



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Science and Technology

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 Science and Technology, representing the Minister, Ministry of Science and Technology, 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

Nation that cares scientific and technological endeavours

1.2 Mission

Support attainment of overall scientific and technological excellence in research, development, dissemination and successful utilization of Scientific and Technological innovations.

1.3 Functions

- 1 Formulate national policies on science and technology and coordinate science and technology based initiatives and activities of different Ministries
- 2 Implementation of recommendations of the National Council for Science and Technology (NCST)
- 3 Provide grants and overall assistance to agencies/institutions in the science and technology sector including non-government scientific organisations/societies to conduct research activities
- 4 Liaison with different countries and international organisations in the science and technology sector and also implement agreements and assistance programmes in relevant sectors
- 5 Peaceful use of nuclear energy, establishment of nuclear power plants considering all aspects of security measure
- 6 Conduct potential and new technology-based research activities including marine resources, chemical metrology, biology, electronics and industry. Assist infrastructure and human resources development
- 7 Promote, extend and popularise new science related initiatives and organise an annual National Science and Technology Week (fare) with support from research and educational institutions

1.4 Strategic Objectives

- 1 Capacity building in the research process on science and technology
- 2 Development of infrastructure for expansion of science and technology
- 3 Promoting and applying environment-friendly and sustainable technology for socio-economic development
- 4 Enhanced application of nuclear technology for medical diagnosis and treatment
- 5 Safe and peaceful use of nuclear energy

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] Capacity building in the research process on science and technology	25.00	[1.1] Provide fellowships and create opportunity for higher study and research	[1.1.1] Fellowship provided	Number	5.00	1343	1240	1040	970	830
			[1.1.2] Follow-up activity done	Number	5.00	1343	1240	1040	970	830
		[1.2] Provide grants to researcher of concerned organizations and societies for science related research	[1.2.1] Grant provided for Research project	Number	5.00	330	300	265	240	200
			[1.2.2] Follow-up activity done	Number	5.00	330	300	265	240	200
		[1.3] Conduct training for Professional development	[1.3.1] Persons trained	Number	5.00	600	540	480	420	360
[2] Development of infrastructure for expansion of science and technology	15.00	[2.1] Establish RNPP (Preliminary work)	[2.1.1] Pre-Design Documents prepared	Number	3.00	21	18	16	14	12
			[2.1.2] Design Documents prepared	Number	2.00	15	13	12	10	09
		[2.2] Establish National Oceanographic Research Institute	[2.2.1] Physical infrastructure completed	square meter	5.00	3000	2700	2400	2100	1800
		[2.3] Establish and develop Research Laboratories	[2.3.1] Research laboratory modernised	Number	5.00	10	9	8	7	6
[3] Promoting and applying environment-friendly and sustainable technology for socio-economic development	15.00	[3.1] Organise Science fair	[3.1.1] Science Fair organised	Number	3.00	60	54	48	40	36
		[3.2] dissemination of science and space related	[3.2.1] Visitors	Number (In Lac)	3.00	1.0	0.9	0.8	0.7	0.6

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%
		knowledge								
		[3.3] Collect, process, preserve, modify and disseminate information on all fields of Science	[3.3.1] Information/Document collected	Number	1.00	8345	7510	6676	5841	5007
			[3.3.2] Information/Document disseminated	Number	1.00	7100	6390	5680	4970	4260
			[3.3.3] Beneficiary	Number	1.00	7954	9333	8296	5568	4772
		[3.4] Conduct research on non-conventional energy and transfer of innovated technology	[3.4.1] Technology transferred	Number	2.00	10	9	8	7	6
		[3.5] Conduct research and apply technologies to preserve quality of food	[3.5.1] Technology applied	Number	2.00	12	11	10	9	8
		[3.6] Conduct research in the field of agriculture, environment, industry and health science	[3.6.1] Technology innovated	Number	2.00	8	7	6	5	4
[4] Enhanced application of nuclear technology for medical diagnosis and treatment	15.00	[4.1] Provide health service at Atomic Health centre	[4.1.1] Patient	Number (In Lac)	4.00	3.5	3.15	2.8	2.45	2.10
		[4.2] Provide medical treatment to patients through Radioisotope	[4.2.1] Patients	Number	4.00	2200	1980	1760	1540	1320
		[4.3] Prepare and supply Grafts for surgery	[4.3.1] Grafts prepared and supplied	Number	4.00	10000	9000	8000	7000	6000
		[4.4] Set standards for radioactive equipment used	[4.4.1] Radioactive equipment	Number	3.00	110	100	90	80	70

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%
		in diagnostic laboratories	standardized							
[5] Safe and peaceful use of nuclear energy	15.00	[5.1] Apply nuclear analytical technique	[5.1.1] Nuclear Analytical Techniques applied	Number	5.00	10000	9000	8000	7000	6000
		[5.2] Use nuclear technology in the protection of life property and environment	[5.2.1] Nuclear Technology used	Number	4.00	6250	5700	5000	4400	3800
		[5.3] Disseminate information about safe and peaceful use of nuclear energy	[5.3.1] Information disseminated	Number	3.00	30	27	24	20	18
		[5.4] Issue Authorization for using Nuclear and radiation facilities	[5.4.1] Authorization issued	Number	2.00	1500	1350	1200	1050	900
		[5.5] Conduct Regulatory Inspection in Nuclear and Radiation facilities	[5.5.1] Regulatory Inspection conducted	Number	1.00	300	270	240	210	180

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

* 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

			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
* 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	--

* 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 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] Capacity building in the research process on science and technology	[1.1] Provide fellowships and create opportunity for higher study and research	[1.1.1] Fellowship provided	Number	700	1001	1343	1500	1800
		[1.1.2] Follow-up activity done	Number	700	1001	1343	1500	1800
	[1.2] Provide grants to researcher of concerned organizations and societies for science related research	[1.2.1] Grant provided for Research project	Number	237	331	330	375	400
		[1.2.2] Follow-up activity done	Number	237	331	330	375	400
	[1.3] Conduct training for Professional development	[1.3.1] Persons trained	Number	--	672	600	630	640
	[2] Development of infrastructure for expansion of science and technology	[2.1] Establish RNPP (Preliminary work)	[2.1.1] Pre-Design Documents prepared	Number	--	--	21	--
[2.1.2] Design Documents prepared			Number	--	--	15	--	--
[2.2] Establish National Oceanographic Research Institute		[2.2.1] Physical infrastructure completed	squre meter	5000	8087	3000	--	--
[2.3] Establish and develop Research Laboratories		[2.3.1] Research laboratory modernised	Number	6	5	7	12	17
[3] Promoting and applying	[3.1] Organise Science fair	[3.1.1] Science Fair organised	Number	65	65	65	65	65

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
environment-friendly and sustainable technology for socio-economic development								
	[3.2] dissemination of science and space related knowledge	[3.2.1] Visitors	Number (In Lac)	0.92	0.95	1.0	1.02	1.05
	[3.3] Collect, process, preserve, modify and disseminate information on all fields of Science	[3.3.1] Information/Document collected	Number	7274	9130	8345	7631	7313
		[3.3.2] Information/Document disseminated	Number	5924	11694	7100	7450	7900
		[3.3.3] Beneficiary	Number	10306	11226	7954	9753	9870
	[3.4] Conduct research on non-conventional energy and transfer of innovated technology	[3.4.1] Technology transferred	Number	2	4	9	10	11
	[3.5] Conduct research and apply technologies to preserve quality of food	[3.5.1] Technology applied	Number	3	7	12	14	16
	[3.6] Conduct research in the field of agriculture, environment, industry and health science	[3.6.1] Technology innovated	Number	4	6	8	12	16
[4] Enhanced application of nuclear technology for medical diagnosis and treatment	[4.1] Provide health service at Atomic Health centre	[4.1.1] Patient	Number (In Lac)	2.8	3.3	3.5	3.7	4
	[4.2] Provide medical treatment to patients	[4.2.1] Patients	Number	1954	2129	2200	2350	2500

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
	through Radioisotope							
	[4.3] Prepare and supply Grafts for surgery	[4.3.1] Grafts prepared and supplied	Number	8815	9926	10000	10600	11250
	[4.4] Set standards for radioactive equipment used in diagnostic laboratories	[4.4.1] Radioactive equipment standardized	Number	50	103	110	116	124
[5] Safe and peaceful use of nuclear energy	[5.1] Apply nuclear analytical technique	[5.1.1] Nuclear Analytical Techniques applied	Number	7617	9668	10000	10500	11100
	[5.2] Use nuclear technology in the protection of life property and environment	[5.2.1] Nuclear Technology used	Number	458	2477	2500	2650	2700
	[5.3] Disseminate information about safe and peaceful use of nuclear energy	[5.3.1] Information disseminated	Number	--	3	3	4	5
	[5.4] Issue Authorization for using Nuclear and radiation facilities	[5.4.1] Authorization issued	Number	--	1372	1500	1730	1800
	[5.5] Conduct Regulatory Inspection in Nuclear and Radiation facilities	[5.5.1] Regulatory Inspection conducted	Number	--	260	300	350	360

