

Government of the People’s Republic of Bangladesh

**ANNUAL PERFORMANCE AGREEMENT**

Between

The Cabinet Secretary

and

Secretary, Ministry……………………………..

July, 2014 - June, 2015

**Table of Contents**

|  |  |
| --- | --- |
| Preamble |  |
| Section 1: Ministry’s / Division’s Vision, Mission, Strategic Objectives and Functions |  |
| Section 2: Strategic Objectives, Priorities, 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 this the …………day of January 2014.

BETWEEN

The Secretary, Ministry of …………………, representing the Minister for ………………, 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:**

**1.2 Mission:**

**1.3 Functions:**

**1.4 Strategic Objectives**

**Section 2**

**Strategic Objectives, Priorities, Activities, Performance Indicators and Targets**

| **Column 1** | **Column 2** | **Column 3** | **Column 4** | | **Column 5** | **Column 6** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Strategic Objectives** | **Weight of Strategic**  **Objective** | **Activities** | **Performance Indicators (PI)** | **Unit** | **Weight of**  **PI** | **Target / Criteria Value** | | | | |
| **Excellent** | **Very**  **Good** | **Good** | **Fair** | **Poor** |
| **100%** | **90%** | **80%** | **70%** | **60%** |
| **Ministry/Division Strategic Objectives** | | | | | | | | | | |
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| **Mandatory Strategic Objectives** | | | | | | | | | | |
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**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** |
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| **Ministry/Division Strategic Objectives** | | | | | | | | |
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| **Mandatory Strategic Objectives** | | | | | | | | |
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| **Section 4:** | **Description of the Performance Indicators, Implementing Departments/Agencies and Measurement Methodology.** |

| **SI. 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**

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| **Organization Type** | **Organization Name** | **Relevant Performance Indicator** | **What is your requirement from this organization** | **Justification for this requirement** | **Quantify your Requirement from this Organization** | **What happens if requirement is not met** |
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**Section 6: Outcomes of the Ministry/Division**

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| **Outcome / Impact** | **Jointly responsible for influencing this outcome / impact with the following organisation (s) / departments/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** |
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Whereas,

I, the Secretary, Ministry of ………………………., representing the Minister for ……………….., 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 …………………., to facilitate the necessary funds and resources for delivery of the results described in this agreement.

Signed:

|  |  |  |
| --- | --- | --- |
| …………………….  Secretary  Ministry of ………………. |  | Date |
| ………………………………………  Cabinet Secretary  Cabinet Division |  | Date |

**Appendix-1**

**Acronyms**

|  |  |  |
| --- | --- | --- |
| **PI No.** | **Acronym** | **Description** |
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