

CLTS Monthly Coordination Meeting

12 December 2013, 2PM

National Technical Coordinating Unit (NTCU) for CLTS, Department of Environmental and Occupational Health, Old Ministry of Health & Social Welfare (basement), Capitol Bye-Pass, Monrovia, Liberia

Attendance: 11

Agenda

1. Welcome
2. Status Update on Action Points
3. Update on Revision of Guidelines
4. Review of CLTS Monitoring Forms
5. Updates from Partners
6. AOB

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Status Update on Action Points

- Attend the next NTCU meeting and give an update on progress (Concern)
INCOMPLETE – NTCU contacted but focus person is in Buchanan; should attend next one
- Share all Benin documents via email and WASH Liberia website (MOHSW)
COMPLETE
- Provide summary of 2nd NSC Meeting (MOHSW)
COMPLETE – Quorum was not met; Consensus to not push for NSC for now, but rather have major CLTS implementers meet with Minister Nyenswah regularly (agreed by the Minister)
- Follow up with George on training needs from IWASH & LWC (NTCU)
COMPLETE – meeting held yesterday between NTCU, IWASH, LWC and UNICEF

Update on Revision of Guidelines

- According to NTCU Annual Work Plan 2013/14, the draft revision should be done by Dec 2013; however, due to programming timeframes, lack of interest and travel schedules, this has been postponed to early 2014
- NTCU to work on initial revision Dec 2013/ Jan 2014 and develop a tentative schedule for partner engagement

- Timeframe for finalized guidelines remains first quarter of 2014; this will allow us to integrate more program results and integrate HP Guidelines
- If meetings are not well-attended, could explore doing bulk of revision thru email

Review of CLTS Monitoring Forms

- For revision of guidelines, we should review monitoring forms: Pre-Triggering; Triggering; Weekly Monitoring Form; Monthly Monitoring Tools: Progressing & Completed Latrine forms and Diarrhea Monitoring Form; Natural Leaders Form; CSC/NTCU Monitoring Visit Form; ODF Verification Form
- Agreed that in revised guidelines, number of forms to be reduced
- In considering which questions to keep or delete, need to think what information is important at county and national level
- Discussion around weekly monitoring form:
 - Many of the questions are repeated between pre-triggering and triggering forms; can act as quality check between two visits but should not repeat those questions in subsequent forms
 - Many questions between the 2 pages of the Weekly Monitoring Form are repeated; perhaps merge into 1 page with table and "total" column
 - Need to ensure all questions are relevant to ODF criteria
 - Like that table allows for detail by household
- Discussion around monthly monitoring form:
 - Monthly should just be summarizing, so no new questions needed; this means there should only be one monthly form that reflects a summary of the weekly form questions
 - Could be relabelled as "Summary Sheet" instead of monthly form
 - If there are useful questions on the monthly form not yet on weekly, should add
 - Need to consider who is collecting this information and to where it is fed
- Question: Is it reasonable to expect weekly and monthly monitoring?
 - Yes, definitely weekly since that is the accepted approach in Liberia and other countries
 - But now it is clarified that monthly form is just a summary of weekly forms
- Question: Do we use community ledger for monitoring?
 - When visiting a community, monitors should also sign in community ledger; NTCU does not need this data for now but could use it in the future for internal quality control
 - Could consider adding room for signature of community member on monitoring form, but then monitors may waste time finding key person; plus, community members cannot always write
- Discussion around ODF form:
 - Some communities shared concern that they don't know exactly what to do to become ODF; group agreed that ODF forms can be left with key community members at triggering and with NLS
 - ODF criteria should be enforced thru consistent monitoring

- ODF checklist to be reviewed and added to guidelines
- Discussion around NL form:
 - Meant to be used monthly, so we can either merge into weekly form or use broader form by district
- Discussion around CSC/ NTCU form:
 - The form is not technical, it's really more of an attendance sheet which is not useful
 - CSC and NTCU should fill out weekly forms
- ODF logos and billboards most likely to be standardized with IWASH messaging, developed through social marketing processes

Updates from Partners

- UNICEF
 - just returned from month-long visit to conduct joint monitoring with the NTCU and partners
 - geography and familiarity with handouts in the SE has posed several challenges to implementation, with River Gee being the most difficult
 - triggered 120 this year, expect 50% ODF but will take longer than 6 months
 - 5 partners – RIDA, SPIR, CODES, LICH, FAAL
 - 2014: plan is to trigger 700 communities
- IWASH
 - supporting NLN, which has triggered 60 communities to date
 - NLN had fundraising effort – collected 12000LD to spread outside own districts; IWASH only went to support as NLN organized event
 - also training NLN to become entrepreneurs in all counties (selling WASH products & services); includes business skills and hand pump repair
 - next week field trip to verify
- LICH:
 - will send letter of request to NTCU for ODF verification in 5 communities; want to have celebration this month
- OICI
 - recently applied to work in 5 communities in each Grand Gedeh and River Gee; waiting for training
- Plan
 - Gbarpolu, Lofa, Nimba, and Bomi – triggered 3 communities in each of the 4 counties; monitoring ongoing

AOB

- Request for NTCU to follow up on ODF certificates given to Living Water; group agreed that NTCU should provide report at next meeting on what exactly happened and what could have been done better (e.g. internal communication)
- NTCU will post 2014 meeting schedule, which will continue with every second Thursday of the month
- NTCU should create a spreadsheet outlining partners implementing CLTS by district to avoid duplication and allow partners to learn from each other within counties

Action Points

- Develop tentative schedule for revision of Guidelines (NTCU)
- Provide report at next meeting on ODF certificates (NTCU)
- Post 2014 meeting schedule online (NTCU)
- Create spreadsheet outlining partners by district (NTCU)

Next Meeting: Thursday, January 9th, 2 PM