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NDI has been engaged in democratic development in Pakistan for over 14 years. Most of the Institute's work has focused on election-related activities; however, NDI recently expanded this work by providing assistance to political parties and civil society groups to contribute to Pakistan's democratic development. NDI is currently implementing four distinct but interrelated programs focused on political party development and women's political participation. For more information about NDI and its programs around the world, please visit our website at: www.ndipakistan.org



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National Democratic Institute
P.O. Box 2875, Islamabad 44000, Pakistan
Tel: (051) 2853548-52, Fax: (051) 2854357
E mail: polparty@ndi.org website: www.ndipakistan.org



Making Our Institutions Work For Us



Introduction

This booklet is a simple guide to Citizen's Community Boards (CCB) and other ways of getting involved in your local community. If you want to go ahead and set up a CCB then you will need more detailed help and advice.

Citizens need to know that CCB's exist and to understand what type of development projects they can run for local communities. This guide will give you some background so that you can get involved and get the best out of the CCB's that exist in your community or you may even try to form your own community's CCB.

What is a Citizen's Community Board?

Citizen's Community Boards are non-profit community groups which run projects which aim to improve local services and community facilities.

All the members of the CCB are volunteers and come from the local community. Finance for the project is shared between local government and the community.

What does a CCB do?

CCBs ensure that local residents can participate in projects that help their community. They help in project design, implementation, management and monitoring.

How you can be involved?

CCBs are run by a committee of at least 25 citizens, none of whom can be elected representatives.

Why choose a CCB?

Section 98 (1) of the Local Government Ordinance 2001 says that Citizen Community Boards shall be set up for the purposes of:

- Energizing the community for development and improvement in service delivery;
- Development and management of a new or existing public facility;
- Identification of development and municipal needs;
- Mobilization of stakeholders for community involvement in the improvement and maintenance of facilities;



- Welfare of the handicapped, destitute, widows and families in extreme poverty;
- Establishment of farming, marketing and consumers cooperatives.

What projects can CCBs do?

Here is a list of common types of projects, but a well argued case for a project outside these guidelines might well be accepted:

- Agriculture
- Community Development
- Education
- Health
- Literacy
- Information Technology
- Works and services

Which projects can be applied at what level?

It is also important to know at what level you can apply for funding for a specific project. Here are some details:

District Level

• Agriculture Development and Related Sub Sectors

1. Water Management
2. Construction of water courses
3. Soils (soil culture)
4. Forestry
5. Works and services (roads and buildings)

• Health Department and Related Sub Sectors

1. Tehsil, Headquarter Hospital
2. Basic Health Centers
3. Primary Health Centers
4. Upgrade or construction of these centers

• Community Development Department and Sub Sectors

1. Social welfare
2. Labor
3. Co-operatives
4. Special Education

• Education Department

1. Primary education
2. Secondary education
3. Colleges



• **Literacy Department and Sub Sectors**

1. Non-Formal education centers, (For people above school going age, they should be treated under non-formal education)
2. Awareness (Literacy improvement campaigns, walks and seminars)
3. Construction of non-formal education centers
4. Adult centers
5. Functional educational centers

Tehsil Level

- | | | |
|--------------------------------|----------------------------------|------------------------------------------|
| 1. Water supply schemes | 2. Sewerage schemes | 3. Water drainage maintenance |
| 4. Solid waste management | 5. Liquid waste management | 6. TMA related roads |
| 7. Street lights | 8. Traffic planning & management | 9. Development of parks and play grounds |
| 10. Construction of bus stands | 11. Fire fighting | 12. Improvement of open spaces |

UC level

- | | | |
|-----------------------------------------------------------------------|-----------------------------------------|---------------------------------|
| 1. All projects related to play grounds | 2. Street pavements | 3. Open drains |
| 4. Installation of hand pumps | 5. Gardening | 6. Filling of dirty water ponds |
| 7. Establishing cattle ponds | 8. Library at UC level (not in schools) | 9. Maintenance of public ways |
| 10. Maintenance of street lights (at Mahallah and neighborhood level) | | |

More information

Contact:

- | | | |
|------------------------------------------------------|--------------------------------------------------------|-----------------------------------|
| • District level
EDO Community Development | • Tehsil /Town level
Tehsil Officer planning | • UC level
Secretary UC |
|------------------------------------------------------|--------------------------------------------------------|-----------------------------------|

or

National Reconstruction Bureau, Prime Minister's Secretariat, Cabinet Block, Islamabad 44000, Pakistan
Telephone & Fax Number: Phone: 0092-51-9203094, Fax: 0092-51-9203782

District Level

1. Agriculture Development and Related Sub Sectors
2. Health Department and Related Sub Sectors
3. Community Development Department and Sub Sectors
4. Education Department
5. Creating Citizen's Community Board

Tehsil Level

1. Water supply schemes
2. Sewerage schemes
3. Water drainage maintenance
4. Solid waste management
5. Liquid waste management
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Some other ways of getting involved and resolving problems of your local community

District Public Safety and Police Complaints Commission:

The Police Order 2002 established Public Safety Committees (PSC), now called District Public Safety and Police Complaints Commission at district level. They discuss issues related to law and order and the police.

Some important functions of the PSC are:

- Approving an annual Local Policing Plan prepared by the Head of District Police in coordination with the Zila Nazim setting out the arrangements for policing during the year. This has to include performance targets for local police.
- Producing an Annual Report including statistics on police performance.
- Encouraging police/public cooperation.
- Dealing with complaints against the police

One third of members of the PSC are independent and are appointed by the government. Another third are recruited from the Provincial Assembly and National Assembly members. The final third are elected by the Zila Council from amongst its members.

You can always contact chairman or members of your local PSC to raise your complaints against police or regarding law and order situation. If your complaint is hand written on plain paper even then it will be considered and PSC may take action on it.

PSCs may also hold open Kechehry (open forum) in their area and if such a Kechehry is arranged you can participate in that to raise your community's issues about law and order and police with the committee. Make sure you are well prepared and have correct details about the problem you are taking up.

The District Nazim and DCO can also refer a case to the PSC.

Monitoring Committees:

You can raise your issues and problems with the monitoring committees at each local government level. These committees are formed to check each function of the union, tehsil, town or district council. For example Health Committees, Education Committees etc.



Training

Local government will provide training for the CCB in:

- Reporting Skills - CCBs are required to submit accurate and timely reports for Progress, Finance, Yearly and Implementation/Completion.
- Monitoring Skills - the CCB must be able to identify indicators and measure progress over time.

If you are running a CCB, you must know:

- The nature of project you can undertake and from where it can get funding, for example from Union Council, Tehsil Council or District Council.
- You are fulfilling all legal and procedural requirements of creating a CCB, planning and implementing a project.

Top tips

Be realistic about what you can achieve. If you are going to set up a CCB project in your area for the first time start with something small, get experience of how it all works and work towards a bigger project in a few year's time.

Get a variety of people involved in the committee, make sure everyone who is there knows that they have an important job to do and will work as a team to finish a successful project.

Make sure the meetings run smoothly. Prepare an agenda. The chairman should be firm, but fair and give everyone a chance to give their point of view. Decisions should be minuted clearly so that everyone knows what they have to do before the next meeting.

Keep the local papers, radio and cable TV channels informed about the project. There is a chance for a photo opportunity at every stage in the project:

- Launch → - Acceptance of project → - First Committee Meeting →
- Start of project → - Completion of project



Creating Citizen's Community Board

A CCB has to be registered before it can receive funds.

The CCBs have to register with the District Government. There is a simple form that can be obtained from the Executive District Officer for Community Development (EDO-CD). It takes 15 days to register a CCB with the District Government. EDO-CD's office is supposed to provide all the guidance which you require.

There is no upper limit to the number of CCBs in a district.

A CCB can submit any number of projects in a year, but only 2 can be approved for funding.

You may find out from EDO-CD of your district, what is most appropriate time for submission of a project proposal. Find out from EDO-CD when this is so that you can plan your preparation work well before this deadline.

Executive Committee

The full meeting of the CCB elects an Executive Committee. It has to meet at least once every 3 months. The quorum for the Executive Committee is 40%, for the full CCB it is 25%. The duration of the CCB's elected term is two years.

Chairman and Secretary

The meetings are presided over by the Chairman. The Secretary is responsible for recording the proceedings of the meetings and maintaining financial records.

Money

The costs of the project are divided between the local government and the CCB.

The maximum amount that local government can contribute to the cost of a CCB project is 80%. That means at least 20% has to be raised by the CCB from citizens.

A full budget has to be submitted to the local government before agreement to go ahead with the project is given. Proposals for projects should to be submitted to one of the following:

- EDO Community Development at District Level
- Tehsil/Town Officer (planning) at Tehsil/Town level
- Secretary at the Union Council Level





All projects of CCBs shall be subject to monitoring and evaluation by the respective Monitoring Committees.

Monitoring Committee shall prepare monitoring and evaluation report of the CCB projects and shall submit same to the Council and Nazim concerned. Keep in mind, if you are raising any problem or issue with the monitoring committee, you should proceed by preparing a proforma specified by NRB. Monitoring Committee's observations may not be taken up if these are not written on a specific proforma.

Top Tip: Quality of education is most important. Play your role for improvement of education by getting involved in School Management Committees (SMCs). These committees are formed to look after the affairs of government schools in your locality in a democratic manner.

How a CCB project can be designed and implemented

