

Itziar Gonzalez

From: marie.legault@international.gc.ca
Sent: Tuesday, February 12, 2013 12:59 PM
To: carol.palmer@moj.gov.jm; Vivian.Gray@international.gc.ca
Cc: Sonia Gill
Subject: Re: UNDP/JRIU Interim Package of Work

Good afternoon,

Sonia, I confirm approval also.

Marie

From: Carol Palmer [mailto:Carol.Palmer@moj.gov.jm]
Sent: Tuesday, February 12, 2013 11:57 AM
To: Gray, Vivian -KNGTN -DA; Legault, Marie -KNGTN -DA
Cc: 'sonia.gill@undp.org' <sonia.gill@undp.org>
Subject: Re: UNDP/JRIU Interim Package of Work

Good afternoon Sirs,

This serves to confirm approval as outlined below.

Carol Palmer

From: Vivian.Gray@international.gc.ca [mailto:Vivian.Gray@international.gc.ca]
Sent: Tuesday, February 12, 2013 11:37 AM
To: Marie.Legault@international.gc.ca <Marie.Legault@international.gc.ca>; Carol Palmer
Cc: sonia.gill@undp.org <sonia.gill@undp.org>
Subject: UNDP/JRIU Interim Package of Work

Dear PS Palmer and Marie

In our meeting yesterday as co-chairs of the Project Steering Committee for the JUST Program, approval was given for an interim package of work for the JRIU for the current period, up to the next Project Steering Committee meeting, scheduled for May 16, 2013.

The interim package of work embrace the activities for Quarters 1 and 2 only, as outlined in the current draft of the 2013 workplan, except for activities 1.1.2, 1.1.3 and 1.1.7 which are to be revised, to eliminate the need for the use of consultants.

For UNDP's purposes, please reply to this e-mail confirming this approval, copying Sonia Gill whom I have taken the liberty of copying on this e-mail.

Cheers,
Vivian.

Vivian A. Gray Jr.
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Gouvernement
du Canada

Canada

Expected Outcomes (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
Output 1.1 Justice Reform resources consolidated, stream lined and coordinated	1.1.1 Remuneration to JRIU staff								
	Action: Payment of monthly salaries to JRIU Staff	X	X	X	X	MOJ/UNDP	CIDA	71400 Service Contract – Individual	\$253,000
	Action: Fill Post of Director, JRIU	X	X			MOJ	CIDA	74200 Audio-visual & Print Production Costs	\$1,541,36
	Action: Programme Monitoring Report submitted to UNDP	X	X	X	X	MOJ/JRIU	CIDA		0
	Action: Execute JUST Programme Planning Meeting	X	X	X	X	MOJ/ CIDA	CIDA	75700 Training, Workshops, Conferences	\$500
	Action: Execute JUST Consultancy Evaluation Meetings							75700 Training, Workshops, Conferences	\$500
	Action: Execute Project Steering Committee Meetings	X	X			MOJ/JRIU	CIDA		0
	1.1.1 Procure JRIU office equipment and supplies								
	Action: Conduct equipment/office supplies needs assessment	X				JRIU	CIDA		0
	Action: Requisition JRIU office equipment and stationary supplies	X	X			MOJ	CIDA	72200 Equipment & Furniture	\$26,408.29
	Action: Purchase of 15 Seat Capacity Bus for JUST Programme	X	X					72200 Equipment & Furniture	\$32,157.90
	1.1.4 Develop and implement strategic plans, policies, and process guidelines that facilitate the reform and modernisation of the justice sector								

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		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
		<ul style="list-style-type: none"> agenda and its justice reform initiatives developed and implemented. <p>Indicators:</p> <ul style="list-style-type: none"> # of staff PMAs completed. % of equipment and office supplies procured JRIU sustainability Strategy document completed by -/- Justice Reform and Monitoring and Evaluation Framework implemented by -/- # and type of training and developmental activities completed with officers, directors and managers. # of officers/managers and directors trained in RBM. # of MDAs trained in RBM. 	<p>Action: Conduct workshops with key Ministry of Justice personnel to develop strategic plans, policies and process guidelines towards modernisation of the Justice Sector.</p> <p>Action: Strategic plans, policies and process guidelines implementation is initiated within the Justice Sector.</p>	X	X		X	X	JRIU/UNDP
<p>1.1.5 Develop & implement Strategies for aligning MDAs with the MOJ's new policy –focused agenda and its justice reform initiatives</p> <p>Action: Provide support to MDAs to align expected results, outputs and outcomes of all justice sector projects with the Justice Reform Policy Agenda Framework and the MoJ's Strategic Business Plan</p> <p>Action: Conduct consultations with Cabinet Office on GoJ Results Based Management system.</p>	<p>1.3.1 Preliminary research on policy process and capacity completed</p>	X	X	X	X	JRIU/ MOJ	CIDA	75700 Training, Workshops, Conferences	\$10,000
<p>Output 1.3 Policy</p>	<p>1.3.1 Preliminary research on policy process and capacity completed</p>								0

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
<p>development capacity of the MOJ strengthened (Analyse Policy Development processes and capacity of MOJ)</p> <p>Target(s)</p> <ul style="list-style-type: none"> Preliminary research on Policy process and capacity completed Draft report commented on by JRIU and relevant MOJ staff Strategic Policy Vision exercise arrangements commenced <p>Indicators:</p> <ul style="list-style-type: none"> Preliminary research completed by -/- # of consultation activities facilitated Strategic Policy Vision exercise arrangements commenced by -/- Feedback provided on draft report Preliminary logistical arrangements made by -/- 	<p>Action: Work with others in MOJ to identify champions for policy development reform</p>	x				JRIU/ MOJ	CIDA	0	
	<p>Action: Facilitate the conduct of meetings/interviews with critical MOJ staff and critical stakeholders in the GOJ</p>	x				JRIU/ DOJ	CIDA	75700 Training, Workshops, Conferences	\$3,000
	<p>Action: Disseminate draft report to relevant staff of the MoJ.</p>			x		JRIU	CIDA		\$0
	<p>Action: Provide commentary on draft report on the policy development capacity of the MOJ</p>			x		JRIU	CIDA		0
	<p>Action: Collate and transmit feedback to DoJ</p>				x	JRIU	CIDA		0

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
		1.4.1 Develop and Implement Citizens' Scorecard							
Output 1.4 Participatory Monitoring processes integrated in Justice reform and modernisation Baseline Targets: Citizens Scorecard used to assess Justice Reform Process. Indicators: <ul style="list-style-type: none"> # of stakeholder consultations held. % improvement as measured by Scorecard. 	Action: Recruit consultant	x				JRIU/ UNDP	CIDA	71300 Local Consultants	\$16,500
	Action: Identify critical stakeholder groups to be consulted	x				JRIU/ MOJ	CIDA		0
	Action: Conduct Preliminary Indicator gathering	x				JRIU/ MOJ	CIDA		0
	Action: Conduct preliminary consultations with key stakeholder groups	x				JRIU/ MOJ	CIDA	75700 Training, Workshops, Conferences	\$10,000
	Action: Develop consultation document and draft Citizens Scorecard		x			JRIU/ MOJ	CIDA		0
	Action: Make logistical and programme arrangements for consultations (validation)		x			JRIU/ MOJ	CIDA	75700 Training, Workshops, Conferences	\$5,000
1.4.2 Consultations on Justice Reform									
	Action: Finalise & Publish Citizens scorecard			x		JRIU/ MOJ	CIDA	74200 Audio Visual & Print Production Costs	\$10,000
	Action: Hold quarterly consultations with stakeholders on Justice Reform process, with annual use of Citizens' Scorecard				x	JRIU/ MOJ	CIDA	75700 Training, Workshops, Conferences	\$10,000

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets			
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)	
	<p>Action: Identify critical stakeholder groups to be consulted</p> <p>Action: Identify resource personnel to develop format and facilitate consultation</p>					JRIU	CIDA	0		
	<p>Action: Identify resource personnel to develop format and facilitate consultation</p>					JRIU	CIDA	0		
	2.1.2 Facilitate meetings and consultations on standards of professional conduct for prosecutors									
	<p>Action: Make logistical arrangements for consultations with prosecutors to obtain input for the development of Standards of Conduct.</p>	x	x			DOJ/ JRIU/ ODPP	CIDA	75700	Training, Workshops, Conferences	\$5,000
	<p>Action: Make required logistical arrangements for consultation/meetings with prosecutors and other officials to refine Standards of Professional Conduct (Validation)</p>		x			JRIU/UNDP/DOJ	CIDA	75700	Training, Workshops, Conferences	\$5,000
	2.1.4 Develop and deliver training activities for prosecutors and clerks of court on Standards of Professional Conduct									
	<p>Action: list of stakeholders to participate in training finalized</p>	x				JRIU	CIDA			0
	<p>Action: Consultant/DOJ deliver training</p>		x	x	x	JRIU	CIDA			0
<p>2.1 Capacity development and support for the Office of the Director of Public Prosecutions and Protocols for Prosecutorial Conduct</p> <p>Target(s)</p> <ul style="list-style-type: none"> Standards for Prosecutorial conduct developed & implemented. 80% of DPP files ruled on within 6 weeks of submission by year 2 95% of DPP files ruled on 										

Expected Outcomes (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
		<p>within 6 weeks of submission by end of programme</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Consultant hired by -/+/ • # of persons from each target group trained • % of DPP files ruled on within 6 weeks of submission 	<p>Action: Facilitate delivery of training in standards of prosecutorial conduct in relation to making logistical arrangements for each training session.</p>	x	x		x	JRIU/DOJ	CIDA
<p>Output 2.4 Human Resource protocols and strategies developed for ODPP</p> <p>Target</p> <ul style="list-style-type: none"> • Consultations with ODPP coordinated <p>Indicator</p> <ul style="list-style-type: none"> • # of Consultations held 	<p>2.4.1 Review of the organisational structure and deployment of Human Resources within the ODPP</p> <p>Action: Facilitate and Coordinate consultations and access to the ODPP</p>	x	x		JRIU	CIDA	75700 Training, Workshops, Conferences	\$2,500	
<p>Output 3.1 Court and management strategies developed and implemented</p> <p>Target(s)</p> <ul style="list-style-type: none"> • Instructions for amending 	<p>3.1.2 Provide technical assistance to support the development of a Strategic Framework Document...(Consultations with CMS and other key stakeholders)</p> <p>Action: Facilitate consultations between DOJ and Strategic Framework working group to arrive at consensus on the structure of and reporting framework for CMS.</p>		x		JRIU/DOJ	CIDA	75700 Training, Workshops, Conferences	\$3,000	

Expected Outcomes (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
3.1.3 Provide technical assistance to support the development of an organisational structure for the courts									
existing legislation & regulations developed and implemented;	Action: Develop Terms of Reference for Consultancy	X				JRIU	CIDA	\$0	
• Organisational structure of the courts reviewed;	Action: Advertise for consultancy	X				JRIU	CIDA	\$1,000	74200 Audio-visual & Print Production Costs
• Criminal Justice System in Jamaica reviewed and reform strategy developed.	Action: Engagement of local consultant to review the organisational structure of the courts.	X	X				CIDA	\$49,000	71300 Local Consultants
Indicators:	Action: Develop Terms of Reference for Consultancy	X				JRIU	CIDA	\$0	
• Instructions for amending existing legislation & regulations developed by -/-/	Action: Advertise for consultancy	X				JRIU	CIDA	\$1000	74200 Audio-visual & Print Production Costs
• Drafting instructions submitted to CPC by -/-/	Action: Engagement of local consultant to review the Criminal Justice System in Jamaica and develop a reform strategy.	X	X				CIDA	\$49,000	71300 Local Consultants
• Organisational structure of the courts reviewed by -/-/;									
• Criminal Justice System in Jamaica reviewed and reform strategy developed by -/-/.									
Output: 3.2 Measures	3.2.2 Reduction of barriers/delays in commencing court proceedings								

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
<p>Undertaken to improve the efficiency of the Court System</p> <p>Target(s)</p> <ul style="list-style-type: none"> Information/documentation on recent efforts at decriminalisation/reduction in Jamaica provided 	<p>Action: Engagement of local consultant to review the automatic mediation system in Jamaica and make recommendations to improve the efficiency of the system in diverting cases from the courts.</p>	x				MOJ/JRIU	CIDA	71300 Local Consultants	\$29,000
	<p>Action: Engagement of local consultant to review the role of Justices of the Peace in Jamaica and make recommendations re expansion of their functions as Lay Magistrates</p>	x				MOJ/JRIU	CIDA	71300 Local Consultants	\$18,990

Expected Outcomes (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
<ul style="list-style-type: none"> Information/documentation Justices of the Peace provided Information/documentation Jamaica's mediation system provided # of meetings and consultations arranged Information on the Court processes provided 									
<p>Indicators:</p> <ul style="list-style-type: none"> Information on recent efforts at decriminalisation/reduction in Jamaica provided by -/- Information/documentation Justices of the Peace provided by -/- Information/documentation Jamaica's mediation system provided by -/- # of meetings and consultations arranged 									

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
Output: 4.1 Standard Operating Procedures for Developing Legislation and Issuing Drafting Instructions in place. Target(s) <ul style="list-style-type: none"> 30% of drafting instructions meet Cabinet approved standard in Year 1 60% of drafting instructions meet Cabinet approved standard by end of programme <ul style="list-style-type: none"> Information on the Court processes provided Indicators <ul style="list-style-type: none"> Consultant contracted by - /-/- % of drafting instructions that meet Cabinet approved standard. # of meetings and consultations arranged. Priority list of minor offences established. 	4.1.2.2 Hold Consultations with legislative policy analysts and developers from MDAs and other stakeholders to discuss and agree on recommendations for improving the process of developing legislative policies and issuing drafting instructions.					JRIU	CIDA	0	
	Action: List of stakeholders developed and approved					JRIU	CIDA	0	
	Action: Facilitate consultations with key Government players in legislative policy development.	x				JRIU	CIDA	\$15,000	
	Action: Report on the consultation process with key Government players prepared for use by the Ministry of Justice.	x				JRIU	CIDA	0	
	Action: Develop ToR for Consultancy to draft and implement legislative policy manual.			x		JRIU	CIDA	0	
	Action: Advertise for consultancy			x		JRIU	CIDA	\$1,000	
	Action: Recruit Consultant to draft and implement legislative policy manual.			x	x	JRIU	CIDA	\$21,500	
	Action: Consultant drafts and implements legislative policy manual.				x	JRIU	CIDA	0	

Expected Outcomes (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
		4.2.4.2 Recommendations for improving legal reform process and systems							
Output: 4.2 Changes needed to modernise Law Reform Systems and processes identified. <u>Target:</u> <ul style="list-style-type: none"> Report on changes needed to modernise Law Reform Systems completed. 	Action: Hold consultations with stakeholders on legislative hindrances to gender, equity, children's rights, social justice good governance and Justice Reform	x	x		JRIU	CIDA	75700 Training, Workshops, Conferences	\$25,000	
Indicators: <ul style="list-style-type: none"> # of consultations held; Report on consultations completed by -/-; Consultant contracted by -/-; Consultant research report finalized by -/- 	4.2.5.2 Research on improving the legislative environment for Justice Action: Engage consultant to conduct research on improving the legislative, Environment for Justice, iterating legislative hindrances to effect justice reform in the areas of: gender and the law; child rights, legislation counterproductive to good governance and social justice and making recommendations for change.	x	x		JRIU	CIDA	71300 Local Consultants	\$12,500	
Output: 4.3 Changes needed to modernise criminal law and practice identified for Cabinet approval. <u>Target(s):</u> <ul style="list-style-type: none"> Report with 	4.3.1.2 Identify the legislative changes required to streamline and improve criminal practice and procedure and optimise criminal case management Action: Make logistical arrangements for consultations and workshops with court user groups to identify legislative changes required to streamline and improve criminal practice and procedure.			x	JRIU	CIDA	75700 Training, Workshops, Conferences	\$25,000	
4.3.2 Identify changes required to streamline and improve criminal practices and procedures									

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
		<ul style="list-style-type: none"> recommendaions completed. <p>Indicators:</p> <ul style="list-style-type: none"> Recommendations made to improve criminal practice and procedures. Drafting instructions for legislative changes needed to improve criminal practice and procedures approved by Cabinet 	<p>Action: Arrange and hold consultations with relevant stakeholders</p>						JRIU
<p>4.3.3 Address underlying causes of case volume</p>									
<ul style="list-style-type: none"> Terms of References for Criminal Law Expert and Facilitator Approved Engage local Criminal Law Expert and Facilitator to work with DOJ team on priority list. 	<p>Action: Terms of References for Criminal Law Expert and Facilitator Approved</p>					JRIU	CIDA	74200 Audio-visual & Print Production Costs	\$0
<ul style="list-style-type: none"> Engage local Criminal Law Expert and Facilitator to work with DOJ team on priority list. 	<p>Action: Engage local Criminal Law Expert and Facilitator to work with DOJ team on priority list.</p>					JRIU/DOJ/UNDP	CIDA	71300 Local Consultants	\$50,000
<p>Implementation of communication strategy</p>									
<ul style="list-style-type: none"> Dissemination of public sensitisation materials. Complete recruitment process for Communications Consultant Contract Consultant Make logistical arrangements for research phase of communications consultancy 	<p>Action: Dissemination of public sensitisation materials.</p>					JRIU	CIDA	74200 Audio-visual & Print Production Costs	\$8,000
<ul style="list-style-type: none"> Complete recruitment process for Communications Consultant 	<p>Action: Complete recruitment process for Communications Consultant</p>					JRIU	CIDA		0
<ul style="list-style-type: none"> Contract Consultant 	<p>Action: Contract Consultant</p>					JRIU	CIDA	71300 Local Consultants	\$20,000
<ul style="list-style-type: none"> Make logistical arrangements for research phase of communications consultancy 	<p>Action: Make logistical arrangements for research phase of communications consultancy</p>					JRIU	CIDA	75700 Training, Workshops, Conferences	\$10,000
<p>Indicators:</p>									

Expected Outputs (including indicators and annual targets)	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budgets		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
<ul style="list-style-type: none"> Implementation of communication strategy commenced by -/-. # of media placements achieved for each medium. % of target group able to recall information in public education/sensitization material. 	Action: Review draft strategy and approve final Communication Strategy	X	X			JRIU	CIDA	0	
	Action: Implementation of Communication Strategy	X	X	X		JRIU	CIDA	\$100,000	
Monitoring & Evaluation (Including Reporting)	Monitoring & Evaluation								
	Monthly Activities Report	X	X	X	X	JRIU	CIDA	0	
	Quarterly Report and Work-Plan Update	X	X	X	X	JRIU	CIDA	0	
	Annual Project Reporting				X	JRIU	CIDA	0	
TOTAL									\$919,430.88

