



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and
The Secretary, ICT Division

2014 - 2015

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Preamble

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

BETWEEN

The Secretary, ICT Division, representing the Minister, **Ministry** of Posts, Telecommunications and Information 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

Reliable and secure **Information** and Communication Technology (ICT) towards sustainable development.

1.2 Mission

Support attainment of overall socio economic development of the country by establishing universal access to ICT for all through research, development, successful utilization and digital management of ICT.

1.3 Functions

- 1 Promotion of ICT and making its services available at the door step of the citizens.
- 2 Formulating laws, rules, and policies relating to information and communication technology (ICT) in pursuing National objectives and plans.
- 3 Commercialisation of ICT services and formulation of guidelines for making it easily accessible to the people.
- 4 Assistance to other **Ministries/Divisions** for the promotion of e-governance, e-infrastructure, e-health and other similar areas.
- 5 Coordination of areas of ICT with other **Ministries/Division**.
- 6 **Implementation** of **recommendations** of Digital Bangladesh Task Force.
- 7 Undertaking Promotional activities and financially sponsoring surveys, research, design and development.

1.4 Strategic Objectives

- 1 Develop ICT infrastructure
- 2 Develop ICT based service system and security.
- 3 Encourage Research and innovation in ICT development.
- 4 Create awareness of the access to and use of ICT among the mass people.
- 5 Enhance capacity building of personnel working in ICT Division and its' organizations.
- 6 Develop human resources through education and training.

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

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] Develop ICT infrastructure	20.00	11.11 Broadband connectivity at ministries/division	11.1.1 Connectivity	Number	6.00	58	50	45	40	35
		11.21 Broadband connectivity at district level	11.2.1 district office connectd	Number	4.00	2046	1900	1800	1700	1600
		11.31 Broadband connectivity at Upazila level	11.3.1 Upazila offices connected	Number	2.00	7369	7000	6800	6500	6400
		11.41 Establish IT labs	11.4.1 IT Lab established	Number	2.00	100	90	80	70	60
		11.51 Establish hi-tech/software park	11.5.1 Contract signing of two blocks in KHTP	Date	2.00	31/03/2015	07/04/2015	37/04/2015	30/04/2015	05/05/2015
			11.5.2 Ready Space at JSTP	squarefeet	2.00	87000	85000	80000	750000	70000
		11.61 Establish video conferencing system	11.6.1 Video conferencing system established	Number	2.00	500	480	460	440	400
[2] Develop ICT based service system and security.	20.00	[2.1] Mobile apps development	[2.1.1] apps developed	Number	5.00	220	200	180	160	140
		12.21 Introduce digital signature	[2.2.1] officers trained	Number	5.00	1000	900	800	750	700
			[2.2.2] officers authorized	Number	5.00	500	460	420	380	340
		[2.3] Distribution of Tablet	[2.3.1] Tab Distributed to the Govt. officer	Number	5.00	24907	24000	23500	23000	22500
[3] Encourage Research and innovation in ICT development.	15.00	[3.1] Awarding fellowship	[3.1.1] Finance Allocated to recipient	Amount	8.00	250000	20000000	17500000	15000000	12500000
		[3.2] Awarding innovation grant	[3.2.1] Recipients received grant	Amount	7.00	18	16	14	12	10

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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] Create awareness of the access to and use of ICT among the mass people.	15.00	[4.1] Arrange digital world fair-2015	[4.1.1] Stalls allocated	Number	7.00	220	215	210	205	200
		1421 Arrange digital fair at District and Upazila level	[4.2.1] Fair organized	Number	5.00	64	55	50	45	40
		[4.3] Organize seminar on cyber security/digital signature, smart building, etc.	[4.3.1] Seminar/Workshops arranged	Number	3.00	180	175	170	165	160
[5] Enhance capacity building of personnel working in ICT Division and its' organizations.	10.00	1511 Training	15.1.11 Trainees	Number	5.00	50	45	40	35	30
		[5.2] Recruitment of ICT personnel	15211 Completion of recruitment	Date	3.00	07/04/2015	14/04/2015	21/04/2015	28/04/2015	05/05/2015
			[5.2.2] Recruitment rule (DoICT) finalized	Date	2.00	30/04/2015	05/05/2015	12/05/2015	19/05/2015	26/05/2015
[6] Develop human resources through education and training.	5.00	[6.1] Freelancer training	[6.1.1] Trainees	Number	2.00	10000	9500	9000	8500	8000
		1621 Training for women in ICT	16211 Trainees(female)	Number	1.00	6500	6000	5500	5000	4500
		[6.3] Conduct ITEE examination	[6.3.1] Examinee participated	Number	2.00	500	480	470	460	450

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

* 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										
		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	%	20	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	Number of BMC	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										
			are monitored by the BMC on a quarterly basis	meetings						
		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] Develop ICT infrastructure	[1.1] Broadband connectivity at ministries/division	[1.1.1] Connectivity	Number	--	--	58	60	65
	[1.2] Broadband connectivity at district level	[1.2.1] district office connectd	Number	--	--	2046	150	100
	[1.3] Broadband connectivity at Upazila level	[1.3.1] Upazila offices connected	Number	--	--	7369	200	100
	[1.4] Establish IT labs	[1.4.1] IT Lab established	Number	--	--	100	100	100
	[1.5] Establish hi-tech/software park	[1.5.1] Contract signing of two blocks in KHTP	Date	--	--	31/03/2015	06/06/2016	15/03/2017
		[1.5.2] Ready Space at JSTP	squarefeet	--	--	87000	85000	70000
	[1.6] Establish video conferencing system	[1.6.1] Video conferencing system established	Number	--	--	500	200	100
[2] Develop ICT based service system and security.	[2.1] Mobile apps development	[2.1.1] apps developed	Number	--	--	200	380	100
	[2.2] Introduce digital signature	[2.2.1] officers trained	Number	500	100	1000	1200	1500
		[2.2.2] officers authorized	Number	--	--	5000	100	900
	[2.3] Distribution of Tablet	[2.3.1] Tab Distributed to the Govt. officer	Number	--	--	24907	200	100
[3] Encourage Research and innovation in ICT development.	[3.1] Awarding fellowship	[3.1.1] Finance Allocated to recipient	Amount	--	63	10000000	15000000	15000000
	[3.2] Awarding innovation grant	[3.2.1] Recipients received grant	Amount	--	15	18	20	22

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
[4] Create awareness of the access to and use of ICT among the mass people.	1411 Arrange digital world fair- 2015	[4.1.1] Stalls allocated	Number	140	180	220	230	250
	1421 Arrange digital fair at District and Upazila level	[4.2.1] Fair organized	Number	--	487	64	400	410
	1431 Organize seminar on cyber security/digital signature, smart building, etc.	[4.3.1] Seminar/Workshops arranged	Number	--	128	180	10	10
[5] Enhance capacity building of personnel working in ICT Division and its' organizations.	1511 Training	151.11 Trainees	Number	10	20	50	100	150
	[5.2] Recruitment of ICT personnel	15211 Completion of recruitment	Date	--	--	07/04/2015	1510312016	06/03/2017.
		15221 Recruitment rule (DoICT) finalized	Date	--	--	30/04/2015	12/04/2016	07/02/2017
[6] Develop human resources through education and training.	1611 Freelancer training	161.11 Trainees	Number	3539	10336	10000	8000	7000
	[6.2] Training for women in ICT	16211 Trainees(female)	Number	50	100	6500	1000	1500
	[6.3] Conduct ITEE examination	[6.3.1] Examinee participated	Number	--	585	500	550	600

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] Connectivity	ICTD is providing Wi-fi connectivity to all ministries, division and similar nature government offices through a project.	ICTD, BCC	Annual Report and Project completion document.	The project period is initially one year
2	1.2.1] district office connected	The government offices of 64 districts	ICTD, DoICT, BCC	Annual Report and Project document as the project is especially formulated with this target	The project period is initially one year
3	1.3.1] Upazilla offices connected	The government offices of upazillas of 64 districts	ICTD, DoICT, BCC	Annual Report and Project document as the project is especially formulated with this target	The project period is initially one year
4	1.4.1] IT Lab established	Computer and language labs at district and upazilla level educational institution	ICTD, DoICT, BCC	Annual Report and Project document as the project is especially formulated with this target	The project period is initially 3 year
5	1.5.1] Contract signing of two blocks in KHTP	Contract signing with the developer for constructing the Hi-Tech Parks	ICTD, BHTPA	BHTPA related Act, Annual Report and project completion document.	NIA

