Global WASH Cluster

Guide to using the emergency capacity mapping tool

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Introduction

The WASH Global Cluster undertook a project to develop tools for the mapping and assessment of the capacity of the sector to meet needs in emergencies. This led to the development of a series of tools, one of which was specifically intended for use in emergencies.

The overall capacity mapping approach is shown in Figure 1 below. The capacity mapping tool for emergency use is shown on the right as ID worst gaps.

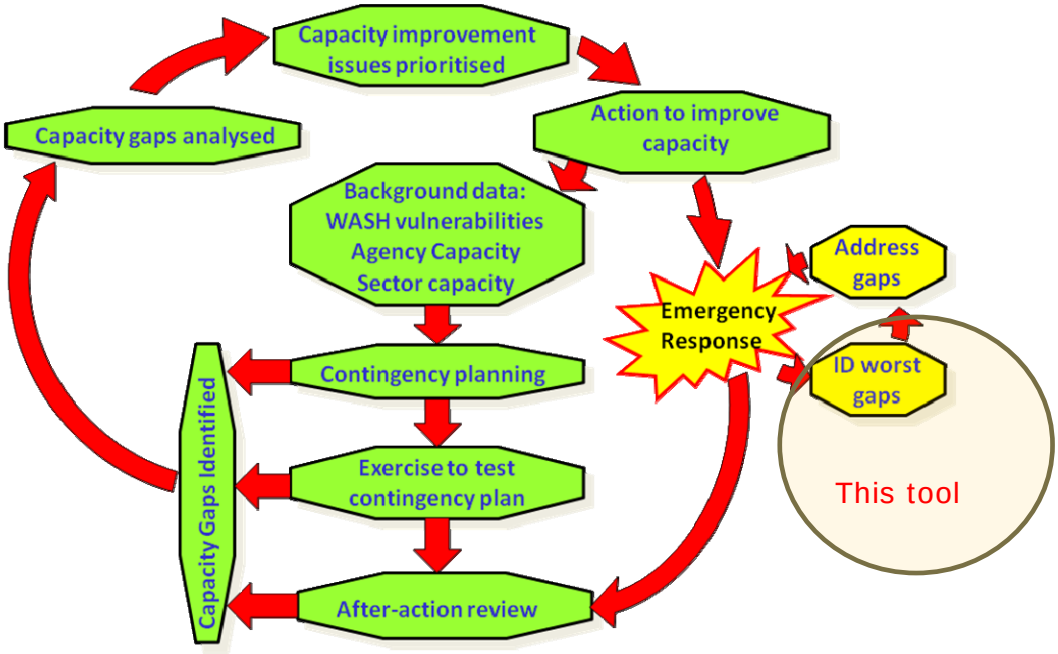

Figure 1: The overall WASH capacity mapping approach.

A problem with developing capacity mapping tools that could be used in the pre-emergency phase was that agencies could not reliably predict what capacity they might have in-country or even internationally when an emergency happened as this was contingent on a large number of factors.

These objections do not apply in an actual emergency. In an actual emergency, agencies have a much better idea of what their capacity is than in a hypothetical case. We are also interested in a fairly short term, so the fact that capacity is constantly changing is not such a big issue.

Note: Cover photo show pump mechanics installing a hand pump in West Bengal.

The Rapid WASH capacity assessment tool

The tool takes the form of a spreadsheet with seven worksheets including a very brief introduction on the first sheet.

The second sheet contains a summary of the stated agency resource capacity in the form of chart for water, sanitation, and hygiene response capacity. Figure 2 shows an example of one of the three charts on the summary page. This shows the total number of people that agencies have estimated that they will have the personnel, material, and financial resources to assist at 3, 7, 14 and 28 days from now.

