OFFICE OF THE INTEGRITY COMMISSION
QUARTERLY WORKPLAN
January- December 2023

ITEM	1st QUARTER			2nd QUARTER			3rd QUARTER			4th QUARTER		
	Jan.	*Feb.*	*Mar.*	*April.*	*May*	*Jun.*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*
Meetings of the Commission												
• Execution of meeting schedule and follow-up actions.												
Human Resource Management												
Staffing												
• Complete recruitment process for new Technical Officers (2)												
• Complete Review SR&ONo3 of 2012												
• Implementation of new SR&O												
Performance Management and Training												
• Complete quarterly Performance Appraisal for staff and complete Annual Performance Appraisal Report for staff												
• Training and Development-Partnering with the United Nations Office on Drugs and Crime (UNODC), Commonwealth Secretariat, Department of Public Administration (DPA), Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB), and other stakeholders, to offer Anti-Corruption training through the Commission's Virtual -Centre for Excellence Series-Senior Leadership and Management Regional Training Programme												
• Regional/International Training for Staff -as offered												
•Staff Development for Commissioners and Staff-bi-annually												
Financial Management												
• Enter all Financial transactions into Quick Books - monthly												
• Prepare Monthly Statements and End of Year Reports												
• Completion of Draft 2022 Annual Report and Financial Statements												
• Submit 2022Annual Report and Financial Statements to Audit Department												
• Prepare for 2022 Audit process												
• Budget and Work plan Retreat for 2023												

	1st QUARTER			2nd QUARTER			3rd QUARTER			4th QUARTER		
Legal Requirements	*Jan.*	*Feb.*	*Mar.*	*April.*	*May*	*Jun.*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*
• Progress review of Integrity in Public Life / Prevention of Corruption Acts • Submission of draft review documents to Ministry of Legal Affairs • Commissioner's & DPP Declaration												
Declaration/ Compliance/Investigations Process **Declaration Process** • Receipt of Declarations from 8 groups (a minimum of 2 per quarter) • Commissioners Review of Declarations completed **Compliance Process** • Complete compliance on 2021 declarations • Compliance Process on 2022 declarations **Organizational Compliance** • Administration and analysis of Systems Assessment Questionnaire virtually, via Survey Monkey, and implementation of recommendations **Investigations** • Complete Investigations started • Investigation of Procedures and Practices/Conduct of Public Sector Personnel / Forensic Accounting • Comparative Analysis												
Complaints Handling • Receive and Investigate Complaints (On-going)												

	1st QUARTER			2nd QUARTER			3rd QUARTER			4th QUARTER		
	Jan.	*Feb.*	*Mar.*	*April.*	*May*	*Jun.*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*
Public Education												
• Schedule and execute virtual Outreach Sessions on Code of Conduct and Conflict of Interest			—	—	—	—	—	—	—	—		
• Preparation and celebration of International Anti-Corruption Day(Project), including Schools Essay Competition									—			
• Continued population/boosting of Website, Facebook, Twitter and Instagram	—	—	—	—	—	—	—	—	—	—	—	—
Plant Management												
• Ensure health and safety measures are in place	—	—	—	—	—	—	—	—	—	—	—	—
• Service equipment ensure they function	—	—	—	—	—	—	—	—	—	—	—	—
• Ensure preparation for Disasters /Health Emergencies, and implementation of updated Plans	—	—	—	—	—	—	—	—	—	—	—	—
Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB)												
• Follow-up on matters related to:												
○ Complete Implementation of 2022 Communiqué	—	—	—	—	—							
○ Participation in 2023 Conference.				—	—	—						
○ Participation in Executive Meetings	—	—	—	—	—	—	—	—	—	—	—	—
Meetings of National Anti-Corruption Round Table Mechanism												
•Bi-Annual Meetings			—									
•Completion of Annual Report									—			
												—
Monitoring Mechanisms for Anti-corruption Implementation												
In collaboration with Point-of-Contact, Ministry of Legal affairs, review and follow-up on Reports and recommendations:-												
• MESICIC (Follow up Mechanism for the Implementation of the Inter- American Convention against Corruption)	—	—	—	—	—	—	—	—	—	—	—	—
• UNCAC (United Nations Convention Against Corruption)	—	—	—	—	—	—	—	—	—	—	—	—

Office of the Integrity Commission, September, 2022