



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Foreign Affairs

2014-2015

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Preamble

The Annual Performance Agreement is made and entered into on

BETWEEN

The Secretary, Ministry of Foreign Affairs, representing the Minister, Ministry of Foreign Affairs, 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

Uphold national interest and preserve the nation's image in the international arena through effective diplomacy.

1.2 Mission

Driven by a value based foreign policy, Ministry of Foreign Affairs would like to see realization of an efficient & well groomed diplomatic service capable of taking the responsibility to project the national interests of an emerging, confident and responsible Bangladesh in the fast changing international order.

1.3 Functions

- 1 Maintaining bi-lateral political and diplomatic relations with all countries, especially with the neighbours;
- 2 Maintaining liaison, having dialogue & discussions in order to coordinate with other countries and with the United Nations as well as with International & Regional Organizations
- 3 Signing Agreements/ Treaties and Memorandum of Understandings (MoU) with other countries and different International Organizations including the United Nations
- 4 Protecting national interests in international forums and playing significant role at the regional and international forums for pressing global peace, security and sustainable development (such as: on going development on the SDGs)
- 5 Providing various assistance including consular and other welfare services to expatriate Bangladeshis through diplomatic and consular representation
- 6 Overall administration and management of Bangladesh Missions abroad
- 7 Coordinating with other Ministries/ Divisions in all matters/ issues related to Bangladesh's foreign relations
- 8 Facilitating other line Ministries in their pursuit to attain targets (such as expansion of market for trade products- M/o Commerce or expansion of markets for skilled and semi-skilled labours-M/o Expatriate Welfare and Overseas Employment)
- 9 Organizing foreign visits of the Hon'ble President and the Hon'ble Prime Minister with all protocol arrangements and management
- 10 Organizing visits of Heads of states and Heads of Governments of foreign countries and maintaining all formalities and providing protocol services to foreign diplomats, diplomatic & consular missions

1.4 Strategic Objectives

- 1 Strengthening bi-lateral relations
- 2 Enhancing visibility in Multilateral Forum
- 3 Offering efficient Consular service

Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

- 4 Upholding Bangladesh's interest in Regional forums
- 5 Facilitating expansion of labour market and export market of Bangladesh.
- 6 Facilitating negotiations in connection with Economic cooperation
- 7 Adjustment in foreign policy in the context of regional and global changes and developments
- 8 Successful intervention in international participation/ discourses on global issues (climate change, migration & development and SDGs etc

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] Strengthening bi-lateral relations	20.00	[1.1] Foreign Office Consultations (FOC)	[1.1.1] FOCs held	Number	4.00	6	5	4	3	2
		[1.2] Facilitating Ministerial Meetings	[1.2.1] Ministerial Meetings held	Number	5.00	8	7	6	5	4
		[1.3] Facilitating Signing of Agreements	[1.3.1] Agreements signed	Number	3.00	5	4	3	2	1
		[1.4] Facilitating Signing of MoUs	[1.4.1] MoUs signed	Number	2.00	7	6	5	4	3
		[1.5] Organizing incoming VVIP & other high level visits	[1.5.1] VVIPs and high level leaders visited BD	Number	2.00	4	3	2	1	0
		[1.6] Organizing outgoing VVIP visits.	[1.6.1] VVIPs and high level state/ official visits arranged	Number	4.00	6	6	4	3	2
[2] Enhancing visibility in Multilateral Forum	12.00	[2.1] Attending Multilateral conferences/ seminars	[2.1.1] Conference/ Seminars attended	Number	6.00	55	52	50	47	45
		[2.2] Participating UN/ IO elections	[2.2.1] Elections participated	Number	3.60	5	4	3	2	1
		[2.3] Organizing multilateral seminars/ conferences in Dhaka	[2.3.1] Seminars/ conferences organized	Number	2.40	5	4	3	2	1
[3] Offering efficient Consular service	20.00	[3.1] Facilitating Introduction of MRP in BD Missions abroad (with support from M/o Home and DIP)	[3.1.1] Missions with MRP facilities	Number	3.00	63	61	60	59	54
		[3.2] Facilitating Introduction of MRV in BD missions abroad (with support from M/o Home and DIP)	[3.2.1] Missions with MRV facilities	Number	3.00	25	22	20	18	16

