

REVISED GUIDELINES FOR SUPPORT TO REGIONAL CENTRES OF NAEB

Introduction

The Regional Centres were first set up in the year 1989 under the National Wastelands Development Board. Subsequently with the formation of National Afforestation & Eco-development Board during 1992, the activities of Regional Centres were also transferred to the National Afforestation & Eco-development Board, in the Ministry of Environment & Forests.

Objectives

The Regional Centres of the NAEB assist the Ministry of Environment and Forests, Forest Department of the States and State Forest Development Corporations and Non-governmental organizations. Main objectives for setting the Regional Centres are-

- 1) To assist the formulation of projects for ecological restoration of degraded forest areas and adjoining lands;
- 2) To monitor and evaluate projects, afforestation and tree planting activities of the concerned agencies;
- 3) To organize workshops and training programmes for the States concerned, non-governmental organizations, community representatives, etc. for project formulation, micro-planning and other identified topics;
- 4) To provide a forum for cross fertilization of ideas and experiences especially amongst the Forest Officers of State/Union Territories, Voluntary Agencies/NGOs, representatives of Panchayati Raj Institutions, Forest Development Agencies/Joint Forest Management Committees/Tree growers Cooperatives etc. by organizing workshops/experience sharing sessions.
- 5) To conduct research studies on problems specific / relevant to afforestation, regeneration of degraded forests, eco-development and people's participation in forest management and protection;
- 6) To disseminate research findings / new technologies for regeneration and development of degraded forest areas, adjoining lands, non-forest lands and areas falling in the mandate of NAEB;
- 7) To document success stories/ efforts/ achievements in the areas mentioned above for wider reach and to document learning from unsuccessful activities;
- 8) To Collect statistics on National Afforestation Programme, FDA-wise as well as state-wise;
- 9) To nominate candidates / organisations for IPVM award from their service states giving detailed justifications;
- 10) At least one study on women empowerment in the National Afforestation Programme (NAP) should be conducted by each Regional Centres including achievements in respect of plantations, man days generated, benefit sharing, utilization of funds etc. and status of Joint Forest Management Committees, composition of executive committee, women representation in meeting,

afforestation under different models, evaluation of FDAs using primary as well as secondary data;

- 11) To develop about master trainers in each State from among Staff of Forest Department/ other Departments/ NGOs/CBOs for training to field staff and JFMC members in the discipline of record management, community organizing, livelihood activities, micro-planning, IGA activities, etc.;
- 12) To publish yearly report of the activities of the centre
- 13) Any other activity as indicated by the NAEB from time to time;

Composition and Function of Regional Centre:

Seven Regional Centres of NAEB are functioning to assist, co-ordinate and carry out activities in their respective service states. These are-

Regional Centres	Service States / UTs
Regional Centre of NAEB, Agricultural Finance Corporation Ltd., Delhi	Uttar Pradesh, Uttarakhand, Rajasthan, Haryana States and Union Territory of Delhi.
Regional Centre of NAEB, Agricultural Finance Corporation Ltd., Mumbai	Maharashtra, Gujarat, Goa States and Union Territory of Daman & Diu & Dadra and Nagar Haveli.
Regional Centre of NAEB, Jadavpur University, Kolkata	Bihar, Jharkhand, Sikkim and West Bengal States and Union Territory Andaman and Nicobar Islands.
Regional Centre of NAEB, Dr. Y.S. Parmar, University of Horticulture and Forestry, Nauni, Solan	Punjab, Himachal Pradesh and Jammu & Kashmir States and Union Territory of Chandigarh.
Regional Centre of NAEB, Indian Institute of Forest Management, Bhopal	Madhya Pradesh, Chattisgarh and Orissa States
Regional Centre of NAEB, University of Agricultural Sciences, Bangalore	Andhra Pradesh, Kerala, Tamil Nadu and Karnataka States and Union Territories of Pondicherry and Lakshadweep.
Regional Centre of NAEB, North Eastern Hill University, Shillong	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura

The Regional Centres work through a Core Group headed by a Coordinator from the faculty of the host Institute without any permanent staff. The Coordinator supervises the day to day activities of the Centre. An Advisory Management Committee, consisting of representatives of State/UTs, Forest Departments (Nodal Officer, SFDA, and NGOs, Regional Offices of the Ministry of Environment and Forests, and the NAEB is formed to guide the activities of the Centre.

