



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Ministry of Labour and Employment

2014-2015

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## Preamble

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

BETWEEN

The Secretary, Ministry of Labour and Employment, representing the Minister, Ministry of Labour and Employment, 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

Decent working conditions and improved quality of life of workers.

### 1.2 Mission

Enhancing productivity through creation of safe work environments, maintaining peaceful labour relations, elimination of child labour and development of skilled labour force.

### 1.3 Functions

- 1 Provide education, welfare services and social safety for the labour force;
- 2 Create trained labour force and employment opportunities through labour administration and training;
- 3 Register trade unions, settle industrial and labour disputes and determine and implement the minimum wage;
- 4 Formulate and enforce labour laws and eradicate child labour;
- 5 Liaise with international organizations including ILO in the field of management of labour and human resource and signing of contracts;
- 6 Develop skilled human resource and provide job-oriented training in the public and private sectors of the country.
- 7 Ensure compliance according to Labour Act.

### 1.4 Strategic Objectives

- 1 To improve working environment and welfare of workers employed in factories and establishments
- 2 To enhance growth in employment facilitated through a skilled labour force
- 3 To improve labour related compliance
- 4 To ensure minimum wages for the workers

## 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%
<b>Ministry/Division Strategic Objectives</b>										
[1] To improve working environment and welfare of workers employed in factories and establishments	40.00	[1.1] Trade Unions registration	[1.1.1] Trade Union registered	Number	5.00	370	365	360	358	355
		[1.2] Conducting Trade Unions election	[1.2.1] Trade Union election conducted	Number	5.00	10	9	7	6	5
		[1.3] Settlement of labour disputes through arbitration	[1.3.1] Disputes settled	Number	4.00	40	39	38	37	36
		[1.4] Providing training to the representatives of workers and owners on labour laws, industrial relations and labour welfare	[1.4.1] Person trained	Number	6.00	7000	6900	6800	6700	660
		[1.5] Disposal of cases relating to labour disputes through labour courts	[1.5.1] Cases disposed	Number	4.00	4700	4600	4500	4400	4300
		[1.6] Prevention and settlement of labour unrest through inspecting enterprises	[1.6.1] Complain redressed through inspection	%	4.00	80	77	75	74	70
		[1.7] Providing free primary healthcare services, family planning counseling and services and recreational facilities to workers	[1.7.1] Workers and their families provided healthcare services	Number	4.00	42000	41000	40000	39500	39000
			[1.7.2] Workers and their families provided family planning services	Number	4.00	19000	18000	17000	16500	15000
			[1.7.3] Workers and their family members	Number	4.00	115200	115000	114500	114000	113000

## 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%
			provided recreational facilities							
[2] To enhance growth in employment facilitated through a skilled labour force	10.00	[2.1] Developing a skilled labour force, providing job-oriented training and formulating various learning programmes	[2.1.1] Participants participated in training and workshop	Number	4.00	3300	3200	3150	3055	2920
		[2.2] Providing in-house training	[2.2.1] Hours provided training	Number	3.00	274	270	265	260	255
			[2.2.2] Participants	Number	3.00	392	390	381	370	365
[3] To improve labour related compliance	30.00	[3.1] Ensuring occupational health, safety and welfare of workers in the private sector	[3.1.1] Compliance factories and establishments	Number	6.00	6960	6264	5568	4872	4176
		[3.2] Conducting inspections and motivational activities	[3.2.1] Factories and establishments inspected	Number	6.00	19000	18387	18000	17500	17000
			[3.3] Filing cases against law breaking people in labour related issues	[3.3.1] Cases filed	Number	5.00	1490	1341	1192	1043
		[3.4] Conducting special drives to reduce fire and other accidents, building safety and fire safety specially in garments factories	[3.4.1] Special drives conducted	Number	6.00	3469	3122	2775	2428	2081
		[3.5] Registration and renewal of factories and establishments	[3.5.1] Registration issued	Number	4.00	2020	1908	1800	1750	1650
			[3.5.2] Renewal issued	Number	3.00	8052	7787	7522	6856	6591

## 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%
[4] To ensure minimum wages for the workers	5.00	[4.1] Determination and implementation of minimum wages for the workers of private industrial sectors	[4.1.1] Industrial sectors determined the minimum wages	Number	5.00	5	4	3	2	1

### 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	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

			Committee							
* 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
		Improve audit performance	Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
			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
<b>Ministry/Division Strategic Objectives</b>								
[1] To improve working environment and welfare of workers employed in factories and establishments	[1.1] Trade Unions registration	[1.1.1] Trade Union registered	Number	320	350	365	390	410
	[1.2] Conducting Trade Unions election	[1.2.1] Trade Union election conducted	Number	7	8	9	10	11
	[1.3] Settlement of labour disputes through arbitration	[1.3.1] Disputes settled	Number	35	37	39	40	42
	[1.4] Providing training to the representatives of workers and owners on labour laws, industrial relations and labour welfare	[1.4.1] Person trained	Number	6800	6850	6900	7000	7100
	[1.5] Disposal of cases relating to labour disputes through labour courts	[1.5.1] Cases disposed	Number	4200	4300	4400	4500	4521
	[1.6] Prevention and settlement of labour unrest through inspecting enterprises	[1.6.1] Complain redressed through inspection	%	60	70	77	80	85
	[1.7] Providing free primary healthcare services, family planning counseling and services and recreational facilities to workers	[1.7.1] Workers and their families provided healthcare services	Number	39000	39500	41000	42000	43000

### 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
		[1.7.2] Workers and their families provided family planning services	Number	16500	17000	18000	19500	20000
		[1.7.3] Workers and their family members provided recreational facilities	Number	113000	114000	115000	116200	117000
[2] To enhance growth in employment facilitated through a skilled labour force	[2.1] Developing a skilled labour force, providing job-oriented training and formulating various learning programmes	[2.1.1] Participants participated in training and workshop	Number	3000	3100	3200	3300	3400
	[2.2] Providing in-house training	[2.2.1] Hours provided training	Number	250	260	270	275	280
		[2.2.2] Participants	Number	380	387	390	392	400
[3] To improve labour related compliance	[3.1] Ensuring occupational health, safety and welfare of workers in the private sector	[3.1.1] Compliance factories and establishments	Number	4150	4720	6264	6960	8700
	[3.2] Conducting inspections and motivational activities	[3.2.1] Factories and establishments inspected	Number	17232	18000	18387	20430	21700
	[3.3] Filing cases against law breaking people in labour related issues	[3.3.1] Cases filed	Number	1290	1321	1341	1490	1600
	[3.4] Conducting special drives to reduce fire and other accidents, building safety and fire safety	[3.4.1] Special drives conducted	Number	3021	3100	3122	3469	3470

### 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
	pecially in garments factories							
	[3.5] Registration and renewal of factories and establishments	[3.5.1] Registration issued	Number	1196	1361	1908	2120	3800
		[3.5.2] Renewal issued	Number	7700	7731	7787	8652	9500
[4] To ensure minimum wages for the workers	[4.1] Determination and implementation of minimum wages for the workers of private industrial sectors	[4.1.1] Industrial sectors determined the minimum wages	Number	3	2	1	1	1

## 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] Trade Union registered	Directorate of Labour is the sole authority for CBA registration and Labour Director is the register on behalf of the MOLE.	MOLE, DOL	Annual Report of MOLE	
2	[1.2.1] Trade Union election conducted	As Register of Trade Union Labour Director or his representatives on behalf of him conduct the trade union election according to the provision in the Labour Act.	DOL	Periodic report of DOL	
3	[1.3.1] Disputes settled	Directorate of Labour settles the disputes if arises between employer and employees after receiving formal complain. It may also be noted that in maximum cases the Directorate settles many informal complains.	DOL	Report from DOL	
4	[1.4.1] Person trained	We have 4 Industrial Relations Institutes and 29 Labour Welfare Centers under DOL where representatives from labour/workers, employers and officials from Labour Administration get training on labour related issues.	MOLE, DOL	Annual report and report by the agencies.	
5	[1.5.1] Cases disposed	We have 7 Labour courts and 1 Labour Appellate Tribunal where labour related cases are lodged and disposed.	MOLE, LAT, LC.	Report from Labour Appellate Tribunal.	

## 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
6	[1.6.1] Complain redressed through inspection	Department of Inspection for Factories and Establishments inspects the factories and establishments on a regular basis. Besides of those inspections it also sends inspectors to redress the problems after receiving complain.	DIFE	Report from DIFE	
7	[1.7.1] Workers and their families provided healthcare services	We have 29 Labour Welfare Centers under Directorate of Labour to provide healthcare services to workers and their family members free of cost.	MOLE,DOL	Report from DOL	
8	[1.7.2] Workers and their families provided family planning services	We have 29 Family Welfare Centers under Directorate of Labour to provide family planning services to workers and their family members.	MOLE,DOL	Report from DOL	
9	[1.7.3] Workers and their family members provided recreational facilities	We have 29 Family Welfare Centers under Directorate of Labour to provide recreational facilities to workers and their family members.	MOLE, DOL	Report from DOL	
10	[2.1.1] Participants participated in training and workshop	The Government of Bangladesh has adopted National Skill Development Policy in 2011. Under this policy there is National Skill Development Council headed by Honourable Prime Minister of the Government of Bangladesh. NSDC is responsible for coordinating	MOLE and NSDC Secretariat	Annual Report of MOLE	

## 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
10	[2.1.1] Participants participated in training and workshop	all the technical education of Bangladesh.	MOLE and NSDC Secretariat	Annual Report of MOLE	
11	[2.2.1] Hours provided training	Providing in house training to the officials on various issues according to the instruction by the Government on hourly basis.	MOLE, DOL, DIFE, NSDC	Annual Report, Report from agencies.	
12	[2.2.2] Participants	Providing in house training to the officials on various issues according to the instruction by the Government on hourly basis.	MOLE, DOL, DIFE, NSDC	Annual Report, Report from the agencies.	
13	[3.1.1] Compliance factories and establishments	Department of Inspection for Factories and Establishments inspects the factories and Establishments of the country to ensure occupational health and safety of the workers and it also ensure welfare of the workers.	MOLE and DIFE	Annual Report of MOLE and ILO Report	
14	[3.2.1] Factories and establishments inspected	Department of Inspection for Factories and Establishments has mandate for inspecting the factories and establishments on a regular basis to ensure compliance.	MOLE, DIFE	Annual Report, Report from DIFE	

## 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
15	[3.3.1] Cases filed	Department of Inspection for Factories and Establishments files cases against labour law breaking people in the Labour Courts.	MOLE, DIFE	Annual Report, Report from DIFE, LC, LAT	
16	[3.4.1] Special drives conducted	With the help of ILO 23 teams of DIFE, BUET, ALLIANCe (An Organization of North American buyers) and ACCORD ( An Organization of European Buyers) conducting special drives to inspect the RMG Sectors on electrical, fire and building safety.	MOLE,ILO,DIFE, BUET, ALLIANCE, ACCORD	Annual Report, Report from ILO, BUET, DIFE, ALLIANCE, ACCORD	
17	[3.5.1] Registration issued	According to the Labour Act DIFE issues license to the factories and establishments considering the application and other documents.	MOLE, DIFE	Annual Report, Report from DIFE	
18	[3.5.2] Renewal issued	According to the Labour Act DIFE issues license and renew it after certain period considering the application and other documents.	MOLE, DIFE	Annual Report, Report from DIFE	
19	[4.1.1] Industrial sectors determined the minimum wages	Minimum Wages Board works to determine the minimum wages for the workers of all private industrial sectors of Bangladesh.	MOLE and MWB	Annual Report of MOLE	

**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
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**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

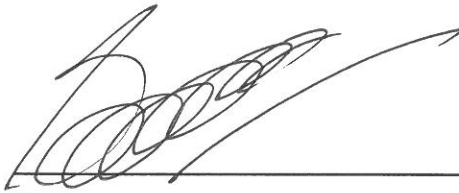
Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Number of factories ensured world standard compliance	MOLE, DIFE, DOL, Trade Unions, ILO, MWB, LC, BEF	Number of factories and establishments ensured compliance	%	20	30	40	50	60
2 Minimum Wages ensured in private industrial sectors	MOLE, DIFE, MWB	Number of industrial sector fixed minimum wages	%	40	70	80	90	100
3 Registration of factories and establishments ensured	MOLE, DIFE	Number of new factories and establishments ensured registration	%	10	20	30	50	60
4 Unemployment reduced	MOLE, NSDC, DIFE, DOL, MWB, BEF	Rate of unemployment	%	25	30	35	40	50

Whereas,


I, the Secretary, Ministry of Labour and Employment representing the Minister, Ministry of Labour and Employment, 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.

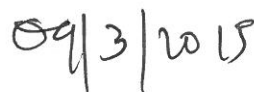
I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Ministry of Labour and Employment to provide necessary support for delivery of the results described in this agreement.

Signed,

  
\_\_\_\_\_  
Secretary  
Ministry of Labour and Employment

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet Secretary  
Cabinet Division

  
\_\_\_\_\_  
Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	BEF	Bangladesh Employers' Federation
2	BUET	Bangladesh University of Engineering and Technology
3	CBA	Collective Bargaining Agent
4	DIFE	Department of Inspection for Factories and Establishments
5	DOL	Directorate of Labour
6	ILO	International Labour Organization
7	LAT	Labour Appellate Tribunal
8	LC	Labour Court
9	MOE	Ministry of Education

Sl. No.	Name of the Agency	Ministry/Department
11	MWB	Minimum Wage Board
12	NSDC	National Skill Development Council