

1½ hours

Materials Prepare evaluation

Key questions for this topic When should you prepare a new Ward Profile?
When should you update your Ward Profile?

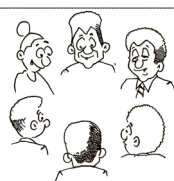
How to prepare a Ward Profile

Every five years your WDC will need to produce a Ward Priorities Plan.

In some LLGs you will also need to prepare a Ward Profile. The Ward Profile is a document which records important information about your Ward – like the number of people living in each village or the number of girls in grade 4 or the number of vehicles that are working.

Eventually WDCs won't need to complete the Ward Profile. The LLG will get this information from the Village Record Book instead – and it will be the responsibility of the Ward Recorder (Ward Development Officer) to fill out the Village Record Book and keep it up-to-date.

However, until this happens WDCs will need to prepare a Ward Profile. Prepare your Ward Profile when you prepare your Ward Priorities Plan.



Small groups (40 minutes)

Get into your WDC groups. Have a look at the Ward Profile form (at the end of this Handbook).







This is the same Ward Profile form that you will need to complete and update each year. Ask the Trainer if there is anything that is unclear





Make sure everyone realises that the Ward Profile form at the end of the Handbook is a real form. If necessary, the WDC can use this form to do their Ward Profile.

Go through the Ward Profile form and answer the questions below. Be prepared to share your answers:

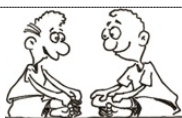



1. Are the instructions easy to follow?
2. What parts are you unclear about?
3. Why is it a good idea to USE PENCIL when you fill it out?
4. What should you do if you cannot fit all the information you want to include in the space provided?
5. When do you need to submit your Ward Profile to the LLG?

When you have developed your Ward Profile you need to show it to the key people in your Ward before you submit it to the LLG. *Askim ol long konfirmim na oraitim*. The Ward Profile belongs to the people of the Ward not the WDC.

1	 General discussion (2 minutes) Why do you need to show the Ward Profile to key people in your Ward?
1	<p>You need to submit your Ward Profile (and your Ward Priorities Plan) to the LLG in July. When you submit your Ward Priorities Plan to the LLG make <u>three copies</u>:</p> <ul style="list-style-type: none"> ✓ One copy for the LLG to keep – <i>ol bai nidim</i> ✓ One copy for the WDC to put in their filing cabinet – <i>rekod bilong Wod</i> ✓ One copy for the WDC to put on a Ward notice board for everyone to see  <p>Keep the original Ward Priorities Plan so that next year you can use it as the form that you update – but only if you USE PENCIL. <i>Em nau tok strong nau</i> always USE PENCIL to complete your Ward Priorities Plan. If you do this, then you will only need the one Ward Priorities Plan form – although it is a good idea to start again with brand new form every five years <i>nogut pepa bruk</i>.</p>  <p>Don't forget to put the copy of the Ward Profile on a Ward notice board for everyone to see. Everyone in the Ward should feel like they have their hands on the steering wheel.</p>
	
	<h2>How to update your Ward Profile</h2> <p>Now you know how to prepare a Ward Profile.</p> <p><i>Tasol yu laik plenim nau olgeta yia yu mas prunim gut.</i> The Ward Profile needs to be pruned each and every year.</p>  <p>2 This means each and every year the WDC needs to go through the Ward Profile and make sure the information is up-to-date.</p> <p>If you need to prepare a Ward Profile, then the target for your WDC should be to have the Ward Profile updated <i>na redi i stap</i> by the end of February each and every year. The reason you need to wait until the end of February is that some information for the Ward Profile, like information on school enrolment, can only be completed after the school year begins in the middle of February.</p>
2	 General discussion (2 minutes) When should you have your Ward Profile updated by each year?
2	<p>To update your Ward Profile it is simply a matter of going through the form at the start of each year and changing what you need to so that the information is correct. If you USE PENCIL when you complete your Ward Profile this is easy.</p>

	<p>You will definitely need to get help to update some sections of the Ward Profile – for example the section on Education will need help from the Head Teacher and the section on Health will need help from a Health Worker.</p> <p>When you have developed your Ward Profile you need to show it to the key people in your Ward before you submit it to the LLG. <i>Askim ol long konfirmim na oraitim. Yu save!</i></p>
2	 <p>General discussion (2 minutes) What should you do with the Ward Profile after you update it and confirm changes with key people?</p>
2	<p>The LLG needs your Ward Profile to help them develop their LLG Development plan. The LLG needs your updated Ward Profile each year so they can update their LLG Development plan each year. This is called a 'rolling' plan.</p> <p><i>Tok klia na tok stret sampela ol LLG ino redi yet long updetim LLG Diverlopin Plan bilong ol long olgeta yia. Ol redi nau ol bai tok save.</i></p> <p>If the LLG wants you to submit the updated Ward Profile, then they will ask you to give them a copy in March each year.</p>
2	 <p>General discussion (2 minutes) Is updating your Ward Profile something your WDC should do anyway – <i>maski LLG singautim o nogat?</i></p>
2	<p><i>Bikpela tok nau!</i> Updating your Ward Profile is something your WDC should do anyway – <i>maski LLG singautim o nogat.</i></p> <ul style="list-style-type: none"> ✓ Updating your Ward Profile means your WDC has the latest information to hand so you can make decisions <i>na givim stia long stretim sindaun</i>. If you rely on information in last year's Ward Profile, it might be out of date. ✓ Updating your Ward Profile means that if you want help from a donor or another organisation you have up-to-date information to give them. ✓ Updating your Ward Profile every year means you will build up a record (a data-base) of what is happening in your Ward.
3	  <p>General discussion (2 minutes) Why is it a good idea to keep a record of your old Ward Profiles?</p>
5	<p>PNG is an oral culture. History, <i>tumbuna</i> stories, who is related to who, rules and <i>kastom</i>, what decision the Chief made – everything is passed on by word of mouth and remembered.</p>

How to prepare a Ward Profile

	<p>PNG is changing. Now PNG is becoming an oral and print culture. In an oral and print culture things are remembered <i>and</i> written down.</p> <p>What a story it would show if your Ward had a copy of the Ward Profile for each year going back 30 years. This is written history.</p>
3	 <p>Pairs (15 minutes)</p> <p>Get into pairs. Have a look at the Ward Profile form at the end of the Handbook. If your WDC had a copy of the Ward Profile for each year going back 30 years what development trends do you think it would show? How could a WDC use this information to help make decisions <i>na givim stia long stretim sindaun</i>? Be prepared to share your ideas.</p>
3	<p>After you have updated your Ward Profile make <u>three copies</u>:</p> <ul style="list-style-type: none"> ✓ One copy for the LLG – <i>ol i singautim o nogat ol bai laik long luksave</i> ✓ One copy for the WDC to put in their filing cabinet – <i>rekod bilong Wod</i> ✓ One copy for the WDC to put on a Ward notice board for everyone to see  <p>Keep the original Ward Profile form so that you can use it again as the form that you update – but only if you USE PENCIL. <i>Em nau tok strong nau</i> always USE PENCIL to complete your Ward Profile.</p>  <p>Don't forget to put the copy of the updated Ward Profile on a Ward notice board for everyone to see. Everyone in the Ward should feel like they have their hands on the steering wheel.</p>
4	 <p>General discussion (2 minutes)</p> <p>Who is responsible for updating the Ward Profile?</p>
4	<p>The Ward Recorder is responsible for updating the Ward Profile – and for submitting it to the LLG. This doesn't mean the Ward Recorder does everything – but they are responsible for making sure it is done.</p> <p>It is far better if the whole WDC is involved with updating the Ward Profile. Most WDCs hold a ward planning meeting to do this. <i>Wod em i gaden bilong yupela olgeta na moa beta yupela olgeta wokbung long prunim na lukautim.</i></p>

Revision - ask the participants the key questions for this topic:

- 1) When should you prepare a new Ward Profile?
- 2) When should you update your Ward Profile?



Ward Profile Form

Your LLG should give you a new Ward Profile form when it is time to develop a new Ward Priorities Plan (every five years). It is a good idea to **USE PENCIL** to complete the form. When you submit your Ward Profile (and Ward Priorities Plan) to the LLG in July make three copies – one for the LLG, one for you to put in your Ward filing cabinet, and one to put on a Ward notice board for everyone to see. Keep the original form each year as the one you update. Because you used pencil just rub out and change what you need to. If your LLG asks you to submit the Ward Profile that you update each year then do so. Repeat the same process – make three copies but keep the original form to update each year.



Province.....	Year.....
District.....	Ward.....
LLG.....	Ward population.....
Village 1.....	Village 2.....
Village 3.....	Village 4.....
Village 5.....	

If there are more than 5 villages in your Ward add the names of the villages.

WARD DEVELOPMENT COMMITTEE MEMBERS

Ward Member.....

Ward Development Committee Members	Position	Village	Clan	Tribe

Tribe means haus lain
Officially there should be only five Ward Development Committee Members (including the Ward Member). At least two members must be women. However, the Government says it is okay if your Ward needs more than five Ward Development Committee Members.
If you need more space, write the details on separate paper or just squeeze it in.

OTHER WARD OFFICIALS

Village Court Officials	
Land Mediators	
Health Officials	
Education Officials	
Ward Recorder	
Women's Leaders	
Youth Leaders	
Church leaders	
Business leaders	
Peace Officers	

You can write more than one name for each type of Ward Official.
Use the space at the bottom if there is another category of Ward Official that you want to include (for example Disability Representative)
If there are more Ward Officials that you want to include then write the details on separate paper or squeeze it in.

VILLAGE POPULATION

VILLAGE 1						Date.....
TRIBES (haus lain)						
CLANS						Number of Births last year.....A
Age	Male	Female	Resident	Not resident	Total	Number of Deaths last year.....B
0-4						} Number of Children (0-14).....C
5-9						
10-14						
15-19						} Number of Youth (15-24).....D
20-24						
25-29						} Number of Adults (25-54).....E
30-34						
35-39						
40-44						
45-49						
50-54						
55-59						} Number of Elderly (55+).....F
60-64						
65-69						
70-74						
75+						
TOTAL	H	I	J	K		Number of Households.....G

VILLAGE 2						Date.....
TRIBES (haus lain)						
CLANS						Number of Births last year.....A
Age	Male	Female	Resident	Not resident	Total	Number of Deaths last year.....B
0-4						} Number of Children (0-14).....C
5-9						
10-14						
15-19						} Number of Youth (15-24).....D
20-24						
25-29						} Number of Adults (25-54).....E
30-34						
35-39						
40-44						
45-49						
50-54						
55-59						} Number of Elderly (55+).....F
60-64						
65-69						
70-74						
75+						
TOTAL	H	I	J	K		Number of Households.....G

When you have filled out these forms for each village in your Ward then everyone who normally lives in your Ward should have been counted. It doesn't matter if they are local (as ples) or from somewhere else.

It is very important to only include people who normally live in the Ward. Don't include people who normally live elsewhere (outside the Ward).

Start by writing the date you are completing the form. Then write the village name and the names of the Clans in the village.

When you fill out the sections 'number of births last year' and the section 'number of deaths last year' you should think about the number of births and deaths in the last calendar year. Your WDC should be completing this Ward Profile (or updating it) in February each and every year so the last calendar year is the year that has just ended. Get this information from the Health Officer.

When you work out the numbers of people in each age range think about how old they are on the date you are filling out the form.

The people you count in the 'youth' age range can be married. They are still considered 'youth'. What is important is their age not the word 'youth'.

Write down the number of households in the village. **Household** means the number of married couples (tupela marit).

VILLAGE 3						Date.....
TRIBES (<i>haus lain</i>)						
CLANS						Number of Births last year.....A
Age	Male	Female	Resident	Not resident	Total	Number of Deaths last year.....B
0-4						} Number of Children (0-14).....C
5-9						
10-14						
15-19						} Number of Youth (15-24).....D
20-24						
25-29						} Number of Adults (25-54).....E
30-34						
35-39						
40-44						
45-49						
50-54						
55-59						} Number of Elderly (55+).....F
60-64						
65-69						
70-74						
75+						
TOTAL	H	I	J	K		Number of Households.....G

Add up the totals for the three age groups to get the total for children

Add up the totals for the two age groups to get the total for youth

Add up the totals for the six age groups to get the total for adults

Add up the totals for the five age groups to get the total for elderly

VILLAGE 4						Date.....
TRIBES (<i>haus lain</i>)						
CLANS						Number of Births last year.....A
Age	Male	Female	Resident	Not resident	Total	Number of Deaths last year.....B
0-4						} Number of Children (0-14).....C
5-9						
10-14						
15-19						} Number of Youth (15-24).....D
20-24						
25-29						} Number of Adults (25-54).....E
30-34						
35-39						
40-44						
45-49						
50-54						
55-59						} Number of Elderly (55+).....F
60-64						
65-69						
70-74						
75+						
TOTAL	H	I	J	K		Number of Households.....G

VILLAGE 5						Date.....
TRIBES (<i>haus lain</i>)						
CLANS						Number of Births last year.....A
Age	Male	Female	Resident	Not resident	Total	Number of Deaths last year.....B
0-4						} Number of Children (0-14).....C
5-9						
10-14						
15-19						} Number of Youth (15-24).....D
20-24						
25-29						} Number of Adults (25-54).....E
30-34						
35-39						
40-44						
45-49						
50-54						
55-59						} Number of Elderly (55+).....F
60-64						
65-69						
70-74						
75+						
TOTAL	H	I	J	K		Number of Households.....G

TOTAL WARD POPULATION

Tribes (<i>haus lain</i>) in Ward	Total number of villages in Ward	
	Total number of births last year	A
	Total number of deaths last year	B
	Total children (0-14)	C
	Total youths (15-24)	D
	Total adults (25-54)	E
	Total elderly (55+)	F
	Total households	G
Clans in Ward	Total males	H
	Total females	I
	Total resident	J
	Total not resident	K

If there are more than five villages write out the information on a separate sheet of paper and attach it to your Ward Profile

The total number of births and deaths should match the health centre records (and the health section of this Ward Profile)

For each item add up the letter from each 'Village Population' form. For example, add up the 'Gs' for each village and write the total here

←

Finally list the names of the clans in the Ward. List each clan name only once. This information will help planners to understand which Wards in a cluster have close traditional ties.

WARD RESOURCE PEOPLE

Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		
Name	sex	age
Skill and qualification (if any)		
Most recent work		

Include people now living in your Ward. Also include people from your Ward that are living elsewhere (for example in town) that you think you could call on to help.

Resource people might include:
 Carpenters
 Literacy teachers
 Computer operators
 Secretaries
 Bakers
 Plumbers
 Managers
 Electricians
 Sawmill operators
 Soap makers
 Traditional crafts
 Sports coaches

Just because they don't have a formal qualification doesn't count them out.

Most recent work doesn't mean paid work

Some resource people have head skills. They are good at organising and managing (tingting kilim ol).

Some resource people have hand skills. They are good at making or growing or farming or building things (wokim wantaim leg han).

Some resource people have heart skills. They are good at leading and getting people together and building goodwill (lain bilong kirapim bel na wokbung na gutpela pasin).

If you have more resource people in your Ward (you definitely will) then copy out their details on extra paper and include it as an attachment

LOCAL COMMUNITY GROUPS (COMMUNITY ORGANISATIONS)

Community group	What does the local community group do?

Include groups and organisations made up of local people. For example, youth groups and women's groups and cooperatives and landowner groups and sporting clubs. Only include those community groups and organisations that are active and doing things.

If you have more local community groups in your Ward use extra paper.

RELIGIOUS ORGANISATIONS THAT WORK IN YOUR WARD

Religious organisation	What does the religious organisation do?

Denomination means which religion or which church. Include church development agencies.

Don't just think about spiritual development. The Government wants to know what other development activities religious organisations support – for example health or agriculture or schools or literacy.

If you need more space use extra paper.

OTHER ORGANISATIONS THAT WORK IN YOUR WARD

Organisation	What does the organisation do?

Include outside organisations that work in your Ward. For example, agriculture cooperatives or Donors or NGOs or private companies (for example mining companies). Don't include churches or church development agencies – they are included above.

If you need more space use extra paper.

NATURAL RESOURCES AND ASSETS

[illegible]

List down the natural resources and assets that you could use to develop your Ward. For example:

- White sand
- Training centre
- Aid post
- Resource centre
- Wokabaut sawmill
- Timber
- Clean water
- Land
- Minerals
- Grass (kunai)
- Good soil
- Lime
- Coral (karanas)
- Stones
- Healthy reefs
- Fishing (tourism)
- Waterfalls (tourism)
- Wild animals (tourism)
- Healthy forest (tourism)

*If you need more space
use extra paper.*

LAW AND JUSTICE

Type of offence	Number of offences recorded in Ward in last year (village court/magistrates)	Number of offences recorded at Police Station in last year
Sorcery/witchcraft		
Sexual offences		
Murder		
Robbery/theft		
Arson		
Break and enter		
Assault		
Dangerous driving/death		
Illicit drugs		
Home brew		
Domestic violence		
Swearing		
Land dispute		
Destruction of property		
Slander		

Last year means last calendar year (January to December).

Your WDC should be completing this Ward Profile (or updating it) in February each and every year so the last calendar year is the year that has just ended.

Refere to your village court to find these records.

Don't double count – for example if a crime was domestic violence and home brew then choose one category only to include it in.

If you Ward has a record of individual cases kept by the village court/magistrate, then include it as an attachment.

*If you need more space
use extra paper.*

COMMUNITY PROJECTS

Project name	
Government sector:	Estimate cost (if any):
What is the project trying to achieve?	
Which local community groups are involved?	
Which villages are involved?	
Outside help (if any)	
Date started	Date completed (if completed)
If completed what has it achieved? If not yet completed what still needs to be done?	

Project name	
Government sector:	Estimate cost (if any):
What is the project trying to achieve?	
Which local community groups are involved?	
Which villages are involved?	
Outside help (if any)	
Date started	Date completed (if completed)
If completed what has it achieved? If not yet completed what still needs to be done?	

Project name	
Government sector:	Estimate cost (if any):
What is the project trying to achieve?	
Which local community groups are involved?	
Which villages are involved?	
Outside help (if any)	
Date started	Date completed (if completed)
If completed what has it achieved? If not yet completed what still needs to be done?	

List all the projects that are currently being implemented or that were completed in the previous year (since you last updated your Ward Profile).

Which Government sector would the project probably fit into. Choose from the following sectors:

- TRANSPORT INFRASTRUCTURE
- EDUCATION
- ECONOMY
- HEALTH
- LAW AND JUSTICE
- COMMUNITY DEVELOPMENT

What the Government means by COMMUNITY DEVELOPMENT is:

1. Sport
2. Social support for women and girls, youth, children, disabled and people living with HIV and AIDS
3. Capacity building for community organisations

You can write the name of more than one local community organisation.

'Outside help' means any organisation that is not local that provides funding or other resources.

If the project has not achieved what it was supposed to achieve explain why.

If you have more community projects in your Ward (you probably will) use extra paper and include it as an attachment.

ECONOMY – CROPS

[illegible][illegible]

Write down crops grown or gathered for household use in the table above. Write down crops grown or gathered for cash in the table below.

Household use means it is not grown or gathered for cash but is instead used for food or recreation (e.g. tobacco or buai) or building materials or medicine or in some other way.

Cash crops are grown for money. If the crop is grown or gathered to exchange for other goods do not include it as a cash. Instead included it as household use.

Estimate the number of households in the Ward growing or gathering the crop. Then divide this number by the total number of households in the Ward and times by 100. This will give you a percentage (%).

Next indicate how important the crop is for these households (1=high, 2=middle, 3=low).

If a crop is grown or gathered both for household use and for cash, then include it in both tables.

Examples of crops include:

Sweet potatoe
Carrots
mushrooms
Flowers
Fruit tree
Nuts
Spice
Tree leaves (lip diwai)
Beetlenut (buai)
Mustard (daka)
Forestry (trees planted for timber)
Bamboo (for building)
Cocoa
Broccoli
Coffee
Coconut
Sago (sak sak)

ECONOMY – LIVESTOCK

[illegible][illegible]

Write down livestock raised or hunted for household use in the table above. Write down livestock raised or hunted for cash in the table below.

Household use means it is not raised or hunted for cash but is instead used for food or in some other way.

If the livestock is raised or hunted to exchange for other goods do not include it as cash. Instead included it as household use.

Estimate the number of households in the Ward raising or hunting the livestock. Then divide this number by the total number of households in the Ward and times by 100. This will give you a percentage (%).

Next indicate how important the livestock is for these households (1=high, 2=middle, 3=low).

If livestock is raised or hunted for both household use and for cash, then include it in both tables.

Examples of livestock include:

- Bees
- Ducks
- Goats
- Chickens
- Cows
- Cassowary (*muruk*)
- Bird of paradise
- Pigs
- Fish
- Snails
- Rabbits
- Guinea pigs
- Butterfly
- Cuscus (*kapol*)
- Buffalo
- Beche de mer
- Dugong
- Turtle

*If you need more space
use extra paper.*

ECONOMY – GOODS PRODUCED LOCALLY

[illegible][illegible]

Goods produced locally are things made by people. These might be things made from plants or animals or from other materials.

Write down products made for household use in the table above. Write down products made for cash in the table below.

Household use means it is not made for cash but is instead in some other way (for example soap or scones).

If the product is made to exchange for other goods do not include it as cash. Instead included it as household use.

Estimate the number of households in the Ward making the product. Then divide this number by the total number of households in the Ward and times by 100. This will give you a percentage (%).

Next indicate how important the product is for these households (1=high, 2=middle, 3=low).

If a product is made for both household use and for cash, then include it in both tables.

Examples of goods produced locally include:

Bags (billum)

Salt

Soap

Arrows

Canoe

Lime

Baskets

Necklaces

Clothes

Decorations (bilas)

Scores

Bread

Broad Rope

*If you need more space
use extra paper.*

Ward Profile Form

ECONOMY – MARKETS

[illegible]

Copy down the crops or livestock or goods produced locally (products) from the previous section that are sold for cash.

Then for each item
write down the nearest
market (the nearest
place it can be sold)

Then use the following codes to write down the main way people travel to the nearest market.

W= Walk
V= Vehicle
B= Boat
P= Plane

Then use the following codes to write down how many hours it takes people to travel to the nearest market.

0= less than 1 hour
1= 1-4 hours
2= 4-8 hours
3= more than 1 day

You can use a combination of codes for the main way people travel to the nearest market. For example: WV = walk and vehicle. But the time taken should be the combined time.

When you think about how many hours it takes to get to the market think about the season you sell it in – if it is the wet season it may take longer.

*If you need more space
use extra paper.*

ECONOMY – BUSINESS ACTIVITIES AND SERVICES			
Business activity/service	Number of businesses	Business activity/service	Number of businesses
Trade store			
Table market			
Agents or middlemen			
Liquor outlet			
PMV business			
Water transport business			
Fuel outlets			
Marketing copra			
Buying coffee			
Fermentry			
Processing rubber			
Growing and selling vegetables			
Catching and selling fish			
Logging or sawmill operations			

List the different businesses in the Ward and the number. Only count businesses that are partly or mostly owned and operated by people from your Ward.

Include each business or service in one category only. For example, if a trade store also sells liquor then don't include it in both categories (call it a trade store).

There is space to add other types of business activities and services.

HEALTH – COMMUNITY HEALTH POSTS	
Which Aid Post do people in this Ward attend?	
Which agency runs the Aid Post?	
How do people usually travel to this Aid Post?	
How long does it usually take people to travel to this Aid Post?	
How many CHWs are at this Aid Post?	
Is family planning provided?	
Is immunization provided?	
Is there a trained VBA in this Ward?	
How often does the Aid Post receive medicines?	

Community Health Posts used to be called Aid Posts.

'Agency' normally means either Church run or Government run

CHWs means Community Health Workers

VBA means Village Birth Attendant.

HEALTH – MOBILE HEALTH CLINIC
Does a Mobile Clinic visit this Ward?
Which agency runs the Mobile Clinic?
How often does the Mobile Clinic visit?

HEALTH – HOSPITAL/HEALTH CENTRE/SUB HEALTH CENTRE/DAY CLINIC

Where is the nearest Hospital or Health Centre?

Which agency runs the Hospital or Health Centre?

How do people usually travel to the Hospital or Health Centre?

How long does it usually take people to travel there?

Are family planning services available?

Is immunization provided?

Are there child delivery facilities available?

Are ARV drugs (HIV drugs) available?

HEALTH – COMMON CAUSES OF SICKNESS

Type of sickness	Number of cases last year	Number of deaths last year	Type of sickness	Number of cases last year	Number of deaths last year
Malnutrition					
Malaria					
Pneumonia					
Diarrhoea/Dysentery					
Respiratory (Asthma etc)					
Typhoid					
Meningitis					
TB					
AIDS					
STI					
Accidents					
Snakebite					
Childbirth complications					

Last year means last calendar year (January to December). This data can be obtained from the local Aid Post.

Number of cases means the total number people who had the sickness. The number of deaths is how many of the people who had the sickness then died.

STI means sexually transmitted infection.

List any other sicknesses in the space provided.

Make sure the local health center keeps a record of which Ward a patient is from. This will make it easier for you to collect this information

HEALTH – DRINKING WATER

Tribe (haus lain)	What is the main source of drinking water? GP,TP,T,D,R,S,W,B	Is the main source all year round? (Y/N)	How long does it take to get it? (A,B,C,D)	What is the main alternative drinking water? GP,TP,T,D,R,S,W,B

Use the following codes for the sources of drinking water:

GP= Gravity pipe
TP= Town pipe
T= Tank
D= Drum
R= River or creek
S= Spring
W= Well
B= Bore

If you have a different source write the name instead of a code.

When you fill out how long it takes to get water add the time for

Ward Profile Form

going and coming. Use the following codes:

A= less than 10 min
 B= 10 min-1 hour
 C= 1-2 hours
 D= 2-3 hours

If you need more space use extra paper.

EDUCATION – STUDENT AND TEACHER NUMBERS BY GRADE

Grade	Total number of students currently enrolled			Number of students not enrolled but should be	Total eligible students (enrolled and should be enrolled)	% of students from Ward enrolled	Number of teachers for this grade	Ratio of students to teacher
	Male	Female	A Total					
				B	C A+B=C	D A÷C×100=D	E	F A÷E=F
EP								
E1								
E2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Get this information after the school year begins from schools or from your SLIP plan.

To find out the number of students not enrolled but who should be (B) you can ask key people from each village.

To work out % of students from Ward enrolled for each grade (D) divide the number of students current enrolled (A) by the total eligible students (C) and times by 100.

To work out the ratio of students to teacher for each grade (F) divide the total number of students currently enrolled (A) by the number of teachers for this grade (E).

Count those students studying outside of the Ward if they normally live in the Ward.

Tick this box if your Ward submits SLIP plans (School Learning Improvement Plan).

☐

EDUCATION – SCHOOLS

Elementary schools attended by students from your Ward	Ward	Grades last year	Number students from your Ward	Which agency?

Primary schools or community schools attended by students from your Ward	Ward	Grades last year	Number students from your Ward	Which agency?

List schools that students from your Ward normally attend.

'Grades last year' means which grades did the school offer.

'Number students from your Ward' means how many students from your Ward go to the school.

'Which agency' normally means the Government or a Church or private ownership.

When completing the high or secondary

High or secondary schools attended by students from your Ward	Ward	Grades last year	Number students from your Ward	% day	Which agency?

Other educational institutions

Educational institution	Number students	Educational institution	Number students
College of FODE			
Vocational centres			
Adult literacy classes			
Early childhood			
Private schools			

INFRASTRUCTURE – GOVERNMENT INFRASTRUCTURE

Government building or asset	When last maintained by community	When last maintained by Government

INFRASTRUCTURE – TRANSPORT AND COMMUNICATION

Motor Vehicles

How many motor vehicles are there in the Ward?

How many are currently working?

Shipping (coastal or river)

Where is the nearest port of call?

How long does it take to travel to this port of call?

Who runs the vessels?

How many times do vessels call each year?

Outboard/Inboard Motor Boats

How many outboard/inboard boats are there in the Ward?

How many are currently working?

schools table give a percentage (%) for the number of students who are day students. Students who are not day students are boarding students or those who live away from home with family and friends so they can attend the school.

'Other educational institutions' might also include special education for people living with a disability, or short courses or tok ples preschool.

Government buildings or assets are anything that the Government uses to deliver Government services. For example, school classrooms, teacher houses, aid posts, health worker houses, roads, electricity supply, and bridges.

If necessary, use extra paper and include it as an attachment.

Air Transport Where is the nearest airstrip? How long does it take to travel to this airstrip? Which airlines provide services to this airstrip? How often do aircraft land at this airstrip?		Name the mobile phone service providers in your Ward (Digicel or BMobile or another provider)	
Roads How far away is the nearest road? Is this road all-weather or dry season only?			
Town or Government Station What is the nearest town or Government Station? How do people usually travel to there? How long does it usually take to travel there?			
Phone/VHF Radio/Internet Where is the nearest fixed phone or VHF radio? How do people travel to this phone or VHF radio? How far away is this phone or VHF radio from the Ward? Does the Ward have mobile phone reception? What are the mobile service providers (Digicel/Bmobile/other)? Is there internet connection available in the Ward?			
Postal Service Where is the nearest place for posting or collecting mail? How often is mail delivered or picked up at this place? How do people travel to this post place? How far away is this post place?			
Electricity What is the main source of electricity?			
DISASTER Who is the disaster contact person (and phone number) at the LLG? → Which disasters are commonly experienced in this Ward?			Get the information about which disasters are a priority from your Disaster Response Management plan.
CROSS CUTTING ISSUES What disability support services are there? What support services are there for people living with HIV or AIDS? What support services are there for the elderly?			If an outside organisation is helping, then include the name of the organisation. If necessary, use extra paper and include it as an attachment.
Signed Ward Member.....Date.....			Don't forget to include any attachments!