

## WORK PLAN 2022 LOCAL GOVERNMENT AUHTORITY

RAMAZAN

Policy	Strategic Activity	Activities	2022													
			Q1			Q2			Q3			Q4				
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
<b>Empower women politically and economically; and promote inclusive governance</b>	Empower Women Development Committees (WDCs)	Establish mechanism to monitor the functioning of WDCs														
	Increase channels for women to voice out	Conduct Women's Forum for Region 1														
		Conduct Women's Forum for Region 2														
		Conduct Women's Forum for Region 3														
	Increase confidence of women to participate in island level decision making process	conduct exchange learning program for WDCs														
		Conduct Skill Development program to increase confidence of women to participate in decision making														
	Increase opportunities & resources to develop business startups for women.	Conduct Business Skill Development Programs for women														
	Increase participation of women in decision making process at local level	Rollout 'Orientation programme for WDCs' module in Kiyeveni portal														
	Promote gender mainstreaming through training and advocacy	Conduct gender sensitivity workshop														
		Develop and rollout 'Gender responsive Budgeting' online module in Kiyeveni portal														
	Work towards Building women leaders	Rollout 'Women leadership programme' module in Kiyeveni portal														
		Develop social media post on 'importance of women leaders'														
		Develop social media post on 'WDC and role of WDCs'														
Develop videospot on 'Stereotype misconceptions about role of women'																
		Establish cooperative societies/local authority companies in collaboration with councils at local level to market locally produced goods														

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<b>Promote sustainable local economic development (LED)</b>	Establish a mechanism to sell/market locally produced goods	Create a mechanism to transfer locally produced goods between islands through the public ferry network in collaboration with atoll councils												
		Identify opportunities to sell locally produced goods to abroad												
	Facilitate in obtaining funding & resources to startup small scale business ventures	Establish a mechanism to lend loans from public funds through banks to start up business ventures												
		Rollout 'Project management and proposal writing' module in Kiyeveni portal												
	Increase knowledge on small scale business opportunities at local level	Conduct online skill development programs in collaboration with councils to increase knowledge on small scale business ventures at local level												
		Create awareness on small scale business ventures that can be carried out with councils at local level												
		Develop social media post on awareness on small scale business ventures that can be carried out with councils at local level and to increase interest / motivation to start income generating activities that are possible to do at local level												
		Develop videospot on 'Create awareness on small scale business ventures that can be carried out with councils at local level and to increase interest / motivation to start income generating activities that are possible to do at local level												
	Increase knowledge on the available opportunities for councils	Conduct online session for councils in collaboration with Amana Takaful regarding schemes available for councils												
		Assist to get SDG related training opportunities to councils												

## WORK PLAN 2022 LOCAL GOVERNMENT AUTHORITY

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			Q1			Q2			Q3			Q4					
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Assist Local Councils in achieving Sustainable Development Goals	Assist councils to find opportunities available related to SDGs	Assist in getting funding for SDG implementation at local level															
		Conduct online session to increase awareness on available opportunities related to SDGs															
		Develop social media posts on awareness on SDGs															
	Assist local councils and WDCs to make local communities resilient	Atoll															
		Conduct Social & Behavior Change workshop in Adh. Atoll															
		Conduct Social & Behavior Change workshop in M. Atoll															
		Conduct Social & Behavior Change workshop in Gdh. Atoll															
		Conduct Social & Behavior Change workshop in Dh. Atoll															
		Conduct Social & Behavior Change workshop in Fuvahmulaku City															
		Assist local councils in developing 5 Year Development plan and financial plan	Rollout Development plan and financial plan training module in Kiyeveni														
	Provide assistance for local councils to review Development plans	Review development plans of selected councils															
Conduct sessions to assist councils on request																	
Create an environment to conduct business ventures at local level	Assist in establishing Local Authority companies																
	Establish a mechanism for councils to buy & sell share of companies																





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<b>Make local councils accountable and responsible</b>	Ensure Implementation of existing policies to make local councils responsible and accountable	Review and revise councils monitoring system to strengthen the system.														
		Establish a mechanism to audit councils regularly														
		Monitor atoll and city councils annually														
	Ensure updated statistics of expatriates are collected and mainted at councils.	Facilitate councils to collect & maintain statistics of expatriates and reporting to relavant line ministry														
		Establish a registry of resources & assets owned by local councils														
	Establish mechanim to ensure complaine to existing regulations and policies	Create awareness on the existing regulations, policies councils are required to comply with														
	Establsih mechanim to ensure complaine to existing regulations and policies	Strengthen the administrative system and procedures at local councils														
	Statistics of vulnerable groups and people with special needs are maintained at local level	Collect & maintain a registry of vulnerable groups and people with special needs at local level														
	Strengthen institutional capacity of local councils and provide opportunities for human resource development	Develop policies on the processes relevant to use of e-council portals/modules (developed for the use of councils) and digitalization of councils														
		Monitoring compliance of councils through e-council portals/modules (developed for the use of councils) and digital services														
		Conduct training to increase the capacity of atoll councils in providing technical support (such as legal advice, planning, financial management) to island councils														
		Implement E-council system in local councils to enhance the service delivery and accessibility														













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<b>The local Governance System is reviewed and strengthened</b>	Strengthen Decentralization & local governance in Maldives	Develop infographics based on Local Councils Elections Data													
		Conduct Decentralization Perception survey													
		Conduct resource mobilization and resilience building training for councils and WDCs													
		Conduct training to roll out live class training in Kiyeveni Portal													
		Collaborate with partners to develop and add new modules to Kiyeveni portal													
		Conduct training on sustainable waste management for WDCs and councils													
		Build technical capacity of research system of LGA by providing training on research and statistical analysis													
	Strengthen institutional capacity of local councils and provide opportunities for human resource development	Collaborate with training institutes to deliver training packages to improve administrative and technical capacity of local councils													
		Conduct public awareness programmes to motivate public participation in the decision-making process of councils													
	Enhance citizens participation in the decision making process of councils at local leve	Develop advocacy videos for public participation and community engagement													
		Develop and publish advocacy posts on public participation, community and civil society engagement													
		Conduct online training programmes to councils on public participation and community engagement													







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<b>Strengthen Local Government Authority</b>	Formulate LGA Action plan 2023	Prepare work plan for 2023																	
	Establish an Action plan Monitoring mechanism	Prepare work plan monitoring table																	
		Collect information and update workplan activities progress for Q4 (2021)																	
		Collect information and update workplan activities progress for Q1																	
		Collect information and update workplan activities progress for Q2																	
		Collect information and update workplan activities progress for Q3																	
		Develop LGA staff training requirement																	
	Increase technical capacity of staffs	Conduct Accessibility training																	
		Conduct training on illustration and design																	
		Conduct master trainer ToT for LGA Staff to oversee the decentralization process; policy implementation																	
		Conduct training on architecture and BoQ																	
		Conduct training on dhivehi language																	
		Conduct training on data evaluation and analyzing																	
		Conduct procurement/finance and project management training for relevant staff																	
		Conduct training on existing features of 3CX & Office365 for LGA staff																	
		Conducut refresher trainings for existing staff on the laws & regulations related to staff and decentralization system																	
		Re-orient staff on the job roles	Conduct re-orientation session for staff with change in job role																
	Monitor activities related to LGA in national level plans & policies	Collect information to monitor the progress of tasks																	



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	Conduct staff evaluation on a regular basis	Conduct staff evaluation biannually																
		Conduct staff evaluation biannually																
	Review and revise staff related policies to improve working environment	Revise staff award policy																
		Revise staff training policy																
		Develop an ICT policy																
		Revise performance appraisal policy																
		Develop organizational structure policy																
		Revise staff hiring policy																
		Develop Staff Promotion Policy																
		Introduce Flexi-hours at LGA																
		Proporse changes to LGA pay structure																
		Strengthen the HR management function	Recruit staff for vacant positions which are in LGA structure															
	Skill development of HR staff																	
	Introduce staff exit interview procedure, and take necessary steps to decrease staff turnover rate																	
	Make LGA an ACCA approved institution	Coordinate with relavant institutions to make LGA an ACCA approved institution																
	Ensure responsibilities of internal committees are met	Conduct quarterly meeting with committee chairs to ensure compliance to tasks mandated by respective acts - Q1																
		Conduct quarterly meeting with committee chairs to ensure compliance to tasks mandated by respective acts - Q2																
		Conduct quarterly meeting with committee chairs to ensure compliance to tasks mandated by respective acts - Q3																







