

12 wok mak you need to put into practice if you want to assist a group to *kamapim wanbel* in a way that meets the Standard

FACILITATE AGREEMENTS FOR A COMMUNITY ACTIVITY *(kamapim wanbel)*

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 4 Facilitate Agreements and Project Start-Up**



1. Support and encourage effective 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 as many people as possible are involved in community activities (not just the leaders and key people). This is the principle of participation. Participation by everyone in the group (1) makes the work more successful, (2) supports inclusive development (equality), and (3) grows goodwill and trust *namel long ol*.

Inclusive development means that people from groups that are normally left behind or excluded also participate and benefit from community activities – especially women, youth, and people living with a disability. This is the principle of inclusion.

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

But participation (and inclusion) only helps to *strongim sindaun* if everyone who comes to the activities is encouraged to participate **effectively**. *Nogut ol ikam kona kona tasol. Nogut ol ikam sindaun nating*. During the activities, everyone needs to be supported and encouraged to get involved and share their ideas.

- ✓ Make sure everyone understands how they will benefit from the activities
- ✓ Help everyone to feel comfortable and supported
- ✓ Think about how to get everyone involved when you prepare your work plan.
- ✓ Have rules to encourage women, youth, and people living with a disability to participate
- ✓ Select the least powerful and least confident to take on responsibility
- ✓ Get the most powerful and confident to step back
- ✓ Use inclusive language. *Noken tok "man" - tok "manmeri"*.
- ✓ Consider having a translator
- ✓ Have a woman or youth or person living with a disability as co-facilitators
- ✓ Make sure the timing suits everyone
- ✓ Welcome babies and children
- ✓ Use small group activities and role plays to help people feel comfortable
- ✓ Select an appropriate venue
- ✓ Have good clean toilets and water (and food)
- ✓ Get key people to help everyone get involved and share their ideas
- ✓ Make it clear that it is okay to make mistakes
- ✓ Move around the venue
- ✓ Use local materials that are familiar to the participants
- ✓ Acknowledge the contribution of everyone at the end of the activities



2. Encourage key people to take the lead during the activities

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PNG needs people *long ples* who know how to be Community Development Workers. We need people *long ples* who know how to help a group through the steps of a project cycle. *Yumi nidim stret.*

- 1 **Before you do something**, sit down with key people and explain what will happen and why it is necessary. Adults learn best when they know what is going to happen.
- 2 **When you do something**, encourage key people to observe you, and tell them what they need to learn. Adults learn best when they know what they are supposed to be learning.
- 3 **When you do something**, encourage key people to take the lead. Adults learn best when they have a chance to learn by doing. See if you can encourage them to take the lead and do it.
- 4 **After you have finished**, sit down with key people and go back over what you did together. Adults learn best when they have a chance to go back over what they learned. Revision.

When you assist a group to facilitate agreements for a project (step 3 of the project cycle), there are many ways you can encourage key people to take the lead during the activities. For example:

- ✓ Ask key people to explain to everyone the steps of a project cycle and why it is needed (at the beginning).
- ✓ Ask key people to explain what the agreement is for (and why it is necessary)
- ✓ Ask key people to explain why it is important to support and encourage everyone to participate (especially people from groups that are normally left behind or excluded).
- ✓ Ask key people to *go pas* to develop rules for everyone during the *kibung*.
- ✓ Ask key people to move around everyone during the *kibung* to find out if anyone is unsure or unclear about something or has concerns about the agreement or has a question.
- ✓ Ask key people to do smaller jobs, like leading the prayer or keeping track of time or leading small group activities or acting as a translator.
- ✓ Ask key people to be your assistant – this doesn't mean they take the lead, but they are up in front of everyone gaining confidence and experience. You may find that as they get confidence and experience, they will want to lead.



3. Communicate effectively and respectfully during the activities

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For a Community Development Worker to do their job in a way that meets the Standard they need to be able to communicate effectively and respectfully during the activities.

You are communicating **EFFECTIVELY** when everyone understands you and you understand them. You are communicating **RESPECTFULLY** if everyone feels like they are being treated as an adult.

Some of the key things you need to try and do to communicate effectively and respectfully 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 everyone will understand. This might mean you have to find out what the jargon and expensive words mean yourself. If people have to use their *kru pumkin* to understand your words then they are not using their *kru pumkin* 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 everyone you work with. Be humble.



4. Work in a way that is appropriate to local culture during the activities

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When you go ahead and help a group through the steps of a project cycle (or when you do any work in a community), you need to try and fit in with local *kastom*. The *kastom* that you need to fit in with might be different depending on who you are. Put yourself in their shoes, and think about how they will see you. *Yu husat?* Male or female? Younger or older? Married or single? Dressed-up or casual? *Nambis o hailans?*

PNG has more different cultures than any other country in the world. We are the best people in the world at showing respect for *kastom*. The people you are working with will respect you no matter who you are – as long as you show respect for them.



5. Confirm that people necessary to reach a valid agreement are involved

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If the agreement is a service-provider agreement between a local carpenter and a school, then the carpenter needs to be present, and key people from the school need to be present. If the agreement is a land-use agreement between local landowners and a resource company, then the landowners need to be present, and key people from the resource company need to be present. If the agreement is a funding agreement between the district and a community group, then key people from the district need to be present, and key people from the group and the community need to be present. *Em klia.*

But if the agreement is for a community activity, the people who are necessary to reach an agreement are also everyone in the community.

EVERYONE IN THE COMMUNITY

If everyone in the community is involved in making an agreement then:

- ↻ The whole community knows what all sides involved in the agreement are responsible for doing. Who will do what and when?
- ↻ The whole community *bai putim ai gut long mek sua samting ikamap hau em sapos long kamap. Agrimen bai gat pawa.*
- ↻ Because they have been involved in each step of the project cycle, the whole community will see how they all benefit (even if they are not the direct beneficiaries of the project). The whole community will continue to feel ownership and responsibility for the project, and they will maintain it so that the benefits continue.

A good time to make sure that the key people from all sides to an agreement will attend the agreement discussion is when you make preparations (Element 1). Then during community entry (Element 2), when make arrangements for the visit, make sure that the people necessary to reach agreement will be attending.



6. Explain the purpose of the visit and why it is important that everyone in the group participates to make agreements for a community activity

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Development means change. A change that helps. A good change. *Strongim sindaun.*

There are six key steps you need to take to make a change. These six steps are called a 'cycle'. A 'cycle' means that when you get to the end, you then go back and start again at the beginning. After step 6 you go back to step 1

Step 1 *Glasim na skelim sindaun.* Decide what change to make.
Step 2 *Kamapim plen.* Plan how to make the change.
Step 3 *Kamapim wanbel.* Make agreements with anyone who you need to help you.
Step 4 *Set gut na statim wok.* Begin to implement the plan.
Step 5 *Sekim wok.* During implementation, monitor how things are going.
Step 6 *Luluk bek na skelim.* After you finish, evaluate how it went. Learn lessons.

and start again to make a new change. The lessons you learn in step 6 will help you when you go back to step 1 and start again. This is how change happens. This is how development happens. Development never stops.

In *tok developmin* anything you do to make a change is called a "project" (and the change cycle is called a "project cycle"). *Wankain samting.* The change might be an activity at a church, or a community water supply, or expanding your business, or sending mum to university. *Kain kain.*

When you help a group to make agreements for a project (step 3 of the project cycle), you normally do it in a *kibung*. To *inapim* this *wok mak* you need to explain to everyone the purpose of step 3 of the project cycle (*kamapim wanbel*). The best way to do this is by explaining all the steps of a project cycle together.

And to *inapim* this *wok mak* you also need to explain why it is important that everyone in the group participates, not just the leaders and key people. The principle of participation. *Pasin bilong wokim disisen wantaim na wokbung wantaim.*

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

YU LAIK HELPIM MAN
MERI IMAS IGAT
WANBEL PASTAIM..
BIHAIN WOKIM WOK



7. Work with the group to discuss the purpose and content of the agreement

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Trutru wanbel save gat pawa. Long kamapim trutru wanbel olgeta lain husat mas kamapim wanbel mas klia gut tru long olgeta hap tok bilong agrimen. To inapim this wok mak in the National Standard do the following:

1. Explain the purpose of the agreement so it is clear to everyone

The key people should already understand the purpose of the agreement. The purpose of the agreement should have been discussed when you made preparations (Element 1) and again during community entry (Element 2). But when you start the community *kibung* to discuss the agreement, it is very important that everyone is clear what the purpose of the agreement is that you have come to help them make - the land-use agreement or resource-use agreement or asset-use agreement or service provider agreement or cooperation agreement or funding agreement. And explain how it will help the project to have this agreement in place.

