

Quarterly Report 2018

1

Local Government Authority

Male' / Maldives



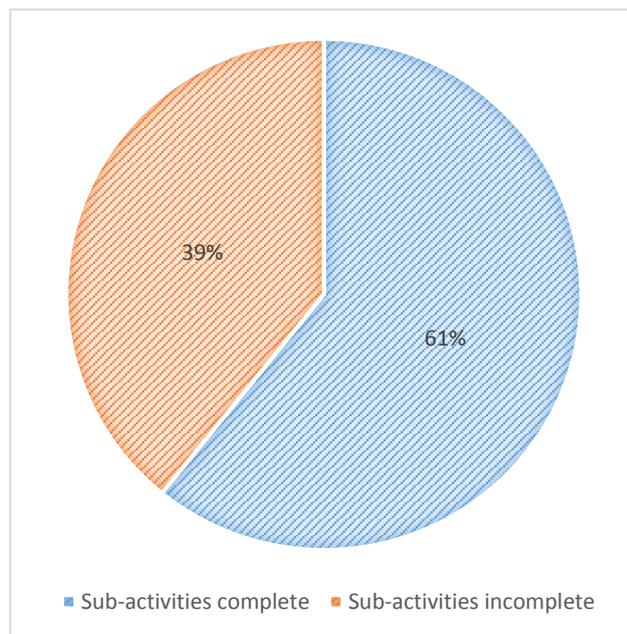
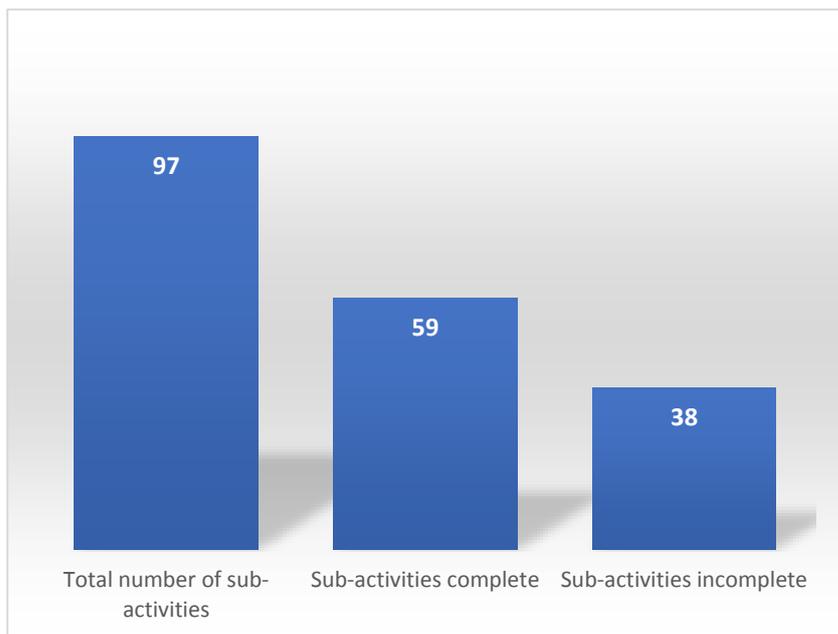
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INTRODUCTION

As part of the monitoring and evaluation mechanism established to monitor the quarterly implementation of the activities and sub activities of the work plan, this report highlights the implementation status of activities and sub activities set forth in the first quarter of 2018. The duration of quarter one is from 1st January to 31st March 2018. During this quarter a total of 45 activities and 97 sub-activities were to be carried out to achieve 10 outcomes. Out of the total activities to be completed in the first quarter, 59 activities were completed. The chart presented below shows status of completion of sub-activities carried out by LGA during the quarter.

Number of sub-activities to be completed and number of sub-activities completed



STATUS OF ACTIVITIES

Outcome 1: Empower women politically and economically; and promote inclusive governance					
Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Advocate for gender balanced policies	Develop materials for advocacy	Training & Advocacy	31-Mar-18	100	
Develop a module on Women empowerment	Develop a training manual	Training & Advocacy	28-Feb-18	100	
	Develop presentation materials	Training & Advocacy	31-Mar-18	100	
Develop a policy paper on WDC	Identify the challenges for WDC functioning	Policy Planning & International Relations	31-Mar-18	100	
	Draft policy paper and Get comments	Policy Planning & International Relations	31-Mar-18	100	
	Finalize WDC policy	Policy Planning & International Relations	31-Mar-18	50	Pending board approval

Outcome 2 : Assist Local Councils in achieving Sustainable Development Goals

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Reason for incompleteness
Establish a monitoring mechanism to monitor the implementation of SDG goals	Develop a monitoring table	Policy Planning & International Relations	31-Jan-18	0	The task is postponed to last quarter as it has to be aligned with the national SDG indicators
	Monitor the implementation of SDGs (2017)	Policy Planning & International Relations	31-Mar-18	0	

Outcome 3: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)
Conduct skill development programmes at atoll level	Develop concept paper	Training & Advocacy	28-Feb-18	100
	Develop manual	Training & Advocacy	31-Mar-18	100
	Develop presentation materials	Training & Advocacy	31-Mar-18	100

Outcome 4 : Make local councils accountable and responsible

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Reason for incompletion
Review the existing legal framework to strengthen local governance system	Review existing legal framework	Legal and investigation	31-Mar-18	0	Task incomplete due to other priority tasks
Review and revise existing Municipal Regulation Templates	Identify municipals required to be amended	Legal and investigation	28-Feb-18	100	
Ensure gazetting of Municipal regulations by all councils	Identify councils that have not gazzeted municipal regulations	Legal and investigation	29-Mar-18	0	Task incomplete due to other priority tasks
Finalize and gazette WDC operating procedure	Draft WDC procedure	Legal and investigation	1-Mar-18	0	Task incomplete due to other priority tasks
Finalize and gazette	Draft expatriates regulation	Legal and investigation	8-Feb-18	100	

expatriates regulation	Finalize expatriates regulation	Legal and investigation	29-Mar-18	0	Task incomplete due to other priority tasks
	Develop media report for annual reports	Monitoring & evaluation	31-Jan-18	100	
	Publish media report for annual reports	Monitoring & evaluation	31-Jan-18	100	
Conduct island council internal audits	Identify councils interested to finance their internal audit conducted by LGA	monitoring & evaluation	28-Feb-18	100	
	Prepare plan to conduct internal audit	monitoring & evaluation	31-Mar-18	75	Plan to be prepared and finalized after a discussion with Audit Office on 12/04/2018
Strengthen the existing monitoring mechanism to monitor local councils	Develop a guidebook and video guide for local councils monitoring	monitoring & evaluation	31-Mar-18	75	Guidebook and video guide to be developed after a discussion with Audit Office on 12/04/2018
	Share guidebook and video guide with councils	monitoring & evaluation	31-Mar-18	0	Task pending due to incompleteness of the development of guidebook and video guide
Work with CSC to develop policies to make chief civil servant accountable to councils	Conduct meeting with CSC	Policy Planning & International Relations	28-Feb-18	100	

Outcome 5 : Leverage use of ICT for an empowered, effective and efficient local governance system

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Reason for incompletion
Established official E-Mail setup for all councils and provide domain for website hosting	Create info mails for all councils	Project management	31-Mar-18	100	
Roll out E-Council software	Create Users for E-council software	Project management	31-Mar-18	0	Task incomplete as a storage device is required to Roll out E-Council software
Identify the resources required to establish a 'paper-less' office	Identify the resources required	Project management	31-Mar-18	100	
Identify the functions and services that can be provided the use of IT	Identify the functions and services	Project management	31-Mar-18	100	

Outcome 6 : Promote community participation at local level

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)
Use of Social media to create awareness on community participation.	Draft a media plan	Training & Advocacy	31-Jan-18	100
	Develop materials	Training & Advocacy	28-Feb-18	100

Outcome 7 : Strengthen Local Government Authority					
Activities	Sub-Activities	Responsible Division/Section/ Unit	Due Date	Completed percentage (%)	Reason for incompletion
Strengthening media function of LGA	Draft a policy for sharing information with media	Administration & support service	31-Mar-18	0	To be completed in 2nd quarter
	Get comments for the policy	Administration & support service	31-Mar-18	0	
	Finalize the policy	Administration & support service	31-Mar-18	0	
	Implement the Policy	Administration & support service	31-Mar-18	0	
Establish a mechanism to update LGA website and social media handles.	Develop SOP's to update website and to handle social media	Administration & support service	31-Mar-18	100	
Review the current Performance Appraisal System	Review current performance appraisal system	Human resources	31-Mar-18	0	Task incomplete due to other priority Tasks
	Get comments for the revised appraisal system	Human resources	31-Mar-18	0	
	Finalize appraisal system	Human resources	31-Mar-18	0	
Collaborate with international organizations for LGA development	Identify opportunities for development	Policy Planning & International Relations	31-Jan-18	100	
	Prepare proposal	Policy Planning & International Relations	28-Feb-18	100	
	Submit proposal to relevant organizations	Policy Planning & International Relations	31-Mar-18	100	

	E-admin Training for all staff	Human resources	1-Mar-18	0	Task incomplete due to other priority Tasks
Strengthen the relationship between LGA and the media	Conduct awareness sessions to media	Administration & support service	31-Mar-18	0	To be completed in 2nd quarter
Establish an Action plan Monitoring system	Prepare a monitoring table for Action plan 2019	Policy Planning & International Relations	1-Jan-18	100	
	Share with all staff	Policy Planning & International Relations	5-Jan-18	100	
Conduct staff evaluation on a regular basis	Set targets for staffs to achieve throughout the year-2018	Human resources	28-Feb-18	50	Task incomplete due to other priority Tasks
	Conduct final evaluation for the year-2017	Human resources	31-Jan-18	70	Task incomplete due to other priority Tasks
Finalize and gazette staff regulation	Draft staff regulation	Legal and investigation	28-Jan-18	50	Task incomplete due to other priority tasks
	Gather comments to staff regulation	Legal and investigation	28-Feb-18	0	Task incomplete due to other priority tasks

	finalize and publish staff regulation	Legal and investigation	29-Mar-18	0	Task incomplete due to other priority tasks
Compile Quarterly report for Q4 (2017)	Collect required information from sections	Policy Planning & International Relations	10-Jan-18	100	
	Compile Report	Policy Planning & International Relations	20-Jan-18	100	
	Finalize report	Policy Planning & International Relations	30-Jan-18	100	
	Share with all staffs and media for uploading in website	Policy Planning & International Relations	30-Jan-18	100	
Compile LGA Annual Report	Collect required information	Administration & support service	28-Feb-18	100	
	Compile Report	Administration & support service	31-Mar-18	100	
	Share with relevant stakeholders	Administration & support service	31-Mar-18	100	
Compile Financial statements of LGA	Compile Financial statements of LGA	Finance	31-Mar-18	100	
	Share with relevant stakeholders	Finance	31-Mar-18	100	
Compile LGA club annual report	Compile Report	LGA Club	30-Mar-18	100	
	Share with relevant stakeholders	LGA Club	30-Mar-18	100	
Compile Financial statements of LGA Club	Compile Financial statements of LGA Club	LGA Club	30-Mar-18	100	
	Share with relevant stakeholders	LGA Club	30-Mar-18	100	
Conduct Board Meetings	Conduct Board Meeting 1	Bureau	11-Jan-18	100	

	Conduct Board Meeting 2	Bureau	25-Jan-18	100	
	Conduct Board Meeting 3	Bureau	8-Feb-18	100	
	Conduct Board Meeting 4	Bureau	22-Feb-18	100	
	Conduct Board Meeting 5	Bureau	8-Mar-18	100	
	Conduct Board Meeting 6	Bureau	29-Mar-18	100	
Develop a policy on sharing information of works done by LGA	Draft policy	Bureau	31-Mar-18	0	Task is to be completed in 2nd Quarter
	Get comments for the policy	Bureau	31-Mar-18	0	Task is to be completed in 2nd Quarter
	Finalize the policy	Bureau	31-Mar-18	0	Task is to be completed in 2nd Quarter
	Implement the Policy	Bureau	31-Mar-18	0	Task is to be completed in 2nd Quarter

Outcome 8 : The local Governance System is reviewed and strengthened

Activities	Sub-Activities	Responsible Division/Section/ Unit	Due Date	Completed percentage (%)	Reason for incomplection
Develop training need requirements of councils	Conduct Survey	Training & Advocacy	31-Mar-18	100	
	Compile training requirement	Training & Advocacy	31-Mar-18	75	Data analysis isn't completed yet. Deadline to complete the final Report has been changed to 10th May 2018
	Finalize	Training & Advocacy	31-Mar-18	0	Task pending as the training requirement is not completed
Develop a policy paper on income from uninhabited islands	Draft policy paper	Policy Planning & International Relations	31-Mar-18	100	

and fees collected by MIRA	Get comments & Finalize	Policy Planning & International Relations	31-Mar-18	50	Pending board approval
Develop a policy paper on issuing land	Draft policy paper	Policy Planning & International Relations	31-Mar-18	100	
	Finalize & Get comments	Policy Planning & International Relations	31-Mar-18	50	Pending board approval
Develop modules on leadership	Develop manual	Training & Advocacy	31-Mar-18	100	
	Presentation materials	Training & Advocacy	31-Mar-18	100	

Outcome 9: Strengthen the performance of local councils through performance monitoring

Activities	Sub-Activities	Responsible Division/Section /Unit	Due Date	Completed percentage (%)	Reason for incompleteness
Publish reviewed Questionnaire and inform councils	Review existing atoll/ island council questionnaire	monitoring & evaluation	31-Mar-18	90	Final Discussion ongoing before finalizing the questionnaire
	finalize atoll/ island council questionnaire	monitoring & evaluation	31-Mar-18	0	Task to be completed after the final review of the questionnaires

Outcome 10: Staff activities carried out to create a better work environment among staffs

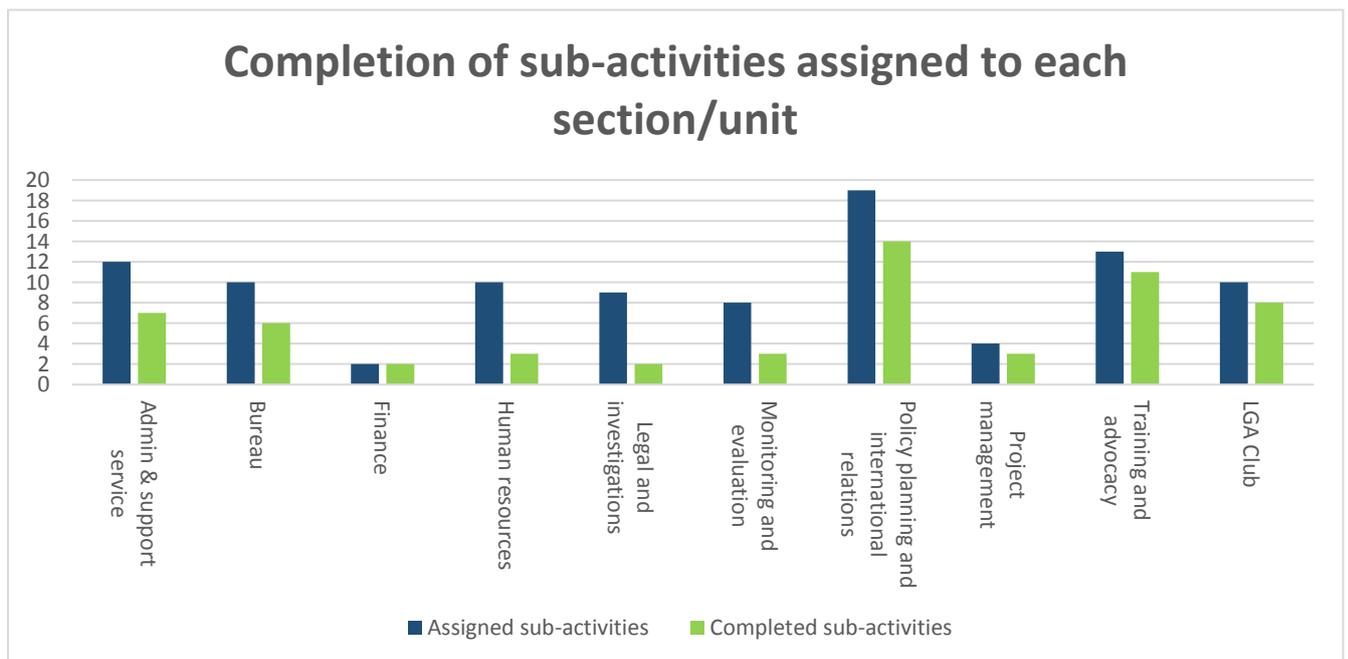
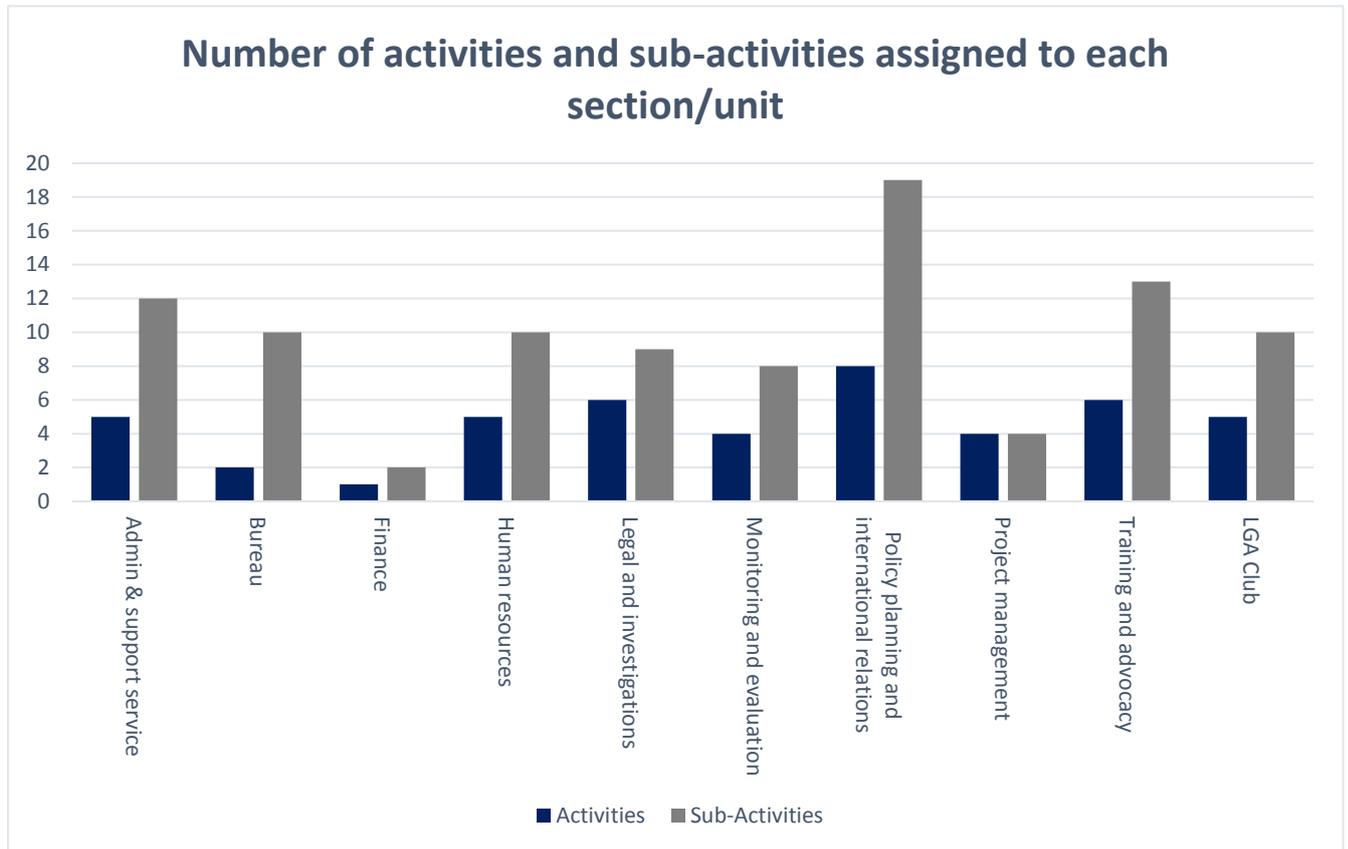
Activities	Sub-Activities	Responsible Division/Section /Unit	Due Date	Completed percentage (%)	Reason for incompleteness
Conduct monthly staff meetings	Conduct Monthly Assembly 1 / staff birthday celebration	Human resources	15-Jan-18	100	
	Conduct Monthly Assembly 2/ staff birthday celebration	Human resources	15-Feb-18	100	

	Conduct Monthly Assembly 3/ staff birthday celebration	Human resources	15-Mar-18	100	
Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 1	LGA Club	31-Jan-18	100	
	Conduct monthly LGA Club executive committee meeting 2	LGA Club	28-Feb-18	100	
	Conduct monthly LGA Club executive committee meeting 3	LGA Club	31-Mar-18	100	
Conduct annual general meeting of LGA club	Conduct annual general meeting of LGA club	LGA Club	29-Mar-18	100	
Celebrate LGA anniversary and governance day	Arrange logistics to celebrate LGA anniversary & governance day	Administration & support service	1-Feb-18	100	
	Arrange logistics for Kangathi award	Administration & support service	1-Feb-18	100	
	Conduct 360 evaluation for staff award	Human resources	1-Feb-18	0	To be completed in 3rd quarter
	Conduct function to celebrate LGA anniversary and governance day	Administration & support service	1-Feb-18	100	
Conduct team building activities among staff (LGA Club)	Day trip (Trip 1)	LGA Club	31-Mar-18	0	Lack of time due to other tasks and some arrangements not final regarding this trip

	Leadership program	LGA Club	31-Mar-18	20	This program is conducted by MNDF. Due to the recent state of emergency in Maldives MNDF has delayed conducting any training program. Waiting for a confirmation from MNDF to start the program
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STATUS OF ACTIVITIES AND SUB-ACTIVITIES COMPLETED BY SECTIONS/UNITS IN THE FIRST QUARTER

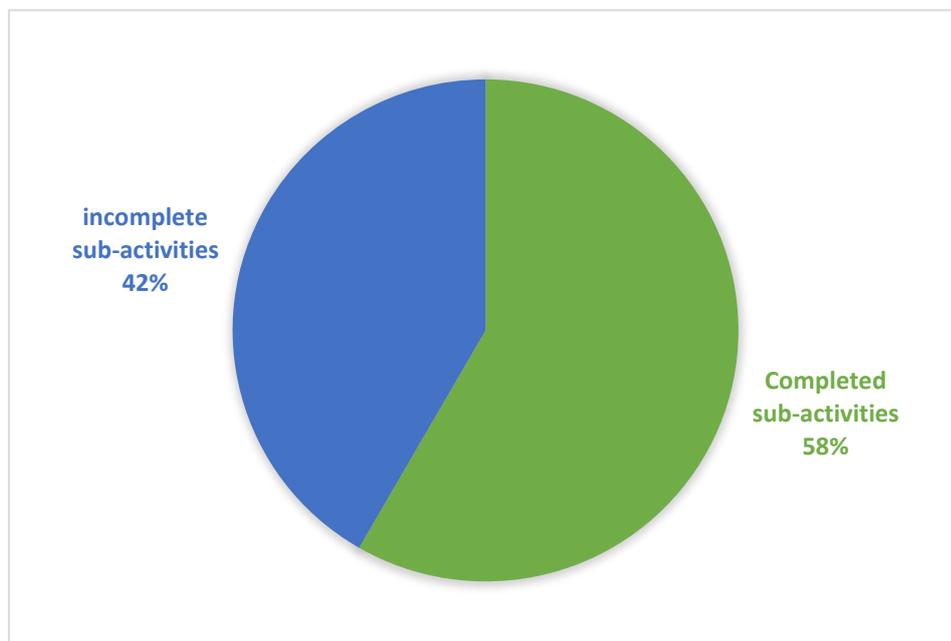
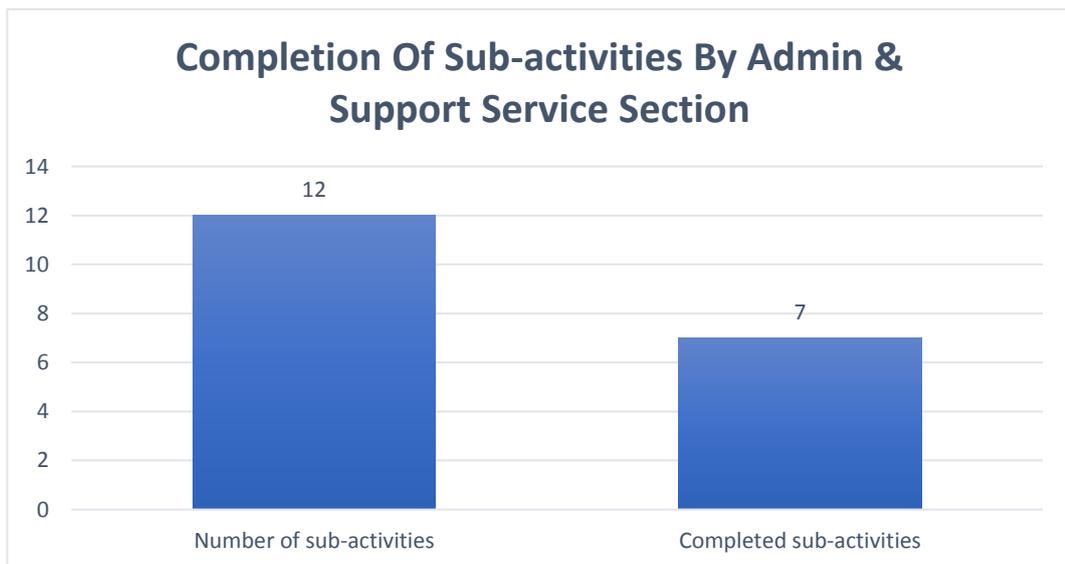
The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.



ACTIVITIES COMPLETED PER SECTION/UNIT

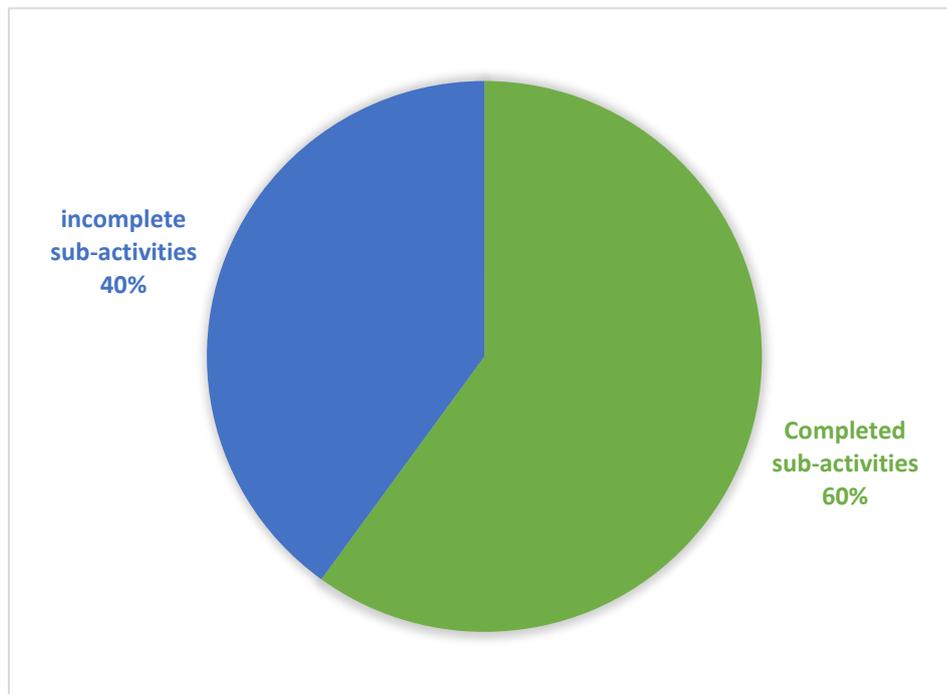
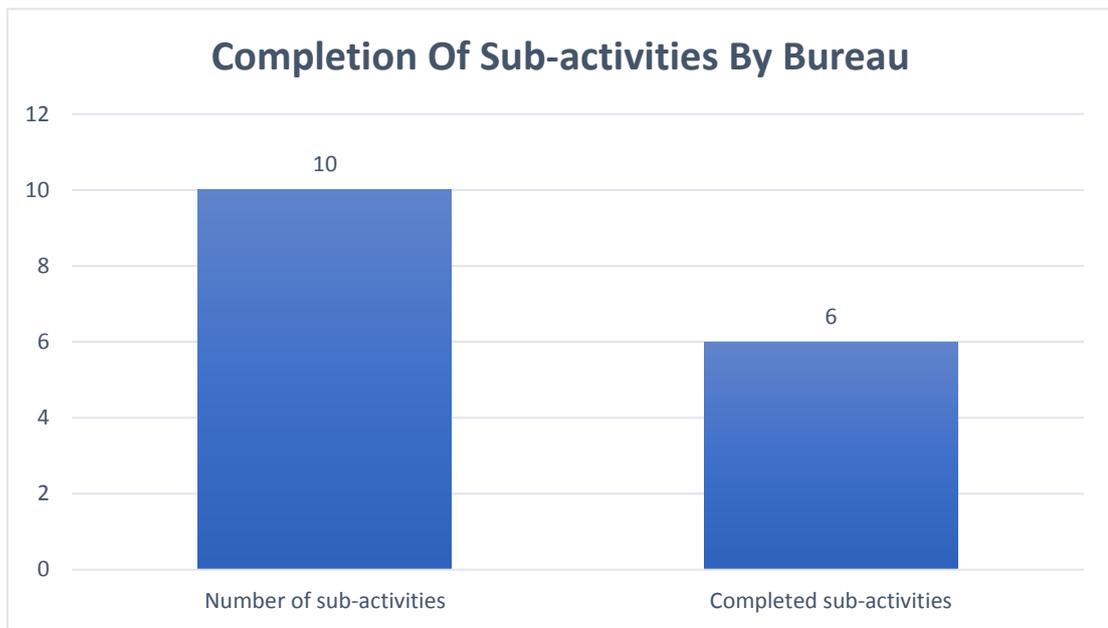
Admin & Support Service Section

During the quarter 1 of 2018 Admin and support service section has completed 58% of the sub-activities assigned to be completed by 31 March 2018. However, 42% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Admin and Support Service Section is given in the chart below.



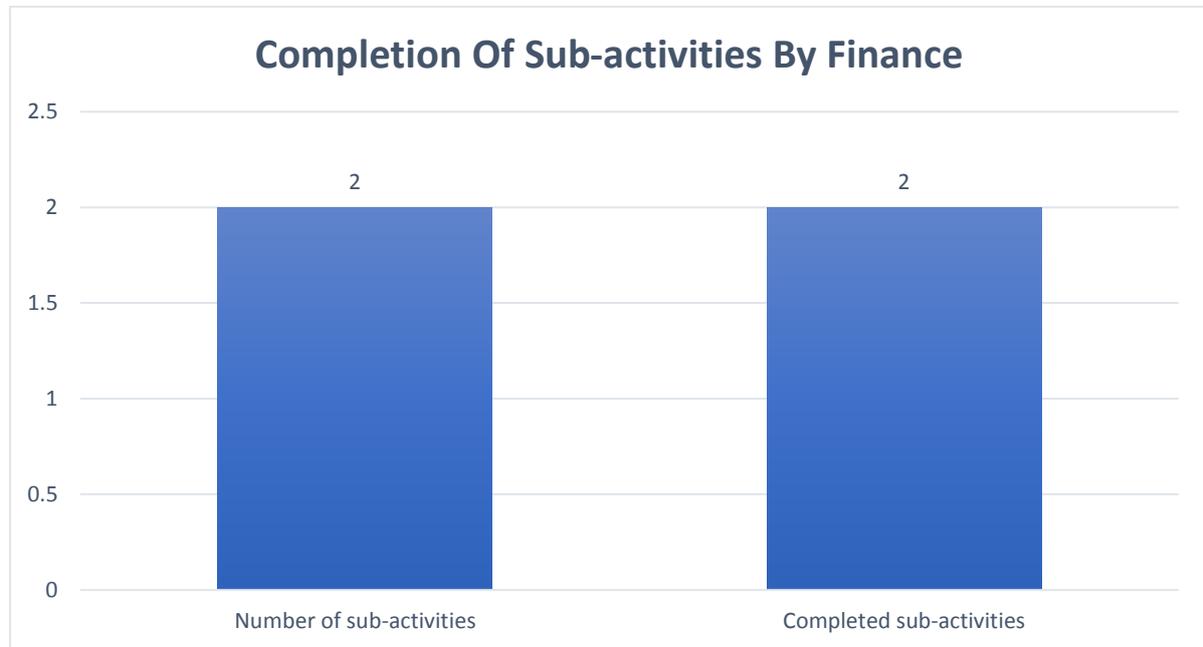
Bureau

During the quarter 1 of 2018 bureau has completed 60% of the sub-activities assigned to be completed by 31 March 2018. However, 40% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by bureau is given in the chart below.



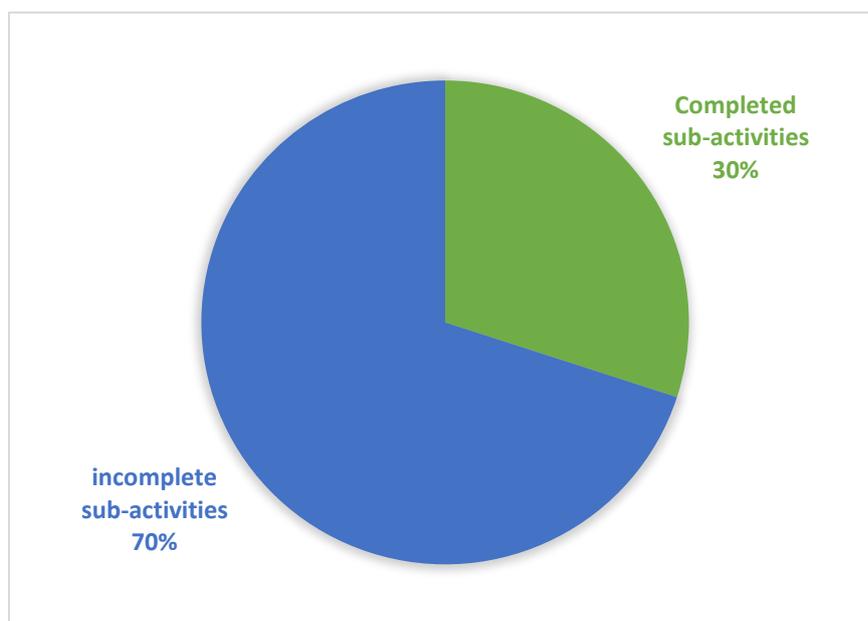
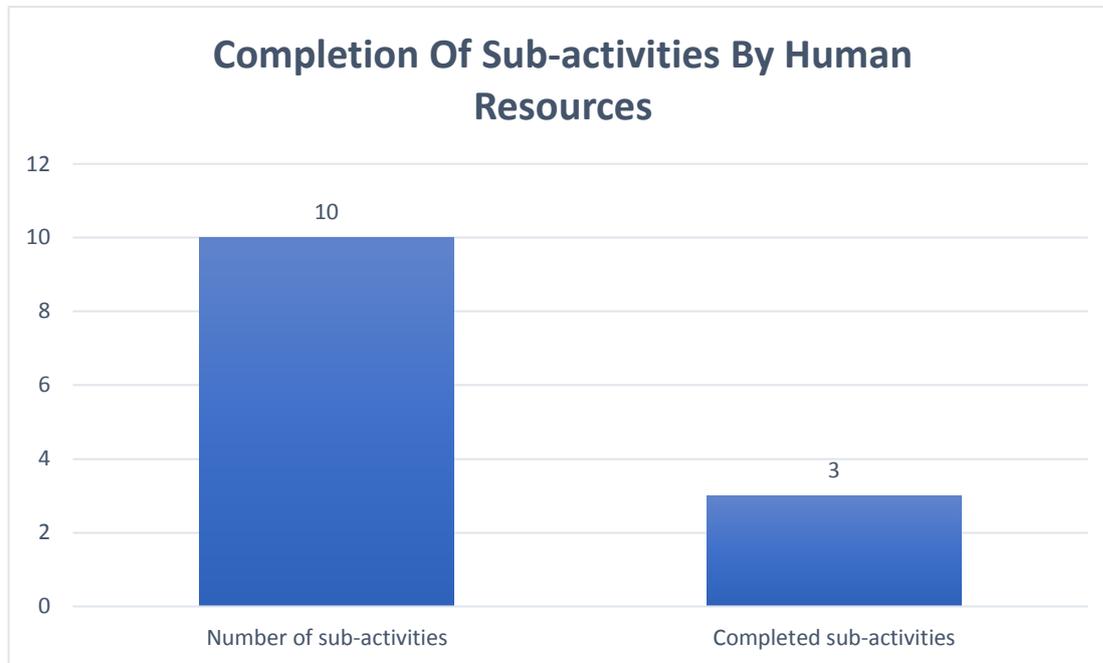
Finance Section

During the quarter 1 of 2018 Finance Section has completed 100% of the sub-activities assigned to be completed by 31 March 2018. Details of completion of sub-activities by Finance Section is given in the chart below.



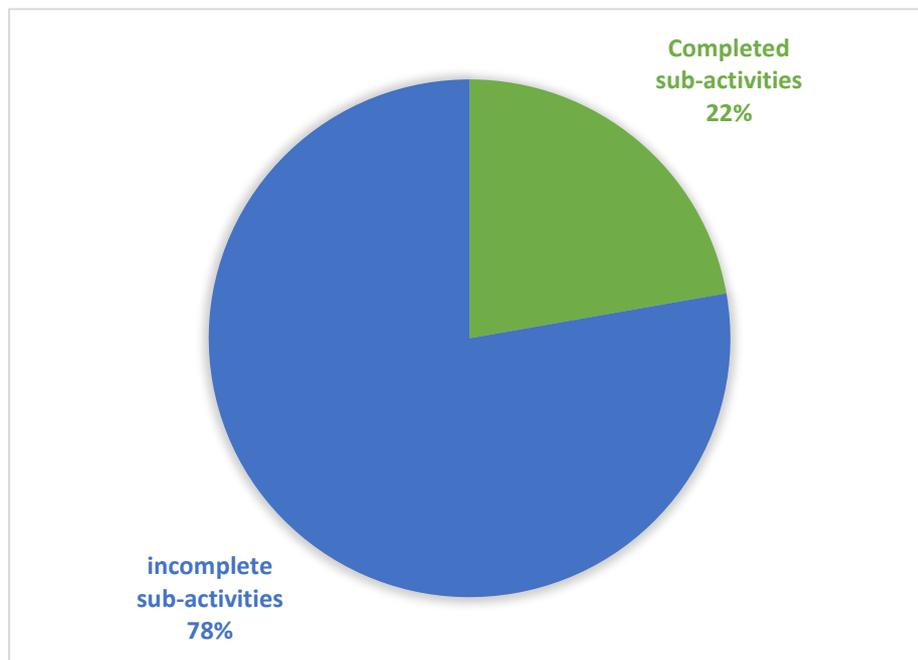
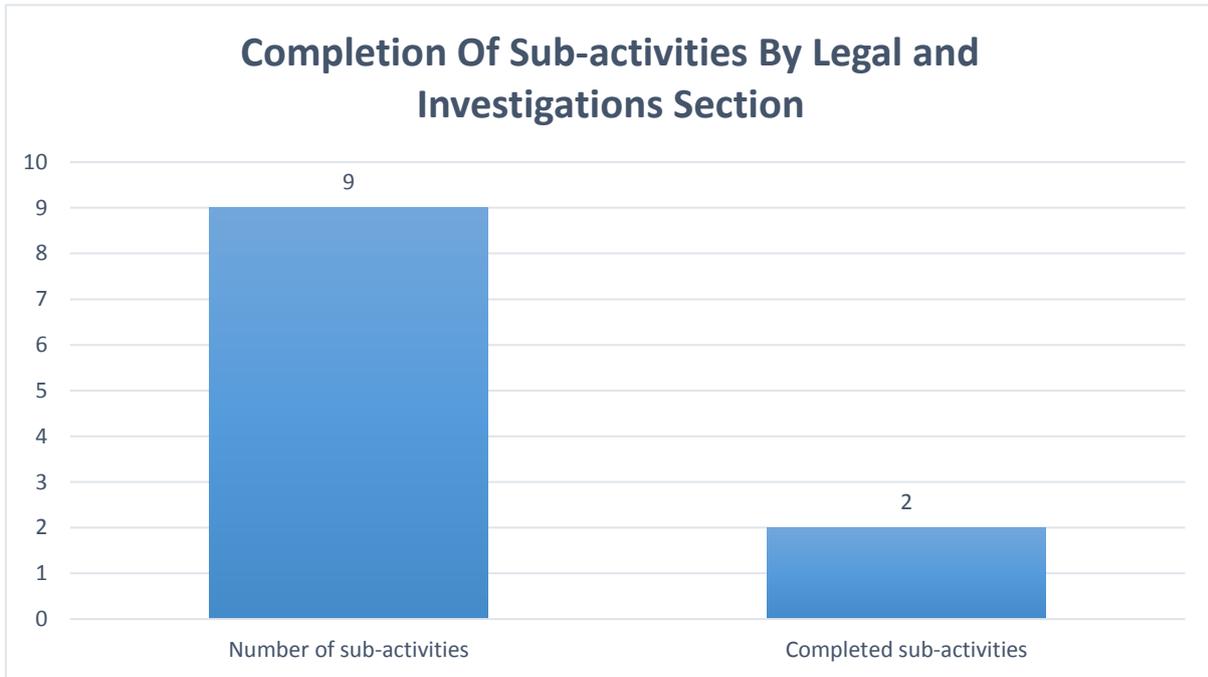
Human resources Section

During the quarter 1 of 2018 Human Resources Section has completed 30% of the sub-activities assigned to be completed by 31 March 2018. However, 70% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Human Resources Section is given in the chart below.



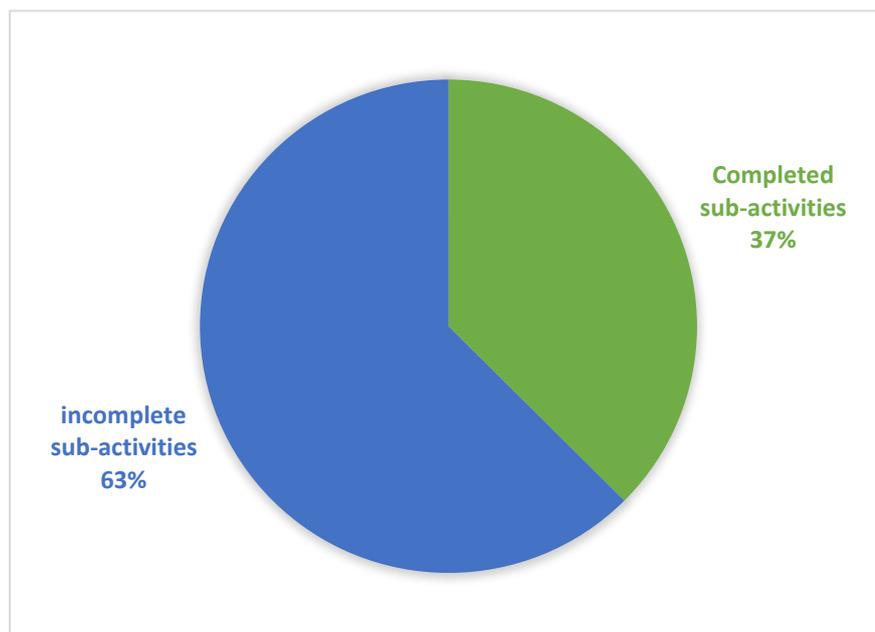
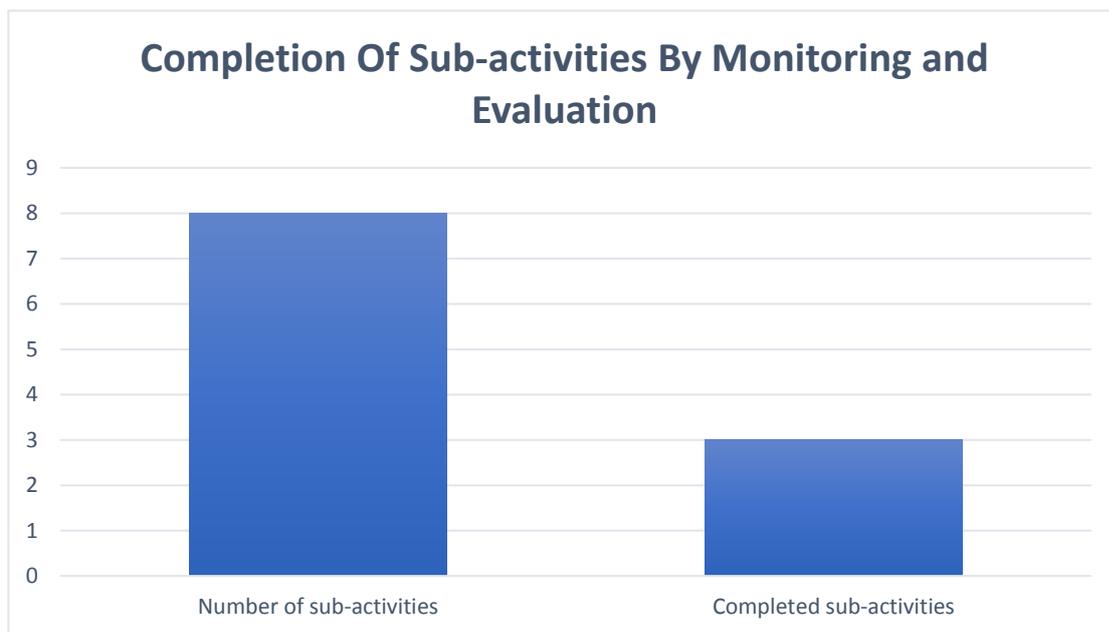
Legal & Investigation Division

During the quarter 1 of 2018 Legal & Investigation Section has completed 22% of the sub-activities assigned to be completed by 31 March 2018. However, 78% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Legal & Investigation Section is given in the chart below.



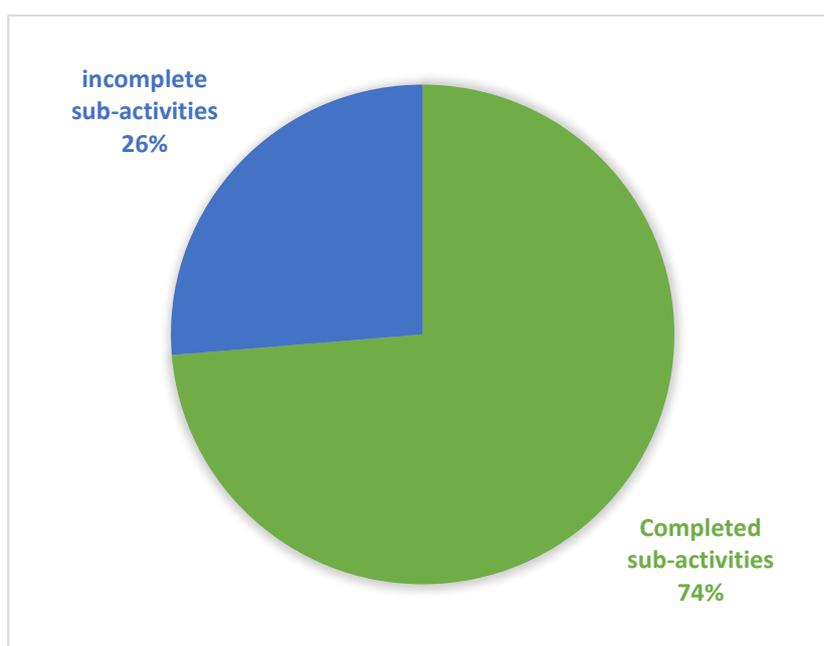
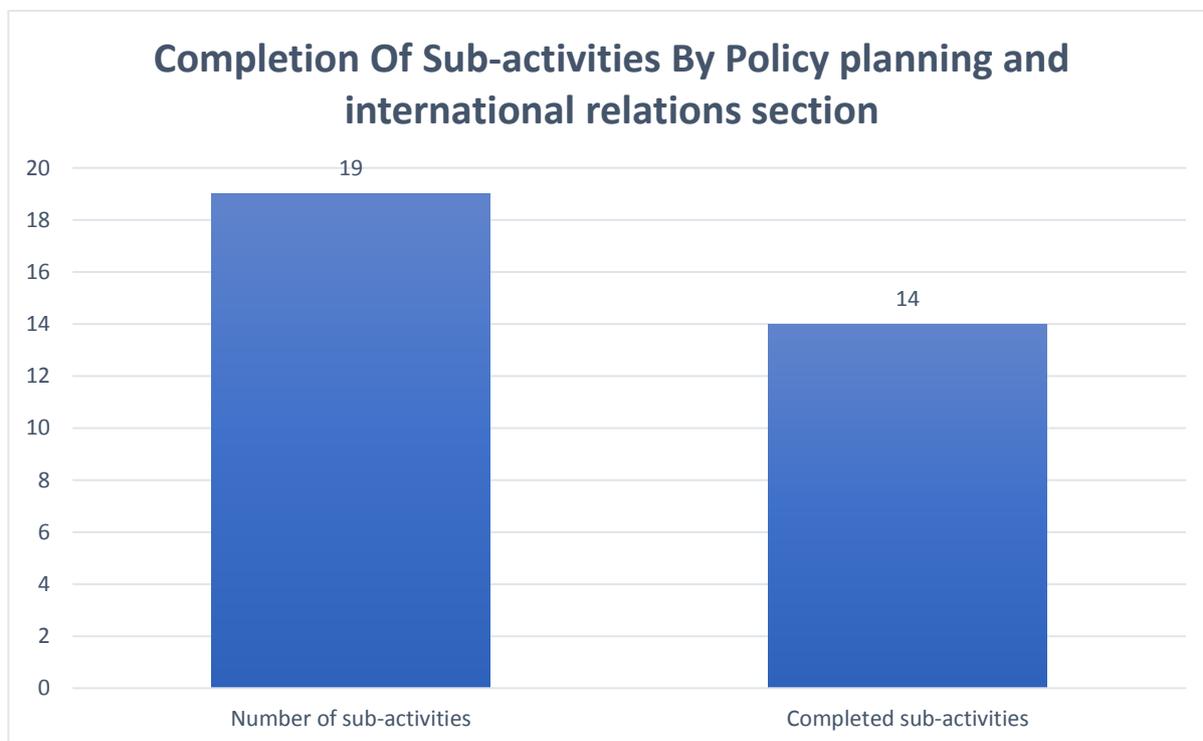
Monitoring & Evaluation Section

During the quarter 1 of 2018 Monitoring & Evaluation Section has completed 37% of the sub-activities assigned to be completed by 31 March 2018. However, 63% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Monitoring & Evaluation Section is given in the chart below.



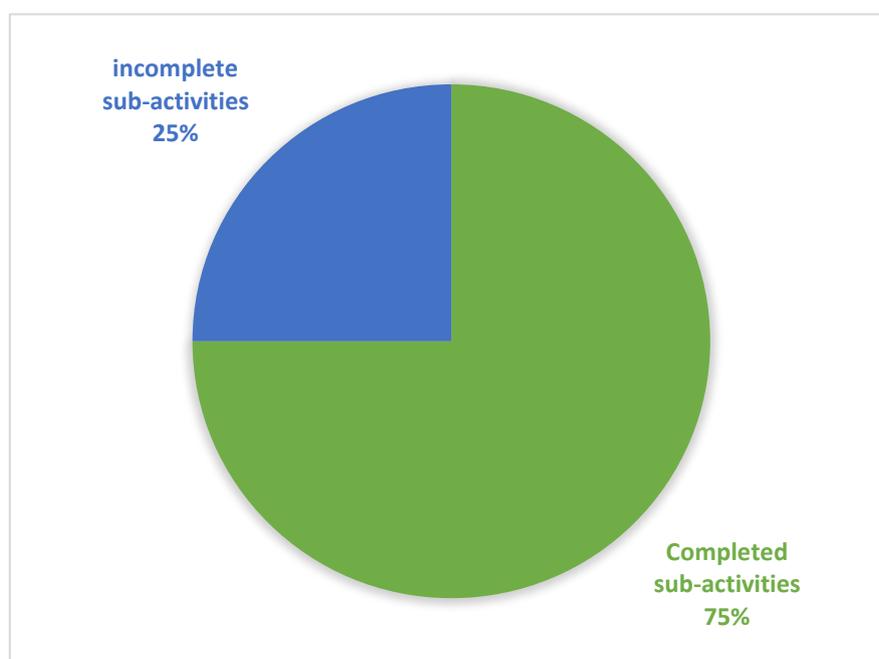
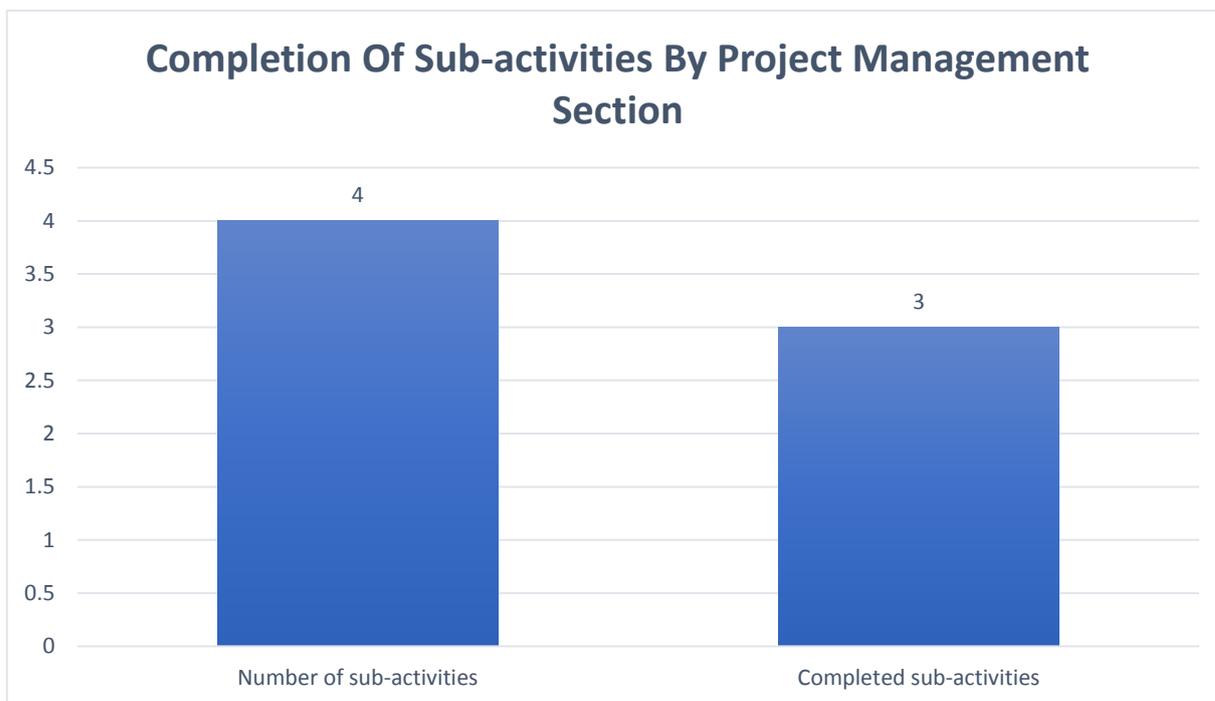
Policy Planning & International Relations Section

During the quarter 1 of 2018 Policy Planning & International Relations Section has completed 74% of the sub-activities assigned to be completed by 31 March 2018. However, 26% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Planning & Projects is given in the chart below.



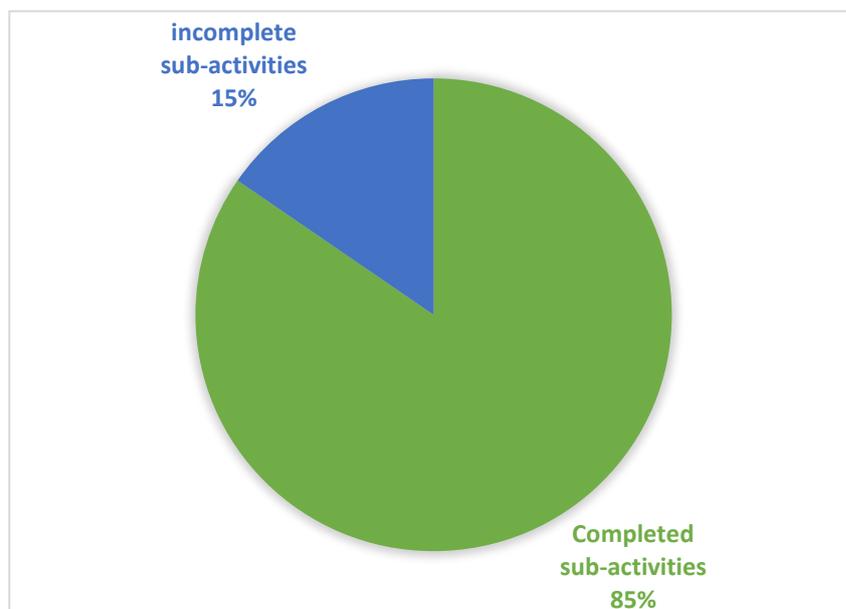
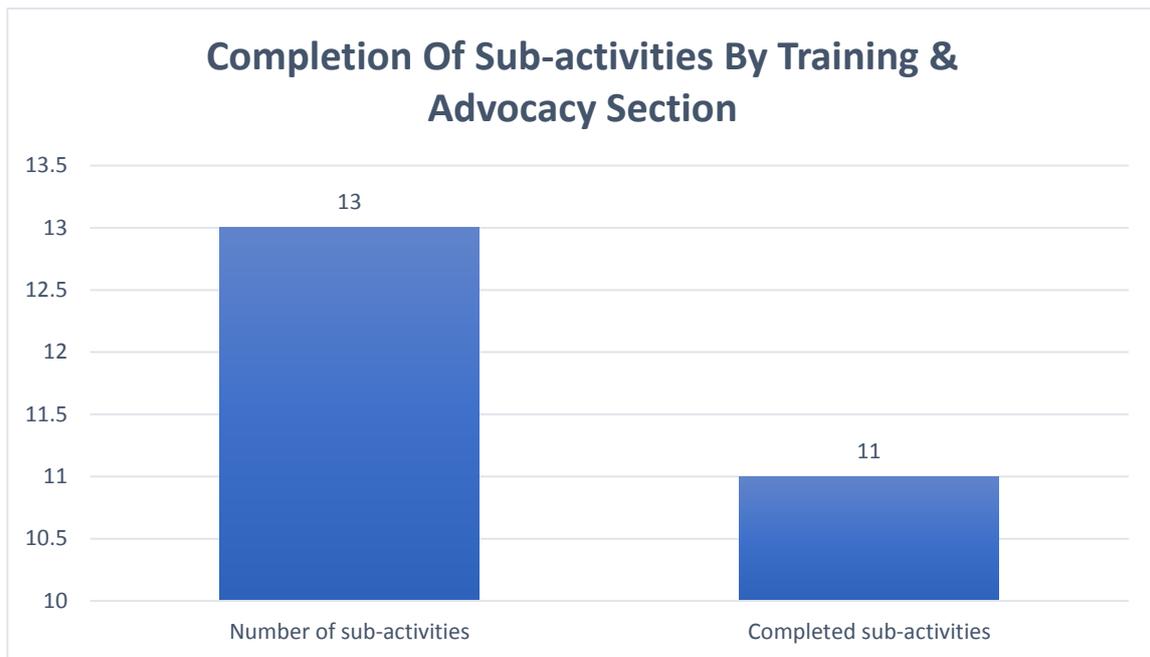
Project Management Section

During the quarter 1 of 2018 Project Management Section has completed 75% of the sub-activities assigned to be completed by 31 March 2018. However, 25% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Project Management Section is given in the chart below.



Training & Advocacy Section

During the quarter 1 of 2018 Training & Advocacy Section has completed 85% of the sub-activities assigned to be completed by 31 March 2018. However, 15% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Training & Advocacy Section is given in the chart below.



LGA CLUB

During the quarter 1 of 2018 LGA Club has completed 80% of the sub-activities assigned to be completed by 31 March 2018. However, 20% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by LGA Club is given in the chart below.

