**Training for City Nodal Officers on**

**Effective Implementation of the National Clean Air Programme**

**13 - 14 November 2024** | **Venue: Hotel Fortune Park (ITC Group), Opp. East End Club Delhi, Block C, Vivek Vihar, Delhi**

**Programme Schedule**

**Day 1 | 13 November 2024 (09:00 hrs IST – 17:30 hrs IST)**

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| **08:30 - 09:00 hrs Arrival of Participants, Registration** |
|  **09:00 - 09:45 hrs | OPENING SESSION**  |
| 5 min | Opening and knowing the participants | Moderator |
| 5 min | Security Briefing  | Hotel Representative  |
| 5 min | Sustainability Briefing  | GIZ |
| 5 min | Address | Ms. Puja Tewary, Bloomberg Philanthropies  |
| 5 min | Context Setting  | Mr. Raghu Babu Nukala, Programme Director, GIZ |
| 5 min | Overview of the Training Programme | Dr. Pratima Singh, Director – Air Pollution and Waste Management, iFOREST |
| 5 min | Address | Mr. Bharat Kumar Sharma, Member Secretary, CPCB |
| 10 min  | Address  | Dr. Prashant Gargava, Director NCAP, MoEFCC |
|  **09:45 - 10:30 hrs | MODULE 1: OVERVIEW OF ROLES OF NODAL OFFICERS**  |
| 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?
 | Mr. N. Subrahmanyam, Additional Director, MoEFCC |
| 15 min | **Overview of Roles and Responsibilities of the City Nodal Officers*** Give an overview of the roles and responsibilities of the City Nodal Officers?
 | Mr. N. Subrahmanyam, Additional Director, MoEFCC |
|  15 min | **Reflections on the Roles of City Nodal Officers** | Inputs from Nodal officers of city: * What is working well?
* What are the challenges?
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| **10:30 -11:00 hrs COFFEE BREAK** |
| **11:00 - 13:00 hrs | MODULE 2: PLANNING AND IMPLEMENTATION OF ACTION PLANS FOR CLEAN AIR** |
| **Learning Objective:** To provide participants with a clear understanding of the planning and implementation role of the City Nodal Officers for effective implementation of NCAP. |
| **Time** | **Presentation Title** | **Speakers Guiding Questions** | **Speakers** |
| 15 min  | **Planning and Implementation Roles of the City Nodal Officers** | * What are the planning and implementation roles of city nodal officers?
* Expectation of MoEFCC and CPCB from the city nodal officers to execute NCAP.
 | Mr. Pankaj Agarwal, Division Head, CPCB |
| 15 min | **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 City Nodal Officers in supporting State Action Plan implementation?
 | Mr. Hardik Siroha, AEE, HSPCB |
| 15 min | **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?
 | Mr. Pankaj Jiwrajka, PMU CPCB |
| 15 min | **Q&A** | Participants can ask questions to the above 3 speakers |  |
| 15 min | **Hotspot Action Plans** | * 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?
* Decision support system for city administration.
* Give examples of best practices of identification of hotspots
 | Dr N.R. Sahoo, OSPCB |
| 15 min   | **Mission Life Action Plans** | * About Mission LiFE-objectives, targets
* How is Mission LiFE supporting the Clean Air objective? (14 action points)
* Quarterly reporting of Mission Life Action Plan
 | Mrs. Rita Khanna, Advisor, MoEFCC (TBC) |
| 15 min | **Initiatives taken by Bareilly city under NCAP** (Virtual) | * What are various initiatives Bareilly city is taking for implementation of NCAP?
 | Mr. Sanjeev Kumar Maurya (IAS), Municipal Commissioner, Nagar Nigam, Bareilly, Uttar Pradesh |
| 15 min | **Q&A** |  |  |
| 13:00 – 14:00 hrs | **LUNCH BREAK** |
| **14: 00 - 15:30 hrs | MODULE 3: CONVERGENCE OF SCHEMES BY VARIOUS SECTORAL MINISTRIES** |
| **Learning Objective:** To provide participants with the knowledge of the convergence of schemes under NCAP for implementation of city clean air action plans. |
| 15 min | **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, MoEFCC |
| 15 min | **Allocation of Funds for Clean Air Measures** | * How are the funds allocated to cities under NCAP and XVFC?
 | Mr. N. Subrahmanyam, Additional Director, MoEFCC |
| 15 min | **Input on Clean Air Initiatives (MoHUA/MoRTH/MoPNG)**  | * Clean Air Measures - Initiatives taken by MoHUA
* Clean Air Measures - Initiatives taken by MoRTH
* Clean Air Measures – Initiatives taken by MoPNG
 | Mr. N. Subrahmanyam, Additional Director, MoEFCC  |
| 45 min  | **Group Exercises**  | * **Group 1: Roles of City Nodal Officers**
* What are the roles and responsibilities of the City Nodal Officers – key roles, overcoming challenges, successes?
* **Group 2: Action Plan Preparation**
* What approach should be followed by cities for preparation of Action Plans (State, City, Hotspot etc.)?
* **Group 3: Funds for NCAP Implementation**
* What are funding sources/opportunities for implementing Clean Air Action Plan measures?
 | Facilitator: GIZ and iForest |
| **15:30 -16:00 hrs COFFEE BREAK** |
| **16:00 - 17:00 hrs | MODULE 4: AIR QUALITY TECHNICAL ASPECTS** |
| **Learning Objective:** To provide the participants with a better understanding of the technical aspects of air quality to help them perform their implementation role. |
| **Time** | **Presentation Title** | * **Speakers Guiding Questions**
 | **Speakers** |
| 15 min  | **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, Adjunct Professor, IIT Bombay |
| 15 min | **Source Apportionment Studies**(Virtual) | * Methods of source apportion studies
* Case examples
 | Mr. Moqtik Bawase, General Manager, ERL, ARAI |
| 15 min | **Air Quality Data Analysis - 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, Adjunct Professor, IIT Bombay |
| 15 min | **Q&A** |  |  |
| **17:00 - 17:45 hrs | KNOWLEDGE EXCHANGE SESSION** |
| **45 min**  | **Market Place** (poster presentation) - showcasing of case examples/best practices by cities  |
| **18:30 hrs Onwards | Networking Dinner & Interactive Session with MoEFCC NCAP Team** |

**Day 2 | 14 November 2024** (09:30 hrs – 17:30 hrs)

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| 08:30 - 09:00 hrs | Arrival of Participants |
| **09:00 - 10:30 hrs | MODULE 5: REPORTING & DOCUMENTATION** |
| **Learning Objective: T**o provide participants with a clear understanding of their reporting responsibilities for effectively documenting the progress of NCAP implementation.  |
| **Time** | **Presentation Title** | **Speakers Guiding Questions** | **Speakers** |
| 15 min | **Understanding the Functions and Features of PRANA** | * What is PRANA? Why it is important for City Nodal Officers 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, Urban & Regional Development Advisor, GIZ  |
| 15 min | **Financial Progress reporting of the city action plans**  | * How to enter the expenditure data on the PRANA portal?
 | Mr. D. Kalita, Accounts Officer, CPCB |
| 15 mins | **Generation & Submission of Utilisation Certificates (UC) through PRANA**  | * How to generate the UC on PRANA?
* How to submit the UC on PRANA?
 | Mr. D. Kalita, Accounts Officer, CPCB |
| 15 min | **Physical & financial progress reporting of the city action plans** | * How to update physical & financial progress of action plans on PRANA?
 | Mr. Krishan Sharma, PMU CPCB |
| 30 min | **Q&A** |  |  |
| **10:30 - 11:00 hrs COFFEE BREAK** |
| **11:00 - 13:00 hrs | MODULE 6: MONITORING & EVALUATION** |
| **Learning Objective:** To provide the participants with clear understanding of their role for effective monitoring and evaluation of NCAP and equip them with appropriate knowledge and skills to perform this responsibility. |
| 15 min | **City Report card Generation, Quarterly Ranking** | * How can cities generate its own report card?
* What is quarterly ranking system?
 | Mr. Pankaj Jiwrajka, PMU CPCB  |
| 15 min | **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?
 | Ms. Tanya Chabra, CPCB |
| 15 min | **Swachh Vayu Survekshan** | * What is Swachh Vayu Survekshan and its components?
* How to collect data for SVS?
* Role of ULB Nodal Officers in SVS?
 | Rep. of CPCB NCAP team |
| 15 min | **Initiatives taken by Gorakhpur city under NCAP** | * What are various initiatives Gorakhpur city is taking for implementation of NCAP?
 | Mr. Gaurav Singh Sogarwal (IAS), Municipal Commissioner, Nagar Nigam, Gorakhpur |
| 20 min | **Q&A** |  |  |
| 40 min | **Hands-on exercise 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 |
| **13:0 0 - 14:00 hrs: LUNCH BREAK** |
| **14:00 - 15:30 hrs | MODULE 7: COORDINATION, PARTNERSHIPS & ALLIANCES** |
| **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. |
| 15 min | **Potential Partnerships and Alliances (IORs, International Organisations etc.)** | * Which are the different experts or international agencies involved in the implementation process?
* What are the coordination roles of IoRs?
 | Dr. Pratima Singh, Director – Air Pollution and Waste Management, iFOREST |

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| 15 min | **Experience Sharing by IOR** | * Case example of tasks of IOR and technical support being provided to cities
 | Mr. Nimish, TERI  |
| 15 min | **Q&A** |  |  |
| 45 min(incl coffee) | **Group Activity** | * **Group 1: Effective Coordination**
* How to effectively coordinate with various departments? (approach, success stories etc.)
* **Group 2: Partnerships and Alliances**
* Making partnership and alliances (IORs, international agencies, private sector etc.) – potentials, approaches and successes
* **Groups 3: Documentation and Reporting**
* How to effectively document and report on NCAP
 | (Facilitator: GIZ and iForest) |
| **15:30 - 16:30 hrs | MODULE 8: SOFT SKILLS** |
| 30 min | **Communication and Negotiation Skills**  | * Understanding communication aspects
* Management tools for day to day work
* Tools for leadership
* Includes practical exercises
 | Mr. Raghu Babu Nukala, Programme Director Ms. Yashodha Rawat, GIZ |
| 30 min | **Presentation Skills** | * How to make an effective presentation?
* Understanding the technicalities
* Understanding different techniques
* Includes practical exercises
 | Mr. Raghu Babu Nukala, Programme Director Ms. Yashodha Rawat, GIZ |

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| **16:30-17:00 hrs | CONCLUDING SESSION** |
| 10 min | * Summarization of 2-day training by GIZ
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| 10 min | * Participants’ Feedback
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| 5 min | * Closing Remarks by Mr Raghu Babu Nukala, Programme Director, GIZ
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| 5 min | * Closing Remarks by Dr Prashant Gargava, Director - NCAP, MoEFCC
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