

205.1 94RE

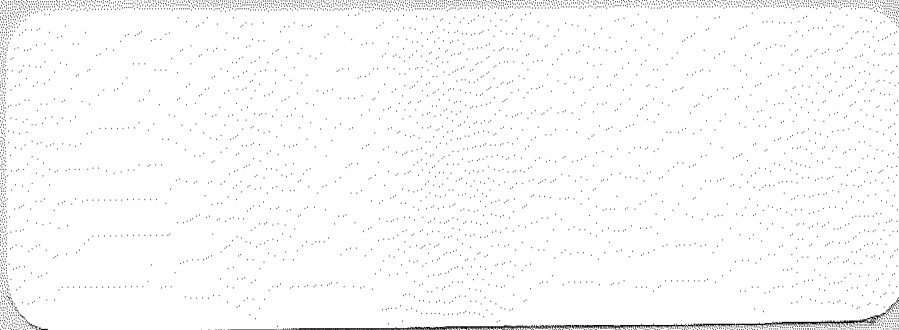
Government of Bangladesh  
Ministry of Local Government  
Rural Development and Cooperatives  
Department of Public Health Engineering

Government of the Netherlands  
Ministry of Foreign Affairs  
Directorate General of  
International Cooperation

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**NETHERLANDS - BANGLADESH DEVELOPMENT COOPERATION PROGRAMME**  
**DPHE-WATER SUPPLY, SANITATION AND DRAINAGE PROJECTS**

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SANITATION (IRC)



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Programme Office, Netherlands Assisted Water Supply, Sanitation and Drainage Projects

205.1-94RE-12281

Refreshers Course for the  
**WATER SUPPLY & SANITATION  
SURVEILLANCE COMMITTEES  
(WSSC)**

(Edition April 1994)

LIBRARY, INTERNATIONAL REFERENCE  
CENTRE FOR COMMUNITY WATER SUPPLY  
& SANITATION (IRC)  
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RSW 12281  
LO: 205.17.94.25

**WSSC REFRESHERS COURSE  
TRAINING SCHEDULE  
DURATION : 2 DAYS**

DAY/DATE	TIME	TOPICS	METHOD/MATERIAL	FACILITATOR
1ST DAY	10:00- 10:30 AM	INAGURATION & TEA	BRIEFING	CHAIRMAN, EX EN, SDE 18 DTP
	10:30- 11:30	OBJECTIVE OF THE 18 DTP	LECTURE & DISCUSSIO N	SDE, 18 DTP
	11:30- 13:00	TEAM WORK AND COMMUNICATION SKILLS	GROUP DISCUSSIO N, Q & A, BRAIN STORMING, GAME	QUMRUN
	13:00 - 14:00	LUNCH /PRAYER		
	14:00 - 16:00	SANITATION AND WOMEN INVOLVEMENT	Q & A, DISCUSSIO N, VIPP, FLIP CHART	HABIBUR RAHAMAN
2ND DAY	10:00 - 11:00	STRUCTURE OF WSSC	LECTURE FOLLOWED BY Q & A, DISCUSSIO N, OHP	SHAHID
	11:00 - 11:30	TEA BREAK		
	11:30 - 13:00	FUNCTION & RESPONSIBILITY OF WSSC MEMBERS	Q & A, GROUP DISCUSSIO N,	QUMRUN
	13:00 - 14:00	LUNCH & CLOSING		

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : 18 DTP objectives and activities		Code : W-TRAIN
		Edition: 12-9-93
Section 1 : Information Sheet		Page : 1 of 5
<u>Duration:</u>	60 minutes	
<u>Training objectives:</u>	<p>After the session the participants will be able to:</p> <ul style="list-style-type: none"> <li>- explain what is 18 DTP</li> <li>- recite the name of 18 DTP</li> <li>- state the basic objectives</li> <li>- explain the project activities</li> </ul>	
<u>Training methods:</u>	- Question and Answer, brain storming, OHP	
<u>Training materials:</u>	<ul style="list-style-type: none"> <li>. Board, marker/chalk,</li> <li>. Viewfoils : W-Train / V 1-3</li> </ul>	
<u>Key words:</u>	. Objectives, activities of 18 DTP	

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : 18 DTP objectives and activities</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>																								
<p>Section 2 : Session Notes</p>	<p>Page : 1 of 4</p>																								
<p><b>What is 18 DTP?</b></p> <p>Government of Bangladesh and Netherlands have taken the 18 DTP water supply, sanitation drainage and hygiene education project in Bangladesh by co-operation. The following 18 district towns were selected as target towns for the project grouped into clusters of 6/7/5 forming 3 batches:</p> <p>a) Name of the towns:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> </tr> <tr> <td>. Manikgonj</td> <td>Naogaon</td> <td>Satkhira</td> </tr> <tr> <td>. Narail</td> <td>Moulavibazer</td> <td>Meherpur</td> </tr> <tr> <td>. Magura</td> <td>Lalmonirhat</td> <td>Borguna</td> </tr> <tr> <td>. Bhola</td> <td>Nilphamary</td> <td>Sherpur</td> </tr> <tr> <td>. Jhalakathi</td> <td>Thakurgaon</td> <td>Netrokona</td> </tr> <tr> <td>. Shariatpur</td> <td>Joypurhat</td> <td></td> </tr> <tr> <td></td> <td>Panchagorh</td> <td></td> </tr> </table> <p>Criteria for clustering are geographical location, logistical reasons and existing situation of water supply profile of the towns.</p> <p>* Structure of the 18 DTP project</p> <pre> graph TD     DPHE[DPHE] --- SB[SUPERVISORY BOARD]     SB --- PWSS[PWSS]     PWSS --- ENG[ENGINEERING]     PWSS --- ADM[ADMINISTRATION]     PWSS --- HFW[HEALTH, FAMILY WELF]     ENG --- EIM[EI. &amp; MECH]     ENG --- CW[CIVIL WORKS]     HFW --- CONS[CONS]     HFW --- HEFP[HE &amp; FP]     POURASHAVA[POURASHAVA] --- SB     POURASHAVA --- ADM     POURASHAVA --- HFW     </pre>	1st	2nd	3rd	. Manikgonj	Naogaon	Satkhira	. Narail	Moulavibazer	Meherpur	. Magura	Lalmonirhat	Borguna	. Bhola	Nilphamary	Sherpur	. Jhalakathi	Thakurgaon	Netrokona	. Shariatpur	Joypurhat			Panchagorh		<p>Question &amp; Answer Trainer will ask question about 18 DTP (always ask question indirectly, so that every participants will get the scope to think about it) Trainer will show the name of the towns through View foil</p> <p>Trainer will show and explain View foil on structure of the 18 DTP</p>
1st	2nd	3rd																							
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WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : 18 DTP objectives and activities</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>
<p>Section 2 : Session Notes</p>	<p>Page : 2 of 4</p>
<p><b>b) What is the main objectives of 18 DTP</b></p> <p>General objectives:</p> <ul style="list-style-type: none"> <li>- To improve the environmental health conditions for the urban centres of the rural population of 18 DTP by improving the water supply, sanitation and drainage facilities.</li> </ul> <p>Specific objectives:</p> <ul style="list-style-type: none"> <li>- Permanent supply of safe water in the project involved towns.</li> <li>- Arrange cleanliness, sanitation, garbage disposal and drainage system which will build the foundation of proper health development situation.</li> <li>- To build necessary institutional structure for the management, direction &amp; dissemination of hygiene education.</li> <li>- Involve the local people (specially women) mostly in stage of the project and make sure of their participation.</li> <li>- Make sure the community participation (planning, design and implementation) on safe water supply and environmental sanitation of the pourashava.</li> </ul>	<p>Question &amp; Answer</p> <p>Trainer will show poster on general objective and specific objectives</p>







WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : 18 DTP objectives and activities		Code : W-TRAIN
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Section 3 : TRAINING AIDS		Page : 1 of 1
Name of the towns of 18 DTP W-TRAIN V 1	Structure of the 18 DTP W-TRAIN V 2	
18 DTPs magical triangle W-TRAIN V 3		

WATER AND SANITATION SURVEILLANCE COMMITTEE

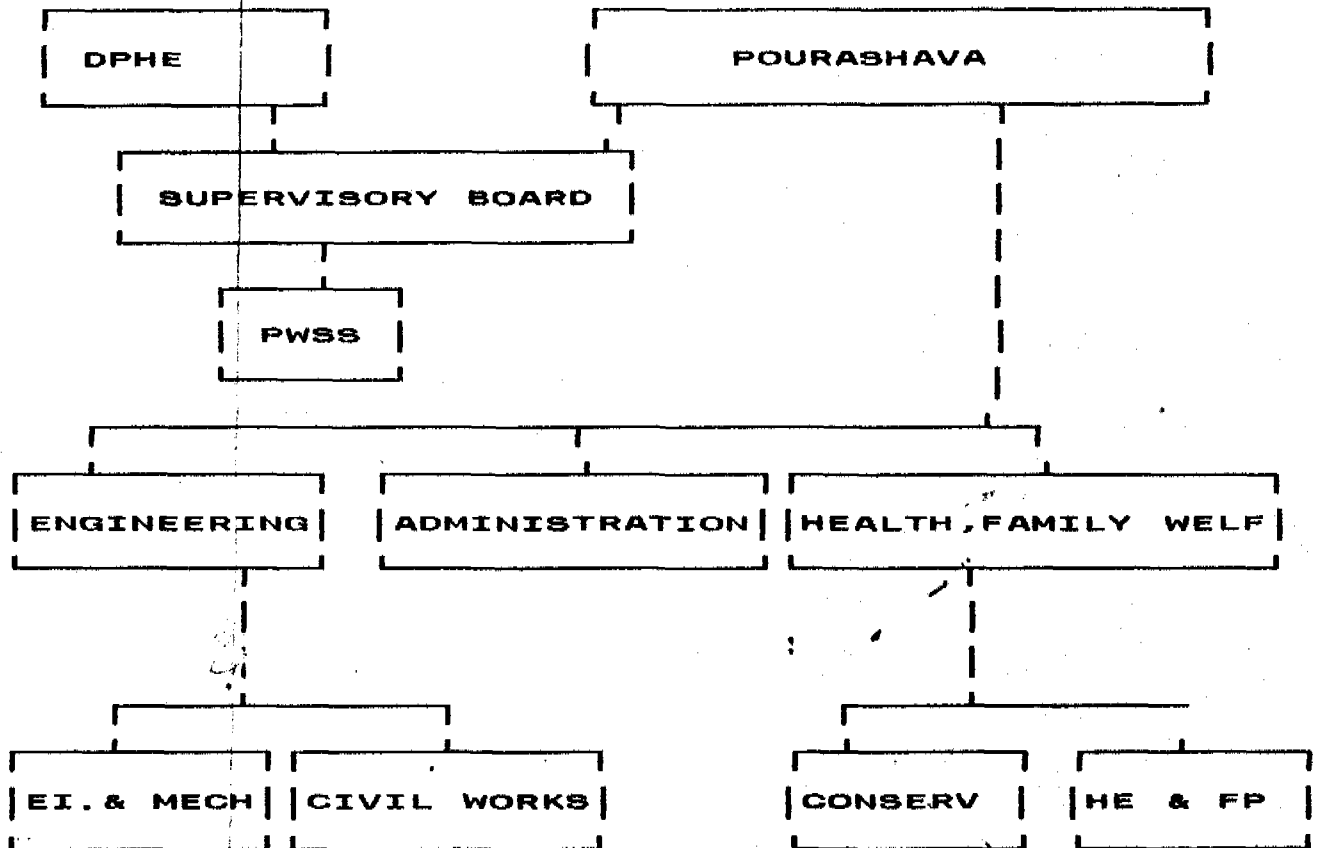
Module : 18 DTP objectives and activities	Code : W-TRAIN								
	Edition: 12-9-93								
Annex : VIEW FOILS	Page : 1 of 1								
<table border="0"> <thead> <tr> <th data-bbox="204 555 320 583">TITLES</th> <th data-bbox="1018 555 1094 583">CODE</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 617 788 645">1. Name of the towns of 18 DTP</td> <td data-bbox="959 617 1187 645">W-TRAIN V 1</td> </tr> <tr> <td data-bbox="204 679 635 707">2. Structure of 18 DTP</td> <td data-bbox="959 679 1187 707">W-TRAIN V 2</td> </tr> <tr> <td data-bbox="204 741 576 769">3. Magical triangle</td> <td data-bbox="959 741 1187 769">W-TRAIN V 3</td> </tr> </tbody> </table>		TITLES	CODE	1. Name of the towns of 18 DTP	W-TRAIN V 1	2. Structure of 18 DTP	W-TRAIN V 2	3. Magical triangle	W-TRAIN V 3
TITLES	CODE								
1. Name of the towns of 18 DTP	W-TRAIN V 1								
2. Structure of 18 DTP	W-TRAIN V 2								
3. Magical triangle	W-TRAIN V 3								

Name of the towns

W-TRAIN V 1

1st	2nd	3rd
. Manikgonj	Naogaon	Satkhira
. Narail	Moulavibazer	Meherpur
. Magura	Lalmonirhat	Borguna
. Bholā	Nilphamary	Sherpur
. Jhalakathi	Thakurgaon	Netrokona
. Shariatpur	Joypurhat	
	Panchagorh	

Structure of 18 DTP project W-TRAIN V 2



**Facilities**

- tubewell
- street hydrant
- pipe line
- latrine
- drain

**Sustainability**

**Financial**

- technical O/P
- management
- sustained use

**Use**

- proper use
- by every body
- at all time

WATER AND SANITATION SURVEILLANCE COMMITTEE

<b>Module</b> : Team work and communication skills	<b>Code</b> : W-TRAIN
	<b>Edition</b> :26-10-93
<b>Section 1</b> : Information Sheet	<b>Page</b> : 1 of 5
<u>Duration:</u>	90 minutes
<u>Training objectives:</u>	After the session the participants will be able to : <ul style="list-style-type: none"> <li>- explain what is a team</li> <li>- explain why a team is needed and team integration</li> <li>- know about communication</li> <li>- communicate effectively</li> </ul>
<u>Training methods:</u>	<ul style="list-style-type: none"> <li>- Lecture, group discussion, game, question and answer</li> </ul>
<u>Training materials:</u>	<ul style="list-style-type: none"> <li>. Board, marker/chalk, flip paper, view foil</li> </ul>
<u>Key words:</u>	<ul style="list-style-type: none"> <li>. Team, team integration, communication,</li> </ul>



WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Team work and communication skills</p>	<p>Code : W-TRAIN</p>
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<p>Section 2 : Session Notes</p>	<p>Page : 2 of 4</p>
<p>A dedicated team of workers can effect radical changes in community and pursue their work despite resistance from the field</p> <p>As for the WSSC members in case of selecting of caretakers, supervision of long street pipe lines, preparation of list of beneficiaries, when done in a team will become more appropriate and according to the guideline provided by the programme office. In view of the above we need the WSSC to operate in a team situation.</p> <p>4. Team integration</p> <p>Team-work ideally operates in a friendly, informal, healthy and supportive environment or climate. A team lapses into an ordinary group when the leader is not able to motivate in the pre determined tasks and cannot generate in them enthusiasm.</p> <p>The common factors for effective team work are Interest and Commitment in accomplishing the common goals, information, role, clarity, goal clarification, democratic leadership and open communication among members. Communication is the key for successful team work.</p> <p>Free, frank, open and smooth communication can resolve conflicts, develop consensus and bring changes in attitude.</p> <p>Therefore WSSC members should acquire the communication skills. This is more important as they need to work within their team as well as with the beneficiaries.</p>	<p>Question and Answer, discussion, exercise</p>



