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# Quarterly Report 2017

**Local Government Authority**

Male' / Maldives



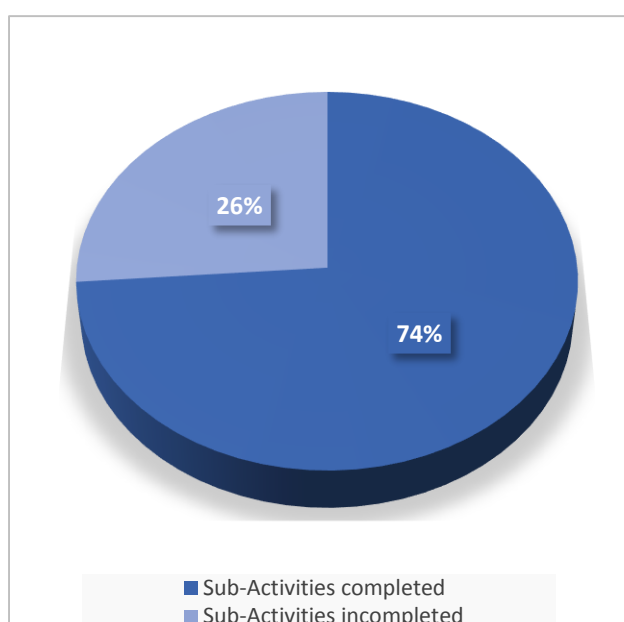
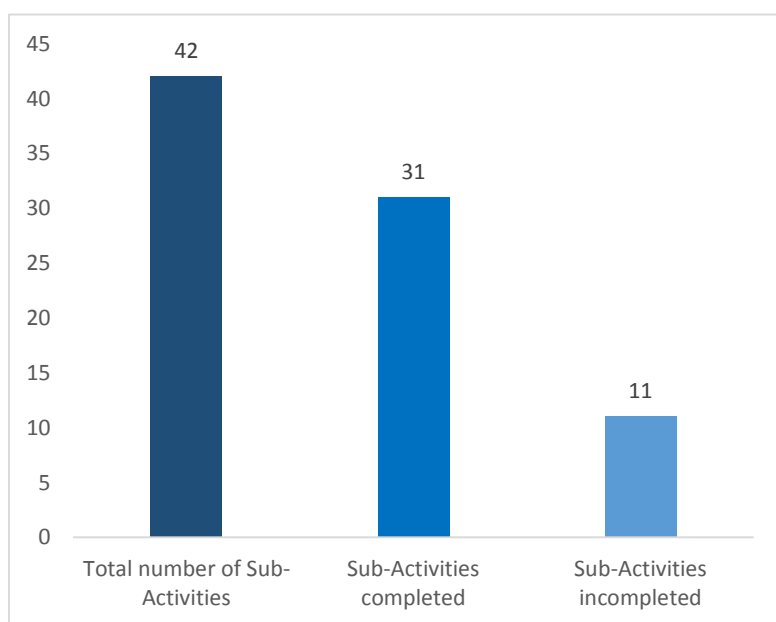
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## INTRODUCTION

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 third quarter of 2017. The duration of quarter three is from 02<sup>nd</sup> July to 28<sup>th</sup> September 2017. During this quarter a total of 20 activities and 45 sub-activities were to be carried out to achieve 9 outcomes. Out of the total activities to be completed in the third quarter, 32 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: Finance, Human Resources and sector legislation is amended to bring it in line with the Decentralization Act 2010

Activities	Sub-Activities	Responsible Division/Section	Due Date	Completed percentage
Identify the inconsistencies in Finance, Human Resources and sector legislation to bring them in line with the Decentralization Act 2010	Review the sectorial legislations	Planning	30-Sep-17	100

### Outcome 2: The local Governance System is reviewed and strengthened

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage
Identify the causes for poor participation in WDC	Develop awareness materials based on report	Training	30-Jul-17	100

### Outcome 3: Establish a system and monitor the work of LGA staff and provide regular feedback

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
Conduct staff evaluation on a regular basis	Conduct mid-term review for all staffs	Admin & HR	31-Aug-17	0	postponed due to lack of staff in HR

#### Outcome 4 : Strengthen financial management to support the processing of financial transactions by providing required reports, forms and information and reviewing process flows

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
Improve guideline for procurement and financial management procedures	Share with all staff	Admin & HR	7-Jul-17	50	A Training to be conducted to staffs, training to commence once confirmed by Auditor General Office

#### Outcome 5: Improve LGA's performance through better Human Resource Management

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
Develop SOPs to make sure staff are treated equally	Conduct working group sessions to develop SOPs with supervisors	Admin & HR	30-Jul-17	0	postponed due to lack of staff in HR
	Educate / aware supervisors on existing policies & regulations	Admin & HR	15-Aug-17	0	
	Educate staffs on existing policies / regulations	Admin & HR	15-Aug-17	0	
Develop a policy on promotions, performance related bonus at LGA	Get comments for the policy	Admin & HR	3-Jul-17	0	
	Develop a PA related bonus system	Admin & HR	30-Jul-17	0	

	Implement PA related bonus system	Admin & HR	30-Aug-17	0
Increase the opportunities for specialized short term trainings in overseas	Review existing training need assessment and develop a plan for staff capacity building	Admin & HR	30-Sep-17	0

### Outcome 6 : LGA Action Plan and Budgetary work developed

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage
Develop LGA budget for 2018	Develop LGA budget for 2018	Finance	31-Aug-17	100

### Outcome 7: Strengthen the performance of councils through Councils Performance Monitoring

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage
Public awareness through Media	Disseminate information through social media and other main stream medias	Monitoring	10-Aug-17	100
Data entry	Finalize data entry sheets	Monitoring	2-Aug-17	100
	Share finalized data entry sheets with staffs	Monitoring	4-Aug-17	100
	Enter CPI Data	Monitoring	15-Jul-17	100
Calculate CPI and Rank Councils	Prepare Database	Monitoring	15-Jul-17	100

	Enter the data to formula sheet	Monitoring	13-Jul-17	100
	Conduct random testing of data	Monitoring	13-Jul-17	100
	Rank Councils based on CPI	Monitoring	13-Jul-17	100

### **Outcome 8 : Regular board meetings conducted to strengthen and improve the decentralization system in the Maldives**

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
	Conduct Board Meeting 14	Bureau	26-Jul-17	0	Board was not formed
	Conduct Board Meeting 16	Bureau	30-Aug-17	100	
	Conduct Board Meeting 18	Bureau	27-Sep-17	100	

### **Outcome 9 : Staff activities carried out to create a better work environment among staffs**

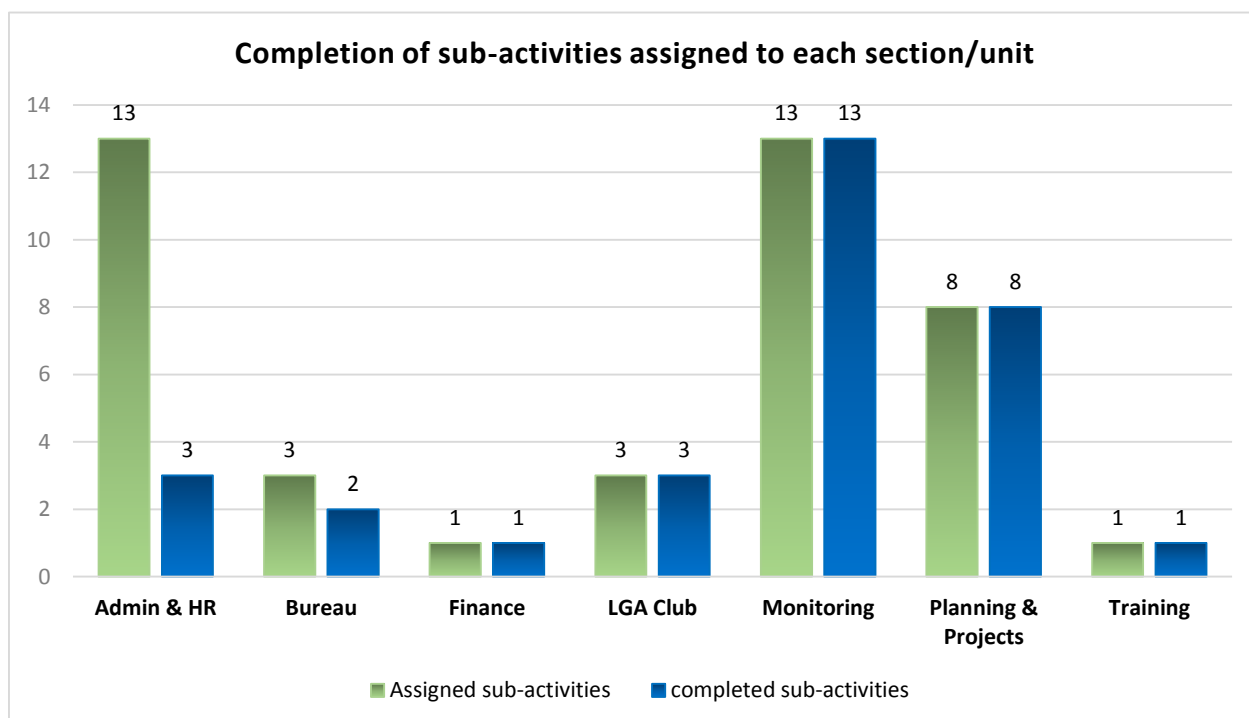
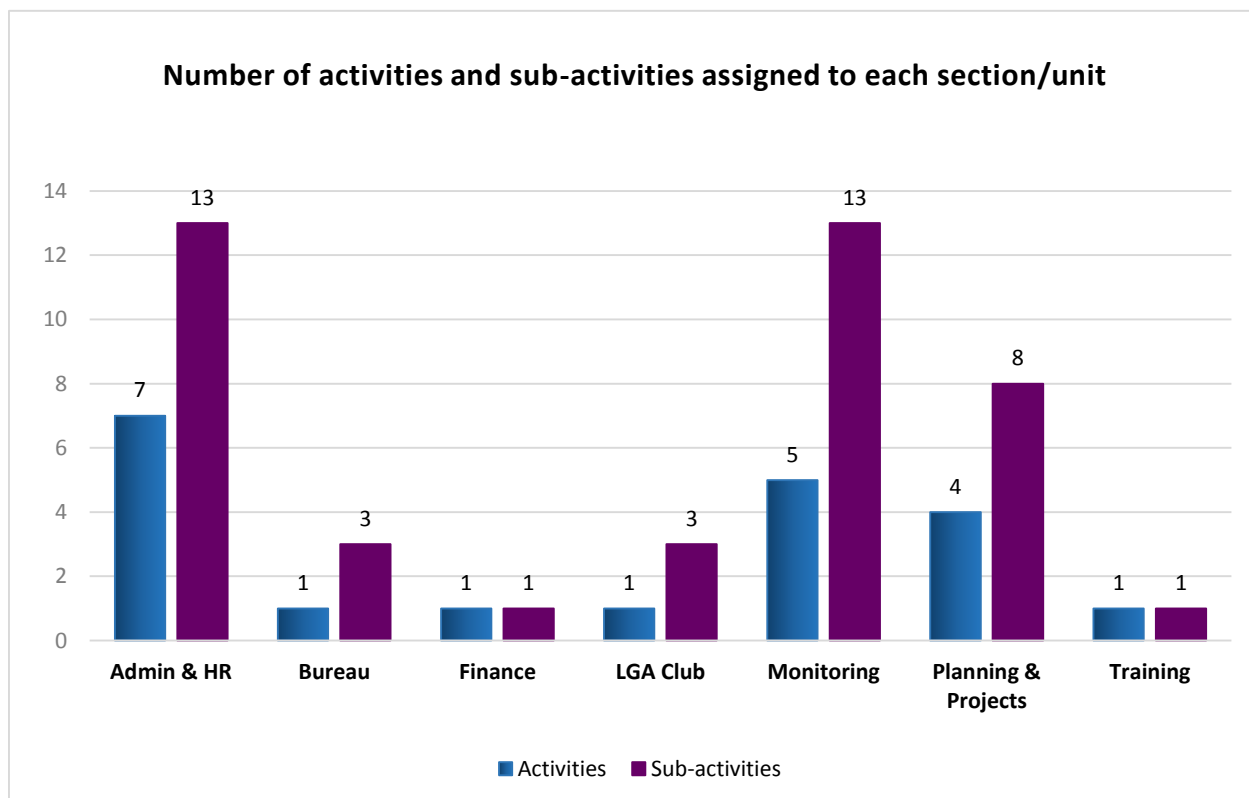
Activities	Sub-Activities	Responsible Division/Section /Unit	Due Date	Completed percentage	Remarks
Conduct monthly staff meetings	Conduct Monthly Assembly 7/ staff birthday celebration	Admin & HR	4-Jul-17	100	
	Conduct Monthly Assembly 8 / staff birthday celebration	Admin & HR	1-Aug-17	100	
	Conduct Monthly Assembly 9 / staff birthday celebration	Admin & HR	5-Sep-17	100	
Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 7	LGA Club	31-Jul-17	100	

	Conduct monthly LGA Club executive committee meeting 8	LGA Club	31-Aug-17	100	
	Conduct monthly LGA Club executive committee meeting 9	LGA Club	30-Sep-17	100	
Celebrate LGA anniversary	Celebrate LGA anniversary	Admin & HR	31-Aug-17	0	Postponed



## Status of activities and sub-activities completed by Sections/units in the third quarter

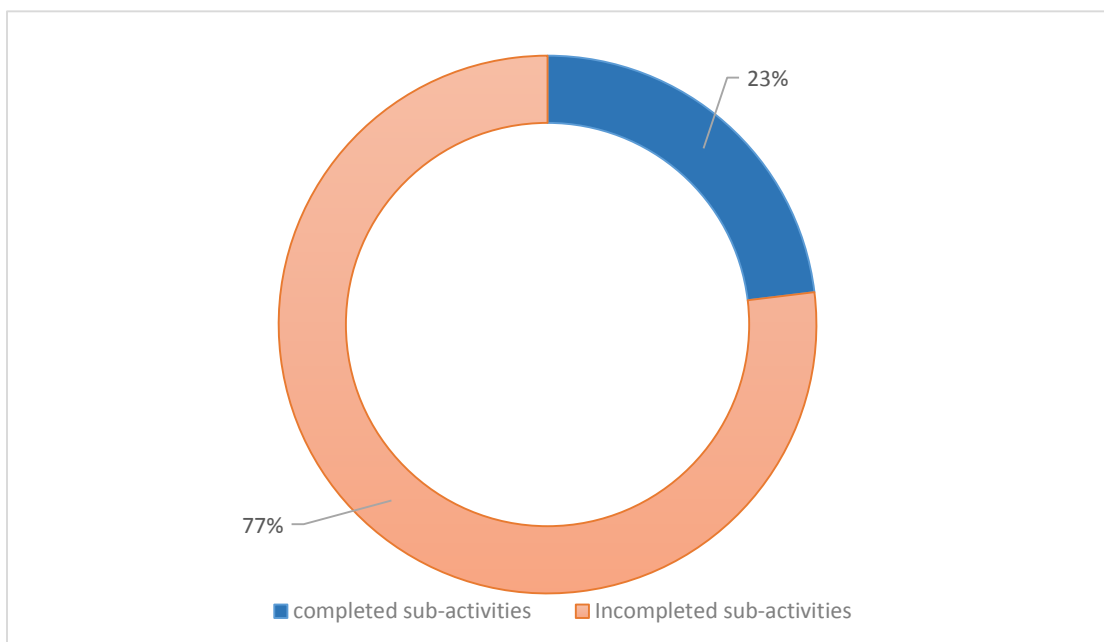
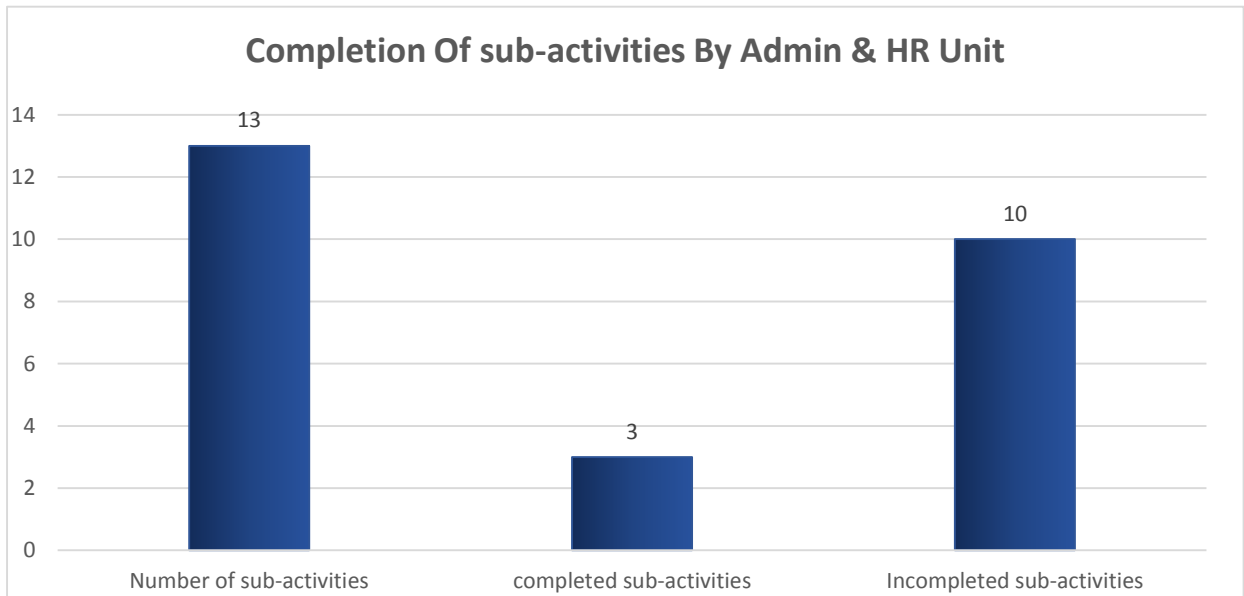
The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.



## ACTIVITIES COMPLETED PER SECTION/UNIT

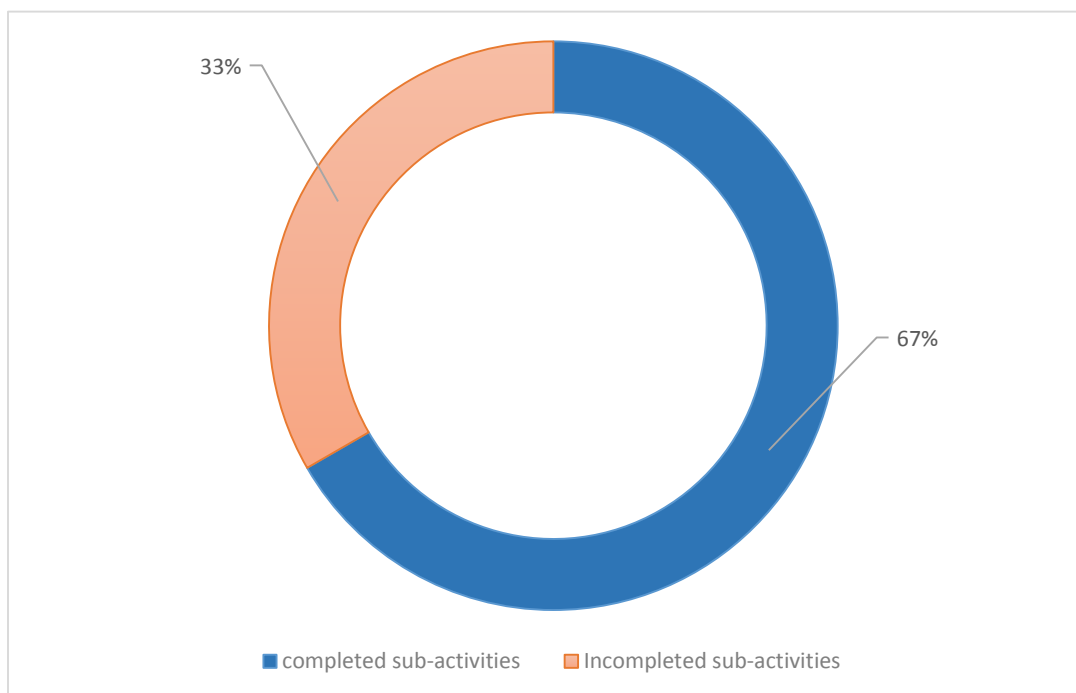
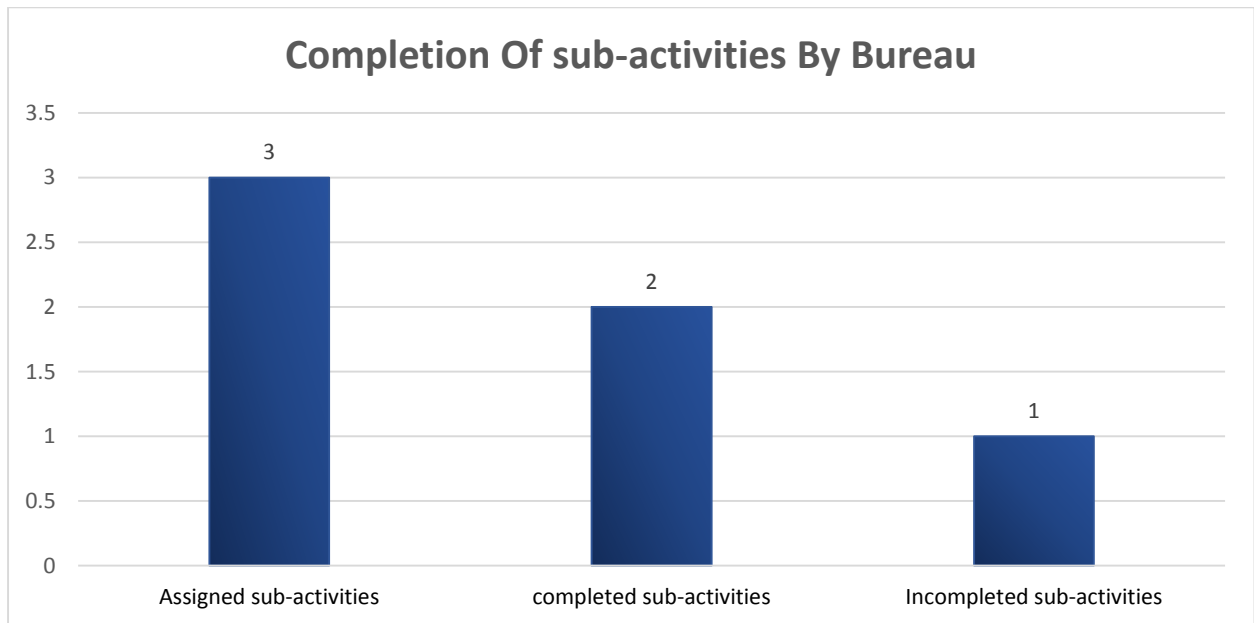
### Admin and Human Resource Unit

Out of the 13 sub activities assigned to Admin and HR in quarter three of 2017 work plan, 3 sub activities were completed. Percentage of completion was 23 percent. The remaining activities were postponed to next quarter due to lack of staff in HR. Details of completion of sub-activities by admin & HR is given in the chart below.



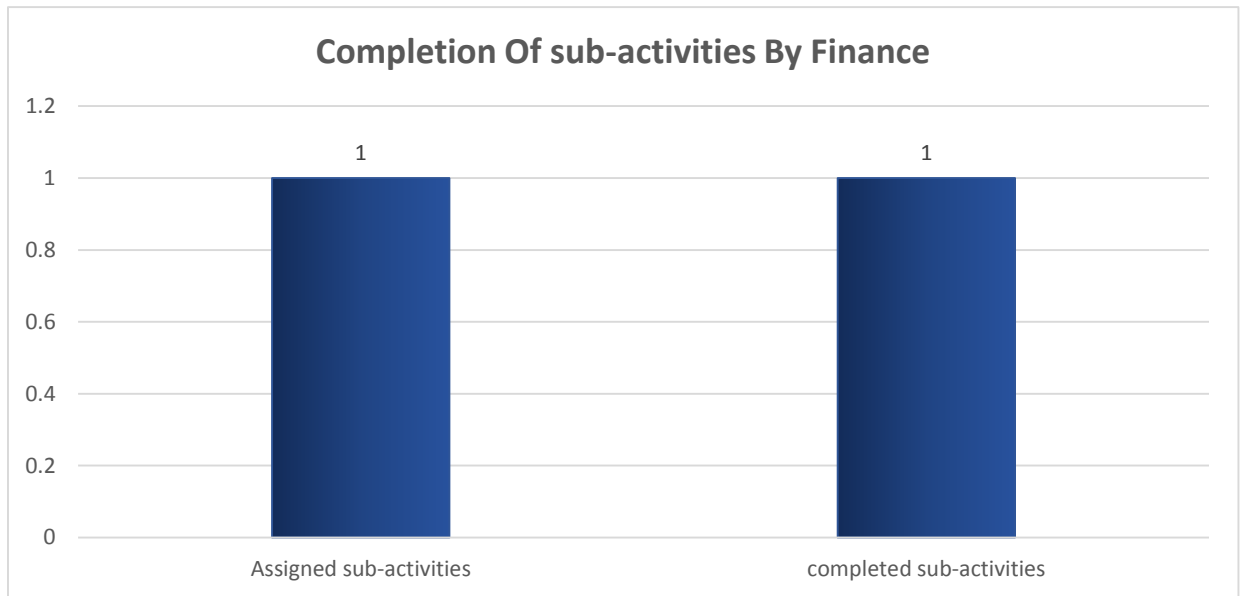
## Bureau

During the quarter 3 of 2017 bureau has completed 67% of the sub-activities assigned to be completed by 28 September 2017. One sub activity that was not completed was due to changes brought to composition of Board and board not being formed during the period. Details of completion of sub-activities by bureau unit is given in the chart below.



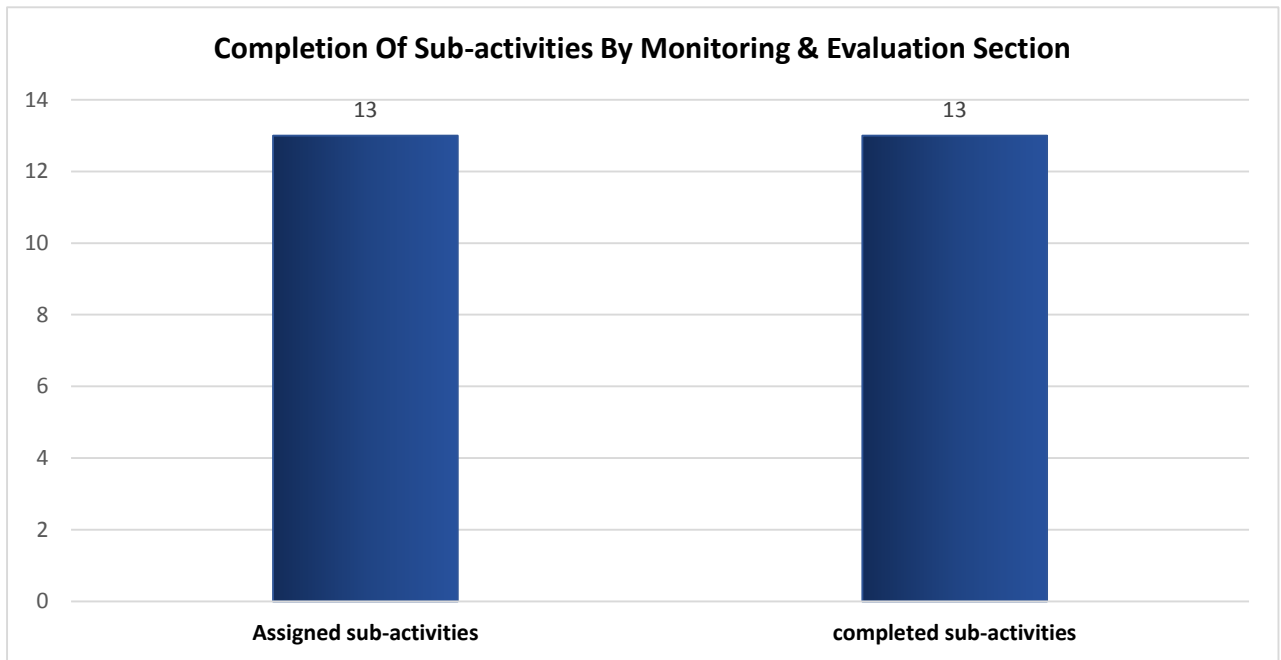
## Finance Unit

During the quarter 3 of 2017 finance unit has completed 100% of the sub-activities assigned to be completed by 28 September 2017. Details of completion of sub-activities by finance section is given in the chart below.



## Monitoring & Evaluation Section

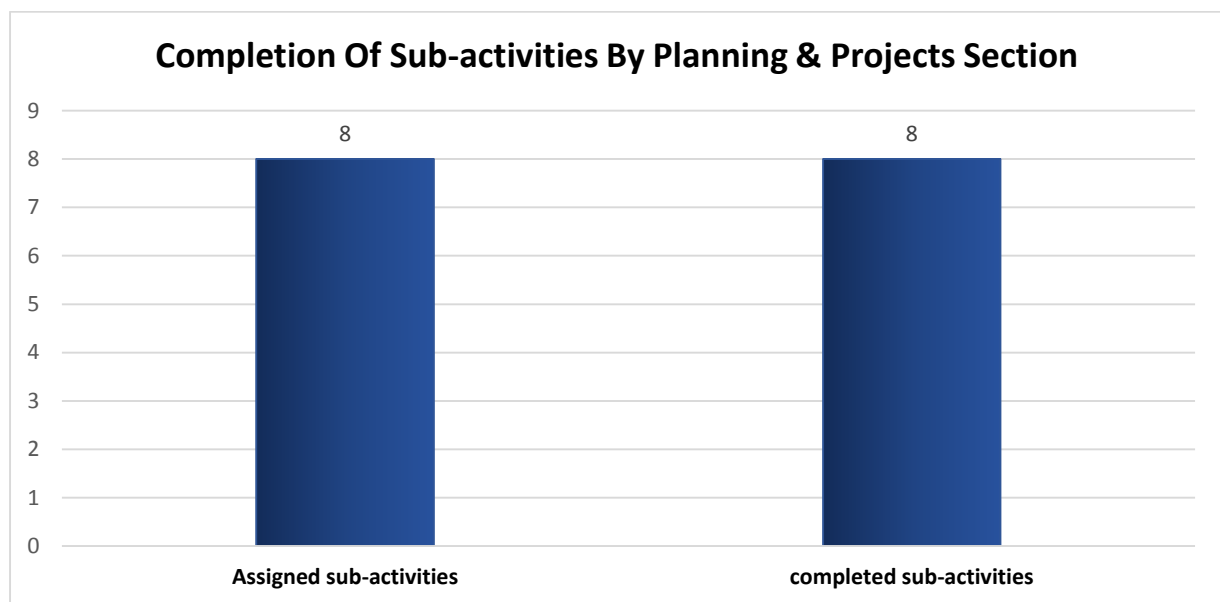
During the quarter 3 of 2017 monitoring and evaluation section has completed 100% of the sub-activities assigned to be completed by 28 September 2017. Details of completion of sub-activities by Monitoring and Evaluation Section is given in the chart below.



## Planning & Projects Section

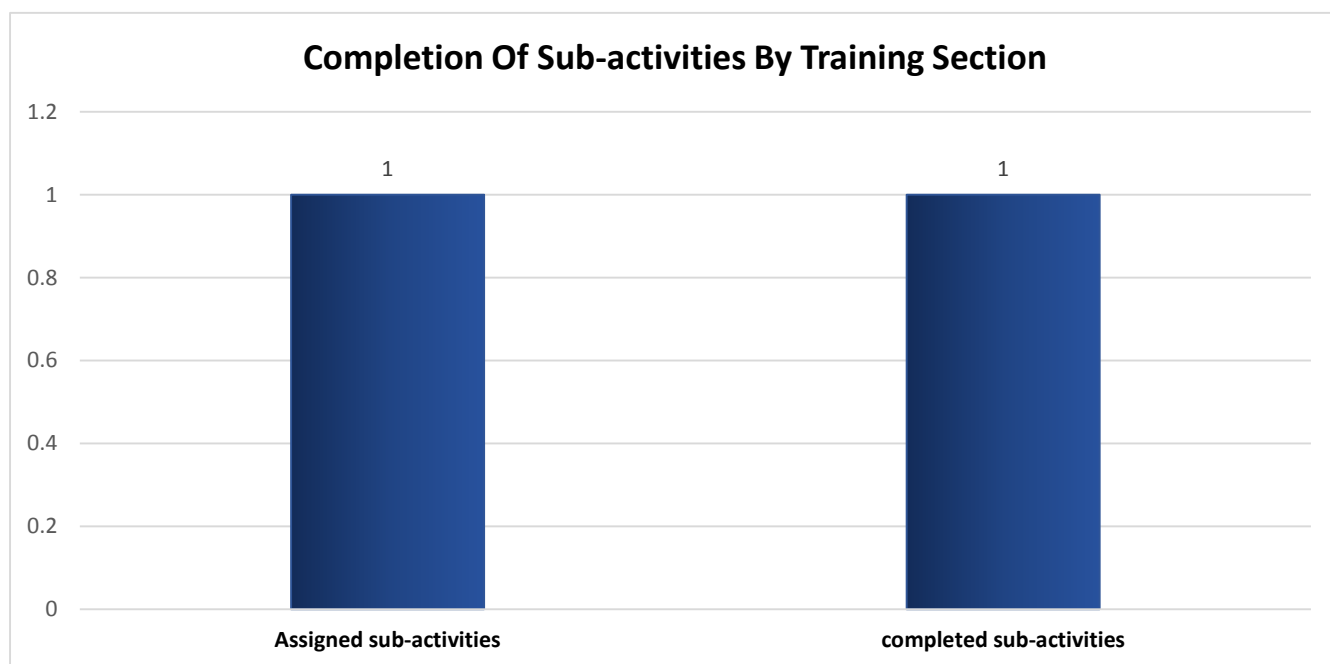
During the quarter 3 of 2017 planning and project section has completed 100% of the sub-activities assigned to be completed 28 September 2017. In addition to the activities in third quarter, planning section also carried out some of the activities of the second quarter that were postponed for third quarter; conducting a visioning workshop to revise and formulate the vision, mission, core values and the official color of LGA

Details of completion of sub-activities planning and projects section is given in the chart below.



## **Training Section**

During the quarter 3 of 2017 training section has completed 100% of the sub-activities assigned to be completed by 28 September 2017. Details of completion of sub-activities training section is given in the chart below.



### **Additional works done by training section in the third quarter**

- The following trainings were conducted at the request of these councils
  - Finance and procurement training in L Atoll Council
  - Finance, administration management and development plan training in AA Thoddoo Council
- Orientation program conducted in Ha, Hdh, Aa, Adh, V, M, Dh, L, Ga Atoll.
- Work related to the establishment of online platform for conducting training: testing conducted in Sh Atoll.

**LGA CLUB**

During the quarter 3 of 2017 LGA Club has completed 100% of the sub-activities assigned to be completed by 28 September 2017. Details of completion of sub-activities by LGA Club is given in the chart below.