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] Fellowship provided	Fellowship provided individually	MoST	Annual report 2014 of MoST	
2	[1.1.2] Follow-up activity done	Research completion report received	MoST	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
3	[1.2.1] Grant provided for Research project	Grant provided for Research Organisations	MoST	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
4	[1.2.2] Follow-up activity done	Research completion report received	MoST	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
5	[1.3.1] Persons trained	Training conducted on safe use of Nuclear Power	BAERA	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

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	[2.1.1] Pre-Design Documents prepared	Pre-design documents of RNPP will be prepared by June 2015	MoST, BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
7	[2.1.2] Design Documents prepared	Design documents of RNPP will be prepared by June 2015	MoST, BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
8	[2.2.1] Physical infrastructure completed	construction of three buildings of Oceanographic Research Institute completed.	MoST	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
9	[2.3.1] Research laboratory modernised	As there are various items of different nature in modernization of Research Laboratories, it is difficult to cluster all items under a small number of 'Unit's. So, considering 'the completion of the whole process' as 'one unit', 'Number' is taken as 'Unit'.	BAEC, BCSIR, BAERA	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
10	[3.1.1] Science Fair organised	Every year, Science Fair is held, one in each District and one at national level.	NMST	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

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
11	[3.2.1] Visitors	As knowledge of the visitors of BSMRNT are enhanced, 'number of visitor' is taken as the 'Unit'.	BSMRNT	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
12	[3.3.1] Information/Document collected	Information/Document on science and technology	BANSDOC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
13	[3.3.2] Information/Document disseminated	Information/Document on science and technology	BANSDOC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
14	[3.3.3] Beneficiary	Users of BANSDOC has been decreasing in number day by day because of easy access to many other digital source of knowledge.	BANSDOC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
15	[3.4.1] Technology transferred	Technology innovated on the use of non-conventional energy, such as 'Improved Stove'.	BCSIR	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

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
16	[3.5.1] Technology applied	Technology such as kaitocen, on the safe preservation of food	NIB	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
17	[3.6.1] Technology innovated	Environment friendly technology such as enzyme for textile and leather bio-fertilizer for rice and so on.	NIB	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
18	[4.1.1] Patient	Patients received treatment at Atomic Health Centers.	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
19	[4.2.1] Patients	Patient received radioisotope-based treatment	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
20	[4.3.1] Grafts prepared and supplied	Different variety of Graft is used. Such as Tissue, amnionand bone Graft.	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

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
21	[4.4.1] Radioactive equipment standardized	Radio equipment includes X-ray, fluorescence (XRF), X-ray diffraction (XRD)	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
22	[5.1.1] Nuclear Analytical Techniques applied	Nuclear Analytical technique help determining and quantifying toxic elements in human body	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
23	[5.2.1] Nuclear Technology used	Nuclear technology such as atomic absorption spectro-photometry (AAS), neutron activation analysis (NAA) and so on	BAEC	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
24	[5.3.1] Information disseminated	Information disseminated in the form of Seminar, Workshop, Symposium and so on.	BAERA	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	
25	[5.4.1] Authorization issued	Authorization means license, permit, NOC and so on given for safe use of nuclear technology	BAERA	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

Section 4:

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

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
26	[5.5.1] Regulatory Inspection conducted	Regulatory inspection for safe use of nuclear and radiation facilities.	BAERA	Annual Budget, 2014-15, MoST, Annual report 2014 of MoST	

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 New technology disseminated and transfer		Research paper published in international journal	Number	14	16	20	24	30
		Technology innovated	Number	4	6	8	12	16
		Technology transferred	Number	2	4	9	10	11
2 Use of radioactive-free commodities increased and volume of export enhanced		Import-export commodities standardized	Number	14	18	22	24	28
3 Atomic technology-based health care service increased		Patients received atomic technology-based health care	Number	2.8	3.3	3.5	3.7	4

Whereas,

I, the Secretary, Ministry of Science and Technology representing the Minister, Ministry of Science and Technology , 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 Science and Technology to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
Ministry of Science and Technology

9 March 2015

Date



Cabinet Secretary
Cabinet Division

09/3/15

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	BAEC	Bangladesh Atomic Energy commission
2	BAERA	Bangladesh Atomic Energy Regulatory Authority
3	BANSDOC	Bangladesh National Scientific and Technical Documentation Centre
4	BCSIR	Bangladesh Council for Scientific and Industrial Research
5	BSMRNT	Bangabandhu Sheikh Mujibur Rahman Novi Theatre
6	MoST	Ministry of Science and Technology
7	NIB	National Institute of Biotechnology
8	NSTM	National Science and Technology Musium
9	RNPP	Rooppur Nuclear Power Plant

