



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Legislative and Parliamentary Affairs Division

2014-2015

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Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015

BETWEEN

The Secretary, Legislative and Parliamentary Affairs Division, representing the Minister, Ministry of Law, Justice and Parliamentary Affairs, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

1.1 Vision

Access to legal system and ensuring human rights.

1.2 Mission

Facilitating good governance through strengthening and modernizing the legal framework and ensuring people's access to legal system and human rights.

1.3 Functions

- 1 Providing advice to all Ministries, Divisions and Offices on all legal and constitutional questions evolved out of any legislative proposal, and on the interpretation of the constitution and any law, including international law related to such proposal;
- 2 Drafting, scrutinizing and providing opinions on all kinds of bills, ordinances, constitutional orders, statutory orders, rules, regulations, by-laws, resolutions, notifications, any custom or usage having the force of law, international treaties/ agreements/MoU and any other legal instruments;
- 3 Providing opinion and recommendation on matters relating to international treaties, conventions and international legal affairs and matters relating to international arbitration arising out of international treaties, conventions etc.;
- 4 Translation of laws and other statutory rules and orders;
- 5 Copyrights in publications of government law and performing administrative responsibility related to copyright of laws;
- 6 Publication of Acts, Ordinances and Constitutional Orders and other statutory orders, rules, regulations and other legal instruments; and codification, consolidation of laws, adaptation and correction in application and publication of translated readable text;
- 7 All matters relating to human rights and the Human Rights Commission, and provide assistance on all issues regarding formulation of related laws for Office of the Ombudsman, Law Commission and Election Commission;
- 8 Assistance and coordination regarding reforms of law.

1.4 Strategic Objectives

- 1 Providing effective legal advice to Ministry/Division/ Other Institutions of the Government.
- 2 Improving legal framework of the Government.
- 3 Facilitating protection and development of human rights in the country.

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Ministry/Division Strategic Objectives										
[1] Providing effective legal advice to Ministry/Division/ Other Institutions of the Government.	40.00	[1.1] Drafting, scrutinizing and providing opinions on all kinds of Bills, Ordinances, Constitutional Orders, statutory orders, rules, regulations, international treaties, agreements, etc.	[1.1.1] Documents Vetted.	%	40.00	95	85	80	75	70
[2] Improving legal framework of the Government.	30.00	[2.1] Compilation, updating of all rules and regulations and initiatives for its publication;	[2.1.1] Ordinance and rules/ regulations are made;	%	5.00	95	90	85	80	75
			[2.1.2] Opinions on laws	%	5.00	95	90	85	80	75
		[2.2] In the context of the laws that have already been repealed or amended, the associated laws will be updated for use as references.	[2.2.1] Publication of laws into English to Bangla and Bangla to English Respectively.	%	5.00	95	90	85	80	75
			[2.2.2] Steps taken for enactment of new laws.	%	4.00	95	90	85	80	75
		[2.3] Recommend amendments or, as the case may be, enactment of new laws after examining the relevant provisions of the laws that act as obstacles in speedy disposals of cases.	[2.3.1] Rules and regulations prepared.	%	4.00	95	90	85	80	75
			[2.3.2] Observance of existing laws and	%	3.00	95	90	85	80	75

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			fomulation of new laws.							
		[2.4] Translation of laws enacted in English and Bangla into Bangla and English respectively on priority basis.	[2.4.1] Recommendation for formulation of new law.	%	4.00	95	90	85	80	75
[3] Facilitating protection and development of human rights in the country.	15.00	[3.1] Advise and recommend to the Government to repeal laws contrary to fundamental rights and also provide advice and assistance to frame necessary laws and administrative instructions for implementation of fundamental human rights;	[3.1.1] Recommendation for formulation of new law.	%	5.00	95	90	85	80	75
		[3.2] Take steps for educating people on human rights and publication and publicity for enhancing public awareness of human rights protection Investigation and disposal of the complaints.	[3.2.1] Workshop, seminar and training to be arranged	%	5.00	95	90	85	80	75
		[3.3] Conduct research on international conventions and other legal instruments relating to human rights, and ensure examination and coordination of consistency of Bangladesh laws with international	[3.3.1] Observance of international treaty and formulation of law	%	5.00	95	90	85	80	75

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		human rights standards.								

Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) system	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation of NIS Work Plan for 2015 and get approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015

* Mandatory Objective(s)

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

Mandatory Strategic Objectives

* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
		Improve audit performance	Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

* Mandatory Objective(s)

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
Ministry/Division Strategic Objectives								
[1] Providing effective legal advice to Ministry/Division/ Other Institutions of the Government.	[1.1] Drafting, scrutinizing and providing opinions on all kinds of Bills, Ordinances, Constitutional Orders, statutory orders, rules, regulations, international treaties, agreements, etc.	[1.1.1] Documents Vetted.	%	95	90	85	95	95
[2] Improving legal framework of the Government.	[2.1] Compilation, updating of all rules and regulations and initiatives for its publication;	[2.1.1] Ordinance and rules/ regulations are made;	%	95	90	90	95	95
		[2.1.2] Opinions on laws	%	90	95	90	95	90
	[2.2] In the context of the laws that have already been repealed or amended, the associated laws will be updated for use as references.	[2.2.1] Publication of laws into English to Bangla and Bangla to English Respectively.	%	90	90	90	90	95
		[2.2.2] Steps taken for enactment of new laws.	%	95	90	90	95	95
	[2.3] Recommend amendments or, as the case may be, enactment of new laws after examining the relevant provisions of the laws	[2.3.1] Rules and regulations prepared.	%	95	90	90	95	95

