



NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND CHIEF STATISTICAL OFFICER

Coordination, Information and Research Division

(July 1, 2018 – June 30, 2019)

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Preamble

The Performance Agreement is entered into between the **Director and the Chief Statistical Officer, Coordination, Information and Research 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 12th Five Year Plan, and Government's other priorities;
- b) To make the **Coordination, Information and Research 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 Coordination, Information and Research Division

1. Develop and maintain statistical information system – data repository (one stop shop for statistical information and);
2. Improve storage, accessibility and dissemination of statistics;
3. Familiarize statistical literacy and promotion of various strategic initiatives for the dissemination of statistical information;
4. Communications and governance related to statistical personnel (Statistical management practices, process, service standards);
5. Review the existing Parenting framework and implement;
6. Establish institutional linkages with international statistical bodies for further strengthening the statistical system;
7. Compile and publish Statistical Yearbook, Annual Dzongkhag Statistics, Socio-economic indicator, Gewog level database, Bhutan/Dzongkhag/Gewog at A Glance, Quarterly SDMX NSDP;
8. Provide data to the National and International Agencies;
9. Prepare System of Designated Statistics of Bhutan;
10. Coordinate and facilitate provision of technical assistance to other agencies in collaboration with line Divisions;
11. Facilitate and provide technical expertise to other agencies on research methodology;
12. Research inputs on survey methods, variables in keeping with national needs and international best practices;
13. Explore innovative ways/tools to carry out methods of data collection;
14. Provide research inputs in producing quality statistics;
15. Build research capability in line agencies;
16. Conduct workshops and training for statistical personnel from time to time in order to keep abreast of statistical techniques and other developments;
17. Develop national statistical calendar/Advance Release Calendar;
18. Leverage on GPMS and MaX to push for data demand and strengthen overall statistical system
19. Conduct Statistical Conference; and
20. Design layout of reports and publication.

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	17	Collect, compile, analyze and publish monthly, quarterly and annual official statistics reports	Timeline by which the quarterly comparative Socio-Economic Indicators (SEI) is published	Date	2	60 days after end of the quarter	75 days after the end of the quarter	90 days after the end of the quarter	100 days after the end of the quarter	Not able to produce quarterly
			Timeline by which the annual Statistical Yearbook of Bhutan (SYB) is published	Date	4	30 Oct. 2018	30 Nov. 2018	30 Dec. 2018	30 Jan. 2019	Later than 30 Jun. 2019
			Timeline by which the annual Dzongkhag Statistics (ADS) is published online	Date	2	30 Nov. 2018	30 Dec. 2018	30 Jan. 2019	30 Feb. 2019	Later than 30 Jun. 2019
			Timeline by which the annual Dzongkhag at A Glance (DAG) is published	Date	2	30 Nov. 2018	30 Dec. 2018	30 Jan. 2019	30 Feb. 2019	Later than 30 Jun. 2019
			Timeline by which the annual Bhutan at A Glance (BAG) is published	Date	2	30 Oct. 2018	30 Nov. 2018	30 Dec. 2018	30 Jan. 2019	Later than 30 Jun. 2019
			Timeline by which the quarterly SDMX National Summary Data Page (NSDP) is published	Date	1	60 days after end of the quarter	75 days after the end of the quarter	90 days after the end of the quarter	100 days after the end of the quarter	Not able to produce quarterly
		Provide data to the SAARCSTATs & other national and international agencies	Timeline by which the data to the SAARCSTATs, other national and international agencies are provided	Days	1	Within three weeks after request	Within four weeks after request	Within five weeks after request	---	Not able to provide

		Conduct socio-economic and thematic analysis	Timeline by which the thematic analysis of high relevance to policy, planning and development identified and analysis report is published ¹	Date	3	30 May, 2019	---	---	---	Later than June, 2019
To enable effective and efficient public service delivery	6									
		Enhance efficiency and effectiveness of public service delivery	No. of trainings to data producers (Govt.) on statistical software (Survey solutions - CAPI, SPSS, Stata) conducted	Number	1	2	1	---	--	Not able to train
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 2017-18 is supported	Date	2	30 Jan. 2019	30 Mar. 2019	30 May. 2019	30 Jun. 2019	Later than Jun. 2019
To ensure full utilization of budget ²	5	Ensure full budget utilization	Percentage of budget utilization	Percent	5	100	-	-	-	<100
To enable effective and efficient ICT	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	Acceptable downtime of LAN and internet connectivity per incidence	Days	1	1	1.5	2	2.5	>2.5

¹ This SI will have to be implemented by the Officers who are to be joined from the SERAD as recommended by the ODE

² Mandatory objective from the Ministry of Finance for all Divisions. All Divisions are required to ensure the full utilization of the budget while Admin & Finance Services is the lead to achieve it [Accounts and Finance Services].

Service delivery ³		services/improve LAN and internet services								
		Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	1	100	-	-	-	<100
To implement National Integrity and Anti-Corruption Strategy ⁴	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

Section 3: Trend values of success indicators

³ Mandatory objective from the Ministry of Information and Communications. While all Divisions are required to facilitate this SIs achievement, the Admin & 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 Admin & Finance Services. However, for the eGIF standards and compliance, ICT Section of the Admin & Finance Services may have to collaborate with the Data Repository Section of the CAIRD.

⁴ Mandatory objective from the Anti-Corruption Commission. While all Divisions are required to facilitate this SIs achievement, the Admin & Finance Services [HR Section] is the lead to ensure its achievement.

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]	Projected Values [FY 2018-19]
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 quarterly comparative Socio-Economic Indicators (SEI) is published	Date	One report published in each quarter after 60 days of the end of the quarter – 4 reports in total.	One report published in each quarter after 60 days of the end of the quarter – 4 reports in total.	One report published in each quarter after 60 days of the end of the quarter – 4 reports in total.	One report published in each quarter after 60 days of the end of the quarter – 4 reports in total.	One report published in each quarter after 60 days of the end of the quarter – 4 reports in total.	
		Timeline by which the annual Statistical Yearbook of Bhutan (SYB) is published	Date	Annual SYB published by 30 Oct. 2016 – 1 report	Annual SYB published by 30 Oct. 2016 – 1 report	Annual SYB published by 30 Oct. 2016 – 1 report	Annual SYB published by 30 Oct. 2016 – 1 report	Annual SYB published by 30 Oct. 2016 – 1 report	
		Timeline by which the annual Dzongkhag Statistics (ADS) is published online	Date	Annual Dzongkhag Statistics is published online by 30 Dec. 2017	Annual Dzongkhag Statistics is published online by 30 Dec. 2017	Annual Dzongkhag Statistics is published online by 30 Dec. 2017	Annual Dzongkhag Statistics is published online by 30 Dec. 2017	Annual Dzongkhag Statistics is published online by 30 Dec. 2017	
		Timeline by which the annual Dzongkhag at A Glance (DAG) is published	Date	NA	NA	NA	20	20	
		Timeline by which the annual Bhutan at A Glance (BAG) is published	Date	BAG is published by 30th Oct. 2017	BAG is published by 30th Oct. 2017	BAG is published by 30th Oct. 2017	BAG is published by 30th Oct. 2017	BAG is published by 30th Oct. 2017	

		Timeline by which the quarterly SDMX National Summary Data Page (NSDP) is published	Date	NA	NA	NA	One report published in each quarter after 60 days of the end of the quarter	One report published in each quarter after 60 days of the end of the quarter	
	Provide data to the SAARCSTATs & other national and international agencies	Timeline by which the data to the SAARCSTATs, other national and international agencies are provided	Days	1	1	1	1	1	
	Conduct socio-economic and thematic analysis	Timeline by which the thematic analysis of high relevance to policy, planning and development identified and analysis report is published	Date	1	1	1	1	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 2017-18 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	Acceptable downtime of LAN	Days	NA	NA	NA	NA	1	

	through innovative ICT services/improve LAN and internet services	and internet connectivity per incidence							
	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 quarterly comparative Socio-Economic Indicators (SEI) is published	Comparative Socio-Economic Indicators for Bhutan	Through official correspondences and e-mails (Admin, Survey & Census Data)	Quarterly	From relevant ministries and agencies, corporations and private firms. Published quarterly SEI reports available only at CAID, NSB.
Timeline by which the annual Statistical Yearbook of Bhutan (SYB) is published	Annual Statistical Year Book of Bhutan (SYB)	Through official correspondences, mails and field visits (includes all admin, survey & census data)	Annually	From relevant ministries, agencies, corporations and private companies. Accessible at published SYB book at NSB's website
Timeline by which the annual Dzongkhag Statistics (ADS) is published online	The respective Dzongkhag Statistical Officers should collect, compile, analyze and publish the ADS online in the Dzongkhag's website and submit the data to NSB to disseminate online in NSB's website.	Primary and secondary data (survey & admin data)	Annually	Dzongkhag, Gewog and Thromde sectors, official publications (national, regional and local)
Timeline by which the annual Dzongkhag at A Glance (DAG) is published	The respective Dzongkhag Statistical Officers should collect, compile, analyze and publish the DAG online in the Dzongkhag's website and submit the data to NSB to disseminate online in NSB's website & also print.	Primary, secondary data (Admin)	Annually	Annual Dzongkhag Statistics Report. Will be available at NSB's website.
Timeline by which the annual Bhutan at A Glance (BAG) is published	Bhutan at A Glance	Through official correspondences and e-mails. Primary, secondary and admin.	Annually	From relevant ministries and agencies, corporations and private firms. Will be available at NSB's website.
Timeline by which the quarterly SDMX National Summary Data Page (NSDP) is published	National Summary Data Page is the quarterly report that provides the macro-economic information of the country.	Primary and secondary data.	Quarterly	Quarterly and annual publications from the RMA, MoLHR, MoF & NSB.

Timeline by which the data to the SAARCSTs, other national and international agencies are provided	SAARCSTATs- SAARC Statistical Organizations Office	Secondary data	Annually	Admin & terminal
Timeline by which the thematic analysis of high relevance to policy, planning and development identified and analysis report is published	Relevance to policy and planning	Survey/research	Annually	Primary & terminal data from the respondents and publications respectively
No. of trainings to data producers (Govt.) on statistical software (Survey solutions - CAPI, SPSS, Stata) conducted	--	Admin	Annually	Admin
Timeline by which the evaluation of the APA 2017-18 is supported	APA evaluation [NSB participating in the National Technical Committee] is one of the core mandates of NSB to support GPMD	Administrative	Annually	Admin record
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 services. The training will be provided by ICT Division.	Admin records on trainings conducted	Biannually	Ministries/Agencies/Thromdes/Dzongkhags
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	Ministries/Agencies/Thromde/Dzongkhag records	Monthly	Ministries/Agencies/Thromdes/Dzongkhags

	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.			
Percentage compliance to e-GIF standards	This success indicator measures and ensures that Ministries/Agencies/Thromdes/dzongkhags comply to e-GIF standards in all ICT related activities.	records of e-GOV review meetings	Biannually	Ministries/Agencies/Thromdes/Dzongkhags
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. 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> <ol style="list-style-type: none"> 1) No. of tools sensitized – 5 tools (10%); 2) Mode of Delivery - face to face sensitization program (10%); 3) Duration - one day or more (10%); and 4) Percent of employees sensitized – 80 & above (10%). <p>The agencies will report on the above weightage (40 percent) using the standard form developed by ACC.</p>	<ul style="list-style-type: none"> • Supporting documents from the agencies • Questionnaire based desk survey 	Annually	All Public agencies that have signed APA

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 annual Dzongkhag Statistics (ADS) is published online	DSOs to collect, compile, validate and upload in their respective Dzongkhag's website	ADS report is an Official Statistics Report which is useful for the Dzongkhag	---	ADS report may not be published
All Dzongkhags	Timeline by which the annual Dzongkhag at A Glance (DAG) is published	DSOs need to collect, compile, validate and upload online in the Dzongkhag Website and submit data to NSB	DSOs to upload the DAG in their Dzongkhag website which is very useful to the Dzongkhags	---	20 Dzongkhag's DAGs may not be published at NSB website
MINISTRY OF LABOUR & HUMAN RESOURCES	Timeline by which the quarterly SDMX National Summary Data Page (NSDP) is published	Quarterly SDMX NSDP data required to be uploaded on the Ministry's website	Quarterly SDMX NSDP data is essential for the dissemination of macro-economic indicators on NSB's webpage online	---	Cannot publish quarterly SDMX on time
MINISTRY OF FINANCE	Timeline by which the quarterly SDMX National Summary Data Page (NSDP) is published	Data required for the publication of the Quarterly SDMX NSDP	To disseminate macro-economic indicators online	---	Quarterly SDMX NSDP may not be published on time.
MINISTRY OF INFORMATION & COMMUNICATIONS	Percentage of non ICT staff trained	Need fund/expertise to conduct training for non-ICT staff	NSB didnot budget for this training	---	Cannot train the non-ICT staff

Whereas,

I, the **Chief Statistical Officer, Coordination, Information and Research 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, Coordination, Information and Research 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

Date:

Cheku Dorji
Chief Statistical Officer, CAIRD

Date: