

Proceedings of the “Two Day’s State Level Workshop on Strategy formulation and Micro Planning on activities undertaken by KRWSA” for FY 2022-2023 held on 25th and 26th July 2022 at Kerala Institute of Local Administration (KILA), Thrissur.

Background:

Kerala Rural Water Supply and Sanitation Agency (KRWSA) is an autonomous institution under Water Resources Department of Govt. of Kerala. After the successful implementation of two phases of Jalanidhi Project, KRWSA is presently implementing state plan schemes. Govt has sanctioned the plan schemes in the financial year 2022-2023 under the following seven heads and allocated budget provisions as detailed in the table.

Sl. No	Name of the Project { Plan heads}	Allocations
1	Scaling up of RWH and GWR {2215-01-800-64-P}	1000.00
2	Sustainability Support to Community Managed Water Supply Schemes {2215-01-102-80-P}	3000.00
3	Completion of Jalanidhi -II schemes {4215-01-102-91-P}	125.00
4	Conversion of Domestic Dug Wells into protected source of Drinking Water {4215-01-800-85-Plan}	400.00
5	Water Quality Monitoring and Grey Water Management {4215-02-102-99 Plan}	350.00
6	Research and Development activities in Rural Water Technologies {4215-01-800-84-Plan}	6.00
7	IEC, Capacity Building, Training and Jalasree club activities {2215-01-003-99-Plan}	15.00
	Total Allocation	4896.00

Under this circumstance, as suggested by the Executive Director, KRWSA have organized two days state level workshop “Strategy formulation and micro planning of activities under taken during the FY 2022-2023”.

Objectives of the Workshop:

1. To discuss and suggest useful implementation strategies for activities undertaken by KRWSA during the FY 2022-2023.
2. To discuss and suggest modifications/amendments required in existing rules, guidelines followed in KRWSA for implementation of various activities.
3. To share critical knowledge for adoption of various models, improved role of various stakeholders, building ownership, post implementation support mechanism that ensures long term sustainability of investments and infrastructure.
4. To prepare implementation strategies and RPMU wise annual micro action plan for the activities.

Participants of the Workshop:

All field staff who are closely involved in the implementation of the activities are identified and invited to attend the two days workshop. Altogether 95 participants attended the workshop from Project Management Unit and three Regional Project Management Units.

Agenda of the two days workshop:

Agenda of the workshop is as follows:

Time	Session	Topic	Remarks
Day -1 (25.07.2022) Monday			
09.30 am 09.45 am	Registration		
09.45 am 09.50am	Welcome		Shri.Jijo Joseph, Dy.Director (HR & IEC)
09.50 am 10.00 am	Inaugural Session		All Directors, KRWSA
10.00 am 10.30 am	ATR and follow up on pervious minutes.		All Directors /Core Committee, KRWSA
10.30 am 11.15 am	Introduction to plan write up head wise and group discussion formation		Sri.Premal.M, Director (HRD), KRWSA
11.15 am 11.30 am	Tea/ Coffee Break		
11.30 am 12.15 pm	Group discussion - Implementation Strategy		
	Group 1	Scaling up of RWH - 10 cr.	3 Teams Maximum 4 members / Team
	Group 2	Sustainability head - 30 cr.	3 Teams minimum 5 members each
	Group 3	Completion of Jalanidhi Phase - II - 1.25 cr.	1 Team minimum 6 members
	Group 4	Conversion of domestic wells - 4.00	1 Team 6members
	Group 5	Water Quality Monitoring System – 3.5 cr.	1 Team 10 members
	Group 6	Research & Development - 0.06 cr.	1 Team 5 member
	Group 7	IEC Capacity Building, Jalarsee Club - 0.15 cr.	4 members 3 members 3 members
	Group 8	Bylaws of KRWSA Modified MoA	1 Team 9 members
	Group 9	JJM Implementation	3 Teams 8 members each
	* Each group will be led by a moderator and each group will present its findings. Each group will prepare a PPT.		
12.15 pm 01.00 pm	Group 1	30 minutes presentation & 15 minutes Q & A	Each project should be covered

01.00 pm 02.00 pm	Lunch Break		
02.00 pm 02.45 pm	Group 2	”	”
02.45 pm 03.30 pm	Group 3	”	”
03.30 pm 03.45 pm	Tea Break		
03.45 pm 04.30 pm	Group 4	”	”
04.30 pm 05.15 pm	Group 5	”	”
05.15 pm 05.45 pm	Group 6	20 minutes presentation	10 minutes Q & A
05.45 pm 06.00 pm	Tea Break		
06.00 pm 06.45 pm	Group 7	30 minutes presentation	10 minutes Q & A
08.00 pm 09.30 pm	Dinner		
Day -2 (26.07-2022) Tuesday			
09.15 am 09.30 am	Recap		
09.30 am 10.15 am	Group 8	30 minutes presentation	10 minutes Q & A
10.15 am 11.00 am	Group 9	30 minutes presentation	10 minutes Q & A
11.00 am 11.15 am	Tea Break & finalization of micro plan.		
11.15 am 12.15 pm	RPMU - 1	Finalization of plan & presentation	
12.15 pm 01.15 pm	RPMU - 2	”	
01.15 pm 02.00 pm	Lunch Break		
02.00 pm 03.00 pm	RPMU - 3	”	
03.00 pm 03.30 pm	Open discussion (Reflections)		
03.30 pm 04.45 pm	Valedictory session.		Sri. Venkatesapathy. S. IAS, Executive Director , KRWSA
04.45pm 04.50pm	Vote of thanks.		Shri.A.J.Abhilash, Training Specialist (i/c)

Shri. M. Premlal, Director, HRD had made a presentation about the background and agenda for the two days' workshop. He emphasized the need for output of the workshop. He explained the focus, objective of the two days workshop, narrated the process to be followed in the programme, time limits for each of the topics, presentations on each group discussion and final output of the workshop. Micro planning of each of the activities, with timelines, responsibilities and targets physical and financial should be incorporated while preparing the micro plans. Each of the activities and its sub breakdown activities and responsibilities and time lines may be fixed. The micro plans once finalized will be published in KRWSA website for ensuring outmost transparency. The plans can be viewed by each of the stakeholders and this will improve implementation pace and public support.

In the beginning of the workshop, last meeting minutes and action taken report has been reviewed by Director (Operations) i/c Shri. P.V. Lalachan Highlights of the review of ATR is as annexure:

1. ATR on Sustainability Support Project.
2. ATR on Rain Water Harvesting and Open Well Recharge.
3. ATR on JJM
4. ATR on Jalanidhi II

Participants of the group was divided into groups. Table illustrate the topics and group and team members.

Group discussion - Implementation Strategy		
Group 1	Scaling up of RWH	3 Teams with 4 members / Team
Group 2	Sustainability head	3 Teams with 5 members /Team
Group 3	Completion of Jalanidhi Phase -II -	1 Team with 6 members
Group 4	Conversion of domestic wells	1 Team with 6 members
Group 5	Water Quality Monitoring System –	1 Team with 10 members
Group 6	Research & Development.	1 Team with 5 member
Group 7	IEC, Capacity Building, Jalsaree Club	1 Team with 10 members
Group 8	Bylaws of KRWSA Modified MoA	1 Team with 9 members
Group 9	JJM Implementation	3 Teams with 8 members /Team

Outcomes/ Highlights of Group Discussions;

Three teams discussed the plan head on scaling up of Rain Water Harvesting and Ground Water Recharge activities. Team members discussed the preparation of RWH and GWR based on the Administrative Sanctions/ Targets and Time lines for completion of each of the activities has been fixed.

The team members belongs to RPMU Idukki and have discussed on the issues, targets on RWH and fixed time line for each of the activities. Target – 11 GPs and 275 Units of RWH to be completed by 31st March 2023. RPMU Malappuram has to complete the target of 240 units in 6 GPs and 2 Govt Institutions and RPMU Kannur has a target of 282 units 3 GPs and two Govt Institutions. Strategies to be followed for the timely completion of the activities are Identification of most needed beneficiaries, Awareness creation on RWH storage, components, upkeep of systems, Contract Management, Work execution plan and financial settlement.