2. Discuss the content of the agreement so it is clear to everyone

An agreement where all sides of the agreement don't understand what is in the agreement IS NOT A VALID AGREEMENT. Make a big effort to explain *ol hap tok* in the agreement to everyone in a way that everyone will understand. Make sure you use two-way communication (give everyone else a chance to speak and ask questions). And don't use jargon or 'expensive' English.



Don't forget that one role of a Community Development Worker is to encourage key people to take the lead whenever possible. If key people *go pas* to review and discuss the purpose and content of the agreement then *yu wok long inapim tupela wok mak long sem taim. Fit.*



8. Work with the group to identify and address any concerns to help reach agreement

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Trutru wanbel save gat pawa. Long kamapim trutru wanbel olgeta lain husat mas kamapim wanbel mas igat sans long autim wanem tingting na wari oli gat.

- ↗ There might be concerns about the purpose of the agreement
- ↗ There might be concerns about the content of the agreement
- ↗ There might be other things that people want included in the agreement
- ↗ There might be concerns about the parties (sides) involved in the agreement
- ↗ There might be concerns that some people are missing from the discussion
- ↗ There might be a deeper disagreement between the sides that needs to be identified and addressed first before agreement can be reached

If you just ask everyone together in a *kibung* what their concerns are, many people (especially people normally left behind or excluded) feel shy to *autim* their concerns during a *kibung*. And sometimes there is a deeper disagreement between the sides involved in the agreement that is too hard to discuss openly. If you don't know what concerns people have, then you can't help everyone to address these concerns.

A good way to make sure that everyone has a chance to raise concerns is to put people into small groups with other people who you think they will feel comfortable with.

If all parties to the agreement say they agree to the changes, then you can change the agreement document.



9. Work with the group to see if a valid agreement can be reached, and if not discuss what should be done next

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Trutru wanbel save gat pawa. Long kamapim trutru wanbel olgeta manmeri mas tok orait pastaim long agrimen. Oraitim pinis, orait trutru mausmanmeri bilong ol mas sainim o soim olsem wanbel ikamap pinis.

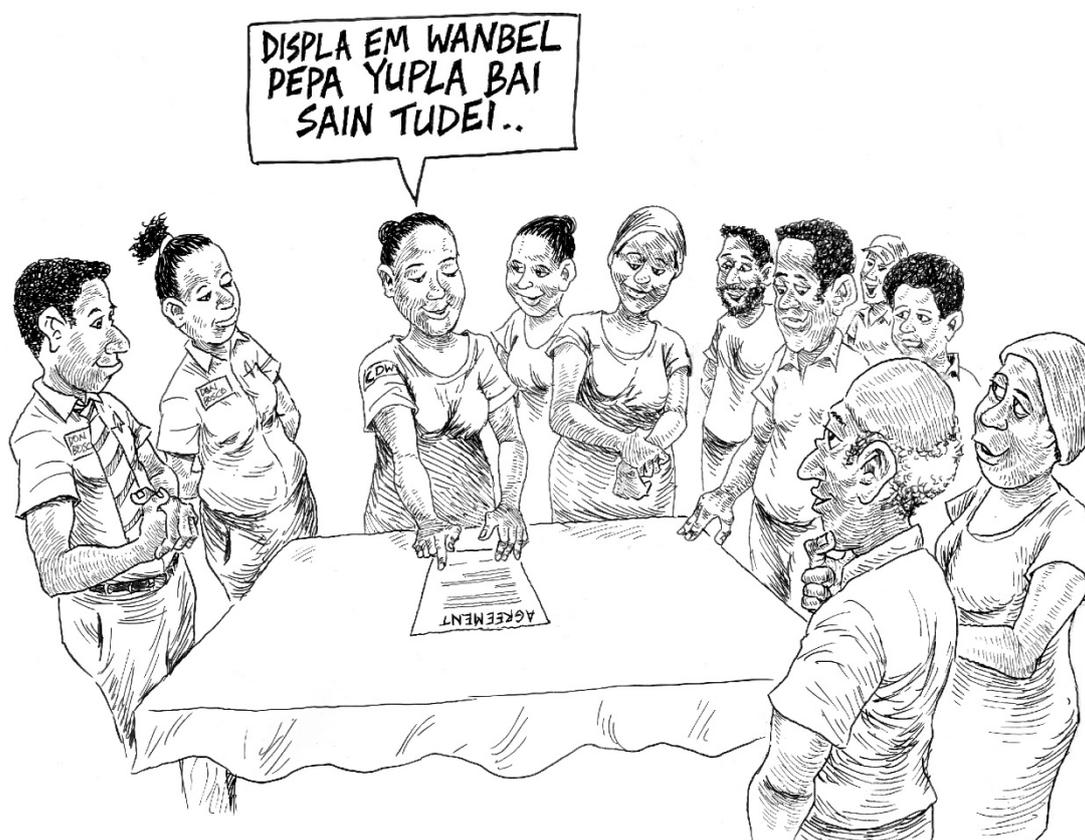
Sometimes you can find out if the group or community is satisfied with the agreement by putting it to an open vote. Open voting is okay, but open voting still means you end up with winners and losers. If you need to put it to a vote, then it is a good idea to get the leaders or key people to ask women to *soim han pastaim*. If you don't do this, it will be hard for women to go against what the men say (and there can be serious consequences for them if they are seen to vote the wrong way).

