

4

Quarterly Report

2017

Local Government Authority
Male' / Maldives



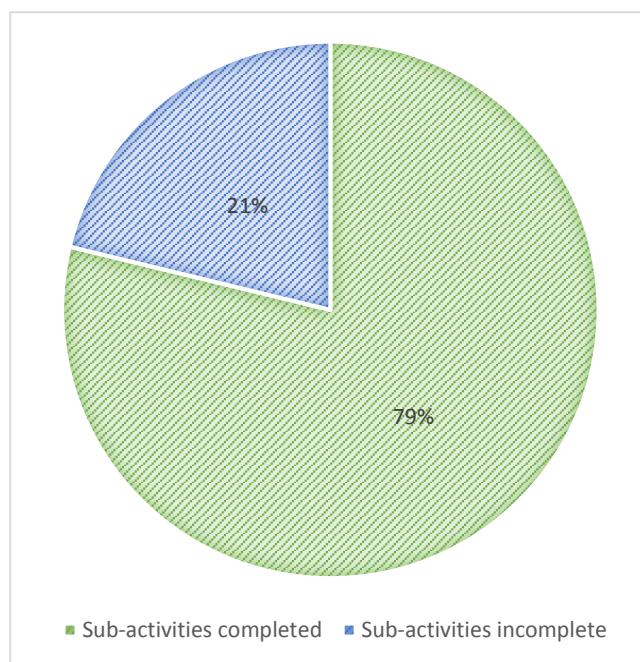
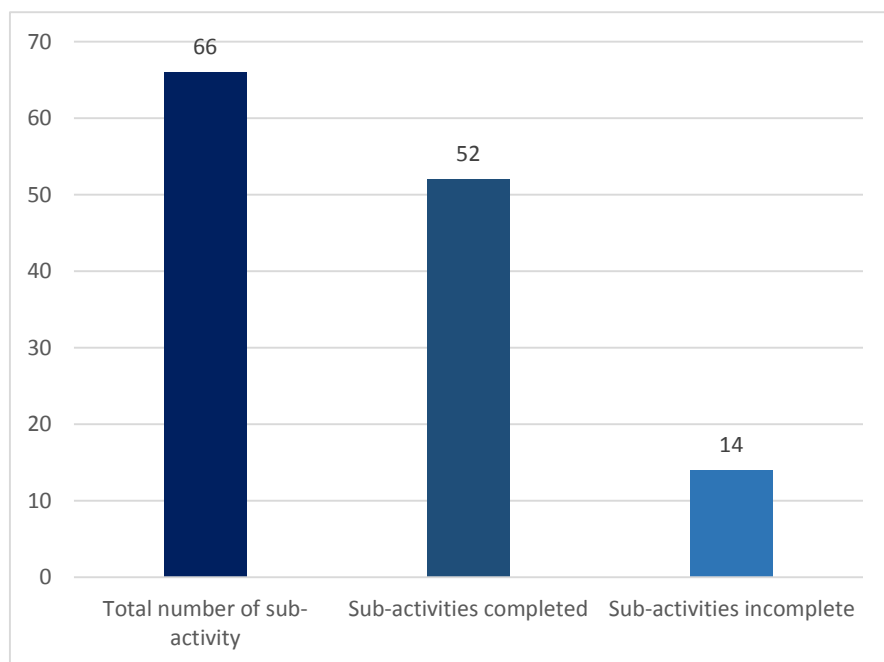
CONTENTS

INTRODUCTION	2
STATUS OF ACTIVITIES.....	3
Outcome 1:	3
Outcome 2:	3
Outcome 3:	6
Outcome 4:	7
Outcome 5:	8
Outcome 6:	8
Outcome 7:	9
Outcome 8:	9
Status of activities and sub-activities completed by Sections/units in the fourth quarter	11
ACTIVITIES COMPLETED PER SECTION/UNIT	11
Admin and Human Resource Unit.....	12
Bureau	13
Internal Audit Committee	14
Monitoring & Evaluation Section.....	15
Planning & Projects Section	16
Training Section	17
LGA CLUB.....	18

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 last quarter of 2017. The duration of quarter four is from 1st October to 31st December 2017. During this quarter a total of 25 activities and 66 sub-activities were to be carried out to achieve 8 outcomes. Out of the total activities to be completed in the fourth quarter, 52 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/Unit	Due Date	Completed percentage
Identify the inconsistencies in Finance, Human Resources and sector legislation to bring them in line with the Decentralization Act 2010	Discuss individual reviews with relevant sectors	Planning	31-Dec-17	100

Outcome 2: The local Governance System is reviewed and strengthened

Activities	Sub-Activities	Responsible Division/Section /Unit	Due Date	Completed percentage	Remarks
Increase awareness in order to build trust between councils and government, councils and the citizens	Telecast spots via TV channels	Training	31-Dec-17	100	
Formulate trainings as per councils requests	Conduct trainings	Training	31-Dec-17	100	
Awareness on local governance & decentralization for stakeholders by radio	Provide on-air via radio programmes (12 programs)	Training	31-Dec-17	80	Developed concept for new series, acquired PSM commitment to air show on Free of Charge(FoC) basis, drafted content chart, finalized the topics & content chart, but could not air the radio programme, since could not do it on FoC basis and budget was not available for this.

Awareness on local governance & decentralization for stakeholders by TV	Provide information on-air via TV programmes (12 programs)	Training	31-Dec-17	84	Developed concept for new series, acquired PSM commitment to air show on Free of Charge(FoC) basis, drafted content chart, finalized the topics & content chart, completed program shooting , but could not air the program since could not do it on FoC basis and budget was not available for this.
Build positive Attitude / trust / confidence towards the system by citizens	Telecast spots via TV channels	Training	28-Dec-17	50	Promoting the positive aspects of the decentralization system component completed, but could not complete the conducting training programs to promote public interests as the first priority of councilors component due to lack of budget.
Increase awareness about the importance of submitting the mandatory reports	Incorporate the component of the importance of submitting the mandatory reports in training & awareness programs for councilors	Training	20-Nov-17	100	
Implement PSIP projects at local level	Prepare and finalize MOU's and send to councils	Projects	31-Dec-17	100	
	Complete tendering process	Projects	31-Dec-17	100	
	Award projects	Projects	31-Dec-17	100	
	Monitor the progress of projects	Projects	31-Dec-17	100	
	Approve extra work	Projects	31-Dec-17	100	

	Conduct inspection of completed projects	Projects	31-Dec-17	100	
	Project handover	Projects	31-Dec-17	100	
PSIP project monitoring	Identify councils for project monitoring	Projects	N/A	100	
	Arrange logistics	Projects	N/A	100	
	Travel to councils	Projects	N/A	100	
	Prepare monitoring reports	Projects	N/A	100	
Implement PSIP projects at LGA	Finalize and approve project design	Projects	31-Dec-17	100	
	Complete tendering process	Projects	31-Dec-17	100	
	Award projects	Projects	31-Dec-17	100	
	Monitor the progress of projects	Projects	31-Dec-17	100	
Increase awareness about the importance of submitting the mandatory reports	Develop media report for development plans and financial plans	Monitoring	15-Dec-17	100	
	Publish media report for development plans and financial plans	Monitoring	15-Dec-17	100	
Conduct councils investigations (as and when issues arise)	Identify councils that need to be investigated when council issues arises	Monitoring	N/A	100	

	Arrange logistics for trip	Monitoring	N/A	100	
	Conduct Investigations	Monitoring	N/A	100	
	Prepare investigation report to be shared with board	Monitoring	N/A	100	
	Implement board decision	Monitoring	N/A	100	
Conduct island council internal audits	Identify councils interested to finance their internal audit conducted by LGA	Monitoring	31-Dec-17	100	
	Prepare plan to conduct internal audit	Monitoring	31-Dec-17	100	
	Prepare and finalize internal audit materials	Monitoring	31-Dec-17	100	
	Conduct internal audit of requested councils	Monitoring	31-Dec-17	100	
	Prepare final internal audit report	Monitoring	31-Dec-17	100	
	Share with council and board	Monitoring	31-Dec-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
Compile quarterly report for Q3	Collect required information from sections	Planning	10-Oct-17	100

	Compile Report	Planning	20-Oct-17	100
	Share with staffs for comments	Planning	21-Oct-17	100
	Incorporate comments and finalize report	Planning	31-Oct-17	100
	Share with all staffs and media for uploading in website	Planning	31-Oct-17	100

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
Strengthen LGA internal audit function	Prepare audit reports	Internal Audit Committee	31-Dec-17	0	Activity not completed as set up and changes to the internal audit committee is not finalized
	Share report with the board and relevant sections / units	Internal Audit Committee	31-Dec-17	0	Activity not completed as set up and changes to the internal audit committee is not finalized

Outcome 5: LGA Action Plan and Budgetary work developed

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage
Formulate LGA Action plan 2018	Develop draft action plan	Planning	1-Dec-17	100
	Share with staffs	Planning	7-Dec-17	100
	Share with Board	Planning	14-Dec-17	100
	Finalize Action Plan	Planning	14-Dec-17	100

Outcome 6: Strengthen the performance of councils through Councils Performance Monitoring

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
Make a concept paper for Kangathi	Procure awards as designed	Monitoring	1-Nov-17	0	Activity not completed due to lack of budget
Prepare video on Kangathi award	Procure service to make video about Kangathi award	Monitoring	16-Oct-17	0	Activity not completed due to lack of budget
Publish performance index result	Prepare infographics	Monitoring	18-Oct-17	0	Activity not completed due to lack of budget
	Submit report to board	Monitoring	1-Nov-17	0	Activity not completed as the Kangathi award ceremony has been postponed

	Procure printing service for report and leaflet	Monitoring	30-Oct-17	0	Activity not completed due to lack of budget
	Print report and leaflet	Monitoring	5-Nov-17	0	Activity not completed due to lack of budget
	Publish report (Website, Councils)	Monitoring	29-Nov-17	0	Activity not completed as the Kangathi award ceremony has been postponed

Outcome 7: 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
Conduct Board Meetings	Conduct Board Meeting 19	Bureau	11-Oct-17	100
	Conduct Board Meeting 21	Bureau	8-Nov-17	100
	Conduct Board Meeting 23	Bureau	13-Dec-17	100

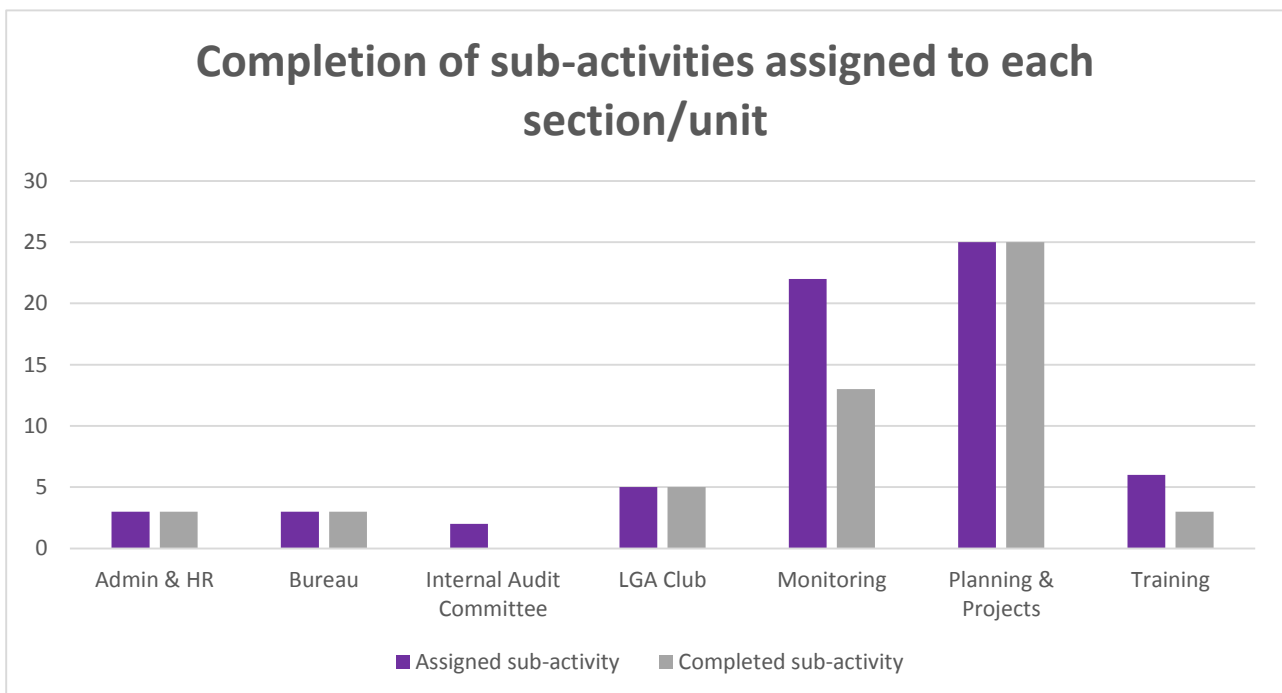
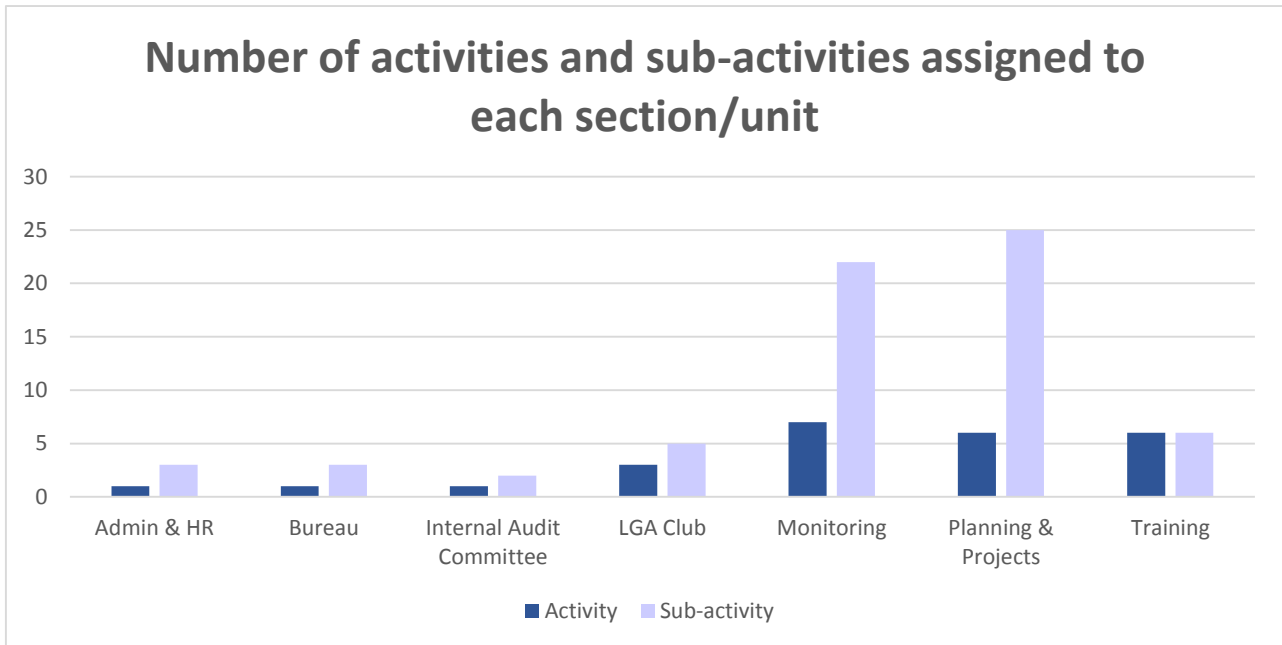
Outcome 8: Staff activities carried out to create a better work environment among staff

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage	Remarks
Conduct monthly staff meetings	Conduct Monthly Assembly 10 / staff birthday celebration	Admin & HR	3-Oct-17	100	
	Conduct Monthly Assembly 11 / staff birthday celebration	Admin & HR	7-Nov-17	100	

	Conduct Monthly Assembly 12 / staff birthday celebration	Admin & HR	5-Dec-17	100	
Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 10	LGA Club	31-Oct-17	100	
	Conduct monthly LGA Club executive committee meeting 11	LGA Club	30-Nov-17	100	
	Conduct monthly LGA Club executive committee meeting 12	LGA Club	31-Dec-17	100	
Conduct annual general meeting of LGA club	Conduct annual general meeting of LGA club	LGA Club	31-Dec-17	100	
Celebrate LGA anniversary	Arrange logistics for Kangathi award winners	Monitoring	15-Nov-17	0	Activity not completed as the Kangathi award ceremony has been postponed
	Procure Kangathi award trophies	Monitoring	1-Nov-17	0	Activity not completed as the Kangathi award ceremony has been postponed
Conduct staff trips	Staff Trip 2	LGA Club	31-Dec-17	100	

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

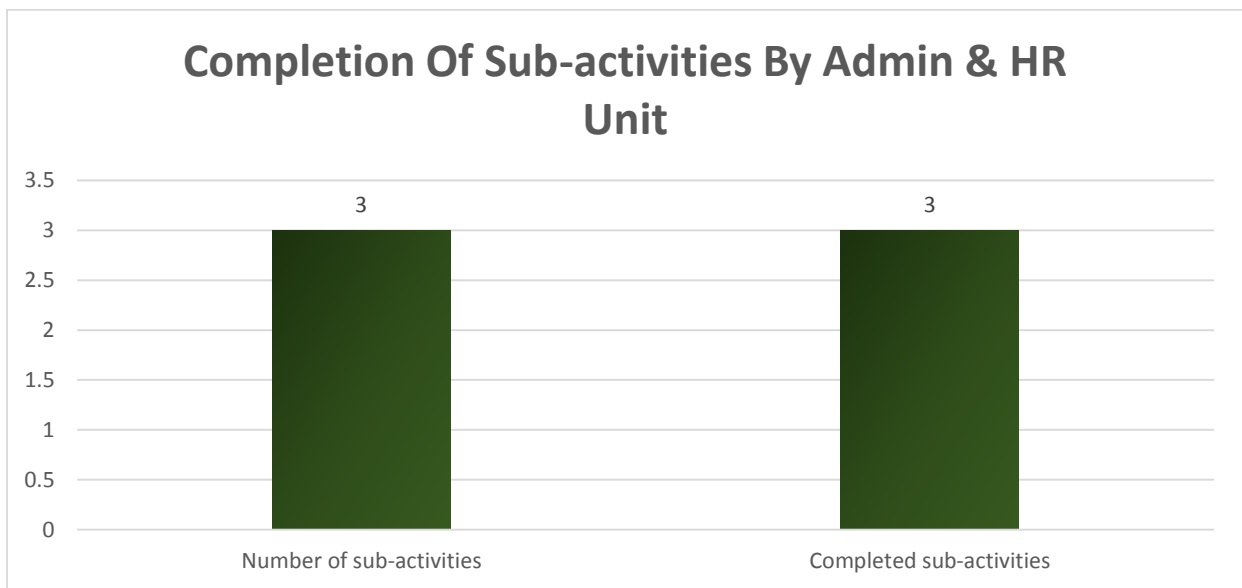
The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.



ACTIVITIES COMPLETED PER SECTION/UNIT

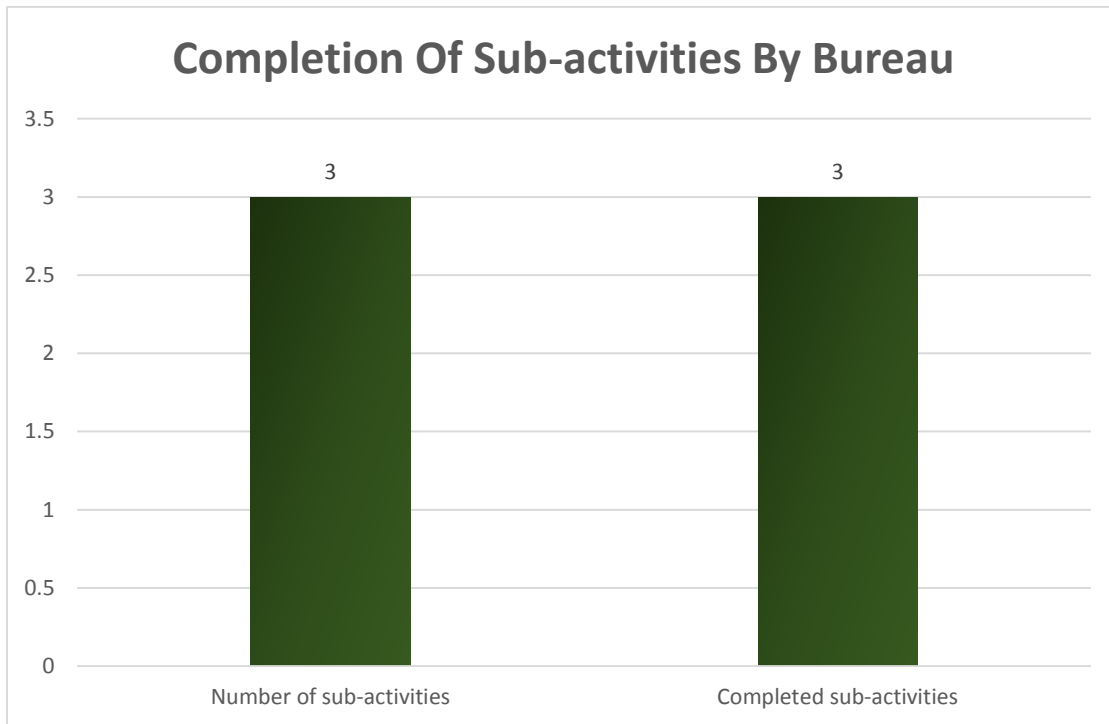
Admin and Human Resource Unit

During the quarter 4 of 2017 Admin and HR has completed 100% of the sub-activities assigned to be completed by 31 December 2017. Details of completion of sub-activities by Admin and HR is given in the chart below.



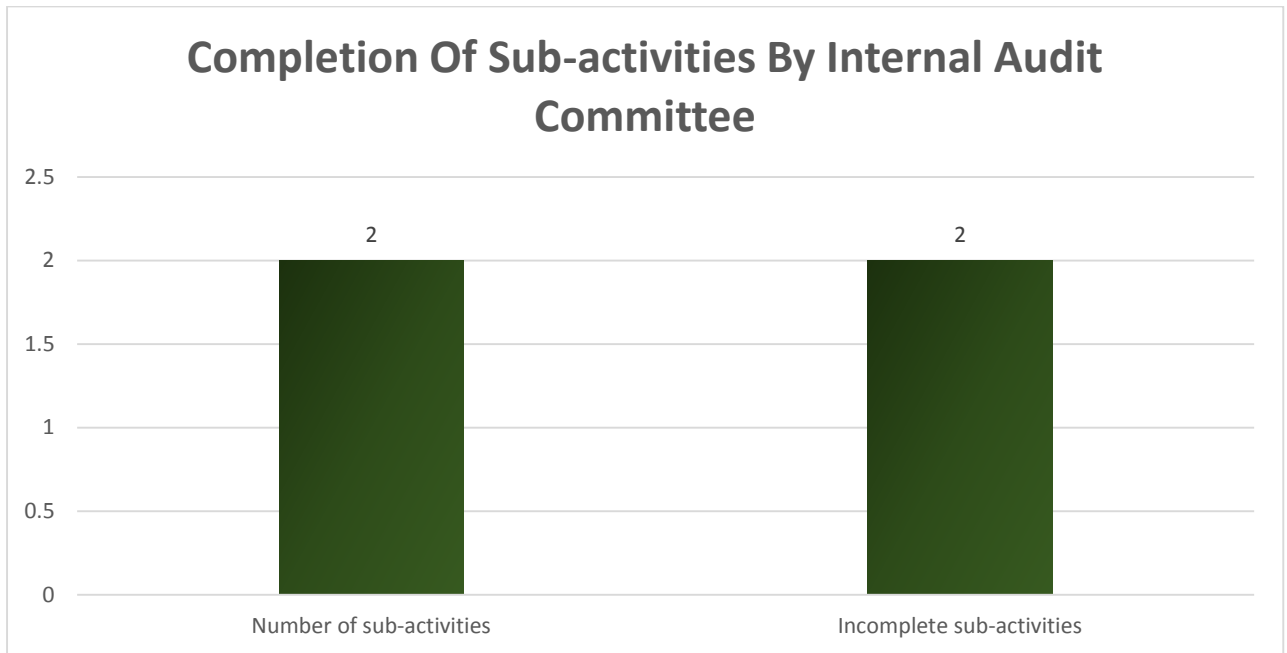
Bureau

During the quarter 4 of 2017 bureau has completed 100% of the sub-activities assigned to be completed by 31 December 2017. Details of completion of sub-activities by bureau is given in the chart below.



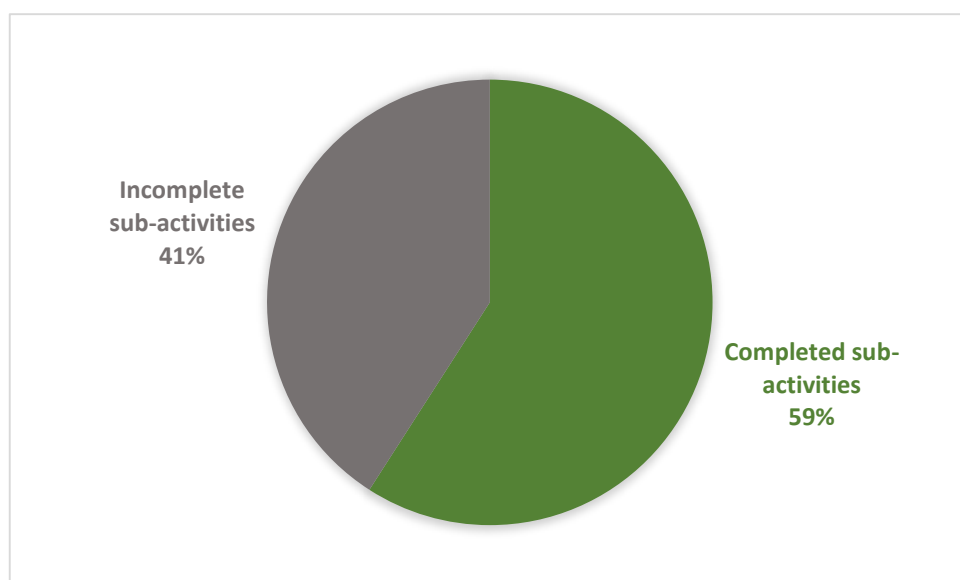
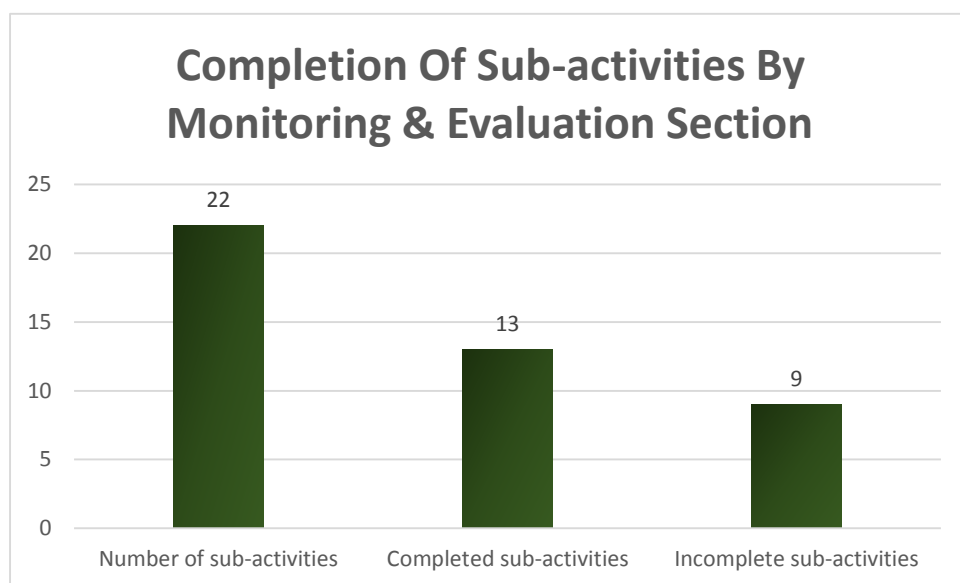
Internal Audit Committee

Out of the 3 sub activities assigned to internal audit committee in quarter four of 2017 work plan, none of the sub activities were completed due to delay in formation of the audit committee and adaptation to changes due to organizational re-structuring. Details of the sub-activities by internal audit committee is given in the chart below.



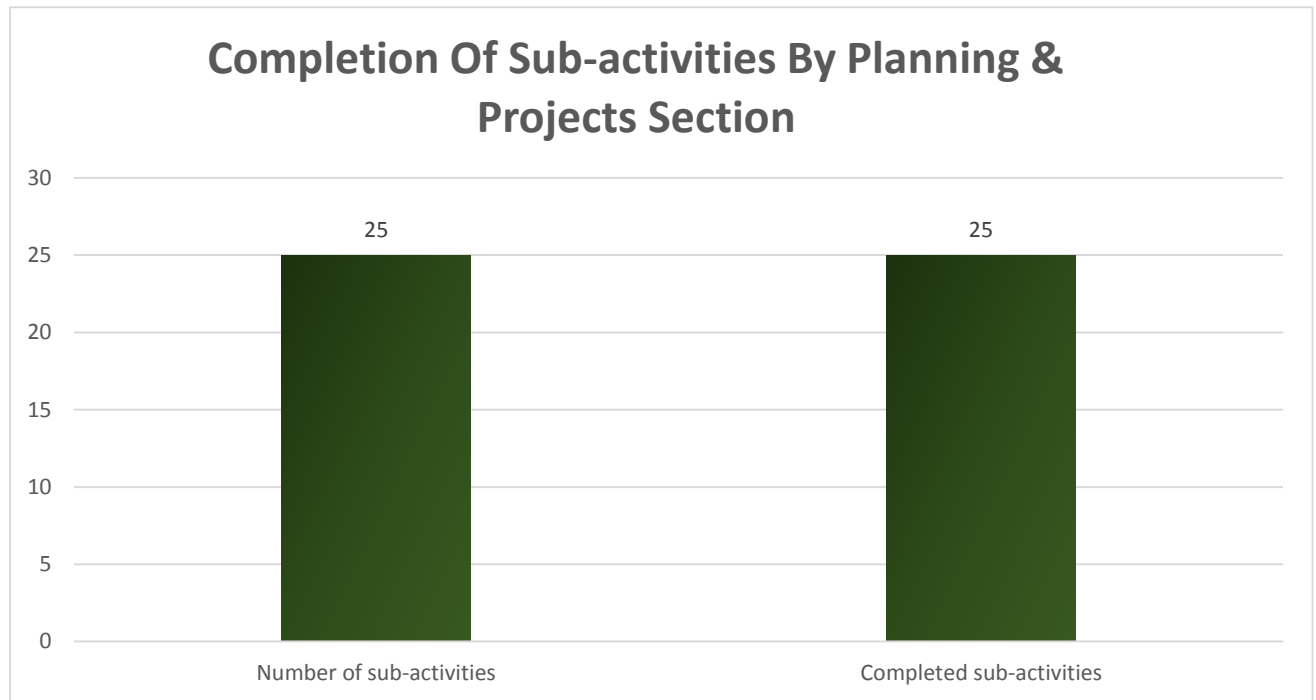
Monitoring & Evaluation Section

During the quarter 4 of 2017 monitoring and evaluation section has completed 41% of the sub-activities assigned to be completed by 31 December 2017. However, 59% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Monitoring and Evaluation Section is given in the chart below.



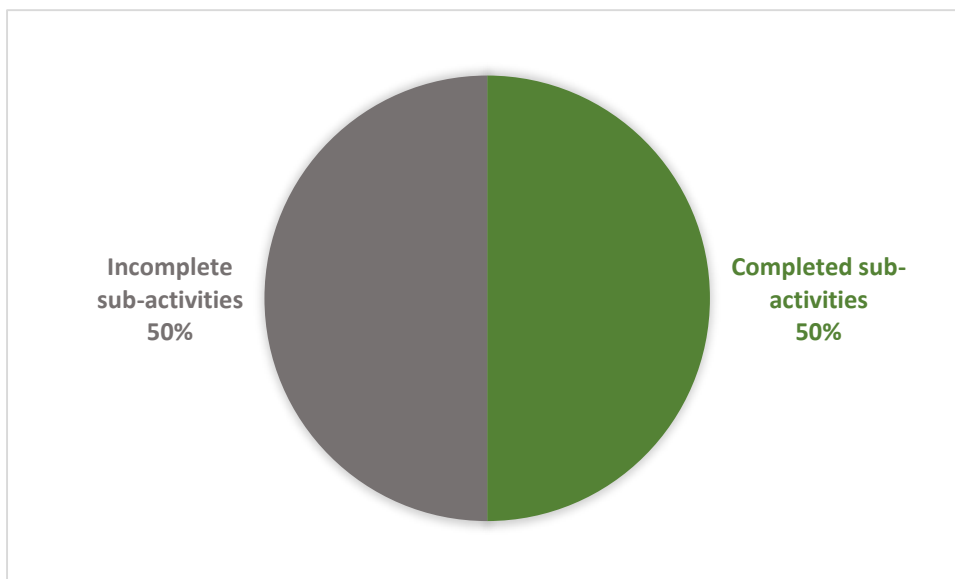
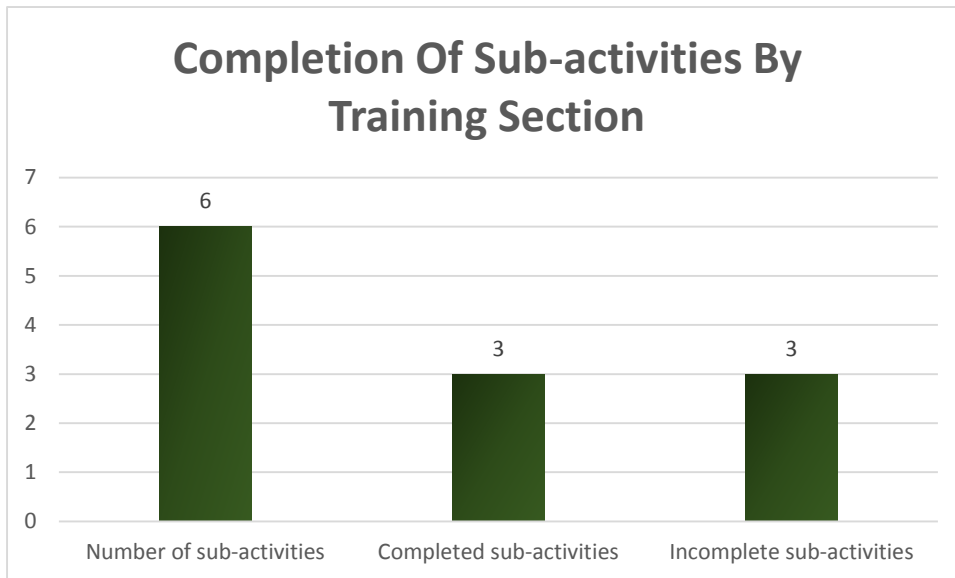
Planning & Projects Section

During the quarter 4 of 2017 Planning & Projects has completed 100% of the sub-activities assigned to be completed by 31 December 2017. Details of completion of sub-activities by Planning & Projects is given in the chart below.



Training Section

During the quarter 4 of 2017 training section has completed 50% of the sub-activities assigned to be completed by 31 December 2017. However, 50% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by training Section is given in the chart below.



LGA CLUB

During the quarter 4 of 2017 LGA Club has completed 100% of the sub-activities assigned to be completed by 31 December 2017. Details of completion of sub-activities by LGA Club is given in the chart below.

