



GOVERNMENT OF MEGHALAYA
PUBLIC HEALTH ENGINEERING DEPARTMENT
SHILLONG

**PROCEEDINGS OF THE TRAINING NEEDS
ASSESSMENT (TNA) WORKSHOP**
**HELD ON 22ND -23RD JUNE 2010 IN SHILLONG CLUB,
SHILLONG**
FOR PREPARATION OF PLAN OF ACTION
ON TRAINING AND CAPACITY DEVELOPMENT
**OF VARIOUS STAKEHOLDERS IN RURAL DRINKING
WATER SUPPLY**
AND RURAL SANITATION SECTORS

Proceedings of the State Level Workshop on Training Needs Assessment (TNA) held on the 22nd – 23rd June 2010 in Shillong Club, at Shillong for preparation of plan of action on training and capacity development of various stakeholders in rural drinking water and rural sanitation sector

The State Level Workshop on Training Needs Assessment (TNA) and preparation of plan of action on training and capacity development of various stakeholders in rural drinking water and sanitation sector was held on the 22nd – 23rd June, 2010 at the Shillong Club, Shillong.

Registration of participants started at 9:30am. Total number of participants registered is 54 (fifty-four). (list at Annexure – I)

The inaugural session started at 10:00am, which was presided by Shri. P.W. Ingti, IAS, Commissioner & Secretary, PHED, Meghalaya. Dr. D. Rajshekar, Deputy Adviser, DDWS, MoRD, GOI and Shri. H. Prasad, Chief Engineer, PHED were present.

At the outset the Executive Director, HRD Cell welcome the dignitaries and the participants. The Chief Engineer, PHE, gave the background of works being done in the Water Supply and Sanitation Sector by the Department. Dr. D. Rajshekar stated that the workshop should be in a participatory mode where the view points of the participants is more important than that of the Resource Persons. He expressed his happiness that other stakeholder departments like Health and Family Welfare Department including NRHM, Social Welfare Department and Education Department also are participating in the Workshop and opined that their points of views will be beneficial to the PHED in assessing the areas and needs of training.



The Commissioner & Secretary inaugurated the Workshop

The Commissioner & Secretary expressed that the TNA workshop is essential in continuing the process of identifying the gaps in the existing set of knowledge, skills, capabilities of the PHE Department so that its functions remain dynamic and continue to find solution with problem faced in the Drinking Water Supply and Sanitation Sector. He emphasized the importance of involving of all field workers, villagers and the village committees in the PHED programmes.

The details of the proceedings of the workshop is as follows:

Day 1 - Tuesday 22/06/2010

On the first day, the following topics were discussed & deliberated:

1. **Background & objective of the workshop** – The purpose of the workshop was highlighted by the Executive Director, HRD Cell, PHE as follows:
 - a. To identify the gaps in the existing set of knowledge, skills and capabilities of the existing Public Health Engineers across the State;
 - b. To identify issues and means to upgrade the existing set of knowledge and skills in order to upgrade their efficiencies; and
 - c. To identify / suggest possible training courses and institutions for providing training / exposure on the identified themes / subjects to Public Health Engineers.
2. **Institutional setup of RWS in Meghalaya** – The presentation on this topic was made by the Superintending Engineer, Monitoring Cell, PHE highlighting the organisation chart of the PHED and delineating roles and responsibilities of the officers at different levels within their delegated and assigned duties and responsibilities.
3. **Role of the PHED/Stakeholder/DWSM/VWSC in the absence of the Panchayati Raj Institution** – All the stakeholder department's representatives actively participated in the discussion. The important points which emerged from this discussions were:
 - a. Role of the District Council in water & sanitation sector needs to be studied in details and efforts should be made to make the Council more involved in this sector.
 - b. The land tenure system of Meghalaya is unique under which water sources and water catchment areas including forests are in most cases owned by the people. Only in a few cases the water sources and catchment areas are in communities' hand. In such a system, it was felt that the only way to ensure sustainability of water supply schemes is to sensitize the villagers/ beneficiaries about the importance of sustaining water and sanitation schemes by carrying out massive awareness campaign amongst the local villagers and Village Durbars & Committees needed to be sensitized on the subject.
 - c. Roles of stakeholders at Village level: Most Departments of the State which undertakes developmental works at Village level have Village Committees which assist the respective Department. These Committees are, for example, the Village Water Supply Committee (VWSC) of the PHE Department, the Village Health & Sanitation Committee (VHSC) of the Health and Family Welfare Department, the Village Level Coordination Committee (VLCC) of the Social



Participants from different Stakeholders Deptts.

Welfare Department. The participants felt that convergence of these Committees at the Village level is a necessity but at the same time their individual identities be maintained. Common training programmes on Water Quality Monitoring & Surveillance, Waterborne Diseases, Sanitation & Hygiene (Individual and Community), etc. be conducted at Village Level involving all these Committees, as they all are working to achieve common goal of providing sustained development for the rural mass with a focus on their economic and healthy growth including poverty alleviation.

4. HRD & IEC Activities – The presentation on this topic was made by the Executive Director, HRD Cell, PHED. The HRD & IEC activities already taken up so far were deliberated item wise. In the course of discussion, the following important points emerged:
 - a. Field Testing Kits (FTKs) are to be eventually provided to all census villages (as all census villages in Meghalaya are classified as Gram Panchayats) so as to create a grass root network of Drinking Water Testing facility.
 - b. The VHSC under National Rural Health Mission (NRHM) needs to be sensitized on their role in the water quality surveillance. Further, as there is a linkage of the quality of water supplied and water borne diseases, it is felt that the grassroots workers of the PHED and the VWSC should be trained on water borne diseases by Doctors from the Health & Family Welfare Department/NRHM.
 - c. Block level training for village functionaries and Grass-root Workers training at village level under National Rural Drinking Water Quality Monitoring and Surveillance should be continued.
5. Sustainability – A thorough discussion and deliberation on the subject was presented by Dr. D. Rajshekhar, Deputy Adviser, Department of Drinking Water Supply (DDWS), GOI, New Delhi, who was the main Resource Person for the Workshop. Dr. D. Rajshekhar also presented success stories for the benefit of the participants so as to have a clear understanding on the subject matter. The resource person further dwelt on the quality and quantity (including management aspects) of village water supply with special emphasis on the following points:
 - a. Source Sustainability.
 - b. System Sustainability.
 - c. Financial Sustainability.
 - d. Social & Environmental Sustainability.
6. Another Resource Person Dr. T.K. Giri, Deputy Director, Rajiv Gandhi Indian Institute of Management (RGIIM), Shillong also participate in the deliberation on the subject of sustainability.

Some of the suggestions made therein are as follows:

- a. Ensure community participation in all aspects of the water supply schemes. The VWSC must be thoroughly involved.
- b. Grassroots workers of the PHED should work together with the VWSC.
- c. To maintain and to ensure water quality to be within the permissible limit of portable water, the water samples from all sources in the village must be tested

regularly on spot by Field Testing Kits (FTKs) followed by tests in the PHED District Level Laboratories. The on-spot analysis should be conducted both for chemical parameters and bacteriological parameters. For chemical parameters, chemical FTKs is to be used and for bacteriological parameters, Bacteriological Vials/Strips are to be used at village level.

- d. The testing of water sources should be at least once for chemical parameters and twice in a year for bacteriological parameter.
 - e. Deforestation, mining and quarrying, shifting (Jhum) cultivation should be stopped immediately near the sources and in the catchment areas.
 - f. Villages are to be empowered to enable them to subsequently control, operate and maintain the water supply schemes.
 - g. Conduct sanitary surveys by the village level functionaries before outbreak of any water borne disease occurs so as to prevent such occurrences and in case of outbreak, the source of contamination should immediately be identified and remedial measures adopted.
 - h. To analyze the available data on water supply & sanitation sectors and come up with specific designs for sustainability.
7. State specific IEC & HRD Activities – The whole exercise of developing specific IEC & HRD activities was guided by Dr. D. Rajshekhar. First the subject of IEC activities were discussed and explained to the participants and State specific activities such as audio spots and video broadcastings, hoardings, wall paintings, advertisements through newspapers, pamphlets, street plays, school level competitions, etc. were suggested. Dr. T.K.Giri of the RGIIM, Shillong proposed that orientation training is required on sustainability development for analytical assessment and identification of gaps (financial gaps or performance gaps), so that a design of an IEC packages can be made. Second, the subject of HRD activities were discussed and explained to the participants.
8. Group Discussion: A Group Discussion was held and for this purpose the participants were divided into two groups as follows:
- a. Water Supply Group
 - b. Sanitation Group

During the Group discussions, gaps were identified and possible areas of training needs were assessed, for both the sectors. It was decided that the group presentation shall be done at the valedictory function, on the evening of the 2nd day i.e. on the 23/6/2010 in presence of the Hon'ble Minister in-charge PHED Shri. Prestone Tynsong



Group Work – identifying gaps & trainings needs

Day 2 - Wednesday 23/06/2010

9. The second day started with the demonstration of hand washing techniques by the participants from NRHM. The demonstration included a power point presentation and it was suggested that the same presentation material could be used to create awareness and wherever power point presentation cannot be done at Village level, Flip Charts maybe used. The demonstration is to be followed by actual hand washing practice with soap and water by participants.



Health Educator - Hand Washing demonstration

10. New features of State Specific Software developed by the State NIC - A new feature of State specific web based software on the



Statespecific Software presentation – State NIC

of State specific web based software on the Integrated Financial Management System viz. "Treasury Net" developed by National Information Centre (NIC) for the treasuries was presented by the NIC officials in the presence of a District Treasury Officer with a suggestion to adopt the same in PHED for its' financial management system. The said developed software with little changes could be beneficially integrated in the modules of the software developed by the NIC for the PHED since the DDOs in the PHED also functions as the treasury officer.

11. Renovation of Bartang Village Oorani – A presentation on this topic was made by Dr. D. Rajshekhar, Deputy Adviser about a process of harvesting the water in water scarcity areas was deliberated upon. The Deputy Adviser illustrated the success story of "Oorani" which was constructed at Bartang village of South Andaman District where water is scarce. Considering the success of Oorani in this case, it is felt that such methods of harvesting of rain water in the form of Oorani scheme be taken up in some water scarce areas of the State on pilot basis.

Note: Oorani is a Tamil name for a dug-out pond that traps rain water run-off and stores it for future use. Ooranis are formed in rural areas where ground water is either inadequate or unfit for use. Square or rectangular, they are dug to depths of two to five meters below the ground level. The size depends on the storage needed to meet the demands of the village. Many ooranis have another source of water - from a tank close by. This is in addition to the run-off from its own catchment area. The rain water collected in the oorani is not only the surface run-off but also the lateral sub-surface flow from the catchment area. The stored rainwater is used mainly for drinking and often for livestock. In a village there could exist one or more ooranis, depending on the local needs.

12. IMIS software – The Ministry Website was accessed and reviewed on uploading of data on actual progress both in terms of physical achievements and the financial achievements on the following programmes:
- a. Jalmani
 - b. NRDWP
 - c. National Rural Water Quality Monitoring & Surveillance Programme
 - d. Total Sanitation Campaign (TSC)
 - e. Nirmal Gram Puraskar

Gaps were identified and queries raised by the Deputy Adviser were thoroughly deliberated on the issues of slippage, slow progress, financial achievements vis-à-vis funds positions, online reporting on NRDWQM&SP, slow progress on some of the components of TSC, etc.

Valedictory Function

The valedictory function started at 4:00pm in which the Hon'ble Minister in-charge PHED Shri. P. Tynsong was the Chief Guest and the function was held in the presence of Dr. D. Rajshekar, Deputy Adviser, DDWS and Shri. H. Prasad, Chief Engineer, PHED.

The E.D., HRD Cell briefed the Hon'ble Minister In-charge PHED on the two days' deliberations and informed that **the following are some of the main recommendations of the workshop.**

1. More proactive role of the District Council is required in Water & Sanitation Sector. Its involvement in the District Water and Sanitation Mission needs to be strengthened.
2. The land tenure and Durbar / Nokma / Daloi system of Meghalaya should be taken into consideration during any awareness campaign and stakeholders at village level be sensitized about the system.
3. Since there is a common goal shared by all the Village Level Committees like the VWSC, VHSC & VLCC at Village Level, it is felt that a common training programme is necessary.
4. There is a connection between the quality of drinking water and water borne diseases. As such, it is felt that the grassroot workers of the PHED, the VWSC, VHSC should be trained in this area by Doctors from the Health & Family Welfare Department/NRHM
5. As for sustainability of water supply schemes, the VWSC needs to be sensitized on this issue and also for the success of sustainability VWSC need to be strengthened and empowered.
6. Ooorani on experimental be basis be taken up in the State in water deficit areas under the Sustainability Programme.

Thereafter, presentations of the two groups i.e. Rural Water Supply Sector Group and the Rural Sanitation Group were made respectively by Shri. K. War, Addl. Chief Engineer, PHE, Zone II, Tura (on behalf of the Rural Water Supply Sector Group) and by Smti. I. Hooroo, Addl. Chief Engineer, PHE, Zone III, Shillong (on behalf of the Sanitation Sector Group). The presentation was on the areas of training, resource organisation/institutes, period of training etc. that have been arrived at during the two days' discussions.

The sector wise areas of training required, the stakeholders who requires the training, the resource persons and institutions who will conduct the training and the possible duration of the training for the water and sanitation sectors are as follows:

RURAL WATER SUPPLY – POSSIBLE AREAS OF TRAINING

Sl.No.	Area of Training	Prospective Participants to be trained	Trainer / Resource Person / Key Resource Institute	Possible duration (days)
1.	Water borne & water based diseases	a) C.E to J.E b) Grassroot workers i/c VWSC, VHSC, Anganwadi Workers	1. Health Officials 2. NRHM	2 days 1 day
2.	Change Management	S.E to J.E Social Welfare, Health, Education Officials	RGIIM, Shillong	4 days
3.	Collection & Testing procedure of water in Lab	E.E to S.A	1. MSPCB 2. AIIH & PH, Kolkata	5 days
4.	IEC on Source Sustainability in difficult area	J.E to VWSC i/c Forest & Soil, Horticulture Department	1. HRD Cell 2. SIRD 3. NGOs	1 days
5.	Water Treatment	a) C.E b) Addl. C.E c) S.E d) E.E e) SDO f) JE & below	1. NEERI, Rourkee 2. IIT, Guwahati 3. AIIH & PH, Kolkata	3 days to 7days
6.	O & M	E.E & below to Plumbers	Jadavpur, University	3 days
7.	Water Quality & Sanitary Survey	a) E.E & below b) Lab personal	1. NRHM 2. AIIH & PH 3. IMMT, Bhubaneswar	3 days
8.	Water distribution management including disinfection	a) Plant operators b) C.E (SCADA) c) Addl. C.E (SCADA) d) S.E (SCADA)	Jadavpur, University	2 days
9.	IMIS	SE to JE	DDWS	3 days
10.	Managing disasters	E.E & below	1. MATI 2. DDWS	3 days
11.	Specific module on surface water harvesting & GIS	a) S.E b) E.E c) SDO	NIH, Roorkee	3 days

12.	Training on specific IEC strategy & tool	a) S.E b) E.E	1. NIRD 2. CEE, Ahmedabad	5 days
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SANITATION – POSSIBLE AREAS OF TRAINING

Sl.No.	Area of Training	Prospective Participants to be trained	Trainer / Resource Person / Key Resource Institute	Possible duration (days)
1.	Solid & Liquid Waste Management	District Level	1. RGIIM, Shillong 2. DDWS 3. UNICEF 4. OXFAM – NGO 5. Individual Expert 6. EXNORA Green 7. Uttarkhand Academy of Administration, Nainatal	2 days
		Block Level	1. Uttarkhand Academy of Administration, Nainatal 2. Individual Expert 3. EXNORA Green 4. PHED (Key Resource Team)	2 days
		Village Level	1. Individual Expert 2. EXNORA Green 3. PHED (Key Resource Team)	2 days
2.	School Sanitation	District Level	1. RGIIM, Shillong 2. DDWS 3. UNICEF 4. OXFAM 5. EXNORA Green 6. Uttarkhand Academy of Administration, Nainatal	2 days
		Block Level	1. RGIIM, Shillong 2. DDWS 3. UNICEF 4. OXFAM 5. EXNORA Green 6. Uttarkhand Academy of Administration, Nainatal	2 days

		Village Level	1. RGIIM, Shillong 2. DDWS 3. UNICEF 4. OXFAM 5. EXNORA Green 4. PHED (Key Resource Team)	2 days
3.	Establishment of Sanitary Marts	District Level	1. Ram Krishna Mission LSP 2. Chandicharan Dey 3. Uttarkhand Academy of Administration, Nainatal	2 days
		Block Level	1. Ram Krishna Mission LSP 2. Chandicharan Dey 3. Uttarkhand Academy of Administration, Nainatal	2 days
		Village Level	1. Ram Krishna Mission LSP 2. Chandicharan Dey	2 days

The Hon'ble Minister in-charge PHED in his concluding remarked thanked all the participants for coming out with certain useful recommendations and suggestions. He assured that he will urge the State Government to take action on the recommendation of this workshop. The Minister appreciated that the workshop dwelt on the subject of supplying pure drinking water to the public, sustainability of the water supply schemes, etc under Rural Water Supply Sector and programmes like Total Sanitation Campaign, Nirmal Gram Puruskar, etc under Sanitation Sector. The Minister observed that the workshop is very important especially for training the field level officers, staffs and the community. He appreciated the recommendations and training schedule made.

He is of the view that the Total Sanitation Campaign could pick up quickly in achieving the target if the PHED and NRHM work together. He agrees with the recommendation that at Village level the VWSC and the VHSC should work together be trained together since they all work under the same village authority with the Headman as their chairman. However, unlike in the Panchayati Raj Institution (PRI) the Headman post is an honorary post without any remuneration. In this connection, the Hon'ble Minister mooted the idea of giving token remuneration to the traditional heads involved in the implementation of the various schemes of the PHED, since the village headman were involved as chairman of the various committees. He concluded by thanking all the participant of the PHED and the other Departments to go back to the place of posting and implement the knowledge gain from the workshop at their level for better services to the people of the State. He reminded all participants especially the Government Officers that their role is to serve the State with all dedications.

Thereafter, the Hon'ble Minister In-charge PHED distributed certificates to the participants.



Hon'ble Minister PHED – Distribution of certificate

The Workshop concluded with vote of thanks to the Chair.

Annexure – I

TNA Workshop 22nd – 23rd June, 2010, PHED, MEGHALAYA, SHILLONG

List of the delegates and resource persons:

S.No.	Name	Designation
01.	Shri. P. W. Ingty	Commissioner & Secretary to the Govt. of Meghalaya, PHE Department
02.	Shri. H. Prasad	Chief Engineer, PHE, Meghalaya, Shillong
03.	Dr. D. Rajshekhar	Dy. Adviser, DDWS, MoRD, Government of India
04.	Shri. T.K. Giri	Faculty, RJIIMS, Shillong

List of the Registered Participants :

Sl.No.	Name	Designation
01.	Shri. S.K Gajmer	Executive Engineer, PHE, RWS Division, Ampati
02.	Shri. M. Momin	Superintending Engineer, PHE, Simsangiri Circle, Williamnagar
03.	Dr. S.D. Sangma	Sub Divisional Medical & Health Officer, Tura
04.	Shri. K.D. Talukdar	Superintending Engineer, PHE, Tura Circle, Tura
05.	Shri. A. Biswa	Chairman, MSPCB, Shillong
06.	Shri. T. Bhattacharjee	Superintending Engineer, PHE, Monitoring Cell, Shillong
07.	Shri. D. War	Executive Engineer, PHE, RWS Division, Mawkyrwat
08.	Shri. P. Lyngdoh	Executive Engineer, PHE, North Division, Tura
09.	Shri. K. Lamar	District Project Officer, ICDS, Williamnagar
10.	Shri. P. Mawsor	District Community Process Coordinator, NRHM, West Khasi Hills, Nongstoin
11.	Shri. A. Lyngkhoi	Executive Engineer, PHE, RWS Division, Nongpoh
12.	Smti. B. Marbaniang	State Community Process Coordinator, NRHM, Shillong
13.	Smti. A. Suchiang	State Asha Programme Manger, NRHM, Shillong

14.	Smti. C.B. Kynta	District Health Education Officer, West Khasi Hills, Nongstoin
15.	Shri. S.K. Blah	Superintending Engineer, PHE, Western Circle, Nongstoin
16.	Shri. E. Lamare	Executive Engineer, PHE, RWS Division, Umsning
17.	Shri. C. Kharwanlang	Executive Engineer, PHE, RWS Division, Mairang
18.	Smti. S. Rynga	Programme Officer, State ICDS Cell, Shillong
19.	Smti. Odalin Sumer	District Health Education Officer, East Khasi Hills, Shillong
20.	Smti. Florentina Lyngdoh	District Community Process Coordinator, NRHM, East Khasi Hills, Shillong
21.	Shri. S.R. Nongbri	Executive Engineer, PHE, S&D Division, Shillong
22.	Shri. M.N. Tiwari	Executive Engineer, PHE, RWS Division, Sohra
23.	Smti. I. Hooroo	Addl. Chief Engineer, Zone III, PHE, Shillong
24.	Shri. J. Wanniang	Superintending Engineer, PHE, Nongpoh Circle, Nongpoh
25.	Shri. C.R. Challam	Executive Engineer, PHE, RWS Division, Jowai
26.	Shri. T. Sawian	District Coordinator, TSC, Jaintia Hills District, Jowai
27.	Shri. D. Marbaniang	Executive Engineer, PHE, RWS Division, Nongstoin
28.	Shri. D. Hooroo	Member Secretary, MSPCB, Shillong
29.	Shri. T. Marbaniang	Sub Divisional Officer, PHE, Dam Sub Division, Mawphlang
30.	Shri. B. Warjri	Manager, HRD Cell, PHE, O/o The C.E, Shillong
31.	Shri. D.T. Devroy	Executive Engineer, PHE, RWS Division, Baghmara
32.	Smti. E. Passah	Assistant Engineer, PHE, O/o The C.E, Shillong
33.	Shri. N.P. Gupta	Executive Engineer, PHE, RWS Division, Resubelpara
34.	Shri. R.K. Pandey	Superintending Engineer, PHE, Rural Circle, Shillong
35.	Shri. S.R. Chanda	Superintending Engineer, PHE, GSWS Circle, Shillong

36.	Shri. H.S. Nongkynrih	Executive Engineer, PHE, Electrical Division, Mawphlang
37.	Shri. C.A. Sangma	Manager, HRD Cell, PHE, O/o The C.E, Shillong
38.	Shri. K. War	Addl. Chief Engineer, Zone II, PHE, Tura
39.	Smt B.M. Lyndem	Executive Engineer, PHE, Investigation Division, Shillong
40.	Shri. Patrick Marak	Executive Engineer, PHE, Tura
41.	Shri. P .Bhattacharjee	Junior Engineer, PHE, Patharkhmah
42.	Shri. W.R. Marbaniang	Executive Engineer, PHE, G.S.W.S Division II, Shillong
43.	Shri. N.K. Das	Superintending Engineer, PHE, I & P, Shillong
44.	Shri. A.S. Nongbri	State Programme Manager, NRHM, Shillong
45.	Shri. T. Dkhar	Senior Informatics Officer, NIC, Shillong
46.	Shri. B. Lyngskor	PSA, NIC, Shillong
47.	Smti. C. Shadap	SSA, NIC, Shillong
48.	Shri M.Allya	Executive Director, HRD Cell, O/o The C.E, PHE, Shillong
49.	Shri Ajay Tandon	Deputy Director, HRD Cell, O/o The C.E, PHE, Shillong