



**ELECTORAL COMMISSION  
GHANA**

**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:

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The EC MTEF PBB Estimates for 2018 is also available on the internet at: [www.mofep.gov.gh](http://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**

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

	iv. Preparation of Materials/Stores management reports		4/30/2014	0	
	v. Preparation of internal audit report		3/1/2014	0	
	vi. Responses 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	
3. Information Technology	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	
	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,Regions and District	0	
	viii. Extension of Microsoft SharePoint		Headquarters,Regions and District	0	

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

		6. Conduct of Election	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
			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	
			2015	1. Management and Administration	1. Human Resource & General Services.	i. Refresher Training of staff	
ii. HR Administration Support (Promotions, Recruitment ,Transfers ect.)		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		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		
2. Finance	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		
	iv. Preparation of Materials/Stores management reports				
	v. Preparation of internal audit report				
	vi. Responses to external audit reports				
	vii. Preparation of annual estimates				
	viii. Preparation of annual financial report				
3. Information Technology	i. Acquisition of Computers, Accessories and support services		0	0	
	<b>ii. IT training of staff :-</b>				
	1. ICT training		0	0	
	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,Regions,Districts	Headquarters,Regions,Districts	
		viii. Extension of Microsoft sharepoint		Headquarters,Regions,Districts	Headquarters	
		ix. Installation of wireless connectivity		Headquarters,Regions,Districts	Headquarters	Provided by GOG
2. Electoral Services	1. Demarcation of electoral boundaries	i. Creation of Polling Stations		0	0	
	2. Compilation of voters register	i. Conduct of continuous voter registration		N/A	61	
		ii. Conduct of Periodic nationwide and external registration of voters		0	0	
	3. Exhibition of Voters Register	i. Display of provisional voters register		14.7 Million	6.3 Million	
		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 of political parties	i. Verification of particulars of founding members		36	0	
		<b>ii. Inspection political party offices</b>				
		1. Headquarters		10	0	

			2. Regional		0	0			
			3. Constituencies		0	0			
			iii. Receipt of audited accounts of political parties		23	6			
		6. Conduct of Election		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		
				v. Conduct of Presidential and Parliamentary Elections		0	0		
				v. Gazetting of Parliamentary and Presidential results		0	0		
		2016	1. Management and Administration	1. Human Resource & General Services.	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	
					<b>iii. CAPEX -:</b>				
1. Construction of District Offices					23	0	Lack of funds		
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
2. Finance	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		
	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	
	viii. Preparation of annual financial report		4/30/2016	Completed	
3. Information Technology	i. Acquisition of Computers, Accessories and support services				
	<b>ii. IT training of staff :-</b>				
	1. ICT training		0	0	
	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	Headquarters	Lack of funds
		ix. Installation of wireless connectivity		Regions and District	0	Lack of funds
2. Electoral Services	1. Demarcation of electoral boundaries	i. Creation of Polling Stations		30,000	28,992	Budgetary constraints
	2. Compilation of voters register	i. Conduct of continuous voter registration			0	
		ii. Conduct of Periodic nationwide and external registration of voters		1,200,000	800,000	
		III. Reregistration of NHIS card bearing Registrants		59,772	21,591	
		vi. Training of temporary staff		32,664	32,664	
	3. Exhibition of Voters Register	i. Display of provisional voters register		28,992	28,992	
		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				
	5. Registration of political parties	i. Verification of particulars of founding members			0	
		ii. Inspection political party offices				
		1. Headquarters		15	0	
		2. Regional		50	0	
		3. Constituencies		275	0	
		iii. Auditing of accounts of political parties		25	8	
	6. Conduct of Election	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	
		v. Conduct of Presidential and Parliamentary Elections		28992	28992	
		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	
	1. Human Resource &	vii. Training of temporary staff		147,445	147,445	
		i. Refresher Training of staff		150	0	

2017(1ST QUARTER)

1. Management and Administration

General Services.	ii. HR Administration Support (Promotions, Recruitment, Transfers ect.)		Recruitment:45 Promotion:170 Replacement:0 Transfers:0	0	
	<b>iii. CAPEX -:</b>				
	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	
	4. Construction of Regional Office and National warehouse complex		1	76%	Lack of funds
	5. Renovation of bungalows		10	0	Lack of funds
	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	
2. Finance	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	
	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	
		viii. Preparation of annual financial report		4/30/2017	0	
	3. Information Technology	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	
		iv. Printing of voter registers		0	0	
		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 continuous voter registration		0	0	

	of voters register	ii. Conduct of Periodic nationwide and external registration of voters		0	0	
3. Exhibition of Voters Register		i. Display of provisional voters register		0	0	
		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	
5. Registration of political parties		i. Verification of particulars of founding members		0	0	
		ii. Inspection political party offices		0	0	
		1. Headquarters		0	0	
		2. Regional		0	0	
		3. Constituencies		0	0	
		iii. Auditing of accounts of political parties		0	0	
6. Conduct of Election		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	
		iv. Gazetting of UCE results		0	0	
		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)							
Year	Requested	Approved	Released	Deviations		Actual Expenditure	Variance
	As planned (A)	As per ceiling (B)	C			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 EXPENDITURES/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 SERVICES							
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 d	Varianc e	Pla nne d	Actual receive d	Varia nce	Plann ed	Actua l receiv ed	Varia nce	Plann ed	Actua l receiv ed	Varian ce
GoG	161, 489, 618. 11	158,41 7,390. 11	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 Area of GSGD II	Identify issues (from performance review and profile)
Transparent, Responsive and accountable governance	<p>Inadequate career development for staff Inadequate financial resources</p> <p>Insufficient security for electoral activities Partial implementation of the voters registration law (eg ROPAA &amp; 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)</p>

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

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	<p>Inadequate career development for staff Inadequate financial resources Ineffective legal representation in election adjudication Inadequate and poor maintenance of residential and office accommodation</p> <p>Partial implementation of the voters registration law (eg ROPAA &amp; Continuous Registration)</p> <p>Insufficient security for electoral activities Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs, Women)</p>	<p>Maintain a stable, united and safe society</p>	<p>Relatively weak capacity of governance institutions</p> <p>Limited participation by the diaspora in development</p> <p>Politicisation and recurring threats of political violence</p>

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



**Conclusion:** The Commission has resources to offset the constraints and challenges hence the issue can be addressed.

Limited participation by the diaspora in development	Availability of the Legal framework to ensure participation of Ghanaians in the diaspora	Demand from key stakeholders for implementation of the ROPAA	Inadequate logistics and modalities	Lack of consensus on implementation of the ROPAA
--	--	--	-------------------------------------	--

**Conclusion:** The demand and the ruling of the courts make it mandatory to address the issue of ROPAA

Politicisation and recurring threats of political violence	Availability of guidelines for the provision of security for electoral activities  Effective identification and mapping of potential violent prone areas	Effective collaboration and cooperation of national security forces for election related activities.  Collaboration of media and CSO's in advocating and engaging for peace during elections  Engagement of political parties at	Lack of security skills and awareness	Limited number of security personnel to cover election related activities  Increase in political vigilantism
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		IPAC, RIPAC and DIPAC level		
--	--	--------------------------------	--	--

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

Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	It is a key function of the Commission to educate the people on the electoral process and its purpose.  The Commission has a presence in all the 254 districts  The availability of IEC materials for electoral and voter education	Availability of advocacy organisations  Donor support for electoral and voter education  Availability of a pool of experienced and multi lingual electoral and voter educators at the districts and electoral area levels.	Inadequate budget for planned activities	Rising cost of public education
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**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 Policy Objectives	Adopted Strategies
Maintain a stable, united and safe society	<p>Inadequate career development for staff</p> <p>Inadequate financial resources</p> <p>Ineffective legal representation in election adjudication</p> <p>Inadequate and poor maintenance of residential and office accommodation</p>	<p>Relatively weak capacity of governance institutions</p>	<p>Deepen democratic governance</p>	<p>Reform the electoral process to make it supportive of the development process (SDG <b>Targets 16.6, 16.7</b>)</p> <p>Deepen political party participation in national development(SDG</p>

				<b>Targets 10.2, 16.6, 16.7)</b>
	Insufficient security for electoral activities	Politicisation and recurring threats of political violence		
Maintain a stable, united and safe society	Inadequate participation of vulnerable and marginalized groups in the electoral process (PWDs, Women)	Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	Improve participation of civil society (media, traditional authorities, religious	Strengthen engagement with traditional authorities in development and governance processes <b>(SDG</b>

			bodies) in national development	<p><b>Targets 10.2, 16.7, 16.10, , 17.17)</b></p> <p>Establish appropriate framework for collaborative engagement with the media (SDG <b>Targets 10.2, 16.7, 16.10, 17.14, 17.17)</b>)</p>
Strengthening Ghana's role in international affairs	Partial implementation of the voters registration law (eg ROPAA & Continuous Registration)	Limited participation by the diaspora in development	Integrate Ghanaian diaspora in national development	Facilitate implementation of the Representation of the People Amendment Law (ROPAA) (SDG <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 sub-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
Deepen democratic governance	Reform the electoral process to make it supportive of the development process ( <b>SDG Targets 16.6, 16.7</b> )  Deepen political party participation in national development( <b>SDG Targets 10.2, 16.6, 16.7</b> )	Management and Administration	Human Resource/Admin
			Finance
			Information Technology
		Electoral Services	Demarcation
			Compilation of the voters register
			Conduct of elections
			Voter and Electoral Education
Registration of political parties			
Improve participation of civil society (media, traditional authorities,	Strengthen engagement with traditional authorities in development and governance		

religious bodies) in national development	processes (SDG Targets 10.2, 16.7, 16.10, , 17.17) Establish appropriate framework for collaborative engagement with the media (SDG Targets 10.2, 16.7, 16.10, 17.14, 17.17)	Electoral Services	Voter and Electoral Education			
Integrate Ghanaian diaspora in national development	Facilitate implementation of the Representation of the People Amendment Law (ROPAA) (SDG Target 16.7)	Electoral Services	<table border="1"> <tr> <td data-bbox="1275 707 1484 931">Compilation of the voters register</td> </tr> <tr> <td data-bbox="1275 931 1484 1077">Conduct of elections</td> </tr> <tr> <td data-bbox="1275 1077 1484 1292">Voter and Electoral Education</td> </tr> </table>	Compilation of the voters register	Conduct of elections	Voter and Electoral Education
Compilation of the voters register						
Conduct of elections						
Voter and Electoral Education						



## 4.2 PROGRAM OF ACTION - 2018-2021

Thematic area : Governance , Corruption and Public Accountability													
Adopted policy objectives : Deepen democratic governance													
Adopted Strategies	Progra mmes	Sub- progra mmes	Projects/ Activities	Indicator s	Time frame				Indicative Budget			Implementing agencies	
					2 0 1 8	2 0 1 9	2 0 2 0	2 0 2 1	GoG	IG F	Don or	Lead	Collabo rating
Reform the electoral process to make it supportive of the	M & A	H R and Admin	Recruit 670 staff	No. of staff recruited	√	√	√	√				<b>EC</b>	
			Train 1,200 staff	No. of staff trained	√	√	√	√					
			Construct 250 district offices and 6 regional offices	District offices constructed	√	√	√	√					

development process			offices constructed										
	Finance	Resource mobilization, administration, and reporting	Budgets, financial and audit reports prepared	√	√	√	√						
	IT	Procure IT equipment to support operations of the Commission	IT equipment procured	√	√	√	√						
	Demarcation	Demarcate electoral areas and constituencies	Electoral boundaries demarcated		√	√							

Reform the electoral process to make it supportive of the development process	ES		boundaries											
		Compilation of the voters register	Compile the voters register annually	Voter register compiled	√	√	√	√						
		Conduct of elections	Conduct District level Election, Referenda and General elections	DLE, GE and referenda conducted	√	√	√							
		Voter and Electoral Education	Print IEC materials for V & E education	IEC materials printed	√	√	√							
Strengthen engagement with traditional authorities in development			Publicize electoral		√	√	√							

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

			party executive elections	executive elections conducted										
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**Thematic area : Ghana’s Role in international affairs**

**Adopted Goals : Strengthening Ghana’s role in the international affairs**

**Adopted policy objectives : Integrate Ghanaian diaspora in national development**

Facilitate implementation of the Representation of the People Amendment Law (ROPAA)	<b>Electoral Services</b>	Compilation of the voters register	Compile the voters register of Ghanaians in the diaspora annually	Voters register of Ghanaians compiled										
		Voter and Electoral Education	Print IEC materials for V & E education	IEC material s printed										

		Publicize electoral activities to create awareness	Electoral activities to create awareness											
		Engage with stakeholders to deepen their knowledge	Engage with stakeholders to deepen their knowledge											
		Conduct of elections	Conduct of General Elections											

### 4.3 FINANCIAL STRATEGY

Programme	Total Cost 2018-2021	Expected Revenue					Total revenue	Gap	Summary of resource mobilisation strategy	Alternative course of action
		GOG	IGF	Donor	Others					
Management and Administration Finance IT Human resource/Admin		√							Seek permission to use IGF	

Electoral Services		√						Seek	
Demarcation		√						support	
Compilation of voters register		√						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 Activities. Each project has its own set of activities, location, time schedule, as well as their indicative budgets as shown in the tables below.

<b>Adopted MDAs Goal(s):</b>													
<b>Projects</b>	<b>Activities (Operations)</b>	<b>Location</b>	<b>Baseline</b>	<b>Output Indicators</b>	<b>Quarterly Time schedule</b>				<b>Indicative Budget GH¢</b>			<b>Implementing Agencies</b>	
					1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	G o g	I G F	Do nor	Le ad	C o l l a b o r a t i o n g

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

Budgets, financial and audit reports prepared	Prepare annual estimates, financial statements and audit reports	Accr a	Prepare and submitted	Budgets, financial and audit reports prepared		√							EC	Audit Service, MOF
Procure and maintain ICT equipment to support operations of the Commission	Procure and maintain servers, BVR's, BVD's, Computers Accessories	Accr a	-	No. of ICT equipments procured and maintained.			√	√					EC	MOF

Demarcate electoral area and constituencies boundaries	Sensitize affected communities	Electoral area	-	No. of electoral areas demarcated			√	√				EC	M O F
	Organize stakeholders	Districts											
	Regional consultation meetings	Regional											
	Demarcate electoral area boundaries	Accreditation											

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

education	.... Voter Education Guides												
Publicize electoral activities to create awareness	Create awareness on Compilation of VR Create awareness on Referendum	Nationwide		Awareness created			√	√					EC
Engage with stakeholders to deepen their knowledge	Organize IPAC, RIPAC, DIPAC Sensitize CSO's and	District Regional Accreditation		Stakeholders engaged			√	√					EC
		District		Stakeholders			√	√					EC

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

Conduct	..... ...	Cons		Politi			√	√				EC	M
political	party	titue		cal									O
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 (Operations)	Location	Baseline	Output Indicators	Quarterly Time schedule				Indicative Budget GH¢			Implementing Agencies	
					1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	GoG	IGF	Donor	Lead	Collaborating
Recruit 600 staff	Recruit 200 staff	Accra	-	No. of staff employed	√	√	√	√				EC	PSC, MOF
Train 1,200 staff	Train 400 staff	Regional	100	No. of staff trained	√	√	√					EC	GIMP A,AA EA
Construct 250 district offices	Construct 50 district offices and	District Regional	100 District offices	No. of offices constructed		√	√	√				EC	MOF

and 6 regional offices	2 regional offices												
Budgets, financial and audit reports prepared	Prepare annual estimates, financial statements and audit reports	Accra	Prepared and submitted	Budgets, financial and audit reports prepared		√						EC	Audit Service, MOF
Procure and maintain ICT equipment to support operations of the Commission	Procure and maintain servers, BVR's, BVD's, Computers Accessories	Accra	-	No. of ICT equipment's procured and maintained.		√	√	√				EC	MOF

Demarcate electoral area and constituencies boundaries	<p>Sensitize affected communities</p> <hr/> <p>Organize stakeholder consultation meetings</p> <hr/> <p>Demarcate constituency boundaries</p>	<p>Electoral area Districts Regional Accra</p>	-	No. of electoral areas demarcated		√	√	√				EC	MOF

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

**ANNUAL ACTION PLAN - 2020**

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

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

	and ROPAA and OCV												
Register political parties	Register new political parties Gazetting of new political parties	Constituencies Regional Accra		Political parties registered			√	√				EC	MOF
Inspect political party offices	Undertake the inspection of political parties offices	Constituencies Regional Accra		Political parties offices inspected			√	√				EC	MOF

Conduct political party executive elections	..... ... party executives elections	Constituency Regional National		Political party executives elections conducted			√	√				EC	MOF
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**ANNUAL ACTION PLAN - 2021**

**Adopted MDAs Goal(s):**

Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time schedule				Indicative Budget GH¢			Implementing Agencies	
					1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	GoG	IGF	Do nor	Lead	Collabor ating
Recruit 600 staff	Recruit 200 staff	Accra	-	No. of staff employed	√	√	√	√				EC	PSC,MO F
Train 1,200 staff	Train 400 staff	Regional	100	No. of staff trained	√	√	√					EC	GIMPA, AAEA
Construct 250 district offices and 6 regional offices	Construct 50 district offices and 2 regional offices	District Regional	100 District offices	No. of offices constructed		√	√	√				EC	MOF

Budgets, financial and audit reports prepared	Prepare annual estimates, financial statements and audit reports	Accra	Prepared and submitted	Budgets, financial and audit reports prepared		√						EC	Audit Service, MOF
Procure and maintain ICT equipment to support operations of the Commission	Procure and maintain servers, BVR's, BVD's, Computers Accessories	Accra	-	No. of ICT equipment's procured and maintained.		√	√	√				EC	MOF

Demarcate electoral area and constituencies boundaries	Sensitize affected communities	Electoral area Districts Regional Accra	-	No. of electoral areas demarcated		√	√	√				EC	MOF
	Organize stakeholder consultation meetings												
	Demarcate constituency boundaries Gazette constituency boundaries												

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

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

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

				elections conducted										
--	--	--	--	------------------------	--	--	--	--	--	--	--	--	--	--

**Adopted MDAs Goal(s):**

Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time schedule				Indicative Budget GH¢			Implementing Agencies	
					1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	GoG	IGF	Donor	Lead	Collaborating
Recruit 600 staff	Recruit 200 staff	Accra	-	No. of staff employed	√	√	√	√				EC	PSC, MOF
Train 1,200 staff	Train 400 staff	Regional	100	No. of staff trained	√	√	√					EC	GIMP A,AA EA
Construct 250 district offices and 6 regional offices	Construct 50 district offices and 2 regional offices	District Regional	100 District offices	No. of offices constructed		√	√	√				EC	MOF



Budgets, financial and audit reports prepared	Prepare annual estimates, financial statements and audit reports	Accra	Prepared and submitted	Budgets, financial and audit reports prepared		√							EC	Audit Service, MOF
Procure and maintain ICT equipment to support operations of the Commission	Procure and maintain servers, BVR's, BVD's, Computers Accessories	Accra	-	No. of ICT equipment's procured and maintained.		√	√	√					EC	MOF

Demarcate electoral area and constituencies boundaries	Sensitize affected communities	Electoral area Districts Regional Accra	-	No. of electoral areas demarcated		√	√	√					EC	MOF
	Organize stakeholder consultation meetings													
	Demarcate constituency boundaries													

	Gazette constituency boundaries												
Compile the voters register annually	Register eligible voters	Nationwide		No. of eligible voters registered			√	√				EC	MOF
	Exhibit the voters register												
Conduct District level Election, Referendum and General elections	Conduct GE (In and Out of Country Voting)	Constituencies		GE conducted				√				EC	MOF

Print IEC materials for V & E education	Print ...posters .....flyers .... Voter Education Guides	Accra		IEC materials provided									
Publicize electoral activities to create awareness	Create awareness on Compilation of VR Create awareness on GE	Nationwide International		Awareness created			√	√					EC
	Organize IPAC,	District Regional Accra		Stakeholders engaged			√	√					EC

Engage with stakeholders to deepen their knowledge in electoral process	RIPAC, DIPAC, Meeting with Ghanaians abroad	Diaspora												
	Sensitize CSO's and others on the compilation of VR on GE	District Regional Accra		Stakeholders engaged			√	√					EC	
Register political parties	Register new	Constituencies Regional Accra		Political parties registered			√	√					EC	MOF

	political parties Gazetting of new political parties												
Inspect political party offices	Undertake the inspection of political parties offices	Constituencies Regional Accra		Political parties offices inspected			√	√				EC	MOF
Conduct political party executive elections	..... ... party executives elections	Constituency Regional National		Political party executives elections conducted			√	√				EC	MOF

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



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

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

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

**Thematic area : Ghana's Role in international affairs**

**Adopted policy objectives : Integrate Ghanaian diaspora in national development**

<b>Indicators</b>	<b>Indicator Definition</b>	<b>Indicator Type</b>	<b>Baseline 2017</b>	<b>Targets</b>				<b>Disaggregation</b>	<b>Monitoring Frequency</b>	<b>Responsibility</b>
Voters register of Ghanaians in the diaspora compiled (ROPAA)	Registration of eligible Ghanaian voters abroad	Output						Country (M/F)		Ops Division, Electoral Services, R & M Dpt.
Out of Country Voting (OCV) for Ghanaians in the diaspora conducted	Conduct of OCV	Output						Country		Ops Division, Electoral Services, R & M Dpt.
IEC materials printed for out of	Provision of IEC materials	Output						Posters Flyers		Communications Unit, Proc. Unit, Finance Dpt.

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

## **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.

<b>Indicator</b>	<b>Data collection period</b>	<b>Data collection method</b>	<b>Data disaggregation</b>	<b>Results</b>
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 District/Regional offices constructed	Oct - Dec	Questionnaire	District Regional	
IT equipment procured	Oct - Dec	Questionnaire	Software Hardware	
Electoral boundaries demarcated	Oct - Dec	Questionnaire	Electoral areas Constituency	
Voter register compiled	Oct - Dec	Questionnaire	Constituency (M/F) National (M/F)	
DLE, GE and referenda conducted	Oct - Dec	Questionnaire	DLE GE Referenda	

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



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

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

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