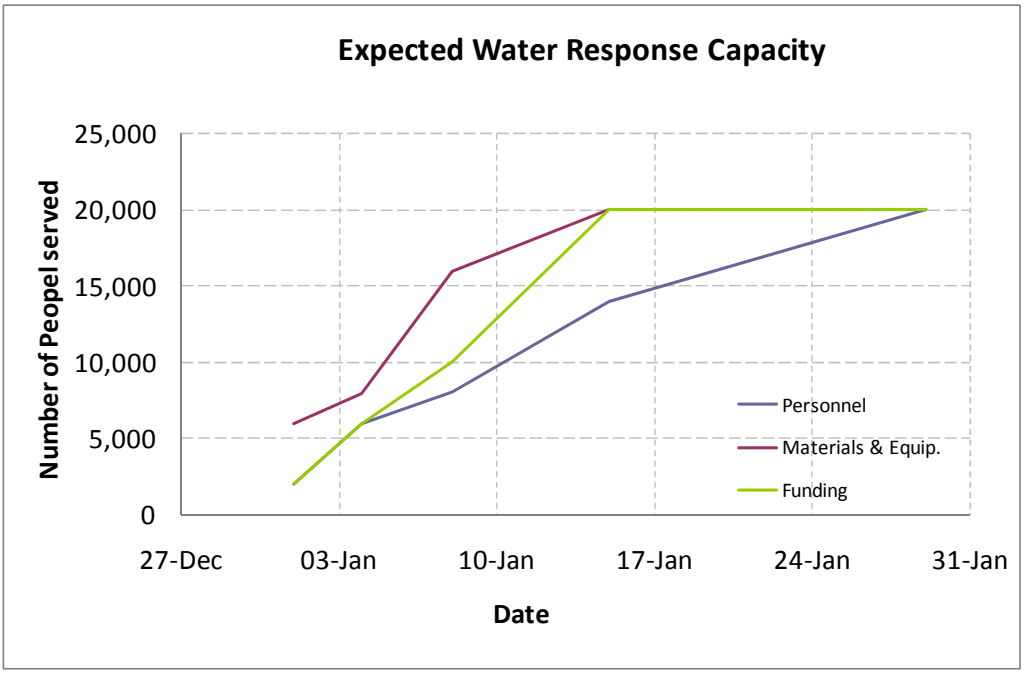

Figure 2: Water response capacity chart - the capacity is given for now, 3, 7, 14 and 28 days based on the start date and the data entered in the resource capacity sheets.

The three graphs on the second sheet are build up from the data on the third sheet. The idea is to highlight the area where management attention should be concentrated to address capacity issues. For example, if the analysis shows that funding is a problem, the WASH coordinator can approach donors, if staffing is a problem because of visa processing, then the WASH coordinator can raise this with the Humanitarian Coordinator and the Government.

In the case of Figure 2, the chart shows that staffing is lagging funding and materials. Possible management action might be negotiating with municipal water authorities to second staff, or discussing expedited visa procedures for bringing in staff from the region and so on (regional staff may suffer bigger visa delays than international staff in some contexts).

How to fill the response capacity sheet

The approach here is, at the regular coordination meeting, ask agencies what population they expect to be able to assist, and with what WASH service in 28 days time.

Then it is a matter of asking the agency what percentage of the staff, materials, and funding they think that they need to meet this commitment they expect to have in 3 days, 7 days, 14 days and 28 days. The spreadsheet collates this data to present graphs showing the number of people that can be fully served over time for water, sanitation, and hygiene.

The chart as distributed has some sample data in it, just so you can see how the charts work - you can overwrite this with your own data.

The spreadsheet is protected, so you can only enter data in the white cells.

The overall targets section

This section asks what the agency's assistance plans are for WASH in the next 28 days.

Expected Response Capacity

Agency name	Date and time of information	WASH Area	Target Number	Target Location	Target activity	Full service
Start date: Do not change once set	Thu 01-Jan-09		Number of people that agency plans to be assisting by 29-Jan	Location where agency plans to assist	What activity is planned	Will this activity meet the primary needs for this population in this sector? Y/N
Totals		Water	0			
		Sanitation	0			
		Hygiene	0			
		Water				
		Sanitation				
		Hygiene				

Q: Start date

This is the date on which you begin the mapping exercise. You should not change this field once set as this field sets the landmark dates for the whole form.

Q: Agency name

What is the name of the agency - sometimes you will have the same agency more than once when it has operations at several distinct centres.

Q: Date and time of information

The date and time of the information is important - you may have to update an agency's estimates - in which case you should enter the new time here.

WASH Area

The date in the sheet is organised by water, sanitation, or hygiene.

