



Maestría en Gestión e Innovación Tecnológica

Title

**Instructional guide to innovate management
compliance of the Municipal Development Agenda of
the National Institute for the Federalism and Development**

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September-December 2014



Instructional guide to innovate management compliance of the Municipal Development Agenda of the National Institute for the Federalism and Municipal Development.

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1. Introduction

The municipalities are the first instance for development, **backwardness or problems gestation, amplified by the social groups made of its citizens.**

In Mexico, since 2004, the program Agenda from Local was implemented, through the National Institute for Federalism and Municipal Development, INAFED for its acronym in Spanish, to promote the integral development of the municipalities through federal, state, and municipal programs and actions; UN Local Agenda 21.

Since 2015, this program was redesigned so the municipalities interested in evaluating their management could participate, with the program called: Municipal Development Agenda, ADM for its acronym in Spanish, to support the strengthening of the municipalities institutional capacity.

The municipality of Almoloya de Juarez, State of Mexico, is the chosen for this study.

2. Aim

Designing an instructional guide for the organization of people responsible of providing information to different areas, required for the Municipal Development Agenda, aim to obtain the performance evaluation to the municipal administration.

3. Method

The method is mixed, which involves qualitative and quantitative research data linking, to answer the problem proposal. Quantitative data is brought together through statistical tables, and qualitative of the deduction and observation in the space where the activities of the people responsible of compiling and register the required information are developed, in the municipality chosen to participate in the Federal program Municipal Development Agenda.

4. Results

It requires the data provided by the responsible of the city council administration, involved in this study. For the section A of the Program of the Municipal Development Agenda, the data are used to assess the necessities, opportunities and development of Territorial Planning, Public Services, and Institutional Development areas. (see Chart 1)

SECCIÓN A: Agenda Básica para el Desarrollo Municipal

<p>A.1. Planeación del Territorio</p> <ul style="list-style-type: none">A.1.1 Planeación urbana y ordenamiento ecológicoA.1.2 Reservas territorialesA.1.3 Gestión integral de riesgos (protección civil) <p>A1</p>	<p>A.2. Servicios Públicos</p> <ul style="list-style-type: none">A.2.1 Construcción de callesA.2.2 Mantenimiento de callesA.2.3 Agua potableA.2.4 Drenaje y alcantarilladoA.2.5 Aguas residualesA.2.6 LimpiaA.2.7 Residuos sólidosA.2.8 Parques y jardinesA.2.9 Alumbrado públicoA.2.10 Mercados y centrales de abastoA.2.11 PanteonesA.2.12 Rastro <p>A2</p>
<p>A.3. Seguridad Pública</p> <ul style="list-style-type: none">A.3.1 Seguridad públicaA.3.2 Policía preventivaA.3.3 Tránsito <p>A3</p>	<p>A.4. Desarrollo Institucional</p> <ul style="list-style-type: none">A.4.1 Transparencia y acceso a la información públicaA.4.2 Ingresos propiosA.4.3 Participaciones y aportaciones federalesA.4.4 EgresosA.4.5 DeudaA.4.6 OrganizaciónA.4.7 PlaneaciónA.4.8 Capacitación y profesionalizaciónA.4.9 Tecnologías de la información <p>A4</p>

Figure 1. Items of Section A

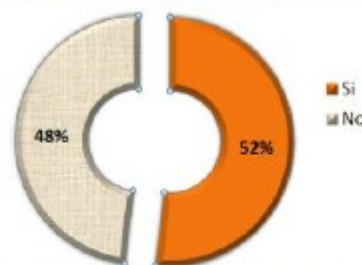
The instrument chosen to obtain the diagnosis of the information required to participate in the program, is based on the evidence evaluation procedure, in form of "Knowledge", which refers to tools and formats knowledge, for the implementation of the program; this evaluations are aim to generate process innovation, systematized through an instructional guide.

The sample was specified by the number of Directions that operates the city council, with a total of 54 questionnaires, 27 for Directors and 27 for operatives of those Directions.

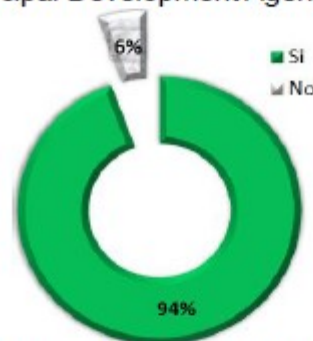
The results obtain for questions 6, 8 and 9 of the instrument used in Charts 2, 3, and 4 are illustrated.

To illustrate the Quick Tools designed elegi three of the fifteen questions as a representative sample of the results obtained that describe below.

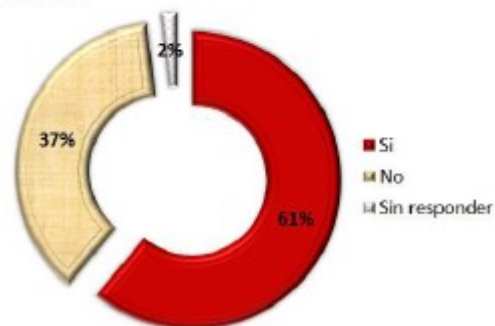
Question 6 Do you know the Program: Municipal Development Agenda?



Question 8 Do you consider that training is needed to operate the Program: Municipal Development Agenda?



Question 9 Do you consider that just an instructional guide to apply the Program: Municipal Development Agenda is needed?



5. Conclusion

The first step towards the development of the instructional guide, which is the diagnosis of the initial situation, was already done, with the result that there are training necessities and that the municipality employees are willing to apply it to cover the Program. According to the instruments applied this necessities are independent of the level of education and work experience of the employees.

Bibliographic

Hernández Sampieri Roberto, C Fernández Collado, P. Baptista, Metodología de la investigación, Ed. Mc Graw Hill, 2006.

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