WATER AND SANITATION SURVEILLANCE COMMITTEE

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<p>5. How to develop communication skills?</p> <p>What is communication?</p> <p>Communication means trying to establish commonness with someone or Communication is the transmission of ideas, information, instructions and feelings from one person to another.</p> <p>6. The communication process depends on the following elements:</p> <ul style="list-style-type: none"> <li>- who is saying : sender/communicator/ speaker (WSSC member)</li> <li>- what is being said: message/subject/ statement</li> <li>- who is spoken to : receiver/listener/ acceptor (water, sanitation &amp; H/E)</li> <li>- how was the message sent : media/materials (Flip chart)</li> <li>- feedback : counter message/reaction/ response (answers of the beneficiaries)</li> </ul> <p>Note: Game is included in additional pages. According to this do game &amp; discuss results</p> <p>7. Qualities of a good communicator</p> <ul style="list-style-type: none"> <li>- clear knowledge on the subject of discussion. The subject matter should be brief, but complete, simple and understandable to the listener.</li> <li>- knowledge on environment information.</li> <li>- conscious about duties and responsibilities</li> <li>- respectful towards social values and beliefs.</li> <li>- sympathetic outlook</li> <li>- friendly</li> </ul>	<p>Lecture Show View foil</p> <p>Lecture Trainer will explain the communication elements from their familiar field. Game on message (10 minutes)</p> <p>Game on two way communication (10 minutes)</p> <p>Brain storming Trainer will ask question to the participants about qualities of a good communicator and will write down the answers on the board.</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

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<p>- devoted - dependable - ability to speak in public and create two-way communication - ability to develop an environment of development.</p> <p>Lesson evaluation</p> <p>After the session trainer will assess the participants for achieving the session objectives through the following questions.</p> <ol style="list-style-type: none"> <li>1. What is team?</li> <li>2. Why need team?</li> <li>3. Why need team integration?</li> <li>4. Definition of communication.</li> <li>5. Elements of communication.</li> <li>6. Qualities of a good communicator.</li> </ol>	<p>Discussion will be carried on the correct answer that have been received &amp; should make linkage with their activities</p> <p>Question and Answer</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

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Team integration W-TRAIN E 1	Communication W-TRAIN V 1	
Communication game on message W-TRAIN G 1	Game on two way communication W-TRAIN G 2	

WATER AND SANITATION SURVEILLANCE COMMITTEE

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Section 4 : EXERCISE	Page : 1 of 1

Team integration

Task : Make puzzel.

Goals :

1. To identify aspects of coordination in solving a problem.
2. To make participants aware of their own behaviour which may contribute or obstruct the solving of a problem.

Group size :

Each group will have six participants and one observer.

Physical setting :

Five tables which have been spaced far enough apart so that participants cannot see the puzzle elements of each other. On each table there will be an envelope with 30 puzzle elements.

Instruction :

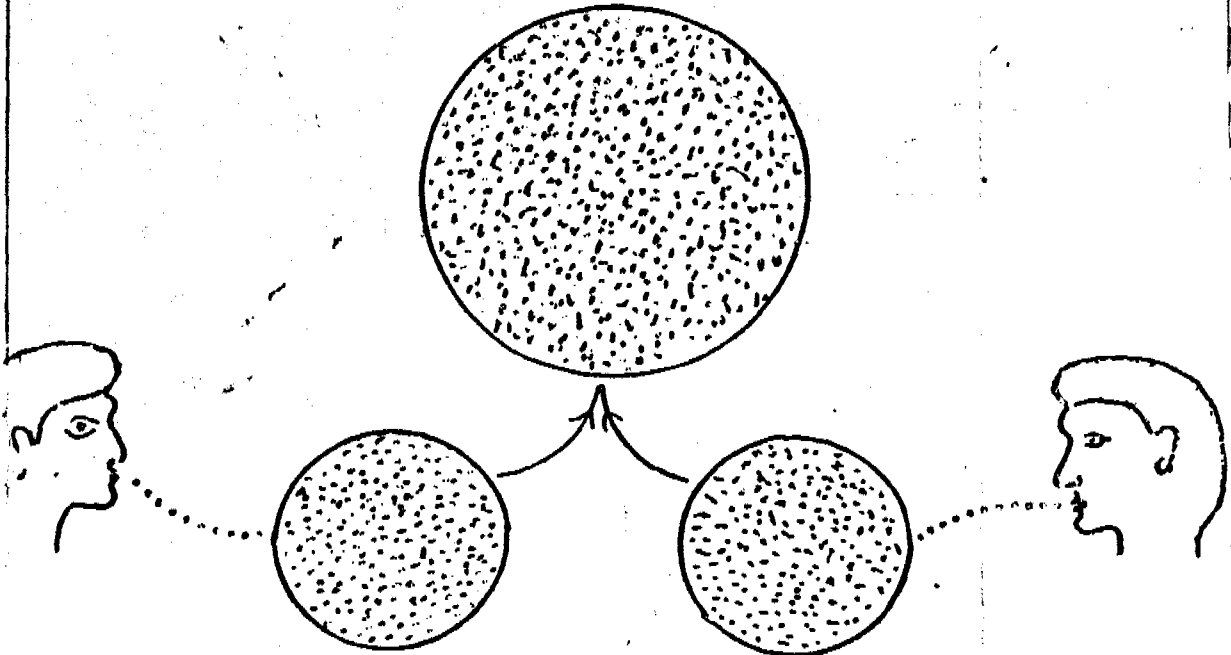
The group must complete as quick as possible the five puzzles.

WATER AND SANITATION SURVEILLANCE COMMITTEE

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Annex : V I E W F O I L	Page : 1 of 1				
<table border="0"> <thead> <tr> <th data-bbox="229 495 331 526">Title</th> <th data-bbox="900 495 979 526">Code</th> </tr> </thead> <tbody> <tr> <td data-bbox="229 557 542 588">1. Communication</td> <td data-bbox="842 557 1072 588">W-TRAIN V 1</td> </tr> </tbody> </table>		Title	Code	1. Communication	W-TRAIN V 1
Title	Code				
1. Communication	W-TRAIN V 1				

**COMMUNICATION**

**MEANS  
TRYING  
TO ESTABLISH  
"COMMONNESS"  
WITH  
SOMEONE**



Communication is the transmission of ideas, information, instruction and feelings from one person to another.

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Team work and communication skills	Code : W-TRAIN
Section 4 : G A M E	Edition : 26-10-93
MESSAGE DISTORTION	
<p>Objective : Cause of message distortion and give the ideas of it's possible solution.</p>	
<p>Procedure:</p>	
<ol style="list-style-type: none"><li>1. Call five volunteers from the trainees. Select one of them to do the job as a guide.</li><li>2. Ask the volunteers to leave the room so that they can't hear the discussion in the room.</li><li>3. Distribute the rumor observation sheet to the rest of the class room.</li><li>4. Now call in a volunteer (others will stay away). Read out the rumor observation sheet. He will remember and recall the message to the second volunteer. Read once and no more and don't allow him to write on or see the sheet.</li><li>5. Now call in the second volunteer. He will hear from the first one and revise to the third one. In this way, the forth volunteer will tell the message to the guide and the guide will keep record of it.</li><li>6. Ask the guide to read the record as to everyone can hear it. Know the opinions/ reactions of the observers about the recorded message.</li><li>7. Now give the observation sheet to the volunteers to see the real message.</li><li>8. Review the observation sheet that the trainees have recorded. Ask to everyone what the first volunteer have added deducted or made distortion of the real message. Now ask them to tell about second volunteer. Thus ask them to submit observation report about each volunteer.</li><li>9. Similarise the experience with project objectives and focus upon the learning points and explain how to apply this experience in working environment.</li></ol>	

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Similarise with the Project objectives

In human communication , specially verbal communication, something excess can be added or deducted from real message for frequent media change. Sometimes real message can be distorted. For this, negative reaction might be faced. There are various cause of message distortion like incomplete information, not be written, complex message, media change etc. Written communication may not possible for us in every stage. But we have to be conscious about other sides, specially about complecacy of the message. Message should be presented in easy, simple and understandable way. Even the written message can be explained wrong way as for the incomplete and complecacy. We have to be careful about successful communication while we presenting the message to the target community.

