Community Participation Handbook of the World Bank-financed Zhejiang Rural Water Supply and Sanitation Project

Zhejiang Provincial PMO

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1 Overview

1.1 Introduction to the Project

In order to improve rural domestic wastewater treatment facilities and the rural environment, and promote new countryside building, the Zhejiang Provincial Government has applied for a loan with the World Bank for the Zhejiang Rural Water Supply and Sanitation Project (hereinafter, the "Project"). The Project involves Anji County in northern Zhejiang, Fuyang City in the suburb of Hangzhou Municipality, Tiantai County in Taizhou Municipality, and Longquan City in Lishui Municipality.

1.2 Purpose of this Handbook

In the Project, community participation is conducted by means of existing village organizations and activities, such as village congress, village group meeting, village officials, village group heads, villager representatives, and collective economic cooperatives, to involve villagers (especially women) in project activities, such as information disclosure, publicity and mobilization, schematic design, land use, construction, operation and maintenance, thereby improving the awareness of and participation in the Project, ensure the successful construction and operation of the Project, minimize potential negative impacts, and make the Project sustainable.

1.3 Scope of Community Participation

In order to improve the awareness of and participation in the Project, community participation is divided into participation at the preparation, design, implementation and operation stages, as detailed below:

Stage	Туре	Activities	Outcomes
	Information disclosure	Village discussion Village congress Media coverage RIB	Over 80% of villagers are aware of the Project. Over 80% of
Preparation	Publicity and mobilization	Publicity by print media Media publicity Village publicity	villagers support the Project. Village working
	Training	Multi-level centralized training	teams are
	Village working teams	Establishing village working teams, defining their responsibilities, and training them before the beginning of implementation	established.
	Schematic design	Design communication and consultation Comment collection	The project design is completed.
Design	LA	Determination of compensation mode in consultation with APs Entering into compensation agreements	
Implement -ation	Construction information disclosure	Holding a village congress and a village meeting Posting on bulletin board Banner Broadcast	Villagers are aware of construction information.
	Participation in construction	Offering compensated service Supervising construction	
Operation	Maintenance staff and costs	Choosing maintenance staff, defining their responsibilities, and training them during trial operation	Defining maintenance staff and costs
Operation	Operation and maintenance	Village committees take over the ownership of wastewater treatment systems. The maintenance staff maintains the systems.	The systems are managed properly.

Table 1-1 Procedure of Community Participation

1.4 Scope of Application of this Handbook

This Handbook applies to organizations and individuals related to project publicity and mobilization, schematic design, land use, construction, operation and maintenance, and other project activities at the village level, including villagers, village committees, village groups, village project teams, maintenance staff, etc.

2 Community Participation at the Preparation Stage

The first step of project implementation is village preparation for formal implementation, which is a village capacity building process. Through this process, local villagers can participate in project construction more effectively and be further aware of the Project.

At the preparation stage, the main tasks to be performed by villages include:

- Information disclosure
- Publicity and mobilization
- Establishment of Village Project Teams
- Organizational Training

2.1 Information Disclosure

Information disclosure will be conducted by the local PMOs and IAs (sub-district offices/township governments, and village committees), so that villagers are aware of the scope of construction, and potential impacts of the Project. At the preparation stage, information disclosure is divided into two stages.

Stage 1: At the village application and preliminary screening stage, unified information disclosure will be conducted in all villages in a city/county by means of media publicity, online disclosure, village disclosure, meeting of village heads or secretaries, etc.

Village congresses may be held in villages in the project cities/counties to disclose information to villagers and collect comments to make a decision on application or not.

Stage 2: Pertinent information disclosure will be conducted in screened candidate villages by means of village congress, meeting of village group heads, village meeting, meeting of household heads, collective economic cooperative meeting, RIB distribution, etc.

The scope of information disclosure includes:

> Project information and requirements: basic project information, village selection criteria, land use, requirements for the collective, benefits and potential negative impacts, etc.;

Information on the establishment and management of village project teams;

> Publicity and training: training program (including time, venue, scope and mode), means for receiving publicity materials; and

Grievance redress mechanism.

Stage	Activity	Agencies	Target	Rules and method
	Media publicity	Provincial PMO Local PMOs	Villagers	Giving publicity to project information in all villages
	Online disclosure	Provincial PMO Local PMOs	Villagers	Disclosing project information on government websites
Stage 1	Meeting of village heads or secretaries	Local PMOs Sub-district offices/ township governments	Village committees	Holding a meeting of heads or secretaries from all villages in the city/county through the coordination of sub-district offices/township governments to disclose project information
	Village disclosure	Village committees	Villagers	Disclosing key project information on village bulletin boards for not less than two weeks
Stage 2	Village congress	Village committees	Villager reps., villagers	Disclosing project information and collecting comments Selecting a representative from every 50-100 villagers Communicating information to villagers via representatives
	Meeting of	Village committees	Village	Disclosing project information, and defining

Table 2-1 Summary of Information Disclosure Activities at the Preparation Stage

Stage	Activity	Agencies	Target	Rules and method
	village group		group	responsibilities for village group heads
	heads		heads.,	Disclosing project information to villagers and
			villagers	collecting comments through village group heads
	Meeting of		Hoodo of	Disclosing project information and collecting
	household	Village committees	Heads of	comments
	heads		households	
	Villago	Village committees		Disclosing project information and collecting
	Village	Village group	Villagers	comments with the assistance of village group
	meeting	heads		heads
	RIB	Village committees		Village group heads receive the RIB and distributing
		Village group	Villagers	a copy to each villager on schedule
	distribution	heads		

2.2 Publicity and Mobilization

The publicity and mobilization mechanism aims to increase project awareness among villagers and improve their participation level gradually.

The RIB covers the project background, benefits of the Bank loan, scope of construction, principles for component selection, village selection criteria, rights and obligations of villagers and village committees, operation and maintenance, etc.

The main means of publicity are publicity on print media, online publicity, and village publicity. Villagers play the most fundamental and direct publicity tasks in the Project.

	Table 2 2 Outminary of Village 1 ublicity and Wobilization Activities					
Activity	Target	Agencies	Rules and method			
RIB distribution	Villagers in candidate villages	Village committees Village group heads	Distributed by the PMOs to candidate villages; Distributed by village committees to village group heads and then to households			
Poster	Villagers in	Village committees	Posting on bulletin boards by members of village			
FUSIEI	candidate villages	village project teams	project teams			
Proposal	Villagers in candidate villages	Village committees Village group heads	Distributed by village group heads to households			
Publicity materials	Villagers in candidate villages	Village committees Village group heads Village project teams	Distributed in places where villagers gather			
Qr. survey	Villagers in candidate villages	Village committees village group heads Villager reps.	The questionnaire is completed by villagers; At least 80% of villagers should agree to participate in the Project.			

Table 2-2 Summary of Village Publicity and Mobilization Activities

2.3 Organizational Training

In order to ensure the integrity and consistency of project implementation, the local PMOs, sub-district offices/township governments, and village committees should provide systematic training to project operation staff, so that they are familiar with their jobs and operate effectively.

Training under the Project will be conducted in a stratified, batch-by-batch manner. The local PMOs will organize task forces to provide training to sub-district offices/township government officials, village committee members, villager representatives, and members of village project teams. During training, village committees will assist in training information disclosure and villager mobilization.

Table 2-3 Summary of	Training Activities
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Trainees	Agencies	Trainers	Scope
Township/ sub-district	Local PMOs	Task forces composed of	Benefits of the Bank loan
officials		staff members from the local	Scope of construction

Village committees		PMOs and design agency	Village selection criteria
Village project teams			Project construction
Village group heads		Trained township/ sub-district	Rights and obligations of village
Villager	Village	officials, village committee	collectives
representatives	committees	members, and members of	Project operation and maintenance
Villagers		village project teams	Supervision and management measures

2.4 Establishment of Village Project Teams

A village project team should be established in each project village. A team should be composed of 3-4 members, including at least one woman, and headed by a member of the village committee.

Team members should be enthusiastic, responsible, dedicated and competent, and have excellent organizing, coordination and communication skills, and sufficient time and effort.



Figure 2-1 Flowchart of Establishment of Village Project Teams

The main responsibilities of a village project team are:

1) Assisting the PMO and village committee in project activities, including publicity and mobilization, distributing publicity materials, and collecting villager comments on the Project;

2) Supervising project construction, and making sure that jobs generated by the Project are first made available to the poor, women and other vulnerable groups; and

3) Disclosing the grievance redress mechanism to villagers (see Figure 6-1), giving replies to villager grievances and appeals at the construction and operation stage timely, and ensuring the fair, open and transparent implementation of the Project.

3 Community Participation at the Design Stage

When over 80% of villagers are aware of and support the Project, the local PMOs may identify project villages according to the village selection criteria, village development plans and needs, etc. Afterwards, the Project will enter the design stage to prepare for formal implementation.

The main community participation activities at the design stage are:

- Project design
- Land use

3.1 Participation in Project Design

At the design stage, the local PMOs and design agency should encourage villagers to raise comments and suggestions on the project design, including sewer line layout, terminal location, wastewater treatment process, indoor pipeline reconstruction, operation and maintenance costs, etc. by means of villager interview, village congress, project coordination meeting, village disclosure, etc.

Villagers' participation in project design will help reduce the Project's risks and ensure its successful implementation.

Mode	Agencies	Rules and method
Villager	PMOs	Collecting information on existing sewer lines, and comments on the
interview	Design agency	project design
Villago	PMOs	Collecting comments on sewer line layout and terminal design
Village	Design agency	
congress	Village project teams	
Droject	PMOs	Discussing the feasibility and rationality of the project design through
Project coordination	Design agency	concise, clear communication with village committees and villager
meeting	Village committees	representatives
meeting	Village project teams	
Village	PMOs	After the preliminary design is completed, the local PMOs and design
disclosure	Design agency	agency will disclose the design and contact information for feedback
uisciosule	Village project teams	on village bulletin boards for not less than two weeks.

 Table 3-1 Summary of Community Participation Activities at the Design Stage

3.2 Participation in Land Use

Since the Project is a public welfare project and involves temporary land use mainly, rural collective land will be used gratuitously without formal land acquisition.

The land used for the Project should be collective unused land and construction land where possible.

If any collective farmland is to be used, the local PMOs should go through the land use formalities (e.g., farmland conversion) in accordance with the Land Administration Law. Village project teams will be responsible for the coordination and communication with villagers, who will enter into compensation agreements and conduct land preparation.

The basic procedure of land use is as follows:

- 1. The local PMOs determine the range of land use for wastewater treatment systems in coordination with village committees and villagers;
- 2. Village project teams negotiate compensation with affected villagers;
- 3. Village committees enter into compensation agreements with affected villagers and pay compensation accordingly;
- 4. The local PMOs take over the land, and put documents on land use and compensation on record.

4 Community Participation at the Implementation Stage

At the implementation stage, community participation mainly includes:

- > Disclosure of construction information
- > Determination of maintenance staff and costs

4.1 Disclosure of Construction Information

In order that villagers receive construction information timely, construction information should be disclosed in advance by means of village project team meeting, village congress, village meeting, posting, banner, broadcast, etc.

The scope of information disclosure includes:

- Construction schedule
- Construction site layout (drawing)
- Construction impacts
- Precautions for villagers
- > Contact information of the construction agency

In addition, villagers should be consulted on the time of construction in advance to minimize construction impacts on their production and lives.

4.2 Participation in Project Construction

Community participation at the construction stage includes offering compensated services to the construction agency and construction supervision.

1. Offering compensated services

At the construction stage, villagers will receive some jobs, for which the construction agency will consult with village committees on the following:

> Jobs offered by the Project and responsibilities;

> Selection criteria for construction staff, giving priority to the poor, women and other vulnerable groups; and

Remuneration, skills and safety training

2. Construction supervision

Village project teams should supervise project construction, and communicate and coordinate with the construction and supervising agencies on issues arising from construction.

Indoor pipeline reconstruction files should be established for every household, including photos before and after reconstruction, a drawing, signature of the household head, and a certificate of acceptance. Indoor pipelines will be inspected by the local PMOs and supervising agency jointly, and the certificate of acceptance should be signed by the household head, construction and supervising agencies jointly.

5 Community Participation at the Operation Stage

5.1 Facility Operation and Maintenance

After 18 months of trial operation, the Project will enter the operation stage, when village committees will participate in their operation and maintenance.



Figure 5-1 Flowchart of Community Participation at the Operation Stage

Specialized companies will be responsible for the routine operation and maintenance of wastewater treatment systems, and village maintenance staff will provide assistance.

Operation and maintenance costs will be borne by government finance mainly, and electricity costs arising from the operation of wastewater treatment systems will be paid by village collectives.

5.2 Selection of Maintenance Staff

Village project teams will assist members to participate in the operation and maintenance of wastewater treatment systems. During trial operation, maintenance staff will be selected by village project teams to participate in operation and maintenance.



Figure 5-2 Flowchart of Selection of Maintenance Staff

The main responsibilities of maintenance staff are:

- Routine inspection for abnormities;
- > Simple cleanup and dredging operations; and
- > Harvesting and cultivating wetland crops.

6 M&E and Grievance Redress

6.1 Grievance Redress

Villagers are direct beneficiaries of and participants in project preparation and implementation. Since some unforeseeable issues may arise, a transparent and effective grievance redress mechanism should be established, and disclosed to villagers by means of newspaper, Internet, FGD, village congress, etc. to ensure their active participation and protect their rights.

Villagers may file grievances and suggestions to village committees, sub-district offices/ township governments, local PMOs or competent authorities, which should assign persons to accept, handle and reply to grievances and suggestions from villagers specifically, and register and report the same.



Figure 6-1 Flowchart of Grievance Redress

6.2 M&E

In order to ensure successful project implementation, an M&E mechanism has been established, including internal monitoring and external M&E.

Internal monitoring will be conducted by the local PMOs according to this Handbook, and the project villages will complete the report forms provided by the local PMOs semiannually for submission to the provincial PMO and Bank.

External M&E will be conducted by an independent agency appointed by the provincial PMO. The external M&E agency will conduct follow-up M&E on community participation outcomes at the preparation, design, implementation and operation stages, give advice accordingly, and submit M&E reports to the Bank.

Appendix 1: RIB

2012年8月, 经国务院批准,浙江农村生活污水处理系统建设项目申请世行贷款2亿美元 列入了《国家发改委、财政部关于利用世界银行贷款2013-1015财年备选项目规划》, 天台 县也位列其中。

随后,经过全县上下的不懈努力争取,我县的农村生活污水处理系统世行贷款项目(以 下简称世行项目)打破了项目原有只局限于实施农村分散式污水处理的固有模式,取得了两 项突破:一是将一部分集中供水项目纳入到世行项目中,这将有利于供水项目的尽快启动建 设,也能缓解我县地方配套资金的压力。二是将乡镇的集中式污水处理设施纳入到世行项目 中,进一步提高投资效益,并方便运行维护,真正把世行资金用到刀刃上。



◇为什么要实施农村生活污水处理系统世 行贷款项目?

污水方面: 天台的污水处理系统远远跟不上天台经济 社会的发展和供水系统的建设步伐,全县的污水处理设施 总规模不到5万吨/日(真正运行的就3万吨/日),与12万 吨/日供水量相比,处理率偏低,与城乡供水一体化规划的

23万吨/日相比,更是相去甚远。绝大部分乡镇和村庄污水都得不到处理,很多镇区与村庄 都污水横流,情况触目惊心,严重的危害到人民群众生命安全。管网建设欠帐多,有些乡镇 有终端而无管网,造成终端设备闲置。受资金制约,很多管网选材差,很多刚建成,就破 损,存在渗漏高,不能运行等问题。

供水方面:集镇供水存在处理设备差,管道差、漏损率高,水质得不到保障等问题。很 多农村用水以地下水和自引山泉水为主,没有进行处理或者简易处理,水质容易受酸雨、农 业生产活动等污染。且一旦进入旱季,供水远远不能满足群众的需求。

为了满足人民群众日益增长的物质文化需求,让人民群众更有尊严的生活,因此要通过 实施农村生活污水处理系统世行贷款项目,以改善天台人民的生产环境和人居环境,建设生 态宜居城市。

▲ 污水项目的投资计划和实施方案是什么?

乡镇集中污水厂处理模式。天台初步确定天台县污水处 理厂、平桥镇污水处理厂和坦头污水处理厂三个集中污水 处理厂。

天台县污水处理厂现状日处理能力为4万吨/日,主要服 务天台县城区赤城、始丰、福溪三个街道和白鹤镇大部 分。目前已建管网68.207公里,本次世行项目拟完善收集 管网约191公里,投资14亿元。

平桥镇污水处理厂污水处理采用AAO工艺,一期工程为日处理量0.5万吨,二期工程为日 处理量1.3万吨,目前一期工程已完成建设并投入试运行。将主要服务天台县平桥镇和街头镇 大部分。已建配套污水管网总长度约19.54公里,其中一级管网6900米,二、三级管网12640 米。本次世行项目报建设污水处理厂二期1.3万吨/日,完善收集管网约72公里,投资0.9亿

坦头污水处理厂目前未建,规划近期2万吨/日,远期4万吨/日。主要服务坦头、三合和 洪畴东部三镇。本次世行项目拟建设污水处理厂2万吨/日,完善收集管网约77公里,投资1.2



亿元。分散就抽没污水处理设施处理模式。主要针对天台山 区集中污水处理厂收集范围之外部分地区。主要包括石梁 镇、南屏乡、雷峰乡、三州乡、冰溪乡、龙溪乡和其他集 中污水处理厂收集范围之外部分地区。本次世行项目拟投 资1亿元。 世行项目污水部分拟投资共4.5亿元。

天台世行项目计划安排实施行政村220个左右,目前已 基本完成了全部实施村的确定工作,并已会同乡镇街道对 每个村庄进行逐一审定, 明确各村庄处理方式和工艺。



我县农村生活污水处理按照优先集中,个别 分散处理的原则进行建设。对县城、乡镇污水处 理厂周边的农村,通过污水厂的扩建、改建将污 水纳入。在人口居住集中,跨区域进行联片式处 理。无联片条件、又相对独立的村庄,建造单村 集中污水处理工程。

为什么要进行入村调查?

世行项目最大可能地让公众参与尤其是广大

村民的参与,提高公众环境意识,引导公众参与 农村环境管理、环境规划、政策制订、村庄整治改造、行动计划制定。农村污水处理必须以 人为本,解决问题的初衷和目的都是为了人。没有公众参与就难以推进此项工作进行,最终 难以使农村污水处理问题最终得到解决。

▲ 村庄如何洗择确定?

根据世行对资金运用的要求,及宁波市污水 处理世行项目的实际经验,确定以下选村原则, 洗村庫则。

1、能纳管集中处理的,能联片整治的、用 地便于落实的优先:

2、村班子战斗力强的、民风好的优先;村 内有集体经济的优先:



- 3、群众章原强的优先(可纳入范围的80%以 上住户同意);居住人口多、常住户数比例高的优先(可纳入范围的户接管率80%以上); 4、已有村庄规划的、村已有配套资金的、及正在实施的美丽乡村、农房改造村、生态村、
- 高山移民集聚村,未来中心村等优先, 5、有自来水的或正在考虑自来水的优先: 饮用水源地的、污水能循环利用的优先: 在景区
- 内的优先:在主干道边、河边的优先。
- 弃村原则
- 1、住户同意率、户接管率不足80%,放弃; 2、考虑整村搬迁的,放弃:
- 3、空心村达50%以上,放弃:
- 4、常住人口少于100人的村无法与其他村连片治理的(水源地村除外),放弃:
- 5、土地解决不了,放弃。

〕项目是如何运行维护的?

我县将成立专门的污水处理公司,负责全 县除城关水厂(BOT模式)以外的污水处理设施 的运行维护,隶属于水务公司,具体经费由水 费中的污水处理费和财政补贴组成。

纳入县城污水处理厂处理的农村生活污

- 水,其处理费用在水费中已经有体现,不足部
- 分由县财政统一解决。 纳入乡镇污水处理厂处理的农村生活污
- 水,全部由财政解决。(纳入城乡供水一体化范围的由县水务集团进行运维)
- 以上部分就是说村民在享受高品质生活的同时也要求交纳污水处理费(目前是0.25元/ DES.



◇村民、村委会主要权利和义务是什么?

1、拥有该村村内污水或供水处理设施 的使用权;

2、拥有独立式污水处理设施的所有权; 3、修复因工程施工所产生的物品损坏。 ¥ 3.

权利.

- 1、做好相关污水处理设施和管网的政策
- 处理工作:
- 2. 按握定端纳水费和污水处理费.
- 3、村民须承担自家屋内设施的施工、 改造或维修费用, 需进行日常维护;
- 4、村委会承担独立式污水处理系统运行和维护:
 - 5、安排至少一年一次清掏公用化粪池的污泥。
 - 项目是如何牢施的?

我县世行项目的投资计划和项目可行性研究报告经国家发改委和世行董事会批准后就会正 式生效,将于2014-2019年正式实施。因为世行项目涉及范围广、内容多,我县计划分三批实 施,每批实施时间在2年左右。下程严格按照世行的要求进行施工,施工方全部以公开招投标 的确定。施工单位在村庄完成政策处理后进场施工,要严格按照世行的要求进行施工,尽可能 的减少对村庄环境的破坏和影响村民的正常生产生活。如达不到世行的施工规范,世行验收不 合格的话,世行有权拒绝付款。世行项目的所有资金由世行和财政部门直接拨付到工程承包 人,不经过乡镇和村。

▲ 世行贷款主要有四大好处: 一 是贷款期限长: 20~30年左右, 宽限期5~10年。

二 是贷款利率低:根据世界银行从 资金市场筹资的利率来确定,贷款利率比 市场利率要低一些,对贷款收取的杂费也 较少, 只对努约后未支付的贷款收取 0.75%的承诺费。

三 是先进的管理技术:世行贷款项 目要求高,能较大的提升我县项目管理水

四 是人民币不断升职:人民币不断升职能大大的减少还款资金压力。 主要缺点;贷款手续繁琐,要求严格,一般需要一年半到两年的时间;工程实施要求极高、极

对于村庄来说最大好处就是建设资金基本全部由世行贷款和具里配套资金解决。村庄主要是做 好政策处理和移民行动计划及以后的运行维护,村里出资少。







Appendix 2: Public Opinion Questionnaire

Questionnaire of the Project

The Zhejiang Provincial Government has applied for a loan with the World Bank for the Rural Area Wastewater Management Project, which will improve the rural living environment greatly and promote public health.

Provincial PMO
Address: Group, Village, Township/Sub-district, City (County)
Head of household:; registered population:
1. Top 3 areas to be improved for village development: 1 st (); 2 nd (); 3 rd ()
A) Road; B) Water supply; C; Power supply; D) Solid waste and wastewater treatment ; E) School; F)
Hospital; G) Other
2. Most serious type of pollution in your village
□Solid waste; □Air pollution; □Wastewater; □Noise; □Other
3. Toilet of your household
□Indoor private; □Outdoor private; □Public
 Does your family have a septic tank? □Yes; □No; □Not clear
5. If yes, where it is located?
□Below the bathroom; □Below the house; □Below the ground near the house; □Not clear
6. If your family's septic tank is an indoor one, do you think it necessary to improve the indoor sewer line for
discharge to outdoor areas?
□Very necessary; □Necessary; □Not quite necessary; □Unnecessary; □Don't care
7. How do you expect to improve your family's indoor septic tank?
□By the construction agency; □Ourselves with raw materials supplied; □Ourselves with funds supplied
8. Your family's washing mode:
□Indoor washing machine; □Outdoor washing platform, river or pond; □Both, the former mainly; □Both,
the latter mainly
9. How is your family's domestic wastewater discharged?
□Directly to farmland or brook; □Discharged to farmland or brook after collection by village canal or
pipeline; □Discharged to farmland or brook after collection and treatment by village canal or pipeline; □Other
; □Don't know
10. Do you think it necessary to collect and treat washing wastewater?
□Very necessary; □Necessary; □Not quite necessary; □Unnecessary; □Don't care
11. Do you support the Project?
□Yes; □No; □Don't care 12. Are you willing to pay for the operation and maintenance of the Project?
□Yes; □No; □Not clear
If yes, you're willing to pay yuan per month; if not, your reason is: 13. Your preferred mode of operation and maintenance:
By village committee; □By a specialized company; □Other
14. Do you still support the Project despite of construction impacts?
Strongly support; □Support; □Largely support; □Don't know; □Object; reason: