

Guidelines

District Sustainable Development Goal (SDG) Cell

Introduction

The United Nations General Assembly on 25th September 2015 adopted the document titled "Transforming our World: the 2030 Agenda for Sustainable Development. The 2030 Development Agenda comprised of 17 Sustainable Development Goals (SDGs) and 169 associated targets as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

The States have the primary responsibility for follow-up and review, at the state, district and local government levels with regard to the progress made in implementing the SDG goals and targets and their achievements. Thus, to review and monitor SDGs in the State, Governments of Punjab has constituted a Task Force under the Chairmanship of Finance and Planning Minister, Punjab. A Steering Committee under Chairmanship of Chief Secretary, Punjab has also been constituted for steering and monitoring the implementation of SDGs.

SDG Coordination Centres (SDGCC) at State Level

In order to implement the ambitious SDG targets, Government of Punjab has set-up SDG Coordination Centres (SDGCC) under the aegis of Planning Department at the State Level. SDGCC is working closely with relevant government departments, technical agencies, UN agencies, civil society organization and academic institutions to provide the requisite impetus to the state government's initiative in rolling out the SDG framework and achieving the SDGs. SDGCC is expected to catalyse the actions around making Punjab Govt. achieving the global goals by 2030 by performing the role of a think tank and solutions provider to the State. It also works as a resource cum knowledge center, a think tank, and a monitoring post for SDGs for the State Governments.

District Sustainable Development Goal (SDG) Cell

In order to coordinate actions and processes for achieving SDGs in an inclusive way, involving various stakeholders, every district needs to have competent administrative leadership and a dedicated group of key functionaries. Though there are existing Development Committee at the District Level to review the implementation and monitoring of developmental programs and interventions, there requires sufficient time for detailed deliberation of SDGs specific issues. Therefore, in order to have detailed discussion on various interventions, issues

impacting implementation of SDG centric programs a unit on SDG, named District SDG Cell, to deliberate solely on SDGs matters needs to be constituted in each district. The District SDG Cell shall work in collaboration and under the guidance and supervision of District Planning Committee. Any decision taken by District SDG Cell relating to SDG integration in the District shall be placed before the District Planning Committee for its information and approval.

Objectives

- To ensure better coordination amongst all Departments for SDG integration at district level.
- To monitor the progress of SDG integration with planning and implementation at the district level
- To develop District SDG Action Plan, SDG Indicator Framework and SDG dashboard at District Level.
- To develop strategy for awareness generation on SDGs at district, block and panchayat level
- To ensure effective coordination with State SDGCC on SDG integration at District, Block and Panchayat levels.

Composition of District SDG Cell

District SDG Cell will be comprised of the following members:

Deputy Commissioner	Chairperson
Additional Deputy Commissioner (Development)	Member
Commissioner/Additional Commissioner, Municipal Corporation	Member
District Departmental Heads	Member
One Representative of Civil Society Organization (To be nominated by Chairperson)	Member
One representative of Academic Institution	Member
One representative of Private Sector/ Industry	Member
One representative of Youth Group	Member
One representative of Women's Groups/SHGs federation	Member
Deputy Economic Advisor	Member Secretary

Roles and Responsibilities of District SDG Cell

- District SDG Cell will meet once in a quarter and record minutes to be submitted to State SDGCC.
- District SDG Cell will develop communication strategy to spread awareness among the officials and the community in collaboration with State SDGCC.
- To review the progress of SDG integration with Department's planning and implementation.
- To develop District Strategic Action Plan in collaboration with Departments.
- To work in close collaboration and coordination with Civil Society Organisation, Academic Institution, Private Sector/Industry/Association, Youth Group, Women's Groups/SHGs federation and Urban Local Body.
- Discuss deliberate and identify district priority areas based on performance of SDG indicators.
- To support Blocks and Panchayats for integration of SDGs into their planning.
- Need assessment for capacity building of government stakeholders and organize capacity building programmes from time to time.
- Support development of District SDG dashboard in coordination with State SDGCC.
- Review the progress of SDG integration and take course correction on effectiveness of strategies and interventions on achieving the SDGs.
- Ensure incorporation of district SDG data in the SDG dashboard.
- Apprise the progress activities of District SDG Cell to the District Planning Committee.

Role and Responsibilities of Chairperson

- Ensure timely meeting of District SDG Cell and participate in the meeting.
- Ensure that District SDG Action Plan is developed, and District SDG dashboard is operationalized.
- Ensure that district government functionaries are aware about SDGs and ensure capacity building programmes from time to time.
- Issue notification/orders related to integration of SDGs, as and when required, at District, Block and Panchayat levels.
- Ensure that activities of District SDG Cell is placed before the District Planning Committee.
- Invite experts on SDGs in the meeting of District SDG Cell as and when required.

Role and Responsibilities of Member Secretary

- To convene meetings of District SDG Cell in consultation with Chairperson.
- To coordinate with various Departments and Urban Local Bodies at District.
- To take minutes of District SDG Cell Meetings and circulate among the participant members.
- To act as District SDG Nodal Officer and link between State SDGCC and District SDG Cell.
- To collect and provide required information as and when required by State SDGCC.
- To ensure development of District SDG Action Plan and operationalize District SDG dashboard.
- To support the Chairperson in ensuring that every department has developed their SDG indicators.
- To support the Chairperson in localizing SDGs at District, Block and Panchayat levels.
- To perform any other activities relating to SDG integration as directed by the Chairperson from time to time.

Role and Responsibilities of Departmental Heads

- To nominate a person from within the Department as SDG Nodal Person to coordinate with District SDG Cell for integration of SDGs with the Department
- To provide SDG data of the Department for District Indicator Framework
- To provide required information of the Department related to SDGs to State SDGCC as and when required.
- To participate in the District SDG Cell Meeting as and when take place.
- To develop SDG Action Plan of the Department in consultation and coordination with District SDG Cell and State SDGCC.
- To develop information education and communication materials on SDGs.
- To conduct capacity building workshops and awareness campaigns
- To integrate SDGs into the planning and implementation process of the Department.
- To conduct research and documentation on SDGs.

Number of Meetings:

District SDG Cell shall meet once in every quarter after giving notice to all the members of the Committee. The District SDG Cell thus shall meet four times in a year. However, if the Chairperson so desires, the number of meetings can be more than four times.