

Living Waters for the World



Jesus Christ is Living Water for our bodies and our souls!

Cuba Network Guidebook

Compiled by the Cuba Network Coordinating Team

(Updated February 17, 2025)

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A few acronyms

LWW	Living Waters for the World	NCT	Network Coordinating Team
CWU	Clean Water U	IPRC	Presbyterian Reformed Church in Cuba
IP	Initiating Partner	OP	Operating Partner
SET	Evangelical Seminary of Theology		

A Word of Welcome!

Bienvenidos! We are so glad that you are joining us in water ministry with our partners in Cuba. The Cuba Network is one of the *newest* of the LWW networks and we have benefitted from the knowledge shared by other LWW networks. We now have over 60 water partnerships in Cuba and over 20 active Initiating Partners. God is doing amazing things!

Our hope in providing this network guidebook to you is that it will help connect you to the people and the information that will help smooth the way for a successful water partnership for your team and your partners in Cuba. Please remember that this document is a *living document*—details may change from one visit to the next so it is important that before you begin your planning you make sure you have the most up to date version.

You can check this link to make sure you have the latest version of the guidebook: <https://livingwatersfortheworld.box.com/s/xmojyau7n5wcre50h8qq> (If the date on the cover of your guidebook is older than the date on the guidebook at the link, download the new version since that indicates changes were made.)

The information contained here is offered as general guidance and will help you navigate the beginnings of a water partnership. If on your journey you find something new and different from what we have put together here, please share it with us as it may help other teams in their planning. Most of all, we invite your flexibility and creativity! Working on water with a community changes all of us—be open, be curious, and prepare to be transformed by Christ who is Living Water for our bodies and our souls.

You'll see in the pages of this guidebook that our goal as the Cuba Network Coordinating Team (NCT) is to provide LWW teams operating within this network a built-in support system. All denominations and organizations are welcome to join our work in Cuba! We encourage you to maintain close communication with us, whether you are in the initial development phase or the sustainability phase of your partnership. We will work to keep you up to date on the latest developments within the network. LWW teams who have not previously visited Cuba should find needed instructions for the procedures involved in planning and carrying out a survey or installation visit. Cuba Partner churches who have previously visited Cuba will already be familiar with most of the information contained in the guidelines. Your first point of contact if you wish to work on LWW water partnerships in Cuba is LWW's Cuba Network Coordinating Team (NCT) Moderator, Ed Cunnington. Ed may be reached at edkarc@aol.com or 612-801-0898. The NCT moderator will assist your team with identifying a partner in Cuba. If you already have a partner you would like to explore developing a water partnership with, Ed will assist your team in walking through the vetting process with that partner. The leadership of the Cuba Network in Cuba is based at the Seminario Evangélico de Teología (or SET) in Matanzas. They ask that water teams go through the SET to begin the process for planning water visits and obtaining religious visitor visas. After you communicate with Ed to register your intention to begin making plans for a water partnership in Cuba, Moraima González (moraimaglez@gmail.com), the contact designated by the SET, will assist your team with visas, getting your equipment and materials through customs, along with many other details. Even if you have worked through another organization to obtain your visas for previous (non-water-related) visits to Cuba, it is important that you work through Moraima on all water-related visits. Moraima works very closely with the Office on Religious Affairs and customs at the airport to smooth the way for water partnerships.

The Cuba NCT is thankful that you have answered the call to work side by side with our brothers and sisters in Cuba. We pray that God will bless all of us with servant hearts.

The LWW Cuba Network Coordinating Team

LWW in Cuba

As of now, there are over 60 Living Waters for the World clean water systems in operation in Cuba. The first was installed at El Seminario Evangélico de Teología in Matanzas, Cuba, in June of 2009. With God’s help and working together as partners, we are able to share the good news of the Gospel with the people of Cuba and to bring clean water to communities in need.

Churches of many denominations are engaged in mission, with churches in Cuba, and are adding water to their existing relationships. LWW partners with 11 denominations in Cuba. There is much excitement for this new thing that God is doing through these sister church partnerships. There are many churches whose evangelistic outreach is increased and revived when they become a “Water Church.”

El Seminario Evangélico de Teología (SET), supported by the Presbyterian Reformed and Episcopal Churches in Cuba, is assisting Living Waters for the World teams by providing logistical and support services in Cuba for teams travelling there to install water systems.

The Christian Church in Cuba has a rich history and is growing and vital. Living Waters for the World is thankful to be a part of this growth.

Please note:

The last few years brought many changes for LWW Water Partners. From COVID-19 to travel restrictions to Cuba to currency changes, being plugged in with the LWW Cuba Network is more important than ever. The first person for you to reach out to with questions is our Moderator.

LWW Cuba now has water system parts stored at Luyanó IPRC in Havana. Contact Ed Cunningham, our Network Moderator, for more information.



LIST OF LWW SYSTEMS INSTALLED in Cuba

as of May 2024

For more information, search LWW's projects database for activity in the Cuba Network, click on the volunteer portal then project database from our homepage: <https://www.livingwatersfortheworld.org/>

Operating Partner	Proj #	DATE	Initiating Partner	CONTACT
Seminario Evangélico de Teología Matanzas	340	June 2009	First-Trinity Presbyterian Laurel, Mississippi	Jerry Goode, jcgoode@comcast.net
Martin Luther King Center /Ebenezer Baptist – Havana	607	June 2011	First-Trinity Presbyterian Laurel, Mississippi	Jerry Goode, jcgoode@comcast.net
Iglesia de la Playa – Matanzas	615	Nov 2011	West Jersey (was Christ Church/ St. John Pres Houston, TX)	Bill Kelly chinabill@comcast.net
Kairos Center / First Baptist – Matanzas	617	Nov 2011	Clear Lake Presbyterian Houston, Texas	Vicki Cherewaty vicki@cherewaty.com
Luyanó Presbyterian Havana	659	Jan 2012	Westminster Presbyterian Minneapolis, MN	Ed Cunnington edkarc@aol.com
El Fuerte Presbyterian – Cardenas	671	May 2012	St. Charles Avenue Presbyterian New Orleans	Laura St.Clair laura.st.clair1@gmail.com
Sancti Spiritus Presbyterian Sancti Spiritus	698	Jul 2012	First-Trinity Pres. Laurel, FPC Greenville, MS	Jerry Goode, jcgoode@comcast.net Mike Caulfield, mdcfield@gmail.com
Juan G. Hall Presbyterian Church Cardenas	710	Nov 2012	St. Charles Avenue Presbyterian, New Orleans	Laura St. Clair laura.st.clair1@gmail.com
San Antonio de los Baños Presbyterian	860	Nov 2012	Clear Lake Presbyterian Houston, TX	Vicki Cherewaty vicki@cherewaty.com
Guines Presbyterian Church	768	Mar 2013	Westminster Pres & Presbytery of Long Island	Ed Cunnington edkarc@aol.com
Getsemani San Jose de los Ramos	743	Apr 2013	University Presbyterian Church – Baton Rouge	George Strain strain@lsu.edu
CANIP Santa Clara	751	June 2013	West Jersey Presbytery	Bill Kelly Chinabill@comcast.net
El Buen Pastor Union de Reyes	712	June 2013	West Jersey Presbytery	Bill Kelly Chinabill@comcast.net

Iglesia de Amigos (Quaker) Holguin	770	Jul 2013	Lower Providence Pres. Eagleville, PA	Kary LaFors karylafors@gmail.com
Escuela Abel Santamaria	867	Nov 2013	Clear Lake Presbyterian Church Houston, TX	Vicki Cherewaty vicki@cherewaty.com
Soldiers of the Cross Seminary Playa Baracoa	859	Nov 2013	Clear Lake Presbyterian Church Houston, TX	Vicki Cherewaty vicki@cherewaty.com
San Pedro Apostol (Zorilla) Episcopal Church		Nov 2013	St. John's Episcopal – Tallahassee	Tyler Macmillan tylermac850@gmail.com
Cristo Rey (Cuatro Esquinas) Episcopal Church	810	Nov 2013	St. John's Episcopal – Tallahassee	Tyler Macmillan tylermac850@gmail.com
Matanzas Central Presbyterian	785	Nov 2013	Presbytery of South Louisiana	Laura St. Clair laura.st.clair1@gmail.com
Iglesia de Amigos (Quaker) Gibara	940	Feb 2014	Lower Providence Pres. Eagleville, PA	Kary LaFors karylafors@gmail.com
Los Palos Iglesia Presbiteriana-Reformada de Cuba	793	Apr 2014	Westminster PC Minneapolis MN	Ed Cunnington edkarc@aol.com
La Trinidad (Las Arabos) Episcopal Church	897	May 2014	St. John's Episcopal – Tallahassee	Tyler Macmillan tylermac850@gmail.com
Cuban World Council of Churches	854	Sept 2014	University Presbyterian Church – Baton Rouge	George Strain strain@lsu.edu
Cabaiguan Presbyterian Church Cabaiguan	939	Nov 2014	First-Trinity Pres. Laurel & FPC Greenville, MS	Jerry Goode, jgoode@comcast.net Mike Caulfield, mdcfield@gmail.com
Guanabacoa Presbyterian	877	Nov 2014	Westminster Presbyterian Minneapolis, MN	Ed Cunnington edkarc@aol.com
Salvation Army Home for the Aged Marianao, Havana	1006	Nov 2014	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com
Residencia de la Tercera Edad Apostol Daddy John (Soldiers of the Cross Elderly Home Hogar de Anciones Colon)	941	Nov 2014	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com

Milagrosa Catholic Church, Matanzas (<i>moved from La Playa Children's home</i>)	1375	Dec 2014	First-Trinity Presbyterian Laurel, Mississippi	Jerry Goode, jgoode@comcast.net
IPRC Perico, Perico		Dec 2014	First Presbyterian Church, Atlanta, Georgia	Valerie Aldridge, valeriealdridge@gmail.com
CCRD Cardenas	1138	Apr 2015	Immanuel Presbyterian Milwaukee, Wisconsin	Rob Ater, robertater@immanuelwi.org
Camajuani Presbyterian Church	998	Jun 2015	FPC Greenville & First-Trinity Pres Laurel, MS (<i>originally United Servants Abroad</i>)	Jerry Goode, jgoode@comcast.net Mike Caulfield, mdcfield@gmail.com
Church of the Good Shepherd, Guira de Macurijes	1043	Oct 2015	Christ Episcopal Church, Ponte Vedra Beach, FL	Ron Kessner, Ron.Kessner@comcast.net
Adventist Seminary Havana	1142	Nov 2015	First Presbyterian Greenville, Mississippi	Mike Caulfield, mdcfield@gmail.com
Fraternity of Baptist Camp, Guanabacoa	1012	Jan 2016	St. John's Pres Church, Jacksonville, FL	Lynne Turpin, laturp@bellsouth.net
Iglesia Adventista del Septimo Dia Holguin	989	Feb 2016	Lower Providence PC, Eagleville, PA	Kary LaFors karylafors@gmail.com
Metodista de Gibara Holguin	992	Apr 2016	Lower Providence PC, Eagleville, PA	Kary LaFors karylafors@gmail.com
Paraiso Mission Church of Cabaiguan Presbyterian	1105	May 2016	BIRP (Brevard/Indian River Presbyterians)/Central FL Presbytery	John Yust jyust@cfl.rr.com
Seventh Day Adventist Church, La Vibora, Havana	1100	June 2016	Westminster PC Minneapolis MN	Ed Cunnington edkarc@aol.com
Christian Center for Reflection and Dialogue, Cardenas farm	1138	Nov 2016	Immanuel Presbyterian Milwaukee, Wisconsin	Rob Ater, robertater@immanuelwi.org
Seminario Los Cedros del Libano, Pinar del Rio	1140	Nov 2016	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com

Iglesia Adventista Alameda, Pinar del Rio	1139	Nov 2016	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com
Iglesia Metodista La Nueva Jerusalem	1167	Mar 2017	Lower Providence PC, Eagleville, PA	Kary LaFors karylafors@gmail.com
San Miguel y Todos Los Angeles	1112	Mar 2017	Holy Comforter Episcopal Church Tallahassee	Eunice Filar filargram@gmail.com
San Bernabé Episcopal Sancti Spiritus	1189	May 2017	First Presbyterian Greenville, Mississippi	Mike Caulfield, mdcfield@gmail.com
Iglesia Adventista del 7a Dia Cienfuegos	1256	Oct 2017	First Presbyterian Tupelo, Mississippi	Jean Magee jeanmagee@comcast.net
2 1/2 Vinales Iglesia Adventista Septimo Pinar del Rio	1209	Nov 2017	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com
Presbiteriana Nueva Paz, Mayabeque	1202	Nov 2017	First-Trinity Laurel, MS	Jerry Goode, jcgoode@comcast.net
Presbiteriana La Fernanda, Havana	988	Apr 2018	Grosse Ile Presbyterian Church	Stephen Benton sandk122104@icloud.com
Ejercito de Salvacion, Holguin	1225	July 2018	Conshohocken United Methodist	Dave Patterson dpatter214@comcast.net
Seventh Day, Cardenas Nov 2018 (<i>moved from Pinos Nuevos Havana</i>)	1208	Nov 2018	First Presbyterian Tupelo, MS	Jean Magee jeanmagee@comcast.net
Union Adventista de Cuba, Havana	1286	Dec 2018	First Presbyterian Greenville, MS	Mike Caulfield, mdcfield@gmail.com
Entronque Seventh Day Adventist	1289	Mar 2019	Clear Lake Pres Houston	Vicki Cherewaty vicki@cherewaty.com
Sabanilla Presbiteriana	1282	May 2019	FPC Lafayette, LA	Nell Hahn nellhahn2@gmail.com
Seventh Day Adventist, Marianao, Havana	1285	Nov 2019	First Presbyterian Tupelo, MS	Jean Magee jeanmagee@comcast.net
Fomento Seventh Day Adventist, Santiago de Cuba City	1313	Nov 2019	Presbyterian New England Congregational Church (PNECC) Saratoga Springs, NY	Rich Youmans rtyoumans@gmail.com

Iglesia Bautista, Matanzas	1295	Nov 2019	Immanuel Pres Milwaukee, WI	Robertater@immanuelwi.org
Emmanuel Baptist Church, Ciego Avila	1323	Nov 2019	Grosse Ile Presbyterian Church, Grosse Ile, MI	Stephen Benton sandk122104@icloud.com
Hospital Pediátrico Eliseo Noel Caamaño, Matanzas	1342	Dec 2019	Westminster Pres Minneapolis, MN	Ed Cunnington, edkarc@aol.com
El Redentor Versalles IPRC Matanzas	1210	Dec 2019	Westminster Pres Minneapolis, MN	Ed Cunnington, edkarc@aol.com
Placetas Seventh Day Adventist Church	1322	Feb 2020	First Presbyterian Greenville, MS	Mike Caulfield, mdcfield@gmail.com
National Center of Medical Genetics, Havana		Dec 2022	Grosse Ile Presbyterian Church, Grosse Ile, MI	Stephen Benton sandk122104@icloud.com
Seventh Day Adventist Cerro Havana		Mar 2023	Westminster Pres Minneapolis, MN	Ed Cunnington, edkarc@aol.com
Seventh Day Adventist San Luis, Pinar del Rio		Apr 2023	Clear Lake Presbyterian Church	Vicki Cherewaty vicki@cherewaty.com
Iglesia de Los Amigos (Quakers)		Feb 2024	Living Waters Holguin Cuba	Kary LaFors karylafors@gmail.com
El Jordán Iglesia Baptista, Guanabacoa, Havana	1464	Mar 2024	First Presbyterian Tupelo, Mississippi	Jean Magee jeanmagee@comcast.net
Iglesia de Dios en Cuba, Mulgoba, La Habana	1467	Mar 2024	Calvary Chapel, Staten Island, NY	Rudy Ramirez calvarymedia.si@gmail.com
Iglesia Catolica San Pedro, Matanzas (<i>moved from Pentecostal Holiness Church "Roca Fuerte" Bayamo</i>)	1203	April 2024	St. John's Presbyterian Church, Jacksonville, FL	Lynne Turpin, laturp@bellsouth.net
Iglesia Presbiteriana de Santa Clara	1456	May 2024	FPC Spartanburg, SC	Kevin DeMark, kdemark@otodevelopment.com
Iglesia Presbiteriana de Coliseo, Matanzas		Jan 2025	First Presbyterian Tupelo, Mississippi	Jean Magee jeanmagee@comcast.net

Getting Started

Living Waters for the World (LWW) is ecumenical in nature. After training a team at Clean Water U (CWU), all denominations and civic organizations are welcome to take part in the LWW work in Cuba. Because LWW was founded as an entity of the Presbyterian Church (USA), some of the information below references this Presbyterian denomination and the Reformed Presbyterian Church in Cuba (Iglesia Presbiteriana Reformada en Cuba or IPRC). Both the IPRC and the Evangelical Seminary of Theology (Seminario Evangélico de Teología or SET) in Matanzas have indicated their willingness to provide assistance to all LWW teams. Please do not initially contact the SET or IPRC leadership, but, rather, the first contact should be made with the Cuba Network Coordinating Team moderator.

Selecting Location and Dates

Please contact the Living Waters for the World (LWW) Cuba Network Coordinating Team (NCT) Moderator, Ed Cunnington at edkarc@aol.com or by phone at 612-801-0898 to register your intention to install a system or select a location. Cuba partner churches or presbyteries should inform the Cuba NCT moderator as early as possible of their intention to explore developing a water partnership with their sister church or for a church within their sister presbytery. Teams representing all denominations or entities should share their plans with the Cuba NCT moderator. Water teams without sister or partner relationships should make initial contact with the Cuba NCT moderator to select a site rather than contacting the SET, the IPRC, or other Cuban entities. The moderator keeps a master list matching teams to sites, and this initial contact with the moderator will avoid the duplication of efforts for the same site.

Visit dates should be set well in advance of your intended visit. All water teams: installing, maintaining or sustaining systems are to coordinate their visits with Moraima González (moraimaglez@gmail.com) and to advise Ed. All visa applications should be requested from Moraima, 65 days prior to intended arrival date. Further, every team visiting, as part of a water mission, is requested to arrange drivers and translators through Moraima. This process is to be observed, regardless of previous relationships or partnerships your team has had in Cuba.

While Cuban churches are extremely welcoming, advance planning honors their time and priorities and allows sufficient time for making arrangements for your visit. Please get the dates approved by your host church as well as by Moraima before setting exact travel dates and purchasing the group's airline tickets.

THE IMPORTANCE OF THE DEVELOPMENT PHASE VISIT(S)

The LWW model includes a visit (or visits) to develop a relationship between the Initiating Partner (IP) and the Operating Partner (OP), leading to the implementation phase. The IP will ensure its team has CWU trained people in 101 (leadership), 102 (health education) and 103 (installation) for this visit. The partners will collaborate on the Project Preparation Plan (PPP), the Water Issues Survey (WIS), and the System Management Plan (SMP) and sign an IP/OP covenant.

These visits are an opportunity for the partners to begin to get to know one another and discuss who is going to do what as well as site preparations needed to be completed before the implementation phase. The physical location of the system will be determined as well as the location of tanks, bottle filling station(s), and associated plumbing. A firm agreement of these locations should be made and deviations prior to the

installation visit should be avoided. Electrical and plumbing routes should also be finalized. The 103-team member(s) should be in charge of these survey activities.

An inventory list of materials can be compiled for use in purchasing tanks, pipe, fittings, and building materials necessary to construct the mounting surface and bottle filling station.

Decisions regarding who will do the physical preparations are also made. If the Operating Partner does not have volunteers or other personnel with the appropriate skills to complete the preparations, outside craftsmen must be obtained. An estimate of these labor costs should be made. It is also possible that personnel from other LWW installations might be enlisted to assist in these preparations. These decisions are also a part of the Covenant collaboration and details.

Operating partners, especially the personnel performing the pre-installation preparation work, should visit an existing LWW site to familiarize themselves with an actual installation. The Initiating Partner should provide written instructions, pictures, drawings, and other materials to guide the Operating Partner in preparing the site for the installation.

Cost estimates for labor and materials should be agreed upon and financial responsibility for these expenditures for both Partners determined.

During the development phase, the OP is also able to learn about the long term and daily responsibilities of sustaining a clean water system and continuing education for their community. The 102 team member(s) should discuss with the OP the needs for the health education training. Informational handouts are located in the appendix of this guidebook to assist the IP in these discussions with their OP. One of the handouts covers the **personnel** needed by the OP during the system installation and the health education training while the other contains **instructions** for water system site preparations. Copies of these are to be left with the OP for their reference during their preparations.

Even water teams who are familiar with their installation site due to an already existing partnership with the OP still benefit from visits during the development phase in order to view the site from an LWW perspective. Having visited the site previously is not a substitute for evaluating the site from a trained LWW point of view. Data gathered from the OP and the potential site as well as information shared with the OP during this visit is essential for a successful system installation and education visit later.

Forming Your Team

SET has requested that visiting groups be limited to no more than 15 people. Not exceeding this number facilitates transportation and hospitality arrangements for SET. Water teams are typically smaller with successful installs having been completed in Cuba with as few as five team members. Beyond the 101, 102, and 103 members of your team, it is beneficial to designate a photographer, journalist and a spiritual leader to organize devotionals, etc., for your team.

The team traveling to Cuba needs to be set at least **65 days** before the scheduled departure, since visas must be applied for by that date. If, after having requested a visa, a team member cannot make the visit, the cost **(approximately \$120)** will still be incurred by the IP.

Travel Related Guidance

Securing Religious Visas from the Cuban government to Enter Cuba

At the current time, our water teams travel on a Religious Visitor visa from the Cuban government to visit Cuba. The visas are obtained by contacting Moraima. The Cuban Government does not allow religious visitors to enter Cuba with a Tourist visa. It is also illegal for U.S. citizens to be tourists in Cuba according to U.S. government regulations. The LWW Cuba Network has a process in place to streamline customs and visas. Moraima will notify Cuban customs for all teams who plan to enter with system components. While the SET may be reimbursed for the visa expense after your arrival in Cuba, if it is possible, during previous visits or with other groups traveling to Cuba to pre-pay for the visa expense, it would be very much appreciated.

The passport for each visitor must be valid at least six months after the date of departure from Cuba. Very early in the visit preparations, each potential team member needs to obtain a passport or renew the passport if it will expire within six months of the departure date from Cuba. The SET has handled processing many visas and has never had an issue getting a visa for anyone, including any member of a water team. If you have any questions about a particular circumstance or situation, please reach out to Moraima and ask her early in the process. The SET office needs the following passport information **at least 65 days in advance for each visitor:**

Photo page from the passport

Profession (if retired, what you did before you retired)

Moraima will email your team leader copies of your team's visas. She will arrange for your original visas to be waiting for you at your airport of entry. Check the visa copies she e-mails you to make sure they are correct and contact Moraima if there is a discrepancy. Make two copies of each visa. At the airport on the day of departure, the team leader should give everyone their copy. It is good practice for each individual traveler to carry a copy of his/her passport and for the team leader to have a copy as well. Each individual should also carry a copy of the group's license to travel (see below.) The team leader (101 trained person or designee) should carry a copy of all team members' visas, passports (photo and info page), airline tickets, and the original license to travel.

The airline for the flight to Cuba will verify your visa information before the group's departure. You will be asked to show your visa when you check in for your flight to Cuba. If you have an issue checking in online for your flights 24 hours in advance, it may be related to the airline needing to have your visas verified.

Making Flight Arrangements

Please note: Moraima Gonzalez is your contact for visas for all water team visits. Water teams travel on religious visas. If you have questions about traveling to Cuba, please contact our Network Moderator. The rest of this section is subject to change.

Flight arrangements should be made a minimum of two to three months in advance of your planned departure. If you find an airline that provides excellent service, please let us know. And if you have issues with a particular airline, let us know that too! The Cuba NCT does not recommend any particular airline.

The Cuban government requires that each passenger has medical insurance coverage during his or her stay in Cuba. This coverage is in addition to any personal insurance that you may already have. The cost of this coverage, which is approximately \$3 per day, is included as part of your airfare. **Your boarding pass to your Cuba destination is your proof of insurance to the Cuban health officials so keep it with you for the duration of your visit.** If it cannot be shown, you will be charged for any medical services rendered.

When you have your flight information, send it to Ed and Moraima as well as to your Cuban contact and to your operating partner at the installation site. Moraima must have this information in order to ensure that the officials at the airport know that you are entering Cuba on a Religious Visitor visa. Your name must be “on the list” or you may not be able to board the flight. Your hosts at the installation site will also need this information to arrange to pick up your group at the airport upon your arrival in Cuba.

Note: Within seven days of your flight, you will be asked to fill out a Cuba Customs Immigration and Medical form online. Everyone needs to fill this out before going to the airport. You can do it on your phone or laptop. There is a button at the top right of the page you can click to have the form translated into English. You will be asked general questions as well as to enter your passport number, your flight number into Cuba, the address where you will be staying, your reason for travel (the option that works best for our water teams is “trabajo” since we are doing religion work), countries you’ve visited in the last 15 days and any illnesses you’ve had in the last 15 days. <https://dviajeros.mitrans.gob.cu/inicio>

On this form, you are asked if you as an individual are bringing more than \$5,000 with you to declare the total amount you are bringing. If your team is traveling with more than \$5,000, we recommend if possible that you divide the funds up amongst team members so that everyone is traveling with less than that amount. Then no one has to declare the funds. If this is not possible for some reason, the person who is traveling with more than that amount can expect Customs to ask to count the funds.

Cuban Customs

Send Moraima a list of water system components you are bringing with you to Cuba. Send this to her **when you apply for your religious visas (at least 65 days before the team’s arrival.)** The list should not go into great detail. Use the component list located in the appendix of this handbook as a guide. All water system parts should be packed in separate luggage from personal items or any medicines your team may be bringing in for partner churches. You do not need to declare these items on the customs form noted above.

Luggage Guidance

Check with your airline for information about charges for checked bags. Weigh your bags and pack them a couple of pounds under the limit to avoid surprises at the airport. Take a picture of each checked bag and a general contents inventory before leaving. Each bag should have luggage tags outside and a copy of identification and contact information inside each bag (including the team leader’s cell phone number).

Include a picture of an LWW water system in all bags containing system parts. This will be essential should luggage be lost.

Please note: Powdered chlorine has been confiscated from bags so ask your partners to acquire it locally for shocking the system. Lithium batteries (at the time of this writing) are not allowed in check bags (though airlines we have checked with allow them in carry on baggage). If you learn of other prohibited items, please inform us.

The team leader should keep this information and all checked luggage receipts, to distribute them among the team members upon arrival in Cuba.

The team leader (and anyone who speaks Spanish) should be the person who works directly with any customs agents should there be questions. There is a sample letter of explanation of our mission (in Spanish) in the Cuba toolkit (<https://livingwatersfortheworld.box.com/s/xguyasj3o842ryhy1rjn>) that is helpful to have with you should customs agents have any questions.

Navigating the Havana Airport

This guidance is specific to flights into Havana and will generally apply if you are using a different airport. When you touch down in Cuba, the passengers will applaud! You'll receive a customs declaration form on your flight. You may also be given a medical form to fill out. Fill out any forms so you are ready to turn them in after immigration. You should work together to prepare them consistently as a group. If you are asked for your in-country address, use the physical address of your primary Cuban host.

Note: Remember, Moraima will e-mail you copies of your visas and your actual visas will be waiting for you at the airport. Upon entering the terminal, the team leader should approach an airport official or a representative of Havanatur to ask them to get your visas for you. The visit leader should have visa copies ready in case the representative needs a list of names (other groups may be entering at the same time).

You will need your passport and visa to present to the immigration personnel. They will take your picture, they may ask you some questions, they will give you back your passport and your visa. Paperclip your visa inside your passport. They will keep it when you leave Cuba.

Once you pass through immigration, you will pass through a screening area where your carry-on luggage will be x-rayed and you will go through a metal detector.

After that, you make your way to the main baggage claim area with baggage carousels. Look for some luggage carts to retrieve your luggage.

Arriving luggage goes through x-ray screening and any luggage containing items deemed necessary to hand inspect will be marked with a highlighter. **Be sure each person has their luggage tags and that they exit with the bags assigned to them.** There will probably be a delay in receiving your luggage, so don't be concerned about the length of time here (1+ hours is not uncommon).

Once you have all of your bags, exit as a group and try to stay together, if possible. The team leader and any Spanish speakers should exit last and ensure everyone has cleared customs. They should watch for members having luggage inspected and be ready to assist if necessary.

Proceed toward the exit and show your luggage tags. If your bags have been flagged, the customs attendant (Aduana) may direct you to either side of the room for an open baggage inspection. At the inspection you may be asked the purpose of your visit. Always reply “religious” or “religioso.” Let the Aduana know that the items belong to your host and you are delivering them. They are not gifts or donations so do not use the words GIFT or DONATION.

Please note: Water teams have made many visits to partners and never had any (or have had very minor) issues with customs. We have had teams that have been charged for bringing in system components. Moraima is continuing to work to make our arrival with equipment go as smoothly as possible. She has been able to let teams know any custom charges they might anticipate needing to pay depending on what they are bringing. Staying in touch with her early and throughout the process and following this guidance is essential to helping things go smoothly. Even though customs issues have occurred very infrequently, we should be as prepared as possible should this happen to us unexpectedly on arrival. Should this happen to your team, do your best to keep your cool. It is always a good idea for teams to have time and budget cushion for unforeseen circumstances such as this.

Once you are done collecting your luggage and you are through customs and you exit the terminal, there will be a sea of people waiting for arriving passengers. Your hosts will be waiting for you here. Some teams find it can be helpful for your partners to see you if you have on your LWW t-shirts or polo shirts but this is not necessary.

Be aware that this information has been gathered from experiences gleaned from past visits and may be subject to change without notice. *If you are flying into a different airport, your experience may vary.*

The LWW Cuba Network would appreciate a report of changes, problems, and deviations to this document when you return.

Getting around Cuba: Transportation

Moraima can assist your team with making sure your transportation arrangements are well handled. Transportation charges are usually on a daily rate. Please inquire about the cost and discuss your needs with Moraima.

Currency

Please note: Check with the Network before your visit for the most up to date information regarding currency related issues.

The Cuban Peso (CUP) is the currency used in Cuba now. The Cuban Convertible Peso (CUC) is no longer in use.

As of today, U.S. currency can be exchanged at the airport and at CADECA. The rate changes daily. The rate at the CADECA is 120:1 but will fluctuate. At a bank, the official rate is 24:1 as of today. The “market rate” on the street varies greatly from these. Contact Ed Cunnington for updates before you travel. It is illegal to leave Cuba with Cuban currency.

Lodging

While installing the water system, teams are strongly encouraged to stay on site with your Operating Partner. Staying with your OP will provide more opportunities to develop your relationship with them. Inquire about availability and rates with your contact at the installation site. Many churches in Cuba have accommodations to house a team. Moraima may also be helpful with this matter. If lodging is needed in Havana upon your arrival or before departure, ask Moraima if she can suggest a place and make reservations for you. Staying in church-owned properties will benefit religious organizations. Make sure if you are staying in a hotel that the status of that hotel is acceptable to US policy for US citizens (for example, it is not legal for US citizens to stay at the Hotel Nacional.)

Interpreters/Facilitators

While it is wonderful if you have team members who are fluent in Spanish, it is essential that a Cuba staff interpreter/facilitator accompany your team. This provides consistency in and among the LWW network. Moraima will arrange this for your team.

Keeping Your Team Healthy and Safe

COVID remains a fluid situation. Check the current status before you leave.

Cuba is generally a safe country. Your team will want to take normal precautions, as you would anywhere in the world, including at home. Keep jewelry to a minimum. Be aware of where your money is at all times. Remind your team members not to strike out on their own. There are helpful people everywhere and there are also people who may take advantage of someone who is lost or doesn't speak the language. It is best to keep this in mind and exercise caution. Be especially careful about the security of your passport. It is advised that everyone give a copy of their passport to their team leader in case a passport is lost or stolen.

As for health risks, it is best that you consult your physician for any individual health concerns you may have. Travel with any medications and over the counter medications you may need—don't count on being able to locate medications you need in Cuba. The CDC website has good guidance for travelers:

<http://wwwnc.cdc.gov/travel/destinations/cuba.htm>. Mosquito and insect protection is a must. Oropouche and dengue are prevalent. It's always a good idea to have your tetanus immunization up to date. Until the

clean water system is up and running, be careful to drink only bottled water (no ice) and eat only cooked or peeled vegetables and fruits. Let your host know of this necessary precaution—they will not be offended. Wash your hands frequently and use hand sanitizer when you can't access a place to wash your hands.

What If...Travel Changes/Issues/Emergencies

Travelling anywhere in the world comes with challenges. Allow for plenty of cushion rather than having a very tight schedule.

Prepare in Advance

- Evaluate travel insurance. Medical Insurance is required to enter Cuba and is included with your airline ticket and you may want to purchase additional coverage.
- Be sure your team has signed the liability release forms given to you by your church or sponsoring organization.
- Your team leader should have a medical form for each team member listing medications, insurance info, allergies, previous surgeries, and emergency contacts.
- Leave your team's emergency contact email and phone list with your church or sponsoring organization.
- Leave Moraima's cell phone with family members and your church should there be an emergency at home and they need to reach you quickly. They can contact her via WhatsApp: +53 5 2685275

US Embassy

Moraima and Yosmel will support you while you are in Cuba. Should you need it for an emergency involving your team, here is the number to the US Embassy: +53-7839-4100. Please notify LWW of any incidents when you return so that we are aware.

Contacts

If you are using a travel agent to book your travel to Cuba be sure to have all of their contact information in advance, both in the US and Cuba. Make sure they have the same information from you in case plans change either before your departure or return. The following information should be completed well in advance of your departure:

In the US

Agent's name(s):

Work phone number:

Cell or after hours number:

Fax number:

Email:

In Cuba

Name of Cuban in-country representative for the travel agency:

Phone number:

Email:

Installation Site Contact

Name:

Phone number:

Email:

Appendix

Please note: We have grouped information under headings of all team members, 101s, 102s and 103s for easy reference. It is our recommendation that team members familiarize themselves with each document in the appendix in order to understand the scope of the project as a whole.

LWW Cuba specific information for:

All Team members

- Cuba Network Toolkit
- LWW Cuba FAQs
- Packing Suggestions

101s

- Sample budget
- Installation Financial Transactions
- Personnel needed for system installation and 102 Classes (English/Spanish)

102s

- Bottle washing instructions poster
- Bottle washing instructions card template

103s

- Site Preparations before Initiating Partner's Arrival (English/Spanish)
- Clean Water System Principal Components/Miscellaneous Parts

Cuba Network Toolkit

THIS TOOLKIT IS CURRENTLY BEING UPDATED—CHECK BACK SOON. MANY OF THESE COMPONENTS ARE IN THIS GUIDEBOOK.

This toolkit contains helpful documents created by Cuba Network LWW teams and volunteers for their own installations. The toolkit is a working document and is added to as new items are developed. Download the latest copy as you plan and prepare for your visit. If you have any contributions to or suggestions for improvement to the toolkit, please share them with Cuba Network Coordinating Team.

These documents may be downloaded from:

<https://livingwatersfortheworld.box.com/s/xguyasj3o842ryhy1rjn>

Toolkit contents:

- Templates and instructions for printing bottle labels for bottle sizes which are too small to accommodate the rolled labels available from the LWW website.
- A system maintenance schedule poster that can be laminated then affixed to the system board as a reminder to the operator(s) of required system maintenance.
- A poster outlining the LWW recommended bottle cleaning procedure. This poster can be laminated and posted near the bottling station.
- Bottle cleaning instruction cards and printing instructions for producing wallet-sized cards to be given to water recipients. These are reminders of how to take care of and sanitize water bottles. They could be given to recipients who have received this training and could also be used as a “ticket” to receive water.
- Pre-installation requirements overview which outlines the major tasks in preparing for a system installation and education visit. This can be given to the Operating Partner to reinforce these critical preparation tasks and to supplement the pre-installation discussions held during the survey/assessment visit.
- An operator log in Spanish which is an optional replacement of the generic operator log found in the 103 manual. It can be modified for either 1 or 3 gauge systems.
- A template for printing valve labels to place on the board in lieu of hand-printed tape or other methods. These labels can be laminated for durability.

- A cash receipt template in English and Spanish which can be used to create a simple, carbon-copy cash receipt booklet. This is detailed in the guidebook section on Installation Financial Transactions. This will be found useful in documenting purchases from individuals and vendors who do not provide formal receipts for goods and services.
- A system site preparation invoice which may be acceptable documentation for expense reporting by a team to their sponsoring organization. This is simply a formatted “invoice” which lists all of the pre-installation expenses incurred in the preparation for a system installation. It is pre-printed with the most common materials and items used in pre-installation preparation with descriptions in both Spanish and English. It is an Excel spreadsheet which automatically calculates line and invoice totals or may be printed and completed manually. It is used to summarize the individual receipts for the pre-preparation expenditures.
- A generic list of materials being imported into Cuba for the water system installation. This list is the normal document submitted by our in-country coordinator to the Cuban Customs officials prior to the installation visit. We recommend submitting ONLY this list for the water system materials. DO NOT go into minute details as this will only confuse the customs agents and cause delays (from the actual experience of a team which deviated from this and was delayed in receiving their materials for an extra day). You do NOT have to list every individual item associated with the water system. Items not related to the water system such as medicines and other items being taken to partners should not be listed on this document.
- A 101 Checklist specific to Cuba

LWW Cuba FAQs

- **Why do the Cubans need water systems?**

There is a water distribution infrastructure in Cuban municipalities which serve the Cuban citizens. However, due to the aging of this infrastructure and the economic conditions in Cuba, it is unreliable and failing. This leads to contamination of the water system and its associated health issues. Purchasing bottled water is out of the question. They must boil their water; however, many times boiling water is not possible due to limited energy resources. Boiling water does not always disinfect it. Many locations have wells, but these are usually contaminated as well.

- **Is it legal for U.S. citizens to travel to Cuba?**

U.S. citizens may travel to Cuba legally under various licenses issued by the U.S. government. LWW teams may travel under general religious licenses issued by OFAC

- **Are there problems bringing the water system components into Cuba?**

There have been very few issues with Cuban Customs inspections to date. Your team sends a list of materials to Moraima González (moraimaglez@gmail.com), the contact at the SET at least 30 days before your arrival. Please communicate with the Cuba NCT moderator, Ed Cunningham, at edkarc@aol.com throughout the process to make sure this goes smoothly. Moraima submits this list to Customs prior to your arrival so that they will be expecting the materials. Minor inspections of selected bags may occur. A “ready to submit” list of system components is found in the appendix of this guidebook.

- **Isn't Cuba a communist country and an atheist state?**

Cuba is a communist country but has declared officially that they are a secular state. Since the 80s more and more restrictions and controls on religious activities and the churches have been lifted. Cuba readily issues Religious Visas to U.S. citizens invited there for religious purposes by the Cuban churches or other religious organizations.

- **How do I get into Cuba?**

In recent years, US airline carriers (such as American, Delta, and Southwest) have been licensed to operate flights between the U.S. and Cuba. Gateway cities will be added as the demand increases.

- **I thought Cuban and American relations were strained?**

As with most countries, the relationships between governments and the relationships between people can be vastly different. Cuba is no exception. The people are warm and friendly and, although they may have disparate views of the U.S. and its policies toward Cuba, they generally like Americans and are very welcoming. This is especially true in the churches and religious organizations.

- **What am I allowed to do while in Cuba?**

Under the Religious Visa issued by the Cuban government and the General Religious License to Travel recognized by the U.S. government, you must participate in a program of “Religious Activities” while in Cuba. It is illegal under U.S. law for citizens to visit Cuba as tourists, and you must be travelling solely for religious purposes. Likewise, the Cuban government expects you to conduct your activities in accordance with their visa regulations. If you stay with your inviting hosts and limit your activities to their schedule and program you should have no problems.

- **What are some helpful tips for us before we travel to Cuba?**

Download the MAPS.ME app (there is a free version) and the Cuba map so you can use it offline while in Cuba. Download WhatsApp on your phone (it’s also handy to have on your laptop—you can sync it with your phone). Download the Google Translate app and download the English and Spanish languages so that you can use these offline. Before every visit to Cuba, make sure these three apps are up to date on your phone.

- **How do I get more information?**

Contact Ed Cunningham, Moderator of the Living Waters for the World Coordinating Team at edkarc@aol.com

Packing List

“The most important thing to pack is your flexibility. Cuba changes on each and every visit.”

--Laura St. Clair, St. Charles Avenue Presbyterian Team

All luggage should have ID inside and out. Also, there should be an identifying mark or luggage tag (i.e. Red tape in the form of a cross or something similar) on all luggage for quick pick-up at baggage claim at the airport.

Towels and bed linens are generally provided but be sure to ask your OP. Bringing these items and leaving them will be much appreciated.

Note: Electric voltage is 110 volts (same as in the USA.)

Clothing:

It's most likely going to be hot so cool clothing will be best. You may be in air conditioning at times so bring a light jacket.

- Work Pants (blue jeans, shorts, skirts are OK)
- Work Shirts (T-Shirts are OK)
- LWW T-shirts for LWW system dedication
- Comfortable work/walking shoes, (i.e. tennis shoes)
- Socks
- An outfit for church (nothing fancy--a polo-type shirt and a pair of casual/khaki pants; a dress or skirt is fine.)
- Hat
- PJs

Toiletries: Take all toiletries you need with you plus prescription and OTC meds. Leave your perfume/cologne behind: people traveling with you may be sensitive.

ETC:

- | | |
|---|--|
| <input type="checkbox"/> Toilet Paper | <input type="checkbox"/> Insect Repellent |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Earplugs |
| <input type="checkbox"/> Personal reusable water bottle | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Pen/journal |
| <input type="checkbox"/> Bible/devotional material | <input type="checkbox"/> First Aid items |
| <input type="checkbox"/> Solar lamp | <input type="checkbox"/> Small rechargeable fan (electricity may go out) |

Documents

- Passport (2 copies)
- Copy of your Cuban visa
- Credit card(s) for US use only
- ID
- a paper clip to secure your visa in your passport
- Tickets, Itinerary
- Cash (US, Euro, or Canadian)
- List of Medications

Tools:

Your 103 leader will let you know what tools to pack for your installation.

Please note: It is essential that you take safety glasses for drilling into tile to avoid eye injuries.

Ear protection (for the noise made while drilling) is a good idea for you and your partners as well.

Luggage *

- Checked bags for water equipment
- (1) Carry-on size suitcase
- (1) Personal item (backpack or purse)
- We suggest you pack a photocopy picture of the water system into each bag that has system components

*Generally speaking, teams pack their personal items around water system parts and/or education materials. Sometimes, teams leave some luggage behind in Cuba. Please check with airline to determine weight limits and fees.

The “Do Not Forget” Items:

- Sense of Humor
- Patience
- Love & Kindness
- Understanding
- Willingness to serve others
- Flexibility
- Openness

ESTIMATED COSTS

WATER SYSTEM INSTALLATION IN CUBA

All of the above costs are estimates and depending on where you are traveling in Cuba, your costs will vary. These prices are for your convenience in planning and are not intended to represent exact expenditures.

IP/OP Covenant fee (apply for a grant to cover ½ of this https://www.livingwatersfortheworld.org/covenant-grants)	5,000.00 (before grant)
Water System	5,000.00*
Educational Materials	500.00
Luggage (system & ed. materials as baggage)	750.00
Water testing supplies	103.00
In-Country Tech/interpretation (per day)	100.00
Transportation in Cuba	(check with Moraima)

COST PER PERSON

Religious Visa (from Cuban government)	120.00
Airfare (depending on your location and time of year you are going)	650.00
Room & Board (per day)	45.00**
Hotel (per night)	70.00**

Note: Airfare may vary widely according to your departure and arrival airports. Several recent flights to/from Havana have ranged from \$500 to \$1,000. Luggage costs will vary as well by airline, how many bags you are carrying in, and whether anyone traveling with you gets special luggage allowances.

*This figure includes the cost of the system from LWW (now \$3,191 plus shipping) plus the extra pieces you'll need to purchase at the hardware store and the preparations that will be needed before a system is installed (tanks purchased in Cuba for example, plumbing and electricity to the board, water dispensary area). If a room has to be built to house the system, an exorbitant amount of plumbing has to be done or a cistern has to be added, that will add to this cost. Some teams purchase tools for every visit and leave them with their partner. Those are not included in this cost. **Remember you will need to bring all schedule 40 1" PVC for the system!**

**The price for room and board will vary from place to place. Please check with your Operating Partner (OP) or Cuban host for the exact price. They may be able to provide you with accommodations and feed you at a reduced price. Typical prices for room/board have ranged from roughly \$45-\$50 per day per person. Also teams may have a night or two in a hotel on their way in or out of Cuba. A casa particular or hostel (what we might refer to as a Bed and Breakfast really) is going to cost less than a hotel. Remember that US citizens are not supposed to stay at state owned hotels.

Water teams customarily tip their driver and interpreter and many make a monetary donation to their OP. For guidance on what is appropriate, you can ask Moraima or our Network Moderator.

Installation Financial Transactions

Apart from the payment for housing, food, transportation, and other incidental individual purchases incurred on the installation visit of a LWW water system in Cuba, there are expenses related to the site preparation (board, wiring, plumbing, etc.) and purchases of materials which cannot be transported from the U.S. by the installing team (tanks, pipe, building materials, etc.). There may be labor costs if your partner is not able to provide the appropriate craftsmen (electrician, plumber, carpenter, mason) to complete the preparations themselves before your installation visit.

You will find these transactions to be quite different than what you are accustomed to in the U.S. and possibly in other LWW Network countries. Cuba is, after all, a communist country, and most of the retail stores are owned by the government. Availability of materials is sporadic and not always available in the same outlets consistently. Many items may not be available in the government stores at the time you need them. Stores frequently do not provide the kind of detailed printed receipts listing item descriptions or other details as we are accustomed to receiving from stores in the U.S.

Finding materials when needed in Cuba is much like a treasure hunt, so more time needs to be allocated for this activity. There is also a great deal of people-to-people commerce in Cuba. Prices vary greatly and materials may be sold to Cuban nationals for a different price than non-Cuban residents. Payment type will vary (Cuban or foreign currency) according to what is being bought from where.

Many of the items that are purchased may be obtained from individuals instead of from stores. You will need to depend upon your Cuban partners to help procure these items. They are very resourceful in this endeavor and have always produced the items needed or found an acceptable substitute. Individual sellers rarely provide written receipts for purchases.

One of the other differences you will encounter is that all of the transactions will be in cash (no checks or credit cards). Another important difference is that “official” printed receipts are not always available. The usual practice is that your partner will be given currency to purchase items and he/she will return with the item and any change without any kind of receipt, especially if they purchase from an individual.

You will obviously be accounting for these expenditures to your sponsoring entity which will expect accepted U.S. accounting methods and paperwork. You should make this information about normal transaction protocol in Cuba available to the responsible person(s) prior to any visit so that their expectations and your ability to deliver documentation will be understood and that no misunderstandings will be encountered.

You should also clarify to your Cuban partner that receipts for purchases should always be obtained whenever possible. All documentation and paperwork should be obtained and reviewed prior to your departure so that you will have what you need to reconcile your expenses when you return to the U.S. and prepare your expense reporting. It may be difficult to do this via email after the fact.

The LWW Cuba Network should not be expected to assist in obtaining financial paperwork for you or in requiring your Cuban Operating Partners to provide it. Obtaining appropriate or particular types of financial paperwork is the responsibility of the Initiating Partner. As an aid to LWW teams, the LWW Cuba Network Coordinating Team has developed a couple of items that you may find helpful. The first item is a simple “carbon copy” cash receipt book with

“Original” and “Copy” pages in Spanish (carbon paper is required). It is in Microsoft Excel Format and is in both English and Spanish. It can be printed on letter sized paper, cut along the dotted lines, and assembled into a booklet. The electronic document for these receipts is located in the Cuba toolkit.

The second item is a System Site Preparation Invoice in Spanish (containing Spanish and English item descriptions) which may be completed with the assistance of your partner in addition to or in lieu of individual receipts. This suggested invoice contains most of the common items purchased in-country for a system installation. It is an Excel Spreadsheet which can be printed and completed manually or completed on a pc. This electronic document for this invoice is located in the Cuba toolkit.

It is important that you explain these details to all of your team members and sponsoring entities so that there will be no misunderstanding about the financial documentation you will be able to provide. It is also important that your Cuban partner know in advance of any reporting requirements you may have that are mandatory so that they can comply if possible or come to some mutual agreement when they cannot comply. It is suggested that you discuss any financial reporting requirements in detail during the assessment visit and covenant negotiations.

After the installation is complete is the wrong time to discover problems with accounting requirements and documentation. Please anticipate reporting requirements and plan accordingly.

LWW Cuba NCT

Policy Regarding Payment of Operators

Payment of Operators by Initiating Partners is illegal under U.S. regulations and the Office of Foreign Assets Control (OFAC) could revoke the remittance license of an organization violating this rule. This action could also jeopardize the license privileges for affiliated organizations.

Compensation of Operators and Educators is the responsibility of the Operating Partner and should be noted in the core documents between the IP and OP.



Aguas Vivas para el Mundo

If a water system were installed at this site, the following requirements would be necessary:

1. Installation of the clean water system

- A group of three or four people will be necessary to help in the installation in order to be trained as operators and in the repair of the system.
- The group must be available for four days during the installation and training.
- A member of the group must daily operate, maintain the system, and oversee the distribution of the water.

2. Health education classes

- From 6 to 8 adults to be trained to teach about the use of the clean water, hand washing, and Bible stories.
- To be available for four days—in the morning and the afternoon.
- These health educators will be from among the community using the purified water from the system.
- This group will continue training other groups of people, educating all the population who will be using the water.
- The trained group will teach the class to a second group in the afternoon.
- A second group of 12-20 people from the community (adults, young people, and children who are going to receive water from the system) will attend the health education classes in the afternoon for the four days.
- Space (a room, tables and chairs) to hold the training each morning and then a space for teaching in the afternoon.

3. Interpreters

- At least one available interpreter (Yosmel, our in-country technician) for the team during the entire process of installation and the training for four days.
- A second interpreter during the morning and afternoon health education classes for four days.

“JESUS CHRIST IS LIVING WATER FOR OUR BODIES AND OUR SOULS”



Aguas Vivas para el Mundo

SI EL SISTEMA DE AGUA PURIFICADA FUERA INSTALADO EN ESTE PREDIO DEBERAN CUMPLIR CON LOS SIGUIENTES REQUERIMIENTOS

1. LA INSTALACIÓN DEL SISTEMA DE AGUA PURIFICADA

- Se necesitará un grupo de 3 o 4 personas para ayudar en la instalación para ser entrenados como operadores y en la reparación del sistema.
- El grupo deberá estar disponible por 4 días durante la instalación y el entrenamiento.
Un miembro del grupo deberá operar diariamente el mantenimiento del sistema y la distribución del agua.

2. CLASES DE SALUD

- Se capacitará de 6 a 8 adultos para impartir clases sobre el uso del agua potable, el lavado de manos y las historias bíblicas.
- Estarán disponibles durante cuatro días, en la mañana y en la tarde.
- Estos educadores de salud serán de la comunidad que utilice el agua purificada del sistema.
- Este grupo seguirá capacitando a otros grupos de personas, educando a toda la población que utilizará el agua.
- El grupo capacitado impartirá la clase a un segundo grupo en la tarde.
- Un segundo grupo de 12 a 20 personas de la comunidad (adultos, jóvenes y niños que van a recibir agua del sistema) asistirá a las clases de educación para la salud en la tarde durante los cuatro días.
- Espacio (un salón, mesas y sillas) para realizar la capacitación cada mañana y luego un espacio para la enseñanza en la tarde.

3. Intérpretes

- Al menos un intérprete disponible (Yosmel, nuestro técnico local) para el equipo durante todo el proceso de instalación y la capacitación durante cuatro días.
- Un segundo intérprete durante las clases de educación para la salud de la mañana y la tarde durante cuatro días.

“Jesucristo es agua viva para nuestros cuerpos y almas.”

MÉTODO PARA EL LLENADO DE LAS BOTELLAS









- 1. Lavar con agua normal la botella.**
- 2. Verter en la botella una cantidad pequeña de la mezcla de cloro.**
- 3. Agitar hasta que la mezcla cubra toda la botella.**
- 4. Dejar reposar por dos minutos.**
- 5. Enjuagar con agua del sistema.**
- 6. Llenar con agua del sistema, tapar, y consumir antes de 24 horas.**

Bottle Cleaning Card

Printing Instructions for Bottle Cleaning Cards

There are two documents related to this card. One document prints the front of the card and the other prints the rear of the card. The document is designed to be printed on the front and back of plain letter sized card stock paper. The pages may then be laminated and cut into individual cards.

Print the desired number of pages of the front of the card, then reverse and return the printed pages to the printer and print the same number of copies of the rear of the card.

<p>Limpiar Su Botella</p>  <ol style="list-style-type: none"> 1. Lavar con agua normal la botella. 2. Verter en la botella una cantidad pequeña de la mezcla de cloro. 3. Agitar hasta que la mezcla cubra toda la botella. 4. Dejar reposar por dos minutos. 5. Enjuagar con agua del sistema. 	<p>Limpiar Su Botella</p>  <ol style="list-style-type: none"> 1. Lavar con agua normal la botella. 2. Verter en la botella una cantidad pequeña de la mezcla de cloro. 3. Agitar hasta que la mezcla cubra toda la botella. 4. Dejar reposar por dos minutos. 5. Enjuagar con agua del sistema.
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*** IMPORTANTE ***

Es muy importante limpiar la botella antes de llenarla con agua purificada. Si pones agua purificada en una botella sucia, tendrá el agua sucia.

“Jesucristo es Agua Viva para nuestros Cuerpos y Almas”

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Water Treatment System Preparation Instructions

We look forward to working with you to install the water treatment system.

This document explains the tasks you need to accomplish before we arrive.

If it is possible for you to travel to a nearby LWW water partner, you would be able to see the system there and you would understand better what will be required. System operators would be happy to show you the system and what you would need to do to prepare. If it is not possible for you to travel to visit a nearby water partner, we will use email/WhatsApp to accomplish the preparation.

The following items need to be purchased and available when we arrive. The Covenant with your partner church determines who will pay for these items:

1. Two tanks: one for the raw water and one for the clean water with the capacity of 1100 liters (300 U.S. gallons) - if your needs are greater than 300 gallons per day, a larger tank can be used
2. Ceramic tiles on which to mount the system on (1.5m x 2.5m x 20mm)
3. A copper ground rod (2m)
4. PVC pipes to connect the system to the existing water supply and to the clean water tank
5. PVC cement

These are the tasks you need to perform before we arrive:

1. Choose a location to install the system. The location should be:
 - a. Near the water supply that will be treated. A pipe must be installed from the water supply to the system
 - b. Protected from the weather
 - c. Secure
 - d. Near the location where the clean water will be used
 - e. Near the location where the clean water tank will be placed
 - f. Near a source of electricity
 - g. Large enough to house the system and have room for the operator to work

- h. Near a drain or where a drain can be installed.
 - i. Easily accessible
2. Choose a location for the clean water tank. The location should be:
 - a. Near the location of the system (there will be two pipes between the system and the tank)
 - b. Higher than the system (not more than 3 meters higher)
 - c. Easy to access for cleaning the tank
3. Choose the water supply. This water supply must be large enough to supply an amount equal to the amount of clean water you want to produce.
4. Prepare an electrical line of 110 volts and 20 amps to connect the system when it is installed
5. Install a copper ground rod into the earth near the location of the system and have a ground wire installed to connect to the system
6. Install tile on which the system will be mounted (if tile is not available, a wood background is acceptable.)
7. Install a drain line for the system
8. Install a water line from the water supply to the location of the system
9. Install a water line from the location of the system to the top of the clean water tank
10. Install a water line from the location of the system to the bottom of the clean water tank

The system uses one inch (U.S.) PVC pipe. We will have to adapt the PVC available in Cuba to the system connections. It will be easier if you can obtain one inch pipe. We will bring an assortment of adaptors. Please send the dimensions of the pipe you will be using so that we can try to bring proper adaptors.

If you are able, please send pictures of the components and the site location you choose.

If you have questions, please email them.

Sistema de Tratamiento de Agua Instrucciones para la preparación

Esperamos trabajar con usted para instalar el sistema de tratamiento de agua.

Este documento explica las tareas que usted necesita hacer antes que lleguemos.

Si le fuera posible viajar a un distribuidor de agua LWW cercano, podría ver el sistema allí y comprendería mejor lo que se requerirá. Los operadores del sistema estarán encantados de mostrarle el sistema y lo que debe hacer para prepararse. Si no le es posible viajar para visitar a un socio de agua cercano, utilizaremos el correo electrónico para realizar la preparación.

Se deben comprar los siguientes elementos y deben estar disponibles cuando lleguemos. El Pacto con la iglesia colaboradora determina quién va a pagar por los siguientes elementos:

1. Dos tanques plástico: 1 para el agua cruda y 1 para el agua purificada con capacidad para 1100 litros (300 galones US), si sus necesidades exceden los 300 galones por día, se puede utilizar un tanque más grande.(Se sugiere pintar de color blanco la parte exterior del tanque para minimizar el calentamiento excesivo del agua por la luz solar).
2. Azulejos de cerámica para montar el sistema (1.5m x 2.5m x 20mm)
3. Una varilla de cobre para aterrizar el sistema (2m).
4. Tuberías de PVC para conectar el sistema al suministro de agua existente y al tanque de agua purificada
5. Pegamento para PVC

Estas son las tareas que debe realizar antes de que lleguemos:

1. Seleccione un lugar donde se pueda instalar el sistema. El lugar debe estar:
 - a. Cerca del suministro de agua que será tratada. Se debe instalar una tubería desde el suministro de agua al sistema.
 - b. Protegido de las inclemencias del tiempo.
 - c. Seguro.
 - d. Cerca del lugar donde el agua purificada va a ser utilizada.
 - e. Cerca del lugar donde está el tanque de agua purificada.
 - f. Cerca de una fuente de electricidad.
 - g. Lo suficientemente grande para albergar al sistema y tener espacio para que el operador trabaje.
 - h. Cerca de un drenaje o donde se pueda instalar un drenaje.

- i. En un lugar de fácil acceso.
2. Seleccione un lugar para el tanque de agua purificada. El lugar debe estar:
 - a. Cerca del sistema (habrá dos tuberías entre el sistema y el tanque).
 - b. Más alto que el sistema (no más de 3 metros de altura).
 - c. En un lugar de fácil acceso para la limpieza del tanque.
3. Elija el suministro de agua. Esta fuente de agua debe ser lo suficientemente grande como para suministrar una cantidad igual al volumen de agua purificada que se quiere producir.
4. Prepare una línea eléctrica de 110 volts y 20 amperes para conectar el sistema cuando se instale.
5. Instale una varilla de cobre en el piso cerca del sistema e instale un cable de tierra para conectar el sistema.
6. 6. Instale los mosaicos sobre los que se montará el sistema (si no hay mosaicos disponibles, se acepta un fondo de madera).
7. Instale una línea de drenaje para el sistema.
8. Instale una tubería de la fuente de agua hasta el sistema.
9. Instale una tubería desde el sistema hasta la parte superior del tanque de agua purificada.
10. Instale una tubería desde el sistema hasta la parte inferior del tanque de agua purificada.

El sistema utiliza tuberías de PVC de una pulgada (EE.UU.). Se van a tener que adaptar las tuberías de PVC utilizadas en Cuba a las conexiones del sistema. Sería más fácil si se pudiese instalar tuberías de una pulgada. Vamos a llevar una gran variedad de adaptadores. Por favor, envíe las dimensiones de la tubería que va a utilizar para que podamos tratar de llevar adaptadores apropiados.

Si es posible, por favor envíe fotos de los componentes y de la ubicación del lugar que usted elija.

Si tiene preguntas, por favor contáctenos mediante un correo electrónico.

Clean Water System Principal Components and Miscellaneous Parts

1. Sediment filter assembly
2. Water meter assembly
3. Flow control assembly
4. ½ Horsepower pump
5. Filter assembly (one 5 micron filter and one 0.5 micron filter)
6. Filter control assembly
7. Ozone injector assembly
8. Ozone generator
9. Ozone and water mixture assembly
10. Bottle washing assembly
11. System electrical assembly
12. Two 5.0 micron filter cartridges (or 25:1 dual gradient filters)
13. Two 0.5 micron filter cartridges
14. Two sediment filter cartridges
15. Spare parts for ozone generator
16. Clean water system manual
17. Miscellaneous fittings and parts. Board connection fittings to the tanks and bottling station will vary from installation to installation. Due to the wide variations in the location of the tanks, bottling station, and of the various connection points, this important information will not be known exactly until installation. Therefore, the different quantities and specifications of 1 ½ ", 1", and ¾ fittings to ensure that the installers can complete the installation must be estimated. Those items which are not used in the installation will serve as spare parts. It is not necessary to list these detailed parts on any customs documentation.

Sistema de Agua Purificada
Componentes Principales
Y
Piezas Misceláneas

1. Asamblea de filtro para sedimento
2. Asamblea de metro de agua
3. Asamblea de contro del fluya
4. Bomba de ½ caballo de fuerza
5. Asamblea de filtros (un filtro de 5 micrones y un filtro de .5 micrones)
6. Asamblea de control de los filtros
7. Inyector de Ozono
8. Generador de Ozono
9. Asamblea para mezclar ozono y agua
10. Asamblea para enjuague de las botellas
11. Asamblea de sistema eléctrica
12. Dos filtros de 5.0 micrones (uno para instalar y otro de repuesto) o filtros de gradiente dual 25:1
13. Dos filtros de 0.5 micrones (uno para instalar y otro de repuesto)
14. Dos filtros para sedimento (uno para instalar y otro de repuesto)
15. Piezas de repuesto para generador de ozono
16. Manual para sistemas de agua purificada
17. Conexiones del tablero al tanque y piezas de repuesto
Debido a la gran variación y la localización de los puntos de conexión en los tanques, esta importante información no se conoce hasta el momento de la instalación. Por lo tanto, se especifican diferentes cantidades de accesorios de 1 ½ “, 1”, y ¾” Schedule 40 para asegurar que los instaladores pueden completar la instalación. Los que no se usen pueden server para piezas de repuesto.

Cuba NCT Leadership

Volunteer Position Descriptions and Responsibilities

The following are the positions of our NCT leadership team. We are always looking for volunteers to join our team. If you are interested in a position, contact Ed Cunnington at the e-mail address below.

- **Moderator – Ed Cunnington edkarc@aol.com**
 - Schedule and Moderate Team Meetings
 - Prepare and Distribute Meeting Agendas
 - Represent Cuba NCT on the LWW Field Ops Team
 - Responsible for Cuba NCT Budget and Expenditures
 - Receive and respond to all Cuba NCT Correspondence
 - Assign Cuba NCT Team tasks
 - Monitor activities of Cuba NCT Team
 - Maintain regular contact with Cuba NCT in-country Coordinator
 - Maintain Cuba NCT Calendar

- **Clerk/Secretary**
 - Take team meeting minutes and post on Box.Net
 - Update Cuba NCT website information
 - Monitor and control posting of all Cuba NCT documentation on Box.Net
 - Maintain and monitor Cuba NCT task list and progress

- **Guidebook Coordinator – Kendall Cox Kendall@livingwatersfortheworld.org**
 - Edit Cuba NCT Guidebook content
 - Publish and make Guidebook available as necessary
 - Assign content production and updates to appropriate team members
 - Maintain a list of Frequently Asked Questions

- **Volunteer Coordinator**
 - Assist first-time Cuba IPs with initial project planning
 - Maintain a list of Cuba volunteers
 - Maintain a list of Potential Sites in Cuba
 - Assist in matching volunteers to projects/teams
 - Promote LWW Cuba installations
 - Insure NCT Guidebook contains accurate volunteer information
 - Monitor LWW Cuba Installation Team reporting
 - Report on known visit activity in Cuba

- **Communications and Database Coordinator**
 - Coordinate Cuba Network Awareness (Facebook, LWW Website, etc.)
 - Publish and distribute periodic Cuba Network Newsletter
 - Investigate and Report on links and news related to Cuba
 - Receive Cuba NCT inquiries and distribute appropriately
 - Maintain Cuba communications information in NCT Guidebook
 - Update and maintain the Cuba NCT Google Maps application
 - Insure that posting of information regarding Cuba Network Installations to the LWW SOP Database is timely, complete, and correct
 - Update and maintain the Cuba NCT Google Maps application

- **Cuba Partners Liaison – Laura St. Clair laura.st.clair1@gmail.com**
 - Coordinate LWW Cuba Network and PCUSA Cuba Partners cooperation
 - Communicate LWW Cuba Network activity to PCUSA Cuba Partners
 - Encourage Cuba Partners participation in LWW Network Cuba mission
 - Educate Cuba Partners regarding Living Waters for the World
 - Report Cuba Partners activities to LWW CNCT

- **101 Issues Coordinator**
 - Research and answer questions regarding 101 issues
 - Coordinate with 101 Education Team regarding issues affecting Cuba
 - Insure NCT Guidebook 101 information is current
 - Assist teams with 101 issues

- **102 Issues Coordinator**
 - Research and answer questions regarding 102 issues
 - Coordinate with 102 Education Team regarding issues affecting Cuba
 - Insure NCT Guidebook 102 information is current
 - Assist teams with 102 issues

- **103 Issues Coordinator**
 - Research and answer questions regarding 103 issues
 - Coordinate with 103 Education Team regarding issues affecting Cuba
 - Insure NCT Guidebook 103 information is current
 - Assist teams with 103 issues

- **Conference Coordinator – Ed Cunnington edkarc@aol.com**
 - Organize annual Operators Conference in Cuba
 - Maintain Operating Partner Contact list
 - Maintain System Operator Contact list
 - Propose budget for Operators Conference
 - Coordinate Operators Conference with LWW In-Country Coordinator
 - Solicit funding from existing Initiating Partners