

OFFICE OF THE BIAKOYE DISTRICT ASSEMBLY

ANNUAL ACTION PLAN - (2024)

BY DPCU, SEPTEMBER. 2023

2024

BLAKOYE DISTRICT ASSEMBLY

2024 ANNUAL ACTION PLAN

S/N	Programme (PBB)	Sub-programme (PBB)	Broad Activities	Location	Time Frame - (2023)				Cost			Programme Status		Implementing Institution/Department		
					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating	
DEVELOPMENT DIMENSION: ECONOMIC DEVELOPMENT																
Goal: To improve fiscal performance of the Assembly																
Objective: To improve IGF performance by 30% within the planned period																
1	ECONOMIC DEVELOPMENT	Trade, Industries and Tourism	Organize 1No corporate day activity to promote tourist sites in the District	Nkonya Ahenkro						5,000.00				CNC	Central Admin.	
2			Organise 1No BIDAFFEST	Nkonya Ahenkro						5,000.00						Central Admin.
3			Organize 1No Festival of Art and Culture (NAFAC & REFAC)	Nkonya Ahenkro						4,500.00					CNC	Central Admin.
4			Organize 1No training on beads making and batik tie & dye for young adults girls	Nkonya Ahenkro						2,500.00					BAC	CNC/GDO
5			Organize 1 No stakeholders engagement to inform and interact with them to improve local economy	Kwamekr om						3,500.00					BAC	Planning Unit
6			Organize 1No. training for MSMEs on business proposal and plan writing for	Worawor a						7,500.00					BAC	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
			investment opportunities												
7			Organize 2No business forum and 2No monitoring activity	Nkonya Ahenkro				3,000.00						BAC	Planning unit
8			Organize 1No data collection on all MSMEs in the district	District wide										BAC	Stats Dep't
9			Organize 1No. sensitization workshop on the second phase of Ghana Jobs and Skills Projects	District wide					2,000.00	3,000.00				BAC	Central Admin.
10			Organize 4No monitoring on Grant beneficiaries on YouStart project	Nkonya Ahenkro				2,700.00						BAC	Planning Unit
11		Agricultural Service and Management	Organize and hold one day farmers day celebration.	Nkonya Ahenkro					100,000.00					Agric Dep't	Central Admin.
12	Organize 12 monthly Technical review meetings for staff		Nkonya Ahenkro				5,000.00							Agric Dep't	Central Admin.
13	Conduct Annual performance assessment.		Nkonya Ahenkro				2,000.00							Agric Dep't	Central Admin.
14	Hold Planning (gender		Nkonya Ahenkro				2,000.00							Agric Dep't	Central Admin.

S/N	Programme (PBB)	Sub-programme (PBB)	Broad Activities	Location	Time Frame - (2023)				Cost			Programme Status		Implementing Institution/Department		
					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating	
			inclusiveness) and budgeting and produce reports(40% female participation)													
15			Technical Staff to collect yield and production data on maize and rice crops.	District wide				20,000.00							Agric Dep't	Central Admin.
16			Conduct market surveys on two (2) major markets.	Abotoase and Kwamekr om				5,000.00							Agric Dep't	Central Admin.
17			Establish and operate two (2) plant clinics district wide.	Nkonya Wurupong and Takrabe				2,000.00							Agric Dep't	Central Admin.
18			AEAs carry out home and farm visits at least 3 times a week and educate farmers on nutrition, HIV/AIDS, child labour, climate change, bush fire and other preventable diseases by Dec 2024	District wide				67,200.00							Agric Dep't	Central Admin.
19			Train FBOs/FBO leaders in selected topics(40% female participation)	District wide				3,000.00							Agric Dep't	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating	
20			Each AEA carryout four (4) demonstrations and hold field days on maize and rice.	District wide					20,000.00						Agric Dep't	Central Admin.
21			Identify and build capacity of irrigation farmers on the latest technologies.	District wide					3,000.00						Agric Dep't	Central Admin.
22			Organize 1No training for rice farmers on maintenance of irrigation canals in RSSP developed valleys(40% female participation)	District wide					3,000.00						Agric Dep't	Central Admin.
23			Develop value chain for various commodities (rice, maize and cassava).	District wide					6,000.00						Agric Dep't	Central Admin.
24			Train female farmers on processing of cassava, vegetables and cereals	District wide					10,000.00						Agric Dep't	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
25			Train rice and cassava processors on standardization ,packaging, branding and marketing of produce(40% female participation)	District wide					10,000.00					Agric Dep't	Central Admin.
26			Train farmers (40% female participation) on pigs and poultry housing and feeding	District wide					4,000.00					Agric Dep't	Central Admin.
27			Train farmers (40% female participation) on small ruminants (sheep and goat) housing and feeding.	District wide					4,000.00					Agric Dep't	Central Admin.
28			Train farmers (40% female participation) on meat processing and marketing.	District wide					4,000.00					Agric Dep't	Central Admin.
29			Conduct surveillance on Fall armyworm and other pests.	District wide					5,000.00					Agric Dep't	Central Admin.
30			Conduct surveillance on animal pests and diseases.	District wide					6,000.00					Agric Dep't	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
31			Train cashew and other tree crop farmers (40% female participation) on creation of fire belts and prevention of bushfires under PERD.	District wide					2,000.00					Agric Dep't	Central Admin.
32			Carry out vaccination for poultry, small ruminants, cattle and pets against major diseases	District wide					5,000.00					Agric Dep't	Central Admin.
33			Support the establishment and running of DCACT.	Nkonya Ahenkro					20,000.00					Agric Dep't	Central Admin.
34			Train AEAs on market -oriented commercial approach to farm management.	Nkonya Ahenkro					4,000.00					Agric Dep't	Central Admin.
DEVELOPMENT DIMENSION: SOCIAL DEVELOPMENT															
35	SOCIAL SERVICE DELIVERY	Education, Youth and Sport	Organize 1No cultural festival for Basic Schools in the District	Nkonya Ahenkro					4,000.00					CNC	Edu. Dep't
36			Inspection of all private and public	District wide						1,750.00					Edu Dep't

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
			schools in the District												
37			Develop and train SISOs/Officers on reporting ODK System.	Nkonya Ahenkro					1,400.00					Edu Dep't	Central Admin.
38			Organise "My First Day At School"	District wide					4,500.00					Edu Dep't	Central Admin.
39			School-Based INSET for KG Teachers	Nkonya Ahenkro					15,000.00					Edu Dep't	Central Admin.
40			Sensitization Workshop on The Identification of Special Needs Children	Nkonya Ahenkro					2,500.00					Edu Dep't	Central Admin.
41			Sensitization on Good Grooming and Effects of Teenage Pregnancy	District wide					2,500.00					Edu Dep't	Central Admin/GDO
42			Sensitization of School Based SHEP Coordinators on Periodic Health Talk to Pupils.	Nkonya Ahenkro					2,500.00					Edu Dep't	Central Admin.
43			Organize school sports and games festivals for basic schools	All circuits					8,500.00					Edu Dep't	Central Admin.
44			Monitor implementation of T2E and Math Remedial lessons.	Nkonya Ahenkro					3,500.00					Edu Dep't	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
45		Public Health Service and Management	Organize 2No District Health meeting	Nkonya Ahenkro					3,655.00					Central Admin.	Health Dep't
46			Organize 1No training for new staffs at hospital on TB/HIV management and control	Worawora					3,660.00					DHD	Central Admin.
47			Organize 4No health education in schools	District wide						1,000.00				DHD	Central Admin.
48			Organize 1No training for midwives and Community Health Nurses on decreasing anemia cases among pregnant women	Nkonya Ahenkro					16,000.00					DHD	Central Admin.
49			Monitor SHEP coordinators and food vendors	District wide						4,300.00				DHD	Central Admin.
50			Organize 4No educational session for pregnant women on Hb	District wide						5,354.00				DHD	Central Admin.
51			Organize 4No expert counseling for ANC registrants to reduce anaemia	District wide						12,000.00				DHD	Central Admin.
52			Increase in antigen coverage by 2% and Vitamin a by 3%	District wide						11,000.00				DHD	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
53			Sensitize 600 people on breast feeding at the facilities and communities	District wide					4,712.00					DHD	Central Admin.
54			Organize home visit with model mothers to educate them on feeding practice of mothers and children	District wide					7,569.00					DHD	Central Admin.
55			Organize 4No focus Child Welfare Clinic	District wide					18,753					DHD	Central Admin.
56			Form and supervise smart school groups to improve adolescent nutrition and health	All schools					9,968.00					DHD	Central Admin.
57			Visit schools and communities on nutrition of school aged child and adolescent	All schools					6,000.00					DHD	Central Admin.
58		Birth and Death	Organise monthly outreach programmes to record birth and death in facilities and communities	District wide					10,000.00					Birth and Death	GHS
59		HIV/AIDS	Discomm Quarterly Meetings	BDA Nkonya Ahenkro					4,720.00					Focal Person	Central Admin
60			Monitoring PMTCT, HIV Alert	District wide					2,160.00					Focal Person	GHS & ONE other

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
			Schools, NGOs & ART Sites												committee member
61			Advocacy Meetings Traditional, Religious and Opinion Leaders for on Stigma Reduction, PMTCT and Resource Mobilization	Nkonya Ahenkro				2,900.00						Focal Person	Central Admin.
62			Sensitization and Formation of club at basic schools					3,760.00						Focal Person	GHS & GES
63			Celebration of World Aids Day and Providing HIV Testing services during Independence Day, and world Aids day					2,940.00						Focal Person	GHS
64		Environmental Health and Sanitation Service	Facilitate the distribution of 2000 household waste bins to residents in the district.	District Wide					5,100.00					EHSU	Cent Admin
65	Undertake dis-infestation and fumigation activities		District Wide				10,000.00							EHSU	Cent Admin
66	Embark on clean-up exercises		District wide					2,000.00						EHSU	Cent Admin
67	Embark on health screening of food vendors		District wide					2,500.00						EHSU	Cent Admin

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
68			Spread, shape and fumigate the final disposal site	Appiahkr om					1200 0.00					EHSU	Cent Admin
69			Embark on quarterly disinfection of 5 major markets and 5 lorry parks	District wide					120,0 00.00					EHSU	Cent Admin
70			Conduct daily meat inspection	Kwamekr om					4,00 0.00					EHSU	Agric. Dep't
71			Conduct monthly house to house and institutional inspection	District wide					3,00 0.00					EHSU	Cent Admin
72			Procure Sanitary Tools and equipment	District Wide					800					EHSU	Cent Admin
73			Purchasing of a mower					1200	3000					EHSU	Cent Admin
74			Inspection of hospitality facilities	District wide					1,50 0.00					EHSU	Cent Admin
75			Drill 10 No. boreholes fitted with hand-pumps	District wide				5,000 .00						EHSU	Cent Admin
76			Rehabilitate 1No. 10-seater KVIP toilet	Kwamek om				50,00 0.00						EHSU	Cent Admin
77		Social Welfare and Community Service	Sensitise 15 communities on child rights, promotion and protection	District wide				9,000 .00						SW&CD	NCCE/GHS/GES/GDO
78			Mobilize and sensitize leap	District wide					6,300 .00		world bank			SW&CD	Asubonteng Rural Bank

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			beneficiaries during payment												and comm't Focal persons
79			Update of PWDs register in 6 Area/Town councils	District wide				4,100.00						SW&CD	NCCE, Chairman for District Disabled Federation
80			Training of 3 women's groups on financial management	Ahenkro yamarans a IT centre				4,000.00						SW&CD	BAC/GDO
81			Organize community sensitization on child rights promotion and protection in 6 communities	6 selected communities						12,500				SW&CD	NCCE,GHS, GES/GDO
82			Train 4 executives each from the 10 existing women's group and Monitoring of their economic activities	District Wide				10,000						SW&CD	GEA
83		Gender Mainstreaming	Formation and running of boy and girls club in schools	District wide					5,000.00					Gender Desk Officer	GES
84			Organize guidance and counseling summit in schools											Gender Desk Officer	GES
85		Center for National Culture (CNC)	Organize 1 No Education on traditional/heritage cultural practices	Nkonya Ahenkro					2,000.00					CNC	NCCE

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86			Organize 1No public education on teenage pregnancy and early marriage	Nkonya Ahenkro						4,000.00				CNC	NCCE/GDO	
87			Organize 1N Public education and drama on tax obligations	Nkonya Ahenkro						3,000.00				CNC	NCCE/Budget Unit	
DEVELOPMENT DIMENSION: ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENT DEVELOPMENT																
88	Infrastructural Delivery and Management	Public Works	Organize 3No Roads and Culverts Inventory					10,000.00						Works Dep't	Central Admin.	
89			Construction of 2No 40 stall market shed at Kwamekrom market	Kwamekrom Market					540,000.00						Works Dep't	Central Admin.
90			Provision of 436 mono desks for basic schools	Nkonya Ahenkro					174,427.00						Works Dep't	Central Admin.
			Construction of 1No. 6unit classroom block at Bowiri Abohiri	Bowiri Abohiri					800,000.00						Works Dep't	GES
			Construction of wards at Kwamekrom Health Centre	Kwamekrom					500,000.00						Works Dep't	GHS
			Construction of Biakoye multipurpose ground (phase 1)	Nkonya Bumbula					200,000.00						Works Dep't	Central Admin.
			Construction of 1No. public event center	Worawora					200,000.00						Works Dep't	Central Admin.

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			Construction of Worawora Senior High School Bridge	Worawora					100,000					Works Dep't	GES
91			Completion of DCEs bungalow	Nkonya Ahenkro					234,260.00					Works Dep't	Central Admin.
92			Completion of DCD's Bungalow	Nkonya Ahekro					250,333.59					Works Dep't	Central Admin.
93			Completion of CHPS Compound	Tapa Amanfrom					79,250.00					Works Dep't	GHS
94			Completion 2No. Market Sheds	Kwamekr om					179,000.00					Works Dep't	Central Admin
95			Completion of 6-Unit Classroom Block with Ancillary facility	Kwamekr om					80,684.3					Works Dep't	Central Admin
97			Completion of 6-Unit Classroom Block with Ancillary facility	Bowiri Amanfrom					475,422.75					Works Dep't	Central Admin
98			Completion of 6-Unit Classroom Block with Ancillary facility	Tapa Akaniem					440,762.60					Works Dep't	Central Admin
99			Completion of 6-Unit Classroom Block with Ancillary facility	Bowiri Amanfro					141,782.00					Works Dep't	Central Admin
100			Completion of 20 No. Market Sheds	Bumbula					2,794.00					Works Dep't	Central Admin
101			Completion of 10 NO. Lockable Stores	Bumbula					9,538.50					Works Dep't	Central Admin

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
102			Completion of 1 No. Meat Shop	Abotoase					17,458.61					Works Dep't	Central Admin
103			Completion of 1 No. Meat Shop	Worawora					4,254.61					Works Dep't	Central Admin
104			Completion of 2 No. Market Sheds	Tapa Abotoase					179,000.00					Works Dep't	Central Admin
105			Completion of 10 Units Lockable Stores with 4-Seater W/C Toilet	Bowiri Kwamekr om Lorry Park					178,743.4					Works Dep't	Central Admin
106			Completion of 1 No. 20 Units Market Sheds with 4-Seater W/C Toilet	Bowiri Amanfro m					94,196.00					Works Dep't	Central Admin
107			Completion of 1 No. 6 Units Classroom Block at SDA Primary School	Nkonya Ntsumuru					305,000.00					Works Dep't	Central Admin
108			Completion of 1 No. CHPS Compound	Anyinase					260,424.00					Works Dep't	GHS
109			Facilitating the establishment of demonstration sites for Aqua culture						115,000.00					Agric	Central Admin
110		Physical Planning and Development Control	Receiving development/planning applications and organizing monthly Spatial Planning and Technical sub-committee meetings	Nkonya Ahenkro						71,600.00				Physical Planning Dep't	Central Admin.

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
111			Organization of development control	District Wide						36,000.00				Physical Planning Dep't	Works Dep't
112			Preparation/revision of Local Plans	Worawora, Kwamekr om and Abotoase					43,500.00	41,800.00				Physical Planning Dep't	Traditional Authorities
113			Conduct street naming and property address exercise	Worawora, Kwamekr om and Abotoase					33,000.00	49,300.00				Physical Planning Dep't	Traditional Authorities
DEVELOPMENT DIMENSION: MONITORING, COORDINATION AND IMPLEMENTATION															
114			Organize 4No monitoring and Evaluation of Development projects	District Wide					32,000.00					Planning Unit	Works Dep't
115			Organize 4No DPCU meetings	Nkonya Ahenkro						15,000.00				Planning Unit	Central Admin.
116			Organize 2No Inter-sectorial and Coordinating meetings	Nkonya Ahenkro					8,666.00						
DEVELOPMENT DIMENSION: EMERGENCY PLANNING AND COVID-19 RESPONSE															
117	ENVIRONMENTAL MANAGEMENT	Disaster Prevention and Management	Organize 1No annual tree planting exercise	District wide						15,000.00				NADMO	Central Admin.
118			Public education campaign on DRR	Mangoase						12000					NADMO

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119			Field trips and assessment undertaken	Odormitor					8000					NADMO	Ghana National Fire Service	
120			Implementation of Flood mitigation measure	Abotoase, Tapa alavanyo					5000					NADMO	District Assembly, Ghana police	
121			Organize capacity building workshops for staffs and other stakeholders.	Yamora nza					4000					NADMO	GHS, BDA, ISD	
DEVELOPMENT DIMENSION: GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY																
122	MANAGEMENT AND ADMINISTRATION	General Administration	Organize 3No Sub-committee meetings	Nkonya Ahenkro					41,145.00					Central Admin		
123			Organize 3No Executive Committee meetings	Nkonya Ahenkro					10,950.00						Central Admin	
125			Organize 3No General Assembly meetings	Nkonya Ahenkro					54,300.00						Central Admin	
126			Organize 4No sub-structure meetings of Area Councils	Nkonya Ahenkro					11,785.00						Central Admin.	Area Councils
127			Organize 4No Management meetings	Nkonya Ahenkro					4,500.00						Central Admin	
128			Organize 5No entity tender meetings	Nkonya Ahenkro						20,000.00					Procurement Unit	Central Admin.
129			Organize 4No audit committee meetings	Nkonya Ahenkro						28,000.00					Internal Audit unit	Central Admin.
130			Organize 4No DISEC meetings	Nkonya Ahenkro						10,688.00					Central Admin	Security services

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131			Organize 1No independence day commemoration	Nkonya Ahenkro					35,010.00					Central Admin.	Education Dep't	
132			Procurement of office furniture, equipment and stationaries for central Admin and sub-structures	Nkonya Ahenkro					112,000.00					Procurement Unit	Central Admin.	
133			Submission of AAP, Composite Budget, Fee Fixing, Monthly, Quarterly and Annual reports by departments and units	Nkonya Ahenkro					30,000.00					Central Admin.	Dep't/Units	
134			Conduct special audits	Nkonya Ahenkro					3,000.00					Internal Audit Unit	Central Admin.	
135		Planning and Budgeting	Organize 2No. Town hall meetings with Six sub-district structures	District Wide					15,000.00					Budget/Planning Unit	Central Admin.	
136			Organize 6 No. Community engagement meetings by DCE with Six sub-district structures	District Wide					12,000.00					Planning Unit	Central Admin.	
137			Prepare 2025 Annual Action Plan	Nkonya Ahenkro					20,000.00					DPCU	Central Admin.	
138			Organize 1No Mid-Year Review of 2024 Action Plan	Nkonya Ahenkro					10,000.00						Planning Unit	Central Admin

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			and 2022-2025 MTDP Midpoint Review												
139			Operation and Maintenance of Assembly Vehicles and Motorbikes	Nkonya Ahenkro				50,000.00						Works Dep't	Central Admin.
140			Organize 4No budget committee meetings	Nkonya Ahenkro					11,200.00					Budget unit	Central Admin.
141			Monitoring of revenue collectors	Nkonya Ahenkro					7,200.00					Budget Unit	Central Admin.
142			Preparation of Fee Fixing, RIAP and 2025 Composite Budget	Nkonya Ahenkro					3,500.00	81,500.00				Budget/Planning Unit	Central Admin.
143			Printing and distribution of 2025 bills	Nkonya Ahenkro					7,500.00					Budget Unit	Central Admin.
144		Finance and Revenue Generation	Validation of GIFMIS Data	Dambai					16,000.00					Finance	Admin/Budget
145			Purchase data for GIFMIS and Warrant preparation	Finance Office					18,000.00					Finance	Admin/Budget /Procurement
146			Procurement of Value Books, Cash Books, Binding Items & Arc Files	Finance Office							18,000.00			Finance	Admin
147			Monitoring of revenue collectors	Area/Town Council						6,000.00				Finance	Admin/Budget /Procurement
148			DFO/Internal Auditors Annual Conference	Regional						15,000.00				Finance	Internal Audit

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					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
149			Procurement of 4No motor bikes for Revenue/environmental Health	Nkonya Ahenkro						60,000.00				Proc. Unit	Central Admin.
150		Human Resource Management	Organize 1No. Workshop on Public Sector Management and Channels of Communication in the LGS	Nkonya Ahenkro					10,000.00					HR Dep't	Central Admin.
151			Organize 1No. Training on Labour Laws for one staff of HR Department	Nkonya Ahenkro					10,000.00					HR Dep't	Central Admin.
152			Organize 1No. Report Writing and Presentation Skill	Nkonya Ahenkro					10,000.00					HR Dep't	Central Admin.
153			Organize 1No. Corporate Leadership and Governance;	Nkonya Ahenkro					10,000.00					HR Dep't	Central Admin.
154			1 No. Orientation workshop on Local Governance Act	Nkonya Ahenkro					6,000.00					HR Dep't	Central Admin.
155			1 No. Orientation workshop on Local Gov't Protocols	Nkonya Ahenkro					6,000.00					HR Dep't	Central Admin.
156			Submission of Monthly Reports to ORCC	Nkonya Ahenkro					5,000.00					HR Dep't	Central Admin.

S/N	Programme (PBB)	Sub-programme (PBB)	Broad Activities	Location	Time Frame - (2023)				Cost			Programme Status		Implementing Institution/Department	
					Q 1	Q 2	Q 3	Q 4	GoG	IGF	Oth ers	New	Ongoing	Lead	Collaborating
157			Salary Administration (Improvement of Staff Salary)	Nkonya Ahenkro					1,200.00					HR Dep't	Central Admin.
158		Statistics and Data Collection	Undertake monthly market reading of CPI	Abotoase					6,000.00					Stats. Dep't	GSS
159	Collection of data, coding, analyzing and dissemination of the results to data users		District Wide						5,000.00					Stats. Dep't	Plan/Budget unit
160	Update MMDCE's dashboard		District Wide						3,000.00					Stats. Dep't	Plan/Budget unit
161	Collect data to update DDDP dashboard		District Wide						5,000.00	5,000.00				Stats. Dep't	Planning unit