

WASH in Schools International Learning Exchange 2019, Manila, Philippines

Country Preparation Guidelines

The 7th WASH in Schools (WinS) International Learning Exchange (ILE) will be held on **11-15 November 2019 in Manila, Philippines**. In pursuit of improving water, sanitation and hygiene (WASH) conditions in schools in Asia and the Pacific, the event aims to:

- Facilitate learning on WASH in Schools among countries in Asia and the Pacific towards reaching SDG 4
- Generate momentum and political commitments towards accelerating progress on WASH in Schools in Asia and the Pacific
- Reinforce linkages between Ministries of Education in Asia and strengthen the regional network of WinS practitioners

The 7th WinS ILE will be hosted by the Department of Education (DepED) of the Government of the Republic of the Philippines, in collaboration with UNICEF, GIZ and Save the Children. This is the second time the WinS ILE will be held in the Philippines and will showcase the DepED's progress in scaling up WASH in Schools since hosting the inaugural WinS ILE in 2012.

In order to maximize that exchange of experiences and each country's participation in the event, specific sessions will require certain outputs/activities that you will have to prepare in advance:

1. **Completed and updated the WinS Enabling Environment (EE) Matrix** (see attached format in the resource kit) for your country. An Enabling Environment of WinS is an analysis of a set of interrelated functions that impact on the capacity of governments, public and private partners to engage in the development of WinS in a sustained and effective manner. Such an analysis helps to better understand the conditions needed for a country to have sustainable, at-scale WinS that will ultimately facilitate achievement of the WinS SDG targets. See **ANNEX 1 – EE MATRIX UPDATING GUIDELINES** for your reference.

Deadline: All country updates on EE Matrix to be emailed to apgautam@unicef.org and mpeiris@unicef.org by 30th September 2019.

2. Prepare a **film / audio-visual file (maximum 6 minutes) on WinS in your country.**

The suggested format for this is open but *you are highly encouraged to develop the video presentation around a central theme that is reflective of the most salient aspect(s) of the state of WinS in your country. This should enable greater coherence of the country presentation and help focus the discussions in the country dialogue.* For example, 1 to 2 Key Enablers (Policy & Planning, Budget & Expenditure, Monitoring & Evaluation, Implementation Arrangements and Capacity Development) can be highlighted and followed through to school level impact. On-going challenges are also welcome. Key questions to consider include:

- What has been the greatest accomplishment in your country in WinS in the past year?
- What is the main key challenge you are still facing?
- What do you hope to accomplish in the coming year?

The film can be a combination of video, interview and photographic slides that have accompanying voice commentary. The film should either be in English or in local language with English sub-titles with decent sound quality and shooting resolution (please see the attached **ANNEX 2 – VIDEO PRODUCTION GUIDELINES** for technical guidance).

WASH in Schools International Learning Exchange 2019, Manila, Philippines

Country Preparation Guidelines

The format for the session will be groups of 4 to 5 countries having their film shown and followed by a short plenary discussion / Q&A on the issues raised. The session aims to showcase country efforts towards improving WASH in Schools in a creative and memorable way. It is hoped that the films will not only highlight achievements, but also spark discussions among the participants on how WASH in schools (WinS) can be implemented and managed better at nationwide scale, given the prevailing needs and challenges in the respective countries.

Scenes showing the following are recommended:

- Innovative approaches to a Key WinS Enabler and how your country did it?
- Aspects of the 3-Star Approach to WASH in Schools being applied to your country
- Involvement, Roles, and Responsibilities of the following:
 - Students
 - School heads and teachers
 - Parents and community members
 - Government officials, staff, and workers
 - Civil society, NGOs, donors, and partners
- Impact of the chosen Key Enabler on school level
- Testimonials from key stakeholders
- Unmet needs and challenges; also reflecting on the Commitments made at the 6th WinS ILE in Myanmar in 2017.
- Impact of programs and/or interventions around the Enabling Environment framework while ensuring equity, quality and sustainability.

Deadline for film submissions: All submissions should be shared via DropBox with the Country Name as the file name by 30th October 2019. This will allow the organisers to test run the files before the meeting.

3. The country delegation should **pre-identify a challenge** that they are currently facing within their WinS enabling environment that they wish to share with other countries. This is required for the **Country Consultation/Dialogue Session**, that will follow the process below:

1	Short intro to the process and clarification of roles (the person describing the challenge or “challenge-teller”, discussants, observer)	5 min
2	Describing the challenge and defining the key question	5 min
3	Discussants ask questions of clarification	15 min
4	Discussants present their understanding and interpretation of the challenge	10 min
5	Challenge-teller comments on the understanding and interpretations of the discussants	5 min
6	Discussants propose solutions	10 min
7	Challenge-teller comments on the proposed solutions	5 min
8	Observers reflect on the discussion/advisory process	5 min
The next country delegation shares their challenge and the process repeats again		

ANNEX 1 - EE MATRIX UPDATING GUIDELINES

Process to be followed:

- Each country's designated WinS focal point will organise a formal or informal meeting of the WinS working group/partners in their respective country to review the EE matrix and the country action plan that was submitted in the 6th ILE in Myanmar.
- The working group/partners will review the progress made in each EE enablers and identify challenges that exists in each enabler as per the guidance of the template.
- The country team will consolidate the progress and achievements made by each implementing partner in advancing WinS in their respective country and update the matrix to be submitted to 7th ILE Organising team.

Deadline for submission of Country updates:

- All country updates on EE to be shared by **30th September 2019** to allow the organisers to compile all submissions and prepare a regional scorecard on WinS EE Enablers.
- All countries to send their EE submissions to apgautam@unicef.org and mpeiris@unicef.org who can also be reached out for any queries or questions on the EE Matrix.

ANNEX 2 - VIDEO PRODUCTION GUIDELINES

All material should be shot in 16:9 HD 1080.

Package instructions

For each story you should produce a package with the following components:

- 1) Split version* (no mixing of audio tracks)
- 2) Script and shotlist with full names, ages and titles of each character in the story

*1. Split version has **A1**: Narration. **A2**: Natural sound. All soundbites should be on the natural sound track.

Compression to FTP: H.264 video at 12000kbps; AAC Audio at 256kbps

Shooting Interviews Guide

These guidelines are intended to set minimum production quality standards. All material should be shot in 16:9 HD 1080 / 25 FPS or 29.97 FPS / Progressive if possible.

Standard Requirements:

- Not too much headroom at the top.
- Crop mid-chest.
- Avoid tight close-up shots. A mid to a mid-close shot is preferred.
- Room is needed along the lower third of the frame for graphics.
- The interviewer should be at the same height as the camera and as close as possible.
- The camera should be eye height and on a tripod.
- As you're rolling but before you begin the interview, ask the subject for their name, spelling of their last name, and title.
- Keep it short: ask a few direct questions.

WASH in Schools International Learning Exchange 2019, Manila, Philippines

Country Preparation Guidelines

Audio is 75% of shooting an interview. The reason to shoot an interview is to share what they have to say. Audio requirements:

--- Get a clean take for each response. Start over if there is an error. We do not cover our interviews with broll or do jump cuts.

--- Keep out of the wind. Microphones are sensitive to rushing wind. Interview subjects in a quiet, sheltered place.

--- Get the microphone close to the subject. Use a clip-on lavalier microphone for your subject or a microphone on a boom pole. Never use the on-camera microphone for an interview.

--- Please pay attention to sound levels. If the red over-modulation light goes on, the clip is not usable.

Correct Levels



Over-modulated

