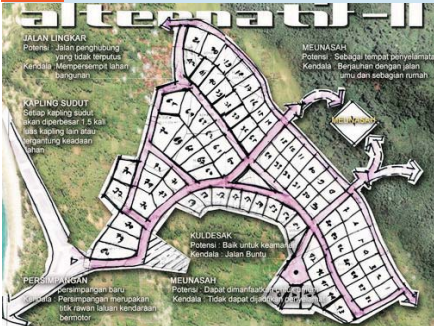


ACEH-NIAS SETTLEMENTS SUPPORT PROGRAM

ANSSP GUIDELINES



VOLUME 2

CAP (COMMUNITY ACTION PLANNING) & VILLAGE MAPPING



LIST OF CONTENTS OF ANSSP GUIDELINES VOLUME 2: COMMUNITY ACTION PLANNING AND VILLAGE MAPPING

Chapter 1.	Introduction	1
	A. Definition.....	1
	B. General Principles	1
	C. Steps in Formulating a Community Action Plan	1
	D. Applying CAP in ANSSP	2
Chapter 2.	Preparatory Phase.....	4
	A. Socialisation and Initial Introduction	4
	B. Social Contract.....	5
	C. Developing Community Institutions	6
Chapter 3.	Social and Environmental Mapping	9
	A. Identification of Issues, Need, and Resource Potential	10
	B. Prioritizing the Problems and Needs	12
	C. Verification of the Beneficiaries	13
	D. Participatory Environment Mapping and Verifying Land Ownership	17
	E. Formulating a New Village Map.....	18
Chapter 4.	Approval of the Community Action Plan and New Village Map ...	25
	A. Formulating a Strategy and Choice of Action.....	25
	B. Formulating the Implementation Plan	27
	C. Formulating a Monitoring and Evaluation Plan	28
	D. Socially Appovement of CAP and New Villlage Map	29
	E. Administrative Endorsement of CAP and New Village Map	30
Chapter 5.	Closing	31

Attachments

Attachment 1	Forms : General
Attachment 2	Forms : Verification of Housing Fund Beneficiaries
Attachment 3	Forms : Community Action Planning

CHAPTER 1. INTRODUCTION

A. DEFINITION

The Community Action Plan (CAP) is one of the methods used to build the capacity of community members in taking correct action in accordance with the problems, needs, and potential of the community resources. In a dynamic definition, CAP is the **process** of formulating a community action plan. In a passive definition, CAP is the **result** of formulating a community action plan. With these two meanings, CAP shall become a work frame for implementing the activities that are decided by the community itself.

The emphasis is more on the process of understanding and overcoming problems in order to rebuild the people's lives; rather than just physical development such as building houses, providing clean water or toilet facilities. CAP is not determined by what the project can provide but by the plans that can be carried out to prevail over the trauma and bring the people back to a normal life. It is important to note that the community should be the main actors in preparing their own Community Action Plan.

B. GENERAL PRINCIPLES

1. CAP is a process for action; not a *blueprint* for future development.
2. The solution for problems comes from the community and the role of the Facilitator is more on formulating the problems in the community.
3. CAP is not determined from outside the community but grows/emerges from the affected community (that suffers as victim).
4. Avoid activities such as lecturing or teaching the people; but concentrate more on workshops as a form of discussion with the community.
5. Guarantee that all relevant groups participate in the activities, particularly the women and other community groups that are often forgotten.
6. Facilitate input from all groups; do not allow one group or leader to dominate the discussion. Remember that one issue might appear to be not very important for one group, but is important for another group.
7. Avoid too many pictures and text; it is better to absorb and remember several points rather than make a long list.
8. Use simple language and avoid difficult terms.
9. Make the material as simple as possible.

C. STEPS IN FORMULATING A COMMUNITY ACTION PLAN

Basically the formulating of a community action plan consists of several standard measures that are generally applicable. However, in practice, the specific context and nature of community needs will add uniqueness to those measures.

The stages in formulating a community action plan are as follows:

1. **Opening: Introduction and Socialisation.** This stage intends to provide a common understanding of the importance of having a good CAP both in the framework of reconstructing the community life in a situation that is not normal after being struck by disaster, as well as in the framework of developing the community in a more normal situation.
2. **Social and Environmental Mapping.** This stage is meant to gain an understanding of the latest conditions in the community life that is the social, economic, as well as environmental conditions. By making a map, the community will hopefully be able to gain a better picture of what is lost and what still remains.
3. **Identifying the Problems, Needs, and Resource Potential.** This stage is meant to define the problems that are actually faced by the community, the needs that must be fulfilled in order to overcome the problems, and the resources available to fulfill the needs. This process of identification should be done carefully in order to avoid becoming just a task of making a “*wish list*”, and should be viewed as a process of understanding the current situation and what must be done to overcome the situation in as short a time as possible.
4. **Determining the Priority in Problems and Needs.** In this stage the problems and needs are ranked according to their level of urgency, their importance for the development of community life, and the opportunity to overcome and to fulfil (viewed in terms of the availability of local resources as well as external resources that might be reached).
5. **Formulating the Choice of Strategy.** In this stage is determined the strategy and approach that is the **most feasible** to be used in overcoming the problems and fulfilling the needs on the priority list.
6. **Formulating the Choice of Action.** In this stage is determined the action to take in implementing the chosen strategy and approach.
7. **Formulating the Implementation Plan.** This stage is used to formulate a schedule and the division of tasks in carrying out the action chosen.
8. **Formulating the Monitoring and Evaluation Plan.** This stage is used to formulate a plan and system of monitoring and evaluating the execution of activities.
9. **Implementation, Monitoring and Evaluation.** This final stage consists of carrying out the action, and at the same time monitoring and evaluating.

D. APPLYING CAP IN ANSSP

1. Modification of the Process

The CAP method can be carried out in various ways, depending on the situation and seriousness of the problem. In a normal situation, the CAP can be applied in a one-time community workshop. In such a workshop, a representation of the community can be obtained and it will be relatively easier to identify the problems and needs of the community.

The situation and conditions of NAD and Nias in North Sumatra after the tsunami and earthquake disaster can be considered as "not normal". The social and economic life and the environment were all destroyed, and the community scattered. This situation makes it difficult to encourage the citizens to participate in the village meetings. Choosing persons to represent the community in the workshop will also be difficult.

In view of such a situation, the CAP in ANSSP can be slightly modified. That is, the stages in CAP are done in a series of community workshops and physical activities in the field, instead of only one workshop. For example, the social and environmental mapping is made after several community workshops and measuring the size of the area used for housing.

These workshops could be held in each of the hamlets. Another possibility is to hold a

workshop in each social group within the community. For example a CAP workshop can be held in the youth group, women's group, elderly citizens group, poorest group, or even among children.

The workshops in each of these groups do not have to discuss all the sessions or stages in CAP. For example, the workshops at hamlet level might only identify problems and carry out social and environmental mapping. The results of the series of workshops in each group or hamlet should be documented and taken to a larger forum, say the Community Workshop Forum at village level.

However, at certain locations, such modification might not be necessary. For instance, if the shelter of the disaster victims is centralised in one location, then it might suffice to hold only one workshop meeting there.

The Facilitator should carefully check to determine whether the situation and condition of the assisted community makes it possible to hold only one workshop, or whether a series of workshops is required. The basic principle is that the process should involve as many citizens as possible, so that the results can receive the legitimisation and approval of as many citizens as possible, and truly be an action plan of the entire community. Whatever the choice, the Facilitator should continue to facilitate and accompany the people.

2. Modification of Terms

Since the purpose of writing this handbook is to compile the guidelines for implementation used by the ANSSP UN-HABITAT Team so that (a) the book can be used by the ANSSP UN-HABITAT Team, both in the framework of continuing the programme in the current location as well as to begin a programme in a new location, and (b) it can be used by other parties who are currently or will be implementing the same programme, and therefore it is necessary to ensure that the same terms are used.

The community workshop can also be called a *community meeting* in English. The term in Indonesian for this forum is *musyawarah desa (MD)*. The term MD has long been used to refer to the decision-making forum at village level. The laws up to 1997 have used the term MD for the same forum. After 1997, the laws and regulations began to use the term *musyawarah perencanaan pembangunan (Musrenbang)* or development planning discussions. However, the term MD is more popular among the general public throughout Indonesia as it has been used for so long.

The Kecamatan Development Programme (PPK) initially used the term "MD", and after the government began to use the term *Musrenbang*, PPK also switched to using the term *Musrenbang*.

The Urban Poverty Project (P2KP) uses the term *Rembug Warga (RW)*. For discussions at a lower level, P2KP uses the term **Focus Group Discussion (FGD)**. The results from the FGDs will then be taken to the RW forum at village level.

Culture-wise, several ethnic groups use different terms that have the same meaning. The Javanese use the term *rembug desa (RD)*. The Acehnese community in NAD use the term *duek pakat (DP)*.

Based on various considerations, in the handbooks the term **community workshop will not be used**. Instead we will use the term **Village Forum (VF) (Musyawarah Desa / MD)**. To refer to such activities at a lower level, for example at group level or Village Committee (*Komite Desa*) level, the term used will be **discussion** or **meeting** or **gathering**.

CHAPTER 2. PREPARATORY PHASE

In principle, community empowerment entails the activity of motivating and facilitating the citizens in:

1. identifying and defining in the local language what their problems and needs are;
2. discussing what is available and can be utilized to tackle problems and meet their needs;
3. discussing other places that can be used to seek additional support if step (b) is still unable to overcome the problem and meet their needs,
4. formulating the strategy and tactics to process and manage the results of (b) and (c) in the context of tackling problems and meeting their needs,
5. mobilizing resources in order to carry out the said strategy and tactics, including but not limited to, formulating the structure of the committee and choosing the members of the committee,
6. formulating the methods for supervising, monitoring, and evaluating the implementation of said strategy and tactics,
7. formulating and agreeing upon a method of applying reward and punishment to those parties appointed as implementer, and
8. formulating a plan for maintenance and conservation when the strategy and tactics have been completely carried out.

Community empowerment is a significant approach in the context of changing the social infrastructure. One of the strategic activities in this approach is the organising of the communities. The success in achieving the objective of change will be determined by the success of this organising. Without adequate, strong and systematic organising, the agenda for community development will always be dependant on the good will of those in power, the political market or other uncertain situation. The only factor that can ensure community development stays on the right track is the will and capacity of the community itself to improve the situation.

Organising in the context of empowering (strengthening) the community so that it is able to identify the existing problems and seek a solution (effort to overcome the problem) is based on several assumptions as follows:

1. That the community has interests in the change (the community should play an active role in creating a better condition for the entire community).
2. That change never occurs by itself, and a struggle is needed in order to effect change.
3. That every attempt to initiate change (social), basically requires certain pressure, where the effort to reinforce (pressure) also requires a struggle.

Organising the community begins with making an introduction/initial orientation and socialisation which, in implementation, is often done in community gatherings, both formal and informal.

A. SOCIALISATION AND INITIAL INTRODUCTION

Socialisation and initial introduction comprise the first phase of the assistance and facilitation activities. Socialisation can also be used as a means of instilling awareness and understanding about the assistance activities. This phase strengthens the process of introduction and forming a first impression of the assistance activities.

IMPORTANT!

In order to be better able to assist and facilitate the citizens, before being deployed to the assisted location, the entire field team should be equipped with:

- a. sufficient understanding regarding all the phases, the basic principles, and programme approach;*
- b. the formats that are needed and which will be used in all the phases;*
- c. special techniques (tricks) that can be used in implementing the tasks.*

*In other words, **THE FIELD TEAM MUST FIRST UNDERGO TRAINING BEFORE DEPLOYMENT TO THE ASSISTED LOCATION.***

Socialisation and initial introduction should begin from the sub-district level, then village level, hamlet level and individual citizens. This can be done in formal meetings which are attended by the relevant parties from all levels in the society such as the Sub-district Head, *Keuchiek*/Village Head, community leaders, management of the local institutions, and representatives of the citizens, as well as in informal gatherings, such as in Qu'ran reading groups, or after communal prayers, or sitting and chatting in the coffee stalls, or at places where the citizens like to gather, and visiting the citizens in the barracks and tents.

The objective of such socialisation and initial introduction is:

- to provide a general explanation of the principles and stages in facilitation activities that will be conducted for the apparatus, the village leaders, and the local citizens;
- to make the initial contact with the management and community leaders, both formal and non formal, at the sub-district, village and hamlet level;
- to collect data and preliminary information to get a general picture of the conditions in the village that is to be assisted.

The output of the socialisation activities and initial introduction are:

- the community, particularly the formal and non formal leaders, become aware of and familiar with the programmes to be implemented;
- the field staff becomes familiar with the important figures in the community and vice versa;
- village baseline data is compiled.

→ Use **Form R-General 1: Community Baseline Data**

B. SOCIAL CONTRACT

Initially, what is meant by a social contract is a common agreement between the citizens regarding *what is allowed to be done, what is not allowed to be done, what has to be done by an individual/group, what does not have to be done by an individual/group but does not violate the rules agreed upon*; for example, the rules regarding the disposal of garbage by the citizens. The consequence of this contract law is a social sanction that will be imposed upon the violater, both the citizen himself as well as the managing body.

In further developments, particularly in the implementation of empowerment projects, the social contract becomes more formalistic and is nearly contractual. For example in the form of a written agreement which is accompanied by a distinct legal sanction, whether in civilian law or criminal law. Occasionally it might be preceded by a kind of MoU or agreement between the two parties

concerned, for example an MoU between the citizens and managing body and the funders, or an agreement between the citizens themselves.

Social contracts are extremely important as they bind the citizens with UN-HABITAT. The use of the CDD approach in ANSSP has resulted in the need to hold many meetings and easily gives the impression that the procedure is complicated. This often becomes boring and draws complaints from the citizens. Socialisation and then a social contract will reduce the possibility of complaints and protest from the citizens caused by too many meetings and complicated procedure.

In ANSSP, a social contract is manifested in the form of Minutes of the Village Forum 1 which among others states whether the community accepts or rejects the ANSSP programme with all the consequences of its process and procedure.

C. DEVELOPING COMMUNITY INSTITUTIONS

In organisational work in the field, a facilitator or organiser of the community will almost always be faced with a situation where he and the community that he is organising must choose whether to form a new institution or organisation, or to make use of an existing institution, as a vehicle to accommodate the efforts to make desired changes.

VILLAGE FORUM 1 (VF-1) (MUSYAWARAH DESA / MD-1)

1. The Village Forum-1 (VF-1) is held after socialisation and initial introduction has been completed, approximately two weeks after the Facilitator Team formally enters the village-to-be-assisted (submits letter of assignment to the village head).
2. The Forum/VF-1 is held by the village citizens and should be attended by as many citizens possible who comprise a **true representation of all groups** in the village. Make sure that the citizens who are usually marginalised such as women, the elderly, disabled, poorest groups, etc, are represented in the Forum.
3. The Forum/VF-1 discusses the following agenda:
 - (a) a formal explanation (socialisation) of the ANSSP programme,
 - (b) the social contract between the community and UN-HABITAT,
 - (c) the possibility of relocation or remaining in the original location,
 - (d) establishing and electing members of the Village Committee and Community Cadres, and
 - (e) determining the follow-up work plan (*rencana kerja tindak lanjut / RKTL*).

Note:

1. After VF-1, do not forget to initiate public review by posting the results of VF-1 (=MINUTES OF VF-1=) in public places (use **FORM R-GENERAL 3: PUBLIC REVIEW VF-1**).
2. For documentation of the social contract, use **FORM R-GENERAL 2: SOCIAL CONTRACT**.
3. Do not forget: Attendance List and photographs of the activity.

This choice, first of all, will be greatly influenced by the attitude and views of the facilitator towards community organisations that are considered “good”, the results of investigation and analysis on the mapping of actors and institutions in the said community, and in particular the views of the community itself towards the existing institutions in the community (whether they were established by the community itself, or established by the government, traditional/customary institutions, or programme/project organisations, etc.), and the views of the community on the chances of establishing and developing a new institution.

Many feel that the best kind of community organisation is an organisation or institution that is born from an actual need and awareness of the community itself, and is managed and developed

with the resources available in the said community, developing democratic values, togetherness, is critical, open, and transparent, upholds social justice, and so forth.

To determine the attitude and choice regarding the above matter, a mapping needs to be made of the institutions or agencies already existing in the community. Particularly to check (a) whether the existing institution is based on the same desired values or whether there is still the possibility of intervention, and (b) whether the existing institution is still active and performs the desired function and tasks. This paper assumes that it is necessary to establish a new community institution to carry out ANSSP activities, for the following reasons:

- (a) The social conditions of the community that became broken up and scattered after the disaster, and therefore it is difficult to obtain the desired level of participation ;
- (b) The condition of the institutions that already existed before the tsunami makes it difficult for them to be as active as desired;
- (c) The full activity of the village government, particularly the *Geuchik*, who is very busy handling matters related to the impact of the disaster together with various donor agencies.
- (d) The phases in ANSSP activities which demand a high degree of participation make it necessary to have an institution that is able to represent the interests of the whole community, to discuss and work together intensively with the Facilitator. Without such an institution, the cost of empowerment would be extremely high, inefficient, as well as without any guarantee that it will be more productive and effective.

1. Establishing a Village Committee

In principle, the election of members of the Village Committee will depend on the criteria determined/agreed upon by the village community. Some criteria that should be included by the villagers are:

- the candidate knows and is known by most of the villagers,
- is full of initiative,
- is skillful,
- has enough time,
- is not illiterate,
- is willing to work for the interests of the village community, even without payment.
- is honest,
- is willing to cooperate in a group,
- has leadership qualities.

The Village Committee is established by the villagers through the village forum/VF-1. The steps in establishing the village committee are as follows:

- Explain about the importance of a community institution until the community agrees to form one.
- Ask the community to set the criteria for persons who are suitable to become leaders. The easiest method, while remaining democratic, is by asking each participant of VF-1 to write on a piece of paper what qualities a leader should have, in other words the CRITERIA FOR A LEADER. Each person should write one or two criteria. Then write on the board the five criteria most often mentioned by the participants.
- Ask the community to list individuals who are most appropriate to become members and management of the Village Committee. Again, the easiest method, while remaining democratic, is to ask each participant of the VF-1 to write on a piece of paper the NAME OF A VILLAGE CITIZEN, male or female, old or young, who in

their opinion has the personality and behaviour that MOST COMPLIES WITH THE CRITERIA.

- Write down 7-11 names of citizens most mentioned by the participants of VF-1. They will later be appointed as members of the Village Committee. The chairman, secretary, and treasurer of the Village Committee can then be elected by the members of the Village Committee.

2. Village Committee Training

After the Committee has been formed, activities are needed to reinforce its existence and develop the capacity of the Village Committee. Such activities should be conducted continuously for the duration of the programme. Some forms of strengthening this village institution are:

- training to improve skills and knowledge,
- 'apprenticeship' in other regional institutions/organisations that have already or are still conducting such activities,
- comparative study in other regions or villages that have already or are still conducting such activities,
- sharing with other actors.

In the ANSSP, the first thing a Facilitator must do after the Village Committee is established is to provide training or technical explanations to the Village Committee. The purpose of the training is to provide understanding to the members of the village committee about:

- the objective, principles, procedures, phases in activities, division of the role, task and responsibility of ANSSP implementers,
- participatory mapping,
- mapping the plots and land,
- participatory planning,
- the mechanism and rules of implementation,
- mechanism of funding,
- how to carry out monitoring and evaluation of development,
- how to report the progress of activities and prepare the financial report.

CHAPTER 3. SOCIAL AND ENVIRONMENTAL MAPPING

Social and environmental mapping is a very strategic part of the CAP phase as the result will become important, even basic, input for making a new village map as well as for drafting a community action plan. In normal conditions, social and environmental mapping can be done in the same community workshop as that for drafting the CAP. However, in situations that are not normal such as after the tsunami disaster experienced by the people of NAD and Nias, this is extremely difficult to do. Therefore the social and environmental mapping should be done in a series of gatherings in each hamlet and if considered necessary, in each sub-hamlet. Each community group (for example women's group, youth group, and others) in the hamlet must be involved.

In the socialisation and initial orientation phase, Form General R-1: Community Baseline Data guides the Facilitators to identify the institutions or social groups in the assisted village, the number of hamlets, and names of important community figures. Now is the time for Facilitators to take advantage of this baseline data: with whatever social group or institution the discussion on social and environmental mapping should be held in each hamlet.

IMPORTANT NOTICE

*Many of the activities take place at almost the same time in the **Social and Environmental Mapping phase**, among others a series of gatherings in each hamlet in order to identify and prioritize the issues, needs, and potential resources; verify the beneficiaries; verify and measure the land; verify the degree of damage to houses; and making a map of the hamlet and village. The Facilitator, assisted by a Specialist, must cleverly **optimize the role of the Village Committee and Community Cadres**.*

- ✚ Ask the village committee and community cadres to organise the people and hold a number of meetings in each hamlet in order to identify and prioritize the issues, needs, and potential resources. All social groups in each hamlet should be represented. The CD Facilitator shall be responsible for assisting this process.*
- ✚ Ask the village committee and community cadres to verify the house aid. The CD Facilitator is responsible for assisting this process of verification, including when photographing the households.*
- ✚ Ask the Village Committee and Community Cadres to verify the degree of damage to the houses. The CA Facilitator and CE Facilitator shall be responsible for accompanying the Village Committee and Community Cadre in these activities.*
- ✚ Ask the Village Committee to appoint several surveyors. Train these surveyors then accompany them, together with the Village Committee and Community Cadre, to measure the land. The CE Facilitator is responsible for accompanying them in measuring.*
- ✚ Ask the Village Committee and Community Cadre to process the results of land measurement by the surveyors to become a map of the village. The CA Facilitator is responsible for accompanying this activity.*

PLEASE DON'T FORGET: SCHEDULE, JOB DESCRIPTION, AND DOCUMENTATION!

This chapter shall guide the Facilitator in accompanying the people in making the village map through social mapping and environmental mapping, and drafting the new layout of the village. To have more complete materials for making the community action plan, before and after the social and environmental mapping an effort should be made to identify and prioritize the issues, needs, and resource potential.

A. IDENTIFICATION OF ISSUES, NEED, AND RESOURCE POTENTIAL

Without understanding the needs, problems, and potentials of the community, the Facilitator will not be able to find a way to encourage the citizens to participate, let alone place them in the role of main implementer of the programme. The community will only act whole-heartedly if it concerns their own need and the problems that they face, if it is something that can arouse their emotion and motivation. Nevertheless, the needs that must be fulfilled and problems that must be overcome should also be weighed against the existing potential in the community, in order to be able to anticipate the activities that must be carried out and the processes, and further can be used as material to implement the principles in distributing tasks and power.

Without seeing and understanding the potential, it will be extremely difficult to meet such needs and overcome such problems, and the citizens could become discouraged, and lose their faith and trust in the programme. Often a community is not aware or lacks awareness of the potentials and resources around them. It becomes the task of the Facilitator to 'open their eyes' and make them aware of the potentials in their environment.

Usually, there are three types of needs that are addressed in this phase:

- *Felt needs*, are the needs felt by the citizens at certain times, for example when the needs are discussed. The problem of poverty is always easily felt, for instance in the quality of foods consumed by the family.
- *Actual needs*, are the actual current needs that are not felt or not realized. Usually such needs concern matters or situations that the community does not know of. For example, many people do not know that there should be more than one gutter or channel for disposing waste water from a household.
- *Anticipated needs*, are the needs that will be felt in the near future.

Needs are usually defined as a gap between “**what exists**” and “**what should exist**”. Whereas problems can be defined as something that causes a person or a group of citizens to feel uncomfortable. If this discomfort is felt by many persons then it can be said that the problem is a “**common problem**”.

The facilitator should encourage and assist the people in identifying their specific problems and needs, as this will strengthen their commitment and draw their attention. In addition it will produce ideas for projects, and the participative identification of problems and needs is also a source of data that will be useful for evaluation.

Understanding the common problems, the community needs, and resource potential, is useful for :

- ensuring that the community moves toward a common desire and objective. The citizens have a sense of ownership, wanting the same thing, and together attempting to achieve the common goal,
- achieving the common objective will create a feeling of satisfaction among the citizens,
- this feeling of satisfaction will strengthen the bond between the citizens and the community organisation and further raise the expectations of success in continuation of the programme,
- confidence in the success of the programme shall ensure that the level of motivation and trust of the citizens remains high.

A number of methods and techniques to identify the problems and needs can be classified into two major groups, namely (a) through citizen gatherings/formal meetings and (b) through informal direct field visits.

1. First Method: Hamlet/Group Gatherings

- ✚ Ask the Village Committee and Community Cadres to organize the community and hold a meeting in each hamlet in order to identify the problems, needs, and resource potentials. Make sure that each social group in the hamlet is involved or represented in the meeting.

➔ Use:

- **Form CAP 1: Identifying the Problems.**
- **Form CAP 2: Categorizing the Problems.**
- **Form CAP 3: Profile of Community Facilities and Infrastructure.**
- **Form CAP 4: List of Village Potentials.**

- ✚ Use the initial data and information as material/auxiliary tools in the meeting.
- ✚ Present the purpose, objectives, and expected results in the meeting.
- ✚ Provide a brief introduction and explanation of the common problems and community need and the activities that will be conducted in the meeting.
- ✚ Form small groups from all the participants in order to hold Focus Group Discussions. Make sure the composition for each discussion consists of equal representation of each social group.
- ✚ The Facilitator explains that each group will make a list of the problems that they face, and the needs that must be fulfilled.
- ✚ Ask the participants of the discussion to put forth their views on the current problems and how to overcome them.
- ✚ The Facilitator explains the importance of recognizing and understanding the common problems and community needs.
- ✚ Each group formulates/defines the common problems and community needs.
- ✚ Write down the common problems as a list.
- ✚ Categorize the problems according to their field, for example social, economic, environmental/physical.
- ✚ Reach an agreement regarding the notes and definitions produced by the discussion, as information and a means of *cross-checking* with other groups.
- ✚ End the focus group discussion by choosing a 'spokesperson' for each group who will present the results of the group discussion. .
- ✚ Ask all spokespersons to submit a list of the problems and needs, in order to be responded to by the other groups, and allow some time for questions and answers.
- ✚ After all the groups have given their presentation, combine the results and make one main list.
- ✚ Type out the list and make photocopies to be distributed to each of the participants.

IMPORTANT !!

- ✚ *The tools and material should be prepared beforehand.*
- ✚ *The division of roles must be clear, there is a main Facilitator and a staff who records the process.*
- ✚ *The discussion results should be well documented.*
- ✚ *It is not enough to conduct only one meeting.*
- ✚ *Avoid giving an example of a problem because participants will tend to think only about the one aspect that was mentioned.*
- ✚ *Avoid domination by one person (continuous speaking) and domination in topic (only one issue is discussed).*

2. Second Method: Direct Visit to the Citizens

- ✚ Prepare the tools and material needed, for example an instrument to record the process.
- ✚ Reach an agreement among the team about the topic of the interview.
- ✚ Determine the time, place and target group/individual.
- ✚ Begin with light conversation to avoid a formal atmosphere.
- ✚ The Facilitator need not explain the purpose and objective, let the discussion flow naturally but remain focused on the topic.
- ✚ Avoid questions that give the impression of an interrogation.
- ✚ Use questions that can elicit the participants' opinion about the problems they face and the possible ways for citizens to overcome the problem, and what they need or must have to overcome the problems.
- ✚ Use their answers to develop the next topic of discussion, let them continue to talk about matters that they feel is important whether it is about their own family life or common matters that all the citizens feel is important.
- ✚ Develop a question and other matters to discuss, but remain within the scope of the discussion topic, for instance regarding the role of existing institutions, the relationship between groups, the customs and existing rules in the community, as well as those related to economic matters.
- ✚ Re-discuss what was conveyed by the target citizens/group as a means of confirming the information *that was conveyed*.
- ✚ Write down the name of the interviewer, place and date of the interview.

IMPORTANT!

- ✚ Use each result of interview as a tool to cross-check with other groups/individuals.
- ✚ Do not use the result of this interview to contradict the opinions of another group/individual when making the next interview.
- ✚ The Facilitator must not promise anything, even when it is asked for and needed by the citizens! Remember, this is still the identification phase!!!
- ✚ Document the results of discussion.

B. PRIORITIZING THE PROBLEMS AND NEEDS

After the problems and needs are identified, the community should together set priorities for the said problems and needs. To do this, criteria must be determined together by the community as reference in evaluating and ranking the problems and needs, for example: *urgency, spread of impact and effect of the structure, time scale in handling, capacity or availability of resources, both human resources and natural resources, ability in handling and most important is the source of funding, and so forth.*

Setting priorities for the problems and needs that are felt to be most important is the starting point to carry out rational planning of activities. In determining the priority of problems and needs, several methods and techniques can be used, such as: *Determining Figures and Ranking, Preference Ranking, Couple Ranking, Direct Matrix Ranking, Welfare Ranking, and others.* The use of these methods and techniques should of course be adjusted with the problems and needs that occur in the field.

IMPORTANT!

Socialisation and initial orientation give the Facilitator enough material to make a conclusion regarding the common problems and needs in the assisted community. Nevertheless, the Facilitator must not use this material and conclusion to dictate the citizens in determining and defining the problems and needs and their priority. The conclusion made by the Facilitator regarding the problems and needs of the community can be the same as the citizens but can also be different, and this should be understood by the Facilitator as something that is normal. It is not a failure or shortcoming. Because the important thing is the involvement of the citizen.

Steps in Determining the Priority of Problems and Needs

1. Ask the Village Committee and Community Cadres to again hold a citizen's meeting in each hamlet by involving all social groups in each hamlet.
2. Opening: explain the purpose and process of determining priority.
3. After the opening, go over the results of identifying problems, needs, and resource potentials, obtained from previous meetings and from direct interviews. Do not mention from whom the information was obtained if the data from interviews is to be used.
4. Discuss and reach an agreement on the following (Encourage the participants, do not dictate!).
 - ✚ Joint criteria as the basis for determining the priority of problems and needs, for example the available potentials and resources, increase in the amount of income, urgency, degree of importance, spread of impact caused, capacity in handling, selected benefits, also the limiting factors (obstacles) of each choice, and others.
 - ✚ Symbols that will be used.
 - ✚ Method of evaluating and scale (usually 1-10).
5. Agree on the score for each criterion through deliberation/discussion. Determining the score is based on agreement of the participants, not individual opinion.
6. Add up the scores of all criteria for each topic.
7. Together identify the most important and most urgent problems and needs in order to determine the priority in handling said problems and needs, according to the score obtained by each topic.
8. Reach an agreement regarding the problems and needs chosen according to the highest scores.
9. Rediscuss the reasons, agree on the choices, and re-examine the choices made. Often new criteria or considerations emerge that will change the decision and score.
10. Record the entire process of discussion, the opinions, considerations and decisions made by the participants.
11. Write down the names and number of participants, the Facilitator, place and date of implementation.
→ Use **Form CAP 5: Prioritising the Problems**.

C. VERIFICATION OF BENEFICIARY

1. Rebuilding Houses and their Premises, and Core Houses

Rebuilding is the effort to re-provide houses and premises for the victims of the earthquake and tsunami of 26 December 2004 and the earthquake on 28 March 2005. Rebuilding can be in the form of rehabilitation or reconstruction, depending on the degree of damage. Rehabilitation is carried out on houses and premises that are moderately damaged; while reconstruction is carried out on houses and premises that are totally damaged. Definition:

- (a) House damage is considered **partial**, if: a). the structure of the building is still sturdy or intact but one or some components are damaged; or b). for houses that have an area of more than 36 M2, there remains an area of approximately 36 M2 that is still sturdy, but one or some components are damaged;
- (b) House damage is considered **total**, if: the structure of the house is no longer fit to be occupied, as it could endanger the safety of the occupants.

House and Premises is the house and all its appurtenances, including facilities (such as: roads, clean water and sanitation, electricity and environmental infrastructure (such as: citizens meeting hall, schools, and health facilities). The electricity network provided by ANSSP is only internal (inside the house); for external installation it is the responsibility of PLN.

Core House is a house with a ground area covering more or less 36 M2, the building of which will be assisted by/through ANSSP UN-HABITAT, it can be expanded by the owner of the house in the future. This house is considered adequate for 1 (one) family and consists of at least the following components:

- ✚ 2 (two) bedrooms
- ✚ 1 living room
- ✚ 1 bathroom/wc
- ✚ 1 kitchen connected directly with the family room
- ✚ Walls/partition
- ✚ Windows/doors
- ✚ Roof
- ✚ Floor

2. Beneficiaries

Beneficiaries of the ANSSP programme are citizens who are house-owners and house renters. Families who rent houses are also categorized as beneficiaries in order to ensure that such citizens have access to housing. The requirements for the two categories of beneficiaries will be different, as provided below.

3. Determining the Beneficiary

For **house owners**, the beneficiary is chosen by the following criteria:

- (a) A citizen who owns a house and before the disaster lived in an assisted village, who wishes to return/live in the said village, may receive full benefits.
- (b) In the event a citizen who owns a house has died or is missing, the assistance can be received by the legal heirs of the citizen concerned, on condition that the said beneficiary is a family head (FH).
- (c) **Depending on agreement of the citizens**, the beneficiary shall be:
 - ✚ Each Family Head (FH). Meaning that each 1 (one) FH shall receive 1 (one) house. On the other hand if before the disaster a house was occupied by more than 1 (one) FH, then each of the FHs shall receive 1 (one) house. A 'Family Head' can be one of the following possibilities: Father + Mother + Child; Father + Child; Mother + Children; Father only; Mother only; Child (direct heir) only; **or**
 - ✚ Families who occupied 1 (one) house together before the disaster will receive 1 (one) house, regardless of how many FH lived in the house.
- (d) Each FH beneficiary must provide land on which the house will be built.
- (e) Each FH beneficiary must be willing to contribute manpower, or other, to the process of building the house. If for one reason or other, the beneficiary is unable to contribute to the

building process, for example due to old age or being physically disabled, then the contribution shall become the responsibility of his/her group or community.

- (f) Intends to, or is in the process of, or has already repaired or rebuilt the house. In accordance with the category of damage, a citizen who owns a house or his/her legal heir who has already or is in the process of repairing or rebuilding the house, shall also be entitled to receive assistance as regulated above.
- (g) At the latest 2 (two) weeks after the house is completed, the citizen must occupy the house from the ANSSP program. Each KPR is obliged to make rules regarding the sanctions to be imposed on citizens who do not comply with this provision. The KPR rules must be made known to the Village Head and Imemum Meunasah and shall be attached to the agreement between KPR and UN-HABITAT.
- (h) A citizen who fails to comply with the above provision shall agree to have his/her right transferred to another family that urgently needs a house, and will regain such right on the next occasion.
- (i) The house owner, or legal heir, who decides to return to the village and receive full assistance in accordance with category, but cannot arrange a schedule to return, must be willing to receive assistance on the second occasion, and so forth.
- (j) Is willing to abide by the rules set by the authorities in the process of rebuilding.

For **house-renters**, the criteria for beneficiaries are as follows:

- (a) A citizen who before the disaster lived in an assisted village and wishes to live again in the said village.
- (b) (1) able to provide land (by ownership or lease or other form of control over the land); or (2) able to cooperate with the owner of the land, to build a house that will be rented by the family concerned; or (3). able to cooperate collectively with the local community where the community, through a land consolidation process, will provide land; or (4) able to cooperate collectively with the local government where the city/district government will provide the land.
- (c) For point (2), the house renter shall receive full allocation of assistance to build a house which can be occupied by the family of the house-renter without any payment of rent for a period of time as agreed upon between the two parties;
- (d) For points (3), and (4), several house-renters shall receive full allocation of assistance to build a house together which can be used (occupied) by their families without payment of rent for a period of time as agreed upon by the parties concerned;
- (e) In another possibility, the house-renter shall also have the right to receive full assistance if he/she intends to stay in the village of origin and the city/district government can provide a house to rent and several house-renters shall have the right to live in the house without payment of rent for a period of time as agreed upon by the two parties as replacement for the assistance received. The agreement between the group of house-renters and city/district government should be drawn up in written form and shown to the Rehabilitation and Reconstruction Working Group; and
- (f) The agreement between a group of house-renters and the local community should be in written form and must be shown to the Rehabilitation and Reconstruction Working Group;

4. Verification of Beneficiary

The beneficiary receiving the assistance should be a citizen who indeed has the right to receive such assistance. Therefore there should be a mechanism to verify such right; below are the steps that should be taken. In ANSSP, the verification of beneficiaries must be done at levels

by the citizens and facilitator and specialists who work in the district office, with directions from the District Manager.

Stages in Verifying the Beneficiaries

(a) Examine the population list of the village. You can obtain the same information from the results of the coordination meeting with KDP/UPP or the coordination meeting between donors at sub-district level. At this stage, the figures are still indicative. This indicative data can also be taken from the village database.

➔ **Use Form R-General 1: Community Baseline Data**

(b) Assist the Village Committee in recompiling data on the population by distributing forms to request housing to the citizens. The request form should be accompanied with the following:

- ✚ Statement on Having Physical Control/Ownership of the Land
- ✚ Statement on Suitability of the Beneficiary
- ✚ Statement on House Damages
- ✚ Surveying Results of the Housing Area.

➔ **Use:**

- **Form R/KK-1: Request for Housing Aids.** Two other documents must be attached to this form, namely (a) **Form R/KK-1A: Citizen's ID Card** and (b) **Form R/KK-1B: Household Member ID Card**
- **Form R/KK-2: Statement on Having Physical Control/Ownership of Land**
- **Form R/KK-3: Statement of Willingness to Occupy the House**
- **Form R/KK-4: Statement on Suitability of the Beneficiary**
- **Form R/KK-5: Statement on House Damage**

(c) The Village Committee together with the Facilitator shall make a physical examination in the field. The purpose of the physical check is :

- ✚ To measure the land provided by the requesting party. If necessary, the Village Committee can choose several villagers to become surveyors. Before measuring, these 'surveyors' shall be trained by the Facilitator/Technical Specialist.
- ✚ To assess the suitability of the beneficiary.
- ✚ To assess the level of damage of the house.

➔ **Use:**

- **Form R/KK-2A: Result of Surveying the Land for Housing**
- **Form R/KK-4A: Result of Assessing the Suitability of the Beneficiary**
- **Form R/KK-5A: Result of Assessing the House Damage**

(d) Make a List of Indicative Beneficiaries of BDR (DCIP-BDR) based on the data and information obtained in Form R-2 up to Form R-5B.

➔ **Use Form R/KK-6: List of Indicative Beneficiaries of BDR (DCIP-BDR)**

(e) Make a photograph of the family head and the family members.

➔ **Use Form R/KK-7: Photographing the HH**

(f) Include the photographs in the List of Indicative Beneficiaries (Form R-6).

➔ **Use Form R/KK-8: List of Tentative Beneficiaries of BDR (DCSP-BDR).**

(g) Conduct a Public Try-out by announcing **Form R-8** in public places for at least **7 (seven) days**. In the public try-out, the community has the right to make the final evaluation of the tentative beneficiaries of BDR. Protest can be made in writing or conveyed verbally to the Village Committee, or the Village Head or ANSSP UN-HABITAT Team.

➔ **Use Form R/KK-9: Citizen's Objection to DCSP-BDR.**

- (h) Take follow-up action to **Form R-9** by doing a re-check. Make corrections to **DCSP-BDR** if the citizen's objection or protest can be accepted.

➔ Use **Form R/KK-10: List of Prospective Beneficiaries of BDR (DCTP-BDR)**.

- (i) Additional prospective beneficiaries of BDR (for example citizens who are living temporarily outside the region) shall have to follow a process of verification from point 2 – 8 above. This additional data should remain as second priority.

D. PARTICIPATORY ENVIRONMENT MAPPING AND VERIFYING LAND OWNERSHIP

1. The Principles in Mapping a Participative Environment

Below are the main principles that should be observed when conducting a mapping of the participative environment.

- ✚ Participative mapping is carried out by the citizen and in its implementation can work together with another party.
(In the process of participative mapping, the citizen is recommended to involve an institution/party that has skill and capacity in mapping)
- ✚ Each plot of land shall be declared by the owner or by witnesses if the owner is absent.
(In the stage of determining the rights over plots of land, besides requiring that the owner be present, ownership can also be determined by a neighbour or the Village Head who can testify that the land is really owned by A)
- ✚ The boundaries of the said plot must be known and approved by the owner/heirs of neighbouring plots of land or witnesses (village officials) and be informed to the local government (*Keuchik/Village Head and/or Imam Mukim/Sub-district Head*).
- ✚ The National Land Affairs Agency (BPN) shall issue a land certificate in accordance with the laws.
- ✚ Acknowledging the heirs is done by the village government (*Imam Meunasah/Religious Leader and or Keuchik/Village Head*). If the heir is still a minor, then custody must be approved and legalized by the Syariah (Islamic Law) Court.
- ✚ Participative mapping is done to reach an agreement regarding ownership by the citizen and thus at the same time is a means of verifying ownership of land. .
- ✚ The results of mapping the village can be used as the basis of planning the village lay-out.

2. Activities in Participatory Environmental Mapping

(a) Preparation

- ✚ Explaining the participative mapping programme to the citizens, for example during the Village Forum VF-1 or in further gatherings at hamlet level.
 - ✚ Choosing the surveyor (can be done through and by the Village Forum 1 (VF-1) or through and by meetings with the Village Committee, or through and by gatherings at hamlet level).
 - ✚ Setting the training schedule for the surveyors and the schedule for measuring can be done through and by the village forum (VF-1) or through and by meetings with the Village Committee, or through and by gatherings at hamlet level).
- (b) Measuring with the Citizens (see sub-chapter D. Point 3. Land Surveying Stage).
- (c) Making and Approving an Existing Village Map According to the Result of Land Measuring (see sub-chapter E. Point 1. Making Existing Village Map).

3. Land Measuring Stage

(a) Making Preparations

- ✚ Preparing the equipment for measuring: compass, meter, wooden poles, paint, raincoat, boots, ballpoint, camera, measuring form.
- ✚ Training the surveyor by the facilitator on the methods of measuring, how to draw a sketch of the land, and how to make a location map.
- ✚ Making and distributing invitations to the citizens to attend the measuring activities which are conducted according to the approved schedule. For measuring land that has been donated for community purposes, village property, and land that is/will be used for the construction of infrastructure, this can be represented by officers appointed by the village government or the local Religious Affairs Office.

IMPORTANT!!

1. *Do not measure land if the owner of the land or the heir is not present and/or there is no witness who dares to state that the land is indeed the property of the citizen whose land is to be measured.*
2. *Do not delay in asking the land owner, witnesses, and surveyor to sign the form immediately after each plot of land has been measured.*
3. *Keep the original **Form R/KK-3. Result of Land Measuring for Houses** and give a photocopy to the land owner, the Village Committee, and the Village Government.*

(b) Measuring the Land

- ✚ Putting up poles indicating the boundary line of the plot of land, which is done by the respective land owner and witnessed by the owner(s) of the bordering lands?
- ✚ Measuring the dimensions of the plot and making a sketch of the plot.
- ✚ Placing the plots in a sketch of the whole land area.
- ✚ Signing the documents: the sketch of the land area, measurements of length and width of the plots, and their boundaries, must be signed by the land owner, the surveyor, witnesses, facilitator, Village Committee, and Village Government official.
- ✚ Making the initial sketch of the village map by arranging the plots of land to form the map.
- ✚ Signing the initial sketch of the village map by representatives of the community (as witnesses), the surveyor, facilitator, Village Committee, and Village Government.

E. FORMULATING NEW VILLAGE MAP

1. Making Existing Village Map

The steps taken in making an Existing Village Map are;

- (a) Enter the results of measuring the citizens' land, plot by plot, into the computer and arrange them to form a scaled map.
 - ✚ Add the name of each land owner as well as the size of the land on each plot of the computer map.
 - ✚ Give special markings to indicate the village land, specify the size as well.
 - ✚ Give special markings to indicate land that is donated for community use, and specify the size.

- ✚ Give special markings to indicate the land used for building infrastructures and specify the size. For roads and drainage channels, specify their width.
 - ✚ Land that has not been measured because the owner or heir was not present, shall be left empty.
- (b) Hold a meeting between the Village Committee, surveyor, and community cadres to match the map made by computer and the initial sketch of the village map.
 - (c) Make corrections and revisions to the scaled map where necessary and give it the title **EXISTING VILLAGE MAP. The Existing Village Map** is the most important output in the environment mapping stage.
 - (d) Prepare the material then hold the Village Forum 2 (VF-2) to record the results of identifying and prioritising problems, needs, and resource potential as well as the results of social mapping and environmental mapping.

VILLAGE FORUM 2 (VF-2)

1. The Village Forum 2 (VF-2) is held after (a) a series of discussions is made in all the hamlets to identify and prioritise the problems, needs, and resource potentials, and (b) the existing village map has been made and completed.
2. VF-2 is held by the village citizens with the attendance of as many citizens possible who are expected to be **a true representation of all the groups and hamlets** in the village. Make sure the groups that are usually marginalised, such as women, the elderly (senior citizens), the disabled, poorest groups, etc. are represented in the village forum (VF-2).
3. The Village Forum discusses the following agenda :
 - (a) presentation on the process of identifying and prioritising problems, needs, and resource potentials by a representative of each hamlet,
 - (b) presentation on the result of social mapping by the Village Committee,
 - (c) presentation on the result of environmental mapping (Existing Village Map) by the Village Committee,
 - (d) discussion and approval of (a) – (c), and
 - (e) determining the follow-up work plan.

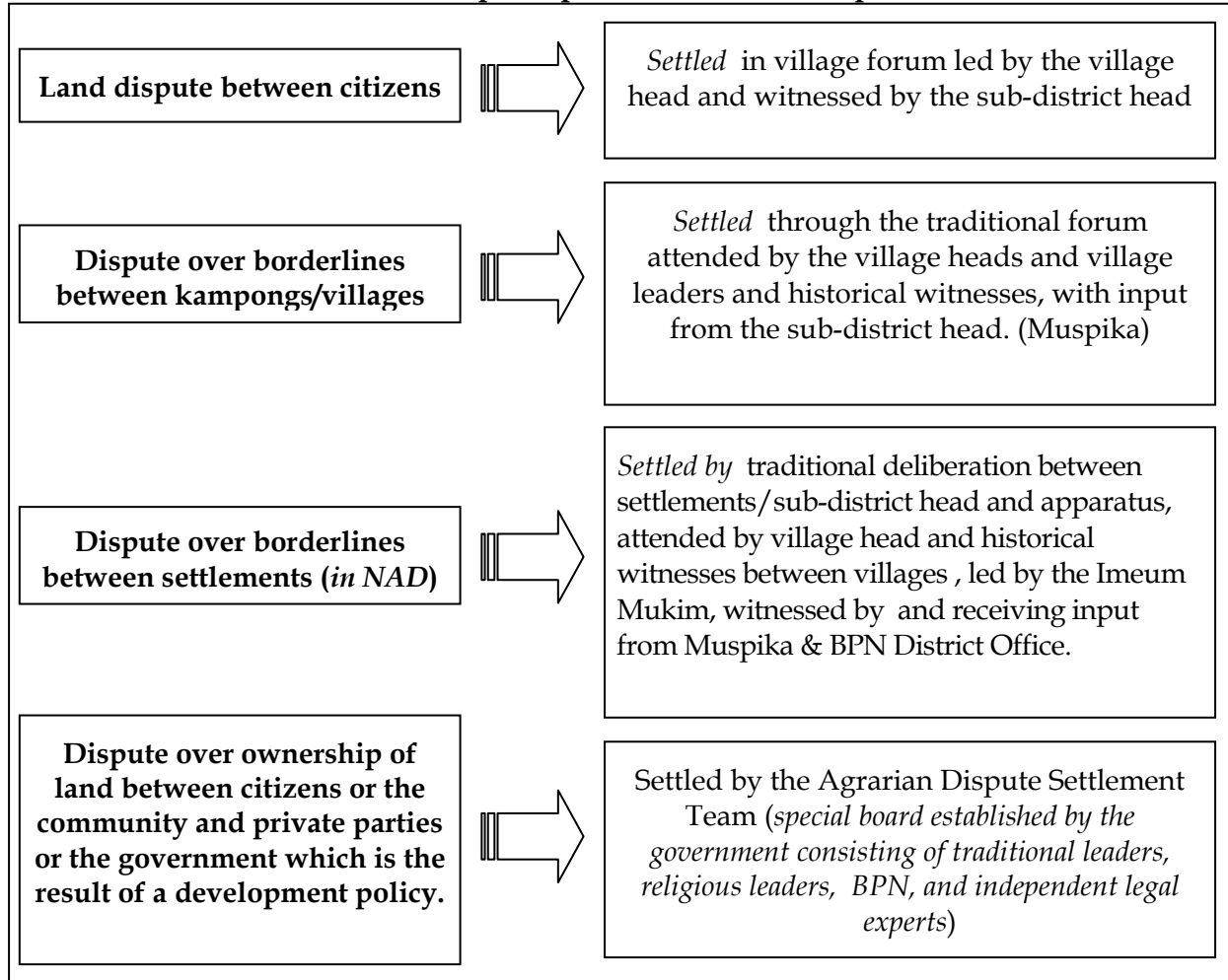
Note:

1. After the Village Forum 2, do not forget to carry out public testing by placing written announcement of the Village Forum results (**FORM GENERAL-4: MINUTES OF VILLAGE FORUM**) in public places (use **FORM GENERAL-5: PUBLIC TESTING OF VILLAGE FORUM RESULTS**).
2. Do not forget: Attendance Sheet of Participants and Photographs of the Activity.

Mechanism for Settlement of Disputes

As most of the marks or signs indicating the boundaries of land plots were destroyed by the tsunami, as well as the bordermarks between kampongs/villages and between sub-districts, it is inevitable that dispute and conflict will arise concerning the boundaries of land plots. Therefore, several legal instruments should be used in settling such disputes about land boundaries. These legal instruments can refer to the traditional law, the Islamic (Syariah) Court, and the civil laws applicable in the Republic of Indonesia. In addition, a team should be specially formed by the government, that is the Agrarian Dispute Settlement Team (see illustration below).

Illustration of participative settlement of dispute :



2. Formulating a New Village Site Plan

(a) Objectives of a New Village Site Plan

- ✚ To have a better layout of the living environment.
- ✚ To be able to avoid and reduce the dangers caused by future earthquakes and tsunamis, because the number of victims and lives lost as well as the property damaged or lost in the earthquake and tsunami disaster of 26 December 2004 was enormous, because:
 - there was no early warning and awareness/knowledge of the citizens on how to avoid the tsunami,
 - no safe places such as high locations to avoid the waves/water and or open land to avoid injury caused by the earthquake,
 - not able to quickly reach safe places,
 - trapped in a narrow road because the network of roads was not built for the rescue function,
 - nothing to break the onslaught of debris carried by the tsunami waves,
 - buildings toppled over or collapsed because their structure had no resilience against earthquakes and tsunami waves.

- ✚ To enable the community to recover as quickly as possible and return to their normal activities.

(b) General Provisions in Village Site Plan

- ✚ The arrangement of the village layout is determined in a mutual agreement reached between the land owners who survived the disaster, the heirs of deceased land owners, and victims who formerly lived in the said village. .
- ✚ The new village layout intends to improve the quality of life and welfare of the citizens in the said village and to provide the infrastructure and facilities for people to save themselves from earthquakes and tsunami in the future.
- ✚ The layout is based on pure sincerity, togetherness, mutual assistance, and joint and several responsibilities in seeking solutions, with a view to proportional justice and safety of the citizens who survived the disaster, so that they can live more peacefully and better protected from the dangers of earthquakes and tsunami.
- ✚ Arranging the village layout should be carried out with the assistance of facilitators (from the Government, NGO, Donor, etc.). The Government shall assist as far as possible but is limited by the availability of expert staff.
- ✚ Arranging the village layout should be done after deliberation among the village authorities, leaders and members of the community and by integrating the infrastructures (drainage, roads, paths, etc) and facilities (schools, clinic, etc) with those of the neighbouring villages.
- ✚ Government assistance will be prioritized to the surviving land owners and the poorest families, the orphaned children, widows, elderly people, and the disabled who wish to live in the original village.
- ✚ The proposed village layout should be marked with poles, then a new map should be drawn up to obtain approval and which will be the basis for receiving assistance for the construction of core houses and infrastructure.
- ✚ The process of formulating a new village site plan is part of a unit of activity which includes the process of mapping and measuring the land, all carried out in participatory manner.
- ✚ The new village site plan, after being approved by the community, must be legalized by the regional government.
- ✚ Land certificates shall be issued by the Land Affairs Agency (BPN) at the request of the land owners according to the new site plan.

(c) Technical Provisions in the Village Site Plan

- ✚ **Permitted to build in the original location**, on condition that the environment is well-planned and equipped with infrastructure and facilities that anticipate the possibility of a future earthquake and tsunami, while maintaining compliance with construction rules.
- ✚ **Must be able to show:**
 - Land utilization (Land Use Plan).
 - Basic Infrastructure and Utilities (Roads, Drainage, Clean Water, Sanitation, Garbage Management, Electricity and Telephone).
 - Housing & Environmental Facilities (General and Social).
 - Rescue Facilities (Hilltop Rescue Site, Safety Paths, Protection Trees, Building Regulations).

- Environmental Repair/Rehabilitation: rice fields, fisheries, plantations and others.

Must anticipate future disasters, by:

- Widening the roads/paths, and or making new paths that lead to the rescue sites.
- Providing Rescue Facilities:
 - To anticipate earthquakes: **open land with access to a high location, for example** a sports field, house premises/yard, school, mosque, etc.
 - To anticipate tsunami: **high places, for example** the nearest hill or artificial hill, sturdy high-storey buildings.
- Height of the Rescue Facility:
 - should be higher than the past tsunami,
 - depending on the distance from the sea (the farther from the sea, the lower it can be).
- Providing facilities to reach the high locations, for example a ladder or path leading to a high and safe place.
- Providing an early warning system.
- Planting trees for protection against the tsunami.
- Constructing *earthquake resistant* buildings and facilities.

Must synchronize with the layout of neighbouring villages, by:

- holding meetings with the neighbouring villages to synchronize the spatial layout between the villages, such as: roads, drainage channels and other environmental facilities.
- should there be any objection from a neighbouring village, the sub-district authorities and facilitator will seek a solution through deliberation, in which the sub-district head will act as a moderator.

(d) Steps in Preparing the Village Site Plan

- ✚ Preparing the material to formulate a new village site plan, namely the results of the Village Forum 2 (VF-2) consisting of the data on identified problems, needs, and resource potentials, the result of prioritising problems, needs, and resource potential, the social mapping, the environmental mapping, and Existing Village Map.
- ✚ Holding the first meeting with the Village Committee, community cadres, the hamlet heads, the Geuchik, Imam Meunasah, Tuha Peut, and surveyors. The agenda for the First Meeting should be:
 - to synchronize an understanding of the people's aspiration from each hamlet as contained in the results of the Village Forum 2 (VF-2);
 - to short-list the community's need for infrastructure, buildings and rescue paths;
 - to make a schedule and division of tasks for each team that formulates a new village site plan (layout).
- ✚ Bringing the Existing Village Map with them, the Village Committee and community cadres collect material and additional information, as follows:
 - Visiting and holding dialogue with the village committees from neighbouring villages to match the Existing Village Map with the existing village maps of neighbouring villages, particularly to check whether the direction of the rescue paths, roads, and drainage are continuous (do not cross each other) with the

planned paths, road, and drainage channels of the neighbouring village. Mark on the map any roads or drainage channels that 'collide' or cross each other.

- Visiting and holding dialogue with officials from the sub-district administration office and from relevant department offices to match the Existing Village Map with the Sub-District Spatial Layout Plan (RUTR). For villages that are adjacent to a village from a different sub-district, the same must be done with the sub-district spatial layout plan (RUTR). Mark any infrastructure whose location is not in accordance with the spatial layout plan of the said sub-district (or other sub-district in the case of a village that is adjacent to a village from another sub-district).
- Visiting and holding dialogue with officials from PDAM (Water Company), PLN (Electricity Company), and Telkom (Telecommunications Company) to get maps of the water pipe installation, electricity network, and telephone network, .
- ✚ Holding a second meeting with the Village Committee, community cadres, the hamlet heads, Geuchik, Imam Meunasah, Tuha Peut, and surveyors. In this meeting, the material used is not only obtained from the Village Forum 2 (VF-2), but also the material and additional information from visits to neighbouring villages and relevant institutions. The agenda of the Second Meeting should be:
 - to place markings on the Existing Village Map to indicate the new roads and drainage channels that must be constructed, the roads and drainage that must be repaired, the roads and drainage that must be widened, the rescue shelter/rescue hills, health facilities, educational facilities, religious facilities, green belt, parks, sports fields, protection trees, clean water sources, etc.;
 - to place special markings indicating the route of a rescue path from each settlement/housing area leading to the rescue shelter;
 - to place additional special markings to indicate infrastructure that needs to be expanded or lengthened or widened and which must request contribution of the citizens' land;
- ✚ Based on the result of the second meeting, shall make revisions to the Existing Map, to become the Revised Existing Village Map.
- ✚ Organising a number of meetings with the citizens who must contribute part of their land for the expansion or construction of new infrastructure. The meetings are held to confirm that the said citizens are indeed willing to contribute part of their land. Accompanied by a facilitator, the Village Committee must explain the Revised Existing Map-1 in each meeting. Ask the citizens who agree to contribute a part of their land to sign or initial or put their fingerprint on the Revised Map. Mark the plots of land whose owners are not willing to contribute part of their land.
- ✚ Holding a third meeting with the Village Committee, community cadres, the hamlet heads, the Geuchik, Imam Meunasah, Tuha Peut, and surveyors. The material presented in the third meeting is the result of a number of meetings with the citizens who own the land (the Revised Existing Map that is signed by the land owners who agree to contribute part of their land). The agenda of the third meeting is to compile the results of the meetings between the Village Committee with the citizens who own the land that must be contributed.
- ✚ Making corrections to the Revised Existing Map-1 to become the Draft New Village Map. It is this draft that shall be presented to the Village Forum 3 (VF-3) to be socially endorsed by the community.

WHAT ABOUT LAND THAT IS SUBMERSED BY WATER?

1. It shall be reclaimed as long as it is technically and financially possible.
2. Citizens donate land for others who have lost their land.
3. *(It would be ideal if citizens **help those who have lost their land**, for example by contributing a small part of land from each fellow villager).*
4. The Government or other party provides land for relocation through a separate special programme.

*Which is the best choice? Should the villagers be rebuilt according to its original condition, or should some small changes be made, or should a totally new village be built? Move to another location? **It is all left to the citizens to decide**, for a better village life for them all.*

CHAPTER 4. APPROVAL OF THE COMMUNITY ACTION PLAN AND NEW VILLAGE MAP

Discussions or meetings or gatherings or workshops have been held in each hamlet or in each community group. Social mapping and environmental mapping and the making of an Existing Village Map has been done. The results have been approved and endorsed by the community in the Village Forum 2. Discussion with the Village Committee regarding the new village map has also been done and a draft of the new village map has been prepared. It is now the times to (a) formulate a strategy, choose the action, and make plans for implementation and monitoring, and (b) to endorse all of this in the Village Forum 3 (VF-3).

VILLAGE FORUM 3 (VF-3)

1. The Village Forum-3 is held after (a) the results of a series of discussions in all the hamlets about identifying and prioritising the problems, needs, and resource potentials; the results of social mapping and environmental mapping are endorsed in the Village Forum 2, and (b) a draft of the new village map is made.
2. VF-3 is held by the village citizens with the attendance of as many citizens possible who are expected to be a **true representation of all the groups and hamlets** in the village. Make sure the groups that are usually marginalised, such as women, the elderly (senior citizens), the disabled, poorest groups, etc. are represented in the VF-3.
3. The Village Forum 3 discusses the following agenda :
 - (a) presentation of the VF-2 results by the Village Committee;
 - (b) formulating and determining the strategy and choice of action,
 - (c) formulating and determining the plan for implementation, monitoring, and evaluation,
 - (d) presentation of the draft village map by the Village Committee and its approval, and
 - (e) formulating the follow-up work plan.

Note:

1. After the VF-3, do not forget to carry out public testing by placing written announcement of the VF-3 results (**FORM GENERAL-4: MINUTES OF VILLAGE FORUM**) in public places (use **FORM GENERAL-5: PUBLIC TESTING OF VILLAGE FORUM RESULTS**).
2. Do not forget: Attendance Sheet and Photographs of the Activity.

A. FORMULATING A STRATEGY AND CHOICE OF ACTION

1. Formulating the Strategy

The objective of formulating a strategy is to identify the measures that must be taken to tackle the list of problems and priority in problems prepared beforehand. The question that must be answered to stimulate discussion is:

WHAT APPROACH SHOULD WE USE TO SOLVE PROBLEMS AND MEET OUR NEEDS?

How is it done?

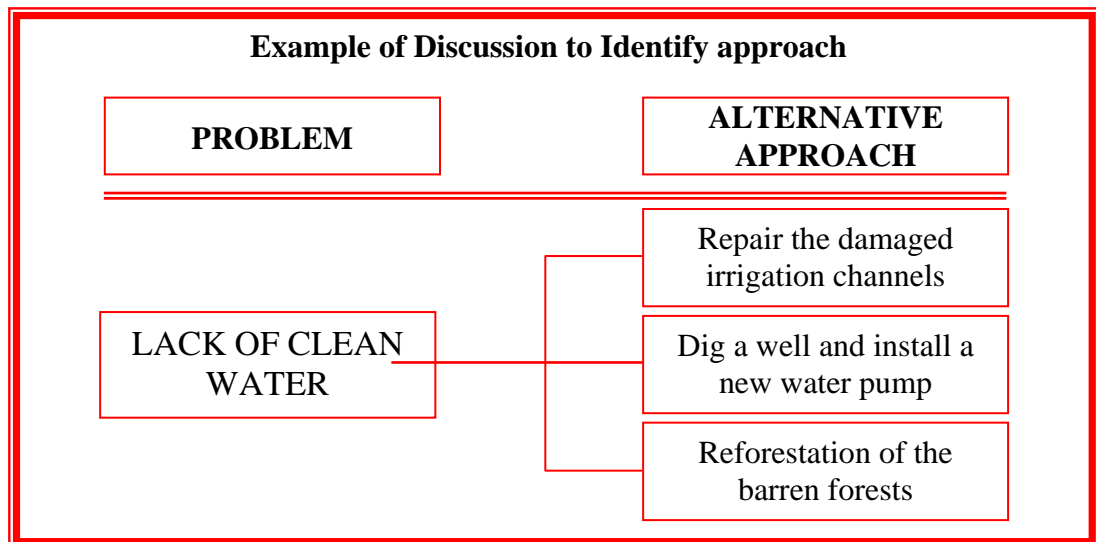
- ✚ After the output of the VF-2 (except the Existing Village Map) is presented by the Village Committee, ask the approval of the participants in the VF-3, delete what needs to be deleted, and add whatever needs to be added.
- ✚ Divide the VF-3 participants into several groups that will each discuss the above question.

IMPORTANT NOTICE:

It is important to remind the participants of VF-3 that one problem might have several solutions and therefore they should consider as many options as possible.

What Output is achieved?

The output hoped to be achieved in this phase is a list made by each group on the alternative approaches that might be taken to solve a problem. Below is an example of the discussion made by a group.



2. Formulating the Choice of Action

The purpose of formulating the choice of action is to select the type of activity, based on the choice of approach as identified by the group, that is the most realistic to be applied by the community in solving its problems, in the short run as well as long run. The question to stimulate this discussion is:

WHAT IS OUR ACTIVITY?

How is it done?

The speaker of the group presents a list of the solutions as identified by the participants. The facilitator articulates the steps for all the options presented, considers the time, and level of convenience. The facilitator then asks the participants to discuss among themselves and agree upon which alternative should be chosen. The facilitator may write down on a piece of paper the choices or activities to be carried out by the participants.

IMPORTANT NOTICE:

The level of convenience of a choice must take into consideration the *cost, level of productivity, reasonable coverage, time used, environmental impact, availability of manpower, opportunity for community participation, benefit for the general public, social impact, and implication and profit* for who?

What Output is achieved?

The output is a *list of activities* approved by all the citizens and participants in the meeting and shall be carried out by the people with the support of the project and the government or other party to overcome the current problems as well as problems in the long run.

➔ Use **Form CAP 6. Feasibility of the Alternatives in Handling Problems**

B. FORMULATING THE IMPLEMENTATION PLAN

The next step is to formulate the implementation plan. The purpose is to determine the steps in implementing the chosen strategy and action that was approved and prioritized. The Forum is directed towards dividing roles and functions, with consideration to who does what, where and when. The question here is:

FURTHER, WHO DOES WHAT, WHERE, AND WHEN?

How is it done?

1. Refer to the previous phase (Choice of Action), and arrange it according to the approved list of activities.
2. The VF-3 participants are divided into four groups and each group is given the opportunity to discuss 3–4 activities; depending on the number of activities agreed upon earlier.
3. The facilitator allocates activities to different groups and connects the activities that can be allocated to one group.

IMPORTANT NOTICE:

- What measures must be taken?
- Who will do the task? (*Should be more specific, will it be done by the community, the government or other organisation. If it is done by the community, will it be done by a certain organisation or group.*)
- What skills and training is needed?
- What equipment is needed?
- When will the activities be conducted and how long will they take.

What output is achieved?

Outputs achieved in this activity are:

- Diagram or matrix containing the steps to be taken in conducting the chosen activity.
- Map indicating the location of existing facilities.
➔ Use **Form CAP 7. Follow-Up Work Plan**
➔ See: **Sample Agreement on Follow-Up Action Plan** below.

C. FORMULATING A MONITORING AND EVALUATION PLAN

After agreement has been reached regarding the steps that are to be taken and the location and position of said activities, the next stage is to formulate a monitoring and evaluation plan that will be implemented during the activities. The purpose of formulating a monitoring and evaluation system is to ensure that the activities are conducted according to plan, both in terms of time as well as quality. The guiding question is:

HOW TO ORGANIZE THE IMPLEMENTATION & TO CHECK IT

Matrix 2.3.1.

Example of Approved Follow-Up Work Plan: Activities in Mapping the Existing Hamlet Al-Munawaroh, Punge Jurong

No	Activity	Volume	Who	When	Tools needed
1.	Choosing surveyors	---	Kasun and Citizen	until 7 Aug 2005	Invitations
2.	Training the surveyors	5 persons	Facilitator	8-9 Aug 2005	Compass, Measuring Instrument, Wood, Paint
3.	Measuring the land on Road A	132 plots	Surveyor & Facilitator CE	10-14 Aug 2005	Compass, Measuring Instrument, Wood, Paint
4.	Measuring the land on Road B	102 plots	Surveyor & Facilitator CE	15-19 Aug 2005	Compass, Measuring Instrument, Wood, Paint
5.	Making map of Road A	132 plots	Facilitator CA	11-16 Aug 2005	Measuring notes & computer
6.	Making map of Road B	102 plots	Facilitator & Specialist	16-20 Aug 2005	Measuring notes & computer
7.	Combining the maps of Road A – B	234 plots	Facilitator & Specialist	31-22 Aug 2005	Measuring notes & computer
8.	Approving the said "Existing Map"	---	Meeting of the Hamlet Citizens	23 Aug 2005	Existing Map and material for the meeting

How is it done?

In this stage each group will present the steps that need to be taken to carry out the action agreed upon. An in-depth discussion should be held so that each person will have the same understanding of how different things can be done. The Facilitator will begin the discussion and make a conclusion and note all the decisions made on a large piece of paper. The arrangements related to financing and the monitoring system should be discussed in more detail.

IMPORTANT NOTICE:

An institutional mechanism is required in connection with channelling funds for community activities, agreement from the work groups, information needed, and how to do it.

What output is achieved?

The output produced in this stage is a *detailed plan* on institutional regulation of how to carry out activities and the mechanism for monitoring and control.

➔ Use **Form CAP 8. Monitoring and Evaluation Plan**

D. SOCIALLY APPROVEMENT OF CAP AND NEW VILLAGE MAP

The final stage in the series of activities for planning the CAP is to obtain approval and endorsement of the community action plan and new village map by all levels of the community. Before being introduced to the people through a public testing, the community action plan and new village map must first be approved by all the participants of the VF-3. The objective is for all citizens to be aware of and have a sense of ownership of the action plan and new village map, so that they feel motivated to participate in implementing the plan. The guiding question here is:

WHAT SHOULD A CITIZEN KNOW?

How is it done?

- Ask the Village Committee to present the draft of the new village map.
- Ask the chairman of the VF-3 to read out the results of the VF-3 to all participants point by point. After reading out each point in the action plan and monitoring plan, ask approval from the VF-3 participants.
- If any change is proposed to the infrastructure action plan (or housing plan) that would have impact on the map, draw markings on the map indicating the impact of the proposed change as soon as possible. At the end of the session, the map with markings must be signed by the chairman of the session and representative of the participants.
- Ask the secretary of the session to record the issues agreed upon and approved by the VF-3 in the Minutes of the VF-3.
- Ask the general opinion of some participants (for example the representative of the hamlet, representatives of the youth, women, village elders). Record these opinions and compile them as an attachment to the Minutes of VF-3.

What output must be achieved?

A Community Action Plan that is accepted and approved by all the levels of the community which is ready for Public Testing and its implementation.

IMPORTANT NOTICE:

- ✚ The Draft of the New Village Map should be put up in the venue before the VF-3 begins. One map in the front of the room, one on the left wall and one on the right wall.
- ✚ As the communities are already quite experienced after attending a series of discussions in each hamlet and meetings of the Village Committee, during this stage the Facilitator should only observe and take notes. There is no need to interrupt, even less to intervene.
- ✚ The venue should be large enough to accommodate the community members, for example a mosque.
- ✚ Involve the local government apparatus (at the least at sub-district level) in the VF-3. It will be even better if representatives from neighbouring villages can also be present as observers.
- ✚ Be aware of when a person begins to feel tired.

AFTER THE SERIES OF DISCUSSIONS ARE HELD AS MENTIONED ABOVE, COMBINE THE RESULTS AND LABEL IT "COMMUNITY ACTION PLAN (CAP)" OF VILLAGE

E. ADMINISTRATIVE ENDORSEMENT OF THE CAP AND NEW VILLAGE MAP

Has everything been completed?

There are still several steps as follows.

- Revision of the draft village map in accordance with the results of discussion in VF-3. The architects are of course aware that this map should be made in several forms or types according to their designated use. Make as many maps according to the type of use.
- Conduct a public testing of the VF-3 results.
- While awaiting comments from the community through a public testing, compile all the results of VF-3 in a more interesting but easy-to-understand format. Add the introduction (background, purpose and objective, etc.) and the title **VILLAGE COMMUNITY ACTION PLAN DOCUMENT All maps are included as Attachments.**
 - ➔ **Use Form CAP 9. Outline of Community Action Plan**
- After completion, enter the comments of the community from the public testing into the attachments.
- Ask the Hamlet heads, Village Committee, Imam Meunasah, Tuha Peut, Tetua Adat, Geuchik/Village Head to sign the **VILLAGE COMMUNITY ACTION PLAN DOCUMENT and all the types and forms of the NEW VILLAGE MAP.**
- Accompany the Village Committee and Geuchik (village head) to request the signature of the local sub-district head and district/city government offices.
- Submit one set of the documents to the National Land Affairs Agency (BPN) to obtain the necessary certificates.

**ARE WE READY TO BEGIN CONSTRUCTION? NOT YET!
STUDY THE ANSSP HANDBOOK VOLUME 3!!!**

CHAPTER V. CLOSING

The ANSSP Handbook Volume II, Community Action Planning and Village Mapping, has explained the following.

1. **Introduction**, contains an explanation of the CAP method and its modification for ANSSP needs, and consists of the general principles, the steps in formulating the Community Action Plan (CAP), and application of CAP in the ANSSP.
2. **Preparatory phase**, which explains what must be done during the initial phase of ANSSP and consists of socialisation and initial introduction, social contract, and institutional development.
3. **Social and Environmental Mapping**, which contains the initial activities in formulating the community action plan and consists of identifying problems, needs, and resource potential; prioritizing the problems, needs, and resource potential; verifying the beneficiaries of housing assistance; verifying and measuring the land of the peoples, and creating a new village site plan (new village layout).
4. **Approval of CAP and the New Village Map**, which explains the phases in obtaining approval and endorsement to the community action plan new village map and consists of formulating the strategy and choice of action, formulating a plan of implementation, a plan for monitoring and evaluation, social approval of the CAP and New Village Map, and administrative endorsement of CAP and the village map.

For the users of this handbook, who want information about the background of writing the ANSSP Handbook series, are requested to read the ANSSP Handbook Volume I : Orientation and Information. For users of this handbook desiring more detailed information regarding the ANSSP implementation phases and the forms used, can find these in the following books:

1. ANSSP Handbook Volume 3, Project Preparation.
2. ANSSP Handbook Volume 4, Construction Implementation
3. ANSSP Handbook Volume 5, Handover of Reconstruction and Rehabilitation Results.
4. ANSSP Guidelines Volume 6, Monitoring, Evaluation, and Controlling.
5. ANSSP Guidelines Volume 7, Socialisation and Public Awareness Campaign.
6. ANSSP Guidelines Volume 8, Training and Capacity Building.
7. ANSSP Guidelines Volume 9, Handling Complaint and Conflict Resolution.
8. ANSSP Handbook Annex I, Housing Construction Guidelines
9. ANSSP Handbook Annex II, Infrastructure Construction Guidelines.