

7 wok mak you need to put
into practice to conduct
community entry in a way
that meets the Standard

CONDUCT COMMUNITY ENTRY

in a way that meets the Standard
(The PNG National Standard for Community Development Workers)

To learn more about how meet the Standard (much more) go to pngcdwstandard.com and download
CDW Coursebook 1 Make Preparations, Conduct Community Entry, and Prepare a Report



1. Confirm who the key people are and work with them to make arrangements for the visit

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After you make preparations (Element 1) and *before* you begin the job that you prepared to do (Element 3), you need to arrive in the community and make the necessary arrangements to prepare for the work. This is called community entry (Element 2). Most Community Development Workers like to arrive in a community the day before they begin the work, so they have time to conduct community entry properly. *Sindaun gut pastaim.*

When you arrive in the community, you first need to *confirm* who the key people are. When you made preparations, you should have identified key people and contacted them to plan the visit. However, when you first arrive in a community you need to *confirm* who the right key people are. It may be that you have been misinformed about who the key people are, or there may be other key people that you did not know about.

Most Community Development Workers try and make sure the key people they work with during community entry include community leaders (men and women and youth leaders), and people who represent the main beneficiaries of the work they are doing (for example, if you are doing awareness on the health of mothers, then one or more of the key people you work with should be mothers).

And when you are happy you have the right key people, work with them to make arrangements for the work that you plan to do (and for the visit). For example:

- | | |
|---|--|
| ~ Timing – when to start and finish and what days | ~ Do we need a translator? |
| ~ Food and breaks | ~ How will key people be involved and lead? |
| ~ Venue | ~ How many participants are needed? |
| ~ Accommodation | ~ Who is available to participate? |
| ~ Health and safety | ~ Who needs to participate? |
| ~ Where are the toilets? | ~ How can we encourage participants to attend? |



2. Discuss roles, expectations, and the purpose of the visit with key people

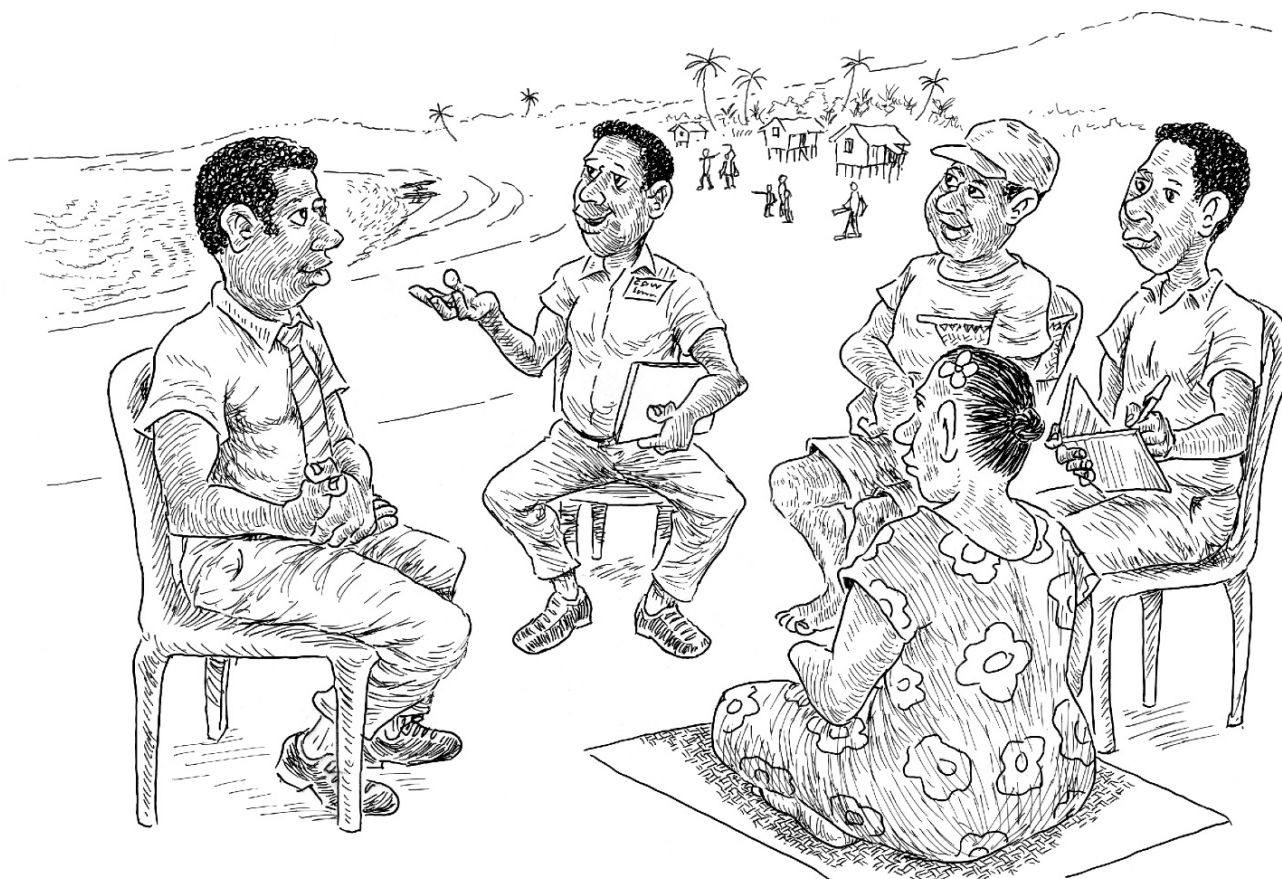
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If you want to do community entry in a way that meets the Standard, when you work with the key people you need to discuss roles, expectations, and the purpose of the visit.

