

# DEPARTMENT OF LOCAL GOVERNANCE (DLG)

## User Manual

### Online Handbook on Community Engagement Platforms (CEP)

Technical assistance of JICA designed and implemented a project for strengthening  
community engagement in local governance (SCLG)

**[For Public User]**



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## 1. Introduction

This document provides step by step instructions to successfully use the CEP Online Handbook System for the Public/End users. This guide will be helpful to use the system without a problem.

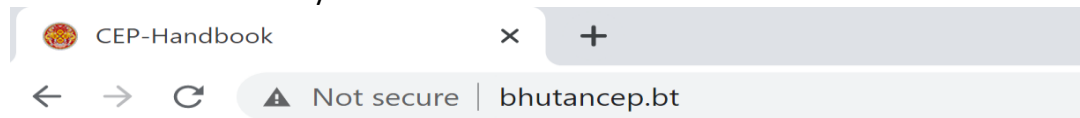
## 2. About System

Department of Local Governance (DLG) with support from JICA, wants to have a comprehensive system that can store and access online Knowledge Bank Information for rural/community life improvement through Community Engagement Platforms (features such as Community Scanning, Seasonal Calendar, T-Shaped, Happiness Tree and Community Information). The information will regularly manage by DLG/Dzongkhag/Gewog team member.

## 3. Access the System

Access the system from any web browser application such as Safari, Google Chrome, Firefox etc.

Step 1 – Open a web browser and enter the URL address ([www.bhutancep.bt](http://www.bhutancep.bt)) of the Online CEP Handbook system.

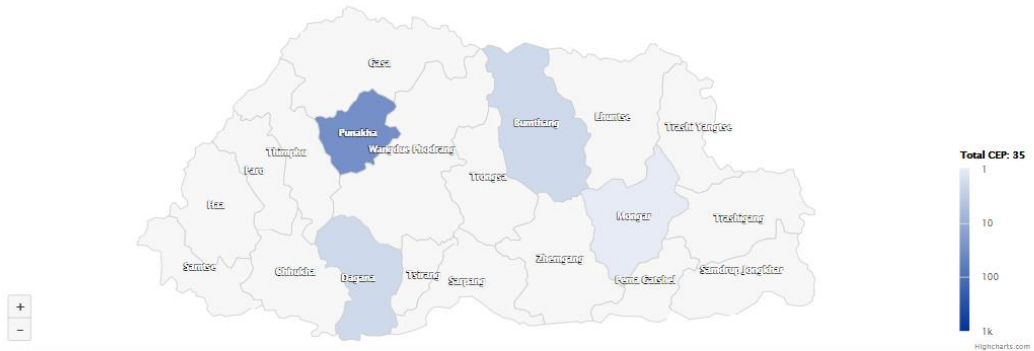


Step 2 – The web page will be displayed as shown below:

# Community Engagement Platform (CEP)

Unearthing issues governing the wellbeing of people at the grassroots levels, addressing dependency syndrome, and inculcating a strong sense of ownership on their plans and policies.

Bhutan (Dzongkhag-wise map)  
(Click map for drill down report)



## Overall Information

Rural based Community in Bhutan

TOP HAPPINESS	TOP COMMUNITY SCANNING	TOP EVENTS	T-SHAPED ANALYSIS
<p><b>38</b> /total CEP</p> <ul style="list-style-type: none"> <li>✓ Firm Road</li> <li>✓ Market</li> <li>✓ Water</li> <li>✓ Manure</li> <li>✓ Seed</li> </ul> <p><a href="#">View Details</a></p> <p><small>Information based on the latest data entry by Gewog/Chiwog member.</small></p>	<p><b>78</b> /total CEP</p> <ul style="list-style-type: none"> <li>✓ Improper drainage</li> <li>✓ Littering of waste/ garbage</li> <li>✓ Improper drainage</li> <li>✓ Unused Water Tape</li> <li>✓ Farm Road Repairing</li> </ul> <p><a href="#">View Details</a></p> <p><small>Information based on the latest data entry by Gewog/Chiwog member.</small></p>	<p><b>138</b> /total CEP</p> <ul style="list-style-type: none"> <li>✓ Mask dance</li> <li>✓ Community Meeting</li> <li>✓ Annual Rimdo</li> <li>✓ Social Work</li> <li>✓ Pubic Holiday</li> </ul> <p><a href="#">View Details</a></p> <p><small>Information based on the latest data entry by Gewog/Chiwog member from Seasonal Calendar.</small></p>	<p><b>8</b> /total Chiwog</p> <ul style="list-style-type: none"> <li>✓ Highly Sustainable - (3 total)</li> <li>✓ Sustainable - (2 total)</li> <li>✓ Simi-Sustainable - (2 total)</li> <li>✓ Vulnerable - (1 total)</li> </ul> <p><a href="#">View Details</a></p> <p><small>Information based on the latest data entry by Chiwog member from T-shaped data.</small></p>

### News/Announcement

- [CEP is Online](#)

This is to inform that CEP is live for the public

🕒 25th Dec 2020
- [CEP is Online](#)

This is to inform that CEP is live for the public

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This is to inform that CEP is live for the public

🕒 25th Dec 2020

[Read more >>](#)



### Other Links

[Local Governance Portal](#)  
[Ministry of Home and Cultural Affairs](#)  
[G2C Services](#)

### Contact Info

Department of Local Governance  
 Tashichhodzong, Thimphu, Bhutan  
 Phone: 02-338981/334512

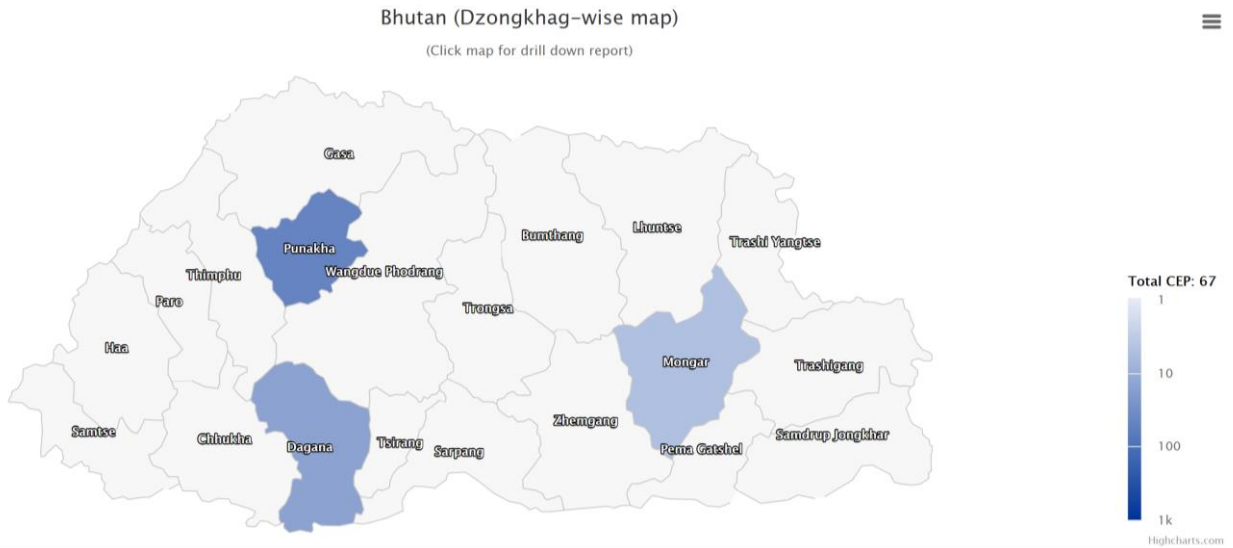
### Visitors



[Feedback](#) | [Sitemap](#)

## 4. CEP

The overall total number of CEP will be shown in the Bhutan map as below:



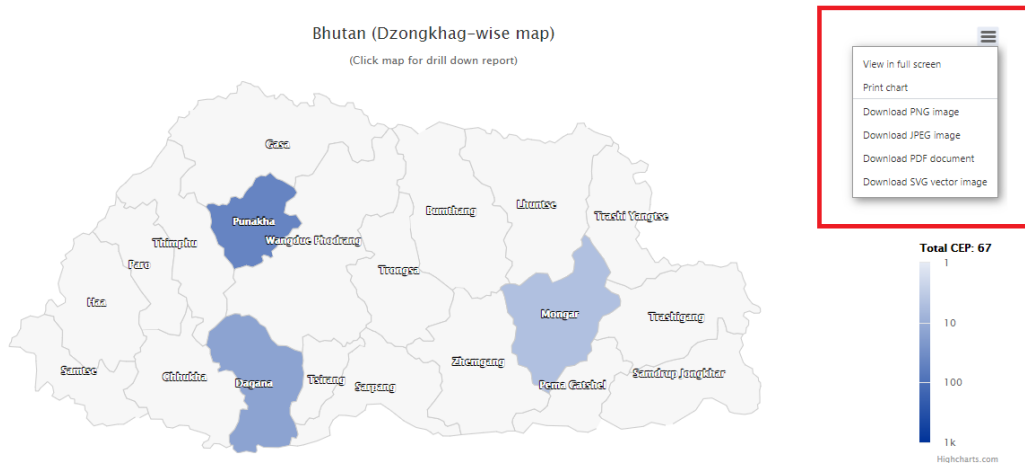
The total number of CEP are shown (when mouse hover) in dzongkhag wise with color-coding. Brighter the color means more the number of CEP, and there will be no color coding where there is no Community group under the dzongkhag/Gewog/Chiwog.

The overall total number of CEP is shown on the right side of the map with a legend color.

The user can able to click dzongkhag map and it will redirect to particular a dzongkhag with gewog map details.

### 4.1 Map download

Click the button as shown below to download map in the required format.



## 4.2 CEP Search

The CEP can search by Dzongkhag, Gewog and Chiwog wise. The only active list (which have a Community group) will be shown in the drop-down.

A search form with three dropdown menus and a search button. The first dropdown is labeled 'Dzongkhag' and has 'Punakha' selected. The second dropdown is labeled 'Gewog' and has '-Select Gewog-' selected. The third dropdown is labeled 'Chiwog' and has '-Select Chiwog-' selected. Below the dropdowns is a dark blue button with the text 'SEARCH' in white.

Following are the search cases:

Search Case I : Only Dzongkhag is selected, it will search to selected Dzongkhag information.

- i. Dzongkhag : *Selected*
- ii. Gewog : *Not Selected*
- iii. Chiwog : *Not Selected*

Search Case II : Selected till Gewog, it will search to selected Gewog information.

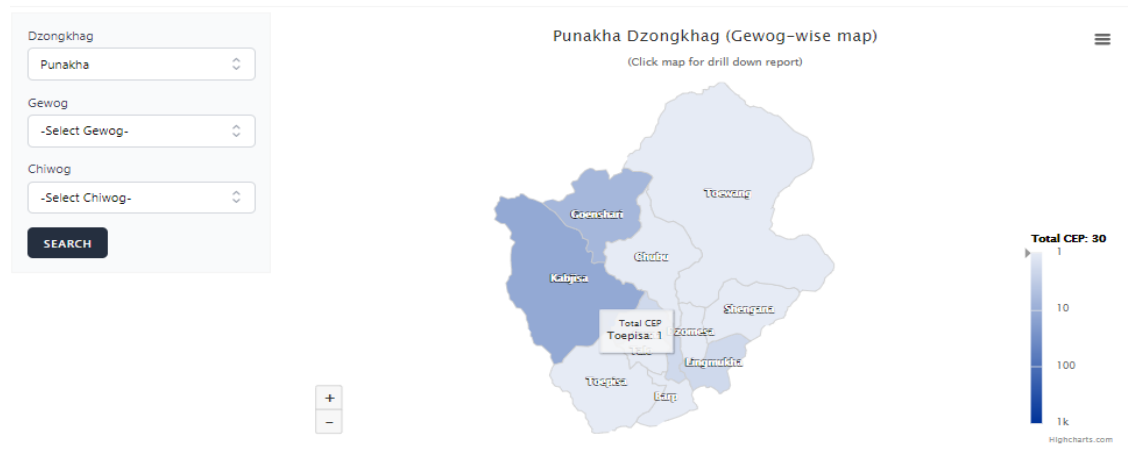
- i. Dzongkhag : *Selected*
- ii. Gewog : *Selected*
- iii. Chiwog : *Not Selected*

Search Case III : Selected till Chiwog, it will search to selected Chiwog information.

- i. Dzongkhag : *Selected*
- ii. Gewog : *Selected*
- iii. Chiwog : *Selected*

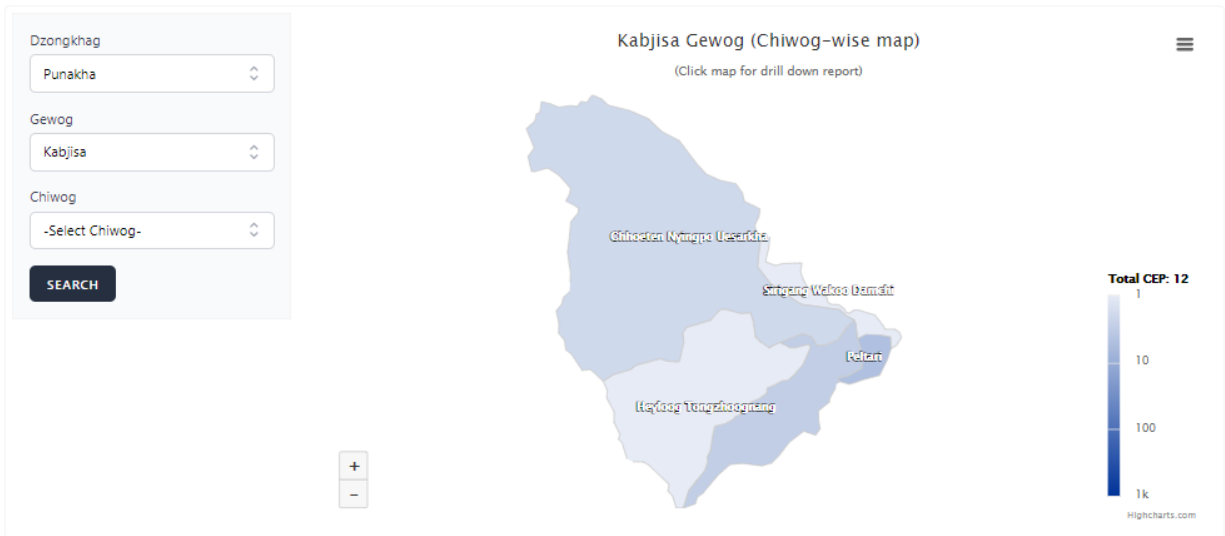
## 4.3 Dzongkhag CEP

The is Gewog-wise total number CEP under particular Dzongkhag, and also show the overall general information under the Dzongkhag.



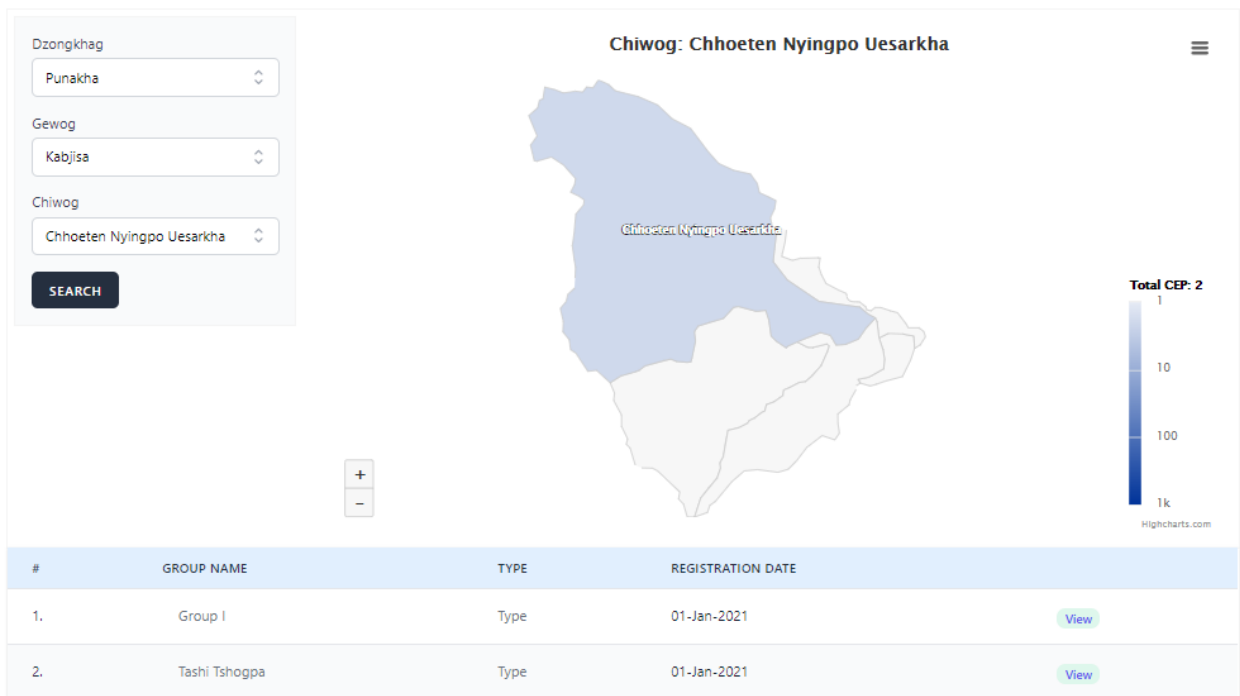
#### 4.4 Gewog CEP

The is Chiwog-wise total number CEP under particular Gewog, and also show the overall general information under the Gewog.



#### 4.5 Chiwog CEP

It shows total number of CEP under particular Chiwog, and also can able to view Community group details by clicking the “View” link against the Community group name.

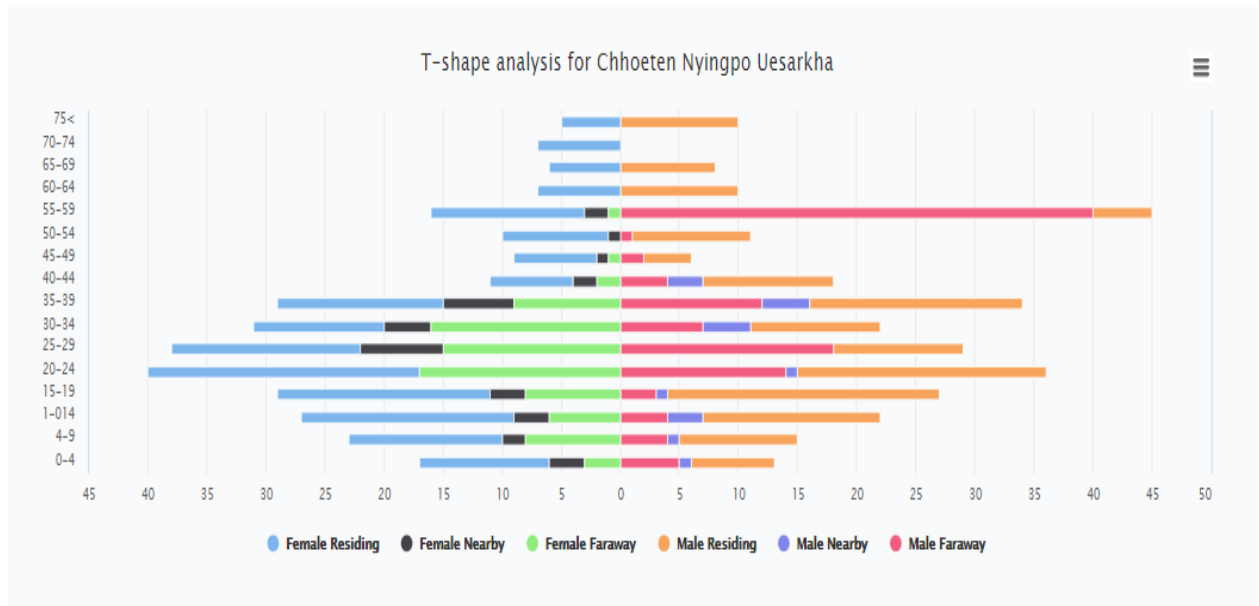


#### 4.6 Chiwog T-Shaped Analysis

T-Shaped graph is analysis from the data entered by Chiwog member can be forecast Community society categorized under Highly Sustainable, Sustainable, or Venerable society.

T-Shape Analysis can determine the below information:

- ❖ To check on the Rural-Urban migration trend of a community;
- ❖ Tap on people staying in a Community, Nearby and Far Away;
- ❖ Understand productive age group of a Community;
- ❖ Fertility growth of a community young women, patrilineal vs matrilineal society?
- ❖ Aging population of a community; and
- ❖ Population sustainability of a community- Endangered Community?



#### 4.7 Community Group Link

From Chiwog details, click the “View” link to get Community details as below:

#	GROUP NAME	TYPE	REGISTRATION DATE	
1.	Group I	Type	01-Jan-2021	<a href="#">View</a>
2.	Tashi Tshogpa	Type	01-Jan-2021	<a href="#">View</a>

#### 4.8 About Community, Community Scanning, Seasonal Calendar, and Happiness Tree

You will get details for each Community group as below:



## 1) Information About Community:

### Tashi Tshogpa

#### Objective

The people can market their produce easily and to facilitate this there are several market sheds constructed along the highway. The Chiwog lies in sub-tropical region like Baarp gewog with hot and humid summers and cold winters.

Community Type:	Village Based CEP
Chiwog:	Chhoeten Nyingpo Uesarkha
Registration Date:	01-Jan-2021



## 2) Community Scanning:

It helps in identifying issues that can be addressed through self-help, mutual support and public support. Community scanning tools provide minimum guidance on what to scan in the community which include the following parameters shown in the below:

#	WHAT	WHERE	WHEN	WHO WILL	BUDGET (NU)
1	Narrow Footpath	Gewog Center to Community Center	16-Feb-2021 - 17-Feb-2021	We/Community	0.0
2	No Window Glass	RNR Office	18-Feb-2021 - 05-Mar-2021	Government	12,000.0
3	Improper drainage	Around the BHU quarter	20-Feb-2021 - 25-Feb-2021	Particular Residents	0.0

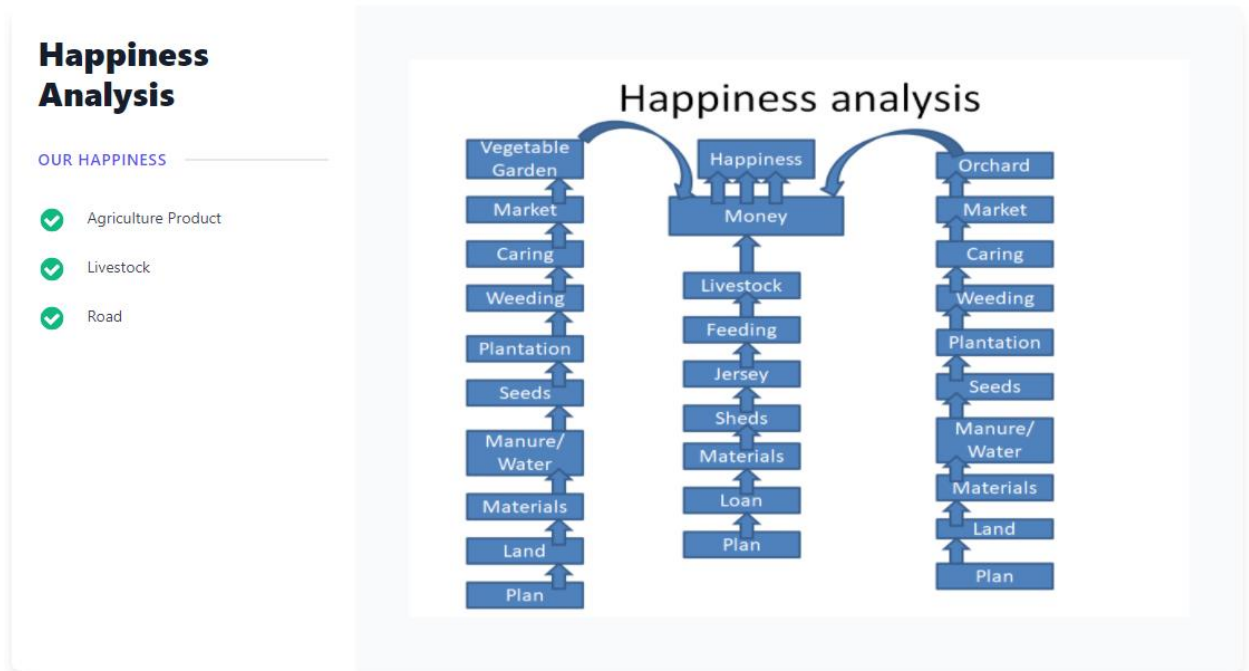
## 3) Seasonal Community:

It provides at a glance information on community seasonal activities such as festivals, farm works, expenditure, income, pest & diseases outbreak, happy and sad months.

MONTH ->	JAN	FEB	MAR
<b>Festivals</b>	1. Annual Tshechu 2. Rimdo for Community Wellbeing	1. New Year	
<b>Farm Activities</b>			
<b>La Tshab</b>			1. Rice Plantation
<b>Income</b>			
<b>Expenditure</b>		1. Buy seeds 2. New Year shopping	
<b>Happiness</b>	😊😊	😊😊😊	😊

1) Happiness Tree:

It provides information on what makes community people happy in a logical sequence of actions and to achieve it how they can work towards realizing their happiness. It is always important to know what makes our community people happy and through the exercise on 'what matters to their happiness', it is enlightening to learn new insights from our community people.



## 5. Handbook

Handbook is the CEP User manuals such as the Concept of CEP, Operation & Management of CEP and Activation of CEP.

### Part 1: CEP Concept

- ▣ Background
- ▣ What is CEP?
- ▣ Advantages of CEP
- ▣ FAQs

## What is CEP?

Japanese CEP, which is called "Jichi-kai", can be defined as a voluntary organization "whose membership is drawn from a small, geographically delimited, and exclusive residential area (a neighborhood) and whose activities are multiple and centered on that same area (Tsujinaka, Y. et al. 2009)". Jichi-kai carries out a wide variety of activities in cooperation with the local government. CEP in Bhutan has the same profile with the following addition: It is an important platform for people in the community to enhance their engagement in the democratic processes of local governance and in the development of their communities.

### Part 2: Operation and Management of CEP

- ▣ Formation of a CEP
- ▣ Formation of a Nangzom
- ▣ Operationalizing Five Fingers Model
- ▣ What matters for CEP success?
- ▣ CEP management responsibilities at different level
- ▣ FAQs

CEP is a small village/community-based group that should be distinguished from other types of community groups as shown in Figure 1 below.

Function-based organization is "association" which aims at achieving definite purposes shared by its members. Agricultural cooperatives, irrigation user groups, community forest management groups are some of the examples.

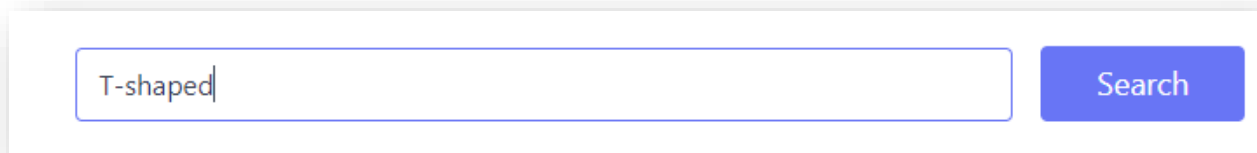
Attribute/Personality-based organization is formed by the people who share the same attribute/personality such as age, gender and so on. Youth group, elder citizen's group, women's group and parents and teachers' associations (PTA) are the examples. These two types of organizations are often formed in accordance with the sectoral structure of the central/local governments.

### Part 3: Activation of CEP

- ▣ T-Shape Rural Community Analysis (T-shape Analysis)
- ▣ Drongsep
- ▣ Yadrak Program (DYP)
- ▣ FAQs

CEP locates itself in the area where three different types of organizations overlap. As our CEPs accumulate more experiences in community activities, they may identify the needs of forming issue-based/attribute-based CEPs in coming years.

Handbook contents can be search using the "Search box" as below:



A search interface consisting of a text input field and a search button. The text input field contains the text "T-shaped" and has a blue border. To the right of the input field is a blue button with the word "Search" written in white text.

## 6. User Manual

This is system user manual for online Public/End User and DLG/CEP members. Click the link to the download user manual.

### System User Manuals for the Community Engagement Platform

(For Public/End User and DLG/CEP members)




[!\[\]\(5bd3139e49b8ec618dddaa46174de8b0\_img.jpg\) Public/End Users](#)

[!\[\]\(9aae4ef11f04080694e1bcd3250dc654\_img.jpg\) DLG/CEP members](#)

## 7. Documents

These are downloadable documents such as reports and publications uploaded by DLG for the public users.

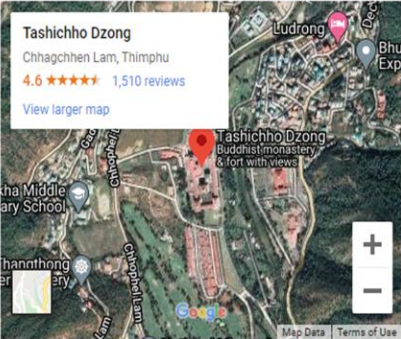
### Documents

TITLE	DATE	
CEP Report	25th Jan, 2020	<a href="#">Download</a> 
CEP Publication II	25th Jan, 2020	<a href="#">Download</a> 
CEP Publication I	25th Jan, 2020	<a href="#">Download</a> 

## 8. Contact

Public use can contact DLG using Contact form as below by clicking the “Contact Us” menu link.

**Department of Local Government**  
Contact number: 02-338981/334512  
Tashichhodzong, Thimphu, Bhutan



**Tashichho Dzong**  
Chhagchen Lam, Thimphu  
4.6 ★★★★★ 1,510 reviews  
[View larger map](#)

**Your name**

**Email address**

**Contact number**

**Message**

**Send**

\*\*\*\*\* END \*\*\*\*\*