

2020-21

# Quarterly Report

مجلس البلديات  
Local Government Authority



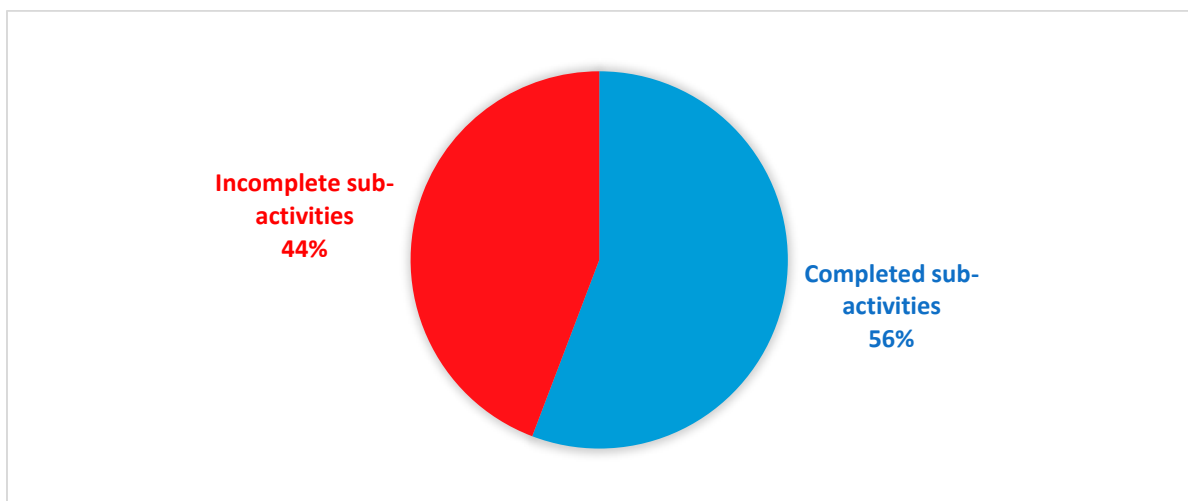
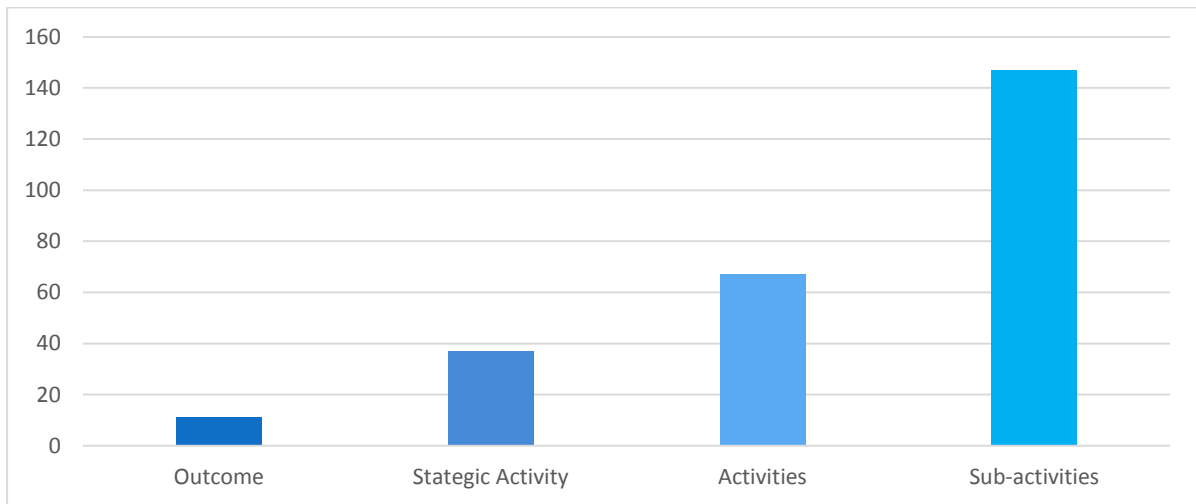
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## Introduction

As part of the monitoring and evaluation mechanism established to monitor the quarterly implementation of the activities and sub activities of the work plan 2020, this report highlights the implementation status of activities and sub activities set forth in the fourth quarter of 2020. The duration of quarter four is from 1<sup>st</sup> October to 31<sup>st</sup> December 2020. During this quarter, a total of 68 activities and 147 sub-activities were to be carried out to achieve 37 strategic activities and 11 outcomes. Out of the total sub-activities to be completed in the fourth quarter, 83 sub-activities were completed. The chart presented below shows status of completion of sub-activities carried out by LGA during the fourth quarter of 2020.

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



## Status of activities of Work Plan 2020

### Policy 1: Assist Local Councils in achieving Sustainable Development Goals

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Establish a mechanism to enable councils to execute and coordinate development projects in accordance with the National Development Plan and Strategic Action Plan</b>	Strengthen existing planning manuals of the LGA to provide the necessary guidance to councils on aligning local development plans with national development plan and strategic plan	Review and revise existing planning manual to align NDP and SAP	Policy Planning & International Relations	<b>31-Dec-20</b>	100%	

### Policy 2: Build trust among citizens and Government for the local governance system

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Ensure smooth implementation of PSIP projects of councils</b>	Prepare a guideline on implementation of PSIP projects by councils	Conduct online training on PSIP implementation and monitoring to councils that have been transferred the management of PSIP projects	Training & Advocacy	<b>31-Dec-20</b>	0%	As the training were to be conducted for councils where implementation of projects transferred, No projects were transferred in 2020.
<b>Assist councils to conduct property audits</b>	Facilitate the preparation of councils	Compile reports from councils	Monitoring & Evaluation	<b>30-Oct-20</b>	100%	
		Publish final report	Monitoring & Evaluation	<b>15-Nov-20</b>	100%	

	properties audit	prepare usool for handling finance in one account / changing process	Monitoring & Evaluation	5-Dec-20	100%	
		Discuss with MOF regarding accounts creating / closing council accts	Monitoring & Evaluation	5-Dec-20	100%	
		Discuss with MOF re; reconciling current council bank accounts	Monitoring & Evaluation	5-Dec-20	100%	
		Reconcile and close extra accounts belonging to councils	Monitoring & Evaluation	5-Dec-20	100%	
		Update account details from viya module	Monitoring & Evaluation	5-Dec-20	100%	
<b>Facilitate Councils to sign MoU with third party utility providers.</b>	Inform councils to sign MoU with third party utility providers within 1 year. (ratification of 8th amendment to D. Act) 69-2✍	Sign MoU with third party utility providers within 1 year	Council Corporate Services	15-Nov-20	0%	Unable to attend this work due to high work load of permission letters from councils (under sunset law)
<b>Increase awareness of public to the changes of Decentralization Act and its implication to local governance</b>	Conduct awareness program to public through social media	Conduct awareness sessions through radio / TV / social media	Training & Advocacy	31-Dec-20	100%	
<b>Enhance citizens participation in the decision-making process of councils at local level</b>	Conduct public awareness programmes to	Conduct public awareness sessions on public participation	Training & Advocacy	31-Oct-20	100%	Due to covid-19, as travelling and conducting the sessions were not an

	motivate public participation in the decision-making process of councils through social media	for island communities - Program 1				option, awareness was conducted through social media posts
		Conduct public awareness sessions on public participation for island communities - Program 2	Training & Advocacy	30-Nov-20	70%	As travelling is limited due to covid-19, working with UNDP to create social awareness video on public participation
		Conduct public awareness sessions on public participation for island communities - Program 3	Training & Advocacy	31-Dec-20	70%	As travelling is limited due to covid-19, working with UNDP to create public participation module for the E-learning Portal
<b>Increase awareness among public regarding community meetings</b>	Increase awareness among public regarding community meetings	Develop materials	Training & Advocacy	31-Dec-20	100%	
		Update posts	Training & Advocacy	31-Dec-20	100%	

Policy 3: Create a better working environment at LGA

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Conduct staff activities to create a better work environment among staffs</b>	Conduct monthly staff meetings	Conduct Monthly Assembly 10 / staff birthday celebration	Human resources	13-Oct-20	0%	Cancelled due to Covid-19 pandemic
		Conduct Monthly Assembly 11 / staff birthday	Human resources	10-Nov-20	100%	

		celebration				
		Conduct Monthly Assembly 12 / staff birthday celebration	Human resources	15-Dec-20	100%	
	Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 10	LGA Club	31-Oct-20	100%	
		Conduct monthly LGA Club executive committee meeting 11	LGA Club	30-Nov-20	100%	
		Conduct monthly LGA Club executive committee meeting 12	LGA Club	31-Dec-20	100%	
	Cleaning/environmental program (To collaborate)	Cleaning/environmental program (To collaborate)	LGA Club	31-Dec-20	0%	Cancelled due to Covid-19 pandemic
	BBQ in Hulhumale'	BBQ in Hulhumale'	LGA Club	31-Dec-20	0%	Cancelled due to Covid-19 pandemic
	Club Elections	Club Elections	LGA Club	30-Nov-20	100%	
	Staff Shop establishment	Staff Shop	LGA Club	31-Dec-20	0%	Cancelled due to Covid-19 pandemic

		establishment				
	Conduct Mental health series	Mental health series - session 4	LGA Club	31-Dec-20	0%	Cancelled due to Covid-19 pandemic
	Staff Meeting Tea	Tea for Staff meeting 10	LGA Club	31-Oct-20	100%	
		Tea for Staff meeting 11	LGA Club	30-Nov-20	100%	
		Tea for Staff meeting 12	LGA Club	31-Dec-20	100%	
	Maternity & Paternity Gift	Maternity & Paternity Gift	LGA Club	31-Dec-20	100%	
	Staff Farewell	Staff Farewell	LGA Club	31-Dec-20	100%	

Policy 4: Empower women politically and economically; and promote inclusive governance

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Empower Women Development Committees (WDCs)</b>	Strengthen the functioning of WDCs across the country through targeted training programs and	Increase awareness to encourage women running for WDC membership through radio and	Monitoring & Evaluation	31-Dec-20	0%	Due to covid-19 pandemic



	technical support	TV programs				
	Develop and revise guidelines related to WDC functioning	prepare guideline for WDC no confidence vote	Legal and Investigation	15-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
	Conduct WDC elections	prepare guideline for WDC member elections	Council Corporate Services	31-Dec-20	Cancelled	
	Monitoring of WDCs	share yearly report format with WDC	Monitoring & Evaluation	25-Nov-20	90%	Draft is prepared, not yet finalised
	Strengthen the functioning of Women Development Committees	Prepare template for WDC work plan	Policy Planning & International Relations	30-Nov-20	90%	Template not finalised
	Conduct advocacy programs for WDC	Prepare materials	Training & Advocacy	30-Dec-20	Cancelled	To be included in 2021 work plan as council & WDC election has been postponed
<b>Establish a mechanism to Collect &amp; Maintain women related statistics of local islands</b>	Collect information on women related statistics	Collect and maintain women related statistics of local islands	Council Corporate Services	31-Dec-20	0%	Unable to attend this work due to high work load of permission letters from councils (under sunset law)

Policy 5: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
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<b>Ensure local councils have sufficient financial resources</b>	Establish a mechanism to formulate income statement and balance sheet of local councils at local level	Finalize a format for income Statement & balance Sheet	Monitoring & Evaluation	<b>14-Nov-20</b>	100%	
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Policy 6: Leverage use of ICT for an empowered, effective and efficient local governance system

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Establish a mechanism to digitalize the PI evaluation system</b>	Develop module to incorporate performance index in e-council	Implement module	Council Digitalisation & Projects	<b>31-Dec-20</b>	100%	
<b>Develop and integrate health data management systems within health network to enable timely surveillance of diseases, births and deaths, morbidity patterns as well as social determinants of health</b>	Expand digitization of the vital registration system by linking different health care providers	Deployment of 'Gemen' Module	Council Digitalisation & Projects	<b>30-Dec-20</b>	100%	Have been rolled out to all cities, atoll capitals and some of the islands. Remaining islands will be rolled out to within Q1 of 2021. Plan was to roll out to all atoll capitals and carry out trainings to other islands through atoll councils. Due to covid19 pandemic travel and trainings could not be

						completed to all islands.
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Policy 7: Make local councils accountable and responsible

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Develop robust mechanisms for accountability of local councils</b>	Develop and implement auditing / monitoring mechanisms at local councils on the use of funds and tracking of council debt levels	Develop audit manual for councils	Monitoring & Evaluation	18-Oct-20	50%	Draft audit manual is prepared-not yet finalised
		Conduct workshop on auditing and monitoring mechanism to atoll councils in relevance with the audit manual.	Monitoring & Evaluation	15-Nov-20	50%	Draft audit manual is prepared-not yet finalised
		Establish audit function at local Councils	Monitoring & Evaluation	25-Nov-20	50%	Draft audit manual is prepared-not yet finalised
		Develop a concept paper on e-monitoring	Monitoring & Evaluation	31-Dec-20	50%	Draft audit manual is prepared-not yet finalised
<b>Strengthen institutional capacity of local councils and provide opportunities for human resource development</b>	Collaborate with training institutes to deliver training packages to improve administrative and technical capacity of local councils	Conduct online trainings to council based on training requests	Training & Advocacy	31-Dec-20	100%	
		Prepare paper and plan	Training & Advocacy	31-Dec-20	cancelled	To be included in 2021 work plan as council & WDC election has been postponed
		Prepare materials	Training & Advocacy	31-Dec-20	cancelled	To be included in 2021 work

						plan as council & WDC election has been postponed
	Implement E-council system in local councils to enhance the service delivery and accessibility	Rollout 'GEMEN' to all councils	Council Digitalisation & Projects	31-Dec-20	100%	Have been rolled out to all cities, atoll capitals and some of the islands. Remaining islands will be rolled out to within Q1 of 2021. Plan was to roll out to all atoll capitals and carry out trainings to other islands through atoll councils. Due to covid19 pandemic travel and trainings could not be completed to all islands.
		Rollout 'Kiyeveni' / Microsoft zoom to all councils	Council Digitalisation & Projects	31-Dec-20	50%	Due to covid19 pandemic, work on Kiyeveni portal was delayed to accommodate to other urgent requests regarding information collection and travel permissions in order to contain the spread of covid19, and 'GEMEN' rollout works
		Rollout Performance Index portal	Council Digitalisation & Projects	31-Dec-20	100%	

		Rollout 'Vuna' Module	Council Digitalisation & Projects	31-Dec-20	100%	
		Development of additional features (task management)	Council Digitalisation & Projects	31-Dec-20	5%	Due to covid19 pandemic, work on task management was delayed to accommodate to other urgent requests regarding information collection and travel permissions in order to contain the spread of covid19
<b>Establish a mechanism to monitor the reports/plans/statements to be submitted by councils</b>	Monitoring of Development plan and Financial Plan of Councils	Update the councils that had not prepared DP & FP	Monitoring & Evaluation	30-Nov-20	100%	
		Remind Councils on preparation of plan	Monitoring & Evaluation	30-Nov-20	100%	
		Prepare and Publish Media Statement	Monitoring & Evaluation	30-Nov-20	100%	
		Report to Board if action needed to be taken	Monitoring & Evaluation	30-Nov-20	100%	
	Monitoring of local councils budget & financial statements	Develop Social Media Posts for Awareness	Monitoring & Evaluation	30-Nov-20	100%	
		Develop Media Report for Budget	Monitoring & Evaluation	30-Nov-20	100%	Internally Media Statement list is prepared
		Publish Media	Monitoring & Evaluation	30-Nov-20	Cancelled	Internally Media

		Report for Budget				Statement list is prepared
		Review Budget of All Atoll Councils	Monitoring & Evaluation	30-Nov-20	100%	
	Increase Awareness on public meetings that has to be conducted by councils	Develop Social Media Posts for Awareness regarding public meeting (February)	Monitoring & Evaluation	15-Dec-20	100%	
		Develop Media Report	Monitoring & Evaluation	15-Dec-20	100%	
		Publish Media Report	Monitoring & Evaluation	15-Dec-20	100%	
		Develop Social Media Posts for Awareness regarding public meeting (July)	Monitoring & Evaluation	15-Dec-20	100%	
		Develop Media Report	Monitoring & Evaluation	15-Dec-20	100%	
		Publish Media Report	Monitoring & Evaluation	15-Dec-20	100%	
		Council members Financial Declaration	Remind all Local Councillors of City/Atoll/Island councils	Monitoring & Evaluation	15-Dec-20	0%
	Collect Declarations		Monitoring & Evaluation	15-Dec-20	0%	Declaration will be collected after election of new councillors
	Publish Media Statement		Monitoring & Evaluation	15-Dec-20	0%	Media Statement will be published

		on Declaration				after election of new councillors
<b>Establish mechanism for public participation in council decision making process (107-1)</b>	Ensure public participation in council Decision making process	Establish a mechanism to ensure public participation in council Decision making process	Monitoring & Evaluation	<b>31-Dec-20</b>	50%	This mechanism can be established once a monitoring mechanism is prepared. Working on preparing a monitoring mechanism.
<b>Ensure updated statistics of expatriates are collected and maintained at councils.</b>	Facilitate councils to collect & maintain statistics of expatriates and reporting to relevant line ministry (39معرض)	Develop a format to collect statistics of expatriates	Council Digitalisation & Projects	<b>31-Dec-20</b>	100%	
	Facilitate councils to collect & maintain statistics of expatriates and reporting to relevant line ministry (39معرض)	Collect & maintain statistics of expatriates at local level	Council Digitalisation & Projects	<b>31-Dec-20</b>	80%	Vuna module development works completed. Rollout postponed until guideline on information recording is completed.
	Facilitate councils to collect & maintain statistics of expatriates and reporting to relevant line ministry (39معرض)	Share statistics of expatriates with relevant stakeholder annually	Council Digitalisation & Projects	<b>31-Dec-20</b>	95%	Information sharing can only be started after module rollout. Module is developed so that stakeholder can access portal to view information
<b>Create awareness among public for holding councils accountable</b>	Conduct awareness programs for accountability	Conduct awareness sessions through radio / TV / social media	Training & Advocacy	<b>31-Dec-20</b>	100%	

Policy 8: Promote and develop local economy

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Develop institutional and legal framework for promotion of guesthouse tourism</b>	Empower island councils to assume the role of a front office in promotion and regulation of tourism activities at the island level	Develop municipal guideline regarding local guest house promotion and regulation	Council Corporate Services	15-Nov-20	20%	Informed all councils to prepare and share the plan.
		Conduct an online awareness session on relevant laws (in collaboration with Ministry of Tourism) for Councils staffs and stake holder offices in islands.	Training & Advocacy	31-Dec-20	0%	Was unable to collaborate with Tourism Ministry

Policy 9: Strengthen Local Government Authority

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Establish a training institute on local governance</b>	Integrate Maldives Institute for Local Governance functioning under LGA with PSTI	Coordinate with PSTI to integrate Maldives Institute for Local Governance with PSTI	Training & Advocacy	31-Dec-20	0%	PSTI not yet established by the Government



<b>Prepare plans/reports to monitor works at LGA</b>	Compile quarterly report for Q3	Collect required information from sections	Policy Planning & International Relations	31-Oct-20	100%	
		Compile Report	Policy Planning & International Relations	31-Oct-20	100%	
		Finalise report	Policy Planning & International Relations	31-Oct-20	100%	
		Share with all staffs and media for uploading in website	Policy Planning & International Relations	31-Oct-20	100%	
	Compile Monthly reports	Collect information from sections	Policy Planning & International Relations	31-Dec-20	Cancelled	Reporting system changed to weekly reporting
	Compile Monthly reports	Compile report	Policy Planning & International Relations	31-Dec-20	Cancelled	Reporting system changed to weekly reporting
	Compile Monthly reports	Share report with board	Bureau	31-Dec-20	100%	
	Formulate LGA Action plan 2021	Develop draft action plan	Policy Planning & International Relations	30-Nov-20	100%	
		Share with staff for comments	Policy Planning & International Relations	31-Oct-20	100%	
		Finalise Action Plan	Policy Planning & International Relations	31-Dec-20	100%	
		Finalise Action Plan	Policy Planning & International Relations	31-Dec-20	100%	
		Share the final plan with staff	Policy Planning & International Relations	31-Dec-20	100%	

	Establish an Action plan Monitoring system	Prepare a monitoring table for Action plan 2021	Policy Planning & International Relations	31-Dec-20	100%	
		Share with all staff	Policy Planning & International Relations	31-Dec-20	100%	
<b>Conduct Board Meetings</b>	Conduct Board Meetings	Conduct Board Meeting 10	Bureau	31-Oct-20	100%	
<b>Conduct Board Meetings</b>		Conduct Board Meeting 11	Bureau	30-Nov-20	100%	
<b>Conduct Board Meetings</b>		Conduct Board Meeting 12	Bureau	31-Dec-20	100%	
<b>Rebrand LGA</b>	Rebrand LGA	Revamp LGA website	Administration & support service	31-Dec-20	75%	Insufficient funds
<b>Rebrand LGA</b>		Revamp LGA social media handles	Administration & support service	31-Dec-20	100%	
<b>Staff capacity building</b>	Conduct staff trainings	Facilitate soft skills training to staffs	Human resources	31-Dec-20	0%	

Policy 10: Strengthen the performance of local councils through performance monitoring

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Strengthen local performance index for councils</b>	Establish local council performance Index portal	Develop Local Council Performance Index portal	Council Digitalisation & Projects	31-Dec-20	100%	
	Publish Reviewed Questionnaire and inform councils	Review Existing Atoll & Island Council	Monitoring & Evaluation	20-Nov-20	100%	

		Question naire				
		Review Existing Data Collection Method/ Process	Monitoring & Evaluation	20-Nov-20	100%	
		Finalise Atoll/Island Council Question naire	Monitoring & Evaluation	20-Nov-20	100%	
		Share PI Question naire and Handboo k with councils	Monitoring & Evaluation	20-Nov-20	100%	
	Public awareness through Media	Prepare Media Awareness Plan	Monitoring & Evaluation	20-Nov-20	100%	
		Prepare Messages for Posters According to Weekly Themes	Monitoring & Evaluation	20-Nov-20	100%	
		Disseminate Information Through Social Media and Other Mainstream Medias	Monitoring & Evaluation	20-Nov-20	100%	
	Conduct trainings for LGA Staffs on CPI	Prepare a Presentat ion on CPI	Human resources	20-Nov-20	0%	

		Conduct Staff Trainings	Human resources	20-Nov-20	0%	
<b>Calculate and publish performance index 2019 results</b>	Calculate CPI and Rank Councils	Verify data from councils	Monitoring & Evaluation	31-Oct-20	100%	
		Re-check the data	Monitoring & Evaluation	31-Oct-20	100%	
		Enter CPI data	Monitoring & Evaluation	31-Oct-20	100%	
		Finalise data entry sheets	Monitoring & Evaluation	15-Oct-20	100%	
		Conduct random testing of data	Monitoring & Evaluation	15-Oct-20	100%	
		Rank councils based on CPI	Monitoring & Evaluation	25-Oct-20	100%	
	Publish Performance Index Result	Prepare Info graphics	Monitoring & Evaluation	10-Nov-20	100%	
		Draft report	Monitoring & Evaluation	10-Nov-20	100%	
		Share Statistics with Board	Monitoring & Evaluation	10-Nov-20	100%	
		Draft Leaflet	Monitoring & Evaluation	10-Nov-20	100%	
		Print report and leaflet	Monitoring & Evaluation	10-Nov-20	100%	
		Publish report (Website, Councils)	Monitoring & Evaluation	10-Nov-20	100%	

Policy 11: The local Governance System is reviewed and strengthened

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
<b>Update the existing handbook of councillors to incorporate the changes to the Decentralization Act.</b>	Review and revise councillors handbook	Review councillors handbook	Policy Planning & International Relations	1-Oct-20	100%	
		Print handbook for dissemination	Policy Planning & International Relations	30-Nov-20	50%	At layout designing stage
		Publish revised councillors handbooks	Policy Planning & International Relations	30-Nov-20	0%	On hold, as councillors layout designing not yet complete
<b>Revise legal and regulatory framework required for restructuring local councils</b>	Review and amend all regulations and policies that contradict the Decentralisation Act	Revise Councils' no confidence policy to align with changes to Decentralization Act	Legal and Investigation	31-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
		Identify laws contradicting with decentralization Act & communicate with relevant authorities	Legal and Investigation	3-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
		Propose amendments to regulation and SOPs to streamlin	Legal and Investigation	31-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks

	Decentralisation Act	e with Decentralization Act.				
	Review and amend all regulations and sectorial SOPs that contradict the Decentralisation Act	Propose identified amendments to public Finance Act & Regulation.	Legal and Investigation	31-Oct-20	0%	Postponed due to prioritisation of ad hoc tasks
	Review and amend all regulations and sectorial SOPs that contradict the Decentralisation Act	Propose amendments to Waste Management regulation	Legal and Investigation	31-Oct-20	0%	Postponed due to prioritisation of ad hoc tasks
	Review and amend all regulations and sectorial SOPs that contradict the Decentralisation Act	Propose amendments to Tourism / guesthouse regulation.	Legal and Investigation	31-Oct-20	0%	Postponed due to prioritisation of ad hoc tasks
	Review and amend all regulations and sectorial SOPs that contradict the Decentralisation Act	Propose amendments to Taxation Laws.	Legal and Investigation	31-Oct-20	0%	Postponed due to prioritisation of ad hoc tasks
<b>Increase knowledge, awareness and evidence to support advocacy on local governance</b>	Conduct research and performance reviews/impact evaluations on the functioning of decentralisation system	Conduct research on 'public participation in council functioning'	Policy Planning & International Relations	30-Oct-20	50%	This activity is conducted in collaboration with IRI. The research work has been handed over to Vila College
	Conduct research and performance reviews/impact evaluations	Prepare research paper	Policy Planning & International Relations	30-Nov-20	0%	Survey Questions formulated. This activity to

	on the functioning of decentralisation system					be carried out in 2021.
<b>Ensure councils receive compensation for assets &amp; investments within council jurisdiction</b>	Formulate a regulation to compensate for assets and investments within council jurisdiction (56-2)	Finalise and send to PO for gazetting	Legal and Investigation	31-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
	Develop a procedure to inform Elections Commission regarding vacant seats of councils & WDCs (56)	Draft policy on informing EC regarding vacant seats of councils & WDCs	Legal and Investigation	30-Nov-20	0%	Postponed due to prioritisation of ad hoc tasks
	Develop a procedure to inform Elections Commission regarding vacant seats of councils & WDCs (56)	Finalise policy	Legal and Investigation	31-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
	Develop a procedure to inform Elections Commission regarding vacant seats of councils & WDCs (56)	Share policy with councils	Legal and Investigation	31-Dec-20	0%	Postponed due to prioritisation of ad hoc tasks
	Develop a procedure to inform Elections Commission regarding vacant seats of councils & WDCs (56)	Share information with EC regarding vacant seats of councils & WDCs	Council Corporate Services	31-Dec-20	0%	Not enough time to work on this task after attending permission letters from councils.

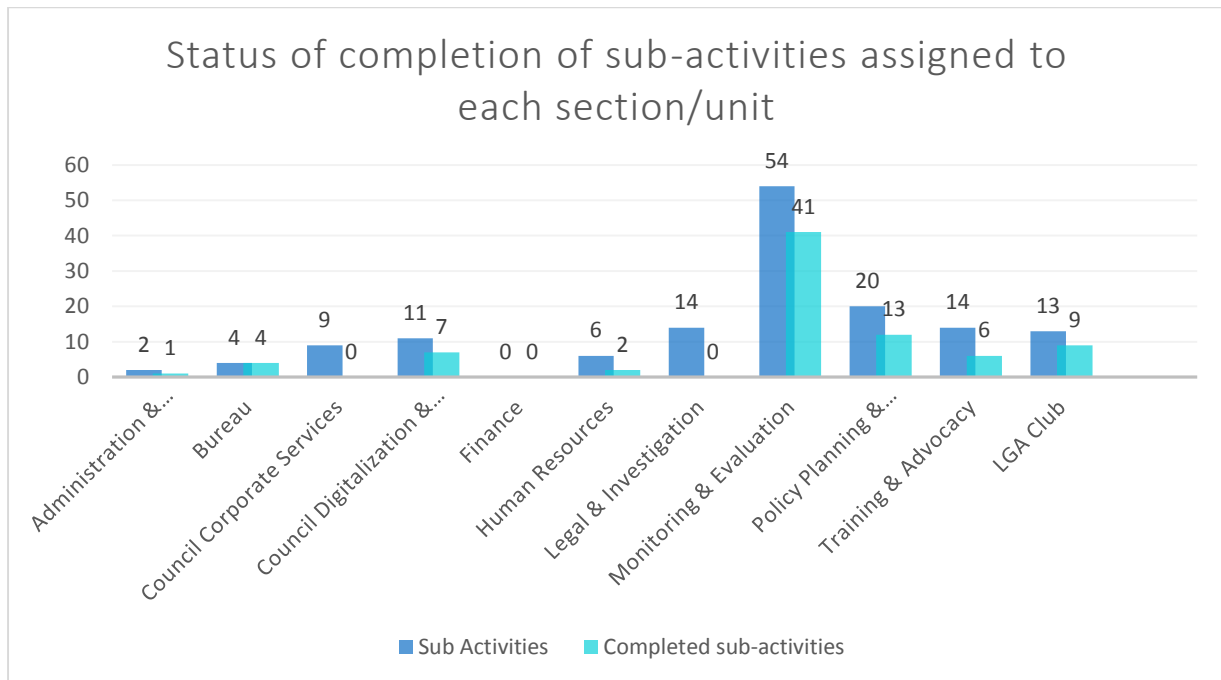
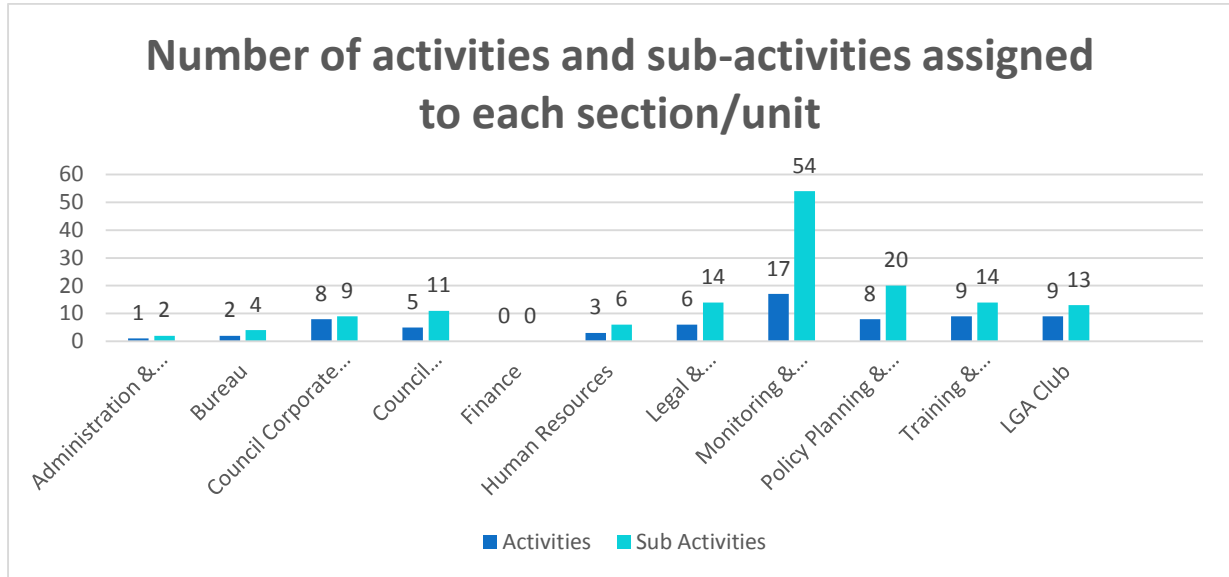
<b>Develop mechanisms to make council functioning more efficient</b>	Develop a policy for Councils organisational Structure	Monitor the structures submitted by councils	Council Corporate Services	<b>31-Dec-20</b>	0%	Not enough time to work on this task after attending permission letters from councils.
<b>Review councils articles of association</b>	Review and develop a template for councils Articles of association	Review councils articles of association	Legal and Investigation	<b>31-Dec-20</b>	0%	Postponed due to prioritisation of ad hoc tasks
	Review and develop a template for councils Articles of association	Develop a template for councils articles of association	Legal and Investigation	<b>31-Dec-20</b>	0%	Postponed due to prioritisation of ad hoc tasks
	Develop a policy to allocate uninhabited islands that do not fall under the jurisdiction of city & island councils to look after the island and to conduct economic activities	Develop policy	Council Corporate Services	<b>30-Nov-20</b>	0%	Started allocating the uninhabited islands to councils by sending council requests to Ministry of Fisheries. But Policy draft is not yet ready.
	Develop a policy to allocate uninhabited islands that do not fall under the jurisdiction of city & island councils to look after the island and to conduct economic activities	Allocate the uninhabited islands as per the policy	Council Corporate Services	<b>31-Dec-20</b>	10%	Started allocating the uninhabited islands to councils by sending council requests to Ministry of Fisheries. But Policy draft is not yet ready.



<b>Statistics of vulnerable groups and people with special needs are maintained at local level</b>	Collect & maintain a registry of vulnerable groups and people with special needs at local level	Develop a SOP to set criteria for vulnerable groups & people with special needs	Council Corporate Services	<b>30-Nov-20</b>	80%	Developed a Special Need Registry in Vuna Portal and Informed all councils to enter the information. 2687 Records entered.
	Collect & maintain a registry of vulnerable groups and people with special needs at local level	Collect & maintain a register of vulnerable groups and people with special needs at local level	Monitoring & Evaluation	<b>15-Nov-20</b>	50%	Informed councils to get information and send information to LGA
	Collect & maintain a registry of vulnerable groups and people with special needs at local level	Monitor Visits to vulnerable groups and people with Special needs at local level once in every 4 months	Monitoring & Evaluation	<b>31-Dec-20</b>	100%	
<b>Establish a registry of resources &amp; assets owned by local councils</b>	Collect & maintain a registry of resources & assets owned by local councils	Publish the registry in Gazette within 3 months)	Monitoring & Evaluation	<b>31-Dec-20</b>	80%	Format and guideline sent to councils and deadline given is 15th January 2021. Final registry will be published on 31st March 2021.

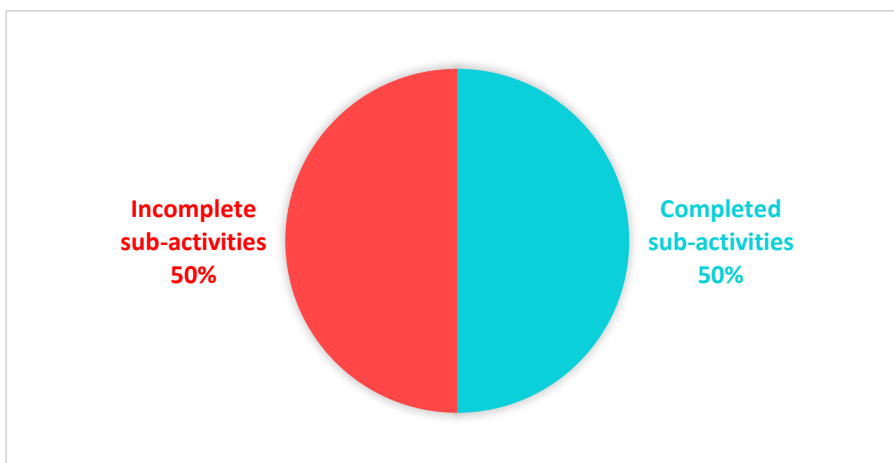
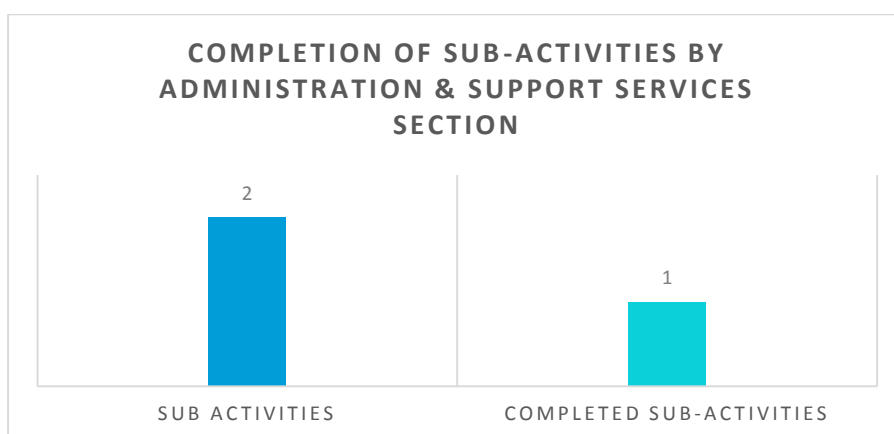
## Activities and sub-activities assigned to sections/units

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.



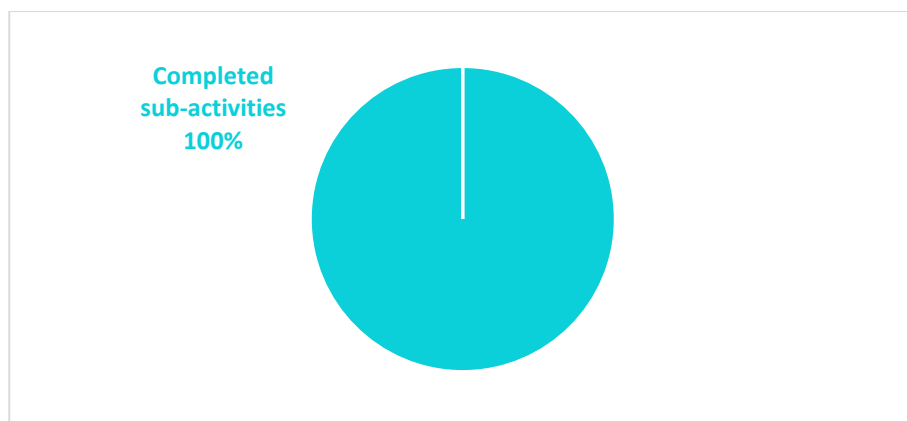
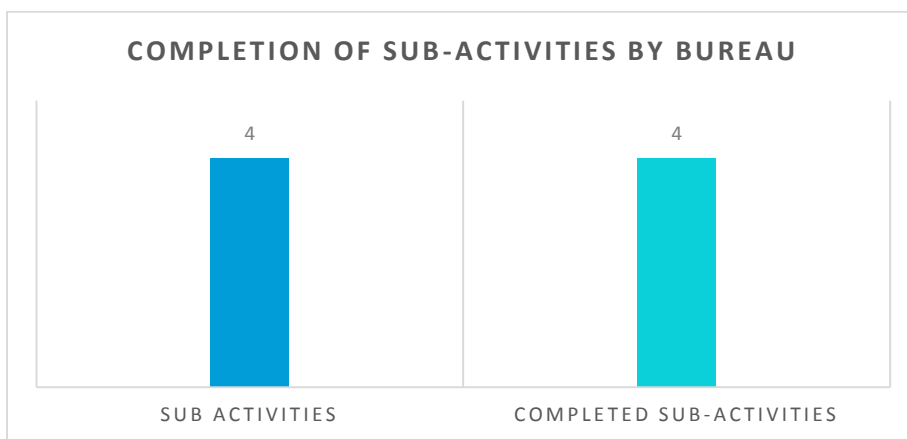
## Administration & Support Service Section

During the quarter 4 of 2020 Administration & Support Service Section has completed 50% of the sub-activities assigned to be completed by 31st December 2020. However, 50% of the sub-activities remained incomplete due to insufficient fund. Details of completion of sub-activities by Administration & Support Service Section is given in the chart below.



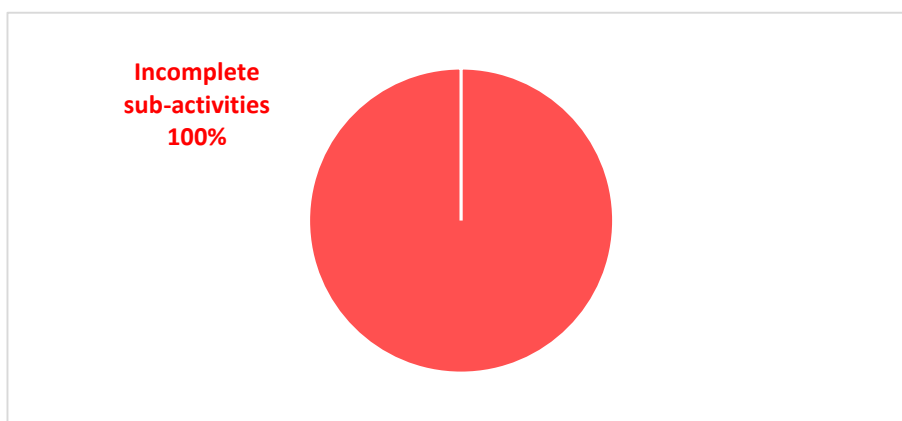
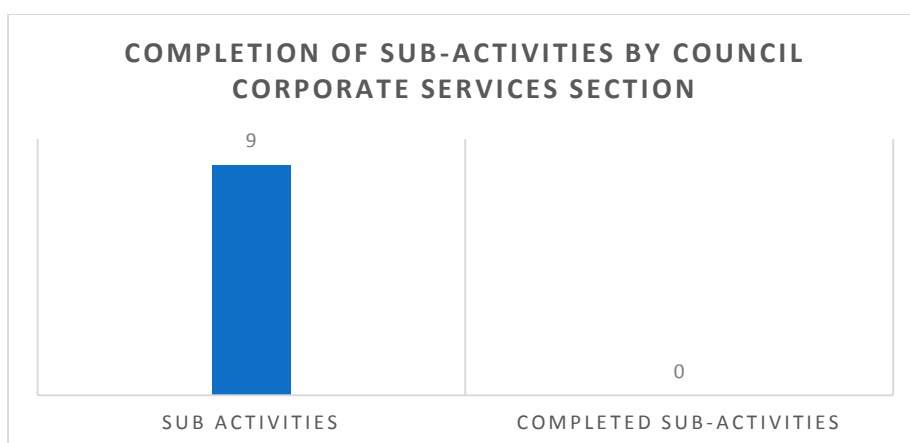
## Bureau

During the quarter 4 of 2020 Bureau has completed all of the sub-activities assigned to be completed by 31<sup>st</sup> December 2020.



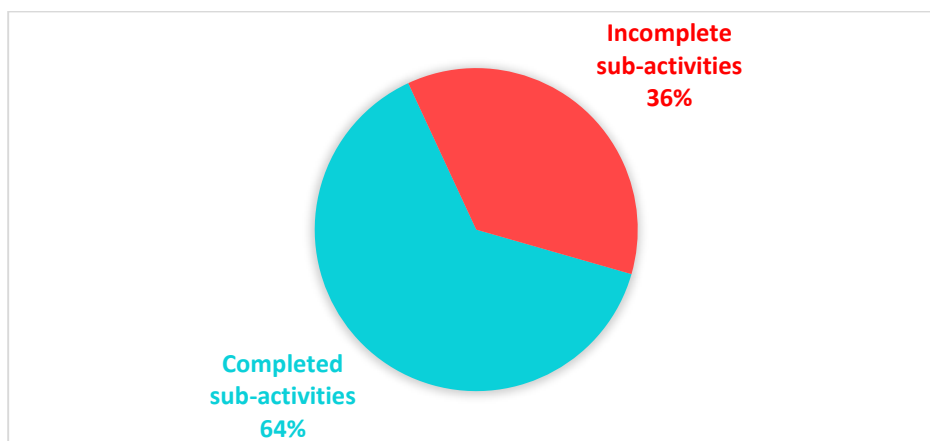
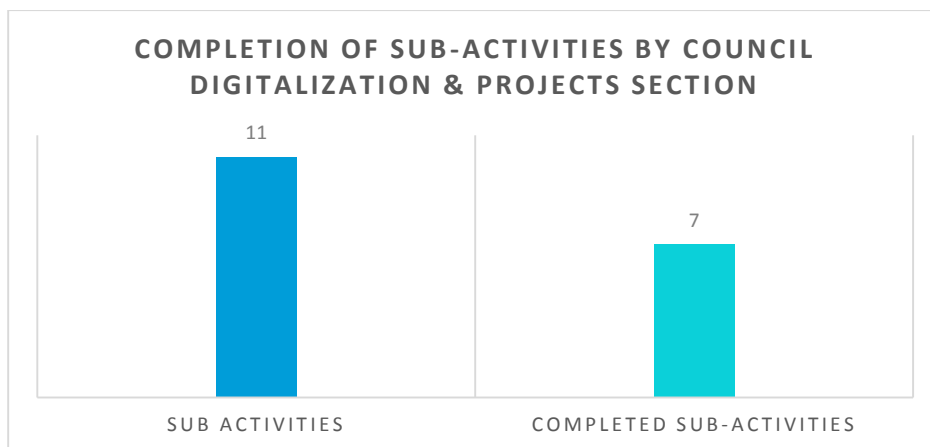
### Council Corporate Services Section

During the quarter 4 of 2020 Council Corporate Services Section has not completed any of the sub-activities assigned to be completed by 31<sup>st</sup> December 2020 due to COVID-19 and other various reasons. Details of sub-activities by Council Corporate Services Section is given in the chart below.



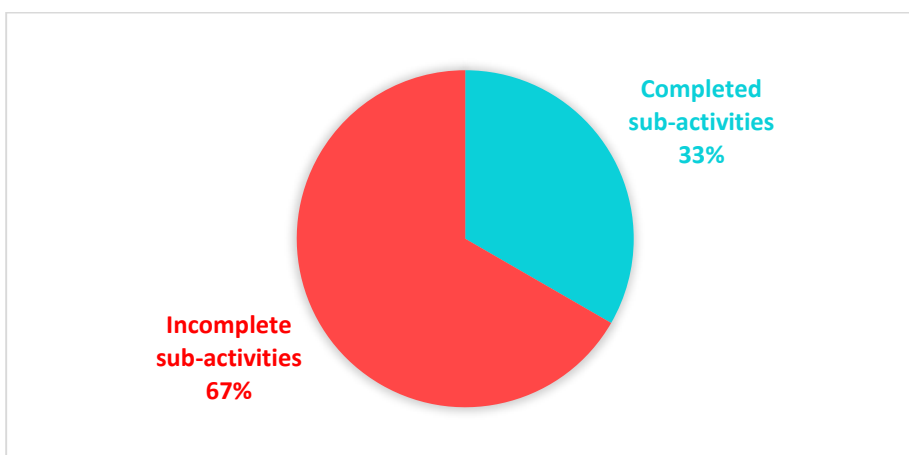
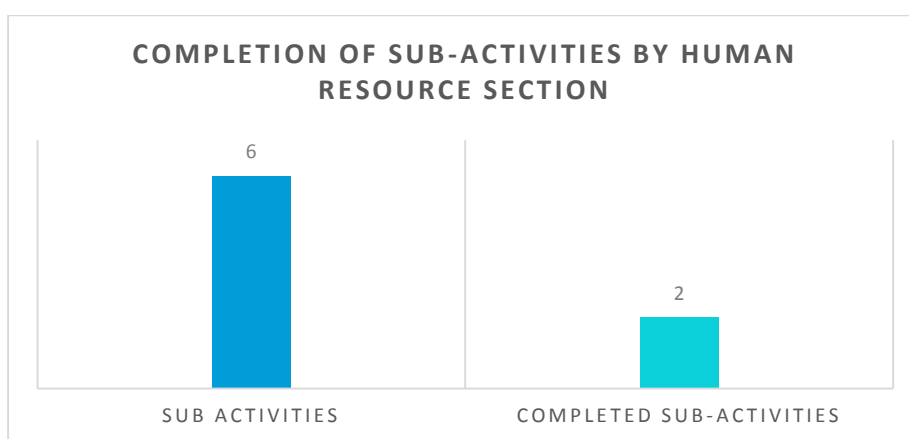
## Council Digitalisation and Projects Section

During the quarter 4 of 2020 Council Digitalisation and Projects Section has completed 64% of sub-activities to be completed by 31<sup>st</sup> December 2020. However, 36% of the sub-activities remained incomplete due to COVID-19 pandemic.



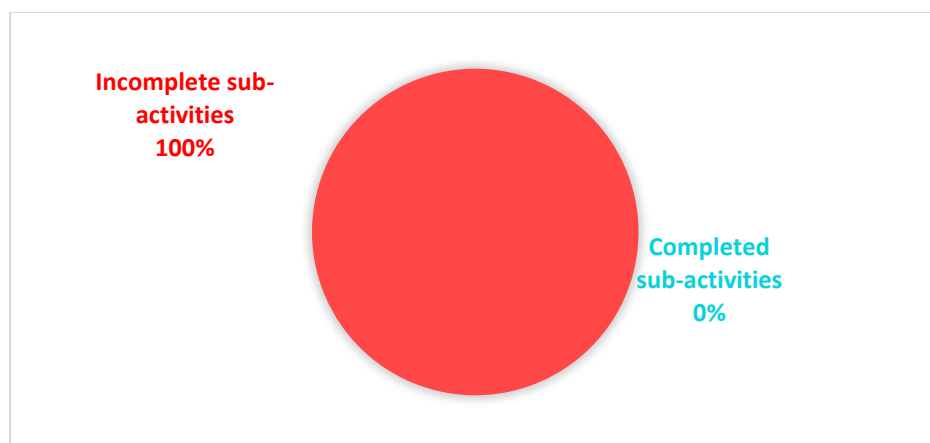
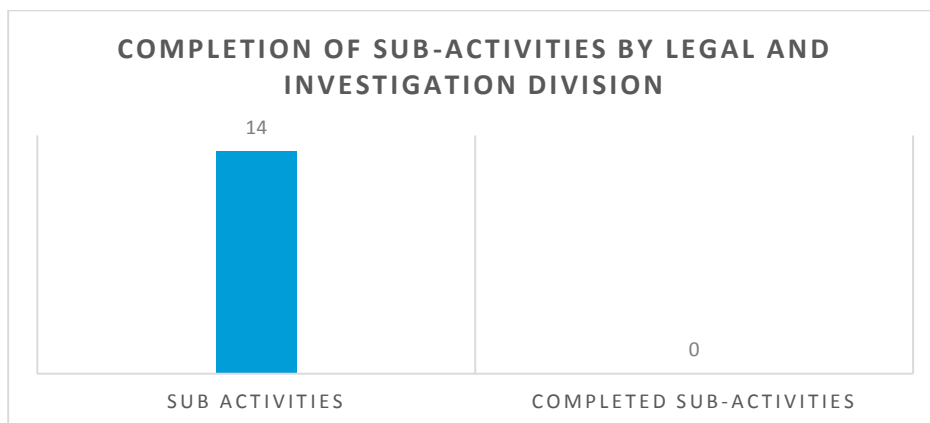
## Human Resources Section

During the quarter 4 of 2020 Human Resource Section has completed 33% of the sub-activities assigned to be completed by 31<sup>st</sup> December 2020. However, 67% of the sub-activities remained incomplete due to COVID-19 pandemic. Details of completion of sub-activities by Human Resource Section is given in the chart below.



### Legal & Investigation Division

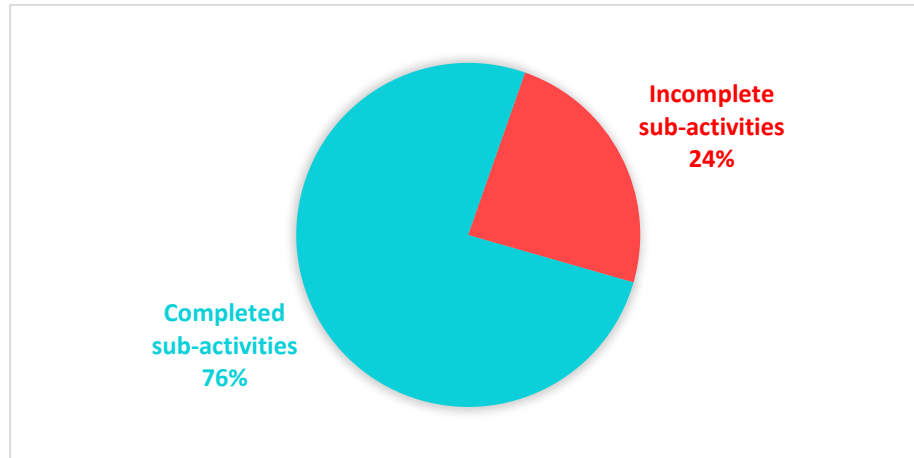
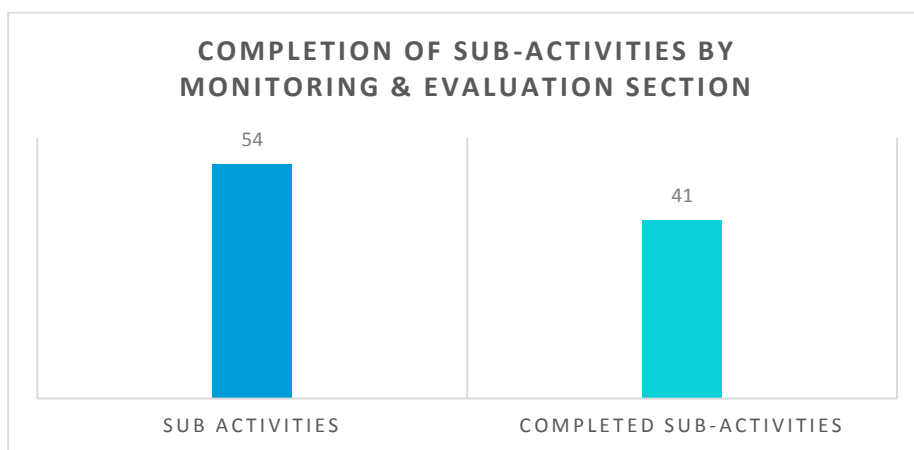
During the quarter 4 of 2020 legal and investigation division has not completed any of the sub-activities assigned to be completed by 31<sup>st</sup> December 2020 due to COVID-19 Pandemic. Details of sub-activities by legal and investigation division is given in the chart below.





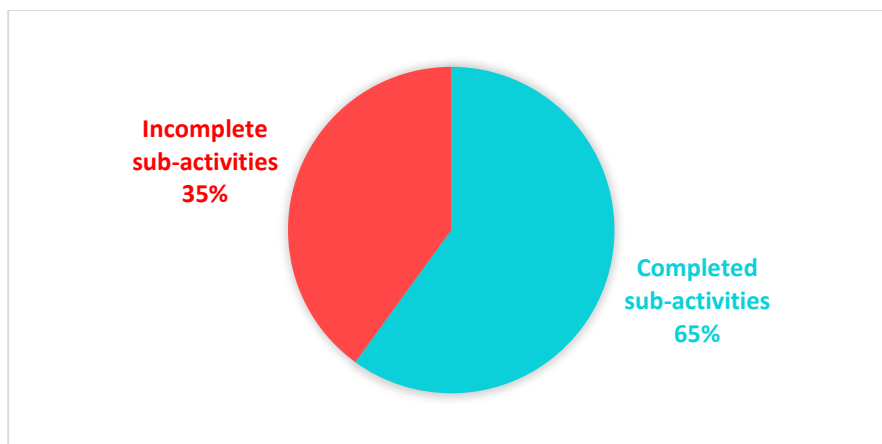
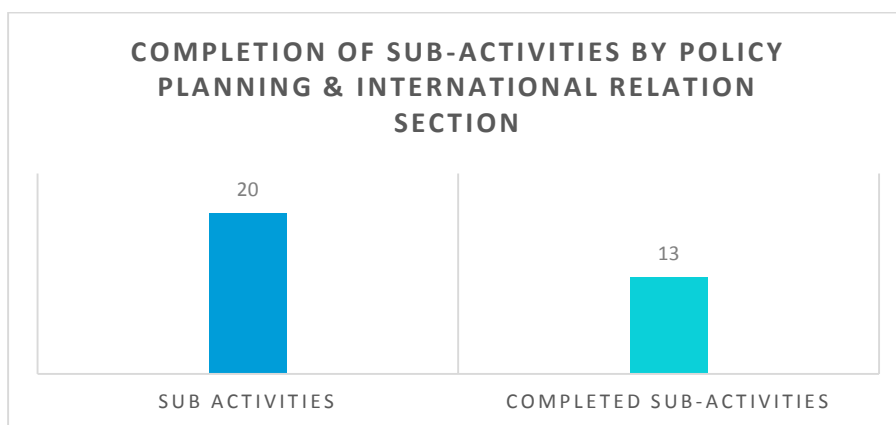
## Monitoring & Evaluation Section

During the quarter 4 of 2020 Monitoring & Evaluation section has completed 76% of sub-activities to be completed by 31<sup>st</sup> December 2020. However, 24% of the sub-activities remained incomplete due to COVID-19 pandemic and other various reasons.



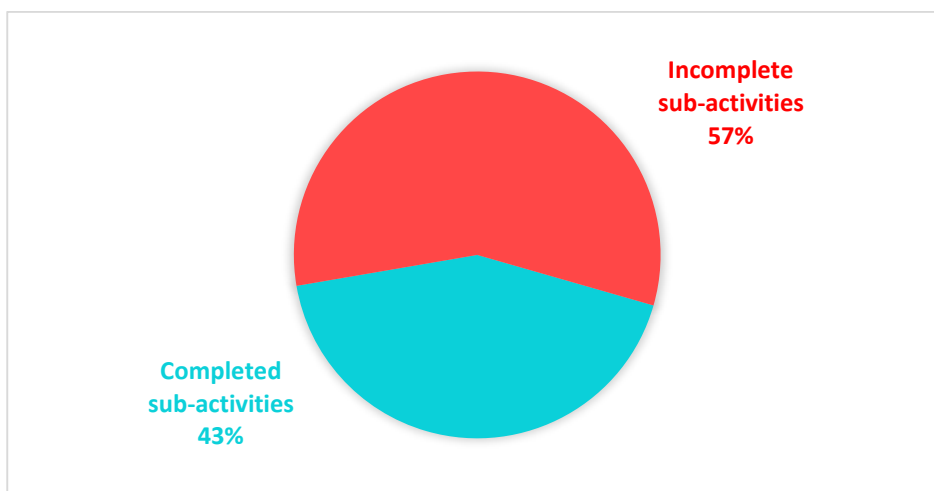
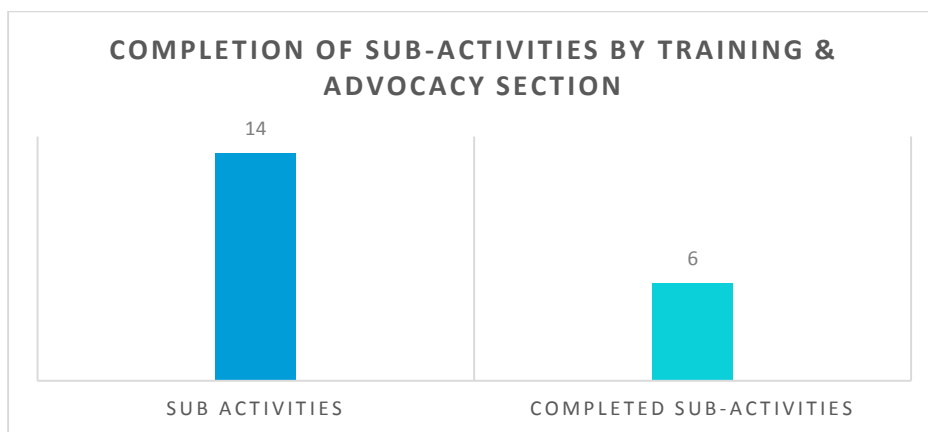
## Policy Planning & International Relations Section

During the quarter 4 of 2020 policy planning and international relations section has completed 60% of sub-activities to be completed by 31st December 2020. However, 40% of the sub-activities remained incomplete due to COVID-19 pandemic and other various reasons.



### Training & Advocacy Section

During the quarter 4 of 2020 Training & Advocacy Section has completed 43% of sub-activities to be completed by 31<sup>st</sup> December 2020. However, 57% of the sub-activities remained incomplete due to COVID-19 pandemic.



## LGA Club

During the quarter 4 of 2020 LGA Club has completed 69% of sub-activities to be completed by 31<sup>st</sup> December 2020. However, 31% of the sub-activities remained incomplete due to COVID-19 pandemic.

