

**FORM 4**

**INDIVIDUAL INTERVIEW**

**4.1. INDIVIDUAL INTERVIEW - HOUSEHOLD’S SECTION**

**4.2. INDIVIDUAL INTERVIEW - TECHNICAL SECTION**

*It is necessary to undertake two different interviews with two distinct households for each type of construction being studied (ideally).*

*It is essential to take photos and make sketches (space is provided for this at the end of the document). Ask the occupants for their consent to take photos of their house and their plot of land, as well as the dimensions of the structure (carry tape measures for that) and other information relevant to the analysis.*

*Ask residents for their consent to take pictures of their home and plot, as well as recording building dimensions and other information relevant to the interview. If possible, try to do the interview with the presence and opinions of different family members: men, women, children, elderly, boys, girls…*

*This form can be divided into two different forms, so that two teams or two persons can work in parallel (Form 4.1. and Form 4.2.) and time can be saved.*

*Make sure not to raise expectations and to properly explain the objective of the interviews.*

*Last but not least, it is essential to try to find out the rationale of the interviewees’ answers and the reasons behind their choices.*

**Review of forms, how to add and update content. Use colours to define what is more specific to rural context / urban context**

* Common to rural / urban context (questions already existing in the form): black
* Common to rural / urban context (new topics): blue
* Already existing / specific only or mainly to rural context: green
* New topics / Reformulated topics specific to urban context: orange

*Report -> Where in the report is needed the information gathered from a question*

* If you wish to add questions, please do it at the end of a section so the numbers of the questions do not vary. If you propose to eliminate a question because of a lack of relevance, please put a comment and we will discuss. This way we preserve the links between the questionnaires and the report template.

**4.1. INDIVIDUAL INTERVIEW - HOUSEHOLD SECTION**

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| **1** | **Form n°** | **Location** (Coordinates, District) | | | | | | **Interviewer(s)** | | | | | **Date** | | |
| **2** | **Location details** | **Traditional Authority**  **GVH**  **Village** | | | | | | | | | | | | | |
| **3** | **Owner(s) / Person(s) interviewed** | **Name** | | | **Age** | | | **Gender** | | | **Number of occupants** | | | | |
|  | | |  | | |  | | | M :  F :  Adults :  Children : | | | | |
| **Sources of income for the household** | | | | | | **Is the house/compound used for an income-generating activity?** | | | | | | | |
|  | | | | | |  | | | | | | | |
| **4** | **General questions** | * 1. Please describe your current house tenure:  1. Self-owned 2. Rented (paying) 3. Freely rented by a relative/friend 4. Hosted by a relative in their house 5. Informal occupation 6. Other, (specify)    1. Are there different constructions in the same plot (when suitable)? What are the uses of these constructions? *Report -> 3.9. Functions of different spaces in a house / buildings in a compound*    2. Are there different families living in the same plot/house? Where this is the case, who lives in the other constructions / rooms? Do the other family units pay rent/in kind? *Report -> 3.7. General description of housing conditions*    3. If there are extensions: what part of the house, and on which side? Why was this chosen, and how was it planned? After how long? *Report -> 4.8. Improvement / extension of construction*    4. Is the house where you are living a temporary structure or a permanent one? *Report -> 3.10. Description of existing housing designs*    5. What do you consider a permanent construction, what do you link with temporary? *Report -> 3.10. Description of existing housing designs*    6. What are the main barriers or challenges to have a safe/resilient house? *Report -> 3.4. Obstacles for the access to decent / resilient housing*    7. Do you follow any regulation or norm (formal or informal) when constructing or improving/renovating your house? If yes, which? *Report -> 2.7. Regulatory framework of construction sector*    8. How many rooms are there in the house? How many persons live in the house? *Report -> 3.7. General description of housing conditions*    9. How are lighting conditions in the interior of the house/ shelter during the day? What lighting system do you use at night? *Report -> 3.7. General description of housing conditions*    10. Do you feel safe in your house/shelter from potential human risks? (*burglary, violence…*). If no, why? *Report -> 2.15. Security*    11. Do you have problems of important noise close to your plot / house / shelter? (*impact on cardiovascular disease*) Yes or No. If yes why? *Report -> 3.5. Diseases related to shelter/housing*    12. Do you think that your house/shelter is protected against mosquitoes (*malaria*) and pest infestations (*vector control*)? Yes or No. If yes, how? *Report -> 3.5. Diseases related to shelter/housing / 3.7. General description of housing conditions*    13. Do you keep any animals/ livestock in your house (*chickens, goats, livestock…*)? Yes or No. If yes, what animals? *Report -> 3.5. Diseases related to shelter/housing / 3.7. General description of housing conditions*    14. What do you most like in your house, including the plot, and why? *Report -> 3.6. Perceived needed or important aspects and improvable aspects in a house*    15. Which is the most important space or room in your house or plot for you and your family? (*If possible, ask to different family members: men, women, children, elderly, boys, girls…*) *Report -> 3.6. Perceived needed or important aspects and improvable aspects in a house*    16. If you had the means, what would you change or improve in your house as priority to fit your specific needs? Why? (*If possible, ask to different family members: men, women, children, elderly, boys, girls…*). Provide options. E.g roofing, floor, size of the house, design (position of the windows, doors or veranda) *Report -> 3.6. Perceived needed or important aspects and improvable aspects in a house*    17. What are the biggest limitations to improve your house? (*Materials, labour, etc.*) (*If possible, ask to different family members: men, women, children, elderly, boys, girls…*) *Report -> 3.4. Obstacles for the access to decent / resilient housing*    18. What do you most like in your neighborhood or village, and why? (*If possible, ask to different family members: men, women, children, elderly, boys, girls…*) *Report -> 3.2. Perceived best and worst aspects of the area*    19. What would you change or improve in your neighbourhood or village to fit your specific needs? Why? (*If possible, ask to different family members: men, women, children, elderly, boys, girls…*) *Report -> 3.2. Perceived best and worst aspects of the area*    20. What are the main present or past diseases (5 years) in your household -if any-? (*respiratory infections -including pneumonia-, malaria, tuberculosis, diarrhoea, mental mental health challenges/issues...*). Are you able to access health care services? If yes where? *Report -> 3.5. Diseases related to shelter/housing / 2.11. Services* | | | |  | | | | | | | | | |
| **5** | **Communication** | * 1. Who do you ask or where do you get information on how best to construct or improve your house? *Report -> 2.9. Communication*   2. How do you receive the information / news and how do you inform others? What channels are available in your community and which do you best like? *Report -> 2.10. Engagement channel register*   3. What prevents you from getting the information you need? What would you need or like to get more information about? *Report -> 2.9. Communication* | | | |  | | | | | | | | | |
| **6** | **Construction process** | **6.1. Who built the house where you live?** *(tick one or more boxes)*  *Report -> 4.4. Persons involved in construction* | | | | | | | | | | | | | |
| * Current owner / occupant * Qualified building workers * Unqualified building workers * Family member or personal relationship * Other | | | | | **How many people of each category?**  **Cost of labour (if any)** | | | | | | | | |
| **6.2. Criteria for choice of building workers** *(tick as many boxes as required)*  *Report -> 4.4. Persons involved in construction* | | | | | | | | | | | | | |
| * Knew them personally * Word of mouth (recommendation from someone else/friend/relative) * Availability * Cost * Quality of work * Other | | | | | | | | | | | | | |
| **6.3. Strategies to reduce costs** *(tick one or several boxes)*  *Report -> 4.1. Financing of construction / rental / 4.2. Solidarity mechanisms in construction or access to housing* | | | | | | | | | | | | | |
| * Participation in building work * Collection of materials * Involvement of family or friends/neighbours * Mutual assistance group * Other | | | | | | | | | | | | | |
| **7** | **Construction** | **7.1. Date of construction** | | | |  | | | | | | | | | |
| **7.2. Criteria for choice of the position of the house**  *Report -> 3.7. General description of housing conditions* | | | |  | | | | | | | | | |
| **7.3. Weaknesses of the house (frequent problems and their causes)** *Report -> 3.10. Description of existing housing designs*  */ 5.1. Weaknesses* | | | |  | | | | | | | | | |
| **7.4. Strengths of the house/ good construction practices** *Report -> 3.10. Description of existing housing designs /*  *5.2. Strengths / good practices* | | | |  | | | | | | | | | |
| **8** | **Stages of construction**  *Report -> 3.10. Description of existing housing designs* | **Stage of construction** | | **Duration of stage (where applicable)** | | | **What needs to be done? By whom (women / men / children/ building workers?) How and how many persons?** | | | | | | | | **Cost (probe for the value/family contribution)** |
| **Collection of local materials / collecting water for construction** | |  | | |  | | | | | | | |  |
| **Purchased materials (in case it is relevant) How do you buy (credit…) / transport the purchased construction materials/goods to your location?** | |  | | |  | | | | | | | |  |
| **Production of local materials** (e.g. adobe) | |  | | |  | | | | | | | |  |
| **Preparation of wood, other plant materials.** (e.g. for thatched roofs or frames for wooden houses, cob, etc.) | |  | | |  | | | | | | | |  |
| **Preparation of the ground/site** | |  | | |  | | | | | | | |  |
| **Foundation + base course** | |  | | |  | | | | | | | |  |
| **Walls (structure and filling)** | |  | | |  | | | | | | | |  |
| **Frame construction** | |  | | |  | | | | | | | |  |
| **Roofing** | |  | | |  | | | | | | | |  |
| **Joinery (windows/frames, doors/frames)** | |  | | |  | | | | | | | |  |
| **Floor surfaces** | |  | | |  | | | | | | | |  |
| **Finishing (Wall smearing, painting, materials used for finishing, etc.)** | |  | | |  | | | | | | | |  |
| **Other stages** | |  | | |  | | | | | | | |  |
| **9** | **Materials**  *Report -> 4.6. Materials* | **Types of materials and quality** | **Parts of the building work for which the materials are used** | | | | | | **Criteria for choice of the materials** | | | **Origin & distance** | | | **Cost of the materials &**  **transport cost** |
|  |  | | | | | |  | | |  | | |  |
| **10** | **Maintenance / improvement**  *Report -> 4.7. Maintenance* | **Which parts of the house needs maintenance** | | | | **Frequency** | | | **What needs to be done? By whom? How?** | | | | | **Cost** | |
|  | | | |  | | |  | | | | |  | |
| **11** | **Experience** **of most recent disasters** | 1. What are the existing hazards in the area (*tick one or more boxes*)?  * strong winds * torrential rain * earthquake * flood * landslide * fire * other :   *Report -> 1.5. Local hazards*   1. How frequently do they occur?   *Report -> 1.5. Local hazards*   1. Are there systems in place (*at your household or within the settlement*) to reduce the damage to buildings from hazards? Special building techniques? (*eg. tying down the roof before a storm*)   *Report -> 5.2. Strengths / good practices*   1. When did the last disaster take place?   *Report -> 4.9. Last emergency*   1. What has been your biggest fear when the disaster happened?   *Report -> 4.9. Last emergency*   1. Does your family feel safe in the house when a disaster happens?   *Report -> 4.9. Last emergency*   1. What important assets (*related to shelter*) have you lost during the disaster?   *Report -> 4.9. Last emergency*   1. Where do you / others take shelter during a disaster?   *Report -> 1.5. Local hazards*   1. Where might you take shelter following a disaster if your house has been damaged?   *Report -> 1.5. Local hazards* | | | | | | | |  | | | | | |
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| 1. What damage was caused by the last disaster to your house? (*tick one box)*   *Report -> 4.9. Last emergency / 5.1. Weaknesses*   * No damage * Minor damage * Structural damage * Completely destroyed   Description:   1. What parts of the house resisted better and why?   *Report -> 5.2. Strengths / good practices* | | | | | | | |  | | | | | |
| 1. Did you receive assistance for rebuilding your house?   *Report -> 4.9. Last emergency*   1. Did you make any changes to the construction of the house to resist disasters in the future? If yes, describe these changes.   *Report -> 4.9. Last emergency / 5.3. Achievable and affordable physical improvements*   1. How did you learn about hazard resistant construction?   *Report -> 2.9. Communication / 2.10. Engagement channel register* | | | | | | | |  | | | | | |
| 1. Strength of recent rainfalls (*tick one or several boxes and write down the year*)?   *Report -> 1.5. Local hazards* | | | | | | | | * weak * average * heavy * very heavy * not Applicable | | | | | |
| 1. Recent winds strength (*tick one or several boxes and write down the year*)?   *Report -> 1.5. Local hazards* | | | | | | | | * weak * moderate * strong * very strong (trees blown over) * Not Applicable | | | | | |
| 1. Water level (*for floods*) in metres of recent floods?   *Report -> 1.5. Local hazards* | | | | | | | |  | | | | | |
| 1. Earthquake? What damage (*tick one or several boxes and write down the year*)?   *Report -> 1.5. Local hazards* | | | | | | | | * no damage * minor damage * structural damage * completely destroyed * Not Applicable | | | | | |
| 1. Other hazard:   *Report -> 1.5. Local hazards* | | | | | | | |  | | | | | |
| **11** | **Other data** | | | | | | | | | | | | | | |
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**4.2. INDIVIDUAL INTERVIEW - TECHNICAL SECTION**

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|  | Questions to be put to owners/occupants |
|  | Response gathered by interviewer’s observation |

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| **1** | **Form n°** | **Owner** | | | **Interviewer(s)** | | | | **Date** |
| **2** | **Situation of the compound** *(tick the answers)* | **2.1. Terrain** | **2.2. Risks** | | | **2.3. Vegetation** | **2.4. Houses layout** | | |
| * flat * slope * hilltop * near a lake / river * other | **Natural**   * exposed to wind * unstable slope * exposed to floods * other:   **Human**   * looting /security : | | | * no surrounding vegetation * minimal vegetation * some trees * surrounded by trees * gardens / agricultural fields | * adjoined/semi-detached houses * close to other houses * urban storey buildings * other:   *Report -> 3.1. General description of settlement patterns* | | |
| **3** | **The compound / placement of the house / constructions in the compound / typology of each construction**  *(tick the answers)* | **3.1. Distance from a river / gully (in meters)** | **3.2. Orientation** (with relation to the slope ; to prevailing winds ; to the plot ; north direction)  *Report -> 3.7. General description of housing conditions* | | | **3.3. Location in relation to the road**  *Report -> 3.7. General description of housing conditions* | **3.4. Distance to other buildings** (neighbours)  *Report -> 3.1. General description of settlement patterns* | | |
|  |  | | |  |  | | |
| **3.5. Buildings in the compound / Spaces in the house** (*Please tick the buildings present*)  *Report -> 3.9. Functions of different spaces in a house / buildings in a compound* | | | **3.6. Position on the plot. Are there particular reasons for the placement of the constructions?** *Report -> 3.7. General description of housing conditions* | | | **3.7. Type of construction** (regarding materials, roof, etc.)  *Report -> 3.10. Description of existing housing designs* | |
| * House with different spaces together in the same construction (define number of rooms, living-room, kitchen...): * Separate constructions with different rooms for sleeping and number of rooms: * Kitchen * Latrine (only for the family living in the house or shared?): * Shower (only for the family living in the house or shared?): * Agriculture / farming buildings (storage, granary, stable…): * Exterior covered spaces (verandas, terraces, porches...): * Office / professional practice * Religious building, space * Others: | | |  | | |  | |
| **3.8. What are the uses of the vegetation present in the compound/ area/ street?**  *Report -> 3.12* | | |  | | | | |
| **4** | **Dimensions of the constructions**  *(In a compound, at least the main rooms and the kitchen, if possible also the agricultural buildings, latrines…)*  *(To be completed after the diagrams)*  *Report -> 3.10. Description of existing housing designs* | **Construction:** | | | | | | | |
| **Exterior perimeter (m)** | **Heights - external (m)** | | | **Rooms (m)** | **Heights -interior (m)** *(if possible to enter the house)* | | |
|  | Ridgepole :  Guttering :  Walls : | | | main rooms:  secondary rooms:  verandah:  other: |  | | |
| **Construction:** | | | | | | | |
| **Exterior perimeter (m)** | **Heights - external (m)** | | | **Rooms (m)** | **Heights - interior (m)** *(if possible to enter the house)* | | |
|  | Ridgepole :  Guttering :  Walls : | | | main rooms:  secondary rooms:  verandah:  other: |  | | |
| **Construction:** | | | | | | | |
| **Exterior perimeter (m)** | **Heights - external (m)** | | | **Rooms (m)** | **Heights - interior (m)** *(if possible to enter the house)* | | |
|  | Ridgepole :  Guttering :  Walls : | | | main rooms:  secondary rooms:  verandah:  other: |  | | |
| **Construction:** | | | | | | | |
| **Exterior perimeter (m)** | **Heights - external (m)** | | | **Rooms (m)** | **Heights - interior (m)** *(if possible to enter the house)* | | |
|  | Ridgepole :  Guttering :  Walls : | | | main rooms:  secondary rooms:  verandah:  other: |  | | |
| **5** | **Condition of the house**  *Report -> 4.7. Maintenance / 4.8. Improvement / extension of construction* | **Age (years since construction)**  (If the house was built in several stages, write the date of completion of each part) | | **Condition of the different constructions** *(tick and write the name of the constructions)* | | | | | |
|  | | * Excellent: * Good: * Fair: * Poor: * Other: | | | | | |
| **6** | **Facilities/ equipment** | **Water source** *Report -> 2.12. Water* | | | | | | | |
| **Where do you find water for the house?** *Report -> 2.12. Water* | | | | **Access** *Report -> 2.12. Water* | **Distance / time needed to collect water** *Report -> 2.12. Water* | | |
| * Town water supply system * well * pump * pond * other | | | | * easy * difficult * very difficult * other | * 0-10 min * 10-30 min * 30-60 min * 60+ min | | |
| **Do you pay for water? If yes, how much per volume?** *Report -> 2.12. Water* | | | | | | | |
| * filter well water * other: | | | | | | | |
| **Do you treat drinking water?** *Report -> 2.12. Water* | | | | | | | |
| * filter well water * other * No treatment needed * No treatment possible (why): | | | | | | | |
| **Family latrine** (only for the family living in the house) *Report -> 2.13. Sanitation* | * Yes * No | | | **Shower**  (only for the family living in the house) *Report -> 2.13. Sanitation* | * Yes * No | | |
| **7** | **Materials / Structure**  (*If there are several constructions, only for the main construction*) *Report -> 3.10. Description of existing housing designs* | **Foundations** | | | | **Base course – plinth** *(lower part of the walls)* | | | |
| * No foundation * Stone masonry * Concrete masonry * Compacted earth masonry * Stilts /stumps * Other (explain) | | | | * None *(the wall has the same material from the lower part to the upper part)* * Stone masonry * Concrete masonry * Earth masonry (adobe) * Rammed earth * Stilts /stumps * Other (explain) | | | |
| **Structure / walls** | | | | **Cladding / infill** *(for wattle and daub buildings)* | | | |
| * Timber * Bamboo * Stone masonry * Earth masonry (adobe) * Rammed earth * Burnt bricks * Concrete * Cement blocks * Other (explain)   **Structure of the veranda (if any):** | | | | * Stone * Earth * Timber * Cement blocks * Other (explain) | | | |
| **Framework** | | | | **Roofing** | | | |
| * Timber * Bamboo * Metal * Concrete * Other (explain) | | | | * Straw / thatch roofing (specify material/style) * Sheet metal (specify type/thickness) * Tiles * Other (explain) | | | |
| **Bracing**  According to the type of structure (particularly for timber construction), does the house have bracing in the walls? How? On what sides? Does it have bracing in the roof framework? | | | | | | | |
| **Windows/doors** | | | | **Finishing** | | | |
| * Number of windows: * Number of doors: * Material used for windows * Material used for doors * Lintels (*wood, bamboo, bricks…*): | | | | * Interior walls (what type: materials, infill, painting): * Exterior walls (what type: materials, infill, painting): * Floors (interior and veranda): * Other (explain) | | | |
| **8** | **Other information** |  | | | | | | | |

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| **Drawing of the compound / building or house with neighbouring houses and streets / roads / pathways (Sketch of the plot and compliment with a photo taken by a phone).**  Draw the positioning of the house on the plot or of the building in the street, the path or street that gives access to the house/houses, and indicate the front of the house with an arrow.  Draw an arrow pointing north with an N beside it.  Draw the other buildings on the plot in relation to the house (kitchen, latrine, other rooms, etc.), large trees, fences, buildings for animals, granaries… Or draw the surrounding buildings and public areas in urban contexts  Write any other information which seems interesting or relevant. |
| **Drawing of the plan of the house (most important construction in case of a compound)**  General dimensions, number of posts, distance between the posts, interior spaces, terrace   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Drawing of the house (most important construction in case of a compound) / building in section / cutaway**  Draw the house in cross section, showing height under ridge pole, height under ceiling, height of walls, difference in height from ground   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Drawing of the front of the house (most important construction in case of a compound) / building**  Draw the house from the front, height of the roof to ridge pole, height of the roof at gutter level to the ground, distance from the ground to the finished floor level.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |