

# Quarterly Report

## 2018

# 2

**Local Government Authority**  
Male' / Maldives



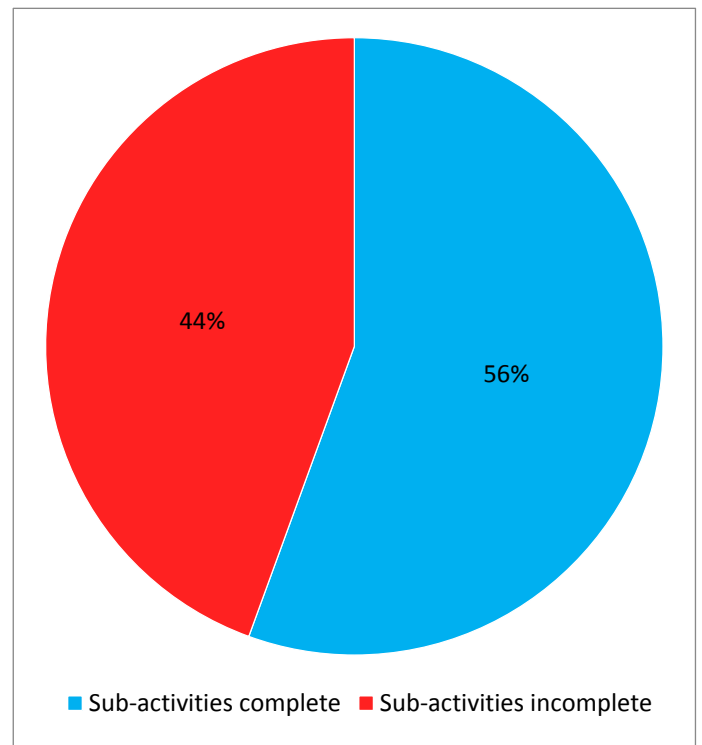
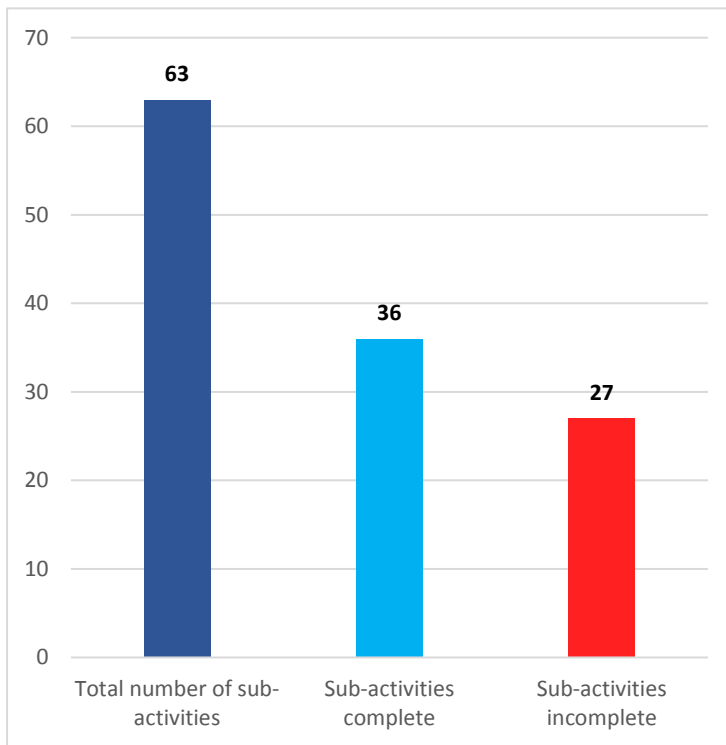
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# INTRODUCTION

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 second quarter of 2018. The duration of quarter two is from 1<sup>st</sup> April to 30<sup>th</sup> June 2018. During this quarter a total of 28 activities and 63 sub-activities were to be carried out to achieve 08 outcomes. Out of the total activities to be completed in the first quarter, 36 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 2018

### Outcome 1 : Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)	Remarks
<b>Conduct skill development programs at atoll level</b>	Conduct skill development programs at atoll level -1	Training & Advocacy	30-Apr-18	100	
	Conduct skill development programs at atoll level-2	Training & Advocacy	30-May-18	100	
<b>Establish an internal auditing mechanism at local level.</b>	Develop a guidebook for atoll councils to run an internal audit at Atoll Council Level	Monitoring & evaluation	30-May-18	25	Working with Auditor General Office for an internal audit set up within the authority, guidebook is to be developed after the set up.
	Share guidebook with councils	Monitoring & evaluation	30-May-18	25	Task incomplete as the guidebook is not developed
<b>Identify opportunities for income generation and facilitate ways to achieve them.</b>	Draft a paper the ways of income generation	Policy Planning & International Relations	30-Apr-18	100	
	Get comments & Finalize paper	Policy Planning & International Relations	30-May-18	80	Paper not finalized by LGA board yet
	Share with all councils	Policy Planning & International Relations	30-Jun-18	0	Task incomplete as policy paper is not finalized by board
<b>Work with government and stakeholders to devolve the powers guaranteed by Decentralization Act</b>	Develop a plan to meet with government and stakeholders	Policy Planning & International Relations	30-Jun-18	0	Task incomplete as developing the plan depends on the adoption of policy papers developed for this purpose by the Board. The policy papers have not been finalized by the Board

<b>Outcome 2: Make local councils accountable and responsible</b>					
<b>Activities</b>	<b>Sub-activities</b>	<b>Responsible division/section</b>	<b>Due Date</b>	<b>Percentage Completed (%)</b>	<b>Remarks</b>
<b>Review the existing legal framework to strengthen local governance system</b>	Identify necessary changes to existing framework	Legal and investigation	30-Jun-18	100	
<b>Review and revise existing Municipal Regulation Templates</b>	Draft revised municipal regulations - regulation 1	Legal and investigation	26-Apr-18	25	Awaiting comments from relevant ministries and authorities
	Finalise regulation 1	Legal and investigation	31-May-18	0	Awaiting for comments to finalise
	Share municipal regulations with councils for gazetting	Legal and investigation	31-May-18	0	Not shared as regulation is not finalised
	Draft revised municipal regulations - regulation 2	Legal and investigation	31-May-18	25	Awaiting comments from relevant ministries and authorities
	Finalise regulation 2	Legal and investigation	28-Jun-18	0	Awaiting for comments to finalise
	Share regulation 2 with councils for gazetting	Legal and investigation	28-Jun-18	0	Not shared as regulation is not finalised
	Draft revised municipal regulations - regulation 3	Legal and investigation	28-Jun-18	25	Awaiting comments from relevant ministries and authorities

<b>Ensure gazettement of Municipal regulations by all councils</b>	Share municipal regulation templates and advise to start gazette proceedings	Legal and investigation	30-Apr-18	0	Not shared as regulation is not finalised
<b>Review and revise policies on disciplinary matters of councilors</b>	review existing policies on disciplinary matters of councilors	Legal and investigation	30-Apr-18	0	Activity is postponed to be completed in quarter 3
	Amend policies	Legal and investigation	28-Jun-18	0	Activity is postponed to be completed in quarter 3
<b>Finalize and gazette WDC operating procedure</b>	Finalize WDC procedure	Legal and investigation	30-Apr-18	0	Activity is postponed to be completed in quarter 3
	Gazette WDC procedure	Legal and investigation	31-May-18	0	Activity is postponed to be completed in quarter 3
<b>Finalise and gazette expatriates regulation</b>	gazette expatriates regulation	Legal and investigation	30-Apr-18	0	Activity is postponed to be completed in quarter 3
<b>Conduct island council internal audits</b>	Finalise internal audit materials	Monitoring & evaluation	30-Apr-18	100	
<b>Work with CSC to develop policies to make chief civil servant accountable to councils</b>	Develop policies	Policy Planning & International Relations	30-Apr-18	100	

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

Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)	Remarks
<b>Develop an ICT policy for local councils.</b>	Develop an ICT policy	Project management	30-Jun-18	0	Sent to NCIT to find out the policies they use for ICT to be used as a guide to compose the ICT policy
	Share ICT policy with councils	Project management	30-Jun-18	0	Not shared as policy is not developed

**Outcome 4 : Build trust among citizens and Government for the local governance system**

Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)	Remarks
<b>Develop SOPs to strengthen administrative functions of councils</b>	Identify areas to develop SOPs	Policy Planning & International Relations	30-Jun-18	0	Waiting for information from relevant sections to in order to identify areas to develop SOP's

**Outcome 5 : Strengthen Local Government Authority**

Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)	Remarks
<b>Establish LGA internal audit function</b>	Develop policy and materials	Internal audit committee	30-Jun-18	100	
<b>Review Training Need Assessment and compile a plan to train staffs</b>	Review and revise the Training Need Assessment	Human resources	30-Jun-18	100	
	Get comments for the revised TNA	Human resources	30-Jun-18	100	

	Finalize TNA	Human resources	30-Jun-18	100	
<b>Develop an ICT policy for LGA.</b>	Draft ICT policy of LGA	Administration & support service	30-Jun-18	100	
	Get comments for the policy	Administration & support service	30-Jun-18	70	Policy shared with NCIT and waiting for their comments
	Finalize the policy	Administration & support service	30-Jun-18	0	Policy not finalized as comments are not received
	Implement the Policy	Administration & support service	30-Jun-18	0	Policy not implemented as it is not finalized
<b>Conduct In-House Trainings for Staff</b>	Conduct awareness programme on Public Finance Regulation	Human resources	1-Apr-18	0	Task incomplete due to other priority tasks
<b>Compile quarterly report for Q1</b>	Collect required information from sections	Policy Planning & International Relations	10-Apr-18	100	
	Compile Report	Policy Planning & International Relations	20-Apr-18	100	
	Finalize report	Policy Planning & International Relations	30-Apr-18	100	
	Share with all staffs and media for uploading in website	Policy Planning & International Relations	30-Apr-18	100	
<b>Formulate LGA Action plan 2019</b>	Conduct working group sessions with LGA staffs	Policy Planning & International Relations	9-Jun-18	100	
<b>Conduct Board Meetings</b>	Conduct Board Meeting 7	Bureau	12-Apr-18	100	
	Conduct Board Meeting 8	Bureau	26-Apr-18	100	
	Conduct Board Meeting 9	Bureau	10-May-18	100	
	Conduct Board Meeting 10	Bureau	31-May-18	100	
	Conduct Board Meeting 11	Bureau	14-Jun-18	100	



	Conduct Board Meeting 12	Bureau	28-Jun-18	100	
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### Outcome 6 : The local Governance System is reviewed and strengthened

Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)
<b>Assist to develop and propose PSIP project for local councils</b>	Identify project areas to be included in the year 2019	Project Management	31-May-18	100
	Conduct pre-project studies	Project Management	30-Jun-18	100
<b>Develop PSIP projects for LGA</b>	Identify project areas to be included in the year 2019	Project Management	30-May-18	100
	Conduct pre-project studies	Project Management	30-Jun-18	100

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

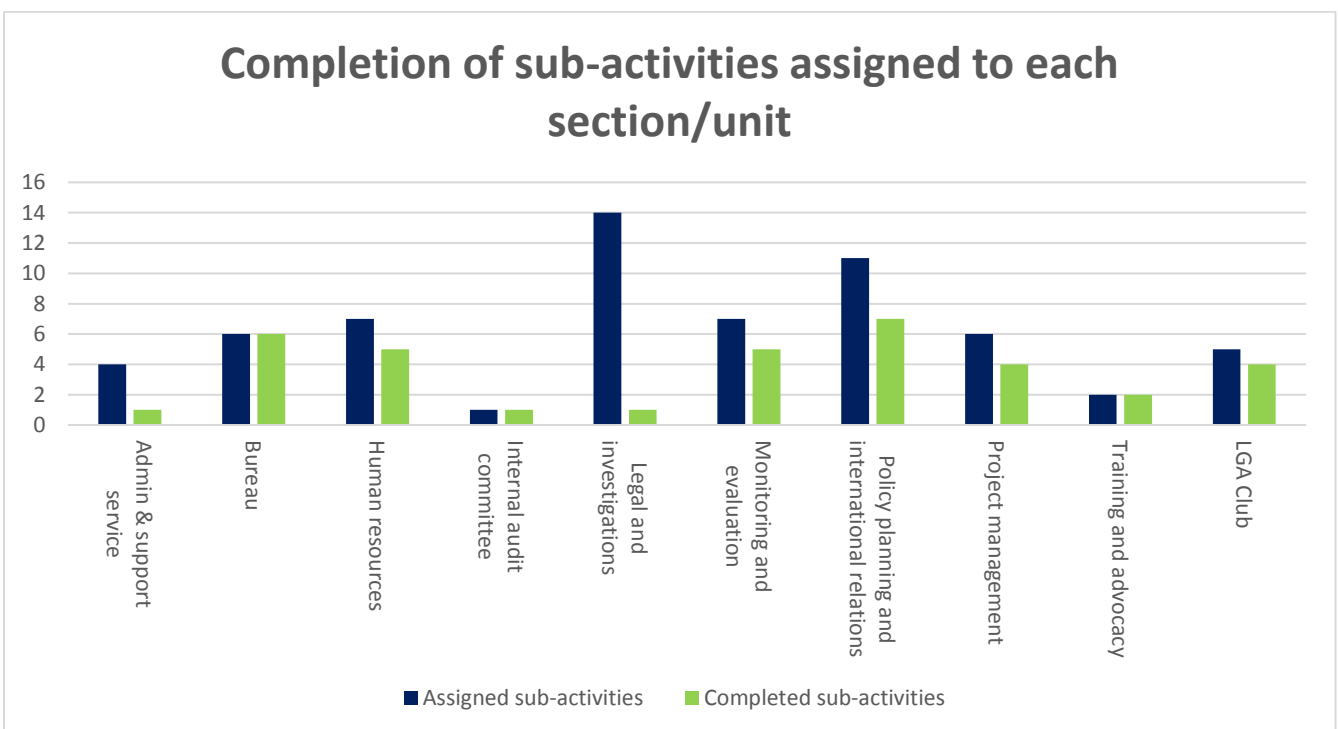
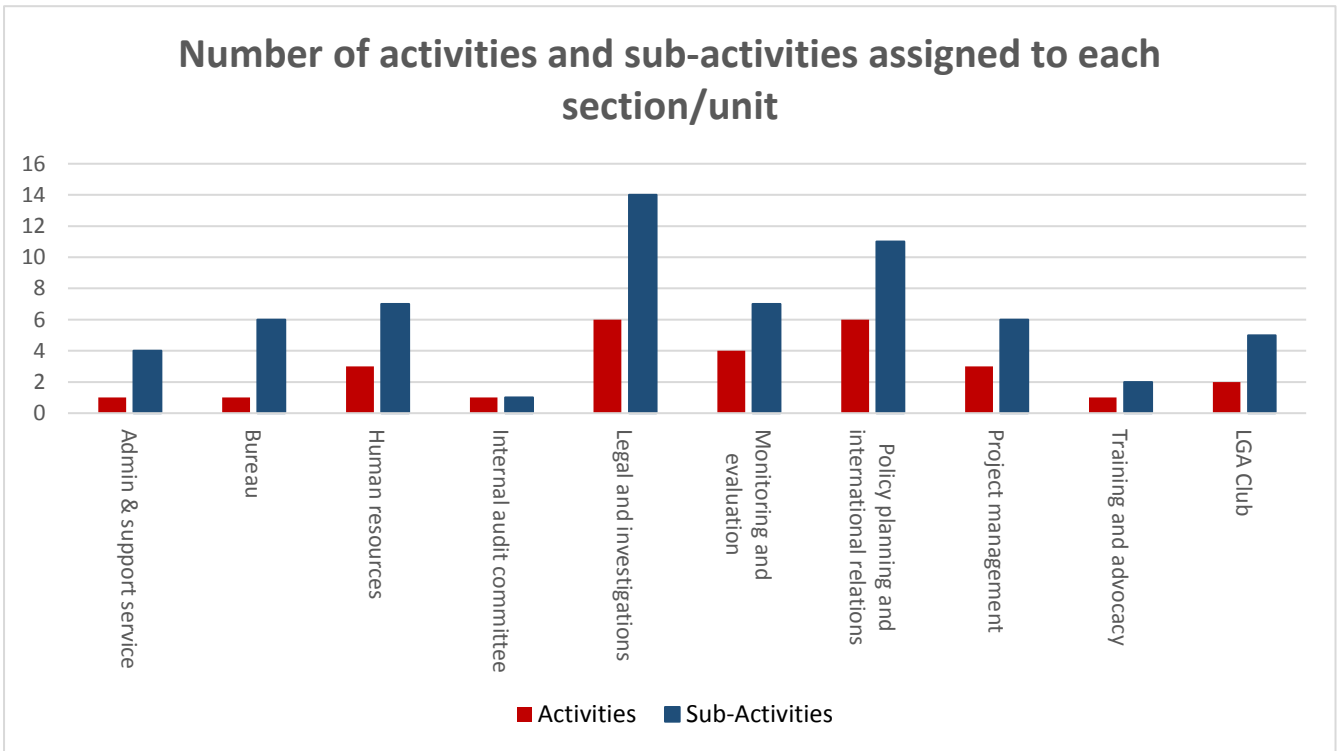
Activities	Sub-activities	Responsible division/section	Due Date	Percentage Completed (%)
<b>Publish reviewed Questionnaire and inform councils</b>	Prepare video guide on questionnaire	Monitoring & evaluation	30-Jun-18	100
	Review and revise handbook	Monitoring & evaluation	30-Jun-18	100
	Develop related materials for dissemination	Monitoring & evaluation	30-Jun-18	100
<b>Conduct trainings for LGA staffs</b>	Prepare a presentation on cpi	Monitoring & evaluation	30-Jun-18	100

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

<b>Activities</b>	<b>Sub-activities</b>	<b>Responsible division/section</b>	<b>Due Date</b>	<b>Percentage Completed (%)</b>	<b>Remarks</b>
<b>Conduct monthly staff meetings</b>	Conduct Monthly Assembly 4/ staff birthday celebration	Human resources	15-Apr-18	100	
	Conduct Monthly Assembly 5/ staff birthday celebration	Human resources	15-May-18	100	
	Conduct Monthly Assembly 6/ staff birthday celebration	Human resources	17-Jun-18	0	Due to Ramazan, the activity is postponed to be completed in July
<b>Conduct monthly LGA Club executive committee meetings</b>	Conduct monthly LGA Club executive committee meeting 4	LGA Club	30-Apr-18	0	Due to various reasons, quorum to hold a meeting was not met
	Conduct monthly LGA Club executive committee meeting 5	LGA Club	31-May-18	100	
	Conduct monthly LGA Club executive committee meeting 6	LGA Club	30-Jun-18	100	
<b>Conduct team building activities among staff (LGA Club)</b>	Maahefun	LGA Club	12-May-18	100	
	Religious Lecture	LGA Club	12-May-18	100	

## STATUS OF ACTIVITIES AND SUB-ACTIVITIES COMPLETED BY SECTIONS/UNITS IN THE SECOND QUARTER

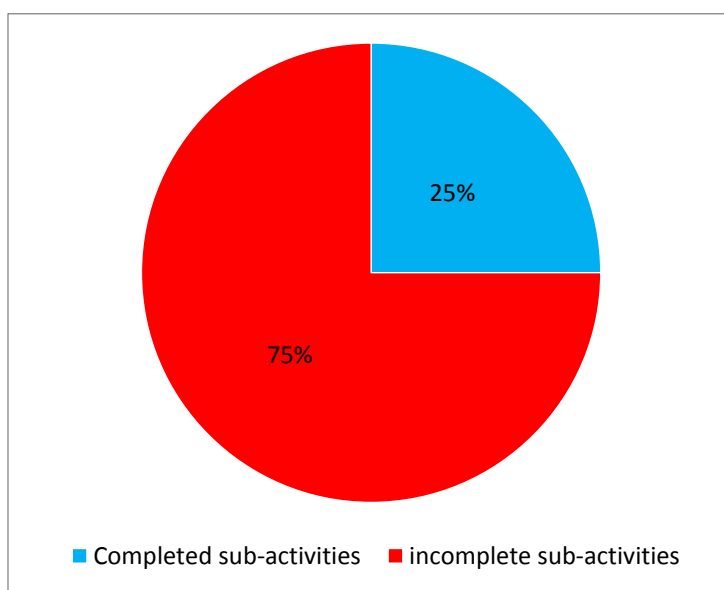
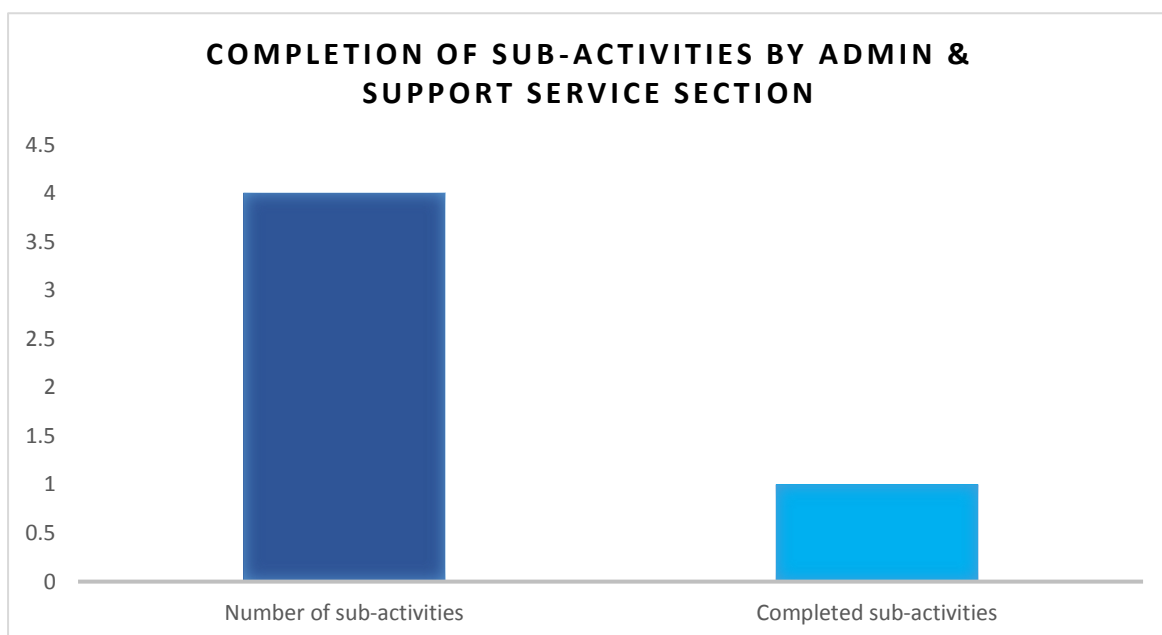
The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.



## ACTIVITIES COMPLETED PER SECTION/UNIT

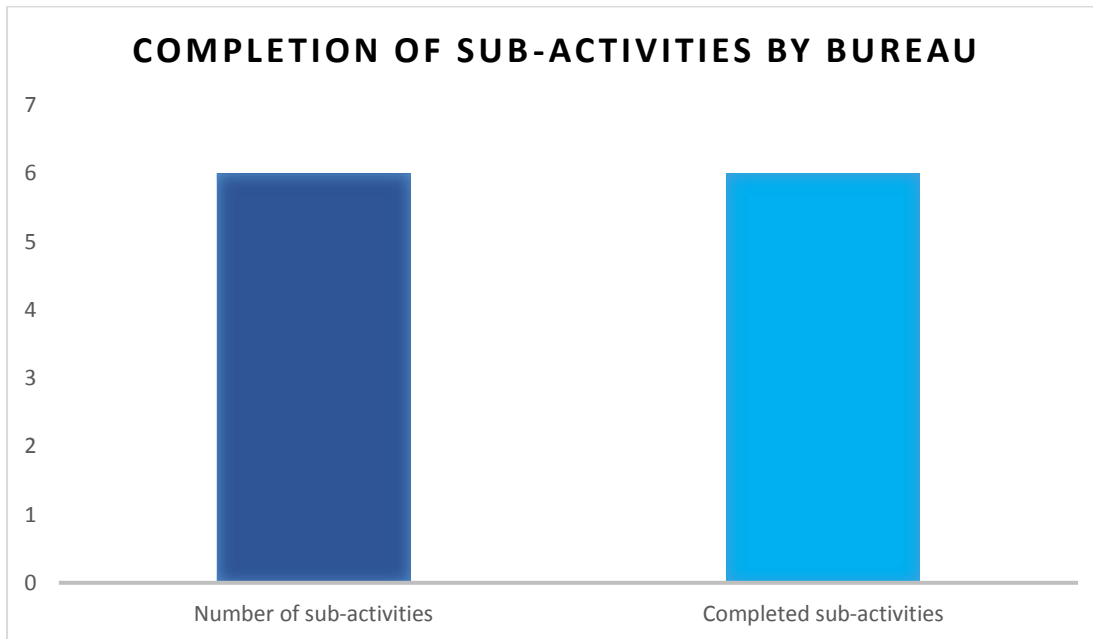
### Admin & Support Service Section

During the quarter 2 of 2018 Admin and support service section has completed 25% of the sub-activities assigned to be completed by 30 June 2018. However, 75% 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.



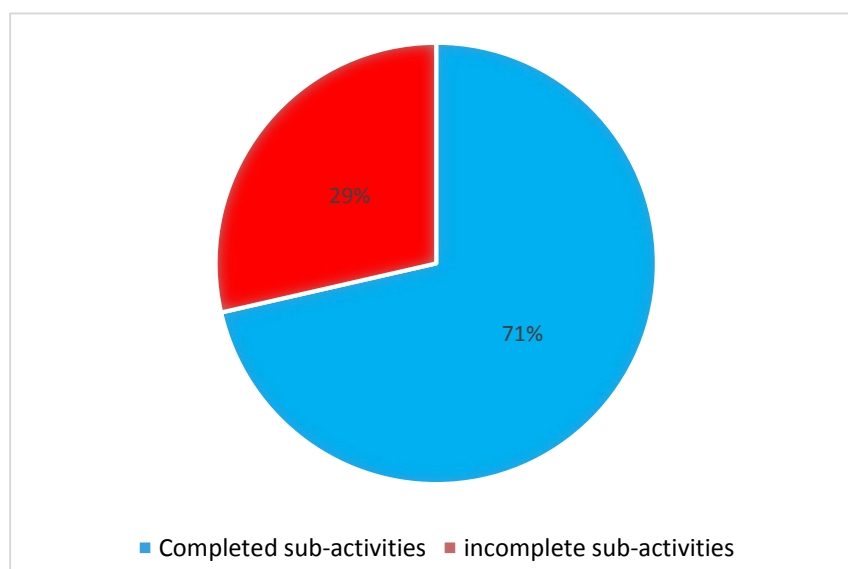
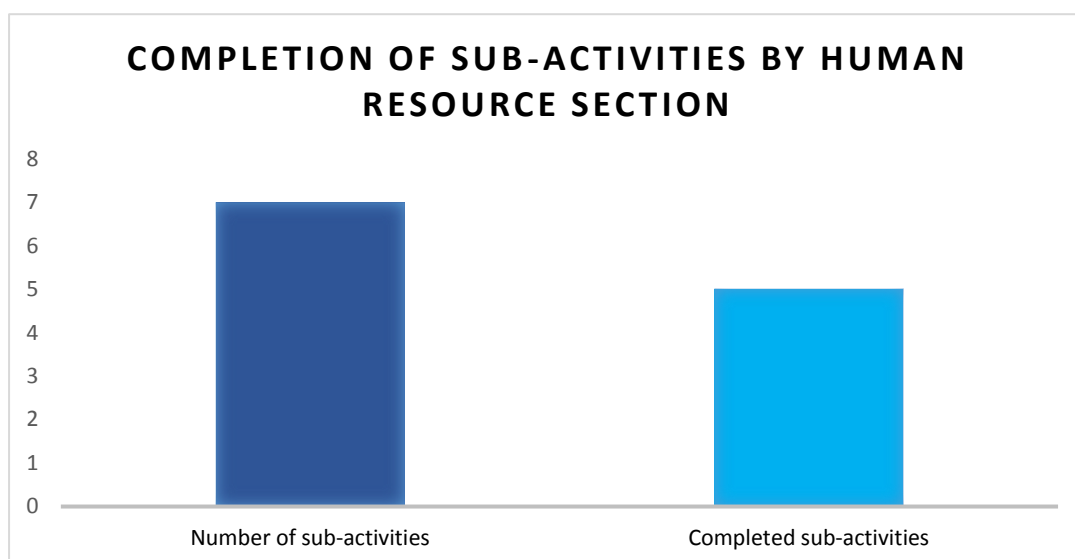
## **Bureau**

During the quarter 2 of 2018 Bureau has completed 100% of the sub-activities assigned to be completed by 30 June 2018. Details of completion of sub-activities by Bureau is given in the chart below.



## Human Resources Section

During the quarter 2 of 2018 human resource section has completed 29% of the sub-activities assigned to be completed by 30 June 2018. However, 71% 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.

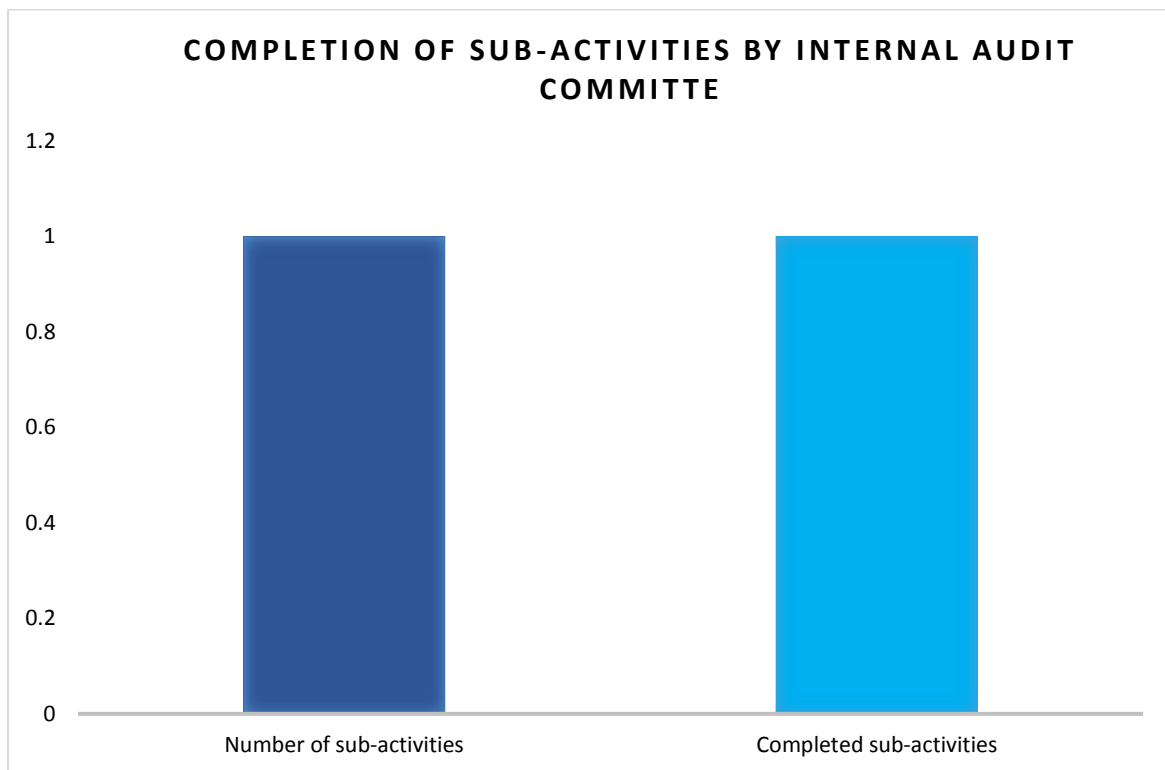


### Important works done in this quarter in addition to the assigned work plan activities by human resource section

- Revising the employment recruitment policy
- Finalising the employment recruitment policy by board

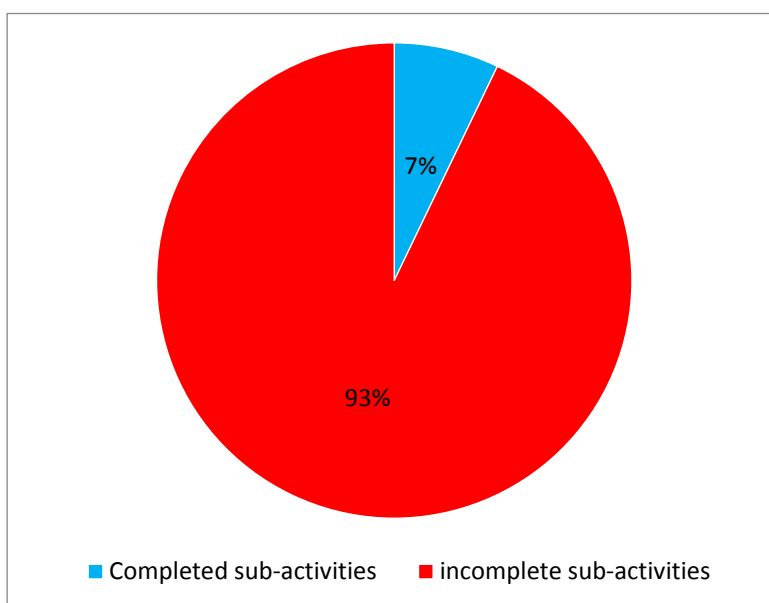
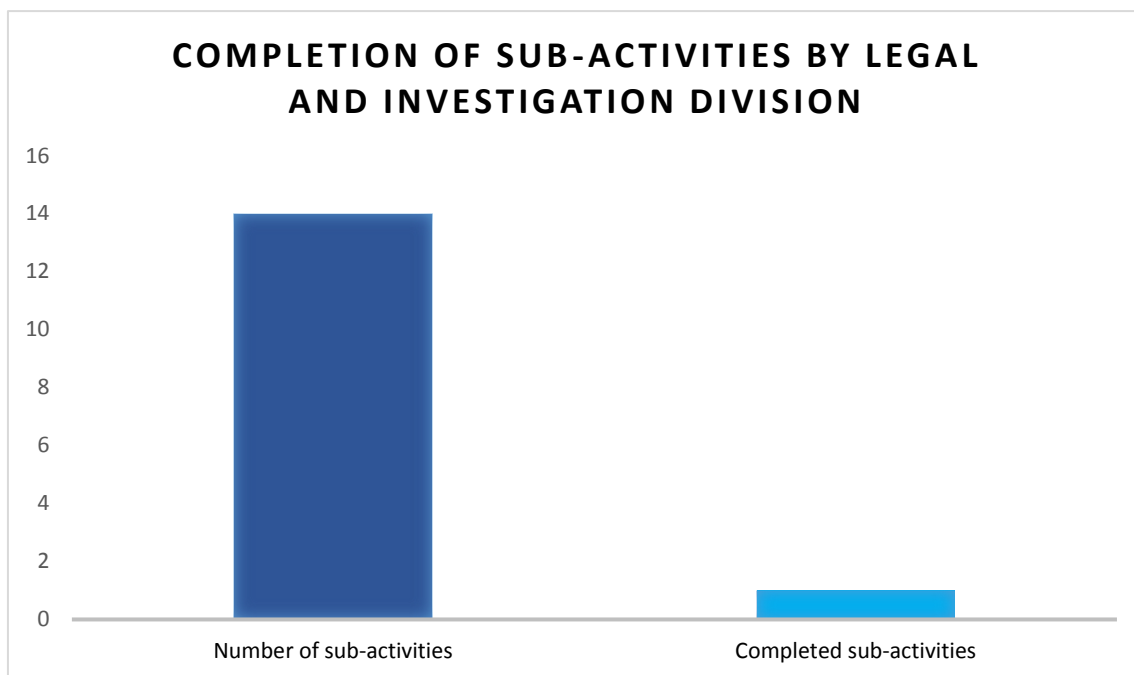
## **Internal Audit Committee**

During the quarter 2 of 2018 internal audit committee has completed 100% of the sub-activities assigned to be completed by 30 June 2018. Details of completion of sub-activities by internal audit committee is given in the chart below.



## Legal & Investigation Division

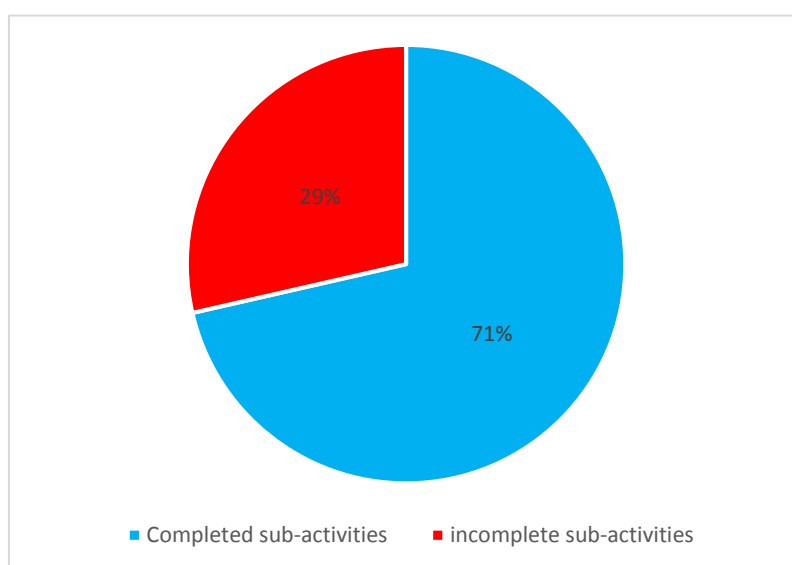
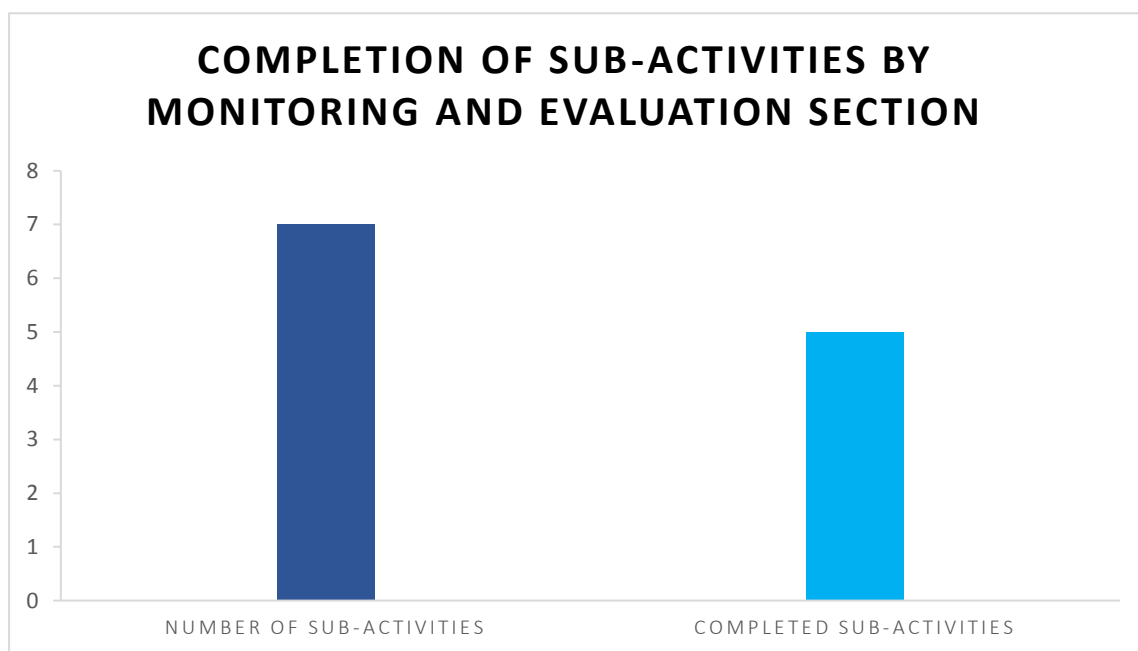
During the quarter 2 of 2018 legal and investigation division has completed 7% of the sub-activities assigned to be completed by 30 June 2018. However, 93% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by legal and investigation division is given in the chart below.





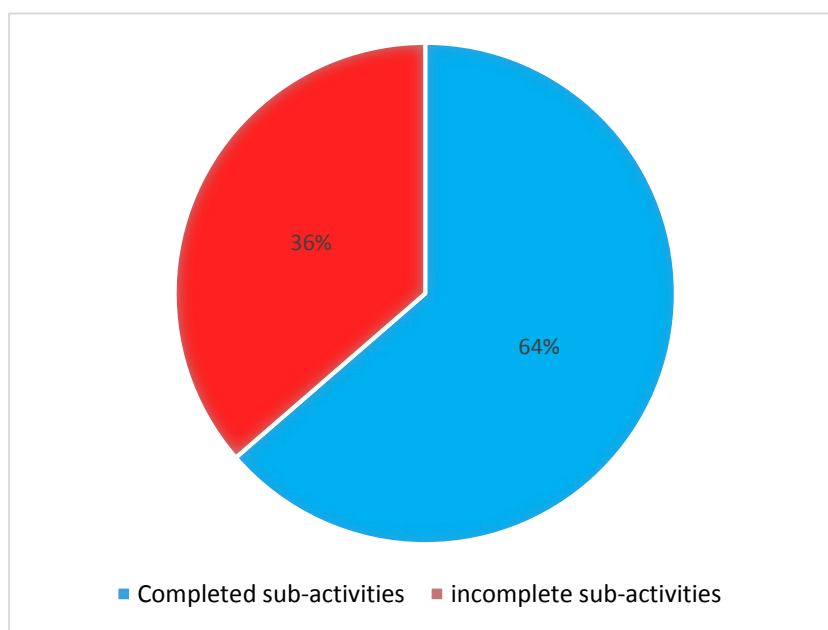
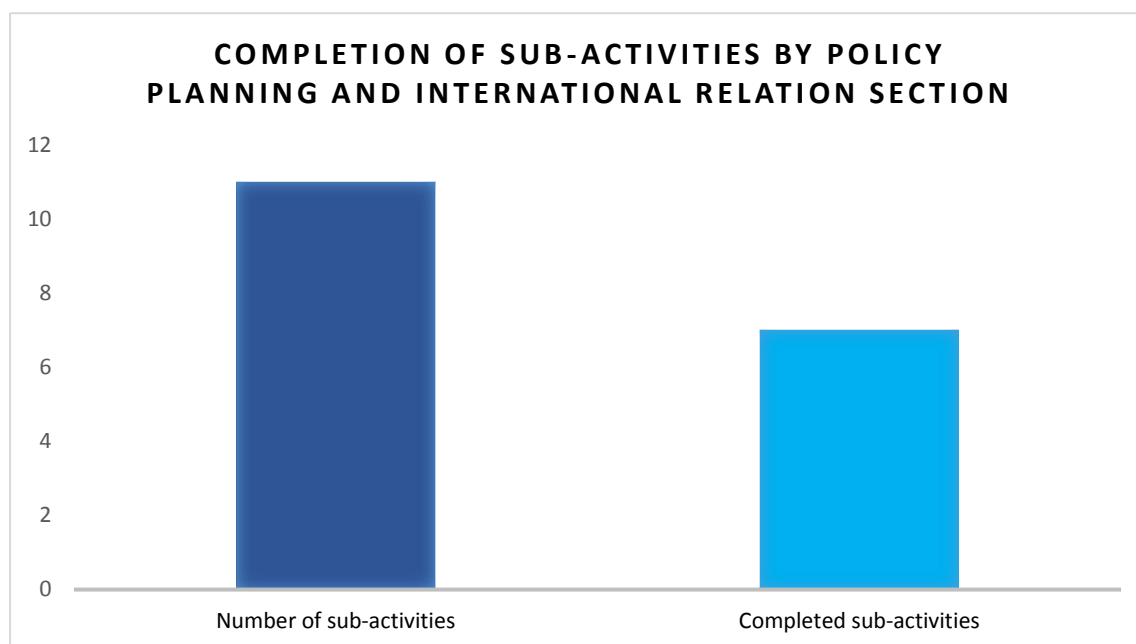
## Monitoring & Evaluation Section

During the quarter 2 of 2018 monitoring and evaluation section has completed 71% of the sub-activities assigned to be completed by 30 June 2018. However, 29% 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.



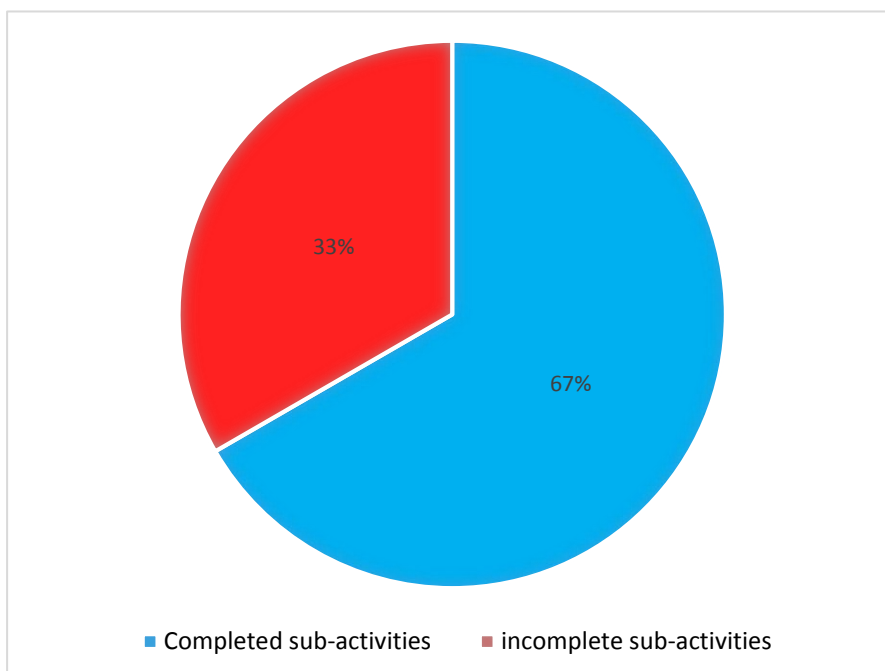
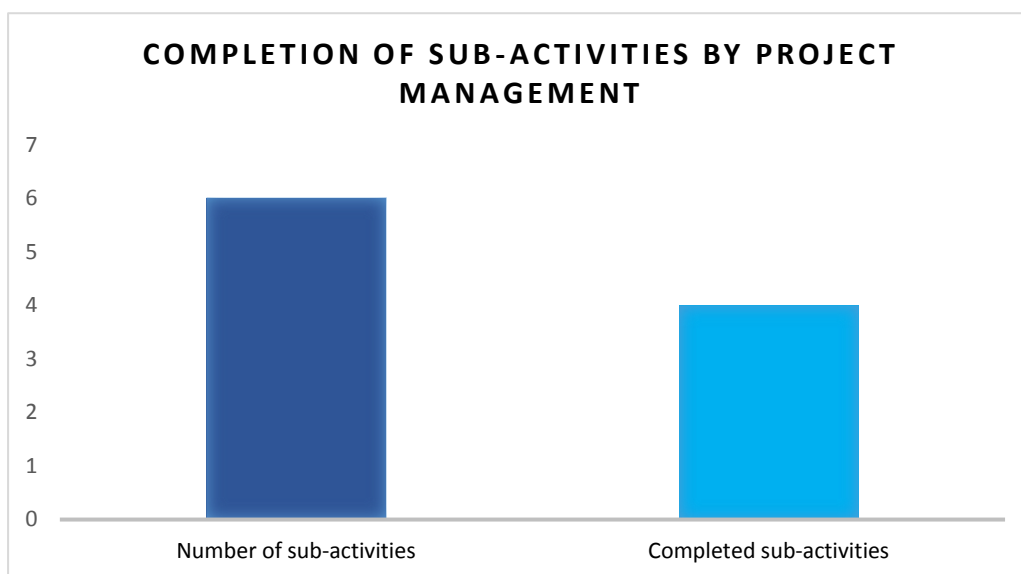
## **Policy Planning & International Relations Section**

During the quarter 2 of 2018 policy planning and international relations section has completed 64% of the sub-activities assigned to be completed by 30 June 2018. However, 36% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by policy planning and international relations section is given in the chart below.



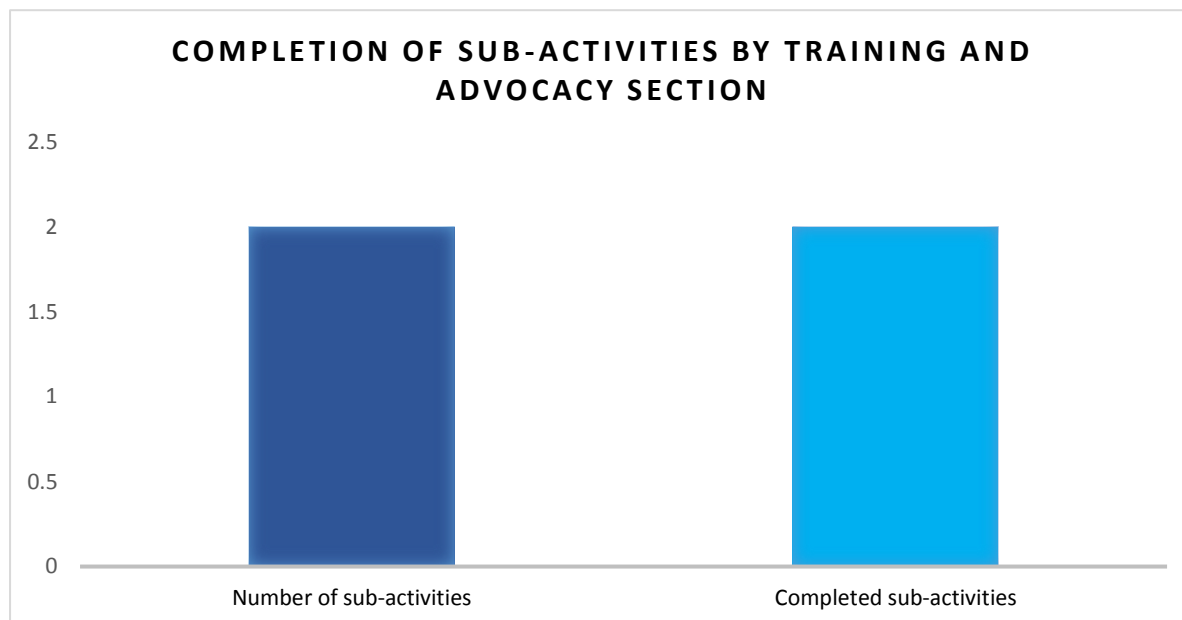
## Project Management Section

During the quarter 2 of 2018 project management section has completed 67% of the sub-activities assigned to be completed by 30 June 2018. However, 33% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by project management section is given in the chart below.



## Training & Advocacy Section

During the quarter 2 of 2018 training and advocacy section has completed 100% of the sub-activities assigned to be completed by 30 June 2018. Details of completion of sub-activities by training and advocacy section is given in the chart below.



### Important works done in this quarter in addition to the assigned work plan activities by training and advocacy section

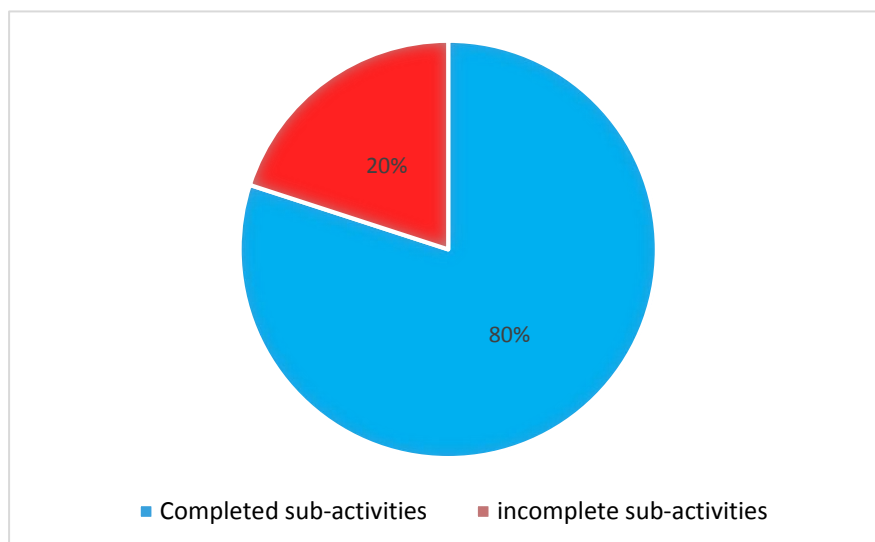
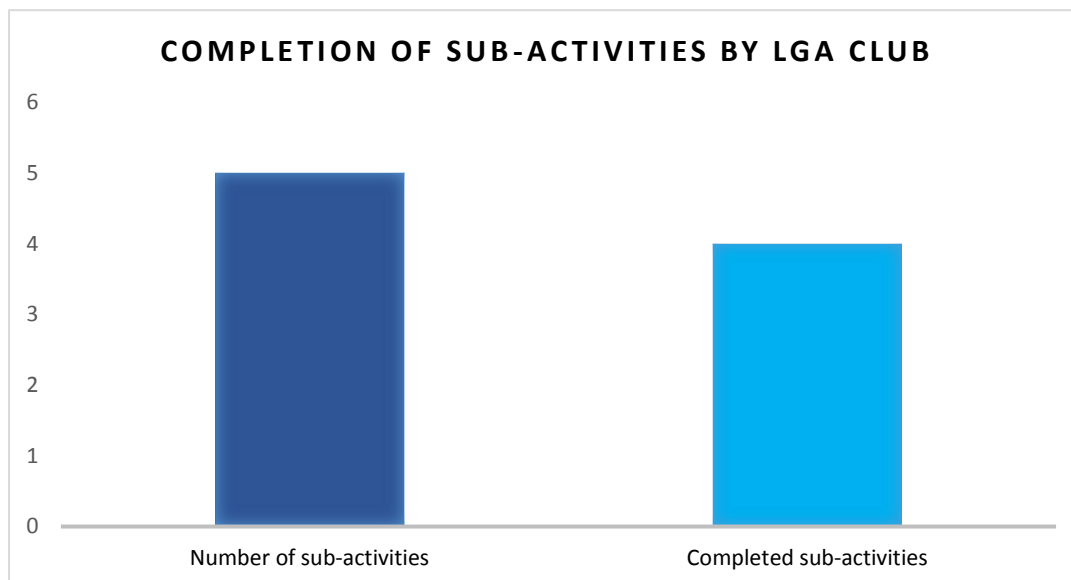
Activities	Sub-activities
Develop module on Resource mobilization	Develop handbook
	make PPT
	develop manual
Prepare information bulletin 1 (June)	Highlight areas
	collect information
	Prepare Draft
	Prepare final magazine
	Publish
Prepare information bulletin 2 (July)	Highlight areas
	collect information
	Prepare Draft
	Prepare final magazine
Conduct awareness sessions for secondary & Higher Secondary school students	Develop materials
Conduct awareness sessions for offices	Develop materials

## Work plan activities of other quarters completed in quarter 2 by training & advocacy section

Activities	Sub-Activities	Due Date	Completed percentage (%)	Remarks
<b>Conduct TNA</b>	Enter data	24-May-18	100%	
	Final Report	7-Jun-18	50%	Report not yet complete
	Prepare presentation of the report	14-Jun-18	50%	To be prepared once the report is finalized.
<b>Develop modules on leadership</b>	Finalize	12-Apr-18	100%	
<b>Develop module on women empowerment</b>	Finalize	12-Apr-18	100%	
<b>Public awareness through social media (POSTER)</b>	Design and finalize poster	12-Apr-18	100%	
	Publish posters on FB for <b>Q1</b>	22-Apr-18	100%	
	Design and finalize poster	31-May-18	100%	
	Publish posters on FB for <b>Q2</b>	15-Jun-18	90%	
<b>Public awareness through social media (Messages)</b>	Update Facebook status ( <b>Week5</b> )	16-Apr-18	100%	
	Update Facebook status ( <b>Week6</b> )	23-Apr-18	100%	
	Update Facebook status ( <b>Week7</b> )	30-Apr-18	100%	
	Update Facebook status ( <b>Week8</b> )	7-May-18	100%	
	Update Facebook status ( <b>Week9</b> )	14-May-18	100%	
	Update Facebook status ( <b>Week10</b> )	21-May-18	100%	
	Update Facebook status ( <b>Week11</b> )	28-May-18	100%	
	Update Facebook status ( <b>Week12</b> )	4-Jun-18	100%	
	Update Facebook status ( <b>Week13</b> )	11-Jun-18	100%	
	Update Facebook status ( <b>Week14</b> )	18-Jun-18	100%	
	Update Facebook status ( <b>Week15</b> )	25-Jun-18	100%	

## **LGA CLUB**

During the quarter 2 of 2018 LGA Club has completed 80% of the sub-activities assigned to be completed by 30 June 2018. However, 20% 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.



### **Additional important works done in this quarter by LGA Club**

- Organized and successfully held a 'tharaavees' in Ramadan for all staffs