Discussion Points:

Why message distortion happened here?  
 If other were volunteer, would the result be different?  
 Which are the cause of message distortion?  
 How these disadvantages can be removed?

Exception:

- Different messages can be worked out
- If the observation sheet is not ready the trainees can write the message on their note book

Real message:

Have you heard the shameful news! Mohor Ali who lives in his father in law's family at the latter's cost of this village and husband of our Safar master's daughter named Lialatun has left the village with Shabzan who is Izzat member's brother Awal master's sister-in-law of Magmedur village. His wife, has lost her mind and crying with the children.

I have no time, I'm in a hurry. Please, brother inform the news to the Police.



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TWO WAY COMMUNICATION

Objectives: Make the trainees realize the need of two way communication.

Procedure:

- 1) Supply two sheets of white paper.
- 2) Instruct the man sitting in front of you (the receiver) they will draw four squares according to the direction. They can't talk and ask question during the direction is given. They have to draw according to what they have got understand. Trainees must not talk even with each other.
- 3) Now read the square drawing direction slowly. Read a sentence clearly twice or more.
- 4) Supervise the drawings and take records of the correct drawings.
- 5) Now ask the receiver draw the four squares once again. This time the receiver can ask question for explanation.
- 6) Repeat the drawing direction slowly. Answer the question of the receiver.
- 7) When everybody finished the drawings, observe how many they have drawn correctly.
8. Similarise the experience with project objectives and focus upon the learning points and explain how to apply this experience in working environment.

Similarise with the project objectives:

We the development workers/ volunteer workers use one way communication to make understand or motivate the target community. We tell one-sided without giving them any chance of asking question or discourage them if they want to ask any. We think that their question will haphazard the subject matter and we will be able to make them understand successfully without being asked any question. But sometimes it may be like that they failed to get understand our message but did not ask any question being afraid of or hesitation. They just pretence to get understand everything to make us satisfied. This could be happened anytime during communication. Besides, one way communication decreases the attention and interest of the message receivers. They may explain the message other way and communication objectives can be failed.

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Discussion Points:

- Why did the receiver fail to draw the four the squares for the first time?
- Why the drawings became easier for the second time?
- What are the disadvantages of one way communication?
- What are the steps and initiative can we take for a successful communication?

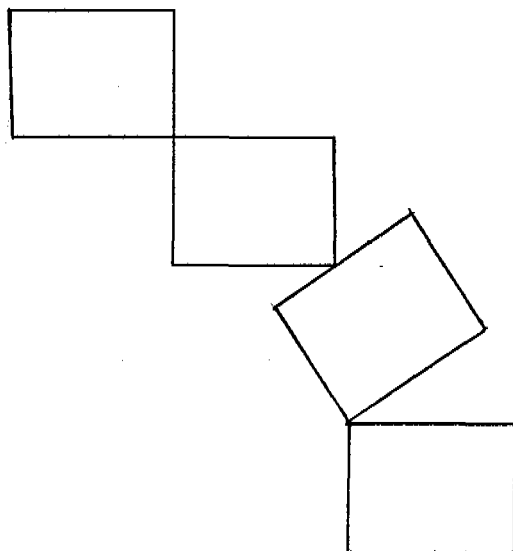
Exceptions:

- The squares can be changed if the receiver know the game before
- To make them understand the importance of show, it can be drawn for third time on board.

The direction of square drawing:

" Draw a square. Now draw 2nd square expanding the right and bottom arm and joining the right sided lower triangle of the first one. Now draw the third square being cross with and taking a center of any right sided arms. Draw the fourth one being vertically with the first one and joining the right sided bottom triangle of the third one.

Sample of squares



WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Sanitation and women involvement		Code : W-TRAIN
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Section 1 : Information Sheet		Page : 1 of 10
<b><u>Duration:</u></b>	120 minutes	
<b><u>Training objectives:</u></b>	<p>After the session the participants will be able to:</p> <ul style="list-style-type: none"> <li>- explain what is sanitation and its importance</li> <li>- explain what is safe water</li> <li>- identify source of safe water</li> <li>- explain how water is contaminated</li> <li>- identify water born diseases</li> <li>- explain how to control the spreading of water borne diseases</li> <li>- identify purpose of the use of tubewell</li> <li>- explain characteristics of sanitary latrine</li> <li>- explain how to use &amp; maintain a sanitary latrine</li> <li>- explain personal &amp; domestic hygiene</li> <li>- explain the benefits of drain</li> <li>- explain woman involvement of the 18 DTP project</li> </ul>	
<b><u>Training methods:</u></b>	- Lecture, Question & Answer, VIPP	
<b><u>Training materials:</u></b>	. Card, pin, pen, board, flip chart	
<b><u>Key words:</u></b>	. Sanitation, water supply, health & hygiene education, women involvement	



WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Sanitation and women involvement</p>	<p>Code : W-TRAIN Edition: 2-10-93</p>
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<p>2. Safe water</p> <p>2.1 What is safe water?</p> <p>Most of the people of our country do not have sufficient knowledge about safe water. They take clean water as the safe water. But this idea is not correct. Because germs are too small to be seen bark eyes. The germs of diseases can live and survive in clean water as well. Normally ground water is free from germs. Safe water that is free from diseases-causing elements. Therefore tubewell water can be said to be safe. But sometimes, iron or salt are in ground water. There may be little difference in taste and smell in ground water but there is no chance of being attacked with diseases.</p> <p>2.2 Source of water</p> <p>Two main source of water:</p> <ol style="list-style-type: none"> <li>a. surface water (rivers, lakes, ponds, marshy)</li> <li>b. under ground water (tubewell water like Tara pump, shallow pump &amp; Deep pump)</li> </ol> <p>Ground water is the safe source.</p> <p>2.3 How water is contaminated?</p> <p>Surface water:</p> <ul style="list-style-type: none"> <li>• water sources coming in contact with excreta and urine</li> <li>• coming to contact with rubbish or other rotten materials</li> <li>• by waste production of industries</li> <li>• by floods</li> <li>• excreta of livestock, poultry</li> </ul> <p>Ground water:</p> <ul style="list-style-type: none"> <li>• when collecting water</li> <li>• when carrying water</li> <li>• when storing water</li> <li>• when using water</li> </ul>	<p>Ask question</p> <p>Question and Answer</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Sanitation and women involvement</p>	<p>Code : W-TRAIN Edition: 2-10-93</p>
<p>Section 2 : Session Notes</p>	<p>Page : 3 of 9</p>
<p>2.4 Water borne diseases:</p> <ul style="list-style-type: none"> <li>• diarrhoea</li> <li>• dysentery</li> <li>• worm</li> <li>• cholera</li> <li>• typhoid</li> <li>• jaundice</li> </ul> <p>2.5 Control from spreading water borne diseases:</p> <ul style="list-style-type: none"> <li>• to stop defecation in the open</li> <li>• not to throw waste and garbage in water</li> <li>• ensure supply of safe water</li> <li>• to teach the different ways of purifying water</li> <li>• to teach the correct way of collecting, carrying, storing and using water</li> <li>• enhance social consciousness</li> </ul> <p>2.6 Purpose of the tubewell water:</p> <ul style="list-style-type: none"> <li>• drinking</li> <li>• cooking</li> <li>• preparing food</li> <li>• washing fruits and vegetables</li> <li>• washing utensils and crockeries</li> <li>• washing hands and face</li> <li>• brushing teeth</li> <li>• ablution before prayer</li> <li>• bathing and washing clothes</li> </ul> <p>2.7 What can WSSC do</p> <ul style="list-style-type: none"> <li>- identify the sources which the local area/ ward use for drinking water and other purposes</li> <li>- help the community understand the link between contaminated water and diseases</li> <li>- suggest ways to prevent contamination of the water source</li> <li>- organise community campaigns to clean the surroundings of water sources</li> <li>- help the community to keep this area clean</li> </ul>	<p>VIPP Participants will write down the points on the card/ paper &amp; put on the board then trainer will summarise</p> <p>Discussion through Question and Answer Use flip chart</p> <p>Ask question and defined their actual functions</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