Q: Target Number

This is the number of people that the agency plans to be assisting 28 days from the start date - the date in the heading is automatically calculated from the start date you enter. The target numbers for water, sanitation, and hygiene are separate as some agencies will only assist in one or two areas, or expect to be able to assist different number of people in different areas.

Q: Target Location

This is the location or locations where the agency is planning to assist the affected population. This is to enable you to see if the assistance plans are balanced or not.

Q: Target activity

This is the activity planned by the agency in each of the three WASH sectors.

Q: Full service

Now, in any emergency, agencies will provide a range of assistance. For example, some agencies will provide essentials like jerricans or soap. This question asks if the planned assistance will meet the primary need for the population in this sector. In most cases, jerricans, although essential, will not meet the primary need for water, but water trucking or setting up water distribution systems will.

Enter "y" if the planned activity will meet the primary need, or "n" if it will not. They Y or N controls whether the numbers assisted by the agency will be added to the total number of people assisted - clearly we want to know about the number whose primary needs are expected to be met.

Expected capacity

The next sections of the sheet ask what proportion of the capacity that they need to meet their target population they have now, and expect to have in 3, 7, 14 and 28 days.

The capacity is split into staff capacity, materials and equipment capacity, and funding capacity.

Q: Cumulative percentage of staff as a proportion of staff needed for the planned commitment

This question looks at the expected development of staff capacity over the next 28 days. This will explained using the sample data shown in Figure 3 and Fgure 4.

The quantities in this section are entered not as whole numbers, but as percentages of the overall commitment. The spreadsheet then calculates the equivalent number of people getting a full service.

The agency has 10% of the number that they expect to need to meet their full commitment (20,000 people on Figure 3) - so they have only enough staff for a full service to 2,000 at the moment. Of course, they may be getting around this

limit by having their staff work 14 hours a day or longer and may be providing a limited service to 15,000 rather than a full service to 2,000.

Expected Response Capacity

Agency name	Date and time of information	WASH Area	Target Number	Target Location	Target activity	Full service
Start date: Do not change once you set this	Thu 01-Jan-09		Number of people that agency plans to be assisting by 29-Jan	Location where agency plans to assist	What activity is planned	Will this activity meet the primary needs for this population in this sector? Y/N
Totals		Water	20,000			
		Sanitation	15,000			
		Hygiene	30,000			
Overwrite this sample data (and the start date) with your own data	Overwrite this sample data (and the start date) with your own data	Water	20,000	North Province	Water tankering	y
		Sanitation	15,000	North Province	Latrines	y
		Hygiene	30,000	North Province	Hygiene kits and promotion	y

Figure 3: Sample data for the target section

Cumulative percentage of staff as a proportion of staff needed for the planned commitment

Assigned now	Expected by 04-Jan	Where from?	Expected by 08-Jan	Where from?	Expected by 15-Jan	Where from?	Expected by 29-Jan	Where from?
2,000	**6,000**		**8,000**		**14,000**		**20,000**	
3,000	**3,000**		**3,000**		**9,000**		**12,000**	
3,000	**3,000**		**9,000**		**13,500**		**30,000**	
10%	30%	Projects in South	40%	Int resp team	70%	National - New hires	100%	Region - new hires
20%	20%	Projects in South	20%	Int resp team	60%	National - New hires	80%	Region - new hires
10%	10%	Projects in South	30%	Int resp team	45%	National - New hires	100%	Region - new hires

Figure 4: Sample data for the expected expansion of staff capacity

The agency expect that they will be able to draw enough water staff from their projects in the South by to have 30% of the needed water staff by January 4th, and add more staff through their international response team by January 8th, new national hires by January 15th, and new regional hires by January 29th.

Similarly the agency has 20% of the staff the need to meet their sanitation commitment (15,000) now, but expects that even by January 29th they will not have all the staff that they need.

The reason for asking where an agency is planning to get staff from is to force everyone to make a bit of a reality check. If you see that everyone is planning to fill their ranks with new hires nationally, and you know that the national pool of qualified WASH staff is small, you know that there are problems ahead.

The material and equipment section and the funding section work in the same way.

How to fill the data on the affected areas

The aim here is to establish a common understanding of the WASH background among the agencies responding to an emergency. The data does not need to be all filled out at once, but can be added to over time.

