**TEMA METROPOLITAN ASSEMBLY**

**2021 ANNUAL ACTION PLAN**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | |
| **NO.** | **ACTIVITIES** | **LOC.** | **TIME FRAME** | | | | **SOURCES OF FUNDING** | **IMPLEMENTING** | | **INDICATIVE BUDGET (GHC)** |
| **1** | **2** | **3** | **4** | **LEAD** | **COLLAB. DEPT** |
|  | Collect, compile and disseminate 52-weekly market wholesale and retail data on selected agricultural commodities and input to various stakeholders | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 4,000.00 |
|  | Organize 12 monthly management and 12 monthly technical performance review and training | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 7,000.00 |
|  | Establish tree plant nursery for demonstrations | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 1,000.00 |
|  | Sensitize 30 onion farmers on the management/control of thrips and organize training for 20 livestock farmers and 5 DAOs and feed safety at Processing and storage | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 3,000.00 |
|  | Engage telecommunication services to facilitate electronic extension delivery along the value chain | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 3,000.00 |
|  | Train 3 Assembly staff, 5 MAOs to conduct monitoring and supervisory visit and organize a demonstration on Micro-Vegetables Gardening | Metro wide |  |  |  |  | MAG/GOG | Agriculture Department | Central Adm. | 15,000.00 |
|  | 10 AEAs, 11 NABCO trainees to carry out home and farm visits and supervise the formation and strengthening of farmer groups | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 22,000.00 |
|  | 4 MAOs, 4 AEAs and 11 NABCO Trainees conduct a baseline survey on farmers along the value chain and introduce the use of hermatic bags to preserve grains and cereals among traders and staff | Metro wide |  |  |  |  | IGF | Agriculture Department | Central Adm. | 5,000.00 |
|  | Organize 2021 Farmers’ Day to recognize deserving farmers | Metro wide |  |  |  |  | IGF | Agriculture Department | Central Adm. | 50,000.00 |
|  | Monitor retail shops and Fall Armyworm infestation under Planting for Food and Jobs and sensitize 20 traders on the usage of additives on agricultural products | Metro wide |  |  |  |  | GOG | Agriculture Department | Central Adm. | 3,000.00 |
|  | Vaccinate against livestock disease and rabies in pets carry out active surveillance of animal diseases for establishment of early warning systems for rapid detection and control | Metro wide |  |  |  |  | MAG | Agriculture Department | Central Adm. | 5,500.00 |
|  | Organize a 1-day 2021 Research Extension Leakage Committee (RELC) Review and Planning sessions for 45 participants including researchers, entrepreneurs, NGOs, Agric staff and farmers | Metro wide |  |  |  |  | MAG | Agriculture Department | CSIR | 3,000.00 |
|  | Carry out awareness creation and sensitization exercise on Safety and First Aid Treatment at the beaches | Metro wide |  |  |  |  | IGF | NADMO | Police, NAS, Rescue Team, GNFS | 6,000.00 |
|  | Organize sensitization programmes on Disaster Risk Reduction in 12 communities and 8 markets (fire, disease, epidemics and flood) | Metro wide |  |  |  |  | IGF | NADMO | NAS, GNFS, ISD, NAS | 5,000.00 |
|  | Embark on Climate Change Project to engage pupils and youth on environment and sanitation cleanliness, disaster, risk reduction and tree planting exercise | Metro wide |  |  |  |  | RIPS-UG/IGF | NADMO | RIPS-UG | 9,000.00 |
|  | Embark on regular visit to institutions and companies to ensure compliance and safety measures | Metro wide |  |  |  |  | IGF | NADMO | GNFS | 4,000.00 |
|  | Organize educational programmes in 16 schools (JHS and SHS) on Disaster Prevention and Risk Reduction | Metro wide |  |  |  |  | IGF | NADMO | GES, GNFS, GHS, NAS | 7,000.00 |
|  | Organize Public Awareness and Early Flood Warning Sensitization in disaster prone areas | Metro wide |  |  |  |  | IGF | NADMO | ISD | 8,000.00 |
|  | Undertake Damage and Needs Assessment, Registration of Victims and Distribution of Relief Items in the event of flood | Metro wide |  |  |  |  | IGF | NADMO | GRCS, UNDP | 6000.00 |
|  | Organise Capacity Building Workshop, Competency-based training and train staff on Occupational Health and Workplace Safety Management | Assembly Hall |  |  |  |  | IGF | NADMO | GHS, GNFS, NAS | 12,000.00 |
|  | Monitor and conduct periodic inspection and identify man-made hazards and report to management | Metro wide |  |  |  |  | IGF | NADMO | GNFS, ECG, GWCL | 13,000.00 |
|  | Carry out Births and Deaths Outreach Programmes (visiting hospitals, clinic, maternity homes, weighing centres and households) | Metro wide |  |  |  |  | IGF | Births and Deaths Metro Office | Health Services | 2,000.00 |
|  | Purchase of sewer equipment for rodding, construction of damaged manholes and routine maintenance of sewer, replacement of collapsed sewers | Metro wide |  |  |  |  | IGF | Waste Management Department | Environmental Health | 90,000.00 |
|  | Acquire land for construction of two additional cells for landfill and waste-to-energy project | Metro wide |  |  |  |  | IGF | Waste Management Department | Environmental Health | 300,000.00 |
|  | Desilt drains and culverts and provide 5000 household toilets by 2021 hygiene under the toilet and drains programme | Metro wide |  |  |  |  | GAMA/GASSLIP/IGF | Waste Management Department | Environmental Health | 500,000.00 |
|  | Rehabilitation of Light Industrial Area roads | Comm.9 |  |  |  |  | GoG | DUR | Works Department | 250,000.00 |
|  | Organize meetings (Town Hall and community Durbars) for residents in the metropolis on local governance, human rights, etc | Metro wide |  |  |  |  | IGF | NCCE/PRO | Central Adm. | 8,600.00 |
|  | Sensitize 200 school children on the effects of teenage pregnancy in Tema by Dec. 2021 | Tema Newtown |  |  |  |  | UNICEF | Social Welfare and Community Development | Ghana Health Service, Ghana Education Service and NYA | 10,300.00 |
|  | Celebrate International Women's Day by March ending, 2021 | Tema Newtown |  |  |  |  | GOG | Social Welfare and Community Development | Gender Desk | 2,900.00 |
|  | Organise a programme for 100 adults on social protection interventions for the aged, orphans and vulnerable children in Tema by March 2021 | Tema Newtown |  |  |  |  | GOG | Social Welfare and Community Development | NHIA, Ghana Education Service, Ghana Health Service | 3,395.00 |
|  | Organise sensitisation programme for 100 adults on effects of streetism and drug abuse in Tema Metropolis by May 2021 | Tema |  |  |  |  | GOG | Social Welfare and Community Development | NCCE, NYA | 13,000.00 |
|  | Organise 2 Skills Training Programs to equip 100 women with Employable Skills by December 2021 | Comm.1 |  |  |  |  | GOG | Social Welfare and Community Development | Central Adm. | 3,000.00 |
|  | Organise Community Animations to shed light on Child Protection, Sexual and Gender Based Violence by December 2021 | Tema Newtown/ Comm.1 |  |  |  |  | UNICEF | Social Welfare and Community Development | Ghana Health Service, Ghana Education Service, NCCE. | 28,000.00 |
|  | Organize a 3-Day Training Program for Relevant Institutions by December 2021 | Comm.1 |  |  |  |  | UNICEF | Social Welfare and Community Development | GES, GHS, NCCE | 12,000.00 |
|  | Support the organization of Regional NAFAC Competition Visit to potential tourist and heritage sites in Tema | Arts Centre |  |  |  |  | IGF | CNC-TMA | Traditional Authorities | 4,000.00 |
|  | Organise 1No. Food Bazaar and Health Screening to encourage the consumption of local dishes to promote local tourism | Tema |  |  |  |  | IGF | CNC-TMA | Community members, Traditional Authorities | 9,000.00 |
|  | Sensitizing the public on the hazards of deforestation in Tema, as an industrial city, where carbon emission is dense. | Metro wide |  |  |  |  | IGF | Horticulture Unit | GES/Central Admin. | 4,000.00 |
|  | To increase the stock of tree planting from 2,000 - 3,000 trees and enhance the beautification /greening of parks and gardens in the metropolis with youth participation | Metro wide |  |  |  |  | IGF | Horticulture Unit | Environmental Health Unit | 162,800.00 |
|  | Organize "My First Day at School" ceremony in schools for 60 Schools | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 10,000.00 |
|  | Organize Mock Exams and Monitoring of BECE | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 24,000.00 |
|  | Provide 1,142 Dual Desk for primary school, 500 Mono Desk for JHS 300 mono desk for SHS and 100 Mono Desk for TTI | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 500,000.00 |
|  | Provide funds for operation and maintenance (O&M) activities within the metropolis (Rehabilitation of 95 classroom blocks, office block, etc) | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 247,500.00 |
|  | Organise Science, Technology, Mathematics and Innovative Education (STMIE) clinics | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 15,000.00 |
|  | Organise Ghana Best Teachers’ Award | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 15,000.00 |
|  | Organise workshop on the preparation of ADEOP | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 2,000.00 |
|  | Organise Annual Metro Performance Review Meeting | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 5,000.00 |
|  | Organise quarterly MEOC meetings. | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 9,000.00 |
|  | Rehabilitation of Education Director's Residence | Tema Metropolis |  |  |  |  | TMA | Education Directorate | Central Adm. | 30,000.00 |
|  | Manage and update database on transport operations in the metropolis | Metro wide |  |  |  |  | GOG/IGF | DoT | Central Adm. | 12,000 |
|  | Organise 2 No. meetings with operator entities on relevant public transport issues and Conduct Quarterly Monitoring Exercises within the Metropolis | Metro wide |  |  |  |  | GOG/IGF | DoT | Central Adm. | 36,000.00 |
|  | Digitize public transport routes currently operational in the provision of public transport services | Metro wide |  |  |  |  | GOG/IGF | DoT | Central Adm. | 49,000.00 |
|  | Facilitate the Study on Freight Transport and preparation of Local Area Traffic and Parking Plans for Tema | Metrowide |  |  |  |  | GOG/SECO | DoT | DUR, Physical Planning Dept | 10,000.00 |
|  | Facilitate the development of haulage and truck parking terminal and regulate the operations of Haulage Truck operators | Metro wide |  |  |  |  | PPP/IGF | DoT | Central Adm. | 62,000.00 |
|  | Organise 4 No. refresher training for commercial drivers in Tema | Metro wide |  |  |  |  | GOG/IGF | DoT | NRSA | 25,000.00 |
|  | Facilitate the provision of 25 road signs and other road furniture at relevant points | Metro wide |  |  |  |  | GOG/IGF | DoT | DUR | 46,250.00 |
|  | Organize 2 No. Road Safety education programmes for drivers and pedestrians in the metropolis | Metro wide |  |  |  |  | GOG/IGF | DoT | NRSC | 14,000.00 |
|  | Review Transport Byelaws and Develop standards and guidelines for the transport operations | TMA |  |  |  |  | GOG/IGF | DoT | Central Adm. | 26,000 |
|  | Supervise the monitoring of operation of commercial towing of wrongfully parked vehicles | Metro wide |  |  |  |  | GOG/IGF | DoT | Central Adm. | 15,000 |
|  | Undertake 2 No. routine maintenance of Terminals within the Tema Metropolis | Metro wide |  |  |  |  | GOG/IGF | DoT | Central Adm. | 100,000 |
|  | Facilitate the construction of Site 20 Bus terminal | Site 20 |  |  |  |  | PPP/IGF | DoT | Works Dept | 20,000 |
|  | Facilitate the redevelopment of the TMA car park to increase revenue and improve value of the area | TMA Car park |  |  |  |  | PPP/IGF | DoT | Central Adm. | 50,000 |
|  | Implement on street parking interventions on selected corridors | Meridian Road, CBD |  |  |  |  | PPP/IGF | DoT | Central Adm. | 10,000 |
|  | Provide No. 4 lay-bys on selected routes | Various areas |  |  |  |  | GOG/IGF | DoT | Central Adm. | 10,000 |
|  | Facilitate the redevelopment of Mankoadze Terminal | Mankoadze Terminal |  |  |  |  | GOG/IGF | DoT | Central Adm. | 400,000.00 |
|  | Prepare the 2021 fee-fixing and rate imposition resolution (for distribution to revenue offices and gazetted) and 2021 Composite Budget | TMA |  |  |  |  | IGF | Budget | Finance | 80,000.00 |
|  | Undertake Staff Audit & Monitoring | TMA |  |  |  |  | IGF | HR Dept. | Int. Audit/Dept. & Unit Heads | 1,500.00 |
|  | Conduct routine monitoring of Assembly’s on-going projects (Reconstruction of the entire sewer system, etc.) | TMA |  |  |  |  | IGF | Budget | MDPU | 20,000.00 |
|  | Prepare 2021 Revenue Improvement Action Plan (RIAP) for effective revenue mobilization and organize public education on revenue mobilization quarterly by 31st December, 2021 | TMA |  |  |  |  | IGF | Budget | Finance | 40,000.00 |
|  | Conduct quarterly Budget Committee meetings, hold 2 Budget dissemination for a, organize consultation meetings and Revenue Sub-Committee meeting with rate payers in the metropolis | TMA |  |  |  |  | IGF | Budget | Finance | 60,000.00 |
|  | Organize 5 No. General Assembly, 4 No. Authority Committee, 5 No. meetings of the 12 Sub Committees, 4 No. PRCC, 15 No. Metropolitan Security Council, 4 No. Metro Health Management Committee, 4 No. Metro Education Oversight Committee, 6 No. Audit Committee meetings, MESEC, etc | TMA |  |  |  |  |  | Central Administration | Planning Unit | 790,000.00 |
|  | Establish and support the operations of Tema Central and Tema East Sub -metro. | TMA |  |  |  |  | GoG | Central Administration | Planning Unit | 60,000.00 |
|  | Organize 3 No. National Celebrations and 23 No. Town Hall meetings in electoral areas and Communities. | TMA |  |  |  |  | IGF | Central Administration | PR Unit | 600,000.00 |
|  | Support the implementation of Sister- city relationship | TMA |  |  |  |  | Partner Agencies | Central Administration | PR Unit | 70,000.00 |
|  | Organize workshop for churches on Marriage Acts and training of paralegal marriage for staff | TMA |  |  |  |  | IGF | Legal | Central Adm. | 20,000.00 |
|  | Purchase of law report book | TMA |  |  |  |  | IGF | Legal | Procurement | 10,000.00 |
|  | Revision/ Preparation of Local Plans and monitor/inspect all develops in the metropolis | Comm. 12 |  |  |  |  | IGF | PPD | MDPU | 40,925.00 |
|  | Public education on permitting laws and procedures | Metro wide |  |  |  |  | IGF | PPD | MDPU | 48,600.00 |
|  | Provide support for Street Naming and Property Addressing project | Metro wide |  |  |  |  | IGF | PPD | SAT | 21,000.00 |
|  | Capacity building on electronic gadgets maintenance and repairs for 100 young people | Metro wide |  |  |  |  | Canadian Int Development Agency  Care Int. | NYA | TMA, GRATIS Foundation  NVTI | 25,654.00 |
|  | Print all bills and ensure distribution by 31st January, 2021 | TMA |  |  |  |  | IGF | Revenue Unit | IT | 50,000.00 |
|  | Procure 1No Mini Van to enhance revenue mobilization by 31st December, 2021 | TMA |  |  |  |  | IGF | Procurement Unit | Finance Department | 130,000.00 |
|  | Procure support services for the Integrated Revenue Management Systems by 31st December, 2021 | TMA |  |  |  |  | IGF/GoG | Finance Department | IT and Procurement Unit | 100,000.00 |
|  | Recruit, prepare Training Needs Assessment for 2021 and develop the capacity of staff and Assembly members | TMA |  |  |  |  | IGF | HR Dept. | Heads of Dept./Unit | 120,000.00 |
|  | Co-ordinate the Implementation of Performance Management System/Staff Appraisal. | TMA |  |  |  |  | IGF | HR Dept. | Heads of Dept./Unit | 6,000.00 |
|  | Review and Update of Nominal & Pay Rolls and Update of Staff Establishment | TMA |  |  |  |  | IGF | HR Dept. | Heads of Dept./Unit | 6000.00 |
|  | Input/Update Human Resource Management Information System (HRMIS) | TMA |  |  |  |  | IGF | HR Dept. | Central Adm. | 5,000.00 |
|  | Organize Staff Durbar | TMA |  |  |  |  | IGF | HR Dept. | MCD, MFO, MBO, Head of Central Admin, MIA | 80,000.00 |
|  | 1-Day Digital Marketing and Financial Literacy Training | TMA |  |  |  |  | IGF | NBSSI | Central Administration | 8,000.00 |
|  | 1-Day Entrepreneurship Seminar for the Youth on Business Formalization and Tax Payment Seminar | Tema Tech. Inst/Joint Church Voc. |  |  |  |  | IGF | NBSSI | GES | 5,000.00 |
|  | 1-Day Agro Business Training on Food Safety and Preservation Training | TMA |  |  |  |  | DACF | NBSSI | MOFA | 8,000.00 |
|  | Organise a Made-in-Tema Exhibition and Fair | TMA |  |  |  |  | IGF/DACF | NBSSI | Finance Department | 10,000.00 |
|  | Construction of 7-seater WC Toilet Facility at Light Industrial Area | Comm. 9 |  |  |  |  | DACF-RFG | Works Department | Waste Management | 120,000.00 |
|  | Supply of 100 Metal Bunk Beds to Tema Manhean SecTech | Manhean |  |  |  |  | DACF-RFG | Central Admin | Education Directorate | 110,000.00 |
|  | Construction of Newtown Police Station | Tema Newtown |  |  |  |  | DACF-RFG | Works Department | Central Admin/ Ghana Police Service | 900,000.00 |
|  | Construction of Library at Kwame Nkrumah Memorial Park | Comm. 1 |  |  |  |  | CSR/IGF | Works Department | Central Admin/ Education Directorate | 80,000.00 |
|  | Paving works at El-Paso Lorry Station | Comm. 1 |  |  |  |  | DACF-RFG | Works Department | DUR/ Central Admin | 322,000.00 |
|  | Construction of Shed and Renovation works at TMA Maternity and Child Health Clinic | Comm. 1 |  |  |  |  | DACF-RFG | Works Department | Health Directorate | 195,000.00 |
|  | Support the Construction of Tema Abattoir at the Industrial Area | Comm.1 |  |  |  |  | IGF/PPP | Works Department | Environmental Health | 40,000.00 |
|  | Support the Construction of Truck Parking Facility | Comm. 9 |  |  |  |  | IGF/PPP | DoT | Central Admin | 100,000.00 |
|  | Support the Rehabilitation of Community 9 Market | Comm. 9 |  |  |  |  | CODA | Works Department | Estate Unit | 40,000.00 |
|  | Construction of 2 No. 10-seater Public Toilet at Newtown and U-Compound | U-Compound, Bankuman |  |  |  |  | CODA | Works Department | Waste Management | 100,000.00 |
|  | Undertake HIV & AIDS Responsive Initiative | Metro wide |  |  |  |  | DACF | HIV & AIDS Focal Person | Central Admin/ MDPU | 45,000.00 |
|  | Carry out Malaria Responsive Initiative | Metro wide |  |  |  |  | DACF | Health Directorate | Environmental Health/ Central Admin | 20,000.00 |
|  | Minor Repair works at Community 1 Market (Repair of Gate and Roof) | Comm. 1 |  |  |  |  | IGF | Works Department | Estate Unit | 80,000.00 |
|  | Construction of Footbridge at Tema Newtown | Homowo, Abonko, Valco Fence |  |  |  |  | IGF | Works Department | DUR | 100,000.00 |