

**Process checklist of Roles of**

**State / UT / NWM/ NWM Nodal Agencies- NERIWALM/ NIH**

**In the preparation of**

**State Specific Action Plan (SSAP)**

**Outcome: Process Clarity / functions and timelines and Roles**

## 1.Role of State / UT Government in SSAP formulation and approval:

| Step | Timeline         | Activity   |
|------|------------------|--|
| 1    |                  | Identification of Nodal State Department- Water Resource or Irrigation Dept.   |
| 2    |                  | Identification of Nodal State Institute- could be State Land and Water Management Institute, IIT, NIT, State Agriculture University, ICAR Research Institute etc.  |
| 3    |                  | Identification of State Nodal officer –Sr. Official/Faculty from Nodal State Institute.  |
| 4    |                  | Identification of list of stakeholders- State Government (various Government departments, HODs, Corporations, Societies, Boards etc.) involved in supply and demand), Central Government, Expert Institutions Private Sector and Civil Society. Illustrative list is enclosed. |
| 5    | T-15             | Constitution of State SSAP Steering Committee under the Chairmanship of Chief Secretary involving all Stakeholders.  |
| 6    | T-15             | Constitution of SSAP Monitoring committee under the chairmanship of Secretary of the Nodal Government Department coordinated by State Nodal Agency.  |
| 7    | T-10             | MOU with NWM Nodal Agency - NERIWALM/ NIH  |
| 8    | T                | <b>National Orientation Workshop:</b> Participation of State Secretary of Nodal Dept. and Nodal Officer.   |
| 9    | T+ 1 month       | <b>Inception Workshop:</b><br>1 day SSAP Orientation workshop at State involving both Water Development and User Departments and all Stakeholders including NWM Team and National Resource Persons will be invited.  |
| 10   |                  | A 15 min Presentation to Chief Secretary and Chief Minister on SSAP in partnership with NWM team.  |
|      | <b>Outcome-1</b> | <b>Status Report / State Water Budgeting</b><br><b>Steps involved:</b>   |
| 11   |                  | 1. Collection of Data and Analysis by the State Nodal agency by availing the expertise Sector wise and Chapter wise.   |
| 12   |                  | 2. Review on the progress of Data Collection and analysis by the State SSAP Steering Committee -Quarterly and Monitoring Committee-Monthly with emphasis on data adequacy and integrity/ completeness and correctness and proper analysis of information.                      |
| 13   |                  | 3. Preparation of draft Status report and circulation to all Stakeholders for their views on data adequacy and integrity.  |
| 14   |                  | 4. Regular Meetings of State Steering Committee (at Quarterly interval) and Monitoring Committee (at Monthly interval)   |
| 15   | T+3 Months       | 5. <b>State Workshop.1:</b> Brainstorm with all stakeholders to confirm data adequacy and integrity of data and analysis in the draft status report  |
| 16   |                  | 6. Submission of Draft State Water Budgeting to Nodal State Government Dept.- Water Resources/Irrigation for examination and forwarding the same to NERIWALM/NIH and NWM for Technical Committee consideration.  |

|    |                   |  |
|----|-------------------|--|
| 17 |                   | 7. Preparation of Final Water Budgeting taking into account the observations of the State Water Resource Department and NWM Technical Committee.   |
| 18 | T+6 Months        | Receipt of II Instalment with the approval of NWM SSAP Steering Committee.   |
|    | <b>Outcome 2</b>  | <b>Interim Report comprising 2A and 2B.</b>  |
|    | <b>Outcome-2A</b> | <b>Report on Impact of Climate change on State</b><br><b>Steps involved are:</b>   |
| 19 |                   | 1. Documentation of all available Research and Development and inputs on State Action Plan on Climate Change.  |
| 20 |                   | 2. Brainstorming session with various expert/academic/Research and Development Institutions both in Public and Private Sector duly considering the Status report.  |
| 21 |                   | 3. Preparation of Report on Impact of Climate Change on State and circulation to all the stakeholders for content integrity.   |
|    | <b>Outcome-2B</b> | <b>Alternative Interventions required to address each of the issues/concerns identified in Status Report and Interim Report.: Steps involved are:</b>  |
| 22 |                   | 1. Circulation of Status report and Interim report to all Stakeholders and to various expert/academic/Research and Development Institutions including various national Institutions on climate change and Ministry of Environment, Forest and Climate change both in Public and Private Sector inviting suggestions on alternative interventions to address issues/concerns/Risks. |
| 23 |                   | 2. <b>Workshop.2 to Finalise Outcome.2:</b> with all Stakeholders and to various expert/academic/Research and Development Institutions including various national Institutions on climate change and Ministry of Environment, Forest and Climate change both in Public and Private Sector.   |
| 24 | T+9 Months        | 3. Documentation of agreed upon / enlisted alternative interventions to address all issues/concerns of Status Report and Climate Change.   |
|    | <b>Outcome-3</b>  | <b>State Specific Action Plan</b>  |
| 25 |                   | 1. Draft Preparation of SSAP   |
| 26 |                   | 2. Hosting of Draft SSAP for public feedback   |
| 27 |                   | 3. State/UTs presentation before the Secretary, MoWR RD & GR   |
| 28 |                   | 4. <b>Workshop.3:</b> Brainstorming of draft SSAP involving all stakeholders and Policy Makers.  |
| 29 |                   | 5. Finalisation of SSAP considering public feedback  |
| 30 |                   | 6. Approval of SSAP by the State Government  |
| 31 | T+12 Months       | 7. Submission of State/UT Government approved SSAP to NERIWALM/NIH and NWM.  |
| 32 | T+12 Months       | 8. Hosting Status Report, Interim Report, Alternative Interventions Report and SSAP in State/UT Website.   |

## 2.NWM Role

| Process | Timeline         | Activity  |  |
|---------|------------------|---|--|
| 1       |                  | Communication with State /UT Governments from MoWR/ NWM/ NERIWALM/ NIH- to designate <ul style="list-style-type: none"> <li>• State /UT Nodal Department and</li> <li>• Agency (could be a Land/Water/ state based any competent expert Institute -IIT/ICAR Institute/Agricultural University etc.as deem appropriate by State / UT Govt.) and</li> <li>• Nodal Officer from Nodal Agency.</li> </ul> |  |
| 2       |                  | Consideration of State/ UT Proposals from NERIWALM/ NIH upon its MOU with State/UT Governments.   |  |
| 3       |                  | Constitution of NWM Technical Committee and Steering Committees (Annexure )   |  |
| 4       |                  | Ensuring that NWM nodal agencies viz.,NERIWALM and NIH enlist a competent panel of Multi-disciplinary National Resource Persons to help States/UTs on need basis with in their approved costs.  |  |
| 5       |                  | Monitor the release of I instalment of funds to the NERIWALAM/NIH based on MoU and other Documents submitted  |  |
| 6       |                  | Release of I instalment funds by NERIWALM/NIH to the identified State Nodal Agency through Nodal Department.  |  |
| 7       |                  | Formal exchange of MOU between NERIWALM/NIH with State / UT Government with a specific mention of State Nodal Agency in the august presence of Hon'ble Minister & Secretary.  |  |
| 8       |                  | <b>National Orientation Workshop on State Water Budgeting in partnership with NWM Nodal agencies:</b> Orientation workshop of State Secretaries of Nodal Department and State Nodal Officer. National Resource Persons are invited for the purpose.   |  |
| 9       |                  | <b>State/UT Wise Inception Workshop (Inception Workshop) by NERIWALM/NIH:</b> Presentation in 1 day SSAP Orientation workshop involving both Water Development and User Departments and Stakeholders.   |  |
| 10      |                  | A 15 min Presentation to Chief Secretary and Chief Minister on SSAP   |  |
|         | <b>Outcome-1</b> | <b>Status Report / State Water Budgeting: Activities of NWM are:</b>  |  |
| 11      |                  | Visit to States/UTs to guide/ mentor the State / UT Nodal Agency and attend at least one Steering and Monitoring review meeting   |  |
| 12      |                  | <b>State Workshop.1:</b> Participation/Mentoring: Brainstorm with all stakeholders to confirm data adequacy and integrity of data and analysis in the draft status report   |  |
| 13      |                  | Evaluation of Status Report by NWM Technical Committee including suggestions for improvement if any.  |  |

|    |                   |  |  |
|----|-------------------|--|--|
| 14 |                   | Steering Committee – Release II Instalment of fund on the recommendation by Technical Committee.   |  |
|    | <b>Outcome 2</b>  | <b>Interim Report comprising 2A and 2B.</b>  |  |
|    |                   | <b>Role of NWM:</b>  |  |
|    | <b>Outcome-2A</b> | <b>Report on Impact of Climate change on State- by updating the State Action Plan on Climate Change.</b>   |  |
| 15 |                   | Visit to States/UT for needful assistance and participate in Workshops/Brainstorm session.   |  |
|    | <b>Outcome-2B</b> | <b>Alternative Interventions required to address each of the issues/concerns identified in Status Report and Interim Report.</b>   |  |
| 16 |                   | <b>State Workshop.2 in finalising Outcome.2: Participation/Mentoring:</b> with all Stakeholders and to various expert/academic/Research and Development Institutions including various national Institutions on climate change and Ministry of Environment, Forest and Climate change both in Public and Private Sector. |  |
| 17 |                   | Visit to States/UT for needful assistance and participate in Workshops/Brainstorm session.   |  |
| 18 |                   | Receipt of Draft Interim report from State/UT  |  |
| 19 |                   | Evaluation by NWM Technical Committee  |  |
| 20 |                   | Steering Committee – Examine and offer observations to the State/UT.   |  |
|    | <b>Outcome-3</b>  | <b>State Specific Action Plan :NWM Role</b>  |  |
| 21 |                   | Visit to States/UT for needful assistance and participate in Workshops/Brainstorm session.   |  |
| 22 |                   | State/UTs presentation before the Secretary, MoWR RD & GR  |  |
| 23 |                   | <b>Workshop.3:</b> Participate Brainstorming of draft SSAP involving all stakeholders and Policy Makers of State/UT.   |  |
| 24 |                   | Receipt of State/UT Government approved SSAP on Water  |  |
| 25 |                   | NWM Technical Committee: examination of SSAP and suggestions if any.   |  |
| 26 |                   | NWM Steering Committee: Release of III Instalment on the recommendation of NWM Technical Committee   |  |
| 27 |                   | Hosting Status Report, Interim Report, Alternative Interventions Report and SSAP in NWM, NERIWALM/NIH Websites.  |  |

### 3.Role of NWM Nodal Agencies viz., NERIWALM/ HIH

|                         |   |
|-------------------------|---|
| Task                    | Facilitate preparation of SSAP for Water Sector in 12 months in 3 states as per MOU /TOR  |
| Roles:                  | <ol style="list-style-type: none"> <li>1. Communication with States/UTs for nomination of Nodal Agency and nodal officer</li> <li>2. MOU with States/UTs</li> <li>3. Enlisting / Empanelment of 40 National Resource Persons for the benefit of States/UTs. The role of NWM Nodal agencies is limited to their capacity building / orientation in the National Orientation Workshop. Availing of their services is open to States/UTs from their own allocated funds.</li> <li>4. National Orientation Workshop: Orientation workshop of State Secretaries of Nodal Department and State Nodal Officer. National Resource Persons are invited for the purpose.</li> <li>5. Coordination of State/UT Inception Workshop on State Water Budgeting: Cost will be borne by the States.</li> <li>6. Release of funds to States/ State agencies within 10 days of their receipt from NWM in 3 stages as per MOU.</li> <li>7. Mentoring and guidance to States/UT</li> <li>8. Participate in State Workshops.1, 2 and 3. Also invite other States/UTs for cross learning. Based on need may invite specific National Resource Persons for providing timely feedback to the States/UTs.</li> <li>9. Submission of timelines for SSAP completion and Strict observance of Timelines.</li> <li>10. Responsible for Coordination and Monitoring Physical and Financial Targets and adherence by States/UTs.</li> <li>11. Assist the Committees- State Steering / Monitoring Committees and NWM Technical and Steering Committees.</li> <li>12. Sharing of best practices through Joint Learning /sharing experiences.</li> <li>13. Sharing of Experiences: National Workshop of States/UTs that completed SSAPs</li> </ol> |
| <b>Reporting to NWM</b> | <ol style="list-style-type: none"> <li><b>1. Submission 3 Outcome reports from each State/UT</b></li> <li><b>2. Monthly &amp; Quarterly and Completion report</b></li> <li><b>3. Utilisation Certificate as per MOU.</b></li> </ol>   |
| Service charge          | Shall receive 2% of total fund release as Management fees from NWM.   |

