2-day Training Programme on the
"Role of NCAP Consultants"

29 - 30 July 2024 | Venue: Sehar Hall (2nd Floor) at Fortune Park Hotel, East Delhi

Programme Schedule

Day 1	29 July 2024 (09:00 hrs IST – 17:30 hrs IST)

08:30 - 09:00 hrs Arrival of Participants, Registration	
**09:00 to 10:30 hrs	Opening Session**	
10 min	Opening and knowing the participants	
5 min	Welcome Note	Mr. Raghu Babu Nukala, Programme Director, GIZ
5 min	Overview of the Training Programme	Mr. Chandra Bhushan, CEO, iFOREST
5 min	Role of Bloomberg	Ms. Puja Tewary, Bloomberg Philanthropies
5 min	Welcome note for the participants for the training programme	Mr. Bharat Kumar Sharma, MS, CPCB
5 min	Context Setting on the Strengthening of Planning and Implementation of NCAP	Dr. Prashant Gargava, Director - NCAP, MoEFCC
5 min	Address	Mr. Naresh Pal Gangwar, Additional Secretary, MoEFCC
MODULE 1: Overview	
15 min	**Overview of NCAP** • What is NCAP - National Clean Air Programme and what are the objectives and targets? • Institutional Framework (cities, SPCBs. NKN, IoRs, International organisations etc.) • What are the structures of committees and their roles? (Apex committee, Steering Committee, Monitoring Committee, DISHA committee)	Mr. N. Subrahmanyam, Additional Director, MoEFCC
10 min	**Mission LiFE** • About Mission LiFE-objectives, targets. • How is Mission LiFE supporting Clean Air objective? (14 action points)	Mrs. Rita Khanna, Advisor, MoEFCC (TBC)
15 min	**Overview of Roles and Responsibilities of NCAP Consultants of CPCB** • Who are the NCAP Consultants and how many cities are covered?	Mr. Pankaj Agarwal, Head AQM, CPCB

	• Give an overview of the roles and responsibilities of NCAP consultants? - Implementation, Monitoring and Evaluation, Documentation role, Reporting Role, Coordination tasks		
5 min	Sustainability briefing	GIZ	
5 min	Security briefing	Hotel	
10:30 - 11:00 hrs COFFEE BREAK			

11:00 to 17:30 hrs | MODULE 2: IMPLEMENTATION

Learning Objective: To provide the participants clear understanding of their role for effective implementation of NCAP and equip them with appropriate knowledge and skills to perform their duties.

11:00 To 13:00 Hrs | SESSION 1: Performing the Implementation Role

Aim of the Session: To provide participants with a clear understanding of the implementation role and getting an understanding on financial aspects of NCAP.

Time	Presentation Title	Speakers Guiding Questions	Speakers
11:00 - 11:20 hrs	1) **Implementation role of the NCAP consultants of CPCB**	• What are the implementation roles of the NCAP consultants of CPCB • Expectations of CPCB and MoEFCC from the consultants to execute this role effectively	Mr. Pankaj Agarwal, Head AQM, CPCB
11:20 - 11:40 hrs	2) **Allocation and utilization of funds to cities under NCAP and XVFC**	• How are the funds allocated to cities under NCAP and XVFC? • How to report expenditures, in annual and quarterly activity planning? • What is the role of NCAP consultants in reporting utilization?	Mr. N. Subrahmanyam, Additional Director, MoEFCC
11:40 - 12:00 hrs	3) **Convergence of Schemes under NCAP**	• How different schemes are converged under NCAP? • What are the various sources of funds under different schemes? • Different sectoral ministries and departments – and their schemes such as SBM, AMRUT, PMUY, etc.	Dr. Priti Singh, Joint Director NCAP
12:00- 13:00 hrs	4) **Group Activity** (The participants will be	**Q 1:** What is my implementation role? **Q 2:** What are the challenges for fulfilling the implementation	Facilitator: GIZ and iFOREST

	divided into 4 groups; two group activities of 20 mins each and 20 mins for presentation – Pin Boards)	role? **Q 3:** How to overcome the implementation role challenges? **Q 4:** What are funding sources/opportunities for implementing Clean Air action plan measures?	

Lunch– *13:00 – 14:00*

14:00 to 16:00 hrs | SESSION 2: Action Plans for Clean Air

Aim of the Session: To provide to participants a clear understanding of the planning required under NCAP at State, city and local level in preparation & implementation of Clean Air Action Plans.

Time	Presentation Title	Speakers Guiding Questions	Speakers
14:00 - 14:15 hrs	**1) State Air Action Plans (SAP)**	• What is the need and objective of the preparation of Air Action Plans at State level? • What is the process of preparation, revision and uploading of State Action Plans? (template, submission & approval of SAP) • Best example of air action plan prepared by some states- highlight best elements/ detailing which other state should also refer. • Role of consultants in supporting State Action Plan?	Mr. Hardik Siroha, AEE, HSPCB
14:15 - 14:45 hrs	**2) City Air Action Plans (CAP), Micro Action Plans**	• What are the components of Clear air action plans and micro action plans (thematic areas, action points)? • What is the process of preparation, revision and uploading of CAPs? (template, submission & approval of CAP) • How to set annual targets for actions as per approved city action plans?	Ms. Sakshi Batra, Scientist B, CPCB
14:45 - 15:00 hrs	**3) Hotspot Action Plan**	• What is an air pollution hotspot? • How to identify air pollution hotspots (should entail discussion on identification of hotspot using all methods i.e., CAAQMS, and manual monitoring; extent of an air pollution hotspot)? Are there any standard guidelines?	Mr. Uttam Sharma, iFOREST

		• Decision support system for city administration. • Give examples of best practices of identification of hotspots	
15:00 - 16:00 hrs	**Group activity** (6 groups would address 3 questions – Flip Charts) *(Working coffee break)*	Q 1: Parameters for preparing annual action plan of the micro action plan? Q 2: Parameters for preparing hotspot action plan? Q 3: Parameters for preparing state action plan?	Facilitator: GIZ and iFOREST

16:00 to 17:30 hrs | SESSION 3: Air Quality Technical Aspects

Aim of the Session: To provide the participants with a better understanding of the technical aspects of air quality to help them perform their implementation role.

16:00 - 16:15	1) **Air Quality Monitoring in Non-attainment Cities**	• How is air quality monitoring done in non-attainment cities and the hotspots? • Show through examples the availability of air quality data for non-attainment cities and hotspots. • How can this data be used for reporting implementation of clean air measures in cities? • Continuous AQ data dissemination by CPCB/SPCB to ULB's for timely action	Dr. Ajay Deshpande, Environment Specialist and Adjunct Professor, IIT Bombay
16:15 - 16:30	2) **Correlating the findings from source apportionment studies and emission inventories to city air action plans**	• Explain the correlation of the emission inventories and source apportionment studies to preparing Clean Air Action Plans of cities? • How can emission inventories and source apportionment studies be used for monitoring results from implementation of Clean Air Action Plans? • Show examples.	Dr. Ajay Deshpande, Environment Specialist and Adjunct Professor, IIT Bombay
16:30 - 16:45 hrs	3) **Performance Assessment of Non-Attainment cities**	• How is the performance of all 131 non-attainment and million plus cities done to monitor the air quality improvement.	Mr. Sundaram, Scientist B, CPCB
16:45 - 17:00 hrs	4) **Industrial Pollution**	• Brief Understanding of Industrial Pollution • How can it support in the implementation of NCAP	Dr. Sonu Singh, MoEFCC / Mr. Raghu Babu Nukala,

			Programme Director, GIZ
17:00 - 17:30	**Interactive Session** (With a panel of speakers)	• Q 1: What are the requirements for undertaking SVS • Q2: How to strengthen AQ monitoring in cities	Facilitator: GIZ and iFOREST

Networking Event | 29 July 2024 | 17:30 PM Onwards

Day 2 | 30 July 2024 (09:30 hrs IST – 17:30 hrs IST)

08:30 - 09:00 hrs	Arrival of Participants		
09:00 to 10:30 hrs	**| MODULE 3: MONITORING AND EVALUATION**		

Learning Objective: To provide the participants clear understanding of their role for effective monitoring and evaluation of NCAP and equip them with appropriate knowledge and skills to perform this responsibility.

Time	Presentation Title	Speakers Guiding Questions	Speakers
09:00 – 09:10 hr	1) **Monitoring and evaluation role of the CPCB consultants**	• What are the monitoring and evaluation roles of the NCAP consultants of CPCB • Expectations of CPCB and MoEFCC from the consultants to execute this role effectively	Ms. Sakshi Batra, Scientist B, CPCB
09:10- 09:30 hrs	2) **Understanding the Functions and Features of PRANA**	• What is PRANA? Why it is important for consultants to understand the use of PRANA portal? • What and how to fill up data on PRANA portal? Action planning module on PRANA	Ms. Sonal Jain, GIZ
09:30- 09:45 hrs	3) **PRANA for Monitoring**	• How SPCB and CPCB use PRANA portal for monitoring purpose? • City Report card and Quarterly reporting	Ms. Sakshi Batra, Scientist B, CPCB
09:45- 10:00 hrs	4) **Swachh Vayu Survekshan**	• What is Swachh Vayu Survekshan and its components? • How to collect data for SVS? • Role of consultants in SVS?	Mr. Pankaj Jiwrajka, Senior Program Manager, NCAP PMU

10:00- 10:45 hrs	**Hands on exercise on PRANA**	• Group Activity (Hands on practice for preparation & submission on PRANA for AAP, SAP, CAP, QPR)	Facilitator: Ms. Sonal Jain, GIZ

10:45 - 11:15 hrs COFFEE BREAK

11:00 to 13:00 hrs | MODULE 4: REPORTING

Learning Objective: To provide the participants clear understanding of their role for effective monitoring and evaluation of NCAP and equip them with appropriate knowledge and skills to perform this responsibility.

Time	Presentation Title	Speakers Guiding Questions	Speakers
11:15 – 11:25 hr	1) **Reporting role of the NCAP consultants**	• What are the reporting roles of the NCAP consultants of CPCB • Expectations of CPCB and MoEFCC from the consultants to execute this role effectively	Mr. Prashant Gargava, Director – NCAP, MoEFCC
11:25 - 11:40 hrs	2) **Physical and Financial monitoring of Clean Air Action plan**	• How to monitor physical progress w.r.t. NCAP/XV-FC funds and convergence funds? • Collection of information regarding physical and financial progress	1. Krishan Kumar Sharma, Prog Associate, NCAP-PMU, A-PAG, CPCB; and, 2. Saurabh Prakash, NCAP Consultant (Finance), CPCB
11:40 - 12:10 hrs	3) **Hands on practice on PRANA**	• **Hands on practice** with an online example on the entire process of financial reporting (entering expenditure, generating UCs, validation of UC using e-signature)	CPCB and GIZ
12:10 – 13:00 hr	**Group Work**	• Q1: Checklist for preparing physical and financial progress • Q2: Checklist for field visits • Q3: Checklist for source emission control • Q4: Checklist for EI and SA studies	Facilitator: GIZ and iFOREST

13:00 - 14:00 hrs LUNCH BREAK

14:00 to 16:00 hrs | MODULE 5: COORDINATION

• Learning Objective: To provide the participants with a clear understanding of their role for effective coordination and train them with effective communication skills that can help them better perform their roles.

14:00 – 14:30	1) **Coordination role of NCAP consultants of**	• What are the coordination roles of the NCAP consultants of CPCB	Mr. Prashant Gargava, Director – NCAP, MoEFCC

	CPCB	• Expectations of CPCB and MoEFCC from the consultants to execute this role effectively	
14:30 – 15:00	**2) Partnerships and alliances (IoRs/Experts/ International agencies etc.)**	• What is the role of IoRs and International agencies involved in the implementation of NCAP? • How should the NCAP consultants interact with them and support the implementation of NCAP	Mr. Chandra Bhushan, CEO, iFOREST
15:00- 15:30	**3) Communication and Negotiation Skills**	• What are basic skills consultants required to efficiently carry out and manage their day-to-day work? (communication, negotiation, presentation, active listening, personality types etc.)	Mr. Raghu Babu Nukala, Programme Director, GIZ
15:30- 16:00	**4) Performance Management System**	• What are the key elements of a project/programme performance management system?	Mr. Raghu Babu Nukala, Programme Director, GIZ

16:00 - 16:30 hrs COFFEE BREAK

16:30 to 17:30 hrs | MODULE 6: DOCUMENTATION

Learning Objective: To provide the participants clear understanding of their role for effective documentation of different elements in NCAP and equip them with appropriate knowledge and skills to perform this responsibility.

16:30- 16:45	**5) Documentation role of NCAP consultants of CPCB**	• What are the coordination roles of the NCAP consultants of CPCB? • Expectations of CPCB and MoEFCC from the consultants to execute this role effectively? • Best Practices	Mr. Prashant Gargava, Director – NCAP, MoEFCC
16:45 - 17:30	**6) Group Activity (Moderated Discussions)**	• Q 1: Which all departments to coordinate with • Q2: How to coordinate • Q3: How to make partnership and alliances • Q4: Format for documenting monthly progress and field visits	Facilitator: GIZ and iFOREST

17:30 to 18:00 hrs | Concluding Session

17:30- 17:40	• Summarization of 2-day training by GIZ	

17:40- 17:50	•	Participants' Feedback
17:50- 18:00	•	Closing Remarks by Dr Prashant Gargava, Director - NCAP, MoEFCC