Meeting at Revenue Village level
1. The nominated people are clustered for the purpose of formation of VDMC
2. Keeping in consideration gender balance requirement minimum of 10 people are again nominated amongst the nominated representative of various settlements
3. A final resolution is signed to endorse selection of members

Appointments
The President & Manager of VDMC are selected by VDMC members through voting process

Training
1. Members are trained on how to process and maintain Karwai Register
2. Karwai Register is provided to Manager

Profiles
1. Complete Village/VDMC profiling information is provided
2. Instructions are given for updating register as per the specifications mentioned in register

Process 1: Community Mobilization
Process 2: Settlement’s Nominations
Process 3: Formation of VDMC

Process Flow of VDMC Formation
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Identification of Resource person:
1. To communicate project relevant information to community
2. To organize meeting and ensuring maximum participation of local households

Community Dialogue
Resource person is informed in advance regarding any upcoming activity to make timely arrangement

Process of Resource person identification:
a) Any senior person is contacted at the desired level of intervention for nomination of a person who has good community relationship & has good knowledge of the area.
b) The resource person can also be a representative of existing Village Organization structure developed by RSPs if it has the representation of 80% local households. Also the efforts have to be made to include all those community groups that are not a part of VO structure in order to ensure maximum representation of local households at the desired level of intervention
c) The nominated person agrees to work as a volunteer & is willing to help the respective RSP in serving resource poor & needy communities
d) Contact details are exchanged

Introduction
1. Organizational introduction (RSPN, NRSP/TRDP, USAID)
2. Project introduction
   a) Purpose & scope of the project
Explainiing Process of VDMC formation and selection criterion of its members i.e.
1. The nominees are local resident of a settlement
2. Atleast 80% of the households from a settlement participate in nomination of people
3. A resolution is signed by all the available representatives to endorse the selection
4. Number of people nominated should not exceed two people and should also reflect gender balance composition

Settlement level Nominations
1. Two people are nominated with community consensus
2. A signed resolution is obtained

Village profiling
Settlement level resource information is obtained using various sources such as district govt., community people or personal observation

**Note:** The process 1 and 2 has to be repeated unless the nomination process is completed from all settlements of a revenue village to formulate a VDMC.
VDMC Formation Process Flowchart

1. **Social Mobilization**
2. **Target Revenue Village**
3. **Settlement**
4. **Community Dialogue**
   - Resource person is identified
   - Project is briefed
   - Nomination Criteria is explained
   - Community nominate 02 persons
   - Signed Resolution is obtained
   - Settlement level Profile Data is collected

   **Yes**
   - All Settlements covered

   **No**

5. **Village profile data is consolidated**
6. **Community Dialogue at Revenue Village**
7. **President and Manager is appointed**
8. **Members are trained on how to maintain Karwai Register**
9. **Signed Resolution is obtained**
10. **Karwai Register is provided**
11. **Village & VDMC Profiles Data is provided to VDMC**
12. **VDMC Updates Karwai Register**

**VDMC is formed**