

## **MEDIUM TERM PLAN (MTP)**

#### FOR 2018-2021

# ELECTORAL COMMISSION (EC)

For copies of the EC MTEF PBB Estimates, please contact the Public Relations Office of the Ministry:

## **Ministry of Finance**

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The EC MTEF PBB Estimates for 2018 is also available on the internet at: www.mofep.gov.gh

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#### **ACRONYMS**

AAP - Annual Action Plan

AIDS - Acquired Immuno Deficiency Syndrome

CSOs - Civil Society Organizations

GoG - Government of Ghana

GSGDA - Ghana Shared Growth and Development Agenda

HIV - Human Immuno-Deficiency Virus

ICT - Information and Communication Technology

IGF - Internally Generated Funds

LI - Legislative Instrument

M&E - Monitoring and Evaluation

MDAs - Ministries, Departments and Agencies

MMDAs - Metropolitan, Municipal, District Assemblies

MoF - Ministry of Finance

MTDPF - Medium Term Development Policy Framework

MTEF - Medium Term Expenditure Framework

NDPC - National Development Planning Commission

NDPS - National Development Planning Systems

NGO - Non-Governmental Organization

NMTDPF - National Medium Term Development Policy Framework

PBB - Programme-Based Budgeting

PoA - Programme of Action

POCC - Potentials, Opportunities, Constraints and Challenges

PPP - Policies, Programmes and Projects

PPP - Public-private partnership

SDGs - Sustainable Development Goals

SMPC - Sector Medium-Term Development Plan Preparation Committee

SMTDP - Sector Medium-Term Development Plan

SWOT - Strengths, Weaknesses, Opportunities and Threats

TOR - Terms of Reference

LTNDP - Long Term development Plan

#### **EXECUTIVE SUMMARY**

This Medium-Term Plan of the Electoral Commission is in response to the request for all Sectors, MMDAs, to prepare plans including monitoring and evaluation (M&E), and Annual Progress Reports (APRs) from 2018 to 2021. The plan preparation is based on guidelines designed to assist in the translation of policy goals, objectives and strategies of the medium-term national development policy framework (MTNDPF), 2018-2021 under the LTNDP, 2018-2057, into programmes and actions.

In accordance with Sections 1, 10, and 11 of the National Development Planning (system) Act, 1994 (Act 480), the preparation of the plan was facilitated by the NDPC. A consultative and a participatory approach were adopted throughout the plan preparation.

The Electoral Commission's Medium Term Development Plan Preparation Team was made up of all Departmental heads from the headquarters, three Regional Directors, head of Gender/Disability Desk and three officers from the Finance and Elections departments.

In the plan period (2018-2021) the Electoral Commission would embark on three constitutionally mandated operations/projects. They are the Conduct and Supervision of the 2018 referendum for the creation of additional regions, Unit Committee/District Assembly Elections in 2019 and the Presidential and Parliamentary Elections in 2020.

The cost of implementing all the activities in the plan is Three Billion one hundred one Million, six Hundred and ten thousand, eight hundred and fifty four Ghana Cedis (GH¢ 3,111,610,854).

Through our existing mechanism of Inter Party Advisory Committee (IPAC) and other interactions with key stakeholders, the planned activities would be implemented by seeking their co-operation and support.

#### **CHAPTER ONE**

#### PERFORMANCE REVIEW AND PROFILE/CURRENT SITUATION/BASELINE

#### 1.1 Introduction

This chapter outlines the vision, mission, functions and core values, profile of the Commission and discusses the performance of the Electoral Commission for the period 2014-2017. It also analyses the Commission's programmes towards the implementation of projects under the GSGDA II. The chapter concludes with a summary of the key problems/issues/gaps identified from the situational analysis

#### 1.2 Establishment

The Electoral Commission in its present form was set up under Article 43(1) of the 1992 Constitution of the Republic of Ghana and established by an Act of Parliament, Act 451 of 1993.

#### 1.3 Vision

The Vision of EC is to become a Benchmark in Africa for enabling Independent, Trusted, and World Class Democratic Elections for citizens and candidates alike.

#### 1.4 Mission

To deliver on the electoral mandate: Enable and facilitate free and fair elections in Ghana and regulate the activities of all political parties.

#### 1.5 Core Values

In order to build an organisation that continues to successfully achieve its vision and objectives. To guide the conduct of its activities, the EC has adopted the following core values:

Integrity

Inclusiveness

Accountability

Excellence

**Functions** 

The functions of the Commission are outlined in the Electoral Commission Act, 1993 (Act 451), as amended by Electoral Commission (Amendment) Act, 2003 Section 2 are:

1. To compile the register of voters and revise it at such periods as may be determined by law;

- 2. To demarcate the electoral boundaries for both national and local government elections;
- 3. To conduct and supervise all public elections and referenda;
- 4. To educate the people of the electoral process and its purpose;
- 5. To undertake programmes for the expansion of the registration of voters; and
- 6. To perform such other functions as may be prescribed by law.

#### 1.6 Profile

In line with Article 52 of the 1992 Constitution and the Electoral Commission Act 1993, Act 451 Sections 2 (g) and 9, the Commission has a Head office and a National warehouse both in Accra, ten regional offices and 231 District Offices across the country. In preparation for the increase in Regions and Districts, the Electoral Commission has commenced arrangements to have presence in 33 new Districts and 4 new Regions. The Commission in addition has two data centres.

#### 1.7 Structure

The current structure of the Electoral Commission can be found in three articles of the 1992 Constitution.

Article 43 (1) says the Commission shall consist of the following seven (7) members as follows:

- Chairman
- Two Deputy Chairmen and
- Four other Members

Article 52 requires the Commission to appoint officers and other employees in consultation with the Public Services Commission. From these provisions, the Commission has established a three-tier structure consisting of the Head Office, Regional Offices and District Offices. The Commission is organized into two (2) broad areas or functional divisions, namely:

- (a) Operations and
- (b) Finance and Administration

The Commission in conjunction with the Public Services Commission have employed 1,243 number of officers to manage its Departments, Regions, Districts and Units. These officers are assisted in the day-to-day administration by support staffs, which include drivers, secretaries and security personnel. There is a staffing gap of 670, which require those vacancies to be filled. This was occasioned by retirements, resignations, death and the creation of new district and regions.

#### 1.8 Institutional Capacity

Human Resources

Based on the nature of the functions performed by the EC, permanent and temporary staffs as well as consultants are engaged at various periods of the electoral cycle to support the operations of the Commission. To sustain the high level of performance of staff, the Commission embarks on periodic refresher training for all categories of staff. With the introduction of technology in line with the vision of the Commission, it is imperative to upscale the training for both permanent and temporal staff to achieve the set objectives.

#### Infrastructure

Article 52 of the 1992 Constitution and the Electoral Commission Act 1993, Act 451 Sections 2 (g) and 9, the Commission is required to have National, Regional and District Offices and storage facilities. However, this requirement has not been met fully.

#### **Head Office**

The Commission has suitable offices and storage facilities at the headquarters. However it shares the office buildings with the NCCE. This has created a huge problem of inadequate office accommodation for the Commission resulting in congestion, threat to confidentiality and smooth operation of the Commission.

#### **Regional Offices**

There are 10 Regional Offices throughout the country. Whereas some of these regional offices and storage facilities are very suitable for the work of the Commission some can simply be described as unsuitable. The Ashanti, Greater Accra, Northern, Volta, Upper East and Upper West regional offices are suitable, on the contrary offices in the Brong Ahafo, Central, Eastern and Western Regions are in deplorable state.

#### **District Offices**

The Commission has presence in 231 districts and sub-metros. 12 out of these are the Commission's properties. While the remaining 219 are rented, leased or offered temporarily by District Assemblies. To resolve this acute office accommodation and storage facilities, the EC has embarked on the construction of hundred (100) district offices which will be ready for occupation by the end of 2018.

#### **Residential Units**

The Commission has 51 residential units across the country. Majority of senior personnel live in rented accommodation. There are several experiences where officers have been ejected from their residences because landlords are not happy about the outcome of elections. There is the need for the Commission to provide official residential accommodation for key staff.

#### **ICT Infrastructure**

The Commission makes extensive use of ICT in its operations. It has two (2) data centres to support the voter registration database. All district electoral offices and the Head Quarters are linked through a Wide Area Network (WAN). The WAN connectivity is to support the Voter Management System (VMS) and the continuous registration of voters. With rapid improvement in technology there is always the need to upgrade and maintain the ICT infrastructure to ensure efficient service delivery.

#### **Logistics and Equipment**

The Commission requires 350 vehicles to operate effectively and efficiently. Currently, the Commission has a fleet of 200 vehicles throughout the country. One Hundred (150) vehicles will be required for the new regions and districts and to replace the unserviceable ones. The WAN requires that all Regional and District electoral offices are equipped with computers, scanners, printers, servers and VSAT Dishes and stand by generators to facilitate work between the Head Office, Regions and Districts.

## 1.9 Key Development Issues of the Commission

Based on the analysis of the Commission's profile, the following key development issues were identified.

