



ARAP

Accountability, Rule of law and
Anti-Corruption Programme

ANNEXE 5

UPDATE TO THE CONTINGENCY PLAN
FACING THE COVID19 CRISIS

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Funded by



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COOPERACIÓN ESPAÑOLA



The following update is attached to the Contingency Plan presented on 24 March 2020 and the updates of 8 - 24 April, 22 May 2020 and 19 June 2020.

COUNTRY SITUATION

1. Current situation in Ghana

The situation remains stable despite the recent progressive increase in cases, thanks to measures taken since the onset of the crisis, the figures of infected rates increase at a relatively assumed rate, with a small number of deaths. With the increase in cases in the last month (42,210 cases currently) and death numbers (231 deaths), the President of Ghana maintained a de-escalation in accordance with the measures initially announced on 31 May 2020. The de-escalation measures continue, especially in schools and social gatherings (even though bans on gatherings of more than 100 people, closure of bars, restaurants, beaches and discotheques, etc., remain in place). In his fifteenth televised address on managing the coronavirus crisis, on 16 August 2020, President Akufo-Addo conveyed that Ghana appears to be experiencing a much milder outbreak of the virus than initially feared and was moderately optimistic about the possibility of limiting and containing its expansion. In this regard, it recalled the need to observe the security measures and protocols, and informed the potential reopening of the Kotoka International Airport on 1 September 2020. In the meantime, and until the opening of the airport, extraordinary repatriation flights to Europe will continue to operate.

The Spanish Embassy and International Organisations continue to maintain their activity carried out mainly by teleworking, providing personalised attention in the offices in cases of emergency and by appointment in justified cases, maintaining strict safety, hygiene and distancing measures.

2. Status of project staff in the field

- With the authorization of the EU Delegation, the coordination team performs the functions primarily under the telework formula, and periodically goes to the office to attend necessary and/or urgent actions and meetings.
- 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) as well as the necessary PPEs (Personal protective equipment such as masks and gloves) for the development of face-to-face activity in the office.
- Regular inspection visits have been made to the office, which remains in good security conditions.
- In the last few weeks, the office has been reopened for occasional work by staff in the field, and it has also opened to stakeholders for specific actions by appointment.
- The Team Leader of the project has returned to Ghana, despite the maintenance of border closures, on an extraordinary repatriation flight coordinated by the

Embassy of Spain in Ghana on 3 August 2020. She is currently observing the mandatory quarantine imposed on anyone entering the country, although she continues to maintain her programmatic implementation and coordination activities with Madrid FIIAPP HQ, the EU Delegation and the programme stakeholders telematically. The Communication and Visibility Expert (contracted by GIZ) has also returned to Ghana on the same extraordinary repatriation flight continues her activity telematically during the mandatory quarantine period.

STATUS OF THE PROGRAMME

1. Programme continuity plan

The effects of the pandemic have had and manifested a real impact on the evolution of the programme. As reported in previous updates to the Contingency Plan, the possibilities, times and new forms of work imposed by the expansion of COVID-19 have required a reformulation and adaptation of numerous aspects of the programme that would allow its continuity under the new circumstances.

Thus, after a first period of reorganization and coordination in the new working formulas with the Stakeholders, the commitment and involvement of everyone in the programme has been highlighted in recent months among Stakeholders, CU in Accra, and FIIAPP HQ in Madrid. It has achieved a real adaptation to the new circumstances that has allowed the continuity of the activity and the obtaining of results in recent months, despite the limitations that still existing, and the impact on the pace of execution of the reorganization period imposed since March (a period that has been used at the same time to boost administrative tasks and contractual management activities of the programme).

2. Status of the situation

- A periodic review of the administrative, accounting and financial management aspects of the programme continues.
- Much progress has been made in the inventory of goods provided under the programme to the Stakeholders, as well as the corresponding donation documents to be signed before the closure of it.
- The first donation documents in relation to the NCCE Cinema van and the digital platforms created for the Stakeholders have been prepared by FIIAPP's legal services and aspects have been defined and clarified prior to its signature.
- Monitoring of ongoing contracts with experts and suppliers:
 - Follow-up of GIZ's 2019 report to be forwarded to FIIAPP. Pending formal reception of the audit corresponding to what was implemented in 2019.
 - After concluding the public tender for the award of a contract for multimedia equipment, the lists of goods required by the programme and the Stakeholders that may be provided have been drawn up, and in view of the prices provided by the contracting company, a smaller number than anticipated is expected.

- The contract for the provision of furniture contract and the scope of provision under it are being analysed.
- Knowledge Management SIA and the Web will be maintained 1 year after the completion of the project.
- The programme's Exit Strategy has been developed, and it will be presented to the Stakeholders and the EUD at the XVI SC on 27 August 2020. Master lines:
 - ✓ According to Addendum 5 of the Delegation Agreement the final deadline for implementation, possibility of procurement and provision of equipment is 29 January 2021.
 - ✓ Final evaluation of the programme and audit will be contracted and coordinated by the EUD to take place in the first half of 2021.
 - ✓ Final internal evaluation of the programme by FIIAPP will take place in the last months 2019.
 - ✓ The Annual Report 2020 to be presented in February 2021.
 - ✓ The final narrative and financial report of the programme is from 6 May 2016 to 29 January 2021 to be prepared in the first months of 2021.
 - ✓ Accra Office: the rental ends on 5 January 2021. In process the equipment inventory of the Accra office, which will be donated at the end of the project.
 - ✓ During January 2021 only the necessary personnel for the preparation of the final reports will continue their functions by terminating their contracts on 29 January 2021. In FIIAPP HQ the Project Manager and project Accountant will continue their functions until 29 March 2021 to consolidate and submit the Final Programme, Narrative and Financial Report to the EUD.

Relationship and performance with Stakeholders

The effects of the pandemic have had and manifested a real impact on the evolution of the programme: As reported in previous updates at the Contingency Plan, the possibilities, times and new forms of work imposed by the pandemic have made the concrete actions under the work plan agreed with Stakeholders, to be reviewed and adapted to the current possibilities and methods of work online , promoting teleconferences, online workshops and e-learning for training processes.

After a first period of reorganisation and coordination in the new working formulas with the Stakeholders, in recent months the commitment and involvement of everyone in the programme has been highlighted and achieving a real adaptation to the new circumstances that have allowed the continuity of the activity, and the achievement of results in recent months despite the limitations that still exist and the impact on the pace of implementation of the reorganization period imposed since March.

The following should be added to the activities already reported in previous updates:

- The first e-learning process: Final process "Compliance Monitoring System" with EPA has been successfully completed.
The process has involved software revision and upgrade, the elaboration of the user manual, a first training "Risk assessment refresh training" and training for the EPA team carried out in two sessions. The e-learning training activity has reached 52 EPA professionals.
- The NACAP Annual Report Preparation Process (National Anti-Corruption Plan) has been completed. The first phase of the process carried out by CHRAJ and Anti-Corruption Institutions was carried out online in virtual workshops, where they compiled statements and reports according to NACAP.
The second phase, the validation by the High-Level Implementation Committee (HiLic), was performed in person on 27 and 28 July 2020 when validating the NACAP 2019 Annual Progress report which is a fundamental instrument for the fulfilment of CHRAJ's mandate for monitoring, implementation and control of NACAP; National Anti-Corruption Plan.
- The following processes have been launched in this period and are in an advanced stage of development:
 - Public education process CHRAJ
 - Public education in compliance monitoring system EPA
 - Public education in complaints EPA
- The COVID-19 action was implemented on 23 July 2020 through a Handover ceremony where connectivity platforms, equipment and packages were delivered to institutions at the ARAP office with limited assistance and observing security measures and protocols. The objective of this action was to promote a safe working environment through the use of new technology.

➔ COVID-19 action video: <https://bit.ly/344fprF>

Stakeholder	Training platform	# of licenses	# of routers	# of mifis	Vodafone Data/router-mifi/6 months
CHRAJ	Cisco Webex	2	10	0	300gb per router
	Microsoft Teams	1			
JS	Microsoft Teams	2	15	0	100gb per router
	Cisco Webex	1			
OAG	Cisco Webex	1	4	0	300gb per router
			8	2	100gb per router/mifi
GPS	Cisco Webex	2	6	0	100gb per router
	Microsoft Teams	1			
LAC	Cisco Webex	1	8	0	100gb per router
	Microsoft Teams	1			
EPA	Cisco Webex	1	8	0	100gb per router
	Microsoft Teams	1			
EOCO	Cisco Webex	1	3	0	100gb per router
	Microsoft Teams	1		0	
NCCE	Cisco Webex	1	2	0	100gb per router

- EPA Legal Unit: The design of the programme, the work plan, as well as the Guide to the manual for the investigation of environmental crimes with the EPA Legal Unit have been resented. It has been approved that they are the materials to be used in the realization of the training as a curriculum and the organisation will start online.
- Designed the education and training process in the management of the digital control platform of PPSBs - GPS, internal police affairs. The start of the courses and the implementation of the application are pending the receipt of the computer equipment to be delivered.
- Printing and delivery of Strategic Documents for institutions: processes in printing courses for delivery:
 - LAC National Framework Policy
 - LAC Scheme of Service
 - CHRAJ Strategic Plan for the next 5 years
 - Judicial Service: Strategic Plan to rule the next 5 years
 - Judicial Digest (June- July 2020) JS
 - Compliance Guideline EPA
 - EOCO: Client services charter
 - EOCO: mandate as a galance
 - JS Code of conduct

- The Cinema Van has been received in Ghana for use in the NCCE's public information and awareness campaigns. Likewise, the administrative process has begun in customs for its withdrawal from the port and delivery to the NCCE offices. The scheduled date is from 17 to 20 August 2020. Once it is verified that it is the product, at the NCCE offices will proceed to the signature of the donation, since the document has been prepared and is under review by the legal services.
- Equipment Delivery: Concluded at FIIAPP the public tender for the provision of equipment and signed the supply contract with the contracting company, the process of entrusting the products required in the programme has already begun, in a limited number due to the characteristics and prices offered by the successful tenderer. These equipment will be delivered to the Ghanaian Institutions in support of the realisation of the tasks that carry out their national mandates according to the needs analysed and supported by the lines of activity of the programme: it is planned to deliver computer equipment for the development of the Solicitor General's Management platform (AGO), for the development of the training of trainings in Disclosure of Evidences, (AGO DPP, and GPS Legal Directorate), for the development of the processing of internal affairs in GPS PPSBs, equipment, for the fight against acoustic pollution to the EPA, communication support equipment for EOCO Communication Units, as well as equipment and technological material for the processing of accountability and research files at CHRAJ , among others.

The state of the process suggests that the equipment will be received in Ghana in the coming months, although in fewer numbers than initially expected.

- The equipment to support EPA's work, decibel meters, has already been received in Ghana and the customs administrative process for removal from the port and delivery to the EPA is in the final phase. Expectable Hand over in the coming weeks.
- The transfer of the digital platforms created in the programme for the Stakeholders, is expected to become effective in the coming weeks, assuming the administration and management of them, the Institutions themselves as the first step of the exit and closure strategy of ARAP. Platforms to transfer:
 - AGO: Solicitor general platform - Register platform.
 - JS: PRCU platform – Web Library
 - CHRAJ: Nacord
 - GPS: Docket platform
 - EPA: Compliance platform
- In the process of review by the Stakeholders the donation documents prepared by the FIIAPP Legal Unit, prior to their signature, the transfer will be accompanied by a technical assistance plan for the effective handover that would be carried out with the assistance of the expert in new technologies of the programme.

- Web Library:

As reported in the last Interim Report, the Web Library Committee chaired by His Lordship S N Gdagebe Judge of the Supreme Court has continued handle periodic meetings to follow the final process of the rollout of the Web Library foreseen its launch. On 9 July 2020, the Committee confirmed that all the technical aspect of the Web was satisfactory, and the JS ICT Unit approved it. The domain was defined, and the registration came a few days later. The Committee was informed that the upload of the content process was going on as expected. All the aspects for the launch were foreseen. Under the circumstances imposed by the pandemic and its effects, the Supreme Court decided that the launch was going to be exclusively virtually and late as it was initially planned. All the logistic and protocolary actions were drafted and according with the Chairman, the tentative date proposed was on 20 August 2020.

The Committee met again on 12 August 2020 to check the web and the evolution of the content uploaded before to go ahead with the formal launch. In this meeting the CLR reported the need to observe additional requirements to upload content. A technical meeting with the CLR and ICT developer and expert was agreed on 13 August 2020 to clarify the needs and the actions needed.

As a result of the technical report, the Committee entrusted that in the best interest of obtaining a Web Library it should fully comply with all the requirements of the Institutions involved, with adequate content in accordance with institutional requests, and that it achieve the involvement of the providers of content in the maintenance of the Web. Likewise, this criteria must be observed to guarantee its sustainability.

Consequently, the action for its launch is on hold and the Committee will focus on monitoring and speeding up the process of uploading content.

