

## **ATIWA EAST DISTRICT ASSEMBLY**

### **2023 COMPOSITE ANNUAL ACTION PLAN**

#### **1.1 Background**

District Assemblies are mandated by Act 936 as Planning Authorities at the local level to initiate, plan, implement and monitor development programmes and projects within the district. Created on 20<sup>th</sup> December, 2017, the Atiwa East District Assembly had prepared its Second District Medium Term Development Plan (DMTDP) for the period 2022 – 2025.

#### **VISION**

An Economic Viable District with Vibrant Human Resource for the Provision of Social Amenities for All.

#### **MISSION STATEMENT**

District Assembly Exist to Accelerate the Development of the entire District by Planning and Implementing Development Programs and Projects in a coordinated manner to ensure Efficiency so as to improve the Living Standards of the People.

#### **ACKNOWLEDGEMENT**

We wish to acknowledge the interest and enthusiasm of the Hon. Kwabena Panin Nkansah, District Chief Executive of the Atiwa East District Assembly whose support and encouragement contributed to the production of this report, especially, the approval of financial support.

We further want to acknowledge the contribution of Mr. Simon Asare, District Coordinating Director, for his support of proof reading the draft document and his valuable suggestions.

Special mention should also be made of Mr. Atitso Jerry John, the District Development Planning Officer of the Atiwa East District Assembly whose tremendous efforts led to the producing the draft document.

**ATIWA EAST DISTRICT ASSEMBLY**

**DISTRICT COMPOSITE ANNUAL ACTION PLAN FOR 2023**

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame (2023)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	GoG	IGF/ ABF A	Others	New	On-Going	Lead	Collaborating
<b>ECONOMIC DEVELOPMENT</b>														
Economic Development	Trade, Tourism and Industrial development	1. Provide administrative support (DCACT activities inclusive)	Anyinam	*	*	*	*		5,000.00	10,000.00		*	DoA	CA
		2. Facilitate development at Tini Waterfalls	Adasawase	*	*	*	*						Works Dept	Central Adm.
		3. Identify and develop other tourist sites in the District	District wide	*	*	*	*			20,000.00		*	Works Dept	DPCU, Central Adm.
Economic Development	Agriculture Development	4. Organize one RELC Planning Session for 40 stakeholders	Anyinam		*					10,000.00	*		DoA	CSIR
		5. Organize Review Meetings ( Technical and Performance)	Anyinam	*	*	*	*			10,000.00	*		DoA	CA RAD
		6. Establish 2 ginger, 4 maize, 3 rice, 2 Taro and 2 vegetables demonstrations in 13 farming communities in the district on crop varieties, nutrient	District wide		*	*				18,197.24		*		DoA

		management, and good agricultural practices												
		7. Provide direct extension services to at least 4000 farmers/ FBOs through regular visits to disseminate Good Agricultural information	District wide	*	*	*	*			20,000.00			DoA	DAES
		8. Organize 12 farmers fora on FAW, DCACT, PFJ, 1D1F, HIV, Child labour, health and environment	All Operational Areas	*	*	*	*	4000.00		20,000.00			DoA	CA, GES., MOH, BRC
	Agricultural Development	9. Support for Flagship Programs (PERD, PFJ, RFJ, SRI)	District wide	*	*	*	*			50,000.00			DoA	CA
		10. Carry out 24 radio broadcasts on extension delivery and other flagship programs	Nkawkaw Bunso Asamang Tamfoe	*	*	*	*	4000.00		5,000.00			DoA	OBUOBA FM AGOO FM OM RADIO LIFE FEM RADIO 1
		11. Construct 1 No. rice satellite market (shed and stores)	Sekyere		*	*				60,000.00			DoA	CA WORKS DEPARTMENT
		12. Organize Agribusiness forum	Anyinam Koforidua		*	*			5000.00	5000.00			DoA	AGRIBUSINESS STAKEHOLDERS

Economic Development	Agricultural Development	13.Organize food demonstrations in 6 communities on Food fortification	Ankaase Subriso Sekyere Moseaso Vanderpu ye Akutuase		*		*	4000.00	5,000.00	30,000.00	*		DoA	MOH GES
		14.Train 800 farmers on use of I2 vaccines for prevention of Newcastle disease in local birds	District wide	*	*	*	*			20,000.00		*	DoA	Central Adm.
		15.Capacity building for staff and farmers	Anyinam	*	*	*	*		4000.00	15,000.00	*		DoA	RAD
		16. Conduct monitoring and supervision visits to planned activities in the District by DCE, DCD, DPCU, DAOs, DDA & Other Relevant Stakeholders	District wide	*	*	*	*			10,000.00	*		DoA	CA RAD
		17. National Farmers Day Celebration	Unknown				*			40,000.00	*		DoA	CA

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame (2023)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	GoG	IGF/ABF A	Others	New	On-Going	Lead	Collaborating
SOCIAL DEVELOPMENT														
Social Services Delivery	Education, Youth and Sports Development	18. Organize District Culture Festival.	District wide		*	*	*		20,000				DA	SUPV. CULTURE CO-RD.
		19. Organize My first Day at School.	District wide	*					15,000				DA	SUPV., F&A
		20. Organize District Teacher Prize Award	District wide				*		50,000				DA	HR & SUPV.
		21. Organize District Sports Festival.	District wide		*	*			25,000				DA	SUPV., SPORTS CO-ORD.
		22. Supply Teachers/Pupils tables and chairs	Selected Schools		*	*	*		70,000				DA	SUPV., F&A
		23. Organize District mock exams for BECE/WASSCE candidates	District wide			*			20,000				DA	EXAMS, SUPV.
		24. Supply of 250 No. mono desk to schools	District wide	*	*	*	*	40,000.00	20,000				Central Adm.	DED
		25. Organize District Common Exams for all Basic School Pupils	District wide	*	*	*	*		40,000				DA	EXAMS, SUPV.

		26. Organize orientation for staff and teachers	District wide		*		*		3,000				DA	HR, SUPV.
Social Services Delivery	Education and Youth Development	27. Organize STMIE Quiz for all JHS schools in the District	District wide	*	*				15,000				DA	SUPV, STMIE
		28. Monitor and Supervise all Basic/SHS (Fuel)	District wide	*	*	*	*		35,000				DA	SUPV., HRM
		29. Organize District SPAM at 3 Level (District, Circuits, Schools)	District wide			*	*		25,000				DA	SUPV., F&A
		30. Procure 4No Computers, 10No. Laptops, 10 Boxes of A-4 Sheets)	Anyinam	*	*	*	*		30,000				DA	F&A, PLANNING
		31. Construction 1No. 3Unit JHS. Classroom blocks at Fremponso	Frimponso					153,884.66				*		
		32. Construct 1No. 3Unit JHS. Classroom blocks at Kadewaso	Kadewaso						30,000.00			*		
		33. Construct 1No. 2-Units Teachers quarters at Anyinam	Anyinam						420,000.00	*				
		34. Construct 1 No. 6 Seater W.C facilities for presby School	Anyinam						100,000.00	*				
	35. Construct 1No. 6-units classroom block with ancillary facility at Anyinam Methodist School	Anyinam	*	*				684,974.22			*	Works Dept.	Education, Central Adm.	

		36. Construct 1No. 2 - Units KG classroom block with ancillary facility at Osoroase Krobom D/A School	Osoroase Krobom	*	*					395,231.10		*	Works Dept.	Education, Central Adm.
		37. Construct 1No. 6-units classroom block for Adasawase Methodist School	Adasawase	*	*			795,842.12				*	Works Dept.	GETfund, Education, Central Adm.
		38. Construct 6-Seater toilet block with mechanized borehole and elevated water tank support for Adasawase Methodist School	Adasawase	*	*			311,106.08				*	Works Dept.	GETfund, Education, Central Adm.
		39. Construct 3-Units Classroom block for Tiawia-Subrisu School	Tiawia-Subrisu					551,721.38				*	Works Dept.	GETfund, Education, Central Adm.
		40. Construct 6-Seater toilet block with mechanized borehole and elevated water tank support for Tiawia-Subrisu School	Tiawia-Subrisu	*	*			311,106.08				*	Works Dept.	GETfund, Education, Central Adm.
		41. Construct 1No. 6-units classroom block at Enyirisi at R/C primary school	Enyirisi	*	*			795,842.12				*	Works Dept.	GETfund, Education, Central Adm.
		42. Construct 6-Seater toilet block with mechanized borehole and elevated water tank support for Enyirisi R/C School	Enyirisi	*	*			311,106.08				*	Works Dept.	GETfund, Education, Central Adm.

		43. Construct 1No. 6- units classroom block at Abakoase SDA Primary School	Abakoase	*	*			795,842.12				*	Works Dept.	GETfund, Education, Central Adm.
		44. Construct 6-Seater toilet block with mechanized borehole and elevated water tank support for Abakoase SDA Primary School	Abakoase	*	*			311,106.08				*	Works Dept.	GETfund, Education, Central Adm.
Health Delivery		45. Organize District health committee meetings	Anyinam					20,000	10,000			*	DHMT	Central Adm.
		46. Refurbish 3 CHIPs compounds at Akutuase, Awuronsua and Adasewase	Anyinam		*	*	*	100,000.00			NEW		DHMT	MP, Central Adm., GHS,
		47. Provision of Basic medical equipment for 8 health facilities	District wide	*	*	*	*	10,000.00			*		DHMT	MP, Central Adm., GHS,
		48. Completion of Kadewaso Health facility	Kadewaso		*		*	100,000.00				*	DHMT	MP, Central Adm., GHS,
		49. Education of the public on EPI, polio, yellow fever, and measles surveillance	District wide					5000.00			NEW	*	DHMT	MP, Central Adm., GHS,
		50. Train new staffs on health policies, customer care and performance appraisal	District wide					60,000.00			*		DHMT	MP, Central Adm., GHS,
		51. Improve access to the specified package of adolescent and youth services.						15,000.00				*	DHMT	MP, Central Adm., GHS,

Social Services Delivery	Health Delivery	52. Organize HIV/AIDS activities ( World AIDS Day, District AIDS Committee Meetings )	District wide	*	*	*	*	15,000.00			NEW		Focal Person	Other Departments
		53. Continue the implementation of the policy on HIV test, treat and track.						5,000.00				*	DHMT	MP, Central Adm., GHS
		54. Eliminate mother-child transmission of HIV.						5,000.00				*	DHMT	MP, Central Adm., GHS,
		55. Improve school health and nutrition services						10,000.00				*	DHMT	MP, Central Adm., GHS
<b>Social Services Delivery</b>	Environmental Health and Sanitation	56. Registration of food & drink vendors	District wide			*	*		2000.00		NEW		Env.Health	Central Admin
		57. Screening & monitoring of food & drink vendors	District wide			*			1,500.00		NEW		Env.Health	Central Admin
		58. Conduct premises inspection & enforcement of sanitary laws & bye- laws	District wide	*	*	*	*		2,000.00		NEW		Env.Health	Judicial Service
		59. Inspection of food animals at the slaughterhouse	District wide	*	*	*	*		1,000.00		NEW		Env.Health	Veterinary Officers
		60. Pushing, leveling & compacting final disposal sites	Anyinam, Jejeti, Asamang-Tamfoe, Sekyere, Kedewaso				*	40,000.00			NEW		Env.Health Staff	Zoomlion & others

		61. Formation and Training of 5 water and Sanitation Committee( WATSAN) in 5 communities						5,000	5,000			*	EHU	Works Dept
		62. Construct 10 Seater WC Toilet at Abekoase	Abekoase					70,000.00	10,000			*	Works Dept	EHU, Central Adm
		63. Rehabilitation of 3No. boreholes						10,000.00					Works Dept	EHU, Central Adm
		64. Drill and Mechanize 3No. Boreholes						50,000.00				*	Works Dept	EHU, Central Adm
<b>Social Services Delivery</b>	Environmental Health and Sanitation	65. Organize sanitary inspection at the market place	Anyinam, Subriso, New Jejeti	*	*	*	*	10,000.00				NEW	Env'tal Health	Market queens
		66. Controlling of stray animals	District wide	*	*	*	*	5,000.00				NEW	Env'tal Health	Unit Committees
		67. Inspection & education on water & sanitation facilities in Schools	District wide	*	*	*	*	5,000.00				NEW	Env.Health Staff	Central Admin
		68. Organize quarterly clean –up exercise	District wide	*			*	5,000.00				NEW	Env. Health	Central Admin
		69. Renovation of the Slaughterhouse and provision of fire gun	Anyinam	*	*	*	*	50,000.00					Works Dept	EHU, Central Adm
		70. Procurement of sanitary tools /equipment	Anyinam				*	20,000.00				NEW	Env. Health, Procurement unit	Central Admin
		71. Supervise & monitor Zoomlion activities in the District	District wide	*	*	*	*	10,000.00				NEW	Env. Health staff	Zoomlion

Social Services Delivery	Social Welfare and Community Development	72. Provide alternative livelihood skills training for the youth in three (3) communities	Selected Communities	*	*	*	*		4000			On-going	DSWC D	Central Administration
		73. Increase and strengthen awareness of child protection and teenage pregnancy in five (5) communities	Selected Communities	*	*	*	*		2000			On-going	DSWC D	Central Administration, GES, GHS
		74. Organize community sensitization for women/men on parenthood in five (5) communities	Selected communities	*	*	*	*		2000			On-going	DSWC D	Central Administration, NCCE, Traditional leaders
		75. Create awareness and sensitize the community and persons with disability on gender-based violence and its related issues in five (5) communities	Selected Communities	*	*	*			3000			On-going	DSWC D	Central Administration, NCCE, Traditional leaders
		76. Identify, register and inspect day care centres	Selected communities	*	*	*	*		3,000			On-going	DSWC D	Central Administration
		77. Provide financial and material support for PWDs and undertake monitoring of PWD	Selected communities	*	*	*	*		151,000			On-going		

Social Services Delivery	Social Welfare and Community Development	beneficiaries in two zonal areas											DSWC D	Central Administration, DFMC
		78. Update of Persons with Disabilities (PWDs) photo Album, identification and registration of PWDs and provision of free NHIS cards.	District Wide		*	*	*		1000			On-going	DSWC D	Central Administration, NHIA
		79. Facilitate the payment of LEAP household beneficiaries	All LEAP beneficiary communities		*	*	*		500			On-going	DSWC D	Central Administration, PFI
		80. Organize employable skills and training for persons with disabilities	Selected communities		*	*	*		6,500			On-going	DSWC D	Central Administration, DFMC

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame Year (2023)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	Gog	IGF/ ABF A	Others	New	On-Going	Lead	Collaborating
<b>ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS</b>														
Infrastructure Delivery and Management	Infrastructure Development	81. Construction of 50m fence wall around official buildings	Anyinam	*	*	*	*	70,000.00			*		Works Department	DPCU
Infrastructure Delivery and Management	Infrastructure Development	82. Maintenance of official buildings, equipment and fixtures (O & M)	District wide	*	*	*	*	50,000.00	100,000			*	Works Department	Central Adm. Proc. Unit
		83. Provide Scholarship to needy but brilliant students	Anyinam	*	*	*	*	100,000				*	DED	Central Adm., MP
		84.Rehabilitation/ maintenance of 1No. Market structure at Moseaso	Moseaso	*	*	*	*	50,000.00			*		Works Department	Central Adm. Proc. Unit, Finance
		85. Organize site meetings and supervision of projects in the district	Project Sites	*	*	*	*	1,500.00				*	Works Department	DPCU

		86. Procure office Logistics (measuring equipment, hand tool set, safety clothing etc.)and Stationery	Anyinam	*	*	*	*	10,500.00			*		Proc. Unit	Works Department
Infrastructure Delivery and Management	Infrastructure Development	87. Reshape 10km selected feeder roads	District wide			*	*	50,000.00		50,000	*		Works Department	Central Adm. Finance
		88. Construct 2No. Culvert on Sekyere Dankwa road	Sekyere Dankwa	*	*	*	*	160,000.00			*		Works Dept.	DFR, PPD
		89. Construct Foot Bridge	Moseaso	*	*			70,000.00			*		Works Dept.	DFR, PPD
Infrastructure Delivery and Management	Infrastructure Development	90. Procure, Install and rehabilitate street light in the District	District wide	*	*	*	*	50,000.00				*	Works Dept.	Central Adm., Assembly Members
		91. Provision of Office Logistics & Stationary	Anyinam	*	*			3000.00				*	Proc. Unit	Works Dept. Central Adm.
		92. Construct DCE Residential accommodation	Anyinam,	*	*	*	*	600,000.00	5,000.00		*		Works Dept.	Central Adm.

		93. Extension of electricity	District wide					50,000.00			*		Works Dept	ECG, PPD
Infrastructure Delivery and Management	Infrastructure Development	94. Organize Spatial Planning Committee Meetings.	Anyinam	*	*	*	*	10,000.00				*	PPD	Central Adm., Property Owners
		95. Organize Technical Sub-Committee Meetings	Anyinam	*	*	*	*	5,000.00				*	PPD	Central Adm., Property Owners
		96. Prepare Planning Schemes for four (4) major towns.	Anyinam, Moseaseo, Asamang Tamfoe,				*	60,000.00				*	PPD	Central Adm. Traditional Authorities
		97. Continuation of street naming and property addressing exercise	District wide					2,000.00				*	PPD	Central Adm.
		98. Prepare Site Plans for Assembly Lands	Anyinam	*	*			15,000.00				*	PPD	Surveying Dept. Trad. Authorities
		99. Provide Landscaping for the new Assembly premises.	Anyinam	*				50,000				*	Works	PPD, CENTRAL aDM

		100. Carry out Valuation of properties in the District	District wide	*	*			200,000				NEW		PPD	Central Adm. Lands Commission, Property Owners
		101. Undertake development control in in the District	District wide	*	*	*	*	10,000.00	5,000				*	Works Sept.	PPD, Property Owners

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame Year (2023)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	GoG	IGF/ ABF A	Others	New	On-Going	Lead	Collaborating
<b>GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY</b>														
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	102. Review the DMTDP (2022-2025) accommodate emerging issues in the District	Anyinam				*	30,000.00			*		DPCU	Central Adm, ERCC, NDPC
		103. Publication, Publicity and Gazetting of Assembly documents	Anyinam					10,000.00	10,000			*	Adm. Unit	Central Adm.
		104. Organise Quarterly DPCU Meetings		*	*	*	*	12,000.00				*	DPCU	Departments / Units
		105. Organize Budget Committee Meetings		*	*	*	*	8,000.00				*	Budget Unit	HoDs, Unit Heads
		106. Prepare 2024 Composite Budget				*	*	30,000.00			*		Budget Unit	HoDs, Unit Heads
		107. Organize Fee Fixing Engagement Meetings				*		8,000.00			*		Budget Unit	HoDs., Assembly members, Business Community

		108. Organize Town Hall Meetings		*		*		10,000.00				*	Budget Unit	Central Adm., Traditional Authorities, Assembly members	
		109. Organize Mid-Year Budget Review			*	*		5,000.00			*		Budget Unit	HoDs, Revenue Unit Heads	
Management and Administration	Finance and Revenue Mobilization	110. Validate and Submit Monthly, Quarterly and Annual Financial statement and other financial reports of the Assembly	Anyinam, Koforidua and Accra	*	*	*	*	2,500.00	14,400.00		NEW		DA	DPCU, FINANCE	
		111. Organize Quarterly meetings with all revenue collectors on revenue performance	Anyinam	*	*	*	*		8,000.00				Finance	Central Admin	
		112. Procure Billing Software for the Assembly	Anyinam	*				40,000.00							
		113. Organize General public sensitization on rate payment	District wide	*		*			5,000.00			NEW		Finance	Central Admin
		114. Construct 2No. revenue barriers	Anyinam-Kwabeng Rd and Kadewaso		*			12,000.00				NEW		Finance	Works
		115. Provide logistics and value books for finance department	Anyinam	*	*	*	*	6,000.00	17,000.00			NEW		DA	DPCU, FINANCE

Management and Administration		116. Honour revenue commission collectors and other allowances	Anyinam	*	*	*	*		80,000			*	Finance Dept	Central Adm
	General Administration	117. Organize Ad-hoc and other special meetings	Anyinam	*	*	*	*	30,000.00			NEW		Admin Unit	Central Admin
		118. Organize Entity Tender committee meetings for the approval of the quarterly procurement plan for 2023	Anyinam	*	*	*	*	15,000.00			NEW		Procurement Officer	Central Admin
		119. Organize Entity Tender committee meetings for the approval of Evaluation Reports	Anyinam		*			5,000.00					Procurement Officer	Works Dept
		120. Procure office equipment (1 laptop and 1 printer)	Anyinam		*	*		20,000.00					Procurement Officer	Central Admin
		121. Prepare and submit Annual Procurement Plan for 2024					*	5,000.00					Procurement Officer	Central Admin
		122. Organize General Assembly meetings, Sub- committee meetings, Executive committee meetings and other meetings of the Assembly	Anyinam	*	*	*	*	97,000.00				*		Admin Unit

Management and Administration	General Administration	123. Organize DCE's Community Engagement for a	District wide	*	*	*	*		16,000.00			*	Admin Unit	Central Admin.
		124. Monitor and support to sub-structures in the District	Area Councils	*	*	*	*	20,000.00				*	Admin Unit	Central Admin.
		125. Monitor school feeding programme and train caterers on balance diet and food hygiene	District wide	*	*	*	*	10,00.00				*	Desk Officer	Dist. Implementation Com.
		126. Maintenance and repair of vehicles	Anyinam	*	*	*	*	50,000.00			NEW		Transport Officer	Central Admin.
		127. Procurement of office equipment and furniture, stationery and computers	Anyinam	*			*	60,000.00	80,000			*	Procurement	Central Adm.
Management and Administration	General Administration	128. General Administration of the Office (Fuel, lubricants, electricity charges, road worthy, insurance, bank charges etc.)		*	*	*	*	100,000.00			*	Transport Officer	AEDA	
		129. Provide logistics and fuel for Security Services in the District	Anyinam	*	*	*	*	60,000.00				*	Procurement	Admin
		130. Hosting of official Visits	Anyinam	*	*	*	*	50,000.00				*	Admin	AEDA

		131. Support for the conduct of District Level election	Anyinam				*	30,000.00			*		Admin Unit	EC, Security Agencies
		132. Prepare Annual administrative report and other statutory reports	Anyinam	*			*	10,000.00				*	Admin	Central Admin
		133. Educate institutions on the anti – corruption/ procurement	Anyinam	*	*				5,000.00				DPCU	Central Adm. HoDs
		134. Organize National Celebration and other events in the District	Anyinam	*				50,000.00				*	Admin	Central Admin
		135. Sensitize the general public on the duties of a citizen (revenue mobilization /tax education	District wide						10,000.00				NCCE	Central Adm. , Finance Dept.
		136. Civic education clubs’ activities in JHS and SHS schools	District wide					5,000.00	5,460.00				NCCE	Central Adm. DED
		137. Sensitization on fundamental human rights	District wide					5,000.00	5,000.00				NCCE	Central Adm.
		138. Organization of Social Auditing for two Area Councils	District wide					5,000.00	5,000.00				NCCE	Central Adm.
		139. Payment of ex-gratia for Assembly Members	Anyinam				*	48,000.00			*		Central Adm.	Finance Dept

		140. Provide support for Self-help Projects	District wide					60,000.00				*	Central Adm.	Works Dept., Assembly members
Management and Administration	Human Resource Management	141. Validate monthly staff salaries	Anyinam	*	*	*	*	2,400.00				*	Human Resource	Depts/ Units Head
Management and Administration	Human Resource Management	142. Prepare and Submit H/R Inputs and Reports	Anyinam	*	*	*	*	3,200.00				*	Human Resource	HoDs
		143. Organize 4No staff durbars	Anyinam	*	*	*	*	3,628.00	8,000.00				Human Resource	Depts/Units Head
		144. Procure Printer and Binding Machines for official use	Anyinam	*	*	*	*	4,272.00					Human Resource	Proc. Unit
		145. Organize staff training and Capacity building activities	Anyinam	*						54,378.00			Human Resource	Depts/ Units Head
Management and Administration	General Administration	146. Conduct community entry to form and open eight (8) new Literacy classes in the District	Ankaase, Asamang –Tamfoe, Mampong , Moseaso, Kadewaso	*	*	*	*	4,000.00				*	NFED	Community Members/ Other Stakeholders

		147. Undertake monitoring and supervision of all literacy classes in the district	District wide	*	*	*	*	7,500.00				*	NFED	
		148. Conduct examination to select the best Learner for the in the district	District Wide			*		3,700.00				*	NFED	All Stakeholders
		149. Organize and celebrate international literacy day	Koforidua			*		3,000.00					NFED	All Stakeholders
		150. Open five (5) income generating activities classes ( yoghurt and honey making) within the District	Moseaso, Kadewaso ,Asamang - Tamfoe	*		*	*	6,500.00				*	NFED	Resource Person
		151. Prepare and submit Annual Internal Audit work plan 2023	Anyinam	*					6,000.00				Internal Audit	Central Admin
		152. Prepare and submit quarterly internal Audit reports and monthly payroll audit for 2023	Anyinam	*	*	*	*		10,000.00				Internal Audit	Central Admin

		153. Prepare and submit Annual Internal Audit performance report for 2022	Anyinam	*					3,000.00				Internal Audit	Central Admin
		154. Conduct capacity building for Internal Audit staff	Anyinam	*	*	*	*		10,000.00				Internal Audit	RCC, IAA, LGS
		155. Purchase of office equipment for Internal Audit Unit	Anyinam		*				15,000.00				Internal Audit	Central Admin
		156. Organize Audit committee meetings	Anyinam	*	*	*	*		40,000.00			*	Internal Audit	Audit Committee
		157. Prepare Risk Management Policy for the Assembly	Anyinam	*	*	*	*		30,000.00		*		Internal Audit	Central Admin

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame (2023)				Cost			Programme Status		Implementing Institution/ Dep't.	
				Q1	Q2	Q3	Q4	Gog	IGF/ ABF A	Others	New	On-Going	Lead	Collaborating
<b>EMERGENCY PLANNING AND RESPONSE (INCLUDING COVID-19 RECOVERY PLAN)</b>														
Social Services Delivery	Health Delivery	158. Strengthen Covid-19 testing capacity						10,000.00					DHM T	MP,GHS, Central Adm
		159. Continue Covid-19 Education in the District							5,000.00				DHM T	MP,GHS, Central Adm
		160. Procurement of PPEs						10,000.00					DHM T	MP,GHS, Central Adm, Proc.Unit
Infrastructure Delivery and Management	Disaster prevention and Management	161. Organise 6No. Public education on effects of disaster and its prevention.	District wide	*	*	*	*	10,000.00				*	NAD MO	GNFS, GPS, EHU., GHS, Education, Agric
		162. Undertake 5No. clean – up exercises and de -silt choked gutters	District wide	*	*	*	*	10,000.00				*	NAD MO	EHU. Zoomlion, GNFS, GPS
		163. Organise capacity building and training for staff and other stakeholders on disaster response (Swimming)	Anyinam	*				5,000.00			*		NAD MO	HR, NAS, GNFS,
		164. Educate the general public on measures to prevent flooding.	District wide	*	*	*		5,000.00				*	NAD MO	EHU. Zoomlion

		165. Carry out tree planting exercise at selected areas in the District	Selected Areas		*	*		10,000.00				*	NAD MO	Forestry Commission, Dept. of Agric
		166. Prepare District Disaster Management Plan (DDMP) and organise DDMC meetings	Anyinam,	*				10,000.00			NEW		NAD MO	DDMC
		167. Provide support to disaster victims in the District	District wide	*	*	*	*	20,000.00			NEW		NAD MO	Central Admin
		168. organize education on land degradation and reclamation		*	*	*	*	5,000.00			NEW		NAD MO	Agric., Env. Forestry
		169. Conduct regular monitoring at selected mining sites		*	*	*	*	5,767.92			NEW		NAD MO	Agric., Env. Forestry
		170. Educate the general public on basic life support		*	*	*	*	2,000.00			NEW		DA	Ambulance service
		171. Construct male and female bathrooms for Ambulance Service office		*				1,000.00			NEW		DA	Ambulance service
Emergency Planning and Delivery	Ambulance Service	172. Construct additional office space for Ambulance Service			*			200,000.00			NEW		DA	Ambulance service
		173. Purchase of computer, printer, office table and swivel chair			*			4,000.00			NEW		DA	Ambulance service
		174. Rent accommodation for personnel of the Ambulance Service in the District	Anyinam			*		10,000.00			*		DA	Ambulance service

		175. Provision of justice and security for all residents	District wide	*	*	*	*	20,000.00				*	Security Agencies	Central Adm.
--	--	--	---------------	---	---	---	---	-----------	--	--	--	---	-------------------	--------------

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame (2023)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	GoG	IGF / AB FA	Others	New	On-Going	Lead	Collaborating
<b>IMPLEMENTATION, COORDINATION, MONITORING AND EVALUATION</b>														
		176. Review 2023 AAP and Prepare 2024 Annual Action Plans of the District	Anyinam	*	*	*	*	5,000.00			*		DPCU	Departments / Units
		177. Prepare and submit Quarterly and Annual Composite Progress Reports	Anyinam	*	*	*	*	10,000.00	5,000			*	DPCU	Departments / Units
		178. Carry out Project and programme monitoring and evaluation in the District	District wide	*	*	*	*	30,000.00				*	DPCU	Departments / Units
		179. Collate administrative data across sectors in the district	District wide	*	*	*	*	2,000.00			*		Statistics	Departments / Units
		180. Enumerate all movable and immovable rateable properties in the District	District wide	*	*	*	*	1000.00	5000	2000	*		Statistics	Departments / Units
		181. Procure office logistics ( stationary, laptop, tonner,	District wide	*				500.00			*		Statistics	Procurement , MIS

