

Session Plan – Urban Governance training 2nd phase

Module I: Understanding the democratic governance in context of Municipality 2 days (30th June and 01st July 2012)

DAY 1:

Sl No	Training session type	Content	Approximate Duration
1.1	Session 1 (Including open discussions and tea break)	<ul style="list-style-type: none"> Developing understanding on the issues of to Democratic Governance .including the difference between the Administration, management and governance Understanding the 74th amendment of Indian constitution in depth. - Dr. Hemant Shah .	10.30 am to 1.30 pm
Lunch			1.30 - 2.30 pm
1.2	Session 2	Understanding the issues of urbanization including <ul style="list-style-type: none"> Physical infrastructure Social infrastructure Urban poverty - Dr. Hemant Shah. -Alice Moris from Unnati	2.30 - 5.00 pm

Day 2: Understanding Gujarat Municipal ACT, Structure and functioning of Bhuj Municipality

Sr no	Training session type	Content	Approximate Duration
1	Session 1 (Including open discussions and tea break)	Understanding Gujrat Municipality ACT with major provisions . - Dr. Hemant Shah -Alice Moris from Unnati .	10.30 – 1.30 pm
Lunch break			1.30 - 2.30 pm
2	Session 2 (Including open discussions and tea break)	Understanding the Structure and functioning of Bhuj Municipality in context of representative board or council and administrative structure <ul style="list-style-type: none"> No. of depts. No. of committees Functions of each Dept Functions of each committee. Role and powers of chief officer - Mr.Chetan Dudia – Chief officer, Bhuj Municipality - Mr Panchal – Ex Chief officer -Any Ex Mayor .Bhuj - Dr. Hemant Shah	2.30 -5.00 pm

Module II:**DAY -1 Understanding Municipality Budgeting and Planning for 2 Days (31th /31st July) .**

SI No	Training session	Content	Approximate Duration
1	Session 1 (Including open discussions and tea break)	Understanding the Municipality Budgets in General and legal provisions - Dr. Hemant Shah _ Arun Bhai – Ex MAyor	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2 (Including open discussions and tea break)	- Presentation of Bhuj Municipality budget by responsible official who prepared this . He also explains the procedure of preparing the same. _ Arun bhai _ Dr Hemant Shah and Municipal officials .	2.30 -5.00 pm

Day 2

SI No	Training session	Content	Approximate Duration
1	Session 1 (Including open discussions and tea break)	Budgeting in context of Planning , administrative and Audit report By _ Dr Hemant Shah _ Arun bhai and Municipal officials.	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2 (Including open discussions and tea break)	<ul style="list-style-type: none"> • Dr Hemant Shah will present the analysis of current year's budget of Bhuj Municipality and will also propose a guide line for decoding and analyzing the Budgets of Bhuj Municipality as inter modular exercise for the HIC team. -Dr Hemant Shah . _ Municipal officials _ Arun Bhai.	2.30 -5.00 pm

Module III: Municipality revenues and Taxation for 1 Day (August 18th /19th)**Day 1**

Sl No	Training session	Content	Approximate Duration
1	Session 1 (Including open discussions and tea break)	Understanding the Municipal taxation system and Act.In general - Dr. Hemant Shah - Arun Bhai (He is also an experienced tax consultant)	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2 (Including open discussions and tea break)	Status, sources of Bhuj Municipality revenue generation and taxation, System and procedure of tax levy, responsibility and division of tax between revenue dept, municipality and state. - Presented by chief officer / other responsible official of Bhuj Municipality . -Dr. Hemant Shah - Arun Bhai -	2.30 -5.00 pm

Day II

Sl No	Training session	Content	Approximate Duration
1	Session 1 (Including open discussions and tea break)	Understanding the property tax provisions and procedure of Bhuj Municipality , problems faced ,solutions applied . -To be presented by chief officer / other responsible official of Bhuj Municipality . - Dr. Hemant Shah - Arun Bhai - Officials and representatives from other Municipalities like Indore /Surat .	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2 (Including open discussions and tea break)	Best Practices of taxation in other cities .(focusing on Property tax in particular) Presentations by other Municipalities. - Arun Bhai - Ms Manveeta - ICMA - Dr. Hemant Shah - Commissioners from other Municipalities Indore/Chinchvad Pimpri/Surat	2.30 -5.00 pm

(Bhuj Municipality taxation – rationalization and analysis by IRMA students or Mr. Ajit Choudhury)

Inter Module exercise for the group to understand the Bhuj property tax structure , procedure and present picture (scenario).

Module IV: Water and Governance: for 2 Days (Third week of Sept)

DAY 1

Sl No	Training session	Content	Approximate Duration
1	Opening session	Orientation on legal Provisions and Economics of Municipal Water Supply by Dr Hemant Shah	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2 (Including open discussions and tea break)	Understanding the financial analysis of Water Supply of Bhuj Municipality to be presented by the head of water supply dept , Bhuj Municipality . Chair : - Dr. Hemant Shah - Chair Arunbhai	2.30 -5.00 pm

Day 2 :

Sl No	Training session	Content	Approximate Duration
1	Presentation	ACT's presentation on Water Study (Chair Arunbhai) - Mr. Yogesh Jadeja	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2	Discussion on Planning and budgeting of Water supply and storage provisions of Bhuj town (Chair Arunbhai) in terms of proposed study by ACT . - Chief Officer , - Responsible officials of Bhuj Municipality	2.30 -5.00 pm

Inter module session on water with councilors for 1 day by ACT (HIC team present during the session)

Module:V: Sewerage, Sanitation and Solid Waste Management for 1 Day (third week of Oct).

SI No	Training session	Content	Approximate Duration
1	Presentation	Legal Provisions and Economics of Sewerage, Sanitation and Solid Waste <ul style="list-style-type: none"> - Dr. Hemant Shah - Deputy commissioner or chief officer from other cities(Surat or Mr Pandya from Ahemdabad) 	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2		Group exercise for understanding and analyzing economics of Bhuj Municipal Sewerage/Sanitation and Solid Waste management system and economics to presented by Chief Sanitation officer /Chief Officer .	2.30 -5.00 pm

Exposure to cities/ city of Bhuj size to understand the governance mechanism, structure, functioning and best practices of taxation, water supply, people's participation etc **Organising agency ; ICMA / Ms Manvita - OCT '12**

Home In The City program will organize the “Shaher Paade Saad” event for a week during November'12 .(During this event the Miserior (funding agency) representatives will also visit the program and an exchange and sharing workshop between the partners working on urban development and governance will also be organized. A session on the TP and the existing situation can also be presented)

Module: VI : Understanding the Development plan and Town planning / Slum rehabilitation policy .for 2 Days (Jan'13)

SI No	Training session	Content	Approximate Duration
1	Session 1	Orientation on development plan and Town planning ACT by Prof Darshini Mahadevia of CEPT university .	10.30 am to 1.30 pm
		Lunch	1.30 – 2.30 pm
2	Session 2	Understanding the slum rehabilitation policy in general and it's application and enforcement in small cities like Bhuj.	2.30 -5.00 pm

Day II

SI No	Training session	Content	Approximate Duration
1	Presentation	Presentation on ward 2 and 3s' potential town planning and Development planning	10.30 am to

		- Mr. Bala	1.30 pm
	Lunch		1.30 – 2.30 pm
2		Discussion on “Way forward on DP/ TP ‘ by the HIC team to be resulted in to concrete action plan for next phase .	2.30 -5.00 pm

Study Tour - Organized /Facilitated by ICMA - Manveeta/Meghana Jan '13 end