



**Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Local Government Engineering Department (LGED)**

7.1 Guidelines for Awareness Campaign for Rule of Law

**Project Coordination Office (PCO)
City Governance Project (CGP)**

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1. Introduction

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban area is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while it accounts for 60% of total national growth. On the other hand, negative impact caused by the dramatic change in urban area is observed. It is because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009 which are very relevant to the demand of city dwellers and urban development are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are/were implemented by LGD and LGED with financial assistance of different development partners and government own fund. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program, and well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equal, social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

2. Justifications

Establishment of rule of law is the primary criteria for economic growth of an organization. It brings discipline of the organization. The development work of an organization faces lot of hindrances if the rule of law of the organization is not maintained. The national policy to be executed through the organization cannot be implemented in absence of discipline of the organization. The activities of donors and private sector are disturbed. The schemes under the annual development program cannot be executed within the stipulated time. To overcome this manifold trend of development, there is no other alternative except to establish rule of law in an organization. Hence, awareness campaign for establishment of rule of law in the city corporation area is inevitable for proper management, execution of development activities in time and improvement of social environment with a view to render better services to its dwellers.

3. Relevant Issues of ICGIAP

3.1 Task

Law enforcement is also crucial activity to support predictability of urban situation. CC is supposed to make rules and regulation to implement law enforcement such as traffic rule, encroachment, licenses, etc., but CCs do not take any actions to enforce law. In order to initiate law enforcement, CC implements campaign activity about rules and regulation to create awareness in citizens.

Task 1: Law Officer (or officer in charge, if Law Officer is not assigned) requests each department to raise law issues

Task 2: Law Officer examines the raised law issues, and propose possible actions to be taken

Task 3: Law Officer makes detail plan of awareness campaign on a specific issues (at least one) with budget

Task 4: The plan of awareness campaign is examined, and discussed by the Standing Committee for law and discipline and approved by City Corporation meeting.

Task 5: The plan of awareness campaign submitted to CC meeting for approval (if, any comments raised, then examined in the Standing Committee for revision, and submitted to CC for approval again)

Task 6: Law officer implement campaign activity

Task 7: Law officer make report on the campaign activity, and submitted to Mayor and CEO

3.2 Action by

Secretary,
Law Officer

3.3 Time Schedule

Task 1: by mid of 1st year

Task 2, 3: by end of 1st year

Task 4: by beginning of 2nd year

Task 5, 6: by mid of 2nd year

Task 7: by end of 1st batch

3.4 Indicators

At least one campaign activities implemented

The CC needs to implement at least one campaign activity in a year to create awareness to its citizens in respect of implementation of traffic rules, prevention of encroachment on government and local authority's land within city area, obtaining proper licenses from the CC for carrying out business and payment of taxes, tolls, fees and rates imposed by CC in time.

4. Objectives

4.1.1 Smooth living of City dwellers

The primary responsibilities of the city corporation are to provide better services to the city dwellers, so that the city dwellers can enjoy better life. The city dwellers need to have uninterrupted supply of electricity, adequate supply of water, better traffic management, better roads and drainage facilities, better open spaces and garden facilities for entertainment, better shopping facilities, etc. The city corporation needs to have its discipline and establish rule of law to provide such facilities.

4.1.2 Enforcement of traffic rules

Enforcement of traffic rules is one of the vital objectives for better living of the city dwellers. Indiscipline traffic management creates nuisances in the city area and causes inconvenience to the city dwellers. Unplanned and indiscipline traffic management causes hazards and decline the economic activities of the dwellers in the city area. Hence campaign in respect of awareness to obey the traffic rules as per Motor vehicle ordinance, 1983 needs to be done by the CC involving representatives from various departments like DC's office, police department, LGED, Roads and highways, elected representatives, community based organizations (CBO), different cultural organizations and representatives of the chamber of commerce and also to find ways and means for better traffic management.

4.1.3 Prevention of encroachment

To develop a healthy city, unplanned and unauthorized development is not at all desirable. It creates hindrances for rendering better services to the city dwellers, create obstructions for traffic management, causes health hazards and blocks planned development works. Hence, encroachment of government and local authorities land within city areas requires be preventing and demolishing. These are usually done under the Government and Local Authority Lands and Buildings (recovery of possession) ordinance, 1970. There is no doubt that this is a very unpleasant work.

To prevent encroachment, the role of elected representatives and CBOs are very important apart from the role of concerned agencies for enforcement of law. Hence, campaign to prevent and remove unauthorized structures from Government and Local Bodies land needs to be done beforehand by involving concerned national agencies, elected representatives and CBOs.

4.1.4 Obtain proper licenses

The city corporation issues various categories of licenses, such as trade license, licenses to vehicle except motor vehicles and boats, etc. No traders should carry out their business without obtaining proper licenses from the city corporation. Similarly, no drivers should bring out the non-motorized vehicle in the street without obtaining proper licenses from CC for driving such vehicles. The CC needs to check the same to control indiscipline and increase earning of its revenue.

4.1.5 Collection of taxes, tolls, fees and rates

The city corporation collects taxes, tolls, fees and rates for its diversified activities as per rules. The main objectives to do the same are to increase its revenue income for rendering better services to the city dwellers. Campaign needs to be done to let the concerned persons and the dwellers aware of such payments according to the charges fixed by the CC.

5. Relevant Organizations, Stakeholders and their role

5.1 Organizations:

5.1.1 Relevant organizations be aware of legal issues

The relevant national organization needs to be aware of the rules, regulations and the legal issues of the city corporation for better understanding and implementation of the activities in question. The representatives of the national agencies like that of DC's, SP's and other relevant organizations, like CBO's, NGO's, Private Companies, etc. may participate in the campaign program to be aware of various rules, regulations and legal issues of the CC. The Campaign Program of the CC may be implemented through MCC of the CC.

5.1.2 Coordination between national agencies and private bodies

The coordination between various national agencies and private bodies is essential to avoid legal complicity for execution of any schemes. To attain such goal, the legal matters involved need to have been known by those organizations concerned, so that they can execute the scheme in question avoiding legal complicity. The relevant department of the CC may co-ordinate with the concerned agencies in this respect.

5.2 Private Organization and Stakeholders:

5.2.1 Awareness of lawful issues

The private organizations and the stake holders should be well aware about the legal issues to carry out their functions within the CC area. They need to know about the rules and regulations of the CC for proper functioning within the CC area avoiding duplicity of work. The representatives of the relevant private sectors may be invited in the awareness campaign program by the CC.

5.2.2 Avoid legal complicacies

The private organizations and the stakeholders should carry out their functions within CC area without contradictions to the rules and regulations of CC. They need to have better coordination with the CC.

5.2.3 Cooperate about lawful issues

The private organization and the stakeholders need to have submitted a copy of their work program to the CC for implementation within the CC area so that CC is aware of such program. For such acts, CC will also be aware of such activities and may cooperate about the implementation of such program examining the legal issues arises, if any. Similarly the private organizations and stakeholders need to have due regard and cooperate with the CC laws for implementation of their projects avoiding duplicity of work and legal issues.

6. Necessary Tasks and Procedure

6.1 Law officer/ Officer-in-charge requests each department to raise law issues

The law officer (or officer in charge, if law officer is not appointed) needs to request each department to identify legal issues, if any, of the respective department. On receipt of the request from the law officer, each department will examine legal issues, if any, involved for execution of the relevant work. The respective department needs to report about any legal issues involved in execution of work to the law officer. If no legal issues are involved, the respective department will send “Nil” report to the law officer. A format for submission of report on law issues by the respective department has been shown in **Annex-1**.

6.2 Law officer examines the identified law issues and propose for remedial measures

The law officer needs to examine the identified legal issues received from the respective department and take steps for remedial measures. If any matter can be solved outright, law officer can take steps for remedial measures with the department concerned of the CC. If not the law officer may take the issue for awareness campaign.

6.3 Law officer makes detail plan of awareness campaign at least once in a year.

- (i) The law officer needs to draw a detailed plan of awareness campaign on specific issues at least once in a year. A suitable date, time and venue may be proposed by him in consultation with the secretary of the CC. A sample schedule of seminar program has been shown in **Annex-2**.
- (ii) While preparing awareness campaign program, law officer needs to suggest various methods of awareness campaign, such as holding of seminar involving elected representatives, local different cultural organizations, community based organizations, members of the standing committees, journalists and elites of the city and the related private companies
- (iii) The program may include rally, distribution of leaflets, fixing of banners and placards, miking and involving various TV channels and radio. The program may be implemented through MCC of the CC.
- (iv) A list of the concerned persons to be invited in the said campaign may be prepared by the law officer in consultation with the secretary of the CC.
- (v) While preparing campaign program, the related officers of the national agencies, like Deputy Commissioner or his representatives, Superintendent of Police or his representatives, Executive Engineer of Roads and highways, LGED or their representatives, representatives of BRTA and representatives of other agencies as deemed fit by the CC may also be consulted.
- (vi) While preparing the program, the issues as indicated in the objectives at serial no. 2.1 may also be taken into consideration.
- (vii) The offences laid down in schedule-5 under section 92 of the LG (CC) Act 2009 may also be included under the preview of the campaign.
- (viii) The budget for holding such campaign needs to be made and provision for expenses of such campaign program requires to be made available in the budget

6.4 Plan of awareness campaign is examined by the standing committee on law and Discipline

The draft plan of awareness campaign needs to be placed in the standing committee for law and discipline by the law officer. The standing committee requires examining the draft plan. The committee after examining the same needs to place it to the CC meeting for approval the law officer will function as desk officer.

6.5 Plan of awareness campaign submitted to CC meeting for approval

When the plan of awareness campaign will be submitted to the CC meeting for approval, it will be discussed in the meeting thoroughly, If any comments raised in the meeting by any member in the meeting, the same needs to be re-examined by the standing committee on law and discipline. After re-examining and revision of the same by the standing committee for law and discipline, the plan will be again submitted to the CC meeting by the law officer through the secretary of the CC for approval.

6.6 Law officer implement campaign activity

After approval of the plan of awareness campaign in the CC meeting, the law officer implements the campaign activity as per approved plan. Participants are invited by CC. Law officer make draft of invitation letter, and seal with signature of mayor. A sample of invitation letter to invitees has been shown in **Annex-3**

6.7 Law officer submit report on the campaign activity to Mayor through CEO

The law officer needs to submit report of awareness campaign for rule of law after implementing the approved campaign program to the Mayor through the Secretary and Chief Executive officer (CEO) of the CC. A sample of preparation of implementation report has been shown in **Annex-4**.

7. Implementation Schedule

7.1 Preparation of Implementation Schedule

The law officer requires preparing implementation schedule according to the approved awareness campaign program in the CC meeting. They may draw implementation schedule in consistence with the provision of budget kept for the campaign. While drawing implementation schedule the law officer will consider duration of the campaign, types of campaign activities, venue, date and time for the campaign. The implementation schedule needs to be prepared by the Law officer in consultation with the secretary of the CC.

7.2 Invitation to participants

While preparing implementation schedule, the law officer needs to inform the invitees for participation in the campaign activities at least 7 days before starting of the campaign program mentioning date, time and venue of the program. A copy of the program of campaign activities may also be supplied to the invitees.

7.3 Approval of implementation Schedule

After preparing implementation schedule, the law officer needs to take initiative to get the same approved from the Mayor being channeled through the Secretary and CEO. The awareness campaign program may be implemented through MCC of the CC.

7.4 Law officer submits implementation report of awareness campaign

The law officer needs to submit implementation report of the awareness campaign activity to the Mayor through the Secretary and CEO immediately after the end of the campaign program.

8. Cost of Implementation (if necessary)

8.1 Budget provision

The budget provision required to be provided according to the program of awareness campaign for establishment of rule of law. The provision of budget include two major areas, such as-

- (i) Finance and
- (ii) Logistics.

8.1.1 Finance for awareness campaign.

The required fund for implementation of awareness campaign for of rule of law needs to be available in the budget as per approved program. Law officer needs to take initiative for the same in consultation with the secretary.

8.1.2 Logistics for awareness campaign

Availability of logistics is very important factor for carrying out the campaign program. Law officer needs to keep in mind for availability of such logistics while drawing the program. Hence, necessary provision needs to be kept in the budget for providing logistics in the campaign program. Law officer required to take initiative for availability of logistics in the budget in consultation with the secretary to implement the campaign program smoothly.

Annex I Format for Legal Issue in Department

-----City Corporation

-----Section

-----Department

Legal issues involved for implementation of work

SL. No.	Subjects for implementation	Short descriptions of legal issues involved in implementation	Remarks
1	2	3	4
1			
2			
3			
....			

NB: If no legal issue is involved, please write "Nil" in Column-3.

Name and Designation
of the reporting officer:

Date:

Annex II Format for Schedule of Seminar Program

-----City Corporation

Name of the Event: -----

Schedule of Seminar program

Venue: ----- Duration: ----- day (-----to-----)

Participants:

Coordinator:

Day	Time	Events	Resource Persons
	-----	Registration	-
Day-	Inaugural Session		
	-----	1. Recitation from Holy Quran 2. Welcome Speech 3. Keynote Speech 4. Inaugural Speech	1. ----- 2. ----- 3. ----- 4. -----
	Business Session		
	-----	Topics:	1. -----
	-----	Closing Remarks:	

Annex III Sample Invitation for Attendance

-----City Corporation
Seminar on Awareness Campaign for Rule of Law

Invitation for Attendance

A seminar on Awareness Campaign for Rule of Law will be held as per schedule given below:

Date	Time	Events	Place of the meeting

You are requested to make it convenient to attend the seminar according

- Schedule of seminar program is enclosed.

**Mayor/
Name and Designation
Of the Authorized
person**

Annex IV Format for Implementation Report

-----City Corporation

Implementation Report

Name of Event: Awareness Campaign for Rule of Law

Chairperson: Mr.....

Designation:

Date:.....

Time:.....

Place of the Seminar/program:.....

Attendance in the seminar/program: (Attachment).

SL No	Issues	Discussion	Decision/ Recommendations	Responsible agencies for implementation	Remarks
1	2	3	4	5	6
1.					
2.					
3.					