PURPOSE OF THE VISIT. The key people should already know what the purpose of the visit is. But when you arrive in the community it is important to explain the purpose of the visit again. This is because discussing things face-to-face is always better (and because there might be new key people).

ROLES. When you discuss roles with key people, you need to discuss what your role is as a Community Development Worker. You also need to discuss what the roles of the key people should be. Normally the role of the key people is (1) to help organise the visit, (2) to mobilise and motivate the community, (3) to take the lead whenever possible during the activities, and (4) to try and learn skills and knowledge from the Community Development Worker.

EXPECTATIONS. You need to discuss (1) what the key people expect from you (and from the visit), (2) what the key people think the community will expect from you (and from the visit), (3) what you expect from the key people and the community. No matter what you are doing, make sure that key people (and the community) have a realistic expectation about what will happen and the chance of success. This might mean you need to lower their expectations. Don't say definitely someone will fund the project plan. Don't say definitely the district will help. Don't say that everyone will become rich. Just don't. *Tok stret.* If the expectations of key people (and the community) are too high then the fall is hard. They lose respect for whoever raised their expectations. Even worse, they give up.



3. Discuss with the key people why and how to support and encourage participation and inclusion during the activities

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No matter what the job is you have come to do, it is very important that you and the key people think about ways to support and encourage participation and inclusion during the activities.

PARTICIPATION. Everyone in a group needs to be involved in community activities (not just the leaders and key people). There are **THREE BIG REASONS** why participation is important:

- 1 Participation makes the work more successful**
- 2 Participation supports inclusive development (equality)**
- 3 Participation grows goodwill and trust *namel long ol***

INCLUSION. We need to include those groups of people in our community who are left behind or excluded – to help them catch up so they have the same choices and opportunities. This is called inclusion (inclusive development) There are **THREE BIG REASONS** why inclusion matters:

- 1** It matters because it's not fair. *Tarangu. Wari. Tok bilong Jisas.* Have a heart. *Mi sori long ol.* Spiritual development. Everyone has the human right to have the same choices and options no matter who they are. *Equality. Em wan.*
- 2** *Na tu,* it matters because *bel hat na bagarap bilong ol lain we yumi yet save misimaut o abrus bai kam bek long yumi long fran. Em bai olsem.* People who are left behind can turn to crime and drugs. They can get disease and sickness which spreads. *Hangre tu save mekim.* They can become dependent on other people and the Government. *Yumi ol lain long fran bai yumi yet kisim bagarap.*
- 3** *Na tri,* it matters because we miss out on what they could contribute if they had the same choices and opportunities. We miss out on their point of view, and we miss out on what they could do if they were able. There could be great doctors and leaders and musicians and pastors and business owners who are stepping back – we need to help them step forward.

When you put this *wok mak* into practice, you need to explain WHY participation and inclusion are important – and then (provided the key people agree) you need to discuss how to include as many people as possible in the activities you have come to do (participation) and you need to discuss how people from groups that are left behind or excluded can participate (so they can begin to catch up). There are three groups of people that we all need to help catch-up in PNG - women, youth, and people living with a disability.

The kumul needs two wings to fly
People with disabilities need the chance to fly
The next generation needs to learn how to fly



4. Communicate effectively and respectfully with key people

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A Community Development Worker always needs to communicate effectively and respectfully with key people (and with everyone). If you communicate effectively and respectfully with key people, then you are building trust and understanding. The key people will be happier to work with you, and they will take ownership. *Na wok yupela laik mekim bai karim kaikai.*

Some of the key things you need to try and do to communicate effectively are:

- ✓ Speak clearly and loudly enough to be heard
- ✓ Use *tok piksa* and *tok bokis* to help people understand
- ✓ Use a language that everyone understands (use a translator if necessary)
- ✓ Be careful to not talk down to adults – talk to adults as equals
- ✓ Look confident and encouraging (body language and facial expressions)
- ✓ Use butcher paper and other materials if you think they will help you communicate
- ✓ Use two-way communication - take turns to talk and give people time to respond
- ✓ Don't use big words that are too complicated. Don't use expensive English. Make an effort to use words that the key people (and everyone) will understand. This might mean you have to find out what the jargon and expensive words mean yourself. If key people have to use their *kru pamkin* to understand your words then they are not using their *kru pamkin* to understand what you are talking about. In PNG there is a big gap opening up between formally educated elites who know the jargon and expensive English (and like to show it) and the majority of people who don't. You can help to close this gap by not using jargon and expensive words. If you do this then you will win the respect of the key people (and everyone). Be humble.



5. Show respect for local culture and be sensitive to gender roles

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When you conduct community entry you need to show respect for local culture and be sensitive to the different ways that men and women are supposed to act (gender roles). *Wok mak em olsem.*

If you take the time to do community entry properly you are already showing respect for local culture. *Pasin.*

PNG has more different cultures than any other country in the world. We are the best people in the world at showing respect for different cultures. But a healthy culture also changes as the world changes. As a Community Development Worker, you will definitely face a situation where you need to help the community or group you are working with to challenge or test their culture and gender roles. If the work you will be doing will challenge or test local culture, then hopefully it was their idea for you to come and do the work. This is why it is always best to start your relationship with any group or community by helping them to analyse their own development situation and identify priorities (*glasim na skelim sindaun*).

If the work you will be doing will challenge or test local culture, then when you do community entry, use the following four points to guide you:

1	Explain to key people how what you are going to do could challenge or test local culture. <i>Tok stret na tok klia</i> . Discuss the advantages and disadvantages of changing or not changing. Give facts and figures. Use examples where people have made the change. If there are local champions who have made the change then see if they can help you to talk with the key people.
2	<i>Kisim tok orait</i> from key people to continue with the work
3	Ask advice from key people on the best approach to challenging or testing local culture without offending people. See if the key people (or the local champions) are happy to help and happy to take the lead when you begin the work.
4	Emphasise to key people that any decision to change local culture is theirs to make. " <i>Yupela yet mas glasim ne skelim mi kam long givim tingting tasol</i> ".



