



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Ministry of Commerce

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 23 February 2015

BETWEEN

The Secretary, Ministry of Commerce, representing the Minister, Ministry of Commerce, 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

To become a significant player in world trade.

### 1.2 Mission

Contribute to the nation's economic development through the creation of a business friendly environment, simplification of procedure for trade, stabilizing the prices of daily necessities and enhancing capacity of external trade.

### 1.3 Functions

- 1 All matters relating to domestic and external trade and World Trade Organization (WTO).
- 2 Formulation and implementation of import and export policy
- 3 Market management, monitoring of daily necessities and protection of the right of the consumer
- 4 Secure improved market access for Bangladeshi products in foreign markets through bi - lateral, multi - lateral and regional trade negotiations and agreements;
- 5 Formulation of Tariff policy and determination of tariff rates
- 6 Registration and control of merchant/trade associations;
- 7 Registration and renewal of registration of trade/industrial establishments, Import and Export
- 8 All matters related to tea cultivation, production, export and research

### 1.4 Strategic Objectives

- 1 To provide policy support and enhance capacity for export growth of Bangladesh.
- 2 To improve trade environment by implementing trade facilitation measures
- 3 Diversification of export through exploration of new markets and products
- 4 To protect Bangladesh's interest in multilateral, regional and bilateral trade negotiations and secure greater market access for goods and services.
- 5 Protecting sensitive sectors against the adverse impact of trade liberalization.
- 6 Enhancing support to tea planters to ensure increased productivity
- 7 Ensure interest and rights of consumers.

## 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] To provide policy support and enhance capacity for export growth of Bangladesh.	17.00	[1.1] Formulation of draft export policy, 2015-18	[1.1.1] Draft Export Policy formulated	Date	7.00	10/06/2015	15/06/2015	20/06/2015	25/06/2015	30/06/2015
		[1.2] Provide training to potential exporters in selected sectors	[1.2.1] Number of persons trained.	Number	5.00	750	700	650	600	550
		[1.3] Conducting a study for trade integration (DTIS)	[1.3.1] Study conducted	Date	3.00	01/06/2015	08/06/2015	15/06/2015	23/06/2015	30/06/2015
		[1.4] Organizing two capacity building workshops on WTO issues	[1.4.1] Workshop organised	Date	2.00	23/05/2015	01/06/2015	10/06/2015	20/06/2015	30/06/2015
[2] To improve trade environment by implementing trade facilitation measures	12.00	[2.1] Completion of domestic process for ratification of WTO Trade Facilitation Agreement	[2.1.1] Completion of ratification	Date	12.00	10/06/2015	15/06/2015	20/06/2015	25/06/2015	30/06/2015
[3] Diversification of export through exploration of new markets and products	10.00	[3.1] Exploration of at least one new export destination	[3.1.1] Export destination identified	Date	2.00	01/06/2015	08/06/2015	15/06/2015	23/06/2015	30/06/2015
		[3.2] Opening of at least one Commercial Wing in Bangladesh Missions abroad	[3.2.1] Commercial Wing opened	Date	4.00	10/06/2015	15/06/2015	20/06/2015	25/06/2015	30/06/2015
		[3.3] Sending business delegation	[3.3.1] Delegation sent	Number	2.00	5	4	3	2	1
		[3.4] Conducting a study on product diversification	[3.4.1] Study conducted	Date	2.00	10/06/2015	15/06/2015	20/06/2015	25/06/2015	30/06/2015
[4] To protect Bangladesh's interest in multilateral, regional and bilateral trade negotiations and secure greater market	16.00	[4.1] Organizing stakeholder consultation for future trade negotiations	[4.1.1] Consultations organized	Number	6.00	13	12	11	10	09

## 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%
access for goods and services.		[4.2] .Participation in the bilateral, regional and multilateral trade negotiations	[4.2.1] Negotiations participated	Number	4.00	16	15	14	13	12
		[4.3] Preparing Bangladesh's position for WTO negotiations for DFQF, Service Waiver, TRIPS Extension for pharmaceutical product through stakeholder consultations.	[4.3.1] Consultations held	Number	6.00	6	5	4	3	2
		[5] Protecting sensitive sectors against the adverse impact of trade liberalization.	10.00	[5.1] Formulation of draft import policy order,2015-18	[5.1.1] Draft Import Policy formulated	Date	10.00	10/06/2015	15/06/2015	20/06/2015
[6] Enhancing support to tea planters to ensure increased productivity	10.00	[6.1] Preparation of draft strategic plan for increase of tea production	[6.1.1] Draft prepared	Date	6.00	10/06/2015	15/06/2015	20/06/2015	25/06/2015	30/06/2015
		[6.2] Providing research and technical support for tea planters	[6.2.1] Support provided	Number	4.00	2600	2531	2497	2446	2390
[7] Ensure interest and rights of consumers.	10.00	[7.1] Monitoring of market	[7.1.1] Market monitored	Number	3.00	1000	975	950	940	925
		[7.2] Formatiton of consumer right protection committee at Union level	[7.2.1] Committee formed	Number	3.00	4589	4000	3800	3500	3200
		[7.3] Organizing seminar, workshop and meeting	[7.3.1] Seminar, workshop and meeting held	Number	2.00	650	625	610	600	590
		[7.4] Issuance of guidelines to prohibit use of chemical for ripening fruits	[7.4.1] Guideline issued	Date	2.00	15/02/2015	28/02/2015	15/03/2015	30/03/2015	15/04/2015

## 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				
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						100%	90%	80%	70%	60%

### 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
* 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	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%

### Mandatory Strategic Objectives

			(QIMR) submitted to Finance Division (FD) meeting FD requirements							
			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] To provide policy support and enhance capacity for export growth of Bangladesh.	[1.1] Formulation of draft export policy, 2015-18	[1.1.1] Draft Export Policy formulated	Date	21/04/2013	--	15/06/2015	--	--
	[1.2] Provide training to potential exporters in selected sectors	[1.2.1] Number of persons trained.	Number	16	20	700	25	26
	[1.3] Conducting a study for trade integration (DTIS)	[1.3.1] Study conducted	Date	--	--	08/06/2015	--	--
	[1.4] Organizing two capacity building workshops on WTO issues	[1.4.1] Workshop organised	Date	--	--	01/06/2015	--	--
[2] To improve trade environment by implementing trade facilitation measures	[2.1] Completion of domestic process for ratification of WTO Trade Facilitation Agreement	[2.1.1] Completion of ratification	Date	--	--	15/06/2015	--	--
[3] Diversification of export through exploration of new markets and products	[3.1] Exploration of at least one new export destination	[3.1.1] Export destination identified	Date	--	--	08/06/2015	--	--
	[3.2] Opening of at least one Commercial Wing in Bangladesh Missions abroad	[3.2.1] Commercial Wing opened	Date	--	--	15/06/2015	--	--
	[3.3] Sending business delegation	[3.3.1] Delegation sent	Number	6	5	4	6	6
	[3.4] Conducting a study on product diversification	[3.4.1] Study conducted	Date	--	--	15/06/2015	--	--

### 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] To protect Bangladesh's interest in multilateral, regional and bilateral trade negotiations and secure greater market access for goods and services.	[4.1] Organizing stakeholder consultation for future trade negotiations	[4.1.1] Consultations organized	Number	9	9	12	11	12
	[4.2] .Participation in the bilateral, regional and multilateral trade negotiations	[4.2.1] Negotiations participated	Number	11	13	15	15	16
	[4.3] Preparing Bangladesh's position for WTO negotiations for DFQF, Service Waiver, TRIPS Extension for pharmaceutical product through stakeholder consultations.	[4.3.1] Consultations held	Number	3	4	5	7	7
[5] Protecting sensitive sectors against the adverse impact of trade liberalization.	[5.1] Formulation of draft import policy order,2015-18	[5.1.1] Draft Import Policy formulated	Date	--	--	15/06/2015	--	--
[6] Enhancing support to tea planters to ensure increased productivity	[6.1] Preparation of draft strategic plan for increase of tea production	[6.1.1] Draft prepared	Date	--	--	15/06/2015	--	--
	[6.2] Providing research and technical support for tea planters	[6.2.1] Support provided	Number	2497	2531	2531	2672	2736
[7] Ensure interest and rights of consumers.	[7.1] Monitoring of market	[7.1.1] Market monitored	Number	425	950	975	1050	1050

