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### Abbreviations

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<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>K Hub</td>
<td>Knowledge Hub</td>
</tr>
<tr>
<td>LA</td>
<td>Local Authority</td>
</tr>
<tr>
<td>TA</td>
<td>Technical Assistant</td>
</tr>
<tr>
<td>ESMIS</td>
<td>Environment Sanitation Management Information System</td>
</tr>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
</tr>
<tr>
<td>MC</td>
<td>Municipal Council</td>
</tr>
<tr>
<td>Q GIS</td>
<td>Quantum Geographic Information System</td>
</tr>
<tr>
<td>MOH</td>
<td>Medical Officer of Health</td>
</tr>
<tr>
<td>GPS</td>
<td>Geographic Positioning System</td>
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Preface

The South Asia Urban Knowledge Hub (K-Hub), a regional capacity development technical assistance (TA), was developed by the Asian Development Bank (ADB) and the governments of Bangladesh, India, Nepal, and Sri Lanka.

This workshop is to train the local authority staff on developing, managing and updating the own ESMIS within the local authority staff. 10 persons from each local authority with different capacities will participate for this workshop. The resource persons will be hired from the University of Moratuwa and other selected institutions.

This workshop has been designed as an in-house training program where the participants will able to concentrate the training program with minimum disturbances as the workshop is being held away from their institutional setup.

The workshop has been designed as a joint workshop for both local authorities Gampaha and Moratuwa since they can share their experiences, novelties, strategies, etc... When selecting the venue for this training program, a central location for both local authorities will be considered.

The expected outcomes of this workshop are;

a) Capacity building of local authority staff for developing, managing and updating the ESMIS
b) Facilitate for develop the ESMIS for beyond the pilot area
c) Obtaining the active participation of local authority staff for the development of ESMIS
d) Networking (institutionally) the two local authorities for developing the ESMIS
Workshop Organizing Team

Prof. P.K.S. Mahanama  
Team Leader, Town Planner, Environment Planner, Professor, Department of Town & Country Planning, University of Moratuwa.

Dr. Rangajeewa Ratnayake  
Senior Lecturer, Head, Department of Town & Country Planning, University of Moratuwa.

Mr. Geeth Prasanna  
Research Lead, K Hub Project – Sri Lanka

Ms. H.H.K.R. Nayomi  
Research Assistant, K Hub Project – Sri Lanka, Lecturer, Department of Town & Country Planning, University of Moratuwa.

Mr. Malith Senevirathna  
Research Assistant, K Hub Project – Sri Lanka, Instructor, Department of Town & Country Planning, University of Moratuwa

Mr. Kasun Chathuranga  
Research Assistant, K Hub Project – Sri Lanka, Instructor, Department of Town & Country Planning, University of Moratuwa
Introduction

Under the K Hub project, Sri Lanka is working on establishing an Environmental Management Information System for Municipal Councils (MCs) to improve planning and development activities. Accordingly the Department of Town & Country Planning of University of Moratuwa has initiated its steps forward to achieve one of the goals of the project. It is to improve the service delivery in the sphere of environmental sanitation in the areas under the jurisdiction of Moratuwa and Gampaha Municipal Councils by the year 2020, and then will be infused into the other areas of Sri Lanka. In order to achieve this goal, three main objectives need to be realized. The first is the setting up necessary infrastructure for the expected service delivery and this will be formulated around the proposed ESMIS. The second is the development of the supportive systems required for the operations and maintenance of the EMIS and the third is the development of the necessary background and the motivation to institutionalize the ESMIS within the LAs. Out of the lessons learnt from previous attempts, the realization of this third objective is the most crucial for the effectuation and the long-term sustenance of Information Management Systems of the proposed nature. Thus a strong awareness should be built in between the ESMIS System and the stakeholders.

Remarking the successful end of introducing and training local authority officers the ESMIS held on 1st and 2nd April 2017. Through the first workshop Q GIS and other open source software used to develop ESMIS was introduced. Through the second day workshop front end and back end operations of the ESMIS was introduced. Officers from the local authorities including Commissioners of Moratuwa, Gampaha Municipal Council and Planning Directors of the Provincial Council were attended to the workshop.

Accordingly the information and updates of the ESMIS were shared among mayors, council commissioners, technical officers, MOH officers, administrative officers and administrative assistants.
The following network illustrates the relationships among decision makers, key actors and the ESMIS. After completing the above workshops the network in between officers of the local authorities and the ESMIS was created and established. Completed connections through the held workshop are highlighted in yellow color.
**Getting Ready for the Workshop**

**Objectives of the Workshop**

Workshop on Training for LA working groups on ESMIS was conducted to achieve below objectives;

a) To implementation of all the aspects (Completed ESMIS) in both municipal councils.

b) To share the knowledge among officers about the front end and back end operation of the ESMIS.

c) To increase the sanitation management in local authorities.

d) To obtain the comments and feedbacks from the local authorities to improve the ESMIS further.

**Participants**

The participants of the workshop were identified by contacting mayors, commissioners of Moratuwa and Gampaha Municipal Councils and the planning director of the Western Provincial Council. Based on their recommendations 22 participants were selected to conduct the workshop. Therefore following persons were invited to this workshop. (Refer Annexure No 1 for the list of participants):

- Deputy Commissioner of Gampaha Municipal Council
- Secretary of Gampaha Municipal Council
- Health Officers
- Physical Health Inspectors
- Development Officers
- Technical Officers

The agenda along with the invitation letter to the workshop have been sent by post mail and informed over the phone to each Municipality in advance to get them aware about the
objectives and basic information of the project (Refer Annexure No 2 for sample of the invitation). All the communications were made in Sinhala for better convenience. The workshop coordinator got the consent of twenty two participants on their participation for the workshop by contacting them more than three times through direct calls.

![Figure 1 – Inauguration Session – Prof. Mahanama addressing the gathering](image)

Workshop agenda was shared with the participants at the earliest. All the participants were also informed to bring sanitation based information to the workshop to conduct practical applications within the workshops.
Methods of Workshop

The workshops were arranged as a residence workshop, in order to instruct the participant about ESMIS. The workshop was conducted through multimedia presentations, video documentations and general discussions. Apart from that printed manuals along with a CD was distributed among the participants.

During the workshop the participants engaged in a practical exercises in applying the ESMIS in one particular health zone of their municipality.

Workshop Proceedings

01. Registration of Participants

The training workshop for LA working groups on ESMIS was commenced at 8.30am. This was held at Dampe Village Hotel on 1st and 2nd April 2017, the participants of the workshop were registered with their Name, representing institution, designation and contact details. The workshop team had facilitated the process. At the registration desk each and every participant was given printed manual and a CD with relevant GIS data.
02. Welcome Speech & Discussion on Progress of the Project

Dr Rangajeewa Ratnayake, Head, Department of Town & Country planning welcomed the participants. In his address he emphasized the need of using SMART technology in sanitation management as well. After, Prof. P.K.S. Mahanama introduced the ESMIS to the audience and he spoke the benefits that could be gained through implementing ESMIS in the local authorities. His address basically focused on the Importance of Sanitation Management Information System for Local Authorities and he introduced the ESMIS for Local Authorities for Sanitation Management & Planning officially. Further he illustrated about the main output of this project and the steps which followed throughout the project. As well as he pointed out the benefits of the project and how it could be influenced to manage the sanitation issues of the local authorities. ESMIS interface was described in detail and its operation was described in brief at his introduction.

03. DAY 1 - SESSION 1 - 9.00 AM – 2.00 PM

Front end operation – Introduction to QGIS and ESMIS User Manual

Resource Person: Ms. H.H.K.R. Nayomi

Assistants: Mr. Malith Senevirathna, Mr. Kasun Chathuranga

Within this session Q GIS tools and techniques were introduced. In order to upload the zoning plan, digitize the buildings and preparation of an attribute table are some of the applications where GIS need to be incorporate with the ESMIS. Since most of the local authorities have low financial capacities it is impossible for them to move for a commercial software in preparing data to upload for the system. Therefore this session was allocated to engage in exercises related to Q GIS.
Themes covered during the session 1

Below themes were basically discussed on the session 1 and practical examples and real time data was used for the exercises. For each and every topic a comprehensive manual was delivered prepared by the project team.

Data Capturing and data entering using QGIS.
- Introduction to QGIS
- Vector and Raster Data and their applications
- Georeference
- Building attributes
- Digitizing
- Introduction to GPS
- Webmapping

Lab Work 1:

Hands-on Experience - Case specific application of Data Entering and handling in ESMIS.

Figure 3 – Conducting the workshop

04. DAY 1 - SESSION 2 – 2.00PM-8.00 PM

ESMIS installation and introduction of the User Manual

Session 2 was oriented more towards using the prepared data through QGIS in ESMIS. All the participants done the given lab work to their own municipality where they work. All the participants were requested to bring a dataset that they required to upload into the ESMIS.
Thus, the lab work was a real ground application. The session 2 was a continuation of the first session of the workshop. Apart from that installing the ESMIS was also done within this session.

1. Application of open source web server for GIS application
2. Introducing User Manual and Practical Session
3. Getting start with ESMIS

Through this session all the information and knowledge required to front end operations of the ESMIS was delivered.

05. DAY 2 - SESSION 1 - 9.00 AM – 4.00 PM

**Resource Person:** Mr. Malith Seneviratna, Mr. Kasun Chathuranga

**Assistant:** Ms. H.H.K.R.Nayomi

Activities to be done in Day 2 is oriented towards uploading the prepared data and information to the ESMIS. Uploading data, options available in the system to customize the system based on the demand were taught in detail in this session.

1. How to upload GPS data to ESMIS?
2. Uploading Zoning Plans to ESMIS
3. Uploading public concerns to ESMIS
4. How to increase the efficiency of sanitation management in Local Authorities using ESMIS?

**Lab Work 1:**

Hands-on Experience - Case specific application of ESMIS.
Throughout this session all the parts of the back end operations were taught in two levels. From the participants a special pool of technical officers that representing both Moratuwa and Gampaha Municipal councils were established and they were taught the programming sections of the system in detail.

Participants Feedback

At the end of the workshop participants feedbacks were collected in written and verbally. ESMIS was a new knowledge of them. As well it is an area where the LAs lagging behind their efficiency level. Thus, almost all the feedbacks were positive. But there is a possibility to for some practical issues in maintaining and working with the system. Thus, it was decided to provide some internships for 1 university student with a thorough knowledge of the ESMIS for a 6 months of time period until the officers of the Municipalities get familiarize with the system. At the end of the workshop a per diem of Rs. 2,000.00 was given to the participants as a token of appreciation for their committed participation.

The following table shows the analysis of participant’s feedback;

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Strongly Agree (4)</th>
<th>Agree (3)</th>
<th>Disagree (2)</th>
<th>Strongly Disagree (1)</th>
</tr>
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<tbody>
<tr>
<td>The training met my expectations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I will be able to apply the knowledge learned in my</td>
<td>38%</td>
<td>63%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>50%</td>
<td></td>
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</table>
workplace.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating 1</th>
<th>Rating 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The training objectives for each topic were identified and followed.</td>
<td>31%</td>
<td>69%</td>
</tr>
<tr>
<td>The content was organized and easy to follow.</td>
<td>44%</td>
<td>56%</td>
</tr>
<tr>
<td>The materials distributed were pertinent and useful.</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Trainers were knowledgeable.</td>
<td>56%</td>
<td>44%</td>
</tr>
<tr>
<td>The quality of instruction was good.</td>
<td>44%</td>
<td>56%</td>
</tr>
<tr>
<td>Trainers met the training objectives.</td>
<td>56%</td>
<td>44%</td>
</tr>
<tr>
<td>Class participation and interaction were encouraged.</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Adequate time was provided for questions and discussion.</td>
<td>19%</td>
<td>81%</td>
</tr>
<tr>
<td>The physical arrangements were adequate</td>
<td>38%</td>
<td>63%</td>
</tr>
<tr>
<td>ESMIS is an important tool to enhance the efficiency of my local Authority</td>
<td>31%</td>
<td>69%</td>
</tr>
<tr>
<td>How would you rate this workshop?</td>
<td>63%</td>
<td>38%</td>
</tr>
<tr>
<td>How would you rate this workshop?</td>
<td>100%</td>
<td>0</td>
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</table>

*Figure 5 – Discussions and addresses made by the participant*
Special Comments Received:

<table>
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<th>How would you rate this workshop?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Excellent □ Good □ Very Good □ Not Good</td>
</tr>
</tbody>
</table>

Areas/topics about which you would like to receive further training:

- I proposed to introduce a training programme for other local authorities in the Western Province like this.
- After the data collection at Gampaha / Negombo / Moratuwa LAs should be followed up and need your help for that purpose.
## SOUTH ASIA URBAN KNOWLEDGE HUB

**KP: ESMS Model**

**APPLICATION OF ENVIRONMENTAL SANITATION MANAGEMENT SYSTEM (ESMS)**

### Attendance Sheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Designation</th>
<th>Email</th>
<th>Mobile</th>
<th>Signature</th>
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<td>A. D. P. I. Prasanna</td>
<td>MC. Company</td>
<td>Commissioner</td>
<td><a href="mailto:prasannaaleka@gmail.com">prasannaaleka@gmail.com</a></td>
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<tr>
<td>M. Chitra</td>
<td>MC.</td>
<td><a href="mailto:m_chitra78@gmail.com">m_chitra78@gmail.com</a></td>
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<tr>
<td>M. N. Dinesh</td>
<td>MC.</td>
<td>Inspector</td>
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<td>S. H. N. Subhash</td>
<td>Local Govt.</td>
<td>Assistant Director</td>
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<tr>
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<td>MC.</td>
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<td><a href="mailto:dixitdil@gmail.com">dixitdil@gmail.com</a></td>
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<td>----------</td>
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</tr>
<tr>
<td>K. N. R. Fonseka</td>
<td>M. C</td>
<td>Development officer</td>
<td><a href="mailto:fonseka@ymail.com">fonseka@ymail.com</a></td>
<td>0770291291</td>
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</tr>
<tr>
<td>K. L. M. Perera</td>
<td>M. C</td>
<td>M. C.</td>
<td><a href="mailto:perera2008@yahoo.com">perera2008@yahoo.com</a></td>
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<tr>
<td>B. H. K. Mendis</td>
<td>M. C</td>
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<td><a href="mailto:hkmendas@gmail.com">hkmendas@gmail.com</a></td>
<td>071-405-1194</td>
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<tr>
<td>Chulawaththa Mendis</td>
<td>M. C</td>
<td>IT</td>
<td><a href="mailto:chulawaththa.mendis@ymail.com">chulawaththa.mendis@ymail.com</a></td>
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<td>B. K. L. Mendis</td>
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<td>T.O</td>
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<td>0710522255</td>
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<tr>
<td>A. M. C. Abeysinghe</td>
<td>M. C</td>
<td>T.O</td>
<td><a href="mailto:abeysinghe2008@gmail.com">abeysinghe2008@gmail.com</a></td>
<td>0986640387</td>
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**SOUTH ASIA URBAN KNOWLEDGE HUB**  
**KP: ESMIS MODEL**  
**APPLICATION OF ENVIRONMENTAL SANITATION MANAGEMENT SYSTEM (ESMIS)**

**Attendance Sheet**

<table>
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<th>Designation</th>
<th>Email</th>
<th>Mobile</th>
<th>Signature</th>
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</thead>
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<td>N.B. R. V. Fernando</td>
<td>Neg. Municipal</td>
<td>Dep. Comm.</td>
<td>Edoruwandhi@gmail</td>
<td>0718332599</td>
<td></td>
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<tr>
<td>A. H. M. S. K. Abey singhe</td>
<td></td>
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<tr>
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</tr>
<tr>
<td>L. M. N. Subasinghe</td>
<td>Col. office</td>
<td>Ad. Planning</td>
<td>Edoruwandhi@gmail</td>
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<tr>
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<tr>
<td>B. D. D. J. Prasad</td>
<td>M.C. Gampaha Comm.</td>
<td>Revenue</td>
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<td>0771822829</td>
<td></td>
</tr>
<tr>
<td>(D.M.) B. B. Dissanayake</td>
<td>Gampaha M.C.</td>
<td>Secretary</td>
<td><a href="mailto:dineth.ranaweera123@gmail.com">dineth.ranaweera123@gmail.com</a></td>
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<tr>
<td>M.P. Udakumbura</td>
<td>D. m.a.</td>
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<td>0774519888</td>
<td></td>
</tr>
</tbody>
</table>
Annexure 02 - Letters sent to the respective local Authorities (Sample Copy of the Sinhala Letters sent)

2016 අළූමක 27,
_________________________
_________________________
_________________________

dිංගමිනි අන්තර්ද්වීපික ප්‍රබන්ධය,
මාධ්‍යමත්වය පැරණිතම ලෝක අධ්‍යයන ප්‍රාථමික සම්ප්‍රදායික දෙදරකයට පැමිණි.

2017 අළූමක 23 එක ලෝක අධ්‍යයන කුමාරමේගේ පැමිණි.

උක්තවරුන් ඔබතුමා සඳහා ඔබ පේද්ධාරියන්ට පැමිණි(Environment Sanitation Management Information System (ESMIS) දකුණි ඉතිහාසීක විද්‍යාිත විද්‍යාිත මෙම 2017 දිනාවලට පැළකවා ගැනීමක් අවශ්‍‍ය තියි.

උක්තවරුන් ඔබතුමා සඳහා ඔබ පේද්ධාරියන්ට පැමිණි "උපාධික විද්‍යාිත විද්‍යාිත මෙම 2017 දිනාවලට පැළකවා ගැනීමක් අවශ්‍‍ය තියි.

උක්තරුන් ඔබතුමා සඳහා ඔබ පේද්ධාරියන්ට පැමිණි "උපාධික විද්‍යාිත විද්‍යාිත මෙම 2017 දිනාවලට පැළකවා ගැනීමක් අවශ්‍‍ය තියි.

පයෝජිතපන්වාසි පුහුණුවට අදාල පතොරතුරු මාධ්‍යකරවන් පිළිබඳ දීමට ඔබ ආයතනයට පැමිණි සම්ප්‍රදායිකයි.
පුහුණුව්‍රසටහක මුලික කරතුරු

2017 අපේවස 01 ක් වන 02 ක් වර්ෂයේ නිදසුන.

උපයනය

ඉදිරිය ඇතිවරුණු තුල, අතර පැවතිකින් පෞද්ගලික විශේෂකමත (මුහුණු පොටු).

සාකච්ඡාණිය

ඉදිරිය තුල කලාත්මක විදුලිකමත.

පැවතිකින් පෞද්ගලික විශේෂකමත.

පැවතිකින් පෞද්ගලික විදුලිකමත් නවකාල මාලිකය.

හෝඩ්කල්මය විශේෂකමත් අධිරාජත්වයක්.

හෝඩ්කල්මය පෞද්ගලික විශේෂකමත් දේප්ජු පහෝටලය, ඇතිවරුණු විශේෂකමත් පිළියන්දල (ප්‍රවාහනඳහසු).

පේලාව අපේවස 01 යනු පිට්ටින්දල 9.00 දිනය 11.00 දිනය.

පේලාව අපේවස 02 යනු පිට්ටින්දල 9.00 දිනය 2.00 දිනය.

පැවති පෙබම්ලින් සඳහා ආහාරයන් හෝ පන්වාසියන් පහසු ේසඳයනු ලැබේ.

උක්තරුණ පිළිබද ඔබපේදිනේ පැරණි අවදානය පබපහවින් අගය රමි.ස්තුෙ.උක්තරුණ පිළිබද.

පෙබම්ලින් මහාචාර්ය පිළිබද.

පෙබම්ලින් ප්‍රධානජනය ලකුණු ආසි යන කේන්ද්‍ර-ඉංග්‍රීසි ප්‍රසාදයක් චිත්‍රය.

පෙබම්ලින් ප්‍රධානජනයේGesture දේප්ජු පහෝටලය, පිළියන්දල (ප්‍රවාහනඳහසු) විශේෂකමත් මණ්ඩලය.

නාගරික ලෝකයේවත්වහනය සජේභීගේජා හා පිරිස නිපයෝජිත පිරිස.

පමොරටුව පිරිස නිපයෝජිත පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

නාගරික ලෝකයේවත්වහනය පිරිස නිපයෝජිත පිරිස.

ස්ථානය චිත්‍රය, පිරිස පිරිස.

රැපගන්දෙමිනිය යුතුපේදු අදාල් පුරාසතු පුරාසතු ගේඳහ මහා නගර සභා නිපයෝජිත පිරිස.

පමොරටුව පිරිස නිපයෝජිත පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

නාගරික ලෝකයේවත්වහනය සජේභීගේජා හා පිරිස නිපයෝජිත පිරිස.

පේබම්ලින් ප්‍රධානජනයේGesture චිත්‍රය පිරිස නිපයෝජිත පිරිස.

රැපගන්දෙමිනිය යුතුපේදු අදාල් පුරාසතු පුරාසතු ගේඳහ මහා නගර සභා නිපයෝජිත පිරිස.

පමොරටුව පිරිස නිපයෝජිත පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

නාගරික ලෝකයේවත්වහනය සජේභීගේජා හා පිරිස නිපයෝජිත පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

ණෑංගෝල් පිරිස, පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

ණෑංගෝල් පිරිස, පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

ණෑංගෝල් පිරිස, පිරිස.

පමොරටුව විශේෂකමත් මණ්ඩලය.

ණෑංගෝල් පිරිස, පිරිස.
Annexure 03 - Sample Feedback Sheet

SOUTH ASIA URBAN KNOWLEDGE HUB
KP: ESMIS MODEL
APPLICATION OF ENVIRONMENTAL SANITATION MANAGEMENT SYSTEM (ESMIS)

Workshop Evaluation & Feedback Sheet

Please respond to the following statements by using the 4-point rating scale to indicate the extent to which you agree or disagree with each statement. Please circle the number that applies.

<table>
<thead>
<tr>
<th>Character</th>
<th>Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The training met my expectations.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>I will be able to apply the knowledge learned in my workplace.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>The training objectives for each topic were identified and followed.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>The content was organized and easy to follow.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>The materials distributed were pertinent and useful.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>Trainers were knowledgeable.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>The quality of instruction was good.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>Trainers met the training objectives.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>Class participation and interaction were encouraged.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>Adequate time was provided for questions and discussion.</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>The physical arrangements were adequate</td>
<td>4 3 2 1</td>
</tr>
<tr>
<td>ESMIS is an important tool to enhance the efficiency of my local Authority</td>
<td>4 3 2 1</td>
</tr>
</tbody>
</table>

How would you rate this workshop?                                         | 4 3 2 1 |
How would you rate this workshop? □ Excellent □ Good □ Very Good □ Not Good

Areas/topics about which you would like to receive further training: