the translating of all the materials and annexes, took a lot more time than expected. In May 2013 the SHAW partners received the final version of the modules. Annex 25 was still missing but it is now translated by Abang and ready to be forwarded to the SHAW partners.

Elbrich explained that a number of things needed to be discussed on the basis of the information forwarded by the SHAW partners, namely:

1. Is STBM at schools a separate programme?
2. How to cooperate with the district departments of health (Dinkes) and education (Dinas-PPO)
3. Monitoring, verification and declaration

Elbrich had prepared an overview on the basis of information provided by the partners and some time was taken to make sure that the information was complete and correct. The completed overview is attached as Appendix 4.

Re 1: STBM at schools is NOT a separate programme. Schools are an integral part of the communities and when 100% STBM is our goal then schools need to be integrated in our community level STBM activities. The whole idea of STBM at schools is that it supports the activities in the villages and the other way around. In a number of areas the STBM at schools component started late, so in those cases there has to be a separate activity/intervention, but in principle STBM in the villages and STBM at schools should be implemented simultaneously.

Re 2: Questions were raised by some partners about how best to cooperate with the district offices of health and education. Rumsram had raised this issue as they were wondering how to cooperate with Dinas PPO and Dinkes as these departments had already been trained by UNICEF in the past. Ishak explained that what he had meant was whether there was a need to again train these actors as

they had already been trained in the past. In that case it is advised to check in how far the training of UNICEF corresponds with the training and intention of the training as provided by SHAW. Those elements that not have been addressed will need to be taken up with Dinas PPO and Dinkes.

Re 3: What to do with schools in villages which have already been declared. Elbrich explained that in these cases you work with the schools till they are ready to be verified and declared 100% STBM. In new villages you work with the community and the school at the same time so that both the village and the school can be verified together. This can then be followed by an official joint STBM declaration. YDD has already been declaring schools 100% STBM as school sanitation was already part of the previous village level STBM activities. The agreements can be summarised as follows:

➔ STBM verification and declaration in villages that have already been declared 100% STBM: verification and declaration for the schools needs to be carried out separately.

➔ STBM verification and declaration in new villages or in villages that have not been declared 100% STBM: conduct a joint verification of the village and the schools. Only go for an official joint declaration when both the village and the school have been verified 100% STBM.

Finally Elbrich explained that an evaluation of the STBM at school activities will be carried out prior to the October SHAW Programme Coordinators meeting. The evaluation is meant to review what is happening, what progress is being made, and to assess whether the school sanitation module works.

Knowledge management

Pam facilitated this session. Pam started with updating the email addresses of the editorial committee of the SHAW newsletter. She requested the members of the committee to be active and respond timely to emails.

The first SHAW newsletter focusing on handwashing with soap was published in June 2013. Pam asked the partners what their impression was of the first newsletter. More attention should be given to the bahasa Indonesia version so that the language used can be easily understood by the readers. It was decided that for future newsletters Pam (general content) and Christine (Indonesian version) will be the final editors. Yus was asked to provide support to the editors.

It was suggested that the topic of the second SHAW newsletter could focus on the outcome of the recently conducted joint review meeting with the title "building partnerships for sustainability". Input was sought particularly from those staff members that participated in the review missions. The deadline for submitting articles is 8 July 2013.

Pam provided a quick overview of progress made during the past period:

- SHAW logo and house style finalised and accepted by Simavi.
- SHAW introductory 2-pager has been written and will be finalised shortly.
- Simavi Haarlem is developing a SHAW webpage on their new website.

▪ Google docs is up and running.

A special request was received on 19 June from the Secretariat of the Pokja AMPL National (www.ampl.or.id) to provide articles for a special edition of their July 2013 E-Newsletter which will focus entirely on the SHAW programme. Every edition has usually five articles and one book review. An example can be found on: http://stbm-indonesia.org/enewsletter/april 2013.html.

Partners were requested to prepare materials, articles and photos focusing on: 1) the review meeting; 2) lessons learned at Kabupaten level; 3) lessons learned by the NGO partners; 4) lessons learned about the six national strategy items (blue book); and 5) progress made by SHAW comparing results versus targets. With regards to who will do what or write what, the following was agreed upon:
- Martin: article on the SHAW review meeting
- Plan: article on partnership and scaling up STBM at Kabupaten level
- YMP: article on NGO partnerships and sanitation marketing
- CDB: article on cooperation with local government for replication of the STBM approach
- YDD: article on lessons learned regarding monitoring
- Rumsram: article on implementing STBM within an environment with a multitude of actors and subsidies
- Pam: general overview and experiences of SHAW

Articles are to be send to Pam and Yus by Friday 28 June 2013. After some discussion it was decided to limit the length of the articles to a maximum of 500-700 words. The articles will be edited by Pam on the basis of the guidelines provided by the Pokja AMPL Nasional, thereafter they will be sent back to the authors for final checking.

Before concluding the session Pam showed an overview of activities planned for the remaining months of 2013:
- Publish SHAW newsletters in July, September and December 2013
- Support development of the SHAW webpage on the Simavi website
- Develop handbook on monitoring
- Article on lessons learned on monitoring
- Inventory of all STBM materials and media developed and used per partner
- Photo collection on Google Docs
- Other activities

Follow up of SHAW review workshop

It was decided to start with the following relatively 'easy' topics first:
1. Smart use of village ADD budgets
2. Slippage and how to avoid this

Issue 1: Smart use of village ADD budgets to promote and sustain STBM

The participants were reminded that the review meeting had come up with the following four recommendations (solutions):
1) Develop a rule to allocate ADD budget and provide loans to groups using a revolving fund approach
2) Allocate ADD budget for monitoring and technical assistance and capacity building for cadres and village government staff for promotion and education on STBM sustainability

3) Use smart subsidies for the poor segments of the population that already changed their behaviour and that want to improve the quality of their facility. The ADD budget could be used to allocate a subsidy or loan.

4) If there subsidies are made available by another programme then that should be allocated for putting in place communal facilities and systems (e.g. water systems, monitoring by Kecamatan and Kabupaten)

During this session the above solutions were discussed in further detail. The participants were thereafter invited to rank the four solutions by considering their potential impact and the effort it would take to implement the solution. Solutions with potentially the highest impact and which can be achieved with the least effort scored the highest. The impact was assessed for programme achievements up to 31 December 2014 as well as for the long-term potential for sustained behavioural change following the termination of the SHAW programme on 31 December 2014.

Discussing and ranking the possible solutions regarding smart use of village budgets

The final ranking of the proposed solutions is shown in the table below.

Table 9: Ranking of possible solutions regarding the use of village ADD budgets

Priority	Effort	Now up to 31 December 2013		After 31 December 2013	
		Proposed solutions	Impact[4]	Proposed solutions	Impact
2	Difficult	1) Reach 100% STBM	ST-high	1) Not applicable	
1	Moderate	2) Monitor progress and to build capacity of cadres	LT-high	2) Ensure continuous monitoring and promotion	LT-high
3	Easy	3) Improve quality of facilities	ST-low	3) Improve quality of facilities	LT-high
	Difficult	4) Improve communal facilities	ST-low	4) Improve communal facilities	LT-moderate

The final priority ranking of the proposed solutions is given in the following table.

Table 10: Prioritised solutions in relation to utilisation of village level ADD budgets

Priority	Solutions for smart use of village funds
1	Allocate ADD budget for monitoring and technical assistance and capacity building of cadres and village government staff for promotion and education on STBM sustainability.
2	Develop a rule to use ADD budget allocation to provide loans to groups using a revolving fund approach.

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4   **Impact**: ST = short term; LT = long term.

Priority	Solutions for smart use of village funds
3	Use smart subsidies for poorer segments of the population that already changed their behaviour and that want to improve the quality of their sanitation facility. Use ADD budget to provide subsidies or loans.

Some time was spent on discussing the consequences of the above priorities. Apparently most partners are working already on the top priority issue. After a quick round it was discovered that so far only some 5% of the villages have allocated ADD funds to support the village level STBM activities. This shows that plenty of work remains to be done. The partners were asked how successful they have been to date with securing ADD funds for STBM related activities:

- CDB: ADD funds have been made available in five villages for monitoring, but not yet for capacity building activities.
- PLAN: ADD funds have been made available in something like 12 villages; there are also villages which receive special attention of the health department with extra budgets for health activities.
- Rumsram: nothing
- YDD: 23 non-Posyandu cadres get paid from the village budgets.
- YMP: no ADD funds have been made available for monitoring purposes as of yet, but smart subsidies are made available in 11 villages.

Issue 2: Slippage

This topic deals with the issue of how to avoid slippage[5]; but slippage of what? It was explained that we should consider: 1) slippage of changes in behaviours and practices; and 2) slippage of the facilities put in place. The participants were first of all reminded on the recommendations (solutions) that were presented during the SHAW review meeting:

1) Make sure that verification is carried out in proper way by ensuring that 100% coverage is reached. Verification should make sure that everyone in the villages uses a toilet.

2) Carrying out continuous support after triggering and declaration

3) There should be an effective Perdes to support STBM

4) Monitoring should continue after declaration to check whether there is any slippage on behaviours

5) To support the enabling environment there should be capacity development (knowledge and skills) on STBM of the STBM actors at all levels

6) We need to utilise the existence of local organisations (e.g. water board) to maintain the community facilities and to help poor people to get access to and use toilets. Seek for synergy at local level.

7) Introduce / encourage individual households or groups to gain access to finance institutions (e.g. micro-finance institutions) to invest in sanitation and hygiene facilities

8) Propose to Kabupaten to organise a STBM day.

9) Cadres are responsible for a limited number of households, and they will be expected to continue their work.

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[5] **Slippage**: failing to hold on to a specific condition or status. In the case of sanitation, slippage refers to people falling back to old practices and behaviour, for example people reverting back to open defecation practices. Experiences all over the world have shown that sustaining ODF or STBM status is a major challenge.

Similar to the previous exercise the participants were asked to rank the possible solutions by considering 1) the potential impact of the solution, and 2) the effort it would take to implement the solution. Again solutions with potentially the highest impact and that can be achieved with the least effort scored the highest.

For this issue dealing with slippage the impacts and efforts were assessed in relation to the sustainability of changes in behaviours and practices, and the sustainability of the sanitation and hygiene facilities. The scoring and subsequent ranking is presented in the following table.

Table 11: Ranking of possible solutions regarding slippage

Priority	Points[6]	Sustained behaviour change			Sustainable facilities		
		Proposed solutions	Impact[7]	Effort[8]	Proposed solutions	Impact	Effort
1	13	1)	6	1	1)	4	2
2	14	2)	3	2	2)	6	3
7	22	3)	1	8	3)	5	8
5	18	4)	2	6	4)	3	7
8	23	5)	4	7	5)	8	4
6	19	6)	7	5	6)	2	5
2	14 (7)				7)	1	6
9	24 (12)	8)	8	4			
4	16	9)	5	3	9)	7	1

During the subsequent discussion it was noted that some solutions with high impact potential such as solution 3 (there should be an effective Perdes to support STBM) scored rather low as a consequence of the high effort it would take to implement this solution. Considering the importance of this solution (#3) it was therefore decided to put it higher on the priority list. The above simple exercise shows that it would have been better if some kind of weights had been given to the individual scores, although that would have made the exercise rather complicated and cumbersome.

The following table shows the final priorities. Some of the narratives have been altered to make them into activities that can be carried out by the partner NGOs.

Table 12: Prioritised solutions in relation to slippage

Priority	Solution to avoid or minimise slippage
1	Make sure that verification is carried out in a proper way by ensuring that 100% coverage is reached. Verification should make sure that everyone in the villages uses a toilet.
2	Carry out continuous support after triggering and declaration.
3	Ensure that an effective Perdes – to support STBM – is put in place.
4	Propagate that cadres are made responsible for a doable (limited) number of households so that they will be expected to continue their work.
5	Build the monitoring capacity of the communities so that monitoring can continue after STBM declaration to check whether there is any slippage in behaviours and practices.

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6   **Score**: the combined total of all the points given to impact and effort for the solutions that relate to both sustained behaviour change and sustainable facilities. The solution with the lowest score got the highest priority.

7   **Impact**: a score of 1 means the highest impact and a score of 9 means the lowest impact.

8   **Effort**: a score of 1 means the least effort (easiest) and a score of 9 means the most effort (most difficult)

Priority	Solution to avoid or minimise slippage
6	Continue to develop the capacity (knowledge, understanding, skills and competences) of all actors at all levels on STBM.
7	Encourage individual households or groups to gain access to finance (e.g. micro-finance institutions) to invest in sanitation and hygiene facilities.
8	Seek for synergy among actors in the communities by encouraging the involvement of local organisations (e.g. water board) to maintain community facilities and to help poor people get access to and use toilets
9	Lobby for the organisation of annually recurring STBM days with the Kabupaten STBM stakeholders

Concluding this session Erick reinforced the need to be 'smart' by focusing on the top priorities. He explained that the partner NGOs need to utilise their limited resources (time, staff and budget) wisely by focusing on those solutions which have potentially the highest impact and which are relatively the easiest to undertake.

2.3 Friday 21 June 2013

Table 13: Actual programme of day three

When		What	Who
Morning	09.00-09.15	Recap and programme of the day	Erick
	09.15-10.30	Updates by Martin Keijzer	Martin
	10.45-12.30	Presenting and discussing outcomes of monitoring committee #2	Committee #2 (Ellena and Christina)
		Lunch	
Afternoon	13.30-15.00	Presenting and discussing outcomes of monitoring committee #1	Committee #1 (Pam)
	15.00-16.00	Follow up of joint review workshop 3) Kabupaten level stakeholders commitment, capacity and budget allocations	Erick
	16.00-16.05	Closure	Martin
	16.05-16.20	Action planning for coming period	Erick
	16.20-17.00	Evaluation	Erick

Recap and programme of the day

Erick gave a quick recap of what had been discussed during the second day of the SHAW Programme Coordinators meeting. The whole morning of the 2nd day had been spent on discussing the new monitoring system and two working groups were formed to discuss in further detail a number of related issues. The afternoon had been used to discuss progress made in implementing the newly developed school sanitation training modules and a range of knowledge management related issues. The 2nd day was concluded by giving follow up to the outcomes of the joint review workshop.

After the recap the revised programme for the third day was presented, which is summarised in the following table.

Table 14: Revised programme outline for day three

	Friday 21 June
Morning	Recap and programme of day three
	Updates by Martin Keijzer
	Discussing outcomes of monitoring related working groups
Afternoon	Technology options pillar 2-5 and water supply activities
	Action planning
	Evaluation and closure

Updates by Martin Keijzer

Martin brought up a range of SHAW programme issues during this session, namely:

Announcements:

- Idul Fitri – the first day of the Islamic month of Shawwal marks the end of Ramadan – will be celebrated on 8 and 9 August 2013.

- Bi-annual report: considering the Idul Fitri holidays the deadline for submitting the 6 monthly reports has been revised to 22 August. The reporting format still needs adjustments as discussed during the Maumere meeting. Additionally the EKN has requested additional information related to gender. A new format will be shared with you by 28 June 2013.

- Summer leave of Martin: Martin will leave on 11 July and return around 9 September 2013. Martin will work in the Simavi office during the last week of August and he will thereafter attend the World Water Week in Stockholm during the first week of September.

- Study on solid waste: Bram Dortmans carried out a study on solid waste visiting Lombok, Flores and Timor. Next week he will defend his thesis.

- New programme officer: Ibu Galluh will start working on 1 July 2013. Martin suggested that she visits all five partners and programme areas during his absence.

- Information sharing: Martin explained that he has been sharing general WASH related information with the partners, among others about Nazava. He asked the partners whether they want him to continue doing this. As some expressed their interest in receiving the 'most important information only', it was suggested that all information is forwarded to Pam who can then act as a filter for the partners. Martin also raised the issue of materials developed and used by the partners. He requested them to share all their material with Simavi (Martin and Pam) as this would help coming up with a coordinated and harmonised approach.

- Water supply: SIMAVI is busy developing a strategy on WASH. The SHAW programme will test one of the issues dealing with quality support to partners. As SIMAVI is supporting 4 of the 5 partners with regards to implementing water supply projects, Martin is thinking of using one person to visit all four partners two times per year. The visit would be used to provide support as well as to verify progress as Simavi is responsible to the donors. An idea was floated to set up a water supply working group with one member per SHAW partner.

Presentations:

- **Ecological sanitation**[9]: Martin presented an introduction on ecosan: a sanitation technology that helps to close the loop between sanitation and agriculture. Martin explained the principles and advantages. Some examples of ecosan toilets were shown, such as the urine diverting dry toilet and the Arborloo. SHAW partners who are interested to learn more about ecosan were advised to stay in touch with YDD (Ibu Christina) as YDD is receiving support from Dan Lapid of the Centre for Advanced Philippines Studies (CAPS) (www.caps.ph) on Ecosan.

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[9] **Ecological sanitation**, also known as **ecosan** or **eco-san**, are terms coined to describe a form of sanitation that usually involves urine diversion and the recycling of water and nutrients contained within human wastes back into the local environment. Ecosan recognises human excreta and household wastewater as resources that can be recovered, treated where necessary and safely reused. When properly designed and operated ecosan systems provide a hygienically safe, economical, and closed-loop system that will enable the recovery of nutrients contained in excreta and wastewater, and their reuse in agriculture. In this way, they contribute to improved soil fertility and food security, whilst minimising the consumption and pollution of water resources. The primary application for ecosan systems has been in rural areas where connection to a sanitary sewer system is not possible, or where water supplies are very limited. For more information see for example www.ecosan.org or www.ecosan.at.
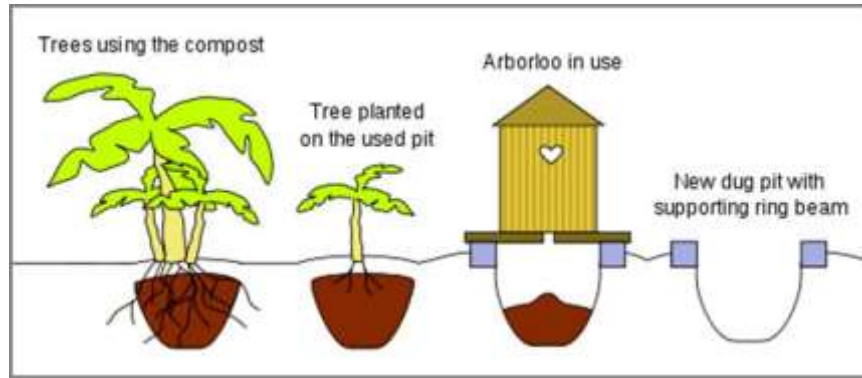
Picture of an Arborloo[10] Source: http://en.wikipedia.org/wiki/Arborloo

- **Solid waste study by Bram Dortmans**: Martin presented the results of the study carried out by Bram in Lombok, Flores and Timor. Waste generation differs vastly from 2.5 kg per person per day in Lombok to just 0.8 kg in Timor Tengah Utara (TTU). Potential to save money by reusing the organics waste differs similarly from Rupiah 1 million per family per year in Lombok to Rupiah 70,000 in TTU. Most of the waste is currently being burned. Part of the inorganic waste (plastic bottles, glass paper, aluminium, etc.) is being sold at present which generates household income. Both the report and the presentation are with Martin. Those who are interested to get more information can contact Martin directly.

- **Akvo FLOW**: Martin presented a presentation by Akvo on the Akvo FLOW tool which is used for easy data collection and automated data entries. Akvo FLOW collects, manages, analyses and displays geographically referenced monitoring and evaluation data using mobile phones. It lets you create simple or complex surveys on any topic. The diversity is endless - surveys can include photos, videos, barcodes, and audio clips. Users have total flexibility to collect the information that will make an impact on their project. Akvo FLOW brings together three elements: 1) Android smartphone app: staff on the ground can do surveys directly on their phones and send the data to database hosted in the cloud; 2) internet-based management tools: design surveys and manage how they are distributed to people through their phones; and 3) maps and dashboards: create reports and show survey results online. More information can be obtained from www.akvo.org/web/introducing-akvo-flow.

Source: www.akvo.org/web/introducing-akvo-flow

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[10]   An **Arborloo** is a simple and ecological type of toilet. Its concept is to compost directly the faeces in a pit, and to grow subsequently a fruiting tree on this very fertile soil.

Presenting and discussing outcomes of monitoring committee #2

Capacity building on monitoring for all involved actors

Ibu Elena presented an overview of the actors involved in monitoring, their roles and their capacity building needs as presented in the following table.

Presentation by Ibu Ellena

	Actors	Roles related to monitoring	Capacity needs	
			Existing actors	New actors
RT and dusun level	1. Cadres/RT (Literate)	1. Collect house to house monitoring data 2. Recapitulate data at RT and dusun level 3. Analyse, understand and discuss the monitoring data to plan follow up 4. Organise and carry out effective follow up	Refresh (2, 3)	Training (1 to 4)
	2. Kepala Dusun	1. Motivate and supervise the work of cadres 2. Motivate the community to take action 3. Supervise recapitulation of data and ensure quality at dusun level 4. Analyse, understand and discuss the monitoring data to plan follow up 5. Organise and carry out effective follow up	Refresh (3 to 5)	Training (1 to 5)
Desa level	3. Village STBM Team and village government staff	1. Motivate and supervise the work of cadres and Kepala Dusun and carry out quality control 2. Recapitulate data at desa level 3. Analyse, understand and discuss the monitoring data to plan follow up 4. Organise and carry out effective follow up 5. Motivate the community to take action	Refresh (3 to 5)	Training (1 to 5)
	4. Kepala Desa and Village Secretary	1. Motivate and supervise the work of cadres, Kepala Dusun and Village STBM Team 2. Motivate the community to take action 3. Supervise data recapitulation and ensure the quality of the data 4. Lead the analysis and discussion of the monitoring data to plan follow up	Refresh (3 to 6)	

	Actors	Roles related to monitoring	Capacity needs	
			Existing actors	New actors
Kecamatan level		5. Organise and carry out effective follow up		
		6. Use the data to develop village development plans and budgets		
	7. Kecamatan STBM Team	1. Train village cadres, Kepala Dusun and Village STBM Team 2. Supervise and quality control of data collection and data recapitulation at desa level 3. Recapitulate data at Kecamatan level (from village data), either manually or by using a computerised database system 4. Develop report for Kecamatan and Kabupaten level stakeholders 5. Analyse, understand and discuss the monitoring data to plan follow up 6. Organise and carry out effective follow up 7. Carry out village level STBM verification and declaration	Refresh (1 to 5)	
	8. Camat and Kecamatan Secretary	1. Motivate and supervise the work of Village Head and Village Secretary 2. Supervise data recapitulation and ensure the quality of the data 3. Lead the analysis and discussion of the monitoring data to plan and organise follow up 4. Coordinate and initiate action to accelerate village level STBM verification and declaration 5. Use the data to develop Kecamatan development plans and budgets	Refresh (2 to 5)	
Kabupaten	9. Dinas Kesehatan and Pokja AMPL	1. Analyse data for steering, planning and coordination 2. Coordinate and initiate action to accelerate Kecamatan level STBM verification and declaration 3. Use the data to develop Kabupaten development plans and budgets	Refresh (1 to 3)	
SHAW partners	10. SHAW Partner NGOs	1. Initiate, organise and supervise performance monitoring at all levels 2. Train, motivate, guide and coach all the above actors 3. Supervise and quality control of data collection and data recapitulation at desa and Kecamatan level 4. Advise on data analyse and action planning on Kecamatan and Kabupaten levels 5. Continue capacity building of all the above actors by providing adequate and effective on-the-job training	Refresh (1 to 5)[11]	

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[11] Develop a training manual and organise a ToT for selected partner staff who will then train their colleagues. Trained SHAW partner programme staff will subsequently train and support the other stakeholders.

Discussion:

- On a suggestion of Pam we included analysis for planning, coordination and steering at the level of the Dinkes and Pokja AMPL.

- Martin questioned the need for organising a TOT for partner staff as the new performance monitoring system has been in use for almost one year. The SHAW partners explained that so far no training has been organised even though they are expected to be experts so that they can effectively build the capacity of the other actors. The results of the review reinforced the need for additional capacity building of all different actors as the quality of monitoring is still below expectations. The capacity of SHAW partner staff is not the same and the TOT would help to bring all at the same level. The TOT is not just a training on how to apply the system, it is first and foremost meant to build the capacity of the field staff so that they have the skills and competences to train and build the capacity of the other actors. It is not the idea to organise hundreds of formal training but to enable field staff to build the capacity of the actors 'on-the-job' as part of their regular work. The focus is first and foremost on new villages, and in the villages where we are having a problem at the moment.

- Martin explained that he was not against training but that he wanted to understand what the detailed plans were. Elbrich underscored the need to include the newly developed monitoring system for the STBM at schools component.

- After a long discussion it was decided to organise a TOT on monitoring for a selected group of SHAW partner staff in the beginning of September 2013. A training manual is to be developed prior to the training. Erick will coordinate with Christina and it was suggested to obtain all the monitoring related training materials from the other partners.

- The TOT will be conducted in Maumere and will be attend by the Programme Coordinators and two monev persons per SHAW partner. Following the TOT training, the trained monev persons will immediately organise a training for the other SHAW partner field staff.

- There are also ideas to develop a smart book which would help the village cadres to carry out their roles and responsibilities more successfully.

Modifications to outcome monitoring indicators

Ibu Ellena presented the following modifications to outcome monitoring indicators as discussed and proposed by the committee.

Pillars	Level	Revisions
4	Level 0	Ok
	Level 1	Ok
	Level 2	Solid waste (1) is collected, (2) disposed in a **waste bin or** open pit
	Level 3	Solid waste (1) is collected, (2) put in a **waste bin or** open pit, and (3) covered Note: Level 3 is automatically reached if the solid waste is picked up by a village organisation or a private enterprise and disposed at a public waste dump or recycled!
5	Level 0	Ok
	Level 1	Ok
	Level 2	Ok
	Level 3	Wastewater is (1) collected in one place, (2) disposed of in a drain, and (3) the drain leads to a soak away **pit, to a vegetable garden, to rice fields, to a river, or to a public drain** Note: Level 3 is automatically reached if there is no stagnant water throughout the year!

Monitoring frequencies

Ibu Christine presented an overview that showed the monitoring frequencies agreed upon last year during the Mataram meeting. The output and outcome monitoring frequencies were discussed again as a lot of confusion or misunderstanding existed about the monthly and three-monthly frequencies and in particular the post-triggering monitoring frequencies in relation to the three-monthly combined output and outcome monitoring frequencies.
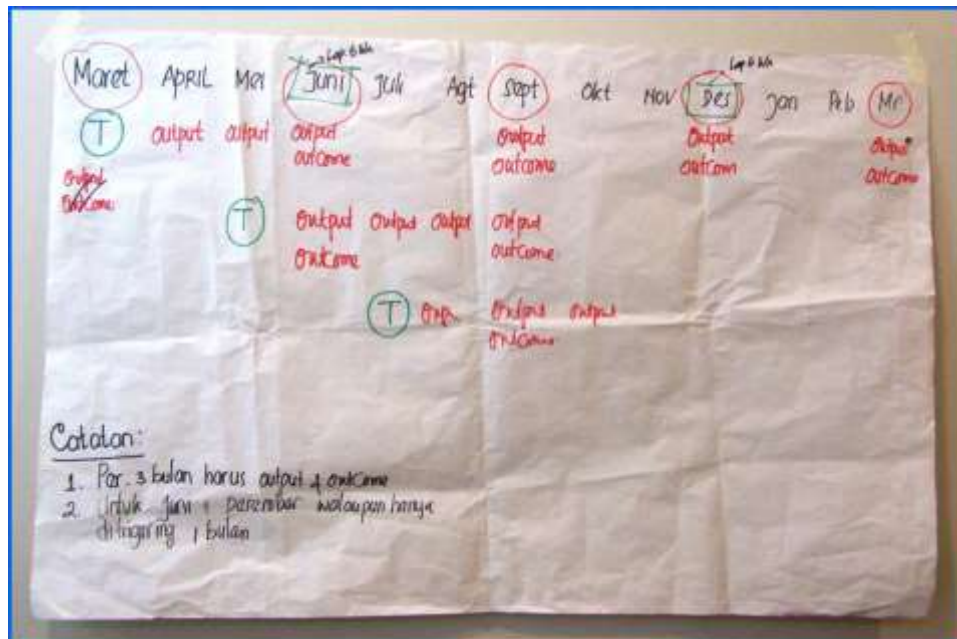
Flip chart presenting the output and outcome monitoring frequencies

The monitoring frequencies, as set and binding for all partners, are graphically illustrated in Appendix 5, which can be summarised as follows:

- **Output monitoring**: monthly for the first three months immediately following triggering and thereafter once per 3-months together with outcome monitoring; and

- **Outcome monitoring**: 3-monthly (end March, end June, end September and end December of each year) in line with progress reporting frequencies. Following STBM verification and declaration, outcome monitoring will only be carried out two times per year (end June and end December).

Ellena mentioned that YMP would like to conduct output monitoring every month and not just the first three months after triggering. This would help them to understand better what village is making what kind of progress. Erick explained that this was no problem and indeed a very good idea, however, resources might be a constraint to continue monitoring on a monthly basis.

Presenting and discussing outcomes of monitoring committee #1

Review of the outcome monitoring pictograms

Immediately following lunch Pam presented the outcome of the detailed discussions on the results of the working group. Although the committee had been given the task to review the pictograms they had also taken the opportunity to review the descriptions used to describe the different levels of the QIS outcome indicators. The proposed changes are shown in the following table.

| Pillars	Indicator	Revisions
1	1.1	A number of changes were made to the descriptions to explain the situation more precisely. Agreed
	1.2	A number of changes were made to the descriptions. Agreed
	1.3	Minimal changes were made to the descriptions.
2	2	Level 0 requires a new pictogram (showing dirty hands) and the text was also adjusted. In many cases the conditions not in place (e.g. soap in level 1) were included in the description for example, there is a handwashing station, but there is no soap. These additions were taken out again as it would increase the amount of text, create more confusion and go against the QIS logic.
3	2	Level 2 and level 3 require different pictograms more in line with local customs.
4	3	The proposed changes were similar to those made by committee #2.
5	4	It was proposed to rework the pictograms at there were problems with some of the pictograms. Furthermore, there was only one pictogram per level instead of each level getting an additional pictogram.

It was decided that Pam would finish the revision of the outcome monitoring indicators by incorporating all the above proposed changes. Thereafter she will send it to Erick for inclusion in the report of the meeting and to incorporate all the changes in the existing monitoring tools (data collection forms, recapitulation forms, and databases). Pam will also send this set, as the final and completed tool to the graphic designer, who will make adjustments to the pictograms. The layout of the output and outcome monitoring data collection forms may still require some additional work to facilitate ease-of-use by the village cadres. The format should be handy, attractive and require as little paper as possible but still easy to synchronise with the Microsoft Excel database.

The final text of the output and outcome monitoring indicators is presented in Appendix 7.

Follow up of joint review workshop

Issue 3: Kabupaten level stakeholders commitment, capacity and budget allocations

Although the remaining time was insufficient to address such a complex issue, it was decided to spend some time to discuss it anyhow and see how far we could get. Simon Heintje was invited to explain once more the outcome of the Joint Review Workshop's World Café discussions.
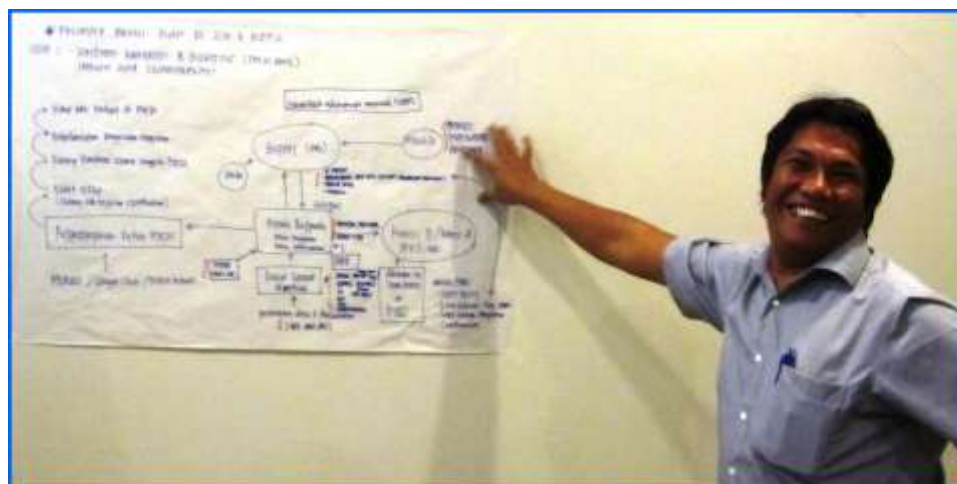

Explanation of the proposed solutions by Simon Heintje

The main elements of the proposed solution are:

1. Ensure that Bappeda has good understanding of STBM

- Head of Bappeda, as head of the Pokja AMPL, has to have a comprehensive understanding of STBM.
- Build the capacity of the Bappeda on STBM by increasing their knowledge and understanding.
- Frequent staff rotation is the root of the problem.
- Focus also on the Kabid Sosbud of Bappeda, as he is in charge of health planning and thus STBM.

2. Ensure that the Pokja AMPL has a good understanding of STBM
- Same as point 1.
- Focus on the Head of Bappeda/Pokja AMPL but as this person is not always the Head of Bappeda also focus on the SKPD and Dinkes.
- What is our role as we cannot change the entire structure?

3. Advocate for embedding of STBM in district strategic plans
- Ensure that the Pokja has the Renstra!
- But is this our role? Is it in our control?
- We can support, facilitate, advocate, etc. … but not ensure,

4. Advocate for the inclusion of specific allocations for STBM in the district budget
- Use the media to influence policies.
- We can help changing public opinion.

5. Build capacity
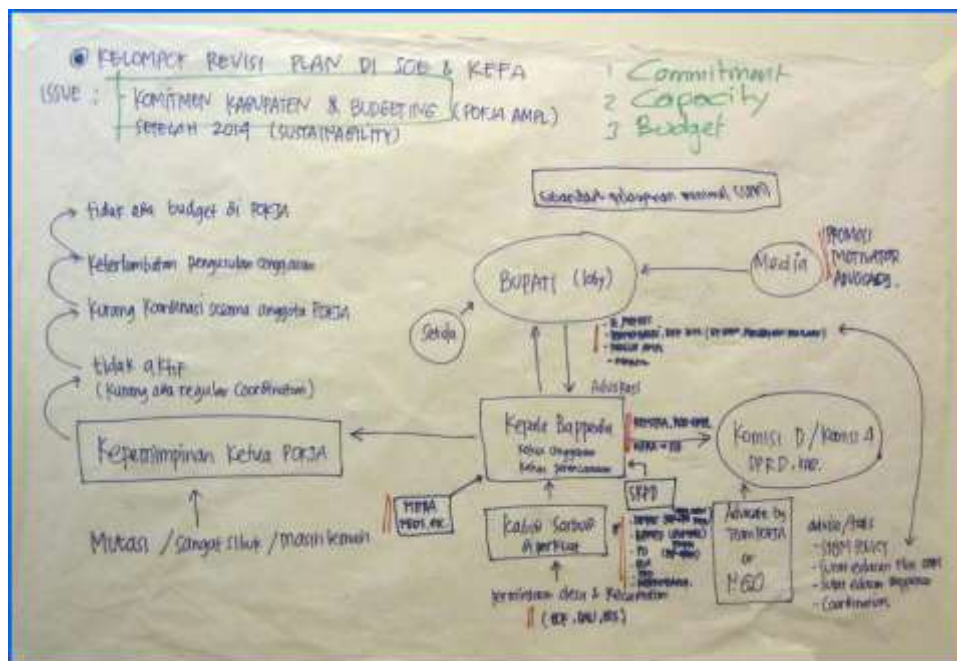
Outcome of Joint Review Workshop on Kabupaten level commitment, capacity and budget

Most of the presentation and ensuing discussions focused on what the SHAW partners are doing at present instead of what should be done to overcome the constraints. Are we saying that what we are doing at present is the solution to the existing constraints and challenges? If what we are doing now is alright then why did this issue come up during the Joint Review Workshop?

The final proof of commitment by Kabupaten level stakeholders is that specific budget allocations are in place to support the implementation and long-term sustainability of STBM. To date only two out of nine Kabupaten have allocated specific funds for STBM, namely Sumba

Tengah and one of the two districts in Lombok Timur. There also appears to remain some confusion about capacity building. Is a good understanding of STBM the same as the ability or capacity to plan, organise, implement and steer STBM interventions? Capacity building goes well beyond the provision of information to our local partners.

The SHAW partners were challenged to look beyond what they are doing at present. If there is a problem or constraint or challenge, it might not be sufficient to continue doing what we have been doing during the past two to three years. If there is no problem we should stop bringing it up as such every time we talk about programme challenges. The SHAW partners were asked to think outside the box[12] and not only concentrate on what we know and what we do.

"Thinking outside the box" cartoons
Sources: www.empowernetwork.com; www.plus.google.com; www.usmansheikh.com

If the solutions would have been in our current activities then we would not have this challenge. So to solve bigger and more strategic issues, we need to look beyond what we know and focus on the things we may not know much about and what we are not doing at present. Like in the case of the Kabupaten all the solutions brought up are the things we are already doing, but the bigger issues we might have completely forgotten. What about the need for a Perda?

The session was concluded by agreeing to put the same issue on the agenda for the next PC meeting. We also agreed that these complex issues should never again appear in the programme of the final afternoon of the fifth day. If we want to take this issue seriously then we need to make sure that adequate time is allocated and at a time when everybody is still fresh and energetic.

Parking lot

A number of issues came up during the meeting for which unfortunately insufficient time was available to discuss them during this meeting. Therefore they were put separately on the Parking Lot list. If possible, time will be allocated during the next meeting. The issues are among others:

- Sanitation technology options
- Water supply
- Replication or scaling up with "Quality"
- Quality of water supply activities by SHAW partners

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[12] **Thinking outside the box** (also **thinking out of the box** or **thinking beyond the box**) is a metaphor that means to think differently, unconventionally, or from a new perspective. This phrase often refers to novel or creative thinking. To think outside the box is to look farther and to try not thinking of the obvious things, but to try thinking beyond them. What is encompassed by the words "inside the box" is analogous with the current, and often unnoticed, assumptions about a situation. Creative thinking acknowledges and rejects the accepted paradigm to come up with new ideas.

- Forceful implementation of STBM

Closure

As Martin had to catch a flight to Singapore he was given the opportunity to officially close the three-day meeting. He started by saying "we just finished five intensive days. Thanks for your inputs and contributions. It may be better to reduce the number of topics in future because as we are getting more experienced we have also more to say and to contribute to the discussions. The review has given us lots of food for thought."

Martin continued as follows: "we were not able to cover all the topics and we did not conclude all our discussions so that will have to be followed up during the next meeting. At the same time we need to inform the other staff about what was discussed during this meeting. In the remaining time left I will look more and more to communicate our experiences to the outside world both within and outside Indonesia. Martin concluded by saying "thank you all especially those who have come from far. Thanks for participating and a happy and safe return: 'Selamat jalan'."

Action planning

As usual this final session was used to recap the results of the different sessions and to develop a detailed action plan. Where necessary decisions made were also included in the action plan to enhance transparency. The detailed action plan was shared with all the partners immediately following the meeting and is shown in Appendix 6.

Evaluation

The participants were asked to reflect on the four-day meeting by 'buzzing in pairs'. The pairs were asked to write down what they liked and what they disliked. The following is the outcome of the plenary presentations.

☺ We are now happier, because we are clearer on the issue of monitoring but especially because a TOT will be organised for SHAW partners.

☺ We now have a wider picture on how to avoid slippage.

☺ We got a wider picture of the strategy for capacity building for all stakeholders.

☺ We are happy because there was sufficient time to share lessons learned among the partners and hopefully that agenda item will be further developed in future.

☺ The agenda items met all our expectations e.g. capacity building, subsidy and other issues.

☺ Process has helped us to resolve the problems and provide solutions to the problems faced in the field.

☺ Content of the meeting opened our minds and widened our horizons.

☺ Topics discussed were very helpful to continue the programme and based on the situation of the partners and the conditions in the field.

☺ The style of the SHAW meeting is becoming a relaxed meeting more than the first two-day joint review workshop.

☺ Effective discussions; not back and forth.

☺ Effective discussions during day 2 and day 3.

☺ Good facilitator

☺ Method facilitation is systematic and participatory.

☺ The arrangement of the agenda and the timing keeping was good.

☺ Good place, good meals

☹ Discussions during the first day were not effective, so good that we agreed on a uniform progress update presentation format.

☹ Smoking access was a serious constraint

☹ Erick owes to support Biak in finding a solution to the subsidy problem faced by Rumsram.

☹ Meeting room was too small

Erick concluded the three day PC meeting by expressing his surprise on the positive tone of the evaluation. He explained that he personally did not feel all that positive as it had been a difficult and exhausting week for him. However, if you are happy I am happy; my feelings are irrelevant. He expressed his thanks to all the participants for the energy and inspiration they had generated during five long days. "We have again made a number of good and important steps. I am sure I will see all of you in the beginning of September for the ToT on monitoring in Maumere. See you all gain."

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Appendixes

Appendix 1: June 2013 SHAW Programme Coordinators meeting schedule

		Wednesday 19 June 2013			Thursday 20 June 2013			Friday 21 June 2013		
Morning	08.45 09.00	Opening and welcome	Pam & Martin	08.45-09.00	Recap and programme day 2	Pam	08.45-09.00	Recap and programme day 3	Pam
	09.00-09.15	Introduction round and presentation of new SHAW staff	Pam & Martin	09.00-10.00	Presentation and discussion on the review of the new monitoring system	Erick	09.00-10.00	Updates by Martin: • General • Ecosan • Activities/ results of Bram re solid waste • Others	Martin
	09.00-09.15	Meeting objectives & programmes	Pam						
	09.30-10.00	Progress on action plan Q1-2013	Erick						
	10.00-10.15	Coffee break		10.00-10.15	Coffee break		10.00-10.15	Coffee break	
	10.15-12.30	Presentation and discussion on progress updates by partners	PCs	10.15-11.30	Continue discussion and agree on modifications	Erick	10.15-12.30	Parking space	Erick
				11.30-12.30	Presentation and brainstorming on the use of mobile phones for monitoring	Martin			
	12.30-13.30	Lunch		12.30-13.30	Lunch		12.30-13.30	Lunch	
Afternoon	13.30-15.30	Discussion on key issues and challenges raised by the review – follow up of review meeting	Erick	13.30-15.30	School sanitation	Elbrich	13.30-15.00	Discussion on the role and responsibilities regarding water supply activities	Martin
							15.00-15.30	Action planning	Erick
	15.30-15.45	Tea break		15.30-15.45	Tea break		15.30-15.45	Tea break	
	15.45-16.30	Continue discussion on key issues and challenges	Erick	15.45-16.30	Discussion on technology options for pillars 1 to 5	Martin	15.45-16.00	Evaluation	Erick
							16.00-16.30	Closure	Martin
	16.30-17.00	Agree on follow up to review	Martin	16.30-17.00	Knowledge management	Pam			

