TIPS FOR YOUR WORKSHOP

1. Feel confident about your role as facilitator – people will respect your leadership, their expectation is that you will guide the conversation.

2. Keep it simple – just describing the information on the Mini Atlas will be more than enough.

3. Point at what you're talking about on the Mini Atlas – even if it seems clear to you, it may not be obvious to participants.

4. Write on the Mini Atlas as much as possible – recording ideas directly on the Mini Atlas makes people feel like their ideas are being heard.

Frequently Asked Questions

Here's some suggestions for how to respond to questions about the project or the accuracy of data.

1. Can we have access to the data?

   Answer: We hope that ultimately the municipal government will be responsible for compiling this information and making it available to the public. We are in the process of formatting it so that we can share it with the city.

2. Will this process happen again next year?

   Answer: We hope that this project demonstrates to the municipal government that it is possible to annually collect this data. If you want to see it again, you need to ask the government.

3. Can this information go on the Internet?

   Answer: Our team hopes that in the future, the municipal government will be responsible for putting this data online.

4. How do we use this Mini Atlas to make our priorities for *musrenbang*?

   Answer: The process for setting priorities will be different in every community. There is no set formula, but an important first step is to understand the data and discuss what are the most important assets and issues.

5. If this data is inaccurate, how can we use it in *musrenbang*?

   Answer: The data is the best representation available from government and public sources; though there may be inaccuracies, it is reliable enough to serve as a guide.

6. Why was data collected for these six categories?

   Answer: These are the indicators that are gathered at the RT level and so this is the information that was available – our team is the first to compile it and map it in this way.

7. Why don't the percentages add up to 100%?

   Answer: In some instances, the RT leader was unable to share data – so there may be some gaps.

8. Why do the percentages add up to more than 100%?

   Answer: This is usually the case for water and sanitation data because individual households may have reported access to more than one source.

9. Does this mean we should prioritize the issues identified by the Mini Atlas in the *musrenbang* process?

   Answer: No. The community should prioritize what it thinks are the most important issues. The assets and issues identified in the Mini Atlas are not intended to suggest a direction. Rather, they represent our interpretation of existing conditions – the community should debate them.

SOLO KOTA KITA
FACILITATOR MANUAL

Our Goals

1. Elevate the discussion about local issues – what people know intuitively about the kelurahan – to a discussion about planning-based issues – how the kelurahan can change.

2. Describe what the Mini Atlas says and how to use it so that community members will be able describe it to other people.

Mini Atlas Introductory Workshop

You're going to lead a workshop and introduce people to the Mini Atlas!! How can we get people excited? How do we explain the information in the Mini Atlas?

We want to make this easy for people to understand, so we've designed a process that covers the basics. This workshop should take about 1 hour to complete.

Start with a Simple Exercise (5 min.)

Each participant places colored dots on the kelurahan map for their house (yellow), their place of work (blue), and where they spend leisure time (green). Have people write their initials on the dots so you remember whose are whose. This will get people engaging with the map and Mini Atlas.

As a first step in your workshop, have a brief discussion. Ask the group,

   "Do you see any patterns?"

Maybe all the yellow dots are close to one another, which means the participants are all neighbors.

Maybe there are no blue dots, which means nobody works in the kelurahan.

Take about 5 minutes to do this exercise. The purpose is really just to get people familiar with each other and comfortable interacting with the Mini Atlas.

Next, Present the Mini Atlas

Over the next 55 minutes, your task is to describe the Mini Atlas to participants. Your goal should be to be
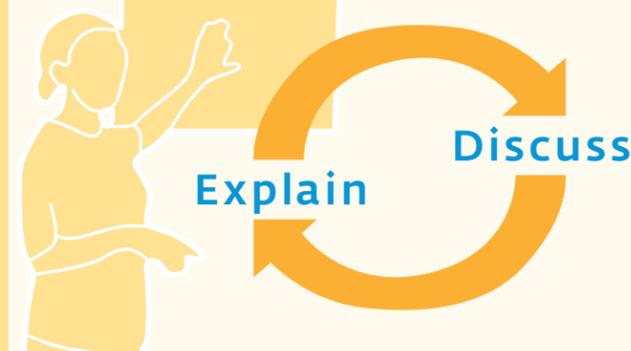
WORKSHOP SUPPLIES

- 2 facilitators (1 to lead the discussion, 1 to take notes)
- Mini Atlas
- Assorted colored dots, pens, and markers

clear enough so that a participant could describe the Mini Atlas to a family-member or neighbor without you there.

