**Ministry of Local Government, Rural Development & Cooperatives**
**Local Government Division**
**Local Government Engineering Department (LGED)**

# 5.1 Guidelines for Establishment and Functioning of Civil Society Coordination Committee (CSCC)

**Project Coordination Office (PCO)**
**City Governance Project (CGP)**

**February 2018**



**Assisted by**
**Japan International Cooperation Agency (JICA)**
**and**
**Urban Management Unit, LGED**

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# 1. Introduction

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban areas is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while accounting for 60% of total national growth. On the other hand, the negative impact of dramatic change in urban areas is observed. The negative impacts are because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009, which are very relevant to the demand of city dwellers and urban development, are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are being or were implemented by Local Government Divisions (LGD) and local government and engineering departments (LGED) with financial assistance of different development partners and government's own funds. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program that has been well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equal, social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

A guideline has been prepared on Civil Society Coordination Committee (CSCC) that will be used in CC level for ensuring peoples' participation in decision making process of City Corporations under the project.

# 2. Justifications

As the City Corporations (CCs) are governed by the elected public representatives, so people's participation is very important in planning development activities and service oriented activities. Experience with ongoing projects implemented in Pourashavas (UGIIP, MSP, MGSP, NOBIDEP) shows that local stakeholders' participation can play an important role in the effective decision making of Pourashavas. With a view to ensure stakeholder's participation, Town Level Coordination Committee (TLCC) has been formed under the Local Government (Pourashava) Act 2009 but in Local Government (City Corporation) Act, 2009 it is not yet initialized. From the experience of TLCC, establishment of a Civil Society Coordination Committee (CSCC) in City Corporation is being initiated under Inclusive City Governance Improvement Action Program (ICGIAP) of Inclusive City Governance Project (ICGP).

CSCC is a forum of citizens, elected representatives and CC's officials to examine the plans of CC in terms of resource distribution. It also monitors the development activities of CC. By involving citizens in decision making through formation of CSCC the gap between CC and citizen will be bridged.

# 3. Relevant Issues as Included in ICGIAP

## 3.1 Task

CSCC is a forum of citizens, elected representatives, stakeholders and CC's officials to examine the plans of CC in terms of resource distribution. It also monitors the development activities of CC. By involving citizens in decision making through CSCC the gap between CC and citizen will be bridged. Formation of CSCC follows these initial steps and tasks:
Task 1: Establish CSCC with required composition and specific TOR, and official letter

produced and delivered by Mayor

Task 2: Set secretariat with officials in charge under CC to organize meetings and prepare budget for meetings regarding CSCC.

Task 3: Set sector-wise Working Groups for planning and monitoring of development activities.

Task 4: CSCC conducts 1st meeting for formation of CSCC.

Task 5: CSCC conducts general meetings on a quarterly basis, and keeps minutes of meetings.

Task 6: Secretary of CSCC submits quarterly reports with minutes for approval of Mayor, and circulates to participants.

Composition of CSCC is as below;

## A. Composition (not over 100 members)

CSCC consists of 80-100 members. Elected representatives and officials of CC should be 40-50 in total. The number of members from the categories of d) to h) should be 8-10 members nominated in each category.

a) Mayor - Chair
b) CEO - Member Secretary
c) Representative of relevant Standing Committee - Member
d) CC officials who are in charge of the topic of the specific CSCC meeting - Member
e) Representatives from Professional Groups - Member
f) Representatives from Civil Society/NGOs - Member
g) Representatives from private sector (agriculture, processing and commercial industries) - Member
h) Women Representatives - Member
i) Representatives from Urban Poor/CBO - Member
j) Additional member(s) or guests by Mayor's appointment. This additional member should be proposed at his/her first attendance and approved by the CSCC by majority - Member

## Note-1
   i. Select 1-3 representative from each Ward
  ii. Make sure that at least 1/3 of total members are women
 iii. Ensure minimum 8 members including 2 women as representatives from poor community are nominated
  iv. Contact the potential citizens to obtain their willingness for inclusion as member of CSCC before final selection

## Note-2
   i. Discuss about constitution and selected members of CC and approve in City Parisad
  ii. Issue notification regarding constitution of CSCC with TOR
 iii. Notify all members of CSCC about its constitution and TOR

## B. TOR for Phase I
a) Hold 1st meeting of CSCC within 15 days of its constitution
b) Hold 4 meetings of CSCC (quarterly) in a year and prepare minutes
c) Hold special meeting whenever need arises
d) Assist, supervise and monitor the progress of CCIDP implementation according to guidelines for CCIDP
e) Constitute sector-wide W/Gs according to guideline for CCIDP as part of CSCC to facilitate the tasks of sector-wide needs identification and prioritization
f) Coordinate finalization of CCIDP preparation with all its components following CCIDP guidelines
g) Hold discussion on GAP and PRAP prepared by CC and endorse them

h) Hold discussion on preparation of community planning and execution and approve in CC
i) Hold discussion on Community Group (CG) formulation (as pilot basis in core areas), review progress and problems of activities
j) Hold discussion on financial management and financial status of CC
k) Hold discussion on WLCC activities and take decision for acceleration of WLCC activities
k) Record discussion and decision of all CSCCs in the form of minutes and follow-up action/status of implementation of the decision in the subsequent meetings
l) Hold discussion on draft citizen charter and citizen report cards prepared by CC and approve in CSCC meeting

**C. TOR for 2<sup>nd</sup> Phase**

a) Function as a forum to discuss various issues of the CC and ensure citizens participation in decision making
b) Identification of CC related problems and suggestions for solving the problems
c) Discussion on problems and suggestions identified in the Ward Level Coordination Committee (WLCC) and determine the ways and means to mitigate the problems
d) Identification of role of citizens in solving the problems/issues (women citizen's specific role)
e) Hold discussion on tax collection position and position of other own source collections and take appropriate and effective decisions for increasing revenue income
f) Prepare proposals for advocacy with the government having implications for urban policy reform
g) Hold pre-budget meeting and discuss budget proposal, compared with budget and outlays in the previous year and give suggestions and recommendations for consideration in the approval process in City Parisad
h) Record discussion and decisions in the form of minutes and follow-up action/status of implementation in the subsequent meetings

## 3.2 Action by

Mayor/CEO (i)
WG/Person in Charge (ii-v)

## 3.3 Time Schedule

Task 1, 5: beginning of 1<sup>st</sup> year
Task 2-4: quarterly

## 3.4 Indicators

At least four (4) meetings will be held in a year and minutes of meetings prepared.
**1<sup>st</sup> stage**

- CSCC meeting(s) have been held regularly by 30 September 2015.

**2<sup>nd</sup> stage**

- CSCC meeting has been regularly held (once every 3 months) by 30 September 2016.

# 4. Objectives

- To ensure peoples' participation in both development and service oriented activities of CCs.

- To operate different type of planned development activities like roads, footpaths, bridge, culvert, overpass, drain construction, water supply, market management, solid waste management, sanitation, health facilities, street light and public awareness activities through active participation of civil society.
- To ensure the participation of Civil Society members in City Corporation's formal decision making process.
- Ensure the inclusiveness in representation especially with focus on the participation of women and the poor in decision making.
- Develop sense of ownership of CC functions among different stakeholders.

## 4.1 Prospective Roles and Discussion Topics of CSCC

Announcement from CC administration and general consensus by CSCC
CSCC has no authority to refuse the CC decision. It can make comments and suggestions

### (1) Mayor's Announcement

- Report of recent activities and achievement
- Major events,
- Award

### (2) Master Plan

CC explains master plan for CSCC discussion

### (3) Priority projects (plan and progress) of CC, Development agencies and Donors

CC, development agencies and donors explain their priority projects for CSCC discussion

### (4) Infrastructure Development Plan (IDP)

CPU explains IDP for CSCC discussion

### (5) Request of discussion to Standing Committee

As results of the above discussions, CSCC can request CC to mobilize relevant Standing Committee for further investigation and examination on specific topic(s)

### (6) Administrative and financial improvement

CC explain progress of ICGIAP for CSCC discussion, when necessary

### (7) Budget Plan

CC explains draft budget plan of the coming fiscal year for CSCC discussion. Also ratio of holding tax payment is revealed and examined.

### (8) Reply from Mayor

Mayor shall reply to the comments and questions raised in CSCC in writing and disclose by bill board, web site, and other tools.

# 5. Relevant Organizations, Stakeholders and their role

## 5.1 WLCC

WLCC is a committee to conduct diagnosis and make discussion on day to day public services and infrastructure. Ward councilor chairs the WLCC. The opinion of WLCC shall be conveyed to CC administration by the councilor. Thus WLCC and CSCC do not have any direct functional relation.

## 5.2 CPU

CPU is a planning agent in CC. Thus, CPU makes necessary planning coordination and explains master plan, infrastructure development plan, and any other CC development plans to CSCC.

## 5.3 Development Agencies and donors

Development agencies and donors have very few occasions to get direct comments and reactions from CC citizens. Thus CC shall request these organizations to make briefings on their activities (prospective and on-going) in CSCC

## 5.4 Elected Representatives

The Mayor and the Councilors will initiate to form CSCC as per composition and defined instruction.

## 5.5 CC Officials

CEO and person in charge of secretariat will work for proper functioning of CSCC.

## 5.6 Representatives from Professional Groups, Civil Society, NGOs, Private sectors

Citizens of all sectors of CC should raise their voice in decision making to represent their interests. All services provided by the CC will be discussed at CSCC meeting. Decisions will be taken in a participatory manner to ensure that benefits are shared by a broad range of socio-economic groups.

## 5.7 Representatives of Women and Urban Poor/CBO

- CC will ensure that at least 1/3 of total members of CSCC are women
- CC will ensure minimum 8 members including 2 women are from poor community.

# 6. Necessary Tasks and Procedures

## 6.1 Formation of CSCC and Notification

Establish CSCC in CC level with the following composition. An official letter will be issued by Mayor and distributed it to all members with specific TOR of CSCC. Composition of CSCC is as below;
**Composition (not over 100 members)**
CSCC consists of 80-100 members. Elected representatives and officials of CC should be 40-50 in total. The number of members from the categories of d) to h) should be 8-10 members nominated in each category.
    a. Mayor                                          - Chair

|   |   |   |
|---|---|---|
| b. | CEO | - Member Secretary |
| c. | Representative of relevant Standing Committee | - Member |
| d. | CC officials who are in charge of the topic of the specific CSCC meeting | - Member |
| e. | Representatives from Professional Groups | - Member |
| f. | Representatives from Civil Society/NGOs | - Member |
| g. | Representatives from private sector (agriculture, processing and commercial industries) | - Member |
| h. | Women Representatives | - Member |
| i. | Representatives from Urban Poor/CBO | - Member |
| j. | Additional member(s) or guest by Mayor's appointment. This additional member should be proposed at his/her first attendance and approved by the CSCC by majority | - Member |

**Note-1**
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**Note-2**
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## 6.2    Formation of CSCC secretariat

CEO organizes a CSCC secretariat and makes all necessary coordination. Tasks are as follows;
- Establishing meeting agendas prior to holding meeting.
- Preparation of working papers for the meeting, as per the agenda.
- Circulation of meeting notice to the members at least a week before.
- Enclosing the draft minutes of the last meeting and working papers/discussion materials with the meeting notice.
- Preparation of separate folders for key participants including Chairperson and Member Secretary.
- The Member-Secretary of the CSCC shall prepare a synopsis of the minutes of the WLCC meeting as an agenda item to be discussed at the CSCC meeting.

## 6.3    Organized 1st Meeting

Immediately after the formation of CSCC, the secretariat calls 1st meeting. Mayor or member secretary explains objectives, composition and tasks to members of CSCC.

## 6.4    Conduct Quarterly Meeting

Secretariat prepares agenda of meeting and necessary documents for members. The agenda, date and venue are communicated to participants by secretariat. MCC may circulate information through SMS to members, once the SMS system is installed.

## 6.5    Preparation of Minutes of Meeting

Minutes of meeting are kept by member secretary or officer in charge. The draft of minutes is

circulated among members of CSCC for comments or corrections. After collecting comments from members, the Secretariat finalizes the minutes and places them on bill board, web site, and circulates to members.

Action points as recommendations from CSCC should be clearly described in the minutes so that concerned departments will be able to revise their plans, and City Council can check how the recommendations are reflected in the revised plans.

## 6.6    Preparation of Quarterly Report

CSCC is supposed to be held quarterly, thus quarterly reports are basically report on CSCC meeting. Minutes of meeting and list of participants should be attached with the report.

## 7.    Implementation Schedule (for one year)

| SL | Actions | Person in charge | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|----|---------|------------------|-------------|-------------|-------------|-------------|
| 1. | 1st Meeting | Member Secretary of CSCC | ▬ | ▬ | ▬ | ▬ |
| 2. | 2nd Meeting | Member Secretary of CSCC | ▬ | ▬ | ▬ | ▬ |
| 3. | 3rd Meeting | Member Secretary of CSCC | ▬ | ▬ | ▬ | ▬ |
| 4. | 4th Meeting | Member Secretary of CSCC | ▬ | ▬ | ▬ | ▬ |

**Note:** CSCC meeting should be held in last week of each quarter and the meeting minutes submitted to the Mayor.

## 8.    Cost of Implementation

**Indicative cost breakdown of the activity at each CC for one year**

| SL | Actions | Tentative cost in Tk. | | | | Total Cost for one year |
|----|---------|-------------|-------------|-------------|-------------|-------------|
| | | 1st Quarter | 2nd Quarter | 3rd Quarter | 3rd Quarter | |
| 01 | Formation of CSCC | 20000.00 | | | | 20000.00 |
| 02 | Conduct CSCC Meeting | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 2,00,000.00 |
| | | | | | Grand Total | 2,20,000.00 |

**Note 1:** Each CC will keep provision in its own financial budget for administering the CSCC.

# Annex I    Quarterly Reporting formats

**…………………City Corporation**

**Quarterly Report of Civil Society Coordination Committee (CSCC)**
**Meeting no. -----------**
**(-------Quarter of the Year 20….)**

**Date of meeting**          :
**Attendance**               : Attachment- (May be used in separate sheet)

**Agenda – 1**: Confirmation and approval of the minutes of last meeting

| Confirmation of the last meetings minutes. | Discussion on accuracy of preparation the minutes | Necessary modification (if needed) | Decision |
|---|---|---|---|
| 1. The minutes of the last meeting has been readout by Mr.…... | | | |

**Agenda – 2**: Review on the progress of the last meeting decisions

| Sl. No. | Decisions/ recommendations of last meeting | Review the Progress | Decision or recommendations (including time-frame) | Responsible person/ officer |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |

**Agenda – 3**: Discussions and decisions on other selected issues

| Sl. No. | Issues for discussion | Discussion | Decisions or recommendation (including time frame) | Responsible person/ officer |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |

**Agenda – 4**: Any others issues

| Sl. No. | Issues for discussion | Discussion | Decisions or recommendation (including time frame) | Responsible person/ officer |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |

Signature of Member Secretary:
(Name)
Date: