



PROMOTING THE IMPORTANCE OF  
*human relationships*

# Capacity Building & Training Workshop on

**Effective NGO Management and Sustainable Development Goals**

**for Local Actors, Grass Root Youth Network and Organizations**

**on the occasion of World Social Work Day 2019**

**from 29th - 31st March, 2019 at Regional Centre, RGNIYD, Chandigarh**



## Organized By

Association of Professional Social Workers & Development Practitioners (APSWDP), Chandigarh

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Regional Centre, Chandigarh, MOYAS, Government of India

## Technical Support By

State Legal Services Authority (SLSA), Chandigarh  
 School of Public Health, PGIMER, Chandigarh  
 Punjab Energy Development Agency, PEDA  
 Punjab Tourism, Government of Punjab  
 Centre for Social Work, Panjab University, Chandigarh  
 The Climate Reality Project-India

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Association of Professional Social Workers and Development Practitioners (APSWDP)  
Chandigarh, India

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Date: 1<sup>st</sup> June, 2019.





# World Social Work Day 2019

Capacity Building & Training Workshop on Effective NGO  
Management and Sustainable Development Goals for Social Workers,  
Local Actors, Grass Root Youth Network and Organizations



## Organizers



## Technical Partners



## Knowledge Partners



## Global Promotional Partners



*“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations*



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## BACKGROUND

Association of Professional Social Workers and Development Practitioners (APSWDP), Chandigarh in collaboration with Rajiv Gandhi National Institute of Youth Development (RGNIYD), Regional Centre, Chandigarh has organized a three day residential capacity building & training workshop on **‘Effective NGO Management and Sustainable Development Goals’ for Local Actors, Grass Root Youth Network and Organization**. The capacity building & training workshop was aimed to celebrate **World Social Work Day 2019** on the theme **“Promoting the importance of Human Relationships”** from **29<sup>th</sup> to 31<sup>st</sup> March, 2019** at Regional Centre of RGNIYD, Chandigarh. The objectives of the training were to enable the grass root NGO’s for their better understanding about the functioning of NGO and various issues associated with it. It was also meant to encourage network building of various participating NGOs as well as with their respective State chapters.

**VENUE:** RGNIYD, PEC Campus, Sector 12, Chandigarh

**DATE:** 29<sup>th</sup> – 31<sup>st</sup> March, 2019

**TIME:** 9:00 a.m. to 5:00 p.m.

- Celebrating World Social Work Day 2019
- Capacity Building & Training Workshop on Effective NGO Management and Sustainable Development Goals for Social Workers, Local Actors, Grass Root Youth Network and Organizations

Designed by: Marika Bhatnagar

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Regional Centre, Chandigarh Ministry of Youth Affairs & Sports, Govt. of India.

Association of Professional Social Workers & Development Practitioners (APSWDP), Chandigarh, India. [www.ifsw.org](http://www.ifsw.org)

The workshop witnessed **participation of 55** participants from NGOs, Youth Networks, Universities from the states of **Chhattisgarh, Chandigarh, Delhi, Gujarat, Punjab, Himachal Pradesh, Jharkhand, Uttar Pradesh, Rajasthan, Haryana, Madhya Pradesh and Jammu & Kashmir**. Eminent resource persons were invited from various organizations namely State Legal Service Authority (SLSA), Chandigarh, Punjab Energy Development Agency (PEDA), Centre for Social Work, Panjab University, Chandigarh, School of Public Health, PGIMER, Chandigarh and The Climate Reality Project – India.

**“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations**

## OBJECTIVES OF THE PROGRAM

The main objectives of the capacity building & training programme for local actors, grass root youth network and organizations on effective NGO management and SDGs are:

1. Promoting professional social work concept, approaches, principles, methods, areas, skills and code of ethics.
2. Promoting social work education for sustainable development (SW-ESD).
3. Empowerment and capacity building of grass root youth organizations engaged in sustainable agenda 2030 at local level.
4. Building effective youth led advocacy network and partnership to promote sustainable development goals.
5. Mainstreaming of youth network and grass root organizations on linkages and forging partnerships with the line ministries, departments, global development and action research led organizations.
6. Identifying and showcasing best practices among participating organizations.
7. To encourage young people to be active advocates of SDGs.
8. Promote information sharing and exchange within the progressing states to work in cohesion effectively with youth led network.

**मानवीय संबंधों के महत्व का प्रोत्साहन**  
**विश्व समाज कार्य दिवस २०१९**

**VENUE:** RGNIYD, PEC Campus, Sector 12, Chandigarh

**DATE:** 29<sup>th</sup> – 31<sup>st</sup> March, 2019

**TIME:** 9:00 a.m. to 5:00 p.m.

- Capacity Building & Training Workshop on Effective NGO Management and Sustainable Development Goals for Social Workers, Local Actors, Grass Root Youth Network and Organizations

Designed by: Manisha Bhatnagar

Logos: UN, PEDDA, RGNIYD, Ministry of Youth Affairs & Sports, Govt. of India, The Climate Reality Project, Association of Professional Social Workers & Development Practitioners (APSWDP), Chandigarh, India, www.ifsw.org

**“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations**



# OPENING CEREMONY AND INAUGURAL



## OPENING CEREMONY AND INAUGURAL : DAY 1- 29 March, 2019 (Friday)

### Opening Ceremony & Floral Welcome

Hon'ble Justice A.B. Chaudhari, Punjab and Haryana High Court–cum–Executive chairman, SLSA, Chandigarh inaugurated the capacity building program in presence of Guest of Honor Shri. Mahavir Singh, Member Secretary, State Legal Services Authority Chandigarh and Special Guest Shri. Amarinder Sharma, CJM-cum-Secretary, District Legal Service Authority, Chandigarh.

The dais was also shared by Dr. Kottu Sekhar, RC, RGNIYD, Chandigarh, Prof. Amarjeet Singh, Head, School of Public Health, PGIMER Chandigarh and Dr. Monica Singh, Chairperson, Centre for Social Work, Panjab University, Chandigarh.

A floral welcome was given to the Chief Guest Hon'ble Justice A.B. Chaudhari, Punjab and Haryana High Court–cum–Executive chairman, SLSA, Chandigarh by Mrs. Rekha Trivedi, Secretary General, APSWDP.

Mr. Amit Joshi, Executive Head Programmes, APSWDP welcomed Guest of Honor Shri. Mahavir Singh, Member Secretary, Sate Legal Services Authority Chandigarh.

Dr. Sumit Arora, Treasurer, APSWDP welcomed Special Guest Shri. Amarinder Sharma, CJM-cum-Secretary, District Legal Service Authority, Chandigarh.

Dr. Priyanka Khanna, Lt. Col. Dr. K. Pushkar SPH, PGIMER and Mr. Karamveer Singh also welcomed other distinguished guest present on the dais including Dr. Kottu Sekhar, Coordinator, RGNIYD, RC Chandigarh, Dr. Monica Singh, Chairperson, Centre for Social Work, Panjab University, Chandigarh and Prof. Amarjeet Singh, Head, School of Public Health, PGIMER, Chandigarh respectively.



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### Lamp Lighting

As a tradition, lamp lightening ceremony was done as a mark of peace, positive brightness and for spreading the divine grace by the Chief Guest, Guest of Honor, Special Guest and other distinguished Guest present along with the key functionaries of Association of Professional Social Workers and Development Practitioners (APSWDP) and RGNIYD, Chandigarh.



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## Formal Welcome

The formal welcome address was given by Dr. Kottu Sekhar, Coordinator, RGNIYD, Regional Centre, Chandigarh wherein he extended his heartiest welcome to the chief guest, various dignitaries on the dais followed by the participants from various States. Dr. Sekhar initially gave an introduction of RGNIYD and an overview about various activities carried out by RGNIYD, Chandigarh.



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## Programme Background

After the welcome address, Mr. Vivek Trivedi presented a detailed background of the program and the genesis of Association of Professional Social Workers & Development Practitioners (APSWDP). He also portrayed the social work profession in present context, areas of social work and also about a bill presented in the Lok Sabha on National Council of Professional Social Work Bill 2018. He has also put on record that how APSWDP has been evolved by a group of social workers and how the World Social Work Day was celebrated in the Chandigarh for the first time in 2015 on the invitation of Hon. Governor Haryana, Punjab & Administrator Chandigarh Prof. Kaptan Singh Solanki.



## Release of Triennial Report and Annual Calendar of APSWDP

A triennial report of Association of Professional Social Workers and Development Practitioners (APSWDP) of Financial Year 2015-18 and an Annual Calendar of Financial Year 2019-20 was also released by the Chief Guest Hon'ble Justice A.B. Chaudhari, Punjab and Haryana High Court–cum–Executive chairman, SLSA, Chandigarh in presence of Guest of Honor Shri. Mahavir Singh, Member Secretary, Sate Legal Services Authority Chandigarh, Special Guest Shri. Amarinder Sharma, CJM-cum-Secretary, District Legal Service Authority, Chandigarh and the respective representatives of the organizing partners including School of Public Health, PGIMER, Centre for Social Work, Panjab University, Chandigarh, The Climate Reality Project.



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## Inaugural Address by Chief Guest

Hon'ble Chief Guest was thereafter invited for addressing the programme participants during the inaugural session. Hon'ble Justice A.B. Chaudhari congratulated team APSWDP for organizing such an event with representation from nearly twelve States. He was of the opinion that in order to have sustainable development, it is essential to understand the environmental issues accelerated by huge plastic waste. His emphasis was mainly on reduction of plastic waste which is the first step in attaining of sustainable development goals. He was also of the view that without plantation and green growth, no country can ever think of achieving the goals of United Nations by 2030. He motivated the participants to understand need of the hour & encouraged them to opt for frequent plantation drives. Finally, he appreciated the initiative conceived led by APSWDP team led by Mr. Vivek Trivedi for promoting Social Work Education for Sustainable Development and Envision Disability 2030.



## Commendable Certificate Distribution

Mr. Vivek Trivedi, founder, APSWDP apprised the Chief Guest and other dignitaries that APSWDP has constituted Young Professional Social Worker Award and Eminent Social Worker Award for the youth having studied Social Work in the bachelor and masters level programs and the persons of eminence who worked from scratch towards social work practices in various field. The awards in both the categories were awarded to the following as per below:

Young Professional Social Worker Award	Eminent Social Worker Award
Amit Joshi	Manish Nagar Bhai Patel
Dr. Sumit Arora	Mukesh Kumar Yogi
Dr. Priyanka Khanna	Rajiv Bishnoi
Yogesh Sharma	Savita Machra
Mastan Singh	Rohit Kumar
Balbir Singh	Om Kumar Netam
Neha Dogra	Sahanbaz Mirza
	Davinder Singh

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**Presentation of Mementoes**

After the commendation certificate/ award distribution, Chief Guest and Guest of Honor were felicitated with mementoes by Prof. Amarjeet Singh, Shri. Amarinder Singh and Dr. Monica Singh.



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## Vote of Thanks

At the end, Vote of thanks was presented by Prof. Amarjeet Singh, SPH, PGIMER Chandigarh to Hon'ble Justice A.B. Chaudhari, Punjab and Haryana High Court–cum–Executive Chairman, SLSA, Chandigarh who inaugurated the capacity building program, Guest of Honor Shri. Mahavir Singh, Member Secretary, State Legal Services Authority Chandigarh, Special Guest Shri. Amarinder Sharma, CJM-cum-Secretary, District Legal Service Authority, Chandigarh, organizing partners and fellow participants in the workshop.

Prof. Amarjeet Singh cited how the theme ***“Promoting the Importance of Human Relationships”*** of the World Social Work Day 2019 is very much relevant in these days, when relationships is getting eroded due to large scale migration and disintegration of social structure. He has also emphasised that this area of social work will grow and there will be huge demand of such professionals.

In the last, he appreciated the idea of Mr. Vivek Trivedi in bringing various partners in field of development at a common platform like Rajiv Gandhi National Institute of Youth Development, Govt of India, State Legal Services Authority, Chandigarh, School of Public Health, PGIMER, CSW, Panjab University, Chandigarh, Punjab Energy Development Agency, The Climate Reality Project as key partners.

He also thanked various social and grass root voluntary organizations, which have sent their team members, functionaries for the capacity building programme.







**CHANDIGARH**  
THE CITY BEAUTIFUL

# APSWDP



**Celebrates**

**WORLD SOCIAL WORK DAY/MONTH -2019**

**“Promoting the Importance of Human Relationships”**

**We Work towards Promoting Social Work Education for Sustainable Development**

**Association of Professional Social Workers and Development Practitioners (APSWDP), Chandigarh, India**

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# WELCOME AND FELICITATION OF RESOURCE PERSONS

DAY 1 to DAY 3 (29 March, 2019 to 31 March, 2019)



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# TECHNICAL SESSIONS



## TECHNICAL SESSIONS : DAY 1 – 29 March, 2019 (Friday)

### Session 1: Introduction to Social work, Principles, Methods of Social Work and Ethics

**Dr. Monica Singh,**  
Chairperson, Centre for Social Work,  
Panjab University, Chandigarh

The first technical session was taken up by Dr. Monica Singh by welcoming the participants. Considering the diversity of participants during the event, she greeted everyone in three different languages as a mark of respect for every religion, caste and State. She started her session by talking about the concept of Social Work during ancient times – especially for vulnerable people like women, children, old people and how they were take care of during the ancient times. With industrialization, modernization, and advancement in the society the need was felt that there should be social welfare agencies and specialized workers to help vulnerable strata of the society, she added. She narrated two aspects of social work (1) Theory and (2) Practice without which social work cannot be pursued. She described that other disciplines like history, political science, sociology have only theory but the social work discipline has practical aspect as well. The students of social work during their course are sent to diverse fields, organization, and institutions to cater the needs of individuals at the grass root levels as well as at the lowest hierarchy. She also clarified that students pursuing their Masters in Social Work from IGNOU are also equally capable of getting placed with prestigious organization. She further emphasis on adopting various techniques and methods for assisting individuals in need by making them self-reliant. Such integrated approach and techniques aims at supporting them in order to adjust with the prevailing environment. Social work profession aims to create a democratic environment for bringing reform in correctional settings like child care, legal aid etc.



While defining the Rawl's theory of Justice and theory of empowerment, she mentioned that the main aims and objective should be clear to the social workers pertaining to empowerment of such communities by emphasizing on the difference between social work and social welfare. She also threw light on the latest update by University Grants Commission that social work comes under non-professional category. She clarified that the social workers are professionally trained to work on various welfare activities. With and in-depth knowledge and skills, social worker can adopt a need based approach, roles and the techniques while conducting field work. While concluding her session, she highlighting two prime methods used in social work activities i.e. **Primary methods**

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that covers the domain of Case Work, Group Work, and Community Work whereas **Secondary methods** covers the spheres of Social Action, Social Welfare Administration, and Social Research. At the end of the session she had shared her field experiences with the participants.

**Session 2: Role of State Legal Services Authority (SLSA) and Partnership with NGO and CBO's**

**Shri. Mahavir Singh,**  
Member Secretary, SLSA,  
Chandigarh

The session was started by a brief introduction to the State Legal Services Authority. Sh. Mahavir Singh, Member Secretary, SLSA Chandigarh shared that all the States and Union Territories of India have a separate Legal Services Authority constituted under the State Legal Services Authority Act, 1987. Chandigarh being one of the Union Territory of India, also has a State Legal Services Authority and came into force on 19<sup>th</sup> January, 1998. He added into the knowledge of participants that 9<sup>th</sup> November is celebrated as SLSA Day every year. While formally starting the session, statutory provisions were touched by him like provision of directive principles of state policy which contained in Part IV (Article 36-51) of the Constitution of India, Article 39 A of directive principles of the state policy ensuring equal justice and free legal aid and finally the importance of Public Interest Litigation (PIL) through which, any public or person can seek remedy on behalf of the oppressed class.



He emphasized on PIL functions as an effective instrument for bringing change in the society. At the

same time he cautioned the participants that the one filing the petition must not have any personal interest in the litigation & the petition is accepted by the court only if it is in the interest of public at large which can only be filed against the Government & not against the private individuals/ entities.

He threw lights on various services which people can avail from State Legal Services Authority (SLSA). Encouraging the women section of the society, he shared that all women irrespective of their economic status can avail free legal aid in India through SLSA. He also shared that national level schemes are launched in areas such as 'Drug Addiction' and 'Victim of acid attack'. He informed about the free legal helpline number for India '15100'. While discussion more about the functioning of SLSA, he emphasized on various legal aids camps such as Legal Awareness camps, Para Legal Volunteers camps etc. which are organized in legal aid clinics. He also threw lights on different acts such as Protection of Children from Sexual Offences Act, The Narcotic Drugs and Psychotropic Substances Act, Information Technology Act, Motor Vehicles Act, Minimum wage act. The session was ended with vote of thanks by the organizers.



**Session 3: Role of Punjab Energy Development Agency (PEDA) and Partnership with NGO's**

**Er. Balkar Singh,**  
CGM, PEDA,  
Chandigarh

The next session was taken by Er. Balkar Singh, Chief General Manager, PEDA. He begun with the contemporary environmental issues such as environment degradation, global warming and climate change. He stated that change in the climate pattern is the principle cause of change in global temperature and concentration of CO<sub>2</sub> is increasing at 4.5% per decade. The speaker stated that scientists who assess the given conditions visualize the indisputable evidence that Earth is getting warmer, in some cases very rapidly. Most believe that human activities such as burning of fossil fuels resulting in emission of greenhouse gases in the atmosphere have influenced the trend of warming of the Globe. In the past decade scientists have documented record-high average annual surface temperatures and have been observing other signs of change all over the planet i.e. through distribution of ice, salinity levels, and temperatures of the oceans. He also added that global warming is resulting in melting of glaciers at a very swift speed. The famed snows of Kilimanjaro have melted more than 80 percent since 1912. Glaciers in the Garhwal Himalaya in India are retreating so fast that researchers believe that most central and eastern Himalayan glaciers could virtually disappear by 2035. Subsequently sea level is increasing and coastal flooding becomes an inevitable phenomenon. Unprecedented snowfall and excessive rainfall are other noticeable evidence of global warming and climate change.



In connection to power scenario of Indian the speaker shared that the country's power generation capacity has increased up to 341 GW, but the country is still passing through unprecedented shortage of around 0.7% in average and 2% in pick demand. He revealed that India needs to generate additional of 100000 - 150000 MW of capacity each year to meet the power demand. More than 60% energy is being produced from coal and petroleum which is adding maximum pollution, he added.

While moving ahead in his session, he explicated on Energy generation supply through following key points:

- Change in Dependence on non-renewable sources for generation
- Use of renewable energy sources: solar wind hydro and bio-energy
- Efficient machines for power generation
- Efficient system of transmission and distribution

Also, while referring to the efficient use of energy and its conservation, he made following key points:

- Strategy development to make power available
- Augmentation gap between demand and supply
- One unit of energy saved = one and half unit of capacity addition.
- Energy Conservation Act-2001
- Energy Conservation Building Code

He further shared the vision of Punjab Energy Development Agency (PEDA) by referring to smart energy living pyramid. He stated that PEDA aims at working towards a sustainable energy future, its conservation & efficiency with the following example:

- Commercial Buildings (Existing / New buildings, ECBC)
- Industrial (Large, Medium & SMEs, Perform Achieve & Trade)
- Municipal (Energy Efficient Street lighting, Water pumping)
- Agriculture (Energy Efficient / Star Rated pump-sets)
- Domestic Sector (Energy Efficient Construction / Electrical appliances)
- Punjab has a mission to harness 2,500 MW energy from renewable sources of energy (RSE) by 2022
- New and Renewable Sources of Energy (NRSE) Policy launched in 2012 – Target RSE 15% of total installed power capacity by 2022
- Net Metering Policy launched in 2014 – Target 500 MW through Stand Alone, Rooftop and IPP Solar projects by 2022
- He concluded the session by showing pictures of various projects of PEDA including the World Largest Rooftop Solar PV Power Plant which is located in Amritsar.
- Adoption of renewable energy and energy efficiency is the need of the hour for climate change and considerable GHG emission abatement
- It is possible only with the cooperation and coordination of all the stakeholders.
- Social workers, local actors, grass route youth network and organizations will play an important role to promote renewable energy & energy efficiency in the state.

## Session 4: Youth – Definition, Issues and Perspectives, Youth Development

**Dr. Kottu Sekhar,**  
MSW, Coordinator, RGNIYD,  
RC Chandigarh

Dr. Kottu Sekhar session started through brainstorming of the participants. He asked the participants as to 'Who is a youth'? What are the traits? While replying to the question asked, the participants shared multiple views by defining it as 'youth is aware, capable, critical thinker, and enthusiastic, energetic, more expressive, skilled, passionate, impulsive, quick learner, quick on the uptake'. The participants also shared that the majority of young people are disinterested, lack enthusiasm and lack of experience as well. Youth also have psychic energy and they are demonstrative in terms of expressing feelings, the participants added.

While referring to the National Youth Policy 2014, the definition of Youth was discussed by Dr. Sekhar. While elucidated the demographic dividend, Dr. Sekhar mentioned that it is accelerating overall economic growth resulting in decline in mortality, fertility and the subsequent change in the age structure of the global population. He said that if a country fails to indulge young people in gainful employment, it will lead to a disastrous situation.

After answering to the first question, Dr. Sekhar raised another question to the participants as to 'what are the key issues of Youth'. While replying to his question, the participants retorted that lack of interest in social activities, lacking of zeal for overcoming the challenges of life are the biggest task for the youth



these days. With heightened maturity and small vision, the youth is not able to call for the proper action. Moreover, they lack experience but expect quick outcomes resulting in lack of prudence among them.

While talking about the prevailing youth culture, Dr. Sekhar emphasized on the style, belief system, interests, music, behaviour, values, norms, dressing sense, sports and practices that young share amongst each other which counters with the culture of older generations, he added. For better understanding of the participants, he gave an example of a son and father working in same company, bound to be in clash because of the rising insecurities over the future of their children. He also talked about the sub-culture which belongs to society when young people innovates and develop their own culture. He further gave example of America where youth had innovatively sung songs to rebel against the prevailing system as compared to India.

In late 90's youth culture was influenced by rock band, bikers, leather jackets with metal buttons, etc. In India many adivasi groups have their own indigenous culture which is the original forms of



sub-culture which has to be studied in terms of acceptance, platform and uniformity. He further explained that challenging the prevalent order, patriarchy and other social problems through dance and music can be termed as the youth culture. He stated that while in community if the participants come across such kind of special innovative culture, they would rather try to document it. While referring to the Naxalite's culture, he stated that they were jewel but madly driven by their own traditions and ideologies which is still retained by them. The agents of socialization viz family, peer group, educational institutions, religion, politics and government play a vast role in socializing a youth. He added that gender discrimination has been rooted deep in our culture and is shaping the mentality of today's youth through orthodox curvature towards patriarchy.

He also threw light on youth indulging in various criminal activities and vandalism. Dr. Sekhar emphasized that greed has overruled the mind set of youth following which they have desire to have more in this consumerist world. Furthermore, globalized economy has exposed the youth to a diversified educational, employment and entertainment field.

Before ending his session, he talked about the issues related to identity crisis of youth as they are more influenced by identities. His session was ended with vote of thanks to the participants as well as to the organizers.

### **Session 5: NGO Management, Organizational Strengthening and Building Capacity**

**Dr. Sumit Arora & Mr. Amit Joshi,**  
MSW, Social Development Expert,  
UNITAR trained.

The next session was facilitated jointly by Dr. Sumit Arora and Mr. Amit Joshi who are trained by UNITAR. Both the speakers expedited the session by adopting participatory methodology for which three groups were formed. For developing the true zeal and spirit among the participants, all the three groups with topic entitled NGO Management, Organizational Strengthening and Building Capacity, three names comprising of fruits were allocated. The participants were expected to facilitate a group presentation and for which, adequate time was given to them for group discussion. The session was interactive wherein all the participants were involved in group discussion, question & answer followed by debate.



There was a detailed discussion on formation and evaluations of a NGO with following process:

1. Group of like-minded people.
2. Formation of vision and mission
3. Framing of goals and objectives
4. Preparing bylaws
5. Registration under society registration act 1860
6. Project Designing
7. Execution
8. Mid-term evaluation
9. Reporting and documentation
10. Impact assessment



Based on the issues faced by NGO sector, following points came out in the discussion:

1. Fund focussed organization.
2. Big numbers of note pad organization
3. Use of consultants in NGO registration.

The next task with both the facilitators was to provide remedial measures that ensures the sustenance of an NGO. Brief points discussed by them were:

1. Clear goal and objectives
2. Equal representation
3. Team spirit
4. Effective planning
5. Policy time frame
6. Stick to the ethics
7. Focussed on credibility more than fund
8. Withdraw the system of using consultant in NGO registration
9. Focussed on transparency and creating social impact
10. Proper monitoring and Evaluation
11. As a morale booster the system of reward and punishment need to be there.

**Session 6: Overview of NITI Ayog Darpan Portal/  
United Nations DPI NGOs and UN CSO  
NET**

**Mr. Vivek Trivedi,**  
MSW, Global Development Expert,  
Associated with UN agencies and  
Founder APSWDP

Mr. Vivek Trivedi in his session shared the importance of getting Non-Government Organizations (NGOs) associated with national governmental agencies i.e. NITI Ayog and other global inter-governmental agencies including UN CSO NET under UNDESA and UN DPI etc. He emphasised to all the NGO Heads participating in the training workshop that if their organizations has been evolved with an objective to work towards development and welfare then such organizations should get registered with NITI Ayog and other UN entities so that a national and global level networks can get access to their grass-root organization for providing support and assistance by way of partnerships.



He then briefed the background, objectives and strategies of NITI AYOOG, UN DPI NGOs and UN CSO NET through an online demonstration for registration on DARPAN, UN CSO NET Portal by creating a login.

He further shared that The NGO-Partnership System (NGO-PS) Portal (NGO-DARPAN) was earlier maintained by erstwhile Planning Commission, which has been replaced by the NITI Aayogw.e.f. 1st January, 2015. The Portal, therefore, is being maintained at present under the aegis of NITI Aayog. NITI Aayog invites all Voluntary Organizations (VOs)/ Non-Governmental Organizations (NGOs) to Sign Up on the Portal. VOs/NGOs play a major role in the development of the nation by supplementing the efforts of the Government. This portal enables VOs/NGOs to enrol centrally and thus facilitates creation of a repository of information about VOs/NGOs, Sector/State wise. The Portal facilitates VOs/NGOs to obtain a system generated Unique ID, as and when signed. The Unique ID is mandatory to apply for grants under various schemes of Ministries/Departments/Governments Bodies.





He then briefed about the following roles and responsibilities of joining United Nations Department of Public Information and Non-Government Organizations (UN DPI-NGO):

- Continue to raise public awareness, in particular at the grass roots level, about key issues on the UN agenda including the priorities of the UN Secretary-General and in line with the UN Charter.
- Collaborate with or support UN Information Centres or Services or other UN entities on advocacy campaigns or other promotional public information activities.
- Submit yearly an online Annual Review report. This is the process by which organizations associated with our Department report back to the Civil Society Unit on their work and public information activities in support of the United Nations, and are evaluated.
- Understand and ensure appropriate use of the UN name, flag and emblem



In the last, he has also shared that organizations should work effectively and with dedication by maintaining record, documentation and achievements along with necessary registrations and affiliations with government bodies for registration with United Nations Civil Society Network for getting special consultative status. He has also referred following benefits of getting associated with UN CSO NET:



**CSO Net**  
Civil Society Network

1. Provide expert analysis on issues directly from its experience in the field;
2. Serve as an early warning agent;
3. Help monitor and implement international agreements;
4. Help raise public awareness of relevant issues;
5. Play a major role in advancing United Nations goals and objectives; and
6. Contribute with essential information at organization events.

He also shared that a NGO with consultative status can:

1. Attend international conferences and events;
2. Make written and oral statements at these events;
3. Organize side events;
4. Enter United Nations premises; and
5. Have opportunities to network and lobby.

## Session 7: Sustainable Development Goals (SDGs) and Role of NGOs and Youth Network

Mr. Avinav Thakur,  
MSW, Training Coordinator, RGNIYD,  
RC Chandigarh

In the session on Sustainable Development Goals, Mr. Avinav Thakur shared that there are 1.8 billion people between the ages of 10-24 and they are the largest generation of youth in history. He cited a report from UN which clearly mentioned that close to 90 per cent of youth live in developing countries, where they make up a large proportion of the population. Their numbers are expected to grow—between 2015 and 2030 alone, about 1.9 billion young people are projected to turn 15 years old. Connected to each other like never before, young people want to and already contribute to the resilience of their communities, proposing innovative solutions, driving social progress and inspiring political change. They are also agents of change, mobilizing to advance the Sustainable Development Goals to improve the lives of people and the health of the planet.

He said, building on its global convening role, the United Nations is uniquely placed to act as a source of protection and support for young people, and a platform through which their needs can be addressed, their voice can be amplified, and their engagement can be advanced.

The UN fully embraces young people's diversity in all its forms. Therefore, the UN employs and advocates for methods and approaches reflective of this diversity to make sure all young people can reach their full engagement, empowerment and development.

The UN recognizes young people as rights-holders, and promotes and facilitates transparency, accountability, and responsiveness from governments, international organizations and others toward young people.



He further referred the following roles for youth and the SDGs:

1. **Critical thinkers:** Part of being young involves making sense of personal experiences and asking questions about the world around you. Youth have the capacity to identify and challenge existing power structures and barriers to change, and to expose contradictions and biases
2. **Change-makers:** Young people also have the power to act and mobilise others. Youth activism is on the rise the world over, bolstered by broader connectivity and access to social media.
3. **Innovators:** In addition to bringing fresh perspectives, young people often have direct knowledge of and insights into issues that are not accessible to adults. Youth best understand the problems they face and can offer new ideas and alternative solutions.
4. **Communicators:** Outside the international development sector, few people are aware that world leaders have come to a historic, far-reaching agreement to improve the lives of people and the planet by 2030. Young people can be partners in communicating the development agenda to their peers and communities at the local level, as well as across countries and regions.
5. **Leaders:** When young people are empowered with the knowledge of their rights and equipped with leadership skills, they can drive change in their communities and countries. Youth-led organisations and networks, in particular, should be supported and strengthened, because they contribute to the development of civic leadership skills among young people, especially marginalised youth.

**Session 8: Corporate Social Responsibility (CSR) and Role of NGOs, Fund Raising. Information Education Communication Strategies using Social Media (Face Book, Instagram, Twitter, Whats APP etc.)**

**Mr. Hitesh Kumar Gulati,**  
Former Secretary General,  
Chandigarh Management Association,  
Chandigarh

Mr. Hitesh Kumar Gulati initiated his session by sharing the stages of transition in change management and emphasised that all the participants should deeply understand this transition to become a change leader, as the changing trends in the industry will redefine the CSR sector and the deeper role of NGO's in CSR.

With the recent changes in the Indian Companies Act, it is mandatory for the profitable companies to spend at least 2% of average of net profits of last 3 years on CSR activities in the areas like literacy,



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women empowerment, environment, water, sanitation etc. Many organisations have not even thought of doing anything in this area as yet. It is most unlikely that the companies would be able to carry out CSR interventions on their own and they need to take help of local NGO for effective implementation of CSR activities. The success of CSR projects largely depends on suitable NGO, its role and accountability. For this purpose it essential to evaluate and rate an NGO on certain parameters by giving weightages to each of the attribute depending on its level of importance.

Following are some of the attributes which need to be considered while shortlisting a rated and reliable NGO for CSR implementation.

- |   |   |
|---|---|
| 1. No. of years in Social Service         | 6. Established Infrastructure                             |
| 2. Reputation of NGO & Promoters          | 7. Financial & operational capabilities                   |
| 3. Certification and Registration of NGO  | 8. Credentials  |
| 4. Proper documentation                   | 9. Technical/ Domain Specific Skills                      |
| 5. Experience in relevant areas/ projects | 10. Impact of projects/ initiatives on welfare of society |

The social sector is starting to undergo significant changes, with technology and corporate-like management practices being some of the key elements of this transformation. The following, then, are some of the key trends that the CSR space is expected to witness in 2019.

### **1. NGOs Will Adapt and Get Better at Working With the New Type of Funders – Corporates**

Previously NGOs largely focused on the application process for the government or international aid. Alternatively, they raised funds from individuals such as wealthy donors and philanthropists by appealing to their softer, humane side. But now that corporate support, both financial and organizational, has become more critical for the social sector, NGOs need to make a strong business case for funding. Their proposals, therefore, will need to focus more on aspects like KPIs, impact, deliverables, adhering to timelines, along with doing diligent reporting.

### **2. Corporates Will Start Thinking of CSR as Another Pillar of Their Corporate Strategy, Instead of as Philanthropy**

Sustainability issues and social responsibility have become a key consideration for business leaders and decision-makers in the corporate sector, in the last couple of years. Companies, therefore, are increasingly looking to integrate CSR as a mainstay for their managerial processes, decision-making, and overall strategy, with an aim to position themselves not just as philanthropic, but as socially responsible organizations.

### **3. More Companies Will Comply and Engage in Long-term Partnerships With NGOs**

NGOs operate in various sub-sectors such as environment, education, health, gender equality, etc. Each of these sub-sectors is different from the other and requires a specialist approach to deal with their unique set of challenges and issues. Moreover, since measurable impact takes

longer to achieve, corporates will seek to engage in longer-term collaborations with NGOs to leverage their knowledge for greater on-ground impact.

#### 4. Technology and Innovation Will Play a Major Role in Addressing Structural Issues in the Social Sector

For the social sector, adopting technology can facilitate a much-needed departure from the traditional mode of operating, to a more agile, transparent, and efficient way. Technology can address the structural issues within the social sector through solutions that streamline the way organizations interact, create greater transparency, digitize and automate workflows, etc. At the same time, technology can enable corporates to collate, access, and analyze data, which can help decision-makers assess the consistency between the ethical values companies endorse and their actions supporting the same.

##### Source/ Reference:

<http://www.csrtimes.com/community-articles/emerging-role-of-ngos-in-csr-intervention/352>

<https://theCSRjournal.in/csr-in-2019-5-trends-that-will-redefine-the-csr-sector-this-year/>

#### Performance on Sustainable Development Goals (SDGs)

**Amit Sanauria and Sarver Ali,**  
Founder, Satvik Arts, Chandigarh

A play was staged by Satvik Arts, Chandigarh under direction of Amit Sanauria and Sarver Ali on Sustainable Development Goals (SDGs) for the fellow participants for developing an understanding on SDGs in common terms with various incidences and episodes in life.



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## TECHNICAL SESSIONS : DAY 2 – 30 March, 2019 (Saturday)

### Session 9: Auditing and Financial Management of Non-Government Organizations

**Mr. Deepak Dhingra,**  
Welfare Officer, CAG Punjab and  
Audit Expert, Chandigarh

The next session was taken by Mr. Deepak Dhingra, Welfare Officer, CAG Punjab and Audit Expert. He started off by asking the participants about their understanding on financial management. While addressing to the answers made by the participants, he simplified the definition of financial management by exploring its four components namely planning, execution, controlling and monitoring for which the following **tools** were explained:



Tools of Planning	Tools of Execution	Tools of Controlling	Tools of Monitoring
<ul style="list-style-type: none"> <li>• Strategic plan</li> <li>• Annual plan</li> <li>• Activity plan</li> <li>• Budgets</li> <li>• Cash flow forecast</li> </ul>	<ul style="list-style-type: none"> <li>• Constitution</li> <li>• Organisation charts</li> <li>• Flow diagrams</li> <li>• Job descriptions</li> <li>• Itemized budgets</li> <li>• Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Delegated authority</li> <li>• Procurement procedure</li> <li>• Reconciliation</li> <li>• Internal and external audit</li> <li>• Fixed assets register</li> <li>• Vehicle policy</li> <li>• Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Pert charts</li> <li>• Progress reports</li> <li>• Budget monitoring reports</li> <li>• Cash-flow reports</li> <li>• Audit reports</li> </ul>

The speaker also brushed on following principles of accounting:

- ✓ Income (Funds coming in)
- ✓ Expenditure (Funds going out)
- ✓ Assets (things we own)
- ✓ Liabilities (things we owe)

Further to add in his session, he shared that accounting is significant for information, credibility, legal requirement and future planning and encouraged the participants to know various methods of

accounting, cashbook, general ledger, wage record and asset register. While ending his session, the speaker encouraged all the participants to practice proper accounting codes in their respective or future NGOs for successful future audits. The session was ended with vote of thanks.

**Session 10: Joining and taking affiliations of M-NGOs, Professional Associations/ Networks (Local/ National/ Global)**

**Mr. Vivek Trivedi,**  
MSW, Global Development Expert,  
Associated with UN agencies and  
Founder APSWDP

In the session, Mr. Vivek Trivedi described the importance of joining and taking professional memberships of Mother NGOs, Professional Associations and Social Networks to the fellow participants. He shared that the professional associations provide unparalleled networking opportunities, allowing individuals to connect with their peers, mentors, and other industry leaders. As a member, they are in the unique position to attend conventions, seminars, award dinners and other related events with like-minded professionals in the field. These events are attended by the brightest minds and are a hotbed of ideas and collaborative efforts.

He added further that professional associations are always in need of new blood to help organize their annual meetings, workshops, CME courses, and legislative committees. Helping your organization work to improve your profession as well as to help improve the overall state of healthcare can be a very rewarding opportunity. He said that in order to fully receive the benefits of membership, you need to be engaged with the association. With any membership, however, you get what you put into it. Get involved as often as possible and you will reap the benefits offered to you as a member.



He mentioned the benefits of joining professional associations as under:-

1. Broaden Your Knowledge and Access wider Opportunities
2. Career Advancement
3. Networking
4. Professionalism
5. Recognition
6. Funding opportunities
7. Partnership building

## Session 11: National Missions: Role of NGOs, CBOs and other VOs in the effective Implementation

Mr. Ravi Solanki,  
NMM, MOHUA, Govt. of India

Sh. Ravi Solanki started the session by explained about the background of Deen Dayal Antyodaya Yojana –National Urban Livelihood Mission. He mentioned that in order to improving the livelihoods opportunities for the poor in the urban areas, this mission was launched by Ministry. While emphasising on the vision behind the scheme, he explained that the mission is focused on organizing the urban poor in their strong grassroots level institutions, creating opportunities for skill development leading to marked based employment and helping them to set up self-employment venture by ensuring easy access to credit. The mission was also aimed at providing shelter equipped with essential service to the urban homeless in a phased manner. In addition, the mission would also address the livelihood concerns of the urban street vendors, he added.



While moving further, he mentioned that in order to understand the scheme, it is vital to know about its components. Thereafter, he touched upon the components of DAY-NULM and stated that it envisages universal social mobilization of urban poor into self-help groups and organizing them into federations, it provides skills to the unskilled urban poor, financial assistance to the individuals / groups of urban poor for setting up gainful self-employment ventures or micro enterprise, skilling of street vendors, shelter for urban homeless, capacity building and training of various stakeholders and the members of the community institutions and finally, promotion of novel initiatives in the form of innovative projects.

He further deliberated on the nature of urban poverty wherein he focused on three points i.e. Multi dimensionality, limited opportunities for unskilled person and inadequate support for marginalized groups. However, for moving ahead with this scheme, he talked about the steps of moving i.e. from





Household to Self Help Group, From Self Help Group to Area Level Federation and finally from Area Level Federation to Community Level Federation. He reflected upon on all the four points in an interactive manner with the participants.

In the last, he also shared that NGOs can also work under various capacities under DAY –NULM ex- Resource Organization.

## Session 12: Preparation of Project Proposals and Detailed Project Report

**Mr. D. Nageshwar,**  
Mission Manager DAY NULM, UNDP  
Project, Govt. of Himachal Pradesh

The session on preparation of Project Proposal and DPR has been facilitated by Mr. Nageshwar and the session has been started with some brainstorming exercises while asking some open-ended questions to the participants i.e. what a proposal is?

After initial exercise, Mr. Nageshwar explained that a Project Proposal is a detailed description of a series of activities aimed at solving a certain problem. A proposal is a request for financial assistance to implement a project. Funding is sought, in whole or in part, from government funding agencies, charitable foundations, businesses, individuals, and other sources. He added that a project proposal has three phases i.e.



He explained that the proposal should contain a detailed explanation of the:

- justification of the project;
- activities and implementation timeline;
- methodology; and
- human, material and financial resources required.



Mr. Nageshwar briefed that proposals are developed to address a strategic need identified by the organization or to solve a problem. He said that limited funding encourages intense strategic planning prior to proposal writing and the process of applying for funding forces organizations to pursue the most important and most time sensitive projects first.

He added that Proposals should be well researched prior to submission and Proposals are intended to communicate exactly what is attempting to accomplish, the problem to be addressed, the resources required, and when activities will be performed. He included that examine the location, the population characteristics of the area, the situation, existing facilities, and anything else required to describe the background of the project as funding agencies look for local initiative and the utilization of community resources in funding proposals. They also want the project proposal to indicate that the project will be self-supporting in the long-term or sustainability in future. He suggested that Involving the community, stakeholders, and the project beneficiaries in the research process is the best way to ensure that it is valid.

Mr. Nageshwar explained about primary and secondary information sources.

- Primary data is new information collected directly by you. Primary data is usually best, but is very time consuming and costly.
- Secondary data is information which already exists. It includes government reports, industry association studies, zone board strategic plans, marketing books, periodical articles, and engineering reports. If available, secondary data is cheaper and easier to use than primary data.

Mr. Nageshwar also explained about DPR (**Detailed project report**) to the participants that DPR is prepared for the investment decision-making approval, but also execution of the project and also preparation of the plan. Detailed project report is a complete document for investment decision-making, approval, planning. Detailed Project Report is based document for planning the project and implementing the project.

He concluded his session with some questions and queries from the participants.

### Session 13: Public Relation, Documentation and Reporting (Print/Digital)

**Mr. Deepak Yadav,**  
Principal Correspondent,  
Times of India

Mr. Deepak Yadav took an online video session as could not made his presence possible on Public Relation and described that PR is an essential and integrated component of public policy or service. The professional public relation activities ensure the benefits to the citizens, for whom the policies or services are meant for. He explained that **the practice of maintaining a healthy relationship between organization and its public/ employees/ stakeholders/ investors/ partners is called Public Relations**. Public relation activities ensure the correct flow of information between the organization and its target audience.

He stated that Public Relations is different from advertising. Public relations agencies don't buy ads, they don't write stories for reporters, and they don't focus on attractive paid promotions. They rather promote the brand by using editorial content appearing on magazines, newspapers, news channels, websites, blogs, and TV programs.

He described that according to the functions of the public relations department/agencies, public relations can be divided into 7 types. These are:

- **Media Relations:** Establishing a good relationship with the media organizations and acting as their content source.
- **Investor Relations:** Handling investors events, releasing financial reports and regulatory filings, and handling investors, analysts and media queries and complaints.
- **Government Relations:** Representing the brand to the government with regard to fulfilment of policies like corporate social responsibility, fair competition, consumer protection, employee protection, etc.
- **Community Relations:** Handling the social aspect of the brand and establishing a positive reputation in the social niche like environment protection, education, etc.
- **Internal Relations:** Counselling the employees of the organization with regard to policies, course of action, organization's responsibility and their responsibility. Cooperating with them during special product launches and events.
- **Customer Relations:** Handling relationships with the target market and lead consumers. Conducting market research to know more about interests, attitudes, and priorities of the customers and crafting strategies to influence the same using earned media.
- **Marketing Communications:** Supporting marketing efforts relating to product launch, special campaigns, brand awareness, image, and positioning.

Mr. Yadav stated about the advantages of Public Relations i.e.

- **Credibility:** Public trusts the message coming from a trusted third party more than the advertised content.
- **Reach:** A good public relations strategy can attract many news outlets, exposing the content to a large audience.
- **Cost Effectiveness:** Public Relations is a cost-effective technique to reach large audience as compared to paid promotion.



He oriented all participants on the importance of documentation & reporting in any organisation. He briefed that good record keeping practices by a non-profit organisation or a registered charity should not be overlooked as they will help the organisation:

1. To minimize risk to the board of directors and the organisation;
2. To ensure that the organisation operates efficiently; and
3. To ensure that the organisation is accountable to its members and the public.

## Session 14: Group Work

During the day-2, one more group activity has been undertaken and session has been facilitated by Mr. Vivek Trivedi. All the participants have been divided into six groups and each group has been entitled with the name of influential social workers i.e. Group-1 entitled with Dr. A.P.J. Abdul Kalam, Group-2 entitled with Swami Vivekanand, Group-3 entitled with Mother Teresa, Group-4 entitled with Kailash Satyarthi, Group-5 entitled with Bhagat Puran Singh and Group-6 entitled with Pandit Madan Mohan Malaviya.

All six groups were further given a group work for group discussions and making power point presentations in areas of social work practice with respect to Sustainable Development Goals (SDGs) such as Education, Health, Urban and Rural Development, Environmental Sustainability and Climate Change, Persons with Disabilities and Partnerships and Capacity Building & Training to be presented before a panel with the following topics:

1. Theme related problem identification
2. Existing status of the problem/project/services
3. Possible solution
4. Role of social workers
5. Limitations

The facilitators to each group were as under:

Groups	Group Work- Areas of Social Work for NGOs with respect to SDGs	Group Moderators
Group-I	Education	Mr.Avinav Thakur
Group-II	Health	Dr. SumitArora
Group-III	Urban and Rural Development	Mr. Amit Joshi
Group-IV	Environmental Sustainability and Climate Change	Mr.Yodhvir Singh
Group-V	Persons With Disabilities	Ms. Rekha Trivedi
Group VI	Partnerships and Capacity Building & Training	Mr. Karamveer Singh



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## TECHNICAL SESSIONS : DAY 3 – 31 March, 2019 (Sunday)

### Session 15: Group Work Presentations

Each group made presentations in their respective fields/ areas allocated to them before a panel comprising of the following:

1. Geethanjali M. Indian Forest Service, Punjab Cadre and UNITAR Alumni
2. Mr. Vivek Trivedi, Social Development Expert, Founder APSWDP and UNITAR Alumni.
3. Dr. Sumit Arora, Urban Sociologists and UNITAR Alumni.

The group presentations led by their Group Leader made presentations before the panel leading to cross questions, sharing and criticism. The participants were rigorously involved in the discussion on the areas given resulting in envisioning of the issues, gaps and appropriate/ available solutions.

The session was highly appreciated by all the participants. The session finally ended with vote of thanks to the panelist for showing their interest and making this session a cross sectional learning session with mutual sharing. Feedback was also taken from the facilitators as well as from the participants. Group presentation of each group has been attached as **Annexure-1 to 6**.





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## Session 16: Enhancing Human Securities In Indian Context and Role of NGOs

**Amit Joshi,**  
M.S.W., UNITAR Alumni

The session on “Enhancing Human Security in India” and “Victim Centred Approach in Human Security” has been taken by Mr. Amit Joshi MSW, an Alumni of UNITAR CIFAL JEJU, Republic of Korea-November 2018. Mr. Joshi initiated the proceeding with the differences between Human Trafficking and People Smuggling:



Differences	Trafficking	Smuggling
<b>Purpose</b>	Exploitation of the victim	Facilitate illegal entry into or residence in another country
<b>Source of profit</b>	Through the exploitation of trafficked person	Through receiving payments for facilitating illegal entry or stay of a person in another country
<b>Consent (Agreement)</b>	Irrelevant. Victim's agreement is on basis of false information	Migrant agrees to travel with full information about journey. Destination and costs.
<b>Transnational</b>	Domestic and International	Always transnational
<b>Crime against who?</b>	Individual	States
<b>Always irregular movement</b>	No Even regular migrants could fall victim to trafficking	Yes
<b>From Protocol point view</b>	Treat trafficked person as victim	Smuggled person refers as migrants

Mr. Joshi briefed to the participants that human trafficking and people smuggling is a criminal act which affects the global community. Consequently, Indians, too, are the victims of human trafficking either it is domestic or international. He explained that the Punjabis' enthusiasm to migrate to affluent countries has given the traffickers an opportunity to exploit them. People of all ages and gender are easy target for traffickers in India; thus, people of different backgrounds involved in human trafficking have often put the lives of their clients in considerable danger. He added that failure in reaching their promised destination leads to deportation, exploitation, indebtedness, imprisonment and even death. When these migrants eventually arrive in a particular country they



have been labelled criminals rather than victims of human trafficking. He also briefed about Victim Centred Approach (VCA) and states of protection to the participants which includes (1) Initial protection (2) Criminal Justice process (3) Sustainable Protection.

Mr. Joshi informed that India has become the nucleus of human trafficking as the rate of cross-border and intrastate trafficking in human beings has mounted swiftly. Trafficking in men, women and children from the poor states to the rich states especially from Bihar, West Bengal and Uttar Pradesh to Punjab has been reported many times in the electronic and print media. Women and girls are trafficked within the country for the purposes of commercial sexual exploitation and forced marriages. Men and boys are trafficked for the purposes of labour and sexually exploited by traffickers to serve as gigolos, massage experts, escorts, etc. A significant portion of children are subjected to forced labour as factory workers, domestic servants, beggars, and agriculture workers.

Mr. Joshi added that due to the rising phenomenon of migration among Punjabis reports and cases of illegal migration and human trafficking and of cheating and fraud by travel agents in Punjab have become a routine feature reported in daily and weekly newspapers and magazines at local, national and international levels. Punjab has become the hub of the 12,000 crore rupees human trafficking racket.

He stated that human trafficking is not an act which involves a single individual. A number of people from different social, economic, political, cultural and religious backgrounds are involved through their trans-national connections and trans-national syndicates.

Mr. Amit Joshi concluded his session that youth needs to be sensitized on these issues to stop human trafficking and illegal migration. He stressed that youth needs to be mobilized that not become an easy target for traffickers/ agents. Mr. Joshi requested to all Social Workers, NGOs, CBOs and government institutions to work together to ensure human security and introduce victim centred approach in India to re-settled and rehabilitate all victims. He also suggested to sensitize community members on these issues and to provide maximum opportunities to youth at local level through capacity building, skill development and self-employment.

In the session, Mr. Vivek Trivedi referred annual planning as a necessary endeavour, particularly for any nascent organization. He said, if you do not know what you want and where you are going, then you will never reach your potential and accomplish organizations Mission and Objectives.

He showcased a model published by Founders Institute, which he has used, and it may help fellow participants in planning journey:



Dr. Sumit Arora referred budgeting as a core concern and an integral part in any annual plan for any organization. He described budgeting as the process of creating a plan to spend your money. This spending plan is called a budget. Creating this spending plan allows organization to determine in advance whether it will have enough money to do the things organization need to do or would like to do.

It has the following advantages:

- Budgeting forces the management to study about the problems relating to the timely implementation. It generates a sense of caution and care among the line managers.
- It guides the management relating to the planning and formulation of policies.
- Budgeting provides a means of controlling income and expenditure of a business. It gives a plan for spending.
- It defines the objectives of an organization in numerical terms for a specific period.
- Budgeting is used to evaluate the policies and goals of an organization. Moreover, such policies and goals are tested with the help of budgetary control.
- It involves the management at all levels to participate in the goals setting.
- Budgeting helps in directing both capital and revenue resources in a profitable way.
- It helps the management to understand and co-ordinate various functional activities.
- Budgeting empowers the management to decentralize obligations without losing business control.
- Responsibility can be easily fixed with the help of budgeting.

- It discloses the weaknesses, inefficiencies and deviations in an organization promptly and provides a means to overcome them for the purpose of achieving goals.
- It provides a basis or yardstick that can be used to measure the performance of department and an individual in an organization.
- It provides an accurate forecast
- A systematic and disciplined approach is followed to solve the problems in an organization through budgetary control.
- The uppermost point of budgeting is that it provide a discipline that brings planning to the forefront as a key managerial responsibility.

In the last, focus was also given on using Gantt chart in project management. Mr. Trivedi shared in simple words that Gantt charts are a visual view of tasks displayed against time. They represent critical information such as who is assigned to what, duration of tasks, and overlapping activities in a project. All in all, Gantt charts are the perfect allies for planning, scheduling, and managing a project.

He also referred benefits of using Gantt chart:

1. Know what's going on in your projects
2. Improved communication and team cohesion
3. Avoid resource overload
4. Measure the progress of projects
5. See overlapping activities and task dependencies
6. More clarity
7. Better time management



## Session 18: Closing Session and Certificate Distribution

**Shri. Amarinder Sharma,**  
Member Secretary, DLSA UT  
Chandigarh

The Closing session was chaired and co-chaired by Shri. Amarinder Sharma, Chief Judicial Magistrate-cum- Secretary, District Legal Services Authority and Mrs. Geethanjali M. I.F.S. (Punjab Cadre) respectively. Both the guests were welcomed by Dr. Kottu Sekhar, RGNIYD by presenting a bouquet to them.



The Certificate of Participation was distributed to all the participants by the Chief Guest and Guest of Honor.



***“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***





***“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***



After distribution of certificate, Mr. Amarinder Sharma shared in his presiding remarks that APSWDP is doing great and innovative work in social development, social work and welfare domain for many. He said, he himself is witnessing and were a part of several programme. He share to all the participants that Mr Vivek Trivedi has set milestones in social work practice and is a role model for young persons who are aspiring to be in Social Work profession. During his address, he referred his experiences in choosing career and accomplishing it in record time at an early age. He stressed on dedication, planning, discipline and respect to time as key tools to any success in any discipline and areas.



**Special Visitor:** N.S.S. Unit Chitkara University, Baddi Campus, H.P to observe and witness Social Work Day 2019 at Chandigarh.



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## Chandigarh City Tour on Hop and Hop CITCO Bus

A city tour was organized by the APSWDP for the fellow participants to make a visit to Sustainable, Green and Eco-friendly City Chandigarh on a tourist bus 'HOP and HOP' a double decker bus on a prefixed schedule to all the prominent places of tourist attractions. The Volunteers of APSWDP made a dream come true for all the participants with Persons with Disabilities.



***"Promoting the Importance of Human Relationships" and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***





***“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***



# ANNEXURE



- **PROGRAMME AGENDA**
- **GROUP WORK PRESENTATIONS**



PROMOTING THE IMPORTANCE OF  
*human relationships*

## Capacity Building & Training Workshop on

**Effective NGO Management and Sustainable Development Goals**

**for Local Actors, Grass Root Youth Network and Organizations**

**on the occasion of World Social Work Day 2019**

**from 29th - 31st March, 2019 at Regional Centre, RGNIYD, Chandigarh**

### Organized By

Association of Professional Social Workers & Development Practitioners (APSWDP), Chandigarh

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Regional Centre, Chandigarh, MOYAS, Government of India

### Technical Support By

State Legal Services Authority (SLSA), Chandigarh  
School of Public Health, PGIMER, Chandigarh  
Punjab Energy Development Agency, PEDA  
Punjab Tourism, Government of Punjab  
Centre for Social Work, Panjab University, Chandigarh  
The Climate Reality Project-India

### Programme Agenda

Date	Time	Session	Resource Person
29/03/19	9.00 AM	Registration of Participants	Mr. Karamveer Singh
	9.30 AM	Group Formation	Mr. Amit Joshi
	10.00 AM	Inaugural and Opening Session	
	10.00 AM	Floral Welcome by Dr. Monica Singh, Rekha Trivedi, Avinav Thakur and Amit Joshi	
		Formal Welcome Address	Dr. KottuSekhar, Coordinator, RGNIYD RC Chandigarh.
	10.05 AM	Lamp Lighting Ceremony by Chief Guest and Guest of Honor and other guests. Escorted by Rekha Trivedi and Dr. Sumit Arora	Chief Guest: Justice A B Chaudhari Hon. Punjab & Haryana High Court –cum- Executive Chairman, SLSA Chandigarh Guest of Honor: Shri Mahavir Singh, Member Secretary, SLSA, Chandigarh

***“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***

29/03/19	10.10 AM	Programme Background	Mr. Vivek Trivedi, Research Fellow, CSW, PU and Founder, APSWDP
	10.20 AM	Address by Chief Guest	Justice A B Chaudhari Hon. Punjab & Haryana High Court –cum- Executive Chairman, SLSA Chandigarh
	10.35 AM	Address by Guest of Honor	Shri. Mahavir Singh, Member Secretary, SLSA, Chandigarh
	10.40 AM	Release of Triennial Report by Chief Guest with Dr Monica Singh and Hitesh Kumar Gulati, APSWDP	By Chief Guest and Guest of Honor
	10.45 AM	Commendation Certificate to Professional Social Workers and Grass Root Organizations	By Chief Guest and Guest of Honor
	10.55 AM	Vote of Thanks and Group Picture	Prof. Amarjeet Singh, Chairperson, SPH, PGIMER, Chandigarh.
	11.00 AM	Introduction to Social Work, Principles, Methods of Social Work and Ethics	Dr. Monica Munjal Singh, MSW, President, Chairperson Centre for Social Work cum Associate Professor Panjab University, Chandigarh
	11.30 AM	<b>Tea Break</b>	
	11.45 AM	Role of State Legal Services Authority (SLSA) and Partnership with NGOs and CBOs	Shri. Mahavir Singh, Member Secretary, SLSA, Chandigarh.
	12.00 PM	Role of Punjab Energy Development Agency (PEDA) and Partnership with NGOs	Er. Balkar Singh, CGM, PEDA
	12.30 PM	Social Welfare Administration and working with NGOs/CSOs/CBOs	Dr. KottuSekhar, MSW, Coordinator, RGNIYD, RC Chandigarh
	01.00 PM	<b>Lunch</b>	
	02.00 PM	NGO Management, Organizational Strengthening and Building Capacity	Dr. Sumit Arora and Mr. Amit Joshi, MSW, Social Development Expert, UNITAR trained.
	02.30 PM	Overview of NITI AyogDarpan Portal/United Nations DPI NGOs and UN CSO NET	Mr. Vivek Trivedi, MSW, Global Development Expert, Associated with UN agencies and Founder APSWDP
	3.00 PM	Sustainable Development Goals (SDGs) and Role of NGOs and Youth Network	Mr. Avinav Thakur, MSW, Training Coordinator, RGNIYD, RC Chandigarh
	3.30 PM	Corporate Social Responsibility (CSR) and Role of NGOs, Fund Raising. Information Education Communication Strategies using Social Media (Face Book, Instagram, Twitter, WhatsApp etc.)	Mr. Hitesh Kumar Gulati, Former SG, CMA Chandigarh.
	4.00 PM	<b>Performance by Satvik Theatre in open area on Social Issues</b>	
	4.30 PM	<b>Followed by Tea</b>	



30/03/19	10.00 AM	Auditing and Financial Management of Non Government Organizations.	Mr. Deepak Dhingra, Welfare Officer, CAG Punjab and Audit Expert.
	10.30 AM	Joining and taking affiliations of M-NGOs, Professional associations/networks (Local/National/Global)	Mr. Vivek Trivedi
	11.00 AM	National Missions: Role of NGOs, CBOs and other VOs in the effective Implementation.	Mr. Ravi Solanki, NMM, MOHUA, Govt. of India.
	11.30 AM	<b>Tea Break</b>	
	12.00 PM	Preparation of Project Proposals and Detailed Project Report	Mr. Nageshwar, Mission Manager DAY NULM, UNDP Project, Govt. of Himachal Pradesh.
	12.30 PM	Public Relation, Documentation and Reporting (Print/Digital)	Mr. Deepak Yadav, Principal Correspondent Times of India.
	01.00 PM	<b>Lunch</b>	
	02.00 PM	Group Work- Identification of areas of Social Work for NGOs with respect to SDGs. Group-I : Education Group-II : Health Group-III : Urban and Rural Development Group-IV : Environmental Sustainability and Climate Change Group-V : Persons With Disabilities Group VI : Partnerships and Capacity Building & Training	Dr. J K Yadav, Session Moderators  Mr. Avinav Thakur Dr. Meenu Singh Mr. Amit Joshi  Mr. Yodhvir Singh  Ms. Rekha Trivedi Mr. Karamveer Singh
		<b>Tea Break</b>	
		Group Work continued- Identification of areas of Social Work for NGOs with respect to SDGs. Group-I : Education Group-II : Health Group-III : Urban and Rural Development Group-IV : Environmental Sustainability and Climate Change Group-V : Persons With Disabilities Group VI : Partnerships and Capacity Building & Training	Dr. Monica Singh, Dr. J K Yadav, Session Moderators  Mr. Avinav Thakur Dr. Meenu Singh Mr. Amit Joshi  Mr. Yodhvir Singh  Ms. Rekha Trivedi Mr. Karamveer Singh
	05.00 PM	Preparations of Group Presentations	By All Group Members separately in Computer Lab or Personal Laptops
31/03/19	10.00 AM	Group Presentations – I to III	Session Chair- Prof. Amarjeet Singh, SPH, PGIMER, Dr. Monica Singh, CSW, PU,
	10.30 AM	Group Presentations – IV to VI	Mrs. Geethanjali M., IFS, Punjab Cadre and Col Dr. Pushkar, AFMC.
	11.30 AM	<b>Tea Break</b>	
	12.00 PM	Enhancing Human Securities In Indian Context and Role of NGOs.	Amit Joshi, MSW, UNITAR Alumni

<b>31/03/19</b>	12.30 PM	Preparing Annual Action Plans, Budget and Gant Chart	Dr. Sumit Arora, and Vivek Trivedi
	01.00 PM	Concluding Remarks, Certificate Distribution and Vote of Thanks	Shri. Amarinder Sharma, Member Secretary, DLISA Ms. Geethanjali M. I.F.S., Punjab.
	01.30 PM	<b>Lunch</b>	
	2.30 PM	<b>Reaching Pick up point on foot to PGI Round About for City Tour on Hop and Hop Double Decker Bus</b>	
	06.00 PM	Arrival back to RGNIYD.	



**GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)**

Slide-1

**NAME OF THE GROUP - DR. A.P.J. ABDUL KALAM**  
**THEME - EDUCATION**  
**PRESENTED ON MARCH 31, 2019**

**Name of Team Members**

1. Mr. Davinder Singh-Team Leader
2. Mr. Kuljeet Singh
3. Mr. Sahil Gupta
4. Mr. Inder Parshad
5. Mr. Satwant Singh Sohal
6. Mrs. Manju
7. Smt. Leela devi
8. Mr. Chohan Mohinder

Slide-2

**STRENGTH OF NGO**

1. District Education Officers (Elementary)
2. Block Education Officer
3. Head Teachers of Govt. Elementary School of the ear-marked area.
4. PRIs Members & VHSNC Members
5. Mehla Mandals
6. Asha Workers & Anganwari Workers
7. Meeting With Parents/Guardian of the Drop out Children and not school going children.

Slide-3

**PROBLEMS**

- Mindset of the parents.
- Lack of awareness.
- Students weak in studies.
- Interruption in daily income of the family.
- Lack of education.
- Discrimination on the issue of caste, class and gender.

Slide-4

**OPPORTUNITIES**

- Free availabilities of Books, Uniforms, free education
- Friendly Environment.
- Opportunity to achieve higher education.
- Opportunity for skill based education
- Equal opportunity for the children of weaker section to join the main stream of the Society.
- Attractive class rooms and use play way method of teaching.
- Special coaching by the competent NGO members.
- Special scholarship to brilliant students by Prominent citizens, industrialist and Members of the NGO groups.

Slide-5

**THREATS**

- Discouragement
- Discrimination
- Gender based Inequality
- Loss towards daily earnings of family
- Financial Support



**GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)**

Slide-1

**Group No:- 2**

**Group Name :- Swami Vivekanand**

**Topic : HIV/ AIDS (Health)**

**Group Member's :**

1. Rekha Yadav
2. Rabinder Singh
3. Manish Patel
4. Om Netam
5. Vivek Soni
6. Yogesh Singh
7. Meena

Slide-4

**OPPORTUNITIES**

- ❖ Utilization of support of active local people
- ❖ Awareness regarding health insurance
- ❖ Initiative by government on women development centers

Slide-2

**STRENGTH**

- ❖ Dedication/Commitment
- ❖ Skillful / well trained staff
- ❖ Availability of local resources
- ❖ Proper study of Secondary data
- ❖ People's Participation

Slide-5

**THREATS**

- ❖ Lack of government support
- ❖ Pressure by government or local bodies
- ❖ Lack of awareness

Slide-3

**WEAKNESS**

- ❖ Shyness/Hesitation/Stigma
- ❖ Cultural barriers (Condom/Women)
- ❖ Testing
- ❖ Lack of Skillful Staff (Counselors)
- ❖ Inadequate budget
- ❖ Language barriers

**GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)**

Slide-1

**Group No. -3**  
**Group's Name:- Mother Teresa**  
**Topic:- Rural-urban Development**

Seemant, Waseem, Deepika, Kishore, Syed  
 Aafaq, Amarjeet Harmol, Kiran Bala

Slide-4

**Opportunities****Rural**

- Emerging rural market
- Infrastructure is improving rapidly
- Increasing agricultural productivity
- Innovative practices
- Connectivity is increasing

**Urban**

- More employment
- High living standard
- More infrastructure and facilities
- Innovative business practices
- Smart cities

Slide-2

**Strengths****Rural Development**

- Pradhan Mantri Gram Sadak Yojana
- Deen Dayal Upadhyay Gramken Kaushal Yojna
- Sansad Adarsh Gram Yojna
- Mahatma Gandhi National Rural Employment Guarantee Act
- National Rural Livelihood Mission
- Antyodaya Anna Yojna
- National Rural Health Mission
- Sarva Siksha Abhiyan
- Pradhan Mantri Gramin Awaas Yojana
- PURA
- Krishi Kalyan Abhiyan
- Saubhagya

**Urban Development**

- Pradhan Mantri Awas Yojana (Urban)
- Jawaharlal Nehru National Urban Renewal Mission
- Atal Mission for Rejuvenation and Urban Transformation
- National Urban Sanitation Policy
- National Urban Livelihoods Mission
- Swachh Bharat Mission - Urban
- Sarva Siksha Abhiyan

Slide-5

**Threats****Rural**

- Less involvement of NGOs
- Lack of capacity building programmes
- Lack of awareness among NGOs about ground realities
- Lack of implementation
- No proper monitoring
- Corruption
- Ignorance

**Urban**

- Ignorance
- Communication gaps between institutions
- Lack of coordination among NGOs
- Unemployment and high crime rate
- Damages to environment

Slide-3

**Weaknesses****Rural**

- Lack of education
- Lack of awareness
- Unemployment
- No proper health facilities
- Lack of infrastructure and facilities
- No waste management
- Old methods of farming
- Lack of technology

**Urban**

- Increasing slums
- Over populated
- Pollution
- Crime
- Low level of sanitation and drainage system

## GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)

Slide-1

**Group-4**  
(Kailash Satyarthi Group)  
Environment, Climate and Sustainable Change

- Nitin Kumar Gupta
- Salman
- Priyanka
- Mukesh
- Laxman

Slide-4

**Opportunity**

- Linkages, build **partnership** and work with other agencies to achieve reduction of air pollution, plastic and promote non renewal resources.
- Govt. **Program** and scheme reduction of air pollution and plastics.
- **Paris Agreement:** Reduce emission, non-fossil fuel, carbon sink(tree)
- The **environment law** 1986 (Air pollution act 1981 and water pollution act 1974)
- Using maximum **public** transport

Slide-2

**Strength**

- **Positive attribute:** people , knowledge, solid background and education.
- Demonstrate the **best practices** for long term sustainable environmental and financial benefits for instance car pooling, using public transport.
- Supportive behavior from the **community** and effective advocacy to implement **Govt.** scheme on the ground level i.e. Ujwala Yojna, Subsidy to purchase machine for proper management of paddy (Parali) etc.
- Diversity population promoting **indigenous** practices for instance using banana leaf rather than disposal or plastic plates.

Slide-5

**Threat**

- Premature **death**
- 1.2 million death due to air pollution in India last year.
- Implementation of **law** on ground level.
- Increase **water** level.
- **Season** disturbance
- Creating trouble to **marine** life

Slide-3


**Weakness**

- Lack of **awareness** or public interest.
- Lack of availability of **funds**.
- **Stereotype** community for instance using wood, coal for cooking rather than refill the cylinder.
- Lack of alternative **resources** or dependency on non renewal resources.
- Limited Govt. **program** and low accessibility to renewal resources.
- Lack of proper **waste** management.



**GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)**

Slide-1



**GROUP - 5**  
**SHRI BHAGAT PURAN SINGH JI GROUP**

1. Mr. Hemant
2. Mr. Rakesh
3. Ms. Savita
4. Mr. Agnishwar

Group Theme : Persons with Disabilities

Slide-4

**OPPORTUNITIES**

- Developing partnerships with like minded NGOs/CBOs
- Collect appropriate data / Survey
- Gain knowledge through trainings and workshops
- Approach to the various Government departments for availing existing schemes
- Build a platform for person with disabilities to come together and show their capabilities

Slide-2

**STRENGTHS**

- Passion
- Dedication
- People willing to work together
- Various Govt. Schemes promoting participation and development of Person with disabilities

Slide-5

**THREATS**

- Very few NGOs/CBOs working on the issue
- Government apathy in some cases
- Recognition Issues
- Low interest of person with disability
- Lack of funds availability

**Thanks**

Slide-3

**WEAKNESSES**

- Poor availability of Data
- Lack of awareness about rights and entitlements
- Lack of expertise
- Lack of partnership with resource organizations
- Mobility/functional restrictions/Isolation


**GROUP WORK PRESENTATIONS (31<sup>st</sup> March 2019)**

Slide-1

**GROUP -6**  
**NAME OF THE GROUP- MADAN MOHAN MALAVIYA**  
**THEME - PARTNERSHIP BUILDING**  
**PRESENTED ON MARCH 31,2019**

**Name of Team Members**

1. Miss Manpreet Kaur-Team Leader
2. Mrs. Divya
3. Mr. Rohit Kumar
4. Mr. Rajiv Kumar



Slide-4

**OPPORTUNITIES**

- Provide free basic education and skill based trainings
- Friendly Environment.
- Opportunity to achieve higher education.
- Self defense trainings
- Special coaching by the competent NGO members.
- Opportunity for marketing.
- Exposure visits.

Slide-2

**STRENGTH OF NGO**

1. Advocacy with Education Department
2. Meetings with Local leading NGOs & CBOs.
3. Legal and self defense support by the District legal services authority and the Police women cell.
4. Meetings with PRIs Members, Mehla Mandals
- 5 Meeting With Health Authorities
6. Support of Agriculture, Environment authorities to provide skill based trainings/education.
7. SHG
8. Meetings with experts viz NABARD ,CDPOs,Women welfare department.
9. Animal husbandry department .

Slide-5

**THREATS**

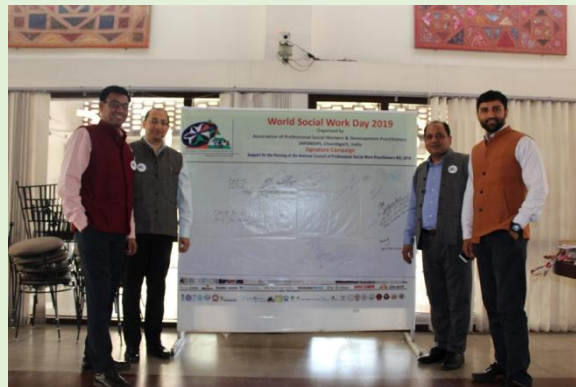
- Discouragement
- Discrimination at work places
- Gender based Inequality
- Problem in child care
- Financial Support

Slide-3

**PROBLEMS**

- Traditional Culture
- Patriarchal society mindset
- Lack of awareness
- Gender equality in work places
- Domestic violence
- Harassment

## SIGNATURE CAMPAIGN TO SUPPORT THE PASSING OF THE NATIONAL COUNCIL OF PROFESSIONAL SOCIAL WORK PRACTITIONERS BILL, 2018



A signature panel was installed at the programme venue to support the passing of the ***NATIONAL COUNCIL OF PROFESSIONAL SOCIAL WORK PRACTITIONERS BILL, 2018*** tabled in the Lok Sabha in 2019 which is yet to get passed by the parliament. A discussion was made by Mr. Vivek Trivedi during his introductory remarks in inaugural session on 29<sup>th</sup> March, 2019.

***“Promoting the Importance of Human Relationships” and Capacity Building and Training Workshop on Effective NGO Management and Sustainable Development Goals for Local Actors, Grass Root Youth Network and Organizations***





## Association of Professional Social Workers and Development Practitioners (APSWDP)

Registered with:

- NITI AYOJ (Former Planning Commission), Government of India.
- European Commission.
- Special UN Consultative Status under ECOSOC, UNDESA.

**Website:** [www.apswdp.org](http://www.apswdp.org)

**E-mail:** [apswdp@gmail.com](mailto:apswdp@gmail.com)

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