

2020-21

Quarterly Report



Local Government Authority

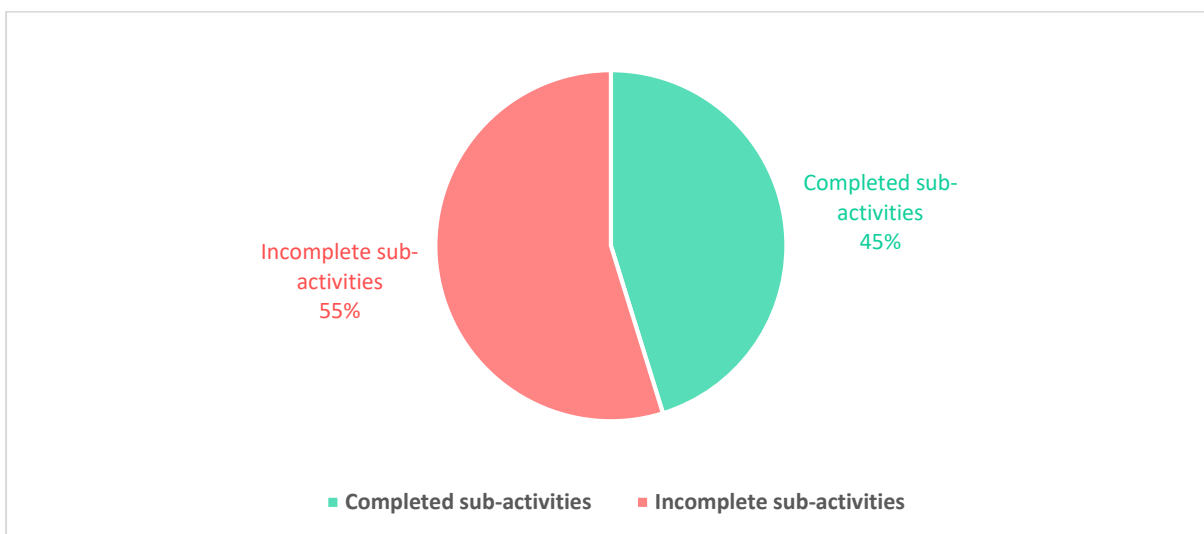
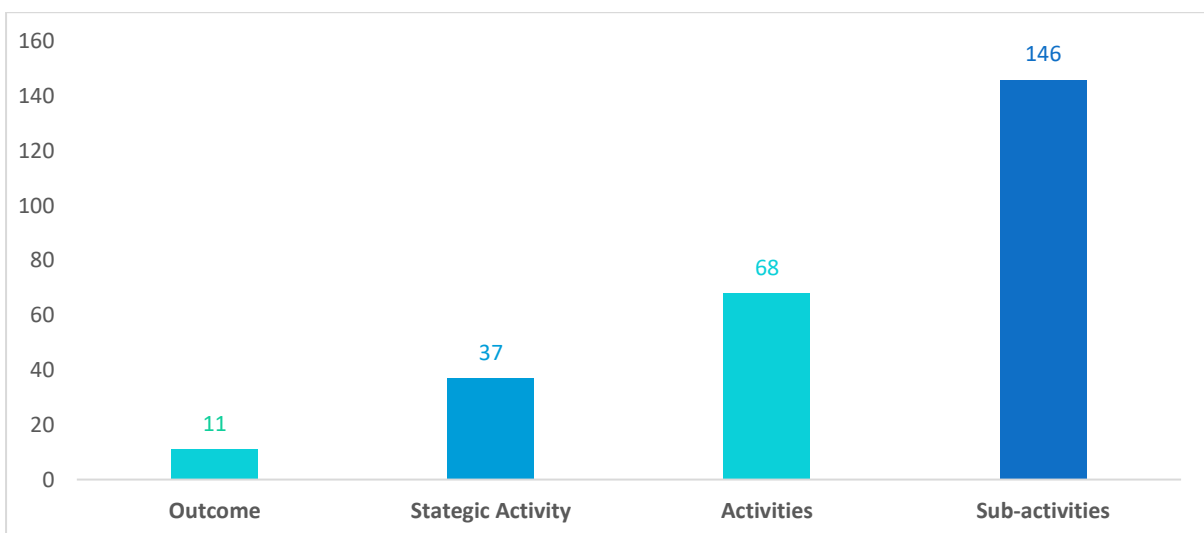
Contents

Introduction	2
Number of sub-activities to be completed and number of sub-activities completed	2
Status of activities of work plan 2020	3
Assist Local Councils in achieving Sustainable Development Goals	3
Build trust among citizens and Government for the local governance system.....	4
Create a better working environment at LGA	5
Empower women politically and economically; and promote inclusive governance	6
Ensure fiscal decentralization; and assist local councils in creating vibrant local economies	8
Leverage use of ICT for an empowered, effective and efficient local governance system	8
Make local councils accountable and responsible.....	8
Promote and develop local economy	10
Strengthen Local Government Authority	10
Strengthen the performance of local councils through performance monitoring.....	12
The local Governance System is reviewed and strengthened	13
Activities and sub-activities assigned to sections/units	18
Administration & Support Service Section	19
Bureau	20
Council Corporate Services Section	21
Council Digitalisation and Projects Section.....	22
Finance	23
Human Resources Section	24
Legal & Investigation Division	25
Monitoring & Evaluation Section	26
Policy Planning & International Relations Section.....	27
Training & Advocacy Section.....	28
LGA Club	29

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 first quarter of 2020. The duration of quarter two is from 1st January to 31st March 2020. During this quarter, a total of 68 activities and 146 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, 66 sub-activities were completed. As Government offices were closed from 19th March 2020 onwards due to COVID-19, some of the activities that were to be completed by the end of first quarter were put on hold, and thus not 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 of work plan 2020

Outcome 1: Assist Local Councils in achieving Sustainable Development Goals

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Establish a mechanism to enable councils to execute and coordinate development projects in accordance with the National Development Plan and Strategic Action Plan	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	31-Jan-20	30%	Worked with UNDP in getting a consultant to review planning manual. TOR finalized and advertised. Unable to complete due to office closure in relation to COVID-19
Assist local councils in developing their 5 year development plans aligning the plans to NDP and SDG's	Conduct TOT session to train facilitators from atoll councils to train island councils to develop their 5 year development and financial plans	prepare plan	Policy Planning & International Relations	31-Jan-20	0%	To be conducted with newly elected councilors, delayed to next year as election is delayed until next year
		Prepare materials	Policy Planning & International Relations	31-Mar-20	0%	To be conducted with newly elected councilors, delayed to next year as election is delayed until next year
		Arrange logistics	Policy Planning & International Relations	31-Mar-20	0%	To be conducted with newly elected councilors, delayed to next year as election is delayed until next year

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

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
'Ensure smooth implementation of PSIP projects of councils	Facilitate the implementation and monitoring of PSIP projects at councils	Prepare software to monitor PSIP projects by councils	Council Digitalisation & Projects	31-Mar-20	0%	Finance ministry to continue this activity.
		Establish project monitoring protocol/manual	Council Digitalisation & Projects	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19. Postponed to 2021.
	Prepare a guideline on implementation of PSIP projects by councils	Prepare SOPs for Projects handling and Monitoring	Council Digitalisation & Projects	31-Mar-20	80%	Unable to complete due to office closure in relation to COVID-19
Increase awareness of public to the changes of Decentralization Act and its implication to local governance	Conduct awareness program to public	Prepare materials	Training & Advocacy	30-Jan-20	Completed	
		conduct awareness sessions through radio / TV / social media	Training & Advocacy	31-Mar-20	Completed	
Enhance citizens participation in the decision-making process of councils at local level	Establish a legal mechanism to have council town hall meetings regularly	Revise Town hall meeting policy	Policy Planning & International Relations	31-Jan-20	Completed	
		Establish a monitoring mechanism to ensure that town hall meetings are being held	Monitoring & Evaluation	30-Jan-20	Completed	
Strengthen civil society involvement in development and decision making at local level	Facilitate the establishment of a Local Government Association to better promote local councils and to represent interests of councils to central government	Conduct a national level forum to facilitate the establishment of Local Governance Association	Policy Planning & International Relations	31-Mar-20	Cancelled	Unable to complete due to office closure in relation to COVID-19. This activity has been cancelled as budget allocated for this program was cancelled by Ministry of Finance
Increase awareness among public regarding community meetings	Increase awareness among public regarding community meetings	Develop a social media plan	Training & Advocacy	31-Jan-20	Completed	
		Develop materials	Training & Advocacy	31-Jan-20	Completed	

Outcome 3: Create a better working environment at LGA

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Conduct staff activities to create a better work environment among staffs	Conduct monthly staff meetings	Conduct Monthly Assembly 1 / staff birthday celebration	Human resources	14-Jan-20	Completed	
		Conduct Monthly Assembly 2/ staff birthday celebration	Human resources	11-Feb-20	Completed	
		Conduct Monthly Assembly 3/ staff birthday celebration	Human resources	17-Mar-20	Cancelled	Unable to complete due to office closure in relation to COVID-19
	Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 1	LGA Club	31-Jan-20	Completed	
		Conduct monthly LGA Club executive committee meeting 2	LGA Club	29-Feb-20	Completed	
		Conduct monthly LGA Club executive committee meeting 3	LGA Club	31-Mar-20	Cancelled	Unable to complete due to office closure in relation to COVID-19
	Conduct annual general meeting of LGA club	Conduct annual general meeting of LGA club	LGA Club	28-Feb-20	0%	Unable to complete due to office closure in relation to COVID-19
	Diabetes screening and awareness session	Diabetes screening and awareness session	LGA Club	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19
	Fish trip (Financed by members)	Fish trip (Financed by members)	LGA Club	31-Mar-20	Completed	
	Conduct Mental health series	Mental health series - session 1	LGA Club	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19
	Staff Meeting Tea	Tea for Staff meeting 1	LGA Club	31-Jan-20	Completed	

		Tea for Staff meeting 2	LGA Club	29-Feb-20	Completed	
		Tea for Staff meeting 3	LGA Club	31-Mar-20	Completed	
	Host staff award ceremony to acknowledge the performance of staffs	Evaluate Performance Appraisal	Human resources	31-Jan-20	0%	Unable to complete due to office closure in relation to COVID-19
		Finalize the List	Human resources	28-Feb-20	0%	Unable to complete due to office closure in relation to COVID-19
Renovate facilities at LGA and procure vehicle for LGA	Renovate LGA building	Establish water filter system (for training room, board room, staff pantry)	Administration & support service	31-Mar-20	Completed	
Establish mechanism to retain staffs of LGA	Introduce staff retainment program	Introduce staff retainment program	Human resources	31-Mar-20	Cancelled	This activity has been cancelled as budget allocated for this program was cancelled by Ministry of Finance

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

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Empower Women Development Committees (WDCs)	strengthen the finance management of WDC funds	Incorporate WDC fund management to viya module	Council Digitalisation & Projects	01-Jan-20	0%	WDC election Postponed to 2021 due to COVID-19
		Implement module	Council Digitalisation & Projects	01-Jan-20	0%	WDC election Postponed to 2021 due to COVID-19
	Revise the allowance structure of WDCS	Equalize WDC salaries	Council Corporate Services	31-Jan-20	Completed	
	Develop and revise guidelines related to WDC functioning	prepare guideline for WDC no confidence vote	Council Corporate Services	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19. Due Date revised
		prepare guideline for WDC transitional period	Council Corporate Services	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19. Date

						of completion revised.	
	Conduct WDC elections	Prepare guideline for WDC member elections	Council Corporate Services	31-Mar-20	Cancelled	Elections delayed due to COVID-19 pandemic	
		Coordinate WDC elections	Council Corporate Services	31-Mar-20	Cancelled	Elections delayed due to COVID-19	
	Monitoring of WDC's	Check if existing WDC's have made yearly reports	Monitoring & Evaluation	31-Mar-20	Completed		
		Prepare WDC annual report format	Monitoring & Evaluation	31-Mar-20	Completed		
		Share yearly report format with WDC	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19. Date of completion revised.	
		Monitor publishing of WDC governing regulation	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19 Date of completion revised.	
	Strengthen the functioning of Women Development Committees	Prepare template for WDC work plan	Policy Planning & International Relations	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19	
		Share template with councils	Policy Planning & International Relations	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19	
	Establish a mechanism to Collect & Maintain women related statistics of local islands	Collect information on women related statistics	Develop a template to collect information on women related statistics at local level.	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19 Date of completion revised.
			Share template with councils	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19
Empower Women Development Committees Financially	Ensure councils allocate 5% of grant given by central government to WDC (56-6ع)	Inform councils to allocate 5% of council grant to WDCs	Council Corporate Services	15-Jan-20	Completed		

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

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Ensure local councils have sufficient financial resources	Establish a mechanism to formulate income statement and balance sheet of local councils at local level	Provide training for council's finance staffs (at least 2 staffs from each council)	Council Corporate Services	01-Jan-20	Completed	

Outcome 6: Leverage use of ICT for an empowered, effective and efficient local governance system

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Establish a mechanism to digitalize the PI evaluation system	Develop module to incorporate performance index in e-council	Develop module	Council Digitalisation & Projects	30-Mar-20	0%	Postponed to 2021 due to COVID-19
		Test module	Council Digitalisation & Projects	30-Mar-20	0%	Postponed to 2021 due to COVID-19
		Implement module	Council Digitalisation & Projects	30-Mar-20	0%	Postponed to 2021 due to COVID-19

Outcome 7: Make local councils accountable and responsible

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Develop a mechanism for citizens to submit concerns regarding adherence to codes of conduct of State Institutions and propose ways to amend laws, regulations and policies on matters of significance to the public	Establish a mechanism for citizens to submit petitions to local councils requiring councils to conduct town hall meetings	Incorporate submission of citizens petition into the town hall policy	Policy Planning & International Relations	31-Jan-20	Completed	
Strengthen institutional capacity of local councils and provide opportunities	Increase the capacity of atoll councils in providing technical	Review the existing skill development program	Training & Advocacy	31-Jan-20	0%	Unable to complete due to office closure in relation to COVID-19. Date

for human resource development	support (such as legal advice, planning, financial management) to island councils	Develop materials	Training & Advocacy	29-Feb-20	0%	of completion revised. Unable to complete due to office closure in relation to COVID-19. Date of completion revised.
	Develop and deliver orientation programs for newly elected councilors	Conduct ToT to train ZVs for the orientation for newly elected councilors	Training & Advocacy	31-Mar-20	Cancelled	This activity has been cancelled as elections has been postponed to next year.
	Implement E-council system in local councils to enhance the service delivery and accessibility	Rollout 'Viya' to all councils	Council Digitalisation & Projects	15-Jan-20	Completed	
Establish a mechanism to monitor the reports/plans/statements to be submitted by councils	Monitoring of local councils Annual reports	Review Annual Report Format	Monitoring & Evaluation	01-Jan-20	Completed	
		Share Report Format with councils	Monitoring & Evaluation	05-Jan-20	Completed	
		Develop Social Media Posts for Awareness	Monitoring & Evaluation	31-Jan-20	Completed	
		Develop Media report for Annual Reports	Monitoring & Evaluation	31-Jan-20	Completed	
		Publish Media Report for Annual Reports	Monitoring & Evaluation	31-Jan-20	On hold	Procedure has been Drafted
		Review Annual Reports of All Atoll Councils	Monitoring & Evaluation	31-Jan-20	On hold	Procedure has been Drafted
	Increase Awareness on public meetings that has to be conducted by councils	Develop Social Media Posts for Awareness regarding public meeting (February)	Monitoring & Evaluation	31-Mar-20	Completed	
		Develop Media Report	Monitoring & Evaluation	31-Mar-20	Completed	
		Publish Media Report	Monitoring & Evaluation	31-Mar-20	Completed	
		Develop Social Media Posts for Awareness regarding public meeting (July)	Monitoring & Evaluation	31-Mar-20	Cancelled	Meeting cancelled due to COVID-19

		Develop Media Report	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19
		Publish Media Report	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19
Ensure updated statistics of expatriates are collected and maintained at councils.	Facilitate councils to collect & Maintain statistics of expatriates and reporting to relevant line ministry (39معرض)	Arrange meeting with Economic ministry to discuss regarding maintaining statistics of expatriates	Policy Planning & International Relations	31-Jan-20	Completed	
		Formulate SOP	Council Corporate Services	27-Jan-20	70%	Unable to complete due to office closure in relation to COVID-19
Create awareness among public for holding councils accountable	Conduct awareness programs for accountability	Prepare materials	Training & Advocacy	30-Jan-20	Completed	

Outcome 8: Promote and develop local economy

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Develop institutional and legal framework for promotion of guesthouse tourism	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	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19. Date of completion revised.

Outcome 9: Strengthen Local Government Authority

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Prepare plans/reports to monitor works at LGA	Establish an Action plan Monitoring system	Prepare a monitoring table for Action plan 2020	Policy Planning & International Relations	01-Jan-20	Completed	
		Share with all staff	Policy Planning &	01-Jan-20	Completed	

			International Relations			
Conduct staff evaluation on a regular basis	Set targets for staffs to achieve throughout the year-2020	Human resources	28-Feb-20	30%	Unable to complete due to office closure in relation to COVID-19.	
	Conduct final evaluation for the year-2019	Human resources	31-Jan-20	60%	Unable to complete due to office closure in relation to COVID-19.	
Compile Quarterly report for Q4 (2019)	Collect required information from sections	Policy Planning & International Relations	31-Jan-20	Completed		
	Compile Report	Policy Planning & International Relations	31-Jan-20	Completed		
	Finalise report	Policy Planning & International Relations	31-Jan-20	Completed		
	Share with all staffs and media for uploading in website	Policy Planning & International Relations	31-Jan-20	Completed		
Compile LGA Annual Report	Collect required information	Administration & support service	31-Jan-20	Completed		
	Compile Report	Administration & support service	29-Feb-20	Completed		
	Share with relevant stakeholders	Administration & support service	31-Mar-20	Completed		
Compile Financial statements of LGA	Compile Financial statements of LGA	Finance	15-Mar-20	Completed		
	Share with relevant stakeholders	Finance	15-Mar-20	Completed		
Compile LGA club annual report	Compile Report	LGA Club	31-Jan-20	Completed		
	Share with relevant stakeholders	LGA Club	29-Feb-20	0%	Unable to complete due to office closure in relation to COVID-19. Date of completion revised.	
Compile Financial	Compile Financial	LGA Club	31-Jan-20	0%	Unable to complete due to office closure	

	statements of LGA Club	statements of LGA Club				in relation to COVID-19. Date of completion revised.
		Share with relevant stakeholders	LGA Club	29-Feb-20	0%	Unable to complete due to office closure in relation to COVID-19. Date of completion revised.
Conduct Board Meetings	Conduct Board Meetings	Conduct Board Meeting 1	Bureau	31-Jan-20	Completed	
		Conduct Board Meeting 2	Bureau	29-Feb-20	Completed	
		Conduct Board Meeting 3	Bureau	31-Mar-20	Completed	

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

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Strengthen local performance index for councils	Publish Reviewed Questionnaire and inform councils	Review Existing Atoll & Island Council Questionnaire	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Review Existing Data Collection Method/Processes	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Finalise Atoll/Island Council Questionnaire	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Share PI Questionnaire and Handbook with councils	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
	Public awareness through Media	Prepare Media Awareness Plan	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Prepare Messages for Posters	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office

		According to Weekly Themes				closure in relation to COVID-19.
		Disseminate Information Through Social Media and Other Mainstream Medias	Monitoring & Evaluation	31-Mar-20	Completed	
	Conduct trainings for LGA Staffs on CPI	Prepare a Presentation on CPI	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Conduct Staff Trainings	Monitoring & Evaluation	31-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.

Outcome 11: The local Governance System is reviewed and strengthened

Strategic Activity	Activities	Sub-Activities	Responsible Division/ Section/ Unit	Due Date	Status	Remark
Revise legal and regulatory framework required for restructuring local councils	Review and amend all regulations and policies that contradict the Decentralisation Act	Incorporate comments and Finalise revised policies	Legal and Investigation	15-Jan-20	0%	Pending due to division work load and ad hoc tasks
		Finalise and share revised policies	Legal and Investigation	30-Jan-20	0%	Pending due to division work load and ad hoc tasks
	Consolidate decentralisation act	Consolidate decentralisation act and share	Legal and Investigation	31-Jan-20	Completed	
	Review and amend all regulations and sectoral SOPs that contradict the Decentralisation Act	Propose amendments to public Finance Act & Regulation.	Legal and Investigation	26-Mar-20	0%	Pending due to division work load and ad hoc tasks
		Propose amendments to Waste Management regulation	Legal and Investigation	26-Mar-20	0%	Pending due to division work load and ad hoc tasks
		Propose amendments to Tourism / guesthouse regulation.	Legal and Investigation	26-Mar-20	0%	pending due to division work load and ad hoc tasks
Increase knowledge, awareness and	Facilitate dialogues with	Conduct 'Ilmee Foavahi' in	Policy Planning &	29-Feb-20	Completed	

evidence to support advocacy on local governance	general public and relevant institutions on decentralisation and good governance	collaboration with Maldives National University (MNU)	International Relations			
		Conduct quiz with island stakeholders through councils	Training & Advocacy	29-Feb-20	Completed	
		Conduct information sessions to 3 offices & 2 High Schools	Training & Advocacy	29-Feb-20	Cancelled	Unable to complete due to office closure in relation to COVID-19.
	Facilitate dialogues with general public and relevant institutions on decentralisation and good governance	Conduct a dialogue session with all line ministries & relevant government institutions	Policy Planning & International Relations	29-Feb-20	cancelled	Unable to complete due to COVID-19.
Celebrate Governance day	Celebrate Governance day	prepare a plan to celebrate governance day	Policy Planning & International Relations	29-Feb-20	Completed	
		Arrange logistics to celebrate governance day	Policy Planning & International Relations	29-Feb-20	Completed	
		Celebrate governance day	Policy Planning & International Relations	29-Feb-20	Completed	
Ensure councils receive compensation for assets & investments within council jurisdiction	Formulate a regulation to compensate for assets and investments within council jurisdiction (56-2)	Get comments	Legal and Investigation	18-Feb-20	0%	Pending comments from MoF
		Finalise and send to PO for gazetting	Legal and Investigation	27-Feb-20	0%	Sent to PO for gazetting but PO requires MoF comments
Ensure sharing of information with Elections Commission regarding vacant seats of councils & WDCs	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	31-Mar-20	0%	Pending due to division work load and ad hoc tasks
		Finalise policy	Legal and Investigation	31-Mar-20	0%	Pending due to division work load and ad hoc tasks
		Share policy with councils	Legal and Investigation	31-Mar-20	0%	Pending due to division

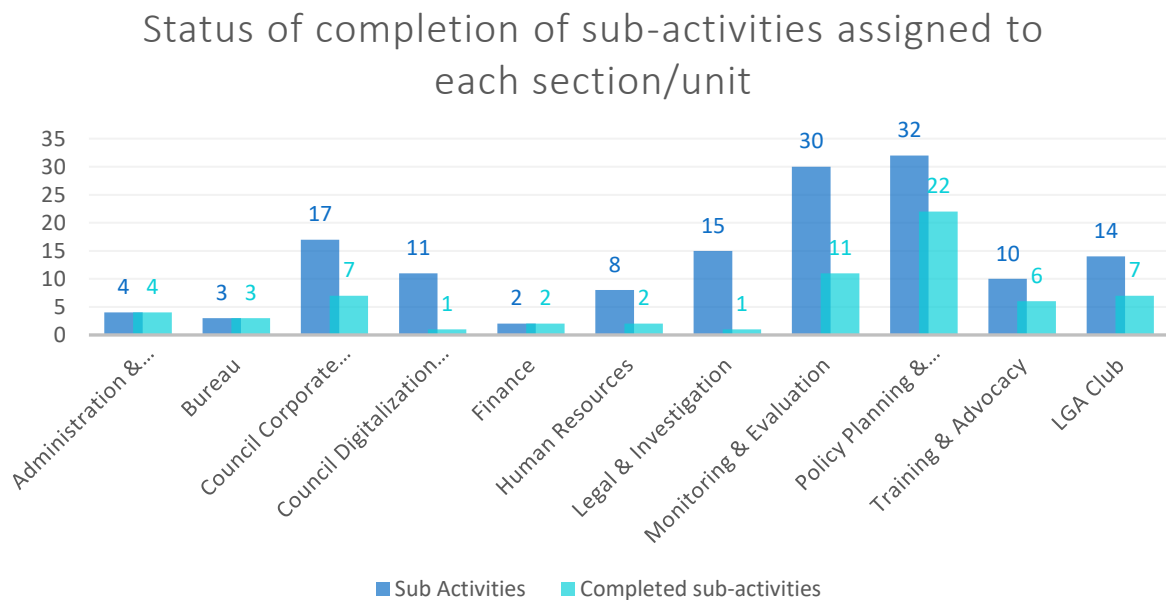
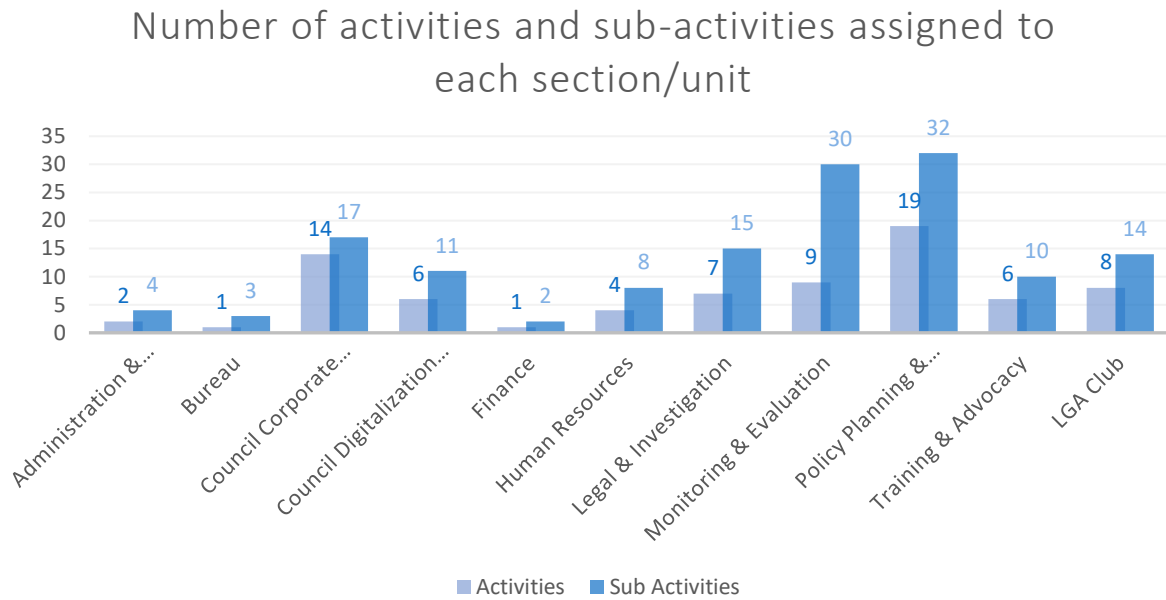
						work load and ad hoc tasks
Ensure support from police to provide municipal services	Prepare policy regarding support from police to provide municipal service (66-2 ✓)	Coordinate with police and draft policy	Legal and Investigation	29-Feb-20	0%	Pending due to lack of cooperation from Police
		Finalise policy	Legal and Investigation	29-Feb-20	0%	Pending due to lack of cooperation from Police
		Publish & share policy with councils	Legal and Investigation	29-Feb-20	0%	Pending due to lack of cooperation from Police
Develop mechanisms to make council functioning more efficient	Revise salary structure of City council members	Revise salary structure of City council members	Council Corporate Services	15-Feb-20	Completed	
	Revise salary structure of Atoll council members	Revise salary structure of Atoll council members	Council Corporate Services	15-Feb-20	Completed	
	Revise salary structure of Island council members	Revise salary structure of Island council members	Council Corporate Services	15-Feb-20	Completed	
	Incorporate the post of 'Secretary General' in council organisational structure	Set qualifications & requirement of Secretary General	policy Planning & International Relations	15-Feb-20	Completed	
		Prepare Job Description of Secretary General	policy Planning & International Relations	15-Feb-20	Completed	
		Set Salary of Secretary General	Council Corporate Services	15-Feb-20	Completed	
	Develop a policy for Councils organisational Structure	Develop a policy & Guideline for Councils organisational Structure	Policy Planning & International Relations	15-Feb-20	Completed	
		Share policy & Guideline for Councils organisational Structure with councils	policy Planning & International Relations	15-Feb-20	Completed	
		Monitor the structures submitted by councils	Council Corporate Services	15-Feb-20	Cancelled	Due to Council Elections postponing, Date revised to next year. New structures to be made after

						election of new councils
Allocate uninhabited islands that do not fall under the jurisdiction of city & island councils	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	Conduct meeting with relevant Ministry	Policy Planning & International Relations	30-Jan-20	Completed	
Set jurisdiction of Local Councils	Set jurisdiction of Local Councils	Conduct meeting with relevant ministries	Policy Planning & International Relations	30-Jan-20	Completed	
		Set jurisdiction of Local Councils	Policy Planning & International Relations	29-Feb-20	Completed	
		Share the information of the jurisdiction with councils	Legal and Investigation	29-Feb-20	Cancelled	Council Jurisdiction gazzeted by PO.
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	Conduct meeting with relevant ministries	Policy Planning & International Relations	15-Mar-20	Completed	
		Develop a SOP to set criteria for vulnerable groups & people with special needs	Council Corporate Services	15-Mar-20	5%	Unable to complete due to office closure in relation to COVID-19.
		Develop a format to collect statistics of vulnerable groups & people with special needs at local level	Council Digitalisation & Projects	15-Mar-20	80%	Date revised to 30 September 2020
		Collect & maintain a register of vulnerable groups and people with special needs at local level	Council Digitalisation & Projects	15-Mar-20	80%	Date revised to 30 September 2020
		Visit vulnerable groups and people with special needs at local level once	Monitoring & Evaluation	15-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.

		in every 4 months				
		Report to relevant authorities regarding vulnerable groups and people with special needs at local level	Monitoring & Evaluation	15-Mar-20	0%	Unable to complete due to office closure in relation to COVID-19.
Establish a registry of resources & assets owned by local councils	Collect & maintain a registry of resources & assets owned by local councils	Arrange meeting with relevant ministries to develop a format (MoF, MoPI, MoHUD)	Policy Planning & International Relations	27-Jan-20	Completed	
		Develop a format to collect & Maintain information of resources & assets at local level	Council Corporate Services	29-Feb-20	0%	Unable to complete due to office closure in relation to COVID-19.
		Inform councils to prepare the registry of resources & assets at local level	Council Corporate Services	29-Feb-20	5%	Unable to complete due to office closure in relation to COVID-19.
Develop land use plan of councils	Assist local councils to Develop Land use plans	Develop a plan in collaboration with Land & Survey Authority	policy Planning & International Relations	31-Jan-20	Cancelled	To be included in 2021 work plan as council & WDC election has been postponed
Make arrangements to set Capital island of Hdh. Atoll	Set the capital of Hdh. Atoll (with change of Kulhudhuffushi as a city)	Set the capital island of Hdh. Atoll where Atoll council will be established	Policy Planning & International Relations	31-Mar-20	Cancelled	Hdh. Atoll Capital set not to be changed.

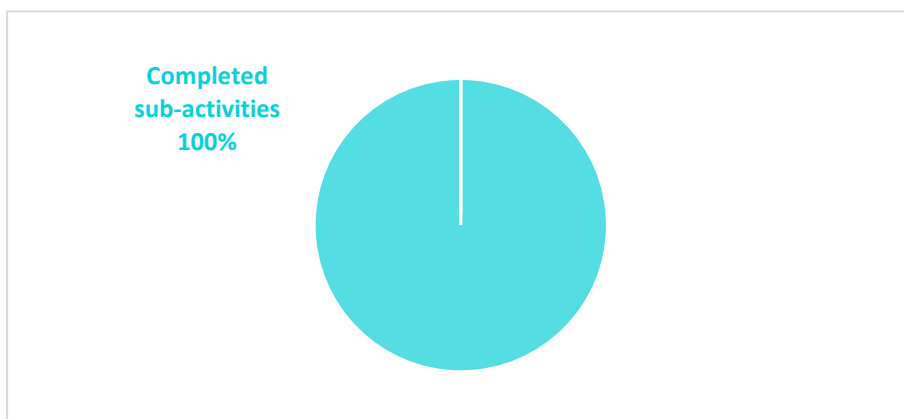
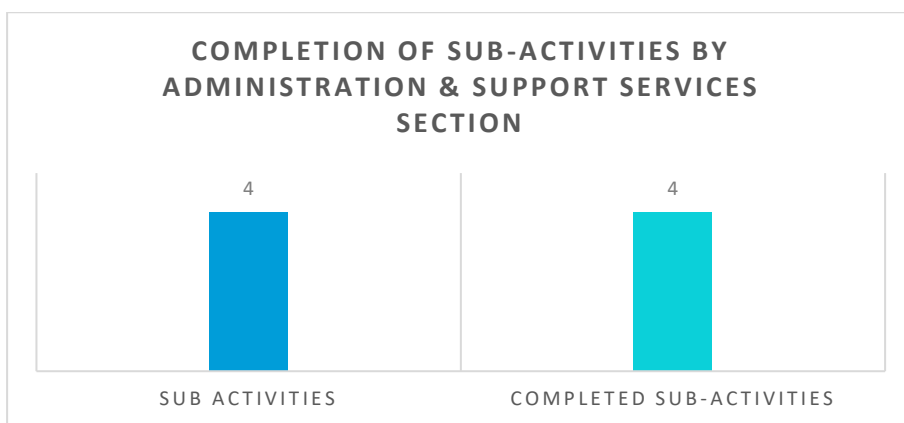
Activities and sub-activities assigned to sections/units

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.



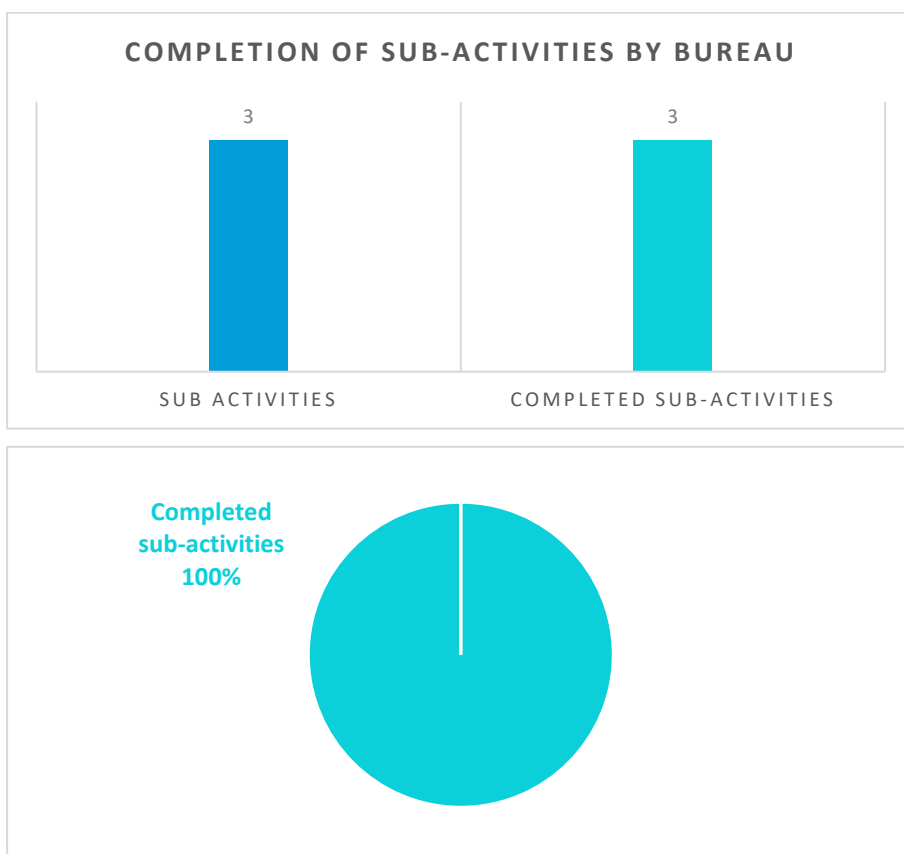
Administration & Support Service Section

During the quarter 1 of 2020 Administration and Support Service Section has completed all of the sub-activities assigned to be completed by 31st March 2020.



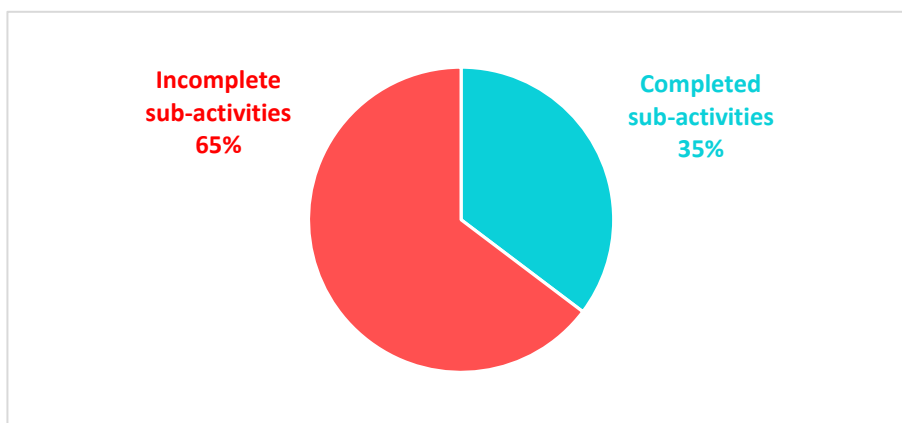
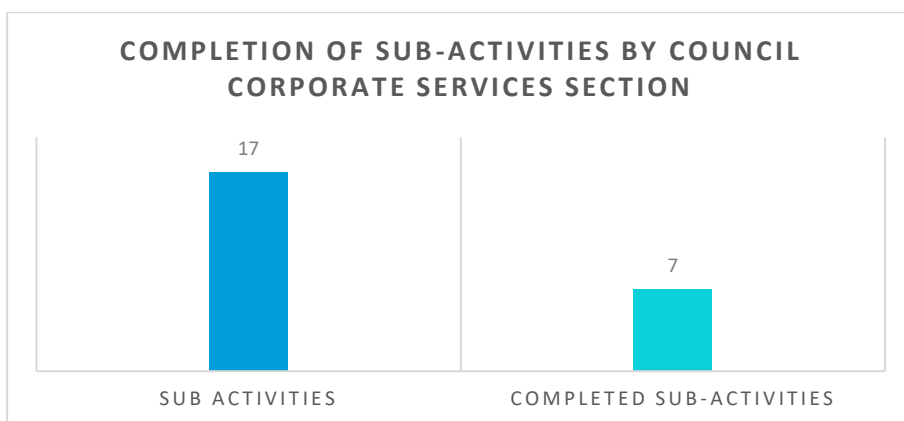
Bureau

During the quarter 1 of 2020 Bureau has completed all of the sub-activities assigned to be completed by 31st March 2020.



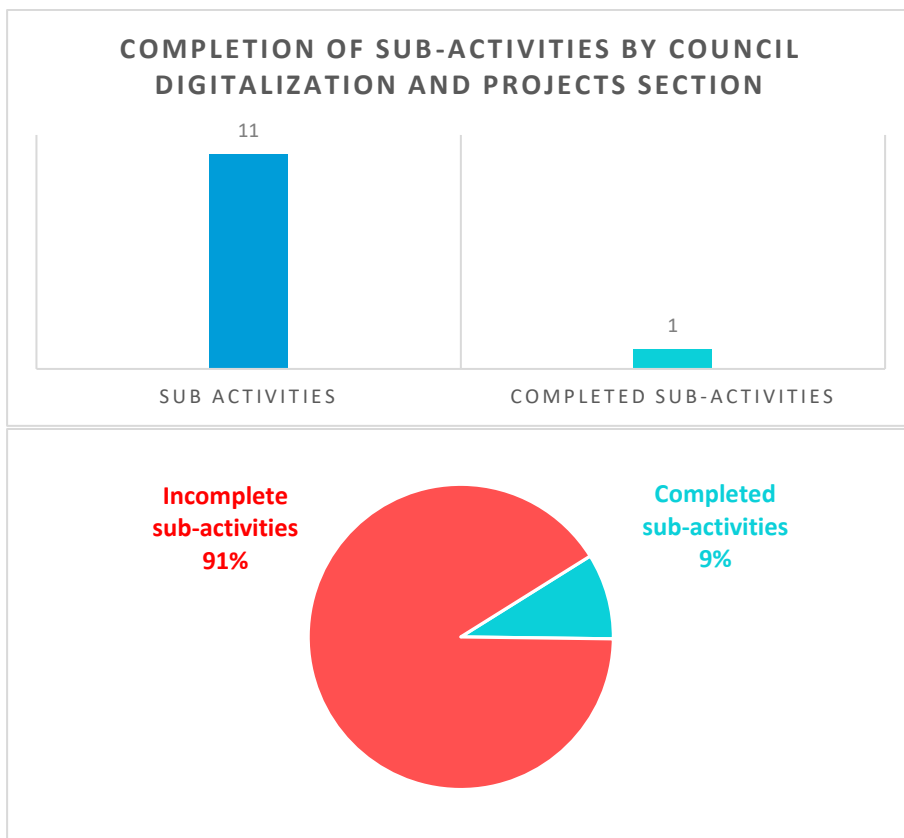
Council Corporate Services Section

During the quarter 1 of 2020 Council Corporate Services Section has completed 35% of the sub-activities assigned to be completed by 31st March 2020. However, 65% of the sub-activities remained incomplete due to COVID-19 pandemic. Details of completion of sub-activities by Legal and Investigation Division is given in the chart below.



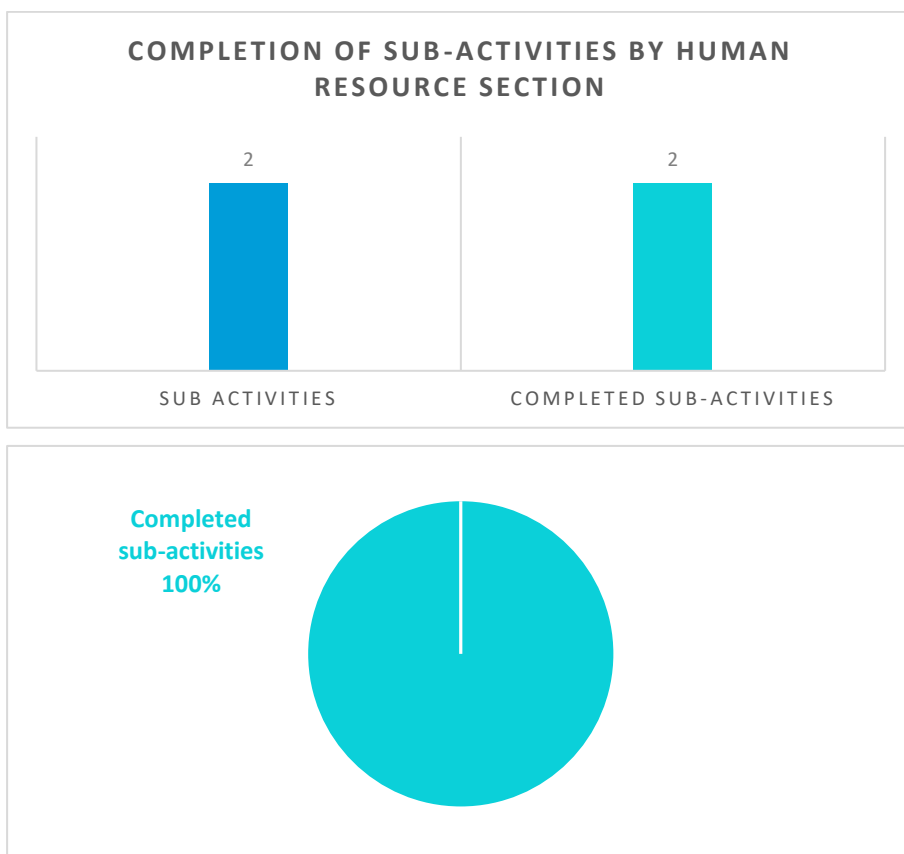
Council Digitalisation and Projects Section

During the quarter 1 of 2020 Council Digitalisation and Projects Section has completed 9% of sub-activities to be completed by 31st March 2020. However, 91% of the sub-activities remained incomplete as they have been postponed to 2021 due to COVID-19 pandemic.



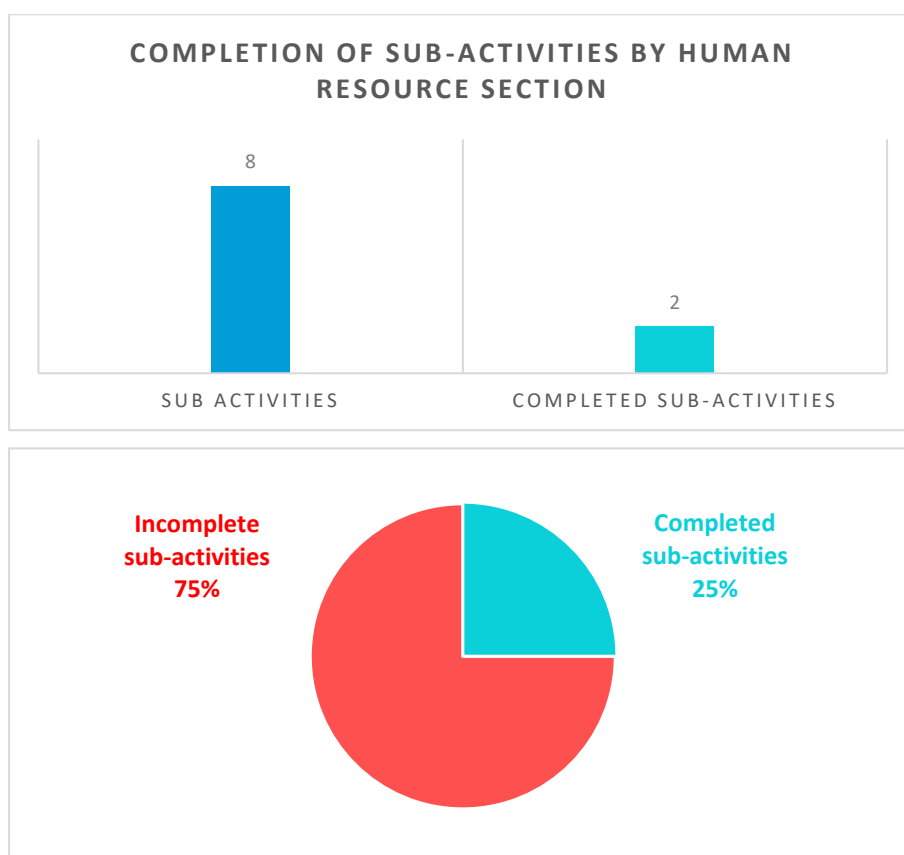
Finance

During the quarter 1 of 2020 Finance Section has completed all of the sub-activities assigned to be completed by 31st March 2020.



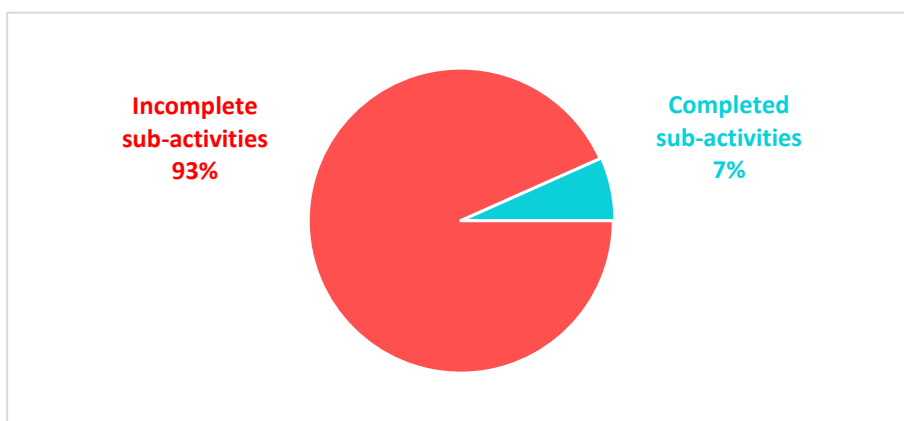
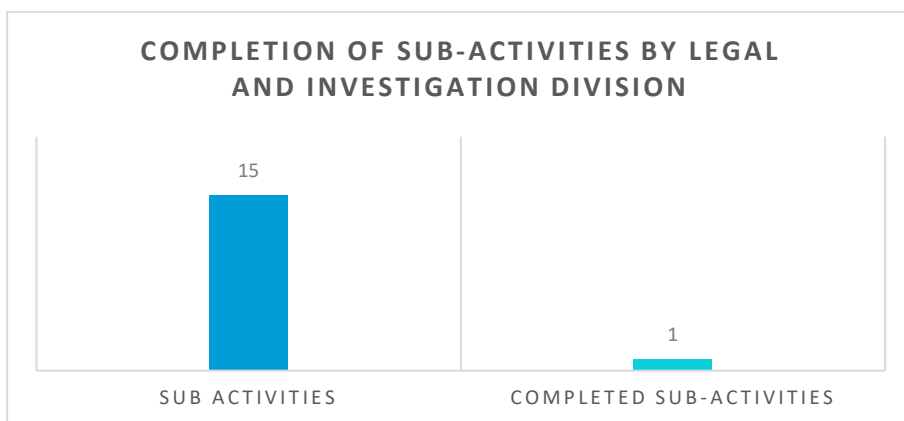
Human Resources Section

During the quarter 1 of 2020 Human Resource Section has completed 25% of the sub-activities assigned to be completed by 31st March 2020. However, 75% of the sub-activities remained incomplete due to COVID-19 pandemic. Details of completion of sub-activities by Legal and Investigation Division is given in the chart below.



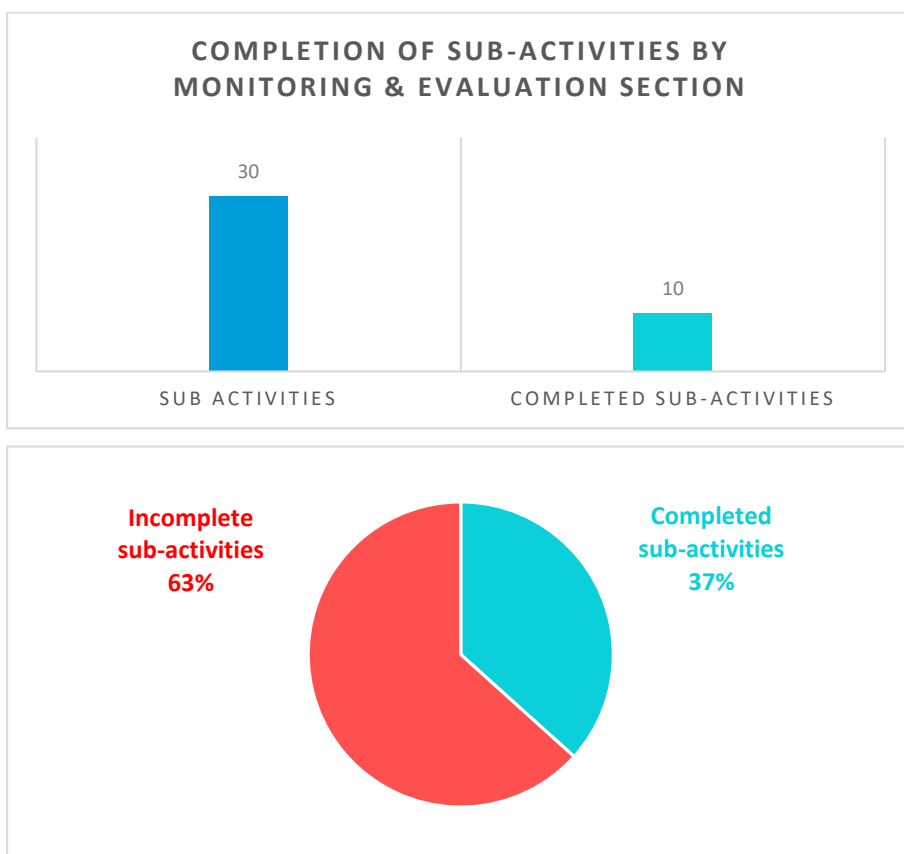
Legal & Investigation Division

During the quarter 1 of 2020 legal and investigation division has completed 7% of the sub-activities assigned to be completed by 31st March 2020. However, 93% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Legal and Investigation Division is given in the chart below.



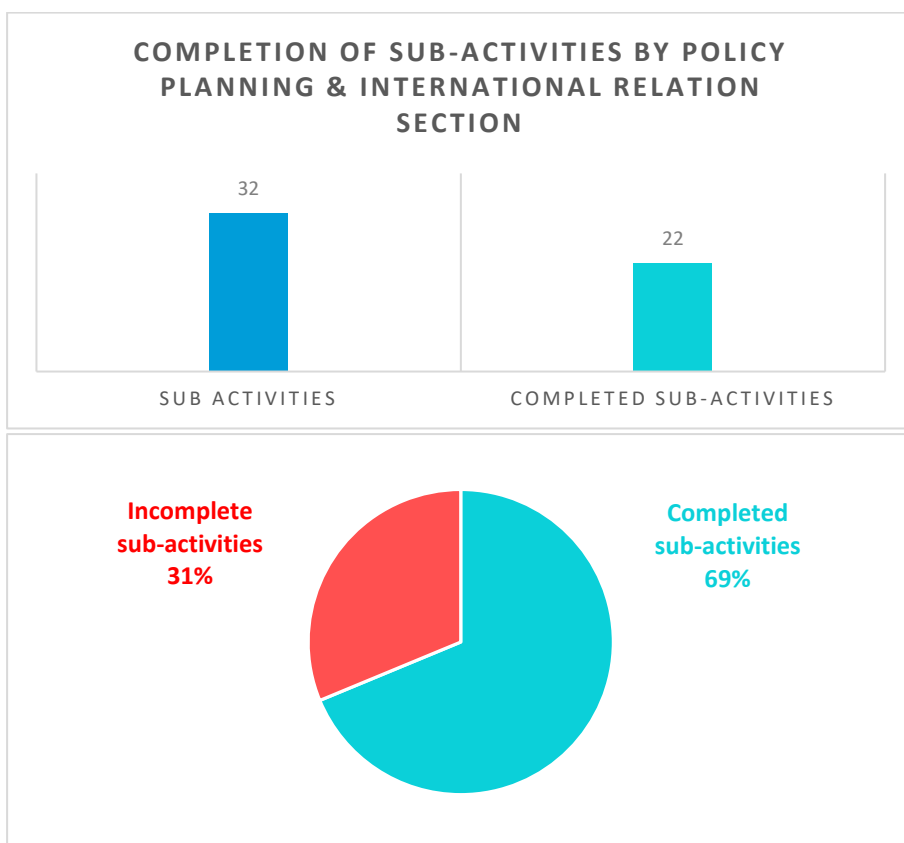
Monitoring & Evaluation Section

During the quarter 1 of 2020 Monitoring & Evaluation section has completed 37% of sub-activities to be completed by 31st March 2020. However, 63% of the sub-activities remained incomplete due to COVID-19 pandemic.



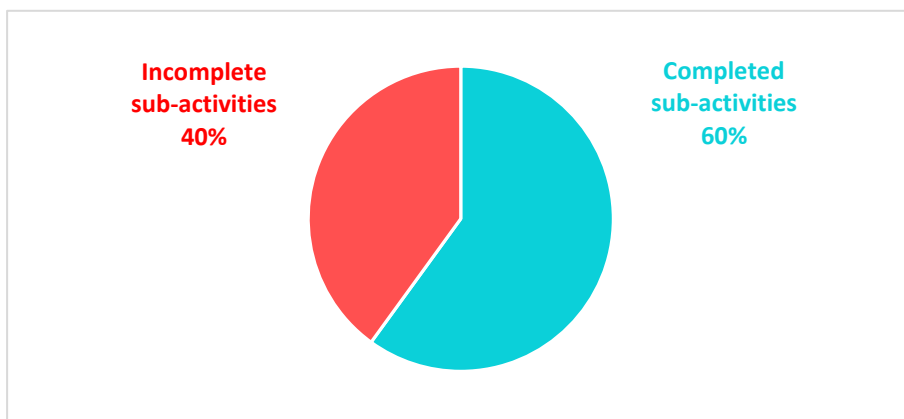
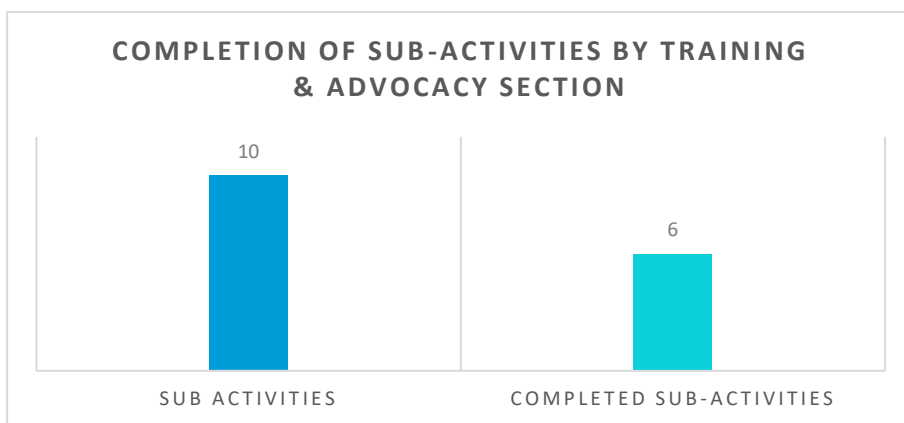
Policy Planning & International Relations Section

During the quarter 1 of 2020 policy planning and international relations section has completed 69% of sub-activities to be completed by 31st March 2020. However, 31% of the sub-activities remained incomplete due to COVID-19 pandemic.



Training & Advocacy Section

During the quarter 1 of 2020 Training & Advocacy section has completed 60% of sub-activities to be completed by 31st March 2020. However, 40% of the sub-activities remained incomplete due to COVID-19 pandemic.



LGA Club

During the quarter 1 of 2020 LGA Club has completed 50% of sub-activities to be completed by 31st March 2020. However, 50% of the sub-activities remained incomplete due to COVID-19 pandemic.

