

**Trainings/ Workshops Detail under PCP  
(October 2017 to date)**

<b>Sr. #</b>	<b>Trainings / Session Topic / Field Visits</b>	<b>Designation</b>	<b>Training / Visit Date</b>	<b>Venue</b>
<b>A</b>	<b>APA Firm Visit to 16 MCs for Annual Performance Assessment</b>			
1.	Visit of 16 PCP cities with M/s EY for conducting Annual Performance Assessment of PCP result areas	Chief Officer & All AMOs	May 06 – June 07, 2021	MC Offices
<b>B</b>	<b>Orientation Sessions on MACs &amp; PMs of PCP Result Areas</b>			
2.	Transparency & Accountability and Investment Planning for 16 PCP Partner Cities (02 Sessions)	Chief Officer, DMO (I&S), AMO (I&S), Sub Engineer, MOP	February 2021	PIM, Gulberg-III, Lahore
3.	Environment and Social Safeguards (ESSs) for 16 PCP Partner Cities (02 Sessions)	DMO (I&S), AMO (I&S), Sub Engineer, MOP	January 2021	PIM, Gulberg-III, Lahore
4.	Investment Planning, Budgeting & Urban Infrastructure for 16 PCP Partner Cities (03 Sessions)	Chief Officer, DMO (I&S), AMO (I&S), Sub Engineer	January 2021	PIM, Gulberg-III, Lahore
5.	Financial Management & Audit for 16 PCP Partner Cities (03 Sessions)	DMO (F), Resident Deputy /Assistant Directors, Local Fund Audit	January 2021	PIM, Gulberg-III, Lahore
<b>C</b>	<b>Computerized Financial Management System (CFMS)</b>			
1.	Training on Financial Management & Audit, Water Rate & Shop Rent for 16 PCP Cities	MOF, Accountant, CFMS Official	March 2021	PIM, Gulberg-III, Lahore
2.	Orientation session on MACs & PMs regarding Financial Management and way forward	Chief Officer, MO (F), Accountant & Computer Operator	July - August 2020	PMDFC Office
3.	Training on Approved Annual Development Plan (ADP), Annual <b>budget</b> Estimates generated from CFMS, MC Co-financing for PBGs for FY (20-21), Budget and Cashbook with AR Forms, Contingency Check Register, Establishment Check Register, MC <b>Cashbook</b> , Bank Reconciliation, Water Consumer Demand & Collection Register, Shop Demand & Collection, Water & Shops Arrears	MO(F), Accountant, Tax Clerk, Budget Clerk, Water Rate Clerk & Computer Operator	June–July 2019 to Mar-Oct 2020 (continuous activity)	PMDFC Office
4.	Training on General & Pre-Cash Book Budget entry for 16 partner MC (2 sessions)	Tax Clerks Assistant Budget Clerk, water rate clerk computer operator	July – Nov, 2018	PMDFC Office, Lahore

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<b>D</b>	<b>Consultative Sessions on Environment &amp; Social Management Framework (ESMF)</b>			
1.	Training Session on Processes and Procedures of Implementation of ESMF	MO (I&S), MOP	06-07 July 2021	PIM, Gulberg-III, Lahore
2.	Training Session on Environment & Social Safeguards for 16 PCP Cities	MOP, Sub Engineer, Building Inspector	March – April 2021	PIM, Gulberg-III, Lahore
1.	Consultative Sessions on Environment & Social Management Supports the strengthening of social and environmental risk management systems in the 16 MCs	Dr. Masood Arshad Makhdoom (Director Water, Food and Climate Change)	July 2020	Office of WWF, Pakistan
2.		Ms. Anum Shahid (Sr. Environment Specialist) & Mr. Amjad Ghafoor (Sr. Project Engineer)		Engineering Consultancy Services Office
3.		Chairman, Sociology Department		Punjab University
4.	Consultative Sessions on Environment & Social Management Supports the strengthening of social and environmental risk management systems in the 16 MCs	Chairman, Institute of Environmental Engineering	August 2020	UET, Lahore
5.		Managing Director, NesPak		NesPak Office
6.		Secretary, Govt. of Punjab, Settlement & Consolidation		Board of Revenue (BOR), Punjab
7.		Director General, Rescue 1122		Rescue 1122 Office
8.		Secretary, Govt. of Punjab		EPD Office, Lahore
<b>E</b>	<b>Hands on Sessions on Infrastructure Projects</b>			
1.	Training of MO(Is) on PPRA rules	MO (Is)	Feb 19, 2020	PMDFC Office Lahore
2.	Orientation sessions regarding identification, cost estimation & bid evaluation of infrastructure subprojects for PCP	CO MO (I) & Sub engineers	June –July 2019 to Mar-April 2020 (continuous activity)	
3.	Interactive Session of Partner MCs for updation of GIS Maps and Situation Analysis	MO-Is, Sub Engineer, Water Supply Incharge, Sanitary Inspectors	Feb 27, 2019 Mar 03, 2019 Apr 01-09, 2019	
4.	Field Visits (Map Updation & Situation Analysis)	MC Management & Staff	Jan - Mar 2018	
5.	Field Visits (Map Updation & Situation Analysis)	MC Management & Staff	Dec-2017	

<b>F</b>	<b>Hands on Sessions on Performance Management System (PMS)</b>			
1.	Refresher training on data collection for water supply, solid waste and streetlight and updation in the PMS software for 16 partner MCs	DMO(I&S), AMO (I&S), Sub Engineer, Computer Operator	April 2021	PIM, Gulberg-III, Lahore
2.	Refresher Training sessions on data collection for water supply, solid waste and streetlight and updation in the PMS software for 16 partner MCs relating Institutional Strengthening (2 sessions)	Sub Engineer, Sanitary Supervisor, Light Inspectors, Water Supply In-charge	Aug - Sept 2020 (Continuous activity for 16 PCP Cities)	PMDFC Office, Lahore
3.	Refresher Training on PMS, of 16 PCP Cities	Water supply Incharge Sanitary Supervisor Light Inspector Computer Operator	8-21-Jan-2019	PMDFC Office, Lahore
4.	Training on data collection for water supply , solid waste and streetlight and updation in the PMS software for 16 partner MCs (2 sessions)	MO (I) Computer Operator Water supply In charge Sanitary Supervisor Light Inspector	July - Nov, 2018	PMDFC Office, Lahore
5.	Refresher Training on PMS, of 16 PCP Cities	Water supply Incharge Sanitary Supervisor Light Inspector Computer Operator	Nov-Dec, 2017	PMDFC Office, Lahore
6.	Refresher Training on PMS of 16 PCP Cities	Water supply Incharge Sanitary Supervisor Light Inspector Computer Operator	12-19 Oct. 2017	PMDFC Office, Lahore
<b>G</b>	<b>Hands on Sessions on Computerized Complaint Tracking System (CCTS)</b>			
1.	Refresher training on data CCTS, complaint registration, tracking, resolving and reports generation (daily, monthly, yearly) for 16 partner MCs	Complaint Cell Incharge/, Complaint Cell Official	April 2021	PIM, Gulberg-III, Lahore
2.	Refresher Training on CCTS, complaint registration, tracking, resolving and reports generation (daily, monthly, yearly) for PCP MCs	Computer Operators, Complaint Cell In-charge	July- August 2020 (Continuous activity for PCP Cities)	PMDFC Office, Lahore
3.	Refresher Training on CCTS of 16 PCP Cities	Complaint Cell Incharge Computer Operator	8-21-Jan-2019	PMDFC Office, Lahore
4.	Training on CCTS, complaint registration, report generation for 16 partner MCs (2 sessions)	Complaint Cell In charge Complaint cell official Computer Operator	July - Nov, 2018	PMDFC Office, Lahore
5.	Refresher Training on CCTS of 16 PCP Cities	Complaint Cell Incharge	Nov-Dec, 2017	PMDFC Office, Lahore

6.	Refresher Training on CCTS of 16 PCP Cities	Complaint Cell Incharge	12-19 Oct. 2017	PMDFC Office, Lahore
<b>H</b>	<b>Hands on Sessions on MCs Website Updation</b>			
1.	Refresher training on MC Website updation for 16 partner MCs	Computer Operator	April 2021	PIM, Gulberg-III, Lahore
2.	Refresher Training on Website updation for PCP partner MCs (04 sessions)	Superintendent & Computer Operator	July 2020 (Continuous activity for PCP Cities)	PMDFC Office, Lahore
3.	Continuous support being provided to 16 PCP cities in fulfilling MACs & PMs relating to MC websites	Computer Operator	July, August & September 2020 (Continuous activity for PCP cities)	PMDFC Office, Lahore
4.	Refresher Training on Website updation of 16 PCP Cities	Computer Operator	8-21-Jan-2019	PMDFC Office, Lahore
5.	Website updation for 16 partner MCs (2 sessions)	Computer Operator	July - Nov, 2018	PMDFC Office, Lahore
6.	Refresher Training on Website updation of 16 PCP Cities	Computer Operator	Nov-Dec, 2017	PMDFC Office, Lahore
7.	Refresher Training on Website updation of 16 PCP Cities	Computer Operator	12-19 Oct. 2017	PMDFC Office, Lahore
<b>I</b>	<b>Training Sessions on Right to Information (RTI) Act</b>			
1.	Refresher training Right to Information ACT for 16 partner MCs	Public Information Officer (PIOs)	April 2021	PIM, Gulberg-III, Lahore
2.	Refresher Training on Right to Information ACT for PCP partner MCs	Public Information Officer (PIOs)	October 2020	PMDFC Office, Lahore
3.	Refresher training Right to Information ACT for 16 partner MCs (03 sessions)	Public Information Officer (PIOs)	February 2020	PMDFC Office, Lahore
<b>J</b>	<b>Planning / GIS</b>			
4.	Interactive Session of PCP Partner MCs for updation of GIS Maps (2 sessions)	MO-Is, Sub Engineer, Water Supply In charge, Sanitary Inspectors	Feb -April 2019	PMDFC Office, Lahore
5.	Field Visits for gathering Planning Information / Map Updation of Partner MCs	MC Management & Staff	Oct.-Dec. 2017	PMDFC Office, Lahore
<b>K</b>	<b>Other Hands on Trainings</b>			
	Visited MCs to provide hands on training session to train MCs staff on various areas/ sectors of municipal service delivery on quarterly basis			

*Note: Personnel trained periodically*

## Orientation Sessions under PCP

Sr.#	Trainings / Session Topic	Participants		Date	Venue
		No.	Designation		
<b>A</b>	<b>Workshops &amp; Orientation Sessions</b>				
6.	A ceremony to formally launch; “ <i>Punjab Cities Program</i> ”(PCP) in collaboration with the World Bank	150	Finance Minister, Punjab Chief Secretary, Chairman P&D, Secretary LG&CDD,DCs, Administrators, Cos, Civil Society members	7th October, 2019	Avari Hotel, Lahore
7.	Orientations with Administrators for Punjab Cities Program (PCP)	16	Administrators	27,28 & 29 <sup>th</sup> August , 2019	PMDFC Office
8.	Orientation / Training Workshop on PCP Environment & Social Systems	11	MO (I) MO (P)	16-Apr-19	
9.		11		17-Apr-19	
10.		10		18-Apr-19	
11.	Orientation / Sensitization Workshop on PCP	25	Chairmen Vice Chairmen	28-Mar-19	Crown Plaza Hotel, Lahore
12.		32	Chief Officers	29-Mar-19	
13. 1	One day Session on Opportunities and Challenges regarding PCP	32	Chairmen Chief Officers	18-Oct-17	MPDD, Lahore