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)

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?

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.	Dr N.R. Sahoo, OSPCB

		• Give examples of best practices of identification of hotspots	
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**
			Facilitator: GIZ and iForest

		> What are funding sources/opportunities for implementing Clean Air Action Plan measures?	

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)

08:30 - 09:00 hrs	Arrival of Participants		

09:00 - 10:30 hrs | MODULE 5: REPORTING & DOCUMENTATION

Learning Objective: To 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?	Rep. of CPCB NCAP team

		- How to collect data for SVS? - Role of ULB Nodal Officers in SVS?	
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

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

16:30-17:00 hrs | CONCLUDING SESSION

10 min	• Summarization of 2-day training by GIZ
10 min	• Participants' Feedback
5 min	• Closing Remarks by Mr Raghu Babu Nukala, Programme Director, GIZ
5 min	• Closing Remarks by Dr Prashant Gargava, Director - NCAP, MoEFCC

***