6. Reassess whether the work plan and materials for the activities are going to be suitable and make necessary changes

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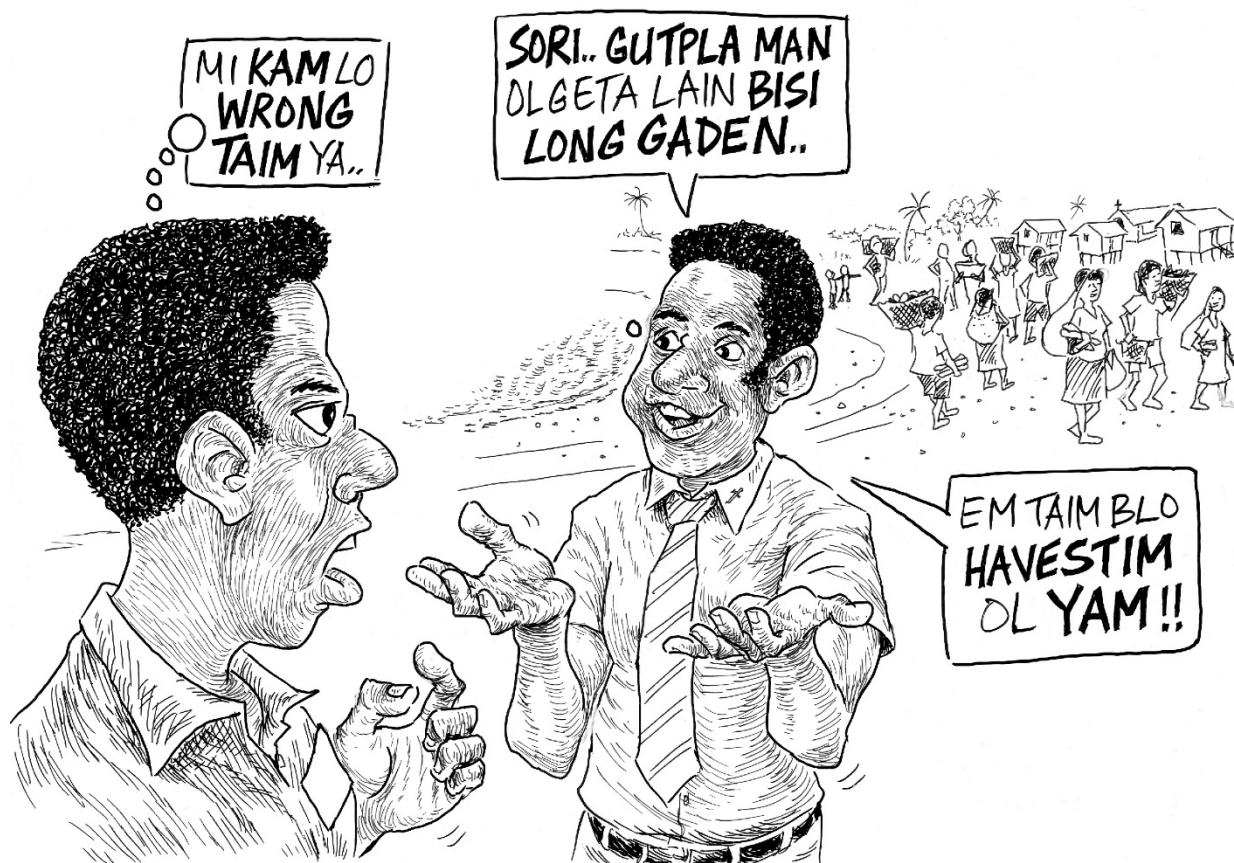
When you made preparations for the visit you should have developed a work plan and put together suitable materials for the activities. *Wok mak em olsem*. You did your best to develop a work plan (and put together materials) that you thought were going to be suitable. But things change.

Things change

Responding to change is a skill. Responding to change is the mark of a professional. When you arrive in the community to do community entry you might discover that:

- ~ It is harvesting time and people are very busy
- ~ The activities will take too much time
- ~ The participants you planned to work with will not be able to attend
- ~ The key people will not be able to assist in the way you hoped
- ~ The school blackboard is broken
- ~ The generator is not working
- ~ There is school *kibung* on Tuesday
- ~ The bag with the handouts to give to people got lost on the way

When you arrive in the community you need to reassess whether the work plan and the materials for the activities are going to be suitable and make necessary changes. Do what you can.



7. Follow workplace health and safety practices and other workplace policies while conducting field activities

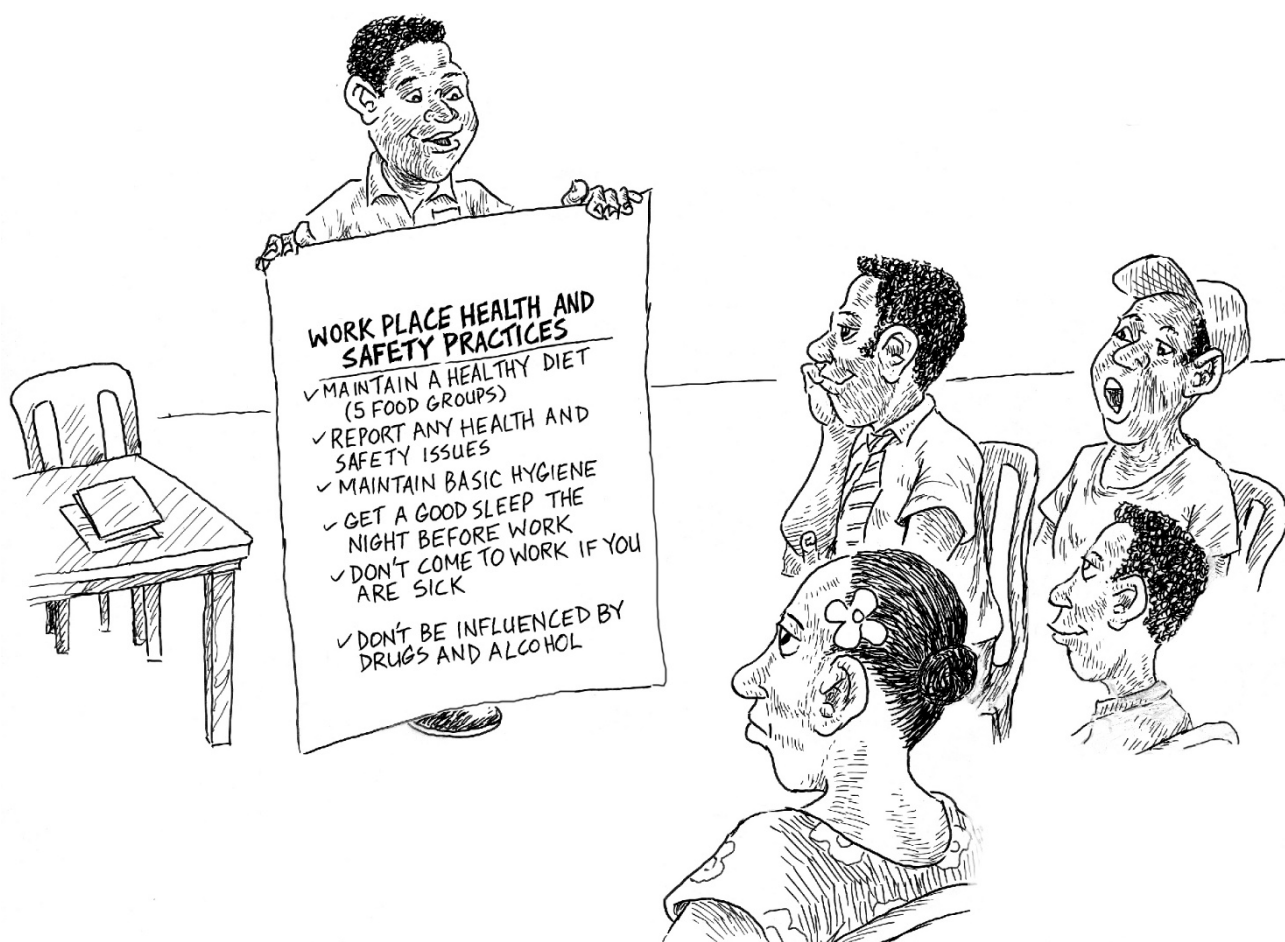
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Many organisations have policies and practices that set out how employees should keep themselves safe and healthy when they are in the field (in the community). Many organisations have other workplace policies that their employees need to follow when they are in the field (in the community). Some freelance Community Development Workers also have health and safety guidelines and other policies to guide them. Nice

If you have workplace health and safety practices and other workplace policies to guide you when you are in the field (in the community), then you need to follow them. Make sure you know what your workplace health and safety practices are. Make sure you know what other workplace policies are that you need to follow – and then do it. Simple. *Wok mak em olsem.*

Even if you don't have workplace health and safety practices you need to follow when you are in the field (in the community), never forget that safety begins with you. It is the responsibility of every Community Development Worker to look after themselves (and those around them).

**SAFETY
BEGINS
WITH ME**



The kumul needs two wings to fly

1

A husband is blind to some things. A wife is blind to some things. If you have a husband and wife together *ai op istap* then you have the full story. *Tingim gaden. Sapos mama tasol wok long glasim gaden em bai lus tingting long ol wok gaden bilong man. Sapos papa tasol glasim gaden em bai lus tinging long pat bilong meri. Long glasim gut gaden tupela marit mas sanap ai op istap.*

2

To *stretim sindaun bilong femili* both husband and wife need to support each other. *Sapot Sapot. Yu wan yu laik kirapim senis em save hat. Holim han na wokabout wantaim marit bilong yu long mekim senis ikirap.*

3

To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu bai panim hat luk olsem.* Women do not have the same choices and opportunities to fly. They get held back. We need to help women fly. And to help women fly they need to be involved whenever decisions are made because only women know best what will help women and girls to fly.

①

Look at the two married couples below. *Tingim nau PNG.* Which married couple will be more successful? Why? *Skelim gut*

②

Look at the two married couples below. Which married couple will have sons and daughters that grow up to be more successful in future PNG? Why? *Skelim gut.*



Luk olsem a successful married couple is a 'team'. Igat tripela mak bilong soim klia tupela marit stap olsem 'tim'. Wan they both have their eyes open. Tu they are holding hands sapot sapot. Na tri they are both flying.