



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Planning Division

2014-2015

# Table of Contents

Preamble
Section 1: Ministry's / Division's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and Targets
Section 3: Trend values of the Performance Indicators
Section 4: Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology
Section 5: Specific Performance Requirements from other Ministries/Divisions
Section 6: Outcomes of the Ministry/Division

## Preamble

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

BETWEEN

The Secretary, Planning Division, representing the Minister, Ministry of Planning, 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

Effective plans, policies and strategies for developed nation.

### 1.2 Mission

Sustainable overall development of the country through participatory national development plans, policies strategies and monitoring and evaluation.

### 1.3 Functions

- 1 Formulation of long term, medium term and short term national plans, policies, strategies such as perspective plan, five years plan etc, for the attainment of the socio-economic development of the country.
- 2 Preparation and assessment of development project proforma, processing the project proposals, facilitating approvals and revisions.
- 3 Preparation of ADP/RADP as per national plans, policies and strategies.
- 4 Undertaking research programs in the area of socio-economic development, provide incentives to researchers , conduct surveys investigation,disseminate and establish linkage to facilitate preparation of effective plans,training and publication of reports/journal.
- 5 Monitoring and evaluation.

### 1.4 Strategic Objectives

- 1 Preparation of effective national plans, policies and strategies. 2. Enhanced capacity for development management.

## 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] Preparation of effective national plans, policies and strategies. 2. Enhanced capacity for development management.	85.00	[1.1] Preparation of strategic plan.	[1.1.1] Final Draft publication of 7th five year plan	Date	34.00	26/06/2015	27/06/2015	28/06/2015	29/06/2015	30/06/2015
		[1.2] Preparation and update of Annual development program and revised ADP.	[1.2.1] RADP final publication	Date	17.00	30/04/2015	05/05/2015	10/05/2015	12/05/2015	15/05/2015
			[1.2.2] ADP final Publication.	Date	25.00	20/05/2015	25/05/2015	28/05/2015	30/05/2015	05/06/2015
		[1.3] Extend secretariat support ECNEC and NEC.	[1.3.1] Number of NEC meeting.	Number	1.00	3	2	2	1	1
			[1.3.2] Number of ECNEC meeting.	Number	1.50	30	28	27	26	25
		[1.4] Providing Training	[1.4.1] Person trained.	Number	2.50	2000	1950	1900	1800	1700
		[1.5] Research at BIDS.	[1.5.1] Number of publications.	Number	2.50	21	20	19	18	17
		[1.6] Research at SSRC.	[1.6.1] Submission of research report.	Number	1.50	32	31	30	29	28

### 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
--	------	--	---	------	-----	------------	------------	------------	------------	------------

\* 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

			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
* 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

\* 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%
<b>Mandatory Strategic Objectives</b>										
			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
<b>Ministry/Division Strategic Objectives</b>								
[1] Preparation of effective national plans, policies and strategies. 2. Enhanced capacity for development management.	[1.1] Preparation of strategic plan.	[1.1.1] Final Draft publication of 7th five year plan	Date	--	--	27/06/2015	--	--
	[1.2] Preparation and update of Annual development program and revised ADP.	[1.2.1] RADP final publication	Date	20/03/2013	03/04/2014	03/04/2015	31/03/2016	31/03/2017
		[1.2.2] ADP final Publication.	Date	28/05/2013	20/05/2014	20/05/2015	15/05/2016	12/05/2017
	[1.3] Extend secretariat support ECNEC and NEC.	[1.3.1] Number of NEC meeting.	Number	3	2	3	3	3
		[1.3.2] Number of ECNEC meeting.	Number	19	26	28	30	32
	[1.4] Providing Training	[1.4.1] Person trained.	Number	2078	2631	2000	2500	3000
	[1.5] Research at BIDS.	[1.5.1] Number of publications.	Number	20	21	22	23	25
	[1.6] Research at SSRC.	[1.6.1] Submission of research report.	Number	0	32	32	35	40



## 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] Final Draft publication of 7th five year plan	Formulation of Seventh Five Year Plan 2016-2020 on the basis of reports of different ministries, sector divisions of planning commission, background studies, technical framework, survey, research and stake holder workshops development.	GED, Planning Commission.	Report of GED	
2	[1.2.1] RADP final publication	Formulation and publication of Final RADP 2014-2015 on the basis of projects requirement and resource envelope of the government.	Programming Division, Planning Commission.	Report of programming Division.	
3	[1.2.2] ADP final Publication.	Formulation and publication of Final ADP 2015-2016 on the basis of projects requirement and resource envelope of the government.	Programming Division, Planning Commission.	Report of Programming Division.	
4	[1.4.1] Number of NEC meeting.	Honorable prime Minister is the Chairperson of NEC. National plans, policies, strategies, ADP, RADP are finalized in the NEC meeting.	Planning Division and Planning Commission.	Annual report of Planning Division.	
5	[1.4.2] Number of ECNEC meeting.	Honorable prime minister is the Chairperson of ECNEC. Development projects of different ministries amounting to taka above 25 Crore are analyzed and approved in the ECNEC meeting . Usually ECNEC meeting held in every week.	Planning Division and Planning Commission.	Annual Report of Planning Division.	

## 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	[1.4.2] Number of ECNEC meeting.	Honorable prime minister is the Chairperson of ECNEC. Development projects of different ministries amounting to taka above 25 Crore are analyzed and approved in the ECNEC meeting . Usually ECNEC meeting held in every week.	Planning Division and Planning Commission.	Annual Report of Planning Division.	
6	[1.5.1] Person trained.	Regular Training on ICT, Development studies and Financial Management, Development Administration, Planning and Budget, Procurement, English language, Human Resource Management, Post Graduate Diploma on ICT, request Course, Foundation training for BCS (Health) cadre at NAPD and training on National Integrity Strategy (NIS) at planning Division.	NAPD and Planning Division.	Training Calender of NAPD and report of Planning Division.	
7	[1.6.1] Number of publications.	Research of Development Studies, Publication of Research report, journals, monographs, news-later and survey report are published by BIDS on regular basis.	BIDS.	Annual Research Program 2013-2014, Regular News later, Report of BIDS to Planning Division.	
8	[1.7.1] Submission of research report.	Provide grant to researcher on social science and received research report from the researchers.	SSRC, Planning Division.	Report of SSRC and Planning Division.	

**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
-------	------------------------	-------------	----------------------------------	--------------------------------	------------------

**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
-------------------	-------------------	--------------------------------	---	------------------------------------	------------------------------------	---

## 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 Poverty Reduction	All of the Ministries/ Divisions and other GO-NGO Organizations	Poverty Rate.	%	28	26	24	22	21
2 Economic Growth	Public and private sectors (Ministries, divisions, private sectors and NGOs)	GDP growth rate.	%	6.01	6.12	7.3	6.6	6.8

Annual Performance Agreement (APA) for Planning Division -(2014-2015)

Whereas,

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

Signed,



Secretary  
Planning Division

09, 03, 2015

Date



Cabinet Secretary  
Cabinet Division

09/3/2015

Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	ADP	Annual Development Program.
2	BBS	Bangladesh Bureau of Statistics.
3	BIDS	Bangladesh Institute of Development Studies.
4	ECNEC	Executive Committee of the National Economic Council.
5	GDP	Gross Domestic Product.
6	GED	General Economic Division.
7	NAPD	National Academy for Planning and Development.
8	NEC	National Economic Council.
9	NGO	Non-Governmental Organization.

10	RADP	Revised Annual Development Program.
Annual Performance Agreement (APA) for Planning Division -(2014-2015)		
11	SSRC	Social Science Research Council.