These include:

- Inadequate human resource
- Inadequate office and residential accommodation
- Inadequate logistics

#### 1.10 Performance Review

	Policy Objective	:					
ъ . т					Indicators		
Period	Programmes	Sub- programme	Broad project/activity	Baseli ne (2013)	SMTDP Target	Achieveme nt	Remarks in relation to criteria  Constrained by tight schedule due to election  Constrained by tight schedule due to election  Lack of funds  Lack of funds  Lack of funds  Lack of funds  Ongoing
			i. Refresher Training of staff		0	0	
			ii. HR Administration Support (Promotions,Recruitment,Tr ansfers ect.) iii. CAPEX -:		0	0	
			1.Construction of District Offices		0	0	
			2. Construction Regional Offices		0	0	
2014	1. Management		3. Construction of Akosombo District office and warehouse		1	54%	Lack of funds
2014	and Administration		4. Construction of Regional Office and National warehouse complex		1	76%	Lack of funds
			5. Renovation of bungalows		8	0	
			6. Procurement of 400KVA generator set		1	0	Lack of funds
			7. Procurement of vehicles		25	0	Lack of funds
			i. Compensation of staff				
		2. Finance	ii. Updating Fixed Assets Register		3/31/2014	54%	Ongoing
			iii. Development of annual procurement plans		1/31/2014	100%	

Thematic Area:

		iv. Preparation of Materials/Stores management reports	4/30/2014	0	
		v. Preparation of internal audit report	3/1/2014	0	
		vi. Reponses to external audit reports	30 days after receipt of report	0	
		vii. Preparation of annual estimates	9/30/2014	0	
		viii. Preparation of annual financial report	4/30/2014	0	
		i. Acquisition of Computers, Accessories and support services	0	0	
		ii. IT training of staff :-	0	0	
		1. ICT training 2. Training of Programmers and Database Administrators	0	0	
		iii. Printing of Code Books	231	231	
	3. Information Technology	iv. Printing of voter registers	26009	0	Court order to rerun the entire elections
		v. Replacement of obsolete IT equipment (Computers, Accessories)	230	0	Lack of funds
		vi. Replacement of BVR Kit	0	0	
		vii. Connecting of internet and WAN to EC offices	Headquarters,Regi ons and District	0	
		viii. Extension of Microsoft SharePoint	Headquarters,Regi ons and District	0	

		ix. Installation of wireless connectivity	Headquarters, Regions and District	0	
	1. Demarcation of electoral boundaries	i. Creation of Polling Stations	0	0	
	2.	i. Conduct of contiguous voter registration	0	0	
	Compilation of voters register	ii. Conduct of Periodic nationwide and external registration of voters	1,000,000	800,000	
	register	iii. Training of temporary staff	32,264	32,264	
	3. Exhibition	i. Display of provisional voters register	26009	26009	
2. Electoral	of Voters Register	ii. Display of PVR on social media	26009	26009	
Services	Register	iii. Training of temporary staff	54,502	54,502	
	4. Voter and Electoral Education	i. Sensitizing CSOs,FBOs,CDOs etc. on the electoral process	400	300	
		i. Verification of particulars of founding members	36	0	
	5.	ii. Inspection political party offices			
	Registration	1. Headquarters	10	0	
	of political parties	2. Regional	148	0	
	Parties	3. Constituencies	148	0	
		iii. Auditing of accounts of political parties	10	5	
		i. Conduct of DAE	3/3/2014	0	Legal challenges

			ii. Conduct of UCE	3/3/2014	0	Legal challenges
			iii. Gazetting of DAE results	Apr-14	0	No Election conducted
			iv. Gazetting of UCE results	0	0	No Election conducted
		6. Conduct of Election	v. Conduct of Presidential and Parliamentary Elections	0	0	No Election conducted
			v. Gazetting of Parliamentary and Presidential results	0	0	No Election conducted
			vii. Training of temporary staff	136,411	136,411	
			i. Refresher Training of staff	292		
			ii. HR Administration Support (Promotions, Recruitment ,Transfers ect.)	0	0	
			iii. CAPEX -:			
			1. Construction of District Offices	10	0	
	1. Management	and Resource &	2. Construction Regional Offices	0	0	
2015	and Administration		3. Construction of Akosombo District office and warehouse	1	80%	Lack of funds
			4. Construction of Regional Office and National warehouse complex	1	76%	Lack of funds
			5. Renovation of bungalows	6	0	
			6. Procurement of 400KVA generator set	1	0	

	7. Procurement of vehicles	78		
	8. Procurement of motor bikes	1		
	i. Compensation of staff	21,254,708.00	0	
	ii. Updating Fixed Assets Register	3/31/2015	0	
	iii. Development of annual procurement plans	1/31/2015		
2. Finance	iv. Preparation of Materials/Stores management reports			
2. Pinance	v. Preparation of internal audit report			
	vi. Reponses to external audit reports			
	vii. Preparation of annual estimates			
	viii. Preparation of annual financial report			
	i. Acquisition of Computers, Accessories and support services	0	0	
	ii. IT training of staff :-			
3. Information	1. ICT training	0	0	
Technology	2. Training of Programmers and Database Administrators	14	0	
	iii. Printing of Code Books	0	0	
	iv. Printing of voter registers	26009	26009	

		v. Replacement of obsolete IT equipment (Computers, Accessories)	230	230	
		vi. Replacement of BVR Kit	0	0	
		vii. Connecting of internet and WAN (VSAT) to EC offices	Headquarters,Regi ons,Districts	Headquarter s,Regions,D istricts	
		viii. Extension of Microsoft sharepoint	Headquarters,Regi ons,Districts	Headquarter s	
		ix. Installation of wireless connectivity	Headquarters,Regi ons,Districts	Headquarter s	Provided by GOG
	1. Demarcation of electoral boundaries	i. Creation of Polling Stations	0	0	
	2. Compilation of voters register  3. Exhibition of Voters	i. Conduct of contituous voter registration	N/A	61	
		ii. Conduct of Periodic nationwide and external registration of voters	0	0	
2. Electoral		i. Display of provisional voters register	14.7 Million	6.3 Million	
Services	Register	ii. Display of PVR on social media			
	4. Voter and Electoral Education	i. Sensitizing CSOs,FBOs,CDOs etc. on the electoral process	900	900	
	5. Registration	i. Verification of particulars of founding members	36	0	
	of political parties	ii. Inspection polical party offices			
	parties	1. Headquarters	10	0	

			2. Regional	0	0	
			3. Constituencies	0	0	
			iii. Receipt of audited accounts of political parties	23	6	
			i. Conduct of DAE	9/30/2015	9/30/2015	
			ii. Conduct of UCE	9/30/2015	9/30/2015	
			iii. Gazetting of DAE results	10/30/2015	10/31/2015	
			iv. Gazetting of UCE results	0	0	
		6. Conduct of Election	v. Conduct of Presidential and Parliamentary Elections	0	0	
			v. Gazetting of Parliamentary and Presidential results	0	0	
			vi. Training of temporary staff	136,411	136,411	
			i. Refresher Training of staff	45	0	Election year time constraint
			ii. HR Administration Support (Promotions, Recruitment, Transfers ect.)	Promotion: 250 Recruitment: 95 Replacement: 20	0	
			iii. CAPEX -:			
2017	1. Management	1. Human Resource &	1.Construction of District Offices	23	0	Lack of funds
2016	and Administration	General Services.	2. Construction Regional Offices	3	0	Lack of funds
			3. Construction of Akosombo District office and warehouse	1	100%	
			4. Construction of Regional Office and National warehouse complex	1	76%	Lack of funds

	5. Renovation of bungalows	10		Lack of funds
	6. Procurement of 400KVA generator set	1	0	Lack of funds
	7. Procurement of vehicles	158		Lack of funds
	i. Compensation of staff	21,892,350.00	0	
	iii. Updating Fixed Assets Register	3/31/2016	0	
	iv. Development of annual procurement plans	1/31/2016	1/31/2016	
	v. Preparation of Materials/Stores management reports	4/30/2016		
2. Finance	vi. Preparation of internal audit report	3/1/2016		
	vii. Reponses to external audit reports	30 days after receipt of report	100%	
	viii. Preparation of annual estimates	9/30/2016	9/30/2016	
	viiii. Preparation of annual financial report	4/30/2016	Completed	
	i. Acquisition of Computers, Accessories and support services			
	ii. IT training of staff :-			
3. Information	1. ICT training	0	0	
Technology	2. Training of Programmer and Database Administrators	0	0	
	iii. Printing of Code Books	275	275	
	iv. Printing of voter registers	28992	28992	

		v. Replacement of obsolete IT equipment (Computers, Accessories)	300		
		vi. Replacement of BVR Kit Components	500	500	Computer components only replaced
		vii. Connecting of internet and WAN (VSAT) to EC offices	Regions: 10 and Districts: 231	0	Lack of funds
		viii. Extension of Microsoft SharePoint	Headquarters, Regions and District	Headquarter s	Lack of funds
		ix. Installation of wireless connectivity	Regions and District	0	Lack of funds
	1. Demarcation of electoral boundaries	i. Creation of Polling Stations	30,000	28,992	Budgetary constraints
		i. Conduct of contituous voter registration		0	
	2. Compilation	ii. Conduct of Periodic nationwide and external registration of voters	1,200,000	800,000	
2. Electoral Services	of voters register	III. Reregistration of NHIS card bearing Registrants	59,772	21,591	
		vi. Training of temporary staff	32,664	32,664	
	3. Exhibition of Voters	i. Display of provisional voters register	28,992	28,992	
	Register	ii. Display of PVR on social media	28,992		
		iii. Training of temporary staff	60,464	60,464	

		4. Voter and Electoral Education	i. Sensitizing CSOs,FBOs,CDOs etc. on the electoral process			
			i. Verification of particulars of founding members		0	
		5.	ii. Inspection political party offices			
		Registration	1. Headquarters	15	0	
		of political parties	2. Regional	50	0	
		parties	3. Constituencies	275	0	
			iii. Auditing of accounts of political parties	25	8	
			i. Conduct of DAE	0	0	
			ii. Conduct of UCE	0	0	
			iii. Gazetting of DAE results	0	0	
			iv. Gazetting of UCE results	0	0	
			vi. Parliamentary By- Election	4	4	
		6. Conduct of Election	v. Conduct of Presidential and Parliamentary Elections	28992	28992	
	Election		v. Electronic collation and Transmission of constituency results	275	0	System Failure
			vi. Gazetting of Parliamentary and Presidential results	12/22/2016	12/22/2016	
			vii. Training of temporary staff	147,445	147,445	
		<ol> <li>Human</li> <li>Resource &amp;</li> </ol>	i. Refresher Training of staff	150	0	

		General Services.	ii. HR Administration Support (Promotions, Recruitment, Transfers ect.)	Recruitment:45 Promotion:170 Replacement:0 Transfers:0	0	
			iii. CAPEX -:			
			1.Construction of District Offices	10	0	
			2. Construction Regional Offices	0	0	
			3. Construction of Akosombo District office and warehouse	N/A	N/A	
		and	4. Construction of Regional Office and National warehouse complex	1	76%	Lack of funds
2017(1ST	1. Management		5. Renovation of bungalows	10	0	Lack of funds
QUARTE R)			6. Procurement of 400KVA generator set	1	0	Lack of funds
,			7. Procurement of vehicles	110	0	Lack of funds
			8. Procurement of motor bikes	216	0	
			i. Compensation of staff	86,404,561	0	
			ii. Updating Fixed Assets Register	3/31/2017	0	
			iii. Development of annual procurement plans	1/31/2017	0	
		2. Finance	v. Preparation of Materials/Stores management reports	4/30/2017	0	
			vi. Preparation of internal audit report	3/1/2017	0	
			vii. Reponses to external audit reports	30 days after receipt of report	0	

		viii. Preparation of annual estimates	9/30/2017	0	
		viiii. Preparation of annual financial report	4/30/2017	0	
		i. Acquisition of Computers, Accessories and support services	0	0	
		ii. IT training of staff :-		0	
		1. ICT training	0	0	
		2. Training of Programmer and Database Administrators	14	0	
		iii. Printing of Code Books	0	0	
	3. Information	iv. Printing of voter registers	0	0	
	Technology	v. Replacement of obsolete IT equipment (Computers, Accessories)	500	0	
		vi. Replacement of BVR Kit	0	0	
		vii. Connecting of internet and WAN to EC offices	2/28/2017	0	
		viii. Extension of Microsoft SharePoint	0	0	
		ix. Installation of wireless connectivity	0	0	
2. Electoral Services	1. Demarcation of electoral boundaries	i. Creation of Polling Stations	0	0	
	2. Compilation	i. Conduct of contituous voter registration	0	0	

	of voters register	ii. Conduct of Periodic nationwide and external registration of voters	0	0	
	3. Exhibition of Voters	i. Display of provisional voters register	0	0	
	Register	ii. Display of PVR on social media	0	0	
	4. Voter and Electoral Education	i. Sensitizing CSOs,FBOs,CDOs etc. on the electoral process	0	0	
		i. Verification of particulars of founding members	0	0	
	5. Registration of political	ii. Inspection poliTIcal party offices	0	0	
		1. Headquarters	0	0	
	parties	2. Regional	0	0	
	parties	3. Constituencies	0	0	
		iii. Auditing of accounts of political parties	0	0	
		i. Conduct of DAE	56 E/As	56 E/As	
		ii. Conduct of UCE	56 E/As	56 E/As	
		iii. Gazetting of DAE results	Apr-17	Apr-17	
	6. Conduct of	iv. Gazetting of UCE results	0	0	
	Election	v. Conduct of Presidential and Parliamentary Elections	0	0	
		v. Gazetting of Parliamentary and Presidential results	0	0	

# **Total Releases from Government of Ghana**

PERSONNEL EMOLUMENTS (wages and salaries)								
	Requested	Approved	Released	Do	viations	Actual Expenditure	Variance	
Year	As planned (A)	As per ceiling (B)	С	De	viations	D	(C-D)	
				A-B	B-C			
2014	20,193,101.00	20,051,612.00	20,193,101.00	141,489.00	(141,489.00)	20,193,101.00	-	
2015	24,458,058.00	18,476,918.00	24,458,058.00	5,981,140.00	(5,981,140.00)	24,458,058.00	-	
2016	39,567,525.00	15,248,621.00	14,918,231.00	24,318,904.00	330,390.00	14,918,231.00	-	
2017	33,443,616.00	24,999,930.00	28,403,935.47	8,443,686.00	(3,404,005.47)	28,403,935.47	-	
CAPITAL EXPE	NDITURES/ASSETS							
Year								
2014	1,536,114.00	1,536,114.00	-	-	1,536,114.00	-	-	
2015	1,500,000.00	1,500,000.00	-		1,500,000.00	-	-	
2016	7,317,713.00	7,648,879.00	-	(331,166.00)	7,648,879.00	-	-	
2017	1,489,199.00	500,000.00	-	989,199.00	500,000.00	-	-	
GOODS AND SE	ERVICES							
2014	139,760,403.11	139,477,234.00	138,224,289.11	283,169.11	1,252,944.89	138,224,289.11	-	
2015	216,596,056.58	31,976,918.00	60,716,723.38	184,619,138.58	(28,739,805.38)	60,716,723.38	-	

2016	1,093,000,753.00	800,000,000.00	869,999,999.00	223,000,754.00	(69,999,999.00)	869,999,999.00	-
2017	65,520,400.00	8,327,338.00	2,333,036.60	57,193,062.00	5,994,301.40	2,333,036.60	-

# **Sources of Financial Resources**

Sources		2014			2015			2016			2017	
	Plan ned	Actual receive	Varianc e	Pla nne d	Actual receive	Varia nce	Plann ed	Actua  l receiv ed	Varia nce	Plann ed	Actua  1 receiv ed	Varian ce
GoG	161, 489, 618.	158,41 7,390.	3,072,2 28	242 ,55 4,1 14. 58	80,693, 641.38	161,8 60,47 3.20	1,139 ,885, 991	884,9 18,23 0	254,9 67,76 1	100,4 53,21 5	33,82 7,268	66,625 ,947
IGF												
DACF												
DDF												
UDG												
Developm												
ent Partners												

## 1.11 Key Issues identified after reviewing performance of EC programmes and activities from 2014 -

#### 2017

Partial implementation of the voters registration law (eg ROPAA & Continuous Registration)

Inefficient transmission of election results

Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs, Women)

Inadequate awareness of the Electoral Process

Disposal of obsolete equipment and logistics

Insufficient security for electoral activities

Inadequate career development for staff

Poor remuneration of staff

Inadequate financial resources

Lack of internet/intranet connectivity across the regions and districts.

Inadequate and poor maintenance of office and storage facilities

Ineffective legal representation and compliance

Low level of confidence and trust in electoral system and process.

High cost of utility bills

Inadequate engagement and participation of stakeholders

Occurrences of electoral fraud

Inefficiencies and high cost of managing and conducting elections

Occurrence of violence and dispute in election processes

## 1.12 Summary of Key Development Issues

Inadequate financial resources

Inadequate career development for staff

Insufficient security for electoral activities

Partial implementation of the voter's registration law (eg. ROPAA & Continuous Registration)

Ineffective legal representation in election adjudication

Inadequate and poor maintenance of residential and office accommodation

Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs,

Women)

## 1.13 Summary of Issues of GSGD II

Thematic Are	a of GSGD II			Identify issues (from performance review		
				and profile)		
Transparent, governance	Responsive	and	accountable	Inadequate career development for staff Inadequate financial resources		
				Insufficient security for electoral activities Partial implementation of the voters registration law (eg ROPAA & Continuous Registration) Ineffective legal representation in election adjudication Inadequate and poor maintenance of residential and office accommodation Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs, Women)		

# <u>Harmonization of Identified Development Issue Of GSGDA II with the Issues Of The National Medium</u> <u>Term Policy Framework (NMTDPF, 2018-2021)</u>

For continuity of relevant on-going programs and in accordance with Chapter 6 article 35(7) of the 1992 constitution of Ghana, all MDAs are expected to harmonize the issues associated with their programs and projects commenced under GSGDA II 2014-2017 with those issues of the NMTDPF 2018-2021.

# Identified development issues under GSGD II linked to the goals of NMTDPF 2018-2021

GSGDA II 2014-2017		NMTDPF 2018-2021				
Thematic Areas	Issue	Goals	Issue			
Transparent,  Responsive and accountable governance	Inadequate career development for staff Inadequate financial resources Ineffective legal representation in election adjudication Inadequate and poor maintenance of residential and office accommodation		Relatively weak capacity of governance institutions			
	Partial implementation of the voters registration law (eg ROPAA & Continuous Registration)  Insufficient security for electoral activities Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs, Women)	Maintain a stable, united and safe society	Limited participation by the diaspora in development  Politicisation and recurring threats of political violence			

## **CHAPTER TWO**

## **DEVELOPMENT PRIORITIES FOR 2018-2021**

## 2.1 Introduction

This chapter focuses on the prioritization of the key development issues and their POCC analysis. In undertaking the prioritization, the issues were subjected to a number of criteria as spelt out in the planning guidelines issued by NDPC. Critical among the prioritization is the compatibility, complementarity and consistency analysis,

## 2.2 Application of POCC

Issues to	be	Potentials	Opportunities	Constraints	Challenges
addressed					
		Qualified and	Availability of career	Inadequate staff	Inadequate budget
		experienced staff	development programs		ceiling
Relatively	weak				
capacity	of		Donor Support		
governance		Availability of		Poor planning of	
institutions		architectural		activities	Dwindling Donor
		designs and land for			support
		development		Delay in decision	
				making	
		Collection of IGF			
					Non/Low retention of
					IGF

Conclusion: The Com	niccion has resources t	o offset the constraints an	d aballangas banca th	a issue can be addressed
Conclusion: The Conn	mssion has resources (	o onset the constraints an	d chanenges hence in	le issue can de addressed.
Timbed mentioned	A 11-1-114 £ 41	D	To all mosts	T - 1 6
Limited participation	Availability of the	Demand from key	Inadequate	Lack of consensus on
by the diaspora in	Legal framework	stakeholders for	logistics and	implementation of the
development	to ensure	implementation of the	modalities	ROPAA
	participation of	ROPAA		
	Ghanaians in the			
	diaspora			
Conclusion: The deman	nd and the ruling of th	e courts make it mandator	ry to address the issue	e of ROPAA
		,		
Politicisation and	Availability of	Effective collaboration	Lack of security	Limited number of
recurring threats of	guidelines for the	and cooperation of	skills and	security personnel to
political violence	provision of	national security	awareness	cover election related
	security for	forces for election		activities
	electoral activities	related activities.		
				Increase in political
	Effective	Collaboration of media		vigilantism
	identification and	and CSO's in		
	mapping of	advocating and		
	potential violent	engaging for peace		
	prone areas	during elections		
		Engagement of		
		political parties at		

		IPAC, RIPAC	and						
		DIPAC level							
Conclusion: The desire	Conclusion: The desire and the will of the electorates to ensure and experience peaceful elections overrides every								

**Conclusion:** The desire and the will of the electorates to ensure and experience peaceful elections overrides every constraints and challenge

Gaps in awareness,	It is a key function	Availability of	Inadequate budget	Rising cost of public
advocacy and	of the Commission	advocacy	for planned	education
enforcement of citizen	to educate the	organisations	activities	
rights and	people on the			
responsibilities	electoral process	Donor support for		
	and its purpose.	electoral and voter		
		education		
	The Commission			
	has a presence in all			
	the 254 districts	Availability of a pool		
		of experienced and		
	The availability of	multi lingual electoral		
	IEC materials for	and voter educators at		
	electoral and voter	the districts and		
	education	electoral area levels.		
	1			

Conclusion: Public education is critical for the success of any electoral activity. Thus an issue that must be prioritize

## **CHAPTER THREE**

# DEVELOPMENT PROJECTIONS, GOAL, ADOPTED OBJECTIVES AND STRATEGIES

## 3.1 Introduction

Goals	EC Issues	Adopted issues	Adopted	Adopted Strategies
			Policy	
			Objectives	
Maintain a stable, united and safe society	Inadequate career developme nt for staff Inadequate financial resources Ineffective legal representati on in election adjudicatio n Inadequate and poor maintenance of residential and office accommod ation	Relatively weak capacity of governance institutions	Deepen democratic governance	Reform the electoral process to make it supportive of the development process (SDG Targets 16.6, 16.7)  Deepen political party participation in national development(SDG

				Targets10.2,	16.6,
				16.7)	
	Insufficient security for				
	electoral activities	Politicisation			
	detivities				
		and recurring			
		threats of			
		political			
		violence			
Maintain a stable,	Inadequate	Gaps in	Improve	Strengthen	
united and safe	participation of	awareness,	participation	engagement	with
society	vulnerable and	advocacy and	of civil	traditional	
society		-			:
	marginalized	enforcement of	society	authorities	in
	groups in the	citizen rights	(media,	development	and
	electoral process	and	traditional	governance	
	(PWDs, Women)	responsibilities	authorities,	processes	(SDG
			religious		

			bodies) in	Targets 10.2, 16.7,
			national	16.10, , 17.17)
			development	
				Establish
				appropriate
				framework for
				collaborative
				engagement with the
				media (SDG
				Targets 10.2, 16.7,
				16.10, 17.14, 17.17)
Strengthening	Partial			Facilitate
Ghana's role in	implementa tion of the			implementation of
international	voters registration	Limited	Integrate	the Representation
affairs	law (eg ROPAA &	participation by	Ghanaian	of the People
	Continuous Registratio	the diaspora in	diaspora in	Amendment Law
	n)	development	national	(ROPAA) ( <b>SDG</b>
			development	<b>Target 16.7</b> )

#### **CHAPTER FOUR**

#### DEVELOPMENT PROGRAMMES AND SUB-PROGRAMMES OF EC

#### 4.1 Introduction:

This chapter links the adopted policy objective and strategies to the programme and sum-programmes of the Commission. This linkage is followed by a formulation of programmes of action for the planned period 2018-2021. The projects of the Commission are also aligned to the programs and sub programmes in the subsequent tables.

The time frames, sources of funding, implementation and collaborating agencies have also been identified.

The chapter ends with financial strategy for the Electoral Commission for the period under consideration.

Adopted Objectives	Adopted Strategies	Programmes	Sub-
			Programmes
			Human
			Resource/Ad
		Managemen	min
		t and	Finance
		Administrati	Information
	Reform the electoral process to make it	on	Technology
	supportive of the development process (SDG		Demarcation
	Targets 16.6, 16.7)		
			Compilation
Deepen democratic			of the voters
governance		Electoral	register
	Deepen political party participation in	Services	Conduct of
	national development(SDG Targets10.2,		elections
	16.6, 16.7)		Voter and
			Electoral
			Education
			Registration
			of political
			parties
Improve participation of			
civil society (media,	Strengthen engagement with traditional		
traditional authorities,	authorities in development and governance		

religious bodies) in	processes (SDG Targets 10.2, 16.7, 16.10, ,	Electoral	Voter and
national development	17.17)	Services	Electoral
	Establish appropriate framework for		Education
	collaborative engagement with the media		
	(SDG Targets 10.2, 16.7, 16.10, 17.14,		
	17.17)		
			Compilation
			of the voters
Integrate Ghanaian	Facilitate implementation of the	Electoral	register
diaspora in national	Representation of the People Amendment	Services	Conduct of
development	Law (ROPAA) (SDG Target 16.7)		elections
			Voter and
			Electoral
			Education

## **4.2 PROGRAM OF ACTION - 2018-2021**

Thematic area: Governance, Co	orruption and Public Accountability
-------------------------------	-------------------------------------

Adopted	Progra	Sub-	Projects/	Indicator	Ti	me	frai	ne	Indica	ative		Implei	nenting	
Strategies	mmes	progra	Activities	s					Budge	Budget		agencies		
		mmes			2	2	2	2	GoG	IG	Don	Lead	Collabo	
					0	0	0	0		F	or		rating	
					1	1	2	2						
					8	9	0	1						
		H R	Recruit	No. of	1	1	1	1				EC		
		and	670 staff	staff										
		Admin		recruited										
			Train	No. of	√	V	<b>√</b>	V						
			1,200	staff										
			staff	trained										
				No. of	<b>√</b>	<b>√</b>	V	V						
Reform			Construct	District										
the			250	offices										
electoral			district	constructe										
process to			offices	d										
make it			and 6											
supportive	M & A		regional	No. of	V	1	1	1						
of the			offices	regional										

		offices									
		constructe									
		d									
Finance	Resource	Budgets,	1			1					
	mobilizati	financial									
	on,	and audit									
	administr	reports									
	ation, and	prepared									
	reporting										
IT	Procure	IT	1	<b>√</b>	<b>√</b>	1					
	IT	equipment									
	equipmen	procured									
	t to										
	support										
	operation										
	s of the										
	Commissi										
	on										
Demarc	Demarcat	Electoral		<b>√</b>	<b>√</b>						
ation	e electoral	boundarie									
	area and	S									
	constituen	demarcate									
	cies	d									
	IT	mobilizati on, administr ation, and reporting  IT Procure IT equipmen t to support operation s of the Commissi on  Demarc Demarcat ation e electoral area and constituen	Finance Resource Budgets, mobilizati financial on, and audit administr reports ation, and prepared reporting IT IT Procure IT IT equipment equipmen procured t to support operation s of the Commissi on  Demarc Demarcat Electoral ation e electoral boundarie area and s constituen demarcate	Finance Resource Budgets, mobilizati financial on, and audit reports ation, and prepared reporting IT IT equipment equipmen procured t to support operation s of the Commissi on Commissi on Demarc Demarcat Electoral ation e electoral boundarie area and s constituen demarcate	Finance Resource Budgets,   mobilizati financial on, and audit reports ation, and prepared reporting    IT Procure IT √ √  IT equipment equipment procured t to support operation s of the Commissi on   Demarc Demarcat Electoral area and s constituen demarcate    constituen demarcate    Resource Budgets,   √  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	Finance Resource Budgets,   mobilizati financial on, and audit administr reports ation, and prepared reporting    TT Procure TT	Finance Resource Budgets,   mobilizati financial on, and audit administr reports ation, and prepared reporting  The procure the equipment equipmen procured to support operation s of the Commissi on the Commissi on the constituen demarcate to the constituen demarcate to the constituen demarcate to the constituen to the constituen demarcate to the constituen to the constituent to the c	Finance Resource Budgets,   mobilizati financial on, and audit ation, and reporting    The procure of the Commissi on the Commissi on the Commissi on the Commissi on the Constituen demarcate of the Constituen demarcate of the Constituen demarcate on the Constituen demarcate on the Constituen of the Constituen demarcate on the Constituen demarcate on the Constituen demarcate on the Constituen on the Constituent o	Finance Resource Budgets,    mobilizati financial on, and audit administr reports ation, and prepared reporting  The Procure The squipment equipment procured to support operation s of the Commissi on Demarce Demarcat Electoral ation e electoral boundarie area and s constituen demarcate    Resource Budgets,    V V V V V V V V V V V V V V V V V V	Finance Resource Budgets, which will be a support operation so of the Commissi on Demarcat Electoral ation e electoral ation admirate area and seconstituen bundarie area area and seconstituen bundarie area area and seconstituen bundarie area area and seconstituen bundarie area area area area area area area	Finance Resource Budgets, v v v v v v v v v v v v v v v v v v v

			boundarie								
			s								
		Compil	Compile	Voter	1	1	1	1			
		ation of	the voters	register							
		the	register	compiled							
		voters	annually								
Reform		register									
the	ES	Conduc	Conduct	DLE, GE	1	1	1				
electoral		t of	District	and							
process to		election	level	referenda							
make it		s	Election,	conducted							
supportive			Referenda								
of the			and								
developm			General								
ent			elections								
process		Voter	Print IEC	IEC	1	1	1				
		and	materials	materials							
		Elector	for V & E	printed							
Strengthen		al	education								
engageme		Educati									
nt with		on									
traditional											
authorities											
in			Publicize		1	1	1				
developm			electoral								

ent and		activities	Electoral							
governanc		to create	activities							
e		awareness	publicized							
processes										
		Engage								
Establish		with								
appropriat		stakehold	Stakehold							
e		ers to	er							
framewor		deepen	engageme							
k for		their	nts							
collaborati		knowledg	conducted							
ve		e								
engageme		Register	Political	1	1	1	1			
nt with the		political	parties							
media		parties	registered							
Deepen		Inspect	Political	1			V			
political	Registr	political	parties							
party	ation of	party	offices						EC	NCCE
participati	politica	offices	inspected							
on in	l parties									
national										
developm		Conduct	Political	1			1			
ent		political	party							

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			party	executive									
			executive	elections									
			elections	conducted									
Thematic area	: Gha	na's Role i	n internatio	nal affairs									
Adopted Goal	s : Str	engthening	Ghana's ro	le in the int	tern	atio	nal	aff	airs				
-		0 0											
Adopted policy	, ahiec	etives • Inte	arate Chans	nian diasno	ra i	n ng	ıtinı	nal	develo	nmení			
Adopted pone	objec	tives . The	grate Ghana	nan uiaspo	1 a 1	11 116	itioi	ııaı	ucveio	pinen	•		
Facilitate	Ele	Compilat	Compile	Voters									
implementatio	cto	ion of the	the voters	register									
n of the	ral	voters	register of	of									
Representation	Ser	register	Ghanaians	Ghanaia									
of the People	vic		in the	ns									
Amendment	es		diaspora	compile									
Law (ROPAA)			annually	d									
		Voter	Print IEC	IEC									
		and	materials	material									
		Electoral	for V & E	s printed									
		Educatio	education										
		n											

	Publicize	Electora
	electoral	
	activities	activitie
	to create	s
	awareness	publiciz
		ed
	Engage	
	with	
	stakehold	
	ers to	Stakehol
	deepen	der
	their	engage
	knowledg	ments
	e	conduct
		ed
Conduct	Conduct	
of	General	
elections	Elections	

# 4.3 FINANCIAL STRATEGY

	Total	Expect	ted Rev	venue				Summary of		
Programme	Cost 2018-2021	GOG	IGF	Donor	Others	Total revenue	Gap	resource mobilisation strategy	Alternat course action	ive of
Management and		<b>√</b>								
Administration		$\sqrt{}$						Seek		
Finance		$\sqrt{}$						permission		
IT								to use IGF		
Human										
resource/Admin										

Electoral Services	√	Seek
Demarcation	$\sqrt{}$	support
Compilation of voters register	$\sqrt{}$	from
Conduct of elections	√	parliament
Voter and Electoral Education	√	to bridge
Registration of political parties	√	the gap
		Seek donor
		support for
		some
		activities
		Engage
		MOF to
		increase
		budget
		ceilings

#### **CHAPTER FIVE**

#### **ANNUAL ACTION PLAN (2018)**

#### **5.1 Introduction**

The Annual Action Plan covers the periods 2018, 2019, 2020 and 2021. Each year's Plan of Action details the Projects and their corresponding Operations and Activates. Each projects has its own set of activities, location, time schedule, as well as their indicative budgets as shown in the tables below.

Activiti	Loc											
	Doc	Baselin	Outp	Qua	arter	ly		Ind	icati	ve	Imp	le
es	atio	e	ut	Tin	ne sch	nedu]	le	Bud	lget		men	tin
(Opera	n		Indic					GH	<b>C</b>		g	
tions)			ators								Agei	nci
											es	
				1 <sup>st</sup>	2n	3 <sup>r</sup>	4	G	I	Do	Le	С
					d	d	t	0	G	nor	ad	ol
							h	G	F			la
												b
												0
												r
												a
												ti
												n
												g
	(Opera	(Opera n	(Opera n	(Opera n Indic	(Opera n Indic ators	(Opera n Indic ators 1st 2n	(Opera n Indic ators 1st 2n 3r	(Opera n Indic ators		$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$

Recruit	Recruit	Accr	-	No. of			1	V		EC	P
670 staff	670	a		staff							S
	staff			emplo							C
				yed							,
											M
											О
											F
Train	Train	Regi	100	No. of	1	1	1			EC	G
1,200	200	onal		staff							I
staff	staff			traine							M
				d							P
											A
											,
											A
											A
											Е
											A
Construc	Constru	Distr	100	No. of			1	1		 EC	M
t 250	ct 50		District	office			,	,			О
district	district	Regi	offices	s							F
offices	offices	onal	offices	constr							1
		Ollai									
and 6	and 2			ucted							
regional	regional										
offices	offices										

Budgets,	Prepare	Accr	Prepare	Budg		V				EC	A
financial	annual	a	d and	ets,							u
and audit	estimate		submitt	financ							di
reports	s,		ed	ial							t
prepared	financia			and							S
	1			audit							er
	stateme			report							vi
	nts and			S							c
	audit			prepar							e,
	reports			ed							M
											О
											F
Procure	Procure	Accr	-	No. of			1	1		EC	M
and	and	a		ICT							О
maintain	maintai			equip							F
ICT	n			ment'							
equipme	servers,			S							
nt to	BVR's,			procu							
support	BVD's,			red							
operatio	Comput			and							
ns of the	ers			maint							
Commis	Accesso			ained.							
sion	ries										
		<u> </u>	<u> </u>		[		]	l			

	Sensitiz		-	No. of		V	<b>V</b>		EC	M
	e			electo						О
	affected			ral						F
	commu			areas						
	nities			demar						
Demarca		Elect		cated						
te		oral								
electoral		area								
area and	Organiz	Distr								
constitue	e	icts								
ncies	stakehol	Regi								
boundari	der	onal								
es	consulta	Accr								
	tion	a								
	meeting									
	S									
	Demarc									
	ate									
	electora									
	l area									
	boundar									
	ies									

