

Motto: *WORKING TOGETHER, RISING TOGETHER*



REPUBLIC OF GHANA

SHAMA DISTRICT ASSEMBLY



OPEN GOVERNMENT PARTNERSHIP(OGP)

FIRST LOCAL ACTION PLAN (2021-2023)

JULY 2021

Supported by:



Friends of the Nation

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FOREWORD

Local governance has been touted as the tool for rapid development. It provides a quicker, less costly, more accessible service and delivers the felt needs of the people. However, this can only be achieved within an open and transparent governance system. My administration, conscious of this, therefore decided to join the Open Government Partnership (OGP) in October, 2020 which aims to secure concrete commitments from national and subnational governments to promote open government, empower citizens, fight corruption and harness new technologies to strengthen governance.

I am indeed excited to see Shama District in the Western Region as the only district in Ghana among 56 other subnational governments across the globe to join the OGP in 2020 following Sekondi – Takoradi Metropolitan Assembly which joined the initiative in earlier years. It is a victory for the citizens of Shama District as the programme offers a great opportunity for the Assembly and citizens to work together and ensure that the open government values of transparency, accountability, inclusion and participation are upheld at the sub-district level.

It is therefore a great joy that I assume a prime position in preparing this maiden Open Government Partnership (OGP) Local Action Plan for Shama District. Shama desires to use this initiative with special focus on deepening its social accountability model and setting out a framework for standard worthy of emulation by others while achieving the OGP objectives.

Over the past decade, the Assembly has been pursuing strategic measures that create the enabling environment for the citizenry to fully and effectively participate in its activities. Notable among them are the civic participation programmes including but not restricted to the following: People’s Forum, Town Hall Meetings, Participatory Planning and Budgeting, Innovative Revenue Mobilization, Participatory Monitoring and Evaluation, Accountability and Transparency Mechanisms, among others. With the support from our development partners such as Oxfam, Friends of the Nation (FoN), GIZ and the Centre for Democratic Development (CDD) Ghana, the plans and budgets over the years are prepared based on the needs and aspirations of the people and the progress of implementation presented to them through the approaches mentioned above. The District has enjoyed the active participation of civil society in co-creating its Medium-Term Development Plan (MTDP) and budgets that fully reflect the prioritised needs of the people.

Beyond its passion on driving performance, the Assembly also strives to consolidate its present gains in

governance through its Social Accountability model and integrate its development priorities. As an adjunct, this maiden Plan introduces innovations through technology to increase citizens' access to information on local development within the district, increase citizens' participation in local governance processes and make the Assembly more responsive to questions and development needs of its citizenry. Key to this, the plan seeks to publicize an expanded geo-evidence dashboard on tax commitment-to-social amenity to include tracking the status of physical projects, follow-up on the social accountability notices boards and support corresponding collation while addressing concerns of citizens on newly provided information.

Transformative actions worth mentioning include enhancing community benefits in the extractive industry through the establishment of a fund regime dubbed “Quarry Development Fund” and the empowerment of women and persons with disability to participate in local governance through affirmative action and improve citizens' access to information.

Assessing the key elements of OGP, i.e. building inclusive and sustainable societies coupled with a myriad of invaluable contributions OGP offers, successful implementation of the commitments in the plan will be guaranteed through mobilization of significant resources and cooperation.

JOSEPH AMOAH (HON.)
DISTRICT CHIEF EXECUTIVE
SHAMA

MESSAGE FROM THE CO-CHAIR OF MULTI-STAKEHOLDER FORUM

Primarily, we pledge our commitment as an Assembly on one hand and that of our citizens on the other hand as manifested in the first OGP Action Plan while relying largely on the use of technology to deliver sustainable development outcomes in the area of reinforced inclusiveness, strengthened accountability and deepened trust building.

I wish to further add that great consultative fora among government, civil society and the private sector spurred me into action as the Co-Chair of the Multi-Stakeholder Forum and I am utterly enthused about the representativeness and the collaborative ties established among the said actors (stakeholders) in co-creating this Action Plan. It was remarkable witnessing how traditional authorities, senior citizens (pensioners), Assembly members, teeming youths, persons living with disability, the Clergy and Imams amassed to share ideas in a more concerted effort on how to enhance delivery of quality public service using open government as a medium.

Addressing with keen interest, the priorities of these stakeholders, the Multi-stakeholder Forum has contributed to the preparation of an Action Plan which focuses on enhancing community benefits in extractive industry, enhancing empowerment of women and persons with disability to participate in governance, increase participation of citizens in governance (including planning, budgeting and implementation), quality public service delivery- access to information, provision of potable water to communities and enable clean environment.

In addition to monitoring the implementation of commitments in the Action Plan, MSF will constantly maintain its oversight responsibility by creating the necessary platform (s) for the various forms of actors spanning from civil society, duty-bearers, service providers, the business community, local community, vulnerable and marginalized groups to inclusively and participatorily engage in deliberative fora, proffer suggestions and seek answers to prevailing challenges.

Progressing into the implementation phase, the Forum will draw on participatory contributions and feedback from all stakeholders while reviewing performance touching on the key successes and strategies to allay possible occurrence of such challenges.

NANA AKOSUA GYAMFIABA II (QUEEN MOTHER OF NYANKROM)
CO-CHAIR, SHAMA DISTRICT MULTI-STAKEHOLDER FORUM
(AG. PARAMOUNT QUEEN MOTHER)

ACRONYMS AND ABBREVIATIONS

| | |
|-----------|---|
| BoT | Board of Trustee |
| CBOs | Community Based Organization |
| CDD Ghana | Centre for Democratic Development, Ghana |
| CLTS | Community –Led Total Sanitation |
| CSO | Civil Society Organisation |
| CWSA | Community Water and Sanitation Agency |
| DBA | District Budget Analyst |
| DCE | District Chief Executive Officer |
| DEHO | District Environmental Health Officer |
| DIO | District Information Officer |
| DPCU | District Planning Coordinating Unit |
| DPO | District Planning Officer |
| DWST | District Water and Sanitation Team |
| ECG | Electricity Company of Ghana |
| ECOWAS | Economic Community of West African States |
| EPA | Environmental Protection Agency |
| FBOs | Faith Based Organisations |
| FM | Frequency Modulation |
| FoN | Friends of the Nation |
| GAG | Gender Advocacy Groups |
| GDO | Gender Desk Officer |
| GPOC | Government Point of Contact |
| GFD | Ghana Federation of Disability Organisations |
| GSS | Ghana Statistical Service |
| GWCL | Ghana Water Company Limited |
| IGF | Internally Generated Funds |
| ISO | Information Services Officer |
| IT | Information Technology |
| KEEA | Komenda-Edina-Eguafo-Abrem |
| LAP | Local Action Plan |
| LI | Legislative Instrument |
| MC | Mineral Commission |
| MDF | Mineral Development Fund |
| MIS | Management Information System |
| MMDAs | Metropolitan, Municipal and District Assemblies |
| MSF | Multi-Stakeholders Forum |
| NCCE | National Communication on Civic Education |
| NCCE | National Commission for Civic Education |
| NGO | Non-Governmental Organisation |
| ODF | Open Defecation Free |
| OGP | Open Government Partnership |
| PHC | Population and Housing Census |
| PME | Participatory Monitoring and Evaluation |

| | |
|-------|--|
| POC | Point of Contact |
| PRO | Public Relations Officer |
| PWDs | Persons with Disability |
| SDA | Shama District Assembly |
| SDGs | Sustainable Development Goals |
| SWCD | Social Welfare and Community Development |
| UN | United Nations |
| WASH | Water, Sanitation and Hygiene |
| WSMTs | Water and Sanitation Management Teams |

ACKNOWLEDGEMENT

Management of the Shama District Assembly is grateful to all including the Multi-stakeholder Forum led by the Hon. District Chief Executive (Mr. Joseph Amoah) who actively participated in the co-creation process that produced this document. Equally, we appreciate the financial and technical support from Oxfam, Friends of the Nation and Centre for Democratic Development (CDD) Ghana for the co-creation of this Action plan.

We are thankful to the Shama OGP Technical Working Group (TWG), particularly Richard Blevi (The District Coordinating Director, SDA), Emmanuel Nana Yartel (Budget Analyst, SDA), Rahman Malik Timtey (Human Resource Manager, SDA) Doris Anane (Community Development Officer, SDA), Eunice Owusu (District Information Officer), Harriet Addeywood (NCCE), Najaha Mumuni (Social Welfare Officer, SDA), Efua Amoakoah-Quansah (District Director of Education, Ghana Education Service), Solomon Kusi Ampofo (Program Coordinator, FoN), Abu Mahama (OGP Point of Contact) who provided technical support for the preparation of this Action plan. The Staff of the Development Planning Unit who provided the secretarial work towards the success of the plan preparation are dully acknowledged.

SDA deeply appreciates the efforts of the OGP Local Program Support Unit especially Mr. Patrick Kazyak-Albaladejo and Mr. Rudi Bormann for providing technical backstopping to the development and completion of this Action plan. Your contributions were priceless.

We also acknowledge the efforts of the Multi-stakeholder Forum comprising Shama District Assembly, Ghana Health Service, Ghana Education Service, National Commission on Civic Education, Minerals Commission, Shama Traditional Council, Friends of the Nation, Radio Shama 92.9 FM, Nyansapo 89.9 FM, Roman Catholic Church, Ghana Federation of Disability Organizations and Takoradi International Company for their collaborative efforts towards the co-creation and completion of this document.

1. INTRODUCTION

Shama District Assembly (SDA) was enrolled into the Open Government Partnership in October, 2020 as the second local government Authority in Ghana based on the assessment of criteria outlined in the call for Expression of Interest, including the Assembly's value proposition in joining the OGP, high level political commitment, our jurisdiction's track record in open government reforms and engagement with local civil society.. This Action Plan is the first ever Action Plan of the District which was co-created through a comprehensive rigorous participatory/consultative process from January to July, 2021 led by the Multi-Stakeholder Forum (MSF) and in strong partnership with the Non-Governmental Stakeholder (Friends of the Nation). Other stakeholders who contributed to the co-creation process of this plan and include CDD Ghana, Chiefs, Religious Leaders, Trade Associations, Media, Assembly Members and Unit Committee Members.

The participation of Shama District Assembly and its civil society partners in the OGP program afforded management to benefit immensely from various supports, build a strong active citizenship that will help facilitate our good governance agenda, ensure maximum security and inclusive development. As well, it will enhance information dissemination, citizens' participation in decision making and strengthen the local governance system through our periodic community and stakeholders engagements. It will enable the Assembly to minimise corruption level, human rights violations and crime whilst maximizing transparency and accountable governance in our locality, thereby addressing issues on public service delivery.

The SDA first ever OGP Local Action Plan contains results oriented open government commitments obtained through a rigorous participatory process involving all relevant stakeholders from government, civil society and private sector. In this process, 764 citizens were directly engaged during the six (6) months co-creation process, comprising state and non-state actors, trade associations, persons with disability as well as people living with HIV and religious organisations.

It is instructive to note that, this success was achieved with internal resources of the Assembly and financial support from our Non-Government Stakeholder (Friends of the Nation) and Oxfam with the OGP Local Team providing technical support.

This 2021-2023 OGP Local Action Plan has been validated and approved by the Multi-Stakeholder Forum and the General Assembly respectively and has five key commitments as

follows:

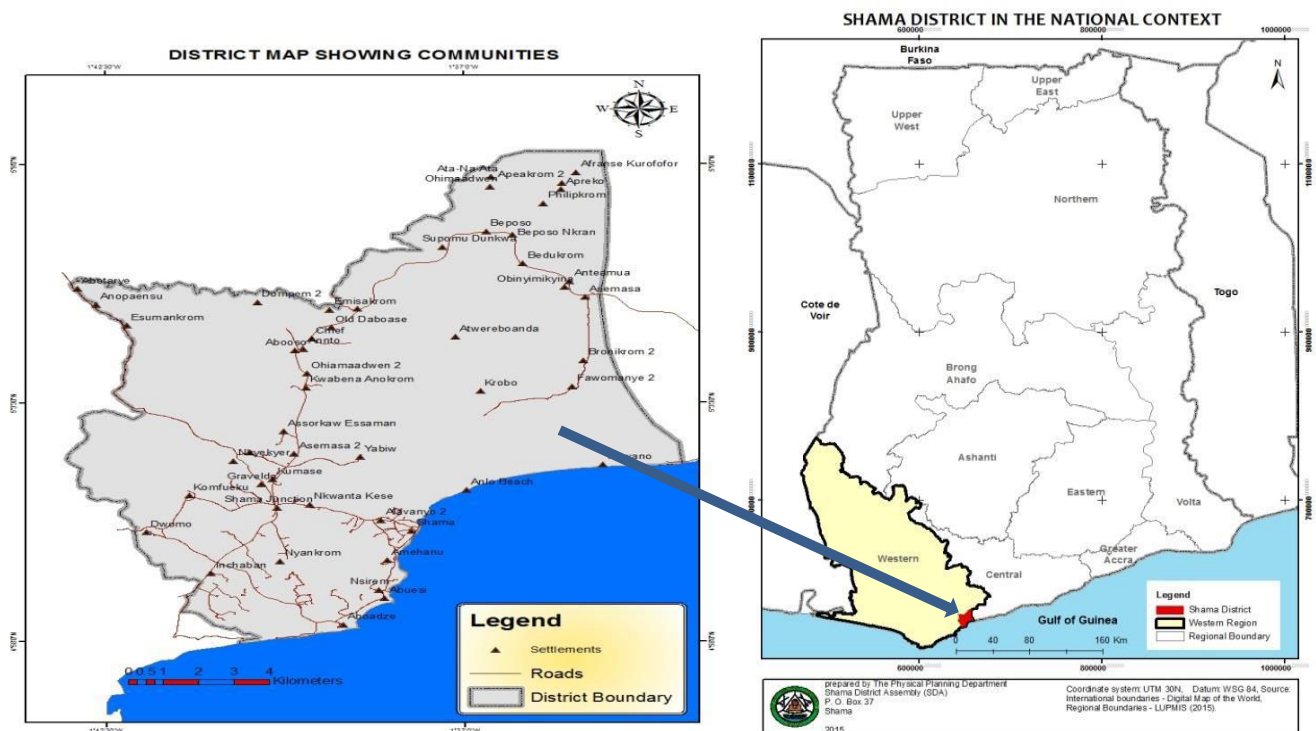
- Enhance community benefits in extractive industry
- Enhancing participation of women and persons with disability in governance
- Increase participation of citizens in governance (including planning, budgeting and implementation)
- Increase citizens' access to information
- Ensure citizens participation in provision of portable water to communities and creating clean environment

Incorporated under each commitment is a brief description of how the commitments are linked to relevant legislations, Policies and Plans and they will contribute to the achievement of the Sustainable Development Goals, National and Local level goals and policy objectives if successfully implemented. Monitoring of the progress is a key component of this plan and necessary steps will be undertaken to conduct impact evaluation on key commitments.

1.1 Brief about SDA

The Shama District Assembly (SDA) is one of the two hundred and sixty (260) Metropolitan, Municipal and District Assemblies (MMDAs) in Ghana and one the fourteen (14) MMDAs in the Western region. It was created by a Legislative Instrument (LI) 1882 in 2007 by the President of the Republic of Ghana upon the powers conferred on him by section 1, subsection 2 of the defunct Local Government Act, 1994 (Act 426) which was later amended as Local Governance Act, 2016 (Act 936).

The District is one of the Coastal Districts located 15km East of Sekondi (Western Regional Capital) and 265km west of the national capital, Accra. Its absolute location lies between latitude 5.0370° N, 1.6566° W and longitude $-1^{\circ} 63' E$ and $48^{\circ} 40' W$. It is bordered to the West by the Sekondi-Takoradi Metropolis, East by the Komenda-Edina-Eguafo-Abrem District in the Central region, North by the Mpohor and Wassa East Districts and South by the Gulf of Guinea (the Sea). The total land area of the District is 193.7 km^2 representing about 1% of the entire Western Region. **Error! Reference source not found.** and **Error! Reference source not found.** show the Shama District in both the Regional and National context.



1.2 Population Size and Growth

According to the population estimates by the Ghana Statistical Service (GSS), 2010 population and housing census there were 81,996 people in the District in 2010 and estimated at 112,875 in 2020 with an Annual Growth rate of 3.2% (GSS-PHC, 2010). With same growth rate the population projected at 120,338 in 2022 and it is estimated (using the exponential projection method) to increase to 132,465 in 2025. The increase in the size of the population is attributed to fertility, mortality and migratory processes, which are considered as determinants of population change.

1.3 Socioeconomic and Cultural Characteristics

There are very positive cultural practices cherished by the people of Shama District. The people of Shama celebrate the ‘Pra Nye-yi Afahye’ which is the major festival organised every second week of November annually. It is mainly an annual celebration involving all clans (Ebusua) who organise their traditional rites to honour their ancestors and the dead in the family during the year.

Due to the propinquity of the district to the regional capital, it is strategically located to benefit from the emerging oil and gas industry in the region. Meanwhile, there is a high trend of increasing migration in the district due to the booming oil and gas industry, which is speedily drifting economic activities from the Sekondi-Takoradi Metropolis and increase in residential development. These present positive indicators for revenue generation, job creation and enhanced social service delivery in the area of Corporate Social Responsibility.

As a result of its proximity to the Gulf of Guinea (the sea), the district again stands the opportunity of engaging in large scale marine fishing which can lead to the establishment of trade links with adjoining districts to boost the fishing industry. As one of the districts that shares boundaries with other districts in different regions (KEEA in Central region), the Assembly is repositioning itself through the creation of viable economic opportunities and a vibrant social service sector with a view to becoming the preferred gateway to the Western Region.

2 ACTION PLAN DEVELOPMENT PROCESS

The Shama district Assembly adopted an integrated stakeholder consultation in the co-creation process of this first ever OGP Action Plan for the District. This integrated process was rigorously participatory process as a wider engagement with citizens comprising staff of the Assembly or Technocrats, chiefs, Member of Parliament, Assembly members, trade associations, private cooperate institutions, the media and Civil Society Organisations working in the district. The major approaches adopted in the conduct of the consultation process include but not limited to the following:

- Meeting with management of the Assembly
- Meeting with Heads of Department of the Assembly
- Briefing at Staff Durbars
- Meeting with the General Assembly (main decision-making body of the Assembly)
- Formation of Technical Working Group
- Formation of Multi-Stakeholder Forum
- Public Engagement with community Actors (chiefs, Queen mothers, Fisherfolks, Trade Associations, CSOs, NGOs, private sector, media etc.)

a. Meeting with management of the Assembly

After the award was announced in October, 2020, the District Planning Officer support from the District Chief Executive and District coordinating Director convened a meeting involving the core management body of the Assembly to brief them about the good news and the way forward in the implementation of the OGP programme. This meeting also secured the buy-in of all key staff members towards the implementation of the programme. In the second meeting of this group, the proposal for developing the OGP action was tabled and discussed, and the Technical Working group was formed to spearhead the preparation of the plan. The proposal for the formation of the Multi-Stakeholder Forum was submitted and approved and subsequently the MSF was constituted and nomination letters were written to all selected organisations/institutions. Subsequently, progress report on the action is presented to the management at its meetings.

b. Meeting with Heads of Department (HODs) of the Assembly

Heads of the various departments of the Assembly are the main drivers in the implementation process of the OGP Action as such, they need to be grossly involved in the preparation and implementation process. Two meetings have been organised to engage HODs in the preparation of the plan. They contributed to the fashioning of the road map towards a successful co-creation of the plan and participation in the co-creation process. The final draft was presented to the HODs for validation before this final copy was produced. The roles of each HOD who is implicated in the plan was clearly communicated to them and advised to come up with their internal implementation strategies to support the successful implementation of the commitment. The HODs will be instrumental in the implementation, monitoring and evaluation of the Action Plan and contribute to producing various reports on the commitments.



The Hon. Joseph Amoah- DCE (extreme front) delivering a statement on OGP commitments at the HODs' meeting held on Wednesday, 10th February, 2021

c. Meeting with the General Assembly (Main Decision Making Body Of The Assembly)

The District chief executive, Hon. Joseph Amoah, delivered a sessional address at the ordinary meeting of the Shama District Assembly held on Wednesday, 23rd December, 2020, where he emphatically highlighted the Open Government Partnership (OGP) and inform the Hon. Members about the great success the Assembly has chalked in promoting governance. He acknowledged the principles of the OGP programme and called for all staff and members of the Assembly to offer the needed support

towards the implementation of the OGP initiative in the district as it will provide an open and transparent governance system.

On Wednesday, 30th March, 2021 the Hon. Joseph Amoah delivered another sessional address at the ordinary meeting of the Shama District Assembly where he got approval for the work plan to be implemented and ratified the nomination of the MSF which was later instituted as a standing forum for the OGP programme in the district. Part of speech is paraphrased below as follows:

“We are indeed excited to see Shama District in the Western Region as the only district in Ghana among 56 other subnational governments across the globe. It is a victory for the citizens of Shama District as the selection offers a great opportunity for the Assembly & citizens to work together and ensure that the open government values of transparency, accountability, inclusion, & participation are upheld at the local level”.



Development Planning Sub-Committee discussion the road map for the Action and emerging issues on commitments 11th November, 2020 and April, 2021 respectively

d. Formation of Technical Working Group

With the approval of management of the Assembly a Technical Committee was constituted comprising eleven (11) members of nine (9) are males and two (2) females. The TWG is led by the Presiding Member of SDA, with other members including one representatives from CSOs; the District Development Planning Officer and OGP Point of Contact, heads of Education, Health and Social welfare directorates, a representative of vulnerable groups (Persons living with Disability) and a media representative. The main role of the TWG was to facilitate brainstorming sessions with the working various stakeholders and multi- stakeholder forum to come up the draft commitments, initiate and lead

the implementation of the OGP programme in the district and work directly under the Multi-Stakeholder Forum.

The Team met on 10th March, 2021; 11th June, 2021, and 3rd July to set out the initial goals for the co-creation process, undertook a stakeholder mapping, discuss the roadmap, draft commitments and final draft respectively.



Technical Working Group Meeting Scenes and group Picture of members

e. **Formation of Multi-Stakeholder Forum**

After several consultation and stakeholder mapping, TWG made a recommendation to the management of the SDA for the formation of the Multi-stakeholder Forum (MSF). The membership reflected a good blend of government, civil society, Private Sector, the Clergy and other stakeholders. The MSF comprised seventeen members with disaggregation as eight (8) representatives from government; four (4) from CSO/Clergy/Traditional Authority, and three (3) private sector representatives. The co-creation process and action plan development was officially launched by the Chief Executive of Shama

District at the General Assembly meeting held on Wednesday, 30th March, 2021. The event was attended by all 25 Assembly members, 19 MSF members, representative of chiefs and community champions, the media and other stakeholders. The meeting was used to create awareness on the OGP and solicited stakeholders' ideas on open government priorities for the 2021- 2023 OGP Action plan.

f. Public Engagement with community Actors (chiefs, Queen mothers, Fisherfolks, Trade Associations, CSOs, NGOs, private sector, media/Radio etc)

Two major engagements have been conducted. The first was in March 2021 to seek views on the concerns within the thematic deep dives of the open government programme. The second one was held in April, 2021 to validate the commitments and presented a draft Action Plan. These two programmes were massively attended by all members of the MSF and 103 other stakeholders including the Civil Society Organisations, Assembly members, marginalized groups (e.g. youth, women, Persons with disability), private sector, traditional leaders, artisans Associations and Fisher folks. Participants came as representatives from the fifty-six communities in the districts and selected based on the viability and population size of the community.



Apart from directly reaching out to the citizenry and stakeholders, there were series of media engagement to target the wider population. There is a standing agreement with the Assembly and the FM stations for bi-weekly public engagement through radio discussions and so far 12 of such radio sessions have been held. The purpose is to raise public awareness on the OGP principles and the co-creation process and solicit inputs for the action plan and as well solicit their cooperation for the implementation of the plan. In view of the already committed time with the radio stations, the media engagement will continue to occur in order to deepen the awareness creation on the action plan and solicit public support for its implementation.



Technical working group on Radio on Tuesday 13th April, 2021 at Nyansapo FM.

g. Formulation of Commitments based Citizens Aspiration and Needs

Several concerns were gathered from the citizens during the consultation process and which were then synthesized, analysed and translated into Open Government Commitments under the five Thematic Deep Dives. The draft commitment drafted by the TWG under guidance and supervision of the MSF were presented to the management, HODs, and subsequently validated with the citizens in grand engagement session. Prior to the validation workshop, the draft commitment was reviewed by the OGP Local Support Unit. The TWG met to discuss and integrate the comments from the OGP Local Support Unit and thereafter validated.

Sequel to the stakeholder consultations, the issues raised and opportunities that emerged were analysed and consolidated into draft ~~Commitments~~ by the working team. Subsequently, a brainstorming session was convened for the MSF to review the Commitments against the OGP SMART guidelines and updated before the final commitment validation workshop.

3 LAP I COMMITMENTS

| NO.1: ENHANCE COMMUNITY BENEFITS IN EXTRACTIVE INDUSTRY | | | | | |
|--|----------------------------|---------------------------|--|---|--|
| START DATE: 1 ST AUGUST, 2021 END DATE: 30 TH JUNE 2023 | | | | | |
| Leading Implementing Government Agency | | | | | |
| Name of Organisation | Branch of Government | Name of Contact | Title | Email | Role in Implementation |
| Shama District Assembly | Local Government Authority | Mr. Richard Blevi | District Coordinating Director | blevirichard79@gmail.com | <ul style="list-style-type: none"> • Overall Supervision • Overall Coordination, • Approval of request /budgets/Memo |
| Shama District Assembly | Local Government Authority | Alhaji Mahama Abu | District Planning Officer and Local Government Point of Contact | amahama94@gmail.com | <ul style="list-style-type: none"> • Initiate and coordinate co-creation of Action Plan, • Lead implementation of activities, • Conduct stakeholders engagement, • Raising/creating awareness, • Record keeping and collaboration meetings, • Liaison and Facilitator, • Coordination, Monitoring and Evaluation • Reporting |
| Shama District Assembly | Local Government Authority | Mr. Jackson Kwame Ankomah | District Finance Officer | jkankomah@gmail.com | <ul style="list-style-type: none"> • Vetting of financial requests, • Release of funds approved, • Preparation of financial reports • Tracking of financial performance |
| Shama District Assembly | Local Government Authority | Emmanuel Nana Yartel | District Budget Analyst | emmanuelnanayartel@yahoo.com | <ul style="list-style-type: none"> • Help in project budget preparing • Budget implementation monitoring • Support in monitoring and evaluation of activities • Coordination of Quarry development Fund |
| Leading Implementing Non-Governmental Stakeholder | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Friends of the Nation (FoN) | Solomon Kusi Ampofo | Programme Coordinator | s.ampofo@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events | |

| | | | | |
|---|---|-----------------|--|---|
| Friends of the Nation (FoN) | Mr DonKris Mevuta | | info@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events |
| Other Stakeholders Involved In The Implementation Of This Commitment | | | | |
| Name of organisation | Name of contact | Title | Email | Role in implementation |
| Minerals Commission | Ferdinand Agyei | Inspector | ferdinanda47@gmail.com | Ensure enforcement of regulatory provisions and policies on Extractive Industry |
| Environmental Protection Agency | Kojo Opoku-Mensah | Deputy Director | kwodwo.opuku-mensah@epa.gov.gh | Ensure enforcement of environmental regulatory provisions and policies, monitoring of pollution and impact of extractive activities on environment and human health |
| Western Regional Quarry Association | Andrew Womuah | Director | andrewwomuah@gmail.com | Ensuring Transparency, raising awareness, give feedback and inclusiveness in the implementation of commitments |
| Commitment description | | | | |
| Problem <i>Describe the economic, social, political, or environmental problem identified that this commitment seeks to resolve. (e.g. 'Misallocation of welfare funds' is more helpful than 'lacking a website'.)</i> | <p>In spite of the enactment and the operationalisation of the Mineral Development Fund Act, 2016, (Act 912) section 16, the Minerals Commission Act, 1993 (Act 450) section 2 subsection 2c, the Local Governance Act, 2016 (Act 936) section 40 and other policies governing quarry operations, the Quarry Zone within the Shama District has been faced with a number of challenges. Notable among them are:</p> <ul style="list-style-type: none"> • Non-payment of compensation to the communities (e.g. farm owners, land owners, etc.) • Uncontrolled blasting leading to cracks on building/infrastructure both public and private houses in these areas. For instance, a thorny case is being handled at the Atwereboanda community. • Environmental pollution from the quarry dust is uncontrollably affecting the communities. • Non enforcement of 500meters buffer zones regulation • Inadequate benefits (especially CSR) to the host communities in the quarry enclave. • Non establishment of the Community Mining Schemes as required by the Laws (section 16 of MDF Act, 2016, Act 912) | | | |
| Status quo <i>Describe the current state of the policy issue at the beginning of an action plan. (e.g.: 26% of judicial corruption complaints are not processed currently.)</i> | <p>The absence of action to address these challenges has led to weak and bad relationship between the companies and the communities, disregard for certain aspects of the law by the Operators, and lack of serious pro-poor interventions for the communities from the companies and weak enforcement.</p> <p>There is very low commitment by Quarry companies to invest in host communities.</p> <p>Low level of revenue generation from the activities of quarry companies which affect the ability of the Assembly to carry out many more project for the communities.</p> | | | |
| Action <i>What is the commitment? Describe what the commitment entails, its expected results, and overall objective.</i> | <p>The commitment are:</p> <ol style="list-style-type: none"> 1. Facilitate the establishment of the Community Mining Schemes 2. Set up a Quarry Control Committee in the District 3. Establish a Quarry Development Fund 4. Establish a regular dialogue Forum for the District involving regulatory bodies and communities. 5. Community Entry Policy and Operational Guidelines <p>The expected results include the following:</p> | | | |

| | |
|--|--|
| | <ol style="list-style-type: none"> 1. Community Mining Schemes established 2. A District Quarry Control Committee Established 3. Quarry Development Fund set up and in operation 4. A dialogue Forum instituted for regular engagement with operators and regulators 5. Community Entry and Operational Guidelines developed and enforced <p>The overall objectives</p> <p>All the commitments have the aim of increasing the participation of major stakeholders in the Quarry Industry, ensuring effective regulation of the operations of Quarry Companies, providing clean, unpolluted and safe environment and enhancing the economic fortunes of the indigenous people in the Quarry Zones. It will also create wealth for the District to expand the provision of socioeconomic services to the people.</p> <p>Proper collaboration between the companies and the communities will ensure effective dialogue among them. Right procedures will be followed in their operational activities when the laws are enforced accordingly. Eventually, increased allocation of funds and greater job opportunities will be created for the indigenous people to promote livelihood.</p> |
| <p>How will the commitment contribute to solving the public problem?</p> <p><i>What are the expected outputs and outcomes once the commitment has been implemented?</i></p> | <p>Expected Outputs will include the following:</p> <ol style="list-style-type: none"> 1. Community Mining Schemes established 2. Quarry Control Committee set up in the District 3. Quarry Development Fund established 4. Regular dialogue Forum for the District involving regulatory bodies and communities instituted 5. Community Entry Policy and Operational Guidelines developed and enforced. <p>The Quarry Control Committee and regular Dialogue meetings will help address the blasting issues, Non-Payment of compensation to land and farm owners and environmental pollution issues will be resolved</p> <p>The Community Mining Schemes will also help provide funds to undertake social interventions like regular health screening, scholarship schemes and others for the host communities.</p> <p>The Quarry Development Fund will help ease the huge financial burden on the District Assembly and provide alternative funding source to finance social interventions and payment for compensation in the communities. Skills development and alternative livelihood will be created for the people and thus ensure sustainable economic empowerment.</p> <p>The Quarry Control Committee will regularly monitor and check uncontrolled blasting and enforce laws governing blasting such as the 500m zone buffer between the Quarry Companies and residential areas and blowing of the siren before the blasting scheduled time.</p> <p>Regular Town hall meetings will be held to disseminate statistics of beneficiaries on Compensations, provide feedback and deepen communities' awareness about the development within the extractive sector. This will also promote transparency and accountability which are the principles and values of the OGP programme.</p> <p>For Environmental Pollution, there will be an enforcement of EPA laws by the Quarry Committee and EPA officials and regular health screen for inhabitants in the Quarry Enclave.</p> |

| | |
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| <p>What long-term goal as identified in your Open Government Strategic Vision does this commitment relate to?</p> | <p>The desired long- term goals for this commitment cut across both national and local levels: Key among them include the following:</p> <ul style="list-style-type: none"> • Enhanced domestic revenue mobilisation strategy of the Assembly • Ensure effective linkage of extractive industry to the rest of the economy (national and local goal) • Poverty alleviation as it will promote services that contribute to increasing income, women's empowerment, and the transformation of women's gender relations in the extractive industry (national and local goal) • Contribute to the achievement of the Sustainable Development Goals (SDGs) 1.2, 1.4, 1.5, 2, 4, 5, and 12.2. • Enhanced social license for the companies through peace building and community harmony • Ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services through the skills development and alternative livelihood programmes. • Eventually lead to the achievement of the sustainable management and efficient use of natural resources |
| <p>Primary policy area Please indicate the most relevant policy or practice for this commitment. Select up to two policy areas from the following list: Fiscal Openness; Conflict of Interest; Asset Disclosure; Audits & Controls; Whistle-blower Protection; Open Contracting; Public Procurement; Beneficial Ownership; Civic Space; Open Data; Right to Information; Elections & Political Finance; Lobbying; Legislative Openness; Inclusion; Digital Governance; Pandemic Response; Safety Nets and Economic Inclusion; Tax; Stimulus and Economic Recovery; Regulatory Governance; Social Accountability.</p> | <p>Regulatory Governance, Social Accountability.</p> |
| <p>Primary Sector Please indicate the most relevant primary sector for this commitment. Select up to two sectors from the following list: Private Sector;</p> | <p>Extractive Industries, Environment & Climate</p> |

| Media and Telecommunications; Education; Health & Nutrition; Water, Sanitation, and Hygiene; Infrastructure & Transport; Extractive Industries; Environment & Climate; Land & Spatial Planning; Science & Technology; Public Services (general); Justice; Legislature; Cross-sectoral; Security and Public Safety. | | | | | |
|---|--|--------------------------|------------------------|--------------------|----------------|
| What OGP value is this commitment relevant to? Select from the following list: Transparency; Public Participation and Inclusion; Public Accountability; Technology/innovation for transparency; Technology/innovation for public participation; Technology/innovation for accountability. | This commitment is relevant to the OGP values because, they enhance transparency, public participation and inclusion and therefore deepening of accountability to the people in terms of how much comes from the quarry as revenue and what they are used for. | | | | |
| What resources are needed to achieve this commitment? Please include budget, staff, time, and contributions of civil society and other organizations and any other resources required. | Funds, venue, Logistics for public engagement such as projector, screen, laptop. Others are well trained staff to deliver the activities on the commitments. | | | | |
| Are the resources needed to achieve this commitment already secured? | The Shama District Assembly and District Planning Office will support the implementation of this commitment. While currently not all of the resources for this commitment are adequately secured, these offices will ensure the necessary resourcing is acquired in order to successfully implement this commitment. | | | | |
| Milestone # | Describe the Output | Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Responsible Agency | Contact Person |
| Organise training to strengthen and build the capacity of Quarry Technical Committee members | <ul style="list-style-type: none"> Properly trained Committee members | 16/10/2021 | 20/108/2021 | | |

| | | | | | |
|--|---|------------|------------|-------------------------|--|
| | <ul style="list-style-type: none"> • Functional committee in place | | | Shama District Assembly | District Coordinating Director (Mr. Richard Blevi) |
| Establish Quarry Control/Technical Committee | <ul style="list-style-type: none"> • Quarry Technical Committee properly established • TOR and Operational Guidelines developed | 19/07/2021 | 23/07/2021 | Shama District Assembly | Alhaji Mahama A. Abu (DPO) |
| Establishment of Quarry Development Fund | <ul style="list-style-type: none"> • QDF established • Operational Guidelines developed • Board of trustees and related committees established | 20/07/2021 | 21/10/2021 | Shama District Assembly | Emmanuel Nana Yartel (DBA) |
| Formation of Board of Trustee (BoT) and Management Structure for the Fund | <ul style="list-style-type: none"> • BoT properly established TOR and Operational Guidelines developed | 21/10/2021 | 23/11/2021 | Shama District Assembly | District Coordinating Director (Mr. Richard Blevi) |
| Establish a regular dialogue Forum with community and key stakeholders including regulatory bodies | <ul style="list-style-type: none"> • Dialogue Forum with meeting schedules • Community Contact Persons appointed and trained | July, 2021 | June, 2023 | Shama District Assembly | Alhaji Mahama A. Abu (DPO) |

Additional information:

The successful implementation of this commitment would advance the achievement of the Sustainable Development Goals of 1.4, 5a and 12.2 (I.e. ensure poverty reduction, give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance and natural resources, in accordance with national laws and achieve the sustainable management and efficient use of natural resources as well as productive employment and decent work for all.)

The objectives of the Handbook on Small Scale Mining prepared by the Presidential Committee on Environmental and Natural Resources are directly linked to this commitment and thus contribute to the achievements of the set objectives specified in the Handbook.

| NO 2: GENDER – ENHANCING PARTICIPATION OF WOMEN AND PERSONS WITH DISABILITY IN GOVERNANCE | | | | | |
|---|----------------------------|--------------------------------------|--|---|--|
| START DATE: 1 ST AUGUST, 2021 | | END DATE: 30 TH JUNE 2023 | | | |
| Leading Implementing Government Agency | | | | | |
| Name of organisation | Branch of Government | Name of contact | Title | Email | Role in implementation |
| Shama District Assembly | Local Government Authority | Mr. Richard Blevi | District Coordinating Director | blevirichard79@gmail.com | <ul style="list-style-type: none">• Overall Supervision• Overall Coordination, Approval of request /budgets/Memo |
| Shama District Assembly | Local Government Authority | Alhaji Mahama Abu | District Planning Officer and Local Government Point of Contact | amahama94@gmail.com | <ul style="list-style-type: none">• Initiate and coordinate co-creation of Action Plan• Lead implementation of activities,• Conduct stakeholders engagement,• Raising/creating awareness,• Record keeping and collaboration meetings,• Liaison and Facilitator,• Coordination, Monitoring and Evaluation and Reporting |
| Shama District Assembly | Local Government Authority | Doris Anane | District Gender Desk Officer | dorcus85@yahoo.com | <ul style="list-style-type: none">• Participate in<ul style="list-style-type: none">✓ Monitoring and evaluation✓ Planning of activities✓ Feedback and inclusiveness in the implementation✓ Support implementation |
| Leading Implementing Non-Governmental Stakeholder | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Friends of the Nation (FoN) | Solomon Kusi Ampofo | Programme Coordinator | s.ampofo@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events | |
| Friends of the Nation (FoN) | Mr DonKris Mevuta | Executive Director | info@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events | |

| Other Stakeholders Involved In The Implementation Of This Commitment | | | | |
|--|----------------------|---|--|---|
| Name of Organization | Name of Contact | Title | Email | Role in Implementation |
| Ghana Health Services | Osei Assibey | District Director of Health Services | | <ul style="list-style-type: none"> • Participate in <ul style="list-style-type: none"> ✓ Monitoring and evaluation ✓ Planning of activities ✓ Feedback and inclusiveness in the implementation ✓ Support implementation ✓ Raising awareness, ✓ Reporting |
| Ghana Federation of Disability Organisation | James Ateeku | District Chairman, District Chapter | | <ul style="list-style-type: none"> • Participate in <ul style="list-style-type: none"> ✓ Providing information on the PWDs ✓ Coordinate PWDs resources and activities ✓ Monitoring and evaluation vulnerable group activities ✓ Assisting in activities planning ✓ Reporting and giving feedback ✓ Inclusiveness in the implementation ✓ Raising awareness in the vulnerable society |
| Evangor Foundation | Richmond Agbanyaklu | Chief Executive Officer | evangorfoundations@yahoo.com glavic8310.ra@gmail.com | <ul style="list-style-type: none"> • Support the implementation process • Assist in mobilisation of resources • Assist in advocacy |
| Foundation for Action Development (FAD), | Mr Yankson | Executive Director | factiondevelopment@gmail.com hbyankson@yahoo.com . | <ul style="list-style-type: none"> • Support the implementation process • Assist in mobilisation of resources • Assist in advocacy |
| Global Agent for Change Foundation(GLOCEF) | Ms Josephine Koomson | Executive Director | chrischariotfoundation@gmail.com | <ul style="list-style-type: none"> • Support the implementation process • Assist in mobilisation of resources • Assist in advocacy |
| Commitment description | | | | |
| Problem Describe the economic, social, political, or environmental problem identified that this commitment seeks to resolve. (e.g. ‘Misallocation of welfare funds’ is more helpful than ‘lacking a website’.) | | There is a general call for the needs, priorities and opinions of both women and men to be attended to, and therefore ensuring that both benefits equally from social change and economic growth, and gender inequalities are eliminated. However, the following problems militate against the successful achievement of the above desires: <ul style="list-style-type: none"> • Low representation of women and persons with disability in governance. • Low capacity of women and PWDs on the legal frameworks on local governance, disability, inclusion and human rights that inhibits them from taking up roles and positions in governance. | | |

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| | <ul style="list-style-type: none"> • Absence of guidelines to institutionalise Gender responsive development plans and budgets • Societal stereotypes attached to some positions • Difficulty in accessing and inadequate transparency around the disbursement of the Disability Funds • Weak sensitisation and awareness on gender equality. <p>Inadequate actions, policy and strategy to address these challenges affecting persons with disability at the District level has led to partial inclusiveness, poor participation in governance, undesired output and reluctance to accept public roles.</p> |
| Status quo Describe the current state of the policy issue at the beginning of an action plan (e.g.: 26% of judicial corruption complaints are not processed currently.) | <p>There are currently low representation of women and Persons with Disability (PWDs) in governance in the District. Despite the efforts of the local government and Non-Governmental Organisations in the District in addressing this problem, there are still gaps in bridging Gender equity and inclusion. For instance, there is 0% of women representation in elected political positions in the district. Only 8% (2) of the General Assembly ¹(25 members) represented by women in the Shama District and only 4% (1) are represented by Persons with Disability. This 8% are not elected but appointed by the President in consultation with the traditional authorities and other interest groups in the district, and therefore may not necessarily be the representatives of the people. Hence, a lot of these Women and PWDs are mostly left behind in terms of decision making in the District.</p> <p>In addition to the above, there is some difficulty and inadequate transparency in accessing the Disability Funds. The current process in applying for support from the disability fund ²is through writing letters by potential beneficiaries to the District Chief Executive. Due to the low literacy level among the disability community, they are not able to clearly articulate their needs through this process.</p> |
| Action What is the commitment? Describe what the commitment entails, its expected results, and overall objective. | <p>The commitment is to:</p> <ol style="list-style-type: none"> 1. Formulate and implement an Affirmative Action Policy to increase the representation of women and PWDs in the General Assembly from 8% to 20% and 4% to 8% respectively. 2. Consciously build the capacity of women and PWDs on the legal frameworks on local governance, disability, inclusion and human rights to empower them to take up roles and positions in governance through sensitisation and logistics support 3. Appoint and train Gender Ambassadors among Assembly members to provide leadership and motivation. 4. Develop guidelines to institutionalise Gender responsive development plans and budgets 5. Develop and disseminate a simple application form for accessing the disability fund 6. Develop a template to compile and publicise the list of applicants; beneficiaries and cost of distributed items <p>Expected Results</p> <ol style="list-style-type: none"> 1. An Affirmative Action Policy formulated and implemented 2. Increased the representation of women and PWDs in the General Assembly from 8% to 25% and 4% to 8% respectively 3. Women and PWDs taking up roles and positions in governance increased 4. Gender responsive development plans and budgets guidelines developed |

¹ General Assembly is the Highest Political and Administrative Authority (decision making body) in the District consisting of elected and appointed Assembly members, the District Chief Executive and the elected Member of Parliament (MP).

²The Disability Fund is a fund from central government released to each district to support persons with disability in economic activities, education and health sectors.

| | | | | | |
|---|--|------------------------------|----------------------------|---------------------------|-----------------------|
| | <p>The commitment will also ensure that enough attention is given to the vulnerable especially women and people with Disability to build their capacity, enhance their confidence level and remove all stereotypes affecting them in society. This will create the enabling environment for them to participate effectively in the governance process (national and local level)</p> | | | | |
| <p>How will the commitment contribute to solving the public problem? What are the expected outputs and outcomes once the commitment has been implemented?</p> | <p>This commitment will lead to the reduction of structural barriers and community stereotypes that affect the representation and participation of women and PWDs in governance.</p> <p>Ultimately, it will lead to increased capacity of women and Persons with Disability to accept roles and responsibilities in governance, participate actively in civic engagements and contribute to community development.</p> <p>Again, the commitments will provide platform for vulnerable groups to excel in their current environment and realise their potential abilities and skills at the district level.</p> <p>High possibility of increasing Women in General Assembly Election from 8% to 20% and PWDs from 4% to 8% at the District level. Women and PWDs will be motivated to actively engage in developmental activities within their communities.</p> | | | | |
| <p>What long-term goal as identified in your Open Government Strategic vision does this commitment relate to?</p> | <p>The commitment relates to district level and national long-term goals spelt out below:</p> <ul style="list-style-type: none"> • Improve the sociocultural status of vulnerable groups in the District. • Attain gender equality and equity in political, social and economic development (National & Local) • Increasing women's and persons with disability contribution, interest and confidence level in public service delivery (National). • Achieving gender equality and empower all women and girls participation in governance especially political positions (national). • Contribute to Sustainable Development Goals (SDGs) 3.8, 4, 5, 10 and 16. | | | | |
| <p>Primary Policy Area Please indicate the most relevant policy or practice for this commitment.</p> | <p>Safety Nets and Economic Inclusion & Social Accountability</p> | | | | |
| <p>Primary Sector: Please indicate the most relevant primary sector for this commitment.</p> | <p>Justice; Cross-sectoral.</p> | | | | |
| <p>Why is this commitment relevant to OGP values?</p> | <p>The commitment is relevant to OGP values because it strengthens public participation, social accountability, safety nets and economic inclusiveness as well as creation of opportunities for persons with disability and women to undertake governmental roles and responsibilities.</p> <p>Transparency; Public Participation and Inclusion</p> | | | | |
| <p>What resources are needed to achieve this commitment?</p> | <p>Fuel, funds, stationery, venue, Logistics for public engagement such as projector, screen, laptop.</p> <p>Others are well trained staff to deliver the activities on the commitments.</p> | | | | |
| <p>Are the resources needed to achieve this commitment already secured?</p> | <p>The Shama District Assembly and District Planning Office will support the implementation of this commitment. While currently not all of the resources for this commitment are adequately secured, these offices will ensure the necessary resourcing is acquired in order to successfully implement this commitment.</p> | | | | |
| Milestone # | Describe the Output | Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Responsible Agency | Contact Person |

| | | | | | |
|---|--|------------|------------|---|---|
| Organise Capacity building programme for women and PWDs in self-esteem and confidence | <ul style="list-style-type: none"> • Women capacity properly built • Confident Women produced • women and PWDs become enthusiastic | 12/08/2021 | 30/06/2023 | <ul style="list-style-type: none"> • Shama District Assembly • Ghana Federation of Disability Organisations | <ol style="list-style-type: none"> 1. Doris Anane (GDO) 2. Hon. James Ateeku (Chairman – Ghana Federation of Disability Association) |
| Consciously organise special programmes to promote women interest and involvement in elected positions at the local level. | <ul style="list-style-type: none"> • Inclusive government deepened • Gender equality established and prioritised • Women group formed | 23/08/2021 | 30/06/2023 | Shama District Assembly | Doris Anane (GDO) |
| Educate the public to accept persons with disability. | <ul style="list-style-type: none"> • Inclusive government deepened • Gender equality established • PWD properly accepted | 02/09/2021 | 25/06/2023 | <ul style="list-style-type: none"> • Shama District Assembly • Ghana Federation of Disability Organisations | <ol style="list-style-type: none"> 1. Hon. James Ateeku (Chairman – Ghana Federation of Disability Association) 2. Najaha Mumuni (SWCD) |
| Formulate an Affirmative Action Policy for the district. | <ul style="list-style-type: none"> • A functional and implementable policy developed • Policy implementation set up and functioning | 02/09/2021 | 25/01/2022 | Shama District Assembly | <ol style="list-style-type: none"> 1. Doris Anane (GDO) 2. Najaha Mumuni (SWCD) |
| Organise sensitisation and provide logistics support to encourage women and persons with disability to take up roles and positions in governance. | <ul style="list-style-type: none"> • Women and PWDs sensitised • Logistics support provided for Women and PWDs • Women and PWDs taking up roles and performing in local governance processes. | 12/08/2021 | 06/06/2023 | <ul style="list-style-type: none"> • Shama District Assembly • Ghana Federation of Disability Organisations | <ol style="list-style-type: none"> 1. Doris Anane (GDO) 2. Hon. James Ateeku (Chairman – Ghana Federation of Disability Organisations) |
| Form Gender Advocacy Groups at the Community level. | <ul style="list-style-type: none"> • 6 Gender Advocacy Groups (GAG) Formed • Members of the GAG trained and equipped to function • District Assembly providing support to the GAGs members | 12/08/2021 | 06/12/2021 | Shama District Assembly | <ol style="list-style-type: none"> 1. Doris Anane (GDO) 2. Najaha Mumuni (SWCD) |
| Appoint and train Gender Ambassadors among Assembly members to provide leadership and motivation. | <ul style="list-style-type: none"> • 12 Gender Ambassadors Appointed and trained • 12 GAs providing leadership and motivation in various communities | 12/08/2021 | 27/02/2022 | Shama District Assembly | <ol style="list-style-type: none"> 1. Doris Anane (GDO) 2. Najaha Mumuni (SWCD) |

| | | | | | |
|--|--|--|--|--|--|
| | <ul style="list-style-type: none"> • Public acclamation of gender enhanced • Civic Space provided for women and PWDs to excel in various public endeavours | | | | |
|--|--|--|--|--|--|

Additional information:

The commitment on gender in relation to participation of women is linked to SDG. The implementation of this commitment will go a long way in advancing the achievement of Sustainable Development Goals 3 and 5 (achieve gender equality and empower women and girls) and also ensuring healthy lives and promote well-being of vulnerable people in the district.

More importantly, the commitment has direct effect on the national goals and objectives provided in the National Medium Term Development Policy Framework of Ghana and the District Medium Term Development Plan (2022 – 2025) of the Shama District Assembly. The specific linkages include the following:

- Deepen Democratic Governance
- Promote proactive planning and implementation for disaster prevention and mitigation
- Enhance equitable access to, and participation in quality education at all levels
 - ✓ Ensure inclusive education for PWDs and people with special needs (SDG Targets 4.1, 4.2, 4.5, 4.a)
 - ✓ Promote inclusive education for PWDs and Women at all level of education service delivery
- Strengthen land administration system especially for women and PWDs
- Enforce building regulation (including accessibility standards for PWDs) on the provision of toilet facilities in all homes
- Reduce disability, morbidity, and mortality
- Promote equal opportunities for Persons with Disabilities in social and economic development
- Eliminate discrimination in all forms and protect the rights and entitlements of Persons with Disabilities
- Promote participation of Persons with Disabilities in politics, electoral democracy, governance and leadership
- Strengthen institutions and systems that ensure the protection, inclusion and capacity building of Persons with Disabilities and women in the Shama District and potential expansion to national level.

| NO 3: CIVIC PARTICIPATION-INCREASE PARTICIPATION OF CITIZENS IN GOVERNANCE (INCLUDING PLANNING, BUDGETING AND IMPLEMENTATION) | | | | | |
|---|----------------------------|--------------------------------------|--|---|--|
| START DATE: 1 ST AUGUST, 2021. | | END DATE: 30 TH JUNE 2023 | | | |
| Leading Implementing Government Agency | | | | | |
| Name of organisation | Branch of Government | Name of contact | Title | Email | Role in implementation |
| Shama District Assembly | Local Government Authority | Mr. Richard Blevi | District Coordinating Director | blevirichard79@gmail.com | <ul style="list-style-type: none">• Overall Supervision• Overall Coordination, Approval of request /budgets/Memo |
| Shama District Assembly | Local Government Authority | Alhaji Mahama Abu | District Planning Officer and Local Government Point of Contact | amahama94@gmail.com | <ul style="list-style-type: none">• Initiate and coordinate co-creation of Action Plan• Lead implementation of activities,• Conduct stakeholders engagement,• Raising/creating awareness,• Record keeping and collaboration meetings,• Liaison and Facilitator,• Coordination, Monitoring and Evaluation and Reporting |
| Leading Implementing Non-Governmental Stakeholder | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Friends of the Nation (FoN) | Solomon Kusi Ampofo | Programme Coordinator | s.ampofo@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events. | |
| Friends of the Nation (FoN) | Mr DonKris Mevuta | | info@fonghana.org | Advocacy, support, monitoring of implementation of the commitment and participate in relevant local and regional events | |
| Other Stakeholders Involved In The Implementation Of This Commitment | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| National Commission for Civic Education | Harriet Addeywood | District Director | | <ul style="list-style-type: none">• Awareness creation• Community outreach | |
| Information Service Department | Eunice Owusu | District Information Officer | kobiafiatwin@gmail.com | <ul style="list-style-type: none">• Public sensitisation through Radio• Public Engagement in various communities | |
| Centre for Youth and Child Crisis Intervention (CYCICRIS), | Mr. Alhassan Ibn Hassan | Chief Executive Officer | cycrisghana@yahoo.com info.cycrisintervention@gmail.com | <ul style="list-style-type: none">• Community Outreach• Support in implementation• Support in resource mobilisation | |

| | | | | |
|--|----------------------|---|--|---|
| Global Agent for Change Foundation (GLOCEF) | Ms Josephine Koomson | | chrischariotfoundation@gmail.com | <ul style="list-style-type: none"> • Community Outreach • Support in implementation • Support in resource mobilisation |
| Commitment description | | | | |
| Problem Describe the economic, social, political, or environmental problem identified that this commitment seeks to resolve. (e.g. ‘Misallocation of welfare funds’ is more helpful than ‘lacking a website’.) | | Over the years, the government of Ghana has embarked on legislative and policy restructuring to ensure that citizens’ engagement is consciously strengthened at the local level particularly District Assemblies. To this end, the new Local Governance Act (Act 936) passed by Parliament in 2016 dedicates a whole section to popular participation and an Inter-Ministerial Coordinating Committee on Local Government established. Subsequently, a manual and an action plan to guide its implementation was developed and all MMDAs were trained on how to use the manual to enhance civic participation. To enforce this agenda, the government directed all agencies including the MMDAs to set up client services units within their establishments. These actions have not been vigorously pursued by many of the agencies particularly the MMDAs. As a result, civic spaces are yet to be created at the local to enhance the participation of citizens in the governance process particularly, public services delivery. During the co-creation process therefore, the following issues were identified: <ul style="list-style-type: none"> • Lack of Client Services Unit, hampering effective client services and customer satisfaction in public services delivery • Inadequate flow of information to the public making it difficult to have access to the Assembly and hence low public knowledge about the operations and powers of the Assembly. • Revenue leakages leading to inadequate revenue to fund development projects • Unequal distribution of development projects due to lack of commitment to strictly implement prioritised needs of the citizens as obtained during the engagement/needs assessment. | | |
| Status quo Describe the current state of the policy issue at the beginning of an action plan. (e.g.: 26% of judicial corruption complaints are not processed currently.) | | The current situation of lack of a vibrant client services unit and low commitment to popular participation, has resulted in the following problems, which require serious attention to address: <ul style="list-style-type: none"> • Delay in implementation of projects and programmes (projects over delay and cost overrun) • Only 10% of complaints are processed and acted on annually • 56% of projects not implemented timely • Funding disclosure, particularly funding received from various sources is as low as 35% • Public rating of knowledge of assembly’s duties is 57% as per recent consultation reports | | |
| Action What is the commitment? Describe what the commitment entails, its expected results, and overall objective. | | The commitment is to increase the participation of citizens in planning, budgeting and implementation of development projects and decision making particularly in governance. <ul style="list-style-type: none"> • Client Services Unit will be established to promote customer service and relationship in the Assembly • Set up complaint units/provide suggestion Boxes in all Area Councils which are the sub-district structures of the District Assembly • Create a Civic Space for CSOs engagement and participation in Governance • Ensure access to information about the Assembly and this will be increased to about 80% through the use of Accountability Bill Boards, Geo spatial dashboards and citizens’ charters. • 100% of complained received will be processed and follow up actions taken • There will be timely implementation of projects and increase public participation in monitoring and evaluation | | |

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| How will the commitment contribute to solving the public problem? What are the expected outputs and outcomes once the commitment has been implemented? | When successfully implemented, the commitment will help achieve the following: <ul style="list-style-type: none"> • Promotes fairly and uneven allocation of development resources or projects, • Increased revenue generation • Participatory planning, budgeting and project implementation will be achieved • Reduced citizens' apathy in decision making. • Public confidence in the Assembly will be enhanced • Promote customer service in the Assembly | | | | |
| What long-term goal as identified in your Open Government Strategic vision does this commitment relate to? | The commitment is designed to achieve the following long- term goals <ul style="list-style-type: none"> • Achievement of the goals of the National Popular Participation Framework • Accelerate actions towards achieving the National Decentralisation Policy and Strategy (2020-2024) • Contribute to achieving the National Public Sector Reform Strategy (2018 – 2023) • Deepen political, financial and administrative decentralization • Promote the fight against corruption and economic crimes • Improve participation of civil society in national development • Ensure responsive governance and citizen/CSOs participation in the development dialogue • Contribute significantly to the achievement of the UN Sustainable Development Goals | | | | |
| Primary Policy Area Please indicate the most relevant policy or practice for this commitment. | Civic Space and social accountability | | | | |
| Primary Sector: Please indicate the most relevant primary sector for this commitment. | Public Services (general); Cross-sectoral | | | | |
| Why is this commitment relevant to OGP values? | It is relevant to OGP value of Public Participation and Inclusion; Public Accountability | | | | |
| What resources are needed to achieve this commitment? | Funds, Fuel, venue, Logistics for public engagement such as projector, screen, laptop. Others are well trained staff to deliver the activities on the commitments. | | | | |
| Are the resources needed to achieve this commitment already secured? | The Shama District Assembly and District Planning Office will support the implementation of this commitment. While currently not all of the resources for this commitment are adequately secured, these offices will ensure the necessary resourcing is acquired in order to successfully implement this commitment. | | | | |
| Milestone # | Describe the Output | Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Responsible Agency | Contact Person |
| Engage the various chiefs/Area Councils members to identify numerous various means to | <ul style="list-style-type: none"> • Chiefs/Queens mothers/Area Councils engaged in revenue mobilisation efforts | 20/08/2021 | 30/06/2023 | Shama District Assembly | 1. District Coordinating Director (Mr. Richard Blevi) |

| | | | | | |
|--|--|------------|------------|-------------------------|---|
| expand the revenue mobilisation efforts | <ul style="list-style-type: none"> • Revenue items identified and assigned to specific people for collection • Revenue League Table mounted in all Area Councils • Revenue amount collected on quarterly basis increased by 20% | | | | 2. District Budget Analyst (Emmanuel Nana Yartel) |
| Train and support Public Relations and Complaints Committee to function effectively | <ul style="list-style-type: none"> • Members of PRCC trained and supported to function effectively • Community needs/concerns are addressed expeditiously • A register of complaints and solution instituted | 01/08/2021 | 30/06/2023 | Shama District Assembly | 1. Presiding Member 2. District Chief Executive 3. District Coordinating Director (Mr. Richard Blevi) |
| Create and maintain regular communication Platform (e.g. WhatsApp Group) with CSOs/NGOs in the District | <ul style="list-style-type: none"> • A functional/Active WhatsApp platform created and maintained • Civic space created for citizens and CSOs | 01/08/2021 | 30/06/2023 | Shama District Assembly | 1. Alhaji Mahama Abu (DPO) 2. Mr. Solomon Kusi Ampofo (FoN) |
| Strengthen the DPCU to conduct Participatory Monitoring and Evaluation Exercises on regular basis | <ul style="list-style-type: none"> • PME Platform created and maintained • Regular monitoring and evaluation exercises conducted | 25/08/2021 | 12/06/2023 | Shama District Assembly | 1. District Coordinating Director (Mr. Richard Blevi) 2. Alhaji Mahama Abu (DPO) |
| Set up a Decision Tracker to track and assess the implementation and impact of decisions of management of the Assembly | <ul style="list-style-type: none"> • Decision Tracker approved and implemented by management • Evaluation system in place and used to evaluate impact of decisions of management | 25/08/2021 | 12/06/2023 | Shama District Assembly | 1. District Chief Executive 2. District Coordinating Director (Mr. Richard Blevi) 3. Alhaji Mahama Abu (DPO) |
| Set up complaint units/provide suggestion Boxes in all Area Councils | <ul style="list-style-type: none"> • Complaints Unit/Suggestion Boxes instituted in all 6 Area Councils • Citizens providing relevant feedback to the Assembly | 01/08/2021 | 30/06/2023 | Shama District Assembly | 1. Presiding Member 2. District Chief Executive 3. District Coordinating Director (Mr. Richard Blevi) 4. Alhaji Mahama Abu (DPO) |

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| | | | | | |
| Engage public education through radio, FBOs and information centers to disseminate relevant information and functions of the Assembly | <ul style="list-style-type: none"> • Sensitization and awareness created. • Public education through radio and information centers regularly conducted • Citizens well informed and participation in governance process | 01/08/2021 | 30/06/2023 | Shama District Assembly | <ol style="list-style-type: none"> 1. Eunice Owusu (DIO) 2. Alhaji Mahama Abu (DPO) |
| Publicize an expanded geo-evidence dashboard on tax commitment-to-social amenity to include tracking the status of physical projects | <ul style="list-style-type: none"> • Geo-evidence dashboard expanded and maintained • Assembly maintains an active website | 01/09/2021 | 30/06/2023 | Shama District Assembly | <ol style="list-style-type: none"> 1. Alhaji Mahama Abu (DPO) 2. MIS Officer |
| Establish and Resource Client Services Units | <ul style="list-style-type: none"> • Resource client service unite established. | 05/10/2021 | 15/10/2023 | Shama District Assembly | <ol style="list-style-type: none"> 1. District Chief Executive 2. District Coordinating Director (Mr. Richard Blevi) 3. HR Manager |
| Set up and strengthen marriage registration Desk to register all marriages with the Assembly | <ul style="list-style-type: none"> • Marriage Desk Created and maintained • Availability of marriage records | 01/09/2021 | 31/10/2022 | Shama District Assembly | <ol style="list-style-type: none"> 1. District Coordinating Director (Mr. Richard Blevi) |

Additional information:

The implementation of the above commitment will go a long way to advance the achievement of the Sustainable Development Goals 10 and 16.

The commitments are directly linked to the objectives of the National Popular Participation Framework; the National Decentralisation Policy and Strategy (2020-2024), National Public Sector Reform Strategy (2018 – 2023) and the Accessibility Policy and Guidelines for the Ghana Federation of the Physically Disabled (GSPD).

Also the District Medium Term Development targets of Deepening Democratic Governance; enhancing collaboration with service providers (i.e., water, telecoms and energy/electricity); and Deepening political, financial and administrative decentralization are some key policies directly connected to the commitments formulated for this Thematic Deep Dives. These are contained in the District Medium Term Development Plan (2022- 2025) and the National Medium Term Development Policy Framework (2022- 2025).

| NO 4: PUBLIC SERVICE DELIVERY- INCREASE CITIZENS' ACCESS TO INFORMATION | | | | | |
|---|----------------------------|--------------------------------------|--|--|--|
| START DATE: 1 st AUGUST, 2021. | | END DATE: 30 TH JUNE 2023 | | | |
| Leading Implementing Government Agency | | | | | |
| Name of organisation | Branch of Government | Name of contact | Title | Email | Role in implementation |
| Shama District Assembly | Local Government Authority | Mr. Richard Blevi | District Coordinating Director | blevirichard79@gmail.com | Supervisor and overall Coordinator |
| Shama District Assembly | Local Government Authority | Alhaji Mahama Abu | District Planning Officer and Local Government Point of Contact | amahama94@gmail.com | Co-creation of Action Plan, stakeholder engagement, Liaison and Facilitator, coordination, monitoring and evaluation |
| Leading Implementing Non-Governmental Stakeholder | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Friends of the Nation (FoN) | Solomon Kusi Ampofo | Programme Coordinator | s.ampofo@fonghana.org | Advocate, support, monitor in the implementation of the commitment and participate in relevant regional events | |
| Friends of the Nation (FoN) | Mr DonKris Mevuta | Executive Director | info@fonghana.org | Advocate, support, monitor in the implementation of the commitment and participate in relevant regional events | |
| Other Stakeholders Involved In The Implementation Of This Commitment | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Shama District Assembly | Richard Blevi | District Coordinating Director | blevirichard79@gmail.com | Coordinate, monitor, evaluate and supervise the commitment activities | |
| Ghana Health Service | Osei Assebey | District Director | | Coordinate, raising awareness, give feedback and inclusiveness in the implementation | |
| Ghana Education Service | Efua Amoakoah-Quansah | District Director | eamoakoah26@gmail.com | Coordinate, raising awareness, give feedback and inclusiveness in the implementation | |

| Commitment description | |
|--|---|
| <p>Problem Describe the economic, social, political, or environmental problem identified that this commitment seeks to resolve. (e.g. ‘Misallocation of welfare funds’ is more helpful than ‘lacking a website’.)</p> | <p>This area of commitment is designed to solve key challenges identified in the delivery of public services to the people. The current state is not satisfactory to the citizens and hence generating several and serial complaints from the public. These challenges came about as a result of the following:</p> <ul style="list-style-type: none"> • Lack of Client Services Unit • Inadequate flow of information to the public/ difficult access to Assembly • Inadequate knowledge on services render by public sectors • Inadequate funds and logistics • Inadequate disclosure of public information and services standards, especially financial data. • There is currently no active platform for public service delivery agencies to meet citizens, receive questions and feedback on service delivery or present their challenges directly to them. |
| <p>Status quo Describe the current state of the policy issue at the beginning of an action plan. (e.g.: 26% of judicial corruption complaints are not processed currently.)</p> | <p>Due to the problems outlined above, citizens are not well abreast with the functions of the Assembly and how they could assess and participate in the delivery of public services. Less than 40% of the citizens have adequate knowledge of the functions of the Assembly and the services delivery standards they are required to meet. Delayed implementation of projects is another negative issue hampering effective services delivery in the district as less than 10% of the planned projects are implemented timely.</p> |
| <p>Action What is the commitment? Describe what the commitment entails, its expected results, and overall objective.</p> | <p>The commitment is to educate citizens on the work of public sectors and enhance citizens’ interest in the services rendered by the Assembly and other public Agencies. Citizens will be provided with the requisite information on services delivery standards, timelines for projects implementation and conscious involvement of citizens in project monitoring and supervision. To this end we shall carry out the following:</p> <ol style="list-style-type: none"> 1. Expand and strengthen existing Participatory Monitoring and evaluation platform 2. Identify and appoint Citizens and client Ambassadors in all major communities and trained them to effectively engage service delivery agencies on behalf of their people. 3. Create a Dialogue Platform for Citizens to engage Service providers in the 4. Organise media engagements with service providers to brief citizens on their standards, and level of service delivery |
| <p>How will the commitment contribute to solving the public problem? What are the expected outputs and outcomes once the commitment has been implemented?</p> | <p>A successful implementation of these commitments will help realised the following:</p> <ol style="list-style-type: none"> 1. Formation of a Vibrant Citizens Coalition that is able to demand quality services from the service providers. 2. Expanded Participatory monitoring Group that involve project Host communities 3. A well-informed Citizens and client Ambassadors actively engaging service providers and putting them on their toes to meet standards and timelines 4. An active Dialogue Platform in place for Citizens to engage Service providers 5. Regular Media engagements with service providers instituted. <p>These outputs will yield the following outcomes</p> <ol style="list-style-type: none"> 1. Enhanced public interest in accessing information from the District Assembly |

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| | <ol style="list-style-type: none"> 2. Increased transparency and accountability in public service delivery 3. Broaden knowledge of citizens about the functions of public sector service providers and the service delivery standards. 4. A well- informed citizenship that have access to an enhanced civic space to interact with the providers of public goods or services. | | | | |
| What long-term goal as identified in your Open Government Strategic vision does this commitment relate to? | <p>Ghana has an ambitious long-term goal of ensuring that there is an even and balanced development in all parts of the country and afford all possible opportunities to the people to participate in decision – making at every level (captured in Article 36 of the constitution. Also, Citizens participation is key to ever democratic process and thus to achieve effective decentralisation, the country has the goal of ensuring the full participation of citizens at all levels of development. Therefore, these commitments are directly connected to the above objectives and will contribute greatly to their achievement and sustainability. The Shama District Assembly has planned (goals) in its Medium-Term Development Plan to improve service delivery at the District level, undertake comprehensive capacity development to enhance effectiveness and efficiency of public service delivery; provide consistent and quality extension service delivery and enhance security service delivery.</p> | | | | |
| Primary policy area Please indicate the most relevant policy or practice for this commitment. | <ul style="list-style-type: none"> • Civic Space • Social Accountability | | | | |
| Primary Sector: Please indicate the most relevant primary sector for this commitment. | <ul style="list-style-type: none"> • Public Services (general) • Security and Public Safety | | | | |
| Why is this commitment relevant to OGP values? | It is relevant to OGP value of access to Public Participation and Inclusion; Public Accountability. | | | | |
| What resources are needed to achieve this commitment? | <p>Fuel, funds, stationery, venue, Logistics for public engagement such as projector, screen, laptop. Others are well trained staff to deliver the activities on the commitments.</p> | | | | |
| Are the resources needed to achieve this commitment already secured? | <p>The Shama District Assembly and District Planning Office will support the implementation of this commitment. While currently not all of the resources for this commitment are adequately secured, these offices will ensure the necessary resourcing is acquired in order to successfully implement this commitment.</p> | | | | |
| Milestone # | Describe the Output | Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Responsible Agency | Contact Person |
| Establish Client Services Unit | A functional clients Services Unit established | 30/08/2021 | 30/08/2022 | Shama District Assembly | Human Resource Manager |
| Appoint and train staff on how to manage Client Services Unit | 2 staff appointed and trained | 09/08/2021 | 25/01/2022 | Shama District Assembly | Human Resource Manager |
| Provide Suggestion boxes in all Six Area Councils Areas and the main Assembly premises. | 7 suggestion Boxes provided and in use | 17/01/2022 | 21/03/2022 | Shama District Assembly | District Planning Officer |

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| Ensure a functional website of the Assembly | Assembly website activated and maintained | 02/08/2021 | 02/11/2021 | Shama District Assembly | MIS Officer |
| Expand and strengthen existing Participatory Monitoring and evaluation platform | PME platform expanded to include community members | 02/08/2021 | 02/11/2021 | Shama District Assembly | District Planning Officer (DPO) |
| Appoint Citizens and Client Ambassadors (CCAs) in all major communities | CCAs appointed and working effectively | 02/08/2021 | 02/11/2021 | Shama District Assembly | District Planning Officer/ HRM |
| Create a Dialogue Platform for Citizens to engage Service providers to enhance community engagement. | a Dialogue Platform for Citizens to engagement created and sustained | 02/08/2021 | 02/11/2022 | Shama District Assembly | Information Service Officer /DPO |
| Organise Quarterly media engagements with service providers to brief citizens on their standards, and level of service delivery | Quarterly media engagements instituted | 01/08/2021 | 01/07/2023 | Shama District Assembly | ISO/DPO |

Additional information:

The successful implementation of these commitments are linked to “Access on request to information held by a district or a department of the District” specified in section 47 of the Local Governance Act, 2016 (Act 936).

It is linked to and will contribute to the attainment of SDG 16.6, 16.7 and the Ecowas Protocol Article, Article 23.

Also the District Medium Term Development targets of Deepening Democratic Governance; enhancing collaboration with service providers (i.e., Health, Education, water, telecos and energy/electricity); and Deepening political, financial and administrative decentralization are some key policies directly connected to the commitments formulated for this Thematic Deep Dives. These are contained in the District Medium Term Development Plan (2022- 2025) and the National Medium Term Development Policy Framework (2022- 2025).

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| NO 5: WATER AND SANITATION- ENSURE CITIZENS PARTICIPATION IN PROVISION OF PORTABLE WATER TO COMMUNITIES AND CREATING CLEAN ENVIRONMENT | | | | | |
| START DATE: 1 ST AUGUST, 2021. END DATE: 30 TH JULY, 2023 | | | | | |
| | | | | | |
| Leading Implementing Government Agency | | | | | |
| Name of organisation | Branch of Government | Name of contact | Title | Email | Role in implementation |
| Shama District Assembly | Local Government Authority | Alhaji Mahama Abu | District Planning Officer and Local Government Point of Contact | amahama94@gmail.com | Co-creation of Action Plan, stakeholder engagement, Liaison and Facilitator, coordination, monitoring and evaluation |
| Leading Implementing Non-Governmental Stakeholder | | | | | |
| Name of Organization | Name of Contact | Title | Email | Role in Implementation | |
| Friends of the Nation (FoN) | Solomon Kusi Ampofo | Programme Coordinator | s.ampofo@fonghana.org | Advocate, support, monitor in the implementation of the commitment and participate in relevant regional events | |
| Friends of the Nation (FoN) | Mr Donkris Mevuta | Executive Director | info@fonghana.org | Advocate, support, monitor in the implementation of the commitment and participate in relevant regional events | |
| Other Stakeholders Involved In The Implementation Of This Commitment | | | | | |
| Name of organisation | Name of contact | Title | Email | Role in implementation | |
| District Environmental Health Department | Emmanuel Kudor | Environmental Health Officer | ekudor@yahoo.com | Coordinate, raising awareness, give feedback and ensure inclusiveness in the implementation | |
| Agriculture Environmental Infrastructure Development Foundation (AGRIDEF), | Mr Desire Aggor | | agridef@yahoo.com | Support, Monitor, give feedback in the implementation. | |
| Conservation Foundation (CF) | Mr Owusu Sekyere | | conservation_foundation@yahoo.com | Advocate, support, monitor in the implementation of the commitment | |
| Ministry of Water Resources, Works and Housing | Ghana Water Company Limited | | | Provide regulatory framework, supervise , monitoring and evaluation | |
| | Community Water and Sanitation Agency | Ing. Henry Franklin Asangbah | | Provide regulatory framework, supervise, monitoring and evaluation. | |

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| Commitment Description | |
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| <p>Problem Describe the economic, social, political, or environmental problem identified that this commitment seeks to resolve. (e.g. ‘Misallocation of welfare funds’ is more helpful than ‘lacking a website’.)</p> | <p>Access to water and sanitation services in Ghana has been an issue over the years. Ghana is still ranked the lowest in access to water and basic sanitation facilities or services. Less than 20% of Ghanaians (including Shama) do not have access to sanitation facilities and potable water (30%). This situation is not palatable and requires results-based action to scale up access and improve involvement of all stakeholders in the value chain of the water and sanitation services supply.</p> <p>Upon consultation with the key stakeholders coupled with analysis of existing data, it came out that the reasons for this under performance are as follows:</p> <ul style="list-style-type: none"> • Lack of effective involvement of the relevant stakeholders in the services delivery • Low awareness about the roles of community level stakeholders and local authorities in the sector • Absence of clear and poor political and administrative leadership and commitment • Low government budgetary allocation • Poor communication between service providers and communities • Poor and in some cases non-existence of accurate database • Low prioritisation of and investment in sanitation and water services delivery by local authorities • Weak and uncoordinated law enforcement • Lack of adherence to social norms • Improper targeting of the needs of the vulnerable, poor and socially excluded • There is also the issue of Diversity of stakeholders, especially the nature and diversity of civil society groups and public institutions in the WASH sector differs very much from those working on transparency and open government. Water user associations and consumer protection organizations and collectives/groups working at local level are not vocal and visible in the WASH sector. • Lack of knowledge of the OGP concept in the WASH sector. Stakeholders lack sufficiently knowledge and are not conversant with OGP and its processes. • Due to the above, there is <ul style="list-style-type: none"> ✓ poor and delayed service delivery ✓ Inadequate information on water services and facilities in the district ✓ High political influence in the allocation of water supply in the district. |

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| | <ul style="list-style-type: none"> ✓ Inadequate funding ✓ Inadequate waste containers |
| Status quo Describe the current state of the policy issue at the beginning of an action plan. (e.g.: 26% of judicial corruption complaints are not processed currently.) | <p>As a result of weak policy enforcement and lack of political commitment on provision of water services and sanitation facilities in the district has impacted negatively on the GWCL to effectively address community needs and demands for basic water supply and improve the livelihood of the people.</p> <ul style="list-style-type: none"> • Poor quality and delayed service delivery • About 60% of the water supply among some communities in the district are highly influenced by political manoeuvre. • Only 40% of urban population have reliable water. • 78% of urban poor rely on small scale independent providers. • Release of funds in implementing of water projects and waste containers is a huge challenge in the district. Majority of communities are not involved in water service delivery. • No openness in water and sanitation services delivery as information is shrouded in the sleeves of government officials and service providers. <p>Consequently, there is no improvement in the sector as</p> <ul style="list-style-type: none"> • Less than 20% of Ghanaians (including Shama) do not have access to sanitation facilities and potable water (30%). • In the Shama District, only meagre proportion of households have access to public tap/standpipe (44.3%) and pipe-borne water outside dwelling (34.2%), while 10.3% use pipe-borne inside dwelling as their main source of water for drinking. |
| Action What is the commitment? Describe what the commitment entails, its expected results, and overall objective. | <p>The commitment is to enhance citizens participation in water and sanitation services delivery through the following actions:</p> <ul style="list-style-type: none"> • Revamping of the DWST at the Assembly and WSMTs in the communities • Reactivate and strengthen the Community –Led Total Sanitation (CLTS) approach • Develop explicit work plans to conduct identification and targeting of poor and vulnerable persons in water and sanitation service delivery • Develop a local policy and minimum standards operation and maintenance policy and guidelines for WASH activities in the district. • Create a platform for dialogue between water service providers, political leaders and communities (beneficiaries) • Develop result-community based strategies to address ODF issues in our communities • Set up and resourced the District Inter-Agency Coordinating Committee to facilitate and assist communities to play leading roles in the water and sanitation services delivery process. |

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| | If all these are effectively implemented, the provision of portable water for communities opened and participatory and water would be made accessible to all communities, while the environment is kept clean and hygienic. | | | | |
| How will the commitment contribute to solving the public problem? What are the expected outputs and outcomes once the commitment has been implemented? | The successful implementation of these commitment will yield significant results in the area of openness, popular participation, increased access and improved quality of services provided in the sector. Eventually, water would be made accessible to all communities, and clean and hygienic environment maintained leading to improved health conditions and longevity of the people. | | | | |
| What long-term goal as identified in your Open Government Strategic vision does this commitment relate to? | The long-term goal the commitment will achieve include the following: <ul style="list-style-type: none"> • Ensure quality, equitable and accessible water and sanitation services for all communities in the district • Contribute to policy reforms in the provision of WASH services • Creating a lasting civic space in the WASH sector • Building communities to take ownership become resilient and ensure that resilient and sustainable WASH facilities are provided. • Community will participate actively in the provision of WASH services | | | | |
| Primary policy area Please indicate the most relevant policy or practice for this commitment. | <ul style="list-style-type: none"> • Civic Space • Social Accountability | | | | |
| Primary Sector: Please indicate the most relevant primary sector for this commitment. | <ul style="list-style-type: none"> • Water, Sanitation, and Hygiene • Public Services (general) | | | | |
| Why is this commitment relevant to OGP values? | It is relevant to OGP value because this commitment when implemented will create the enabling environment for civil society to participate, promote public participation and Inclusion and public accountability. | | | | |
| What resources are needed to achieve this commitment? | Fuel, funds, stationery, venue, Logistics for public engagement such as projector, screen, laptop. Others are well trained staff to deliver the activities on the commitments. | | | | |
| Are the resources needed to achieve this commitment already secured? | The Shama District Assembly and District Planning Office will support the implementation of this commitment. While currently not all of the resources for this commitment are adequately secured, these offices will ensure the necessary resourcing is acquired in order to successfully implement this commitment. | | | | |
| Milestone # | Describe the Output | Start Date (DD/MM/Y Y) | End Date (DD/MM/Y Y) | Responsible Agency | Contact Person |
| Revamping of the DWST at the Assembly and WSMTs in the communities | <ul style="list-style-type: none"> • DWST and WSMT actively working • Well documented and functioning water | 02/08/2021 | 06/08/2021 | Environmental Health Department. & | Mr Emmanuel Kudor |

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| | points/facilities in the District | | | Dev. Planning Unit | ekudor@yahoo.com , +233-24-4436255 Alhaji Mahama A. Abu Amahama94@gmail.com +233246373077 |
| Reactivate and strengthen the Community –Led Total Sanitation (CLTS) approach | <ul style="list-style-type: none"> • CLTS reactivated • New members trained and equipped | 09/08/2021 | 14/08/2021 | District Environmental health Department. | Mr Emmanuel Kudor ekudor@yahoo.com , +233-24-4436255 |
| Develop explicit work plans to conduct identification and targeting of poor and vulnerable persons in water and sanitation service delivery | <ul style="list-style-type: none"> • Work plans developed • List/data on poor and vulnerable documented | 23/10/2021 | 28/01/2022 | DPO/ GPOC | Alhaji Mahama A. Abu Amahama94@gmail.com +233246373077 |
| Educate and encourage households to provide household toilets, covered well or boreholes for households and rain-water harvesting | Households are given proper education on covered well or boreholes and rain-water harvesting. | 06/09/2021 | 10/07/2023 | Environmental health Department. And District Agriculture Officer. | Mr Emmanuel Kudor ekudor@yahoo.com , +233-24-4436255 |
| Develop a Local Policy and Minimum Standards Operation and Maintenance Policy and Guidelines for WASH activities in the district. | Local Policy and Minimum Standards Operation and Maintenance Policy and Guidelines developed, approved by General Assembly and implemented | 20/09/2021 | 24/01/2022 | DPO/GPOC DEHO | Mr Emmanuel Kudor ekudor@yahoo.com , +233-24-4436255 Alhaji Mahama A. Abu amahama94@gmail.com +233246373077 |
| Create a platform for dialogue between water service providers, political leaders and communities (beneficiaries) | <ul style="list-style-type: none"> • Dialogue platform created and sustained. | 18/10/2021 | 22/10/2021 | DPO/GPOC | Alhaji Mahama A. Abu |

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|---|---|------------|------------|----------------------|---|
| | <ul style="list-style-type: none"> • Members identified and WhatsApp group created and maintained | | | | amahama94@gmail.com +233246373077 |
| Develop result-community based strategies to address Open Defecation Free (ODF) issues in our communities | <ul style="list-style-type: none"> • Local policy on ODF developed and implemented • ODF prevention strategies enforced • ODF Ambassadors appointed and trained in all communities | 20/09/2021 | 24/01/2022 | DPO/GPOC DEHO | Mr Emmanuel Kudor ekudor@yahoo.com , +233-24-4436255 Alhaji Mahama A. Abu amahama94@gmail.com +233246373077 |

Additional information:

The implementation of these commitments will go a long way to advance the achievement the Government/Shama District Assembly's goal of ensuring availability and sustainable management of water and sanitation for all and improve access to safe, reliable and sustainable water supply services for all

The commitment on water and sanitation in relation to provision of portable water **are aligned with SDGs** Goal 6 (clean water and sanitation), Community Water and Sanitation Agency's mission, the Guidelines for Targeting the Poor and Vulnerable for Basic Sanitation services in Ghana authored by the Ministry of Sanitation and Water Resources and the WSSDP.

The commitments are directly linked to the objectives of the National Popular Participation Framework.

Also the District Medium Term Development targets of Deepening Democratic Governance; enhancing collaboration with service providers (i.e., Health, Education, water, telecos and energy/electricity); and Deepening political, financial and administrative decentralization are some key policies directly connected to the commitments formulated for this Thematic Deep Dives. These are contained in the District Medium Term Development Plan (2022- 2025) and the National Medium Term Development Policy Framework (2022- 2025).

4 IMPLEMENTATION FRAMEWORK

This maiden Action Plan of the Shama District would be implemented in a strong collaboration with all stakeholders. Stakeholders are those actors who are considered to have significant influence on the success of the OGP Action Plan in the District. These have been classified as Internal and external key stakeholders who would be used in the implementation process, monitoring and evaluation of the Action Plan. Each stakeholder has a defined role integrated for the attainment of the set commitments.

The responsibility of initiating action, assigning roles and responsibilities and mobilization of resources will be the major task of the OGP TWG. The MSF will play the leadership, coordination and supervision roles as well as approval of resources for the implementation of the commitments.

It is the expectation of the Shama District that, relevant technical and financial support will be provided by the National OGP secretariat and the OGP Support Unit to augment efforts and encourage the teams to successfully implement the plan.

The Shama District Assembly and District Planning Office will support the implementation of this commitment and engaged its partners particularly Friends of the Nation, Oxfam, CDD Ghana and OGP Support Unit to ensure that the necessary resourcing is acquired in order to successfully implement this commitment, monitoring and evaluation.

4.1 Key Internal Stakeholders and their Roles

Key internal stakeholders to be engaged in the implementation of these commitments are;

- The District Chief Executive
- The District Coordinating Director
- The District Development Planning Officer (DPO)
- District Budget and Rating Officer
- District Information Officer
- District Gender Desk Officer
- District Social Welfare Officer
- District National Communication on Civic Education (NCCE) officer
- Assembly members and
- Unit committee members.

The District Chief Executive Officer (DCE)

The DCE will super see all the commitment for the execution of the plan. He is the custodian of the land and a representative of the President of the Republic of Ghana in the District, hence his duty to ensure decentralization and democratic governance of which open governance is a relevant arm.

The District Development Planning Officer (DPO)/GPOC

The DPO/ GPOC is charged with the obligation to prepare activity progress report and present to the citizens during stakeholders meetings such as the Town Hall meetings and community engagement programs to promote transparency in project implementation. Furthermore, his responsibility is to educate the public on the extent of progress of the OGP Action Plan and to also consultatively seek inputs from the local people on the preparation, implementation, monitoring and evaluation of the OGP Action Plan.

Together with the MSF members, the DPO/GPOC and TWG would also organize inspections, monitoring and evaluation exercise for citizens to better appreciate the level of implementation and impact of the activities in all the Thematic Deep dives of the OGP Programme in the district. Evaluation indicators would be set with the Planning Officer in the lead as a way to measure the project or program outputs. Other roles of the DPO/GPOC are to engage the citizenry in the procurement process to show how contracts are awarded and to showcase its transparency. This will enable citizens to appreciate the procurement process better.

He is also a secretary to the Development Planning Subcommittee of the Assembly where can give Assembly members a comprehensive detail of implementation status or progress report on the activities in the OGP Action Plan.

The District Budget Officer

He is charged with the duty to be a secretary to the Finance and Administration subcommittee to give firsthand information on the budget of the District to stakeholders and thus he explains how the budget will be implemented and informs stakeholders on revision of the budget.

The DBO will use the meetings of the F&A subcommittee to enlighten their members on the budgeting processes, give an update on progress made and challenges encountered and how more resources could be mobilized to implement other activities.

The District Information Officer (DIO)/Public Relations Officer

The DIO is responsible for information dissemination. It is his duty to communicate information regarding the progress of implementation to the citizenry. He is charged with the responsibility to use the announcement van to go to the various communities to announce upcoming event of the OGP programme to the people across the district.

Assembly Members

Assembly members are very important functionaries in the District Assembly. Most decisions made in the District are subject to approval of the Assembly members at the General Assembly. Because they are agents responsible for the articulation and realization of the aspirations of the people and are representatives of their electoral area without political affiliation, they play a pivotal role in participation strategy

Their roles are to;

- Educate the communities on OGP Programme, values, principles and Action plan of the District Assembly.
- Assist in monitoring and evaluation of programs the implementation of activities in their communities.

Unit committee members

The unit committee members will play vital role in information dissemination to the general public during community durbars and engagement programs. They will be responsible for using the community information Centre to inform the general public on the venue and time for public participations. Furthermore, they will assist the Public Relations Officer to dispatch letters to traditional authorities, opinion leaders, religious leaders and other stakeholders to public fora.

Most importantly, they will assist the Assembly members in undertaking their duties.

4.2 Key External Stakeholders and their Roles

Key internal stakeholders to be engaged in the popular participation strategy are;

- Traditional Authorities
- Non-Governmental Stakeholder (Friends of the Nation)
- Civil Society Organization (CSOs)
- Other Non-Governmental Organization (NGOs) and
- Community Based Organization (CBOs)
- Media

- Government Service providers and regulators

Traditional Authorities

Traditional authorities have the power and the authority based on the customs and traditions to make legitimate decisions in their traditional area. They have a greater influence on the involvement of their community members on the development of communities and the District at large. Their roles include but not limited to the following;

- Promote progressive traditional values in their communities for participation and economic development
- Manage and resolve conflict within the communities to foster harmonization and togetherness.
- Mobilize community members for public durbar
- Serve as knowledgeable people for consultation on affairs concerning the community.

Civil Society Organization, Community Based Organizations (CBOs) and Non-Governmental Organizations

The activities of the CSOs, CBOs and NGOs at the local level are amply appreciated. Their establishment is to articulate the needs of the people that government programs are intended to serve. Their roles are to;

- Undertaking civic responsibility in the District
- Initiate social audit process in the communities to demand accountability from the Assembly in the use of resources
- Organize the community to undertake development projects and programs
- Build the capacity of community and the District Assembly through training and technical assistance.
- Undertake advocacy on behalf of the communities and interest groups.
- Monitor developmental projects in the District

Media

- Undertake agenda- setting by leading and providing the platform for debate on policy and developmental issues in local governance
- Mobilizes the people to demand responsive, transparent and accountable local governance.
- Informs and educate the people by organizing awareness creation sessions for the community and Assembly

NCCE

- Enhance avenues for citizens' engagement with SDA at all levels to ensure responsiveness and accountability from duty bearers
- Intensify and sustain awareness of rights and responsibilities at all levels
- Expand communication platforms for civil society to enhance participation in the policy process
- Intensity public education programs on children's rights and the dangers of child abuse and harmful cultural practices
- Strengthen engagement between Assembly members and citizens
- Strengthen communication platforms for civil society to enhance participation in policy process
- Increase and expand public outreach and engagement activity through the media in other targeted program

4.3 Communication with Stakeholders

Communication is necessary for effective participation in plan preparation, implementation, monitoring and evaluation as it serves as means for information dissemination and sharing among stakeholders. Through communication, emerging issues and community needs can be elicited and disseminated to stakeholders at the right time to play crucial roles in the successful execution of the OGP Action Plan.

Various stakeholders can only play their roles and responsibilities effectively if information is readily available to make inputs and cross check the challenges as to the implementation of the strategy to achieve the desired goal.

The Assembly has adopted to communicate information on the implementation of the OGP Plan to stakeholders through;

- i. The use of announcement van through the District Information Officer
- ii. Assembly and community notice boards
- iii. Periodic meetings with stakeholders
- iv. Printing and distribution of Plan implementation reports
- v. Use of electronic print, media and social media to enhance quality and frequency of engagement with the public.

6.0 MONITORING AND EVALUATION

6.1 Monitoring

Monitoring is systematically designed to track the progress on set indicators which are necessary in achieving projects objectives. It provides information how target indicators are performing and whether or not they can lead to the realization of project goals and objectives. Therefore, the OGP TWG has instituted an effective and efficient system for tracking the progress of activities or milestones and to foster greater collaboration with all stakeholders in the achievement of set targets. The key monitoring activities include the following:

- Quarterly monitoring exercises will be conducted by the DPCU (comprising all relevant departments and Units of the Assembly),
- Monthly monitoring by the TWG,
- Quarterly review meeting and periodic field monitoring with the MSF.

- Monthly briefing to management of the Assembly at its meetings

Again, in implementing the Plan, a Participatory Monitoring and Evaluation (PM&E) will be adopted in which at the community level, monitoring will be the responsibility of the Unit Committees, Assembly Members, Opinion Leaders and Local Experts. These stakeholders will be drafted into a monitoring team at the local levels to facilitate the PM&E procedure. This will bring about transparency and accountability in project execution and ensure sustainability.

6.2 Evaluation of Effectiveness of Tools and Approach

Set indicators would be used to determine the effectiveness of the activities/milestones. These include but not limited to the use of questionnaire and score card. Questionnaire design would seek objective answers from evaluators (stakeholders) and will encompass questions on

- Program implementation and operation
- Directives, guides, and standards.
- Delineation of staff and participant responsibilities
- Sufficiency of staff
- Coordination and working relationships

6.3 Assessment of Challenges and Constraints

This assessment would be done using questionnaire to seek subjective answers from the evaluators which will help out team make recommendations for improvement of the implementation of the strategies. It would employ the use of group discussions to identify challenges and brainstorm on possible ways to enhance the strategies implementation. The evaluation would have indicators to answer questions on what problems were encountered during implementation and how they can be resolved. It will also inquire to know if citizens were satisfied and if all planned activities were implemented well and on time.

7.0 CONCLUSION

The commitments in this first subnational OGP Action Plan for the Shama District have the aim of increasing the participation of major stakeholders in decision making process, increase access to basic services such as water and clean environment, create the enabling environment for them to participate

effectively in the governance process (at both national and local level) and create a vibrant citizens coalition and a strong civic space for non-governmental stakeholders to significantly contribute to the governance process.

A successful and effective implementation of the commitment cannot therefore be overemphasized and the SDA is calling on OGP and all its partners both local and international to fully support the implementation in order to achieve the aspirations/ expectations mentioned above. The successful implementation of these commitment will yield significant results in the area of openness, popular participation, increased access and improved quality of services provided in the District.