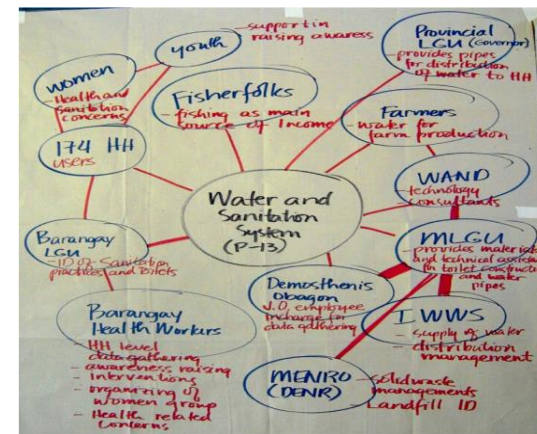




GIZ Support to Ministry of Urban Development Training on Preparation of City Sanitation Plan – Part I State of Andhra Pradesh



Session 4:

Stakeholder Analysis and formation of Task Force

Hyderabad, 1-3 July 2015



Stakeholders

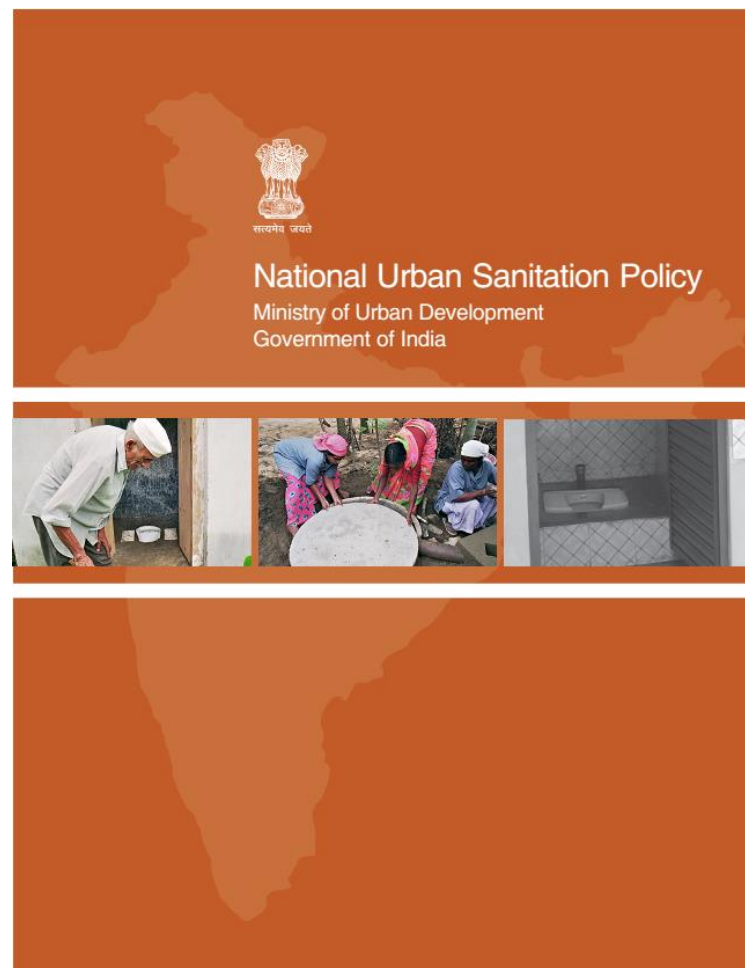
Stakeholders primarily comprise of citizens, public institutions, businesses and industries, civic organizations, professional organizations, training and educational institutions, and others with an interest in the development of the city.

The National Urban Sanitation Policy (NUSP) highlights stakeholder mobilization as significant supportive step towards 100% sanitized cities.



NUSP identifies the **constitution of multi-stakeholder task force as one of the principal activities** to be taken up to start the city sanitation planning process.

City Sanitation Task Force (CSTF)





Stakeholder Analysis as first step towards CSTF

- Identification of relevant stakeholder
- Categorization of stakeholders according to selected criteria (control over sanitation processes, social outreach, resources, etc.)
- 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) ?



Different forms of involvement

	<u>Inform</u>	<u>Consult</u>	<u>Collaborate</u>	<u>Decide</u>	<u>Control</u>
Public's role	Provide information and get informed	Influence the decision	Take over responsibility	Influence Decision making	Control the implementation process
Process objectives	Improve awareness and understanding	Input before decision, two-way dialogue	Broad ownership	Broad ownership	Make use of transparency
Some tools and techniques	Hearing, briefings, workshops.	Public meetings, focus groups, workshops, formal hearings	Joint management committees, advisory groups	Steering boards, committees	Monitoring and evaluation workshops, Evaluation tools



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Introduction to City Sanitation Task Force (CSTF)

- CSTF is a **multi stakeholder task force** for achieving city wide sanitation through CSP
- **Legal status:** The CSTF shall be a non-statutory body. However it is recommended that a council resolution is passed recognizing the CSTF as body involved in achieving the goals of NUSP.

Don't reinvent the wheel: *Any other similar existing committee (at city level) can be adapted to serve as CSTF!*



Need for CSTF

- Institution at city level to achieve the goals of NUSP
- For mobilizing joint actions from different public and non-government agencies
- To plan, guide and monitor 100% city sanitation campaign
- To ensure quality procedures, fairness, and focus on deliverables

“The first step in making the cities 100% sanitized is to elevate the level of consciousness about sanitation in the mind of municipal agencies, government agencies and most importantly, amongst the people of the city.”



Responsibilities of the CSTF

- Providing **overall guidance** to the ULB
- **Approving of CSP** (prepared by ULB) after consultation with citizens
- Supervise progress regularly
- **Approving progress reports** provided by the ULB
- **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**



CSTF's role during CSP Process

Screening process:

- (A) CSTF Review
- (B) CSTF approval

Screening process:

- (A) CSTF Review
- (B) CSTF approval

CSTF
formation

Status
Report

City
Sanitation
Plan

Final MC
& State
Approval

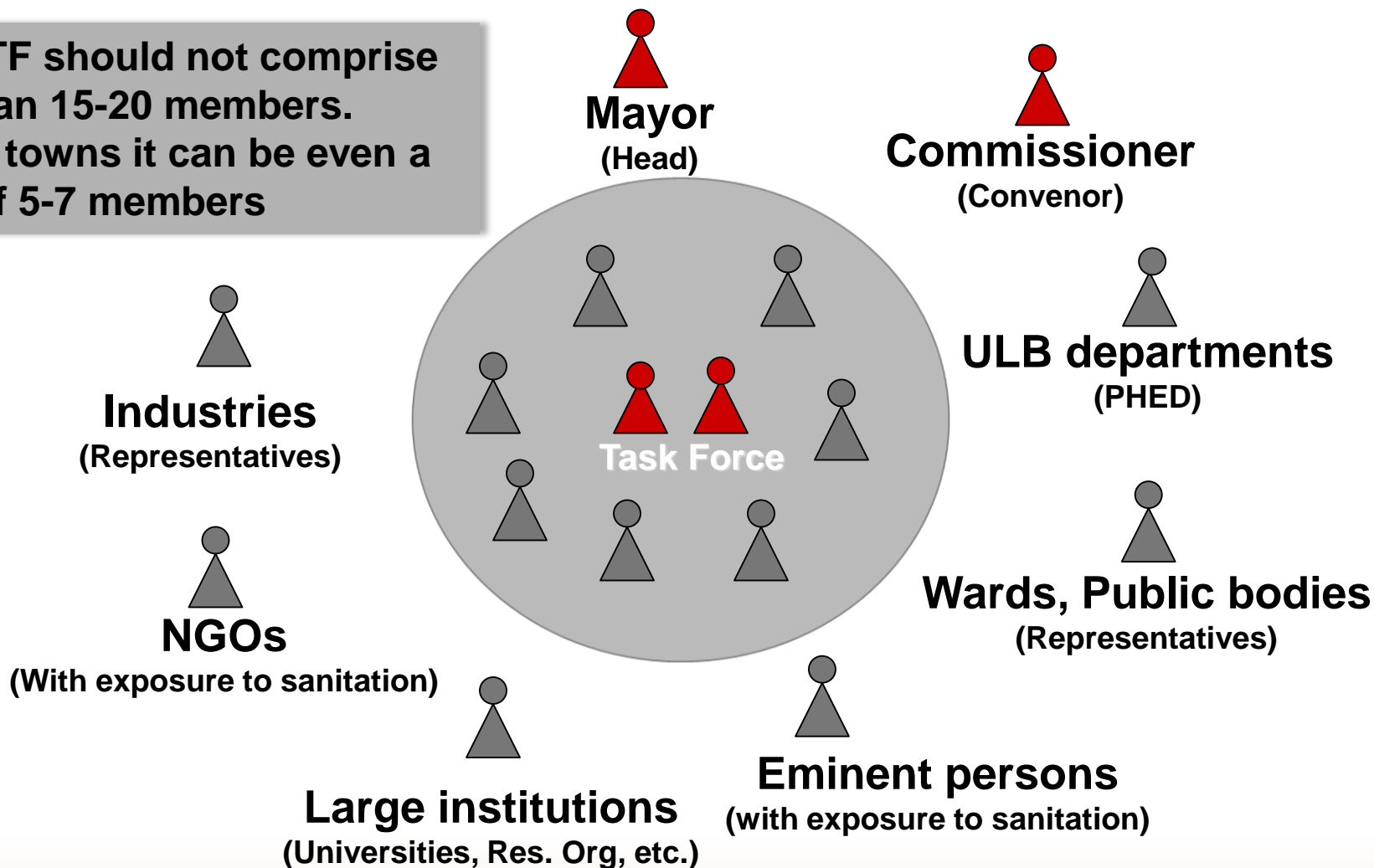
Formation of CSTF:

- A. Formation of CSTF
- B. Council resolution recognizing CSTF
- C. Public notification of CSTF



Members of the CSTF

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





Case example: CSTF Nashik

1. Hon. Mayor (Chairperson), NMC
2. Hon. Deputy Mayor, NMC
3. Hon. Commissioner (Convenor), NMC
4. President Standing Committee
5. Superintending Engineer (Nodal Officer)
6. Superintending Engineer, NMC (WS & SD)
7. Executive Engineer (Mechanical)
8. Medical Officer of Health (MoH)
9. Leader of House
10. Leader of Opposition, NMC
11. Representative, Maharashtra University of Health Sciences, Nashik
12. Representative, Sulabh International, Nashik
13. Representative, Union of Sanitary Workers Nashik
14. Representative, Industrial Association, Nashik
15. Regional Officer, MPCB
16. Journalist, Nashik
17. Principal, J.D.C Bytco IMSR
18. Mr. Lokesh Shevade, Industrialist
19. Loksewa Samittee, NGO



Case example: CSTF Nashik



**Inception meeting
18th Aug. 2010**



**Approval of Status
report 7th March 2011**



**Endorsement of draft
CSP 17th Aug. 2011**

- ❑ All CSTF members divided into **smaller groups** based on their interest to ensure
 - Frequent meetings and discussions on specific topics in detail
 - Focus on issues like river pollution, ODF etc.
- ❑ Media (as a member) played an important role in **generating awareness**
 - Leading daily news paper in Nashik started the news series on Godavari Pollution
- ❑ **Active involvement** of CSTF members (local councilors) in slum mapping exercise and mapping open defecation areas in city



Standard Operating Procedure (Indicative) for CSTF

- Clear assignment of roles and responsibilities of various stakeholders
- Goal is discussion and then consensus building
- ULB to organize and coordinate CSTF meetings
- Frequent meetings in initial stages to monitor and guide planning process
- Invitation letters (with Agenda) to be sent to all CSTF members at least one week prior to CSTF meeting
- Discussions as per agenda
- Brief from Working Groups about the progress of their work & key concerns
- Date & tentative agenda for the next CSTF meeting
- Minutes of Meeting clearly outlining summary of discussions, decisions taken and action points with responsibility allocation to be shared with CSTF members



Tips and tricks for stakeholder participation

- Proactively involve “difficult” stakeholders
- Involve elected representatives and administrative departments
- Identify key door-openers and work with them
- Don’t give up after the first meeting with low turn-out
- Get an official mandate/political backing
- Prepare your arguments: Showcase added value for each stakeholder



Additional support (provided by GIZ & CSE)

- **Presentation for CSTF Inception meeting:** Standard presentation on NUSP, CSP (CSTF, methodology adopted for CSP preparation) agenda of the first CSTF and support required for preparation of status report
- **Terms of Reference (ToR) for the CSTF**
- **Terms of Reference (ToR) for the consultants assigned the task of CSP preparation**



Way forward:

- Formation of CSTF
- Council resolution recognizing the CSTF
- ULB formally notifies and publicizes the appointment of the CSTF
- Conduct first CSTF meeting and take a formal resolution to make the city 100% Sanitized, and publicize the same, with all signatories.

Standard presentation to be provided by GIZ (and CSE).



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TOWARDS CITY WIDE SANITATION