However, if the group or community works well together and everyone feels free to participate, then the best way for a group or community to make a final decision about the agreement is for them to *toktok* until everyone is *wanbel*. "Yes" or "no" or "not yet".

Sapos yu skelim olsem igat tubel istap, then ask the key people what to do. Sometimes you can go back a step. Split everyone into focus groups again to try and find out what some people are *tubel* about – and then work together to address their concerns.

In the end, if there is no agreement, then ask everyone what they want to do. Do they want the leaders and the key people from the parties to the agreement to sit down again and come up with a new agreement? Perhaps different key people need to be involved? *O maski, kamapim wanbel em hat na yumi lusim?* If you need to come up with a new agreement, then you will need to start step 3 of the project cycle again. *Yu save*.

Always remember that it is not your job to solve any disagreements. Your role as a Community Development Worker is to facilitate the process. If the process means an agreement is reached, then great. If not, then *ino asua bilong yu*.



10. Confirm what the next steps following the visit will be and who will be responsible for making them happen

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Before you finish you need to discuss with the group what happens next. Next steps and who will be responsible for making them happen.

A next step might be that you need to help the group facilitate another agreement for their project. If this is the case, then talk about what needs to be done and who will do what. You will need to start step 3 of the project cycle again and facilitate a new agreement.

If all the agreements are now in place for the project, then the next step might be to begin step 4 of the project cycle (project start-up). If this the is the case, then talk about what needs to be done and who will do what.

If the next step is for the key people to market their project plan to outside organisations for support, or to submit it to the district, then talk about what needs to be done and who will do what.

And it is always good for you the Community Development Worker to talk about what your next steps will be.



11. Discuss how or if the visit has been useful, and ways it could be improved

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The *wok mak* from the National Standard says you need to discuss how or if the visit has been useful, and ways it could be improved.

It is always important to find out if the work you did to help the group was useful. Learning from experience is the best teacher, but only if you make the effort to learn lessons.

Before you finish helping a group through step 3 of a project cycle (*kamapim wanbel*), always discuss how or if the visit has been useful. You can ask everyone in the *kibung*. Nice. However, most Community Development Workers like to sit down just with the key people and ask them for feedback. *Em tu orait*.



12. Thank the group, without rushing, and explain again the purpose of the visit

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The final wok mak you need to inapim when you assist a group to make an agreement for a project (step 3 of the project cycle) is easy, but very important!

- ✓ **Thank the group, without rushing.** *Lusim ol wantaim gutpela pasin.*
- ✓ **And explain again what the purpose of the visit was.** *Lusim ol wantaim klia tingting.*



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 i stap* 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 i stap.*

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 i kirap.*

3

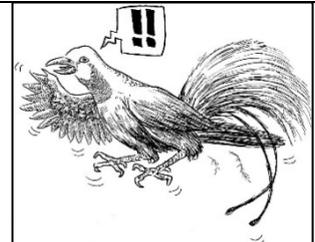
To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu 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.