There is an overwhelming amount of information on the Mini Atlas – and so a first rule of thumb is to speak slowly and keep it simple.

Because there's so much information, participants are probably going to become pretty bored if all the information is presented at once. So, a second rule of thumb is to "make a point and then discuss it."

ENGAGING PARTICIPANTS

Discuss

Explain

Break down your description into parts and make the presentation as interactive as possible. Ask participants questions often, get their ideas about the information you are presenting.

Your presentation is going to answer three questions:

1. What is the Mini Atlas?
2. How do you read the Mini Atlas?
3. How can you use the Mini Atlas?

What is the Mini Atlas? (10 min.)

First of all, people will want to understand what all this information is and where it came from. This should take about 10 minutes:

The Mini Atlas has four parts: 1) Kelurahan Profile, 2) Kelurahan Map, 3) Thematic Data, and 4) Assets. Base your description on the diagram on the next page. Be sure to say where we found the data.

You may want to ask participants if they have any questions, just to make sure everyone understands.

How do you read the Mini Atlas? (35 min.)

The people in your workshop may have different levels of experience reading maps, charts, and statistics. We want to be sure everybody understands what the information in the Mini Atlas means so they can use it in the *musrenbang* process.

Even if it seems really basic to you, people will appreciate it when you take the time to explain each box of information. Moreover, people comprehend ideas better when they see and hear information at the same time. As you explain the information in the Mini Atlas, people will be reading along.

You should go box to box at this stage, beginning with the Kelurahan Profile. Think about this step as a cycle of explanation and discussion.

First, explain what the data says:

"We found that only 1% of children are out of school…"

Next, describe the maps or charts. When you do, be sure to say both what the graphic shows and what it means – this will help people to interpret the data:

"This map shows that PDAM service is highest only on the main road; this may mean that houses on side streets lack PDAM access…"

"This population pyramid shows people aged 0 to 9 are the greatest proportion of the population; this may mean there will be a need for more schools…"

After you've described all the information in the box, it's time to get the participants engaged. Ask some questions to get people to respond to the information:

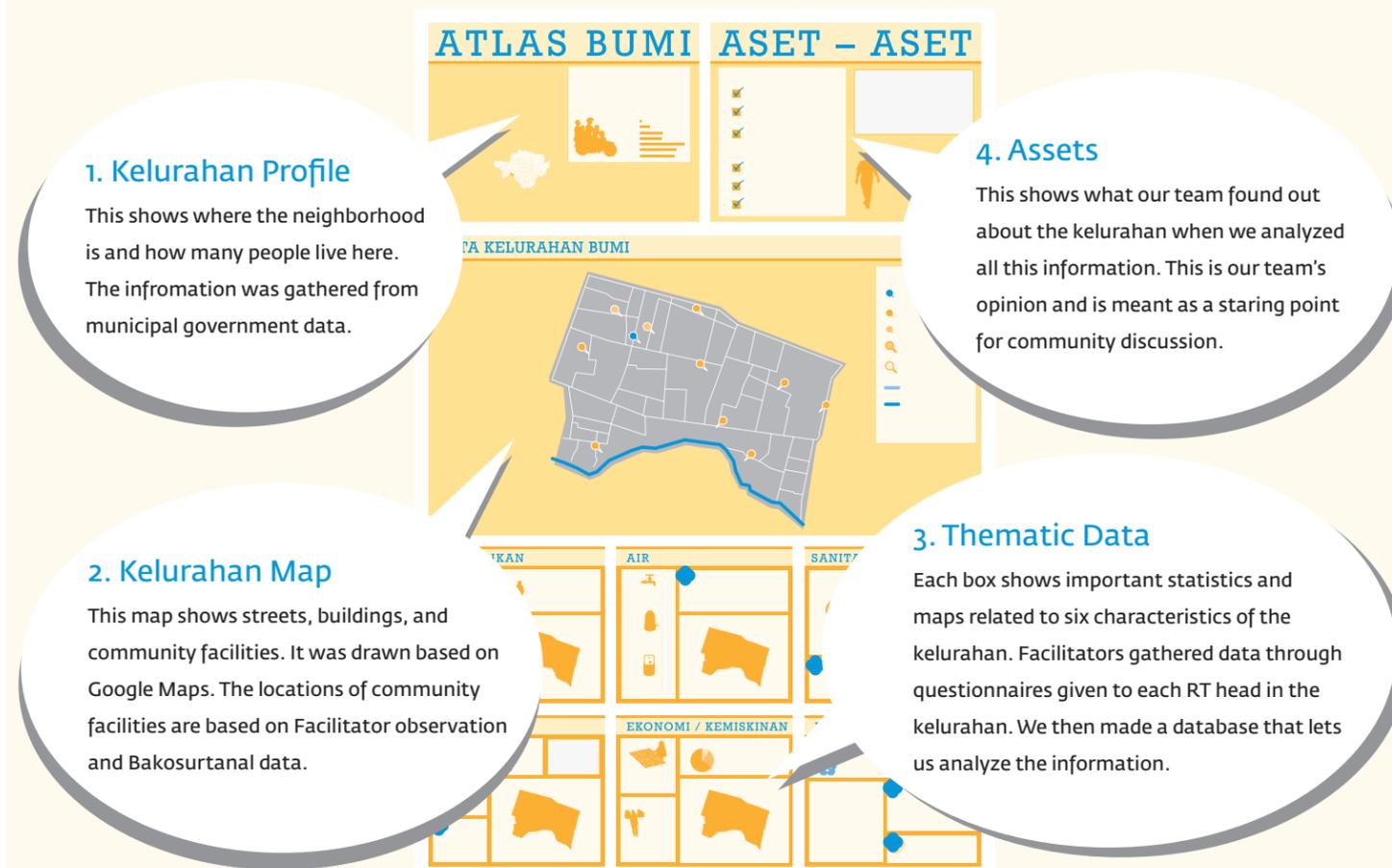*"Does this confirm something you already thought about the kelurahan…?"*

"Does this surprise you…?"

"Does the neighborhood look or feel like it has … (ex. low water service, high poverty, etc.)…?"

"What does it mean that the kelurahan is above (or below) the kecematan average…?"

Oftentimes, indicators will mean different things in different kelurahans. For example, in one kelurahan there may be a high level of private sanitation because there is low public sanitation. Whereas, in another

The Mini Atlas has 4 parts, information comes from different data sources:

1. Kelurahan Profile

This shows where the neighborhood is and how many people live here. The infromation was gathered from municipal government data.

2. Kelurahan Map

This map shows streets, buildings, and community facilities. It was drawn based on Google Maps. The locations of community facilities are based on Facilitator observation and Bakosurtanal data.

3. Thematic Data

Each box shows important statistics and maps related to six characteristics of the kelurahan. Facilitators gathered data through questionnaires given to each RT head in the kelurahan. We then made a database that lets us analyze the information.

4. Assets

This shows what our team found out about the kelurahan when we analyzed all this information. This is our team's opinion and is meant as a staring point for community discussion.

kelurahan there may be high private sanitation because the residents are wealthy and can afford it. So it is always important to ask people about the context of a particular statistic or map:

"What does this mean in your kelurahan?"

Also ask participants to respond to the "assets" (thumbs-up) and "issues" (question-mark) identified in the Mini Atlas:

"Does this seem like an issue to you…?"

You should spend about 5 minutes on each box. This isn't much time, but should be long enough so that people understand the maps, charts, and statistics.

How do you use the Mini Atlas? (10 min.)

By now, the participants should have a good understanding of the Mini Atlas.

As the facilitator, it's up to you how to guide the discussion about how the Mini Atlas can be used in the *musrenbang* process. You can focus on a simple question:

"How is this information relevant to the musrenbang?"

This is the time to present the Assets. Explain that these are conclusions made by our team after we analyzed all the data. These are intended as starting points for discussion – ask the group to respond to them:

"Would other kelurahan residents agree this is what is strong about the kelurahan…?"

"Do you agree that these are priority issues in your kelurahan…?"

This wrap up discussion should take about 10 minutes.