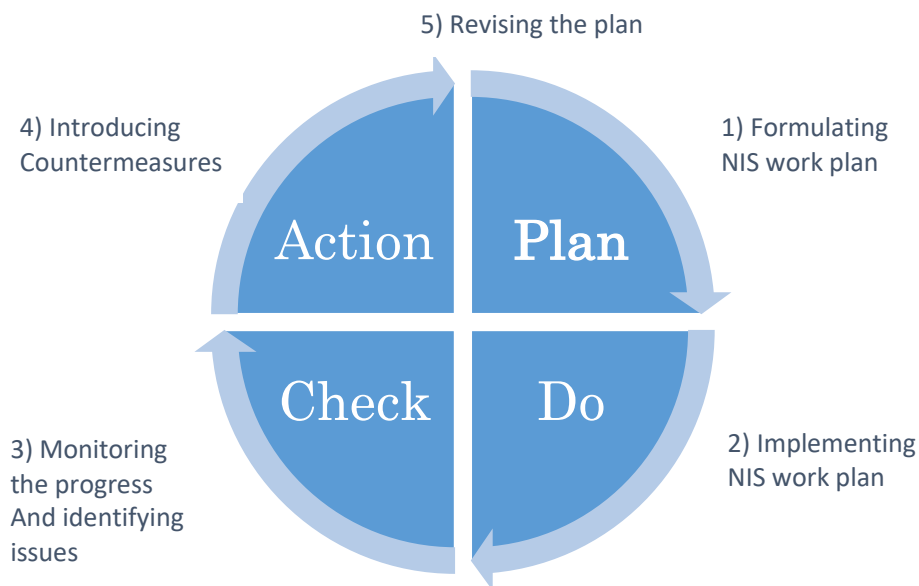


# Guideline on Monitoring of the NIS Work-Plan implementation

## 1. Introduction

Ethics Committees have been constituted in every Ministry/Division and selected institutions in accordance with the implementation arrangement of the NIS. Ethics Committees are assigned with the responsibilities of implementing the recommendations and action-plans of the NIS and thereby promote integrity and good governance in their respective Ministry/Division and institutions. One of the members of Ethics Committee is appointed as Integrity Focal Point to coordinate the NIS-related matters in his/her organization.

As Standard Operational Procedures (SOPs) of Ethics Committee, formulated by Cabinet Division in January 2015 indicates, an implementation cycle of NIS is expected to be established consisting of the steps such as: adequate planning, proper implementation of the plan, regular monitoring of the progress, effective countermeasures to the issues identified by monitoring, and revision of the plan.



This monitoring framework explains how monitoring of NIS work plan should be conducted effectively by Ethics Committee. This will guide the Integrity Focal Point in undertaking necessary initiatives for effective monitoring of the NIS work-plan as well as their recording and reporting.

## 2. Monitoring Framework

### (i) Purpose of Monitoring

The aim of monitoring is to help proper implementation of the NIS work plan at Ministry/Division and selected institutions. Implementation of the NIS work-plan has been included as a mandatory

activity for the Ministries/Divisions in Annual Performance Agreement. Monitoring of the progress of the NIS work plans is, therefore, critical for the Ministries/Divisions to achieve their APA target.

**(ii) Target of Monitoring**

Monitoring is conducted to measure progress of activities listed in the NIS work plan. A gap between plan and actual progress needs to be checked.

**(iii) Who is to Monitor**

In general, monitoring is to be done by implementers themselves, while evaluation is often conducted by the third party. Monitoring of NIS implementation may be conducted at different levels by different authorities, such as: Ethics Committee, National Integrity Implementation Unit (NIIU) and the National Integrity Advisory Council (NIAC) and its Executive Committee (ECNIAC) etc. In case of monitoring of NIS work plan, Integrity Focal Point is supposed to play a crucial role. Integrity Focal Point will collect relevant information from the implementers of activities listed in NIS work-plan and will identify the progress of their activities. Subsequently, the Ethics Committee will review the progress and will discuss about and undertake necessary countermeasures, in case of any difficulty. NIIU at Cabinet Division will collect monitoring results from Ministries, Divisions and selected institutions and will check overall progress of NIS implementation. NIIU will conduct research and evaluation on NIS implementation. The overall progress of NIS implementation will be submitted to ECNIAC and NIAC.

**(iv) Timing of Monitoring**

Monitoring is a continuous process. NIS monitoring by using this framework may be conducted in every three month. For the present NIS work plan Jan 2015 – Jun 2016, monitoring would be conducted in September 2015, December 2015, March 2016 and June 2016.

**(v) How to Monitor**

Monitoring of NIS implementation will be done by collecting information and by filling out the template attached. Integrity Focal Point will fill out the monitoring sheet designed by NIIU. Then, s(he) submits the monitoring sheet to Ethics Committee.

**3. Flow of Activities**

Detailed monitoring activities are shown as follows.

**(i) Preparation for Monitoring**

Before conducting monitoring, Integrity Focal Points need to conduct the following activities:

**1) *Revise the NIS Work-Plan***

NIS work-plan is a living document and may be revised whenever necessary. As the implementation of NIS work-plan will be evaluated at the end of the year, the work-

plan needs to be realistic. Some Ministries/Divisions did not include some NIS actions in their work-plans, which they are responsible for. Integrity Focal Points needs to look at the NIS document and review whether there is any missing action which their institutions are responsible for. The time-frame of the monitoring framework will be from July 2015 to June 2016, and therefore, the revised work-plan may also follow this time-frame.

**2) *Get NIS Work-Plan Approved by Ethics Committee***

Integrity Focal Point needs to approach to the Ethics Committee for its approval of the NIS work-plan, in case the plan is not approved yet.

**3) *Disseminate the Work- Plan among Stakeholders and Concerned Officials***

After approval of the work-plan, Integrity Focal Point will disseminate the plan among concerned officials and authorities with a formal letter. Responsibilities of implementation of each action of the work-plan will be clearly mentioned in the work plan.

**(ii) Developing Monitoring Framework**

The NIIU will disseminate the approved monitoring guideline and the framework template among the Ministries/Divisions and selected institutions. These will be available in the website of the Cabinet Division ([www.cabinet.gov.bd](http://www.cabinet.gov.bd)) as well. Integrity Focal Point will collect the soft copy of the template and will develop the monitoring framework for his/her organization. Integrity Focal Point will follow the latest NIS work-plan in preparation of the monitoring framework.

**HOW TO FILL OUT THE MONITORING SHEET**

<Preparation>

Step 1: Copy and paste “Activities”, “Unit/Person in charge”, “Baseline No., Target No., Unit” from the NIS Work Plan

Step 2: Set milestones of each target as of September 2015, December 2015, March 2016 and June 2016. These milestones indicate the progress of activities from the baseline.

<Follow up>

Step 3: Fill out actual achievement as of September, December 2015, March, June 2016. Gap between plan and actual will be clearly shown.

**(iii) Get the Monitoring Framework Approved by Ethics Committee**

Integrity Focal Point will place the monitoring framework before the Ethics Committee meeting and will get it approved by the Ethics Committee. The approved framework will be sent to the Cabinet Division and will be uploaded in the website of respective organization. Other than the members, concerned officers may also be invited in the Ethics Committee meeting for sensitization on the monitoring framework.

**(iv) Monitoring by Ethics Committee**

The Integrity Focal Point will collect necessary information and fill out the monitoring sheet on regular basis. He/she will place the progress in the Ethics Committee meeting. The Ethics Committee members will check the gap between the plan and actual progress and will take necessary decision. As part of effective follow-up, progress of NIS implementation and the monitoring results may also be discussed in the monthly coordination meeting.

**(v) Submit the Monitoring Sheet/Format to NIIU**

Integrity Focal Point will submit the filled-in monitoring sheet approved by Ethics Committee to the NIIU in every three months. Supporting documents such as report, letter, statement, photo, video etc. need to be preserved and submitted together with the monitoring sheet wherever possible.

**(vi) Disseminate the Monitoring Results**

Integrity Focal Point will disseminate the monitoring results in his/her organisation and will upload the results in the website. Along with the monitoring results, good practices of his/her institution should also be uploaded in the website. Best practices and achievements may also be shared in the social media.

**(vii) Share Experiences at Focal Point Workshop**

NIIU calls for Focal Point Workshop in every three month to share experiences among Integrity Focal Points and discuss common issues regarding the NIS implementation. Integrity Focal Point is expected to take necessary actions to intensify implementation of NIS work-plan by looking back on the discussions at Focal Point Workshops.

**(viii) Monitoring Overall Progress of NIS Implementation**

NIIU will compile the monitoring results received from different organizations and will prepare combined report on the whole progress of NIS implementation.

**(ix) Report to Executive Committee for National Integrity Advisory Council**

NIIU will submit the monitoring results to the ECNIAC periodically and to the NIAC occasionally.