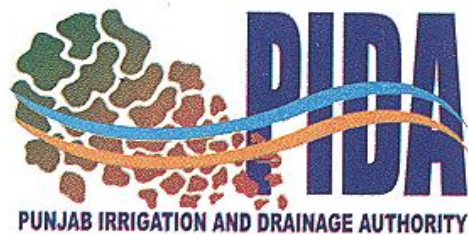


PUNJAB IRRIGATION & DRAINAGE AUTHORITY



**Plan for
Capacity Building & Training
of Farmer Organizations &
Area Water Boards Staff**

(July 2015 to December 2015)

**PIDA H/O, IRRIGATION SECRETARIAT OLD ANARKALI, LAHORE
Ph: 99212771-99212772, 99212773, Fax: 992121774**

PLAN FOR CAPACITY BUILDING & TRAINING OF FARMER ORGANIZATIONS & STAFF OF AWBS

1. INTRODUCTION

The Institutional Reforms process is underway in irrigation sector of Punjab province. The reforms are basically aimed at better governance, decentralization and farmers participation in management and sustainability. On the other hand, this transfer of irrigation management from PID to PIDA (Participatory Irrigation Management) through Farmers Organization depends heavily on commitment of the farmers which could only be evoked by creating awareness about new system and the benefits that it offers. Social Mobilization of farmers is the primary intervention required for creating a desire and motivation among the farmers to organize them. It is a continuous and gradual process that enables farmers to understand, upgrade and use their capacity for operating this transformed irrigation system more successfully and efficiently.

An important step in implementation of Institutional Reforms is formation of Khal Panchayats (KPs) and Farmers Organizations (FOs) through social mobilization. During formation of Farmers Organizations, representatives of the farmers form a management committee that would hold responsibilities of operation and maintenance of canals and distributaries.

The management of the organizations is quite a sophisticated and technical subject. Therefore, the concerned officials of the Irrigation Department, FOs and the farmers involved in new system of Participatory Management will need to be trained to undertake responsibility and perform their duties. Their training will be multi dimensional that would enable them to perform their prescribed roles and responsibilities.

Training aims to produce competent practitioner people with the skill, knowledge and attitudes to carry out their assigned job or task. Therefore, a variety of training sessions are planned for different target groups keeping in view their training needs and their potential role in the new setup. To achieve the above mentioned targets PIDA has already conducted trainings of AWB, FOs and KPs under category "B".

Shortly FOs will be promoted in category "A" from category "B" after a certain evaluation. Keeping in view the updated scenario and time available some trainings and other activities have been planned for Area Water Board Derajat Canal Circle.

2. OBJECTIVES AND PURPOSE

The objective of training plan is to bring about behavioral, organizational change in water sector and enable partners/ all stakeholders to manage this change on sustainable basis along with some additional responsibilities to be performed under category "A". The other main objectives/ purposes of designing this training plan are as under:

- (i) Capacity building and skill development of human resources in water sector.
- (ii) To streamline the activities of newly established FOs in the following aspects:
 - ❖ Water rights of the farmers and their responsibilities.
 - ❖ Enhancement of their capabilities of organizational development and managing the system.
 - ❖ Technical aspects of O&M of Channels and structures.
 - ❖ Procedures of repairs and maintenance of Civil Works on Channels.
 - ❖ Administrative and management aspects of Irrigation infrastructure at disty level with reference to specific functions / rules / regulations etc.
 - ❖ Maintenance of the records.
 - ❖ Regulation of canal water supplies and equitable water distribution among the outlets and farmers.
 - ❖ Efficient Water Management at farm level.
 - ❖ Assessment and collection of water charges.
 - ❖ Water disputes resolution process.
 - ❖ Legal framework of PIM/ IMT and its implementation process.
 - ❖ Accounts keeping by the FOs.
 - ❖ Expenses and their Audit.

3. METHODOLOGY / STRATEGY FOR TRAINING AND CAPACITY BUILDING ACTIVITIES

A sound strategy for capacity building & training of all stakeholders including Farmer Organizations / Khal Panchayats and orientation to the PID, PIDA and FOs staff is a vital step towards implementation institutional reforms. For successful implementation of the said strategy, the training activities will be under taken by the capacity building and training cell along with social mobilization staff. The proposed strategy would mainly focus on the following items:

- i. Capacity building and Training of General body members of FOs.
- ii. Training for "FO Special Works Committee" and "FO Standing Committees" Members. (FO Standing Committees for Operation, Maintenance, Abiana Collection etc.).
- iii. Capacity Building and Training of 120 FOs Management Committee Members in Category-B (2nd Round)
- iv. Capacity Building and Training of 120 FOs Management Committee Members in Category-A (3rd Round)
- v. Capacity building of FOs attached staff.
- vi. Training for AWB Members (Farmer and Non-Farmer Members)
- vii. Dissemination and Education (workshops, conferences, seminars etc.)
- viii. FO to FO visits for interaction / exchange of experience etc.
- ix. Inter and Intra FO Dialogues
- x. Short Courses for Capacity Building of PIDA, PID and FO Staff.
- xi. On job support/ training to FOs.

All of the above events have been given due importance as each of these components will contribute not only towards information / dissemination to target group and broadening the vision but also it will provide an opportunity to exchange ideas during inter / intra group discussions. The Training Plan covers, the period from 01.07.2015 to 31.12.2015. The said activities will be completed during the specific periods.

4. TRAINING ACTIVITIES

(a) Capacity Building and Training of General Body and Management Committee Members of FOs

The training plan aims at imparting training to 120 Farmers Organizations of Area Water Board Derajat Canal Circle. All general body members (Chairmen

of KPs) of the FOs would be trained to make the programme more meaningful and effective. It is envisaged to train about 50 trainees one time at a place. Foundation & advance trainings for FO general body and management committee Members respectively alongwith special works committee/ standing committee members have been planned for enhancing the capacity of the FOs under IMT scenario.

Short courses and training session will also be conducted for capacity building of FOs attached staff so that they can perform their functions efficiently under IMT mode. Further on job support/training will also be provided to FOs to improve their skill and capability in reforms scenario for record keeping, adopting procedures as per Rules / Regulations, Account Maintenance, Auditing and Dispute Resolution Processing.

(b) FO to FO Visits and Inter and Intra FO Dialogues for Interaction/ Exchange of Experience etc.

A number of FO to FO visits and Inter and Intra FO dialogues will also be conducted within AWB and from one Area Water Board to another for uplifting the system by interaction, exchanging and sharing their experiences and good practices (i.e. record keeping etc.) and identify the measures to strengthen the weakened areas.

5. TRAINERS AND THEIR RESPONSIBILITIES

Objective: To train 4659 KPs/120 FOs of AWB Derajat Canal Circle alongwith their different committees and staff

Duration: From (01-07-2015 to 31-12-2015).

Teaching: In vernacular language lectures & presentations in field.

Methodology: Board illustrations, charts, Group discussions, Field Demonstrations and Reading materials.

Trainers: (i) Social / Technical / Revenue professional staff of capacity building of training Cell.
(ii) Professional staff of PID.
(iii) Hired resource persons / experts.

Responsibilities:

1. Capacity Building & Training Cell will implement the training plan.
2. PIDA will overall supervise the training activities and provide technical guidance and management support to the programme.
3. Chief Executive Area Water Board / SE of the Circle will extend support to the trainers and facilitate the Farmers Organizations gatherings.
4. Training Coordinator under the supervision of Dy. General Managers (SM/Training) will be made responsible of the training program in Derajat Canal Circle, D.G.Khan.
5. Training Coordinator will plan, design, develop training material, conduct and organize/coordinate the training programme, monitor and bring the bottlenecks if any, to the notice of the concerned quarter.
6. Assistant Coordinators will organize and coordinate the training sessions under supervision of Training Coordinator at his level and will receive technical guidance from Training Coordinator.
7. PIDA will make arrangements for payment of expenses against training and capacity building of FOs at the end of each session.
8. Competent resource persons/ experts will also be hired from the market as per need to make the programme more effective and meaningful.

6. COST ESTIMATES

The total cost of the training plan for the period 01.07.2015 to 31.12.2015 is Rs. 11.04 Million. Estimation based on prevailing market rates and practices being undertaken presently for such activities in PIDA. Training Coordinator will be responsible for submission of expenses at the end of each month against the advances issued for the activity. The advances for particular activity will be issued after according approval by the competent authorities. The summary/detail of cost estimate is attached as **Annexure-A**.

7. CONTENTS /SYLLABUS/SUBJECTS OF TRAINING

Need for Institutional change and its legal aspects.

- ❖ Institutional Reforms
- ❖ Concept and objective of PIM /IMT.
- ❖ PIDA Act, constitution of PIDA/AWB/FOs and KPs

- ❖ Responsibility and future role of FOs
- ❖ Legal aspects

Official Procedure

- ❖ Farmers Organizations Rules 2005.
- ❖ Farmers Organizations (Conduct of Business) Regulation, 2007.
- ❖ General body of FOs and its responsibility
- ❖ Management Committee of FOs and its responsibility
- ❖ Meetings of Management Committee and General Body of FOs.
- ❖ Record maintenance

Technical Issues

- ❖ Terminology
- ❖ O & M of Irrigation Works
- ❖ Safety of channels and structures
- ❖ Design and maintenance of distributary
- ❖ Banks, Barms, Bed, Boundary Road
- ❖ Masonry Works and hydraulic structures.
- ❖ Outlets (Types, Design, & Repair / Construction)

Regulation of Canals

- ❖ Water Rights and equitable distribution of water
- ❖ Gauges and discharges
- ❖ Rotational Programmes of distributaries.
- ❖ Discharge observation of small channels
- ❖ Discharge observation demonstration of a watercourse by Tin/Cut throat Flume.
- ❖ Record keeping
- ❖ Desilting of Channels

Execution of Works

- ❖ Work plan approval
- ❖ Preparation of cost estimates
- ❖ Technical sanction
- ❖ Tender / Bidding
- ❖ Execution of works.

- ❖ Measurements of work done.
- ❖ Payments
- ❖ Maintenance of accounts

Social aspects/disputes/communications

- ❖ Community participation in development works
- ❖ Kinds and characteristics of leadership
- ❖ Conflicts, causes and its resolution
- ❖ Effective communication among FOs and Farmers.
- ❖ Interaction and coordination for FOs functioning.

Financial Matters

- ❖ Farmers Organizations (Financial) Regulation, 2000.
- ❖ Business plan and annual budget.
- ❖ Funds generation and implementation.
- ❖ Farmers organization and their financial responsibilities.
- ❖ Receipts and disbursement.
- ❖ Petty cash
- ❖ Incurring expenses and monitoring budget utilization.
- ❖ Accounts and Record maintenance
- ❖ Annual Audit of FOs Accounts (Income and expenses)

Revenue

- ❖ Warabandi at a water course level.
- ❖ Water Rates assessment and collection
- ❖ Irrigation supplies to garden and fish farms
- ❖ Non-Irrigation use of Canal Water
- ❖ Water theft, special charges and recovery of water charges.
- ❖ Salient features of C & D Act and implication in field.
- ❖ Record keeping.

8. PROPOSED TRAINING PROGRAMME

1ST DAY

Sr. No.	Period	Duration	Proposal
1.		9:30 to 10:00	Registration of Participants
2.		10:00 to 10:05	Recitation
3.		10:05 to 10:20	Introduction of Participants
4.		10:20 to 10:30	Objective of Training
5.	1	10:30 to 11:20	Need for Institutional Change and its legal framework
6.		11:20 to 11:35	Tea Break and Informal discussion
7.	2	11:35 to 12:25	Official Procedure
8.	3	12:25 to 13:15	Technical Issues
9.		13:15 to 13:45	Lunch & Prayer
10.	4	13:45 to 14:35	Execution of works
11.	5	14:35 to 15:25	Regulation and operation of canals
12.		15:25 to 16:00	Evaluation Revision and overall discussion

2ND DAY

Sr. No.	Period	Duration	Proposal
1.		10:00 to 10:05	Recitation
2.		10:05 to 10:30	Revision of last day study
3.	1	10:30 to 11:20	Social aspects/disputes/communications
4.		11:20 to 11:35	Tea break and informal discussion
5.	2	11:35 to 12:25	Financial Matters
6.	3	12:25 to 13:15	Financial Matters
7.		13:15 to 13:45	Lunch & Prayer
8.	4	13:45 to 14:35	Water Rates
9.	5	14:35 to 15:25	Warabandi and C&D Act
10.		15:25 to 15:45	Evaluation, Revision and overall discussion
11.		15:45 to 16:15	Distribution of Certificates and Closing Remarks

9. SUBJECT WISE LESSON PLANS

Lesson Plan for 1st day of each session

<u>Lesson plan of Period-I</u>		50 Minutes
Subject: Need for Institutional Change and its legal framework.		
a)	Main Topics <ul style="list-style-type: none"> ❑ Institutional Reforms ❑ Concept and objective of PIM /IMT. ❑ PIDA Act and constitution of PIDA, AWB, FOs, KPs ❑ Responsibility and future role of AWB, and FOs ❑ Legal framework 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-II</u>		50 Minutes
Subject: Official Procedure		
a)	Main Topics <ul style="list-style-type: none"> ❑ General body of FOs and its responsibility ❑ Management Committee of FOs and its responsibility ❑ Termination and removal of FOs / KPs ❑ Agenda and Conduct of Meetings. ❑ Discussion and decision in meeting ❑ Minutes of meeting ❑ Record keeping ❑ Correspondence ❑ FOs Rules 2005 and FOs (Conduct of Business) Regulations, 2007. 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-III</u>		50 Minutes
Subject: Technical Issues		
a)	Main Topics <ul style="list-style-type: none"> ❑ Engineering terms used in the irrigation practice ❑ Design & Maintenance of Distributary ❑ Safety of channels and structures ❑ O&M of irrigation works ❑ Banks, Berms, Bed, Inner section ❑ Masonry Works and hydraulic structure ❑ Outlets (type, Design, and setting) 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-IV</u>		50 Minutes
Subject: Execution of works		
a)	Main Topics <ul style="list-style-type: none"> ❑ Work plan and its approval ❑ Survey and Preparation of cost estimates ❑ Technical sanction ❑ Tender / Biddings procedures ❑ Execution, supervision. ❑ Measurements of work done and checking ❑ Payments ❑ Maintenance of accounts 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-V</u>		50 Minutes
Subject: Regulation and operation of canals		
a)	Main Topics <ul style="list-style-type: none"> ❑ Gauges and discharges ❑ Rotational Programmes of canals ❑ Record keeping ❑ De-silting of Channel ❑ Discharge observations of small channels ❑ Discharge observation / demonstration of watercourse by tin/cut throat flume ❑ Checking of outlets and their improvement 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

Lesson Plan for 2nd day of each session

<u>Lesson plan of day Period-I</u>		50 Minutes
Subject: Social aspects/disputes/communications		
a)	Main Topics <ul style="list-style-type: none"> ❑ Social aspects ❑ Community participations in maintenance works of canals. ❑ Kinds, Characteristics of leadership ❑ Conflicts, Causes and its resolutions ❑ Effective communication among FOs and Farmers. ❑ Interaction and coordination for FOs functioning. 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-II</u>		50 Minutes
Subject: Financial Matters		
a)	Main Topics <ul style="list-style-type: none"> ❑ Establishment of funds ❑ Composition of funds ❑ Fund Account ❑ Farmers Organization and their financial functions ❑ Budgeting and monitoring of budget utilization, reserve funds. ❑ Annual Audit of income and expenses. . ❑ FOs (Financial) Regulations, 2000. 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-III</u>		50 Minutes
Subject: Financial matters		
a)	Main Topics <ul style="list-style-type: none"> ❑ Business Plan- preparation & approval ❑ Income ❑ Procurements ❑ Advances, loans and deposits ❑ Salaries and wages ❑ Receipts and disbursement ❑ Petty cash ❑ Account maintenance 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-IV</u>		
Subject: Water Rates		50 Minutes
a)	Main Topics <ul style="list-style-type: none"> ❑ Water rate assessment and collection ❑ Assessment , billing, collection & remission ❑ Recovery from defaulters ❑ Special charges (Tawan) ❑ Irrigation supplies to garden and fish farm ❑ Non-irrigation use of canal water ❑ Record keeping 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes

<u>Lesson plan of Period-V</u>		
Subject: Warabandi and C&D Act.		50 Minutes
a)	Main Topics <ul style="list-style-type: none"> ❑ Water management ❑ Warabandi at watercourse. ❑ Restoration of dismantled watercourse ❑ Chakbandi issues. ❑ Salient features of C&D Act and its implications in field. ❑ Environmental and social issues, quality of irrigation water. 	40 Minutes
b)	Conclusion and Revision	05 Minutes
c)	Questions and Answers	05 Minutes