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	[1.5.2] Ready Space at JSTP	Space that is going to be ready for allotting to software companies at JSTP.	ICTD, BHTPA	BHTPA related Act, Annual Report and project completion document.	N/A
7	[1.6.1] Video conferencing system established	Video conferencing system to be established at 800 points specially and upazilla and district level	ICTD. BCC	Annual Report and Project document as the project is especially formulated with this target	N/A
8	[2.1.1] apps developed	Number of Apps developed under a ICTD program	ICTD	Project Document as the project is especially aimed for this apps development initiative	N/A
9	[2.2.1] officers trained	Number of officers trained under CCA training program	CCA	Project document as the project is especially aimed for this training program	N/A
	[2.2.2] officers authorized	Number of officers authorized use digital signature	CCA	Annual Report	N/a

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	[2.3.1] Tab Distributed to the Govt. officer	Number of Tabs distributed to different government offices.	ICTD, BCC, DoICT	Annual Report and Project document as the project is especially formulated with this target	NIA
12	[3.1.1] Finance Allocated to recipient	Amount of money distributed to different individual of IT Background	ICTD	Annual Report	n/a
13	[3.2.1] Recipients received grant	Individuals of IT background or IT related organizations working for innovation received grant	ICTD	Annual Report	NIA
14	[4.1.1] Stalls allocated	Digital World showcases new initiative in ICT and therefore in this fair government and private agencies hire stalls to make display of their IT initiatives.	ICTD, DoICT, BCC, BHTPA, CCA and BASIS	Annual Report	NIA
	[4.2.1] Fair organized	Number of fairs or organizations participated by hiring stalls	ICTD	Annual report	NIA

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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	[4.3.1] Seminar/Workshops arranged	Seminars and workshops on cyber security and digital signature	ICTD, CCA,BCC	Annual Report and project/programme completion report	N/A
17	[5.1.1] Trainees	Number of trainees	ICTD, DoICT, BCC, BHTPA, CCA	Project document and Annual Report	N/A
18	[5.2.1] Completion of recruitment	ICTD is recruiting personnel to fill in its class 3 and 4 vacant posts.	ICTD	Organogram and Annual Report	N/A
19	[5.2.2] Recruitment rule (DoICT) finalized	Since DoICT is a newly created organization its Recruitment Rule is being formulated	DoICT, ICTD	Annual Report	n/A
20	[6.1.1] Trainees	Number of trainees	ICTD	Project document	N/A

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	6.2.1] Trainees(female)	Number of female trainees	ICTD, DoICT, BCC, BHTPA, CCA	Annual report	N/A
22	6.3.1] Examinee participated	Each year IT people are taking the ITE Examination to an international certification about their knowledge that would open their scope for working especially in 7 countries including Japan.	BCC, ICTD. JACA	Annual Report and project completion report	After completion of project BCC will continue as authority to conduct this examination

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 Fast exchange of data and access to government portals/websites	Telecom, Power, BCC, Line Ministries	Vo. of website hosted	Number	120	180	207	250	280
		No. of mail service hosted	Number	50	70	86	100	120
2 Accelerate growth of domestic IT industries	Planning Commission, Ministry of Commerce, Ministry of Industries	Number of IT workforce	Number		14700	4000	25000	26000
3 Increased registered freelancer	BASIS, DC Office, BACCO, BCC, Finance Division	Number of freelancer	Number	50000	150000	40000	425000	450000
4 Govt. Office connectivity enhance e-Governance	MOPA, Cabinet Division, BCC	No. of Govt. Offices	Number	128	1000	9473	9065	

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Whereas,

I, the Secretary, ICT Division representing the Minister, Ministry of Posts, Telecommunications and Information 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, ICT Division to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
ICT Division

09.03.2015

Date



Cabinet Secretary
Cabinet Division

09/3/2015

Date

Annex-I

Acronyms

Sl.	Acronym	Description
1	BASIS	Bangladesh Association of Software and Information Services
2	BCC	Bangladesh Computer Council
3	btrc	Bangladesh Tele commission Regularity commission
4	CCA	Controller of Certifying Authority
5	GRS	Grievance Redress System
6	ICT	Information communication Technology
7	ICTD	Information communication Technology Division
8	ITEE	Information Technology Engineers Examination
9	JICA	Japan International Cooperation Agency

10	JSTP Annual Performance Agreement (APA) for ICT Division -(2014-2015)	Jessore Software Technology Park
11	KHTP	Kaliakor Hi-Tech Park
12	RTI	Right to Information