The basic data for filling in this sheet should be available if you have already prepared a WASH Background Data Report as part of WASH capacity mapping. The main difference is that while the WASH Background Data Report divides the country up into WASH zones, you are not so interested in these in the disaster affected area. Sometimes this will coincide with the WASH zones from the background data report, in other cases you will need to dig the data out from the details in the report.

The tool allows you to identify four distinct areas if necessary. In many emergencies, you can treat the whole affected area as one area. You only need to introduce the additional areas if they have very different characteristics from the first area.

Data on the affected areas

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This page records WASH background information about the emergency affected area or areas. You may not have all of this information initially but can add as time progresses.

It is important to record the source of your information or estimate as conflicting data is a common problem in emergency response

Many emergencies will only have one affected area. If the affected area includes area with very different WASH characteristics in either water, sanitation , or levels of hygiene it make sense to describe these separately as below

Topic	Source of information or estimate	Affected Area one	If more than one distinct area is affected: Affected Area two	Affected Area three	Affected Area four	Notes	Your Comments
1 What is the name of the affected area?						Choose the most common name for referring to this area.	
2 Where is it located?						A brief geographical description	
3 What is the overall population of the affected area						May be available from national census	
4 What is the estimated number of affected persons						Record the date of the estimate, as this can change with time	
5 What is the mix of livelihoods in the area?						Livelihoods may influence how people interact with WASH	
6 What is the level of poverty in the area?						The less poor will be better able to solve their own WASH problems	

Q: Data Sources: What are the sources for your data and estimates?

For every data point, you are asked to indicate the source of your data or estimates. This is vital in emergencies because there is so much contradictory information about.

Q01: What is the name of the Area Name?

Choose a name that makes it easy for users to identify the area afterwards. You can use a name that describes the geography (Western District) or a predominant feature (Mountain spring area) or characteristic (Arid Area).

Q02: Where is it located?

This should be a short description of the geography of the area that allows users to know what is and what is not included (All of Northern district plus the eastern third of western district).

Q03: What is the overall population of the affected area?

The approximate population of the area (but indicate your data source and the year of the estimate)

Q04: What is the estimated number of affected persons?

This is an estimate of the number of affected persons in each of the areas.

Q05: Livelihoods: What is the mix of livelihoods in the area?

The pattern of livelihoods may indicate particular WASH vulnerabilities. For example, irrigated agriculture may place people at risk of some vector-borne diseases, or cattle herding may raise issues of ensuring access to clean water away from cattle water areas.

Q06: Poverty: What is the level of poverty in the area?

The level of poverty is a good indicator of the likely level of dependency on external assistance in the emergency response. High levels of poverty suggest that communities will have few resources with which to address any WASH problems after an emergency.

Q07: What long-standing security problems are there in this area?

Particular areas may be renowned for having particular security problems such as banditry. These should be flagged up here, although disasters can have a very large impact on the security situation.

Q08: Transport infrastructure: What is the level of transport infrastructure like in the area?

Areas with low level of transport infrastructure can prove very difficult when you are trying to mount emergency operations. You could give an indication of the overall road structure. Using average speed is a good indicator for road conditions.

Q09: Warehousing: What is the availability of warehousing in this area?

Warehousing is an essential feature for emergency operations to disconnect long haul supplies from local distribution. Without some warehousing it is very difficult to run an efficient logistics operation as the long haul transport will often not be able to access all the likely distribution sites. Is warehousing readily available for rent now?

Q10: Wash networks: Is there any active WASH coordination in this area, apart from the national level coordination?

As well as WASH coordination at the national level, there may also be effective local WASH coordination. Such local coordination can play a large role in improving the WASH sector's response to emergencies as the players will already be used to working with each other.

Q11: WASH supplies: What is the supply picture in this area - are WASH supplies manufactured here or do they come from other areas?

If key WASH items are manufactured locally, or are available in significant quantities in the local markets then bringing them into the area may not make sense. If they are not available locally in large quantities, then agencies need to

plan to bring them into the area.

Q12: WASH Constraints: What is the biggest constraint on normal WASH programmes in this area (e.g. Lack of drilling contractors)?

Emergencies occur in an existing WASH context. Whatever physical or social constraints already affect WASH programmes prior to the emergency may be even stronger after an emergency.

Q13: Apart from the hazard that caused the emergency, what other hazards are a problem in this area?

The emergency response has to bear other hazards in mind. If you are responding to flooding in an area that is at risk of tropical cyclones or earthquakes than those hazards have to be taken into account in the response.

Q14: Water source: What is the main source of water for this area?

Straightforward question about the principle sources of supply. Remember that areas will often include a mix of sources, and you answer may be "80% shallow wells with 20% boreholes in small towns and urban areas".

Q15: Which type of source have been most affected by the emergency

Some sources of water may have been more affected than others. That depends on the context. Typically shallow wells and surface sources may be more affected by flooding than boreholes. Earthquakes may disrupt springs and gravity systems etc.

Q16: How does the availability of water from the sources change during the year?

Seasonality of supplies is often one of the big issues with supplies in the tropics. While surface sources show very strong seasonality, the same can also be true of ground water sources with, for example, large variations in water sources throughout the year. This is flagged up here because this can be a critical factor in deciding where to locate camps etc.

Q17: Quality issues: Are there any particular quality issues associated with the water in this area (e.g. excess fluoride)?

There can be particular quality issues associated with different sources. Bacteriological contamination is the normal problem with surface sources, but chemical issues (arsenic, iron, salinity) may predominate with ground water sources. Knowing what the potential quality problems are in advance can help to avoid problems in the response. There may be existing programmes trying to deal with specific quality issues.

Q18: What is the predominant type of communal water treatment used in this area (e.g. Chlorination only.)

A straight-forward question that informs us what sorts of additional supplies (Alum, Chlorine etc) the WASH cluster may need to provide in the event of increased demand, as well as letting us know what the probable level of contamination is.

Q19: What system is used for water distribution in this area (e.g. Public standposts, household connections, public wells etc)?

Water distribution systems can range from household connections to delivery by private water tankers or water sellers. Knowing the system that people already use will not only indicate the likely associated health risks, but will also inform the cluster about the knowledge of the community of dealing with different supply types.

Q20: How do households carry water from public sources and store it in their home?

The answer can range for water tankers to jerricans. Household water storage may be in open pots or even in cisterns (underground water tanks).

Q21: Is household water treatment used widely, and if so, what technology is used? (boiling, chlorine, filters)

Household water treatment is used widely in some societies. This question asks if it is a major part of current water treatment practice in the area, and which method is mostly used.

Q22: What is the water consumption level in this area in litres per person per day?

This question is not as simple as it seems as there can be wide variations. You need to identify the average values as people who are used to using 40 litres a day will have trouble keeping clean if they only get 15 litres a day.

Q23: What percentage have 'safe water' (Piped water to house or standpost, tube well or borehole, or protected source?

"Safe water" here refers to improved water supplies as defined by the WHO/Unicef Joint Monitoring Programme definition .

Improved water sources	**Unimproved water source**
Piped water into dwelling, plot or yard	Unprotected dug well
Public tap/standpipe	Unprotected spring
Tubewell/borehole	Cart with small tank/drum
Protected dug well	Bottled water (if washing and cooking are not both improved)
Protected spring	Tanker-truck
Rainwater collection	Surface water (river, dam, lake, pond, stream, canal, irrigation channels)

This is a useful indicator for judging to what extent the population are already using the types of sources that they might be forced to use now.

Q24: Are there any restrictions on water supply, such as limited hours of supply? Has this changed?

Remember that in many cases "safe water coverage" may be virtual rather than real, as in the case with urban area that have piped water supplies that

only work for an hour a day. You should note any restrictions here and also whether they have changed as a result of the emergency.

Q25: What is the system for water quality control in this area? Is it still working after the emergency?

The system for water quality control can vary from none at all to a regular sampling and testing system. You should briefly describe the water quality control system in this area (if any). Increased testing is a common response to emergencies, and you should note any changes in the control system here.

Q26: What is the typical structure for water supply management in this area (eg well committee, municipal water company etc.)?

What is wanted here is a very brief description of the water management system in the area. (For example *10% of sources have active hand pump or stand post committees. Small town systems are managed by municipal authorities.*) This is an important issue because many emergency response begin without considering the existing management infrastructure, and go on to set up new water committees etc.

