



## QUARTERLY PROGRESS REPORT

<b>Country:</b>	<b>JAMAICA</b>		
<b>Reporting period:</b>	April - June 2012		
<b>Project number and title:</b>	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
<b>Project Duration:</b>	April 2011 – December 2012		
<b>Implementing Partner:</b>	Ministry of Local Government & Community Development		
<b>Responsible Parties:</b>	Crime Prevention and Community Safety Unit, Ministry of National Security , Social Development Commission, Planning Institute of Jamaica, National Association of Parish Development Committees		
<b>Overall Project Manager:</b>	Robert H.P. Hill, Director - Local Government Administration		
<b>Date:</b>	June 29, 2012		
<b>Current year Approved Budget:</b>	JM\$14,650,800.00		
<b>Current quarter advance:</b>	<b>JM\$6,651,150.00</b>	<b>Current qtr exp:</b>	<b>JM\$4,419,544.87</b>
<b>Annual expenditure to date:</b>	<b>JM\$6,393,335.17</b>	<b>Current Year Delivery to date:</b>	<b>43.64%</b>

## I. EXECUTIVE SUMMARY

Important targets achieved for the second quarter include:

- To deepen the participation in the roll out of the Parish Safety & Security Mechanism (PSSM) a Steering Committee was established. This comprised representatives from civil society, viz. National Neighbourhood Watch, local authorities, viz secretary manager; Ministry of Local Government personnel, police from the Community Safety & Security Branch and Ministry of National Security.
- A formal launch of the roll out of the Parish Safety and Security mechanism was held on May 9<sup>th</sup> with public endorsements from the Ministers of Local Government and National Security along with the Commissioners of the Jamaica Constabulary Force (JCF) and the Jamaica Fire Brigade (JFB). All Mayors, Deputy Mayors, Secretary Managers, Area, Divisional Commanders and Community Safety Officers from the JCF, Divisional Heads & Public Relations Officer of the JFB, Councillors from both major political parties and SDC Parish Managers from the pilot parishes, along with representatives from the Parish Development Committees (PDCs), Jamaica Chamber of Commerce, Neighbourhood Watch of Jamaica, Ministries of Justice and Education, executives from Child Development Agency including their parish officers and other civil society organisations.
- Majority of key stakeholders including representatives of the PDC have agreed that the PSSC of the PSSM is to be located in the local authority as a Committee of Council.
- All pilot parishes held their first Parish Safety and Security Committee meetings during the months of May and June. All had key parish stakeholders present, these include Custodes, Divisional Commanders & Community Safety Officers of the JCF, Mayors/ or Deputy Mayors, Councillors, Secretary Managers, Parish Development Committee (PDC) representatives, representative from the Parish Chambers of Commerce, Ministry of Education, Ministry of Health, Social Development Commission (SDC) Parish Managers, Lay Magistrate, Ministry of Justice amongst others.
- To strengthen the collaboration in the partnership for Parish Safety & Security and to provide technical support to the process, participants in the WorldBank Crime & Violence Prevention online course were engaged as Parish Partners. Consequently they were utilized in planning, preparation and delivery of technical material for various events.
- The Terms of Reference to guide the operation of the Parish Safety and Security Mechanism has been finalised following extensive consultations with key partners.
- A public messages steering committee has been formulated and comprises representatives including the Public Relations Officer of the JFB, president of the Neighbourhood Watch, representative of the PDC and MLG. The pilot parishes have drafted the public messages for their 1<sup>st</sup> parish public forum.
- The 1<sup>st</sup> technical workshop for capacity building of PSSC key partners was held on June 22, 2012 to provide training in developing safety plan template. Approximately 70% of the core PSSC partners participated in this first training.
- Several meetings have been held with the executives of the Local Authorities (LAs) to get their buy-ins, address their concerns, provide clarity and to get their support for the roll out of the PSSCs.
- The team attended various meetings with project partners, internal and external individuals and organisations to facilitate the successful roll out of the PSSCs.
- The project team facilitated the participation of representatives from the PSSCs at the Child Abuse workshop hosted by the Jamaica for Peace.
- Dialogue continues with the University of Technology regarding the delivery of the Safety Audit training in the summer.

- Deepened island-wide sensitisation of project activities especially the establishment of Parish Safety & Security Committees took place during orientation workshops of local authorities of
- The Ministry now participates in the safety and security inter-ministerial committee hosted by the Office of the Prime Minister.
- Broadened partnership in capacity building which includes participation of a representative from British High Commission. This involved presentation in technical workshop and commitment for ongoing engagement in the PSSC process.
- Internal meeting hosted by Minister of MLG which focused on strategy and sustainability of community safety initiatives in all parishes.
- The project successfully engaged a team drawn from the World Bank Course participants comprising Directors of Planning in the pilot parishes and the MLG Planning unit to develop a programmatic matrix addressing measures that the urban and physical planning arm of the local authorities can pursue to enhance parish safety and security.

## II. RESOURCES AND EXPENDITURE

PROJECT EXPENDITURE FOR REPORTING PERIOD						
Activity	Requested JM\$	Received JM\$	Date Received	Balance b/f from previous qtr JM\$	Disbursed by IP JM\$	Balance JM\$
<b>Civil Society Participation in Local Governance</b>	<b>6,651,150.00</b>	<b>6,651,150.00</b>	<b>03/05/2012</b>	<b>0.00</b>	<b>4,419,544.85</b>	<b>2,231,605.15</b>
Output 1, Activity Result 1. Monitoring and work planning of project activities.	1,914,000.00	1,914,000.00		0.00	2,095,183.70	-181,183.70
Output 1, Activity Result 2. Capacity Assessment of parishes	456,750.00	456,750.00		0.00	425,792.60	30,957.40
Output 1, Activity Result 4.1 Implementation of capacity development plan	522,000.00	522,000.00		0.00	347,863.20	174,136.80
Output 1. Activity Result 4.2 Training of Parish Safety Committee members in the Worldbank Urban Crime and Violence Prevention Course.	2,175,000.00	2,175,000.00		0.00	1,046,160.00	1,128,840.00
Output 1. Activity Result 5.Public Communication programme on establishment of PSSC prepared and implemented by PDCs	348,000.00	348,000.00		0.00	34,480.00	313,520.00
Output 2. Activity Result 2. Decisions by MDAs on the location of the PSSCs within the local governance structures	278,400.00	278,400.00		0.00	22,820.00	255,580.00
Output 2. Activity Result 3. Formulation and agreement on detailed TOR for PSS	174,000.00	174,000.00		0.00	16,500.00	157,500.00
Output 2. Activity Result 4. Development of Parish Safety Plan Template	174,000.00	174,000.00		0.00	186,005.35	-12,005.35
Output 2. Activity Result 5. Formulation and implementation of action plan for provision operational support to PSC.	609,000.00	609,000.00		0.00	244,740.00	364,260.00
<b>Subtotal</b>	<b>6,651,150.00</b>	<b>6,651,150.00</b>		<b>0.00</b>	<b>4,419,544.85</b>	<b>2,231,605.15</b>
<b>Total</b>	<b>6,651,150.00</b>	<b>6,651,150.00</b>		<b>0.00</b>	<b>4,419,544.85</b>	<b>2,231,605.15</b>
<b>Cash in hand @ end of reporting period</b>						<b>2,231,605.15</b>
<b>Commitments @ end of reporting period</b>						<b>0.00</b>

### III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Achieved Results	Progress Towards Achieving Outputs
<p><b>Output 1 Development of local authorities' capacity to promote and secure participatory local governance</b></p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> <li>- Frequency of meetings held by Project Stakeholder Committee</li> <li>- # of parish/ municipal councils assessed</li> <li>- # of parish councils implementing capacity building plan</li> <li>- # of parishes/municipalities in which public messages about establishment of PSC are disseminated</li> <li>- # of parish councils and PDCs trained in local government administration as well as in monitoring and evaluation of local development initiatives</li> <li>- % of PSCs members enrolled in urban violence on-line course</li> <li>- % of PSC members enrolled in Safety Audit training at UTECH</li> </ul> <p><i>Targets:</i></p> <ul style="list-style-type: none"> <li>- Project Stakeholder Committee meets quarterly</li> <li>- Capacity assessment conducted of targeted parish councils</li> <li>- Support delivered to build capacity of parish councils and civil society to consult and collaborate in all selected local authorities</li> <li>- Public messages about establishment of PSCs disseminated in all targeted local authorities</li> <li>- 75% of local authorities and PDCs trained in monitoring and evaluation of local development initiatives</li> <li>- 75% of Parish Safety Committee members enrolled in urban violence on-line course</li> </ul>	<p><b>1. Activity Result: <u>Monitoring and work planning of project activities</u></b></p> <p><b>Action 1.1</b> - Project Stakeholder Committee meetings held quarterly.</p> <p><b>2. Activity Result: Assessment of nine parishes</b></p> <p><b>Action 2.2</b> Preparation of report.</p> <p><b>3. Activity Result</b> Development of capacity development plan addressing gaps in targeted parish councils.</p> <p><b>Action 3.1</b> – Analysis of findings.</p> <p><b>4. Activity Result</b> Implementation of Capacity Development Plan</p> <p><b>Action 4.2</b> – Training of Parish Safety Committee Coordinators in Safety Audit.</p>	<p>Two quarterly Stakeholders' Committee meetings were held during this quarter. Key stakeholders were informed of the achievements and priorities for the impending quarter, there was also cross-sharing of information pertaining to related projects.</p> <p>The Consultant has completed the sensitisation and capacity assessment report to SDC who is engaged in review and finals adjustments.</p> <p>Consultations in the review process of the draft report of the Capacity Assessments for five pilot parishes were held with stakeholders and parish partners. Awaiting feedback in the analyses process to finalise response to the UNDP team.</p> <p>The first technical workshop was held for key parish partners. Parish partners were exposed to collaborative approaches of local authorities and other state agencies in responding to safety and security issues of citizens. During this workshop, participants also identified primary capacity development needs of the parish.</p> <p>Consultations with the University of Technology and the Parish partners to identify a mutually convenient time and location to convene the Safety Audit training.</p>	<p>A continuum in interaction regarding related issues on safety and security as well as consistent engagement in various processes.</p> <p>The six pilot parishes are aware and have indicated some of their needs in relation to capacity development to function effectively in the PSSM. The needs identified were selected from those contained in the Capacity Development Plan.</p> <p>Parishes have drafted public messages and have timelines to disseminate message across their respective parishes.</p> <p>There is definite and steady mobilisation in integrating Parish Safety &amp; Security Mechanism as a part of the response to pertinent issues at the local/parish level.</p>

<p>- 75% of Parish Safety Committee members enrolled in Safety Audit training at UTECH</p>	<p><b>5. Activity Result</b> Public Communication programme on establishment of PSSC prepared and implemented by PDCs</p> <p><b>Action 5.1</b> – Consultations held with Civil Society</p>	<p>Consultations were held with civil society organisations, state agencies and core partners of PSSC regarding the public messages. Sub-committee established and provide support in developing public messages. All PSSCs have drafted public messages regarding the PSSM.</p>	
<p><b>Output 2: Development of local authority level mechanism under the Crime Prevention &amp; Community Safety Strategy</b></p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- # of parish councils with fully constituted and operational Parish Safety Committees</li> <li>- % average attendance at PSCs meetings</li> <li>- Level of alignment of the parish safety plan with Vision 2030</li> <li>- # of Parish Safety Committee members trained in the use of the parish safety plan template</li> <li>- # of PSCs assessed</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- Parish Safety Committees in all targeted parishes fully constituted and operational</li> <li>- 75% average attendance at PSC meetings</li> <li>- 75% of Parish Safety Committee members trained in the use of the parish safety plan template</li> <li>- 100% of Parish Safety Committees implementing the parish safety plan template</li> <li>- Capacity assessment conducted of PSCs</li> </ul>	<p><b>Activity Result 5:</b> Formulation and implementation of action plan for provision of operational support to PSC.</p> <p><b>Activity Result:</b> Decision by MDAs on the location of PSCs within local governance structures</p> <p><b>Action 2.2</b> - Convene parish stakeholders to finalise decisions on the location of Parish Safety Committees within the local government framework</p> <p><b>Activity Result:</b> Formulation and agreement on detailed TOR for PSCs</p> <p><b>Action</b> - Consultation held targeting local authorities and PDCs</p>	<p>Consultations to facilitate strengthening of the implementation process through diversified partnership. Deeper engagement and commitment of several key agencies to support the establishment of PSSM</p> <p>At the launch of PSSM in pilot parishes there were endorsement and charge from the Ministers of Local Government and National Security as well as the Commissioners of police and fire brigade, amongst others.</p> <p>Dates of first PSSC agreed for pilot parishes.</p> <p>Further consultations with core parish partners of the PSSC were conducted. It was also agreed by these individuals, including PDC representatives that the mechanism should reside in the Council as a Committee of Council.</p> <p>Several additional reviews of the Terms of Reference for the PSSM were conducted. The general consensus is that the TOR is acceptable at the current stage of the roll out of the PSSM. It was also agreed that parishes has a degree of flexibility to respond to the needs of the context of the parish.</p>	<p>All local authorities in the pilot parishes have had at least their first PSSC meeting, with key stakeholders present in majority of the cases and are being further mobilised for continuity.</p> <p>Approximately 70% of the core partners of the PSSCs have been exposed to the development of parish safety plan template.</p>

	Pilot parishes host PSSC meetings.	Each of the pilot parishes held their first PSSC meeting in the months of May and June. Majority of the parishes had the appropriate partners in attendance and adequately explained the concept and role of the PSSM.	
	<p><b>Activity Result:</b> Formulation and implementation of action plan for provision operational support to PSC.</p> <p><b>Action 1:</b> Conduct discussions among MDAs about action plan</p> <p><b>Action 2:</b> Implementation of parish safety plan template training workshop</p>	Representatives of the pilot parishes were oriented to parish safety plan template. The first in a series of training was conducted by the Ministry of National Security. Key partners of the pilot parishes are conversant with inputs in developing a parish safety plan.	

#### IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
Scheduling of activities was a challenge because most project partners had several calendar activities such as annual internal retreats and strategy meetings and reviews.	High	Select the most suitable date and host additional meeting, etc.
Limited engagement/cooperation from some of the critical partners at the parish level.	Medium	Target other key partners to mobilize process including strategically selected participants in the Worldbank online course while intentionally courting critical players slow on the uptake.
Local authorities and other parish agencies have indicated that a PSSM creates additional work and so requires additional human and other resources	Medium to high	Persuade agencies regarding the importance of PSSM
Assigned parish personnel to follow-up after decisions are taken or information relayed.	High	Project team increased follow-up of various actions, engage parish partners, viz. targeted participants in the online course to provide some amount of administrative support to the PSSC. (Existing situation needs further intervention.)
Lack of consistent participation of some of parish stakeholders resulting in inadequate understanding and failure to follow through at various stages	High	Provide the additional support required to achieve the necessary results.
Engaging and scheduling the participation of the Secretary Managers and Mayors from the pilot parishes.	Medium	Continue to pursue them and seek to have individual meetings.

Other key parish stakeholders and pertinent agencies indicating that this process is an additional burden because of the multiplicity of meetings in which they are required to participate.	Medium	Appeal to them and request the mayors to assist in mobilizing parish partners.
The process of change for an institution's, i.e. local authorities, function to include parish safety and security requires time for the various actors to assimilate the new approach and adjust their systems to accommodate such.	High	Structure input to accommodate transition where possible.
Due to different level of exposure of parish partners, some technical workshops have to be repeated or phased to ensure appropriate understanding,	Medium	Host additional meetings, workshops or consultations.
Some of the local authorities have indicated that this Committee of Council is an additional expense as they are required to pay a stipend to councillors for attendance to council meetings.	High	Proceed as each of the circumstance allowed.
<b>Risks</b>	<b>Significance</b>	<b>Response/Action</b>
Due to existing systems and demand on local authorities along with some of the constraints, parishes will require external support and additional oversight to ensure continuity beyond the project period	High	Recommended that provisions be made for same.
<b>LESSONS LEARNT:</b>		
<ul style="list-style-type: none"> <li>• Change requires time, especially in relation to mindsets and traditional approaches in government institutions.</li> </ul>		



## 0 PLANNED ACTIVITIES (NEXT QUARTER: APRIL – JUNE 2012)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		July	Aug	Sept		Source of Funds	Budget Description	Amount \$	
1.	Monitoring and work planning of project activities	√	√	√	MLG PIOJ DLG	DGTTF	71400 Contractual Services – Individual	15,000.00	
	Quarterly Stakeholders' Meeting			√					
	Fields/Site visits conducted	√	√	√					
	Prepare quarterly Progress Report and submit to Project Board			√					
	Submission of capacity assessment report for the other nine parishes		√			SDC	DGTTF	Training, Workshops, Conferences	0.00
								Local Consultants	0.00
	Development of Capacity Development Plan addressing gaps in targeted parishes			√	MLG MNS		Travel	1,000.00	
	Implementation of capacity building plan	√		√	MLG	DGTTF	Training, Workshops, Conferences	5,000.00	
	Training of Parish Safety Committee coordinators in Safety Audit			√	MLG		DGTTF	Local Consultant	6,000.00
	Sharing of Brazil 's Best practice for the incorporation of children safety issues in municipalities				√	MLG PIOJ	DGTTF	Training, Workshops, Conferences	2,000.00
	Consultations held with Civil Society regarding Public Communication programmes on the establishment of PSSC				√	MLG	DGTTF	Training, Conferences, Workshops	1,000.00
								Local Consultant	1,500.00
Research and prepare communication messages		√	√	MLG	DGTTF	Audio Visual & Print Production Costs	1,000.00		
Deliver/publish communication messages		√	√						
2.	Consultations held targeting local authorities and PDCs regarding the development of Parish Safety Plan		√	√	MLG MNS (CP&CSU)	DGTTF	Training, Workshops, Conferences	1,000.00	

	Template				NAPDEC SDC		Audio Visual & Print Production Costs	500.00
	Conduct discussions among MDAs about action plan			√	MLG SDC PIOJ MNS (CP&CSU)	DGTTF	Training, Workshops, Conferences	3,000.00
							Local Consultants	1,000.00
2	Implementation of parish safety plan template training workshop		√	√	MNS MLG	DGTTF	Training, Workshops, Conferences	3,000.00
							Local Consultants	3,000.00
							Travel	2,000.00
	Develop plan for continuous support/facilitation after project period		√	√	MLG MNS PIOJ	DGTTF	Training, Workshops, Conferences	500.00
<b>TOTAL</b>								<b>\$49,500.00</b>

**Annex II: Assets Inventory**

Project Title: Enhancing Civil Society Participation in Local Governance for Community Development

Award Number:

Project Number: 00077769

Date of Report: June 29, 2012

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Serial Number	Date acquired	Value	Custodian	Tag # assigned by MLG
<b>Asset Profile 1 - Vehicles</b>											
1			Vehicle		0						
2	JAM10	B0512	2 Draw Filing Cabinet		1	MLG		3/11/2011	\$20,500.00	MLGCD	518-DLG-212-351
3			Furniture or Fixture		0						
<b>Asset Profile 2 - Furniture</b>											
<b>Asset Profile 3 - Electrical</b>											
4	JAM10		Projector	Epson	1	MLG	PSPK1815990	16/3/2012	\$88,177.00	MLGCD	022-DLG-816-591
5	JAM10		Printer	HP	1	MLG	CNH8C9CQZB	16/3/2012	\$52,500.00	MLGCD	067-DLG-273-818
6	JAM10		Laptop	HP	1	MLG	5CH1330MF0	11/4/2012	\$68,085.11	MLGCD	468-DLG-079-973
7	JAM10		Laptop	HP	1	MLG	5CH1242WTL	11/4/2012	\$68,085.11	MLGCD	016-DLG-097-598
8	JAM10		Digital Camera	Sony	1	MLG	7092762	11/4/2012	\$17,021.28	MLGCD	
9	JAM10		Projector	Epson	1	MNS	PTPK2101114	27/4/2012	\$89,240.82	MNS	113-DLG-707-226
<b>Asset Profile 4 - Heavy Machinery</b>											
10	JAM10		Heavy Equip. or Generator		0						
11	JAM10		Heavy Equip. or Generator		0						
<b>Asset Profile 5 - Non Capitalized Items</b>											
13	JAM10		Other (less than 1,000 \$)		0						
14	JAM10		Other (less than 1,000 \$)		0						
TOTAL									\$403,609.32		

**Project Manager**

Robert H.P. Hill

June 29, 2012 Signature:

*[Signature]*

**UNDP Programme Advisor**

SONIA GILL



Date & Signature:

*[Signature]*  
August 27, 2012

**Resident Representative**

Date & Signature

*[Signature]*

<b>Project Management:</b>	Prepared by: Tanisha Cunningham	Date: July 5, 2012
	Signature:  Project Associate	
	Reviewed by: Georgia E. Simpson	Date: July 5, 2012
	Signature:  Project Coordinator	
	Approved by: Robert H. P. Hill	Date: July 5, 2012
	Signature:  Project Manager	

Received 31/07/2012  
