

**Minutes of discussion held at the State Steering Committee meeting under RGPSA held on 18.08.2015**

**Members present:**

As per Enclosed Annexure.

The Director (PR-2) welcomed the persons attending the meeting. As both the Principal Secretary and Principal Secretary (Panchayat Raj) are attending video conference at Vidhana Soudha, meeting is held after taking permission from Principal Secretary to Government (Panchayat Raj).

**1. Review of action taken after the minutes of 1<sup>st</sup> Steering Committee held on 10.04.2015.**

1. Customisation of PlanPlus: Shri PV Bhat informed the committee that Plan Plus's Gandhi Sakshi exists for all works under RDPR departments. The wish list can be entered for moving into technical and administrative approvals and for tracking implementation. Training towards the same can be provided by the DPMU to the PMC
2. Appointment of District Project Manager at Zilla Panchayat office as the technical officer for the project: CEO, Kolar ZP to inform status: Director PR2 clarified that the position under discussion was that of the DPMU working at Zilla Panchayat office, Kolar is the Technical Officer for the purpose of providing support to the GPOD project on Plan Plus. The Chief Executive Officer agreed to appoint DPMU as Technical Officer at District level.
3. Positioning of 2 additional ANSSIRD Resource Persons:
  - a. Director, ANSSIRD & PR confirmed that the PMC has transferred Rs.8.00 lakhs to ANSSIRD & PR, through which two people have been hired to work on the project in Mysore:
    - i. Mr Malikaarjun- ex Faculty of ANSSIRD & PR, worked for Rallis for a while before coming back – available from 5th Aug 2015. He is a Trainer, and will support curriculum design and training efforts in SIRD as well as in the field.

- ii. Ms Bhavya, M.Com, an office assistant, who will be based in Mysore and support Mr Mallikaarjun and Mr Ravindra.
- iii. In addition, the PMC and Avantika Foundation can approach Mr Malikaarjun for any other support related to project steps. During the last meeting with ANSSIRD & PR on July 31st, Avantika foundation has shared the roles envisaged for the SIRD resource persons at Mysore.

b. Mr Ravindra will remain the Coordinator for the GPOD project

**Discussions and decisions on agenda for 2nd Steering committee meeting:**

**2.Travel reimbursement to consultants and staff of Avantika Foundation-**

- It was decided that Avantika Foundation will provide data to enable Zilla Panchayat Chief Executive Officer's office to assign a category to each person as per government norms, which will be the basis for Avantika Foundation to prepare monthly TA/DA bills to be reimbursed by the PMC. It may be noted that TA/DA reimbursement is to made to Avantika Foundation and not individual employees and consultants of the organisation.

*Chief Executive Officer has assured Avantika Foundation that decision will be taken at the next month's PMC*

Avantika Foundation presented the status of project activities as per plan, which is mostly going on track, and also shared status of funds. The presentation containing project activities and status of funds is enclosed with these minutes.

*As in the past, the CEO committed to quick decisions, which includes timely payment of salaries to the Cluster teams.*

**Other points discussed:**

- Deputy Director, ANSSIRD & PR suggested the cluster teams access Samanyamahiti in the GPs, for information such as physically challenged people. SamanyaMahiti is also on Panchatantra, but may not be updated. *Mr PV Bhat to ensure updation by NIC based on inputs from RDPR.*

- There was a brief discussion on alignment of Plan Plus process with GPDP (Gram Panchayat Decentralised Planning, initiated by the MoPR). Director, ANSSIRD & PR clarified that SIRD was following Plan A, B, C and D which are primarily GP-TP-ZP- State sector plans, so that bottom up plans can reach appropriate authorities for integration into department plans, and then get back to GP wise plans.

*ANSSIRD & PR to share State guidelines with Avantika Foundation, once they are finalised.*

The following additional points were raised by JS, MoPR in a mail to Avantika Foundation, towards the Steering committee presentation sent to her.

- a. Who are the resource persons? What is their identification process? What are their roles and responsibilities?**
- i. *Resource persons are a team of two members for cluster of 5 GPs, comprising 1 Field Associate and 1 SIRD Resource person. Once the environment building stage is completed, 2 elected representatives will join the Cluster team*
  - ii. *Process of identification and hiring of Field Associates has been coordinated by Avantika Foundation, which entailed Written Tests, Group Discussions and two rounds of interviews.*
  - iii. *SIRD Resource persons were identified by SIRD, comprising experienced trainers/elected members*
  - iv. *GP Representatives are shortlisted by Field Associates and SIRD Resource persons and undergo a selection process based on predefined criteria. ToRs of each of the above are with Avantika Foundation*
  - v. *Roles and responsibilities of each of the Cluster team member is documented and available with Avantika Foundation*
- b. Who does the training curriculum target? -ERs, citizens, officials?**
- i. *Training modules are being prepared for the Cluster teams and Panchayat Development Officers. They in turn are responsible for implementation of GPOD steps in each of the 30 GPs*
- c. Could the GPOD steps that the cluster team is responsible for be detailed, especially for the next 6 months?**
- i. *July/August: Environment Building*

- ii. *September/October: Developing GP Vision and Mission*
  - iii. *October/Nov: Process Mapping and GP Structure*
  - iv. *December/January: GP Planning*  
*Each of the above will have a detailed curriculum for Cluster Resource teams, who are trained for the step*
- d. What is the environment generation strategy?**
- i. *Purpose of Environment generation is to build momentum and create need for change. Accordingly, it comprises:*
    - 1. *Kala Jathas (Street Plays, Wall writings and FGDs)*
    - 2. *Baseline data collection*
    - 3. *GP Rating*
    - 4. *Institution mapping*
    - 5. *GP Orientation*
    - 6. *GP Resolution to work with the GPOD framework*
- e. How will kalajathas be conducted? Is the ZP organising these?**
- i. *Kalajathas were partly designed by Avantika Foundation, with significant inputs from existing SIRD material*
  - ii. *Kala Jatha team was drawn from the District, which is engaged in other jathas organised by the Government*
- f. What are the areas covered in the baseline surveys? Who conducts the baseline surveys? And how are the results disseminated?**
- i. *Baseline survey is being done by the Cluster resource team with significant inputs from the PDO*
  - ii. *It is structured format covering 13 functions and own revenue generation*
  - iii. *Results are to be shared with the GP during the Vision Mission workshop, which will provide input to the GPs to decide their focus areas*
- g. Who will be doing the grading of GPs? What are the criteria/indicators for grading?**
- i. *GP Grading is being done by the Cluster Resource Team*
  - ii. *It is tool through which a GP is given marks on following 6 parameters:*
    - 1. *Citizens' participation*
    - 2. *Administration and management*
    - 3. *Service delivery*

4. *Funds management and Resource Mobilization*
5. *Inclusion and equality*
6. *Transparency and accountability*
7. *Interest among elected members*

**h. GP Planning and budgeting - how will GPOD integrate with the GPDP?**

- i. *At the planning and budgeting stage, it is best that GPOD is aligned to GPDP, so we will wait and watch what the guidelines of the State are, specifically on Resource envelope and integration of GP plans with Taluka, District and State.*
- ii. *However, there are three inputs which may come from GPOD:*
  1. *During the GP Vision and Mission step, the GPs will decide their focus areas (3-5 years) and also quick wins (1-4 months)*
  2. *Cluster teams will track opening and closing balances of key accounts, and hence will have a good understanding of how to assign funds to priorities*
  3. *Finally, with the training from DPMU, we will explore usage of PlanPlus.*

Meeting concluded with vote of thanks.

  
(S.M.ZULFIQUAR ULLA)

Director (PR-2) &  
Ex-officio Joint Secretary to Govt.,  
RD & PR Dept.

No. RDP 132 ZPS 2011

## Annexure

1. Sri Zulfiqua Ulla, Director, Panchayati Raj-II, RD & PR Dept.
2. Sri N M Panati, CEO-Kolar Zilla Panchayat, Kolar.
3. Sri Shiv Shankar, Director-SIRD, Mysuru.
4. Sri S.Nanjunda Rao, Director (PMI), RD & PR Dept.
5. Dr.G.S.Ganesh Prasad, Deputy Director, ANSSIRD & PR, Mysuru.
6. Sri P.V.Bhat, Senior Technical Director, NIC, Karnataka.
7. Sri B.J.Ravindra, Faculty, ANSSIRD & PR, Mysuru.
8. Sri Sonali Srivastava, Co-Founder & Head-Centre for Decentralised Local Governance, Avantika Foundation
9. Sri Rajendra Prasad, Lead-Field & Project Manager and Executive Head GPOD Project
10. SriMadhavi Rajadhyaksha, Lead-Advocacy & Strategic Partnerships, Avantika Foundation
11. Sri S.R.Sidhanthi, SPM, e-Panchayat, Computer Cell, RD & PR Dept.