



JAMAICA

ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April to December 2011		
Project number and title:	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
Project Duration:	April 2011 – March 2013		
Donors:	UNDP		
Implementing Partner:	Department of Local Government		
Responsible Parties:	Crime Prevention and Community Safety Unit (Ministry of National Security), National Association of Parish Development Committees, Social Development Commission, Planning Institute of Jamaica		
Overall Project Manager:	Robert Hill		
Date:	December 14, 2011		
Current year Approved Budget:	JM\$ 8,683,200.00		
Total annual advance:	JM\$5,207,325.00	Total annual expenditure:	JM\$3,491,735.60
Annual Delivery:	<p>40.21% (Does not include cost for capacity assessment) <i>Please note that DGTTF approved use of remaining balance of US\$37,000 from previous project 00070195: "Strengthening Community Safety through Local Government Capacity Building" for Capacity Assessment. A total of US\$26,508.64 were expended for this purpose which are included in the total annual expenditure.</i></p>		



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EXECUTIVE SUMMARY

The first quarter of the project (April to June 2011) emerged with the routine project mobilization activities, ranging from the set up of administrative, reporting and coordinating systems, streamlining protocols amongst lead agencies and finalizing work plans necessary for the successful implementation of the various critical inputs. The project facilitated the establishment of a Local Governance Stakeholder Committee, convened by the Planning Institute of Jamaica. The project hosted three Stakeholders Committee meetings, for which key results included finalisation and preparations for the Capacity Assessment. The five pilot parishes for the project were also selected; these are St. Mary, Trelawny, Clarendon, St. Catherine and Manchester.

Operational modalities such as the constitution of the Board, its roles and responsibilities were addressed at the initial Project Board meeting in April, 2011. At this juncture, it was decided to include the Association of Local Government Authority (ALGA) on the Project Board and to have them fully involved in the implementation of the project. The TOR for the Stakeholder Committee was also finalised and adopted by the Project Board. To date ALGA has not been able to engage at the expected level.

Parallel to the preceding activities, provisions were being made to secure the core project team members. Consequently, recruitment interviews to fill the two project positions, Project Coordinator and Project Associate were conducted after advertising the posts in major newspapers.

A primary project deliverable is the capacity assessment of the mechanisms and institutions at the local level to formulate and implement safety plans. A scoping mission for the capacity assessment of the five target parishes was carried out in June 2011. This mission was led by staff from the Capacity Development and Local Governance and Decentralisation Divisions of UNDP's regional headquarters in Panama and guided by the project's local counterpart team comprising senior officers of Department of Local Government (DLG), Social Development Commission (SDC), Ministry of National Security and the Planning Institute of Jamaica (PIOJ). Members of the Local Authorities' team facilitated the scoping mission for the respective parishes. The mission's research concentrated on Parish Councils, Jamaica Constabulary Force (JCF), the Fire Department, the Parish Development Committee (PDC) and SDC was carried via interviews with executives in the afore-mentioned agencies.

In the second quarter of the project (July to September 2011), the Stakeholders Committee meeting explored possible locations for the key output of this project, Parish Safety and Security Committees along with the roles and functions of this community safety mechanism. In the same period, the project team was also completed with the employment of the Project Associate and the Project Coordinator who commenced duties in August and September respectively. The Project sponsored sixteen (16) key stakeholders from the Parish Council, the PDC, SDC, the JCF and representatives from DLG to participate in the three months' online *Urban Crime and Prevention* course offered by the World Bank E-Institute.

In the third quarter of the project, October to December 2011, key elements involving both administrative and operational activities were accelerated to ensure that important project benchmarks were fulfilled. The project team had over twenty two engagements with key stakeholders and partners regarding monitoring, coordinating, planning and implementation of project activities.

Two regional sensitisation workshops were held with key stakeholders of the five targeted parishes to enhance awareness of the Parish Safety and Security initiatives. To ensure adequate deliberation on the implications of this broad based collaboration, inputs in the workshops include group activities to get feedback on the scope, location, leadership and operation of the Parish Safety and Security Committees (PSSCs). Capacity Assessments of the five targeted parishes were also conducted in November and December 2011. The assessment and the sensitisation workshops engaged the participation of the Parish Councils, the JCF, the Fire Department, PDCs, CDC, CBOs, National Secondary Students' Council (NSSC) and SDC representatives.

Combined, the two sets of workshops involved handling logistics including transportation, accommodation and meals for approximately three hundred persons. To deepen the sensitization, the project team designed and circulated three questionnaires to participants, (see samples in appendix 1). These focused on their experience and perspectives of safety and security in their communities and parishes; their level of engagement and readiness to participate in a parish safety and security facility and local council officers' interest and views of the collaboration to improve parish safety and security. The preliminary report from the questionnaires will be reviewed and circulated to

the Stakeholder Committee.

At the time of reporting, the Ministry of National Security had completed 80% of the assessments of the existing Crime Prevention Committees in the targeted parishes.

Two draft terms of reference (TOR) were completed, one by MNS and the other by DLG. MNS, DLG and SDC are currently working together to finalise the TOR for the Parish Safety and Security Committee (PSSC). Out of the discussions relating to the TOR, two proposed structures for the PSSC have been tabled.

A draft report for the capacity assessment of Clarendon, St. Catherine and Manchester was submitted by the RBLAC team. The Stakeholder Committee is awaiting the final report from UNDP RSC office. An amount of JM\$3,196,800.00 (US\$37,000.00) from previous project 00070195 "Strengthening Community Safety through Local Government Capacity Building" for Capacity Assessment, was made available for the capacity assessment.

Though the project had approximately 90% participation of its target group during the period, it did not get the full support of important players such as the Councillors at the sensitisation workshops and capacity assessments. The project was negatively impacted by the looming national elections and the quarter being a period involving various national and community events being celebrated.

I. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2011						
Donor	Responsible Party	Total Budget (JM\$)	Programmable Budget (JM\$)	Total Advances to IP (JM\$)	Total IP Expenditure JM\$	Remaining Funds (JM\$) Prog. Budget minus Total Expenditure
DGTF	DLG	8,683,200.00	8,683,200.00	5,207,325.00	3,491,735.60	5,191,464.40
DGTF Prev. Proj	DLG	3,196,800.00	3,196,800.00	2,291,805.37	2,291,805.37	0.00
Subtotals:		11,880,000.00	11,880,000.00	7,499,130.37	5,783,540.97	5,191,464.40
TOTALS:		11,880,000.00	11,880,000.00	7,499,130.37	5,783,540.97	5,191,464.40

II. ACTIVITIES AND ACHIEVED RESULTS

Expected Outcomes & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1 Development of local authorities' and civil society organizations' capacity to promote and secure participatory local governance in citizen security.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Frequency of meetings held by Project Stakeholder Committee; - # of parish/ municipal councils assessed; and - % of completion of capacity building plan. <p>Targets:</p> <ul style="list-style-type: none"> - Project Stakeholder Committee meets quarterly; - Capacity assessment conducted of targeted parish councils; and - Capacity-building plan addressing gaps in targeted parish councils fully developed. 	<p>Activity Result 1:</p> <p>Action 1.1: Development of TOR for the Stakeholders Committee Meeting</p> <p>Action 1.2: Project Stakeholder Committee meetings held quarterly</p> <p>Action 1.3: Monitoring and work planning of project activities, preparation and submission of quarterly and annual reports, field/site visits conducted</p>	<p>\$3,982,725.00</p>	<p>\$2,065,880.60</p>	<p>The TOR for the Stakeholder Committee was completed and adopted by the Committee in the first quarter of the Project</p> <p>Six Stakeholder Committee meetings were held between April and December 2011.</p> <p>Planned activities implemented and completed; quarterly and annual reports prepared and submitted. No site visits were conducted.</p>	<p>Partners were fully informed and participated in various processes and stages of the project activities.</p> <p>Capacity Assessments were conducted in the five targeted parishes. A draft report with the result from three of the five assessments was completed. The final report identifying the gaps which exist in each parish will be completed by the UNDP RSC office and disseminated to the Project Board and the Stakeholder Committee during the first quarter of 2012.</p>
	<p>Activity Result 2:</p> <p>Action 2.1: Desk review and Baseline study conducted</p> <p>Action 2.2: Review of capacity</p>	<p>\$1,370,400.00</p>	<p>\$2,291,805.37</p>	<p>Consultants from UNDP Regional Centre in Panama conducted a Scoping mission in June 2011 and capacity assessment of the five targeted parishes in November & December 2011.</p> <p>Most of the assessments were done in groups resulting in participants benefiting from the diverse perspectives which emerged from the dialogue. An outcome of this process is increasing awareness of positives and possible shortcomings of key agencies as well as create a level of receptivity to interventions when the Parish Safety and Security Committees (PSSCs) are being established.</p> <p>The report from the Capacity</p>	<p>The capacity development plan is yet to be completed. This activity is dependent on the complete of the report from the assessment which will only be completed in the first quarter of 2012.</p> <p>The capacity assessment of the PDCs was also reviewed during the reporting period.</p> <p>Based on the indicators and the required activities for 2011, 75% of progress toward output being achieved.</p>

		Planned Budget	Expenditure (JMS)	
	assessment of PDCs		0.00	Assessment of the PDCs was submitted to the DLG. The report was reviewed by a member of the Project team at the Department of Local Government.
	Action 2.3: Capacity Assessment of other parishes by local counterpart team, led by SDC		0.00	The Capacity assessments will be conducted in January 2012.
	Activity Result 3:			The Scoping Mission report was reviewed and analysed by Stakeholders Committee. The Committee is awaiting the final report of the Capacity Assessment for review and analysis.
	Action 3.1: Analysis of findings of baseline study	\$428,250.00	0.00	
Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy	Activity Result 1:		\$164,000.00	The Ministry of National Security conducted the assessments of the existing Crime Prevention Committees in the selected parishes in December 2011.
	Action 1.1: Assessment of the existing crime prevention committees conducted			
	Action 1.2: Production of report	\$171,300.00	0.00	The report will be finalised in the next quarter.
	Activity Result 2:			Key stakeholders in the five targeted parishes have been sensitised about the emerging facility to improve parish safety and security as well as the possible roles expected of lead stakeholders when the mechanism is established. The design and content of the sensitisation workshops gave participants' exposure to the broad objectives of Vision 2030 and brought focused attention on the strategy to improve parish safety by a centralised coordinated system. The
	Action 2.1: Sensitisation sessions for divisional commanders in selected parishes		\$430,555.00	Sensitisation Workshops were held on November 8 th and 15 th 2011. Participants included representative from the Ministry of Education, the Parish Council, the Mayor of St. Mary, members of the JCF, Fire Department and PDCs in the five targeted parishes.
	Action 2.2: Workshop for elected officials from selected local authorities [E-Learning course: Urban Crime and Violence Prevention]	\$1,969,950.00	\$831,300.00	The project sponsored sixteen (16) persons from the JCF, PDC, Parish Council, SDC and DLG to participate in the Urban Crime and Violence Prevention Course.
	Action 2.3: Sensitisation of CBOs, in selected local			Representatives from the CDCs, CBOs and National Secondary Students'

		Planned Budget	Expenditure (JM\$)	
<p>establishment of PSCs</p> <p>Targets:</p> <ul style="list-style-type: none"> - All existing forums for citizen security assessed - Rules for operation of parish safety committees developed - Elected officials and PDC executives from all targeted local authorities participating in sensitisation session on establishment of PSCs 	<p>authorities</p>			<p>Council (NSSC) were also engaged in the sensitisation workshops held on November 8th and 15th 2011.</p> <p>The DLG, PIOJ, MNS and SDC met and deliberated on the parishes where the PSC would be more impactful. The team decided on Trelawny, St. Mary, Manchester, St. Catherine and Clarendon to be the five targeted parishes where PSC should be established.</p>
	<p>Activity Result 3:</p> <p>Action 3.1: Convene the stakeholders MDAs to finalise decisions on the selection of parishes to be assessed and where parish safety committees will be established</p>	\$128,475.00	0.00	<p>The different perspectives of key technical agents which emerged from drafting of the TOR for the Parish Safety and Security Committees created important insights on the necessity to ensure that the PSC is appropriately positioned for it to be successful in its mandate.</p> <p>While two drafts TOR were completed and meetings convened and consultations held to finalise the placement and structure of the PSCs, none of these activities have been finalised. The TOR should be completed by the end of the first quarter of 2012.</p> <p>In assessing the progress of output 2, approximately 65% have been achieved for the year, resulting in about 50% of the output being achieved.</p>
	<p>Activity Result 4:</p> <p>Action 4.1: Convene the stakeholder state MIDAs to finalise decisions on the placement of Parish Safety Committees within the local government framework</p>	\$128,475.00	0.00	<p>Meetings have been convened to deliberate on the placement of the PSC. However, a final decision has not been reached. Other meetings are scheduled to be held in the next quarter.</p>
	<p>Activity Result 5:</p> <p>Action 5.1: Consultations held targeted local authorities and PDCs regarding the formulation and agreement on detailed TOR for PSCs</p>	\$128,475.00	0.00	<p>The five targeted parish councils and the representatives from the St. Catherine, Trelawny and Manchester participated in the consultation regarding the structure and function of the parish safety entity at the sensitisation works.</p>
	<p>Activity Result 6:</p> <p>Action 6.1: Consultations held targeted local authorities and PDCs regarding development of Parish Safety Plan template</p>	\$299,775.00	0.00	<p>This activity was not implemented.</p>

III. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS

Implementation Constraints/Challenges	Significance	Response/Action
There was a challenge in finalizing the meeting dates and times and getting the relevant persons who participated in the scoping missions of the selected Parish Councils available for the meeting on the same day. This resulted in delays in the implementation of project activities as the pre-assessment and assessment of the Local Authorities are of high importance to the project.	Low	Dialogue with the Councils to find a suitable time when all the relevant persons who were required for the meeting were available.
The Project Board meeting for the July to September quarter was delayed due to internal exigencies of the Department of Local Government.	Low	The Acting Director General has since assigned someone from the Department of Local Government to represent her at these Project Board meetings in the event her schedule would not allow her attendance at a planned Project Board meeting.
The emergence of the possibility of national election within the quarter resulted in limited participation and focuses of key stakeholders in the parishes and compounded some of the logistical issues.	High	Avoid dates of major meetings/events and target key persons
The capacity assessment instrument not being made available until a few days before the initial assessment led to same not being tailored to address key issues.	High	Negotiate adjustments and approach with UNDP representative – have instruments completed based on group represented by participants and indicate that they may omit that which they consider not applicable.
The first set of assessments was not designed to be complementary to our cultural context.	Medium -High	Negotiate and make adjustments for completion of instrument in groups and do project specific context framing
The UNDP protocols communicated by one of the representative for capacity assessment did not convey the level of partnership and responsiveness to client befitting the process. For example, when some of the limitations in the instrument were identified, the local team was advised that despite the fact that Jamaica was the client and the process and outcomes were for local application, the questions and other features of the assessments could not be adjusted unless they are approved by the Panama office.	High	Communicate how such protocols affect the effectiveness and outcome of the assessment and request that the matter be directed to the appropriate UNDP officer. New strategies were developed and the matter/concern was brought to the attention of the second team, leading to an improved approach in the second phase.
Aspects of the instrument lent itself to different interpretations.	Medium	Context setting was done to reduce the possibility of such.
Despite several meetings being held to finalise the draft TOR, due to the divergence in perspectives and the complexities of issues involving the PSSCs, further deliberations are required for consensus on the TOR.	High	Organise additional meetings to facilitate deeper discussions amongst MDAs to obtain consensus on the fundamental features of the PSSCs.

The assessment instrument applied was an excellent generic tool but limiting in its scope for a project focused on piloting crime prevention strategy through parish safety and security committees with diverse partners.	High	It is recommended that a capacity assessment instrument targeting municipal/urban/collaborative safety and security facilities in a decentralised governance context be done 6 to 12 months after the establishment of PSSCs.
The October to December period has a significant number of events on the national and community, these include local government month, youth month, community month and parents month which resulted in senior officers at the parish level, both in government and civil society, being unavailable to participate. This also resulted in SDC being unable to conduct the assessments in other parishes.	Medium	Select best dates suitable to optimize participation of target group.

Risks	Significance	Response/Action
The range of responsibilities of officers in the parish councils are likely to severely constrain the amount of focus given to an added responsibility, i.e. supporting/addressing issues relating to the Parish Safety and Security Committees	High	Training, coaching, support personnel and negotiate reallocation of select functions
Parish Development Committees in the targeted parishes are at different level of functionality and so focused financial and other supports may be required to enable them to facilitate civic engagement.	Medium-high	The project will be hosting training of the targeted PDCs to improve their capacity to facilitate civic engagement.
The informal or un-enforced code of conduct governing civic and other types of leadership at the parish level may prejudice the effective operation of the PSSCs	Medium	Integrate in PSSC structure a high level of accountability and transparency along with a well circulated handbook re PSSC governance and code of conduct, etc.

LESSONS LEARNT AND RECOMMENDATIONS:

- Emphasis on preliminary logistical planning and enhancing dialogue to ensure that LA's are suitably informed of direct contact activities.
- From meetings attended it was observed that there are diverse views of what should be the roles of the PDCs
- In the same process there are concerns that there is critical need to develop the requisite manpower to sustain the work that should be done by the PDCs in the relationship with Local Authorities and other key stakeholders in the governance process
- Issues that have arisen and new opportunities for capacity development emanating from the scoping mission will be developed on
- Inference from the preceding is that provisions need to be made to assist in addressing the above in order to improve the success and the sustainability in facilitating the implementation of the Parish Safety Committees (PSCs) in the

IV. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
A greater cohesion among MNS, DLG, SDC, NAPDEC and PIOJ.	The Project partners have been working very closely together and this was very evident during the planning of the sensitisation workshops and the capacity assessment. Some partners forego other commitments in ensuring enough time was spent in properly planning for these two exercises

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<p>Project partners have developed a better partnership with the Local Authorities in the five targeted parishes.</p>	<p>The Local Authorities were very welcoming despite several other engagements. They facilitated the sensitization and capacity assessments. Three of the five parish councils also made arrangements for the coffee break and lunch for the capacity assessments and provided the team with contact information for some of the key persons who the project wanted to engage for the sensitization and capacity assessment workshops.</p>
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Annex I: Annual Work Plan: January 1 to December 31, 2012

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$	
<p>Output 1: Development of local authorities' capacity to promote and secure participatory local governance</p> <p>Baseline: Local governments are not fulfilling their potential pivotal role in community safety, establishing local priorities through engagement of civil society, fostering multi-sectoral partnerships, defining action plans and coordinating the delivery and evaluation of interventions. The coordination capacity of local authorities remains limited, and governance structures are weak. Civil society needs support in raising public awareness about safety and the relevance to local governance.</p>	<p>1. Activity Result: Monitoring and work planning of project activities</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>Action 1.4 - Preparation and submission of Annual Reports</p>	X	X	X	X	PIOJ	DGTF	Service Contract - Individual	60,000.00	
									Supplies	700.00
								MLG	Communication and Audio Visual Equipment	1,500.00
									Travel	1,500.00

PLANNED BUDGET

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4				
<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 	<p>2. Activity Result: Assessment of nine parishes</p> <p>Action 2.1 -Assessment conducted</p> <p>Action 2.2 - Preparation of report</p>	X	X			SDC	DGTF	<p>Training Workshops, Conferences</p> <p>Local Consultant</p>	<p>14,500.00</p> <p>2,000.00</p>
	<p>3. Activity Result: Development of capacity development plan addressing gaps in targeted parish councils</p> <p>Action 3.1 - Analysis of findings of baseline study.</p>		X					International Consultants	5,000.00
								Travel	0.00
		<p>4. Activity Result Implementation of Capacity Development Plan</p>					MLG	DGTF	<p>Training Workshops, Conferences</p>

PLANNED BUDGET							
EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4		
<p>And baseline, associated indicators and annual targets</p> <p>development initiatives</p> <p>- % of PSCs members enrolled in urban violence on-line course</p> <p>- % of PSC members enrolled in Safety Audit training at UTECH</p> <p>Targets:</p> <p>- Project Stakeholder Committee meets quarterly</p> <p>- Capacity assessment conducted of targeted parish councils</p> <p>-</p> <p>- Support delivered to build capacity of parish councils and civil society to consult and collaborate in all</p>	<p>List activity results and associated actions</p> <p>Action 4.1 -Training of local authorities and civil society organizations in local government administration as well as in monitoring and evaluation of local development initiatives</p> <p>Action 4.2 – Training of Parish Safety Committee members in the Worldbank Urban Violence and Crime Prevention course</p> <p>Action 4.3 – Training of Parish Safety Committee Coordinators in Safety Audit</p>		X	X	X	SDC NAPDEC	6,000.00

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PLANNED BUDGET

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4				
<p>And baseline, associated indicators and annual targets</p> <p>selected local authorities</p> <p>- Public messages about establishment of PSCs disseminated in all targeted local authorities</p>	<p>List activity results and associated actions</p> <p>5. Activity Result: Public Communication programme on establishment of PSC prepared and implemented by PDCs</p>					MLG	Local Consultants	3,000.00	
						NAPDEC	Training, Workshops, Conference	1,500.00	

PLANNED BUDGET								
EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4			
<p>And baseline, associated indicators and annual targets</p> <ul style="list-style-type: none"> - 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 members enrolled in Safety Audit training at UTECH <p>Related CP outcome:</p> <p>Improved governance and enhanced sectoral and inter-sectoral response to social injustice, instability and insecurity</p>	<p>List activity results and associated actions</p> <p>Action 5.1 – Consultations held with civil society organisations</p> <p>Action: 5.2 Research & Prepare communication messages</p> <p>Action 5.3 Deliver/publish communication messages</p>		X				Audio Visual & Print Production Costs	1,500.00

PLANNED BUDGET

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4				
<p><i>And baseline, associated indicators and annual targets</i></p> <p>Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy</p> <p>Baseline: Local forums are needed to effectively coordinate civil society and government planning and actions on citizen security at the local level. Additionally there is no widely accepted template for parish safety planning. Many of the plans currently being developed do not include rigorous risk factor analysis.</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 	<p>1. Activity Result: Assessment of existing Crime Prevention Committees</p> <p>Action 1.1 – Production of report</p> <p style="text-align: center;">X</p>					DGTF	Audio Visual & Print Production Costs	0.00	
							Travel	0.00	
	<p>2. Activity Result: Development of Parish Safety Plan Template</p>					DLG	Training, Workshops, Conferences	3,000.00	
	<p>Action 2.1- Conduct consultations with targeted local authorities and PDCs</p>					NAPDEC	Audio Visual & Print Production Costs	500.00	
							Training, Workshops, Conferences	3,000.00	
	<p>3. Activity Result: Formulation and agreement on detailed TOR for PSCs</p>					MLG	Training, Workshops, Conferences	3,000.00	
	<p>Action 3.1 - Consultation held targeting local authorities and PDCs</p>					MNS (CP&CSU)	Travel	1,000.00	
						SDC			

EXPECTED OUTPUTS		PLANNED ACTIVITIES <i>List activity results and associated actions</i>		TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
				Qtr 1	Qtr 2	Qtr 3	Qtr 4				
<p>And baseline, associated indicators and annual targets</p> <p>Committee members trained in the use of the parish safety plan template</p> <p>- # of PSCs assessed</p> <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>Related CP outcome:</p> <p>Improved governance and</p>		<p>4. Activity Result: Decision by MDAs on the location of PSCs within local governance structures</p> <p>Action 4.1 - Convene the stakeholder MDAs to finalise decisions on the placement of Parish Safety Committees within the local government framework for divisional commanders in selected parishes</p> <p>Action 4.2- Convene parish stakeholders to finalise decisions on the location of Parish Safety Committees within the local government framework</p> <p>5. Activity Result: Formulation and implementation of action plan for provision of operational support to PSC.</p>			X			MLG		Training, Workshops, Conferences	3,500.00
								MNS (CP&CSU)	DGTTF	Audio Visual & Print Production Costs	1,000.00
										Travel	1,000.00
								MNS (CP&CSU)		Training, Workshops, Conferences	3,500.00
								SDC	DGTTF	Local Consultant	8,000.00

PLANNED BUDGET

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4				
And baseline, associated indicators and annual targets enhanced sectoral and inter-sectoral response to social injustice, instability and insecurity	Action 5.1 - Conduct discussions among MDAs about action plan		X	X		PIOJ	Travel	2,000.00	
	Action 5.2 - Implementation of action plan		X	X		MLG			
	6. Activity Result: Training of Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety plan template					DGTF	Local Consultants	4,000.00	
							Travel	1,000.00	
	Action 6.1 - Implementation of training workshops.		X	X		MLG	Training, Workshops & Conferences	6,000.00	
	7. Activity Result Capacity Assessment of					MLG	Local Consultants	4,000.00	

PLANNED BUDGET								
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Budget Description	Amount \$
		Qtr 1	Qtr 2	Qtr 3	Qtr 4			
	PSCs				X		Travel	2,000.00
	Action 7.1 – Assessment conducted				X		Training, Workshops & Conferences	4,500.00
TOTAL								168,400.00

Annex II: Assets Inventory

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

Award Number:

Project Number: 00077769

Date of Report: December 14, 2011

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
1			Vehicle		0						
2			Vehicle		0						
3			Vehicle		0						
Asset Profile 2 - Furniture											
4	JAM10	B0512	2 Draw Filing Cabinet		1	DLG	518-DLG-212-351	3/11/2011	\$20,500.00	DLG	
5			Furniture or Fixture		0						
6			Furniture or Fixture		0						
Asset Profile 3 - Electrical											
7			Electrical Equip. or Computer		0						
8			Electrical Equip. or Computer		0						
9			Electrical Equip. or Computer		0						
Asset Profile 4 - Heavy Machinery											
10			Heavy Equip. or Generator		0						
11			Heavy Equip. or Generator		0						
12			Heavy Equip. or Generator		0						
Asset Profile 5 - Non Capitalized Items											
13			Other (less than 1,000		0						
14			Other (less than 1,000 \$)		0						
TOTAL									\$20,500.00		

Project Manager

Robert H.P. Hill

Dec. 12, 2011 Signature:

UNDP Programme Advisor

Date & Signature: *February 13, 2012*


Resident Representative

Date & Signature

[Handwritten Signature]
13/02/12

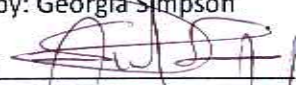
Project Management: Prepared by: Tanisha Cunningham

Date: December 14, 2011

Signature: 

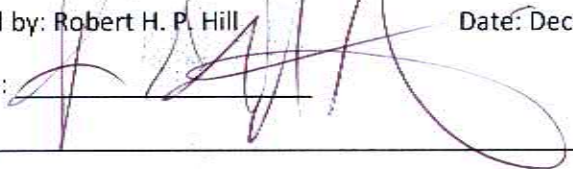
Reviewed by: Georgia Simpson

Date: December 14, 2011

Signature: 

Approved by: Robert H. P. Hill

Date: December 14, 2011

Signature: 

UNDP Resource Persons:

Sonia Gill, ARR & Programme Advisor – Governance
Itziar Gonzalez, Programme Analyst – Governance,

Received 26/01/2012