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
	that act as obstacles in speedy disposals of cases.							
		[2.3.2] Observance of existing laws and fomulation of new laws.	%	90	95	90	95	95
	[2.4] Translation of laws enacted in English and Bangla into Bangla and English respectively on priority basis.	[2.4.1] Recommendation for formulation of new law.	%	95	90	90	95	95
[3] Facilitating protection and development of human rights in the country.	[3.1] Advise and recommend to the Government to repeal laws contrary to fundamental rights and also provide advice and assistance to frame necessary laws and administrative instructions for implementation of fundamental human rights;	[3.1.1] Recommendation for formulation of new law.	%	95	90	90	95	95
	[3.2] Take steps for educating people on human rights and publication and publicity for enhancing public awareness of human rights protection Investigation and disposal of the complaints.	[3.2.1] Workshop, seminar and training to be arranged	%	95	90	90	95	95

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
	[3.3] Conduct research on international conventions and other legal instruments relating to human rights, and ensure examination and coordination of consistency of Bangladesh laws with international human rights standards.	[3.3.1] Observance of international treaty and formulation of law	%	95	95	90	95	95

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Documents Vetted.	Giving effective legal advice to Ministries/Divisions/Other institutions of Government to complete the work maintaining quality and standard	LPAD.	Yearly achievement book of LPAD.	N/A
2	[2.1.1] Ordinance and rules/ regulations are made;	Assistance and coordination regarding reforms of Ordinance and rules/regulations	LPAD	Yearly law collection book Published by LPAD	
3	[2.1.2] Opinions on laws	Providing opinion and recommendation on matters relating to international treaties, conventions and international legal affairs and matters relating to international arbitration arising out of international treaties, conventions, etc	LPAD	Yearly achievement book of LPAD	
4	[2.2.1] Publication of laws into English to Bangla and Bangla to English Respectively.	Publication of authorized translation in Bengali of Acts, Ordinances and Constitutional and President's Orders and other Statutory Orders and regulations.	LPAD.	Yearly law collection book published by LPAD.	N/A
5	[2.2.2] Steps taken for enactment of new laws.	Drafting, scrutiny and opinion on all kinds of Bills, Ordinances, Constitutional Orders, statutory orders, rules, regulations by laws, resolutions, notifications, any custom or usage having the force of law and any other legal instruments.	LPAD	Yearly law collection book published by LPAD	N/A

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
5	[2.2.2] Steps taken for enactment of new laws.	Drafting, scrutiny and opinion on all kinds of Bills, Ordinances, Constitutional Orders, statutory orders, rules, regulations by laws, resolutions, notifications, any custom or usage having the force of law and any other legal instruments.	LPAD	Yearly law collection book published by LPAD	N/A
6	[2.3.1] Rules and regulations prepared.	Providing effective legal advice to Ministries/Divisions/Other Institutions of the Government	LPAD	Yearly law collection book published by LPAD	N/A
7	[2.3.2] Observance of existing laws and fomulation of new laws.	Recommend for amendments or, as the case may be, enactment of new laws after examining the relevant provisions of the laws that act as obstacles in speedy disposals of cases	LC	Annual report of LC	
8	[2.4.1] Recommendation for formulation of new law.	Recommend to the Government to repeal laws contrary to fundamental rights and also provide advice and assistance to frame necessary laws and administrative instructions for implementation of fundamental human rights.	LPAD	Yearly achievement book of LPAD	N/A

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
9	[3.1.1] Recommendation for formulation of new law.	Conduct research on laws and recommend to the Government to repeal laws contrary to fundamental rights and also provide assistance to frame necessary laws	LPAD	Yearly achievement book of LPAD	
10	[3.2.1] Workshop, seminar and training to be arranged	Administration and training of Legislative Drafting Officials and other Officials and staffs employed in the Division and take steps for educating people on human rights and publication and publicity for enhancing public awareness of human rights protection.	LPAD and NHRC	Yearly achievement book of LPAD and Annual report of NHRC	N/A
11	[3.3.1] Observance of international treaty and formulation of law	Interpretation of international treaties, conventions and international legal affairs and matters relation to international arbitration arising out of international treaties, contracts, etc.	LPAD	Annual law collection book published by LPAD	N/A

Section 5 :
Specific Performance Requirements from other Ministries/Divisions

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
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Section 6: Outcome of Ministry/Division

Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Easy Access of law to the people.	LPAD.	Updating Bangladesh Code	Nos	--	--	5	7	10
2 Disposal of complaints.	NHRC	Inquiry of complaints for disposal.	%	60	70	75	80	85
3 Improved legal framework.	LPAD.	Provide opinions on proposal for enactment/amendment of any new or old law or legal instruments	Nos	--	--	20	25	30

Whereas,

I, the Secretary, Legislative and Parliamentary Affairs Division representing the Minister, Ministry of Law, Justice and Parliamentary Affairs, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Legislative and Parliamentary Affairs Division to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
Legislative and Parliamentary Affairs Division

09.03.2015

Date



Cabinet Secretary
Cabinet Division

09/3/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	LC	Law Commission
2	LPAD	Legislative and Parliamentary Affairs Division
3	NHRC	National Human Rights Commission.