

Introduction to this checklist

The RWSSP Journey checklist is a field guide based on a checklist used by pilots before taking off. You are sending your communities on a journey to better health. The checklist helps to ensure they get there successfully. It identifies milestones to be reached in each stage of the journey. If these milestones are missed or overlooked they will have implications on the success and sustainability of your project. You may get your water supply installed and latrines built, but there will be no ownership or capacity to maintain them. So how long will they last ?

To use the checklist ensure that you have completed all the milestones in each stage before moving onto the next. Whilst the milestones are considered essential you will all have your own ways of how to achieve them. No two projects or approaches are the same and we recognize the immense collective talent available in all NSAs funded under Phase 2. The checklist is designed to act as a reminder so that you do not proceed too quickly whilst leaving the community behind.

Explanatory notes entitled "RWSSP Journey Checklist Explained" are available for this field guide



RWSSP Journey Checklist



RWSSP is committed to promoting improved health through sustainably enhanced access to safe water, improved sanitation use and hygiene behaviour

Your partner communities are embarking on a journey to better health. Complete pre departure checks to ensure success.

- Stage 1. Pre flight – Community Awareness
- Stage 2 Taxing – Community Planning
- Stage 3 Runway – Project implementation
- Stage 4 Take Off – to better health

Stage 2. Taxiing Checklist

1.	PHAST and CLTS has been completed, with involvement of Dept. of Health staff if possible. Community is motivated to improve their hygiene and sanitation.	
2.	Children have received hygiene and sanitation training	
3.	Women have been consulted separately on the design of latrines and on water points design/positions based on their particular requirements. Menstrual hygiene issues have been discussed and incorporated where required. During separate interviews they are happy with the final project designs	
4.	The needs of children have been identified and taken into account	
5.	Final project latrine and water designs have been completed and are within budget	
6.	Community is aware of these final plans and there is broad consensus	
7.	An implementation schedule has been prepared and agreed by the community and is compatible with their own schedules	
8.	Representative WATSAN committee has been formed, with clear Terms of Reference agreed by the community. Women feel suitably represented on the committee	
9.	WATSAN committee capacity development needs, required to complete their Terms of Reference, have been identified.	
10.	Land use and all other agreements have been signed and if necessary endorsed by legal authorities.	
11.	10% community contribution has been collected	

Stage 1. Pre flight checklist

1.	Most people you talk to in the community are aware of the project.	
2.	The Provincial Health Officer and District Health Officer are aware of the project and preliminary options for their involvement have been discussed	
3.	Most people you talk to have a good understanding of the four main components of the project (improved water supply, hygiene, sanitation and community management)	
4.	Most people you talk to understand the materials budget, what it covers and how much they have to contribute.	
5.	<p>People understand that this project requires certain commitments on their behalf:</p> <ul style="list-style-type: none"> • Providing free labour and local materials • Active participation in a fair and open planning process • 10% contribution to the cost of materials • Long term community management • Monitoring of their project • Long term behaviour change and promotion throughout the community. <p>There is a signed MoU/Communit Commitment to this effect.</p>	
6.	Baseline monitoring has been completed/well underway	
7.	There is a plan for collecting the 10% contribution	
8.	People are aware that there is a planning stage coming where their opinions will be consulted	
9.	The community is aware of what the next steps in implementation are.	

Once pre-flight checks have been completed you may proceed to taxiing.

Stage 4. Take off Checklist

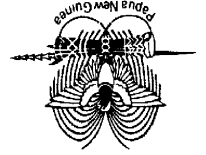
1.	Water supply fully operational and delivering design capacity	
2.	All latrines constructed according to designs	
3.	Zero open defecation	
4.	Majority of households are storing water safely	
5.	Community, including children, are washing their hands after using the toilet and before eating.	
6.	WATSAN have the capacity, resources and motivation to implement their Terms Of Reference effectively	
7.	All necessary procedures are in place to manage the water supply and maintain regular hygiene and sanitation promotion.(eg maintenance schedules, water use rules and regulations, maintenance contribution rules etc)	
8.	The WATSAN constitution is understood by the community.	
9.	Fully functioning WATSAN, according to their TORs (which should include regular maintenance schedule of the water supply and regular hygiene and sanitation promotion)	
10.	Final monitoring has been completed and shared with the community	

Congratulations – these checks have helped ensure that the community is now on its way to a healthy future

Stage 3. Runway Checklist

1.	Water and sanitation plans are being implemented	
2.	WATSAN capacity building initiatives are underway.	
3.	WATSAN resource needs, based on their Terms of Reference have been identified and addressed sustainably	
4.	On-going hygiene and sanitation awareness – increasingly performed by school teachers, Committee members and other community members.	
5.	Evidence of improved hygiene sanitation practises in the community, eg safe water storage, drying racks, clear areas around households etc	
6.	Possible partnership activities have been identified and are being implemented.	
7.	Water operation and maintenance manuals prepared and explained.	
8.	Water use rules written and agreed by community	
9.	TORs of WATSAN reviewed if necessary. Constitution finalised.	

You are now cleared for Takeoff



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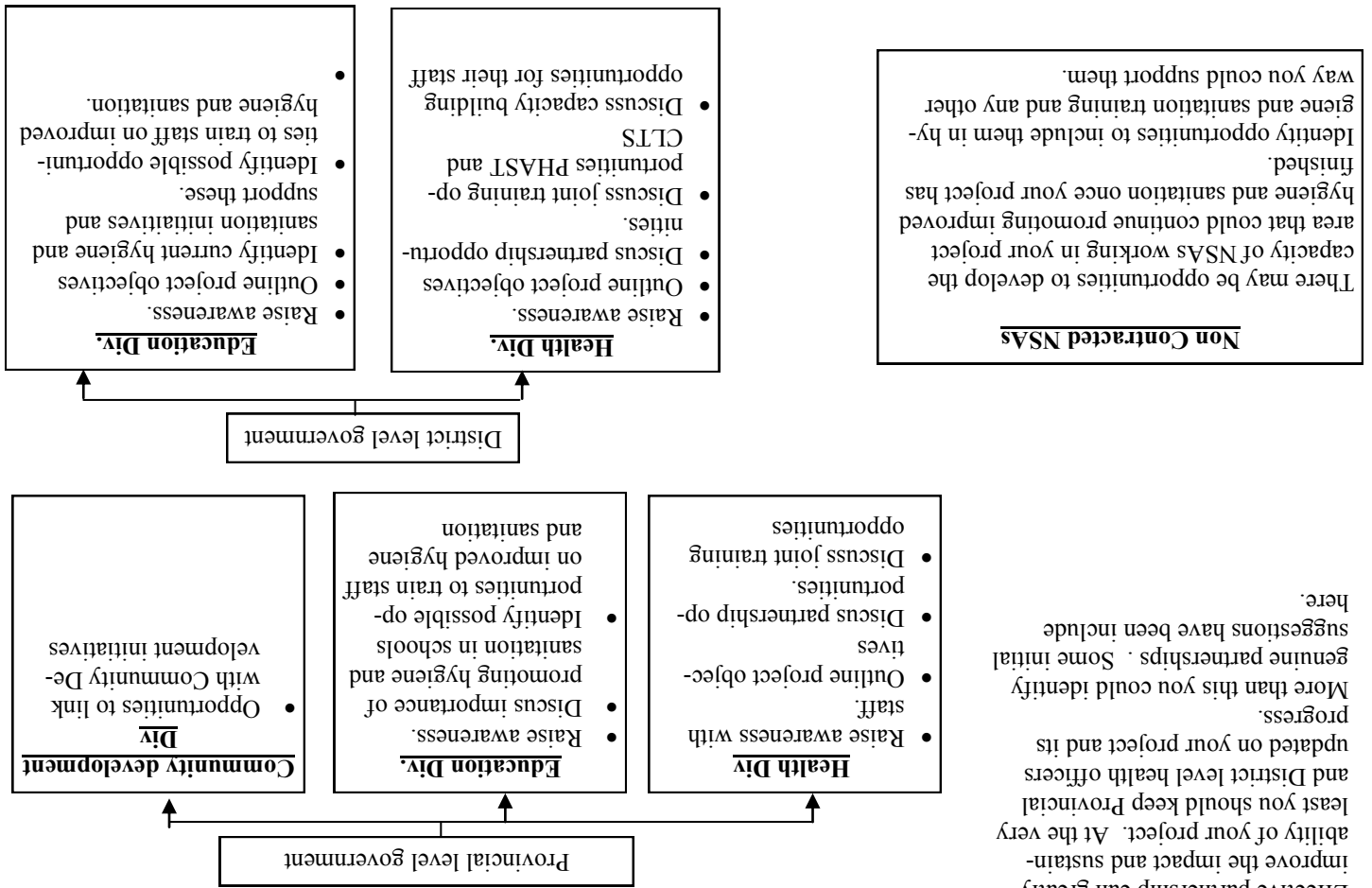
The project is managed by the RWSSP Programme Management Unit:

Programme Objective (Purpose): 'Sustainably enhanced access to safe water and improved sanitation for selected rural communities'

Overall Objective: 'Improved health of rural communities through provision of increased access to safe water supply and sanitation facilities.'

The Rural Water Supply and Sanitation Programme (RWSSP) funded by the Government of Papua New Guinea and the European Union commenced in February 2006 under the supervision of the Department of Health.

Objectives of RWSSP



Partnership Opportunities

Weeks in 2010 Monday—Friday

2010

July	28 th -2 nd	5 th -9 th	12 th -16 th	19 th -23 rd	26 th -30 th
Aug	2 nd -6 th	9 th -13 th	16 th -20 th	23 rd -27 th	
Sept	30 th -3 rd	6 th -10 th	13 th -17 th	20 th -24 th	27 th -1 st
Oct	4 th -8 th	11 th -15 th	18 th -22 nd	25 th -29 th	
Nov	1 st -5 th	8 th -12 th	15 th -19 th	22 nd -26 th	29 th -3 rd
Dec	6 th -10 th	13 th -17 th	20 th -24 th	27 th -31 st	

Weeks in 2011 Monday—Friday

2011

Jan	3 rd -7 th	10 th -14 th	17 th -21 st	24 th -28 th	
Feb	31 st -4 th	7 th -11 th	14 th -18 th	21 st -25 th	28 th -1 st
Mar	28 th -4 th	7 th -11 th	14 th -18 th	21 st -25 th	
Apr	4 th -8 th	11 th -15 th	18 th -22 nd	25 th -29 th	
May	2 nd -6 th	9 th -13 th	16 th -20 th	23 rd -27 th	30 th -3 rd
Jun	6 th -10 th	13 th -17 th	20 th -24 th	27 th -1 st	
Jul	4 th -8 th	11 th -15 th	18 th -22 nd	25 th -29 th	
Aug	1 st -5 th	8 th -12 th	15 th -19 th	22 nd -26 th	29 th -2 nd
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