

**GLAAS information module 4**  
**GLAAS tips for success**  
GLAAS 2021/2022 country survey



UN-Water Global Analysis  
and Assessment of Sanitation  
and Drinking Water



# GLAAS process

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- Involve as many relevant stakeholders as possible to get the most benefit from the GLAAS process, including government and non-governmental actors, as well as the SDG focal point.
- The data collection period for GLAAS is about six months. To streamline efforts, the GLAAS survey process can be integrated into a joint sector review or other national or regional monitoring processes that are occurring within the data collection period.
- If you have any questions, please contact [glaas@who.int](mailto:glaas@who.int).

# About the fillable PDF

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- Use an updated version of Adobe Acrobat Reader DC when filling out the GLAAS survey.
  - A free version can be downloaded in English at: <https://get.adobe.com/reader/>.
- Complete the survey on a desktop version of Adobe Acrobat Reader – *not a web browser version*.
- Save the PDF version of the GLAAS survey regularly – if it is not saved, responses may be lost.

# Filling out the PDF

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- Avoid using punctuation such as slashes (/), hyphens (-), bullets or dashes (—) to start sentences or lists.
- Write years as YYYY and ranges of years should be written as YYYY to YYYY. *Do not use hyphens* between the years.
  - ✓ **Correct:** YEAR: 2018 RANGE: 2018 to 2021
  - ✗ **Incorrect:** YEAR: '18 RANGE: 2018-2021
- Please avoid using acronyms. Time will be saved during the quality assurance process if acronyms are avoided and instead written out fully.
- When monetary values are requested, please indicate the currency in the space allotted using the three letter ISO currency code. The currency codes can be found at:  
<https://treasury.un.org/operationalrates/OperationalRates.php>

# Filling out the PDF – error messages

- For certain questions, you may encounter an error message if you enter the wrong type of information.

NATIONAL REGULATIONS AND STANDARDS			
A2.	To what extent do regulations or standards exist for drinking-water		
Drinking-water			
a.	Are national <u>drinking-water</u> quality standards (e.g. reductions) or equivalent in place?		
i.			
ii.			
iii.	Provide a link or attach a copy		
b.	Besides drinking-water quality, are national regulations or standards in place for <u>drinking-water service delivery requirements</u> (e.g. continuity, cost, etc.)?		

  

WASH TRAINING			
C4.	What is the approximate percentage of WASH graduates/trainees per year, what is the approximate percentage that are women?		
a.	Do any WASH graduates/trainees exist in your country?		
i.	Community training centres	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Technical and vocational training centres	<input type="checkbox"/>	<input type="checkbox"/>

Warning: JavaScript Window -

Invalid value: must be greater than or equal to 0 and less than or equal to 100.

OK

Warning: JavaScript Window -

Invalid value: must be greater than or equal to 1900 and less than or equal to 2100.

OK

Rural

☐ Yes ☐ No

202021

☐ Yes ☐ No

glaas

UN-Water Global Analysis and Assessment of Sanitation and Drinking-Water

# Filling out the PDF – errors reporting *years*

- For example, in the image below the value entered in the cell is not valid because the field asks for a ‘year’.
- All years should be entered as four digits e.g. 2021.

GLAAS 2021/2022 country survey

NATIONAL REGULATIONS AND STANDARDS	
A2. To what extent do regulations or standards exist for drinking-water, sanitation and wastewater, and WASH in health care facilities?	
Drinking-water	
a. Are national <u>drinking-water quality standards</u> (e.g. reductions) or equivalent in place?	Rural
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	202021
b. Besides drinking-water quality, are national regulations or standards in place for <u>drinking-water service delivery requirements</u> (e.g. continuity, cost, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Provide a link or attach a copy	
i. If yes, provide the name of the standard	

Warning: JavaScript Window -

Invalid value: must be greater than or equal to 1900 and less than or equal to 2100.

OK

In this case, '202021' is not a valid response to this question.

The error message will indicate which values are valid.

# Filling out the PDF – errors reporting *percentages*

- For questions that require a percentage answer, only numbers between 0 and 100 are allowed.
- You will not be able to add the percent sign (%).

Warning: JavaScript Window -

Invalid value: must be greater than or equal to 0 and less than or equal to 100.

OK

**WASH TRA**

**C4. What**

**a. Do any**  
**and tra**

**i. Community training centres**

**ii. Technical and vocational training centres**

Of the total WASH graduates/trainees per year, what is the approximate percentage that are women?

200

In this case, '200' is not a valid response to this question.

The error message will indicate which values are valid.



# Filling out the PDF – numeric responses

- Some numerical responses allow both numbers and letters to be entered into the cells.
  - This may be so that you can include the currency of the values or other details.
- Only provide the information requested.
  - e.g. monetary amount and currency



This is correct. Only monetary values are provided with currency. No symbols.

When indicating the currency, please use the three letter ISO currency code. The currency codes can be found at:

<https://treasury.un.org/operationalrates/OperationalRates.php>



This is incorrect. Avoid responses that start with symbols including hyphens, slashes, commas or periods.

D10. Sufficient funding to meet targets: Going forward, water/sanitation/hand hygiene is sufficient to

	If a specific annual financial need is identified and financing is available, provide the estimated annual need, monetary amount) (indicate currency)
a. Urban sanitation	100,000 USD
b. Rural sanitation	-222,000.00 CFA



# Filling out the PDF – numeric responses

- For some (*not all*) numerical responses, only **numeric digits** can be entered into the cells.
  - Letters cannot be entered into the cells.
  - Symbols cannot be entered into the cells, including commas, periods and hyphens.
  - As symbols are not allowed in these cells, ensure that your numeric answers include the correct number of zeros, e.g. 1000 vs. 100000.

A4. <u>Implementing risk management approaches</u> : To what extent is the risk assessment/risk management approach implemented in your country?			
a. Water safety planning (WSP) or equivalent approach for <u>urban</u> areas	<input type="checkbox"/> Not implemented	Approximate number of <u>urban</u> WSPs implemented	2500
	<input type="checkbox"/> Implementation at just a few pilot or model sites	Approximate total number of urban drinking-water supply systems in country	50000
	<input checked="" type="checkbox"/> Implementation at a significant scale		

For example, these cells require numbers and do not allow letters or symbols to be entered.

# Filling out the PDF – error messages

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- If you have trouble entering information in a response cell:
  - double check the **instructions in the country survey** or
  - check for further information in the **survey guidance document** to make sure you are entering the information required for the question.
    - For example, numbers when the question is asking for a numerical answer.
- If you have any questions, please contact [glaas@who.int](mailto:glaas@who.int).

# General tips

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- In a long response, all text might not be visible. In this case, scroll through the text using the arrows on your keyboard.
  - For longer responses, it is helpful to draft it outside of the PDF and paste it into the survey.
- For some questions, your answers might be the same as previous questions. Do not use “same as above”, please copy and paste the answer for the question.
- If a question asks for a policy, plan or regulation, please only list the most relevant document.
  - We understand that countries often have multiple policies/plans, but the survey is designed to collect data on only one per question.

# Thank you!

*For additional information please contact  
[glaas@who.int](mailto:glaas@who.int)*