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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	October – December 2013		
Project number and title:	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
Project Duration:	April 2011 – December 2013		
Implementing Partner:	Ministry of Local Government & Community Development		
Responsible Parties:	Crime Prevention and Community Safety Unit, Ministry of National Security , Social Development Commission, Planning Institute of Jamaica, National Association of Parish Development Committees		
Overall Project Manager:	Robert H.P. Hill, Director - Local Government Administration		
Date:	January 2, 2014		
Current year Approved Budget:	JM\$10,660,775.00		
Current quarter advance:	JM\$2,529,695.00	Current Qtr Exp:	JM \$1,973,142.59
Annual expenditure to date:	JM\$8,043,025.25	Current Year Delivery to date:	75.44%

1. EXECUTIVE SUMMARY

The fourth quarter of 2013 saw the wrapping up of several project activities. The project team facilitated the Safety and Security workshops in four other parishes, namely, St. Ann, Hanover, St. Thomas and Portland. These workshops focused on introducing the Parish Safety and Security mechanism to key parish actors in these parishes. Participants were also introduced to tools from the Safety and Security Handbook & Toolkit. Participants included Mayors, Custodies, Councillors, representatives from the Jamaica Constabulary Force and the Island Special Constabulary Force, representatives from the Parish Councils, Ministry of Justice – Victim Support Unit, Poor Relief Department, Child Development Agency, Jamaica Fire Brigade, Social Development Commission, National Association of Parish Development Committees, Justices of the Peace, National Centre for Youth Development, Ministry of Education, Red Cross, Ministry of Labour & Social Security, Fathers Fraternal, Parish Development Committees and other citizens groups, such as Neighbourhood Watch. The numbers of participants who participated in the respective parishes were 24 for Portland, 26 for St. Thomas, and 22 for Hanover. In addition to the project team, the Ministry of National Security, the Planning Institute of Jamaica and Urban & Regional Planning Unit of the MLGCD played key roles in the above mentioned worked by providing technical support. To date the only parishes which have not been sensitized are St. James and Kingston and St. Andrew.

The team continued to provide support for strengthening of the already established PSSCs. The team provided technical support to Westmoreland Parish Council when they officially launched the Safety and Security Committee in two divisions in the parish, namely, White Horses and Bethel Town. 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.

The project team has engaged a consultant who is currently undertaking the evaluation of the Parish Safety and Security Committees in the pilot parishes. To date interviews and surveys have been conducted with key parish actors who sit on the PSSCs from Westmoreland, Clarendon, St. Catherine, St. Elizabeth and Manchester. 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.

Additional accomplishments during this quarter include several safety and security maps created for St. Ann and Portland, 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.

Safety and Security related brochures which were designed by the project team were also shared with several of 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 members of the public and corporate stakeholders who attended on the offices of the Ministry of Local Government. These were also shared with members of staff in focus sessions conducted by the project.

2. RESOURCES AND EXPENDITURE**PROJECT EXPENDITURE FOR OCTOBER TO DECEMBER 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	2,529,695.00	2,529,695.00	20/12/2013	2,156,830.92	2,398,572.59	2,287,953.33
Output 1, Activity Result 1. Monitoring and work planning of project activities.	1,076,879.00	1,076,879.00		-3,412,491.98	743,883.02	-3,079,496.00
Output 1, Activity Result 2. Capacity Assessment of parishes	0.00	0.00		-1,173,283.99	0.00	-1,173,283.99
Output 1. Activity Result 3. Development of capacity building plan addressing gaps in targeted parish councils.	0.00	0.00		342,600.00	0.00	342,600.00
Output 1. Activity Result 4.1 Training of local authorities and civil society organisations in local government administration as well as in monitoring and evaluation of local development initiatives	0.00	0.00		2,436,027.80	0.00	2,436,027.80
Output 1. Activity Result 4.2 Training of Parish Safety Committee members in the World Bank Urban Crime and Violence Prevention Course.	0.00	0.00		-29,329.42	0.00	-29,329.42
Output 1. Activity Result 4.3 Training of Parish Safety Committee Coordinators in Safety Audit	0.00	0.00		-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.	0.00	0.00		89,350.00	0.00	89,350.00
Output 1. Activity Result 5. Public Communication programme on establishment of PSSC prepared and implemented by PDCs	0.00	0.00		573,212.01	275,000.00	298,212.01
Output 2. Activity Result 1. Assessment of existing Crime Prevention Committee	0.00	0.00		180,100.00	0.00	180,100.00
Output 2. Activity Result 2. Decisions by MDAs on the location of the PSSCs within the local governance structures	0.00	0.00		602,647.44	0.00	602,647.44

