



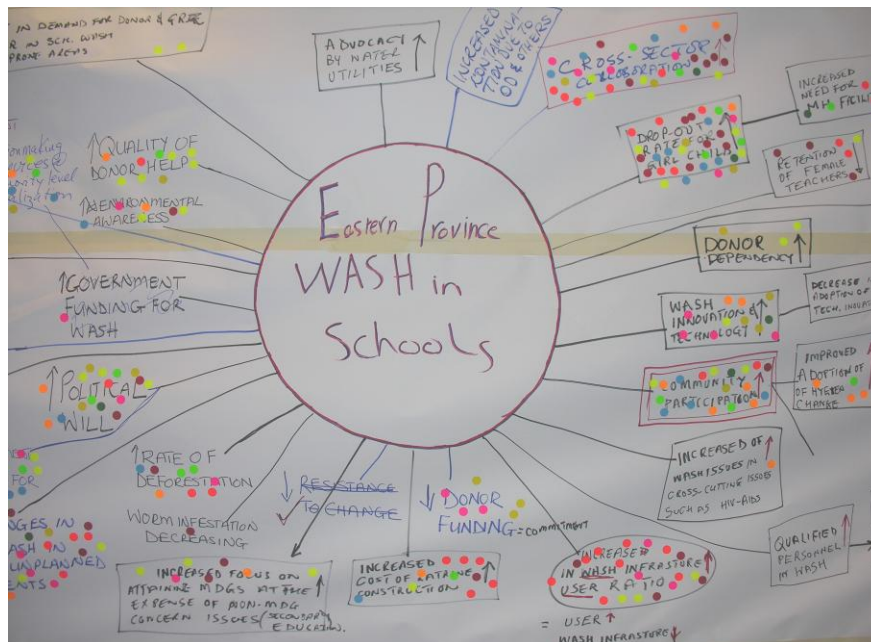
Ministry of Education, Science, Vocational Training and Early Education

Eastern Province WASH in Schools INDABA

Whole System in the Room- Strategic Planning Workshop Report

Protea Hotel, Chipata

August 14 - 16, 2012



(Indaba mind map)



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Schools Promoting Learning Achievement
through Sanitation and Hygiene

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EXECUTIVE SUMMARY

The Government of the Republic of Zambia (GRZ), under the Ministry of Local Government and Housing (MLGH), has made efforts to respond to WASH needs through its National Rural Water Supply and Sanitation Program (NRWSSP). The NRWSS program's overall objective is *“to provide sustainable and equitable access to safe water supply and proper sanitation to meet basic needs for improved health and poverty alleviation for Zambia's rural population and contribute to the achievement of the millennium development goals for water and sanitation.”* The NRWSS is backed by pieces of legislation, such as the Public Health ACT CAP 295 of the laws of Zambia. One of the goals of the sanitation and hygiene component of the NRWSSP is that *“80% of rural schools have the number of adequate and functioning toilets stipulated in the Public Health Regulations of Zambia.”*

The USAID-funded SPLASH Project and UNICEF are responding to the WASH needs in schools in Eastern Province through the provision of safe and accessible drinking water, improved sanitation facilities and good health and hygiene practices. SPLASH and UNICEF implement all their school WASHE activities through GRZ structures that exist at national, provincial, district and school/community levels. The Ministry of Education is the main partner, with the involvement of other line ministries including MLGH and collaboration from other key players involved in WASH-related activities.

USAID/SPLASH and UNICEF recognized that in order to attain GRZ goals of 80 percent WASH coverage by 2015, it was critical to identify and bring on board new partners in the NGO and private sectors who have a stake in quality education in Eastern Province and Zambia. Projects and GRZ alone do not have the capacity and resources to fully respond to the huge need for WASH in schools. Thus, the partners decided to host a **Whole System in a Room (WSR)** multi-stakeholder strategic planning meeting in Chipata, Eastern Province of Zambia, from August 14 to 16, 2012. The purpose of the meeting, called INDABA, was to bring all key stakeholders from a range of sectors on board and work towards a common action plan in achieving WASH targets in schools and enhance cross-sector collaboration. The workshop lasted for 3 days and produced strong commitments for the province. This report highlights the overall context; the important trends that have affected the WASH situation in schools from the global, local and personal perspectives; potential future scenarios; and the sixteen most important common-ground issues and priority action items agreed on by participants. Action plans were developed by sector groups, as well as individuals, based on agreed common-ground items necessary to address the WASH situation in schools in Eastern Province.

Video highlights from the Indaba are available at: <http://www.youtube.com/watch?v=0gn-4AOMVCo>

OVERVIEW OF INDABA PROCEEDINGS, EXERCISES AND OUTCOMES

The WSR process is highly participatory and structured to take participants through a review and analysis of the central issue, WASH in Schools, from the historical to the future, and ending with commitments from stakeholders to work together to achieve the common goal. The following is a description of the process as it happened day by day.

Day One—Tuesday, August 14

1. OFFICIAL OPENING OF THE INDABA

Remarks by:

- Provincial Education Officer Thomas Mwanza
- UNICEF Representative Rufus Eshuchi
- USAID Representative Malama Munkonge
- Guest of Honor, Eastern Province Minister – Hon. Charles Banda MP

Quotes from the Opening Speeches

“We as SPLASH do not have capacity to do all this work without the cooperation and support of you our key partners.”

Dr Justin Lupele, Chief of Party, SPLASH

“Government’s vision for water supply and sanitation sector as spelled out in the sixth national development plan is “a Zambia where all users have access to water and sanitation and utilize them in an efficient and sustainable manner for wealth creation and improved livelihood by 2030.”

Honorable Charles Banda, Eastern Province Minister

“If all stakeholders were dedicated, we can reach a time when clean drinking water, sanitation facilities and hygiene education is available to all school children in Zambia.”

Malama Munkonge, USAID representative

“If we fail to plan, then we plan to fail.”

A famous saying quoted by Rufus Eshuchi of UNICEF

“Gone are the days when we used to go to the bush to answer the call of nature.”

A quote from the poem presented by Girl Guides

2. OVERVIEW OF WSR WORKSHOP

Setting the Context

Overview of the SPLASH Project

SPLASH is a 5-year, USAID-funded project (implemented by the WASHplus project) whose main objective is to *“increase equitable access to education through improved water, sanitation and hygiene in basic schools.”* The project is being implemented in three districts of Eastern Province: Chipata, Mambwe and Lundazi.

Overview of School WASH Context in Eastern Province

Given the current school WASH situation in the 3 SPLASH operational districts (1 drop hole per 214 girls and 1 drop hole per 237 boys), SPLASH is committed to contributing to help the GRZ reach its target of *80 percent of schools with proper WASH facility coverage by 2015* by raising the rate of schools falling above the MOE standard ratio of 1 drop hole for 40 boys and 1 drop hole for 25 girls to 60 percent. SPLASH partner UNICEF is committed to coverage in the remaining three districts, Katete, Nyimba and Petauke, with the eighth district, Chadiza, to be absorbed by SPLASH. The remaining 40 percent coverage must be met by the GRZ with support from a range of partners, hence the significance of the INDABA workshop.

Introduction of the Mixed Group/Stakeholder Group Principle

Participants were assigned to a stakeholder group (see Fig.1) at registration. Facilitators explained that they would be working alternatively in stakeholder groups to create a common voice within a professional or sectorial group, and in “mixed” groups where they would have the opportunity to hear, appreciate and negotiate agreements with various viewpoints.

STAKEHOLDER GROUPS

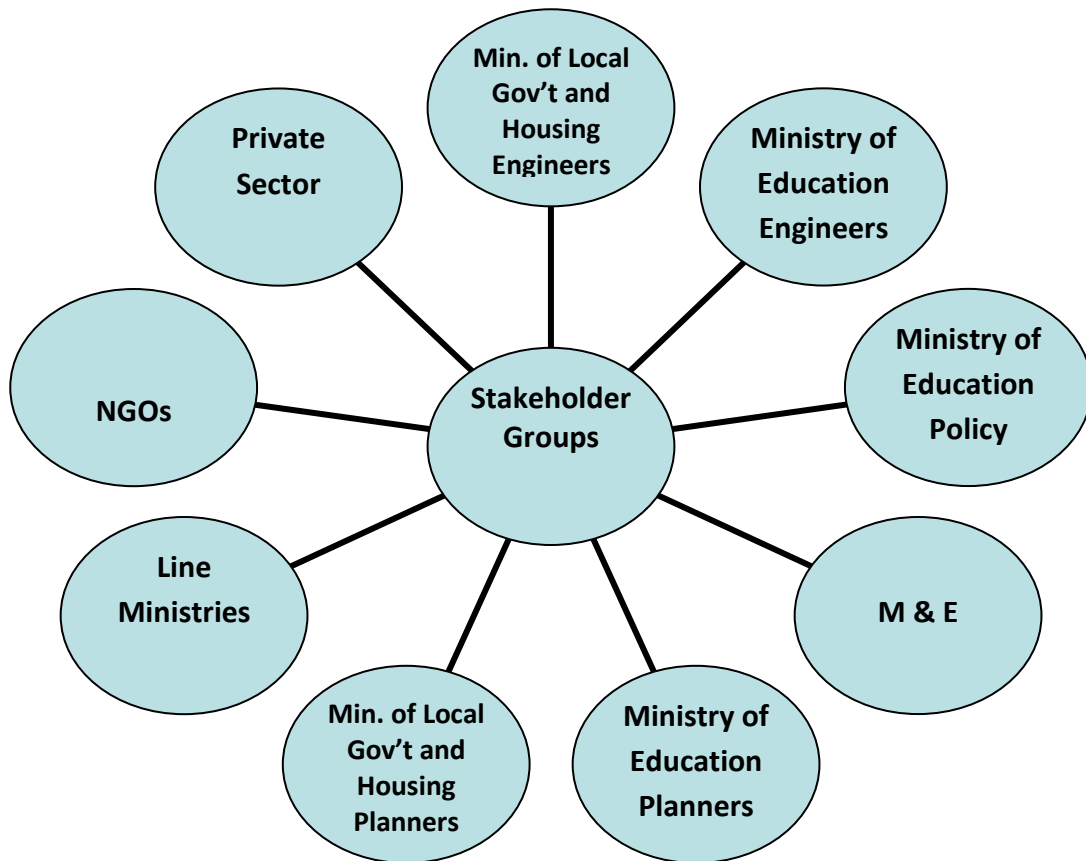


Figure 1: Stakeholder Groups

Purpose of WSR Workshop

Facilitators introduced the following elements:

The Agenda

Day 1: Official opening, overview of the WSR, review of the past, and focus on the present

Day 2: Continue focus on the present to explore the future and discover common ground

Day 3: Create agreement of common ground and translate findings into action plans

Learning Curve

In the 1900s, experts were the only people involved in solving problems related to water, sanitation and hygiene. In the 1950s, everyone began to be involved in solving problems. By 1965, the experts tried to improve the whole system, and in the 2000s, everybody is involved in improving the system and in solving problems.

Ground Rules

- All ideas are valid
- Everything from the group is put on a flipchart
- Listen to each other's views
- Observe the timeframe
- Seek common ground, which will lead to action and not to conflicts or problems

Working Agreements

Facilitators	Participants
Time /tasks	Information meaning
Large group discussion	Self-managed small groups
Keep purpose front and center	Future/action

The Four-Room Apartment

Each participant is likely to go through four stages every time he/she is introduced to a new idea. These stages are like four rooms of an apartment and sometimes we move back and forth between the rooms.

DENIAL (Not wanting new ideas)	CONFUSION (Rethinking the denial and not too sure what route to take)
CONTENTMENT (All is well and everyone is happy)	RENEWAL (Deciding to go ahead and do it)

3. REVIEWING THE PAST

The purpose was to: put school WASH in Eastern Province in the broadest possible context and establish implications for this meeting. The participants were asked in their mixed groups to think about notable milestones from three perspectives:

- **Personal:** Key experiences in their lives, including with water supply, sanitation and hygiene in general or in schools. The **personal** timeline was divided into three intervals (1960-1980, 1980-2000, 2000-present).
- **Global:** Significant world events that have shaped our society. The **global** timeline was divided into three intervals (1960-1980, 1980-2000, 2000-present).
- **Local:** Critical events/developments in Zambia, including Zambian water supply, sanitation and hygiene events. The **local** timeline was divided into three intervals (1960-1980, 1980-2000, 2000-present).

Long sheets of butcher paper with timelines drawn on them were posted on the walls. Using a marker, participants were asked to put their items on the timelines on the wall, using words and/or pictures.

The last assignment in this exercise for the mixed groups was to discuss and prepare reports by telling stories of what has gone on before in school or general WASH in Eastern Province as a springboard for planning a shared future.

Outputs: Presentation of reports to whole group and a whole group discussion

The groups presented the following points on each of the timelines:

Global Perspective

1960-1980

- Limited number of people with skills in water and sanitation
- Limited awareness of WASH
- Gender imbalance

1980-2000

- Commercialization
- Increased awareness
- Introduction of global WASH-related events (Water Decade)

2000-present

- Increase in demand for clean water supply
- Increased water source pollution
- Change in approach - more collaboration and technologies
- Increase in advocacy
- Dwindling water resources
- Increased cost of water purification

- Increased political will
- More focus on human development indicators and not just GDP economic indicators

Local Perspective

1960-1980

- Low local population (about 3 million people)
- Clean water in urban areas (formal urban settlement)
- No latrines in most villages in Zambia
- Councils in charge of urban water supply

1980- 2000

- Donor squeeze
- Cholera outbreaks
- Heavy urbanization
- Population tripled
- Enactment of the Public Health Act

2000-present

- Better revenue collection
- Launch of NRWSS and NUWSS programs
- New approaches to water sector - WASHE strategy
- Increased safe water points
- More emphasis on behavioral change
- Increased stakeholder participation in WASH (school)
- More fee-for-use toilets

Personal Perspective

1960-1980

- Long distances to safe water supply ponds
- High number of people sharing a single latrine
- Prevalent open defecation
- Use of unsafe water sources
- Improper latrine infrastructure

1980-2000

- Increased awareness of WASH concept
- Increased access to safe drinking water
- Increased access to adequate sanitation
- Appreciation of user fees
- Chemical contamination of water bodies/sources
- Capacity building

- Emerging leadership in water supply and sanitation

Responses from Participants

- Personal perspective—despite increase in awareness, open defecation is still going on
- Local perspective—local government to do more in providing services
- Local perspective—government to do more in managing funds for budget allocations towards WASH activities
- Local perspective—there seems to be a growing difference/gap between the rural and the urban in terms of WASH services
- Global perspective—governments to do more to move away from donor dependency

4. FOCUS ON THE PRESENT—MAPPING TRENDS AFFECTING SCHOOL WASH IN EASTERN PROVINCE

The purpose was to: create the broadest possible social, economic and technological context for dialogue and decision making (i.e., get everybody talking about the same world).

Participants were able to achieve this purpose through answering the following question: **What are the present trends affecting school WASH in Eastern Province that we all must consider as we plan for the future?**

These trends formed the mind map, where facilitators asked participants to state the trends and drew the trend lines from the core issue school WASH, leading out, up or down, and connected where needed.

Facilitators set the **ground rules for mind mapping** as follows:

1. A trend implies direction of movement, from more to less, less to more, greater to smaller, smaller to greater and so on. We want to observe what is happening and defer judgment and analysis.
2. This is a group brainstorm – no evaluation, no censorship, no agreement is required.
3. The person who names a trend says where it goes on the map.
4. Opposing trends are okay when backed up by examples.
5. Give concrete examples of your trends. Say who and/or what leads you to your observation.

After all trends were drawn on the mind map, facilitators distributed colored dots (one color for each stakeholder group) and asked the participants to place the dots (vote) on the three to five trends most critical to them as individuals.

The exercise was concluded with a group discussion after reviewing the mind map with the whole group.

OUTPUT: IMPORTANT SCHOOL WASH TRENDS



Figure 2: Important School WASH Trends

Day Two—Wednesday, August 15

1. FOCUS ON THE PRESENT (CONT.)

The purpose was to: discover stakeholders' core concerns and find out what people are doing now and what they want to do in the future.

Quick Review of the Mind Map

The facilitator asked stakeholders to respond to trends according to the following steps:

1. Determine the few key trends (three to five) of greatest concern to **your stakeholder group** and write them on a flipchart sheet.
2. On a second flipchart sheet, make a list of the things you are **doing right now** to respond to these trends. Circle the three actions you are doing that make you most proud.
3. On a third flipchart sheet, list the things you are **not** doing now that you want to do in the future. Circle the three actions that you are **not** doing that make you the most sorry.
4. Prepare a 4-minute report on the trends that are of priority to you, the actions that make you proud and those that make you feel sorry.

Stakeholder groups presented their reports and a whole group discussion was conducted.

2. FOCUS ON THE FUTURE—DESIRED FUTURE SCENARIOS

The purpose was to: imagine a future that mixed groups are willing to work toward. The facilitator asked participants to put themselves 10 years in the future and visualize what is happening in the community (business, network, etc.) **now** (2022) regarding sustainable WASH in schools. You have made your dreams of ten years ago a reality.

The facilitator requested that participants note the following on a flipchart:

1. What is life like today regarding schools' water supply, sanitation and hygiene?
2. Describe notable policies, programs and structures that exist now.
3. How do you sustain progress in schools' water supply, sanitation and hygiene?
4. Think back to the year of the INDABA. What was the biggest barrier you had to overcome back then to get moving?
5. How did you do it?

Participants chose a **CREATIVE** way to present their desired future, as if it was happening right **NOW** (drama, story, poem, music, art, TV show or whatever they chose). NOTE: They were asked to use the **present** tense: « We are ... » or « We have ... » or « We do... ».

Facilitators highlighted that scenarios should be:

- **Feasible** – The know-how exists to implement it.

- **Desirable** – Society benefits.
- **Motivating** – You have worked hard to make it happen.

Mixed groups started preparing future scenarios and presented them group by group.

3. DISCOVERING COMMON GROUND

The purpose was to: describe the key features desired by all in relation to WASH in schools.

This was accomplished by implementing the following steps:

1. Prepare a list of common ground elements that reflects what you believe everyone wants now and in the future. This could include values, policies and procedures to be designed. These are the “minimum critical specifications” for your new direction.
2. Join another group and compare your common ground lists. Merge into one list. If you disagree about an item, put it on the **not agreed** list.
3. Cut your merged list into strips, one item per strip, and put them on the wall.
4. The whole group will revisit the common ground for as long as it takes to come to agreement. We will hear and accept differences if they arise. Items that are not accepted by all will be moved to the **not agreed** list.

4. FOCUS ON COMMON GROUND

On a wall, participants posted the **common ground** list and at the other end of the same wall, they posted the **not agreed** list. Then, a whole group discussion (reality discussion) started to confirm common ground. Participants went through all posted lists to delete the repeated ones, merge similar ones and rephrase some others until the whole group reached agreement on the list of common ground items.

Day Three – Thursday, August 16

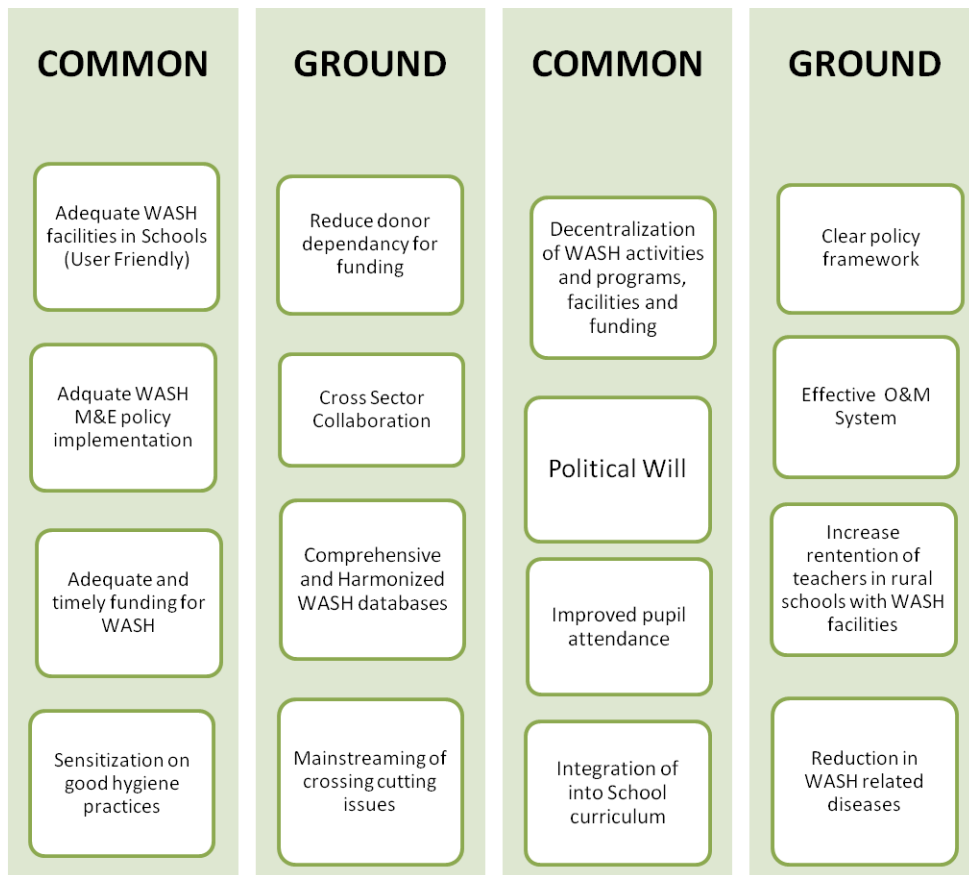
1. FINALIZE COMMON GROUND LIST

The day started by finalizing the **common ground** list to confirm that **ALL** participants agreed on it.

Output

The following is the **list of common ground** items that were agreed to by all (emerging from what the different stakeholder groups would want to see).

1. Adequate WASH facilities in all schools (WASH friendly)
2. Decentralization of WASH activities and programs, facilities and funding
3. Comprehensive and harmonized database on WASH
4. Clear policy and framework
5. Effective O&M system through capacity building of stakeholders, and community awareness and ownership of WASH activities, including functioning WASHE committees
6. Mainstreaming crosscutting issues: governance, gender, environment and HIV/AIDS in WASH activities
7. Improved pupil attendance
8. Increased retention of teachers in rural schools with WASH facilities
9. Cross-sector collaboration (resource mobilization through PPPs)
10. Sensitization on good personal hygiene habits
11. Adequate WASH M&E policy, including implementation
12. Adequate and timely funding to WASH programs
13. Reduced dependency on donor funding
14. Reduction in WASH-related diseases
15. Integration of WASH into school curriculum (training teachers, preparing supplementary curricular and support materials, organizing WASH clubs in schools)
16. Political will being translated into commitments and action (advocacy and commitment at all levels of leadership)



2. WORK PLANNING SESSION—GROUP ACTION PLANNING

The purpose was to: identify short-term (3 months) and long-term (3 years) action steps to implement the common ground agenda by **stakeholder groups**.

Facilitators explained that the action plans (short and long term) should contain the following elements:

1. What?
2. How to measure success?
3. Help needed from whom?
4. Date due?

3. OUTPUT: WORK PLANNING PRESENTATION

Public-Private Partnership

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Baseline	Short	Data collected from survey	GRZ line ministries and CPs	Sept.
2	Sensitizations	Short	# of sensitization meetings conducted	MoE and line ministries and CPs	Sept.
3	Construction of WASH facilities	Long	# of schools with WASH facilities constructed # of pupils accessing the WASH facilities	GRZ, CPs and UNICEF	2015
4	Collaboration	Short	# of collaboration meetings held	All stakeholders	Sept.

MLGH Engineers

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Effective O&M system	Short	Active WASHE committees, APMs, WASH facilities functioning	GRZ line ministries and private sector	30 th Sept.
2	Comprehensive, harmonized database	Short	Established updated database that is accessible	CPs, GRZ	Dec.
3	Adequate sanitary facilities	Long	# of sanitary facilities established	GRZ, community and CPs	2015
4	Mainstreaming cross-cutting issues	Long	School WASH activities, HIV/AIDS		Long term

Private Sector

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Collaboration with other sectors	Short	Resources committed, reduction on donor dependency, sustainability of WASH facilities	CPs and GRZ	Sept.
2	Sensitization on WASH	Short	Increase in WASH information disseminated	CPs and GRZ	Sept.
3	Planning with WASH projects	Long	Resources mobilized	CPs and GRZ	2013
4	Policy strategy	Long	Policy document and strategy	CPs and GRZ	2013

M&E and Planners

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Collaboration	Short	# of meetings held	GRZ, CPs and NGOs	Nov.
2	Preparation of budgets for WASH	Long	Budget and performance indicators	CPs and GRZ	Annually
3	Conduct routine monitoring	Short	# of monitoring visits conducted	CPs and GRZ	30 th Nov.
4	Strategic plan	Short	Prepare plan	Line ministries	30 th Sept.
5	Construct WASH facilities in schools	Long	#of WASH facilities constructed	GRZ and NGOs	2015
6	Evaluation of WASH	Long	# of evaluations done	GRZ, NGOs and CPs	2015

Cooperating and Development Partners

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Adequate WASH facilities	Long	Develop guidelines, proper administration of registers # of schools with adequate WASH facilities	GRZ, CPs and NGOs	2015
2	Adequate M&E	Long	# of schools using EMIS (reports) #Decentralization of EMIS implementation	GRZ and CPS	2015
3	Policy guidelines	Long	Policy document	GRZ and CPs	2015
4	Stakeholder collaboration	Short	# of meetings held	GRZ and CPs	Sept.

Line Ministries

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Adequate and timely funding for WASH	Long	Commitment by CPs and GRZ, timely implementation of activities, increased annual budget	GRZ and CPs	Ongoing

2	Sector collaboration	Short/Long	# of meetings held	All stakeholders	Ongoing
3	Comprehensive and harmonized database on WASH	Long	Establishment of database with CSO	CSO and all stakeholders	2015
4	Capacity building	Long	# of staff trained	GRZ and CPs	2013
5	Develop clear WASH strategy	Long	Strategy developed	All stakeholders	2013

Ministry of Education

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Sensitizations on good hygiene practices	Short	# of sensitization meetings held # of pupils sensitized on good hygiene practices	SPLASH, other NGOs and other line ministries	31 st Oct.
2	Effective O&M	Short	# of people trained in O&M # of WASHE committees functioning	SPLASH	31 st Oct.
3	Collaboration	Short	# of collaboration meetings held	All stakeholders	30 th Oct. 2012
4	Integration of WASH in the school curriculum	Short	# of schools with WASH integrated in the school curriculum		30 th Nov. 2012
5	Adequate sanitation facilities	Long	# of adequate sanitation facilities constructed # of pupils with access to adequate sanitation facilities	NGOs	2015
6	Mainstreaming of cross-cutting issues (gender, environment and HIV/AIDS)	Long	# of activities in which cross-cutting issues were mainstreamed	GRZ and CPs	2012-2015
7	Improved pupil attendance	Long	% of pupil absenteeism	MoE and other stakeholders	2012

Ministry of Education Engineers

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Monitoring activities' implementation	Short	# of visits to the field	GRZ and partners	30 th Sept.
2	Gender representation	Long	#of activities mainstreamed	MoE and NGOs	2012-2015
3	Cross-cutting issues	Long	#of activities mainstreamed	GRZ and CPs	2012-2015
4	Capacity building	Short	# of stakeholders trained	CPs	Sept.
5	Construction of WASH facilities	Long	# of water points drilled # of latrines constructed # of hand washing facilities constructed # of rehabilitations	GRZ and CPs	2012-2015
6	Evaluation	Long	Baseline survey data	GRZ and partners	2012-2015
7	Environmental mitigation	Long	# of environmental assessments conducted	ZEMA, MoE and NGOs	2015

Ministry of Local Government and Housing Planners

#	Actions	Short or Long Term	Measure	Help	Due Date
1	Drilling of water points	Short	# of boreholes drilled # of pupils accessing clean and safe water	GRZ, UNICEF, NGOs, CPs and private sector	3 months
2	Construction of sanitary facilities	Short	# of pupils accessing sanitary facilities Attendance of pupils	UNICEF, GRZ and CPs	3 month
3	WASH data collection, compilation and analysis	Short	Harmonized database inventory	GRZ, UNICEF, NGOs, CPs and private sector	Sept.- Dec.
4	WASH sensitization meetings	Short	# of meetings held and commemoration of WASH days	NGOs and GRZ	Sept.-Dec.
5	Capacity building	Short	# of APMs trained # of district staff trained # of functioning WASH committees	GRZ, UNICEF, NGOs, CPs and private sector	Sept.-Dec.
6	Rehabilitation of water points	Long	Reduced down time # of rehabilitations # of spares bought or sold	GRZ, UNICEF, NGOs, CPs and private sector	2012 -2015
7	M&E	Long	#of monitoring visits made M&E policy development Standardized monitoring tools	GRZ, UNICEF, NGOs, CPs and private sector	2012- 2015
8	Collaboration of sectors	Long	# of PPs written and submitted # of meetings conducted	GRZ, UNICEF, NGOs, CPs and private sector	2012- 2015

4. NEXT STEPS FOR COLLABORATIVE ACTIONS - INDIVIDUAL ACTION PLANNING

The purpose was to: identify short-term (3 months) and long-term (3 years) action steps each **participant** will commit to taking toward the common ground goal.

As in the previous exercise (stakeholder action plans), facilitators explained that the action plans (short and long term) should contain the following elements:

1. What?
2. How to measure success?
3. Help needed from whom?
4. Date due?

5. CLOSING REMARKS

The facilitators thanked all the participants and said that they were impressed by how hard the participants had worked and how they had adjusted to new things and experimented with a new methodology.

Remarks from Main Facilitator Tareq Abdallah

“I have participated in facilitating many workshops in a number of countries, but you are the first group to have contributed so much and you did so with such willingness that it made the whole exercise manageable and really enjoyable.”

Remarks from SPLASH Chief of Party Justin Lupele

He thanked every participant for the effort and hard work that had been shown. He went on to thank the team of organizers of the workshop. He thanked the UNICEF representative for travelling all the way from Kenya just to attend the meeting and also thanked partners from line ministries. He concluded by saying that the workshop was not to be the last of its kind, but rather the first of many to come as we work towards cross-sector collaboration on WASH activities. Lastly, he thanked USAID for its support.

Provincial Education Officer (PEO) Thomas Mwanza’s Remarks

The PEO stated that he was particularly impressed and intrigued by the facilitators’ approach of involving all the participants in an absolutely enjoyable way to achieve significant activity outcomes. He further hoped that such an approach could be imitated in other coming meetings or trainings. He also went on to commend the participants for the manner in which they presented themselves throughout the workshop. He acknowledged that the workshop had been a success due to the combined efforts of cooperating partners that were involved, especially the Provincial Support Team (PST), and also thanked UNICEF for supporting the key partners from the other four districts within Eastern Province where SPLASH is not operating.

He urged the participants to make use of the action plans that had been produced and reiterated the government’s commitment to improving WASH in schools and to implementing the newly developed action plans.

6. VOTE OF THANKS, BY MR. NKHATA, COUNCIL SECRETARY FOR KATETE DISTRICT

Firstly, Mr. Nkhata thanked all the participants for responding so well to the meeting and every activity that took place. He praised USAID for funding the SPLASH project, and hence the meeting. He also thanked the SPLASH project team for pulling off such an event.

7. CONCLUSION

While the individual statements and stakeholder plans were all very heartfelt, it remains the duty of every individual and every stakeholder group to match its own intentions and commitment with actions. The SPLASH and UNICEF leadership and the Government of Zambia, through its line ministries, remain committed to providing technical expertise and financial support to this noble cause of attaining holistic, WASH-friendly schools.

NEXT STEPS: District Mini-INDABAs

Since the main outcome of the Eastern Province INDABA has been the stakeholder action plans, there is a need to take these agreed action plans back to home districts for the purpose of sharing with the other implementing partner individuals/departments. This will not only ensure full appreciation of what transpired at the provincial INDABA, but will also give an opportunity to the district staff in the line ministries to own the action plans. These district INDABAs will be held, tentatively, during the first week of September 2012 in all of the seven districts of Eastern Province.

ANNEXES

Annex 1: Workshop Agenda

Annex 2: Participant Contact List

ANNEX 1: Workshop Agenda

Eastern Province WASH in Schools INDABA Strategic Planning Workshop Whole-System-in-the-Room (WSR) August 14 -16, 2012

WORKSHOP PROGRAM

Day One – Tuesday, August 14

Time	Agenda Item	Materials
08:30 – 09:00	Local Cultural Dance Group	
09:00 - 10:00	Official Opening of Workshop Remarks by: Provincial Education Officer UNICEF Representative USAID Representative Guest of Honor, Eastern Province Minister – Hon. Charles Banda MP.	
10:00 – 10:30	Overview of WSR Workshop <ul style="list-style-type: none">• Setting the Context – SPLASH COP• Introduction of Mixed Groups• Purpose of WSR workshop• Agenda, Background, Learning Curve, Basics, Four Rooms, Ground Rules and Working Agreements	Notebook Pages 3, 4, 5
10:30-11:00	Tea Break	
11:00- 13:00	Reviewing the Past <ul style="list-style-type: none">• Timelines - Collect Information• Public Timeline• Mixed Groups – Discuss and Prepare Report	Notebook Worksheets 1 & 2
13:00-1400	Lunch	
14:00-15:15	Reviewing the Past <ul style="list-style-type: none">• Presentation of Reports to Whole Group	

	<ul style="list-style-type: none"> • Whole Group Discussion 	
15:15-15:30	Quick tea break to transition to Present	
15:30-17:00	Focus on the Present <ul style="list-style-type: none"> • Making the Mind Map • Reactions/Placing the Dots (voting) • Review Map with Whole Group/Group Discussion 	Notebook Worksheet 3
17:00hrs	End of Day 1	

Second Day – Wednesday, August 15

8:30- 09:00	Focus on the Present cont. <ul style="list-style-type: none"> • Quick Review Map • Stakeholder Responses to Trends 	Notebook Worksheets 4
9:00- 10:30	Focus on the Present cont. Presentation of Reports and Whole Group Discussion	
10:30 – 11:00	Tea Break	
11:00 -13:00	Focus on Future <ul style="list-style-type: none"> • Mixed Groups prepare Future Scenarios 	Notebook Worksheets 5
13:00-14:00	Lunch	
14:00-15:00	Focus on Future cont. <ul style="list-style-type: none"> • Present Future Scenarios Group by Group 	
15:00- 16:30	Focus on Common Ground <ul style="list-style-type: none"> • Discover Common Ground <i>(Tea: ongoing in room 15:00-16:00)</i>	Notebook Worksheets 6
16:30- 17:30	Focus on Common Ground Cont. <ul style="list-style-type: none"> • Confirm Common Ground with Whole Group (reality discussion) 	
17:30	End of Day 2	

Third Day – Thursday, August 16

8:30- 10:30 Work Planning Session

- Action Planning

**Notebook
Worksheets 7 & 8**

10:30-11:00 Tea Break

11:00–12:00 Work Planning Presentation

- Stakeholder Commitment to Action Plans

12:00–13:00 Next Steps for Collaborative Actions

- Individual Commitments

12:30 – 13:00 Closing

13:00 – 14:00 Lunch

Departures

ANNEX 2 : Participant Contact List

Mix Group No.	Institution	Representative	Title
1	Line Ministries		
1	Ministry of Local Government and Housing	Oswell Katoka	Principal Engineer NRWSSP
2	Mambwe District Council	Reuben Simfukwe	Council Secretary
3	Lundazi District Council	S. Magubwi	Council Secretary
8	MLGH Provincial Office	Fanizani Phiri	Principal Engineer
9	MOH	Kennedy Malama	Provincial Medical Officer
1	Com dev	Charles Mumba	Senior Com. Dev. Officer
2	Water Affairs	Brian Kalindi	Assistant Engineer
3	District Health Officer Chipata	Kanangwe K Tonga	Acting SEHO
5	MLGH	Micheal M Museba	Senior Engineer-UWSS
6	Chipata Municipal Council	Caroline Mphande	Town Clerk
	Provincial Administration	J. Kaputula	Protocol Officer
	Provincial Administration	George Makayi	Protocol Officer
	Institution	Representative	Title
2	MOE Policy Leaders	5.	6.
1	Ministry of Education- Lusaka	Kennedy Siputuma	SSO
2	Ministry of Education Lusaka	Samson Njapau	SCS-NS
3	Ministry of Education	Thomas Mwanza	Acting PEO
4	Ministry of Education	Herbert Mwiinga	DEBS
5	Ministry of Education	KK Lungu	DEBS
6	Ministry of Education	Theresa Ngoma	DEBS
7	Ministry of Education	Kondwani Nyirenda	DEBS
8	Ministry of Education	Mumba Nkholoma(Petauke)	DESO
9	Ministry of Education	Wiseman Phiri (Katete)	DESO
1	Ministry of Education	Ruth Moyo (Chadiza)	DEBS
3	Ministry of Education	Mrs Zimba	PRCC
5	Ministry of Education	Mrs Thole	Education Officer-TE
6	Ministry of Education	Joseph Banda	SESO-ODL

	Ministry of Education	Nkolomona L	SES0-
	Ministry of Education	Mitumushi	SES0-SE
	Institution	Representative	Title
3	Private Sector		
3	Invest Bank	Gabriel Phiri	Regional Manager
4	Eastern Water & Sew	Joel Kapasa	Sanitation Supervisor
6	JAMLEK	Sebastian Zyambo	Group Leader
7	KAYUKWA	Aubrey Chulu	WATSAN Officer
8	SPLASH	Chilu Simukoko	HBC Advisor
	Institution	Representative	Title
4	Coop. Partners and Dev Proj		
1	USAID	Malama Mukonge	School WASH Advisor
2	UNICEF	Rufus Eshuchi	C4D Specialist
3	UNICEF	Simeon Zygambo	Projects Manager
4	GIZ	Allan Sakala	PST Engineer
5	GIZ	Felix Lungu	Health & Hygiene Specialist
6	CARE	Jay Goulden	Assistant Country Director
4	SPLASH	Justin Lupele	Chief of Party
5	JTI Leaf	Sam Njovu	Administration Supervisor
6	Kunjani Livelihood & Development	Patrick Chalwe	Programs Manager
	GIZ	Ngenda Situmbeko	Financial & Institutional Expert
	CARE	Dennis O' Brien	Country Director
	GIZ	Charles Manda	Acting Team Leader
	Read to Succeed RTS	Pilila G.M. Jere	Team Leader
	Institution	Representative	Title
5	NGO/Associations		
1	Rotary Chipata	Philip Phiri	President
2	Project Luangwa	David Hopson (Luang)	Director
3	ROCS	Enelesi Chipandwa	District Program Officer
8	ADRA	Bornface Kalaswa	Projects Manager
9	WVI?	Wilson Siachalinga	Acting Program Manager

1	Rotary Lusaka	Ravi Devilia	Post District Governor
4	Catholic Diocese	Tobias Nvula	Education Secretary
5	Teacher Trade Unions	Daniel Manda	POS
6	Head Teachers' Association	Dorothy Phiri	Head Teacher
	CARE	Catherine Mwanamwambwa	Regional Program Director
	SPLASH	Levyson Banda	District Provincial Coordinator
	Lions - Chipata	Chibeza Nyirenda	President Lions
	Rotary Chipata	Webster Shawa	Com. Service Chairperson
	Mwauka RDEF	Davy Nkhata	Consultant
	Mwauka RDEF	Wizzas Nkhata	Research Assistant
	Institution	Representative	Title
6	MOE Engineers		
1	Ministry of Education	Kapanga Miti	Resident Engineer
2	Ministry of Education	Jadson Mbuzi	Assistant Buildings Officer
3	Ministry of Education	Kaizala Shawa	Buildings Officer
5	Ministry of Education	Gilbert Njobvu	Building Off Nyimba
6	Ministry of Education	Richard Phiri	Building Off Petauke
7	Ministry of Education	Rasford Banda	Building Off Chadiza
8	Ministry of Education	Collina Mshanga	Building Officer Katete
9	SPLASH	Geofrey Kabwe	District Project Coordinator
1	SPLASH	Burton Mukomba	District Coordinator
2	SPLASH	Lazarus Mulenga	District Engineer
3	SPLASH	Henry Loongo	National WASH Advisor
	Institution	Representative	Title
7	MLGH Engineers		
1	MLGH	Nchimunya Haabote	RWSSC Mambwe
3	MLGH	Regina Banda	RWSSP FPP
4	MLGH	Gorafau Ntapisha	RWSS Nyimba
5	MLGH	Justin Tembo	RWSS Petauke
6	MLGH	Peter Lumeta	RWSS Katete
7	MLGH	Adamson Sakala	RWSS Chadiza

8	MLGH	Andrew Zulu	DES
2	MLGH	E.K. Ngulube	Dir of Works, Nyimba
3	MLGH	Betram Daka	Dir of Works, Petauke
5	MLGH	Rutherford Nduli	Dir of Works, Chadiza
6	MLGH	Mervin Mwansa	Dir of Works, Mambwe
	MLGH	Edwin D Phiri	Dir of Works, Mambwe
	MLGH	Kalaluka Mwitelela	Deputy Director, Works Katete
	Institution	Representative	Title
8	Planners MLGH		
1	Mambwe District Council	John Zulu	Deputy Planner
2	Chipata Council	Naomi Simwanza	Director Planner
2	Nyimba	Frank Sampa	Acting District Planner
5	Katete District Council	Katete	Greyson Nkhata
8	Petauke Council	Josephine Mwanza	Council Secretary
9	Katete District Council	Mbewe George	District Planning Officer
1	Nyimba District Council	Widson Nyirenda	Acting Council Secretary
	Institution	Representative	Title
9	Planners & M&E		
1	Planner Lundazi	Muyumbwe Hawaala	Planning Officer
2	Planner Chipata	E Malambo	Planning Officer
3	Planner Mambwe	Mackson Banda	Planning Officer
4	Planner Nyimba	Naison Banda	Planning Officer
5	Planner Katete	Naomi . E. Zulu	Planning Officer
6	Planner Chadiza	Mang'ombe Tembo	Planning Officer
7	Planner Petauke	Leonard Maponda	Planning Officer
8	SPLASH	Tommy Mateo	M&E Specialist
9	PEO's	Titus Miti	Statistician