The next meeting of the Committee to follow the expert report and works in order to take decisions will be on the 20 august 2020.

Following the last Committee meeting, the resulting review of the state of the situation in the process defined in ARAP documents to complete a Web Library for Ghana, has been done to report:

- Scope of the Library:
Scope has been defined and approved in the first steps of the process clearly defined in 2019.
- Electronic structure: It has been developed by ARAP technical expert and tested. All the functionalities required have been foreseen and the structure present capability to be adapted and increase in the future to cover new functionalities if necessary. The structure was finalized in 2019 and approved after tested by the JS ITC Unit in 2020.
In 2020 the web was interconnected with the JS intranet under requirement.
- Management of the process and the Web -bases: A Committee for the Web Library was created in July 2019 to rule and manage the creation process. during 2020 has been meeting periodically to follow the process.

- The Content Manager and Hosting Administrator was defined in 2020, under the instruction given at the Committee. JS hosted the Web based Library. The domain is: .net and registered in July 2020.
 - Sustainability of the system:
MoU signed in July 2019 stated a virtual partial payment system into the web to support the maintained and sustainability. The ARAP Stakeholder Subscription was drafted with a minimum fee for each institution only for downloading some materials. Other external users will need to observe the CLR institutional fees.
- The virtual payment system was tested from the web to the electronic bank system in 2020. Another extra check was done by the Bank as an internal programme is needed.
- Equipment – internet resources: ARAP has provided the necessary equipment and internet resources for the creation process and for the use of the Web Library at the Supreme Court. The equipment has been delivery and installed.
 - Pilot phase: Digitalisation – scan : ARAP holds itself and has supported the pilot phase, working with the E-Judgement, digitalising the documents of the Supreme Court Library for the content of the Legal Web Library as well as the Council of Law report documents and volumes; Ghana Law reviews and Ghana Law reports. Digitalisation has been done and catalogued in 3 phases, however the CLR has required to upload the content and underline the need to observe another phase on the index- catalogue phase. The technician is working on it.

Summarising:

Current necessary actions:

Comply with CLR's request to catalogue and index documents prior to uploading content.
Additional works to put in place the users- and log in the system.

The provision of content from other Institutions need to be boosted.

Issues related to the open download of copyrighted books must be resolved by the Committee, before uploading them on the web.

Rout map forward:

The ICT and CLR experts will present a detailed work plan with an estimate of the actions to be taken to achieve a greater and adequate load of the content with a schedule.

The next meeting of the Web Library Committee to discuss the evolution of the process and possible actions to accelerate it will be completed before the launch: 20 August 2020.

Relationship and communication with the EU

- The 5th financial report for implementation over the past year has been approved. Payment of 2,500,000€ was received.
- Addendum No. 5 of the programme has been approved with the EUD with retroactive effect from 1 June 2020, for the extension of the deadline for contracting (which will end on 29 January 2021) of budget items, and a budget amendment.
- The concrete action of response and support to the fight against the crisis generated by the pandemic affecting many areas: health, social, economic and labour, has been carried out as requested by the EUD. The activity focused on a strong support for promoting the maintenance of occupational safety and work effectiveness under the circumstances imposed by the pandemic using new technologies.
It has been shared with the EUD Communications Department (as they have been interested), more information and the video made for its inclusion and reflection of this ARAP activity in a promotional video of the activities and actions of the EUD in Ghana in response to the effects of the pandemic.

3. 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.

4. Economic implications

As commented above, adopted Addendum No. 5 with effect from 1 June 2020: the readjustment of the budget lines, the extension of the deadline for contracting FIIAPP in the programme and the ARAP COVID-19 action.

RISK ASSESSMENT

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

No further instructions on the programme, keeping up to date as indicated on the last meeting regarding the will to conclude the programme, effective implementation of what remains of implementation and appropriate closure.

2. 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 face-to-face expert missions. Likewise, and in application of the new internal policy of FIIAPP in the face of the pandemic, the programme has been maintained, but the number of working days of the international experts of the face-to-face and telework programme has been reduced, as well as the services of the experts of the programme contracted through other agencies such as GIZ who are working at the CU. However, the degree of commitment of the experts allows, even with difficulties, to continue the programme's activity.

The teleworking of the entire team of the coordination office remains authorised without prejudice to combining it with some action in person if circumstances require it, by appointment and meeting, always observing the restrictions that still exist in the country.

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