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Strengthening Child Friendly Local Governance in Kerala

One-Day Training For the Elected Representatives of the Local Self-Governments

Training Module

Kerala Institute of Local Administration

KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA)
Mulamgunnathkavu P.O. Thrissur - 680581

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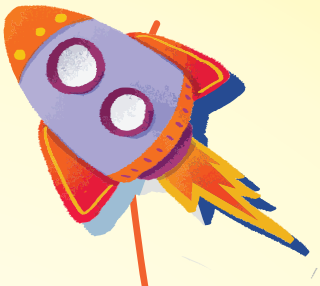
Thrissur



Strengthening Child Friendly Local Governance in Kerala
One-Day Training For Local Self-Government Representatives:
Training Module

Chief Editor
Dr. Joy Elamon
Director General, Kerala Institute of Local Administration

Editor
Dr. KPN Amrutha
Assistant Director, KILA

Dr. Monish Jose
Assistant Professor, Public Administration, KILA

Sukanya. K. U
Coordinator, KILA Centre for Sustainable Development Goals and Local Governance

Contributors
Ann Maria Anil
Dharsana V Radhakrishnan
Elzabeth Minu Mathews
Hemachandran J
Kalidasan M G
Sajeevu K G
Premjith P
K B Madhan Mohan
Maneesh M Nair
Dr Amruthraj R M
R Shiny
Dr Sony P
Devi P Balan
Adv. Bienella Mary Jacob
Daniel Libni

Cover Design & Layout: Rajesh Thanikudam

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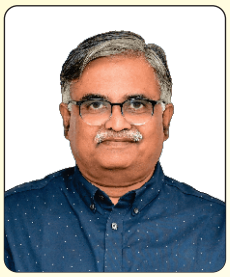
KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA)
Mulamgunnathkavu P.O. Thrissur - 680581
Kerala, INDIA
Email: info@kila.ac.in
Website: www.kila.ac.in

FOREWORD



It is with great pleasure and a sense of commitment that I extend my warm greetings to all the readers and users of the handbooks and modules being released in April 2024. These resources have been meticulously prepared as part of the "Strengthening Child-Friendly Local Governance in Kerala" project, supported by UNICEF.

Children are not just the future custodians of our society. They are a vital part of our present one and their well-being is a shared responsibility that extends beyond individual households to encompass the broader realms of government and society. The state of Kerala, known for its pioneering initiatives in local governance, has once again taken a significant stride in ensuring the protection and welfare of children by establishing the Child Welfare and Protection Committee (CWPC) at various levels of the local self-governments including at the ward level.

Apart from legal frameworks that safeguard children's rights, these handbooks and modules also address the various roles and responsibilities of entities such as the Child Advisory Board (CAB), Child Resource Center (CRC), and Child Welfare and Protection Committee (CWPC) and allied mechanisms within the LSG, its constituent bodies, other departments, and institutions along with that of the diverse stakeholders. They also include frameworks for training sessions, plan of action, case studies, formats for data collection and vulnerability assessments, integration possibilities, scope of work apart from child-related aspects such as child psychology, role of gender, etc.

As we release these resources, I urge all stakeholders, including elected representatives and local self-governments, to embrace the spirit of decentralization and collaborate effectively in making our local governance child-friendly. I express my gratitude to UNICEF for their valuable support and wholeheartedly commend the dedicated efforts of the team from different departments and agencies in Kerala in

developing these essential tools to advance the cause of child-friendly local governance. Together, let us build a future where every child in Kerala grows up in a safe, nurturing, and empowering environment.

Sincerely

Dr. Joy Elamon
Director General, KILA

PREFACE

The Local Self-Government Elected Representatives Module is a pivotal component of the comprehensive initiative undertaken by the Kerala Institute of Local Administration (KILA) and is part of the substantial efforts being made to strengthen Child-Friendly Local Governance in Kerala in collaboration with UNICEF. It is an integral part of the series of handbooks and training modules being released by KILA in March 2024 in this regard.

The endeavor to strengthen Child-Friendly Local Governance in Kerala necessitates targeted training and guidance for all local self-government elected representatives in the state. To materialize this vision, a one-day training program has been designed. Gram Panchayat-level elected representatives will undergo training at the Block Panchayat level, while Block Panchayat representatives will receive their training at the district level. Simultaneously, Municipalities and Municipal Corporations will undergo training sessions at the district level, and district-level elected representatives will be trained at the Kerala Institute of Local Administration (KILA).

This module serves as a comprehensive guide for the training sessions. It begins with a deep dive into the Sustainable Development Goals (SDGs) and their alignment with the aspirations of a Child-Friendly Kerala. It further unpacks the essential requirements and strategies for fostering child-friendly governance at the local level and moves on to an exploration of the organizations and institutions already contributing to the welfare of children,

fostering a collaborative approach and ends with a roadmap for local self-government representatives, outlining an activity calendar that aligns with the objectives of Child-Friendly Governance.

It is hoped that this module will equip the elected representatives with a profound understanding of the principles and practices that constitute child-friendly governance and act as a guide on strategic planning, ensuring that future activities align with the overarching vision of Child-Friendly Kerala.

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One Day Training for Elected Representatives of the Local Self Governments

Introduction

To realize the vision of a Child-Friendly Kerala, significant initiatives are underway to strengthen Child-Friendly Local Governance. In order to achieve this goal, all elected representatives in the state are required to undergo training and guidance, emphasizing the necessity of this vision. Elected representatives from gram panchayats within the purview of a Block Panchayat, as well as those from these Block Panchayats, are to undergo one-day training at the Block Panchayat level. Meanwhile, Municipalities and Municipal Corporations will have one-day training sessions conducted at the district level. In the case of District-level elected representatives, KILA can serve as the venue for one-day training sessions. This comprehensive training module is presented to you for your reference.

Training Sessions

The training sessions for elected representatives engaged in local self-governance will cover the following topics:

1. SDG and Child-Friendly Kerala
2. Child-Friendly Local Governance: Requisites
3. Child Friendly Local Governance : Allied Institution
4. Local self-Government Institutions: Activity Calendar

Training objectives

1. Inculcate the concept and activities of Child-Friendly Kerala and Child-Friendly Local Governance.
2. Provide support in the strategic planning of future activities.
3. Raise awareness about the necessity of undertaking these activities.
4. Inform participants about the existing support systems within the district that contribute to the realisation of the above goal.

SESSION 1

SDG and Child Friendly Kerala

1. Objectives

- Understand Child Friendliness in the context of Sustainable Development Goals (SDGs) and gain insight into Indicators and Dashboards.
- Compile a list of programs conducted in alignment with the above.
- Specifically explain the Ideology of Child Friendliness and Child Friendly Local Governance
- Provide awareness on Child Rights

2. Time: 45 Minutes

3. Venue: Public Venue

Contents and Methodology

No.	Content	Duration	Method	Tools
1.	SDG Theme	10	Presentation	PPT
2.	Child Friendliness, Indicators	10	Presentation	PPT
3.	Other related themes and Fundamental Rights	10	Presentation	PPT
4	Programs conducted		Presentation	PPT
5	Codification		Presentation	PPT

Note:

1. Present an overview of SDGs and their 10 themes in two slides during the training. It is essential for our local self-government institutions to effectively achieve their established goals with an emphasis on sustainability and its essential elements.
2. Explain the concept of Child Friendly Panchayat and its indicators.
3. Define child-friendliness.

Child-friendliness can be defined as the creation of environments, policies, systems and practices that prioritize and promote the well-being, development and protection of the rights of children in the best interests of children. Child-friendliness is achieved when buildings, institutions, public spaces, organizations, families and individuals think, decide, act and change with high regard for the rights of children.

- **Avoid Discrimination:** Protect the rights of the child as well as the rights of his or her legal guardians against all forms of discrimination based on race, religion, class, caste, colour, ethnicity, nationality, disability or political opinion.
- **Best Interests of Children:** Children's best interests must be given primary consideration when making decisions and actions that are necessary for the well-being of children.
- **Survival and Development:** Every individual and government are committed to ensuring the survival and healthy development of children.
- **Respect children's views:** Children have the right to express their views and to have their views taken into account in decisions that affect them. It is necessary to recognize the child as a citizen.

Child-friendliness is a broad concept. The first step for anyone working on this idea is to embody child-friendliness personally. The spirit of befriending children should be evident in everyone's thoughts and actions, commencing with a shared understanding of fundamental principles and rights. It is crucial to consistently pose the question of how to create environments that are increasingly child-friendly in all areas where individuals are engaged. By asking such questions and endeavouring to view activities from the perspective of children, a child-centered approach takes shape. When this approach encompasses individuals and the systems surrounding them, the concept of child-friendliness gains more participants, spreading across

various sectors of society. It is conceivable to transition this concept from individuals to families and from families to communities. Through collective action, the aspiration for child-friendliness can evolve into a tangible reality.

