



**A REPORT ON**  
**'ONE DAY PLANNING REFRESHER WORKSHOP**  
**FOR YEAR- I PARTNER TMAs'**



**April, 9 2009**

**PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY**  
**PUNJAB MUNICIPAL SERVICES IMPROVEMENT PROJECT**

## **Background**

Punjab Municipal Development Fund Company (PMDFC) is implementing a project called *Punjab Municipal Services Improvement Project (PMSIP)* for institutional development of TMAs and improving municipal services delivery. The project is being funded by the World Bank and Government of Punjab. Apart from providing funds for improvement and development of municipal infrastructure, the key initiative of PMSIP is to assist TMAs in developing their institutional capacity by providing management support tools like GIS, computerization of TMA functions, testing laboratory equipment, trainings, establishment of performance management system etc.

A planning exercise was completed by PMDFC in Year – I partner TMAs with the help of TMA staff. An important outcome of this exercise was development of GIS maps and a planning report for the TMA. Later on, a refresher planning Review Workshop on Institutional Development/Capacity Building Activities for Year – I partner TMAs was held on 15th January, 2009 at MPDD, Lahore organized by PMDFC and **the** World Bank. It was decided in the Workshop that updation of TMA maps and municipal data would be done periodically under institutional development component of PMSIP.

As a follow-up, PMDFC organized a *One Day Planning Refresher Workshop for Year – I Partner TMAs* on Thursday 9th, April, 2009 at MPDD, Lahore.

## **Objectives of the Workshop**

For the Year – I partner TMAs:

- To review the planning process
- To share Planning Reports and Maps prepared by PMDFC with TMAs
- To share Operational Manual for Map Updation
- To initiate the process of up-dating of the planning reports and maps
- To communicate next steps in PMSIP Planning

## **Workshop Proceedings**

### **General**

Workshop formally started with the recitation of the Holy Quran, followed by introductory remarks made by Ms. Erum Ashfaq. She described the objective and agenda of the workshop to the participants. Later, an introduction session was held for the workshop participants and PMDFC staff.

### **The Participants**

Twelve TMA officials from 10 PMSIP partner TMAs participated in the workshop. Among them there were three (3) TOs (P), three TOs (I&S), and one (1) ATO (P), two (2) officials from TO (P) offices, one (1) TMO, one TO (R) and one sub-engineer. In addition, six (6) PMDFC officials also attended the workshop. Detail of participants is shown in Annex – I.

### **The Session**

General Manager (ID) welcomed the participants. In his brief address he pointed out the importance of regular up-dation of maps and other municipal data. He also emphasized the TMA officials to provide their input officially in the up-dation process and to work with PMDFC as a team.

Mr. Talal Ahmad Khan, Planning Consultant provided a snapshot of the workshop. He briefly described the focus areas of the workshop i.e. review of the planning exercise for Year-I TMAs, introduction to the map up-dation process and an overview of the upcoming activities in the planning exercise.

Ms. Erum, Manager Planning, gave a detailed presentation on the planning process. She highlighted the importance of planning for provision of infrastructure services in TMAs. She explained the aims of PMSIP planning and different stages of the planning exercise i.e. preparation of GIS maps, data collection and analysis, project identification and stakeholder's consultation and project prioritization. She also explained the process of development of GIS base maps and explained in detail the data requirements in all the sectors i.e. city land use data, road network data, water

supply network, sewerage system, solid waste management and street lights. She also provided an insight into the process of consultative workshop. The presentation also covered the outcomes and challenges of the PMSIP planning practice.



Mr. Talal Ahmad Khan, Planning Consultant, gave a presentation on the Operational Manual for Map up-dation. He described in detail the methods for up-dation of the municipal services data included in the Planning reports. The process that was explained included appointing a coordinator for map up-dation in each TMA. The coordinator would then be responsible for developing links between the PMDFC and TMA for the said process. Additionally, the person would check whether the maps were being updated and would develop a liaison with PMDFC in this connection.

### **Question & Answer Session**

Following important questions were raised by participants and answered by PMDFC officials.

- It was suggested by several participants that training for *Landuse Zoning and Building Regulations* must be conducted for TOs(P) in order to train them to utilize and implement the rules and regulations as directed by the provincial government. It was assured by PMDFC representative that they would discuss the possibility of conducting the proposed training with Urban Unit.
- Many participants proposed training on GIS based mapping for the TMA staff. They were told that PMDFC would assess need for such training and if possible, would arrange the training.

- There were queries regarding making map updation a regular feature of the planning calendar. It was agreed by PMDFC that map updation would become a regular feature with coordinated efforts between PMDFC and TMAs and *Operational Manual – Map Updation* could be the guiding document in this regard.
- There were few questions by the participants about the procedure of future data and map updation. The PMDFC planning team explained that they would arrange field visits in coordination with TMAs to improve Planning reports and maps.
- Several TMA officials were of the view that such workshops must be held regularly for the purpose of capacity building of the staff. They were told such planning workshops would be held at least once a year for brain storming on planning issues as well as to review progress of PMSIP Planning.

## **Workshop Material Distributed**

At the end of the workshop, PMDFC officials distributed maps (base maps and services maps) along with planning reports to respective TMAs officials for updating the data on municipal infrastructure. A copy of the manual was also distributed to provide guidelines for up-dation process.

## **Pre-Workshop Assessment**

Before the initiation of the presentations, an assessment form was handed over to the TOs. These forms comprised of a number of questions about availability and use of maps, TMA working and trainings. These forms were filled by the TMA officials on the spot. (Refer Annex-II for Assessment form)

### **➤ Availability of maps in the TMAs**

All the participants reported that the PMDFC GIS based maps were present in the TMAs.

### ➤ **Utilization of Maps**

Maps are the basic tool for planning and development of towns and cities. Maps of each TMA (including base map and services maps) were handed over to the TMAs in November, 2007. These maps are being used for various purposes in these TMAs i.e. improvement of municipal services like solid waste management, sewerage system, revenue collection and formulation of new projects. Sixty six (66) % of the respondents said they were using the maps and twenty two (22) % were not. About eleven (11) % didn't respond to the question.

### ➤ **Improvement in the Maps**

#### • **Map Up-dation**

Out of the total, about 80% of the participants were of the view that maps needed up-dation whereas 20% were of the view that maps were up to date.

#### • **Maps available with TO(P) and TO(I&S)**

A question was asked about location of maps in TO (P) and TO (I&S) office. Forty three (43) % of participants said that they were present in TO (P) and TO (I&S) offices. Same number of participants said they were available in only TO (I&S) office. Whereas, 14 % said they were present in only TO (P) office.

#### • **Easy access to maps**

50% of total respondents to this question were in "yes" and 10% were in "no" whereas the remaining did not replied to this question.

#### • **Improvements in TMA working**

This was a general question asked if TMAs had made any significant improvements in any particular municipal service i.e. solid waste collection, water supply, sewerage system etc. About 40% of the TMAs said they had made some improvements in the sector of solid waste management. For example in Lodhran they mentioned that they have procured one additional tractor trolley and have procured 28 kanals of land on Jalapur Road for solid waste disposal. Similarly 20% of the TMAs have made improvement in the sector of water supply, sewerage system and street lighting.

### ➤ **Trainings Attended**

About one third of the participants have not attended training since 2001 while others have attended different types of training in the fields of computers, budget and finance organized by PMDFC and other agencies.

### ➤ **Suggestion for further trainings**

Participants suggested different types of trainings for the capacity building of TMA staff. These include training on Punjab Landuse Rules, GIS based mapping, AutoCad and for computerizing the budget and other TMA data.

### **Participant's Feedback**

A feedback form was handed over to the TOs at the end of the workshop. These forms comprised of a number of questions about timing, duration, and frequency of workshops. These forms were filled by the TMA officials on the spot. (Refer Annex-III for Feedback form)

An analysis of the feedback forms depicts that participants were satisfied with the mode of the workshop and the sessions conducted during the workshop.

Most of the participants were satisfied with start time and duration of the workshop; however some of them were of the view that it should have been a three day workshop. All the participants were fully satisfied with the presentations given by the PMDFC staff and understood the map up-dation process. All of them agreed that material i.e. maps, provided during the workshop would be very helpful for them in their future working. They termed the question-answer session to be good and quite informative. In response to the frequency of workshops they recommended that it should be held either twice a year or every month etc.

Moreover, they recommended that in each workshop, the participants should make presentations on their respective TMA in terms of issues, improvements and working.

### **Concluding Remarks/Decisions Taken**

- Updating of maps is an important step in enhancing the planning and development capability of TMAs. This updation will be a continuous process and regular interaction between PMDFC planning team and concerned TMA officials will be arranged periodically.
- PMDFC planning team will visit the TMAs to coordinate with the officials to assist/guide them in improvement of planning reports on the spot.

## Annex-I

### List of Participants

<b>Sr. No.</b>	<b>Name of Participants</b>	<b>TMA / PMDFC</b>	<b>Designation</b>
1	Tariq Aziz	Chakwal	TO(P&C)
2	M. Iqbal	Lodhran	ATO(P&C)
3	M. Younas	Fatejhang	TO (P&C)
4	Rana Mubashir	Dunyapur	TO(I&S)
5	Muhammad Iqbal	Daska	TO(I&S)
6	Adnan Rafiq	Sambrial	TO(P&C)
7	M. Hanif	Mailsi	Sub-Engineer
8	Mehmood Alam	Daska	Supervisor, TO(P&C)
9	Abdul Hamid	Mailsi	Clerk, TO(P&C)
10	Ejaz Ahmad	Kot Moman	TO(R)
11	Mehmood Iqbal	Jhelum	TMO
12	M Bashir Bhatti	Chiniot	TO(I&S)
13	Nadeem Ikram Kiani	PMDFC	General Manager (ID)
14	Talal Ahmad Khan	PMDFC	Planning Consultant
15	Erum Ashafaq	PMDFC	Manager Planning
16	Waqas Kareem Awan	PMDFC	Deputy Manger (ID)
17	Azeem Qadeer	PMDFC	Deputy Manger (ID)
18	Nadia Munir	PMDFC	Deputy Manger (ID)

## Annex-II

### PRE-WORKSHOP ASSESSMENT

1. Are the municipal services maps prepared by PMDFC available at your TMA?

Yes	
No	

If yes, how far they are being used?

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2. Any Improvement in maps required?

- Map updation Y/N
- Any services map missing \_\_\_\_\_
- Maps available with TO(P) and TO(I&S) offices Y/N
- Easy access to maps Y/N

3. Can you name any improvement in the TMA working? (e.g. solid waste collection, revenue collection, etc)

4. Have you attended any training since 2001?

5. Suggest some training which PMDFC can arrange for you in fulfillment of your duties?

## Annex-III

### ONE DAY PLANNING REFRESHER WORKSHOP FOR YEAR-1 PARTNER TMAs April 09, 2009

#### FEEDBACK FORM

Sr. No.		Yes	No	Comments
1	Is the start time of workshop suitable for you			
2	Do you think workshop duration is appropriate for this workshop			
3	Are you satisfied with presentations of the workshop			
4	Have you understood the process of map updation			
5	Was the question/answer session informative for you			
6	Do you think the material provided to you will be helpful for you in performing the functions in your TMA			
7	Do you think this type of workshops should be organized each year or more			

8. How this workshop can be improved

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