#### 4. Monitoring and Evaluation at NWM and State / UT Level:

At National level:

| National level | Institutional Mechanism       | Nature  | Periodicity                | Chaired                    |
|----------------|-------------------------------|---|----------------------------|----------------------------|
|                | Technical Committee           | NWM level   | Fortnightly (Internally)   | Advisor NWM                |
|                |                               | Committee level   | Quarterly                  | Advisor NWM                |
|                |                               | Visit to State & Participation in their Steering/ Monitoring meeting. | At least once in 2 months. | Advisor NWM                |
|                | Steering Committee            | Review  | Quarterly                  | By MD                      |
| State          | State SSAP Steering Committee | Review  | Quarterly                  | Chief Secretary            |
|                | Core Monitoring Committee     | Review  | Monthly                    | Secretary, Water Resources |

## **Composition of Monitoring and Appraisal Committees of SSAP on Water Sector formulation:**

### **4.1. National level:**

#### 4.1.1.NWM SSAP Technical Committee

Composition:

| Position              | Membership                   |
|-----------------------|------------------------------|
| Chairman&<br>Convenor | Advisor, NWM                 |
| Member                | Director, NERIWALM/ NIH      |
|                       | CWC- Representative for SSAP |
|                       | CGWB-Representative for SSAP |
|                       | DAC Representative           |
|                       | Drinking Water Ministry      |
|                       | DIPP                         |
|                       | MSME                         |
|                       | M o EF&CC                    |
|                       | CPCB                         |
|                       | IMD                          |

Functions:

1. To guide and mentor States in proper formulation of SSAP.
2. To examine the 3 reports- Status Report, Interim Report and SSAP and offer suggestions for improvement and recommend for subsequent fund release to NWM Steering Committee.
3. To attend State Level Steering/ Monitoring Committees.
4. To guide and improve the oversight of NERIWALM/NIH

Periodicity of Meeting: Bimonthly or on case to case basis.



#### 4.1.2.NWM SSAP Steering Committee

Composition:

| Position | Membership   |
|----------|--|
| Chairman | MD, NWM  |
| Convenor | Advisor, NWM / /Chairman of NWM SSAP Technical Committee |
| Member   | Director, NERIWALM/ NIH                                  |
|          | CWC- Representative for SSAP                             |
|          | CGWB-Representative for SSAP                             |
|          | DAC Representative                                       |
|          | Drinking Water Ministry                                  |
|          | DIPP   |
|          | MSME   |
|          | Power Ministry   |
|          | Textiles Ministry  |
|          | MoEF&CC  |
|          | CPCB   |
|          | NRCD   |
|          | IMD  |
|          | NRSC   |
|          | CSIR   |
|          | Transport Ministry                                       |
| Convener | Advisor, NWM   |

Functions:

1. To guide and mentor States in proper formulation of SSAP.
2. To consider State Reports based on the recommendation of Technical Committee.
3. TO release funds upon due consideration.

Periodicity of Meeting: Quarterly or on case to case basis.

#### 4.2.State level: 4.2.1. State level Steering/ Monitoring Committee

Composition: Illustrative

| Position  | Membership  |
|---|---|
| Chairman  | Chief Secretary   |
| Vice-Chairman   | Addl.Chief Secretary/ Principal Secretary/Secretary, Water Resources/ State Nodal Department                                      |
| Convenor  | State Nodal Officer   |
| State Government-<br>Departments – associated<br>–in<br>Providing/Development/<br>Monitoring of Water | Water Resource & Irrigation, Minor Irrigation Department & Ground Water Department  |
|   | Flood Control   |
|   | Engineer in Chief Irrigation  |
|   | Director, Ground Water  |
|   | Environment and Forest Dept. Representative   |
|   | Pollution Control Board Representative  |
|   | Water Regulatory Authority Representative   |
|   | Rural Development Dept. Representative  |
|   | State NREGA Agency Representative   |
|   | Coastline Agency if any Representative  |
|   | Disaster Management Dept. Representative  |
|   | Director, Statistics  |
| State Government-User<br>Departments  | Agriculture   |
|   | Horticulture  |
|   | Animal livestock & Fisheries  |
|   | Industry  |
|   | Power/Energy  |
|   | Infrastructure  |
|   | Textiles  |
|   | Drinking Water  |
|   | Urban Development   |
|   | Transport   |
|   | Tourism   |
| Central Government  | CWC- Local Representative/ Chief Engineer   |
|   | CGWB-Regional Director  |
|   | IMD   |
|   | Remote Sensing centre   |
| Expert Institution  | Water and Land Institute  |
|   | IIT, NIT  |
|   | Agriculture University  |
|   | ICAR Institute  |
|   | Public Health Engineering Institute   |
| Well-known Water Experts –  | Individuals known for planning and strategic  |
| Private Sector  | Industry Associations-CII, FICCI, Assocham etc.   |
| Civil Society Sector  | Water based Community Organisations- State level WUA  |
|   | Highly reputed Non-political NGOs including those working for SC, ST, Minorities (Predominant in the state) and Backward classes. |

Functions:

1. To oversee the preparation of SSAP for Water Sector.
2. To guide the regular mentoring and monitoring by State Monitoring Committee.
3. To approve the 3 reports- State Water Budget, Interim Report and SSAP and offer suggestions for improvement.

Periodicity of meetings: Quarterly.

#### 4.2.2. State/UT SSAP on Water Monitoring Committee:

Composition: Illustrative

| Position   | Membership  |
|--|---|
| Chairman   | Addl.Chief Secretary/ Principal Secretary/Secretary, Water Resources/ State Nodal Department                                      |
| Convenor   | State Nodal Officer   |
| State Government-<br>Departments – associated<br>–in<br>Providing/Development/<br>Monitoring of Water<br><br>Supply Side | Water Resource & Irrigation, Minor Irrigation Department & Ground Water Department  |
|  | Flood Control   |
|  | Engineer in Chief Irrigation  |
|  | Director, Ground Water  |
|  | Environment and Forest Dept. Representative   |
|  | Pollution Control Board Representative  |
|  | Water Regulatory Authority Representative   |
|  | Rural Development Dept. Representative  |
|  | State NREGA Agency Representative   |
|  | Coastline Agency if any Representative  |
|  | Disaster Management Dept. Representative  |
|  | Director, Statistics  |
|  | State Government-User<br>Departments- Illustrative<br><br>Demand Side   |
| Horticulture   |   |
| Animal livestock & Fisheries   |   |
| Industry   |   |
| Power/Energy   |   |
| Infrastructure   |   |
| Textiles   |   |
| Drinking Water   |   |
| Urban Development  |   |
| Transport  |   |
| Tourism  |   |
| Central Government   | CWC- Local Representative/ Chief Engineer   |
|  | CGWB-Regional Director  |
|  | IMD   |
|  | Remote Sensing centre   |
| Expert Institution   | Water and Land Institute  |
|  | IIT, NIT  |
|  | Agriculture University  |
|  | ICAR Institute  |
|  | Public Health Engineering Institute   |
| Well-known Water Experts –   | Individuals known for planning and strategic  |
| Private Sector   | Industry Associations-CII, FICCI, Assocham etc.   |
| Civil Society Sector   | Water based Community Organisations- State level WUA  |
|  | Highly reputed Non-political NGOs including those working for SC, ST, Minorities (Predominant in the state) and Backward classes. |

Functions:

1. To form core drafting committee under the leadership of State Nodal officer and facilitate it as per need.
2. To regularly monitor the preparation of SSAP for Water Sector for successful completion of reports and plan properly.
3. To report to State SSAP steering Committee.
4. To examine and approve the 3 reports- State Water Budget (Status Report), Interim Report and SSAP and offer suggestions for improvement.

## 5.National Stakeholders in SSAP-Illustrative

| Ministry                                | Agency                                     |
|---|--|
| MoWR                                    | CWC  |
|   | CGWB                                       |
|   | NWDA                                       |
|   | CAD  |
|   | NWM  |
| Power                                   | Central Ground Water Regulatory Authority  |
| Agriculture                             | NRM, Dept.of Agri. & Cooperation           |
|   | DDG (Water), DARE                          |
|   | Director CRIDA, Hyd / NICRA Project, ICAR. |
| Industry                                |  |
| MSME                                    | MSME                                       |
| Drinking Water                          | Drinking Water Ministry                    |
|   | PHECO                                      |
| Textiles                                | Textiles                                   |
| Earth Sciences                          | IMD  |
| Space                                   | NRSC                                       |
| Dept.of Science and Industrial Research | CSIR                                       |
| Environment and Forest                  | MoEF&CC                                    |
|   | CPCB                                       |
|   | National River Conservation Directorate    |
|   | Clean Technology                           |

6.Illustrative list of Stakeholders in a State/UT:

| Organisation  | Agency  |  |
|---|---|--|
| State Government-<br>Departments – associated –<br>in Providing/Development/<br>Monitoring of Water | Water Resource & Irrigation, Minor Irrigation<br>Department & Ground Water Department   |  |
|   | Flood Control   |  |
|   | Engineer in Chief Irrigation  |  |
|   | Director, Ground Water  |  |
|   | Environment and Forest Dept. Representative   |  |
|   | Pollution Control Board Representative  |  |
|   | Water Regulatory Authority Representative   |  |
|   | Rural Development Dept. Representative  |  |
|   | State NREGA Agency Representative   |  |
|   | Coastline Agency if any Representative  |  |
|   | Disaster Management Dept. Representative  |  |
|   | Director, Statistics  |  |
| State Government-User<br>Departments  | Agriculture   |  |
|   | Horticulture  |  |
|   | Animal livestock& Fisheries   |  |
|   | Industry  |  |
|   | Power/Energy  |  |
|   | Infrastructure  |  |
|   | Textiles  |  |
|   | Drinking Water  |  |
|   | Urban Development   |  |
|   | Transport   |  |
|   | Tourism   |  |
| Central Government  | CWC- Local Representative/ Chief Engineer   |  |
|   | CGWB-Regional Director  |  |
|   | IMD   |  |
|   | Remote Sensing centre   |  |
| Expert Institution  | Water and Land Institute  |  |
|   | IIT, NIT  |  |
|   | Agriculture University  |  |
|   | ICAR Institute  |  |
|   | Public Health Engineering Institute   |  |
| Well-known Water Experts  | – Individuals known for planning and strategic  |  |
| Private Sector  | Industry Associations-CII, FICCI, Assocham etc.   |  |
| Civil Society Sector  | Water based Community Organisations- State level<br>WUA   |  |
|   | Highly reputed Non-political NGOs including those<br>working for SC, ST, Minorities (Predominant in the<br>state) and Backward classes. |  |

## Basic Suggestive Reading Material

1. Mission Document of National Water Mission: <http://nwm.gov.in/?q=node/284>
2. National Action Plan for Climate Change:  
<http://www.moef.nic.in/downloads/home/Pg01-52.pdf>
3. State Action Plans for Climate Change: <http://envfor.nic.in/ccd-sapcc>
4. Various reports of Climate Change and India: <http://envfor.nic.in/climate-change-docs-and-publications>
5. [http://envfor.nic.in/sites/default/files/cc/india\\_unfccc.htm](http://envfor.nic.in/sites/default/files/cc/india_unfccc.htm)
6. [http://www.moef.nic.in/sites/default/files/UNFCCC\\_final\\_1.pdf](http://www.moef.nic.in/sites/default/files/UNFCCC_final_1.pdf)