

## ACTIVITY PLAN (Programmes of Action) – YEAR 2021

## Policy and Programmed Division (1)

No (A)	Goal/Task (B)	Main Activity of the proposed activity (C)	Sub Activity (D)	Expected date of commencement (DD/MM/YYYY) (E)	Expected date of completion (DD/MM/YYYY) (F)	Estimated Cost/Revenue (Mn) (G)	Funding Source (H)	Key Performance Indicator (I)
1.1	<b>Establish a national database</b> for victims/witnesses and connect them to the protective and advisory network (3 stages)	<b>Mechanism</b> to register victims and witnesses at the very first point could be facilitated in the system. police/courts	1.1.1 Conceptualization and development of the project proposal 1.1.2 Approach the funding organization	1/1/2021	31/12/2021	TBD <sup>1</sup>	TBD	Increased client base
1.2	<b>Easy access to lodge a complaint</b> by victim/witness and tracking them (Refer the Section 13(1)(d) <sup>2</sup> of the Act given below)	<b>Develop a Case Management System</b> as a <b>Pilot project</b> (Database)	<b>Develop and set up software/hardware</b> components at the authority by a vendor 1.2.1 Develop the concept paper and the proposal, 1.2.2 Prepare the ToR, 1.2.3 Follow the procurement procedure 1.2.4 Select a vendor and finalize the task	1/6/2021	31/12/2021	3.00	GoSL-C	Number of complaints received and action taken
1.3	<b>Conducting outreach activities</b> including awareness and sanitization programmes for the stakeholders (Refer the Section 13(1) (k) <sup>3</sup> of the Act given below)	<b>The School Programmes:</b> Principals/Wise Principals, counseling teachers, students, etc.	1.3.1 <b>Conducting awareness programmes</b> for the school staff, students, etc. as a pilot project. This is first to be launched in the schools of North-Central and Wayaba provinces.	1/6/2021	31/12/2021	2.22	UNDP <sup>4</sup> (?)	Number of Principals/Teachers participated

<sup>1</sup> TBD – To Be Decided

<sup>2</sup> Section 13(1)(d): on receiving a complaint or any information regarding an alleged infringement or imminent infringement of any right or entitlement of a victim of crime or a witness, investigate and inquire into such alleged infringement or imminent infringement and to require any relevant authority to take such appropriate corrective measures in that regard, in order to ensure the protection and promotion of the rights and entitlements of victims of crime and witnesses provided by this Act;

<sup>3</sup> Section 13(1) (k): Take measures to sensitize public officers involved in the enforcement of the law, including officers of the Sri Lanka Police, the Prisons Department, government medical officers and public officers associated with probation and social services, on the needs of victims of crime and witnesses and on any special needs of particular categories of victims of crime, arising as a result of the harm inflicted or possible harm that may be inflicted on them.

<sup>4</sup> UNDP(?) - Refers that the UNDP will support financially but not committed as yet. So that, if they do not provide the finance, we will not be able to do those activities.

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		<b><u>The Programmes for the Police/Law enforcement Agencies</u></b>	1.3.2 <b>Conducting awareness and sensitization programmes</b> for the stakeholders (Police-Crime, Minor Offence and Women and Children OICs of all the Provinces, Senior DIG/DIGs, CRPOs and Probation Officers, Mediation Board Officers, Registrars of Magistrate/High Courts, Prison Officers, District wise public officials, Community based Correction Officers, Law students, UGC Officials, etc.)	01/01/2021	31/12/2021	3.10	GoSL-C	Number of programmes done/ public officers participated
1.4	<b><u>The Programme for the General Public:</u></b> Create awareness among the public on rights/entitlements of Victims/Witnesses in the Act (Refer the Section 13(1)(g) <sup>5</sup> of the Act given below)	<b>Public Awareness Campaign</b>	1.4.1 <b>Preparing</b> pamphlets, leaflets, posters, etc. 1.4.2 <b>Distributing</b> leaflets, posters, etc. 1.4.3 <b>Purchasing</b> Public Address System	1/1/2021 1/1/2021 1/1/2021	31/12/2021 31/12/2021 31/12/2021	1.00 1.00 0.80	UNDP (?) GoSI-R GoSL-C	No. of posters/leaflets prepared and displayed/distributed in public places
1.5	<b><u>Policy Matters:</u></b> (Policy development involves identifying need, gathering information, drafting, consulting and review.) (Section 13(1)(i) <sup>6</sup> and (l) <sup>7</sup> and (q) <sup>8</sup> )	<b>Development</b> of soft technical support	1.5.1 Development of <b>Protection</b> guidelines 1.5.2 Development of <b>Shelter</b> (Safe-house) guidelines	1/1/2021 1/1/2023	31/12/2021 31/12/2021	0.50 0.50	UNDP (?) UNDP (?)	Finalized protection guidelines document Finalized Shelter guidelines document

<sup>5</sup> Section 13(1)(g): Create awareness among the public on rights and entitlements of Victims of crime and witnesses provided by this Act

<sup>6</sup> Section 13(1) (i): Review existing policies, legislation and the practices and procedures being adopted and followed by various authorities, to ensure their conformity with recognized standards and best practices relating to the promotion and protection of the rights and entitlements of victims of crime and witnesses.

<sup>7</sup>Section 13(1) (l) : Promote and ensure the observance and application of codes of conduct and recognized norms and best practices relating to the protection of the rights and entitlements of victims of crime and witnesses, by Courts, Commissions, any other tribunals, public officers and employees of statutory bodies involved in the enforcement of the law, including officers of the Sri Lanka Police, the Prisons Department, government medical officers and officers of government social service institutions.

<sup>8</sup> Section 13(1) (q) : Develop, adopt and implement a scheme for providing assistance and protection to victims of crime and witnesses;

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			1.5.3 Development of <b>Audio-visual linkages</b> guidelines	1/1/2021	31/12/2021	0.50	UNDP (?)	Finalized Audio-Visual linkage guidelines document
			1.5.4 <b>Enhancing</b> the developed guidelines for the payment of compensation and granting other forms of redress to victims of crime and witnesses on par with international standards	1/1/2021	31/12/2021	0.50	UNDP (?)	Finalized compensation guidelines document
		<b>Annual Report Preparation</b>	Preparation and printing of Annual Report 2018, 2019 and 2020	1/1/2021	31/12/2021	1.50	GoSL-R	Annual Report docuemnts
1.6	<b>Knowledge based Developments:</b> Enhance the Library and the Research Centre at the National Authority (Refer the Section 13(1)(m) <sup>9</sup> of the Act given below)	<b>Enhance</b> the establishment of the Library and Research Centre	1.6.1 <b>Establishment of library and research center</b> for the purpose of studying the issues relating to victims/witnesses, factors contribute to commit crimes and to examine based research work how to bring down the number of crimes in society, Purchasing books, etc	1/1/2021	31/12/2021	0.40	GoSL-C	Established Research Centre
			1.6.2 Establishment of a research center relevant to the subjects of the victimology and criminology and recidivism	1/6/2021	31/12/2021	0.20	UNDP (?)	Taking steps to link up the Authority with similar international organizations including the United

<sup>9</sup> Section 13(1)(m): Conduct or promote the conduct of research into ways and means in which— (i) incidents of crime can be reduced; (ii) impact of specific crimes on victims could be minimized or prevented; (iii) victims of crime can be effectively treated, rehabilitated, counseled, assisted, compensated and protected; (iv) a conducive environment could be created for witnesses to make statements before the law enforcement authorities or to testify fearlessly at proceedings before courts, any Commissions and other tribunals; and (v) assistance and protection could be provided to victims of crime and witnesses;

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								Nations Organizations
1.7	<b>Information Dissemination Services</b> (Refer the Section 13(1)(g) <sup>10</sup> of the Act given below)	<b>Design and Development of website<sup>11</sup></b>	Develop concept paper, proposal and get the approval from the BoM. Develop the Terms of Reference (ToR) and follow procurement procedure for outsourcing the task.	01/01/2021	30/06/2021	0.60	GoSL (2020 Budget)	Fully functional website. <b>Already allocated the finance for the activity and is being developed during 2021</b>
		<b>Poster Distribution</b>	Distributing and displayed the posters among schools, police stations, courts, district/divisional secretariat divisions, hospitals, etc.	01/01/2021	31/12/2021	0.20	GoSL-R	Number of posters distributed
1.8	<b>Reduce the harassment</b> of witnesses/ victims	<b>Technically upgrade</b> a best model to suit witness/ victim <b>identification parade</b>	Prepare a concept paper by carrying out a research and development to <b>benchmark the best model</b> for the task	1/1/2021	31/12/2021	TBD	TBD	Best Identification Parade for witness/ victim
1.9	Any other projects/exhibition and workshop participation/etc. relevant for the subject area	<b>Collaboratively</b> working with Ministries/Departments /INGOs/NGOs/CSOs	Carry out activities approved by Chairman/BoM of the Authority with relevant institutions.	1/1/2021	31/12/2021	TBD	TBD	-

<sup>10</sup> Section 13(1)(g): Create awareness among the public on rights and entitlements of Victims of crime and witnesses provided by this Act

<sup>11</sup> This activity was financed from the capital expenditure of 2020 and will be ended in 2021.

**Law and Law Enforcement Division (2)**

No (A)	Goal/Task (B)	Main Activity of the proposed activity (C)	Sub Activity (D)	Expected date of commencement (DD/MM/YYYY) (E)	Expected date of completion (DD/MM/YYYY) (F)	Estimated Cost/Revenue (Mn) (G)	Funding Source (H)	Key Performance Indicator (I)
2.1	Leading evidence through contemporaneous Audio visual Linkage	Establishment an IT Unit	Get the approval for Appointing an Assistant Director and Five IT officers	1/1/2021	31/12/2021	5.00	GoSL	Number of cases conducted through Audio visual linkage
				1/1/2021	31/12/2021	2.22	GoSL	
				1/1/2021	31/12/2021	2.50	UNDP (?)	
2.2	Drafting Agreement to sign between Police protection division and Victims and Witnesses who are seeking protection <b>(Protection Division)</b>	Drafting Agreement	2.2.1. Have a discussion with chairman, Police Division and Director (Law and law Enforcement)	1/1/2021	28/02/2021		GoSL	Finalization of drafting MOU
			2.2.2. Drafting Memorandum of Understanding (MOU) under the Section 20(5) of the Act No.4 of 2015.	01/03/2021	30/04/2021			
			2.2.3. Draft of MOU, submitting to the Board of Management for comments.	01/05/2021	31/05/2021			
			2.2.4. Final MOU, submitting to the Board of management for approval.	01/06/2021	30/06/2021			
2.3	Establishing a system for compensation <b>(Protection Division)</b>	Appoint a three members committee to draft a methodology	2.3.1. Have a discussion with committee members.	1/1/2021	28/02/2021	0.3	UNDP(?)	Finalization of drafting compensation guidelines
			2.3.2. Drafting guidelines for providing compensation and money.	01/03/2021	30/04/2021			
			2.3.3. Draft of compensation guidelines, submitting to the Board of Management for comments.	01/05/2021	31/05/2021			
			2.3.4. Final report of compensation guidelines, submitting to the BOM for approval.	01/06/2021	30/06/2021			
2.4		1 safe house in year 2021	2.4.1 Interview 9 institutions	1/1/2021	31/12/2021	27.422	GoSL-C	

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	Establishing and improvement of 5 safe houses		2.4.2 Draft Concept Paper and submit to the board					
			2.4.3 Meeting with Treasury					
			2.4.4 Paper advertisement					
			2.4.5 Buying a building					
			2.4.6 Buying equipment					
			2.4.7 Appoint staff					
			2.4.8 Locate needy place					
2.5	Establishing a lawyer's panel to appear before the court of law on victims' rights	appoint one lawyer for each district	2.5.1 Submit a board paper	1/1/2021	31/12/2021	1.00	UNDP(?)	
			2.5.2 Discuss with the legal aid commission					
			2.5.3 Appoint a lawyer panel					
			2.5.4 Direct cases to the panel					
2.6	Protect Whistle Blowers	Appoint a three members committee to draft a new Act	2.6.1 Submit a board paper	1/1/2021	31/12/2021	1.50	UNDP(?)	
			2.6.2 Appoint a committee					
			2.6.3 Appoint a draft lawyer committee					
2.7	Handling complaints	On receiving a complaint or any information regarding an alleged infringement or imminent infringement of any right or entitlement of a victim of crime or a witness, investigate and inquire it		Ongoing activity	Ongoing activity	-	-	-

**Administration and Management Division (3)**

No (A)	Goal/Task (B)	Main Activity (C)	Sub Activity (D)	Date of commencement (DD/MM/YYYY) (E)	Expected date of completion (DD/MM/YYYY) (F)	Estimated Cost/Revenue (Mn) (G)	Funding Source (H)	KPI (I)	Remarks (J)
3.1	<b>Assisting the Technical Divisions to function properly</b>	1. Recruitment of the approved carder				0.2	GoSL	Filling the Vacant Positions	
			3.1.1 Obtaining of the approval of the board	November, 2020	-				
			3.1.2. Publishing the vacancies	December, 2020 (1st Week)	December, 2020 (3rd Week)				
			3.1.3. Shortlisting Process	January, 2021 (1st Week)	January, 2021 (3rd Week)				
			3.1.4. Interview Calling	February, 2021 (2nd Week)	February, 2021 (2nd Week)				
			3.1.5. Selection Process	March, 2021					
			3.1.6 Facilitate the newly recruited staff and existing staff (Partitioning)	April, 2021	December, 2021	2.078	GoSI-C		
3.2		2. Staff Training and Development	3.2.1 Training need analysis of the staff			1.000		Improving the performance of the staff	
			3.2.2. Preparing the training plan	November, 2020					
			3.2.3. Training the staff	January, 2021	December, 2021	2.500	GoSI-C		
			3.2.4. Induction training for newly recruited staff	June, 2021	December, 2021				
3.3		3. Obtaining an office space	3.3.1. Presenting a request from secretary of the Line Ministry	June, 2021	December, 2021				

		from the Government	3.3.2. Finding a suitable location						
			3.3.3. Providing necessary infrastructure facilities						
			3.3.4. Settling the staff at the space						
3.4		4. Introducing a group insurance scheme for Authority employees	3.4.1. Have a discussion with the relevant insurance company	June, 2021	December, 2021				
			3.4.2 Informing the staff in this regard						
			3.4.3. Fathoming the respond of the staff						
			3.4.4. Obtaining the consent of the staff						
			3.4.5. Implementing the Insurance scheme						
3.5		5. Development of the Internal Control Mechanism		January, 2021	June, 2021	0.500	GoSI-C		



**Finance Division (4)**

No (A)	Goal/Task (B)	Main Activity of the proposed activity (C)	Sub Activity (D)	Expected date of commencement (DD/MM/YYYY)(E)	Expected date of completion (DD/MM/YYYY) (F)	Estimated Cost/Revenue (Mn) (G)	Funding Source (H)	Key Performance Indicator (I)	Remarks
4.1	<b>Maximum utilization of capital allocation to obtain an efficient and effective service while achieving goals of the Authority</b>	Providing financial assistance to fulfill Capital requirements of the Authority as per the Procurement Plan.	4.1.1 Preperation of Quarterly Progress Reports	2021.01.01	2021.12.31	40 Million	GOSL-C	Number of goods & works completed	
4.2	<b>Budget Management</b>	Maximum utilization of government allocations according to the Budget proposals to fulfill authority's goals while minimizing fund deficiencies and surpluses.	4.2.1 Preparation of Monthly Cash Flow Statements and overview the monthly flow of cash to different expenses.	2021.01.01	2021.12.31	90 Million	GOSL-R & C	% Calculation of Deficiencies & surpluses Against Budget Allocation	
4.3	<b>Expansion of Authority Protection Fund</b>	1. Invest monies lying to the credit of "Authority Protection Fund" in an appropriate & secure manner in different investment portfolios of government securities and other financial Instruments while gaining high return under low risk.	4.3.1.1 Diversify the Investment Portfolio	2021.01.01	2021.12.31	2 Million		Yield of Interest Earned	
			4.3.1.2. Improving the Balance of Protection Fund	2021.01.01	2021.12.31	17 Million	Court Procedures	% Improvement in Protection Fund Balance	
4.4	<b>Development for existing payroll system</b>	2. Increase the penalty collection to the "Authority Protection Fund" by dispatching a reminder to the Hon. Chief Justice.	4.3.2.1 Dispatching a reminder to the Hon. Chief Justice. 4.4.1 Preparation of Quarterly Progress Reports	2021.06.30	2021.12.31	By 5 Million		Increases in Annual Penalty Collections	-
				2021.06.30	2021.02.28	0.2 Million	GOSL-C		