

NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND CHIEF STATISTICAL OFFICER

Economic and Environmental Statistics Division

(July 1, 2017 – June 30, 2018)

TABLE OF CONTENTS

Section 1: Vision, Mission and Objectives

Section 2: Objectives, Actions, Success Indicators and Target

Section 3: Trend Values of Success Indicators

Section 4: Description and Measurement of Success Indicators

Section 5: Requirements from other Ministries, Agencies and Dzongkhags

Preamble

The Performance Agreement is entered into between the **Director and the Chief Statistical Officer, Economic and Environment Statistics Division**, National Statistics Bureau.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the National Statistics Bureau consistent with the 11th Five Year Plan, and Government's other priorities;
- b) To make the **Economic and Environmental Statistics Division** fully responsible for driving implementation and delivering the results against the annual priorities; and
- c) To provide an objective and fair basis for evaluating the **Division's** overall performance at the end of the year.

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

THEREFORE, the parties hereto agree as follows:

Section 1: Vision, Mission and Objectives

Vision

Quality and timely statistics for evidence-based policy and decision making.

Mission

Provide timely, relevant and reliable statistics consistent with international principles and standards.

Objectives

- 1) To ensure availability of timely, relevant and reliable official statistics;
- 2) To enable effective and efficient public service delivery;
- 3) To streamline and institutionalize standard data collection system;
- 4) To provide effective and efficient direction and operational services;
- 5) To ensure full utilization of budget;
- 6) To enable effective and efficient ICT Service delivery; and
- 7) To implement National Integrity and Anti-Corruption Strategy.

Mandates of the Economic and Environmental Statistics Division:

1. Publish the monthly national Consumer Price Index;
2. Publish quarterly Producer Price Index;
3. Publish the Construction Material Index;
4. Submit International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) ;
5. Publish Export Import Index;
6. Publish the annual National Accounts Statistics;
7. Prepare quarterly Gross Domestic Product Estimates;
8. Publish Supply and Use Table;
9. Conduct Economic Census of Bhutan;
10. Develop Environmental Accounts for Bhutan;
11. Publish the Environmental Statistics; and
12. Develop Business Register for Bhutan.

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To ensure availability of timely, relevant and reliable official statistics	20	Collect, compile, analyze and publish monthly, quarterly and annual official statistics reports	Timeline by which the monthly Consumer Price Index (CPI) is published	Date	3	30 days after end of the month	45 days after the end of the month	60 days after the end of the month	70 days after the end of the month	Not able to produce monthly
			Timeline by which the quarterly Producer Price Index (PPI) is published	Date	2	60 days after the end of the quarter	75 days after the end of quarter	90 days after the end of quarter	100 days after the end of quarter	Not able to produce quarterly
			Timeline by which the annual National Accounts Statistics (NAS) is published	Date	6	30 Sept. 2017	30 Oct. 2017	30 Nov. 2017	30 Dec. 2017	30 Jan. 2018
			Conduct the quarterly Household Expenditure Survey (HES) and disseminate report ¹	Date	3	90 days after the end of the quarter	120 days after the end of the quarter	---	---	Not able to produce quarterly

¹ The SIs for this action is to be collaboratively achieved in coordination with the Survey and Data Processing Division.

	report is disseminated							
Conduct the Economic Census of Bhutan (ECoB) ²	Timeline by which the Economic Census of Bhutan (ECoB) is coordinated	Date	2	Jun. 2018	---	---	---	Not able to conduct
Submit International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) to the Asian Development Bank	Timeline by which the International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) is submitted to the Asian Development Bank	Days	1	Within three weeks after request	Within four weeks after request	Within five weeks after request	Within six weeks after request	Not able to provide
Submit the GDP projections to the MFCTC	Timeline by which the GDP projections are submitted to MFCTC	Days	1	Within three weeks after request	Within four weeks after request	Within four weeks after request	Within four weeks after request	Not able to submit
Publish Annual Environmental Accounts	Timeline by which the environmental	Date	2	30 Sept. 2017	30 Oct. 2017	30 Nov. 2017	30 Dec. 2017	30 Jan. 2018

² The SIs for this action is to be collaboratively achieved in coordination with the Economic and Environmental Statistics Division.

		Statistics	accounting and statistics report is published							
To streamline and institutionalize standard data collection system	2	Support GPMD to evaluate the Annual Performance Agreements	Timeline by which the evaluation of the APA 2016-17 is supported	Date	2	30 Jan. 2018	30 Mar. 2018	30 May. 2018	30 Jun. 2018	Later than Jun. 2018
To ensure full utilization of budget ³	5	Ensure full budget utilization	Percentage of budget utilization	Percent	5	100	-	-	-	<100
To enable effective and efficient ICT Service delivery ⁴	3	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	1	50	45	40	35	30
		Improve public service delivery through innovative ICT services/improve LAN and internet services	Acceptable downtime of LAN and internet connectivity per incidence	Days	1	1	1.5	2	2.5	>2.5
		Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	1	100	-	-	-	<100

³ Mandatory objective from the Ministry of Finance for all Divisions. All Divisions are required to ensure the full utilization of the budget.

⁴ Mandatory objective from the Ministry of Information and Communications. While all Divisions are required to facilitate this SIs achievement, the Administration and Finance Services [ICT Section] in collaboration with the Training Section of the Coordination and Information and Research Division [CAIRD] is required to implement the success indicator relating to training of the non-ICT staff. But other two success indicators are to be lead by the Administration and Finance Services.

To implement National Integrity and Anti-Corruption Strategy ⁵	2	Conduct face to face sensitization program on Ethics and Integrity Tools by concerned ToT participants (Gift Rules & its management, Asset Declaration Rules & its management, Conflicts of Interest Declaration & its management, Code of Conduct and Grievance Redress Mechanism)	Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	Percent	2	Above 90	89-80	79-70	69-60	59 and below
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⁵ Mandatory objective from the Anti-Corruption Commission. While all Divisions are required to facilitate this SIs achievement, the Administration and Finance Services [HR Section] is the lead to ensure its achievement.

Section 3: Trend values of success indicators

Objective	Action	Success Indicator	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
To ensure availability of timely, relevant and reliable official statistics	Collect, compile, analyze and publish monthly, quarterly and annual official statistics reports	Timeline by which the monthly Consumer Price Index (CPI) is published	Date	12 reports each published in a year after 30 days of the end of the month - 12 reports in total.	12 reports each published in a year after 30 days of the end of the month - 12 reports in total.	12 reports each published in a year after 30 days of the end of the month - 12 reports in total.	12 reports each published in a year after 30 days of the end of the month - 12 reports in total.	12 reports each published in a year after 30 days of the end of the month - 12 reports in total.
		Timeline by which the quarterly Producer Price Index (PPI) is published	Date	One report published in each quarter (FY) after 60 days of the end of the quarter – 4 PPI reports in total.	One report published in each quarter (FY) after 60 days of the end of the quarter – 4 PPI reports in total.	One report published in each quarter (FY) after 60 days of the end of the quarter – 4 PPI reports in total.	One report published in each quarter (FY) after 60 days of the end of the quarter – 4 PPI reports in total.	One report published in each quarter (FY) after 60 days of the end of the quarter – 4 PPI reports in total.

	Timeline by which the annual National Accounts Statistics (NAS) is published	Date	NAS published by 30 Sept. 2016 – 1 report.	NAS published by 30 Sept. 2016 – 1 report.	NAS published by 30 Sept. 2016 – 1 report.	NAS published by 30 Sept. 2016 – 1 report.	NAS published by 30 Sept. 2016 – 1 report.
Conduct the quarterly Household Expenditure Survey (HES) and disseminate report	Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	Date	0	0	0	2	4
Conduct the Economic Census of Bhutan (ECoB)	Timeline by which the Economic Census of Bhutan (ECoB) is coordinated	Date	0	0	0	0	1
	Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	Date	0	0	0	0	1

	Submit International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) to the Asian Development Bank	Timeline by which the International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) is submitted to the Asian Development Bank	Days	1	1	1	1	1
	Submit the GDP projections to the MFCTC	Timeline by which the GDP projections are submitted to MFCTC	Days	1	1	1	1	1
	Publish Annual Environmental Accounts Statistics	Timeline by which the environmental accounting and statistics report is published	Date	0	0	0	0	1
To streamline and institutionalize standard data collection system	Support GPMD to evaluate the Annual Performance Agreements	Timeline by which the evaluation of the APA 2016-17 is supported	Date	0	0	0	1	1

To ensure full utilization of budget	Ensure full budget utilization	Percentage of budget utilization	Percent	NA	NA	NA	NA	100
To enable effective and efficient ICT Service delivery	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	NA	NA	NA	NA	50
	Improve public service delivery through innovative ICT services/improve LAN and internet services	Acceptable downtime of LAN and internet connectivity per incidence	Days	NA	NA	NA	NA	1
	Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	NA	NA	NA	NA	100
To implement National Integrity and Anti-Corruption Strategy	Conduct face to face sensitization program on Ethics and Integrity Tools by concerned ToT participants (Gift Rules & its management, Asset Declaration Rules & its management, Conflicts of Interest Declaration & its management, Code of Conduct and Grievance Redress Mechanism)	Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	Percent	NA	50	70	80	Above 90

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which the monthly Consumer Price Index (CPI) is published	CPI refers to average change over time in prices of goods & services purchased by the households. It is a measure of average change over time in the prices of goods and services purchased by the households. It is used as a macro economic indicator of inflation, as tool for formulation of monetary and fiscal policy, and as deflator in national accounts.	Use of mobile application tool to collect data and send directly to the database at the headquarter. Such measures are taken for timely publication and up to date information.	Monthly	A total of 438 items (goods and services) are included in the current CPI to make the sample more representative. Prices of sampled goods and services are collected from different shops and outlets in twenty Dzongkhags and two urban towns by the Dzongkhag Statistical Officer's (DSO) every month using mobile. Published CPI monthly report accessible at NSB's website.
Timeline by which the quarterly Producer Price Index (PPI) is published	PPI is the measure of average change over time in the prices received by the domestic producer of goods and services. It shows the average change in the price of goods and services with reference to a particular reference	Through official correspondences , e-mails and filed visits (Admin data).	Quarterly	From relevant Government agencies, corporations, private companies and other business firms. Published Quarterly PPI reports at NSB's website.

	period known as the Base Period.			
Timeline by which the annual National Accounts Statistics (NAS) is published	The System of National Accounts (SNA) is a systematic framework of accounts that measures the level of economic development and the rate of economic growth over time. It gives a macroeconomic depiction of how the economy as a whole functions and its relationship with the rest of the world. This is measured conventionally through Gross Domestic Product (GDP).	Official correspondences , e-mails and field visits. (Admin & survey data).	Annually	From all relevant ministries, agencies, corporations and private companies. From published NAS report at NSB's website.
Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	The quarterly HES is a new initiative beginning the third quarter of FY 2016-17.	Quarterly data collection on digital tab	Quarterly	Sample selected households, representative of the country in all the 20 Dzongkhags. HES report at NSB's website.
Timeline by which the Economic Census of Bhutan	The ECoB will be the first of its kind to be conducted in Bhutan.	Census	Annually	Census data - primary data collected from the respondents

(ECoB) is coordinated	The ECoB report is expected to improve the availability and quality of existing basic economic statistics, establishing survey frames and statistical business registers for the organization of economic survey programmes on a more integrated basis at a large stage. National Accounts and Price Division to coordinate this SI.			
Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	Involves listing, questionnaire design and data collection by Survey & Data Processing Division	Census	Annually	Census data - primary data collected from the respondents
Timeline by which the International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) is submitted to the Asian	International Comparison Price data for the Purchasing Power Parity	Secondary	Annually	Admin & terminal

Development Bank				
Timeline by which the GDP projections are submitted to MFCTC	MFCTC - Macroeconomic Framework Coordination Technical Committee	Secondary data - NAS	Annually	National Accounts Statistics - Admin & terminal
Timeline by which the environmental accounting and statistics report is published	The environmental accounting and statistics report is a new initiative and will be a regular publication and contains all environmental related official statistics	Administrative data	Annually	Administrative records
Percentage of budget utilization	This Success Indicator measures the amount variation between revised budget and expenditure of an agency for a fiscal year.	Through analysis of annual budget and expenditure	Annually	MYRB
Percentage of non ICT staff trained	This success indicator measures the percentage of staffs other than ICT professional provided with training on basic ICT skills. This will reduce the turn around time of providing basic troubleshooting	Admin records on trainings conducted	Biannually	Ministries/Agencies/Thromdes/Dzongkhags

	services. The training will be provided by ICT Division.			
Acceptable downtime of LAN and internet connectivity per incidence	This success indicator measures the minimum downtime of LAN and internet connectivity in Ministries/Agencies/Thromde/Dzongkhag administration office. If the downtime is caused by incidents which are out of ICT Division's control, ICT Division should maintain a record of such incidences and provide periodic report to DITT. This downtime does not include the travel time for ICT officers working in Dzongkhag need to travel to gewogs/CC to rectify connectivity issues.	Ministries/Agencies/Thromdes/Dzongkhag records	Monthly	Ministries/Agencies/Thromdes/Dzongkhags
Percentage compliance to e-GIF standards	This success indicator measures and ensures that Ministries/Agencies/Thromdes/dzongkhags comply to e-GIF	records of e-GOV review meetings	Biannually	Ministries/Agencies/Thromdes/Dzongkhags

	standards in all ICT related activities.			
Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	<p>This indicator will measure the proportion of employees sensitized through face to face sensitization program on the above mentioned Ethics and Integrity Management Tools.</p> <p>The indicator will assess both the proportion of employees sensitized and the level of awareness created among the employees on the tools. Of the total weightage (100 percent), 40 percent is assigned on the delivery part and 60 percent on the level of awareness created. Further 40 percent weightage is apportioned as:</p> <p>1) No. of tools sensitized – 5 tools (10%); 2) Mode of Delivery - face to face</p>	<ul style="list-style-type: none"> • Supporting documents from the agencies • Questionnaire based desk survey 	Annually	All Public agencies that have signed APA

	<p>sensitization program (10%); 3) Duration - one day or more (10%); and 4) Percent of employees sensitized – 80 & above (10%).</p> <p>The agencies will report on the above weightage (40 percent) using the standard form developed by ACC.</p>			
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Section 5: Requirements from other Ministries, Agencies & Dzongkhags

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
All Dzongkhags	Timeline by which the monthly Consumer Price Index (CPI) is published	Release DSOs to collect, compile and submit CPI data to NSB	Require CPI data for inflation at national level	Inflation may not be accurate	Cannot produce monthly inflation
All Dzongkhags	Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	DSOs to collect, compile, validate and submit the survey data to NSB	Sample households are located in the Dzongkhags.	100% Data submission required to produce quarterly GDP	Quarterly GDP cannot be published on time
All Dzongkhags	Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	DSOs to coordinate the Economic Census data collection at Dzongkhags	DSOs are the overall coordinator at the Dzongkhag level	100% Enumeration	Economic Census may not be conducted
All Dzongkhags	Timeline by which the International Comparison Price (ICP) data for the Purchasing Power Parity (PPP) is submitted to the Asian Development Bank	DSOs are required to collect and submit the ICP data from respective Dzongkhags	ICP data necessary for Purchasing Power Parity (PPP)	100% data submission required	PPP may not be published
NATIONAL ENVIRONMENT COMMISSION	Timeline by which the environmental accounting and	Environmental related statistics required	Data required to publish official statistics	---	Report may not be published on time

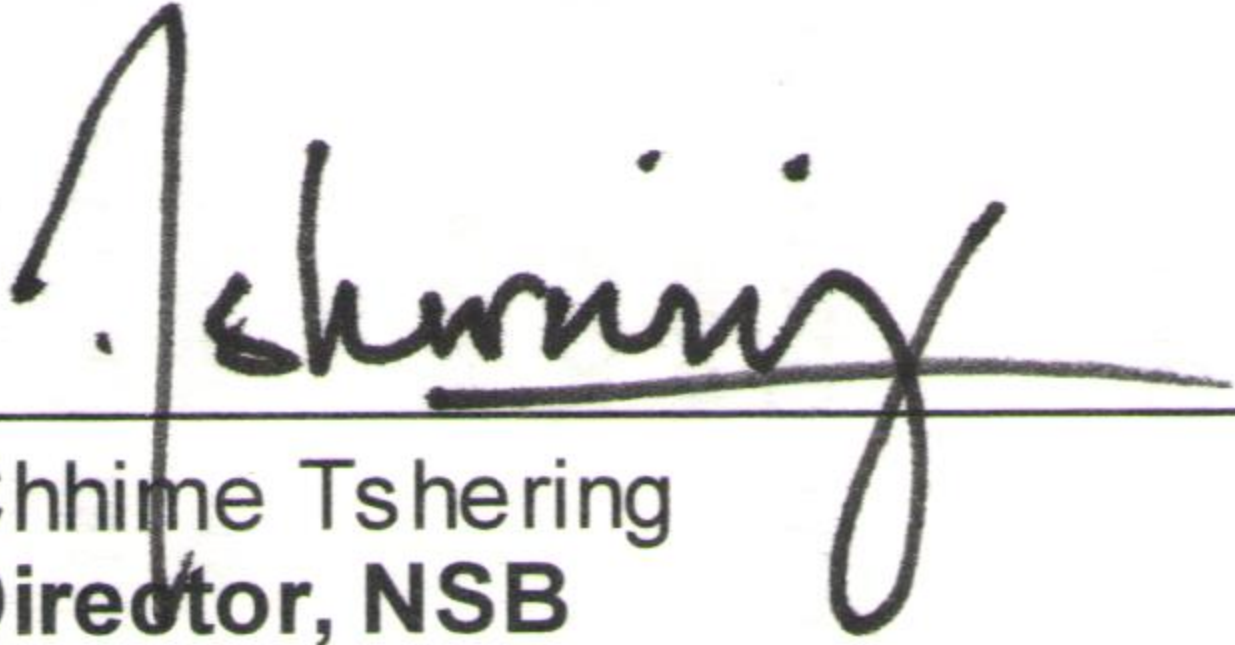
	statistics report is published				
MINISTRY OF INFORMATION & COMMUNICATIONS	Percentage of non ICT staff trained	Need fund/expertise to conduct training for non-ICT staff	NSB didnt budget for this training	---	Cannot train the non-ICT staff
All NSB Divisions & Administration and Finance Services	All Success Indicators	Need support and collaboration	Support and cooperation is important	--	Success Indicators may not be fully achieved

Whereas,

I, the **Chief Statistical Officer, Economic and Environmental Statistics Division**, commit to the Director, National Statistics Bureau to deliver the results described in this Annual Performance Agreement.

I, the **Director**, commit to the Chief Statistical Officer, Economic and Environmental Statistics Division, on behalf of the National Statistics Bureau, Government and the people of Bhutan, to provide the necessary fund and resources for delivery of the results described in this Annual Performance Agreement.

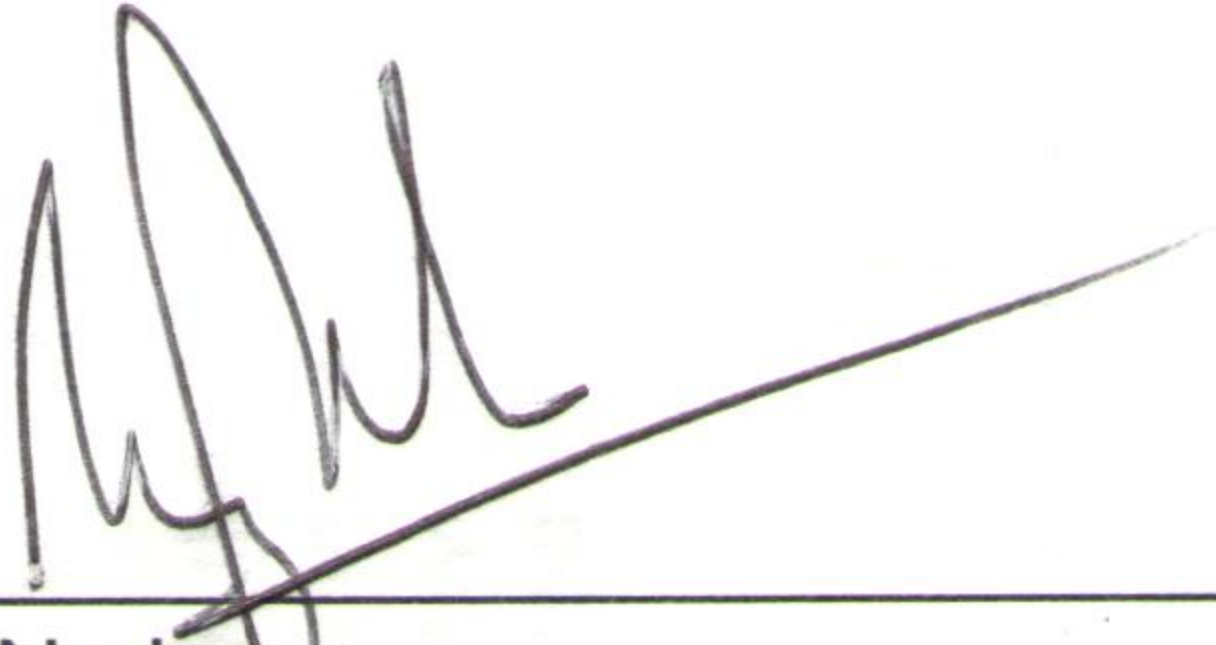
SIGNED:



Chhime Tshering
Director, NSB

07/08/17

Date:



Ugyen Norbu
Chief Statistical Officer,
EESD

7/8/17

Date: