



# ARAP

Accountability, Rule of law and  
Anti-Corruption Programme

## ANNEXE 2

UPDATE TO THE CONTINGENCY PLAN  
FACING THE COVID19 CRISIS

23.04.2020

Funded by



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Implemented by



FIIAPP

COOPERACIÓN ESPAÑOLA



The following update is attached to the Contingency Plan presented on 24 March 2020 and the update of 8 April 2020.

## COUNTRY SITUATION

### 1. Current situation in Ghana

On 19 April 2020, the President of Ghana announced the lifting of restrictions on movement in Accra and Kumasi. The measure adopted to respond to the social needs of the most vulnerable groups has been accompanied by the recommendation to reduce to the absolutely indispensable the displacements in the country and the cities, as well as it is recommended at all the levels of activity to maintain as far as possible the telework in the activities that allow it.

The official figures already exceed 1150 infected, including 9 deaths. According to the presidential speech, the results of thousands of additional tests will arrive this week, so it is foreseeable that the official number will continue to increase considerably.

The border closure has been extended for another two weeks. However, organised extra repatriation flights are still permitted.

The Spanish Embassy in Ghana is still closed to the public but continues to operate both through e-mail ([emb.accra@maec.es](mailto:emb.accra@maec.es)) and through the emergency telephone number (available 24/7): +233 (0) 540 11 35 82. It also recommends extreme hygiene and social distancing measures, reducing travel to the truly essential ones.

In line with the President's recommendations, most of the National Institutions provide essential services only at the bare minimum, seeking to ensure security and distance, avoiding meetings, as well as collective activities that remain restricted.

In this line, teleworking is being maintained in most national institutions, agencies and international institutions.

#### Status of project staff in the field

- The EU Delegation has authorized the entire coordination team to perform the functions under the telework formula. Following the government recommendations, international agencies and institutions in the field continuing teleworking, with the essential basic services being provided in an official international organization by appointment.
- The staff of the ARAP office in Accra continues to telework although, given the possibility of mobility, for justified service, an inspection visit has been made to the office that remains in a safe condition, as well as PPE (masks and gloves) have been provided to the office staff in case it should be urgent to provide a specific and essential service during this interim period.
- The office staff has been provided from the beginning with the necessary material for the adequate provision of the services in telework mode (computers, shared tools, databases and internet data connection)

- The Team Leader of the project and the Financial Officer are currently in Spain, as well as the Communications and Visibility Expert (recruited by GIZ) providing its services telematically in teleworking, maintaining the activity of constant communication and coordination with ARAP staff in Accra, Madrid FIIAPP HQ, the EU Delegation and with the partner institutions in the programme.
- The rest of the office team continues to telework although a person visits the office to check the state of the facilities and acquire the necessary protective equipment to be able to resume activities when the security situation allowed.

## STATUS OF THE PROGRAMME

### 3. Programme continuity plan

#### Relationship and performance with Stakeholders

- The calendar for the second pilot on complaints of the EPA has been reformulated, in agreement with the institution, a priori and pending the evolution of events in the coming months. The preparation work of the activity is advanced, with the expert who directs it in constant communication with the EPA via telematics. Once the manual that will serve as a basis for this second pilot has been completed, it will be printed and disseminated telematically.
- Studying suitable platforms to carry out e-learning training:
  - On Monday 27 April 2020, an online telematic meeting has been convened with the main partner institutions in the programme to analyse the online platform that best suits the needs, establishing the requirements and opportunities of a work plan for the development of activities and online training.
  - The strategic plan has been designed with analysis of means, needs, risks and costs, by the Public Education Expert of the programme that will be shared with the Institutions in the telematic meeting on Monday 27 April 2020.
  - The compilation of the manuals and validated secondary legislation are pending for printing. To date, the process has begun with two LAC codes.
  - The possibilities of carrying out activities on-line have been analysed, and to date the validation of the LAC strategic plan has been set in motion telematically. Presented by the Strategy Consultant, an on-line process of analysis, examination and evaluation is being designed for its validation with the on-line institution that will be discussed and approved in a meeting on 23 April 2020 among the Coordination Unit - KE Rule of LAW, KE Public Education, the consultant who has elaborated the strategy, the Director of LAC and heads of the LAC management units.  
In view of what was agreed next week, the process of validation of the document will begin.
- The design of the programme has been presented with the EPA Legal Unit and the specific aspects of the programme are being finalised with the EPA, as well as a possible timetable for its implementation, considering the e-learning formula that is being initiated in the programme.
- Working on the elaboration of Memorandums of Understanding with the beneficiary institutions for the transfer of the computer platforms, where the

- developed systems are hosted (web-based library).
- Tendering of computer equipment being processed through the emergency procedure (pending the report of the State Attorney's Office).
- Initiated the contracting (also through the emergency procedure) of the NCCE (National Commission of Civic Education) website, as support for the communication and awareness campaign of Ghanaian citizens aimed at informing and raising awareness about the prevention of the COVID-19 virus.

#### Internal Programme Planning

- Work is being carried out in the areas and tasks defined in the Contingency Plan by the individuals and experts responsible for them as initially planned. Work in progress.
- On 17 April 2020, a virtual meeting was successfully organized through Zoom (license acquired for the program). A coordination meeting of the entire ARAP team, at headquarters and field office. This tool guarantees the permanent coordination of all the project staff.
- Preparing the technical requirements for the next Steering Committee, scheduled for 27 May 2020 to be held virtually. Evaluating the following tools, according to the strategic analysis of opportunities, risks and costs carried out by KE in Public Education, with the advice of the IT experts.
  - Zoom: <https://zoom.us/>
  - WebEx: <https://www.webex.com/>
  - GotoMeeting: <https://www.gotomeeting.com/en-gb>
  - Lifesize: <https://www.lifesize.com/>

#### Relationship and communication with the EU

- Permanent contact is maintained with DEU, working at this time on the Addendum for the extension of the deadline for contracting (which ended on 5 July 2020), standardised readjustment of budget items, an element of assessment for a possible extension of 2 months of the implementation period without a budget increase (no cost extension),
- In addition, at the request of the DEU, working on preparing actions to be incorporated into the work plan to support the prevention and fight against the pandemic.

The concrete action of response and support to the fight against the crisis generated by the pandemic that affects many areas; health, social, economic and labor, in the final phase this activity will focus on a decided support to the promotion of the maintenance of the security and labor effectiveness under the circumstances imposed by the pandemic COVID 19 .

The proposal will focus on supporting partner institutions in promoting prevention and safety, while maintaining the effectiveness, of work activity under the circumstances imposed by the risks of the pandemic:

- With measures to support the development and implementation of new communication and information technologies in the institutions, facilitating the development of online and teleworking in the institutions as a safe means of providing work during the pandemic (and as a means of working in the future to respond to the foreseeable changes in the way

work services are provided)

- With supporting measures and international good practice guidelines on safety, health and prevention in the workplace.
- With the support of new technologies for the improvement of social communication tools that the programme's partner institutions are using in their information and crisis prevention campaigns, COVID 19.

Proposal of concrete action in whose design and implementation plan are involved the TL of the CU , HQ , the KE in Rule of law and Public Education , experts and computer advisers, will be discussed with the Stakeholders of the programme to assess its relevance and implementation in response to the study of needs, means, opportunities, risks and costs in a telematics meeting next week.

#### 4. Options for continued dialogue with partners and EUD

The Contingency Plan and the Communications Plan was sent to the DEU and the Project counterparts for information and follow-up.

This update will be sent as well.

#### 5. Communications Plan

The Communication Plan is maintained and applied in its terms. The news in the communication channels of the Programme are updated: Web, Twitter and Facebook. As well as sending updated information on the evolution of the COVID19 crisis and the state of the country's situation to all the members of the ARAP programme through our Communications Officer.

Two good practice guides have been developed in relation to health and safety at work and teleworking during the pandemic situation.



ARAP COVID 19  
telecommuting.pdf



ARAP COVID 19  
occupational safety

#### 6. Economic implications

As discussed above, an addendum to the contract will be presented in order to: readjust the budget items, extend the time limit for contracting FIIAPP in the programme, assessing the possible extension of the execution of the Programme for 2 months as well as the possible need to request authorization for the use of the contingency item in the future.

## RISK ASSESSMENT

### **7. The EUD's position on the situation and analysis of possible contractual and economic implications**

The proposal for a concrete action plan in the fight against the crisis will be presented to the EU delegation with the assessments made by the partners of the programme and will be submitted to them for their consideration on the origin and contractual adjustments if necessary, for its implementation.

Awaiting the concretion and sending to the DEU of the request of prepared addenda previously exposed, pending of their considerations, initially favourable to all of them once announced verbally in meeting online and by email.

No new instructions regarding the programme, the indications of the past meeting regarding the willingness to conclude the programme, the effective execution of the remaining tasks and the appropriate closure, remain up to date.

### **8. Proposal for short (15 days) and medium term (one month - two months) mitigation: e.g. suspension of contracts, reduction of man/days, etc**

The measures that have been adopted are teleworking and the suspension of Expert's missions.

The entire team in the coordination office is authorized to telework.

The driver's contract with a vehicle has been re-established once the ban on mobility has been lifted in order to deal, in accordance with safety and exceptionality recommendations, with the occasional and unavoidable removal of office staff for the provision of some face-to-face service.

*Given the exceptional nature of the situation in which we find ourselves, this Contingency Plan will be reviewed again in two weeks.*