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%
		[3.3] Issuing MRP to immigrant Bangladesh citizens (with support from M/o Home and DIP)	[3.3.1] MRP Issued	Million	3.00	1.5	1.4	1.2	1.15	1.0
		[3.4] Issuing passport efficiently to BD citizens abroad (with support from M/o Home and DIP)	[3.4.1] Time to provide MRP	Days	2.00	42	45	47	50	60
		[3.5] Providing efficient consular services to BD nationals abroad	[3.5.1] Time to provide consular service in Missions abroad	Days	3.00	5	7	8	10	12
		[3.6] Providing efficient consular services in Dhaka	[3.6.1] Time to provide consular service in Dhaka	Days	3.00	4	5	6	8	10
		[3.7] Issuing Visa to foreign nationals	[3.7.1] Visa issued	Thousand	2.00	350	340	325	320	310
		[3.8] Issuing Birth Certificate to Bangladesh citizens living abroad	[3.8.1] Birth Certificate issued	Thousand	1.00	7	6.5	6.0	5.5	5.0
[4] Upholding Bangladesh's interest in Regional forums	10.00	[4.1] Attend meetings on regional connectivity	[4.1.1] Attending meeting/ seminars/ workshops on regional connectivity	Number	7.00	5	4	3	2	1
		[4.2] Organizing meetings/ seminars on regional issues	[4.2.1] Organizing meetings/ seminars/ workshops on regional issues	Number	3.00	4	3	2	1	0
[5] Facilitating expansion of labour market and export market of Bangladesh.	10.00	[5.1] Facilitate organizing export fair	[5.1.1] Trade fairs organized abroad	Number	3.00	9	8	7	6	5
		[5.2] Meeting with host country Chamber leaders	[5.2.1] Meetings with chamber leaders	Number	1.00	12	10	9	8	7

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%
		[5.3] Publication on Bangladeshi Goods	[5.3.1] Publication of promotional books	Number	2.00	5	4	3	2	1
		[5.4] Meeting with the host authority to break the deadlocks in case of existing labour markets	[5.4.1] Labour related meetings attended	Number	3.00	12	10	9	8	7
		[5.5] Sending Fact finding Missions abroad to explore new labour market	[5.5.1] Fact finding missions sent	Number	1.00	5	4	3	2	1
[6] Facilitating negotiations in connection with Economic cooperation	3.00	[6.1] Cooperation documents signed	[6.1.1] Cooperation documents signed	Number	1.50	5	4	3	2	1
		[6.2] Economic Cooperation related meeting attended	[6.2.1] Meetings attended	Number	1.50	10	9	8	7	6
[7] Adjustment in foreign policy in the context of regional and global changes and developments	5.00	[7.1] Meetings, seminars and workshops attended	[7.1.1] Meetings attended	Number	2.50	5	4	3	2	1
		[7.2] Documents signed	[7.2.1] Documents signed	Number	2.50	5	4	3	2	1
[8] Successful intervention in international participation/ discourses on global issues (climate change, migration & development and SDGs etc	5.00	[8.1] Meetings, seminars and workshops attended	[8.1.1] Meetings, seminars and workshops attended	Number	2.50	5	4	3	2	1
		[8.2] Intervention in outcome documents	[8.2.1] Interventions made	Number	2.50	5	4	3	2	1

Mandatory Strategic Objectives

* 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

* 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
Ministry/Division Strategic Objectives								
[1] Strengthening bi-lateral relations	[1.1] Foreign Office Consultations (FOC)	[1.1.1] FOCs held	Number	2	3	5	6	7
	[1.2] Facilitating Ministerial Meetings	[1.2.1] Ministerial Meetings held	Number	4	6	7	8	9
	[1.3] Facilitating Signing of Agreements	[1.3.1] Agreements signed	Number	3	4	4	6	7
	[1.4] Facilitating Signing of MoUs	[1.4.1] MoUs signed	Number	4	5	6	6	7
	[1.5] Organizing incoming VVIP & other high level visits	[1.5.1] VVIPs and high level leaders visited BD	Number	2	2	3	2	2
	[1.6] Organizing outgoing VVIP visits.	[1.6.1] VVIPs and high level state/ official visits arranged	Number	12	15	6	7	8
[2] Enhancing visibility in Multilateral Forum	[2.1] Attending Multilateral conferences/ seminars	[2.1.1] Conference/ Seminars attended	Number	47	50	52	57	65
	[2.2] Participating UN/ IO elections	[2.2.1] Elections participated	Number	4	6	4	5	6
	[2.3] Organizing multilateral seminars/ conferences in Dhaka	[2.3.1] Seminars/ conferences organized	Number	2	3	4	4	4
[3] Offering efficient Consular service	[3.1] Facilitating Introduction of MRP in BD Missions abroad (with support from M/o Home and DIP)	[3.1.1] Missions with MRP facilities	Number	20	54	63	66	69

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
	[3.2] Facilitating Introduction of MRV in BD missions abroad (with support from M/o Home and DIP)	[3.2.1] Missions with MRV facilities	Number	00	00	22	30	35
	[3.3] Issuing MRP to immigrant Bangladesh citizens (with support from M/o Home and DIP)	[3.3.1] MRP Issued	Million	00	1.0	1.4	1.7	1.8
	[3.4] Issuing passport efficiently to BD citizens abroad (with support from M/o Home and DIP)	[3.4.1] Time to provide MRP	Days	60	55	45	42	40
	[3.5] Providing efficient consular services to BD nationals abroad	[3.5.1] Time to provide consular service in Missions abroad	Days	14	12	7	5	4
	[3.6] Providing efficient consular services in Dhaka	[3.6.1] Time to provide consular service in Dhaka	Days	14	10	5	4	3
	[3.7] Issuing Visa to foreign nationals	[3.7.1] Visa issued	Thousand	300	310	350	360	380
	[3.8] Issuing Birth Certificate to Bangladesh citizens living abroad	[3.8.1] Birth Certificate issued	Thousand	4.80	5.0	6.5	6.8	7.0
[4] Upholding Bangladesh's interest in Regional forums	[4.1] Attend meetings on regional connectivity	[4.1.1] Attending meeting/ seminars/ workshops on regional connectivity	Number	3	4	5	5	6
	[4.2] Organizing meetings/ seminars on regional issues	[4.2.1] Organizing meetings/ seminars/ workshops on regional issues	Number	1	2	3	3	3

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
[5] Facilitating expansion of labour market and export market of Bangladesh.	[5.1] Facilitate organizing export fair	[5.1.1] Trade fairs organized abroad	Number	7	7	8	10	11
	[5.2] Meeting with host country Chamber leaders	[5.2.1] Meetings with chamber leaders	Number	7	8	10	12	12
	[5.3] Publication on Bangladeshi Goods	[5.3.1] Publication of promotional books	Number	2	3	4	5	5
	[5.4] Meeting with the host authority to break the deadlocks in case of existing labour markets	[5.4.1] Labour related meetings attended	Number	--	--	10	--	--
	[5.5] Sending Fact finding Missions abroad to explore new labour market	[5.5.1] Fact finding missions sent	Number	--	--	4	--	--
[6] Facilitating negotiations in connection with Economic cooperation	[6.1] Cooperation documents signed	[6.1.1] Cooperation documents signed	Number	1	2	4	4	4
	[6.2] Economic Cooperation related meeting attended	[6.2.1] Meetings attended	Number	7	8	10	11	12
[7] Adjustment in foreign policy in the context of regional and global changes and developments	[7.1] Meetings, seminars and workshops attended	[7.1.1] Meetings attended	Number	1	2	4	5	6
	[7.2] Documents signed	[7.2.1] Documents signed	Number	1	2	4	4	4
[8] Successful intervention in international participation/ discourses on global issues (climate change, migration & development and SDGs etc	[8.1] Meetings, seminars and workshops attended	[8.1.1] Meetings, seminars and workshops attended	Number	1	2	4	5	6

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
	[8.2] Intervention in outcome documents	[8.2.1] Interventions made	Number	3	4	4	5	6

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] FOCs held	Foreign Office Consultations is one of the newest concepts of modern day diplomacy. Now a days most developed countries meet bi-laterally at the level of Foreign Minister or Foreign Secretary. Important issues are discussed during Foreign Office Consultations. As a result FOC expedites the process of striking better understanding on issues of difference and disputes and pave the way for Agreements and MoUs.	Ministry of Foreign Affairs	Publications and reports on missions	
2	[1.2.1] Ministerial Meetings held	Ministerial level meetings play a significant role in strengthening bi-lateral relation	Ministry of Foreign Affairs	Meeting resolutions	
3	[1.3.1] Agreements signed	Agreements, Treaties, MoUs etc are time honoured instruments that countries have to conclude through negotiations. There are time bound and specific objectives set through these instruments. Signing Agreements is the outcome of successful diplomatic negotiation	Ministry of Foreign Affairs and relevant Ministries	Copy of Agreements and resolutions	

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
4	[1.4.1] MoUs signed	Agreements, Treaties, MoUs etc are time honoured instruments that countries have to conclude through negotiations. There are time bound and specific objectives set through these instruments. Signing Agreements is the outcome of successful diplomatic negotiation	Ministry of Foreign Affairs and relevant Ministry	Copy of Memorandum of Understanding	
5	[1.5.1] VVIPs and high level leaders visited BD	VVIP visits indicate the visits at the level of Head of State or Head of Government. Such visits are results of long-drawn process of engagement and they culminate into targets to take the cooperation to a higher level. Best manifestation of goodwill between the two countries.	Ministry of foreign Affairs	Booklet of the VVIP visit	
6	[1.6.1] VVIPs and high level state/ official visits arranged	VVIP visits indicate the visits at the level of Head of State or Head of Government. Such visits are results of long-drawn process of engagement and they culminate into targets to take the cooperation to a higher level. Best manifestation of goodwill between the two countries.	Ministry of Foreign Affairs	Booklet of the VVIP visit	
7	[2.1.1] Conference/ Seminars attended	Global issues are discussed in multilateral meetings and forms. Hence, all countries get the opportunity to present their position on any particular issues. To protect	Ministry of Foreign Affairs and relevant Ministry	Conference/ Meeting resolutions and minutes	

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
7	[2.1.1] Conference/ Seminars attended	national interest it is important to participate in international and global discourse meetings.	Ministry of Foreign Affairs and relevant Ministry	Conference/ Meeting resolutions and minutes	
8	[2.2.1] Elections participated	Executive members in all UN and IOs are elected through elections. Bangladesh has been performing tremendously of late in all UN and IOs elections. In future, MoFA will continue its endeavor to uphold the country's image by winning more elections	Ministry of Foreign Affairs and BD missions abroad	Copy of Election result paper	
9	[2.3.1] Seminars/ conferences organized	Organizing multilateral meetings and seminars are important to uphold the image of a country. Bangladesh has been working to strengthen her capacity to organize medium scale multilateral seminars and meetings	Ministry of Foreign Affairs	Conference/ seminar resolution	
10	[3.1.1] Missions with MRP facilities	As advised by ICAO all countries are bound to introduce Machine Readable Passports. As of now, after 29 November 2015 no one will be allowed to travel without MRP. Hand written passport will be obsolete. The Government has taken initiative to introduce MRP to Bangladesh Missions abroad.	Ministry of Foreign Affairs, Ministry of Home and Department of Immigration and Passport	Issue register	

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	[3.2.1] Missions with MRV facilities	As advised by ICAO all countries are bound to introduce Machine Readable Visa by 2015. The Government has taken initiative to introduce MRV to Bangladesh Missions abroad.	Ministry of Foreign Affairs, Ministry of Home and Department of Immigration and Passport	Publication on Missions	
12	[3.3.1] MRP Issued	Number of expatriate Bangladeshis provided with MRPs	Ministry of Foreign Affairs, Ministry of Home and Department of Immigration and Passport	Passport issue register	
13	[3.4.1] Time to provide MRP	At present it takes around two months to hand over a MRP to an expatriate Bangladeshi. MoFA has been working to make the process more efficient so that MRPs can be handed over in 6 weeks time.	Ministry of Foreign Affairs, Ministry of Home and Department of Immigration and Passport	Annual report of the missions	
14	[3.5.1] Time to provide consular service in Missions abroad	At present it takes around two weeks to provide some of the consular services; such as Police Clearance and Power of Attorney. MoFA has been working to make the process more efficient so that all types of consular services can be provided in 3 days.	Ministry of Foreign Affairs, Bangladesh Missions abroad and Ministry of Home	Annual report	

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
15	[3.6.1] Time to provide consular service in Dhaka	At present it takes around two weeks to provide some of the consular services; such as Police Clearance and Power of Attorney. MoFA has been working to make the process more efficient so that all types of consular services can be provided in 3 days.	Ministry of Foreign Affairs, Bangladesh Missions abroad and Ministry of Home	Annual report of the missions	
16	[4.1.1] Attending meeting/ seminars/ workshops on regional connectivity	A connectivity issue is discussed in regional meetings and forums. Hence, all countries get the opportunity to present their position on this particular issue. To protect national interest it is important to participate in regional connectivity related discourse meetings.	Ministry of Foreign Affairs and relevant Ministry	Meeting resolutions and report on meetings	
17	[5.1.1] Trade fairs organized abroad	Bangladesh missions abroad with the support from M/o Commerce, Board of Investment and Export Promotion Bureau organize trade/ investment fairs to promote Bangladeshi trade products and investment opportunities. These fairs play significant role in promoting our products abroad and investment from abroad.	Ministry of Foreign Affairs, Ministry of Commerce and Export Promotion Bureau	Reports from EPB and missions	

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
18	[6.1.1] Cooperation documents signed	To explore new labour market it is important to send fact finding missions to countries where Bangladesh does not have any diplomatic or consular representation. Meeting with the host authorities and labour exporting companies of those countries will pave the way for Bangladesh labour force.	Ministry of Foreign Affairs and Ministry Expatriate Welfare and Oversees Employment	Copy of the Agreement and relevant documents	
19	[6.2.1] Meetings attended	With a view to expand the labour market (existing) it is important to meet with the high officials of the host countries at senior official and Ministerial levels.	Ministry of Foreign Affairs and Ministry of Expatriate Welfare and Oversees Employment	Meeting resolution	

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 Strengthening bilateral relation of Bangladesh	Ministry of Foreign Affairs	Foreign Office Consultation	Number	2	3	6	7	7
2 Organize State/ Official visit for the Hon'ble President and Hon'ble Prime Minister	Ministry of Foreign Affairs	Number of VVIPs and high level state/ official visits arranged	Number	14	15	14	8	9
3 Reducing time to provide consular service	Ministry of Foreign Affairs and M/o Home	Days to provide consular service	Days	14	12	7	5	4
4 Facilitating Introduction of MRP in Bangladesh missions abroad (with support from M/o Home and DIP)	Ministry of Foreign Affairs, M/o Home and Department of Immigration and Passport	Number of Missions where MRP was introduced	Number	20	54	63	66	69
5 Invite Heads of State and Heads of Government to visit Bangladesh	Ministry of Foreign Affairs	Number of VVIPs and high level leaders visited Bangladesh	Number	2	2	3	2	2
6 Facilitating Introduction of MRV in Bangladesh missions abroad (with support from M/o Home and DIP)	Ministry of Foreign Affairs, M/o Home and Department of Immigration and Passport	Number of Missions where MRV was introduced	Number	0	10	22	30	35
7 Providing MRP to immigrant Bangladesh citizens (with support from M/o Home and DIP)	Ministry of Foreign Affairs, M/o Home and Department of Immigration and Passport	Number of immigrant Bangladesh citizens handed over with MRP	Million	0	1.0	1.4	1.7	1.8
8 Reducing time lag to provide MRP to expatriate Bangladesh citizens	Ministry of Foreign Affairs, M/o Home and Department of Immigration and Passport	Days to provide a passport	Days	60	55	45	42	40

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
9 Increase export of Bangladesh	Ministry of Foreign Affairs & Ministry of Commerce and Export Promotion Bureau	Number of trade Fairs organized abroad	Number	7	7	8	10	11
10 Expand Labour Market of Bangladesh	MoFA and M/o Expatriate Welfare and Overseas Employment	Number of meeting with the host authority to break the deadlocks in case of existing labour markets	Number	7	8	10	12	14

Whereas,

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

Signed,

Secretary
Ministry of Foreign Affairs

Date

Cabinet Secretary
Cabinet Division

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	DIP	Department of Immigration and Passport
2	EPB	Export Promotion Bureau
3	FOCs	Foreign Office Consultations is one of the newest concepts of modern day diplomacy. Now a days most developed countries meet bi-laterally at the level of Foreign Minister or Foreign Secretary. Important issues are discussed during Foreign Office Consultations. As a result FOC expedites the process of striking better understanding on issues of difference and disputes and pave the way for Agreements and MoUs.
4	IO	International Organizations
5	MoFA	Ministry of Foreign Affairs
6	MoUs	Memorandum of Understandings
7	MRP	Machine Readable Passport
8	MRV	Machine Readable Visa
9	UN	United Nations

10	VVIP	VVIP indicates to Heads of State/ Heads of Government level leaders. Such visits are designed based on receiving invitation, bilateral relations and other exigencies. Therefore, number vary from year to year.
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Preamble

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

BETWEEN

The Secretary, Ministry of Foreign Affairs, representing the Minister, Ministry of Foreign Affairs, 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:

Annual Performance Agreement (APA) for Ministry of Foreign Affairs -(2014-2015)

Whereas,

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

Signed,



Secretary
Ministry of Foreign Affairs

09/03/2015
Date



Cabinet Secretary
Cabinet Division

09/3/2015

Date