

Annexure 2

Duties of Urban local bodies/Mission Directors

The respective Urban Local Bodies or Mission Directors will be expected to make following arrangements within the budget that will be given by MOUD:

- 1) Booking of main auditorium (to accommodate about 220 persons) with facility of 2 additional training halls each with capacity to accommodate 70 persons for 1 day with public address system & projectors (The program can also be managed in 1 additional Hall of capacity 140 people in which case BMW group will be added to Group-II).
- 2) Working Lunch & Tea (Food, tea/coffee & snacks for the participants/ resources person and other delegates).
- 3) Printing Training Material (about 250 sets). (soft copy of material to be provided by NPC).
- 4) Photography and Videography
- 5) Venue Development (Signage, Bouquets, Flowers, Banner, etc.)
- 6) PR, Media Handling and Propaganda of the Programme
- 7) Travel arrangements for Resource Persons and NPC officials
- 8) Honorarium to Resource persons @ Rs. 5,000 per lecture/session (max. Rs. 10,000 per day)
- 9) Local Transportation for Ministry's Officials, CPCB's Officials, Resource Persons, National Programme Coordinator and National Joint Programme Coordinator.
- 10) Accommodation for Resource Persons and National Programme Coordinator
- 11) Arrange for Reception and staff to manage Reception counters.
- 12) Coordinate with CPCB and National Programme Coordinator in their respective areas.
- 13) Depute one Nodal Officer for training to co-ordinate all arrangements including invitation and coordination with the participants. (NPC would coordinate with ULB and provide letter templates, indicative list of invitees, and introduce resource persons to ULBs covering all waste management Rules)
- 14) Arrange for Registration and Distribution of training material to the participant.
- 15) Maintain accounts of the expenditure incurred.