	Gazette								
	electora								
	1 areas								
	Register				V	1		EC	M
	eligible		No. of						О
Compile	voters		eligibl						F
the			e						
voters	Exhibit	Nati	voters						
register	the	onwi	regist						
annually	voters	de	ered						
	register								
Conduct	Conduc	Sele	Refer			1		EC	M
District	t	cted	endu						О
level	referend	regio	m						F
Election,	um	ns	condu						
Referend		(WR	cted						
a and		/BA/							
General		NR/							
elections		VR)							
Print	Print	Accr	IEC						
IEC	poste	a	materi						
materials	rs		als						
for V &	fly		provi						
Е	ers		ded						

educatio	••••								
n	Voter								
	Educati								
	on								
	Guides								
Publiciz	Create				1	1		EC	
e	awarene								
electoral	ss on								
activities	Compil	Nati	Awar						
to create	ation of	onwi	eness						
awarenes	VR	de	create						
s	Create		d						
	awarene								
	ss on								
	Referen								
	dum								
	Organiz	Distr	Stake		1	1		EC	
	e IPAC,	ict	holder						
Engage	RIPAC,	Regi	s						
with	DIPAC	onal	engag						
stakehol		Accr	ed						
ders to		a							
deepen	Sensitiz	Distr	Stake		1	1		EC	
their	e CSO's	ict	holder						
knowled	and		S						

ge in	others	Regi	engag				
electoral	on the	onal	ed				
process	compila	Accr					
	tion of	a					
	VR on						
	referend						
	um						
Register	Register	Cons	Politi		\ \	EC	M
political	new	titue	cal				О
parties	political	ncies	partie				F
	parties	Regi	s				
	Gazetti	onal	regist				
	ng of	Accr	ered				
	new	a					
	political						
	parties						
Inspect	Underta	Cons	Politi	√	<b>V</b>	EC	M
political	ke the	titue	cal				О
party	inspecti	ncies	partie				F
offices	on of	Regi	s				
	political	onal	office				
	parties	Accr	s				
	offices	a	inspec				
			ted				

Conduct		Cons	Politi		V			EC	M
political	party	titue	cal						О
party	executi	ncy	party						F
executiv	ves	Regi	execu						
e	election	onal	tives						
elections	S	Nati	electi						
		onal	ons						
			condu						
			cted						

### **5.2 ANNUAL ACTION PLAN 2019**

# **Adopted MDAs Goal(s):**

Projects	Activities	Location	Baseline	Output	Quai	terly Tin	ne sched	ule	Indica	tive Bu	dget	Implem	enting
	(Operation			Indicators					GH¢			Agencie	es
	s)												
					1 <sup>st</sup>	2nd	3 <sup>rd</sup>	4th	GoG	IGF	Donor	Lead	Colla
													borati
													ng
Recruit 600 staff	Recruit 200	Accra	-	No. of staff	1	1	√	<b>√</b>				EC	PSC,
	staff			employed									MOF
Train 1,200 staff	Train 400	Regional	100	No. of staff	1	√	√ √					EC	GIMP
	staff			trained									A,AA
													EA
Construct 250	Construct	District	100	No. of		1	1	1				EC	MOF
district offices	50 district	Regional	District	offices									
	offices and		offices	constructed									

and 6 regional	2 regional									
offices	offices									
Budgets,	Prepare	Accra	Prepared	Budgets,	1			 	EC	Audit
		Accia			<b>'</b>				LC	
financial and	annual		and	financial and						Servic
audit reports	estimates,		submitted	audit reports						e,MO
prepared	financial			prepared						F
	statements									
	and audit									
	reports									
Procure and	Procure and	Accra	-	No. of ICT	V	<b>√</b>	$\sqrt{}$		EC	MOF
maintain ICT	maintain			equipment's						
equipment to	servers,			procured						
support	BVR's			and						
operations of the	BVD's,			maintained.						
Commission	Computers									
	Accessories									
support operations of the	BVR's, BVD's, Computers			and maintained.						

	Sensitize		-	No. of	V	V	<b>V</b>		EC	MOF
	affected			electoral						
	communitie			areas						
	s			demarcated						
Demarcate		Electoral area								
electoral area and		Districts								
constituencies	Organize	Regional								
boundaries	stakeholder	Accra								
	consultation									
	meetings									
	Demarcate									
	constituenc									
	у									
	boundaries							 		

	Gazette								
	constituenc								
	у								
	boundaries								
	Register				V	V		EC	MOF
	eligible		No. of						
Compile the	voters		eligible						
voters register		Nationwide	voters						
annually	Exhibit the		registered						
	voters								
	register								
Conduct District	Conduct	Electoral Areas	DLE			1		EC	MOF
level Election,	DLE		conducted						
Referendum and									
General elections									

### **ANNUAL ACTION PLAN - 2020**

Print IEC	Print	Accra	IEC						
materials for V &	posters		materials						
E education	flyers		provided						
	Voter								
	Education								
	Guides								
Publicize	Create				1	1		EC	
electoral	awareness								
activities to	on								
create awareness	Compilatio	Nationwide	Awareness						
	n of VR for	International	created						
	domestic								
	and abroad								
	(ROPAA)								
	Create								
	awareness								

	on DLE and									
	OCV									
	Organize	District		Stakeholder		V	V		EC	
	IPAC,	Regional		s engaged						
Engage with	RIPAC,	Accra								
stakeholders to	DIPAC,	Diaspora								
deepen their	Meeting									
knowledge in	with									
electoral process	Ghanaians									
	abroad									
	Sensitize	District		Stakeholder		V	1		EC	
	CSO's and	Regional		s engaged						
	others on	Accra								
	the									
	compilation									
	of VR, DLE									
1		I	1				1			

	and								
	ROPAA								
	and OCV								
Register political	Register	Constituencies	Political		V	V		EC	MOF
parties	new	Regional	parties						
	political	Accra	registered						
	parties								
	Gazetting of								
	new								
	political								
	parties								
Inspect political	Undertake	Constituencies	Political		V	<b>V</b>		EC	MOF
party offices	the	Regional	parties						
	inspection	Accra	offices						
	of political		inspected						
	parties								
	offices			_					

Co	nduct political	party	Constituency	Political		$\sqrt{}$	$\sqrt{}$		EC	MOF
pa	cty executive	executives	Regional	party						
ele	ections	elections	National	executives						
				elections						
				conducted						

## ANNUAL ACTION PLAN - 2021

# **Adopted MDAs Goal(s):**

Projects	Activities	Location	Baseline	Output	Quarte	rly Time	schedul	le	Indicat	ive Bu	dget	Implemen	ting
	(Operations)			Indicators					GH¢			Agencies	
					1 <sup>st</sup>	2nd	3 <sup>rd</sup>	4th	GoG	IGF	Do	Lead	Collabor
											nor		ating
Recruit 600 staff	Recruit 200	Accra	-	No. of staff	<b>√</b>	<b>√</b>	V	1				EC	PSC,MO
	staff			employed									F
Train 1,200 staff	Train 400	Regional	100	No. of staff	V	V	<b>V</b>					EC	GIMPA,
	staff			trained									AAEA
Construct 250	Construct 50	District	100	No. of offices		V	<b>√</b>	1				EC	MOF
district offices	district	Regional	District	constructed									
and 6 regional	offices and 2		offices										
offices	regional												
	offices												

Budgets,	Prepare	Accra	Prepared	Budgets,	$\sqrt{}$				EC	Audit
financial and	annual		and	financial and						Service,
audit reports	estimates,		submitted	audit reports						MOF
prepared	financial			prepared						
	statements									
	and audit									
	reports									
Procure and	Procure and	Accra	-	No. of ICT	<b>√</b>	V	V		EC	MOF
maintain ICT	maintain			equipment's						
equipment to	servers,			procured and						
support	BVR's,			maintained.						
operations of the	BVD's,									
Commission	Computers									
	Accessories									
Procure and maintain ICT equipment to support operations of the Commission	statements and audit reports  Procure and maintain servers, BVR's, BVD's, Computers	Accra	-	No. of ICT equipment's procured and	√	<b>√</b>	<b>V</b>		EC	MC

	Sensitize		-	No. of electoral	V	V	$\sqrt{}$		EC	MOF
	affected			areas						
	communities			demarcated						
Demarcate		Electoral area								
electoral area and	Organize	Districts								
constituencies	stakeholder	Regional								
boundaries	consultation	Accra								
	meetings									
	Demarcate									
	constituency									
	boundaries									
	Gazette									
	constituency									
	boundaries									

	Register		No. of eligible		V	1		EC	MOF
	eligible		voters registered						
Compile the	voters								
voters register		Nationwide							
annually	Exhibit the								
	voters								
	register								
Conduct District	Conduct DLE	Electoral	DLE			1		EC	MOF
level Election,	(MMDCES)	Areas	(MMDCES)						
Referendum and			Conducted						
General elections									
Print IEC	Print	Accra	IEC materials						
materials for V &	posters		provided						
E education	flyers								
	Voter								
	Education								
	Guides								

Publicize	Create				V	1		EC	
electoral	awareness on								
activities to	Compilation								
create awareness	of VR	Nationwide	Awareness						
	Create	International	created						
	awareness on								
	DLE								
	(MMDCES)								
	Organize	District	Stakeholders		1	1		EC	
	IPAC,	Regional	engaged						
Engage with	RIPAC,	Accra							
stakeholders to	DIPAC,	Diaspora							
deepen their									
knowledge in	Sensitize	District	Stakeholders		<b>√</b>	1		EC	
electoral process	CSO's and	Regional	engaged						
	others on the	Accra							
	compilation								

	of VR on DLE								
	(MMDCES)								
Register political	Register new	Constituencie	Political parties		V	V		EC	MOF
parties	political	s	registered						
	parties	Regional							
	Gazetting of	Accra							
	new political								
	parties								
Inspect political	Undertake	Constituencie	Political parties		V	V		EC	MOF
party offices	the inspection	s	offices inspected						
	of political	Regional							
	parties	Accra							
	offices								
Conduct political	party	Constituency	Political party		V	V		EC	MOF
party executive	executives	Regional	executives						
elections	elections	National							

	elections					
	conducted					

## **Adopted MDAs Goal(s):**

Projects	Activities	Location	Baseline	Output	Quarte	erly Time	e schedu	le	Indicat	ive Bu	lget	Imple	menting
	(Operation			Indicators					GH⊄			Agenc	ies
	<b>s</b> )												
					1 <sup>st</sup>	2nd	3 <sup>rd</sup>	4th	GoG	IGF	Donor	Lead	Collab
													oratin
													g
Recruit 600 staff	Recruit 200	Accra	-	No. of staff	V	V	V	V				EC	PSC,
	staff			employed									MOF
Train 1,200 staff	Train 400	Regional	100	No. of staff	V	V	V					EC	GIMP
	staff			trained									A,AA
													EA
Construct 250	Construct	District	100	No. of		1	1	1				EC	MOF
district offices	50 district	Regional	District	offices									
and 6 regional	offices and		offices	constructed									
offices	2 regional												
	offices												

Prepare	Accra	Prepared	Budgets,		<b>√</b>						EC	Audit
annual		and	financial and									Servic
estimates,		submitted	audit reports									e,MOF
financial			prepared									
statements												
and audit												
reports												
Procure and	Accra	-	No. of ICT		<b>√</b>	<b>√</b>	<b>√</b>				EC	MOF
maintain			equipment's									
servers,			procured									
BVR's,			and									
BVD's,			maintained.									
Computers												
Accessories												
a e e f s a r H H	estimates, financial statements and audit reports Procure and maintain servers, BVR's, BVD's, Computers	estimates, financial statements and audit reports  Procure and Accra maintain servers, BVR's, BVD's, Computers	annual and submitted submitted statements and audit reports  Procure and Accra - maintain servers, BVR's, BVD's, Computers	annual and submitted audit reports prepared statements and audit reports  Procure and Accra - No. of ICT equipment's procured and maintain servers,  BVR's,  BVD's,  Computers	annual and financial and submitted audit reports prepared statements and audit reports and audit reports and audit reports procure and Accra - No. of ICT equipment's procured and servers, BVR's, and maintained.	annual and financial and submitted audit reports prepared statements and audit reports and audit reports and audit reports procure and Accra - No. of ICT quipment's procured and servers, procured and maintain servers, and maintained.	annual and financial and submitted audit reports prepared  Procure and Accra - No. of ICT quipment's procured and servers,  BVR's,  BVD's,  Computers	annual and financial and submitted audit reports prepared prepared prepared prepared prepared procure and Accra - No. of ICT v v v maintain servers, BVR's, BVD's, Computers	annual and financial and submitted audit reports prepared statements and audit reports and audit reports and audit reports procure and Accra - No. of ICT v v v v reports procured and servers, procured and maintain servers, BVR's, and maintained.	annual and financial and submitted audit reports prepared  statements and audit reports  Procure and Accra - No. of ICT  maintain servers,  BVR's,  BVD's,  Computers	annual and financial and submitted audit reports prepared  Statements and audit reports  Procure and Accra - No. of ICT quipment's procured servers,  BVR's,  BVD's,  Computers	annual and financial and submitted audit reports prepared statements and audit reports and audit reports and audit reports procure and Accra - No. of ICT v v v v EC maintain servers, procured and BVD's, Computers

	Sensitize		-	No.	of	V	V	$\sqrt{}$		EC	MOF
	affected			electoral							
	communitie			areas							
	s			demarca	ted						
Demarcate		Electoral area									
electoral area and		Districts									
constituencies	Organize	Regional									
boundaries	stakeholder	Accra									
	consultation										
	meetings										
	Demarcate										
	constituenc										
	у										
	boundaries										

	Gazette								
	constituenc								
	у								
	boundaries								
	Register				<b>V</b>	1		EC	MOF
	eligible		No. of						
Compile the	voters		eligible						
voters register		Nationwide	voters						
annually	Exhibit the		registered						
	voters								
	register								
Conduct District	Conduct GE	Constituencies	GE			<b>V</b>		EC	MOF
level Election,	(In and Out		conducted						
Referendum and	of Country								
General elections	Voting)								

Print	Accra	IEC								
posters		materials								
flyers		provided								
Voter										
Education										
Guides										
Create				<b>V</b>	1				EC	
awareness										
on										
Compilatio	Nationwide	Awareness								
n of VR	International	created								
Create										
awareness										
on GE										
Organize	District	Stakeholder		V	1				EC	
IPAC,	Regional	s engaged								
	Accra									
	postersflyers Voter Education Guides Create awareness on Compilatio n of VR Create awareness on GE Organize	postersflyers Voter Education Guides Create awareness on Compilatio n of VR International Create awareness on GE Organize District IPAC, Regional	postersflyersVoter Education Guides Create awareness on Compilatio n of VR Create awareness on GE Organize District PAC, Regional  materials provided  Awareness created  Stakeholder s engaged	postersflyersVoter Education Guides Create awareness on Compilatio n of VR International Create awareness on GE Drganize Drganize Drganize District DryaC, Regional  materials provided  Awareness create  Stakeholder s engaged	postersflyers Voter Education Guides Create awareness on Compilatio n of VR International Create awareness on GE Organize District PAC, Regional  materials provided  Awareness create    Stakeholder s engaged	materials provided  materials provided  materials provided  materials provided  Awareness  Dreate materials provided  Awareness  Dreate materials provided  Awareness  Dreate materials provided  Awareness  Dreate materials provided  Awareness  Stakeholder package  Stakeholder package provided  Awareness  Stakeholder package provided  Awareness  Stakeholder package provided  Awareness  Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder package provided  Awareness Stakeholder Brown Awareness Brown	materials provided flyersflyers provided  Voter  Education Guides  Create awareness on Compilatio n of VR International  Create awareness on GE  Drganize District PAC, Regional  materials provided  Awareness provided	materials provided  Total provided  materials provided  materials provided  materials provided  Awareness  Dreate  materials provided  Awareness  Awareness  Dreate  materials provided  Awareness  Create  materials provided  Awareness  Create  materials provided  Awareness  Create  materials provided  Awareness  Dreate  materials provided  Awareness  Dreate  Mationwide Awareness  Create  materials provided  Awareness  Dreate  Mationwide Awareness  Dreate  Dre	materials provided  materials provided  Nationwide  Awareness  International  Treate  Invareness  In of VR  International  Treate  Invareness  In GE  Diganize  District  PAC,  Regional  Materials provided  Awareniss  Awareness  Aw	materials provided  mater

RIPAC,	Diaspora											
DIPAC,												
Meeting												
with												
Ghanaians												
abroad												
Sensitize	District		Stakeholder			<b>√</b>	<b>√</b>				EC	
CSO's and	Regional		s engaged									
others on	Accra											
the												
compilation												
of VR on												
GE												
Register	Constituencies		Political			<b>√</b>	<b>√</b>				EC	MOF
new	Regional		parties									
	Accra		registered									
	DIPAC, Meeting with Ghanaians abroad  Sensitize CSO's and others on the compilation of VR on GE Register	DIPAC, Meeting with Ghanaians abroad  Sensitize District CSO's and Regional others on Accra the compilation of VR on GE  Register Constituencies new Regional	DIPAC, Meeting with Ghanaians abroad  Sensitize District CSO's and Regional others on Accra the compilation of VR on GE Register Constituencies new Regional	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional s engaged others on Accra the compilation of VR on GE Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional s engaged others on Accra the compilation of VR on GE  Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional sengaged others on Accra the compilation of VR on GE Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional s engaged others on Accra the compilation of VR on GE  Register Constituencies Political parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional s engaged others on Accra the compilation of VR on GE  Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional sengaged others on Accra the compilation of VR on GE  Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District CSO's and Regional others on Accra the compilation of VR on GE Register Register Regional  District Stakeholder s engaged  V  V  V  Regional  Political parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional sengaged others on Accra the compilation of VR on GE  Register Constituencies Political new Regional parties	DIPAC, Meeting with Ghanaians abroad  Sensitize District Stakeholder CSO's and Regional others on Accra the compilation of VR on GE  Register Constituencies Political new Regional parties

	political								
	parties								
	Gazetting of								
	new								
	political								
	parties								
Inspect political	Undertake	Constituencies	Political		V	<b>√</b>		EC	MOF
party offices	the	Regional	parties						
	inspection	Accra	offices						
	of political		inspected						
	parties								
	offices								
Conduct political		Constituency	Political		V	1		EC	MOF
party executive	party	Regional	party						
elections	executives	National	executives						
	elections		elections						
			conducted						

#### **CHAPTER SIX**

### IMPLEMENTATION, MONITORING AND EVALUATION

#### **6.1 Introduction**

This Chapter discusses arrangements for data collection, collation, analysis and use of results.

Data collection, collation, analysis and results matrix have been outlined to facilitate the M & E arrangements for this plan. Quarterly and annual progress reporting formats have also been provided for easy reporting.

### **6.2 Monitoring Matrix**

The EC has selected indicators and targets expected to be achieved within a timeframe. These measurements lead to the stated goal and objectives indicated in the PoA and AAP. The monitoring matrix, which outlines the indicators, baseline, targets and monitoring frequency. The indicators have further been disaggregated.

Thematic area: Governance, Corruption and Public Accountability

Objective: Deepen Democratic Governance

Indicators	Indicator	Indicator	Baseline	Targets				Disaggraphica	Monitoring	Responsibility
	Definition	Туре	2017	2018	2019	2020	2021	Disaggregation	Frequency	
No. of staff recruited	People	Output						Graduate (M/F)	Annually	
	employed in the							Non Graduate		
	Commission							(M/F)		
No. of staff trained	Stoff twoined in	Output						Navyly angaga	I A manyallar	
	Staff trained in some specific							Newly engaged (M/F)	lAnnually	
	areas							Existing staff (M/F)		
No. of	Office	Output	12 District	112 DOs	162	202	252	District	Annually	Proc. Unit, Finance
District/Regional	accommodation		offices					Regional		Dpt, Audit Unit
offices constructed	provided									

Budgets, financial	Preparation and	Output	1 Budget	1	1	1	1	Budget	Annually	
and audit reports	submission of		1 financial	1	1	1	1	Financial Statement		
prepared	Annual		statement					Audit report		
	estimates,		1 Audit	1	1	1	1			
	financial		Report							
	statements and									
	audit reports									
IT equipment	Provision of	Output						Software	Annually	Proc. Unit, ICT Dpt.
procured	ICT equipment							Hardware		
Electoral boundaries	Demarcation of	Output						Electoral areas	Annually	Ops Division,
demarcated	electoral areas							Constituency		Electoral Services,
	and									Regions, Districts
	constituency									
	boundaries									

Voter register	Registration of	Output	0	1	1	1	0	Constituency (M/F)	Annually	Ops	Division,
compiled	eligible voters							National (M/F)		Electoral	Services,
										Regions, I	Districts
DLE, GE and	Conduct of	Output	0	6	!	1 GE		DLE	Annually	Commission	on, Ops
referenda conducted	elections			Referenda	DLE			GE		Division,	Electoral
								Referenda		Services,	regional
										Districts	
IEC materials	Provision of	Output						Posters	Annually	Communio	cations
printed	IEC materials							Flyers		Unit, Pro	oc. Unit,
								Voter Education		Finance D	pt.
								guide			
Electoral activities	Creation of	Output						Registration	Annually	Communic	cations
publicized	awareness on	ı						Exhibition		Unit	Regions,
	electoral							Election		Districts, 0	Gender &
	activities									Disability	Desk

Stakeholder	Organization of	Output				Political Parties	Annually	Communic	ations
engagements	stakeholder					(IPAC)		Unit ,	Regions,
conducted	consultations				1	CSO's and others		Districts,	Gender
								disability I	Desk
Political parties	Registration of	Output				Registered	Annually	Ops	Division,
registered	political parties					Provisional		Electoral S	ervices, R
								& M Dpt.	Regions,
								Districts	
Political parties	Inspection of	Output				National	Annually	Ops	Division,
offices inspected	political party's					Regional		Electoral S	ervices, R
	offices and					Constituency		& M Dpt.	Regions,
	activities							Districts	
Political party	Conduct of	Output				National	Annually	Ops	Division,
executive elections	political party					Regional		Electoral S	ervices, R
conducted	executive					Constituency		& M Dpt.	Regions,
	elections							Districts	

Thematic area: Ghana's Role in international affairs

Adopted policy objectives : Integrate Ghanaian diaspora in national development

	Indicator Definition	Indicator Type	Baseline 2017	Targets	Disaggregation	Monitoring Frequency	Responsibility
Ghanaians in the diaspora compiled	Registration of eligible Ghanaian voters abroad	Output			Country (M/F)		Ops Division, Electoral Services, R & M Dpt.
Out of Country	Conduct of OCV	Output			Country		Ops Division, Electoral Services, R & M Dpt.
		Output			Posters Flyers		Communications Unit, Proc. Unit, Finance Dpt.

country voting	for OCV and				Voter Education		
(OCV and ROPAA)	ROPAA				guide		
Electoral activities	Creation of	Output			Registration	Communications	Unit ,
publicized for	awareness on				Exhibition	Gender disability l	Desk
ROPAA and OCV	ROPAA and				Election		
	OCV						
Stakeholder	Organization of	Output			Political Parties	Communications	Unit ,
engagements for	stakeholder				CSO's and	Gender disability l	Desk
ROPAA and OCV	consultations				others		
	on ROPAA and						
	OCV						

## **Programme/Project Register Format**

The register format below based on the PoA with details on activities such as start time, costs, location and source of funding, expected completion date and status of project and their implications for the achievement of the goals and objectives will be used to collect data on all programmes, projects and activities executed in the plan period. The register should be updated regularly.

Programme / Project Register Format

- Programme/Project Name
- Medium Term Goal
- Sector
- Project Description
- Project Location
- Contractor
- Budget, source and type of funding
- Date started
- Expected completion date
- Contract sum
- Expenditure to date
- Project implementation status
- Remarks

# **6.3 Data Collection Matrix**

The data collection matrix will complement the programme register. The data collection matrix is prepared by using indicators from the monitoring matrix in Table above. The data collection matrix should provide further information on data collection period, methods and results.

Indicator	<b>Data</b> collection	Data collection	Data disaggregation	Results
	period	method		
No. of staff recruited	Oct - Dec	Questionnaire	Graduate (M/F)	
			Non Graduate (M/F)	
No. of staff trained	Oct - Dec	Questionnaire	Newly engaged (M/F)	
			Existing staff (M/F)	
No. of	Oct - Dec	Questionnaire	District	
District/Regional			Regional	
offices constructed				
IT equipment procured	Oct - Dec	Questionnaire	Software	
			Hardware	
Electoral boundaries	Oct - Dec	Questionnaire	Electoral areas	
demarcated			Constituency	
Voter register	Oct - Dec	Questionnaire	Constituency (M/F)	
		Questionnuire	•	
compiled			National (M/F)	
DLE, GE and referenda	Oct - Dec	Questionnaire	DLE	
conducted			GE	
			Referenda	

IEC materials printed	Oct - Dec	Questionnaire	Posters		
			Flyers		
			Voter Education		
			guide		
Electoral activities	Oct - Dec	Questionnaire	Registration		
publicized			Exhibition		
			Election		
Stakeholder	Oct - Dec	Questionnaire	Political Parties		
engagements			(IPAC)		
conducted			CSO's and others		
Political parties	Oct - Dec	Questionnaire	Registered		
registered			Provisional		
Political parties offices	Oct - Dec	Questionnaire	National		
inspected			Regional		
			Constituency		
Political party	Oct - Dec	Questionnaire	National		
executive elections			Regional		
conducted			Constituency		
Voters register of	Oct - Dec	Questionnaire	Country (M/F)		
Ghanaians in the					
diaspora compiled					
(ROPAA)					
Out of Country Voting	Oct - Dec	Questionnaire	Country		
(OCV) for Ghanaians					

in the diaspora			
conducted			
IEC materials printed	Oct - Dec	Questionnaire	Posters
for out of country			Flyers
voting (OCV and			Voter Education
ROPAA)			guide
Electoral activities	Oct - Dec	Questionnaire	Registration
publicized for ROPAA			Exhibition
and OCV			Election
Stakeholder	Oct - Dec	Questionnaire	Political Parties
engagements for			CSO's and others
ROPAA and OCV			

### 6.4 Quarterly and Annual Progress Reporting Format

## **Reporting Arrangement**

The Commission will prepare and submit quarterly and annual reports on their M & E activities to NDPC and other relevant stakeholders using the format below

### **Title Page**

- i. Name of the MDA
- ii. Time period for the M&E report

#### Introduction

- i. Summary of achievements and challenges with the implementation of the SMTDP
- ii. Purpose of the M&E for the stated period
- iii. Processes involved and difficulties encountered

# **M&E Activities Report**

- i. Programme/Project status for the quarter or year
- ii. Update on funding sources and disbursements
- iii. Update on indicators and targets
- iv. Update on critical development and poverty issues
- v. Evaluations conducted; their findings and recommendations
- vi. Participatory M&E undertaken and their results

### The Way Forward

i. Key issues addressed and those yet to be addressed

#### Recommendation

# 6.5 Dissemination and Communication Strategy

A strategy on how to disseminate and communicate the Medium Term Plan is detailed below. The strategy includes:

- i. Arrangements for distribution of the quarterly and annual progress reports
- ii. Creation of awareness as per the communication activity matrix below
- iii. Organisation of meetings with stakeholders who must then take messages back to their constituencies.

# **Communication Activity Matrix**

Activity	Purpose	Audience	Method/Tool	Timeframe	Responsibility
Sensitization of	To create	Commission	Commission	2 <sup>nd</sup> October	Planning Committee
the plan to the	awareness	Members,	meetings	- 30 <sup>th</sup>	
Commission and		Staff	Staff	October	
staff			Durbar/Meeting	,2018	
Engagement	To create	Political	IPAC, RIPAC,	October –	Planning Committee
with	awareness	Parties, Media,	DIPAC meetings	Dec 2018	
stakeholders		CSO and	Meetings with		
		others	media and CSOs		
Publication of	To create	General Public	Radio	October –	Communication Unit
the plan	awareness		TV	Dec 2018	
			Adverts, social		
			media and		
			discussions		

Printing of EC	To make it	Staff, Political	Website	October -	Communication Unit
Medium term	assessable	Parties, CSOs,	Hard copies	Dec 2018	
Plan		Academia and	Social media		
		others			