Time line fixed to complete the activities		
1	Getting Govt. AS	10-08-2022
2	Intimation letter to GPs	17-08-2022
3	Presentation of Project in GP Board meeting	30-08-2022
4	Getting approved beneficiary list from GP	15-09-2022
5	Verification of Applications	25-09-2022
6	Issue of TS	30-09-2022
7	Work procurement	10-10-2022
8	Issuing work order	25-10-2022
9	Work Execution	01-11-2022
10	Work Completion/ Financial Settlement	31-01-2023

GP Wise Targets					
Sl. No	Name of GP	Total Units	Nov 22	Dec 22	Jan 23
1	Nedunmkandam	25	5	10	10
2	Vellathooval	25	5	10	10
3	Kanjikuzhy	25	5	10	10
4	Konnathady	25	5	10	10
5	Velliyamattom	25	5	10	10
6.	Parathode	25	5	10	10
7	Kadanadu	25	5	10	10
8	Teekoy	25	5	10	10
9	Bharanganam	25	5	10	10
10	Karoor	25	5	10	10
11	Thalappalam	25	5	10	10
12	Vathikudi	1			1
13	Urungattiri	40	10	20	10
14	Thanalur	40	10	20	10
15	Vettom	40	10	20	10
16	Vallikunnu	40	10	20	10
17	Pirayiri	40	10	20	10
18	Thachanattukara	38	10	20	8
19	Vellankallur School	1		1	

20	Elavally GP	1		1	
21	Ulikkal	40	10	20	10
22	Cherupuzha	200	40	80	80
23	Aralam	40	10	20	10
24	Community Managed RWH	1		1	
25	Ulikkal Jalanidhi Source Recharge	1		1	

Grama Panchayat has to identify most needy beneficiaries and priorities. GPs to prepare and publish the list of beneficiaries and waiting list. If some of the selected beneficiaries have difficulties to build the units due to space constraints next wait listed beneficiary can be given priority. BPL/SC/ST and Fishermen community has to give priority they are exempted from paying beneficiary share. APL families have to pay 10 % of capital cost as beneficiary share.

Three teams region wise had a discussion on plan head “Sustainability Support to Community Managed Water Supply Schemes” They have come out with issues/problems faced in the implementation of the sustainability support programmes and suggest solutions and strategies. The key points are as follows;

Issues

- Inadequate support from the BG for timely mobilization of GP/BG share
- Non-cooperation from GP officials and authorities.
- Non availability of expert hydro geologists
- Shortage of competent contractors
- Rate variation of construction materials
- Inadequate team for yield test
- Minimum follow up in action plan implementation
- Absence of well-defined roles and responsibility
- Delay in processing TA and other allowances
- Reluctance of phase I Jalanidhi schemes for joint ownership
- Continues rain affect source development
- Lack of orientation to BG, GP board & secretary.
- Inadequate support of GWD for hydro geological survey of sources
- Slow processing of fund request of BG & bill of contractors in RPMU/GP/GPST/GPLAC
- Price hike of construction materials
- Low rate of material and work in KRWSA
- Delay in getting GP resolution.
- Absence of complete estimates.
- Absence of competent contractors for well work
- Continues delay in processing of sanctions/approvals from KRFB, PWD, NHAI, KSEB
- Reluctance of GP secretaries for joint ownership of BG & GP and entering in GP asset register with BG resolution without proper land documents.
- Fund release proceedings of KRWSA & A3 agreement of sustainability support project instructed GP secretaries to ensure a joint ownership of BG asset and entering in GP asset register before fund release of fund to GPLAC
- Income and expenditure of certain BGs are not managed through bank accounts

