



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

## **6.1 Guidelines for Initiate / Update Master Plan**

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

**January 2018**

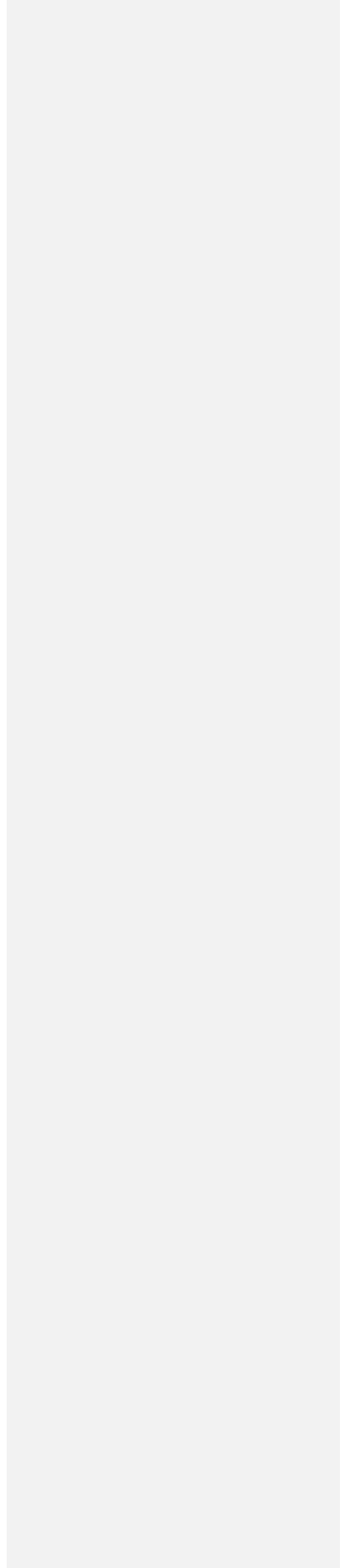


**Assisted by  
Japan International Cooperation Agency (JICA)  
and  
Urban Management Unit, LGED**

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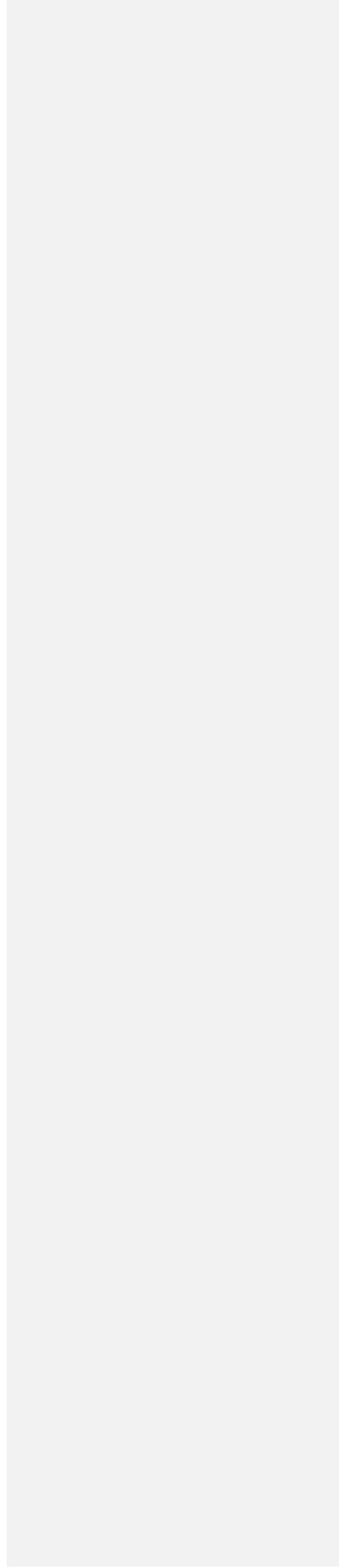
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## 1. Introduction

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.

## 2. Justifications

Master Plan of Urban Development is essential tool for managing urban growth of the target CCs. However, elaboration stage of master plan differs from one CC to another.

- NCC RAJUK is preparing a new MP (2015-2035) which will succeed the Existing MP (1995-2015).
- CoCC A new MP (2014-2034) has just been completed with LGED support.
- RpCC A new MP (2014-2034) has just been completed with LGED support.
- GCC RAJUK is preparing a new MP (2015-2035) which will succeed the existing (1995-2015) one.
- ChCC New Master Plan is yet to be initiated in CDA in spite of expiry of the previous one.

What is important is that CC takes initiative with MP not only in implementation but also in elaboration. Otherwise, MP remains just a document and will be never put into practice. This guideline shows how CC should take initiative in preparing and up-dating MP.

## 3. Relevant Issues of ICGIAP

### 3.1 Task

Master plan is essential material for any kind of development plan. Other sector-wise plans should be developed based on the master plan. New CCs which are supposed to have their own master plans in the near future have an opportunity to develop their city according to the master plan, thus this activity makes sure to follow the master plan in formulation of other sector-wise plans.

Task 1: Master plan including drainage plan, traffic & transportation plan, land use plan, solid waste management plan are prepared/updated

Task 2: Detailed Area Plan is prepared

Task 3: Action plans for infrastructure and public facilities are prepared

Task 4: Officer in Charge of each plan is assigned

Task 5: Committee for each plan is set up

### 3.2 Action By

Mayor, CEO, Responsible engineer, Urban Planner

### 3.3 Time Schedule

Effort to get funding for plan making is also appreciated

i-v: by end of 1<sup>st</sup> batch

vi-vii: by mid of 1<sup>st</sup> year

### 3.4 Indicator

#### (1) 1<sup>st</sup> Stage

Any plan is under preparation or updating

#### (2) 2<sup>nd</sup> Stage

Prepared plans are accessible to public

## 4. Objectives

- To raise the sense of ownership of MP among the CC stakeholders
- To effectively implement priority projects

## 5. Relevant Organizations, Stakeholders and their role

Most important action for CC with master plan preparation/revision is coordination with relevant organizations.

### 5.1 CPU

Comprehensive Planning Unit (CPU) will take initiative in planning and revising Master Plan at CC level.

- Comilla and Rangpur

Master plans of these two CCs have just been formulated with the LGED support. CC shall customize MP for their demands and implement it. CPU should examine the 1<sup>st</sup> Detailed Area Plan carefully, and if there are any problems, they should be improved in the occasion of 2<sup>nd</sup> DAP preparation, which takes place in 2018.

- Narayanganj, Gazipur and Chittagong

Development authorities, such as RAJUK and CDA, are in the position to prepare master plan of these CCs. However, CCs should be fully involved in this elaboration activity. Preparation has just started in 2014, and there are many real necessities that are possibilities for CCs' to include in the MPs. CCs are expected to implement most of the infrastructure proposed in the DAP. Therefore, DAP should be financially feasible considering CC's revenue, fund raising ability and handling capacity. Thus these CCs should make detailed negotiation with Development Authorities.

### 5.2 RAJUK and CDA

According to the law, RAJUK and CDA are main players in preparation of MP for Narayanganj, Gazipur and Chittagong. The Officers in Charge may do their best to coordinate with CCs. However, CC side should take initiative for the best coordination so that necessary infrastructure and facilities are mentioned in MP in a feasible manner. For

the better coordination, CC side should request periodic meetings and authority to make comments on the draft plans.

### 5.3 City Development Coordination Committee (CDCC)

CDCC is another important meeting for well-coordinated infrastructure development. CPU should always be well aware of development plans of public service agencies. For detail, refer to Guideline 2.1 "CDCC". CC is expected to hold CDCC meeting every three months.

## 6. Necessary Tasks and Procedures

### 6.1 Committees for Necessary Planning Action are Set Up and Managed

CC should set up CPU, CSCC, and CDCC for planning purpose, make orientation and manage these. In addition to this, NCC, GCC and ChCC should set up a coordination meeting with RAJUK/ CDA to make the MP more feasible for CC.

### 6.2 Officer in Charge of Each Plan is Assigned

CPU is the main engine of planning and relevant coordination. Since CPU should handle so much information for effective coordination, Officer in Charge of each plan/task should be clearly assigned.

Assign Officer in Charge for ~~of~~ Land use Plan, Traffic and Transport Plan, Drainage Plan and Solid Waste Management (SWM) Plan.

- 1) ~~Officer in charge of Traffic and Transportation Plan~~
- 2) ~~Officer in Charge of Drainage Plan~~
- 3) ~~Officer in Charge of SWM plan.~~

~~Each~~ Officer of each plan shall make precise record of meetings and negotiations with the concerned organizations, and produce ~~the~~ records at the occasion of performance review.

### 6.3 Master plan including drainage plan, traffic & transportation plan, land use plan as well as Action Area Plan are being prepared/updated

Preparation stages of MP and relevant plans are different among the five CCs. Each CC should take active initiative in cooperation with planning authority, and keep record of what was discussed and agreed. This record shall be importance evidence for the performance review.

- 1) COCC and RpCC
  - Draft master plan of CoCC and RpCC has been prepared and proposed by consultant team, therefore, CPU should make effort to finalize the draft MP and have it approved by relevant authorities.
  - MP includes DAP for implementation in the first 5 years (2014/15-2019/20). CPU should carefully examine these and prepared Infrastructure Development Plan (IDPCC) for implementation. If CPU finds any problem of the DAP, CPU should make amended plan on the occasion of the second DAP which will be prepared in 2019/20.

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## 2) NCC and GCC

Detailed Area Plan (DAP) of greater Dhaka Master Plan, including NCC and GCC in its planning area, is under preparation in 2014/15. NCC and GCC should make effective cooperation with RAJUK and its assigned consultants to formulate realistic DAP.

Also Action Area Plan is prepared with support of LGED in 2014/15. CCs should actively participate in this elaboration.

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## 3) ChCC

CDA started MP preparation of ChCC area in 2014/15. Considering the regrettable result of the last MP, ChCC should commit actively in this planning. New Master Plan is yet to be initiated in CDA in spite of expiry of the previous one.

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## 6.4 Public Communication

Urban planning is very important to determine the future of citizen life. Thus consensus of the stakeholders is inevitable for effective improvement of public services. The Master Plan and other development plans should be accessible to the people. CPU should open planning information to the public in at least one of the following ways;

- Put planning document and maps in one place of the CC building for the people's reference
- Make summary of MP and other plans and deliver them for free or with some charge
- Explain outline of these plans on the CC's web page

## 7. Implementation Schedule

Planning and complementary activities shall be carried out according to the schedule of the MP elaboration.

## 8. Cost of Implementation (if necessary)

Visiting and meeting for coordination with planning authority and public service agencies shall be implemented at the CC's cost.

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