



LLG Performance Assessment

LLG Performance Assessment

Kisoko Subcounty

(Vote Code: 236996)

Score 85/100 (85%)

No.	Performance Measure	Scoring Guide	Score Justification
Assessment area: A. Functionality of Parish Administrative Structures			
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>		<p>There was evidence PDCs composition PDM guidelines for all the parishes.</p> <p>PDC composition for Kisoko parish</p> <ol style="list-style-type: none"> 1. Chairperson – Ochieng John 2. Secretary – Oketcho Joseph 3. NRM – Onyango John 4. Women –Nyadoi Josephine 5. PWD –Esther Onghoro 6. Eldery – Omiel Patrick 7. Youth – Odoi Cherles <p>PDC composition for Morikiswa parish</p> <ol style="list-style-type: none"> 1. Chairperson – Owino Charles 2. Secretary –Owori Grace 3. Women –Miutesi Irene 4. PWD Opondo Silver 5. Eldery – Onyango Siliveria 6. Youth – Qpowo Geno 7. NRM – Orumu Joseph <p>PDC composition for Peipei Parish</p> <ol style="list-style-type: none"> 1. Chairperson – Owor Fred 2. Secretary – Oburu Anthony 3. NRM – Oburu Aloysius 4. PWD –Owere Thomas 5. Eldery – Oketchi Lausi 6. Youth – Ofwono Gaitano 7. Womwn – Nyapindi Hellen <p>PDC composition for Gwaragwara Parish</p> <p>Chairperson – Aketch</p>

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

2

Rose

1. Secretary – Muyundi John
2. NRM – Ogunyi Moses
3. Women –Akinyi Irene
4. PWD –Opendi Lawrence
5. Eldery – Oketcho valantino
6. Youth – Oketcho Jonn Francis

The LLG availed minutes of community mobilization for individuals and groups to participate in government programmes for all the parishes.

Morikiswa Parish meeting held on 24/04/2023, Kisoko Parish meeting held on 04/09/2023, Peipei parish meeting held on 8/05/2024 and Gwaragwara parish meeting held on 24/04/2024

Minutes for Mikaya were copied from Soni parish while Mifumi minutes for meetings were missing

List of proposals in place for the revolving funds for all the parishes

Peipei parish

Poultry, piggery and cassava

Gwaragwara parish

Poultry, piggery, fish and cassava

Kisoko parish

Rice piggery and cassava growing

Morikiswa Parish

Poultry, cassava, piggery, rice, goats and fish

Minutes of appraisal/ vetting meeting for all the parish availed.

Morikiswa parish
meeting held on
27/6/2024

Kisoko parish meeting
held on 05/06/2024

Peipei Parish meeting
held on 4/6/2024

Gwaragwara parish
meeting held on
6/6/2024

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

2

The LLG availed data that contains village, gender, age and economic activity as stipulated in the PDM guidelines.

Maximum score is 2

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

2

The following NGO's had been mapped ;Plan international, Mifumi, Child Ifoundation, Kolir women peace projectproviding child protection and youth skilling

Maximum score is 6

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0

2

The LLG provided a report to show that LLG held meetings with the PDC and village executive to discuss activities implemented. Minutes dated 24,25,28,29 August 2024 availed.

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

2

iii. Priority enterprises that can be implemented in the parish score 2 or else 0

There was evidence of minutes of meeting with the PDC and village executive held on ; Priorities enterprises that can be implemented, Pei-peï parish -14/08/2023, Kisoko parish - - 17/82023, Gwaragwara parish - 22/08/2023 and Morikiswa - 17/8/2023

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

Maximum score is 6

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

i. Is consistent with the LLG approved development plan III; score 1 or else 0

1

In the annual work plan, maintenance of Kakola through Polinga to Makauri on page 10 and in development plan on page 101

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.

1

In a report date 6/9/2023 had Pei-pei installation of culverts in Kakola trading centre-Polinga - Makauri road

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

iii. Is based on the outcomes of the budget conference; score 1 or else 0

1

On the budget on page 19 includes maintenance of Kakola trading centre- polinga - Makouri

iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0

1

There was evidence to show that the LLG held a budget conference and in the budget conference report on page 3 mention installation of culverts on Kakola trading centre- polinga - Makouri.

v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0

1

Project profiles prepared for Kakoli to Polinga - Makouri 3km road.

vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0

1

There was evidence of budget submission to the district on the 13/5/2024

5

Procurement planning for the current FY: submission of request for procurement

Maximum score is 2

Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0

2

There LLG prepared and submitted the procurement plan to CAO's office for the current FY on 11/4/2024

6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	2	<ul style="list-style-type: none"> Projects in the annual workplan include. Opening of Kakola trading centre- polinga - Makouri 3km, Purchase of office furniture, 2% to support nutrition
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Assessment area: C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	0	AFS not readily available to calculate the % of collection of OSR
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	0	Financial statement for previous FY and previous year but one not availed making it possible to the percentage increment
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p> <p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p> <p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>0</p> <p>0</p> <p>1</p>	<p>No evidence of remittance of Local revenue was made to the administrative units.</p> <p>20% of 26,660,255L.R = 5,332,051</p> <p>Actual spent on council allowances 5,431,000. This expenditure was more then 20%</p> <p>There was evidence of expenditure on operational and maintenance. Maitenance/ replacement of iron sheets</p>

Evidence that the LLG:

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.

0

OSR not posted on the notice board

Assessment area: D. Financial Management

10

The LLG submitted annual financial statements for the previous FY on time

Maximum score is 4

Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0

4

Final Accounts submitted to Auditor General on the 30/08/2024

11

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format

Maximum score is 6

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

There LLG submitted quarterly financial and physical progress reports to CAOs office in time

i. Q1 by 15th October score 1 or else 0

Q1 submitted on 11/10/2023

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Q2 submitted on 9/1/2023

ii. Q2 by 15th January score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Q3 submitted on 12/04/2024

iii. Q3 by 15th April score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

3

Q4 report submitted on 15/07/2024

iv. Q4 by 30th July score 3 or else 0

Assessment area: E. Human Resources Management for Improved Service Delivery

Appraisal of all staff
in the LLG in the
previous FY

Maximum score is 6

All LLG staffs had been
appraised in the FY
2023/2024. However,
date of appraisal was
beyond the deadline.

**Appraisal forms the
following staffs
availed.**

1. Oketcho Joshua
parish chief/ CDO
Kisoko parish
appraised on the
28/06/2024
2. Awor Grace parish
chief a Morikiswa
appraised on the
28/6/2024
3. Oburu Anthony
parish chief Pei-Pei
appraised on
10/07/2024
4. Nyafwono Florence
AAHO appraised
on the 28/07/2024
5. Nyayuki Alexandra
Barbara AO
appraised on the
28/06/2024

Evidence that the SAS/Town Clerk appraised
staff in the LLG:

(i) All staff in the LLG including extension
workers in the previous FY (by 30th June): score 2
2 or else 0

2

Health In charge had
been appraised.

Omalir Daniel In-
Charge Kisoko HCIII
appraised on the
28/06/2024 and

Evidence that the SAS/Town Clerk appraised
staff in the LLG:

(ii) Primary School Head teachers in public
primary schools in the previous school calendar
year (by 31st December) – score 2 or else 0

2

Okot Bonniface In-
Charge Morikiswa HCII
appraised on the
28/06/2024

Akaali Mariam In-
Charge Gwaragwara
HCII appraised on the
28/6/2024

All school Head Teachers had been appraised.

1. Awor Josephine H/T Abongit p/s - 10/12/2024
2. Athieno Rose Omali H/T Makauri p/s -10/07/2024
3. Asaph Gheno Were H/T Kisoko boys - 10/07/2024
- 4.

Head teacher Kisoko boys was appraised beyond the deadline

Evidence that the SAS/Town Clerk appraised staff in the LLG:

(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else

0

13

Staff duty attendance Evidence that the LLG has

Maximum score is 6 (i) Publicized the list of LLG staff: score 3 or else 0

3

Staff structure and staff list displayed on the office notice board

Monthly staff attendance analyzed as follows;

1. June 2024 dated 5/7/2024 received on 08/07/2024. Date of report and date of submission don't match
2. May 2024 1/6/2024 received on 1/06/2024
3. April 2024 1/05/2024 received on 1/05/2024
4. March 2024 8/04/2024 received on 9/04/2024
5. February 08/04/2024 received on 9/04/2024
6. January dated 2/02/2024 received on 20/02/2024
7. December 2023 dated 15/1/2024 received 15/01/2024
8. November 2023 dated 12 /12/2023 received 24 /01/2023
9. October 2023 dated 20/11/2023 received 24/11/2023
10. September 2023 dated 3/10/2023 received 16/10/2023
11. August 2024 dated 11/09/2023 received 11/09/2023
12. July 2023 dated 12/08/23 received on 14/08/2023

Evidence that the LLG has

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

3

Assessment area: F. Implementation and Execution

14	<p>The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0</p>	2	<p>There was evidence to show that the LG spent DDEG funds on eligible projects; 80% for Retooling- 10,000,000 and culverts 7,108,550 and purchase of tree seedlings – 1,300,000, 10% monitoring – 2,363,613, 2% Nutrition – 472,723, 8% Data collection – 1,890,800.</p> <p>Total = 23,636,132Sh</p>
15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2</p>	2	<p>Payment vouchers verified shows compliancy with the budget</p>
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	0	<p>The LLG supplied class desks to Gwaragwara p/s and Pomende p/s</p> <p>Culverts worth 7,108,550 not supplied and tree seedlings not procured.</p> <p>Performance $10,500,356 / 18,908,906 \times 100\% = 55\%$</p>

Assessment area: G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0</p>	2	<p>This evidence was carried out environment, social and climate change screening. Maintenance of Mailo 1- Rutego road 3km.</p>
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	1	<p>Complaints log book and defined complaints referral in place</p>

	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	1	Grevaince redress mechanisn displayed on the notice board
19	The LLG has a functional land management system Maximum score 1		Appointments letters for members of area land committee dated 28/03/2023 availed 1. Obbo Raymond 2. Namwasi Irene 3. Ochwo Micheal sule 4. Opoya Juliet Appointment for one member missing Minutes of area land committee meetings seen. Minutes dated 26/07/2023 and 23/09/2023, 14/12/2023 and 16/5/2024
	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	1	

Assessment area: H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	There was awareness creation report on improvement of education services dated 01/02/2024 provided.
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Monitoring of service
delivery in basic
schools

Maximum score is 4

Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:

If all schools (100%) - score 4

If 80 - 99% - score 2

If 60 to 79% score 1

Below 60% score 0

4

According to the monitoring reports, the LLG monitored all schools at least once per term in the previous FY.

1. Morikiswa p/s report dated 26/05/2024, 05/02/2024, 2/10/2024
2. Gwaragwara p/s reports dated 28/5/2024, 5/2/2024, 18/9/2023
3. Pomedu p/s - 27/5/2024, 6/2/2024, 18/9/2023
4. Abongit p/s - 29/5/2024, 7/02/2024, 18/9/2023
5. Makauri p/s - 27/5/2024, 5/02/2024, 18/9/2023
6. Kisoko Girls - 30/5/2024, 9/2/2024, 18/9/2023
7. Kisoko Boys - 30/5/2024, 9/2/2024, 18/9/2023
8. Peipei ps - 27/05/2024, 5/02/2024, 18/9/2023

22	Existence and functionality of School Management Committees		Minutes of SMC for all schools provided as required by the manual.
	Maximum score is 3		
	Evidence that the LLG have functional school management committees in all schools; score 3, 0 else score 0		<ol style="list-style-type: none"> 1. Morikiswa – 23/02/2024, 24/06/2024, 16/10/2023 2. Peipei p/s - 29/02/2024, 16/7/2023, 20/11/2023 3. Kisoko boys - 27/3/2024, 15/8/2023, 11/10/2023 4. Kisoko Girls - 7/3/24, 4/11/2023, 7/6/2024 5. Abongit p/s - 29/3/24, 2/7/2023, 6/10/2023 6. Pomede p/s - 28/2/2024, 12/06/2024, 4/10/2023 7. Makawori - 28/2/2024, 10/10/2023, 12/6/2024 8. Gwaragwara p/s - 15/3/2024, 2/7/2023, 20/11/2023 <p>SMC did not conducted termly meetings for all the schools</p>

Assessment area: I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	3	Provided report of community mobilization dated 04/12/2023 for improvement of primary health care.
	Maximum score is 3			
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	4	Minutes of the executive committee sat on 8th/1/2024, 20th/3/2024
	Maximum score is 4			Monitoring reports dated; 4th/1/ 2024, 20th/3/2024

25

Existence and functionality of Health Unit Management Committee

Maximum score is 3

Composition of HUMC for all health centres seen. Sampled Kisoko Health Centre and below are the HUM members.

Reck Moses, Obonyo Stephen, Asiyo Joyce, Gwoclarik Patrick, Awor Joshua, subcounty chief, In-Charge HCIII.

Evidence of HUMC meetings

Kisoko H/C III

1. Q1- 5/10/2023
2. Q2 - 06/10/2023
3. Q3 - 21/02/2024
4. Q4 - 3rd /7/2024

Gwaragwara HCII

1. Q1 - -5/09/2023
2. Q2 - 23/12/2023
3. Q3 - 22/03/2024
4. Q4 - 20/06/2024

Morikiswa HCII

1. Q1- 07/07/2023
2. Q2 - 2/10//2023
3. Q3- 1/2/2024
4. Q4 11/6/2024

Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0

3

Assessment area: J. Water & Environment Services Management

26

Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets

Maximum score is 3

Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0

3

Request for bore holes at Kisoko Health Centre III and submitted to CAO's office on 28/02/2024

27

The LLG has monitored water and environment services delivery during the previous FY

Maximum score is 3

Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0

3

Monitoring report of water and environment services provided. Monitored water sources, wetlands and tree planting

28	<p>Existence and functionality of Water and Sanitation Committees</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0</p>	2	<p>Composition of water use committee seen. the compisiton includes CP,Treasurer, secretary, 2 care takers, water guard dispenser,1 member</p> <p>Minutes of water user committee for water sources seen</p> <p>There was evidence of community contribution towards the maintenance of water sources. Collections and expenditure receipts in place. Last expenditure was for purchase of heavy duty greese at 10,000 and purchase of chain at 14,500.</p>
29	<p>Functionality of investments in water and sanitation facilities</p> <p>Maximum score is 2</p>	<p>Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0</p>	2	<p>Updated report on water hygiene and sanitation status seen. The report covers all water sources and the functionality, house holds with and without latrines, house holds with hand washing facilities e.t.c.</p>
Assessment area: L. Production Services Management				
34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	2	<p>There was evidence that production statistics data was collected, analyzed and submitted to DPO</p>
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	0	<p>This evidence was not provided</p>

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>Monitoring report dated 22/09/2023 and submitted to DPO on 28/09/2024</p>
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	2	<p>The LLG participated in training on farmers and farmer groups.</p> <p>Established a demo in peipei on basic agronomy practices in bananas</p> <p>Demo on pasture establishment</p> <p>All reports were submitted to DPO on 15/7/2023, 18/04/2024 etc.</p> <p>Attendance lists seen and training programs attached</p>
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>There was evidence of field reports on extension support to farmers. Reports not submitted to DPO on 18/4/2024, 9/5/2024, 15/7/2024 etc.</p>