



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Secretary, Ministry of Education

and



The Secretary, Bangladesh National Commission for UNESCO

2014-2015

22/04/15
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

Table of Contents

Preamble
Section 1: BNCU's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and Targets
Section 4: Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

22/05/16
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

Preamble

The Annual Performance Agreement is made and entered into on 28 June 2015

BETWEEN

The Secretary, Bangladesh National Commission for UNESCO, Ministry of Education

AND

The Secretary, Ministry of Education, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

22/07/15
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

Section 1:

BNCU's Vision, Mission, Strategic Objectives and Functions

1.1 Vision:

Building peace through education, culture, science, social and human science, Information and communication.

1.2 Mission:

Bridge between various government and Non Government entities of Bangladesh in synchronizing activities of UNESCO and IESCO

1.3 Functions:

1. To associate the governmental and non-governmental bodies in education, sciences, culture and communication;
2. To conduct UNESCO Participation Programme, Scholarship & Fellowship, Prizes & Awards, Education affairs etc;
3. As a recognized agency BNCU maintain UNESCO Coupons Programme dealing with various universities and Organizations.
4. To conduct research programmes relating to UNESCO's sectors which lead to development.
5. Celebrate/observe national and international days for the promotion of Global peace and education.
6. Assist, promoting participation of students and teachers through ASPnet global activities.

1.4 Strategic Objectives:

1. To serve as a liaison agency between the Government of Bangladesh and UNESCO/IESCO.
2. To function as the laboratory of ideas, standard setter, clearing house giving substantial contributions in the advancement of UNESCO's objectives.
3. To act as agencies of consultation, liaison and information, and mobilizing and coordinating partnerships with national and global partners.
4. To give policy advice for capacity building/strengthening National/International Cooperation.

22/05/20
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

5. To build an authoritative network of stakeholders, partners and experts and offer a comparative advantage to the Organization within the United Nations system.


22/05/20
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

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 100%	Very Good 90%	Good 80%	Fair 70%	Poor 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	30/06/2015	31/07/2015	31/08/2015	31/10/2015	31/12/2015
		Implementation of Grievance Redress System (GRS)	Publication of CC in website or others means.	Date	1.0	30/06/2015	31/07/2015	31/08/2015	31/10/2015	31/12/2015
			Publishing names and contact details of GRS focal point in the website	Date	1.0	30/06/2015	31/07/2015	31/08/2015	31/10/2015	31/12/2015
			Sending GRS report(s) to the Education Ministry from January 2015 to December 2015 (when applicable)	Number of reports	1.0	5	4	3	2	1


 22/09/16
A.K.M. Monirul Islam
 Assistant Secretary
 Bangladesh National Commission for UNESCO
 Ministry of Education

- Efficient Functioning of the Annual Performance Agreement (APA) System. - Mandatory Objectives(s)	2.00	Improve audit performance	Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Numb er of BMC meeti ngs	1.0	4	3	2	1	-
			Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
			On-time submission	Date	2.0	22/06/2015	23/06/2015	24/06/2015	25/06/2015	28/06/2015


 A.K.M. Monirul Islam
 Assistant Secretary
 Bangladesh National Commission for UNESCO
 Ministry of Education

Annual Performance Agreement for BNCU (2014-2015)

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target/Criteria Value			
						Excellent	Very Good	Good	Fair
						100%	90%	80%	70%
									60%

Ministry/Division Strategic Objectives

1. Attached with EFA and to organize launching ceremony of EFAGMR.	5.00	Facilitate the launching ceremony of EFAGMR and arrangements of EFA related issues	BNCU takes initiative for launching ceremony of EFAGMR with the support of UNESCO.	1	5.00					
2. To participate in UNESCO Executive Board Meeting and UNESCO General Conference.	14.00	Participate as member in UNESCO Executive Board Meeting, take part in intervention	Organizing the inter-ministerial meeting.	1	4.50					
		Participate in UNESCO	Preparation of speech for representative.		5.00					

A.K.M. MORRIS
Assistant Secretary
English National Commission for UNESCO
Ministry of Education

3. To participate in ISESCO Executive Board Meeting and ISESCO General Conference.	10.00	General Conference	Participate in ISESCO Executive Board Meeting and ISESCO General Conference, Project implementation.	1	4.50			
			Identify Bangladesh related issues.		3.50			
			Submit Project Proposal and implementation of approved projects.		3.50			
			Repay subscription for UNESCO & ISESCO.		3.00			
4. To improve quality service as an international office.	10.00	Organize international workshop, seminar, conference	Organize workshop, seminar (subject to availability of foreign support of funds).	1	4.00			
		National and International day observed	Observe National and International memorable day in befitting manner.		3.00			

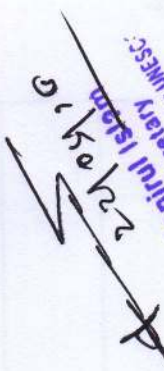
		Organize in service training for officer and staff	Training for officer and staff.		3.00							
5. To conduct UNESCO Participation Programme funded by UNESCO for implementing projects.	10.00	In 2014-15 biennium under the participation programme 07 projects have been sent to UNESCO	5 projects have been approved by UNESCO, monitoring and supervision of the projects.	5	10.00	5	4	3	2	1		
6. UNESCO Coupons Programme.	8.00	BNCU accomplishes coupon's purchase and exchange related procedure.	To be sent to UNESCO within the stipulated time in month from the receiving.	Month	8.00	1	2	3	4	5		
7. To conduct Associated Schools Project Network (ASPnet)	8.00	Celebrate/observe international days assisting, promoting, participation of students and teachers in ASPnet activities.	Within weeks from the receiving of the information (subject to receiving the information)	Weeks	4.50	2	4	6	8			
			BNCU		3.50	2	4	6	8	10		


 A. K. M. Monirul Islam
 Assistant Secretary
 Bangladesh National Commission for UNESCO
 Ministry of Education

8. Inscription of Tangible and Intangible Cultural Heritage of Bangladesh in the World Heritage and Intangible Cultural Heritage List of UNESCO.	10.00	Bangladesh National Commission for UNESCO (BNCU), through ASPnet National Coordinator of Bangladesh coordinate 40 schools of Bangladesh.	coordinates and accomplishes the procedure.	Nos	5.00	3	2	1	0	0
		Organizing and conducting workshop, training building capacity of the concerned bodies for enlisting these heritage.	Communication with the public sector organization Initiatives for promoting community awareness by organizing meetings with the stakeholders within the considering period							
		Initiatives for safeguarding the heritage sites through building awareness among the community and building partnership		Nos	5.00	3	2	1	0	0

A.K.M. Monirul Hossain
 Assistant Secretary
 Bangladesh National Commission for UNESCO
 Ministry of Education

		with different stakeholders regarding this issue.								
9. To establish IMLI as UNESCO Category-2 institution.	10.00	Provide technical and intellectual support. Selection of resource person for IMLI	To provide technical support to the entities	On time	10.00					


 A.K.M. Monirul Islam
 Assistant Secretary for UNESCO
 Ministry of Education
 Bangladesh

Annual Performance Agreement for BNCU (2014-2015)

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl. No.	Performance Indicators	Description	Implementing Section/Department/ Agencies	Measurement and Source of Data	General Comments
1	Post creation	All measures arranged and two posts (Driver, Accountant) created	Programme officer (Finance & Admin)	Organogram of BNCU	
2	Training Programme	Arrange various training programmes for officers for skill development.	Programme officer (Finance & Admin)	BANBEIS, BSTD	
3	Conduct UNESCO Coupons Programme	All measures have been taken for exchange and renewal	Programme officer (UNESCO Coupons & Establishment)	Demand from Local stakeholders	
4	Training Programme for staffs	Arrange various training programmes for enriching their ability.	Programme officer (UNESCO Coupons & Establishment)	BANBEIS	
5	To Participate in UNESCO Executive Board Meeting & General Conference.	Organizing the inter-ministerial meeting, prepare speech for representatives of Bangladesh and other official task.	Programme officer (UNESCO)	UNESCO	
6	To collect invitation from various international organizations.	Prepare all arrangements for high officials to attend international conference according to invitation.	Programme officer (Education)	UNESCO, ISESCO, APREC	
7	Disseminate circular, invitation to proper authority.	To send invitation letter, circular to respective organization, ministry.	Programme officer (Education)	UNESCO	
8	To collect circular from UNESCO, ISESCO regarding	Prepare all arrangements for nomination and sending	Programme officer (Awards, prizes)	UNESCO, ISESCO	

A.K.M. Motiul Islam
 Assistant Secretary
 Ministry of Education
 Bangladesh National Commission for UNESCO

	fellowships, awards, prizes, scholarship.	nominations.			
9	To Participate in ISESCO Executive Council Meeting & General Conference.	Organizing the inter-ministerial meeting, prepare speech for representatives of Bangladesh and other official task.	Programme officer (ISESCO)	ISESCO	
10	To take initiatives for inscribing the cultural, natural and Intangible Heritage in the UNESCO list.	Sensitize relevant organizations and bodies to continue the inscription process. Negotiating with UNESCO and other national commissions to build the capacity of the relevant bodies regarding the issue.	Programme officer (Culture)	UNESCO	
11	To keep liaison between UNESCO/ISESCO, GoB, NGOs and other stakeholders regarding science related issues.	Maintain liaison, prepare reports, monitor projects.	Programme officer (Science)	UNESCO, ISESCO	
12	Conduct Associated Schools Project Network (ASPnet)	Disseminate information to ASPnet schools, prepare reports of programmes.	Librarian	UNESCO	

24/05/20
A.K.M. Monirul Islam
Assistant Secretary
Bangladesh National Commission for UNESCO
Ministry of Education

Annual Performance Agreement for BNCU (2014-2015)

Whereas,

I, the Secretary, Bangladesh National Commission for UNESCO, Ministry of Education, Government of the People's Republic of Bangladesh commit to the Secretary, Ministry of Education, representing the Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Secretary, Ministry of Education, on behalf of the Minister, Ministry of Education, Government of the People's Republic of Bangladesh, commit to the Secretary, Bangladesh National Commission for UNESCO (BNCU) to provide necessary support for delivery of the results described in this agreement.

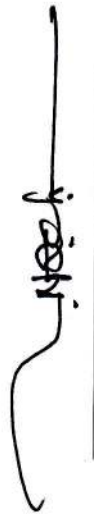
Signed,



Secretary
Bangladesh National Commission for UNESCO

26/06/2015

Date



Secretary
Ministry of Education

28th June 2015

Date