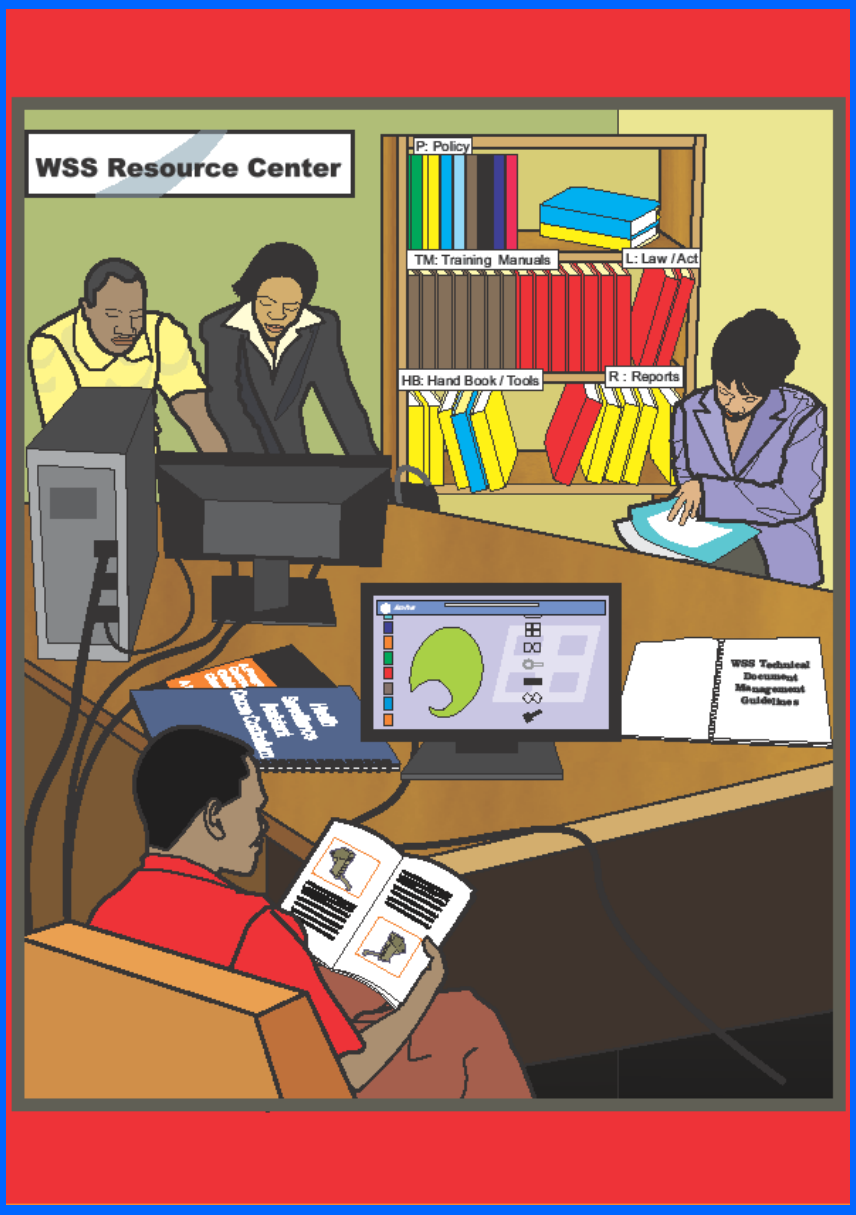
Government of Malawi

Rural Water Supply Operation and Maintenance Series 8

Water Supply Services Technical Document Management Guidelines



Ministry of Agriculture, Irrigation and Water Development

March 2015



Rural Water Supply Operation and Maintenance Series 8

Water Supply Service Technical Document Management Guidelines

Ministry of Agriculture, Irrigation and Water Development

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Rural Water Supply Operation and Maintenance Series 8

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PREFACE

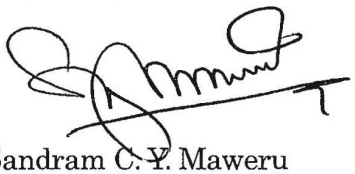
Millions of Malawians, mostly rural, still lack access to clean water and are thus exposed to a number of water and sanitation diseases, such as diarrhoea, cholera, etc. Addressing this issue is a key component of the Malawi Growth and Development Strategy (MGDS). To ensure access to clean safe water in the country, Malawi must build not only the required infrastructure, but also the appropriate institutional systems which can effectively oversee, guide, and manage the construction and ongoing operation and maintenance (O&M).

In the past, the Malawi government took full responsibility of the O&M of rural water supply facilities. However, this system was marred by numerous inefficiencies making it unsustainable. Without a strong presence in communities, these water supply facilities would often fall into disrepair, but also experience other issues such as catchment encroachment and vandalism.

In response, the National Decentralisation Policy, instated in 1998 by the Malawi Government, emphasises community empowerment through a transfer of power and responsibility to local authorities. Since then, there has been an increasing emphasis on developing community ownership through the adoption of practices like Community Based Management (CBM) trainings.

An enabling environment shall be created, and proper guidance shall be given to the stakeholders, in order to achieve the national goals in rural water supply and sanitation. In light of this, it is very important that the stakeholders have appropriate documents, such as guidelines and manuals that properly give them the right directions and guide them to right methods and procedures in implementation.

It is hoped that this volume gives the guidelines and standard procedures for management of the technical documents of rural water supply and sanitation when to create, revise/update and dispose those documents, so that the stakeholders can easily reach the latest and proper guiding document at the right time.



Sandram C. Y. Maweru

SECRETARY FOR IRRIGATION AND WATER DEVELOPMENT

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This guideline was produced by the “Project for Enhancement of Operation and Maintenance for Rural Water Supply in the Republic of Malawi” under the technical cooperation by Japan International Cooperation Agency (JICA).

A series of workshops were held in the project, and a lot of stakeholders in Malawi, Malawi National Library, development partners, and NGOs technically contributed in the formulation of the guideline. The Ministry of Agriculture, Irrigation and Water Development therefore, extends special thanks to these stakeholders for allowing their staff to participate in the production of this guideline.

The Ministry is also indebted to JICA for assisting in the development of the guideline, and many who have not been mentioned here but contributed in different ways.

Chapter I. Introduction

1. Background

The Government of Malawi has developed and promulgated a national water policy. The overall policy goal is sustainable management and utilisation of water resources in order to provide water services, of acceptable quality and in sufficient quantities that satisfy the requirements of every Malawian and enhance the country's natural ecosystems.

The policy goal for rural water supply is to achieve sustainable provision of community owned and managed water services that are equitably accessible and affordable to individuals in rural communities for socio-economic development. The policy advocates community based, gender sensitive and demand driven delivery mechanisms that take into consideration other cross-cutting issues of environmental management, HIV and AIDS, human rights, and equity in distribution of investments. The policy also advocates integrated water resources management, and operation and maintenance of the facilities through community based management. Furthermore, the policy encourages active participation of local service providers in water and sanitation, according to set standards and guidelines for conservation, management, development, provision and use of water resources, and disposal of wastewater.

In addition, the Government of Malawi has developed a national sanitation policy, which was approved by cabinet in 2008. The policy document focuses on strategies for scaling up hygiene and sanitation promotion, creating demand for facilities and developing various technological options for institutions and households.

An enabling environment shall be created, and proper guidance shall be given to the stakeholders, in order to achieve the national goals in rural water supply and sanitation. Community-based management (CBM) of the boreholes fitted with hand pumps, for example, is one of the successful strategies initiated by the government, which has created the norm that the hand pumps shall be maintained by the user communities during the last two decades.

There are many documents, describing the guiding principles, methods and processes to follow for the implementation of rural water supply and sanitation activities, with the titles like 'guidelines' , 'manuals' and many other similar ones.

It was found that, however, it is difficult to find out the right document for some specific purposes, due to a large number of documents, among which many of them are similar. Some documents are outdated. Co-existence of drafts, finalised and revised documents may create confusions to the users. In addition, absence of the centre of these technical documents management contributes to the duplication of efforts and underutilisation of the existing resources.

In recognition of the above mentioned problems, WSS Department of MoAIWD initiated the process of strengthening water supply services document management system within the Ministry, with support of a JICA technical cooperation project, namely, Project for Enhancement of Operation and Maintenance for Rural Water Supply, funded by Japan International Cooperation Agency (JICA).

The proposed activity was arrived at based on the challenges that were identified as hampering document management for operation and maintenance of rural water supply system.

The test activities were then developed to correct the various challenges that were identified. Test Activity A6 looked at improvement of document management system and hierarchical order. One of the outputs having come up with the WSS Technical Document Management Guidelines is to address the following issues;

- To standardise the new creation/revision/disposal of the technical documents related to rural water supply.
- To organise the existing and upcoming technical documents in order, and
- To make the existing and upcoming technical documents reachable to the users.

This volume was created as a result of the A6 activity, addressing the above-mentioned challenges. It is hoped that it provides the standard procedure of official approval and management of the technical documents related to rural water supply and sanitation. This volume also stipulates the ways to maintain and retrieve the collection of the documents at Water Supply Services Department.

2. Objectives of the Guidelines

The objectives of the guidelines are as follows;

- To define the scope of official technical documents of rural water supply and O&M
- To define the standard procedures in document approval process for new creation, update, revision and disposal
- To define proper procedures for the management and handling of the official technical documents
- To enhance the easy access and retrieval of the official technical documents at the national, district and community levels

3. Legal Framework Related to Official Document Management in Malawi

There are important laws in Malawi related to official document management. Of those, the following are some of the essential articles of three acts, namely: Printed Publications Act, National Archives Act, and Copyright Act are extracted in this section.

Printed Publications Act (19:01)

3. (1) Every book printed and published in Malawi shall bear an imprint in legible type showing—

a. the full and correct name of the printer and the place where the book was printed;

b. the full and correct name of the publisher and his place of business; and

c. the year of publication

3. (2) Any person who knowingly and willfully prints or publishes or causes to be printed or published any book not containing the particulars required by this section shall be liable to a fine of £100.

3. (3) The Minister may make Rules excepting from this section such classes of printed matter used for the purposes of the government, of courts of justice, of public authorities, and of trade and business as may be specified in such Rules.

4. (1) The publisher of every book published in Malawi shall, within two months of the publication, deliver at his own expense a copy of the book to the Government Archivist, who shall give a written receipt for every copy received by him.

National Archives Act (28:01)

3. (1) There is hereby established, for the purpose of this Act, an official collection of public archives, and other public, judicial, historical and general records of, or relating to, Malawi; which collection shall be known as the national Archives of Malawi.

Copyright Act (49:03)

6. (1) Copyright shall be conferred by this section on every work which is eligible for copyright and which is made by or under the direction or control of the Government and also such international bodies or other governmental organisations as may be prescribed.

6. (2) Copyright conferred by this section on a literary, musical or artistic work, other than a photograph, shall subsist until the end of the expiration of twenty-five years from the end of the year in which it was first published.

4. Definition of Documents / Scope of the Documents to be Handled in this Guidelines

4.1 Definition of the key terms related to document management

The official technical documents related to rural water supply and sanitation are defined as the technical documents which are officially approved by the defined authority, described in the section II-2-1 of this volume, including guidelines, manuals, technical handbooks, reference materials, etc., related to water supply services. The official approval has to be proven by the information provided in the verso of the title page of the documents, as described in section II-2-3.

Good document management is defined as the status whereby;

1) The official technical documents are placed in order.
2) The official technical documents are easily retrieved and accessed.
3) The inventory of the official technical documents is regularly updated and checked by the authority.
4) The live documents are regularly assessed, and if necessary, updated timely.

4.2 Definition of the key terms on classification (policy, framework, guidelines, manuals, tools, etc.) and their hierarchical relationships

The key terms for the classification of the technical documents are defined as follows;

Policy : Broad statement(s) outlining Government development agenda.

Strategy : A method or plan chosen to bring about a desired future.

Law/Act : Principles and regulations established in a community by some authority and applicable to its people, whether in the form of legislation or of custom; and policies recognised and enforced by judicial decision.
Laws are enforced through penalties.

Framework: A framework is a basic conceptual structure.

E.g.: When to using the word 'O&M framework', it means the guidelines and implementation manuals for Rural Water Supply in Malawi.

Guideline : A statement designed to determine next course of action.

Manual : A book that instructs and illustrates how to conduct activities.
*Note: **A good manual** is a book that instructs or illustrates how to conduct activities in a user-friendly manner.*

Handbook : A book of guidelines or a reference book.

Tools : Instruments / methodologies for performing activities.

4.3 Definition of the key terms on status of the documents (draft, final, endorsed/approved)

Approved : The documents which have been signed by the authorised body. The approved documents have to have the required information on the verso of the title page of the volumes.

Final : The documents which are endorsed by the management and ready to be approved.

Draft : The documents which have not yet obtained any official recommendation or approval.

Revised : The documents which have some changes from the officially approved original documents.

Disposed : The documents which have officially disposed due to expiry and/or the changes of the contents.

Live Documents : The documents in use which may be updated and revised from time to time; e.g. guidelines, manuals, and training materials.

4.4 The documents to be dealt in this volume

The documents which are dealt with in this volume are the technical documents related to rural water supply and sanitation activities.

- ✓ Guidelines
- ✓ Implementation Manuals
- ✓ Training Manuals / Technical Manuals

- ✓ Handbook
- ✓ Tools

**Policy documents – including policy, strategy and law/act shall be out of scope, since they are under the responsibility of the Planning Department.*

4.5 Key areas of the Document Management

The key areas of the document management which are handled in this document are;

Chapter II-1	Management structure and responsible personnel
Chapter II-2	Approval procedure
Chapter II-3	Regular review of the live documents
Chapter III-1	Accessioning and classification of documents
Chapter III-2	Maintenance and management of library information
Chapter III-3	Maintenance of the collection and provision of the documents to users
Chapter III-4	Management of digital documents
Chapter III-5	Reporting
Chapter III-6	Training on document management

5. Amendment of this guidelines

This guidelines can be amended when necessary, upon the approval of PS, after going through the process as described in Chapter II.

Chapter II. The Guidelines for the Technical Document Approval Process (new creation / revision / disposal)

1. Management Structure and Responsible Personnel

The management structure and the responsible personnel of WSS technical document management and approval are described as follows;

Table 1: Tasks, Duties and Responsible Position for Document Management

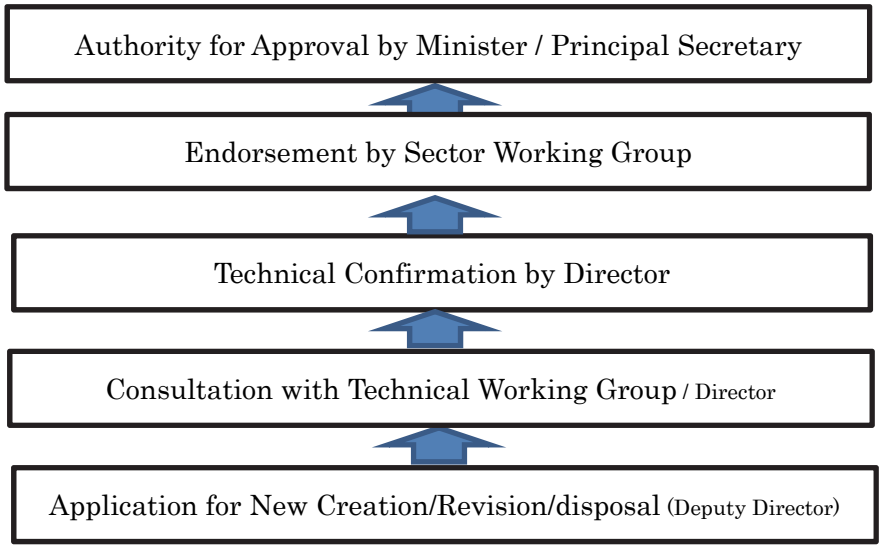
Tasks and duties	Responsible position
Overall management	Principal Secretary
Technical supervision of the documents (approval/update/revision/disposal)	Director
Management of collection	Director
Library information update	WSS Document Management Officer
Library service	WSS Document Management Officer
Collection maintenance / disposal of the documents	WSS Document Management Officer

2. Approval Procedure

2.1 Approving authority for each title (level of the document)

The structure of the authorisation process of the live documents is as follows;

Figure 1: Authorisation Process



The authorities for the document approval process are presented in the table below[1].

[1] Validity of document: The indicated validity does not mean the document has to be disposed after the indicated duration. The document has to be looked through if the contents are still valid as per the conditions for revision / disposal, described in the section II-5.

Table 2: Authorities for Document Approval Process

No	Type of document	Item to apply	Approval	Endorse-ment	Technical confirmation	Person in charge of processing	Management of document	Validity of document
1	Framework	New creation Revision Dismissal	Minister	Management	Director	Deputy Director	WSS Document Management Officer	5 years
2	Implementaiton guidelines	New creation Revision Dismissal	Minister	Management	Director	Deputy Director	WSS Document Management Officer	5 years
3	Technical guidelines	New creation Revision Dismissal	PS	Management	Director	Deputy Director	WSS Document Management Officer	5 years
4	Manual	New creation Revision Dismissal	PS	Management	Director	Deputy Director	WSS Document Management Officer	5 years
5	Tools	New creation Revision Dismissal	PS	Management	Director	Deputy Director	WSS Document Management Officer	5 years
6	Handbook	New creation Revision Dismissal	PS	Management	Director	Deputy Director	WSS Document Management Officer	5 years

2.2 Process steps for approval

a) The proposal for new/revised/disposal documents shall be applied in writing to the technical departments as defined in the previous section (Deputy Director).

b) The proposed document shall be consulted with Technical Working Group, as far as possible.

c) The proposal shall be reviewed technically by the authority defined in the previous section as "Technical confirmation" (Director). The Director may assign some experts for the detail technical investigation of the document when necessary.

d) The responsible body for the technical confirmation (Director) shall forward the application after the thorough technical investigation to the higher authority, the Sector Working Group (SWG), Management, or the group of Directors for endorsement.

e) The SWG shall endorse the applied document and forward the application to the higher authority.

f) The approval authority shall officially approve the document, and sign on the preface or forward page of the volume.

2.3 How to prove the approval

The officially approved documents necessitate having the following information;
On the verso of the title page;

- Copyright
- Publishing year
- Full and correct name of printer and place of printing
- Name(s) of author(s)
- Full and correct name of publisher and place of business
- Edition number
- Validity of the document (if specified)

On the preface/forward page;

- Name of the approved authority and the approved date
- Signature of the approved authority

Note: All the approved documents have to be registered at the ministry's registry.

3. Regular Review of the Live Documents

3.1 Conditions to be considered for revision/disposal of the document

The technical documents dealt in this volume are considered as live documents which shall be reviewed and revised in the following conditions;

- ✓ Due the expiry date
- ✓ Fulfilment of the set objectives
- ✓ Data/information outdated
- ✓ Changes in the related documents in high hierarchy
- ✓ Policy changes

The responsible bodies assigned for the management of the documents, defined in the section 2.1, shall report to the Director when any of the technical documents falls into any of the above condition.

The responsible bodies assigned as the "person in charge of processing", defined in section 2.1, shall facilitate the process of review / revision process as defined in the following section.

3.2 Process of regular review

The authority who is assigned for the approval of the document shall also be responsible for the regular review of the technical documents. S/he shall assign a

person/section for the management of the documents (e.g. Librarian / Document Management Officer).

Every year, the responsible person/section for the management of the technical documents shall update the document entries. S/he is also responsible to report to the Director when there are any documents in the conditions described in the section III-5.

The Director shall instruct the relevant bodies to revise the document due to review, at the earliest convenience.

Chapter III. Management of Collections

1. Accessioning and Classification of Documents

The registered collection of books has to be administered with the accession numbers and the identification codes. An accession number is a serial number that is given upon the acceptance of new documents, while a classification code is given according to the classification of hierarchical order, category, target level, and language. WSS Document Management Officer shall put both an accession number and a classification code to each and every volume of document, and update the library information. The classification code system for the WSS Resource Centre is presented as Annex.

2. Maintenance and Management of Library Information

WSS Document Management Officer shall properly maintain the inventory of the collections, for both hard and soft copies, at the WSS Resource Centre.

3. Maintenance of the collection and provision of the documents to users

The registered collections shall be maintained at the WSS Resource Centre. WSS Document Management Officer shall be responsible for proper management of the collections.

Resource Centre Branches: The copy of the collections shall be transferred to the branches, listed in the table below, according to the available resource and the needs of the users. The management of the collections shall be laid under the director/manger of each institution.

Table 3: List of the Resource Centre Branches

National level	MoAIWD
	WES Network
Regional Level	RWDO Central (Lilongwe)
	RWDO North (Mzuzu)
	RWDO South (Blantyre)
District Level	DWDO x 28 Districts
	NICE Resource Centre

Users: The collections shall be openly accessed by any users both from inside/outside MoAIWD. The expected users of the documents are listed in the table below;

Table 4: Expected Users of Resource Centre and Branches

Classification of information base	Expected users
National level	MoAIWD staff, donors, NGOs, researchers, etc.
Regional level	RWDO staff, DWDOs, etc.
District level	DWDO staff, DCT members, Extension Workers, Area Mechanics, NGOs, WPCs, etc.

Services: The services provided at the WSS Resource Centre shall be determined by the representative of each institute (e.g. Director of WSS). Basic services are as follows;

- Reference service
- Reading space
- Provision of digital document copy
- Loan (if condition permits)

4. Management of Digital Documents

All the registered documents have to be converted into the electronic form (PDF) and kept at the WSS Resource Centre. All the electronic documents shall be registered and included in the resource centre inventory.

4.1 Classification and Registration of Digital Documents

An independent inventory for digital document has to be created and maintained at the WSS Resource Centre. WSS Document Management Officer shall register all digital documents on the library information system and maintain the registered digital documents in the assigned computer at the WSS Resource Centre.

4.1.1 File Naming

The file naming of the document shall be done uniformly as follows;

- Classification code according to the Classification Codes Table provided in the Annex. No hyphen is necessary on the file name.
- Under bar
- Title of the document with the first 7-8 words only with under bar instead of space

4.1.2 Maintaining Digital Documents in Folders

The named digital document files shall be put into the folders according to its

classification code. The list of folders are as follows;

1. Policy / Strategy
2. Law / Act
3. National Guidelines / Standards
4. Implementation Manuals
5. Training Manuals
6. Technical Manuals
7. Handbooks and Tools

In each folder, the files should be kept in order, according to the classification codes. Sub-folders shall be made to keep large numbers of documents, according to the classification codes.

4.2 Making Digital Document Available Online

The digital documents managed by WSS Department shall be made available online through the permission of the Director. The potential cyber networks that can deliver the documents online are shown in the table below;

Table 5: Potential Cyber Networks for Online Document Dissemination

Name of Network	Procedure for Putting Document Online
Water SWAP Home Page	Director should apply for posting in writing to Director of Planning
WES Network	Through the permission of the Director, WSS Document Management Officer shall send the documents to WES Network.
National Digital Repository	With the order of the Director, WSS Document Management Officer shall make arrangements.

5. Reporting

WSS Document Management Officer shall report the update information to the Director every quarter. In particular, the following items shall be included into the report, such documents as;

- Newly included into the inventory
- Missing
- In bad conditions (e.g. pages torn, dirty, cover broken, etc.)
- Due to review

6. Training on Document Management

The Director shall be responsible for providing necessary training to WSS Document Management Officer. The training may include;

- Library service
- Record management
- Management of digital documents
- Internet searching skills

ANNEX

WSS Resource Centre

Document Classification Codes

Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume					
		Target code		Publisher code		Language code	
P: POLICY							
P-G-1	Government policy						
P-G-2	Government strategy	**N**	National level	**Gov**	Government of Malawi	**E**	English
P-WSS-1	Government policy in water supply and sanitation	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C**	Chewa
P-WSS-2	Government strategy in water supply and sanitation	**C**	Community level				
P-H-1	Government policy in health	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD		
P-H-2	Government strategy in health						
P-LG-1	Government policy in local governments						
P-LG-2	Government strategy in local governments						
P-E-1	Government policy in education						
P-E-2	Government strategy in educaiton						
P-O-1	Government policy other than water, sanitation, health, local governments and education			**DP**	Development partners		
P-O-2	Government strategy other than, governance, public administration, water, sanitation, health, local governments and education			**Oth**	Others		
L: LAW / ACT							
L-G	Law / act, governance and public administraiton, general	**N**	National level	**Gov**	Government of Malawi	**E**	English
L-WSS	Law / act in water supply and sanitation	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C**	Chewa
L-H	Law / act in health	**C**	Community level				
L-LG	Law / act in local governments	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD		
L-E	Law / act in education						
L-O	Law / act other than governance, public administration, water supply, sanitation, health, local goverments and educaiton			**DP**	Development partners		
				Oth	Others		
IM: IMPLEMENTATION GUIDELINES							
IM-G	Implemenaiton guidelines, governance and public administraiton, general	**N**	National level	**Gov**	Government of Malawi	**E**	English
IM-WSS-1	Implementation guidelines in water supply sanitation, general	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C**	Chewa
IM-WSS-2	Implementaiotn guidelines in water supply sanitaiton, point water supply	**C**	Community level				
IM-WSS-3	Implementation guidelines in water supply and sanitation, piped water supply	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD		
IM-WSS-4	Implementation guidelines in water supply and sanitation, hygiene and sanitation						
IM-H	Implementation guidelines in health						
IM-LG	Implementaiton guidelines in local governments			**DP**	Development partners		
IM-E	Implementation guidelines in education			**Oth**	Others		
IM-O	Implementiaotn guidelines other than governance, public administration, water supply, sanitation, health, local governments and education						
TM: TRAINING MANUALS							
TM-G	Training manual in governance and public administration, general	**N**	National level	**Gov**	Government of Malawi	**E**	English
TM-WSS-1	Training manual in water supply and sanitation, general	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C**	Chewa
TM-WSS-2	Training manual in water supply and sanitation, point water supply	**C**	Community level				
TM-WSS-3	Training manual in water supply and sanitation, piped water supply	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD		
TM-WSS-4	Training manual in water supply and sanitation, hygiene and sanitation						
TM-H	Training manual in health						
TM-LG	Training manual in local governments			**DP**	Development partners		
TM-E	Training manual in educaiton			**Oth**	Others		
TM-O	Training manual other than governance, public administration, water supply, sanitation, health, local governments and educaiton						

Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume				
		Target code		Publisher code		Language code
TecM: TECHNICAL MANUALS						
TecM-G	Technical manual in governance and public administration, general	**N**	National level	**Gov**	Government of Malawi	**E** English
TecM-WSS-1	Technical manual in water supply and sanitaiton, general	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C** Chewa
TecM-WSS-2	Technical manual in water supply and sanitaiton, point water supply	**C**	Community level			
TecM-WSS-3	Technical manual in water supply and sanitaiton, piped water supply	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD	
TecM-WSS-4	Technical manual in water supply and sanitaiton, hygiene and sanitation					
TecM-H	Technical manual in health					
TecM-LG	Technical manual in local governments			**DP**	Development partners	
TecM-E	Technical manual in educaiton			**Oth**	Others	
TecM-O	Technical manual other than governance, public administration, water supply, sanitation, health, local governments and education					
HB: HANDBOOK / TRAINING MATERIALS						
HB-G	Handbook / training materials in governance and public administration, general	**N**	National level	**Gov**	Government of Malawi	**E** English
HB-WSS-1	Handbook / training materials in water supply and sanitation, general	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C** Chewa
HB-WSS-2	Handbook / training materials in water supply and sanitaiton, point water supply	**C**	Community level			
HB-WSS-3	Handbook / training materials in water supply and sanitaiton, piped water supply	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD	
HB-WSS-4	Handbook / training materials in hygiene and sanitation					
HB-H	Handbook / training materials in health					
HB-LG	Handbook / training materials in local			**DP**	Development partners	
HB-E	Handbook / training mateials in educaciton			**Oth**	Others	
HB-O	Handbook / training materials other than governance, public administration, water supply, sanitation, health, local governments and education					
R: REPORTS						
R-G-1	Report in governance and public administration, situation analysis, general	**N**	National level	**Gov**	Government of Malawi	**E** English
R-G-2	Report in governance and public administration, programme / project report	**D**	Regional / District level	**MWDI**	Ministry of Agriculture, Irritation and Water Development	**C** Chewa
R-G-3	Report in governance and public administration, survey report	**C**	Community level			
R-G-4	Report in governance and public administration, area-specific report	**O**	Others	**OGI**	Other government institutions than Government of Malawi or MoAIWD	
R-G-5	Report in governance and public administration, training report					
R-G-6	Report in governance and public administration, others					
R-WSS-1	Report in water supply and sanitation, sector review, situation analysis, general			**DP**	Development partners	
R-WSS-2	Report in water supply and sanitation, programme / project report			**Oth**	Others	
R-WSS-3	Report in water supply and sanitation, survey					
R-WSS-4	Report in water supply and sanitaiton, area-specific report					
R-WSS-5	Report in water supply and sanitation, training					
R-WSS-6	Report in water supply and sanitation, others					

Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume		
		Target code	Publisher code	Language code
R-H-1	Report in health, sector revies, situation analysis, general			
R-H-2	Report in health, programme / project report			
R-H-3	Report in health, survey report			
R-H-4	Report in health, area-specific report			
R-H-5	Report in health, training report			
R-H-6	Report in health, others			
R-LG-1	Report in local governments, sector review, situation analysis, general			
R-LG-2	Report in local governments, programme / project report			
R-LG-3	Report in local governments, survey report			
R-LG-4	Report in local governments, area-specific report			
R-LG-5	Report in local governments, training report			
R-LG-6	Report in local governments, others			
R-E-1	Report in education, sector review, situation analysis, general			
R-E-2	Report in education, programme / project report			
R-E-3	Report in education, survey report			
R-E-4	Report in education, area-specific report			
R-E-5	Report in educaiton, training report			
R-E-6	Report in education, others			
R-O	Other reports			
O: OTHERS				
O-G	Other uncategorised documents related to water, general	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irritation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
O-WSS	Other uncategorised documents related to water, water supply and sanitation			
O-H	Other uncategorised documents related to water, health			
O-LG	Other uncategorised documents related to water, local governments			
O-E	Other uncategorised documents related to water, education			
O-O	Other uncategorised documents related to water, others			
OTW: OTHER THAN WATER				
OTW-O	Other uncategorised documents, not related to	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irritation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa



Rural Water Supply Operation and Maintenance Series were developed for planners, managers and practitioners for the practices of operation and maintenance of boreholes fitted with Afridev hand pumps in rural Malawi.