

APPENDIX 5.1

***Record of Main Activities from July
2004 to July 2005***

***D: Promotion of Public Awareness and
Behavior Change
Communication/Education***

APPENDIX 5.1 RECORD OF MAIN ACTIVITIES FROM JULY 2004 TO JULY 2005

D: PROMOTION OF A PUBLIC AWARENESS AND BEHAVIOR CHANGE COMMUNICATION/EDUCATION

D-1: Training for Community Mobilization Activities

Date	Venue	Participants	Activities	Remarks
July 5, 2004	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 10 people <u>Others</u> CEN; Mr. Deepak K. C. (See Appendix 5.2)	<i>Kick Off Meeting on Pilot Project for Public Awareness and Behavior Change Communication / Education</i> - Review of household behavior and attitude study on SWM - Group work and presentation by municipality - Self-assessment - Outline of Pilot Project - Discussion regarding mass communication / education (See Appendix 5.2)	
July 21, 2004	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 21 people <u>Others</u> CEN; Total 4 people <i>Prayatna Nepal</i> ; 1 member (See Appendix 5.2)	<i>Interpersonal and Behavior Change Communication Training (Day 1st)</i> - Introduction - Objectives and expectation sharing - Communication including understanding communication, barriers, types - Interpersonal communication including use of understandable language and clear and specific message - Active Listening (See Appendix 5.2)	
July 22, 2004	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 21 people <u>Others</u> CEN; Total 4 people <i>Prayatna Nepal</i> ; 1 member (See Appendix 5.2)	<i>Interpersonal and Behavior Change Communication Training (Day 2nd)</i> - Review - Behavior change communication including its role, goal, and principles - The process of behavior change: a framework for BCC design - BCC strategy development and planning - Steps in developing a BCC strategy - Desired behavior and attitude change (See Appendix 5.2)	The name of Mascot was also discussed among Focal Points and finalized as "Aasakaji".
July 23, 2004	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 21 people <u>Others</u>	<i>Interpersonal and Behavior Change Communication Training (Day 3rd)</i> - BCC strategy development and planning - Communication channels and medias - Interventions	

Date	Venue	Participants	Activities	Remarks
		<i>CEN</i> ; Total 4 people <i>Prayatna Nepal</i> ; 1 member (See Appendix 5.2)	- BCC pre-testing - BCC monitoring and evaluation - BCC action planning for effective solid waste management (See Appendix 5.2)	
July 28, 2004	CMU/ KMC	<u>JICA Study Team</u> Ms Toshiko Shimada Ms Sachiko Suwa <u>Nepalese C/P</u> <i>KMC</i> ; Ms Shriju Pradhan Mr. Umesh Shrestha Mr. Rajaram Karmacharya <i>LSMC</i> ; Ms Sabita Maharjan Ms Gyani Shova Maharjan Ms Sarita Awale Ms Roshani Maharjan <i>MTM</i> ; Ms. Krishna Kumari Shrestha <i>KRM</i> ; Ms. Chandra Maya Maharjan <u>Others</u> <i>City Volunteers</i> : 5 people	<i>1st Sharing Meeting on City Volunteers at CMU/KMC</i> - Concept of city volunteer - Role of city volunteer as a social change agent - Selection of city volunteer - Opportunities and challenges-city volunteers and promoters - Question and answers - Discussion	2nd Sharing Meeting on women's group will be organized by LSMC.
August 10, 2004	LSMC (CDS) Meeting Room	<u>JICA Study Team</u> : Ms. Sachiko Suwa <u>Nepalese C/P</u> : <i>KMC</i> ; Ms. Shriju Pradhan Ms. Sanu Mayiya Maharjan Mr. Umesh Shrestha Mr. Rajaram Karmacharya <i>LSMC</i> ; Ms. Sabina Maharjan Ms. Gyani Shova Maharjan Ms. Sarita Maharjan Ms. Sarita Awale Ms. Roshani Maharjan <i>BKM</i> ; Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <i>MTM</i> ; Ms. Krishna Shrestha <i>KRM</i> ; Ms. Chandra Maya Maharjan <u>Others</u> <i>Women's Group</i> : 3 people	<i>2nd Sharing Meeting on Women's Group at LSMC</i> - Formation of women's group - Activities of women's group including SWM - Sharing experiences from the members of Women's Group - Question and answers - Discussion	3rd Sharing Meeting on women's group will be organized by MTM on August 15, 2004.
August 15, 2004	MTM Ward 1, Community building	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>LSMC</i> ; Ms. Sabina Maharjan Ms. Gyani Shova Maharjan Ms. Sarita Maharjan	<i>3rd Sharing Meeting on Women's Group at MTM</i> - Introduction of activities of Women's Group at Ward 1 - Community composting - Ecological sanitation toilet - Sharing experiences from the	Site visit was also conducted to watch compost drum and ecological sanitation toilet.

Date	Venue	Participants	Activities	Remarks
		<p><i>BKM</i>; Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <i>MTM</i>; Mr. Tulsi Bhakta Tako Ms Krishna Shrestha <i>KRM</i>; Mr. Gyan Bazra Maharjan <u>Others</u> Staff of Women's Group of MTM (Ward 1) Members of Youth Groups of KRM</p>	<p>members of Women's Group - Question and answers - Discussion</p>	
September 9 - 11, 2004	Hetauda	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 11 people (See Appendix 5.3)</p>	<p>Hetauda Study Tour - Meeting with SWM section of Hetauda Municipality - Site visit - Local club initiatives - Local women's group - Recycling factory - Market area - Medical waste management - Feedback meeting with Hetauda Municipality (See Appendix 5.3)</p>	
September 30, 2004	LDTA	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>KMC</i>; Ms. Sanu Maharjan Mr. Ratna Kaji Maharjan <i>LSMC</i>; Ms. Sabina Maharjan Ms. Sarita Maharjan Ms. Sarita Awale Ms. Gyani S. Maharjan Ms. Roshani Maharjan <i>BKM</i>; Mr. K.P. Suwal Mr. Ram Krishna <i>MTM</i>; Mr. Tulsi Bhakta Tako Mr. Surendra Shrestha <i>KRM</i>; Mr. Anuja Pradhan Mr. Gyan Bazra Maharjan Mr. Kaji Ram Malakar Ms. Chandra M Maharjan</p>	<p>4th Sharing Meeting on Study Tour to Hetauda - Overview of Study Tour in Hetauda - Group presentation by participants of Study Tour - SWM section of Hetauda Municipality (SWMRMC) - Local women group's initiatives (LSMC) - Local youth club initiatives (KRM) - Recycling center (BKM) - Medical waste management (MTM) - SWM activities in the market area (KMC) - Question and answers - Discussion</p>	<p>- Each municipality and SWMRMC presented divided topics. - Participants will discuss with recycling center in the Kathmandu Valley on next week in order to plan to introduce effective systems for recycling under the umbrella concept.</p>
October 5, 2004	KMC	<p><u>JICA Study Team</u> Ms. Sachiko Suwa Ms. Anuradha Tulachan <u>Nepalese C/P</u> <i>KMC</i>; Ms. Sanu Maiya Maharjan</p>	<p>Meeting with Recycling Buyer - To share NEREPAs activities - To discuss about effective system for recycling center in the Kathmandu Valley</p>	<p>NEREPA will submit their technical proposal of recycling factory within one week to five</p>

Date	Venue	Participants	Activities	Remarks
		Mr. Ratna Kaji Maharjan <i>LSMC</i> ; Ms. Laxmi Prasad Rajbhandari Ms. Sarita Maharjan Ms. Gyani S. Maharjan <i>KRM</i> ; Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> <i>Recycling Buyer (NEREPA)</i> ; 2 people		municipalities and JICA Study Team.
November 22, 2004	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>KMC</i> ; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan <i>LSMC</i> ; Ms. Sabina Maharjan Ms. Sarita Maharjan <i>BKM</i> ; Mr. Krishna Prasad Suwal Mr. Dilip Suwal <i>MTM</i> ; Ms. Krishna Kumari Shrestha <i>KRM</i> ; Mr. Anuj Pradhan Gyan Bazra Maharjan <u>Others</u> <i>CEN</i> ; Mr. Deepak K. C. Ms. Smrity Kamal Rimal Mr. Pankaj K. C. Mr. Gopal Joshi	5th Sharing Meeting on Evaluation/ Feedback for 1st Public Event - self-evaluation regarding 1st Public Event - Sharing experience of 1st Public Event - overall evaluation	
January 31, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> Total 18 people <u>Others</u> <i>CEN</i> ; Total 2 people (See Appendix 5.2)	Training of Trainers (TOT) (1st Day) - Adult Learning Principle - Andragogy and Pedagogy - Training cycle - Training preparation (See Appendix 5.2)	
February 1, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> Total 18 people <u>Others</u> <i>CEN</i> ; Total 2 people (See Appendix 5.2)	Training of Trainers (TOT) (2nd Day) (morning) - Training Methodologies - Facilitation Skills (See Appendix 5.2)	
February 3, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> Total 18 people	Training of Trainers (TOT) (2nd Day) (afternoon) - Designing of training session (See Appendix 5.2)	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> CEN; Total 2 people (See Appendix 5.2)		
February 4, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> Total 18 people <u>Others</u> CEN; Total 2 people (See Appendix 5.2)	Training of Trainers (TOT) (3rd Day) - Practice of training session - Evaluation of training - Wrap-up (See Appendix 5.2)	
February 20, 2005	LDTA	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 14 people (See Appendix 5.2)	Social Marketing Training (1st Day) - Basic concept of Social marketing approach (See Appendix 5.2)	
February 21, 2005	LDTA	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 14 people (See Appendix 5.2)	Social Marketing Training (2nd Day) - Initial assessment, feasibility study - Team work to develop social marketing plan (See Appendix 5.2)	
April 18, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan LSMC; Ms. Sabina Maharjan Ms. Sarita Maharjan BKM; Mr. Krishna Prasad Suwal MTM; Ms. Krishna Kumari Shrestha KRM; Mr. Anuj Pradhan <u>Others</u> CEN; Mr. Deepak K. C. Ms. Smrity Kamal Rimal Mr. Pankaj K. C. Mr. Gopal Joshi Mr. Mukseh Maharjan Ms. Eureka Tuladhar	6th Sharing Meeting on Final Preparation for 2nd Public Event - To discuss the objective of second phase public event - To provide the key messages to the public through the exhibition. - Comparative analysis of first and second phase exhibition - To discuss the strategy and fill up the strategy form for second public event	
May 26, 2005	LDTA	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> SWMRC; Mr. Nirmal Darshan Acharya KMC; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan LSMC; Ms. Sabina Maharjan	7th Sharing Meeting on Evaluation/ Feedback for 2nd Public Event - To share the results of evaluation for other municipal Public Event - Overall evaluation	

Date	Venue	Participants	Activities	Remarks
		Ms. Sarita Maharjan <i>BKM</i> ; Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal Mr. Ram Krishna Prajapati <i>MTM</i> ; Ms. Krishna Kumari Shrestha <u>Others</u> <i>CEN</i> ; Mr. Deepak K. C. Mr. Gopal Joshi		
June 16, 2005	BKM	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> <i>SWMRC</i> ; Mr. Nirmal Acharya <i>KMC</i> ; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan <i>LSMC</i> ; Ms. Sabina Maharjan Ms. Sarita Maharjan <i>BKM</i> ; Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal <i>MTM</i> ; Ms. Krishna Kumari Shrestha <i>KRM</i> ; Mr. Anuj Pradhan Gyan Bazra Maharjan <u>Others</u> <i>ECCA</i> ; Mr. Binod Shrestha	<i>8th Sharing Meeting on Nature Club from experience of BKM</i> - To present about overview of Nature Clubs of BKM by BKM - To share the preliminary findings of impact survey on Nature Clubs - Field visit in BKM (Nature Club in school, compost facility, etc) - To discuss on the “Community Mobilization Network”	

D-2: Practice of Mass Communication and Education

Date	Venue	Participants	Activities	Remarks
July 9, 2004	KRM	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> KRM; Mr. Bal Krishna Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Ms Chandra Maya Mahrarjan Mr. Sanu Babu Pariyar Mr. British Singh Mr. Janak Thapa Mr. Baz Krishna Maharjan <u>Others</u> Youth Club members in KRM; Total 8 People CEN; Mr. Deepak K.C.</p>	<p>Meeting on CKV Mascot in KRM - Presentation about the outline of Pilot Project - Briefing about the concept of Mascot</p>	Each youth club will submit their ideas to KRM by next week.
July 14, 2004	ENPHO Meeting Room	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Ms Shriju Pradhan Mr. Rajaram Karmacharaya <u>Others</u> CEN; Mr. Gopal Raj Joshi Mr. Deepak K. C. City volunteers, NGOs/CBOs, Students; Total 30 people</p>	<p>Meeting on CKV Mascot in KMC - Presentation about the outline of the Study and Pilot Project - Briefing about the concept of Mascot - Group discussion regarding Mascot - Selection of the Mascot</p>	Two types of Mascot were selected by voting of participants in KMC.
July 16, 2004	BKM	<p><u>JICA Study Team</u> Mr. Shungo Soeda Mr. Satoshi Higashinakagawa Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Badrinath Ghimire Mr. Dilip Kumar Suwal Mr. Moti Bhakta Shrestha Mr. Rameswor Koju Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Krishna Prasad Suwal Other staffs/ NGOs; 14 people <u>Others</u> CEN; Mr. Deepak K.C.</p>	<p>Meeting on CKV Mascot in BKM - Presentation about the outline of the Study and Pilot Project - Briefing about the concept of Mascot - Group discussion regarding Mascot - Selection of the Mascot</p>	Two Mascots were selected by voting of participants in BKM.
July 19, 2004	CDS/LSMC	<p><u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u></p>	<p>Meeting on CKV Mascot in BKM - Presentation about the outline of the Study and Pilot Project</p>	Two mascots were selected by voting of participants in

Date	Venue	Participants	Activities	Remarks
		<p>LSMC; Mr. Komal Prasad Kafle Ms Sarita Maharjan Ms Gyani Shova Maharjan Ms Sabina Maharjan Mr. Pradeep Amatya Other staffs <u>Others</u> NGOs/CBOs; Total 21 people</p>	<ul style="list-style-type: none"> - Briefing about the concept of Mascot - Group discussion regarding Mascot - Selection of the Mascot 	LSMC.
July 19, 2004	MTM	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Mr. Satya Narayan Shah Mr. Tulsi Bhakta Tako Ms. Krishna Kumar Shrestha Other staffs <u>Others</u> NGOs/CBOs; Total 13 people CEN; Mr. Deepak K. C.</p>	<p>Meeting on CKV Mascot in MTM</p> <ul style="list-style-type: none"> - Presentation about the outline of the Study and Pilot Project - Briefing about the concept of Mascot - Group discussion regarding Mascot - Selection of the Mascot 	Two mascots were selected by voting of participants in MTM.
July 19, 2004	Office of Artist Group	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan <u>Others</u> CEN; Mr. Deepak K. C. Artist Group; 3 people</p>	<ul style="list-style-type: none"> - Discussion of wall painting (how to manage) 	One day painting workshop for children Artists create the design based on those paintings.
July 22, 2004	LDTA	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> SWMRC; Mr. Surya Man Shakya KMC; Ms Shriju Pradhan LSMC; Ms Sabina Maharjan BKM; Mr. Dilip Kumar Suwal MTM; Ms Krishna Shrestha KRM; Mr. Anuj Pradhan <u>Others</u> Mr. Eka Ram Maharjan (Artist) Mr. Rajendra Mulmi (BCC Expert) CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C.</p>	<p>Mascot Selection Committee Meeting</p> <ul style="list-style-type: none"> - Briefing about the concept of mascot, procedures of selection, and justification of proposed mascot from 5 municipalities - Rating 10 proposed mascot by each member of selection committee - Finalizing the Mascot - Discussion 	<ul style="list-style-type: none"> - “Man” who represents Kathmandu Valley’s original resident was selected as the Mascot of the Study. - Its name will be determined among the participants of training, who are in charge of mass communication and education under the Pilot Project.

Date	Venue	Participants	Activities	Remarks
August 1, 2004	Maitighar Traffic Island	<u>JICA Study Team</u> Total 5 members <u>Nepalese C/P</u> Around 40 people <u>Others</u> JICA staff, MOLD staff, NGO, City volunteer, around 30 people	Launch Event on Mascot - Welcome address - Overview of CKV Study - Campaign highlight - Introduction of CKV Mascot - Inauguration of CKV Mascot - Closing remarks	
August 5, 2004	KRM	<u>JICA Study Team:</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KRM; Mr. Bal Krishna Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Ms. Chandra Maya Maharjan Mr. Sanu Babu Pariyar Mr. British Singh Mr. Janak Thapa Mr. Baz Krishna Maharjan <u>Others</u> CEN; Mr. Deepak K. C.	Consultation Meeting on Mass Communication/ Education in KRM - Presentation about the outline of Mass Com./Edu. Project - Discussion regarding public event and wall painting - Question and Answer - Explanation about Hetauda Study Tour	
August 8, 2004	BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal Mr. Rameswor Koju <u>Others</u> CEN; Mr. Deepak K. C.	Consultation Meeting on Mass Communication/ Education in KRM - Presentation about the outline of Mass Com./Edu. Project - Discussion regarding public event and wall painting - Question and Answer - Explanation about Hetauda Study Tour	
August 10, 2004	CDS/ LSMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Ms. Sabina Maharjan Ms. Gyani Shova Maharjan Ms. Sarita Maharjan Ms. Sarita Awale Ms. Roshani Maharjan Mr. Pradeep Amatya <u>Others</u> CEN; Mr. Deepak K. C.	Consultation Meeting on Mass Communication/ Education in KRM - Presentation about the outline of Mass Com./Edu. Project - Question and Answer - Explanation about Hetauda Study Tour	
August 11, 2004	KMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC;	Consultation Meeting on Mass Communication/ Education in KRM - Presentation about the outline of Mass Com./Edu. Project	

Date	Venue	Participants	Activities	Remarks
		Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan Mr. Ratna Kaji marharjan Mr. Umesh Shrestha Mr. Rajaram Karmacharya Mr. Shanta Ram Pokharel Mr. Rajesh Manandhar <u>Others</u> CEN; Mr. Deepak K. C.	- Discussion for Training Camp - Question and Answer - Explanation about Hetauda Study Tour	
August 11, 2004	MTM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Mr. Satya Narayan Shah Mr. Tulsi Bhakta Tako Ms Krishna Kumari Shrestha <u>Others</u> CEN; Mr. Deepak K. C.	Consultation Meeting on Mass Communication/ Education in KRM - Presentation about the outline of Mass Com./Edu. Project - Question and Answer - Explanation about Hetauda Study Tour	
August 15, 2004	CEN	<u>JICA Study Team</u> Mr. Toshiyuki Ujii Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan <u>Others</u> CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C.	Meeting on Mass Communication/ Education - Discussion of Mascot - Sequence of problems - How to deal with? - Discussion of Training Camp - Detail contents - Scheduling and program - Discussion of Notebook - Detail contents	To ask MOLD for call meeting for Mascot is needed.
August 19, 2004	CEN	<u>JICA Study Team</u> Ms. Sachiko SUWA <u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan Tuladhar Mr. Rutna Kaji Maharjan Mr. Rajaram Karmacharya Mr. Umesh Shrestha LSMC; Ms. Sabina Maharjan Ms. Sarita Awali BKM; Mr. Krishna Pd. Suwal Mr. Ram Krishna Prayapati <u>Others</u> CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C.	Pre-Testing for Notebooks - Explanation of contents of Notebook - Pre-testing - Discussion	Draft of notebook will be sent to other staff who didn't attend the pre-testing. The comment will be available for a while.
August 22, 2004	CEN	<u>JICA Study Team</u> Ms. Sachiko SUWA <u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan <u>Others</u>	Meeting on Training Camp - Discussion for the program of training camp - Re-scheduling - Meeting with resource person	

Date	Venue	Participants	Activities	Remarks
		<i>CEN</i> ; Mr. Deepak K. C. Mr. Ram Dangol (Resource Person)		
August 25, 2004	Environmental Resource Center (ERC), Sipadol, BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 26 people <u>Others</u> <i>CEN</i> ; Total 3 people <i>Resource Person</i> ; 2 people (See Appendix 5.2)	Participatory Planning Training for Mass Com. /Edu. (Day 1st) - Introduction - Objectives and expectation sharing - Introduction of mass communication/ education - Participatory planning cycle - Group work and presentation - Discussion (See Appendix 5.2)	
August 26, 2004	ERC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 26 people <u>Others</u> <i>CEN</i> ; Total 3 people <i>Resource Person</i> ; 2 people (See Appendix 5.2)	Participatory Planning Training for Mass Com. /Edu. (Day 2nd) - Review of yesterday - Practice for participatory planning - Strategy of mass communication/education - Group work and presentation - Discussion (See Appendix 5.2)	
August 27, 2004	ERC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> Total 26 people <u>Others</u> <i>CEN</i> ; Total 3 people <i>Resource Person</i> ; 2 people (See Appendix 5.2)	Participatory Planning Training for Mass Communication/Education (Day 3rd) - Review of yesterday - Behavior Change Communication (review) - Planning of mass communication/education program (including message) - Planning for public exhibition - Group work and presentation - Closing ceremony (See Appendix 5.2)	
September 14, 2004	SWMR MC	<u>JICA Study Team</u> Ms Toshiko Shimada Ms Sachiko Suwa <u>Nepalese C/P</u> <i>SWMRMC</i> ; Mr. Surya Man Shakya <u>Others</u> <i>CEN</i> ; Mr. Bhushan Tuladhar Mr. Deepak K. C.	Meeting on CKV Mascot - Preparation for Mascot meeting with Jyapu	
September 15, 2004	KRM	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>KRM</i> ; Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Kaji Ram Malakar	Consultation Meeting for Public Event - Scheduling - Planning for Public Event - Exhibition - Wall painting - Street drama - Logistics	

Date	Venue	Participants	Activities	Remarks
		Ms. Chandra M Maharjan Mr. British Singh Mr. Sanu B Pariyar <u>Others</u> CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya <i>Unique (local NGO)</i> ; Mr. Swadesh Maharjan		
September 16, 2004	SWMR MC	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> MOLD; Mr. Surya Pd. Silwal SWMRMC; Mr. Surya Man Shakya Mr. Nirmal D. Acharya KMC; Ms. Shriju Pradhan LSMC; Ms. Sabina Maharjan Mr. Pradeep Amatya BKM; Mr. Dilip Kumar Suwal Mr. Dinesh Rajbhandari MTM; Ms. Krishna Kumari Shrestha KRM; Mr. Bal Krishna Maharajan Mr. Anuj Pradhan <u>Others</u> CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C. Mr. Rajendra Mulmi (BCC expert)	Meeting with Jyapu Community on CKV Mascot - Discussion for Mascot	Three representatives from Jyapu will attend to discuss at next mascot committee.
September 22, 2004	BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal <u>Others</u> CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya	Consultation Meeting for Public Event - Scheduling - Planning for Public Event - Exhibition - Wall painting - Street drama - Logistics	
September 22, 2004	MTM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM;	Consultation Meeting for Public Event - Scheduling - Planning for Public Event - Exhibition	

Date	Venue	Participants	Activities	Remarks
		Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Suman Shrestha Ms. Sharmila Tako <u>Others</u> CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya	- Wall painting - Street drama - Logistics	
September 23, 2004	KMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan Mr. Raja R Karmacharya Mr. Umesh Shrestha Mr. Ratna Kaji Maharjan Mr. Ram Krishna Karki <u>Others</u> CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya	Consultation Meeting for Public Event - Scheduling - Planning for Public Event - Exhibition - Wall painting - Street drama - Logistics	KMC will hold public event on November 3-4, 2004.
September 30, 2004	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Sachiko Suwa Ms. Anuradha Tulachan <u>Nepalese C/P</u> SWMRC; Mr. Nirmal D. Acharya KMC; Ms. Shriju Pradhan LSMC; Ms. Sabina Maharjan BKM; Mr. Dilip K. Suwal MTM; Ms. Krisha Kumari Shrestha KRM; Mr. Anuj Pradhan <u>Others</u> Mr. Rajendra Mulmi (Facilitator) Jyapu Community Mr. Anup Singh Suwal Mr. Anuj Pradhan Mr. Kul Lal Dangol CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C. Mr. Bikram Bajracharya	Mascot Selection Committee with Jyapu Community - Discussion for "Askai"	1. Various changes/removals to be made in the current form of Askai were agreed upon. 2. A copy of the revised form of Askai would be sent to all members and a final decision would be made following the approval/disapproval expressed. 3. Minutes of the meeting were signed by the selection committee except for one Jyapu Community representative.
October 4, 2004	MTM	<u>JICA Study Team</u> Ms. Sachiko Suwa	Public Event Organization Committee in MTM	Each MTM member has each

Date	Venue	Participants	Activities	Remarks
		<p><u>Nepalese C/P</u> <i>MTM</i>; Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Suman Shrestha Ms. Sharmila Tako Mr. Madan Krishna Shrestha Mr. Satya Narayan Shah Mr. Keshav Silwal <u>Others</u> Mr. Tulsi Prajapati (teacher) <i>CEN</i>; Mr. Deepak K. C. Mr. Bikram Bajracharya Ms. Bhumika Vaidya</p>	<ul style="list-style-type: none"> - Finalization of date and venue - Exhibitor - Street drama - Logistics - Schedule for wall painting 	divided roles for Public Event which will be held on October 31- November 1, 2004 at Dui Pokhari.
October 5, 2004	BKM	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>BKM</i>; Mr. Badri Prasad Ghimire Mr. Laxman Kisiju Mr. Moti B. Shrestha Mr. Dinesh Rajbhandari Mr. Mr. Krishna P. Suwal Ms. Ambika Daubadel Mr. Damodhar Libi Mr. Hari K Tulsibakhya Mr. Rajesh Disti Mr. Ram Gopal Duwal Mr. Ram Krishna Prajapati Mr. Rameshwor Koju <i>KMC</i>; Mr. Raja R Karmacharya <u>Others</u> <i>Prayatna Nepal</i>; Mr. Pramod Rajbhandari <i>CEN</i>; Mr. Deepak K. C. Mr. Bikram Bajracharya</p>	<p>Public Event Organization Committee in BKM</p> <ul style="list-style-type: none"> - Finalization of date and venue - Exhibitor - Logistics - Schedule for wall painting 	BKM will advertise for determination of exhibitor on Annapurna post.
October 6, 2004	LSMC	<p><u>JICA Study Team:</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>LSMC</i>; Mr. Kamal Prasad Kafle Ms. Laxmi Pd. Rajbhandari Ms. Sarita Maharjan Ms. Gyani S. Maharjan Mr. Pradeep Amatya <u>Others</u> <i>NEPCO, WEPCO, UDLE, SOUP, WEG, Didi Bahini Samuha, UEMS (Exhibitors)</i> <i>CEN</i>;</p>	<p>Public Event Organization Committee in LSMC</p> <ul style="list-style-type: none"> - Discussion for exhibition on Public Event - Discussion for wall painting including workshop for school children 	Each exhibitor will submit their proposal for exhibition by October 9, 2004 (Fri) to LSMC.

Date	Venue	Participants	Activities	Remarks
		Mr. Deepak K. C. Mr. Bikram Bajracharya		
October 6, 2004	KRM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KRM; Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Kaji Ram Malakar Ms. Chandra M Maharjan Mr. British Singh Mr. Krishna Bola Mr. Sanu B Pariyar Mr. Janak Thapa <u>Others</u> NEPCO, Unique (Exhibitors) CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya Mr. Gopal Raj Joshi	Public Event Organization Committee in KRM - Finalization of date and venue - Exhibitor - Logistics - Schedule for wall painting	Each KRM member has each divided roles for Public Event which will be held on November 19-20, 2004. KRM will hold meeting with exhibitors on October 18, 2004.
October 12, 2004	Jagat Sundar Bwonekuthi School, KMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Mr. Umesh Shrestha <u>Others</u> Participants (School student); Total 22 people CEN; Total 7 staff LEAF (artist group); Total 2 staff	Painting Workshop in KMC - Orientation - Presentation of SWM by CEN - Painting of picture related to SWM	The pictures of SWM painted by students will be based on the design of wall painting.
October 12, 2004	CDS/LSMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Ms. Sabina Maharjan Ms. Sarita Maharjan Ms. Gyani S. Maharjan <u>Others</u> Participants (School student); Total 25 people CEN; Total 8 staff LEAF (artist group); Total 3 staff	Painting Workshop in LSMC - Orientation - Presentation of SWM by CEN - Painting of picture related to SWM	The pictures of SWM painted by students will be based on the design of wall painting.
October 16, 2004	Padma Secondary School, BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dilip Suwal <u>Others</u> Participants (School student); Total 15 people CEN; Total 6 staff LEAF (artist group); Total 4	Painting Workshop in BKM - Orientation - Presentation of SWM by CEN - Painting of picture related to SWM	The pictures of SWM painted by students will be based on the design of wall painting.

Date	Venue	Participants	Activities	Remarks
October 16, 2004	Ward Office 4, 5, 6/ MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako Ms. Krishna Kumari Shrestha Mr. Niraj Chakradhar <u>Others</u> Participants (School student); Total 19 people CEN; Total 6 staff LEAF (artist group); Total 2 staff	Painting Workshop in MTM - Orientation - Presentation of SWM by CEN - Painting of picture related to SWM	The pictures of SWM painted by students will be based on the design of wall painting.
October 17, 2004	KRM	<u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Kaji Ram Malakar Mr. Sanu Babu Pariyar <u>Others</u> Participants (School student); Total 20 people CEN; Total 7 staff LEAF (artist group); Total 2 staff	Painting Workshop in KRM - Orientation - Presentation of SWM by CEN - Painting of picture related to SWM	The pictures of SWM painted by students will be based on the design of wall painting.
October 28, 2004	MTM	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Suman Shrestha <u>Others</u> Exhibitor; Total 5 people CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya Ms. Bhumika Vaidya	Public Event Organization Committee in MTM - Detail scheduling - Stall for exhibitor - Street Drama - Invitation letter - Logistics	
October 29, 2004	LSMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Suman Shrestha <u>Others</u> Exhibitor; Total 5 people CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya Ms. Bhumika Vaidya	Public Event Organization Committee in LSMC - Detail scheduling - Stall for exhibitor - Street Drama - Invitation letter - Logistics	

Date	Venue	Participants	Activities	Remarks
October 29, 2004	LDTA	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal D. Acharya KMC; Ms. Shriju Pradhan LSMC; Ms. Sabina Maharjan Ms. Gyani S. Maharjan BKM; Mr. Krishna P. Suwal MTM; Mr. Suman Shrestha KRM; Mr. Gyan Bazra Maharjan <u>Others</u> CEN; Mr. Deepak K. C.</p>	<p>Meeting on 1st Public Event with Focal Points - Sharing of plan for each municipality - Feedback and Self evaluation - Press conference (October 30) - Discussion on Brochure</p>	<p>Each Focal Point will present their plan for public event at press conference. Regarding brochure, they planed to focus on “what we can do?”.</p>
October 30, 2004	LDTA	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa Ms. Anuradha Tulachan <u>Nepalese C/P</u> SWMRMC; Mr. Surya Man Shakya KMC; Ms. Sanu M Maharjan LSMC; Mr. Sabina Maharjan BKM; Mr. Badri Prasad Ghimire Mr. Krishna Prasad Suwal MTM; Ms. Krishna Shrestha KRM; Mr. Anuj Pradhan <u>Others</u> Press; Total 7 people JICA Nepal; Mr. Shinji Yoshiura Mr. Yoshinobu Kinoshita CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi</p>	<p>Press Conference for 1st Public Event - Opening remarks from JICA representatives - Overall explanation of CKV Study - Overall explanation of Pilot Project D and Public Event - Explanation from each municipality</p>	<p>- Each Focal Point explained their own plan of Public Event.</p>
October 31 - November 1, 2004	Dui Pokhari/ MTM	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa Mr. Shungo Soeda <u>Nepalese C/P</u> MTM;</p>	<p>1st Public Event in MTM (2 days) - Opening ceremony - Drama on SWM - Exhibition (3R activities, other SWM related activities) - Presentation on activities related to SWM by MTM</p>	<p>Focal Points of other municipalities have visited to observe the events so as to share each experience.</p>

Date	Venue	Participants	Activities	Remarks
		Mr. Madan K. Shrestha Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Suman Shrestha Ms. Sharmila Tako Mr. Madan Krishna Shrestha Mr. Satya Narayan Shah Mr. Keshav Silwal <u>Others</u> Exhibitors; Total 9 Medias; Total 4 CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C. Mr. Gopal Raj Joshi Other volunteers	- Closing Ceremony	
November 3-4, 2004	Ward 21/ KMC	<u>JICA Study Team</u> Mr. Toshiyuki Ujiiie Ms. Toshiko Shimada Ms. Sachiko Suwa Mr. Shungo Soeda Mr. Kiyoshi Shimizu <u>Nepalese C/P</u> KMC; Mr. Krishna Prasad Devkota (Acting CEO) Mr. Shanta Ram Pokharel Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan Mr. Ratna Kaji marharjan Mr. Umesh Shrestha Mr. Rajaram Karmacharya Mr. Rajesh Manandhar Mr. Purusotam Shakya <u>Others</u> Exhibitors; Total 12 Medias; Total 4 CEN; Mr. Bhushan Tuladhar Mr. Deepak K. C. Mr. Gopal Raj Joshi Other volunteers	<i>1st Public Event in KMC (2 days)</i> - Opening ceremony - Drama on SWM - Exhibition (3R activities, other SWM related activities) - Presentation on activities related to SWM by MTM - Closing Ceremony	Focal Points of other municipalities have visited to observe the events so as to share each experience.
November 5-6, 2004	Patan Durbar Square/ LSMC	<u>JICA Study Team</u> Mr. Toshiyuki Ujiiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Bhuddhi Raj Bajracharya Mr. Kamal Prasad Kafle Mr. Pradeep Amatya Ms. Laxmi Pd. Rajbhandari Ms. Sarita Maharjan	<i>1st Public Events in LSMC (2 days)</i> - Opening ceremony - Drama on SWM - Exhibition (3R activities, other SWM related activities) - Presentation on activities related to SWM by MTM - Closing Ceremony	Focal Points of other municipalities have visited to observe the events so as to share each experience.

Date	Venue	Participants	Activities	Remarks
		Ms. Gyani S. Maharjan Ms. Sabina Maharjan Ms. Sarita Awale Ms. Roshini Maharjan <u>Others</u> CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi Other volunteers		
November 7, 2004	KRM	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> KRM; Mr. Devi Prasad Nepal Mr. Bal Krishna Maharjan Mr. Anuj Pradhan Mr. Kaji Ram Malakar Mr. Krishna Bola Mr. Sanu B Pariyar Mr. Janak Thapa <u>Others</u> CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi City Volunteers	Meeting on Public Event in KRM - Finalization of venue - Drama - Exhibitor - Logistics	
November 8, 2004	BKM	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Krishna P. Suwal Mr. Dilip Kumar Suwal Ms. Ambika Daubadel Mr. Damodhar Libi Mr. Hari K Tulsibakhya Mr. Rajesh Disti Mr. Ram Gopal Duwal Mr. Ram Krishna Prajapati Mr. Rameshwor Koju <u>Others</u> Potential Exhibitors (ECCA, Lumanti, GTZ/udle, Prayatna Nepal, Khwopa College) CEN; Mr. Deepak K. C. Mr. Bikram Bajracharya	Public Event Organization Committee in BKM - Finalization of venue - Drama - Exhibitor - Logistics	It was decided that BKM would not collect applicants of exhibitors in Annapurna Post since they have already identified potential exhibitors.
November 18-19, 2004	Lamopati Durbar Square/ BKM	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Moti Bhakta Shrestha	1st Public Events in BKM (2 days) - Opening ceremony - Drama on SWM - Exhibition (3R activities, other SWM related activities) - Presentation on activities related to SWM by MTM - Closing Ceremony	Focal Points of other municipalities have visited to observe the events so as to share each experience.

Date	Venue	Participants	Activities	Remarks
		Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal Ms. Ambika Daubadel Mr. Damodhar Libi Mr. Hari K Tulsibakhya Mr. Rajesh Disti Mr. Ram Gopal Duwal Mr. Ram Krishna Prajapati Mr. Rameshwor Koju <u>Others</u> <i>Exhibitors; ECCA, Lumanti, GTZ/udle, Prayatna Nepal, Khwopa College CEN;</i> Mr. Deepak K. C. Mr. Bikram Bajracharya		
November 19-20, 2004	Bagh Bhairav Temple/ KRM	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>KRM;</i> Mr. Bal Krishna Maharjan Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. British Singh Other staffs <u>Others</u> <i>Exhibitors; udle, Prayatna Nepal, NEPCO Nepal, Ce Pro In, JAMARKO, City Volunteer, Tribuvan University, NEPCEMAC, LUMANTI, CEN;</i> Mr. Bhushan Tuladhar Mr. Deepak K. C.	<i>1st Public Events in KRM (2 days)</i> - Opening ceremony - Drama on SWM - Exhibition (3R activities, other SWM related activities) - Presentation on activities related to SWM by MTM - Closing Ceremony	Focal Points of other municipalities have visited to observe the events so as to share each experience.
December 6, 2004	CEN	<u>Nepalese C/P</u> <i>SWMRMC;</i> Mr. Paras Acharya <i>KMC;</i> Ms. Sanu Maiya Maharjan <i>LSMC;</i> Ms. Laxmi Rajbhandari Ms. Sabina Maharjan <i>BKM;</i> Mr. Krishna Prasad Suwal Mr. Ram Krishna Prajapati <i>KRM;</i> Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> <i>CEN;</i> Mr. Deepak K. C.	<i>Consultation Meeting with Municipal Staff</i> - Reporting of Pilot Project activities on Mass Communication /Education (Phase 1) - Participatory planning for events on Phase 2 - Discussion on proposed activities for Phase 2 and its scheduling	

Date	Venue	Participants	Activities	Remarks
January 25, 2005	Hotel Clarion	<p><u>JICA Study Team:</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya KMC; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan LSMC; Ms. Laxmi Rajbhandari Ms. Sabina Maharjan BKM; Mr. Krishna Prasad Suwal Mr. Ram Krishna Prajapati MTM; Mr. Tulsi Bhakta Tako KRM; Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> CEN; Mr. Deepak K. C. ECCA; Mr. Binod Shrestha</p>	<p>Kick off Meeting on Mass Communication /Education (Phase 2) - Review on the activities in Phase 1 - Discussion on upcoming activities in Phase 2</p>	
February 24, 2005	CDS/LSMC	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Kamal Prasad Kafle Mr. Pradeep Amatya Ms. Sabina Maharjan Ms. Sarita Maharjan <u>Others</u> CEN; Mr. Deepak K. C.</p>	<p>Public Event Organization Committee in LSMC - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division</p>	
March 1, 2005	MTM	<p><u>Nepalese C/P</u> MTM; Mr. Bhuwan Prakash Bista Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha Mr. Niraj Chakradhar Mr. Satya Narayan Shah Mr. Keshav Silwal Mr. Surendra Shrestha <u>Others</u> CEN Mr. Deepak K.C. Mr. Mukesh Maharjan Ms. Eureka Tuladhar</p>	<p>Public Event Organization Committee in MTM - First consultation meeting with CEO at MTM - Reporting of 1st phase mass communication /Education pilot project. - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division - Action Plan for second phase activities - Schedule for first PEOC meeting</p>	
March 6, 2005	BKM	<p><u>Nepalese C/P</u> BKM; Mr. Lok Nath Dhakal, CEO Mr. Laxman Kisiju</p>	<p>Public Event Organization Committee in BKM - First consultation meeting with CEO at BKM</p>	

Date	Venue	Participants	Activities	Remarks
		Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal Ms. Ambika Daubadel Mr. Damodhar Libi Mr. Hari K Tulsibakhya Mr. Rajesh Disti Mr. Ram Gopal Duwal Mr. Ram Krishna Prajapati Mr. Rameshwor Koju <u>Others</u> CEN; Mr. Deepak K.C. Mr. Gopal Raj Joshi	- Reporting of 1st phase mass communication /Education pilot project. - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division - Action Plan for second phase activities - Schedule for first PEOC meeting	
March 16, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. Devi Prasad Nepal Mr. Bal Krishna Maharjan Mr. Anuj Pradhan Mr. Kaji Ram Malakar Mr. Krishna Bola Mr. Sanu B Pariyar Mr. Janak Thapa Mr. Gyan Bajra Maharjan <u>Others</u> CEN; Mr. Deepak K. C. Mr. Pankaj K. C. Mr. ManjoolShrestha Mr. Roshan Kumar K. C.	Public Event Organization Committee in KRM - First consultation meeting with CEO at KRM - Reporting of 1st phase mass communication /Education Pilot Project - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division - Action Plan for second phase activities - Schedule for first PEOC meeting	
March 18, 2005	LSMC	<u>Nepalese C/P (LSMC):</u> Mr. Kamal Prasad Kafle Mr. Pradeep Amatya Ms. Sarita Maharjan Ms. Gyani S. Maharjan Ms. Sabina Maharjan Ms. Sarita Awale <u>Others</u> CEN; Mr. Deepak K. C. Mr. Manjeet Dhakal Ms. Khusbhu Thapa	Public Event Organization Committee in LSMC - Reporting of 1st phase mass communication /Education Pilot Project. - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division - Action Plan for second phase activities - Schedule for first PEOC meeting	
March 24, 2005	BKM	<u>JICA Study Team</u> Ms. Anudhara Tulachan <u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Laxman Kisiju Mr. Dinesh Raj Bhandari Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Revid Kusma Ms. Ratna Mayer <u>Others</u>	Public Event Organization Committee in BKM - PEOC Formation for Public Events and Clean Up Campaign - Location identification for Clean Up Campaign - Date and Venue for Exhibition - Assigning responsibility of Coordination, Clean Up and Cultural program - Discussion on Checklists	

Date	Venue	Participants	Activities	Remarks
		<i>CEN</i> ; Mr. Deepak K. C Mr. Gopal Raj joshi Ms. Khusbhu Thapa <i>ECCA</i> ; Mr. Binod Shrestha Mr. Yogendra Karbhujia		
March 31, 2005;	KRM	<u>JICA Study Team</u> : Mr. Vikram Basyal <u>Nepalese C/P</u> <i>KRM</i> ; Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Naresh Kumar Regmi Mr. Kaji Ram Malakar <u>Others</u> <i>CEN</i> ; Mr. Deepak K. C.	Public Event Organization Committee in KRM - Reporting of 1st phase mass communication /Education Pilot Project to newly appointed CEO of KRM - Responsibility division to the municipal staffs	
April 6, 2005	KMC Board Hall	<u>Nepalese C/P</u> Mr. Rabin Man Shrestha Mr. Sanu Maiya Maharjan Mr. Navin Shrestha Mr. Umesh Shrestha Mr. Rajaram Karmacharya <u>Others</u> <i>CEN</i> ; Mr. Deepak K. C Mr. Pankaj K. C. <i>Potential Exhibitors of 2nd Public Event</i> ; Total 17 people <i>WPPF, GEM- Nepal, JAMARKO, FOB, VSBK program, ENPHO, SOUP, KEVA, The Explore Nepal, NEPCEMAC, City Volunteers</i>	Public Event Organization Committee in KMC - Reporting of 1st phase mass communication /Education Pilot Project - Briefing of 2nd phase activities - Formation of Public Event Organizing Committee (PEOC) - Check list and responsibility division - Action Plan for second phase activities - Schedule for first PEOC meeting	
April 7, 2005	KRM	<u>Nepalese C/P</u> <i>KRM</i> ; Mr. Naresh Kumar Regmi Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Kaji Ram Malakar <u>Others</u> <i>CEN</i> ; Mr. Deepak K. C.	Public Event Organization Committee in KRM - SWM Theme - Identification and selection of Potential Exhibitors - Display items and themes by each exhibitor - Exhibition Guidelines - Entry Form Distribution and Direction to fill the form - Preparation Checklist for Exhibitors and Follow Up - Discussion	
April 8, 2005	CDS/LSMC,	<u>Nepalese C/P</u> <i>LSMC</i> ; Mr. Pradeep Amatya Ms. Sabina Maharjan Ms. Sarita Maharjan Ms. Gyani Shova Maharjan	Public Event Organization Committee in LSMC - Location identification for Clean Up Campaign - Date and Venue for Exhibition - Assigning responsibility of	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> CEN; Mr. Deepak K. C. Ms. Khushbu Thapa	Coordination, Clean Up and Cultural program - Discussion on Checklists	
April 11, 2005	CDS/LSMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Ms. Sarita Maharjan Ms. Gyami Shova Maharjan <u>Others</u> CEN; Mr. Deepak K. C Other 3 staff <i>Exhibitors; WEPCO, LUMANTI, NEPCEMAC, SOUP, UEMS</i>	Public Event Organization Committee in LSMC - SWM Theme - Consultation with Potential Exhibitors - Display items and themes by each exhibitor - Exhibition Guidelines - Entry Form Distribution and Direction to fill the form - Preparation Checklist by Exhibitors and Follow Up - Discussion	
April 12, 2005	MTM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Ms. Krishna Kumari Shrestha, Mr. Tulsi Bhakta Takhe Mr. Keshab Silwal, Mr. Niraj Chakradhar, <u>Others</u> CEN; Mr. Deepak K. C. Mr. Mukesh Maharjan Ms. Smrity Rimal <i>Potential Exhibitors</i>	Public Event Organization Committee in MTM - To finalize the Date and Venue for the exhibition. - To finalize the Exhibition themes and the purposed Exhibitors - To discuss about the preparation of exhibitions. - To discuss the exhibition guidelines.	
April 13, 2005	KMC	<u>Nepalese C/P</u> KMC; Ms. Shriju Pradhan Ms. Sanu Maiya Maharjan <u>Others</u> CEN; Ms. Smrity Kamal Rimal <i>Exhibitors; NEPCEMAC, WPPF, NAPA, SOUP, ECI-Nepal, EPC, N.S.K.O.C, GEM/Nepal, NAGHAL YUWA SAMUHA, EASE- Nepal, City Volunteers</i>	Public Event Organization Committee in KMC - Exhibition Banner Finalization; - Stall Discussion; - Discussion on Theme wise stall preparation for exhibition.	
April 13, 2005	BKM	<u>JICA Study Team:</u> Ms. Sachiko Suna, Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Dinesh RajBhandari Mr. Revid Kusbha <u>Others</u>	Public Event Organization Committee in BKM - Consultation with potential Exhibitors - Display items and themes by each exhibitors - Exhibition guidelines - Entry form distribution and direction to fill the form - Preparation checklist by exhibitors and	

Date	Venue	Participants	Activities	Remarks
		<i>Exhibitors; EPC, ECCA, NEPCO-Nepal, Khwopa College CEN; Mr. Deepak K. C. Mr. Gopal Joshi Ms. Smrity Kamal Rimal</i>	follow up - Discussion	
April 14, 2005	CMU/ KMC	<u>Nepalese C/P</u> KMC; Ms. Shriju Tuladhar Ms. Sanu Maiya Manarjan Mr. Ratna Kaji Maharjan Mr. Raja Ram Maharjan Mr. Rabin Shrestha <u>Others</u> CEN; Mr. Deepak K.C Ms. Eureka Tuladhar <i>The Explore Nepal;</i> Ms. Bhishma Karki	Public Event Organization Committee in KMC - Date and Venue for Exhibition - Identification of the potential exhibitors - Identification of the different topics for the exhibition	
April 15, 2005	LSMC	<u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Ms. Sabina Maharjan Ms. Sarita Maharjan <u>Others</u> CEN; Mr. Deepak K. C. Other 2 staff <i>Exhibitors; LUMANTI, SOUP, NEPCEMAC, NEPCO-Nepal, WEPCO, UEMS, DidiBahini Samuha</i>	Public Event Organization Committee in LSMC - Consultation with potential Exhibitors - Display items and themes by each exhibitors - Exhibition guidelines - Entry form distribution and direction to fill the form - Preparation checklist by exhibitors and follow up - Discussion	
April 15, 2005	BKM	<u>JICA Study Team:</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Dinesh Rajbhandari Mr. Revid Kusma <i>Exhibitors; NEPCEMAC, Youth Forum, COBSMAC, Khwopa College</i>	Public Event Organization Committee in BKM - Consultation with potential Exhibitors - Display items and themes by each exhibitors - Exhibition guidelines - Entry form distribution and direction to fill the form - Preparation checklist by exhibitors and follow up - Discussion	
April 19, 2005	LDTA	<u>JICA study Team:</u> Mr. Toshiyuki Ujiiie Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> SWMRC; Mr. Surya Man Shakya	Press Conference of 2nd Public Event for Effective Solid Waste Management - Welcome Address by the JICA Study Team - Introduction of Overview of the Study by the JICA Study Team - Public Event Highlight by CEN	Three newspapers (Annapurna Post, Gorkhapatra, The Rising Nepal) inserted an articles about press conference.

Date	Venue	Participants	Activities	Remarks
		<p>Mr. Nirmal Acharya <i>KMC</i>; Ms. Shriju Tuladhar <i>LSMC</i>; Ms. Sabina Maharjan <i>BKM</i>; Mr. Badri Nath Ghimire Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal <i>MTM</i>; Mr. Tulsi Bhakta Tako <i>KRM</i>; Mr. Anuj Pradhan <u>Others</u> <i>CEN</i>; Mr. Deepak K. C. Other 3 staff Press; <i>AA-VAS</i>; Mr. Binod Man Shrestha Mr. Himal Subedi Mr. Bhuvan Adhikari <i>Annapurna Post</i>; Mr. Krishna Kisiju <i>Gorkhapatra</i>; Mr. Kedar Bhattarai <i>K.S.L</i>; Mr. Atma Ram Kirala The Rising Nepal; Mr. Rangon Raj Bhattaraj Mr. Utsab K. C.</p>	<p>- Program Schedule by each of five municipalities - Distribution of Press Release - Closing Remarks by SWMRMC</p>	
April 21, 2005	MTM	<p><u>JICA Study Team</u> Ms. Toshiko Simada Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Ms. Krishna Kumari Shrestha Mr. Tulsi Bhakta Tako <u>Others</u> <i>Exhibitors; LUMANTI, Samukta Mahila, COBSMAC, ENPHO, Prayatna-Nepal, Nikosera</i> <i>CEN</i>; Mr. Deepak K. C. Other 4 staff</p>	<p>Public Event Organization Committee in MTM - SWM Theme - Consultation with Potential Exhibitors - Display items and themes by each exhibitor - Exhibition Guidelines - Entry Form Distribution and Direction to fill the form - Preparation Checklist by Exhibitors and Follow Up - Discussion</p>	
April 22-23, 2005	Basantapur Durbar square/ KMC	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujii Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>KMC</i>; Mr. Khadga Bahadur G.C, Mr. Dolakh Bahadur Gurung,</p>	<p>2nd Public Events in KMC (2 days) - Opening ceremony - Prize distribution - Exhibition - Cultural Program - Closing ceremony</p>	

Date	Venue	Participants	Activities	Remarks
		<p>Mr. Keshav Sthapit, , Mr. Bhushan Tuladhar Mr. Toshiyoki Ujii Mr. Hem Sharma Pokhrel, Mr. Indra Man Singh Suwal <u>Others</u> <i>Exhibitors; City Volunteer/ BABA, NAPA /NDH/WPPF, NEPCEMAC, SOUP, JAMARKO, ECI, EPC EASE-Nepal The Explore Nepal, Naghal Ywa Samuha, FOB, PEMON, KEVA, CCNN, VSBK- program, ENPHO, FCSN- VishwANiketan college, Cultural Program CEN;</i> Mr. Deepak K. C. Other 3 staff</p>		
April 24-25, 2005	Ward 10, Panga, Lachhi, KRM	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P:</u> KRM; Municipal staff <u>Others</u> <i>Exhibitors; NEPCO-Nepal, NEPCEMAC, ECI, EPC, LUMANTI, JAMARKO, Hill Town School, EASE-Nepal, Prayatna-Nepal, Byanchuli Sanskritik Pucha CEN;</i> Mr. Bhushan Tuladhar Mr. Deepak K. C. Other 3 staff</p>	<p>2nd Public Events in KRC (2 days) - Opening ceremony - Exhibition - Hands on Training - Drama on SWM - Cultural Program - Closing ceremony</p>	
April 27-28, 2005	Bhakta- pur Durbar Square	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P:</u> BKM; Municipal staff <u>Others</u> <i>Exhibitors; Khwopa Engi. College, NEPCEMAC, ECI, EPC, Khwopa College, Yuwa- Krishak, ECCA, Bhaktapur Paper recycling, Astha Sanskritik Pariwar CEN;</i> Mr. Bhusan Tuladhar Mr. Deepak K. C. Ms. Smrity Kamal Rimal Mr. Gopal Raj Joshi Mr. Pankaj K. C.</p>	<p>2nd Public Events in BKM (2 days) - Opening ceremony - Exhibition - Hands on Training - Drama on SWM - Cultural Program - Closing ceremony</p>	

Date	Venue	Participants	Activities	Remarks
April 28-29, 2005	Jawalkhel LSMC	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Municipal staff <u>Others</u> <i>Exhibitors; NEPCO-Nepal, LUMANTI, WEPCO, WEG, UEMS, SOUP, Didi-Bahini Samuha, EASE-NEPAL, PRAYATNA-NEPAL, NEPCEMAC, ECI, EPC, Lunjhya Kala Kunja (DRAMA) CEN;</i> Mr. Bhusan Tuladhar Mr. Deepak K. C. Ms. Smrity Kamal Rimal Mr. Gopal Raj Joshi Mr. Pankaj K.C.	2nd Public Events in BKM (2 days) - Opening ceremony - Exhibition - Hands on Training - Demonstration - Drama on SWM - Cultural Program - Closing ceremony - Prize distribution	
May 2-3, 2005	Duipokh ari/ MTM.	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Municipal staff <u>Others</u> <i>Exhibitors; NEPCEMAC, ECI, EPC, PRAYATNA- Nepal, YUWA KRISHAK, Khwopa College, CREATIVE ARTS, YETI ARTS, ENPHO, Binayak Siksha Niketan (Drama) CEN;</i> Mr. Bhusan Tuladhar Mr. Deepak K. C. Other 4 staff	2nd Public Events in MTM (2 days) - Opening ceremony - Exhibition - Hands on Training - Demonstration - Drama on SWM - Cultural Program - Closing ceremony - Prize distribution	
May 23, 2005	KMC	<u>Nepalese C/P</u> KMC; Ms. Shriju Tuladhar Ms. Sanu Maiya Maharjan Mr. Umesh Shrestha Mr. Raja Ram Karmacharya <u>Others</u> CEN; Mr. Deepak K. C. <i>Nepal River Conservation Trust (NRCT);</i> Mr. Raman Bhattra	Meeting on Clean Up Campaign - Participating organizations and the number of participants - Sites, routs and time - Logistics arrangement (clean up tools, masks, cap, gloves, lunch, etc.)	
May 29, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan	Meeting on Clean Up Campaign Discussion on - Date and venue - Event management and resource mobilization	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> CEN; Mr. Deepak K. C. Mr. Pankaj K. C. NRCT; Mr. Raman Bhattraï	- Potential Participants Identification - Correspondence and Confirmation - Logistics	
May 31, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal <u>Others</u> CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi	Meeting on Clean Up Campaign Discussion on - Date and venue - Event management and resource mobilization - Potential Participants Identification - Correspondence and Confirmation - Logistics	
June 13, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Laxmam Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Dilip Narayan Shrestha Ms. Ambika Dahudadel Mr. Ram Suwal Mr. Bharat Awal Mr. Nanda Kishore Mr. Revid Kusma Mr. Ramesh Tweety Ms. Chandra Krishna Awal Mr. Krishna Bd. Mugerati Mr. Laxmi Kumar Awal Mr. Dilip Kumar Suwal Mr. Hari Krishna Bhayal Mr. Yogendra Kharbuja <u>Others</u> CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi	Meeting on Clean Up Campaign Discussion on - Date and venue - Event management and resource mobilization - Potential Participants Identification - Correspondence and Confirmation - Logistics	
June 15, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Bhuwan Prakash Bista Ms. Krishna Kumari Shretha Mr. Tulsi Bhakta Tako Mr. Niraj Chakradhar Mr. Surendra Shrestha <u>Others</u> CEN; Mr. Deepak K. C. Mr. Pankaj K. C.	Meeting on Clean Up Campaign Discussion on - Date and venue - Event management and resource mobilization - Potential Participants Identification - Correspondence and Confirmation - Logistics	
June 16, 2005	KRM	<u>Nepalese C/P</u> KRM;	Meeting on Clean Up Campaign - Final list of participating organizations	

Date	Venue	Participants	Activities	Remarks
		Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan Mr. Bal Krishna Maharjan <u>Others</u> CEN; Mr. Deepak K. C. Mr. Pankaj K. C. <i>Representatives from NEPCEMAC, NEPCO, ECI, EPC, MAHILASAMUHA, NAYABAZAR TOLE SUDHAR, CHOBARJANAKALYAN</i>	and the number of participants - Final sites, routs and time - Logistics arrangement (clean up tools, masks, cap, gloves, lunch, etc.)	
June 17, 2005	LDTA	<u>JICA Study Team</u> Mr. Norihiko Inoue Ms. Sachiko Suwa <u>Nepalese C/P</u> SWMRMC; Mr. Surya Man Shakya Mr. Nirmal Darshan Mr. Ram Sharan Maharjan KMC; Ms. Shriju Tuladhar LSMC; Ms. Sabina Maharjan BKM; Mr. Krishna Prasad Suwal MTM; Ms. Krishna Kumari Shrestha <u>Others</u> CEN; Mr. Deepak K. C. Other 3 staff <i>Core group of BKM;</i> Mr. Yogendra Karbhuj <i>Nepal River Conservation Trust</i> Mr. Raman Bhattarai Ms. Prajita Aman Pd. Shrestha ANNAPURNA POST; Ms. Ranju Pokharel AVVAS-NTV; Mr. Binod Man Shrestha	Press conference for Clean Up Campaign - Welcome Address by SWMRMC - Campaign Highlight by CEN - Program Schedule by Focal Point of Each Municipality - Introduction of Solid Waste System in the Kathmandu Valley by the JICA Study Team - Introduction of Overview of Sisdol Landfill by SWMRMC - Distribution of Press Release - Closing Remarks by SWMRMC	Three medias picked up the article about clean up campaign (Annapurna Post, Nepal Television/ AAVAS, Nepal Samacharpatra)
June 18, 2005	BKM	<u>JICA Study Team</u> Mr. Shungo Soeda Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Municipal staff <u>Others</u> <i>Participants from Ganesh Nature club, Gyan Bijaya Lower .S. School, Nature club</i>	Clean Up Campaign in BKM - From Bharwacho to Toumadhi, Bhaktapur Durbar Square - Closing Ceremony - Review Meeting	

Date	Venue	Participants	Activities	Remarks
		ward (Ward 14, 15, 17), Dhime Baja Sunshine School, Red Cross, Core Groups, Mahila Samuha, 14 Tole, Bal Bikash; Total 300 people CEN; Mr. Deepak K.C. Other 6 staff		
June 21, 2005	KMC	<u>JICA Study Team:</u> Mr. Norihiko Inoue Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Municipal staff <u>Others:</u> Participants from Jamarko, KEEP, FOB, NRCT, SOUP, NEPCEMAC, EPC, ECI, Naghal Yuwa Lagankhara; Total 304 people CEN; Mr. Deepak K.C. Other 6 staff	Clean Up Campaign in KMC - Opening Ceremony - The participants were divided into three different sites as follows. Site A: Ranipokhari, Site B: Ratna Park Site C: Khulla Manch	The waste was collected in total 10 trucks and were transferred to Sisdol LFS except medical waste collected from Ranipokhari.
June 22, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Bhuvan Prasad Bista Ms. Krishna Kumari Shrestha Mr. Tulsi Bhakta Tako Mr. Surendra Shrestha <u>Others</u> CEN; Mr. Deepak K. C. Mr. Gopal Raj Joshi Representatives from Mahila Utthan, Red Cross, Mahila Samuha (Ward 12) and Mahila Samuha (Dudha Tole)	Meeting on Clean Up Campaign - Final list of participating organizations and the number of participants - Final sites, routs and time - Logistics arrangement (clean up tools, masks, cap, gloves, lunch, etc.)	
June 23, 2005	CDS/ LSMC	<u>Nepalese C/P</u> LSMC; Mr. Pradip Amatya Ms. Sarita Maharjan Ms. Gyami Shova Maharjan <u>Others</u> CEN; Mr. Gopal Raj Joshi Ms. Smrity Kamal Rimal	Meeting on Clean Up Campaign - Final list of participating organizations and the number of participants - Final sites, routs and time - Logistics arrangement (clean up tools, masks, cap, gloves, lunch, etc.)	
June 24, 2005	MTM	<u>JICA Study Team</u> Mr. Shungo Soeda Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Municipal staff <u>Others</u>	Clean Up Campaign in MTM - The participants were divided into two different sites as follows. Site A: Shankadhar Chowk onwards Site B: Thimi Municipality onwards	The waste was collected in a truck of volume, 3.5stones and then to transferred to Teku T/S and then to Sisdol LFS.

Date	Venue	Participants	Activities	Remarks
		<p>Participants from Jamarko, NEPCEMAC, NEPAL SCOUT(Balkot), Nepal scout, creative arts, yeti arts, Mahila samuha, khwopa college, thimi jacyees; Total 300 people CEN; Mr. Deepak K. C. Other 6 staff</p>		
June 25, 2005	KRM	<p><u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KRM; Municipal staff <u>Others:</u> Participants from NEPCEMAC, ECI, EPC, Evening Times, Nayahazar Tole Sudhar Samittee; Total 300 people CEN; Mr. Deepak K. C. Other 6 staff</p>	<p>Clean Up Campaign in KRM - The participants were divided into three different sites as follows. Site A: Bag Bhairab Site B: Pale Ghar to Kirtipur Buspark Site C: Bus Park to ShriKirti Bihar Site D: Bihar to Panga Chowk Site E: Panga Chowk to Nagon Chowk Site F: Nagaon to Kirtipur Madhaymik Vidhyalaya</p>	The waste was collected in a truck of volume 5 cube meter and was transferred to Teku T/S and then to Sisdol LFS.
June 26, 2005	LSMC	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiiie Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Rudra Gautum Ms. Sabina Maharjan Ms. Sarita Maharjan Ms. Gyami Shova Maharjan <u>Others</u> Participants from NEPCEMAC, ECI, EPC, UEMS, SOUP, WEPCO, WIED, WEG, Ward 12, 20, 22; Total 355 people CEN; Mr. Deepak K. C. Other 6 staff</p>	<p>Clean Up Campaign in LSMC - The participants were divided into five different sites as follows. Site A: Lagankhel to Krishna Mandir Site B: Baglamuhki Temple Premises Site C: Pulchowk to Krishna Mandir Site D: Sundhara to Krishna Mandir Site E: Mangal bazaar, Krishna Mandir - Closing Ceremony</p>	The waste was loaded in municipality trucks and was transferred Teku T/S and then to Sisdol LFS.

D-3: Practice of Interpersonal Communication and Education

Date	Venue	Participants	Activities	Remarks
July 9, 2004	BKM	<p><u>JICA Study Team</u> Mr. Shungo Soeda Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>BKM</i>; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Dilip Kumar Suwal Mr. Rameswor Koju Other staffs: 7 people <u>Others</u> <i>ECCA</i>; Mr. Binod Shrestha Mr. Prachet K. Shrestha Mr. Rupendra Maharjan</p>	<p><i>Kick off Meeting on Interpersonal Communication/ Education</i> - Presentation about the outline of Pilot Project of Public Awareness and Behavior Change Communication/Education - Presentation about the outline of Interpersonal Communication and Education - Discussion</p>	At the same meeting, the discussion regarding source separation was also held.
July 16, 2004	BKM	<p><u>JICA Study Team</u> Mr. Shungo Soeda Mr. Satoshi Higashinakagawa Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>BKM</i>; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal Mr. Rameswor Koju Other staffs; Total 12 people <u>Others</u> <i>ECCA</i>; Mr. Binod Shrestha <i>Other NGOs</i>; Total 2 people</p>	<p><i>Meeting on Planning of Pilot Project D-3</i> - Identification of target areas - Discussion regarding the criteria of target areas</p>	Until the next meeting on July 26, the target area will be determined by BKM.
July 29, 2004	BKM	<p><u>JICA Study Team</u> Ms. Toshiko Shimada Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>BKM</i>; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Kurishna Pd Suwal Mr. Dilip Kumar Suwal Other staffs <u>Others</u> <i>ECCA</i>; Mr. Binod Shrestha</p>	<p><i>Meeting on Planning of Pilot Project D-3</i> - Selection of target areas 1)Kalachhen Tole ward 13, 2)Itachhen Tole Ward 15, 3)Bharbacho Tole Ward 17 (total TG)...278 HH - Baseline Survey - Discussion on questionnaire of Baseline survey</p>	Baseline Survey will be carried out in the beginning of August.

Date	Venue	Participants	Activities	Remarks
August 9, 2004	BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal Mr. Rameswor Koju <u>Others</u> ECCA; Mr. Binod Shrestha Kathmandu 2020 (NGO); Mr. Anil Suwal	Meeting on Planning of Pilot Project D-3 - Discussion for 1) Implementation structure of the project, cooperation between BKM and ECCA 2) Target area (Ward 14, 15, 17) 3) Citizen Workshop	
August 12, 2004	BKM Hall	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Total 7 people <u>Others</u> Participant from target wards (14, 15, 17); Total 29 people ECCA, Kathmandu 2020; (See Appendix 5.4)	Citizen Workshop (1st day) - Workshop background - Appreciative Inquiry - Visioning (See Appendix 5.4)	
August 13, 2004	BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Total 7 people <u>Others</u> Participant from target wards (14, 15, 17); Total 29 people ECCA, Kathmandu 2020; (See Appendix 5.4)	Citizen Workshop (2nd day) - Planning for action plan - Commitment (See Appendix 5.4)	
August 16, 2004	BKM	<u>JICA Study Team</u> Mr. Toshiyuki UJIIE Ms. Sachiko SUWA Ms. Anurada Thurachan <u>Nepalese C/P</u> BKM; Mr. Badrinath Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Mr. Moti Bhakta Shrestha Mr. Dilip Kumar Suwal Mr. Krishna Prashad Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Kathmandu 2020 (NGO); Mr. Anil Suwal	Meeting on Planning of Pilot Project D-3 - Discussion regarding the whole project of Interpersonal Com./ Edu. - Implementation structure on target area - Target groups - Target people for Councilor Training Camp	

Date	Venue	Participants	Activities	Remarks
September 7, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> <i>SWMRMC</i> ; Mr. Surya Man Shakya Mr. Nirmal D. Acharya <i>BKM</i> ; Mr. Moti Bhakta Shrestha <u>Others</u> <i>Participant from target wards (14, 15, 17); Total 23 people</i> <i>ECCA, Kathmandu 2020,</i> <i>Local resource person;</i> <i>(See Appendix 5.4)</i>	Counselor Training Camp (1st day) - Introduction - Expectation/Group Division - ECCA/JICA-CKV Introduction - Existing Situation and Future Approaches of BKM on SWM - Communication for Coordination <i>(See Appendix 5.4)</i>	
September 8, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> <i>SWMRMC</i> ; Mr. Surya Man Shakya Mr. Nirmal D. Acharya <i>BKM</i> ; Mr. Moti Bhakta Shrestha <u>Others</u> <i>Participant from target wards (14, 15, 17); Total 23 people</i> <i>ECCA, Kathmandu 2020,</i> <i>Local resource person;</i> <i>(See Appendix 5.4)</i>	Counselor Training Camp (2nd day) - Impact of Inorganic Fertilizer - Community Mobilization strategy - Team Work - 3R - Public Private Partnership Program (4P) - Zero Waste <i>(See Appendix 5.4)</i>	
September 9, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> <i>SWMRMC</i> ; Mr. Surya Man Shakya Mr. Nirmal D. Acharya <i>BKM</i> ; Mr. Moti Bhakta Shrestha <u>Others</u> <i>Participant from target wards (14, 15, 17); Total 23 people</i> <i>ECCA, Kathmandu 2020,</i> <i>Local resource person;</i> <i>(See Appendix 5.4)</i>	Counselor Training Camp (3rd day) - Composting - Our Role after Training - Action Plan <i>(See Appendix 5.4)</i>	
September 16, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> <i>BKM</i> ; Mr. Krishna Psd. Suwal <u>Others</u> <i>Core Group Members; Total 3 people</i> <i>School Children from target wards (14, 15, 17); Total 24</i>	Camp for the school student for formation of Nature Club (1st day) - Introduction of ECCA /JICA-CKV - Existing Situation of SWM in BKM - Impart of Inorganic Fertilizer <i>(See Appendix 5.4)</i>	

Date	Venue	Participants	Activities	Remarks
		people ECCA; several members (See Appendix 5.4)		
September 17, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Krishna Psd. Suwal <u>Others</u> Core Group Members; Total 3 people School Children from target wards (14, 15, 17); Total 24 people ECCA; several members (See Appendix 5.4)	Camp for the school student for formation of Nature Club (2nd day) - Effective communitarian - Creative work from work - Game - Practical exercise - Home composting - Paper recycling - Household sanitation - SODIS (See Appendix 5.4)	
September 18, 2004	Sipadol Camp site	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Krishna Psd. Suwal <u>Others</u> Core Group Members; Total 3 people School Children from target wards (14, 15, 17); Total 24 people ECCA; several members (See Appendix 5.4)	Camp for the school student for formation of Nature Club (3rd day) - Experience sharing of KMC - Formation of Nature club - Formation of Action plan for three months - Feedback - Closing Ceremony (See Appendix 5.4)	
September 22, 2004	Shree Gyan Bijay Lower Sec. School (Ward 15)	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Ram Krishna Prajapati <u>Others</u> Core Group Members; Mr. Yogendra Kharbuja ECCA; Mr. Binod Shrestha Mr. Anil Suwal	School visit program - Project orientation - Discussion about the program among BKM and school teachers - Role of school after the camp of Nature Club	
September 23, 2004	Shree Tara Lower Sec. School (Ward 14)	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Core Group Members; Mr. Tulsi Bhakta Suwal ECCA; Mr. Anil Suwal	School visit program - Project orientation - Discussion about the program among BKM and school teachers - Role of school after the camp of Nature Club	School requested to BKM for necessary official process in order to set up Nature Club in school officially.
September 24, 2004	Shree Ganesh Sec. School (Ward 17)	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Ram Krishna Prajapati <u>Others</u> Core Group Members;	School visit program - Project orientation - Discussion about the program among BKM and school teachers - Role of school after the camp of Nature Club	

Date	Venue	Participants	Activities	Remarks
		Bindu Naichyai ECCA; Mr. Binod Shrestha Mr. Anil Suwal		
September 24, 2004	BKM	<u>JICA Study Team</u> Mr. Toshiyuki Ujiiie <u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dinesh Rajbhandari <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Anil Suwal	Meeting on role of BKM and ECCA - Role of both organization discussed - BKM issued the letter based upon the request letter sent by ECCA	
September 26, 2004	Kathmandu Composting site	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Six Nature Clubs Members; Total 22 people Core Group Members; Mr. Yogendra Kharbuja Mr. Tulsi Suwal Ms. Bindu Nyaichyai ECCA; Ms. Angel Chitrakar	Nature Club Activity - Compost Site Field Visit - Community based composting plant visit in Rato Pool - Vermi and bin composting in home of KMC staff - Reuse materials in Prayatna Nepal	
October 1, 2004	Prayatna Nepal	<u>JICA Study Team:</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <u>Others</u> Six Nature Clubs Members; Total 24 people Core Group Members; Mr. Tulsi Ram Suwal ECCA; Mr. Binod Shrestha Mr. Anil Suwal Prayatna Nepal (NGO); Total 10 members	Nature Club Activity – Making products from waste - Duck, Swan, Butterfly from waste paper, cigarette box and clay - Flower from plastic bag, waste paper, silver paper - Greeting card from waste paper, sterol	
October 2, 2004	Prayatna Nepal	<u>JICA Study Team:</u> Mr. Toshiyuki Ujiiie Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <u>Others</u> Six Nature Clubs Members; Total 24 people Core Group Members; Mr. Tulsi Ram Suwal	Nature Club Activity – Making products from waste - Painting for yesterday's product - Greeting card from strew - Monument from waste lunch box	

Date	Venue	Participants	Activities	Remarks
		<i>ECCA;</i> Mr. Binod Shrestha Mr. Anil Suwal <i>Prayatna Nepal (NGO);</i> Total 10 members		
October 4, 2004	BKM Hall	<u>JICA Study Team</u> Ms. Sachika Suwa Ms. Anuradha Tulachan <u>Nepalese C/P:</u> Mr. Badri Nath Ghimire Mr. Dinesh Rajbhandari Mr. Krishna Suwal Mr. Laxman Kisiju Mr. Dilip Kumar Suwal Mr. Moti Bhakta Shrestha <u>Others</u> <i>Group leader of each ward;</i> Mr. Hari Krishna Bhaila Mr. Krishna Gopal Suwar <i>Core Group Members;</i> Mr. Yogendra Kharbhujia Ms. Bindu Nyaichyai Mr. Tulshi Ram Suwal <i>ECCA;</i> Mr. Binod Shrestha Mr. Anil Suwal	<i>Meeting on Progress of Community Activities</i> - Discussed on presents community activities - Discussed on the transparency of the program	Group Leaders and Facilitators requested BKM and CKV Study to clarify the amount of budget for SWM.
October 9, 2004	ERC Hall, Sipadol	<u>JICA Study team</u> Mr. Toshiyaki Ujiiie Ms. Aanuradha Tulachan <u>Nepalese C/P</u> <i>BKM;</i> Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal Mr. Moti Bhakt Shrestha <u>Others</u> <i>Teachers from Tara and Ganesh Lower Sec. School;</i> Total 15 people <i>Core Group Members;</i> Mr. Tulshi Ram Suwal <i>ECCA;</i> Mr. Anil Suwal	<i>Orientation for School Teachers</i> - Project orientation - Introduction of the CKV Study, BKM and ECCA and its action plan / future activities on solid waste management.	
November 27, 2004	Shree Ganesh School	<u>Nepalese C/P</u> <i>BKM;</i> Mr. Krishna Prasad Suwal Mr. Dilip Kumar Suwal <u>Others</u> <i>Six Nature Club Members ;</i> Total 37 members <i>ECCA;</i> Mr. Binod Shrestha Mr. Anil Suwal	<i>Nature Club Interaction Program</i> - Discussion on the challenges during the program implementation and the potential solution - Sharing the experiences of each Nature Club - Development of future action plan	
November 30, 2004	Shahid Smriti Play	<u>JICA Study Team</u> Ms. Sachiko Suwa Ms. Anuradha Tulachan	<i>Meeting on the progress of the program at Ward 15</i> - Discussion on the progress of the	Core group members demanded the

Date	Venue	Participants	Activities	Remarks
	ground	<u>Nepalese C/P</u> BKM; Mr. Moti Bhakta Shresta Mr. Dilip Kumar Suwal <u>Others</u> Core Group Members (ward 15); Total 14 members ECCA; Mr. Binod Shrestha Mr. Anil Suwal	program - Discussion on problem faced - Discussion on the role of core group in the program implementation and its success	trainings on SWM to at least one member of each house.
December 5, 2004	Tanani Chowk	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dilip Kumal Suwal <u>Others</u> ECCA; Mr. Anil Suwal	- Discussion on the progress of the program - Demand of SWM training to at least one member from each house. - Discussion on the community's role in the program implementation and its success - Discussion on challenges, core group's role and responsibilities and support to nature club's activities and future program	-
December 20, 2004	Ganesh School	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dilip Kumal Suwal <u>Others</u> ECCA; Mr. Anil Suwal Mr. Binod Shrestha	- Discussion on the progress of the program - Demand SWM training to at least one member from each house. - Discussion on the community's role in the program implementation and its success - Discussion on challenges, core group's role and responsibilities and support to nature club's activities and future program	
December 23, 2004	ERC, Sipadol	<u>JICA Study Team</u> Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Krishan Prasad Suwal <u>Others</u> Housewife of Ward 14; Total 19 people ECCA; Mr. Binod Shrestha Mr. Anil Suwal	Orientation/ Training on Management of House Waste for Housewives (Ward 14) - Training on source separation, bin composting and vermin composting for the housewife	The participants were very positive with the bin composting and were ready to apply it in their home.
December 24, 2004	ERC, Sipadol	<u>JICA Study Team</u> Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Krishan Prasad Suwal <u>Others</u> Housewife of ward 15; Total 51 people ECCA; Mr. Binod Shrestha Mr. Anil Suwal	Orientation/ Training on Management of House Waste for Housewives (Ward 15) - Training on source separation, bin composting and vermin composting for the housewife	

Date	Venue	Participants	Activities	Remarks
January 9, 2005	ERC, Sipadol	<u>Nepalese C/P</u> BKM; Mr. Krishan P. Suwal <u>Others</u> Housewife of ward 17; Total 42 people ECCA; Mr. Binod Shrestha Mr. Anil Suwal	Orientation/ Training on Management of House Waste for Housewives (Ward 15) - Training on source separation, bin composting and vermin composting for the housewife	
February 20, 2005	BKM	<u>JICA Study Team</u> Ms. Minako Nakatani Ms. Sachiko Suwa Ms. Anuradha Tulachan <u>Nepalese C/P</u> BKM; Mr. Lok Nath Poudel (CEO) Mr. Laxman Kisiju Mr. Dinesh Rajbhandari <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj	Meeting for Information Sharing on Pilot Project D-3 Activities - Brief the second phase program - Explanation of upcoming program to CEO - Discussion on problem faced and solutions	It was requested to arrange a regular meeting among BKM and target wards in order to keep everyone updated and to share ideas.
March 13, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Lok Nath Poudel (CEO) Mr. Moti Bhakta Shrestha Mr. Dinesh Rajbhandari Mr. Krishna P. Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj	Meeting on Upcoming Program - Discussion on the program and the mechanism to build relationship with core group and BKM	
March 31, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Krishan Prasad Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbuja	- Discussion on interaction program - Discussion on the essay competition and defined the role/job of ECCA, BKM and core group.	
April 4, 2005	ERC, Sipadol	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> BKM; Mr. Krishan Prasad Suwal KMC; Mr. Umesh Shrestha <u>Others</u> Nature Club Member; Total 35 members BABA Club Member (KMC Nature Club); Total 11 members ECCA; Mr. Binod Shrestha	Interaction Program with BABA (KMC Nature Club) and Six Nature Clubs of BKM - Discussion and Sharing experiences on various conflicting situations that can arise while working as nature club members - Group discussion and presentation - Preparation of action plan for the next three months by Natures Clubs of BKM	

Date	Venue	Participants	Activities	Remarks
		Mr. Yogendra Kharbuja Volunteers from Khowpa Engineering College CEN; Total 4 members		
April 8, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Nature Club Members; Total 35 members ECCA; Mr. Yogendra Kharbuja Volunteers; Total 4 people	Nature Club Activity – Field Visit - Field Visit to the paper recycle plant in Kamal Binayak and Bhaktapur Industrial area - Interaction with the concern person on the method of paper making	
April 15, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Nature Club Members; Total 28 members ECCA; Mr. Yogendra Kharbuja Volunteers; Total 6 people	Nature Club Activity – Field Visit - Field Visit to composting plant in Teku and Rato Pool - Interaction on the process of making composting.	
April 21, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> ECCA; Mr. Yogendra Kharbuja Volunteers; Total 4 people	Meeting on Essay Competition - Discussion on the final preparation of essay competition and topics for the essay competition	
April 22, 2005	Khwopa College	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dilip Kumal Suwal <u>Others</u> School Student; Total 62 students from 19 schools Core group members; Total 5 members ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj	Nature Club Activity -Essay Competition - Essay competition was conducted in two swift in two categories. The first category is for class 6-8 and second category for class 9-10 students	
May 6, 2005	Gyan Bijaya School	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Others</u> Nature Club Member; Total 36 members ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj Resource person from Khowpa College; Mr. Kishor Rajbhandari	Nature Club Activity – Talk Program Talk program for the Nature Club member was conducted on waste management and incinerator. The expert of the program is Dr. Kishor Rajbhandari	

Date	Venue	Participants	Activities	Remarks
May 18, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbuja	Preparation for the Prize Distribution Program of Essay Competition - Final preparation for the prize distribution program - Finalization of the schedule and the role and responsibility of BKM, ECCA and core group	
May 20, 2005	Araniko City Hall, BKM	<u>JICA Study Team</u> Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Badrinam Gimire <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj LDO: Mr. Gopalji Shrestha	Prize Distribution Program of Essay Competition - Speech by ECCA, BKM, Bhaktapur District, etc - Prize Distribution - Showing Drama by Nature Club members	
May 21, 23, 2005	Gyan Bijaya School	<u>Others</u> 5 Nature club members; Total 18 (first day) Total 31 (second day) Core group member; Total 5 ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj	Training on making paper from waste paper and its different product	
May 30, 2005	BKM	<u>JICA Study Team</u> Ms. Toshiko Shimada <u>Nepalese C/P</u> BKM; Mr. Moti Bhakta Shresta Mr. Dilip Kumal Suwal <u>Others</u> ECCA; Mr. Binod Shrestha	Meeting on Impact Survey etc - Discussion on the draft questionnaire for Impact Survey, follow-up activities of Nature Clubs and further plan for Nature Clubs to be formed in the next fiscal year	
June 13, 2005	Ganesh School, BKM	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Nature Club Members; Total 28 members ECCA; Mr. Yogendra Kharbuja	Talk Program on Environment and the Effect from the Daily Waste	
July 30, 2005	Kathmandu	<u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> Nature Club Members; Total 35 members ECCA; Mr. Yogendra Kharbuja Volunteers; Total 4 people	House wives Activity – Field Visit - Field Visit to vermin composting site, Teku Industrial area - House visit in Patan - Interaction with the concern person doing composting in their house - Visit Community composting bin in Ratopool	

Date	Venue	Participants	Activities	Remarks
August 7, 2005	BKM Office	<u>Nepalese C/P</u> BKM; Mr. Krishna P. Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Chitrakar <i>Core group</i> ; Mr. Tulsi Suwal Mr. Shyam Sunder Mata	Meeting on Coming Program - Discussion on the coming program - Fixed the date for Citizen Workshop and Nature Club interaction program - Finalization of the invitation letter and invitees list	
August 12, 2005	ERC, Bhaktapur	<u>JICA Study Team</u> Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal Mr. Dilip Suwal Mr. Revid Kusma Ms. Ratna Maya Mr. Keshav Gautam <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Chitrakar LDO; Mr. Gopalji Shrestha	Citizen Workshop - Discussion on the challenges and Impact of the program - Discussion on the nature club sustainability - Discussion on the future approaches	
August 13, 2005	Ganesh School, BKM	<u>JICA Study Team</u> Mr. Vikram Basyal <u>Nepalese C/P</u> BKM; Mr. Krishna Prasad Suwal <u>Others</u> ECCA; Mr. Binod Shrestha Mr. Yogendra Kharbhuj LDO; Mr. Gopalji Shrestha	Nature Club Interaction Program - Discussion on the success program of each story - Discussion on the monitoring and evaluation - Design of action plan based on the seed money	

APPENDIX 5.2

***Records of Workshop/ Training under
the Pilot Project D-1, 2***

APPENDIX 5.2 RECORDS OF WORKSHOP/ TRAINING UNDER THE PILOT PROJECT D-1, D-2

Subject:	Kick off Meeting on Public Awareness and Behavior Change Communication	
Date:	July 5, 2004	
Time:	10:00 - 16:00	
Venue:	Local Development Training Academy Meeting Room	
Participants:	KMC	Ms. Shriju Pradhan, Coordinator, Community Mobilization Unit Ms. Sanu Maiya Maharjan, Community Mobilization Unit
	LSMC	Ms. Sarita Maharjan, Community Development Section Ms. Gyani Shova Maharjan, Community Development Section
	BKM	Mr. Dilip Kumar Suwal, Assistant, Sanitation Sub-Section Mr. Rameswor Koju, Ward Inspector
	MTM	Mr. Tulsi Bhakta Tako, Section Chief, Community Development and Sanitation Section Ms/ Krishna Kumari Shrestha, Assistant SWM
	KRM	Mr. Gyan Bazra Maharjan, Assistant SWM/Accounting Mr. Anuj Pradhan, Assistant, Planning & Technical Section
	JICA Study Team	Ms. Toshiko Shimada Ms. Sachiko Suwa
	CEN	Mr. Deepak K. C., Program Officer

1. Agenda

Time	Program	Facilitator
10:00 - 10:30	Welcome address & Introduction of Participants	Ms. Shimada
10:30 - 11:15	Review of Household Behavior and Attitude Study on SWM	Ms. Shimada
11:15 - 11:30	<i>Break</i>	
11:30 - 12:00	Group work by municipality	Ms. Shimada
12:00 - 12:20	Group presentation by municipality	Ms. Shimada
12:20 - 12:50	Self-Assessment	Ms. Shimada
12:50 - 13:15	Outline of Pilot Project	Ms. Shimada
13:15 - 14:00	<i>Break</i>	
14:00 - 16:00	Discussion regarding Mass Communication/Education	CEN
16:00 - 16:10	<i>Break</i>	
16:10 - 16:50	Discussion regarding Mass Communication/Education	CEN
16:50 - 17:00	Closing	Ms. Shimada

2. Record of the Meeting

2.1 Welcome address & Introduction of Participants

(1) Warm up – “Why are you late for today’s meeting?”

- **Behavior-** not punctual
- **Reasons-** Something to do in the office, Urgent work, Necessary to adjust some work, Not get up on time due to broadcasting of “Football Game”, and Family problem, etc
- **Possible reasons-** Money (Free of Charge), Less priority, Traffic jam, Habit, Nepali time, Organizational/individual culture, Friends, Not clear benefit, lack of sense of responsibility

- **How should we do? (How can we change such behavior?)**- Fine (Punishment), Incentive (providing coffee to those who arrived on time, Leaving a message (by a call), Priority, Need to issue an official letter to each municipality

(2) Introduction of Participants

Participants made a pair between those who are not familiar each other, and talked about 1) your friend's name, 2) common/similar belief/behavior between two and 3) expectation for pilot project.

Common/similar belief and behavior between two	Expectation for pilot project
- Established 5 years ago (in our Offices/Section)	- Community development
- All kinds of responsibility	- Public (community) mobilization
- Mobilized all kind of community work	- Visually change
- Interested in community work	- School based programs
- Composting at home	- Research, survey before program
- Married	- Learning opportunity
- Prefer for simple and natural life	- Impact based
- Plastic collection	- Incentive for community (two way)
- Environment consideration conscious	- Promotion SWM as different activities
- Learning activities	- Promotion of people continuous in
- Social involvement	- Cooperation and coordination from stakeholders (local people, local government, executive institutions)
- Environment consideration conscious	- Promotion of knowledge attitudes and practices in SWM
- Working for Group Formation	- Good working environment
- Working for Training/3R	- That is not only municipality's responsibility but also ours.
- Working by distributing Cleaning Materials (Children Group/ Women Group)	- Development of awareness of responsibility
	- To show the direct advantage to the community
	- Self able to public awareness program

2.2 Review of Household Behavior and Attitude Survey on SWM

The results of summary* of Household Behavior and Attitude Survey on SWM undertaken under the Study in April 2004 were shown by covering the name of municipalities. Participants guessed as to which the result of each municipality is. By this exercise, the participants tried to grasp the feature of each Municipality and to some extent understood the differences and similarities among five municipalities.

*Topics

- Priority of Public Services such as “water supply”, “Drainage/Sewerage”, “Waste collection”
- Waste disposal practice among households surveyed
- Perception on responsibility for SWM
- Knowledge and practice on Waste Separation
- Knowledge and practice on composting

- Willingness to cooperate for recycling among HHs that do not practice source separation
- Willingness for participation in preferred SWM activities

2.3 Group work by municipality

Each municipality was asked about two questions; “what types of activities regarding SWM have been done in your municipality?” and “what activities/issues should be emphasized during the pilot project?”, and discussed within each group.

2.4 Group presentation by municipality

Each municipality made a presentation in order to share the experience among municipalities

(1) KMC

Current Activities

Activity	Interpersonal	Mass
1. BABA	- Trainings - Observation visit interaction	- Demonstration + Exhibition - Competition - Clean-up
2. Community participation	- Trainings - Observation visit interaction - Provide technical consultancy - Support / initiate small scale recycling activities (composting, community clean up)	
3. Environmental Technology Demo	- Source separation household level (bin composting) - Vermi composting, community level bin composting	
4. Community Recycling Centers	- Information center for individual residents & mass on recycling	
5. Mass Education		Stickers, brochures, Note book, bags, files, Radio & TV program + PSAs (Public Service Announcement on SWM), Public exhibitions, Calendar

Activities and issues to be emphasized during the pilot project

- Source separation implement - house level, community level, composting continue
- CRC establish in convenient location or separate collection system by all parties (KMC, PS, others)
- Subsidy in bins and vermin kit
- Marketing forum arrangement by KMC
- Recycling (5Rs) promotion by all parties
- Trainings and Monitoring
- Ward Environment Committee strengthening & Networking
- Mass media campaign
- Promotional materials development & distribution
- Competitions (school, ward, and so on)
- Award/punishment
- Eco Yatra (a visit to eco-friendly houses)

(2) KRM

Current Situation/Activities

- SWM generation; organic 75%, plastic 8%, rest 17%
- Two private sectors involved in door to door collection (mainly in market area)
- Traditional composting practice –e.g. Nauga, Saga
- Household composting training in chovar
- Continued problematic practice of open dumping

Activities and issues to be emphasized during the pilot project

- Public behavior change/awareness
- Training for community (woman group, students, local clubs)
- Wall painting, local media street drama

(3) BKM

Current Situation/Activities

- Road sweeping
- Door to door collection
- Waste collection and Transportation
- Production of compost
- Re-use of paper
- Public awareness- Pamphlet, Making, Women literacy class operation

Activities and issues to be emphasized during the pilot project

- Conduct to the school program for solid waste
- Mobilize community/ encourage the public to be aware of solid waste management
- Encourage to compos
- Special focus on 3R

(4) LSMC

Current Situation/Activities

- Group formation (Women Group and Children Group)
- Training on 3R
- Distribution of Cleaning Materials (Children Group/Women Group)
- Plastic Training

Activities and issues to be emphasized during the pilot project

- Training (3R)
- Provision of compost bins
- Follow up
- Drama/Song Competition
- Cleaning Competition
- Drawing Competition
- Interaction Program
- Exhibition
- Wall Painting

- Video Show

(5) MTM

Current Situation/Activities

- Generation; Organic 75%, 300g/day/person, 14.32ton/day
- Collection; 5 ton collection (door to door collection is not practice)
- Management; composting, 0.5ton, recycling 0.5ton (private sector), open dumping 4 tons
- Land fill practice does not operate, and open dumping continues (by community)
- Activities;
 - Community based SWM program
 - Community mobilization
 - Promoting of source separation activities
 - Promotion of recycling and composting (household and community)
 - Group formulation and mobilization (especially female group and school level child)
 - Eco club formulation in school

Activities and issues to be emphasized during the pilot project

- Awareness and Information through pamphlet, poster wall painting, mass communication, training etc
- Coordination cooperation and commitment for key person

2.5 Self-Assessment

See Appendix 5.6

2.6 Outline of Pilot Project

Ms Shimada made a presentation about the outline of pilot project. They include;

- Project purpose
- 3 components 1) Capacity Building, 2) Mass Communication and Education, and 3) Interpersonal Communication and Education
- Institutional Arrangement
- Schedule

2.7 Discussion regarding Mass Communication/Education (see also the handout)

Mr. Deepak K.C. of Clean Energy Nepal gave a brief about Mass Education/Communication including Mascot.

- What is Mass Communication?
- What is Mascot? What is like Mascot? What are the criteria of Mascot? (→likable, identifiable, meaningful, easy to use/handle, and undebatable)

2.8 Discussion regarding Mass Communication/Education

- Need to identify the Mascot that represents “Kathmandu Valley”, “Solid Waste Management” and “CKV Study”
- Need to consider avoiding debate regarding caste, ethnic, politics, gender, etc, when selecting the Mascot

- There are several ways to decide the Mascot. They include advertising through newspaper or municipality, holding mass meeting or holding Public hearing. Considering the time constraint and difficulties to disseminate the concept of Mascot in five municipalities, the participants finally decided that each municipality would hold the meeting to discuss with some organizations and stakeholders, who are interested in public awareness and education on solid waste management, and some ideas. The proposed mascot from each municipality will be shared among the selected members of municipality. At the next three-day training, one Mascot will be determined.
- The staff of CEN will participate in each meeting as a coordinator.
- Some city volunteers will be able to join the three-day training program which will be held on July 21-23 in order to share the idea and help each municipality's activities during the implementation of the Pilot Project.

2.9 Closing

The participants confirmed their commitment and agreed to cooperate one another for effective implementation of the Pilot Project for the Public Awareness and Behavior Change Communication/Education.

3. Distributed/ Used Materials:

1. Presentation Materials from the JICA Study Team
2. Presentation Materials from Mr. Deepak K. C. (CEN)
3. Self-Assessment Sheet

Subject:	Three-day training on Interpersonal Communication and Behavior Change Communication (BCC)	
Date:	July 21-23, 2004 (three days)	
Time:	10:00-16:00	
Venue:	Local Development Training Academy	
Participants:	KMC	Ms. Shriju Pradhan, Coordinator, Community Mobilization Unit Ms. Sanu Maiya Maharjan, Community Mobilization Unit Mr. Ratna Kaji Maharjan, Community Mobilization Unit Mr. Umesh Shrestha, A.S., Community Mobilization Unit Mr. Raja Ram Karmacharta, Community Mobilization Unit Mr. Bikkil Sthapit ity Volunteer
	LSMC	Ms. Sabina Maharjan, Community Development Section Ms. Gyani Shova Maharjan Community Development Section Ms. Sarita Awale, Computer Operator, Community Development Section
	BKM	Ms. Roshini Maharjan, Community Development Section Mr. Dilip Kumar Suwal. Assistant, Sanitation Sub-Section Mr. Krishna Pd. Suwal, Assistant, Social Welfare & Sanitation Section
	(Prayatna-Nepal)	Mr. Rameswor Koju, Ward Inspector
	MTM	Mr. Promod Rajbhandari, Re-use Coordinator Mr. Tulsi Bhakta Tako, Chief, Community Development and Sanitation Section Ms. Krishna Kumari Shrestha, Assistant, Community Development and Sanitation Section Mr. Suman Shrestha, City Volunteer Ms. Sarmila Tako, City Volunteer
	KRM	Mr. Anuj Pradhan, Assistant, Planning & Technical Section Mr. Gyan Bazra Maharjan, Assistant SWM/Accounting Ms. Chandra Maya Maharjan, Computer Operator
	CEN	Mr. Raj Kumar Tamang, Assistant Mr. Bhushan Tuladhar, Executive Director Mr. Deepak K. C., Program Officer Mr. Gopal Raj Goshi, Program Officer Mr. Pankaj K. C., Program Officer
	JICA Study Team	Ms. Toshiko Shimada Ms. Sachiko Suwa

1. Program

Day 1	Day 2	Day 3
<ul style="list-style-type: none"> - Introduction - Objectives and Expectation Sharing - Communication - Understanding Communication - Barriers of Communication - Types of Communication - One way vs. Two way 	<ul style="list-style-type: none"> - Behavior Change Communication - Role of Behavior Change Communication - BCC Goal and Principles - The Process of Behavior Change - BCC Strategy Developments 	<ul style="list-style-type: none"> - BCC Strategy Developments and Planning - Communication Channels and Media (Interpersonal Methods, Small Media, Mass Media, Training, Events, etc) - Interventions - BCC Pre-testing

Day 1	Day 2	Day 3
Communication - Interpersonal Communication - Use of Understandable Language - Clear and Specific Message - Active Listening	and Planning - Steps in Developing a BCC Strategy - Target Groups - Desired Behavior and Attitude Change Message	- BCC Monitoring and Evaluation (Measures of Success/ Indicators) Implementation - BCC Action Planning for Effective Solid Waste Management Programs - Wrap-up, Training Evaluation

2. Record of the Training

2.1 Introduction

The training started with a welcome remark and the sharing of program objectives from Ms Toshiko Shimada/CKV Study. The importance and relevance of BCC intervention in the Pilot Project under the Study was highlighted during her remarks. The welcome remark was followed by participants' introduction. Participants paired up and then introduced each other to the whole group.

Mr. Rajendra Mulmi, Chief Trainer shared the objectives of the training and also the program outline and methodology of the training. Mr. Tirtha Poudel, Co-trainer facilitated a session on participants' expectations. Each participant was given two meta-cards and were asked to write two expectations one on each card. Groups of 4 members were formed and each group was asked to give 4 expectation cards. These were presented and discussed.

2.2 Communication

The session on communication started with a short simulation role-play named 'Albatross'. The role-play highlighted the importance of understanding each other's values and also increasing our awareness of our own value and perceptions. These are some factors, which govern our overall communication. The role-play also increased participants' awareness on 'what we see' and 'what we think or interpret',

It was followed by discussion on "Communication"; its types; means and mediums. Barriers of communication were also discussed. Facts about communication were shared using various training aids.

2.3 Interpersonal Communication

This session started with brainstorming on Interpersonal Communication. The communication process between two individuals can be regarded as the interpersonal communication. This is the most common form of communication that we experience in our day-to-day life. Interpersonal communication is effective when we have to reach small number of people. It is often more effective than the mass communication as it is two way and due to the direct contact with the receiver, immediate feedback is possible. This gives us a change to immediately reinforce our plans. Due to its relatively small activity, it is easy to handle also. For effective interpersonal communication, the communication should be two-way; the message should be clear and specific and the language used should be understandable.

2.4 Language, Clear Message and Active Listening

This session started with an activity of language and style with the help of 5 meta-cards, which has writings on different types of language. The activity emphasized on the use of the most understandable form of language while we communicate with the people of the target community. It is necessary to communicate with the target people with clarity and details of the required information.

It was followed by exercises on Clear and Specific messages. Participants discussed on the light of the preciseness, correctness, clarity and completeness of the information provided, which are very sensitive and vital to give the true picture to the target group.

The session on active listening began with a role-play which describes two participants in conversation with each other. The participants recognized that the role-play was an example of passive listening and discussed that the listening was more difficult than speaking.

2.5 Behavior Change Communication (BCC)

The session began with an exercise in which the participants were asked to write in meta-cards what they understood about BCC. Following that, the participants learned the principles of BCC, the BCC goals, and the importance and relevance of BCC in SWM programs and interventions.

2.6 Process of Behavior Change

Participants were asked about their physical exercise habits. The basic idea behind this was to assess our habit and continuity of physical exercise that we do in our life on a daily basis. The outcome depicted that most of participants had knowledge or been aware of necessity of physical exercises but few of them had been doing regularly. This shows that the behavior change can be achieved only after passing through different stages. They learned the steps in behavior changes as follows:

Unaware→ Aware informed→ Concerned→ Knowledgeable/Skilled→ Ready to Chance/
Motivated to change→ Trial/Assessment of New Behaviors→Sustained Behavior Change

2.7 BCC Strategy Development and Planning

The participants were divided into four groups and asked to put in order the 12 steps of BCC design given randomly on the chart paper.

2.8 Target Groups, Desired Behavior and Attitude Change

The participants were divided into 5 municipal groups for group work. They identified their target audience and determined the desired attitude and behavior changes. After the group work, each municipality made a presentation.

2.9 Message/Communication Channels and Media/Interventions

During this session, the participants were divided into six groups. The group work emphasized on developing and using the effective message, identifying the communication channels and media and the required interventions needed. Six posters related to different fields such as HIV/AIDS, Girls Trafficking, Composting etc were given to each group.

They were then asked to discuss the target audience of the poster, desired behavior/attitude change, stage of behavior change, messages, text, layout pictures, and any rooms for further improvement.

2.10 Pre-testing/Monitoring and Evaluation

The participants were divided into two groups for a role-play and exercise. The exercise focused on the need and relevance of pre-testing along with the necessary points to be considered during the pre-testing. The following points were considered for the role-play and exercise.

- What/how did you prepare before going to the community with your product?
- With whom should the pre-test be done?

After the exercise and its discussion, the participants discussed the importance of monitoring and evaluation of BCC during all phases.

2.11 BCC Action Plan for SWM Programs

The session incorporates group work in which the participants were expected to gather all the leanings of the three days. The 5 groups of 5 different municipalities were required to develop an action plan for effective SWM Program including activities to be implemented as a part of Pilot Project under the Study. After the group work, each municipality made a presentation.

2.12 Closing and Certificate Distribution

The final session concluded with the distribution of certificates to the participants, which was done on a participatory approach. The Participants themselves distributed the certificates to their fellow participants. They were asked to write up their final impressions, reflections and commitments of the training.

3. Distributed/ Used Materials:

1. Presentation Material for Behavior Change Communication
2. Handout of Behavior Change Communication

Subject:	Participatory Planning Training for Mass Communication/Education	
Date:	August 25-27, 2004 (three days)	
Time:	8:00 – 18:00	
Venue:	Environmental Resource Center (ERC), Sipadol, Bhaktapur	
Participants:	KMC	Ms. Shriju Pradhan, Coordinator, Community Mobilization Unit Ms. Sanu Maiya Maharjan, Community Mobilization Unit Mr. Ratna Kaji Maharjan, Community Mobilization Unit Mr. Umesh Shrestha, Community Mobilization Unit Mr. Raja Ram Karmacharta, Community Mobilization Unit Mr. Bikkil Sthapit, City Volunteer
	LSMC	Ms. Sabina Maharjan, Community Development Section Ms. Gyani Shova Maharjan, Community Development Section Ms. Sarita Awale, Community Development Section Ms. Sarita Maharjan, Community Development Section Mr. Mukunda Ranjit, Overseer, Environment Section
	BKM	Mr. Laxman Kisiju, Chief, Planning and Technical Section Mr. Dinesh Rajbhandari, Sanitation Engineer, Planning and Technical Section Mr. Moti Bhakta Shrestha, Social Welfare Officer, Social Welfare & Sanitation Section Mr. Dilip Kumar Suwal, Assistant, Sanitation Sub-Section Mr. Krishna Pd. Suwal, Assistant, Social Welfare & Sanitation Section
	MTM	Mr. Tulsi Bhakta Tako, Chief, Community Development and Sanitation Section Ms. Krishna Kumari Shrestha, Assistant, Community Development and Sanitation Section Mr. Niraj Chakradhar Mr. Suman Shrestha, City Volunteer Ms. Sarmila Tako, City Volunteer
	KRM	Mr. Anuj Pradhan, Assistant, Planning & Technical Section Mr. Gyan Bazra Maharjan, Assistant SWM/Accounting Ms. Chandra Maya Maharjan, Computer Operator Mr. Kaji Ram Malakar Mr. Swadesh Maharjan (UNIQUE)
	JICA Study Team	Ms. Sachiko Suwa

1. Agenda

Time	Activities	Resource Peson
Day I	Bhadra 09, 2061	August 25, 2004
9:30- 12:00	- Training Expectation/ Objectives, Components of CKV Study	Deepak K. C. (CEN)
13:00- 14:00	- Introduction of Mass Communication/ Education - Concept of Mass Com./Edu. - Objective of Mass Com./Edu.	Ram Dangol
14:00 – 16:00	- Social Mobilization for Mass Com./Edu. - Concept of Social Mobilization - Objective of Social Mobilization - Steps of Social Mobilization	Ram Dangol

Time	Activities	Resource Peson
16:30-19:00	- Participatory Planning For Mass Com./Edu. - Level of Participation - Meaning of Participatory Planning - Steps of Participatory Planning - Participatory Problem Identify - Problem Analysis - Ranking Method - Focus Group discussion	Ram Dangol
Day II Bhadra 10, 2061 August 26, 2004		
8:30- 11:30	- Participatory Planning For Mass Com./Edu. contd.....	Ram Dangol
12:15 –14:15	- Possible Activities for Mass Com./Edu. - Experience Sharing - Collection of Activities for Mass Com./ Edu. - Discussion on Major Activities	Ram Dangol
14:30 -17:30	- Action Plan Development for Mass Com./Edu. - Introduction of Action Plan - Steps of Action Plan - Exercise on Action Plan - Action Plan for Three Months - Discussion on Major Activities	Ram Dangol/ CEN
18:00-19:00	- Review of BCC/IC Communication Training - Target group - Desired attitude change - Desired behavior change	Rajendra Mulmi
Day III Bhadra 11, 2061 August 27, 2004		
8:00 - 12:00	- Finalization CKV Mass Com./ Edu. Programme - Strategy & Planning process - Development & Pre Testing of message & promotional materials	Rajendra Mulmi
13:00-15:00	- Monitoring & Evaluation of Mass Com./Edu.	Rajendra Mulmi
15:00 - 16:00	- Closing Ceremony	

2. Record of the Training

2.1 Introduction

The training started with the introduction session. This included Environment Research Center introduction, program highlights, self-introduction and collection of expectation from the participants.

2.2 Mass Education and Participatory Planning

Mr. Ram Dangol facilitated this session with the introduction of Mass Communication/ Education. During this session, the participants learned the concept and objectives of Mass Communication, social mobilization for Mass Communication, objectives and steps of Participatory Planning for Mass Education, level of participation, and participatory problem identification. The participants did group work and identify the medium of mass communication and possible activities for Mass Communication and Education according to the pilot project of each municipality.

2.3 Review of Behavior Change Communication and Interpersonal Communication, and Action Plan

Mr. Rajendra Mulmi started his session with a review of BCC/IC communication since several participants did not attend the previous training on BCC held in July. The participants discussed the desired attitude change and desired behavior change, components and development of effective action plan, and verification of different stages of target group in terms of BCC. During the group work, they also discussed the possible activities or ideas for effective mass communication and education for SWM.

After the discussion, the groups were required to discuss the advantages and disadvantages of different media of Mass Communication/Education and make a presentation.

As a part of exercise, each municipality has prepared a detailed plan of exhibition supposed to be held after Dhasain. They agreed that the detailed plan of exhibition would be finalized after having a consultation meeting in the respective municipalities in coordination with CEN and the CKV Study Team.

2.4 Exercise on Action Plan

Each municipality also drafted an action plan for effective SWM. KMC planned various activities and BCC materials for waste separation. MTM identified several activities related to household-level composting and community-level waste management. BKM made a plan to promote source separation as well as household-level composting. LSMC planned various activities related to community-level composting. KRM identified necessary activities for promotion of plastic collection.

2.5 BCC and Pre-test of messages for each Action Plan

Based on the draft Action Plan which was made during the previous session, each municipality discussed the desired attitude and behavior changes, necessary messages, communication and media, and intervention strategies.

The appropriate messages for mass communication and education would be selected later from the proposed ideas and be used for Public Events in the Pilot Project under the CKV Study.

2.6 Closing

In the last session, the participants were asked to assess the positive points for three-day training and provide comments. An hour-long closing ceremony was organized to mark the end of the training programs. It was concluded that the participants would apply the knowledge and skills gained by the training into the actual implementation of Mass Communication and Education component of the Pilot Project under the Study as well as future Action Plan for SWM in each municipality.

Subject:	2nd Term Kick off Meeting	
Date:	January 25, 2005	
Time:	14:00 - 16:30	
Venue:	Clarion Hotel	
Participants:	KMC	Ms. Shriju Pradhan, Coordinator, Community Mobilization Unit Ms. Sanu Maiya Maharjan, Community Mobilization Unit Mr. Rajaram Karmacharya, Community Mobilization Unit
	LSMC	Ms. Sarita Maharjan, Community Development Section
	BKM	Mr. Krishna Prasad Suwal, Assistant, Social Welfare & Sanitation Section
	MTM	Ms. Tulsi Bhakta Tako, Chief, Community Development and Sanitation Section
	KRM	Mr. Anuj Pradhan, Chief, SWM Unit Mr. Gyan Bazra Maharjan, Assistant, SWM/Accounting
	CEN	Mr. Deepak K. C., Program Officer Mr. Gopal Raj Joshi, Program Officer
	ECCA	Mr. Binod Shrestha
	JICA Study Team	Ms. Toshiko Shimada Ms. Sachiko Suwa

1. Agenda

Time	Agenda	Resource Person
9:30- 12:00	Overview of Pilot Project D for 2nd Term implementation	Shimada (JICA Study Team)
13:00- 14:00	Overview of Mass Communication and Education Activities	Deepak KC (CEN)
14:00 – 16:00	Discussion	
16:30-19:00	Closing	

2. Record of the Meeting

2.1 Overview of Pilot Project D for 2nd Term implementation

The meeting started with a welcome remark and the sharing of meeting objectives from Ms Toshiko Shimada. The overview of planned activities of Pilot Project D was presented by her. In addition, she focused on 6 suggestions which might be the key to design and implementation of each activity as follows.

Suggestion 1: Focus on not only raising awareness but also stimulating behavior change among the public.

Suggestion 2: Explore the effective ways of how to reach/mobilize the target groups.

Suggestion 3: Promote Ashakaji and use promotional materials effectively.

Suggestion 4: Put what you learned into the practice.

Suggestion 5: Strengthen linkages with local stakeholders as much as possible.

Suggestion 6: Incorporate Pilot Project D into Action Plan on SWM.

Regarding the topics for sharing meetings, the following topics were requested by participants;

- Eco tour in KMC
- Child Care Center in BKM

- Sisdol Visit

The participants agreed that BKM would organize one sharing meeting regarding paper recycling, compost plant, child care center, and SWM undertaken by municipality since they have not organized it yet. The date will be fixed later on.

2.2 Overview of Mass Communication and Education Activities

The planned activities and each schedule as a part of mass communication and education component were presented by Mr. Deepak K.C. of CEN. The major activities were i) school-based song competition, ii) public events, and iii) clean up campaign.

Regarding the public events, the municipalities were requested to design the activities by themselves. Mr. Deepak explained that the capping budget would be Rs 100,000 for each municipality for public event. Once the municipalities make a plan and schedule, the budget will be allocated. Since the duration of implementation would be only four months, he requested all municipalities to take up the necessary action immediately.

He also requested them to prepare the list of schools which can be potential candidates for school-based song competition. It was informed that a set of clean-up tools will be handed over from CEN to each municipality after the completion of program.

2.3 Closing

It was concluded that all focal points need to take up the necessary action as soon as possible for implementing 2nd term activities since the schedule will be very tight.

3. Distributed/ Used Materials:

1. Presentation material for Overview of Pilot Project D
2. Presentation material for Mass Communication/Education
3. Format for planning activities

Subject:	Training of Trainers		
Date:	January 31-February 2, 2005		
Time:	9:00 - 17:00		
Venue:	LDTA Hall C		
Participants:	SWMRMC	Mr. Nirmal Darshan Acharya, City Engineer	
	KMC	Mr. Rajaram Karmacarya, Community Mobilization Unit	
		Ms. Srijana Shakya, City Volunteer	
		Ms. Karuna Maharjan, City Volunteer	
		Ms. Reena Dangol, City Volunteer	
		Ms. Krishna Thapa, City Volunteer	
	LSMC	Ms. Sabina Maharjan, Community Development Section	
		Ms. Sarita Maharjan, Community Development Section	
		Ms. Gyani Shova Maharjan, Community Development Section	
	BKM	Mr. Moti Bhaktamastra, Social Welfare Officer, Social Welfare & Sanitation Section	
		Mr. Krishna Pd. Suwal, Assistant, Social Welfare & Sanitation Section	
		Mr. Dilip Kumar Suwal, Assistant, Sanitation Sub-Section	
	MTM	Mr. Tulsi Bhakta Tako, Chief, Community Development and Sanitation Section	
		Mr. Suman Shrestha, City Volunteer	
	KRM	Mr. Anuj Pradhan, Chief, SWM Unit	
		Mr. Gyan Bazra Maharjan, Assistant, SWM/Accounting	
		Ms. Chandra Maya Maharjan, Computer operator	
		Mr. Kaji Ram Malakar, Assistant	
	CEN	Mr. Deepak K. C., Program Coordinator	
		Mr. Gopal Raj Joshi, Program Officer	
	JICA Study Team	Ms. Toshiko Shimada	

1. Program

Time	Day1	Day2	Day3
09.00 - 10.30	Welcome & Introduction Expectations & Objectives	Training Methodologies	Practicum
10.30 - 11.00	Tea break	Tea break	Tea break
11.00 - 12.30	Training: What? Why? Traits and qualities of a trainer	Training Methodologies Facilitation Skills	Practicum
12.30 - 13.30	Lunch	Lunch	Lunch
13.30 - 15.00	Adult Learning Principle Andragogy and Pedagogy Experiential Learning Principle	Writing Behavioral Objectives - Learner objectives - Writing Learner objectives	Evaluation of Training - Overall training evaluation - Designing an evaluation form
15.00 - 15.30	Tea break	Tea break	Tea break
15.30 - 17.00	Training cycle Assessment of Need Training preparation Implementation	Designing a Training Session - Session design process - Designing a training session	Wrap-up and Evaluation Certificate distribution Closing

2. Record of the Training

2.1 Introduction

The training was started with welcome remarks and sharing of program objectives by Ms. Toshiko Shimada. The welcome remark was followed by participants' introduction. Mr. Rajendar Mulmi and Mr. Tirtha Poudel facilitated a session on participants' expectations. They included know-how of being a good facilitator, ways of conducting effective training, and various training techniques.

2.2 Why Training

The session started with the share of the understanding of participants on "WHY TRAINING"? The need of any training is to impart knowledge, skills and methodology in order to achieve certain goals on the specific subject matter. It is also conducted to solve certain problems and seek alternatives.

2.3 Traits and Quality of Trainers

Participants discussed what are traits and quality of trainers. To be an effective trainer, one should have following traits and qualities.

- Knowledge of the subject matter
- Ability for effective and clear communication
- Sincerity and respectable
- Adaptability/flexibility
- Sense of humor
- He or she should have strong interest
- Capacity to involvement with the group
- Practicality – examples and linking
- Assistance to trainees
- Enthusiasms, cooperation, tolerance

2.4 Pedagogy VS. Andragogy

Participants learned the difference between pedagogy and andragogy. Pedagogy deals with the learning behavior of the children based on school teaching followed by planned and structured lectures. On the other hand, andragogy refers to the learning of behavior of adult, which is based on experiential learning methods. The participants tried to compare two concepts from the viewpoint of 1) learners role, 2) motivation for learning, 3) choice of content and 4) method.

2.5 Learning Styles

The participants were asked what they know about the different learning principles. It was followed by the trainer's presentation regarding the learning style continuum. More the trainers play as a teller or an authority by providing a lot of inputs, more the learner become passive and dependent. If the trainers will play as a facilitator who encourages the learner be active, the learner can actively participate in the training and provide one's more inputs. In the end of this session, the experiential learning cycle comprising four stages such as i) direct experience, ii) reflecting on experience, iii) generalization about experience and

iv) application was highlighted. It is said that adult can learn something according the above experiential learning cycle.

2.6 Designing of the Training Program

The participants were asked about their understandings on Training Needs Analysis (TNA). It was explained that training need identification is one of essential components for designing and organizing training. They also learned a) Planning for training and its implementation and b) Assessment and evaluation of training. It was stressed that while designing training program, the methods to measures the impacts of the training in terms of knowledge, skills and attitude should be clearly stated.

2.7 Training Techniques

The session commenced with the help of several training methods. It was followed by various training techniques such as brainstorming, case study, snowballing, and both discussions and presentations. The advantages and disadvantages, application and process of the particular training techniques were discussed (See the presentation materials).

2.8 Facilitation Skills

The participants learned that there are two types of facilitation skills, one is verbal skill and another is nonverbal one. Participants carried out a roll playing for closed questions and open questions and learned the difference between two techniques.

2.9 Writing Learners Objectives

As a practical exercise, the participants were divided into pair groups (total eight) and were given a task to prepare a mini training. As the first step, the participants discussed to set learners objectives for the mini training.

2.10 Designing a Training Session

Each pair group conducted a mini training so that other participants could observe their demonstration and learn from their performance. The presentations of the participants were recorded in an audiovisual format. The recorded video was shown and the participants were encouraged to observe their own activities as a trainer and conducted self-evaluation. Other participants also gave comments and suggestions to each group.

2.11 Evaluation of the Training/ Closing and Certificate Distribution

In the end of training, the three-day training was evaluated by participants in terms of contents, process and outputs. In addition, he participants were asked to write down their final impressions, reflections and commitments of the training on meta cards and shared their opinions. It was informed that the certificate would be distributed to each participant after the training.

Subject:	Social Marketing Training	
Date:	February 20-21, 2005	
Time:	9:00 - 17:00	
Venue:	LDTA Hall C	
Participants:	SWMRMC	Mr. Nirmal Darshan Acharya, Civil Engineer Mr. Ashok Shahi, Civil Engineer
	KMC	Mr. Indra Man Singh Suwal, Head, Environmental Department
	KMC	Ms. Sanu Maiya Maharajan, Community Mobilization Unit Mr. Rajaram Karmacarya, Community Mobilization Unit
	LSMC	Mr. Pradeep Amatya, Chief Environment and Sanitation Section
	LSMC	Ms. Sabina Maharjan, Community Development Section Ms. Sarita Maharjan, Community Development Section Ms. Gyani Shova Maharjan, Community Development Section
	BKM	Mr. Moti Bhaktamastra, Social Welfare Officer, Social Welfare & Sanitation Section Mr. Krishna Pd. Suwal, Assistant, Social Welfare & Sanitation Section Mr. Dilip Kumar Suwal, Chief, Sanitation Sub-section
	KRM	Mr. Anuj Pradhan, Chief, SWM Unit Mr. Sujindra Maharjan, Account Section
	JICA Study Team	Ms. Sachiko Suwa

1. Program

Time	Day 1	Day 2
09.00 - 10.30	Introduction of Participants	Review and Reflection Initial Assessment/Market or feasibility study
10.30 - 11.00	Tea break	Tea break
11.00 - 12.30	Introduction to the basic concept of Social Marketing approach	Learning to link and adopt social marketing
12.30 - 13.30	Lunch	Lunch
13.30 - 15.00	The First P of Social Marketing "Product" The Second P of Social Marketing "Place" The Third P of Social Marketing "Price"	Team work to develop social marketing plans
15.00 - 15.30	Tea break	Tea break
15.30 - 17.00	The Fourth P of Social Marketing "Promotion" Management Information System	Team work to develop social marketing plans Closing

2. Record of the Training

2.1 Introduction

In the beginning, Mr. Rajeeb L Satyal, the facilitator, shared the objectives of two-day training with participants. It was followed by participants' introduction. The facilitator stimulated the participants to adopt a new concept of social marketing.

2.2 Introduction to the Basic Concept of Social Marketing Approach, 4Ps

This session was started with the brain storming of participants regarding the difference between commercial marketing and social marketing. Following that, the facilitator clarified the point that the social marketing uses the same tools and techniques of commercial marketing. However, social marketing is adopted in order to stimulate public behavioral changes and to secure the public benefits, which is different from commercial marketing focusing on identifying the potential needs of consumers and increasing profits of companies.

2.3 The First P of Social Marketing, Product

Social marketing adopts the 4Ps theories namely, product, place, price and promotion. In this session, participants learned that the first P, the Product is one of essential components of adopting social marketing. The facilitator stressed that the Product can be not only any tangible but also in-tangible things like idea, habit and belief that a project or a program would like to introduce or promote as a means to bring about behavior change of the target population. It was followed by making vision statement in one line, precisely specifying the exact time period and the intended result.

2.4 The Second P of Social Marketing, Place

The participants learned the concept of second P, the Place that includes geographical areas and the channels of distribution in order to reach the target audience/group. Target audience/group can be segmented into the primary audience/group and the secondary one when necessary.

2.5 The Third P of Social Marketing, Price/Profit

In this session, the facilitator introduced the third concept of P, the Price and Profit that can be affordable for target audience. The participants also understood that not only money but also time or belief can be price in the context of social marketing.

2.6 The Fourth P of Social Marketing, Promotion

This session focused on various alternative mediums to motivate the target audience to adopt behavioral change. Most common methods of promotion adopted by the existing social marketing program were introduced. They include electronic media, print media, wall painting, bill boards, interaction, training, advocacy, tailored program, use of local events, and social mobilization.

2.7 Management Information System

The participants learned that the management information system is one of most important tools of social marketing. They also understood that the process of social marketing can be rectified and improved through effective management information system.

2.8 Review and Reflection

In the second day, the facilitator reviewed and discussed what were done in Day 1 with participants.

2.9 Initial Assessment/ Market or Feasibility Study

The participants discussed the need and importance of initial assessment/market or feasibility study to grasp the current situation about the target audience/group and identify their preferences. It was followed by the facilitator's explanation that such market or feasibility study should be simple, quick and practical.

2.10 Learning to Link and Adopt Social Marketing

In this session, the participants discussed the process of adopting the social marketing techniques and skills to their own job by referring to 4P concept.

2.11 Team Work to Develop Social Marketing

In the final session, the participants were divided into 5 groups for development of social marketing plan. As a guide for making a plan, a format was provided. Participants were given about 45 minutes to make a plan, and consequently were requested to make presentation. Most of plans were formulated in accordance with the Draft Action Plan of each municipality as summarized below.

Municipalities	Goal	Approach	Activities
KMC	Within 6 months, 500 households (HH) of ward 21 will manage their waste at household level.	<ul style="list-style-type: none"> - To distribute 500 compost bins - To encourage the target groups by door to door campaigning and training 	<ul style="list-style-type: none"> - Central and ward level meeting - Bin and compost kit distribution program - Public education/awareness program
LSMC	600 HH of ward 20 will manage their waste by June 2006.	<ul style="list-style-type: none"> - To organize orientation at household level - To advertise waste management skills - To distribute compost guidelines and compost bins 	<ul style="list-style-type: none"> - Coordination with key stakeholders - Sale of compost bins and other items
BKM	By the year 2008, every household of BKM will separate organic and inorganic wastes themselves.	<ul style="list-style-type: none"> - To develop practice on source separation - To produce the qualitative compost 	<ul style="list-style-type: none"> - Community mobilization through the formed groups - Distribution of buckets for separation - Orientation classes
KRM	By the end of 2005, main streets and monument area of KRM will be clean.	-	<ul style="list-style-type: none"> - Distribution of sanitation materials - Competition program
SWMR MC	Systematic and smooth operation of Sisdol Landfill site (LFS) with close cooperation of local people by December 31, 2005.	<ul style="list-style-type: none"> - To make local people accept (socially) LFS operation - To develop as a pilot project 	<ul style="list-style-type: none"> - People involvement program (including formation of coordination committee, monitoring) - Awareness creation about semi-aerobic process and environmental aspects - Development of program implementation

2.12 Closing

The participants shared the overall evaluation of 2-day training. In the end of training, all the participants were provided certificate.

APPENDIX 5.3

Study Tour to Hetauda

APPENDIX 5.3 STUDY TOUR TO HETAUDA

1. Background

Hetauda Municipality had seriously taken up the environmental issue particularly focusing on the solid waste management of the town since 1997. As part of institutional capacity building the municipality defined its long-term vision including waste management strategy. The strategy included the massive campaign, awareness building and community as well as private sector involvement in the waste management. Furthermore, the municipality had declared the town “Plastic Bag Free” which has made considerable impact on the solid waste situation. Hetauda has improved the living environment of the city core areas and some communities in the wards through the involvement of the local communities in every aspect of waste management.

The initiatives taken by Hetauda Municipality as well as local stakeholders can be relevant for the five municipalities in the Kathmandu Valley in terms of effective solid waste management. Therefore, the Study intends to organize the 1st Study Tour in Hetauda under the Pilot Project for Public Awareness and Behavior Change Communication/ Education.

2. Objectives

The objectives of the Study Tour are as follows:

- To learn initiatives taken by Hetauda Municipality regarding effective SWM
- To learn community and private involvement in SWM activities
- To identify implications for the Action Plan on SWM to be prepared by respective municipalities under the Study

3. Date

September 9, 2004 - September 11, 2004 (2 nights 3 days)

4. Participants

Organization	Name	Section
SWMRMC	Mr. Yogesh Shakya	
KMC	Ms. Sanu Maiya Maharjan	Community Mobilization Unit
	Mr. Ratna Kaji Maharjan	Community Mobilization Unit
LSMC	Ms. Sabina Maharjan	Community Development Section
	Mr. Pradeep Amatya	Environment Section
BKM	Mr. Dilip Kumar Suwal	Sanitation Sub-Section
	Mr. Krishna Prashad Suwal	Social Welfare & Sanitation Section
MTM	Mr. Tulsi Bhakta Tako	Community Development Section
	Mr. Surendra Shrestha	Planning and Technical Section
KRM	Mr. Anuj Pradhan	Planning and Technical Section
	Mr. Gyan Bazra Maharjan	Solid Waste Management/Accounting
JICA Study Team	Ms. Toshiko Shimada	
	Ms. Sachiko Suwa	

5. Schedule

Date	Time	Schedule	Remarks
September 9	7:30 -	Moving from Kathmandu to Hetauda	Stay in Hetauda
September 10	9:00-11:00	Meeting with SWM section of Hetauda Municipality - Overview of the SWM system - Structure and policy reform for SWM - Strategies and activities for community mobilization - Strategies and activities for private sector initiatives - Major concerns and issues - Discussion	
	11:00-12:30	Site visits for community level activities, and interviews with participants - Local club initiatives (Nava Jyoti Jeevan club)	
	13:30-16:00	Site visits (continued ..) - Local women group's initiatives (home-based/community-based SWM activities) - Activities at market area (community composting, plastic collection) - Recycling (plastic) center	Stay in Hetauda
September 11	9:00-11:00	Meeting with SWM section of Hetauda Municipality for discussion regarding community mobilization	
	11:00 -	Leave for Hetauda	

6. Lessons Learned from the Community-Based SWM Activities in Hetauda

The participants compiled lessons learned from the community-based SWM in Hetauda in their reports. The summary is described in Table A 5.3-1.

Table A 5.3-1 Summary of Lessons Learned from the Community-Based SWM Activities in Hetauda

Program/Places visited	Description	Lessons	Implication to other five municipalities
<p>Women Groups' involvement in home composting and plastic separation (Sanopokhara in Ward No.2)</p> <ul style="list-style-type: none"> • Sristi Tole Development Group • Srijansil Tole Development Group 	<ul style="list-style-type: none"> • In Hetauda, about 120 women committees are involved in SWM. Out of which 90 women committees are actively involved in SWM. • 73 women are engaged in home composting and plastic separation in Sristi Tole. • For home composting, two-day training was provided by UDLE. • For a compost bin, users bear the cost of Rs 100 while UDLE and Municipality support Rs 200 and Rs 150 respectively. • Women groups collect mixed plastics including various food packages and sell it for Rs 4/kg to the municipality once a month. If the plastics are very clean, it can be sold at Rs 6/kg. • Women groups hold the monthly meeting and collect as well as mobilize group fund. 	<ul style="list-style-type: none"> • Formation of women groups can contribute to exchanging ideas and skills on home composting among the members effectively. • Group monthly meeting and group fund collection/saving fund are effective for encouraging women's participation in SWM. • Continuous monitoring and follow-up is the key factor for success. • Certain amount of subsidies and training from the municipality or other external organizations are helpful and necessary to promote community-based activities at the initial stage. • For income generation from home composting, marketing should be seriously considered. 	<ul style="list-style-type: none"> • Women groups can be one of best ways to mobilize the household and community for effective SWM since women are responsible for handling and managing waste in their homes in most of cases. • Since home composting and plastic separation are relatively easy way for the household to minimize organic and inorganic waste, it can be applied to other five municipalities. However, the appropriate training for composting and follow-up are required for effective and sustainable activities. • If the women groups have already existed, the home composting and plastic collection can be introduced as new activities.
<p>Nava Jeevan Jyoti Youth Club's initiative in Plastic Collection (Chaughada in Ward No.6)</p>	<ul style="list-style-type: none"> • It was established in 1975 and started plastic collection program by distributing "Suiri" (iron rods) on the occasion of Environment Day in 1998. • The Club buys plastics for Rs 4 per kg from households and sells for Rs 6 per kg to the municipality. • The Club has expanded this program together with awareness campaign to other wards in Hetauda with the assistance of the municipality and UDLE. 	<ul style="list-style-type: none"> • The members of the Club are self-aware and encouraged to initiate plastic collection with the strong commitment. • The fact that their initiative was acknowledged by the municipality is the key to success for effective expansion of their activities. • The marketing mechanism should be ensured for sustainability of plastic collection activities. 	<ul style="list-style-type: none"> • Plastic collection with Suiri is low cost, simple, and easy initiative for household and community, which can be applicable to other municipalities. • It can be applied to other municipalities if the recycling centers or buyers of collected plastics are ensured for cooperation.
<p>SWM Section of Hetauda Municipality</p>	<ul style="list-style-type: none"> • Since 1997, the municipality has taken up SWM seriously and has declared the town "Plastic Bag Free" which has made considerable impact on SWM. • The annual budget for SWM is around 4 million Rs • 43 sweepers are employed to cover 11 wards with 14271 households. • It buys collected plastics from the local clubs and organizations at the rate of Rs 6/kg and sells for Rs 10/kg to Polythene Pipe Manufacturer. It has distributed over 	<ul style="list-style-type: none"> • Good coordination and relationship between the municipality and local organizations has contributed to effective SWM activities. • Since the municipality's capacity is limited in terms of human, finance and technical resources, it is essential to frame relevant policies and to ensure the enabling environment for local groups 	<ul style="list-style-type: none"> • The promotion of community participation and coordination among relevant stakeholders at the initiative of municipality is effective approach in the filed of SWM so that other municipalities can adopt them.

Program/Places visited	Description	Lessons	Implication to other five municipalities
	<ul style="list-style-type: none"> 10,000 iron rods for plastic collection activities. It has provided training on home composting and distributed over 600 compost bins with the assistance of external donors. It has focused on public awareness campaigns including rallies, clean up campaigns, provision of award. It has mobilized 174 local clubs and organizations and coordinated these groups by establishing the Environment Improvement Coordination Committee. It has been dumping the collected waste into the banks of the Rapti River. Due to the lack of technical and financial resources, the proper landfill site cannot be founded. 	<ul style="list-style-type: none"> and relevant stakeholders to be involved in SWM. Among various municipal duties, it is important to give a priority to SWM. Continuous public awareness campaign is essential to encourage community participation in SWM. 	<ul style="list-style-type: none"> The coordinating body such as Environment Improvement Coordination Committee will be applicable to other municipalities.
Plastic Recycling Center/Polythene Pipe (5 ward Basamadi VDC)	<ul style="list-style-type: none"> The municipality sells the collected plastics at the cost of Rs 10/kg. The collected plastic materials are cut down into the small pieces. After that, these materials are washed in the tank and dried-up. After drying, the plastic materials are melted into the special diluted machine. The form of soluble materials is kept cold. These materials are made grains. These grains are melted into the new form of pipes. 	<ul style="list-style-type: none"> Private parties such as plastic recycling center can play a significant role in effective SWM. Source separation at the household level is a prerequisite for plastic recycling. The close coordination with the municipality is the key to make their activities effective and successful. 	<ul style="list-style-type: none"> Private parties who are interested in recycling activities can take such initiative by themselves in other municipalities. It can be successful in the place where the source separation will be carried out. For the demonstration purpose, this type of recycling center can contribute to enhancing the understanding of recycling among the public.
Medical Waste Management	<ul style="list-style-type: none"> The municipality has distributed the three types of buckets i.e. red bucket for needle or syringe, yellow bucket for degradable waste, and green bucket for non-degradable waste, to the hospitals, medical clinics and pharmacies. The collected medical waste such as needles and syringes are dumped in the pit on the river bank. Degradable wastes collected in yellow buckets incinerate in the concrete well. Non-degradable wastes collected in green buckets are dumped in the concrete well. 	<ul style="list-style-type: none"> The strong cooperation from medical institutions is essential particularly in terms of the segregation of medical waste. The medical waste can be well managed with relatively low cost and simple technology. However, the coordination and regular follow-up among the stakeholders are needed to be in place. 	<ul style="list-style-type: none"> The technology itself can be applied to other municipalities. The coordination and collaboration from medical institutions can be a prerequisite for medical waste management.
Compost Chamber at vegetable market area	<ul style="list-style-type: none"> One compost chamber is installed in vegetable market by the municipality. The collected waste in the vegetable market areas are put into this chamber for composting. 	<ul style="list-style-type: none"> For the demonstration purpose, such a small-scale composting chamber can contribute to enhancing the awareness of recycling among the public. 	<ul style="list-style-type: none"> Since it is a small-scale chamber, it is easy to handle. It will be suitable for small areas in order to demonstrate composting.

APPENDIX 5.4

***Records of Workshop/ Training Camp
under the Pilot Project D-3***

APPENDIX 5.4 RECORDS OF WORKSHOP/TRAINING CAMP UNDER THE PILOT PROJECT D-3

Subject: Two-day Citizen Workshop
Date: August 12-13, 2004
Time: 10:00 - 17:00
Venue: Bhaktapur Chamber of Commerce and Industry
Participants: BKM Mr. Badrinath Gimire, CEO
 Mr. Laxman Kisiju, Chief, Planning and Technical Section
 Mr. Dinesh Rajbhandari, Sanitation Engineer, Planning and Technical Section
 Mr. Moti Bhakta Shrestha, Social Welfare Officer, Social Welfare & Sanitation Section
 Mr. Dilip Kumar Suwal, Assistant, Sanitation Sub-Section
 Mr. Krishna Prashad Suwal, Assistant, Social Welfare & Sanitation Section
 Mr. Rameswor Koju
 JICA Study Team Ms. Sachiko Suwa
 ECCA Mr. Binod Shrestha
 Kathmandu 2020 Mr. Anil Suwal
 Several volunteers

S.N	Name	Ward	S.N	Name	Ward
1	Damoder	17	15	Yagya Krishna Biaila	16
2	Dilip Narayan Shrestha		16	Ram Laxmi kharh	15
3	Bindu Nyaichyai	17	17	Mina Khusu	15
4	Sushila Nyaichyai	17	18	Ram Krishna Prajapati	13
5	Bharat Awal	17	19	Rajesh Disti	13
6	Hari krishna Tulshiwakhyo	7	20	Rajan jati	15
7	BishoRaj Shilpakar	17	21	Bimala Bulshi	14
8	Ram Gopal Duwal	14	22	Gajan	14
9	Bishonath Prajapati	14	23	Arun Suwal	14
10	Krishna Laxmi Duwal	14	24	Prem Kharbuja	15
11	L.P. Duwal	2	25	Tulsi Ram Suwal	14
12	Prakash Bobi	15	26	Krishna Bahadur Daguppa	17
13	Krishna Sunder	14	27	Pramod Raj Bhandari	17
14	Shyam	17	28	Laxmi Narayan Khatri	17
			29	Ramesh Nyaichyai	17

1. Agenda

Day One	Day Two
10:00 - Welcome introduction	
- Workshop background, objectives, outline - Report presentation from interview	- Review - Capturing key learning from day one
- Workshop principles - Inquiry and dialogue, Listening and already listing	- Presentation of personal vision and domains of concern
- Appreciative Inquiry into the best practices of waste management - Best stories - Identifying success factors	- Presentation of the visioning compilation by volunteers - Discussion - Agreement

Day One	Day Two
13:00 – 13:30 Lunch	
<ul style="list-style-type: none"> - Integral framework of change - Four world - Mapping success factors 	<ul style="list-style-type: none"> - Breakthrough concept - What is breakthrough - forming breakthrough teams
<ul style="list-style-type: none"> - Rethinking the future - Managing the present from the future - Memory of the future 	<ul style="list-style-type: none"> - Identifying action - conversation for action - action plan
<ul style="list-style-type: none"> - Visioning - What kind of future do we want to create for BKM 	<ul style="list-style-type: none"> - Commitment - The power of commitment, Levels of commitment
<ul style="list-style-type: none"> - Reflection H.W. 84th B day 	<ul style="list-style-type: none"> - Final reflection and closing
17:00 – closing	

2. Record of the Workshop

2.1 Introduction of Workshop background

The program started with the formal opening ceremony – which was participated by more than 50 persons (invitees and participants). The objectives and outline of the workshop were presented. Following that, the findings of Baseline Survey were reported by ECCA and Kathmandu 2020.

2.2 Appreciative Inquiry into the Best Practices of Waste Management

It was focused on the importance of speaking and listening for obtaining positive result/change and in developing a vision on solid waste management. During the session, the participants engaged in interviewing each other to dig out each other's experience and also to identify the key factors contributing to the success story in solid waste management. Participants also shared the outcome of the group discussions in a large group followed by question answers.

2.3 Rethinking the future and Visioning

The participants were involved in an exercise to craft a vision on solid waste management. This involved envisioning the kind of achievement BKM would like to make in the area of solid waste management by the year 2015. During the visioning exercise participants were provoked to come up with a vision that was inspiring, challenging, that they are passionate about and is realistic enough to be achieved in eleven years from now.

2.4 Identifying Action and Commitment

In the second day participants made groups according to their wards by also involving municipality staff. After the groups were formed, they discussed the results to be achieved during one-year period that would contribute towards achieving the bigger vision. During the discussion, the groups were focused to form the sub groups in each ward and mobilize them for the awareness campaign. These groups will be the key group in their ward to implement the program.

2.5 Closing

The participants expressed their commitment and agreed to be involved in various activities on SWM.

Subject: Counselor Training Camp
Date: September 7-9, 2004
Time: 10:00 – 19:30
Venue: Environmental Resource Center (ERC), Sipadol, Bhaktapur
Participants: Nepalese C/P

BKMC	Mr. Moti Bhakta Shrestha, Social Welfare Officer, Social Welfare & Sanitation Section
SWMRMC	Mr. Surya Man Shakya (Resource Person) Mr. Nirmal Acharya (Resource Person)
JICA Study Team	Ms. Toshiko Shimada
ECCA	Mr. Binod Shrestha Mr. Saroj Aryal Ms. Bijita Shrestha Mr. Anil Suwal and other staffs

S.No.	Name / Male / Femel	Contact Address	Occupation
1	Ram Sharan Twati	Bhaktapur , Municipality	Office , Kal.I.
2	Ram Krishna Prajapati	Bhaktapur , Municipality	Office, (W.I.15,17)
3	Tulsi Ram Suwal	Bhaktapur , Ward 14	Student
4	Amin Duwal	Bhaktapur , Ward. 14	"
5	Arbindra Prajapati	Bhaktapur , Ward. 14	"
6	Rabin Suwan	Bhaktapur , Ward 14	"
7	Rashila Suwal	Bhaktapur , Ward 14	"
8	Rabina Suwal	Prayatna Nepal	"
9	Shreejana Suwal	Bhaktapur , Ward 14	"
10	Ganga Prajapati	Bhaktapur , Ward 14	"
11	Yogendra Kharbuja	Bhaktapur , Ward 13	"
12	Prem Krishna Kharbuja	Bhaktapur , Ward 13	"
13	Rojan Jati	Bhaktapur , Ward 15	"
14	Ram Laxmi Kharbuja	Bhaktapur , Ward 15	"
15	Nillu Dhoju	Bhaktapur , Ward 15	"
16	Shyam Sundhar Matang	Bhaktapur , Ward 15	Job
17	Ram Sundhar Sujuknu	Bhaktapur , Ward 15	Job
18	Hari Krishna Bhaila	Bhaktapur , Ward 17	Teacher
19	Krishna P. Dujmaru	Bhaktapur , Ward 17	Carpenter
20	Bindu Nyaichyai	Bhaktapur , Ward 17	Student
21	Sulochana Duwal	Bhaktapur , Ward 17	"
22	Sumitra Nyaichyai	Bhaktapur , Ward 17	"
23	Ramesh Nyai Chyai	Bhaktapur , Ward 17	Teacher

1. Agenda

Time	Activities	Resource Person
Day 1 September 7, 2004		
10:00	Arrival at ERC, Registration, Tea, Room allocation	Bijita
10:15	Introduction	Saroj Aryal
11:15	Expectation / Group Division	Sidhi Bajracharya
11:30	ECCA Introduction / ECCA in BKM	Binod Shrestha / Anil Suwal
12:00	Future approaches in BKM on SWM	JICA Study Team
12:45	Lunch	

Time	Activities	Resource Person
1:45	Communication for Coordination Role of communication for better coordination Types of communication	Saroj Aryal
3:30	Environmental game	
4:00	Tea	
4:30	Existing Situation and Future Approaches of BKM on SWM BKM present responsibility and Action Plan BKM Approaches on community mobilization	BKM
6:30	Impact of Inorganic Fertilizer	Bijita Shrestha
7:30	Dinner	
Day 2 September 8, 2004		
7:30	Breakfast	
8:00	Review of Day 1	Sidhi Bajracharya
8:30	Community mobilization strategy (important of motivation and leadership) concept of community mobilization and its important Role of leadership and motivation for community mobilization	Anil Chitrakar
10:30	Public Private Partnership Program (4P) Concept, Importance and Government policy of 4P Role of 4P in community development	Surya Man Shakya (SWMRMC)
12:30	Lunch	
1:30	3R - Materials from the Waste Concept of 3R, Use of Waste, Steps of minimization waste	Nirmal Acharya (SWMRMC)
3:30	Composting Concept, types, volume of composting Method of bin and vermin composting	Sidhi Bajracharya / Nirmal Acharya
4:15	Tea	
4:45	Composting Cont...	
5:45	Zero waste	Bhushan Tuladhar (CEN)
7:15	End of Day 2	
Day 3 September 9, 2004		
7:30	Breakfast	
8:00	Review of Day 2	
8:30	Team Work Introduction of team work, Importance and value Team work for better result	Sidhi Bajracharya
10:00	Planning (bottom up and Top down)	Nirmal Acharya (SWMRMC)
12:00	Our Role after training Identify the challenges, listed the main Challenges Group work for solution and listing the possibilities activities then presentation	Binod Shrestha (ECCA)
1:00	Lunch	
2:00	Our Role after training (cont.....)	
3:00	Action Plan for three months	Nirmal Acharya (SWMRMC)
5:00	Feedback / Tea/ Leave	

2. Record of the Workshop

2.1 Introduction of Participants and Expectation / Group Division

The participants introduced themselves with their name, represented tole/ward and address. They also expressed their expectations of the training. The participants were divided into

four sub-groups to make it easy to carry out group works. Each group was given different responsibility for reporting, evaluation, management and entertainment of each day.

2.2 ECCA/the Study Introduction

Mr. Binod Shrestha gave brief introduction about ECCA including past and future ECCA activities in BKM. Following that, Ms. Toshiko Shimada gave brief introduction of the Study including the objectives, the information on past, present and future activities.

2.3 Existing Situation and Future Approaches of BKM on SWM

Mr. Moti Bhakta Shrestha, Social Welfare and Sanitation Section presented the present situation of solid waste and the past program of BKM on solid waste management. He also presented the action plan made by BKM on solid waste management for the next 12 years.

2.4 Communication for Coordination

Mr. Saroj Aryal took the session and focused on the ways of better communication for achieving better result. He discussed on the types, barriers, effectiveness and techniques of communication for the better understanding among the group and with the community.

2.5 Impact of Inorganic Fertilizer

The disadvantages of the inorganic fertilizer and its impact were discussed. Ms. Bijita Shrestha who took the session also focused on the use of organic fertilizer and its advantages. The message on the effects of inorganic fertilizer in our health and soil was also disseminated

2.6 Community Mobilization Strategy

Mr. Anil Chitrakar conducted the session by doing different group work on different topics. He focused the session on the important role of the community in making the program successful. He also expressed that the community should be aware and should take the responsibility for the success and sustainability of the program.

2.7 Team Work

Mr. Sidhi Bajracharya conducted the session in the interesting way by adding games and fun activities related with teamwork. During his session, he focused on the importance and value of team and joint work for achieving good result. The participants also realized that the teamwork helps to give better result in a short period.

2.8 3R

Mr. Nirmal Acharya, SWMRMC, conducted the session on 3R (Reduce-Reuse- Recycle) and its importance. During the session, he explained the importance of 3R, and the role and steps to minimize the waste in the household level.

2.9 Public Private Partnership Program (4P)

Mr. Surya Man Shakya, SWMRMC, conducted the session. He focused the session on the government policy in the 4P. He also shared the success story of public participation and its benefit. According to him, government is very much interested in the 4P, which could be done with the small grant. The local resources are used maximum in 4P.

2.10 Zero Waste

Mr. Bhushan Tuladhar, CEN conducted the session in a very interesting way. He focused the session on how to take more benefit from the waste so as to make the waste zero. He also demonstrated the materials made from the waste. After the session, the participants realized that the waste can also generate money if it is properly used.

2.11 Composting

Mr. Nirmal Acharya and Mr. Sidhi Bajracharya jointly conducted the session. In this session the importance of composting and its advantages were discussed. Different types of composting were explained - out of which bin composting and vermin composting were taught in detail with demonstration.

2.12 Our Role after Training

The session was divided into two parts: Finding out the problems by discussion and Small group work on the identified problems.

The session started with the discussion of problems seen in their area on solid waste. The participants listed lots of problems and out of these, three major problems were selected for discussion, which were:

- Not minimized waste in household
- Composting site and land fill
- Education and Awareness

After listing the problems, the participants were divided into three small groups according to ward and one problem was given to each group. Different aspects of each problem were discussed.

2.13 Action Plan

Mr. Nirmal Acharya conducted the session and explained the steps to make action plan. The three months action plan was also made by each ward.

Subject: Camp for Children and Formation of Nature Clubs
Date: September 16-18, 2004
Time: 10:00 - 19:30
Venue: Environmental Resource Center (ERC), Sipadol, Bhaktapur
Participants: BKM Mr. Krishna Prashad Suwal, Assistant, Social Welfare & Sanitation Section
 (CTC Member) Mr. Tulsi Ram Suwal (Ward 14)
 Mr. Yogendra Kharbhuj (Ward 15)
 Ms. Bindu Nyaichyai (Ward 17)
 JICA Study Team Ms. Sachiko Suwa
 ECCA Mr. Binod Shrestha
 Several staff

School Children;

S.No	Ward.	Name	School Name
1	14	Naresh Suwal	Shree Tara L.Sec. School
2	14	Saro Prajapati	Shree Tara L.Sec. School
3	14	Sarita Duwal	Shree Tara L.Sec. School
4	14	Rosna Suwal	Shree Tara L.Sec. School
5	14	Ruby Suwal	Community
6	14	Bina Suwal	Community
7	14	Rosna Suwal	Community
8	14	Saru Suwal	Community
9	15	Dina Foju	Shree Gyan Bijaya L Sec. School
10	15	Raju Birbal	Shree Gyan Bijaya L Sec. School
11	15	Sangita Bati	Shree Gyan Bijaya L Sec. School
12	15	Ram Devi Paka	Shree Gyan Bijaya L Sec. School
13	15	Prabodh Kharbhuj	Community
14	15	Suresh Kharbhuj	Community
15	15	Ramita Khusu	Community
16	15	Laxman Khusu	Community
17	17	Chandeshwori Duwal	Shree Ganesh L. Sec. School
18	17	Krishna Maya Sintakal	Shree Ganesh L. Sec. School
19	17	Susil Sakiju	Shree Ganesh L. Sec. School
20	17	Shyam Suwal	Shree Ganesh L. Sec. School
21	17	Tridev Khatri	Community
22	17	Nima Khatri	Community
23	17	Susma Koju	Community
24	17	Bidhan Rojalwat	Community

1 Agenda

Time	Activities	Resource Person
Day 1 <i>September 16, 2004</i>		
10:00 a.m.	Arrival at ERC, Registration, Tea, Room allocation	Bijita Shrestha
10:15	Introduction	Angel Chitrakar
11:00	Expectation / Group Division / Task Division / Norms Setting	Angel Chitrakar
12:00 noon	Lunch	
1:00	ECCA Introduction / ECCA in BKM	Binod Shrestha
1:45	The Study Introduction	
2:30	Existing Situation of SWM in BKM	Tulsi Suwal

Time	Activities	Resource Person
3:30	Tea	
4:00	Block 1	
5:00	Impact of inorganic fertilize	Bijita Shrestha
6:00	Free time / indoor game	
7:30	Dinner	
<i>Day 2 September 17, 2004</i>		
7:30 a.m.	Breakfast	
8:00	Review of Day 1/ work division	Angel Chitrakar
8:30	Effective Communication	Bindu Nyaichyai
9:30	Game	
10:00	Block II	
11:00	Creative work from waste	Bijita (All)
12:00	Lunch	
1:00	Creative work from wastes (Contd....)	
3:00	Tea Break	
3:30	Block III	
4:30	Game	
5:00	3 R Concept	Angel Chitrakar
6:30	Free time / indoor game	
7:30	Dinner	
<i>Day 3 September 18, 2004</i>		
7:30 a.m.	Breakfast	
8:00	Review of Day 2 / Work Division	Angel Chitrakar
8:30	Block IV	
9:30	Experience Sharing of KTM NC	CEN (Mr. Deepak K.C.)
11:00	Lunch	
12:00	Formation of NC / Task of the executive committee	Angel Chitrakar
1:30	Action Plan for three months	Yogendra Kharbuja
3:00	Tea Break	
3:30	Feedback / Report Presentation	
4:30	Leave from ERC	

2. Record of the Camp

2.1 Introduction of Participants and Expectation / Group Division

The introduction of the participants was done by playing games. They shared their expectation from the Camp and they were divided into four groups to make it easy to carry out group works. Each group was given different responsibility of reporting, evaluation, management and entertainment.

2.2 ECCA/The Study Introduction

Mr. Binod Shrestha gave a brief introduction about ECCA including its program and its methodology. During the session, the future program of ECCA in BKM was also explained. Besides, the Study Introduction was also given with the help of materials prepared by Ms. Toshiko Shimada.

2.3 Existing Situation and Future Approaches of BKM on SWM

Mr. Tulsi Suwal, one of the facilitators, gave a general concept of how the Bhaktapur Municipality is currently managing the wastes produced by the citizens of Bhaktapur. During the session, the participants were made aware of how much manpower is being used currently by the Bhaktapur Municipality to manage the waste. The types of waste products and its percentage were also told.

2.4 Impact of Inorganic Fertilizer

Ms Bijita Shrestha gave knowledge on the real fact and the impact of the chemical fertilizers in the community and the environment. During this session few group discussions were also made.

2.5 Communication for Coordination

Ms. Bindu Nyaichyai, one of the facilitators, made the participants understand what effective communication has, different types of communication, the barriers of effective communication and how to communicate effectively during working in the community.

2.6 Creative Works from Waste

During this session the participants were asked to prepare some useful and skillful things from the waste materials that they can easily get from their surroundings. This session aimed for the development of the creative skills / product from the waste materials so as to minimize the household waste. Ms. Bijita Shrestha facilitated this session. During the session, the participants discussed about the creative works and few products made from waste were displayed to give some concept about the work. Later, the participants made some creative products from the waste, which looked very beautiful and nice.

2.7 3R Concept

Mr. Angel Chitrakar facilitated this session and gave knowledge about Reduce, Reuse, and Recycle the waste products being generated in our homes and the surrounding areas. During this session, the participants discussed on how to Reduce, Reuse and recycle the waste as well as, using waste as the resource and raw materials for other new products.

2.8 Experiences Sharing of Kathmandu Nature Club

Mr. Deepak K.C, Program Officer of Clean Energy Nepal (CEN) gave a brief about the concept and the objectives of the Nature Club, the importance of Nature Club, the function of Nature Club works, the role of Nature Club in the community and the activities that are currently being done by different Nature Club of KMC. After this session the students were encouraged to work in the nature club.

2.9 Source Separation

Mr. Krishna Prasad Suwal, Bhaktapur Municipality facilitated the session and explained the concept of separation of waste at the source and its advantage to the individual and

Municipality. During the session, the present situation of waste in Bhaktapur Municipality and the necessity of separating it at source (i.e. at the household level) were discussed.

2.10 Task of Executive Committee /Formation of Nature Club

Nature Club formation was one of the prime objective. Hence, before the formation of Nature Club the role and task of Executive Committee was mentioned. Mr. Angel Chitrakar facilitated this session and made the participants clear about the duties and responsibilities of the members of the Executive Committee. Six nature clubs were established in the last day of the camp - three in each school and three in each tole. After establishing the nature clubs, the office bearers were selected through mutual understanding and their responsibilities were also made clear.

2.11 Preparation of action plan for 3 months

After the formation of the Nature Club, a tentative action plan for three months was prepared by the participants. This session was facilitated by Mr. Yogendra Kharbuja. During this session, the participants first discussed the action plan preparation format. Then they were briefed about the action plan made by the youths of ward 14, 15, and 17 of Bhaktapur Municipality. Later the participants made the action plan for three months by discussing in their group.

2.12 Sessions in smaller groups

For these sessions, the participants were divided into four groups, which was most interesting and totally new for the campers. The participants were also enjoying studying outside in the open space. These types of sessions provide opportunity to speak and be closer in the relationship between the camp staff and the participants. Following were the topics taught:

(a) Household Sanitation

In this session, the participants discussed about the importance of sanitation and the negative impact of bad household sanitation. This session aimed to make the participants aware about the importance of health and sanitation.

(b) SODIS

Solar Water Disinfecting process (SODIS) is one of the easiest and the natural process to purify the water through sunlight. This process is easy and can be used in any place where there is sunlight. As clean and safe drinking water is essential for the healthy life, this session aimed to apply the technology of SODIS in their home and schools.

(c) Paper Recycling

During this practical session, participants were introduced with the simple method of paper recycling which they can do by themselves in their home through waste paper. The making of recycled paper was demonstrated in which the campers also practiced and made some recycled paper. This session gave practical knowledge for the students. During the

session the participants were also taught about the importance of paper recycling and the positive impact of paper recycling in the environment.

(d) Composting

In this session, general information about waste and its proper management were taught. The concept of Reduce, Reuse, and Recycle were discussed during the class. The main objective of this session was to give knowledge about the types of composting and proper use of the wastes

2.13 Game

The environmental games were played at regular intervals. Each game conveys the important message about the flora and fauna and the environment. It's very entertaining to play and easy to learn. All of these games have specific messages to relay. Some of the played games were -

- Animal Act
- Find the Leader
- Star and Ball
- I Love It
- Five things Changed
- Mind Games (Mathematical games)

2.14 Closing

The participants were very excited and encouraged to be involved in SWM activities as members of Nature Club.

APPENDIX 5.5

Questionnaire and Summary of Results of Impact Survey under the Pilot Project D-3

APPENDIX 5.5 QUESTIONNAIRE AND SUMMARY OF RESULTS OF IMPACT SURVEY UNDER THE PILOT PROJECT D-3

Summary of Results and Conclusion drawn from the Impact Survey

Nature club members	
1.	96% of Nature Club members interviewed were satisfied with the conducted activities. The rest of members who were not satisfied with activities felt that more awareness and participatory program for all students should be carried out.
2.	School management committees, teachers and other organizations were reported as the main supporters for Nature Clubs activities as more than 90% of members of Nature Clubs interviewed mentioned. It was followed by BKM (78%) and community (50%).
3.	Most of members interviewed reported having faced challenges during the implementation of various Nature Club activities. The majority of them who faced challenges (74%) reported that they solved the challenges by discussing among the members first, which was followed by teachers (15%) and tole/community members (7%).
4.	Close to 90% of respondents felt that it was easier to conduct program in schools rather than in communities.
5.	Nature Club members disseminated information on SWM to their family members (77%) first, followed by friends (71%), neighbors (30%) and other community members (26%). 44% of Nature Club members interviewed reported disseminating information on SWM to 1-10 people, and close to 41% responded that they disseminated messages and information on SWM to 11-25 people. 11% of them delivered information on SWM to more than 50 people.
6.	After involving in Nature Clubs, 67% of the members interviewed felt that their study has been improved. Close to 60% of respondents described that self-confidence has been enhanced through Nature Club activities.
7.	74% of members interviewed reported gaining more knowledge and information on SWM after participating in SWM program including Nature Club activities under the Study. 63% of them responded they improved management and other skills. Half of members interviewed also reported that they could put what they learned into practice for effective SWM.
8.	For sustainability of Nature Clubs, School was cited as the main coordination partner (82%) followed by BKM (26%).
Students (Non Nature Club member)	
1.	Difficulty in managing extra time was cited as the major reason of not being a member of Nature Club.
2.	Non Nature Club members interviewed were aware of Nature Club activities such as clean-up, various competition activities, and awareness.
3.	Close to half of non Nature Club members interviewed responded that the members of Nature Clubs shared information on SWM to them after training. On the other hand, 24% of respondents reported Nature Club members did not share what they learned from the training with other friends.
4.	Close to 80% of non Nature Club members reported participating in the Nature Club activities. Those who did not participate in these activities responded that they did not know about the program, and 76% of these students would participate in the program if asked.
5.	70% of non Nature Club members who participated in SWM program including Nature Clubs reported gaining more knowledge and information on SWM. 43% of respondents reported that they improved management and other skills.
Teachers	
1.	All teachers were very much aware of Nature Clubs and felt that such program was needed in school.

	Approximately 92% of teachers interviewed participated in activities conducted by Nature Clubs.
2.	83% of teachers interviewed responded that Nature Clubs focused on the clean up in and around school complex. It was followed by awareness activities.
3.	Close to 60% of teachers interviewed told that Nature Clubs contributed to minimizing open dumping in the public places while 25% of them felt that Nature Clubs' activities have brought about being cleaner in toles than before.
4.	67% of teachers felt that they gained more knowledge and information on SWM after participating in SWM program under the Study including Nature Club activities. Slightly more than 40% responded that they put what they learned into the practice.
5.	They recommended that the community participation including Core Groups be most essential to make Nature Clubs effective.
Community members	
1.	96% of community members interviewed were aware of Nature Clubs and assessed that such a program was good for children. Regarding the activities conducted by Nature Clubs, the clean-up was popular (75.6% of community members responded) followed by awareness activities (38.5%).
2.	Close to 62% of respondents were involved in the Nature Club activities while the rest of them did not participate in them. The most popular way of involvement was participating in the program (66.6%) followed by giving suggestion (37.5%). Not knowing about the Nature Club program was cited as the main reason for those who did not involve themselves in Nature Club activities.
3.	41% of respondents felt that Nature Club activities led to increasing the level of awareness of waste disposal. Close to 40% pointed out that Nature Club activities contributed to being cleaner in toles than before.
4.	47% of community members responded that they applied what they learned from the SWM program including Nature Club activities into the practice while close to 36% of them told that they increased their knowledge and information on SWM.
5.	63% of respondents recommended that community be more involved in Nature Club activities to make them more effective. Close to 36% of community members mentioned that encouraging its members would be key to effectiveness of Nature Clubs.
Core Group members	
1.	The majority of Core Group members were satisfied with the activities conducted by Nature Clubs in school and community.
2.	25 % of Core Group members were involved in almost all Nature Club activities while 68.8% of them participated in few of activities. The ways of their involvement are as follows: participating program (68.8%), giving suggestions (62.5%) and providing financial support (12.5%).
3.	Slightly more than 90% of members interviewed felt that formation of Core Group was necessary for supporting the implementation of Nature Club program. The majority of respondents felt that the participation of Core Group in Nature Club activities was essential to make them successful.

Questionnaire

Individual Information:

Interview's name:

Address: house no: Tole Ward no:

Family no: Male Female no

1) Students:

No.	Question	Answer
1.1	Are you the member of nature club?	- Yes - No
	In no then why	- Not get permission by home - Need more extra time - Don't like
1.2	What kind of activities are doing by Nature Club	- Awareness - Clean up - Competition - Above all - Non of above
1.3	After the training, does you friend shared what they learned in the training with you?	- All - Partially - No
	If shared, then what are they?
1.4	Do you participate in the nature club activities?	- Sometimes - All - No
	If no then why not participate	- Don't know about the program - Lack of time - Not interested - Other
1.5	If anyone asked you do you participated in the program?	- Yes - No - Don't know
1.6	What kind of change you feel after participating in the solid waste management program?	- More knowledge and information on SWM - Improved Management and other skill - Applied in behavior - Not changed

2) Nature club members

No.	Question	Answer
2.1	What are the developments after involving in Nature club?	- Developed leadership - Improved in self confidence - Improve in study - Other
2.2	Does school support the nature club?	- Yes - No - Partially
2.3	Do teachers support the nature club?	- Yes - No - Partially
2.4	Do other organizations support the nature club?	- Yes - No - Partially

No.	Question	Answer
2.5	Does community support the nature club?	- Yes - No - Partially
2.6	Does Bhaktapur Municipality support the nature club?	- Yes - No - Partially
2.7	Do you faced any challenges during the implementation	- Yes - No
	If yes then what are they?
2.8	How have you faced or solved the challenges	Prioritization - Discussion with the teachers - Discussion with the community members - Discussion with other organization - Discussion among the nature club members
2.9	How many times the nature club meeting was held in a month	- 1-2 times - 3-4 times - 4-6 times - More than six times
2.10	Are you satisfied with the conducted activities?	- Yes - No
2.11	If you not satisfy then what kind of activities should be carried out?	- Awareness/ participatory program for all the students - Awareness program for the community - Other
2.12	Where you fell easy to conduct the program	- In community - In school
2.13	Do you disseminated the SWM information to other and whom ?	- In family - Neighbor - Friends - Other community members
2.14	What kind of change you feel after participating in the solid waste management program?	- More knowledge and information on SWM - Improved Management and other skill - Applied in behavior - Not changed
2.15	For the sustainability of the nature club, which organization is needed for the coordination in priority basis?	Prioritization - Coordination organization's name - Bhaktapur Municipality - Local organization - School - Core group

3) Community/ Teachers

No.	Question	Answer
3.1	Do you know that the nature club is in your tole?	- Yes - No
3.2	What kind of activities does the nature club do?	- Clean up - Show drama - Awareness activities - Other
3.3	What should be done to make the nature club activities more effective?	- More community involvement - Involve the Bhaktapur Municipality and local group in the program implementation - Encourage the nature club members - Other

No.	Question	Answer
3.4	Is it good that students participate in such program?	- Yes - No
3.5	Do you involve in the nature club activities?	- Yes - No
	If yes then how	- By participating in the program - By giving suggestion - Other
	If no then	- Don't know about the program - Didn't like the program - Useless
3.6	What kind of changed took place in your tole after the nature club activities?	- Tole is cleaner than before - Decrease in disease caused by waste hazard - Minimize to throw waste in the public place like street - Increase in SWM - Other
3.7	What kind of change you feel after participating in the solid waste management program?	- More knowledge and information on SWM - Improved Management and other skill - Applied in behavior - Not changed

4) Core group

No.	Question	Answer
4.1	How were the nature club activities?	- Good - Satisfactory - Not satisfactory
4.2	How much you involve in the nature club activities?	- Almost all - Few - No - If not why?
4.3	How did you help / support nature club?	- By participating - Financial support - By giving suggestion - Other
4.4	Is it necessary to form the core group for such types of program?	- Yes - No
4.5	How many times the meeting was held?	- Once a week - Twice a week - Once a month - Twice a month - Never
4.6	How many members attained in the meeting?	- 1/4 - 1/2 - 3/4 - All
	if not attain they why?	- No time - Not important - Not interested
4.7	What are the roles of core group to make the program success (priority basis)?	Prioritization - Participatory - Encouragement - Evaluation / monitoring - Providing suggestion - other

No.	Question	Answer
4.8	Financial support to nature club (priority basis)	Prioritization - Bhaktapur Municipality - Non government organization - Fund generating activities - Donation from core group - Other

APPENDIX 5.6

***Result of Self-Assessment Before and
After the Pilot Project D:***

APPENDIX 5.6 RESULT OF SELF-ASSESSMENT BEFORE AND AFTER THE PILOT PROJECT D

The self-assessment was conducted on July 5, 2004 and May 26, 2005 to assess the level of knowledge, skills and work experience of target groups (See Table A5.6-1) in the areas of BCC and community mobilization. Items in which the self-assessment covered were level of knowledge and understanding of technical topics, experience of program management regarding awareness raising, experience of program management regarding behavior change, experience of community mobilization/community-based SWM, and experience of working with NGOs/CBOs related to community mobilization and community-based SWM (see attached Questionnaire). This self-assessment was carried out targeting the following staff.

Table A 5.6-1 Target Staff for Self-Assessment

	KMC	LSMC	BKM	MTM	KRM
Name of Staff	Ms. Shriju* Ms. Sanu*	Ms. Sabina* Ms. Sarita Ms. Gani Shova	Mr. Dilip* Mr. Krishna*	Mr. Tulsi * Ms. Krishna*	Mr. Anuj* Mr. Gyan

Note: Mr. Nirimal, the Focal Point from SWMRMC is not basically included as the target for assessment since SWMRMC is not an implementing organization for community interventions. However, he actively participated in several interventions such as training and sharing meetings as advisor for municipalities.

* indicates Focal Points of Pilot Project D.

Source: JICA Study Team

1. Level of Knowledge and Understanding of Technical Topics:

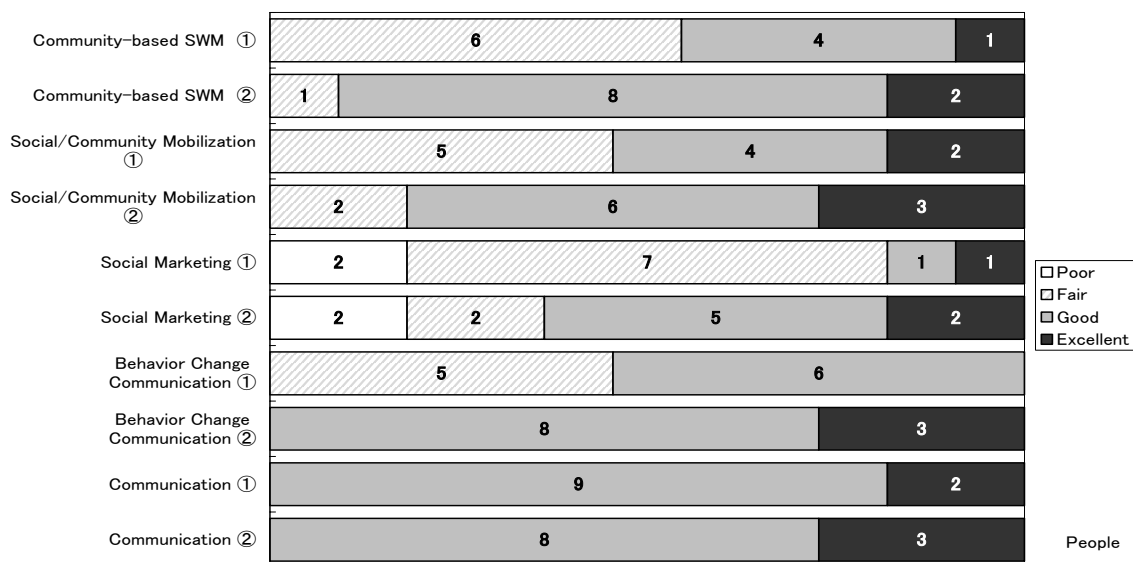


Figure A 5.6-1 Level of Knowledge and Understanding of Technical Topics

Note: ① indicates 1st Self-Assessment conducted before the Pilot Project while ② stands for 2nd Self-Assessment conducted after the Pilot Project

Source: JICA Study Team

The Figure A5.6-1 illustrated the overall level of knowledge and understating of technical topics was clearly improved by various training and study tour among target groups. Particularly, it was observed that the knowledge regarding BCC was highly increased.

2. Experience of Program Management regarding Awareness Raising:

It was clearly found out that the target groups gained experience of formation and development as well as implementation of program for awareness raising as Figure A5.6-2 indicates.

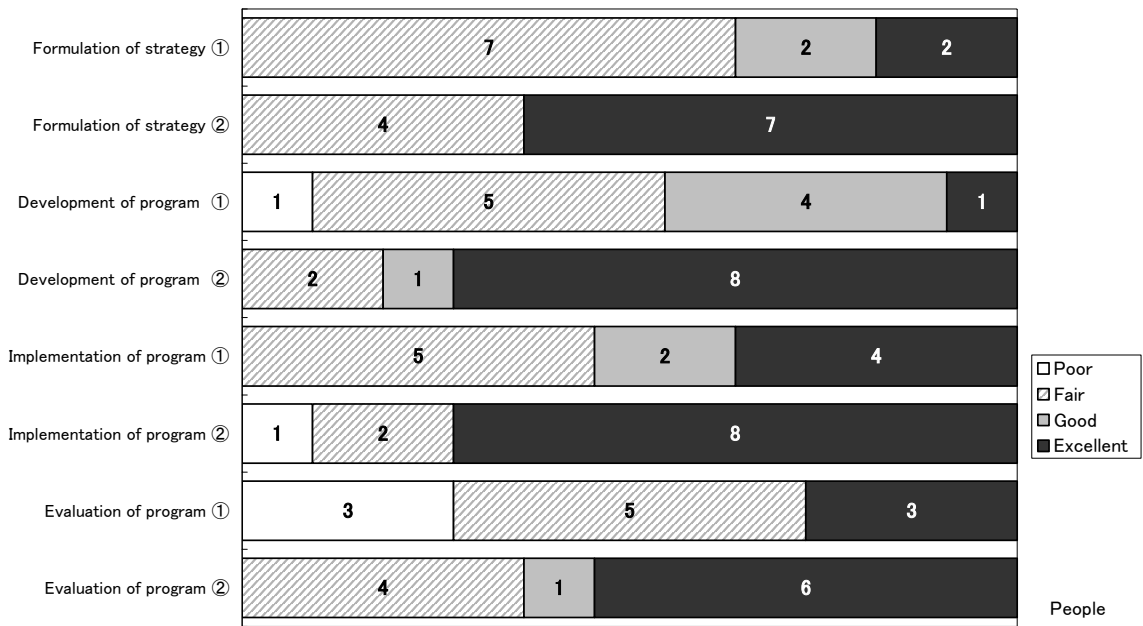


Figure A 5.6-2 Experience of Program Management regarding Awareness Raising

Note: ① indicates 1st Self-Assessment conducted before the Pilot Project while ② stands for 2nd Self-Assessment conducted after the Pilot Project

Source: JICA Study Team

3. Experience of Program Management regarding Behavior Change:

Most of them viewed that they have been more involved in formulating and developing strategy for BCC than before the Pilot Project (See Figure A5.6-3).

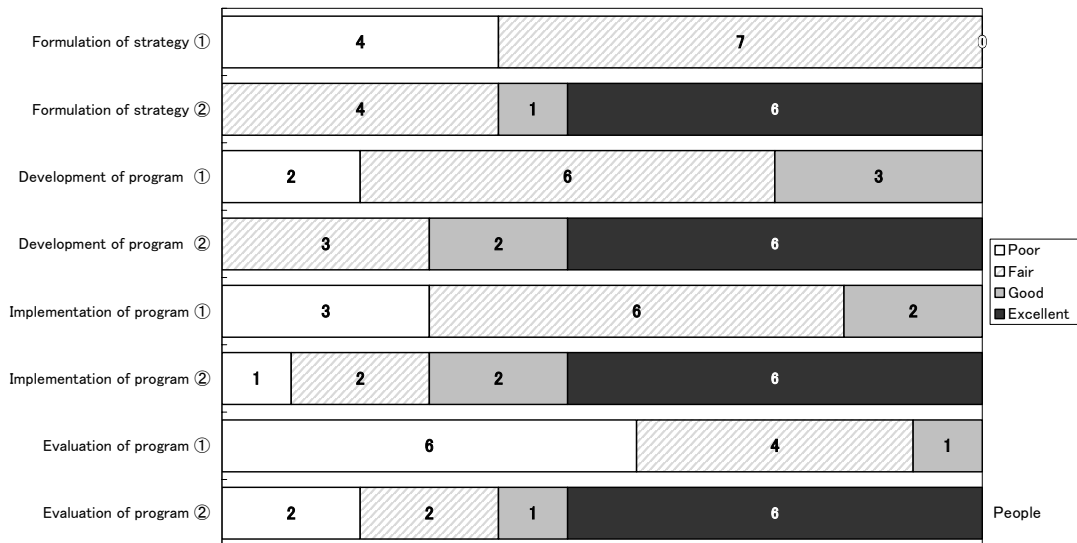


Figure A 5.6-3 Experience of Program Management regarding Behavior Change

Note: ① indicates 1st Self-Assessment conducted before the Pilot Project while ② stands for 2nd Self-Assessment conducted after the Pilot Project

Source: JICA Study Team

4. Experience of Community Mobilization/Community-based SWM:

The majority of target groups felt that the experience of community mobilization and community-based SWM has become excellent at the time of 2nd Self-Assessment. As Figure A5.6-4 shows, there was highly improvement in all program management capacity related to community mobilization and community-based SWM.

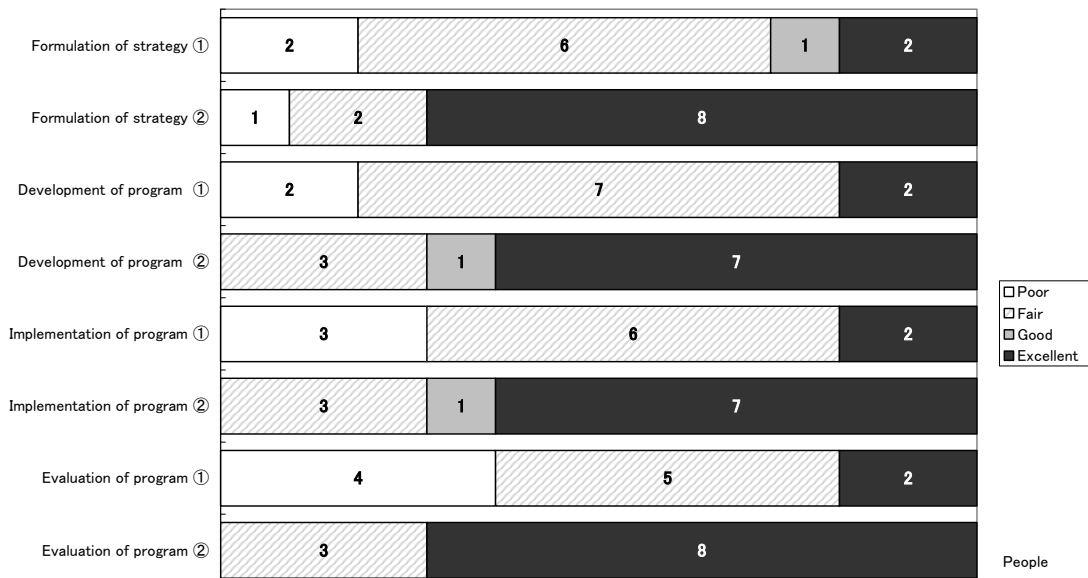


Figure A 5.6-4 Experience of Community Mobilization/Community-based SWM

Note: ① indicates 1st Self-Assessment conducted before the Pilot Project while ② stands for 2nd Self-Assessment conducted after the Pilot Project

Source: JICA Study Team

5. Experience of Working with NGOs/CBOs related to Community Mobilization and Community-based SWM:

According to the Figure A5.6-5, most of target groups felt that the work experience of coordinating with NGOs and CBOs and evaluating their programs has been greatly increased more than before the Pilot Project D. On the other hands, there has been slightly increase in the work experience of drafting TOR and contracting out NGOs and CBOs.

Based on the results of self-assessment, it can be assumed that Pilot Project D contributed to increase in the basic knowledge and necessary working experience of program management in the specific areas of public awareness, behavior change, and community mobilization.

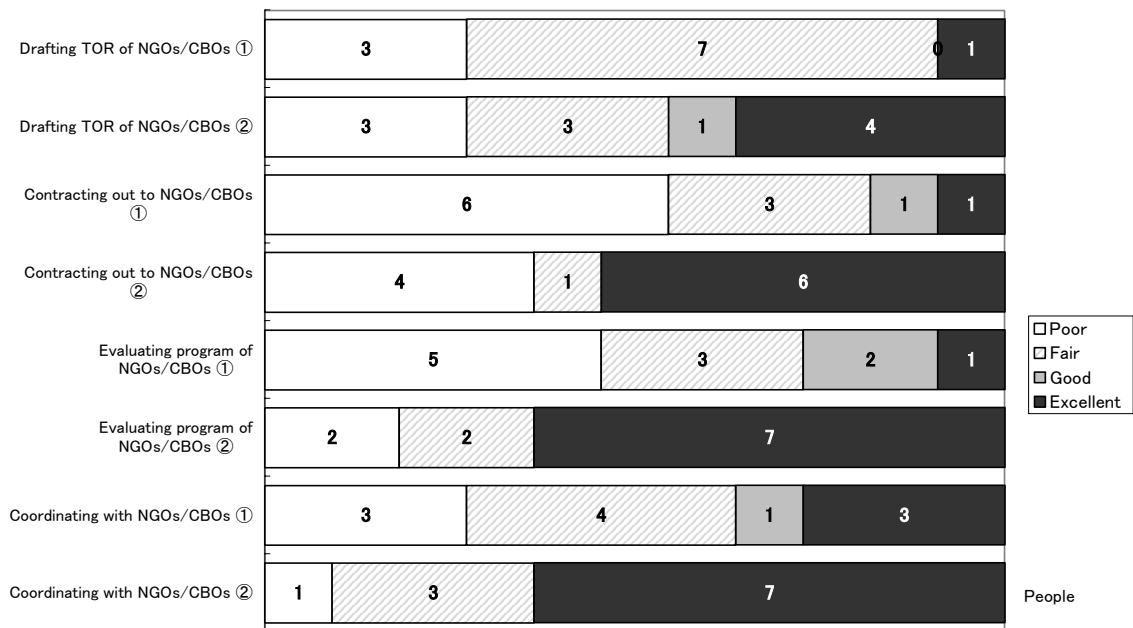


Figure A 5.6-5 Experience of Community Mobilization/Community-based SWM

Note: ① indicates 1st Self-Assessment conducted before the Pilot Project while ② stands for 2nd Self-Assessment conducted after the Pilot Project

Source: JICA Study Team

Questionnaire of Self-Assessment

Name: _____

Name of Municipality: _____

Please mark on the scale; the numbered box, which best describes your response to the statement.

I. Behavior Change Communication

1) How would you rate the level of knowledge and understanding about **communication** including its concept, roles, types, and barriers and motivators?

Low	Moderate		High	CKV use
1	2	3	4	

2) How would you rate the level of knowledge and understanding about **behavior change communication** or **behavior change** including its concept, roles, stages, barriers and motivators?

Low	Moderate		High	CKV use
1	2	3	4	

3) How would you rate the level of knowledge and understanding about **social marketing** including its concept, and steps, etc?

Low	Moderate		High	CKV use
1	2	3	4	

4) Have you ever received any **training** regarding above 1)–3)?

Never	Yes, I learned one of three.	Yes, I learned two of three.	Yes, I learned all three.	CKV use
1	2	3	4	

5) Have you ever conducted **any study or analysis** regarding knowledge, attitude and behavior of target groups in environmental issues or other sectors?

Never	Yes, but partially involved (e.g. only design).	Yes, I have done once.	Yes, I have done several times.	CKV use
1	2	3	4	

6) Have you ever **formulated strategy** of **awareness raising** ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify in which areas you have ever formulated strategy regarding awareness raising.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 others ()

7) Have you ever **formulated strategy** of **behavior change** ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify in which areas you have ever formulated strategy regarding behavior change.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 others ()

8) Have you ever developed program of awareness raising ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify in which areas you have ever developed program regarding awareness raising.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		

9) Have you ever developed program of behavior change ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify in which areas you have ever developed program regarding behavior change.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		

10) Have you ever implemented program of awareness raising ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs you have ever implemented regarding awareness raising.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		

(For those who answered 2, 3 or 4) Please specify what type of activities you have ever implemented in the program regarding awareness raising.		<input type="checkbox"/> campaigns <input type="checkbox"/> Information Education and Communication materials such as posters, pamphlets, booklets, billboards and etc. <input type="checkbox"/> TV/Radio <input type="checkbox"/> events/exhibition <input type="checkbox"/> training, <input type="checkbox"/> meetings/workshops, <input type="checkbox"/> others ()		
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11) Have you ever implemented program of behavior change ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs you have ever implemented regarding behavior change.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		

(For those who answered 2, 3 or 4) Please specify what type of activities you have ever implemented in the program regarding behavior change.		<input type="checkbox"/> campaigns <input type="checkbox"/> Information Education and Communication materials such as posters, pamphlets, booklets, billboards and etc. <input type="checkbox"/> TV/Radio <input type="checkbox"/> events/exhibition <input type="checkbox"/> training, <input type="checkbox"/> meetings/workshops, <input type="checkbox"/> others ()		
---	--	---	--	--

12) Have you ever evaluated program of awareness raising ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs you have ever evaluated regarding awareness raising.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		
(For those who answered 2, 3 or 4) Please specify what type of activities you have ever evaluated in the program regarding awareness raising.		<input type="checkbox"/> campaigns <input type="checkbox"/> Information Education and Communication materials such as posters, pamphlets, booklets, billboards and etc. <input type="checkbox"/> TV/Radio <input type="checkbox"/> events/exhibition <input type="checkbox"/> training, <input type="checkbox"/> meetings/workshops, <input type="checkbox"/> others ()		
(For those who answered 2, 3 or 4) Please describe the ways how you have evaluated program regarding awareness raising. ()				

13) Have you ever evaluated program of behavior change ?				
Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs you have ever evaluated regarding behavior change.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> others ()		
(For those who answered 2, 3 or 4) Please specify what type of activities you have ever evaluated in the program regarding behavior change.		<input type="checkbox"/> campaigns <input type="checkbox"/> Information Education and Communication materials such as posters, pamphlets, booklets, billboards and etc. <input type="checkbox"/> TV/Radio <input type="checkbox"/> events/exhibition <input type="checkbox"/> training, <input type="checkbox"/> meetings/workshops, <input type="checkbox"/> others ()		
(For those who answered 2, 3 or 4) Please describe the ways how you have evaluated program regarding behavior change. ()				

II. Community mobilization / Community-based SWM

14) How would you rate the level of knowledge and understanding about social /community mobilization including its concept, objectives, stages, and etc?				
Low	Moderate		High	(Study Team use)
1	2	3	4	
15) How would you rate the level of knowledge and understanding about community-based SWM including its concept, roles, features, etc?				
Low	Moderate		High	(Study Team use)
1	2	3	4	

16) How would you rate the level of your **facilitation skills** necessary to mobilize/encourage the target community?

Low	Moderate		High	(Study Team use)
1	2	3	4	

17) Have you ever received any **training** regarding the above 14) –16)?

No	Yes, I learned one of three.	Yes, I learned two of three.	Yes, I learned all three.	(Study Team use)
1	2	3	4	

18) Have you ever formulated strategy related to community mobilization or community-based SWM?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify in which areas you have ever formulated strategy.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 integrated community development,
 others ()

19) Have you ever **developed program** of **community mobilization or community-based SWM** ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify which programs you have ever developed.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 integrated community development,
 others ()

20) Have you ever **implemented program** of **community mobilization or community-based SWM** ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify which programs you have ever implemented.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 integrated community development,
 others ()

(For those who answered 2, 3 or 4) Please specify what aspects you have ever implemented in the program regarding community mobilization.

appraisal and rapport building, situation analysis
 group organizing and strengthening provision of training to the groups,
 supporting/facilitating activities of the groups others ()

21) Have you ever **evaluated program** of **community mobilization or community-based SWM** ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	

(For those who answered 2, 3 or 4) Please specify which programs you have ever evaluated.

solid waste management, air pollution control,
 (safety) water, sanitation/hygiene (proper use of toilet),
 integrated community development,
 others ()

III. Coordination with NGOs/CBOs

22) Have you ever drafted Terms of Reference (TOR) regarding *community mobilization or community-based SWM*?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs of TOR you have ever drafted.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> integrated community development, <input type="checkbox"/> others ()		

23) Have you officially contracted out to NGOs/CBOs regarding *community mobilization or community-based SWM*?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please specify which programs you have contracted out NGOs/CBOs.		<input type="checkbox"/> solid waste management, <input type="checkbox"/> air pollution control, <input type="checkbox"/> (safety) water, <input type="checkbox"/> sanitation/hygiene (proper use of toilet), <input type="checkbox"/> integrated community development, <input type="checkbox"/> others ()		

24) Have you ever evaluated community-based SWM activities conducted by NGOs/CBOs ?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please describe which activities you have evaluated.		<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		

25) Have you ever coordinated with NGOs/CBOs regarding community-based SWM?

Never	Yes, but partially involved.	Yes, I have done once.	Yes, I have done several times.	(Study Team use)
1	2	3	4	
(For those who answered 2, 3 or 4) Please describe which activities you have coordinated and with which NGOs/CBOs. If you have much experience, please provide a few examples.		<div style="border: 1px solid black; width: 100%; height: 40px;"></div>		

APPENDIX 5.7

***Result of Competency-Assessment
Before and After the Pilot Project D:***

APPENDIX 5.7 RESULT OF COMPETENCY-ASSESSMENT BEFORE AND AFTER THE PILOT PROJECT D

An objective assessment of knowledge, skills, and attitudes necessary to raise public awareness and promote attitude and behavior change for SWM among the public was conducted by the member of JICA Study Team in charge of Pilot Project twice, one was on July, 2004 and another was on May 2005. It was carried out based on the observation and interaction with target staffs over the period of implementation of Pilot Project (See Table A5.7-1). In this sense, it cannot be said that the judgment was completely objective. The assessment can be more appropriately called a competency assessment rather than an objective assessment.

The evaluation was rated on based on a four point scale and an average weighted score were calculated for each competency assessment, per evaluation item.

Table A 5.7-1 Target Staff for Competency-Assessment

	KMC	LSMC	BKM	MTM	KRM
Name of Staff	Ms. Shriju* Ms. Sanu*	Ms. Sabina* Ms. Sarita Ms. Gani Shova	Mr. Dilip* Mr. Krishna*	Mr. Tulsi * Ms. Krishna*	Mr. Anuj* Mr. Gyan

Note: Mr. Nirimal, the Focal Point from SWMRMC is not basically included as the target for assessment since SWMRMC is not an implementing organization for community interventions. However, he actively participated in several interventions such as training and sharing meetings as advisor for municipalities.

* indicates Focal Points of Pilot Project D.

Source: JICA Study Team

1. Level of Knowledge of Technical Topics:

The Figure A5.7-1 shows the results of level of required knowledge, in which the level of knowledge regarding BCC was improved more than other areas. On the other hand, the level of knowledge regarding the use of media including publicity activities remained relatively low.

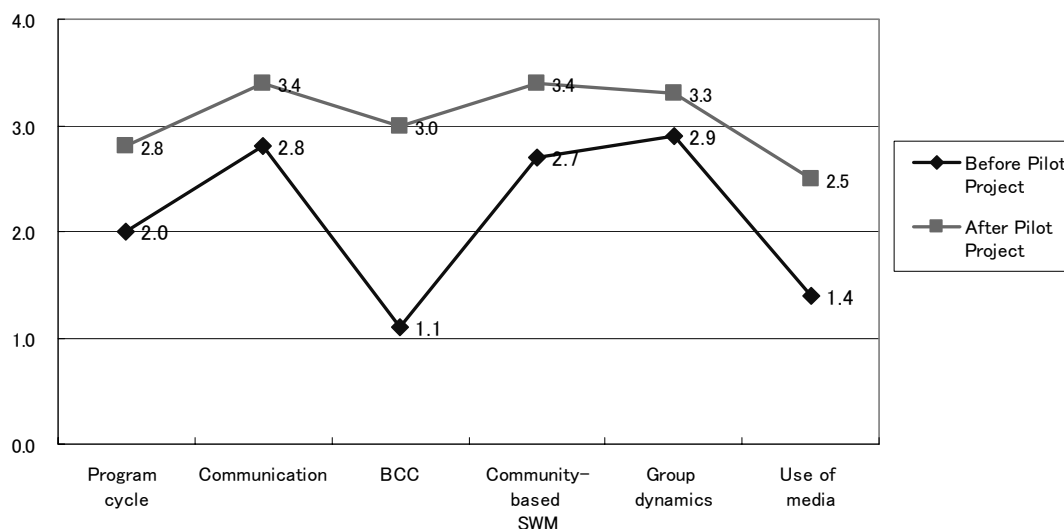


Figure A 5.7-1 Level of Knowledge based on Competency Assessment

Source: JICA Study Team

2. Level of Skills:

As the Figure A5.7-2 reveals, in general, the level of skills in all areas was increasing between before and after the implementation of Pilot Project.

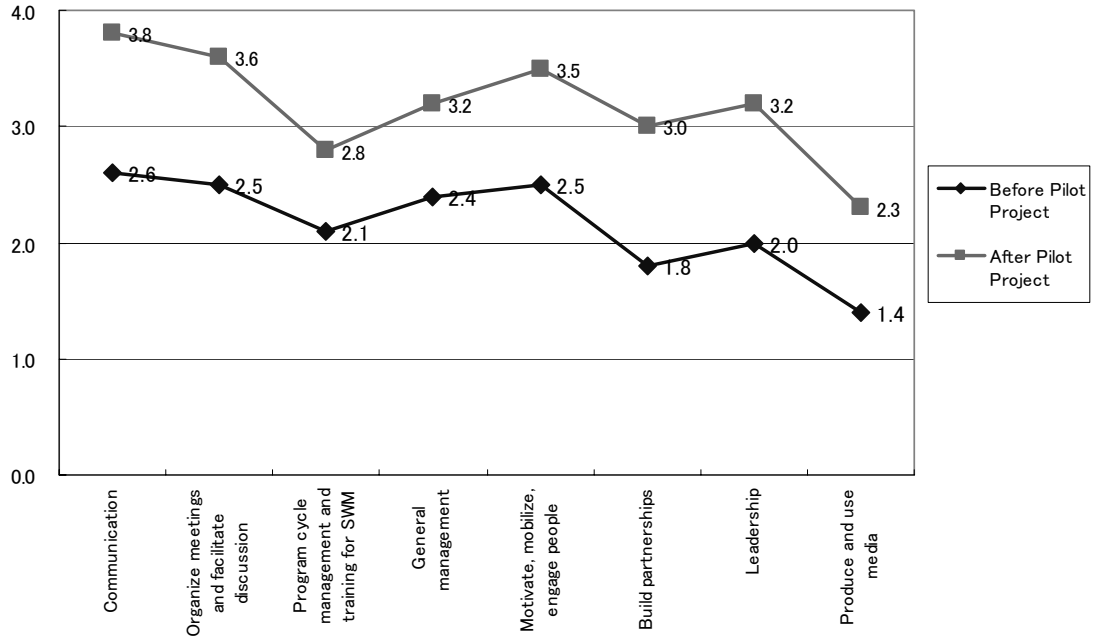


Figure A 5.7-2 Level of Skills based on Competency Assessment

Source: JICA Study Team

3. Attitude

Before the implementation of Pilot Project, the overall level of attitude except for creative and innovative thinking was relatively high among target groups. Although it is generally recognized that it would take time to change attitude in any areas, the slightly change in attitude in four evaluation areas, i.e. motivation for learning, commitment/responsibility for work, team work/collaboration and sharing, and creative/innovative thinking has been observed between before and after the Pilot Project.

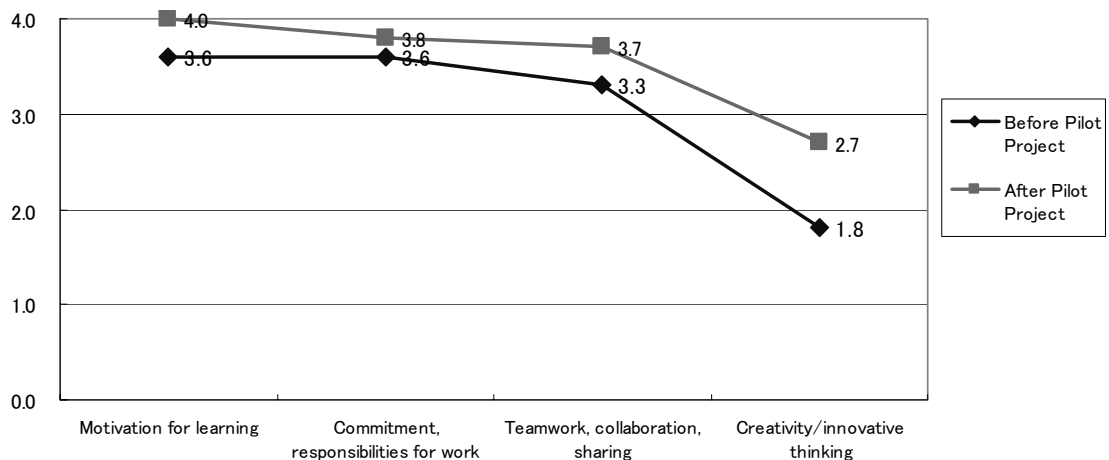


Figure A 5.7-3 Level of Attitude based on Competency Assessment

Source: JICA Study Team

Questionnaire of Competency-Assessment

Name: _____ Name of Municipality: _____

Please mark on the scale; the numbered box, which best describes your response to the statement.

I. Knowledge

1) Program planning, implementation, monitoring and evaluation				
Low	Moderate	Good	High	Remarks
1	2	3	4	

2) Communication				
Low	Moderate	Good	High	Remarks
1	2	3	4	

3) Behavior Change Communication				
Low	Moderate	Good	High	Remarks
1	2	3	4	

4) Community-based SWM activities				
Low	Moderate	Good	High	Remarks
1	2	3	4	

5) Group dynamics including group formation and group mobilization				
Low	Moderate	Good	High	Remarks
1	2	3	4	

6) Using different media including mass media, publishing				
Low	Moderate	Good	High	Remarks
1	2	3	4	

II. Skills

7) Communication				
Low	Moderate	Good	High	Remarks
1	2	3	4	

8) Organize meetings and facilitate discussion				
Low	Moderate	Good	High	Remarks
1	2	3	4	

9) Program planning, implementation, monitoring and evaluation of activities including training on SWM				
Low	Moderate	Good	High	Remarks
1	2	3	4	

10) Manage (coordinate tasks, prioritize, organize, problem solve)				
Low	Moderate	Good	High	Remarks
1	2	3	4	

11) Motivate, mobilize, engage people				
Low	Moderate	Good	High	Remarks
1	2	3	4	

12) Build partnerships (negotiate build trust), collaborate, make linkages				
Low	Moderate	Good	High	Remarks
1	2	3	4	

13) Leadership				
Low	Moderate	Good	High	Remarks
1	2	3	4	

14) Produce and use media, e.g. radio programs, printed materials				
Low	Moderate	Good	High	Remarks
1	2	3	4	

III. Attitude

15) Motivation for learning				
Low	Moderate	Good	High	Remarks
1	2	3	4	

16) Commitment, responsibilities for work				
Low	Moderate	Good	High	Remarks
1	2	3	4	

17) Teamwork, collaboration, sharing				
Low	Moderate	Good	High	Remarks
1	2	3	4	

18) Creativity/innovative thinking				
Low	Moderate	Good	High	Remarks
1	2	3	4	

Selected Photo of Activities
- Pilot Project D –

Selected Photo of Activities - Pilot Project D -



D-1: Training of Behavior Change Communication Skill (July, 2004)



D-1: Sharing Meeting at LSMC (August, 2004)



D-1: Sharing Meeting at MTM (August, 2004)



D-1: Study Tour to Hetauda (September, 2004)



D-1: Study Tour to Hetauda (September, 2004)



D-1: Two-day Social Marketing Training (February, 2005)



D-2: Meeting on Mascot Selection
(July, 2004)



D-2: Inauguration of Ashakaji Hoarding Board
(August, 2004)



D-2: Participatory Planning Training
(August, 2004)



D-2: Painting Workshop for School Children
(October, 2004)



D-2: 1st Public Event
(November, 2004)



D-2: 1st Public Event
(November, 2004)



D-2: 2nd Public Event
(April, 2005)



D-2: 2nd Public Event
(April, 2005)



D-2: 2nd Public Event
(April, 2005)



D-2: 2nd Public Event
(April, 2005)



D-2: Clean Up Campaign
(June, 2005)



D-2: Clean Up Campaign
(June, 2005)



D-3: Citizen Workshop
(August, 2004)



D-3: Counselor Training Camp
(September, 2004)



D-3: Camp for Nature Clubs
(September, 2004)



D-3: Workshop on Product Making from Waste for
Nature Clubs (October, 2004)



D-3: Field Visit for Nature Clubs
(April, 2005)



D-3: Street Drama by Nature Clubs
(June, 2005)

CHAPTER 6

PILOT PROJECT E: ***DEVELOPMENT OF OPERATION AND MANAGEMENT CAPACITIES***



CHAPTER 6 E: DEVELOPMENT OF OPERATION AND MANAGEMENT CAPACITIES

6.1 Background and Strategy

The five municipalities of the Kathmandu Valley formulated drafts of respective Action Plans (A/Ps) on solid waste management (SWM) up to 2015 under the Study, with an objective to enhance their SWM service delivery. With the support from the JICA Study Team, inter-sectional and multi-discipline Task Forces (T/F) were mobilized within each municipality, and were made responsible for planning and consolidating initial drafts of the A/Ps with the identification of their visions, targets, approaches, strategies and activities for the short, medium and long term.

On the other hand, for the effective implementation of these A/Ps, various operational and technical capacities of the T/F and the responsible departments/sections of the municipalities required strengthening. While development of specific SWM technical capacities were encouraged in other Pilot Projects under the Study, this Pilot Project E focused mainly on addressing organizational and institutional issues¹ including solid waste relating data management, so that the appropriate mechanisms and capacities were in place for the municipalities to operationalize their respective A/Ps. The core strategy of this Pilot Project was to provide opportunities to the municipalities and Solid Waste Management and Resource Mobilization Center (SWMRMC) to attain means in which they would be able to initiate incremental improvements in organizational performance. It consisted of three main components; E-1 Training for Action Plan Operational Management, E-2 Practice of Solid Waste Data Management and E-3 Training for Solid Waste Management Policy and Technology.

6.2 Basic Plan

6.2.1 Project Purpose

The Project Purpose of the Pilot Project E was identified as “Capabilities of relevant staff of five municipalities and SWMRMC regarding technical and operational management on solid waste are strengthened.”

6.2.2 Outputs

There were three expected outputs of the Pilot Project E as follows:

Output 1	Municipalities acquire necessary capacities to operationalize Action Plans.
Output 2	Municipalities acquire the skills and knowledge to collect and manage SWM data

¹ These organizational and institutional issues identified during Phase 2 of the Study includes 1) Structural inefficiencies and functional ambiguities; 2) Absence of systems and practices to optimize operations; 3) Underdeveloped partnerships with private sector and civil society; 4) Staffing and human resource management.

Output 3	Municipalities and SWMRMC is imparted with necessary knowledge to formulate and implement appropriate SWM policies and technology.
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6.2.3 Activities

In order to achieve the above outputs, the following activities were included in the basic plan of the Pilot Project E.

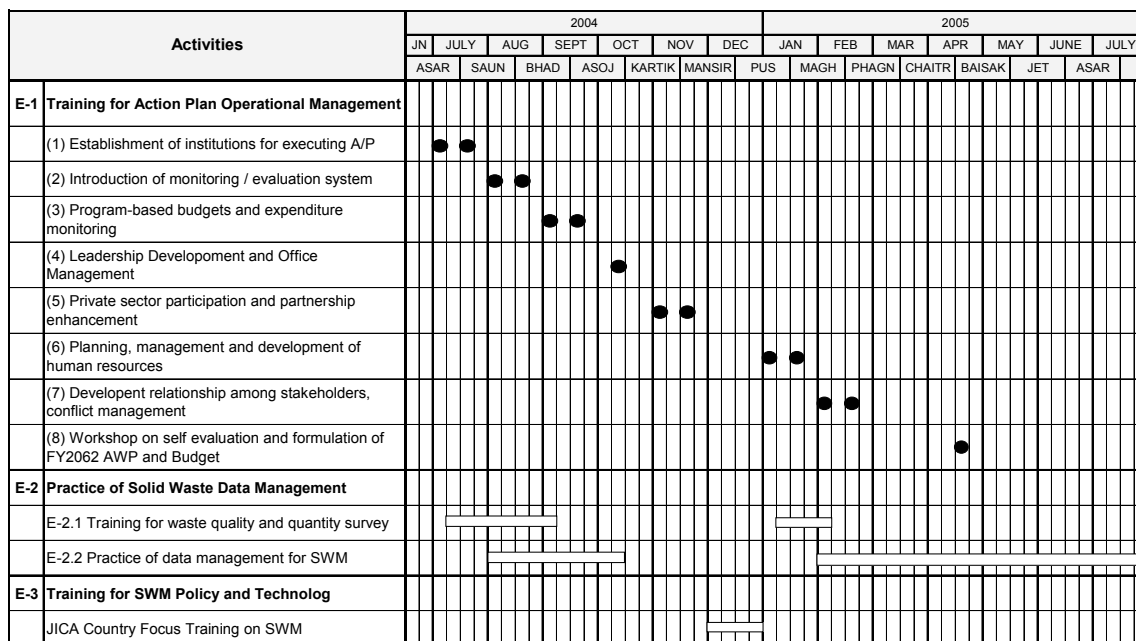
Activities 1 (Pilot Project E-1: Training for Action Plan Operational Management)	
1-1	Transfer of planning and data collection know how from the JICA Study Team
1-2	Monthly management training sessions
1-3	Operationalization of Action Plans
1-4	Monthly monitoring of training results
1-5	Self-evaluation Exercise

Activities 2 (Pilot Project E-2: Practice of Solid Waste Data Management)	
2-1	Training for waste quality and quantity survey
2-2	Practice of data management for SWM

Activities 3 (Pilot Project E-3: Training for SWM Policy and Technology)	
3-1	Participation to the JICA Country Focus Training in Japan

6.2.4 Plan of Operation

The Plan of Operation (PO) developed for this Pilot Project is described below.



Legend
 : Periodic activity
 : Spot activity

Figure 6.2-1 Plan of Operation of Pilot Project E (Actual)

Source: JICA Study Team

6.2.5 Inputs and Implementation Organization

The inputs provided from both Japanese and Nepalese sides were shown below.

Japan	Nepal
(1) Personnel <ul style="list-style-type: none"> • Members of the JICA Study Team <ul style="list-style-type: none"> - Collection and Transportation - Organizational and Institutional Strengthening - Financial Analysis • Local consultants, NGOs (2) Equipment <ul style="list-style-type: none"> - Sets of computer and printer (3) Country Focus Training Program	(1) Personnel <ul style="list-style-type: none"> • Counterparts and other relevant staff <ul style="list-style-type: none"> - SWMRMC - KMC - LSMC - BKM - MTM - KRM (2) Facility <ul style="list-style-type: none"> - Venue for training

Two local consulting firms were involved in supporting the implementation of Pilot Project E-1 and E-2, with supervision of the JICA Study Team. For the Pilot Project E-1, Development Management Institute (DMI) Pvt. Ltd. was selected based on their substantial experience working with local governments on organizational/institutional development issues. For the Pilot Project E-2, SILT Consultants (P.) Ltd. was awarded with the assignment. The above two main consultants who were both trainers/facilitators of the training and practice components invited various experts with background in municipal finance, public and private sector participation and computer database establishment depending upon the necessary expertise. For the Pilot Project E-2, sets of computer and printer with necessary software were set up at each municipality office, while the E-3, about one month JICA Country Focus Training was provided by JICA in Japan.

Inputs from the municipalities and SWMRMC included assignment of Focal Points, participation of relevant staff to the training program, and for the E-1, provision of training venue.

6.2.6 Preconditions and Important Assumptions

The preconditions referring to the conditions that had to be met before the Pilot Project E was begun are as follows.

Preconditions	<ul style="list-style-type: none"> ▪ Municipalities are interested in improving their SWM services.
----------------------	--

Important assumptions referring to external factors that were beyond control but would affect the Outputs of the Pilot Project E are described below.

Important Assumptions that might affect the Outputs	<ul style="list-style-type: none"> ▪ Staff are willing to attend training programs. ▪ Staff are willing to apply new learning to practice.
--	--

Important assumptions that might affect the Project Purpose of the Pilot Project E are as follows.

Important Assumptions that might affect the Project Purpose

- Staff are made availability for the training.
- Computer literacy for staff responsible for data management

6.3 Results of the Activities

The activities conducted until the end of June 2005 under the Pilot Project E are summarized in Appendix 6.1.

6.3.1 E-1: Training for Action Plan Operational Management

(1) Activities Implemented

During the Training Needs Analysis (TNA) exercise conducted by the JICA Study Team in February/March 2004, all five municipalities expressed a strong need to enhance their **strategic planning and operational management capacities** for a more effective delivery of SWM services. Furthermore, in order to maximize any gains in SWM technical capacities, parallel strengthening of municipal capacities such as annual planning, monitoring and evaluation, budgeting was recognized to be essential. In order to address such needs, the Pilot Project E-1 was designed with the following two objectives: 1) to strengthen operational management capacities of the municipalities to ensure effective implementation of SWM Action Plans, and 2) to support the municipalities to foster a culture of accountability within operational practices for overall improved performance.

Operational management capacities can not be developed effectively only through conventional classroom style trainings. Rather it requires interventions at the organizational level, where appropriate processes and procedures need to be introduced, standardized, internalized, and implemented by various levels of human resources. Such approach need to involve as many staff as possible at the operational units; and should provide opportunities for discussion and consensus building on new practices.

Subsequently, the Pilot Project E-1 consisted of the *Training Component* with eight modules and supplementary *Support to Organizational Development* (OD Support) packages, aiming to develop applicable management tools and/or operational systems/procedures (e.g. restructuring plan and staffing arrangement, operational manuals, budget monitoring systems, information management strategies, etc.) that would facilitate SWM operations.

1) Training Component

Eight training modules were completed. Each module consisted of one to two day training and a half-day follow up sessions after an interval period. All sessions were held at each municipality office to encourage maximum participation.

The primary target groups of the training modules were the Task Force (T/F) members set up by the Study and respective Departments/Sections responsible for SWM services within the

five municipalities of the Kathmandu Valley. Any other participants identified by the municipalities were also included.

The training sessions were designed to provide an opportunity not just for individual learning, but to encourage problem solving and coordination within the context of respective municipalities. Each training module consisted of a half-day 'peer lecture' by resource persons and half-day facilitated discussions where practical outputs (either at systems/procedures/practice level) were devised, agreed upon, and introduced for organizational improvement.

Half-day follow up sessions were utilized to check application and effectiveness/usefulness of the workshop outputs. Outputs of each training module built on one another so that by the end of the Pilot Project, it was expected that the basic operational management framework for SWM Action Plans was in place at each municipality.

Following are the session schedules and course content of the eight training modules.

a. Module 1: Operationalization of Action Plans (SWM Action Plan Kick off Workshop)

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	July 8, 9, 2004	July 5, 6	July 11, 12	July 14	July 15
Follow Up	July 29, 2004	July 20	July 28	July 28	July 29
# of Participants	26	16	18	12	6

- Revisiting of respective DfA/Ps. Collectively review contents and make comments/ revisions if necessary.
- Confirmation of current organizational structure, functions and staffing arrangements.
- Breakdown new activities under DfA/P into tasks and re-assign them to appropriate departments and/or staff.
- Formulation of Annual Work Plans with assignment of responsible staff.
- Identification of major issues in the implementation of Annual Work Plans.

b. Module 2: Setting up of SWM Monitoring and Evaluation (M&E) System and Introduction of Management by Accountability

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	August 3, 2004	August 9	August 4	August 5	August 6
Follow Up	August 23, 2004	August 23	August 24	August 24	August 29
# of Participants	13	10	18	14	6

- Definition and importance of monitoring and evaluation.
- Introduction of the concept of accountability, and how it could be mainstreamed into a management system.
- Assessment of existing monitoring sessions
- Introduction of monitoring framework for SWM activities

c. Module 3: Program Based Budgeting and Expenditure Monitoring

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	Sept 24, 2004	Sept 8	Sept 5	July 6	July 7
Follow Up	Oct 6, 2004	Sept 23	Sept 23	Oct 1	Sept 22
# of Participants	7	6	10	11	5

- Basic concept and significance of program budgeting in operational management
- Various approaches to budgeting
- Introduction of guideline on program-based budgeting
- Group work and presentation of respective program budget and budgeting for Annual Work Plans
- Tools for expenditure monitoring

d. Module 4: Leadership Development and Office Management (Target Municipality: KMC only)

Session Schedule	KMC
Training	Oct 4, 2004
Follow Up	Oct 12, 2004
# of Participants	8

- Introduction of the concept of leadership in the context of organizational development and managing change processes.
- Description of leadership framework, various approaches, and leadership assessment of individual staff in KMC.
- Group work on effective office management (Communication, Information Management, Filing, Coordination among Sections and Units in the Environment Department)

e. Module 5: Engendering Public Private Sector Partnerships (PPP)

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	Nov 18, 2004	Nov 19	Nov 21	Nov 17	Nov 16
Follow Up	Nov 26, 2004	Nov 30	Dec 1	Nov 30	Dec 1

- Introduction and rationale for PPP
- Various PPP approaches modalities. PPP operational procedures and role of municipalities in SWM
- Issues in SWM and identification of possible areas/components of SWM for PPP, and identification of PPP transaction modality for SWM
- Discussion on specific framework/tools/procedures needed to be introduced to municipalities for increasing PPP arrangements
- Formulation of municipal future course of action in enhancing PPP

f. Module 6: Human Resource Management and Development

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	Dec 23, 2004	Dec 24	Dec 26	Dec 27	Dec 28
Follow Up	Jan 26, 2005	Mar 10	Jan 20	Jan 27	Jan 14

- Human Resource Management and Organizational System

- Defining Organizational Structure and Functions
- Job Assessment and Defining Positions
- Defining Job Descriptions of Major Positions
- Review and Presentation of Organizational Structure, Posts, and Job Descriptions

g. Module 7: Managing Stakeholder Expectations and Conflict Management (Target municipality: KMC, LSMC, BKM only)

Session Schedule	KMC	LSMC	BKM
Training	February 4, 2005	February 3	February 6
Follow Up	February 28, 2005	March 8	March 1

- Overview of Conflict Theories: Definition of Conflict and causes
- Means to manage Conflict
- Facilitation/negotiation skills for conflict management
- Assessment of Conflict Situation in SWM
- Conflict Management Plan (Measures to Manage Conflict)

h. Module 8: Self Evaluation Exercise and Annual Work Plan and Budget Formulation for FY2005/06 (2062²)

Session Schedule	KMC	LSMC	BKM	MTM	KRM
Training	Apr 12, May 20, 2005	Apr 21, 22	May 24, 25	May 16, 17	May 18, 19
Follow Up	Apr 27, May 3, 9, 2005	Apr 28 May 11 June 1	June 1	May 2	May 2

- Review of Planning, Monitoring and Evaluation Cycle
- Evaluation of FY2004/05 (2061/62) SWM Program vis-à-vis Annual Work Plan
- Review of the Short-term Activities of DfA/P and prioritization for FY2005/06 (2062/63)
- Formulation of Annual Work Plan for FY2005/06 (2062/63) with assignment of responsible staff
- Formulation of program-based budget for FY2005/06 (2062/63)

2) Support to Organizational Development (OD Support)

OD Support component aimed to supplement the Training Component under the Pilot Project E-1 to initiate some specific improvements in municipal operational management systems. The contents of the support packages were usually identified through the discussions held at the training sessions and were developed in full consultation with the municipal task force members.

All OD Support packages were initiated based on a proposal submitted from the municipalities requesting assistance in resolving a specific issue. In response to the proposals, the problem solving processes and introduced a new management tool/operational systems were facilitated following the steps below:

² Nepalese Year

- Step 1:** Situation /Problem analysis of the current operational system/structure
- Step 2:** Definition of a desired state
- Step 3:** Recommendation of a new management tool/operational systems or procedures
- Step 4:** Simulation and testing of the suggested management tool/operational systems or procedures
- Step 5:** Facilitate stakeholder meeting and achieve consensus
- Step 6:** Rolling out of new management tool/operational systems or procedures

Table 6.3-1 shows the OD Support Packages implemented in the five municipalities.

Table 6.3-1 List of OD Support Packages

Municipality	Requested Support
KMC	Restructuring and preparation of staffing arrangements for the Environment Dept.
LSMC	Enhanced coordination among SWM task force members within the municipality
BKM	Support and guide to prepare TOR of the SWM Task Force
MTM	Restructuring of MTM and preparations of TORs
KRM	Support to Kirtipur Municipality for restructuring organization with reference to SWM

Source: JICA Study Team

(2) Results of the Activities

1) Workshop Evaluations

After each training session, an evaluation sheet was distributed to collect overall reaction of the participants to assess how the session met their needs and interests. Items in which the evaluation covered were relevancy, interest, applicability and overall usefulness of the course content in all eight modules.

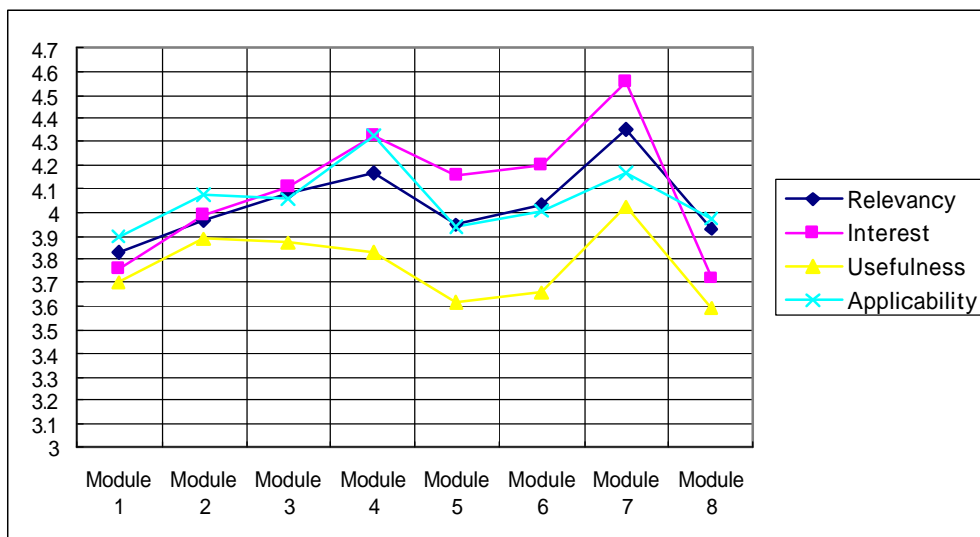


Figure 6.3-1 Training Evaluation By the Participants

Source: JICA Study Team

The evaluation was rated on based on a five-point scale, and an average weighted score were calculated for each module, per evaluation item for all five municipalities³. As observed in the above Figure 6.3-1, in general, all training modules scored fairly high with scores in all evaluation items falling between the score of 3.7 and 4.6. Many participants perceived a fairly high degree of relevancy, usefulness, and applicability of the training content, whenever they were interested in the course contents. It could also be observed that throughout the whole training program, participants admitted the relevancy and applicability of the course content vis-a-vis their day-to-day tasks. However the participants were not as convinced on the usefulness of the knowledge and tools introduced.

It is interesting to highlight that Module 7 on Conflict Management achieved the highest level interest, relativity and usefulness possibly reflecting the current political instability in-country and the high level of contingency in which the T/F members are forced to work in day-to-day.

In addition to the four criteria, other factors, such as course delivery and design, communication skills of the instructor, and scheduling were evaluated. In general high ratings were given to the overall course delivery and especially the communication skills of the instructors, whereas regarding the timing and the length of the course, participants felt that there was some room for improvement.

2) Specific Outputs Achieved in Training Component

The following are specific outputs achieved in the **Pilot Project E-1 Training Component**:

a. Discussion among each Municipality on respective Draft Action Plans

During the first module, each municipality conducted a through review of the DfA/Ps since not all municipality staff concerned were familiar with the content. Many clarifications had to be made, most matters stemming from misunderstanding due the language problem⁴.

b. Job Responsibilities Matrix for the Action Plan Implementation

Based on their understanding of the DfA/Ps, the municipality staff concerned discussed among themselves in order to re-assign various components of the A/Ps to responsible persons. Depending upon the municipality, the assignment was made either to relevant sections/departments or individual staff. In most cases, external partners that could be involved in carrying out the tasks were also mentioned. (See Appendix 6.2 for details)

c. Annual Work Plans for FY2004/05 (2061/62)

As the core output from the first training module, each municipality drafted their Annual Work Plan on SWM for FY2004/05 (2061/62). These Annual Work Plans aimed to consolidate all SWM related activities from relevant departments/sections into one format to ensure that SWM program was both comprehensive and mutually exclusive covering areas of collection and transportation, waste minimization, final disposal planning and operation, public awareness and behavior change communication and education, and organizational/institutional development. Each Annul Work Plan consisted of the following three parts:

³ Excluding Module 4 where it only targeted KMC and Module 7 where it targeted KMC, LSMC, BKM.

⁴ All DfA/Ps were drafted in English, however not all municipality staff concerned had full command of English language.

- Programs to be implemented under the Pilot Projects
- Preparatory activities for the start of Action Plan Implementation in FY2004/05 (2061/62) (to be implemented with municipal resources)
- FY2004/05 (2061/62) Annual Activities

d. Monitoring and Evaluation Framework

During Module 2, Monitoring and Evaluation (M&E) framework were developed to monitor progress on the Annual Work Plans. Three forms were introduced (Annual Work Plan Activity Monitoring Framework, Progress Bar Charts, Monthly Monitoring Forms) not only to record the timing of each activity but also describe the underlying factors that influence the achievements of these activities. Each municipality produced a schedule to introduce the monitoring tools, with the annual monitoring plan.

e. Program-Based Budgets for FY2004/05 (2061/62)

As outputs of Training Module 3, program-based budgets for the Annual Work Plans to make sure that budget provision would cover all activities identified for FY2004/05 (2061/62).

f. SWM PPP Short-term Strategies

During Module 5, each municipality identified potential areas for PPP in SWM services, as well as existing problems. Based on this analysis, each municipality produced a short-term strategic framework with priority objectives and specific actions to be implemented. (See Appendix 6.3 for the PPP strategies)

g. Conflict Maps and Basic Strategic options/consideration for conflict transformation on municipal-specific topics

From Module 7, three participating municipalities, KMC, LSMC and BKM initially identified the following three conflicts that the municipalities were facing with reference to SWM.

- KMC: Management of Sisdol Landfill Site
- LSMC: Management of Sisdol Landfill Site
- BKM: Development of Taikabu Landfill Site

For the above conflict areas each municipality identified the key stakeholders, and mapped out the type of relations held between each other. Based on the conflict maps, recommendations were made to transform the conflicts (See Appendix 6.4 for the conflict maps).

h. Self Evaluation by Each Municipality for FY2004/05 (2061/62)

During Module 8, achievement levels of the SWM Annual Work Plan of all five municipalities were thoroughly reviewed and recorded. Based on the results, task force members were requested to evaluate their annual performance especially in regards to:

- Achievements on SWM Program Implementation
 - Weaknesses on SWM Program Implementation
 - Lessons Learned
- (See Appendix 6.5 For results of self-evaluations)

i. SWM Annual Work Plans and Program-Based Budget for FY2005/06 (2062/63)

The five municipalities formulated their respective SWM Annual Work Plan and program-based budget for the upcoming fiscal year. In contrast to the plans for FY2004/05

(2061/62), where a large component consisted of Pilot Projects, the municipalities drafted plans for the next year by prioritizing short-term activities from their respective SWM Action Plans, and breaking them down into annual activities. In this process, linkages between the SWM Action Plans and Annual Work Plans were reinforced. Also lessons learned from the implementation of the Annual Work Plans for FY2004/05 (2061/62) were reviewed and reflected in the new plans. Based on the Annual Work Plans, program-based budgets were formulated for FY2005/06 (2062/63).

3) Specific Outputs Achieved in OD Support Packages

The following are the specific outputs achieved in the **OD Support Packages**:

a. Restructuring Plan, Staffing Arrangements and Job Descriptions for KMC

KMC requested the Study in September 2004 to undertake the OD Support program to streamline the basic organizational and staffing issues within the Environment Department. The formulation of the SWM Action Plan and the development of Sisdol Landfill demanded better institutional readiness to absorb the new responsibilities generated through the increased activities in SWM. The Environment Department, with its three sections (Solid Waste Management Section, Mechanical Section and Urban Environment Section) showed uneven distribution of responsibilities and workload. Especially the restructuring focused on alleviating the management of SWM Section which had been burdened with both a high number of staff and a wide range of responsibilities.

The proposed structure strengthens the Department's secretariat for effective decision-making and implementation of such decisions. With keeping the view of the new and additional roles to be played by the Department, a new section called *Disposal Facility Management Section* was proposed. This section will take the charge of the management of Sisdol Landfill and eventually the development of long term landfill site. The functions of SWM Section were also streamlined by creating specialized units. These units are Planning and Monitoring Unit, Collection and Transportation Unit, Special Waste Unit and Community Mobilization Unit. In line with the new structure, and based on the assessment of existing workload for various functions, a new staffing arrangement was proposed with Terms of Reference for each Section and Units. (See Appendix 6.6 for KMC Restructuring and staffing plan)

b. Terms of Reference of the SWM Task Force in LSMC and BKM

Unlike KMC where one Section specializing on SWM existed, it was observed that municipalities such as LSMC and BKM did not have the internal mechanisms in place to hold accountable the implementation of the SWM Action Plan. From the organizational perspective, the responsibilities entailed in the A/P implementation required the participation of at least three sections: Environment and Sanitation, Planning, and the Social/Community Mobilization. Subsequently both municipalities established the inter-sectional SWM Task Force (T/F), however the members were not clear on its roles and responsibilities, and modality of operations. In order to address this matter, OD Support packages were implemented at both municipalities, to develop a Terms of Reference for the SWM T/F within the two municipalities. Through clarification of the roles and responsibilities, and operational modality of SWM task force and its members, accountability within the respective T/Fs was enhanced. (See Appendix 6.7 for TORs of SWM Task Force)

c. Restructuring Plan, Staffing Arrangements and Job Descriptions for MTM and KRM

The two smallest of the five municipalities, MTM and KRM, had very simple organigrams reflecting their limited capacities. Both municipalities lacked the structure to address SWM matters; and staff had to share their time to carry out responsibilities in various topics without specific job descriptions. In order to address such situation, the Study provided support to both municipalities to identify new organigrams that were adjusted to match the existing priority issues, such as SWM, and recommended appropriate staffing arrangements with job descriptions for main sections and sub-section. The proposed organigram for both municipalities opted for a practical approach, taking into consideration the shortage human resources, which there was no easy solution in the short-term. MTM included a SWM Sub-Section within the existing Community Mobilization Section and in KRM, a SWM Unit was proposed within the Planning Section (See Appendix 6.8 for the restructuring plan of MTM and KRM).

4) Outcome of the Activities

a. Individual Learning

The most immediate outcome of the Training Component was the individual learning achieved by each of the participants. At each of the follow up sessions, the participants were requested to take a simple test that would indicate how much learning was achieved on training content. The results were quite promising as shown in the below Figure 6.3-2.

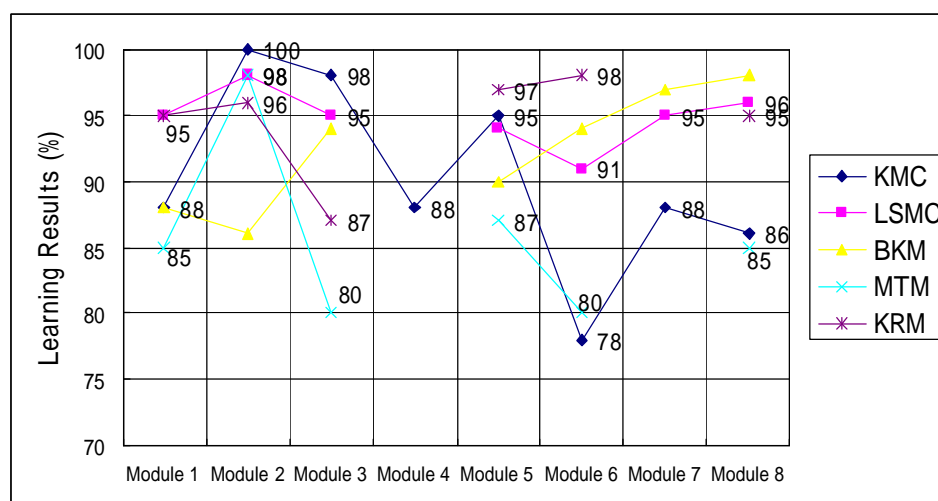


Figure 6.3-2 Learning Levels of Participants

Source JICA Study Team

Since each module presented a new topic, the scores between modules should not be compared, except for Module 1 and 8 (Formulation of Annual Work Plans), where the training contents overlapped. In this regard, in Module 8, aside from KMC, all municipalities achieved higher scores than in Module 1. The reason behind KMC's relatively lower learning levels compared to other municipalities might be that, not all trainings were participated by the same staff all the time, thus lowering accumulation of knowledge regarding the training contents.

Despite the high learning achievements at the individual level, as reflected in the results of the Training Course Evaluations, how to increase the application of such learning would be key in inducing organizational change and improvements in performance of each municipality. For this, institutional support, especially from the municipal leadership would be essential in utilizing the enhanced knowledge and skills of the T/F members obtained during the Pilot Project.

b. Internalization of Draft Action Plans and Assignment of Responsibilities for Operationalization

At the time of Training Module 1, some municipality staff were still under the impression that the A/Ps were for the JICA Study Team to implement with some contribution on the part of municipalities. However through the process of reviewing and active sharing of comments on the DfA/P, and assigning responsibilities to relevant sections/staff, a gradual shift in perception was observed. Especially with the task assignment exercise where accountability lines were made clear in regards to each strategies of the A/P, slow but sure internalization of the DfA/Ps and gradual increase of sense of ownership became apparent.

c. Structures in place in Municipalities for Action Plan Implementation

As observed in the current organizational set up of the five municipalities, all but KMC had no clear designation of a section that could address areas necessary for implementing SWM Action Plan. In order to address this, two strategies were taken by the project. For mid-size municipalities such as LSMC and BKM with sections already well established within respective areas, i.e. Planning, Community Development, Sanitation, rather than proposing a new organigram, steps were taken to strengthen the Task Force as the inter-sectoral coordination mechanism, and placed that institution as the primary responsible body to implement the A/Ps. In conjunction with the process undertaken to formulate and finalize the TORs of T/F, major improvements were observed in regards to the activities of T/F. Both in LSMC and BKM, Member Secretary of the T/F was appointed to convene the meetings and keep regular records of discussion CEO of respective municipalities regularly participate in the T/F meetings, and in both municipalities, a new acknowledgment emerged among the T/F members that this institution would act as the main mechanism to review issues and make municipal decision on SWM matters.

For smaller municipalities, MTM and KRM, where there was some flexibility on the part of the municipality to revise the current organigram, a new institutional set up was proposed. Since staffing arrangements could not match the new organigram just yet, the purpose of this restructuring was mainly to show the way for the municipality to gradually grow its capacity in the field of SWM. Due to the shortage of human resources, neither in MTM or KRM, has yet to assign a full time staff, although they have officially designated two staff each under the new SWM Sub-Section/Unit.

d. Mechanisms in place in Municipalities for Action Plan Implementation

After the DfA/Ps were formulated in April 2004, no mechanisms existed in the five municipalities to ensure that the SWM programs would be implemented in alignment with the DfA/Ps. In order to address this gap, the practice of formulating SWM Annual Work Plans and Monitoring and Evaluation Framework was introduced so that the responsible staff would be able to navigate respective municipal programs to be directed toward achieving objectives identified under the A/Ps. Results of such intervention at the outcome level were mixed.

Under the Pilot Project, all five municipalities underwent the exercise of formulating Annual Work Plans twice for both FY2004/05 (2061/62) and FY2005/06 (2062/63). By explicating detailed activities in regards to implementation schedule, detailed budget, and responsible persons, the Annual Work Plan was also served to enhance accountability measures. Usually at the planning phase, the municipal staff appreciated the fact that they had a detailed Work Plan in place at the beginning of the year. However as observed during the Pilot Project phase of FY2004/05 (2061/62), the level in which these Annual Work Plans were utilized as an operational management tool varied from one municipality to another. For example, the Community Mobilization Unit within KMC, which already had a functional annual planning system in place, reported that they were using the Annual Work Plan to breakdown and abstract necessary monthly tasks to be implemented by each staff; thus were being referred to quite often. For other municipalities and sections, some were confessed that they did not refer back to the Annual Work Plans except during the Training Sessions conducted under this Pilot Project. This could be attributed to the fact that in general, municipalities did not have the practice of formulating Annual Work Plans for any sectors, and staff were not used to carrying out daily responsibilities based on a fixed plan.

Building on the Annual Work Plans, one of the areas in which requires more effort is in the strengthening of the Monitoring and Evaluation (M&E) System. Although various monitoring tools were made available and each municipality committed themselves to a plan to gradually introduce the M&E system, the practices of keeping track and recording the status of activities, and assessing the situation when there were problems had to rely heavily on the interventions by the Project. The main reasons raised among staff for their difficulties in maintaining the practice of monitoring were 1) shortage of time on the part of staff, as they were occupied by various other responsibilities; 2) lack of incentive to apply the monitoring tools since the reporting lines for such outputs were still unclear; 3) lack of motivation to use the tools, since they felt that they had the authority to manage progress of activities. Aside from more time span for such operational practices to take root within the municipality as essential management tool, stronger commitment on the part of municipal leadership is essential to integrate monitoring as one of SWM T/F's core functions, and create internal demand for such information. Until then municipalities will have to continue to rely on individual motivation to fulfill their monitoring requirements.

e. Budgets Programmed and Allocated for FY2004/05 (2061/62)

One of the main positive outcomes from this Pilot Project was increased amount of budget provision for SWM activities based on the formulation of program-based budgets. For FY2004/05 (2061/62), all five municipalities attached the program-based budget to their official budget proposals submitted to the Municipal Board and Council, and received sufficient budget provision to support the activities outlined in the Annual Work Plan. As indicated in the below Table 6.3-2, budget increases were most prominently in MTM and KRM. The municipalities commented that the fact that they had prepared a program-based budget provided stronger grounds to fulfill their budgetary requirements.

**Table 6.3-2 Approved Municipal Budget and SWM Allocation for FY2004/05 (2061/62)
(million Rs)**

Items	KMC	LSMC	BKM	MTM	KRM
Municipality Budget	1,510.1	181.5	179.5	46.1	40.7
Total SWM Budget*	262.7	25.8	19.7	1.5	0.65
Program-Based SWM Budget	58.0	2.0	7.2	1.5	0.65
% increase of SWM budget from previous year's SWM budget	17%	5%	22%	150%	225%

Note*: Inclusive of Operational Costs such as fuel, salaries, etc.
Source JICA Study Team

For FY2005/06 (2062/63), as shown in Table 6.3-3, aside from KMC, the amount of the program-based budget proposals increased in all municipalities.

**Table 6.3-3 Proposed SWM Program-Based Budget Allocation for FY2005/06
(2062/63) (million Rs)**

Items	KMC	LSMC	BKM	MTM	KRM
Program-Based SWM Budget	44.0	6.2*	27.7	9.1	2.0

Note* Includes Rs.4 million to be included under the Public Works Department for development of temporary transfer station.

Source JICA Study Team

6.3.2 E-2: Practice of Solid Waste Data Management

This activity consisted of three major components, which were a detail waste generation quantity and quality survey, trainings for solid waste data management and computer skills, and provision of sets of computer and printer to all five municipalities and SWMRMC.

At the beginning of the Pilot Project, the JICA Study Team organized the kick off meeting on July 19, 2004. Since then, above mentioned components were carried out as shown in Figure 6.3-3.

SN	Activities	2004						2005							
		7	8	9	10	11	12	1	2	3	4	5	6	7	
1	Kick off Meeting	●													
	Waste Q&Q Survey (Phase 1)														
2	Preparation of Work Plan		■												
3	Implementation of Survey			■	■										
4	Data Analysis				■	■	■	■	■	■	■	■	■	■	
5	Sharing Workshop							●							
6	Additional Street Waste Survey								●						
	Waste Q&Q Survey (Phase 2)														
7	Waste Q at Facility													■	
8	Waste Q&Q at Household													■	
9	Data Analysis													■	
10	Sharing Workshop														●
	Solid Waste Data Management														
11	Workshop			●											●
12	Development of Database			■	■	■	■	■	■	■	■	■	■	■	
13	Installation and Training						■	■	■						
14	Modification of Database										■	■	■	■	
15	Computer skill training					●									
16	Development of SWMRMC HP														■
17	Provision of PC and Printer		●												

Figure 6.3-3 Implemented Work Schedule

Source: JICA Study Team

(1) E-2.1: Practice of Solid Waste Quality and Quantity Survey

1) Activities Implemented

For the practice of solid waste quality and quantity survey, a total 1,000 samples during weekdays and weekends for seven consecutive days were collected involving Focal Points from each of the five municipalities, making it a total of 7,000 samples for waste quantity survey. Out of these samples, 44 samples each for weekdays and weekends (total 88 samples) were selected for the solid waste quality survey. The allocation of total sampling points is shown in the following table.

Table 6.3-4 Sampling Point for the Survey

Sampling Place		KMC		LSMC		BKM		MTM		KRM	
		Qnty	Qlty	Qnty	Qlty	Qnty	Qlty	Qnty	Qlty	Qnty	Qlty
Household	High Income	100	3	35	2	30	1	10	1	10	1
	Middle Income	200	3	70	2	60	1	30	1	30	1
	Low Income	100	3	35	2	30	1	10	1	10	1
	Sub-total	400	9	140	6	120	3	50	3	50	3
Commercial	Restaurant/Hotel	40	2	15	1	7	1	5	1	5	1
	Market	40	2	15	1	7	1	5	1	5	1
	Office	40	2	15	1	7	1	5	1	5	1
	Sub-total	120	6	45	3	21	3	15	3	15	3
Street		15	1	5	1	4	-	-	-	-	-
Total		553	16	190	10	145	6	65	6	65	6
Grand Total		Quantity					1,000 x 7 = 7,000				
		Quality					44 x 2 = 88				

Note: Qnty means Quantity, Qlty means Quality.

Source: JICA Study Team, Waste Quantity and Quality Survey, November 2004

In addition, supplemental waste quantity and quality survey was conducted to grasp the effects of waste reduction by home composting activities or by plastic recycling activity with suiro. Street waste was also re-checked in the field to understand the contamination of household or commercial waste onto the street.

The survey was carried out at household level in KMC, LSMC and KRM for continuous 8 days and the data of first day sample was discarded. For KMC and LSMC, 15 households each provided with compost bin and other 15 households near these were selected. For KRM 10 households with Suiro, 10 with Compost Bin and Suiro and 10 with none of these tools were selected. In total the sample size for quantity analysis was 90 households. Out of these, 4 samples (2 with Bin and 2 without Bin) each from KMC and LSMC and 6 samples (2 with Suiro, 2 with Surio and Compost Bin and 2 with no tools) for KRM were selected for quality analysis. The sample selection was based on the information provided by municipality of each city. The sampling areas in all municipalities were core area, Ward 21 for KMC, Ward 7 for LSMC and Ward 1 for KRM.

2) Results of the Activities

a. Waste Quantity Survey

As the result of the waste quantity and quality (Q&Q) survey, Unit Generation Rate (UGR) of household waste (Household SW UGR) is shown in Table 6.3-5.

Table 6.3-5 Estimated Household SW UGR (kg/day-capita)

Municipalities	High Income	Mid Income	Low Income	Average*
KMC	0.321	0.246	0.172	0.250
LSMC	0.221	0.328	0.196	0.285
BKM	0.132	0.121	0.098	0.120
MTM	0.183	0.152	0.177	0.160
KRM	0.123	0.163	0.145	0.150

Note : *Average is calculated considering the approximate ratio of each income level.

Source: JICA Study Team, Waste Quantity and Quality Survey, July 2005

However, there are other waste generated from different sources to be counted in municipal solid waste such as commercial waste, street waste and the waste brought from the surrounding VDCs.

Commercial waste was categorized based on the generation source, i.e. restaurants and hotels, markets, and offices. As it was difficult to take samples from all commercial generation sources, some sources were selected for sampling as shown in Table 6.3-5. However, difficulty for estimation of commercial waste quantity was still remained because the data obtained were fluctuated and the statistics of commercial sources were not also obscurity. Therefore, using the available statistic data from the KVMP (Kathmandu Valley Mapping Programme), generation quantity of commercial waste was tentatively estimated at about 15 to 20 tons per day for KMC. In the case of BKM, it was assumed that relatively large amount of commercial waste was generated in the core area of the World Heritage tourist zone.

Regarding the street waste, possibility of overestimation of the generation quantity at the street was recognized when total generation quantity was calculated by the total length of the street and the UGR of street waste measured in the survey. Since the reasons of this overestimation can be considered that the household waste or commercial waste may be contaminated to the street waste, all sampled streets were again to clarify how the contaminated condition was. As the result of such observation, it was determined that the actual street waste, mostly dust and leaves on the street or the waste littered by the pedestrians, is to be 10 to 20% of the surveyed data.

Another unique situation to be considered is the solid waste brought from the surrounding VDCs. Some private sector collectors, who are conducting their waste collection services in the VDCs especially along the Ring Road, may discharge the collected waste into the waste collection stream in KMC or LSMC. In BKM, VDC's residents tend to put their waste onto BKM's collection points. The following graph shows the estimated quantity of incoming waste from surrounding VDCs based on the interview survey to VDCs. Waste quantity of VDCs flowed into KMC is estimated to be about 20 tons per day. However, considering the population between KMC and BKM, it can be said that the percentage of VDC's waste of the municipal waste of BKM, which is estimated at more than 25% of total generation waste quantity inside the municipality, is relatively high.

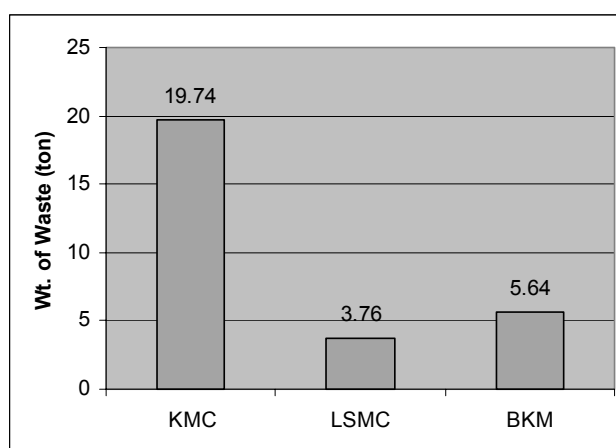


Figure 6.3-4 Estimated Incoming Waste from Surrounding VDCs

Source: JICA Study Team

Under the above conditions, “Additional Index” was introduced to estimate actual amount of municipal solid waste generation based on the population taking into consideration commercial, street and VDC’s wastes. The estimated municipal solid waste UGR (Municipal SW UGR) is shown in Table 6.3-6.

Table 6.3-6 Estimated Municipal SW UGR (Kg/day-capita)

Municipalities	Household SW UGR*	Additional Index	Municipal SW UGR**	Population (2004)	Generated SW Quantity
	kg/d-capita		Kg/d-capita		Tons/day
KMC	0.250	66.4 %	0.416	741,008	308.4
LSMC	0.285	46.0 %	0.416	178,987	74.5
BKM	0.120	163.3 %	0.316	80,476	25.5
MTM	0.160	66.3 %	0.266	53,713	14.3
KRM	0.150	77.3 %	0.266	43,603	11.6
Total				1,097,787	434.3

Note: * Based on Waste Quantity and Quality Survey by JICA Study Team in September 2004

** Municipal Unit Generation Rate = Household Unit Generation Rate (weight) x Additional Index

Source: JICA Study Team

b. Waste Quality Survey

Through the waste quantity and quality under the Pilot Project E, counterparts could reconfirm how the physical composition of solid waste generated from each municipality and could also learn the survey procedures by participating in the field activities. Thanks to KMC’s cooperation, open space at Teku Transfer Station was provided for this physical composition survey. The space was equipped with the shed and the plastic sheet on the floor. All the steps of survey procedures were demonstrated to the counterparts from each municipality.

Conical-reduction sampling method was adopted for the quality survey. The mixed waste mass by each generation sources was piled up conically and cut into four parts. Two groups of the opposite angle were to be picked up and rest discarded. The process was to be continued until the final amount of waste reached about 5-10 kg. The measurement of weight and volume were taken and then the following 10 ten items were separated by hand:

- Paper, - Garbage, - Textile, - Wood, - Plastic, - Rubber or leather
- Metal, - Glass, - Ceramics, - Others

All the separated items were measured its weight and volume in the wet condition and the samples were dried in the oven and/or sun-dried and its dried weight measured after confirming that the samples were completely dried.

It is often believed by the counterparts that more than two third of the waste is organic matter, basically kitchen waste in all the municipalities and other major components are paper and plastic. Glass, metal, rubber and leather, wood and leaves are also in the waste composition, but in lower percentage. Waste characteristics of each municipality according to the municipality estimation against the findings of the quality survey under the JICA Study for all the five municipalities are presented below in Table 6.3-7.

Table 6.3-7 Characteristics of Household Waste in Five Municipalities

Municipalities Waste Components	KMC % by weight			LSMC % by weight			BKM % by weight			KRM % by weight			MTM % by weight		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Organic	70	71.9	70.9	67.5	68.4	78.8	76	85.7	87.0	74	84.1	80.2	75	79.7	84.9
Paper	9	10.6	10.1	8.8	6.9	9.0	3.25	5.1	3.3	5.7	3.0	5.5	6	1.0	6.5
Textile	3	2.4	1.9	3.6	2.4	0.9	3	0.7	0.9	0.8	3.9	1.3	-	0.0	0.8
Wood & Leaves	-	2.7	3.5	0.6	10.6	2.0	-	1.6	1.0	0.09	0.9	2.5	-	0.0	1.3
Plastic	9	9.1	6.7	11.4	13.1	7.0	3.4	6.1	3.3	8.8	7.9	6.1	5	4.0	5.5
Rubber/Leather	1	1.6	0.0	0.3	0.0	0.1	-	0.0	0.0	2.52	0.0	0.0	2	0.0	0.0
Metals	1	0.3	0.6	0.9	1.7	0.3	0.3	0.0	0.3	1.9	0.0	0.6	3	0.0	0.4
Glass	3	0.0	4.9	1.6	4.0	1.0	1.5	0.0	2.1	2.9	0.0	2.7	2	1.0	0.2
Ceramics	-	0.7	0.1	0.0	0.0	0.3	-	0.0	0.0	-	0.0	0.0	-	0.0	0.0
Others	0.9	0.0	1.4	5.3	0.0	0.6	12.55	0.0	2.1	3.29	0.0	1.1	7	0.0	0.4
Total	100			100			100			100			100		

Note: 1- Information provided by each municipality.

2- Result of JICA- Study Survey, April, 2004 (Dry Season)

3- Result of JICA- Pilot Project Survey, Sept.-Nov., 2004 (Wet Season)

Source: JICA Study Team

For visual understanding, the graph of the composition data surveyed in wet season is shown below. The percentage of organic waste (in legend, said "Garbage") of KMC (70.9%) is smallest than others, and that of BKM is largest (87%). Next major waste components, as well as previously mentioned, are paper and plastic.

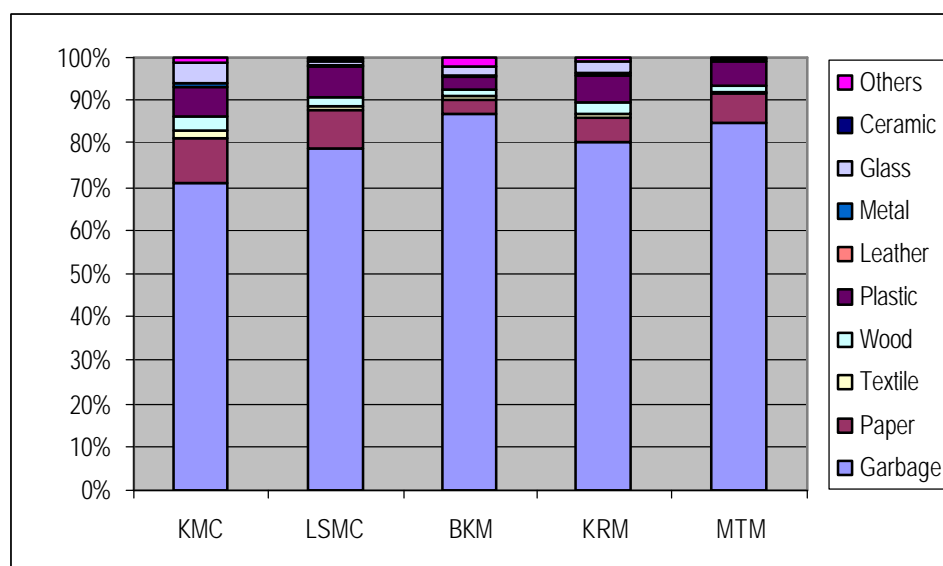


Figure 6.3-5 Average Composition of Household Waste of the Five Municipalities

Source: JICA Study Team

The moisture content of the household waste of different municipalities and their average are presented in the following Figure 6.3-6. This result mentions the moisture contents of generated household waste is about to be 60 to 70% because of high composition of organic waste.

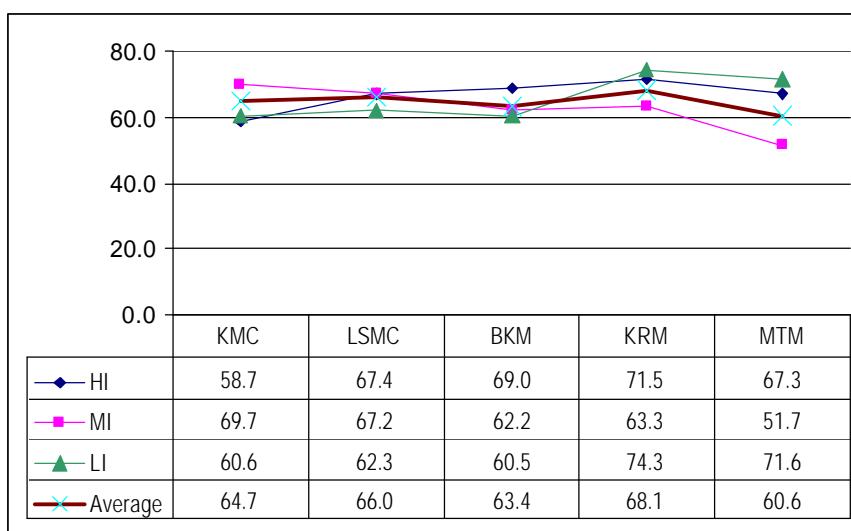


Figure 6.3-6 Average Moisture Content of Household Waste in the Five Municipalities

Source: JICA- Study Team

Regarding the waste quality of commercial waste, the result of survey by each generation source, hotels/restaurants, markets/shops, offices, is shown in Figure 6.3-7.

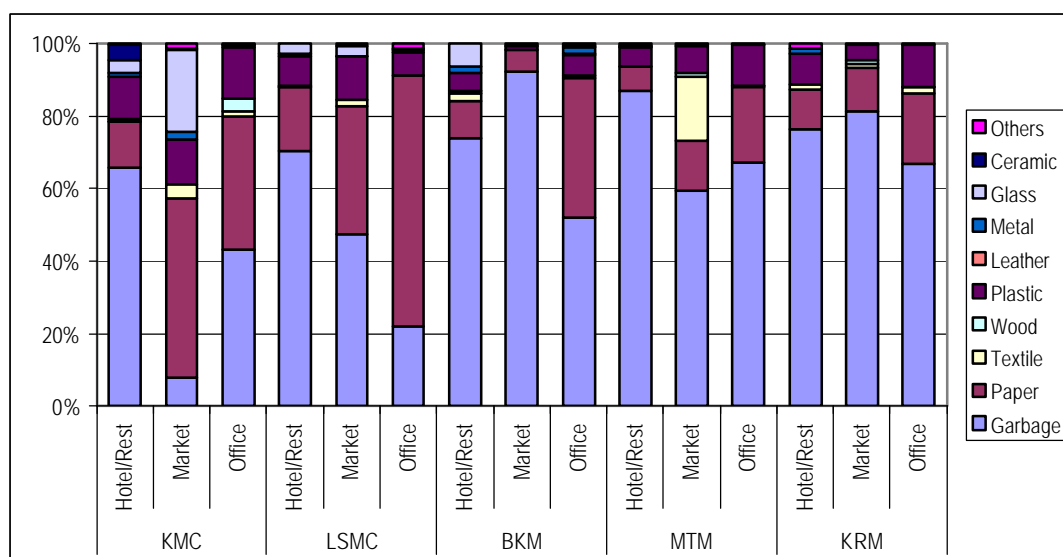


Figure 6.3-7 Average Composition of Commercial Waste of the Five Municipalities

Source: JICA Study Team

One of the major characteristics could be said that the composition of paper and plastic from market and office is relatively quite large, especially in KMC and LSMC. This data may be useful to consider the future source separated collection for recycling from such generation sources. On the other hand, organic portion of the waste from hotels and restaurant is larger as well as household waste. It means such hotels and restaurant could be a suitable supplier for community composting.

c. Supplemental Waste Quantity and Quality Survey

The detail results of the supplemental waste quantity and quality survey, i.e. effects of home composting, is described in Section 3.3.2, “B-2: Practice of Local Level Waste Minimization Activities.”

For example in KMC, as Table 3.3-19 shows, it is clearly observed that the reduction of organic waste at the households with home compost bin only generate quite small amount of organic waste. Same effect was also produced in LSMC and KRM as well as KMC, but some household still need to be trained for home composting suitably because they could not reduce the organic waste efficiently. It means that the continuous monitoring system should be done by the municipality or NGO to maintain home composting activity and to promote increasing the waste reduction rate at the generation source.

Due to the short period of the Pilot Project implementation, the effectiveness of suiro for plastic recycling was not so observed at that time. However, some of the households with suiro and home composting in KRM could definitely reduce their discharge waste amount.

(2) E-2.2: Practice of Solid Waste Data Management

1) Activities Implemented

Under the Pilot Project E-2.2, a series of activities for solid waste data management, including development of the database system, was carried out. For effective solid waste

data management, sets of computer and printer were installed to all five municipalities and SWMRMC and training for computer skill was provided to the Focal Points. In parallel, the customized data base and management system (DBMS) for SWM was developed discussing its contents and structure among the Focal Points. The developed DBMS was used on a trial base at once and then improved as the user-friendly system. The activities implemented are as follows:

a. Training Needs Assessment on Solid Waste Data Management

Technical capabilities of the municipalities to maintain a database relating to solid waste generation, collection, transportation and disposal as well as their physical composition were assessed by the Study Team. On July 19, 2004, the Kick off meeting including Training Needs Assessment (TNA) was conducted with participation of the Focal Points. In that workshop, what data should be managed and what skills and human resources should be needed to carry out the data management were actively discussed. It was remarkable that that management level among the participated five municipalities were different because KMC had more and longer experiences in the SWM field but others, especially small municipality like MTM or KRM, were not. Therefore, in the workshop, inter-participants communication was often observed so that KMC staff explained their experiences to others.

The all municipalities were visited separately on other days for interviews to section chief, solid waste management engineer, field level staff. The existing waste related data recording system, processing, and type of format which were currently used were grasped.

Based on the result of this TNA, strategy and implementation plan for training under this Pilot Project was prepared including computer skill training.

b. Capability Assessment of Human Resources

Required municipal capability was also identified through said workshop. Even KMC expressed the shortage of human resources to maintain the solid waste data management system because too much and too complicated data should be processed. KMC pointed out that possibility of employment of staff for this activity could be done by hiring young volunteer or by transferring from other departments. LSMC also had same idea, but other municipalities, BKM, MTM and KRM, expressed their anxiety about difficulty of hiring an additional staff. As a conclusion, it was confirmed that improvement of the computer and data management skills could also improve the work efficiency at the office so that the existing staff could conduct other tasks.

c. Workshop and Training Sessions for Computer Skill and Operation of DBMS

For the preparation of an appropriate solid waste data management system, the first workshop with participation of all focal points was organized on September 17, 2004 to share the information among the municipalities and to discuss what the most appropriate system is. In the workshop, the idea of input format was discussed by the participants (Focal Points). All participants agreed to formulate the data format for general waste data should be same at each municipality and SWMRMC, and to utilize most appropriate, advanced, but wide-used software for the system which should be MS-Access.

Based on the technical policy for the system development which was agreed at the first workshop, the prototype system was prepared and the second workshop was organized to introduce it to the Focal Points on November 2, 2004. In the second workshop, various discussions were made to finalize the waste data flow diagram and data management form/sheet and the agenda for the two-days training program was discussed.

Two-days training were carried out on November 9 and 10, 2004. The objectives of the training program were to provide the participants the knowledge and skill that would make them understand the data flow system, data acquisition, data storage, manipulation, management, data out put, in MS-Access based developed waste data management system. Apart from this, the objective of training also included to make the participants acquitted with use of MS-Excel and MS-Access. The training was given with the components of introduction of database management system, introduction of MS-Excel, MS-Access and waste database management system with the personal computer for each participant and other training materials.

d. Development of Customized DBMS, Installation and Operation of DBMS

Developed database system for solid waste data management was completed its installation to each municipality by the end of November, 2004 and each municipality then started to use the system by input of solid waste basic data by themselves. The regular visited was made to each municipality and small customization was conducted to the system based on the actual situation.

From January 2005, system operation was started as a trial by the municipality and modified to finalize in June 2005 including necessary modification for shift of collection system from day to night.

2) Results of the Activities

Input windows of the developed Solid Waste DBMS which uses MS-Access are shown below. The user manual for this Solid Waste DBMS was also prepared.

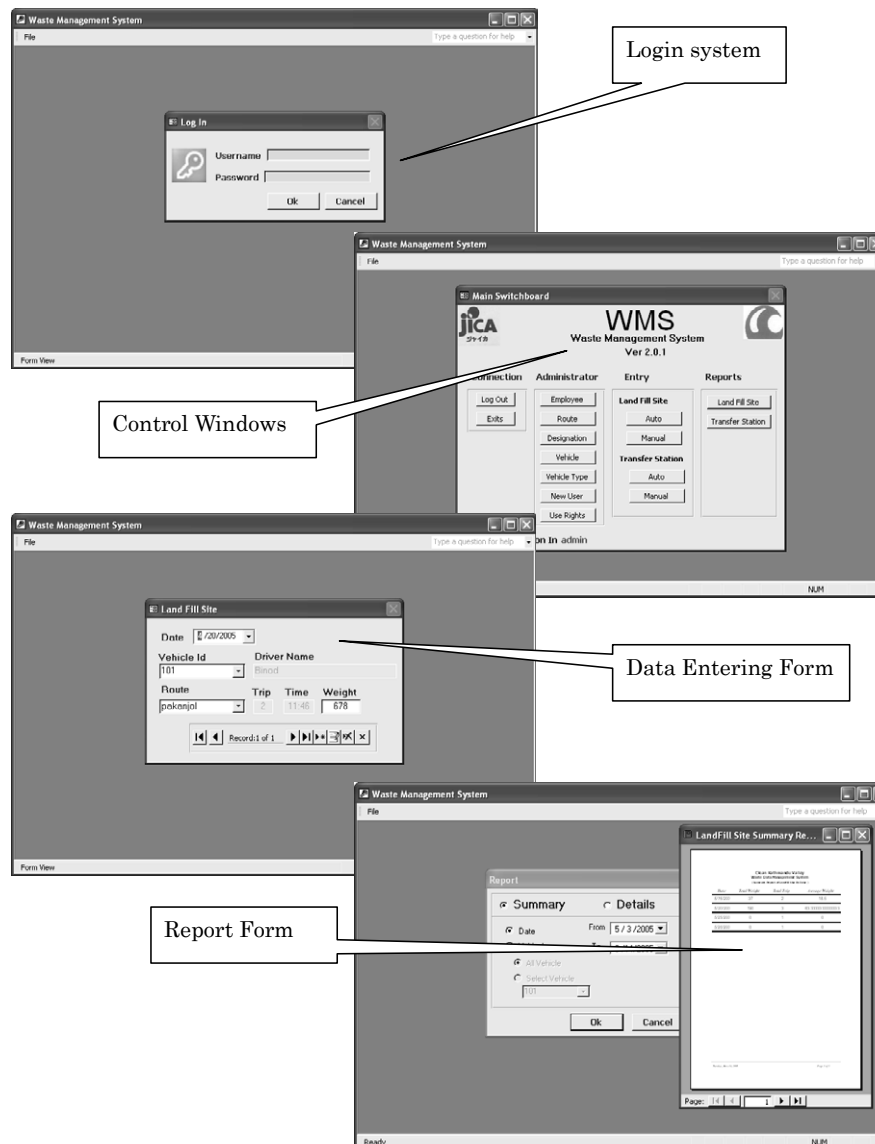


Figure 6.3-8 Operation Windows for Solid Waste Data Management System

Source: JICA Study Team

It was confirmed among the Focal Points that the installed and arranged solid waste data in the DBMS in the five municipalities would be send to SWMRMC for policy development and publication at the web site of SWMRMC. In this connection, the web site of SWMRMC had been upgraded together with the contents as solid waste management situation of the Kathmandu Valley.

Improvement of Website of SWMRMC

Website of SWMRMC was improved so that the following information could be seen under a homepage of MOLD with cooperated by staff of SWMRMC.

- i) Introduction of SWMRMC including roles, activities and Action Plans which were prepared under the Study
- ii) Current situation on SWM in the Kathmandu Valley as a white paper including data on SWM, which were based on results of Waste Quantity and Quality Survey.



Figure 6.3-9 Improved Website of SWMRMC

Source: JICA Study Team

6.3.3 E-3: Training for Solid Waste Management Policy and Technology

The third country focus training in Japan in solid waste management in Nepal was conducted in Kitakyushu City in Fukuoka Prefecture and other neighboring cities in Japan, from November 28 to 26 December, 2004 as shown in Table 6.3-8. The Kitakyushu International Techno-cooperative Association (KITA) was appointed to conduct the series of the country focus training.

Table 6.3-8 Summary of JICA Country Focused Training

Course Title (No.)	Solid Waste Management for Nepal (J-04-20331)
Duration	November 28, 2004 – December 26, 2004
Number of Participants	7
Language	English
Target Group	Technical administrators in solid waste management. Especially Engineer engaged in landfilling.
Course Objectives	Country Focused Training in solid Waste Management for Nepal was specially established for Nepal to improve the environmental situation in the Kathmandu Valley through gaining correct solid waste management skills and treatment techniques. The purpose of the course was to provide participants with information and knowledge of solid waste management, aiming at upgrading their administrative and managerial skills. Upon successful completion of the course, participants were expected to acquire the Knowledge about; (1) “Scheme for waste treatment” must enforcement by the government to tourist cities. (2) Awareness reform to the residents for waste disposal. (3) Assorted collection of waste. (4) Sanitary landfill techniques. (5) Making compost of garbage.

Source : JICA

For the training this time, a total of seven engineers from the Nepalese side, two from KMC and one from each of the other four municipalities and SWMRMC, were invited to study the solid waste management policy and technology in Japan.

The curriculum of the training included many different fields such as course orientation, general environmental outline in Japan, community level environmental education, and a lecture on time and motion study as shown in Table 6.3-9. In addition, trainees visited various SWM related facilities like the landfill and a waste processing facility in Fukuoka city, private composting in Nagasaki City, and municipal collection activity, hospital waste management, and material recycling facilities for metals and paper in Kitakyushu. Through the course, SWM trainees prepared an action plan for them reflecting what they observed in the training.

Table 6.3-9 Curriculum of Third JICA Country Focus Training on SWM

Training Subject	Contents	Aim of the Training	Schedule (days)	
			Lecture	Practice
Treatment technique of solid waste	<ul style="list-style-type: none"> - Transition about solid waste management in Kitakyushu city. - Separation, collection and transportation of waste in Kitakyushu - Time and motion study for waste collection - Collection and incineration of medical waste - Incineration technology of waste - Reuse of used PET bottle and paper 	To understand the administration of solid waste and outline of waste disposal works, and to acquire technical skills of collection process and treatment of household refuse.	18	21
Strategies for public awareness of solid waste management	<ul style="list-style-type: none"> - Scheme control and re-conversion as resources for waste - Environmental education for citizens - Environmental museum 	To understand and acquire environmental education for citizens and solid waste management activities in communities.	6	3
Landfilling of solid waste	<ul style="list-style-type: none"> - Basic theory of sanitary landfill (Semi-aerobic) techniques for solid wastes - Practical training on landfill site management - Construction technology of waste reclamation sites - Environmental Impact Assessment - Technology of leachate treatment and monitoring 	To understand basic theory and construction technology of waste reclamation sites and technical skills of landfill site management	21	9
Making compost of household garbage and others	<ul style="list-style-type: none"> - Technical theory of making compost by house hold garbage and dung of live stock 	To acquire knowledge and skills of making compost	-	3
Others	<ul style="list-style-type: none"> - Course Orientation - Job Report presentation - Formulation of the action plan and its presentation - Discussion - Study tours - Others 		-	39
Sub Total			45	75
Total			120	

Source: JICA

6.4 Evaluation of Pilot Projects

6.4.1 Achievement Level

The achievement levels of project purposes and outputs of the Pilot Project E were discussed based on the OVIs as shown in Table 6.4-1. On the whole, most of the OVIs have been achieved during the past one year pilot project implementation period.

Table 6.4-1 Achievement Level of Pilot Project E

Project Purpose /Outputs	OVIs	Achievement Level
Project Purpose <ul style="list-style-type: none"> ▪ Capabilities of relevant staff of the five municipalities and SWMRMC regarding technical and operational management on solid waste are strengthened. 	<ul style="list-style-type: none"> ▪ By the end of June 2005, annual work plans of the five municipalities for the next fiscal year with financial plans are developed based on reliable data. 	<ul style="list-style-type: none"> ▪ By the end of June 2005, annual work plans of the five municipalities for the next fiscal year with financial plans have been developed based on reliable data.
Outputs <ol style="list-style-type: none"> 1 Municipalities acquire necessary capacities to operationalize Action Plans. 2 Municipalities acquire the skills and knowledge to collect and manage SWM data. 	<ol style="list-style-type: none"> 1 By the end of the Pilot Project, working items with responsible persons and budget (financial plan) are developed. 2 By the end of the Pilot Project, solid waste databases of the five municipalities is developed. 	<ol style="list-style-type: none"> 1 By the end of the Pilot Project, working items with responsible persons and budget (financial plan) had been developed. 2 By the end of the Pilot Project, solid waste databases of the five municipalities and SWMRMC had been developed.

Source: JICA Study Team

6.4.2 Evaluation

Relevancy: The objectives of Pilot Project E were relevant within the context of improving the municipal SWM service delivery due to the fact that it specifically targeted the operational management capacities of the municipalities including management of solid waste data. This not only complemented the technical capacity developments implemented in other Pilot Projects, but also addressed the gaps that existed within municipalities, where individual skills and knowledge of staff were not fully utilized to enhance the capacity of the organization as a whole. Results of both subjective and objective Training Needs Analysis (TNA) validated this need among the five municipalities for strengthening operational management capacities, especially in regards to strategic planning and monitoring and evaluation functions.

The design of Pilot Project E, specifically the Organizational Support Package, was implemented based on concrete demands made by the municipalities through their submission of request forms. This served to directly and immediately address the organizational development requirements identified by the municipality, and thus made this intervention highly relevant to their needs.

Furthermore, since the main purpose of the Study was to install Action Plans on SWM in each of the five municipalities, it was indispensable to establish structures and mechanisms to implement those plans in a sustainable manner. In this regard, the Pilot Project was also well aligned with the overall strategy of the Study.

Effectiveness: At the output level, Pilot Project E-1, achieved its predetermined target of installing in municipalities detailed working arrangements for implementing SWM A/Ps and Annual Work Plans by identifying responsible persons and developing annual budgets. In addition, Pilot Project E-2 contributed significantly to the overall Project Purpose of Pilot Project E, by facilitating the development of a solid waste data-base in all five municipalities and SWMRMC. Furthermore, Pilot Project E-3: Country Focused Training in Japan also contributed to transfer the Japanese solid waste policy technology for their further consideration. From this perspective it can be deduced that Pilot Project E was effective in achieving the targets within the results framework.

More specifically, Pilot Project E-1 was found effective in the following manner. First, to strengthen operational management capacities of the municipalities, the Project not only increased the knowledge level of the target group regarding various tools and systems for operational management, as shown from high ratings from the training evaluations, but also developed these tools catered to the conditions of each municipality, for immediate use. As a result, although the practices of utilizing these tools are not fully established yet, the structure and mechanisms are in place within the five municipalities for enhanced capacities in managing SWM operations.

Second, through the various training sessions and consultations, the Project advocated for measures to support the municipalities to foster a culture of accountability within operational practices for overall improved performance. Activities, inter alia, such as identification of Focal Points or responsible sections in implementing the Action Plans on SWM, restructuring exercises, introduction of annual work plans and monitoring framework, imparting methods for self-evaluation, drafting of TOR for T/Fs were directed towards clarifying the lines of accountability for SWM program implementation. Resistance by municipal staff existed in the beginning to such delineation of responsibilities, citing that ultimately it was the municipal leadership responsible for all municipal programs. Nevertheless by the end of the Project, in all T/Fs, members were very clear which kind of activities belong under whose responsibility in SWM programs.

As for E-2, in MTM and KRM that used to not have a personal computer (PC) for SWM before, provision of those though the Pilot Project could be matched to their needs. The TWG members could utilize this PC not only for data base management activity but also for preparing reporting documents or presentation materials, especially in KMC and LSMC where they have started making a ward-wised collection of maps by using GIS.

Efficiency: The efficiency of Pilot Project E was relatively high due to the flexible design and the manner in which the inputs were provided by both sides. Pilot Project E was conceived and implemented as one process for capacity development in which various elements were built on one at a time while monitoring the achievements of the various operational management practices. Whenever there was a specific need identified by a municipality, it was encouraged that Pilot Project E addressed it for immediate results. For example in the case of restructuring exercises in MTM and KRM, this was not included in the initial plans. Nevertheless after the implementation of training module 6 on Human Resource Management and Development, the municipalities requested pilot project support for restructuring. Subsequently, new organigrams were developed and adopted, in a timely manner, by the municipalities.

Regarding practice of waste Q&Q surveys, having an experience of the survey in the previous phase, the survey was conducted smoothly together with the staff of each municipality. For solid waste data management systems, the program has been revised by practice at each municipality to make it simpler and a more user-friendly system.

The results achieved were generally attained on schedule. However, if the municipality T/F members were more consistently available for the training sessions, it would have reduced the number of re-scheduling of training sessions and follow up visits for a more timely implementation of the activities. In particular, due to the complete policy change to shift to nighttime/early morning collection, development of the database was also once suspended till the actual waste management situation was mostly settled.

Impact: To date, if the commitment of the five municipalities remains strong to continue capacity development activities, and if trained staff stay within the system, it is foreseeable that the long-term goal of “SWM service delivery of respective municipalities is improved” would be achieved.

Some of the unexpected positive effects that were observed under Pilot Project E-1 are as follows:

- The exercise for formulating Program-based Budgets for the SWM activities was considered as best practice in BKM. The municipality subsequently requested support for mainstreaming the Program-based Budget formulation process for all sections of the municipality. In this regard, the training sessions in BKM often included non-T/F members.
- As a result of the Module 5 Training Module on Public Private Partnership in SWM (PPP), MTM independently went ahead to initiate its own PPP Pilot Project with four private sector operators (including NGOs).
- In KMC, at least three of the training components (M&E, Human Resource Management, PPP) were modified and training sessions organized targeting junior level staff.

An unexpected negative impact of the E-1 Component was as follows:

- As a result of the preparation for Program-based Budgets, SWM Programs in all municipalities received budget allocations in FY2004/05 (2061) in comparison with the year before. Nevertheless, it was reported that, as of the end of May, the budget disbursement rate of these Program-based Budgets remain low, as little as 1% in BKM up to 35% in KMC. One of the main reasons for such low levels of disbursement could be attributed to the fact that Focal Points were occupied by the activities under Pilot Projects, and could not find enough time to initiate activities on their own. Within the municipal system, whenever budget is not spent within the designated year, it is returned to the central funds at the end of the fiscal year. If the budget disbursement remains low as of the end of FY2004/05 (2061), and a substantial amount of the allocated budget is returned, it may have negative consequences on securing SWM budget for FY2005/06 (2062).

On the other hand, through E-2, practice of waste Q&Q surveys had some positive impact. For example, through the sampling practices, participating households could feel some interest in waste management. Conversely the municipality was able to have some compliments or comments from the people of municipality. However, some commercial businesses were not cooperative with the survey because they were afraid that this survey data might be used by another business to establish its charging. An impact from the data

management system is that it is contributing for the municipality and SWMRMC to prepare more reliable and visual solid waste management data to disclose to the public.

Sustainability: Pilot Project E was successful in introducing the knowledge and tools to improve the SWM operational capacities of the five municipalities. However, with respect to the following factors, it could be concluded that additional effort is necessary in order to sustain the effects of Pilot Project E.

- Practice of Annual Work Plan Formulation and Monitoring and Evaluation System: For FY2004/05 (2061/62) and for its formulation in FY2005/06 (2062/63), both tools were developed. Especially in regards to monitoring of the Annual Work Plan, it was reported that, aside from the mid-year and end-year monitoring exercise, only a few cases were confirmed of the municipalities conducting any monitoring on its own⁵. This is an indication that some of the outputs of the Pilot Project have not been fully incorporated into the system. Furthermore, the fact that such tools are introduced only in SWM related sections and not in other sections undermines motivation by staff to sustain this practice in their own capacities.
- The restructuring proposal submitted to KMC, MTM and KRM has yet to be formalized in the respective municipalities, pending approval by the Municipal Council that is held only once a year. Nevertheless, in practice, in all three municipalities, staff are operating de facto under the new organigram with the support of the CEOs. However, until the proposals are submitted and approved, the results of the exercises remain subject to change.
- In regards to the sustainability of the technical transfer, it depends very much on the retention of staff who have accumulated the skills and knowledge as result of the Study's assistance. This is especially a concern in larger municipalities such as KMC where there is a greater chance of staff being transferred to different sections arbitrarily.
- Sustainability of data base management depends on how the municipalities maintain the skills for waste Q&Q surveys and for database system operation. It is recommended that regular waste Q&Q surveys and frequent database system operation should be carried out. Ever-progressing development of information technology may affect the sustainability of the database management system.

6.5 Lessons Learnt from Pilot Project E

Ownership for preparation of the DfA/Ps was innovatively improved among each municipality through the review and common understanding of the DfA/Ps and the transfer of the authority to appropriate sections/staffs. Especially it could be said that responsibility sharing in order to clarify the tasks for each strategy proposed in the A/Ps could contribute to improve the ownership slowly but certainly. Required effective procedure for implementing the A/P was to set the place for discussion and public consensus regarding each activity by involving the field staff as much as possible. It was also necessary that various classes of human resources should be systematically involved in introducing, standardizing, internalizing and implementing the appropriate process and procedure.

On the other hand regarding the solid waste data management, the current situation was that the data of municipality's SWM activity was relatively easy to be collected and managed but

⁵ It was confirmed that, for example with KMC, the monitoring forms were filled in and used in reporting to the Central KMC office and to MOLD.

that of private activity by private sector or NGOs was quite uncertainly to find their actual situations. It was learnt that the data of such private activities should be disclosed as the duty of involved organizations under the PPP policy.

APPENDIX 6.1

***Record of Main Activities from July
2004 to July 2005***

***E: Development of Operation and
Management Capacities***

APPENDIX 6.1 RECORD OF MAIN ACTIVITIES FROM JULY 2004 TO JULY 2005

E: DEVELOPMENT OF OPERATION AND MANAGEMENT CAPACITIES

E-1: Training for SWM Action Plan Operational Management

Date	Venue	Participants	Activities	Remarks
July 5, 6, 2004	LSMC	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> 16 staff including Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>SWM Action Plan Kick off Workshop</i> - Refer the report submitted to the Study	
July 8, 9, 2004	KMC, Teku	<u>Nepalese C/P</u> 26 staff including Task Force members.	<i>SWM Action Plan Kick off Workshop</i> - Refer the report submitted to the Study	
July 11, 12, 2004	BKM	<u>Nepalese C/P</u> BKM; 18 staff including Task Force members.	<i>SWM Action Plan Kick off Workshop</i> - Refer the report submitted to the Study	
July 14, 2005	MTM	<u>Nepalese C/P</u> MTM; 12 staff including Task Force members.	<i>SWM Action Plan Kick off Workshop</i> - Refer the report submitted to the Study	
July 15, 2004	KRM	<u>Nepalese C/P</u> KRM; 6 staff including Task Force members.	<i>SWM Action Plan Kick off Workshop</i> - Refer the report submitted to the Study	
July 19, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Komal Kafle <u>Others</u> DMI; Mr. Rajendra Giri	<i>Discussion on:</i> - Pilot Project activities - LSMC Task Force coordination-ref. Mr. Gautam and making TF member active.	
July 20, 2004	LSMC	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> LSMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri, Mr. Amrit Rai	<i>Follow-up sessions on Action Plan Operationalization Workshop:</i> - Evaluation of the workshop - Issues on the implementation of Annual Work Plan	
July 28, 2004	MTM	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> MTM;	<i>Follow-up sessions on Action Plan Operationalization Workshop:</i> - Evaluation of the workshop - Issues on the implementation of	

Date	Venue	Participants	Activities	Remarks
		Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Annual Work Plan	
July 28, 2004	BKM	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> BKM; Staff including Task Force <u>Others</u> DMI; Mr. Rejendra Giri Mr. Amirt Rai	<i>Follow-up sessions on Action Plan Operationalization Workshop:</i> - Evaluation of the workshop - Issues on the implementation of Annual Work Plan	
July 29, 2004	KRM	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> KRM; Staff including Task Force <u>Others</u> DMI; Mr. Rejendra Giri Mr. Amirt Rai	<i>Follow-up sessions on Action Plan Operationalization Workshop:</i> - Evaluation of the workshop - Issues on the implementation of Annual Work Plan	
July 29, 2004	KMC, Teku	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> KMC; Staff including Task Force <u>Others</u> DMI; Mr. Rejendra Giri Mr. Amirt Rai	<i>Follow-up sessions on Action Plan Operationalization Workshop:</i> - Evaluation of the workshop - Issues on the implementation of Annual Work Plan	
July 30, 2004	MOLD,	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> MOLD; Mr. Surya Prasad Silwal SWMRMC; Mr. Surya Man Shakya <u>Others</u> DMI; Mr. Rejendra Giri Mr. Amrit Rai	Reporting on capacity building program component.	Shaky's concern was the evaluation.
August 3, 2004	KMC, Teku	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KMC; Staff including Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>Training implementation – module 2: Establishment of Monitoring and Evaluation System</i>	

Date	Venue	Participants	Activities	Remarks
August 4, 2004	BKM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> BKM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Training implementation – module 2: Establishment of Monitoring and Evaluation System	
August 5, 2004	MTM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> MTM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Training implementation – module 2: Establishment of Monitoring and Evaluation System	
August 6, 2004	KRM	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> KRM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Training implementation – module 2: Establishment of Monitoring and Evaluation System	
August 9, 2004	LSMC	<u>JICA Study Team</u> Ms. Sachiko Suwa <u>Nepalese C/P</u> LSMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Training implementation – module 2: Establishment of Monitoring and Evaluation System	
August 23, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Follow-up session of module 2 Discussion on: - AWP status review - Issues on M&E implementation - Budget allocation for SWM - Next step	
August 23, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Follow-up session of module 2 Discussion on: - AWP status review - Issues on M&E implementation - Budget allocation for SWM - Next step	
August 24, 2004	MTM	<u>Nepalese C/P</u> MTM; Task Force members <u>Others</u>	Follow-up session of module 2 Discussion on: - AWP status review - Issues on M&E implementation	

Date	Venue	Participants	Activities	Remarks
		DMI; Mr. Rajendra Giri Mr. Amrit Rai	- Budget allocation for SWM - Next step	
August 24, 2004	KRM	<u>Nepalese C/P</u> KRM; Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>Follow-up session of module 2</i> <i>Discussion on:</i> - AWP status review - Issues on M&E implementation - Budget allocation for SWM - Next step	
August 29, 2004	BKM	<u>Nepalese C/P</u> BKM; Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Follow-up session of module 2</i> <i>Discussion on:</i> - AWP status review - Issues on M&E implementation - Budget allocation for SWM - Next step	
September 5, 2004	BKM	<u>Nepalese C/P</u> BKM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Implementation of module 3 training programme: Programme Based Budgeting and Expenditure Monitoring</i>	
September 6, 2004	MTM	<u>Nepalese C/P</u> MTM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Implementation of module 3 training programme.</i>	
September 7, 2004	KRM	<u>Nepalese C/P</u> KRM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Implementation of module 3 training programme.</i>	
September 8, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Implementation of module 3 training programme.</i>	
September 22, 2004	KRM	<u>Nepalese C/P</u> KRM; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Follow-up Session on module 3 training programme.</i>	
September 23, 2004	BKM	<u>Nepalese C/P</u> BKM;	<i>Follow-up Session on module 3 training programme.</i>	

Date	Venue	Participants	Activities	Remarks
		Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani		
September 23, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Follow-up Session on module 3 training programme.	
September 24, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Implementation of module 3 training programme.	
October 1, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Follow-up Session on module 3 training programme.	
October 6, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; 5 staff of KMC inclusive of Task Force members <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Follow-up Session on module 3 training programme.	Two professionals are engaged in all follow-ups.
October 4, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Implementation of Module 4 training - Leadership Development and Office Management training	
October 12, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; Staff including Task Force <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Follow-up session on Module 4. Discussion on: - Evaluation on learning effectiveness - Issues in organizational development - Monitoring and reporting	
October 12, 2004	KMC, Teku	<u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar Mr. Purushottam Shakyas, Mr. Udaya Pasakhal	OD Support: Organizational development workshop - Structure assessment - Staffing appraisal	

Date	Venue	Participants	Activities	Remarks
		Mr. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai		
October 20, 2004	KMC, Teku	<u>Nepalese C/P:</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar Mr. Purushottam Shakya <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>OD Support: Presentation of draft organizational structure of Environment Department and Staffing pattern</i>	
November 3, 2004	LDTA	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Others</u> DMI; Mr. Amrit Rai Mr. Pawan Lohani	<i>Briefing Ms. Minako Nakatani on the progress so far made on institutional development component of CKV study; and planning for next steps.</i>	
November 4, 2004	KMC, Teku	<u>JICA Study Team</u> Ms. Miniako Nakatani <u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar <u>Others</u> DMI; Mr. Amrit Rai	<i>OD Support:</i> - Finalization organizational structure - Staffing - Discussion on TORs	
November 4, 5 and 9, 2004	KMC, LSMC, BKM and MTM	<u>Nepalese C/P:</u> Concern staff of four municipalities <u>Others</u> DMI; Mr. Pawan Lohani	<i>Budget approval processed and status of SWM Annual Work Plan budget</i> <i>Collect information on the last year budget and expenditure of SWM</i>	Ms. Minako Nakatani will visit KRM Information is email to her.
November 9, 2004	KMC, Teku	<u>JICA Study Team</u> Ms. Minako Nakatani <u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar Mr. Purushottam Shakya Ms. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Amrit Rai	<i>OD Support:</i> <i>Discussion on-</i> - Section wise major functions - Terms of reference - Other organizational issues including monitoring of Annual Work Plan	
November 11, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Pradeep Amatya Mr. Ashok Shrestha Mr. Prabin Shrestha Ms. Laxmi Rajbhandhari <u>Others</u>	<i>OD Support:</i> <i>Discussion on Task Force TOR formulation.</i> - Objectives of TOR - Components of TOR - Participation guidelines	

Date	Venue	Participants	Activities	Remarks
		<i>DMI;</i> Mr. Rajendra Giri		
November 15, 2004	BKM	<u>Nepalese C/P</u> <i>BKM;</i> Mr. Bhadri Ghimire Mr. Laxman Kisiju Mr. Dinesh Rajbhandhari Mr. Dilip Kumar Suwal Mr. Krishna Prashad Suwal	<i>OD Support:</i> <i>Discussion on Task Force TOR</i> <i>formulation.</i> - Objectives of TOR - Components of TOR Participation guidelines	
December 22, 2004	KRM	<u>Nepalese C/P</u> <i>KRM;</i> Mr. Devi Prasad Nepal Mr. Bal Krishna Maharjan Mr. Sano Babu Pariyar Mr. British Singh Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> <i>DMI;</i> Mr. Rajendra Giri Mr. Pawan Lohani	<i>Preliminary consultation and</i> <i>information collection on the existing</i> <i>organization structure and human</i> <i>resources</i>	OD support to KRM under consultancy services of the CKV
December 23, 2004	KMC, Teku	<u>Nepalese C/P</u> <i>KMC;</i> Mr. Indra Man Sing Suwal Mr. Rajesh Manandhar Mr. Rabin Shrestha Mr. Udaya Pasakhala Mr. Kiran Ulak Mr. Sunil Man Tuladhar <u>Others</u> <i>DMI;</i> Mr. Rajendra Giri Mr. Amrit Rai	<i>Carried out the training workshop on</i> <i>Human Resources Management</i>	
December 24, 2004	KRM	<u>Nepalese C/P</u> <i>KRM;</i> Mr. Bal Krishna Maharjan Mr. Sano Babu Pariyar Mr. British Singh Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> <i>DMI;</i> Mr. Pawan Lohani	<i>Moderating to develop the</i> <i>organizational structure and HR</i> <i>planning in line with SWM action plan</i>	
December 24, 2004	LSMC	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> <i>LSMC;</i> Mr. Rudra Gautan Mr. Prabin Shrestha Mr. Pradeep Amatya Ms. Laxmi Shrestha Ms. Sabina Maharjan <u>Others</u> <i>DMI;</i>	<i>Carried out the training workshop on</i> <i>Human Resources Management for</i> <i>LSMC</i>	

Date	Venue	Participants	Activities	Remarks
		Mr. Rajendra Giri Mr. Amrit Rai		
December 25, 2004	LSMC	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Ashok Shrestha Mr. Prabin Shrestha Mr. Pradeep Amatya Ms. Sabina Maharjan Ms. Gyani Shova Maharjan Ms. Sarita Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Carried out the training workshop on Human Resources Management for LSMC	
December 26, 2004	BKM	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> BKM; Mr. Badri N.Ghimire Mr. Laxman Kisiju Mr. Moti Bhakta Shrestha Ms. Ambika Dhaubhadel Mr. Krishna Prasad Suwal Mr. Ganesh Lal Koju Mr. Dil Kumar Suwal Mr. Krishna G. Prajapati Mr. K. S. Bashi Mr. Bhupal Mul <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Carried out the training workshop on Human Resources Management for BKM	
December 27, 2004	MTM	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> MTM; Mr. Nabin Shrestha Mr. Abhayandra Ranjit Mr. Tulshi Bhakta Tako Ms. Hari Laxmi Shrestha Mr. Surendra Shrestha <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Carried out the training workshop on Human Resources Management for MTM	
December 28, 2004	KRM	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. Sanubabu Pariyar	Carried out the training workshop on Human Resources Management for KRM	

Date	Venue	Participants	Activities	Remarks
		Mr. British Singh Mr. Anuj Pradhan Mr. Narendra Maharja Mr. Gyan Bazra Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai		
January 1, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Bhuvan Prasad Bista Mr. Satya Narayan Sah Mr. Keshab Silwal Mr. Surendra Shrestha Mr. Niraj Chakradhar Ms. Krishna Shrestha Mr. Nabin Shrestha Mr. Tulsi Bhakta Tako Ms. Dhana Krishna Shrestha <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Preliminary consultation and information collection on the existing organization structure and human resources</i>	OD support to MTM under consultancy services of the CKV
January 14, 2005	KRM	<u>Nepalese C/P</u> KRM: Mr. Bal Krishna Maharjan Mr. Sanubabu Pariyar Mr. British Singh Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>Follow-up on Human Resources Management training; and evaluation of the workshop</i>	
January 15-16 2005	KRM	<u>Nepalese C/P</u> KRM: Mr. Bal Krishna Maharjan Mr. Sano Babu Pariyar Mr. British Singh Mr. Anuj Pradhan Mr. Gyan Maharjan <u>Others</u> DMI; Mr. Pawan Lohani Mr. Rajendra Giri	<i>Preparation of the sectional job outline and finalization</i>	
January 20, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Ms. Ambika Dhubadel Mr. Moti Bhakta Shrestha Mr. Ganesh Lal Koju Mr. Krishna G. Prajapati Mr. Ratna Maya Shrestha Mr. Ravid Kusma	<i>Follow-up on Human Resources Management training; and evaluation of the workshop</i>	

Date	Venue	Participants	Activities	Remarks
		Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai		
January 22-26, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar Mr. Rabin Shrestha Mr. Kiran Ulak Mr. Purusottam Shakya Mr. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Amrit Rai	Review the Annual Work Plan for 2004/05	This task is under consultancy services
January 26, 2005	KMC, Teku	<u>Nepalese C/P</u> KMC; Mr. Indra Man Suwal Mr. Rajesh Manandhar Mr. Rabin Shrestha Mr. Kiran Ulak Mr. Pursottam Sakya <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Follow-up on Human Resources Management training; and evaluation of the workshop	
January 26, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Satya Narayan Sah Mr. Keshab Silwal Mr. Surendra Shrestha Mr. Niraj Chakradhar Ms. Krishna Shrestha Ms. Nabin Shrestha Mr. Tulsi Bharosa Tako Ms. Dhana Krishna Shrestha <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Moderating to develop the organizational structure and HR planning in line with SWM action plan	
January 26, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Keshav Silwal Mr. Nabin Shrestha Mr. Abhayandra Ranjit Mr. Tulshi B. Tako Hari Laxmi Shrestha Mr. Ranjan Prajapati Mr. Dhana Krishna Shrestha <u>Others</u> DMI; Mr. Rajendra Giri	Follow-up on Human Resources Management training; and evaluation of the workshop	

Date	Venue	Participants	Activities	Remarks
		Mr. Amrit Rai		
January 27, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. Sanubabu Pariyar Mr. Anuj Pradhan Mr. British Singh Mr. Narendra Maharja Mr. Gyan Bajra Maharjan <u>Others</u> DMI; Mr. Amrit Rai	Review the Annual Work Plan for 2004/05	
January 27, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Satya Narayan Sah Mr. Keshav Silwal Mr. Nabin Shrestha Mr. Abhayandra Ranjit Mr. Tulshi B. Tako Mr. Hari Laxmi Shrestha Mr. Ranjan Prajapati Mr. Dhana Krishna Shrestha <u>Others</u> DMI; Mr. Amrit Rai	Review the Annual Work Plan for 2004/05	
January 31, February 1, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. Sano Babu Pariyar Mr. British Singh Mr. Anuj Pradhan Mr. Gyan Bazra Maharjan <u>Others</u> DMI; Mr. Pawan Lohani	Preparation of the terms of reference of all section chiefs.	
February 3, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Prabin Shrestha Mr. Pradeep Amatya Mr. Prabin Dhakhwa <u>Others</u> DMI; Mr. Rajendra Giri Mr. Som Raj Acharay	Conducted the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for LSMC	
February 4, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar Mr. Kiran Ulak Mr. Sunil Man Tuladhar Mr. Purusottam Shakya Mr. Indra M.S. Suwal Mr. Udy Paskhala	Conducted the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for KMC	

Date	Venue	Participants	Activities	Remarks
		Mr. Rabin N. Shrestha Mr. Robart Dangol Mr. Ram Krishna Karki <u>Others</u> DMI; Mr. Rajendra Giri Mr. Som Raj Acharay		
February 6, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Ms. Ambika Dhaubhadel Mr. Moti Bhakta Shrestha Mr. K. G. Prajapati Mr. Bhupal Mall Mr. Dil Bhakta Jayena Mr. Prabesh P. Chalise Mr. Krishna Sagar Bashi Mr. Revid Kusma Mr. Ganesh Lal Phoju Mr. Dil Kumar Suwal <u>Others</u> DMI; Rajendra Giri Som Raj Acharay	Conducted the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for BKM	
February 17-18, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Satya Narayan Sah Mr. Keshab Silwal Mr. Surendra Shrestha Mr. Niraj Chakradhar Mr. Nabin Shrestha Mr. Tulsi Bharosa Tako Ms. Dhana Krishna Shrestha <u>Others</u> DMI; Ms. Rajendra Giri Ms. Pawan Lohani	Preparation of the sectional job outline and finalization	
February 28, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Pradeep Amatya Mr. Prabin Shrestha Mr. Ashok Shrestha Ms. Sabina Maharjan <u>Others</u> DMI; Mr. Amrit Rai	Review the Annual Work Plan for 2004/05	
February 28, 2005	KMC, Teku	<u>Nepalese C/P</u> KMC; Mr. Ram Krisna Karki Mr. Robert Dongol Mr. Rajesh Shrestha Mr. Sunil M. Tuladhar	Follow-up on the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for KMC; and evaluation of the workshop	

Date	Venue	Participants	Activities	Remarks
		Mr. Purosottam Sakya Mr. Udaya Paskhal Mr. Ratna K Maharjan Mr. Rajaram Karmacharya Mr. Umesh Shrestha Mr. Ram Chandra Lakhe Ms. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Som Raj Acharaya		
March 1, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Dinesh Rajbhandari Ms. Ambika Dhubadel Mr. Moti Bhakta Shrestha Mr. Raju Awale Mr. Ravid Kusma Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal Mr. Prakash K. Chalise <u>Others</u> DMI; Mr. Rajendra Giri Mr. Som Raj Acharay	<i>Follow-up on the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for BKM; and evaluation of the workshop</i>	
March 4, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Ms. Ambika Dhubadel Mr. Moti Bhakta Shrestha Mr. Ganesh Koju Mr. Krishna G. Prajapati Mr. Ratn Maya Shresth Mr. Ravid Kusma Mr. Dilip Kumar Suwal Mr. Krishna Prasad Suwal <u>Others</u> DMI; Mr. Amrit Rai	<i>Review the Annual Work Plan for 2004/05</i>	
March 8, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Prabin Shreshta Ms. Gyani Sobha Maharjan Ms. Sabina Maharjan Mr. Sainik Raj Singh <u>Others</u> DMI; Mr. Rajendra Giri Mr. Som Raj Acharay	<i>Follow-up on the module 7: Managing Stakeholders Expectation and Conflict Management Workshop for LSMC; and evaluation of the workshop</i>	
March 10, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. R. Gautam	<i>Follow-up on Human Resources Management training; and evaluation of the workshop</i>	

Date	Venue	Participants	Activities	Remarks
		Mr. Prabin Shrestha Ashok Shrestha Mr. Pradeep Amatya Ms. Gyani Shova Maharjan Ms. Sarita Maharjan Ms. Sabina Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai		
April 12, 2005	KMC, Teku	<u>JICA Study Team</u> Ms. Minako Nakatani Ms. Anuradha Tulachan <u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar Mr. Purosottam Shakya Mr. Rabin Shrestha Mr. Kiran Ulak Ms. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Review the Annual Work Plan, the SWM action plan and evaluate the performance	
April 20, 2005	KMC, Teku	<u>Nepalese C/P</u> KMC; Mr. Indra Man Singh Mr. Rajesh Manandhar Mr. Purosottam Shakya Mr. Rabin Shrestha Mr. Kiran Ulak Ms. Srijun Pradhan Ms. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	Prepare draft Annual Work Plan and budget for 2005/06 and evaluate the workshop	DMI consulted with Indra Man Singh and Rajesh Manandhar on 3 and 9 May 2005.
April 21, 2005	LSMC, LDTE	<u>JICA Study Team</u> Ms. Minako Nakatani Ms. Anuradha Tulachan <u>Nepalese C/P</u> LSMC; Mr. Komal Kafle Mr. Rudra Gautam Mr. Pradeep Amatya Mr. Prabin Shrestha Mr. Ashoka Shrestha Ms. Sabin Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Review the Annual Work Plan, the SWM action plan and evaluate the performance	
April 22, 2005	LDTE	<u>JICA Study Team</u> Mr. Toshiyuki Ujii	Prepare draft Annual Work Plan and budget for 2005/06 and evaluate the	DMI consulted with CDS,

Date	Venue	Participants	Activities	Remarks
		Ms. Minako Nakatani Ms. Anuradha Tulachan <u>Nepalese C/P</u> LSMC; Mr. Komal Kafle Mr. Rudra Gautam Mr. Ashok Shrestha Mr. Pradeep Amatya Mr. Prabin Shrestha Mr. Sabin Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>workshop</i>	Rudra Gautam and Pradip Amatya on 11 May and 1 June 2005.
April 25- 28, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Pradeep Amatya Mr. Prabin Shrestha Mr. Sabin Maharjan <u>Others</u> DMI; Mr. Pawan Lohani	<i>Finalization of Draft Annual Work Plan and PB Budget and submission of the first draft of the Annual Work Plan and the budget</i>	
April 27, 2005	KMC, Teku	<u>JICA Study Team</u> Mr. Toshiyuki Ujiiie Ms. Minako Nakatani other team members <u>Nepalese C/P</u> KMC; Mr. Indra Man Singh Mr. Rajesh Manandhar Mr. Rabin Shrestha Mr. Purosottam Shakya Mr. Kiran Ulak Ms. Srijun Pradhan Ms. Sanu Maiya Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Amrit Rai	<i>Consultation on preparation of the Annual Work Plan for 2005/06 Presentation of the waste generation, required activities for final disposal (Sisdol operation) by CKV professionals</i>	
May 16, 2005	MTM	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> MTM; Mr. Satya Narayan Sah Mr. Keshav Silwal Mr. Nabin Shrestha Mr. Abhayandra Ranjit Mr. Tulshi B. Tako Mr. Hari Laxmi Shrestha Mr. Ranjan Prajapati Mr. Hari Krishna Shrestha <u>Others</u> DMI;	<i>Review the Annual Work Plan, the SWM action plan and evaluate the performance</i>	

Date	Venue	Participants	Activities	Remarks
		Mr. Rajendra Giri Mr. Pawan Lohani		
May 17, 2005	MTM	<u>JICA Study Team</u> Mr. Anuradha Tulachan <u>Nepalese C/P</u> MTM; Mr. Satya Narayan Sah Mr. Keshav Silwal Mr. Nabin Shrestha Mr. Abhayandra Ranjit Mr. Tulshi B. Tako Ms. Hari Laxmi Shrestha Mr. Ranjan Prajapati Mr. Hari Krishna Shrestha <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Prepare draft Annual Work Plan and budget for 2005/06 and evaluate the workshop	DMI consulted with CDS, Account at 14:00 on 2 May 2005.
May 18, 2005	KRM	<u>JICA Study Team</u> Ms. Anuradha Tulachan <u>Nepalese C/P</u> KRM; Mr. Naresh Regmi Mr. Bal Krishna Maharjan Mr. Sanubabu Pariyar Mr. Krishna B. Maharjan Mr. British Singh Mr. Anuj Pradhan Mr. Narendra Maharjan Mr. Gyan Bazra Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani Mr. Amrit Rai	Review the Annual Work Plan, the SWM action plan and evaluate the performance	
May 19, 2005	KRM	<u>JICA Study Team</u> Ms. Minako Nakatani Ms. Anuradha Tulachan <u>Nepalese C/ P</u> KRM; Mr. Naresh Regmi Mr. Bal Krishna Maharjan Mr. Sanubabu Pariyar Mr. Krishna B. Maharjan Mr. British Singh Mr. Anuj Pradhan Mr. Narendra Maharjan Mr. Gyan Bazra Maharjan <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	Prepare draft Annual Work Plan and budget for 2005/06 and evaluate the workshop	DMI consulted with Account, Anuj and Bal Krishna at 10:30 on 2 May 2005.
May 24, 2005	BKM	<u>JICA Study Team</u> Ms. Minako Nakatani	Review the Annual Work Plan, the SWM action plan and evaluate the	

Date	Venue	Participants	Activities	Remarks
		Ms. Anuradha Tulachan <u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire, Mr. Laxman Kisiju Ms. Ambika Dhaubhadel Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Ganesh Lal Koju Mr. Dilp Kumar Suwal Mr. Krishna G. Prajapati Mr. K.S. Bashi Mr. Bhupal Mul <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>performance</i>	
May 25, 2005	BKM	<u>JICA Study Team</u> Ms. Minako Nakatani Ms. Anuradha Tulachan <u>Nepalese C/P</u> BKM; Mr. Badri Nath Ghimire Mr. Laxman Kisiju Mr. Ambika Dhaubhadel Mr. Moti Bhakta Shrestha Mr. Krishna Prasad Suwal Mr. Ganesh Lal Koju Mr. Dilp Kumar Suwal Mr. Krishna G. Prajapati Mr. K.S. Bashi Mr. Bhupal Malla <u>Others</u> DMI; Mr. Rajendra Giri Mr. Pawan Lohani	<i>Prepare draft Annual Work Plan and budget for 2005/06 and evaluate the workshop</i>	
May 27-28, 2005	BKM, MTM, KRM, LSMC and KMC	<u>Nepalese C/P:</u> Finance section chiefs <u>Others</u> DMI; Mr. Pawan Lohani	<i>Collection of financial/budget information in SWM for FY 2004/05 from 5 municipalities Consolidate the information Submit the information to Ms. Minako Nakatani</i>	Upon the request of Ms. Minako Nakatani

E-2: Practice of Solid Waste Data Management

Date	Venue	Participants	Activities	Remarks
July 19, 2004	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Mr. Shungo Soeda <u>Nepalese C/P</u> <i>SWMRMC</i> ; Mr. Srya Man Shakya Mr. Nirmal Acharya <i>KMC</i> ; Mr. Rajesh Manandhar <i>LSMC</i> ; Mr. Rudra Prasad Gautam Mr. Pradeep Amatya <i>BKM</i> ; Mr. Dinesh Rajbhandari <i>MTM</i> ; Mr. Surendra Shrestha <i>KRM</i> ; Mr. British Singh <u>Others</u> <i>SILT</i> ; Mr. Jaindra Karki Mr. Sarbagya Bajracharya	<i>Kick off Meeting for Solid Waste Data Management</i> - Keynote Presentation - Group discussion Purpose of Workshop 1) Understanding and sharing the existing waste data management system of each municipality 2) Discussion on required data base including reporting format for improvement of SWM 3) Identifying required skills to create and manage the data base	It is suggested by participants that individual meeting should be carried out at each municipality to grasp the existing data management situation.
August 18, 2004	KMC	<u>Nepalese C/P</u> <i>KMC</i> ; Mr. Rajesh Manandhar Mr. Dilip Karki Ms. Shriju Pradhan <u>Others</u> <i>SILT</i> ; Mr. Sarbagya Bajracharya	<i>Identification of existing data collection process, methods on solid waste data and its related</i> - Solid waste data collection system at collection, transfer and disposal site - Vehicle and equipment information system - Daily job distribution information - Vehicle maintenance information - Fuel consumption records	
August 19, 2004	LSMC	<u>Nepalese C/P</u> <i>LSMC</i> ; Mr. Rudra Gautam Mr. Pradeep Amatya <u>Others</u> <i>SILT</i> ; Mr. Sarbagya Bajracharya	<i>Identification of existing data collection process, methods on solid waste data and its related</i> - Solid waste data collection system at collection, transfer and disposal site - Vehicle and equipment information system - Daily job distribution information - Vehicle maintenance Information - Fuel consumption records	
August 20, 2004	BKM	<u>Nepalese C/P</u> <i>BKM</i> ; Mr. Dinesh Rajbhanari Mr. Dilip K. Suwal <u>Others</u> <i>SILT</i> ; Mr. Sarbagya Bajracharya	<i>Identification of existing data collection process, methods on solid waste data and its related</i> - Solid Waste Data collection system at collection and composting facility	
August 23, 2004	KRM	<u>Nepalese C/P</u> <i>KRM</i> ; Mr. British Singh	<i>Identification of existing data collection process, methods on solid waste data and its related</i>	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> SILT; Mr. Sarbagya Bajracharya	- Solid waste collection by private organization	
August 25, 2004	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar <u>Others</u> SILT; Mr. Deepak Singh Mr. Gopal Basnet Mr. Rajendra Shrestha	Discussion on sampling places of solid waste quantity and quality survey	
August 31, 2004	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako <u>Others</u> SILT; Mr. Sarbagya Bajracharya	Identification of existing data collection process, methods on solid waste data and its related	
August 31, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Rudra Gautam Mr. Pradeep Amatya <u>Others</u> SILT; Mr. Deepak Singh Mr. Gopal Basnet Mr. Rajendra Shrestha	Discussion on sampling places of solid waste quantity and quality survey	
August 31, 2004	KRM	<u>Nepalese C/P</u> KRM; Mr. Bal Krishna Maharjan Mr. British Singh Mr. Gyan Bazra Maharjan <u>Others</u> SILT; Mr. Deepak Singh Mr. Gopal Basnet Mr. Rajendra Shrestha	Discussion on sampling places of solid waste quantity and quality survey	
September 7, 2004	BKM	<u>Nepalese C/P</u> BKM; Mr. Laxman Kisiju Mr. Dinesh Rajbhanari Mr. Dilip K. Suwal <u>Others</u> SILT; Mr. Deepak Singh Mr. Gopal Basnet Mr. Rajendra Shrestha	Discussion on sampling places of solid waste quantity and quality survey	
September 7, 2004	MTM	<u>Nepalese C/P</u> MTM; Mr. Satya Narayan Shah Mr. Tulsi Bhakta Tako Ms. Krishna Kumari Shrestha <u>Others</u> SILT; Mr. Deepak Singh	Discussion on sampling places of solid waste quantity and quality survey	

Date	Venue	Participants	Activities	Remarks
		Mr. Gopal Basnet Mr. Rajendra Shrestha		
September 7, 19, 2004	KMC	<u>Nepalese C/P</u> KMC; Task Force members <u>Others</u> SILT; Mr. Deepak Singh Mr. Gopal Basnet Mr. Rajendra Shrestha 12 supervisors	- Collection of solid waste samples from households, restaurants, markets, office and street - Measurement of samples and Quality assessment of samples of KMC	
September 17, 2004	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Mr. Shungo Soeda Mr. Vikram Basyal <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya KMC; Mr. Rajesh Manandhar LSMC; Mr. Pradeep Amatya BKM; Mr. Dinesh Rajbhandari MTM; Mr. Satya Narayan Shah <u>Others</u> SILT; Mr. Deepak Singh Mr. Jaindra Karki Mr. Sarbagya Bajracharya	Workshop for Solid Waste Data Management - Presentation on Waste Flow Diagram - Presentation on form/sheet developed - Discussion for finalizing waste data flow diagram, form/sheet, and report requirement	All participants agreed to formulate the data format for general waste data should be same at each municipality and SWMRMC, and to utilize most appropriate, advanced, but wide-used software for the system which might be MS-Access
October 6, 2004	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya LSMC; Mr. Pradeep Amatya BKM; Mr. Dinesh Rajbhandari KRM; Mr. British Singh <u>Others</u> SILT; Mr. Deepak Singh Mr. Sarbagya Bajracharya Mr. Jayandra Karki	Half-day Workshop - Further discussion on data collection forms and formats, and data flow diagram	
October 19, 2004	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya LSMC; Mr. Pradeep Amatya	Half-day Workshop - Finalizing the data flow diagram, forms and format for waste data collection.	

Date	Venue	Participants	Activities	Remarks
		<p><i>BKM</i>; Mr. Dinesh Rajbhandari <u>Others</u> <i>SILT</i>; Mr. Deepak Singh Mr. Sarbagya Bajracharya Mr. Jayandra Karki</p>		
November 2, 2004	LDTA	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiie Mr. Shungo Soeda Mr. Vikram Basyal <u>Nepalese C/P</u> <i>SWMRMC</i>; Mr. Nirmal Acharya <i>LSMC</i>; Mr. Pradeep Amatya <i>BKM</i>; Mr. Dinesh Rajbhandari <i>KRM</i>; Mr. British Singh <u>Others</u> <i>SILT</i>; Mr. Deepak Singh Mr. Jaindra Karki Mr. Sarbagya Bajracharya</p>	<p>Workshop for Solid Waste Data Management - Discussion regarding the presentation at municipal council</p>	<p>Various discussions were made to finalize the waste data flow diagram and data management form/sheet and the agenda for the two-days training program was explained</p>
November 9-10, 2004	LDTA	<p><u>JICA Study Team</u> Mr. Toshiyuki Ujiie <u>Nepalese C/P</u> <i>SWMRMC</i>; Mr. Nirmal Acharya Mr. Tandan Singh Chaudhary <i>KMC</i>; Mr. Sunil Man Tuladhar Ms. Shivani Malla Mr. Ram Kumar Karki <i>LSMC</i>; Mr. Pradeep Amatya Mr. Bikash Man Singh Mr. Raju Shakya <i>BKM</i>; Mr. Dinesh Rajbhandari Ms. Ramita Shrestha Mr. Laxmi Prasad Duwal Mr. Bharat Awal <i>MTM</i>; Mr. Tulsi Bhakta Tako Ms. Krishna Shrestha <i>KRM</i>; Ms. Chandra Maya Maharjan <u>Others</u> <i>SILT</i>; Mr. Deepak Singh Mr. Sarbagya Bajracharya</p>	<p>Two-days training for Solid Waste Data Management Day 1 - Introduction of Data Base Management - Introduction to MS-Excel - Introduction to Ms-Access Day 2 - Introduction of Data Base Management System - Waste Data Entry - Data manipulation - Data output and report generation</p>	<p>Impression of most of all participants was good. Because this is an introduction training of the system, when the system is installed at each municipality, practical training is also carried out.</p>

Date	Venue	Participants	Activities	Remarks
November 15, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Raju Shakya <u>Others</u> SILT; Mr. Sarbagya Bajracharya	Installation of Solid Waste Data Management System at LSMC office and implementation of its test run	
November 24, 2004	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari Mr. Ramita Shrestha <u>Others</u> SILT; Mr. Sarbagya Bajracharya	Installation of Solid Waste Data Management System at BKM office and implementation of its test run	
November 24, 2004	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako <u>Others</u> SILT; Mr. Sarbagya Bajracharya	Installation of Solid Waste Data Management System at MTM office and implementation of its test run	
November 30, 2004	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Sarbagya Bajracharya	Installation of Solid Waste Data Management System at KMC office and implementation of its test run	
December 2, 2004	KRM	<u>Nepalese C/P</u> KRM; Mr. British Singh <u>Others</u> SILT; Mr. Binod Kachhepati	Installation of Solid Waste Data Management System at KMC office and implementation of its test run	
December 3, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	First month's weekly support - Check the system implementation and consultation	
December 7, 2004	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	First month's weekly support - Check the system implementation and consultation	
December 7, 2004	KRM	<u>Nepalese C/P</u> KRM; Mr. British Singh <u>Others</u> SILT; Mr. Binod Kachhepati	First month's weekly support - Check the system implementation and consultation	
December 13, 2004	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako	First month's weekly support - Check the system implementation and consultation	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> SILT; Mr. Binod Kachhepati		
December 13, 2004	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Binod Kachhepati	<i>First month's weekly support</i> - Check the system implementation and consultation	
December 13, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>First month's weekly support</i> - Check the system implementation and consultation	
December 21, 2004	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>First month's weekly support</i> - Check the system implementation and consultation	
December 21, 2004	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>First month's weekly support</i> - Check the system implementation and consultation	
December 28, 2004	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>First month's weekly support</i> - Check the system implementation and consultation	
January 6, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 6, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 6, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	

Date	Venue	Participants	Activities	Remarks
January 6, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 13, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 16, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 19, 2005	BKM	<u>JICA Study Team</u> Mr. Shungo Soeda <u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Deepak Singh Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 19, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 20, 2005	LSMC	<u>JICA Study Team</u> Mr. Shungo Soeda <u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 20, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 27, 2005	SILT office	<u>JICA Study Team</u> Mr. Shungo Soeda <u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar	<i>Discussion on</i> - findings of the solid waste quality and quantity survey of the five municipalities - Total generation and waste generation	

Date	Venue	Participants	Activities	Remarks
		LSMC; Mr. Pradeep Amatya BKM; Mr. Dinesh Rajbhandari KRM; Mr. Gyan Bazra Maharjan <u>Others</u> SILT; Mr. Deepak Singh Mr. Binod Kachhepati	rate - Operation of solid waste data management system and its problems	
January 31, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
January 31, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Second month's biweekly support</i> - Check the system implementation and consultation	
February 2, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 2, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 2, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 2, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. British Singh <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 15, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 15, 2005	LSMC	<u>Nepalese C/P</u> LSMC;	<i>Third month's biweekly support</i> - Check the system implementation and	

Date	Venue	Participants	Activities	Remarks
		Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	consultation	
February 15, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
February 15, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsi Bhakta Tako <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Third month's biweekly support</i> - Check the system implementation and consultation	
May 5, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Discussion on</i> - Revision of solid waste data management system	Because of the change of collection system, the developed database was also needed to be revised.
May 8, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Discussion on</i> - Revision of solid waste data management system	
May 20, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Revision of the system and its test run</i>	
May 25, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Discussion on the problems/suggestion of the solid waste data management system</i>	
May 28, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Revision of the system and its test run</i>	
June 6, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar	- Selection of wards and households for Quality and Quantity Survey (second time). Discussion were held on what	

Date	Venue	Participants	Activities	Remarks
		<u>Others</u> SILT; Mr. D. Chalise Ms. S. Malla	data should be recorded and where focus should be made during the survey	
June 8-15, 2005	KMC, LSMC, KRM	<u>JICA Study Team</u> Mr. Shungo Soeda <u>Nepalese C/P</u> KMC; Mr. Rajesh Manandhar LSMC; Mr. Pradeep Amatya Mr. Kalpana Basnet KRM; Mr. Gyan Bajra Maharjan Mr. Sunil Shrestha <u>Others</u> SILT; Mr. D. Chalise Ms. S. Malla	.- Implementation of Quantity and Quality Survey	
June 10, 2005	Sisdol LF	<u>JICA Study Team</u> Mr. Shungo Soeda <u>Nepalese C/P</u> KMC; Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	Observation of truck scale's software application at Sisdol LFS	
June 20, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	Revision of the database system and its test run	
July 5, 2005	LDTA	<u>JICA Study Team</u> Mr. Toshiyuki Ujiie Ms. Sachiko Suwa Mr. Vikram Basyal <u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya KMC; Mr. Rajesh Manadhar KRM; Mr. British Singh <u>Others</u> SILT; Mr. Binod Kachhepati	Workshop on modified database system (as part of TWG) - Demonstration and discussion of modified database system	
July 10, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT;	Discussion on the modified database	

Date	Venue	Participants	Activities	Remarks
		Mr. Binod Kachhepati		
August 2, 2005	LSMC	<u>Nepalese C/P</u> LSMC; Mr. Pradeep Amatya Mr. Raju Shakya <u>Others</u> SILT; Mr. Binod Kachhepati	- Installation of second version of solid waste data management system - Distribution of a manual - Training on database and raw data entry	
August 2, 2005	BKM	<u>Nepalese C/P</u> BKM; Mr. Dinesh Rajbhandari <u>Others</u> SILT; Mr. Binod Kachhepati	- Installation of second version of solid waste data management system - Distribution of manual book - Training on database and raw data entry	
August 2, 2005	MTM	<u>Nepalese C/P</u> MTM; Mr. Tulsī Bhakta Tako <u>Others</u> SILT; Mr. Binod Kachhepati	- Installation of second version of solid waste data management system - Distribution of a manual - Training on database and raw data entry	
August 5, 2005	SWMR MC	<u>Nepalese C/P</u> SWMRMC; Mr. Nirmal Acharya <u>Others</u> SILT; Mr. Binod Kachhepati	<i>Handover of Web Development</i>	
August 5, 2005	KMC	<u>Nepalese C/P</u> KMC; Mr. Rajesh Manadhar Mr. Dilip Karki <u>Others</u> SILT; Mr. Binod Kachhepati	- Installation of second version of solid waste data management system - Distribution of a manual - Training on database and raw data entry	
August 5, 2005	KRM	<u>Nepalese C/P</u> KRM; Mr. British Singh <u>Others</u> SILT; Mr. Binod Kachhepati	- Installation of second version of solid waste data management system - Distribution of a manual - Training on database and raw data entry	

APPENDIX 6.2

Job Responsibilities Matrix for SWM Draft Action Plans in the Five Municipalities

APPENDIX 6.2 JOB RESPONSIBILITIES MATRIX FOR SWM DRAFT ACTION PLANS IN THE FIVE MUNICIPALITIES

Kathmandu Metropolitan City (KMC)

Approaches	Strategies	Responsibility		
		Primary	Secondary	External
A. Improvement of Collection and Transportation	A-1: Establishment of efficient waste collection system (by private sectors participation, by KMC itself)	Plan & Monitoring Unit	Operation & Environment	PSO MOLD FNCCI Community
	A-2: Establishment of efficient waste transportation system (by transfer station, by direct transportation)	Transfer Station	Mechanical Section Operation Enforcement Unit	Expert PSO
	A-3: Establishment of appropriate operation and maintenance system for equipment and facilities	Mechanical Section	Solid Waste Management Section	SWMRMC
	A-4: Raising of public awareness related to SWM (Activities for this strategy is described in Approach D)	CMU	SWM Section Metro FM Radio Station Public Department of Environment	urban development through local efforts/German Technical Cooperation NGOs, CBOs USAID Media Private sector
	A-5: Minimization of illegal open dumping activity	Operation & Enforcement Unit	Solid Waste Management Section Mechanical Section Ward Offices	Public Community NGOs, CBOs Traffic police/police
B. Promotion of Waste Minimization	B-1: Establishment of Central Level Compost Plant which can take mixed waste (by private sectors participation)	KMC Board	Environment Dept.	MOLD SWMSMC Private Sector
	B-2: Awareness Campaign	CMU	SWM Section	Public, community, Ward, Media
	B-3: Promotion of composting and recycling	CMU Plan & Monitoring	SWM Section	Public, community, Ward, Media
C. Improvement of Final Disposal System	C-1: Establishment of Sanitary Landfill Site	Landfill Site Unit	Mechanical Section SWM Section	MOLD SWMSMC
	C-2: Operation of Sisdol Landfill Site	Landfill Site Unit	Mechanical section SWM Section	MOLD SWMSMC
	C-3: Negotiate & Cooperation with MoLD & Local People to change the location of the Site	KMC Board	Environment Department Section	MOLD SWMSMC
D. Raising of Public Awareness/ Community Mobilization	D-1: Expansion of BABA program “Children as an effective agents of social changes”	CMU	SWM Section	CEN NGOs Schools
	D-2: Support of community initiatives working with community groups NGOs/CBOs & PS	CMU	SWM Section Ward offices	NGOs CBOs Private Sector

Approaches	Strategies	Responsibility		
		Primary	Secondary	External
	D-3: Mobilization of City Volunteers (A link between KMC and Citizen)	CMU	SWM Section Ward Offices	Clean Energy Nepal ENPHO Colleges
	D-4: Enhancement of Mass Education Program	CMU	SWM Section Ward Offices Information Dept.	Media
	D-5: Strengthening of CMU	SWM Section	CMU	
E Organizational and Institutional Arrangement	E-1. Rationalize Organizational and Institutional Arrangements,	Environment Dept.	KMC Board	Expert
	E-2 Strengthening of Management practices	Environment Dept.	SWM Section Mechanical Section Urban Environment Section	Expert
	E-3 Appropriate staffing arrangement	Environment Dept.	KMC Board	Expert
	E-4 Strengthening institutions for a systematic and sustainable HRD.	Environment Dept.	SWM Section Mechanical Section Urban Environment Section KMC Board	Expert
F. Others	F-1: Develop a system for medical waste management System	SWM Section	SWM Section Mechanical Section Training Centres	MOLD SWMRMC Hospital
	F-2. Gradual and Effective Privatization with special consideration to the Sweeper population.	Environment Dept.	SWM Section KMC Board	MOLD

Note: CMU; Community Mobilization Unit, PSO; Private Sector Organization

Lalitpur Sub-metropolitan City (LSMC)

Approaches	Strategies	Job Responsibility		
		Primary	Secondary	External Support
A. Improvement of Collection and Transportation	A-1: Establishment of private sector collection	Environment and Sanitation Section	Physical Infrastructure Planning and Urban Development	Local NGOs Chamber of commerce Private contractors
	A-2: Development of transfer station	City Level Project Planning Section	Physical Infrastructure Planning and Urban Development	Community CDO MOLD
B. Promotion of Waste Minimization	B-1: Establishment of compost facility	City Level Project Planning Section	Physical Infrastructure Planning and Urban Development	MOPE Community CDO MOLD
	B-2: Promotion of home compost	CDS	Environment and Sanitation Section	Community Chamber of commerce MOLD
C. Improvement of Final Disposal System	C-1: Utilization of SLF	Focal Point Environment and Sanitation Section City Level Project Planning Section	Physical Infrastructure Planning and Urban Development	MOLD MOPE Community
D. Promotion of Public Awareness/ Community Mobilization	D-1: Implementation of mass education	CDS	Environment and Sanitation Section	Community, NGOs
	D-2: Formulation of community groups	CDS	Environment and Sanitation Section	
E. Organizational and Institutional Arrangement	E-1: Implementation of HRD program	Physical Infrastructure Planning and Urban Development	Municipal board	
	E-2: Preparation of Annual plan	Task Force	CDS Environment and Sanitation Section, City Level Project Planning Section	
	E-3: Clarification of responsibility and promotion of coordination of SWM section and Community Development Section	Executive Secretary	CDS Environment and Sanitation Section	
	E-4: Setting up tariff system	Environment and Sanitation Section	Municipal board Legal Section	
F. Others	F-1: Promotion of special waste management system.	Environment and Sanitation Section	CDS	Hospitals MOH MOPE

Note: CDS; Community Development Section

Bhaktapur Municipality (BKM)

Approaches	Strategies	Responsibility
A. Improvement of Collection and Transportation	A-1: Establish, Upgrade & Extend Municipal Composting Facilities Inclusive of Transfer Station (TS)	Mr. Dinesh Rajbhandari Mr. Dilip Suwal
	A-2: Procurement of Collection Vehicles	Mr. Dinesh Rajbhandari and Mr. Dilip Suwal
	A-3: Promotion of Community Mobilization	Mr. Dinesh Rajbhandari Mr. Dilip Suwal
B. Promotion of Waste Minimization	B-1: Establish, Upgrade & Extend Municipal Composting Facilities Inclusive of TS	Mr. Moti Bhakta Shrestha Mr. Rameswor
	B-2: Community Mobilization (Community Based Solutions Towards SWM) on Pilot Basis	Mr. Moti Bhakta Shrestha Mr. Rameswor
	B-3: Initiate Household Centered Composting	Moti Bhakta Shrestha and Rameswor
	B-4: Trial of Community Composting	Mr. Moti Bhakta Shrestha Mr. Rameswor
C. Improvement of Final Disposal System	C-1: Development of Sanitary Landfill Site	Mr. Laxman Kisiju
	C-2: Procurement of Equipments & Vehicles for the operation of SLF site	Mr. Laxman Kisiju
	C-3: Resettlement of the Directly Affected Dwellers in & nearby SLF site	Mr. Laxman Kisiju
	C-4: Community Development Works	Mr. Laxman Kisiju
	C-5: Involvement of affected people in SLF site development works	Mr. Laxman Kisiju
	C-6: Initiation of Research Works	Mr. Laxman Kisiju
D. Raising of Public Awareness / Community Mobilization	D-1: Public Awareness and Education on SWM	Mr. K. P. Suwal Mr. Dilip Suwal
E. Institutional Development and Arrangement	E-1. Organizational Restructuring and Strengthening	Ms. Ambika
F. Others	F-1: Delegate authority to Public Communities & Private Sectors	Mr. K. P. Suwal Mr. Dilip Suwal
	F-2 : Optimize Management Efficiency & make better & cost- effective SWM	Mr. K. P. Suwal Mr. Dilip Suwal
	F-3: Implementation of Bhaktapur Integrated Environmental Mapping Project (BIEMP)	Mr. K. P. Suwal Mr. Dilip Suwal
	F-4: Development of Information Management System (DIMS)	Mr. K. P. Suwal Mr. Dilip Suwal

Madhyapur Thimi Municipality (MTM)

Approaches	Strategies	Responsibility		External Support
		Primary	Secondary	
A. Improvement of Collection and Transportation	A-1: Procurement of collection vehicles	Planning and Technical Section	Finance Section	MOLD
	A-2: Extend collection area	Community Development and Sanitation Section	Planning and Technical Section	NGOs, CBOs, Private Sector, INGOs
	A-3: Intorduction of systematic collection	Planning and Technical Section	Community Development and Sanitation Section	
B. Promotion of Waste Minimization	B-1: Promotion of separation at source	Community Development and Sanitation Section		
	B-2: Promotion of plastic recycling	Planning and Technical Section	Community Development and Sanitation Section	MOLD, Neighboring municipalities
	B-3: Promotion of household and community (tole) composting	Community Development and Sanitation Section		NGOs, CBOs, INGOs, Private Sector, Schools
C. Improvement of Final Disposal System	C-1: Discourage of current dumping practices	Community Development and Sanitation Section	Planning and Technical Section	NGOs, CBOs, schools
	C-2: Transportation of waste to Taikabu LF	Planning and Technical Section	Legal Section	MOLD, neighbouring municipalities
D. Raising of Public Awareness / Community Mobilization	D-1: Promotion of Public Awareness and Education on SWM through mass media.	Community Development and Sanitation Section		NGOs, CBOs, schools, local volunteers, INGOs, medias
	D-2: Promotion of Public Awareness and Education on SWM through local or woman's club, CBOs.	Community Development and Sanitation Section		NGOs, CBOs, schools, local volunteers, INGOs, medias
E. Organizational and Institutional Arrangement	E-1. Organizational and Institutional Restructuring, and Strengthening	Administration Section	All Sections	MOLD

Kirtipur Municipality (KRM)

Approaches	Strategies	Responsibility		External
		Primary Section/Unit	Secondary Section/Unit	
A. Improvement of Collection and Transportation	A-1 Involvement of private sectors for extension of collection area	Mr. British Sing	Task Force	CBOs, Private Sector, MOLD, KMC and other municipalities
B. Promotion of Waste Minimization	B-1 Establishment of a community compost facility	Mr. Gyan Bajra Maharjan	Task Force	NGOs, CBOs, Communities, municipalities, experts
	B-2 Promotion of home compost	Mr. Gyan Bajra Maharjan	Task Force	NGOs, CBOs, municipalities, experts
	B-3 Proper management of plastic	Mr. Gyan Bajra Maharjan	Task Force	NGOs, CBOs, municipalities, experts
C. Improvement of Final Disposal System	C-1 Transportation to the nearest transfer station	Mr. Bal Krishna Maharjan	Task Force	KMC, MOLD, SWRMC, INGOs, Donors
D. Raising of Public Awareness / Community Mobilization	D-1 Dissemination about SWM by education program	Mr. Anuj Pradhan	Chandra Maya, Task Force	NGOs, CBOs, Communities, Other municipalities, experts
E. Organizational and Institutional Arrangement	E-1 Establishment of SWM unit/section	Mr. Krishna Bholu Maharjan	Executive Secretary, Council, Board, Task Force	MOLD, SWRMC, experts
	E-2 Promotion of HRD	Mr. Sanu Babu Pariyar	Task Force	SWRMC, MOLD, experts
F. Others	F-1 Coordination among all SWM stakeholders	Mr. Bal Krishna Maharjan	Task Force	MOLD, INGOs, Donors
	Data Management	Mr. British Singh	Task Force	Relevant institutions, INGOs

APPENDIX 6.3

PPP Strategies for SWM in the Five Municipalities

APPENDIX 6.3 PPP STRATEGIES FOR SWM IN THE FIVE MUNICIPALITIES

Kathmandu Metropolitan City (KMC)

Workshop Outputs

1. SWM services done under PPP arrangement are:

- Door to door collection
- Street sweeping
- Transportation

(Private sector operators are mainly private limited companies except one NGO which the Staff Welfare Fund of sweepers of KMC)

2. Potential areas of SWM for PPP arrangement identified are:

- Medical waste management
- Transportation of waste
- T/S management
- Awareness programs
- Composting
- Recycling of plastic
- Landfill site operation

3. Weaknesses of KMC, Private Sector and Users to implement PPP programs:

KMC	Private Sector	Users
• Absence of SWM policy guideline	• Low confidence	• Low confidence
• Weak monitoring	• Low professionalism in SWM	• Irresponsible/poor civic sense
• Lack of skilled human resources	• Low paid staff	• Awareness
• Weak political commitment	• Poor office management	• Go for cheap services
• Weak institutional commitment	• Capacity	• Look for free services
• Low confidence	• Fee structure not clear	
• Poor coordination	• Poor physical facilities	
• Low service standard	• Lack of exposure	
• Inappropriate contract duration		
• No exposure for PS		

4. Improvements necessary for PPP in SWM are:

- PPP SWM guidelines
- Define SWM service standard
- Feasibility (Technical, management & finance) study of key SWM services for PPP
- Internal human resource management plan (considering sweepers arrangement and facilities/ conditions) with a long term phase out plan
- Carry out capacity building of Private Sector in SWM
- Define job/tasks, assign human resources for PPP in SWM
- Conduct HRD in KMC, private sector and users (awareness program/training)

PPP SWM Short-term Activities

Year	Priority Objective	Special Activities	Time	Responsibility
2004	1. Improve primary collection through private sector (PS)	1.1 Door to door collection through PS (sweeping and primary transportation)	On going	Rajesh Manadhar
		1.2 Involvement of PS in additional 2 wards	March 2005	Rajesh Manandhar
		1.3 Introduction of 300 bins in public places/areas	On going	Rabin Manandhar
2005	2. Mechanical section repair and maintenance service contract	2.1 Prepare list of potential service providers	January 2005	Purushottam Shakya
		2.2 Assess the market rates	February 2005	Purushottam Shakya
		2.3 Prepare tender document		
		2.4 Award contract		
		2.5 Implementation and Monitoring		
	3. PPP SWM guidelines	3.1 Identification of consultants	January 2005	Rajesh Manandhar
		3.2 Preparation of the guideline	Feb-March 2005	Rajesh Manandhar
		3.3 Approval of guideline	April 2005	Rajesh Manandhar
		3.4 Feasibility study on primary collection - Service coverage - Economic - Technical viability	Feb-March 2005	Rajesh Manandhar
		3.5 Promote compost bin producers	On going	Sriju/Sanu Maiya
	4. Capacity development	4.1 PPP promotion training to the partners	January 2005	Ram Krishna
		4.2 Sweepers arrangement and HRD	March-April 2005	Rajesh Manandhar
	5. Promote Private sector (NGOs/POs) in awareness program	5.1 Identify likely NGOs/CBOs	February 2005	Sriju Pradhan
		5.2 SWM and IG training (3 training)	April 2005	Sriju Pradhan
	2006	6. Bulk transportation T/S to LFS	6.1 Feasibility study (PPPUE) ¹	
7. SWM service guideline (service standard)		7.1 Identify consultants		Rajesh Manandhar
		7.2 Review existing guideline		
		7.3 Prepare guideline		
	7.4 Approve guideline			
8. LFS operation	8.1 Feasibility study		Kiran Ulak	

Note: These Short-term activities were proposed under Draft Action Plan formulated in May, 2004

¹ KMC will take Public Private Partnership for Urban Environment Project (PPPUE)/UNDP support for the feasibility study on bulk waste transportation.

Lalitpur Sub-metropolitan City (LSMC)

Workshop Outputs

1. Problems regarding to PPP in SWM are:

- Traditional working style of the municipality
- Threat of job loosing (especially sweepers easy job over hard job of PS)
- The municipality could not attract the private sector
- Private sector is more profit oriented
- No sufficient interest shown by the private sector
- Private sector is also not skilled in SWM
- Curtailing of the free competition of private sector while bidding for municipal services to the municipality (Tender mafia)
- The municipality has poor skills in operation of private sector
- The municipality is poor in monitoring of private sector and NGOs/CBOs performances
- Professionalism of the private sector is poor (some contractors who rented containers do not pay the rent)
- The contract document has not covered all required provisions for the regulation and control on the private sector/NGO performance
- Poor HRD of the municipality, PS and NGOs/CBOs
- Weak political commitment (political leadership do not like to take risk)
- Weak organizational system
- No motivation and incentive for good performers and initiators (new initiatives),

2. Potential areas for PPP in SWM services

- Collection (Door to Door or House Holds)
- Street sweeping
- Transportation (primary and secondary)
- Note: If there is no T/S, the primary and secondary transportation of waste has no meaning. LSMC has not allocated budget for T/S for this fiscal year but as mentioned by the division chief if LSMC gets appropriate land for T/S, it will arrange funds from the city level projects
- Promotion of recycle centre
- Transfer station
- Vehicle operation (heavy vehicles)
- Landfill site operation
- Medical waste management
- Promotion of the second hand shop

3. Improvements necessary to promote PPP in SWM

- Prepare policy and guideline
- Prepare plans and programs for PPP in SWM
- Carry out capacity building program for the municipality and private sector that includes monitoring capacity of the municipality
- Conduct awareness programs on PPP in SWM
- Adjust organizational structural, define tasks/jobs, develop appropriate human resource for PPP in SWM
- Assign the focal person for PPP in SWM

PPP SWM Short-term Activities

Year	Priority Objective	Specific Activities	Time Frame	Responsibility
2004-2005	1. Prepare policy and guideline	1.1 Initiate discussion on PPP Policy Guidelines formation of a core group	Dec. 04 to Jan. 05	Rudra/Prabin/Suman
		1.2 Existing available PPP Policy + Guidelines study	Jan. 05	Rudra/Prabin/Suman
		1.3 Preparation of draft PPP policy and guidelines	Feb. 05	Rudra/Prabin/Suman & consultancy
		1.4 Stakeholders consultation	Jan. 05 to March 05	Pradeep Amatya
		1.5 Finalisation of PPP policy and guidelines	March 05 to April 05	TF
		1.6 Approval of PPP Policy and Guidelines by the board	March 05 to April 05	C.E.O.
	2. Prepare plan and programs for PPP in SWM	2.1 Interaction programs on PPP (short-term-Mid term- long-term) Action Plan with the board	Dec. 04	Rudra Gautam
		2.2 Prepare draft PPP programs	Feb. to March 05	Pradeep Amatya
	3. Carry out PS capacity building programs including monitoring	3.1 Organizational structural adjustment, task/job definition, HR assigned for PPP in SWM	Feb. 05	C.E.O.
		3.2 PPP orientation to a. Policy body b. Management c. Partners/stakeholders	Feb. – March 05	Pradeep Amatya
	4. Conduct awareness programs on PPP in SWM	4.1 Identify awareness program areas and partners (NGOs, CBOs, Private sector)	Dec. 04	Laxmi Rajbandari, CDS
	5. PPP in SWM focal point	5.1 Decide to assign the PPP focal person in SWM	Dec. 04	C.E.O.

Note: These Short-term activities were proposed under Draft Action Plan formulated in May, 2004

Bhaktapur Municipality (BKM)

Workshop Outputs

1. Efforts made by BKM in Partnership

i. Collection of business tax and sanitation service fee from Bhaktapur Industrial Estate

Partner: Bhaktapur Chamber of Commerce and Industries (CCI) for collection

Contract point: 12.5% of collected revenue to Bhaktapur CCI

87.5% of collected revenue Bhaktapur Municipality

Duration of contract: One year or yearly contract renewal

ii. Vehicle parking fee collection of Mini-bus park Bhaktapur

Partner: Mini-Bus Business Committee

Contract point: 25% of collected revenue to Mini-Bus Business Committee

75% of collected revenue Bhaktapur Municipality

Duration of contract: Not specified the duration of the contract

iii. Mini-bus Business Committee Building

Partner: Mini-Bus Business Committee

Contract point: Municipal Land and the municipality is using the ground floor

First and second floors constructed and used by Bhaktapur Mini-Bus Business Committee

Duration of contract: Not clear

iv. Street Cleaning in the wards of Bhaktapur Municipality

Partner: Groups of persons of the respective ward committees

Contract point: Street cleaning and collection of waste of 12 ward Committee 4 to 5 persons in each ward committee

Rs .4,000 is paid per person per month.

57 persons are working in 12 ward committees

Equipment and other necessary accessories are provided by the municipality for street cleaning

Around Rs 4,000,000 is yearly expenses

Duration of contract: Yearly renewal or yearly contract.

2. Potential areas for PPP in SWM services

- Street sweeping
- Door to door collection
- Composting
- Scrape/Junk dealers
- SWM awareness programs with NGOs and CBOs
- Capacity building partnership in SWM
- SWM equipment/vehicle repair and maintenance
- Taikabu Landfill site development and operation

3. Problems in SWM services for the partnership

- Capacity building
- Policy and guidelines
- Procurement guidelines
- Human resource development
- Hidden problem (resistance to change)
- Sensitive/high reservation to NGOs, private sector and donors
- No political leadership (staff leadership of the municipality)

Note:

The participants raised serious concern on the working style of NGOs including CKV JICA supported consultants working in the communities of Bhaktapur. The municipal staff asked for more transparency on the activities and approach adopted to support the local communities. They felt that the whole community support programme should be channel through the municipality. Otherwise it is difficult for them to coordinate the CKV community involvement in SWM activities.

4. Immediate action for partnership in SWM services

- Source separation
- Composting
- Landfill site

PPP SWM Short-term Activities

Year	Priority Objective	Specific Activities	Time	Responsibility
	1. Streamline "Partnership" contractual arrangement in - Industrial state, - Bus park - CBOs participation.	1. Examination of existing contractual arrangement by BKM with partners		
		1.2 Prepare draft SWM PPP partnership guidelines		
		1.3 Prepare standard operating procedure for partnership		
		1.4 Organize meeting for discussion and feedback		
	2. Define partnership arrangement/guidelines /principles	1.5 Obtain approval of the municipal board		

Note: These Short-term activities were proposed under Draft Action Plan formulated in May, 2004

Note:

Despite every cautionary measure, the deliberation on the formulation of a short term action plan drew heavy debates on whether to chart an action plan for PPP in SWM or not. Finally, it was agreed to develop an action plan without assigning the dates and responsibilities. This was because of the absent of two members of the task force who are responsible to look after SWM activities in the municipality.

Hence, the dates and responsibilities were left open to fill it up later after the group discussion of all task force members.

Madhyapur Thimi Municipality (MTM)

Workshop Outputs

1. Problems and issues in PPP in SWM

- There is no policy on PPP in SWM (no vision)
- No human resource, task assignment and structural provision for PPP
- Poor awareness (municipality and partners in PPP)
- No political commitment and priority
- Poor capacity of the municipality in PPP working
- No guidelines for working with private sector like partnership in composting chamber operation
- No business like operation of the composting chamber by the community (local CBOs)

2. Potential areas of PPP in SWM

- Street sweeping
- Door to door Collection
- Waste transportation
- Composting chamber operation
- Awareness programs
- Capacity development

3. How do you develop partnership in the operation of composting chambers?

- Define partnership structure of composting chamber between the municipality and the community
- Promote municipal level composting
- Joint meeting with the community for its effective operation
- Clear guidelines for composting chamber operation
- Develop chance to operate the chambers by private operators
- The municipality cannot sustain the chambers operation or subsidy cost.
- Make the communities more responsible for the operation of composting chambers
- Promote competitive situation and competition for composting chamber operation

4. Improvements needed to implement PPP in SWM

- Action on T/S (site selection & composting facility development)
- Define partnership structure of composting chambers between the municipality and the communities
- PP guidelines/policy preparation

PPP SWM Short-term Activities

Year	Priority Objective	Specific Activities	Time	Responsibility
2004	Assignment of PPP focal person	Appointment of the PPP focal person	Dec. 04	Tulsi Tako
	Define partnership structure of composting chamber between the municipality and the communities	Organize joint meetings with communities	Dec. 04	Tulsi Tako
2004-2005		Define roles and responsibilities of the municipality and communities	Dec. 04 – Jan 05	Tulsi/ Keshav/ TWG members
		Prepare guidelines for community chamber operation	Dec. 04 – Jan 05	Tulsi/ Keshav/ TWG members
2005	Formulation of PPP guideline/ policy	Examine existing national and municipal policies, Acts, rules and guidelines	Jan. 05	Keshav
		Preparation of draft PPP guidelines and policy	Feb. 05	Keshav
		Organize public consultation	Jan. – Feb. 05	Keshav
		Approval of PPP guideline and Policy by the municipal board	Feb. – March 05	Keshav

Note: These Short-term activities were proposed under Draft Action Plan formulated in May, 2004

Kirtipur Municipality (KRM)

Workshop Outputs

1. Problems and issues in PPP in SWM

- No continuity and good start of partnership with private sector in SWM
- No adequate homework
- Low level of awareness of the municipality and partners about PPP in SWM
- Poor monitoring and evaluation
- No policy on PPP in SWM
- Poor political commitment
- Poor management and control mechanism
- Low priority to SWM
- Infrastructure development in KRM is not ready

2. Potential areas of PPP in SWM

- Awareness program – NGOs, CBOs
- Recycling (Plastic and others) – Private sector
- Street and public places sweeping – NGOs, CBOs and Private sector
- Institutions and industries –
- Home composting – Housewives, NGOs, CBOs
- Collection D/D - NGOs, CBOs and Private sector
- Transportation to T/S – NGOs, Private sector
- Waste segregation
- Community based composting – NGOs, CBOs and Private sector
- Organizational arrangement (policy, structure, job defining & HR)
- Organizational Policy Development

3. Improvements needed to implement PPP in SWM

- PPP policy and guidelines
- Awareness
- Organizational arrangement for PPP in SWM(structure, job description and human resources)
- Contractual guideline/procedures for PPP in SWM
- To promote NGOs, CBOs and Private sector in SWM

PPP SWM Short-term Activities

Year	Priority Objective	Specific Activities	Time Frame	Responsibility
2004-2005	1. Formulation of PPP policy and guideline	1. Examination of existing available PPP Policy and Guidelines	Dec. 04 to Jan. 05	British Singh
		1.2 Prepare draft SWM PPP policy and guidelines	Jan. 05 – Feb. 05	Sanubabu
		1.3 Organise public consultation and receive feedback	Feb. 05	Anuj Pradhan
		1.4 Obtain approval of the municipal board	March 05	Bal Krishna/ Sanubabu
	2. Contractual guidelines/ procedures for PPP in SWM	2.1 Examine existing PPP SWM guidelines (national & international)	Dec. 05	Bal Krishna/ Sanubabu
		2.2 Prepare draft PPP SWM contractual guidelines	Jan. 05	Bal Krishna/ Sanubabu
		2.3 Organise meeting for finalisation and receiving feedback	Jan. 05	Anuj Pradhan
		2.4 Obtain approval of the municipal board	Jan. 05	Bal Krishna/ Sanubabu
	3. Organizational arrangement for PPP in SWM - structural - Job description	3.1 Assess existing organizational structure & HR arrangement	Dec. 05	British Singh
		3.2 Prepare O.D. report for discussion	Dec. 04 – Jan 05	British Singh/ Bhola Krishna
		3.3 Organise meeting for consultation and feedback	Jan. 05	Anuj Pradhan
		3.4 Obtain approval of the municipal board	Jan. 05	Bal Krishna/ Sanubabu

Note: These Short-term activities were proposed under Draft Action Plan formulated in May, 2004

APPENDIX 6.4

Conflict Map Produced by Municipalities

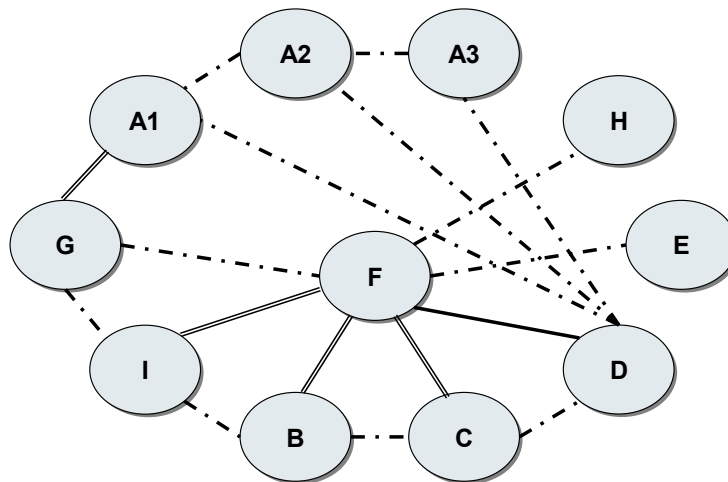
APPENDIX 6.4 CONFLICT MAP PRODUCED BY MUNICIPALITIES

Kathmandu Metropolitan City

Who are the stakeholders of Sisdol Short-term Landfill (S/T-LF)?

- A. Local People
 - A1. Land acquisition/holding in SLFS
 - A2. People on the way
 - A3. People residing in the surrounding
- B. VDCs (8 VDCs)
- C. NGOs/clubs
- D. Political parties
- E. SWMRMC
- F. Municipality – KMC including other 4 (LSMC, KRM, BKM & MTM)
- G. Ministries: MOLD and MOPE
- H. Donors (JICA)
- I. Committee
- J. Independent environmentalist

Conflict Mapping of Sisdol Landfill Site for KMC:



Legend	
-----	Good relation
—————	Cool relation
=====	Conflict in relation

Lalitpur Sub-Metropolitan City

What are the sections and authorities related to SWM:

- a. CEO
- b. Sanitation and Environment Section including Transport sub-section
- c. Community Development Section (Public awareness programs)
- d. Planning Section (improvement of transfer station)
- e. Public Health Section (Training programs)
- f. Financial Administration Section (For financial support)
- g. Legal Section (For legal support and policy clarity)

What are the external actors related to SWM:

- a. SWMRMC, MOLD
- b. NGOs: WEPCO, NEPSEMAC, WIED, WEG, SOUP
- c. JICA
- d. Community as a whole
- e. Different Green Groups
- f. Journalist
- g. Scavengers
- h. Junk buyers
- i. Recycling Center
- j. Compost users and composting centers

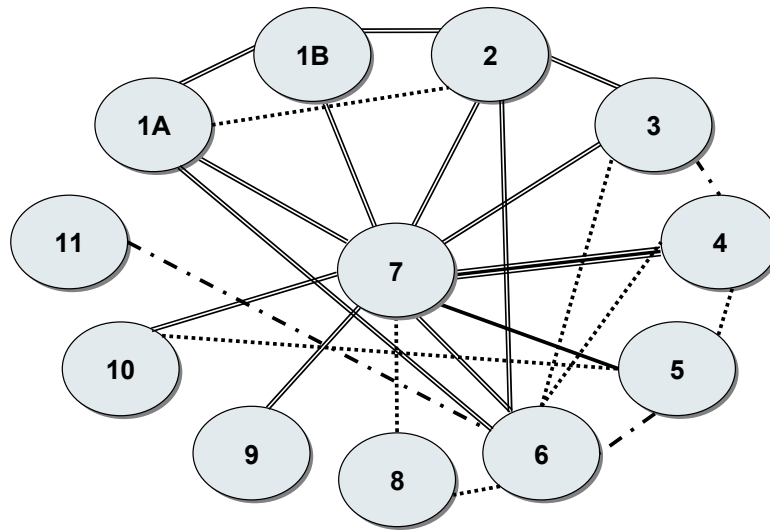
What are the conflicting points with the stakeholders?

- Poor knowledge of civic sense in the community people
- NGOs are profit orientated
- Database of scavengers is not available
- Database of Junk buyers is not available
- Coverage and content of the media/journalist is not effective
- Ineffective promotion of the composting
- There is confusion on SWM after the Pilot Project phase is over

Who are the stakeholders of Sisdol Short-term Landfill (S/T-LF)?

1. Local People
 - 1A. Land holding in LF
 - 1B. People residing in the surrounding
2. Political Parties
3. Intellectual group
4. HMG – MOLD
5. MOPE
6. SWMRMC
7. Municipality
8. Donor (JICA)
9. DDC
10. VDC
11. Main Committee

Conflict Mapping of Sisdol Landfill Site for LSMC:



Legend	
—————	Conflict
.....	Unity and good relation
=====	Bad Relation
- - - - -	Good Relation

Basic strategic options/consideration for conflict transformation of Sisdol:

1. MOLD should bring into participation for coordinating the municipalities and the intellectual groups
2. The municipality and local people have continuing communication and negotiation on their concerns and issues between them.
3. Make good representation of local people and local body on the committee for SWM
4. Strengthen the local committee for its effective role and responsibilities
5. Raise awareness of local people and agencies on SWM and their cooperation
6. The municipality should always take precaution on technical and environmental consideration while disposing the waste
7. Enhanced municipal technical and managerial capacity in SWM
8. The municipality should carry effective monitoring on SWM and its programs for the landfill site.
9. Central level stakeholders should play special role to coordinate local people and political parties with the municipality.

Bhaktapur Municipality

What are the sections and authorities related to SWM:

Level	Authorities
Policy Level	Council Board Advisory Committee CEO
Executive	Social Welfare Sanitation Ward committees
Support	Planning Maintenance Account Store Administration

What are the external actors related to SWM:

- Public
- CBOs
- NGOs
- INGO
- Local school campus
- MOLD (Ministry of Local Development)
- District Administration Office (DAO)
- Solid Waste Management and Resource Mobilization Center (SWMRMC)
- Ministry of Population and Environment (MOPE)
- District Development Committee (DDC)
- National Planning Commission (NPC)

What are the conflicting points with the stakeholders?

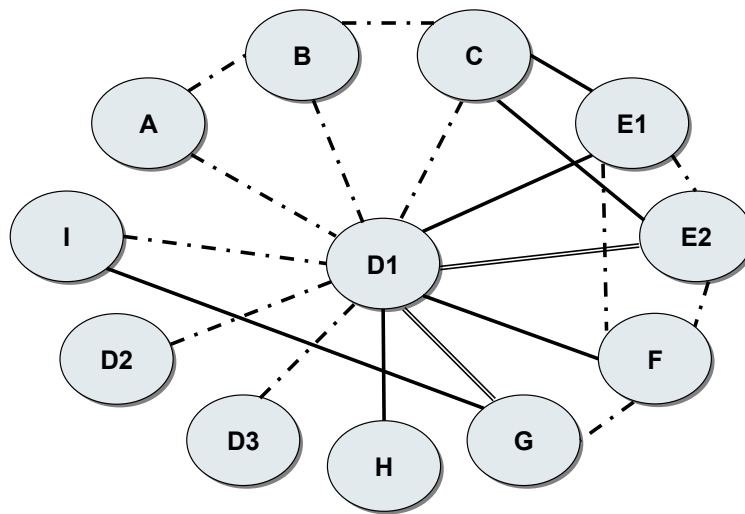
The municipality	External parties
The public are not responsible for SWM	SWM's budget is not transparent budget
Poor participation of CBOs and NGOs in SWM	
The person for the ECO is undecided by the ministry.	
Working process is very slow	
Sanitary Land Fill Site is not on priority at national level program/plan	

Who are the Stakeholders of Taikabu Sanitary Landfill Site:

- A. HMG – MOLD and MOPE
- B. SWMRMC
- C. DDC
- D. Municipalities
 - D1. BKM
 - D2. MTM

- D3. VDCs
- E. Local People
 - E1. Land holding in sanitary landfill site
 - E2. People residing in the surrounding
- F. Institutions/clubs/NGOs
- G. Political parties
- H. Staff
- I. Taikabu Study Cooperation Committee

Conflict Mapping of Taikabu Sanitary Landfill site for BKM:



Legend	
-----	Good relation
—————	Cool relation
══════════	Conflict in relation

Basic strategic options/consideration for conflict transformation of Taikabu:

1. There should be continuing communication and negotiation with the key stakeholders.
2. There should be clarity on the stakeholders' roles, responsibilities and liability.
3. Evaluation of house and land should be fair and transparent.
4. Planning and development of the area should be participatory
5. The landfill site and its operation should be environment friendly.
6. There should be committee of local people representing local aspiration. All demand and concerns should be put forward to the municipality through this committee only.
7. There should be clear policy and guidelines for the landfill site operation and management.
8. LFS conflict mitigation plan should be prepared.
9. The municipality should have committee for the LFS.

APPENDIX 6.5

Results of Self-Evaluation Exercises

APPENDIX 6.5 RESULTS OF SELF-EVALUATION EXERCISES

Kathmandu Metropolitan City (KMC)

As of May 9, 2005

Activities completed	Partly completed activities	Activities in process	Not started so far
<ul style="list-style-type: none"> ■ Conduct waste collection effectiveness (impact) study ■ Provide SWM training to the staff working in SWM (In-house) ■ Construction of a platform in the PSP ward ■ Provide SWM training to private sector operators (In-house) ■ Fuel data base management training ■ Computer training (In-house) ■ Arrangement of necessary staff and equipment for operation of Sisdol landfill site ■ Conduct research, survey and monitoring on composting program ■ Organize SWM training for Department Heads ■ Preparation of promotional materials (five types of brochures, stickers etc.) ■ Software development for mechanical store management and job records ■ Re-organization of Environment Department ■ Preparation of job description/ TOR ■ Staff rearrangement ■ Appoint learning manager and starting of learning initiatives 	<ul style="list-style-type: none"> ■ Introduction of 300 bins in heritage and tourist areas ■ Provide data base management training ■ Preparation of topography map from ring road bridge towards downstream ■ Conduct training by forming 8 WEC (32 and 28) ■ Conduct SWM training for NGOs and CBOs ■ Coordination and Networking of WEC ■ Launch Community Clean Up program ■ Organize Community Exhibition ■ Organize capability training camp ■ Develop vermi composting kit and provide subsidy ■ Provide technical training for mechanics ■ Provide store management training ■ Tender for spare parts 	<ul style="list-style-type: none"> ■ Preparation of equipment replacement plan and pilot test for a few types of collection vehicle, start replacement of tractors (for 25% collection) ■ Construction of containers - 4 cu m - 30 no., 4.5 cu m - 20 no., 6 cu m - 20 no., 20 cu m - 5 no. ■ Improve and effective use vehicle washing place ■ Construction of hand push/pull carts - 150 no ■ Involvement of private sectors in additional 2 wards ■ Institutionalization and defining roles and responsibility of KMC and LMSC under umbrella concept ■ Infrastructure development and site preparation at Bagmati River bank ■ Procurement of pump and garbage treatment substance ■ Establishment of Mechanical Unit at Sisdol ■ Procurement of a mobile workshop vehicle ■ Auction of useless parts, equipments, scraps 	<ul style="list-style-type: none"> ■ Legal IEE/EIA procedure for Balaju T/S ■ Construction of Miller's platform - 1 no. ■ Provide administrative management training to the staff working in Env. Dept. ■ Establishment of private sector operators' office by KMC ■ Preparation of Plan to minimise scavengers' activity inside the Sisdol short term landfill once it comes into operation ■ Establishment of a health care unit at Sisdol ■ Carrying out necessary civil/protection/road/landslide work ■ Conduct training to the staff working in Sisdol operation ■ Organize managerial skills training for city volunteers ■ Provide re-cycling set to Nature Clubs ■ Marketing of composts ■ Establish paper re-cycling machine ■ Collect waste papers from all departments ■ Preparation of flex prints for exhibition and training ■ Preparation of SWM hoarding boards ■ Preparation of self-explanatory display boards and place in KMC's prime locations and spaces ■ Purchase of mike and system ■ Purchase of computer with sound editing system ■ Color printer (for exhibition materials preparation) ■ Establishment of daycare centre ■ Management and operation of daycare centre ■ Arrangement of additional staff (driver, mechanics, helper) for Sisdol

Lalitpur Sub-metropolitan City (LSMC)

As of June 1, 2005

Activities completed	Partly completed activities	Activities in process	Not started so far
<ul style="list-style-type: none"> ■ Analyze vehicle capacity (based on JICA Study Team's Equipment Plan) and follow up on plan for procurement of new vehicles. ■ Preparation of required staff, equipment, and work-sharing arrangement with KMC in regards to Sisdol. ■ Community awareness program e.g. youth club, women group, school campaign, will be launched in the d/d service area through NGOs. ■ Review SWM organization (Environment division) and appoint responsible persons as a focal point to coordinate all dimensions of SWM with motivating environment 	<ul style="list-style-type: none"> ■ Time motion study will be carried out if necessary. ■ Distribution of bins for organic & inorganic for each household with one composting bin for the pilot project area. 1000 houses by the end of 2005. ■ Formulation of new TLOs and tie up with existing CBOs as vertical networking mechanisms through wards and CDS 	<ul style="list-style-type: none"> ■ Legal IEE procedure for Sundarighat (Dhobighat) T/S ■ Operational management of secondary transportation system to Sisdol. 	<ul style="list-style-type: none"> ■ Introduction of pilot project and monitoring and evaluation of Jawalakhel pilot project ■ Preparation of transportation cost analysis report (review Equipment Plan drafted by JICA Study Team and will need to hire new drivers). ■ Site preparation at Sundarighat (Dhobighat) and acquiring one wheel loader and hiring of operator. ■ Public Notice and public consultations in regards to the utilization of Sundarighat (Dhobighat) T/S ■ Land acquisition and EIA will be finalized for Chobhar site for KMC & LSMC to construction composting plant ■ Nominate candidates for site selection for development of long-term Landfill Site, including public consultation ■ Implementation of public awareness activity: regular television message for CKV. ■ Journal publication targeting for those 25% people ■ Plan for Human resource development and monitoring including municipal staff/ NGOs/ CBOs / TLOs ■ Beginning of announcement of SWM overall yearly plan for LSMC at beginning of each fiscal year. ■ Review in tariff to introduce paying system. ■ Development of a law and system for medical waste treatment. ■ To organize workshop on medical waste with stakeholders

Bhaktapur Municipality (BKM)

As of June 1, 2005

Activities completed	Partly completed activities	Activities in process	Not started so far
<ul style="list-style-type: none"> ■ Arrangement of collection vehicles/wheel carts & the manpower on overtime basis ■ Organizational restructuring ■ Prepare job description 	<ul style="list-style-type: none"> ■ Legal EIA procedure for Taikabu LFS ■ Waste Separation At Source – Sets of Buckets/ Thick Plastic Bags Distribution at Household Level on Pilot Basis ■ Door to Door Collection (Separation of three types: organic, non-organic & plastic) 	<ul style="list-style-type: none"> ■ Model 1 sanitation Activity (source separation & collection) Cont.. ■ Evaluation and monitoring of the model sanitation activities ■ Awareness program: Door to Door, Tole mass meeting, pamphlet, news papers ■ Interaction with local political parties, DDC, MTM, VDCs, SWMRC, MOLD ■ Community Mobilization guideline preparation ■ Conduct training programs as TNA 	<ul style="list-style-type: none"> ■ Legal IEE procedure for composting facility and T/S ■ Land acquisition if necessary ■ Model 2 sanitation Activity (source separation & collection) Cont.. ■ Study of SLF (EIA study) is to be carried out ■ Installation of Small Scaled plastic bin / container at or nearby open waste collection spots or nearby ward office for keeping unusable broken glasses, bulbs, tube lights etc which are nuisance to municipal compost monitoring & operation ■ Waste Minimization Education and Training at tole level ■ Distribution of Suero, Dhokro and Bin ■ Training on field composting facilities ■ Research oriented study for leachate issues: Planning and design of research study ■ Research oriented study for leachate issues: Resource mobilization (budget, experts, etc.) ■ Interaction with local people & community ■ Design of community development plans in local areas ■ Formulation of different options for resettlement ■ Formulation of criteria for involvement of attached people in LFS construction/operation ■ Conduct training programs for CBOs/NGOs ■ Inter educational institutions cleaning competition ■ Conduct orientation classes through literacy programs in night ■ Prepare the by-law (finance, personnel, SWM & construction management) ■ Recruiting human resources in vacant positions ■ Readjusting existing human resources ■ Rearranging the workplace (office layout)

Madhyapur Thimi Municipality (MTM)

As of May 2, 2005

Activities completed	Partly completed activities	Activities in process	Not started so far
<ul style="list-style-type: none"> ■ Make users committee/s responsible for operation and management of existing compost chamber ■ Providing 25 compost drums for communities (toles) ■ Promote to use decomposable materials for packaging purpose ■ Promote to use re-use materials ■ Expansion of community groups ■ Household composting awareness training & distribution of compost bins ■ Re-structuring of organizational structure ■ Review of existing positions of staff (posts) ■ Preparation of job description (TOR) of staff 	<ul style="list-style-type: none"> ■ Revitalization of both existing composting chambers ■ Temples, monuments and other public places cleaning by mobilizing students 	<ul style="list-style-type: none"> ■ Identification and arrangement of temporary landfill site: Nominating candidates and site identification ■ Prepare the ground work for negotiation with Bhaktapur Municipality for a landfill site 	<ul style="list-style-type: none"> ■ Search for financial support to buy land for waste collection e.g. financial plan & technical proposal preparation ■ To arrange buying facilities for recycled use materials from community ■ Collecting and sending wasted materials to chamber ■ Cooperation and support to SWMRMC/BKM for engineering surveys, designing, legal EIA and land acquisition ■ Community groups interaction programmes ■ Feedback collection from CBOs for better SWM service improvement ■ Formation and mobilization of Eco Club at school level ■ Evaluation of performance of staff

Kirtipur Municipality (KRM)

As of May 2, 2005

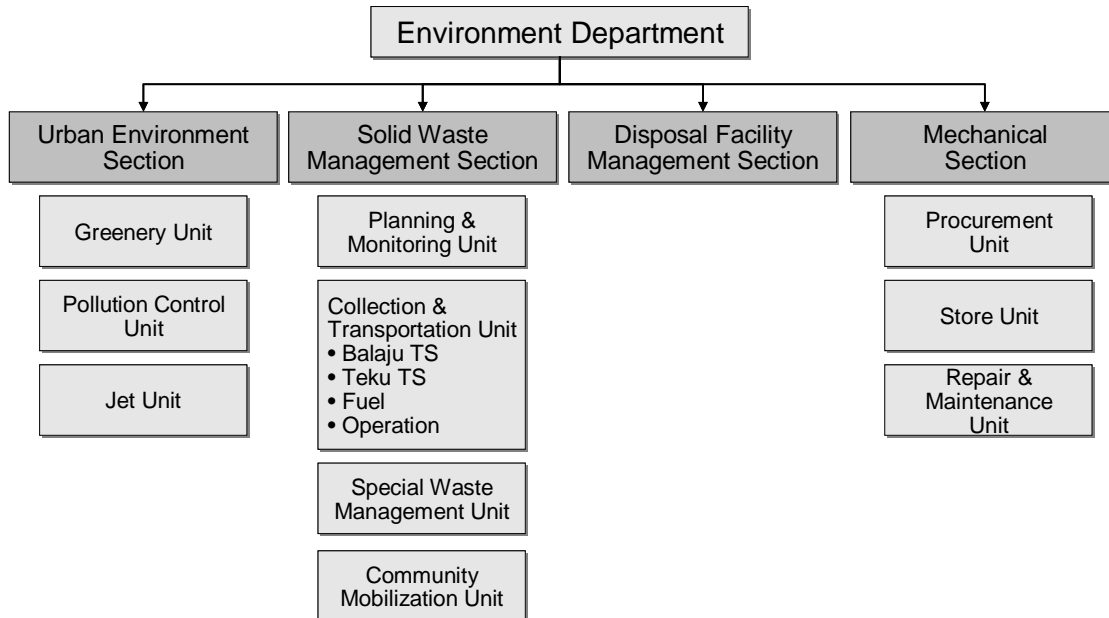
Activities completed	Partly completed activities	Activities in process	Not started so far
<ul style="list-style-type: none"> ■ Restructuring of organizational structure ■ Re-arrangement of staffing structure ■ Drafting of TOR/ Job Description ■ Appointment of Learning Manager 	<ul style="list-style-type: none"> ■ Drafting of Private Sector Participation Policy, Agreement Framework and Performance Evaluation System ■ Promotion of household composting program (by providing bins, bags) 	<ul style="list-style-type: none"> ■ Establishment of Community Compost Facility: Selection and arrangement of land for a compost facility ■ Discussion and coordination with KMC 	

APPENDIX 6.6

Proposed Organizational Structure of Department of Environment, KMC

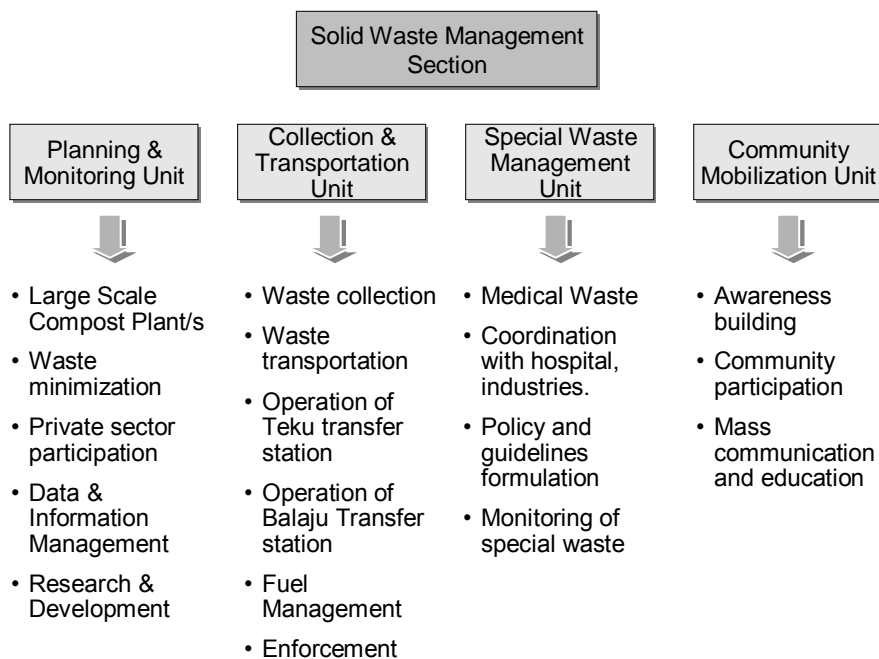
APPENDIX 6.6 PROPOSED ORGANIZATIONAL STRUCTURE OF DEPARTMENT OF ENVIRONMENT, KMC

KMC Environment Department Proposed Organizational Structure

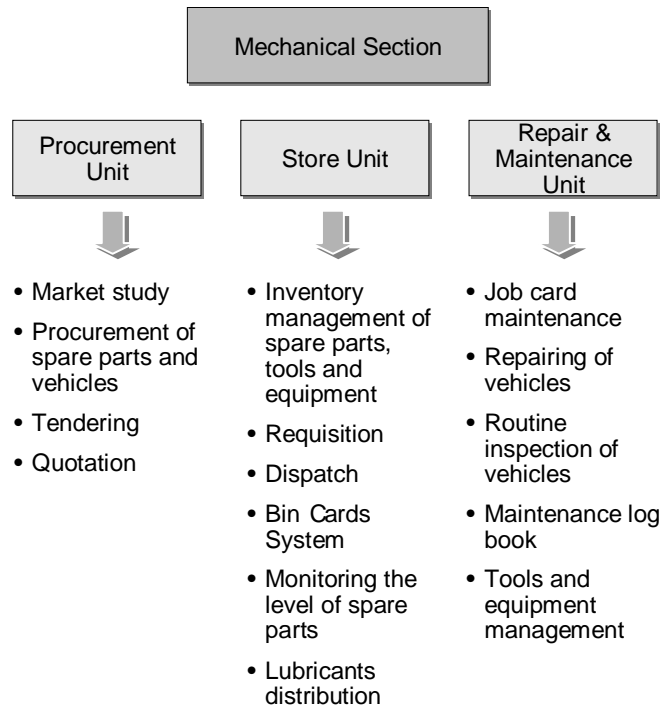


Major Functions of Each Section

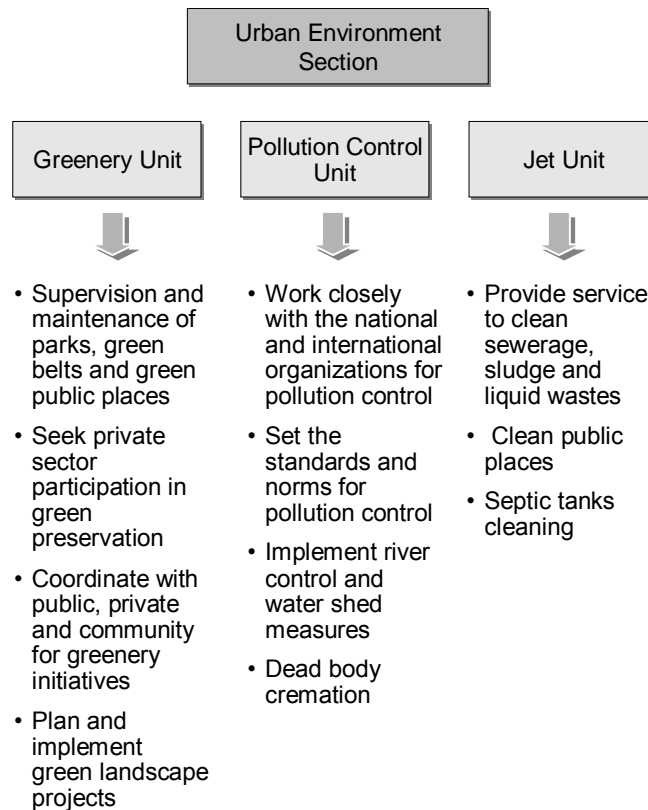
1. Solid Waste Management Section



2. Mechanical Section



3. Urban Environment Section



4. Disposal Facility Management Section

Disposal Facility
Management Section

- Facility operation
- Equipment maintenance
- Civil works
- Environmental impact monitoring
- Security

**Kathmandu Metropolitan City
Department of Environment
Proposed Staffing Arrangement**

Sn	Position	Level	Type	Posts	Remarks
A Department of Environment					
1	Senior Environmental Engineer/Officer	Officer Class VII	Technical	1	
2	Administrative Officer	Officer Class VI	Administrative	1	Will be transferred from Mechanical Section
3	Account Officer	Officer Class VI	Account	1	
4	Assistant Accountant	Non-officer Class IV	Account	2	
5	Assistant Administration	Non-officer Class IV	Administrative	1	
6	Computer Operator	Non-officer Class V	Technical	1	
7	Peon	Class less	Ordinary	1	
				Sub-total	8
B Solid Waste Management Section					
1	Engineer	Officer Class VI	Technical	1	
2	Peon	Class less	Ordinary	1	
B.1 Community Mobilization Unit					
1	Community Officer	Officer Class VI		1	
2	Assistant	Non-officer Class V		1	Posts being created under the
3	Supervisor	Non-officer Class (?)		2	Department of Social Welfare
4	Community Mobiliser	Non-officer Class (?)		4	New proposed posts
B.2 Collection & Transportation Unit					
1	Waste Transportation Engineer	Officer Class VI	Technical	1	New proposed post
2	Junior Engineer	Non-officer Class V	Technical	2	
3	Sub-Inspector	Non-officer Class V	Police	2	
4	Sanitation Supervisor	Non-officer Class IV	Administrative	5	Currently working under different departments
5	Sweepers	Class less		214	
Balaju Transfer Station					
1	Supervisor	Non-officer Class IV	?	1	Will be adjusted from other departments
2	Constable	Class less	Police	2	Will be adjusted from other departments
Teku Transfer Station					
1	Supervisor	Non-officer Class IV	?	1	Will be adjusted from other departments
2	Constable	Class less	Police	1	Will be adjusted from other departments
3	Operator	Class less		4	New proposed posts
Operation					
1	Driver Heavy Vehicle	Non-officer Class IV	Technical	66	May require additional new 16 drivers for n
2	Driver Light Vehicle	Non-officer Class III	Technical	20	
3	Heavy vehicle Helper	Class less	Transport	41	
Fuel					
	Supervisor	Non-officer Class IV	Administrative	3	Will be adjusted from other departments
B.3 Special Waste Management Unit					
1	Environmental Engineer/Officer	Officer Class VI	Technical	1	New proposed post
2	Plant Operator	Non-officer Class V	Technical	1	
3	Assistant	Non-officer V	Technical	2	New proposed posts
B.4 Planning & Monitoring Unit					
1	Civil Engineer	Officer Class VI	Technical	1	
2	Assistant	Non-officer V	Technical	2	New proposed posts
3	Junior Engineer	Non-officer V	Technical	1	New proposed post
				Sub-total	381
C Disposal/Facilities Management Section					
1	Engineer	Officer Class VI	Technical	2	New one additional post
2	Public Relation Officer	Officer Class VI	Administrative	1	New post
3	Junior Engineer - Mechanical	Non-officer Class V	Technical	1	
4	Junior Engineer	Non-officer Class V	Technical	2	
5	Office Assistant	Non-officer Class V	Administrative	1	
6	Traffic Controller	Non-officer Class IV	Administrative	2	
7	Junior Mechanic	Non-officer Class IV	Technical	2	
8	Assistant Sub-Inspector	Non-officer Class IV	Police	1	
9	Sear gent	Non-officer Class III	Police	1	
10	Constable	Class less	Police	4	
11	Operator	Class less	Technical	4	
12	Mechanical Helper	Class less	Transport	4	
13	Peon	Class less	Ordinary	1	
				Sub-total	26
D Mechanical Section					
1	Mechanical Engineer	Officer Class VI	Technical	1	
2	Computer Operator	Non-officer Class V	Technical	1	
D.1 Repair and Maintenance Unit					
1	Junior Engineer	Non-officer Class V	Technical	5	2 additional new proposed posts
2	Junior Mechanic	Non-officer Class IV	Technical	12	May require additional new 16 mechanics ;
3	Welder	Non-officer Class IV	Technical	3	
4	Tyre Repairing Mechanic	Non-officer Class IV	Technical	1	
5	Auto Electrician	Non-officer Class IV	Technical	3	

APPENDIX 6.7

TOR of SWM Task Force

APPENDIX 6.7 TOR OF SWM TASK FORCE

Lalitpur Sub-Metropolitan City

Objective of SWM Task Force

- To formulate policy, plans and programs of the Municipality relating to SWM and assist in its implementation.
- To promote cooperation and coordination for solid waste management of the municipality.

Role and duty of SWM-Task Force

- Prepares proposal of SWM related Long, Medium and Short Term Action Plans and makes necessary adjustments and amendments as per the demand.
- Prepares proposal of yearly plans/programs and the budget on the basis of the Action-plan and makes arrangement for the implementation
- Makes necessary arrangement for organizational capacity development, human resource development and resource mobilization of the municipality in SWM.
- Advises/suggests Municipal Council/Board on SWM policy related matters and makes arrangements for the implementation of approved policies.
- Strengthens linkage and coordination with SWM related external/internal bodies, sections.
- Makes arrangement for regular monthly monitoring and half-yearly and yearly review of SWM related programs/plans, preparation of progress reports and circulation of the reports to all concerned.
- Makes arrangement for conduction of different public awareness programs in SWM.
- Makes arrangement for preparation of proposals for pilot projects & physical infrastructure improvement programs in SWM and assists in the implementation.
- Makes arrangement for coordination between Focal Points and sections of the municipality and assist them.
- Presents T/F decisions, activities and achievements to the Municipal Board and officials regularly.
- Arrange preparation for Working Manual on SWM and its implement.

TOR of Focal Points and Sectional Representatives

Coordinator

- Creates suitable working environment for effective functioning of Focal Point and T/F officials.
- Presides T/F meetings and nominates presiding officials in case of absence.
- Manages administrative tasks of T/F (calling the meeting, closing the minute, decision making, facilitation and control in the meeting, circulating T/F meeting decisions to all concerned etc.).
- Functions as a bridge between SWM T/F and the Municipality Board/council. Plays coordinating role between T/F and the committees.
- Controls, monitors and supervises T/F functioning and its members and Focal Points performance.

- Makes arrangement for regular monthly monitoring and half-yearly and yearly review of SWM related programs/plans, preparation of progress report and circulates the reports to all concerned.
- Makes arrangement for coordination between the municipality and the project/program team like CKV/JICA for working modalities.
- Coordinates and strengthens linkage with external and internal bodies related with SWM.

Main Focal Point

- Functions as the secretary of T/F and manages necessary managerial and administrative functions (calling meeting, correspondence, managing files and decisions, collecting and preparing agenda and minutes, circulating decisions etc.).
- Assists and supervises preparation of drawing, design, cost-estimate and measurement and development of SWM related facilities.
- Assists the coordinator and supports strengthening of linkage with internal and external sections/bodies.
- Functions as TWG member and inform T/F about decisions.
- Initiates and assists in preparation of proposals on SWM related Action Plan and the budget.
- Develops necessary forms/formats and process/system for monitoring, evaluation/review of SWM activities with the assistance of other Focal Points, monitors SWM activities/work and prepares report and present to the coordinator.

Focal Point - Accounts

- Assists T/F in managing the accounts related to SWM
- Assists in preparation of SWM related budget and propose the budget.
- Manages timely budget release for SWM related work.
- Reviews the budget of SWM and inform the T/F.

Focal Point - Urban Development

- Prepares technical proposals and recommendations, and provide necessary basis/criteria for making decisions in the SWM works.
- Participates actively in T/F meetings and functioning.
- Shares SWM related experiences with other municipalities and bodies.
- Provides technical assistance for construction of SWM related physical infrastructures.
- Arranges SWM related meeting in the urban development department/sections.
- Coordinates SWM related outside & inside departments and bodies.
- Makes necessary recommendation for participation of departmental staff in SWM training, seminar and other programs.

Focal Point - Community Development

- Prepares and proposes plans/programs in T/F, in the field of SWM Minimization and Awareness for behavior changes.
- Implements public hearing and awareness raising programs.
- Arranges for implementation of approved programs.
- Organizes and forms community groups in the field of SWM and strengthens those groups through trainings and other programs.
- Prepares monthly sectional activity/progress report and presents to T/F and other related authorities/bodies.
- Fills and submits SWM related monthly monitoring and half-yearly and yearly evaluation formats regularly.

- Coordinates individuals, organizations and municipalities working in SWM and exchanges information relating to SWM.

Focal Point - SWM Section

- Makes arrangements for implementation approved SWM related programs.
- Prepares and proposes SWM related programs to T/F.
- Implements SWM related decisions.
- Makes arrangement for carrying out SWM related daily work (Collection & transportation).
- Mobilizes staff and SWM related machinery/tools, arranges for maintenance/repair in accordance with municipal policy and decisions.
- Prepares monthly sectional activity/progress report and present to T/F and other related authorities/bodies.
- Fills and submits SWM related monthly monitoring and half-yearly and yearly evaluation formats regularly.
- Coordinates and strengthens linkage with outside and inside bodies.
- Assists in implementation of public hearing and peoples awareness programs.

Bhaktapur Municipality

Objective of SWM -Task Force

- To formulate policy, plans and programs of the Municipality relating to SWM and assist in its implementation.
- To promote cooperation and coordination for effective SWM of the municipality.

Role of SWM-Task Force

- Prepares SWM related Long, Medium and Short Term Action Plans and make necessary adjustments and amendments as per the demand.
- Prepares proposal of yearly plans/programs and budget on the basis of the Action-Plan and make arrangement for its implementation.
- Makes necessary arrangement for organizational capacity development & improvement, human resource development and resource mobilization of the municipality for enhancing SWM in the municipality.
- Advises/suggests Municipal Council/Board on SWM policy related matters and makes provisions for the implementation of approved policies.
- Strengthens linkage and coordinates with SWM related external/internal bodies and sections.
- Makes arrangement for regular monthly monitoring and half-yearly and yearly review of SWM related programs/plans, preparation of progress report and circulation of the reports to all concerned.
- Makes arrangement for conducting different Public awareness raising programs in relation to SWM.
- Makes arrangement for preparation of proposals for pilot projects & physical infrastructure improvement programs in relation to SWM and assists in its implementation.
- Makes arrangement for coordination between Focal Point and sections of the municipality and assists them.
- Presents T/F decisions, activities and achievement to the Municipal Board and officials regularly.
- Arrange for preparation of Working Manual and its implement.

TOR OF SWM Task Force

- Prepares SWM related Long, Medium and Short Term Action Plans and makes necessary adjustments and amendments as per the demand.
- Prepares yearly plans/programs and budget on the basis of the Action-plan.
- Makes provisions for implementation of Action Plan and yearly plans/programs and budget.
- Makes provisions for strengthening of SWM works/functions and section of the Municipality.
- Makes provisions for getting assistance from different sections of the Municipality for SWM function and Coordinate them.
- Builds capacity of SWM section and SWM function of the municipality.
- Works as advisory body of the municipality in relation to SWM tasks and functions.
- Strengthens linkage and coordination with SWM related external/internal bodies, section.

- Monitors regularly and reviews SWM related programs/plans, prepares progress report and floats the report to all concerned.
- Advises/suggests on SWM policy related matters, makes provisions for the implementation of approved policies.
- Arranges public awareness raising programs in relation to SWM.
- Arranges different training/programs for strengthening of organizational capacity.
- Advises on organizational structuring of SWM and staffing related matters.
- Assists in preparation of SWM related TOR and its implementation.
- Prepares proposals for pilot projects in relation to SWM, gets the approval and assists in its implementation.
- Arranges Public Hearing and other necessary programs in the field of SWM for raising public awareness.

TOR of Focal Points and Sectional Representatives

Coordinator

- Calls, conducts and presides T/F meetings and other deliberations.
- Presents T/F and TWG decisions and activities to the Municipality Board/ Council/ Municipality officials.
- Presents SWM related proposal of Action-Plans, Pilot projects and necessary Budget to the Municipality Board/Council and after approval arrange for its implementation.
- Makes arrangement for organizational capacity building, HRD and resource mobilization in SWM related field.
- Makes arrangement for regular monthly monitoring and half-yearly and yearly review of SWM related programs/plans, preparation of progress report and circulate the report to all concerned.
- Coordinates and strengthen linkage with external and internal bodies related with SWM.
- Prepares Working Manual and gets approval and implements it.

Main Focal Point – Final Disposal Practice

- Assists the coordinator to coordinate and strengthen linkage with internal and external sections/bodies.
- Acts as member-secretary of SWM T/F and initiates and perform related administrative/managerial duties/tasks.
- Assists and supervises preparation of drawing, design, cost-estimate and measurement and development of SWM related facilities.
- Initiates and assists preparation of proposal of SWM related Action-plan and budget.
- Develops necessary forms/formats and process/system for monitoring, evaluation/review of SWM activities with the assistance of other Focal Points, monitors SWM activities/work and prepares report and presents to the coordinator.
- Advices on SWM related matters.

Focal Point - Public Awareness & Community Mobilization

- Implements approved activities of the SWM Action Plan related with solid waste management, city cleaning and environmental conservation.
- Arranges and conducts different public awareness raising programs related with SWM.
- Establishes and strengthens linkage and coordinate with external and internal bodies/ sections for solid waste management, city cleaning and environmental conservation.
- Prepares monthly sectional activity/progress report and presents to T/F and other related authorities/bodies.

- Fills and submits SWM related monthly monitoring and half-yearly and yearly evaluation formats regularly.
- Assists the T/F in its functioning and implements activities approved by the T/F.
- Identifies sectional problems and issues and presents to T/F.

Focal Point (B) - Public Awareness & Community Mobilization

- Arranges and conducts different public awareness raising programs.
- Participates actively in monitoring and evaluation of SWM activities and plans/programs and assists wherever necessary.
- Fills and submits SWM related monthly monitoring and half-yearly and yearly evaluation formats regularly.
- Establishes and strengthens linkage and relationship with external and internal bodies especially with nature clubs, community clubs etc.

Focal Point – Institutional Arrangement

- Assists in making arrangements for implementation of Action Plan and other related decisions.
- Makes arrangement for conduction of different organizational strengthening and training programs for institutional capability building in the field of SWM.
- Assists in preparation of proposals for organizational structure and TOR of staff, arrange fulfillment of staff positions for SWM.
- Assists in making provision for Reward and punishment, to the staff working in the field of SWM, on the basis of performance based monitoring and evaluation system.
- Coordinates with internal and external sections and bodies.
- Collects, compiles and presents regularly monitoring and evaluation reports/forms filled by sections related with SWM tasks.

Focal Point - Waste Minimization, Social welfare and Sanitation Sec.

- Performs sectional management/administrative duties and roles.
- Assists upgrading of municipal compost plant and initiates establishment of large-scale composting facility in the municipality.
- Takes initiative to Introduce vermi composting process in the municipal composting facility and community composting system in new colonies.
- Promotes vermi and bin composting in household level and expand the process up to wards level and makes arrangements for production of good quality notified compost.
- Assists in community mobilization for SWM.
- Fills and submits SWM related monthly monitoring and half-yearly and yearly evaluation formats regularly.
- Initiates Public Private Partnership process with the community for waste minimization.

Development Partner – Khwopa College

- Makes provisions for inclusion of SWM related course material in the curricula of B.Sc. and M.Sc. Environment Science.
- Arranges for assigning SWM related project work and assignments to the students of B.Sc. Environment Science.
- Assists in making provision for arrangement of different workshops, seminar, classes between teachers, students and municipal officials, staff and T/F members for interaction between the related functionaries of SWM.
- Assists in making provisions for involvement of teachers and students in EIA/IEE of SWM related projects of the municipality.

- Assists in raising public awareness on SWM at community level.
- Makes provisions for involvement of the college in waste minimization and community mobilization process.
- Functions as an external monitor of SWM related plans/projects.
- Functions as the advisor to the municipality in SWM related matters.
- Makes provisions for involvement and linkage of management stream - teachers and students in urban management field including other management sectors of the municipality.
- Makes provisions for conduction of R&D in the field of municipal SWM.

Development of Partner - Khwopa Engineering College

- Makes provisions for conduction of different programs for public awareness raising in SWM field.
- Assists in monitoring and evaluation of SWM related plans/programs.
- Assists in preparing technical design of landfill site and conducting technical monitoring.
- Assists in the field of development of landfill site and feasibility study of access road.
- Provide technical assistance for construction and maintenance of SWM related facilities.
- Assists the municipality in establishment and operation of mechanical workshop.
- Make provisions for conduction of R&D in the field of municipal SWM.
- Make provisions for using students of the college in different aspects of SWM of municipality.

Sectional Representative - STORE

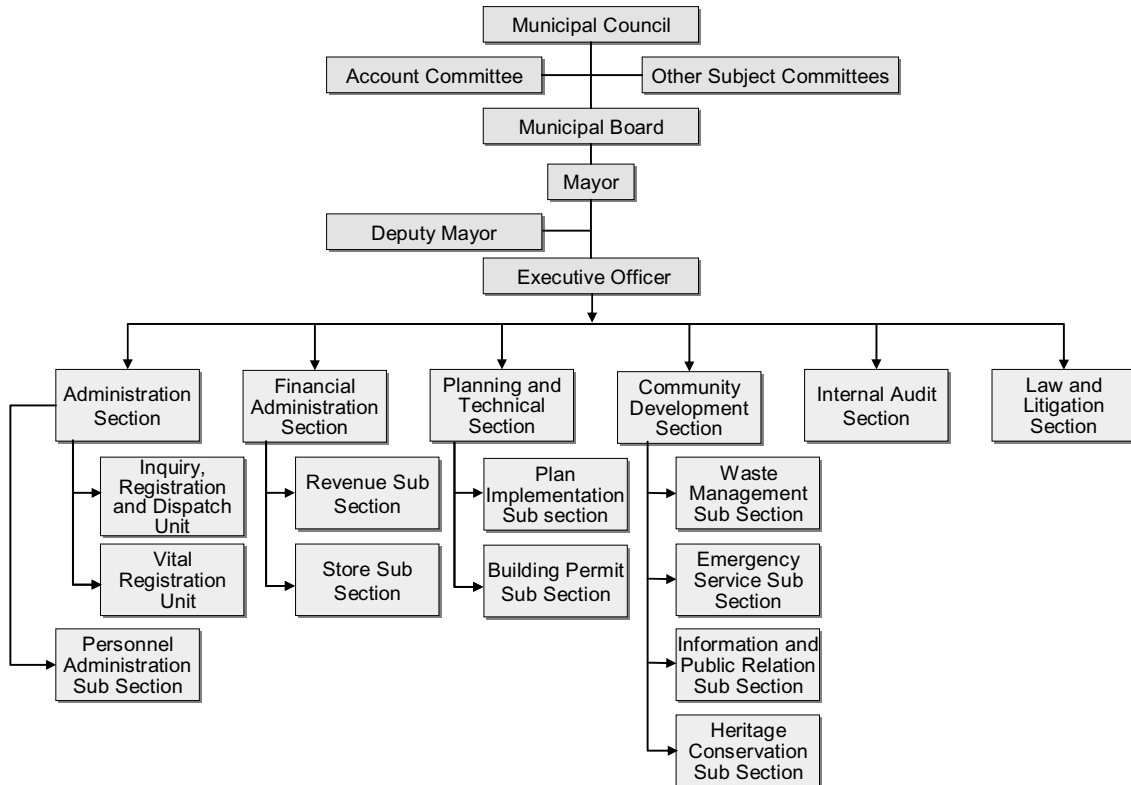
- Assesses need of goods and materials for SWM plans/programs on yearly basis.
- Prepares and proposes budget for procurement of supplies/goods/services necessary for SWM activities.
- Prepares and presents procurement proposal for approval.
- Makes provisions for distribution/delivery of necessary material and maintains proper records of SWM machines/materials/equipment.
- Makes proper arrangement for repair, maintenance of material/goods for SWM and mobilizes them effectively.
- Makes provisions for repair and maintenance of SWM related vehicles and machinery.

APPENDIX 6.8

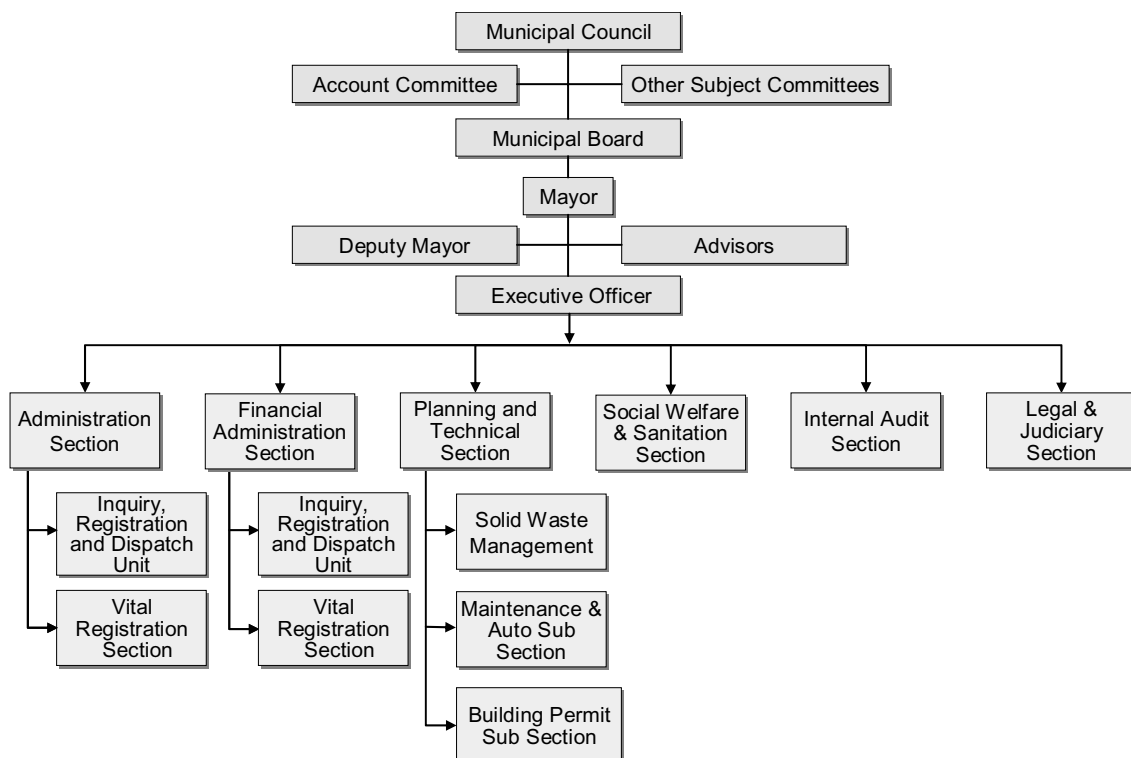
Restructuring Plan of MTM and KRM

APPENDIX 6.8 RESTRUCTURING PLANS OF MTM AND KRM

Madhyapur Thimi Municipality (MTM)



Kirtipur Municipality (KRM)



Selected Photo of Activities
- Pilot Project E –

Selected Photo of Activities - Pilot Project E -



E-1: Action Plan Operational Management Training
(July, 2004)



E-1: Action Plan Operational Management Training
(August, 2004)



E-1: Training for Monitoring and Evaluation
System (August, 2004)



E-1: Training for Program Based Budgeting
(September, 2004)



E-1: Training for Human Resource Management
(December, 2004)



E-2: Training for Quantity and Quality Survey
(September, 2004)



E-2: Training for Quantity and Quality Survey
(September, 2004)



E-2: Training for Solid Waste Data Management
(November 9-10, 2004)



E-2: Training for Solid Waste Data Management
(November 9-10, 2004)



E-2: Practice of Data Management System
(January, 2005)



E-3: Country Focused Training in Japan
(December, 2004)



E-3: Country Focused Training in Japan
(December, 2004)