

**Regional Learning Centre, Dharan
Operating Guideline**

UNOFFICIAL TRANSLATION

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**Regional Learning Centre
Dharan
Dharan Municipality Office**

Regional Learning Centre, Dharan Operating Guideline

Preamble:

At present 21st century, skillfulness competitive manpower is required to attain goals of development. Once the policy makers are sitting for making plan and program or managers are sitting for determining strategy in order to implement the programme, they have to keep in mind about the availability of expert and skilled manpower. In such situation, they shall have to entail the information about the status of human resource. Subsequently, training is also required to generate required manpower in order to obtain the planned goal. The development of culture and practice for the enhancement of modern knowledge and skill as well as sharing of such knowledge and skill has been the necessity of present era. Realizing such fact and promoting individual efforts in integrated approach, it is envisaged that the establishment of the Regional Learning Centre at Dharan is seemed to be appropriate as it is suitable for all municipalities to this region for generating skilled manpower, proficient leadership development, stimulating organizational norms and values of the municipality. Hence, Dharan municipality has put its effort to convert the existing learning centre into the regional learning centre with joint support from Dharan municipality, *Udle/GTZ* and Ministry of Local Development.

Only the establishment of learning centre is not a big matter whereas it can be only justified when the municipalities shall be in the position to obtain maximum profit upon the effective operation and management of this learning centre. As per the policy to operate and manage the programme through participatory approach, its operation and management shall be enacted after preparing draft-operating guideline of regional learning centre. So, it is decided to operate accordingly.

Chapter 1

1. This guideline may be called **Regional Learning Centre Operating Guideline**.
2. Regional Learning Centre shall be established in that building which is under control of the Dharan Municipality
3. This guideline shall come into force after the approval from all municipalities of this regional centre as well as the concurrence received from Ministry of Local Development subsequently.
4. a. It shall comprise the following municipalities as member.

	Municipality	District	Zone
1	Ilam Municipality	Ilam	Mechi
2	Bhadrapur Municipality	Jhapa	Mechi
3	Mechinagar Municipality	Jhapa	Mechi
4	Damak Municipality	Jhapa	Mechi

5	Biratnagar Municipality	Morang	Koshi
6	Itahari Municipality	Sunsari	Koshi
7	Inaruwa Municipality	Sunsari	Koshi
8	Dharan Municipality	Sunsari	Koshi
9	Dahankuta Municipality	Dhankuta	Koshi
10	Khadbari Municipality	Shankhuwasabha	Koshi
11	Rajbiraj Municipality	Saptari	Sagarmatha
12	Lahan Municipality	Siraha	Sagarmatha
13	Triyuga Municipality	Udayapur	Sagarmatha
14	Siraha Municipality	Siraha	Sagarmatha
15	Interested VDCs of Eastern Region		

5. From this centre, concerned municipality shall mainly receive or dispatch the technical support on the following subjects:
 - Urban development and plan
 - Organization development and management
 - Community mobilization on Urban Poverty Reduction
 - Resource mobilization and management
 - Sanitation management
 - Project formulation, implementation and management
 - Community mobilization and Skill Development Promotion
 - Computer Technology/Software
6. In the abovementioned subjects, Regional Centre shall share the experience in centre or in the concerned municipality depending upon the demand and requirement of the member municipalities.
7. If there is the demand for any training from the municipalities or VDCs beside from the member municipalities, the learning centre shall conduct the programme duly taking fee in accordance with the rule.
8. The learning centre shall itself continue for the preparation of study and training programme to be required for member municipalities.

Chapter 2

Provision of Member Fee

1. In order to get service from the center, members of regional municipalities shall contribute annual member fee as following:
 - a. Biratnagar Sub-Metropolitan City Rs. 20,000.-
 - b. Dharan Municipality Rs. 15,000.-
 - c. Mechinagar Municipality Rs. 10,000.-
 - d. Other Municipalities Rs. 5,000.-

2. From such receivable amount, the centre can make expenditure in the form of management expenditure for essential works like procurement of physical infrastructure, repair etc. as per the decision of Operating Committee.
3. In the initiation of centre, at least one programme shall have to be conducted annually in the member municipalities based on their requirement. For such programme, the concerned municipality shall have to bear 90% amount and 10% by centre out of the total expenditure.
4. In order to operate the centre, the centre can manage the personnel as per the necessity. The remuneration and allowance of such personnel shall be in accordance with the amount fixed by executive committee.
5. In the training packages to be conducted or developed on behalf of Centre, the remuneration of the instructor shall be as follows where income tax shall be deducted as per the prevailing rules.
 - a. minimum Rs. 500.- to maximum Rs. 2000.- per session
6. The registration fee of Rs. 300 per person per program shall be charged for any type of program, training, seminar to be organized by regional learning centre.

Chapter 3

1. An **Executive Committee** shall consist of the members, as follows:
 - Mayors of member municipalities as mentioned in Chapter 1 (3) of this guideline
 - Executive Officers of member municipalities as mentioned in Chapter 1(3)
 - A nominated or elected mayor from amongst the mayors shall be the coordinator of executive committee
 - The Executive Officer of Dharan Municipality shall be permanent member secretary.
2. Functions, Duties and Powers of Executive Committee shall be as follows:
 - To approve the annual budget and to endorse the expenditure of the Centre
 - To nominate the member of Operating Committee
 - To prepare and approve the policy and directive
 - To give necessary power to Operating Committee in order to achieve the objective of Center
 - To take necessary action on those members who acts in contravention of the objective of Centre.
 - To make provision of necessary personnel

- To make provision of Salary, Allowance and other benefits for personnel
3. The term of office of the coordinator of executive committee shall be of 2 years.
 4. The meeting of said committee shall be held at least once in a year.
 5. In order to operate the regional learning centre, **Operating Committee** shall be formed consisting of following five members.

Executive Officer of RLC located municipality coordinator	- Permanent
3 person at the rate of one from each zone at Alphabetical order from amongst the executive officers of other member municipalities.	- Member
A deputed Officer looking after RLC Secretary	- Permanent Member
 6. The term of office of the members of operating committee shall be of 1 year.
 7. Functions, Duties and Powers of Operating Committee shall be as follows:
 - To monitor the training, seminar, workshops held at the center
 - To formulate the annual budget (income and expenditure) of the centre and to submit at the Executive committee.
 - To have or cause to be had the audit of the accounts.
 - To provide technical and other necessary support to the member municipalities
 - To implement the decisions made by Executive committee.
 - To perform other necessary functions as per required.
 8. The meeting of operating committee shall be held at least once in a 4 months or as per the necessity. In such meeting, the executive officer of other member municipality, the coordinator of executive committee, representative of Ministry of Local Development, representative of Urban Development Training Centre, representative of Municipal Association of Nepal and President of concerned District Development Committee can be invited.

Chapter 4

Financial Provision

1. The regional learning centre shall have a separate fund. The fund shall consist of the amounts as follows
 - a. Amount received from the members against annual fee

- b. Amount obtained from charge of conducting training
 - c. Amount received from donor agencies
 - d. Amount received from Nepal Government
 - e. Amount obtained from the fees against the use of the infrastructures
2. The fund shall be operated through joint signatures of the coordinator and member secretary of the Operating committee.
 3. The audit of the Centre shall be carried out annually as per the prevailing rules and the report shall be publicized. The annual audit report should have to include the suggestions and comments made by the members before publicizing the annual statement of progress of the committee.

Chapter 5

Provision of Fee

1. The fee against the use of available resources in the centre by external institution or authority shall be as follows
 - a. The duration and fee for the use of training room shall be as follows:

1 to 3 day	Rs. 1000.- per day
4 to 6 day	Rs. 800.- per day
7 to 15 day	Rs. 600.- per day
16 to 1 month	Rs. 500.- per day
 - b. A separate room can be available for the group assignment if required on the cost of Rs. 500 per day.
2. As per the Clause 1, Rs. 500.- per day shall be charged against the use of one computer to the users and Rs. 5.- per page shall be charged for printing purpose.
3. As per the clause 1, Rs. 500.- per day shall be charged against the use of one overhead projector and Rs. 1500.- per day shall be charged against the use of Multimedia project to the users.
4. As per the clause 1, Rs. 500.- per day shall be charged against the use of available sound system of Center
5. As per the clause 1, Rs. 200.- per day per staff shall be charged as a remuneration by users against the service taken from the staff of Centre as a Assistant.

Chapter 6

Miscellaneous

1. Each member municipality shall have to make provision of one human resource development branch or unit in the office and have to make provision for necessary staffs for that. The learning centre shall make available of necessary technical support for such branch or unit.
2. Training material, manual and training package prepared by centre shall be granted at minimum cost, if the member municipality of the centre intends to use.
3. The service and facilities shall be made available upon the demand for support from the VDC and DDCs beside the member municipality also.
4. The evaluation of the effectiveness of the centre shall be made from the Ministry of Local Development annually and from independent expert at each 3 years interval.
5. If there is the request to make available of expert from member municipality, such expert/manpower shall be made available at the rate of Rs. 1000.- per day and the member institution has to bear the travel allowances.
6. A majority having minimum 51% of the Executive Committee shall change or amend the provision of this guideline, if required.