

DRAFT

# TRAINING OF WATER POINTS COMMITTEES

## NAMIBIA

*Library*

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## Introduction

Important notes for the facilitators

## SESSION 1

### ORIENTATION TO WATER IN NAMIBIA AND THEIR KEY AGENCIES

**Objectives:** At the end of session the delegates will be able to:

- ▶ Explain the importance of water in Namibia and their part in managing their resources
- ▶ Explain who are the key water agencies and what they do

Important Points	WHAT THEY MUST KNOW	WHAT THEY MUST ABLE TO DO	IMPORTANT POINTS METHODS	VISUALS AND HANDOUTS
Namibia is an Arid country	Discussion	What means by Arid	Lecture & Questioning	Picture of desert
Namibia's Rivers	Name & recognise the rivers on a map	Name of major rivers Interior is dry	Group to brainstorm the importance of water	Map of Namibia
Importance of water to the people and development	list the uses of water explain what happens to a country without water	water is important for life  water is for development industry, health, agriculture and building	input & discussion  questions and answers	

Government places great importance on water	tell the name of the minister  explain what is the policy and how it affect our community	who is the minister of water affairs  the Namibian policy on water	input	Cabinet ministers poster
Agencies	name the different agency what they responsible for  state what help the agencies can give the W.P.C	who are the agencies in Namibia  what are they responsible for  how these agencies help the W. P. C	Ask question what is skeleton  explain a structure is like structure it supports us	chart of agencies - names and what they are responsible for
Management structure of committees	be able to explain role of different committee  state who to approach if need help	why structure is important e.g central local W.P.C	Input on different committees  ask question what committee do	

## FACILITATOR'S NOTES

### THE GOVERNMENT POLICY ON WATER SUPPLY

The following overall long term policy was adopted in November 1993.

- \* Essential water supply and sanitation services should become available to all Namibians, and be accessible at a cost which is affordable to the country as a whole.
- \* The equitable improvement of services should be a result of the combined efforts of the beneficiaries, based on community involvement, participation and responsibility
- \* Communities are to have the rights - with due regard for environmental needs and the resources available - to determine which solutions and services levels are acceptable to them. The beneficiaries shall contribute towards the cost of the services and at gradually increasing rates for standards exceeding those determined by the basic needs
- \* The environmentally sustainable development, harnessing and utilisation of the water resources of the country is to be pursued to accommodate the various needs



## SESSION 2

### THE ROLES OF WATER POINT COMMITTEE MEMBERS

**Objectives:** At the end of the session the delegates will able to:

Explain the roles of the *Chairman, Secretary, Treasure, Caretaker*

And how they will interact with the community from community using the water point .

Draw up a list of regulations for using the WP

Important Points	What they must know	What they must able to do	Methods	Visuals and handouts
1. Responsibilities of a WPC	The purpose of a WPC	recall information from previous session	group work for 12 minutes	WPC training posters
3. The WPC and the community	They are there to help each other WPC must know the other needs of the community		ask questions and answers	

<p>4. Regulations and rules at WP</p>	<p>there must be rules for how the WP is to be used</p>	<p>talk to the community and get ideas about regulations draw up a list which is acceptable to every household</p> <p>distribute the list which is acceptable to every household</p> <p>take action when regulation are broken</p>	<p>divide the WPC into groups and let them discuss the matter</p> <p>report back to the rest of the other group/class</p>	
<p>5. Constitution</p>	<p>What is a constitution  (a set of rules by which the WPC will operate)</p>	<p>draw up a constitution for themselves</p>	<p>discussion</p>	<p>Copy of constitution</p>

# Facilitators Notes

THE ROLE OF THE WATER POINT COMMITTEE

WHAT IS A WATER POINT COMMITTEE?

Specific tasks of the chairman are:

To call meetings and inform all the members so that they will know the date, the time and the place of the meeting.

To prepare a list of things to be discussed at the meeting ( the secretary should help with this ) The discussion of water point should be dicussed at every meeting.

To plan the work of all committee members, and agree with them on what jobs need to be done, whoshould do them, and when and how they be done.

To lead the discussion at the meeting, give everyone a chance to speak, and see that the group reaches a conclusions and decisions are made.

To make sure that the dicisions which have made are carried out.

To share the work with the other members of the of the committee. For example, when the chairman is away, the other members can be asked to call a meeting, welcome vistors or do other work.

### SPECIFIC TASKS OF THE SECRETARY

To make a list of of all user household, and keeping the list up - to - date.

To idicate in the list who has contributed during construction of the new facilities.

To write all minutes of all meetings.

To do any other written work for the committee, helping the chairman, the treasure and other members, if necessary.

### SPECIFIC TASKS OF THE TREASURE

To take care of financial work in connection with the new facilities. This include:

To open a bank account for the community water point if is needed.

To collect regular contribution from all user households towards the use and maintainance of the water point.

To deposit money in bank account and to keep the money safely.

To pay regular contribution to water authority, as agreed and making any other necessary payments.

To record all household contributions and payments and expenditure in aa record book ( the secretary can help in this).

To report regulary to the community on how the money is used, because it belong to them.

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### SPECIFIC TASKS OF THE CARE TAKER

To specify rules and regulations about the use of the water point, and to ensure that these are kept by all users.

To keep water point and the surrounding area, including the drain (soakaway), clean and in good condition.

To inspect regularly the water point and the surrounding area, including the drain.

To repair any small damage or leak immediately, to prevent major failures and more costly repairs.

To report immediately any major failures to the water authority, that they are attended as soon as possible.

## SESSION 3

### THE SKILLS OF THE WPC MEMBERS

Objectives: At the end of the session the delegates will be able to:

- ▶ To explain the roles of the  
Chairman  
Secretary  
Treasurer  
Caretaker
- ▶ How to they will interact with the community
- ▶ What is expected of community using the water point
- ▶ Draw up a list of regulations for using the water point



Important Points	What they must know	What they must able to do	Methods	Visuals and handouts
1. Meetings	<ul style="list-style-type: none"> <li>- How many meetings to have</li> <li>- What is a Quorum</li> <li>- Timing of meetings</li> <li>- Absence</li> <li>- Agenda</li> <li>- The role of the chairman,</li> <li>- secretary and members during the meeting</li> <li>- How to conduct the meeting</li> <li>- Draw up minutes</li> </ul>	<p>Conduct an effective meeting</p> <p>Draw up and agenda</p> <p>Write minutes</p>	<p>Used handouts on meetings</p> <p>Lecture and discussion</p> <p>Ask them to draw up an agenda</p> <p>Prepare role play a meeting ask secretary to report on minutes</p>	<p>election cards</p>
2. Present a case to the community	<p>Important of giving regular feedback to the community</p> <p>How to give feedback</p>	<p>Present information to community</p>	<p>group work</p> <p>Johari's window</p>	<p>hand out with written written cases</p> <p>Johari's window picture</p>

Election	What is an election		Talk to them about elections Methods of voting Hold a little election (let the group to decide on what they want to hold an election	election box or pocket chart
3. Solve daily problems	How to solve peaceful  It is their WP and they must try to solve the problem not wait for E.O.	Draw up a list of typical problems and solve them	Lecture Brain storming  Ask them to draw up a list of typical problems and choose  Share problems with all WP let them discuss in groups how to solve them Get groups to share ideas	written problems in cards for them to solve  counting beans

<p>4. Know where to go for help</p>	<p>Know the organization's which can assist them The kind of problems that need help Only an assigned person should go for help</p>	<p>Take action and report a relevant problem</p>	<p>which problems need help  role play reporting a problem</p>	<p>river,s codes</p>
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## FACILITATORS NOTES

### SKILLS OF WPC MEMBERS

The success of the WPC will depend on the qualities and skills of all the committee members, particularly those of the chairperson, the secretary and the Treasurer and the caretaker .

#### Meetings

As a committee, you will have to hold meeting to discuss matters and agree on a course of action.

These meetings are not held just to talk and waste time.

At each meeting you must make progress towards your goals of progress.

How many meetings should you have ?

It is good idea for the committee to meet at least once a month a month to discuss the progress.

At the meeting the committee members will also report on the progress of the different project committees.

Remember: You must not do everything your self but involve the community.

#### A Quorum

If you have 10 people in your committee, you can only make decision if 6 are there.

We call this a Quorum = 50% + 1

If you have 12 people, the quorum is 7.

It is important that all members attend the meeting so you can carry the work equally.

## THE TIMING OF THE MEETING

Choose a time that suits everybody.

If you have a lady in you committee, do not choose the time she is cooking for her family. If you have a religious minister, do not choose Sunday morning when he is busy with the congregation.

How do you call a meeting

At your first meeting, it is a good idea to agreed on a special time for monthly meetings:

*e.g the second Saturday afternoon in every month*

This will ensure that everybody will know when the meeting will be. The secretary must also remind the everybody about the meeting at least three days before. Again, if the chairman calls a special meeting , the secretary must let everyone know at least 3 days before.

### Absence

If you cannot attend, you must let the chairman or secretary know. You must give a good reason and not just stay away because you feel too tired.

The committee must decide what to do with members who miss more than 3 meetings in a row. Should they still be members or should they be replaced by people who are prepared to work for the community.

## AGENDA

It is important to have an agenda so that people know what they are going to discuss. This will allow them to prepare for the meeting.

### *Agenda*

*Meeting to be held at Ondobe WP at 10. 00 a.m on Wednesday 4th June 199\_*

- 1. Opening prayer.*
- 2. Acceptance of the minutes of last meeting.*
- 3. Matters arising.*
  - a) Report on visit at Rular water supply at Eenhana.*
  - b) Report from Payments for water Workshop held in Ondangwa.*
  - c) Introduction to start contributing money the maintenance of a W. P.*
  - d) Discussion on whether to call DRWS maintenance team to train the caretakers.*
- 4. General.*
- 5. Closing prayer*

## THE MEETINGS

### The chairperson

- The chairman runs the meeting and see and sees the that order is kept.
- He must be fair andd impartial.
- He must allow andd encourage everybodyy to have a say.
- He must make sure that everyone understandds.
- he must follow the agenda.
- he must quide everyone to come to conclusions.
- He must call for a vote or see that the committee agrees on each matter.
- He must summarise discussions and formulate decisions
- He must sign the minutes of the previous meeting.

The secretary is a very important member of the chairperson of the WPC he/she has a lot to contribute to the success of the WPC. This is because the secretary has important function such as being responsible for:

- Drawing the agenda with the chairperson.
- Keep a record of who attended the meeting.
- Calling the meeting as agreed with the chairperson.
- Taking minutes during the WPC meeting.
- Keeping WPC records.
- Reading the WPC Handbook.

### The members

- Must attend the meetings
- Must prepare for the meetings.
- Must talk trough the chairman.
- Must work with the other members too reach decisions.
- Must be respectful to everybody at the meeting.
- Must carry out faitthfully and in good time the accepted tasks.
- Must support the collective decisions

## SESSION 4

### BUDGETING

Objectives: At the end of the session the delegates will be able to:-

- ▶ make simple calculations which help them with their budget
- ▶ draw up a budget for a water point
- ▶ determine how much should be raised from the community and how to raise money from other sources

Main Point	What they must know	What they must be able to do	Methods	Visuals/ handouts
The need of Arithmetic skills	+ - x - basic calculations. Why is calculations important	Do lots of calculations	Put them in groups	Give handouts or calculations
What is a budget and why is it important to budget	Explanations of the words like, Budget, Expenditure, Cost price	Draw up a Budget and calculate it	Ask how they budget in their houses, then discuss the importance of budgeting for WPC	A prepared Budget form, Handouts of completed budget



Planning - Why do we have to plan	Names of equipments and their prices	List all necessary things we need to budget	Ask to give example of things they can budget <del>to</del> put them in their WPC and ask them to draw up a budget	Flip charts and pens
How do we raise funds and why	Explain why do people raise funds, Where do they raise funds from ( community, businnes community and different agencis)	List different methods of raising funds	Discuss Fundraising each group to decide where the money is to come from  Each group to present their budget to the rest of the group	

**CONCLUSION:** They should discuss the budget with the rest of the community

Ask Questions & Answers, Ask for Suggetions on how they can do it

## FACILITATORS NOTES

### WHAT IS A BUDGET?

- ▶ A budget is an important document or instrument drawn up by a project members spelling out what they want to achieve and how they want to achieve that. It sets out in figures of expenditure and (expected income if the project is intended to generate income)

### WHY IS IT IMPORTANT TO PLAN AND BUDGET?

- ▶ This is important because by doing this, people will agree on overall objectives. Deciding what type of material needed for a water point. Working out what needed inputs will cost. Do the community have a place (site) and the money? If they do not have, they plan how they will get these before they start to construct a water point.
- ▶ When the figure and of expenditure and income are well tabulated on the budget it becomes easy to see whether the project is a realistic or not, whether is viable or not. If the community is planning to apply for external assistance, Project financiers or donors will have to make up their minds basing on the project proposal. No one wants to put their money on a project that is not viable or has no future.
- ▶ Most of the donors want to be presented with a budget which specifies which items are government funded and which are donors funded and what community contribution will be. See illustration on lecture notes (step 4 exercises.)

### PLANNING A WATER POINT

In planning phase there are important decisions to be made by community who will be expected to take care of their improved water supply. The following decisions are:

- What kind of improved water supply does the community need, for drinking and cooking and for other purpose (animals, gardens, business)?
- Where should the new water point be build?
- What is a good design for the new water points?
- How much will people be able and willing to contribute towards an improved water supply?

Planning for .....

List all kind of items needed then budget for .....

Check list for items needed at a water point/well

Devices (windlass, handpump, a diesel engine, fly - wheel? )

Bag of cements

bucket

fence

rope

labour

## BUDGET SUMMARY

Budget for the XX water point from January - December 1996

Expenditure	cost price	Funded by whom
windlass	N\$250	WSSPOR
bucket	N\$20	users
rope	N\$50	WSSPOR
10 bags of cement	N\$250	WSSPOR
fence	N\$300	WSSPOR
labour	N\$500	users
Total cost of the project	N\$1370	

### Contributions:

External assistance	N\$850
Community	N\$520

NB: Community can offer labour during construction if they are ready to do so, which is valued to N\$300.

Exercise 1

Worksheet

Expenditure	Cost price	Funded by whom

## SESSION 5

### CASH BOOK AND RECEIPTS

**Objectives:** At the end of the session the delegates will be able to:-

Recall the responsibility of the treasure  
 assist the treasure in his/her duties  
 by understanding the financial terms  
 by understanding how to write a receipt and keep a simple ledger  
 and encourage community to contribute

Main Point	What they must know	What they must be able to do	Methods	Visuals/hand outs
Cash book - What is it? Information needed in a cash book	Must know what a cash book is.	Explain, Income, expenditure, balance	Show them a cash book, help them fill it in	cash receipts 2 pages of proper receipts for treasures,
Importance of a cash book and demonstrate how to fill it in	How important it is and what is an cash receipt	What is an Invoice and how its used	Give them invoices for items	carbon papers, false money
Exercise	Money to be deposited in the bank account	Should be able to write, must have a full understanding of the cash book	Write up a balance	

**CONCLUSION:** How often must the treasure balance.

## FACILITATORS NOTES

### WHAT IS A CASH LEDGER BOOK?

It is a summary of all business transaction, which tells how much money you spent or received. It is also called a double entry accounts for expenses and income.

### INFORMATION ON THE LEDGER BOOK.

Date of entry  
Description of payments  
Income side ((for the money paid out)  
Expenses side (for the money paid out)  
Balance ( how much money is left in for the project or business )

### WHY IS IT IMPORTANT TO KEEP A CASH LEDGER BOOK?

To have information about running of a business  
To classify/put the same types of transactions together.

### WHAT IS A RECEIPT?

It is a proofing documents for payments

The receipts are usually numbered like this or there is information as follow:

The name of the business and address  
The number of receipts  
The date (on which money was received)  
The name of contributor/customer  
The amount in words  
Reason why the money was received  
The amount in figure  
The signature of the receiver

It must completed in duplicate. The original is given to the payer/customer  
The duplicate remains in the receipts book as a source document.

### WHY IS IT IMPORTANT TO WRITE RECEIPTS?

To serve as a proof to the buyer/contributor that he/she has already paid.

TO show the seller that the custom has already paid.

### HOW TO DRAW UP A CASH LEDGER BOOK

See worksheet for an example of a ledger book

### HOW TO WRITE A RECEIPT (SEE WORKSHEET FOR AN EXAMPLE OF A RECEIPT)



## SESSION 6

### PREVENTIVE MAINTENANCE AND CORRECTIVE MAINTENANCE

Objectives: At the end of this session the delegates will be able to :

- recall the duties of the caretaker
- explain the different between preventive and corrective maintenance
- provide for such maintenance in their budget

Main Point	What they must know	What they must be able to do	Methods	Visuals/ handouts
The roles of caretaker	what is the role of the caretaker	ask them what they can remember about the role of the caretaker	discussion	Caretaker's posters
preventive maintenance  corrective maintenance	what is preventive maintenance  what is corrective maintenance	explain why is it important to maintain the WP  explain the different between preventive and corrective  they must tell what are	basic conversation, group work and brainstorm    to list up problems	

## FACILITATORS NOTES

### PREVENTIVE MAINTENANCE

Is considered to be systematised and periodic procedure applied to the components of a system in order to minimise breakdowns, ensure their efficient working and prolong their respective lives. In other words it is the maintenance we do to stop things going wrong.

### CORRECTIVE MAINTENANCE

Is action taken to repair or replace system components after a breakdown has occurred. It's not a planned procedure but a response to an operational requirement. In other words this is the maintenance where we have to fix things after they have broken down.

#### What has been the problem? (checklist)

- lack of maintenance capacity
- lack of finance
- lack of responsibility by users
- lack of spare parts and materials
- lack of capable manpower
- lack of financial management
- lack of monitoring and feed back
- poor operation
- unreliable supply of water
- poor communication
- lack of transport
- insufficient or no revenue
- poor construction and/or installation techniques
- poorly manufactured spare parts

(NB adds the problems that were mentioned and do not appear in this checklist)

## HOW CAN THESE PROBLEMS BE MINIMIZED?

- prioritise these problems
- suggest possible solutions
- make presentations

Summarise the session by asking the participants to add or change what they think is not relevant or are not a priority.

### Questions

What would you like to add into the checklist?

Would you like to change the priority of these problems?

## SESSION 7

### PRACTICAL HYGIENE AT WATER POINT AND HOUSEHOLD

**Objectives:** At the end of the session the delegates will be able to:-

explain why the danger of unhygienic practices at water points and in household by successfully sorting out pictures in good, better and poor practices in categories  
by explaining how they intended to educate their area

Main Point	What they must know	What they must be able to do	Methods	Visuals/ handouts
Introduction & Objectives of the session	Feedback the information learned during the Training By making presentation and demonstrations		Lectures	Three pile sorting cards
Unhygienic practices that leads to:		To explain - what is hygiene	Basic conversation	
Contamination of water, Water related diseases		Danger of unhygienic	Brainstorming	
Hygiene Demonstrations at the WP		Positive and negative about hygiene	Group work conclusion	

## FACILITATORS NOTES

The facilitator explains to the participants the importance of clean water, water related diseases and how to avoid such causes.

Ask the participants to mention several sources from where they get water. Ask them to rank them in order of safe for drinking. After that give them some of 9 to 15 cards, each with a picture of a scene which could be interpreted as good, bad or in between from the viewpoint of health sanitation or water supply. Common behaviour can be made into picture cards for this exercise include washing hands with soap, sweeping trash into a pit, stagnant water around the water point, washing place away from WP, soak away plant trees at the WP, cleaning water point, taking care of the fence. The group task is to sort out these activities into three categories: good, bad or in between.

As members of the community there are many things we can do to make the community clean and healthy. Not all water is safe for drinking. For example water from dams, Oshans, pans, and rivers may not be safe for drinking because it may have human and animal wastes such water can cause diarrhoea and other diseases like dysentery, typhoid and cholera. Possible infection include drinking water taken from stagnant ponds, sharing water points with animals, human faeces entering the water supply system and failing to boil drinking water.

A number of illnesses that occur commonly in our region are related to poor quality or to standard of environment or to poor hygiene.

Water from protected wells, pipelines and boreholes is usually safe for drinking. However this water could become dirty and unsafe if we do not care for it and use it well. This means we should keep the place where the water comes from clean. We should also use clean containers for collecting and storing the water. Make sure that the utensils you use and your hands are clean when handling water.



## SESSION 8

### MONITORING AND EVALUATION

Objectives: At the end of the session the delegates will be able to:

- ▶ Explain why they should monitor and evaluate the activities at the WP
- ▶ Explain how they are going to put this into practice.
- ▶ Explain how they will deal with various problems

Main Point	What they must know	What they must be able to do	Methods	Visuals/hand outs
Monitoring and Evaluation  Question (M+E)	What is monitoring What is evaluation The important of M&E  the type of questions they must be asking themselves	Tell us why it is important to do these things  Ask these questions on an on going basis	Group work 12 mins Ask for feedback and write ideas on board Add any important points they have omitted	

Conclusion to workshop  
Summarize workshop and ask them to tell you what they have gained from the workshop

Ask questions and answers

Discussion and Typical questions as a hand out

- Group work
- Feedback to rest of group



## FACILITATORS NOTES

### WHAT IS MONITORING ?

Monitoring is the process of checking, on a regular basis, how well activities are going on. This is done in order to find out what progress is being made and what are problems there. Monitoring enables the wpc to make adjustments.

### WHAT IS EVALUATION?

Evaluation means stopping for a time and figure out if you are getting where you want to go, needs some change to get there, or can proceed along without problems.

Checklist for the facilitator about what has to be monitored and evaluated.

- Is there enough water ;
- Is the water point open for everybody
- Who does the maintenance;
- Is the maintenance done on a regular base;
- Are the repair done on a regular base;
- Is the cleaning done on a regular base;
- Is the water point clean;
- Is the watertank capacity big enough;
- Is the through clean;
- Do the people use the washing places;
- Do the people use the place for bathing;
- Does the water point close sometimes;
- Do all people agree on these closing times;
- Who is caring for the key;
- Is he/she live close to the water point;
- Are meetings concern water point hold on regular bases;
- Are the meeting effective;
- Do the users participate in taking care of the water point;
- Do the users participate in decision making;
- Is the water point in use;
- Is there some technical problem, like strange noise, difficulties lifting water, bolts missing, part missing, no greasing;
- Is there a regular feedback on the activities of the caretaker;

- Is there a regular feedback on the activities of the treasure ;
- Are there any problems at the water points.

#### WHY IS IT IMPORTANT TO MONITOR AND EVALUATE OUR ACTIVITIES?

- To know well how we are doing;
- To know what problems we have;
- To get ideas on how to solve these problems;
- To do our work better;
- To avoid making mistakes

## Oshike osho tuu na okutalela penhele detu do meva

Nyamukula omapulo aa shina sha no nhele yoye yomeva. Nyamukula heeno ahowe noshotu.

- Omeva okwa wanena?
- Nge ina wanena oshike muna oku ninga po?
- Onhele yomeva oya yelukila tuu ovanhu aveshe?
- Ngeenge hasho, oshike shina okuningwa po?
- Olye lye ha file onhele yomeva oshisho?
- Efilo shisho oha li ningwa tuu alushe?
- Ngee pa teka sha ohashi ningwa tuu pefimbo?
- Onhele yomeva ohai wapalekwa tuu alushe?
- Onhele yomva oya yela tuu?
- Ondjo yomeva oya kola tuu ponhele opo?
- Etemba lomeva ola yela tuu?
- Ovanhu ohava longifa tuu onhele yokukoshela nge tava kosho?
- Ovanhu ohava veli koshele tuu ponhele yokulikoshela?
- Oha papatwa omafimbo amwe?
- Ovanhu aveshe otava dimine tuu neefimbo loku pata?
- Olye lye ha kala no shapi?
- Okuli tuu popepi nonhele yo meva?
- Oha muningi tuu oihongi ina sha nomeva eni?
- Oigongi oina tuu elandulafano no tai tungu tuu?
- Ovalongifi vo ponhele opo ohava kufa tuu ombinga moku fila oshisho onhele yomeva?
- Ovalongifi vomeva ohava kufa tuu ombinga momatokolo?
- Onhele yomeva ohai longifwa tuu?
- Opena omaupyakadi asha ngaashi Omakweno ofenenge, eebosha dakana, noilongifo ikwao yakana ko, opomba kain, ongilishi?
- Omufilishi wonhele ohemu shi file tuu osho sha holoka po alushe?
- Omutuvikili ohe mushivifile tuu kombinga ya sho mwa ongela po?

Training List based on geographic divisions

19th April 1996

**NAME'S OF THE WATER POINT COMMITTEE**

**MR: MUNENGUNI TOIVO LINEEKELA (OSHAKATI - OMAKANGO)**  
**MS: MS ITEMBU ISAACK MARY (OSHAKATI - OMAKANGO)**

**NAME OF VILLAGE: OMayanga** 19th April 10h00 Am  
**NAME OF WP: OMayanga NO.1**

*Handwritten signature*  
Chairperson: Johannes Endjala  
Secretary: Shivute Selma  
Treasurer: Kristina Phillipus  
Caretaker: Petrus Timoteus  
Add. members: Ester Sartiel

*5 WPCs together in one add. member - not invited*

**NAME OF VILLAGE: OMayanga**  
**NAME OF WP: OMayanga NO.2**

*Handwritten signature*  
Chairperson: Wenseslaus Nghuumbwa  
Secretary: Shikongo Johanna  
Treasurer: Lukas Handima  
Caretaker: Joseph Fiyele  
Add. member: Vatrudis Utoni

**NAME OF VILLAGE: OMayanga**  
**NAME OF WP: OMayanga NO.3**

*Handwritten signature*  
Chairperson: Jesaya Shivinga  
Secretary: Rosvita Fidelis  
Treasurer: Jason Nepembe  
Caretakers: Aulelia Amputu  
Add. member: Rosvita Iitete

**NAME OF VILLAGE: OMayanga**  
**NAME OF WP: OMayanga NO.4**

*Handwritten signature*  
Chairperson: Shikoyeni Fidelis  
Secretary: Shoopala Regina  
Treasurer: Negumbo Maria  
Caretaker: Ronginus Shoopala  
Add. member: Kautetelwa Haimana

**NAME OF VILLAGE: OMayanga**  
**NAME OF WP: OMayanga NO.5**

Chairperson: Erastus Amulungu  
Secretary: Nampolo Liina  
Treasurer: Theodor Elizabeth  
Caretaker: Petrus Kanana  
Add. member: Iitula Kornelius

**NAME OF VILLAGE: ~~OMAKANGO~~ O MATUNDA**  
**NAME OF WP: MANDUME NDEMUFAYO**

Chairperson: Erastus Nghituwa  
Secretary: Fotolela Luise  
Treasurer: Fotolela Maria  
Caretaker: Martin Fotolela  
Add. member: Fillemon Festus  
Elise Hamutenya  
Mateus Hailapa  
Stefanus Shidute

**NAME OF VILLAGE: OMAKANGO**  
**NAME OF WP:**

Headman: Amon Nghiyonanye  
Chairperson: Matias Nuulimba  
Secretary: Nghipondoka Mirjam  
Treasurer: Jonas Maria  
Caretaker: Shiwayu S  
pp Martin Kautondokwa  
Add. member: Luise Nyati

**NAME OF VILLAGE: OMAKANGO**  
**NAME OF W.P: MUSHIMBA WAPENA**

Chairperson: Kapokolo eliaser  
Headman: Mateus Erastus  
Secretary: Nghidipo Haufiku  
Treasurer: Hamukoshi Cecilia  
Caretaker: Johannes Malapi  
pp Lydia Mwiikinghi  
Add. member: Elizabeth Kalimbo  
Haikango Ivali

**NAME OF VILLAGE: OMAKANGO**  
**NBAME OF WP: IMMANUEL SHIFIDI**

Chairperson: Amos Haufiku  
Secretary: Matheus P. Shidolo  
Treasurer: Fotolela Tusneld  
Caretaker: David Heloolo  
pp Shapwa Hamukolo  
Add.member Uayola Ndapewa  
Lukas Fotolela

*Since  
June*  
**NAME OF VILLAGE: EKUKU**  
**NAME OF WP: KAABADJA**

Chairperson: Andreas W. Ipinge  
pp Shalongo Sarafina Sheehama  
Secretary: Johannes Shivute Shikongo  
Treasurer: Beata Ipinge  
pp Gaus Shoopala  
Caretakers: Martha Shilongo  
pp Festus Endjala

**NAME OF VILLAGE: EKUKU**  
**NAME OF WP: TSHEEHAMANDJE**

Chairperson: Elizabeth Kamali  
pp Susan Kalukwa  
Secretary: Ursula Kamati  
Treasurer: Afra Jonathan  
pp Selma Angula  
Caretaker: Iiyambo Nestor Shikongo  
pp Kapolo Petrus Shilongo

**NAME OF VILLAGE: EKUKU**  
**NAME OF WP: OSHIWANA**

Chairperson: Mauritius Niipare  
pp Filomena Andjamba  
Secretary: Ottilie Fillemon Shikongo  
Treasurer: Florian Ipinge  
pp One Sakarias Iita  
Caretaker: Albertina Sakarias  
pp Flavia Joseph Tshikutu

**NAME OF VILLAGE: OMAKANGO**  
**NAME OF WP: SHIKONDJIVA SHILOMBOLENI**

Chairperson: Uundjombala Sedekia  
Secretary: Shilunga Julia  
Treasurer: Jafet Haikali  
Add.member: Kashalale Johannes  
Ndengu Karilina  
Shaama Andreas  
Mbwale Kornelia

**NAME OF VILLAGE: OUPUMAKO**  
**NAME OF WP: AMALÓDU IITA**

Chairperson: Iita Asteria  
Secretary:: Samuel Diina  
Caretaker: Hikelua Nefundo  
Add. member: Uundjombala Rauna

**WATER POINT COMMITTEE TRAINING 1996**

TIME	TUESDAY	WEDNESDAY	THURSDAY
8:00 - 10:00	Orientation to water in Namibia <i>Areas</i>	Budgeting <i>Money</i>	Hygiene - 1h30 <i>Money</i>
10:00 - 10:30	TEA	TEA	TEA
10:30 - 12:00	Roles of WPC <i>Refinery</i>	Cash book and receipts <i>Money</i>	M & E - 1h00 <i>Tools</i>
12:00 - 13:00	LUNCH	LUNCH	Lunch
14:00 - 17:00	Skills of WPC <i>Books &amp; Ref</i>	Cash book & receipts Preventive maintenance - 2h00 <i>Money</i>	



WPC training

27 April	28-30 April	Omuyanga	5 WPCs
12 May	13-15 May	Omukanga	4 WPCs
19 May	20-22 May	Ekuku Epyaerene	3 WPCs 1 WPC } 4
2 June	3-5 June	Oupumako omutemo omatuna	1 2 1 } 4
9 June	10-12 June	amutango	1
16 June	17-19 June	<del>epa</del> epyaeshona	3

- Patricia
- MARY
- TOIWO
- MONICA
- RITA
- BEATUS
- Oliva -

each assigned <sup>at session only</sup>  
but will have to sit there for  
the 3 days  
because of  
transport problem

→ RDC sleeping  
→ training at Reg. office

at the beginning at least

24  
WPCs