

# **ANNUAL PROGRESS REPORT**

Country:	JAMAICA					
Reporting period:	January to December 20	13				
Project number and title:	00077769 - Enhancing C Community Safety	ivil Society Participation in Local Go	vernance for			
Project Duration:	April 2011 – March 2014	,	P.			
Donors:	Democratic Governance	Thematic Trust Fund (UNDP)	7			
Implementing Partner:	Ministry of Local Govern	nment and Community Developmer	nt			
Responsible Parties:	The state of the s	ommunity Safety Unit (Ministry of N nmission, Planning Institute of Jama velopment Committees				
Overall Project Manager:	Robert H.P. Hill					
Date:	February 12, 2014					
	The state of the s	Revised Approved Budget: US\$ 105,500.00				
Initial Approved Budget	US\$80,500	Revised Approved Budget: U	S\$ 105,500.00			
Initial Approved Budget Total annual advance:		Revised Approved Budget: U  Total annual expenditure:	S\$ 105,500.00 US\$86,153.67			

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### **EXECUTIVE SUMMARY**

The project, which was scheduled to come to an end on 31 March 2013, received additional US\$25,000 from UNDP core resources and was extended until 31 December2013 in order to sensitize the rest of the parishes on the Parish Safety and Security Mechanisms (PSSM). As a result the PSSM was extended to four additional parishes, namely, St. Ann, Portland, St. Thomas and Hanover. This was done though the hosting of workshops with key parish actors of the respective parish to introduce the PSSM methodology and have Mayors from the established PSSCs share how the mechanism is working in their parishes. Consequently, workshops were held in each municipality between September and November 2013. The 104 participants (all four workshops) were also introduced to tools from the Safety and Security Handbook & Toolkit which is also a deliverable of the project and will ensure its sustainability. Participants included Mayors, Councillors, members of the Jamaica Constabulary Force, Jamaica Fire Brigade, Child Development Agency, Ministry of Education, Jamaica Public Service, National Works Agency, Custodies, Social Development Commission, Fathers Fraternal, and Parish Development Committees among other Ministries, Departments and Agency as well as Civil Society Organisations. The main objectives of these workshops were to expose participants to the methodology of establishing Parish Safety and Security Committee (PSSC) and the safety tools from the Safety and Security Handbook & Toolkit.

In support to the communication of the PSSC, the team provided technical support to Westmoreland Parish Council when they officially launched the Safety and Security Committee in the divisions of Petersfield, White Horses and Bethel Town. The launched was aired by a local cable station in the parish. These Divisional Safety & Security Committees will operate similar to the parish mechanism and the Councillors for the respective divisions and their CDC representatives will provide reports from these committees at the monthly Parish Safety and Security Committee. This is being done by Westmoreland to ensure that the safety and security issues in every all parts of the parish are being addressed by the Parish Safety & Security Committee. These Committees are chaired by a Justice of the Peace from the community with strong support from the councillor of the respective division.

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 10<sup>th</sup> anniversary celebration and hosted a community safety forum with Minister of National Security, Hon. Peter Bunting as guest speaker. This was held on June 25<sup>th</sup>, 2013. In March, Portmore also collaborated with Groots Jamaica; a project partner of UNDP's 'Strengthened Civil Society Capacity through Local Governance Capacity Building', to co-host a Safety & Security rally in recognition of Global Day on "Violence against Women".

St. Catherine PSSC also launched their gender based violence awareness campaign "Real Men Don't Rape' on February 14<sup>th</sup> and subsequently hosted two district area meetings viz. Linstead and Old Harbour. The campaign was done to highlight the high incidences of rape and abuse in the parish and to discourage this type of behaviour and encourage persons to report such incidences.

On June 14<sup>th</sup>, the project team participated and made presentations on the establishment and function of the Parish Safety & Security Mechanism during a Series entitled "Dialogue on Jamaica – Partnerships for Sustainability" hosted by Operation Save Jamaica, held between June 9<sup>th</sup> and 15<sup>th</sup>. 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, and a UK based safety and security non-government organization with branches across the continents.

Safety and Security related brochures which were designed by the project team were also shared with the PSSCs. These brochures highlighted safety tips, the safety audit process and the safety audit checklist as well as information garnered from the World Bank online Urban Crime and Violence Prevention course. Some of the Safety Tips brochures were also shared with visitors to the Ministry of Local Government during the yuletide

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season. Brochures were also shared at the launch of the Ministry of National Security new crime prevention initiative, Unite for Change.

With regard to Output 2 there were several achievements for the project. These spans the creation of safety maps for the parishes of St. Ann Portland the maps to the commencement of the evaluation of eight PSSCs. The safety maps were created on the AGIS software utilizing the data received from key agencies such as the Police, the Fire Brigade, the Child Development Agency and the Disaster Coordinator's office at the St. Ann Local Authority. The maps will be used by the PSSCs in identifying priority areas to be addressed in enhancing safety and security for the parish.

In developing the capability of parish stakeholders to address safety and security issues in the respective parishes, the project team planned, coordinated, developed content and facilitated capacity building workshops for all established PSSCs, namely, Portmore, St. Catherine, Clarendon, Manchester, Trelawny, St. Mary, 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.

Other 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.

With support as well as oversight from the project team, eight PSSCs have been fully constituted and are meeting regularly, most have established sub-committees to address the varying safety concerns in their parish/municipality, all except one had held at least 1 public forum and most have implemented at least one 'quick win' activity to improve safety and security in their respective localities. Of the eight fully constituted PSSCs, all except St. Elizabeth have undertaken at least 3 safety audits in their parish.

Challenges included difficulties in coordinating stakeholders mainly to the roles of the targeted parish leaders along with the constant demand on senior officials who are critical to the PSSM process and were dealing with the added pressure of the substantive duties. Lack of Consistency in the representatives who attends PSSCs meetings continues to be a challenge for some parishes. Competing priorities among the several national and parish activities throughout the year was a challenge for the timely implementation of some project and PSSC activities. With the local authorities going on recess in the month of August and with November being Local Government and Youth month and December being the Christmas season, these months posed the most challenges for implementing project and PSSC activities. These delays prevented the project from implementing all activities before the project revised end date, 31 December 2013, and a no-cost extension until 31 March 2014 was approved by the Project Board to facilitate the completion of the project.

## Important lessons learned included:

- the realisation that continuous capacity building is required to ensure commonality of understanding and streamlining of implementation of PSSCs across the parishes;
- 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 and that respective local authorities evolve and mobilise at
  varying pace, so provisions need to be made for this variance;

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 Additional resources to help move the parishes forward would enhance the impact on the public in the short to mid term especially depending on the, parish challenges, quality of leadership and the range of buy-in.

For sustainability it will be good if external support and oversight can be given to maintain the momentum gained in the parishes due to the pressure of competing priorities and difficulty for institutional. Additional support will be required for the newly engaged parishes, St. Ann, Portland, St. Thomas and Hanover, as not enough time and support have been extended to them to ensure full buy-in by all stakeholders and sustainability of the mechanism.

# RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

		RESOU	RCE AND EXPENDITU	RE REPORT - 2013		
Donor	Responsible Party	Total Budget (US\$)	Programmable Budget (US\$)	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budge minus Total Expenditure
DGTTF	MLGCD	80,500	80,500	62,610	74,336.74	6,163.26
UNDP	MLGCD	25,000	25,000	28,694.89	11,816.93	13,183.07
TRAC	OTALS:	105,500	105,500	91,304.89	86,153.67	19,346.33

# 1. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indictors a (including annual targets)	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
Output 1 Development of local authorities' and civil society organizations' capacity to promote and secure participatory local governance in citizen security.	Activity Result 1: Monitoring and work planning of activities Action 1.1: Project Stakeholder Committee meetings held quarterly	\$5,911,425.00	\$5,041,573.94	Two Stakeholder Committee meetings Capacity of the local authorities were held between January and to promote and secure December 2013.  Participatory local governance continues to be developed and strengthened based on the stipulated benchmarks.  All 14 local authorities have	Capacity of the local authorities to promote and secure participatory local governance continues to be developed and strengthened based on the stipulated benchmarks.  All 14 local authorities have
Indicators: - Frequency of meetings held by Project Stakeholder Committee;	Action 1.2: Field/site visits conducted			The project team attended 62 safety and security related activities, including, PSSC launch and meetings, Parish Forums and launch, CCTV planning meeting hosted by MNS among, Safety Forums among others.	been assessed.  100% of pilot PSSCs have been established and are currently building capacities to promote participatory local governance
- # of parish/ municipal councils assessed; - % of completion of	Action 1.4: Project evaluation conducted		8	Project evaluation commenced in the latter part of the year and is to be completed in the 1 <sup>st</sup> quarter of 2014.	through engagement and initiatives of the PSSCs.
capacity building plan.  -# 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	Activity Result 5: Continue public communication programme on establishment of PSSC prepared and implemented by PSSCs	\$353,675.00	\$473,482.99	Several public education activities were undertaken throughout the year by both the project team as well as the PSSCs to continue expanding the awareness of the PSSCs.  Three Public forums were held in three parishes, namely, Trelawny, Manchester and Clarendon, while St. Elizabeth launched their PSSC. Trelawny's Forum and official PSSC launch was held on February 15 <sup>th</sup> with the guest speaker monitoring and evaluation of being the Attorney General and Member of Parliament for the Parish,	100% of pilot parishes continue to disseminate public messages regarding the establishment of the PSSCs.  Key representatives from eight local authorities/seven parishes, including mayors, councillors and staff and the respective PDCs were trained in monitoring and evaluation of

Expected Outputs & Indictors a (including	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Achieving Outputs
annual targets)				Hon, Patrick Atkinson.	local development initiatives.
government				Hon. Patrick Atkilison.	Ocal acaciopilicii iiiiiiaiiaca
administration as well as				Excernts from Manchester's Forum were	Approximately 20% of PSSC
in monitoring and					members participated in the
evaluation of local					Urhan Crime and Violence
development initiatives	D D				Prevention on-line course
<ul><li>- % of PSCs members</li></ul>	communication messages			featured aspects of the Mayor's,	
enrolled in urban				Custos', Secretary Manager's and the	Approximately 40% of core
violence on-line course				Police's presentation.	PSSC members received training
- % of PSC members				St Flizabeth's launch was held on July	in the UTech coordinated safety
enrolled in Safety Audit	Action 5.4: Continue			was featured on TVJ Prime	audit training.
training at UTECH	consultation with members of				
# of	the PSSCs			THE PART OF THE PA	All selected non-pilot parishes
parishes/municipalities				Portmore PSSC collaborated with Groots	(St. Ann. St. Thomas, Hanover
trained in the	Action 5.5: Provide support to			Jamaica host a Safety & Security rally in	and Portland) have been
methodology of	eight local authorities in the			recognition of Global Day on "Violence	sensitised in the methodology
establishing PSSCs	research and preparation of			against Women". They also held a Safety	of the PPSM as well as trained
Targets:	communication messages			& Security Forum on June 14, 2013 with	in the safety audit
<ul> <li>Project Stakeholder</li> </ul>	8			the Minister of National Security as	methodology.
Committee meets				guest speaker as part of their	
quarterly;				Municipality's 10th anniversary	anniversary Overall progress towards
- Capacity assessment				celebration.	achieving output – 98%
parish councils;					
<ul> <li>Support delivered to</li> </ul>	H.			During the period St. Catherine PSSC	
build capacity of				launched their gender based campaign	
parish councils and				"Real Men Don't Rape' in February and	
civil society to consult	₩.			subsequently hosted three regional	
and collaborate in all	disk v			town hall meetings. Additionally, the	
selected local	ž p			committee partnered with the St. John's	
authorities				Road Cricket Club in an exposition and	
- 75% OF IUCAL	<i>†</i>			awareness march entitled 'protect the	
trained in monitoring				children' for which the focus was on the	
and evaluation of local				reduction on child abuse.	
development					
initiatives				=	
<ul> <li>75% of Parish Safety</li> </ul>				of their PSSC through a Craighead	

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Expected Outputs & Indictors a (including annual targets)	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
Committee members enrolled in urban violence online course				westmoreland launched their Parish Safety & Security Committee as well as three divisional Safety & Security Committees in Petersfield, Whitehorses and Bethel Town.  The project team designed four sets of safety and security related brochures which were disseminated to the PSSCs and shared with various corporate stakeholders and other members of the public who visited the offices of the Ministry of Local Government. These brochures highlighted safety tips, the safety audit process and the safety audit checklist as well as information garnered from the World Bank online Urban Crime and Violence Prevention course.	
	Activity Result 6: Fully sensitise key parish actors of St. Thomas, Portland, Hanover and St. Ann on the methodology of establishing PSSCs.  Action 6.1: Conduct workshops of elected officials and technical staff from selected local authorities and other key parish actors including representatives from civil society	\$1,192,390.00	\$911,739.57	Sensitisation workshops were held for four additional parishes, namely, St. Ann, Portland, St. Thomas and Hanover. These workshops were conducted on September 26 <sup>th</sup> , October 16 <sup>th</sup> , 31 <sup>st</sup> and November 26 <sup>th</sup> respectively. Participants included the Mayor, Custos, Secretary Manager, Director of Planning, Jamaica Constabulary Force, Jamaica Fire Brigade, Child Development Agency, Parish Development Committee, Chambers of Commerce, Social Development Committee, Staternal Commission, Minister's Eraternal Commission, Ministery of	

Expected Outputs & Indictors a (including	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
				Education, Victim Support Unit, National Water Commission, Red Cross, Ministry	
				of Labour and Social Security, National Works Agency, Jamaica Public Service,	
	¥			Parish Development Committee, Health Department and Neighbourhood Watch	
				representative. 30 participants attended the St. Ann workshop, 24 attended	
				Portland's workshop, and 26 attended	
				the workshop in St. Thomas, while 22 attended Hanover's Safety and Security	
				workshop.	
Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy	Action 5.1: Formulation and implementation of action plan for provisional operational support to PSSCs	\$592,900.00	\$230,000.00	The project team attended several meetings with PIOJ and MNS. In addition to oversight, these meetings were useful as representatives from all PSSCs were invited to the meetings were they would share achievements and challenges of their respective PSSCs. This provided other PSSCs as well as the project team	The initial six pilot PSSCs in the five pilot parishes have been fully constituted. These are Portmore and St. Catherine, Clarendon, Manchester, Trelawny and St. Mary. Additionally, Westmoreland and St. Elizabeth which were later
Indicators: - # of initial pilot parishes	Ñ.				included have also been constituted and operational.
with fully constituted and operational Parish Safety Committees				Additionally, the project team have attended several PSSC meetings and Public Forums where support was	PSSCs are now aligning parish safety priorities with vision 2030
<ul> <li>+ of non- pilot parishes trained in establishing</li> </ul>				as well as provide clarification where it was needed.	initiatives.
PSSCs - % average attendance at PSCs meetings	Action 5.3: Develop, finalise and print Parish Safety Handbook	\$404,200.00	\$288,590.00	The printer delivered a few copies of the Safety & Security Handbook for review before the work was completed. Upon examination of the Handbook, there	All seven pilots and one of the non-pilot committees have been trained in the use of parish safety plan templates
- Level of alignment of the parish safety plan				were a few minor changes on the cover that were required to be made based on Government protocols. Hence, the Graphic Designer was contacted to	PSSCs meetings usually have an average attendance of 75-80% attendance.

Expected Outputs & Indictors a (including	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
with Vision 2030 -# of Parish Safety Committee members				make these changes.	Six of the seven parishes have been supported by the project in relation to safety plan
parish safety plan template - # of PSCs assessed	Action 5.4: Support the implementation of "quick wins" activities of selected parishes from PSSC Parish	\$353,675.00	\$134,000.00	The team assisted in identifying 'quick wins' for Trelawny, Westmoreland, Clarendon and St. Mary based on reports in PSSC meetings; mobilizing of	independently covered the expense of their initiatives.
- # of parishes where Safety Plan activities are supported by the project	Safety Plans by reviewing proposed activities for support, determine budgetary support and monitor			resources, ensure cost control by getting technical reviews and verification of quotations submitted; assist parish leaders in identifying partners to	Safety and Security maps have been created for the parishes of St. Ann and Portland.
Targets: - 7 Parish Safety Committees in targeted parishes fully constituted and operational	implementation of the selected activities.			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:	
- 75% average attendance at PSC meetings	×			<ol> <li>Westmoreland constructed a ramp for the disabled to increase accessibility of the post office</li> </ol>	
- 6 non- pilot parishes trained in establishing PSSCs	7			ii) Trelawny erected a 'One Way' sign on Duke Street which is a main thoroughfare to enter and exit the parish and was proviously a 'Two-	
-140 of Parish Safety Committee members and key parish				Way' street.	
stakeholders trained in the use of the parish	0 2			pedestrian crossings	
sarety plan template - 100% of Parish Safety Committees using parish safety plan templates				iv) Clarendon repainted the pedestrian crossing in the Town Centre. They have cover open drains in the town.	
- Capacity assessment of the 7 initial PSSCs	e ***			v) Manchester hosted a community safety forum in Craighead based on the recommendation of the police	

u u					- 7 parishes Safety Plan activities supported by the project	conducted	Expected Outputs & Indictors a (including annual targets)
Action 5.6: Create GIS Safety maps for non-pilot parishes		Action 5.5: Conduct workshops with key agents to strengthen support to PSSCs participate in the PSSCs.					Planned Activities
154,395.00	*	\$353,675.00			ž.		Planned Budget
\$81,000.00		\$322,060.00					Expenditure (JM\$)
GIS Safety & Security maps, using the ArcGIS software have been created for the parishes of Portland and St. Ann. Five maps were created, mapping child abuse(the number, community and type of abuse), fires (type, location and time of day), crime (number of major crimes,	Additionally, the project team conducted Safety Audit training with a group of 20 members of the different CDCs, various Police Youth Clubs and other Community Based Organisations in St. Catherine on August 13, 2013. This initiative was led by SDC and receives support from the Mayor's Office. Audits were subsequently conducted in 8 communities in St. Catherine.	During the reporting period, workshops were conducted with four of the 8 PSSC to strengthen the operations of the PSSCs.	The Ministry of Local Government, through the Technical Services Unit provided oversight for the implementation of all "quick win" projects/activities.	vii) St. Mary effected repair the Heywood Hall Bridge	vi) St. Catherine hosted three district safety forums with emphasis on rape and sexual abuse as well as lauriches their "Real Men Don't Rape' Campaign.	and Child Development Agency during a PSSC meeting.	Achieved Results
							Progress Towards Achieving Outputs

Expected Outputs & Indictors a (including annual targets)	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
				type, location, victim offender) and disaster and crash hotspots. These maps are also available in PDF format and accessible online, using username and password created by the developer of the maps/ The maps are controlled by the respective Local Authority. This will allow all agencies to readily access the data once they have internet access.	
	Action 5.7: Provide support for capacity building of technical expert to strengthen local development initiatives (South Africa's Mission)	\$606,300.00	\$606,300.00	This mission which was not in the 2nd quarter work plan but was subsequently approved by the Project Board was successfully completed. Through South-South cooperation local experts were exposed to strategies currently being undertaken in South Africa including those related to new initiative that can strengthen the local government system and strategies for sustainability at the central and municipal spheres.	
	Action 5.8: Plan and host Local Government Safety & Security Conference	\$827,050.00	\$49,905.00	As a result of time and resource constraint, this activity was not implemented. However, preliminary activities had commenced such as consultation with stakeholders, the design of brochures which were to be used as part of the seminar package but was eventually utilise in the workshops and generally share with the public since the information was useful generally.	
	Activity Result 6: Parish Safety Committee members, Parish Safety Committee Coordinators and key parishes trained in use of parish safety handbook and toolkit  Action 6.1: Implementation of training workshops	\$ 1,030,710.00	\$475,636.28	Eight capacity building workshops were conducted to orient members of the PSSC with the tools contained in the Parish Safety & Security Handbook & Tool Kit. Workshops were held for all eight (8) PSSCs. During the year, workshops were held for the all PSSCs, namely, Clarendon, Manchester, St. Mary, Portmore, Trelawny, St. Elizabeth,	

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Activity Result 8: Capacity Assessment of PSSCs Action 8.1: Assessment conducted	Action 7.3: MLG to establish system to integrate safety and security in the local government structure/operations	Action 7.2: PIOJ to formalise methodology for the collaboration of responsible partners for sustainability of PSSCs	request to PS at MLG regarding support unit/person/strategy at Ministry to monitor PSSCs after project closure	Activity Result 7: Develop and finalise plan for sustainable support to PSSCs	existing PSSCs
\$454,725.00	` sh	of Se	\$0.00	83	
\$104,000.00	1		\$0.00		
The project team engaged a consultant to undertake the evaluation of the Parish Safety and Security Committees in the pilot parishes. During the reporting period interviews and surveys were conducted with key parish actors	MLGCD has pre-designed a sustainability strategy that will be utilized to support, monitor and measure the PSSC performance based on agreed approaches developed under the project.			PIOJ is to finalize coordination of a wider sustainability programme for the overall safety & security mechanisms in conjunction with MNS & other MDAs.	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.
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Enhancing Civil Society Participation in Local Governance for Community Safety, Award ID 00061406

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Expected Outputs & Indictors a (including	Planned Activities	Planned Budget	Expenditure (JM\$)	Achieved Results	Progress Towards Achieving Outputs
annual targets)	Action 8.2: Production of			who sit on the PSSCs from	
	report			Westmoreland, Clarendon, St.	
				Some of the persons interviewed were	
				Mayors, Secretary Manager, PSSC	
				Coordinator, Social Development	
				Commission Parish Manager, Parish	
				Development Committee	
				representatives, representative from the	
				Jamaica Constabulary Force and	
				Councillors.	

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