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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	January – March 2013		
Project number and title:	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
Project Duration:	April 2011 – June 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:	April 9, 2013		
Current year Approved Budget:	JM\$7,808,500.00		
Current quarter advance:	JM\$0.00	Current Qtr Exp:	JM\$1,401,794.22
Annual expenditure to date:	JM\$1,401,794.22	Current Year Delivery to date:	18.6%

I. EXECUTIVE SUMMARY

The first quarter of 2013 involved strengthening and providing technical support to the Parish Safety and Security Committees (PSSCs). All Pilot Parishes led their initiatives in addressing Parish Safety and Security issues peculiar to their local environments. In this regard, the PSSCs are now fully established Committees of Council as the respective parishes brought resolutions to their general council meetings and received approval for their establishment.

The Westmoreland PSSC created the opportunity for an organised coordinated response to the alleged police killing of the three family members from the Petersfield community in March 2013. The PSSC led by the Mayor and Councillor for the division was able to promptly coordinate a meeting with key parish stakeholders and the police to obtain critical information and then developed a collaborative response to the crisis. The Council decided to postpone the formal PSSC launch and concentrated instead on developing a coordinated response through assisting the community with counselling interventions, discussions on building sustainable solutions, this resulted in counselling in the four primary and high schools in the district. Of note, is the fact that the Custos is a member of the PSSC and lives in Petersfield, he continues to play an integral role in both information gathering and roll out peace-building strategies.

In response to over-bushed areas being one of the critical safety challenge which was cited in almost all initial PSSC meetings, safety audits and parish forums, the Trelawny and Portmore Safety and Security Committees have launched Best Street and Best Community Competitions respectively. Trelawny's was done in collaboration with one of their cruise line shipping partners.

Partnerships between the police and local authorities have now been strengthened through the establishment of the PSSCs as the Police have informed the Parish Safety & Security Committee of Council that as a partner in the PSSC, they will commit to creating a safer environment by assisting with bushing; this will be done by using their front-end loaders to clear areas that pose a threat to citizens' safety and security.

In playing a more pivotal role in the coordination of initiatives at the parish level, partnerships between the Manchester and Clarendon Parish Councils and the police through the Special Projects Unit of the Ministry of National Security are being further strengthened in relation to the management and maintenance of close circuit television systems. These are expected to improve safety and security in the parishes, in particular town centres and expected to be managed through the PSSCs.

Additional achievements are as follows:

In recognition of the role safety and security plays in national development and the St. Elizabeth Local Authority in designing their three year corporate plan, invited the project team to make presentation on the impact of crime on development and to assist in the development of their action plans on the 'Social Policy and Governance' segment at their Strategic Planning Retreat.

Public messages continued to be disseminated largely through the parish forums. During the reporting period Trelawny PSSC held their second Parish Forum and launched their PSSC with the main guest speaker being the Attorney General who is the Member of Parliament in the Parish, Hon. Patrick Atkinson. This was held on February 5th 2013.

Portmore PSSC in collaboration with Groots Jamaica, a project partner of UNDP's 'Strengthened Civil Society Capacity through Local Governance Capacity Building', co-hosted a Safety & Security rally in recognition of Global Day on "Violence against Women".

St. Catherine PSSC also launched their gender based campaign "Real Men Don't Rape" in February and subsequently hosted two district area meetings viz. Linstead and Old Harbour.

A two-day technical workshop was also held to equip St. Elizabeth to set up their PSSC.

II. RESOURCES AND EXPENDITURE

PROJECT EXPENDITURE FOR JANUARY TO MARCH 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	3,411,200.00	3,411,200.00	01/11/2012	1,460,208.27	1,401,794.22	58,418.05
Output 1, Activity Result 1. Monitoring and work planning of project activities.	1,333,812.50	1,333,812.50		-1,216,958.07	1,344,454.50	-2,561,412.57
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	268,050.00	268,050.00		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.	67,012.50	67,012.50		-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		-2,075,712.62	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.	89,350.00	89,350.00		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	312,725.00	312,725.00		431,145.00	57,339.72	373,805.28
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 Template	134,025.00	134,025.00		194,362.13	0.00	194,362.13
Output 2. Activity Result 5. Formulation and implementation of action plan for provision operational support to PSC.	312,725.00	312,725.00		660,765.00	0.00	660,765.00
Output 2. Activity Result 5.2. Implementation of parish Action Plans	446,750.00	446,750.00		446,750.00	0.00	446,750.00
Output 2. Activity Result 5.3. Develop plan for continuous support/facilitation after project period	44,675.00	44,675.00		44,675.00	0.00	44,675.00

Output 2. Activity Result 6. Training of Parish Safety Committee Coordinators in use of parish safety plan template	402,075.00	402,075.00		402,075.00	0.00	402,075.00
Subtotal	3,411,200.00	3,411,200.00		1,460,208.27	1,401,794.22	58,418.05
Total	3,411,200.00	3,411,200.00		1,460,208.27	1,401,794.22	58,418.05
Cash in hand @ end of reporting period						58,418.05
Commitments @ end of reporting period						696,024.24

III. 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 	<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>One Stakeholders Committee meeting was held during the reporting period.</p> <p>The project team attended approximately fifteen safety and security related meetings and events during the reporting period.</p> <p>Parish Safety & Security Meetings were attended for St. Mary, Westmoreland, St. Catherine, Portmore, Manchester, Clarendon and Trelawny where the project team and partners continued to provide guidance and support in the functioning of the PSSCs.</p> <p>Other meetings attended include the Manchester and Clarendon “closed circuit television (CCTV) surveillance” consultations. The CCTV technical team located in the MNS invited the project team to participation as they intend to engage local authorities in the management and maintenance of the CCTV system. Discussions in these meeting surround developing the governance framework to ensure the partnership with the JCF, MNS, the Local Authorities and Chamber of Commerce as well as to review the operations of such systems in the respective parishes.</p> <p>The team also participated in the St. Elizabeth Strategic Retreat which was held on January 23rd -25th.</p>	<p>The capacity of the local authorities to promote and secure participatory local governance has been developed based on the stipulated benchmarks.</p> <p><i>All 14 local authorities have been assessed.</i></p> <p><i>100% of pilot PSSCs have been established and are currently building capacities to promote participatory local governance through engagement and initiatives of the PSSCs.</i></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>- 75% of Parish Safety Committee 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>	<ul style="list-style-type: none"> • Public messages continued to be disseminated largely through the parish forums and initiatives from the PSSCs. During the reporting period Trelawny PSSC held their second Parish Forum and launched their PSSC with the main guest speaker the Attorney General and Member of Parliament for Parish, Hon. Patrick Atkinson. This was held on February 5th 2013. • Presentations were made by members of the team at the Clarendon and Trelawny PSS Parish Forums. • Portmore PSSC in collaboration with Groots Jamaica, project partner of UNDP's 'Strengthened Civil Society Capacity through Local Governance Capacity Building', hosted a Safety & Security rally in recognition of Global Day on "Violence against Women". • St. Catherine PSSC also launched their gender based campaign "Real Men Don't Rape" in February and subsequently hosted two regional town hall meetings. • The team also attended the St. Catherine's PSSC launch with the and subsequent PSSC meeting • At the meetings attended regarding the running and maintenance of the closed circuit television (CCTV) surveillance system set up in town centres and to be further rolled out in other identified areas of selected parishes, the project team used the opportunity to promote the PSSCs and the role the PSSCs can play in the operation of the CCTV system. 	
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<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 PSCs assessed <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 PSCs 	<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>The procurement process to get the Handbook printed had commenced. Printing should be completed in the next quarter</p>		
	<p>Action 5.4: Facilitate “quick-wins” at the parish level based on outcomes of Parish Forums and safety audits conducted.</p>	<p>Five of the seven PSSCs have identified their “quick-wins” project. Westmoreland’s project is already signed off on by the Technical Services Unit in the Ministry who will be providing oversight for the implementation of this project. Their project will see them constructing of a ramp at the post office in Savanna-la-mar to improve access and improve safety of senior citizens and persons with disability who uses the post office.</p>		
	<p>Action 5.5: Conduct workshops with key agents to strengthen support to PSSCs</p>	<p>This activity will be completed in the next quarter</p>		
	<p>Action 5.7: Plan and host Local Government Safety and Security Conference</p>	<p>The planning is in its advance stages and the 2-day conference will be held on May 15th and 16th 2013.</p>		
	<p>6. Activity Result: Training of Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety plan template</p> <p>Action 6.1: Implementation of training workshops.</p>	<p>This is to be repeated after the Parish Safety & Security Handbook is published.</p>		

IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
Scheduling of the Safety and Security Conference was a major challenge.	Medium	Date has been shifted to one that key parties can attend.
Inconsistent engagement/cooperation from some of the critical partners at the parish level.	Medium	Co-opt other appropriate partners where possible and ask the mayors and secretary managers to assist in mobilizing other parish partners.
Focus on the PSSC by the targeted local authorities and other partners remains a challenge based on the demands of routine activities and other priorities	High	Continue to champion the PSSC to key parish actors.
Risks	Significance	Response/Action
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	The partners are in the process of developing arrangements for support beyond the project..
Limited administrative support within the local authorities to respond to the issues emanating from the PSSCs which require follow through within the council.	High	Function is assigned to Director of Planning or Disaster Coordination in respective parishes. However, they have indicated that their work-load has been substantially increased.
Safety and security as an important delivery of the local authorities have not yet been integrated into their over-all mission and their respective departments	High	The PSSCs have been advised to set up sub-committees and to engage staff from different units based on the nature of the issue.
Limited administrative support within the local authorities to respond to the issues emanating from the PSSCs which require follow through within the council.	High	Function is assigned to Director of Planning or Disaster Coordination in respective parishes. However, they have indicated that their work-load has been substantially increased.
LESSONS LEARNED: <ul style="list-style-type: none"> • Provision could be considered for lead agencies when substantive changes in function are to result from project initiatives • Project time is actually shortened due to major calendar and national events and as such work plans timelines should be extended to make-up for loss time • Change requires time, especially in relation to mind-sets and traditional approaches in government institutions. • Respective local authorities evolve and mobilise at varying pace, so provisions need to be made for this variance 		

V. PLANNED ACTIVITIES (NEXT QUARTER: APRIL – JUNE 2013)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets				
		April	May	June		Source of Funds	Budget Description	Amount \$		
1.	Monitoring and work planning of project activities	√	√	√	MLG PIOJ DLG	DGTF	71400 Contractual Services – Individual	15,000.00		
	Quarterly Stakeholders' Meeting			√						
	Fields/Site visits conducted	√	√	√						
	Prepare quarterly Progress Report and submit to Project Board			√						
	Conduct project evaluation			√						
	Support parishes to research and prepare communication plan regarding the establishment of the PSSCs	√	√		MLG MNS SDC	DGTF	Training, Workshops, Conferences	1,000.00		
	Deliver/publish communication messages									
		√	√						Audio Visual and print production costs	1,000.00
	2.	Finalise and print Parish Safety Hand Book				MLG	DGTF	Audio Visual and print production costs	4,500.00	
			√	√						
Facilitate quick-wins at parish level based on outcomes of Parish Forums		√	√	√	MLG	DGTF	Training, Workshops, Conferences	1,500.00		
									Local Consultants	1,500.00
									Travel	1,000.00
Conduct workshops with key agents to strengthen support to PSSCs					MLG	DGTF	Training, Conferences, Workshops	1,000.00		
			√	√					Local Consultant	1,000.00
									Travel	1,000.00
Plan and host Local Government Safety and Security Conference	√	√		MLG	DGTF	Training, Conferences, Workshops	7,000.00			

							Audio Visual and print production costs	1,500.00
							Local Consultant	1,500.00
							Travel	1,500.00
	Orientation workshop for Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety handbook		√	√	MLG SDC	DGTT	Training, Conferences, Workshops	1,000.00
							Local Consultant	1,000.00
							Travel	1,000.00
	Conduct Capacity Assessment of PSSCs		√	√	MLG	DGTTF	Local Consultant	2,500.00
	Production of Report		√	√	MNS (CP&CSU) SDC		Travel	1,000.00
							Training, Workshops, Conferences	1,500.00
TOTAL								\$65,500.00

Annex II: Assets Inventory

Project Title: Enhancing Civil Society Participation in Local Governance for Community Development
 Award Number:
 Project Number: 00077769
 Date of Report: 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
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	007-DLG-164-441
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

UNDP Programme Advisor

Sonia Gill

Date & Signature: *April 23, 2013*

Resident Representative

Date & Signature

Matthew Land, DR
 25/4/2013

AS

Project Management: Revised by: Tanisha Cunningham Date: April 9, 2013

Signature: 
Project Associate

Reviewed by: Georgia E. Simpson Date: April 9, 2013

Signature: 
Project Coordinator

Approved by: Robert H. P. Hill Date: April 9, 2013

Signature: 
Project Manager

Received 16/04/2013