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<p>3. Sanitary latrine</p> <p>3.1 Advantages of sanitary latrine:</p> <ul style="list-style-type: none"> <li>• soil will not be polluted</li> <li>• surface water will not be polluted</li> <li>• under ground water will not be polluted</li> <li>• the users do not have to touch the excreta</li> <li>• flies, insects, mosquitoes or other animals cannot come in contact with excreta because of the water seal</li> <li>• excreta can not be seen due to water seal</li> <li>• bad smell can not come out due to water seal</li> <li>• environment will not be polluted</li> <li>• germs will not spread due to water seal</li> </ul> <p>The latrine that have these advantages is called sanitary latrine.</p> <p>3.2 How diseases spread through excreta</p> <p>If germs in the excreta enters the human body it causes diarrhoea/dysentery or other illness. The eggs of worms can spread through excreta from one person to another. When flies sit on excreta their body and legs touches it. When the fly sits on the food some portion of excreta with diseases mixes with this food. When someone eats this food the germs ultimately enters into the stomach of another person. This is how flies and mosquitoes spread diseases. In our country most people defecates in the open or in the latrines which are built in such a way that it directly or indirectly mixes with the water of rivers and canals. Use of such water is the cause of spreading different diseases.</p>	<p>Ask question about advantages of sanitary latrine</p>





WATER AND SANITATION SURVEILLANCE COMMITTEE

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<p>Section 2 : Session Notes</p>	<p>Page : 6 of 9</p>
<p>4. Personal and domestic hygiene</p> <p>4.1 Personal hygiene</p> <ul style="list-style-type: none"> <li>• The main cause of disease is to lead an unclean life. We can keep ourselves, our family and our society free from diseases if only we can keep ourselves and our environment clean.</li> </ul> <p>The main aspect of personal cleanliness. To take care of different parts of your body.</p> <p>a. Hand</p> <ul style="list-style-type: none"> <li>• always keep the hands clean</li> <li>• after defecation wash hands with soap/ash and water</li> <li>• wash hands with soap before eating</li> </ul> <ul style="list-style-type: none"> <li>• always wash hands with soap before cooking or touching food</li> <li>• clean and cut the nails</li> </ul> <p>b. clean face, teeth, eyes, hair, body and leg.</p> <p>4.2 Domestic hygiene</p> <ul style="list-style-type: none"> <li>• keep the furniture and bedding clean</li> <li>• houses should be built in such a way that sun light and air can circulate in the room</li> <li>• surroundings of the house should be cleaned. So garbage, waste rotten objects, bad smell and germs can not grow.</li> <li>• dig a ditch to throw garbage in a fixed place</li> <li>• cover the pit with soil to avoid spreading by chickens, dogs etc.</li> </ul> <p>4.3 What can WSSC do</p> <ul style="list-style-type: none"> <li>• help people to understand the connection between good personal hygiene and health</li> <li>• encourage people to improve their hygienic habits</li> <li>• discuss with the people the ways in which they dispose of garbage and dung</li> <li>• motivate families to use dustbin</li> <li>• support people's effort to build household and community garbage pits.</li> </ul>	



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<p>women members have to be included. It is therefore considering the necessity of women participation in the development, the programme has been designed and planned incorporating women's involvement in proper use of the water supply system as well as in health and hygiene related activities.</p> <p>Up till now, 18 DTP has incorporated activities for the promotion of the role of woman in many project components.</p> <p>Various projected roles of women:</p> <ol style="list-style-type: none"> <li>a. women as main water carriers, storers and users can:           <ul style="list-style-type: none"> <li>- detect leakages</li> <li>- reduce water wastage</li> <li>- execute preventive maintenance</li> </ul> </li> <li>b. as caretakers of public taps/tubewells they can:           <ul style="list-style-type: none"> <li>- reduce running cost</li> <li>- carry out cleaning of platforms and maintenance</li> </ul> </li> <li>c. as educator of the household members they can improve:           <ul style="list-style-type: none"> <li>- peoples personal hygiene</li> <li>- domestic hygiene</li> <li>- public hygiene related to ponds and rivers by stimulating members to use a latrine by not throwing solid waste in public water etc.</li> </ul> </li> <li>d. as employed health educators they can promote           <ul style="list-style-type: none"> <li>- behavioral change both in public and the family</li> </ul> </li> </ol>	Page : 8 of 9

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<p>e. as participants in community meeting/ in managing committees they can:</p> <ul style="list-style-type: none"> <li>- influence decisions on locations of public water points</li> <li>- influence general planning and management decisions concerning service, supply hours etc.</li> </ul> <p>Evaluation</p> <ol style="list-style-type: none"> <li>1. What is sanitation and its importance.</li> <li>2. What can WSSC do in water supply, sanitation field in 18 DTP project?</li> <li>3. What is the role of women in 18 DTP project?</li> </ol>	<p>Question and Answer</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Structure of WSSC		Code : W-TRAIN
		Edition: 29-9-93
Section 1 : Information Sheet		Page : 1 of 6
<u>Duration:</u>	60 minutes	
<u>Training objectives:</u>	<p>After the session the participants will be able to:</p> <ul style="list-style-type: none"> <li>- explain what is WSSC</li> <li>- explain why do the community of 18 DTP Pourashava's need WSSC</li> <li>- recite structure of the WSSC</li> <li>- explain objective of formation WSSC</li> <li>- explain the process of forming of WSSC</li> <li>- explain the linkage of WSSC with PHS, PCS, PWSS, TF, SB and others</li> </ul>	
<u>Training methods:</u>	- Lecture followed by Q & A, discussion, OHP	
<u>Training materials:</u>	. Flip paper, board, marker, OHP, view foil	
<u>Key words:</u>	. WSSC structure, objectives, linkage	

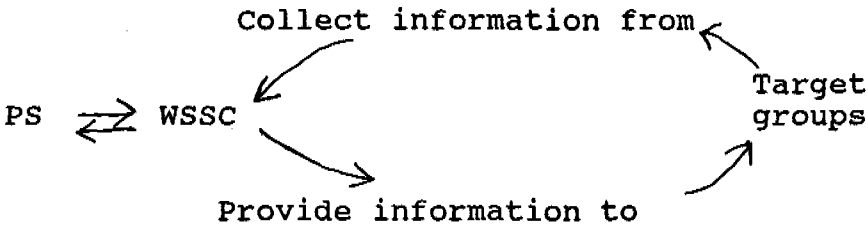
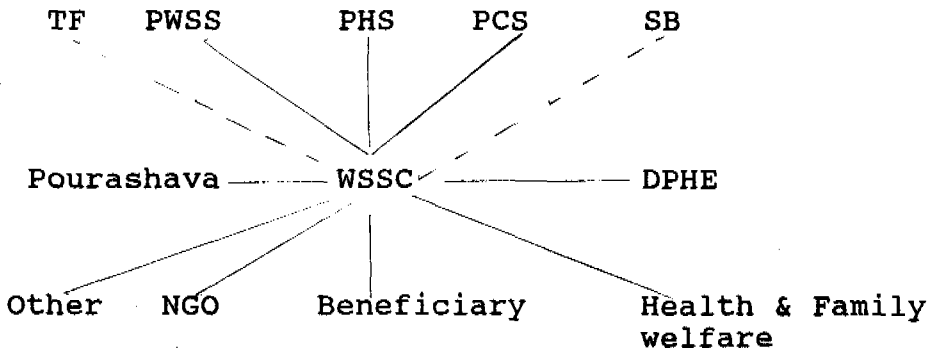
WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Structure of WSSC</p>	<p>Code : W-TRAIN</p>
<p>Section 2 : Session Notes</p>	<p>Edition: 12-9-93</p>
<p>a. What is WSSC</p> <p>WSSC stands for "Water Supply and Sanitation Surveillance Committee".          The WSSC acts as a representative body of the beneficiaries vis-a-vis the pourashava (PWSS, PHS &amp; PCS) with regard to water supply, sanitation facilities. The committee (WSSC) has been formed consisting of representatives from the local community in each ward.          WSSC is a voluntary organisation so participation of WSSC members is voluntary. Nobody can force them to do anything. They will participate spontaneously for community development.</p> <p>b. Why do the community of 18 DTP PS need WSSC</p> <p>It has been experienced that most of the development project failed to achieve the desired objectives benefits due to lack of involvement of the beneficiaries. The 18 DTP project considered this aspect and recommended to ensure beneficiaries participation in the project activities. So it's an essential component of the project of the 18 DTP.</p> <p>c. Structure of the WSSC</p> <ul style="list-style-type: none"> <li>- Chairman - female ward commissioner</li> <li>- Secretary- health visitor/or Health Assistant</li> <li>- Member - male ward commissioner</li> <li>- Member - female primary school teachers</li> <li>- Member - NGO female representative from field level</li> <li>- Member - representative from the women's group or organisation</li> <li>- Member - female beneficiary (two)</li> <li>- Member - male beneficiary/imam (two)</li> </ul> <p>This is a suggested composition. Other members may be co-opted as well, if this is deemed necessary for the proper functioning of the committee.</p>	<p>Page : 1 of 5</p> <p>Lecture followed by Q &amp; A</p> <p>Trainer will ask question &amp; write down the answer on the board. Discussion will be carried out on the basis of answer that have received          Trainer will show viewfoil and explain</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Structure of WSSC</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>
<p>Section 2 : Session Notes</p>	<p>Page : 2 of 5</p>
<p>d. Objective of formation WSSC</p> <ul style="list-style-type: none"> <li>- Increase the community participation in project activities</li> <li>- Increase the project sustainability</li> <li>- Make the project survive for a long time</li> <li>- Provide communication and develop the relation between the community and pourashava</li> <li>- Involve the community and give them opportunity to take decision</li> <li>- Make sure women participation in WSSC activities</li> <li>- Give the people their opportunity to become responsible</li> <li>- Make sure to provide regular water supply system under the community care.</li> </ul> <p>e. Process of forming WSSC</p> <ul style="list-style-type: none"> <li>- Three WSSC will be formed in three ward with a Woman Ward Commissioner, beneficiaries and other social workers.</li> <li>- Identify probable members having a discussion with the Pourashava Chairman and Ward Commissioners.</li> <li>- A discussion meeting with a probable members, Pourashava Chairman, Ward Commissioners and the Consultants of the programme office</li> <li>- Calling a meeting the Chairman will approve the members name finally.</li> <li>- Select the beneficiary members in community meeting.</li> </ul>	<p>Trainer will ask questions and carried out correct ideas. Finally Trainer will show viewfoil</p> <p>Trainer will ask question and carried out correct ideas. Finally Trainer will summarise</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Structure of WSSC</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>
<p>Section 2 : Session Notes</p>	<p>Page : 3 of 5</p>
<p>f. WSSC is an intermediary between pourashava and beneficiaries. We can describe as below:</p> <p>→ Greater acceptance ⇒ better use ⇒ health improvement</p>  <p>two way information flow</p> <p>WSSCs act as a representative of the community in the areas of water supply, sanitation, drainage and hygiene education. They perform an essential task in conveying the community's need to the Pourashava authorities, which allows the Pourashava to meet their demands in a better way and enhance sustainability.</p> <p>g. How WSSC make linkage with others?</p> 	<p>Trainer will show viewfoil and explain</p> <p>Trainer will ask question to the participants and find out correct ideas.</p>



WATER AND SANITATION SURVEILLANCE COMMITTEE

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<ul style="list-style-type: none"> <li>- PHS           <ul style="list-style-type: none"> <li>. hygiene education</li> <li>. representation in the committee</li> </ul> </li> <li>- PCS           <ul style="list-style-type: none"> <li>. solid waste removal</li> <li>. cleaning roads</li> <li>. environment pollution control</li> <li>. proper use of drains</li> </ul> </li> <li>- PWSS           <ul style="list-style-type: none"> <li>. street hydrants maintenance</li> <li>. HTW installation &amp; maintenance</li> <li>. identification leakage of pipe line</li> <li>. O &amp; M of piped water supply)</li> </ul> </li> <li>- HEALTH &amp; FAMILY WELFARE           <ul style="list-style-type: none"> <li>. health promotion</li> </ul> </li> <li>- NGO (Field level worker)           <ul style="list-style-type: none"> <li>. health education</li> <li>. motivation               <ul style="list-style-type: none"> <li>o use &amp; maintenance of sanitary latrines</li> <li>o safe water use</li> </ul> </li> </ul> </li> <li>- OTHER (EDUCATION, IMAM)           <ul style="list-style-type: none"> <li>. involvement of local influential people/ leader</li> <li>. motivation</li> <li>. maximum resource utilization</li> </ul> </li> <li>- BENEFICIARIES           <ul style="list-style-type: none"> <li>. participation in the programme activities</li> <li>. safe practice &amp; cost</li> <li>. contribution of cost</li> <li>. sustainability of the programme</li> </ul> </li> </ul>	

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Structure of WSSC</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>
<p>Section 2 : Session Notes</p>	<p>Page : 5 of 5</p>
<p>Beside, WSSC shall maintain necessary coordination with two other high level committees the Task force and the Supervisory Board as well as the Pourashava and the DPHE.</p> <p>- TASK FORCE</p> <p>The task force represents the groups who are active in field work and maintain co-ordination with all governmental bodies involved. The Task Force is in charge of the overall co-ordination &amp; supervision of the hygiene education programme.</p> <ul style="list-style-type: none"> <li>. promotion health programme</li> <li>. hygiene education</li> </ul> <p>- SUPERVISORY BOARD</p> <p>The supervisory Board is an advisory body and its decision s is submitted to the "Pourashava Council" through the Chairman when necessary for approval and subsequent implementation. SB oversees and is responsible for the general supervision over the water works operations and maintenance.</p> <ul style="list-style-type: none"> <li>. list of potential beneficiaries for tubewell and latrine</li> <li>. list of site for new tubewell</li> <li>. list of site for latrine</li> </ul> <p>Evaluation</p> <ul style="list-style-type: none"> <li>What is WSSC?</li> <li>Why need WSSC?</li> <li>Structure of WSSC.</li> <li>Objectives of formation of WSSC.</li> <li>How WSSC make linkage with others?</li> </ul>	<p>Question and Answer</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Structure of WSSC		Code : W-TRAIN
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Section 3 : TRAINING AIDS		Page : 1 of 1
Structure of WSSC W-TRAIN V 1	Objectives of formation WSSC W-TRAIN V 2	
WSSC act as a tool within Pourashava and beneficiaries W-TRAIN V 3		

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Structure of WSSC	Code : W-TRAIN								
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Annex : V E I W F O I L S	Page : 1 of 1								
<table border="0"> <thead> <tr> <th data-bbox="215 495 335 522">TITLES</th> <th data-bbox="1043 495 1121 522">CODE</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 588 606 614">1. Structure of WSSC</td> <td data-bbox="967 588 1193 614">W-TRAIN V 1</td> </tr> <tr> <td data-bbox="215 650 852 676">2. Objective of formation of WSSC</td> <td data-bbox="967 650 1193 676">W-TRAIN V 2</td> </tr> <tr> <td data-bbox="215 712 813 774">3. WSSC act as a tool within Pourashava and beneficiaries</td> <td data-bbox="967 747 1193 774">W-TRAIN V 3</td> </tr> </tbody> </table>		TITLES	CODE	1. Structure of WSSC	W-TRAIN V 1	2. Objective of formation of WSSC	W-TRAIN V 2	3. WSSC act as a tool within Pourashava and beneficiaries	W-TRAIN V 3
TITLES	CODE								
1. Structure of WSSC	W-TRAIN V 1								
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## Structure of the WSSC

- Chairman - female ward commissioner
- Member - male ward commissioner
- Member - health visitor/or Health Assistant
- Member - female primary school teachers
- Member - NGO female representative from field level
- Member - representative from the women's group or organisation
- Member - female beneficiary (two)
- Member - male beneficiary (two)

This is a suggested composition. Other members may be co-opted as well, if it is deemed necessary for the proper functioning of the committee.

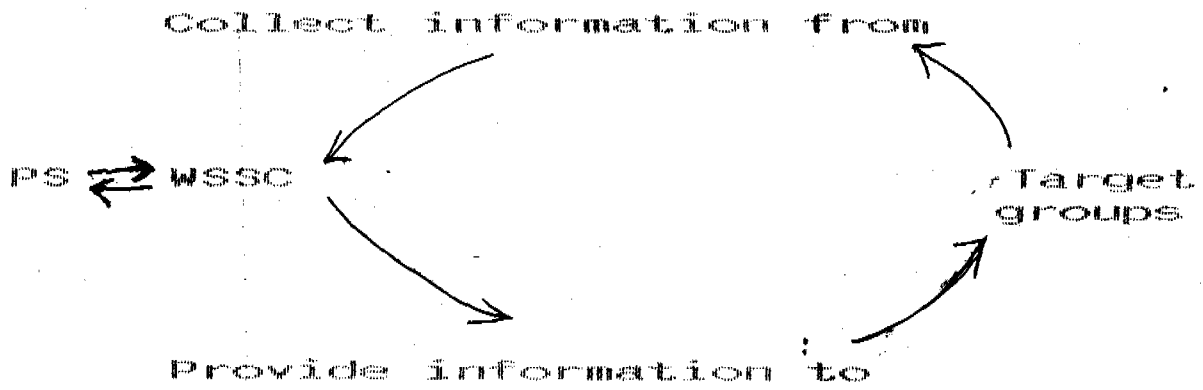
Objective of formation WSSC W-TRAIN V 2

- Increase the community participation in project activities
- Increase the project sustainability
- Make the project survive for a long time
- Provide communication and develop the relation between the community and pourashava
- Involve and give opportunity the community to take decision
- Make sure women participation in WSSC activities
- Give the people their rights and opportunity to become responsible and perfect citizen
- Make sure to provide regular water supply system under the community care.

WSSC is a tool between pourashava and beneficiaries.

W-TRAIN V 3

⇒ Greater acceptance ⇒ better use ⇒ health improvement



two way information flow

WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Function and responsibility of WSSC members	Code : W-TRAIN
	Edition: 29-9-93
Section 1 : Information Sheet	Page : 1 of 5
<u>Duration:</u>	90 minutes
<u>Training objectives:</u>	After the session the participants will be able to:  - explain the function of WSSC member  - identify the duties and responsibilities as a WSSC member
<u>Training methods:</u>	- Lecture followed by Q & A, group discussion
<u>Training materials:</u>	. Flip paper, marker,
<u>Key words:</u>	. Function , responsibility,



WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Function and responsibility of WSSC members</p>	<p>Code : W-TRAIN</p>
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<p>Section 2 : Session Notes</p>	<p>Page : 1 of 4</p>
<p>Introduction</p> <ul style="list-style-type: none"> <li>• WSSC is a local level voluntary organisation</li> <li>• any organisation should have its own work procedure</li> <li>• should have commitment of its member</li> </ul> <p>How WSSC will work?</p> <ul style="list-style-type: none"> <li>- The chairperson shall convene meetings of the WSSC on regular intervals or as and when she finds its necessary, through a notice.</li> <li>- every two months a general meeting will be held with the WSSCs in each ward</li> <li>- the WSSCs members will discuss and figure out the possible solutions of the problems/ complaints that have recieve from beneficiaries at the meeting (using developed format)</li> <li>- health visitor/ assistant shall act as member secretary of the WSSC and be responsible for recording WSSCs proceedings. He ensures that all members of WSSC get notice in time.</li> </ul> <p><b>Function &amp; responsibility of WSSC members</b></p> <ul style="list-style-type: none"> <li>- Select beneficiary for tubewell</li> <li>• conduct house to house survey in the locality and make a list from poorest of the poor</li> </ul>	<p>Ask question</p> <p>Show view foil and explain</p> <p>Group discussion &amp; use flip paper. Trainer will ask the participants to divide themselves in to 3/4 small groups</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Function and responsibility of WSSC members</p>	<p>Code : W-TRAIN Edition: 12-9-93</p>
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<p>- Select the tubewell site:</p> <ul style="list-style-type: none"> <li>• priorities to be given to those Moholla/ para/slums areas where no tubewell are available</li> <li>• site within 150' of any running or choked up tubewell for selection of new tubewell will not receive priority (exception may be made in respect of densely populated areas, in respect of deep tubewell this distance should be at least 600')</li> <li>• in order to ensure use of the beneficiaries, specially women the site selected for the tubewell should be in a favorable place. Priority in this respect will be given the opinions of the women.</li> <li>• site for tubewell shall not be selected within the compound of any house.</li> <li>• a tubewell will be allotted for at least for 70 beneficiaries.</li> <li>• no tubewell site shall be selected within the compound of Govt. Semi Govt. or private agencies office or institutions.</li> <li>• site for tubewell should be selected in the area which is free from environmental pollution.</li> <li>• in the flood prone areas site for tubewell should be selected in those areas which are not flooded during ordinary flood.</li> <li>• site for the tubewell should be selected adjacent to the populated areas.</li> <li>• rich people will not be able to apply for the tubewell.</li> </ul> <p>- Select caretakers for the new &amp; old tubewell</p> <ul style="list-style-type: none"> <li>• caretakers will be selected by the community group (consist of 10 families)</li> <li>• should be permanent residents (house wives)</li> <li>• should be woman</li> </ul>	<p>Participants will discuss &amp; write down the points on flip paper (for 10 minutes). Discussion will be held on presentation of group findings in the plenary (5 min for each group) Finally trainer will summarise &amp; include the missing points.</p>

WATER AND SANITATION SURVEILLANCE COMMITTEE

<p>Module : Function and responsibility of WSSC members</p>	<p>Code : W-TRAIN</p>
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<p>- Select beneficiaries for latrine</p> <ul style="list-style-type: none"> <li>• make a list from poorest of the poor (according to the tubewell list)</li> </ul> <p>- Select the latrine site:</p> <ul style="list-style-type: none"> <li>• the latrine generally should be set on the north-west corner of the household</li> <li>• it should be installed in high altitude/above flood level</li> <li>• safe distance from water sources (minimum 30', depends upon type of soil)</li> <li>• surrounding should be clean of bush</li> </ul> <p>- Home visit</p> <p>* personal contact</p> <ul style="list-style-type: none"> <li>• promotion and motivation for health and hygiene practices</li> <li>• build knowledge of users</li> <li>• follow up safe practices</li> <li>• communicate with users and concerned agencies</li> <li>• identification problems on water supply and sanitation</li> <li>• reports for damage, leakage</li> <li>• if possible they can solve by themselves or inform the PWSS Supdt. or NGO to solve the problem</li> <li>• motivation for sullage connection, drain cleaning, latrine cleaning</li> <li>• motivation to reduce water wastage</li> <li>• motivation for house connection and pay the water tariff in time</li> </ul> <p>- Check the operation and maintenance of sanitary latrines, drains &amp; tubewells</p> <ul style="list-style-type: none"> <li>• supervise the progress of activities of NGO through field supervision and discussion</li> </ul> <p>- Keep the liaison with the pourashava, local committee and community</p>	<p>Page : 3 of 4</p>



WATER AND SANITATION SURVEILLANCE COMMITTEE

Module : Function and responsibility of WSSC members		Code : W-TRAIN
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WSSC activities report format W-TRAIN V 1	Application form for new hand tubewell W-TRAIN F 1	
Application for choaked up hand tubewell W-TRAIN F 2	Application/ Agreement form for latrine W-TRAIN F 2	

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Annex : V I E W F O I L S	Page : 1 of 1				
<table border="0"> <thead> <tr> <th data-bbox="219 491 341 526">TITLES</th> <th data-bbox="1100 491 1188 526">CODE</th> </tr> </thead> <tbody> <tr> <td data-bbox="203 592 818 628">1. WSSC activities report format</td> <td data-bbox="1038 592 1298 628">W-TRAIN V 1</td> </tr> </tbody> </table>		TITLES	CODE	1. WSSC activities report format	W-TRAIN V 1
TITLES	CODE				
1. WSSC activities report format	W-TRAIN V 1				

General information:

Name of the WSSC member \_\_\_\_\_

Village \_\_\_\_\_ Ward no \_\_\_\_\_ Pourashava \_\_\_\_\_

Date \_\_\_\_\_

1. A brief description of what we have done last month  
(according to the caretakers name)

2. Identification of problems identified through field visits last month and  
solved by ourselves.

PROBLEMS	SOLUTIONS
----------	-----------

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

3. The problems which we failed to solve by ourselves.

- a.
- b.
- c.
- d.
- e.

APPLICATION FORM FOR NEW HAND TUBEWELL

To

The Chairman

.....Pourashava

Subject: Application for new hand tubewell.

Sir,

With due respect, we, the caretaker group like to state that a new hand tubewell is essential as we are suffering from water born diseases. We will deposit ..... Taka according to government rule and if it is sanctioned we will follow the mentioned condition as below:

1. The tubewell will be installed as mentioned below. We unanimously have selected Ms. ....  
Father/Husband .....  
as a caretaker.

Description of the selected place for installation:

Village/Para/Moholla .....

Ward no ..... No of Dug ..... No of Khotian .....

Name of the nearest house hold .....

Diagram of selected place for installation

After installation of the tubewell :

2. We will always use tubewell water for all purposes and we will use, repair and maintain properly.

3. Caretaker herself or another member of her family in her absence will participate in the training session "minor repair and maintenance", at the compound of local office according to government (office) order.

4. We will install sanitary latrine in our respective house and every body including children will use and maintain it.



Name of the applicants

Family no.	Name of the house hold head	Name of the husband/father	Is there any S/L Yes/No	No of population	Quantity of land	Signature
1	Female Male					
2	Female male					
3	Female male					
4	Female Male					
5	Female Male					
6	Female Male					
7	Female Male					
8	Female Male					
9	Female Male					
10	Female Male					

Signature of the proposed caretakers

Place have visited .....date. The place is suitable/non suitable according to the directives of site selections.

Signature of T/W Mechnics & Date

The place selected in the WSSC meeting is for approval/non approval.

Signature of the Chairman of WSSC

Selected place was recommended/ not recommended by the SB

Signature of Member Secretary of SB

The selected place was recommended for approval unanimously on the .....date in SB meeting.

Signature of the Chairman & SB

APPLICATION FORM FOR REHABILITATION OF CHOCKED UP HAND TUBEWELL

To

The Chairman

.....Pourashava

Subject : Application for rehabilitation of chocked up hand tubewell.

Sir,

With due respect, we would like to state that the hand tubewell in the undermentioned place has been chocked up for ..... months/year(s).Therefore, rehabilitation is essential as we are suffering by water born diseases. If it is sanctioned we will deposit .....Taka according to instruction.

Place of tubewell..... Proposed place.....  
.....

Present no of Dug..... No of Dug.....

No of Khotian..... No of Khotian.....

Mouja/Village/Para..... Mouja/Village/Para.....

.....

Ward no.....

Signature of caretaker.....

.....

We unanimously have selected Ms.....

Father/Husband.....  
as a caretaker.

We will fulfil the following conditions if rehabilitation of hand tubewell is sanctioned.

- 1.We will always use tubewell water for all purposes and we will use, repair and maintain properly.

2. Caretaker herself or another member of her family in her absence will participate in the training session "minor repair and maintenance", at the compound of local office according to government (office) order.

3. We will install sanitary latrine in our respective house and every body including children will use and maintain it.

Signature of the applicants:

Name of the applicants

Family no.	Name of the house hold head	Name of the husband/father	Is there any S/L Yes/No	No of population	Quantity of land	Signature
1	Female Male					
2	Female male					
3	Female male					
4	Female Male					
5	Female Male					
6	Female Male					
7	Female Male					
8	Female Male					
9	Female Male					
10	Female Male					

Proposed caretaker signature

Attached opinion of the Pourashava Engineer and list of the materials of choked up hand tube well.

Signature of the Pourashava Engineer

Opinion/ Comments

PWSS Supdt./SDE  
Pourashava/DPHE

The choked up tubewell for rehabilitation for approval/ non approval unanimously on the.....date in SB meeting.

Chairman Pourashava &  
Supervisory Board

**AGREEMENT FOR LATRINE INSTALLATION**

I ..... of ..... Village, Ward

Number....of .....Pourashava agree to the installation of a pour flush latrine for the use of our household members subject to the following conditions and responsibilities:

1. That the 18 District Town Project will provide free of cost all manufactured components for .... Double Direct Pit Latrine (s) including delivery costs to instal the components. These components will remain the property of the project until the completion of the Sanitation Education Programme for the household after which, the complete installed latrine will be the sole property of the household.
2. The household will contribute to the installation by digging the pits as instructed and at the positions agreed to, assist the Installation with all required labour, build the latrine base above ground and build a superstructure of independent style that will ensure all users have sufficient privacy for use of the latrine.
3. The superstructure materials will be available by the time the latrine pits have been dug. Latrine components will not be delivered until these materials are available.
4. A full programme of sanitation Education for the use and care of the latrine and related personal hygiene can be given to all household members within the 6 weeks following completion of latrine installation.
5. Our household group caretaker for sanitation is .....
6. There shall be no money exchanged between the household and the 18 District Town project.

Accepted for the Household

.....

Date..... 19...

Position.....

Witnessed by:

Approved by:

Sanpro.....

Supervisor.....

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Latrine Location Sketch: