



## Training Programme on Preparation of City Sanitation Plan with a Focus on Effective Septage and Faecal Sludge Management- Part- 1



Session: CSTF / SBCLTF

20-22 September, 2016

# Objective of session:

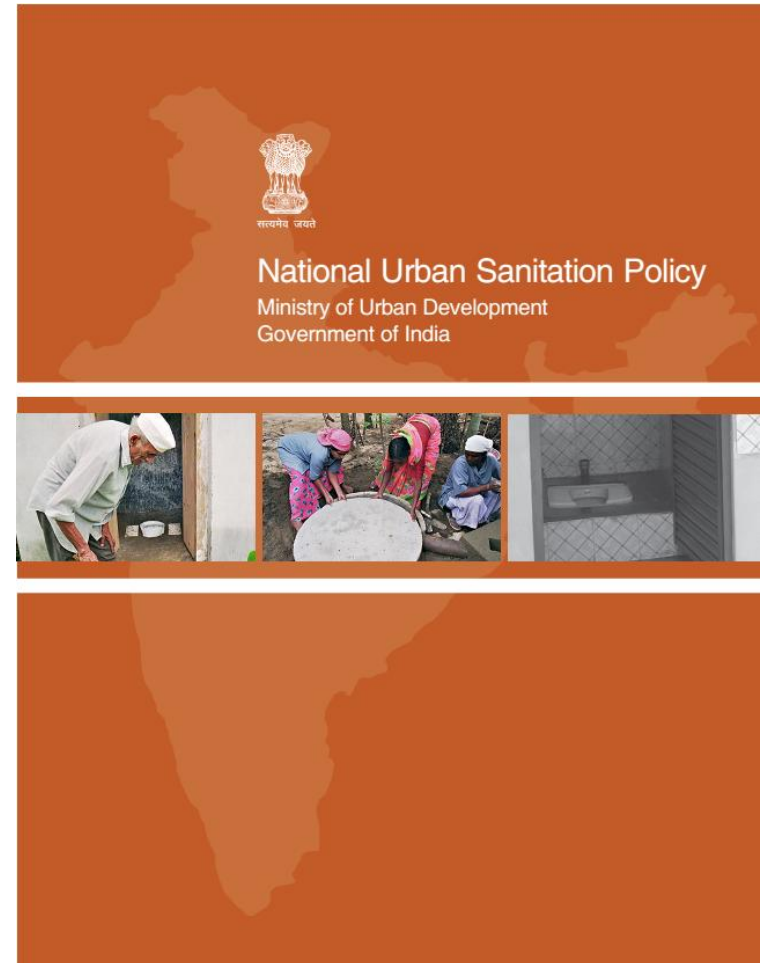
- Importance of **stakeholders (हितधारकों)** and how to conduct **stakeholder analysis (हितधारक विश्लेषण)**
- **How to form CSTF / SBCLTF** and importance to achieve 100% sanitation
- **Roles and responsibilities** of CSTF / SBCLTF – MoUD NUSP Guidelines

# Steps for Achieving 100% Sanitation Key Principles

The National Urban Sanitation Policy identified the following core principles that need to be addressed:

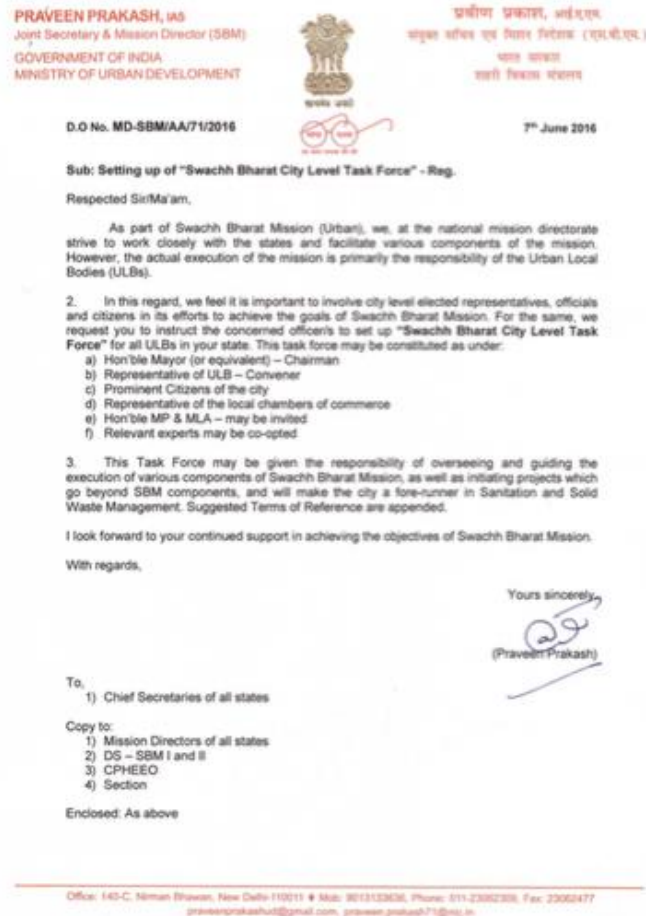
- **City-wide Approach**
- Institutional Roles and Responsibilities
- Awareness Generation for changing mindsets
- Technology Choice
- **Reaching the un-served and poor**
- Client focus and Generation of Demand
- **Sustained Improvements**

राष्ट्रीय शहरी स्वच्छता नीति के अनुसार बहु-हितधारक कार्य बल की स्थापना शहरी स्वच्छता की योजना बनाने की प्रमुख गतिविधियों में से एक है



# Steps for Achieving 100% Sanitation Key Principles

श्री प्रवीण प्रकाश (संयुक्त सचिव और मिशन निर्देशक, स्वच्छ भारत मिशन) ने स्वच्छ भारत मिशन के विभिन्न अंगों की जिम्मेदारियों की देख-रेख के लिए, सभी राज्यों से 'स्वच्छ भारत शहरी कार्य बल/शहरी स्वच्छता कार्य बल' बनाने का अनुरोध किया है (D.O. No. MD-SBM/AA/71/2016, 7 जून 2016).



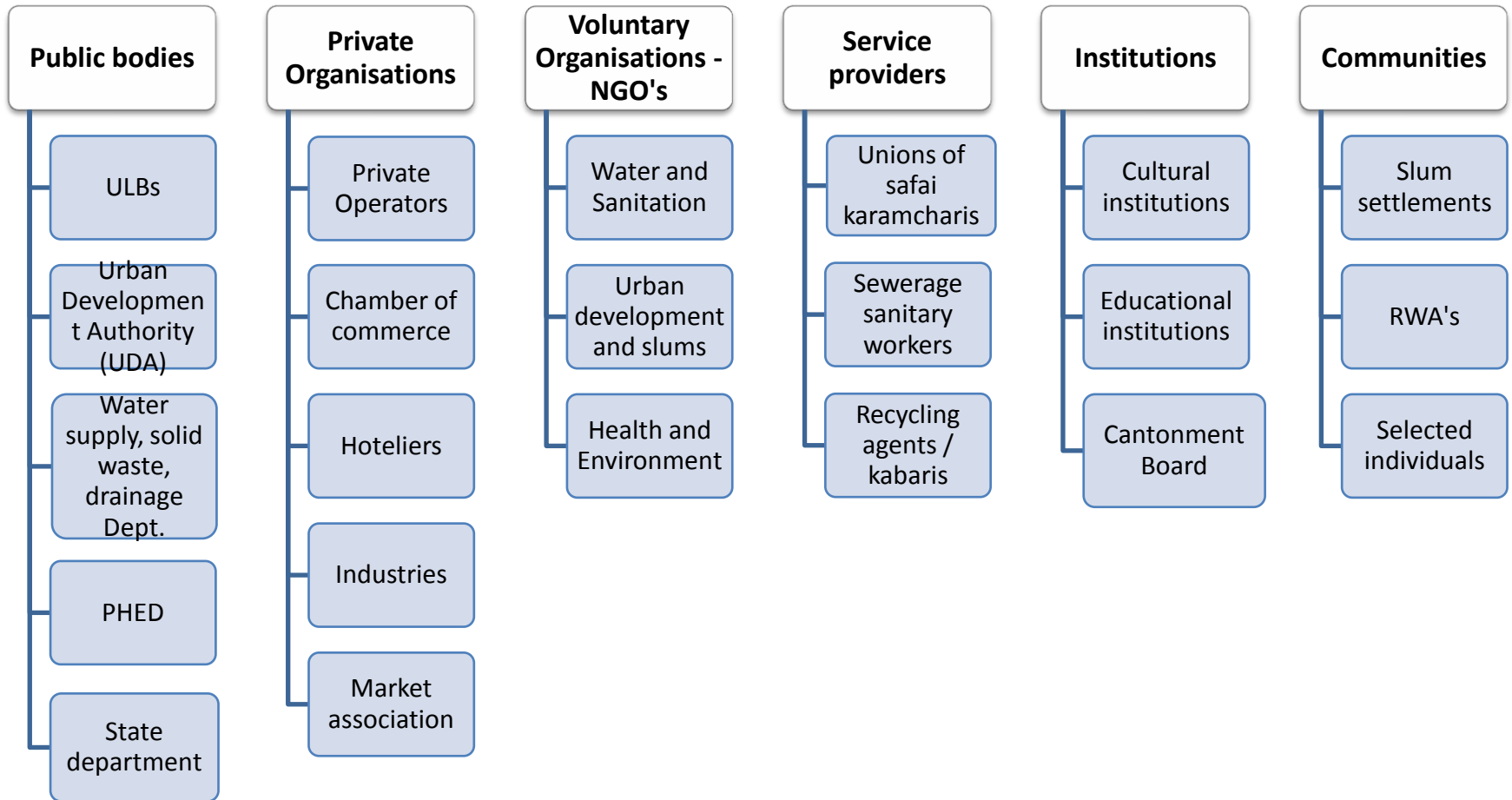
# Stakeholders?

**Stakeholders primarily comprise of:**

- ❖ Citizens
- ❖ Public institutions
- ❖ Businesses and industries
- ❖ Civic organizations, professional organizations
- ❖ Training and educational institutions, others with an interest in the development of the city.



# Range of Stakeholders



# Stakeholder Analysis as first step towards CSTF

1. Identification of relevant stakeholder
2. Categorization of stakeholders according to selected criteria (control over sanitation processes, social outreach, resources, etc.)
3. Selection of stakeholders for forming the CSTF

## **Guiding Questions**

- Who might benefit or be negatively affected (e.g. groups such as the urban poor, policy proponents such as environmental NGOs) ?
- Who should be included because of their relevant formal position (e.g. government authority) ?
- Who should be included because they have control over relevant resources (e.g. financial resources, technical expertise, access to social groups) ?

# Type of Stakeholder Involvement

	Inform / सूचित करना	Consult / पुरामर्श करना	Collaborate / सहयोग करना	Decide / तय करना	Control/ नियंत्रण करना
role	Provide information and get informed जानकारी प्रदान करना और सूचित करना	Influence the decision निर्णय को प्रभावित करना	Broad ownership संयुक्त प्रबंधन	Influence Decision making निर्णय को प्रभावित करना	Control the implementation process नियंत्रण करना
Examples	Educational Institutions Communities	Communities NGOs		Politicians Central Govt	ULBs



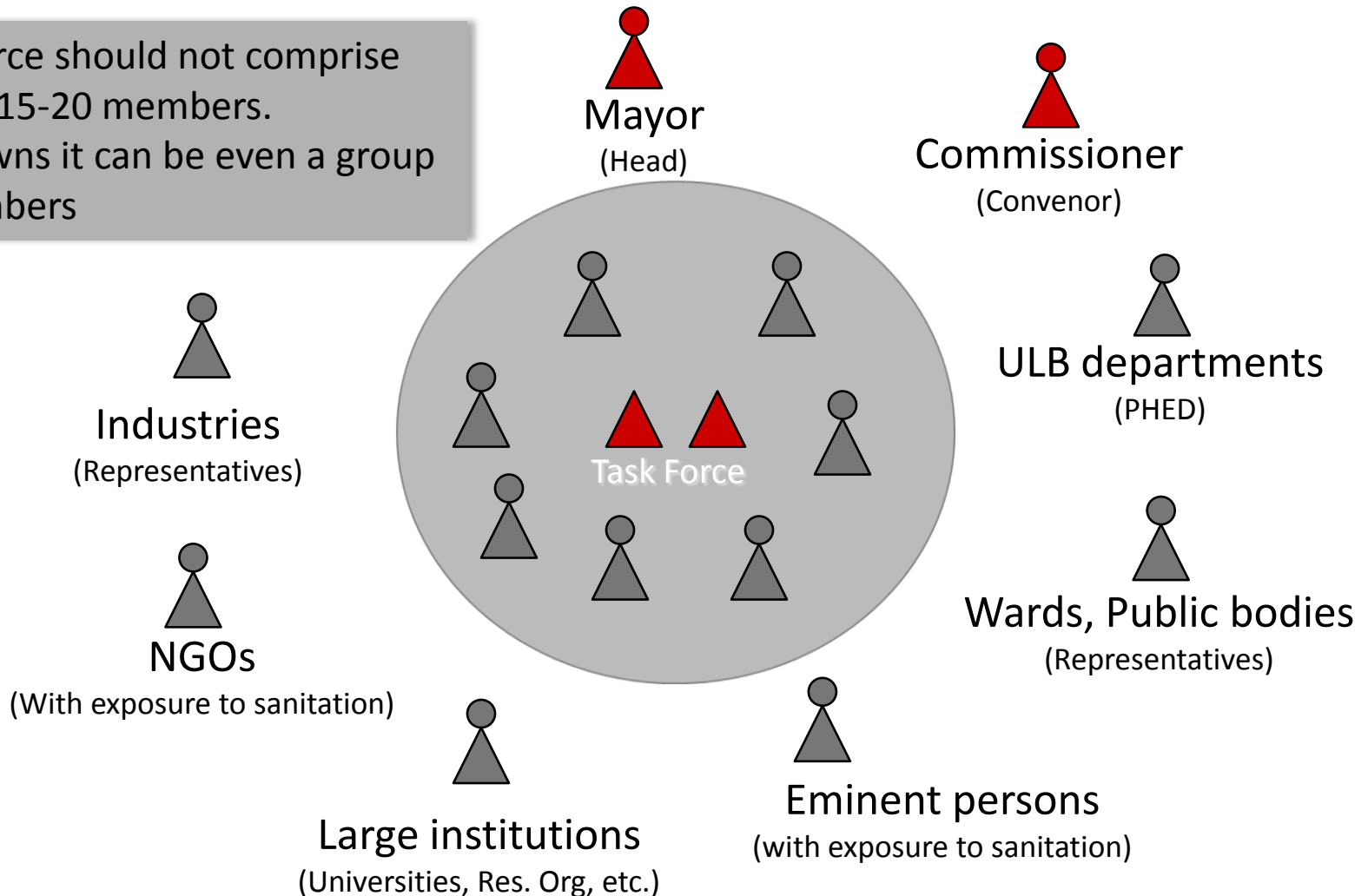
# Group Exercise

# Introduction to CSTF / SBCLTF

- CSTF / SBCLTF is a **multi stakeholder task force** for achieving city wide sanitation through CSP
- **Legal status:** It is recommended that a council resolution is passed recognizing the CSTF / SBCLTF as body involved in achieving the goals of NUSP./ SBM requirements for flagship cities identified for effective FSM.
- **Within 4-6 weeks – CSE with copy to ministry**

# Members of the CSTF

The task force should not comprise more than 15-20 members. In small towns it can be even a group of 5-7 members



# Implementing Agency for CSP

**CSTF should appoint one of the key agencies, preferably the ULB, to become the City Sanitation Implementing Agency for the CSP for the city.**

**This agency will be responsible for:**

- day-to-day coordination, management and implementation of the sanitation programs on a city-wide basis.
- coordinating with other public agencies, and contract in and supervise the services of NGOs (through Memorandum of Understanding) and private parties (through contracts) for preparing and disseminating materials for IEC, conducting **baseline surveys and stakeholder consultations**.

# Responsibilities of the task force

- Providing overall **guidance** to the Sanitation Implementation Agency (SIA)
- **Approving** progress reports provided by the SIA
- **Approving** of CSP (prepared by SIA) after consultation with citizens
- **Supervise** progress regularly
- Issue briefing about the progress to media & state government
- **Launching the City 100% Sanitation Campaign**
- **Generating awareness** amongst city's citizens and stakeholders
- Recommend to the ULB fixing of responsibilities for city-wide sanitation on a permanent basis

# Sanitation

## Review of -

- ❖ Action plan for declaring the city Open Defecation Free (ODF)
- ❖ Execution of ODF action plan – periodic
- ❖ Review progress of Individual HHs Toilets and Community Toilets- periodic
- ❖ Review action plan and execution of Faecal Sludge Management / Septage Management in the city.

# Solid Waste Management

- Review action plan for achieving 100% door to door collection, transportation and processing of Municipal Solid Waste (MSW) in the city
- Review execution of MSW action plan – periodic
- Review progress and operations of MSW projects

# Behaviour Change

- Review action plan for behaviour change communication (BCC)
- Actively support citizen mobilization for ODF
- Actively support citizen engagement for Swachh Bharat on an ongoing basis
- Monitor activities undertaken for thematic drives every fortnight

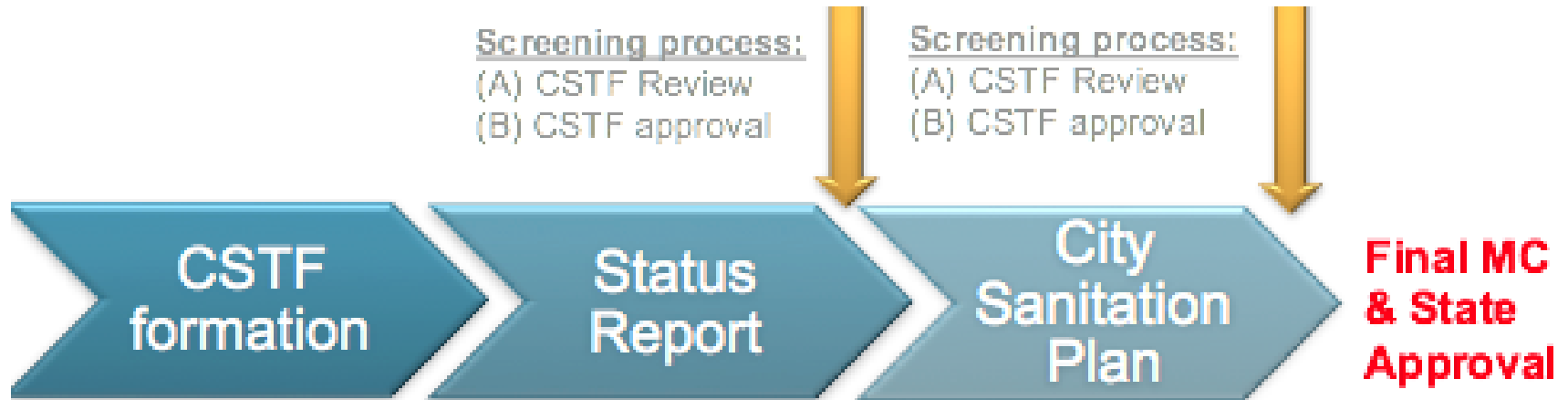


## **Regulation**

- Review and make recommendations to ULB on requirements for change in rules & regulations related to Sanitation/ Solid Waste Management
- **Other related activities of Swachh Bharat Mission.**

# Experience Sharing

# CSTF's role during CSP Process



## Formation of CSTF:

- A. Formation of CSTF
- B. Appoint SIA
- C. Appoint Nodal Officer
- D. Council resolution recognizing CSTF
- E. Public notification of CSTF

# Standard Operating Procedure (Indicative) for task force

- The Task Force should meet formally frequently (**at least once a month**) in the initial stages to monitor and guide the process of planning and implementation.
- At a later stage, meetings and field visits can be on an as-needed basis.
- Invitation letters (with Agenda) may be sent to all CSTF members at least one week prior to CSTF meeting (intimation).
- Discussions as per agenda
- Brief from Working Groups about the progress of their work & key concerns
- Date & tentative agenda for the next task force meeting
- Minutes of Meeting clearly outlining summary of discussions, decisions taken and action points with responsibility allocation
- Each Minutes of Meeting to be **shared within a week with the CSTF members with a copy to Ministry and CSE.**

# Way Forward

- Formation of task force
- Appointment of Sanitation Implementation Agency (SIA)- ULB
- Council resolution recognizing the task force
- Conduct first task force meeting and take a formal resolution to make the city 100% Sanitized, and publicize the same, with all signatories.

# Group Exercise