# CENTRAL ADMINISTRATION DEPARTMENT

# ACTION PLAN 2020

## Development Dimension 3: Environment, Infrastructure and Human Settlement

## Goal 3: Safeguard the natural environment and ensure a resilient built environment

| | | | | | | Time Frame (Quarters) | Indicative Budget | | | Implementing Agencies | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Programmes** | **Sub-programmes** | **Projects/ Activities** | **Location** | **Baseline for 2017** | **Output indicators** | | **GoG** | **IGF** | **Donor** | **Lead** | **Colla.** |
| **Protected Areas** | | | | | | | | | | | |
| 1.2 Protect forest reserves | | | | | | | | | | | |
| 1.2.1 Support the protection of the remaining network of natural forest and biodiversity hotspots in the country **(SDG Targets 6.6, 11.4, 12.2, 15.1, 15.5, 15.9, 15.a, 16.b)** | Natural Resources Conservation | Establish checkpoints to control illegal lumbering in forest reserves and government plantations | Entire District | None | Check points to control illegal logging of lumber established | 1st January – 30th June 2020 | - | 2,000.00 | - | CAD | PS |
| | | Procure office machines, materials and equipment for administrative and field work | Odomase | | Procure office machines (two computers, A3 scanner, printer and two GPS), planning materials (satellite images etc) and field equipment (two motorbikes) | 1st January – 31st Dec. 2019 | 10,000.00 | - | - | CAD | |
| **2.1 Deepen political and administrative decentralization** | | | | | | | | | | | |
| 2.1.4 Institute mechanism for effective inter-service/inter-sectoral | **Management and Administration** /General | Organize statutory political meetings | Odomase | Three GA ordinary, executive and sub-committee meetings held | Three GA Ordinary meetings, executive committee and sub-committee meetings organized | 1st January – 31st Dec. 2020 | - | 25,000.00 | - | DA | Government Agencies |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| collaboration and cooperation at district, regional and national levels **(SDG Targets 16.6, 16.7)** | Administration | | | | | | | | | | |
| | | Organize statutory management meetings | Odomase | | At least four management meetings organized | 1st January – 31st Dec. 2020 | - | 1,500.00 | - | CAD | Depts of the Assembly |
| | | Complete payment for construction of 1No. 3Bedroom Semi ditch at Odomase | Odomase | | Payment for construction of 1No. 3Bedroom Semi ditch at Odomase completed | 1st January – 31st Dec. 2020 | 32,039.22 | - | - | CAD | SWDA |
| | | Rehabilitation of DCE's residence | Odomase | | Roofing changed | 1st January – 31st Dec. 2020 | - | 85,000.00 | - | CAD | SWDA |
| | | Landscaping, paving and construction of summer hart at DCE's Residence at Odomase | Odomase | | Landscaping, paving and construction of summer hart at DCE's Residence at Odomase completed | 1st January – 31st Dec. 2020 | - | 69,601.47 | - | CAD | SWDA |
| | | Construction of 1No.3-Bedroom Bungalow for Department of Agriculture | Odomase | | 1No.3-Bedroom Bungalow for Department of Agriculture constructed | 1st January – 31st Dec. 2020 | 250,888.00 | - | - | CAD | SWDA |
| 2.1.5 Strengthen the capacity of the ILGS to deliver on its mandates | | Organize training for Assembly members and staff on the LGA | Odomase | None | 54 Assembly members and 24 staff trained | 1st April – 31st Dec. 2020 | 20,000.00 | - | 30,000.00 | CAD | Consultants |
| 2.1.7 Strengthen sub-district structures **(SDG Targets 16.6, 17.9)** | General Administration | Complete the Construction of an office building for Fiapre Town council | Fiapre | None | Fiapre town council office completed | 1st January – 31st Dec. 2020 | 158,576.50 | - | - | CAD | PS |
| | | Construction of Kitchen for catering service | Odomase | | Kitchen for catering service constructed | 1st January – 31st December 2020 | 12,052.00 | - | - | CAD | SWDA |
| | | Renovation of Nsoatre | Nsoatre | | Nsoatre magistrate | 1st January – | 50,000.00 | - | - | CAD | SWMA |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | magistrate court building | | | court building | 31st Dec. 2020 | | | | | |
| | | Construction of Durbar Grounds at Asuakwaa | Asuakwaa | | Durbar Grounds at Asuakwaa constructed | 1st January – 31st Dec. 2020 | 50,000.00 | -- | - | CAD | SWMA |
| | | Complete payment for construction of District Police station at | Odoamse | | payment for construction of District Police station at completed | 1st January – 31st Dec. 2020 | 47,726.16 | - | - | SWDA | GPS |
| | | Provide support services and logistics to the urban/town/area councils | Awua – Domase, Odomase No.1, Fiapre, Nsoatre, and Chiraa | None | Office furniture, stationery etc. | 1st January – 31st Dec. 2020 | 60,000.00 | | - | CAD | Private Sector |
| | | Support the establishment and strengthening of sub-structures | Entire District | -None | Support the establishment and strengthening of sub-structures completed | 1st January – 31st Dec. 2020 | - | 60,000.00 | - | CAD | SWMA |
| | | Procurement of 2No. Moto bicycles for official duties | Odomase | | 2No. Moto bicycles for administration procured | 1st January – 31st Dec. 2020 | 40,000.00 | - | - | CAD | SWMA |
| | | Service and maintenance of office vehicles | Odomase | | office vehicles Serviced and maintained | 1st January – 31st Dec. 2020 | 50,000.00 | - | - | CAD | SWMA |
| | | Organize refresher training for 28 unit committees on their mandate and functions | Selected electoral areas | None | 28 unit committees trained | 1st January – 31st Dec. 2020 | 1,860.00 | - | - | DSWCD | NGOs, Urban/Town/Area Council |
| 2.2 Improve decentralized planning | | | | | | | | | | | |
| 2.2.1 Strengthen local level capacity for participatory planning and budgeting (SDG Targets 16.6, 16.7.) | Planning, Budgeting and Coordination | Coordinate planning and budgeting activities of the Assembly | Odomase | Four quarterly DPCU meetings organized | Four (4) DPCU meetings organized | 1st January – 31st Dec. 2020 | 6,000.00 | | - | CAD | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Conduct AAP implementation monitoring and evaluation. | Odomase | Jointly organized with DPCU meetings | Four (4) quarterly review meetings jointly organized with DPCU meetings | 1st January – 31st Dec. 2020 | 16,000.00 | | - | CAD | Depts. of the Assembly |
| | | Organize refresher training for staff of DA and Area Council members | Odomase | None | Two refresher training organized for heads of department of the Assembly | 1st April – 30th June 2020 | 10,000.00 | | - | CAD | Urban/Town/Area Councils |
| 2.2.4 Ensure implementation of planning and budgeting provisions in LI 2232 and the Public Financial Management Act, 2016 (Act 921) **(SDG Targets 16.5, 16.6, 16.a)** | | Organize Composite Annual **b**udget preparation sessions | Odomase | Composite Annual Budget prepared | Composite Annual Budget prepared, Public Hearings organized and Fee Fixing Resolution revised | 1st July – 31st Dec. 2020 | 15,000.00 | - | - | CAD | Other Dept. |
| | | Organize monthly Spatial Planning Committee Meeting. | Odomase | | monthly Spatial Planning Committee Meeting Organized | 1st July – 31st Dec. 2020 | 20,000.00 | - | - | PPD | SWDA |
| | | Organize Composite Annual Action Planning sessions | Odomase | Composite Annual Action Plan prepared | Composite Annual Action Plan prepared | 1st July – 31st Dec. 2020 | 15,000.00 | - | - | CAD | Other Dept. |
| | | Organize quarterly Audit Committee Meeting. | Odomase | | quarterly Audit Committee Meeting organized | 1st July – 31st Dec. 2020 | 10,000.00 | - | - | CAD | Audit Service |
| | | Acquisition of Public Lands for recreational facility | Entire District | | Public Lands Acquired | 1st January – 31st Dec. 2020 | 24,000.00 | - | - | CAD | Other Dept. |
| | | Construction/ acquisition of Assembly Block | Odomase | | Assembly block acquired | 1st January-31st December, 2020 | 250,000.00 | - | - | CAD | Other Dept. |
| **2.3 Strengthen fiscal decentralization** | | | | | | | | | | | |
| 2.3.1 Enhance revenue mobilization capacity and capability of MMDAs **(SDG Targets 16.6, 17.1)** | Finance and Revenue Mobilization | Implement Revenue improvement Action plan | Ten Selected communities | None | About 6000 people from 10 settlements sensitized on DA taxes, decent revenue offices with basic logistics and equipment | 1st January – 31st Dec. 2020 | 20,000.00 | - | - | CAD | Urban/Town/Area Councils, |
| | | | | | | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2.3.2 Strengthen PPPs in IGF mobilization **(SDG Targets 17.6, 17.17)** | | Engage a consultant to collect and compile electronic revenue databases for DA | Odomase | None | Electronic based revenue database system established | 1st April – 31st Dec. 2020 | 20,000.00 | - | - | CAD | Consultant |
| | | | | | | | | | | | |
| **2.5 Improve popular participation the regional and district levels** | | | | | | | | | | | |
| 2.5.1 Promote effective stakeholder involvement in development planning process, local democracy and accountability **(SDG Target 16.7)** | | Organize four (4) town hall and accountability meetings at urban/town/area centers /Communities | Entire District | Four town hall meetings organized | four (4) town hall meetings organized | 1st January – 31st Dec. 2020 | 4,000.00 | - | - | CAD, SMAID | Urban/Town, Area Councils |
| 6.1.1 Transform security services into a world class security institution with modern infrastructure, including accommodation, health and training infrastructure | General Administration | Support security operations | | - | Number of DISEC meetings organized<br><br>Logistics support provided to security operatives | 1st January – 31st Dec. 2020 | 20,000.00 | - | - | SWDA | GNFS, GIS, GPS, |
| | | Provide temporary accommodation for district police commander and others | - | - | Residential apartment rented | 1st January – 31st Dec. 2020 | 20,000.00 | - | - | SWDA | GPS |
| 6.2 Enhance public safety | | | | | | | | | | | |
| 6.2.8 Promote security awareness of the various communities through neighborhood watch schemes | | Provide technical support for voluntary community watch committees annually | Entire District | | Reduction in crime rate | 1st January – 31st Dec. 2020 | 2,000.00 | - | - | CAD | GPS, TCs, U/T/AC |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **(SDG Targets 16.1, 16.7)** | | | | | | | | | | | |
| **7.1 Corruption and Economic Crimes** | | | | | | | | | | | |
| 7.1 Promote the fight against corruption and economic crimes | | | | | | | | | | | |
| 7.1.1 Ensure continued implementation of the National Anti-Corruption Action Plan (NACAP) **(SDG Targets 16.5, 16.b.)** | | Support the implementation of NACAP and ARAP (Accountability, Rule of Law and Anti-Corruption Programme | Odomase | | NACAP and ARAP implemented | 1st January – 31st Dec. 2020 | - | - | 5,000.00 | NCCE | SWDA |
| | | Support to Department and Units of the Assembly | Odomase | | Department and Units of the Assembly supported | 1st January – 31st Dec. 2020 | - | 20,000.00 | - | CAD | SWDA |
| | | Support to Traditional Authorities | Entire District | | Traditional Authorities supported | 1st January – 31st Dec. 2020 | - | 20,000.00 | - | CAD | SWDA |
| **12.Culture and National Development** | | | | | | | | | | | |
| 12.1.Promote culture in the development process | | | | | | | | | | | |
| 12.1.10 Mainstream culture in all aspect of national development **(SDG Targets 4.7, 17.14)** | Administration | Construction of community Centre at Odomase | Odomase | - | Community centre constructed | 1st January – 31st December 2020 | 200,000.00 | - | - | CAD | SWDA |
| | | Compile information on the cultural sector of the district | Odomase | - | Inventory of cultural activities compiled | 1st January – 30th September 2020 | - | 500.00 | - | CNC | TCs, SWDA |
| | | TOTAL | | | | | | | | | |