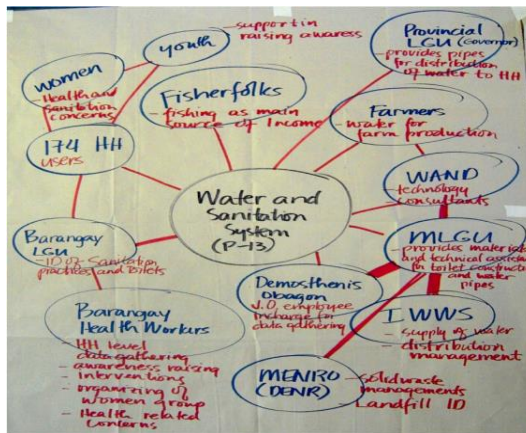


# GIZ Support to Ministry of Urban Development Training on Preparation of City Sanitation Plan – Part III State of Telangana



## Session 5: Preparation of Action Plan Hyderabad, 20-22 April 2016



## What is Action Plan?

An **action plan** is a document that lists **A sequence of steps/activities to be taken in order to achieve a specific goal.**

Action plan is having three main elements:

1. Specific tasks – **What** will be done
2. Time horizon: **When** it will be done (short – medium – long term)
3. Resource allocation: **Money**, management, legal etc.
4. Responsibility: **Who** is responsible for this action



# The action plan should meet several criteria.

## Complete

- It should list all the action steps or changes to be sought in CSP in all relevant sectors (e.g., technical, financial, management, social etc.)?

## Clear

- It should be clear who is responsible for what and by when to achieve

## Current

- It should be based on your current status
- It should reflect the all ongoing works to avoid duplications
- It should consider ongoing/upcoming govt. schemes, proposed projects, laws/regulations etc. in sanitation sector



## 1<sup>st</sup> step – List all identified goals

- Open defecation free city
- Integrated Solid Waste Management – source segregation, door to door collection, treatment, recycle/reuse & disposal
- Implement a septage management with clear roles and responsibilities
- Make open drains/spaces & roads litter-free
- 100 cost recovery in sanitation sector
- 24 X 7 complaint redressal system



## 2<sup>nd</sup> Step: Identify specific actions for each goal

### Goal: To make XXXX city open defecation free

1. Detailed survey of existing facilities and identify open defecation areas
2. Repair and upgradation of existing public/community toilets
3. Construction of new public and community toilets in Open Defecation areas
4. Support private households (without toilet facilities) for construction of household toilet facilities through subsidies, grant etc.
5. Initiate phasing out of dry latrines
6. Develop system for sustainable management of public toilet facilities

**Categories actions into:** Technical, financial, local administration, capacity development, IEC, legal provisions



## 3rd Step: Detail out the actions

Divide large tasks into smaller, more manageable steps/activities to understand steps/activities which are/can be:

### Example 1:

#### Action: Repair and upgradation of existing public/community toilets

1. Preparation of estimates
2. Tendering
3. Award of contract

### Example 2:

#### Action: Door to door collection system to be implemented

1. Assessment of current system and requirements of no./type of vehicles
2. Preparation of estimates, identification of funding source
3. Tendering
4. Procurement
5. Deployment of vehicles for door to door collection



## 4th Step: Structuring actions of each goal according to timelines and priorities

- **Short term actions:** On-going projects, easy to implement, funds available, high political will, etc.
- **Medium term actions:** Pre-planning requirements, funding options to be explored, prior legal provision required
- **Long term actions:** Large scale infrastructure project, require short-term and medium term actions to be completed, long-term changes in institutional structure



# 5<sup>th</sup> Step: Preparing an Action Plan

Sectors	Goals	Actions			Responsible agency
		Short (upto 3 to 5 yrs.)	Medium (5 to 10 yrs.)	Long term (10 yrs. to ---)	
Water supply		1) 2)	1) 2)	1) 2)	
SWM					
Wastewater					
Access to toilets					
Finances					
Capacity Enhancement					



Goals identified in Session 2	Options to achieve the Goal	Main actions and steps for implementation Reflect also time-frame:	Supportive Action on			
			institutional strengthening	ensuring financing	capacity building	ensuring inclusiveness
<b>Goal 1: 100% ODF free city</b>	Individual Household Toilets through SBM	<u>Immediate:</u> <ul style="list-style-type: none"> <li>Prepare a map and inventory for PT &amp; CT</li> <li>Complete application process for IHHT</li> </ul>	Introduce Data Management System (ONLINE INVENTOR Y)	Develop business model  Earmark municipal budget for PT and CT	Train sanitary inspectors on mobile app	Develop Awareness Raising Campaign  Include gender needs into toilet design
	Public Toilets at market and touristic places	<ul style="list-style-type: none"> <li>Review existing contracts and status of existing toilets</li> </ul>				
	Community Toilets at Slum settlements not eligible for IHHT	<u>Short-term:</u> <ul style="list-style-type: none"> <li>Prepare Project Plans for selected PTs incl. Business Model</li> <li>Prepare tender and contracts &amp; Award contract</li> <li>Design Monitoring System</li> </ul> <u>Medium-term:</u> <ul style="list-style-type: none"> <li>Maintain an online inventory and online monitoring system</li> </ul>	Involve CSTF in awareness campaign			Involved CBOs in Operation and Maintenance of Community Toilets

Goals	Options	Main actions and steps for implementation Reflect also time-frame:	Supportive Action on			
			institutional strengthening	ensuring financing	capacity building	ensuring inclusiveness
<b>Goal 2: Introduce Septage Management System</b>	Using existing septic tanks as an asset	<u>Immediate:</u> <ul style="list-style-type: none"> <li>Conduct a survey of existing septic tanks in selected wards (beyond reach of proposed/existing UGD)</li> <li>Hire consultant for feasibility study on SM</li> <li>Introduce local laws for design and construction of septic tanks</li> </ul>	Introduce local laws for regulation of septage management	Develop a business model for financial sustainability	Sanitary inspector and engineers to participate in training on Septage management	Introduce community septic tanks in slum settlements
	Regulation of private service providers	<u>Short-term:</u> <ul style="list-style-type: none"> <li>Design an awareness campaign for HH to improve septic tanks</li> <li>Retrofitting of existing tanks</li> <li>Select treatment option and identify land for plant</li> <li>Start tender process and award contract</li> </ul> <u>Medium-term:</u> <ul style="list-style-type: none"> <li>Construction of septage treatment facility</li> <li>Introduction of O&amp;M system</li> </ul>				
	Introduce Septage Treatment					

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TOWARDS CITY WIDE SANITATION