

GENERAL GUIDELINES ON RTI CAMPAIGN (WORKSHOP/TRAINING PROGRAMME) FOR DIFFERENT TRAINING INSTITUTES OF GOVT. OF ODISHA

1. While following Direct Trainers' Skill (DTS), FAQs for PA, PIO & FAA, Posters & Banners and User Manual on RTI CMM published in the RTI Portal (www.rti.orissa.gov.in), the training institutes are requested to carry out the Training programme having stress on technology campaign of RTI CMM in close coordination with the Content Service Provider (CSP) of RTI CMM.
2. The training institutes are advised to download training materials from RTI Portal at <http://rtiorissa.gov.in/RTI-Campaign> and prepare the reading materials and banners accordingly.
3. The institutes are further requested to prepare master trainers from state and district level from different departments/districts/Civil Society Groups/Academicians/ Professionals. The list of master trainers prepared by each training institutes need to be immediately sent to Chief Monitoring Officer, State RTI Implementation Cell, I&PR Department, Loka Sampark Bhawan, Bhubaneswar.
4. These master trainers will be used for further training to the PIOs, APIOs & FAAs of various departments and subordinates offices.
5. Direct Trainers' Skill (DTS) prepared under this campaign will be distributed among all master trainers during the Training of Trainers (ToT) programme.
6. The list of departments allotted to each training institute is reflected at Annexure-B. These departments/directorates mean all HoDs/ Field Offices under their administrative control.

7. The days of training and related schedule suggested in the DTS version, if required, may be modified as per convenience of the concerned training institute.
8. Though an approximate expenditure of ₹60,000 per programme has been estimated, the training institutes are advised to put up their own budget keeping in view the proper utilisation of funds and observation of necessary financial formalities at their end.
9. Soon after the completion of the programme institutes are requested to produce utilisation certificate with documentation/report both on soft and hard copies along with uploading the same in the RTI Portal (www.rtiorissa.gov.in).
10. The Odisha Information Commission will be requested to supply copies of Act and Rules for training and campaign purpose.

Target Group:

Public Information Officers (PIOs), Asst. Public Information Officers (APIOs) and First Appellate Authorities of each Public Authority at State level, Opinion leaders, Civil Societies etc.

Budgeting:

(A) State Level Training Programme (Per Programme): Funds allotted @ ₹60,000 for organizing a Capacity building training programme may be utilised as under.

Sl. No.	Name of the Events	Amount
1	Hospitality for participants (300/- per participant x 30 nos. = ₹ 9,000 x 3 days)	₹ 27,000
2	Conveyance and Honorarium for Resource Persons:	₹ 3000
3	Payment to CSP for technology training on RTI CMM (as per Govt. approved rates)	₹ 6,000
4	Preparation of Training material/ Printing of Certificates etc.	₹ 10,000
5	Logistic including arranging venue, Public Address System, Documentation, Photography, Reporting etc.	₹ 10,000
Total		₹ 56,000
6	Over Head Charge (Approx.)	₹ 4000
Grand Total		₹ 60,000

Reporting and Documentation:

The following documents are expected to be generated out of these events.

- i. Detailed report (in two pages) on the workshop highlighting the discussion and suggestions along with list of participants. The report format has been outlined in the DTS version.
- ii. 2 (two) representative photographs on the workshop/ IEC Programme.
- iii. Utilization certificate for the amount placed.
- iv. Media reports, if any.

The above guideline is only indicative and by no means exhaustive. It is expected that the training institutes are encouraged to augment available resources earmarked for capacity building activities in order to institutionalize a strong and regular capacity building programme on a sustained basis.