### 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
	[7.2] Formation of consumer right protection committee at Union level	[7.2.1] Committee formed	Number	--	--	4000	--	--
	[7.3] Organizing seminar, workshop and meeting	[7.3.1] Seminar, workshop and meeting held	Number	--	--	625	600	650
	[7.4] Issuance of guidelines to prohibit use of chemical for ripening fruits	[7.4.1] Guideline issued	Date	--	--	28/02/2015	--	--

## 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 Export Policy formulated	A policy formulated for the promotion of export.	Ministry of Commerce, Export Promotion Bureau	Policy document of MoC	
2	[1.2.1] Number of persons trained.	Training for capacity building of some potential export sectors .to address supply side constraints.	CCI&E, BPC, BFTI &EPB	Yearly progress report of BPC, BFTI &EPB	
3	[2.1.1] Completion of ratification	Ratification of WTO Trade Facilitation Agreement for implementation	WTO Cell, Ministry of Commerce	Ratification document of WTO	
4	[3.3.1] Delegation sent	A delegation consists of officials from Ministry of Commerce, its attached departments and representatives from private sectors.	Ministry of Commerce, EPB	Govt. order of Ministry of Commerce.	
5	[4.1.1] Consultations organized	Ministry of Commerce organizes consultation with relevant Ministries/Departments/Agencies and other organizations to seek opinion on some specific issues.	Ministry of Commerce	Minutes of consultations	

## 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	[4.2.1] Negotiations participated	Ministry of Commerce participates in different bilateral, regional and multilateral meetings to reach in a consensus on some issues related to trade.	Ministry of Commerce	Agreed minutes of negotiations	
7	[4.3.1] Consultations held	Consultations with stakeholders to obtain views on WTO issues.	WTO Cell, Ministry of Commerce	Minutes of consultations, Ministry of Commerce	
8	[6.2.1] Support provided	Helping tea planters with technical know how and policy guidelines	Tea Board, Ministry of Commerce	Official report	
9	[7.1.1] Market monitored	To investigate compliance issues of consumer products in the domestic market.	Directorate of National Consumer Rights Protection	Monthly report of the department	
10	[7.2.1] Committee formed	Forming Union level consumer rights protection committee headed by Union Parishad Chairman with other stakeholders	Directorate of National Consumer Rights Protection	Report of the department	

**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	[7.3.1] Seminar, workshop and meeting held	To create awareness among producers, retailers and consumers about consumers rights.	Directorate of National Consumer Rights Protection	Report of the department	

**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 Increase of export	Ministry of Foreign Affairs, National Board of Revenue, Export Promotion Bureau, Ministry of Agriculture, Ministry of Industry, Ministry of Fisheries and Livestock	Export growth	%	10.22	11.69	9.98	9.50	9.50
2 Simplification of business procedure	CCI&E, EPB, NBR	Simplified procedure	Number	1	1	1	1	1
3 Enhancement of consumers awareness	Directorate of National Consumer Rights Protection	Complaint received	Number	62	297	350	375	400



Whereas,

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

Signed,



Senior Secretary  
Ministry of Commerce

23.02.2015

Date



Cabinet Secretary  
Cabinet Division

23/04/2015

Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	BCSIR	Bangladesh Council of Scientific and Industrial Research
2	BFTI	Bangladesh Foreign Trade Institute
3	BPC	Business Promotion Council
4	BSTI	Bangladesh Standard and Testing Institutions
5	CCI&E	Chief Controller of Import and Export
6	CS	Civil Surgeon
7	DAM	Department of Agricultural Marketing
8	DFQF	Duty Free Quota Free
9	DTIS	Diagnostic Trade Integration Study

10	EPB	Export Promotion Bureau
Annual Performance Agreement (APA) for Ministry of Commerce -(2014-2015)		
11	NBR	National Board of Revenue
12	TRIPS	Trade Related Aspect of Intellectual Property Rights
13	WTO	World Trade Organization