



JAMAICA

## ANNUAL PROGRESS REPORT

<b>Country:</b>	JAMAICA		
<b>Reporting period:</b>	2010		
<b>Project number and title:</b>	Project Number: 00059452 - Building Civil Society Capacity to Support Good Governance by Local Authorities		
<b>Project Duration:</b>	June 2010 – December 2011		
<b>Donors:</b>	Democratic Governance Thematic Trust Fund (DGTTF)		
<b>Implementing Partner:</b>	Centre for Leadership and Governance, Department of Government, University of the West Indies, Mona		
<b>Responsible Parties:</b>	Office of the Prime Minister, Department of Local Government & The national Association of Parish Development Committees (NAPDEC)		
<b>Overall Project Coordinator:</b>	Trevor Munroe		
<b>Date:</b>	January 17, 2011		
<b>Current year Approved Budget:</b>	US\$75,500.00		
<b>Total annual advance:</b>	US\$39,000.00	<b>Total annual expenditure:</b>	US\$34,058.05
<b>Annual Delivery:</b>	%87.7		



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## I. EXECUTIVE SUMMARY

### Achievements

- Initial Content analysis of Print and Broadcast Media – Content analysis of print media conducted.
- PDC Capacity Assessed- Survey conducted and electronic copies sent to implementing partners. The design and layout of hard copies being finalised for printing.
- PDC Participation in Local Public Accounts Committee measured – Survey instrument prepared and distributed. A draft report prepared. All but 1 parish and the PCAC has participated in the survey.
- Advocacy and Communication Workshop conducted.
- NAPDEC Strategic Communication Plan being developed. This should be completed by the end of the year.
- Field visit to Portland PDC on October 28, 2010.
- Increase in advocacy of PDCs - On air coverage of the Manchester PDC on October 13 2010, Clarendon PDC and Benevolent Society November 10, 2010, Portland PDC November 24, 2010 and the St Catherine PDC December 14, 2010.
- 3 stakeholders meeting were held with members of the National Association of Parish Development Committees (NAPDEC). Two were during the 3<sup>rd</sup> quarter which took place on June 9, 2010 and on August 14, 2010 and one during the 4<sup>th</sup> quarter on October 28, 2010
- A sensitization meeting held with senior officers of the Department of Local Government, Mayors, Secretary Managers of the Parish Councils and the PDCs. This Meeting was held on July 12, 2010.

### Challenges

- The planned activities for June – September 2010, were severely hampered by a Limited State of Emergency which was imposed on the country for 2 months. This delayed meetings and the survey processes of the PDC assessment and the LPAC survey. In addition to the limited state of emergency activities planned for the month of September were delayed due to inclement weather/tropical storm
- Accessing and conducting survey of the PDCs and the production of the Assessment report were late due to a delay in report preparation by Consultant. Timeline estimated for input was not realistic as these constraints were not taken into consideration.
- Inadequate/late submission of information by consultant prior to workshops which prevented/delayed preparation of handouts and manuals. This affected the overall quality of the workshop
- The central challenge is to ensure that the assessments of the capacity of the PDCs and of the LPACs accurately reflect the reality 'on the ground'. This requires targeted and nuanced field visits which drill beneath surface assessments, capture the complexity of real situations which embody conflicting evaluations, values, attitudes and objectives of the main actors at the local level.  
The associated challenge is to ensure that in the basis of realistic assessment and not 'wishful thinking', a meaningful capacity development strategy is developed.
- Regarding the legislative dimension of the project, the main challenge is to keep track of and to assist the progress of local government legislation in the context of a crowded national legislation agenda. Constraints of the capacity at the executive and parliamentary levels along with legislation priorities subject to change in the light of a shifting governance agenda.

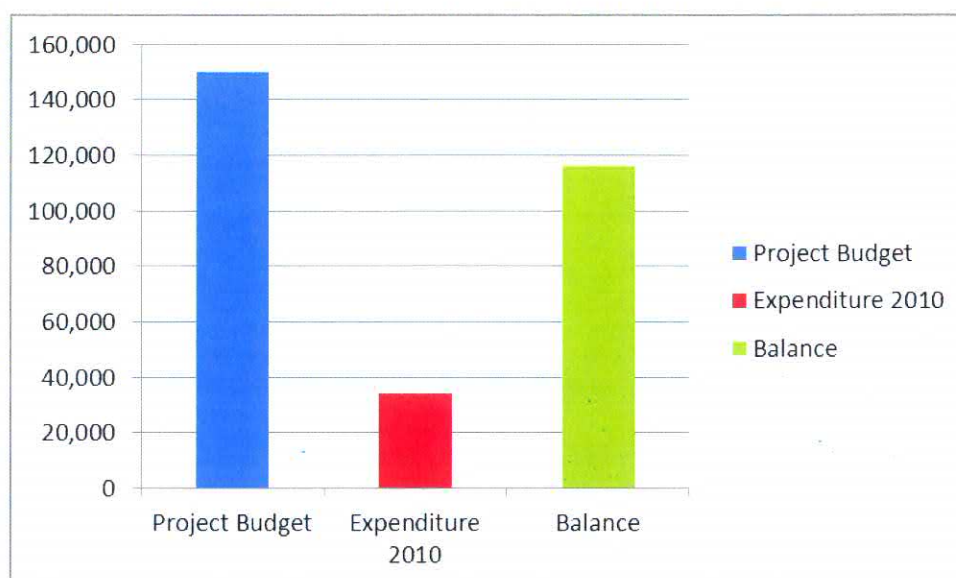
### Lessons Learned

In the light of these challenges, there is an over-riding need for the project board:

- To keep the above challenges under review and draw appropriate conclusions
- Need to be flexible in application of timelines. The national and social environment presents contingencies that are "bad" for meeting targets. In the period under review, civil unrest leading to 2 months state of emergency, bad weather including a destructive Tropical Storm and an unsettled political situation impacted project activities.
- The AWP needs to incorporate emphasis by the Project Team in maintaining regular communication with Stakeholders so as to sustain their focus and engagement on Project Goals in a volatile environment.
- When planning a workshop always establish strict guidelines for the facilitator etc. Ensure that all print materials are prepared at least a day in advance.

## II. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2010						
Donor	Responsible Party	Total Budget (US\$)	Programmable Budget (US\$)	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
DGTTF	NAPDEC DLG	150,000.00	XXX,XXX.XX	39,000.00	34,058.05	115,941.95
Regular	NAPDEC DLG	0.00	XXX,XXX.XX	0	0	0.00
<b>Subtotals:</b>		<b>155,000.00</b>	<b>XXX,XXX.XX</b>	<b>39,000.00</b>	<b>34,058.05</b>	<b>115,941.95</b>
<b>TOTALS:</b>		<b>155,000.00</b>	<b>XXX,XXX.XX</b>	<b>39,000.00</b>	<b>34,058.05</b>	<b>115,941.95</b>



### III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p><b>Output 1: Capacities of the Parish Development Committees (PDCs) developed to ensure financial transparency and accountability of Parish Councils and Municipalities</b></p> <p><b>Baseline:</b> Insufficient technical knowledge of members of PDCs of financial transparency and accountability</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Number of PDC members attending training</li> <li>• Annual percentage increase in number of PDC members participating in LC meeting</li> <li>• Percentage of PDCs formulating public communications strategy.</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 350 PDC members receiving training</li> <li>• 50% increase in active participation in LPACs by PDC members</li> <li>• 50% of PDCs formulating communication strategies</li> </ul> <p>Related CP outcome:</p>	<p><b>1. Activity Result 1</b></p> <p><b>PDCs Capacity and participation in LPACs assessed</b></p> <ul style="list-style-type: none"> <li>• Baseline Study conducted</li> </ul>	<p>US\$25,800.00</p>	<p>NAPDEC survey on status of PDCs Conducted electronic copies sent to implementing partners. The design and layout of hard copies are being finalised for printing.</p> <p>LPAC Survey questionnaire prepared and distributed to 12 Parish Councils and the Portmore Citizen's Advisory Council (PCAC). 10 of the 12 parish councils have returned questionnaire. A draft report on the status of the LPACs was prepared and training areas identified.</p>	<p>The NAPDEC survey is crucial to the development of the capacity building strategy and in identifying key areas for training in governance. This deliverable was delayed due to several constraints encountered in collecting the data and producing the report. Part of the problem arises from the coordination of activities in getting the report prepared and the lack of resources and skills of NAPDEC to deliver the product according to the timelines that were established.</p> <p>A complete analysis of the LPACs is delayed by the lack of data. This is a result of the council and PCAC not providing the information requested during the survey. This is behind schedule as these challenges were not considered when preparing the work plan</p>	<p>The capacity development strategy is needed to identify training areas for PDCs and NAPDEC. The strategy was delayed from the 3<sup>rd</sup> quarter due to the late submission of the PDC Assessment. The strategy was to be developed in the 4<sup>th</sup> quarter but is still not prepared. This has delayed progress towards achieving output 1 of increasing the capacity of PDCs. The lack of development of the strategic plan is partly due to coordination constraints and the need for a more nuanced and targeted field visits to capture the complexity of the situations thereby informing a more meaningful capacity development strategy.</p>
<p><b>2. Activity Result 2</b></p> <p><b>Design and Implementation of Capacity Development Strategy</b></p> <ul style="list-style-type: none"> <li>• Formulate capacity building Strategy</li> <li>• Training in financial transparency and accountability</li> <li>• Training in local</li> </ul>			<p>None of these listed activities have been achieved for 2010. The capacity development strategy was the only activity to be undertaken for this year but was not able to be completed.</p> <p>The other listed activities were proposed at the beginning of the year but was changed from the 4<sup>th</sup> quarter of 2010 to 2011.</p>	<p>The capacity development strategy is needed to identify training areas for PDCs and NAPDEC. The strategy was delayed from the 3<sup>rd</sup> quarter due to the late submission of the PDC Assessment. The strategy was to be developed in the 4<sup>th</sup> quarter but is still not prepared. This has delayed progress towards achieving output 1 of increasing the capacity of PDCs. The lack of development of the strategic plan is partly due to coordination constraints and the need for a more nuanced and targeted field visits to capture the complexity of the situations thereby informing a more meaningful capacity development strategy.</p>	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
governance and decentralization	<p>3. <b>Activity Result 3</b> <b>Public awareness of NAPDEC role increased</b></p> <ul style="list-style-type: none"> <li>• Training of NAPDEC members in advocacy and communications</li> </ul>	0.00		<p>Two workshops conducted – One on the 18th of November and the other on 2nd of December, 2010. On day 1 there were 50 participants and 47 on Day 2 of the workshop. Manuals were prepared and distributed to participating parishes and a more detailed manual is being prepared to distribute to PDC offices. Certificates were prepared and given to persons who participated in both workshops. An evaluation was done at the beginning and at the end of the Workshop. This information can be found in the report of the workshops.</p>	<p>The advocacy workshops equipped participants with the knowledge of engaging the public and writing a communications plan to guide their PDCs and its relationship with its populace. 50 persons participated in the Advocacy and Communication workshop which is 14.3% of the target number of members to receive training during the project.</p>
<ul style="list-style-type: none"> <li>• Communications Strategy Developed</li> </ul>				<p>Post the advocacy and communications workshop, NAPDEC has commenced work on a Strategic Communication Plan. A meeting was held on December 8, 2010 with the contracted consultant to review the 1st draft of the Communication Plan. The Strategic Communication Plan is slated to be completed by the 31st of December 2010.</p>	<p>Each PDC is required to submit a Draft Communications Plan by January 31, 2011 for review and a final Draft by the end of March 2011. This will further help in achieving Output 1. NAPDEC had prepared a draft Communication Strategy and each PDC was asked to submit a Draft Strategic Communication Plan by Jan 31, 2011 for review and a final Plan by March 31, 2010. This is with the aim of achieving the target of having 50% of the PDCs formulating a public communication strategy.</p>
<ul style="list-style-type: none"> <li>• Advocacy of NAPDEC &amp; PDCs on Air</li> </ul>				<p>Four interviews were conducted with PDCs on News Talk 93FM. The first was done with the Manchester PDC on October 13, 2010. The 2nd interview was with the Clarendon PDC &amp; Benevolent Society on November 10, 2010, the third interview was with the Portland PDC on November 24, 2010 and fourth with the St. Catherine PDC on December 14, 2010.</p>	
<p>4. <b>Activity Result 4</b> <b>Monitoring and</b></p>		US\$11,200.00		<p>A stakeholder meeting was held. Each quarter. The first stakeholder meeting took</p>	<p>The sensitisation session with NAPDEC was</p>

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
	<p><b>Work planning of activities</b></p> <ul style="list-style-type: none"> <li>• Stake holder meeting held quarterly</li> <li>• Field site visits</li> </ul>			<p>place at the NAPDEC General Meeting on June 9, 2010. The project was presented and the planned activities presented and the current challenges facing the PDCs were discussed along with other matters relating to the functions of NAPDEC and the PDCs. The stakeholder meeting for the 4<sup>th</sup> quarter was held on October 28, 2010. Participants were members of the PDC, representative of DLG, NAPDEC, CLG and the Contracted Communications Consultant to conduct the workshops. The 4th quarter work plan was presented and discussed. The meeting provided information on the needs to be addressed at the workshops, and the preferred time and location.</p> <p>During the 3<sup>rd</sup> quarter, a meeting was held with key officers of the Department of Local Government (DLG). Attending this meeting were; 4 Mayors, the Director General of the DLG, Secretary Managers and Senior Officers of DLG, Representatives from NAPDEC, UNDP and CLG.</p> <p>Also during the 3<sup>rd</sup> quarter, a sensitisation session was held with NAPDEC representatives at their Retreat on August 14, 2010. This was to further discuss the project and ask for their support to achieving the outputs of the Project. This meeting had a wider cross section of representatives when compared to the Stakeholder Meeting on June 9, 2010.</p> <p>One field visit was conducted. This visit was to the Portland PDC on October 28, 2010.</p>	<p>expected to be held before any field visits are done. Subsequently for the month of August majority of the PDCs were on recess and as such no visit was done during that month. For September, 2 field visits were planned for Manchester and Portland. Each had to be rescheduled. This process was also severely delayed by the Limited State of Emergency which was placed on the country during July and by Tropical Storm Nicole in September.</p> <p>At the beginning of the 4<sup>th</sup> quarter a field visit was done- Portland and no other visit has been conducted since then.</p>
Output 2 Policy and legislation relating to local government financial management developed	1. Activity Result 1 Local Government Financing and Financial	0.00	0.00	<p>During the July 12, 2010 meeting held at the Department of Local Government the Status of the FFM Act was discussed and subsequently telephone conversations were</p>	<p>The activities listed in the Project to achieve output 2 have already taken place by the Department of Local Government. As a result new activities were identified. Very little progress has</p>

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p><b>Baseline:</b> The current laws addressing accountability and transparency in the use of public funds do not adequately define corruption and are weak in areas of enforcement and adjudication.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>Progress made in finalising policy for Local Government Financing and Financial Management Act.</li> <li>Progress made in preparing drafting instructions for Local Government Financing and Financial Management Act.</li> <li>NAPDEC participation in discussion of the proposed Bill, depending on the stage of its development e.g. representation to the Joint Select Committee of Parliament to review the draft Bill.</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>Draft policy for local government financing prepared</li> <li>Drafting instructions prepared</li> <li>FFM Act Prepared</li> </ul> <p>Related CP outcome:</p>	<p><b>Management Act revised and ready for submission to Cabinet</b></p> <ul style="list-style-type: none"> <li>Review of Draft Policy Framework for FFM Act</li> </ul>	<p>US\$2,000.00</p>	<p>US\$2,000.00</p>	<p>held with key officers within the office.</p> <p>After these discussions the Project Management team has concluded that the activities and indicators of the project do not appear to be in tandem with the progress of the FFM Act and as such is proposing a revised indicator and list of indicative activities to realise Output 2. The revised indicator and activities were presented to the Project Boars on October 10, 2010 and was accepted. The revised activities are:</p> <p><b>Indicator:</b></p> <ol style="list-style-type: none"> <li>NAPDEC participation in discussion of the proposed Bill depending on the stage of its development. Ed representation to the Joint Select Committee of Parliament to review the draft Bill.</li> </ol> <p><b>Activities:</b></p> <ol style="list-style-type: none"> <li>Meetings held with key parliamentarians and an increase advocacy to get approval of proposed Bill.</li> <li>Supporting the Department of Local Government in drafting for Bill.</li> <li>Contracting and Monitoring Consultant to draft the Bill.</li> <li>NAPDEC representation to the Joint Select Committee of Parliament to review Bill.</li> </ol>	<p>been made towards achieving this output as nothing could be done for this year with regard to the identified activities. This output is highly dependent on the progress made by the Cabinet in passing the Bill. This may pose time constraints for the project as project implementing partners have no control over the time and manner in which Cabinet proceeds.</p>
<p><b>Output 3</b> Capacity of Media developed to improve public awareness of local authorities' use of public</p>	<p><b>1. Activity Result 1</b> <b>Media Capacity Increased</b></p> <ul style="list-style-type: none"> <li>Initial and final</li> </ul>	<p>US\$2,000.00</p>	<p>US\$2,000.00</p>	<p>An initial content analysis of print media coverage on activities of local authorities' has been conducted. 3 local papers (Western Mirror, Observer Western &amp;</p>	<p>Linkages have been created with these local print media to sustain communication leading up to workshops et.al. A list of all the Media houses has been created and they will be targeted for training</p>



Expected Outcomes & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outcomes
<p><b>funds.</b></p> <p><b>Baseline: Limited media coverage of local government institutions as well as financial transparency and accountability.</b></p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Number of media houses represented at training</li> <li>• Number of media training institutions providing on-going training in local government.</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 national and 5 local media houses represented at training</li> <li>• At least one tertiary level media training institution providing on-going training in local government and public expenditure.</li> </ul> <p>Related CP outcome:</p>	<p>content analysis of print and broadcast coverage of local authorities activities</p> <ul style="list-style-type: none"> <li>• Training in local governance and decentralization</li> <li>• Training in financial accountability and transparency</li> </ul> <p>2. Activity Result 2 Production of Syllabus and Training Manual in Coverage of Local government</p> <ul style="list-style-type: none"> <li>• Identification of host institutions for on-going training</li> <li>• Identification of consultants to produce syllabus</li> </ul>			<p>Mandeville Weekly) and 2 national (The Gleaner &amp; The Observer) were analysed for the week July 18 – 24, 2010.</p>	<p>with the aim of meeting the project target of 10 media houses.</p> <p>The meeting between CARIMAC and CLG was proved a success as CARIMAC has shown high interest in the programme. However before embarking on Activity Result 2 of Output 3 and in fulfilling Output 3 there are a few things to be discussed between UNDP and the implementing partners CLG. These include:</p> <ul style="list-style-type: none"> <li>• How the course is intended to be integrated into CARIMAC's current offerings as one option is to deliver through CARIMAC's short course programme.</li> <li>• The intended administration of the course and cost of delivery etc.</li> </ul> <p>This meeting and continuous dialogue between the Implementing Partners, Donors and CARIMAC has shown progress and a high potential of achieving the target of having one tertiary level media training institution providing on-going training in local government and public expenditure.</p>

#### IV. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS

Implementation Constraints/Challenges	Significance	Response/Action
Accessing and conducting survey of the PDCs and the production of the Assessment report were late due to a delay in report preparation by Consultant. Timeline estimated for input was not realistic as these constraints were not taken into consideration.	High	A new deadline was set to receive the report. And the draft prepared which will be used in the interim to begin the process of developing a capacity building strategy so as to keep within the expected timelines of the Project
Low response rate to providing date regarding survey on status of the LPACS	Low	Ongoing telephone calls with key officers to get a response to survey.
Ensuring that the assessments of the capacity of the PDCs and of the LPACs accurately reflect the reality 'on the ground' thereby developing a meaningful capacity development strategy.	High	Targeted and nuanced field visits which drill beneath surface assessments, capture the complexity of real situations which embody conflicting evaluations, values, attitudes and objectives of the main actors at the local level.
Inadequate/late submission of information by consultant prior to workshops which prevented/delayed preparation of handouts and manuals. This affected the overall quality of the workshop	Low	One major drawback of the workshops was the lack of adequate handouts/print materials for participants. This is due to the consultant's tardiness in submitting the necessary materials to CLG on time. As a result Materials were not prepared and made available in abundance for participants. Arising from this problem a more detailed Manual was prepared for distribution to each PDC for their library/use.
To keep track of and to assist the progress of local government legislation in the context of a crowded national legislation agenda. Constraints of the capacity at the executive and parliamentary levels along with legislation priorities subject to change in the light of a shifting governance agenda.	High	On-going dialogue with the Department of Local Government and respective stakeholders with the thrust of engaging a public demand for action on the proposed legislation.
Risks	Significance	Response/Action
State of Emergency/Civil unrest & Inclement weather/Tropical Storm	Critical	New timelines identified and level of effort re generated so as to keep activities within timelines in achieving stated outputs within the stated period for the project.
Uncertain political priority/unsettled political situation.	High	Ongoing dialogue/meetings with the Minister and other political directorate to get buy in of Project initiatives and expected outputs so as to ensure sustainability of these organisation and the activities post the project.
<b>LESSONS LEARNT AND RECOMMENDATIONS:</b>		
<ul style="list-style-type: none"> <li>• Need to be flexible in application of timelines. The national and social environment presents contingencies that are "bad" for meeting targets. In the period under review, civil unrest leading to 2 months state of emergency, bad weather including a destructive Tropical Storm and an unsettled political situation impacted project activities.</li> <li>• The AWP needs to incorporate emphasis by the Project Team in maintaining regular communication with Stakeholders so as to sustain their focus and engagement on Project Goals in a volatile environment.</li> <li>• When planning a workshop always establish strict guidelines for the facilitator etc. Ensure that all print materials are prepared at least a day in advance.</li> </ul>		

**V. PARTNERSHIPS AND SUSTAINABILITY**

Partnerships	Impact on/Contribution to Project Activities
CARIMAC	A partnership has been built with CARIMAC with the aim of fulfilling Output 3 of Project.
"Jamaica Speaks" – A morning Talk Show on Newstalk 93 Fm	A partnership has been created with the radio programme Jamaica Speaks by way of Project Coordinator. The programme has been featuring PDCs and NAPDEC since October 2010. This partnership is geared towards the achievement of Output 1 Activity result 3 – Public awareness of NAPDEC increased.
Social Development Commission	A member of the project board and has been a key participant and supporter of activities ensuring the viability and active participation of PDCS in planned activities
<b>SUSTAINABILITY</b>	
<p>The Social Development Commission was integral in the conducting of the assessment of the PDCs and have been actively participating in the planned activities of the Project.</p> <p>NAPDEC was integral in the execution of the work shop on advocacy and communication held in the 4<sup>th</sup> quarter of the year. The CBOs, DACs, CDCs and SDCs attended and participated in this workshop leading to a successful and well attended event. This proves a commitment of the people towards the planned activities of the project thus ensuring its sustainability.</p>	

### Annex I: Annual Work Plan 2011

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<b>PDC Capacity and participation in LPAC assessed.</b>									
<b>Output 1</b> Capacities of the Parish Development Committees (PDCs) developed to ensure financial transparency and accountability of Parish Councils and Municipalities Indicators: - Number of PDC members attending training - Annual percentage increase in number of PDC members participating in LC meeting - Percentage of PDCs formulating public communications strategy. Targets: - A minimum of 350 PDC members receiving training - 50% increase in active participation in LPACs by PDC members - 50% of PDCs formulating communication strategies Related CP outcome:	Baseline study conducted	X				CLG	DGTF	\$4,942.00 <sup>1</sup>	
	<b>Design and Implementation of Capacity Development Strategy</b>								
	Formulate Capacity Building Strategy		X				CLG	DGTF	75700 Training workshops, conferences 8000.00
Training in Financial Transparency and Accountability		X				CLG	DGTF	71600 Travel 2,000	
Training in Local Governance and Decentralisation		X	X	X	X	CLG	DGTF		
<b>Public Awareness of NAPDEC Role increased</b>									
Communication Strategy Developed		X						71400 Contractual Services - Ind 15,000	
Advocacy on the role and functions of NAPDEC. On air coverage of interviews with PDCs and NAPDEC		X	X	X	X			75700 Training Workshops, Conferences 8,000 71600 Travel 1,000 72400 Communication 500	

<sup>1</sup> US\$4,942.00 is balance in the account from advance made in 2010-therefore only US\$111,000 will be requested for 2011.

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
<b>Monitoring and Work planning of Activities</b>								
	Stakeholder meeting held quarterly	X	X	X	X	CLG CLG		Funds received in 2010
	Field Site Visits	X	X	X	X			
	Project Launch	X				CLG/UNDP		
<b>Local Government Financing and Financial Management Act Bill Prepared and resubmitted to Parliament for passing</b>								
<b>Output 2</b> Policy and legislation relating to local government financial management developed Indicators: - Progress made in finalising policy for Local Government Financing and Financial Management Act. - Progress made in preparing drafting instructions for Local Government Financing and Financial Management Act. - NAPDEC participation in discussion of the proposed Bill, depending on the stage of its development e.g. representation to the Joint Select Committee of Parliament to review the Draft Bill. Targets: - Draft policy for local government financing prepared - Drafting instructions prepared - FFM Act Prepared  Related CP outcome:	Support the Department of Local Government in Drafting Bill		X	X	X	CLG/DLG	DGTF	15,000
	Meetings held with Parliamentarians and other stakeholders and an increase in advocacy to get approval of proposed Bill		X	X	X			3,000
	Contracting and Monitoring Consultant to Draft Bill		X	X	X			1,000
	NAPDEC Representation to the Joint Select Committee of Parliament to renew Bill		X	X	X			500



Expected Outcomes (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	Annual Project Reporting	X			X				
<b>TOTAL</b>									<b>115,942.00</b>



**Annex II: Assets Inventory**

Project Title:  
Award Number: 000  
Project Number: 000  
Date of Report:

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
<b>Asset Profile 1 - Vehicles</b>											
1	JAM10	B0512	Vehicle								
<b>Asset Profile 2 - Furniture</b>											
2			Furniture or Fixture								
<b>Asset Profile 3 - Electrical</b>											
3			Sharp FO-2080 Digital Multifunctional System	Sharp	1	Centre for Leadership & Governance, UWI, Mona	5024142	02-Sep-10	J\$85,000.00		
4			HP ProBook 4425s	HP Probook	1	Centre for Leadership & Governance, UWI, Mona	CNF033D 2R8	26-Oct-10	J\$63,858.00		
5			Electrical Sharpener	Deli	1		No. 0702	17-Nov-10	J\$2110.00		
<b>Asset Profile 4 - Heavy Machinery</b>											
6			Heavy Equip. or Generator								
<b>Asset Profile 5 - Non Capitalized Items</b>											
7			Other (less than 1,000 \$)								

**Project Manager** *Trexor Munroe*  
Date & Signature *17/01/2014*

**UNDP Programme Advisor**  
Date & Signature

**Resident Representative**  
Date & Signature

<b>Project Management:</b>	Prepared by: <u>Simpson</u>	Date: <u>17/01/2011</u>
	Approved by: <u>[Signature]</u>	Date: <u>17/01/2011</u>

<b>UNDP Resource Persons:</b>	Sonia Gill, ARR & Programme Advisor – Governance Itziar Gonzalez, Programme Analyst – Governance
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