

## Logbook

Date	Activity	Outcome
February 11, 2011	Meeting for announcing and preparing for DELGOSEA project as pilot municipality.	
February 14 - 15, 2011	Set up workshop on developing transfer concept.	First draft of transfer concept.
February 21, 2011	Present first draft of transfer concept to Yala Municipality management level and ask for approval.	Management level approved project.
February 28, 2011	Present activity plan to set up workshop and invite all stakeholders to share their opinion about this project to management level.	Management level approved the activity.
March 15, 2011	Set up committee to supervise the project and ask management level to approve.	
March 21, 2011	Yala core Ttam meeting to select pilot community in this project.	
March 22, 2011	Workshop meeting between core team, representative from communities, coaches and DELGOSEA Thailand officer.	All stakeholder understand their roles and responsibilities.
March 29,	Set up the meeting to revise	Second draft of transfer



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2011	transfer concept.	concept.
March 30, 2011	<p>Set up core team to run the project and ask management level to approve.</p> <p>Meeting on</p> <ul style="list-style-type: none"> <li>• developing transfer concept</li> <li>• name of water planning team</li> <li>• name of finance team</li> <li>• name of evaluation team</li> <li>• name of MIS team</li> </ul>	Third draft of transfer concept.
April 29, 2011	First National Conference.	Comment from academic institute, government agencies, NGO ,etc. on transfer concept.
May 4, 2011	Present the sub-core teams to Municipal management level.	Announcement sub-core teams.
May 26, 2011	<p>Meeting between</p> <ul style="list-style-type: none"> <li>• water planning team</li> <li>• finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Guideline on how to draft water planning.</li> <li>• Guideline on how to run financial part on this project.</li> </ul>
May 28, 2011	Water planning team discusses with 4 pilot communities.	Water planning in 4 pilot communities.
May 30, 2011	<p>Meeting between</p> <ul style="list-style-type: none"> <li>• evaluation team</li> </ul>	<ul style="list-style-type: none"> <li>• Guideline on how to evaluation</li> <li>• Guideline on how to</li> </ul>



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	<ul style="list-style-type: none"> <li>MIS team</li> </ul>	management MIS in this project
June 16, 2011	Preparing for study visit.	
July 4, 2011	Meeting on final preparing for study visit and ask for allowing from management level.	
July 18 - 24, 2-11	Study Visit in Vietnam.	
August 9, 2011	Reporting study visit to management level.	Fourth transfer concept.
August 14, 2011	Meeting with first pilot municipality and figure it out contact's list.	<ul style="list-style-type: none"> <li>Community implementation plan</li> <li>Contactlist</li> </ul>
August 16 - 17, 2011	Meeting with coaches and pilot municipalities. Discussion on study visit trip, how to do logframe, logbook, and prepare for midterm conference.	Post study visit.
August 23, 2011	Meeting with second pilot municipality and figure it out contact's list.	
August 29, 2011	Meeting with third pilot community and figure out its contact's list.	Community implementation plan and contact list.



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September 26, 2011	Workshop on developing the efficiency of public water on management and service of Yala Municipality.	
October 1 - 31, 2011	Volunteers start working in their own communities.	Report on water work money collection.
November 2, 2011	Evaluation meeting on developing the efficiency of public water on management and service of Yala Municipality.	
November 3 and 17, 2011	Meeting of the evaluation team.	Evaluation reports.
November 29, 2011	Meeting of the working group on the development of efficiency of public water management and services in Yala Municipality.	
November 30, 2011	Volunteers start working in all pilot communities.	
December 1 - 31, 2011	Volunteers in each pilot municipality work in their area.	Action report for December 2011 from volunteers.
January 17, 2012	Set up meeting between stakeholder focus on participation in pilot communities in their own public service at Yala Municipality.	<ul style="list-style-type: none"> <li>• Meeting Report</li> <li>• Action report for December 2011 from volunteers</li> </ul>
January 1 -	Volunteers in each pilot	Action report for January



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31, 2012	municipality work in their area.	2012 from volunteers.
February 11 - 12, 2012	Capacity building activity for 39 persons including representatives from each pilot municipality in Hat Yai, Songkhla province.	Summary Report.
February 21, 2012	Set up meeting at Yala Municipality focus on monitoring and evaluation.	Meeting Report.
February 1-29, 2012	Volunteers in each pilot municipality work in their area	Action report for February 2012 from volunteers
March 1-31, 2012	Public water work division joined the volunteers in the pilot communities to measure the quality of water.  Volunteers work in each pilot community.	Quality of water report  Action report for March 2012 from volunteers
April 5, 2012	Meeting with volunteers from pilot communities at Arunsawad Meeting Room Yala Municipality  Meeting with Yala team to work on draft guidelines and evaluation for water conversation campaign in the communities.	Registration document  Meeting report  Action report for 2 <sup>nd</sup> quarter 2012  Registration Document  Draft guideline and evaluation for water conversation campaign.



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