



Islamic Republic Of Afghanistan



Kabul Municipality

**STANDARD OPERATING PROCEDURE
FOR
PUBLIC PARTICIPATION POLICY**

H.E Mohammad Yunus Nawandish

Signature: _____



Kabul Municipality

Public Participation policy purpose:

The purpose of the Public Participation Policy is to provide mechanisms by which the public may participate in the affairs of the Municipality and to clarify the roles and responsibilities of all key players and interested parties.

The overall objectives of the Public Participation Policy is to outline the roles and responsibilities of the Municipal Management and the community in the enhancement of participatory democracy and to establish and outline the use of mechanisms, processes and procedures for public participation.

The Benefits of Public Participation

Practices from around the world suggest that improving public participation in government can improve government system in ways which are set out bellow;

- Increase level of information sharing in communities
- Better need identification for communities
- Improved service delivery to citizens
- Community empowerment
- Greater accountability
- Greater community solidarity
- Greater tolerance of diversity

Definitions: It is important to include a list of definitions to ensure clarity. The terms used in this Public Participation Policy bear the following meanings:

Community participation: Public participation at the municipal level where local residents are called “the community”.

Community Participation Plan: This is the annual plan for community participation in the municipal activities. Developed by KM before the start of the fiscal year, it sets time-frames and costs key participation processes, identifies key target group (especially the poor and marginalized) and how to engage them. Target groups must be consulted in drafting the plan.

Inform: The passing and sharing of information between KM, officials and the community.

Involve: To involve the community means both conveying information on an issue, accepting feedback on the issues, and permitting the community to influence the constituent of the decision. In short, it assumes some degree of power-sharing with the community.

Ha'shar: Decision on type of community work (hashar) regarding cleaning, repair of the main canal, streets Etc. duration and volume of work for each year;

Public Participation: The participation of all residents of a Kabul, in the decision-making process of all three spheres of government.

Basic assumptions underlying public participation include:

- designed to promote the values of good governance and human rights;

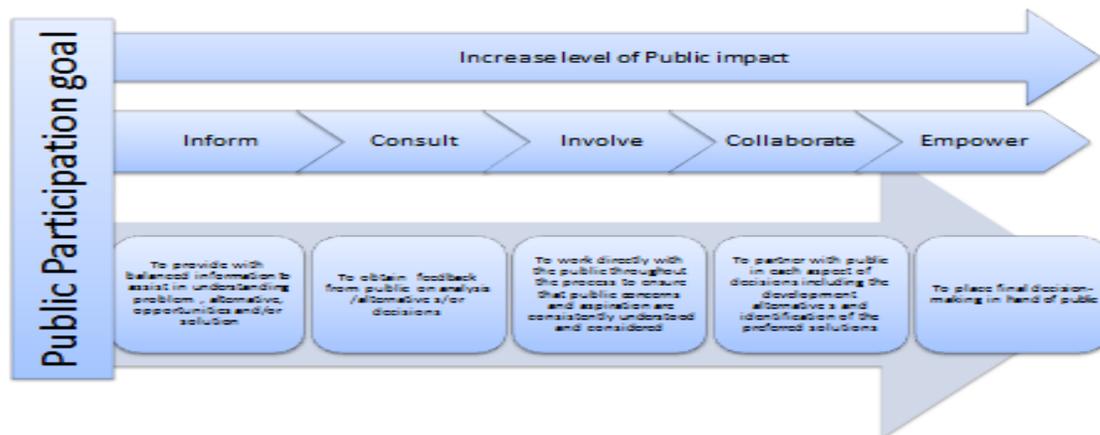


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- acknowledges a fundamental right of all people to participate in the governance system;
- designed to narrow the social distance between the electorate and elected;
- requires recognizing the essential value of all of our people, investing in their ability to contribute to governance processes;
- People can participate as individuals, interest groups or communities more generally;

Public Participation

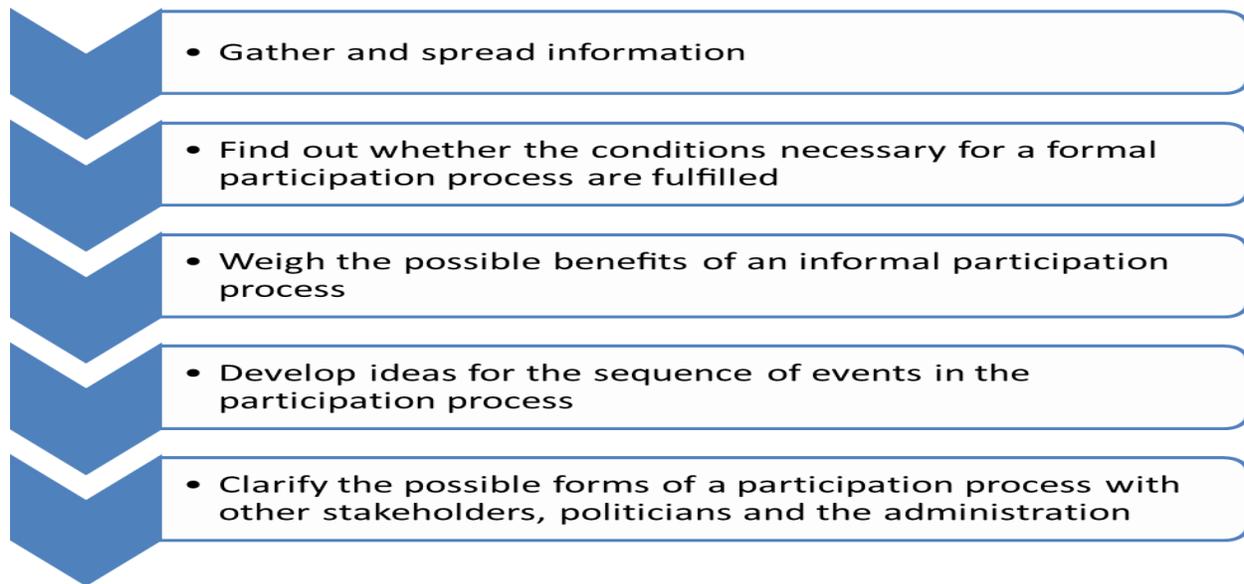
The diagram shows that varied diminutions of participation that depend on the goals, time frames, resources, and levels of concern in the decision to be made.



Participation: This entails active participation where decisions arrived at receives legitimate mandates from stakeholders. Ways to identify the possible forms of participation process with other stakeholders.



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Stakeholder: An individual or group with an interest in a particular issue addressed by government.

Transparency: promoting openness, sincerity and honesty among all the role players in a participation process.

Accessibility: at both mental and physical levels - collectively aimed at ensuring that participants in a community participation process fully and clearly understand the aim, objectives, issues and the methodologies of the process, and are empowered to participate effectively. Accessibility ensures not only that the role players can relate to the process and the issues at hand, but also that they are, at the practical level, able to make their input into the process.

Accountability: the assumption by all the participants in a participatory process of full responsibility for their individual actions and conduct as well as a willingness and commitment to implement, abide by and communicate as necessary all measures and decisions in the course of the process.

Petition: is a formal request submitted and signed by a group of individuals for the municipality to take a particular course of action in respect of a cause.

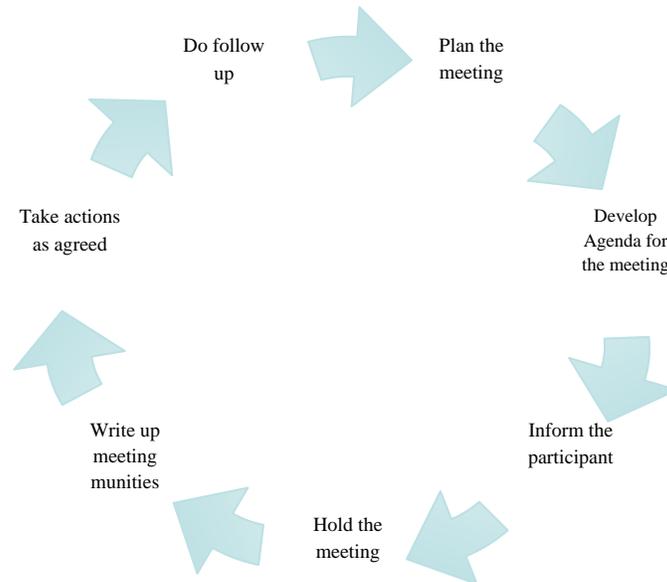
Openness and Transparency: – Above all, transparency is required in a public participatory process. Transparency is used to refer to faith and confidence in the integrity, sincerity, honesty and ability of the process and those facilitating the process. Going about participation in a rush without adequate resource allocations will undoubtedly be seen as a public relations exercise likely to diminish the trust and respect of community in whoever is conducting the process in the long term, to the detriment of any community participation processes.

Venue for Public Meetings and Hearings



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The purpose of public meetings is to share information, make decisions, report, and discuss future plans. The process of public meetings and hearings is presented below in Figure



A Public Meeting is used to attract members of the public from the entire municipality, though citizens affected by a particular KM project can also be targeted.

How to notify the public: A wide cross-section of the population in Kabul can be reached by advertising in mass-media. Advertisements are generally posted at least ten to fourteen working days in advance of the Public Meeting.

Public participation is strongest where advertisements clearly indicate the date, time and location of the meeting, the issue being addressed by the meeting, and a phone number for more information.

Public Hearing is an essential form of the Public Meeting at which a projected action or project is presented with a potential solution, and reactions are received from the targeted audience. A Public Hearing is used to satisfy regulatory requirements.

Public Active participation is a relation based on partnership with government, in which citizens actively participate in defining the process and content of policy-making. In addition, It acknowledges equal standing for citizens in setting the agenda, suggesting policy options and shaping the policy dialogues. –Although the responsibility for the final decision or policy



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formulation rests with government.

Information