Moreover, it should be emphasized that additional initiatives in panchayats must be grounded in the fundamental rights of children, encompassing aspects such as survival, development, participation, and protection.

4. To reach the concept of child-friendly Kerala it is essential to outline the activities undertaken thus far.

In conclusion, the imperative of precise and timely execution should be emphasized. This involves the development of a comprehensive child-friendly plan, with the active involvement of all individuals working in child welfare. An individualized plan must be crafted for each child to ensure personalized care, and the significance of this approach should be communicated effectively to realise the vision of child-friendly Kerala.

SDG and Child Friendly Kerala
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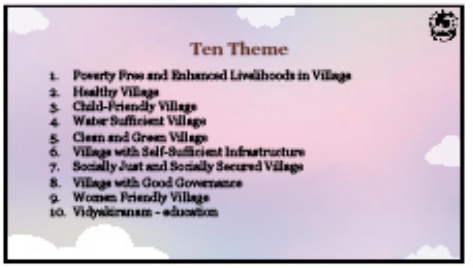
SUSTAINABLE DEVELOPMENT GOALS
17 GOALS TO TRANSFORM OUR WORLD

17 Sustainable Development Goals
1. No Poverty
2. Zero Hunger
3. Good Health and Well-being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth

9. Industry, Innovation, and Infrastructure
10. Reduced Inequality
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace, Justice, and Strong Institutions
17. Partnerships for the Goals


Ten Theme
1. Poverty Free and Enhanced Livelihoods in Village
2. Healthy Village
3. Child-Friendly Village
4. Water Sufficient Village
5. Clean and Green Village
6. Village with Self-Sufficient Infrastructure
7. Socially Just and Socially Secured Village
8. Village with Good Governance
9. Women Friendly Village
10. Vidyaktiranam - education

What is the Vision?
A Holistic Development

Targets

- Accomplishable within a specified period of time based on indicators
- It can be defined as short term, medium term and long term
- Short duration can also be decided, like 6 months, 1 year
- Sub-targets can also be defined within a target

What are the indicators?

- Indicator – A measure of situational awareness
- Can be used for data analysis
- Can be used to set targets
- There are indicators at the national level
- Regional indicators have also been developed
- More indicators can be found

Sustainability

- The goal should be fulfilled
- Must be sustainable
- There should be continuity
- The change/result should be guaranteed
- Must be completed on time
- Must be measurable

Child friendliness & other Themes

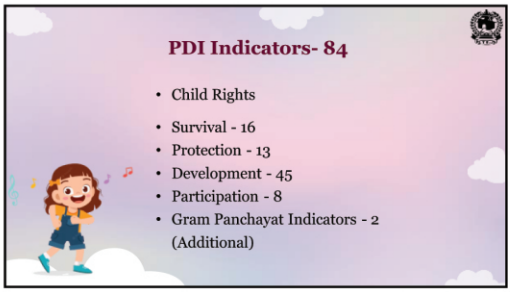
- A poverty-free village
- A hunger-free village
- Healthy Village
- Water Sufficient village
- Village with Self Sufficient infrastructure
- Village with Good Governance
- Clean and green village

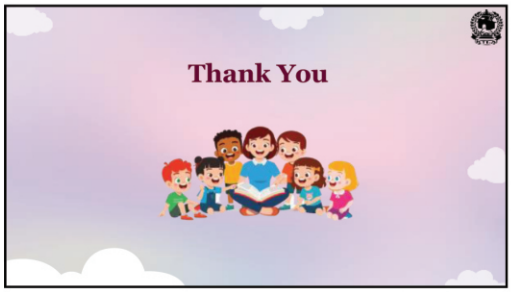
Integrated Child Development Plan

On the basis of data and targets of specific indicators, a comprehensive and Integrated Child Development Plan will be formed at the local government level.

Local Indicators (LIF)- 127

- Nutritional security
- Child Health and Welfare
- Quality education
- Girl Children
- Water and sanitation
- Child Protection and social inclusion
- Participation


PDI Indicators- 84
Child Rights
Survival - 16
Protection - 13
Development - 45
Participation - 8
Gram Panchayat Indicators - 2 (Additional)


Thank You

SESSION 2

Child Friendly Local Governance: Requisites

1. Objectives

- Convince the Local Self-Government of the essential actions for fostering child-friendliness:
- Persuade diverse organizational systems and delineate responsibilities:
- Explain the process:
- Provide a concise overview of the comprehensive activities

2. Time: 120 Minutes

3. Venue: Public Venue

Contents and Methodology

No.	Content	Duration	Method	Tools
1.	Local Self-Government Governing Body	5	Presentation	PPT
2.	CAB- Child Advisory Board	15	Presentation	PPT
3.	CRC- Child Resource Centre	20	Presentation	PPT
4	CWPC- Child Welfare and Protection Committee	25	Presentation	PPT
5	Presentation of the total process	45	Presentation	
7	Discussion	10		

Note:

1. The governing bodies of the three-tier Panchayat, Municipality, and Municipal Corporation should convene to articulate the actions outlined in the local action plan handbook. Additionally, there is a need to elucidate the roles of Welfare Standing Committees and Education Standing Committees.
2. Explanation of the establishment of CAB, CRC, and CWPC is essential, including details on their composition, considerations for selecting members, and the respective responsibilities of these committees.
3. Guidelines for developing a child-friendly comprehensive plan should clearly outline the methodology, considerations, and processes involved in its preparation.

Child Friendly Local Governance: Requisites

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Local Self-Government Governing Body

- Preparations
- Things to decide
- Activities to be undertaken
- Formation of CAB, CWPC and CRC
- How to convene the meetings
- CWPC Ward Level Formation

Points to note while constituting Child Advisory Board (CAB).

- Membership of the heads of all departments in the Local Government shall be encouraged.
- People who are passionate about child rights and want to contribute to the field shall be selected.
- CAB should be ready with data concerning children to speak at the first meeting.

Child Advisory Board (CAB)

Chairperson	President of the LSG
Vice Chairperson	Chairperson of the Standing Committee on Education / Welfare
Convener	Secretary of the LSG
Joint Convener	Local Self-Government Implementing Officer, Education

members

- Principals of all institutions including constituent institutions
- Political party representatives
- Social organization representatives
- Planning Committee Vice Chairman
- PTA representatives from every schools in panchayat
- Two representatives from CWPC
- 4 Representatives from children (2 of them must be girls)
- Kudumbashree Social Sub-Committee Convenor
- People's Planning Resource Person

Duties & Responsibilities

- Provide organizational leadership for planning, implementation, monetary and evaluation activities in the panchayat
- Find ways to support resource mobilization
- Take the lead to ensure adequate publicity and participation
- Ensure operational coordination
- Envision follow-up actions
- Ensure adequate support for those who require it
- Conduct performance monitoring and evaluation

Points to note while setting up Child Resource Center (CRC).

- To function as an academic center of the local government body
- Candidates interested in child-centred approaches should be selected from each department to work in this

Child Resource Center (CRC)

Chairperson	President of the LSG
Vice Chairperson	Vice President of the LSG
Convener	ICDS Supervisor /CDPO
Joint Convener	CWF/ People's Planning Resource Person

Members

- Interested parties working in this field (including the constituent institutions)
- 5 volunteer resource persons
- Education Working Group Convenor
- 2 Children's representatives (one of them must be a girl)
- 2 persons with legal knowledge
- 2 persons with counseling experience (one must be woman)
- Someone with expertise in the IT field
- Local Self-Government TA
- One member from C.W.P.C

Duties & Responsibilities of CRC

1. Provide academic leadership for all activities in the local government area.
2. Organize trainings in the local government area.
3. Gather information for project preparation and follow-up activities, conduct studies, collate the information obtained, conduct data analysis, organize discussions, prepare drafts of the plan and follow-up activities.

3. An accessible information and helpline center for the child, parents, organizations and institutions to call regarding the needs of the child.
4. Responsible for ensuring that monitoring and evaluation of all activities within the jurisdiction of the Local Self-Government is carried out correctly and for collecting and collating reports thereof and submitting them to the relevant areas.
5. Collect and store all information related to children
6. Ensure proper integration in project planning and execution and ensure timely completion.

7. Provide all necessary academic support in planning and implementation.
8. Provide necessary support to Gender Desks established in schools. Use their service for action
9. Provide necessary assistance to the activities of the Child Welfare and Protection Committee.
10. Conduct awareness and training. Prepare the required module for it.

CWPC - Gram Panchayat Level - Structure

No	Members	Role
1	Panchayat President	Chairperson
2	Standing Committee Chairperson (Welfare, Health and Education)	Vice Chairperson
3	ICDS Supervisor	Convener
4	Panchayat Secretary	Member
5	2 Children's representatives suggested by chairperson (one of them must be a girl)	Member
6	A representative of the District Child Protection Unit	Member
7	2 social workers (one should be female)	Members
8	Representative of child related system/movement/NGO nominated by Gram Panchayat administration	Member
9	ST promoter	Member
10	SC promoter	Member
11	Excise Inspector	Member
12	Kudumbashree CDS Chairperson	Member
13	School counselor	Member
14	A teacher from every school in pachayat	Members
15	CWPO 2 Child Welfare Police Officers (One Woman Officer)	Members
16	Health Inspector	Members
17	PTA representatives from all schools covered by the panchayat (including BUDS school, special school)-2	Members
18	Child Panchayat representative 2 persons (at least one should be a girl child)	Member

CWPC - Ward Panchayat Level - Structure

No.	Members	Role
1	Member / Councilor	Chairperson
2	Anganwadi Worker	Convener
3	Asha Worker	Member
4	ADS Chairperson	Member
5	Promoter (Scheduled Caste and Scheduled Tribe) – One each	Member
6	4 children (Bala Panchayat/Bala Sabha representatives are appropriate) out of which at least 2 should be girls	Members
7	Junior Health Inspector/ Junior Public Health Nurse in charge of ward	Member
8	CBO representative (Sports, Library and Residence Association), each representative	Member
9	Each teacher and each PTA representative from every school within the ward	Member
10	Two volunteers (one of whom should be a woman) with experience working in the field of children	Member
11	CBM representatives	Member
12	Police / Excise Representative	Member
13	A counselling expert	Member

Process

- Formation of an organizational structure
- Gram Sabha of adults and children
- Data collection
- District Child Friendly Plan
- Indicators, target
- Preparation of Local Self-Government Child Friendly Comprehensive Plan
- Integration Plan
- Seminar
- Finalization of plan

SESSION 3

Child Friendly Local Governance : Allied Institutions

1. Objectives

- Convince that the concept of child-friendliness does not have to be carried out by the local self-government body alone
- Realize that many systems are available to collaborate with the LSGI
- Ensure everyone is included from the start
- Convince the stakeholders of the potential of integration

2. Time: 120 Minutes

3. Venue: Public Venue

Contents and Methodology

No.	Content	Duration	Method	Tools
1.	Various departments and institutions	5	Presentation	PPT
2.	Services provided	25	Presentation	PPT
3.	Planning,, Implementation, Evaluation and Monitoring	5	Presentation	PPT
4	Integration potential	10	Presentation	PPT
5	Doubt Clarification	5	Presentation	PPT

Note:

Provide information on government institutions and other private organizations actively involved in promoting child-friendliness in Kerala. Outline the specific services they offer and suggest ways in which collaborative efforts can be enhanced within the organizational framework provided by local government. Additionally, elaborate on the coordination aspects in planning activities, implementation, monitoring, and evaluation. Present strategies for making the program accessible to all, along with an explanation of how the comprehensive child-friendly plan prepared by the local self-government can be effectively implemented. Detail the process for monetary evaluation, referencing the relevant handbook for guidance.

Child Friendly Local Governance: Allied Institutions

KERALA INSTITUTE OF LOCAL ADMINISTRATION

Various departments, institutions and services provided by them

1. Department of Women and Child Development

Mission Vatsalya (Sponsorship, Institute Services, Child Helpline, Vignandeepti, Our Responsibility to Children (ORC), District Resource Center (DRC), Kaval, Kaval Plus, After Care Program, Parenting Clinic, Sharanabalyam, Balanidhi, Stairs)

2. Department of Social Justice

Vidyakiranam, Vidyajyoti, Scholarship for differently-abled children, Distance Education Funding, Vijayamrutham, Sahachari, Educational Funding for Children of Prisoners, Professional Education Funding Scheme for Children of Prisoners, Scholarship Scheme for Transgender Students, CDMRP (Community Disability Management and Rehabilitation Programme, Mobility Mission Kerala) , Matrujyoti Project, Punya Bhavan, Bhinnaseshi Sadanam for Children with Disabilities

3. Kerala State Disabled Persons Welfare Corporation

Hi-Tech Limb, Disability Work Proficiency Award, Fixed Investment Scheme for Children with Severe Disabilities, NISH, NIPMR, Special Education Diploma, CDRC, Kerala Social Security Mission State Initiative on Disabilities, Scholarship for Students with Disabilities, Pre-Matric Scholarship, Post Matric Scholarship

4. SIEMAT

Sahyakiranam, RAAP (Recalibration of Approach and Attitude Programme), Sahyachange-Team, Perspective Plan for 14th Five Year Plan (PEP- Progressive Education Programme), School Leadership Academy Kerala (SLA-K)

5. SCERT

6. Mahatma Gandhi National Rural Employment Guarantee Scheme

Crush Facility For Children, Smart Angawadi Buildings, Child Friendly Toilets In Awc, School Toilets, Kitchen Sheds In Government Schools, Aforestation Works In Government Schools

7. Labor Commissionerate

According to the Child and Adolescent Labor (Prohibition and Regulation Act) of 1986, the enforcement department of the labor department inspects the establishments and if they find child labor, steps are taken to release them and then rehabilitate them.

8. Kudumbashree

9. Department of Public Education

Disability Friendly School, Financial Aid for Children, Model Inclusive School, Barrier Free-School Scheme, Autism Park, Shraddha, Focus School, Biodiversity Garden, Spring of Reading, Gifted Children

10. Excise Department

Vimukti Mission, Drug Free Schools, Awakening, Nirway, Self Defense Training for Girls, Awareness Books, Various Competitions for Students, Counselling, Activities in Tribal and Coastal Areas, "No to Drugs" Campaign

11. ASAP

Tourism Club, Music Club, Creators Science Camp, Beginner Chess Workshop, 'Welcome to Virtual World'

12. Aarogyakeralam

Rashtriya Bal Swastha Karikam (RBSK), Shalabham Comprehensive Newborn Screening, District Early Intervention Center (DEIC), Anyutra M. I. U, Hridhyam, Special Newborn Care Unit, Newborn Stabilization Unit, Newborn Care Corner, Home Based Newborn Care, Home Based Care for Babies, Asadhara Project, Club Foot Clinic, VivaKerala, WIFS, Adolescent Health Care

13. UDID

Special Anganwadis, Snehapoorvam Project, Regional Early Intervention Centres, Regional Autism Rehabilitation and Research Center (RARRC), Katoram, Cerebral Palsy Rehabilitation and Research Centre, Autism Centres, Mittai

- **Integration**
- **Data collection**
- **planning**
- **execution**
- **Evaluation**
- **Monitoring**

Thank You

Session- 4

Local Self-Government Institutions: Activity Calendar

1. Objectives

- Activities to be undertaken for planning future course of action
- Prepare activity calendar

2. Time: 90 Minutes

2. Venue: Public Venue

Contents and Methodology

No.	Content	Duration	Method	Tools
1.	Introducing Activity Calendar	15	Presentation	PPT
2.	Panchayat Level Group Discussion	35	Group Discussion	
3.	Presentation	25	Plenary	
4	Codification and Conclusion	15	Presentation	

Note:

- Present the Activity Calendar, highlighting the activities, areas needing attention, and discussing each activity for 10 minutes.
- After the presentation, initiate a Panchayat Level Group Discussion.
- During the group discussion, participants should decide on subtasks, front-loading, discuss deadlines, and finalize responsible persons.
- Conclude the training by summarizing the outcomes of the discussions and decisions made during the Panchayat Level Group Discussion.

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Child Friendly Kerala
Strengthening Child Friendly Local Governance in Kerala

LSG Level Activity Calendar

Name of Local Self-Government: .....
District-.....

NO	Activities	Activities/ Preparation	Date		Task
			Beginning	End	
1.	Local Self-Government-Decision of the concerned Governing Body				
2.	Decisions- Formation of various Committees-Proceedings/ Promulgation of Local Government Order				
3.	CAB formation and meeting				
4.	CRC formation and meeting				
5.	CWPC Local Self-Government Level Formation and Meeting				
6.	Health and Education Standing Committee Meetings				
7.	Ward level CWPC formation and meeting				
8.	Finalization of activity calendar				
9.	Inauguration				

Date

President/Chairperson/Mayor