

Centre for Information Resources Management (CIRM)

1. History and background

The Centre for Information Resources Management (CIRM) offers information, village poverty data, training and advisory services in participatory approaches, community development and monitoring. CIRM customises its products and services to the specific requirements of the government departments, special projects and non government organisations. CIRM started its activities on January 1st 2004 to promote community centred rehabilitation, development and good governance among the government institutions, non-government organisations and special projects in the Eastern and Northern Provinces of Sri Lanka. CIRM also aims to promote the dissemination of relevant best practices so organisations don't have to 'invent the wheel' again.

Organisational Structure

CIRM is a unit of Eastern Provincial administration. It has three units with 20 staff and is headed by a director. CIRM receives funds from the Eastern Provincial Council.

The Information System (IS) Unit of CIRM has 4 professional staff members who develop tools for planning and monitoring. CIRM collects data, integrate, analyse and provide information on e.g. poverty. The spatial maps of districts, DS divisions and GN divisions and various thematic maps produced by CIRM are simple tools for analysing and planning development activities.

The Mainstreaming Best Practices (MBP) Unit has 6 professional staff members who focus on promoting community centred rehabilitation and development. This objective is addressed through providing training on community development and participatory approaches to the government officers, NGO staff and special project staff in the Province. Monitoring is a special area of CIRM, where CIRM provides training and also undertakes process monitoring and impact assessment assignments. The Administration and Finance Unit is responsible for the financial and office management.

The work of CIRM is characterised by constant developments. In order to have the skills and knowledge to meet the changing demands CIRM staff are continuously trained.

1. Mission

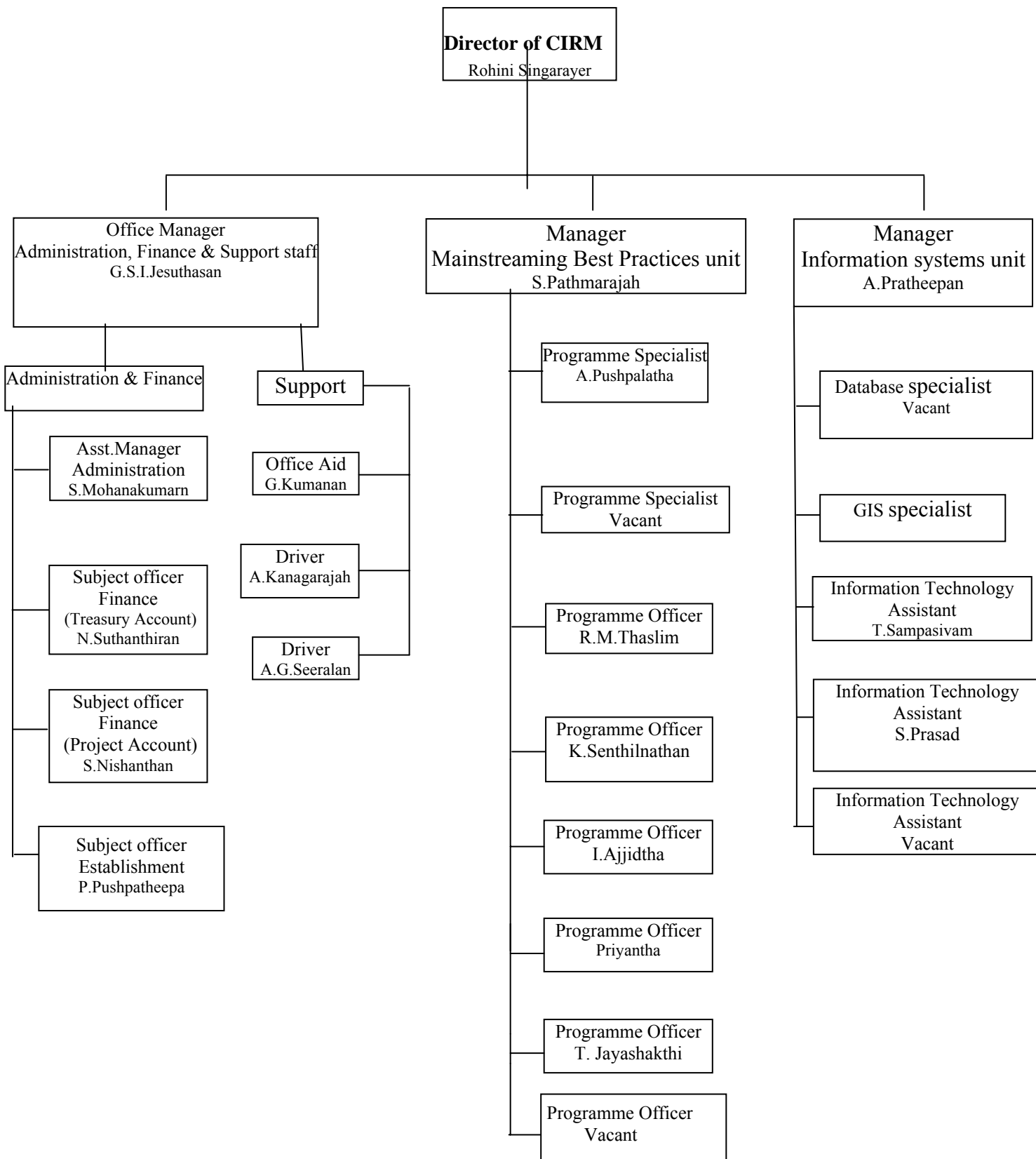
CIRM will contribute to the following objectives:

- a) To assist the Provincial Administration in the processes of developing and applying appropriate concepts, procedures and methods for the community development,
- b) To support the Provincial Administration in the dissemination and efficient utilisation of best practices and products developed by different stakeholders.
- c) To harmonise and unify the various approaches, promote the utilization of information, network and communication so as to increase the quality of development and promotion of transparency for good governance.

2. Cadre Position

S.No	Designation	Service	Required Staff	Existing staff
01	Director	S.L.Ag Service	01	01
02	Manager Mainstreaming Best Practices		01	01
03	Programme specialist	PA	02	01
04	Programme officer	PA	06	05
05	Manager information systems	PA	01	01
06	Database specialist	PA	01	-
07	GIS specialist	PA	01	-
08	Information Technology Assistants	CDEO Service	03	02
09	Office Manager	MA	01	01
10	Asst. Manager Administration	PA	01	01
12	Subject officer Finance (T)	PA	01	01
13	Subject officer Establishment	PA	01	01
13	Telephone operator cum Secretary	Trainee	01	-
14	Driver	Driver Service	02	02
15	O.E.S	O.E.S Service	01	01
	Total number		24	18

3. Management arrangement chart:



4. Management organisation resource

4.1 Land and building: not owned, functioning in a hired building

4.2 Vehicle

Institution	Benz van	Pick-up	Three Wheeler	Lorry	Bicycle	Motor Cycle
CIRM	01	02	-	-	01	03

4.3 Furniture

Table	Chairs	Almyrah	Others
A	A	A	A
L-Table 02	Wheel chair Large 05	Large 08	Book rack 13
U-Table 01	Wheel chair Small 20	Small 01	Paper rack 06
Office Table 19	Visitors Chair 06		Moving Pedestals steel 11
Small Table 04	Normal chair 34		Moving Pedestals Wood 17
			Trolley 15
			Stool 05
			Moving steel cupboard (Double Door) 01
			Steel drawere (4 trays open) 01

4.4 Equipment & Machinery

Computer	Photocopier	Printer	Telephone	Fax	Generator	Plotter (Printer)
Computer 17	02	16	02 Line With 11 ext.	01	01	01
Laptop 05						
Server 01						

5. Major Thrust Areas for Development -2007

Products and Services of CIRM

5.1. Village Poverty Profiles

Village Poverty Profiles can be obtained for a single village or of an entire district. The poverty profile of a village appears in one sheet and indicates the analysed information of poverty. Poverty profiles are available for 2129 villages in the Eastern Province. It also contains general village information, data of the tsunami catastrophe, conflict effects, living conditions, main livelihoods, agriculture/food production, water and sanitation facilities, basic health services and education services.

5.2. Fundamental Spatial Data Set and Maps

The fundamental spatial data set is based on the 1:50.000 scale maps and covers the whole province as a seamless database. It contains the themes of administration units of GN divisions, selected topographic features and village locations. With the fundamental spatial data set maps can be designed and tailored to suit for particular uses in development activities.

For every district and DS division, there are maps depicting the GN boundaries and selected topographic features.

5.3. Thematic Maps

CIRM offers a wide range of thematic maps by linking the poverty data and fundamental data sets. It is possible to obtain customised maps for different development factors e.g. connectivity (derived from travel distance and travel time for basic services), deprivation of water and sanitation facilities etc. Trends and distribution patterns are effectively visualised through the thematic maps.

The GIS maps provide an overview for high level planning and decision making.

5.4. In House Training on GIS Application.

CIRM staff provides in house training and coaching on the use and application of GIS for other organisations in the Eastern province.

The Mainstreaming Best Practices Unit disseminates strategies, methods and tools for participatory approaches and develops designs for and training in monitoring. All can be customised. The products and services can be used to:

- promote participatory development approaches;
- develop the capacities of the intermediary organisations and service providers for community centred rehabilitation and development.
- develop the capacities of the community based organisations..

5.5. Customized Participatory Rural Appraisals (PARs) and PRA Training

PRA's can be designed to prepare village development plans. CIRM can combine training and coaching of officers in designing and implementing PRA's.

5.6. Community Oriented Trainings

The trainings can include the following components:

- Basics of community development
- Community animation
- Community mobilisation
- Project management cycle with participatory approaches
- Participatory approaches, relevant methods and tools
- Strategies, methods and tools for public engagement in development planning

5.7. Designs for Socio-Economic Surveys

Socio-economic surveys can be designed by CIRM to suit the need of the client. It can be combined with coaching of the enumerators.

5.8. Customized Design and Implementation of Monitoring

- 5.8.1.1. Process monitoring and Impact assessments for projects.
- 5.8.1.2. Promote participatory development approaches into the existing system of the Government, non-Government institutions and organisations and development projects so as to practise in their routine tasks.
- 5.8.1.3. Promote community mobilisation and awareness among the people of their potential and rights and to utilize their resources so as to enhance rural governance and social integration.
- 5.8.1.4. Assist in building the capacities and human resources at the village and divisional level by adopting the best practices promoted by the provincial administration
- 5.8.1.5. Assist the provincial institutions in evolving decision support systems and networking within provincial ministries and departments, district institutions and donor supported project organisations in the North and East Province and in co-ordination with the central government institutions.
- 5.8.1.6. Develop spatial data for all administrative districts in the North and East Provinces with the topographic features.
- 5.8.1.7. Develop vulnerability/poverty profiles for all districts in the North and East Provincial levels.

6. Programme and Activities with Development Indicator

(a) Capital - Nil

(b) Recurrent Expenditure

	Amount Allocated	Amount Released	Amount Spent	Indicator Percentage on released funds
1.Personal	*			

Emoluments				
2. Other Expenditure	1,820,250.00	1,647,231.67	1,647,231.67	100%
3. Expenditure under project fund	871,700.00	871,700.00	871,700.00	100%
4. Expenditure under CIRM earned fund	2,267,000.00	2,267,000.00	2,267,000.00	100%

The personal emolument for the year 2007 for CIRM staff had been made by the Provincial Treasury accounting in the relevant vote's particulars of Planning Secretariat EP.

7. Strength and Weakness

7.1. Problems and Constraints

Shortage of professional staff

7.2. Special Training given on capacity strengthening

Staffs have had intensive on-job training under the guidance of CIRM senior staff and GTZ-PIP consultants. The staff members (four in IS unit and four in MBP unit) are presently competent in:

- designing training programme to suit the clients' need
- preparing training materials – session plans, manuals and hand-outs
- conducting training programmes,
- preparing monitoring designs
- conducting field surveys and
- analyzing data and report writing,
- spatial data generation
- GIS application and
- database development

Training/ Workshop	Duration	Conducted by	CIRM staff participated
Training of Trainers on Sustainable Livelihood approaches	08 days	NECCDEP & GTZ-PIP	01
Training Methodology course	23 days	GTZ-PIP	01
Induction Course for PAs	05 days	MDTD & GTZ-PIP	01

Town & Country Planning workshop	01day	GTZ-PIP	12
Town & Country Planning short course	07 days	GTZ-PIP	02
Facilitation workshop	06 days	GTZ-PIP	02
Training of Trainers (TOT) on CBO Strengthening	One week	CIRM & GTZ-PIP	07
Visual Basic application for Arc GIS	04 days	GTZ-PIP	04
STEPS (Skills Through English for Public Servants)	One month	British Council & GTZ-PIP	04
Pre STEPS (Skills Through English for Public Servants)	One month	British Council & GTZ-PIP	02
English Training in UK	One month	GTZ-PIP	02

7.3. Motivation given to staff

- Continuous coaching as an on-job training
- Assigning with challenging responsibilities according to their capacity
- Additional enumeration as 25% of their salary

7.4. Research made and publication released

- Vulnerability – Poverty profiles for Trincomalee and Kilinochchi released.
- Vulnerability – Preparation of Poverty profiles for Ampara and Jaffna and for Tsunami affected GN divisions in the NEP are in progress.
- Manual on the Project Management with participatory approaches
- Manual for basics of community development, community mobilisation, PRA, community action plan preparation.

7.5. Progress on MIS: not yet established

8. Innovative actions introduced / experience gained

- (i) Customised services and products are provided to the partners according to their requirement based on a non-profit making business plan. This arrangement guides the staff to be outcome oriented, current and competent in their knowledge and skills.
- (ii) Development of planning and monitoring tools such as vulnerability-poverty profiles for all villages in the NEP and GIS based admin boundary maps for all districts.

9. Achievements

9.1. Mainstreaming Best Practices unit

9.1.1 Training Programme / Workshops

All trainings were prepared and conducted according to the standards and client needs. Training manual, session plans and handouts were always prepared. Handouts were distributed during the training course to the participants.

The following table shows the training achievement in the year 2007

Year 2007	Trainings / Workshops	Beneficiaries (Nos.)	Participants from
1 st Qtr.	Training on Facilitation Skills	12	UC Trincomalee, ACLG office Trincomalee, CLG office East
	Community mobilization and Community development	29	Rural Development Dept, East & Districts staff
2 nd Qtr.	Social mobilization - session 1 for 2 nd Community Water Supply and Sanitation Project	46	Pradesha Saba, Kantale Pradesha Saba, Kinniya. Local NGOs –TYDUP & Kinniya Vision
	Social mobilization - session 2 for 2 nd Community Water Supply and Sanitation Project	28	Pradesha Saba, Kantale Pradesha Saba, Kinniya. Local NGOs –TYDUP & Kinniya Vision
3 rd Qtr.	Project Cycle management, Proposal writing and Core competencies of officers	23	Co-operative Department, North & Districts staff
4 th Qtr.	Project Cycle Management	26	Local NGOs - OXFAM Partner Organizations

9.1.2. Assignments

(i) Public Engagement Session for UC Trincomalee

CIRM was assigned a consultative role as public engagement specialist to facilitate public engagement sessions to prepare Medium Term Development and Operational Priorities and Financial Framework (MTPF) for UC Trincomalee.

Four sessions were conducted in 1st quarter of 2007.

-1st PES for representatives of community Based Organizations on 23rd January.

-2nd PES for representatives of business community on 12th February.

-3rd PES for religious leaders on 14th February.

-4th PES for service providers, Grama Niladharis and dept officers on 15th February.

UC elected members, selected UC staff and Public Health Inspector's of the UC area attended all Public Engagement Sessions and facilitated whenever necessary arose.

- (ii) Process Monitoring 2nd round for NECCDEP
 - Conducted from October 2006 to February 2007;
 - in Ampara, Batticaloa and Trincomalee districts;
 - includes design preparation, field assessment, data analysis, report writing;
 - report submitted to NECCDEP in August 2007

- (iii) Process Monitoring 3rd round for NECCDEP
 - Design and methodology was completed;
 - field assessment started in December in Trincomalee;
 - Ampara and Batticaloa districts in January 2008.

- (iv) Impact Assessment for NECCDEP
 - Design, methodology, indicators and questionnaires drafted;
 - Field assessment will be done in Ampara, Batticaloa and Trincomalee districts in the year 2008.

9.1.3. Enhancement of Knowledge and skills on strengthening of CBO

Training of Trainers (TOT) on CBO Strengthening for one week in September organised by CIRM and conducted by GTZ-PIP consultant to the staffs of CIRM and other relevant departments. Training requirements were identified by CIRM and training contents were prepared by GTZ-PIP consultants and CIRM senior staff. 15 field officers from CIRM (7 Officers), RDD (N&E), Local Government (East), NECCDEP and one Local NGO participated in the above TOT. Training manuals also produced. Follow-up course will be in March 2008.

9.1.4. Documents Produced (reports, manual, etc.)

- (i) Report on the process of Community Engagement in the preparation of 5 years plan for Urban Council Trincomalee was submitted and feedback sessions held in May & June 2007.
- (ii) CBO strengthening manual (Module 1 and 2) is completed: Module 3 will be prepared in March 2008 and complete manual will be available by May 2008.
- (iii) Report on Process Monitoring 2nd round produced and submitted to NECCDEP & ADB Manila in August 2007.
- (iv) Community Development Resource Book preparation has in progress from April 2007 and will be completed by Mid 2008.

9.2 Unit: Information System

9.2.1. Production of maps for administration, planning and monitoring

- (i) Eastern province map and Northern province map for administrative purpose produced
Issued one province map for all provincial department and ministries
- (ii) Updated Batticaloa GN division polygon
97 GN divisions in survey dept data was updated to 348 GN Divisions
- (iii) DS Division maps were produced for Administrative purpose
 - 07 Districts completed (except Ampara)
 - 58 DS Division maps were produced (20 divisions of Ampara not yet produced)
- (iv) Urban Council Trincomalee, UC Kinniya , Pradesha Saba Kinniya maps were produced.
- (v) Road network map of Northern Province for Department of Road Development was produced for their need assessments. (Jaffna , Mannar , Vavuniya, Mullaitivu, Killinochchi districts)
- (vi) Batticaloa Education Zone map and Kalkudha Education Zone map were prepared and handed over to the respective Zonal directors.
- (vii) Health sector administrative unit maps for MOH, PHI and PHM area were in preparation for the districts of Northern province. Presentation was made to the senior staff of health department on GIS basics and the potential for use in the health sector.
- (viii) Agriculture Instructors range map for Trincomalee districts produced.

9.2.2. Database development

- Generated Land database for department of Lands
 - draft database presented to the Department of Lands, Eastern & Northern Provinces
 - included suggestions of the department
 - final database was presented

9.2.3. Promotion of the use of GIS among the government departments

- (i) Training for the department staff
 - short course on Geo-informatics for 6 days was arranged at University of Peradeniya.
 - 18 staff from the provincial ministries and departments were trained.
- (ii) Digital data sharing with other government departments
 - northern province data given to North Chief Secretary's Secretariat, Agriculture department and Irrigation department.

9.2.4. Distribution of poverty data to the Districts and divisions

- reprinting the Vulnerability – Poverty Profile of 8 districts
- free issue of one copy to District secretariats, Divisional Secretariats and Samurdhi offices in progress

9.2.5. Contribution to national events in GIS promotion

- participation in National workshop of spatial data policy preparation
- presentation of paper at national GIS symposium 2007