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Quarterly Report 2019

Local Government Authority

Male' / Maldives



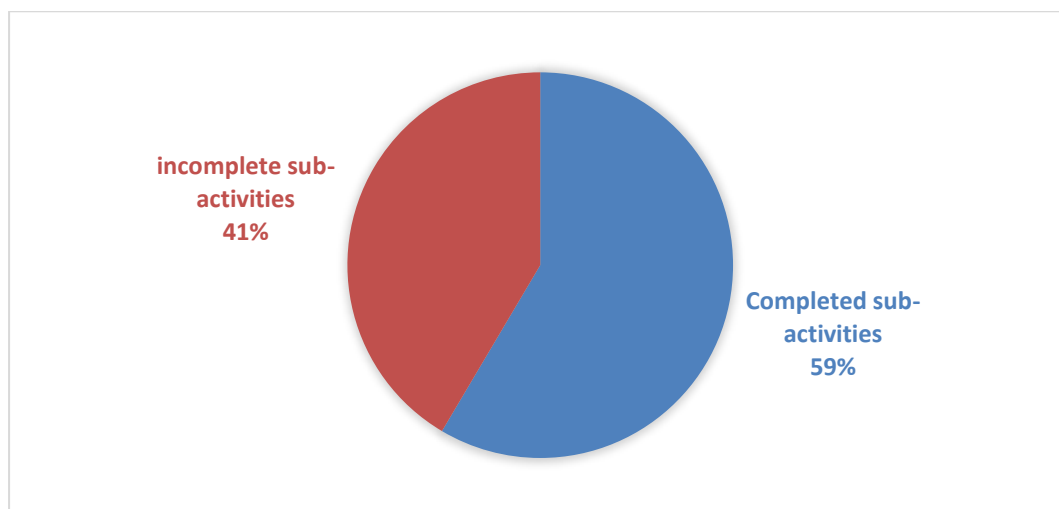
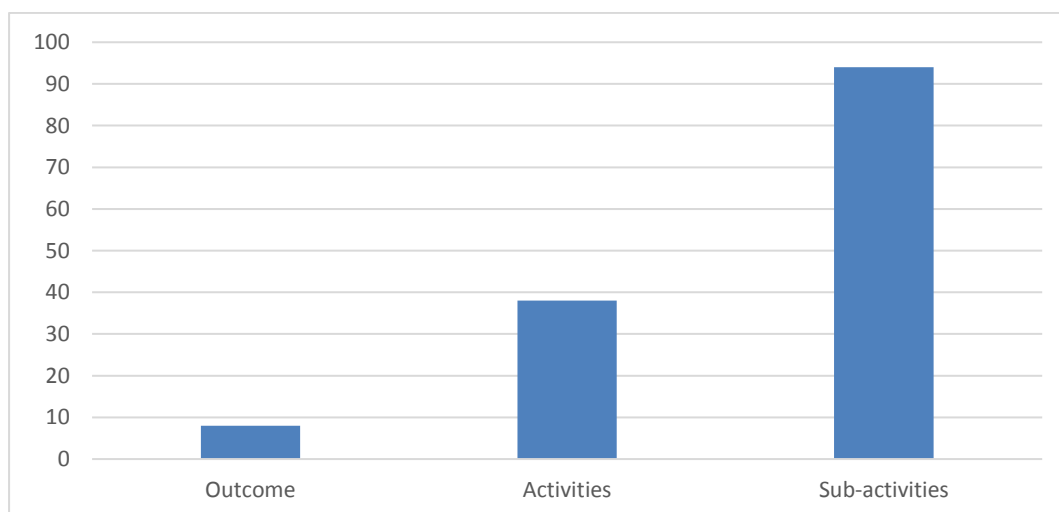
Contents

INTRODUCTION	2
Number of sub-activities to be completed and number of sub-activities completed	2
STATUS OF ACTIVITIES AS PER WORKPLAN 2019	3
Outcome 1: Assist Local Councils in achieving Sustainable Development Goals	3
Outcome 2: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies	4
Outcome 3: Leverage use of ICT for an empowered, effective and efficient local governance system	4
Outcome 4: Make local councils accountable and responsible	5
Outcome 5: Staff activities carried out to create a better work environment among staffs	6
Outcome 6: Strengthen Local Government Authority	7
Outcome 7: Strengthen the performance of local councils through performance monitoring	9
Outcome 8: The local Governance System is reviewed and strengthened	10
STATUS OF ACTIVITIES AND SUB-ACTIVITIES COMPLETED BY SECTIONS/UNITS IN THE FIRST QUARTER	13
ACTIVITIES COMPLETED PER SECTION/UNIT	13
Administration & Support Service Section	14
Bureau	15
Human Resources Section	16
Legal & Investigation Division	17
Monitoring & Evaluation Section	18
Policy Planning & International Relations Section	19
Project Management Section	20
Training & Advocacy Section	21
LGA CLUB	22

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 2019, this report highlights the implementation status of activities and sub activities set forth in the second quarter of 2019. The duration of quarter two is from 1st April to 30th June 2019. During this quarter, total of 38 activities and 97 sub-activities were to be carried out to achieve 8 outcomes. Out of the total sub-activities to be completed in the second quarter, 59 sub-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 AS PER WORKPLAN 2019

Outcome 1: Assist Local Councils in achieving Sustainable Development Goals

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Develop a framework to ensure public consultation in development projects	Draft policy	Policy Planning & International Relations Section	30/04/19	0	delayed due to other priority tasks
	Get comments	Policy Planning & International Relations Section	31/05/19	0	delayed due to other priority tasks
	Finalise policy	Policy Planning & International Relations Section	30/06/19	0	delayed due to other priority tasks
	Send policy for board approval	Policy Planning & International Relations Section	30/06/19	0	delayed due to other priority tasks
Conduct a training on SDGs and local planning	arrange for funds and prepare report	Policy Planning & International Relations Section	30/06/19	100	
	develop a plan	Policy Planning & International Relations Section	30/06/19	100	
	Develop materials on SDGs & development planning	Policy Planning & International Relations Section	30/06/19	100	
Promote local development goals within ministries	Prepare materials	Policy Planning & International Relations Section	30/04/19	100	
	Conduct awareness session for ministries	Policy Planning & International Relations Section	31/05/19	0	delayed due to other priority tasks

Outcome 2: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Council need base training	Financial statement preparation training 1	Training & Advocacy Section	30/04/19	100	
	Financial statement preparation training 2	Training & Advocacy Section	30/04/19	100	

Outcome 3: Leverage use of ICT for an empowered, effective and efficient local governance system

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Identify the functions and services that can be provided through the use of IT	Identify the functions and services	Administration & Support Service Section	30/06/19	100	
Conduct ICT related training programs for LGA staff	Identify the training area	Administration & Support Service Section	30/06/19	100	
Develop a policy and standards of work (ICT, SOP)	Finalise the policy and SOP	Administration & Support Service Section	30/06/19	100	
	Implement the policy	Administration & Support Service Section	30/06/19	0	Needs to be postponed to next Quarter
Skill Development Training	Basic IT and Networking training	Training & Advocacy Section	30/06/19	100	
	Advance Computing Skills training	Training & Advocacy Section	30/06/19	100	
Establish internet connection to councils	Implementation	Project Management Section	30/04/19	100	

Outcome 4: Make local councils accountable and responsible

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Monitoring of 6 months report of councils	Review 6 Report Format (Island councils)	Monitoring & Evaluation Section	31/05/19	100	
	Share Report Format with councils	Monitoring & Evaluation Section	01/06/19	100	
	Develop Social Media Posts for Awareness	Monitoring & Evaluation Section	07/06/19	100	
	Review Six Report Format (Atoll council)	Monitoring & Evaluation Section	31/05/19	100	
	Share Six Month Report Format with councils	Monitoring & Evaluation Section	01/06/19	100	
	Develop Social Media Posts for Awareness	Monitoring & Evaluation Section	07/06/19	100	
Monitoring of local councils work plan	Review Annual Work Plan Format (Island councils)	Monitoring & Evaluation Section	30/06/19	100	
Reporting about development plan progress to public	Develop Media Report	Monitoring & Evaluation Section	15/05/19	100	
	Publish Media Report	Monitoring & Evaluation Section	20/05/19	100	
	Develop Social Media Posts for Awareness regarding reporting about development plan progress to public (May/Jun)	Monitoring & Evaluation Section	31/05/19	100	

Outcome 5: Staff activities carried out to create a better work environment among staffs

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Strengthen the existing monitoring mechanism to monitor Island councils via Atoll Councils	Obtain Monitoring Status Report from Atoll Councils Q1	Monitoring & Evaluation Section	10/04/19	100	
Conduct monthly staff meetings	Conduct Monthly Assembly 4/ staff birthday celebration	Human Resources Section	16/04/19	100	postponed - HR new system requested
	Conduct Monthly Assembly 5/ staff birthday celebration	Human Resources Section	14/05/19	100	
	Conduct Monthly Assembly 6/ staff birthday celebration	Human Resources Section	11/06/19	100	
Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 4	LGA Club	30/04/19	100	
	Conduct monthly LGA Club executive committee meeting 5	LGA Club	31/05/19	100	
	Conduct monthly LGA Club executive committee meeting 6	LGA Club	30/06/19	0	Due to busy schedule of Club Ex-Co members
Celebrate LGA anniversary	Plan Activities	Administration & Support Service Section	30/06/19	100	

Staff award	Finalize the List	Human Resources Section	30/04/19	80	date changed due to other priority works
Conduct team building activities among staff (LGA Club)	Day trip	LGA Club	30/04/19	30	Day trip is getting delayed due to delay in sponsorship of transportation from council. We have talked with some councils to get a sponsorship of transportation and are still discussing with councils. Now trying to conduct in Q3.
	Staff sports festival	LGA Club	30/04/19	0	Sports festival will be completed with day trip.
	Maahefun	LGA Club	04/05/19	100	
	Dharus	LGA Club	04/05/19	100	

Outcome 6: Strengthen Local Government Authority

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Conduct staff evaluation on a regular basis	Conduct mid-term review for all staffs-2019	Human Resources Section	30/06/19	80	Some forms not received
Compile quarterly report for Q1	Collect required information from sections	Policy Planning & International Relations Section	10/04/19	100	
	Compile Report	Policy Planning & International Relations Section	20/04/19	100	
	Finalise report	Policy Planning & International Relations Section	30/04/19	100	

	Share with all staffs and media for uploading in website	Policy Planning & International Relations Section	30/04/19	100	
Formulate LGA Strategic Action plan 2020-2022	Conduct working group sessions with LGA staffs	Policy Planning & International Relations Section	15/04/19	100	
	Draft Strategic Action plan	Policy Planning & International Relations Section	30/04/19	50	delayed due to other priority tasks
	Share with staffs	Policy Planning & International Relations Section	01/05/19	0	delayed due to other priority tasks
	Finalise Strategic Action plan	Policy Planning & International Relations Section	31/05/19	0	delayed due to other priority tasks
	Share Strategic Action plan with board for approval	Policy Planning & International Relations Section	31/05/19	0	delayed due to other priority tasks
Formulate LGA Action plan 2020	Conduct working group sessions with LGA staffs	Policy Planning & International Relations Section	15/06/19	100	
	compile group works	Policy Planning & International Relations Section	30/06/19	100	
Conduct Board Meetings	Conduct Board Meeting 8	Bureau	28/04/19	100	
	Conduct Board Meeting 9	Bureau	21/05/19	100	
	Conduct Board Meeting 10	Bureau	25/06/19	100	
Review training need assessment and compile a plan to train the staffs	Get comments for the revised TNA	Human Resources Section	30/04/19	0	Due to other priority works postponed
	Finalise TNA	Human Resources Section	30/06/19	0	postponed - Due to other priority works
Conduct In-House Trainings for Staff	Conduct session to share amended Staff Regulation	Human Resources Section	30/06/19	0	postponed - Due to other priority works
	E-admin Training for all staff	Human Resources Section	30/06/19	0	postponed - Due to other priority works

Develop SOPs / policies to enforce LGA vision, mission & core values.	Finalize the policy	Administration & Support Service Section	30/06/19	100	
	Implement the policy	Administration & Support Service Section	30/06/19	100	
Improve document management standardization at LGA	Get Comments	Administration & Support Service Section	30/06/19	80	Need to amend based on comments

Outcome 7: Strengthen the performance of local councils through performance monitoring

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Public awareness through Media	Disseminate Information Through Social Media and Other Mainstream Medias	Monitoring & Evaluation Section	30/06/19	100	
Calculate CPI and Rank Councils	Verify data from councils	Monitoring & Evaluation Section	15/04/19	100	
	Re-check the data	Monitoring & Evaluation Section	05/05/19	100	
	Enter CPI data	Monitoring & Evaluation Section	15/05/19	100	
	Finalise data entry sheets	Monitoring & Evaluation Section	10/04/19	100	
	Prepare Database	Monitoring & Evaluation Section	10/04/19	100	
	Enter the Data to formula sheet	Monitoring & Evaluation Section	25/05/19	100	
	Conduct random testing of data	Monitoring & Evaluation Section	01/06/19	100	
	Rank councils based on CPI	Monitoring & Evaluation Section	30/06/19	100	

Outcome 8: The local Governance System is reviewed and strengthened

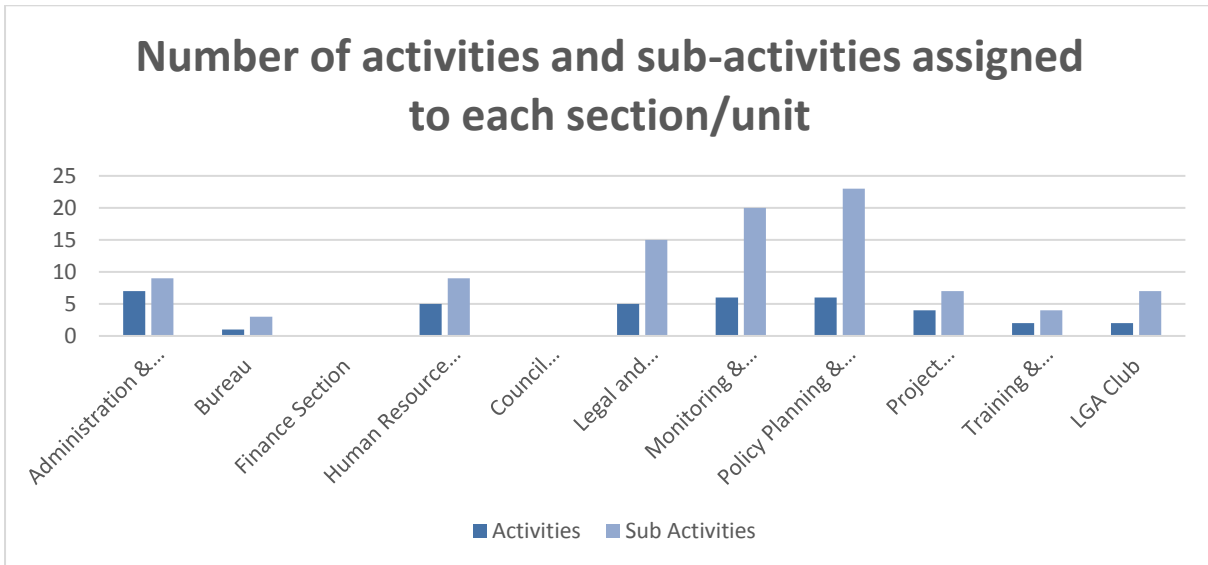
Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	percentage completed	reason for incompletion
Review and revise existing Municipal Regulation Templates	Share municipal regulations with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share regulation 2 with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share regulation 3 with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share regulation 5 with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share regulation 6 with councils for gazzeting	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending advise from President's Office
	Share regulation 7with	Legal & Investigation Division	30/04/19	0	No comments from stakeholders. Pending

	councils for gazetting				advise from President's Office
Ensure gazetting of Municipal regulations by all councils	Identify councils that have not gazetted municipal regulations	Legal & Investigation Division	31/05/19	0	President's Office has reported that they have published all regulations of all councils
	Share municipal regulation templates and advise to start gazette proceedings	Legal & Investigation Division	30/06/19	0	President's Office has reported that they have published all regulations of all councils
Review and revise policies on disciplinary matters of councilors	Finalise policies on disciplinary matters of councilors and share with councils	Legal & Investigation Division	30/04/19	0	pending board advise
Finalise and gazette WDC operating procedure	Draft WDC procedure	Legal & Investigation Division	31/05/19	0	delayed to next quarter
	Finalise WDC procedure	Legal & Investigation Division	30/06/19	0	delayed to next quarter
Finalise and gazette expatriates regulation	Draft expatriates regulation	Legal & Investigation Division	31/05/19	0	delayed to next quarter
	Finalise expatriates regulation	Legal & Investigation Division	31/05/19	0	delayed to next quarter
	Gazette expatriates regulation	Legal & Investigation Division	30/06/19	0	delayed to next quarter
Develop a policy to archive documents / important information regarding LGA's history	Draft a policy	Administration & Support Service Section	30/06/19	50	Needs to be postponed to next Quarter due to workload
Assist to develop and propose PSIP project for local councils	Identify project areas (NPI) to be	Project Management Section	30/06/19	100	

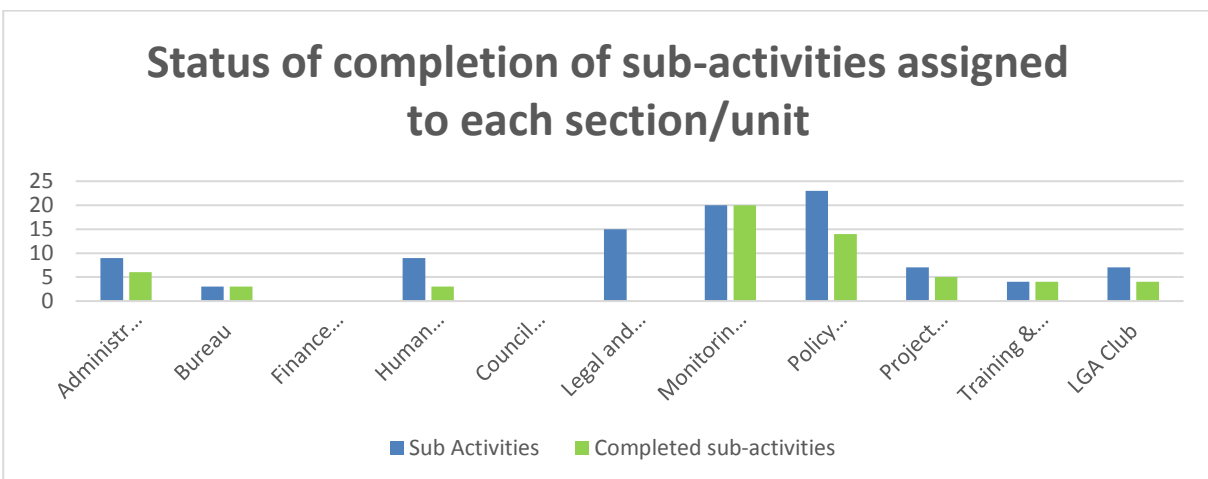
	included in the year 2020				
	Prioritize the NPI based on budget ceiling	Project Management Section	30/06/19	100	
Develop PSIP projects for LGA	Identify project areas to be included in the year 2020	Project Management Section	30/06/19	100	
	Prepare NPI for LGA Projects	Project Management Section	30/06/19	100	
Implement PSIP projects at LGA	Complete tendering process	Project Management Section	30/06/19	40	ongoing
	Award projects	Project Management Section	30/06/19	40	ongoing
Conduct Symposium on Decentralization	Identify a funding partner to conduct the symposium	Policy Planning & International Relations Section	30/04/19	100	
	Prepare a plan to conduct symposium	Policy Planning & International Relations Section	30/06/19	100	
	Prepare Budget	Policy Planning & International Relations Section	30/06/19	100	

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.

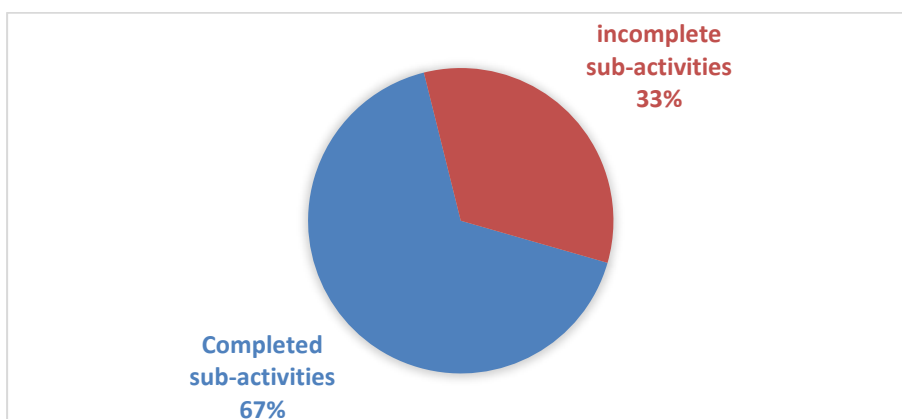
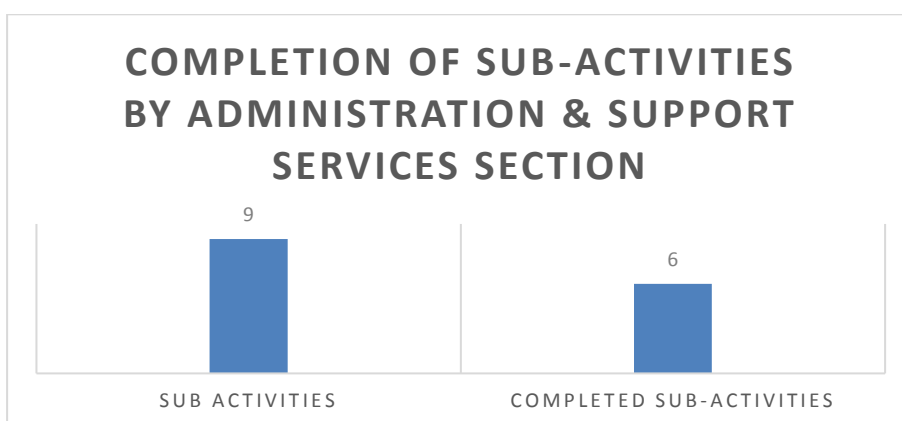


ACTIVITIES COMPLETED PER SECTION/UNIT



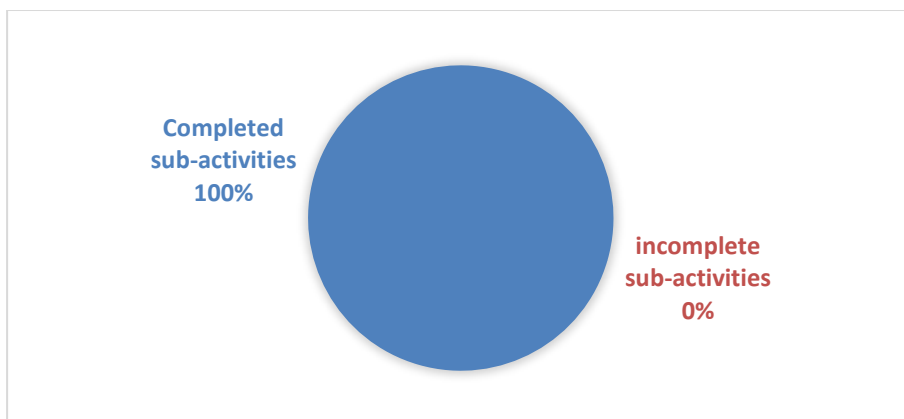
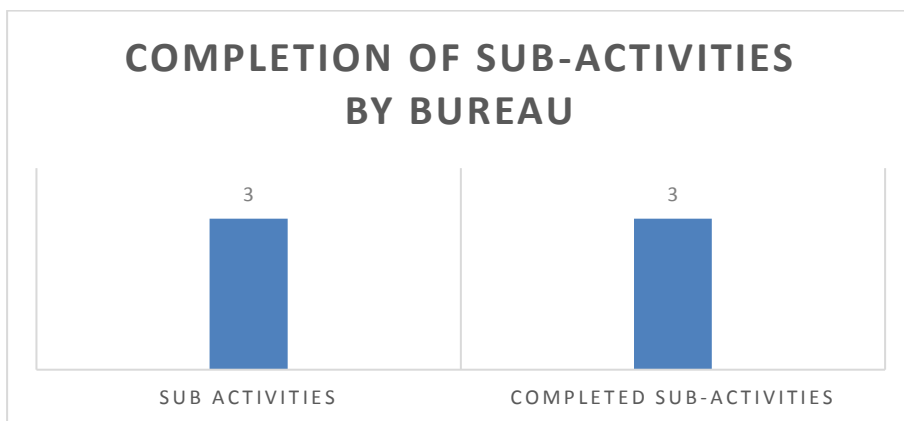
Administration & Support Service Section

During the quarter 2 of 2019 administration and support service section has completed 67% of the sub-activities assigned to be completed by 30th June 2019. However, 33% 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.



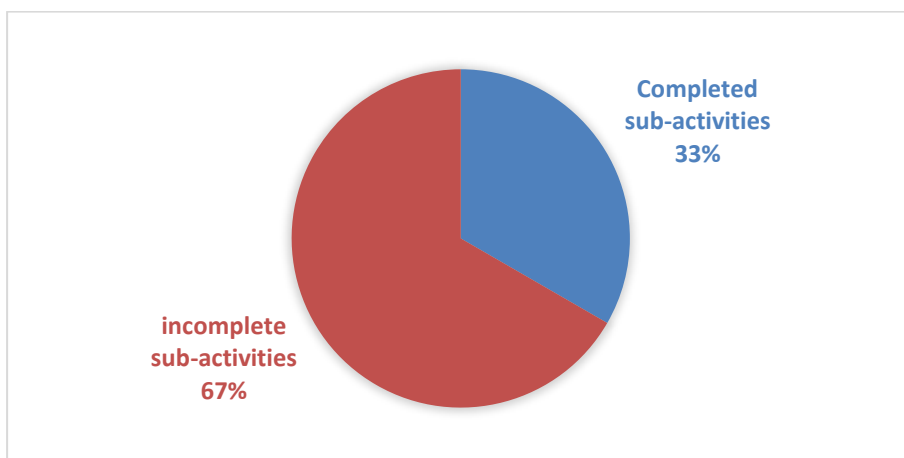
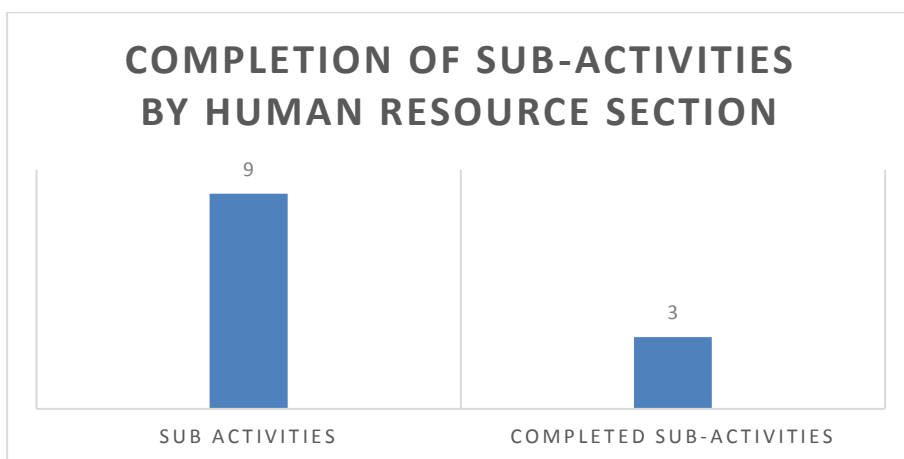
Bureau

During the quarter 2 of 2019 Bureau has completed all the sub-activities to be completed by 30th June 2019. Details of completion of sub-activities by Bureau is given in the chart below.



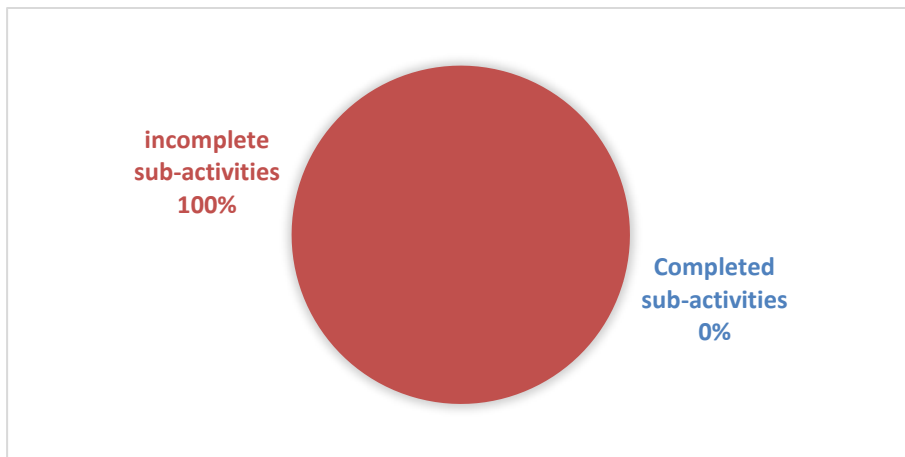
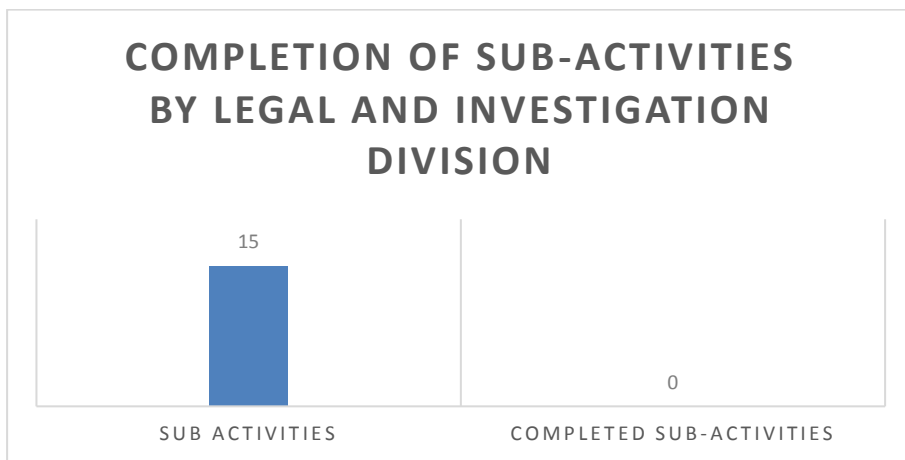
Human Resources Section

During the quarter 2 of 2019 human resource section has completed 33% of the sub-activities assigned to be completed by 30 June 2019. However, 67% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by human resource section is given in the chart below.



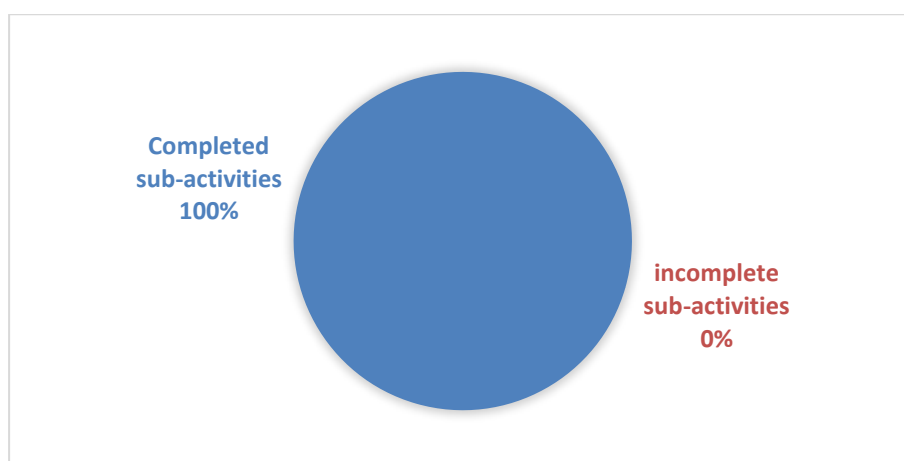
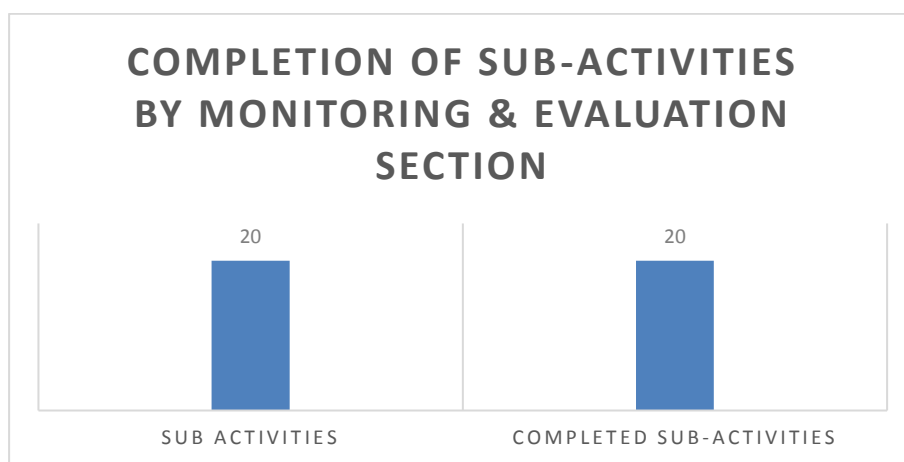
Legal & Investigation Division

During the quarter 2 of 2019 legal and investigation division has not completed any of the sub-activities assigned to be completed by 30th June as comments and advice are pending for the finalization of municipal regulations and policies on disciplinary matters of councilors is incomplete due to the pending instruction and advise by Board. Details of completion of sub-activities by legal and investigation division is given in the chart below.



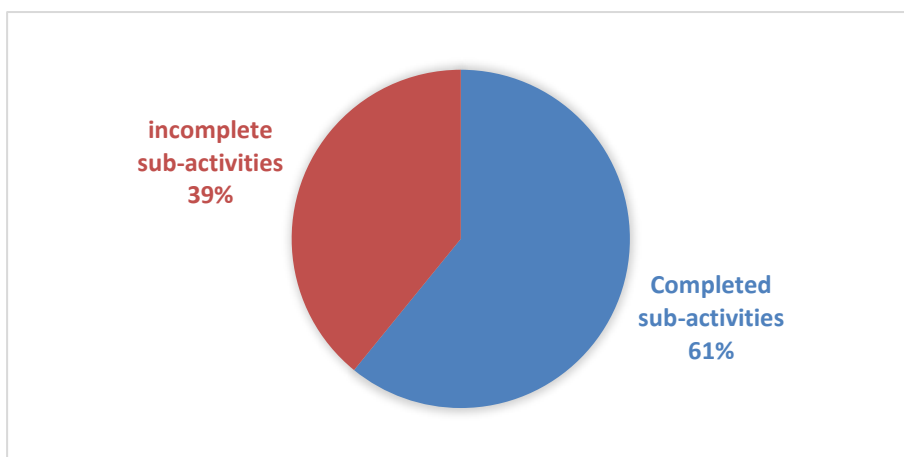
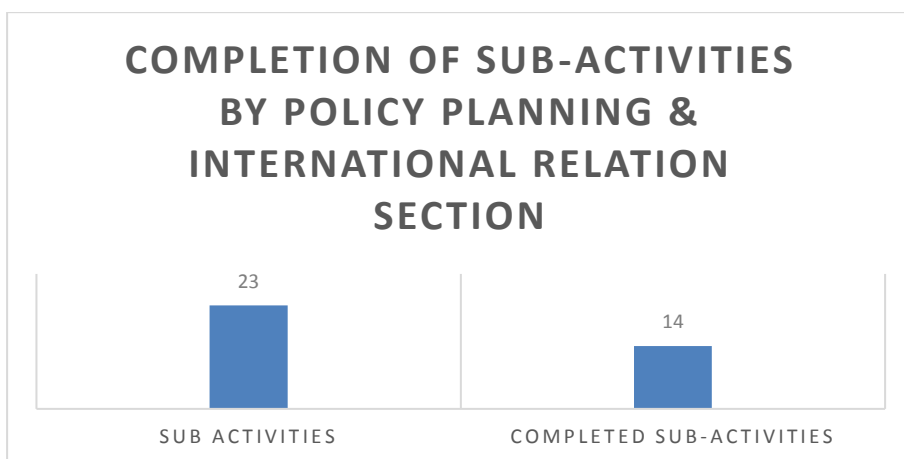
Monitoring & Evaluation Section

During the quarter 2 of 2019 Monitoring & Evaluation section has completed all the sub-activities to be completed by 30th June 2019. Details of completion of sub-activities by finance section is given in the chart below.



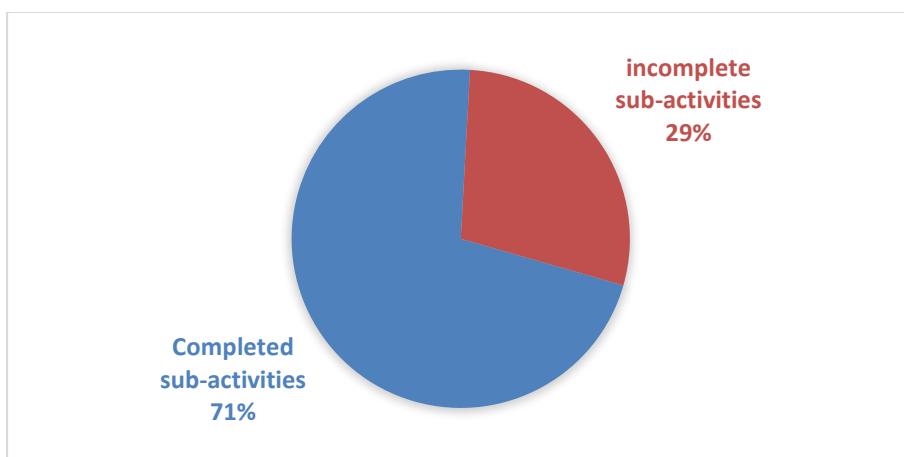
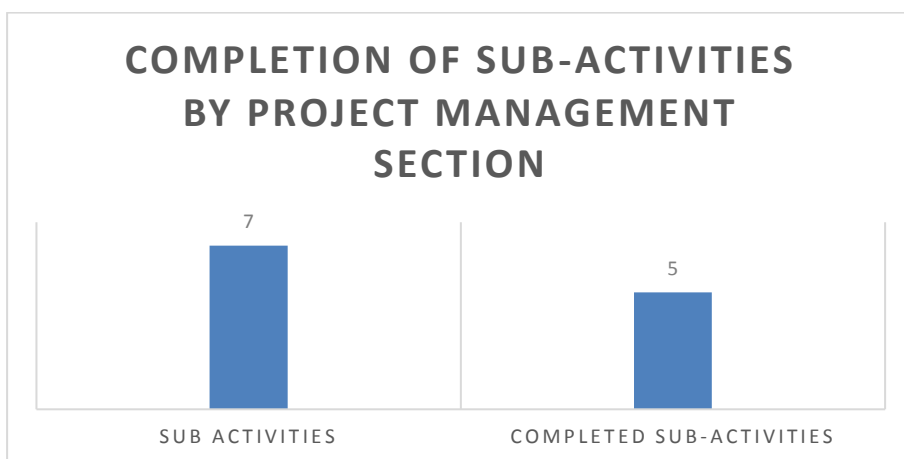
Policy Planning & International Relations Section

During the quarter 2 of 2019 policy planning and international relations section has completed 61% of the sub-activities assigned to be completed by 30th June 2019. However, 39% of the sub-activities remained incomplete due to other priority tasks. Details of completion of sub-activities by policy planning and international relations section is given in the chart below.



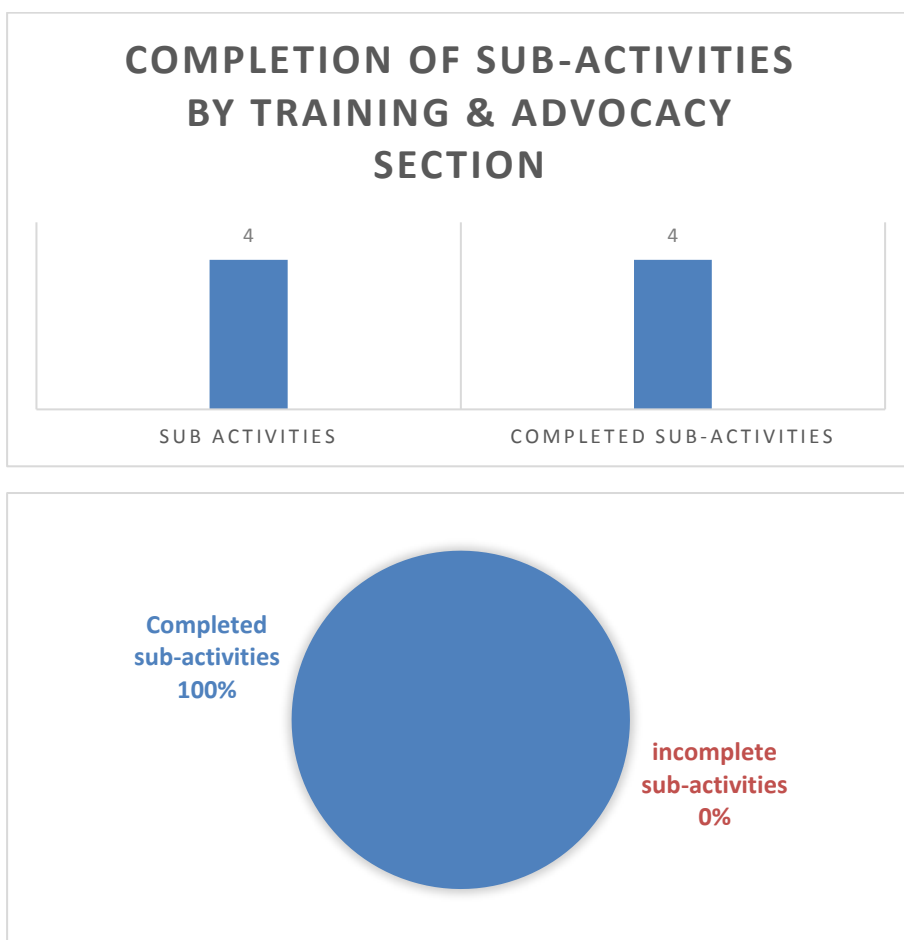
Project Management Section

During the quarter 2 of 2019 project management section has completed 29% of the sub-activities assigned to be completed by 30th June 2019. However, 71% of the sub-activities remained incomplete. Details of completion of sub-activities by project management section is given in the chart below.



Training & Advocacy Section

During the quarter 2 of 2019 Training & Advocacy section has completed all the sub-activities to be completed by 30th June 2019. Details of completion of sub-activities by finance section is given in the chart below.



LGA CLUB

During the quarter 2 of 2019 LGA Club has completed 57% of the sub-activities assigned to be completed by 30th June 2019. However, 43% 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.

