

Standard Operating Procedure (Indicative) for CSTF

Appointment of Nodal Officer by IA

- IA to appoint Nodal Officer to be in charge of PTM and CSTF

CSTF Meeting Design

- Consensus building on defining public toilet vision, methodology, broad targets, role of stakeholders, design & implementation of the overall public toilet city strategy (in line with CSP)
- Discussion of roles and responsibilities of various stakeholders.
Who initiates, who executes, who supports and who finances?

CSTF Meetings Procedure

- Frequently in initial stages to monitor and guide planning process
- IA Nodal Officer to organize and coordinate CSTF meetings
- Invitation letters (with Agenda) to be sent to all CSTF members at least one week prior to CSTF meeting
- Discussions as per agenda
- Briefing from Working Groups about the progress of their work and key concerns
- Date and tentative agenda for the next CSTF 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