

# Quarterly Report 2017

# 1

**Local Government Authority**  
Male' / Maldives



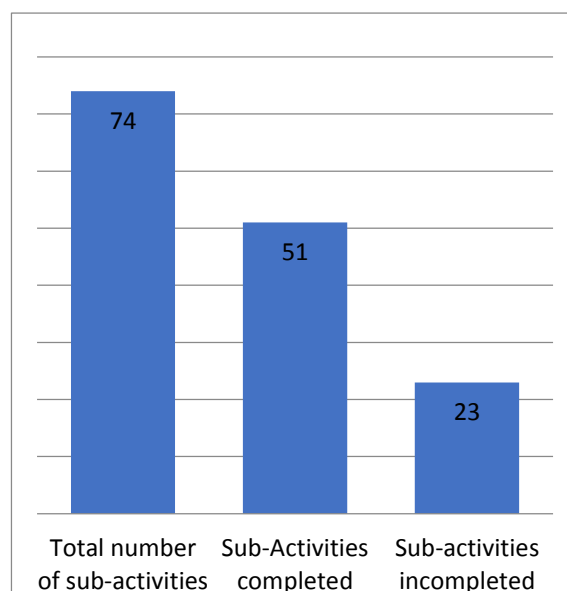
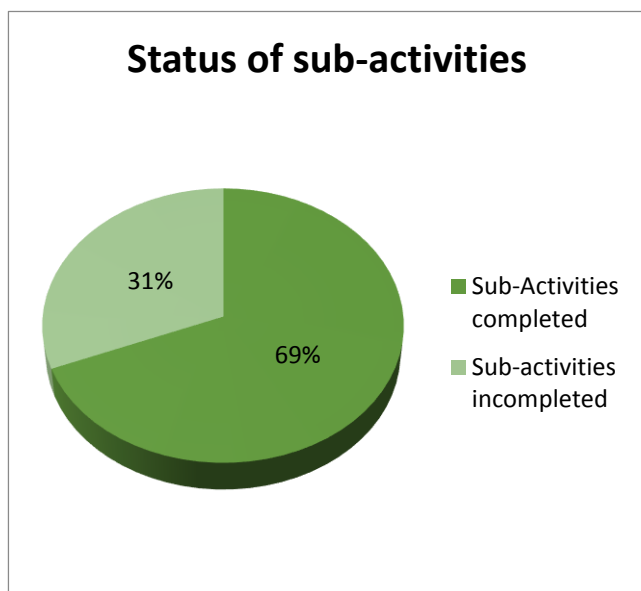
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## INTRODUCTION

To plan the work across the organization to establish a well-functioning decentralization system in the Maldives, LGA’s annual work plan is developed every year detailing activities that would be carried during the year accomplishing the results stated by Strategic Action plan. The annual work plan contains the expected outcomes, the activities to be carried out to achieve strategic activities, timeframe allocated for completing those activities and sections/staffs responsible for carrying out those activities.

As part of the monitoring and evaluation mechanism established to monitor the quarterly implementation of the activities and sub activities set forth for that particular quarter of the work plan, this report highlights the implementation status of activities and sub activities set forth in the first quarter of 2017. The duration of quarter one is from 02<sup>nd</sup> January to 30<sup>th</sup> March 2017. During this quarter a total of 29 activities and 74 sub-activities were to be carried out to achieve 6 outcomes. Out of the total activities to be completed in the first quarter, 51 Activities were completed. Below is the chart which shows the status of completion of sub-activities carried out by all the sections/units of Local Government Authority.



## ACTIVITIES PER OUTCOMES

### OUTCOME 1: The local Governance System is reviewed and strengthened

Activity	Sub-activity	Section/unit	Due date	Percentage completed	Remarks
<b>Increase awareness in order to build trust between councils and Government, councils and the citizens</b>	Develop a concept to conduct awareness programme for councilors, government officials and citizens	Training	12-Mar-17	100	
<b>Increase awareness on decentralization system; especially about the responsibilities of councilors</b>	Develop a concept paper	Training	10-Jan-17	100	
	Develop materials for leaflet	Training	31-Jan-17	100	
	Print leaflets	Training	23-Feb-17	0	Insufficient funds
	Design materials and presentations for raised issues	Training	30-Mar-17	85	Time extended due to postponement of election
	Conduct awareness session (with council orientation program)	Training	27-Mar-17	85	
<b>Conduct ToT for trainers to conduct the Orientation program for newly elected councilors</b>	Identify areas for presentations	Training	9-Jan-17	100	
	develop materials	Training	31-Jan-17	80	Waiting for stakeholders' presentations; time extended as per their request due to postponement of election
	Conduct training	Training	9-Feb-17	0	Time extended due to postponement of election
<b>Conduct Orientation program for newly elected councilors</b>	Review materials	Training	16-Feb-17	0	To be reviewed after the induction TOT
<b>Identify the causes for poor participation in WDC</b>	Develop concept paper	Training	30-Mar-17	100	

<b>Awareness on Local governance &amp; decentralization for stakeholders by Radio</b>	Develop plan to give information on free radio programs	Training	15-Feb-17	0	PSM changed their program production policy and we had to pay for the program, hence the program was cancelled
	Request PSM	Training	25-Feb-17	0	
<b>Increase awareness about the importance of submitting the mandatory reports</b>	Review the awareness outline for councilors	Training	12-Mar-17	0	Awareness outline has not been reviewed
	Get comments for the outline	Training	30-Mar-17	0	
	Develop media report for annual reports	Monitoring	10-Feb-17	100	
	Publish media report for annual reports	Monitoring	10-Feb-17	100	
<b>Review 5 Year (2017-2021) Development plans &amp; Financial plans of Local Councils</b>	Review Plans	Planning	28-Feb-17	100	
	Send the review list to councils	Planning	10-Mar-17	72	Work is ongoing

## **OUTCOME 2: Functions of LGA are strengthened to improve the decentralization system in the Maldives**

Activities	Sub-activities	Section/Unit	Due date	Percentage Completed
<b>Establish an Action plan Monitoring system</b>	Prepare a monitoring table for Action plan	Planning	1-Jan-17	100
	Share with all staff	Planning	2-Jan-17	100
<b>Conduct staff evaluation on a regular basis</b>	Set targets for staffs to achieve throughout the year	Admin & HR	28-Feb-17	100
<b>Compile Quarterly report for Q4 (2016)</b>	Collect required information from sections	Planning	10-Jan-17	100
	Compile Report	Planning	20-Jan-17	100
	Share with staffs for comments	Planning	21-Jan-17	100
	Incorporate comments and finalize report	Planning	30-Jan-17	100
	Share with all staffs and media for uploading in website	Planning	30-Jan-17	100
<b>Compile LGA Annual Report</b>	Collect required information	Admin & HR	31-Mar-17	100
	Compile Report	Admin & HR	31-Mar-17	100
	Share with relevant stakeholders	Admin & HR	31-Mar-17	100
<b>Compile Financial statements of LGA</b>	Compile Financial statements of LGA	Finance	31-Mar-17	100
	Share with relevant stakeholders	Finance	31-Mar-17	100
<b>Compile LGA club annual report</b>	Compile Report	LGA Club	30-Mar-17	100
	Share with relevant stakeholders	LGA Club	30-Mar-17	100
<b>Compile Financial statements of LGA Club</b>	Compile Financial statements of LGA Club	LGA Club	30-Mar-17	100
	Share with relevant stakeholders	LGA Club	30-Mar-17	100

### OUTCOME 3: Strengthen financial management to support the processing of financial transactions by providing required reports, forms and information and reviewing process flows

Activities	Sub-activity	Section/Unit	Due Date	Percentage completed	Remarks
<b>Strengthen the functioning bid committee</b>	Develop a manual for bid committee members	Admin & HR	4-Mar-17	0	As public finance regulation has changed, manual is under review

### OUTCOME 4: Improve LGA's performance through better Human Resource Management

Activity	Sub-activity	Section/Unit	Due Date	Percentage Completed	Remarks
<b>Improve HR regulatory framework</b>	Identify the contradictions and areas to be revised	Admin & HR	30-Mar-17	100	
<b>Develop a policy on promotions, performance related bonus at LGA</b>	Draft a policy on promotions at LGA	Admin & HR	26-Feb-17	0	No budget plus no decision made yet
	Get comments and approval from board	Admin & HR	15-Mar-17	0	
	Share with Ministry of Finance & Treasury	Admin & HR	30-Mar-17	0	
<b>Improve the existing staff orientation programme</b>	Review and revise the existing Induction program	Admin & HR	28-Feb-17	0	Carried forward to Q3
	Get comments	Admin & HR	28-Feb-17	0	
	Finalize the programme	Admin & HR	28-Feb-17	0	
<b>Publish reviewed Questionnaire and inform councils</b>	Review existing island council questionnaire	Monitoring	19-Jan-17	100	
	Review existing atoll council questionnaire	Monitoring	19-Jan-17	100	
	Prepare working papers	Monitoring	2-Feb-17	100	
	Prepare handbook	Monitoring	16-Feb-17	100	

	Prepare video guide on questionnaire	Monitoring	2-Mar-17	100	
	Share questionnaires with councils	Monitoring	9-Mar-17	100	
	Inform councils regarding PI questionnaire in order to prepare for the PI data collection and ask to appoint focal points at atoll council	Monitoring	9-Mar-17	100	
<b>Public awareness through Media</b>	Prepare media awareness plan	Monitoring	19-Jan-17	100	
	Prepare messages for posters according to weekly themes	Monitoring	26-Jan-17	100	
<b>Make a concept paper for Kangathi</b>	Make a historical research on “Kangathi concept” and determine names for the specific awards.	Monitoring	31-Mar-17	100	
<b>Conduct trainings for LGA staffs</b>	Prepare a presentation CPI	Monitoring	2-Mar-17	100	
	Conduct staff trainings	Monitoring	9-Mar-17	100	
<b>Conduct trainings for Atoll Council focal points</b>	Prepare training materials	Monitoring	2-Mar-17	100	
	Arrange logistics for TOT	Monitoring	15-Mar-17	100	
	Distribute awareness materials (books, Leaflets) to atoll councils	Monitoring	23-Mar-17	100	
	Conduct TOT	Monitoring	23-Mar-17	100	
<b>Monitor the work of Data collection</b>	Allocate atolls to staffs	Monitoring	9-Mar-17	100	



## OUTCOME 5: Regular board meetings conducted to strengthen and improve the decentralization system in the Maldives

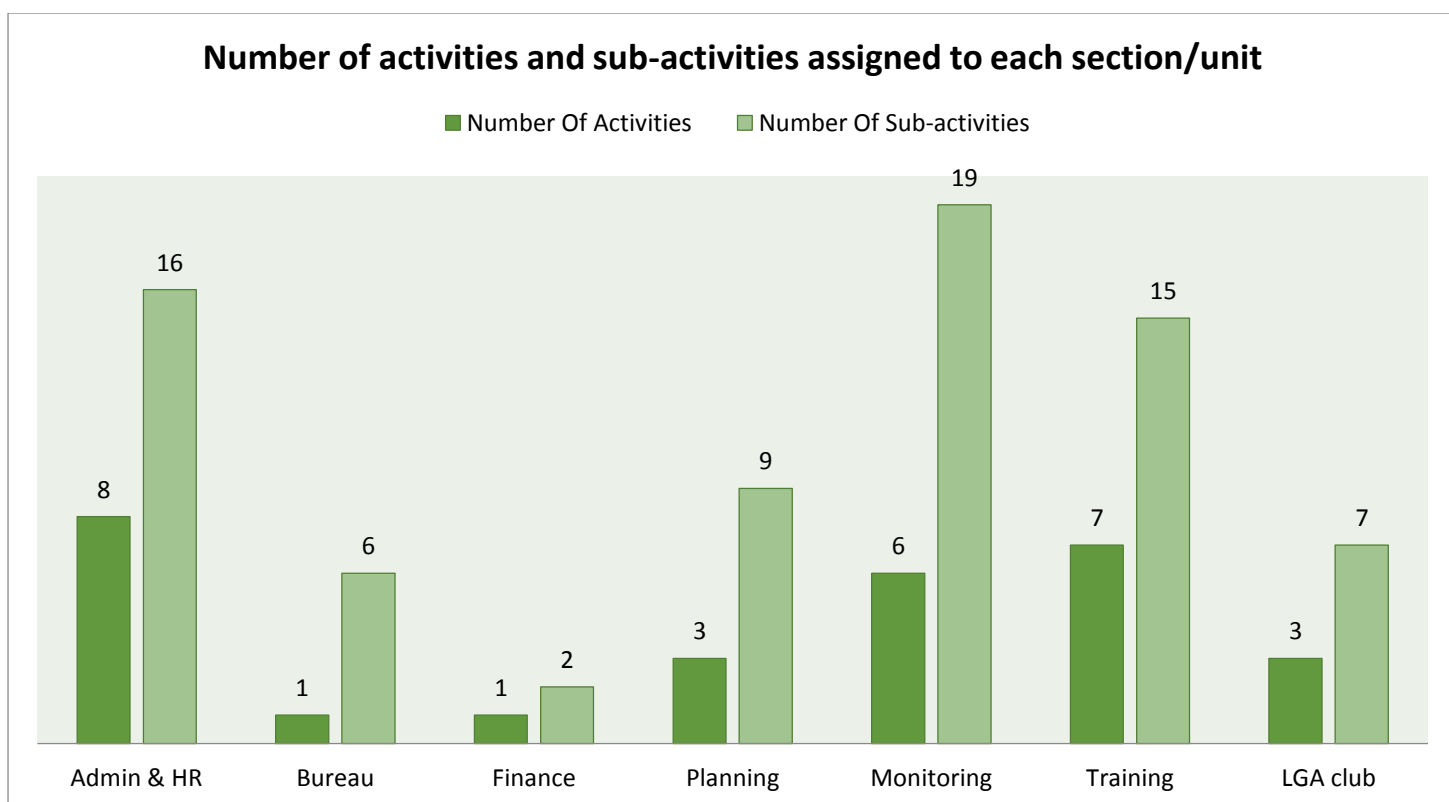
Activities	Sub-activities	Section/Unit	Due date	Percentage completed	Remarks
<b>Conduct Board Meetings</b>	Conduct Board Meeting 1	Bureau	11-Jan-17	100	
	Conduct Board Meeting 2	Bureau	25-Jan-17	0	Meeting was cancelled as it was decided to conduct 1 meeting per month due to lack of budget
	Conduct Board Meeting 3	Bureau	8-Feb-17	0	Did not get a date to hold the meeting from LGA president
	Conduct Board Meeting 4	Bureau	22-Feb-17	0	Meeting was cancelled as it was decided to conduct 1 meeting per month due to lack of budget
	Conduct Board Meeting 5	Bureau	8-Mar-17	0	Did not get a date to hold the meeting from LGA president
	Conduct Board Meeting 6	Bureau	29-Mar-17	0	Meeting was cancelled as it was decided to conduct 1 meeting per month due to lack of budget

## OUTCOME 6: Staff activities carried out to create a better work environment among staffs

Activities	Sub-activities	Section/Unit	Due Date	Percentage Completed
<b>Conduct monthly staff meetings</b>	Conduct Monthly Assembly 1 / staff birthday celebration	Admin & HR	3-Jan-17	100
	Conduct Monthly Assembly 2/ staff birthday celebration	Admin & HR	7-Feb-17	100
	Conduct Monthly Assembly 3/ staff birthday celebration	Admin & HR	7-Mar-17	100
<b>Conduct monthly LGA Club executive committee meetings</b>	Conduct monthly LGA Club executive committee meeting 1	LGA Club	31-Jan-17	100
	Conduct monthly LGA Club executive committee meeting 2	LGA Club	28-Feb-17	100
	Conduct monthly LGA Club executive committee meeting 3	LGA Club	31-Mar-17	100
<b>Celebrate governance Day</b>	Conduct governance day meeting	Admin & HR	26-Feb-17	100

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

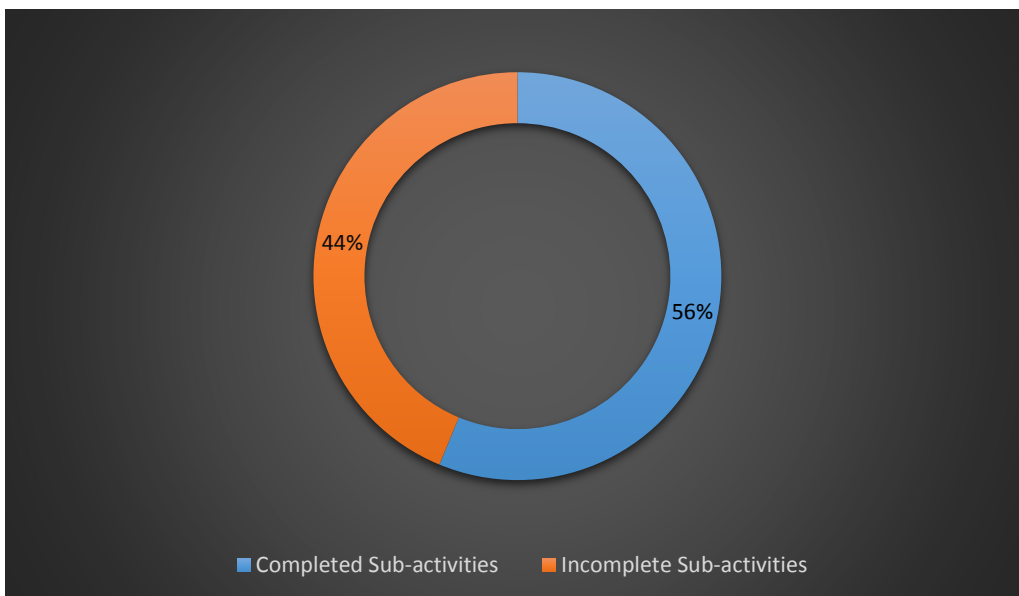
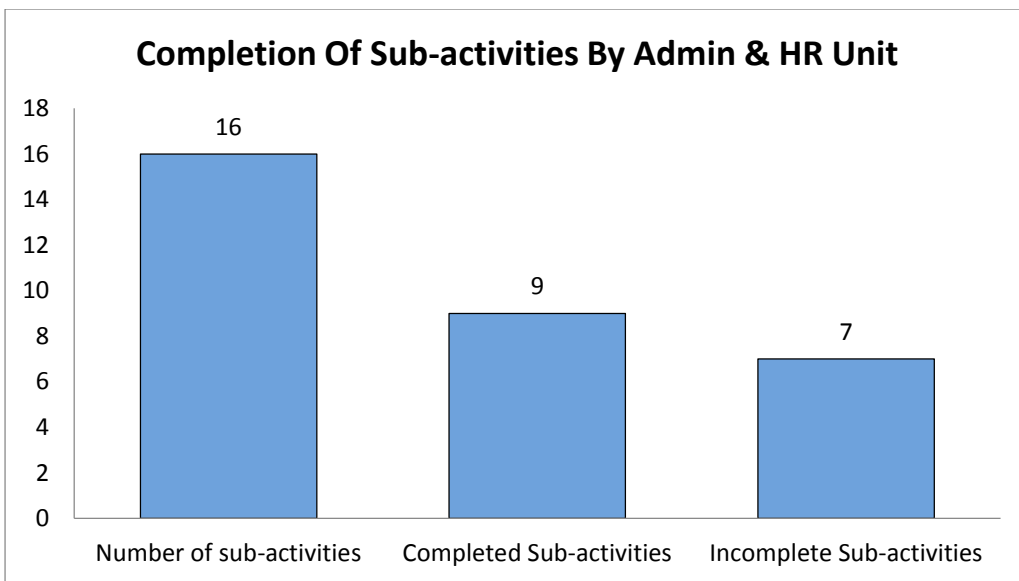
The chart below shows the number of activity and sub-activity assigned to be completed for all the section/unit(s) of Local Government Authority. Details of completion and progress of the sub-activities of each section/unit is given under activities completed per section/unit.



## Activities Completed Per Section/Unit

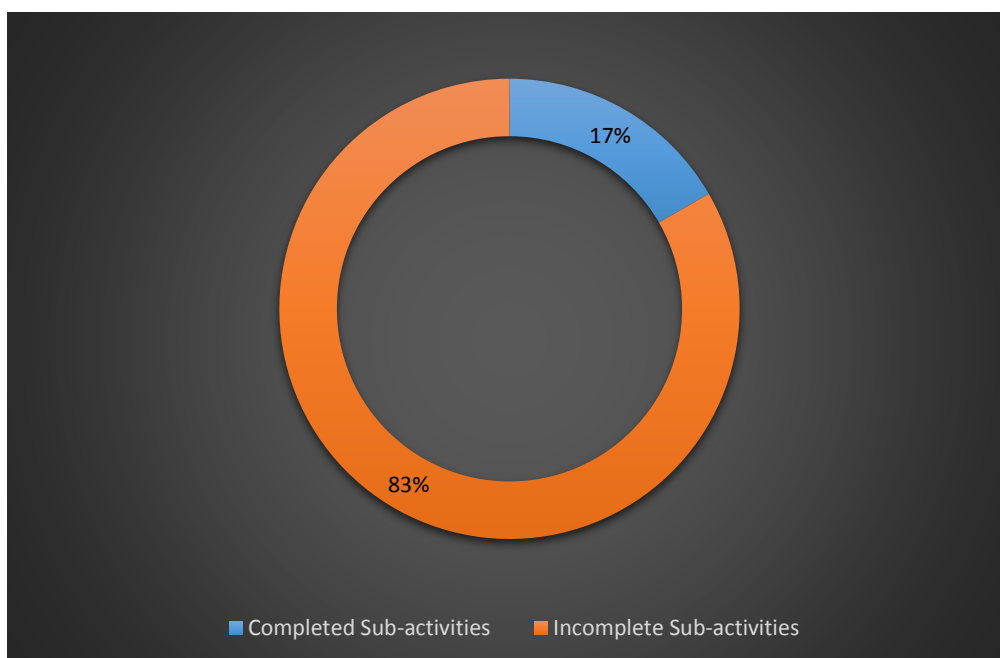
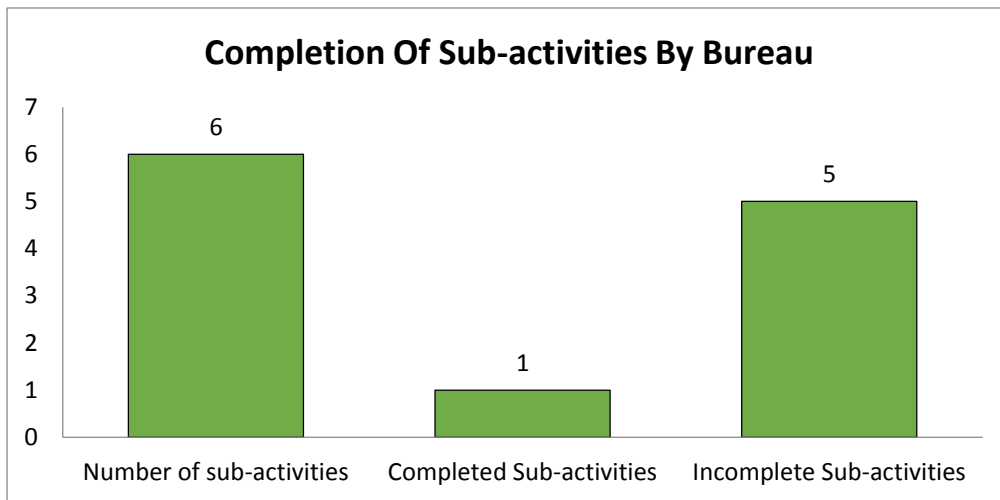
### ADMIN AND HR UNIT

During the quarter 1 of 2017 Admin & HR unit has completed 56% of the sub-activities assigned to be completed by the end of 30 March 2017. However, 44% of the sub-activities assigned has not been completed. Details of completion of sub-activities by admin & HR is given in the chart below.



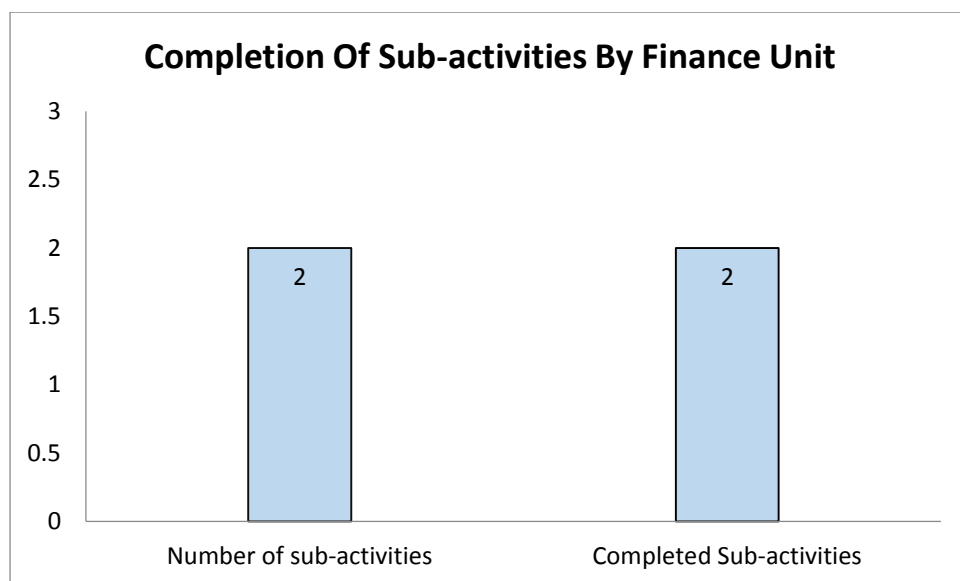
## **BUREAU**

During the quarter 1 of 2017 bureau has completed 17% of the sub-activities assigned to be completed by the end of 30 March 2017. However, 83% of the sub-activities assigned has not been completed. Details of completion of sub-activities by bureau unit is given in the chart below.



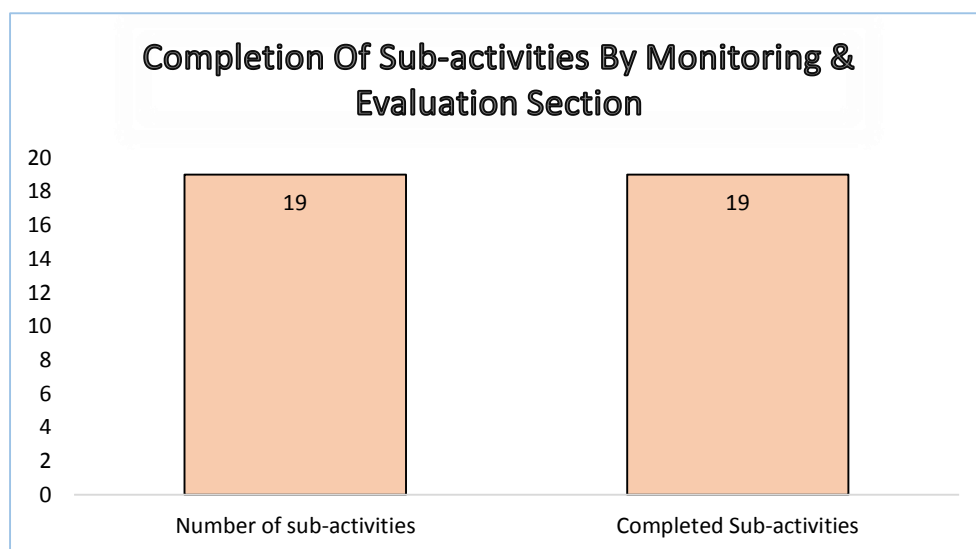
### **FINANCE UNIT**

During the quarter 1 of 2017 finance unit has completed 100% of the sub-activities assigned to be completed by the end of 30 March 2017.



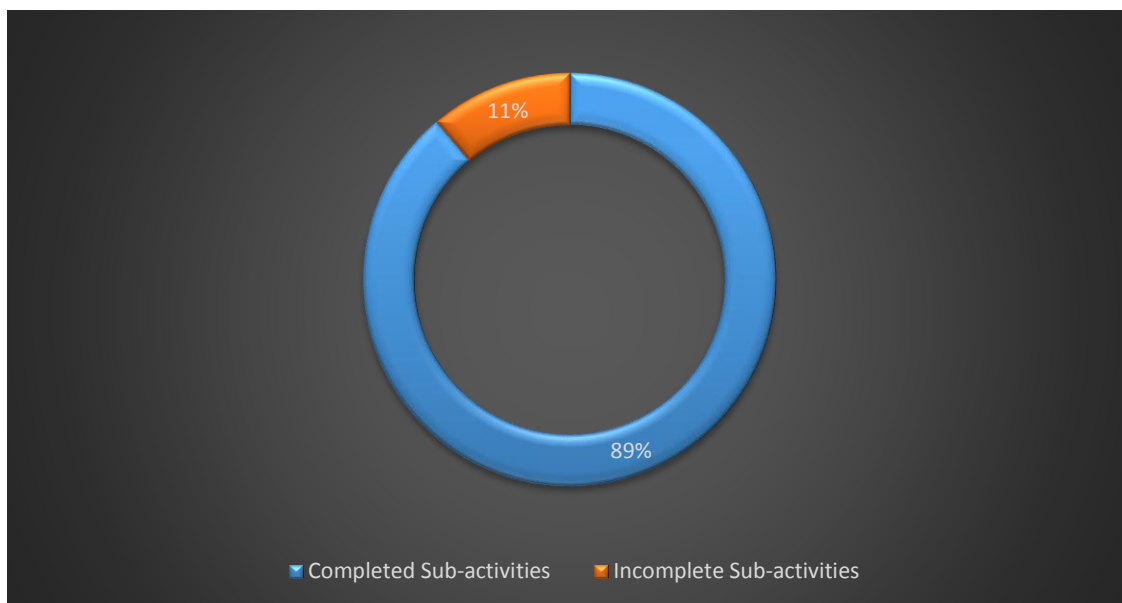
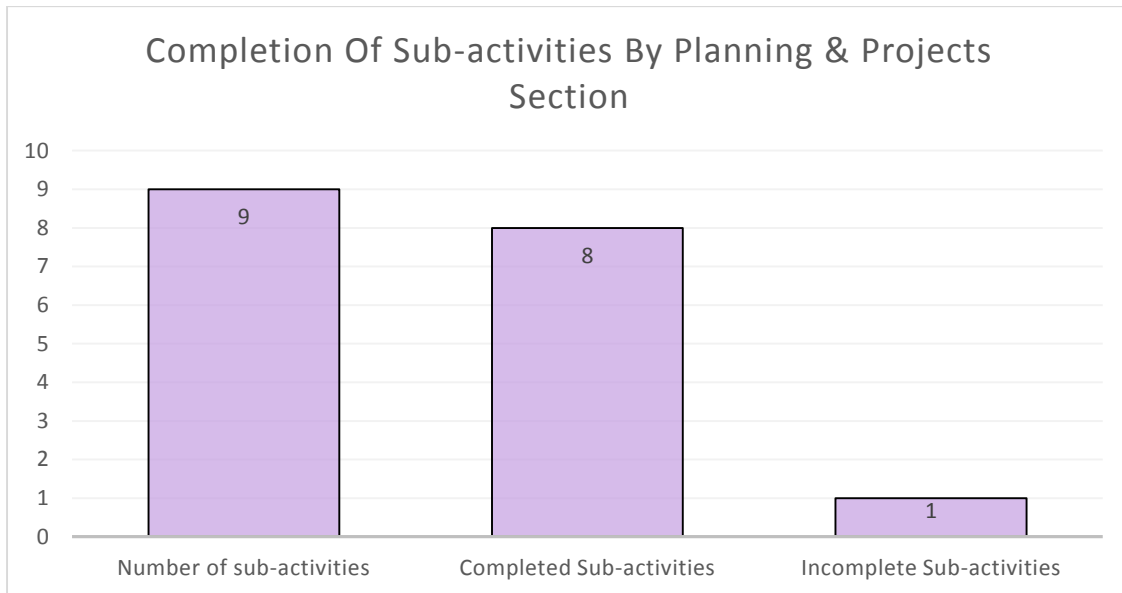
### **MONITORING & EVALUATION SECTION**

During the quarter 1 of 2017 monitoring and evaluation section has completed 100% of the sub-activities assigned to be completed by the end of 30<sup>th</sup> March 2017.



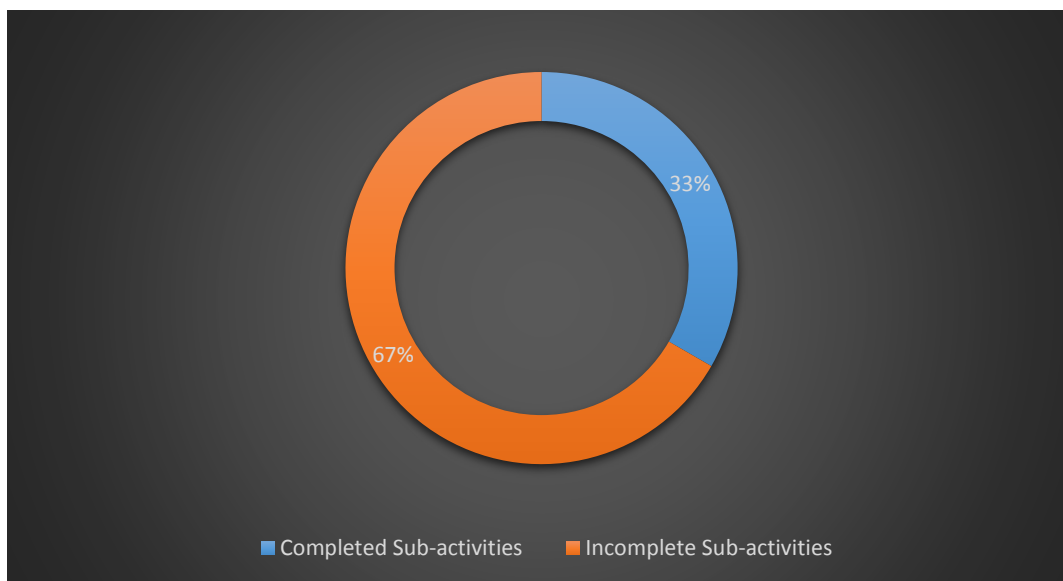
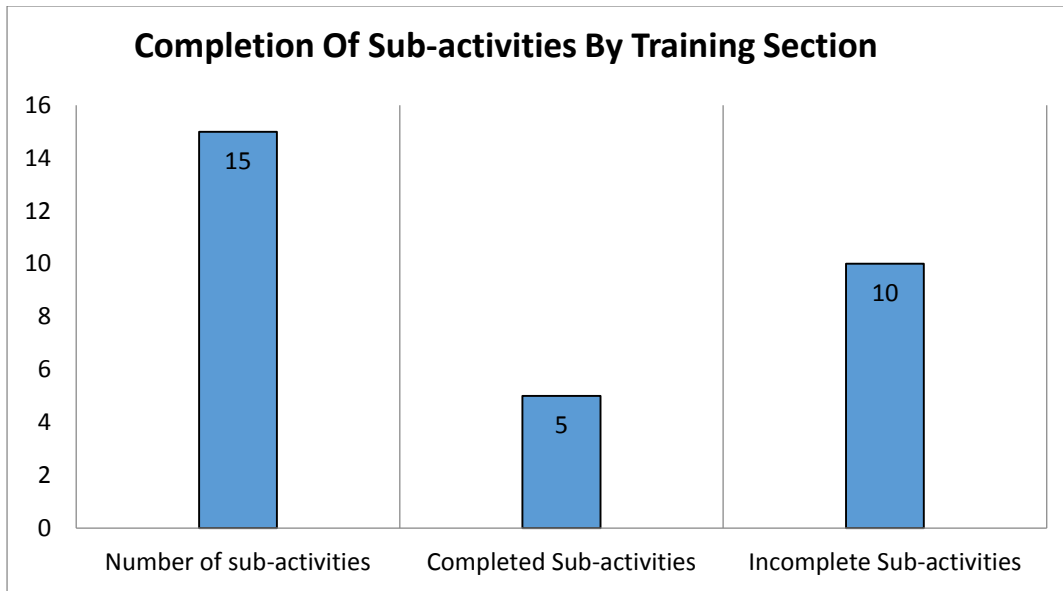
## **PLANNING & PROJECTS SECTION**

During the quarter 1 of 2017 planning and project section has completed 89% of the sub-activities assigned to be completed by the end of 30 March 2017. . However, 11% of the sub-activities assigned has not been completed. Details of completion of sub-activities planning and projects section is given in the chart below.



## **TRAINING SECTION**

During the quarter 1 of 2017 training section has completed 33% of the sub-activities assigned to be completed by the end of 30 March 2017. However, 67% of the sub-activities assigned has not been completed. Details of completion of sub-activities training section is given in the chart below.





## **LGA CLUB**

During the quarter 1 of 2017 LGA Club has completed 100% of the sub-activities assigned to be completed by the end of 30 March 2017. Details of completion of sub-activities by LGA Club is given in the chart below.