Q27: What is the primary source of faecal disposal used in this area (e.g. pit latrines)?

The intent of this question is to establish what sanitation technology the population are used to. This may help you to decide what technology is most appropriate in this area or indicate where hygiene education may be particularly needed.

Q28: What percentage of the population in the area uses latrines of any type?

This is related to the following question. The question is split because you can have high use of, for example, night-soil latrines which are not regarded as improved latrines.

Q29: What percentage used improved latrines (pour-flush, ventilated improved pit latrine, pit latrine with slab, or composting toilet.)?

Improved latrines here refers to improved sanitation as defined by the WHO/Unicef Joint Monitoring Programme definition (WHO and Unicef, 2006, p. 4).

Improved sanitation facilities	**Unimproved sanitation facilities**
Flush or pour –flush to: - piped sewer system - septic tank - pit latrine	Flush or pour–flush to elsewhere
Ventilated improved pit latrine	Pit latrine without slab or open pit
Pit latrine with slab	Bucket
Composting toilet	Hanging toilet or hanging latrine
	No facilities or bush or field

Q30: Are the gender differences in faecal disposal or in latrine usage?

Differences between the levels of male and female usage of latrines can be observed in many countries (Nicaragua, Sri Lanka and Pakistan among many others). This question asks if there are significant gender differences in the different WASH areas. The answer here may mean that you will need to mount a special campaign to encourage men to use latrines.

Q31: Garbage: What is the primary means of garbage disposal in this area (e.g. Local authority collection)?

Garbage disposal is often a significant problem in camp settings or in post-conflict environments. This question is intended to identify what the existing systems are so that you can plan an appropriate system.

Q32: Drainage: Are there any significant drainage issues in the area?

Drainage is often a problem in urban areas and in camp settings. Drainage problems can pose a health hazard or make services inaccessible.

> *During the 1999 Kosovo crisis, one donor spent many millions of dollars developing a refugee camp near the Albanian coast. Unfortunately, the land had severe drainage problems and the site was like a shallow lake when it rained. Fortunately, the refugees returned to Kosovo before they had to endure this problem.*

Q33: What is the biggest sanitation problem in this area (e.g. overflowing cess pits, uncontrolled garbage tipping)?

It is often the case that increasing population or the rapid growth of urban areas has led to falling service levels. There may already have been significant problems prior to any disaster. After a disaster it is likely that these problems may pose a larger threat because of changed circumstances.

Q34: What vector borne diseases are problems in this area?

Vector borne diseases (such as malaria, dengue, leptospirosis, or others) are often a serious sanitation concern after emergencies. This is especially so where the movement of people or changes in vector habitats lead to a greater exposure of those susceptible to the disease to infected vectors.

Q35: What percentage of adult females are literate?

The gender roles commonly assigned to women in developing countries as child-carers, food-preparers, and house-keepers, mean that they play a critical role in family hygiene. While the relationship is complex, maternal literacy can have a large impact on child survival, especially when normal systems are disrupted. In any case we need to know levels of female literacy to identify whether text based messages can be used effectively for health promotion.

Q36: What are the main water related diseases in the area (water borne, water washed or water

related)

This asks about the main types of water related disease, including not only water borne diseases but also water washed and other water related diseases (where vectors may live in the water or use water as part of their life cycle).

Q37: What is the incidence of diarrhoeal disease per child under five per year?

This is a measure of the overall WASH impact. This can be influenced by water supply, but very strongly by sanitation and hygiene practices. Values from this can range from less than 1 to over 10 (Kosek et al., 2003, p. 199), but Mølbak (1997) reports values over 15 in Guinea Bissau. You may have an alternative measure of incidence, depending on what measure the health agencies responding to the emergency are using.

Q38: Vector borne: What is the incidence of vector borne disease in this area?

This question asks about the incidence level of vector borne diseases (an earlier question asked which vector borne diseases were the principal ones). Vector borne diseases may be addressed through sanitation measures (such as removing breeding sites) and hygiene measures (such as using bed nets). It is essential to give your source here.

Q39: What is the infant mortality rate (deaths of children under one per 1,000 live births)?

This is an indicator of overall health stress on children, and reflects not only WASH but other health risks, including disease, poor childbirth practices, malnutrition, economic stress, access to health services etc. Children make a better indicator than adults in that they are more sensitive to health risks than adults are. Again it is essential to give the source of the figure you quote.

Q40: What percentage of the under five population has the recommended immunisations?

This is an indicator of the overall take-up of health services by the population. Where immunisation levels are low this may be because of lack of access (through low levels of service, or the high cost accessing them), or people not being convinced by the health education messages around immunisation. In some ways this is a proxy indicator of the openness of the population to health messages and of the performance of the health services.

Q41: What is the level of soap use in the area?

Soap usage is an indicator both of access to soap and of acceptance of the basic hygiene messages about hand-washing. The poorest communities may have no access to soap due to its cost.

Soap is very important for controlling cholera epidemics. Hand washing with soap have been found to have a large influence on the likelihood of contracting cholera in many studies .

Q42: What percentage of the population washes their hands after using a latrine?

This question is a good test of current levels of hygiene education around sanitation. It is recognised that for this, and for several other questions in this section, information may not readily be available, but without this information

it is difficult to plan for an effective response.

Q43: What percentage of the population washes their hands before eating?

This is a related question. It is really about the attitude of hygiene awareness of the population around food preparation and consumption. Hand-washing before eating is an important secondary barrier to faecal-oral transmission.

Q44: What is the primary method of menstrual hygiene used? (pads, tampons, washable cloths)?

Menstrual hygiene is often a very taboo area that male staff have difficulty in dealing with. Supplying inappropriate material can lead to waste while failing to meet women's need.

Q45: How do people deal with infant faeces - washable nappies (diapers), disposable nappies, unclothed etc?

People may deal with the faeces of infants who are not toilet trained in a number of ways, including letting the children walk or crawl around unclothed when it is warm enough. It is important to know what the norms are, as disposable nappies need a proper disposal system, and cloth nappies need a proper laundry system.

> *In the Kosovo crises, no bins were provided for disposable nappies (diapers) leading them being thrown into the chemical toilets and causing blockages for the suction trucks that emptied the chemical toilets.*

Q46: Anal Cleansing: What is the primary form of anal cleansing used by the population in this area (e.g. Water)?

Anal cleansing can have a significant impact on the sanitation system provided.

> *In the Kosovo crisis, the fact that the Kosovars typically used water for anal cleanings led to problem with the latrines as they quickly filled with empty plastic mineral water bottles as no water sources were provided in the latrines.*

Q47: Are there any specific cultural beliefs that have an impact on hygiene in this area?

Hygiene practices reflect cultural beliefs about disease. Sometimes these cultural beliefs are aligned with the germ theory, but sometimes they are not. Here is an opportunity to highlight local cultural beliefs that have an impact on hygiene.

How to fill the People and Institutions sheet

This page is intended to capture the names of key individuals and institutions with areas of specialist knowledge in the WASH sector. All of this data should already be available if you have had a WASH Background Data Report or spreadsheet prepare as part of pre-emergency capacity mapping. Such individuals may include;

- Consultants, staff, or officials who was worked for many years in the national WASH sector and have taken part in most of the major studies or the sector.
- University professors or academics who have studied one part of the sector in detail.
- Consultants, staff, or officials with very detailed knowledge on one part of the sector.

The aim is not to identify every knowledgeable person in the sector but only those who are regarded as the main sources of information on the sector.

Key institutions may include:

- Documentation centres and technical libraries.
- Intuitions studying a particular part of the WASH sector.
- Academic institutions with a specific WASH sector competence.

Again, the aim is not to list every possible institution, but to identify those which are the key information sources.

Q: Name of individual or institutions?

This is the full name of the institution or individual. The acronym or short title by which the institution is most commonly known should also be given.

Q: Area of specialist knowledge?

What is the area of specialist knowledge of this individual or institution?

Q: Contact details?

Full contact details including email address and telephone number. Contact individuals should also be given for institutions.

Q: Notes?

This should include any specific notes about the individual or institution that are relevant to their use in emergencies. Notes might include the fact that a particular individual or institution has been retained by one of the actors in the WASH sector, or information about accessing their assistance.

How to fill the Datasets sheet

All of the data for filling this sheet should be to hand if you have already prepared a WASH Background Data Report or spreadsheet as part of WASH capacity mapping in the pre-emergency phase.

This is a set of straightforward questions about different data-sets and maps that might be of use to a WASH response. A dataset is simply a fancy name for a set of data. Examples of datasets that might be useful for WASH agencies include:

- Government and other databases of water resources.
- Census figures.
- Survey data from surveys on any aspect of the WASH sector.
- Trade directories dealing with the WASH sector.
- Topographical and geological maps.

Q: Name of the data holding: Give a short name for the dataset (e.g. North-West province boreholes)?

This should be the name by which the data holding is commonly known, such as *National Geological Map series A*, or *Coastal Province Spring database,* or the *Water-drilling yearbook*.

Q: Types of data/themes: What sort of data or themes does the set contain (e.g. Population data by province, GIS data etc)?

This describes the topic of the data in the dataset. This is the main subject of the dataset, be it borehole locations, borehole pump test data, hygiene beliefs and practices etc.

Q: What format is the data in? Paper or electronic (which electronic format?)

Older data sets may be available only in paper format. This may also be the case for sensitive data like mapping or geological data. If the data is in electronic format, you need to indicate what format it is in as one of the problems with electronic data is the number of different (and quickly obsolescent) data formats.

Q: Status: What is the status of this dataset in terms of verification, approval, or recognition? (e.g. verified by World Bank)?

This question addresses the current status of the dataset. Is the dataset officially approved or is it only informal "grey data". Sometimes data may not be officially approved for political reasons.

Q: Geographic coverage: What geographic area does the dataset cover (e.g. Eastern Province)?

This question simply identifies the geographic area covered in the dataset. Be aware that the coverage of a dataset may change over time (a database may have gained or lost provinces since first being established), and this should be highlighted if this is the case.

Q: Period covered: What period of time is covered by the dataset (eg Boreholes drilled from 1998 to 2003)?

Even data that is decades old can be very useful. An example of this was spring stream data in Albania which helped in deciding which spring should be used for a refugee camp in the Kosovo crisis in 1999, as one spring was far less likely to dry up than the others. Data like borehole drilling logs never go out of date.

Q: Last update: When was the dataset last updated?

This can be important for some types of data. Population data goes out of use very quickly. Surface stream data can change significantly over time, as can well yields (but not well geology).

Q: Limitations: What limitations are there on the data set (including access charges) (e.g. Data available to registered users only)?

Datasets may be subject to a number of limitations as to access or to quality.

Q: How to access: How to access the data (e.g. Request via UNDP)

Whom should readers contact to access the data?

Q: Contact point: Who to contact to access the data?

This is the name, email, and phone number of the person that readers who want to access the data will need to contact.

Q: Comments

These are general comments on the database including any comments on the quality of the dataset that has not been noted in earlier questions - (e.g. Oxfam report that borehole location data before 1998 is not reliable.)

How to fill the Internet Resources sheet

If there has been a background data mapping exercise in the country all if the information needed here should be in the WASH Background Data Report or spreadsheet.

Internet resources were added to the resource list after the validation of the capacity mapping tools in Guinea.

> *In Guinea, during a crisis, OCHA found that some agencies were providing updates to headquarters - which posted them on ReliefWeb - that they were not copying to the local OCHA office. Internet access was vital to keep track of what agencies were doing.*
>
> *The same can be true in situations where unsettled security discourages agencies from attending coordination meetings.*

Other web sites may be useful sources of information for planning a response etc. The emphasis here is on country-specific sites rather than generic sites.

Q: Name of website

This is the common name of the website. An example would be *"National Census Data for the Maldives".*

Q: Type of information available on this site

This is a short description of the information available on the site, for example *"This is the introduction page to the 2000 Population and Housing Census for the Maldives. Simply follow the links for full summaries of the census data."*

Q: URL - the address of the website

This is the address of the webpage:

http://www.planning.gov.mv/publications/Pop_housing_census2000/index_cr.htm

Q: *Notes*

The notes on the site. These could include alternative web addresses for when the primary site is not available or some other useful information. *"The information on the site is duplicated on the census CD-ROMs available from the Ministry of Planning."*