Though the budget of Regional Centres is small at present, the activities of the centres are expected to have bearing on the plan, programmes and policies of the NAEB. There is also scope for increasing the funding to these Centres based on their performance. An

Officer of the level of Deputy Inspector General of Forests in NAEB will plan, co-ordinate, organize, monitor and supervise the activities of Regional Centres. The Regional Centres will prepare an Annual Work Programme with the approval of the Advisory Management Committee for sanction by the NAEB, who may modify the program to suite the objectives of the NAEB.

The performance of the Centre will be reviewed by the Advisory Management Committee twice in a year based on the measurable parameters like infrastructure, quality of human resource, consultative process of study / training / workshops, quality of research study / training, time schedule for submission of reports, record keeping and documentation, financial achievements etc. on a ten point scale.

Submission of proposals in the Annual Work Programme:

1. Studies

Proposals for studies to be taken up by Regional Centre will normally be in the field of afforestation, management (JFM, Microplanning etc.), nursery and plantation techniques, forest protection and improved technologies and can be up to two years duration. These will cover research studies for evolving innovative programme and evaluation studies to ascertain the adequacy or otherwise of projects sanctioned to State Governments. For undertaking studies, every Regional Centre should submit a self-contained proposal and include therein a note on the work done so far on the subject and, or the precise contribution which the study is expected to make.

Objectives: The focus and orientation, as well as the specific objectives to be spelt out in detail. The study should focus on practical aspects of the mandate of the NAEB.

Justification: A precise identification of the problem based on the available literature, the hypothesis to be tested and the question to be answered and problem that could be solved.

Relevance of the study: A statement in concrete terms as to how the results of the study will be relevant to improve in the formulation and implementation of a policy, plan or programme.

Approach and methodology: The extent to which the study is reflective or empirical, whether it is intended to collect primary or the use of available data is envisaged. The methodology should confirm to the objectives of the study.

Details of data collection and analysis: Concepts, definition of important variables, sampling design (where necessary), broad content of schedules/questionnaires (if relevant), lines of analysis, tabulation programme and synopsis of chapter plan of the report, if possible.

Duration of studies: The time required for completing the study and submission of the report, period envisaged for field study/ collection of data and drafting of the report. The study could be for the period up to two years.

Personnel: The Number and types of supporting personnel, the period for which required and the remunerations. Only competent people should be engaged. The researchers taking up the doctoral work on the issues relevant to NAEB may be encouraged but funding for the work should be from one source.

Feedback: The draft report of each study shall be sent to the concerned State(s) for comments before finalization. Three weeks' time may be given for getting the comments.

Budget: Financial requirements with break-up under different items, salaries and allowances of staff, TA/DA, data processing, report writing, printing, etc, and contingencies (as per proforma-I). While manpower for the projects will be paid for from the project sanctions, manpower for the Core Group, namely the Coordinator and his supporting faculty and staff, office expenses including rent and maintenance of vehicles and office equipments, etc., will be paid from the sanction for retainership and overheads.

Bio-data of Research Personnel: Sufficient information about the academic qualifications and research experience of the personnel to be associated with the study.

2. Workshops/Trainings

Workshops/trainings of the nature, which will help in disseminating research finding, identify problem areas, discuss problems in afforestation and eco-development, participatory forest management, conflict resolution, gender issues, etc. will be organized.

Proposal for organizing workshops/trainings will be self –contained and indicate the main theme, significance, level of participants and their number, duration, programme, cost estimates (as per proforma –II).

For every training conducted, the Regional Centre will obtain a feedback in the form of an evaluation questionnaire (proforma III) from the participants. Based on the feedback received, the Co-coordinator will submit a consolidated report to the NAEB within 1(one) month's time after the training (proforma –IV). Workshop findings should be summarized for putting on the website of the Ministry.

Scrutiny and Sanction

The NAEB will only consider the work programmes duly approved by the Advisory Management Committee. For this, the Regional Centres should prepare their annual work programme in advance to obtain the views of concerned States and submit to the NAEB, Ministry of Environment & Forests by April every year.

The NAEB shall not accept any responsibility for any financial expenditure or liability except that which has been specifically approved by it and conveyed to the Regional Centre.

Any re-appropriation of expenditure from one sub-head to the other can be done only with the prior approval of the NAEB.

Time and cost factors once approved for the work programme by the Board cannot be revised/ changed without obtaining prior approval of the Board.

Retrospective payment for work already done will ordinarily be not permissible.

Accounts and Progress Reports

A half-yearly progress report in respect of the entrusted activities till September and March end will be forwarded to the NAEB in the month of October and April respectively.

The Regional Centre will send Utilization Certificate along with an item wise statement of expenditure and Progress Report duly certified by the competent Financial Authority of the Regional Centre on a half-yearly basis.

It will be mandatory upon the Regional Centre to get the audit done by a Chartered Accountant empanelled with the CAG for the preceding financial year and submit the same to the NAEB by 30th June of each year in absence of which 2nd installment of funds will not be released.

General Conditions

For every study taken up and workshop/training conducted, the Regional Centres shall submit 20 (twenty) copies of the publication to the NAEB for further use. 25 - 50 (fifty) copies (depending on state) should also be made available to the concerned State (s) Departments/Institutions.

For every study/research, the Project Leader will have to work in an honorary capacity. The study will ordinarily cover a period of upto two financial years and shall normally be within Rs.4, 00,000 to Rs. 4, 50,000 per Research Study.

Workshops/training will normally be conducted for 3-5 days involving about 25-35 participants. This should normally be restricted between Rs. 2, 50,000 to 3, 00,000.

Awareness generation programme will be conducted involving local people, children and other stakeholders etc. with financial restriction up to 75,000 (Rupees Fifty thousand) per event.

Preparation of Success Stories/ Video Documentation will be restricted between Rs.2, 00,000 to 2, 50,000.

The NAEB may at any time, depute any of its officer to inspect the accounts and other papers to a work programme sanctioned to a Regional Centre and direct him / her to submit a report to it on such points as may be specified.

The capital assets of the Regional Centres obtained from the funds of the NAEB will be the property of the Government of India.

Any other conditions as laid down in the Memorandum of Understanding shall also remain.

Proforma -I

STUDIES

Sl.No.	Study Team	Number	Duration (Man-months)	Fees / Remuneration	TA	DA	Total
1.	Project Leader						
2.	Consultant/Expert/Subject Matter Specialist						
3.	Research Fellow/Research Associate *						
4.	Field Investigators/Data Collectors						
5	Data processing, Report writing and Printing						
6	Contingency/Miscellaneous						

* in studies requiring engagement of research personnel at a level higher than JRF/SRF.

Proforma -II

WORKSHOP/TRAINING

Sl.No.	Item	Costing
1.	Organizers (Fees, TA/DA including that of Resource persons)	
2.	Resource persons	
3.	Training materials	
4.	Conference facilities (include venue charges, audio-visual support, professional charges, etc.)	
5.	TA/DA	
6.	Boarding and Lodging	
7.	Refreshment (including Tea, Snacks, Lunch)	
8.	Workshop/training kits (bag, pads, pen/pencil, badge, etc.).	
9.	Field trips (Hiring of vehicle, provision of light refreshment).	
10.	Workshop report and publication	
11.	Contingencies	

Proforma –III

Training Evaluation Questionnaire

Please fill in the items in the questionnaire. Your objectivity will help us improve the future Training Courses)

1. Name of the Regional Centre
(to be filled in by the Institution)
2. Title of the Training Course and Dates : Title
Dates : from To
3. Course objectives
(to be filled in by the Institution)
4. Did you receive advance intimation from the Institution about the programme? If so, did you respond to the Institutions?
5. What do you think about the structure and organization of the Course to meet the objectives?

Very well structured 4		Well Structured 3		Somewhat Unstructured 2		Very unstructured 1
---------------------------	--	----------------------	--	----------------------------	--	------------------------

6. How useful this training be to you immediately in your job ?

Very useful 4		Quite useful 3		Of limited use 2		Not at all useful 1
------------------	--	-------------------	--	---------------------	--	------------------------

7. How useful is this training likely to be for the future jobs you may handle?

Very useful 4		Quite useful 3		Of limited use 2		Not at all useful 1
------------------	--	-------------------	--	---------------------	--	------------------------

8. Practical orientation of the Courses :

Highly practical oriented 4		Practically oriented to a great extent 3		Practically oriented to a limited extent 2		Not at all practically oriented 1
--------------------------------	--	---	--	---	--	--------------------------------------

9. How far have you been benefited from interaction with the fellow participants in the Course?

Substantially 4		Considerably 3		Fairly relevant 2		Not at all 1
--------------------	--	-------------------	--	----------------------	--	-----------------

10. How far was the course material supplied relevant and related to the Course content?

Extremely relevant 1		Considerably relevant 2		Fairly relevant 3		Not at all relevant 4
-------------------------	--	----------------------------	--	----------------------	--	--------------------------

11. To what extent are you satisfied with the following? (The Centre may please block the parameters not applicable).

Satisfied fully 4		Satisfied to a large extent 3		Satisfied to a limited extent 2		Not at all satisfied 1
----------------------	--	----------------------------------	--	------------------------------------	--	---------------------------

a.	Reception and transport	4	3	2	1
b.	Accommodation	4	3	2	1
c.	Food quality and service	4	3	2	1
d.	Class room facility	4	3	2	1
e.	Library facility	4	3	2	1
f.	Computer facility	4	3	2	1
g.	Interaction with the faculty	4	3	2	1
h.	Recreation facility	4	3	2	1

12. Assessment of training faculty :

Kindly indicate how effective the following sessions/topics to you were. The Regional Centre may please fill up the columns 1 to 5

S. no	Day and date	Duration in hours	Topic	Faculty name	Assessment			
					Excellent	Very good	Good	Fair
1	2	3	4	5	6	7	8	9

13. Which parts of the Course did you find most helpful?

14. Which parts of the Course did you find least helpful?

15. Your overall impression of the Course:

Excellent 4		Very good 3		Good 2		Fair 1
----------------	--	----------------	--	-----------	--	-----------

16. Did the Course give any specific ideas about improvements in your working situation when you get back?

Yes/No

17. If yes, can you spell them out briefly?

18. Any other comments/observations you wish to make about the Course?

Name
(Optional)

Co-ordinator's Report

1. Name of the Regional Centre
2. Title of the Course
3. Duration of the Course : _____ Days
From _____ to _____
4. Name of the Course Co-ordinator
5. No. of participants
(Please enclose a copy of the final list of participants)
6. Number of those who submitted feedback proforma
- 7.1 a) Whether or not the Regional Centre got in touch in advance with the participants of the course.
b) if so, when, when; and
c) how many participants responded.
- 7.2 Whether or not the course expectations of the participants were ascertained by the Regional Centre. If so, how and when:
- 8 General observations of the Course as Organised.

Please indicate -

- a) whether the Course was conducted at the Centre's campus or elsewhere
If so, where?
- b) whether the Course was residential or Non-residential. (If residential, whether the residential facilities were provided in the Centre's hostel or in a hotel, etc):
- c) (i) Total number of working days in the course
(ii) Number of working hours per day
(iii) Total number of sessions planned in the course
(iv) Number of sessions which could not be conducted as planned

Please enclose a copy each of:-

- The Course time-table
- The list of faculty (both from the Regional Centre as well as guest faculty)

- The background material supplied to the participants

9. If the same or similar Course had been conducted earlier; please indicate :-
- a) the duration
dates; and
the title of the last such Course

 - b) What changes, on the basis of the feedback received in the earlier Course, were effected in the current Course in terms of :-
 - 1) Course objectives :
 - 2) Course contents, structure and distribution :
of sessions among various topics :
 - 3) Reading material :
 - 4) Faculty :
 - 5) Training methodology :
 - 6) Greater practical
Orientation :
 - 7) Physical facilities :
10. General remarks of the Co-ordinator on the nature and extent of participants; involvement in the Course, including attendance, punctuality, and interest evinced.
11. Comments of the feedback received from participants. This will consist of:-
- a) a consolidated abstract and summary, in the format at **Appendix –I**.
 - b) a statement, in the format at **Appendix-II** containing the Co-ordinator’s comments on the participants’ views about the strengths and weakness, as well as other aspects pertaining to the Course.
12. Comments of the Regional Centre on how the feedback is proposed to be recycled into future programmes in terms of Course content, methodology, etc.
13. Any other comments which the Co-ordinator and/or the host Institution may wish to make in respect of this Course.

Place :

Date :

Signature

Appendix –I

(To be filled by the Regional Centre)

Total no. of days	Duration of each classroom session	No. of sessions convened	Total no. of classroom hours	Internal faculty hours	External faculty hours
1	2	3	4	5	6

Appendix –II

Statement showing the participant's views about the strength and weaknesses as well as other aspects pertaining to the Course, and the Co-ordinator's comments thereon.

(Note: Comments of similar nature relating to the same aspects, given by different participants, may be clubbed together by the Co-ordinator.)

Sl.No.	Participant's views	No. of participants who have expressed this view	Co-ordinator's comments
--------	---------------------	--	-------------------------