Output 2. Activity Result 3. Formulation and agreement on detailed TOR for PSS	0.00	0.00		124,995.00	0.00	124,995.00
Output 2. Activity Result 4. Strengthening of Parish Safety Plan Template	0.00	0.00		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.	51,465.00	51,465.00		1,023,665.00	0.00	1,075,130.00
Output 2. Activity Result 5.2. Implementation of parish Action Plans	0.00	0.00		491,425.00	0.00	491,425.00
Output 2. Activity Result 5.3: Finalise editing for printing of Parish Safety Handbook	300,000.00	300,000.00		600,450.00	213,590.00	686,860.00
Output 2. Activity Result 5.4. Support the implementation of "quick Win" activities of selected parishes from PSSC Parish Safety Plans	0.00	0.00		-134,000.00	0.00	-134,000.00
Output 2. Activity Result 5.5 Conduct workshops with key agents to strengthen support to PSSCs	41,172.00	41,172.00		768,165.00	0.00	809,337.00
Output 2. Activity Result 5.6 Create GIS Safety Maps for other parishes	154,395.00	154,395.00		0.00	81,000.00	73,395.00
Output 2. Activity Result 5.7: Provide support for capacity building of technical expert to strengthen local development	0.00	0.00		-460,350.00	0.00	-460,350.00
Output 2. Activity Result 5.8 Plan and host Local Government Safety and Security Conference	0.00	0.00		728,495.00	0.00	728,495.00
Output 2. Activity Result 6. Orient Parish Safety Committee members & Coordinators in the use of safety handbook & toolkit	174,981.00	174,981.00		994,604.55	981,099.57	188,485.98
Output 2. Activity Result 7. Develop and finalise plan for sustainable support to PSSCs	0.00	0.00		291,900.00	0.00	291,900.00
Output 2. Activity Result 8. Capacity Assessment of PSSCs	730,803.00	730,803.00		0.00	104,000.00	626,803.00

Subtotal	2,529,695.00	2,529,695.00		2,156,830.92	2,398,572.59	2,287,953.33
Total	2,529,695.00	2,529,695.00		2,156,830.92	2,398,572.59	2,287,953.33
Cash in hand @ end of reporting period						2,287,953.33
Commitments @ end of reporting period						1,714,708.84

3. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1 Development of local authorities' capacity to promote and secure participatory local governance</p> <p><i>Indicators:</i></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><i>Targets:</i></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 	<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> <hr/> <p>5. Activity Result</p> <p>Public Communication programme on establishment of PSSC prepared and implemented by PDCs</p> <p>Action 5.3 - Deliver/publish communication messages</p> <p>Action 5.4 - Continue consultation and coordination with members of the PSSCs</p> <p>Action 5.5 - Support parishes to research and prepare communication messages.</p>	<p>No Stakeholders' Committee meeting was held during the reporting period. This was mainly because of scheduling issues. The representatives from the Local Authorities SDC and other organisations were engaged with Community Month, Youth Month and Local Government month. Most stakeholders were also engaged in Christmas projects which made it impossible during the quarter to schedule a meeting where a majority of the stakeholders would have been present.</p> <p>The project team attended nine (9) safety and security related meetings and events during the reporting period.</p> <hr/> <p>1. Public messages continued to be disseminated through PSSCs related events including that of the Launch of Westmoreland's 2 Divisional Safety and Security Committees in White Horses and Bethel Town on Thursday November 7th and 28th respectively.</p> <p>The PSSCs continue to expand awareness of this mechanism by engaging new partners at their respective meetings in council.</p>	<p>Capacity of the local authorities to promote and secure participatory local governance continues to be developed and strengthened based on the stipulated benchmarks.</p> <p><i>All 14 local authorities have been assessed.</i></p> <p>100% of pilot PSSCs have been established and are currently building capacities to promote participatory local governance through engagement and initiatives of the PSSCs.</p> <p>100% of pilot parishes continue to disseminate public messages regarding the establishment of the PSSCs.</p> <p>Key representatives from eight local authorities/seven parishes, including mayors, councillors and staff and the respective PDCs were trained in monitoring and evaluation of local development initiatives.</p> <p>Approximately 20% of PSSC members participated in the Urban Crime and Violence Prevention on-line course.</p> <p>Approximately 40% of core PSSC members received training in the UTech coordinated safety audit training.</p>

<p>development initiatives</p> <ul style="list-style-type: none"> - 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>6. Activity Result:</p> <p>Fully sensitise key parish actors of parishes/municipalities where no PSSC exist (non-pilot parishes) on the methodology of establishing PSSC.</p> <p>Action 6.1: Conduct workshops for elected officials and technical staff from selected local authorities and other key parish actors including representatives from civil society.</p>	<p>Portland, St. Thomas and Hanover workshops were conducted on October 16th, 31st and November 26th 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 Commission, Minister’s Fraternal, Councillors, Ministry of 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. 24 participants attended the Portland’s workshop, 26 attended the workshop in St. Thomas, while 22 attended Hanover’s Safety and Security workshop.</p>	<p>All selected non-pilot parishes (St. Ann. St. Thomas, Hanover and Portland) have been trained in the safety audit methodology.</p> <p>Overall progress towards achieving results – 95%</p>
<p>Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of parish councils with fully constituted and operational Parish Safety Committees - % average attendance at PSCs meetings - Level of alignment of the parish safety plan with Vision 2030 - # of Parish Safety Committee members trained in the use of the parish safety plan template - # of parishes where Safety Plan activities are supported by the project <p>Targets:</p> <ul style="list-style-type: none"> - Parish Safety Committees in all targeted parishes fully constituted and operational 	<p>5. Activity Result</p> <p>Implementation of operational support to PSSCs.</p> <p>Action 5.3: Finalise and print Parish Safety Handbook</p> <p>Action 5.4: Support the implementation of “quick win” activities of selected parishes from PSSC Parish Safety Plans by reviewing proposed activities for support from parish safety plans; determine budget for support to implementation of activities and monitor implementation of activities</p>	<p>The printer delivered a few copies of the Safety & Security Handbook for review before the work was completed. Upon examination of the Handbook, there 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 make these changes. The completed books are to be delivered in the next quarter.</p> <p>No additional “quick wins” were supported this quarter.</p>	<p>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 included have also been constituted and operational.</p> <p>PSSCs are now aligning parish safety priorities with vision 2030 as they implement new initiatives.</p> <p>All seven pilots and one of the non-pilot committees have been trained in the use of parish safety plan templates</p> <p>Six of the seven parishes have been supported by the project in relation to safety plan activities. The other PSSC has independently covered the expense of their initiatives.</p>

<p>- 75% average attendance at PSC meetings</p> <p>- 75% of Parish Safety Committee members trained in the use of the parish safety plan template</p> <p>- 100% of Parish Safety Committees implementing the parish safety plan template</p> <p>- Capacity assessment conducted of PSSCs98</p>	<p>by selected PSSCs</p>		<p>Safety and Security maps have been created for the parishes of St. Ann and Portland.</p>
	<p>Action 5.5: Conduct workshops with key agents to strengthen support to PSSCs</p>	<p>During the reporting period, workshops were conducted with four of the 8 PSSC to strengthen the operations of the PSSCs. A total of eight PSSCs have received this capacity building support.</p>	
	<p>Activity Result 5.6: Develop and finalise plan for sustainable support to PSSCs</p>	<p>PIOJ is to finalize coordination of a wider sustainability programme for the overall safety & security mechanisms in conjunction with MNS & other MDAs; however, the MLGCD has already 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.</p>	
	<p>Activity Result 5.9: Create GIS maps for other parishes</p>	<p>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, 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.</p>	

	<p>6. Activity Result:</p> <p>Parish Safety Committee members, Parish Safety Committee Coordinators and key parish actors from all 14 parishes trained in use of parish safety handbook and toolkit</p> <p>Action 6.1: Implementation of training workshops.</p>	<p>Capacity building workshops have been held for all pilot parishes as well as Hanover and St. Ann, The workshops were held to orient members of the PSSC with the tools contained in the Parish Safety & Security Handbook & Tool Kit. St. Ann second workshop was held on November 14th and had 18 participants, namely, the Secretary Manager, Councillors, Police, representative from the PDC, JPS, Father's Fraternal, the SDC, NWC Victim Support Unit, Neighbourhood Watch, National Centre for Youth Development and Ministry of Justice. Hanover's workshop was held on December 10th. There were 23 participants, namely, Mayor, Secretary Manager, Police, SDC, JPS, Councillors, PDC, CDC reps, Child Development Agency, Justice of the Peace, Fathers Fraternal, Director of Planning, Administration and Disaster Coordinators at the Parish Council, representatives from the Neighbourhood Watch, Business Watch and NWA.</p> <p>Outcomes of these workshops include better understanding of the PSSCs amongst parish stakeholders, improved capacity to carry out functions, exposure to additional tools to carry out various functions of the PSSC and deepened appreciation of the role of collaboration in responding to safety issues.</p>	
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2. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<p>December is a down time for the Local Authorities since several staff takes their leave during this period. It is also a busy period for Mayors and Councillors with the implementation of Christmas projects. This created a down time for the implementation of project wrap up activities, since the PSSC is a Committee of Council and the secretariat is located at the Council.</p>	<p>Medium</p>	<p>Schedule December project activities mainly for the first two weeks in December.</p>
<p>Limited engagement/cooperation from some of the critical partners which vary based on the peculiarities of the respective parishes, especially MDAs.</p>	<p>Medium</p>	<p>The project team recommends that a letter be sent from the Mayors' office for MDA to identify a representative who will be the consistent participant at the PSSC meetings.</p>

Scheduling continue to be a challenge as there are usually 2-3 weeks when the Councils have set meetings. Consequently scheduling of other project activities, outside of the established PSSC in the respective pilot parishes remains a major challenge.	Medium	The Project team continues to work closely with the Secretary Managers and Mayor in arranging suitable dates for project activities.
Risks	Significance	Response/Action
Critical central agencies officials, departments and others who do not fully understand/appreciate PSSC principles and strategic role and so inadvertently undermine the PSSCs/LA focus on integrating safety and security as a local development priority through the PSSC	High	Require lead agencies to host workshops to orient executives with PSSCs and hold them accountable to integrate in priorities and performance benchmarks
Limited mechanisms to hold local authorities leadership, e.g. Secretary Managers and Mayors - accountable for being proactive in integrating safety & security issues in municipal management	High	Incorporate in performance evaluations requirements and evidence of integrating safety and security in delivery of services and ways in which the PSSC is facilitated in the administration of the parish council
Not enough time to give support to other parishes who are to set up PSSCs as they would not benefit from the extended support when compared to the pilot parishes	High	Manage expectations of their level of response and rate of establishing and implementing initiatives.
Some parishes require support beyond the parish to ensure sustainability.	High	PIOJ spare heading a sustainability plan.
Absence of legislative requirement to compel leadership of key MDAs for sustained proactively involvement in the PSSCs	High	Have MLG/MNS/PIOJ develop Memoranda of Understanding/Commitment Contracts with key MDAs Note: this is a "maybe" as this is largely dependent on PIOJ's approach: however, the MLGCSD stands ready
The PSSM is not integrated in the mandate of all the agencies that are required to play a key role in the PSSC. This could possible affect the sustainability of the mechanism.	High	Continue to advocate to the Mayor and Secretary Managers of the respective parishes to send letters to heads of agencies to identify a representative who will consistently represent that agency at PSSC related activities and meetings.
<p>LESSONS LEARNED:</p> <ol style="list-style-type: none"> 1. Continuous capacity building is required to ensure commonality of understanding and streamlining of implementation of PSSCs across the parishes 2. Incorporating new functions and new ways of thinking in large operational systems will have buy-ins and comprehension from different key actors occurring on a phased basis, therefore adjustments in functions will also occur on a phased basis 3. To improve the chance of qualitative input in a new function, same should be incorporated in performance assessments 4. Respective local authorities evolve and mobilise at varying pace, so provisions need to be made for this variance 		

5. PLANNED ACTIVITIES (NEXT QUARTER: JAN – MARCH. 2014)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		Jan	Feb	Mar		Source of Funds	Budget Description	Amount \$	
1.	Monitoring and work planning of project activities	√			MLG PIOJ DLG	DGTTF	71400 Contractual Services – Individual	5,000.00	
	Quarterly Stakeholders' Meeting								
	Fields/Site visits conducted	√							
	Prepare and submit Final Progress Report							Communication & Audio Visual Equipment	10,380.00
2	Provide continuous support/facilitation for PSSCs		√		MLG	DGTTF	Training, workshop, conferences	1,000.00	
	Finalise the printing Parish Safety Hand Book	√	√		MLG	DGTTF	74200 Audio Visual and print production costs	1,000.00	
	Conduct workshop with key agents to strengthen sustainable support to the PSSCs (closing off seminar).		√			DGTTF	Training, workshop, conferences	1,000.00	
							Travel	500.00	
	PIOJ to submit request to PS at MLG regarding the support unit/person/strategy at the Ministry to monitor PSSCs after project closure		√		MLG PIOJ MNS	DGTTF	Training, workshop, conferences	0.00	
	PIOJ to formalise methodology for the collaboration of responsible partners for sustainability of PSSCs		√						
MLG to establish system to integrate safety and security in the local government structure/operations		√							
Note: this is being developed as a core part of the overall Local Government Reform thrust.									
Capacity Assessment of PSSCs	√	√		MLG MNS (CP&CSU) SDC	DGTTF	71300 Local Consultant	4,000.00		

TOTAL	\$22,880.00
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Annex II: Assets Inventory

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

Award Number:

Project Number: 00077769

Date of Report: February 10, 2014

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Serial Number	Date acquired	Value	Custodian	Tag # assigned by MLG
Asset Profile 1 - Vehicles											
1			Vehicle		0						
Asset Profile 2 - Furniture											
2	JAM10	B0512	2 Draw Filing Cabinet		1	MLG		3/11/2011	\$20,500.00	MLGCD	518-DLG-212-351
3			Furniture or Fixture		0						
Asset Profile 3 - Electrical											
4	JAM10		Projector	Epson	1	MLG	PSPK1815990	16/3/2012	\$88,177.00	MLGCD	022-DLG-816-591
5	JAM10		Printer	HP	1	MLG	CNH8C9CQZB	16/3/2012	\$52,500.00	MLGCD	067-DLG-273-818
6	JAM10		Laptop	HP	1	MLG	5CH1330MF0	11/4/2012	\$68,085.11	MLGCD	468-DLG-079-973
7	JAM10		Laptop	HP	1	MLG	5CH1242WTL	11/4/2012	\$68,085.11	MLGCD	016-DLG-097-598
8	JAM10		Digital Camera	Sony	1	MLG	7092762	11/4/2012	\$17,021.28	MLGCD	224-DLG-292-403
9	JAM10		Projector	Epson	1	MNS	PTPK2101114	27/4/2012	\$89,240.82	MNS	MNSHQ7W-13/287/21*
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						
TOTAL									\$403,609.32		

* Tag # assigned by MNS

Project Manager

Robert H.P. Hill

February 10, 2014

Signature: 

UNDP Programme Adviser Analyst

Stranger 


Date & Signature: May 20, 2014

Resident Representative, A.A.C.

Date & Signature

 22/07/14

Project Management: Revised by: Tanisha Cunningham Date: February 10, 2014

Signature: 
Project Associate

Approved by: Robert H. P. Hill Date: February 10, 2014

Signature: 
Project Manager

*Jairo Sanchez February 14, 2014
Programme Analyst*

*Received 11/02/2014
JPH*

