



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Statistics and Informatics Division

2014-2015

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## Preamble

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

BETWEEN

The Secretary, Statistics and Informatics 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

A world class National Statistical System

### 1.2 Mission

To collect, process, analyze and publish statistical information using modernized method for the development of the country and welfare of the people.

### 1.3 Functions

- 1 Formulation and revision of Act, rules/policies of Statistics and subsequent works thereof.
- 2 Facilitate to conduct censuses on population, economic, agriculture and surveys on socio-economic and other emerging areas.
- 3 Ensuring estimation of national accounts aggregates and compilation of different price indices.
- 4 Coordination among the ministries/divisions and other organizations on statistical standards and methods.
- 5 Assess the information needs of the country according to international standards: establish a data bank and electronic data processing system; disseminate relevant statistical data to different users based on their needs.
- 6 Establish, maintain and update National Population Register (NPR) and establish a statistical network and strengthen it and establish a digital archive for this purpose.
- 7 Arrange national and international cooperation on statistics in the area of education, training, research and improvement of professional standards.
- 8 Facilitate the implementation of NSDS.

### 1.4 Strategic Objectives

- 1 Formulating act/rules/policies related to statistics and informatics need of the country;
- 2 Providing data/ statistics on identified key parameters to Planners and Policy makers in Government and to others.
- 3 Improving National Statistical System (NSS) and to make it consistent with international standards by implementing NSDS.

## 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] Formulating act/rules/policies related to statistics and informatics need of the country;	10.00	[1.1] Review and update the existing Statistics Act and submit the final draft to Legislative Division	[1.1.1] Draft of revised Act submitted to Legislative Division	Date	3.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
		[1.2] Review and update the Allocation of Business of SID and submit to the Cabinet Division	[1.2.1] Draft of Allocation of Business submitted to Cabinet Division	Date	4.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
		[1.3] Formulation of national Informatics policy	[1.3.1] Draft of the Informatics policy submitted to Legislative Division	Date	3.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
[2] Providing data/ statistics on identified key parameters to Planners and Policy makers in Government and to others.	45.00	[2.1] Compilation and release of Estimates of National Income	[2.1.1] Annual GDP Estimates	Date	3.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
			[2.1.2] First Revised estimates of National Income	Date	2.00	30/04/2015	10/05/2015	20/05/2015	28/05/2015	30/05/2015
			[2.1.3] Preliminary estimate of current year of National accounts and final estimates of previous year	Date	2.00	31/05/2015	10/06/2015	15/06/2015	20/06/2015	30/06/2015
		[2.2] Compilation and release of monthly Consumer Price Index (CPI)	[2.2.1] CPI published	Days of next month	2.00	5	8	10	12	15
		[2.3] Compilation and release of monthly Quantum Index of Industrial Production (QIIP)	[2.3.1] Timely release of QIIP	Months to publish	2.00	2	3	4	5	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%
		[2.4] Bringing out statistical publications	[2.4.1] Statistical Year Book of Bangladesh 2014	Date	3.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
			[2.4.2] Statistical pocket book 2014	Date	3.00	15/04/2015	30/04/2015	15/05/2015	30/05/2015	30/06/2015
			[2.4.3] Agriculture yearbook 2013	Date	3.00	15/04/2015	30/04/2015	15/05/2015	30/05/2015	30/06/2015
			[2.4.4] Publications of Population and housing census 2011	Number	6.00	50	45	40	35	30
			[2.4.5] Publications of Economic census 2013	Date	4.00	15/04/2015	30/04/2015	15/05/2015	30/05/2015	30/06/2015
			[2.4.6] Survey reports	Number	4.00	15	12	10	9	8
			[2.4.7] Small area atlas of Bangladesh	Number	4.00	15	12	11	10	9
		[2.5] Publication of District Gazetteer	[2.5.1] District Gazetteer published	Number	3.00	7	6	5	4	3
[2.6] National Household Data collection and compilation	[2.6.1] Data collected	Date	4.00	15/06/2015	18/06/2015	20/06/2015	23/06/2015	30/06/2015		
[3] Improving National Statistical System (NSS) and to make it consistent with international standards by implementing NSDS.	30.00	[3.1] Cooperation with national and international organizations regarding training of statistics	[3.1.1] Seminar/Workshop organized	Number	8.00	24	17	15	14	12
			[3.1.2] Trainees attended	Number	8.00	600	550	500	450	400
			[3.1.3] Trainees sent to International training	Number	8.00	95	85	75	70	60

## 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%
		[3.2] Ensuring "NSDS Implementation Assistance programme"	[3.2.1] On-time completion of the programme	Date	6.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015

### 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
<b>Ministry/Division Strategic Objectives</b>								
[1] Formulating act/rules/policies related to statistics and informatics need of the country;	[1.1] Review and update the existing Statistics Act and submit the final draft to Legislative Division	[1.1.1] Draft of revised Act submitted to Legislative Division	Date	--	--	20/06/2015	--	--
	[1.2] Review and update the Allocation of Business of SID and submit to the Cabinet Division	[1.2.1] Draft of Allocation of Business submitted to Cabinet Division	Date	--	--	20/06/2015	15/05/2016	--
	[1.3] Formulation of national Informatics policy	[1.3.1] Draft of the Informatics policy submitted to Legislative Division	Date	--	--	20/06/2015	15/05/2016	--
[2] Providing data/ statistics on identified key parameters to Planners and Policy makers in Government and to others.	[2.1] Compilation and release of Estimates of National Income	[2.1.1] Annual GDP Estimates	Date	--	22/08/2014	20/06/2015	15/06/2016	10/06/2017
		[2.1.2] First Revised estimates of National Income	Date	--	--	10/06/2015	08/06/2016	01/06/2017
		[2.1.3] Preliminary estimate of current year of National accounts and final estimates of previous year	Date	--	--	10/06/2015	08/06/2016	01/06/2017
	[2.2] Compilation and release of monthly Consumer Price Index (CPI)	[2.2.1] CPI published	Days of next month	--	4	4	4	4
	[2.3] Compilation and release of monthly Quantum	[2.3.1] Timely release of QIIP	Months to publish	--	4	4	4	4

### 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
	Index of Industrial Production (QIIP)							
	[2.4] Bringing out statistical publications	[2.4.1] Statistical Year Book of Bangladesh 2014	Date	--	18/09/2014	20/06/2015	01/04/2016	01/02/2017
		[2.4.2] Statistical pocket book 2014	Date	--	--	30/04/2015	01/03/2016	01/02/2017
		[2.4.3] Agriculture yearbook 2013	Date	--	--	30/04/2015	01/02/2016	01/01/2017
		[2.4.4] Publications of Population and housing census 2011	Number	--	--	45	--	--
		[2.4.5] Publications of Economic census 2013	Date	--	--	30/04/2015	--	--
		[2.4.6] Survey reports	Number	--	--	12	14	16
		[2.4.7] Small area atlas of Bangladesh	Number	--	--	12	14	16
	[2.5] Publication of District Gazetteer	[2.5.1] District Gazetteer published	Number	--	--	7	6	5
	[2.6] National Household Data collection and compilation	[2.6.1] Data collected	Date	--	--	18/06/2015	10/06/2016	01/06/2017
[3] Improving National Statistical System (NSS) and to make it consistent with international standards by implementing NSDS.	[3.1] Cooperation with national and international organizations regarding training of statistics	[3.1.1] Seminar/Workshop organized	Number	--	20	24	30	35
		[3.1.2] Trainees attended	Number	500	590	600	650	700

### 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
		[3.1.3] Trainees sent to International training	Number	90	95	95	100	105
	[3.2] Ensuring "NSDS Implementation Assistance programme"	[3.2.1] On-time completion of the programme	Date	--	--	20/06/2015	--	--

## 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] Draft of revised Act submitted to Legislative Division	Review and amend the existing Statistics Act 2013 in order to restructuring of BBS	Statistics and Informatics Division (SID)	Admin wing of Statistics and Informatics Division (SID)	
2	[1.2.1] Draft of Allocation of Business submitted to Cabinet Division	Allocation of Business need to be modified as per requirement of SID	Statistics and Informatics Division (SID)	Admin wing of Statistics and Informatics Division (SID)	
3	[1.3.1] Draft of the Informatics policy submitted to Legislative Division	Formulate the policy of Informatics in the National level	Statistics and Informatics Division (SID)	Informatics wing of Statistics and Informatics Division (SID)	
4	[2.1.1] Annual GDP Estimates	The National account designed to account for economic transactions, compilation, drawing information from several diverse data sources, and adopting different approaches viz. expenditure, income and production approach.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
5	[2.1.2] First Revised estimates of National Income	The National account designed to account for economic transactions, compilation, drawing information from several diverse data sources, and adopting different approaches viz. expenditure, income and production approach.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	

## 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	[2.1.2] First Revised estimates of National Income	The National account designed to account for economic transactions, compilation, drawing information from several diverse data sources, and adopting different approaches viz. expenditure, income and production approach.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
6	[2.1.3] Preliminary estimate of current year of National accounts and final estimates of previous year	The National account designed to account for economic transactions, compilation, drawing information from several diverse data sources, and adopting different approaches viz. expenditure, income and production approach.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
7	[2.2.1] CPI published	The National account designed to account for economic transactions, compilation, drawing information from several diverse data sources, and adopting different approaches viz. expenditure, income and production approach.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
8	[2.3.1] Timely release of QIIP	Timely release of Quantum Index of Industrial Production (QIIP)	Bangladesh Bureau of Statistics (BBS)	BBS document of SID	

## 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	[2.4.1] Statistical Year Book of Bangladesh 2014	Statistical Year book is a comprehensive data source for all sectors of the country	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
10	[2.4.2] Statistical pocket book 2014	Statistical pocket book is a mini version of comprehensive data source for all sectors of the country	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
11	[2.4.3] Agriculture yearbook 2013	Agriculture Year book is a comprehensive data source for agriculture sector of the country	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
12	[2.4.4] Publications of Population and housing census 2011	Population census is the complete count of all persons in a reference period irrespective of age, sex and race in the geographic area of the country. Results of the census are using for resource allocation and other policy planning related to population	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
13	[2.4.5] Publications of Economic census 2013	Economic census is the complete count of all establishments/units located in the country. Results will be used for policy planning related to economic activity	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	

## 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
14	[2.4.6] Survey reports	Survey reports related to various demography, agriculture and other socio-economic issues for better evidence based policy formulation	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
15	[2.4.7] Small area atlas of Bangladesh	Small area Atlas is designed to produce statistical data by integrating geo spatial information for the Local level. The reports will be used for local level planning.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	BBS document of SID	
16	[2.5.1] District Gazetteer published	The District Gazetteer is a comprehensive geographical, economic, social and cultural catalogue of a district.	Statistics and Informatics Division (SID)	Development wing of SID	
17	[2.6.1] Data collected	National Household data from the whole country	Bangladesh Bureau of Statistics (BBS)	BBS document of SID	
18	[3.1.1] Seminar/Workshop organized	Total number of seminar/workshop that BBS/SID organised for data dissemination	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	Annual report of SID	

## 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
19	[3.1.2] Trainees attended	Trainings that BBS & SID organized for the enhancement of skill development	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	Annual report of SID	
20	[3.1.3] Trainees sent to International training	Number of trainees sent abroad for professionalized training for the capacity building & empowerment of staffs.	Bangladesh Bureau of Statistics (BBS) & Statistics and Informatics Division (SID)	Annual report of SID	
21	[3.2.1] On-time completion of the programme	Programme to ensure timely implementation of different strategic goals of the NSDS by the various wings of BBS	Statistics and Informatics Division (SID)	National Strategy for the Development of Statistics (NSDS)	



**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 Reduction of time in publishing the results of Census and Surveys		Reducing the time lagging between report publication time and the actual survey time	Months	12	8	6	4	3
2 Measure economic growth in various sectors	Finance Division, ERD, Bangladesh Bank and other government and private organizations dealing with economic policies	Timely release of the Annual estimates of GDP	Date	30/06/2013	30/06/2014	31/05/2015	17/04/2016	13/04/2017
		Timely release of preliminary estimates of GDP	Date	30/04/2013	30/04/2014	30/04/2015	25/04/2016	13/04/2017
		Timely release of final estimates of GDP	Date	31/05/2013	31/05/2014	31/05/2015	19/05/2016	10/05/2017
3 Measure CPI/Inflation in economy	Bangladesh Bank, semi-government, corporate sectors, private sectors, NGOs and others	Timely release of CPI	Days of the next month	8	5	5	5	5

Whereas,

I, the Secretary, Statistics and Informatics 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, Statistics and Informatics Division to provide necessary support for delivery of the results described in this agreement.

Signed,



\_\_\_\_\_  
Secretary  
Statistics and Informatics Division

19.03.2015

\_\_\_\_\_  
Date



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

19/3/2015

\_\_\_\_\_  
Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	BBS	Bangladesh Bureau of Statistics
2	BMC	Budget Management Committee
3	CC	Citizen Charter
4	CPI	Consumer Price Index
5	FTS	Foreign Trade Statistics
6	NHD	National household database
7	NSS	National Statistical system
8	QIIP	Quarterly Index of Industrial Production
9	SID	Statistics and Informatics Division

