

Attachment-12 Memorandum of Weekly Meeting



# NRW Pilot Studies Updates (18/04/2013)

Meeting

Date: 18/04/2013

Attendees:

1. Fujiyama
2. Akiko
3. Ray Andresen
4. Silas Talosui
5. Eric Unga - Leakage
6. Frank - Meter Readers
7. Gavin - GIS
8. Rosta Tinari
9. Beverly Sa'olu
10. Mathias Bera
11. Marista Kapini

NRW Project started in November 2013 - 5 months to date.

## Update of Pilot Activities

### 1. Namaruka

- Still at Countermeasures phase - 2.1.3 Disconnection/or validation of illegal connections.
- Out of 22 HH discovered to be illegal, 8 have validated their accounts.
- Currently 14 HH still has outstanding illegal connections with water service currently on.
- Agree to give another 2 weeks (from today) for illegal users to come forward and have their service validated.
- **Proposed Action:**
  - o Grace period of 2 weeks. Within the Grace Period only the following minimum fees will be applicable (see table 1) to validate customers' accounts. (To be actioned only upon approval from CEO)
  - o When Grace period lapses on 3/05/2013, service line will be disconnected properly (with no provision for tampering)
  - o Public relations team to carryout awareness campaign in Namaruka about the two weeks grace period and the minimum fees requirements for validation of accounts.

Table 1: Minimum Fees Required for Validation of Customer Accounts

Fees	Illegal Users without Existing Account	Illegal Users with Existing Account
Service Fee - Domestic (\$2,000)	Yes	No
Commercial (\$2,670)		
House Deposit - Domestic (\$800)	Yes	Yes
Commercial (\$3,340)		
Illegal fee - Domestic (\$670)	Yes	No
Commercial (\$1,340)		
Reconnection Fee - Domestic (\$207)	No	Yes

Commercial (\$294)		
Disconnection Fee - Domestic (\$200)	No	?
Commercial (\$240)		
Outstanding fee	No	Yes (Payment Plan)

### 2. Independence Valley

Actions already undertaken

- o Meter Testing
- o Survey of all service lines / customers
  - Found 2 illegal customers
- o Step test (Tuesday night)
- o Replace service lines >25mm to 16mm
- o Measurement of NRW Ratio, not yet completed. Have to complete before proceed to Counter Measures.

Proposed Action

- o Complete measurements of NRW Ratio.

*Ray Andresen*

# NRW Pilot Studies Updates (25/04/2013)

Meeting

Date: 25/04/2013

Attendees:

1. Takeooshi Fujiyama - JICA EXPERT TERM
2. Akiko Sakamoto - JICA EXPERT TEAM
3. Masatoshi Seno - JICA EXPERT TEAM
4. Ray Andresen - OPERATIONS MANAGER SIWA
5. Eric Unga - LEAKAGE SUB-TEAM LEADER
6. Frank Daukalia - METER REPAIR/REPLACEMENT
7. Gavin Bare - GIS TECHNICIAN
8. Rosta Tinari - REVENUE TEAM/DISCONNECTION
9. Sophia Tango - SERVICE DELIVERY AND COMMUNICATIONS
10. Mathias Bera - PIPE REPAIR (NETWORK MAINTENANCE AND REPAIR)
11. Mary Tafoa - BILLING
12. Marista Kapini

NRW Project started in November 2013 - 5 months to date.

## A. ACTIVITIES UPDATE FOR Week 18/4/2013 - 25/4/2013

### NAMORUKA PILOT AREA

- Grace Period has extended to 9/5/2013 for illegal water users in Namoruka to come forward and validate account.
- To-date, out of the 14 illegal water users in Namoruka, none has turned up to validate their account.
- Countermeasures activities will only be completed if the illegal water users either come in to validate accounts or SIWA disconnect them completely.

### INDEPENDENCE/BANANA VALLEY PILOT AREA

- **Leakage Team:**
- Confirmed customers with operating meters and those without meters at Independence Valley.
- Total of 92 customers surveyed in Independence Valley/Banana Valley.
- Survey of customers were only conducted during the day and found that some service lines were without water.
- Baseline NRW Ratio was calculated by the leakage team based on initial measurements and is tabulated in table 1. The validity of the data in table 1 was strongly questioned by the JICA Experts who have asked the leakage team to redo the flow measurements.
- Begin on counter measures for Independence Valley

Table 1: Baseline Data for Independence and Banana Valley. The Direct line (DL) usage was assumed to be 32KL/month based on current billing figure. Service lines with functioning meters but without water during the time of survey was assumed as DL and was assigned the 32KL/month usage. Actual figures for usage were not supplied by the team.

Water Meter Installation (Revision 1) Date: 25/04/2013  
Pilot Site: Independence & Banana Valley

Items	Information on Customers	Plates
Legal Connections	Registered Customers with water meter	
	Registered Customers with well - functioning water meter	10
	Registered customers in metered rate with meter inaccuracy*	43
	Registered customers without water meter in flat rate (Direct lines or malfunctioning meters)	29
	New Customers to be registered	0
Illegal Connection	Registered illegal customers	2
	Not registered illegal customers	0
Non - existence Customers	Customers who do not receive SW's water supply (space or vacant households)	2
	Not Exist Customers	11
	Disconnected Customers	1
	<b>Total Number of Customers</b>	<b>92</b>

Note:  
 > NRW Ratio is ~~54%~~  $\frac{54}{55} \%$   
 > Revenue Water is ~~48.5%~~  $\frac{48.5}{48.5} \%$

- During the time of survey
  - o 30 service lines are with functioning meter and are receiving water during the day.
  - o 12 service lines are with functioning meters but did not receive water during time of survey thus consumption is assumed as those of DL.
  - o 13 service lines have meters inaccuracies
  - o 29 service lines are either without meter (Direct line (DL)) or has malfunctioned meters.
  - o 2 service lines were using water illegally. The consumption for illegal was also assumed as those for DL.
- The DL consumption was assumed to be 32KL/month based on the current billing figure. This was not accepted by the JICA Expert (Mr Fujiyama) who preferred that the actual flow rate be measured from the DL. This was easily carried out with a jar and a stopwatch.

- The JICA Expert has also requested from the leakage team the data for actual consumption from service lines in Independence Valley and also the data for the total system input.
- Communications:** The communications team has so far drafted a letter regarding the grace period for illegal users in Namoruka. The letter needs to be revised to include correction of date, inclusion of minimum applicable fees and most importantly the letter needs to be simplified to be better understood by the general public. The acceptable minimum fees payments have to be agreed upon by the CEO before information is given out to the public. A clear word of caution must also be indicated in the letter for those who do not make any attempt to validate their account clearly stating disconnection of service lines.
- Illegal Connection Team:** The team has indicated that out of the 14 illegal users in Namoruka from the last meeting on 11/4/2013, none has made any attempt to validate their account. When asked by the JICA Expert, Mr Fujiyama on who is responsible for monitoring disconnected illegal users, there was clearly some confusion on who to carryout monitoring of these sort on the pilot sites, whether it be the illegal team or the leakage team. It was finally agreed in the meeting that, the illegal team will be responsible for disconnecting illegal services while the leakage team responsible for monitoring the disconnected services.
- GIS Team:** The GIS team is keeping up with inputting information from the pilot study areas on meters, valves, pipes etc for their types, sizes and location etc. The GIS has been asked to update all the sub teams during the weekly meeting with new figures gathered from the pilot sites.

## LENGAKIKI PILOT AREA

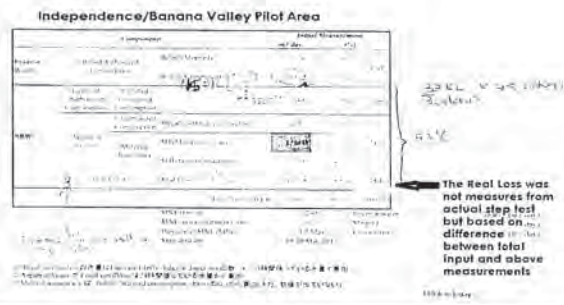
- LEAKAGE TEAM:** The leakage team has so far started on customer survey for the pilot site in Lengakiki. They have already covered 90% of the area. Figures were not available for the meeting.

## B. PROPOSED ACTIONS FOR WEEK 25/04/2013- 2/05/2013

- Leakage Team-** Carryout actual flow measurement for DL customers in Independence Valley and recalculate baseline NRW Ratio.
- Leakage Team-** Provide the JICA Expert team with data on Total System Input (m<sup>3</sup>/day) for Independence Valley as well as actual consumption/day for each components measured eg Billed Metered, Billed unmetered, illegal use (DL), illegal use for 24hrs, meter inaccuracy, etc....
- Leakage Team-** To proceed with countermeasures for Independence Valley after successfully completing the above actions.
- Leakage Team -** To complete customer survey at Lengakiki.
- Communication-** To revise the standard letter for illegal customers in Namoruka and distribute immediately.
- Illegal Team/Customer Service -** To keep track of illegal customers from Namoruka who have come into SW to validate their accounts.

*Mary Anderson*

Table 1: Revised Baseline Water Ratio for Independence Valley.



- The DL (unmetered) usage was again estimated from the 32KL/month flat rate charge that SIWA billing is currently using, to give 48.015m<sup>3</sup>/day (32KL / 30days in a month \* 45 DL customers = 48.015 m<sup>3</sup>/day)
- Actual flowrate for the unmetered usage was not measured insitu which is a more favourable method. Here, X numbers of unmetered customers should have their flowrates measured and then taking an average as a standard amount of usage for each DL per day at Independence Valley.
- The Real Loss (RL) was not measured from actual step test but based only on the calculated difference between the total system input and the sum of the other parameters. It was also indicated in the meeting that the figure for RL is uncertain due to the fact that some service lines could be without taps with water running 24 hours. Part of the RL could also be Apparent Losses (AL).
- For meters inaccuracies, there are 37 meters tested and the difference between the test meter and the meter insitu is recorded.
- Based on actual measurements on site and few other assumptions, the total NRW for Independence Valley is 53%
- Challenge:** The NRW Taskforce Team Leader has expressed in the meeting the difficulties they come across in measuring or to isolate some components for the Water Ratio. For example, apparent loss and real losses. Some service lines may not have taps and are continuously running which could have been mistaken for leakage.

- Leakage Team-** Provide the JICA Expert team with data on Total System Input (m<sup>3</sup>/day) for Independence Valley as well as actual consumption/day for each components measured eg Billed Metered, Billed unmetered, illegal use (DL), illegal use for 24hrs, meter inaccuracy, etc....

## NRW Pilot Studies Updates (02/05/2013)

### Meeting

Date: 25/04/2013

#### Attendees:

- Emi Akita - JICA EXPERT TEAM (emikita77@gmail.com)
- Masatoaki Seno - JICA EXPERT TEAM (seno@intlvachyo-eng.co.jp)
- Ray Andresen - OPERATIONS MANAGER SIWA (andresen@siwa.com.sb)
- Eric Unga - LEAKAGE SUB-TEAM LEADER (emua@siwa.com.sb)
- Frank Dasakalia - METER REPAIR/REPLACEMENT (fdakalia@siwa.com.sb)
- Gavin Bera - GIS TECHNICIAN (gbera@siwa.com.sb)
- Austin Ata - CONNECTION SERVICES
- Sophia Tango - SERVICE DELIVERY AND COMMUNICATIONS (stango@siwa.com.sb)
- Mallina Bera - PIPE REPAIR (NETWORK MAINTENANCE AND REPAIR) (mbera@siwa.com.sb)
- Carlos Saliga - SERVICE DELIVERY AND COMMUNICATIONS
- Benjamin Billy - NRW TASKFORCE TEAMLEADER
- Tina Kofana - HUMAN RESOURCE MANAGER
- Mary Pidoko - CUSTOMER CARE
- Jimmy Maeigoa - INTERNAL AUDIT
- Silas Talosui - NETWORK MAINTENANCE
- Marista Kapini (kapinimarista@gmail.com)

NRW Project started in November 2013 - 6 months to date.

## A. PROPOSED ACTIONS FOR WEEK 25/04/2013- 2/05/2013 (in ITALICS) and ACHIEVEMENTS

- Leakage Team-** Carryout actual flow measurement for DL customers in Independence Valley and recalculate baseline NRW Ratio -
  - The leakage team was able to complete the baseline water ratio for Independence Valley as illustrated in Table 1.

- The leakage team was not able to provide the JICA Expert team with the revised data for the different measured components for Independence Valley during the week but will do so immediately after the meeting.

- Leakage Team-** To proceed with countermeasures for Independence Valley after successfully completing the above actions.
  - Countermeasure activities for Independence Valley have not yet started due to unavailability of materials. SIWA is still awaiting materials especially 1/2" meters to arrive.
- Leakage Team -** To complete customer survey at Lengakiki.
  - Customer survey in Lengakiki is ongoing. There are 10 water meters yet to be located and exposed. The leakage team would require the assistance of the meter reader responsible for Lengakiki to help in locating meters and provide information on status of service lines within the pilot area. For example customers without meter, customers that receive 24 hours supply of water, customers that receive water only during the day/for night times. Illegal users etc.
  - Two new sites have been identified and cleared for installation of new valves. However, the leakage team is also awaiting materials to become available to proceed with valve installations.
- Communication-** To revise the standard letter for illegal customers in Namoruka and distribute immediately.
  - The letter was finalised and distributed to the 14 illegal water users at Namoruka on 1/5/2013. The letter stated that the grace period would lapse on the 13/05/2013. The content of the letter is attached in the annex.
- Illegal Team/Customer Service -** To keep track of illegal customers from Namoruka who have come into SW to validate their accounts.
  - There were no illegal users from Namoruka who turned up during the week to validate their account. The teams are waiting for response in effect of the letter distributed by the communication team. Lack of response by the end of the grace period will result in the illegal service lines to be disconnected.

## B. OTHER COMMENTS AND POST MEETING COMMENTS

- Mr Seno from the JICA Expert Team expressed concern over the newly installed valves that are not currently protected. He stated that if chambers are not built around them, the valves may be buried after a year.
- Seno also requested from the NRW Taskforce Leader the timelines and activities remaining for each 15 pilot zones.
- The NRW Taskforce Leader has requested that the meter readers for each pilot zones to accompany the leakage team to pilot sites to carryout baseline survey and to provide information on status of customer services.
- There is also some indication that training should be conducted for all the NRW sub teams on the basics of NRW and the important role the teams play in reducing NRW. Further training should also be conducted for field staff on how to carryout field measurements for the various components for the water ratio and why it is vital to measure these components. This is to give the NRW sub teams a greater appreciation for the NRW reduction activities that SIWA is currently implementing.

**C. PROPOSED ACTIONS FOR WEEK 2/05/2013- 09/05/2013**

- Leakage Team - Continue with Countermeasures for Independence Valley should materials become available.
- Leakage Team - To pass on the workplan for the different Pilot Zones to Mr.Seno.
- Customer Care - To keep track of illegal customers from Namoruka who have come into SW to validate their accounts and pass on information to all sub teams.

*Handwritten signature: M. Anderson*



Service Delivery and Communications  
P.O. Box 1407  
Honiara  
Phone: 23985  
Email: siva@solomon.com.sb

Dear \_\_\_\_\_

**Subject: Grace period for illegal Water Users**

Solomon Water is governed by the Solomon Islands Water Authority (SIWA) Act that makes provision for a water Authority for our country to provide for the proper management and development of water resources and services. According to SIWA Act Clause 41 (1), the company has its legal obligation to recover any of its dues (through charges and fees) on any customer who wishes not to pay up his or her fees and thus matter intentionally use the company service illegally.

Solomon Water is taking actions to clamp down on illegal water users and our records have shown that you have been illegally using our water service for the past months.

You are hereby advised to approach our customer care outlet at our Head Office to create acceptable arrears of settlement terms with our customer care team by having a valid account created or for us to help you create an affordable payment plan to settle your bills in a reasonable manner. This is important to avoid a permanent disconnection to your water service. Therefore a grace period of two weeks effective as of the **29 of April to the 13 of May** will be given for you to come and see our customer care team to mutually agree on a settlement plan for your connections.

We strive to improve our services where we are committed and responsible for our water usage.

Sincerely Yours

Solomon Water Service Delivery Team

**ANNEX 1: INITIAL CUSTOMER INFORMATION FOR INDEPENDENCE VALLEY PILOT SITE**

Table 2: Baseline Data for Independence and Banana Valley. The Direct line (DL) usage was assumed to be 32KL/month based on current billing figure. Service lines with functioning meters but without water during the time of survey was assumed as DL and was assigned the 32KL/month usage. Actual figures for usage were not supplied by the team.

Water Meter Installation (Revision 1) Date: 25/04/2013  
Pilot Site: Independence & Banana Valley

Items	Information on Customers	Pluses
Legal Connections	Registered Customers with water meter	
	Registered Customers with well-functioning water meter	30
	Registered customers in metered rate with meter functionality*	53 1/2
	Registered customers without water meter in flat rate (Direct lines or malfunctioning meters)	21 2/3 → D/L 12 → Customers with metering meters but no water during survey assumed as D/L
	New Customers to be registered	0
Illegal Connections	Registered illegal customers	2
	Not-registered illegal customers	0
Non-existence Customers	Customers who do not receive SW's water supply service or vacant households	2
	Not Exist Customers	11
	Disconnected Customers	3
<b>Total Number of Customers</b>		<b>52</b>

Note:  
 - NRW Ratio is 5.04%  
 - Revenue Water is 4.22%

**MINUTES OF NRW TASK FORCE MEETING OF SOLOMON WATER & JICA HELD AT CONFERENCE ROOM, SOLOMON WATER OFFICE Wednesday 15 May 2013 AT 9:30AM**

Having achieved a quorum, the Chair declared the meeting open 9:40 AM.

**1. Attendance:**

**Present:**

- I. Seno Masatoshi - JICA Expert team
- II. Emi Akita - JICA Expert Team
- III. Benjamin Billy - Task force leader
- IV. Frank Daukalia - Task force member.
- V. Mathias Bera - Task force member
- VI. Gavin Bare - GIS Technician
- VII. Eric Unga - Leakage team Leader
- VIII. Silas Talosui - Network Maintenance Team Leader
- IX. Chris Meriko - Source Work Team Leader.
- X. Jimmy Maegua - Internal Audit
- XI. Austin Ata - Illegal team Leader
- XII. James Carlos - Communication
- XIII. Sophia Tango - Communication
- XIV. Mary Boko - Customer service
- XV. Layten Jacob - procurement Team Leader

**Apologies:-**

- Tima Kofana- Manager Human resources
- Ellen Inahia - Manager Customer service and Communication

**Absent:-**

- Daisy Menaga - Team Leader Meter Reader
- Mary KIA - Team Leader Billing
- Lawrence Irol - Senior Accountant.
- Rosta - Revenue team Leader.

**2. Updates on Activities on sites :**

- 2.1. Counter measures for Independence valley - Meter instalments.
- 2.2. Site preparations of Lengikiki in progress with Valves installation
- 2.3. Grace period laps for Namoruka on the 13<sup>th</sup> of May 2013 confirmed by Communications
- 2.4. Materials pipes & Meters & fittings ( RAP) arrived now at Wharf in Honiara & Cleared by Procurement Team

Memorandum of Meeting

Project: Non-Revenue Water Reduction

From: Mariata Kapini  
 Email: [kapini@mariata@gmail.com](mailto:kapini@mariata@gmail.com) Venue: SW Conference Room, Honiara  
 Phone: (877) 7560776 Date of Meeting: 29 May 2013, Friday

AGENDA

1. Achievements in week 21/5/2013 – 29/5/2013
2. Proposed actions for weeks ahead

MEETING PARTICIPANTS

Name	Organisation	Job Title	Signature
マタ			
ベレン			
マツヤ			
レイソン			
マリス			
リコ			
マリス			
マリス			

- 2.5. Only six (6) illegal customers from Namuruka come forward for inquiry – customer service to deal with them.
- 2.6. Frank to confirm Lengikiki Customer list with Meter readers.
- 2.7. Gavin continue to Update Meter installations and Valves for Independence valley

3. Previous Minutes.  
No minutes for previous meeting (not available at time of the Meeting)

4. Activities for 15<sup>th</sup> to 22<sup>nd</sup> of May 2013

4.1 Independence valley Meter installations:

Activities	Action
Meter Installation at Independence valley	By Leakage team Meter installation team( Eric)

4.2 Namuruka – illegal customer's disconnections:

Activities	Action
Disconnections of illegal Customers	Illegal team in consultation with Customer service & Meter Readers ( Austin & Daisy)

4.3 Awareness Program – Independence valley:

Activities	Action
Awareness for Independence valley on NRW Activities.	Communication team - Carlos

4.4 Customer registration - Lengikiki

Activities	Action
Customer registration for Lengikiki.	Frank and Meter readers

2

4.5 Site Preparation for Lengikiki

Activities	Action
Site Preparation for Lengikiki	Andrew & Team – Mathias Bera & Vincent Lui.

4.6 GIS Updates

Activities	Action
GIS Update	Gavin Bare – Independence valley & lengikiki.

4.7 Material Preparation for Pilot sites Procurement in June 2012 000.

Activities	Action
Preparation material & Meters for Pilot Sites	Task force team – Benjamin Billy.

Next meeting:

9:30 Am. Wednesday 22<sup>nd</sup> of May 2013 Conference Room. ( )

Close of meeting:

Chair closed meeting at 10:30 am.

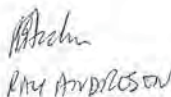
Signed as a true record of the meeting



Chairperson

15-05-2013

Date

  
Amy Anderson

Description	Action by	Date
The agenda for the meeting are described below.		
<b>Achievements (Week 22/5/2013 – 28/5/2013)</b>		
1) Namuruka: Total of 9 illegal users disconnected in, 4 disconnected on 23/05/2013, 5 disconnected on 28/5/2013 will help of backhoe. 2.4 still to be disconnected. *Note: 2 disconnected lines from were not included in initial survey.	Disconnection Team	
2) Monitoring on the disconnected lines by; Meter Readers –once a month Leakage Team – Daily	Meter Readers & Leakage Team	
3) <sup>with GIS</sup> Independence Valley: Meter-raising and installation in progress. GIS to take note. 60 meters raised 40 yet to be raised	Leakage Team/ GIS	
4) Lengikiki: Step test not done as previously planned due to disruption of water supply caused by power outage. New time proposed for the weekend (1/06 or 2/06)	Leakage Team	
5) Lengikiki: Construction of chamber not yet done as previously planned at location to carryout night flow.	Leakage Team	
6) Procurement: Stop corks shipped by aquaduct on Monday (27/05). 400 x 15mm & 400 x 20mm. Yet to land in Honiara.	Procurement	
<b>Actions to Be Taken (29/05/2013 - 4/6/2013)</b>		
7) Leakage team to confirm if all surface leak sites are identified and measured and produce table summary on leaks (Table 1)	Leakage Team	3/06/2013
8) Independence Valley: PR to draft letter (for unregistered/illegal customers) and distribute to NRW team for comments. Grace Period of 2 weeks starting 3/06/2013-17/06/2013 or when Finance team decide on favourable mode to validate customers account. Distribution of letter to the unregistered customers to be done immediately.	Public Relations/ All NRW Team	29/05/2013-1/02/2013 N/A-Urgent
9) Finance Team to confirm mode of validating customer's account and forward to PR and Customer Care	Finance Team	5/06/2013
10) PR Team to simplify awareness pamphlets or NRW fact sheets using diagrams/ picture to improve comprehensibility by public. This to be used in all pilot zones	Public Relations	Urgent
11) Meet with Finance Team to collectively come up with solutions to effectively validate customers account especially in pilot sites only	NRW TL, JICA Expert, Finance Rep, Mariata	31/05/2013
12) Independence: Meter-raising to continue. Counter measure	Leakage Team	29/05/2013-

continue including addressing illegals.		ongoing
13) Namoruka: Continue with disconnections of illegals. Proceed with measurement of NRW ratio after countermeasures	Disconnection Team, Customer Care, Billing	30/05/2013
14) Lengkiki: Step test to be carried forward to weekend	Leakage/NRW	1/6/2013 - 2/06/2013
15) Lengkiki: Construction of chamber at location for minimum night flow measurement.	Leakage/NRW	Urgent

*Marista Kapini*  
*Ray Anderson*

<p>customers from 29<sup>th</sup> of April to 13<sup>th</sup> of May where only the following fees applied in order to have accounts validated;</p> <ul style="list-style-type: none"> <li>House Deposit (\$800)</li> <li>Reconnection Fee (\$207)</li> <li>Payment Plan on Outstanding Fees (&gt;\$3000)</li> </ul> <p>For those users without existing accounts</p> <ul style="list-style-type: none"> <li>Service Fees (\$2,000)</li> <li>House Deposit(\$800)</li> <li>Illegal Fee (\$870)</li> </ul> <p>These fees were found to be difficult to meet by the customers as a one-off bulk payment before accounts are validated. As a result, those two customers (out of 12 illegals customers) who attempted to make payments could only afford a little percentage of the total requirements. The rest were disconnected with a likelihood of illegally connected again if not properly monitored.</p> <p><b>Justification to revise approach to validate accounts:</b></p> <ul style="list-style-type: none"> <li>By quickly validating illegal users, there is a better chance of collecting revenue from them rather than leaving them with a disconnected status in the system and losing revenue</li> <li>For this pilot project to become successful and completed within the set timeframe, it is important to have an effective means to deal with illegal users rather than just disconnecting them.</li> </ul> <p><b>Suggested ideas to validate accounts(trial)</b></p> <p>The NRW Reduction Team has opted for another payment option/mode that could be trialled within the pilot areas only, for illegal customers. This option is to bill customers all require minimum fees and allowing them to repay based on an agreed payment Plan. Once the customers are billed, their accounts can be validated. For the case of high outstanding water bills, certain percentage of the O/S is required to be paid in and the rest considered as bad debts. (However, it will be dealt with in case by case basis.) The repayment of the O/S will be made based on the payment plan agreed above.</p> <p>It was also understood that for this option to be effective, a strong monitoring team has to be in place in SW to monitor these repayment plan.</p> <p>The finance representative has agreed that though this could be an attractive solution and would be willing to have it trialled within the pilot zones, he needed to take it up to the Finance Team for deliberation before a definite decision can be drawn.</p> <p><b>Actions to Be Taken</b></p> <p>The Finance Rep to take up the suggested options above to the finance team for deliberation with their decision ready by the next weekly update meeting date (5/06/2013).</p>	Lawrence	5/06/2013
---	----------	-----------

*Marista Kapini*  
*Ray Anderson*

**Memorandum of Meeting**

Project: Non-Revenue Water Reduction

From: Marista Kapini  
 Email: kapinimarista@gmail.com  
 Phone: (677) 7580776

Venue: SW Conference Room, Honiara  
 Date of Meeting: 31 May 2013, Friday

**AGENDA**

- Minimum Fee Required For Validation Of Illegal Users Accounts For Pilot Sites Only.
- AOB

**MEETING PARTICIPANTS**

Name	Organisation	Job Title	Signature
Fujiyama Taketoshi	JICA Expert Team	Team Leader	<i>[Signature]</i>
Benjamin Billy	Solomon Water	NRW Reduction Taskforce Team Leader	<i>[Signature]</i>
Lawrence Irof	Solomon Water	Accountant	<i>[Signature]</i>
Marista Kapini	Solomon Water	Consultant	

Description	Action by	Date
The meeting was purposely set with the Finance team (Represented by Lawrence) to collectively come up with a solution to validate illegal users within the Pilot Zones. The issue of dealing with the illegal users has dragged the progress of the pilot activity in Namoruka by a month beyond the proposed completion date. The solution sought from this meeting will be implemented in the other pilot areas to ensure uniformity and that timeframes are kept.		
The agenda for the meeting are described below.		
<b>MINIMUM FEE REQUIRED FOR VALIDATION OF ACCOUNTS IN PILOT AREAS</b>		
<b>Background: Issues discovered from Namoruka Pilot</b> It was discovered that majority of the illegal water users in Namoruka Pilot Zone were those SW customers that have been previously disconnected due to very high outstanding water bills (\$3,000 - \$18,000). These services are represented as D (for disconnected) in the system but in actual fact were illegally connected and used. A grace period of two weeks were offered to these illegal		



**Memo**

P.O. Box 1407 Honiara  
 G 23984/23985 | e siwa@solomon.com.sb

To: Ron Davies, Richard Austin

From: NRW Team Leaders – Fujiyama, Benjamin, Marista & Lawrence

Cc: Ellen, Silas, Austin Ata

Date: 6<sup>th</sup> June 2013

**Sub: Propositions to Validate illegal water users' accounts in Pilot areas only.**

The following proposed ideas and suggestions are put forward for your consideration. These suggestions were derived from our NRW meeting held on 31<sup>st</sup> May 2013 as per attached minute. Table 1 outlines the different cases of water users and table 2 outlines the proposed ideas to validate these cases.

**Table 1: Cases of illegal Users and Proposed required fees to validate account**

User Type	Illegal Users				Fee Categories							
	Account	Disconnection Status in the System		Water Usage on Bill	Service Fee	Illegal Fee	House Deposit	Re-connection fee	Dis-connection fee	Arrest	Backwater	
	Yes	No	Disconnected	Yes	Required	Not Required	Required	Not Required	Required	Not Required	Required	Not Required
User 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
User 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
User 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Table 2: Proposals to Validate Accounts of Illegal Users.**

No	Cases/Proposal	Rationale
1	<p><b>Case 1: Illegal Users Without Existing Account- User 1</b></p> <p>These are water users that do not have an existing account.</p> <p>Minimum Fee Requirements:</p> <ul style="list-style-type: none"> <li>Service Fee</li> <li>Illegal Fee</li> <li>House Deposit</li> </ul> <p>Procedure:</p> <ol style="list-style-type: none"> <li>Immediate Validation/Creation of New Account by debiting the above fees directly into the account.</li> <li>Repayments of Fees will be in instalments based on agreed payment plan between SW and customer.</li> </ol>	<ol style="list-style-type: none"> <li>The idea is to quickly turn NRW into RW.</li> <li>Able to achieve NRW reduction pilot objectives.</li> <li>It is easier and affordable for our customers to pay in instalments with the payment plan provided rather than paying an unaffordable sum at once</li> <li>Application of illegal fees within the grace period will avoid potential of new customers to take the same route and capitalise on grace periods to get away with the illegal fee while contributing to 1/3 of NRW.</li> </ol>

Figure 1: customer payment plan/schedule

2	<p><b>Case 2: Illegal Users With Existing Account –User 2</b></p> <p>These are existing SW customer who have "Disconnected" status in the system but are illegally using water.</p> <p>Minimum Fee Requirements:</p> <ul style="list-style-type: none"> <li>Illegal Fee</li> <li>House Deposit</li> <li>Reconnection Fee</li> <li>% of Total Arrears (see NO. 4 for proposed procedure for arrears settlement).</li> </ul> <p><b>Procedure:</b></p> <p>a) Immediate validation of existing account by debiting the above fees directly into the account.</p> <p>b) Repayments of fees will be in instalments based on agreed payment plan between SW and customers.</p>	<p>a. Provide opportunity to turn NRW into Revenue Water.</p> <p>b. Able to achieve NRW reduction pilot schedules and timings.</p> <p>c. <i>Installments payment plan:</i> Provide an affordable means for our customers to pay large debits.</p> <p>d. Application of illegal fees within the grace period will avoid potential customers to take the same route and capitalise on grace periods to get away with the illegal fee while contributing to NRW.</p>
---	---	---

3	<p><b>Case 3: Dormant Accounts –User 3</b></p> <p>These are customers with existing accounts that have "Disconnected" status in the system. These users do not illegally connect their service lines but rather parasitic on neighbours for water.</p> <p>Minimum Fee Requirements:</p> <ul style="list-style-type: none"> <li>House Deposit</li> <li>Reconnection Fee</li> <li>Disconnection Fee</li> <li>% of Total Arrears (see NO. 4 for proposed procedure for arrears settlement).</li> </ul> <p><b>Procedure:</b></p> <p>c) Immediate validation of existing account by debiting the above fees directly into the account.</p> <p>d) Repayments of fees will be in instalments based on agreed payment plan between SW and customers.</p>	<p>a. This will avoid the likelihood of customers to illegally connect and use water which contribute to the increase of NRW.</p> <p>b. Provide customer an opportunity to have private service line but at the same time giving SW an opportunity to recover some payments from outstanding arrears.</p> <p>c. Provide SW an opportunity to build customer relations and increase SW customer base.</p>
---	--	--

4	<p><b>Large Arrears on Existing Accounts resulted in disconnection of service.</b></p> <p><u>Arrears assessment criterion to achieve above proposal.</u></p> <p>Illegal water users or legally disconnected customers with arrears will be assessed based on the following criterion:</p> <ol style="list-style-type: none"> <li>1) Payment frequency before being disconnected</li> <li>2) Size of arrear. Repayment require only on % of the arrear.</li> <li>3) A cut-off date to be declared to write off the balance.</li> <li>4) Arrear adjustment based on availability on water in particular areas.</li> </ol>	<p>To ensure fairness to all SW customers the following assessment criterion are put forward for consideration.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Assessment criteria</th> <th>Advantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>• Tendency given to customers who have high payment frequency</td> </tr> <tr> <td>2</td> <td>• Ratio of payment based on size of arrear. Higher the arrear, higher the requirement arrear payment.</td> </tr> <tr> <td>3</td> <td>• The bigger the size of the arrear before the cut-off date, the happier the customer.</td> </tr> <tr> <td>4</td> <td>• Customers may be more willing to pay if consideration is made on water supply availability in their area.</td> </tr> </tbody> </table>	Assessment criteria	Advantage	1	• Tendency given to customers who have high payment frequency	2	• Ratio of payment based on size of arrear. Higher the arrear, higher the requirement arrear payment.	3	• The bigger the size of the arrear before the cut-off date, the happier the customer.	4	• Customers may be more willing to pay if consideration is made on water supply availability in their area.
Assessment criteria	Advantage											
1	• Tendency given to customers who have high payment frequency											
2	• Ratio of payment based on size of arrear. Higher the arrear, higher the requirement arrear payment.											
3	• The bigger the size of the arrear before the cut-off date, the happier the customer.											
4	• Customers may be more willing to pay if consideration is made on water supply availability in their area.											

Should the above proposals be allowed to be implemented on the pilot zones and found to be working effectively, these could be adapted as part of SW procedure to address illegal users.

Refer to customer payment schedule sample. Any customer with opening balance is considered balance after adjustment or written off.

As discussed during the meeting, monitoring is one of the vital aspects in order to keep this proposal effectively working in the long run. Besides that, good CRM and active debt collection will help improve the situation.

NRW PILOT AREAS CUSTOMER PAYMENT SCHEDULE			
ACCOUNT NO	xxxxxx	CONSUMER TYPE	Domestic
ACCOUNT NAME	Blue Bird	LOCATION	nowhere
INSTALLMENT PAYMENT AMOUNT: \$500.00 AS MINIMUM			
DATE	DESCRIPTION	AMOUNT	PAYMENT
	OPENING BALANCE		\$0.00
	SERVICE FEE	\$2,000.00	\$2,000.00
	ILLEGAL FEE	\$670.00	\$2,670.00
	HOUSE DEPOSIT	\$800.00	\$3,470.00
	1ST INSTALLMENT		\$500.00
	2ND INSTALLMENT		\$500.00
	3RD INSTALLMENT		\$500.00
	4TH INSTALLMENT		\$500.00
	5TH INSTALLMENT		\$500.00
	6TH INSTALLMENT		\$500.00
	7TH INSTALLMENT		\$470.00
			\$0.00

**Memorandum of Meeting**

Project: Non-Revenue Water Reduction

From: Marista Kapini  
 Email: [kapinimarista@gmail.com](mailto:kapinimarista@gmail.com)  
 Phone: \_\_\_\_\_  
 Venue: SW Conference Room, Honiara  
 Date of Meeting: 5/06/2013, 2pm

**AGENDA**

1. Achievements for Week 5/06/2013 -13/06/2013
2. Comments and Issues Raised

**MEETING PARTICIPANTS**

Name	Organisation	Job Title	Signature
Fujiyama Taketoshi	JICA Expert Team	Team Leader	
Benjamin Billy	Solomon Water	NRW Reduction Taskforce Team Leader	
Marista Kapini	Solomon Water	Consultant	
Layten Jacob		Procurement	
Mathias Bora			
Gavin Bare			
Sophia Tango		Public Relations	
Frank Daukalla			
Austin Ata			



Solomon Water

NRW Weekly Meeting - 20/06/2013

Description Agenda for the meeting are described below:	Action by	Date	Achievements (Complete/Not Complete-Reasons)
<b>Proposed Actions For Week 20/06/2013 - 26/06/2013</b>			
1) Disconnection of illegal customer - Independence Valley	Disconnection Team	21/06/2013	2 illegals found in Independence Valley. Both disconnected. One of them paid the required fees and had the service line reconnected.
2) Carryout MNF measurements at Independence	NRW Technical Team	20/06-26/06	MNF after countermeasure for Independence Valley was hindered by burst pipe and heavy rain thus the MNF setup had to be relocated to a new site. The new reading however gave a lot of anomalies with negative readings. This is probably due to airlocks in the system. After removing the airlocks, the readings have been improved. New MNF measurements period is from 9:30am 26/6/2013 - 9:30 am 27/6/2013
3) Revise and finalised NRW Reduction Awareness Pamphlet	PR	20/06 - 26/06	The pamphlets were revised but were not sent out to the rest for the team for comments before finalising.
4) Read MNF in Namoruka due to anomalies in initial measurements reflected in graph. The graph showed that the leakage rate was greater than the flow rate which is impossible to happen.	NRW Technical Team	20/06-26/06	It was discovered that the calculations for the graph was based on wrong calculations. It has now been corrected.
5) Preparation for presentation on results from Namoruka and Independence Valley NRW Reduction Activities on 28/06/2013	All NRW sub teams	20/06-27/06	28/06/2013, 1:30pm will be role play for meter readers facilitated by JICA experts. 28/06/2013, 3-4pm will be a mini workshop for NRW achievements so far. Management proposed to have a meeting to deliberate on proposal on July 1 <sup>st</sup> 2013.
6) Proposal for validation (legalisation) of accounts.			
7) <b>Comments and Issues Raised</b>			
8) To revisit proposal for validation of account to include waiver of expensive fees.	Fujiyama	Immediately	This was agreed upon only during the grace period of two weeks within receiving of notification letter by customers.

*Matthew Anderson*

Description	Action by	Date
Agenda for the meeting are described below:		
<b>Action and Achievement for week 5/06/2013 - 13/06/2013</b>		
1) Namoruka Pilot Zone: Disconnection of outstanding 2 illegals with backhoe assistance	Illegal Team/ Customer Care	Before 7/6/2013
2) Continuous monitoring of disconnected service lines at Namoruka	Leakage Team / Meter Readers	ongoing
3) Preparation of awareness pamphlets	Public Relations	12/6/2013
4) Progressive data for each pilot areas- Namoruka, Independence Valley, Lenggakki. Weekly preparation of data showing trend of achievements.	Illegal Team, Meter Readers, Leakage Team, Customer Care, PR.	Weekly
5) Customer care to be prepared to receive any illegal customers from Independence Valley follow the letter distributed by PR	Customer Care/ Illegal Team	5/6/2013 - 12/6/2013
6) To investigate and verify rumours that few customers at Independence Valley tampered with meters	Leakage Team/ Meter Readers	5/6/2013 - 12/6/2013
7) Arrival of JICA materials (3 pellets) week before with some missing items (flange adapters: 6 x 225mm & 2 x 150mm)	Procurement	by 12/6/2013
8) All JICA materials in storage fitted with JICA sticker and ready for SW use.		ongoing
9) Working on Procurement Manual	Procurement	ongoing
10) Completed proposal for validation of illegal customers in Pilot zone. Still awaiting decision from management	Benji, Fujiyama & Marista	12/06/2013
11) Meter raising to continue and complete this week.		5/6/2013- 12/6/2013
12) Step test to be carried out in Lenggakki during weekend.		8/6/2013- 9/6/2013
13) Complete chamber for minimum night flow measurement.		5/6/2013- 12/6/2013
<b>Comments and Issues Raised</b>		
14) The need to have a progressive report by each team on weekly achievements	Fujiyama	Immediately
15) Shipments of stop corks to arrive this month -21/6/2013		

*Matthew Anderson*

8) <b>Joint test: Pipe</b> At which material type most leaks occur? Poly Completion of Leak Summary Table? <b>YES</b> or <b>NO</b>	Done	Completed Table is found in the Common Directory, NRW folder.
4. <b>Meter Inaccuracies Test @ Lenggakki barzone countermeasure</b> Completion of table for Meter testing: <b>YES</b> or <b>NO</b>	Ongoing	2 houses at Fijian Quarter are yet to be visited to confirm if they are within pilot area or not. The houses are fenced thus difficult to access service meter. Must confirm urgently!!!
5. <b>Verify Customer status on Pilot Site @ Mibokoma Voca</b> Total Number of customers within Pilot area: 73 Total Number with working Meters: 51 Total Number with malfunctioning meters: 5 Total Number without meters (DL): 3 Registered customers with disconnected services: 4 Registered disconnected customers illegal: 3 Unregistered illegal customers: 0 Others: 0	Metering Team (Frank, Aquilla & Chede)	
6. <b>Documentation of Leaks @ Mibokoma Voca</b> Total Number of leaks identified @ Lenggakki Pilot area: 4 At which part of system most leaks found? (eg. meters, main, stop tap, pipe joint and pipe) At which material type most leaks occur? Galvanised Completion of Leak Summary Table? <b>YES</b> or <b>NO</b>	NRW Tech Team and Leakage Team (Eric & Mathias)	Completed Leak summary Table for Miboko and leak record forms can be accessed at Common Directory, NRW Folder. Leakers are fixed temporarily when found, but will report for measurements of MNF.
7. <b>Distribution of Awareness Pamphlets @ Mibokoma Voca</b> Total Number of pamphlet distributed at Mibokoma Voca: 150	Public Relations (James Saliga)	
8. <b>Site Preparation for MNF @ Lenggakki</b> Site Preparation for MNF measurements completed? <b>YES</b> or <b>NO</b> All valves for isolation of pilot site in place? <b>YES</b> or <b>NO</b>	NRW Tech Team and Leakage Team (Eric & Mathias)	Since MNF measurement is proposed for 5/9/2013, site preparation has to be completed before Monday. Minimal site preparation required. Only

NRW Weekly Meeting

Date: 2/08/2013  
Time: 9:30am - 10:30am  
Venue: SIWA Conference

Attendees:

- 1. Frank Daukalia
- 2. Mathias Bera
- 3. Eric Unga
- 4. Roy Andriassen
- 5. Carlos Saliga
- 6. Gavin Bare
- 7. Emi Akita
- 8. Mary Pidoke
- 9. Ellen Inahia
- 10. Marista Kapini

Achievements on Planned Actions for Week 25/7/2013 - 1/8/2013

Activities	Team Responsible	Status	Reasons for not able to complete Tasks or Comments
1. <b>Meter Raising @ Lenggakki</b> Total Number of Meters to Raise: 344 Meters (could be a little more) Total Number of Meters already Raised: 44 Meters Total Number of Meters Raised this week 25/7/2013 - 1/8/2013: 26 Meters Total Meter yet to Raise: 97 Meters	Metering Team (Frank, Aquilla & Chede)	Ongoing	Proposed date of completion 10/08/2013 That means Target: 10-11 meters/day
2. <b>Distribute Notification Letter to Illegal Users @ Lenggakki</b> Total Number of confirmed illegal users @ Lenggakki Pilot Area: 4 Number of notification letters distributed @ Lenggakki Pilot Areas: 4	Public Relations (James Saliga)	Done	Notification letter indicated Grace Period from 31/7/2013 - 13/08/2013
3. <b>Documentation of leaks @ Lenggakki</b> Total Number of leaks identified @ Lenggakki Pilot area: 24 At which part of system most leaks found? (eg. meters, main, stop tap, pipe)	NRW Tech Team and Leakage Team (Eric & Mathias)	Ongoing	Actual leak photos are yet to be inserted to each leak summary form. Proposed to have this urgently completed!!!

8. Meter Raising @ Lengakiki	Metering Team	Must complete by 10/08/2013
9. Meter Inaccuracy test @ Lengakiki after countermeasure	Metering Team	3/08/2013 -15/08/2013
10. Disconnection of Illegal users @ Lengakiki	Illegal Team	13/08/2013
11. MNF @ Lengakiki after Countermeasure	NRW Tech & Leakage Team	14/08/2013 – 15/08/2013
12. Step Test @ Lengakiki after countermeasure	NRW Tech & Leakage Team	15/08/2013
13. 24 Hour Consumption @ Lengakiki after Countermeasure	Metering Team	14/08/2013 – 15/08/2013

**Other important issues raised during meeting**

- Due to great delays in the first three pilot areas, it is the intention of the team to complete the fourth pilot in one month (August) including Lengakiki and to start the fifth (Vavaya Ridge) by the end of August. The team is informed that they will need to achieve tasks strictly within proposed deadlines and each supervisor to convey to field staff the proposed targets and deadlines for each task.
- Current test meter kit is leaking thus need to be repaired. It was raised in the meeting that the meter inaccuracy test is quite lengthy and time consuming process. With only one test meter kit currently in SIWA, it takes a long time to test every meter within a pilot area. It was suggested then that clear measuring containers that can hold about 10 litres (minimum) are procured with additional stop watches to be used as means to measure meter inaccuracies. More meters can be tested at one time.
- More staff may be required to assist in carrying out 24 hour consumption measurements, meter inaccuracy tests and meter raising activities to be able to meet deadlines.

-4

			need to replace 2m section with PVC to cater for flow measurements. • Must complete urgently!!!!
--	--	--	---

**Activities Proposed for Week 2/08/2013 – 9/08/2013**

Activities	Team	Time Period to Complete Task
1. MNF @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)	NRW Tech & Leakage Team	5/8/2013 & 6/08/2013
2. 24 Hour Consumption @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)	Metering Team	5/8/2013 & 6/08/2013
3. Step Test @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)	NRW Tech & Leakage Team	6/08/2013
4. Meter Inaccuracy test @ Mbokona Vera 1 before countermeasure	Metering Team	9/08/2013
5. Issue of Notification letters to illegal users @ Mbokona Vera 1	Public Relations	7/08/2013 (GP ends 21/8/2013)
6. Fix pipes & Leaks @ Mbokona Vera 1	Maintenance Team	8/08/2013 – 10/08/2013
7. Meter Raising @ Mbokona Vera 1	Metering Team	12/08/2013 -24/08/2013

3

## NRW Weekly Meeting

Date: 9/08/2013

Venue: SIWA Conference

Time: 10:30am – 12:45am

**Attendees:**

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Benjamin B (NRW-Chair)                       | 9. Beverly Sa'ohu (Customer care)       | 16. Akihiko Okazaki (JICA Expert) |
| 2. Frank Daukalia (NRW)                         | 10. Ellen Inahia (Customer care)        | 17. Masakazu Asai (JICA Expert)   |
| 3. Mathias Bera (NRW)                           | 11. Marista Kapini                      |                                   |
| 4. Eric Unga (NRW)                              | 12. Mary Tafea (Customer care-Billing)  |                                   |
| 5. Japhlet R (IT)                               | 13. Sophia Tango (Customer care-PR)     |                                   |
| 6. Carlos Saliga (Customer Care -PR)            | 14. Austin Ata (Customer care-Illegals) |                                   |
| 7. Gavin Bare (GIS)                             | 15. Akinori Miyoshi (JICA Expert)       |                                   |
| 8. Daisy R Menaga (Customer Care-Meter Readers) |   |                                   |

**Apologies:**

1. Ray Andresen (OM)

**Achievements on Planned Actions for Week 2/7/2013 -9/8/2013**



Activities	Team	Status	Reasons for not able to complete tasks or other comments
1. Documentation of Leaks @ Lengakiki Complete insert photos to leak detail forms: Yes or NO	NRW Tech & Leakage Team	Not Done!!!	• Task from last week. This task was not been able to be

1




- Everyone has been reminded to continue sticking to the Individual Action Plans and daily assess personal performance

*Ray and Rose*



3

<p><b>3. Registration and documentation of customers @ Mbokona Vera 1</b></p> <p>Able to confirm additional customers from Fijian Quarter? YES or NO</p> <p>How many additional customers verified this week?</p> <p>Revised Total number of customers within Mbokona Vera: _____</p> <p>Revised Total Number with working meters: _____</p> <p>Revised Total Number with malfunctioned meters: _____</p> <p>Revised Total Number without meters (DL): _____</p> <p>Registered customers with disconnected service: _____</p> <p>Registered disconnected illegal users: _____</p> <p>Unregister illegal users: _____</p> <p>Table on customer survey breakdown completed? YES or NO</p> 	<p>Metering Team (Frank, Mary Pidoke, Beverly Saohu)</p>	<p>Ongoing (2 wks overdue)</p>	<p>Task from last week. The 2 additional customers at Fijian Quarter are still yet to be verified if they fall within the pilot or not. The reason being that the premises gates were locked every time the team got around to checking it. The metering team have asked the assistance from the meter readers to help in identifying the two premises.</p>
<p><b>4. Meter Inaccuracy Test @ Mbokona Vera before countermeasures</b></p> <p>Complete meter inaccuracy test @ Mbokona Vera? YES or NO</p> <p>Complete meter inaccuracy table for Mbokona Vera before countermeasure? YES or NO</p> 	<p>Metering Team and Frank</p>	<p>Not Done</p>	<p>Task from last week. Proposed to start over the weekend.</p>
<p><b>5. Minimum Night Flow @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)</b></p>	<p>NRW Tech &amp; Leakage Team</p>	<p>Done</p>	



3

 <p>TOTAL LEAKS @ Lengkiki: 24</p>	<p>(Eric and Mathias)</p>	<p>(2 wks overdue)</p>	<p>completed again this week due to the fact that the photos were not numbered according to leak sites thus there is a great confusion as to which photos to insert to relevant leak detail forms.</p> <p>There were 3 cameras used to capture leaks at Lengkiki but photos were not numbered.</p> <p>Mathias will have to gather together those staff taking the photos to come together and work out which photos to go to the right forms. Must be done urgently!!!!</p> <ul style="list-style-type: none"> <li>Proposed solution for future from the JICA expert is to use a sign board detailing leak identification on site when taking leak photos.</li> <li>Another solution is to only use one camera but most preferably NRW's camera. So far NRW has no camera.</li> <li>Most of the leaks have been repaired but some may still yet to be repaired. Mathias to follow up with field staff to have the rest of leaks repaired this week.</li> </ul>
<p><b>2. Documentation of Additional Leaks @ Mbokona Vera 1</b></p> <p>Revised Leak Summary Table? YES or NO</p>  <p>Location of visible Leakage at distribution and service lines @ Mbokona Vera 1</p> 	<p>NRW Tech &amp; Leakage Team (Eric and Mathias)</p>	<p>Still Ongoing (1 wk overdue)</p>	<p>Task from last week. This task was not completed the week before. 4 leak sites were initially found based on last week's reports, but additional leaks were found on Thursday (8/8/2013). These new leaks are yet to be tabulated and included in leak summary table for Mbokona Vera 1. Photos of additional leaks are with Mafe w/ich was taken on his mobile phone. These photos are to be given to Mathias to complete leak detail forms. Must carry out urgently!!!!</p>
	<p>GIS Team (Gavin)</p>	<p>Ongoing</p>	<p>GIS has taken the position of the first 4 leaks in the field but still to take the position of the new found 4 leaks. Maps of the location of the leak points are yet to be completed. Must be completed urgently!!!!</p>

2

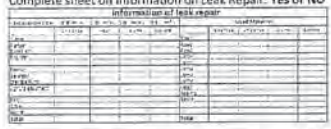
<p>Location of Control Valves and Result of Step-test in Mbokona Vera complete: YES or NO</p> 	<p>GIS (Gavin)</p>	<p>Ongoing</p>	<p>The locations of the leaks have already been recorded in the field and inputted into GIS but yet to produce map for the NRW common folder.</p>
<p><b>6. Water Audit for Mbokona Vera 1 before countermeasure</b></p> <p>Complete water audit table for Mbokona Vera 1 before countermeasure? YES or NO</p> 	<p>NRW Tech &amp; Leakage Team (Eric and Mathias)</p>	<p>Ongoing</p>	<p>Still require data from other activities to complete table. Information required:</p> <ul style="list-style-type: none"> <li>Meter inaccuracy data from Frank</li> <li>Confirmed customer data (2 customers yet to verify) from Frank</li> <li>Data from billing on how customers with DL and malfunctioned meters are billed.-Mary Tafoa</li> <li>Total leaks from Mathias and Eric.</li> </ul>
<p><b>9. Issue of Notification letters to Illegal users @Mbokona Vera 1</b></p> <p>Total Number of confirmed illegal users @ Mbokona Vera 1: 2 illegal users</p> <p>Number of notification letters distributed @ Mbokona Vera 1: _____</p>	<p>Public Relations (James and Sophia)</p>	<p>Not Done</p>	<p>From survey, there are only 2 illegal users at Mbokona Vera 1. Despite the fact that names of the illegal users were forwarded to PR by Mary Boko, there was no attempts to distribute letters to illegal users in Mbokona Vera 1 on the proposed date of 7/08/2013 or 8/8/2013</p> <p>It was proposed in the meeting then to distribute letters after the meeting (Friday 9/8/2013) with a Grace Period reduced to only 10 days as opposed to the normal 14 days. Revised GP 9/8/2013 to 21/8/2013. Must be urgently done!!!!</p>

5

<p>Date &amp; Time MNF started: 7/8/2013 @11:30am Date and Time MNF completed: 8/8/2013 @11:30am</p> <p>Total Flow passed through pilot area for 24 hours: 178.2KL/day or m3/day</p> <p>Average Flow passed through pilot area per hour: 7.25 KL/hr or m3/hr</p> <p>Lowest flow recorded: 5.8141KL/hr @ 6:32am</p> <p>Calculation Statement of MNF's graph complete: YES or NO</p>  <p>Graph of inflow, water pressure and leakage complete: YES or NO</p> 	<p>(Eric and Mathias)</p>		
<p><b>6. 24 Hour Consumption @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)</b></p> <p>Number of meters that was read for 24 hour consumption: 33 meters</p> <p>Total consumption in 24 hours from working meters : 48.8KL/day based on readings from 33 meters</p>	<p>Metering Team (Frank)</p>	<p>Ongoing</p>	<p>Billing to clarify how the metered services are billed, whether flat rate charge, estimated reading or not read at all. Also Billing to clarify how the other service types are billed. Mary Tafoa to liaise with Frank on this.</p>
<p><b>7. Step Test @ Mbokona Vera 1 (Tables/Graph to complete by 9/08/2013)</b></p> <p>Change of inflow and Water Pressure in Step-test graph complete: YES or NO</p>	<p>NRW Tech &amp; Leakage Team (Eric and Mathias)</p>	<p>Ongoing</p>	<p>Yet to input results into the NRW common folder. The step test started at 12:30am (9/8/2013) and ended at 1:30am(9/8/2013)</p>

4

5. Disconnection of illegal users @ Lengakiki	Austin Ata & Team 1	13/08/2013
6. MNF @ Lengakiki after Countermeasure	Mathias, Eric & Team 1	14/08/2013 – 15/08/2013
<del>7. Step Test @ Lengakiki after countermeasure</del>	Team 1	15/08/2013 (Not required)
8. 24 Hour Consumption @ Lengakiki after Countermeasure	Frank & Team 1	15/08/2013 – 16/08/2013
<del>9. Leaking Detection @ Lengakiki after Countermeasures</del>	Team 1	16/08/2013 – 20/08/2013 (Not required)
10. Complete Documentation of Leaks @ Lengakiki and place results in NRW Common Folder	NRW Team (Mathias & Eric) & Team 1	Complete by 16/8/2013
11. Complete Documentation of Leaks @ Mbokona Vera 1 and place results in NRW Common Folder	NRW Team & Team 2 (Mathias & Eric)	Complete by 16/8/2013
12. Produce copy of map of location of visible leaks @ Mbokona Vera1 and place in NRW Common Folder	GIS (Gavin)	Complete by 16/8/2013
13. Verify 2 additional customers at Fijian Quarter and complete Table on Survey on Customer meters and service lines for Mbokona Vera	Frank & Team 2	Complete by 16/8/2013
14. Meter Inaccuracy test @ Mbokona Vera pilot and complete the meter inaccuracy table and place result in NRW Common Folder	Frank & Team 2	Complete by 16/8/2013
15. Billing to clarify how different services within Mbokona Vera are billed.	Mary Tafoa and Frank	Complete by 16/8/2013
16. Finalise results and graph from Step Test at Mbokona Vera and place in NRW Common Folder	NRW Team (Eric and Mathias) & Team 2	Complete by 16/8/2013
17. Final map of location of valves @ Mbokona Vera to be placed in NRW Common Folder	GIS (Gavin)	Complete by 16/8/2013
18. Complete Water Audit table @ Mbokona Vera before countermeasure	NRW Team (Mathias & Eric) & Team 2	Complete by 16/8/2013
19. Issue Notification letter to illegal users @ Mbokona Vera	Sophia & James	Complete by 9/8/2013
20. Complete Meter raising @ Lengakiki	Frank & Team 1	Complete by 10/8/2013
21. Repair outstanding leaks @ Lengakiki & complete sheet on Information on leak repair	NRW Team (Mathias & Eric) & Team 1	Complete by 14/8/2013

<b>10. Fix pipes &amp; Leaks @ Mbokona Vera 1 and documentation of leak repair.</b>  Total pipes and leaks to fix at Mbokona Vera 1 pilot: _____ How many pipes and leaks already fixed in Mbokona Vera 1: _____ How many pipes and leaks yet to fix at Mbokona Vera 1: _____  <b>Complete sheet on Information on Leak Repair: Yes or NO</b> 	NRW Tech & Leakage Team (Eric and Mathias)	Ongoing	The work on pipe repair only started on 9/08/2013
<b>11. Meter Raising @ Lengakiki</b> Exact Total Number of Meters to Raise @ Lengakiki: <b>Unclear</b> Total number of meters already raised by 9/8/2013: <b>103 meters</b> How many meters yet to raise: <b>Unclear</b>	Metering Team (Frank & Chede)	Ongoing	The work is proposed to end on the 10 <sup>th</sup> August 2013 to complete all outstanding meter raising at Lengakiki. The updated results will be reported on in the next weekly meeting. There is also an additional flat in Town Ground that may have been missed in the initial survey.
<b>12. TOTAL TASKS COMPLETED BETWEEN 2/8/2013 -9/8/2013</b>		<b>1/11 Tasks</b>	

#### Activities Proposed for Week 9/08/2013 – 16/08/2013

Activities	Team	Time Period to Complete Task
1. Fix pipes & Leaks @ Mbokona Vera 1 & complete sheet on information on leak repair	Mathias, Eric & Team 2	9/08/2013 – 24/08/2013
2. Meter Raising @ Mbokona Vera 1	Frank & Team 2	12/08/2013 - 24/08/2013
3. Meter Raising @ Lengakiki	Frank & Team 1	Must complete by 10/08/2013
4. Meter Inaccuracy test @ Lengakiki after countermeasures (Random meters Only)	Frank & Team 1	12/08/2013

## NRW Weekly Meeting

Date: 16/08/2013

Venue: SW Conference

Time: 9am – 10:30am


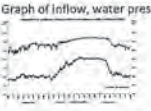
#### Attendees:

- Benjamin B (NRW-Chair)
- Frank Daukalia (NRW)
- Mathias Bera (NRW)
- Eric Unga (NRW)
- Carlos Saliga (Customer Care -PR)
- Gavin Bare (GIS)
- Daisy R Menaga (Customer Care-Meter Readers)
- Beverly Sa'ohu (Customer care)
- Ellen Inahia (Customer care)
- Marista Kapini
- Mary Tafoa (Customer care-Billing)
- Austin Ata (Customer care-illegals)
- Akinori Miyoshi (JICA Expert)
- Akihiko Okazaki (JICA Expert)
- Masakazu Asai (JICA Expert)
- Richard Austin (CEO)

#### Other Important Issues raised during meeting

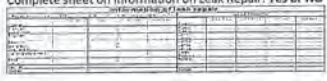
- Meter readers have encountered problem when carrying out daily readings at Lengakiki. Apparently, the newly installed meters were not updated into the system so its respective accounts thus, the meter readers cannot work out which meters belong to which accounts. The meter raising field staff has been slow in supplying the new data to M to update into system, Frank and Daisy to follow up with meter raising team and remind them on importance to quickly provide information to update into system.
- The JICA expert reminded the team to put any updated results in the NRW Common Folder to be accessed including customer survey and illegal users in each pilots.
- The team is again reminded to try as much to complete tasks delegated for each week to avoid piling up work in the week ahead thus slow down progress of project.

*Mathias*  
*Eric Anderson*

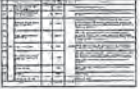


<p>Total Flow passed through pilot area for 24 hours: _____</p> <p>Average Flow passed through pilot area per hour: _____</p> <p>Lowest flow recorded: _____</p> <p>Calculation Statement of MNF's graph complete: YES or NO</p>  <p>Graph of inflow, water pressure and leakage complete: YES or NO</p> 				
<p><b>7- Step Test @ Lengakiki after countermeasure</b></p>	Team 1		15/08/2013 (Not required)	
<p><b>8. 24 Hour Consumption @ Lengakiki after Countermeasure</b> Number of meters that was read for 24 hour consumption: Total consumption in 24 hours from working meters :</p>	Frank & Team 1	Not Started	15/08/2013 - 16/08/2013	
<p><b>9- Leakage Detection @ Lengakiki after Countermeasure</b></p>	Team 1		14/08/2013 - 30/08/2013 (Not required)	
<p><b>10. Complete Documentation of Leaks and Leaks Repair @ Lengakiki and place results in NRW Common Folder</b></p> <p>Complete insert photos to leak detail forms: Yes or NO</p>	NRW Team (Mathias & Eric & Team 1)	Ongoing	Complete by 16/9/2013	<ul style="list-style-type: none"> <li>Documentation of leaks at Lengakiki has been completed with photos inserted to each leak detail form.</li> <li>Leak repairs have not been documented even though all leaks have been fixed.</li> </ul>

3



### Achievements on Planned Actions for Week 9/7/2013 -16/8/2013

ACTIVITIES	TEAM	STATUS	TIME PERIOD TO COMPLETE TASK	REASONS FOR NOT ABLE TO COMPLETE TASKS OR OTHER COMMENTS
<p><b>1. Fix pipes &amp; Leaks @ Mbokona Vera 1 &amp; complete sheet on information on leak repair</b> Total Leakage found at Mbokona Vera 1 pilot: How many pipes and leaks already fixed in Mbokona Vera 1: _____ How many pipes and leaks yet to be fix at Mbokona Vera 1: _____</p> <p>Complete sheet on Information on Leak Repair: Yes or NO</p> 	Mathias, Eric & Team 2	Ongoing	9/08/2013 - 24/08/2013	<ul style="list-style-type: none"> <li>3 leaks still without photo graph inserted to leak detail form. Photos taken from mobile. Sias to assist in downloading photos from mobile.</li> <li>No proper documentation of materials used to fix leaks. Need to have mini training for field staff on documentation of activities.</li> <li>After fixing of initial 8 leaks there was an increase in pressure thus new leaks found especially at meter couplings and even old previously fixed leaks.</li> </ul>
<p><b>2. Meter Raising @ Mbokona Vera 1</b> Total Number of Meters to be Raised: Total Number of Meters Raised this week (9/8/2013-16/8/2013):</p>	Frank & Team 2	Not started	12/08/2013 - 24/08/2013	<ul style="list-style-type: none"> <li>Currently place orders for 3/4" GI pipes for meter raising at LXP.</li> <li>Meter replacement and raising should start on Monday (19/08/2013)</li> </ul>
<p><b>3. Meter Replacement &amp; Meter Raising @ Lengakiki</b></p> <p>Exact Total Number of Meters to Replace and Raised @ Lengakiki: 117 Total Number of Meters Raised from 20/07 -10/08: 103 meters How many Meters Raised from 9/08 -10/08: 12 meters How many Meters yet to Raise: 2 meters</p>	Frank & Team 1		Must complete by 10/09/2013	<ul style="list-style-type: none"> <li>2 more customers to have their meters replaced.</li> <li>Need to verify account for scripture Union above town ground.</li> <li>Aquila resurvey all newly installed meters to link to relevant accounts. Verified that 115 meters already installed.</li> </ul>
<p><b>4- Meter Inaccuracy test @ Lengakiki after countermeasure (Random meters Only)</b></p>	Frank & Team 1		12/08/2013	
<p><b>5. Disconnection of Illegal users @ Lengakiki</b> Total Number of Illegals: 4 illegal users How many Illegal disconnected: 4</p>	Alison Riba & Team 1		13/08/2013	<ul style="list-style-type: none"> <li>Out of the 4 illegal user, 1 (Francis Cusa) has come forward to validate his account thus service to his premises have been restored.</li> </ul>
<p><b>6. MNF @ Lengakiki after Countermeasure</b> Date &amp; Time MNF started: _____ Date and Time MNF completed:</p>	Mathias, Eric & Team 1	Not started	14/08/2013 - 15/08/2013	<ul style="list-style-type: none"> <li>Due to delay in meter raising activities and other outstanding leakage activities, MNF measurements has been postponed for Tuesday(20/08/2013).</li> </ul>

2

				
<p><b>13. Meter inaccuracy test @ Mbokona Vera pilot and complete the meter inaccuracy table and place result in NRW Common Folder</b></p> <p>How many meters to be tested for inaccuracies: How many meters already tested between 9/08 -16/08: How many meters yet to be tested: Complete meter inaccuracy table for Mbokona Vera before countermeasure? YES or NO</p> 	Frank & Team 2	Complete	Complete by 16/8/2013	
<p><b>14. Billing to clarify how different services within Mbokona Vera are billed.</b></p>	Mary Tafos and Frank	Ongoing	Complete by 16/9/2013	
<p><b>15. Finalise results and graph from Step Test at Mbokona Vera and place in NRW Common Folder</b> Change of Inflow and Water Pressure in Step-test graph complete: YES or NO</p> 	NRW Team (Eric and Mathias) & Team 2	Complete	Complete by 16/8/2013	
<p><b>16. Final map of location of valves @ Mbokona Vera to be placed in NRW Common Folder</b></p>	GIS (Gavin)	Complete	Complete by 16/8/2013	

5

 <p>TOTAL LEAKS @ Lengakiki: 24 Total Number of Leakage Repaired: 24 Total Number of Leakages still need to be Repaired: 0</p>				
<p><b>11. Produce copy of map of location of visible leaks @ Mbokona Vera 1 and place in NRW Common Folder</b></p> 	Ongoing	Complete	Complete by 16/8/2013	<ul style="list-style-type: none"> <li>Map placed in common folder</li> <li>Yet to include in GIS system information on the diversion work at Mbokona Vera</li> </ul>
<p><b>12. Verify 2 additional customers at Fijian Quarter and complete Table on Survey on Customer meters and service lines for Mbokona Vera</b></p> <p>Able to confirm additional customers from Fijian Quarter? YES or NO How many additional customers verified this week? 2 Revised Total number of customers within Mbokona Vera: 75 Revised Total Number with working meters: 33 Revised Total Number with malfunctioned meters: 25 Revised Total Numbers without meters (DL): 3 Registered customers with disconnected service: 11 Registered disconnected illegal users: 3 Unregister illegal users: 0</p> <p>Table on customer survey breakdown completed? YES or NO</p>	Frank & Team 2	Complete	Complete by 16/8/2013	

4

Location of Control Valves and Result of Step-test in Mbokona Vera complete: YES or NO				
17. Complete water Audit table @ Mbokona Vera before countermeasure Complete water audit table for Mbokona Vera 1 before countermeasure? YES or NO		NRW Team (Mathias & Eric) & Team 2	Not started	Complete by 16/8/2013
18. Issue Notification letter to illegal users @ Mbokona Vera How many illegals at Mbokona Vera: How many letters issued: Revised GP dates:		Sophia & James	Complete	Complete by 9/8/2013 Revised date for GP: 12/08/2013- 21/08/2013
<b>TOTAL TASK COMPLETED BETWEEN 9/08/2013 – 16/08/2013</b>				<b>6/18 TASKS (33.3% success rate)</b>

**Activities Proposed for Week 16/08/2013 – 24/08/2013**

Activities	Team	Time Period to Complete Task
19. MNF measurements after Countermeasures for Lengakiki	Mathias & Eric and Team 1	20/8/2013
20. Complete NRW Ratio after Countermeasure for Lengakiki	Mathias & Eric and Team 1	20/8/2013
21. Meter Reading @ Lengakiki	Team 1	Must Complete by 16/8/2013
22. Meter Reading @ Mbokona Vera 1	Team 2	12/08/2013 -24/08/2013
23. Preparation of Network Drawing for Tuvavuhu 1 Pilot Area	GIS	16/08/2013
24. Print awareness pamphlet for Tuvavuhu Pilot Area	PR	By 19/08/2013
25. Prepare customer Registration for relevant cycle at Tuvavuhu Pilot Area	Billings/Mary Takoa & Frank	By 19/08/2013
26. Household survey @ Tuvavuhu Pilot Area	Team 1 & Frank	19/08/2013 – 21/08/2013
27. Finalise customer listing @ Tuvavuhu Pilot Area	Bev & Mary P	By 23/08/2013
28. Update system with new customer data @ Tuvavuhu	Daisy	By 23/08/2013
29. Meter Accuracy Test @ Tuvavuhu	Frank and Team 1	By 23/08/2013
30. Isolation of Pilot Area including valve installations if required	Mathias and Eric and Team 1	By 23/08/2013
31.		
32.		
33.		
34.		
35.		

**Other important issues raised during meeting**

- It has been highlighted in the meeting the need to have the field staff to train on documenting their field activities.
- It was also brought up in the meeting the need for NRW reduction Project to have its own camera. This would prevent the issue of staff taking photos with their own cameras or mobile phones and creating confusion when trying match the correct picture against the actual leak detail forms.
- It was also mentioned in the meeting the need to have NRW teams to have good communications with each other on achievements or even questions, and not wait only for weekly meetings.
- The team was also reminded of the fact that the planned actions and timelines to achieve the actions are very important to stick to. The CEO also emphasized that there are no "Plan B's" or alternatives on SW Action Plans, but they have to be fulfilled as they are scheduled to be implemented. "Plan B's" could lead to stagnancy in the growth of SW.
- An introduction to GIS training was held after the meeting for GIS and GIS support staff where most of the NRW reduction team members also attended. This training was prepared and conducted by JICA GIS Expert.
- Leakage detection training on the use of different listening devices was also conducted in the field for the 2 field teams working at Mbokona Vera Pilot and Lengakiki Pilot. This training was conducted by JICA Leakage Expert.

*Mathias*  
*Mary Anderson*

**Achievements on Planned Actions for Week 16/8/2013 -23/8/2013**

Activities	Team	Status	REASONS FOR NOT ABLE TO COMPLETE TASKS OR OTHER COMMENTS
<p>1. MNF measurements after Countermeasures for Lengakiki Date &amp; Time MNF started: 21/08, 10am Date and Time MNF completed: 22/08, 10am Total Flow passed through pilot area for 24 hours: 493 KL Average Flow passed through pilot area per hour: 20.4KL/Hr Lowest flow recorded: _____</p> <p>Calculation Statement of MNF's graph complete: <b>YES</b></p> <p>Graph of Inflow, water pressure and leakage complete: <b>YES</b></p>	Mathias & Eric and Team 1	Done	<ul style="list-style-type: none"> <li>Anomaly found in the results. There was a sudden drop in the water Pressure recorded around 00:03am probably due to airlock in the pipe.</li> <li>Pressure test will have to be carried out again for another 24 hours</li> </ul>
<p>2. 24 hour consumption after countermeasure@Lengakiki</p> <p>Number of meters that was read for 24 hour consumption: 116 meters</p> <p>Total consumption in 24 hours from working meters : 330.034 KL/day</p>	Frank & Team 1	Done	<ul style="list-style-type: none"> <li>A total of 116 meters were raised. However, 2 of them were not connected to the service.</li> <li>JICA expert have commented that for smaller Pilot site, 24 hour consumption reading can be taken after every 6 hours to get a better picture of the behaviour of water usage by customers.</li> </ul>
<p>3. Complete NRW Ratio after Countermeasure for Lengakiki Complete Water Audit for Lengakiki after countermeasure? <b>YES</b></p>	Mathias & Eric and Team 1	Done	

**NRW Weekly Meeting**

Date:	23/08/2013	Venue:	SW Conference	Time:	3:30pm -4:30pm
-------	------------	--------	---------------	-------	----------------

**Attendees:**

- Benjamin B (NRW-Chair)
- Frank Daukalia (NRW)
- Mathias Bera (NRW)
- Eric Unga(NRW)
- Carlos Saliga(Customer Care -PR)
- Sophia Tango ( PR)
- Lincoln Nivah (Billing)
- Gavin Bare(GIS)
- Daisy R Menaga(Customer Care-Meter Readers)
- Beverly Sa'ohu(Customer care)
- Ray Andresen (OM)
- Marista Kapini
- Austin Ata(Customer care-illegals)
- Akinori Miyoshi(JICA Expert)
- Akihiko Okazaki(JICA Expert)
- Masakazu Asai(JICA Expert)
- Richard Austin (CEO)

10. Finalise customer listing @ Tuvaruhu Pilot	Dev & Mary P	Not Started	
11. Update System with new customer data @ Tuvaruhu	Daisy	Not Started	
12. Meter Inaccuracy Test @ Tuvaruhu	Frank and Team 1	Not Started	
13. Isolation of Pilot Area including valve installations if required	Michelle and Eric and Team 1	Ongoing	<ul style="list-style-type: none"> <li>Yet to install atleast 3 boundary valves to completely isolate pilot area. The isolation work is for both Tuvaruhu pilot sites.</li> </ul>
<b>14. TOTAL TASKS COMPLETED</b>			<b>7/ 13 TASKS (54% ACHIEVEMENT RATE)</b>

4. Meter Raising @ Lengakiki How many meters replaced and raised above ground: 118 meters	Team 1	Done	
5. Meter Raising @ Mbokona Vera 1 <ul style="list-style-type: none"> <li>Total Number of meters need to be replaced: Depend on meter inaccuracy test. (Yet to be carried out)</li> <li>Total Number of meters need to be raised above ground: 75 meters (Could be more)</li> <li>Number of meters already raised/replaced(16/08-23/08): 0 meters</li> </ul>	Team 2	Not Started	<ul style="list-style-type: none"> <li>Fittings including threaded pipes not ready from LKP. Orders were place a week prior.</li> <li>Need to own a pipe threading machine to avoid such delays.</li> </ul>
6. Preparation of Network Drawing for Tuvaruhu 1 Pilot Area	GIS	Done	<ul style="list-style-type: none"> <li>Map placed in NRW common Folder</li> </ul>
7. Print awareness pamphlets for Tuvaruhu Pilot <ul style="list-style-type: none"> <li>Number of pamphlets printed: _____</li> <li>Approximate cost to print one pamphlet: _____</li> <li>Other effective mediums for public awareness apart from pamphlets and community consultation: _____</li> </ul>	PR	Done	<ul style="list-style-type: none"> <li>Pamphlets have been printed out and about 10 have been distributed to 10 customers in Tuvaruhu Pilot.</li> </ul>
8. Prepare customer Registration for relevant cycle at Tuvaruhu Pilot Area	Billing/Mary Tiffin & Frank Team 1 & Frank	Done	
9. Household survey @ Tuvaruhu Pilot Registration and documentation of customers <ul style="list-style-type: none"> <li>Total number of customers : _____</li> <li>Total Number with working meters: _____</li> <li>Total Number with malfunctioned meters: _____</li> <li>Total Number without meters (DL): _____</li> <li>Registered customers with disconnected service: _____</li> <li>Registered disconnected customers connect illegally: _____</li> <li>Unregister illegal user: _____</li> </ul>	Team 1 & Frank	Not Started	Need to work in isolating the pilot area first through installation and replacement of faulty valve.
Table on customer survey breakdown completed? YES or NO			

## NRW Weekly Meeting

Date:	30/08/2013	Venue:	SW Conference	Time:	10am -12pm
-------	------------	--------	---------------	-------	------------

### Attendees:

- |   |  |
|---|--|
| 1. Benjamin B (NRW-Chair)                       | 2. Frank Daukalia (NRW)                |
| 3. Mathias Bera (NRW)                           | 9. Ray Andresen (OM)                   |
| 4. Eric Unga(NRW)                               | 10. Marista Kapini                     |
| 5. Gavin Bare(GIS)                              | 11. Austin Ata(Customer care-illegals) |
| 6. Daisy R. Menaga(Customer Care-Meter Readers) | 12. Layton Jacob (Procurement)         |
| 7. Stanley Sade (Meter Reading)                 | 13. Akinori Miyoshi(JICA Expert)       |
| 8. Beverly Sa'ohu(Customer care)                | 14. Akihiko Okazaki(JICA Expert)       |

### Achievements on Planned Actions for Week 23/8/2013 -30/8/2013

Activities	Team	Time Period to Complete Task	REASONS FOR NOT ABLE TO COMPLETE TASKS OR OTHER COMMENTS
1. Meter Replacement/Raising Continue @ Mbokona Vera 1 Total Number of meters need to be raised above ground: 75 Number of meters already raised/replaced(16/08-23/08):	Frank and Team 2	Not Started	<ul style="list-style-type: none"> <li>The job has not started due to delay in fittings. Materials from LKP arrived on Wednesday 28 August, so 29<sup>th</sup> Aug and 30<sup>th</sup> Aug (2 days) were spent on assembling the fittings together for pipe raising. There are 75 meters to raise. In order to meet timeline of completing all meter raising by 5/09 -6/09, overtime was required over the weekend. 8 meters were raised on 31/08 and 7 meters on</li> </ul>


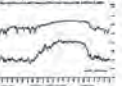
### Activities Proposed for Week 23/08/2013 - 30/08/2013

Activities	Team	Time Period to Complete Task
15. Meter Replacement/Raising Continue @ Mbokona Vera 1	Frank and Team 2	
16. Isolation of Pilot Area including valve installations if required	Eric, Mathias & Team 1	
17. Distribute awareness pamphlets to Tuvaruhu 1 Pilot Customers	PR & Team 1	
18. Carryout Household survey @ Tuvaruhu Pilot	Team 1 & Frank	
19. Finalise customer listing @ Tuvaruhu Pilot	Dev & Mary P	
20. Update System with new customer data @ Tuvaruhu	Daisy/Meter Reading	
21. Meter Inaccuracy Test @ Tuvaruhu	Frank and Team 1	
22. Minimum night flow @ Tuvaruhu	Eric, Mathias and Team 1	

### Other Comments

- NRW received two cameras from SW CEO. The cameras are kept by the IT staff. The cameras are strictly for NRW use only. Only authorised staff within the NRW team can have access to the camera.
- OM made a suggestion to share the results from the improved NRW Reduction ratio to the rest of the SWA staff by means of simple graphs from the last pilot areas. This is so that the rest of the SW staff can appreciate the improvements in NRW reduction should simple countermeasures are taken.
- Progress of AP will also be discussed at the end of the week to see how close the staff went in fulfilling their LAP.
- GIS training for support staff on how to use GPS both in office and field. This is to get staff more acquainted in using GPS and assist GIS staff to collect positions SW water supply network and update existing GIS maps. Data needs to be updated by early next year to prepare for DMA.
- JICA called to have a small brainstorming meeting where NRW staff can raise suggestions and ideas on how to improve NRW activities. This is so that JICA can improve processes. Proposed meeting date on 26/08/2013 @ 11am.

*Frank*  
*Ray Andresen*

<p>Calculation Statement of MNF's graph complete: Yes or No</p>  <p>Graph of inflow, water pressure and leakage complete: Yes or NO</p> 			
<b>TOTAL NUMBER OF TASKS COMPLETED</b>	<b>2 / 7 Tasks (25.5 % completion rate)</b>		

2. Isolation of Pilot Area @ Tuaruhu Pilot including valve installations How many and type of valves required to be installed to isolate pilot area: How many valves already installed: How many yet to be installed:	Eric Mathias & Team 1	Ongoing	1/09. Sixty meters is left to be raised by 5/09 - 8/09. Target should be 72-75 per day.  • By Friday 30th Aug, the two pilot sites have not yet been isolated. Valves for isolation of pilot already exposed but need to be replaced. A total of 5 stop valves needed to be installed, 2 already installed by 30/08 and 3 yet to be installed by 2/09. • The valves installation is to isolate both Tuaruhu 1 & 2 pilots. • Chambers are also being built around valves after valves are installed. It was noted during the NRW field team meeting today 2/09 that bricks for chambers have run out over the weekend. Orders need to be placed for additional bricks.
3. Distribute awareness pamphlets to Tuaruhu 1&2 Pilot Customers Number of pamphlets distributed @ Tuaruhu Pilot: (Figures not kept)	PR & Team 1	Completed	Pamphlets were distributed to all customers within the two pilot sites at Tuaruhu. <b>Note to the PR to set up an awareness talk at the community of Tuaruhu soon.</b> This figure can will be finalised after isolation of pilot sites are completed
4. Carryout Household survey @ Tuaruhu Pilot & Finalisation of customer listing.	Team 1 & Frank, Bev & Mary F	Completed	This figure can will be finalised after isolation of pilot sites are completed
5. Update System with new customer data @ Tuaruhu	Willy (Meter Reading)	Not started	Will start as soon as final listing is forwarded to meter reading.
6. Meter inaccuracy Test @ Tuaruhu Total number of working meters: Total number of meters tested: Average % of meter inaccuracy @ Tuaruhu:	Frank and Team 1	Not started	Will start on 2/09
7. Minimum night flow @ Tuaruhu  Date & Time MNF started: Date and Time MNF completed: Total Flow passed through pilot area for 24 hours: Average Flow passed through pilot area per hour: Lowest flow recorded:	Eric Mathias and Team 1	Not started	Should start on 2/09 as soon as pilot area is isolated and stop valves completely installed.

## NRW Weekly Meeting

Date:	6/09/2013	Venue:	SW Conference	Time:	9:30am -11am
-------	-----------	--------	---------------	-------	--------------

### Attendees:

- Marista Kapioti (Chair)
- Frank Daukalia (NRW)
- Mathias Bera (NRW)
- Eric Unga (NRW)
- Gavin Bare (GIS)
- Austin Ata (Customer care-illegals)
- James Saliga
- Akinori Miyoshi (JICA Expert)

List of illegal water users @ Tuaruhu Pilot area.

TUARUHU 1 & 2 RIGID USERS		TUARUHU 1 & 2 RIGID USERS	
NO	PROPERTY ADDRESS	NO	PROPERTY ADDRESS
1	...	1	...
2	...	2	...
3	...	3	...
4	...	4	...
5	...	5	...
6	...	6	...
7	...	7	...
8	...	8	...
9	...	9	...
10	...	10	...
11	...	11	...
12	...	12	...
13	...	13	...
14	...	14	...
15	...	15	...
16	...	16	...
17	...	17	...
18	...	18	...
19	...	19	...
20	...	20	...
21	...	21	...
22	...	22	...
23	...	23	...
24	...	24	...
25	...	25	...
26	...	26	...
27	...	27	...
28	...	28	...
29	...	29	...
30	...	30	...
31	...	31	...
32	...	32	...
33	...	33	...
34	...	34	...
35	...	35	...
36	...	36	...
37	...	37	...
38	...	38	...
39	...	39	...
40	...	40	...
41	...	41	...
42	...	42	...
43	...	43	...
44	...	44	...
45	...	45	...
46	...	46	...
47	...	47	...
48	...	48	...
49	...	49	...
50	...	50	...
51	...	51	...
52	...	52	...
53	...	53	...
54	...	54	...
55	...	55	...
56	...	56	...
57	...	57	...
58	...	58	...
59	...	59	...
60	...	60	...
61	...	61	...
62	...	62	...
63	...	63	...
64	...	64	...
65	...	65	...
66	...	66	...
67	...	67	...
68	...	68	...
69	...	69	...
70	...	70	...
71	...	71	...
72	...	72	...
73	...	73	...
74	...	74	...
75	...	75	...
76	...	76	...
77	...	77	...
78	...	78	...
79	...	79	...
80	...	80	...
81	...	81	...
82	...	82	...
83	...	83	...
84	...	84	...
85	...	85	...
86	...	86	...
87	...	87	...
88	...	88	...
89	...	89	...
90	...	90	...
91	...	91	...
92	...	92	...
93	...	93	...
94	...	94	...
95	...	95	...
96	...	96	...
97	...	97	...
98	...	98	...
99	...	99	...
100	...	100	...

*Mathias*  
*Eric*

### Other Comments

- Leakage training was conducted on 29/08 for both theory and practical. Field staff and NRW technical staff attended it including James Saliga from PR.
- Customer care to forward list of illegal users at Mbozona Vera to illegal disconnection team.
- Discussions of issues encountered in NRW were looked at after the meeting facilitated by JICA.

Activities	Team	Time Required to Complete Task
1. Meter replacement/raising Continue @ Mbozona Vera 1	Team 2	2 Sept - 6 Sept
2. MNF after countermeasure @ Mbozona Vera	Team 2 & Eric & Mathias	9 Sept - 10 Sept
3. MNF @ Step Test before countermeasure @ Tuaruhu	Team 2 & Eric & Mathias	2 Sept-3 Sept
4. Issue notification letter to illegal users @ Tuaruhu	Team 1 & Eric & Mathias	Completed
5. Detection and documentation of leaks @ Tuaruhu	Team 1 & Frank & Mathias	2 Sept
6. Place orders for materials (LKP) for meter raising @ Tuaruhu	Team 2 & Eric & Mathias	2 Sept - 6 Sept
7. Survey of valves @ Vavaye Ridge pilot	Team 2 & Eric & Mathias	2 Sept @ 9am
8. NRW field staff Meeting		



<b>5. Detection and documentation of leaks @Tuaruhu before countermeasure</b> How many leaks detected? 19 leak points Part of system that most leaks occur: Total leak per day:	Team 1 & Eric & Mathias	Ongoing	Photo insertion yet to be completed. Only 3 leak points were measured.  Also need to confirm with Oiasaki where all leak points have to be estimated or not.
<b>6. Place orders for materials (LKP)for meter raising @ Tuaruhu</b> How many sets ordered: 150 sets Date orders placed: 4/09/2013	Team 1 & Frank	Ongoing	Yet to confirm with the suppliers when the materials are ready.
<b>7. Survey of valves @ Vavaya Ridge Pilot</b> What sort of work need to be done to isolate pilot area and for step test: How many valves needs to be installed	Team 2 & Eric & Mathias	Not started	Should start beginning of the week ahead.
<b>TOTAL TASKS COMPLETED</b>	1/7 tasks (14 % completion)		

#### Activities Proposed for Week 6/09/2013 – 13/09/2013

Activities	Teams	Task Supervisors
MNF & Step Test before countermeasures for Tuaruhu 1 (Repeat)	Team 1	Eric Unga and Mathias Bera
MNF & Step Test before countermeasures for Tuaruhu 2	Team 1	Eric Unga and Mathias Bera
Continue with documentation of leaks for Tuaruhu 1 and 2	Team 1	Eric Unga and Mathias Bera
Meter inaccuracy tests for Tuaruhu 1 and 2	Team 1	Frank Daukalia & Austin Ata
Meter replacement to start at Tuaruhu 1 and 2	Team 1	Frank Daukalia & Austin Ata
MNF after countermeasure for Mbokona Vera 1	Team 2	Eric Unga and Mathias Bera
Site preparation and isolation of pilot area at Vavaya Ridge.	Team 2	Eric Unga and Mathias Bera
Customer survey at Vavaya Ridge pilot area.	Team 2	Frank Daukalia & Austin Ata

#### Achievements on Planned Activities for Week 30/08/2013- 6/09/2013

<b>1. Meter Replacement/Raising Continue @ Mbokona Vera 1</b> Total No of Meters Required for raising? 75 meters How many raised so far? 64 meters How many meters yet to raise? 11 meters Time expected to complete work? Should complete over the weekend(6/09-9/09)	Team 2	Ongoing	Meter replacements for MV1 was proposed to be completed on 6/09/2013 but would require additional days during the weekend to complete in time for MNF measurements beginning of the week ahead.
<b>2. MNF after countermeasure @ Mbokona Vera</b> Date and time started: Date and time ended: Total flow into pilot area per day: Minimum night flow and time:	Team 2 & Eric & Mathias	Not started	Should start beginning of the week ahead. 3 MNF measurements will happen in the same week with only one flow meter to share.
<b>3. MNF @ Step Test before countermeasure@ Tuaruhu 1</b> Date and time started: 4/09/2013, 11am Date and time ended: 5/09/2013, 11am Total flow into pilot area per day: 97.1 m3/day Minimum night flow and time: Not yet graphed	Team 2 & Eric & Mathias	Ongoing	Between 9am-11am on 5/09/2013, no pressure data appeared in the logger. JICA expert advised to redo the MNF because the water consumption during that time could be high due to a school within the pilot area.
<b>4. Issue notification letter to illegal users @ Tuaruhu</b> How many letters issued: 18 letters	PR	Completed	The letters were distributed by Aquilla on the 5 <sup>th</sup> and 6 <sup>th</sup> of Sept. The Grace Period Stated in the letter is from 4 <sup>th</sup> to 18 <sup>th</sup> of Sept.

## NRW Weekly Meeting

Date:	13/09/2013	Venue:	SW Conference	Time:	2:30pm -3:30pm
-------	------------	--------	---------------	-------	----------------

#### Attendees:

- Marista Kapini (Chair)
- Ray Andresen (OM)
- Mathias Bera (NRW)
- Eric Unga(NRW)
- Gavin Bare(GIS)
- Austin Ata(Customer care-illegals)
- Akinori Miyoshi(JICA Expert)

#### Other Comments

- Austin Ata revealed that out of the 3 illegal users in Mbokona Vera pilot that was disconnected, 2 were found to illegally reconnect. Their service lines were re-disconnected but it is likely that the users will use water again. The option here to prevent reconnection is to divert away service lines from the premises or disconnect straight from the main. This would require backhoe.
- A small workshop was held after the meeting, conducted by Miyoshi on water audit table. This was found to be very useful for the technical team but also for the other NRW reduction sub teams to get an appreciation of how the water ratio was calculated. Another similar training is recommended for the other NRW staff who is still away on training.

*Ray Andresen*

**Achievements on Planned Activities for Week 6/09/2013- 13/09/2013**

TASK	TEAM	STATUS	COMMENTS
<b>1. MNF &amp; Step Test before countermeasures @ Tuaruru 1 (Repeat)</b> Date and time started: 10/09/2013 @ 11:30 am Date and time ended: 11/09/2013 @ 11:30 am Total flow into pilot area per day: 103.5 KL/day Minimum night flow and time: Leak rate yet to be calculated.	Team 1 & Eric & Mathias	Complete	Raw data for MNF measurements is found in NRW common folder. Step test has been carried out for Tuv 1 only for Tuv 2 will be carried out next week.
<b>2. MNF &amp; Step Test before countermeasures @ Tuaruru 2</b> Date and time started: 9/09/2013 @ 11:00 am Date and time ended: 10/09/2013 @ 11:00 am Total flow into pilot area per day: 113.7 KL/day Minimum night flow and time:	Team 1 & Eric & Mathias	Ongoing	Raw data for MNF measurements is found in NRW common folder. Step Test not yet carried out for Tuv 2. Proposed for the week ahead (13/09 - 20/09)
<b>3. 24 Hour Consumption for Tuaruru 1 and 2 Pilots.</b>	Team 1 & Frank, Austin, Ata, Daisy	Complete	24 hour consumption data collection has already been completed for both sites.
<b>4. Meter inaccuracies tests for Tuaruru 1 and Tuaruru 2</b> How many meters tested at Tuv 1: 20 meters What is the average % of meter inaccuracies at Tuv 1: Yet to be calculated How many meters tested at Tuv 2: 19 meters	Team 1 & Frank, Austin, Ata, Daisy	Ongoing	All meters in Tuaruru pilots have all been measured but yet to analyse data. % of meter inaccuracies not yet calculated.

2

**NRW Weekly Meeting**

Date: 26.09.2013

Time: 10am-11am

Venue: SW Conference

**Attendees:**

- Benjamin Billy
- Ray Andresen
- Mataloshi Seno
- Austin Ata
- Sophia Tango
- Frank Daukalia
- Marista Kaphi
- Beverly Saohu
- Daisy Menaga
- Mary Tafao
- Mathias Bera
- Eric Unga

**Achievements on Planned Activities for Week 20/09/2013 -26/09/2013**

TASK	TEAM	STATUS	COMMENTS
1. Step Test before Countermeasures @ Tuaruru	Team 1 & Eric & Mathias	Complete	This activity was completed within the week 13/09/2013 - 20/09/2013
2. Meter Replacement to start at Tuaruru 1 and 2	Team 1 & Frank, Austin, Ata, Daisy	Ongoing	Meter Raising at in Tuaruru Pilot 1 area on the 20/09/2013. Tuv 1: 17 meters raised already out of total 44 meters. Tuv 2: 0 meters out of 57 total meters. 1. The proposed date to complete meter-raising for both pilot sites in Tuaruru was 27/09/2013. That date has now surpassed.
3. Meter inaccuracy tests for Mbokona Vera 1 after countermeasure (samples only)	Team 2 & Frank, Austin, Ata, Daisy	Complete	For 5 sample meters, the inaccuracy average is 2%. All tasks for Mbokona Vera 1 has been completed. Results are in the NRW Common Folder.
4. MNF after Countermeasure for Mbokona Vera 1	Team 2 & Eric & Mathias	Complete	Results are in NRW Common Folder.
5. Valve installation at Vavaya Ridge for isolation of pilot area and step tests.	Team 2 & Eric & Mathias	Complete	A total of 5 valves have been installed to complete the isolation of site and step test.
6. Water connection survey at Vavaya Ridge pilot area	Team 2 & Frank, Austin, Ata, Daisy	Ongoing	5 houses are yet to be verified before completion of task. Meter reader responsible for vavaya rdge to make final decision on each status of connection and readings.
7. Disconnection of illegal users at Tuaruru	Team 1, Illegal disconnection team, Frank, Austin, Daisy, Beverly Mary P.	Complete	Out of the initial data of 17 illegal users in Tuaruru, about 10 has been disconnected and 7 of them either wrongly identified as illegal or others have made payments to legalise their connections. This needs to be confirmed by Austin in next week's meeting (3/10/2013)

Task	Team	Status	Comments
<b>5. Meter replacement/installation at Tuaruru Pilot 1 and 2</b> Total No. of Meters required to raise: Tuv 1- 44 meters, Tuv 2 - 57 meters How many raised so far: 0 Time expected to complete work: 27/09/2013	Team 1 & Frank, Austin, Ata, Daisy	Not started	Work has not yet started though materials have already been collected. The proposed date to have this work completed is 27/09/2013, therefore the target for meter installation is 10 meters per day.
<b>6. MNF after countermeasures for Mbokona Vera 1</b>	Team 2 & Eric & Mathias	Not started	MNF have not started due to ongoing work on meter raising which was due to complete today 13/09/2013.
<b>7. Survey of valves @ Vavaya Ridge Pilot</b> What sort of work need to be done to isolate pilot area and for step test: How many valves needs to be installed	Team 2 & Eric & Mathias	Not started	Assessment of Vavaya Ridge site due to start in the week ahead.
<b>TOTAL TASKS COMPLETED</b>			

**Activities Proposed for Week 13/09/2013 - 20/09/2013**

Activities	Teams	Task Supervisors	Proposed date for Completion
Step Test before countermeasures for Tuaruru 1 (Repeat)	Team 1	Eric Unga and Mathias Bera	By 20/09/2013
Step Test before countermeasures for Tuaruru 2	Team 1	Eric Unga and Mathias Bera	By 20/09/2013
Complete task Documentation for Tuaruru 1 and 2	Team 1	Eric Unga and Mathias Bera	By 20/09/2013
Meter replacement to start at Tuaruru 1 and 2	Team 1	Frank Daukalia & Austin Ata	By 27/09/2013
MNF after countermeasures for Mbokona Vera 1	Team 2	Eric Unga and Mathias Bera	By 20/09/2013
Site preparation and isolation of pilot area at Vavaya Ridge.	Team 2	Eric Unga and Mathias Bera	By 20/09/2013
Customer survey at Vavaya Ridge pilot area.	Team 2	Frank Daukalia & Austin Ata	By 20/09/2013

3

**Other Comments**

- Mr. Seno from JICA stresses that the 10 bulk meters must be installed quickly at sources to measure actual volumes of water in Honiara.
- Mr. Ray Andresen enforces the need to carryout public awareness in Tuaruru following the incident of people gaining entry to SW property to complete the illegal use water. This issue became more obvious after disconnection of illegal users in Tuaruru as a result of pilot project. Mr Austin has been tasked to make arrangements for suitable time and venue for the proposed meeting.

**Status of Activities as of 26/09/2013**

**Progress of Pilot Project Implementation**

NWR Reduction Activities	Team in charge						
	1 No.9	2 No.10	3 No.3	4 No.5	5 No.14	6 No.15	7 No.6
<b>Project Implementation Status</b>							
<b>Before Countermeasures</b>							
Preparation of network drawings	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Field survey (valve check, visual leakage detection, etc)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Preparation of isolation and step test (valve modification)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Preparation of customer list	⊙	⊙	⊙	⊙	⊙	⊙	⊙
On-site public awareness	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Distribution of public awareness pamphlet	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Connection indicator asset verification	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Customer meter functionality check	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Measurement of visibly-detectable leakage	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Notification letter to illegal users	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Customer meter reading of 24 hours consumption	⊙	⊙	⊙	⊙	⊙	⊙	⊙
MNF & Pressure measurement	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Customer meter inaccuracy test (all meters)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Calculation of NRW ratio	⊙	⊙	⊙	⊙	⊙	⊙	⊙
<b>Countermeasures</b>							
Step test	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Leakage detection	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Pipe repair	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Legalization of illegal connection	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Reconnection of illegal connection	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Customer meter raising (newly installation / replacement)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
<b>After Countermeasures</b>							
Customer meter reading of 24 hours consumption	⊙	⊙	⊙	⊙	⊙	⊙	⊙
MNF & Pressure measurement	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Customer meter inaccuracy test (random sampling)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Calculation of NRW ratio	⊙	⊙	⊙	⊙	⊙	⊙	⊙
<b>Routine Activities</b>							
Update of drawings and attributes (GIS database)	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Update of customer list	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Update of billing system	⊙	⊙	⊙	⊙	⊙	⊙	⊙

NRW Action Taskforce Team  
 TL: Taskforce Leader  
 Tech: Technical Sub-Team  
 NM: Network Maintenance & Repair CC: Customer Connection Pro: Procurement  
 CR: Customer Services Sub-Team  
 CC: Customer Care PR: Public/Community Relations MR: Meter Reading BL: Billing  
 GS: GIS Sub-Team  
 LD: Leakage Detection Sub-Team

(Project Implementation Summary provided by Mr Seno Mataloshi)

**Activities Proposed for Week 27/09/2013 to 3/10/2013**

TASKS	TEAMS	TASK SUPERVISORS	PROPOSED DATE FOR COMPLETION
Meter Raising Tuvaruhu 1	Team 1	Frank, Austin Ata	By 2/10/2013
Meter Raising Tuvaruhu 2	Team 1	Frank, Austin Ata	By 2/10/2013
MNF After countermeasure Tuvaruhu 1	Team 1	Eric, Mathias	By 2/10/2013
Customer Registration at Vavaya Ridge	Team 2	Frank, Daisy	By 2/10/2013
Distribution of awareness pamphlet at Vavaya Ridge	Team 2	James Saliga, Frank	By 2/10/2013
Issue of notification letter to illegal users at Vavaya Ridge Pilot area	Team 2	James Saliga, Austin	By 2/10/2013
MNF before countermeasure @ Vavaya Ridge	Team 2	Eric, Mathias	By 2/10/2013
24 hour metered consumption @ Vavaya Ridge before countermeasures	Team 2	Eric Mathias	By 2/10/2013
Visible Leak Detection and documentation before countermeasure @ Vavaya Ridge	Team 2	Eric, Mathias	By 2/10/2013
PROGRESS REPORT 2	Benjamin Billy, Marista Kapini		By 31 <sup>st</sup> of October, 2013

*Benjamin Billy  
Ray Andersen*

9. Visible Leak Detection and documentation before countermeasure @ Vavaya Ridge	Team 2 & Eric and Mathias	Complete	finalising the data. Total 24 hour consumption: Total visible leak detected: 11
10. Meter inaccuracies @ Vavaya Ridge	Frank and Team 2	Ongoing	Meter inaccuracies were conducted only on meters that are normally read at Vavaya Ridge. Task should complete by the end of the week.

**Other Comments**

- Inconsistency in meter reading is a persisting issue that has been brought up. It has been suggested in the meeting to have a meeting set with FAO, Meter Reading, Billing and Customer Care on ways to have this issue solved.
- Awareness Program for Tuvaruhu is confirmed for Sunday 6<sup>th</sup> October 2013 @ 3pm. Issue of how to deal with illegal users must be discussed for with Debbie to ensure clarity before carrying out awareness.

**Status of Activities as of 3/10/2013**

**NRW Weekly Meeting**

Date: 03.10.2013

Time: 10am-11am

Venue: SW Conference

**Attendees:**

- Benjamin Billy
- Ray Andersen
- Matatoshi Seno
- Emi Akita
- Austin Ata
- Sophia Tango
- Frank Daukalia
- Ellen Inahia
- Marista Kapini
- Beverly Saohu
- Gavin Bere
- Mary Tafoa
- Mathias Bera
- Silas Taloau
- Carlos Saliga

**Achievements on Planned Activities for Week 27/09/2013 -03/10/2013**

TASK	TEAM	STATUS	COMMENTS
1. Meter Raising @ Tuvaruhu Pilot 1	Team 1: Frank, Austin, Daisy	Complete	Total No. of Meter required to Raise: 42 Total No. of meters already raised: 26 meters, but 3 in service lines connected from the pumping main. How many meters yet to raise: 0
2. Meter Raising @ Tuvaruhu Pilot 2	Team 1 & Frank, Austin, Ala, Daisy	Ongoing	Total No. of Meter required to Raise: 57 Total No. of meters already raised: To confirm How many meters yet to raise: To Confirm
3. MNF After Countermeasure @ Tuvaruhu 1	Team 1 & Eric and Mathias	Ongoing	The MNF was ongoing at the time of the meeting and should have been completed later that day (3/10/2013). MNF for T2 to start after meter raising is completed.
4. Customer Registration at Vavaya Ridge	Team 2 & Frank, Austin, Ala, Daisy	Ongoing	There should be around 157 household within Vavaya Ridge Pilot but the actual figure is yet to be verified. Active customers must be categorised based on how meter readers ready each household usage. For example, if a metered customer is ready as DL by meter readers then the HH will be put under the category of DL and not metered.
5. Distribution of awareness pamphlet at Vavaya Ridge.	Carlos, Frank, Austin, Bev, Mary P and Team 2	Ongoing	100 pcs of pamphlets were printed in black and white to be distributed later in the day (3/10/2013). The communications need transport to carryout the task.
6. Issue of notification letter to illegal users at Vavaya Ridge Area	Carlos, Frank, Austin, Bev, Mary P and Team 2	Not started	PR are still waiting for the names of illegal users to be forwarded to them. Bev from customer care responded to a question on effectiveness of the notification letter and the Grace Period by saying that
7. MNF before countermeasure @ Vavaya Ridge	Team 2 & Eric and Mathias	Complete	Date and time started: 30/9/2013 Date and time ended: 1/10/2013 Total Flow into pilot area per day: 502m <sup>3</sup> /day Minimum night flow and time:
8. 24 hour metered consumption @ Vavaya Ridge	Team 2 & Eric and Mathias	Complete	Field data collection already complete. Data analysis is ongoing. Working meters that are normally read as DL will be regarded as DL for this purpose and those that are estimated will be given an estimated value. This will be determined by Daisy and meter reading team before

**Progress of Pilot Project Implementation**

NRW Reduction Activities	Team in charge						
	T1	N1	CO	PR	BL	ER	LD
<b>Project Implementation Status</b>							
<b>Before Countermeasures</b>							
Preparation of network drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field survey (valve check, visual leakage detection, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of isolation and stop test (valve installation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of customer list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site public awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution of public awareness pamphlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connection installation and verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer meter functioning check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measurement of visible isolated leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification letter to illegal users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer meter reading of 24 hours consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MNF & Pressure measurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer meter inaccuracy test (all meters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculation of NRW ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Countermeasures</b>							
Stop test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leakage detection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legalization of illegal connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnection of illegal connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer meter raising (newly installation / replacement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After Countermeasures</b>							
Customer meter reading of 24 hours consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MNF & Pressure measurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer meter inaccuracy test (random samples)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculation of NRW ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Routine Activities</b>							
Update of drawings and attributes (GIS database)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update of customer list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update of billing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NRW Action Taskforce Team**

- T1: Taskforce Leader
- Tech: Technical Sub-Team
- NM: Network Maintenance & Repair
- CO: Customer Care
- PR: Public/Community Relations
- BL: Billing
- ER: ER Sub-Team
- LD: Leakage Detection Sub-Team

*(Project Implementation Summary provided by Mr. Seno Matatoshi)*

**Activities Proposed for Week 3/10/2013 to 10/10/2013**

TASKS	TEAMS	TASK SUPERVISORS	PROPOSED DATE FOR COMPLETION
Complete all countermeasures for Tuvaruhu 1	Team 1	Eric	By 10/10/2013
Complete water audit table for Tuvaruhu 1	Team 1	Benjamin	By 10/10/2013
Complete all countermeasures for Tuvaruhu 2	Team 1	Eric	By 10/10/2013
Complete water audit for Tuvaruhu 2	Team 2	Benjamin	By 10/10/2013

MNF after countermeasure for Tuvuruhu 2	Team 2	Eric	By 10/10/2013
Meter installation and meter raising @ Vavaya Ridge	Team 2	Benjamin/Austin/ Daisy	By 18/10/2013
Fix leaks @ Vavaya Ridge	Team 2	Eric	By 18/10/2013
Distribution of notification letter to illegal @ Vavaya Ridge	Team 2	Carlos	By 10/10/2013
Step test @ Langakiki Pilot	Team 1	Eric	By 10/10/2013
PROGRESS REPORT 2	Benjamin Billy, Marista Kapini		By 31 <sup>st</sup> of October, 2013

*Eric Andersen*  
Eric Andersen

#### Achievement of Activities Proposed for Week 3/10/2013 to 10/10/2013

TASKS	TEAMS	Status	Comments
1 Complete all countermeasures for Tuvuruhu 1	Team 1, Eric	Complete	Tuvuruhu 1 Field activities completed. Benjamin is currently working on finalising results to complete water audit table
2 Complete water audit table for Tuvuruhu 1	Team 1, Benjamin	Ongoing	Yet to include data for meter inaccuracies after countermeasures
3 Complete all countermeasures for Tuvuruhu 2	Team 1, Eric	Complete	Tuvuruhu 2 Field activities completed. Benjamin is currently working on finalising results to complete water audit table
4 Complete water audit for Tuvuruhu 2	Team 2, Benjamin	Ongoing	Field data are yet being finalised
5 MNF after countermeasure for Tuvuruhu 2	Team 2, Eric	Complete	Data and graphs are in the common folder
6 Meter installation and meter raising @ Vavaya Ridge	Team 2, Benjamin/Austin/ Daisy	Ongoing	
7 Fix leaks @ Vavaya Ridge	Team, Eric	Ongoing	
8 Distribution of notification letter to illegal @ Vavaya Ridge	Team 2, Carlos		There were no illegal users found in Vavaya Ridge.
9 Step test @ Langakiki Pilot	Team 1, Eric	Complete	Results of step test is found in the NRW common folder
10 Step test @ Vavaya Ridge Pilot	Team 1, Eric	Complete	Results of step test is found in the NRW common folder
PROGRESS REPORT 2	By 31 <sup>st</sup> of October, 2013		
TASKS COMPLETED BETWEEN 10/10/2013 - 18/10/2013	5/10 TASKS COMPLETED		

## NRW Weekly Meeting

Date: 10.10.2013

Time: 10am-11am

Venue: SW Conference

### Attendees:

- Benjamin Billy
- Matatoshi Seno
- Austin Ata
- Eric Unga
- Marista Kapini
- Fujiyama

- Stanley

### Revision of minutes from 3.10. 2013 NRW weekly meeting.

TASK	TEAM	STATUS	COMMENTS
1. Meter Raising @ Tuvuruhu Pilot 1	Team 1 & Frank, Austin, Daisy	Complete	Total number of SIWA customers is 47. Total Active customers with meters raised: 26 Total Disconnected customers: 21
2. Meter Raising @ Tuvuruhu Pilot 2	Team 1 & Frank, Austin, Ata, Daisy	Complete	Total number of SIWA customers is 62. Total Active customers with meters raised: 32 Total Disconnected customers: 30
3. MNF After Countermeasure @ Tuvuruhu 1	Team 1 & Eric and Marista	Complete	A MNF measurement was completed on 3.10.2013. Analysis of data is ongoing.
4. Customer Registration at Vavaya Ridge	Team 2 & Frank, Austin, Ata, Daisy	Complete	Total No of HH is 157 Total Metered HH is 62 Total DL HH is 26 Unconnected HH is 69. There were no records of illegal users in Vavaya Ridge.
5. Distribution of awareness pamphlet at Vavaya Ridge.	Carlos, Frank, Austin, Bev, Mary P and Team 2		
6. Issue of notification letter to illegal users at Vavaya Ridge Area	Carlos, Frank, Austin, Bev, Mary P and Team 2		There are no illegal users identified in Vavaya
7. MNF before countermeasure @ Vavaya Ridge	Team 2 & Eric and Marista	Complete	Date and time started: 30/9/2013 Date and time ended: 1/10/2013 Total Flow into pilot area per day: 502m <sup>3</sup> /day Minimum night flow and time:
8. 24 hour metered consumption @ Vavaya Ridge	Team 2 & Eric and Marista	Complete	Field data collection already complete. Data analysis is ongoing. Working meters that are normally read as DL will be regarded as DL for this purpose and those that are estimated will be given an estimated value. This will be determined by Daisy and meter reading team before finalising the data. Total 24 hour consumption: 145.23 m <sup>3</sup> /day
9. Visible Leak Detection and documentation before countermeasure @ Vavaya Ridge	Team 2 & Eric and Marista	Complete	Total visible leak detected: 11
10. Meter inaccuracies @ Vavaya Ridge	Frank and Team 2	Ongoing	Meter inaccuracies were conducted only on meters that are normally read at Vavaya Ridge. Analysis of data still ongoing

### Status of Activities as of 10/10/2013

Progress of Pilot Project Implementation

MNF Revision Activities	Tasks in charge	MNF Revision Activities											
		1	2	3	4	5	6	7	8	9	10	11	12
		No. 9	No. 10	No. 3	No. 5	No. 12	No. 15	No. 18	No. 20	No. 22	No. 24	No. 26	No. 28
Project Implementation Status													
Before Countermeasures													
Phenolphthalein titration													
Field survey (topo-ortho, water meter, location, etc.)													
Preparation of notification letter to illegal users													
Preparation of customer list													
24-hr public awareness													
Distribution of public awareness literature													
Customer registration and metering													
Customer meter reading check													
Management of public complaint message													
Distribution letter to illegal users													
Customer meter reading of 24 hours consumption													
MNF & Pressure measurement													
Customer meter reading for pilot area													
Calculation of NRW rate													
Countermeasures													
Step test													
Leakage detection													
Field test													
Completion of legal connection													
Disconnection of illegal connection													
Customer meter reading (pre-countermeasure)													
Customer meter reading and public handling													
Calculation of NRW rate													
After Countermeasures													
Customer meter reading of 24 hours consumption													
MNF & Pressure measurement													
Customer meter reading for pilot area													
Calculation of NRW rate													
Baseline Activities													
Update of database and activities (IEE database)													
Update of customer list													
Update of NRW rate													

(Project Implementation Summary provided by Mr Seno Matatoshi)

Activities proposed for week 10/10/2013 – 17/10/2013

TASKS	TEAMS	Supervisor	Proposed date of completion
Pilot site isolation and valve installation for step test @ Mbokona	Team 1	Eric Unga	By 17/10/2013
Customer Registration @ Mbokona	Team 1	Stanley	By 17/10/2013
Distribution of awareness pamphlet @ Mbokona	Team 1	Carlos Saliga	By 17/10/2013
Survey of visible leaks @ Mbokona	Team 1	Eric	By 17/10/2013
Site preparation for MNF @ Mbokona	Team 1	Eric	By 17/10/2013
24 hour metered consumption @ Mbokona	Team 1	Stanley	By 17/10/2013
Meter inaccuracy test @ Mbokona	Team 1	Austin	By 17/10/2013
Meter raising continue @ Vavaya Ridge	Team 2	Austin	By 30/10/2013
Fix leak points @ Vavaya Ridge	Team 2	Eric	By 17/10/2013

### Other Comments

- Awareness Program proposed for the 6 October 2013 at Tuvanuhu did not take place due to poor attendance. The PR team to collaborate with Tuvanuhu community to come up with another new date for the awareness.
- NRW Task Force Leader, Benjamin Billy and Marista had a meeting with Finance Manager on the 4 October concerning the management stand on illegal connections and arrears that PR needs to know about before carrying out awareness program in Tuvanuhu. The discussion also includes how to effectively address illegal connections and arrears within pilot areas. The memorandum of the meeting will be circulated.

*Handwritten signature:*  
AMY ANDRESEN

- Chambers for bulk meters: 4 complete, 5 in progress
- 10 data loggers also to be installed with the bulk meters after chambers are completed to ensure security of the loggers and the meters.
- Training for the use of loggers is proposed for 1 December 2013.
- JICA Experts are working on the Progress Report 2. They need support from SW counterparts through provision of accurate data.

## NRW Weekly Meeting

Date: 18.10.2013

Time: 10am-11am

Venue: SW Conference

### Attendees:

- Benjamin Billy
- Matatoshi Seno
- Austin Ata
- Marista Kapini
- Silas Talosul
- Ellen Inahia
- Beverly
- Fujiyama
- Ray Andresen
- Mary Tafoa

### Achievement of Activities Proposed for Week 10/10/2013 to 18/10/2013

TASK	TEAM	STATUS	COMMENTS
1. Pilot site isolation and valve installation for step test @ Mbokona	Team 1, Eric	Complete	
2. Customer Registration @ Mbokona	Team 1, Stanley	Ongoing	Collection of field data has been completed. Raw data with meter readers to confirm with billing status and finalise.
3. Distribution of awareness pamphlet @ Mbokona	Team 1, Carlos S		
4. Survey of visible leaks @ Mbokona	Team 1, Eric		
5. Sita preparation for MNF @ Mbokona	Team 1, Eric	Complete	
6. MNF before countermeasure @ Mbokona	Team 1, Eric	Complete	MNF measurements started on 17/10/2013 @ 11:00am – 18/10/2013 @ 11:00am. Total flow into Pilot area measured per day: 124m <sup>3</sup> /day. MNF in Mbokona Pilot: 3.32m <sup>3</sup> /h
7. 24 hour metered consumption @ Mbokona	Team 1, Stanley, Austin Ata	Complete	Total metered consumption per day: 90.8m <sup>3</sup> /day
8. Step test @ Mbokona	Team 1, Eric	N/A started	Step tests is moved for Monday 21/10/2013
9. Meter inaccuracy test @ Mbokona	Team 1, Austin A	N/A Started	Proposed to start over the weekend 19/10/2013 & 20/10/2013
10. Visible leak documentation for Mbokona	Team 1, Eric	Ongoing	
11. GIS data collection of valves @ Mbokona	Eric	N/A started	Positions of valves not yet captured by GIS. Should start in the week ahead.
12. Meter raising continue @ Vavaya Ridge	Team 2, Austin A	Ongoing	Total of 20 meters raised by 17/10/2013 out of a total of meters
13. Fix leak points @ Vavaya Ridge	Team 2, Eric	Ongoing	Documentation of leaks still ongoing.
TOTAL TASK COMPLETED BETWEEN 10/10/2013 – 17/10/2013			<b>4/13 TASKS COMPLETED</b>

### Other Important NRW Tasks

- Field data collection for Primary Infrastructure is still lagging. Arrangements and time schedule to have an experienced works officer to accompany GIS staff is yet to be finalised.
- GIS updates for Kilano newly installed pipelines are up to date.
- Bulk meters installations: 9 meters installed.

### Status of Activities as of 18/10/2013

NRW Reduction Activities		Team to Manage	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Activity Name	Priority	Team Lead	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	01/11
<b>Project Implementation Status</b>																	
<b>Project Coordination</b>																	
Finalize project plan	High	Eric															
Finalize project budget	High	Eric															
Finalize project risk register	High	Eric															
Finalize project communication plan	High	Eric															
Finalize project procurement plan	High	Eric															
Finalize project monitoring and evaluation plan	High	Eric															
Finalize project reporting plan	High	Eric															
Finalize project stakeholder management plan	High	Eric															
Finalize project resource management plan	High	Eric															
Finalize project safety and health plan	High	Eric															
Finalize project environmental plan	High	Eric															
Finalize project quality management plan	High	Eric															
Finalize project risk management plan	High	Eric															
Finalize project stakeholder management plan	High	Eric															
Finalize project resource management plan	High	Eric															
Finalize project safety and health plan	High	Eric															
Finalize project environmental plan	High	Eric															
Finalize project quality management plan	High	Eric															
Finalize project risk management plan	High	Eric															
Finalize project stakeholder management plan	High	Eric															
Finalize project resource management plan	High	Eric															
Finalize project safety and health plan	High	Eric															
Finalize project environmental plan	High	Eric															
Finalize project quality management plan	High	Eric															
Finalize project risk management plan	High	Eric															

(Project Implementation Summary provided by Mr Seno Matatoshi)

Activities proposed for week 17/10/2013 – 24/10/2013

TASKS	TEAMS	Supervisor	Proposed date of completion
Meter inaccuracies measurements @ Mbokona	Team 1	Austin and Stanley	by 24/10/2013
Visible leak documentation @ Mbokona	Team 1	Eric	by 24/10/2013
Valve condition Table for Mbokona	Team 1	Eric	by 24/10/2013
Step Test @ Mbokona	Team 1	Eric	by 24/10/2013
Distribution of awareness pamphlets @ Mbokona	Team 1	Carlos S	by 24/10/2013
Distribution of Notification to illegal users @ Mbokona	Team 1	Carlos S	by 24/10/2013
Meter Raising to start @ Mbokona	Team 1	Austin	by 17/11/2013
Meter Raising @ Vavaya Ridge	Team 2	Austin	28/10/2013

### Other Comments

In preparation toward the progress report 3, all teams must keep daily records of items and cost toward NRW reduction activities.

- For cost of fitting, Procurement team to produce weekly reports of materials used toward pilot including their cost.
- Mileage of vehicle used for NRW must be recording daily at the beginning of the day and at the end of the day.
- Mileage of excavator when used for NRW reduction activities to be recorded.

- IAP to be updated on a monthly basis.
- JICA Expert suggested that all NRW staff to work in the same office for efficiency in communication.

*Handwritten signature and name: AM ANDROSEN*

**Status of Activities as of 24/10/2013**

NRW Section/Activity	Team/Category	Weeks													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>Project Implementation Status</b>															
<b>Valve Condition/Measurement</b>															
<b>Water Meters Accuracy</b>															
<b>Customer Meter Reading Accuracy</b>															
<b>Customer Meter Replacement</b>															
<b>Customer Meter Repair</b>															
<b>Customer Meter Installation</b>															
<b>Customer Meter Testing</b>															
<b>Customer Meter Calibration</b>															
<b>Customer Meter Replacement</b>															
<b>Customer Meter Repair</b>															
<b>Customer Meter Installation</b>															
<b>Customer Meter Testing</b>															
<b>Customer Meter Calibration</b>															

*(Project Implementation Summary provided by Mr Seno Matoshi)*

**Activities proposed for week 24/10/2013 – 31/10/2013**

TASKS	TEAMS	Supervis or	Proposed date of completion
1 Complete meter raising activity @ Vavaya Ridge	Team 2	Austin	By 31/10/2013
2 24 hour consumption after countermeasure @ Vavaya Ridge	Team 2	Austin, Stanley	By 31/10/2013
3 MNF after countermeasure @ Vavaya Ridge	Team 2	Eric	By 31/10/2013
4 Random Meter inaccuracies measurements for selected meters only @ Vavaya Ridge	Team 2	Austin	By 31/10/2013
5 Calculate NRW ratio after countermeasure for Vavaya Ridge	Benjamin		By 31/10/2013
6 Update billing with customer information from Vavaya Ridge pilot.	Mary 1		By 31/10/2013
7 Complete leak documentation @ Mbokona	Team 1	Eric	By 31/10/2013
8 Finalise list of HH and customer status within Mbokona pilot area	Stanley		By 31/10/2013
9 Identify illegal users and distribute notification letter.	Stanley, Austin and Carlos		By 31/10/2013
10 Complete pamphlet distribution	Team 1	Carlos, Austin	By 31/10/2013

**Comments**

- Billing to update customer data into system.

**NRW Weekly Meeting**

Date: 24.10.2013

Time: 9:30am-11am

Venue: SW Conference

**Attendees:**

- Benjamin Billy
- Stanley Sade
- Matoshi Seno
- Austin Ata
- Marista Kapini
- Mary Pidoke
- Lawrence Inoi
- Beverly Saohu
- Fujiyama
- Eric Unga
- Carlos Salge
- Mary Tafoa

**Achievement of Activities Proposed for Week 18/10/2013 to 24/10/2013**

TASK	TEAM	STATUS	COMMENTS
1 Meter inaccuracies measurements @ Mbokona	Team 1, Austin	Complete	Average inaccuracy in meters in Mbokona Pilot is 5.4%. No. of meters tested: 26 meters.
2 Visible leak documentation @ Mbokona	Team 1, Eric	Ongoing	Still working on putting together leak information into the leakage record sheet.
3 Valve condition Table for Mbokona	Team 1, Eric	Complete	
4 Step Test @ Mbokona	Team 1, Eric	Complete	Step test carried out on 23 Oct 2013
5 Distribution of awareness pamphlets @ Mbokona	Team 1, Carlos S, Austin	Ongoing	Distributed 51 copies over the week. Will continue in the coming weekend.
6 Distribution of Notification to illegal users @ Mbokona	Team 1, Carlos, Austin, Stanley	Not started	
7 Meter Raising to start @ Mbokona	Team 1, Austin Ata	Not started	
8 Meter Raising @ Vavaya Ridge	Team 1, Austin	Ongoing	<ul style="list-style-type: none"> <li>• 55 meters raised as of 23 Oct 2013. (3 new meters for DL customers, 2 existing working meters raised above ground, 50 inaccurate meters replaced and raised)</li> <li>• No of meter yet to raise:</li> <li>• Target to complete work by Monday in order to start with MNF after countermeasure.</li> </ul>
TOTAL TASK COMPLETED BETWEEN 17/10/2013 – 24/10/2013	<b>3/8 TASKS COMPLETED</b>		

- Stanley to update NRW on meter reading schedules of meter readers into areas where pilots areas are.
- Meter replacements information must be properly filled out in meter replacement forms and submit to billing on a daily basis to be updated into system. Information required include account number, old MID, meter type, final reading from old meter, date meter replaced, new MID, reading at time installed.
- Keeping of records and of cost of items used for NRW activities is important. All teams to take note.
- Currently on 8<sup>th</sup> pilot area. The 9<sup>th</sup> pilot is Mbsranamba which should start ASAP in order to be completed by end of November.
- Stanley (meter reader, MR) commented that on occasions MR have discovered that some service lines that were disconnected by SW staff still have the meter present on the scene. Only the meter coupling was removed. This practise is not correct and disconnected service lines must have the meters removed and bring back to SW for keeping.
- Fujiyama (JICA Expert) stress the importance to be active in monitoring of pilot areas for illegal connections, leakage and even faulty meters etc. Illegal team and meter readers are responsible for monitoring. Target to carryout field monitoring is once a week.
- JICA expert also commented that from cost analysis it was found that revenue obtained as a result of countermeasure is very high. The most important thing is to maintain the present condition or situation in the system.
- Individual Action Plans are due in next week.
- Next date of meeting is 31 October 2013.

*Handwritten signature and name: AM ANDROSEN*

# NRW Weekly Meeting

Date: 31.10.2013

Time: 9:30am-10:30am

Venue: SW Conference

### Attendees:

- Benjamin Billy
- Fujiyama
- Mataloshi Seno
- Eric Unga
- Austin Ala
- Frank Daukalla
- Maneta Kapini
- Sophia Tango
- Mahlias Bera
- Ray Andresen

### Achievement of Activities Proposed for Week 24/10/2013 to 31/10/2013

TASK	TEAM	STATUS	COMMENTS
1. Complete meter raising activity @ Vavaya Ridge	Team 2, Austin	Complete	This activity has been completed as of 30/10/2013 with the help of team 1 this week. Total meters raised: 98 meters Official listing of active customers: 92. The additional 2 needs to be verified if they are active customers or disconnected customers.
2. 24 hour consumption after countermeasure @ Vavaya Ridge	Team 2, Aquila and Frank	Not started	This activity is proposed to start at 11 am today (31/10/2013) and end at 11 am tomorrow 1/11/2013
3. MNF after countermeasure @ Vavaya Ridge	Team 2, Eric, Mathias	Not started	This activity is proposed to start at 11 am today (31/10/2013) and end at 11 am tomorrow 1/11/2013
4. Random Meter inaccuracies measurements for selected meters only @ Vavaya Ridge	Team 2, Frank, Austin	Not started	This activity will happen after the implementation of the MNF after countermeasure. Proposed for 1/11/2013.
5. Calculate NRW ratio after countermeasure for Vavaya Ridge	Benjamin	Not started	Still awaiting data from MNF and meter inaccuracy measurements.
6. Update billing with customer information from Vavaya Ridge pilot.	Mary Tofoa, Austin Ala	Ongoing	This activity is ongoing. Meter replacement forms are being completed and finalised by Austin and Stanley to be forwarded to Mary T. (billing) to be updated into the system.
7. Complete leak documentation @ Mbokona	Team 2, Eric, Mathias	Ongoing	This activity is still ongoing. Proposed to be completed by end of the week URGENT
8. Finalise list of HH and customer status within Mbokona pilot area	Benjamin, Austin	Complete	Customer status: Metered: 45 meters DL: 42 meters Unconnected (disconnected customers): 10 Illegal users (after disconnection): 10
9. Identify illegal users and distribute notification letter to HH @ Mbokona Pilot area	Carlos, Sophia, Austin	Not started	This activity has not started. However, the number of illegals for Mbokona is 10. This activity is proposed for this week.
10. Complete pamphlet distribution to HH @ Mbokona Pilot.	Team 1, Carlos, Sophia, Austin	Ongoing	This activity has not been completed. It was proposed to be completed last weekend but that was not the case. Again it is proposed for this weekend. No. of pamphlet already distributed: 51 No. of pamphlet yet to be distributed: 46
<b>TOTAL TASK COMPLETED BETWEEN 24/10/2013 – 31/10/2013</b>	<b>2/10 TASKS COMPLETED</b>		

Task	Responsible	Due Date
Template already prepared by Fujiyama		
14. Recent JICA trainee to prepare presentation on lesson learned during recent training in Japan and how they will utilise the knowledge in SW	Frank, Mathias, Mafe, Gavin	To conform
15. Monitoring to start on Tuvuru due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley	To start report on coming weekly meeting
16. Individual Action Plan personal assessment to be submitted to Marista or Benjamin.		By 7/11/2013

### Comments

- Awareness program proposed for Tuvuru has been postponed for a future date. It was agreed in the meeting that the awareness program must take place in Tuvuru especially due to the fact that about 50 per cent of connections within the pilot areas were disconnected due to outstanding bills. The PR team is responsible to liaise with Tuvuru community leaders to set up another time for the program.
- Fujiyama (JICA expert) proposed to include monitoring in the weekly NRW reduction activities. He indicated that if SW can maintain the status of the pilot areas as it is after countermeasures, SW can greatly benefit from increased revenue over time. Monitoring activities has been delegated to the meter readers and illegal disconnection team to be included in their daily activities.
- Fujiyama also disclosed that Mr. Wada is returning to SW this month. He asked the PR team about the progress of the development of educational resources and programs purposely for school. Sophia (PR) responded that it is ongoing.
- The JICA Experts also present to the SW counterparts on 'Fact findings on work performances from NRW Reduction Activities. The copy of this is below. The SW counterparts accepted the findings and saw them as areas that they must improve on for current and future pilots.

*Ray Andresen*

### Status of Activities as of 31/10/2013

Project of Pilot Project Implementation

as of 31/10/2013

Activity	Start	End	Week												Total	
			1	2	3	4	5	6	7	8	9	10	11	12		13
<b>Project Implementation Status</b>																
<b>Water Conservation Activities</b>																
Preparation of project plan	01/10/13	01/10/13														
Field survey for meter and leakage detection	02/10/13	02/10/13														
Preparation of notification letter to illegal users	03/10/13	03/10/13														
Distribution of notification letter to illegal users	04/10/13	04/10/13														
Installation of water meter	05/10/13	05/10/13														
Completion of field survey	06/10/13	06/10/13														
Customer meter installation	07/10/13	07/10/13														
Installation of water meter	08/10/13	08/10/13														
Customer meter installation	09/10/13	09/10/13														
Water meter installation	10/10/13	10/10/13														
Customer meter installation	11/10/13	11/10/13														
Water meter installation	12/10/13	12/10/13														
Customer meter installation	13/10/13	13/10/13														
Water meter installation	14/10/13	14/10/13														
Customer meter installation	15/10/13	15/10/13														
Water meter installation	16/10/13	16/10/13														
Customer meter installation	17/10/13	17/10/13														
Water meter installation	18/10/13	18/10/13														
Customer meter installation	19/10/13	19/10/13														
Water meter installation	20/10/13	20/10/13														
Customer meter installation	21/10/13	21/10/13														
Water meter installation	22/10/13	22/10/13														
Customer meter installation	23/10/13	23/10/13														
Water meter installation	24/10/13	24/10/13														
Customer meter installation	25/10/13	25/10/13														
Water meter installation	26/10/13	26/10/13														
Customer meter installation	27/10/13	27/10/13														
Water meter installation	28/10/13	28/10/13														
Customer meter installation	29/10/13	29/10/13														
Water meter installation	30/10/13	30/10/13														
Customer meter installation	31/10/13	31/10/13														

### Fact Findings through Work Performance on NRW Reduction Activities

(Fact Finding document provided by Fujiyama)

We, JICA Expert Team found the following problems through implementation of the pilot project and the preparation of the 2<sup>nd</sup> Progress Report in cooperation with SW's staff members.

In order to ensure that the pilot projects are carried out and their progress report is prepared efficiently, the lessons learnt through implementation of the past pilot project and preparation of the 2<sup>nd</sup> Progress Report must be reflected in next stage.

1. **File coordination**
  - 1.1 Files of data sheets are scattered in the common server.
  - 1.2 The team has to update the files whenever they need to do so. In which case, the title of files has not been named appropriately. The third party cannot recognize which files latest one is.
2. **Data coordination**
  - 2.1 Titles of tables and figures have not been named appropriately.
  - 2.2 The written record of the pilot project has not corresponded to other record sheets, forms or drawings.
  - 2.3 Data sheet for the same tasks has not been recorded in the standardized template.
  - 2.4 Most of staff members have taken activities on NRW reduction without learning Action Plan 2013. Therefore, some data sheets were not used for recording field activities.
  - 2.5 Data of leakages has not clearly been kept in each sheet of 'Leakage Record Sheet', 'Leakage GIS Drawing with leakage point number and coordinates' and 'Water Audit Summary (IWA Water Balance Summary)'.
  - 2.6 Responsibility of persons in charge of particular work has not been clear. In other words, the tasks have not been allocated to each member.
3. **Process and Regulation on Pilot Project Activities**
  - 3.1 Alignment between Technical Sub-Team and Customer Service Sub-Team has not been clear.
    - If water meter readers had found problems such as surface leakage, illegal connection and meter inaccuracy during meter reading work,
      - > What are next actions? Where is record written in their report? Who is in charge of the next actions?
  - 3.2 Policy on solution for arrears has not been formulated. The team member will be confused to take actions such as disconnection and to apply a grace period and/or an exempt of arrears for users.
  - 3.3 The validating process account for illegal users has not been decided yet.
4. **Sustainability in the Activities**
  - 4.1 Some tasks have not been handed over to the substitute staff members, while responsible persons are off work due to any leaves. Therefore, activities definitely suspended in the certain period, which resulted in the behind schedule of the pilot project.
  - 4.2 Performance sheets for water meter readers have not been maintained since the middle of August 2013.
  - 4.3 The weekly meetings have occasionally taken place without any handouts such as the last-week-meeting minutes, sheets of the weekly progress reports and work schedule. Therefore, it is too difficult for attendance including JICA Expert Team to understand the weekly work progress clearly.
  - 4.4 A few staff members among NRW Action Team members have borne hard tasks. It seems that they have been learning and acquiring a lot of knowledge and experiences through the Project in cooperation with JICA Expert Team. However, it is likely that such performance will not be able to continue the activities efficiently because of hard work. The Project focuses on not only particular team members but also other members.
  - 4.5 Mini-workshop or the presentation of the result of NRW activities has not been held every completion of the pilot project to introduce the achievement to other members.
5. **Communication**
  - 5.1 It seems that there are very few questions, consultations, suggestions, comments and reports to JICA Expert Team at any time during the Project.

(Project Implementation Summary provided by Mr. Seno Mataloshi)

Activities proposed for week 31/10/2013 – 7/11/2013

TASKS	TEAMS	Proposed date of completion
<b>VAVAYA RIDGE PILOT</b>		
1. Complete MNF after countermeasure for Vavaya Ridge	Team 2, Eric, Mathias	1/11/2013
2. Complete 24 hour metered consumption after countermeasure for Vavaya Ridge	Team 2, Aquila, Frank	1/11/2013
3. Meter inaccuracies after countermeasure on random meters @ Vavaya Ridge	Team 2, Aquila, Frank	1/11/2013
<b>MBOKONA PILOT</b>		
4. Leak identification in field and complete summary sheet for leakage @ Mbokona	Team 1, Eric, Mathias	By 7/11/2013
5. Distribute notification letter to illegals @ Mbokona	Carlos, Sophia, Austin, Aquila	1/11/2013
6. Complete water ration calculations before countermeasures	Benjamin	By 7/11/2013
7. Pipe repairs	Team 1, Mathias	By 11/11/2013
8. Meter installation and meter raising	Team 1, Austin	By 25/11/2013
<b>MBARANAMBA PILOT</b>		
9. Prepare network drawings	Gavin	1/11/2013
10. Prepare customer listing	Mary T	1/11/2013
11. Survey valve condition and install valves if required for boundary isolation and step test. (Fill up appropriate forms)	Team 2, Eric	7/11/2013
12. Survey on status of service line	Team 2, Aquila, Frank, Austin, Stanley	8/11/2013
<b>OTHER IMPORTANT TASKS</b>		
13. SW project counterparts to prepare presentation for JCC. Presentation		

31 October 2013  
JICA Expert Team

# NRW Weekly Meeting

Date: 8/11/2013


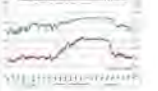
Time: 11am-12pm



Venue: SW Conference




## Attendees:

- Benjamin Billy
- Austin Ala
- Marisa Kaplin
- Mathias Beran
- Ray Andersen
- Fujiyama
- Eric Unga
- Frank Daukalis
- Sophia Tampo
- Stanley Sade
- Gavin Bare
- Silas Takouli
- Mary Talca
- Beverly Saohu
- Matthew Maier

## Achievement of Activities Proposed for Week 31/10/2013 to 7/11/2013

TASKS	Team	Status	Results /Comments
<b>VAVAYA RIDGE PILOT</b>			
1 Complete MNF after countermeasure for Vavaya Ridge	Eric	Complete	Date & Time MNF started: 6/11/2013 @10am Date and Time MNF completed: 7/11/2013@ 10am Total Flow passed through pilot area for 24 hours: 497.1m <sup>3</sup> /day Average Flow passed through pilot area per hour: 20.7 m <sup>3</sup> Lowest flow recorded: ???  Calculation Statement of MNF's graph complete: YES    Graph of inflow, water pressure and leakage complete: YES    Please produce copy of graph and statement of MNF's graph.
2 Complete 24 hour metered consumption after countermeasure for Vavaya Ridge	Frank	Complete	Number of meters that was read for 24 hour consumption: 95 meters  Total consumption in 24 hours from working meters: 369.74KL/day  <b>The finalised data will be presented in the Audit table for 24 hr consumption.</b>
3 Meter inaccuracies after countermeasure on random meters @ Vavaya Ridge	Frank	Complete	Number of meters tested: <b>8 meters</b> % of meter inaccuracy: <b>3.38%</b>
<b>MBOKONA PILOT</b>			
4 Leak identification in field and complete summary sheet for leakage @ Mbokona	Mathias	Complete	Complete insert photos to leak detail forms: Yes  Total number of visible leaks found? <b>23</b> Which part of the system most leaks occur? <b>Valves (10), joints/connection(5), pipe(5)</b> Which material type most leaks occur? <b>Poly (19), fit(2), Dux(2)</b>

9 Meter installation and meter raising	Austin		How many meters need to be installed altogether? 97  How many already installed? 16 ( Please produce copy of old and new meter ID's and accounts) How many yet to be installed? 81  Total connection surveyed is 107, 10 illegals. Data for meter installation could change depend on conversion from illegal to legal users.
<b>MBARANAMBA PILOT</b>			
10 Prepare network drawings	Gavin	Not Done	Has the network drawing for Mbaranamba produced? NO
11 Prepare customer listing	Mary T	Complete	Has the customer listing for Mbaranamba produced and forwarded to NRW Taskforce Team Leaders? Yes
12 Survey valve condition and install valves if required for boundary isolation and step test. (Fill up appropriate forms)	Eric	Ongoing	Has the valves in Mbaranamba pilot been surveyed? Yes or No Has the Valve Condition Checklist been filled up?    Please provide copy of the completed checklist.
13 Survey on status of service line	Frank	Not Started	Has survey on HH and service lines been carried out in Mbaranamba? Yes or No   Activity planned to start during the weekend  Please provide a copy of the completed table showing the details.
<b>OTHER IMPORTANT TASKS</b>			
14 SW project counterparts to prepare presentation for JCC. Presentation Template already prepared by Fujiyama			Meeting to be held @ 2pm on 8/11/2013
15 Recent JICA trainee to prepare presentation on lesson learned during recent training in Japan and how they will utilise the knowledge in SW	Frank, Mathias, Mife, Gavin	Complete	Presentation was carried out @10 am on 8/11/2013 by all 4 trainees.
16 Monitoring to start on Tuvaruhu due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley	Not Started	Illegal team could not carryout monitoring this week due to no vehicles and inadequate staffing.
17 Individual Action Plan personal assessment to be submitted to Marista or Benjamin		Ongoing	

			What is the possible cause of most leaks? <b>Defective Valve</b>  Leak Record sheet complete? <b>Yes, See common folder for details</b> Please produce copy of record sheets.  
5 Location of Leakage at Distribution and Service Pipelines	Gavin	Not Complete	Has all the leak points been captured by GPS? Yes How many leak points captured so far? Has the GIS been updated with these location? Please produce map of location of leak points.   Leak points not yet updated to GIS System –still contained in handheld.
6 Distribute notification letter to illegals @ Mbokona	Carlos		How many illegal users found in Mbokona? 111 How many notification letters distributed? List names (and accounts) of illegal users?  Letter not yet distributed.
7 Complete water ratio calculations before countermeasures	Benjamin	Ongoing	Complete water ratio calculations before countermeasures? Yes or No   Results from initial calculations looked suspicious. It revealed 85% for RW despite half of connections are DL. IWA will be revised for next meeting.  Please produce copy of results.
8 Pipe repairs	Mathias		How many pipes/ leaks repaired so far?  How many yet to be repaired?  There are no records of pipe repairs at Mbokona but the field staff has indicated that they have already repaired the leaks. The field staff will have to go back and fill in repair details.



# NRW Weekly Meeting

Date: 16.11.2013

Time: 4:30pm - 1:00 Am

Venue: S.W Conference

## Attendees:

- 1 Benjamin Billy
- 2 Austin Ala
- 3 Marisa Kapin
- 4 Mathias Bera
- 5 Fujiyama
- 6 Okazaki
- 7 Eric Unga
- 8 Frank Daukajie
- 9 Gavin Bane
- 10 Mary Taloa
- 11 Beverly Siohu
- 12 Andrew Koperado

## Status of Activities as of 8/11/2013

### Progress of Pilot Project Implementation

NRW Reduction Activities	Team in charge									
	1 No.9 Benjamin	2 No.10 Austin	3 No.3 Marisa	4 No.5 Fujiyama	5 No.14 Eric	6 No.15 Frank	7 No.6 Gavin	8 No.4 Mary	9 No.8 Beverly	10 No.7 Andrew
<b>Project Implementation Status</b>										
<b>Before Countermeasures</b>										
Preparation of network drawings	■	■	■	■	■	■	■	■	■	■
Field survey (valve check, visual leakage detection, etc.)	■	■	■	■	■	■	■	■	■	■
Preparation of isolation and step test (valve installation)	■	■	■	■	■	■	■	■	■	■
Preparation of customer list	■	■	■	■	■	■	■	■	■	■
On-site public awareness	■	■	■	■	■	■	■	■	■	■
Distribution of public awareness pamphlet	■	■	■	■	■	■	■	■	■	■
Connection identification and verification	■	■	■	■	■	■	■	■	■	■
Customer meter functioning check	■	■	■	■	■	■	■	■	■	■
Measurement of visibly-detected leakage	■	■	■	■	■	■	■	■	■	■
Notification letter to illegal users	■	■	■	■	■	■	■	■	■	■
Customer meter reading of 24 hours consumption	■	■	■	■	■	■	■	■	■	■
MNF & Pressure measurement	■	■	■	■	■	■	■	■	■	■
Customer meter inaccuracy test (all meters)	■	■	■	■	■	■	■	■	■	■
Calculation of NRW ratio	■	■	■	■	■	■	■	■	■	■
<b>Countermeasures</b>										
Step test	■	■	■	■	■	■	■	■	■	■
Leakage detection	■	■	■	■	■	■	■	■	■	■
Pipe repair	■	■	■	■	■	■	■	■	■	■
Legalization of illegal connection	■	■	■	■	■	■	■	■	■	■
Disconnection of illegal connection	■	■	■	■	■	■	■	■	■	■
Customer meter raising (newly-installation / replacement)	■	■	■	■	■	■	■	■	■	■
<b>After Countermeasures</b>										
Customer meter reading of 24 hours consumption	■	■	■	■	■	■	■	■	■	■
MNF & Pressure measurement	■	■	■	■	■	■	■	■	■	■
Customer meter inaccuracy test (random sampling)	■	■	■	■	■	■	■	■	■	■
Calculation of NRW ratio	■	■	■	■	■	■	■	■	■	■
<b>Routine Activities</b>										
Update of drawings and attributes (GIS database)	■	■	■	■	■	■	■	■	■	■
Update of customer list	■	■	■	■	■	■	■	■	■	■
Update of billing system	■	■	■	■	■	■	■	■	■	■

■ Leading Team ○ Supporting Team □ Not yet ☑ Next week's activities ⊞ Ongoing ■ Complete

(Project Implementation Summary provided by Mr Seno Matatoshi)

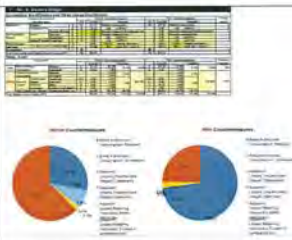

Activities proposed for week 7/10/2013 - 14/11/2013

TASKS	TEAMS	Proposed date of completion
<b>VAVAYA RIDGE PILOT</b>		
1 Complete Audit table	Benjamin	By 14/11/2013
2 Update Billing System with new customer information	Mathias	By 14/11/2013
<b>MBOKONA PILOT</b>		
3 Complete Documentation of Leak Repair	Team 1 Mathias Celine Siohu Adrian Agulha	By 14/11/2013
4 Distribute notification letter to illegals @ Mbokona	Benjamin	By 14/11/2013
5 Complete water ration calculations before countermeasures	GIS	By 14/11/2013
6 Location of Leakage at Distribution and Service pipelines	Team 1 Austin	By 25/11/2013
7 Meter installation and meter raising	Team 2 Eric	By 14/11/2013
<b>MBARANAMBA PILOT</b>		
8 Prepare network drawings	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
9 Survey valve condition and install valves if required for boundary isolation and step test. (Fill up appropriate forms)	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
10 Survey on status of service line	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
11 Distribution of awareness pamphlets	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
12 Onsite awareness talk	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
13 Customer identification and verification (realisation of customer listing)	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
14 Visible leakage detection and documentation	Team 2, Austin Frank, Austin Siohu	By 14/11/2013
<b>OTHER IMPORTANT TASKS</b>		
15 SW project counterparts to prepare presentation for JCC. Presentation template already prepared by Fujiyama	Austin, Siohu	By 18/11/2013
16 Monitoring to start on Tovarahu due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Siohu	By 18/11/2013
17 Individual Action Plan personal assessment to be submitted to Marisa or Benjamin	Austin, Siohu	Immediately

## Comments

- Collection of field data must be improved. Field staffs are urged to properly collect and keep records of field information and pass on to relevant supervisors. Currently field data are not properly recorded and always incomplete.
- Fujiyama stresses the importance to maintain the condition of system within pilot areas as it was after countermeasure.
- There is also concern over poor workmanship by some field staff where jobs are not done according to standard with obvious signs of unskillfulness.
- There is also concern over NRW field teams not meeting daily targets. One reason is going out to field unprepared and wastage of time.

## Achievement of Activities Proposed for Week 15/11/2011 to 21/11/2013

TASKS	Team	Status	Results /Comments
<b>VAVAYA RIDGE PILOT</b>			
1 Complete Audit table	Benjamin	Complete	
2 Update Billing System with new customer information	Mary Taloa/Frank	Complete	Number of meters that was read for 24 hour consumption: <b>93 meters</b> 
<b>MBOKONA PILOT</b>			
3 Complete Documentation of Leak Repair	Mathias	Complete	Leakage table completed - 25 leak points

			Please produce map of location of leak points.	
6	Meter installation and meter raising	Austin	How many meters need to be installed altogether? 97 How many already installed? 55 (Please produce copy of old and new meter ID's and accounts) How many yet to be installed? 42	Total connection surveyed is 107, 10 illegals. Data for meter installation could change depend on conversion from illegal to legal users.
<b>MBARANAMBA PILOT</b>				
7	Prepare network drawings	Gavin	Yes	Has the network drawing for Mbaranamba produced? Yes Only step valves are completed
8	Survey valve condition and install valves if required for boundary isolation and step test. (Fill up appropriate forms)	Eric	Yes	
9	Survey on status of service line	Frank	In progress	Has survey on HH and service lines been carried out in Mbaranamba? Yes or No  Activity planned to start during the weekend  Please provide a copy of the completed table showing the details.
10	Distribution of awareness pamphlets	PR, Carlos, Sophia	Not yet	Carlos will print and distributed by Team 2 by next week
11	Onsite awareness talk	PR, Carlos	Not yet	Carlos & Sophia to confirm if appropriate to conduct

				Leak Record sheet complete, Yes, See common folder for details Please produce copy of record sheets. 
4	Distribute notification letter to illegals @ Mbokona	Carlos		How many illegal users found in Mbokona? 10 2 legalised already  Letter already distributed
5	Complete water ratio calculations before countermeasures	Benjamin Billy	Completed	   See audit table
	Location of Leakage at Distribution and Service pipelines	Gavin	Not Complete	Has all the leak points been captured by GPS? Yes How many leak points captured so far? - 25 Has the GIS been updated with these location? yes

Progress of Pilot Project Implementation

9 of 14th Nov. 2013

NWR Reduction Activities	Team in charge															
	TL	ML	UL	PL	OL	SL	AL	IL	IL	IL	IL	IL	IL	IL	IL	
	Team 1		Team 2		Team 3		Team 4		Team 5		Team 6		Team 7		Team 8	
	No.10		No.11		No.12		No.13		No.14		No.15		No.16		No.17	
<b>Project Implementation Status</b>	Complete/Complete/Complete/Complete/Complete/Complete/Ongoing/Ongoing/Ongoing															
<b>Before Countermeasures</b>																
Identification of network leakage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field survey (valve check, visual leakage detection, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preparation of isolation and step test (valve operation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Repairing of customer tap	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-site public awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Distribution of public awareness pamphlets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Connection verification and verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer meter functionality check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Measurement of visible detected leakage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Walkdown refer to illegal users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer meter reading of 24 hours consumption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MNF & Pressure measurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer meter accuracy test (all meters)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculation of NRW rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Countermeasures</b>																
Step test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leakage detection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pipe repair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legalisation of illegal connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disconnection of illegal connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer meter repair (leaky installation / replacement)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>After Countermeasures</b>																
Customer meter reading of 24 hours consumption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MNF & Pressure measurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer meter accuracy test (random sampling)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculation of NRW rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Routine Activities</b>																
Update of drawings and attributes (GIS database)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update of customer list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update of billing system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

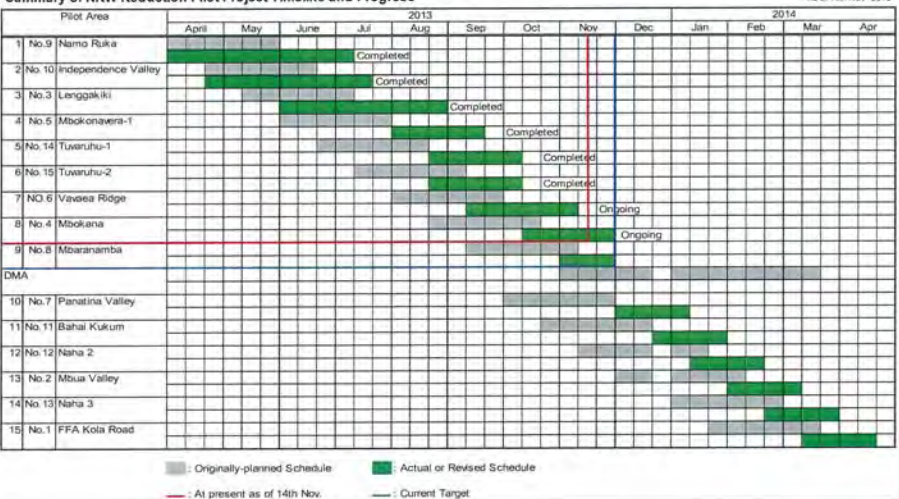
NWR Action Taskforce Team

- TL: Taskforce Leader
- TL: Technical Sub-Team
- IM: Meter Maintenance & Repair
- CC: Customer Connection / Pro. Procurement
- CS: Customer Services Sub-Team
- CC: Customer Care
- PR: Public/Community Relations
- MR: Meter Reading
- SL: Billing
- GIS: GIS Sub-Team
- LD: Leakage Detection Sub-Team

12	Customer identification and verification (finalisation of customer listing)	Sophia Frank	Not yet done	Will be conducted next week
13	Visible leakage detection and documentation	Mathias & Eric	Not yet done	Will be conducted after MNF next week
<b>OTHER IMPORTANT TASKS</b>				
14	SW project counterparts to prepare presentation for JCC. Presentation Template already prepared by Fujiyama			Meeting to be held @ 2pm on 18/11/2013 & 20 <sup>th</sup> of November 2013
15	Monitoring to start on for pilot sites completed due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley, ERAC	Complete	Come up with Schedule & Logistics still difficult due to Break down of AB1754 & AB15439
16	Individual Action Plan personal assessment to be submitted to Marista or Benjamin		Ongoing	Monthly review and present to Marista & Benjamin

Status of Activities as of 15/11/2013

Summary of NRW Reduction Pilot Project Timeline and Progress



(Project Implementation Summary provided by Mr Frank Daukalia)

20 SW project counterparts to prepare presentation for JCC. Presentation Template already prepared by Fujiyama		By 21/11/2013
21 Monitoring to start on for pilot sites due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley	
22 Individual Action Plan personal assessment to be submitted to Marista or Benjamin		Immediately

Comments:

- Monitoring have to be an ongoing activities and advice the illegal team & Leakage team and Meter readers to communicate with each other and report any sighting o illegals and leakages to Maintenance team to rectify.
- Data handling to be diligent and accurate at all times with proper documentation.
- Mr Fujiyama introduced the New Version of Leakage team to all team members.



Activities proposed for week 15/11/2013 – 21/11/2013

TASKS	TEAMS	Proposed date of completion
<b>MBOKONA PILOT</b>		
1 Pipe repairs	Team 1, Mathias	By 21/11/2013
2 Legalised of illegals	Austin, Aquila	By 21/11/2013
3 Disconnected of illegals	Benjamin	By 21/11/2013
4 Location of Leakage at Distribution and Service pipelines	GIS	By 21/11/2013
5 Meter installation and meter raising	Team 1, Austin	By 21/11/2013
<b>MBARANAMBA PILOT</b>		
6 Preparation of network drawings		By 21/11/2013
7 Field survey (valve check, visual leakage detection, etc.)		By 21/11/2013
8 Preparation of isolation and stop list (valve installation)		By 21/11/2013
9 Preparation of customer list		By 21/11/2013
10 On-site public awareness		By 21/11/2013
11 Distribution of public awareness pamphlet		By 21/11/2013
12 Connection identification and verification		By 21/11/2013
13 Customer meter functioning check		By 21/11/2013
14 Measurement of visibly-detected leakage		By 21/11/2013
15 Notification letter to illegal users		By 21/11/2013
16 Customer meter reading of 24 hours consumption before counter measures		By 21/11/2013
17 MNF & Pressure measurement before counter measures		By 21/11/2013
18 Customer meter inaccuracy test (all meters)		By 21/11/2013
19 Calculation of NRW ratio		By 21/11/2013
<b>OTHER IMPORTANT TASKS</b>		
		By 21/11/2013

**NRW Weekly Meeting**

Date: 21.11.2013

Time: 08:30am - 10:30am

Venue: SW Conference

**Attendees:**


- Benjamin Billy
- Austin Als
- Ray Andressen
- Fujiyama
- Okazaki
- Eric Unga
- Frank Daukalia
- Gravin Bare

**Apologies**

- Marista Kapini
- Mathias Bera

			Pipe lines to Ohlola need to be updated in the GIS 	
7	Field Survey (valve check, Visual leakage detection etc)	Eric	On going	Valve condition check was completed, though leak detection is in progress since step test is yet to be done.
8	Preparation of Isolation and step test ( Valve installations)	ERIC	Completed	Step test valves were already installed.
9	Preparation of customer list	Frank	In progress	Has survey on HH and service lines been carried out in Mbaranamba? 97 customers customers metered: 79 Meters Malfunction: 3 Direct lines : 4 Unregistered connected : 1 Unregistered unconnected: 4 Unconnected : 16  This information will be verified in the field  Please provide a copy of the completed table showing the details.
10	Onsite awareness talk	PR, Carlos, Sophia	Not yet	Carlos & Sophia to confirm if appropriate to conduct
11	Distribution of awareness pamphlets Survey on status of service line	PR, Frank	Not yet	All house hold already given pamphlets.
12	Connection identification and verification.	Frank	Not yet	Need to carry out this activity asap.
13	Customer Meter functioning check.	Frank	Not yet done	Will be conducted next week.

#### Achievement of Activities Proposed for Week 15/11/2011 to 21/11/2013

TASKS	Team	Status	Results /Comments
<b>MBOKONA PILOT</b>			
1	Pipe repair	Eric	On going  Leakage table completed -- 25 leak points completely fixed
2	Legalised of illegals @ Mbokona	Austin	On going 2/10 were legalised. one is in the process for legalisation
3	Disconnected of illegals	Austin Ata	Completed  Disconnected grace period will lapsed on the 22 <sup>nd</sup> of November 2013 Illegal team will disconnected on the 25 <sup>th</sup> of November ( Monday) 2013 November 2013
4	Location of Leakage at Distribution and Service pipelines	Gavin	Complete Has all the leak points been captured by GPS? - 16 leakage points Pipe Line from Clinic to CIBI to be updated 
5	Meter installation and meter raising	Austin	How many meters need to be installed altogether? 97  How many already installed? 89 ( Please produce copy of old and new meter ID's and accounts) How many yet to be installed? 8
<b>MBARANAMBA PILOT</b>			
6	Prepare network drawings	Gavin	Ongoing Has the network drawing for Mbaranamba produced? Yes Only step valves are completed

#### Progress of Pilot Project Implementation

As of 21st Nov 2013

NRW Reduction Activities	Team in charge														
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	MB	LS	CD	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR
<b>Project Implementation Status</b>	Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed/Completed														
<b>Before Countermeasures</b>															
1. Field survey of meters in service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Preparation of isolation and step test to allow installation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Preparation of customer list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. On-site awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Distribution of public awareness pamphlet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Connection identification and verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Customer meter functioning check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Measurement of public supplied leakage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Notification letter to illegal users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Customer meter reading of 24 hours consumption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. MNF & Pressure measurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12. Customer meter inaccuracy test (all meters)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13. Calculation of NRW ratio	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Countermeasures</b>															
14. Step test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Leakage detection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Pipe repair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. Legalisation of illegal connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18. Disconnection of illegal connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Customer meter reading (meter replacement)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>After Countermeasures</b>															
20. Customer meter reading of 24 hour consumption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21. MNF & Pressure measurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
22. Customer meter inaccuracy test (meter sampling)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23. Calculation of NRW ratio	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Routine Activities</b>															
24. Update of drawings and software (GIS-Field map)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25. Update of customer list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
26. Update of billing system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

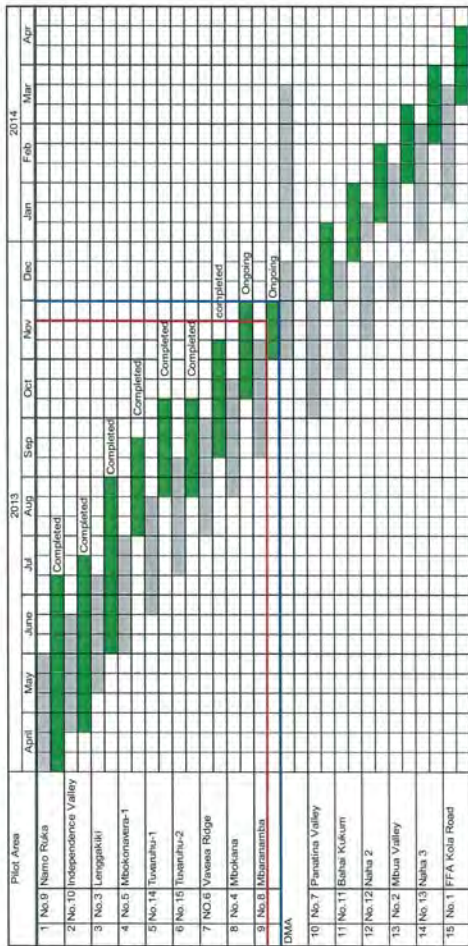
#### NRW Action Taskforce Team

11. Leadership Leaders  
Tech: Technical Sub-Team  
MR: Meter Maintenance & Repair; CD: Customer Connection; PR: Procurement  
CS: Customer Services Sub-Team  
DC: Customer Care; PR: Public/Community Relations; MR: Meter Reading; B: Billing  
GIS: GIS Sub-Team  
LS: Leakage Detection Sub-Team

14	Visible leakage detection and documentation	Mathias & Eric	Not yet Done	Will be conducted after MNF next week begin 25 <sup>th</sup> of November 2013
15	Notification letter to illegal users	PR Carlos	Not yet done	Frank to verify unregistered customer and give to Beverly and Carlos for notification letter and copy to Mr. Austin Ata for illegal team
16	Customer meter reading of 24 hours consumption before counter measures	Frank & Eric	Not yet done	Will be conducted after MNF next week begin 25 <sup>th</sup> & 26 <sup>th</sup> of November 2013
17	MNF & Pressure measurement before counter measures	Frank & Eric & Mathias	Not yet done	Will be conducted after MNF next week begin 25 <sup>th</sup> & 26 <sup>th</sup> of November 2013
18	Customer meter inaccuracy test (all meters)	Frank	Not yet done	Will be conducted after MNF next week begin 26 <sup>th</sup> of November 2013
19	Calculation of NRW ratio	Benjamin	Not yet done	Will be conducted after MNF next week begin 27 <sup>th</sup> of November 2013
<b>OTHER IMPORTANT TASKS</b>				
20	SW project counterparts to prepare presentation for JCC. Presentation Template already prepared by Fujiyama			Meeting to be held @ 2pm on 21st of November 2013 with GM
21	Monitoring to start on for pilot sites due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley, ERIC	Complete	Metering team & Illegal Team and Leakage team to monitor the pilot sites completed to maintain their NRW ratio after counter measures.
22	Individual Action Plan personal assessment to be submitted to Marista or Benjamin		Ongoing	Monthly review and present to Marista & Benjamin

#### Status of Activities as of 15/11/2013

## Summary of NRW Reduction Pilot Project Timeline and Progress



■ : Originally-planned Schedule  
 ■ : Actual or Revised Schedule  
 ■ : Current Target  
 ■ : At present as of 21st Nov

(Project Implementation Summary provided by Mr Frank Daukalia)

6

18	Monitoring to start on for pilot sites due to large disconnected customers. Monitor for illegal users and leakage.	Austin, Stanley & Eric	
19	Individual Action Plan personal assessment to be submitted to Marista or Benjamin		Immediately

## Comments.

## Okazaki

- What happen to the total flow before and after for vavaya ridge almost the same.
  - Because a lot of commercial customers in the area and used a lot of water ( Benji Ans )

## Fujiyama

- Why Tuvaruhu has 38 H/H at the begin end up 26 legal must be error. So need customer field verification at the first place?
  - A lot of customer were disconnected for arrears during the counter measure activities. ( Benji ans)
- GIS to update only new meters( Replace or existing erected) as not to confused with old ones
- Customer survey for willingness to pay for at least 30% of each pilot sites completed

Richard Austin (GM)

- What is the size of the questionnaires
- As must as possible limit it to few questions
- Customer meters need to be update by GIS.

## Austin Ata.

- Highlight all customer Action team members to attend every weekly meeting so work progress can be done with activities flowing smoothly.

## Activities proposed for week 21/11/2013 – 28/11/2013

TASKS	TEAMS	Proposed date of completion
<b>MBOKONA PILOT</b>		
1 Pipe repairs	Team 1, Mathias	By 28/11/2013
2 Legalised of Illegals	Austin, Aquilla	By 28/11/2013
3 Disconnected of Illegals	Austin Ata	By 28/11/2013
4 Location of Leakage at Distribution and Service pipelines	GIS	By 28/11/2013
5 Meter installation and meter raising	Team 1, Frank Austin	By 28/11/2013
<b>MBARANAMBA PILOT</b>		
6 Preparation of network drawings	GIS	By 28/11/2013
7 Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	By 28/11/2013
8 On-site public awareness	Carlos	By 28/11/2013
9 Connection identification and verification in the field	Frank	By 28/11/2013
10 Customer meter functioning check	Frank	By 28/11/2013
11 Measurement of visibly-detected leakage	Mathias & Eric	By 28/11/2013
12 Notification letter to illegal users	Carlos	By 28/11/2013
13 Customer meter reading of 24 hours consumption before counter measures	Frank & Eric	By 28/11/2013
14 MNF & Pressure measurement before counter measures	Eric & Mathias	By 28/11/2013
15 Customer meter inaccuracy test (all meters)	Frank	By 28/11/2013
16 Calculation of NRW ratio	Benjamin	By 28/11/2013
<b>OTHER IMPORTANT TASKS</b>		
17 SW project counterparts to prepare presentation for JCC. Presentation Template already prepared by Fujiyama		By 27/11/2013

7

## NRW Weekly Meeting

Date: 30.01.2014

Time: 9:30am-10:30Am

Venue: SW Conference

## Attendees:

- Benjamin Billy
- Ray Andresen
- Myosi
- Emi
- Eric Unga
- Frank Daukalia
- Gavin Bare
- Marista
- Daisy
- Maurice Mae

## Apologies

- Carlos Saliga
- Beverly Sahu
- Mathias Bera

1

				h. Others: _____
7. Customer meter functions.	Team 1	Frank &	By 27/10/2014	completed How many meters read : 95
8. Measurement of Visible leaks.	Team 1	Eric Mathias	By 30/1/2014	Next week Total Visible leaks detected: yet to be detected
9. Notification of Illegal letters.	Frank & Salga & Austin			Next week How many illegal letters to be issued : not yet
10. Customer meter 24 hour readings.	Frank & Mathias			Monitor supply situation Total Meters Read not yet Total Consumption: not yet
11. MNF & Pressure measurements.	Eric & Mathias			Mentor supply situation Date and time started: not yet Date and time ended: not yet Total flow into pilot area per day: not yet Minimum night flow and time: not yet
12. Meter in accuracy test				Monitor supply situation Percentage : Not yet
13. Calculate NRW ratio				Monitor supply situation Ratio: Not yet
14. Customer Survey ( 15 pilot sites)	Carlos & Beverly			On going Pilots sites completed: 3 pilot sites , Tuvaruhu 1 & 2 & Mbaranamba Outside of Pilot site: Vura 1  How pilots yet to be done: 12 pilot sites- Numurka , Independence valley, Lengikiki & Mbokona, VAvaya ridge, Mbokonavera 1 , FFA, Bua valley , Naha 2 ,Naha 3 , Panatina Valley, Bahai & Kukum.
15. IAP – completed	Berij & Mansta			Filled up on monthly bases.

3

## Reporting Template for activities achievements

### Activities Proposed for Week 23/1/2014 to 30/1/2014

TASKS- MBUA VALLEY	TEAMS	PROPOSED DATE FOR COMPLETION	STATUS	COMMENTS
<b>Bua valley</b>				
1. Network Preparation.	Team 1	Gavin & Frank	By 26/1/2014	completed Total – Length of Network – 2km
2. Field Survey – Valve Check & Leakages.	Team 1	Eric Mathias	By 29/1/2014	completed No. of Valves checked: 6 valves No. Of Valves Conditions ok: 3 in good working condition No. Of valves condition need replacement: 3 x to be replaced
3. Preparation Isolation & Step Test	Team	Eric Mathias & Frank	By 28/1/2014	completed Isolation done ON No. of Step Valves: 5 step valves
4. Preparation Customer listing	Team 2	Frank & Daisy & Mary Talca	By 26/10/2014	completed Checked by meter readers
5. Distribution of awareness Pamphlets	Team 1	James Salga Austin	By 28/10/2013	completed No. of pamphlets distributed: _____
6. Connection Identification & Verification.	Team 1	Frank & Daisy	By 28/1/2014	completed a. Total No. of HH in Pilot area including registered, illegal & Parasites: 150 H/H b. No. Of Registered Customers: 150 c. No. of Metered customers: 95 d. No. of unmetered customers: 32 e. No of illegal users: 11 f. _____ g. No of parasites households: 1

2

a. Preparation of network drawings	Gavin		How Many _____ KM
b. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias Bara		No. Of Valve checked _____ No. Visible Leakages Detected _____
c. Preparation of isolation and step test (valve installation)	Eric		No. Of Ste test Valves: _____
d. Preparation of customer list	Frank & Daisy & Mary Talca		
e. On-site public awareness	Sophia & Carlos		
f. Distribution of public awareness pamphlet	Sophia & Carlos		No. of pamphlets distributed: _____
g. Connection identification and verification	Frank		a. Total No. of HH in Pilot area including registered, illegal & Parasites: _____ b. No. Of Registered Customers: _____ c. No. of Metered customers: _____ d. No. of unmetered customers: _____ e. No of illegal users: _____

5

### 16. Other comments

#### MYOSIS :

- A. GIS Work Flow for all departments which will supply data to build our base data.
- B. Technical lecture & test for technical team
- C. Monitor existing pilot sites to maintain after counter measures conditions.

### Reporting Template for 31st January 2014 to 6<sup>th</sup> February 2014.

Bua valley	TEAMS	PROPOSED DATE FOR COMPLETION	STATUS	COMMENTS
1. Measurement of Visible leaks.	Team 1		On going	Total Visible leaks detected: _____
2. Notification of Illegal letters.	Frank & Salga & Austin		Next week	How many illegal letters to be issued : _____
3. Customer meter 24 hour readings.	Frank & Mathias			Total Meters Read _____ Total Consumption : _____
4. MNF & Pressure measurements.	Eric & Mathias			Date and time started: _____ Date and time ended: Total flow into pilot area per day: not yet Minimum night flow and time: _____
5. Meter in accuracy test				Percentage : _____
6. Calculate NRW ratio				Ratio: _____
7. Customer Survey ( 15 pilot sites)	Carlos & Beverly		On going	Pilots sites completed: _____ How pilots yet to be done: _____
<b>Bahai &amp; Kukum</b>				

4

		f. No of parasites households: _____
h. Customer meter functioning check	Frank & Daisy	No. Functional Meters: _____
i. Measurement of visibly-detected leakage	Eric & Mathias Bora	No. Of Visible leakages:- _____ Total Measured/Estimated visible leak volume _____ M <sup>3</sup>
j. Notification letter to illegal users	Carlos & Austin Ata	How Many Letters Distributed: _____
k. Customer meter reading of 24 hours consumption	Eric & Mathias	Total Meters Read: _____ Total Consumption: _____
l. MNF & Pressure measurement	Eric & Frank & Mathias	Date and time started: _____ Date and time ended: Total flow into pilot area per day: _____ Minimum night flow and time: _____ Percentage: _____
m. Customer meter inaccuracy test (all meters)	Frank & Daisy	Percentage: _____
n. Calculation of NRW ratio	Benjamin	Ratio: _____
o. Customer survey – Pilot sites :		Pilots sites completed: _____ How pilots yet to be done: _____
Others:		

### NRW Weekly Meetings

Date: 6/02/2014

Time: 9:30am- 10:30Am

Venue: SW Conference

#### Attendees:

- 1 Benjamin Billy
- 2 Ray Andersen- Operational Manager (NW Project Manager)
- 3 Myrel (JICA counterpart)
- 4 Eric Lugo – Leakage team leader
- 5 Frank Daudelle- NRW Task force team leader
- 6 Gavin Bora – GIS Team leader
- 7 Manisa Kapari – Consultant for NRW (local Counter party)
- 8 Daisy M Team Leader
- 9 Maurice Mae- Finance Focal point
- 10 Mathias Bora- NRW Task force Team M
- 11 Beverly Sahu- Customer service team leader
- 12 Mary Tafoa- Billing Team leader
- 13 Erick M
- 14 Vincent Lui
- 15 Austin Ata – Connection Service & Illegal

#### Apologies:

James Saliga- Communication Team Leader  
Ellen Inahia – Customer service Manager

5

leakage detection, etc.)			
c. Preparation of isolation and step test (valve installation)	Eric		No. Of Step test Valves _____ yet to be decided _____
d. Preparation of customer list	Frank & Daisy & Mary Tafoa		Yet to be finalised with Meter reading lists
e. On-site public awareness	Sophia & Carlos		Not yet done
f. Distribution of public awareness pamphlet	Sophia & Carlos	Next week	No. of pamphlets distributed: _____ not yet _____
g. Connection identification and verification	Frank	Next Week	a. Total No. of HH in Pilot area including registered, illegal & Parasites: _____ 193 b. No. Of Registered Customers: _____ c. No. of Metered customers: _____ d. No. of unmetered customers: _____ e. No of illegal users: _____ f. No of parasites households: _____

1

### Reporting Template for activities achievements

Activities Proposed for Week 31/1/2014 of January to 6/2/2014

<b>Bua valley</b>			
1. Measurement of Visible leaks.	Team 1	Next week	Total Visible leaks detected: _____ not yet done
2. Notification of illegal letters.	Frank & Saliga & Austin	Next week	How many illegal letters to be issued: _____ illegal list to be submitted to Carlos by frank and also to Customer service & Illegal team
3. Customer meter 24 hour readings.	Frank & Mathias	Pending	Total Meters Read: _____ Pending Total Consumption: _____ Pending
4. MNF & Pressure measurements.	Eric & Mathias	pending	Date and time started: Pending Date and time ended: Total flow into pilot area per day: Pending Minimum night flow and time: Pending Percentage: Pending
5. Meter in accuracy test		pending	Percentage: Pending
6. Calculate NRW ratio		Pending	Ratio: Pending
<b>Bahai &amp; Kukum</b>			
a. Preparation of network drawings	Gavin		How Many _____ 1.5 _____ KM
b. Field survey (valve check, visual	Eric & Mathias Bora		No. Of Valve checked: _____ 9 -Ovalves but valve condition checks not yet _____ No. Visible Leakages Detected _____ not yet _____

5

n. Calculation of NRW ratio	Benjamin	Next week	Ratio: not yet
o. Customer survey – Pilot sites			Pilots sites completed: _____ 10 sites : Namuruka, Independence valley, Lengikiki, Mbokona, Vavae ridge, Tuvaruhu 1, Tuvaruhu 2, Mbaranamba, Mbua Valley, Bahai & Kukum.  How pilots yet to be done: _____ 5 plot sites : FFA Koloale, Panitina Valley, Naha 2 & Naha 3, Mbokonavera 1, _____
Others:			

Comments:

Benjamin

Comments:

- 1) Technical Team to arrange for the completed first nine pilot sites to collect data for Minimum Night consumption data at an average reading of 20 meters per pilot sites.
- 2) GIS /GPS Lecture meeting on the 7<sup>th</sup> of Feb 2014 from 1:30pm to 3:30pm @SW conference room and test on the 11<sup>th</sup> of February 2014
- 3) Technical team to sit for technical test on the 10<sup>th</sup> of Feb 2014 (8:30 to 10:30 am, SW conference room.

h. Customer meter functioning check	Frank & Daisy	Next week	No. Functional Meters _____ not yet _____
i. Measurement of visibly-detected leakage	Eric & Mathias Bera	Next week	No. Of Visible leakages: _____ not yet _____ Total Measured/Estimated visible leak volume _____ not yet _____ M3
j. Notification letter to illegal users	Carica & Austin Ata	Next week	How Many Letters Distributed : _____ not yet _____
k. Customer meter reading of 24 hours consumption	Eric & Mathias	Next week	Total Meters Read _____ not yet _____ Total Consumption : _____ not yet _____
l. MNF & Pressure measurement	Eric & Frank & Mathias	Next week	Date and time started: not yet Date and time ended: Total flow into pilot area per day: not yet  Minimum night flow and time: not yet
m. Customer meter inaccuracy test (all meters)	Frank & Daisy	Next week	Percentage : not yet

5

4

Bua valley			Status
7. Measurement of Visible leaks.	Team 1		Total Visible leaks detected: _____
8. Notification of Illegal letters.	Frank & Satiga & Austin		How many illegal letters to be issued : _____
9. Customer meter 24 hour readings.	Frank & Mathias		Total Meters Read _____ Total Consumption : _____
10. MNF & Pressure measurements.	Eric & Mathias		Date and time started: Pending Date and time ended: Total flow into pilot area per day: Pending Minimum night flow and time: Pending
11. Meter in accuracy test			Percentage : Pending
12. Calculate NRW ratio			Ratio: Pending
<b>Bahai &amp; Kukum</b>			
a. Preparation of network drawings	Gavin		How Many _____ KM
b. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias Bera		No. Of Valve checked : _____ 9 -0valves but valve condition checks not yet No. Of valve working: _____ No. Of valve need replacement : _____ No. Visible Leakages Detected _____
c. Preparation of isolation and step test (valve)	Eric		No. Of Step test Valves _____

7

Myosisi

- 1) High light results for the first nine sites

Sites	NRW status before %	NRW status After %	reduction points %
Namuruka	86.5	32.1	54.4
Independence valley	57.7	9.8	47.9
Lengikiki	61.9	33.2	28.7
Mbokonavera1	53	14.6	38.4
Tuvaruhu 1	64.6	41.2	23.4
Tuvaruhu 2	67.1	20.2	46.9
Vavae ridge	63	27.2	35.8
Mbokona	12.5	8.8	3.7
Mbaranamba	23.5	3.5	20

- Need to continue monitoring to maintain after counter measures for the pilot sites
- Namuruka, Lengikiki, Tuvaruhu 1, Vavae ridge, & Tuvaruhu2 need to be done some more activities.
- The project target ,reduction points is 30 points
- Mbokona low NRW at the beginning raises more concern as to whether we should continue with such scenario to move on since we already have high NRW ration at the beginning and no room to reduce 30 points.

Ray Commented.

Mbaranamba set a benchmark where we can target our efforts to achieve, such a result.

Activities from 7<sup>th</sup> to 13<sup>th</sup> of February 2013.

6



k. Customer meter reading of 24 hours consumption	Eric & Mathias	Total Meters Read _____ Total Consumption : _____
l. MNF & Pressure measurement	Eric & Frank & Mathias	Date and time started: Date and time ended: Total flow into pilot area per day:  Minimum night flow and time:
m. Customer meter inaccuracy test (all meters)	Frank & Daisy	Percentage :
n. Calculation of NRW ratio	Benjamin	Ratio:
o. Customer survey – Pilot sites :		Pilots sites completed: _____ How pilots yet to be done: _____
Others: monitoring of pilot Sites	Beryl & Mathias	

9

installation)		
d. Preparation of customer list	Frank & Daisy & Mary Talia	
e. On-site public awareness	Sopha & Carlos	
f. Distribution of public awareness pamphlet	Sopha & Carlos	No. of pamphlets distributed: _____
g. Connection identification and verification	Frank	g. Total No. of HH in Pilot area including registered, illegal & Parasites: 193 h. No. Of Registered Customers: _____ i. No. of Metered customers: _____ j. No. of unmetered customers: _____ k. No of illegal users: _____ l. No of parasites households: _____
h. Customer meter functioning check	Frank & Daisy	No. Functional Meters _____
i. Measurement of visibly-detected leakage	Eric & Mathias Bera	No. Of Visible leakages:- _____ Total Measured/Estimated visible leak volume __not yet _____ M3
j. Notification letter to illegal users	Carlos & Austin Ata	How Many Letters Distributed : _____

8

TASK	TEAM	STATUS	COMMENTS
1. Measurement of Visible leaks BUA Valley	Team 1, Eric Frank & Team	Pending	Not yet will be done with Leakage detection will be conducted after MNF before counter measures
2. Notification of illegal Letters – Bua Valley	Frank & Team	Pending	Awaiting water situation at Bua Valley to improve
3. 24 hour consumption reading before counter measures	Team 1, Eric	Pending	Awaiting water situation at Bua Valley to improve
4. MNF & Pressure Measurement	Team 1, Eric	Pending	Awaiting water situation at Bua Valley to improve
5. Meter Inaccuracy Test	Team 1, Eric	Pending	Awaiting water situation at Bua Valley to improve
6. Calculate NRW Ratio			
<b>BAHAL -KUKUM</b>			
7. Preparation of Network Drawings	Gavin	Completed	2 km of distribution network
8. Field Survey	Eric & Yvoni	Ready	Number of Boundary Valves – 5 valves No. Of visible leakage detected – Not yet
9. Preparation of Isolation s and step test valve installations	Team 1, Eric	Completed	No. Of Step valves installed - 7
10. Preparation of Customer list completed	Frank & Team Eric & Yvoni Mathias & Beryl	Completed	We have about 212 house holds
11. Distribution of Public Awareness Pamphlets	Frank & Carlos & Yvoni & Team 1	Next week	Frank to collect pamphlets & give to field officers to distribute at site
12. Connection identifications & Verifications	Frank & Daisy & Yvoni & Team 1	Completed	1. Total No. of HH – 212 houses 2. No. Of registered customers- 104 3. No. Of metered customers - 104 4. No. Of illegal customers - 1 5. No. Of illegal customers - 1 6. Disconnected customer - 50 7. Visited house holds - 41 8. _____
13. Customer meter functioning checks	Frank & Daisy	Next week	Not yet
14. Measurement of Visible leakages	Mathias & Eric	Next Week	Next weeks activity

### NRW Weekly Meeting

Date: 13.2.2014

Time: 9:40 am-11:40 am

Venue: SW Conference

#### 1 Attendees:

- Benjamin Billy
- Frank Dausler
- Austin Ata
- Mathias - JICA
- Japhiel
- Gavin Bera
- Rosier Theres
- Maurice Nasa

Achievement of Activities Proposed for Week 7/02/2013 to 13/02/2014

- Carlos Salga
- Eric Unga
- Daisy Mena
- Em JICA
- Rui JICA
- Y. Wilde - JICA

Sites	Consumption M3 for 20 meters
Namuruka	
Independence valley	
Lengikiki	
Mbokonavera1	
Tuvaruhu 1	
Tuvaruhu 2	
Vavvae ridge	
Mbokona	
Mbaranamba	

Minimum night consumptions

10

15. Customer meter reading 24 hour consumption	Frank & Mathias	Next week	Monday 17 <sup>th</sup> of Feb 2014
16. MNF & Pressure measurement		Next week	Date and Start time : Not yet MNF and time  Pump failure
17. Meter inaccuracy test	Frank & Eric Daisy	Not yet	Next week
18. Calculate NRW ratio	Benji	Not yet	Next week
19. Customer survey data report updates of survey	Carlos &	Not yet	Next week
20. Monitoring of complete pilot t sites	Daisy & Eric	Not yet	Next week
21. MNF consumption data	Eric & Mathias	Not yet	Next week
<b>PANATINA</b>			
22. Preparation of Network Drawings	Gavin	Completed	GIS team
23. Customer listing	Frank	Completed	
24. Preparation of Isolation s and step test valve installations	Frank & Eric	Ongoing	
25.			
26.			
<b>TOTAL TASK COMPLETED BETWEEN 7/02/2014 to 13/02/2014</b>		<b>5/24 TASKS COMPLETED</b>	

#### Other Important NRW Tasks

- Test for Technical team is done already awaiting retest for some more staff
- Test for GIS completed only retest for some team members
- Lecture and test for General and Customer service next week begin 17<sup>th</sup> of February 2014.
- Cost of each activities be document and sent to Mr Maurice Mae.

## NRW Weekly Meeting

Date: 20.2.2014

Time: 9:40 am-10:40am

Venue: SW Conference

#### 1 Attendees:

- Benjamin Billy
- Frank Daukalia
- Austin Ala
- Myloshi - JICA
- Gavin Bare
- Roster Tinari
- Maurice Mae
- Mary Tafua

- Beverly Sahu
- Carlos Saliga
- Eric Unga
- Daisy Rose Menaga
- Emi - JICA
- Ray Andresen

#### Reporting template for activities as of 14<sup>th</sup> to 20<sup>th</sup> February 2014.

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
1. Distribution of Public Awareness Pamphlets	Frank & Carlos & Sofia	In progress	No of Pamphlets distributed No. yet to be distributed
2. Customer meter functioning checks	Frank & Daisy	In progress	Meter stops: _____ Meter buried: _____ Meter working: _____
11. Connection identification and verification	Frank & Daisy	In progress	Illegals - 7 connections
3. Measurement of Visible leakages	Mathias & Eric	In progress	NO. Of visible leak: 21 leak points Volume: _____ not documented yet M3
4. Customer meter reading 24 hour consumption	Frank & Mathias	In progress	Monday 17 <sup>th</sup> of Feb 2014: in putting data
5. MNF & Pressure measurement		Completed	Date and Start time : _____ 17/02/2014 , 10:30am _____  End Time : _____ 18/02/2014 , 10:30am _____  MNF and time : 4.1m3/hr around 5:13 am on the 18 <sup>th</sup> of Feb 2014.  Totaliser : 158 m3
6. Meter inaccuracy test	Frank & Eric Daisy	In progress	How meters Tested: _____
7. Calculate NRW ratio	Benji	In progress	NRW : _____ % RW: _____ %
8. Customer survey data report	Carlos &	In progress	Analysis result of customer survey

#### Reporting template for activities as of 14<sup>th</sup> to 20<sup>th</sup> February 2014.

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
27. Distribution of Public Awareness Pamphlets	Frank & Carlos & Sofia		No of Pamphlets distributed No. yet to be distributed
28. Customer meter functioning checks	Frank & Daisy		Meter stops: _____ Meter buried: _____ Meter working: _____
29. Measurement of Visible leakages	Mathias & Eric		NO. Of visible leak Volume: _____ M3
30. Customer meter reading 24 hour consumption	Frank & Mathias		Monday 17 <sup>th</sup> of Feb 2014
31. MNF & Pressure measurement			Date and Start time : _____  End Time : _____  MNF and time How meters Tested: _____
32. Meter inaccuracy test	Frank & Eric Daisy		
33. Calculate NRW ratio	Benji		NRW : _____ % RW: _____ %
34. Customer survey data report updates of survey	Carlos &		
35.			
36. Monitoring of complete pilot t sites	Daisy & Eric		
37. MNF consumption data	Eric & Mathias		
<b>PANATINA</b>			
Preparation of network drawings	Gavin		
Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias		
Preparation of isolation and step test (valve installation)	Eric		
Preparation of customer list	Frank & Mary & Daisy		
On-site public awareness	Carlos		
Distribution of public awareness pamphlet	Carlos & Sofia		
Connection identification and verification	Frank & Daisy		
Customer meter functioning check	Frank & Daisy		
Measurement of visibly-detected leakage	Eric & Mathias		
Notification letter to illegal users	Frank & Carlos		
Customer meter reading of 24 hours consumption	Eric & Frank & Mathias		
MNF & Pressure measurement	Mathias & Eric		
Customer meter inaccuracy test (all meters)	Frank & Daisy		
Calculation of NRW ratio	Benji & Mathias & Frank		
<b>TOTAL TASK COMPLETED BETWEEN 7/02/2014 to 13/02/2014</b>		<b>5/24 TASKS COMPLETED</b>	

9. updates of survey			
10. Monitoring of complete pilot t sites	Daisy & Eric Task force Jasim & JICA expert Eric & Mathias	In progress	Preparing pilot sites work flow
<b>PANATINA</b>			
12. Preparation of network drawings	Gavin	In progress	Boundaries need to be verified
13. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias		3 valves need to be checked
14. Preparation of isolation and step test (valve installation)	Eric	In progress	Site set up in progress
15. Preparation of customer list	Frank & Mary & Daisy	In progress	About 51 customers including disconnected , vacant and illegals
16. On-site public awareness	Carlos	Yet to be completed	T to be decided by Customer service team &
17. Distribution of public awareness pamphlet	Carlos & Sofia	Next week	Will conduct next week
18. Connection identification and verification	Frank & Daisy	Next week	Task for next week
19. Customer meter functioning check	Frank & Daisy	Next week	Task for next week
20. Measurement of visibly-detected leakage	Eric & Mathias	Next week	Task for next week
21. Notification letter to illegal users	Frank & Carlos	Next week	Task for next week
22. Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	Next week	Task for next week
23. MNF & Pressure measurement	Mathias & Eric	Next week	Task for next week
24. Customer meter inaccuracy test (all meters)	Frank & Daisy	Next week	Task for next week
25. Calculation of NRW ratio	Benji & Mathias & Frank	Next week	Task for next week
<b>TOTAL TASK COMPLETED BETWEEN 14/02/2014 to 20/02/2014</b>		<b>1/25 TASKS COMPLETED</b>	

#### Other comments:

- Relining of pipe line from Fijian qtrs. To Sea side customers.
- Check pacific Casino and verified which meters are included in our pilot sites
- Customer service test on the 20<sup>th</sup> February 2014
- General test on the 21<sup>st</sup> of February 2014
- Pilot sites Monitoring
  - o Patrol
  - o Additional detections for leaks & illegals
  - o Check meters - by meter readers.

Reporting template for activities as of 21<sup>st</sup> to 28<sup>th</sup> of February 2014.

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
1. Distribution of Public Awareness Pamphlets	Frank & Carlos & Sofia		No of Pamphlets distributed No. yet to be distributed
2. Customer meter functioning checks	Frank & Daisy		Meter stops: _____ Meter buried: _____ Meter working: _____
26 Connection identification and verification	Frank & Daisy		Illegals - 7 connections
3. Measurement of Visible leakages	Mathias & Eric		NO. Of visible leak: 21 leak points Volume: not documented yet M3
4. Customer meter reading 24 hour consumption	Frank & Mathias		Monday 17 <sup>th</sup> of Feb 2014: in putting data
5.			
6. Meter inaccuracy test	Frank & Eric daisy		How meters Tested: _____
7. Calculate NRW ratio	Benji		NRW : _____ % RW: _____ %
8. Customer survey data report updates of survey	Carlos &		Analysis result of customer survey
9.			
10. Monitoring of complete pilot t sites	Daisy & Eric Task force team & JICA expert		Preparing pilot sites work flow
<b>Counter measures</b>			
11. Step test			
12. Leakage detection			
13. Pipe repair			
14. Legalization of illegal connection			
15. Disconnection of illegal connection			
16. Customer meter raising (newly-installation / replacement)			
<b>PANATINA</b>			
17. Preparation of network drawings	Gavin		
18. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias		
19. Preparation of isolation and step test (valve installation)	Eric		
20. Preparation of customer list	Frank & Mary & Daisy		
21. On-site public awareness	Carlos		
22. Distribution of public awareness pamphlet	Carlos & Sophia		
23. Connection identification and verification	Frank & Daisy		

## NRW Weekly Meeting

Date: 27.2.2014

Time: 9:40 am- 10:40am

Venue: SW Conference

### Attendees:

- 1 Benjamin Billy
- 2 Austin Ata
- 3 Myoshi - JICA
- 4 Gavin Bare
- 5 Roster Tinaral
- 6 Mary Tafua
- 7 Beverly Sahu
- 8 Ellen M

- 9 Eric Unga
- 10 Mathew Mafe
- 11 Marista Kapini
- 12 Ramo Moses
- 13 Mathias Bera

Reporting for activities as of 21<sup>st</sup> to 28<sup>th</sup> of February 2014.

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
1. Distribution of Public Awareness Pamphlets	Frank & Carlos & Sofia	completed	No of Pamphlets distributed 95 No. yet to be distributed 20
2. Customer meter functioning checks	Frank & Daisy	COMPLETED	Meter stops: 14 Meter buried: 1 Meter working: 95 Direct line : 15 connections
11 Connection identification and verification	Frank & Daisy	COMPLETED	Illegals - 11 connections
3. Measurement of Visible leakages	Mathias & Eric	COMPLETED	NO. Of visible leak: 21 leak points Volume: 59.9 M3
4. Customer meter reading 24 hour consumption	Frank & Mathias	completed	Monday 17 <sup>th</sup> of Feb 2014: in putting data
5.			
6. Meter inaccuracy test	Frank & Eric daisy	In progress	How meters Tested: _____
7. Calculate NRW ratio	Benji	In progress	NRW : _____ % RW: _____ %
8. Monitoring of complete pilot t sites	Daisy & Eric Task force team & JICA expert	In progress	Preparing pilot sites work flow

1

24. Customer meter functioning check	Frank & Daisy		
25. Measurement of visibly-detected leakage	Eric & Mathias		
26. Notification letter to illegal users	Frank & Carlos		
27. Customer meter reading of 24 hours consumption	Eric & Frank & Mathias		
28. MNF & Pressure measurement	Mathias & Eric		
29. Customer meter inaccuracy test (all meters)	Frank & Daisy		
30. Calculation of NRW ratio	Benji & Mathias & Frank		
<b>TOTAL TASK COMPLETED BETWEEN 20/02/2014 to 28/02/2014</b>		<b>/25 TASKS COMPLETED</b>	

<b>Counter measures</b>			
9. Step test			
10. Leakage detection		Not yet	
11. Pipe repair		Not yet	
12. Legalization of illegal connection		Not yet	
13. Disconnection of illegal connection		Not yet	
14. Customer meter raising (newly-installation / replacement)		Not yet	
<b>PANATINA</b>			
17. Preparation of network drawings	Gavin	in progress	
18. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	in progress	
19. Preparation of isolation and step test (valve installation)	Eric	in progress	
20. Preparation of customer list	Frank & Mary & Daisy	in progress	
21. On-site public awareness	Carlos	in progress	
22. Distribution of public awareness pamphlet	Carlos & Sophia	in progress	
23. Connection identification and verification	Frank & Daisy	Next week	
24. Customer meter functioning check	Frank & Daisy	Next week	
25. Measurement of visibly-detected leakage	Eric & Mathias	Not yet	
26. Notification letter to illegal users	Frank & Carlos	Not yet	
27. Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	Not yet	
28. MNF & Pressure measurement	Mathias & Eric	Not yet	
29. Customer meter inaccuracy test (all meters)	Frank & Daisy	Not yet	
30. Calculation of NRW ratio	Benji & Mathias & Frank	Not yet	
<b>MBUA VALLEY</b>			
31. Preparation of network drawings	Gavin	completed	
32. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	completed	
33. Preparation of isolation and step test (valve installation)	Eric	completed	
34. Preparation of customer list	Frank & Mary & Daisy	completed	
35. On-site public awareness	Carlos		
36. Distribution of public awareness pamphlet	Carlos & Sophia	in progress	
37. Connection identification and verification	Frank & Daisy	in progress	

2

38	Customer meter functioning check	Frank & Daisy	in progress	
39	Measurement of visibly-detected leakage	Eric & Mathias	in progress	
40	Notification letter to illegal users	Frank & Carlos	in progress	
41	Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	completed	
42	MNF & Pressure measurement	Mathias & Eric	completed	
43	Customer meter inaccuracy test (all meters)	Frank & Daisy	in progress	
44	Calculation of NRW ratio	Benji & Mathias & Frank	in progress	
<b>TOTAL TASK COMPLETED BETWEEN 20/02/2014 to 28/02/2014</b>			<b>13/44 TASKS COMPLETED</b>	

Comments:

- 1.0 General test review, high light areas of concern and how to go about address it and seeking help
- 2.0 Monitoring schedule for completed pilot sites by Leakage team Meter readers & Illegal connections.
- 3.0 Individual action plans to be review by each NRW team members and make comments of progress personnel.
- 4.0 Continues working for completion of the remain pilot sites.

## NRW Weekly Meeting

Date: 06.03.2014

Time: 10:00 am-11:00am

Venue: SW Conference

**Attendees:**

- 1 Benjamin Billy
- 2 Austin Ata
- 3 Frank Daukalia
- 4 Moses Carlos
- 5 Mary Pidoke
- 6 Ray Andresen
- 7 Eric Unga
- 8 Mathew Mafe
- 9 Marista Kapini
- 10 Mathias Bera

### Reporting for activities as of of February 2014 to 6<sup>th</sup> of March 2014 .

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
1.			
2.	Meter inaccuracy test	Frank & Eric daisy	In progress How meters Tested: _____
3.	Calculate NRW ratio	Benji	In progress NRW : _____ % RW: _____ %
<b>Counter measures</b>			
4.	Step test		
5.	Leakage detection		
6.	Pipe repair		
7.	Legalization of illegal connection		
8.	Disconnection of illegal connection		
9.	Customer meter raising (newly-installation / replacement)		

3

### Reporting for activities as of 27<sup>th</sup> of February 2014 to 6<sup>th</sup> of March 2014 .

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
1.			
2.	Meter inaccuracy test	Frank & Eric daisy	completed How meters Tested: _____
3.	Calculate NRW ratio	Benji	In progress( MNF will be repeated NRW : _____ % RW: _____ % Re- MNF will take place since the boundary valves are not properly closed , creating additional flow into the pilot site
<b>Counter measures</b>			
4.	Step test		Will be re do. It will be repeated as boundary valves are partially open.
5.	Leakage detection		completed
6.	Pipe repair		not yet submitted
7.	Legalization of illegal connection	Frank & Sophia	Not yet Letters for illegal not yet finalised – check with communication
8.	Disconnection of illegal connection	Austin Ata	Not yet Will conduct MNF again
9.	Customer meter raising (newly-installation / replacement)		Not yet
<b>PANATINA</b>			
10.	Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	Completed
11.	Preparation of isolation and step test (valve installation)	Eric	completed
12.	Preparation of customer list	Frank & Mary & Daisy	completed
13.	On-site public awareness	Carlos	-
14.	Distribution of public awareness pamphlet	Carlos & Sophia	Not yet Next week
15.	Connection identification and verification	Frank & Daisy	Not yet Next week
16.	Customer meter functioning check	Frank & Daisy	In progress Field check completed , check with billing & Meter readers
17.	Measurement of visibly-detected leakage	Eric & Mathias	Not yet Next week
18.	Notification letter to illegal users	Frank & Carlos	Not yet After completing MNF
19.	Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	Not yet Next week

1

TASK	TEAM	STATUS	COMMENTS
<b>PANATINA</b>			
10.	Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	
11.	Preparation of isolation and step test (valve installation)	Eric	
12.	Preparation of customer list	Frank & Mary & Daisy	
13.	On-site public awareness	Carlos	
14.	Distribution of public awareness pamphlet	Carlos & Sophia	
15.	Connection identification and verification	Frank & Daisy	
16.	Customer meter functioning check	Frank & Daisy	
17.	Measurement of visibly-detected leakage	Eric & Mathias	
18.	Notification letter to illegal users	Frank & Carlos	
19.	Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	
20.	MNF & Pressure measurement	Mathias & Eric	
21.	Customer meter inaccuracy test (all meters)	Frank & Daisy	
22.	Calculation of NRW ratio	Benji & Mathias & Frank	
<b>MBUA VALLEY</b>			
23.	Distribution of public awareness pamphlet	Carlos & Sophia	
24.	Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	
25.	MNF & Pressure measurement	Mathias & Eric	
26.	Customer meter inaccuracy test (all meters)	Frank & Daisy	
27.	Calculation of NRW ratio	Benji & Mathias & Frank	
28.	Monitoring of complete pilot sites	Daisy & Eric Task force team & JICA expert	
<b>TOTAL TASK COMPLETED BETWEEN 20/02/2014 to 28/02/2014</b>			<b>/28 TASKS COMPLETED</b>

4

2



## Reporting for activities as of 7<sup>th</sup> to 13<sup>th</sup> of March 2014

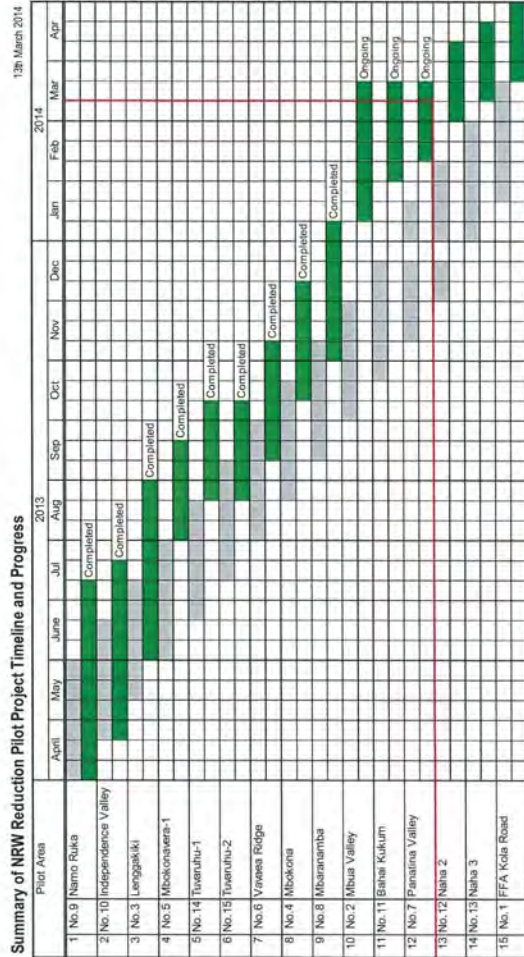
TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM- re test MNF</b>			
1	Eric & Mathias	repeated	Re test since boundary valves are not probably
2	Eric	repeated	Re test since boundary valves are not probably
3	Frank & Carlos	repeated	
4	Eric & Frank & Mathias	repeated	Re test since boundary valves are not probably
5	Mathias & Eric	repeated	Re test since boundary valves are not probably
6	Frank & Daisy	completed	
7.	Benji	Repeated again	Requested to be repeated again.
<b>Counter measures</b>			
8.	Eric & Team		Re test since boundary valves are not probably
9.	Eric & Team		Re test since boundary valves are not probably
10.	Eric & Team		Re test since boundary valves are not probably
11.	Frank & Sophia		Re test since boundary valves are not probably
12.	Austin Ata		Re test since boundary valves are not probably
13.			Re test since boundary valves are not probably
<b>PANATINA</b>			
14	Carlos	completed	
15	Carlos & Sophia	in progress	
16	Frank & Daisy	Completed	
17	Frank & Daisy	completed	
18	Eric & Mathias	completed	
19	Frank & Carlos	completed	No illegal
20	Eric & Frank & Mathias	In progress	
21	Mathias & Eric	in progress	
22	Frank & Daisy	Next week	

2

23	Benji & Mathias & Frank	Next week	
<b>MBUA VALLEY</b>			
24	Frank & Daisy	Completed	Meter inaccuracy :14.08%
25	Benji & Mathias & Frank	Next week	NRW % RW %
26	Daisy & Eric Team & JICA expert	In progress	Lengikiki. • New leaks • 1 x illegal • Relocation of service lines proposed This action need to be done to counter this water losses reoccurrence.
TOTAL TASK COMPLETED BETWEEN 7 <sup>th</sup> to 13 <sup>th</sup> of March 2014		/26 TASKS COMPLETED	

### Other items:

1. Reporting on daily activities
2. IAP – to be completed by end of this month by all team members
3. Creation of two NRW field action team
4. Monitoring of Next pilot sites- Mbokona
5. Other sites – Green valley & Ranadi priority for test, Network maintenance will prepare sites and NRW team will assist.



Progress of Pilot Project Implementation

Pilot Area	Task	13th Feb 2014														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mbuza Valley	Leakage detection															
	Pipe repair															
Bahai Kukum	Leakage detection															
	Pipe repair															
Panatina Valley	Leakage detection															
	Pipe repair															
Namuruka	Leakage detection															
	Pipe repair															
Independence Valley	Leakage detection															
	Pipe repair															
Mbokona-1	Leakage detection															
	Pipe repair															
Tveruhu-1	Leakage detection															
	Pipe repair															
Tveruhu-2	Leakage detection															
	Pipe repair															
Vireasa Ridge	Leakage detection															
	Pipe repair															
Mbokona	Leakage detection															
	Pipe repair															
Misanamba	Leakage detection															
	Pipe repair															
Mbuza Valley	Leakage detection															
	Pipe repair															
Bahai Kukum	Leakage detection															
	Pipe repair															
Panatina Valley	Leakage detection															
	Pipe repair															
Nahia 2	Leakage detection															
	Pipe repair															
Nahia 3	Leakage detection															
	Pipe repair															
FFA Kola Road	Leakage detection															
	Pipe repair															

### NRW Action Taskforce Team

- TL: Taskforce Leaders
- TR: Technical Sub-Team
- AS: Awareness & Mobilisation
- CC: Customer Conviction
- PR: Publicity
- IC: Incentive
- CS: Customer Care
- PH: Public/Community Involvement
- MS: Meter Reading
- IS: Billing
- OS: GIS/Map Team
- LD: Leakage Detection Sub-Team

## Reporting for activities as of 13<sup>th</sup> to 20<sup>th</sup> of March 2014 014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM- re test MNF</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Eric & Mathias	repeated	Re test since boundary valves are not probably And proposed to reduce pilot sites if possible.
2. Preparation of isolation and step test (valve installation)	Eric	repeated	Re test since boundary valves are not probably
3. Notification letter to illegal users	Frank & Carlos	repeated	And proposed to reduce pilot sites if possible.
4. Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	repeated	Re test since boundary valves are not probably
5. MNF & Pressure measurement	Mathias & Eric	repeated	And proposed to reduce pilot sites if possible.
6. Customer meter inaccuracy test (all meters)	Frank & Daisy	completed	
7. Calculate NRW ratio	Benji	Repeated again	Re test since boundary valves are not probably
<b>Counter measures</b>			
8. Step test	Eric & Team		Re test since boundary valves are not probably
9. Leakage detection	Eric & Team		And proposed to reduce pilot sites if possible.
10. Pipe repair	Eric & Team		Re test since boundary valves are not probably
11. Legalization of illegal connection	Frank & Sophia		And proposed to reduce pilot sites if possible.
12. Disconnection of illegal connection	Austin Ata		Re test since boundary valves are not probably
13. Customer meter raising (newly-installation / replacement)			And proposed to reduce pilot sites if possible.
<b>PANATINA</b>			
14. Distribution of public awareness pamphlet	Carlos & Sophia	Completed	68 copies
15. Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	Completed	But due to flow data issue – retest is proposed Next week
16. MNF & Pressure measurement	Mathias & Eric	Completed( Next week)	But due to flow data issue – retest is proposed Next week
17. Customer meter inaccuracy test (all meters)	Frank & Daisy	Completed	Documented in common – 22.61%
18. Calculation of NRW ratio	Benji & Mathias & Frank	Next week	Will be done on 28 <sup>th</sup> of March 2014.
<b>MBUA VALLEY</b>			
19. Calculation of NRW ratio	Benji & Mathias & Frank	Next week	NRW % 22.1% RW % 77.9%

2

## NRW Weekly Meeting

Date: 20.03.2014

Time: 1:30:00 pm-2:30:00 pm

Venue: SW Conference

### Attendees:

- 1 Benjamin Billy
- 2 Frank Daukalia
- 3 Eric Unga
- 4 Marista Kapini
- 5 Mary Tafoa
- 6 Beverly Dai
- 7 Daisy Menaga
- 8 Austin Ata
- 9 Mathias Bera

<b>Counter measures</b>			
20. Illegal letters distribution	Mathias & Daisy	In progress	
21. Repairs of Leakages	Mathias & Eric	inprogress	
22. Step test	Mathias & Eric	Not done	Due to per-km volume per hours is less than 3 ( 2.99m <sup>3</sup> /h/km
23. Monitoring of complete pilot sites	Daisy & Eric Task force team & JICA expert	completed	Mbokona : <ul style="list-style-type: none"> <li>• 5 x New leaks</li> <li>• 1 x illegal</li> </ul> Mary Tafoa to update customer listing and give to Monitoring for monitoring  Vavaya Ridge: <ul style="list-style-type: none"> <li>• 2 x leakages</li> </ul>
<b>TOTAL TASK COMPLETED BETWEEN 7<sup>th</sup> to 13<sup>th</sup> of March 2014</b>		<b>6 / 23 TASKS COMPLETED</b>	

### Other items:

1. JICA Expert Team Mr Fujiyama will return on the 3<sup>rd</sup> of April 2014
2. Mary Tafoa to produced customer list with the latest status for each pilot site for Monitoring team to use at the sites.
3. Rosta to Inform disconnection team that NRW sites , Mbua Vallay , Bata Kukum , Panatina Valley, Naha 2 , Naha 3 and FFA Kola ridge , to only summit disconnection notices and not disconnect customer yet for arrears .
4. Proposed for Procurement to put our advert for possible contractors for Meter raising Installations .
5. Remind to all NRW Team members to complete IAP by end of March 2014.

**Progress of NRW Reduction Pilot Project Implementation**

		20th March 2014																													
		2013																													
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
Pilot Area	No.																														
Namo Ruka	No.9																														
Independence Valley	No.10	Completed	Completed																												
Lenggakiki	No.3	Completed	Completed																												
Mbokotavava-1	No.5	Completed	Completed																												
Tuvunhu-1	No.14	Completed	Completed																												
Tuvunhu-2	No.15	Completed	Completed																												
Vavaosa Ridge	No.6	Completed	Completed																												
Mbokona	No.4	Completed	Completed																												
Mbararamba	No.8	Completed	Completed																												
Mbua Valley	No.2	Completed	Completed																												
Bahai Kukum	No.11	Completed	Completed																												
Panatina Valley	No.7	Completed	Completed																												
NAHA 2	No.12																														
NAHA 3	No.13																														
FFA Kola Road	No.1																														

: Originally-planned Schedule  
 : Actual or Revised Schedule  
 — : At present as of 20th March 2014

4

## NRW Weekly Meeting

Date: 27.03.2014

Time: 9:40:00 Am - 10:30 Am

Venue: SW Conference

**Attendees:**

- 1 Benjamin Billy
- 2 Frank Daukalia
- 3 Eric Unga
- 4 Marista Kapini
- 5 Mary Tafoa
- 6 Beverly Dai
- 7 Daisy Menaga
- 8 Austin Ata
- 9 Mathias Bera
- 10 Ellen Maruarofa
- 11 Sophia Tango



## Reporting for activities as of 20th to 27th of March 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI - KUKUM- re test MNF</b>			
1 Preparation of isolation and step test (valve installation)	Eric & Frank	Completed	Pilot site boundary was moved back to since we did not have valves & fittings available to change 3 x boundary valves which was not function properly
2 Notification letter to illegal users	Frank & Carlos	In progress	Will be distributed by 31st of March 2014 and laps after two weeks.
3 Customer meter reading of 24 hours consumption	Eric & Frank & Mathias	In progress	Began on the 27th of March to 28th of March 2014 and the retest for MNF for Bahai Kukum
4 MNF & Pressure measurement	Mathias & Eric	In progress	Began on the 27th of March to 28th of March 2014 and the retest for MNF for Bahai Kukum
5 Calculate NRW ratio	Benji	In progress	On the 2nd of April 2014.
<b>PANATINA</b>			
6 Customer meter reading of 24 hours consumption	Eric & Frank	Completed	
7 MNF & Pressure measurement	Frank & Eric	Completed	5.18m3/h/km- need to carry out Step test.
8 Customer meter inaccuracy test (all meters)	Frank & Daisy	Completed	Meter inaccuracy: 22.61%
9 Calculation of NRW ratio	Benji & Frank	Completed	NRW- 45% RW: 45%
<b>MBUA VALLEY</b>			
10 Meter Installation	Mathias & Layten	In-progress	Contractors for meter installation is tender out and will closed by 28th of March 2014.
<b>NAHA 2</b>			
<b>Before counter measures</b>			
11 Preparation of network drawings	Frank & Gavin	Completed	About 0.6km
12 Field survey (valve check, visual leakage detection, etc.)	Frank & Eric	Completed	
13 Preparation of isolation and step test (valve installation)	Frank & Eric	Completed	3 x gate valves 40mm were replaced
14 Preparation of customer list	Frank & Daisy & Mary Tafoa	Completed	
15 On-site public awareness	Sophia	Next week	30th of March 2014
16 Distribution of public awareness pamphlet	Sophia & Frank	Next week	

2

**NRW Action Taskforce Team**

- TL: Technical Lead
- Team: Technical Sub-Team
- CC: Customer Connection
- CCF: Customer Connection
- CCS: Customer Connection
- CCD: Customer Connection
- CCM: Customer Connection
- CCP: Customer Connection
- CCF: Customer Connection
- CCS: Customer Connection
- CCD: Customer Connection
- CCM: Customer Connection
- CCP: Customer Connection
- CCF: Customer Connection
- CCS: Customer Connection
- CCD: Customer Connection
- CCM: Customer Connection
- CCP: Customer Connection

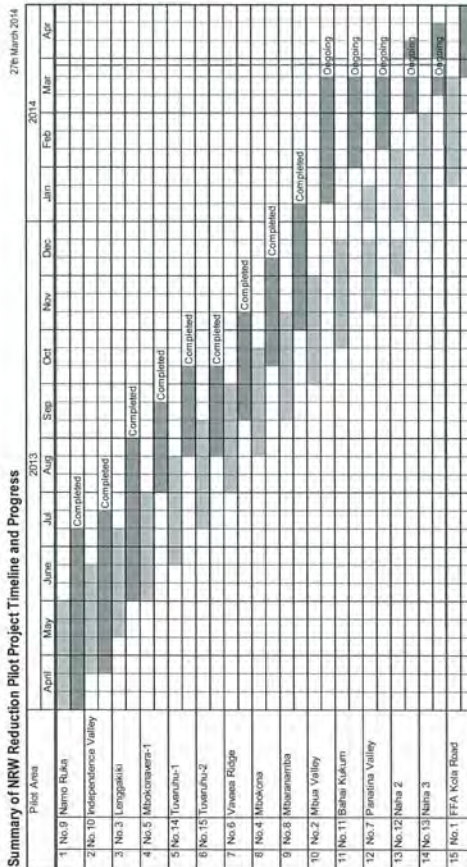
17: Lemoyi Desktop Sub-Team



17	Connection identification and verification	Frank & Daisy	Next Week	
18	Customer meter functioning check	Frank & Daisy	Next Week	
19	Measurement of visibly-detected leakage	Frank & Eric	Next Week	
20	Notification letter to illegal users	Frank & Austin Ata	Next Week	
21	Customer meter reading of 24 hours consumption	Frank & Eric	Next Week	
22	MNF & Pressure measurement	Frank & Eric	Next Week	
Customer meter inaccuracy test (all meters)				Next Week
Calculation of NRW ratio				Next Week
<b>Naha 3</b>				
<b>Before counter measures</b>				
23	Preparation of network drawings	Mathias & Gavin	completed	
24	Field survey (valve check, visual leakage detection, etc.)	Mathias & Eric	In-progress	3 x valves were already exposed
25	Preparation of isolation and step test (valve installation)	Mathias & Eric	In-progress	
26	Preparation of customer list	Mathias & Daisy & Mary Tafua	completed	
27	On-site public awareness	Sophia	Next week	30 <sup>th</sup> of March 2014
28	Distribution of public awareness pamphlet	Sophia & Mathias	In-progress	
29	Connection identification and verification	Mathias & Daisy	Next week	
30	Customer meter functioning check	Mathias & Daisy	Next week	
31	Measurement of visibly-detected leakage	Mathias & Eric	Next Week	
32	Notification letter to illegal users	Mathias & Austin Ata	Next Week	
33	Customer meter reading of 24 hours consumption	Mathias & Eric	Next Week	
34	MNF & Pressure measurement	Mathias & Eric	Next Week	
35	Customer meter inaccuracy test (all meters)	Mathias & Eric	Next Week	
36	Calculation of NRW ratio	Benji & Mathias	Next Week	
37	Monitoring of complete pilot sites (Tuvaruhu 1 & 2)	Daisy & Eric & Task force team & JICA expert		
<b>TOTAL TASK COMPLETED BETWEEN 20<sup>th</sup> - 27<sup>th</sup> of March 2014</b>				<b>10 /37 TASKS COMPLETED</b>

Other comments

- Radio awareness : Notification - passed information of where NRW activities are ongoing for each week
- IAP - Filled by each action team members and bring for the next meeting on the 3<sup>rd</sup> of April 2014.



27th March 2014

Team in charge	Progress of Pilot Project Implementation														
	No.9	No.10	No.3	No.5	No.14	No.15	No.2	No.6	No.7	No.11	No.12	No.13	No.14	No.15	No.1
LD															
GIS															
MR															
PP															
PC															
TC															
MM															
TL															
<b>Project Implementation Status</b>															
<b>Before Countermeasures</b>															
Preparation of network drawings															
Field survey (valve check, visual leakage detection, etc.)															
Preparation of isolation and step test (valve installation)															
On-site public awareness															
Distribution of public awareness pamphlet															
Connection identification and verification															
Customer meter functioning check															
Measurement of visibly-detected leakage															
Notification letter to illegal users															
Customer meter reading of 24 hours consumption															
MNF & Pressure measurement															
Customer meter inaccuracy test (all meters)															
Calculation of NRW ratio															
<b>Countermeasures</b>															
Step test															
Site inspection															
Application of flag (connection)															
Determination of illegal connection															
Customer meter reading (meter installation / replacement)															
Customer meter reading of 24 hours consumption															
MNF & Pressure measurement															
Customer meter inaccuracy test (system sampling)															
Calculation of NRW ratio															
<b>Regular Activities</b>															
Update of customer list															
Update of billing system															

Legend:   
 □ Leading Team   
 ○ Supporting Team   
 □ Not yet   
 □ Not week activities   
 ■ Complete   
 ■ Ongoing   
 ■ Unstarted

**NRW Action Taskforce Team**  
 Team Technical Sub Team  
 MM: Network Maintenance & Repair, CC: Customer Connection, PP: Procurement  
 CS: Customer Services Sub-Team  
 GIS: Geographic Information System, MR: Meter Reading, TL: Billing  
 LD: Leakage Detection Sub Team

## NRW Weekly Meeting

Date: 9.05.2014

Time: 9:30:00 Am - 11:00 Am

Venue: SW Conference

**Attendees:**

- Fujiyama - JICA Expert Team - NRW
- Ray Andresen - Operations Manager
- Marista Kapini - Consultant NRW
- Benjamin Billy - Task force leader
- Frank Daukalia - NRW Task force Engineer
- Daisy Mengga - Motor reader - Team Leader
- Mathias Berg - NRW Task force Engineer
- Gavin Bare - GIS Team Leader
- John Konofilia - Human Resource Generalist
- Rosta, Tinarai - Revenue Supervisor
- Austin Ata - Team leader Connection Services
- Laylen Jacob - Procurement Coordinator
- Eric Unga - Leakage Team Leader

## NRW Weekly Meeting

Date: 15.05.2014

Time: 2:30:00 PM – 3:30 PM

Venue: SW Conference

### Attendees:

1. Fujiyama – JICA Expert Team – NRW
2. Benjamin Billy- Task force leader
3. Frank Duskalia- NRW Task force Engineer
4. Daisy Menaga – Meter reader – Team Leader
5. Mathias Bera – NRW Task force Engineer
6. Mary Tafoa – Billing team Leader
7. James Carlos – Communication Team Leader
8. Rosta. Tinarai – Revenue Supervisor
9. Austin Ata – Team leader Connection Services
10. Mary Boko – Customer Care Officer
11. Eric Unga – Leakage Team Leader,

Apologies:

Marista Kapini- Consultant NRW

## Reporting for activities as of 24<sup>th</sup> April to 9<sup>th</sup> May 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM- re test MNF</b>			
<b>counter measures</b>			
1. Step test	Mathias & Team	Next Week	Will conducted on the 12 <sup>th</sup> May 2014
2. Leakage detection	Eric & Team	Completed	
3. Pipe repair	Eric & Team	Completed	
4. Disconnection / Legalization of illegal connection	Austin Ata	Not Yet	Need verification for some illegal users from Customer service
5. Disconnection of illegal connection	Austin Ata	Not yet	Will conducted on the 12 <sup>th</sup> May 2014
<b>PANATINA</b>			
6. Meter installation -	Frank &	Not yet	Will liaise with Layten Jacob to confirm Contractors for Meter raising and , Meters from Japan will be used at this pilot sites.
<b>MBUA VALLEY</b>			
7. Disconnection / Legalization of illegal connection	Austin Ata	Completed	7/7 disconnected
8. Meter installation	Frank & Layten	Not yet	Will liaise with Layten Jacob to confirm Contractors for Meter raising and.
<b>NAHA 2</b>			
<b>Before counter measures</b>			
9. On-site public awareness	Sophia	Completed	PR team did conduct Awareness for Naha 2 & 3
10. Notification letter to illegal users	Frank & Austin Ata	Not yet	
11. Customer meter reading of 24 hours consumption	Frank & Eric	Next week	
12. MNF & Pressure measurement	Frank & Eric	Next week	
Customer meter accuracy test (all meters)	Frank & Eric	Next week	
Calculation of NRW ratio	Benji & Frank	Next week	
<b>Naha 3</b>			
<b>Before counter measures</b>			
13. Preparation of isolation and step test (valve installation)	Mathias & Eric	Completed	PR team did conduct Awareness for Naha 2 & 3
14. On-site public awareness	Sophia	Not yet	
15. Notification letter to illegal users	Mathias & Austin Ata	Not yet	
16. Customer meter reading of 24 hours consumption	Mathias & Eric	Not yet	

2

1

17. MNF & Pressure measurement	Mathias & Eric	Not yet	
18. Customer meter accuracy test (all meters)	Mathias & Eric	Not yet	
19. Calculation of NRW ratio	Benji & Mathias	Not yet	
20. Monitoring of complete pilot sites (Tuvuruhu 1 & 2)	Daisy & Eric's Task force team & JICA expert		
<b>TOTAL TASK COMPLETED BETWEEN 24<sup>th</sup> of April 2014 to 9<sup>th</sup> of May 2014</b>		<b>5/20 TASKS COMPLETED</b>	

### Other comments & Contributions.

1. Fujiyama as about how many pilot sites area completed as of March 2014.  
Ans: nine (9) pilot sites namely
  - 1) Namuruka
  - 2) Independence valley
  - 3) Lengikiki
  - 4) Tuvuruhu 1
  - 5) Tuvuruhu 2
  - 6) Mbokonaver 1
  - 7) Vavaya Ridge
  - 8) Mbokona
  - 9) Mbaranamba
2. Comments concerning – Public Relation: From Fujiyama; It is good idea to document questions and answers that been ask during the awareness programs and hence make a pamphlets and share back to the public.
  - a. Sample questions been ask as follows.
    - i. How many days it take to fix reported leaks
    - ii. Will the new water meters are like prepaid meters similar to cash power meters or not
    - iii. What are the penalties for illegal connections
    - iv. What is the Difference btw Solomon water and Solomon Water Authority
    - v. If the land lord is in the province and the previous tenant accumulates some arrears and move out and a new tenant moves in , who will be responsible for paying the arrears.
    - vi. The water Quality saves for drinking or not.
    - vii. Rumour's said Solomon water use a lot of chlorine dosing, is it safe nor not.
    - viii. When boiling water in a kettle( Heat) there is scale at the bottom it , what is this white item and causing the heater to be expire after one year
    - ix. When will Solomon Water confirm to us it is safe to drink water without boiling?
    - x. Sometime Solomon Water meter reader not reading water meters how will the customer query be dealt with.
    - xi. Will the customer paid for Water meters
3. Marista Kapini Leads out in finding way forward for chapter 8 of the Progress report three.
  - a. Data coordination still a challenges
  - b. Delegation of task to all Teams members for fully participations.
  - c. Targeting all NRW members to develop knowledge and capacity to answers basic questions about NRW and for SW in general.
  - d. Meter readers to improve in reading and familiar with different connection types.

3

## Reporting for activities as of 9<sup>th</sup> to 15<sup>th</sup> May 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM-</b>			
<b>counter measures</b>			
1. Step test	Mathias & Team	Completed	Documented.
2. Legalization of illegal connection	Austin Ata	Completed	2 x validate their accounts
3. Disconnection of illegal connection	Austin Ata	Partial completed	1x disconnected 1 x still to identify connection point for Disconnection Kukum SDA Primary School.
<b>PANATINA</b>			
4. Meter installation -	Frank &	On going	Contractors signed on 14 <sup>th</sup> of May and construction will happens on 20 <sup>th</sup> of May 2014.  JICA Water Meters will be used for this sites later. handing over by JICA Office Honiara to Solomon Water Office.
<b>MBUA VALLEY</b>			
5. Step Test	Frank & Eric	Completed	Done on the 12 <sup>th</sup> of May 2014,

2

5. Meter installation	Frank & Layten	On going	Contractors signed on 14 <sup>th</sup> of May and construction will happen on 20 <sup>th</sup> of May 2014.
<b>NAHA 2</b>			
<b>Before counter measures</b>			
7. Notification letter to illegal users	Frank & Austin Ata	Next week	
8. Customer meter reading of 24 hours consumption	Frank & Eric	Next week	
9. MNF & Pressure measurement	Frank & Eric	Next week	
10. Customer meter inaccuracy test (all meters)	Frank & Eric	Next week	
11. Calculation of NRW ratio	Benji & Frank	Next week	
12. Monitoring of complete pilot sites (Tuvaruhu 1 & 2)	Daisy & Erick Task force team & JICA expert	On going	List of illegal customers identified by Meter readers been action by Austin Ata's Team
TOTAL TASK COMPLETED BETWEEN 9 <sup>th</sup> to 15 <sup>th</sup> May 2014	4/12 TASKS COMPLETED		

Other comments & Contributions.

- a. Tuvaruhu 1 reduction point is only 24 point less than 30 point as the target for our Project.
- b. Also Lengklki the reduction points is less than 30 points it is only 28 points, secondary step test and MNF is conducted but 24 hour consumption not included.  
**Note:** these two sites will done some counter measures again to reach the 30 point reduction.
- c. FAQ; to be documented and distributed in pamphlet for pilot sites and hence the public as well.
- d. Frank Raised the Question who will be responsible for inputting customer MID Changes in the Billing – Mary Tafosa is the person responsible.

### NRW Weekly Meeting

Date: 26.05.2014

Time: 2:30:00 PM – 3:30PM

Venue: SW Conference

**Attendees:**

- 1 Myjoshi – JICA Expert Team – NRW
- 2 Tina Kafana – Human Resource Manager
- 3 Marieta Kapini – Local Consultant
- 4 Benjamin Billy- Task force leader
- 5 Frank Dukalia- NRW Task force Engineer
- 6 Carlos Saliga – Communication & Customer Services
- 7 Mary Tafosa – Billing Team Leader
- 8 Lawrence Iroi – Revenue & Billing Team Leader
- 9 Regina Vouza – NRW & Operations Data Input
- 10 Errol Maelagi - NRW & Operations Data Input
- 11 Gerry Muissi - NRW & Operations Data Input
- 12 Mathias Berg – NRW Task force Engineer
- 13 Gavin Bere – GIS Team Leader
- 14 Rosta, Tinarai – Revenue Supervisor
- 15 Austin Ata – Team leader Connection Services
- 16 Eric Urga – Leakage Team Leader.
- 17

Apologies:

Ellen Maruorafa – Customer Service Manager

Progress of Pilot Project Implementation

NRW Reduction Activities	Task in charge										Date of May 2014														
											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
											Thu, 1/5	Fri, 2/5	Sat, 3/5	Sun, 4/5	Mon, 5/5	Tue, 6/5	Wed, 7/5	Thu, 8/5	Fri, 9/5	Sat, 10/5	Sun, 11/5	Mon, 12/5	Tue, 13/5	Wed, 14/5	Thu, 15/5
<b>Project Implementation - Status</b>																									
<b>Before Counter Measures</b>																									
Preparation contract & invoice																									
Call meter supply check, verification, delivery, etc.																									
Preparation disconnection and step test																									
Preparation disconnection																									
Disconnection																									
Customer meter reading																									
Customer meter inaccuracy test																									
MNF & Pressure measurement																									
Calculation NRW ratio																									
<b>Counter Measures</b>																									
Leakage detection																									
Leakage repair																									
Leakage repair																									
Customer meter reading																									
Customer meter inaccuracy test																									
MNF & Pressure measurement																									
Calculation NRW ratio																									
<b>After Counter Measures</b>																									
Customer meter reading																									
MNF & Pressure measurement																									
Calculation NRW ratio																									
<b>Routine Activities</b>																									
Check of complete pilot sites																									
Leakage detection																									
Leakage repair																									

**NRW Action Taskforce Team**  
 Team: Technical Support  
 01: Revenue Supervisor & Head - CDR Currence  
 02: Customer Services Support  
 03: Customer Care - HR/HR/Compliance/Revenue  
 04: Meter Reading & Billing  
 05: GIS Sub-Team  
 06: Leakage Detection Sub-Team

Summary of NRW Reduction Pilot Project Timeline and Progress

Pilot Area	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014	Jan	Feb	Mar	Apr	May	Jun	Jul		
1) NAHA 2	2013													2014									
2) MBUA VALLEY	2013													2014									
3) TUVARUHU	2013													2014									
4) MBARANAMBA	2013													2014									

### Reporting for activities as of 15<sup>th</sup> to 26<sup>th</sup> of May 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI – KUKUM</b>			
<b>Counter measures</b>			
1. Meter Raising	Eric & Team	In progress	Began on the 22 <sup>nd</sup> of May 2014 & will continue to end of May 2014
2. Disconnection of illegal connection	Austin Ata	Completed	- Last two disconnected
<b>FANATINA</b>			
<b>Counter measures</b>			
3. Meter Installation	Frank & Eric	In progress	Contractor already signed will start on the 26 <sup>th</sup> of May 2014
<b>MBUA VALLEY</b>			
<b>Counter measures</b>			
4. Meter Installation	Frank & Layten	In progress	Contractor began on the 26 <sup>th</sup> of May 2014
<b>NAHA 2</b>			
<b>Before counter measures</b>			
5. Notification letter to illegal users	Frank & Austin Ata	In progress	Will deliver two letters on 26 <sup>th</sup> of May 2014 and laps on the 9 <sup>th</sup> of June 2014
6. Customer meter reading of 24 hours consumption	Frank & Eric	Completed	Meter – 39.06m <sup>3</sup> Flat rate/ Direct Line – 17.00 m <sup>3</sup>
7. MNF & Pressure measurement	Frank & Eric	Completed	MNF Flow rate : 2.553m <sup>3</sup> /h MNF Pressure: 2.633 Kg/cm <sup>2</sup>
8. Customer meter inaccuracy test (all meters)	Frank & Eric	Completed	MIA - 14.4 % No. Of meter Tested: <b>37 customer meters</b>
9. Calculation of NRW ratio	Benji & Frank	Completed	NRW: <u>    </u> 41.1 %
<b>NAHA 3</b>			
<b>Before counter measures</b>			
10. Preparation of isolation and step test (valve installation)	Mathias & Eric	On going	Still to identify valves & a 40mm Upvc pipe line
11. Notification letter to illegal users	Mathias & Austin Ata	Not yet	
12. Customer meter reading of 24 hours consumption	Mathias & Eric	Not yet	
13. MNF & Pressure measurement	Mathias & Eric	Not yet	
14. Customer meter inaccuracy test (all meters)	Mathias & Eric	Not yet	
15. Calculation of NRW ratio	Benji & Mathias	Not yet	
16. Monitoring of complete pilot sites (Mbaranamba)	Daisy & Eric & Task force	Not yet	
TOTAL TASK COMPLETED BETWEEN	5/16 TASKS COMPLETED		

Other comments.

1. DMA- District Metering Area.
  - a. Purpose of the DMAs
    - i. Managing pressure control, water quality and NRW reduction in networks
    - ii. Reducing real losses to an economic level and maintaining this level
    - iii. Comparing levels of leakage in the different districts to assess where it is most beneficial to undertake leak location activities
  - b. Selection criteria's,( tentative)
    - i. Areas in NRW serious situation (illegals, leakages, direct connections, frequent bursts)
    - ii. Defective hydraulic condition of pipes
    - iii. Hydraulic design of network (more simple, dendritic, raising capacity)
    - iv. Number of beneficiaries
    - v. Cost of water

Noted.

- There are other criteria's we can in cooperate for us in Solomon Water.
- We will collect basic data for deciding priorities for DMA by end of June 2014.

Reporting for activities as of 26<sup>th</sup> to 30<sup>th</sup> May 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Eric & Frank Team	In progress	No. of Meters Raised: 43 <ul style="list-style-type: none"> <li>• 18 commercials</li> <li>• 25 domestics</li> <li>• 19 x 15mm meters</li> <li>• 14 x 20mm meter sizes.</li> </ul>
<b>PANATINA</b>			
<b>Counter measures</b>			
2. Meter Installation	Mathias & Team c	In progress	No. of Meters Raised: _____ No. of Meters still outstanding : _____ 51 meters
<b>MBUA VALLEY</b>			
<b>Counter measures</b>			
3. Meter Installation	Mathias and Gavin		No. of Meters Raised: _____ 11 No. of Meters still outstanding : _____ 130 No. of Direct lines: _____ No of Meters Replaced: _____ 9 No. of Meters not Replaced: _____ 2
<b>NAHA 2</b>			
<b>Counter Measures</b>			
4. Step test		Completed	
5. Leakage deflection		Next week	4 <sup>th</sup> of June 2014
6. Pipe repair		Completed	Visible leaks only 2 - sites
7. Customer meter raising (newly- installation / replacement)		Next week	
<b>Naha 3</b>			
Before counter measures			

## NRW Weekly Meeting

Date: 30.05.2014

Time: 1:15:00 PM – 2:30:13 PM

Venue: SW Conference

## Attendees:

1. Miyoshi – JICA Expert Team – NRW
2. Ray Andersen – Operation Manager
3. Marteta Kapini – Local Consultant
4. Benjamin Billy – Task force leader
5. Frank Daukalia- NRW Task force Engineer
6. Lawrence Iroi – Revenue & Billing Team Leader
7. Mathias Bere – NRW Task force Engineer
8. Gavin Bare – GIS Team Leader
9. Austin Ala – Team leader Connection Services
10. Maurice Maa – Finance – Leakage Team Leader.

Apologies:

Ellen Maruaro'a - Customer Service Manager

6. Preparation of isolation and step test (valve installation)	Mathias & Eric	Next week	
9. Notification letter to illegal users	Mathias & Austin Ala	Next week	
10. Customer meter reading of 24 hours consumption	Mathias & Eric	Next week	
11. MNF & Pressure measurement	Mathias & Eric	Next week	
12. Customer meter inaccuracy test (all meters)	Mathias & Eric	Next week	
13. Calculation of NRW ratio	Bery & Mathias	Next week	
<b>Other Tasks</b>			
14. DMA Preparation	Gavin	In progress	Preparation of Map and draw up boundaries and collecting attributes for
15. Monitoring of complete pilot sites (Mbaranamba)	Daisy & Eric Task force team & JICA expert		
<b>TOTAL TASK COMPLETED BETWEEN 22<sup>ND</sup> TO 30<sup>TH</sup> May 2014</b>		<b>/15 TASKS COMPLETED</b>	

DMA – DISTRICT METERING AREA

PROPOSED CRITERIA OF DMA SCREENING PRIORITIZATION.

1. No of Customers- Meter readers
2. Area Size – GIS Team
3. No of direct lines- Cycle , Meter Reading Sub-T
4. No of illegal connections and parasites- Illegal Team
5. Area where leakage ( burst ) is common- Maintenance Team
6. Pressure control or not- Hydraulic Modelling
7. Length of Network – GIS
8. ( Defective hydraulic ) conditions- GIS Team
9. No of houses and commercial buildings- Meter readers & Task force team
10. Production Cost of water supply – Operations & Source works
- 11.
12. Continuous water supply , water sources – Network Operations
13. Reliability and precision of network ( GIS ) Data – GIS Team
14. Results of Pilot sites – NRW Team
15. Uncomplicated Network – Network Maintenance & Operations
16. Easy Isolation (limit the number of flow meters and boundary valves, easily identified.- Network Maintenance
17. Accessibility( good for exercise) – Operations Team – Network Operations
18. Minimum Variation of ground level.- GIS Contour

## NRW Weekly Meeting

Date: 5.06.2014

Time: 9:45 AM – 10:45 AM

Venue: SW Conference

### Attendees:

1. Miyoshi – JICA Expert Team – NRW *Miyoshi*
2. Peter – Business Plan Advisor
3. Mr. Asal – JICA GIS Expert *Asal*
4. Mr. Kazutoshi Masuda – JICA GIS Adviser
5. Marista Kapini – Local Consultant – Chairperson of the meeting *Marista*
6. Benjamin Billy – Task force leader *Billy*
7. Frank Daukalla – NRW Task force Engineer *Frank*
8. Mathias Bera – NRW Task force Engineer *Mathias*
9. Gavin Bera – GIS Team Leader *Gavin*
10. Austin Ata – Team leader Connection Services *Austin*
11. Maurice Mae – Finance – Leakage Team Leader *Maurice*
12. Mary Tafua – Billing Team Leader
13. Layten Jacob – Procurement Coordinator *Layten*
14. Mr. Eric Unga – Leakage Team Leader *Eric*

Apologies:

Ellen Maruorofa – Customer Service Manager

Daisy Meriaga – Team Leader Meter Readings.

Naha 3			
<b>Before counter measures</b>			
8. Preparation of isolation and step test (valve installation)	Mathias & Eric	completed	
9. Notification letter to illegal users	Mathias & Austin Ata	Next week	
10. Customer meter reading of 24 hours consumption	Mathias & Eric	completed	
11. MNF & Pressure measurement	Mathias & Eric	completed	
12. Customer meter inaccuracy test (all meters)	Mathias & Eric	completed	
13. Calculation of NRW ratio	Benji & Mathias	Next week	
<b>Other Tasks</b>			
14. DMA Preparation	Gavin	In progress	Gavin will print map for proposed DMA sites for inventory
15. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)	Daisy & Eric Task force team & JICA expert	Next week	Okazaki will lead out this activities with Eric and Leakage team.
<b>TOTAL TASK COMPLETED BETWEEN 30<sup>th</sup> of May 2014 to 5<sup>th</sup> June 2014</b>		<b>/15 TASKS COMPLETED</b>	

Other issues:

1. Contractors complain material late to drop at sites each morning as raised in the operations meeting on the 3<sup>rd</sup> of June 2014.
  - a. To counter these issue supervisors will be advice to prepare materials every afternoon to be ready for the next day.
2. GIS Team will collect Geospatial referencing of Customer meters
3. Disconnection of illegal notice will laps on the 9<sup>th</sup> of June 2014.
4. The Revenue team to be inform regular where the pilot sites are and liaise with the NRW team for disconnection actions – Contact Patrick since Rosta is out on Training.
5. Proper supervising of the Meter installation that it is done accordingly to specification and installation techniques.

## Reporting for activities as of 30<sup>th</sup> May 2014 to 5<sup>th</sup> of June 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Eric & Frank Team	In progress	No. of Meters Raised: 83 meters as of 4 <sup>th</sup> of June 2014 No. of Meters still outstanding: 5 meters (3 x commercials and 3x domestic customers) No. of Direct lines: 28 direct lines No of Meters Replaced: 38 meters No. of Meters no change: 17 meters
<b>PANATINA</b>			
<b>Counter measures</b>			
2. Meter Installation	Mathias & Team c	In progress	No. of Meters Raised: 22 meters as of the 4 <sup>th</sup> of June 2014 No. of Meters still outstanding: 24 meters No. of Direct lines: 2 No of Meters Replaced: 20 No. of Meters no change:
<b>MBUA VALLEY</b>			
<b>Counter measures</b>			
3. Meter installation	Mathias and Gavin	In progress	No. of Meters Raised: 54 meters as of 4 <sup>th</sup> of June No. of Meters still outstanding: 45 meters No. of Direct lines: 1 customer No of Meters Replaced: 47 meters No. of Meters not Replaced: 6 meters
<b>NAHA 2</b>			
<b>Counter Measures</b>			
4. Step test		completed	
5. Leakage detection		In progress	Invisible leakages check
6. Pipe repair		Completed	For visible leakages only
7. Customer meter raising (newly installation / replacement)		Not yet	

## NRW Weekly Meeting

Date: 12.06.2014

Time: 9:40 AM – 12:00 AM

Venue: SW Conference

### Attendees:

1. Mr. Miyoshi – JICA NRW Expert Team – NRW *Miyoshi*
2. Mr. Masakazu Asal – JICA GIS Expert *Asal*
3. Marista Kapini – Local Consultant – Chairperson of the meeting *Marista*
4. Benjamin Billy – Task force leader *Billy*
5. Frank Daukalla – NRW Task force Engineer *Frank*
6. Mathias Bera – NRW Task force Engineer *Mathias*
7. Gavin Bera – GIS Team Leader *Gavin*
8. Austin Ata – Team leader Connection Services *Austin*
9. Maurice Mae – Finance – Officer *Maurice*
10. Mary Tafua – Billing Team Leader
11. Layten Jacob – Procurement Coordinator *Layten*
12. Mr. Eric Unga – Leakage Team Leader *Eric*
13. Mathew Mafe – NRW & Leakage Officer *Mathew*
14. Kristina Karavasilis – Technical Coordinator Water Supply *Kristina*
15. Akihiko Okazaki – JICA Leakage Specialist *Okazaki*
16. Sophia Angelique Tango – Communication officer *Sophia*
17. Silias Talosul – Team Leader Network Maintenance *Silias*
18. James Saliga – Communication Officer *James*

Apologies:

Ellen Maruorofa – Customer Service Manager

## Reporting for activities as of 5<sup>th</sup> to 12<sup>th</sup> June 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI - KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Eric & Frank Team	In progress	No. of Meters Raised: 100 meters as of 12 <sup>th</sup> of June 2014 No. of Meters still outstanding : 15 meters No. of Direct lines: _____ No. of Meters Replaced: 91 meters No. of Meters no change : 9 meters
<b>PANATINA</b>			
<b>Counter measures</b>			
2. Meter Installation	Mathias & Team c	completed	No. of Meters Raised: 45 meters as of the 4 <sup>th</sup> of June 2014 No. of Meters still outstanding : 0 meters No. of Direct lines: 2 No. of Meters Replaced: _____ No. of Meters no change : _____
<b>MBUA VALLEY</b>			
<b>Counter measures</b>			
3. Meter Installation	Mathias and Gavin	In progress	No. of Meters Raised: 90 meters as of 4 <sup>th</sup> of June No. of Meters still outstanding : 7 meters No. of Direct lines: _____ No. of Meters Replaced: 90 meters No. of Meters not Replaced: 7 meters
<b>NAHA 2</b>			
<b>Counter Measures</b>			
4. Leakage detection		completed	Invisible leakages check
5. Pipe repair		Completed	For visible leakages only
6. Customer meter raising (newly installation / replacement)		Not yet	
7. Illegal connection disconnection		Not yet	

## NRW Weekly Meeting

Date: 19.06.2014

Time: 9:45 AM – 10:20AM

Venue: SW Conference

### Attendees:

- Mr. Miyoshi – JICA NRW Expert Team – NRW
- Mariela Kapini – Local Consultant – Chairperson of the meeting
- Benjamin Billy – Task force leader
- Frank Daukalia – NRW Task force Engineer
- Mathias Bera – NRW Task force Engineer
- Gavin Bare – GIS Team Leader
- Austin Ata – Team leader Connection Services
- Mary Tafua – Billing Team Leader

Apologies:

Ellen Maruarofo – Customer Service Manager

Mr. Eric Urga – Leakage Team Leader – attended to panatina pilot site for leakage test

Akihiko Okazaki – JICA Leakage Specialist- attended to panatina pilot site for leakage test

TASK	TEAM	STATUS	COMMENTS
<b>Naha 3</b>			
<b>Before counter measures</b>			
8. Notification letter to illegal users	Mathias & Austin Ata	Next week	
9. Customer meter reading of 24 hours consumption	Mathias & Eric	completed	
10. MNF & Pressure measurement	Mathias & Eric	completed	
11. Customer meter inaccuracy test (all meters)	Mathias & Eric	completed	
12. Calculation of NRW ratio	Berji & Mathias	Next week	
<b>Other Tasks</b>			
13. DMA Preparation	Gavin	In progress	Gavin will print map for proposed DMA sites for inventory
14. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)	Daisy & Eric & Task force team & JICA expert	Next week	3 x illegal connections @ Tuvaruhu 1
<b>TOTAL TASK COMPLETED BETWEEN 5<sup>th</sup> to 12<sup>th</sup> June 2014</b>		<b>/15 TASKS COMPLETED</b>	

Other matters.

- IAP Presentation by Mr. Miyoshi - all NRW Team members to produce their IAP by 19<sup>th</sup> Thursday 2014.

## Reporting for activities as of 12<sup>th</sup> to 19<sup>th</sup> June 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI - KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Tafua & Daisy		No. of Meters Raised: 100 No. of Meters still outstanding : 15 No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change : _____  Meters Input in Billing system : 1/2 Inputed
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Installation	Mathias & Team		No. of Meters Raised: 45 No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters nor change : _____  Meters Input in Billing system : _____
3. Customer meter reading of 24 hours consumption	Frank & Team	completed	
4. MNF & Pressure measurement	Eric	completed	Totalise : 112.2 m3
5. Customer meter inaccuracy test (random sampling)	Frank	Not yet	
6. Calculation of NRW ratio	Berji	Not yet	
<b>MBUA VALLEY</b>			
<b>Counter measures &amp; After Counter measures</b>			
7. Meter Installation	Frank & Berji & Daisy		No. of Meters Raised: 97 No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____

			No. of Meters not Replaced: _____ Meters input in Billing system: _____
8. Customer meter reading of 24 hours consumption	Frank & Benj	In progress	
9. MNF & Pressure measurement	Frank & Benj	In progress	
10. Customer meter inaccuracy test (random sampling)	Frank & Benj	In progress	
11. Calculation of NRW ratio	Frank & Benj	In progress	
<b>NAHA 2</b>			
<b>Counter Measures</b>			
12. Meter Raising	Frank Team	Next week	No. of Meters Raised: _____ No. of Meters still outstanding: _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change: _____ Meters Input in Billing system: _____
<b>Naha 3</b>			
<b>Counter measures</b>			
13. Slep test	Frank & Benj	Not yet	
14. Leakage detection	Frank & Benj	Not yet	
15. Pipe repair	Frank & Benj	Not yet	
16. Legalization of illegal connection	Frank & Benj	Not yet	
17. Disconnection of illegal connection	Frank & Benj	Not yet	
18. Customer meter raising (newly installation / replacement)	Frank & Benj	Not yet	
<b>Other Tasks</b>			
19. DMA Preparation	Benjamin	In progress	Maps were printed as proposed boundary for DMA is been tentatively draw
20. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)	Eric & Leakage Team		Tuvaruhu 1. MNF completed : NRW volume lost was about 107m3 Boundary valves completed Illegal connection – School by pass Continue with follow up.

3

## NRW Weekly Meeting

Date: 26.06.2014

Time: 9:40 AM – 10:30 AM

Venue: SW Conference

### Attendees:

- Mr. Miyoshi – JICA NRW Export Team
- Akiko Okazaki – JICA Leakage Specialist
- Marista Kapini – Local Consultant
- Benjamin Billy- NRW Task force leader
- Frank Daukalia- NRW Task force Engineer
- Mathias Bera – NRW Task force Engineer
- Gavin Bare – GIS Team Leader
- Mary Tafoa – Billing Team Leader
- Eric Unga – Leader Team Leader
- Mary Pidoke- Customer service Officer
- Beverly Dal – Customer service officer
- Layten Jacobs- Procurement Team Leader
- Sophia Tango- Communication Officer
- Rosta, T – Revenue Team Leader

### Apologies:

Ellen Marucrofa - Customer Service Manager

Daisy Menga – Meter Reader Team Leader.

Akihiko Okazaki – JICA Leakage Specialist- attended to panatina pilot site for leakage test

		Lengikiki - Customer status check on going - Will be target for next week.
TOTAL TASK COMPLETED BETWEEN 12 to 19 <sup>th</sup> June 2014	<b>/20 TASKS COMPLETED</b>	

Other comments:

Naha 2: Illegal Customers to be disconnected its over the grace period.

23<sup>rd</sup> of June 2014 all IAP be submitted to Marista & Miyoshi by 12pm noonNRW Work Shop will take place on the 1<sup>st</sup> of July 2014.

- Debriefing from the current trainees in Japan -Tima, Mary, Rosta and Lawrence
- 2. Progress of the NRW mostly based on progress report 3 -NRW Representative
- 3. DMA Activities- "The New Approach" - NRW Representative
- 4. Progress on GIS Activities'. -Gavin Bare

## Reporting for activities as of 19<sup>th</sup> to 26<sup>th</sup> June 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Tafoa & Daisy	In progress	No. of Meters still outstanding : _____ 15 _____ Meters Input in Billing system _____ only 43 inputted in Billing system
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter installation	Marista & Team	In progress	Meters Input in Billing system _____ check next week _____
3. Leakage Detection	Frank & Eric		invisible leakage check about 1.8m3/h
<b>MBUA VALLEY</b>			
<b>Counter measures &amp; After Counter measures</b>			
4. Meter installation	Frank & Benj & Mary & Daisy		Meters Input in Billing system _____ in progress _____
5. Customer meter reading of 24 hours consumption	Frank & Benj	In progress	
6. MNF & Pressure measurement	Frank & Benj	In progress	
7. Customer meter inaccuracy test (random sampling)	Frank & Benj	In progress	
8. Calculation of NRW ratio	Frank & Benj	In progress	
<b>NAHA 2</b>			
<b>Counter Measures</b>			
9. Meter Raising	Frank Team	Next week	No. of Meters Raised: _____ No. of Meters still outstanding: _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change: _____

2

			Meters Input in Billing system _____
10. Disconnection of illegal connections			
<b>Naha 3</b>			
<b>Counter measures</b>			
11. Stop test	Frank & Benj	Next week	
12. Leakage detection	Frank & Benj	Next week	
13. Pipe repair	Frank & Benj	Next week	
14. Legalization of illegal connection	Frank & Benj	Next week	
15. Disconnection of illegal connection	Frank & Benj	Next week	
16. Customer meter raising (newly-installation / replacement)	Frank & Benj	Next week	
<b>Other Tasks</b>			
17. DMA Preparation	Benjamin		Demarcation of DMA Boundaries in progress
18. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)			
	Eric & Leakage Team		Tuvaruhu 1 MNf completed – Totaliser : 46 m3 Only 6 m3 NRW. Lengikiki : Customer status check for disconnections and illegal.
<b>TOTAL TASK COMPLETED BETWEEN 19 to 20<sup>th</sup> June 2014</b>		<b>/18 TASKS COMPLETED</b>	

Other Task.

Pilot site: FFA – customer survey on going .

Work Shop by 1<sup>st</sup> of July 2014.

1. JICA Trainee debriefing
2. Progress report 3 presentation
3. Issue at Pilot sites
4. GIS Presentation
5. DMA Presentation.

time: 9:30am to 12:00pm  
Venue: SW Conference room.

3

## Reporting for activities as of 26<sup>th</sup> June 2014 to 3<sup>rd</sup> of July 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Talisa & Daisy	in progress	No. of Meters still outstanding : _____ 15 _____ Meters Input in Billing system _____ check billing Officer
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter installation	Mathias & Team	In progress	Meters Input in Billing system _____ check next week _____ MNf Measurement – Machine portable flow Meter not working
<b>MBUA VALLEY</b>			
<b>Counter measures &amp; After Counter measures</b>			
3. Meter Installation	Frank & Benj & Mary & Daisy		4 x meters still outstanding for meter raising Meters input in Billing system _____ in progress _____
4. Customer meter reading of 24 hours consumption	Frank & Benj	not yet	Delay due to broken down of Portable flow meter
5. MNf & Pressure measurement	Frank & Benj	not yet	
6. Customer meter inaccuracy test (random sampling)	Frank & Benj	not yet	
7. Calculation of NRW ratio	Frank & Benj	not yet	
<b>NAHA 2</b>			
<b>Counter Measures</b>			
8. Meter Raising	Frank Team	Next week	No. of Meters Raised: _____ No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change : _____ Meters Input in Billing system _____

3

## NRW Weekly Meeting

Date: 3.07.2014

Time: 9:35 AM – 10:00AM

Venue: SW Conference

### Attendees:

1. Mr. Miyoshi – JICA NRW Expert Team
2. Mr. Fujiyama - JICA NRW Expert Team
3. Ray Andresen- Operations Manager
4. Silas Talosui – Network Maintenance Team Leader.
5. Marista Kapini – Local Consultant
6. Benjamin Billy- NRW Task force leader
7. Mathias Bera – NRW Task force Engineer
8. Gavin Bare – GIS Team Leader
9. Daisy Menga – Meter reader Team Leader
10. Rosta T – Revenue Team Leader

Apologies:

1. Eric Ungu – Leader Team Leader
2. Frank Daukalia- NRW Task force Engineer

9. Disconnection of illegal connections			
<b>Naha 3</b>			
<b>Counter measures</b>			
10. Stop test	Frank & Benj	Next week	
11. Leakage detection	Frank & Benj	Next week	
12. Pipe repair	Frank & Benj	Next week	
13. Legalization of illegal connection	Frank & Benj	Next week	
14. Disconnection of illegal connection	Frank & Benj	Next week	
15. Customer meter raising (newly-installation / replacement)	Frank & Benj	Next week	
<b>Other Tasks</b>			
16. DMA Preparation	Benjamin		Demarcation of DMA Boundaries in progress
17. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)			
	Eric & Leakage Team		
<b>TOTAL TASK COMPLETED BETWEEN 19 to 20<sup>th</sup> June 2014</b>		<b>/18 TASKS COMPLETED</b>	

Other Task.

Awareness – Talise for FFA Kola arrange with PR Team for this program.

IAP – All other who do not submitted their IAP to do so by 10<sup>th</sup> of July 2014 to Marista

Daisy – Check for Meter updates in Billing for the Pilot sites.

Rosta – to Update the NRW team of Disconnection in Pilot Sites for follow up activities

1

3



## NRW Weekly Meeting

Date: 10.07.2014

Time: 9:40 AM – 10:00AM

Venue: SW Conference

### Attendees:

- 1 Silas Talosui – Network Maintenance Team Leader.
- 2 Eric Unga – Leader Team Leader
- 3 Benjamin Billy- NRW Task force leader
- 4 Gavin Bera – GIS Team Leader
- 5 Daisy Menga – Meter reader Team Leader
- 6 Mary Tafoa – Billing team Leader

Naha 3			
<b>Counter measures</b>			
10. Stop test	Frank & Benj	Next week	
11. Leakage detection	Frank & Benj	Next week	
12. Pipe repair	Frank & Benj	Next week	
13. Legalization of illegal connection	Frank & Benj	Next week	
14. Disconnection of illegal connection	Frank & Benj	Next week	
15. Customer meter raising (newly installation / replacement)	Frank & Benj	Next week	
<b>Other Tasks</b>			
16. DMA Preparation	Benjamin		Demarcation of DMA Boundaries in progress
17. Monitoring of complete pilot sites (Lengikiki & Tuvaruhu 1)	Eric & Leakage Team		Lengikiki. Leakages to be fixed – 4 (1 x Cast iron 100mm) 5 x customers to verified disconnection status.
TOTAL TASK COMPLETED BETWEEN 3 <sup>rd</sup> to 10 <sup>th</sup> of July 2014		<b>/17 TASKS COMPLETED</b>	

### Other Task

18. Panatina – 9 x meters yet to be raised
19. NAMuruka – 15 illegal connections identified by meter readers.
20. Meter replacement forms to record meter cubic dials ( black )
21. IAP – All other who do not submitted their IAP to do so by 10<sup>th</sup> of July 2014 to Marista
22. Daisy – Check for Meter updates in Billing for the Pilot sites.

## Reporting for activities as of 3<sup>rd</sup> to 10<sup>th</sup> of July 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Tafoa & Daisy	In progress	No. of Meters still outstanding _____ 15 _____ Meters Input in Billing system 91 meters updated only 9 yet to be updated.
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Installation	Mathias & Team	Completed	Meters Input in Billing system _____ 45 _____ check next week _____ completed
<b>MBUA VALLEY</b>			
<b>Counter measures &amp; After Counter measures</b>			
3. Meter Installation	Frank & Benj & Mary & Daisy		4 x meters still outstanding for meter raising Meters Input in Billing system _____ 62 meters inputted in billing system , 35 yet to be inputted.
4. Customer meter reading of 24 hours consumption	Frank & Benj	not yet	Delay due to broken down of Portable flow meter
5. MNF & Pressure measurement	Frank & Benj	not yet	
6. Customer meter (accuracy test (random sampling	Frank & Benj	not yet	
7. Calculation of NRW ratio	Frank & Benj	not yet	
<b>NAHA 2</b>			
<b>Counter Measures</b>			
8. Meter Raising	Frank Team	In progress	No. of Meters Raised: _____ No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change : _____ Meters Input in Billing system _____
9. Disconnection of illegal connections			

## NRW Weekly Meeting

Date: 17.07.2014

Time: 9:35 AM – 10:30AM

Venue: SW Conference

### Attendees:

- 1 Ellen M – Customer service Manager
- 2 Tina Kofana – Human Resource Manager
- 3 Marista Kapini – NRW Consultant
- 4 Austin Ala – Connection Services Team Leader
- 5 Beverly Del – Customer Service Team Leader
- 6 Mathias Bera – NRW Engineer
- 7 Eric Unga – Leader Team Leader
- 8 Benjamin Billy- NRW Task force leader
- 9 Gavin Bera – GIS Team Leader
- 10 Benjamin E- Billing Officer
- 11 Mary Tafoa – Billing team Leader

### Reporting for activities as of 3<sup>rd</sup> to 10<sup>th</sup> of July 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
counter measures			
1. Meter Raising	Frank & Mary Tafoa & Daisy	in progress	No. of Meters still outstanding : _____ 7 _____ Meters Input in Billing system 100 meters updated only 7 yet to be updated .
<b>PANATINA</b>			
After Counter measures			
2. Meter Installation	Mathias & Team	Completed	Meters Input in Billing system _____ 45 _____ check next week _____ completed \$ meters yet to be raised
3. leakage Detection	ERIC	Completed	
<b>MBUA VALLEY</b>			
Counter measures & After Counter measures			
4. Meter Installation	Frank & Benji & Mary & Daisy	Completed	104 meters in total been installed .
5. Customer meter reading of 24 hours consumption	Frank & Benji	In progress	Delay due to broken down of Portable flow meter
6. MNF & Pressure measurement	Frank & Benji	In progress	
7. Customer meter inaccuracy test (random sampling)	Frank & Benji	In progress	
8. Calculation of NRW ratio	Frank & Benji	In progress	
<b>NAHA 2</b>			
Counter Measures			
9. Meter Raising	Frank Team	In progress	No. of Meters Raised: _____ No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change : _____

2

Other Task,

39. Bua valley – 95/100 input in billing

40. GIS – Update Valves & piPE LINE AT Pilot sites.

41. Training for GPS – Meter readers

42. Austin Ata – Illegal team \_ Namuruka cases

43. DMA 28- check valve and bulk meter sizes at Proposed sites

44. Daisy – Check for Meter updates in Billing for the Pilot sites.

4

10. Disconnection of illegal connections			Meters Input in Billing system _____
<b>Naha 3</b>			
Counter measures			
11. Step test	Frank & Benji	completed	
12. Leakage detection	Frank & Benji	on going	
13. Pipe repair	Frank & Benji	on going	
14. Legalization of illegal connection	Frank & Benji	Next week	Need to be check if letters are actually given.
15. Disconnection of illegal connection	Frank & Benji		
16. Customer meter raising (newly-installation / replacement)	Frank & Benji	on going	
<b>FFA Kola</b>			
17. Preparation of network drawings	Eric & Benji	Completed	
18. Field survey (valve check, visual leakage detection, etc.)	Eric & Benji	completed	
19. Preparation of isolation and step test (valve installation)	Eric & Benji	completed	Check with Communication
20. Preparation of customer list	Eric & Benji	completed	
21. On-site public awareness	Eric & Benji		Consult with awareness team
22. Distribution of public awareness pamphlet	Eric & Benji	Next week	Check with communication team
23. Connection identification and verification	Eric & Benji	In progress	
24. Customer meter functioning check	Eric & Benji	In progress	
25. Measurement of visibly-detected leakage	Eric & Benji	completed	
26. Notification letter to illegal users	Eric & Benji	Next week	
27. Customer meter reading of 24 hours consumption	Eric & Benji	Not yet	
28. MNF & Pressure measurement	Eric & Benji	Not yet	
29. Customer meter inaccuracy test (all meters)	Eric & Benji	Not yet	
30. Calculation of NRW ratio	Eric & Benji	Not yet	
31. Preparation of network drawings	Eric & Benji	Not yet	
32. Field survey (valve check, visual leakage detection, etc.)	Eric & Benji	Not yet	
33. Preparation of isolation and step test (valve installation)	Eric & Benji	Not yet	
34. Preparation of customer list	Eric & Benji	Not yet	
35. On-site public awareness	Eric & Benji	Not yet	
36. Distribution of public awareness pamphlet	Eric & Benji	Not yet	
37. Connection identification and verification	Eric & Benji	Not yet	
38. Monitoring of complete pilot sites (Lengikiki & _____)	Eric & Leakage Team	Next week	
<b>TOTAL TASK COMPLETED BETWEEN 10<sup>th</sup> to 17<sup>th</sup> of July 2014</b>			<b>138 TASKS COMPLETED</b>

### NRW Weekly Meeting

Date: 31.07.2014

Time: 9:45 AM – 10:15AM

Venue: SW Eric Unga's room.

#### Attendees:

1. Marista Kapini – NRW Consultant *Marista*
2. Daisy Menaga – Team Leader Meter readers *Daisy*
3. Mathias Bera – NRW Engineer *Mathias*
4. Eric Unga – Leader Team Leader *Eric*
5. Benjamin Billy- NRW Task force leader *Benjamin*

Opening Prayer – Marista Kapini  
Closing prayer – Benjamin Billy

11

11

## Reporting for activities as of 17<sup>th</sup> to 31st of August

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI -KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Tafoa & Daisy	in progress	No. of Meters still outstanding : _____ completed _____ Meters Input in Billing system check with Mary Tafoa .
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Installation	Mathias & Team	Completed	Meters Input in Billing system _____ 45 _____ completed and additional 8 meters been raised and completed .
3. leakage Detection	ERIC	Completed	
<b>MBUA VALLEY</b>			
<b>Counter measures &amp; After Counter measures</b>			
4. Meter Installation	Frank & Benji & Mary & Daisy	Completed	104 meters had been installed.
5. Customer meter reading of 24 hours consumption	Frank & Benji	Completed	210.87 m3
6. MNF & Pressure measurement	Frank & Benji	Completed	MNF - 4.233m3/h
7. Customer meter inaccuracy test (random sampling)	Frank & Benji	Completed	0.09%
8. Calculation of NRW ratio	Frank & Benji	Completed	13.7% NRW
<b>NAHA 2</b>			
<b>Counter Measures</b>			
9. Meter Raising	Frank Team	Completed	No. of Meters Raised: _____ 50 _____ No. of Meters still outstanding : _____ No. of Direct lines: _____ No. of Meters Replaced: _____ No. of Meters no change : _____ Meters Input in Billing system _____
10. Disconnection of illegal connections		completed	
<b>Naha 3</b>			
<b>Counter measures</b>			

2

- Coordinate of data is still a challenge
- Schedule by End of third week of August 2014

11. Slip test	Frank & Benji	completed	
12. Leakage detection	Frank & Benji	completed	
13. Pipe repair	Frank & Benji	on going	
14. Legalization of illegal connection	Frank & Benji	Next week	Need to be check if letters are actually given
15. Disconnection of illegal connection	Frank & Benji	Next week	
16. Customer meter raising (newly- installation / replacement)	Frank & Benji	completed	
<b>FFA Kola</b>			
17. Preparation of network drawings	Eric & Benji	Completed	
18. Field survey (valve check, visual leakage detection, etc.)	Eric & Benji	completed	
19. Preparation of isolation and step test (valve installation)	Eric & Benji	completed	Check with Communication
20. Preparation of customer list	Eric & Benji	completed	
21. On-site public awareness	Eric & Benji	Next week	Consult with awareness team
22. Distribution of public awareness pamphlet	Eric & Benji	Next week	Check with communication team
23. Connection identification and verification	Eric & Benji	In progress	
24. Customer meter functioning check	Eric & Benji	In progress	
25. Measurement of visibly-detected leakage	Eric & Benji	completed	
26. Notification letter to illegal users	Eric & Benji	Next week	
27. Customer meter reading of 24 hours consumption	Eric & Benji	complete	
28. MNF & Pressure measurement	Eric & Benji	complete	
29. Customer meter inaccuracy test (all meters)	Eric & Benji	complete	
30. Calculation of NRW ratio	Eric & Benji	complete	
31. Monitoring of complete pilot sites (Lengikiki & _____)	Eric & leakage Team	Next week	
<b>TOTAL TASK COMPLETED BETWEEN 17<sup>th</sup> to 31<sup>st</sup> of July 2014</b>		<b>/31 TASKS COMPLETED</b>	

### other Issues

- Customer Identification and Verification not properly Done – Need Meter readers participation at Initial Stages.
- Proper Isolation for network and Customers not completely understand by Field Officer.
- Communicate with Network Operations to Identify supply boundaries readers
- Have meeting with Field Staff on weekly bases

3

## NRW Weekly Meeting

Date: 7.08.2014

Time: 9:45 AM – 10:15AM

Venue: SW common room( Level 110)

### Attendees:

- T. Fujiyama – JICA NRW Adviser
- Marista Kapini – NRW Consultant
- Daisy Menaga – Team Leader Meter readers
- Eric Unga – Leader Team Leader
- Benjamin Billy- NRW Task force leader
- Elen Mamarofa – Manager Customer service
- Mary Tafoa – Billing Team Leader
- Benjamin Ereanimae – Billing Officer
- Gavin Bare – GIS Team Leader.
- Carlos Salgo

Opening Prayer - Benjamin Billy  
Closing prayer - Marista Kapini

1

## NRW Weekly Meeting

Date: 14.08.2014

Time: 9:45 AM – 10:50 AM

Venue: SW Conference room

### Reporting for activities as of 31<sup>st</sup> of July to 7<sup>th</sup> of August 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Frank & Mary Tafoa & Daisy	In progress	No. of Meters still outstanding : _____ completed _____ We have 7 Meters to be in puted in Billing. Meters Input in Billing system check with Mary Tafoa .
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Installation	Mathias & Team	In progress	Meters Input in Billing system : 45 _____ completed and additional 8 meters been raised and completed .  We still have 8 meters to be updated in Billing. – Panatina School Staff House
3. leakage Detection	ERIC	Completed	
<b>NAHA 2</b>			
<b>Counter Measures</b>			
4. Meter Raising	Frank Team	Completed	No. of Meters Raised: _____ 50( 48 only in pilot sites) No. of Meters still outstanding : _____ completed _____ No. of Direct lines: _____ No of Meters Replaced: 46 No. of Meters no change : _____ nil _____ Meters Input in Billing system : _____ 50 _____
5. Customer meter reading of 24 hours consumption		completed	
6. MNF & Pressure measurement		Next week	
7. Customer meter Inaccuracy test (all meters)		Next week	
8. Calculation of NRW ratio		Next week	

#### Attendees:

- 1 T. Fujiyama – JICA NRW Advisor
- 2 A Miyoshi – JICA Expert NRW
- 3 Kimiko Tamotsu – JICA Intern
- 4 Kristine Karavasili – Technical Advisor Operations
- 5 Ray Andresen – Operations Manager
- 6 Benjamin Billy- NRW Task force leader
- 7 Mary Tafoa – Billing Team Leader
- 8 Benjamin Erenimaa – Billing Officer
- 9 Gavin Bera – GIS Team Leader
- 10 Austin Ata – Team Leader Connection Services
- 11 Mathias Bera – Modelling Engineer
- 12 Carlos Saliga – Communication Team Leader
- 13 Mary Pitoike – Customer Care Officer

Opening Prayer – Mary Tafoa  
Closing prayer -

TASK	TEAM	STATUS	COMMENTS
<b>Naha 3</b>			
<b>Counter measures</b>			
9. Leakage detection	Frank & Benji	completed	
10. Pipe repair	Frank & Benji	on going	
11. Legalization of illegal connection	Frank & Benji	Next week	Need to be check if letters are actually given.
12. Disconnection of illegal connection	Frank & Benji	Next week	Next week
13. Customer meter raising (newly- installation / replacement)	Frank & Benji	completed	
<b>FFA Kola</b>			
14. On-site public awareness	Eric & Benji		Consult with awareness team
15. Distribution of public awareness pamphlet	Eric & Benji	Next week	Check with communication team
16. Measurement of visibly-detected leakage	Eric & Benji	completed	
17. Notification letter to illegal users	Eric & Benji	Not yet	
18. Step test	Eric & Benji	Next Week	
19. Leakage Detection	Eric & Benji	Next Week	
20. Pipe Repair	Eric & Benji	Next Week	
21. Legalization of illegal connection	Auston Ata	Next Week	
22. Disconnection of illegal connection	Auston Ata	Next Week	
23. Customer Raising / Newly- installed (Replacement)	Eric & Benji	Next Week	
24. Monitoring of complete pilot sites (Lengikiki) &	Eric & leakage Team	Next week	
<b>TOTAL TASK COMPLETED BETWEEN 17<sup>th</sup> to 31<sup>st</sup> of July 2014</b>		<b>/24 TASKS COMPLETED</b>	

#### other Matters

1. School Program – Sophia & Team to Organise
2. Draft Pamphlet on for School Programs
3. 3x pilot sites workshop 20/08/2014

#### DMA

4. Meeting for decide two DMA
5. Read Action Plan 2014
6. IAP assessment monthly for each Member
7. Schedule by End of third week of August 2014

### Reporting for activities as of 7<sup>th</sup> to 14<sup>th</sup> of August 2014

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI –KUKUM</b>			
<b>counter measures</b>			
1. Meter Raising	Benji & Mary Tafoa & Daisy	In progress	Haven't received We have 7 Meters to be input in Billing. Meters Input in Billing system check with Mary Tafoa .  Check with Mathew Mafa & John Chede where about this new meters
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Installation	Mary & Benji		8 x meters – outstanding already raised and hence information from Field Officers not getting the information to office & Billing
<b>NAHA 2</b>			
<b>After Counter measures</b>			
3. Customer meter reading of 24 hours consumption		In progress	
4. MNF & Pressure measurement		In progress	
5. Customer meter Inaccuracy test (all meters)		In progress	
6. Calculation of NRW ratio		In progress	
<b>Naha 3</b>			
<b>Counter measures</b>			
7. Pipe repair	Frank & Benji	In progress	
8. Legalization of illegal connection	Frank & Benji	In progress	
9. Disconnection of illegal connection	Frank & Benji	In progress	
<b>FFA Kola</b>			
10. On-site public awareness	Eric & Benji	In progress	
11. Distribution of public awareness pamphlet	Eric & Benji	completed	
12. Notification letter to illegal users	Eric & Benji	Not yet	
13. Step test	Eric & Benji	done	
14. Leakage Detection	Eric & Benji	Not yet	
15. Pipe Repair	Eric & Benji	Not yet	
16. Legalization of illegal connection	Auston Ata	Not yet	
17. Disconnection of illegal connection	Auston Ata	Not yet	
18. Customer Raising / Newly- installed (Replacement)	Eric & Benji	Next week	
19. DMA Categorisation	Merinda & Benji & Other	In progress	
20. Monitoring of complete pilot sites	Eric & leakage	In progress	

(Lengikiki & Team)	
TOTAL TASK COMPLETED BETWEEN 7 <sup>th</sup> to 14 <sup>th</sup> of August 2014	/20 TASKS COMPLETED

Extra ordinary meeting for DMA discussion.

**Members**

1. Kristine Karavasili
2. Ray Andresen
3. Chris Meriko
4. Gavin Bare
5. Marista Kapini
6. Miyoshi K
7. Fujiyama

Kristine.

All DMA will be installed with Loggers with Bernand Pulse Meters.

Fujiyama

Check the progress of Water Modelling

Kongulai to Tasahe – Mathias answered

Kristine explained that the Modell for all of Honiara is completed but need consumption data for correct demands.

Gavin

Almost 95% of customers completed and by September 2014 will be completed.

**Reporting for activities as of 7<sup>th</sup> to 14<sup>th</sup> of August 2014**

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI – KUKUM</b>			
<b>counter measures</b>			
1. Meter Update in Billing	Marista	In progress	Work with Salina & Mafe to identify meters not yet updated in Billing - By 28 <sup>th</sup> of August 2014
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter Update in Billing	Marista	In progress	Work with Salina & Mafe to identify meters not yet updated in Billing - By 28 <sup>th</sup> of August 2014
<b>NAHA 2</b>			
<b>After Counter measures</b>			
3. Customer meter (reading of 24 hours consumption)		Completed	
4. MNF & Pressure measurement		Completed	
5. Customer meter inaccuracy test (all meters)		Completed	
6. Calculation of NRW ratio		In progress	Will be completed by 28 <sup>th</sup> of August 2014
<b>Naha 3</b>			
<b>Counter measures</b>			
7. Pipe repair	Frank & Benji	Completed	
8. Legalization of illegal connection	Frank & Benji	Completed	
9. Disconnection of illegal connection	Frank & Benji	Completed	
10. Meter Update in Billing	Eric & Mary Talon	Completed	57 customer Meters Updated – 56 commercial & 56 Domestic
<b>FFA Kola</b>			
11. On-site public awareness	Eric & Benji	Completed	
12. Notification letter to illegal users	Eric & Benji	In progress	
13. Step test	Eric & Benji	Completed	
14. Leakage Detection	Eric & Benji	Completed	
15. Pipe Repair	Eric & Benji	Completed	
16. Legalization of illegal connection	Austin Ata	Not yet	
17. Disconnection of illegal Connection	Austin Ata	Not yet	
18. Customer Raising (Newly- installed /Replacement)	Eric & Benji	On going	
19. DMA Categorisation	Marista & Benji & Other	In progress	Almost 95% of sites are located and confirmed by Miyoshi & Fujiyama - by taken coordinates . Criteria to Choose DMA for Implementations after pilot sites DMA Possibly start detail data preparation in September 2014

**NRW Weekly Meeting**

Date: 21.08.2014

Time: 9:35 AM – 10:55AM

Venue: SW Common Hut (Leaf Hut)

**Attendees:**

1. A Miyoshi – JICA Expert NRW
2. Marista Kapini- NRW Consultant
3. Benjamin Billy- NRW Task force leader
4. Rosta T. – Team Leader Revenue Collection
5. Benjamin Eresanimae – Billing Officer
6. Gavin Bare – GIS Team Leader
7. Austin Ata – Team Leader Connection Service
8. Mathias Bera – Modelling Engineer
9. Beverly - Team Leader Customer Care
10. Silas Talosui – Network Maintenance Team Leader

Opening Prayer – Marista Kapini

Closing prayer - Benjamin Eresanimae

20. Monitoring of complete pilot sites (Lengikiki & Team)	Eric & Leakage Team	Next Week
TOTAL TASK COMPLETED BETWEEN 7 <sup>th</sup> to 14 <sup>th</sup> of August 2014		/20 TASKS COMPLETED

**other matters.**

Miyoshi – Highlight .

- Still have issue of Procurement of PRV finalisation.
- NRW Team Requested by GM to carry our water loss Study at KGVJ School.
- Communication team start St Nicholas – Educational Programs.
- Lengikiki Pilot site MNF will start Next Week

Gavin Bare Updates .

- Geo-spacing of Customer Locations by GIS – at least two zones remaining.
- checking of Kukum and Bahai , MBua Valley Panatina & Naha 2 & 3 updates .

Mathias Bera.

- Modelling - Done for Kongulai to Tasahe Tank only at this moment.
- Nara also will be model on going.

## NRW Weekly Meeting

Date: 28.08.2014

Time: 9:30 AM – 10:25AM

Venue: SW Common Hut ( Leaf Hut)

### Attendees:

- 1 A Miyoshi – JICA Expert NRW
- 2 Marista Kapini- NRW Consultant
- 3 Benjamin Billy- NRW Task force leader
- 4 Rosta T. – Team Leader Revenue Collection
- 5 Benjamin Ereaninae – Billing Officer
- 6 Gavin Bare – GIS Team Leader
- 7 Austin Ata – Team Leader Connection Services
- 8 Mathias Bera – Modelling Engineer
- 9 Daisy Menaga – Team Leader Meter reading
- 10 Silas Talosul – Network Maintenance Team Leader
- 11 Eric Unga – NRW /Provincial Operations.
- 12 Layten Jacob – Procurement Team Leader
- 13 Carlos Saliga – Communication Team Leader

Opening Prayer – Daisy Menaga

Closing prayer – Rosta T

### other matters.

Miyoshi –

- Completed 15 pilot projects by 1st week of September (Field Works.)
- Fujiyama will leave on the 4<sup>th</sup> of September 2014
- Kimiko san will do a presentation in the afternoon and will leave tomorrow.
- JCC not yet confirm but preparation of Progress report 4 and workshop before JCC
- Might have a Proposal for one DMA not affected by procurement for transition period.

Concerning KGV School.

- A Team Visit the school on the 22<sup>nd</sup> of August 2014 to discuss the problem
- Reconnect of water service on the 23<sup>rd</sup> of August 2014
- 25<sup>th</sup> of August 2014 , Mathias, Gavin and Yaxley get Network Update by GPS.
- Proposed MNF & Hence Step Test if necessary by Leakage Detection
- Proposed Survey Report
- Submit to Solomon Water and hence School

Concerning National Referral Hospital

- Request for same assistant as KGV School, but they will submit formal request.

Silas.

Suggested that the stores ordered meter stands as we did for pilot stands to be ready available at Stores. For Network, maintenance and New Connections to replace and connect new Meters.

Carlos Saliga.

- Request for Activated Carbon for filtration demonstration at School
- FAQ draft is ready and call for all to make comments for finalisation
- Radio program will now be conducted at Big Mouse FM with Natty Heart soa and it will take place on Saturday's from 12:15pm to 12:45 PM
- Customer text will be suggested to Customers during the radio program

## Reporting for activities as of 21st to 28<sup>th</sup> of August 2014 .

TASK	TEAM	STATUS	COMMENTS
<b>BAHAI – KUKUM</b>			
<b>counter measures</b>			
1. Meter Update in Billing	Mary Talosul & Marista	Ongoing	Forward List to Billing – NRW Task Force Team.
<b>PANATINA</b>			
<b>After Counter measures</b>			
2. Meter update in Billing	Mary Talosul & Marista	On going.	Forward List to Billing – NRW Task Force Team.
<b>NAHA 2</b>			
<b>After Counter measures</b>			
3. Calculation of NRW ratio		Completed	Check water Audit Table in NRW Folder
<b>Naha 3</b>			
<b>Counter measures</b>			
4. Customer meter reading of 24 hours consumption	Eric & Benji	Completed	65.88m <sup>3</sup> /24 hrs
5. MNF & Pressure measurement	ERIC & Benji	Completed	0.413m <sup>3</sup> /h @ 2:00am on 22/08/2014.
6. Customer meter inaccuracy test (all meters)	ERIC & Benji	completed	0.02%
7. Calculation of NRW ratio	Eric & Mary Talosul	Ongoing	
<b>FFA Kola</b>			
8. Customer Raising ) Newly- Installed (Replacement)	Eric & Benji	completed	Total of 65 meters raised.
9. Meter Update in Billing	Mary Talosul & Eric	Not yet	Selina & Regina to send file to Billing – NRW Task force
10. DMA	Marista & Benji & Other	On going.	Site visit to identify locations and hence propose fitting for Procurement.
11. Monitoring of complete pilot sites (Lengikiki & )	Eric & Leakage Team	On going.	Will attend to MNF on the 3 <sup>rd</sup> of September 2014.
TOTAL TASK COMPLETED BETWEEN 21 <sup>st</sup> to 28 <sup>th</sup> of August 2014	/11 TASKS COMPLETED		

## NRW Weekly Meeting

Date: 4.09.2014

Time: 9:35 AM – 10:3AM

Venue: SW Conference room

### Attendees:

- 1 A Miyoshi – JICA Expert NRW
- 2 Marista Kapini- NRW Consultant
- 3 Benjamin Billy- NRW Task force leader
- 4 Benjamin Ereaninae – Billing Officer
- 5 Gavin Bare – GIS Team Leader
- 6 Austin Ata – Team Leader Connection Services
- 7 Mathias Bera – Modelling Engineer
- 8 Daisy Menaga – Team Leader Meter reading
- 9 Silas Talosul – Network Maintenance Team Leader
- 10 Sophia Tagno – communication
- 11 Beverly S. Customer Service Team Leader
- 12 Carlos Saliga – Communication Team Leader.

Opening Prayer – Marista Kapini

Closing prayer – Daisy Menaga.

## Reporting for activities as of 28<sup>th</sup> of August 2014 to 4<sup>th</sup> of Sept 2014.

TASK	TEAM	STATUS	COMMENTS
<b>NAHA 2</b>			
After Counter measures			
1. Calculation of NRW ratio	Task Force Benji	completed	Can be access in the common Folder
<b>Naha 3</b>			
After Counter measures			
2. Calculation of NRW ratio	Task Force Benji	completed	
<b>FFA Kola (after Counter measures)</b>			
3. Customer Reading ( Newly- Installed/ Replacement)	Eric & Benji	completed	2 x illegal's disconnected @FFA 65 meters installed
4. Meter Update in Billing	Mary Tafoa & Eric	completed	65 updated already
5. Customer meter reading of 24 hours consumption	Eric & Benji	Ongoing	To be completed today
6. MNF & Pressure measurement	Eric & Benji	Ongoing	
7. Customer meter inaccuracy test (all meters)	Eric & Benji	Ongoing	Will commence after MNF
8. Calculation of NRW ratio	Eric & Benji	Not Yet	
<b>DMA</b>			
9. DMA updates	Marista & Benji &	Ongoing	Preparing Selection criteria for DMA and customer listing for each DMA Sites. Pipe line features to be continued
10. LENGAKIKI RETEST	Eric & Benji	completed	Achieved more than
11. MNF & Audit	Eric & Leakage Team Benji	Complete	Available in Common
12. Tuvuru 1 Retest Audit		completed	Available in Common
TOTAL TASK COMPLETED BETWEEN 28 <sup>th</sup> of August to 4 <sup>th</sup> of Sept 2014.		<b>/12 TASKS COMPLETED</b>	

## NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 11<sup>th</sup> September 2014

Time: 9:30am to 11:30am

Venue: Solomon Water Conference Room

Attendees:

1. Mary Tafoa
2. Carlos Saliga
3. Ellen Inafia
4. Gavin Bare
5. Sophia Tang
6. Daisy Menaga
7. Beverly Saohu
8. Benjamin Ercanfac
9. Eric Lings
10. Frank Daukalia
11. Mathias Bers
12. Rosta Tinari
13. Marista Kapini
14. Benjamin Billy

Opening Prayer: Gavin Bare

Closing Prayer: Frank Daukalia

## Other matters.

Miyoshi –

- Completed 15 pilot projects and documentation of data for each pilot sites.
- Might have a Proposal for one DMA not affected by procurement for transition period.

Concerning KGVl School.

- Proposed MNF & Hence Step Test if necessary by Leakage Detection
- Proposed Survey Report
- Submit to Solomon Water and hence School

Concerning National Referral Hospital

- Request for same assistant as KGVl School, but they will submit formal request.

Carlos Saliga.

- Suggested for social program for NRW Members after completing 15 pilot sites.

Achievement of Activities in Week 4<sup>th</sup> to 11<sup>th</sup> September 2014

TASK	TEAM	STATUS	COMMENTS
<b>FFA/ KOLA RIDGE</b>			
1. Customer meter reading for 24 hour consumption	Eric & Benji	Complete	
2. MNF & Pressure Management	Eric & Benji	Complete	
3. Customer meter inaccuracy test (all meters)	Eric & Benji	Complete	8 meters tested in random
4. Calculation of NRW Ratio after countermeasure	Benji	Complete	NRW-85.1% NRW-14.9% = Apparent Loss 0.4%, Real Loss 14.3%
5. As of last week, all 15 pilot areas were completed. Repeated countermeasure activities in Lengakiki and Tuvuru and the rest of the pilots has achieve the >30points reduction in NRW. Only Mbaranamba did not achieve that because it started out with already low NRW percentage.			
<b>DMA – LENGAKIKI</b>			
1. Preparation of Network drawings	Benji & Marista & Gavin	Complete	
2. Field Survey (valve check, visual leakage detection etc)	Eric		
3. Preparation of isolation and step test	Eric		
4. Selection Criteria for DMA	Marista, Benji & Gavin	Ongoing	

Other Matters.

• Panatina Valley

- o Debt collection team discovered that actual customer MID at site not consistent with that in the billing system. Meter Reader team leader also confirm the findings.
- o NRW team was notified of the above issue and conducted resurvey of customer meter to rectify the anomalies. This was already completed and the revised list was already forwarded to Billing according to Aquilla.
- o Customer at Panatina valley by the name of Davinia complained that the newly installed water meter is running too fast. It was revealed that the old meter that her premise was about 78% under reading when meter inaccuracy test was carried out.
- o It was revealed in the meeting that the same type of complaint was normally received by customer care. There are many possible scenarios to this; (1) The meter is actually faulty;(2) The meter is accurate but the consumer was not aware of the tariff increase therefore the unit consumption is still the same but the cost has increases; (3) The meter is accurate but there are leaks within the system; (4) The meter is accurate but it also shows the milliliter dials therefore seemed to move very quickly.
- o Should there is a need to test meter, investigation fee apply – this is to be verified.

• Monitoring of pilot completed pilot areas

- o So far only two pilot areas were monitored, Tuvuru and Namonska. There were illegal users

discovered in both sites. For Namorika, the state has deteriorated therefore loses it original after countermeasure condition.

- o It was stressed during the meeting that monitoring of pilot areas is vital purposely to ensure that the state after the countermeasure is maintained for at least two years or more.

• PR Activities

- o PR activities or awareness program is important to be supported to bridge gap between Solomon Water and the wider community.

**Achievement of Activities in Week 11<sup>th</sup> of Sept 2014 to 2<sup>nd</sup> of October 2014**

TASK	TEAM	STATUS	COMMENTS
<b>FFA/ KOLA RIDGE- After Counter measures</b>			
1. Customer meter reading for 24 hour consumption	Eric & Benji	Complete	149,77m <sup>3</sup> /175,98m <sup>3</sup>
2. MNF & Pressure Management	Eric & Benji	Complete	4,305m <sup>3</sup> /h ; Pressure 2.712m
3. Customer meter inaccuracy test (all meters)	Eric & Benji	Complete	0.01%
4. Calculation of NRW Ratio after countermeasure	Benji	Complete	RW-85.1% NRW-14.9% = Apparent Loss 0.4%, Real Loss 14.3%
<b>DMA – LENGAKIKI</b>			
5. Preparation of Network drawings	Benji & Mariata & Garvin	Complete	
6. Field Survey (valve check, visual leakage detection etc)	Eric	Done	
7. Preparation of isolation and step test	Eric	Ongoing	
8. MNF Before Counter measures	Eric	Done	MNF –22.8m <sup>3</sup> /h Pressure: 0.245 Mpa Time: 2:45am Leakage rate: 3.7m <sup>3</sup> /h/km
9. meter Raising	Frank	On going	27 raised so far 22 yet to be raised for Mosquito valley & Rewa Road 34 yet to be raised @ Vasakana ridge  Direct Line at Lengikiki : only 6 Total Customer 213.
<b>Other Matters.</b>			
• KGV1			
<ul style="list-style-type: none"> <li>o Disconnected in July 2014</li> <li>o Reconnected in August 2014</li> <li>o Solomon Water Technical Assistance for KGV1 for Leakage and Make Recommendations.</li> <li>o Cost of pipe Replacement will be done for KGV1</li> </ul>			
<b>DMA Selection on going at this moment .</b>			
• 28 DMA selected and Prioritize			
<ul style="list-style-type: none"> <li>o 2 x DMA will be done under the Project of NRW</li> <li>o 1 x DMA Pressure Management</li> <li>o 1 x DMA without Pressure Management</li> </ul>			

Annex 7-1

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 2<sup>nd</sup> Oct 2014  
 Time: 9:40am to 10:30am  
 Venue: Solomon Water Conference Room

**Attendees:**

1. Mr. Wada – Customer Service – JICA Expert *[Signature]*
2. Mr. Fujiyama – JICA Technical Expert *[Signature]*
3. Silas Talosui – Network Maintenance Team Leader *[Signature]*
4. Austin Ata – Connection Service Team Leader *[Signature]*
5. Ellen Inahia – Manager Customer Services *[Signature]*
6. Sophia Tango – Communication Officer *[Signature]*
7. Beverly Saolu – Team Leader Customer Care *[Signature]*
8. Eric Unga – Team Leader Leakages *[Signature]*
9. Frank Daukalia – NRW Task Force Member *[Signature]*
10. Mathias Bera – Modeling Officer ( Engineer) *[Signature]*
11. Mariata Kapini- NRW Local Consultant *[Signature]*
12. Benjamin Billy- NRW Task Force Leader *[Signature]*

Opening Prayer: Silas Talosui  
 Closing Prayer: Frank Daukalia

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 5<sup>th</sup> Oct 2014  
 Time: 9:35am to 10:20am  
 Venue: Solomon Water Conference Room

**Attendees:**

1. Mr. Wada – Customer Service – JICA Expert *[Signature]*
2. Mr. Fujiyama – JICA Technical Expert *[Signature]*
3. Mr. Ashai – GIS Expert JICA *[Signature]*
4. Daisy Menaga – Connection Service Team Leader *[Signature]*
5. Gavin Bare – GIS Solomon Water *[Signature]*
6. Frank Daukalia – NRW Task Force Member *[Signature]*
7. Mathias Bera – Modelling Officer ( Engineer) *[Signature]*
8. Mariata Kapini- NRW Local Consultant *[Signature]*
9. Benjamin Billy- NRW Task Force Leader *[Signature]*

**Apologies >**

10. Ellen Inahia- Manager Customer Services *[Signature]*
11. Sophia Tango- Communication Officer *[Signature]*
12. Beverly Saolu- Team Leader Customer Care *[Signature]*
13. Eric Unga – Team Leader Leakages
14. James Carlos

Opening Prayer: Frank Daukalia  
 Closing Prayer: Benjamin Billy



## Reporting for activities as 11<sup>th</sup> Sept 2014 to 1<sup>st</sup> Oct 2014

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Meter Raising	Frank		No. of Meters Raised: 53 No. out Standing: 32 No. Update in Billing: _____
2. Leakage Repairs	Eric & Frank		No. Leakage Identified: 10 No. Of Leakages Repaired: 10
3. Meter Update in GIS	Gavin	In progress	No. of Meters Update: _____ No. of Meters outstanding: _____
4. Leakage Point Collection	Gavin		
5. Update of Network	Gavin		
<b>Reporting - Apendix</b>			
<b>1.0 MBua Valley</b>			
6. MNF – Before	Benji	completed	
7. MNF After	Benji	completed	
8. Leakage Sheets	Frank	ongoing	
9. Valve Operations Sheets	Eric	ongoing	
10. Valve Condition Sheets	Eric	ongoing	
11. Map Of Leakage	Gavin	ongoing	
12. Map of New Meter Installations	Gavin	ongoing	
13. Actual Flow Measurements	Benji	completed	
14. Water Audit	Benji	completed	
15. Summary of Changes after counter measures	Benji	completed	
16. 24 Hr. Consumption Before & After	Frank	completed	
17. Meter Inaccuracy Before & After.	Frank	completed	
18. costing of NRW Activities	Marista	ongoing	
19. Step Test Grap		ongoing	
<b>2.0 Kukum Bahai</b>			
20. MNF – Before	Benji	completed	
21. MNF After	Benji	completed	
22. Leakage Sheets	Frank	ongoing	
23. Valve Operations Sheets	Eric	ongoing	
24. Valve Condition Sheets	Eric	ongoing	

2

68. Map of New Meter Installations	Gavin	ongoing	
69. Actual Flow Measurements	Benji	ongoing	
70. Water Audit	Benji	completed	
71. Summary of Changes after counter measures	Benji	completed	
72. 24 Hr. Consumption Before & After	Frank	completed	
73. Meter Inaccuracy Before & After.	Frank	completed	
74. costing of NRW Activities	Marista	ongoing	
75. Step Test Grap		ongoing	
<b>6.0 FFA Kola</b>			
76. MNF – Before	Benji	completed	
77. MNF After	Benji	completed	
78. Leakage Sheets	Frank	ongoing	
79. Valve Operations Sheets	Eric	ongoing	
80. Valve Condition Sheets	Eric	ongoing	
81. Map Of Leakage	Gavin	ongoing	
82. Map of New Meter Installations	Gavin	ongoing	
83. Actual Flow Measurements	Benji	completed	
84. Water Audit	Benji	completed	
85. Summary of Changes after counter measures	Benji	completed	
86. 24 Hr. Consumption Before & After	Frank	completed	
87. costing of NRW Activities	Marista	ongoing	
88. Step Test Graph		ongoing	
Other Matters.			
TOTAL TASK COMPLETED BETWEEN 2 <sup>nd</sup> to 9 <sup>th</sup> of Oct 2014		44 / 88 TASKS COMPLETED	

4

25. Map Of Leakage	Gavin	ongoing	
26. Map of New Meter Installations		ongoing	
27. Actual Flow Measurements		completed	
28. Water Audit		completed	
29. Summary of Changes after counter measures		completed	
30. 24 Hr Consumption Before & After		completed	
31. Meter Inaccuracy Before & After.		completed	
32. costing of NRW Activities		ongoing	
33. Step Test Grap		ongoing	
<b>3.0 Panatina Valley</b>			
34. MNF – Before	Benji	completed	
35. MNF After	Benji	completed	
36. Leakage Sheets	Frank	ongoing	
37. Valve Operations Sheets	Eric	ongoing	
38. Valve Condition Sheets	Eric	ongoing	
39. Map Of Leakage	Gavin	ongoing	
40. Map of New Meter Installations	Gavin	ongoing	
41. Actual Flow Measurements	Benji	completed	
42. Water Audit	Benji	completed	
43. Summary of Changes after counter measures	Benji	completed	
44. 24 Hr. Consumption Before & After	Frank	completed	
45. Meter Inaccuracy Before & After.	Frank	completed	
46. costing of NRW Activities	Marista	ongoing	
47. Step Test Graph	Benji	ongoing	
<b>4.0 Naha 2</b>			
48. MNF – Before	Benji	completed	
49. MNF After	Benji	completed	
50. Leakage Sheets	Frank	ongoing	
51. Valve Operations Sheets	Eric	ongoing	
52. Valve Condition Sheets	Eric	ongoing	
53. Map Of Leakage	Gavin	ongoing	
54. Map of New Meter Installations	Gavin	ongoing	
55. Actual Flow Measurements	Benji	completed	
56. Water Audit	Benji	completed	
57. Summary of Changes after counter measures	Benji	completed	
58. 24 Hr. Consumption Before & After	Frank	completed	
59. Meter Inaccuracy Before & After.	Frank	completed	
60. costing of NRW Activities	Marista	ongoing	
61. Step Test Graph		ongoing	
<b>5.0 Naha 3</b>			
62. MNF – Before	Benji	completed	
63. MNF After	Benji	completed	
64. Leakage Sheets	Frank	ongoing	
65. Valve Operations Sheets	Eric	ongoing	
66. Valve Condition Sheets	Eric	ongoing	
67. Map Of Leakage	Gavin	ongoing	

3

## NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 16<sup>th</sup> Oct 2014

Time: 9:40am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

- Mr. Fujiyama – JICA Technical Expert.
- Mr. Masakazu Asai – GIS Expert JICA
- Gavin Bare – GIS Solomon Water
- Frank Daukalia – NRW Task Force Member
- Mathias Bera – Modelling Officer (Engineer)
- Marista Kapini – NRW Local Consultant
- Benjamin Billy – NRW Task Force Leader
- Rosta Tinani – Debt Recovery
- Eric Unga – Leakage Team Leader
- Ray Andresen – Operations Manager
- Austin Ata – Connection Service Team
- Matthew Mafe – Leakage Supervisor
- David Akwoasi – Leakage Officer
- Selina Fai – Plumber (NRW Field Personal)
- Derrick Hoa – Plumber (NRW Field Personal)
- Francis Hiri – Plumber (NRW Field Personal)
- John Tenu – Plumber (NRW Field Personal)
- Mathias Dykes – Plumber (NRW Field Personal)
- Michael Keutikoona – Plumber (NRW Field Personal)

1

## Reporting for activities as 9<sup>th</sup> to 15<sup>th</sup> Oct 2014

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Meter Raising	Frank		No. of Meters Raised: 85 No. out Standing: no No. Update in Billing: confirmed With Billing
2. Leakage Repairs	Eric & Frank		No. Leakages Identified: 10 No. Of Leakages Repaired: 10
3. Meter Update in GIS	Gavin	In progress	No. of Meters Update: not yet New MID Updates will be taken from Billing information
4. Leakage Point Collection	Gavin	Not Yet	
5. Update of Network	Gavin	Not yet	
<b>Reporting - Appendix</b>			
<b>1.0 MBua Valley</b>			
6. Leakage Sheets	Frank	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
7. Valve Operations Sheets	Eric	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
8. Valve Condition Sheets	Eric	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
9. Map Of Leakage	Gavin	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
10. Map of New Meter Installations	Gavin	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
11. costing of NRW Activities	Marista	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
12. Step Test Graph	Benjamin	On going	To be Completed before 23 <sup>rd</sup> of Oct 2014
<b>2.0 Kukum Bahai</b>			
			To be Completed before 23 <sup>rd</sup> of Oct 2014
13. Leakage Sheets	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
14. Valve Operations Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
15. Valve Condition Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
16. Map Of Leakage	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
17. Map of New Meter Installations	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
18. costing of NRW Activities	Marista	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
19. Step test Graph	Benjamin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014

2

## NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 23<sup>rd</sup> Oct 2014

Time: 9:45am to 10:40am

Venue: Solomon Water Conference Room

Attendees:

- Mr. Fujiyama – JICA Technical Expert.
- Peter Clark – Operations Advisor.
- Frank Dankalia – NRW Task Force Member.
- Mathias Bers – Modelling Officer ( Engineer).
- Marista Kapini- NRW Local Consultant.
- Benjamin Billy- NRW Task Force Leader.
- Ray Andresen – Operations Manager.
- Austin Ala- Connection Service Team Leader.
- Mary Tafoa – Billing Team Leader.
- Mary Boke – Customer Service.
- Beverly Saolu – Customer Care Team Leader.
- Benjamin Ereunimae- Billing Officer.

TASK	TEAM	STATUS	COMMENTS
<b>3.0 Panatina Valley</b>			
20. Leakage Sheets	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
21. Valve Operations Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
22. Valve Condition Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
23. Map Of Leakage	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
24. Map of New Meter Installations	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
25. costing of NRW Activities	Marista	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
26. Step Test Graph	Benji	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
<b>4.0 Naha 2</b>			
27. Leakage Sheets	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
28. Valve Operations Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
29. Valve Condition Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
30. Map Of Leakage	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
31. Map of New Meter Installations	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
32. costing of NRW Activities	Marista	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
33. Step Test Graph	Benjamin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
<b>5.0 Naha 3</b>			
34. Leakage Sheets	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
35. Valve Operations Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
36. Valve Condition Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
37. Map Of Leakage	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
38. Map of New Meter Installations	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
39. Actual Flow Measurements	Marista	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
40. costing of NRW Activities	Benjamin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
41. Step Test Graph	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
<b>6.0 FFA Kola</b>			
42. Leakage Sheets	Frank	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
43. Valve Operations Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
44. Valve Condition Sheets	Eric	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
45. Map Of Leakage	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
46. Map of New Meter Installations	Gavin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
47. costing of NRW Activities	Marista	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
48. Step Test Graph	Benjamin	ongoing	To be Completed before 23 <sup>rd</sup> of Oct 2014
<b>Other Matters</b>			
<b>AMNESTY</b>			
<ol style="list-style-type: none"> <li>Create Amnesty for customers to settle their outstanding billings and make will off for bad debts.</li> <li>Create a create for such debt will off to be fair to all customers.</li> <li>Communication team to get the criteria on radio and newspapers.</li> </ol>			
<b>Organisational Level</b>			
<ol style="list-style-type: none"> <li>Identify issues which affect the progress of the NRW Projects and hence suggest Solutions to address</li> <li>NRW Field officers were ask to contribute on this issues and lesson learnt.</li> </ol>			
<b>TOTAL TASK COMPLETED BETWEEN 9 to 16<sup>th</sup> of Oct 2014</b>		<b>2 / 48 TASKS COMPLETED</b>	

3

## Reporting for activities as 16<sup>th</sup> to 23<sup>rd</sup> Oct 2014

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Meter Raising	Mary Tafoa		No. Meters Update in Billing: 83 meters updated already
2. MNV After Counter measures		Next week	
3. 24 hr meter reading consumption	Eric & Frank	Next week	
4. Meter In Accuracy After	Gavin	Next week	
5. NRW Ratio	Frank & Eric	Next week	
6. Network Updates	Benjamin	Next week	
<b>Reporting - Appendix</b>			
<b>1.0 MBua Valley</b>			
7. Leakage Sheets	Frank	completed	
8. Valve Operations Sheets	Eric	completed	
9. Valve Condition Sheets	Eric	Not yet	
10. Map Of Leakage	Gavin	Not yet	
11. Map of New Meter Installations	Gavin	Not yet	
12. costing of NRW Activities	Marista	completed	
13. Step Test Graph	Benjamin	completed	
14. Summary of Pilot Sites	Marista	Not yet	
<b>2.0 Kukum Bahai</b>			
15. Leakage Sheets	Frank	completed	
16. Valve Operations Sheets	Eric	completed	
17. Valve Condition Sheets	Eric	Not yet	
18. Map Of Leakage	Gavin	Not yet	
19. Map of New Meter Installations	Gavin	Not yet	
20. costing of NRW Activities	Marista	completed	
21. Step test Graph	Benjamin	completed	
22. Summary of Pilot Sites	Marista	Not yet	
<b>3.0 Panatina Valley</b>			
23. Leakage Sheets	Frank	completed	
24. Valve Operations Sheets	Eric	Not yet	
25. Valve Condition Sheets	Eric	Not yet	
26. Map Of Leakage	Gavin	Not yet	
27. Map of New Meter Installations	Gavin	Not yet	
28. costing of NRW Activities	Marista	completed	
29. Step Test Graph	Benjamin	completed	
30. Summary of Pilot Sites	Marista	Not yet	

2

4.0 Naha 2		
31. Leakage Sheets	Frank	completed
32. Valve Operations Sheets	Eric	completed
33. Valve Condition Sheets	Eric	Not yet
34. Map Of Leakage	Gavin	Not yet
35. Map of New Meter Installations	Gavin	Not yet
36. costing of NRW Activities	Marista	completed
37. Step Test Graph	Benjamin	completed
38. Summary of Pilot Sites	Benjamin	Not yet
5.0 Naha 3		
39. Leakage Sheets	Frank	completed
40. Valve Operations Sheets	Eric	completed
41. Valve Condition Sheets	Eric	Not yet
42. Map Of Leakage	Gavin	Not yet
43. Map of New Meter Installations	Gavin	Not yet
44. Actual Flow Measurements	Marista	completed
45. costing of NRW Activities	Benjamin	completed
46. Step Test Graph	Frank	Not yet
47. Summary of Pilot Sites	Benjamin	completed
6.0 FFA Kola		
48. Leakage Sheets	Frank	completed
49. Valve Operations Sheets	Eric	completed
50. Valve Condition Sheets	Eric	Not yet
51. Map Of Leakage	Gavin	Not yet
52. Map of New Meter Installations	Gavin	Not yet
53. costing of NRW Activities	Marista	completed
54. Step Test Graph	Benjamin	completed
55. Summary of Pilot Sites	Benjamin	Not yet

Other Matters:

1. Progress Report 4 for pilot sites
2. Data collection from field and compilation in the office need to be improved
3. meter reconciliation ( installation , Billing and meter readers)
4. Implement Network Analysis for pipe replacement for Honiara- Mathias Bern
5. Facing finding for customer meter reconciliation to be done by NRW Field Team.
6. Mathias to get water demand for all DMA from Gavin Bare (GIS).
7. Identify PRV Locations at Site to confirm real place of Installation in the Field.

TOTAL TASK COMPLETED BETWEEN 16th to 23 <sup>rd</sup> of Oct 2014	25 / 55 TASKS COMPLETED
---	-------------------------

3

### Reporting for activities as 23<sup>rd</sup> to 30<sup>th</sup> Oct 2014

TASK	TEAM	STATUS	COMMENTS
DMA – Lengikiki			
1. MNF After Counter measures		Completed	
2. 24 hr meter reading consumption	Eric & Frank	Completed	
3. Meter in Accuracy After	Gavin	In progress	
4. NRW Ratio	Frank & Eric	completed	
5. Network Updates	Benjamin	In progress	
Reporting - Appendix			
1.0 MBua Valley			
6. Valve Condition Sheets	Eric	completed	
7. Map Of Leakage	Gavin	completed	
8. Map of New Meter Installations	Gavin	completed	
9. Summary of Pilot Sites	Marista	completed	
2.0 Kukum Bahai			
10. Valve Condition Sheets	Eric	completed	
11. Map Of Leakage	Gavin	completed	
12. Map of New Meter Installations	Gavin	completed	
13. Summary of Pilot Sites	Marista	completed	
3.0 Panatina Valley			
14. Valve Operations Sheets	Eric	completed	
15. Valve Condition Sheets	Eric	completed	
16. Map Of Leakage	Gavin	completed	
17. Map of New Meter Installations	Gavin	completed	
18. Summary of Pilot Sites	Marista	completed	
4.0 Naha 2			
19. Valve Condition Sheets	Eric	completed	
20. Map Of Leakage	Gavin	completed	
21. Map of New Meter Installations	Gavin	completed	
22. Summary of Pilot Sites	Benjamin	completed	
5.0 Naha 3			
23. Valve Condition Sheets	Eric	completed	
24. Map Of Leakage	Gavin	completed	
25. Map of New Meter Installations	Gavin	completed	
26. Step Test Graph	Frank	completed	
6.0 FFA Kola			

2

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 30<sup>th</sup> Oct 2014

Time: 9:40am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

1. Mr. Fujiyama – JICA Technical Expert
2. Tina Kolana- Human resource Manager
3. Ellen Inialila – Communication Manager
4. Frank Dankalis – NRW Task Force Member
5. Mathias Bern – Modelling Officer ( Engineer)
6. Gavin Bare – GIS Team Leader
7. Daisy Menaga – Meter Reading Team Leader
8. Marista Kapini- NRW Local Consultant
9. Benjamin Billy- NRW Task Force Leader
10. Austin Ata- Connection Service Team Leader
11. Mary Tafon – Billing Team Leader
12. Mary Boko – Customer Service
13. Beverly Saohu – Customer Care Team Leader
14. Benjamin Ereanmae- Billing Officer
15. Sophia Tango – Communication Officer
16. Rosta Timani- Revenue Team Leader

27. Valve Condition Sheets	Eric	completed	
28. Map Of Leakage	Gavin	completed	
29. Map of New Meter Installations	Gavin	completed	
30. Summary of Pilot Sites	Benjamin	completed	

Other Matters:

1. We will engage in two DMA, Tessahe A & B plus West Kola ridge A.
2. However we will start for Tessahe A & B and flow by West Kola ridge A next year 2015.
3. All Activities will be same as pilot sites activities.
4. SPC workers are working with Solomon Water ( NRW Team at this moment 4 people)
5. Monitoring Team – NRW Teams, Meter Readers and Illegal Team to visit the pilot sites.

TOTAL TASK COMPLETED BETWEEN 23 <sup>rd</sup> to 30 <sup>th</sup> Oct 2014	28 / 30 TASKS COMPLETED
--	-------------------------

3

## NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 6<sup>th</sup> November 2014

Time: 9:45am to 10:20am

Venue: Solomon Water Conference Room

### Attendees:

1. Mr. Fujiyama – JICA Technical Expert
2. Ray Andresen – Operations Manager
3. Ellen Inahia – Communication Manager
4. Eric Unga – Leakage Team Leader
5. Frank Daukalia – NRW Task Force Member
6. Mathias Bera – Modelling Officer (Engineer)
7. Gavin Bere – GIS Team Leader
8. Daisy Menaga – Meter Reading Team Leader
9. Marista Kapini – NRW Local Consultant
10. Benjamin Billy – NRW Task Force Leader
11. Austin Ata – Connection Service Team Leader
12. Mary Tafoa – Billing Team Leader
13. Mary Boke – Customer Service
14. Beverly Saohu – Customer Care Team Leader
15. Benjamin Ereaninae – Billing Officer
16. Sophia Taago – Communication Officer
17. John Konofili – IIR Generalist

Opening Prayer : Benjamin Billy

Closing Prayer: Marista Kapini

## NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 20<sup>th</sup> November 2014

Time: 9:50am to 10:30am

Venue: Solomon Water Conference Room

### Attendees:

1. Eric Unga – Leakage Team Leader
2. Frank Daukalia – NRW Task Force Member
3. Marista Kapini – NRW Local Consultant
4. Benjamin Billy – NRW Task Force Leader

Opening Prayer: Marista Kapini

Closing Prayer: Benjamin Billy

## Reporting for activities as of 30<sup>th</sup> Oct 2014 to 6<sup>th</sup> of November 2014.

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Meter In Accuracy After	Frank & Eric	Completed	0.25%
2. NRW Ratio	Benjamin	Completed	25.1% reduction point of 16.9 only need step test
3. Network Updates	Gavin	Not Yet	Need Gavin And Team to verified this activities
<b>Monitoring of Pilot Sites</b>			
	Leakages	Illegal	
4. Namunaka			Not yet monitored
5. Independence Valley	3	4	Leaks & illegals yet to be address list to be sent to illegal team
6. Lengikiki	3		3 x leaks fixed already
7. Vavaya Ridge	3		3 x leakages fixed already
10. Mbokonawera	Not yet	Not yet	Need to make Schedule for Monitoring
11. Kukum B'Ahai	Not yet	Not yet	
12. Mbaranamba	Not yet	Not yet	
13. Panalina Valley	Not yet	Not yet	
14. Naha 2	Not yet	Not yet	
15. Naha 3	Not yet	Not yet	
16. FFA Kala	Not yet	Not yet	
17. Mbokona	3		
18. Tovarahu 1	2	2	Austin & Team to disconnected
19. Tuarahu 2	2	3	Austin & Team to disconnected
<b>Tasahe A &amp; B DMA</b>			
20. Customer List	Mary Tafoa	In progress	308 Customer need to be sorted for this DMA
21. Network Pipe	Gavin		Gavin & Team Yet to Confirm this Networks
<b>TOTAL TASK COMPLETED BETWEEN 30<sup>th</sup> Oct 2014 to 6<sup>th</sup> November 2014</b>		<b>11 / 21 TASKS COMPLETED</b>	

## Reporting for activities as of 6<sup>th</sup> to 20<sup>th</sup> of November 2014.

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. STEP TEST	Frank & Eric	Completed	Areas of concern – Nikos line, Red Cross Line & Vasakana ridge Pipe line to Be tested
<b>TASAHE A &amp; B</b>			
<b>Before counter measures</b>			
2. Preparation of Network Drawings	Gavin	Completed	
3. Filled Survey	Frank & Eric	In Progress	
4. Preparation of Isolation valves	Frank & Eric	Next week	
5. Distribution of Pamphlets	Carlos & Frank	Next Week	
6. Connection Identification and Verification	Frank & Daisy & Mary Tafoa	In Progress	
7. Customer Meter Functioning Check	Frank & Daisy	In Progress	
8. Measurement of Visible Leaks	Eric & Frank	In Progress	
9. Notification letter to illegals	Carlos & Frank & Austin Ata	Next Week	
<b>Counter measures</b>			
10. Leakage Detection	Eric & Frank	In Progress	
Discussion			
<b>Other activities to be completed by in of December 2014.</b>			
1. Time Line for DMA			
2. Progress of Activities			
3. Consumption Data for all DMA			
4. Flow Chart			
Hydraulic Analysis of DMA			
<b>TOTAL TASK COMPLETED BETWEEN 30<sup>th</sup> Oct 2014 to 6<sup>th</sup> November 2014</b>		<b>2 / 10 TASKS COMPLETED</b>	

**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 28<sup>th</sup> November 2014**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

1. Mathias Bera –NRW/Network Operations *MB*
2. Benjamin Billy- NRW Taskforce TL/Network Operations TL *B*
3. Florence Huapai – SPC Intern
4. Stacey Rangri –SPC Intern
5. Derick Hua –NRW
6. Anita Silvae –SPC Intern *AS*
7. John Teno –NRW
8. Michael Keni –NRW *Michael Keni*
9. Marista Kapini – NRW / Meeting Chair *Marista Kapini*

These following team members are away in Noro to conduct leakage detection and other NRW reduction activities.

1. Eric Unga
2. Frank Daukaliu
3. John Chede
4. Mathew Mafe
5. Selina

Opening Prayer: Derick Hua

Closing Prayer: Marista Kapini

17. Leakage Detection	Eric	Next Week	This activity is proposed to take place on Thursday Night (4/12/2014)
18. Pipe Repair	Frank	Next Week	This activity proposed for weekend starting 9/12/2014
Discussion			
Other activities to be completed by in of December 2014.			
1. Time Line for DMA - complete			
2. Progress of Activities - Complete			
3. Detailed Timelines for hydraulic analysis- complete			
4. Consumpion Data for all DMA- Not yet, awaiting Gavin's return on 8/12/2014			
5. Flow Chart-Not yet, to start next week			
6. Hydraulic Analysis of DMA-Not yet, to start next week.			

**Reporting for activities as of 20<sup>th</sup> to 28<sup>th</sup> of November 2014.**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. STEP TEST	Frank & Eric	Ongoing	Areas of concern – Nikes line, Rad Cross Line & Vasakana ridge Pipe line to Be tested
<b>TASAHE A &amp; B</b>			
Before counter measures			
2. Preparation of Network Drawings	Gavin	Completed	
3. Filled Survey	Frank & Eric	Ongoing	
4. Preparation of Isolation valves	Frank & Eric	Complete	
5. Distribution of Pamphlets	Carlos & Frank	Ongoing	78 Pamphlet issued out already
6. Connection Identification and Verification	Frank & Daisy & Mary Tafoa	Complete	The Raw data is with Regina to be inputted into proper template for analysis.
7. Customer Meter Functioning Check	Frank & Daisy	Ongoing	Yet to check with meter readers and billing.
8. Measurement of Visible Leaks	Eric & Frank	Complete	Site activity already complete but photos of leak is yet to be attached to corresponding leakage summary forms
9. Notification letter to illegals	Carlos & Frank & Austin Ata	Next Week	After cross checking field data for customer verification with the billing data is complete then, names of unauthorised users can be verified and then issue with a letter.
10. Customer meter reading for 24 hrs consumption	Frank	Next Week	This activity is proposed to start on Tuesday morning.
11. MNF and pressure measurement	Frank	Next Week	MNF is proposed to start on Tuesday morning (2/12/2014)
12. Preparation of site for measurement of MNF	Frank	Ongoing	Preparation of site id proposed to take place straight after the meeting today.
13. Customer meter inaccuracy test (all meters)	Frank	Next Week	
14. Calculation of NRW ratio	Benjamin	Next week	Calculation is proposed to be completed as soon as all baseline data above are completed.
Counter measures			
15. Step Test	Eric & Frank	In Progress	
16. Step Valves condition check and installation of step valves	Eric	Next Week	This activity is proposed to take place on Thursday Night (4/12/2014)
17. Step Valves condition check and installation of step valves	Frank	Next Week	Valve condition check may have already been completed by John Chede. However it is proposed that installation of step valves if needed to will take place on 3/12/2014 by John Chede

**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 8<sup>th</sup> December 2014**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Regina Ako <i>Regina</i>	Data Input
Mathias Bera <i>MB</i>	Modelling Team
Gavin Bare <i>Gavin</i>	GIS
Marista Kapini <i>Marista</i>	NRW

Apologies

NAME	DEPARTMENT/TEAM
Benjamin Billy	

Opening Prayer: Gavin Bare

Closing Prayer: Marista Kapini

**Reporting for activities as of 28<sup>th</sup> November to 8<sup>th</sup> of December 2014.**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Step test and leakage detection	Frank & Eric	Ongoing	There were large leaks detected, 2 leaks were found at _____ on 24 <sup>th</sup> November 2014. 1 leak was found on the 5 <sup>th</sup> December at _____. These leaks have already been fixed. It has been proposed that the team will conduct a step test on the distribution line supplying Niki's food bar on 10 <sup>th</sup> December 2014.
<b>TASAHE A &amp; B</b>			
<b>Before counter measures</b>			
2. Step Valves condition check and installation of step valves	Frank & Eric	Ongoing	Total number of step valves: _____ Condition of step valves: _____ No. of step valves needed to be installed: _____
3. Distribution of Pamphlets	Carlos & Frank	Ongoing	Total No. Pamphlet already issued: 130. There are still households including those that illegal use water that needs to be given a pamphlet each. An onsite awareness program is also recommended because this would be more effective to relay to customers and the public who reside there on areas like water conservation.
4. Connection Identification and Verification	Frank & Daisy & Mary Tafaa	Complete but yet to confirm data	Raw data has already been input into soft template. It has been found that there are a number of customers especially those in the Laundry valley area that was not included in the original list provided by GIS. These were however included in the list provided by billing for the Tasahe cycle. There was also a group of customers that were included in the list provided by GIS but were not located on site. This issue needs to be cleared out urgently.
5. Customer Meter Functioning Check	Frank & Daisy	Ongoing	Yet to check with meter readers and billing. Actual status of meter can be verified when carrying out meter

**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 11<sup>th</sup> December 2014**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Benjamin Billy	Data Input
Eric Unga	Leakage
Austin Ata	New Connections
Mathias Bera	Modelling Team
Gavin Bare	GIS
Marista Kapini	NRW

Opening Prayer: Marista Kapini

Closing Prayer: Mathias Bera

6. Measurement of Visible Leaks	Eric & Frank	Complete	inaccuracy test. Total number of visible leaks identified: _____
7. Notification letter to illegals	Carlos & Frank & Austin Ata	Not yet	Number of confirmed illegal users: _____
8. Customer meter reading for 24 hrs consumption	Frank	Progress	Number of customer meters read: 120 Total 24 hour consumption: _____ KL/day
9. MNF and pressure measurement	Frank	Progress	Start date and time: 8/12/2014 @ 9am End date and time: 8/12/2014 @ 9 am Total Flow: _____ KL/day MNF: _____ m3/hr
10. Preparation of site for measurement of MNF	Frank	Complete	
11. Customer meter inaccuracy test (all meters)	Frank	Next week	Number of meters tested: _____ % Inaccuracy: _____
12. Calculation of NRW ratio	Benjamin	Next week	%RW before countermeasure: _____ % NRW before countermeasure: _____
<b>Counter measures</b>			
13. Step Test	Eric	Next week	
14. Leakage Detection	Eric	Next week	Number of leaks detected: _____
15. Pipe Repair	Frank	Next week	Number of leaks repaired: _____
Discussion			
<b>Other activities to be completed by in of December 2014.</b>			
1. Time Line for DMA - <b>complete</b>			
2. Progress of Activities - <b>Complete</b>			
3. Detailed Timeline for hydraulic analysis - <b>complete</b>			
4. Consumption Data for all DMA - <b>Not yet, awaiting Gavin's return on 8/12/2014</b>			
5. Flow Chart - <b>Not yet, to start next week</b>			
6. Hydraulic Analysis of DMA - <b>Not yet, to start next week.</b>			

Others:

Gavin gave a brief update of his trip to Fiji to attend the conference and workshop on GIS Remote Sensing.

**Reporting for activities as of 8<sup>th</sup> to 11<sup>th</sup> of December 2014.**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Lengikiki</b>			
1. Step test and leakage detection	Frank & Eric	Ongoing	It has been proposed that the team will conduct a step test on the distribution line supplying Niki's food bar on 10 <sup>th</sup> December 2014. This was not fulfilled at the assigned date. The activity is still pending
<b>TASAHE A &amp; B</b>			
<b>Before counter measures</b>			
2. Step Valves condition check and installation of step valves	Marista	Ongoing	Valve identification and assessment is ongoing. So far two gate valves were identified to need replacement. The GIS team and the leakage team are carrying out this activity together. GIS takes the position of the valves. Final valve count and valve condition is pending.
3. Distribution of Pamphlets	Carlos & Frank	Ongoing	Total No. Pamphlet already issued: 130. There are still households including those that illegal use water that needs to be given a pamphlet each. An onsite awareness program is also recommended because this would be more effective to relay to customers and the public who reside there on areas like water conservation.
4. Connection Identification and Verification	Frank & Daisy & Mary Tafaa	Complete but yet to confirm data	Customer listing will be forwarded to billing to cross check and to confirm the customer status whether the accounts are valid or not. Billy Ereoni-mae will be in charge of this as Mary Tafaa is away on holidays. Also the list needs to be cross checked with meter readers.
5. Customer Meter Functioning Check	Frank & Daisy	Ongoing	Yet to check with meter readers and billing. Actual status of meter can be verified when carrying out meter inaccuracy test.
6. Measurement of Visible Leaks	Eric & Frank	Complete	Total number of visible leaks identified: _____
7. Notification letter to illegals	Carlos & Frank & Austin	Not yet	After confirmation with meter readers and billing on the status of the customers then the list of illegal users can be

	Ata		confirmed.
8. Customer meter reading for 24 hrs consumption	Frank	Complete	Number of customer meters read:____ Total 24 hour consumption:____ KL/day
9. MNF and pressure measurement	Frank	Complete	Start date and time:8/12/2014 @9am End date and time:8/12/2014@9 am Total Flow:1700 KL/day MNF:____ m3/hr
10. Customer meter inaccuracy test (all meters)	Frank	Ongoing	Number of meters tested:____ % Inaccuracy:____
11. Calculation of NRW ratio	Benjamin	ongoing	%RW before countermeasure:____ % NRW before countermeasure:____
<b>Counter measures</b>			
12. Step Test	Eric	Next week	
13. Leakage Detection	Eric	Next week	Number of leaks detected:____
14. Pipe Repair	Frank	Next week	Number of leaks repaired:____
Discussion			
<b>Other activities to be completed by in of December 2014.</b>			
1. Time Line for DMA - <b>complete</b>			
2. Progress of Activities - <b>Complete</b>			
3. Detailed Timeline for hydraulic analysis- <b>complete</b>			
4. Consumption Data for all DMA- <b>Not yet, awaiting Gavin's return on 8/12/2014</b>			
5. Flow Chart - <b>Not yet, to start next week</b>			
6. Hydraulic Analysis of DMA - <b>Not yet, to start next week.</b>			

Others:

- The group was informed that since those living at Vasakena suburb has complained of low pressure since their supply main was diverted to include in the Lengakiki DMA. Therefore, the decision has been made to remove Vasakena from Lengakiki DMA and move to Mbokona DMA. This job should be done during the weekend (13 December 2014). - **John Chede.**
- Regarding customer identification and verification, there is a suspicion that the initial data collection might not fully represent the actual number of customers that is within Tasahe A&B DMA. Therefore it has been suggested that Tasahe A&B DMA map should be gridded (50m X 50m). This grid map will be used to reconfirm customers especially targeting those that are at the peripheries of the DMA. Gridding of map to be done by **Gavin from GIS.**

3

## Reporting for activities as 22<sup>nd</sup> to 29<sup>th</sup> of January 2015 .

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Step test	Eric	Completed	See graph for flows for each section
2. Leakage detection	Eric	On going	
3. Pipe repair	Eric	On going	
4. Legalization of illegal connection	Austin	On going	
5. Meter Raising	Eric & Frank	Next week	
<b>DMA West Kolaridge</b>			
1. Preparation of network drawings	Gavin	Done	
2. Field survey (valve check, visual leakage detection, etc.)	Eric & Frank	On going	
3. Preparation of isolation and step test (valve installation)	Eric &	On going	
4. Preparation of customer list	Frank & Daisy & MAry	ongoing	
5. On-site public awareness	Carlos & Sophia	Not yet	
6. Distribution of public awareness pamphlet	Frank & Daisy	Not yet	
7. Connection identification and verification	Frank & Daisy	On Going	
8. Customer meter functioning check	Frank &	ongoing	

2

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 29<sup>th</sup> –Jan 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
T. Fujiyama	JICA Expert
Silas Tolosui	Team Leader Network Maintenance
Frank Daukali	NRW Engineer
Mathias Bera	Modelling Engineer/NRW
Mary Tafoa	Team Leader Billing
Daisy Menaga	Team Leader Meter Reading
Sophia Tango	Communication Officer
James Carlos	Communication Team Leader/Customer service
Gavin Bare	GIS Team Leader
Benjamin Billy	NRW & Network Operations Team Leader

TASK	TEAM	STATUS	COMMENTS
9. Measurement of visibly-detected leakage	Eric & Frank	Not yet	
10. Notification letter to illegal users	Austin Ata & Carlos	Not yet	
11. Customer meter reading of 24 hours consumption	Eric & Frank	Not yet	
12. MNF & Pressure measurement	Eric & Frank	Not yet	
13. Customer meter inaccuracy test (all meters)	Eric & Frank	Not yet	
14. Calculation of NRW ratio	Benji	Not yet	
Other Matters.			
Fujiyama : Time Line of the DMA Projects and Procurement need to be adhere to and take seriously Procurement of PRV is still out standing			
Realignment of New Customer Accounts with for Tasahe A & B and West Kolaridge A by Frank & Daisy and Mary			
TOTAL TASK COMPLETED BETWEEN 22 to 29 <sup>th</sup> of Jan 2015			
1 / 19 TASKS COMPLETED			

1

3

**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 5<sup>th</sup> Feb 2015**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
T. Fujiyama	JICA Expert
Marista Kapini	Local NRW Consultant
Frank Daukalia	NRW Engineer
Mathias Bera	Modelling Engineer/NRW
Gavin Bare	GIS Team Leader
Benjamin Billy	NRW & Network Operations Team Leader

9. Notification letter to illegal users	Austin Ata & Carlos	Not yet	Next week
10. Customer meter reading of 24 hours consumption	Eric & Frank	Not yet	Next week
11. MNF & Pressure measurement	Eric & Frank	Not yet	Next week
12. Customer meter inaccuracy test (all meters)	Eric & Frank	Not yet	Next week
13. Calculation of NRW ratio	Benji	Not yet	Next week
<b>PROCUREMENT</b>			
PRV & Elect magnetic meter			
Marista: New order to Bermand regarding only for the amount of Money we already spent.			
Fujiyama: Procurement schedule to be closely monitored and actioned			
<b>TOTAL TASK COMPLETED BETWEEN 29<sup>th</sup> of Jan 2015 to 5<sup>th</sup> of Feb</b>		<b>5 / 14 TASKS COMPLETED</b>	

**Reporting for activities as 29<sup>th</sup> of January 2015 to 5<sup>th</sup> Feb 2015 .**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Leakage detection	Eric	On going	
2. Pipe repair	Eric	On going	
3. Legalization of illegal connection	Austin	Completed	Only one
4. Meter Raising	Eric & Frank	Not yet	Next Week
<b>DMA West Kola ridge</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Eric & Frank	Ongoing	
2. Preparation of isolation and step test (valve installation)	Eric &	Ongoing	
3. Preparation of customer list	Frank & Daisy & Mary Talba	Completed	Check with Meter readers for Confirmation
4. On-site public awareness	Carlos & Sophia	Not yet	
5. Distribution of public awareness pamphlet	Frank & Daisy	completed	
6. Connection identification and verification	Frank & Daisy	completed	
7. Customer meter functioning check	Frank & Daisy	completed	
8. Measurement of visibly-detected leakage	Eric & Frank	Not yet	

**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 12<sup>th</sup> –February 2015**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. T. Fujiyama	JICA Expert
2. Akimori Miyoshi	JICA Expert
3. Akiko Okazaki	JICA Expert
4. Austin Ata	Team Leader Connection Services
5. Benjamin Ercamat	Billing Officer
6. Carlos Saliga	Communication Team Leader
7. Marista Kapini	Local NRW Consultant
8. Frank Daukalia	NRW Engineer
9. Mathias Bera	Modelling Engineer/NRW
10. Gavin Bare	GIS Team Leader
11. Benjamin Billy	NRW & Network Operations Team Leader
12. Beverly Saohu	Customer Care Team Leader
13. Daisy Menga	Team Leader Meter Readers



**NON REVENUE WATER WEEKLY MEETING MINUTES**

**Date: 19 February 2015**

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. Akinori Miyoshi	JICA Expert
2. Peter Clark	Operations/2yr Adviser
3. Austin Ata	Team Leader Connection Services
4. Marista Kapini	Local NRW Consultant
5. Frank Daukalia	NRW Engineer
6. Mathias Bera	Modelling Engineer/NRW
7. Gavin Bare	GIS Team Leader
8. Benjamin Billy	NRW & Network Operations Team Leader
9. Eric Unga	Leakage Team Leader
10. Daisy Menaga	Team Leader Meter Readers

**Reporting for activities as 5<sup>th</sup> to 12<sup>th</sup> February 2015 .**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Leakage detection	Eric	In Progress	
2. Pipe repair	Eric	In Progress	
3. Meter Raising	Eric & Frank	Inprogress	
<b>DMA West Kola ridge</b>			
1. Measurement of visibly-detected leakage	Eric & Frank	Inprogress	
2. Notification letter to illegal users	Austin Ata & Carlos	Not yet	
3. Customer meter reading of 24 hours consumption	Eric & Frank	Completed	
4. MNF & Pressure measurement	Eric & Frank	completed	
5. Customer meter inaccuracy test (all meters)	Eric & Frank	Inprogress	
6. Calculation of NRW ratio	Benji	Not yet	
<b>PROCUREMENT</b>			
7. PRV & Elect magnetic meter	Marista & Layton	Inprogress	Check with Peter Clark to confirm order

**Reporting for activities as 12<sup>th</sup> to 19<sup>th</sup> of February 2015 .**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Leakage detection	Eric	In Progress	<ul style="list-style-type: none"> <li>As of Tuesday (17 Feb) Mr Okazaki has joined the leakage team to do leak detection. Work was concentrated on small service lines that run very long distances. Through this work additional 5 leaks were discovered that were not previously seen. Ordinary water meters were used to detect leaks on these long lines.</li> <li>Everybody was informed that the total system input for Tasahe A&amp;B was 1700m<sup>3</sup>/d but the demand was only approx. 300m<sup>3</sup>/d. More than 80% of the system input was NRW. However, due to the commencement of countermeasures like leak repairs, the total system input has reduced to 1200m<sup>3</sup>/d.</li> <li>Service lines 15-25mm that run long distances up to 100m or more are quite challenging to detect leaks and illegal from.</li> </ul>
2. Pipe repair	Eric	In Progress	<ul style="list-style-type: none"> <li>As more leaks were found, pipe repair is also ongoing.</li> </ul>
3. Meter Raising	Eric & Frank	In progress	<ul style="list-style-type: none"> <li>20 meters/130 meters</li> <li>Meter rising is in progress. In the last two days, the contractor were committed to digging holes at positions where meters were to be raised.</li> </ul>
4. Illegal			<ul style="list-style-type: none"> <li>19 illegals were found at Tasahe A and B. The list to be forwarded to CC and communication team to be served with notice.</li> </ul>
<b>DMA West Kola ridge</b>			
1. Measurement of visibly-detected leakage	Marista	In progress	<ul style="list-style-type: none"> <li>This activity is still continuing. The issue encountered here is the unavailability of camera to capture leaks.</li> </ul>
2. Notification letter to illegal users	Austin Ata & Carlos	Not yet	10 illegal users were found.
3. Customer meter inaccuracy test (all meters)	Eric & Frank	In progress	
4. Calculation of NRW ratio	Benji	Completed	<ul style="list-style-type: none"> <li>NRW-65% , RW-35%</li> <li>Total system input approximately 647m<sup>3</sup>/d</li> <li>Demand is about 276 m<sup>3</sup>/d</li> </ul>
<b>GIS TEAM</b>			
5. GIS Updates	Gavin	Ongoing	<ul style="list-style-type: none"> <li>The team is currently working on taking GPS location of customers not in the current database. Found 6 unregistered, unregistered users so far. This need to be checked with billing and names forwarded to illegal team should these are unauthorized users.</li> </ul>
<b>NETWORK MODELLING</b>			
6. Network Modelling	Mathias	In progress	<ul style="list-style-type: none"> <li>4 x DMA completed, White River ASB, Tasahe C and Ngosi</li> <li>Working on a model to see if White River gravity is enough to supply Rove A, B &amp; C should we need to slope supply from</li> </ul>

<p>Other Matters.</p> <p>Meter Raising for Tasahe A to start next week</p> <p>Procurement delay 2 days</p> <p>Check Boniface BOQ for Chamber</p> <p>Order Fillings from Aquaduct</p> <p>Carlos Sophia will lead out</p> <p>The idea for creating of cartoons for NRW and posted in the News Paper.</p> <p>Network Analysis so far 3 completed and the fourth inputted GIS</p> <p>GPS- working now at this moment.</p> <p>Update of network and customer data for Tasahe and West Kolaridge A</p> <p>JCC 19<sup>th</sup> of March 2015.</p>			
<b>TOTAL TASK COMPLETED BETWEEN 5<sup>th</sup> to 12<sup>th</sup> of Feb 2015</b>	<b>3 / 7 TASKS COMPLETED</b>		

PROCUREMENT		
7. PRV & Elect magnetic meter	Marista & Layten	In progress
<ul style="list-style-type: none"> <li>Waiting on Charlie to send official credit note from Bormad before procurement can send over the purchase order.</li> <li>For the fittings, to go with the PRV, Solomon Water need to get three quotes.</li> <li>While waiting from PRVs to arrive, construction of chambers can proceed.</li> <li>Boniface to draw the different chamber types.</li> </ul>		
<p>Other Matters...</p> <p>2 year plan</p> <ol style="list-style-type: none"> <li>PRV's and flowmeters to be ordered upon receipt of credit note (Layten, FYI)</li> <li>Marista to contact Charlie (or Bob!!!) to determine air freight costs. If, as expected, air freight is too expensive, assess the cost of delivery of components for the first two chambers only, and arrange delivery of these by air freight separately from the main shipment so that we can commence work while waiting for the main body of components to be shipped in.</li> <li>Inspection of stores by ????(suggest Boniface?) to find out whether we have fittings required for the first two chambers (and the others) in stock.</li> <li>Boniface to complete the design of the chambers, including structural design. I will provide him with some references for trafficable lids.</li> <li>Budget cut for 2 year plan – AUD\$1m from Operations activities &amp; AUD\$300,000 from NRW</li> <li>Get three quotes for Pipes and fittings for PRV and Electromagnetic installation.</li> </ol> <p>JCC – 19<sup>th</sup> of March 2015</p> <p>Agenda – 4 to 5 items.</p> <ul style="list-style-type: none"> <li>Report on the 15 pilot projects</li> <li>Progress of DMA</li> <li>Revised PDM</li> <li>Information Sharing with SW</li> </ul> <p>Explore How to conduct NRW in DMA.</p> <ul style="list-style-type: none"> <li>Effective method of NRW reductions</li> <li>Prepare strategic Plan of NRW base on DMA Prioritization: <ul style="list-style-type: none"> <li>Geo spacing</li> <li>Modelling</li> </ul> </li> </ul>		

<p>Take Home Examination</p> <p>Frank Boniface Vicent Lui</p> <p>Report on KGW School- reconnected yesterday Paid \$800,000.00</p>		
<p>TOTAL TASK COMPLETED BETWEEN 12<sup>th</sup> to 19<sup>th</sup> of Feb 2015</p>		<p>1 / 7 TASKS COMPLETED</p>

NRW Progress Meeting for Field Teams

Date: 23 February 2015

Present

Mathew Mafu	David Akoasi	Eric Uniga
John Teno	Fancis Hiri	Benjamin Billy
Setina Fai	Regina Vouza	Marista Kapini
Michael Keni	Gavin Bareq	
Jahmael Aquilla	Mathias Beta	

Absent

Derick Hoa

Progress:

Tasafe A & B

Activity	Status	Comments
Meter Raising	Ongoing	<ul style="list-style-type: none"> <li>19 already raised</li> <li>3 replaced (2 x N, 1 x S)</li> <li>16 existing</li> <li>4 1/2 bag cement used for the 19 meters</li> <li>1 meter installed to DL customer but not raised. This is for temporary basis as the line is yet to be relocated. The meter is placed to record suspected high usage.</li> <li>Currently meter raising work reaches Home Finance housing.</li> </ul>
Leakage Repair	Ongoing	<ul style="list-style-type: none"> <li>Leak repair is ongoing.</li> <li>It was observed that some pipes are leaking at number of points of the same pipe as a result of high pressure as well as the fact that they are exposed.</li> </ul>
Leak Survey	Ongoing	<ul style="list-style-type: none"> <li>Leak survey is also ongoing.</li> <li>Okazaki and team did mini-step test on very long service lines using ordinary meters to determine leakages or illegals.</li> </ul>

Issues encountered

- Some service lines were found to run very long distances. The risk of leaks and illegal connection is high. It is not clear if meters are to be placed close to the mains or at the end of the service

lines close to the house. This matter to be discussed with Benji and the decision convey to the field team for action.

- How to advice users that were found to connected to system mostly illegally but are without proper land titles?

West Kola Ridge

Activity	Status	Comments
Meter Inaccuracy	Ongoing	<ul style="list-style-type: none"> <li>Cans fill yet to be completed. It was not revealed during the meeting as to the number of meters tested and the numbers yet to be tested.</li> </ul>
Leak Survey	Ongoing	<ul style="list-style-type: none"> <li>Leak survey has not been properly actioned due to the fact that the team is without a camera. It is agreed that the team to redo visible leak survey with proper documentation. Photo and forms to be fills.</li> </ul>

Issues encountered

- With the ongoing issue of in availability of camera when needed, two options were suggested. (1) To buy cameras solely for NRW and be kept by Eric. Or (2) to purchase two SD cards for NRW team that can be taken out after every use. Currently all SW teams are sharing the same two cameras and SD cards.
- Questions has been raised on what to do when encountering areas that have more than 5 houses connected to only 15mm size pipes.
- Hill Top Motel was discovered last year but was suspected to be using water.
- What to do with exposed lines

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 26 February 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. Akinori Miyoshi	JICA Expert
2. Peter Clark	Operations/2yr Adviser
3. Austin Ata	Team Leader Connection Services
4. Marista Kapini	Local NRW Consultant
5. Frank Daukalia	NRW Engineer
6. Mathias Bera	Modelling Engineer/NRW
7. Gavin Bare	GIS Team Leader
8. Benjamin Billy	NRW & Network Operations Team Leader
9. Eric Unga	Leakage Team Leader
10. Daisy Menaga	Team Leader Meter Readers
11. John Konofilia	Human Resources
12. Rosta Tinari	Finance
13. Mary Tafoa	Billing
14. Beverly Sa'ohu	Customer Care
15. Sophia Tango	Communication
16. Benjamin Ercanimae	Billing

ITEM	OWNER	STATUS	DETAILS
locations for meter raising:			
<ul style="list-style-type: none"> <li>Found that some HH have asked contractor to produce ID's and have not allowed access to their properties. To counter that it has been agreed that SW staff must at all times accompany the team to the site.</li> </ul>			
GIS TEAM			
5. GIS Updates	Gavin	Ongoing	<ul style="list-style-type: none"> <li>GIS team has already completed taking GPS locations of customers at West Kola Ridge except for those that do not have account number.</li> <li>GIS also took positions of leak points and even pipelines that are not in the system.</li> </ul>
NETWORK MODELLING			
6. Network Modelling	Mathias	In progress	<ul style="list-style-type: none"> <li>Have worked and completed 7/21 DMAs. About 14 more to go.</li> <li>Currently working on 8<sup>th</sup> and 9<sup>th</sup> DMA.</li> <li>Also working on a model to see if White River gravity is enough to supply Rowe A, B &amp; C should we need to slope supply from Rowe source to clean up the dam. For this the NRW component for Rowe A,B and C is required.</li> </ul>
PROCUREMENT			
7. PRV & Elect magnetic meter	Marisia & Layton	In progress	<ul style="list-style-type: none"> <li>Order for PRVs and electromagnetic flow meters, has been placed as well as purchase order been issued to Bermad.</li> <li>Now working on the list of fittings to go with the PRVs. This list will be forwarded to 3 suppliers to quote for.</li> </ul>
AOB			
<ul style="list-style-type: none"> <li>Communications team was asked to include in their Big mouse announcement segment that NRW work is currently happening at Tasafe A &amp; B and West Kola A.</li> <li>Peter has suggested if a monthly progress report of NRW achievements could be produced to show to the Board and other staff to appreciate the efforts of the NRW team.</li> <li>From Miyoshi(JICA Expert)                         <ul style="list-style-type: none"> <li>Manuals for NRW reduction activities are currently being prepared by Miyoshi and Okazaki.</li> <li>Found that Leakage Equipment are not fully utilises especially on the outskirts.</li> <li>Will discuss presenters for JCC as well procurement on items.</li> </ul> </li> </ul>			

**Reporting for activities as 19<sup>th</sup> to 26<sup>th</sup> of February 2015 .**

TASK	TEAM	STAT US	COMMENTS
<b>DMA – Tasafe A &amp; B</b>			
1. Leakage detection	Eric	In Progress	<ul style="list-style-type: none"> <li>Supposed to complete Tasafe A on 27 February and proceed to Tasafe B as of next week.</li> </ul>
2. Pipe repair	Eric	In Progress	<ul style="list-style-type: none"> <li>As soon as leaks are found and measured, the pipes are fixed immediately after.</li> </ul>
3. Meter Raising	Eric & Frank	In progress	<ul style="list-style-type: none"> <li>As of 25 February 31/130 meters had been raised (6 new meters, 23 existing ones)</li> <li>Replacement forms have been forwarded to Daisy.</li> <li>An issue was raised concerning raising meters for long service lines especially where to install meters, whether near the premises or closer to mains to avoid illegals.</li> <li>Solution- SW to talk with the planning board of Ministry of lands to identify access ways where SW can run distribution mains which can avoid use of long service lines. Benjamin has been delegated the task raise this with Planning Board.</li> </ul>
4. Illegal		In progress	<ul style="list-style-type: none"> <li>19 illegals were found at Tasafe A and B. Will talk with field officers if any illegals have already been disconnected. The list has already been forwarded to illegal team. Copy to be sent to Sophie to prepare notification letter.</li> </ul>
5. Others			<ul style="list-style-type: none"> <li>A service line that was connected from Tasafe to Laundry Valley has been removed. This service line to this particular premise in Laundry valley was reconnected to the distribution main supplied from White River Gravity. This customer has now been complaining of low pressure. The solution that came up was to increase the service mains at Laundry valley from the existing 40mm. This should allow more water to flow through this suburb with better pressure.</li> </ul>
<b>DMA West Kola ridge</b>			
1. Measurement of visibly-detected leakage	Marisia	In progress	<ul style="list-style-type: none"> <li>This activity is still continuing. It has been proposed that as soon as leaks are found and measured, they can be fixed. This will not affect stop test as stop test is only to measure background losses.</li> </ul>
2. Notification letter to illegal users	Austin Ata & Carlos	Not yet	<ul style="list-style-type: none"> <li>10 illegal users were found.</li> </ul>
3. Customer meter inaccuracy test (all meters)	Eric & Frank	Complete	<ul style="list-style-type: none"> <li>124 meters were tested. These are those that are found to be working.</li> <li>33 Blue meters were found to be malfunctioned thus were not tested.</li> <li>6 customers were found to be without meters (DL)</li> <li>Average % of meter inaccuracy is 11%</li> </ul>
4. Meter Raising		Not started	<ul style="list-style-type: none"> <li>Contractor has started moving around the site checking</li> </ul>

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 26 March 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. Akinori Miyoshi	JICA Expert
2. Austin Ata	Team Leader Connection Services
3. Marista Kapini	Local NRW Consultant
4. Frank Daukalia	NRW Engineer
5. Mathias Bera	Modelling Engineer/NRW
6. Gavin Bare	GIS Team Leader
7. Benjamin Billy	NRW & Network Operations Team Leader
8. Eric Unga	Leakage Team Leader
9. Daisy Menaga	Team Leader Meter Readers
10. John Konofilia	Human Resources
11. Mary Tafoa	Billing
12. Beverly Sa'ohu	Customer Care

## Reporting for activities as 12 to 26<sup>th</sup> of March 2015 .

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Leakage detection	Eric	Ongoing	<ul style="list-style-type: none"> <li>For Tasahe B, the leakage team patrolled the pipelines there as a routine activity and found 5 leaks. 4 of them fixed and 1 yet to be fixed. The team is still deciding on the best approach to solve this issue since the leak happen on a very long and exposed service line that is prone to illegal tapping.</li> <li>Also need to discuss with physical planners on clear access ways in Tasahe A and B that would enable laying of mains along the access ways and reduces long service lines.</li> </ul>
2. Pipe repair	Eric	Ongoing	<ul style="list-style-type: none"> <li>5 leaks detected, 4 fixed and 1 yet to be fixed. (Same as above)</li> </ul>
3. Meter Raising - Field	Eric & Frank	Ongoing	<ul style="list-style-type: none"> <li>More than 80 meters has been raised.</li> </ul>
4. Meter updates – Billing	Mary Tafoa & Daisy	Ongoing	<ul style="list-style-type: none"> <li>This has already been updated in the billing system</li> </ul>
5. Illegal connections Notification letter new updates.	Carlos & Austin Ata		<ul style="list-style-type: none"> <li>Notification due at 15 over. Field team has already disconnected some illegals.</li> <li>Some illegal users came forward to validate account. Beverly or Austin to inform the meeting on the actual number.</li> </ul>
<b>DMA West Kola ridge A</b>			
1. Notification letter to illegal users	Austin Ata & Carlos		
2. Step test	Eric	Complete	<ul style="list-style-type: none"> <li>The step test showed that there are 2 sections within the DMA to have high water losses. (Pipeline leading to Hill Top Motel and pipeline to Cana Hill).</li> <li>These sections of high water losses were controlled by the team and found three leaks at Hill Top area, and more leaks at Cana Hill especially at the service lines. The leaks found were all fixed.</li> </ul>
3. Meter raising	Frank	Continues	<ul style="list-style-type: none"> <li>Up to the date of meeting more than 50 meters has been raised. That is only about 25% of the total meters raised.</li> </ul>
4. GIS Updates	Gavin	Ongoing	<ul style="list-style-type: none"> <li>GIS continues to cross check with the list of customers with newly raised meters to see if they have all been captured in the GIS system. Therefore it is instructed that data input to continue to update GIS with new data on ongoing basis.</li> </ul>
5. Network Modelling	Mathias	Ongoing	<ul style="list-style-type: none"> <li>6 DMA yet to be modelled</li> <li>17 already completed</li> <li>Training on modelling will commence on the 7<sup>th</sup> of April.</li> </ul>

2

TOTAL TASKS: 12 to 26 <sup>th</sup> of March 2015	7 TASKS COMPLETED
---	-------------------

4

PROCUREMENT			
6. PRV & Elect magnetic meter	Marista &		<ul style="list-style-type: none"> <li>PRVs and bulk electromagnetic flow meters already board ship. Expected arrival in mid April.</li> <li>Fittings- List of fittings are being finalised and ready to resend to suppliers (Tropex, Pentair and Aquadot). Initial list already sent to them in February.</li> <li>Chambers- Patrick is processing payments for LBS to do structural drawing of chamber.</li> </ul>
7. Fittings			
<p>Other Matters:</p> <p>Myoshi (JICA Expert)</p> <ul style="list-style-type: none"> <li>End of Phase 3- Assessment of capacity of SW NRW action team on general topics relating to NRW.</li> <li>Monday or Tuesday is proposed to hold a workshop.</li> <li>Also during the workshop to share the outcomes of the JCC</li> <li>A test is proposed on the contents of the workshop on Thursday.</li> </ul>			

3

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 23<sup>rd</sup> of April 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. T. Fujiyama	JICA Expert
2. Austin Ata	Team Leader Connection Services
3. Marista Kapini	Local NRW Consultant
4. Frank Daukalia	NRW Engineer
5. Mathias Bera	Modelling Engineer/NRW
6. Gavin Bare	GIS Team Leader
7. Benjamin Billy	NRW & Network Operations Team Leader
8. Daisy Menaga	Team Leader Meter Readers
9. Rosta Tinari	Finance
10. Mary Tafoa	Billing

1

**Reporting for activities as 16 to 23<sup>rd</sup> of April 2015**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Leakage detection	Eric	On going	
2. Pipe repair	Eric	On going	
3. Meter Raising - Field	Eric & Frank	Completed	135 meters raised 1 x yet to raised
4. Meter updates – Billing	Mary Tafoa & Daisy	In progress	95 customers updated
5. Illegal connections Notification letter new updates.	Carlos & Austin Ata	In progress	22 customers- need to verified customer
6. GIS Updates	Gavin		Will cross check the accounts not show in NCS and confirmed
7. MOdelling	Mathias		Data input for all DMA completed and run but not yet analysis.
<b>DMA West Kola ridge A</b>			
8. Meter raising	Austin Ata & Carlos	In progress	So far 14 meters were raised
9. Meter updates in billing	MARY		64 customers updated
10. GIS Updates	Gavin		Cross check all customers with NCS & GIS
11. Network Modelling	Mathias		Work on Honiara Modelling with all of Honiara with Joshua – Model Expert.

1

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 30<sup>th</sup> of April 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. T. Fujiyama	JICA Expert
2. Masakazu Asai	JICA Expert GIS
3. Austin Ata	Team Leader Connection Services
4. Marista Kapini	Local NRW Consultant
5. Frank Daukalia	NRW Engineer
6. Mathias Bera	Modelling Engineer/NRW
7. Yaxley Solomon	GIS assistant Team Leader
8. Benjamin Billy	NRW & Network Operations Team Leader
9. Daisy Menaga	Team Leader Meter Readers
10. Eric Unga	Team Leader Leakage
11. Beverly Sa'ohu	Team Leader Customer Service
12. Mary Pidoke	Customer Service
13. Mary Tafoa	Team Leader Billing
14. James Saliga	Team Leader Communication & Customer Service

1

PROCUREMENT			
12. PRV & Elect magnetic meter & Fittings	Marista &		PRV arrived already at Ports ready for clearance  Fittings with Layten for process of Purchase order.  Chambers need DWG card for fittings inside the chamber.
Other Matters.			
JICA Schedule Time Schedule.			
1. Time schedule			
2. Preparation of PR5 – by 1 <sup>st</sup> May 2015			
3. IAP/ Self-evaluation for all NRW Team Members.			
West Kola ridge Billing data update by – Daisy Menaga			
Cross check of Customer at Tasahe A & B DMA – Beverly Sahoo			
Updates of billing for Tasahe A & B – Mary Tafoa.			
TOTAL TAS 16 <sup>th</sup> to 23 <sup>rd</sup> of April 2015			
		<b>7 TASKS COMPLETED</b>	

3

**Reporting for activities as 1<sup>st</sup> to 7<sup>th</sup> of May 2015**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Meter updates – Billing	Mary Tafoa & Daisy	In progress	95 customers updated
2. Illegal connections Notification letter new updates.	Carlos & Austin Ata	In progress	22 customers- updated in Billing r. 3 x customers need to send Letter of notification once again 1 x for New Connection survey & Costing. Mr. Anisi
3. MNF After counter measure with out PRV	Eric & Frank	In progress	Temporary done but need for the illegals to be legalised /disconnected before MNF after counter measures without PRV
4. 24 hr reading		In progress	
5. NRW Ratio after counter measure		In progress	
6. GIS Updates	Gavin	In progress	Working with the NC data base to short out illegals
<b>DMA West Kola ridge A</b>			
7. Meter raising – in field	Austin Ata & Carlos	completed	2x customer still left for raising ( legalisad and reconnections)
8. Meter updates in billing	Daisy	In progress	66 customers updated 35 existing 21 new customers  Daisy will be given the responsibility for the Updates for West Kola ridge A
9. MNF After counter measure with out PRV	Eric & Frank	Completed	28/29 <sup>th</sup> of April 2015 but Flow meter not logging so will be repeated
10. 24 hr reading	Frank & Eric	completed	Done but will be redo again need SOP for this machine Usage
11. NRW Ratio after counter measure	Benjamin	Not yet	Will be done after MNF
12. GIS Updates	Gavin	In progress	Cross check all customers with NCS & GIS
13. Network Modelling	Mathias		Work on Honiara Modelling with all of Honiara with Joshua – Model Expert on the final stage Completed by 30 <sup>th</sup> of April 2015 A manual will be written for Water Gems Usage

2

PROCUREMENT			
14. PRV & Elect magnetic meter & Fittings	Marista &	In progress	PRV had arrived Fittings PO to be send to Aquaduct LBS - Working on the Chamber Design Chamber construction by Solomon water Staff or contractor.
15. IAP	All Action NRW team Members	In progress	All IAP to be submitted to Taskforce leader and deliver to HR for Final Evaluation and hence assessment
16. Progress of PR5	Team Members	In progress	Technical data - Benjamin Performance Index - Marista Cost effective- Marista Promotion and awareness - Carlos & Sophia Mini Workshop - Benji & Marista & Beverly Chapter 4.7 to 4.12 Eric Ugna  Mathias - Table Chapter 2 HYdraulics
Other Matters.  GIS Lecture and Examination Hydraulic Lecture and Examination			
TOTAL TAS 23 <sup>rd</sup> to 30 <sup>th</sup> of April 2015		2 /16 TASKS COMPLETED	

3

### Reporting for activities as 30<sup>th</sup> of April to 7<sup>th</sup> of May 2015

TASK	TEAM	STATUS	COMMENTS
<b>DMA - Tasahe A &amp; B</b>			
1. Meter updates - Billing	Mary Tafoa & Daisy	In progress	113/135 customers updated 51 New Meters 62 existing meter 3 - in completed
2. Illegal connections Notification letter new updates.	Beverly	In progress	3 x customers illegal yet to validate their status given one more week
3. MNF After counter measure with PRV	Eric & Frank	Not yet	After legalisation and grace period over a week from now
4. 24 hr reading		Not yet	After legalisation and grace period over a week from now
5. NRW Ratio after counter measure		Not yet	After legalisation and grace period over a week from now
6. GIS Updates	Gavin		135 customer updated 24 leakage points for update
<b>DMA West Kola ridge A</b>			
7. Meter raising - In field	Austin Ata & Carlos	completed	183 customer been raised with meters
8. Meter updates in billing	Daisy	In progress	3/4 of all the meter raised been updated in the billing Those customer without accounts refer back for verification
9. MNF After counter measure	Eric & Frank	Repealed	
10. 24 hr. reading	Frank & Eric	Repealed	
11. NRW Ratio after counter measure	Benjamin	Repealed	
12. GIS Updates	Gavin		22 customer yet to be updated
13. Network Modelling	Mathias	In progress	Rove source diversion for Lengakiki tank and white river gravity in progress Modelling of the whole system of Honiara completed and but not yet calibrated
PROCUREMENT			
14. PRV & Elect magnetic meter & Fittings	Marista &	In progress	PRV had arrived in SW compound now Fittings PO to be send to Aqua duct LBS - Working on the Chamber Structure Design Chamber construction by Solomon water Staff or contractor.

2

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date 7<sup>th</sup> May 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. T. Fujiyama	JICA Expert
2. Masakazu Asai	JICA Expert GIS
3. Yoshiharu Wada	JICA Expert - Customer service
4. Kazutoshi Masuda	JICA Expert GIS
5. Tima Kofana	Human Resource Manager
6. Ray Andresen	Operations Manager / GM ( Ag)
7. Austin Ata	Team Leader Connection Services
8. Marista Kapini	Local NRW Consultant
9. Frank Daukalia	NRW Engineer
10. Mathias Bera	Modelling Engineer/NRW
11. Gavin Bare	GIS Team Leader
12. Benjamin Billy	NRW & Network Operations Team Leader
13. Daisy Menaga	Team Leader Meter Readers
14. Eric Unga	Team Leader Leakage
15. Beverly Sa'ohu	Team Leader Customer Service
16. Mary Pidoke	Customer Service
17. Mary Tafoa	Team Leader Billing
18. James Saliga	Team Leader Communication & Customer Service
19. Sophia Tango	Communication Officer
20. Layten Jacob	Procurement Coordinator
21. Rosta - Tinari	Revenue Team Leader

1

15. IAP	All Action NRW team Members	In progress	All IAP with Tima and Interview is arranged for all NRW Staff to attend by Friday 1 <sup>st</sup> of May 2015
16. Progress of PR5	Team Members	In progress	Prove reading now in progress and annex preparation

Other Matters:

Acknowledgement of NRW Staff for achievement by Task Force Leader

### Good Performers at the Weekly Meeting on 7 May 2015

Staff	Performance
Eric Unga	<ul style="list-style-type: none"> <li>Even if he specialize leakage detection activities, he earned highest score in GIS exam.</li> <li>Even if he specialize leakage detection activities, he did his best to earn score in hydraulic analysis. He earned almost average score among five members (Mr. Billy, Mr. Bera, Ms. Kapini, Mr. Frank, Mr. Eric).</li> </ul>
Stanley Sade	<ul style="list-style-type: none"> <li>He earned high score in the exam. on customer care &amp; finance section than JICA expert team had expected.</li> </ul>
Layten Jacob	<ul style="list-style-type: none"> <li>He could contribute to procurement of PRVs and DMA flow meters very much.</li> </ul>
James Carlos Saliga	<ul style="list-style-type: none"> <li>He seriously supervised and monitored activities of members in customer care division.</li> <li>It seems that he recorded daily activities so he could prepare the smart report on his parts in progress report 5.</li> </ul>
Beverly Daii Sao'hu	<ul style="list-style-type: none"> <li>She attended the meeting, etc. frequently to improve her capacity and prepared smart report on her parts in progress report 5.</li> </ul>
Sophia Tango	<ul style="list-style-type: none"> <li>She earned high score in the exam. on customer care &amp; finance section than JICA expert team had expected.</li> </ul>

TOTAL TAS 30<sup>th</sup> of April to 7<sup>th</sup> of May 2015

3 /16 TASKS COMPLETED

3

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date 28th May 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
	JICA Expert
1. Marista Kapini	Local NRW Consultant
2. Frank Daukalia	NRW Engineer
3. Mathias Bera	Modelling Engineer/NRW
4. Gavin Bare	GIS Team Leader
5. Benjamin Billy	NRW & Network Operations Team Leader
6. Daisy Menaga	Team Leader Meter Readers
7. James Saliga	Team Leader Communication & Customer Service
8. Sophia Tango	Communication Officer

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date 4th June 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
	JICA Expert
1. Akihiko Okazaki	JICA Expert
2. Marista Kapini	Local NRW Consultant
3. Frank Daukalia	NRW Engineer
4. Mathias Bera	Modelling Engineer/NRW
5. Gavin Bare	GIS Team Leader
6. Benjamin Billy	NRW & Network Operations Team Leader
7. Daisy Menaga	Team Leader Meter Readers
8. James Saliga	Team Leader Communication & Customer Service
9. Sophia Tango	Communication Officer
10. Eric Unga	Leakage Team Leader
11. Rosta Tinarai	Team Leader Revenue Team
12. Austin Ata	Team Leader Connection Service
13. Mary Tafoa	Team Leader Billing

**Reporting for activities as 30<sup>th</sup> of April to 7<sup>th</sup> of May 2015**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Meter updates – Billing	Mary Tafoa & Daisy	In progress	113/135 customers updated 51 New Meters 62 existing meter

1

1

2. Illegal connections Notification letter new updates.	Beverly/Sophia	In progress	3 – in completed 2 x disconnected 2 x still illegal
3. GIS Updates	Gavin		135 customer updated 24 leakage points for update so far
<b>DMA West Kola ridge A</b>			
4. Meter updates in billing	Daisy	In progress	3 x accounts need information for address and land titles for activating of accounts Papaho area
5. Leakage test	Eric & Frank	In progress	Sense not working- old sense
6. GIS Updates	Gavin	In progress	
7. Network Modelling	Mathias	In progress	5 x DMA analysis so far
<b>PROCUREMENT</b>			
8. PRV & Elect magnetic meter & Fittings	Marista &	In progress	PRV had arrived in SW compound now Fittings PO to be send to Aqua duct LBS – Working on the Chamber Structure Design Chamber construction by Solomon water Staff or contractor. Fitting requested by Layten Jacob. to fly by Air
9. IAP	All Action NRW team Members	In progress	April 2015 to Marcy 2016 to be submitted to Marial and Benjamin & Copy to HR
<b>Other Matters.</b>			
1. Awareness at Nggossi DMA sometime in June 2015 Sophia Will Arrange a			
2. Mr Okazaki will arrived on the 1 <sup>st</sup> of June to conduct Leakage Training – China Town will be the area for Training Frank & Eric will lead out on this program			
3. Question Air for customers survey – James Carlos			
4. Next DMA – Nggossi & Tasahe C start in June 2015			
<b>TOTAL TAS 21<sup>st</sup> to 28<sup>th</sup> of May 2015</b>		<b>0/9 TASKS COMPLETED 9/9 Task in Progress</b>	

2

**Reporting for activities as 29<sup>th</sup> of May to 4<sup>th</sup> of June 2015**

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Meter updates – Billing	Mary Tafoa	In progress	20 far 122 meters updated out of 135 Updated 81 new ones and 51 existing ones Around 10 x meters still need verifications
2. Illegal connections Notification letter new updates.	Beverly	In progress	4 x illegals Andrew and Chalie Tango connected in field but D. Status in NCS Lawrence Kifa hooked with new Meter but still disconnected at sites
3. GIS Updates	Gavin	In progress	The 122 meters updated in GIS already Will liaise with Mary Tafoa for the customers not updated to locale locations and communicate with field team and meter readers.
<b>DMA West Kola ridge A</b>			
4. Meter updates in billing	Daisy	In progress	189 meters updated and 7 meters need to verified with accounts and hence Address
5. Measurement of Leak Pipe across the river	Eric & Frank	Completed	This is to verified a leak where the gabion works at Mataniko crossing – from another pipe line to low west kola tank – pumping main.
6. GIS Updates	Gavin	In progress	
7. Network Modelling	Mathias	Completed	21 DMA analysis ready for Fujiyama to checked
<b>Tasahe C</b>			
8. Network Drawing	Gavin	In progress	
9. Grid Preparation	Gavin	Completed	Printed out already ready for survey
10. Customer Listing	Daisy & Mary	Completed	GIS to bring out the GIS customer list on Grid
<b>Nggosi</b>			
11. Network Drawing	Gavin	In progress	
12. Grid Preparation	Gavin	In Progress	Some printed already
13. Customer Listing	Daisy & Mary	Completed	GIS to bring out the customer List for Nggosi
14. LEAKAGE DETECTION SITE	Eric & Frank	In Progress	China Town is chosen for the piratical of using Leakage Detection activities
<b>PROCUREMENT</b>			
15. Chamber Construction	Marista & Sitas	In Progress	Chamber drawing are reviewed with LBS and the final out come next week Sitas and Team will construct the Chamber
16. Fitting	Layten	In progress	Purchasing order already sent to Aqua duct delivery by flight by end of this Month June.
17. IAP for 2015 to 2016	All Team Members	In Progress	Will be ready by 11 <sup>th</sup> of June 215
18. Customer Question Air	Sophia & Carlos	In progress	Member to have a look thru this questions and make comments for Carlos to finalised them for us.
19. NRW News Letter	Team	In progress	Will have a newsletter for NRW team by end of July

2

	Discussion	2015
1. Sophia – a. Social Activities for NRW Team – by end of June 2015 b. Ngosi Awareness – plan for this month June 2015 c. Kaibia Awareness – 4pm Thursday 11 <sup>th</sup> of June 2015 2. Minutes Taking – see schedule. From Marista		
TOTAL T as of 26 <sup>th</sup> of May to 4 <sup>th</sup> of June 2015		1/ 17 TASKS COMPLETED 16/17 tasked in Progress

3

### Reporting for activities as 28<sup>th</sup> of May to 4<sup>th</sup> of June 2015

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Meter updates – Billing	Mary Tafoa	In progress	So far 122 updated same as previous week through only 100 was actually updated in the system. The 22 was duplicated of the same customers. Data input officer verified that total number of customer in Tasahe A & B is 151. Additional list has been sent to billing to update in the NCS.
2. Illegals	Marista	Complete	Field staff confirms that all illegals at Tasahe have either been disconnected or validated, Monitoring is continuing to ensure that the state remain the same.
3. MNF	Eric	Not yet	MNF is proposed for the week ahead following a final verification of all connection status. Implementation of MNF also depends on the availability of staff as a leakage training is also proposed to continue in China Town.
4. 24 Hour Consumption	Eric	Not yet	Same as above.
5. Monitoring	Marista	Ongoing	Monitoring of the pilot site is ongoing. It has been discovered that just by being present on site contributed to maintain the positive status of the site. Staff is more aware of the condition of site and also customers are able to make enquiries on site.
6. GIS	Gavin	Ongoing	No Update
<b>DMA West Kola ridge A</b>			
7. Billing Update	Daisy	Complete	No update. Status same as last meeting.
8. MNF	Eric & Frank	Not Yet	This activity is proposed for the week ahead but depends on the availability of staff.
9. 24 Hour Consumption	Eric & Frank	Not Yet	Same as above.
10. GIS	Gavin	Completed	No update
<b>Tasahe C and Ngossi</b>			
11. Network Drawing	Gavin	Complete	
12. Grid Preparation	Gavin	Completed	Printed out already ready for survey
13. Customer Listing	Daisy & Mary	Completed	GIS has been able to isolate customer listing through DMA boundaries and the data already sent to Regina (data input)
14. Diversion of pipeline at Tasahe C		Ongoing	Preparations for diversion of pipe main from Fiubala's land on to the main road has proceed.
15. Isolation of DMAs and installation of boundary valves		Ongoing	Work has proceed to isolate the network for Tasahe and Ngossi. One leaking boundary valve was replaced and two lines at Tasahe C LCZs were connected from the old SIWA 4" main. This is to ensure that JICA main will only feed Ngossi DMA and Tasahe C will feed from SIWA main.

2

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 11th June 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
	JICA Expert
1. Marista Kapini	Local NRW Consultant
2. Mathias Bera	Modelling Engineer/NRW
3. Gavin Bare	GIS Team Leader
4. James Saliga	Team Leader Communication & Customer Service
5. Sophia Tango	Communication Officer
6. Eric Unga	Leakage Team Leader
7. Austin Ata	Team Leader Connection Service
8. Mary Tafoa	Team Leader Billing
9. Beverly Sa'aobu	Customer Care Supervisor
10. Mary Pidoke	Customer Care

1

15. Installation of bulk meter		Not yet	It is proposed to install a bulk meter at the entrance to Ngossi main somewhere close to Tasahe C bulk meter. This will take place after a JICA line and SIWA main has been separated. Pipe diversion must complete first.
<b>Others</b>			
17. Leakage detection/training in use of advance leakage detection equipment.	Eric & Frank	In Progress	<ul style="list-style-type: none"> <li>This work is in progress in china Town. So far the team patrolled the site checking all connections and meters. It was common to see that most of the meters in China Town were located at the back of the buildings and mostly fenced occasions where dogs are also present.</li> <li>The team was also following the route of pipeline within china town using the detector even up to Honiara Hotel. It is yet to confirm where the supply of H/Hotel originated from.</li> <li>The team also requested from Gavin the list of customers within the lower west kola DMA where China Town is part of.</li> <li>Also it is proposed that GIS to pick up the actual route of the pipeline to update the GIS system.</li> <li>A day has been proposed to work over during the night at China Town doing testing. It is proposed for Thursday night.</li> <li>The team also found that Bulala's connection looks suspicious. Need to confirm the status of Bulala's connected. Possible illegal connection.</li> </ul>
10. Modelling		Ongoing	Models of all DMAs has been completed by Mathias awaiting Mr Fujiyama to check.
<b>PROCUREMENT</b>			
11. Chamber Construction	Marista & Silas	In Progress	Chamber drawing are reviewed with LBS and the final out come next week Silas and Team will construct the Chamber Mr Silas in the process to collect quotes for materials to construct chambers. Need to collect 3 quotes to qualify for TYP funds.
12. Fitting	Layten	In progress	Purchasing order already sent to Aquaduct delivery by flight by end of this Month June.
13. IAP for 2015 to 2016	All Team Members	In Progress	The team has been reminded again to submit all outstanding IAPs.
<b>Public Relations</b>			
14. Awareness Programs	Sophia	Ongoing	Awareness programs were conducted at Kolale School on 10/06/2015 and at Kaibia on 11/06/2015.

3



1. Sophia –
  - a. Social Activities for NRW Team – by end of June 2015
  - b. Ngosi Awareness – plan for this month June 2015
  - c. Kaibia Awareness – 4pm Thursday 11<sup>th</sup> of June 2015
2. Minutes Taking – see schedule. From Marista

TOTAL T as of 4th of June to 11<sup>th</sup> of June 2015

6/ 16 TASKS COMPLETED  
5/16 tasked in Progress  
5/16 Not yet started.

#### Achievement of Activities in Week 3 Thursday 22<sup>nd</sup> June 2015

TASK	TEAM	STATUS	COMMENTS
<b>Tasahe A &amp; B</b>			
• Billing Update	Mary Tafoa		
• MNF	Eric	Currently in progress	- Setup starts this morning and will end tomorrow Friday 19 <sup>th</sup> June 2015
• 24 Hour consumption	Eric	Currently in Progress	- Initial meter reading to be taken this morning and final reading same time tomorrow morning.
• GIS Updates	Gavin		- No visit from GIS team since last week
<b>West Kola A</b>			
• Billing Update	Daisy		-
• MNF	Eric		- MNF dates will be set for next week. - A patrol team to be deployed a day prior to MNF date.
• 24 Hour consumption	Eric		- Depends on MNF confirm date.
• GIS Update	Gavin	Ongoing	
<b>Tasahe C and Ngosi</b>			
• Diversion of main	Marista	Ongoing	- 7 lengths of pipe yet to be laid then connected to water main.
• Installation of bulk meter	Marista	In progress	Tasahe C bulk meter and installation work is on going
• Isolation of DMA	Marista		Yet to be done
• Leakage Work/Training	Eric	Ongoing	- Some leakage training using Water Leak Detector and

#### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 18<sup>th</sup> June 2015

Time: 9:30am to 10:30am

Venue: Solomon Water

Attendees:

1. Marista Kapini
2. Eric Unga
3. Gavin Bare
4. Mathias Bera
5. Mr Akihiko Okazaki
6. James Saliga
7. Sophia Tango
8. Austin Ata
9. Beverly Saohu

Opening Prayer: Beverly Sa'ohu

Closing Prayer: Austin Ata

			Leak Correlator equipment is done at China-Town area. - Training will continue at other selected site.
• Procurement of fittings and Chamber	Layten	Ongoing	- Fittings requested by Layten to be air-freighted next week. These are associated fittings to be used with PRV. - Silas will be responsible to manage the construction of the PRV chambers.
• Awareness Program	Sophia		- A very successful awareness program at Kaibia community, thanks to Joshua Torren who assists out with the team. - We recommend that at least someone from the NRW team to support awareness program in communities and schools.
<b>AOB</b>			
• NRW News Letter	Japhlet		- All agreed that Japhlet will be responsible for NRW News letter
• Brochures	Carlos	Ongoing	- Will organize a meeting to discuss about brochures and Fact sheets when Carlos resumes duty.

• Update customer/Tasahe B	Beverly		- Charlie Tango - Mr Tarifu
• IAP			- Those few yet to complete their IAP will have to send their IAP directly to HR's office.
1. NRW Social Activities			- First Social Activity will be held on the 30 <sup>th</sup> of June 2015

### Reporting for activities as 28<sup>th</sup> of May to 4<sup>th</sup> of June 2015

TASK	TEAM	STATUS	COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. Meter updates – Billing	Marista Kapini	In progress	Based on the last MNF carried out on the 18 <sup>th</sup> & 19 <sup>th</sup> June there are 157 customers however any other latest updates will be verified by billing team.
2. Illegals	Marista	Complete	Now Tasahe A and B DMA can be assumed as illegal free zone however ongoing monitoring is necessary in case some dis-connected customers resort to illegal connections again. Beverly commented that 2 customers mentioned last week still D on system. Need to be verified by Mafe and team.
3. MNF	Frank	In Progress	MNF after counter-measure without PRV already completed. NRW 40%. After installation of PRV then MNF with PRV can be carried out.
4. 24 Hour Consumption	Frank	Complete	Data in NRW folder for MNF after counter-measure without PRV.
5. Monitoring	Eric	Ongoing	Monitoring of the pilot site is ongoing. It has been discovered that just by being present on site contributed to maintain the positive status of the site. Staff is more aware of the condition of site and also customers are able to make enquiries on site.
6. GIS	Gavin/ Austin	Ongoing	So far the GIS recorded some new customers which the NRW team just identified. There are about 7-10 customers. GIS team to give the exact number. Mr Ata suggested that any new proposed connection for Tasahe DMA needs verification before forwarding information to NRW team.
<b>DMA West Kola ridge A</b>			
7. Billing Update	Marista	Complete	Status same except for one customer where we have to replace his meter since not happy with the flat rate charge against him.
8. MNF	Eric & Frank	Not Yet	This activity is proposed for Monday next week. Mr Fujiyama suggested that it should be completed by Tuesday afternoon so that analysis can be discussed on Wednesday so that PDM can be revised to suit our current situation.
9. 24 Hour Consumption	Eric & Frank	Not Yet	Same as above.
10. GIS	Gavin	Completed	No updates.
<b>Tasahe C and Ngossi</b>			
11. Network Drawing	Gavin	Complete	Mr Fujiyama questioned why Tasahe C and Ngossi was selected for the next DMA to carry out NRW reduction activities. Marista explained that water saved from DMA's at

2

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 25th June 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
1. Mr Fujiyama	JICA Expert
2. Mr Okazaki	JICA Expert
3. Marista Kapini	Local NRW Consultant
4. Mathias Bera	Modelling Engineer/NRW
5. Gavin Bare	GIS Team Leader
6. James Saliga	Team Leader Communication & Customer Service
7. Sophia Tango	Communication Officer
8. Eric Unga	Leakage Team Leader
9. Austin Ata	Team Leader Connection Service
10. Frank Daukalia	Assistant Engineer ( Technical )
11. Beverly Sa'ohu	Customer Care Supervisor

Apologies: Mary Tafoa & Layten Jacob

Chairman: Frank Daukalia

Opening Prayer: Sophia Tango

Closing Prayer: Beverly Sa'ohu

			the western end of Honiara can be used to serve those affected areas in the eastern part of Honiara by pushing it to Skyline Reservoir. And if possible JICA Tuvahu pump can be turned off at times and used only when necessary or emergency situations.
12. Grid Preparation	Gavin	Completed	Printed out already ready for survey
13. Customer Listing	Gavin	Completed	GIS has been able to isolate customer listing through DMA boundaries and the data already sent to Regina (data input)
14. Diversion of pipeline at Tasahe C	Marista	Ongoing	Due to unavailability of sand, work progress halt but expect to start again on Friday should there be sand available.
15. Isolation of DMAs and installation of boundary valves	Marista	Not yet	
16. Installation of bulk meter	Marista	Not yet	
<b>Others</b>			
17. Leakage detection/training in use of advance leakage detection equipment.	Eric & Frank	In Progress	<ul style="list-style-type: none"> <li>Propose lecture on leakage, MNF and Stop test tomorrow.</li> <li>Examination next week. Final date and time yet to be confirmed.</li> <li>Mr Okazaki suggested Leakage team to prepare another site for training using leakage equipment.</li> <li>Eric and team to do site preparation.</li> <li>All DMA network drawings have been converted to PDF but not yet printed.</li> </ul>
18. Modelling	Mathias	Ongoing	
<b>PROCUREMENT</b>			
19. Chamber Construction	Marista	In Progress	All necessary material have been purchased and delivered yesterday. Only sand and cement will be collected later. Lid for the chambers already paid for.  Construction of chambers at site should start anytime from now. Excavation works have already commenced in Tasahe A and B DMA.  Two contractors were selected to do chamber construction and the supervising engineer is Mr Silas Talosui.
20. Fitting	Marista	In progress	Fittings to go with PRVs supposed to be flown over this week if not maybe next week.
21. IAP for 2015 to 2016	All Team Members	Complete	All members have completed their IAP's.
<b>Public Relations</b>			
22. Awareness Programs	Sophia	Ongoing	The next two areas proposed for awareness programs are White River and Fulisango Communities however the communication team is yet receive feedbacks from these two communities.

3

		Mr Fujiyama also asked for Awareness Schedule and Sophia responded that when her boss Karlos comes back they are going to prepare one.
1. Sophia -		
a. Social Activities for NRW Team - Tuesday next week on the 30 <sup>th</sup> June 2015		
b. Work on newsletter will commence next month.		
c.		
2. Minutes Taking - see schedule. From Marista		
TOTAL Task as of 18th of June to 25 <sup>th</sup> of June 2015		8/ 22 TASKS COMPLETED 10/22 tasked in Progress 4/22 Not yet started.

### Reporting for activities as 25<sup>th</sup> of May to 4<sup>th</sup> of June 2015

TASK	TEAM	STATUS	COMMENTS
<b>DMA - Tasahe A &amp; B</b>			
1. Meter updates - Billing	Marista Kapini	In progress	Since Mary Taloa not here due to end of month roll over, assumed similar as last week.
2. Illegals	Marista	Complete	Similar to last week, we will check Mafe for additional information should there be any other new updates
3. MNF	Frank	In Progress	MNF after counter-measure without PRV already completed. NRW 40%. After installation of PRV then MNF with PRV can be carried out. MNF without PRV 18.9m3/h
4. 24 Hour Consumption	Frank	Complete	Data in NRW folder for MNF after counter-measure without PRV.
5. Monitoring	Eric	Ongoing	No monitoring carried out last week due to bad weather however monitoring from loggers noted.
6. GIS	Marista	Ongoing	Since Gavin not here assumed no work done last week but we will check with Yaxley and Japhlet should there be any GIS updates on work carried out last week.
<b>DMA West Kola ridge A</b>			
7. Billing Update	Marista	Complete	Since Daisy not here assumed same as for last week.
8. MNF	Eric & Frank	Not Yet	We'll redo it again probably next week if weather permits us or if not the following week.
9. 24 Hour Consumption	Eric & Frank	Not Yet	Same as above.
10. GIS	Gavin	Completed	No updates.
<b>Tasahe C and Ngossi</b>			
11. Network Drawing	Gavin	Complete	No updates

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 02th July 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Mr Fujiyama	JICA Expert
Mr Okazaki	JICA Expert
1. Marista Kapini	Local NRW Consultant
2. Silas Talosui	Maintenance Manager
3. Gavin Bare	GIS Team Leader
4. Sophia Tango	Communication Officer
5. Eric Unga	Leakage Team Leader
6. Austin Ata	Team Leader Connection Service
7. Frank Daukalia	Assistant Engineer ( Technical )
8. Beverly Sa'ohu	Customer Care Supervisor
9. Ray Andresen	Acting General Manager
10. Mathias Bera	Modelling Engineer

Apologies: Daisy Menaga

Chairman: Austin Ata

Opening Prayer: Eric Unga

Closing Prayer: Silas Talosui

12. Grid Preparation	Gavin	Completed	Printed out already ready for survey
13. Customer Listing	Gavin	Completed	GIS has been able to isolate customer listing through DMA boundaries and the data already sent to Regina (data input)
14. Diversion of pipeline at Tasahe C	Marista	Ongoing	No work progress due to bad weather. Also unavailability of sand contributes to slowing its progress.
15. Isolation of DMAs and installation of boundary valves	Marista	Not yet	Mr. Fujiyama questioned whether we are at schedule or not? Marista replied we may be one or two weeks behind schedule.
16. Installation of bulk meter	Marista	Not yet	Mr. Fujiyama questioned why are we behind schedule and Marista replied diversion of pipe not included in original schedule that is why we are behind now. After completing diversion of pipe before bulk meters can be installed.
<b>Others</b>			
17. Leakage detection/training in use of advance leakage detection equipment.	Eric & Frank	In Progress	Test on Leakage and MNF this afternoon at 2pm. Training using Advanced Equipment not yet. Since Mr. Mafe and Mr. Akeasi will attend training next week at SINU, Mr. Okazaki proposed the training to some other time since he will be leaving for Japan next Friday or if not he will carry out the training with Mr. Eric and later he can train Mr. Mafe and Mr. Akeasi.
11. Modelling	Mathias	Ongoing	All DMA network drawings have been converted to PDF but not yet printed.
<b>PROCUREMENT</b>			
12. Chamber Construction	Silas	In Progress	Preparing for wall construction now. Base pouring completed, lid not yet arrived, should check Mr. Layten on when it should arrive.
13. Fitting	Marista	In progress	Marista suggested that Mr. Layten would be in a better position to update us even though she expected those fittings should already arrived.

14. IAP for 2015 to 2016	All Team Members	Yet to be Completed	Yet to receive a couple of them. About 7 more to submit their IAP
Public Relations			
15. Awareness Programs	Sophia	Ongoing	Proposed for next week depending on weather.
1. Sophia – <ol style="list-style-type: none"> <li>Social Activities for NRW Team – Tuesday next week on the 30<sup>th</sup> June 2015</li> <li>Work on newsletter will commence next month.</li> <li>Mr Fujiyama questioned why number of customer complaint not available in Progress Report 5?</li> <li>Beverly responded that they have the total number of customer complaints but those complaints whom SIWA responded within 10 days, they don't have. Silas also make mentioned that Smith is currently working on a new database system that will enable us to have ease of access to such data.</li> </ol> 2. Minutes Taking – see schedule. From Marista			
TOTAL T as of 25th of June to 02 <sup>nd</sup> of July 2015		7/ 22 TASKS COMPLETED 11/22 tasked In Progress 4/22 Not yet started.	

### Reporting of results for Tasahe A&B DMA and West Kola DMA as of 16<sup>th</sup> of July 2015

TASK	PRESENTER	STATUS	RESULTS AND COMMENTS
<b>DMA – Tasahe A &amp; B</b>			
1. After Countermeasures without PRV		Complete	<ul style="list-style-type: none"> <li>41 points reduction in NRW. From NRW of 89% before CM to 30% after countermeasure.</li> <li>Looking forward to further reduction in NRW after installation of PRV.</li> <li>Initial measurement of NRW before CM was 86% but a number of customers were not included in the baseline survey. After additional customers were identified, the baseline has increased to 89% NRW.</li> </ul>
2. Illegals		Complete	<ul style="list-style-type: none"> <li>2 Connections at Tasahe A&amp;B belonging Charlie Tango and Lawrence Kia have D status but have been installed with new meters. The proposed idea is to remove the D status and start the account anew at the date when the new meter was installed.</li> </ul>
3. Monitoring		Ongoing	<ul style="list-style-type: none"> <li>Monitoring for NRW is proposed to be carried on a monthly basis based on monthly consumption from meter readers and total inflow from bulk meters.</li> <li>Daily monitoring is also ongoing for MNF and maintained flow into Tasahe A&amp;B DMA.</li> <li>Proposed that daily bulk meter reading to be taken by NRW staff. Also monitoring of disconnected customers by be done regularly to maintain status.</li> </ul>
4. DMA Polygon		Yet to be done	<ul style="list-style-type: none"> <li>As a result where additional customers in Independence valley and lower areas were discovered to be fed from Tasahe A &amp; B, it is vital to include them within the Tasahe A&amp;B polygon. Yaxley or Japhlet is to action this.</li> </ul>
<b>DMA West Kola ridge A</b>			
5. After countermeasure		Complete	<ul style="list-style-type: none"> <li>The NRW reduction point after CM was calculated to be 40.1 points. However, 2 services belongs to landowners who have very large usage. Removing them from the equation would reduce the points to about 30 points reduction.</li> </ul>
<b>Tasahe C and Ngossi</b>			
6. Grid Preparation		Ongoing	

#### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 16th July 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Benjamin Billy	NRW Taskforce Team Leader
Marista Kapini	In-house Consultant
Japhlet Rouhana	GIS IT
Beverly Sa'ohu	Customer Care
Eric Unga	Leakage Team Leader
Austin Ata	Team Leader Connection Service
Frank Daukalia	Assistant Engineer ( Technical )
Mathias Bera	Modelling Engineer

Chairman: Benjamin Billy

Opening Prayer: Austin Ata

Closing Prayer: Mathias Bera

7. Customer Listing	Gavin	Completed	GIS has been able to isolate customer listing through DMA boundaries and the data already sent to Regina (data input)
8. Diversion of pipeline at Tasahe C	Marista	Ongoing	
9. Installation of bulk meter	Marista	Not yet	
<b>Others</b>			
10. Leakage detection/training in use of advance leakage detection equipment.	Eric & Frank	In Progress	Test on Leakage and MNF this afternoon at 2pm. Training using Advanced Equipment not yet. Since Mr. Mafe and Mr. Akoesi will attend training next week at SINU, Mr. Okazaki proposed the training to some other time since he will be leaving for Japan next Friday or if not he will carry out the training with Mr. Eric and later he can train Mr. Mafe and Mr. Akoesi.
<b>PROCUREMENT</b>			
1. Chamber Construction	Silas	In Progress	
2. Fitting	Marista	In progress	
3. IAP for 2015 to 2016	All Team Members	Yet to be Completed	Yet to receive a couple of them. About 7 more to submit their IAP

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 23<sup>rd</sup> July 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Mr. Benjimen Billy	NRW Taskforce Team Leader
Ms. Marista Kapini	NRW In-house Consultant
Mr. Japhliet Rouhanna	GIS IT
Ms. Beverly Sa'ohu	Customer Care Team Leader
Mr. Eric Unga	Provincial Opp & Leakage Team Leader
Mr. Austin Ata	Connection Service Team
Mr. Frank Daukalia	NRW Engineer ( Technical )
Mr. Mathias Bera	Network Modelling Engineer (Technical)
Mr. James Saliga	Communications Team Leader
Ms. Sophie Tango	Communications Assistant
Mr. Akinori Miyoshi	JICA Expert Team
Ms. Daisy Menaga	Meter Reading Team Leader
Mr. Lawrence Iroi	Revenue Coordinator

Chairman: Benjimen Billy

Opening Prayer: Austin Ata

Closing Prayer: James Saliga

			easy time to read meters. Normally, some premises have gates lock. Meter boxes prepose to use of site.
<b>PROCUREMENT</b>			
1. Procurement of water meters.	Marista/Benjimen		Check Layten for the status of procurement for new water meters
2. DMA presentation for Maintenance team	Benjimen Billy		Plan to have a presentation of DMA approach to Silas end team.

Thank you all for your attendance. See you all at our next NRW meeting on 30<sup>th</sup> July 2015.

**Reporting for Tasahe A&B DMA, West Kala DMA & Tasahe C DMA of 23<sup>rd</sup> of July 2015**

TASK	PRESENTER	STATUS	RESULTS AND COMMENTS
<b>DMA - Tasahe A &amp; B (Brief overview report)</b>			
1. Chamber Construction for installation of PRV	Benjimen Billy	Ongoing	Check with Silas Tolouai for progress of chamber constructions.
2. Fittings for PRV installation	Marista Kapini	Ongoing	Fittings for PRV installation already arrived but wait for customs clearance and hopefully we receive on 24/07/2015.  A staff from Serwid to carryout training on how to install PRV. This will take place after Solomon Water confirms that all fittings for installation work are ready and on site.
3. Monitoring	Benjimen Billy	Ongoing	Site visits to look for illegal users and leakage are ongoing activities for Tasahe A&B DMA. The leakage team is responsible for the task.  Daily monitoring via loggers for minimum night flow also ongoing.
<b>DMA West Kala ridge A (Brief overview report)</b>			
1. Minimum night Flow (MNF) after countermeasures	Benjimen Billy	Done	As a result of countermeasures for this DMA, the NRW ratio had reduced by 40.1 points.
2. Monitoring		Ongoing	Site visits to look for illegal users and leakage are ongoing activities for West Kala Ridge A DMA. The leakage team is responsible for the task.  Daily monitoring via logger for minimum night flow also ongoing.
<b>Tasahe C DMA (Brief report)</b>			
1. Customer field Survey using grid method	Benjimen Billy	Ongoing	NRW team by using grid method 100m x 100m, did customer survey. Find components of NRW in each DMA such as leakage, illegal connections etc. Importance of keeping records of dates for meter installations so that we can know when to replace water meters.
2. Minimum Night Flow Before Countermeasures	Benjimen Billy	Not yet	Yet to install a bulk meter at the entrance of this DMA to record total input into this particular DMA.
<b>Others</b>			
1. Location of water meters	Benjimen Billy		Propose for new meter installations at Tasahe C to outside of the premises to give meter readers

**NON REVENUE WATER WEEKLY MEETING MINUTES**

Date: 30<sup>th</sup> July 2015

Time: 9:30am to 10:30am

Venue: Solomon Water Conference Room

Attendees:

NAME	DEPARTMENT/TEAM
Mr. Benjimen Billy	NRW Taskforce Team Leader
Ms. Marista Kapini	NRW In-house Consultant
Mr. Japhliet Rouhanna	GIS IT
Ms. Beverly Sa'ohu	Customer Care Team Leader
Mr. Eric Unga	Provincial Opp & Leakage Team Leader
Mr. Austin Ata	Connection Service Team
Mr. Frank Daukalia	NRW Engineer ( Technical )
Mr. Mathias Bera	Network Modelling Engineer (Technical)
Mr. Benjimen Ereaninae	Communications Team Leader
Ms. Sophie Tango	Communications Assistant
Mr. Akinori Miyoshi	JICA Expert Team
Ms. Daisy Menaga	Meter Reading Team Leader
Mr. Layten Jacob	Procurement Coordinator
Ms. Mary Boke Pidoke	Customer Care Assistant

Chairlady: Marista Kapini

Opening Prayer: Japhliet Rouhanna

Closing Prayer: Benjimen Ereaninae

TASK	PRESENTER	STATUS	RESULTS AND COMMENTS
<b>DMA - Tasahe C</b>			
1. Customer field verification - using grid tool (method)	Marista	Ongoing	<ul style="list-style-type: none"> <li>6 teams did customer survey as a training using this grid method</li> <li>So far collation of data is currently underway</li> <li>Grid (method) simply means (100m x 100m square meter) in which customers locate within this block are under one grid</li> </ul>
2. Minimum Night Flow (MNF) - 24hrs flow	Frank & Eric	Done	<ul style="list-style-type: none"> <li>MNF for Tasahe C was done on 27/07/2015 to 28/07/2015.</li> <li>Total system input for this DMA is 475.7m<sup>3</sup>/day</li> <li>Yet to download data from Ultrasonic Flow meter and the pressure logger</li> </ul>
3. Billing data consumption	Benjamin Billy & Benjamin Ereanimae	Ongoing	<ul style="list-style-type: none"> <li>24hr consumption will be taken from billing consumption the previous month.</li> <li>Liaise with Billing team to sort out consumption for this DMA</li> </ul>
4. Procurement - Fittings	Layten Jacob	In progress	<ul style="list-style-type: none"> <li>Fittings already arrived by air freight for PRV installations</li> <li>Other remaining fittings will arrive next month by sea freight</li> </ul>
5. Chamber Construction	Silas Talosui	Done	<ul style="list-style-type: none"> <li>Chamber construction already done.</li> <li>Payments of contractors to be settle as soon as possible.</li> </ul>
6. Measurement of Transmission Mains	Eric & Frank	Ongoing	<ul style="list-style-type: none"> <li>Measurement of main pipeline from Gilbert Camp to Border-line tank</li> <li>Panatina pipeline from boreholes to tank yet to expose and measure next week</li> <li>Rove pipeline from Source to tank also schedule to measure early next week</li> </ul>
7. Purpose of the JICA Mission	Mr. Miyoshi	Updates	<ul style="list-style-type: none"> <li>Evaluation team from JICA to arrive soon for evaluation of the project.</li> <li>Each NRW action team member to ready for interview with the JICA evaluation team</li> <li>General test for all NRW action team members to be schedule soon.</li> </ul>

Thank you all for your attendance. See you all at our next NRW meeting on 6<sup>th</sup> August 2015.

Yaxley S	GIS
Miyoshi	JICA expert
Mary Boke	Asstant customer care <i>rapidola</i>
Rosta Tinarai	Revenue team leader <i>Ben</i>

Chairman: Benjamin Billy

Opening Prayer: Benjamin Ereanimae

Closing Prayer : Silas Talosui

### Reporting for activities as 30<sup>th</sup> July 2015 to 6<sup>th</sup> August 2015

TASK	TEAM	STATUS	COMMENTS
<b>DMA - Tasahe C</b>			
1. Customer Verification - Field using Grid tool	Marista	ongoing	<ul style="list-style-type: none"> <li>Now compiling all lists and found out that there are plenty proper connections but no accounts. 30 plus connection unregistered and forward to customer care team leader Mrs Beverly for Verification.</li> </ul>
2. MNF - 24 hr flow.	Eric & Frank	Done	<ul style="list-style-type: none"> <li>Total system input volume 475.5 m<sup>3</sup>/day.</li> <li>MNF 14.5m<sup>3</sup>/hr, happen 3:15 am</li> </ul>
4. Billing data Consumption	Benji &		<ul style="list-style-type: none"> <li>Billing Data not consistent from previous lists. problem need to solve. As billing information must much with field.</li> </ul>
4. PROCUREMENT - Fittings	Layten Jacob	in progress	<ul style="list-style-type: none"> <li>PRVs Airfrit arrived already.</li> <li>And shipment next week or 2<sup>nd</sup> week of August</li> </ul>

### NON REVENUE WATER WEEKLY MEETING MINUTES

Date: 6<sup>th</sup> July 2015

Time: 9.30 to 10:30

Venue: Solomon Water Conference Room

Attendees:

Names	Department/Team
Benjamin Ereanimae	Finance - billing <i>Ben</i>
Daisy Menaga	Finance/ meter reading <i>DM</i>
Beverly Saohu	Customer care <i>BS</i>
Sophia Tango	Communication <i>ST</i>
Lawrence iroi	Revenue mgt <i>LI</i>
Carlos Saliga	Communication <i>CS</i>
Marista Kapini	NRW <i>MK</i>
Mathias Bera	NRW <i>MB</i>
Silas Talosui	Maintenance <i>ST</i>
Benjamin Billy	network operations <i>BB</i>
Austen Ata	team leader Connections <i>AA</i>
Frank Daukalia	NRW Engineer <i>FD</i>
Eric Unga	leakage team leader <i>EU</i>
Japhliet R	GIS <i>JR</i>

5. Chamber Construction & PRV Set Up	Silas	in progress	<ul style="list-style-type: none"> <li>chambers arrive already but fittings not according to our orders. (mismatch)</li> <li>with availability of fittings, installation should start today or Saturday.</li> <li>New set of chambers material list with procurement.</li> <li>2<sup>nd</sup> week of September training for installation of PRV.</li> </ul>
6. Measurement of Transmission Mains	Eric & Frank	Done	<ul style="list-style-type: none"> <li>Panatina borehole reservoir no leak and transmission main clear.</li> <li>Rove transmission clear.</li> </ul>
7. Terminal Evaluation	Action Team Members		PDM - Explanation by Myoshi - overall goal, project purpose and output to achieve NRW.
AOB			
TOTAL TAS of 23 <sup>rd</sup> to 30 <sup>th</sup> July 2015		9 TASKS COMPLETED	

**NRW WEEKLY MEETING MINUTES**

**DATE : 13<sup>th</sup> AUGUST 2015**

**TIME : 9:30 TO 10 :30**

**VENUE : SW CONFERENCE ROOM**

**ATTENDEES:**

Names	Department / Team
Benjamin Billy	NRW
Eric Unga	NRW
Frank D	NRW
Marista K	NRW
Austein A	n/connection
Rosta T	Debt Recovery
Yaxley	GIS
Mathias B	NRW
Daisy M	Meter reading
Mr Fuyiama	JICA

**Chairman : Benjamin Billy**

**Opening Prayer :**

**Closing Prayer :**

1

(valve installation)			
4. Preparation of customer list			need new list
<b>E. DMA – Mbokona 1-5</b>			
1. Preparation of network drawings	Eric		on going
2. Field survey (valve check, visual leakage detection, etc.)			on going
3. Preparation of isolation and step test (valve installation)			on going
4. Preparation of customer list			customer list need to verify in the field.
<b>F. DMA – Border Line</b>			
1. Preparation of network drawings	Silas		
2. Field survey (valve check, visual leakage detection, etc.)		done	very complicated but manage to continue and finished.
3. Preparation of isolation and step test (valve installation)		on going	
4. Preparation of customer list			
<b>4. PROCUREMENT – PRV Short falls</b>			
	Layten Jacob		chambers, the covers were already arrive, some fittings airlift
<b>5. Chamber Construction &amp; PRV Set Up</b>			
	Silas		PRVs- Training of installation of PRV setting will be on 14/9/15.
<b>6. Terminal Evaluation Question Airs</b>			
	Action Team Members		on 17/8/15 group interview on output 2 & 3 and on 18/8/15 group interview on output 4.
AOB			replacement of existing pipe forward to programme manager to be funded under 2 year plan.
TOTAL TAS of 6 <sup>th</sup> to 13 <sup>th</sup> of August 2015		19 TASKS COMPLETED	

3

**Reporting for activities as 6th to 13<sup>th</sup> of August 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tashae C</b>			
1. Preparation of network drawings		complete	
2. Field survey (valve check, visual leakage detection, etc.)		ongoing	
3. Preparation of isolation and step test (valve installation)		complete	
4. Preparation of customer list		ongoing	
5. On-site public awareness		not yet	
6. Distribution of public awareness pamphlet		ongoing	50 % complete
7. Connection identification and verification		ongoing	
8. Customer meter functioning check		ongoing	
9. Measurement of visibly-detected leakage		ongoing	
10. Notification letter to illegal users		not yet	
11. Customer meter reading of 24 hours consumption monthly		complete	perform 2 -3 weeks ago
12. MNF & Pressure measurement			
13. Customer meter inaccuracy test (all meters)		on going	total customer 181, registered customer 147, illegal or no account customers 28, unconnected customers 6.
14. Calculation of NRW ratio			NRW 43 %, RW 57 %
<b>B. DMA – Mbokona</b>			
	Benji		
1. Preparation of network drawings		on going	
2. Field survey (valve check, visual leakage detection, etc.)		on going	
3. Preparation of isolation and step test (valve installation)		on going	
4. Preparation of customer list			
<b>C. DMA – Vavaya Ridge</b>			
	Mathias		
1. Preparation of network drawings		on going	
2. Field survey (valve check, visual leakage detection, etc.)		not yet	
3. Preparation of isolation and step test (valve installation)		not yet	
4. Preparation of customer list		on going	still to verify
<b>D. DMA – Skyline</b>			
	Frank		
1. Preparation of network drawings		on going	
2. Field survey (valve check, visual leakage detection, etc.)		on going	
3. Preparation of isolation and step test			

2

**NRW WEEKLY MEETING MINUTES**

**DATE : 27<sup>th</sup> AUGUST 2015**

**TIME : 9:30 TO 10 :30**

**VENUE : SW CONFERENCE ROOM**

**ATTENDEES:**

Names	Department / Team
Marista Kapini	NRW
Frank Daukalia	NRW
Eric Unga	NRW
Mathias Bera	NRW
Silas Talosui	Network Maint.
Gavin Bare	GIS
Yaxley Solomon	GIS
Carlos Saliga	Communication
Ray Andresen	OM
Austin Ata	New Connection
Rosta Tinarai	Debt Recovery
Beverly Saóhu	Customer Care
Daisy M	Meter reading
Mr Fuyiama	JICA Expert Team

1

**Chairman : Austin Ata**

**Opening Prayer : Mr Ray Andresen**

**Closing Prayer : Mr Yaxley Solomon**

**Reporting for activities as 21st to 27th of August 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
<b>Before Counter Measure</b>			
1. Notification letter to illegal users	Marsta	On-going	<ul style="list-style-type: none"> <li>Total Illegal : 34</li> <li>Notification Letters not yet, but prefer to validate all 34 users.</li> <li>Team agrees on the option of create new A/C with minimal fees.</li> </ul>
2. Customer meter inaccuracy test ( all meters)		complete	<ul style="list-style-type: none"> <li>Yet to calculate meter inaccuracy %</li> </ul>
<b>Counter Measures</b>			
3. Step – Test		complete	<ul style="list-style-type: none"> <li>Yet to analyse result</li> </ul>
4. Meter Installation		ongoing	<ul style="list-style-type: none"> <li>In-process of obtaining quotation for materials- GI dice pipes.</li> </ul>
5. Leak Repair		ongoing	
6. Customer meter functioning check		complete	
<b>B. DMA - MBOKONA</b>			
	Benji		<ul style="list-style-type: none"> <li>Report not available</li> </ul>
<b>C. DMA – VAVAYA RIDGE</b>			
<b>Before Counter Measure</b>			
1.	Mathias		
2. Field survey (valve check, visual leakage detection, etc.)		on going	<ul style="list-style-type: none"> <li>Valve check – complete</li> <li>Visible Leaks – Not yet</li> </ul>
3. Preparation of isolation and step test (valve installation)		on going	<ul style="list-style-type: none"> <li>17 valves in 17 different off-takes or spider.</li> </ul> <p>OM Commented that it is the opportunity to tidy-up and re-align all service pipelines.</p>
4. Preparation of customer list		on going	still to verify
5. Customer Identification &		Not Yet	

2

Okazaki	<ul style="list-style-type: none"> <li>Confirm that Leak Detection Activity to start next week at Point Cruz Area using Noise Correlator.</li> </ul>
Ray	<ul style="list-style-type: none"> <li>OM ask, how can we incorporate water Quality Team into the NRW activities and be part of the NRW Action Team.</li> <li>He reiterates the importance of SW Safety requirements – Will follow-up with HR Office.</li> <li>Also comment on the opportunity to out-source some activity/work.</li> </ul>
TOTAL TASK of August 2015	
/TASKS COMPLETED	

4

Verification using Grid			
<b>D. DMA – SKYLINE</b>			
<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Frank	on going	
2. Preparation of isolation and step test (valve installation)		on going	
3. Preparation of customer list - Grid		on-going	Cross-Check
4. Customer Identification and Verification		on-going	
5. Customer Meter functional check		Not yet	
<b>E. DMA – MBOKONAVERA</b>			
<b>Before Countermeasure</b>			
6. Field survey (valve check, visual leakage detection, etc.)	Eric	on going	
7. Preparation of isolation and step test (valve installation)		on going	
8. Preparation of customer list - Grid		on-going	
9. Customer Identification and Verification		on-going	
10. Customer Meter functional check		Not yet	
<b>F. DMA – BORDER LINE</b>			
<b>Before Countermeasure</b>			
1. Preparation of network drawings	Silas	Complete	
2. Field survey (valve check, visual leakage detection, etc.)		on-going	
3. Preparation of isolation and step test (valve installation)		on going	
4. Preparation of customer list - Grid		on going	
<b>G. PROCUREMENT – PRV Short falls</b>			
	Laylen Jacob		<ul style="list-style-type: none"> <li>Fittings for the 5 DMA sites procured and on the way by boat.</li> </ul>
<b>H. Chamber Construction &amp; PRV Set Up</b>			
	Silas		<ul style="list-style-type: none"> <li>Tasahe A – Pipe installation work complete except for PRV installation.</li> <li>Tasahe B – Pipeline installation set for this week-end.</li> <li>Tasahe C – Formwork &amp; reinforcement work complete &amp; awaits pouring of concrete.</li> </ul>
<b>AOB</b>			
	Fujiyama		<ul style="list-style-type: none"> <li>Thank you all and appreciation for the successful JCC meeting.</li> <li>The Evaluation team very impressed with report of NRW activities and they recommend close communication between managers to strengthen NRW activities.</li> </ul>

3

**NRW Weekly Meeting Minutes**

**Date: 3rd September 2015**

**Time: 9:30 to 10:30am**

**Venue: SW Conference Room**

**Attendees:**

Name	Team/Department
Austin Ata	Connections <i>Austin Ata</i>
Ray Andresen	Operations Manager <i>Ray Andresen</i>
Gavin Bare	GIS <i>Gavin Bare</i>
Frank Daukalia	NRW <i>Frank Daukalia</i>
Mary Pidoke	Customer Care <i>Mary Pidoke</i>
Sophia Tango	Communications <i>Sophia Tango</i>
Eric Unga	NRW <i>Eric Unga</i>
Akihiko Okazaki	JICA <i>Akihiko Okazaki</i>
Beverly Sa'ohu	Customer Care <i>Beverly Sa'ohu</i>
Mathias Bera	Network Operations <i>Mathias Bera</i>
Marista Kapini	NRW <i>Marista Kapini</i>
Mary Tafoa	Billing <i>Mary Tafoa</i>
Daisy Menaga	Meter Reading <i>Daisy Menaga</i>
Roster Tinara	Debt Recovery <i>Roster Tinara</i>
Benjamin Billy	NRW Task Force TL <i>Benjamin Billy</i>
Carlos Saliga	Communications <i>Carlos Saliga</i>

1



Chairman: Benjamin Billy

Opening Prayer: Marista Kapini

Closing Prayer: Daisy Menaga

Minute of previous meeting 27<sup>th</sup> August, 2015 moved for adoption.

Mover: Mathias Bera

Seconded by: Marista Kapini

**Reporting for activities as 27<sup>th</sup> of August 2015 to 3<sup>rd</sup> of September 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
Before Counter Measure			
1. Notification letter to illegal users	Marista		<ul style="list-style-type: none"> <li>26 illegals out of 34 being verified/confirmed for notification letters</li> <li>Relining ongoing</li> <li>NRW 44%</li> </ul>
Counter Measures			
2.			
3. Meter Installation		In progress	
4. Leak Repair			<ul style="list-style-type: none"> <li>Step test completed</li> </ul>
5. Meter Raising /Boxing		In progress	<ul style="list-style-type: none"> <li>Materials been facilitated</li> </ul>
<b>B. DMA - MBOKONA</b>			
Benji			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
2. Preparation of isolation and step test (valve installation)		Ongoing	
3. Preparation of customer list		Ongoing	<ul style="list-style-type: none"> <li>Office list finalized</li> <li>Field verification not yet</li> </ul>
4. Customer Identification & Verification using Grid		Ongoing	

H. Chamber Construction & PRV Set Up	Silas	Complete	<ul style="list-style-type: none"> <li>PRV set up for 'A' done.</li> <li>PRV set up for 'B' not yet</li> </ul>
AOB	Benjamin		<ul style="list-style-type: none"> <li>Leakage test for Point Cruz done at night with the assistance of JICA Expert team Okazaki</li> <li>Nemani to check sites for installation of valves</li> </ul>
TOTAL TASK of 27 <sup>th</sup> August of August to 3d of September 2015		TASKS COMPLETED	

<b>C. DMA – VAVAYA RIDGE</b>			
Mathias			
Before Counter Measure			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	<ul style="list-style-type: none"> <li>Minimum night flow scheduled for the night of 3<sup>rd</sup> Sept</li> <li>Step test not yet</li> </ul>
2. Preparation of isolation and step test (valve installation)		Ongoing	<ul style="list-style-type: none"> <li>Isolation done within DMA with installation of additional 2 valves.</li> </ul>
3. Preparation of customer list		Complete	
4. Customer Identification & Verification using Grid		Yet to complete	<ul style="list-style-type: none"> <li>To be done after identification of the boundary</li> </ul>
<b>D. DMA – SKYLINE</b>			
Frank			
Before Countermeasure			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	<ul style="list-style-type: none"> <li>Installation of valves done</li> </ul>
2. Preparation of isolation and step test (valve installation)		Ongoing	
3. Preparation of customer list - Grid		Complete	
4. Customer Identification and Verification		Complete	<ul style="list-style-type: none"> <li>33 without accounts</li> <li>List of DMA customers to be supplied to Revenue team for verification</li> </ul>
5. Customer Meter functional check		Complete	
<b>E. DMA – MBOKONAVERA</b>			
Eric			
Before Countermeasure			
6. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
7. Preparation of isolation and step test (valve installation)		Ongoing	<ul style="list-style-type: none"> <li>Replacement of step test valve done</li> </ul>
8. Preparation of customer list - Grid		Ongoing	
9. Customer Identification and Verification		complete	
10. Customer Meter functional check		Ongoing	<ul style="list-style-type: none"> <li>Minimum night flow schedule for the coming week</li> </ul>
<b>F. DMA – BORDER LINE</b>			
Silas			
Before Countermeasure			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
2. Preparation of isolation and step test (valve installation)		Ongoing	<ul style="list-style-type: none"> <li>Isolation of Naha done. Jackson Ridge in progress</li> </ul>
3. Preparation of customer list - Grid		Complete	<ul style="list-style-type: none"> <li>Done for Naha1 - 4</li> </ul>
<b>G. PROCUREMENT – PRV Short falls</b>			
Layten Jacob/Marista			
<ul style="list-style-type: none"> <li>PRV fittings arrived</li> <li>Final payment yet to be delivered</li> </ul>			

**NRW Weekly Meeting Minutes**

Date: 10<sup>th</sup> September 2015

Time: 9:25am to 10:00am

Venue: SW Conference Room

Attendees:

Name	Team/Department
Austin Ata	Connections
Carlos Saliga	Communications
Gavin Bare	GIS
Frank Daukalia	NRW
Benjamin Billy	NRW Task Force TL
Sophia Tango	Communications
Eric Unga	NRW
Akihiko Okazaki	JICA
Mathias Bera	Network Operations
Roster Tinarai	Debt Recovery
Mary Tafoa	Billing

**Words of Welcome: Benjimen Billy (Chairman)**

**Opening Prayer: Benjimen Billy**

**Closing Prayer: Austin Ata**

**Minute of previous meeting 3<sup>rd</sup> September, 2015 moved for adoption.**

**Approve and Moved: Frank Daukalia**

**Seconded by: Rosta Tinara**

**Reporting for activities as of 3<sup>rd</sup> of September to 10<sup>th</sup> of September 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAA C</b>			
Before Counter Measure			
1. Notification letter to illegal users	Marista	Total 34	<ul style="list-style-type: none"> <li>26 illegals out of 34 being verified/confirmed for notification letters</li> <li>8 still to verify</li> <li>3 customers respond to team Rosta after the notification letter issued. Others need to reconfirm with Beverly.</li> <li>2 category – illegal (1) with account number but include in the drop down list after write off since it have arrears (2) without account number. Therefore, need to pay HI/Deposit and Service fee.</li> </ul>
Counter Measures			
2.			
3. Meter Installation		on going	<ul style="list-style-type: none"> <li>About 15 meters placed in meter boxes</li> </ul>
4. Leak Repair		In progress	<ul style="list-style-type: none"> <li>By Mafe and David</li> </ul>
5. Meter Raising /Boxing		In progress	<ul style="list-style-type: none"> <li>10 meters.</li> </ul>
<b>B. DMA - MBOKONA</b>			
	Benji		

5. MNF Before Counter measures			<ul style="list-style-type: none"> <li>Minimum night flow schedule for next week.</li> </ul>
7. Meter inaccuracy Test			<ul style="list-style-type: none"> <li>Meter inaccuracy also schedule for next week.</li> </ul>
6. Consumption 24hr		Complete	<ul style="list-style-type: none"> <li>Data will be taken from latest billing figure to calculate 24hr consumption for Skyline DMA.</li> </ul>
<b>F. DMA – BORDER LINE</b>			
Before Countermeasure			
1. Field survey (valve check, visual leakage detection, etc.)	Silas	Ongoing	
2. Preparation of isolation and step test (valve installation)		Ongoing	<ul style="list-style-type: none"> <li>Isolation confirmed boundary - Naha 1 and Naha 3</li> </ul>
3. Identification & Verification of Customer		Ongoing	
4.			
<b>G. PROCUREMENT – PRV Short falls</b>			
	Layten Jacob/Marista		<ul style="list-style-type: none"> <li>Next week, new procurement for other DMA.</li> <li>Electro-Magnetic fitting in progress since we have budget for 2 year plan.</li> </ul>
<b>H. Chamber Construction &amp; PRV Set Up</b>			
	Silas		<ul style="list-style-type: none"> <li>Installing &amp; training for electro-Magnetic flow meter</li> <li>Also to control PRV training</li> <li>Nemani is discussing and dealing with chambers for 20 DMA and it's in progress.</li> </ul>
<b>AOB</b>			
	Akiliko Okazaki		<ul style="list-style-type: none"> <li>Update on Monday 7/9/15 for training on leak detection. ...Check sound for leakage and prove to them that training to be continued.</li> <li>JICA Expert team Okazaki confirmed that Vavaya ridge is suitable since Point Cruz area so busy and noisy which was not good for training.</li> </ul>
	Sophia		<ul style="list-style-type: none"> <li>Awareness program will be at Windy Valley Time: 10:00am (11/9/15)</li> <li>Sophiacalls on everyone to support the awareness program.</li> </ul>

1. Field survey (valve check, visual leakage detection, etc.)		Complete	
2. Preparation of isolation and step test (valve installation)		Complete	
3. Preparation of customer list		Complete	
4. Customer Identification & Verification using Grid		In progress	
5. MNF Before Count measures			<ul style="list-style-type: none"> <li>Next week activity</li> </ul>
6. Meter inaccuracy Test			<ul style="list-style-type: none"> <li>Next week activity</li> </ul>
7. Consumption 24hr			<ul style="list-style-type: none"> <li>Next week activity</li> </ul>
<b>C. DMA – VAVAYA RIDGE</b>			
Before Counter Measure			
1. Field survey (valve check, visual leakage detection, etc.)	Mathias	Ongoing	
2. Preparation of isolation and step test (valve installation)		Complete	
3. Preparation of customer list		Complete	
4. Customer Identification & Verification using Grid		Yet to complete	<ul style="list-style-type: none"> <li>Verification of Customer plan to start today</li> </ul>
5. MNF Before Count measures		Complete	
6. Meter inaccuracy Test			<ul style="list-style-type: none"> <li>Meter inaccuracy yet to be done</li> </ul>
7. Consumption 24HR			<ul style="list-style-type: none"> <li>1,236M3/day. NRW =5%</li> </ul>
<b>D. DMA – SKYLINE</b>			
Before Countermeasure			
1. Field survey (valve check, visual leakage detection, etc.)	Frank	Complete	
2. Preparation of isolation and step test (valve installation)			<ul style="list-style-type: none"> <li>Done. Except for 4 valves yet to be install</li> </ul>
3.			
4. MNF Before Counter measure		Ongoing	<ul style="list-style-type: none"> <li>This morning at 9:20am, reading 781M3/day</li> </ul>
5. Meter inaccuracy Test			<ul style="list-style-type: none"> <li>Meter inaccuracy to be done next week.</li> </ul>
6. Consumption 24hr		Complete	<ul style="list-style-type: none"> <li>Data will be taken from the latest billing update to calculate 24hr consumption for Skyline DMA.</li> </ul>
<b>E. DMA – MBOKONAVERA</b>			
Before Countermeasure			
1. Field survey (valve check, visual leakage detection, etc.)	Eric		<ul style="list-style-type: none"> <li>Most valves checked.</li> <li>Visible leak yet to be carried out</li> </ul>
2. Preparation of isolation and step test (valve installation)			<ul style="list-style-type: none"> <li>2 Step valve still to be carried out</li> </ul>
3. Preparation of customer list - Grid		Ongoing	
4. Customer Meter functional check			<ul style="list-style-type: none"> <li>Total customers 232 including vacant and disconnected customers.</li> </ul>

TOTAL TASK of 3 <sup>rd</sup> September to 10 <sup>th</sup> of September 2015		/TASKS COMPLETED
---	--	------------------

**NRW Weekly Meeting Minutes**

**Date: 17<sup>th</sup> September 2015**

**Time: 9:30am to 10:30am**

**Venue: SW Conference Room**

**Attendees:**

Name	Team/Department
1. Ray Andresen	Operations Manager
2. Austin Ata	Connections service
3. Carlos Saliga	Communications
4. Gavin Bare	GIS
5. Frank Daukalia	NRW
6. Benjamin Billy	NRW Task Force TL
7. Layten Jacob	Procurement Coordinator
8. Eric Unga	NRW
9. Akihiko Okazaki	JICA
10. Mathias Bera	Network Operations
11. Roster Tinarai	Debt Recovery
12. Mary Tafoa	Billing
13. Daisy Menaga	Team Leader Meter Readers
14. Stanley Sade	Meter Reader
15. Mary Pidoke	Customer Care Officer
16. Beverly Saohu	Customer Care Team Leader
17. Silas Talosui	Coordinator Network Maintenance
18. Marista Kapini	Local Consultant NRW

1

Before Countermeasure			
1. Preparation of isolation and step test (valve installation)		Ongoing	Isolation of step valves
2. MNF Before Counter measure		Completed	MNF= 24.44 m <sup>3</sup> /h
3. Meter inaccuracy Test		Next week	Random
4. NRW Ratio before counter measure		completed	NRW -72%
<b>E. DMA – MBOKONAVERA</b>			
<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	Identify 17 leakages & continue installation of step valves
2. Preparation of isolation and step test (valve installation)		On going	Installation of Step Valves
3. Preparation of customer list - Grid		Ongoing	
4. Customer Meter functional check		Ongoing	
5. MNF Before Counter measures		completed	17 <sup>th</sup> of September 2015 result yet to be down load and documented
6. Meter inaccuracy Test		Not yet	
7. Consumption 24hr		Completed	Will used average of 12 months consumption data – detail component of NRW will yet to be finalised.
<b>F. DMA – BORDER LINE</b>			
<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
2. Preparation of isolation and step test (valve installation)		Ongoing	
3. Identification & Verification of Customer		Ongoing	
4. MNF Before Counter measures		Next week	
5. Meter inaccuracy Test		Next week	
<b>G. PROCUREMENT – PRV Short falls</b>			
	Layten Jacob/Marista		Fitting for Tasahe C & Skyline Not Yet for meter raising Water meters will arrived about 1000 PRV & EM training by Bermand next week
<b>H. Chamber Construction &amp; PRV Set Up</b>			
	Silas		PRV Installation for Tasahe B 17 <sup>th</sup> & 18 <sup>th</sup> of September 2015 Electromagnetic Meter on the 19 <sup>th</sup> & 20 <sup>th</sup> Sept 2015
<b>AOB</b>			
	Akihiko Okazaki		Fare well of Okazaki Leakage Specialist by the NRW Action Team with Presentation of gifts and refreshment.
Awareness	Sophia		Awareness –at Windy Valley was a success

3

**Words of Welcome: Benjimen Billy (Chairman)**

**Opening Prayer: Austin Ata**

**Closing Prayer: Daisy Menaga**

**Minutes 10<sup>th</sup> of September moved By: Austin Ata**

**Seconded by Layten Jacob.**

**Reporting for activities as of 10<sup>th</sup> to 17<sup>th</sup> of September 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tashae C</b>			
	Marista		
<b>Before Counter Measure</b>			
1. Notification letter to illegal users		On going	6/26 ben legalised
<b>Counter Measures</b>			
2.			
3. Meter Installation (meter Box)		ongoing	57/187 meters completed place in Meter box – Dell Construction
4. Leak Repair		Ongoing	
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Customer Identification & Verification using Grid		On going	Started on the 16 <sup>th</sup> of Sept 2015
5. MNF Before Count measures		Re do	Redo on the 17 <sup>th</sup> & 18 <sup>th</sup> of September
6. Meter inaccuracy Test		Not yet	
7. Consumption 24hr		not yet	18 <sup>th</sup> Friday 2015
<b>C. DMA – VAVAYA RIDGE</b>			
<b>Before Counter Measure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Completed	Visible leakage in progress, valve completed
2. Customer Identification & Verification using Grid		Ongoing	Started on the 16 <sup>th</sup> of September 2015
3. Meter inaccuracy Test		Not yet	Next week
4. Consumption 24HR		Completed	Using 24 hr flow for Average last six months
5. NRW Ratio before counter measure			55% NRW
<b>D. DMA – SKYLINE</b>			
	Frank		

2

Customer service Feed back – complains mainly no water previous before 2013 for bill adjustment Billing adjustment. Customer for email address for posting of Billings Text Message for billing notification On call team for mobile phone	
TOTAL TASK of 10 <sup>th</sup> to 17 <sup>th</sup> 10 <sup>th</sup> of September 2015	/TASKS COMPLETED

4

**NRW Weekly Meeting Minutes**

**Date:** 24<sup>th</sup> September 2015

**Time:** 9:30am to 10:30am

**Venue:** SW Conference Room

**Attendees:**

Name	Team/Department
1. Ray Andresen	Operations Manager <i>Ray</i>
2. Austin Ata	Team Connections service <i>Austin</i>
3. Carlos Saliga	Team Communications <i>Carlos</i>
4. Sophia Tango	Communications <i>Sophia</i>
5. Frank Daukalia	NRW <i>Frank</i>
6. Benjamin Billy	NRW Task Force TL <i>Billy</i>
7. Eric Unga	NRW <i>Eric</i>
8. Masakazu Asai	JICA Expert <i>P.P. Asai</i>
9. Mathias Bera	Network Operations <i>Mathias</i>
10. Mary Tafoa	Billing <i>Mary</i>
11. Beverly Saohu	Customer service Team Leader <i>Beverly</i>
12. Silas Talosui	Coordinator Network Maintenance <i>Silas</i>
13. Marista Kapini	Local Consultant NRW <i>Marista</i>

**Words of Welcome:** Benjimen Billy (Chairman)

**Opening Prayer:** Sophia Tango

**Closing Prayer:** Austin Ata

**Minutes 17<sup>th</sup> of September moved By:** Marista

Seconded by Silas Talosui .

1

test (valve installation)			
3. Preparation of customer list - Grid		Completed	
4. Customer Meter functional check		Ongoing	
5. Meter inaccuracy Test		Next week	
6. Step Test		Next week	
<b>F. DMA – BORDER LINE Before Countermeasure</b>	Silas		
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
2. Preparation of isolation and step test (valve installation)		Ongoing	
3. Identification & Verification of Customer		Ongoing	
4. MNF Before Counter measures		Completed	
5. Meter inaccuracy Test		Next week	
6. Step Test		Next week	
<b>G. PROCUREMENT – for Euromag Fittings</b>	Layten Jacob/Marista		
<b>H. Chamber Construction &amp; PRV Set Up</b>	Silas		
<b>I. Awareness</b>	Sophia	This week	Mbokona School = 11:00 am to 12pm 24 <sup>th</sup> of Sept 2015
<b>AOB</b>	Asai		Will be here for three weeks and this could be his last trip under this mission.
<p>Other issues:                      Solbrow meter to be check for leakage                      Service fee for illegal customers to be settle in four fortnight as suggested by customer care manager, but team proposed to ask if this can be extend to 4 months.                      Free water land owns , it was explained that only 10 stand pipes is agreed upon . Billy Mae and other no included, 2 – Kongulai, 2 Titinge , 2 Mataniko, 2 – Papaho and 2 Kakabona.</p>			
TOTAL TAS K of 17 <sup>th</sup> to 24 <sup>th</sup> of September 2015		/TASKS COMPLETED	

3

**Reporting for activities as of 17<sup>th</sup> to 24<sup>th</sup> of September 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
Before Counter Measure	Marista		
1. Notification letter to illegal users		Completed	6 /26 been legalised
<b>Counter Measures</b>			
2.			
3. Meter Installation (meter Box)		ongoing	97/187 meters completed place in Meter box – Dell Construction
4. Leak Repair		Ongoing	Installed Eurmag Meter already for Tasahe C
<b>B. DMA - MBOKONA</b>			
1. Customer Identification & Verification using Grid	Benji	On going	On around the Geology area
2. MNF Before Count measures		Completed	Totalise 1236.m3/day-
3. Meter inaccuracy Test		Not yet	
4. Consumption 24hr		Completed	
5. NRW Ratio		completed	50% NRW
<b>C. DMA – VAVAYA RIDGE Before Counter Measure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Completed	Visible leakage in progress, valve completed
2. Customer Identification & Verification using Grid		Ongoing	Now at Vavae Ridge area
3. Meter inaccuracy Test		Not yet	Next week
4. Step Test	Next Week		
<b>D. DMA – SKYLINE Before Countermeasure</b>			
1. Preparation of isolation and step test (valve installation)		Ongoing	Isolation of step valves
2. Customer Identification and verification		Completed	286 customers , 16 customers DL, 22 customer connected but no account
3. Meter inaccuracy Test		Next week	
4. Step Test		Nextweek	
<b>E. DMA – MBOKONAVERA Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	Identify 17 leakages & continue & Valve conditions
2. Preparation of isolation and step		On going	Installation of Step Valves – 2 more

2

**NRW Weekly Meeting Minutes**

**Date:** 1<sup>st</sup> October 2015

**Time:** 9:55am to 10:32am

**Venue:** SW Conference Room

**Attendees:**

Name	Team/Department
1. Benjamin Billy	NRW Task Force TL <i>Billy</i>
2. Vincent Lui	Network Maintenance <i>Vincent</i>
3. Frank Daukalia	NRW <i>Frank</i>
4. Mathias Bera	Network Operations <i>Mathias</i>
5. Gavin Bare	GIS <i>Gavin</i>
6. Sophia Tango	Communications <i>Sophia</i>
7. Carlos Saliga	Team Communications <i>Carlos</i>
8. Beverly Sa'ohu	Customer Care <i>Beverly</i>
9. Marista Kapini	Local Consultant NRW <i>Marista</i>
10. Daisy Menaga	Meter Reading <i>Daisy</i>
11. Austin Ata	Team Connections Services <i>Austin</i>
12. Miyoshi Akinori	JICA Expert <i>P.P. Asai</i>

**Words of Welcome:** Benjimen Billy (Chairman)

**Opening Prayer:** Sophia Tango

**Closing Prayer:** Austin Ata

**Minutes 24<sup>th</sup> of September moved By:** Austin Ata

Seconded by: Beverly Sa'ohu

1

**Reporting for activities as of 24<sup>th</sup> to 30<sup>th</sup> of September 2015**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tashae C</b>			
Counter Measures	Marista		
1. Meter Installation (meter Box)		ongoing	125 out of 187 meter installed inside box
2. Leak Repair		complete	8 of 26 validated Customer account mix-ups for Honourable members to be sorted
<b>B. DMA – MBOKONA</b>			
1. Customer Identification & Verification using Grid	Benji	ongoing	Currently at Mbuburu
2. Meter inaccuracy Test		Not Yet	
3. Step Test		Next Week	
<b>C. DMA – VAVAEA RIDGE Before Counter Measure</b>			
1. Customer Identification & Verification using Grid	Mathias	Ongoing	Currently up to Snyder Rini's Ridge.
2. Meter inaccuracy Test		Not yet	
3. Step Test		Tonight	
<b>D. DMA – SKYLINE Before Countermeasure</b>			
1. Preparation of isolation and step test (valve installation)	Frank	Completed	
2. Meter inaccuracy Test		ongoing	5 recently disconnected.
3. Step Test		Next Week	
<b>E. DMA – MBOKONAVERA Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Eric	In progress	Check with Eric
2. Preparation of isolation and step test (valve installation)		In progress	Check with Eric
3. Customer Meter functional check		In progress	Check with Eric
4. Meter inaccuracy Test		Not yet	Check with Eric
5. Step Test		Next week.	Check with Eric
<b>F. DMA – BORDER LINE</b>			
	Silas		

**NRW Weekly Meeting Minutes**

Date: 8<sup>th</sup> October 2015

Time: 11:35am to 12:15PM

Venue: SW Conference Room

Attendees:Name	Team/Department
1. Benjamin Billy	NRW Task Force TL
2. Vincent Lui	Network Maintenance
3. Eric Unga	Leakage Team Leader
4. Frank Daukalia	NRW- Engineer
5. Mathias Bera	Network Operations
6. Mary Pidoke	Customer Care
7. Sophia Tango	Communications
8. Carlos Saliga	Team Communications
9. Boniface T	Engineer Maintenance/Capital Works
10. Japhlet. R	GIS Assistant IT
11. Daisy Menaga	Meter Reading
12. Austin Ata	Team Connections Services
13. Miyoshi Akinori	JICA Expert
14. Joe Sanga	Human Resource Manager
15. Ray Andresen	Operations Manager (Project Manager for NRW)
16. Nemani Waqanivalu	Program Manager – ZYP
17. Layten Jacob	Procurement Coordinator
18. Rosta T	Revenue Team Leader.

<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)		Ongoing	
2. Preparation of isolation and step test (valve installation)		Complete	
3. Identification & Verification of Customer		Complete	
4. Meter inaccuracy Test		Not yet	
5. Step Test		Next week	
<b>G. PROCUREMENT – for Euromag Fittings</b>	Layten Jacob/Marista		Meter raising list to be confirmed for sites awaiting installations. Marista working on fittings for DMA sites undergoing meter installation. Pursuing straight up purchase instead of tender.
<b>H. Chamber Construction &amp; PRV Set Up</b>	Silas		To check with Silas
<b>I. Awareness</b>	Sophia	This week	Awareness next week with Youth at Work. Venue: Art gallery. QGIS training starting Monday 5 <sup>th</sup> October 2015. GIS manual to be finalised. Payment arrangements; customer care manager demands 4 fortnights compared to NRW's request for 4 moth payment plan. Austin: Importance of awareness across SW staffs concerning network issues for purpose of information sharing. Myoshi: Assignment till 21 <sup>st</sup> October. Mr. Asai till Friday 9 <sup>th</sup> and Mr. masuda the week that follows. Mr. Fujiyama requested assessment.
<b>AOB</b>	Asai		
TOTAL TASK of 24 <sup>th</sup> to 30 <sup>th</sup> of September 2015		TASKS COMPLETED	

Words of Welcome: Benjamin Billy (Chairman)

Opening Prayer: Sophia Tango / Closing Prayer: Joe Sanga

Minutes 1<sup>st</sup> October of Moved By: Daisy Menaga

Seconded by: Sophia Tango

Reporting for activities as of 1<sup>st</sup> to 8<sup>th</sup> of Oct 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tashae C</b>			
Counter Measures	Marista		
1. Meter Installation (meter Box)		ongoing	160 out of 187 meter installed inside box 8 of 26 validated Customer account mix-ups for Honourable members to be sorted
<b>B. DMA – MBOKONA</b>			
1. Customer Identification & Verification using Grid	Benji	ongoing	Currently at Mbokona area
2. Meter inaccuracy Test		Not Yet	
3. Step Test		Next Week	Problem with Intermittent Supply
<b>C. DMA – VAVAEA RIDGE Before Counter Measure</b>			
1. Customer Identification & Verification using Grid	Mathias	Ongoing	Currently up to Snyder Mbokona Valley .
2. Meter inaccuracy Test		Not yet	
3. Step Test		Completed	
<b>D. DMA – SKYLINE Before Countermeasure</b>			
1. Preparation of isolation and step test (valve installation)	Frank	Completed	
2. Meter inaccuracy Test		ongoing	3 left
3. Step Test		Completed	
<b>E. DMA – MBOKONAVERA Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Eric	In progress	Check with Eric

2. Preparation of Isolation and step test (valve installation)		In progress	Check with Eric
3. Customer Meter functional check		In progress	Check with Eric
4. Meter inaccuracy Test		Not yet	Check with Eric
5. Step Test		Next week.	Problem with Intermittent Supply -
<b>F. DMA – Naha 1-4</b>			
<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Silas	Completed	
2. Preparation of isolation and step test (valve installation)		Completed	
3. Identification & Verification of Customer		Completed	
4. Meter inaccuracy Test		Ongoing	
5. Step Test		Completed	
<b>G. PROCUREMENT – for Meter raising</b>	Layten Jacob/Marista	In progress	Marista working on fittings for DMA sites undergoing meter installation. Pursuing straight up purchase instead of tender.
<b>H. Awareness</b>	Sophia	This week	Awareness next week with Youth at Work. Venue: Art gallery. On the 25 <sup>th</sup> of Oct 2015
<b>I. GI Team</b>	Gavin & Japhlet	In progress	One week of QGIS Training for Members of the Team. Presentation of GIS Achievements under the Program was presented on Wednesday attended by GM, OM & PM
<b>AOB</b>			
Nemani: we have 28 DMA's and Hence 19 EU/ronriag Flow Meter to be installed and we need Chambers to house this Meters and PRV Also we still have 5 PRV Sites to install PRV- Tendering of Precast Slabs for Chamber's would be an Option for the Chambers as Well.			
Layten Procurement Metering Materials for the DMA will be tender and then procurement will get this asap with Program Managers Assistance.			
HRM- Brief about the Solomon Team Building Program on Friday 9 <sup>th</sup> of Oct 2015, concerning the activities and the time when the Program will happen.			
TOTAL TASK of 1 <sup>st</sup> to 8 <sup>th</sup> of Oct 2015		/TASKS COMPLETED	

1. Meter Installation (meter Box)			❖ 165 meters are installed out of 187.
2. Relining of Service Lines		On-Going	❖ It's an ongoing process and later it should be ready for counter measure. Relining is still within the timeframe (End this month)
<b>B. DMA – MBOKONA</b>			
Benji			
1. Customer Identification & Verification using Grid			❖ Last areas for customer verification were DBSI and Central bank area.
2. Meter inaccuracy Test		Not yet	
3. Step Test			❖ Job supposed to be done this week but due to uncertainty of water supply it was prolong. Hopefully next week when stabilization of water.
<b>C. DMA – VAVAEA RIDGE</b>			
<b>Before Counter Measure</b>			
1. Customer Identification & Verification using Grid		In Process	❖ Now they are at Kaibia
2. Meter inaccuracy Test		Not yet	
<b>D. DMA – SKYLINE</b>			
<b>Before Countermeasure</b>			
1. Meter inaccuracy Test	Frank	Done	❖ Test 60 meters
<b>Counter measures</b>			
2. Meter Installation /Replacement			❖ Done 10.7 direct line and 3 malfunction meters replaced.
3. Leak Repair		On-Going	
<b>E. DMA – MBOKONAVERA</b>			
<b>Before Countermeasure</b>			
1. Field survey (valve check, visual leakage detection, etc.)	Eric	completed	
2. Preparation of isolation and step test (valve installation)		completed	
3. Customer Meter functional check		completed	
4. Meter inaccuracy Test		In progress	
5. Step Test		Not yet	
<b>F. DMA – Naha 1-4</b>			
<b>Before Countermeasure</b>			
1. Meter inaccuracy Test	Silas/Vincent	On-going	
<b>Counter measures</b>			

**Words of Welcome: Benjimen Billy (Chairman).**

**Extend warm welcome to Fujiyama. (JICA Expert)**

**Opening Prayer: Gavin Bare**

Check through last minute especially on attendance list in which we dosomecorrection. Include Rosta & Mary Pidoke's name on the list and remove Gavin's name from the list.

Minutes on 8<sup>th</sup> October moved by: Carlos

Seconded by: Gavin Bare

**Attendees:**

Name	Team/Department
1. Benjamin Billy	NRW Task Force TL
2. Vincent Lui	Network Maintenance
3. Ray Andresen	Operations Manager( Project Manager for NRW)
4. Frank Daukalia	NRW- Engineer
5. Mary Tafoa	Billing Team
6. Gavin Bare	GIS Team Leader
7. Sophia Tango	Communications
8. Carlos Saliga	Team Communications
9. MlyoshiAkinori	JICA Expert
10. Fujiyama	JICA Expert

**Apology – Austin Ata**

**Reporting for activities as of 8<sup>th</sup> to 15<sup>th</sup> of Oct 2015**

TASK	TEAM	STATUS	COMMENTS
A. DMA – Tashae C	Marista		
Counter Measures			

2. Meter Installation /Replacement		Ongoing	❖ Direct line water service replaced with meters but still to raise the meters
3. Leak Repair		On-going	
<b>G. PROCUREMENT – for Meter raising</b>	Layten Jacob/Marista		Tendering of Materials will happen for metering
<b>H. Awareness</b>	Sophia		❖ World Vision invites Communication team for World hand washing day today. ❖ 28 <sup>th</sup> of this month (Youth at Work)
<b>I. GIS Team</b>	Gavin & Japhlet		❖ Working on confirming customer lists for DMAs Naha Valley, Vavaea, Skyline, Tasahe C ❖ Worked on adjustments to DMA boundaries for Vavaea and Naha ❖ Produced grid maps for Naha Valley DMA and customer lists for Kaibia under Vavaea DMA ❖ No GIS field work yet for the past 2 months. Still waiting on availability of vehicle. (Preferably sooner while GIS workload is not piled up too much that it's difficult to meet deadlines).
<b>AOB</b>	Fujiyama Ray Miyoshi		❖ Radio program this week - Benjimen will update us on some affected areas on our DMAs. ❖ Next awareness program will be done at SPC area. ❖ Pipelining which should be complete in two weeks' time. Therefore, need to check and finalised. ❖ Add on for network capacity, if get all information, they will input under 2yrs plan. Basically this issue will come through tender, Nemani is proposing a meeting today on network capacity. ❖ Next week, there will be another assessment. ❖ Gavin & Japhlet to do presentation from GIS team again since not many attend the first presentation.
TOTAL TASK of 8 <sup>th</sup> to 15 <sup>th</sup> of Oct 2015		/TASKS COMPLETED	

**NRW WEEKLY MEETING MINUTES**

**DATE:** 22<sup>nd</sup> October 2015

**TIME:** 9:30 TO 10:30

**VENUE:** SW CONFERENCE ROOM

**ATTENDEES:**

Names	Department / Team
Benjamin Billy	NRW Coordinator
Frank Daukalia	NRW
Eric Unga	NRW
Mathias Bera	NRW
Carlos Saliga	Communications
Japhlet Rouhana	GIS
Sophia Tango	Communications
Austin Ata	Connections
Mary Pidoke	Customer Care
Beverly Saohu	Customer Care
Miyoshi	JICA Expert Team
Fujiyama	JICA Expert Team

**Chairman:** Benjamin Billy

**Opening Prayer:** Benjamin Billy

**Closing Prayer:** Sophia Tango

TASK	TEAM	STATUS	COMMENTS
stop test (valve installation)			
3. Customer Meter functional check		Ongoing	
4. Meter inaccuracy Test		Ongoing	• Direct Line Metering cover 29 meters
5. Stop Test		Not yet	
6. Service line Replacement			• To commence next week
F. DMA – Naha 1-4 Before Countermeasure	Silas/Vincent		
Counter measures			
1. Meter inaccuracy Test		Complete	
2. Meter installation /Replacement		In progress	
3. Leak Repair		In progress	
G. PROCUREMENT – for Meter raising	Benjamin		• Procurement of metering materials has been facilitated for Skyline and Naha DMAs • DMA Chambers to out for tender at the end of month
H. Awareness	Sophia		• General Awareness program set for 28 <sup>th</sup> Oct at CYP venue
I. GI Team	Japhlet	In progress	• GIS DMA uploading in progress • Data Base completed
AOB	Mathias Benjamin Beverly		• Mathias - Liaise with Fujiyama to confirm which pipe to be replaced at DMA sites • Benji – confirms proposed GIS presentation with customer care on Thursday 29 <sup>th</sup> Oct after NRW meeting • Beverly – raise the proposed payment plan for DMA accounts. Benji to pursue with GM and FM.
TOTAL TASK of 15 <sup>th</sup> to 22 <sup>nd</sup> of Oct 2015		/TASKS COMPLETED	

**Minute of previous meeting 15<sup>th</sup> October, 2015 moved for adoption.**

**Mover:** Eric Unga

**Seconded:** Austin Ata

**Reporting for activities as of 15<sup>th</sup> to 22<sup>nd</sup> of Oct 2015**

TASK	TEAM	STATUS	COMMENTS
A. DMA – TASHAE C	Marista		
Counter Measures			
1. Meter Installation (meter Box)		Complete	• A total of 170 meters installed
2. Relining of Service Lines		Complete	
B. DMA – MBOKONA	Benji		
1. Customer Identification & Verification using Grid		In progress	
2. Meter inaccuracy Test		Not yet	
3. Step Test		Not yet	• Pending normalization of Kongulal system
C. DMA – VAVAEA RIDGE Before Counter Measure	Mathias		
1. Customer Identification & Verification using Grid		Complete	
2. Meter inaccuracy Test		Ongoing	
3. Leak Repairs		Ongoing	
4. Direct Line metering		Ongoing	
D. DMA – SKYLINE Before Countermeasure	Frank		
1. Meter inaccuracy Test		Complete	• A total of 60 meters been tested
Counter measures			
2. Meter installation /Replacement		Ongoing	
3. Leak Repair		Ongoing	
E. DMA – MBOKONAVERA Before Countermeasure	Eric		
1. Field survey (valve check, visual leakage detection, etc.)		Complete	
2. Preparation of isolation and		Complete	

**NRW WEEKLY MEETING MINUTES**

**DATE:** 5<sup>th</sup> November 2015

**TIME:** 10:00am TO 10:30am

**VENUE:** SW CONFERENCE ROOM

**ATTENDEES:**

Names	Department / Team
Benjamin Billy	NRW Coordinator
Eric Unga	NRW
Carlos Saliga	Communications
Sophia Tango	Communications
Layten Jacob	Procurement Co-ordinator

**Chairman:** Benjamin Billy

**Opening Prayer:** Benjamin Billy

**Closing Prayer:** Sophia Tango

**Reporting for activities as of 29<sup>th</sup> of Oct 2015 to 5<sup>th</sup> of November 2015**

TASK	TEAM	STATUS	COMMENTS
A. DMA – TASHAE C	Marista		
Counter Measures			
1. Meter Installation (meter Box)		Complete	• A total of 170 meters installed
2. Relining of Service Lines		Complete	
3. Legitimation of Disconnection customer		Ongoing	
B. DMA – MBOKONA	Benji		
1. Notice to illegals		Not yet	
2. Meter inaccuracy Test		Not yet	
3. Step Test		Completed	• 5 <sup>th</sup> of November 2015
4. Leakage repairs		Ongoing	
C. DMA – VAVAEA RIDGE Before Counter Measure	Mathias		
1. notice to illegals		Not yet	
2. Meter inaccuracy Test		Ongoing	
3. Leak Repairs		Ongoing	
4. Direct Line metering		Ongoing	
D. DMA – SKYLINE	Frank		
1. Meter Installation /Replacement		Ongoing	

2. Leak Repair		Ongoing	
3. Legalisation of Disconnection customer		Ongoing	
<b>E. DMA – MBOKONAVERA</b>			
Eric			
Before Countermeasure			
1. Notice to illegals		Not yet completed	
2. Meter inaccuracy Test		Completed	
3. Step Test		On going	• 6 <sup>th</sup> of November 2015
4. Leakage repairs			
<b>F. DMA – Naha 1-4</b>			
Silas/Vincent			
1. Meter installation /Replacement		In progress	
2. Leak Repair		In progress	
3. Legalisation of Disconnection customer		In progress	
1. Leak Repair		In progress	
<b>G. PROCUREMENT – for Meter raising</b>			
Benjamin			<ul style="list-style-type: none"> <li>• 400 x 20mm meters will arrived 11<sup>th</sup> of November 2015</li> <li>• 600 x 15mm will arrived late this month November 2015</li> <li>• 3 x DMA materials for Metering will be tendered next week</li> <li>• Big Order will be end of the Month November 2015</li> <li>• Gegema Community new connections/Fulicanga</li> <li>• GIS DMA uploading in progress for Tasahe C Customers and leakage Map uploading.</li> </ul>
<b>H. Awareness</b>			
Sophia			
<b>I. GI Team</b>			
Japhiel		In progress	
ACB			
Holiday staff, by December 2015 will work on skeleton for December 2015			
TOTAL TASK of 29 <sup>th</sup> of Oct to 5 <sup>th</sup> of November 2015		/TASKS COMPLETED	

Reporting for activities as of 5<sup>th</sup> to 12<sup>th</sup> of November 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
Marista			
Counter Measures			
1. Legalisation of Disconnection customer		Complete	1. P.N.G High com 2. Dr Tilifu disconnected
2. MNF After countermeasures			
<b>B. DMA – MBOKONA</b>			
Benji			
1. Notice to illegals		Not yet	• Distribution of illegal letters - (weekend 14 <sup>th</sup> & 15 <sup>th</sup> Nov)
2. Meter inaccuracy Test		Not yet	
3. Leakage repairs		Ongoing	• Continuous work on leak repair
<b>C. DMA – VAVAEA RIDGE</b>			
Mathias			
1. notice to illegals		Not yet	• Customer listing completed
2. Meter inaccuracy Test		Not yet	
3. Leak Repairs		Ongoing	• Continuous work on leak repair
<b>D. DMA – SKYLUNE</b>			
Frank			
1. Meter installation /Replacement			• 42 Meters installed
2. Leak Repair		Ongoing	
3. Legalisation of Disconnection customer			
<b>E. DMA – MBOKONAVERA</b>			
Eric			
Before Countermeasure			
1. Notice to illegals		Not yet	
2. Leakage repairs		Ongoing	
3. Meter installation/ Replacement		Ongoing	For direct lines only & Meter stop
<b>F. DMA – Naha 1-4</b>			
Silas/Vincent			
1. Meter installation /Replacement		Ongoing	
2. Leak Repair		Ongoing	
3. Legalisation of Disconnection customer		Ongoing	
<b>G. PROCUREMENT – for Meter raising</b>			
Benjamin			<ul style="list-style-type: none"> <li>• Water Meter has arrived -waiting for procurement team to facilitate customs clearance and payments.</li> <li>• Community meeting at Gegema on Friday 6<sup>th</sup> Nov</li> <li>Issues raised after the meeting</li> <li>• SW – install meter to direct line customers and disconnect illegal users</li> <li>• Complete uploading DMA - For Tasahe C Customers and leakage Map uploading/DMA for Tasahe C</li> <li>• Gavin and Yanley are on leave and will resume duty at the end of this month.</li> </ul>
<b>H. Awareness</b>			
Sophia			
<b>I. GI Team</b>			
Japhiel		Complete	
ACB			
TOTAL TASK of 5 <sup>th</sup> to 12 <sup>th</sup> November 2015		/TASKS COMPLETED	



**NRW WEEKLY MEETING MINUTES**

DATE: 12<sup>th</sup> NOVEMBER 2015

TIME: 10AM TO 11AM

VENUE: NRW MINI CONFERENCE ROOM/HEAD OFFICE

ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Eric Unga	NRW/Provincial coordinator
3. Carlos Saliga	Communications Team Leader
4. Sophia Tango	Communications
5. Mathias Bera	NRW Assistant Engineer
6. Daisy Menaga	Meter Reading Team Leader
7. Frank Dankalia	NRW assistant Engineer
8. Mary Pidoke	Customer Care
9. Vincent Lui	NRW/Maintenance Assistant Engineer
10. Marista Kapini	NRW Local Consultant

Chairman: Benjamin Billy

Opening Prayer: Daisy Menaga

Closing Prayer: Austin Ata



**NRW WEEKLY MEETING MINUTES**

DATE: 19<sup>th</sup> NOVEMBER 2015

TIME: 9:10AM TO 10:10AM

VENUE: NRW MINI CONFERENCE ROOM/HEAD OFFICE

ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Marista Kapini	NRW Local Consultant
3. Frank Dankalia	Sub Team Leader

Chairman: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Frank Dankalia

Reporting for activities as of 12<sup>th</sup> to 19<sup>th</sup> of November 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
Marista			
Counter Measures			
1. Legalisation of Disconnection customer		Complete	
2. MNF After countermeasures		In progress	Using Euromag – Now Consumption Geospatial of Customers, filling Leakage Forms and Leak map on going
<b>B. DMA – MBOKONA</b>			
Benji			
1. Notice to illegals		Not yet	
2. Meter inaccuracy Test		Not yet	
3. Leakage repairs		Ongoing	
<b>C. DMA – VAVAEA RIDGE</b>			
Mathias			
1. notice to illegals		Not yet	
2. Meter inaccuracy Test		Not yet	
3. Leak Repairs		Ongoing	



4. Direct Line metering			
<b>D. DMA - SKYLINE</b>	Frank		
1. Meter installation /Replacement			• 45 Meters installed
2. Leak Repair		Ongoing	Ongoing waiting Procurements
3. Legalisation of Disconnection customer		Ongoing	Ongoing
<b>E. DMA - MBOKONAVERA</b>	Eric		
Before Countermeasure			
1. Notice to illegals		Not yet	
2. Leakage repairs		Ongoing	
3. Meter installations/ Replacement		Ongoing	For direct lines only & Meter stop
<b>F. DMA - Naha 1-4</b>	Silas/Vincent		
1. Meter installation /Replacement		Ongoing	
2. Leak Repair		Ongoing	
3. Legalisation of Disconnection customer		Ongoing	
<b>DMA TASAHE A &amp; B MNF WITH PRVA</b>			
1. MNF AFTER COUNTER MEASURES WITH PRV		Ongoing	200m head adjusted PRV
2. 24 HOUR READING AFTER CONT MEASURE		Ongoing	19th /20th November 2015
3. METER INACCURACY		Ongoing	19th /20th November 2015
<b>G. PROCUREMENT - for Meter raising</b>	Benjamin		<ul style="list-style-type: none"> <li>Water Meter has arrived -waiting for procurement team to facilitate customs clearance and payments.</li> <li>Materials for metering, the Procurement team yet to decide the tender winner.</li> </ul>
<b>H. Awareness</b>	Sophia		
<b>I. GIS Team</b>	Japhlet	Complete	<ul style="list-style-type: none"> <li>Allocate two days 1 a week for NRW and snow days for other team will allocated vehicles accordingly for this days working closely with Maintenance team.</li> </ul>
ACB			
TOTAL TASK of 12 <sup>th</sup> to 19 <sup>th</sup> November 2015		/TASKS COMPLETED	

As the true minutes for the 19<sup>th</sup> of November 2015 with just one changes, Fran Daukalia present on the Meeting of 19<sup>th</sup> of November 2015.

Chairman: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Sophia

Reporting for activities as of 19<sup>th</sup> to 26<sup>th</sup> of November 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA - TASHA C</b>	Marista		
Counter Measures			
1. Legalisation of Disconnection customer		Complete	Marisa Disconnected
2. MNF After countermeasures		In progress	Use November consumption data and MNF taken from EUR Mag Flow meter
Meter Inaccuracy after Counter measures		Completed	
<b>B. DMA - MBOKONA</b>	Bonji		
1. Notice to illegals		Not yet	List send to Beverly for verification
2. Meter Inaccuracy Test		In progress	
3. Leakage repairs		Ongoing	10 leak not yet fix one need backhoe
<b>C. DMA - VAVAEA RIDGE</b>	Mathias		
1. notices to illegals		Not yet	List yet to be finalised
2. Meter Inaccuracy Test		Ongoing	
3. Leak Repairs		Ongoing	72 leaks, completed 70 leakages need back hoe for two remain Leaks
<b>D. DMA - SKYLINE</b>	Frank		
1. Meter installation /Replacement			• 45 Meters installed
2. Leak Repair		Ongoing	25 leaks fixed Ongoing waiting Procurements
3. Legalisation of Disconnection customer		Ongoing	Ongoing -Mxy Mamaloni paid \$6000.00
<b>E. DMA - MBOKONAVERA</b>	Eric		
Before Countermeasure			
1. Notice to illegals		Not yet	5 illegals
2. Leakage repairs		Ongoing	16 leaks initially / now 21 leaks in total
3. Meter installations/ Replacement		Ongoing	For direct lines only & Meter stop
<b>F. DMA - Naha 1-4</b>	Silas/Vincent		
1. Meter installation /Replacement		Ongoing	
2. Leak Repair		Ongoing	
3. Legalisation of Disconnection customer		Ongoing	
<b>DMA TASAHE A &amp; B MNF WITH PRVA</b>			
1. MNF AFTER COUNTER MEASURES WITH PRV		Completed	200m head adjusted PRV
2. 24 HOUR READING AFTER CONT MEASURE		Completed	18th /20th November 2015
3. METER INACCURACY		Completed	19th /20th November 2015
4. Final Audit		Ongoing	• 32% NRW
TOTAL TASK of 19 <sup>th</sup> to 26 <sup>th</sup> November 2015		/TASKS COMPLETED	



NRW WEEKLY MEETING MINUTES

DATE: 26<sup>th</sup> NOVEMBER 2015

TIME: 9:25AM TO 10:30AM

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Marista Kapini	NRW Local Consultant
3. Frank Daukalia	Sub Team Leader
4. Ray Andresen	Operations Manager
5. Silas Talosul	Coordinator Network Operations
6. Eric Unga	Provincial & Leakage Team Leader
7. Mathias Bera	Hydraulic Team Analysis Engineer
8. Sophia Tango	Communication Officer
9. Gavin Bare	GIS Team Leader
10. Austin Ata	Team Leader Connection Services

Apologetics:

1. Mary Pidoke
2. Beverly Sa'umu

Minutes for 19<sup>th</sup> of November were:

Moved by Marista Kapini

Seconded by : Frank Daukalia.

<b>G. PROCUREMENT - for Meter raising</b>	Benjamin		<ul style="list-style-type: none"> <li>Water Meter has arrived -already at Stores</li> <li>400 x 20mm water meters with Lockable valves</li> <li>Materials for metering, the Procurement team yet to decide finalised by Management</li> </ul>
<b>H. Awareness</b>	Sophia		
<b>I. GIS Team</b>	Japhlet	Complete	<ul style="list-style-type: none"> <li>Carry our Geo- spacing for Skyline customers and hence Pipe lines</li> </ul>
ACB			
TOTAL TASK of 19 <sup>th</sup> to 26 <sup>th</sup> November 2015		/TASKS COMPLETED	

**NRW WEEKLY MEETING MINUTES**

DATE: 3rd December 2015

TIME: 9:30AM TO 10:30AM

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

**ATTENDEES:**

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Marista Kapini	NRW Local Consultant
3. Frank Daukalia	Sub Team Leader
4. Beverly Sa'olu	Customer Care Team Leader
5. Sophia Tango	Communication Officer
6. Eric Linga	Provincial & Leakage Team Leader
7. Mathias Bera	Hydraulic Team Analysis Engineer
8. Carlos Saliga	Communication Team Leader
9. Japhiet R	GIS Team Member
10. Austin Ata	Team Leader Connection Services
11. Layten Jacob	Procurement Coordinator
12. Daisy Menaga	Team Leader Meter Readers

**Apologies:**

- Mary Pidoke
- Beverly Sa'olu

Minutes for 26<sup>th</sup> of November were:

Moved by Marista Kapini

Seconded by : Frank Daukalia.

As the true minutes for the 26<sup>th</sup> of November 2015 with just one changes.

Chairman: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Sophia

**Reporting for activities as of 27<sup>th</sup> of November 2015 to 3<sup>rd</sup> December 2015**

TASK	TEAM	STATUS	COMMENTS
A. DMA – TASHAE C			
B.	Marista		
1. MNF After countermeasures		Ongoing	Tiding customers
2. 24 hour Reading after countermeasures		Ongoing	Consumption data from November 2015 from NCS & GIS
3. Audit after counter measures		Ongoing	Input data from Etoumag & Consumption dat from NCS November after roll over
C. DMA – MBOKONA	Berji		
1. Notice to illegals		Not yet	Verification ongoing by Customer care team.
2. Meter inaccuracy Test		On going	Target around 70 meters random
3. Leakage repairs		Ongoing	Around 10/70 leakage remain
D. DMA – VAVAEA RIDGE	Mathias		
1. notice to illegals		Ongoing	Around 3 illegal yet to verified by customer care
2. Meter inaccuracy Test		Completed	
3. Leak Repairs		In progress	70/72 completed , one need backhoe & the other locked fence
4. Direct Lite metering			
E. DMA – SKYLINE	Frank		
1. Meter installation /Replacement		In progress	53 meters so far installed , 10 direct lines 26 plus 1/2 meter & 28 3/4 meters
2. Leak Repair		Completed	25/25 leakages fixed
3. Legalisation of Disconnection customer		Completed	11 illegals , 5 legalised and 6 disconnected
F. DMA – MBOKONAVERA	Eric		
Before Countermeasure			
1. Notice to illegals		In progress	5 illegals
2. Leakage repairs		In progress	21 leakages fixed
3. Meter installations/ Replacement		In progress	DL – 41 and 10 so far meters and , Mstop-23 meters stop so far 13 replaced 21
G. DMA – NAHA 1-4	Silas/Vincent		
1. Meter installation /Replacement		In progress	

2. Leak Repair		Completed	
3. Legalisation of Disconnection customer		In progress	
DMA TASHAE A & B MNF WITH PRVA			
1. Final Audit		Ongoing	32% NRW from 83% base line
H. PROCUREMENT – for Meter raising	Benjamin		400 x 20mm meters already arrived 600 x 15mm yet to arrived Tender for metering materials yet to be awarded Chamber for flow meters and PRV will be tendered out by two year plan
I. Awareness	Sophia		
J. GIS Team	Japhiet		Skyline DMA upload of Geospatial data and hence pipe lines
ADB			
TOTAL TASK of 26th November to 3rd December 2015		/TASKS COMPLETED	

**NRW WEEKLY MEETING MINUTES**

DATE: 10<sup>th</sup> December 2015

TIME: 9: 250AM TO 10:35AM

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

**ATTENDEES:**

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Emi Akita	JICA team
3. Frank Daukalia	Sub Team Leader
4. Sophia Tango	Communication Officer
5. Mathias Bera	Hydraulic Team Analysis Engineer
6. Carlos Saliga	Communication Team Leader
7. Marista Kapini	Local Consultant
8. Gavin Bare	GIS Team Leader

**Apologies:**

- Mary Pidoke
- Beverly Sa'olu
- Austin Ata
- Eric Linga

Minutes for 10<sup>th</sup> December 2015 :

Moved by Marista Kapini

Seconded by: Gavin Bare.

As the true minutes for the 10th December 2015 :

Chairman: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Sophia Tango

**Reporting for activities as of 3rd to 10<sup>th</sup> December 2015**

TASK	TEAM	STATUS	COMMENTS
A. DMA – TASHAE C	Marista		

1. MNF After countermeasures		Ongoing	Using EuroMag flow meter
2. 24 hour Reading after countermeasures		Ongoing	Consumption data from November 2015 from NCS & GIS
3. Audit after counter measures		Ongoing	Input data from EuroMag& Consumption data from NCS November after roll over. Two customers disconnected and two new customer joining
<b>B. DMA – MBOKONA</b>	Benji		
1. Notice to illegals		Not yet	Verification ongoing by Customer care team
2. Meter Inaccuracy Test		On going	Target around 70 meters random
3. Leakage repairs		Ongoing	Around 270 leakage remaining need back flow for one
<b>C. DMA – VAVAEA RIDGE</b>	Mathias		
1. notice to illegals		Ongoing	Around 3 illegal yet to verified by customer care
2. Meter Inaccuracy Test		Completed	
3. Leak Repairs		In progress	71/72 completed , the other looked ferus
4. Direct Line metering			
<b>D. DMA – SKYLINE</b>	Frank		
1. Meter installation /Replacement		In progress	53 meters so far installed , 10 direct lines 25 plus 14 meter & 28 34 meters
2. Leak Repair		Completed	25/25 leakages fixed
3. Legalisation of Disconnection customer		Completed	11 illegals , 5 legalised and 6 disconnected
<b>E. DMA – MBOKONAVERA</b>	Eric		
Before Countermeasure			
1. Notice to illegals		In progress	Teams on holiday
2. Leakage repairs		In progress	Teams on holiday
3. Meter installation/ Replacement		In progress	Teams on holiday
<b>F. DMA – NAHA 1-4</b>	Silas/Vinoenti		
1. Meter installation /Replacement		In progress	Teams on holiday
2. Legalisation of Disconnection customer		In progress	Teams on holiday
DMA TASAHE A & B MNF WITH PRVA			
1. Final Audit		Ongoing	32% NRW from 89% base line check list from Customer service MID Verifications
<b>G. PROCUREMENT – for Meter raising</b>	Benjamin		Tender for metering materials yet to be awarded Chamber for flow meters and PRV will be tendered out by two year plan
<b>H. Awareness</b>	Sophia		
<b>I. GIS Team</b>	Japhiel		Skyline DMA upload of Geospatial data and hence pipe lines
AOB			
TOTAL TASK of 26th November to 3rd December 2015			
		/TASKS COMPLETED	

2

2. 24 hour Reading after countermeasures		Ongoing	Consumption data from November 2015 from NCS & GIS
3. Audit after counter measures		Ongoing	Input data from EuroMag& Consumption data from NCS November after roll over. Two customers disconnected and two new customer joining
<b>B. DMA – MBOKONA</b>	Benji		
1. Notice to illegals		In progress	About 40 plus customer illegal after disconnected
2. Meter Inaccuracy Test		On going	Target around 70 meters random
3. Leakage repairs		Ongoing	Around 1270 leakage remaining need back flow for one
<b>C. DMA – VAVAEA RIDGE</b>	Mathias		
1. notice to illegals		Ongoing	Around 3 illegal yet to verified by customer care
2. Leak Repairs		Completed	70/70 documentation in progress
3. Direct Line metering		In progress	15 direct line customer meter
<b>D. DMA – SKYLINE</b>	Frank		
1. Meter installation /Replacement		In progress	Temporary suspending waiting for materials and team is on holiday at this moment
<b>E. DMA – MBOKONAVERA</b>	Eric		
Before Countermeasure			
1. Notice to illegals		In progress	Teams on holiday
2. Leakage repairs		In progress	Teams on holiday
3. Meter installation/ Replacement		In progress	Teams on holiday
<b>F. DMA – NAHA 1-4</b>	Silas/Vinoenti		
1. Meter installation /Replacement		In progress	Teams on holiday
2. Legalisation of Disconnection customer		In progress	Teams on holiday
DMA TASAHE A & B MNF WITH PRVA			
1. Final Audit		Ongoing	Final verification from Customers
<b>G. PROCUREMENT – for Meter raising</b>	Benjamin		Two DMA materials Skyline and Naha been awarded to LKP for Procurement
<b>H. Awareness</b>	Sophia		
<b>I. GIS Team</b>	Japhiel/Gavin		Finalising customer Listing for Mbokonavera Geospatial of Bulk Meters for DMA & PRV Sites as well
AOB			
New connection in DMAs and DMA completed Already need communication for DMA responsible for Meter raising and Boc			
TOTAL TASK of 10th to 17th			
		/TASKS COMPLETED	

2



**NRW WEEKLY MEETING MINUTES**

DATE: 15<sup>th</sup> December 2015

TIME: 1: 46pm TO 2:19pm

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Emi Akita	JICA team
3. Eric Unga	Team Leader Leakages
4. Austin Ata	Illegal Team Leader
5. Mathias Bera	Hydraulic Team Analysis Engineer
6. Marista Kapini	Local Consultant
7. Gavin Bare	GIS Team Leader

**Apologies:**

- Mary Pidoke
- Daisy Menga

Minutes for 10<sup>th</sup> December 2015 :

Moved by Austin Ata

Seconded by: Eric

As the true minutes for the 10th December 2015 .

Chairman: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Austin Ata

Reporting for activities as of 10<sup>th</sup> to 17<sup>th</sup> December 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
1. MNF After countermeasures	Marista	Ongoing	Using EuroMag flow meter

1



**NRW WEEKLY MEETING MINUTES**

DATE: 24<sup>th</sup> December 2015

TIME: 9:50am to 10:25 am

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Emi Akita	JICA team
3. Eric Unga	Team Leader Leakages
4. Marista Kapini	Local Consultant
5. Gavin Bare	GIS Team Leader

**Apologies:**

Minutes for 15<sup>th</sup> December 2015 :

Moved by Gavin Bare

Seconded by: Eric Unga

As the true minutes for the 15th December 2015 .

Chairman: Benjamin Billy

Opening Prayer: Marista Kapini

Closing Prayer: Gavin Bare

Reporting for activities as of 17<sup>th</sup> to 24<sup>th</sup> December 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
1. MNF After countermeasures	Marista	Ongoing	Using average data of November 2015
2. 24 hour Reading after countermeasures		Completed	Using average data of November 2015
3. Audit after counter measures		Ongoing	Around 9% NRW
<b>B. DMA – MBOKONA</b>			
	Benji		

1

1. Notice to illegals		In progress	Initial figure is 62 customers mostly disconnected customers
2. Meter Inaccuracy Test		On going	Target around 70 meters random
3. Leakage repairs		Ongoing	Around 1/70 leakage remaining need back documentation ongoing
<b>C. DMA – VAVAEA RIDGE</b>			
1. notices to illegals	Mathias	Ongoing	3 illegal
2. Direct Line metering		In progress	20 meters installed for direct lines
<b>D. DMA – SKYLINE</b>			
1. Meter installation /Replacement	Frank	In progress	Temporary suspending waiting for materials and team is on holiday at this moment
<b>E. DMA – MBOKONAVERA</b>			
Before Countermeasure			
1. Notice to illegals		In progress	Teams on holiday
2. Leakage repairs		In progress	Teams on holiday
3. Meter installation/ Replacement		In progress	Teams on holiday
<b>F. DMA – NAHA 1-4</b>			
1. Meter installation /Replacement	Silas/Vincent	In progress	Teams on holiday
2. Legislation of Disconnection customer		In progress	Teams on holiday
DMA TASAHE A & B MNF WITH PRVA			
1. Final Audit		Ongoing	Completed
<b>G. PROCUREMENT – for Meter raising</b>			
	Benjamin		Two DMA materials Skyline and Naha been awarded to LKP for Procurement these materials will use for Mbokona and Vavaya Ridge DMA.
<b>H. Awareness</b>			
	Sophia		Finishing customer Listing for Mbokonavera
<b>I. GIS Team</b>			
	Japhiel/Gavin		Geospatialing of Vavaya ridge customers
AOB			
Ngosol DMA EuroMag Installed on the 21 <sup>st</sup> of December 2015			
Summary for 3 DMA continues and issues Now connection in DMA paper works done by Austin and Team Survey and installation in collaboration with the DMA Team			
TOTAL TASK of 17 <sup>th</sup> to 24		/TASKS COMPLETED	

1. Notice to illegals		In progress	Distributed around 40/62 illegal letters
2. Meter Inaccuracy Test		On going	Tested around 20 meters
3. Leakage repairs		Ongoing	Around 1/70 leakage remaining need back documentation ongoing
<b>C. DMA – VAVAEA RIDGE</b>			
1. notice to illegals	Mathias	Ongoing	3 illegal
2. Direct Line metering		In progress	20 meters installed for direct lines & Setting up meter stands
<b>D. DMA – SKYLINE</b>			
1. Meter installation /Replacement	Frank	In progress	On hold staff on Holiday
<b>E. DMA – MBOKONAVERA</b>			
Before Countermeasure			
1. Notice to illegals		In progress	Teams on holiday
2. Leakage repairs		In progress	Teams on holiday
3. Meter installation/ Replacement		In progress	Teams on holiday
<b>F. DMA – NAHA 1-4</b>			
1. Meter installation /Replacement	Silas/Vincent	In progress	Teams on holiday
2. Legislation of Disconnection customer		In progress	Teams on holiday
DMA TASAHE A & B MNF WITH PRVA			
1. Final Audit		Ongoing	Completed
<b>G. PROCUREMENT – for Meter raising</b>			
	Benjamin		Laylen is work on contract for two contractors for Meter raising
<b>H. Awareness</b>			
	Sophia		Mbokonavera 1-4 customer confirmation for Geospatialing
<b>I. GIS Team</b>			
	Japhiel/Gavin		
AOB			
1. Planning a NRW Work Shop for 2 <sup>nd</sup> week February 2016.			
2. Another 12 DMA will be planned for 2016 including the remain 5 on going.			
3. We try to look at the Maintenancesteam reorganisation.			
TOTAL TASK of 24 <sup>th</sup> to 31 <sup>st</sup> December 2015		/TASKS COMPLETED	

2

2



## NRW WEEKLY MEETING MINUTES

DATE: 31<sup>st</sup> December 2015

TIME: 10:00am to 11:10

VENUE: NRW CONFERENCE ROOM/HEAD OFFICE

## ATTENDEES:

Names	Department / Team
1. Benjamin Billy	NRW Coordinator
2. Austin Ata	Team Leader Connection Service
3. Eric Unga	Team Leader Leakages
4. Marista Kapini	Local Consultant
5. Gavin Bare	GIS Team Leader

## Apologies:

Minutes for 24<sup>th</sup> December 2015:

Moved by Austin Ata

Seconded by: Marista Kapini

As the true minutes for the 31<sup>st</sup> December 2015.

Chairman: Benjamin Billy

Opening Prayer: Marista Kapini

Closing Prayer: Gavin Bare

Reporting for activities as of 24<sup>th</sup> to 31<sup>st</sup> December 2015

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
1. MNF After countermeasures	Marista	Completed	Using EuroMag flow meter
2. 24 hour Reading after countermeasures		Completed	Using average data of November 2015
3. Audit after counter measures		Completed	Around 5% NRW
<b>B. DMA – MBOKONA</b>			
	Benji		

1



## Minutes

NRW Meeting

Date: 7/01/2016

Venue: Mataniko SIWA Conference Room

Chair: Benjamin Billy

Opening Prayer: Benjamin Billy

Closing Prayer: Gavin Bare

Moved the Minutes of meeting held on 31<sup>st</sup> December 2015:

Seconded by:

Minute Taker: Marista Kapini

Attendees:

Name	Department
Benjamin Billy	NRW Coordinator
Lawrence Iroi	Accountant
Sophia Tango	Communication and Public Relations & Media Assistant
Layten Jacob	Deputy Sub-Team Leader (Procurement)
Gavin Bare	GIS Team Leader
Marista Kapini	Local Consultant
Frank Daukalia	Meter Repair/Replacement

Apologies: Mary Boka and Eric Unga

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
1. MNF After countermeasures	Marista	Complete	9.511m <sup>3</sup> /h @ 3.33am on 30/01/2015
2. 24 hour Reading after countermeasures		Provisionally Complete	319.633m <sup>3</sup> /d
3. Audit after counter measures		Provisionally Complete	RW-90.8%, NRW-9.2%
4. Pressure Measurement		Not Yet	Yet to install the pressure logger at Tashae C Chamber.
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Notice to illegals		Ongoing	49/62 illegal notification letter have already

1

			been distributed. Out of that 5 reported to CC and have accounts validated.
2. Meter inaccuracy Test		Ongoing	• So far 20/70 meters have been tested.
3. Leakage repairs		Ongoing	• 1/70 leak yet to repair.
<b>C. DMA – VAVAEA RIDGE</b> Mathias			
1. Notice to illegals			• 3 illegals
2. Direct Line metering			• Confirms with assembling of meter stand. • Meter replacement prioritising gallon meters, blue meters and meters with high readings.
<b>D. DMA – SKYLINE</b> Frank			
1. Meter installation /Replacement			
<b>E. DMA – MBOKONAVERA</b> Eric			
1. Notice to illegals			
2. Leakage repairs			
3. Meter installations/ Replacement			
<b>F. DMA – NAHA 1-4</b> Silas/Vincent			
1. Meter installation /Replacement			
2. Legalisation of Disconnection customer			
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Final Audit		Complete	
<b>H. DMA – Ngossi</b> Marista			
1. Installation of bulk meters		Complete	
2. Preparation of Network Drawing		Not Yet	GIS to produce in the week ahead
3. Preparation of Customer Listing		Not Yet	GIS to produce in the week ahead
4. Preparation of DMA Grid		Not Yet	GIS to produce in the week ahead
<b>I. PROCUREMENT</b> Layton			
1. Contractors for meter raising		Ongoing	Procurement will sign contract with Dell Construction and Dist Plumber on 8/01/2016 to start on Monday.
2. Materials for meter raising			Also for meter raising, 40m <sup>3</sup> of builder's mix will be dropped off at SIWA on 8/01/2015.
-Mbokona		Ready	To start on Monday
-Vavaya Ridge		Ready	To start on Monday
-Skyline			Contract for supplier is ready but SIWA is still awaiting a no objection letter from DFAT.
-Mbokona Vera			Should be ready tomorrow.
-Naha			Water meters and lockable valves to arrive next week.
Awareness	Sophia		
GIS Team	Japhiel/Gavin		
AOB			
Reconnection of Burns Creek community: Ideas were through around for the best way to reinstate water service to Burns Creek community know their history of non-payment of bills and high illegal. The idea here is to increase SIWA customer base and cash flow at the same time.			

2



### Reporting Template for activities as of 7<sup>th</sup> December to 13<sup>th</sup> January 2016

Date: 14th January 2016

Chair: Marista Kapini

Opening Prayer: Benjamin Billy

Moved the Minutes of meeting held on 7<sup>th</sup> December 2015: Gavin Bare

Seconded by: Mary Tafoa

Closing Prayer: Vincent

Minute Taker: Marista Kapini

#### Attendees

NAME	TEAM	NAME	TEAM
1. Benjamin Billy	NRW Taskforce Team	2. Carlos Saliga	Communication TL
3. Vincent Lui	Maintenance -Engineer	4. Eric Unga	Leakage and Provincial TL
5. Gavin Bare	GIS Specialist	6. Frank Daukalia	NRW TL
7. Mary Tafoa	Billing TL	8. Marista Kapini	NRW
9. Emi Akita	JICA Expert Liaison Officer		

#### Apologies:

TASK	TEAM	STA TUS	COMMENTS
<b>A. DMA – TASHA C</b>			
1. Audit after counter measures	Marista	Complete -Only Provisional 1	• Still need GIS to verify certain customers whether they are with the DMA or not. Should finalise results after that.
2. Pressure Measurement		Not yet	• Still awaiting Gerry to install pressure logger at Tasha C chamber.
3. Monitoring		Ongoing	• Last week the GIS team went to the site to verify if the SOA church had their service disconnected as it has a D status in the system. The service was not disconnected at all at the site therefore Alan Muanima from the revenue team has removed the D status.
<b>B. DMA – MBOKONA</b> Benj			
1. Notice to illegals		Ongoing	• 13 illegal notices are yet to be distributed out of 62 letters.
2. Meter inaccuracy Test		Complete	• 20 meters have been tested. Inaccuracy test result yet to be released.
3. Leakage repairs		Ongoing	• 1 leak yet to be fixed. Need to do that!

1

<ul style="list-style-type: none"> <li>One option is to run a line through Burns Creek School through Custom Garden then down to the community. However, all meters is proposed to be kept in a chamber and individual service lines run to each premises. With this option, the risk of people illegally connecting to other people's service line is high.</li> <li>Another option is to install hydrants at different section of the community fully secured. When customer needs water, we supply water from the hydrant to the customers storages.</li> <li>Another option is to make arrangement with shop owners within the communities to sell water credits to potential users and then supply water from their water service to those who pay for water credits according to rates that we arrange.</li> <li>Lawrence is responsible to consult with community leaders concerning most appropriate way to supply water to the community for both SIWA and the community.</li> <li>Benjamin is responsible to talk with the School for access way through the school.</li> </ul>
---

3

			urgently.
4. Meter Raising		Ongoing	• Dist Plumber was hired to install and raise meters at Mbokona. It is proposed to complete the work in 4 weeks. • Assembling of meter stand and excavations for meter position is continuing on site. Work started on Monday 11st January.
<b>C. DMA – VAVAEA RIDGE</b> Mathias			
1. Notice to illegals		Ongoing	• 3 illegals found. Need to confirm with field team if letters were already distributed.
2. Meter Raising		Ongoing	• Dell Construction was hired to do the meter raising. They are starting at Mbokona Vera 1 at the Ports area and move up to Vavaya Ridge.
<b>D. DMA – SKYLINE</b> Frank			
1. Meter installation /Replacement /Meter raising			Activities Halt
<b>E. DMA – MBOKONAVERA</b> Eric			
Before countermeasure activities			Activities Halt
1. Notice to illegals			
2. Leakage repairs			
3. Meter installations/ Replacement			
<b>F. DMA – NAHA 1-4</b> Silas/Vincent			
1. Meter installation /Replacement			
2. Legalisation of Disconnection customer			
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Water Audit		Complete	• Result in NRW Drive.
2. Summary Report		Complete	• Found in NRW Drive
<b>H. DMA – Ngossi</b> Marista			
1. Installation of bulk meters		Complete	• Completed in December 2015
2. Preparation of Network Drawing		Not Yet	• GIS to provide by 22 <sup>nd</sup> Jan
3. Preparation of Customer Listing		Not Yet	• GIS to provide by 22 <sup>nd</sup> Jan
4. Preparation of DMA Grid		Not Yet	• GIS to provide by 22 <sup>nd</sup> Jan
<b>I. PROCUREMENT</b> Layton			
1. Contractors for meter raising		Complete	• Dell Contractor and Dist Plumber have signed their contract on Friday 6 <sup>th</sup> January to perform meter raising activities at Vavaya Ridge DMA and Mbokona Vera DMA respectively.
2. Materials for meter raising		Ongoing	• Letter of No Objection from DFAT is ready. LKP to continue providing fittings and material for meter raising based on the same prices as that for Mbokona and Vavaya Ridge DMAs.
3. Contractors for meter raising (Skyline, Mbokona Vera and Naha)		Not Yet	• There will be a tender for the meter raising services for contractors. This to be funded under TYP.
4. Customer Meters			• Customer meters orders to arrive on the 16 <sup>th</sup> January.

2

			<ul style="list-style-type: none"> <li>Also, 180 meter couplings were ordered to go with 50 JICA meters that are without couplings. GM has signed for payments to be done to Aqueduct.</li> </ul>
J. Awareness	Carlos		<ul style="list-style-type: none"> <li>School Programs to start soon.</li> <li>Also need awareness at Burnscreek Community for possible cash water arrangement.</li> </ul>
K. GIS Team	Gavin		
L. Billing Team		Complete	<ul style="list-style-type: none"> <li>Outstanding updates for meter replacements at Vavaya Ridge has been completed.</li> </ul>
AOB			
<p>1. Monitoring on completed DMAs including Taseha A&amp;B, West Kola A and Taseha C must be active. To that Benjamin raised that for Taseha A&amp;B, it was discovered that the number of customers and usage have decreased since MNF was performed in around November. Accounts were missing in the December billing rollover. To that the Billing TL was able to make certain points about possible reasons for accounts not billed or missing including the following:</p> <ol style="list-style-type: none"> <li>If photos of meters were not taken during the month, the account will not be billed for that month. Accounts will only be billed if photos of meters are taken by meter readers.</li> <li>If services are disconnected for more than 3 months, the account will disappear from billing system. It may take effort to extract account again.</li> </ol> <p>With this issue, the NRW Team would want to know how billing and Finance deals with disconnected accounts. From the NRW perspective, it is important that disconnected users must be made obvious so that it is easy to monitor unauthorised users.</p> <p>Also Billing team to teach GIS team how to extract all disconnected customers from NSC not only those recent ones.</p> <p>2. Frank Daukalis raised that the issue regarding Donald Tauna (?) has now being resolved. The issue started when Selina Fai recorded that the service belonging to the said person was installed with a new meter and have forwarded the meter replacement details for billing to update in the system and was done accordingly. However in actual fact that was not the case. The customer was then billed a hefty amount wrongfully based on the supposedly new meter when in actual fact he was still using his old meter. A new meter has now been rightfully installed and his account adjusted.</p> <p>3. Carlos commented that raised meters at Namonuka have been removed. Benjamin has verified that this has happened since the April flood after the meters were covered with sediments from the flood.</p> <p>4. Carlos also reported a leak at West Kola A DMA. This was on an Imperial line that has leaks kept reoccurring on it. The leak has been attended to by the maintenance team but the long term solution is to replace the whole line.</p> <p>5. Concern was raised by Frank on developments within Panatina Catchment Area that cause potential risk to Panatina Water Source. It was made known by Benjamin that Town Council is also concern with the uncontrolled development within the catchment area and will soon issue a notice to the developer and probably the Ministry of Lands.</p>			

3

			<ul style="list-style-type: none"> <li>complete the work in 4 weeks.</li> <li>The first two weeks was spent on excavating sites for meter raising. Actual meter raising started on the 18<sup>th</sup>. Up to 20<sup>th</sup> 30 meters were raised.</li> <li>Assembling of meter stands at SIWA are also ongoing at about 10 stands each day.</li> </ul>
C. DMA – VAVAYA RIDGE	Mathias	Complete	<ul style="list-style-type: none"> <li>Notices have already been distributed to the legal users.</li> </ul>
1. Notice to Legals			
2. Meter Raising		Ongoing	<ul style="list-style-type: none"> <li>Deil Construction was hired to do the meter raising. They are starting at Mbokona Vera 1 at the Poles area and move up to Vavaya Ridge. As of 20<sup>th</sup> 72 meters were raised.</li> </ul>
D. DMA – SKYLINE	Frank		Activities Halt
1. Meter Installation (Replacement)			
E. DMA – MBOKONAVERA	Eric		Activities Halt
Before countermeasure activities			
1. Notice to illegals			
2. Leakage repairs			
3. Meter Installation/ Replacement			
F. DMA – NAHA 1-4	Silas/Vincent		Activities Halt
1. Meter installation/ Replacement			<ul style="list-style-type: none"> <li>Meter stands already prepared.</li> </ul>
2. Legislation of Disconnection customer			
G. DMA – TASAHE A & B MNF WITH PRVA			
1. Water Audit		Complete	<ul style="list-style-type: none"> <li>Result in NRW Drive.</li> </ul>
2. Summary Report		Complete	<ul style="list-style-type: none"> <li>Found in NRW Drive</li> </ul>
3. Monitoring		Ongoing	<ul style="list-style-type: none"> <li>Monitoring of monthly NRW of the site revealed that the number of customers have decreased in the site as it was not picked up by GIS. This has resulted in the fact that calculated NRW have increased to around 40%. This issue was also discussed in the previous meeting. The disconnection is to have the disconnected and suspended accounts to also appear in the monthly consumption list. The GIS team need to discuss with the Billing team to work out how to get the data.</li> </ul>
H. DMA – Ngossi	Marista	Complete	<ul style="list-style-type: none"> <li>Completed in December 2015</li> </ul>
1. Installation of bulk meters		Complete	
2. Preparation of Network Drawing		Complete	
3. Preparation of Customer Listing		Not Yet	<ul style="list-style-type: none"> <li>GIS to provide by 22<sup>nd</sup> Jan</li> </ul>
4. Preparation of DMA Grid		Ongoing	<ul style="list-style-type: none"> <li>Grids are currently being printed out until the letter run out.</li> </ul>
I. PROCUREMENT	Lillian		
1. Materials for meter raising		Not yet	<ul style="list-style-type: none"> <li>The request letter for no objection is still with the GM to prepare. However, it is</li> </ul>
-Skyline			
-Mbokona Vera			

2



### NRW Meeting Minutes

Date: 21/01/2016

Chair: Marista Kapini

Opening Prayer: Gavin Bare

Closing Prayer: Benjamin Billy

Minute Taker: Marista Kapini

#### Attendees

NAME	TEAM	NAME	TEAM
1. Benjamin Billy	NRW Taskforce Team Leader	2. Carlos	Communication TL
3. Vincent Lui	Maintenance -Engineer	4. Gavin Bare	GIS Specialist
5. Gavin Bare	GIS Specialist	6. Emi Akita	JICA Expert Liaison Officer
7. Cominas Kame	NRW Plumber (Mbokona DMA)	Marista	NRW
9. John Chede	NRW Plumber (Mbokona DMA)		

#### Apologies:

TASK	TEAM	STATUS	COMMENTS
A. DMA – Taseha C			
1. Audit after counter measures	Marista	Complete – Only Provisional	<ul style="list-style-type: none"> <li>GIS has verified that only one customer Mr. Fujiyama is to be added to the Taseha C list which was missed in the initial work. Currently that service is unmetered. Audit should be completed today.</li> </ul>
2. Pressure Measurement		Complete	<ul style="list-style-type: none"> <li>A pressure logger was installed at Taseha C Chamber on the 15<sup>th</sup> Jan 2016.</li> </ul>
3. Monitoring		Ongoing	
B. DMA – MBOKONA			
1. Notice to illegals	Benj	Ongoing	<ul style="list-style-type: none"> <li>There are 13 illegal issues that are still outstanding to be given a notice. The issue is finding the location of the user. Commins had informed the meeting that he has forwarded the letters to <u>Mr. Roper/Simon/Andrew/Chris/Brian/Heath</u> users and for readers with the <u>does his meter reading once a week</u> (there)</li> </ul>
2. Meter inaccuracy Test		Complete	<ul style="list-style-type: none"> <li>20 meters have been tested. Inaccuracy test result yet to be released.</li> </ul>
3. Leakage repairs		Ongoing	<ul style="list-style-type: none"> <li>1 leak yet to be fixed. Mr Chede has informed the meeting that he will <u>carry out the task over the weekend should any backlog is available</u></li> </ul>
4. Meter Raising		Ongoing	<ul style="list-style-type: none"> <li>Dist<sup>l</sup> plumbers was hired to install and raise meters at Mbokona. It is proposed to</li> </ul>

1

-Naha			<ul style="list-style-type: none"> <li>urgent that this is done quickly to ensure that there is no delay in procurement of materials in time for the work which is proposed for the beginning of February. <u>It is proposed to do this in early February</u> (there is a possibility to do this in early February)</li> </ul>
2. Contractors for meter raising (Skyline, Mbokona Vera and Naha)		Not Yet	<ul style="list-style-type: none"> <li>There will be a tender for the meter raising services for contractors. This to be funded under TYP NASS as per the procurement team's considerations <u>the cost is still</u></li> </ul>
3. Customer Meters			
J. Awareness	Carlos		<ul style="list-style-type: none"> <li>School Programs to start soon.</li> <li>Currently planning the awareness programs for this year.</li> </ul>
K. GIS Team	Gavin		<ul style="list-style-type: none"> <li>GIS team leader has let the meeting know that he has obtained a NZ scholarship and should commence studies in February.</li> <li><u>It is proposed to do this in early February</u> (there is a possibility to do this in early February)</li> </ul>
L. Billing Team		Ongoing	
AOB			
<p>1. Need talk with Nemani on the status of bulk meters order as team needs to meter all the entrance into the DMAs prioritising the 5 currently worked on including Mbokona, Mbokona Vera, Skyline, Vavaya Ridge and Naha. In addition to that chambers are also needed in these DMAs which need to be constructed.</p>			

3

**NRW Meeting Minutes**

**Date:** 29/01/2016

**Chair:** Marista Kapini

**Opening Prayer:** David Akoesi

**Closing Prayer:** Marista Kapini

**Minute Taker:** Marista Kapini

**Attendees**

NAME	TEAM	NAME	TEAM
1. Frank Daukalia	NRW Action Team	2. Gavin Bare	GIS
3. Carlos Saliga	Communication	4. Sophia Tongo	Communication
5. David Akoesi	Field Technicians-Ngoosi	6. Mathew Mafe	Field Technicians-Ngoosi
7. Michael Kent	Field Technicians-Naha	8. Marista Kapini	

**Apologies:**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
	Marista		
1. Audit after counter measures		Complete – Only Provisional	• After addition of Mr Fujiyama into the final customer list the new NRW after CM is 7.5%.
2. Pressure Measurement		Complete	• Yet to download data and analyse.
3. Monitoring of NRW		Ongoing	• Will perform on a monthly basis
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Notice to illegals		Ongoing	• Notices to illegals have been issued. No actions have yet been taken on illegals who have not come forward.
2. Meter inaccuracy Test		Complete	• 20 meters have been tested. Inaccuracy test result yet to be released.
3. Leakage repairs		Ongoing	• 1 leak yet to be fixed. Need to liaise with Chede to find out when to do that.
4. Meter Raising		Ongoing	• As of yesterday (27 Jan) 108 meters were raised according to Contractor. So far meter raising forms received so far was only 60. <u>Due to incorrect forms</u> . This is very worrying as changes need to quickly go to billing for updates. • This morning contractor came to office looking for materials. Stores yet to collect from supplier.
<b>C. DMA – VAVAEA RIDGE</b>			
	Mathias		
1. notice to illegals		Complete	• Yet to disconnect them.
2. Meter Raising		Ongoing	• Meter raising ongoing. As of 27 Jan, 138

			also supplied from Ngoosi. Need to find out if this will be a long term arrangement or not before work actually starts.
3. Preparation of Customer Listing		Complete	• However, may need to include customers at Rove police quarters which were intended to feed from White River Gravity.
4. Preparation of DMA Grid		Complete	
5. Site Preparation		Ongoing	• Did site visit to get a general view of the site. Pipe lines were followed with the help of Samuel Hope. Discovered that there are service lines going down to Rifle Range from Tinga and also down to Tansal from Tavio Ridge. These customers need to be identified.
6. Step Valves			• The team checked the location of old valves and also identifies proposed location of new step valves. • The team is proposed to start exposing old valves in the week ahead and start installing new valves.
I. PROCUREMENT	Laylen		
1. Materials for meter raising		Not yet	• All good to go. • Issue found with the main adapters supplied by LKP which has very short thread and difficult to walk with under high pressure.
2. Contractors for meter raising (Skyline, Mbokona Vera and Naha)		Not Yet	• Procurement to hand pick within current pool of contractors.
3. Customer Meters			
J. Awareness	Carlos		• School Programs to start soon. • Currently planning the awareness programs for this year. • Training on performance appraisal is coming up for all staff. • Radio program is yet to be finalised. SIBC want to increase the rate for outside shows. • New FM called Barava FM soon to be launched by Big Mavis. Hope to use that for SIVA awareness.
K. GIS Team	Gavin		• <u>Intended to provide information to the GIS team to extend information from NCS.</u> • Follow up on intended action.
L. Billing Team			
AOB			
1. Need talk with Niamani on the status of bulk meters order as team needs to meter all the entrance into the DMAs prioritising the 5 currently worked on including Mbokona, Mbokona Vera, Skyline, Vavaya Ridge and Naha. In addition to that chambers are also needed in these DMAs which need to be constructed.			
Other AOB			

			meters were raised.
<b>D. DMA – SKYLINE</b>			
	Frank		
1. Meter installation /Replacement /Meter raising			• Awaiting materials to be collected from LKP before start assembling of meter stands. • Also contractor are yet to be selected. • Currently the team is going through the site again checking on customers. • There is also need to do pipeline replacement on site.
<b>E. DMA – MBOKONAVERA</b>			
	Eric		
Before countermeasure activities			
1. Notice to illegals			
2. Leakage repairs			
3. Meter installations/ Replacement			• Awaiting materials to be collected from LKP before start assembling of meter stands. • Also contractor are yet to be selected. • Currently the team is going through the site again checking on customers. • There is also need to do pipeline replacement on site.
<b>F. DMA – NAHA 1-4</b>			
	Sitas/Vincent		
1. Meter installation /Replacement			• Meter stands already prepared.
2. Legalisation of Disconnection customer			• Legalisation of disconnection customers are ongoing. Illegal users were found to be not many within Naha site. • Illegals found in the site were already disconnected however, monitoring is ongoing.
3. Other outstanding activities in Naha			• GIS is yet to capture leak points in the site. • A 3" line to GG Valley is planned to avoid series of long service lines into that area.
4.			• The Naha team has requested for a dedicated vehicle to allow them to easily go to site and perform lid up works before meter raising starts. At this stage they are sharing a vehicle with the capital works team with time table clashes.
<b>G. DMA – TASHAE A &amp; B MNF WITH PRVA</b>			
1. Water Audit		Complete	• Result in NRW Drive.
2. Summary Report		Complete	• Found in NRW Drive
3. Monitoring		Ongoing	• The proposed action is to have the disconnected and suspended accounts to also appear in the monthly consumption bill. The GIS team need to either stop the billing staff to work out how to do that. • Follow up with proposed action discussed last week.
<b>H. DMA – Ngoosi</b>			
	Marista		
1. Installation of bulk meters		Complete	• Completed in December 2015
2. Preparation of Network Drawing		Complete	• However, it was discovered that the boundary of Ngoosi DMA may also include Rove police quarters as they are

**NRW Meeting Minutes**

**Date:** 04/02/2016

**Chair:** Frank Daukalia

**Opening Prayer:**

**Closing Prayer:**

**Minute Taker:** Marista Kapini

**Attendees**

NAME	TEAM	NAME	TEAM
1. Frank Daukalia	NRW Action Team	2. Gavin Bare	GIS
3. Mathias Bera	Network Modelling	4. Marista Kapini	In-house Consultant
5. Austin Ata	New Connection Team Leader	6.	

**Apologies:**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TASHAE C</b>			
	Marista		
1. Pressure Measurement		Complete	• Yet to download data and analyse.
2. Monitoring of NRW		Ongoing	• Will perform on a monthly basis
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Notice to illegals		Ongoing	• Notices to illegals have been issued. No actions have yet been taken on illegals who have not come forward.
2. Meter inaccuracy Test		Complete	• 20 meters have been tested. Inaccuracy test result yet to be released.
3. Leakage repairs		Not yet	• 1 leak yet to be fixed. The leak is on Rewa Road and it is on an imperial line. Still awaiting the availability of backhoe and fillings to work on the leak.
4. Meter Raising		Ongoing	• 147 meters were raised as of 3rd February though only 80 forms were received so far.
<b>C. DMA – VAVAEA RIDGE</b>			
	Mathias		
1. notice to illegals		Complete	• Yet to disconnect them.
2. Meter Raising		Ongoing	• Meter raising ongoing. As of 3rd Feb, 175 meters were raised.
<b>D. DMA – SKYLINE</b>			
	Frank		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.
<b>E. DMA – MBOKONAVERA</b>			
	Eric		
Before countermeasure activities			



**NRW Meeting Minutes,**

**Date: 11/02/2016**

**Chair: Benjamin Billy**

**Opening Prayer: Benjamin Billy**

**Closing Prayer: Carlos Saliga**

**Minute Taker: Mariata Kapini**

**Attendees**

NAME	TEAM	NAME	TEAM
1. Frank Daukalia	NRW Task Force Sub-Team	2. Benjamin Billy	NRW Taskforce TL
3. Mathias Bera	Network Modelling	4. Mariata Kapini	In-house Consultant
5. Austin Ata	New Connection Team Leader	6. Silas Talosai	Operation Manager Ag
7. Carlos Saliga	PR	8. Vincent Lui	Capital Works Eng.

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – TISHOE, C</b>			
1. Monitoring of NRW	Mariata	Ongoing	Will perform on a monthly basis
<b>B. DMA – MBOKONA</b>			
1. Leakage repairs	Benji	Not yet	1 leak yet to be fixed. The leak is on Rowa Road and it is on an imperial line. Still awaiting the availability of backhoe and fittings to work on the leak.
2. Meter Raising		Ongoing	189 meters were raised as of 11th February.
<b>C. DMA – YAVAEA RIDGE</b>			
1. Disconnection of illegals	Mathias	Not yet	Yet to disconnect them.
2. Meter Raising		Ongoing	Meter raising ongoing. As of 11th Feb, 182 meters were raised.
<b>D. DMA – SKYLINE</b>			
1. Meter installation /Replacement /Meter raising	Frank	Ongoing	Assembling of meter stands Also contractor are yet to be selected.
<b>E. DMA – MBOKONAVERA</b>			
Before countermasures activities			
1. Notice to illegals			
2. Leakage repairs			
3. Meter installations/ Replacement			Assembling of meter stand. Also contractor are yet to be selected. There is also need to do pipeline replacement on site.

1. Notice to illegals			
2. Leakage repairs			
3. Meter installation/ Replacement			Assembling of meter stand. Also contractor are yet to be selected. There is also need to do pipeline replacement on site.
<b>F. DMA – NAHA 1-4</b>			
1. Meter installation /Replacement	Silas/Vincent		Meter stands already prepared.
2. Legalisation of Disconnection customer			Legalisation of disconnection customers are ongoing. Illegal users were found to be not many within Naha site. Illegals found in the site were already disconnected however, monitoring is ongoing.
3. Other outstanding activities in Naha			GIS is yet to capture leak points in the site. A 3" line to GG Valley is planned to avoid series of long service lines into that area.
4.			The Naha team has requested for a dedicated vehicle to allow them to easily go to site and perform tidy up works before meter raising starts. At this stage they are sharing a vehicle with the capital works team with time table clashes.
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Monitoring		Ongoing	The proposed action is to have the disconnected and suspended accounts to be reconnected to the monthly consumption list. The GIS team need to liaise with the Billing staff to work out how to do this. Follow up with proposed action discussed last week.
<b>H. DMA – NGOSSI</b>			
1. Preparation of Network Drawing	Mariata	Complete	However, it was discovered that the boundary of Ngossi DMA may also include Rove police quarters as they are also supplied from Ngossi. Need to find out if this will be a long term arrangement or not before work actually starts.
2. Preparation of Customer Listing		Complete	However, may need to include customers at Rove police quarters which were intended to feed from White River Gravity.
3. Preparation of DMA Grid		Complete	
4. Site Preparation		Ongoing	
5. Step Valves			Exposing of existing valves continue with installation of new step valves.
<b>I. PROCUREMENT</b>			
1. Materials for meter raising	Layten	Not yet	All good to go. Issue found with the male adapters supplied by LXP which has very short thread and difficult to walk with under high pressure.
2. Contractors for meter raising (Skyline, Mbokona Vera and Naha)		Not Yet	Procurement to hand pick within current pool of contractors.
3. Customer Meters			

J. Awareness	Carlos		
K. GIS Team	Gavin		Handed over to the GIS team to be reviewed and to be used for the GIS and to extract information from NSS. Follow up on intended action.
L. Billing Team			
<b>AOB</b>			
1. Nemeni to work on Tenders for 5 Chambers for current DMAs. Yet to hear anything on bulk meters and valves.			
<b>Other AOB</b>			

<b>F. DMA – NAHA 1-4</b>			
1. Meter installation /Replacement	Silas/Vincent		Meter stands already prepared.
2. Legalisation of Disconnection customer			Legalisation of disconnection customers are ongoing. Illegals found in the site were already disconnected however, monitoring is ongoing.
3. Other outstanding activities in Naha			GIS is yet to capture leak points in the site. A 3" line to GG Valley is planned to avoid series of long service lines into that area.
4.			The Naha team has requested for a dedicated vehicle to allow them to easily go to site and perform tidy up works before meter raising starts. At this stage they are sharing a vehicle with the capital works team with time table clashes.
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Monitoring		Ongoing	The proposed action is to have the disconnected and suspended accounts to be reconnected to the monthly consumption list. The GIS team need to liaise with the Billing staff to work out how to do this. MNF has gone up to 61's from 31's after pressure relief valve's connection and the system had to be bypassed. PRV strainer to be cleaned periodically say every 1 months.
<b>H. DMA – NGOSSI</b>			
1. Preparation of Customer Listing	Mariata	Ongoing	Need to include customers at Rove police quarters which are currently feeding from Ngossi.
2. Preparation of DMA Grid		Ongoing	Need boundary line to cover Rove Quarters and produce grid for those sites.
3. Site Preparation		Ongoing	
4. Step Valves			Exposing of existing valves continuing with installation of new step valves.
<b>I. PROCUREMENT</b>			
1. Materials for meter raising	Layten	Complete	
-Skyline			
-Mbokona Vera			
-Naha			
2. Contractors for meter raising (Skyline, Mbokona Vera and Naha)		Not Yet	Will be tendered out. Procurement require number of meters for each site and proposed length for diversion.
3. Customer Meters			1000 meters on order
J. Awareness	Carlos		
K. GIS Team	Gavin		
L. Billing Team			
<b>AOB</b>			
1. Nemeni to work on Tenders for 5 Chambers for current DMAs. Yet to hear anything on bulk meters and valves.			
<b>Other AOB</b>			



**NRW Meeting Minutes**

**Date: 25/02/2016**

Chair: Benjamin Billy

Opening Prayer: Austin Ata

Closing Prayer: Carlos Saliga

Minute Taker: Sophia

Attendees

NAME	TEAM	NAME	TEAM
1. Eric Unga	NRW Leakage Team Leader	1. Benjamin Billy	NRW Taskforce TL
2. Mathias Bera	Network Modelling	3. Sophia Tango	Communication
4. Austin Ata	New Connection Team Leader		
5. Carlos Saliga	PR		

**Apologies:**

- Daisy Menga
- Mary Tafoa
- Frank Daukalia
- Marista Kapini
- Silas Talosui – Operations Manager(Ag)
- Vincent Lui

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tasahe C &amp; Tasahe A &amp; B &amp; West Kolari Ridge A &amp; Langakiki DMA</b>			
	Marista		
1. Monitoring of NRW		Ongoing	• Japhliet to Update January 2016 Consumption Data next week
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Meter Raising		Ongoing	• 280 meter raised so far • Disconnection of illegal by Lockable valve.
<b>C. DMA – VAVAEA RIDGE</b>			
	Mathias		
1. Meter Raising		Ongoing	• One Meter left only Lockable valves to be installed for Vavaya Ridge Pilot sites
<b>D. DMA – SKYLINE</b>			
	Frank		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.
<b>E. DMA – MBOKONAVERA</b>			
	Eric		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.

**NRW Meeting Minutes**

**Date: 3/03/2016**

Chair: Benjamin Billy

Opening Prayer: Sophia Tango

Closing Prayer: Frank Daukalia

Minute Taker: Marista Kapini

Attendees

NAME	TEAM	NAME	TEAM
1. Eric Unga	NRW Leakage Team Leader	2. Benjamin Billy	NRW Taskforce TL
3. Mathias Bera	Network Modelling	4. Sophia Tango	Communication
5. Austin Ata	New Connection Team Leader	7. Mary Tafoa	Billing Team Leader
7. Carlos Saliga	PR	8. Marista Kapini	NRW

**Apologies:**

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA – Tasahe C &amp; Tasahe A &amp; B &amp; West Kolari Ridge A &amp; Langakiki DMA</b>			
	Marista		
1. Monitoring of NRW		Ongoing	<p><b>Tasahe C</b></p> <ul style="list-style-type: none"> <li>November 2015-NRW 7.6%, RW 92.2%</li> <li>December 2015-NRW 42.7%, RW 56.3% - NRW went up because the boundary valve was open to supply Ngosi.</li> <li>January 2016 -NRW 10.1%, RW 88.9%</li> </ul> <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>For monitoring, billing and GIS are key contributors.</li> <li>Monitoring of 4 sites should be ready by next week.</li> <li>Those that are not geospeed must be picked up.</li> <li>Staff needs to be trained to use GPS to be able to pick up ungeospeed customers most preferably on Tuesday 8<sup>th</sup> March.</li> </ul>
<b>B. DMA – MBOKONA</b>			
	Benji		
1. Meter Raising		Ongoing	• Meter raising continuing with installation of lockable valves to stands that we raised during pilot.
<b>C. DMA – VAVAEA RIDGE</b>			
	Mathias		
1. Meter Raising		Ongoing	• Installation of lockable valves continuing.
<b>D. DMA – SKYLINE</b>			
	Frank		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.

<b>F. DMA – NAHA 1-4</b>			
	Silas/Vincent		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Monitoring		Ongoing	<ul style="list-style-type: none"> <li>MNF have gone up to 5/1s from 3/1s after pressure relief valve's connection and the system had to be bypassed and need to be replaced.</li> <li>PRV strainer to be cleaned periodically every 1 months.</li> </ul>
<b>H. DMA – Ngosi</b>			
	Marista		
1. Preparation of Customer Listing		Ongoing	• Need to include customers of Reve police quarters which are currently feeding from Ngosi.
2. Preparation of DMA Grid		Ongoing	• boundary already Extended to include Reve Quarters and produce grid for those sites.
3. Site Preparation		Ongoing	•
4. Stop Valves		Ongoing	• Exposing of existing valves continuing with installation of new stop valves.
<b>I. PROCUREMENT</b>			
	Laylin		
1. Contractor for Meter raising for Naha, Mbokonavera and Skyline		on going	
<b>J. Awareness</b>			
	Carlos / Sophia		School Programs and Hence Community Awareness
<b>K. GIS Team</b>			
	Gavin		• Japhliet to Prepared Consumption data for Monitoring & Grid for Remaining DMA
<b>L. Billing Team</b>			
			• Update of Mbokona and Hence Vavaya Ridge DMA
<b>AOB</b>			
1. Check Neman for Remaining Bulk Meters for DMA and Procurement of Fittings for Flow Meters			
2. Also check with Neman for the Progress of Chamber for PRV and Bulk Meter.			

<b>E. DMA – MBOKONAVERA</b>			
	Eric		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.
<b>F. DMA – NAHA 1-4</b>			
	Silas/Vincent		
1. Meter installation /Replacement /Meter raising		Ongoing	• Assembling of meter stands • Also contractor are yet to be selected.
<b>G. DMA – TASAHE A &amp; B MNF WITH PRVA</b>			
1. Monitoring		Ongoing	• Monitoring continuing. A monitoring team is proposed to perform monitoring work on completed DMAs.
<b>H. DMA – Ngosi</b>			
	Marista		
1. Griding		Ongoing	• Grid for Reve area still needs to be prepared. Customer list ready.
2. Site Preparation		Ongoing	• Fixing of leaks also continuing. • Other pipe features such as leaking hydrants were also replaced.
3. Stop Valves		Ongoing	• Valve installations continuing. There are shortages of required fittings from the stores.
<b>I. PROCUREMENT</b>			
	Laylin		
1. Contractor for Meter raising for Naha, Mbokonavera and Skyline		on going	• Waiting for Neman to finalise orders for fittings for meters and valves.
<b>J. Awareness</b>			
	Carlos / Sophia		• Water supply model to be ready before May.
<b>K. GIS Team</b>			
	Gavin		• Japhliet to Prepared Consumption data for Monitoring & Grid for Remaining DMA
<b>L. Billing Team</b>			
			<ul style="list-style-type: none"> <li>Mbokona DMA customers need verification to update billing.</li> <li>Need to identify a proper way to record meter installed to disconnected users. This is so that meter IDs don't go unrecorded and eventually lost.</li> <li>Ideas were thrown around on how to improve accuracy of billing data and also how to get all meters read on a monthly basis. All data for NRW calculation comes from billing therefore accuracy is necessary.</li> </ul>
<b>AOB</b>			
On Billing data and meter reading issues the following needs to be discussed with the Finance Team:			
			<ul style="list-style-type: none"> <li>How to access suspense and disconnected accounts by GIS. This should also include Tagged off accounts.</li> <li>Propose to rearrange cycles by DMA's (books)</li> <li>How to go about recording new meter installed to disconnected accounts.</li> <li>Customers must be informed properly before disconnection takes place. This is to allow them to make proper actions.</li> </ul>

**NRW Meeting Minutes,**

**Date: 17/03/2016**

Chair: Benjamin Billy

Opening Prayer: Mathias Bera

Closing Prayer: Austin Ata

Minute Taker: Benjamin Billy

Attendees

NAME	TEAM	NAME	TEAM
1. Eric Unga	NRW Leakage Team Leader	2. Benjamin Billy	NRW Taskforce TL
3. Mathias Bera	Network Modelling	4. Marista Kapini	NRW
5. Austin Ata	New Connection Team Leader	Pujiyama	JICA Expert
7. Carlos Saliga	PR		

Apologies:

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA - TASHAE C&amp;TASAE A &amp; B &amp; West Kola ridge A &amp; Lengakiki DMA</b>			
1. Monitoring of NRW	Marista	Ongoing	Marista - Tasahe C, Tasahe A & B Benjamin - Lengakiki, West Kolaridge Just waiting for February consumption Data to be posted into GIS for Monitoring
<b>B. DMA - MBOKONA</b>			
1. Meter Raising	Benj	In progress	A total of 280 meters been raised, additional meters for reconnection after contractor finished is carry out by live Mbokona DMA Team
2. Minimum Night Flow (MNF)		Next week	Will use consumption data for March 2016
<b>C. DMA - VAVAEA RIDGE</b>			
1. Minimum Night Flow (MNF)	Mathias	Completed	Data to be down loaded
Consumption Data		In progress	March 2016 after billing roll over.
<b>D. DMA - SKYLINE</b>			
1. Meter installation /Replacement /Meter raising	Frank	Not yet	Contractor to be selected by Procurement
<b>E. DMA - MBOKONAVERA</b>			
	Eric		

N. Meter reading Mbokona & Vavaya Ridges DMA			from billing therefore accuracy is necessary. • Mbokona DMA customers need verification to update billing. • Need to identify a proper way to record meter installed to disconnected users. This is so that meter IDs don't go unrecorded and eventually lost. • Ideas were thrown around on how to improve accuracy of billing data and also how to get all meters read on a monthly basis. All data for NRW calculation comes from billing therefore accuracy is necessary.
AOB			
<ul style="list-style-type: none"> <li>Preparation of Individual Action Plan for 2016</li> <li>Customer at DMA with Missing Account Numbers and duplication of Meter Id for different account numbers</li> <li>SOP - Meter replacement to properly manage the issue of Meter replacement.</li> <li>Prepared Bulk meter fittings for Bulk flow meter installations and hence additional meters for Storage intakes and hence Bore holes meters which are malfunction.</li> </ul>			
Thank you			

1. Meter installation /Replacement /Meter raising		Not yet	Contractor to be selected by Procurement
<b>F. DMA - NAHA 1-4</b>			
1. Meter installation /Replacement /Meter raising	Silas/Vincent	Not yet	Contractor to be selected by Procurement
<b>G. DMA - Ngossi</b>			
1. Grid	Marista	Ongoing	Grid for Rove area still needs to be prepared. Customer list ready.
2. Site Preparation		Ongoing	Fixing of leaks also continuing. Other pipe features such as leaking hydrants were also replaced.
3. Step Valves			Valve installations continuing. There are shortages of required fittings from the stores.
<b>H. DMA - West Kola ridge B &amp; C DMA</b>			
1. Grid	Frank	Ongoing	Identifying Customer status and Leakages
2. Site Preparation		Ongoing	For Bulk Meter installation
3. Step Valves		On going	Valve installations continuing. There are shortages of required fittings from the stores.
4. Customer Identification and Verification		On going	
<b>I. DMA - Kombi vatu</b>			
1. Grid	Eric unga	On going	Identifying Customer status and Leakages
2. Site Preparation		On going	Valve installations continuing. There are shortages of required fittings from the stores.
3. Step Valves		On going	Identifying Customer status and Leakages
4. Customer Identification and Verification		On going	
<b>J. PROCUREMENT</b>			
1. Contractor for Meter raising for Naha, Mbokonavera and Skyline	Laylan	on going	Waiting for Nemanj to finalise orders for fittings for meters and valves. Check with Procurement Team
<b>K. Awareness</b>			
	Carlos / Sophia		Water supply model to be ready before May.
<b>L. GIS Team</b>			
	Gavin		Japhlet to Prepared Consumption data for February 2016
<b>M. Billing Team Vavaya &amp; Mbokona DMA</b>			
			Mbokona DMA customers need verification to update billing. Need to identify a proper way to record meter installed to disconnected users. This is so that meter IDs don't go unrecorded and eventually lost. Ideas were thrown around on how to improve accuracy of billing data and also how to get all meters read on a monthly basis. All data for NRW calculation comes

**NRW Meeting Minutes,**

**Date: 25/03/2016**

Chair: Benjamin Billy

Opening Prayer: Silas Talosul

Closing Prayer: Austin Ata

Minute Taker: Marista Kapini

Attendees

NAME	TEAM	NAME	TEAM
1. Eric Unga	NRW Leakage Team Leader	2. Benjamin Billy	NRW Taskforce TL
3. Mathias Bera	Network Modelling	4. Marista Kapini	NRW
5. Austin Ata	New Connection Team Leader	Pujiyama	JICA Expert
7. Carlos Saliga	PR	R. Mivoshi	JICA Expert
9. Japhlet	IT	10. Operation Meeting	

Apologies:

TASK	TEAM	STATUS	COMMENTS
<b>A. DMA - TASHAE C&amp;TASAE A &amp; B &amp; West Kola ridge A &amp; Lengakiki DMA</b>			
1. Monitoring of NRW	Marista	Ongoing	Marista - Tasahe C - Dec & Jan Complete, February not yet. Tasahe A & B - Dec-Feb not yet. Benjamin - Lengakiki - Nov-Dec Complete, Jan to Feb not yet. West Kolaridge - Same as above. Just waiting for February consumption Data to be posted into GIS for Monitoring Backlog of GIS data for 2 months since suspension of Garry. Don't know how to access the computer where logger data are kept.
<b>B. DMA - MBOKONA</b>			
1. Meter Raising	Benj	In progress	10 meters yet to raise
2. Minimum Night Flow (MNF)		Next week	Will use consumption data for March 2016
3. Disconnection of illegals		Not yet	
<b>C. DMA - VAVAEA RIDGE</b>			
	Mathias		

4. Minimum Night Flow (MNF)		Completed	• Totaliser 1258.8m <sup>3</sup> /d
5. Consumption Data		in progress	March 2016 after billing roll over.
<b>D. DMA – SKYLINE</b>	Frank		
1. Meter installation /Replacement /Meter raising		Not yet	• Contractor to be selected by Procurement
2. Other Jobs- Relining work		Not yet.	• To replace poly with GI
<b>E. DMA – MBOKONAVERA</b>	Eric		
1. Meter installation /Replacement /Meter raising		Not yet	• Contractor to be selected by Procurement
<b>F. DMA – NAHA 1-4</b>	Silas/Vincent		
1. Meter installation /Replacement /Meter raising		Not yet	• Contractor to be selected by Procurement
<b>G. DMA – Ngosi</b>	Meritsa		
1. Grid		Complete	•
2. Site Preparation		Ongoing	• Fixing of leaks also continuing. • Other pipe features such as leaking hydrants were also replaced.
3. Step Valves			• Valve installations continuing. There are shortages of required fittings from the stores.
4. Customer Verification		Ongoing	• Complete Rova area, now at Tavio Ridge area.
<b>H. DMA –West Kola ridge B &amp; C DMA</b>	Frank		
1. Grid		Ongoing	• Identifying Customer status and Leaks/pipes
2. Site Preparation		Ongoing	• For Bulk Meter installation
3. Step Valves		On going	• Valve installations continuing. There are shortages of required fittings from the stores.
4. Customer Identification and Verification		On going	
5. Other important work- Relining of distribution mains at Rova Police. Quaters to be along road area.			
6. Proposed to connect Rova Police area with the service main that is feeding Bishop Epalle School.		Not yet	• This is so that all can come under the proposed PRV for Ngosi Valley main.
<b>I. DMA – West Kola B &amp; C</b>			• Covers area from the old High Tank to Green Terrace including Vira Height, Florence.
1. Customer Verification		Progressing	
2. Leak Identification		Progressing	
3. Step Valves conditioning		Progressing	
4. Isolation Work		Progressing	
5. Bulk Meter			• Currently, the bulk meter size is 200mm. That needs to be reduced to 100mm Electromagnetic Flow meter.
<b>J. DMA – Kombivatu</b>	Eric uga		Covers area from Terrace House to Koviatu.
1. Site Preparation		On going	• Valve installations continuing. There are shortages of required fittings from the stores.

2

			• There is relining of the 6 inch main that EMCO is currently assisting SIWA on. If the line leading up to the Zion School. • Entrance Bulk Meter is also required.
2. Step Valves		On going	• Identifying Customer status and Leaks/pipes
3. Customer Identification and Verification		On going	
<b>K. PROCUREMENT</b>	Laylen		• Waiting for Nemani to finalise orders for fittings for meters and valves.
1. Contractor for Meter raising for Naha, Mbokonavera and Skyline		on going	• Check with Procurement Team.
2. Chambers			• Advert went to paper
3. Material List for Bulk Meters			• Being finalised by Benjamin
<b>L. Awareness</b>	Carlos / Sophia		• Awareness team went to Mbokona School, Grade 3.
<b>M. GIS Team</b>	Gavin		• Japhlet to Prepared Consumption data for February 2016 • Leak to be picked up. • New Connections to continue update GIS
<b>N. Meter Readers</b>			• Meter Readers need to be informed of new connections and newly activated accounts.
<b>O. Billing</b>			• To check if system has been updated on new customers and change of customer details.
<b>P. Customer Care</b>			• To accounts in DMAs to be reactivated or legalised.
<b>Q. Water Modelling</b>			• GEMS licence for 2016-2017 is due. • To start with calibration of individual DMAs and proceed to the whole of Honiara
<b>AOB</b>			
<ul style="list-style-type: none"> <li>• Permanent GIS staff necessary to recruit quickly while Japhlet is here to transfer knowledge before Japhlet leaves in July. CM is to take this up.</li> <li>• Also regarding backlog of data, CM to take it up with IT.</li> </ul> <p>Thank you</p>			

3

