

Becoming an Engaged Citizen - Workshop Template

Become a RTI Activist

RTIs are a way for us to find out information we may need to know more about what the government has done and how it has been working. Your RTI can be a way to hold authorities accountable when they have not done the work they need to.

**Discover
45 minutes**

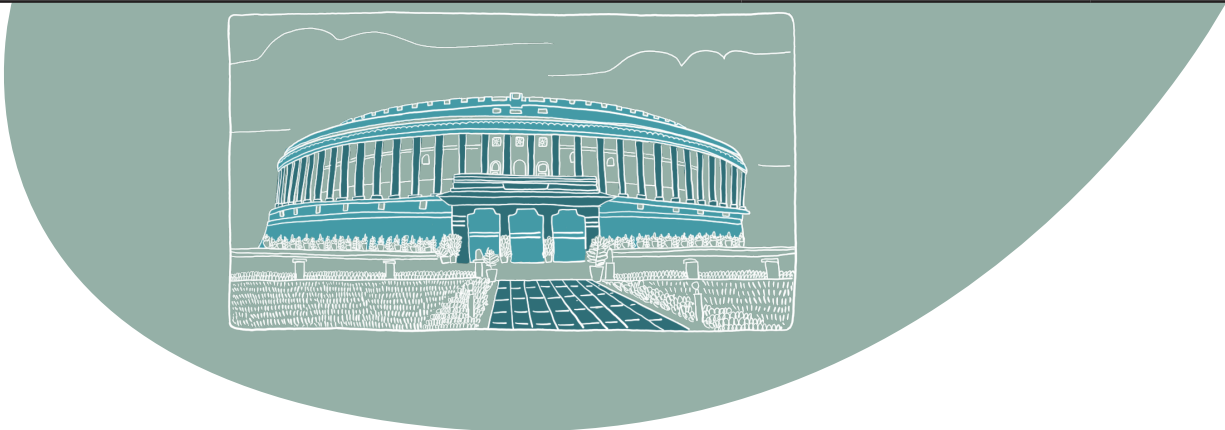
Structure of Workshop	Resources	Takeaways	Possible Obstacles
<p>Step 1 (10-15 Minutes)</p> <ul style="list-style-type: none"> You can start your journey by searching for ‘RTI Online’ to access the Union Government’s website. For state-specific information, add your state or union territory name after ‘RTI Online,’ such as ‘RTI Online [state or UT name].’ Once on the platform, explore the ‘How to Submit Request’ section, where you can file your request in Hindi or English. Ensure you read and understand the provided guidelines before proceeding. <p>Step 2 (10-15 Minutes)</p> <ul style="list-style-type: none"> Your next task is to identify the right authority and the relevant department—Think of it as an essential step in your RTI quest. <p>Step 3 (5-10 Minutes)</p> <ul style="list-style-type: none"> Now, it’s time for some paperwork. Prepare your RTI application by entering your details and selecting your payment method. <p>Step 4 (5-7 Minutes) (Optional)</p> <ul style="list-style-type: none"> You can pay a Rs 10 application fee if you’re ready to submit the RTI (unless you qualify for an exemption, like if you’re under the BPL category). After that, you can go ahead and submit your application online. Your request is now on its way! <p>Extra: If you prefer a more traditional approach, there’s always the option of filing your RTI request in person.</p>	<p>Persons Solo activity</p> <p>Resources</p> <ul style="list-style-type: none"> Internet access (if filing online) Access to a payment method (Internet Banking, Credit or Debit Card / RuPay Card, UPI) (Optional) <p>References</p> <ul style="list-style-type: none"> Website link for RTI Online Read the section ‘File an RTI’ in the module ‘Be an Engaged Citizen’ Another JA reference is from the Graphic Law Library outlining the procedure. 	<p>You will understand the key elements of an RTI application.</p> <p>You will become familiar with the payment process and exemptions</p> <p>You will know what information can be requested and what to avoid.</p> <p>The more frequently you do it the better you will develop the skill to create meaningful and effective RTI applications</p>	<p>Keep in mind that only Indian citizens can file RTI applications.</p> <p>The RTI website of the Union government offers options in either Hindi or English. This means that people who only know their regional language might face difficulties.</p> <p>Remember, the portal mentioned is meant for filing RTI applications with Union government authorities. If you want to file with State Governments, including the Government of NCT Delhi, you will need to do a little research about how you can do so.</p> <p>Sometimes, figuring out which department to contact can be a bit tricky. The facilitator can try doing a quick search on Google to see which department or ministry deals with your question.</p> <p>In some states or Union territories, you might have to go through extra login steps. Be prepared for some differences in the process.</p>

Become an Active Citizen, Not a Passive Viewer

The power of the Parliament comes from you and all the citizens of India- it comes from your vote! Your gender, caste, religion or any other identity does not matter. Are you above the age of 18 and an Indian citizen? You have the right and duty to vote.

Interact
25 minutes

Structure of Workshop	Resources	Takeaways	Possible Obstacles
<p>Step 1 (5 Minutes)</p> <ul style="list-style-type: none"> First, log in to the voter service portal. You'll need your mobile number or the details of an already registered voter with their EPIC number. If you're new to the voter list, click on "Form-6." <p>Step 2 (20 Minutes)</p> <ul style="list-style-type: none"> You'll be guided to a form where you can fill in all the required information and upload necessary documents. <p>Step 3 (Optional)</p> <ul style="list-style-type: none"> Once you're done with the form, you can verify and submit to the Electoral Registration Officer (ERO) 	<p>Persons</p> <p>Can be done as a solo activity</p> <p>Resources</p> <ul style="list-style-type: none"> Internet Enabled Devices Identification documents (Passport size photo scan, Any official identification document for age and address) Pens and paper <p>References</p> <ul style="list-style-type: none"> Link to Voter Registration website 	<p>If you have not registered already you will now be ready to participate in the next election and make your voice count</p> <p>If you have registered before this is a good reminder of the information the government requires for this document. Now you know why your voter ID such an important document!</p>	<p>The website has a timeout feature, so if you take too long (around 30-45 minutes), you might need to log in again and start from the beginning. To avoid this, make sure you have a few things ready before you start the registration process:</p> <ul style="list-style-type: none"> You'll need a passport photo with specific dimensions (4.5 cm X 3.5 cm) and a white background. Have your scanned attested documents ready for proof of residence and age if you want to register. However, if it's for educational purposes, you can just choose the "no document available" option. <p>You will need a stable internet connection to ensure the process is seamless. The form does not allow you to save details and return to the form.</p>



Be the Change You Want to See

You don't need to be a politician to make a difference. Just by making sure your voice is heard you can start a change and that means using your voice effectively. Creating a campaign is a helpful way to do so as it ensures you connect with a large number of people and are not doing it on your own.

Interact | Reflect
70 minutes

Structure of Workshop	Resources	Takeaways	Possible Obstacles
<p>Step 1: Group Formation (5 minutes)</p> <ul style="list-style-type: none"> Divide participants into small groups of 2-4. <p>Step 2: Campaign Topic: Brainstorming and Planning (25 minutes)</p> <ul style="list-style-type: none"> Give each group a fictional campaign topic relevant to their needs. You can share with them images from some of the campaigns given as examples here for them to understand. Give each group 35 minutes to brainstorm and plan their campaign. Encourage creativity and appoint a leader. <p>Step 3: Campaign Presentation Preparation (10 minutes)</p> <ul style="list-style-type: none"> Instruct groups to prepare a brief presentation (5-7 minutes). <p>Step 4: Group Presentation (30 minutes)</p> <ul style="list-style-type: none"> Each group presents their campaign idea. Allow time for questions and feedback after each presentation 	<p>Persons</p> <p>To be done as a group activity for 6-12 persons.</p> <p>Resources</p> <ul style="list-style-type: none"> Pen, Paper, Supplies <p>References</p> <p>Examples of campaigns:</p> <ul style="list-style-type: none"> Beti Bachao, Beti Padhao Khelo India Digital India Swatchh Bharat Amche Mollem Read the section 'Advocate for Yourself' in the module 'Be an Engaged Citizen.' Another JA reference is the 'Design a Campaign Manual' 	<p>You will learn what the features of a campaign are</p> <p>You will hear what others have to say about the same issue and learn to listen to other voices</p> <p>You will come away with a broader understanding of the issue discussed having heard the opinions of others</p>	<p>Participants might not know how to plan campaigns. The facilitator should provide examples of campaign strategies.</p> <p>Some could dominate discussions, while others stay quiet. The facilitator can assign roles like leader, timekeeper, and note-taker for balanced participation</p> <p>Participants might struggle with creative ideas. The facilitator can use the examples as prompts to spark creativity.</p> <p>Disagreements can arise within groups. Encourage open discussions and explain that disagreements can improve campaigns.</p>

