

VI. AFTER THE MEETING

There are several post-meeting activities are important for the Facilitator and the community. The facilitator and the assistant should recheck the validation of data, complete IMMEDIATELY feedback Facilitator form, the installation of the results, the installation of complain box, distribution of funds, and to interview local officials to take feedback or clarification. Last, it will be specifically described in chapter VII of this manual.

1. Validation Data

The facilitator and the assistant should re-examine carefully all of a format that is filled out during the meeting.

2. Feedback of the Facilitator

- Shortly, after the end of the meeting, the Assistant should fill out a feedback sheet (Format 9a). This can not be delayed.
Shortly, after the end of the meeting in the community, the Facilitator MUST fill out a feedback sheet (Format 9b and 9c). This process can be done in the field or at home.

Box - 23

Do not Move Before Fill Out The Feedback Form

Fill out and complete a feedback sheet before moving to the next Community. Do not move if a feedback sheet do not filled yet.

- The Form is intended to give views on the methods used and its implications in the community. This form will help P2K08 how the method will be revised and developed in the future. By filling this form, the Facilitator really provides meant learning to repair on the forward.
- Installation of the results of the rank (Target Group) and the distribution of funds

Installation of the rank results of a target group and the distribution of funds is done simultaneously in one unit of time. Installation is done

after the quota (the number of target households will get the funds) get from the team through the Coordinating Center Province. The announcement is installed comes from all of the location in the survey by the BPS, Hybrida and the Community method.

- For hybrida location, the installation of the result should wait the results of the verification of BPS. For the location of the Community, the result will be installed if it is already get the quota from the Central Team. Unless the location of the Community method in the last location, the result was installed directly because the quotas have been determined at the last meeting for the community method.
- For the location of the community method, the Facilitator must fill out Form Rank List (target group) based on quotas that have given by Team Center. Then the Facilitators must copy the ranklist of household (target group) into the big flipchart paper, so that all citizens have the right to see the list. It means that the paper will be written into the appropriate number of flipchart/quotas from the Central Team.
- Distribution of money in the Method hybrida, the community and the results of PMT (the survey), should make appointments with officials of BPS (Mantri Statistics) local.
- At the time of the distribution of funds, make an appointment with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood on the location where the activities carried out. Tell them that the Facilitator will come back 2-3 days later for to interview and to take complain box.

VII. Complain and feedback Clarification-Verification

This is an advanced stage of the process before the installation stage results and the distribution of funds. The results who are the people that will get the funds in the previous stage are installed, then install the clarification or complain box. The Feedback is associated with congruence results done in the community. The communities will be expected to fill out the form and enter it into the box. This process is also done while interviewing local officials of the location where the activity is carried out. Clarification and complain performed 2-3 days after the distribution of funds by using the format of interviews that had been prepared.

If at the time visiting the field (2-3 days after the distribution of funds), local officials really do not exist in the place (for reasons that are very important and

emergency), then there must be local officials who may replace to have an interview. This should be asked to Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to identify who will be invited to interview as a replacement.

VIII. Role of Facilitator

1. Facilitate the community to identify poor households in the mentioned neighborhood with the combination method.

- Make sure to write with capital letters and clearly so that all participants can understand the discussion.
- Use simple language and not technical, so all participants could easily understand. If possible, use local languages.
- While the meeting starts, make sure the participants of discussion sitting together in sight of each other (three dimensional) and that no one to have one's back.
- Help the participants of discussion who in difficulty to tell their ideas. Watch the body language and not only hear those who speak loudly.
- So that all participants of discussion have the opportunity to speak in the discussion and the process will not be monopolized by 1 - 2 people only.

2. Help the Assistant and head of RT preparing the appropriate location to set as the discussion room needed to be comfortable and safe.

3. Provide supply to the assistant or the person who will help expedite the process of discussion in the goals, according to the allocation of the available time. Assistant of facilitator comes from the RT region and not from the discussion participants.

4. Preparing materials that will be taken during meetings, including a special package of materials to the location concerned. The materials and preparation of materials and other are:

1) Material and Preparing Materials

- Empty Metaplan Card of 3-4 color (@ ¼ + additional cards of the total of Household),
- Paper flipchart, other than the list (+ 15 sheets),
- Spidol large (1 dozen),
- spidol small (1 set),
- Isolate paper (medium and large), (@ 1 pc),
- cloth / sticky cloths, (1-2 pcs)
- small paper clips (plastic coated wire) (250 seeds)

- clip hangers 20 pcs
- scissors, Yarn mattress or a rope or wire rope provoked large (selected a strong, can be fast (if not lax metaplan card hung by 100-150), can be clipped with a small clip, if the metaplan card clipped, easy to movable -slide), Large Binder to clamp 50-150 metaplans cards.
- One set metaplans with the names of the Head of Household, serial number and IDRT (which has been prepared Facilitator), including back up card metaplans. This card is ranked according to IDRT from the smallest (above) to the biggest in the bottom of the stack of cards. Given barrier (for example, the color contrast with the card for every 10 bank cards).
- Name list of the Head of Household, serial number and random IDRT that had been prepared in the Facilitator flipchart large (5 column).

2) Before the meeting began, rope or material to hang the cards Household Name in the process of ranking is fastly mounted. If it is possible, it could be installed in the middle of meeting room. The high is adjusted to the high of position on the Facilitator to guide the ranking process.

3) Various formats are needed and used during the meeting

- Form of Presentation List (F1a (meeting all citizens) OR F-1b (meetings with the leaders of RT))
- Form of location (F-2)
- Form of the household data changes(F-3)
- Form of meeting agenda (F-4a - No discussion on the 10 Poorest HEAD OF HOUSEHOLD) OR F-4b - There are discussions 10 Poorest HEAD OF HOUSEHOLD.
- Form of Welfare indicators(M-5)
- Form of Poorest Households (F-6) for method of discussion 10 Poorest HEAD OF HOUSEHOLD.
- Form of Final Household Ranking (F-7A Tentative Household Ranking) and F-7b Final Household Ranking.
- Form of [Household Not ranking](#) (F-8)
- Form of feedback and follow-up filled by Assistant (F-9a)
- Form of feedback and follow-up filled by Facilitator (F-9b and F9c).

4. Prepare the format and fill in the area code of the province/district/sub district and village/Circle in the Neighborhood before the meeting.

5. Make a checklist to ensure that all important steps, all materials, all of the agenda that in the list and all the equipment are ready or not. This should be in check what should be prepared and brought. Make sure this is done every visit to the field.

5. Facilitators must attend at least 1 hour before the invitation.
6. Facilitator prepare a summary of the process meeting implementation in metaplan card to be used during the meeting. That summary includes combination of methods such as the combination-All Community-10 Poorest Discussion Household pointer, and the main steps and phases.
7. Facilitators must prepare in the card:
 - 7.1. Summary of flow process, such as Box - 12. Created 2 (1 for the location of any discussions with the method 10 HEAD OF Poorest Household and 1 for location NO discussion of the poorest 10 HEAD OF HOUSEHOLD).
 - 7.2. Definition of Household