



Empowered lives.
Resilient nations.

QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April – June 2013		
Project number and title:	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
Project Duration:	April 2011 – December 2013		
Implementing Partner:	Ministry of Local Government & Community Development		
Responsible Parties:	Crime Prevention and Community Safety Unit, Ministry of National Security , Social Development Commission, Planning Institute of Jamaica, National Association of Parish Development Committees		
Overall Project Manager:	Robert H.P. Hill, Director - Local Government Administration		
Date:	August 14, 2013		
Current year Approved Budget:	JM\$7,808,500		
Current quarter advance:	JM\$4,159,487.50	Current Qtr Exp:	JM \$2,755,776.94
Annual expenditure to date:	JM\$4,157,571.16	Current Year Delivery to date:	53.24%

1. EXECUTIVE SUMMARY

Achievements in the second quarter of 2013 span the planning, coordinating, developing content and facilitating the Capacity building workshops for Portmore, Trelawny, St. Elizabeth and Westmoreland. These workshops comprised deepening key parish actors comprehension of the parish safety & security mechanism and orienting participants with tools from the Safety & Security Handbook & Toolkit.

Participants included mayors, custodies, councilors, police, representatives from the parish councils, , National Centre for Youth Development, Child Development Agency, , Jamaica Public Service, Jamaica Fire Brigade, Ministry of Justice – Victim Support Unit, Social Development Commission, Taxi and Tour Association, Security Professional, Principals, Guidance Counselors, Justices of the Peace, Ministry of Labour and Social Security, National Insurance Services, Tax Administration of Jamaica Parish Development Committees/Portmore Citizens Advisory Council and other citizens groups. The numbers of participants for the respective parishes are 20 for Portmore, 13 for Trelawny, 22 for St. Elizabeth and 18 for Westmoreland.

Following sustained efforts the project team was finally able to obtain commitment from Clarendon's senior key parish actors to meet to customize the Parish Safety and Security Mechanism model to resolve long standing issues. The team subsequently facilitated dialogue amongst responsible partners namely representatives from Ministry of National Security and Ministry of Local Government and Community Development by providing an update to explore strategies to secure the explicit partnership of the leadership of the Clarendon Crime Prevention Committee and to avoid possible derailing of the PSSM due to the peculiarities of the Clarendon context .

The team continued to provide support for strengthening of PSSCs via attending meetings, making presentations and responding to issues as necessary. The range of activities carried out by the team include assisting in identifying 'quick wins' for Trelawny, Westmoreland, Clarendon and St. Mary based on reports in PSSC meetings; mobilizing of resources, ensure cost control by getting technical reviews and verification of quotations submitted; assist parish leaders in identifying partners to undertake activities to reduce cost of initiatives, liaise with MLG technical team to provide oversight for implementation of undertakings. Outcomes include the successful implementation of the following:

- i) Clarendon re-marked the Pedestrian Crossing in May Pen Town Centre, the other initially targeted, Palmers Cross was done by other stakeholders and so another Pedestrian Crossing, possibly located in Denbigh will be done in the third quarter.
- ii) Manchester hosted a safety and security community outreach forum in Craighead this was coordinated in collaboration with key parish partners. This community was selected following police reports and subsequent deliberations by representatives from the Child Development Agency, Parish Development Committees, Social Development Commission, Councillors and other key actors in a previous PSSC meeting at which the project team was in attendance.
- iii) Trelawny painted two pedestrian crossings and installed one-way sign on Duke Street, a main thoroughfare which was a two –way until a few months ago.

Another important occurrence emerged during the team's participation in one of St. Catherine's monthly PSSC meeting. collaborating with the St. John's Road Cricket Club to hold a Peace March and Expo on June 14 "Protect our Children". This was an initiative identified by through the efforts of the project team and other members who were in attendance, where it was recommended that an activity be undertaken for Child's Month. Their focus on children's safety was enhanced by data supplied by the Ministry of National Security and a presentation by the National Crime Observatory unit (MNS) during a sitting of St. Catherine's Parish Safety & Security Committee held on April 30, 2013, where data on child abuse highlighted that this was a key issue affecting the parish. The Mayor, Councillors and partners agreed to continue their sexual abuse prevention campaign and held district forums in Glengoffe, Linstead and Old Harbour. Mayor Norman Scott and Deputy Superintendent Herald Newton (JCF) reported that there has been a 26% reduction in crime during the period January to June 2013 and that the PSSC is a significant contributor to this reduction.

In response to the project team's recommendation to establish sub-committees due to the range of issues that were being brought to the Safety & Security Committees' attention, Portmore established three sub committees: Parenting &

Children's behavior; Street Vending; School Safety Sub-Committee and Public Education. Additionally Westmoreland established Counselling sub-committee to address the trauma coming out of the Petersfield triple killing incident. This Counselling sub-committee had representation from the Child Development Agency, Councillors and School Principals and other key actors. Counselling services were subsequently delivered to children in five schools within the district.

In continuing their monitoring of the PSSCs and sharing with parish actors the possibilities for strategic action, the project team facilitated the establishment of Westmoreland's first Community Safety & Security Committee which was done in collaboration with the Councillor for the Petersfield division, and other areas and organisations across the Parish. The team also made a presentation at the launch of this committee. This Committee is chaired by a Justice of the Peace from the community. They will be establishing such Safety & Security Committees in divisions across the parish with the intention for these to be chaired by Justices of the Peace. Additionally, out of the project team's consistent message of integrating safety and security throughout the various pursuits of the municipalities, Portmore featured Safety & Security in its 10th anniversary celebration and hosted a community safety forum with Minister of National Security, Hon. Peter Bunting as guest speaker. This was held on June 25th, 2013.

On June 14, 2013 the project team participated and made presentations on the establishment and function of the Parish Safety & Security Mechanism during the Series entitled Dialogue on Jamaica – Partnerships for Sustainability hosted by Operation Save Jamaica, held between June 9th to 15th. Other presenters include Assistant Commissioner of Police Novelette Grant, UK based retired senior police officer and Rev. Les Isaacs, O.B.E., President Ascension Trust, a UK based safety and security non-government organization with branches across the continents.

Additional accomplishments during this quarter include extensive planning for the Community Safety Conference and preliminary work in relation to then expected Capacity Assessment of the PSSCs. Developed and finalized brochures and draft agenda for Parish Safety & Security conference. Coordinated and finalized arrangements for capacity and building workshops to be conducted in the third quarter for the parishes of St. Catherine, Clarendon, Manchester and St. Mary. Pre-printing processes pertaining to the PSSC Handbook and Toolkit such as editing, pagination, refining of graphics and cover were also completed. Strategies to engage the other parishes for the upcoming quarters have also been initiated

2. RESOURCES AND EXPENDITURE**PROJECT EXPENDITURE FOR APRIL TO JUNE 2013**

Activity	Requested JM\$	Received JM\$	Date Received	Balance b/f from previous qtr JM\$	Disbursed by IP JM\$	Balance JM\$
Civil Society Participation in Local Governance	4,159,487.50	4,159,487.50	24/04/2013	223,176.86	2,519,067.76	1,863,596.60
Output 1, Activity Result 1. Monitoring and work planning of project activities.	1,435,087.50	1,435,087.50		-2,396,649.76	1,179,691.69	-2,141,253.95
Output 1, Activity Result 2. Capacity Assessment of parishes	0.00	0.00		-1,173,283.99	0.00	-1,173,283.99
Output 1, Activity Result 3. Development of capacity building plan addressing gaps in targeted parish councils.	0.00	0.00		342,600.00	0.00	342,600.00
Output 1, Activity Result 4.1 Training of local authorities and civil society organisations in local government administration as well as in monitoring and evaluation of local development initiatives	0.00	0.00		2,436,027.80	0.00	2,436,027.80
Output 1, Activity Result 4.2 Training of Parish Safety Committee members in the World Bank Urban Crime and Violence Prevention Course.	0.00	0.00		-29,329.42	0.00	-29,329.42
Output 1, Activity Result 4.3 Training of Parish Safety Committee Coordinators in Safety Audit	0.00	0.00		-2075,712.62	0.00	-2,075,712.62
Output 1, Activity Result 4.4 Sharing of Brazil's Best Practice for the incorporation of children's safety issues in municipalities.	0.00	0.00		89,350.00	0.00	89,350.00
Output 1, Activity Result 5. Public Communication programme on establishment of PSSC prepared and implemented by PDCs	340,550.00	340,550.00		373,805.28	88,343.27	626,012.01
Output 2, Activity Result 1. Assessment of existing Crime Prevention Committee	0.00	0.00		180,100.00	0.00	180,100.00
Output 2, Activity Result 2. Decisions by MDAs on the location of the PSSCs within the local governance structures	0.00	0.00		602,647.44	0.00	602,647.44
Output 2, Activity Result 3. Formulation and agreement on detailed TOR for PSS	0.00	0.00		124,995.00	0.00	124,995.00
Output 2, Activity Result 4. Strengthening of Parish Safety Plan	0.00	0.00		194,362.13	0.00	194,362.13

Template						
Output 2. Activity Result 5. Formulation and implementation of action plan for provision operational support to PSC.	389,200.00	389,200.00		660,765.00	92,000.00	957,965.00
Output 2. Activity Result 5.2. Implementation of parish Action Plans	0.00	0.00		446,750.00	0.00	446,750.00
Output 2. Activity Result 5.3: Finalise editing for printing of Parish Safety Handbook	0.00	0.00		0.00	20,000.00	-20,000.00
Output 2. Activity Result 5.4. Develop plan for continuous support/facilitation after project period	0.00	0.00		44,675.00	0.00	44,675.00
Output 2. Activity Result 5.5 Conduct workshops with key agents to strengthen support to PSSCs	340,550.00	340,550.00		0.00	322,060.00	18,490.00
Output 2. Activity Result 5.7: Provide support for capacity building of technical expert to strengthen local development	0.00	0.00		0.00	606,300.00	-606,300.00
Output 2. Activity Result 5.8 Plan and host Local Government Safety and Security Conference	827,050.00	827,050.00		0.00	29,905.00	797,145.00
Output 2. Activity Result 6. Orient Parish Safety Committee members & Coordinators in the use of safety handbook & toolkit	291,900.00	291,900.00		402,075.00	46,767.80	647,207.20
Output 2. Activity Result 8. Support the implementation of "quick-win" activities of selected parishes from PSSC Parish Safety Plans	535,150.00	535,150.00		0.00	134,000.00	401,150.00
Subtotal	4,159,487.50	4,159,487.50		223,176.86	2,519,067.76	1,863,596.60
Total	4,159,487.50	4,159,487.50		223,176.86	2,519,067.76	1,863,596.60
Cash in hand @ end of reporting period						1,863,596.60
Commitments @ end of reporting period						614,510.00
Comment: Figures in report are based on accepted expenditures by UNDP						

3. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1 Development of local authorities' capacity to promote and secure participatory local governance</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Frequency of meetings held by Project Stakeholder Committee - # of parish/ municipal councils assessed - # of parish councils implementing capacity building plan # of parishes/municipalities in which public messages about establishment of PSC are disseminated - # of parish councils and PDCs trained in local government administration as well as in monitoring and evaluation of local development initiatives - % of PSCs members enrolled in urban violence on-line course - % of PSC members enrolled in Safety Audit training at UTECH <p>Targets:</p> <ul style="list-style-type: none"> - Project Stakeholder Committee meets quarterly - Capacity assessment conducted of targeted parish councils - Support delivered to build capacity of parish councils and civil society to consult and collaborate in all selected local authorities - Public messages about establishment of PSCs disseminated in all targeted local authorities -75% of local authorities and PDCs trained in monitoring and evaluation of local development initiatives - 75% of Parish Safety Committee members enrolled in urban violence on-line course - 75% of Parish Safety Committee 	<p>1. Activity Result: <u>Monitoring and work planning of project activities</u></p> <p>Action 1.1 - Project Stakeholder Committee meetings held quarterly.</p> <p>Action 1.2 – Field/site visits conducted</p> <p>Action 1.3 – Submission of quarterly reports to Project Board</p>	<p>Due to scheduling challenge the Stakeholders Committee meeting was postponed to the 1st week in the 3rd quarter.</p> <p>The project team attended approximately twenty three (23) safety and security related meetings and events during the reporting period.</p> <p>Monthly Parish Safety & Security Meetings were attended for Westmoreland, St. Catherine, Portmore, Manchester, Clarendon and Trelawny where the project team and partners continued to provide guidance and support in the operationalising of the PSSCs.</p> <p>Twenty four parish safety and security committee members and sixteen other stakeholders participated in the World Bank online course in Urban Crime & Violence Prevention in the spring and fall deliveries in 2012. Participants included Mayors, Director of Planning, Disaster coordinators, Police, representatives from the Island Neighbourhood Watch, MLGCD, MNS and civil society representatives, mainly from Parish Development Committees.</p> <p>Fifty members of the PSSCs were trained in conducting Safety & Security Audits. This training was hosted by University of Technology over a five day period. Phase I was held on August 28-30, 2012 and Phase II on September 18-19, 2012. Representatives comprised Mayors, Councillors, Secretary Managers, PDCs officers, Police, Directors of</p>	<p>Capacity of the local authorities to promote and secure participatory local governance continues to be developed and strengthened based on the stipulated benchmarks.</p> <p><i>All 14 local authorities have been assessed.</i></p> <p>100% of pilot PSSCs have been established and are currently building capacities to promote participatory local governance through engagement and initiatives of the PSSCs.</p> <p>100% of pilot parishes continue to disseminate public messages regarding the establishment of the PSSCs.</p> <p>Key representatives from eight local authorities/seven parishes, including mayors, councillors and staff and the respective PDCs were trained in monitoring and evaluation of local development initiatives.</p> <p>Approximately 20% of PSSC members participated in the Urban Crime and Violence Prevention on-line course.</p> <p>Approximately 40% of core PSSC members received training in the UTech coordinated safety audit training.</p> <p>Overall progress towards achieving results – 85%</p>

<p>members enrolled in Safety Audit training at UTECH</p>	<p>5. Activity Result Public Communication programme on establishment of PSSC prepared and implemented by PDCs</p> <p>Action 5.3 - Deliver/publish communication messages</p> <p>Action 5.4 - Continue consultation and coordination with members of the PSSCs</p> <p>Action 5.5 – Support parishes to research and prepare communication messages.</p>	<p>Planning, Administration and Public Relations, City Engineer, Disaster Preparedness officers and Physical Planners as well as the President of the Island Neighbourhood Watch. Coming out of the Safety Audit Training an average of two communities were audited from each municipality and reports made in most of the parish forums held.</p>	
		<p>1. Public messages continued to be disseminated through PSSCs related events including that of the Portmore PSSC which had a Safety & Security Forum on June 14, 2013 with the Minister of National Security as guest speaker as part of their Municipality's 10th anniversary celebration.</p> <p>St. Catherine PSSC partnered with the St. John's Road Cricket Club in an exposition and awareness march entitled 'protect the children' for which the focus was on the reduction on child abuse. St. Catherine also continued their district forums during the second quarter, extending to districts such as Glengoffe and Linstead.</p> <p>Manchester promoted the importance of their PSSC through a Craighead community meeting.</p> <p>Westmoreland launched their Parish Safety & Security Committee as well as their first Safety & Security divisional Committee in April.</p> <p>The PSSCs continue to expand awareness of this mechanism by engaging new partners at their respective meetings in council. New agencies engaged include representatives from principals and guidance counselors in select parishes, representatives from community development committees, Jamaica Red Cross,</p>	

		<p>Rotary Club, New Custos from Westmoreland, Petersfield Association; National Works Agency, Jamaica Public Service, Head of Area 3 Police Headquarters, All American Institute of Medical Sciences, Restorative Justice, Police Youth Club, Clarendon Business Watch, Church of the Open Bible, Clarendon Youth Crime Prevention Committee, Victims Support Unit, Tax Administration of Ja., Ministry of Labour & Social Security and Manchester and Clarendon Neighbourhood Watch.</p>	
<p>Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of parish councils with fully constituted and operational Parish Safety Committees - % average attendance at PSCs meetings - Level of alignment of the parish safety plan with Vision 2030 - # of Parish Safety Committee members trained in the use of the parish safety plan template - # of parishes where Safety Plan activities are supported by the project <p>Targets:</p> <ul style="list-style-type: none"> - Parish Safety Committees in all targeted parishes fully constituted and operational - 75% average attendance at PSC meetings - 75% of Parish Safety Committee members trained in the use of the parish safety plan template - 100% of Parish Safety Committees implementing the parish safety plan template - Capacity assessment conducted of PSSCs98 	<p>5. Activity Result</p> <p>Implementation of operational support to PSSCs.</p> <p>Action 5.3: Finalise and print Parish Safety Handbook</p> <p>Action 5.4: Support the implementation of “quick win” activities of selected parishes from PSSC Parish Safety Plans by reviewing proposed activities for support from parish safety plans; determine budget for support to implementation of activities and monitor implementation of activities by selected PSSCs</p>	<p>Preliminary work for printing completed - these include pagination, layout, improved book-cover by re-designing and now awaiting delivery. Delay in printing handbook was due to efforts to get the input of a senior official and exacerbated by pre-printing procedures</p> <p>The team assisted in identifying ‘quick wins’ for Trelawny, Westmoreland, Clarendon and St. Mary based on reports in PSSC meetings; mobilizing of resources, ensure cost control by getting technical reviews and verification of quotations submitted; assist parish leaders in identifying partners to undertake activities to reduce cost of initiatives, liaise MLG technical team to provide oversight for implementation of undertakings. Outcomes include the successful implementation of the following:</p> <ul style="list-style-type: none"> i) Westmoreland has initiated arrangements for construction of the ramp for the disabled to increase accessibility of the post office ii) Trelawny erected a ‘One Way’ sign on Duke Street which is a main thoroughfare to enter and exit the parish and was previously 	<p>All seven pilot Parish Safety and Security committees are fully constituted and operational.</p> <p>PSSCs are now aligning parish safety priorities with vision 2030 as they implement new initiatives.</p> <p>Three of the seven pilots and one of the non-pilot committees have been trained in the use of parish safety plan templates</p> <p>Six of the seven parishes have been supported by the project in relation to safety plan activities</p>

		<p>a 'Two-Way' street.</p> <p>Trelawny also repainted two pedestrian crossings</p> <p>iii) Clarendon repainted the pedestrian crossing in the Town Centre. They have also stated that drains have been identified for which covers are to be put on. They have also identified resources to accomplish same.</p> <p>iv) Manchester hosted a community safety forum in Craighead based on the recommendation of the police and Child Development Agency during a PSSC meeting.</p> <p>v) St. Catherine hosted three district safety forums with emphasis on rape and sexual abuse.</p> <p>vi) St. Mary has received funds to repair the Heywood Hall Bridge</p>	
	<p>Action 5.5: Conduct workshops with key agents to strengthen support to PSSCs</p>	<p>During the reporting period, workshops were conducted with four of the 8 PSSC to strengthen the operations of the PSSCs.</p>	
	<p>Activity Result 5.6: Develop and finalise plan for sustainable support to PSSCs</p>	<p>PIOJ who is the lead agency on this activity has reported that the discussions with the Ministries have been postponed twice and is now scheduled for August. Out of that will come the decisions related to sustainability.</p>	
	<p>Action 5.7 Provide support for capacity building of technical expert to strengthen local development initiatives</p>	<p>This capacity building initiative which was not in the 2nd quarter work plan but was subsequent approved by UNDP was successful. The outcome is that local experts were exposed to strategies including those related to new initiative that can strengthen the local government system and strategies for sustainability at the central and municipal spheres.. See attached report.</p>	

	<p>Action 5.8: Plan and host Local Government Safety and Security Conference</p>	<p>Extensive planning of the safety conference was carried out in this quarter. Partners involved include the PDC, Parish Council, SDC, Police, Neighbourhood Watch and MNS. However the conference was postponed following discussions with senior officials of MNS and MLG to enhance the outcome of the event.</p> <p>Outcomes include completion of two safety related brochures which will form part of the welcome package and a conference logo.</p>	
	<p>6. Activity Result: Parish Safety Committee members, Parish Safety Committee Coordinators and key parish actors from all 14 parishes trained in use of parish safety handbook and toolkit</p> <p>Action 6.1: Implementation of training workshops.</p>	<p>Capacity building workshops were conducted to orient members of the PSSC with the tools contained in the Parish Safety & Security Handbook & Tool Kit. Parishes for which these were conducted in this reporting period are Portmore, Westmoreland, Trelawny, and St. Elizabeth. The numbers of participants for the respective parishes are 20 for Portmore – held on May 30,, 13 for Trelawny – held on June 24,, 22 for St. Elizabeth – held on June 26 and 18 for Westmoreland – held on June 27, 2013.</p> <p>Outcomes of these workshops include better understanding of the PSSCs amongst parish stakeholders, improved capacity to carry out functions, exposure to additional tools to carry out various functions of the PSSC and deepened appreciation of the role of collaboration in responding to safety issues.</p>	
	<p>7. Activity Result: Capacity Assessment of PSSCs</p> <p>Action 7.1 – Assessment conducted</p> <p>Action 7.2: Production of report</p>	<p>Terms of Reference was developed for the capacity assessment and dispatched to consultants for proposals however, the process was suspended as project funds were reallocated for the UNDP approved South African mission</p>	

2. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
After extensive planning and mobilizing of key partners, the Safety and Security Conference was postponed resulting in significantly restricting the outcomes for the second quarter	Medium	Fast track workshops scheduled for 3 rd quarter
Limited engagement/cooperation from some of the critical partners which vary based on the peculiarities of the respective parishes, especially MDAs,.	Medium	The project team recommends that a letter be sent from the Mayors' office for MDA to identify a representative who will be the consistent participant at the PSSC meetings.
A similar mechanism, an Inter-Ministerial Committee, is being implemented by the Social Development Committee where various MDAs are being invited to sit on a committee to discuss safety and security issues; consequently, agencies are reluctant to participate in yet another committee.	High	Recommending dialogue with SDC, the Ministries of National Security and Local Development to address this duplication of efforts.
Risks	Significance	Response/Action
Select partners/responsible parties may adopt best practices from PSSC model and duplicate system/structure at parish/community level which could result in the undermining of the robustness of the PSSC due to competing/diverted partnerships	Medium	Request key partners to ensure that their representatives at the parish level desist from /avoid duplicating strategy
Critical central agencies officials, departments and others who do not fully understand/appreciate PSSC principles and strategic role and so inadvertently undermine the PSSCs/LA focus on integrating safety and security as a local development priority through the PSSC	High	Require lead agencies to host workshops to orient executives with PSSCs and hold them accountable to integrate in priorities and performance benchmarks
Limited mechanisms to hold local authorities leadership, e.g. Secretary Managers and Mayors - accountable for being proactive in integrating safety & security issues in municipal management	High	Incorporate in performance evaluations requirements and evidence of integrating safety and security in delivery of services and ways in which the PSSC is facilitated in the administration of the parish council
Not enough time to give support to other parishes who are to set up PSSCs as they would not benefit from the extended support when compared to the pilot parishes	High	Manage expectations of their level of response and rate of establishing and implementing initiatives.
Absence of legislative requirement to compel leadership of key MDAs for sustained proactively involvement in the PSSCs	High	Have MLG/MNS/PIOJ develop Memoranda of Understanding/Commitment Contracts with key MDAs
LESSONS LEARNED:		
<ol style="list-style-type: none"> 1. Continuous capacity building is required to ensure commonality of understanding and streamlining of implementation of PSSCs across the parishes 2. Incorporating new functions and new ways of thinking in large operational systems will have buy-ins and comprehension from different key actors occurring on a phased basis, therefore adjustments in functions will also occur on a phased basis 3. To improve the chance of qualitative input in a new function, same should be incorporated in performance assessments 4. Change requires time, especially in relation to mind-sets and traditional approaches in government institutions. 		

5. Respective local authorities evolve and mobilise at varying pace, so provisions need to be made for this variance

6. PLANNED ACTIVITIES (NEXT QUARTER: JULY – SEPT. 2013)

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	7,500.00	
	Quarterly Stakeholders' Meeting			√					
	Fields/Site visits conducted	√	√	√				Travel	500.00
	Prepare quarterly Progress Report and submit to Project Board			√					
	Support parishes to research and prepare communication plan regarding the establishment of the PSSCs	√	√		MLG MNS SDC	DGTTF	Training, Workshops, Conferences	500.00	
	Deliver/publish communication messages						Local Consultant	500.00	
							Audio Visual and print production costs	500.00	
			√	√					
	Conduct sub-national workshops for elected officials and technical staff from selected local authorities and other key parish actors including representatives from civil society	√	√	√	MLG MNS	UNDP	Audio visual print & production cost	500.00	
				Training, Workshops, Conferences			2,000.00		
				Local Consultants			4,000.00		
				Travel			1,250.00		
2	Finalise and print Parish Safety Hand Book	√			MLG	DGTTF	Audio Visual and print production costs	4,000.00	
	Conduct workshops with key agents to strengthen support to PSSCs	√	√	√	MLG	DGTTF	Training, Conferences, Workshops	2,500.00	
							Local Consultant	1,000.00	
						Travel	1,500.00		

Plan and host Local Government Safety and Security Conference	√	√	√	MLG	DGTF	Training, Conferences, Workshops	1,000.00
						Audio Visual and print production costs	1,500.00
						Local Consultant	1,000.00
						Travel	1,000.00
Orientation workshop for Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety handbook	√	√	√	MLG	DGTT	Training, Conferences, Workshops	2,000.00
				SDC		Local Consultant	3,000.00
						Travel	2,000.00
Support the implementation of "quick win" activities of selected parishes from PSSC Parish Safety Plans	√	√	√	MLG MNS (CP&CSU) SDC	DGTF	Local Consultant	3,500.00
TOTAL							\$41,250.00

Annex II: Assets Inventory

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

Project Number: 00077769

Date of Report: August 14, 2013

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Serial Number	Date acquired	Value	Custodian	Tag # assigned by MLG
Asset Profile 1 - Vehicles											
1			Vehicle		0						
Asset Profile 2 - Furniture											
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						
Asset Profile 3 - Electrical											
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	224-DLG-292-403
9	JAM10		Projector	Epson	1	MNS	PTPK2101114	27/4/2012	\$89,240.82	MNS	113-DLG-707-226
Asset Profile 4 - Heavy Machinery											
10	JAM10		Heavy Equip. or Generator		0						
11	JAM10		Heavy Equip. or Generator		0						
Asset Profile 5 - Non Capitalized Items											
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

August 14, 2013 Signature:

UNDP Programme Advisor

Sonic Hill August 14, 2013

Date & Signature: AUG 14, 2013

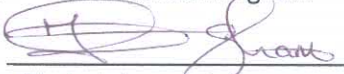
Resident Representative

Date & Signature

Matthew Land 15 Aug 2013

[Handwritten Signature]

Project Management: Revised by: Tanisha Cunningham Date: August 14, 2013

Signature: 
Project Associate

Approved by: Robert H. P. Hill Date: August 14, 2013

Signature: 
Project Manager

Received 14/08/2013