



**OFFICE OF THE ATTORNEY-GENERAL
AND MINISTRY OF JUSTICE**

**2020 ANNUAL PROGRESS
REPORT**

FEBRUARY, 2021

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1.0.INTRODUCTION

1.1.0. Summary of Achievements and Challenges with the implementation of the SMTDP

1.1.1. Summary of Achievements

The key achievements of the Sector for the year 2020 (January to December) are as follows;

- **The Prosecution Division** initiated prosecutions of **Seven Hundred and Fifteen (715)** criminal cases out of **Eight Hundred and Fifty (850)** cases. The Division moved **428** Motions, initiated **39** Appeals, **55** Mutual Legal Assistance requests and received **149** on various petitions and requests and resolved **130**. A total number of Thirty-two (**32**) Attorneys were trained. The Division also provided **Fifty-Seven (57)** Legal opinions / advice to other government agencies
- **The Civil Division** successfully represented the State in One Hundred and fifty-six (**156**) civil cases initiated against the State which could have resulted in the State paying huge sums of money to the plaintiffs as judgement debts. Reviewed **9** State contracts, gave **60** advices on various petitions and requests. It also provided **31** legal opinions/advice to Ministries, Departments and Agencies (MDAs) and Metropolitan, Municipal and District Assemblies (MMDAs).
- **The Legislative Drafting Division** drafted **244** pieces of legislation (**8 Substantive Legislation** and **236 Subsidiary Legislation**, including **7** Constitutional Instruments, **213** Executive Instruments and **16** Legislation Instruments which have been enacted by Parliament.
- **The Council for Law Reporting** has almost completed the preparation of manuscripts for the publication of **700** copies of the *[2016-2017] Volume 2 Ghana Law Report*. The editorial work on manuscript is 70% completed. The preparation of manuscripts for the publication of **700** copies of the *[2016-2017] Review Ghana Law* is 60% completed.
- **The Law Reform Commission** prepared a draft Bill on the Law of Defamation and submitted to the Board for approval. The Commission also prepared draft Bill on Occupier's Liability and submitted to the Board for approval within the period under review.
- **The Registrar-General's Department** registered a total number of **60,676** businesses/companies and **694** Marriages. The Department also filed **876** Trademarks and registered **817** Trademarks and **249** Estates administered within the period under review.

The Department fully furnished Sunyani Office is ready to be operationalised. Three (3) advertisements were done on some media outlets such as Joy FM, Peace FM and Asempa FM for public sensitization and awareness of business registration processes and fees. The Office also trained sixty (60) staff on the Right to Information and Beneficial Ownership.

- The **Copyright Office** successfully registered **459** copyright works as at mid-year. The Office produced three (3) different forms of educational materials (handout, Power Point slides and video) on the copyright registration process for the World Intellectual Property Organization (WIPO).

The Office organized one (1) stakeholders' meeting to review and recommended amendment to copyright legislation. A draft copy has been prepared and submitted to Legislative Drafting Division of the Office of the Attorney-General and Ministry of Justice. The Office undertook nine (9) public education programmes on copyright and related rights on radio and television in Accra, Kumasi and Tamale. Also, the Office organised training programmes for three (3) documentation officers.

The Copyright Office activated its mediation mechanism to resolve one (1) complaint on Copyright related disputes.

- **Economic and Organised Crime Office (EOCO)** recovered a total amount of GH¢ 2,526,623.94 (i.e. recovered GH¢ 1,494,507.92 as a direct recovery into the consolidated account and GH¢ 1,032,116.02 as an indirect recovery to other institutions) from proceeds of crime. One hundred and thirty-two (132) cases were investigated with Eleven (11) cases being prosecuted at the various Court. The EOCO secure two (2) Court convictions. The Office carried out eleven (11) sensitization programmes on Cybercrimes and Gaming and its related activities.

The Office secured sophisticated software to fight ICT related crimes and successfully established and operationalized a call-centre and forensic lab to assist in its operation.

- The **General Legal Council (Ghana School of Law)** called One Hundred and Twenty-five (125) to the Bar during Mini and Special Calls. The Council received **2,691** applications for the 2020 entrance exams. The Council received thirty-seven (37) cases/complains against lawyers and disposed off twenty (20).
- The **Policy Planning Monitoring and Evaluation Directorate (PPMED)** conducted 2019 End of Year Monitoring and Evaluation Exercise to assess the level of implementation of the programmes and activities as embedded in its 2019 Annual Action Plan (AAP).

The Directorate prepared and submitted its 2019 Annual Progress Report to the National Development Planning Commission (NDPC) and submitted the 2019 Annual Budget Performance Report to Parliament and Ministry of Finance.

The Ministry also worked and submitted the 2019 End of Year Report on National Anti-Corruption Action Plan (NACAP) to the Commission on Human Rights and Administrative Justice (CHRAJ). The Ministry prepared and submitted its 2020 handing over Notes of the Sector to the Office of the President and the Office of the Head of Civil Service.

- The **Human Resource Directorate (HRD)** prepared and submitted the Ministry's 2020 composite training plan to the Office of the Head of Civil Service (OHCS).

The Directorate also facilitated an in-house training in Changed Management for Three (3) Assistant Director IIAs, two (2) Assistant Director IIBs, two (2) Chief Executive Officers, one (1) Senior Research Officer, two (2) Accountants, two (2) Assistant Research Officers and two (2) Internal Auditors. The training programme was to equip staff with the requisite skills in managing documents and case tracking processes. One (1) Assistant Director IIA, two (2) Senior Research Officers were trained in Third-Party Reference System Management which has to do with staff welfare.

In addition, fourteen (14) staff comprising two (2) staff each from the HRD, PPMED, Internal Audit Unit, Accounts Unit, Drafting, Civil and Prosecutions Divisions respectively were trained in digital handling of cases or task brought to the Office in keeping track, manage and storing of documents electronically and keeping records of various document versions created and modified by different users.

The Directorate also facilitated the recruitment of Fifty (**50**) new Attorneys into the Legal Service to fill the vacant positions out of one hundred and ten (**110**) qualified applicants.

The Directorate also prepared and submitted 2019 composite staff performance appraisal report to the Office of the Head of Civil Service (OHCS).

- The **Research and Statistic Directorate** published its 2019 research findings on the effectiveness of the Legal and Justice Sector Reform Programmes and monitored the attendance of State Attorneys and status of cases in the various courts. This activity was curtailed by the Covid-19 restrictions imposed in March, 2020.
- The **Finance and Administration Directorate** prepared the 2020 Procurement Plan of the Ministry and held One Entity Tender Committee meeting.

The Directorate undertook fumigation of all offices and surroundings of the various blocks as a means of preventing the spread of COVID-19 pandemic. It also undertook

disposal of obsolete and unserviceable items in line with the Public Procurement (Amendment) Act, 2016 (Act 914).

The Ministry also equipped its offices with air conditioners, desktop computers, laptops, cabinets, furniture and printers to improve upon its operations of the Regional Offices and its Head Office.

- The **Audit Unit** conducted one (1) audit exercise at the Law Reform Commission and one (1) Stock taken at the Ministry's Store within the period under review.
- The **Account Unit** prepared the 2019 Consolidated Financial Report of the Sector and submitted to the Controller and Accountant General's Department as per the **PFM Act**, 2016 (Act 921). The Unit organized a training programme for nine (9) Accounts Officers on the usage of **GIFMIS** across the Regions.

1.1.2. Summary of Challenges

- The **Registrar-General's Department**: The existence of middlemen makes business registration process cumbersome for clients causing unnecessary delays.
The poor system network at Digital Centre/GCNet was an issue that needed to be resolved to improve the work of the Department.
- The **General Legal Council** (Ghana School of Law): The absence of a Law Village adversely affected the delivery of Legal Education for the majority of persons who are desirous of acquiring education or training in the Professional Law Course. The School mostly relied on hired Auditoriums and lecture halls for their activities including Mini Calls, Special Calls, Main Calls and conducting of entrance examinations.
The School also has limited number of Permanent Lecturers, out of the three (3) campuses the school operates, the school has only four (4) permanent lecturers. The school require a total number of 30 lecturers to train more law students.
Capping of the School's retention of Internally Generated Funds (IGF) has also adversely affected the implementation of programmes of the School.
- The **Economic and Organised Crime Office**: The low remuneration for Officers of the office has hampered the office's ability to retain officers leading to high attrition rate. The Office also has inadequate official vehicles for operations hence the need to acquire more vehicles. There is lack of operational funds to undertake special operations.
- The **Copyright Office**: There was a delay in the release of Blank Levy from Ghana Revenue Authority which adversely affected the operations of the Office.
- The **Law Reforms Commission**: The Commission lacks official vehicle for its activities

- **The Council for Law Reporting:** The Council car park is in a deplorable state especially whenever it rains.

1.2.0. Purpose of Monitoring and Evaluation (M&E) for the stated period

The National Development Planning Commission (NDPC) requires every Ministry to have a Sector Medium Term Development Plan (SMTDP) which outlines the development agenda of each of the Ministry, its Department and Agencies. The NDPC again requires every Ministry to have monitoring and evaluation plan to provide guidance for MDAs to implement their programmes and projects that are within the Sector Medium Term Development Plan (SMTDP 2018-2021). It is primarily meant to institute an effective and efficient system for tracking the progress of programmes and projects in the sector. It is therefore essential to know the extent of progress being made towards the achievement of interventions through monitoring and evaluation. The monitoring exercise is a strategy for assessing the extent to which MDAs have implemented activities in their sector plan. This allows MDAs to assess their performance, the weaknesses involved and to suggest what needs to be done to minimize the weaknesses and maximize the strengths. In line with the above requirement, the 2020 end of year monitoring exercise of the sector was conducted from 12th to 25th January, 2020.

The purpose of the 2020 end of year monitoring and evaluation exercise was primarily to:

- Track the progress of programmes and projects in the sector.
- Assess whether the Sector Medium Term Development Plan (SMTDP) targets were being met.
- Partner with the implementing agencies/department to find solutions to the challenges/constraints for a smooth delivery in the ensuing year.

1.3.0. Processes involved and difficulties encountered

There were two major Monitoring and Evaluation activities conducted in 2020. These were the Mid-Year and End of Year Monitoring and Evaluation of the implementation of activities by the Ministry and its Department and Agencies. At the beginning of the year 2020, the Ministry set up a Monitoring and Evaluation team, which, together with the Directorates, Departments and Agencies revised the Sector's Annual Action Plan for the year 2020.

The Mid-Year activity took place in August instead of July due to the Covid-19 restrictions. The team members were assigned to the various Directorates, Departments and Agencies to collect data on the

performance of the Directorates, Departments and Agencies with respect to the revised Action Plan as at Mid-Year. The team put the data collected together and prepared a report for the Mid-Year Monitoring and Evaluation. The same process was followed also for End of Year Monitoring and Evaluation.

Some of the difficulties encountered were:

- Some of the Agencies were not able to meet their targets as a result of the restrictions that came about due to Corona Virus pandemic. In view of this, some of the Agencies reviewed their targets in the Annual Action Plan (AAP) during the Monitoring and Evaluation exercise.
- It was also observed that some of the Agencies did not have logistics to work which affect the general output of the Officers (Eg: Some offices did not have toners)

2.0. MONITORING AND EVALUATION ACTIVITIES REPORT

2.1.0. Programme/Project status for the year

The general performance of the Sector from the results of this year's Monitoring and Evaluation was good. The anticipated number of activities to be embarked on were 259, out of this, 168 activities, representing 64.86% were carried out in spite of the restrictions that were introduced in the year as a result of the Covid-19 pandemic. Out of the 168 activities, 146 activities were completely done representing 86.9% of the 168 activities. Only 22 activities representing 13.1% were on-going by the end of the year.

See the table below for a breakdown of the activities at institutional level:

Table 1: Summary of Programme/Project Status for the year.

MDA	TARGET	NUMBER OF IMPLEMENTED PROGRAMMES	NUMBER OF ONGOING PROGRAMMES	NUMBER OF UN IMPLEMENTED PROGRAMMES	PERCENTAGE OF IMPLEMENTED PROGRAMMES	PERCENTAGE OF ONGOING PROGRAMMES	PERCENTAGE OF UN IMPLEMENTED PROGRAMMES.
Ministry of Justice (HQ)	79	63	0	16	79.7	0.00	20.3
Office of the Attorney-General (Legal Service)	30	20	0	10	66.7	0.00	33.3
General Legal Council	26	10	0	16	38.5	0.00	61.5
Registrar General's Department	44	24	5	15	54.5	11.4	34.1
Council for Law Reporting	18	16	2	0	88.9	11.1	0.00
Law Reform Commission	6	4	1	1	66.7	16.7	16.7
Copyright Office	22	7	6	9	31.8	27.3	40.9
Economic and Organised Crime Office	34	24	8	2	70.6	23.5	5.9

2.2.0. Update on funding sources and disbursements

2.2.1. Update on funding sources

The table below has a breakdown of the approved budget estimate that the Ministry was allocated in 2014. The amount was to be used by the Ministry to implement all the activities in the Annual Action Plan below.

SOURCE OF FUNDS	AMOUNT (GH¢)
GOG	111,274,629.00
IGF	28,675,787.00
DONOR	0
TOTAL	139,950,416.00

2.2.2. Update on disbursements

The table below has details of the disbursement of money released to the Ministry in the year 2020.

EXPENDITURE	GOG (GH¢)	IGF (GH¢)
COMPENSATION OF EMPLOYEES	98,574,334.86	4,215,881.01
GOODS AND SERVICES	13,405,998.09	18,413,688.50
CAPITAL EXPENDITURE	8,075,143.64	4,267,227.32
TOTAL	120,055,476.59	26,896,796.83

2.3.0. Update on Indicators and Targets

The Ministry developed indicators to measure both the National Policy Framework and the Sector Medium Term Policy Framework. 2.3.1. will show the indicators from the Sector Medium Term Policy Framework while 2.3.2 will deal with the indicators from the National Policy Framework.

2.3.1. Indicators from Sector Medium Term Policy Framework

The tables below shows the indicators in the revised 2020 Annual Action Plan of the Sector Medium Term Development Plan.

2018-2021 NMTDF Objective: Promote coordination, harmonization, and ownership of the development process					
INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
MANAGEMENT AND ADMINISTRATION: POLICY PLANNING, MONITORING AND EVALUATION					
2019 Annual Progress Report prepared by end of Q1	Output	Annual Progress Report for 2018 prepared and submitted to NDPC in February, 2019	To prepare 2019 Annual Progress Report and submitted to NDPC	2019 Annual Progress Report submitted to NDPC in March, 2020	100% Work done
2019 NACAP Report submitted by end of Q1	Output	NACAP Report in 2018 submitted to CHRAJ in February, 2019	To prepare and submit 2019 NACAP Report to CHRAJ	2019 NACAP Report submitted in February, 2020	100% Work done
Number of meetings organised to validate M&E Report by end of Q1	Output	One (1) meeting organised to validate 2018 end of year M&E Report in February, 2019	To organize one (1) validation meeting	2019 End of year M&E Report validated	2020 mid-year validation meeting to be organised in 2021
2020 AWP prepared and approved by Management by Q1	Output	AWP for the Ministry prepared by February, 2019	To prepare 2020 AWP	2020 AWP prepared and submitted to OHCS	100% Work done
2020 M&E Team constituted and budget approved by end of Q1	Output	M&E Team constituted with budget by March, 2019	To constitute 2020 M&E Team	M&E Team constituted and approved by CD	100% Work done
Inception meeting on 2020 M&E for the Sector organized by Q2	Output	An inception meeting on 2019 M&E for the Sector organized by April, 2019	To organise M&E Inception meeting for the Sector	M&E inception meeting organised in Feb. 2020	100% Work done
Submitted Number of 2020 quarterly budget performance Reports for the Sector	Output	Four 2019 quarterly budget performance Reports for the Sector submitted by April, July, October and Dec., 2019	To submit quarterly budget performance Report	BPR submitted to Ministry of Finance in May, 2020	100% Work done

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Revised Approved SMTDP (2018-2021) end of Q2	Output	Nil	To revised approved SMTDP (2018-2021)	SMTDP not revised	The SMTDP was not revise as a result of funds
2019 Annual Budget Performance Report to Parliament submitted by end of Q1	Output	2018 Annual Budget Performance Report Submitted by March, 2019	To submit 2019 Annual Budget Performance Report to Parliament	Annual Budget Performance Report submitted to Parliament in March, 2020	100% Work done
2020 Handing Over Notes of the Sector submitted to OAG by end of Q2	Output	Handing Over Notes for 2016 submitted to OAG	To submit 2020 Handing Over Notes to OAG	A draft of the Handing Over Notes submitted to office of the President for review in June, 2020	90% Work done
MANAGEMENT AND ADMINISTRATION: RESEARCH, STATISTICS AND INFORMATION MANAGEMENT					
Research findings on the effectiveness of the legal and justice sector reform programme published by end of Q2	Output	Research findings on Justice for all Programme published in March, 2019	To publish one research findings by end of Q2	Research findings published	100% work done
Number of Reports prepared on State Attorneys court attendance and status of cases in court by end of Q2	Output	2019 semi-annual and annual Reports on Attendance of State Attorneys and status of cases prepared in July and Dec., 2019	To prepare Reports on State Attorneys court attendance and status of cases in court	Report prepared and submitted to CD	100% work done
2020 Gender Action Plan prepared by end of Q2	Output	N/A	To prepare 2020 Gender Action Plan	Action Plan prepared and submitted	100% of work done
Number of staff sensitized on Gender Issues quarterly.	Output	N/A	To sensitize all staff on Gender Issues	Sensitization not done	the work was not done as a result of COVID-19 protocols on social distancing
Gender focal Point at the work place established by Q2	Output	N/A	To establish work place Gender Focal Point	Work place Gender Focal Point established	100% work done
Gender Desk Officers Appointed by end of Q2	Output	N/A	To Appoint Gender Desk Officers	Gender Desk established	100% work done

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
MANAGEMENT AND ADMINISTRATION: FINANCE AND ADMINISTRATION					
2020 Procurement Plan of the Ministry prepared by January, 2020	Output	Procurement Plan of the Ministry prepared in January, 2019	To prepare the Ministry's Procurement Plan	2020 Procurement Plan prepared	100% Target achieved
Hold quarterly Entity Tender Committee meetings by Q1 and Q2,	Output	Four (4) Entity Tender Committee meetings held in March, June, September and Dec., 2019.	To hold 4 Entity Tender Committee Meetings	One Entity Tender Committee meeting held in February, 2020.	The second meeting has not been held yet due to the restrictions on social gathering during Covid-19 pandemic.
Quarterly Report on status of stock of the Ministry submitted by April July, October, and Dec. 2020. Q1 and Q2,	Output	Quarterly Report on status of stock of the Ministry submitted in April, July, October, and Dec. 2019.	To submit 4 Reports of stock of the Ministry	Two reports for the 1 st and 2 nd Quarter on the Status of stock have been prepared.	100% Target achieved
Number of assets embossed quarterly.	Output	A number of assets were embossed in 2019.	To emboss assets quarterly	No embossment of assets done.	The target has not been achieved.
Number of offices fumigated by end of Q2.	Output	Fumigation was carried out in Dec., 2019.	To fumigate offices	Two fumigation exercises conducted.	100% Target has been achieved
Number of obsolete items disposed by end of Q2	Output	A number of obsolete items were disposed in 2019.	To dispose obsolete items	463 obsolete items disposed by end of second quarter.	All obsolete items sold by end of 2 nd quarter.
Records office decongested by end of Q2	Output	Decongestion of Records offices undertaken in 2018	To decongest Records office	Target not met	The process is yet to be initiated
Number of old files sent to PRAAD by end of Q2	Output	Nil	To send old files to PRAAD	Target not met.	The process is yet to be initiated
Number of records staff trained in Records Management by end of Q2	Output	Six (6) records staff trained in Records Management in 2019	To train records staff in Records management	Target not met	The process is yet to be initiated

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of Audit Committee Meetings held by end of Q2	Output	Four (4) Audit Committee Meetings held in 2019	To hold Audit Committee meetings	One Audit Committee meeting held.	The target was not met due to Covid-19 restrictions
Number of drivers trained in Code of Conduct and Customer Care by end of Q2	Output	Twenty (20) Drivers trained in Code of Conduct and Customer Care in 2019	To train drivers in Code of Conduct and Customer Care	Target not met	The process is yet to be initiated
Number of Reports of office vehicles maintained and submitted quarterly	Output	Q1 and Q2 quarter Reports of official vehicle s maintenance submitted in 2019	To submit Report of maintained office vehicles	12 Vehicles maintained in the 1 st Quarter and 17 Vehicles in the 2 nd Quarter.	Target achieved
MANAGEMENT AND ADMINISTRATION: HUMAN RESOURCE					
2020 staff list data updated by end of Q1	Output	2019 staff list data for the Ministry updated in January, 2019,	To update staff list	2020 Staff list updated	Target achieved
Proposal submitted to the Chairman of the Appointment Committee of the Legal Service and OHCS for consideration by Q1	Output	Staff promotion register for previous year completed	To submit proposal to Chairman of the Appointment Committee of the Legal Service and OHCS for consideration	Proposals submitted to the Chairman of the Appointment Committee of the Legal Service Board and OHCS by 1 st Quarter.	100% Target achieved
Number of applicants shortlisted by the end of Q2	Output	Ten (10) attorneys shortlisted for interview in 2019	To shortlist applicants	Qualified applicants have been shortlisted for interviews	100% Target achieved
Interview schedule prepared by end of Q2	Output	Interview schedule prepared in 2019	To prepare Interviews schedule	Interview schedule has been prepared	100% Target achieved
HR plan prepared by end of Q1	Output	Plan prepared in 2019.	To prepare HR plan	HR Plan prepared	100% Target achieved.
2020 implementation report on training plan for the Ministry submitted to OHCS by end of Q2	Output	Implementation report on training plan submitted to OHCS in July and Dec., 2019.	To submit 2reports on the Ministry training plan implementation to OHCS	Report on 2020 implementation of the Ministry's training Plan	100% Target achieved.

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
2020 Leave Roster compiled by Q1	Output	Leave Roster compiled in January, 2019	To compile Leave Roster	2020 Leave Roster compiled by end of 1 st Quarter.	100% Target achieved
2019 Analyzed staff Performance Report submitted to OHCS by Q1	Output	Composite analyzed staff performance appraisal report submitted to OHCS in January, 2019.	To submit analyzed staff Performance Report to OHCS	2019 Analyzed Staff Performance Report prepared and submitted to OHCS.	100% Target achieved
Composite report on Appraisal Instruments prepared by Q1	Output	Composite report on Appraisal instruments prepared in January, and July, 2019	To prepare 2 composite reports on Appraisal Instruments	Report prepared and submitted to OHCS by end of first Quarter.	100% Target achieved
MANAGEMENT AND ADMINISTRATION: AUDIT					
Undertake stock by Q1.	Output	One stocking was taken	To undertake stock	One stock taken at the Ministry's stores	100% Target Achieved
Procurement audit conducted by end of Q2	Output	None	To conduct Procurement audit	Procurement Audit not done	Transport Audit was done due to prioritization
Copyright Office and Law Reforms Commission audited by Q2	Output	One audit was conducted at the Copyright Office in 2019	To audit Copyright Office and Law Reforms Commission	Law Reforms Commission audit conducted	50% Target achieved. Copyright Office audit not conducted as a result of new Auditor posted
Number of Audit staff trained by end of Q2	Output	Two Audit staff trained in 2019	To train 2 Audit staff	No training yet	Target not achieved due to Covid-19 and lack of funds. Training to be done in August
Financial Reporting prepared for the Ministry and Regions by end of Q1	Output	One GIFMIS and financial Report prepared in February and March 2019	To prepare financial Report for the Ministry and Regions by Q1	Financial Report of the Ministry prepared and submitted to Controller as per PFM Act in Q1	100% Target Achieved
Number of staff trained on the usage of GIFMIS across the Regions by end of Q2	Output	None	To conduct training on the usage of GIFMIS across the Regions	9 Account Officers train on the usage of GIFMIS across the Regions	100% Target Achieved
Number of Account staff trained on financial Reporting by end of Q2	Output	Three (3) staff were trained in Dec., 2019	To train Account staff	No training	Target not achieved due to Covid-19

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
LAW ADMINISTRATION: PROMOTION OF RULE OF LAW					
Number of Substantive and Subsidiary legislation drafted by end of Q2	Output	N/A	To draft 20 Substantive and 200 Subsidiary legislation	8 Substantive legislation 236 Subsidiary legislation (i) Executive Instrument – 213 (ii) Legislative Instrument – 16 (iii) Constitutional Instrument – 7	100%
Number of Attorneys trained by end of Q2	Output	N/A	To train 10 Attorneys	None	One cancelled due to Covid-19 The rest couldn't come of due to financial constraints
Lexis Nexus subscribed	Output		To subscribe to Lexis Nexus	None	Still on-going
Stakeholders Workshop organised by end of Q2	Output	N/A	To organise Stakeholders Workshop	A stakeholder workshop for the Conduct of Public Officers Bill was held from 5 th to 8 th June, 2020 at the Capital View Hotel in Koforidua.	100%
Number of Civil suits represented and handled by end of Q2	Output	287 civil cases represented and defended by the Attorney-General in court	To represent and handle 200 Civil suit	Represented the State in 156 civil cases.	78% progress.
Number of State contracts and agreements of MDAs/MMDAs reviewed by end of Q2	Output	73 State contract agreements reviewed in 2019	To review 120 State contract agreements	9 Agreements reviewed	7.5% progress.
Number of Legal opinions and advice to MDAs/MMDAs given by Dec., 2020 by end of Q2	Output	75 legal opinions given to MMDAs and MDAs in 2019	To give 120 legal opinions to MDAs/MMDAs	42 legal opinions given	35% progress.
Number of Petitions recorded and resolved by end of Q2	Output	135 petitions recorded and resolved in 2019	To record 500 and resolve 400 petitions	60 petitions recoded, 45 resolved	Recorded = 12% Resolved = 11.25%

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of Criminal cases prosecuted by end of Q2	Output	The Division recorded 1,750 criminal cases and dealt with 1,200 criminal cases in 2019	To record 1,700 cases criminal cases	Number of Criminal Cases recorded were 850	Could not hit target due to Covid -19
Number of advice given by end of Q2	Output	951 Advice given to the Police on criminal cases in 2019	To give 500 Advice to the police	Number of Advice given was 715	There was an increase rate of crime
Number of Petitions recorded and resolved by end of Q2	Output	549 petitions recorded and 406 resolved in 2019	To record 500 petitions and resolve 400	Number of petitions recorded was 149 and 130 cases were resolved	Could not hit target due to Covid -19
Number of Attorneys trained by end of Q2	Output	None	To train 10 Attorneys	Number of Attorneys trained were 32	Regional Attorneys were included
Training organized by end of Q2	Output	None	To organise training	Training Organized by Q2 were 2	Could not hit target due to Covid -19
Number of inmates to access the justice for all programme by end of Q2	Output	None	To give 20 inmates access to the justice for all programme	None	
LAW ADMINISTRATION: LAW REPORTS AND REVIEWS					
Number of GLR published by Q2	Output	700 copies of [2016-2017] 1 GLR published in 2019	To Publish 700copies of the 2016-2017 Vol. 2 GLR	Preparation of manuscript of the 2016-2017 Vol. 2 GLR is about 70% completion.	The 2016-2017 Vol. 2 GLR is currently suspended to make room for the publication of 2018-2019 Vol. GLR.
Number of GLR published by end of Q2	Output	Nil	Publish 700 copies of 2018 – 2019 Vol. 1 GLR	Preparation of manuscript of the 2018-2019 Vol. 1 GLR is about 80% completion.	The publication of 2018-2019 Vol. 1 GLR is due in the end of third quarter.
Number of personnel trained by Q2	Output	Number of personnel trained in 2019	To train 5 Personnel	Eleven (11) legal staff trained in several legal programmes.	100% work done
Number of Interviews conducted for staff by end of Q2	Output	N/A	To conduct interviews for staff	One (1) promotional interview conducted.	Two (2) promotional interviews were due but one (1) did not receive approval.

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Steering Committee meetings organized by end of Q1 and Q2	Output	N/A	To organise two (2) Steering Committee meetings	Two (2) steering committee meeting organised	100% work done
2020 Recruitment Advertised by end of Q2	Output	N/A	To Advertise Recruitment on Newspaper	Recruitment on newspaper advertised	100% work done
Number of Conferences and Seminars attended by Q2	Output	N/A	To attend 2 Conferences and 2 Seminars	Two (2) conferences and seminars attended on 14/02/2020 and 4/03/2020	100% work done
LAW ADMINISTRATION: COPYRIGHT AND ENTITY ADMINISTRATION (COPYRIGHT OFFICE)					
Number of public educations programmes organised quarterly	Output	Public education done on eight (8) TV and radio stations in Accra, Kumasi and Tamale in 2019	To organise 15 public education programmes	9 Public Education Programmes in Accra, Kumasi and Tamale	60% work done. Levy from Customs has failed therefore the Office cannot buy Airtime
Number of copyright educational materials published within Q2	Output	Service charter developed in 2019	To publish 5 copyright educational materials	3 copyright educational materials published	60% work done. The Office was constrained with Staffing
Number of sensitizations programmes organized for targeted stakeholders by end of Q2	Output	Eight (8) sensitization programmes organized for targeted stakeholders in 2019	To organise 8 sensitization programmes organized for targeted stakeholders	No work done	COVID-19 protocols on social distancing affected the programme
Copyright legislation amended by Q2	Output	The Office held several stakeholder meetings towards the review of the Copyright Regulations, 2010 (L.I 1962) in 2019	To amend Copyright legislation	Draft copy prepared and submitted to Legislative Drafting division of OAMoj	50% work done
Number of Staff trained in various fields by end of Q2	Output	Five (5) staff development programmes organized in 2019	To train 5 staff in various field	3 staff trained in various fields	60% work done

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of anti – piracy activities done by end of Q2	Output	Nine (9) antipiracy activities were done in 2019	To undertake 5 anti-piracy activities	No work done	COVID-19 resulting to lack of funds to undertake anti-piracy activities
Number of Regional / zonal offices opened by Q2	Output	N/A	To open 2 Regional/zonal offices	No office opened	COVID-19 has affected the programme
Number of awareness programmes in educational institutions Q2	Output	Ten (10) public education programmes done in 2019	To undertake 5 educational institutions programmes	No work done	COVID-19 protocols on social distancing affected the programme
Number of workshops for police and customs held by Q2	Output	N/A	To organise 2 workshops for police and customs	No work done	COVID-19 protocols on social distancing affected the programme
Number of copyright works registered by end of Q2	Output	N/A	To register 1,200 copyright works	459 copyright works registered	38% of work done as of mid-year

LAW ADMINISTRATION: COPYRIGHT AND ENTITY ADMINISTRATION (REGISTRAR GENERAL'S DEPARTMENT)

Number of Businesses/Companies registered by end of Q4	Output	92,265 businesses registered in 2019	To register 95,000 Businesses	60,676 Businesses/Companies registered	The Department had registered 63.87% Business/Companies
Software procured and online portal upgraded by end of Q1.	Output	Nil	To procure software and upgrade online portal	MOF has approved funds for the procurement of software	Procurement process initiated. Pending approval from PPA
Number of Marriages registered by end of Q4	Output	2,040 marriages registered in 2019	To register 2,800 Marriages	694 Marriages registered	The Department had registered 24.78571% marriages. The shortfall is due to the COVID-19 restrictions and closure of borders.
Number of Media Persons trained by Q2.	Output	Nil	To train 20 Media Persons	No media persons were trained	Media persons training to be organized in the fourth quarter (October)
Number of Trademarks registered by end of Q4.	Output	1,736 trademarks registered in 2019	To register 1,700 Trademarks	814 Trademarks registered	The Department had registered 47.88235% of its Trademarks target

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of Trademarks filed by end of Q4.	Output	2,394 trademarks filed in 2019	To file 3,000 Trademarks	867 Trademarks filed	The Department had filed 28.9% of its Trademarks target
Number of estates administered by end of Q4.	Output	590 estate administered in 2019	To administer 500 estates	249 Estates administered	The Department had administered 42.20339% of estates. The shortfall is due to the COVID-19 restrictions.
Number of days taken to register a Sole Proprietor by end of Q4.	Output	3 days	To take 3 days to register Sole Proprietor	3 days taken to register Sole Proprietor	Steady progress towards target
Number of days taken to register a Limited Liability Company by end of Q4	Output	5 days	To reduce 2 days in registering Limited Liability Company	5 days taken to register Limited Liability Company	Steady progress towards target
Number of sensitizations programmes organised for churches by end of Q3	Output	N/A	To organise 2 sensitization programmes for Churches	No sensitization programme was organized for churches	This is due to the COVID-19 ban on public gathering.
Number of staff trained by end of Q4	Output	200 staff trained in 2019	To train 10 staff	60 officers were trained on cleaning and driving skills, The Right to Information Act and Beneficial Ownership	The COVID-19 restrictions on ban of public gatherings halted most planned training programmes scheduled.
Press conferences on New Companies Act organised by end of Q4	Output	1 press conference held on new companies Act in 2019	To organise one (1) Press Conference on New Companies Act	Not yet organised	The Press Conference would be organized in the fourth quarter
Number of institutions visited by end of Q2	Output	N/A	To visit 5 institutions Media, AGI, PPA	The R-G along with some Management members visited the institutions listed below to get the media houses advocate on the new Companies Act and get a lot of media visibility on our activities. Graphic, Multimedia Group, Despite group, Omni media group, GTV and TV3	

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of sensitizations programmes organized on online registration and filing of Annual Returns by end of Q1	Output	10 sensitizations on online registration and filing of Annual Returns organized in 2019	To organize 10 sensitizations on online registration and filing of Annual Returns	4 Press releases published	Remaining Press releases to be published in 3 rd and 4 th quarter
Number of Media/Stakeholders sensitised by Q2	Output	N/A	To sensitize 2 Media houses/stakeholders	Media/stakeholder sensitization put on hold	Media/Stakeholders Sensitization of New Companies Act, 2019 (Act 992 to be organized in third quarter
Number of Exhibition, Trade Fairs and Open day organised by end of Q4	Output		To organize 5 Exhibitions, Trade Fairs and Open day	No exhibition organized	The COVID-19 restrictions on ban of public gatherings halted most planned programmes scheduled.
Electronic Records Management implemented	Output	N/A	To implement Electronic Records Management	Data capturing on going	14% work done
Refurbishment of Sunyani Office by May, 2020	Output	Process to refurbish the Sunyani Office to started in 2019	To refurbish for operationalization	Sunyani Office has been fully refurbished (Provision of LAN, burglar proof and signage, plumbing, painting, provision of air conditions and ceiling fans and window blinds)	Due to COVID-19 restrictions, the office is yet to be operationalized. 100% work done
Number of sensitizations programmes organised by end of Q3	Output	N/A	To organise 5 sensitization programmes on operationalization of the Sunyani Office	No sensitization programmes on operationalization organised	This is due to COVID-19 ban on public gathering
Number of radio stations advertised by end of Q4	Output	12 advertisement on radio stations in 2019	To do 10 radio adverts on business registration	Three radio adverts done at Joy FM, Peace FM and Asempa FM	Inadequate funds

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of Furniture and fittings procured by end of Q2	Output	50 furniture & fittings procured in 2018	To procure 150 office furniture and fittings	Procurement process initiated and Award of notification letters given to suppliers	Contract Agreement yet to be signed. 65% of work done
Number of Vehicles Procured by end of Q1	Output	No vehicle procured in 2019	To procure 5 vehicles	Procurement process yet to be initiated	Consultations on-going. 20 % work done
Number of sanitary items procured by end of Q2	Output	N/A	To procure 50 sanitary	Procurement process on-going. Sanitary items yet to be supplied	90% work done
Number of stationeries procured by end of Q2	Output	N/A	To procure 15 stationeries	Procurement process on-going. Stationery items yet to be supplied	90% work done
LEGAL EDUCATION					
Entrance examination conducted for 2020 Professional Course Applicants by Q2.	Output	Entrance Examination conducted for 1,820 Professional Law Course Applicants in 2019.	To conduct Entrance Examination for 2,000 applicants	Entrance Exams conducted for 2,691 applicants	Target exceeded
Number of students admitted and trained in 2020	Output	128 Professional Law Students admitted and trained in 2019	To admit 650 students for Professional Law	1,045 students have been admitted	Target exceeded
Number of law students trained and called to the Bar in 2020	Output	311 newly qualified lawyers called to the Bar in 2019	To train and call 450 students to the Bar	549 Students were Called to the Bar in 2020.	Target exceeded
Level of completion of the Law Village by end of Q2	Output	Land procured in 2011	To complete the Law village	Arrangement for funding ongoing	Land issues between University of Ghana and General Legal Council and lack of funds from MoF/Government
Number of legal and administrative staff trained by end of Q2	Output	21 Administrative Staff trained in 2019	To train 5 Administrative staff	No training of staff	Training institutions to organize programmes have been put on hold due to Covid-19. There will be in-house training

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Number of official vehicles procured by end of Q2	Output	Nil	To procure 3 official vehicles	No vehicle procured	Financial constraint
Number of computers, accessories and laptops procured by Q2	Output	Nil	To procure 20 computers,5 laptops	Desktop, Laptop	Desktop, Laptop procured
Number of office equipment and furniture procured by end of Q2	Output	Nil	To procure 10 furniture	2 Swivel chairs, Shelves	Swivel chairs, Shelves procured
Number of Stationery and office supplies procured by end of Q2	Output	Nil	To procure office stationery	Toners, Air conditioners	Toners, Air conditioners procured
Number of complaints received by end of Q2	Output	161 complaints received in 2019	To receive 200 complaints	37 Complaints received	Covid-19 and its lockdown implications
Number of complaints investigated by end of Q2	Output	161 complaints investigated in 2019	To investigate 200 complaints	82 investigated out of 124 complaints	Meetings were postponed due to Covid-19/Lockdown
Number of lawyers licensed by end of Q2	Output	3,184 lawyers licensed in 2019	To license 3,200 lawyers	N/A	Difficulty getting data from GBA
Number of law firms licensed by end of Q2	Output	553 law firms licensed in 2019	To license 500 law firms	N/A	Difficulty getting data from GBA
MANAGEMENT OF ECONOMIC AND ORGANISED CRIME OFFICE					
Number of media engagements by end of Q2	Output	19 media engagements held in 2019	To have 15 media engagement	No media engagement	Target not achieved due to the outbreak of Covid-19
Number of sensitizations programmes organized by end of Q2	Output	The general public sensitised on prohibited cyber-crimes, gaming and its related activities in 2019.	To sensitize the Public on cyber-crimes, gaming and its related activities	11 sensitizations programmes organized	Target not achieved due to the outbreak of Covid-19
Number of staff trained by the end of Q2	Output	345 staff trained both locally and internationally in 2019	To train 300 staff both locally and internationally	71 staff both locally and internationally	Border closure due to Covid-19
Number of office equipment and furniture supplied by the end of Q2	Output	Various office equipment and furniture supplied in 2019	To supply 5 office equipment furniture	5 scanner, 70 UPS, 1Photocopier, 4 visitors chair	100% Target achieved

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
Sophisticated software to fight ICT related crimes developed by end of Q2	Output	Nil	To develop sophisticated software to fight ICT related crimes	Software acquired and operational	100% Target achieved
Forensic lab established and operationalized by end of Q2	Output	Training on Digital Forensic lab building and procedures organized for Officers in 2019.	To establish and operationalize Forensic lab	Successfully deployed and operational	100% Target achieved
Code of Conduct developed and operationalized by end of Q2	Output	Draft Code of Conduct developed for Management study in 2019.	To develop and operationalize Code of Conduct	Operational	100% Target achieved
Disciplinary Committees setup and operationalized by end of Q2.	Output	Professional and Ethical Standards established and operationalized in 2019.	To setup Disciplinary Committee and operationalize	Under review by Fair Wages and Salary Commission	90% target achieved. Move from AG Office
Number of periodic updates done on website by end of Q2.	Output	22 updates on website in 2019.	To update office website periodically	30 Office website updated	100% Target achieved
Number of cases prosecuted	Output	30 cases prosecuted	To prosecute 45 cases	11 Cases been prosecuted	Closure of courts due to Covid-19
Number of Court convictions secured	Output	1 conviction secured	To secure 10 convictions	2 Convictions secured	Closure of courts due to Covid-19
Call-centre operationalized by end of Q2	Output	call-centre established in 2019	To establish and operationalize call-centre	24 Air conditioners, 2 steel cabinets, 19 Laptops, 124 Desktop computers	100% Target achieved
Number of Logistics procured by end of Q2.	Output	A number of logistics procured in 2019	To procure 10 logistics	2 Steel cabinet, 9 Hp LaserJet print, 3 canon camara, 4 visitors chair	Target achieved
Confiscations secured	Output	2 confiscation	To secure 5 confiscation	No Confiscation secured	Target not achieved due to the outbreak of Covid-19
Amount of money recovered to Government chest	Output	Recovery into EOCO Exhibit account- GH¢1,860,423.73 Recovery to other institutions- GH¢2,151,521.28	To indirectly recover 1,415,658.46 and directly recover 1,505,687.10	Direct Recovery GH¢ 5,728,023.06 Indirect Recovery GH¢ 1,328,695.53	100% + Target for Direct Recovery achieved and 88.25% Target achieved for Indirect recovery
Number of cases investigated	Output	337 cases handled	To investigate 400 cases	286 Cases investigated	Target not achieved due to the outbreak of Covid-19

Number of cases prosecuted	Output	30 cases prosecuted	To prosecute 45 cases	30 Cases being prosecuted	Closure of courts due to Covid-19
Number of Court convictions secured	Output	1 conviction secured	To secure 10 convictions	4 Convictions secured	Closure of courts due to Covid-19
LAW ADMINISTRATION: LAW REFORM					
Research Report and Draft Bill on the Law of Defamation prepared by end of Q2	Output	Draft submitted to the Commissioners in 2019.	To draft Bill on Law of Defamation	Draft Bill submitted to the Commission's Board for approval	85% work done. The Commission Board could not meet to complete the work due to COVID-19
Research Report and Draft Bill on Occupier's Liability prepared by end of Q2	Output	Consultative meeting with Stakeholders organized in 2019.	To draft Bill on Occupier's Liability	Draft Bill submitted to the Commission's Board for approval	85% work done. The Commission Board could not meet to complete the work due to COVID-19
Research Report and Draft Bill on Unfair Contract Terms prepared by end of Q2	Output	None	To draft Bill on Unfair Contract Terms	No work done	The Commission want to finish Law of Defamation and Occupier's Liability before they do this programme

2.3.2. Indicators from National Policy Framework

INDICATORS	INDICATOR TYPE	BASELINE 2019	2020 TARGET	2020 ACTUALS	REMARKS (ACTIONS / CONSTRAINTS)/ % OF WORK DONE
FOCUS AREA: CORRUPTION AND ECONOMIC CRIME					
Number of corruption cases recorded and investigated by state anti-corruption institutions: EOCO	Output	-EOCO investigated 337 cases -EOCO Prosecuted 42 cases -EOCO secured 2 convictions	-To investigate 400 cases -To prosecute 45 cases -To secure 10 convictions	- EOCO investigated 132 cases - EOCO prosecuted 11 cases - EOCO secured 2 convictions	EOCO was unable to achieve their target due to the restrictions imposed due to the Covid-19 pandemic.
FOCUS AREA: ENHANCING RULE OF LAW AND JUSTICE					
Number of Lawyers called to the bar	Output	311	450	549	The General Legal Council (Ghana School of Law) exceeded its target.

2.4.0. Update on critical development and poverty issues

The critical development issues that requires attention is in relation to the acute infrastructural deficit in the sector particularly relating to the Ministry and Ghana School of Law. The Ministry's Law House project (a ten storey office building with a two tier basement car park) has been stalled for years due to lack of funds. This has caused the critical acute shortage of office space in the Ministry. The Ghana School of Law has also not been able to begin the construction of their Law Village Project for years, this delay largely accounts for the schools inability to admit many of the eligible applicants.

2.5.0. Evaluations conducted, their findings and recommendations

There was no technical evaluation of reports and projects undertaken, however the monitoring team made the following observation and recommendation during their monitoring exercise: There is also an issue with regards to information flow from the Departments and Agencies to the Ministry. This observation was as a result of the quality of reports that were submitted from the Departments and Agencies and even delays in submitting such reports. The effect of this issue is that the Ministry is unable to collate its composite reports for onward submission on time. It is being recommended that, the Ministry holds series of trainings for the Officers in the Departments and Agencies on Planning, Monitoring and Evaluation.

2.6.0. Participatory M&E undertaken and their results

The Ministry did not undertake any Participatory Monitoring and Evaluation within the year under review, 2020.

3.0. THE WAY FORWARD

3.1.0. Key issues address and those yet to be addressed

3.1.1. Key Issues addressed

The Ghana School of Law, through its alumni and network base has mobilized for the renovation of its current Accra Main campus (the School has not seen any renovation works since its construction in 1958}. This is an ingenious way that the management of the School is using to address some of its key challenges.

The School, through donations, acquired two (2) buses as part of measures to replace its obsolete vehicles

Key Issues yet to be addressed.

Most of the focal persons for Monitoring and Evaluation in the Departments and Agencies in the Sector lack the technical competence in Monitoring and Evaluation. This adversely affects the Monitoring and Evaluation in the Sector. There is an urgent need for the training of all focal persons to improve the quality of work with respect to Monitoring and Evaluation.

3.2. Recommendations

It is recommended that the following measures are taken to overcome the challenges that impeded the effective and efficient delivery of service in the sector:

1. On the issue of inadequate funds, the sector should re-prioritize its activities to judiciously utilize the approved budget allotted to the Ministry.
2. The Ministry should review its programmes and activities of the Annual Action Plan going forward whenever the unexpected like COVID-19 pandemic happens.
3. Monitoring and Evaluation of the implementation of the planned activities should be given the needed attention especially at the Department and Agencies