

Monitoring & Evaluation Plan

INTRODUCTION

This Monitoring and Evaluation Plan provides a roadmap on how Monitoring and Evaluation (M&E) will be conducted within Ministry of Communications. The Plan will assist the Ministry to measure progress towards the achievements of the Ministry's Medium-Term Development Plan's, goals and objectives in a structured manner. The plan gives a clear direction on how specific activities and expected results of the Ministry's Medium-Term Development Plan will be achieved. In support of this, specific measurable indicators have been identified to be used to assess the level of achievement of set targets.

The activities involved in the preparation of this plan include : identification and analysis of stakeholders ; assessing the needs, condition and capacities of the stakeholders ; developing monitoring indicators ; designing M&E Matrices, calender, budget, among others.

IDENTIFICATION AND ANALYSIS OF STAKEHOLDERS

The identification and the participation of all stakeholders in the preparation of this plan will help the Ministry to sustain capacity building, disseminate and demand for M&E results and sustain ownership of the plan.

The following are the key stakeholders identified:

	STAKEHOLDERS	RESPONSIBILITIES	
1	PPMED OF THE MoC	Provide information for M & E activities; logistics; collect data; coordinate activities of stakeholders	
2	MINISTRY OF EDUCATION	Provide data on ICT Education	
3	NATIONAL COMMUNICATIONS AUTHORITY	Provide data on Telecom development, Regulation and Spectrum Management	
4	KOFI ANNAN CENTRE OF EXCELLENCE IN ICT	Data on ICT Training	

	STAKEHOLDERS	RESPONSIBILITIES	
5	NATIONAL INFORMATION TECHNOLOGY AGENCY	Provide data on the implementation of e-Government, Adherence of to Standards in MDA's/MMDA and Implementation of electronic transactions and regulations of ICT's	
6	GHANA INVESTMENT FUND FOR ELECTRONIC COMMUNICATIONS	Provide data on Rural Connectivity and activities relating to Universal Access	
7	GHANA METEOROLOGICAL AGENCY	Provides data on the status of meteorological developments in the country.	
8	POSTAL AND COURIER SERVICES REGULATORY COMMISSION	Provide report on Postal and Courier activities	
9	NATIONAL DEVELOPMENT PLANNING COMMISSION	Demand quarter/annual reports from MoC	
10	INFORMATION TECHNOLOGY ENABLED SERVICES SECRETARIAT	Provide data on ITES's	
	MINISTRY OF FINANCE AND ECONOMIC PLANNING	Provide funds for M & E project and demand reports on M & E activities.	
	OFFICE OF THE PRESIDENT	Demand reports and give feedback on reports	
	GHANA POST	Provide operational reports on the postal and courier service activities at Ghana Post	
	GHANA MULTIMEDIA INCUBATOR CENTRE	Provide status report on incubation companies	
	OFFICE OF THE HEAD OF CIVIL SERVICE	Demand reports	
	INTERNATIONAL TELECOMMUNICATIONS UNION	Demand information on the status of ICT implementation	

	STAKEHOLDERS	RESPONSIBILITIES	
	AFRICAN TELECOMMUNICATIONS UNION	Demand information on the status of ICT implementation	
	UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA	Demand information on the status of ICT implementation	
	COMMONWEALTH TELECOMMUNICATIONS ORGANIZATION	Demand information on the status of ICT implementation	
	MINISTRY OF INFORMATION	Demand reports and give feedback	
	PARLIAMENT	Demand reports and give feedback	
	CONSUMER ASSOCIATION	Demand information.	
	CIVIL SOCIETY	Demand information.	
	GHANA ASSOCIATION OF SOFTWARE AND IT SERVICES COMPANIES	Provide information on Software and IT Services Companies	
	INTERNET SERVICE /TELECOMM SERVICE PROVIDERS	Provide status reports on the performance of data and voice services	
	COURIER SERVICES PROVIDERS	Provide reports on courier services activities	
	GHANA STANDARDS BOARD	Provide information relating to the standardization and compliance of ICT products.	
	MINISTRY OF LOCAL GOVERNMENT & RURAL	Provides information to support ICT growth and development in	

