

**Proceedings of the Managing Committee Meeting of CMAO held on 06. 05.2005 at 04.00 PM, in the
BDA conference Hall Bhubaneswar**

As scheduled, the Managing Committee Meeting of City Managers' Association Orissa (CMAO) was conducted under the Chairmanship of the President of the Association. At the outset, the President threw light on the status and activities of CMAO, which have been undertaken so far. Initiating the discussion, the President urged upon of the Members to participate and cooperate with affairs and activities of the CMAO. He has also called upon all concerned to deposit the membership fee at the earliest for better functioning of the organization.

The President narrated his experience with CMAO since joining in this post. He explained the needs of the CMAO and it's relevance both in terms of efficiency and service provision. He pointed out that city managers of Orissa will get benefited from the CMAO by taking the best practices, sharing the innovations and improving the performance of the Urban Governance. He broadly dwelt upon the following two aspects:-

- How to strengthen CMAO both financially and functionally.
- More focussed activities for Members to strengthen the Urban Governance in Orissa.

The following are the main points resolved by the members:

- The committee felt it is important to deliver more services to members so that the city feels the necessity to become a member of the CMAO.
- Govt. will be requested to inform all concerned to pay their Membership Fees for the year 2004-05 by June 31st 2005.
- Personal effort will be given to collect fees from the important members of the CMAO.
- Bhubaneswar Development Authority & Bhubaneswar Municipal Corporation will provide two staff to work in CMAO with their cost.
- CMAO to set up a forum for the elected representatives of the state particularly women councilors for capacity building.
- CMAO to set up a cell within the office to facilitate solving the cities problems.
- The priority in programmes includes Municipal Accounting & Financial Management i.e training, manual preparation & building resource person Zonal Wise.
- Within three-months time a state level Best Practices (Initiative) workshop will be conveyed to felicitate the City Managers.
- State Urban Development Agency (SUDA) has entrusted CMAO to document the VAMBAY i.e. a Govt. of India Housing Project. About fifty percent of the cost will provided by SUDA & remaining will have to arranged by CMAO.
- Every three-months time CMAO will organize a one-day Leadership Programme for all Executive Heads & Mayor, Chairpersons.
- A regular dialogue with the international funding agencies sought for strengthening the Urban Governance.
- In terms of training programme, CMAO will act as the Coordinator for all programmes. It will convince all the funding agencies in urban sector to provide funds for the training programme.

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As a result CMAO will conduct annual Training Need Assessment & Impact. Based on the report annual Training Programme & Training Institute will be identified.

- It is proposed to put lot of emphasis on developing & disseminating IEC components in Urban Development.
- A state level urban development Citizens Charter will be prepared with support of the Bhubaneswar Municipal Corporation.
- The office of the CMAO is now under renovation supported by the Bhubaneswar Development Authority and is proposed to act as a window for the State & Local Government in Orissa as well as International Agencies.
- The website of the CMAO will be formally launched in coming months.

The following Agendas are discussed in item wise

Item 1	
Confirmation of the proceedings of the Managing Committee Meeting held on 07.01.2005	
Confirmed	
Item 2 Membership Fee, Corpus Fund 2003-04, 2004-05 & Resource Mobilization	<p>It is observed that 26 members have paid there fees of Rs 997500.00 i.e. Rs 417500.00 Annual Fees & Rs 5,80,000.00 as Corpus fees. A sum total Rs. 2,60,000 is due on 10 members out of the 26 paid members.</p> <p>As per the fees structure we are suppose to receive Membership Fees Rs. 39,77,500.00 Annual Fees Rs 14,42,500.00 Corpus Fees Rs 25,35,000.00</p> <p>Total Due: Rs. 29,53,500.00 Membership Fees Rs. 29,53,500.00 Annual Fees Rs. 10,23,500.00 Corpus Fees Rs. 19,55,000.00</p> <p>Issues Due to various reasons it is not possible for the coordinator to collect membership fees from the institutions without support of the senior members of the Managing committee.</p> <p>At least financial sound and bigger institutions may be personally asked to pay the fees</p>
A request letter from Special Secretary to Govt. will be issued for requesting members to pay their dues. Similarly Special Secretary, Director Municipal Administration, Project Director UPA Cell and Project Manager SUDA will personally talk to members for payment of dues.	
Item 3 Membership Fees for the year 2004-05	<p>All members are requested to pay the Membership fees for the year 2004-05 as approved by the managing committee.</p> <p>Like past year it may be requested to Govt. to request all concerned to pay their fees.</p> <p>This time we may fix a date line for the payment of the fees i.e. by 31st June 2005.</p>

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	<p>All technical staffs i.e. Planners & Engineers & Finance officials of the Urban Local Bodies, Development Authorities and Chief Engineer PH Urban etc may be asked to become Individual Members</p> <p>A Monitoring Mechanism may be set for the collection of the Fees</p>
<p>Govt. will be requested to inform all concern to pay their dues for the year 2004-05 by June 30th 2005. Director Municipal Administration & Deputy Secretary to Govt. will monitor membership fees and other issues regularly during monthly reviews of the ULB's.</p>	
<p>Item 4 Strengthening of CMAO activities with more focused areas in Urban Management.</p>	<p>Study tour to Hyderabad, Vijayawada, Vishakpatnam & Ahemedbad, Vadodara</p> <p>Specialized programme for the Bhubaneswar & Cuttack</p> <p>Capacity Building Training Programmes in Municipal Accounting, Financial Management & e-Governance.</p> <p>Educational Programme initiate a certificate & diploma course in Urban Management in collaboration with Utkal University.</p> <p>Revenue Enhancement Plan for the Urban Local Bodies and Development Authority.</p> <p>Municipal Services Performance Measurement Programme will ensure bringing good governance in Urban Local Bodies. No states in India have yet to undertake such programme. Hence, Orissa will be pioneer in this case.</p> <p>Best Practices documentation & dissemination among the members and across the country & worldwide.</p> <p>Publication of the Best Practices, Newsletter, Membership & Telephone Directory</p> <p>Website launching of the CMAO</p>
<p>All above proposal approved. However, priority were given to Municipal Accounting Reforms Training programme with implementation, Best Practices Workshop among Orissa cites, Leadership Talk by Dr. P.K.Mohanty and others to city managers Orissa on a regular interval and Study tour programmes.</p>	
<p>Item - 5 Expansion CMAO Office Place with infrastructure.</p>	<p>President CMAO Cum Vice Chair Bhubaneswar Development Authority has provided a space for functioning of the CMAO with basic Infrastructure. However, it needs to have an official look with national & international standard.</p>
<p>Vice Chairman BDA cum President CMAO has proposed that BDA will do the needful.</p>	
<p>Item - 6 Approval for procurement of Laptop, LCD Projector & Office infrastructure from the Corpus fees.</p>	<p>Hence, we may spent a sum total of Rs 3,50,000.00 towards procurement of the Laptop, LCD Projector (1,50,000.00) & Infrastructure for the CMAO Secretariat i.e. Fax, Air-condition, Furniture, Interior, etc (1,00,000.00 to 2,00,000.00).</p> <p>The amount to be spent from the Corpus Fees</p>
<p>It is approved to procure the Laptop & LCD Projector for office use. Other infrastructure will be provided by BDA or else it will be purchased as per the situation.</p>	

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Item - 7 Finalization of the dates for the Annual General Body Meeting	Due to transfer of past President & budget session the Annual General Body Meeting could not held on 19 th of February. Hence, we may finalize another date for the same.
Will be organize wrong with the Best Practices Workshop	
Item - 8 Support from the Govt.	Like other sates CMAO may be provided to undertake technical projects with financial support
A request will be sent to Govt. with detail proposals.	
Item - 9 Conveyance allowance for the Coordinator	The Coordinator may be provided a Conveyance allowance in between Rs 1000.00 to 1,500.00 to meet the expenses occurred in local travel within Bhubaneswar during a month.
Deferred	
Item - 10 Development Authority Meet	Venue, Dates & Funds may be finalized to organize the Dev Auth meet.
To be finalized after discussion with the concerned officials	
Item - 11 Conclave of Cities on Best Practices	A forum of all city managers of the state may be conveyed on Dissemination of the Orissa Best Practices. Available ICMA fund may be used for the purpose.
Approved	
Item - 12 Support to Elected Representatives	Training programmes and Study Tour
President & Vice President (DMA) pointed that CMAO name was nominated to Govt. of India for undertaking the Women Councilor Training Programme.	
Item - 13 Workshop for Capacity Building	Workshop with the support of NIUA / Indo USAID FIRE (D) Project
Approved with priority of Municipal Accounting, Resource Mobilization and Leadership Talk Programme.	
Item - 14	Change in CMAO office Address to C/o Vice Chairman, BDA, Sachivalaya Marg, BBSR - 751001, Orissa, India. Ph: 0674-2408614
Approved	
Item - 15 Any other matter with the permission of chair	
CMAO to prepare a model Citizens Charter.	
Identify mechanisms for the implementation of the Double Entry Accounting System in Orissa	



President

**City Managers' Association Orissa
And
Vice Chairman
Bhubaneswar Development Authority**