Appendix 2: List of participants

No	Name		Organisation	Email	Hand phone
1	Dewi Utari		CD Bethesda	dewisoemarsono12@gmail.com	08-11267605
2	Henny Pesik		CD Bethesda	henny_pesik@yahoo.co.id	08-1393163111
3	Agustinus Umbu Rupa		CD Bethesda	agusumburupa@yahoo.com	08-5237828469
4	Endro Saptono		CD Bethesda		08-13 1772 3099
5	Simon Heintje Tulado		Plan	Simon.HeintjeTulado@plan-international.org	08-5253037534
7	Ishak Mattarihi		Rumsram	kasumasa_biak@yahoo.com	08-1344013634
8	Justing Pabisa		Rumsram	justinpabisa@yahoo.com	08-1344631907
9	Noer Sakinah		YMP	noer_sakinah@yahoo.co.id	08-1237119844
10	Susana Helena		YMP	e_peduli@yahoo.com	08-1237213030
11	Christina Aristanti		YDD	christina@arecop.org	08-122704055
12	Melchior Kosat		YDD	melky_ntt@yahoo.com	08-2146196877
13	Hendro Payong		YDD	hendro_payong@ymail.com	08-5338969897
14	Yos Kauro		YDD	melky_ntt@yahoo.com	08-2146196877
15	Abang Rahino		Simavi	abangrahino.simavi@gmail.com	08-2168532441
16	Elbrich Spijksma		Simavi	Elbrich.Spijksma@Simavi.nl	
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@Irc.nl	
21	Anneke Ooms				08-1229944806

Appendix 3: Progress update of the February 2013 SHAW Programme Coordinators meeting Action Plan

	Theme	What	Who	When	Progress update	
					Overall	**Details**
1	**Monitoring**	**Decisions:** ✓ Ensure that all villages in which we work are included in the Jan-Mar 2013 monitoring data files	Partners	< 30 April 2013		Will be discussed on 20 June 2013
		✓ Forward Jan-Mar 2013 OUTPUT and OUTCOME Kabupaten files to Martin and Erick	Partners	< 30 April 2013	+	Done
		Action items: • Repair all the Kecamatan OUTPUT and OUTCOME data files and include a 6-monthly progress report in the Kabupaten OUTCOME monitoring files	Erick	< End of this meeting	+	Done
		• Include the original baseline data in the data files	Partners	< 30 April 2013	=	Ongoing
		• Include a 2-monthly progress report in the Kabupaten OUTPUT monitoring files for easy reporting to Martin	Erick	< 15 Feb 2013	+	Done
		• When encountering any problems with the monitoring data files forward the file to Erick with clear instructions on what is wrong and what needs to be done	Partners		+	Done by a number of partners during the past months
2	**School sanitation**	**Decisions:** ✓ The SHAW partners will come up with a combined reaction to the first draft of the training module				
		Action items: • Finalise feedback on the first draft of the training module and forward to Julie	Elbrich and SS team	< End of this meeting	+	Done
		• Provide feedback on the training module to Elbrich	Partners	22 February	+	Done
		• Decide what to do next	Elbrich and SS team	< End February	+	Done

	Theme	What	Who	When	Progress update	
					Overall	**Details**
		• Forward draft monitoring data collection formats to Plan (Simon) for testing in the field	Pam	9 February	+	Done
		• Finalise school sanitation monitoring indicators and data collection tools	Elbrich, Pam and Erick	< 15 March	+	Done
		• Finalise school sanitation monitoring database	Erick	< End April	-	Pending
3	Other issues	**Decisions:** ✓ Review will be organised and conducted in May 2013; Martin will take the lead to organise the review				
		Action items: • Revise bi-annual reporting format on the basis of the discussions on Friday afternoon	Martin		-	Pending
4	Knowledge management	**Decisions:** ✓ Editorial team: Agus Hari of Plan, Dody Kaunang of Rumsram, Christina Aristanti of YDD, Dewi Utara of CD Bethesda, Ucok Mubarok of YMP, Pam and Yuli from Simavi				
		Action items: ✓ Newsletter #1 and #2 will be finalised and translated in Indonesian	Pam	17 Feb 2013	=	#1 was shared in early June 2013
		• Newsletter #3 will be developed by new editorial team:	Edit team	30 March 2013	-	Pending
		⇨ Inputs for Newsletter #3 are to be received by 15 March 2013	Partners	15 March 2013	-	
		⇨ Newsletter #3 will be published by 30 March	Edit team	30 March 2013	-	
	Next meeting	**Decisions:** ✓ The next meeting will be combined with the SHAW programme review workshop and organised in Jakarta	All	Second half of June	+	

Appendix 4: Progress update on the implementation of the STBM at schools component

STBM at Schools	Start training Dinas PPO + Dinkes	# of staff to receive training?	# of batches of ToT training?	Start training teachers, sanitarians etc.	How many teachers etc. will receive training?	# of schools?	Maximum # of schools per kecamatan?
CD-Bethesda	Sumba Tengah: September Sumba Barat Daya: August	ST: 27 - 30 SBD: 27 - 30	1 per kabupaten (2 in total)	ST: September SBD: September	ST: max. 100 SBD: max. 100	ST: 25 SBD: 15	9
Plan	Kefa (TTU): August Soe (TTS): August	Kefa (TTU): 26 Soe (TTS): 39 Dinas-PPO: 3, Dinkes: 3, head of KC-PPO/school inspector, head of puskesmas (2)	1 per kabupaten (2 in total)	Kefa (TTU): August Soe (TTS): August	School principals, health teachers, school committee 3 + sanitarians and promkes from puskesmas	Kefa (TTU): 100 Soe (TTS): 100	9 or 10
Rumsram	September	Dinas-PPO, KCD + Dinkes + selected teachers (principals + inspectors) - 25 persons (in May 2013)	1	May 2013 & September onwards 2013	Only education staff+ s.c.: teachers, principal, school committee - 81 (May) + 96 (September onwards)	65 (28 by Rumsram, 32 by Dinas-PPO in 2014 = 60) + 6 middle and 2 junior high schools	7
YDD	Flotim: 22-26 July Sikka: 29 Jul-2 Aug	Dinas-PPO: 4/5, Dinkes: 4, Bappeda / Pokja: 2 Total: 20-25	1 per kabupaten (2 in total)	Aug-13	Flotim: teachers: 102, s.c.: 102 Sikka: teachers: 92, s.c.: 92 sanitarian + promkes: 88	Flotim: 51 (+3 already included in declared villages) Sikka: 46 (+8 already included in declared villages)	3
YMP	19-24 August	Dinas-PPO Dinkes Total: 15	1	September and October 2013	September: KCD, sanitarian, promkes and school principal. October: Teachers (sports, religion and UKS)	10	

Appendix 5: Overview of output and outcome monitoring frequencies

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Desa #1	Triggering										Declaration	
		OUTPUT	OUTPUT	OUTPUT		OUTPUT			OUTPUT			
			OUTCOME			OUTCOME			OUTCOME			OUTCOME
Desa #2		Triggering										
			OUTPUT	OUTPUT	OUTPUT	OUTPUT			OUTPUT			OUTPUT
			OUTCOME			OUTCOME			OUTCOME			OUTCOME
Desa #3						Triggering						
							OUTPUT	OUTPUT	OUTPUT			OUTPUT
							OUTCOME		OUTCOME			OUTCOME
Regular 3 monthly monitoring			OUTPUT			OUTPUT			OUTPUT			OUTPUT
			OUTCOME			OUTCOME			OUTCOME			OUTCOME
Datafiles to be submitted by			30 April			30 July			30 October			30 January

Appendix 6: Revised output and outcome monitoring indicators

Appendix 7: Detailed action plan developed during the June 2013 PC meeting

	Theme	What	Who	When
1	Monitoring	**Decisions:** ✓ A TOT will be organised in Maumere to enhance the capacity of SHAW partners on monitoring so that they have the skills and competences to build the capacity of STBM stakeholders in the districts		
		Action items: • Forward Kabupaten level output and outcome monitoring data files for the period April-June 2013 to Martin and Erick	Partners	< End July 2013
		• Develop a training manual on monitoring for the SHAW partners	Erick and Christina	< End Aug 2013
		• Organise a TOT on monitoring for SHAW partners in Maumere to be attended by three staffs per SHAW partner: the Programme Coordinator and two field staff with monev experience and responsibilities	Erick and Christina	9–13 September
		• Finalise the improved versions of the outcome monitoring data collection forms (text and pictograms) by incorporating the comments made during the PC meeting	Pam	12 July
2	STBM at schools	**Decisions:** ✓ A review of STBM at school activities will be carried out before the next PC meeting		
		Action items: • Organise a review of STBM at school activities	Elbrich	< end Sep 2013
		• Share the report of the STBM at school report with all partners	Elbrich	< 12 Oct 2013
3	Knowledge management	**Action items:** • Notification on the topics for the next SHAW Newsbrief is to be send to the Virtual Team	Pam	26 June 2013
		• Articles for the Pokja AMPL Nasional July 2013 E-Newsletter, which will focus entirely on the SHAW programme, is to be forwarded to Pam	Partners	28 June 2013
		• Articles for SHAW Newsletter #2 with the title "building partnerships for sustainability" is to be shared with Pam by 8 July	Partners	8 July 2013
		• Publication of SHAW Newsletter #2	Pam	26 July 2013
4	Other issues	**Decisions:** ✓ Deadline for submitting the Jan-Jun 2013 progress report has moved to **22 August 2013**	Partners	
		Action items: • Share final report of May-June 2013 review missions with all partners	Martin	<11 July 2013
		• Develop the 'visit the SHAW partners' programme for Ibu Galluh and share with all partners	Martin and Galluh	< 11 July 2013

	Theme	What	Who	When
		• Share adjusted 6-monthly reporting format with all partners	Martin	28 June 2013
		• Simavi will organise a biannual "quality support mission" to the Simavi/EKN funded water supply projects. More information will be shared with the partners.	Martin	< 11 July 2013
	Next meeting	**Decisions:** ✓ The next meeting will be hosted by CD Bethesda in Sumba	All	21 to 25 October

Appendix 7: Rencana Kegiatan Hasil Dari Pertemuan Koordinator Program

	Tema	Apa	Siapa	Bila/Kapan
1	Monitoring	**Keputusan:** ✓ Kegiatan ToT akan dilaksanakan di Maumere untuk meningkatkan kapasitas para mitra SHAW dalam hal monitoring, sehingga mereka akan memiliki ketrampilan dan kompetensi untuk membangun kapasitas para pemangku kepentingan STBM di berbagai kabupaten		
		Butir-butir Kegiatan: • Menyampaikan kepada Martin dan Erick dokumen-dokumen/ *files* terkait data monitoring output dan outcome tingkat kabupaten periode April-Juni 2013	Para mitra	< Akhir Juli 2013
		• Mengembangkan manual pelatihan monitoring untuk para mitra SHAW	Erick dan Christina	< Akhir Agustus 2013
		• Melaksanakan ToT Monitoring untuk para Mitra SHAW di Maumere yang diikuti oleh tiga peserta untuk tiap mitra SHAW: Koordinator Program dan dua staf lapangan yang memiliki pengalaman dan tanggungjawab terkait monev.	Erick dan Christina	09 – 13 September 2013
		• Menuntaskan penyelesaian versi terbaru yang telah diperbaiki data monitoring outcome (teks dan pictogram) dengan memasukkan/mempertimbangkan berbagai catatan dari Pertemuan Koordinator Program	Pam	12 Juli
2	STBM Sekolah	**Keputusan:** ✓ Review atas kegiatan STBM Sekolah akan dilaksanakan sebelum Pertemuan Koordinator Program yang akan datang		
		Butir-butir Kegiatan: • Melaksanakan review terhadap kegiatan-kegiatan STBM Sekolah	Elbrich	< akhir Sep 2013
		• Membagikan laporan tentang kegiatan STBM Sekolah kepada para mitra	Elbrich	< 12 Okt 2013
3	Knowledge Management	**Butir-butir Kegiatan:** • Pemberitahuan tentang topik untuk Newsbrief SHAW edisi mendatang disampaikan kepada Tim Virtual	Pam	26 Juni 2013
		• Artikel untuk E-Newsletter Pokja AMPL Nasional edisi Juli 2013 yang akan sepenuhnya terbit dengan topik tunggal tentang program SHAW, disampaikan kepada Pam	Para mitra	28 Juni 2013
		• Artikel untuk Newsletter SHAW edisi kedua dengan tema "Membangun Kemitraan untuk Keberlanjutan" disampaikan pada Pam tgl 8 Juli	Para mitra	8 Juli 2013
		• Penerbitan Newsletter SHAW edisi kedua	Pam	26 Juli 2013
4	Hal-hal Lain	**Keputusan:** ✓ Tenggat waktu akhir untuk menyampaikan Laporan Perkembangan (Progress Report) periode Januari-Juni 2013 dirobah menjadi tanggal **22 Agustus 2013**	Para mitra	

	Tema	Apa	Siapa	Bila/Kapan
		Butir-butir Kegiatan:		
		• Menyampaikan kepada semua mitra SHAW, laporan final/akhir tentang hasil dari berbagai Tim Review yang dilaksanakan bulan Mei-Juni 2013	Martin	< 11 Juli 2013
		• Membuat program kunjungan pada para mitra SHAW untuk Ibu Galuh dan menyampaikannya pada para mitra	Martin dan Galuh	< 11 Juli2013
		• Menyampaikan format laporan enam bulanan yang telah diperbaiki/disesuaikan kepada seluruh mitra	Martin	28 Juni 2013
		• Simavi akan melaksanakan kegiatan "misi dukungan kualitas enam bulanan" pada proyek-proyek penyaluran air bersih yang didanai Simavi/Kedubes Belanda. Informasi lebih lanjut tentang hal ini akan disampaikan kepada para mitra.	Martin	< 11 Juli 2013
	Pertemuan yang akan datang	**Keputusan:** ✓ Pertemuan mendatang akan akan dituanrumahi CD Bethesda di Sumba	Semua	21 sampai dengan 25 Oktober 2013