Five Village Bless Water Users Association

Pywat Ywar Pump Irrigation Project

Myinmu Township, Sagaing Region

(General information and Regulations)
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Pywat Ywar Pump Irrigation Project

The Pyawt Ywar Pump Irrigation Project is one of more than 300 such projects (PIPs) implemented by the Government of Myanmar as part of its strategy to increase agricultural production. The scheme draws water from Mu River to irrigate various crops, including paddy, pulses and wheat. The scheme has a nominal command area of 5,000 acres.

Water allocation is performing by 3 pumps stations in the scheme.

Pump station 1 has four, 30 cusec+315 kW motors and two 30 cusec+250 kW motors.
Pump station 2 has five 20 cusec+132 kW motors.
Pump station 3 has four 15 cusec+90 kW motors.

Five Villages Bless Water Users Association

Established date: 6.6.2018
Current Members: 973
Board of Directors: 5 members
Management Board: 5 Members
Pump Station Coordination Committees: 3

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<thead>
<tr>
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### Current and proposed cropping systems based on soil type in PYPIP villages

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<td>Vertisol</td>
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<td>Greengram</td>
<td>Rice</td>
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<td>Okra/Yardlong bean</td>
<td>Rice</td>
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<td>Ancient Alluvial soil</td>
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<td>Okra/Yardlong bean/Brinjal</td>
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<td>Ferric Luvisol</td>
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<td>Marshland</td>
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<td>Flooding period</td>
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<td>Flooding period</td>
<td>Chickpea/Melon</td>
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Note: Proposed cropping systems are based on WUE of crops, their profitability, existing market linkages and their past performances in demonstrations.
General Information about Five Bless Water Users Association

Institutional Structure of WUA
Water User Association (WUA)
Board of Directors (All 5 Village Administrators) +
Management Board (5 members, 1 per village:
Chairman, Vice-chairman, Secretary, Treasurer, Auditor)

PS1 Coordination Committee
Deputy Scheme Manager*
Village Administrator +
Pump operator +
Canal Representatives +
Sub-groups Representatives

WUGs
Canal Representative + sub-group representative + Farmers

Sub-groups
Sub-group representative + Farmers served by the main off-take point

PS2 Coordination Committee
Deputy Scheme Manager*
Village Administrator +
Pump operator +
Canal Representatives +
Sub-groups Representatives

WUGs
Canal Representative + sub-group representative + Farmers

Sub-groups
Sub-group representative + Farmers served by the main off-take point

PS3 Coordination Committee
Deputy Scheme Manager*
Village Administrator +
Pump operator +
Canal Representatives +
Sub-groups Representatives

WUGs
Canal Representative + sub-group representative + Farmers

Sub-groups
Sub-group representative + Farmers served by the main off-take point

IWUMD
Scheme manager and Deputy managers
DoA and other relevant agencies

* The deputy scheme manager is not a member of the WUA but sits in the PSCC

(This booklet contains the summary of the main rules of WUA established in 2018 in agreement with IWUMD, more details can be requested by any member at WUA office on eligibility of SGR and CR or other functions)
Objectives of Five Villages Water Users Association

- To ensure sustainability of the Pywat Ywar Pump irrigation scheme.
- To provide equal water allocation to all members.
- To collaborate with IWUMD
- To support agriculture production of members in scheme area.
- To help members find high yielding varieties.
- To modernize agricultural production (e.g. agricultural mechanization) in the scheme.
- To ensure members follow the rules & regulations.

Membership

1. Membership of WUA shall be available to all members who are owners or tenants of the land, use canal water and is directly engaged in cultivation of land within the area of the irrigation system.
2. At the time of application for membership he or she must be 18 years of age and above
3. Applicant becomes a member upon payment of membership fee to WUA.

Rights of Members

1. Everybody will get equal access to water.
2. Everybody can discuss issues related to the scheme in respective WUA meeting (e.g. SG, WUG, PSCC and General Assembly)
3. Everybody can grow whatever they want in agreement with neighbouring members.
4. Everybody can vote for the sub-group representative and canal representative of the respective sub-group and water users group in which their plots are located. (One vote per member per sub-group and per water users group)
5. Everybody has the right to know the financial status of WUA.
6. Everybody has the right to submit a request or complaint in writing to WUA.

Membership fee, Taxes and Fund

1. Membership fee
   Membership fee is 1000 MMK (one thousand kyats) per person or per household to be paid to the WUA.
2. Seasonal saving
   The seasonal saving is 200 MMK (two hundreds kyats) per acre according to the cultivated area for each cultivation season to be paid to the WUA.
3. Service fee
   Service fee for SGRs and CRs is 2000 MMK (two thousands kyats) per acre according to cultivated area for each cultivation season.
4. Water fee
   The water fee to be paid for paddy and other crops follows the rates of IWUMD which is to date 3000 MMK per acre for other crops, 6000 MMK per acre for monsoon paddy and 9000 MMK per acre for summer paddy. IWUMD has the right to adjust the water fee as based on national policies.
5. Fund
   Fund can be raised by donation of members or other people’s donation or cooperation in business in cash or other ways that are in accordance with national laws.
Meetings of WUA

1. General Assembly
   a. General Assembly will be held 3 times per year.
      
      i. At the beginning of monsoon season.
      ii. At the end of monsoon season.
      iii. At the start of every financial year (Jan of every year).
   b. General Assembly will decide the seasonal activities and financial plan for coming season. Will discuss also past season achievements & problems as a lesson learn.

   Members in General Assembly are BOD, MB & CRs (mandatory). WUA members may participate to discuss relevant matters in the General Assembly. Secretary of MB will inform the members 7 days in advance for WUA meeting. At the end of every meeting, the date of next meeting will be informed.

2. Emergency Meeting

   Emergency meeting will be held if there are some problems or difficulty in allocation management. At that meeting every member of MB and BOD need to join for finding the solution. Secretary of MB will inform the members for emergency meeting. At the end of every meeting, the date of next meeting (if one is needed) will be informed.

3. Water User Association Management meeting

   The WUA management meeting will be held on a need basis to discuss water allocation management & resolve related conflicts throughout each season among the PSCC. At each WUA meeting all CRs and village administrators in the respective PS must join the meeting. The SGRs are welcome to join. The CR are responsible for communicating the allocation in the PSCC meeting and ensure water allocation is followed. The WUA will need to inform the SGRS, CRs and village administrators and IWUMD 1 day before the meeting. At the end of every meeting, the date of next meeting will be informed. Within the season the WUA has the right to convene more frequently if needed.

4. Pump Station Coordination Committee Meeting

   PSCC will be held 2 times per month to discuss water allocation management & resolve related conflicts throughout each season. At each PSCC meeting all CRs, SGRs and village administrators in the respective PS must join the meeting. The CR responsible for communicating member water needs to the pump operator will inform members 1 day before the meeting. At the end of every meeting, the date of next meeting will be informed.

5. WUG meetings

   WUG meeting will be held 1 time per month. In the WUG meeting CR will lead the meeting discuss water allocation to SGs within their WUG, will solve some problems that SGR can't solve & will discuss allocation to SGs according to the crops & acre of SGs. At WUG meeting respective CRs & SGRs must join. CR will inform the members 1 day before meeting. At the end of every meeting, the date of next meeting will be informed. At the end of every meeting, the date of next meeting will be informed.

6. Sub-group meetings

   SG meeting will be held 2 times per month within irrigation seasons and 1 time per month out of irrigation season. SG meeting will be led by SGR where water allocation within their SG is discussed. SGR will discuss also crop performance and other agricultural production activities in their SG. At SG
meeting all members in the SG must join the meeting. SGR will inform the members 1 day before meeting. At the end of every meeting, the date of next meeting will be informed.
WUG Meeting

Sub-Group Meeting
Duties and Rules of Five Villages Bless WUA
(For BOD, MB, CRs and SGRs)
Duties and Authority of Board of Directors

1. Approve annual budgets of WUA (general management and operations)
2. Approve financial status
3. Advice Management Board
4. Approve decisions for any expenditures above 500,000 MMK
5. Approve operations by Management Board

Suspension, Dissolution and Removal
As members of BOD are village administrators, a member shall be removed from Board of Directors automatically when he or she is no longer a village administrator.
If a BOD member decides he/she can no longer do this function, then he/she must assign another person from that village administration group to replace him/her.

Duties and Authority of Management Board

1. Manage the annual budgets
2. Carry out operation and maintenance within the approved annual budgets, as well as any budget available from IWUMD from annual government allocations.
3. Request approval from BOD for operation or maintenance expenditures above 500,000 MMK
4. Liaise with IWUMD for approval of new construction or rehabilitation of main canal, DYs, minor and off take points.
5. Approves new off take points in consensus with IWUMD
6. If a conflict is not solvable by WUA, the secretary writes an official letter signed by BOD (relevant VTA) to the Scheme Manager, followed by IWUMD district office or GAD.

Suspension, Dissolution and Removal of members of the management board
Member of Management Board may be suspended or dissolved as below:

1. If the person misuses the fund.
2. The person does not want to continue his duty.
3. If the person does not attend the meeting for three times in a row and has not sent any representative for making decision. (suspend them more than three times removed)
4. The person takes a bribe or engages in any other form of corruption, and there is a witness
5. The person does not conduct his duty properly. (Warning for the first two times and suspension on the third encounter)
Duties and Authority of a Canal Representative

1. CRs must conduct a field visit at least 2 times in a day to their respective water user group area. (Morning, Noon/Evening)
2. CRs must ensure to get enough water for respective area according to acreage, soil types and crops variety.
3. CRs must participate in PSCC and WUA at the time of drawing water allocation and perform allocation according to developed water allocation schedule.
4. CRs must solve the issues that cannot be solved by SGRs as fast as possible.
5. CRs must take action against the SGRs who do not take action on undisciplined members at WUG level.
6. CRs must inform the SGRs about allocation date in advance and check whether allocation is performed according to allocation schedule or not.
7. CRs must check respective sub-groups’ outlets.
8. CRs must collaborate with IWUMD deputy scheme manager in their respective pump station, pump operator and SGRs.
9. CRs must inform IWUMD if main, DY, minor canals and off take pipes are broken.
10. CRs must inform the SGRs about date to collect water fee, service fees, seasonal saving fees & membership fees in advance and check whether water fee is paid for correct cultivated acreage or not.
11. CRs must organize the sub-groups to be united.
12. CRs must lead the water user group meeting.
13. CRs must inform to IWUMD when there is illegal settlement and illegal cultivation activity in canal area.
14. CRs must participate in the meetings & training related to water management development and share updates and knowledge to SGRs in respective WUG.
15. CRs shall not be biased in the way they perform their responsibilities.
16. CRs must hand over membership fee, seasonal savings, water fee, service fee and fines to the treasure of WUA
17. CRs must keep meeting minutes of all WUG meetings conducted

Suspension, Dissolution and Removal of the Canal Representative

A canal representative may be suspended or dissolved as below:

1. If the person misuses the fund
2. The person is not able to conduct his duty properly according to 75% of members from his area group.
3. The person is unable to ethically and in good conduct solve a water conflict in his group and takes a bribe (with witness)
4. The health of the person does not allow him/her to carry out his/her duty
5. The person does not want to continue his duty

Penalties for the canal representatives

1. If a CR neglects to conduct the meeting, action will be taken as follows, Warning (First time), Warning (Second time), Dismissal from CR position (Third time). (Service fees for previous activity as a CR will not be paid)
2. If a CR neglects to inform the WUA and IWUMD when main canal, DY gate leaf and DYs are damaged, action will be taken as follows, Warning (First time), Warning (Second time), Dismissal from CR position (Third time). (Service fees for previous activity will not be paid)
3. If a CR neglects to take action on undisciplined members and SGRs, Warning (First time), Warning (Second time), Dismissal from CR position (Third time). (Service fees for previous activity as a CR will not be paid)
4. If a CR does not follow water allocation schedule for sub-groups, action will be taken as follows, fines 16000 Kyats (First time), 32000 Kyats (Second time), 64000 Kyats (Third time) and Dismissal form CR position (Fourth time). (Service fees for previous activity as a CR will not be paid)
5. As CRs are also members in the sub-groups, they have to follow the rules and regulations for members as well. If not action will be taken accordance with rules and regulations for members.
6. If a CR neglects to request allocation water for respective WUG, action will be taken as follows, fines 16000 Kyats (First time), 32000 Kyats (Second time), 64000 Kyats (Third time) and Dismissal form CR position (Fourth time). (Service fees for previous activity as a CR will not be paid)
7. If a CR neglects to solve the issues that SGRs cannot solve, action will be taken as follows, fines 16000 Kyats (First time), 32000 Kyats (Second time), 64000 Kyats (Third time) and Dismissal form CR position (Fourth time). (Service fees for previous activity as a CR will not be paid)

Duties and Authority of a Sub-Group Representative

1. SGRs must allocate water according to soil type, crop type and cultivation areas (categorized by crop variety) of total land areas in their respective sub-group.
2. SGRs must collect the list of cultivating area (in acre) before the cultivation season starts.
3. SGRs must inform the members in their respective sub-groups about the water allocations schedule and other information about the scheme in time.
4. SGRs must arrange time of irrigation to different members’ plots depends on soil type and crop variety.
5. SGRs must check if there water is needed or not in the plots in their respective sub-group area and check to ensure everyone receive water during allocation time. (Give priority to the members who need water most).
6. SGRs must check the canals to ensure there is no wasting water in sub-group area.
7. SGRs must inform the CR when water is needed in their sub-group.
8. SGRs must conduct the meetings for members in respective sub-group occasionally and keep meeting minutes.
9. SGRs must solve the issues occurred among members in their sub-groups in collaboration with CR.
10. If members not obey the rules, SGRs must take action according to the rules and punishments identified by everyone.
11. SGRs must prompt the members to clean field canals and off take pipes.
12. If canals and off take pipes are broken, SGRs must organize the sub-group members to repair them in time.
13. SGRs must work with the CR to collect water fee, service fees, seasonal saving fees & membership fees after the harvest in each season and hand over to the CR
14. SGRs must attend water related trainings and transfer the information gained to sub-group members.
15. SGRs must discuss and coordinate each other when it is necessary.
16. SGRs shall not be biased in the way they perform their responsibilities.
17. SGRs must participate in the meeting for developing the allocation schedule at PSCC level, and arrange the allocation according to developed allocation schedule.
18. SGRs must collaborate with respective responsible persons to get accurate data when survey for acreage is done.
19. SGRs must discuss and coordinate each other to update rules and regulations occasionally.
20. SGRs must visit the of take points in their sub-group at least twice a day.

Suspension, Dissolution and Removal of Sub-group representative

A sub-group representative may be suspended or dissolved as below:

1. If the person misuses the fund
2. The person is not able to conduct his duty properly according to 75% of members from his sub-group.
3. The person is unable to ethically and in good conduct solve a water conflict in his group and takes a bribe (with witness)
4. The health of the person does not allow him/her to carry out his/her duty
5. The person does not want to continue his duty

Penalties for sub-group representatives

1. If a SGR neglects to carry his duties action will be taken as follows: warning (First time), Warning (Second time), Dismissal from SGR position (Third time). (Service fees for previous activity will not be paid)
2. If a SGR neglects to take action on undisciplined members, action will be taken as follows: Warning (First time), Warning (Second time), Dismissal from SGR position (Third time). (Service fees for previous activity as a SGR will not be paid)
3. If a SGR allocates water for SG without informing the CR action will be taken as follows, fines 16000 Kyats (First time), 32000 Kyats (Second time), 64000 Kyats (Third time) and Dismissal from SGR position (Fourth time). (Service fees for previous activity as a SGR will not be paid)
4. If a SGR does not follow water allocation schedule for sub-group action will be taken as follows, fines 16000 Kyats (First time), 32000 Kyats (Second time), 64000 Kyats (Third time) and Dismissal from SGR position (Fourth time). (Service fees for previous activity as a SGR will not be paid)
5. As SGRs are also members in the sub-groups, they have to follow the rules and regulations for members as well. If not action will be taken accordance with rules and regulations for members.
Duties and Rules of Five Villages Bless WUA
(For Members)
Duties of Members

1. Members must follow the rules established by the WUA.
2. If the person fails to attend the meeting at the time of developing rules he/she will need to follow the established WUA rules and cannot object the newly established rules (see i.)
3. Making field canals and installation of off take pipes must be performed by coordination with CRs, SGRs & IWUMD (scheme engineer).
4. Members must collaborate with CR and SGR at the time of drawing water allocation schedule. Allocation will be performed according to confirmed water allocation schedule.
5. Members must collaborate with each other in the same sub-group and along the same canal.
   (This is within one WUG or between different WUGs)
6. If field canals or off take pipes are broken, members must work together with their SGR and CR to repair them.
7. If water allocation is needed member must inform the SGR in time.
8. In case of issues or disputes members must inform the SGR in time.
9. Members must pay the water fee, service fees, seasonal saving fees & membership fees in time to the SGR.
10. Members must grow the same crop and variety (same growing length) in respective sub-group.
11. Members must participate in the cleaning or maintaining of field canals and off take pipes in respective sub-group.
12. Members must use the water with discipline and not store extra water.
13. Members must not destroy field canals.
14. No cattle or other livestock should be grazed on the canals.
15. Members who take water from the canal by their own pumps (for any crop) still need to pay water fee, service fees, seasonal saving fees & membership fee.
16. In case of newly established or amended regulations by WUA, members must follow the updates.

Suspension, Dissolution and Removal of member

Members of WUA may be suspended or dissolved as below:
1. The member doesn’t use irrigation water for 3 years or more.
2. The member who doesn’t pay water fees, service fees & seasonal saving. (first failure to pay translate into suspension, removal at second offence)
3. The member who breaches the WUA rules more than 3 times. (the first two will result in a warning by the board of directors and management board)
4. The member who has not requested water officially to WUA over 2 years.
5. The member who destroys existing field canal & doesn’t allow negotiating for new field canal.

Penalties for members

1. If a member does not follow the instructions from SGR, fines will be charged as follows, 8000 Kyats (First time), 16000 Kyats (Second time), 32000 Kyats (Third time) and water suspension for one season (Fourth time).
2. If a member does not participate the meeting at the time of drawing water allocation schedule, he or she must follow the water allocation schedule established by everyone who participated in the time of drawing water allocation schedule.
3. If a member does not collaborate with SGR when canal is broken, fines will be charged as follows 8000 Kyats (First time), 16000 Kyats (Second time), 32000 Kyats (Third time) and water suspension for one season (Fourth time).
4. If water fee, service fees, seasonal saving fees & membership fees are not paid in time, water allocation for next season will be suspended.
5. If a member does not plant the same crop at the same time with other members in respective sub-group, he or she may take own responsibility for circumstances.

6. If a member does not take water according to water allocation schedule, fines will be charged as follows 8000 Kyats (First Time), 16000 Kyats (Second Time), 32000 Kyats (Third time) and water suspension for one season (Fourth time).

7. If a member does not perform with discipline not to waste water, fines will be charged as follows 8000 Kyats (First Time), 16000 Kyats (Second Time), 32000 Kyats (Third Time) and water suspension for one season (Fourth Time).

8. Members who take water from the canal by their own pumps still need to pay full amount of water fee, service fees, seasonal saving fees & membership fees. If not action will be taken accordance with irrigation canal act.

9. If a member caused damage to the canal during allocation, action will be taken accordance with irrigation canal act.

10. Installation of off take pipes must be done as instructed by authorized engineer of IWUMD. If not water allocation will be suspended.

11. Inform the SGR when issues are occurred, if not members must take responsibility for circumstances by themselves.

12. If a member does not close the gate after irrigation, fines will be charged as follows 8000 Kyats (First Time), 16000 Kyats (Second Time), 32000 Kyats (Third Time) and water suspension for one season (Fourth Time).

13. If cattle and other livestock (Buffalo, Sheep and Goat) are gazed on the canal, fine will be charged as follow one cow or one buffalo (10000 Kyats) and one sheep or goat (2000 Kyats).
**Do**

- Communicate IWUMD through SGR
- Cleaning Field Canal (Regularly)

**Don’t**

- Request the demands to IWUMD by all at the same time
- Destroying Field Canal
Do

- Request CR to allocate water through SGR

Don’t

- Opening the water gate without permission

- Same Crop Choice

- Different Crop Choice
**Do**

- Solving the problems together with SGR
- Sharing and taking water equally

**Don’t**

- Solving the problems without notifying the SGR
- Taking too much water alone
Do

- Paying water fee and other fees regularly

Don’t

- Not paying water fees and other fees

- Grazing the cattle on canal

- Keep the cattle at own place
Contact Numbers
(BOD, MB, CRs and SGRs)
### Board of Directors

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<td>Village Administrator (Pywat Ywar)</td>
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### Management Board

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