

## **INTRODUCTION**

This report reviews the level of implementation of development projects and programmes from April- June 2020. The review also looks at progress and performance of work done, achievements, challenges and conclusions.

### **District profile**

The Awutu Senya East Municipal is located in the Eastern part of the Central Region. It shares common boundaries with Ga South Municipal Assembly in the Greater Accra Region at the East, Awutu Senya District at the North and Gomoa East District at the West and South. The Municipality covers a total land area of about 108km<sup>2</sup> which is 1.1 percent of the total land area of the Central Region. Kasoa, the Municipal capital is 31km from Accra, the national capital. The major settlements of the municipal are Opeikuma, Adam Nana, Kpormertey, Ofaakor, Akweley, Walantu and Zongo.

The topography of the municipal is characterized by isolated undulating highlands located around the Ofaakor and Akweley area. The nature of the topography is directly related to the soil type. The highland and lowland areas have loamy and clay soils respectively. The drainage in the high areas is not intensive as compared to the lowland areas. Okrudu, the major river in the municipality drains into the sea and causes flooding during the rainy season.

The Municipal is part of the south-west plains of Ghana. It is one of the hottest parts of the country. Temperatures are high throughout the year and range between 23°C-33°C. Rainfalls are heavy during the major season between March and July. The average rainfall is about 750mm.

The municipal is underlain by Birimian rocks, which consist of granites and phyllites. The area is basically low-lying with protruding granitic rocks in some areas. Part of the area lies in the semi-deciduous forest zone with mostly loamy soil suitable for arable farming crops such as pineapple, cassava, plantain, yam, maize, citrus and pawpaw.

The Municipality is headed by a Municipal Chief Executive appointed by the President with approval by at least two-thirds of the Assembly Members. It has a presiding member who always chairs General Assembly meetings. There are nineteen (19) Assembly Members with six (6) appointed and thirteen (13) elected. The Municipality has six (6) zonal councils, namely: Zongo, Ofaakor, Akweley, Opeikuma, Walantu, and Kpormetey. It is one constituency made up of thirteen electoral areas.

The indigenes of the Municipality are mainly Guans. There are other settler tribes of different ethnic backgrounds. These include the Gas, Akans, Ewes, Walas/Dagartis, Moshies, Basares and other numerous smaller tribes. Due to the cosmopolitan nature of the Municipal, the main languages spoken are Akan and English.



street children. General advice was also given to fifty-two (52) parents/guardians and clients who reported to the office. Regarding Persons with Disabilities, some medical bills have been paid and school fees are still being processed for payment. Some PWD's who have benefitted from District Assembly Common Fund were monitored to see how their businesses were faring.

The Department of Agriculture trained two hundred and thirty-one (231: 138 males, 93 females) farmers in various agricultural technologies such as the importance of afforestation and Water management during the quarter under review. Three hundred and ninety-seven (397) farmers also benefitted from various livestock interventions. Out of the total number, two hundred and thirty-five (235) were males and one hundred and forty-four (144) were female beneficiaries.

A total of (6) six ongoing project were at completion stages during the second quarter of which one (1) was funded by D.D.F, four (4) from D.A.C.F and one (1) from I.G.F. Two (2) projects were also completed with funding from D.D.F. and D.A.C.F respectively.

**PROGRESS REPORT ON DEVELOPMENT PROJECTS – SECOND (2<sup>ST</sup>) QUARTER 2020 (Works)**

N O	PROJECT TITLE	LOCATIO N	CONTRACTOR	CONTRACT SUM INITIAL	DATE AWARDE D	DATE COMMENC ED	PAYME NT TO DATE	EXPECTED DATE OF COMPLECTIO N	ACTUA L DATE OF COMPL ETION	SOURC E OF FUNDIN G	% OF WORK DONE	REMARKS
1	CONSTRUCTION OF 1NO. 3-UNIT CLASSROOM BLOCK WITH 2-SEATER W/C	GADA	M/S MERICOM CONSTRUCTION LIMITED	GH¢ 314,288.43	30 <sup>TH</sup> APRIL, 2018	28 <sup>TH</sup> MAY, 2019		JUNE 2019		DDF	95%	UNCOMPLETE D
2	CONSTRUCTION OF 1NO. CHIP COMPOUND	GADA	THREE SISTERS COMPANY	GH¢ 179,112.15	30 <sup>TH</sup> APRIL 2018	25 <sup>TH</sup> JULY 2018	GH¢ 100,434.94	25 <sup>TH</sup> JANUARY 2019		DDF	100%	COMPLETED BUT NOT HANDED OVER
3	CONSTRUCTION OF 1 NO. CHIP COMPOUND	IRON CITY	DOLLAR FAMILY	GHC 158,000.00	30 <sup>TH</sup> APRIL. 2018	28 <sup>TH</sup> NOVEMBER, 2019	GHC 84,400.00	28 <sup>TH</sup> JUNE, 2020		DDF	75%	UNCOMPLETE D
4	CONSTRUCTION OF 1 NO. CHIP COMPOUND	DR. JESUS	MAIZPA CONST. LTD	GHC 158,000.00	30 <sup>TH</sup> APRIL. 2018	28 <sup>TH</sup> NOVEMBER, 2019	GHC 98,400.94	28 <sup>TH</sup> JUNE, 2020		DDF	75%	UNCOMPLETE D
5	CONSTRUCTION OF 1NO 10-SEATER WATER CLOSETS TOILET	KASOA-NEW MARKET	OSAFO CONSTRUCTION LIMITED	GH¢130,221.00	28 <sup>TH</sup> JULY, 2016	28 <sup>TH</sup> AUGUST 2016	GH¢93,614.03	FEBRUARY 2017	-----	DACF	100%	COMPL ETED
6	CONSTRUCTION OF 1 NO. 3-UNIT CLASSROOM BLOCK, OFFICE, STORE AND 2-SEATER W/C	ISLAMIC RESEARC H BASIC SCHOOL C.P	TOP RAGE CONSTRUCTION LIMITED	GH¢233,391.13	21 <sup>ST</sup> JULY, 2016	21 <sup>ST</sup> JULY, 2016	GH¢35,008.66	FEB, 2017	-----	DACF	75% (GABLE LEVEL)	ON GOING PROJECT

	TOILET											
7	CONSTRUCTION OF 1 NO. CHIPS COMPOUND	AMUZUK OPE	M/S ROCK EVEREST TRADING AND CONSTRUCTION LIMITED	GH¢123,882.68	21 <sup>ST</sup> SEPTEMBER 2015	22 <sup>ND</sup> FEBRUARY 2016	GH¢103,443.75	JULY 2017	-----	DACF	90% (FINISHING LEVEL)	ON GOING PROJECT
8	CONSTRUCTION OF 1 NO. CHIPS COMPOUND.	KRISPOL CITY	M/S E. D. JOHN CONSTRUCTION LIMITED.	GH¢122,962.88	15 <sup>TH</sup> SEPTEMBER 2015	15 <sup>TH</sup> FEBRUARY 2016	GH¢94,407.06	JULY 2017	-----	DACF	98% (FINISHING LEVEL)	ON GOING PROJECT
9	CONSTRUCTION OF MCD BUNGALOW	OFAAKOR	M/S OSEADEAYE AYEBOAFO LIMITED	GH¢400,246.00	21 <sup>ST</sup> SEPTEMBER 2015	22 <sup>ND</sup> FEBRUARY 2016		JULY 2019	-----	DACF	70% GABLE LEVEL	ON GOING PROJECT
10	CONSTRUCTION OF DRIVE WAY PAVEMENT AT NEW MARKET	NEW MARKET	ASALET COMPANY LIMITED	GH¢160,818.00	8 <sup>TH</sup> MAY 2018	8 <sup>TH</sup> JUNE 2018	GH¢107,568.00	7 <sup>TH</sup> DECEMBER 2018	.....	IGF	78%	ON-GOING PROJECT
11	CONSTRUCTION OF 1NO. ZONAL COUNCIL OFFICES	OFAAKOR	M/S NANA KWAME ATTUAFUL ENTERPRISE	GH¢118,929.14	30 <sup>TH</sup> APRIL 2019	30 <sup>TH</sup> MAY 2019		30 <sup>TH</sup> AUG 2019		IGF	70%	NOT STARTED
	PRECAST BLOCK PAVING OF KASOA NEW MARKET	NEW MARKET	M/S AS-AFRIMP GHANA LIMITED	GH¢2,785,255.10	8 <sup>TH</sup> JULY 2020	12 <sup>TH</sup> AUGUST 2020		MAY 2021		GSCSP		ONGOING
	CONSTRUCTION OF 840M REINFORCED CONCRETE RETAINING/FENCE	NEW MARKET	M/S MAMANJIA LTD	GH¢2,795,810.15	8 <sup>TH</sup> JULY 2020	12 <sup>TH</sup> AUGUST 2020		MAY 2021		GSCSP		ONGOING

	WALL AND PEDESTRIAN RAIL											
	SUPPLY AND INSTALLATION OF STREETLIGHTS AND TRANSFORMERS	MUNICIPALITY	M/S PREFOS LTD	GH¢1,740,711.00	8 <sup>TH</sup> JULY 2020	12 <sup>TH</sup> AUGUST 2020		FEB 2021		GSCSP		YET TO COMMENCE
	CONSTRUCTION OF U-CONCRETE STORM DRAINS AND CHANNELIZATION OF RIVER CHANNELS	KASOA	M/S SABERT LTD	GH¢1,540,469.21	8 <sup>TH</sup> JULY 2020	12 <sup>TH</sup> AUGUST 2020		MAY 2021		GSCSP		YET TO COMMENCE

## **GHANA EDUCATION SERVICE (ASEMA)**

### **OUT BREAK OF CORONAVIRUS PANDEMIC**

The outbreak of Coronavirus Pandemic led to a halt of most of our activities within the Municipality. Awutu Senya Municipal was under locked down for past three weeks. The ongoing fumigation exercise has reached the Awutu Senya East Municipal.

### **REPORT ON FUMIGATION ACTIVITIES IN THE MUNICIPALITY (A.S.E.M.A.)**

As part of the activities to ensure that Senior High Schools are safe for Teaching and learning during this COVID 19 era, Government counteracted JA Biney Consult to undertake disinfection exercise within the Municipality to disinfest all schools both public and private SHS schools. The exercise took place from 16-18<sup>th</sup> June 2020. The Exercise took place in the following schools Odupong Community Day SHS, Insaannyya SHS, Ideal College, Andam SHS, Epinal SHS, Africama SHS. All of the schools with JHS have been fumigated to pave way for resumption of activities for JHS students. A number of items are being received for the prevention and observation of COVID 19 protocols at the Municipal Education Directorate. These items include Veronica Buckets, Hand sanitizers, facemasks , etc.

### **ODUPONG SENIOR HIGH SCHOOL REOPENING DURING COVID 19**

Schools reopened on 22<sup>nd</sup> June 2020 under very strict protocols as outlined by the Ghana Education Service and through internal mechanism by the school authorities. The school from its own coffers provided veronica buckets, liquid soap and hand sanitizers but still awaiting deliveries from GES. Some of the protocols to be observed by the schools are

1. Teachers are not going to be over crowded in the staff room
2. Teachers with under lying health conditions will not come to school
3. The school has formed some sub committees to assist them in the management of the students during the period
4. When students report no one will be allowed to go out or enter until closing
5. All teachers are to come to school
6. There will be 11 weeks for SHS 3 and 6 weeks for gold form 2 students
7. Form three students are 581 whilst 171 Gold track form 2 are expected in school.

## **BECE 2020 Summary**

For the 2020 BECE, a total of 7592 candidate have been registered to sit for the exams. The figure is made up of 3838 girls and 3754 boys. See the table 1 for break down

<b>Schools</b>	
Public	26
Private	216
<b>Total</b>	<b>242</b>

### **CANDIDATES**

BOYS	3754
GIRLS	3838
<b>Total</b>	<b>7592</b>

### **CANDIDATES: PUBLIC SCHOOLS**

BOYS	1437
GIRLS	1575
<b>Total</b>	<b>3012</b>

### **CANDIDATES: PRIVATE SCHOOLS**

BOYS	2317
GIRLS	2263
<b>Total</b>	<b>4580</b>

### **INVIGILATION ARRANGEMENT**

NO OF CENTRES	21
SUPERVISORS	21
ASS. SUPERVISORS	27
INVIGILATORS	261

The Forgoing activities are a repeat of last month.

#### **A. Introduction**

This report covers activities undertaken by the Directorate for the period under review

### **BASIC EDUCATION**

In the wake of the outbreak of Coronavirus Pandemic junior high schools effective 16<sup>th</sup> March 2020 till further notice.

#### **Enrolment in Basic School**

Table 1 presents enrolment in Basic schools in the Municipality for last term. The current one is being worked on. From the Table the number of staff is also shown. The Table shows that there are more boys in KG than girls. There are more females in primary and JHS schools than males.

**Table 1**

s/n	Level				STAFFING			NABCO
		M	F	T	M	F	T	
1	KG	785	692	1477	1	63	64	
2	PRY	5361	5670	11031	72	258	330	
3	JHS	4150	4607	8757	143	171	314	71
4	SHS	753	750	1503	34	24	58	7
5	CENT ADMIN						41	

#### **Private Schools**

In the wake of the outbreak of Coronavirus Pandemic which has affected over 800,000 people world -wide and particularly 89 people in Ghana with 4 deaths recorded, the President of the Republic announced an indefinite shut down of all public and private basic schools, All universities , all Senior high schools effective 16<sup>th</sup> March 2020 till further notice.

### **SECONDARY EDUCATION**

In the wake of the outbreak of Coronavirus Pandemic which has affected over 800,000 people world -wide and particularly 68 people in Ghana with 3 deaths recorded as at the time of going to press, the President of the Republic announced an indefinite shut down of all public and private basic schools, All universities , all Senior high schools effective 16<sup>th</sup> March 2020 till further notice.

Table 2 shows the distribution of students in the school.

**Table 2: Enrolment Figures in Odupong SHS 2019/2020**

Level	Males	Females	TOTAL
<b>Green</b>	53	71	124
<b>Gold</b>	116	124	240
Year 1	<b>169</b>	<b>195</b>	<b>364</b>
Year 2	144	162	306
Year 3	292	289	581
<b>National Service</b>	5	3	8
<b>NABCo</b>	6	1	7
<b>Internship</b>	1	1	2
<b>Teachers</b>	46	27	73
<b>Non-Teaching</b>	13	3	16
<b>Grand Total</b>	<b>676</b>	<b>681</b>	<b>1418</b>

### **Training of GES Staff on New Standard School Based Curriculum**

A three day training workshop was organized for Professional staff at the Municipal Education Office in the New Standard School Based curriculum at Odupong. The opening ceremony was performed by Mr. Samuel Borketey Bortey Municipal Director of Education. Also present was Ms. Betty K Smith, Director in charge of Human Resource Development. The Team was led by Mrs. Mercy Hanson, Deputy Director in charge of Supervision. Mr. Charles Afenya Mantey is Municipal Training officer who was the lead facilitator for the programme.



### ***GES Staff at New standard Based School Curriculum at Odupong SHS***

#### **Reopening Day Activities**

Two teams were set up by the Municipal Director of Education to visit all the public schools within the Municipality.

Objective

The purpose of the exercise was:

1. to check on school attendance by both teachers and pupils on reopening day
2. Inspect schools plants
3. Check on schools' preparedness towards academic activities for the term
4. Validate the presence of teachers in the school
5. Inspects scheme of work and lesson notes
6. Any other issues that require immediate attention

### **Observation**

The Exercise took three days for both team. In each case the team interacted with the staff and encouraged them to give off their best in the classroom. Teachers who had not finished with their lesson plan and scheme of works were cautioned and asked to complete their work and submit to head for vetting. Majority of the teachers had done their scheme of work for their term.

Some of the school facilities were also inspected.

### **Conclusion**

The exercise was very successful

### **Director's Meeting with Basic School Heads**

The Municipal Director of Education met with the Heads of all Public basic schools on the first Wednesday after reopening. The meeting provided the platform to discuss matters affecting education delivery in the Municipality. As the direct implementers of Management decision, it was seen as an opportunity to take feedback from the heads and the schools. Management discussed the 2019 BECE performance with the heads and thus assisted the heads to identify their strength and weakness of the various subject areas. It was thorough exercise that guided the heads in their subsequent decision making with regards to strengthening school internal supervision and subject allocation. Performance in all the subjects were analyzed and discussed one after the other and those that needed further engagement were recommended. Schools that performed well were commended and those who fell short were encouraged to pay attention to those subject. It was a very useful exercise

### **Human Resource Management Development**

Currently, the Central Administration 40 made up of 9 non- teaching staff. National Service personnel currently at post in various schools are 92. Due to the Covid 19 pandemic the Office remain partially lockdown. Only a very skeletal staff remains at post in compliance with the directive by the Director General of Ghana education Service

## **AWUTU SENYA EAST CELEBRATES 63RD INDEPENDENT ANNIVERSARY AT OFAAKOR, KASOA.**

Awutu Senya East Celebrates 63rd Independent anniversary at Ofaakor, Kasoa. Mr. Samuel Bortey, the Municipal Director of Education read the President Independent Speech. At the celebration was Mr. Michael Essuman- Mensah, the Municipal Chief Executive Officer. Ms. Phylis Naa Okunor , the NDC 2020 Parliamentary candidate for Awutu Senya East was present at the celebration. Ms. Betty K Smith, Director of Human Resource Management Development and Mrs. Mercy Hanson, (Deputy Dir. Sup& Monitoring) , Mrs. Grace Ampaabeng (Dep. Dir., Stats) , Mr. Emmanuel Tamakloe and Madam Jenephar Essel were among some of the Senior staff at the anniversary

## **CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMME OF TEACHERS**

Continuous Professional Development Programme of Teachers at Awutu Senya East Municipal...Present at the Centers was Ms. Betty K Smith, Director in charge of Human Resource Management Development, Mrs. Mercy Hanson, (head, Sup & Monitoring), Mr. Charles Afenya Mantey, (Training Officer), Ms. Jenephar Essel (Girls Education Officer) and other senior staff of the directorate

## **GES STAFF UNDERGO TRAINING IN NEW STANDARD BASED CURRICULUM**

Awutu Senya East Municipal Education staff undergoing a 3 day training in the New standard Based Curriculum at Odupong Community Day SHS, Kasoa. The opening ceremony was performed by Mr. Samuel B Bortey, Municipal Director of Education. Present at the workshop is Ms. Betty K Smith, Director (H.R). The lead facilitator for the programme is Mrs. Mercy Hanson, Dep Dir. Supervision and monitoring. Also in attendance are Mrs. Gyina Eva Bediakoh, Dep Dir. Finance and Administration. The Municipal training officer is Mr. Charles AfenyaMantey. In all 30 participants are attending the workshop

## **MP Interacts with Head teachers in Awutu Senya East Municipality**

Mrs. Mavis Hawa Koomson, Member of Parliament for Awutu Senya East and Minister for Special Development initiatives on Wednesday 11th March 2020 met with Staff and head teachers of the Municipal Education Directorate with the programme dubbed "Time with your MP". The programme offered the platform for both Honorable MP and the leadership of education in the Municipality to deliberate on educational issues affecting the Municipality at

St. John the Baptist Church, Akweley, Kasoa. The program was chaired by Hon. Michael Essuman Mensah, MCE for the Municipality. In attendance was Mr. Samuel B. Bortey, the Municipal Director of Education, Ms. Betty K. Smith (Dir. HR), Mrs. Grace Ampaabeng (Dep. Dir. Planning & Statistics), Mrs. Mercy Hanson (Dep. Dir. Supervision & Monitoring), and Mrs. Eva Gyina Bediako (Dep. Dir. Finance & Adm.). Also in attendance were other senior staffs of the Directorate. The NPP Constituency Chairman was also present. Almost all Head teachers, led by their chairman Mr. Agawu Menson were present at the event. More than half of the teachers in the Municipality were present to interact with the MP. Hon. MP also presented 44 Laptop Computers to the Municipal Director of Education for distribution to Basic Schools.

### **GIRLS EDUCATION UNIT Sensitization on Menstrual cycle Among Girls**

Girls Education Unit in collaboration with FAYTEX Ghana organized a one day seminar for Girls on Menstrual cycle in at Kasoa. Items were distributed to the Girls for their up keep during menstruation. Madam Jeniphar Essel is the Girls Education Officer for Awutu Senya East Municipal education Directorate



### ***FAYTEX Ghana marks Menstrual Cycle week at Kasoa***

Activities undertaken for the period under review are

1. Celebration of international Day of the Girl child with GRASAG Ghana\
2. Talk show on HIV awareness program at some selected basic public and private schools in the Municipality
3. Sensitization on the issues of Kidnapping in some private schools

### **Observation**

- a. Awareness level about HIV is low at the basic school
- b. Girls in Banat Basic School were excelling in school because of girls club in the school.

### **Supervision and Monitoring Unit**

The traditional notion of writing end of term exams was not the case this term for pupils in primary schools. This was due to the new arrangement with the new standard based school curriculum for primary schools.

### **Non – writing of Exams for basic primary Schools**

The introduction of the first phase of the new standard based curriculum requires that teachers are trained in the various aspect of the curriculum. Teachers were introduced to the various part of the curriculum. Our reports suggest that many of them are getting conversant with the preparation of various schemes of learning. One major aspect of the curriculum is the **assessment** which needs to be delved into **detail**. Arrangements are still ongoing to train teachers in the assessment.

Again, the required logistics for the newly introduced subjects are yet to be provided. Hence, KG to Basic 6 could not write exams for the first term.

### **Finance and Administration**

#### **Examination Unit**

#### **Performance Plan for 2020**

Municipal Directorate had a meeting with all administrators and owners of private schools where teachers were trained by examiners in all subjects to guide them in their classroom teachers. It is expected that this exercise will guide the Directorate to design remedies for the various teaching subjects that need help

#### **BECE 2020**

Registration of candidates for 2020 Basic Education Examination Certificate has ended with 7592 as the official figure registered from both public and private schools. The table below gives a breakdown of the distribution. .

#### **BECE 2020 Summary**

<b>TOTAL SCHOOLS</b>	<b>242</b>
<b>PUBLIC</b>	<b>26</b>
<b>PRIVATE</b>	<b>216</b>
Total Boys	3754
Total Girls	3838
<b>Total candidates</b>	<b>7592</b>

<b>Candidates Public Schools</b>	
<b>Boys</b>	<b>1437</b>

<b>Girls</b>	<b>1575</b>
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<b>Candidates PRIVATE Schools</b>	
<b>Boys</b>	<b>2317</b>
<b>Girls</b>	<b>2263</b>

**Finance Accounts**

An amount of GHC 13, 971.00 was receipted as capitation grant whilst GHC39, 568. 00 was received as donations and other funds.

**Physical Education**

The circuits organized their inter schools games a/Activities from 5<sup>th</sup>Noivemerto 29<sup>th</sup> November 2019.

1. Akweley circuit -----5th---8th
2. New town Circuit -----12th---15<sup>th</sup>
3. Odupong Circuit-----19<sup>th</sup>----22<sup>nd</sup>
4. Ofaakor Circuit-----26<sup>th</sup> ---29th

Some players were also selected to be trained for district team on the 2<sup>nd</sup> December 2019.

Awutu Senya East placed 3<sup>rd</sup> in the regional relay competition.

First Annual inter school sport festival was organized at Akweley circuit during the period under review.



*Annual Inter schools sport at Akweley Annual Inter School Sport at Akweley*

**Internal Audit**

The Unit has tasked field Officers to enquire how school management use the school capitation grants

**Legal and Disciplinary Issues**

As a result of the Community clashes with school Authorities at Iron City Basic School, the Directorate set up a three member Committee led by Mrs. Grace Ampaabeng, Deputy Dir. in charge of Statistics.

## **Ghana National Association of Teachers organizes workshop for Teachers toward Promotion Aptitude Test 2020**

Ghana National Association of Teachers Efutu, Awutu Senya and Awutu Senya East Secretariat organized a two day workshop to prepare candidates numbering over 250 teachers for this year teachers promotion exams. The event took place at Emmanuel Presbyterian School Kasoa. The opening ceremony was performed by the Municipal Director of Education, Mr. Samuel Borketey Bortey. Mr. Julius Kpodo was the curator for the programme.



***GNAT Workshop for teachers towards 2020 Aptitude test organized at Kasoa***

### **5.0 Major Challenges**

- Delay in upgrading of promoted teachers
- Inadequate funds to pay T & T claims of trekking officers
- Inadequate furniture in some of the schools
- Inadequate space in some schools leading to overcrowding

### **6.0 Way Forward**

- Request has been made to both the MP and Municipal Assembly to supply furniture to the schools

### **Recommendations**

The following recommendations are made based on the above

- The Municipal Assembly is requested to supply furniture to assist the schools to meet the ever growing enrolment demands in the schools.
- GOG releases should be forthcoming to enable the Directorate to pay its field officers
- Government and the Ghana education service should supply more textbooks to increase access to textbooks by pupils.

## **7.0 Conclusions**

The report captures the activities for the period under review.

The report offered the directorate the opportunity to interact with its stakeholders at the school and the community levels.

The information gathered from the report assist and is used in decision making of the directorate and thus could assist in the improvement of standards in quality education in the Municipal

# **ENVIRONMENTAL HEALTH AND SANITATION UNIT**

## **INTRODUCTION**

The Environmental Health and Sanitation Unit of the Assembly exist to regulate and control acts and conditions that tend to be injurious to human health and comfort. Activities undertaken by the Unit during the period under review to ensure compliance with environmental standards and sanitation bye-laws of the Assembly included

1. Routine Premises Inspection
2. Law Enforcement
3. Food Safety and Hygiene
4. Meat Inspection
5. Supervision of Private Sanitation Service Providers
6. Monthly Clean-Up Exercises and
7. Solid Waste Management
8. Acquisition of Additional Refuse Containers
9. Clearing of Existing Heaps of Refuse
10. Household, Institutional and Commercial Waste Collection
11. Acquisition of Sanitary Tools
12. Public Education on Bath Houses Construction and Sullage Disposal
13. Desilting of Public Drains
14. Health Screening of Food/Drink Vendors
15. Disease Pest and Vectors Control
16. COVID-19 Disinfection Exercises and Training Workshop

## **1. ROUTINE PREMISES INSPECTION**

The following categories of Premises were inspected to ensure compliance with sanitation standards.

a. Domiciliary Premises	-	480
b. Private Schools	-	0

c. Public Schools	-	0
d. Hotels/Guest Houses	-	25
e. Restaurants	-	25
f. Eating Bars	-	51
g. Drinking Bars	-	49
h. Privately Owned Public Toilets	-	59
<b>TOTAL</b>		<b><u>689</u></b>

Commonest public nuisances detected and abated were insanitary drains, baths, indiscriminate dumping and burning of solid waste and connection of septic tanks into open spaces by means of PVC pipes.

### **ACTIONS TAKEN**

1. On the spot issuance of abatement notices.
2. On the spot issuance of summons to prepare for court.
3. Education and issuance of verbal warnings.
4. Prosecution of recalcitrant sanitary offenders.

### **2. LAW ENFORCEMENT**

1. Number of offenders successfully prosecuted - 9
2. Total amount of court fines imposed during the period under review
  - a. April - GHC 000.00
  - B. May - GHC 000.00
  - C. June- GHC 4,320.00

**Total - GHC 4,320.00**

The amount was however paid into consolidated funds.

### **3. FOOD SAFETY AND HYGIENE**

To ensure the populace bought and consumed wholesome food, inspections were carried out at the chop bars, drinking bars, restaurants and hotels.

Health screening of food vendors was carried out to ensure vendors were healthy to prepare and sell food to the public. In all, 11 food vendors were screened during the period under review.

#### **4. MEAT HYGIENE**

To ensure the public bought and consumed wholesome meat slaughter house duties were intensified. Activities undertaken were:

- a. Anti-mortem and post-mortem inspection of animals.
- b. Hygiene and sanitation standards enforcement at the slaughter house.
- c. Effective Waste Management.
- d. Enforcement of the Assembly's slaughter house bye-laws.

#### **NUMBER OF FOOD ANIMALS SLAUGHTERED AND INSPECTED**

1. Cattle	-	151
2. Goats	-	300
3. Sheep	-	201
<b>Total</b>	-	<b><u>652</u></b>

Disease conditions detected were cysts, abscesses and cirrhosis.

#### **5. SUPERVISION OF PRIVATE SANITATION SERVICE PROVIDERS**

During the period under review the Unit intensified supervision of sanitation service providers who were into door-to-door solid waste collection in the Municipality to ensure they rendered quality services to their clients.

#### **6. MONTHLY CLEAN-UP EXERCISE**

Two monthly clean-up exercises were carried out in May at Kasoa CBD and at Kasoa New Market.

In all, 16 tonnes of solid waste were collected and disposed of at the final disposal site.

#### **7. SOLID WASTE MANAGEMENT**

The Unit during the period under review supervised the collection and safe disposal of solid waste by various agencies of the Assembly. In all, 1,610 tonnes of solid waste were collected and disposed of at the Assembly's final disposal site. The Unit also supervised the pushing, levelling and compacting of solid waste at the final disposal site three times on monthly basis.

#### **8. ACQUISITION OF ADDITIONAL REFUSE CONTAINERS**

The Assembly through Zoomlion Ghana Ltd. Acquired one additional refuse additional skip refuse containers which were placed at vantage points in communities which neither had

access to door to door solid waste collections services nor central communal refuse container system to enhance solid waste collection in those communities.

#### **9. CLEARING OF EXISTING HEAPS OF REFUSE**

The Unit during the period under review supervised the pushing, levelling, compacting and disinfestation of the final disposal site three times i.e. once every month within the period under review. The Unit also supervised the clearing and evacuation of spill overs at Kasoa New Market on two occasions.

#### **10. HOUSEHOLD, INDUSTRIAL AND COMMERCIAL WASTE COLLECTION**

To increase coverage of households, industrial and commercial access to solid waste collection services, the Unit in collaboration with Coastal Waste Management, Sisbros and Honest Waste Companies registered a total of 151 clients who benefited from door to door solid waste collection services during the period under review.

#### **11. ACQUISITION OF SANITARY TOOLS**

To enhance environmental sanitation delivery, the Assembly purchased a number of sanitary tools for distribution to all Assembly sanitary labs and for use during clean-up exercises.

Sanitary tools purchased include;

- |                                 |   |            |  |
|---------------------------------|---|------------|--|
| 1. Wheelbarrows                 | - | 1          |  |
| 2. Brooms                       | - | 100        |  |
| 3. Shovels                      | - | 5          |  |
| 4. Rakes                        | - | 12         |  |
| 5. Filter masks                 | - | 50         |  |
| 6. Hand gloves                  | - | 50         |  |
| 7. Disinfectants(Chlorine 0.5%) | - | 80 Gallons |  |
| 8. Wellington boots             | - | 50         |  |
| 9. Over all                     | - | 50         |  |
| 10. Motorized spraying machine  | - | 3          |  |

#### **12. PUBLIC EDUCATION ON BATH HOUSES CONSTRUCTION AND SULLAGE DISPOSAL**

The Unit during the period under review, embarked on intensive public education in Kpormetey and Zongo communities using the Assembly's mobile van mounted with P.A system to sensitize members of the two communities of the need to construct bath houses and soakaways for effective sullage disposal.

#### **13. DESILTING OF PUBLIC DRAINS**

During the period under review, the Unit during clean-up exercises organised desilting of both public and individual drains to reduce the rate of mosquito breeding and its associated increase in malaria cases.

#### **14. HEALTH SCREENING OF FOOD/DRINK VENDORS**

The Unit during the period under review, health screened and certified 11 food/drink vendors across the Municipality to ensure they were fit to prepare and sell food and drink for public

consumption. Vendors who were found to be carriers of Typhoid fever were treated and educated on sound personal and food/drink hygiene practices.

**15. DISEASE PEST AND VECTOR CONTROL**

To reduce the incidence of malaria and other pest and vector borne diseases, the Unit during the period under review supervised a number of disinfection activities undertaken by NAMCOP Unit of Zoomlion Company at refuse container sites and other breeding sites. The Unit with funding from the Assembly also facilitated a number of such activities at the market, final disposal sites, public drains and public toilets.

**16. COVID-19 NATIONAL DISINFECTION EXERCISE**

The COVID-19 which was declared a pandemic by the World Health Organization in February, 2020 has hit hard most countries like Spain, the US, Italy, Sweden etc.

Ghana among other West African countries is having its fair share of the pandemic

As part of the conscious efforts to fight the pandemic, the government of Ghana has put several measures in place which includes disinfection of markets and other public places.

In line with the Government's directives to all Metropolitans, Municipal and District Assembly's the Unit

Is facilitating the disinfection and certification of churches, Quarantine centres and schools in the Municipality.

Seven of the staff has also undergone a COVID-19 training to equip them with the needed skills for the task ahead.

The unit is also embarking on COVID-19 educational programs and enforcement of the preventive protocols in the Municipality.

**DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY**  
**DEVELOPMENT**

**EXECUTIVE SUMMARY**

The second quarter was quite good despite the COVID-19 pandemic. The office continued to implement its activities through the four (4) core programmes areas namely: Child Rights Protection and Promotion, Justice Administration, Community Care and Community Development. General advice was given to fifty-two (52) parents/guardians and the numerous clients who reported to our office. These clients were advised on custody, adoption, registration of Non-Governmental Organization and Early Child Development, Disability management, adoption among others.

Fifteen (15) child maintenance cases, fifteen (15) gender-based violence cases, two (2) street children cases were handled. Ten (10) vulnerable children who were reported to us by our clients and Domestic Violence and Victim Support Unit (DOVVSU) of the Ghana Police Service, Kasoa were also handled. This involves six (6) males and four (4) females. Out of this number seven (7) have so far been re-unified with their families and relatives whilst investigation continues to trace the relatives/families of other children. Elijah Adoku (15) and Joseph Adoku (11) were admitted.

Furthermore, one (1) incest and one stolen child cases are under investigation by the Police and our outfit.

The office could not visit any Early Childhood Development Centre due mainly to COVID-19 pandemic. However, few schools that called at our office were given the needed advice and guidance. Two (2) out of three (3) NGO's which applied for certificate were successful, whereas the other one is receiving due attention by the Department. Good Shepherd Child Care and Royal Seed Home were visited twice every week. Besides, National/Regional Monitoring Team visited these Homes twice on Thursday 27<sup>th</sup> May 2020 and Tuesday 16<sup>th</sup> June, 2020. Visit to children under home-based care was not paid due to the COVID-19 pandemic. However, thirty (30) children who have been re-united from Good Shepherd Orphanage were provided with food, and other items.

In Royal Seed Home, seventeen (17) children were admitted. This involves ten (10) males and seven (7) females. Four (4) have so far been re-united with their parents/relatives. This involves two (2) female and two (2) males.

Monitoring team from National/Regional Office and the Municipal paid monitoring visit to Royal Seed Home on Thursday 27<sup>th</sup> May 2020 and Tuesday 16<sup>th</sup> June, 2020 to assess their performance and validate key issues respectively.

Under the Child Care Reform Initiatives (CRI) pilot programme thirteen (13) children who have been re-unified were visited. This involves six (6) males and seven (7) females.

Furthermore, under the second phase of the programme, eight (8) children involving four (4) males and four(4) females are being prepared for re-unification whereas four (4) that have been re-unified were visited. This involves three (3) females and one (1) male. This office continued to help Kasoa and Ofaakor District Courts and Family Tribunal. In all twelve (12) cases were handled. These are four (4) custody, seven (7) child maintenance and one (1) paternity case. Furthermore, Ofaakor Juvenile court handled one (1) indecent assault and two (2) defilements cases. The office continued to give the people with Disabilities the needed support. Some medical bills were paid, school fees are being processed for payment. Some

PWD's who have benefitted from District Assembly Common Fund were monitored to see how their businesses are faring. This exercise is on-going. Hospital Welfare recorded one (1) case that involves a 25-year-old woman who could not pay for treatment of her baby's surgery. Our office therefore referred her to Social Welfare Unit, Korle-Bu Teaching Hospital for the needed support to help the child undergo free surgery. Sixty-fifth (65<sup>th</sup>) and Sixty-six (66<sup>th</sup>) LEAP payment took place from 18<sup>th</sup> May to 4<sup>th</sup> June, 2020 in all our pay points. One (1) meeting was attended and three (3) monitoring visit were paid during the quarter review.

**ADMINISTRATION**

1. MR. JACOB ASIEDU	DEPUTY DIRECTOR (MUNI. HEAD)
2. MILLICENT ADZIMAH- ALADE	SDO- SECTIONAL HEAD(DSW)
3. LINDA BOAKYE	S.D.O
4. MISS APPIASIE OBEDINA	ASDO
5. MATILDA ADORFU	S.D. O
6. MR. COSMOS DANIEL BOADI	NABCO

**STAFF STATISTICS**

i. Total number of staff on payroll	-	5
ii. Total number of staff at post	-	5
iii. New appointment	-	Nil
iv. Study leave with pay	-	Nil

**NATIONAL SERVICE POSTING**– Two (2) females posted to this office are still post.

**VOLUNTEER SERVICE** - Nil

v. Vacation of post	-	Nil
vi. Transfer/Posting	-	Nil
vii. Resignation	-	Nil

**OPERATIONAL DETAILS**

a) Number of meetings attended	-	1
b) Number of workshops attended	-	Nil
c) Number of meetings organized	-	2
d) <u>Number of Workshop organized</u>	-	Nil
e) <u>Number of monitoring done</u>	-	3

No workshop was organized because of the pandemic.

- f) No. of Radio/TV programme organized – Nil
- g) **No. of celebrations/ inaugurations etc. attended** -Nil

**DETAILS OF EXPENDITURE**

Arrears b/f	-	5,059.00
Stationary	-	35.00
T&T fuel	-	800.00
Maintenance	-	250.00
Office Equipment	-	200.00

**OFFICE FURNITURE**

Currently there is only one old desk and two old chairs used by the Head. The other staffs sit on plastic chairs which are not even sufficient to accommodate them.

**Total debt owed by the Department** - GH¢ 5,059.00

**Donation to the Office** - Nil

**CHILD RIGHTS PROTECTION AND PROMOTION CASEWORK**

1. **Child Maintenance**

Two maintenance cases were brought forward from the previous quarter. During the quarter under review, fifteen (15) new cases were handled bringing the total to seventeen (17).

2. **Incest**

A sixteen (16) year old child who was impregnated by her father was reported to the office by DOVVSU. Her parents have been contacted for family assessment to help the office re-integrate her whilst the father is on the run.

3. **General advice on children**

General advice was given to fifty-two (52) people on the rights of the child, adoption, custody maintenance among others. This involves thirty-five (35) males and seventeen (17) females. This information is given in the template below

ACTIVITIES	B/F		NEW		AGES			CASES DISPOSED OFF		REFERED TO FAMILY TRIBUNAL		CASES WITHDRAWN		PEND ING		TOTALS	
	M	F	M	F				M	F	M	F	M	F	M	F	M	F
CHILD MAINTENANCE	1	1	8	7				7	6	-	-	1	-	1	2	7	6
CHILD CUSTODY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0
FAMILY RECONCILIATION	-	2	-	2				-	-	-	-	-	-	-	2	0	0
CHILD NEGLECT	-	-	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-
CHILD DELINQUENCY																	

CHILD ABUSE	-	-	1	0				1	0	-	-	-	-	-	-	0	0
GENERAL ADVICE ON WELFARE OF CHILDREN	-	-	15	37				15	37	-	-	-	-	-	-	15	37
PATERNITY	-	-	-	-				-	-	-	-	-	-	-	-	0	0
GENDER-BASED VIOLENCE	-	1	-	15				15	-	-	-	-	-	-	1	-	15
CHILD MARRIAGE/INCEST	-	-	-	1	16			-	-	-	-	-	-	-	1	0	0
<b>TOTALS</b>																	

✓ **Day Care Centers**

Monitoring of Day Care Centre's could not take place due to the pandemic.

✓ **Support to other vulnerable children**

i. **Abandoned Child**- Nil

ii. **General Advice** - 52

iii. **Stolen Baby**

A case of stolen baby was referred to us by DOVVSU. The culprit, Miss Naa Ayela, a 25year old female was alleged to have stolen a 6 months old baby boy, according to Police extract. The baby was referred to our outfit for care and protection. Currently, the suspect is facing trial at Railway Police Station, Accra where the act took place.

**ACTIVITIES OF ORPHANAGES**

a. **Royal Seed Home**

Royal Seed Home continued with its normal functions successful during the quarter under review.

**Admission/ Re-unification**

During the quarter under review, seventeen (17) children were admitted to the Home. This involves ten (10) females and seven (7) males. Four (4) have so far been reunited with their parents/relatives. This involves two (2) female and two (2) males.

**Monitoring**

Monitoring was done twice a week. In addition, a monitoring team from the Region and the Municipal office paid a monitoring visit to the Home on 4<sup>th</sup> May, 2020 to acquaint themselves with the current situation. The Home was found to be doing well but certain recommendations were made. Furthermore, a joint monitoring team from Accra and Cape Coast and the Municipal paid a monitoring visit on Wednesday 27<sup>th</sup> May 2020 and Tuesday 16<sup>th</sup> June, 2020 respectively.

**Good Shepherd Orphanage**

This home is going through some reforms to live up to expectation of the Department. During the quarter under review, no admission was made following the closure of the

facility. Measures are being put in place to re-unite the six (6) children who are still at the Home.

#### **Re-unification**

No re-unification was done during the quarter under review. However, thirty (30) children who have been re-unified with their families/ relatives were provided with free food stuffs and other items.

#### **Home-based Care**

Currently fourteen (14) vulnerable children who are with their families are receiving the needed support from the orphanage. This involves eight (8) females and six (6) males.

#### **Monitoring**

Monitoring was done twice a week. The objective was to make sure that standards are adhered to. In addition, a monitoring team from the Region and the Municipality paid a monitoring visit to the Home on 4<sup>th</sup> May, 2020. Furthermore, a joint visit Monitoring Team from the National, Regional and the Municipality paid a monitoring visit on 27<sup>th</sup> June, 2020.

#### **Sensitization for Residential Homes for children (RHC)-Nil**

#### **Community Sensitization**

No community sensitization was done as a result of the COVID-19 pandemic.

#### **C.R.I PROGRAMME**

Under the CRI pilot programme, thirteen (13) children who have been re-united were visited and given the needed guidance and advise. This involves six (6) males and seven (7) females. Furthermore, under the second phase, eight (8) children which involves four (4) males and four(4) females are being prepared for re-unification whereas four (4) who have been re-united were visited. This involves three (3) males and one (1) female.

#### **Street Children**

Efforts are being made to rid the city of children on the street. This will be done in collaboration with the Police and all key stakeholders. During the quarter under review, Elijah Adoku (15 years) and Joseph Adoku(11years) were identified to be on the street based on notification by Kasoa Police. They were rescued and sent to Royal Seed Home, whilst investigate continues to find out why their father abandoned them.

## **JUSTICE ADMINISTRATION**

### **AKWELEY DISTRICT COURT (1) AND OFAAKOR DISTRICT COURT (2)**

The family Tribunal and Juvenile court sit on every Tuesdays and Wednesdays in Ofaakor and Kasoa respectively.

#### **Family Tribunal**

- a. Child Maintenance - 10

b. Child Custody	- 4
c. Paternity	- 1
d. Access	- 1
e. No. of SER written	- 4
f. Care orders granted	- Nil

### **Ofaakor Juvenile Court**

- **Defilement**  
The first cases involve three (3) children who took advantage of an 18-year-old female who is a special child. They were put on probation for a period one (1) year whilst their parents were ordered to pay GHC6,000.00 to the father of the victim. The second case involves a 16-year-old male, he has been committed to Mamobi Senior Correctional Centre for a period of one (1) year in order to go and learn a trade.
- Stealing - Nil
- Indecent Assault - 1
- Narcotic - Nil
- Murder/ Manslaughter - Nil
- Other crime - Nil
- Mandatory supervision - 2
- Unlawful entry - Nil
- Number of Social Enquiry Report for both courts - 6
- Others - Nil

### **COMMUNITY CARE**

- a) **Registration**  
Five (5) new Disabled persons were identified and registered. This involves three (3) males and two (2) females.
- b) **Follow-up Visit**  
The office paid a visit to ten (10) Disabled person to assess their needed for support from District Assembly Common Fund allocated to Disabled persons. This involves seven (7) males and three (3) females.
- c) **Admission**  
Two (2) male Disabled children seeking admission to special schools are being given the needed attention.
- d) **Sensitization**  
No sensitization was made during the quarter under review due to the COVID-19 pandemic.
- e) **Food Supply**  
About Four Hundred and Seventy (470) PWD's were supplied with food items during and after the lockdown periods. This involves 270 males and 200 females.
- f) **Income generating**  
Plans are underway to give support to the next batch of beneficiaries within the year.
- g) **Monitoring Visit by M.F.M.C**

Fifty-eight (58) PWD's were monitored to see how they are utilizing the support given them.

**h) Referral**

- Rehabilitation Centre – Nil
- Sheltered workshop – Nil
- Special School

Two (2) male children with disability were referred to special schools for admission.

- Hospital

Two (2) male children with disability were referred to Kasoa Polyclinic for medical examination to help the Department to determine their suitability for admission to special schools.

**Ghana Federation of the Disabled (G.F.D)**

**i) Sensitization - Nil**

**Meetings**

- i. **Regional Meetings:** One meeting of the executive members of the Federation took place on Saturday 23<sup>rd</sup> May, 2020 at the Methodist Church Nyanyano Road, Kasoa.

**j) Assistance to Disabled Person**

**i. Health**

Medical bills of some people with disabilities were paid. Another batch will be paid by the end of the second quarter.

**ii. School**

School fees of some people with disabilities are also being processed and will be paid by the end of the second quarter.

**iii. Assistive device- Nil**

**iv. Vocational Training**

Plans are underway to apprentice young disabled persons who want to acquire vocational skills to various trade masters in the Municipality for them to acquire the needed skills to be able to fend for themselves.

**v. Referrals from Head Office - Nil**

**vi. Capacity Building Workshop - Nil**

**vii. Monitoring of PWD's who have benefitted from DACF**

Fifty-eighteen (58) persons with disability were monitored. The objective was to make sure funds allocated them are put to good use to help them to fend for themselves and their families. This involves 38 males and 20 females.

**k) Mental Health Care**

Currently, our office is working in collaboration with the Mental Health Unit of Kasoa Polyclinic. One hundred and forty (140) cases have so far been referred to us for the needed support. It is the plan of our Department to hook them on the LEAP expansion programme and also assist them in diverse ways.

**l) N.H.I.S registration for the extremely poor households**

In collaboration with the National Health Insurance Scheme (NHIS) and Ghana Health Service under the auspices of Ministry of Gender Children and Social Protection and Awutu Senya East Municipal Assembly, Five Hundred (500) female hawkers and vulnerable women were targeted for free Health Screening and NHIS registration. The actual data on this exercise is yet to be received from NHIS Office-Kasoa. This exercise took place on 5<sup>th</sup> and 6<sup>th</sup> March,2020. These activities are ongoing. Subsequently, during the quarter under the review one (1) stakeholders meeting was held on Tuesday 30<sup>th</sup> June 2020 to discuss the way forward. Plans are underway to register all the vulnerable groups in the Municipality.

**m) Activities of Non- Governmental Organization.**

Two (2) out of three (3) NGO's that applied for certification were successful. They are Naqshbandi Foundation and Islamic Organization for Humanity and Development. Sila Foundation is yet to be certificated.

**n) Hospital Welfare Services**

This office continued to work on Miss Patience Zuenu who abandoned her then 3-day old child in the bush. The child was saved by philanthropist and sent to Kasoa Polyclinic for treatment whilst the mother is facing trial in Kasoa Circuit Court. The office in collaboration with the Police is seeking mental health status of mother to help prosecution. The report is yet to be collected from Pantang Mental Hospital during the quarter under review. Furthermore, a 25-year-old female Agnes Boadu who could not pay for the bill of her 3 months old baby's (*Akosua Afumwaa*) treatment was referred to Social Welfare Unit of Korle-bu Teaching Hospital for the needed support. This happened when the baby's father, Mr. Daniel Appiah was alleged to have run away because he could afford to pay the bill.

**LIVELIHOOD EMPOWERMENT AGAINST POVERTY (LEAP)**

During the quarter under review, considerable success was recorded in this aspect of our work despite the COVID-19 pandemic.

✓ **Leap Sensitization**

LEAP sensitization could not take place in all our pay points during the 65<sup>th</sup> and 66<sup>th</sup> payment due to COVID-19 pandemic.

✓ **Leap Payment**

✓ Sixty-fifth (65<sup>th</sup>) and Sixty-six(66<sup>th</sup>) LEAP payment took place from 18<sup>th</sup> May to 4<sup>th</sup> June,2020 in all our pay points.

✓ **Municipal LEAP Implementation Committee Meeting (MLIC) -Nil**

✓ **Monitoring and Supervision of LEAP Payment**

Monitoring and supervision of the LEAP payment took place from 18<sup>th</sup> May to 4<sup>th</sup> June 2020. As a result of the COVID-19 beneficiaries were mobilized to designated centres. All the COVID-19 preventive protocols were observed during the period.

**Meetings/ Workshops attended**

<b>No.</b>	<b>Type of meeting</b>	<b>Date</b>	<b>Venue</b>	<b>Role played</b>
<b>1.</b>	Monitoring by CRI Team	27 <sup>th</sup> April,2020	Municipal Office	Participant
<b>2.</b>	Regional Monitoring Team	4 <sup>th</sup> May 2020	A.S.E.M. A	Participant
<b>3.</b>	CRI Validation meeting	16 <sup>th</sup> June 2020	Royal Seed Home	Participant
<b>4.</b>	M.P.C. U	23 <sup>rd</sup> June 2020	M.C. D's Office	Participant

### **Constraints**

Our major constraints are the following:

- 1) Lack of means of transport
- 2) Inadequate funds
- 3) Inadequate logistics

### **Conclusion**

During the period, despite the pandemic the staff worked to the best of their abilities, and it is hoped that, the Municipal Assembly, together with the Regional and the National Directorate of the Department will do everything possible to help the office resolve the constraints listed above for better performance in the ensuing quarter.

## **INFORMATION SERVICE DEPARTMENT**

**GENERAL:** In the second quarter of the year, the Municipal Assembly observed some activities which include: Report on COVID-19 education in Kasoa on Thursday, 9th April, 2020, Awutu Senya East intensifies COVID-19 sensitization in the municipality and Rreport on Awutu Senya East Municipal Assembly's Second National two-day clean-up exercise in Kasoa and its environs.

**THE ECONOMY:** Post lockdown, a market survey conducted in the municipality during the second quarter showed that prices of some common food stuffs have seen quite differences in prices.

Below is a comparative analysis of market survey for the Month of May, 2020.

<b>N<sub>o</sub></b>	<b>FOOD ITEMS</b>	<b>QTY</b>	<b>PRICE FOR APRIL (GHC)</b>	<b>PRICE FOR MAY (GHC)</b>
1.	Tomatoes	Paint rubber	45.00/50.00	45.00
2.	Garden Eggs	Paint rubber	20.00/25.00	20.00
3.	Palm Oil	5 Litres	30.00/35.00	30.00/35.00
4	Maize	One Olonka	5.00	5.00
5.	Sugar	One Olonka	12.00	12.00
6.	Beans	One Olonka	18.00/20.00	18.00/20.00
7.	Gari	One Olonka	20.00	20.00
8.	Onions	One olonka	25.00/30.00	25.00
9.	Pepper	One olonka	13.00	13.00
10.	Smoked fish	Wrapped in cement paper	250.00/280.00	250.00/280.00
11.	Cassava	One bag	130.00/150.00	130.00/150.00
12.	Yam	3 tubers	10.00/20.00	10.00/20.00
13.	Cocoyam	One bag	150.00/180.00	150.00/180.00
14.	Flour	One bag	180.00/200.00	180.00/200.00
15.	Rice	One bag(local rice)	230.00/250.00	230.00/250.00

***NB// In the month of June there were no activities to be captured.***

**THE POLITICAL SCENE:** The political atmosphere in the Municipality was siren in the second quarter. Also, Police and Taskforce visibility in the Municipality was noticeable.

**TRADITIONAL STABILITY:** The Municipality has two (2) major traditional areas namely; Odukpongkpehe Traditional Area and Ofaakor Traditional Area headed by Nai Awushie Tetteh III and Sani Seidu II respectively.

**THE WEATHER:** The weather for the second quarter within the Municipality experienced less sunshine but more rains.

**ADMINISTRATION:** The department is being visible in public education campaigns despite the challenges with unavailability of Cinema VAN to discharge its duties effectively. The department is being run by one Municipal Information Officer (MIO), Senior Assistant Officer, three (3) NABCO Staff Assistants. Namely 1. Christiana Konadu, BA Journalism, 2. Gifty Antoinette Hukpati, BA Communication Design, 3. Ebenezer Zor, BA Communication Studies, two (2) national service personnel, Gilbert Fynn, Bachelor of Business Administration and Salamatu Mommi Ahmed, BA Information Studies. The department shares an office with nine (9) Assistant Directors and three (3) other national service personnel.

**CHALLENGES:** The department needs an office space with logistics such as: cabinet for keeping files, dairies, video / sound recorders, printer and scanner, photocopier, laptop, Office desk and chairs. Financial resources not provided for field work, personnel used their personal money for such exercises. This issue should be looked at with urgency. There should also be a training organized for staff under the department. I am pleading with the Head office to release a VAN to the Assembly on temporal basis for the dissemination of information.

*Below is a detailed report of some of the activities.*

#### **REPORT ON COVID-19 EDUCATION IN KASOA ON THURSDAY, 9TH APRIL, 2020**

Information Services Department of Awutu Senya East embarked on the novel Coronavirus campaign in Kasoa. The focus was to sensitize residents on the preventive measures and demonstrate to market women on how to wash the hands properly with soap under clean running water. The team visited some communities to educate residents and shared flyers of COVID-19 in Kasoa and its environs.

Speaking from the sideline, Central Regional Director of Information Services Department, Mrs. Manacia Sefakor Asamoah observed the market women were not adhering to the social distancing therefore the need for sensitization and to demonstrate to them how to properly wash the hands so that they may protect themselves from contracting the virus.

Explaining further, she said the exercise was timely for our market women so that as they exchange monies with buyers or customers it could prevent the spread of the virus in Kasoa. Mrs. Sefakor Asamoah urged all especially the market women to observe the social distancing protocols as they pick allocated spots for trading due to temporary closure of the main markets in Kasoa.

She noted the Information Services Department would continue to hammer on the preventive measures and sensitization till the end of the pandemic.

**Below are some pictures**



*Figure 1 ISD Van Outreach team at CP Walantu and its surroundings.*



*Figure 2 Central Regional ISD Director, Mrs. Manacia Sefakor Asamoah sensitizing traders about COVID-19.*



*Figure 2 A trader practiced hand washing after the education.*

**AWUTU SENYA EAST INTENSIFIES COVID-19 SENSITIZATION IN THE MUNICIPALITY.**

The Information Services Department of Awutu Senya East intensified campaign on the novel Coronavirus in the Municipality on Tuesday, 2<sup>nd</sup> April, 2020 and Wednesday, 8<sup>th</sup> April, 2020 respectively.

The aims were to sensitize residents on the preventive measures of the novel Coronavirus, paste posters and share flyers of COVID-19 to intensify the education. The team was supervised by the Municipal Information Officer.

*Below are some pictures.*



*Figure 3 Awutu Senya East ISD NABCO trainee sensitizing folks on prevention measures of COVID-19 at Jei River.*



*Figure 2 Educating a food vendor and family on COVID-19 at Ofaakor.*



*Figure 3 Pasting COVID-19 posters*

**REPORT ON THE AWUTU SENYA EAST MUNICIPAL ASSEMBLY'S SECOND NATIONAL TWO-DAY CLEAN-UP EXERCISE IN KASOA AND ITS ENVIRONS.**

Management of the Awutu Senya East Municipal Assembly organized its Second National two-day clean up exercise on Wednesday, 13th to Thursday, 14th May, 2020 in Kasoa and its environs. The Municipal Coordinating Director, Alhaji Mohammed Avona, the Municipal Chief Executive, Hon. Michael Essuman Mensah and others from all walks of life were present to throw their weight behind the exercise.

On Wednesday, 13th May, 2020 folks converged at the Central Business District to tidy up the markets and its surroundings through to Sapato (where the boundary of the assembly ends).

On Thursday, the exercise started at 6:30am where participants swept the New Market car park, Timber market and the abattoir. The gutters were also distilled.

Later in an address, the Municipal Chief Executive of Awutu Senya East, Hon. Michael Essuman Yaw Mensah noted the Second National clean-up exercise was to continue educating folks about the COVID-19 and also enforce the wearing of nose mask especially among the drivers. He added that, his outfit would visit the banks and other institutions to ensure they adhere to the social distancing and wearing of nose masks protocols.

Hon. Essuman Mensah hinted those who could not secure a nose mask to protect themselves against droplets from presumed infected persons; the assembly would do its best to provide for the vulnerable. "In this regard, the assembly has been providing for these people for free" he added. He thanked all for a good job done. The Second National two-day clean-up exercise ended with some refreshment for all.

**Below are some pictures**



*Figure 4 MCE AND MCD of Awutu Senya East at the clean-up exercise at the New Market.*



*Figure 2 MCE enforcing wearing of nose masks*



*Figure 3 Awutu Senya East NADMO checks drivers for nose masks and sanitizers*

**GENERAL:** In the first quarter of the year, the Municipal Assembly observed some activities which include: A National Identification Authority workshop for National Commission for Civic Education (NCCE), Information Services Department (ISD) and the Ghana Police Service(GPS) at the Pempamsie hotel, Cape Coast on Thursday, 9<sup>th</sup> January,

2020, Street Addressing Team meeting on Thursday, 9<sup>th</sup> January 2020 at the Assembly Conference Hall at 10:00am, Meeting with Newtown electoral area Landlords and Executives on the Street Naming Project on Friday 10<sup>th</sup> January and 17<sup>th</sup> January, 2020, Training for National Identification Authority (NIA) recruited officers from Wednesday 15<sup>th</sup>, January to Friday 17<sup>th</sup> January 2020 at the Municipal Assembly Hall, Ghana card mass registration exercise on Monday, 27<sup>th</sup> January in the Municipality, Inauguration of Assembly members for Awutu Senya East Municipal Assembly held on Thursday 23<sup>rd</sup> January, 2020 at the forecourt of the Assembly block, Ofaakor, National Identification Authority mass registration exercise for the Ghana Card in the central Region from 27<sup>th</sup> January to 18<sup>th</sup> February 2020, General Meeting for all National Service Personnel in the Awutu Senya East Municipal at Odupong Senior High School on 13<sup>th</sup> February, 2020, Invitation to the inauguration of bore hole for Lamptey Mills Community, workshop for Municipal Community Health Nurses on the upcoming Polio vaccination exercise at the ASEMA Hall, Inauguration of the Municipal Census Implementation Committee on 19<sup>th</sup> February, 2020 at ASEMA Conference Hall and the Annual performance Review Meeting by the ASEMA Health Directorate on 27<sup>th</sup> February, 2020, Report on the 63<sup>rd</sup><sup>nd</sup> Independence Day celebration on the theme ‘Consolidating our Gains ‘on Friday, 6<sup>th</sup> March, 2020 at Odupongkpehe School Park, Minutes of Emergency Municipal Epidemic Committee Meeting Held On Tuesday, 16<sup>th</sup> March, 2020 at MCE Office, Minutes of the first DCIC meeting held on Friday the 20<sup>th</sup> of March 2020 at the Awutu Senya East Municipal Assembly - Municipal Coordinating Director’s office and Awutu Senya East Educates NABCO Trainees on Coronavirus on Wednesday, 25<sup>th</sup> March, 2020 at the Conference Hall.

**THE ECONOMY:** A market survey conducted in the municipality during the first quarter of the year, 2020 showed that prices of some common food stuffs have seen quite differences in prices in the advent of COVID-19 outbreak.

Below is a comparative analysis of market survey for the first quarter.

<b>No</b>	<b>FOOD ITEMS</b>	<b>QTY</b>	<b>PRICE FOR FEBRUARY (GH¢)</b>	<b>PRICE FOR MARCH (GH¢)</b>
1.	Tomatoes	Paint rubber	27.00	35.00
2.	Garden Eggs	Paint rubber	22.00	30.00
3.	Palm Oil	5 Litres	36.00	45.00
4	Maize	One Olonka	5.00	10.00/15.00
5.	Sugar	One Olonka	12.00/13.00	15.00/20.00
6.	Beans	One Olonka	12.00/15.00	20.00
7.	Gari	One Olonka	6.00	15.00/20.00
8.	Onions	One olonka	20.00/25.00	30.00/35.00
9.	Pepper	One olonka	10.00	15.00

10.	Smoked fish	Wrapped in cement paper	250.00	300.00
11.	Cassava	One bag	125.00	150.00
12.	Yam	3 tubers	10.00	15.00/20.00
13.	Cocoyam	One bag	150.00	180.00/200.00
14.	Flour	One bag	175.00	200.00
15.	Rice	One bag(local rice)	200.00	230.00

**THE POLITICAL SCENE:** The political atmosphere in the Municipality was siren during the first quarter under review. Also, Police and Taskforce visibility in the Municipality was noticeable.

**TRADITIONAL STABILITY:** The Municipality has two (2) major traditional areas namely; Odukpongkpehe Traditional Area and Ofaakor Traditional Area headed by Nai Awushie Tetteh III and Sani Seidu II respectively. The traditional scene was calm under the first quarter of review.

**THE WEATHER:** The weather for the first quarter within the Municipality was sunny with some slight rainfalls (windy and lightening).

**ADMINISTRATION:** The department is being visible in public education campaigns despite the challenges with unavailability of Cinema VAN to discharge its duties effectively. The department is being run by one Municipal Information Officer (MIO), Senior Assistant Officer, and three (3) NABCO Staff Assistants. Namely1. Christiana Konadu, BA Journalism, 2. Gifty Antoinette Hukpati, BA Communication Design, 3. Ebenezer Zor, BA Communication Studies, two (2) national service personnel, Gilbert Fynn, Bachelor of Business Administration and Salamatu Mommi Ahmed, BA Information Studies. The department shares an office with nine (9) Assistant Directors and three (3) other national service personnel.

**CHALLENGES:** The department needs an office space with logistics such as: cabinet for keeping files, dairies, video / sound recorders, printer and scanner, photocopier, laptop, Office desk and chairs. Financial resources not provided for field work, personnel used their personal money for such exercises. This issue should be looked at with urgency. There should also be a training organized for staff under the department. I am pleading with the Head office to release a VAN to the Assembly on temporal basis for the dissemination of information. No Funds for the staffs when it comes to National Exercise.

*Below is a detailed report of some of the activities.*

**REPORT ON THE NATIONAL IDENTIFICATION AUTHORITY WORKSHOP  
FOR NATIONAL COMMISSION FOR CIVIC EDUCATION (NCCE),  
INFORMATION SERVICE DEPARTMENT (ISD) AND THE GHANA POLICE  
SERVICE AT THE PEMPAMSIE HOTEL, CAPE COAST ON THURSDAY, 9<sup>TH</sup>  
JANUARY, 2020**

The National Identification Authority organized a workshop for the NCCE, ISD and the Ghana Police Service to spell out the various roles of these institutions in relation to the Ghana card mass registration exercise. NCCE and ISD were to support the communication system of the NIA and educate the public on the registration process. The Ghana Police Service was to enforce the NIA laws during the registration and maintain peace and order.

The workshop began with an overview of the NIA project. The Foreigners Identification Management System (FIMS) project was used as a pilot project in 2014 and was assessed in 2017 to help facilitate the progress and success of the registration of the Ghana Card for Ghanaian citizens. In that regard 80% of Ghanaians should be registered with Ghana card before its utilization nationwide.

The Ghana card has 148 kilobyte capacity and all other government institutions such as SSNIT, NHIA, DVLA and Electoral Commission would have an applet on the Ghana card which has 14 applets and enough space for other private institutions to fuse their Identification system into the Ghana card.

The head of legal Affairs for NIA, Theresa Eshun Benjamin gave presentation on the NIA legal framework and the laws governing the registration process. She took the house through the NIA laws. For instance Act 707 empowers NIA to create, maintain, provide and promote the use of the National ID card to access economic, political and social services.

She noted personal data provided at the registration centres would be confidential since NIA systems have been built to protect everyone's data. The NIA governing board was made up of 10 people, three are appointed by government and the seven others being institutional heads. NIA has been funded by government and therefore the registration exercise was free.



**Figure 5 Participants at the workshop.**

**STREET ADDRESSING TEAM (SAT) MEETING HELD AT THE AWUTU SENYA EAST MUNICIPAL ASSEMBLY (ASEMA) CONFERENCE HALL ON THURSDAY, 10<sup>TH</sup> JANUARY, 2020 AT 12:30 PM**

Street Addressing Team (SAT) had a meeting on street naming and property at the Awutu Senya East Municipal Assembly (ASEMA) conference hall on Thursday, 10<sup>th</sup> January, 2020. Members present at the meeting were: Municipal Coordinating Director, Alhaji Mohammed Avona Akape, Municipal Finance Officer, John Ohene Owusu, Municipal Physical Planning Officer, Mr. Kwabena Asiedu-Bediako, Assistant Director A1, Mr. Douglas Yeboah, Head of Registry, Mr. Takyi, Account Department, Mr Jacob, Municipal Budget Officer, Mr. Samuel Darrah, Municipal Internet Audit Officer, Alhaji Mohammed Alhassan and Head of Statistical Unit, Madam Queen Enchill.

Mr. kwabena Asiedu-Bediako, the Head of Physical Planning department welcomed members and thanked them for honouring the programme. He said the purpose of the meeting was to discuss issues concerning the street naming projects and how the projects would be undertaken within the municipality's jurisdiction.

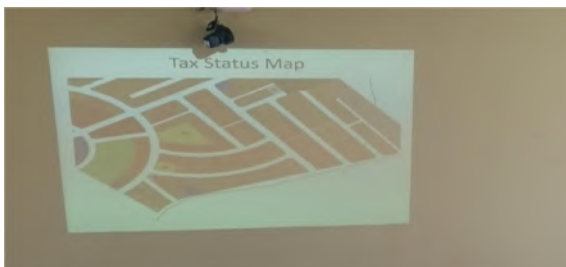
He further enlightened that the street naming and property addressing project would begin in the nine (9) electoral areas within the Municipality namely; New Town, Oduponkpehe Zongo, Otamens, American Town, Opeikuma Krispol City, Kaemebre-Down Town, Akweley, Windy Hills-Biakoye and Walantu-CP top.

In addition, Mr. Asiedu elaborated on how the street naming is going to be done, outlining the Do's and the Don'ts of the process like;

- All access ways would be named irrespective of whether they have buildings or not.
- No duplications would be allowed within a district.
- Names with similar pronunciations but different spelling shall be avoided.
- The kind of names that can be given such as flowers.
- Existing recognized and historical names shall be retained.
- The use of names of living persons including politicians and chiefs shall only be permitted in exceptional instances.

In conclusion, he said the street naming an property addressing was to promote community image, easy identification, promote development, local history, culture and traditions. He also touched on the tax status map adding that the map would show full and part payment of tax payers within the municipality.

***Figure 1 A sample of tax status map.***





**Figure 2 Street addressing team at the meeting.**

**REPORT ON MEETING WITH EXECUTIVES AND LANDLORDS OF NEWTOWN AND KASOA ELECTORAL AREAS ON THE STREET NAMING PROJECT.**

The Information Service Department (ISD) together with the Physical Planning Department of the Awutu Senya East Municipal Assembly met the Imam, Elders, Landlords, Assembly members and other executives of the Kasoa and New Town electoral areas on Thursday, 12<sup>th</sup> December, 2019, at the Kasoa Odikro palace, Friday, 10<sup>th</sup> January, 2020 at Tajudeen School and on Friday, 17<sup>th</sup> January, 2020 at the Banat International School respectively to discuss how the roads in these communities should be named.

Mr. Aseidu and Mr. Oduro from the Physical Planning Department mapped out the roads in Kasoa and Newtown electoral areas on paper, and handed it over to members present at the meetings as they led them in identifying the roads on the ground which corresponds to the map on paper. They further gave a brief education on how streets are named. According to them, the names should not be too long. The road map was left behind for executives to fix in the names they come up with at their convenience but appealed to them to make it ready before the deadline given as per electoral area.

**Below are some pictures**



**Figure 6. Street naming meeting at Newtown electoral area.**



**Figure 7 Street naming meeting at Banat International School, Newtown electoral area.**

**TRAINING FOR NATIONAL IDENTIFICATION AUTHORITY (NIA) RECRUITED OFFICERS HELD FROM WEDNESDAY, 15<sup>TH</sup> JANUARY TO FRIDAY 17<sup>TH</sup> JANUARY 2020 AT THE ASEMA HALL.**

With regards to the Ghana Card registration by the National Identification Authority, training was given to the selected officers who would help in the registration process. Prior to the training, an aptitude test was taken by individuals who had interest in working for the project. The test was taken on Sunday, 12<sup>th</sup> January 2020 and subsequently the training taken for three (3) days from Wednesday, 12<sup>th</sup> January to 17<sup>th</sup> January 2020 at the Assembly Hall.

The ASEMA Coordinator for NIA, Mr. Ernest Ntim Boakye among other facilitators trained the officers on all the processes needed to reach the card. He talked about what the Ghana Card was and explained the benefits of the card which included security reasons. He also touched on the registration requirements where he made mention of Digital Address Code that was very essential in the registration process adding that without it an applicant cannot be registered. He then went on with the verification processes. Mr. Ernest Ntim Boakye made them aware that if an applicant does not have the requirements, he or she must choose a relative who has been issue with a Ghana Card to vouch for him or her under oath before a Commissioner for Oaths and there was no relative to vouch for the applicant, two persons who have already registered and have the Ghana Card vouch for the applicant under oath.

Among the roles and responsibilities of the registration officers included;

- Regional Registration Officer (RRO)
- Field Monitoring Officer (Security and Operation)
- District Registration Officer and Registration Supervisor (DRO and DRS)
- Supervising Registration Officer (SRO)
- Commissioner for Oath (CFO)
- Registration Officer (RO)
- Registration Assistant (RA)
- Mobile Registration Workstation Operator (MRWO)
- Card Verification Officer (CVO)

Officers were charged to be of good behaviour during the exercise, conduct themselves well, and be punctual, tolerant and patient with the mass. He further cautioned them to eschew the temptation of taking money and gifts in favouring one to get his or her registration done earlier to skip queuing in the name of protocol.

Mr. Ernest concluded the training by reminding the officers that the process would start on the 27<sup>th</sup> January to 18<sup>th</sup> February, 2020 from 7am to 5pm each day except Sundays and public holidays.

**INAUGURATION OF NEW ASSEMBLY MEMBERS OF THE AWUTU SENYA EAST MUNICIPAL ASSEMBLY HELD ON THURSDAY, 23<sup>RD</sup> JANUARY, 2020 AT THE ASSEMBLY FORECOURT.**

The inauguration of the New Assembly Members for the Awutu Senya East Municipal Assembly was held on Thursday, 23<sup>rd</sup> January, 2020 at the forecourt of the Assembly. It was graced by the Municipal Chief Executive of the Awutu Senya East Municipal Assembly, Hon. Michael Yaw Essuman Mensah, The deputy minister for education, Hon Gifty Twum Ampofo, the Municipal Coordinating Director of ASEMA Alhaji Mohammed Avona Akape, Chiefs and Elders of the Traditional Councils, Immigration Service, old and new Assembly Members, Heads of Departments, Agencies and people from various electoral areas.

The chairperson of the occasion, Mr. Samuel B. Bortey, the Municipal Education Director was introduced and gave his acceptance speech to commence the programme. The Municipal Chief Executive, Hon. Michael Yaw Essuman Mensah welcomed and thanked everyone for honoring the occasion as he delivered his speech. He said the dissolved Assembly together with the Management has made some strides in the development of this Assembly. He hoped that, the new Assembly would work towards the continuous development of the Awutu Senya East Municipal Assembly. Indeed the role of Nananom and their elders in the development of the Municipality cannot be overemphasized, he added.

Hon. Michael outlined the functions of District Assemblies and quoted from section 12 sub-sections 1 - 3 of the Local Governance Act (2016), (Act 936) as amended in 2017.

- (1)(a) A District Assembly shall exercise political and administrative authority in the District.
  - (b) Provide local economic development; and
  - (c) Provide guidance, give direction to and supervise all other administrative authorities in the district as may be prescribed by law.
- (2). A District Assembly shall exercise deliberative, legislative and executive functions.
- (3). Without limiting sub-sections (1) and (2), of this section, a District Assembly shall
  - a. Be responsible for the overall development of the district;
  - b. Formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the district;
  - c. Promote and support productive activity and social development in the district and remove any obstacles to initiative and development;
  - d. Sponsor the education of students from the district to fill particular manpower needs especially in the social sectors of education and health, making sure that the sponsorship is fairly and equally balanced between male and female students;
  - e. Initiate programmes for the development of basic infrastructure and provide Municipal works and services in the district;
  - f. Be responsible for the development, improvement and management of human settlements and the environment in the district;
  - g. In co-operation with the appropriate national and local security agencies be responsible for the maintenance of security and public safety in the district;
  - h. Ensure ready access to court in the district for the promotion of justice;
  - i. Act to preserve and promote the cultural heritage in the district;
  - j. Initiate, sponsor or carry out studies that may be necessary for the discharge of any of the duties conferred by this Act or any other enactment; and
  - k. Perform any other functions as may be provided under any other enactment.

In addition, he recommended that Assembly members should always be guided by the Constitution of Ghana, 1992, Local Governance (Act 936) as amended in 2017 and the Model Standing Orders. Indeed, members should be conversant with these important documents.

The Assembly has expanded tremendously from 2012 to date, and we are grateful for each and every one's contributions. The Awutu Senya East Municipality is listed among the fastest growing Municipalities in West Africa in a number of journals, with the current population projection of 127,689 (book projection), he added.

Ideally, Hon. Michael said the population growth presents us with both opportunities and challenges. A few of the undebatable challenges are; the ever increasing demand for basic amenities, such as road extensions, building of health centres, ascendency of crime and its related acts, etc. notwithstanding the afore-mentioned woes of population growth. He urged the honourable Assembly Members joining the Assembly, to make good use of the population growth and use their good offices as ambassadors of the Assembly and to inspire their electorates in attaining the visions and aspirations of the Assembly, and the country at large.

As ambassadors, I want to humbly appeal to you, to help the Assembly fight the ever challenging sanitation battle in the Municipality, to ensure that our Municipality becomes the cleanest in the region. Again you will agree with me that even though, a lot has been achieved in our developmental endeavours, there is still more to be done, he added.

He further urged them once again to take revenue mobilization roles seriously, by helping the Assembly in educating the citizens on the need to pay taxes, i.e. property rate, building permits, and other rates and fines to make the Assembly less dependent on the District Assemblies' Common Fund. (DACF) and said if the Assembly had had adequate revenue mobilization, most of the developmental challenges they identified during their campaign period would have been resolved. Unfortunately, it is certainly impossible to accomplish all the set plans due to lack of funds. Hon. Assembly Members are unquestionably motivated by an innate love for community development, and that is why we are here to inaugurate this session today, he added.

He reminded all first time Assembly members that this innate motivation for community development must lead in all your daily engagements and deliberations with your colleagues as well as the technocrats to give out your best in the service of the municipality and also entreated the old Assembly members to continue steadfastly from where they left off, never give up on what they could not accomplish previously but 'soldier on' till we attain the enviable height of a modern Municipality. The Municipal Chief Executive, Hon. Michael warmly congratulated these honourable members on their victories in the last elections. They fought a good fight and were declared winners among equally competent and suitable candidates, he added. He expressed his indebtedness to the chiefs and people of Ofaakor as well as the Odikro and Elders of Kasoa for their immense support and cordial working relations. To all heads of departments, units, staff, sister institutions and agencies which have contributed in diverse ways to the success story of the Municipality thus far.

After the speech, the newly elected Assembly members were called upon, and was sworn in by Her Ladyship Rosemond Aryeetey and were charged to exhibit patriotism in their work endeavours as they deal with the ordinary people in the society and then also they should be free and fair to help progress the development of this municipality. The dignitaries present congratulated the newly elected Assembly members with a hand shake. The 2020 population and housing census committee gave a brief presentation on the upcoming population and

housing census program and said it's the first time Ghana is having a digital or e-census in its history and admonished everyone to come on board when the exercise begins.

The chairperson of the occasion, Municipal Education Director, Mr. Bortey in his closing remarks, emphasized on the speeches delivered by the MCE and the deputy Minister on their responsibilities in managing and gathering of tasks towards the Assembly and also their responsibilities towards their electoral areas. He thanked everyone for coming to make such occasion a successful one.

*Below are some picture*



**Figure 8 Her Ladyship swearing in the new Assembly members**

### **REPORT ON THE NIA GHANA CARD REGISTRATION IN THE AWUTU SENYA EAST MUNICIPAL ASSEMBLY**

The National Identification Authority mass registration exercise for the Ghana Card started in the central Region from 27<sup>th</sup> January to 18<sup>th</sup> February 2020, 8am to 5pm each day (excluding Sunday and Public holidays). The registration was open to Ghanaians aged fifteen years and above, without any charges.

Prior to the exercise, an aptitude test was taken by individuals who had interest in working for the project. The test was taken on Sunday, 12<sup>th</sup> January 2020 and subsequently a three days training was given to the selected officers on all the processes of the exercise from Wednesday 12<sup>th</sup> January to 17<sup>th</sup> January 2020 at the ASEMA Assembly Hall.

One needed to show up at a centre with the mandatory requirements (Birth Certificate, Passport, and valid Certificate of acquired citizenship) as well as a residential Ghana Post Digital Address Code, without which one cannot register. If one do not have any of the mandatory requirements, a relative issued with the Ghana Card or two recognized members of the community who have been issued with the Ghana Card can vouch for you under oath. An applicant is also required to present any official ID cards, such as voter ID card, National Health Insurance Card, Driver's License, SSNT Biometric card and Tax Identification Number for harmonization of data.

### **OBJECTIVES**

- The Ghana card will make it easy to prove your identity or citizenship.
- With the Ghana Card, accessing social services such as Health, Education, Communications, Insurance, banking etc. would be easier, faster and safer.
- It will also give you access to a world of benefits like security, Travel, speed, one – stop shop etc. because it's an ECOWAS card.

## **STRATEGIES**

- The ISD officers were assigned Schools, Churches, mosques, Palaces, Focal groups, traders etc to inform and educate them on the exercise
- The use of information centres: the ISD deployed letters to the various information centres within the municipality to seek permission for space (time) to play NIA jingle in other to inform the community on the exercise.
- The ISD officers were assigned to monitor the exercise at various centres within the Municipality, interview Assembly and unit committee members on the progress; challenges and way forward of the exercise, alongside educating participants, focal groups etc. on the process.

## **COMMUNITIES VISITED**

- Oklunkwanta
- Ofaakor
- Otamens
- Akweley
- Opeikuma
- American Town
- Iron City
- Oduponkphene
- Adam Nana
- CP Wendy Hills
- Kaemebre
- Joe Mends Kpormetey
- Jei River

DATE	VENUE	TIME	GROUPS	TOPICS	STAFFS	REMARKS
Fri. 17/01/2020	Marvelous International School	1: 30pm	Headmistress	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Fri. 17/01/2020	Newtown (Banat International School)	1:00pm	Landlords	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Fri 17/01/2020	Adam Nana Central Mosque	1:30pm	Muslim Community	Education on the Upcoming Ghana Card registration	Ebenzer Zor and Gilbert Fynn	
Sun. 19/01/2020	Delightsof Chapel	11:30am	Church members	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Mon. 20/01/2020	My Child International School	10:00am	Staff	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati and Salamatu Mommi Ahmed	We are workers, Saturdays will not be enough for us to be registered so we plead for the officers to come and register us since there are so many schools in our location.
Mon. 20/01/2020	Divine Educational Center	12:00pm	Staff	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Mon. 20/01/2020	Lexina Fashion Institute	1:30pm	Fashion Students	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Mon. 20/01/2020	Kpormetey Mosque / RENT CONTROL	3:00pm	Muslim Community	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Tues 21/01/2020	Vince International School	8:00am	Staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Considering the time frame and we being workers around the assembly, we plead that a centre should be provided at the Municipal Assembly
Tues. 21/01/2020	Ofaakor Palace	11:00am	Chief and Elders	Education on the Upcoming Ghana Card registration	Christiana Konadu, Gifty Antoinette Hukpati, Ebenezer Zor and Salamatu Mommi Ahmed	The digital address is a bit of problem
Tues. 21/01/2020	Gravet Academy	12:00pm	Staff	Education on the Upcoming Ghana Card registration	Christiana Konadu and Salamatu Mommi Ahmed	Only Saturdays cannot register us since we are workers, we will be glad if officers come to register us.

Tues. 21/01/2020	Eunivance International School	2:00pm	Staff	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Tues. 21/01/2020	Kasoa Odikro Palace	2:30pm	Chief and Elders	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati and Ebenezer Zor	
Tues. 21/01/2020	Free Town	3:30pm	Traders	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Tues. 21/01/2020	Free Town	4:00pm	Community People and focus group	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Tues 21/01/2020	UBA IBN-KAAB Kpormetey Mosque	5:00am	Muslim Community	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Wed. 22/01/2020	Jewel Star Academy	8:00am	Students and Staff	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Wed. 22/01/2020	Royal Orchids	8:30am	Students and Staff	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Wed. 22/01/2020	Banat international School	9:00am	Students and Staff	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Thurs. 23/01/2020	St, Mary's Anglican Schools	10:00am	Staff	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati and Ebenezer Zor	The centre should be brought back to the Scholl premises for easy accessibility for both students and staff, looking at their population size of the school.
			Hon. Samira Ofaakor Assembly woman	Education on the Upcoming Ghana Card registration		
			Hon. Dotse CP Wendy Hills	Education on the Upcoming Ghana Card registration		
Thurs. 23/01/2020	Freetown	1:00pm	Focal group	Education on the Upcoming Ghana Card registration		
Fri. 24/01/2020	Royal Pillar School	8:00am	Students and Staff	Education on the Upcoming Ghana Card		

				registration		
Fri 24/01/2020	Central Star International School	12:30pm		Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	There is low publicity on the registration process. No radio and tv adverts as well as posters and banners.
Fri. 24/01/2020	Visionette school	9:30am	Staffs	Education on the Upcoming Ghana Card registration	Gilbert Fynn	open a centre at our area
Fri. 24/01/2020	Tajudeen educational centre	9:30am	Staff and non-staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Open the centre that we are familiar with (almadrassa electoral area –newtown)
Fri. 24/01/2020	Christ Apostolic School Complex	10:15am	Staff and non-staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Provide the teachers the opportunity to register us without going to join queues
Fri. 24/01/2020	Saudat community school	11:30am	Staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Open the centre that we are familiar with (almadrassa electoral area – newtown)
Fri. 24/01/2020	Focal group(twen nyame mmbre fashion)	12:00pm	Workers	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Digital Address code is the problem
Fri. 24/01/2020	Focal group(beauticians)	12:50pm	Workers	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	
Fri. 24/01/2020	Ummu Abdul Mueen mosque	1:55pm	Members	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	Increase centres.
Fri. 24/01/2020	Atta Qwa mosque	1:35pm	Members	Education on the Upcoming Ghana Card registration	Ebenezer Zor Gilbert Fynn	
Fri. 24/01/2020	Obuom mosque	1:00pm	Members	Education on the Upcoming Ghana Card registration	Ebenezer Zor Gilbert Fynn	
Sat. 25/01/2020	Focal group(Amu zukope)	12:30pm	Group	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Sat. 25/01/2020	Information centre	12:00pm	Staff	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Sun. 26/01/2020	MIROC congregation	9:00pm	Members	Education on the Upcoming Ghana Card registration	Ebenezer Zor	

Sun. 26/01/2020	Assemblies of God church-tipper junction	10:30am	members	Education on the Upcoming Ghana Card registration	Christiana konadu	
Sun. 26/01/2020	Methodist church-tipper junction	11:47am	members	Education on the Upcoming Ghana Card registration	Christiana konadu	
Sun. 26/01/2020	Grace Pentecostal revival ministry church-tipper junction	12:20pm	members	Education on the Upcoming Ghana Card registration	Christiana konadu	
Sun. 26/01/2020	Focal group(wala ntu cp)	5:00pm	Group	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Sun 26/01/2020	Mount Olives Pentecost Church (English session)	9:30am	Congregation	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Sun 26/01/2020	Mount Olives Pentecost (Twi session)	10:30am	Congregation	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Sun. 26/01/2020	Global Revival Ministries	11:30am	Congregation	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	
Sun. 26/01/2020	Trinity Methodist Church	10:00am	Congregation	Education on the Upcoming Ghana Card registration	Christiana konadu	
Sun. 26/01/2020	Delightsome Chapel	11:30am	Congregation	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Sun. 26/01/2020	Assemblies of God GH, Good Shepherd	11:47am	Congregation	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Wed. 29/01/2020	Adom Fashion and Design	10:00am	Apprentice	Education on the Upcoming Ghana Card registration	Christiana Konadu and Gilbert Fynn	
Wed. 29/01/2020	Attaah flora and Decoration training centre	10:20am	Apprentice	Education on the Upcoming Ghana Card registration	Christiana Konadu and Gilbert Fynn	
Wed. 29/01/2020	Blessing Aluminium Ventures	10:40am	Apprentice	Education on the Upcoming Ghana Card registration	Christiana Konadu and Gilbert Fynn	

Wed. 29/01/2020	Methodist Primary school	10:30am	Staff and non staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	
Wed. 29/01/2020	Methodist JHS	11:00am	Staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed	
Thurs 30/01/2020	Oklu Nkwanta chief palace	12:00pm	Chief and elders	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed and Christiana konadu	
Thurs 30/01/2020	Oklu Nkwanta – registration centre	12:30pm	Public	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed and Christiana konadu	
Thurs 30/01/2020	Oklu Nkwanta – focal groups		groups	Education on the Upcoming Ghana Card registration	Salamatu Mommi Ahmed and Christiana konadu	
Fri 31/01/2020	Charlina educational complex	9:40am	Staff and non staff	Education on the Upcoming Ghana Card registraion	Salamatu Mommi ahmed	
Fri 31/01/2020	Epinal senior high school	12:20pm	Students and staff	Education on the Upcoming Ghana Card registration	Salamatu Mommi ahmed	
Fri 31/01/2020	Penuel Internation al School	12:50pm	School secretary	Education on the Upcoming Ghana Card registration	Gifty Hukpati and Christiana Konadu	
Fri 31/01/2020	Young Executive School	1:00pm	Headmaste r	Education on the Upcoming Ghana Card registration	Gifty Hukpati and Christiana Konadu	
Fri 31/01/2020	Mother of Mercy Educationa l Center	1:30pm	Staff	Education on the Upcoming Ghana Card registration	Gifty Hukpati	
Fri 31/01/2020	Elgibbor Academy	2:00pm	Staff	Education on the Upcoming Ghana Card registration	Gifty Hukpati	
Mon 3/02/2020	Focal Group- Iron city	11:20am	Group	Education on the Upcoming Ghana Card registration	Ebenezer Zor	
Mon 03/02/2020	Focal Groups - American Town	11:00am	Group	Education on the Upcoming Ghana Card registration	Gifty Hukpati	

Mon 03/02/2020	Iron city and joe mends kpormetey environs	9:00am	Focal groups	Education on the Upcoming Ghana Card registration	Ebenezer zor	
03/02/2020	Focal Group-Otamens	9:00am	Group	Education on the Upcoming Ghana Card registration	Christiana Konadu	
03/02/2020	Focal Group-Otaa city	9:50am	Group	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Mon 03/02/2020	Focal Group-india city-otamens	10:30am	Group	Education on the Upcoming Ghana Card registration	Christiana Konadu	
Tues 04/02/2020	Kaemebre downtown and its environs	8:30am	Focal groups	Education on the Upcoming Ghana Card registration	Ebenezer zor	
Tues 04/02/2020	Roman junction-otamens	11:00am	Focal group	Education on the Upcoming Ghana Card registration	Christiana Konadu and Gilbert Fynn	
Tues 04/02/2020	Ghana flag and its environs	8:30am	Focal groups	Education on the Upcoming Ghana Card registration	Ebenezer zor	
Tues 04/02/2020	Pentecost junction-akweley	11:20am to 12:50pm	Focal groups	Education on the Upcoming Ghana Card registration	Christiana Konadu and Gilbert Fynn	
Wed 05/02/2020	Adamnana and its environs	9:00am	Focal groups	Education on the Upcoming Ghana Card registration	Ebenezer zor	
Wed 29/01/2020	Kaemebre/ downtown registration centre	12:10pm	Assembly man	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Gifty Hukpati	
Thurs 30/01/2020	Ofaakor registration centre	9:20am	Assembly woman	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Christiana Konadu and Gilbert Fynn	
Fri 31/01/2020	Opeikuma registration centre	1:00pm	Assembly man	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Gifty Hukpati	

Mon 3/02/2020	American town	12:00pm	Assembly man	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Gifty Hukpati	
Mon 3/02/2020	Odikro palace registration centre-odupong kpehe	11:00am	Unit committee member	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Salamatu mommi ahmed	
Mon 3/02/2020	New town registration centre	12:00pm	Unit committee member	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Salamatu mommi ahmed	
Mon 3/02/2020	Otamens registration centre	9:30am	Unit committee member	Interview on the progress, challenges and way forward of the ongoing Ghana card registration	Christiana konadu	
Tues. 11/02/2020	Datus to Kasoa Roundabout	9:00am to 2:00pm	Focal groups	Education on the Upcoming Ghana Card registration	Gifty Antoinette Hukpati	

### **KEY OBSERVATIONS**

**The following are some of the key observations I made during the monitoring and educating;**

- Huge queues at various centres.
- The issue of protocol was on the rise.
- The system was slow due to network problem.
- The GPS Digital Address Code was a major challenge to many applicants.
- Few centres at electoral arrears.
- Quarrying, fighting and misunderstanding over numbering.
- Some people politicized the exercise.
- Applicants presenting just any guarantor.
- Because of huge queues, protocol and the limited time factor, a lot of people are waiting for the district offices to register.
- Machine breakdown contributing to the slowness of the exercise.
- Few commissioners of oaths at centres
- Applicants complained about the requirements for the registration process. They describe it as unnecessary.
- Applicants who came with the online forms were rejected.

## **CHALLENGES**

- Few machines and network problem made the registration process slow.
- Card issuing: under normal circumstance, one should receive his/her card instantly (after registering), but because of network failure and machine breakdown, cards are received in days.
- Few registration centres which made queues so huge causing people to sleep over, others too fighting over numbers.
- Financial constraints
- Slots for the aged very minimal.
- Inaccurate information resulting in excess cards on pending.
- Getting a guarantor for the vouching process knotty.
- Very few registration centres at electoral areas which put pressure on those centers with huge number of people
- Very few machines and slow network connectivity which amounted to a very few number of registrations in a day.

## **RECOMMENDATIONS**

- NIA should provide more machines, get proper network signal for such exercises.
- Creating of more registration centers within electoral areas will ease pressure.
- Commissioner of oaths should be more than one at a center.
- The district offices should be open as soon as possible for people to get their Ghana Card done.
- The online application forms should be accepted to ease pressure.
- NIA should provide more funds support ISD and NCCE carry out sensitization exercises.
- Formation of queue should be scrapped off and replaced with online registration.
- There should be house to house registration especially for the aged.
- NIA officials have to work on their human relations.

In conclusion, the exercise was a success to some extent, because a lot of people were able to get the registration done and cards issued. But due to the above challenges there were some lapses. NIA should acquire more equipment's, establish offices in the various municipalities across the country and finance institutions to intensify education on the need and essence of the Ghana card next time or in other regions.

**Below are some pictures**



***Figure 1 Awutu Senya East Information Assistant sensitizing a focal group on the Ghana Card registration.***



**Figure 2 Awutu Senya East Information Officer educating students on the Ghana Card mass registration exercise.**

**GENERAL MEETING FOR THE 2019/2020 NATIONAL SERVICE PERSONNEL ASSOCIATION (NASPA) WITHIN THE AWUTU SENYA EAST MUNICIPAL HELD ON THURSDAY, 13<sup>TH</sup> FEBRUARY, 2020 AT THE ODUPONG SENIOR HIGH SCHOOL AT 12:00PM.**

General meeting for the 2019/2020 National Service Personnel Association within the Awutu Senya East Municipal was held on Thursday, 13<sup>th</sup> February, 2020 at the Odupong Senior High School. The master of ceremony for the gathering, Mr. Enoch (P.R.O) welcomed all the National Service Personnel within the Awutu Senya East Municipal for honouring the meeting.

Addressing the National Service Personnel at the gathering, the Director for National Service Scheme of the Awutu Senya East Municipal, Madam Linda Obrempong said, the Association cannot hold or succeed if personnel in the Association sit unconcern. She pleaded with the personnel to contribute much effort in order to achieve the targeted action plans and make 2019/2020 NASPA the best among all in the municipality.

During a brief presentation, the National Service Personnel Association Regional President, Mr. Adams Mustapha took the personnel through some of the Administration plans and Action Plans for the Association.

“As part of connecting, accessing and ensuring better coordination of NSP’s, committee members shall be appointed by the president in consultation with the elected Executives. Those coordinators shall be assigned to the various committees of the Association and shall serve to the interest of all National Service Personnel” he added.

**ACTION PLANS**

- A. Tin registration
- B. Seminar on career fairs
- C. Health screening
- D. Passport, Birth certificate, SSNIT, DVLA registration
- E. Embarking on sanitation and hand washing project
- F. Workshop ( skill training)
- G. Sensitizing programs for SHS within the municipality
- H. Full and half scholarship for NSP’s with conditions
- I. Submission of CV to user Agencies for approval

The Financial Secretary for National Service Personnel Association of Awutu Senya East Municipal, Mr. Richard Hodor led the Fund raising and budget presentation saying the executives would come on board to ensure proper management of NASPA fund. The administration would form sponsoring and fund raising directorates with the sole aim of raising fund and collecting of dues to finance the activities of the 2019/2020 NASPA. The fund raising and scholarship directorates will adopt a strategy for revenue generation, he added.

The Director for National Service Scheme within the Awutu Senya East Municipal, Madam Linda Obrempong on her closing remarks entreated all the National Service Personnel to support that course by paying their dues to achieve those targeted plans.

**Below are some pictures**



***Figure 1 committee members appointed by the NASPA Executives.***

### **INAUGURATION OF A BOREHOLE FOR LAMPTEY MILLS COMMUNITY ON SATURDAY, 15<sup>TH</sup> FEBRURAY, 2020.**

Nouvelle Optique International Humanitarian, a Non- Governmental Organization, over the weekend commissioned a borehole for Lamptey Mills community under Adam Nana electoral area of the Awutu Senya East Municipal Assembly in the Central Region. The inauguration which was one of two mechanized boreholes to be donated to the community brought together personalities from all walks of life.

Speaking at the ceremony and marking his fifteenth borehole commissioning in Kasoa, the project coordinator for Nouvelle Optique, Mr. Abdul - Samed Fataw Nbo said the project was to benefit the community not an individual or a group.

"I want you to take care of the project and promise that, we will add some two more boreholes to improve water conditions in Kasoa" he added. Mr. Nbo appealed to the community to ensure proper maintenance culture to enhance the longevity of the mechanized borehole. He implored the community to continue riding on the wings of unity adding that their togetherness would bring them several benefits.

Moving on, Assembly woman for Adam Nana electoral area, Hon. Diana Tetteh entreated all and sundry to take the opportunity to be custodians of the project by protecting it. She thanked the dignitaries and all for being part of the ceremony.

**Below are some pictures**



**Figure 9 Commissioned borehole for Lamptey Mills community.**



**Figure 2 An overview of the crowd.**

**REPORT ON WORKSHOP FOR THE MUNICIPAL COMMUNITY HEALTH NURSES ON THE POLIO VACCINATION EXERCISE ON TUESDAY, 18<sup>TH</sup> FEBRUARY, 2020 AT THE ASEMA ASSEMBLY HALL.**

The Municipal Health Directorate organized a workshop for community health nurses in the Municipality for the upcoming Polio vaccination exercise on Tuesday, 18<sup>th</sup> February, 2020 at the Assembly hall.

Municipal Health Director, Dr. Dsane said Ghana has not recorded Polio cases since 2015 but suddenly, places like Koblimagu in Tamale Metropolis (Northern Region) and Agboglobshie in Accra Metropolis (Greater Accra) and its environs have started recording Polio cases recently. Based on that, there has been an alert of the Polio disease nationwide and the community health nurses would be put into teams to start the Polio vaccination exercise in the Awutu Senya East Municipal Assembly on Wednesday, 19<sup>th</sup> February, 2020 through to 25<sup>th</sup> February, 2020. He urged everyone to give off their best during the exercise and focus more on the work than the remuneration.

The Municipal Disease Control Officer, Mr. Godwin Solaga took participants through the training by giving the objectives of the exercise as;

- ❖ To increase population immunity against Polio virus type 2
- ❖ Strengthen route immunization
- ❖ Prevent Polio outbreaks in the country
- ❖ Strengthen AFP surveillance

He further stated the campaign was a nationwide programme where some nurses would be stationed at health centres and others moving from places to places to vaccinate. He further said, the target group are children born in 2016, 2017, January and February 2018. Meaning children aged 21 months to 48 months (1 year 9 months to under 4 years).

The gathering was taken through communication strategies by Mr. Mensah a facilitator. He said communication plan was very important in the campaign to create awareness, educate on

age category and get rid of rumours. He advised participants to know how to communicate and address issues on the field.

Participants were taken through a practical session demonstration on the handling and preservation of the vaccines with the ice packs in the carriers. They were cautioned to report on adverse effect and filling the vaccination forms to help keep records and monitor the exercise.

The workshop ended charging the commission to go out and deliver a high quality IPV campaign.

*Below are some picture*



**Figure 10 Facilitator taking participants through the practical session of the training.**

**AWUTU SENYA EAST MUNICIPAL CENSUS IMPLEMENTATION COMMITTEE  
INAUGURATED ON WEDNESDAY, 15<sup>TH</sup> FEBRUARY, 2020 AT THE AWUTU  
SENYA EAST MUNICIPAL ASSEMBLY CONFERENCE HALL.**

The Awutu Senya East Municipal Assembly in the Central Region has inaugurated an eight member Municipal Census Implementation Committee (MCIC) to oversee the implementation of the 2020 population and housing census in the municipality. The committee will provide the complement skills and competencies needed for the successful conduct of the exercise scheduled from 29th June to 12th July, 2020 in the Municipality.

Addressing the gathering at the conference Hall of the Municipal Assembly, the Municipal Coordinating Director, Alhaji Mohammed Avona Akape said the exercise would involve a lot of work and therefore appealed to the members to work harder to the benefit of all. He emphasized that Kasoa has been a bigger and difficult place hence the need for committee members to do their best in that regard. He urged committee members to educate the public ahead of the census. "We need your cooperation so that at the end we would not be found wanting" he stressed.

In a speech read by the Municipal Coordinating Director, Alhaji Mohammed Avona Akape who doubles as the chairman for the Municipal Census Implementation Committee on behalf of the Municipal Chief Executive, Hon. Michael Essuman Yaw Mensah, he underscored the importance of the meeting since it provided the needed platform for an interactive dialogue for users and producers for official statistics. According to the MCE's speech, in the context of national development planning, the sustainable development goals agenda 2063 for

sustainable development provided the need for the data ecosystem. There was even more of the need to stimulate the dialogue.

The speech indicated that, United Nations has recommended every country should endeavour to take population census every ten years adding that a population and housing census was an indispensable governance required to ensure that governance and democracy work for all.

He hinted that Ghana has a long history of population Census. The first haven taken place in 1891 in colonial era and the last in 2010. "As users and producers of official statistics, you are aware of the importance of population and housing census in development planning and monitoring of policies and programmes and with that background believed the inauguration would provide an opportunity for us as an Assembly to plan and successfully implement the 2020 population and housing census" he added. He stated the outcome of the census would go a long way to improve policy making in the Municipality.

Notwithstanding, the population and housing data are critical and indispensable source of statistics in the implementation of decentralization programmes. Indeed the importance of census data in developing planning and implementation cannot be over emphasized.

The inauguration of the Municipal Census Implementation Committee (MCIC) would mark the beginning of the field operation in the Municipality. In a strategic move to improve timeliness of operation, it was expected that the Assembly, Chiefs and the people would support every effort that Ghana Statistical Service (GSS) would make to that regard. We shall also mobilize our people to make themselves available during the census period. Nonetheless we are working together and poised to make positive contribution to the implementation of 2020 population and housing census.

And as we share our experience in the 2020 census, the exercise would contribute towards building closer working relationship among the stakeholders in our Municipal towards improving the coordination and mobilization of resources for the 2020 population housing census. He assured all stakeholders that the Assembly and the chiefs and various groups are resorted to work to ensure a successful census. The MCE's speech, urged all to avail themselves for the census.

He reminded the Municipal Census Implementation Committee (MCIC) members to be dedicated to the success of the census in Municipal since their success would be depended on the extent to which they would work and execute their task in collaboration with the four member technical team. He congratulated staffs from the Information Services Department in Awutu Senya East Municipal for their hard work and dedication towards national sensitization exercises.

#### **LIST OF AWUTU SENYA EAST MCIC MEMBERS**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	ALHAJI MOHMMED AVONA AKAPE	CHAIRMAN
2	BULLORO JIM	SECRETARY
3	SAMUEL BORTEY	MEMBER
4	DR. PAUL AIDOO	MEMBER

5	SALAMATU ISSAH ZIN-MARA	MEMBER
6	MARY NYAMEKYE ANKRAH	MEMBER
7	WELLINGTON AINOOSON	MEMBER
8	NAI KWAO FIO BANAFO	MEMBER

Below are some pictures



**Figure 1 Regional Deputy Director of NCE, Mr. John Michael Aggrey swearing in the MCIC members.**



**Figure 2 Municipal Coordinating Director of Awutu Senya East Municipal Assembly, Alhaji Mohammed Avona Akape addressing the gathering.**

**REPORT ON END OF YEAR PERFORMANCE REVIEW OF THE AWUTU SENYA EAST MUNICIPAL HEALTH DIRECTORATE ON 27<sup>TH</sup> FEBRUARY, 2020 AT THE NEW KASOA POLY CLINIC**

The Awutu Senya East Municipal Health Directorate organized an end of Year performance review on 27<sup>th</sup> February 2020 at the New Kasoa to evaluate the activities and performance of the Municipal Health Directorate over the 2019 period. Representatives from both private and government institutions were present as well as Assembly members and landlords, UNICHEM (a pharmaceutical company) and MILIFE insurance company.

Mr. Bortey, the secretary to private facilities was the chairman of the occasion. MILIFE insurance presented their insurance packages and the benefits to people present.

Dr. Dsane, the Municipal Health Director gave a presentation on the successes and technical performance of the health directorate in the year under review. He gave their successes so far as:

- Funds secured for the construction of a health centre at shalom city
- The completion of the Polio Vaccination
- Taking control of the rabbis outbreak in the Municipality

- Addition of three more private hospital and the completion and usage of the New Kasoa Polyclinic which is going to be a mother and child facility.
- The acquisition of two ambulances for the Municipality.

He said the objectives of ensuring sustainable, accessible health care services to all is their foremost objective and also added that, their top 10 OPD conditions are Malaria, Upper Respiratory tract infection, Hypertension, Rheumatism and joint pains, Acute Urinary Tract infection, Typhoid fever, Anaemia, Diarrhoea disease, skin disease and Diabetes.

He spoke on malnutrition of children in the Municipality and urged community health nurses to pay more attention to malnutrition issues when they visit homes to be able to reach their target. He added that, Hypertension and Diabetes are on the rise. He touched on maternal death by tasking health officers to visit such communities to investigate the reasons for maternal death cases and follow up afterwards.

He noted the health sector relies on data for any action to be taken and therefore transmission of data was very relevant to the health sector. He urged the health facilities especially the private ones, to send their data on time and swiftly to improve the health sector in research and other related issues. A delay in data transmission could cause problems, he added.

He said the key challenges of the health directorate was

- Lack of compounds for 17 chip zones
- Late reporting from health facilities
- Facilities operating illegally with the Municipality

Awards were given to health workers for their tremendous work over the year under review. Categories such as photo contest award were given to a health worker who took a good photograph while working on the field. This was to encourage health workers to take pictures as evidence of their work. Certificates were given to the most innovative health workers who brought lot of ideas on board to improve the sector. A citation was given to the Shalom city landlords and Residents Association for donating a land and mounting a shed on it for Shalom city for health purposes.

A final roll call was taken after the sessions to assess the health facilities present at the end of the program. The chairman gave his closing remarks by commending every one for comporting him/herself and for making the program a success. He further said, most people were not punctual and it didn't spoke well of them. He appealed to the Health Directorate to give incentives such as fridges, television set and other items as awards to motivate health officers to do more. He applauded health facilities present and said those not present should be encouraged to be part next year.

***Below are some pictures***



**Figure 11 Municipal Health Director giving a presentation on the health review.**



**Figure 12 Award presentations to the Shalom city landlords and Residents Association**

**REPORT ON THE 63RD<sup>ND</sup> INDEPENDENCE DAY CELEBRATION ON THE THEME ‘CONSOLIDATING OUR GAINS’ AT ODUPONGKPEHE SCHOOL PARK.**

On Friday 6<sup>th</sup> March, 2020, as Ghana was celebrating her 63<sup>rd</sup> birthday from colonial rule, the indigenes of Ghana within the Awutu Senya East Municipality also marked the day as such at two places; Odupongkpehe Zongo Park and Ofaakor MA school park. It was the first such celebration has been observed at two communities within the municipality. At Odupongkpehe Zongo Park, Most schools both Junior High and Primary with their teachers and head teachers, parents, municipal Assembly Staff, GES staff, Assembly Members, the Media, Heads of Department, Chiefs (Nananom), Security Services, Invited Guest, the Clergy, first Aid officers and other important people converged at Odupongkpehe Zongo park to observe the celebration in their own little way.

The programme began around 9:30am to 12:30am with an opening prayer, National Anthem observed right after the arrival of the Member of Parliament of Awutu Senya East Municipal Assembly (ASEMA) representative, Mr Kwadwo. Anim. This paved way for Mr. Anim to inspect the parade, with him was the Police Commander, Immigration Office Commander and Alhaji Abu Sadat (NPP Constituency Chairman) and followed by a beautiful march pass display by the three (3) cadet troupes plus 30 schools in all.

The Director of Education of Awutu Senya East Municipal Assembly, Mr. Samuel B. Bortey delivered the Presidential address on behalf of the president of the Republic of Ghana, His Ex. Nana Addo Dankwa Akuffo Addo and the Municipal Chief Executive of Awutu Senya East, Hon. Michael Yaw Essuman Mensah as a representative in the Municipality on the Independence Day anniversary celebration.

He expressed his appreciation and gratitude to our esteemed Traditional Authorities, Religious bodies, Security Personnel, Educational institutions, Teachers and Students whose concerted efforts have made this year's celebration a success adding that even as we celebrate the events that mark our country's 63rd anniversary as an independent nation, we need to

ponder over the sad yet inspiring story behind the toil of our forefathers and brave leaders whose labor and sacrifice brought us the freedom we are celebrating today.

Mr. Bortey noted we must all rededicate our efforts to the service of our beloved country; and every activity that we engage in our private and public lives must be linked first to the national interest. It is only through sacrifice, hard work and dedicated service that can propel Ghana, our beloved country to greater heights of achievements.

According to him the theme: ‘Consolidating Our Gains’ was paramount and opportune and could not have come at a better time than in this day and age, when our country has taken giant strides in the fields of Education, Resource Development, and Commercialized Farming amongst many others.

Having said that, he reiterated education remains the surest path to victory over ignorance, poverty and inequality. We are all aware of the fact that education has been the bedrock of the development of every nation and it was in this light the government, under the leadership of H.E Nana Addo Dankwa-Akufo Addo has fashioned out a number of programmes and projects aimed at providing quality and accessible education to the exuberant youth of our nation. This is clearly visible in the bold initiatives we continue to take so as to make quality education affordable and accessible at all levels.

Explaining further, he said government has been creating the necessary opportunities for the youth of this country especially children of school going age to have access to quality education whereas government continues to deliver social intervention programmes that would sustain access and reduce the burden education used to pose on our dear parents. Some of these social interventions that have been so vigorously implemented over the past year include:

- FREE SENIOR HIGH SCHOOL EDUCATION
- GHANA SCHOOL FEEDING PROGRAMME
- ON-GOING CONSTRUCTION OF SCHOOLS ACROSS THE COUNTRY WHICH THE MUNICIPALITY STANDS TO BENEFIT
- FREE BECE REGISTRATION FOR BASIC GOVERNMENT SCHOOLS
- MUNICIPAL SCHOLARSHIP SCHEME (Local Tertiary)
- NUMEROUS SECURITY AND EMERGENCY CONTROL PROGRAMS
- MUNICIPAL DIGITAL PROPERTY ADDRESS TAGGING SYSTEM

In line with government’s objectives of improving and promoting quality education, the NPP government has put in place training and licensing programmes for our teachers. As part of the nationwide training of teachers in the new Standard based School curriculum, the Awutu Senya East Education Directorate organized a week long workshop for 427 public basic teachers at Odupong Community Day SHS. The participants included teachers from the Kindergarten, Primary and Head teachers and circuit supervisors. Training materials were supplied to all participants. Participants were taken through subjects such as Assessment, Creative Pedagogy, Reflection, Social Studies, Mining, Geography, ; Physical Education, History, Computing, English, Mathematics, Religious And Moral Education, Ghanaian

Language, etc. Participants were put into manageable units for effective learning. Resource persons were deployed to handle the various classes. This, we can all agree has been an initiative that would ensure that our wards receive the very best of education.

Besides, before H. E Nana Addo Dankwa Akufo-Addo took the reins of power in January 2017, he made a promise to parents and students that Senior High School education would be made free. Many saw this claim as a mirage and a last ditch attempt of a man eager to grasp power, but as it has been evident in Awutu Senya East and Ghana at large, this initiative was in full motion. Our very own Odupong Community Day Senior High School has been a visible testament to the success of this project. The Free Senior High School program has gone a long way to prove that with the right mind-set and strategies hence the Free SHS program has not been without its own challenges and struggles. There was the issue of over population in our Senior High Schools due to the fact that so many students now had the chance to further their education thus an upsurge in the number of students.

However, Our proactive government led by H.E Nana Addo Dankwa Akufo-Addo and various stakeholders in Education, strategically carved out a workable, short-term system that has been able to allow all students to go to school without any issue of overpopulation or congestion.

The Double Track system, as we have so gracefully dubbed it, has been carefully engineered by experts who have notable experience in the field of education. These experts have worked tirelessly around the clock to create a formidable structure that is effective and workable for students, teachers and the Senior High Schools. Our government has a Long term goal of phasing out the Double Track system and even as we speak we have begun several constructions in various Secondary Schools across the country in our bid to improve on infrastructure. These infrastructural developments will return our Secondary school system to the Traditional format in the very near future.

Currently the Odupong Community SHS has a total of Six hundred and Eighty (680) students on the Free Senior High School Program. Out of this, Three hundred and seventy three (373) are Form 1 students while the remaining Three Hundred and seven (307) are in their second year. Out of the Three hundred and Seventy three (373) form 1 students, One hundred and Sixty (160) are on the Green track and the remaining Two hundred and Thirteen (213) are Gold trackers. In spite of the challenges and minor hitches, the Free SHS program has come to stay and we as a people should endeavour to help and contribute our own quotas to its growth and improvement.

Moving away from Free SHS, Mr. Bortey said the municipal witnessed the awarding of Tertiary Scholarships to forty eight (48) brilliant but needy students via The Municipal Scholarship Scheme at the Awutu Senya East Municipal Assembly premises last year, October.

He mentioned that the Akufo-Addo led government under the auspices of the Scholarship Secretariat through the Awutu Senya East Municipal Assembly in December 2018 introduced the Tertiary Scholarship Scheme, known as the “Local tertiary” to assist brilliant but needy students locally and abroad at the tertiary level in the pursuit to further their education. As a result, an initial amount of Three Hundred Thousand Ghana cedis (GHC300,000) was

earmarked for the final take-off of the scheme to cover the academic facility user fee of Ghanaian applicants in both private and public post-secondary institutions.

Ensuring that more tertiary students get access to this educational scholarship package, the scheme had been decentralized aimed at improving transparency, fairness in the selection process nationwide and to also reduce the tension experienced at the National Secretariat. As a result, a five-member Municipal Scholarship Review Committee was constituted to include the Municipal Chief Executive of which I am the Chairman, one Traditional leader, a Representative from the Ghana Education Service and Two Representatives from the Scholarship Secretariat was instituted and inaugurated in the Municipality to receive applications, shortlist applicants and then present the selected applicants in the form of recommendations to the scholarship secretariat for the awards. A total amount of Eighty-Six Thousand Seven Hundred and Fifty-One Ghana Cedi (GHC86,751.00) was disbursed to the awardees from this Municipality to enable them pursue various academic programs at the tertiary education level.

Mr. Bortey stated the Ghana School Feeding program was still ongoing in Public Basic Schools in the Awutu Senya East Municipality and it has been the aim of the President of the Republic to make Teaching and Learning as conducive and stress-free as possible to students, teachers and guardians hence his valiant effort.

On security, Mr. Bortey noted the Municipal Security Council (MUSEC) of the Awutu Senya East Municipal Assembly has adopted ultra-modern techniques in the areas of deploying more security personnel, erecting snap checks, intensifying day and night patrols, road safety education on local media outlets amongst others to effectively manage crime in the Municipality. This has been evident in the peace and tranquility we are enjoying in Kasoa today and boastful of the fact that crime has reduced drastically.

Mr. Bortey commended the MP's commitment to the wellbeing of the people of Kasoa of which has been clearly visible in her vigorous efforts in procuring two (2) ambulances for the Municipality which have been placed at vantage points at the Ghana Ambulance Sub-station under the Kasoa overpass to reduce the mortality rate encountered in previous years.

Again the Ghana Government issued a Street Naming and Property Addressing Policy to guide MMDAs. The Government further issued a directive in 2013 that required that MMDAs comply with the 2011 policy and name all streets and numbers all properties within 18 calendar months of that directive. The policy and directive, referenced above, were anchored on the Local Government Act 1993, (Act 936); the National Development Planning Commission Act, 1994 (Act 479); the National Development Planning (Systems) Act, 1994 (Act 480), the National Building Regulation, 1996 (LI 1630), the Land Use and Spatial Planning, 2016 (Act 925), and the National Building Regulation Act. In view of that, the Vice President H.E. Alhaji Dr. Mahamudu Bawumia met with stakeholders on January 9th, 2019 to discuss the Ministry of Special Development and Initiatives' (MSDI) project to tag all immovable properties in the country with an address plate. The address-plates will display the number of the property, the street name, and the Ghana Post digital address of the property. The stakeholders have agreed that the project will be centrally managed by the Nation Builders Corps (NABCO) Secretariat with the support of a coordinating committee that will consist of representatives from GhanaPost, MSDI, Ministry of Communication, Ministry of Local Government and Rural Development, Ministry of Information, Lands Commission,

Land Use and Spatial Planning, as well as Metropolitan, Municipal, and District Assemblies (MMDAs).

He lauded the initiative adding that it would enhance and ease movement and location of homes, offices, schools, hospital as well as other structures here in Awutu Senya. Mr. Bortey congratulated those on parade, especially the School children for their good turnout and lovely presentations to mark the event. The event ended with a cultural performance from Royal International School and presentation of certificates to all participating schools. Odupongkpehe JHS was adjudged the overall best.

*Below are some pictures*



*Figure 13 Odupong Kpehe M/A Primary A&C School in a marching mood*



*Figure 14 Awutu Senya East GFO in full swing at the parade.*

**MINUTES ON EMERGENCY MUNICIPAL EPIDEMIC COMMITTEE MEETING HELD ON TUESDAY, 16<sup>TH</sup> MARCH, 2020 AT MCE OFFICE.**

In Attendance

1. Hon. Michael Essuman Mensah
2. Alhaji Mohammed Avona Akape
3. Mr. John Ohene
4. Dr. Paul Dsane –Aidoo
5. S.K Odame
6. Obiri C. Yeboah
7. Raymond Yeboah
8. Thomas Akpalu
9. DSP S.S Amoo
10. Alhaji M. Suragyi Ali
11. Richard Agyapong
12. Alex Oppong
13. Dsp F. Mensah

Designation

- MCE/ ASEMA
- MCD/ ASEMA
- MFO/ASEMA
- Director, Health Service
- KSA/Crime
- KSA/Crime
- BNI
- EHSU
- Police/Ofaakor
- Gov. Appointee
- Immigration
- Police/OPS
- MTTD/Kasoa

14. Supt. Charles A. Koosono	DSV/Kasoa
15. Emmanuel Boateng	BNI
16. Kwame Amoah	NADMO
17. Ewura Appiah	Health Service
18. Mekano David	Health Service
19. John Ray Tanorso	Fire Service
20. A.A Aidoo	MHD
21. Ebenezer Zor	ISD
22. Mercy Yawson	Health Service
23. Adjoa Oforiwa Ntiamoah	Admin/ ASEMA

## **AGENDA**

- Introduction
- Purpose of gathering
- Brief information on Coronavirus
- Questions and answers
- Preparedness plan

## **Introduction**

The meeting began at 2: 25 pm with an opening prayer, followed by self-introduction and welcome address by the MCE.

According to MCE, Hon. Michael Yaw Essuman Mensah, the purpose of gathering was necessitated because of the current health situation in Ghana called Coronavirus (COVID-19). The virus has been such that the very means through which we communicate has been the very means it passes to others. And it has been tested that human to human transmission has been in existence. That was why the President, His Excellency Nana Addo has made it clear that MMDAs supervise by the Ministry of Local Governments and Health directorates devise mechanisms to improve hygiene in our local markets and as in finding way to if containing and curtailing the spread.

So we cannot take it any serious than the seriousness the President attached to it. So we are here today to take our own local decision that would help us contain and curtail the virus and also come out with some measures that would improve.

1.1	<p><b>Brief information on the Coronavirus</b></p> <p>Coronavirus has been a new virus. Somewhere December last year there was a Pneumonia disease affecting the lungs in communities in Wuhan, China. Coronavirus has come into the system. It is believed it came from animals like bats, birds, mice etc. About 90% of diseases are coming from animals because the human race has been expanding.</p> <p>So far Ghana has confirmed six cases and these infected persons have contacted over two-hundred persons. For instance someone called me from Afienuya that she has been in connection with the Obuasi case.</p> <p>Coronavirus spreads by droplets infections. Droplets infections means showering of mucus or saliva in the form of talking, coughing or sneezing from an infected fellow to someone knowingly or unknowingly. So we should be more careful and proactive. The Coronavirus is fast transmitting and killing people age 60 years and above who are couple with other illness like diabetics, hypertension etc comparing to those below 60.</p>	Dr. Aidoo
1.2	<p><b>QUESTIONS, ANSWERS AND SUGGESTIONS</b></p> <p>At what point is the virus transmittable during the incubation period? If I should inhale the droplets would I go into the 14 days incubation period? Is the human biological set up the same such that everyone must go through the 14 days incubation period?</p> <p>All we know that the minimum incubation period has been 14 days. We are even thinking that some may go beyond the 14 days. When the President of the Republic directed four (4) weeks ban on social gathering, I was so happy because he just won't leave any gap for any error.</p> <p>Assuming am standing half a meter in front of someone and the person sneeze, what happens to me?</p> <p>If the person has it, you will inhale droplets. But we can't wear face mask everywhere we go. Understanding the way the virus would make us know when to use the face mask.</p> <p>Face mask was important. There are different kinds of face masks. With the face mask we are talking about N95 mask.</p> <p>Would the vaccination be annual?</p> <p>It would be just a shot depending on the stage of the virus.</p>	<p>MCE</p> <p>Mekando David</p> <p>Commander Odame</p> <p>Dr. Aidoo</p> <p>Mekando David</p> <p>MCE</p> <p>Dr. Aidoo</p>

	<p>Is the virus curable? What is the surviving rate?</p> <p>The good news has been those are 10 years and below infected recover fast and do not die.</p> <p>Under what temperature would the virus not survive?</p> <p>There has been no clinical prove that the temperature killing the virus.</p> <p>Would the intake of local gin kill the virus?</p> <p>Allowing local gin into the stomach was not the best because the stomach some liquid of acid.</p> <p>In the wake of the virus, we are encouraging people to drink more water, have enough sleep, take in vitamin C to boost their immune systems.</p> <p>So at what point must one visit the health facility upon seeing some Symptoms?</p> <p>The least trigger of the signs visit the clinic</p>	<p>MCE</p> <p>Mekando David</p> <p>MCE</p> <p>Mekando David</p> <p>MFO</p> <p>Mekando David</p> <p>Dr. Aidoo</p> <p>ISD</p> <p>Mekando David</p>
1.3	<p><b>Preparedness plan within the Municipality</b></p> <ul style="list-style-type: none"> <li>❖ Municipal training for all health facilities and staffs likewise special people on how to segregate and manage the case on Wednesday and Thursday.</li> <li>❖ Activation of rapid response team including technical people like the environmental officers, ambulances etc to be on the grounds.</li> <li>❖ Intensive social mobilization where our markets should be blasted with information centers and hoping that Information Services Department could help us create awareness on the coronavirus.</li> <li>❖ Education of OPD's across the municipal to detect cases of coronavirus at the various health centers and apply the necessary</li> </ul>	Dr. Aidoo

	<p>measures.</p> <ul style="list-style-type: none"> <li>❖ Procurement of logistics like gloves, face masks, alcohol handlers, veronica buckets, gun thermometers and support from the Assembly. At the same we have to prepare our own sanitizer to improve personal hygiene.</li> <li>❖ Stimulation exercise. It was about creating holder or place for any suspected case.</li> </ul>	
1.4	<p>To this effect ISD ought to liaise with the Municipal Health Unit to couch a message on coronavirus to spread information within the Municipality. It would be obligatory for information centers within in the municipality play jingles on the coronavirus. There shall be a visit to Pink FM with some health personnel to educate the dwellers on the virus. Thank you all for honoring the meeting.</p> <p>The meeting came to an end at 4:00 pm</p>	MCE

**AWUTU SENYA EAST EDUCATES NABCO TRAINEES ON CORONAVIRUS ON WEDNESDAY, 25<sup>TH</sup> MARCH, 2020 AT THE CONFERENCE HALL**

Awutu Senya East Nabco Secretariat has organized a training to educate its trainees within the Municipality on the novel Coronavirus. At least 250 trainees were equipped with knowledge on the mode of transmission, signs and prevention of COVID-19.

During the training, trainees attention were drawn to symptoms like high fever, difficulty in breathing, running nose, dry cough among others as possible signs of an infected person with the virus. And to curb the spread of the virus in the Municipality, trainees were urged to exercise regularly, eat well balanced diet, fruits, vegetables, take in a lot of water, use alcohol based sanitizers, practice regular hand washing with soap under clean running water, cover the mouth and nose when coughing or sneezing. The trainees were encouraged to practice the one meter social distancing as a preventive tool in fighting the virus. Participants thanked the Assembly and the Secretariat for such a timely education on the virus.

**MINUTES OF THE FIRST DCIC MEETING HELD ON FRIDAY THE 20<sup>TH</sup> OF MARCH 2020 AT THE AWUTU SENYA EAST MUNICIPAL ASSEMBLY - MUNICIPAL COORDINATING DIRECTOR'S OFFICE.**

The meeting was called to order at exactly 10.38am at the Awutu Senya East Municipal Assembly in Director's office by the Municipal Director, Alhaji Mohammed Avona Akape and the opening prayer by the Director of the National Commission of Civic Education, Mary Nyamekye Ankrah.

**MUNICIPAL CENSUS IMPLEMENTATION COMMITTEE MEMBERS**

NO.	NAMES	DESIGNATION	DEPARTMENT	CONTACT
1	ALHAJI MOHAMMED (CO-ORD. DIR.)	CHAIRPERSON	CENTRAL ADMINISTRATION	0244-776118
2	BULLORO JIM	SECRETARY	MUNICIPAL CENSUS OFFICER	0559-718114
3	SAMUEL BORTEY	MEMBER	GHANA EDUCATION SERVICE	0540-194032

4	DR. PAUL AIDOO	MEMBER	GHANA HEALTH SERVICE	0242-141600
5	SALAMATU ISSAH ZIN-MARA	MEMBER	INFORMATION DEPARTMENT	0555-652995
6	MARY NYAMEKYE ANKRAH	MEMBER	NCCE	0244-660740
7	WELLINGTON AINOOSON	MEMBER	STATISTICS DEPARTMENT	0275-354458
8	NAI KWAO FIO BANAFO	MEMBER	TRADITIONAL COUNCIL	0277-800434

### **Present**

<b>Name</b>	<b>Position</b>
1. Alhaji Mohammed Avona Akape	Chairman
2. Samuel Bortey	Member
3. Wellington Ainooson	Member
4. Ebenezer Zor	Member, Rep. Salamatu I. Zin-Mara
5. Mary Nyamekye Ankrah	Member
6. Nai Kwao Fio Bonafo	Member
7. Daniel Baah	Member, Rep. Dr. Paul Aidoo
8. Faustina Idan Ayensu	Statistics Department
9. Bulloro Jim	Secretary

### **Absent**

Dr. Paul Aidoo	Member
Salamatu Issah Zin -Mara	Member

Addressing the gathering at the Awutu Senya East Municipal Assembly in the director's Office, the Municipal Director expressed concern about the Coronavirus pandemic where he indicated how the pandemic had affected the activities and the work of the Assembly and the country as a whole.

The Municipal Census Officer, Bulloro Jim explained to the Committee the key performance indicators being put together after the inauguration of the Municipal Census Implementation Committee (MCIC) members and wanted them to review and revise where applicable.

The following were discussed under the key performance indicators.

1. **Office accommodation and storage facility secured:** The Municipal Director, Alhaji Mohammed Avona Akape suggested that his office, and his Secretary's office, and offices of other senior officers such as the municipal finance officer could be used as storage for materials assigned for the upcoming population census.
2. **District Census implementation plan:**

DISTRICT NAME	LIST OF DISTRICT PHC ACTIVITY PLAN	PERIOD TO IMPLEMENT EACH ACTIVITY PLAN	STATUS
Awutu Senya East (Kasoa)	Office accommodation and storage facility secured	15/01/2020 to 19/01/2020	Almost Done
Awutu Senya East (Kasoa)	Identify and list stakeholders (MDAs, Traditional Authorities, Religious Bodies, NGOs, etc.)	20/01/2020 to 24/01/2020	Done
Awutu Senya East (Kasoa)	Stakeholder consultation	20/01/2020 to 24/01/2020	Letter Sent
Awutu Senya East (Kasoa)	District census implementation plan	27/01/2020 to 31/01/2020	Done
Awutu Senya East (Kasoa)	Schedule for DCIC meeting	03/02/2020 to 03/02/2020	Done
Awutu Senya East (Kasoa)	District profile	03/02/2020 to 14/02/2020	Partially Done
Awutu Senya East (Kasoa)	Publicity, Education and Advocacy strategy	01/02/2020 to 29/02/2020	Not Done
Awutu Senya East (Kasoa)	Hard to count/enumerate index for localities	15/02/2020 to 19/02/2020	Not Done
Awutu Senya East (Kasoa)	Strategy to deal with hard to count population for each EA, eg kiosk, containers etc.	15/02/2020 to 19/02/2020	Not Done
Awutu Senya East (Kasoa)	Inventory management system for handling logistics	20/02/2020 to 20/02/2020	Partially Done
Awutu Senya East (Kasoa)	Strategy on how to deploy logistics into hard-to-reach areas	20/02/2020 to 20/02/2020	N/A
Awutu Senya East (Kasoa)	Strategy on Census Night Celebration	20/02/2020 to 20/02/2020	Done
Awutu Senya East (Kasoa)	Submit Financial report (Income and Expenditure)	21/02/2020 to 21/02/2020	Not Done
Awutu Senya East (Kasoa)	Secure training venue	21/02/2020 to 21/02/2020	Done
Awutu Senya East (Kasoa)	Report on suitability of training venue (-Adequacy-Electricity, Water etc)	21/02/2020 to 21/02/2020	Done
Awutu Senya East (Kasoa)	E.A Validation	22/02/2020 to 27/02/2020	Not Done
Awutu Senya East (Kasoa)	Submit report on E.A validation	28/02/2020 to 28/02/2020	Not Done
Awutu Senya East (Kasoa)	List of service providers in the district	28/02/2020 to 28/02/2020	Not Done
Awutu Senya East (Kasoa)	Report on the recruitment of field personnels	29/02/2020 to 29/02/2020	Not Done
Awutu Senya East (Kasoa)	Monitoring guidelines to track daily work and performance of field staff	29/02/2020 to 29/02/2020	Not Done
Awutu Senya East (Kasoa)	Report on stakeholders engagement	01/03/2020 to 31/03/2020	report submitted
Awutu Senya East (Kasoa)	Training and deployment of field staff	27/05/2020 to 06/06/2020	Not Done
Awutu Senya East (Kasoa)	Report on training workshop for 2020 PHC	07/06/2020 to 12/06/2020	Not Done
Awutu Senya East (Kasoa)	List of localities enumerated	15/06/2020 to 12/07/2020	Not Done
Awutu Senya East (Kasoa)	List of localities where publicity has been carried out (include type/mode of publicity and recording)	13/07/2020 to 17/07/2020	Not Done
Awutu Senya East (Kasoa)	Report on the State of the Tablets	13/07/2020 to 17/07/2020	future
Awutu Senya East (Kasoa)	Report on the Implementation of District Census	13/07/2020 to 17/07/2020	report ready 17/07/2020
Awutu Senya East (Kasoa)	Report on all returned census materials (Tablets)	13/07/2020 to 17/07/2020	materials submitted 17/0

3. **Identify and list stakeholders (MDAs, Traditional Authorities, Religious Bodies, NGOs, etc.):** The Municipal Census officer indicated that letters have been sent out to all the various institutions listed. (above paragraph 3)
4. **Stakeholder's consultation:** Letters have also been sent to all stakeholders.
5. **Schedule for DCIC meeting:** The Municipal Census Officer, Mr. Bulloro Jim stated during the DCIC meeting that it was first ever meeting held after the inauguration of the Census implementation Committee.
6. **District Profile:** The following were discussed under the District profile
  - a. **Identification and list of outdoor sleepers and floating population:** The Municipal Census officer stated that this was where the actual work needs to be done and indicated that it is partially done with the help of the Assembly members.
  - b. **Identification and list of institutions:** some of these institutions have been identified. However, some institutions (private boarding schools) responsible to give out a list of these identified institutions were unable to issue any data on them. The Municipal Director of Ghana Education Service, Mr. Samuel Bortey stated that they have all the contact numbers of all Heads of schools in the Municipal and would make it available to the Municipal Census Officer, Mr. Bulloro Jim.
  - c. **List of type 3 localities by EAs:** The Head of the Statistics Department, Mr. Wellington Ainooson explained all the three types of localities by EAs but made mentioned of the fact that, the most important determinants to be taken

into consideration are the population and the size of the locality as mentioned below:

- Type 1 localities: This is where a whole community forms one enumeration area.
  - Type 2 localities: This is where one big community is divided into different enumeration areas.
  - Type 3 localities: This is where small communities are combined to form one enumeration area.
- d. **List of hard to reach localities:** there are no such localities within Awutu Senya East Municipal.
  - e. **List of hard to count population:** Kosoah has majority of its population working in Accra consequently, commuters leave their various homes really early every morning and return late night. Due to the large population size of Kosoah, the Municipal Director of Ghana Education Service, Mr. Samuel Bortey and the Head of the Statistics Department, Mr. Wellington Ainooson suggested to the Municipal Census Officer, Mr. Bulloro Jim to propose to the Regional Statistician to seek for an additional week or two to enable the enumerators capture the actual population of Kosoah. The committee Members also requested to be informed of the duration of the 2020 population and housing census while the Municipal Census Officer, Mr. Bulloro Jim further explained that the entire exercise would last for almost one month starting from 15th June to 12<sup>th</sup> July 2020.
  - f. **List of localities with mobile data connectivity challenge:** The Municipal Census Officer, Mr. Bulloro Jim specified that he created a template with all the contact details of all the electoral areas and with the help of the Assembly members he had been able to identify all the telecommunication networks that best work in these areas.
  - g. **List of localities / Electoral Areas without electricity:** Same template identified by the Municipal Census Officer was used to collect data.
7. **Publicity, Education and advocacy strategy:** The Municipal Director of The National Commission of Civic Education, Mary Nyamekye Ankrah stated that they would visit churches, mosques and also meet with identifiable groups within their localities. Further, she also asked whether, all the materials needed to undertake the publicity exercise would come from the Head Office and the Municipal census officer answered in the affirmative.
  8. **Hard to count/enumerate index for the localities:** This is a technical area and would be handled by the technical team.
  9. **Strategy to deal with hard to count population for each Enumeration Area e.g. kiosk, containers etc.:** This is also a technical area to be handled by the technical team.
  10. **Inventory Management and system for handling logistics:** The Municipal Director mentioned that the store keeper of the Assembly has a designed template used in

taking inventory of the Assembly and the same template could be used to take inventory of all the materials that would be received to undertake census exercise.

11. **Strategy on how to deploy logistics into hard – to – reach areas:** This area was flagged.
12. **Strategy on Census Night Celebration:** The Head of Statistics Department, Mr. Wellington Ainooson suggested we create awareness on the Census night, such as mounting of bonfire while enumerators deployed to all Trotro stations and Bus terminals to capture all persons travelling on that night. These travelers are called floating population. It was also agreed that the Ghana National Fire Service, The Ghana Revenue Authority, Odupong Senior High School and The National Commission for Civic Education would be contacted to assist with vehicles and other amenities equipped with sirens to create awareness on the census night within the various zones in the Municipality.
13. **Submit financial report (Income and expenditure):** The Committee is expected to submit a financial report on Income and expenditure at the end of the exercise to the Regional Office.
14. **Secure training venue:** The Municipal Census Officer explained that the Committee were asked to submit three venues for the training to the Head office. Upon consultation, the following three schools were selected. They are Gateway school, Odupong Senior High School, and Insaaniyya Senior High School. Out of these three selected schools, Odupong Senior High school was chosen as the venue for the training due to proximity.
15. **Report on suitability of training venue (adequacy- Electricity, water etc.):** A report was sent already.
16. **Enumeration area validation:** This is also a technical area and would be addressed by the technical team.
17. **List of service providers in the district:** The Municipal census officer explained that these service providers included mobile money vendors, food vendors etc who's services would be needed during the census period and further explained that all enumerators would be paid through the use of mobile money channel. In addition, The Municipal Director of Ghana Education Service, Mr. Samuel Bortey suggested that a mobile money vendor in their office could be used in sending payments to all enumerators to enable them monitor the process thoroughly.
18. **Report on Recruitment of field personnel:** The Municipal Census officer stated further that, a list of successful applicants would be sent from the Head Office for the Committee to work on before the interview begins.
19. **Monitoring and guidelines to track daily work and performance of field staff:** The Municipal Census Officer indicated that he put together a list to form a sub committee to oversee the work of the field workers.

**On the Agenda for discussion were as follows:**

- a. **Formation of sub – committees for various activities:** For effective monitoring of the 2020 population and housing census, four (4) sub committees have been set-up to oversee the overall activities of the entire census and they are as follows;

- Census Logistics and Security
  - Census Recruitment and Training
  - Census Publicity and education
  - Census Monitoring.
- i. Census Logistics and Security**
- Dr. Paul Aidoo
  - Samuel Bortey
  - Wellington Ainooson
  - Alhaji Mohammed Avona Akape
  - Bullaro Jim
- ii. Census Recruitment and training**
- Samuel Bortey
  - Dr. Paul Aidoo
  - Wellington Ainooson
  - Alhaji Mohammed Avona Akape
  - Bulloro Jim
- iii. Publicity and Education**
- Salamatu Issah Zin Mara
  - Mary Nyamekye Ankrah
  - Dr. Paul Aidoo
  - Nai Kwaofio Banafo
  - Samuel Bortey
  - Alhaji Mohammed Avona Akape
  - Bulloro Jim.
- iv. Census Monitoring**
- All committee members.
- b. Identify Security threats (boundary disputes, political, Chieftaincy etc.) for 2020 PHC and provide plans and strategies to mitigate these threats:** The Municipal Census Officer asked the representative of the Ofaakor chief, Nai Kwaofio Banafo to brief the committee on any boundary dispute in the area. Nai Kwaofio Banafo responded that there were no such disputes in the area, however, he would raise the issue of concerns by the committee with the chief.
- c. Discuss draft District PHC implementation strategy and submit the final strategy:**
- **Political:** The Municipal Director of Ghana Education Service, Mr. Samuel Bortey suggested that there should be a quota cut out for political parties for them to decide on members who best quality to be part of the exercise than to present them with many names of individuals who cannot be recruited as part of the exercise. This would avoid any disputes.

- **Obtain Logistics for training:** Flip chart and projectors would be needed for the training, and the Municipal Director of Ghana Education Service, Samuel Bortey indicated that he will ensure eight (8) projectors are available for the training.
- **Prepare for Institutional Enumeration:** The Municipal Census Officer indicated that letters would be sent to all institutions in the municipality. In addition, it was also agreed that during census night, letters would be sent out to Heads of schools with boarding facilities to give them the opportunity to enumerate boarders.
- **Strategies to enumerate outdoor sleepers:** The Municipal Census officer specified that he had been able to identify all the areas in the municipality with their help of the Assembly members and planning to meet with the leaders. He added that letters would be issued from the Head Office for them.
- **Dealing with hard to reach or count population:** The Municipal census officer said that the hard to reach is not applicable in Awutu Senya East Municipal, but hard to count the Regional Boss would have to provide him all guidelines before this can be done.
- **Logistics Management:** Below are the key things to note;
  1. To ensure that the right quantities are packaged and received.
  2. To inspect all delivery items and take proper inventory of them.
- **Strategy for Training:** The Municipal Census Officer noted that methodology for teaching would be adopted from the Head Office.
- **Field Practice:** The Municipal Census Officer stated that Type 1 and Type 2 EAs would be used in Awutu Senya East and suggested four (4) buses are supposed to use to transport the enumerators to the field. After several deliberations, it was agreed eight (8) buses would be hired from private schools to transport them.
- **Deployment of field officers:** The Municipal census Officer said that **follow through strategy method** would be used to send males to Type 3 EAs, because they are difficult areas and would not be safe for our female counterparts and it was agreed by all.
- **Group Enumeration:** This is where a group of enumerators would be sent to places where the people are scattered to enumerate them. Such as bus terminals.
- **Supervision of training in the District:** To ensure smooth running of the training, the Committee agreed to visit the training Centre once every day and would sit in the various training sections to supervise the training.
- **Logistics Management:** Here logistics would be grouped per SAs, i.e. (Supervision Areas) and each supervisor would be responsible for five (5) EAs. In this instance materials would be distributed per SAs. The following items would be provided for the exercise:
  - a) Wellington Boots
  - b) Reflectors
  - c) Torch lights
  - d) Rain Coats
  - e) Bags

- **Security:** The Municipal census officer stated that all field materials would be secured.
  - **Strategy for enumeration:** The enumeration of group listing or individual would be used and in the case of group listing, the committee would have to determine the enumerators who would be responsible for the group listings on the census night.
  - **Strategy to deal with hard to count:** It was agreed that, the first option was for enumerators to book an appointment with the hard to count people on either Saturday or Sunday and the Municipal census officer also suggested that enumerators are put at their permanent places of residence to enable them visit these people at their convenient time to ensure that all persons in their communities are captured. He also suggested a list of all enumerators are compiled using excel, identifying all communities of enumerators origin to make their work easier in determining where to assign each enumerator.
  - **Monitoring:** Supervisors would go to the field, and randomly select some of the data collected and re-interview the people to determine whether enumerators are collecting the right data or they are cooking data for the Statistical Service.
  - **Quality Assurance:** All data collected would be tracked by the data monitoring team.
  - **Achieving 100% completion:** Points to note under this section are;
    - 1) Calculate work load per day
    - 2) Supervisors verifying vacant structures
- v. **Discuss and submit district publicity strategy:** Key points under this section are;
- a. Form of publicity (street announcement, dawn and dusk broadcast)
  - b. Medium of publicity (FM stations, Press media, Focus Group Discussion, community durbars and meeting with identifiable groups)
  - c. Resource required (T&T, vehicles, mega phones and buying of credit card)

In conclusion, the representative of the Ofaakor chief, Nai Kwaofio Banafo, summed up the meeting by stating that there should be availability of funds to be able to achieve all that have been discussed. Subsequently, he pleaded with the Municipal census officer to make his concerns known to the appropriate authorities responsible for the exercise.

The Municipal Director of Education, Mr. Samuel Bortey moved for the closure of the meeting seconded by the Municipal Director of the National Commission for Civic Education, Mary Nyamekye Ankrah.

The meeting came to a close at exactly 1: 40pm.