Solutions

- Proper orientation to Beneficiary committee, Grama Panchayat board members, secretary and responsible clerk
- State level intervention to get timely support of GWD for hydro geological survey of sources
- Orientation to RPMU/ GPST / GP staff for a speedy release of payment to GPLAC and contractors
- Specialised group for Yield test to be constituted
- GP wise charge officers for monitoring and continues field level reviews
- Roles and responsibilities of staffs to be reassigned
- Speedy processing of allowances to be executed
- Govt. order for joint ownership of phase I schemes to be issued like Phase II schemes
- Weekly follow up by RPMU level charge officers for timely implementation of GP level action plan.
- Increased participation of RPMU level charge officers in GP board meeting & GPLAC meeting
- Prepare estimate with correct information about charges & rate
- Reduce BG contribution to minimum level. & ensuring the availability of funds from different depts.eg.(SC/ST)
- Support of RPMU & PMU to GPST for mobilizing contractors on difficult work
- Ensure weekly or by weekly meeting of GPLAC with the participation of GPST
- Prepare RPMU level list of suppliers & contractors for each work
- Support of Operations department & District charge officer for coordinating KRFB, PWD, NHAI, KSEB etc.
- Issue GO for joint ownership of BG assets through BG resolution for phase 1 Jalanidhi scheme
- GP level O&M evaluation meeting once in 3 months

After the presentation it is observed that issues and solution alone will not lead to targeted output. Hence micro action plan is required for each plan head. Role clarity of PC & JPC will help full utilization of GPST capacity. The groups were asked to prepare micro activity plan. Absence of proper guidelines is also a concern, so it was discussed in the open forum and a special group was formed to frame a common guidelines for the implementation. Mr. George Mathew, Manager (CD), Kannur is entrusted as moderator. The group had also done a presentation of draft guidelines and salient features of the guidelines is as follows;

1. Cost sharing pattern for each of the plan head.
2. Criteria for selecting GP, BG and beneficiaries of house hold units
3. If GP share is not utilizing for the project, should we take GP AS for the project
4. Conditions for including WSS in project.
5. Procedures for implementing project in government institutions.
6. Roles & responsibilities of GP in each project
7. Channelization of fund and installment of fund distribution to contractor of work
8. Responsibility of providing TS and maximum estimate sanctioning power of PC, MT and DT
9. Responsibility to tender, award and payment for work

10. System for tendering, analyzing rate and approval of comparative statement
11. Planning & Implementation agreements and signatories on it.
12. Monitoring & Evaluation systems of project.
13. Billing, recording and payment to contractors of work.
14. Banking procedures, tax remittance
15. Physical, financial, social, water quality audit of the work.
16. Exit procedures of the work

Followed by the presentation it is suggested to conduct RPMU wise group discussions to finalize the project guide line on second day of workshop. Suggestions for the draft guidelines has been called from RPMUs and this guideline can be finalized and submitted for approval.

5. Draft guidelines

One group has conducted discussion on plan head “Conversion of domestic well into protected source of drinking water”. Strategies include the selection of beneficiary is entrusted with GPs. BPL/SC/ST and Fishermen families should be given priority. The group discussed activities to be done and tentative action plan has been arrived as follows;

Sl. No	Activity	Time line
1	Getting Govt AS	22-06-2022
2	Intimation letter to GPs	10-08-2022
3	Presentation of Project in GP Board meeting	10-09-2022
4	Getting approved beneficiary list from GP (Only BPL category)	10-10-2022
5	Verification of Applications	30-10-2022
6	Issue of TS	15-11-2022
7	Work procurement	25-11-2022
8	Issuing work order	15-12-2022
9	Work Execution	01-01-2023
10	Work Completion	15-02-2023
11	Submission of MB	01-01-2023
12	Final Bill Settlement	10-03-2023

Strategies to be followed;

1. Awareness creation about conversion of domestic well into protected drinking water source and its benefits to prospective beneficiaries.
2. Identification/Selection of beneficiaries by the GP based on a set of selection criteria – priority to be given to BPL/SC/ST/Fishermen.
3. Feasibility study of the well to be conducted by a Technical Team.
4. Preparation of Detailed estimates.
5. Contracting and award of work.
6. Completion of work with the participation of beneficiary.
7. M- Book recording and financial exit.

A team formed to discuss about the remaining exit of Jalanidhi II schemes presented following micro plan for the 8 GPs.

Sl. No	Name of GP	MB Completion	SLEC Audit	SLEC Exit	GPLAC & GP Audit	GP Exit	Fund Required
1	Vengara	Bill processing	30/7/22	6/8/22	8/8/22	20/8/22	90 Lakhs
2	Purameri	Completed	Completed	Completed	Completed	4/8/22	10 Lakhs
3	Perumannaklari	Waiting for Approval of RE	Completed	2 days after Approval	Completed	7 days after SLEC Exit	56 Lakhs
4	Ozhoor	Completed	Completed	3/8/22	Waiting for report	20/8/22	19.65 Lakhs
5	Munniyoor						465 lakhs
6	Lakkidiperoor	Completed		30/8/2022		30/9/22	34.40 Lakhs
7	East Eleri	Waiting for Approval of RE		7 days after approval		7 days after SLEC Exit	70 Lakhs
8	Aymanam	Completed	Completed	17/8/22	20/8/22	25/8/22	91 Lakhs

Another team officers discussed the implementation strategy of Gray Water Management and Water Quality Monitoring programme and presented the strategy to be followed and micro plan.

As Gray Water Management programme is a new plan for KRWSA, detailed awareness programme has to be created among stakeholders. Activities and time line fixed for completion of both Gray Water Management and WQM is detailed as follows;

1. Meeting with GP board and concerned – 10.08.22
2. Identification and finalizing beneficiaries -15.08.22
3. Site verification – 25.08.2022
4. Site handed over – 30.08.2022
5. DPR preparation – 30.08.2022
6. AS & TS - 10.09.2022
7. Tendering – 15.09.2022
8. Tender opening – 15.10.2022
9. Work awarding 17.10.2022
10. Agreement signing – 25.10.2022
11. Implementation starting – 30.10.2022
12. Completion of work – 31.01.2023

13. Final settlement – 10.02.2023

14. O & M of beneficiaries – 28.02.2023

Another innovative head approved for KRWSA is Research & Development in rural water technologies. Rs.6/- Lakhs has been earmarked as a token provision. A team officers of KRWSA discussed about the possibilities of doing R & D activities. Following programmes were fixed and time lines for completing activities are fixed.

Item No	Particulars	Time line
1	Organizing a brainstorming workshop on new / appropriate technologies, to address the emerging issues in community managed water supply schemes / develop cost effective, efficient water quality mitigation models	September 30
2	Piloting LORA based wireless water level controller cum pump operation unit Re furbishing existing pressure sand filter and iron removal plant & pilot in one SWSS	October 30 November 30
3	Upskilling of technical knowledge to staff / exposure visit to best practicing / successful models	December 30

Robotic system of plumbing based on LORA technology considering the water level well and tank is an important area of R& D.

Group for Capacity Building, IEC & Jalasree Club has presented action plan with time line after their discussion. They have scheduled trainings for GP and KRWSA. Following are their annual action plan.

I	GP level Capacity Building Training	Time line
1	Awareness Training For Ward Members & officers about KRWSA schemes	September 30
2	Awareness training to GPLAC & BG leaders about KRWSA schemes & Procurement	October 30
3	O& M training and Social Audit to GPLAC & BG leaders	December 30
4	Pump Operators Training	January 30
II	KRWSA staff level Capacity Building Training	Time line
1	Documentation Training RPMU level	August 30
2	Managerial Training	October 30
3	Gray water management & Water Quality	November 30
4	Induction training for New staff	August 30
III	IEC Activities	Time line
1	RWH Leaflet	August 30
2	Well Recharge Leaflet	August 30

3	Grey Water Management Broacher	October 30
4	JJM leaflet	August 30
5	Social Media posters	September 30
6	R& D Brochure	September 30
7	Short video of beneficiaries	August 30
8	O& M of RWH Video	September
9	Jalanidhi Magazine	Alternative Months
IV	Jalasree Club Activities	Time line
1	Jalasree club Brochure	August 30
2	Jalasree club Margarekha	August 30
3	Jalasree club State Level Inauguration	September 30
4	District Level Jalasree club Training for Teacher	September 30
5	District level Jalasree club Competition	November 30
6	State Level Jalasree club competition	January 30
7	Video, Audio & Posters about Jalasree club for Social Media	January 30

Jal Jeevan Mission challenges and strategies are one of most sensitive discussion point of workshop. 3 groups presented their findings for the consideration of workshop and organization. Following are the key points of presentation.

Challenges

- Non Cooperation of ISAs in beneficiary list preparation & beneficiary contribution collection
- No upper sealing for beneficiary contribution like Jalanidhi in JJM
- No advance beneficiary contribution collection in KWA schemes and KWA GPs
- Non Cooperation of GPs to KRWSA due to the beneficiary contribution collection and GP share demand condition of JJM
- Non availability of GP share for JJM
- Reluctance for road cutting sanction by GP & PWD, NHAI
- Non availability of land for well /pump house/ treatment plant and reservoir
- Ownership of scheme
- Jalanidhi scheme ownership is with GP and BG, their permission for additional tap connection is a difficult task for JJM.
- Majority of Jalanidhi scheme is designed for contribution paid beneficiaries only, capacity of water source, distribution system and tank are inadequate for additional connection.
- KWA's & KRWSA's activities as implementing Agency of JJM in same panchayat create confusion among GP and beneficiaries
- KWA has poor commitment for joint venture project of KWA & KRWSA for timely completion of bulk water purchase scheme structure making,

Strategies

- Maximum beneficiary contribution of JJM should be limited as Rs. 5000/-

- ISAs should be given the responsibility of timely mobilization of beneficiaries list preparation through base line survey and beneficiary contribution collection for JJM project
 - There should be a system development for beneficiary collection in monthly instalment through ISAs.
 - GO for ensuring GP share for JJM project in each financial year.
 - Ensure continues follow ups for timely sanctions from respective authorities.
 - Facilitate GP initiatives for land to JJM project.
 - Ensure effective coordination of ISAs for managing different JJM stake holders and communicating about their responsibilities in JJM project.
 - Ensure bulk water availability before joint venture project of KWA & KRWSA and timely completion of structures by KWA for bulk water purchase project.
6. RPMU wise Action Plan for Jal Jeevan Mission.

Second day of workshop is started with the recaps of previous day proceedings by 7 team members. They shared the important discussion points of the day, effectiveness of discussions, workshop arrangements and their learnings from workshops. Followed by a presentation on KRWSA bylaw amendment group discussion. The suggestion of the group will be discussed by Core Committee and finalize the suggestion of the group by next week.

Following to this all RPMUs were made group discussion for micro action plan and followed by presentation. Final RPMU wise micro plan prepared is given as attachment.

7. Micro action plan – Idukki
8. Micro action plan – Malappuram.
9. Micro action plan - Kannur

RPDs of all RPMUs has made their observations on micro planning workshop and shared their expectation for team work for time bound implementation of project in accordance to the micro plan prepared.

Sri. S Venkatesapathy. IAS, Executive Director, KRWSA has attended the valedictory session of the programme. ED has shared his expectation from the workshop. He said from the facial expression of the participants he could recognize that a good discussion had happened and he can see good confidence among the participants. He asked one of the participant can share the proceedings of the two days in brief.

Sri. George Mathew, MCD, Kannur RPMU has explained the happenings of the two days in brief and results of workshop. He has informed him as per the micro plan prepared implementation of 2022-23 projects will be completed by January itself. Executive Director has appreciated the participant of workshop for preparing such an early completing work plan and assured that if it is done by the expected date of completion, he can assure more funds to KRWSA.

The Workshop concluded by 04.45 pm. Sri.A.J.Abhilash, Training Specialist (CD)i/c offered vote of thanks.

Photos from Micro Planning Workshop