	STAKEHOLDERS	RESPONSIBILITIES	
	DEVELOPMENT	underserved and unserved areas of the nation	
	MINISTRY OF ENVIRONMENT SCIENCE & TECHNOLOGY	Provides information on guidelines and compliance relating to the deployment of ICT; provides information on promoting e-environment	
	DEVELOPMENT PARTNERS	provide funds and monitor the utilization of funds	
	MEDIA	Dissemination Information to the general public	

CAPACITY NEEDS ASSESSMENT

This is the process of evaluating the status, conditions, needs and M & E capacity of the sector. It also determines the capacity of the Ministry to manage information and Communication Technology (ICT). The rationale is to ensure that appropriate incentives, material, and human resources are in place for effective sector medium term plans implementation, monitoring and evaluation. A key has been designed to explain the contents of the table below. (See key below):

STAKEHOLDERS	HR	MANAGEMENT INFORMATION SYSTEM	LOGISTICS/ EQUIPMENT	FUNDS	REMARKS
PPMED OF THE MoC	II	II	III	III	1. Training in M&E, funding and logistics needs to be addressed. 2. Cumbersome procurement process.
INFORMATION TECHNOLOGY ENABLED SERVICES SECRETARIAT	II	II	II	II	Need to initiate effective Promotion of ITES sector
NATIONAL COMMUNICATIONS AUTHORITY (NCA)	II	II	I	I	Build M&E Capacity
KOFI ANNAN CENTRE OF EXCELLENCE IN ICT	II	II	II	III	Cabinet should quickly approve the retention of IGFs.
NATIONAL INFORMATION TECHNOLOGY AGENCY (NITA)	III	II	II	III	Need to build M&E Capacity
GHANA INVESTMENT FUND FOR ELECTRONIC COMMUNICATION (GIFEC)	II	II	II	I	Build M&E capacity; provide logistics for M&E activities
GMA	II	II	III	II	Need to provide

STAKEHOLDERS	HR	MANAGEMENT INFORMATION SYSTEM	LOGISTICS/ EQUIPMENT	FUNDS	REMARKS
					logistics
POSTAL AND COURIER SERVICES REGULATORY COMMISSION	II	II	II	II	Improve MIS and provide logistics
GHANA POST	I	II	II	II	Build M&E capacity
GHANA MULTIMEDIA INCUBATOR CENTRE	I	I	II	III	Need to facilitates government of Ghana Counterpart funding

KEY:

I=====Adequate

II=====Average

III=====Inadequate

IV=====Nil

MONITORING AND EVALUATION (M&E) MATRIX

The Matrix below provides a format for presenting the indicator types of each sector medium term development plan objective under the identified thematic areas of medium Term Development Policy Framework 2010-2013. It further outlines the source of data, monitoring frequency and the responsibility of the various actors.

THEMATIC AREA: DEVELOPING HUMAN RESOURCES FOR NATIONAL DEVELOPMENT

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Adopt a national policy for enhancing productivity and income in both formal and informal economies									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of staff Provided with ICT skills	Output				5	5	HRM, MOC	Quarterly	HRM, MOC
(Number of staff trained in Policy Formulation)	Output				5	5	MOC	Quarterly	HRM, MOC
Number of staff					6	6	MOC	Quarterly	HRM, MOC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
trained in Procurement	Output								
Number of staff trained in Budgeting	Output				5	5	HRM, MOC	Quarterly	HRM, MOC
Number of staff trained in Management in Leadership	Output				6	6	MOC, NITA	Quarterly	MOC, NITA
Number of staff trained in Project Management	Output				7	7	MOC, NITA	Quarterly	MOC, NITA

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of officers trained in Certificate in Public Admin.	Output				3	3	HRM, MOC	Quarterly	HRM, MOC
Number of officers trained in Diploma in Public Admin.	Output				2	2	HRM, MOC	Quarterly	HRM, MOC
Number of officers trained in International auditing/Management accounting	Output				2	2	HRM, MOC	Quarterly	HRM, MOC
Number of	Output				4	4	HRM, MOC	Quarterly	HRM, MOC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
officers trained in M&E									
Number of staff in HRM trained	Output				2		MOC,NTIA	Quarterly	MOC,NITA
Number of Drivers Recruited	Output				2		MOC,NITA	Quarterly	MOC,NITA
Number of Drivers trained in defensive driving	Output				2	2	HRM, MOC	Quarterly	HRM,MOC
Number of professional staff recruited	Output				6	6	PCSRC	Quarterly	HRM, PCSRC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of Meteo professionals Recruited	Output				7	6	METEO	Quarterly	METEO
Number of Meteo officers attended refresher course	Output				23	20	METEO	Quarterly	METEO
Number of Meteo Staff trained in ICT	Output				3	3	HRM ,METEO	Quarterly	METEO
Number of officers trained in Management in Leadership	Output				4	4	HRM, MOC	Quarterly	HRM,MOC

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Objectives: Adopt a national policy for enhancing productivity and income in both formal and informal economies

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of technical civil servant trained	Output				500	500	HRM, NITA	Annually	HRM, NITA
ITES/ BPO Training Content/ curriculum developed	Output				30%	30%	ITES	Annually	ITES
Number of Trainers trained and certified them	Output				-	-	ITES	Annually	ITES
Number of agents/workers/students in	Output				1000		ITES	Annually	ITES

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
IT/BPO trained									
Number of officers trained in Business incubation and Management	Output						GMIC	Annually	HRM,GMIC
Number of Officers trained in Project Management	Output						GMIC	Annually	HRM,GMIC
Number of Officer trained in Certification in BPO administration	Output				-	-	GMIC	Annually	HRM, GMIC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Management									
Number of certification programs in entrepreneurship business development for new innovation, MSME and institution organized	Output				-	-	GMIC	Annually	HRM, GMIC
Human Resource Management Policy developed	Output					100%	HRM,MOC	Once	HRM,MOC

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Objectives: Adopt a national policy for enhancing productivity and income in both formal and informal economies

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of official to participate in Conferences and seminars annually sponsored	Output				40%	30%	MOC, NITA, GMIC, NCA, GIFEC	Annually	MoC ,NITA ,GMIC,NCA ,GIFEC
Project Management training workshops on ICT and Capacity Building Organized	Output		40%		30%	30%	KACE-AITI	Quarterly	KACE-AITI
Number of training and	Output				3,800	4,500	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
capacity building courses organized									
Training covering all 10 regions for public servants in core ICT skills and system administration organized	Output		100%	-	-	KACE-AITI	Annually	KACE-AITI	
National backbone project, NHIS, Agriculture by providing specific rollout training for personnel supported	Output		50%	-	-	KACE-AITI	Annually	KACE-AITI	

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
training and workshops on an open source policy and technology organized	Output		100%				KACE-AITI	Annually	KACE-AITI
Number of international certification and testing centre promoted	Output				500	750	KACE-AITI	Quarterly	KACE-AITI
Number of officers participated in international conferences	Output				5	6	KACE-AITI	Quarterly	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Road shows, open days stakeholders workshop and technology transfer seminars organized	Output				28	28	KACE-AITI	Quarterly	KACE-AITI
Personnel updated on Global policy Trends	Output		100%		-	-	KACE-AITI	Quarterly	KACE-AITI
Mobile, IPV6 and labs for research established and expanded	Output				30%	30%	KACE-AITI	Quarterly	KACE-AITI
Number of consultancy	Output				6	6	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
service promoted									
Public awareness on ICT to improve quality created	Outcome				30%	30%	KACE-AITI	Annually	KACE-AITI
ICT event management promoted	Output				6	6	KACE-AITI	Annually	KACE-AITI
Internet base services provided	Output		100%		-	-	KACE-AITI	Quarterly	KACE-AITI
Revenue and optimize assets enhanced	Output		100%		-	-	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of staff Trained in;(Quality of Services, Regulatory Law, Cyber Security , Leadership and People Mgt skills, Next Generation Network/ Convergence, Digital spectrum Mgt skills skills,)	Output				40%	30%	NCA	Annually	NCA
Enterprise Resource Project	Output				30%	-	NCA	Annually	NCA

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
deployed.									
Consumers affairs Division Strengthened to promote industry advocacy and consumer protection, Economic regulation, Negotiating and Arbitration skills	Output				30%	30%	NCA	Annually	NCA
Number of officers trained in Supervisory	Output				4	4	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of officers trained in Managerial Skills	Output				5	5	KACE-AITI	Quarterly	KACE-AITI
Number of Trainers trained for International Computer Driving License	Output				3	3	KACE-AITI	Annually	KACE-AITI
Number of KACE staff trained in Leadership skills	Output				3	3	KACE-AITI	Quarterly	KACE-AITI
Number of Technician trained in	Output				2	2	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Technical skills									
Number of officers trained in Report writing skills	Output				2	2	KACE-AITI	Annually	KACE-AITI
Number of officers trained Proposals writing	Output				2	2	KACE-AITI	Annually	KACE-AITI
Number of staff trained in Facilities Management	Output				2	2	KACE-AITI	Annually	KACE-AITI

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of officers from the various MMDAs trained in ICT literacy	Output				-	-	GIFEC	Annually	GIFEC
Number of district libraries with ITC equipment including internet connectivity equipped	Output				-	-	GIFEC	Quarterly	GIFEC
Number of coordinators trained for the ICT libraries	Output				-	-	GIFEC	Quarterly	GIFEC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Number of ICT training centres in the various Prisons nationwide Established	Output				-	-	GIFEC	Quarterly	GIFEC
Number of ICT training centres in Teacher Training Colleges Established	Output				-	-	GIFEC	Quarterly	GIFEC
Number of coordinators for the ICT training centres in the	Output				-	-	GIFEC	Quarterly	GIFEC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
Nursing training colleges trained									
ICT training centres in all Agric Colleges established	Output				-	-	GIFEC	Quarterly	GIFEC
ICT training centres for selected SHS and JHS Established	Output				-	-	GIFEC	Quarterly	GIFEC
Number of laptops to JHS students Provided	Output				-	-	GIFEC	Quarterly	GIFEC

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
number fishing groups with ICT equipment and training centres (e.g. fish finder, echo sounder, etc) Supported	Output				-	-	GIFEC	Quarterly	GIFEC
awareness on Electromagnetic waves created	Output				-	-	GIFEC	Annually	GIFEC
ICT awareness programme in created	Output				-	-	GIFEC	Annually	GIFEC
Number of staff trained in ICT Policy/Regulation	Output				3	3	NITA	Quarterly	NITA

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
/ Management trained									
Number of staff in Network/ Security Operation Centre management Trained					7	7	NITA	Quarterly	NITA
Number of technology officers recruited					7	7	NITA	Quarterly	NITA
Number of Engineers trainees recruited					5	5	NITA	Annually	NITA
Number of Director recruited									

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Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
					-	-	NITA	Annually	NITA

THEMATIC AREA: DEVELOPING HUMAN RESOURCES FOR NATIONAL DEVELOPMENT

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Ensure a more Effective appreciation of and inclusion of disability issues both within the formal decision making process and in the society at large									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of ICT Kiosk to the disable Provided	Output		-	20	-	-	GIFEC	Annually	GIFEC, Disability Council
Number of kiosk Managers Trained	Output			20	-	-	GIFEC	Annually	GIFEC, Disability Council

THEMATIC AREA: **Enhancing Competitiveness in Ghana's Private Sector**

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Expand opportunities for job creation									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Investment promotion in ITES/BPO intensified	Output	20%	20%	30%	30%	30%	ITES	Annually	ITES
Number of NYEP data entry clerks for 10 LED-Selected District Assemblies Trained by GMIC	Output		-	500	-	-	ITES	Annually	ITES
Number of data entry clerks for	Output		-	200	-	-	ITES	Annually	ITES

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Objectives: Expand opportunities for job creation

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
NYEP district and regional offices trained by									
Number of new tenant companies into the GMIC incubator admitted	Output		-	3	-	-	GMIC	Annually	GMIC
Number of call centre operators for the BPO company	Output		-	600	-	-	GMIC	Annually	GMIC

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Objectives: Expand opportunities for job creation

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Teletech trained by GMIC									
Regulation for implementing the Mobile Number Portability (MNP) developed	Output		50%	50%	-	-	NCA	Annually	NCA
License on MNP issued	Output			60%	40%	-	NCA	Annually	NCA
Publicity campaign created	Output		20%	30%	25%	25%	MOC NCA	Quarterly	NCA
Rollout MNP phases	Output			30%	50%	20%	NCA	Quarterly	NCA

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Objectives: Expand opportunities for job creation

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
operationalised	Output		20%	50%	30%		MOC, NCA	Quarterly	NCA
Universal access guide lines developed									
Broadband Wireless license auctioned	Output			45%	40%	15%	NCA	Quarterly	NCA
Guide lines on communication mast developed	Output		50%	50%	-	-	MOC, NCA	Annually	MOC,NCA

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Objectives: Expand opportunities for job creation

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
legislation for the Gateway verification project developed	Output		50%	50%	-	-	MOC, NCA	Quarterly	NCA
license on Gateway Verification Project issued	Output			60%	40%	-	NCA	Quarterly	NCA
Pilot on Gateway Verification project implemented	Output			40%	40%	20%	NCA	Quarterly	NCA

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Objectives: Expand opportunities for job creation

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
publicity campaign on Gateway verification project created	Output		20%	30%	30%	20%	MOC, NCA	Quarterly	NCA
Number of establishment of easy business supported	Output		-	20	-	-	GIFEC	Quarterly	GIFEC

THEMATIC AREA: **TRANSPARENT AND ACCOUNTABLE GOVERNMENT**

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Reduce spatial and income inequalities across the country and among different social classes									
Indicators	Indicator or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Technical committee on digital Migration constituted	Output		100%	-	-	-	MOC, NCA	Quarterly	MOC, NCA
Migration Plan developed	Output		100%	-	-	-	MOC, NCA	Quarterly	MOC, NCA
Public awareness on digital Migration	Output		20%	40%	20%	20%	MOC, NCA	Quarterly	NCA, MOC
License conditions	Output		-	100%	-	-	NCA	Quarterly	NCA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Reduce spatial and income inequalities across the country and among different social classes

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Modified to accommodate digital Migration requirement	Output		100%	-	-	-	NCA	Quarterly	NCA
Technical specifications on digital Migration Developed									
Rollout digital migration in phases implemented				20%	40%	40%	NCA	Quarterly	NCA
national data centre and office	Output		40%	40%	20%	MOC, NITA	Quarterly	MOC, NITA	

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Reduce spatial and income inequalities across the country and among different social classes

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
accommodation constructed				-	100%	-	MOC	Annually	MOC
Ministerial Block rehabilitated	Output								
No. vehicles to monitor and coordinate projects/ programmes procured	Output		2	2	2	MOC, NITA, NCA, GIFEC	Annually	MOC, NITA, NCA, GIFEC	
number of office buildings and quarters nationwide rehabilitated	Output		8	7	5	METEO	Quarterly	METEO	

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Reduce spatial and income inequalities across the country and among different social classes

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
WIMAX base stations constructed	Output								
LAN for MDAs provided	Output								
Bandwidth For MDAs acquired	Output								

THEMATIC AREA: TRANSPARENT AND ACCOUNTABLE GOVERNMENT

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Facilitate the development of technology base public policy making process

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
government-wide area network (GOVNET) for MDAs, Public Sector institutions and Schools built	Output		20%	30%	30%	20%	NITA	Quarterly	NITA
computer security incidence response team to prevent cybercrime setup	Output		20%	30%	30%	20%	NITA	Quarterly	NITA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Facilitate the development of technology base public policy making process

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
RFP and TOR developed	Output			100%	-	-	NITA	Annually	NITA
Consultant to Undertake Feasibility Studies/ Biding document hired	Output			100%	-	-	NITA	Annually	NITA
A partner to undertake the implementati on of the project (eParliament, eJustice, eServices, , eImmigraton,	Output			50%	30%	20%	NITA	Annually	NITA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Facilitate the development of technology base public policy making process

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
etc) secured									
PKI certified email and digital signatures developed	Output			40%	30%	30%	NITA	Quarterly	NITA
electronic workflow system for MDAs, MMDAs for efficiency developed	Output			30%	40%	30%	NITA	Quarterly	NITA
web Standards for	Output			50%	30%	20%	NITA	Quarterly	NITA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Facilitate the development of technology base public policy making process

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
MDAs to enable interoperability developed									
number of websites for MDAs developed	Output			2	2	2	NITA	Annually	NITA
computerized internet system installed	Output			50%	50%	-	NITA	Annually	NITA
computers and network	Output		20%	30%	30%	20%	NITA	Quarterly	NITA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Facilitate the development of technology base public policy making process

Indicators	Indicat or type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
infrastructure to Ghana Revenue Authority offices provided									
rollout of automation in selected Ghana Revenue Authority offices implemented	Output		20%	30%	30%	20%	NITA	Quarterly	NITA

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Adopt a development outcome approach to reforms driven by the leadership of sector ministries									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of Quality of communication service according to license condition monitored	Output			4	4	4	NCA	Quarterly	NCA
National Policy and regulations on cyber security Implemented	Output			40%	30%	30%	MOC NCA	Quarterly	MOC, NCA
Number of CICs	Output			20	-	-	GIFEC	Quarterly	GIFEC

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Adopt a development outcome approach to reforms driven by the leadership of sector ministries

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
nationwide established									
Number of ICT centres in the installations of the Ghana Armed Forces established nationwide	Output			25	-	-	GIFEC	Quarterly	GIFEC
Number of ICT Learning centres in the installations of the Ghana Police Service established	Output			8	-	-	GIFEC	Quarterly	GIFEC

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide

Objectives: Adopt a development outcome approach to reforms driven by the leadership of sector ministries

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
nationwide									
Wide Area Networks for all Region Police Commands completed	Output			100%	-	-	GIFEC	Quarterly	GIFEC
ICT equipment to NADMO Regional Offices and some selected District and Zonal Offices provided	Output			100%	-	-	GIFEC	Quarterly	GIFEC

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Adopt a development outcome approach to reforms driven by the leadership of sector ministries									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Collaborated with Ghana POST to establish ICT centres in 20 Post Offices nationwide	Output			20	-	-	GIFEC	Quarterly	GIFEC

THEMATIC AREA: Infrastructure, Energy and Human Settlements Development

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Promote the application of science, technology and innovation in all sectors of the economy									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			

			2010	2011	2012	2013			
Costs estimates and drawings for the Tema park and supervision prepared			50%	25%	25%				
Technology Park to attract ICT investors and R&D Constructed			10%	25%	50%	15%			
PWD Ware houses as BPO CENTERS to provide affordable real estate to ICT/BPO companies renovated			10%	75%	15%				

<p>national incubator policy framework developed</p> <p>potential institutions and companies that can incubate identified</p> <p>training workshops for institutions on business incubation organized</p>				50%	30%	20%			
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Hire consultant to develop national business incubation strategy			100 %						
3 business incubation companies selected				3					
business incubation programme implemented				50%	30%	20%			
A resident marketing and investment promotion				100%					

firm recruited										
presentation materials/pack on Ghana's value proposition prepared			100%							
workshops to sensitize potential investors and organizations on outsourcing and investment promotion organized			20%	30%	20%	30%				
participated in international/outbound										

outsourcing event on potential of Ghana			30%	30%	20%	20%			
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THEMATIC AREA: **Infrastructure, Energy and Human Settlements Development**

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide										
Objectives: Promote rapid development and deployment of the national ICT infrastructure										
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility	
			2010	2011	2012	2013				
secondary data centre built										
disaster recovery infrastructure built										

<p>10 eServices and eGovernment call centres nationwide built</p> <p>innovation technology for local economic development (LED) supported SMES, pre-incubation programs at the KNUST and the GNCCI (W/R) developed</p>									
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THEMATIC AREA: Infrastructure, Energy and Human Settlements Development

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Strengthening the institutional and regulatory framework for managing the ICT sector									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Enterprise Architecture and EGovernment Interoperability Framework Promoted									

and implementd policy on Authorization s developed license for Broadband Wireless Access (BWA) Auctioned to enhance Internet access in the country- 2010-2013									
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THEMATIC AREA: **Infrastructure, Energy and Human Settlements Development**

SMTDP Goal: To embark on the development of a reliable and cost-effective ICT infrastructure and services driven by appropriate technological innovations, create an enabling legal and regulatory environment for the promotion of businesses and job creation in order to alleviate poverty nationwide									
Objectives: Facilitate the provision of quality meteorological data and forecast in support of weather sensitive sectors of the economy									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
automatic weather stations Acquired									
satellite equipment									

<p>Acquired</p> <p>state of instruments and equipment improved</p> <p>Six automatic weather observing systems for KIA and 5 other stations installed</p> <p>Monitored and appraised 60 meteorological observations Stations</p> <p>marine meteorology to enhance the oil and gas industry</p>									
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developed									
Collaborative arrangement between GMEt and KNUST and Leeds University Achieved									

M&E CALENDAR (WORK PLAN)

The M & E Calendar indicates the time frame and budget relating to each activity of the sector.

ACTIVITIES	TIME FRAME				ACTORS/COLLABORATORS	BUDGET IN GHC
	2010	2011	2012	2013		
DATA COLLECTION AND REVIEW MEETINGS						
Quarterly Field Meetings	1 st Wednesday in March, June, September and December each Year				PPMED, AGENCIES	
Quarterly Review Meetings	2 nd Thursday in March, June, September and December each Year				PPMED, AGENCIES	
Preparation of Quarterly Reports	15 th April, July and October each Year and January of ensuing Year				PPMED, AGENCIES	
Sub-Total						
Annual Progress Report (APR) Preparation and dissemination						
Data Collection from Agencies	From 15 th January each Year				PPMED	
Draft APR Prepared	31 st January each Year				PPMED	
Draft APR Review Workshop	15 th February each Year				PPMED, AGENCIES	

Final APR submitted to NDPC	28 th February each Year			PPMED	
Dissemination of Ministry's APR	29 th March each Year			PPMED	
Sub-Total					
SMTDP					
Mid – Term Evaluation	First Week of July each Year			PPMED, AGENCIES	
Terminal Evaluation	First Week of January each Year			PPMED, AGENCIES	
Other Evaluation and Studies	Second Week of September bi – annually			PPMED, AGENCIES	
Sub-Total					
Grand – Total					

MONITORING AND EVALUATION_BUDGET

Financial resources would be needed to carry out an effective monitoring and evaluation assignments. The PPME would facilitate the mobilization of resources for an effective monitoring and evaluation activities.

The table below shows the budget estimates to carry out the activities.

ACTIVITIES	FREQUENCY	NO. OF PERSONS/QTY	UNIT COST / COST PER HEAD	TOTAL (GH¢)
MEETINGS TO PREPARE M & E PLAN	10	15	50	7500
FEEES FOR CONSULTANCY & DEVELOPING M&E PLAN	1	2	1,000	2,000
MID-TERM EVALUATION	1	30	25	750
TERMINAL EVALUATION	1	30	25	750
FEEES FOR FACILITATORS	1	2	500	1,000
SPECIFIC EVALUATION AND STUDIES	40	10	25	10,000
M&E PLAN REVIEW WORKSHOP	4	15	25	2,000
PARTICIPATORY MONITORING & EVALUATION	20	15	25	5,000
PURCHASE OF CROSS COUNTRY VEHICLE	2			240,000
QUARTERLY FIELD VISITS TO SITE	12	5		
FUEL ALLOCATION FOR QUARTERLY VISITS	12	50 gallons		
QUARTERLY REVIEW MEETING	16	15		

PREPARATION OF QUARTERLY REPORT	16	10		
DRAFT APR REPORT PREPARATION	4	10		
DATA COLLECTION/ COLLATION	4	15		
DRAFT APR REVIEW WORKSHOP	4	15		
DRAFT APR REVIEW WORKSHOP FACILITATORS FEES	4	2		
FINAL PREPARATION OF APR	4	10		
WORKSHOP MATERIALS				500
DOCUMENTATION AND DISSEMINATION	4	100	20	5,000
GRAND TOTALS				

DATA COLLECTION, COLLATION AND VALIDATION

DATA ON PROGRAMMES AND PROJECTS

The PPME Directorate of the Ministry of Communication will facilitate the compilation of all ongoing projects in the sector and their relation to the goals and objectives of the GSGDA. This register will be regularly updated with details of activity to indicate any changes. Data on these programmes and projects will be collected through participatory approach using the format indicated below.

Programme/Project Format.

SRL No	ITEM
1	Programme/Project Name
2	GSGDA Thematic Areas
3	Sector
4	Project Description
5	Project Location
6	Contractor
7	Budget source
8	Type of Funding
9	Effective Date
10	Expected Completion date
11	Actual Completion Date
12	Contract Sum
13	Expenditure to date
14	Outstanding Balance
15	Project Implementation Status
16	Remarks

PRIMARY DATA

The PPME Directorate of the Ministry of Communications will collect both qualitative and quantitative data. Quantitative data is data that has a numerical value. Qualitative data will also be collected and this is data that reflects opinions, perceptions and the long term impact of projects. The data will reflect all the activities being undertaken by the MOC and its agency. All the various types of data i.e. Process, Input, Output and Outcome will be collected.

SECONDARY DATA

The PPME will also collect secondary data from other sources like stakeholders of the Ministry which include Ministry of Finance and Economic Planning, Ministry of Trade and Industry, Ministry of Education, Ministry of Information, Ministry of Science and Environment, Ministry of the Interior, Ministry of Defence, Ministry of Justice and Attorney General, Office of the President, Ministry of Local Government and Rural Development and Ministry of Youth and Sports. Other sources of data are CSOs, NGOs and Development Partners.

DATA VALIDATION

All the data collected will be reviewed with the major stakeholders before and after collation. The data will be validated to ensure that it is accurate and free of errors and inconsistencies.

DATA ANALYSIS AND THE USE OF RESULTS

All the data collected will be analysed and interpreted to help identify areas of concern and to suggest interventions for development in the Ministry of Communications. The data analysed should show the results being produced by each project and also show how the Ministry of Communications is performing with regards to the indicators. Analysis will also be used to ascertain whether the Ministry of Communications is meeting the goals and objectives set out in the GSGDA.

Data analysis will be done systematically in order to highlight areas of concern. These concerns can now be addressed and lessons learnt from there to be incorporated into the next plan.

As is necessary, the Ministry will employ the services of a consultant or data analyst to undertake the analysis of data per Ministry's specifications.

MINISTRY'S M & E REPORT FORMAT

The PPMED, after each M & E exercise carried out will write a report on the findings and observations of such M & E using the report format below:

TITLE PAGE

- Ministry
- M & E report for (time period)

INTRODUCTION

- Purpose of the M & E for the stated period
- Processes involved and the difficulties encountered
- Status of implementation of SMTDP

M & E Activities Report

- Programme/project status for the quarter or year
- Update on disbursements from funding sources
- Updates on Indicators and Target

- Update on Critical Development and Poverty Issues
- Evaluation and participatory M & E

THE WAY FORWARD

- Key issues addressed and those yet to be addressed
- Recommendation

INFORMATION DISSEMINATION

PPMED will disseminate the M & E information to relevant stakeholders and decision makers. Copies of the Ministry's Annual Progress Report and Quarterly Reports will be shared with the Office of the President, NDPC, Departments and Agencies of the Ministry's stakeholders in order to enhance accountability, transparency and commitment to the implementation of development intervention.

The following activities will be undertaken to disseminate the M & E report:

- Holding of workshops, fora ,seminars and conferences with stakeholders and Development Partners
- Meeting with the press
- Upgrading and uploading reports on the Ministry's and Agencies website
- Discussions and broadcast in the local news media example local FM stations, local newspapers, TV, etc
- Meeting with traditional authorities and local communities, Parliamentary select committee on Communications and other opinion leaders.

A mechanism for providing feedback to the PPMED will be put in place so that lessons learnt can be incorporated into the planning and decision making process.