Ministry of Local Government
Public Relations and Media Unit

General Directorate of Guidance and Monitoring

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The task of monitoring the local Government Units (LGUs) has been activated since the Ministry of Local Government was established. This task comes in line with the ministry's legal mandate towards the village councils and municipalities following the Arab (Jordanian) experience.

Originally, it was called the Department of Follow-up and Inspection, and acted as a central department responsible for monitoring the activities of the LGUs. In addition, it addressed appointing of mayors and committees for the LGUs. This process is done by consulting the citizens and ensuring their political and social consensus over the appointees and lastly follows up the approval by the Ministry.

Upon the establishment of MoLG directorates, the staff of the department, as well as staff of central departments within Ministry, was transferred to the directorates. However, the role of the Central Department's (in MoLG Headquarters) was restricted to providing technical support and dealing with some problems.

During the preparation for the LGUs' elections, some of the responsibilities of this department were transferred to a new department called the Formations and Elections Department. Therefore, the role of the Department became limited to monitoring the work of LGUs. However, once the elections were concluded, and in view of its results that had a clear political impact, the Ministry was ahead of dealing with a new reality mainly characterized by having elected councils.

Accordingly, the task of guidance was added to that of monitoring. Since then, this Directorate has witnessed a phase of transformation towards institutionalization and progression as part of the general overall progress in the PNA. This era is characterized by the enhancement of a state of institutions on all levels. To this end, the focus of the Directorate has changed towards more guidance rather than pure monitoring.

This Directorate comprises two departments: Guidance and Monitoring.

Objectives:

1. Improve the criteria, standards and procedures applied in the process of guidance and monitoring.

2. Create a legal environment suitable to guidance and monitoring by completing, unifying and developing the legal references. This action helps in addressing mistakes and enhances the preventive monitoring.
3. Improve the level of communication with the LGUs. Reinforcing the positive image of the Ministry and address the negative stereo type image that many employees have about the concepts of monitoring.
4. Improve the capacities of the guidance and monitoring staff especially in the field of laws and regulations.
5. Benefit from the experiences of the LGUs upon developing general policies and dealing with them as real partners.
6. Create an information system that contributes to increasing effectiveness and efficiency.
7. Create an effective communication system that helps reinforce and integrate the relations between the relevant departments in the ministry with the directorates. This system shall contribute to the conformity of the ministry's relevant resolutions in relation to LGUs.

Duties:

a. Department of Guidance

It seeks the implementation of three annual guidance visits for all LGUs, in addition to a number of random visits.

The department consists of two divisions: Administrative, Financial and Technical Division and Training Needs Identification Division. The Department performs the following tasks:

1. Develop guidance criteria and principles for LGUs supervision.
2. Contribute in developing the supervision manual.
3. Conduct awareness workshops (addressing LGUs and citizens) that aim at clarifying the guidance and monitoring procedures.
4. Monitor and guide the work of the LGUs in accordance with the valid financial, administrative, technical and legal policies and systems. Also, it submits recommendations for activating their role in better serving the local community.
5. Ensure the sound application of all financial and administrative laws, regulations and instructions. Also, it ensures that all LGUs' files, records and activities are in line with the valid laws and regulations. In addition, it verifies the financial and administrative status of the LGUs. To this end, it verifies the financial and accounting records and all supporting documents.
6. Submit reports on the financial, administrative and technical performance of the LGUs and provide the required relevant recommendations.

b. Department of Monitoring

This department consists of two divisions: Reviewing Reports and Submitting of Recommendations Division and Recommendations Implementation Division.

The Monitoring Department conducts three annual visits for each LGUs as well as a number of spontaneous inspection visits. The Department performs the following tasks:

1. Audit the budgets and final accounts of LGUs and joint services councils.
2. Audit the joint services councils that have ongoing developmental projects, and submit needed reports for each project budget so as to approve it.
3. Control the budgets of LGUs and their items against the actual expenditures. It also ensures the compliance of budgets implementing with the valid principles and standards.
4. Follow up the performance of the LGUs so as to improve their financial resources. Offer guidance to LGUs to enable them obtain these resources so as to fulfill their tasks. Ensure that expenditures are not exceeding the amounts in the already approved budgets.
5. Inspect and audit the warehouses' records and ensure, at any time, the correctness of the data included.

6. Review the sessions of the councils. Ensure that the sessions are legal; verify the presence of the members as well as the decisions made in the sessions.
7. Conduct spontaneous inspections for the LGUs' accounts and ensure the accuracy of their balances.
8. Ensure the correctness of financial transfers.
9. Ensure the compliance of all staff affairs with the laws and regulations.
10. Monitor the environmental issues in LGUs; and investigate all organizational and health violations. Also, verify the implementation of the public safety committees' recommendations.
11. Monitor the quality of services rendered to citizens as well as the quality of infrastructure projects.

12. Communicate with citizens and guarantee the community contribution in the process of guidance and monitoring.

Achievements:

1. Develop the guidance and monitoring manual.
2. Take part in amending the Local Government Law in accordance with the work needs of guidance and monitoring as well as to address the results of the guidance and monitoring reports.
3. Develop criteria for evaluating the performance of the LGUs from the (technical, administrative, financial and legal) aspects.
4. Develop an effective system that ensures periodical monitoring of LGUs.
5. Follow up the issuance of a decision encompassing deterrent procedures for all violators in the LGUs (staff or council members). Also work on withdrawing powers from any LGU where violations are existing.
6. Develop a policy paper on guidance and monitoring.
7. Develop the Code of Conduct for mayors and councilors.

Challenges:

1. Incompletion of the legal framework that is required for controlling the violations in the work of the LGUs (criminal regulation).
2. The prevailing traditional culture towards monitoring is negative especially regarding MoLG relation with LGUs.
3. The occupation actions impede the application of law. The aim is to undermining the citizen's trust in the Palestinian National Authority.
4. Political instability on the internal level causes confusion on the administrative level.
5. Availability of more than one body responsible for LGUs monitoring.